

**CITY OF ELKHORN**  
**Operations Analysis Ad Hoc Committee**  
**First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**  
**December 5, 2011**

Alderman Julie Taylor called the Operations Analysis Ad Hoc Committee meeting to order at 5:00 p.m. followed by Roll Call.

**ROLL CALL**

Present: Aldermen Julie Taylor, Kim DeHaan, Ronald Dunwiddie, Gary Payson, Sr.

Also present: City Administrator Sam Tapson, Finance Director Mary Hinske, City Clerk Darlene Igl

**DISCUSSION: OPERATIONS ANALYSIS**

It was discussed that written and oral information may be requested from each department. It was noted that a review of position descriptions may be helpful however the descriptions are not written to be "task oriented". It was discussed that an organizational chart for each department may be useful. It was agreed that information would be provided to the Ad Hoc Committee at the next meeting which will be scheduled in February 2012 with an overview being provided to Council after the April election.

**ADJOURN**

Motion (Dunwiddie/Payson) to adjourn at 5:42 p.m.

Darlene R. Igl  
City Clerk