

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, April 25, 2023, 5:00 pm

MINUTES

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

Also in Attendance: Donna Hammett, Kerry Lindroth, Dale Roberts, Darren Jacobson, Brian Berquist, Dianne Duggan, and Jason Sergeant.
3. **Motion to Approve Agenda:** Ladick/Morrison 3-0 Motion carries
4. **Motion to waive the reading of the minutes from the March 28, 2023 meeting and approve them as printed.** Ladick/Morrison 3-0 w/corrections 10a and 11b. Motion carries.
5. **Civility Reminder**
6. **Citizen appearances other than agenda items listed:** None
7. **New Business**
 - A. **Quarterly review and discussion of staff approved sanitary sewer billing adjustments (Jan, Apr, Jul, and Oct).** Hammett will present at May's meeting.
 - B. **Disconnection is April 26, 2023:** Hammett presented a disconnection update, 93 Residential Door Knockers hung today, 5 Commercial Door Knocker Hung. At the end of this day we still had 63 residential accounts and 3 commercial accounts. We have 31 Payment Agreements on file.
 - C. **Update on 2023 Underground Project:** Lindroth stated that they have gone door to door and talked to all the customers that will be affected by this project, informing them what is going to be happening and why there will be crews working in the area. He stated that there has been no push back. The project will be between 2nd & 1st moving east to just before Allen Creek. This project will be starting in the next few weeks and should last a few months. Charter is also join us and going underground.
 - D. **Updates & Discussion on 2023 Mill and Overlay Projects using Local Vehicle Registration Fees:** Roberts and Town & County have been working on a list of streets that can be worked on with the extra \$100,000, this year. There are 3 street slated for work. E Main St right before the tracks near the Night Owl, School St, and S Sixth St from Main to Porter. This will be just surface work only. As time goes on there are going to have to make some heavy decisions as far as the CIP and what roads need just surface work and complete redo.

E. Discussion and Possible Action for Land Division Application LD-2023-0096: Conifer Hills: Discussion of our city ordinance and if this request meets the ordinance criteria. This has also been reviewed by Rock County Planning, but there is questions with the approval from Rock County. We have about 60 days to make a decision. Motion to Recommend to Plan Commission to impose conditions. Brooks/Ladick 3-0 Motion Carries.

8. Administrative Staff Report

A. Parks & Recreation Report: Mowing has started for the season. The Bathrooms are all open. Anderson installed a Goose Fence around the lake to keep the goose from coming up on shore. Per Roberts this is working very well.

B. Lake Leota Dam Project Updates: Still waiting on DNR approval, there has been some back and forth with Jewel and the DNR. Unsure if this is going to be done this year or not.

C. Update on Department / Director Next Steps: Discussion on what is needed for the position, 4 options on the table as to what the “Director” job description should be. Sergeant made note the MEUW wage study shows that we are far from what Baker Tilly said in their wage study. MEUW shows that the Electric department is under paid.

Option A: same as what Renly’s position was. **Option B:** Eliminate the Director Position w/ foreman reporting to the City Administrator. **Option C:** Water & Light Manager, Manager will report to the City Administrator. **Option D:** Municipal Services Director w/heavy focus on the Electric. The position description will be redone to focus on more electric experience. **Option D** is the option that was best option at this point. Sergeant will start working on the Job Description and get it to Finance Committee and then to Council for approval and get the hire process started.

D. Update on Staff work on 10-year CIP: Sergeant went over the DPW roads projects for each year, with the possibility of projects being moving around as needed.

E. AMI Updates

1. Current AMI count remaining Elec: 0 Water: 9 appointments pending:

There is 1 Commercial account that the water meter needs to be changed, unable to locate shut off, will try and catch customer when he is there. All other meter have been changed out or have an appointment to change out. Data Transfer for North Star possible for this fall. Sergeant wanted to call out Donna, Brad, Pat and Marisa for all their hard work on getting the meters changed out.

9. City Engineer Report

A. Subdivision and Development Updates: Per-Construction meeting on Thursday for potential work on Porter Rd this spring for utility work. Received a Settlers Grove amendment 2 hours ago, that will be in front of this group and Council at some point soon. Liberty St project has a long punch list things that need to be finished, along with the Main St bricks.

10. Roadway & Sidewalk Construction Updates: There is about 35,000, to go to sidewalk improvement, from N Madison St by the railroad tracks. When Congressman Pocan was here Sergeant had him stopped at the crossings and asked about money to fix the area the Congressman would look into it. Sergeant got a call from one of Congressman Pocan's staff stating that there is possible money available for sidewalks near the railroad crossings. Submitted was N Madison St, Water St, Main St. Water St is near a major highway, so that was take off the list. Sounds like there will be money coming for the N Madison St, though not sure when it will be coming in the meantime there might be a plan to work on Madison St and Water St crossing areas.

A. TDS Permitting Updates: One permit is underway, second phase is being reviewed. TDS is working their way into town from the outside. Lindroth believes the start date is around May 8th.

11. WPPI Report

A. Update from Energy Services Manager: Got an email for Eagle Point solar which is the company that the High School Green team has selected for the solar project for the High School, they were asking about rules and regulations. They think it is going to be a 10-15kwh array. Focus on Energy has renewable energy program challenge for schools to reduce energy use, sent this information to the Green Team and the advisor is very interested. The 18th of April WPPI sent survey letters to all the Large Power customer. Residential Solar projects is still going strong. The Lineman Appreciation lunch for the crew was on April 19th. Jacobson, Hammett and Miller had a hamburgers and hot dogs lunch for the crew. Also the coloring contest is complete and winners will be picked this week.

B. CTC Funds Update: Just wanted to let the committee know that Jacobson and Hammett have been talking about how the money will be spend this year. Don't want to wait until the end of the year. Review of a request for donation. Committee has choose not to donate.

12. Old Business

A. Aquatic Center, Splash pad, and Park Improvement Updates: Water connection is done despite an issue with the original plan, pool form is done, and bathhouse foundation is done.

B. MEWU Safety Award: Lindroth will be attending the conference in Green Bay to accept the award.

13. Upcoming Meetings

A. Tuesday, May 30, 2023 at 5:00pm

14. Motion to Adjourn: Ladick/Morrison 3-0 7:13PM