

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

**January 27, 2013**

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

**ROLL CALL**

Present: Aldermen Gary Payson, Sr., Jim Boardman, Brian Olson

Also present: Administrator Sam Tapson, City Clerk Darlene Igl, City Engineer Gary Welsh, Electric Director John Murphy, Rec Director Wendy Ard, Kellen Olshefski

**DPW OPERATIONS: STAFFING REQUIREMENTS**

Administrator Tapson provided information regarding staffing requirements in Public Works stating that the department has experienced a reduction in staff since 2011. Options for addressing the man hour shortfall were discussed including hiring an additional full-time employee, adding additional seasonal employees, increasing cross-departmental staffing, outsourcing selected seasonal activities and restructuring certain workload activities to reduce the number of hours required. Transferring certain areas of the workload to other agencies was discussed and it was stated that the joint facilities agreement with the school district is under review. The use of volunteers for tasks such as flower bed maintenance was discussed as well as supplementing staff for snowplowing efforts through the use of part-time seasonal employees.

Motion (Boardman/Olson) to authorize staff to hire one full-time employee for Public Works and to add a minimum of 2 seasonal employees. Motion carried.

Administrator Tapson updated the Committee on the current snow/ice removal operations stating that is has been an extraordinary winter, the City is low on manpower and salt, and there is new staff in place. It was agreed that snow removal information provided to residents should be consistent. It was discussed that if changes have been made in practice for snow/ice removal, updates should be made to the policy.

**SUNSET POOL: 2014 OPERATION**

There was discussion regarding whether Sunset Pool would be opened in 2014. During the interviews with pool design consultants, each suggested that August 15 would be an ideal start date for demolition to begin. It was also discussed that continued operation of the pool would require ADA compliance issues be addressed or risk having a complaint being filed. Alderman Olson suggested that the funds that would have been utilized for operating the pool in 2014 could be used toward other park improvement projects. Motion (Boardman/Olson) to recommend to Council that Sunset Pool not be opened in 2014. Payson opposed.

**ADJOURNMENT**

Motion (Boardman/Olson) to adjourn at 4:50 p.m.

Darlene Igl  
City Clerk