

NOTICE

Municipal Services Committee
Regular Meeting
Tuesday, December 29th, 2020 at 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#

MINUTES

1. Call meeting to order.

Brooks called the meeting to order at 5:02 pm

2. Roll call.

Jim Brooks, Ben Ladick and Gene Lewis were in attendance. Also present were: Mayor Bill Hurtley, Chad Renly, Brian Berquist, Kerry Lindroth, Dale Roberts & Amy Wanek as well as residents Justin & Sarah Spuhler

3. Civility Reminder.

4. Motion to approve the agenda as presented.

Ladick/Lewis 3-0 Motion Passed

5. Motion to waive the reading and approve the minutes as printed from the November 24th, 2020 regular Municipal Services meeting.

Ladick/Lewis 3-0 Motion Passed

6. Citizen Appearances other than agenda items.

a. 411 E. Main St. - Snow Removal

Justin and Sarah Spuhler began by saying they were out of town when the snow came and understood why they received the fine. They requested a cancellation or partial reduction due to the fact that in the process of removing the snow from the sidewalk the City equipment also removed grass and dirt from either side of the sidewalk. Renly stated that due to the sidewalk being 4 feet wide instead of the now standard 5 foot the bucket of the ToolCAT did scrap dirt and grass from the terrace and lawn. He continued by saying that the City plans to come back in the Spring to smooth out the areas affected and plant new grass seed. Brooks stated that since the City will repair any damages done by its equipment the fine would remain as is.

7. Director's Report

a. Parks and Recreation Report

Renly stated that at the Park Board meeting they discussed the potential of a temporary ice skating rink at either the retention pond near Countryside Park or possibly West Side Park. Ray and Renly will look into the possibility and report back to the Park Board. Renly also said that there is a request to use Lake Leota for the Boy Scout ice fishing event. Renly also stated that the Lake Leota pier has been

removed for the season with a crane. This method of removal was much easier than doing it manually and will most likely continue to do so in the future.

b. Emergency Action Plan Section Addition - Load Shedding

Renly stated that he has received plans for Baker & Blue Scope but is still waiting for Larson Acres, Stoughton Trailers and the School District. Renly said that he will continue to work on it.

c. AMI Project (Placeholder)

(1) Current AMI Count Remaining- Elec: 0 Water: 281

There was nothing new to report on the AMI meter conversion

d. Lake Leota Dam Update (Placeholder)

Renly sent a letter to the DNR to request a variance from NR 335.08 (4) of the WIS ADMIN Code for the submission deadline to be extended to Jan 29th 2021 due to delays from the constraints of COVID. The DNR has granted the extension. Renly expects to see the plans and specifications the week of January 18th for review prior to final submission.

e. Bridge Inspection (Placeholder)

No change

f. 5G Installation – Update

Renly said that since the last meeting the MLA has been sent back to the attorney's office for further review to make sure that the MLA, Ordinance and State Statute do not contradict one another. Section Article IX of section 106 that is the current adopted ordinance was provided by MEUW prior to State Statute being completed. Once the State Statute came out, a second version of the Ordinance was created to match the Wisconsin State Statute. Renly stated that currently the plan is to replace the existing Ordinance with the second version that will comply with State Statute as well as the current version of the MLA.

g. Equipment Purchase Change

Renly mentioned that he would like approval to move forward with a change in budgetary plans. The current budget is set to purchase a new ToolCAT each year due to the fact that Bobcat has only had a one year warranty on that machine. Prior to this year Bobcat did not offer extended warranties to municipalities but became available for purchase. Renly proposed that the City purchase a 3 year extended full warranty. Renly showed a spread sheet that showed the cost over three years of switching to the extended warranty would save the City approximately \$5,150.00 every three years. The Committee approved the change in purchase due to the similar upfront costs and the long term savings.

h. Public Works Mutual Aid Agreement

Renly talked about his bi-monthly meetings with the City of Janesville, Beloit and Rock County. At the last meeting they had a discussion regarding COVID affecting plow truck drivers. As it stands the four entities have a verbal agreement to help each other out if needed during a snow emergency if any one entity is short drivers due to COVID. To make things more formal the City of Beloit brought up the idea of using the existing State Public Works Emergency Response Mutual Aid Agreement. Renly asked if the City had entered into this specific agreement in the past. No one in the Committee could remember ever seeing or signing such an agreement in the past. The Committee recommend that Renly adjust the agreement to be more specific regarding

event types and more detail as well as have the capability for all parties to sign a single document. Renly stated that he would work on it as time allows and will bring back to the Committee in the future.

i. Utility Processing Fees and Late Charges

Brooks started the discussion, stating that the moratorium has been extended several times and with it and late charges. The City had also decided to follow the PSC recommendation to waive utility payment processing fees as well. Brooks stated that he was unsure if the City had filed with the PSC for the temporary tariff change. The question was asked, how does that affect us now? Lewis and Ladick agreed that the City should continue to follow the moratorium guidelines and to continue the waiver of processing fees through April 15th of 2021. Based on the information provided Brooks stated that in 2019 there were \$28k in processing fees. Brooks also mentioned that we are looking at having a new contract with the payment processor that could save the City some money moving forward.

j. Municipal Service's Position Changes

Renly stated that there have been several changes in Municipal Services. Karl Rasmussen's retirement from the City is official on December 31st 2020. Paul Schmeling will be moving from the public works department to start as a first year electric lineman apprentice. Pat Hartin will be taking over as the Water Operator In Charge and Brad Way will also be moving over from the public Works Department to take the position of Water Operator. This will leave two open positions in the Public Works Department which will be advertised as soon as possible.

Mayor Hurlley stated he would like to see water main repairs be brought in-house. Renly agreed and stated that he has plans to do this but will take time due to lack of proper equipment and the need for additional training. Renly stated that the equipment required to do in house main repairs is already in the capitol improvement plan for 2026. Renly also said that per the discussion him and Mayor Hurlley had previously he was still working on getting the related costs associated with contracting out water main repairs.

k. Arbor Day Tree Program – Developers Use

Renly started by saying that this has been an ongoing problem with developers purchasing discounted trees from the Arbor Day Tree Program to obtain an Occupancy Permit for new developments areas. Renly said that he disagreed with their use of the program that was created to allow residents to purchase discounted trees for their terraces. Renly proposed that developers purchase their trees from local nurseries or other business that sell trees. Part of the reason developers began to use the program was that the program allows for the advanced purchase of trees in the Winter months which satisfied the occupancy requirement. Renly said that he had talked with Kendall from the locale tree nursery and asked if developers had the ability to purchase trees in advance and pick them up for planting when available in the Spring. Kendall said that they did have that ability. Ladick mentioned that he remembered having this discussion previously and that he agreed developers should seek other methods of purchase to obtain this part of their requirement to obtain an occupancy permit. The rest of the committee agreed that developers and contractors will not be allowed to purchase discounted trees from the program that is intended for residents.

8. City Engineer Report

a. Sub-division / Development Update

No Update

b. Inflow and Infiltration Study (Placeholder)

No Update

c. Roadway Construction & Other Project Updates (Placeholder)

i. First & Second St Projects

Berquist went over the plans of the projects and discussed the limits as it gets toward Old Hwy 92. Mayor Hurtleley stated that he had had discussions with the owner of the “old B&M building” located on the east side of the street near Old Hwy 92. He stated that the owner expressed interest in both water and sewer connections as well as annexation into the City. Berquist stated that utilities could certainly be run to the property and there had been previous discussion regarding having the utilities run to the south side of Old Hwy 92 at both First & Second St. Renly mentioned the curb lines and adding full radii at both intersections. Berquist, Renly & Sergeant will be meeting with the Township of Union to follow up with them in regards to costs and jurisdiction of these two intersections with Old Hwy 92. Berquist, Renly & Sergeant will also discuss further changes once they have had more time to review the plans.

ii. 6th & Badger Roundabout

The comment was made regarding the sidewalk located at the SE quadrant of the roundabout. The lot is currently empty and does not have side walk. The existing plan has sidewalk going along both the north and west side of the lot as part of the project. The question was asked if the sidewalk would be assessed and Berquist stated that the City would be able to do a differed assessment and would be applied once the lot was developed.

iii. Sidewalks

The 2021 Sidewalk projects will continue to be added as a separate but required bid item with the street reconstruction projects.

9. Administrative Staff's Report

a. Non-Collectable Utility Accounts Review (Placeholder)

The current report showed \$50k outstanding in the town of Union.

10. WPPI

a. Amy Wanek – ESR Report

Amy said that the Evansville HS was still working on the grant and that she was still helping the green team work on it.

Amy is still discussing the solar project at Stoughton Trailers but appears they may be backing away from the idea at the moment. Amy also stated that the Community funds have been spent Donna and her had confirmed all of the rebates and had received the invoice for lighting.

b. 2021 Action Plan

The 2021 Action plan has been finalized.

c. WPPI Board Report

Brooks reported that he attended the WPPI board meeting on December 17th. He said that WPPI discussed the load forecast being down, and that they did not expect any adjustments for COVID in 2021. WPPI is also looking at demand for 2021. Brooks

also reported that overall costs were down 2.1%. The APPA virtual Legislative Rally being held March 1st & 2nd has a deadline of January 8th for registration for anyone that would like to attend.

11. Old Business

None

12. New Business

Flower Baskets – Brooks stated that they have not had great luck in the past finding consistent help to water the flower baskets in the downtown areas. Renly suggested that Public Works could potentially have summer help water the plants every morning on the weekdays. Renly & Roberts will discuss and report back at the January meeting.

13. Upcoming Meeting Date, January 26th, 2021 at 5:00 pm

14. Adjourn

Ladick/Lewis 6:26pm

James Brooks, Committee Chair

Please turn off all cell phones and electronic devices before meeting commences. If you have any special accessibility issues please contact Evansville City Hall at 608-882-2266 prior to the scheduled meeting. Thank you.