

**CITY OF ELKHORN**  
**Municipal Services and Utilities Committee**  
**First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**

**February 13, 2012**

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: Aldermen Dunwiddie, Anderson and Payson

Also present: Alderman Kim DeHaan, City Administrator Sam Tapson, Public Works Director Terry Weter, City Clerk Darlene Igl, Police Chief Joel Christensen, Jim Boardman, Electric Utility Director Art Schmitz

**SIDEWALK CONSTRUCTION/REPLACEMENT PROGRAM**

Administrator Tapson stated that the current code requires the use of special assessments for the replacement of sidewalks. The code also mandates that special assessments be applied in the amount of 50% of the improvement cost for the installation of sidewalks when deemed to be in the interest of public safety. It was recommended the Committee consider a sidewalk replacement policy which would establish cost sharing. It was also recommended that Sections 3.05.14, 3.05.15, and 3.05.16 of the code be deleted. Motion (Anderson/Payson) to recommend to Council remove the mandate to special assess from the code which will allow flexibility to special assess when deemed appropriate. Motion carried.

**UTILITY BILL ADJUSTMENTS: APPLICATION OF POLICY**

The Committee discussed the issue of billing adjustments and the need to establish a policy. It was discussed that when a meter is in question due to unusually high consumption, the meter should be tested and if test results are within the tolerance, the same meter should be reinstalled rather than replacing with a new meter. It was discussed that once a policy is developed, a notation on utility bills and an article in the newsletter could be used to inform residents. It was discussed that a document could be created listing the steps for residents to follow in these situations. Motion (Anderson/Payson) to recommend that meters that test within the tolerance be reinstalled at the same location. Motion carried.

**UTILITY OPERATIONS: ORGANIZATIONAL STRUCTURE**

There was preliminary discussion regarding the organizational structure of utility operations based on options outlined by City Administrator Tapson. After discussion, it was agreed that this topic should be placed on a Council agenda for discussion purposes only.

**OVERNIGHT FACILITY USE**

This issue was deferred until a future meeting.

**ADJOURNMENT**

Motion (Payson/Anderson) to adjourn at 4:52 p.m.

Darlene Igl  
City Clerk