

## NOTICE

A meeting of the City 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, August 29, 2023, 5:00 pm

## MINUTES

**1. Call to Order:** 5:01 PM

**2. Roll Call:** Committee Chair Jim Brooks, Alder. Joy Morrison, Alder. Ben Ladick

**Also in Attendance:** Dale Roberts, Darren Jacobson, Donna Hammett, Kerry Lindroth, Leah Hurtley, Nick Bubolz, and Berta Hanson.

**3. Motion to Approve Agenda:** Ladick/Morrison 3-0 Motion Carries

**4. Motion to waive the reading of the minutes from the July 25, 2023, meeting and approve them as printed:** Ladick/Morrison 3-0 Motion Carries

**5. Civility Reminder**

**6. Citizen appearances other than agenda items listed:**

Berta Hansen-21 Montgomery CT-Ms. Hanson wanted the committee to be aware of some concerns that she has about the new fence on her property that faces the Municipal Parking Lot on Montgomery CT. Ms. Hansen provided pictures of the new fence and the weeds and the trash in the parking lot. She is concerned about the weeds and the trash left by people parking in the parking lot, and the vehicles parking near the fence so close that they are almost hitting the fence. She wanted to know what, if anything, the city could do to work with her to maintain the parking lot side of the fence. No Discussion/Action taken.

**7. New Business**

**A. Quarterly review and discussion of staff approved sanitary sewer billing adjustments (Jan, Apr, Jul, and Oct).** None

**B. Disconnection Update:** 55 Door Knockers hung for Residential hung and 4 Commercial, there are about 35-40 customer left as of the time of the meeting.

**C. Discussion and motion to recommend to Common Council Ordinance #2023-07 Amending Chapter 26, Cemeteries:** Hurtley went over the amendments to the ordinance, general clean up issue, for example instead of the cemetery being under the direction of the superintendent of the municipal services, replacing this wording with under the direction of the Public Works Foreperson and the Cemetery Sexton. Hurtley wants to bring the ordinance up to date with State Statute, therefore cleaning up some of the language.

Hurtley also has also updated Sec.26-7 Maps and plats, stating that the last time the cemetery was plated was in 1960, but it was only partially done. Hurtley will be meeting with Combs and Assoc. to discuss possibly starting where it was left off in 1960. Hurtley has also updated Article II, Sales, Fees, Transfers, Abandonment and Assessments, cleaning up and adding new language. Discussion on lots that have never been paid for and what to do with them. Motion Ladick, Second Morrison, 3-0 Motion Carries.

- D. Discussion and motion to recommend to Common Council Ordinance #2023-12 Amending Chapter 106, Streets Sidewalks and Other Public Places. Motion Ladick/Morrison. Hurtley stated that the change was prompted by Garage Sale days, we have Short Term Street closures and Long-Term Street closures, the fees are low, and there is no language that states what department puts barricades up and who takes them down, it was noted that the permit this language states this information. Motion Brooks, Second Ladick, to postpone discussion to the September MSC meeting. 3-0 Motion Carries.
- E. **Discussion and motion to recommend to Common Council Resolution #2023-22 Amending the City of Evansville's fee schedule – Cemetery:** Discussion about fees mainly about the weekend fees, the Sexton would like to see a premium fee from 2:01pm to 5:00pm, Brook would like to see it state 4pm instead of 2pm, Ladick/Morrison 3-0 Motion Carries.
- F. **Discussion and motion to recommend to Common Council Resolution #2023-22 23 Amending the City of Evansville's fee schedule – Streets, Sidewalks and Other Public Places.** No Discussion
- G. **Discussion and motion to recommend to Common Council approve the final certified survey map for parcels that include 6-27-958.07, 6-27-959.6, 6-20219B, 6-20-318, 6-20-317.01, and 6-20-305, finding that the application is in the public interest and meets the objectives contained within Section 110-102(g) of city ordinances, with the following conditions:**
  - 1. **The Common Council approves Annexation Ordinance 2023-08.**
  - 2. **Final Certified Survey map adjusted to include corrected road right of way parcels, utility easements, or out lots as directed by the City.**
  - 3. **The Final Certified Survey Map is approved by City and recorded with the Rock County Register of Deeds.**

Motion Ladick/Morrison: 3-0 Motion Carries

## 8. Administrative Staff Report

- A. **Parks & Recreation Report:** Roberts stated that they are going to be moving the Soccer nets in soon.
- B. **Update on Department / Director:** Hammett read Sergeant's report, there has been 1 applicant for now and the ad is closing next week.

*-James Brooks, Committee Chair*

## C. AMI

1. **AMI Updates Current AMI count remaining Elec: 0 Water: 2 meters (1 Commercial and 1 Residential)** No changes

## 9. City Engineer Report

- A. Subdivision and Development Updates:** Spoke to Berg, last week about some unfinished items on the punch list for Westfield Meadows. Settlers Grove, there was a meeting scheduled but due to City Hall lock down this meeting has been postponed. Another meeting is to be scheduled for September.
- B. Roadway Construction Updates:** Liberty St, working on final assessment out. There are still some ~~punch~~ punch list items and restoration to work on. The lead service lateral project has closed out. Working on grant money for next year. There are some sidewalk projects, bids are going out for the Water St sidewalk project for next year.
- C. Lake Leota Dam Project Updates (Placeholder):** This is being reviewed by Historic Preservation, Sergeant has in communication with them.

## 10. WPPI Report Update from Energy Services Manager

1. **CTC Funds Discussion:** Committee Approve the Following

- **Community Contributions:**

1. Food Pantry \$250.00
2. Senior Project \$250.00
3. Aware Agency \$1000.00

- **Economic Development-\$1000.00**

1. Tourism \$1000.00

- **School Education & Outreach-\$0**

1. Scholarship- \$1000.00
2. National Theatre Company-\$1000.00

- **Customer Service & Branding-\$15189.00**

1. Home Energy Reports-\$1516.59
2. National Theatre Company-\$1000.00
3. Customer Appreciation Giveaways-\$1682.16
4. Energy Star Rebates-\$875.00 (so far)

*-James Brooks, Committee Chair*

5. EV Rebates-Ford \$5000.00 (Placeholder)

6. EV Rebates-Chevy \$1500.00

Balance \$3440.25-Remaining balance from Customer Service and Branding

- Food for Customer Event \$800.00-\$900.00

Other items: Solar installs have increased, Everlight Solar had a big push earlier this year. Hammett stated that she has 10 pending services.

WPPI Annual meeting is September 14, 2023.

Brooks went to the Managers roundtable. Good discussions

**D. Discussion about Report from WPPI Finance class:** Brooks just completed joint action leadership classes. One of the classes was a finance class, Utility Finance checkup. One of the hard recommendations was to create a cash reserve (cash on hand) policy. This is a good policy for the end of the year in determining if there is a rate case that needs to be done.

## 11. Old Business

- a. Aquatic Center, Splash pad, and Park Improvement Updates (Placeholder)** On Schedule, some minor concerns.
- b. Electric Rate Case Update:** To be implemented August 31, 2023.
- c. MEUW-** October 18, 2023, Public Power on Parade. There will be some meetings with lawmakers, and a Parade of Bucket Trucks around the Capitol.

## 12. Upcoming Meetings

- a. Tuesday, September 26, 2023, at 5:00pm**
- b. Jim Brooks last meeting with this committee**

**13. Motion to Adjourn:** Brooks/Morrison 2-0 6:31pm

*-James Brooks, Committee Chair*