

CITY OF ELKHORN

**Municipal Services and Utilities Committee
Lower Level Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**

July 11, 2011

The Municipal Services and Utilities Committee was called to order at 4:00 p.m. by Alderman Dunwiddie, followed by roll call.

ROLL CALL

Present: Alderman Dunwiddie, Anderson, and Payson.

Also present: City Administrator Sam Tapson, Public Works Director Terry Weter, Police Chief Joel Christensen, City Engineer Gary Welsh, Park and Recreation Director Jeff Simons, and Deputy Clerk Brenda Neumeister.

Others present: Citizens of Elkhorn Greta Zeller and Kathy Sheahan.

UTILITY BILL ADJUSTMENT REQUEST

At the June 27th meeting, the Committee requested to have Greta Zeller, 614 E. Market Street, Unit 103, attend this meeting for further clarification. Ms. Zeller explained her usual monthly water bills average \$100, but in February, she received a bill for approximately \$1200. She investigated for possible leaks and found none. She contacted the water utility department and confirmed her actual meter reading and billing department reading were the same. She was advised at that time to continue making her regular payments, less the addition of penalties, to avoid any disconnections. The Committee had questions for Ms. Zeller and recalled that this is the second complaint received, of this nature, which could not be explained. Administrator Tapson suggested adjusting her bill by taking her monthly average plus 50% of February's bill. After discussion, motion (Payson/Anderson) to refer this issue to the Common Council. Motion carried.

N. WASHINGTON RECONSTRUCTION UPDATE

City Engineer Welsh reported that connection and testing for water and sewer are now complete. Sewer laterals were televised and found no evidence of infiltration. Administrator Tapson requested a full report from Welsh. Chief Christensen reported there have been no complaints due to the project and Welsh confirmed. Welsh will update the Committee at the next meeting regarding concrete progress. Construction is on schedule and completion date is still the same.

DISCUSSION OF STREET STANDARDS

Committee members reviewed a diagram provided by City Engineer Welsh. The diagram depicted a summary of three potential width scenarios followed by Appendix A. Welsh commented Elkhorn already falls between these guidelines. Chief Christensen is in favor of wider sidewalks for bikes. It is a safety issue to get them off the streets. Tapson commented it should be made the responsibility of the developer to incorporate a bike path strategic to a city bike route. The Committee agreed and will continue to work towards establishing the criteria for a subdivision ordinance.

URBAN FORESTRY MAINTENANCE GUIDELINES

Parks and Recreation Director Simons presented the Committee with a list of books (studying materials) for test taking. The estimated cost to certify Vern Smith as a Municipal Arborist Specialist would be; \$719 for books, \$150 for (ISOA) members, and \$250 for non-members. The Committee discussed the value of having a certified arborist on board but would like to have a tuition/materials reimbursement program in place. The Committee would like to explore and establish language to include; employees, who participate in the tuition/materials reimbursement program and leave the City's employment within a certain time frame, shall reimburse the City. Motion (Payson/Anderson) to bring back to the next MSU meeting.

ADJOURNMENT

Motion (Payson/Anderson) to adjourn the meeting at 4:50 p.m.

Brenda Neumeister
Deputy Clerk