

NOTICE

Municipal Services Committee
Regular Meeting
Tuesday, October 27th, 2020 5:00 pm

Due to social distancing guidelines this meeting will be conducted via web conference at: meet.google.com/azn-xmxx-fyf. The public may also use the teleconference option at +1 (650)-449-9224 then enter conference pin: 781 905 326#

AGENDA

1. Call meeting to order.
2. Roll call.
3. Civility Reminder.
4. Motion to approve the agenda as presented.
5. Motion to waive the reading and approve the minutes as printed from the September 29, 2020 regular Municipal Services meeting.
6. Citizen Appearances other than agenda items.
 - a. Discussion and possible motion regarding a fine incurred for snow removal at 405 S Madison
7. Customer concerns with potential motion to make billing adjustments.
8. Director's Report
 - a. Parks and Recreation Report
 - b. Emergency Action Plan Section Addition - Load Shedding
 - c. AMI Project (Placeholder)
 - (1) Current AMI Count Remaining- Elec: 1 Water: 281
 - (2) NorthStar Update
 - d. Lake Leota Dam EAP/DFA Update
 - e. Bridge Inspection (Placeholder)
 - f. 5G Installation Update
9. City Engineer Report
 - a. Sub-division/development update
 - b. Inflow and Infiltration Study
 - c. Ranch View & Maas Property Update/Discussion
10. Administrative Staff's Report
 - a. Motion to recommend to Common Council Resolution 2020-21 *Resolution Authorizing Chloride Reduction Program – Water Softener Rebate*
 - b. Capital Projects and Funding
 - c. Moratorium Update
11. WPPI Report
 - a. Amy Wanek

12. Old Business

13. New Business

14. Upcoming Meeting Date, November 24th, 2020

15. Adjourn

James Brooks, Committee Chair

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NOTICE

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AGENDA

1. Call meeting to order.

Brooks called the meeting to order at 5:00pm

2. Roll call.

Brooks, Ladick, and Lewis were present. Also in attendance were: Rigg, Renly, Lindroth, Berquist, Roberts, Mayor Hurlley and Wanek.

3. Civility Reminder.

4. Motion to approve the agenda as presented. Ladick /Lewis Motion passed 3-0

5. Motion to waive the reading and approve the minutes as printed from the August 25, 2020 regular Municipal Services meeting. Ladick /Lewis Motion passed 3-0

6. Citizen Appearances other than agenda items. None

7. Customer concerns with potential motion to make billing adjustments. None

8. Director's Report

a. Parks and Recreation Report

Renly reported that Ray & Gene Prudhon planted 9 new trees most of which were at Lake Leota Park. Renly also mentioned that the mowing season has about ended and leaf collection will be starting.

b. AMI Project (Placeholder)

Renly reported that there is only 1 electric meter left that is waiting for inspection before replacement. Water meters have remained the same at just under 300. Installation of new AMI meters remains to be on hold as a result of COVID.

c. Lake Leota Dam EAP/DFA Update

Renly mentioned that the engineering drawings are in the process of being put together with the anticipation of being submitted to the DNR in December. Renly also mentioned that the DNR has come back with a limit to how much wall can be replaced as part of the dam project. Renly will be reaching out to the DNR to see if the areas to be considered as part of the dam can be adjusted. Renly feels that there are areas of concern that are not being addressed and of structural significance. These areas have the potential to cause a catastrophic failure due to hydrostatic pressures from an extreme rain event.

d. Bridge Inspection

Renly stated that this is currently scheduled for early next year, no changes expected until then.

e. Downtown Holiday Lights/Displays

Brooks stated that he will form a subcommittee to find funding sources and make new lighting selections for the downtown area to replace the existing lights that have become worn and require continual maintenance. Lindroth from W&L will be on this committee as well as various others.

f. 5G Installation Update

Renly said he is working with US Cellular on several adjustments to the MLA's (Master Lease Agreement) language and is awaiting final remarks from their attorney before his final review. Renly stated he will then turn the document over to Mark Kopp for his legal review of the document. Once the review process has been completed it will be submitted to the City's Council for review and approval.

9. City Engineer Report

a. Sub-division/development update

Berquist stated that they have begun the 7th St extension and utility installations, he also mentioned that the City will be close to acceptance of Stonewood once a few more items are clarified in the As-built document.

b. Inflow and Infiltration Study

Berquist stated that to date there has not been a significant rain event to conduct the study.

10. Administrative Staff's Report

a. Motion to recommend Ordinance 2020-10 Amending Chapter 102 Solid Waste

Lewis/Laddick Motion passed 3-0

b. Motion to recommend Ordinance 2020-11 Amending Chapter 46 Property Maintenance

Ladick/Lewis Motion passed 3-0 Ian stated that this will improve the City's ability to remove junk vehicles from properties as well as items left on the property for an extended period of time. Lewis asked what happens if something was left on the curb for 2-3 days. Ian stated that a knocker would be placed on the door for its removal.

c. Resolution 2020-21 Authorizing Chloride Reduction Program – Water Softener Rebate

Brooks recommended a yearly cap of \$40,000 for the 2021 FY and any funds that were left over should carry over from year to year. Ladick stated that commercial units should be handled on a case by case basis based on unit size and percentage of chloride reduction. In doing a quick search Ladick stated that commercial units cost up to \$19,000 for a 208 GPM (gallons per minute) unit. Brooks also mentioned several corrections to the documents language. Riggs will adjust the final document to be presented to Council before being brought back to MSC for a motion.

d. Moratorium changes

Rigg stated that since the PSC extended the moratorium to Nov 1st due to COVID it essentially extended it to April 15th of 2021 due to the Winter moratorium. Rigg said that the City currently has approximately \$147,000 in past due accounts which are mostly all residential. Approximately \$31,000 has been closed out due to people leaving/moving, most have been assessed to those properties. If no payment

arrangement is made for overdue accounts they will be sent to state collections and then to the tax roll. Brooks stated that he would like to have the numbers broken out for the October meeting.

e. Operations for 2021

The committee looked over the Operations budget. Rigg mentioned that the electric operational budget was approximately 2% over budget but could be from duplications as a result of switching to the new fund lines. This will be looked into further.

f. Capital Budget for 2021-2030

Rigg said that there will be several pieces of equipment that will need to be removed from the public works capital budget. The following items will be transferred from the 2021 FY into 2022: the electric mower for the parks department, the Gator for the parks department and the skid steer for the cemetery. Renly stated that he was comfortable with transferring these items into 2022.

11. WPPI Report

Brooks introduced Amy Wanek as the new ESR (Energy Service Representative) from WPPI. Amy will be getting acclimated to her position over the next several months.

12. Old Business

None

13. New Business

None

14. Upcoming Meeting Date, October 27, 2020

15. Adjourn

Motion to adjourn Ladick/Lewis 3-0 at 6:15pm

James Brooks, Committee Chair

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Sewer Credits for the Municipal Services Committee

Date	Account Number	Total Overage Amount	Percentage Used	Credit Amount	Reason for Credit	Average Usage	Total Average
7/31/2020	21-1730-03	441	75%	\$ (22.17)	sink left trickling overnight	167	
7/31/2020	29-7860-03	984	75%	\$ (49.45)	running toilet	368	
7/31/2020	29-5210-03	323	75%	\$ (16.24)	running toilet	651	
7/31/2020	18-4140-01	1046	100%	\$ (70.09)	kids left hose on overnight.	600	
7/31/2019	10-1590-07	737	100%	\$ (49.38)	Left hose on by accident	731	
7/31/2019	14-3270-01	1567	75%	\$ (78.75)	running toilet for a couple of months	462	924
7/31/2020	17-2050-00	438	100%	\$ (29.35)	Left hose on by accident	280	
7/31/2020	18-4260-02	2810	75%	\$ (141.21)	leaking hot water heater	1558	
8/31/2020	15-2320-01	1774	75%	\$ (89.14)	running toilet (2 MONTHS)	263	526
8/31/2020	20-1665-12	473	75%	\$ (23.77)	running toilet	203	
8/31/2020	19-0180-00	503	100%	\$ (33.70)	outside spigot leaking	406	
8/31/2020	13-4100-11	2968	75%	\$ (149.14)	running toilet	198	
8/31/2020	20-2560-01	476	75%	\$ (23.92)	running toilet	245	
8/31/2020	15-2360-01	420	100%	\$ (28.14)	hose left on by accident	505	
8/31/2020	10-3150-01	3367	75%	\$ (169.19)	running toilet (4 months)	910	3640
8/31/2020	29-3550-01	450	100%	\$ (30.15)	Left hose on by accident	455	
8/31/2020	16-1520-02	2200	100%	\$ (147.40)	outside spigot under the deck leaking(3 months)	500	1500
8/31/2020	11-3100-00	7060	75%	\$ (354.77)	Resident with running toilet	4544	
8/31/2020	13-2960-05	820	75%	\$ (41.21)	running toilet	500	
8/31/2020	19-2180-02	306	75%	\$ (15.38)	running toilet	330	
8/31/2020	16-3330-02	644	100%	\$ (43.15)	hose left on by accident	439	
8/31/2020	16-7370-00	814	75%	\$ (40.90)	running toilet	334	
8/31/2020	17-1630-00	883	100%	\$ (59.16)	hose left on by accident	582	
8/31/2020	20-1440-16	503	75%	\$ (25.28)	running toilet	263	
8/31/2020	17-1925-02	895	100%	\$ (59.97)	hose left on by accident	414	
8/31/2020	31-0025-01	710	100%	\$ (47.57)	lawn watering missed on new construction list last month	392	
8/31/2020	17-1640-01	1227	100%	\$ (82.21)	outside faucet dripping/water heater leaking on dirt floor	900	1800
8/31/2020	29-3260-05	1399	75%	\$ (70.30)	Running toilet	611	
8/31/2020	17-1530-00	689	75%	\$ (34.62)	leaking faucet in the house	197	
9/30/2020	17-1650-09	146	100%	\$ (9.78)	outside faucet left on in error	321	
9/30/2020	18-2290-00	211	100%	\$ (14.14)	hose left on by accident	223	
9/30/2020	16-7680-00	670	100%	\$ (44.89)	hose left on by accident	230	
9/30/2020	17-2230-01	1029	100%	\$ (68.94)	leaking valve in basement (3 months)	426	1278

9/30/2020 16-5870-03	115	75%	\$ (5.78)	running toilet	257
9/30/2020 17-1030-00	476	100%	\$ (31.89)	leaking spigot outside	400
9/30/2020 14-1100-01	324	100%	\$ (21.71)	hose left on by accident	435
9/30/2020 23-3786-02	256	100%	\$ (17.15)	hose left on by accident	659
9/30/2020 11-1590-01	605	75%	\$ (30.40)	water softener faulty	642
9/30/2020 29-3440-02	562	75%	\$ (28.24)	running toilet	544
9/30/2020 18-4440-01	102	75%	\$ (5.13)	running toilet	1248
9/30/2020 18-2220-07	1268	75%	\$ (63.72)	running toilet	141
9/30/2020 18-1090-00	1025	100%	\$ (68.68)	leaking spigot outside	875
\$ (2,436.14)					





