

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, July 25 2023, 5:00 pm

MINUTES

1. **Call to Order:** 5:00 PM
2. **Roll Call:** Committee Chair Jim Brooks, Alder. Joy Morrison, Adler. Ben Ladick, absent

Also in attendance: Donna Hammett, Dale Roberts, Jason Sergeant, Dianne Duggen, Kerry Lindroth, and Nick Bubolz.
3. **Motion to Approve Agenda:** Brooks/Morrison 2-0
4. **Motion to waive the reading of the minutes from the ~~May 31, 2023~~ June 27, 2023 meeting and approve them as printed.** Morrison/Brooks 2-0 with date/ typo corrections.
5. **Civility Reminder**
6. **Citizen appearances other than agenda items listed:** Erik Sharp
7. **New Business**
 - A. **Quarterly review and discussion of staff approved sanitary sewer billing adjustments (Jan, Apr, Jul, and Oct).** Hammett review the adjustments, there was nothing out of the ordinary. For information only.
 - B. **Disconnection Update:** Hammett review disconnections, we hung 65 Residential and 7 Commercial Door Knockers today, for disconnection tomorrow, at the end of the day we had 50 Residential and 3 Commercial accounts still on the list. There are still 2 services off from April and 1 off from May. We will be watching the weather for Heat advisory and will be check all the disconnected services.
 - C. **Discussion and motion to approve Write Off of \$110.53 for account 26-1020-03-SDC Uncollectable:** Hammett stated the account was returned by SDC (State Debt Collections) as uncollectable, asking for approval to write off this amount. Morrison/Brooks 2-0 Motion Carries.
 - D. **Discussion and motion to approve Refund of Yard Waste Fee.** Resident changed his mind about using the permit, felt that it was too much for the time frame that the yard waste site was open. The permit has not been used and has requested refund. Resident was present at the meeting. Motion to approve Refund of Yard Waste Fee, Morrison/Brooks 2-0 Motion Carries.
 - E. **Motion to recommend Common Council approve Land Division application LD-2023-0196 for the certified survey map for parcels 6-27-958.07, 6-27-959.6, 6-20-219B,**

6-20-318, 6-20-317.01, and 6-20-305. Sergeant went over the basics of the application, after some discussion, Motion to recommend to Common Council-Morrison/Brook 2-0 Motion Carries.

- F. Motion to recommend Madison Street Agreement with DOT:** Sergeant and Berquist have gone over the agreement, and Berquist feels it is in the best interest of the City to approve this agreement. Morrison/Brooks 2-0, Motion Carries.
 - G. Discussion and Motion to Recommend Recreation Coordinator Position Description.** The description combines Youth Center, Youth Sports, and Recreation Programs/Management. Committee has decided to push this to Finance/Labor. No Motion.
 - H. Discussion and Motion to recommend Municipal Services Director Position Description and discuss next steps.** 7 application came in, but none of them met the position's qualification. The only change to the description is the pay scale. Sergeant reached out to WPPI, and was told that are pay scale is about \$40,000 too low. Sergeant also looked at the City of Columbus, a comparable community, they were also looking for a Municipal Service Director, Columbus's ad for this position has pay rate starting at \$140,000 to \$150,000. Sergeant also reached out to a former W&L employee, and got good feedback as to what is needed. Morrison/Brooks 2-0 Motion Carries.
 - I. Discussion and Motion to Recommend Compensation Philosophy:** Last Year the Council approved this philosophy, at that time there were only 20 grades, it is now update to a 25-grade process. There have been some typo corrections, and it should also say be looked at annually. There are some positions not included, 5-6 people not on the pay scale at all, unknown why they are not there. Morrison/Brooks 2-0 Motion Carries.
 - J. Discussion and Motion to Recommend Municipal Services staff Position Descriptions revising Line worker title, Wastewater Treatment Plant Operator titles, and all pay grade.** The wage study pointed out some positions that we don't have. General Laborer that spend most of the time at the wastewater treatment plant and the same on the water side. These positions now have a line on the pay scale and descriptions: Wastewater Treatment Plant Operator and Operator in Charge. Also, Water Plant Operator and Operator in Charge. Changes to the descriptions for Lineman to Lineworker and at the end of the description is has different pay scales for work experience. Brooks asked about the future of the Cemetery Sexton. Roberts has looked into different options, still in discussion at this time. Morrison/Brooks 2-0.
 - K. Updates on CIP and Budget:** Sergeant met with Roberts, Lindroth, Berquist, and Duggan, meeting went well, talking about Capitol in general and vision around local registration fee. The registration fee money has been used on some of the streets in town, are looking into the long term budget process to add more streets to the list every year. Budgets & CIP is going out to Department heads now. Sergeant point out that about \$100,000 every year for road resurfacing and overlay, also went over other road projects in the future that had been discussed.
- 8. Administrative Staff Report:**
- A. Parks & Recreation Report:** Robert stated that Park staff has started mowing again, due to the recent rain. Last week Monday Roberts met with DSPS (OSHA) on a complaint

-James Brooks, Committee Chair

filed by a resident that we were not giving access to SVS sheets and that our employees didn't have the right training for spraying, DSPS (OHSA) was doing a follow up on that complaint, after our conversation, and after looking at our training records, Andrew from MEUW is drawing up training process for just spraying alone, instead of the broad training that is there now. DSPS (OHSA) was happy with that. There is online access to our training sheets. The same resident called the Dept of Ag and Consumer Protection and Roberts spoke to someone at Dept of Ag about the issue and it ended up not being in their jurisdiction, at the end of the conversation, it was noted that they were closing out the complaint. Sergeant was out of town, he got filled in: We have some very concerned resident that wanted to make sure that our Parks are safe. There were a lot information and accusations that were going around, and Roberts did a good job fielded all the information.

~~B. Update on Department / Director~~ Discussed 7H

C. Update on 2023 Underground Project: The boring is being done first, they have started at the creek, went up to the alley at Railroad St, and they are boring across Madison St, and Setting a pole. Going Well.

D. AMI

1. AMI Updates Current AMI count remaining Elec: 0 Water: 2 meters (1 Commercial and 1 Residential): Have an appointment set for the 1 residential meter for September.

2. Meeting with WPPI about Northstar, start date Feb, 2024 with data pull sometime in Oct 2023.

9. City Engineer Report

A. Subdivision and Development Updates: Settlers Grove discussion on going. Westfield punch list still needs to be finished.

Brooks asked about the Eastside development...there have been meeting about what needs to happen, utilities , gas, water, electric, wastewater.

B. Roadway Construction Updates: Some punch list items that still need to be complete. City is holding money until these items are finished. The Lead Service replacement program is wrapping up.

C. Lake Leota Dam Project Updates (Placeholder): Jewel sent an updated design, this will have to go to historical preservation.

10. WPPI Report

A. Update from Energy Services Manager: Hammett read Jacobson's report:

There have been 10 solar applications submitted mostly by Everlight in the past week.

A small group at WPPI has been formed to support "Project Orange", Jacobson is the point person.

The fall round for REP for Energy Efficiency is open and applications need to be

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submitted by September 22nd. Jacobson will be sending emails to all key accounts soon.

Brooks just got back from DC from the annual Policy Makers meeting for APPA. 5 from Wisconsin meet with key congresspersons (6 out of the 9) Talked about distribution transformers and Cyber Security. In all it was a good meeting.

1. CTC Funds Discussion (placeholder)-No Actions

11. Old Business

- A. Aquatic Center, Splash pad, and Park Improvement Updates (Placeholder) Going Well**
- B. Electric Rate Case Update-**Right now it is looking rate being implemented either in September or October.

12. Upcoming Meetings

- A. Tuesday, August 22, 2023 at 5:00pm**

13. Motion to Adjourn Morrison/Brooks 2-0

-James Brooks, Committee Chair