

CITY OF ELKHORN
Finance & Judicial Committee
(Aldermen John Karcher, Chair; Julie Taylor; Howie Reynolds)

Lower Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

February 13, 2006

Alderman Julie Taylor called the Legislative and Regulatory Committee meeting at 5:35 p.m. followed by Roll Call.

ROLL CALL

Present: Aldermen Julie Taylor, Howie Reynolds

Absent: Alderman John Karcher

Also present: City Administrator Sam Tapson, City Clerk Nancy Jacobson, Police Chief Joel Christensen, Finance Director/City Treasurer Mary Hinske

Others present: John Giese

DEPARTMENTAL EXPENDITURES OVER BUDGET

Finance Director Hinske reported to Committee the Departmental Expenditures that went over budget in 2005. She provided the option to leave the excess expenditures alone and they will be disclosed in the audit report or to amend the 2005 budget. After review of the options, Committee was in consensus that the expenditures remain without a budget adjustment.

UTILITY CUSTOMER CLASSIFICATIONS

Motion (Reynolds/Taylor) to recommend to Council approval of the classification for customers that have been classified incorrectly. Motion carried by the majority present. In discussion, the customers in most cases are rental buildings where units are metered individually, which classified them as residential and should have been commercial. They should be charged at commercial rates.

Motion carried by the majority present.

BZA CONTRACT RENEWAL

City Administrator Tapson discussed the renewal of the contract with Building Zoning & Assessment Consultants. Tapson asked Committee to consider training water personnel to inspect residential properties for cross-connections. Presently, BZA does the inspections and would continue to do commercial properties, The inspections are mandated by the DNR. The difference in cost would be BZA at \$45/hour for residential versus the City at \$30 to \$35 per hour. Tapson's recommendation would be to renew the contract with BZA, split the cross-connection duties and run the Zoning Administration contract for 27 months at the locked in present rate. Presently, the City has different contracts for different services. The extension would result in a single contract. Committee was in agreement. Tapson would work with BZA to prepare the contracts.

POLICE DEPARTMENT/SERVER PURCHASE

Motion (Reynolds/Taylor) to recommend to Council a 2006 Budget Adjustment of \$2,814 for the purchase of a server. Motion carried by the majority present.

Motion (Taylor/Reynolds) to recommend to Council the purchase of a server from Heartland Business Systems for \$9,814. Motion carried by the majority present.

CITY CODIFIER/ONLINE CODE

Motion (Taylor/Reynolds) to authorize the City Clerk to change codifiers from LexisNexis to Municipal Code and to contract with Municipal Code for online services of the City's codebook. Motion carried by the majority present. In discussion, the City Clerk said that the Municipal Code's charges for supplements is less that LexisNexis. Annual storage for webservice is higher; however, there is no cost

for formatting. She said the website of Municipal Code is more user friendly and many of the area municipalities use the service. There is no cost for converting to Municipal Code. Costs for codification is budgeted at \$3,000. The change should stay within the budget. The only additional costs may be the annual storage for webservice of \$350 and the cost of an electronic version of the code at an initial cost of \$495.

TESKA PLANNING SERVICES CONTRACT

City Administrator Tapson discussed the possibilities of hiring Teska and Associates, the City's land use planner, to handle general planning and community development services. He suggested a budget of \$10,000. Costs of reviewing annexations and new developments would be included in the cost recovery agreements. The City would use the services to review concept documents, such as the proposed development in the Town of Delavan.

SEWER RATE ADJUSTMENT

Committee discussed the sewer rate adjustment. Tapson said there was a shortfall of \$33,000 due to the WALCOMET increases. Committee was agreeable to a 2.4% across the board increase.

LOCATE SERVICES/OUTSOURCING PROPOSAL

City Administrator told Committee he is preparing an amendment to Chapter 18 – Subdivisions concerning outsourcing locate services for new development.

ADJOURNMENT

Motion (Reynolds/Taylor) to adjourn at 6:35 p.m. Motion carried by the majority present.

Nancy B. Jacobson
City Clerk