

## NOTICE

A meeting of the City of Municipal Services Committee will be held on the date and time stated below. Notice is further given that members of the City Council, Park & Recreation Board, or Plan Commission may be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall at (608)-882-2266 with as much notice as possible.

City of Evansville **Municipal Services Committee**  
Regular Meeting  
City Hall, 31 S Madison St., Evansville, WI 53536  
Tuesday, May 30, 2023, 5:00 pm

## MINTUES

1. **Call to Order:** 5:00 PM
2. **Roll Call:** Alder Joy Morrison, Alder Ben Ladick, Committee Chair Jim Brooks, in at 5:15 pm  
  
**Also in Attendance:** Donna Hammett, Dale Roberts, Darren Jacobson, Dianne Duggan, and Nick Bubolz.
3. **Motion to Approve Agenda:** Morrison/Ladick 2-0 Motion Carries
4. **Motion to waive the reading of the minutes from the April 25, 2023 meeting and approve them as printed.** Morrison/Ladick 2-0 Motion Carries
5. **Civility Reminder**
6. **Citizen appearances other than agenda items listed**
7. **New Business:**
  - A. **Quarterly review and discussion of staff approved sanitary sewer billing adjustments (Jan, Apr, Jul, and Oct).** Review of credits
  - B. **Disconnection Update:** Hammett reviewed disconnection numbers: 193 notices sent on May 8, 2023 for disconnection on May 31, 2023. 65 Residential Door Knockers hung today along with 3 Commercial Door Knockers. As of today there are still 4 services off from April, 2 are occupied and 2 not occupied. Hammett stated that there was one PSC complaint that has been resolved.
  - C. **Utility Policy & Procedure Manual:** Hammett wanted to let the committee know that she was revising the Utility Policy and Procedure Manual. Possibly adding policy about inserts. Will be working with Sergeant and Miller on this.
8. **Administrative Staff Report**
  - A. **Parks & Recreation Report:** Mowing has slowed due to lack of rain. Have been watering smaller tree. Got complaint that we didn't spray 240 (broad leaf) last year, so we stayed for it this year, it got warmer faster than normal, so it vaporized, but it shouldn't hurt anything.

*-James Brooks, Committee Chair*

**B. Lake Leota Dam Project Updates:** None

**C. CMAR Annual Report Discussion:** Roberts reviewed the report, there was only one issue with the nitrate grade, there was a big slug load disrupted the plant last year, but this has been fixed.

**D. USIC Updates:** Lindroth was not in attendance, Hammett read his report. Things are going ok, there has been some errors that the W&L crew has had to pick up, and USIC is behind on hotlines. As this point it is Lindroth opinion that we think about hiring an in-house locator for Municipal Services. Committee would like to know what the contract says about error and time disruptions.

**E. Update on Department / Director:** Sergeant and Crans are still working on Job Description.

**F. Discussion and Possible action on Cemetery Decorations Ordinance:** Brooks received a complaint about putting out decorations before Memorial Day. The complaint wanted to put real flowers before mother's day, but was told no. There was some discussion but no action taken, will need to talk to the cemetery sexton it find out what was said. Roberts will talk to Fischer.

**G. Update on APPA Cyber Security Summit:** None

**H. Update on 2023 Underground Project:** Lindroth Report-Project should start soon, letters to go out to residents and businesses. Enclosed was copy of letter and project map.

**I. AMI Updates**

1. Current AMI count remaining Elec: 0 Water: 1 meter (2 appointment left)

Brooks asked about Northstar, Jacobson stated that they are finishing up Brodhead, than another small utility, than us.

**9. City Engineer Report**

**A. Subdivision and Development Updates:** Not much to update, there is a punch list to be finished for Westfield Meadows. There is a Settlers Grove Amendment coming soon for the committee to look at.

**B. Roadway Construction Updates:** The final Assessment Roll should be coming out soon. There is still work needing to be finished, mill work, paving, bricks and sidewalks. The second lift is to be paved on Liberty St, no date yet as to when this will be finished. As far terrace work, they contractor should have notified residents about watering the seeding that they did. Hammett noted that there have been complaints and inquiries about the landscaping. Bubolz stated that he has been trying to contact the contractor, they have been dragging their feet. Most complaints have been about the restoration.

**10. WPPI Report**

**A. Update from Energy Services Manager**

*-James Brooks, Committee Chair*

Last meeting we touched on what to spend the WPPI money. Jacobson went over what was spent and where it was spent last year, to give the Committee ideas where to spend it. No need for action at this time, just something to think about.

- B. WPPI Orientation June 8<sup>th</sup>:** Would like to have at least 2 people go, Hammett with talk to office crew and W&L crew, Roberts will also attend.

## **11. Old Business**

- A. Aquatic Center, Splash pad, and Park Improvement Updates (Placeholder)** None

## **12. Upcoming Meetings**

- A. Tuesday, June 27, 2023 at 5:00pm**

## **13. Motion to Adjourn:** 5:50pm, Ladick/Morrison 3-0 Motion Carries.