

**Municipal Services Committee**  
Regular Meeting  
Tuesday, August 25, 2020 5:00 pm

**MINUTES**

1. **Call to Order.** Ladick called meeting to order at 5:00 pm.
2. **Roll Call.** Brooks (at 5:05 pm), Ladick and Lewis were present. Also present were: Rigg, Lindroth, Berquist, Renly, Roberts, Mayor Hurlley and members of the public.
3. **Civility Reminder.**
4. **Agenda.** Motion to approve the agenda as presented moving items in Section 9 to follow Section 6. Ladick/Lewis. Motion passed 2-0.
5. **Minutes.** Motion to waive the reading and approve the minutes as printed from the July 28, 2020 regular Municipal Services meeting. Ladick/Lewis. Motion passed 2-0.
6. **Citizen Appearances.** None.
7. **Customer concerns.** None.
8. **Director's Report**
  - a. **Parks and Recreation Report.** Renly and Anderson were exploring internet options at the park for security and access. Costs for fiber from AT&T was too expensive.
  - b. **AMI Project** (Placeholder). No movement from last month due to COVID 19 and other circumstances.
  - c. **Lake Leota Dam EAP/DFA Update.** No updates from last month.
  - d. **Bridge Inspection.** An extension to March 2021 was filed.
  - e. **Road Safety Report.** Renly and Roberts are looking into solutions for removing the old paint from the brick street so they can paint the new parking scheme.
  - f. **Substation Update.** The new station is operational.
  - g. **Holiday Lights.** The committee discussed the life/quality of the existing downtown displays and lights. The Committee would like to see a combination of Tourism/Economic Development committee and staff to determine what can or should be done.
  - h. **5G Installation Update.** Renly said they are still reviewing the agreements.
9. **City Engineer Report**
  - a. **Sub-division/development updates.** Berquist said paving for Westfield Meadows, Windmill Ridge and Stonewood Grove is done. They are working with Olsen and Fox on the 7th Street connection on Porter.
  - b. **West End Trails.** There was a discussion about trails running north on the west side of Windmill Ridge. The comprehensive plan shows an approximate 150 foot wide area highlighted for a much narrower path. Relators and developers along there were looking for some certainty on location. Dedication of sidewalks and lanes in the street were discussed as an alternative and Rigg stated that those dedications are good for pedestrian travel however they do not meet the recreation aspect of a trail. Trails have few interruptions by vehicles with driveways and intersections. They only way it could

- be made to some equivalence is if the development was more traditional with alleyway access to garages and no front driveway access from the road. Staff said that negotiations north and south of Windmill Ridge will determine largely what happens directly west of Windmill Ridge as we look to make a connection. The only guarantee is that it will not occur on existing property platted along Windmill and when it is decided it will go through the public notice and hearing process with Plan Commission. Participation by property owners in these hearings is always advisable.
- c. **Inflow and Infiltration Study.** There still has not been a large enough rain event over a lengthier time period to truly measure the system.

#### **10. Administrative Staff's Report**

- a. **Tax Assessments.** Rigg reported that the time constraints and changing of staff have left current staff uncertain about being able to add new properties to their assessment process for 2021. Rigg asked if the committee would agree to delay and those that would have been assessed stay unpaid and will be assessed the following year per PSC regulations on non-discrimination and going back up to 6 years on past debt. Property owner Roger Berg asked about bills pre June 2020 and Rigg stated the PSC was clear those bills have to be assessed however due to circumstances they will be turned into debt collection for the time being and if not paid by next year, assessed in 2022.
- b. **Stonewood Grove.** Motion to recommend the division of Lot 14 Stonewood Grove. Ladick/Lewis. Motion passed 3-0.
- c. **Water softener program.** Rigg present some ideas about the water softener rebate program. The Committee discussed the difference between a cash rebate and a credit. They also discussed about adding multi-family and businesses to the program. Rigg said he would have a draft based on this discussion for next meeting.
- d. **Moratorium Changes.** Rigg presented news the PSC is extending the COVID 19 moratorium to October 1, 2020. Brooks asked about how many accounts and how much money is in arrears due to the moratorium changes.
- e. **Operational Budget.** Renly went over some of the operational changes. A full time position was added to DPW to cover the increased work at WWTP and meet other demands in road repair. Due to better tracking some amounts like salt materials were reduced while others needed to be increased like technology costs.
- f. **Capital Budget.** Renly shared the capital budget with the committee. Electric mowers were added to Parks, DPW split with the utilities and the WWTP. Other items included skid loaders for DPW and Cemetery, street painter cart, plow truck and a motorized cart for Parks. Rigg said that due to the costs the committee should consider some substitutions. Brooks said he would rather hold on to the gas mower in Parks another year rather than buying a new gas mower so in 2022 we could have the option to replace with an electric given the costs and available funds.

#### **11. WPPI Report**

- a. **ESR.** Brooks let the Committee know that WPPI has hired a replacement named Amy. We should hear from her soon.

#### **12. Old Business.** None.

#### **13. New Business.** None.

#### **14. Reminder.** Upcoming Meeting Date, September 29, 2020

**15. Adjourn.** Motion to adjourn. Ladick/Lewis. Motion approved 3-0 at 7:24p.m.

James Brooks, Committee Chair

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