

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

January 26, 2015

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., Hoss Rehberg, Gregory Huss

Also present: Mayor Brian Olson, Alderman Tom Myrin, Alderman James D'Alessandro, Administrator Sam Tapson, Finance Director James Heilman, City Clerk Cairie Virrueta, Public Works Operations Manager Marty Nuss, Police Chief Joel Christensen, Police Captain Jon Anzalone, Utilities Director John Murphy, City Engineer Paul Vanhenkelum, Zoning Administrator Bonnie Schaeffer, Building Inspector Joe Messler, and Elkhorn Newspaper Correspondent Kellen Olshefski

**I-43 and STH 67 TRAFFIC SIGNALS**

Police Chief Christensen explained that the DOT is making improvements to the HWY 12/67 interchange and adding stoplights this spring then turning them over to the City to maintain. Utilities Director Murphy hasn't seen an agreement yet. The City needs to decide if it wants Emergency Vehicle Pre-emption (EVP) devices installed on the lights. The cost to install them would be approximately \$7,000 and then around \$2,000 per vehicle for the transmitter to control the pre-emption devices. Engineer Vanhenkelum said the DOT needs to know by March 1 and that a letter from a State Representative might help with funding. Alderman Payson asked how the device would be funded. Administrator Tapson responded funds could come from the contingent reserve account. Alderman Payson recommended including the device. Administrator Tapson agreed as it could cost more to add on later, and the transmitters could be added incrementally or as a package. Alderman Rehberg wants letters sent to representatives to help with costs. There was consensus by the committee to go with the transmitters. Engineer Vanhenkelum will share this with the DOT. The committee will revisit this topic again.

**DEFERRED PAYMENT AGREEMENT APPLICATION TO THE PSC**

Utility Director Murphy said Act 274 was passed and this act affects renters only. If renters meet any one of the four criteria, the City doesn't have to give them a Deferred Payment Agreement (DPA) which would mean disconnecting their service until their account is paid. The City has the option to choose all of the four criteria or a portion of them. The four criteria that would preclude a DPA are over \$100 arrears for over 90 days, if a DPA was defaulted on in the last 12 months, if a utility bill was put onto the tax roll in the last 24 months and a balance that accrued during the winter moratorium that is more than 80 days past due. Mayor Olson asked if this would reduce window traffic. Utility Director Murphy said it would not. Finance Director Heilman said if a family is at the 200% poverty level does the City have to offer a DPA? Utility Director responded that the City does, however the person would need to provide proof of this and a special form is being made for this. Finance Director Heilman was concerned that people would be shut-off with no consideration for extenuating circumstances. Utility Director said the DPA would require 50% paid and the balance due within 30 days and could be given to a person having a DPA for the first time. He felt this action would deal with abusers of the DPA process. **Motion (Rehberg/Huss) to move forward with the Deferred Payment Agreement application to the Public Service Commission, including all of the four criteria. Motion carried.**

**PROPERTY MAINTENANCE CODE CONTINUED DISCUSSION: REVIEW CURRENT INSPECTION/ENFORCEMENT POLICY AND PRACTICES**

Building Inspector Messler told the committee that the landlord program created in Delavan was to deal with a specific problem that Delavan had that the City of Elkhorn does not have and Elkhorn does not need

this type of program. He believes Elkhorn's program is working very well. Mayor Olson said certain properties are a concern and if stricter enforcement would help. Messler said that he follows what the ordinance says when it comes to properties and his interpretation of "unsightly" could be different than someone else's. Zoning Administrator Schaeffer recently assumed the job of property inspections this past year and feels it can only improve. Police Captain Anzalone agreed and pointed out he saw improvements. Discussion on the length of time a permit has for completion was discussed and putting a shorter time limit may encourage projects to move along pace equivalent to the time needed to complete them. Schaeffer said the Uniform Building Code requires 24 months for new construction; however other improvements could be changed. Alderman D'Alessandro said that Williams Bay has a Landlord inspection program that rewards good landlords. Police Chief Christensen pointed out of the properties listed, the majorities are PD identified and not complaint driven and many are single family properties and not rental properties. Mayor Olson felt it should be addressed as a whole, rather than just rental property. Administrator Tapson recommended looking at building maintenance issues more closely to address this. Alderman Payson asked staff to come back to the committee with recommendations on what to change, either in the ordinances or the permitting process.

#### **ADJOURNMENT**

Motion (Rehberg/Huss) to adjourn at 5:00 p.m.

Cairie L. Virrueta  
City Clerk