

CITY OF ELKHORN
Finance & Judicial Committee Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

April 25, 2016

The Finance and Judicial Committee was called to order at 5:30 p.m. by Alderman McClory, followed by roll call.

Roll Call

Present: Aldermen Scott McClory, Hoss Rehberg, Tom Myrin

Also present: Alderman Cathy Bensaid, Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Fire Chief Rod Smith, Utility Director John Murphy, Mike Recklies, Mike Fitzsimmons, Kellen Olshefski

All agreed to move the following item forward on the agenda:

Elkhorn Soccer Club Request for Financial Assistance for Flag Pole Installation and Lighting at Rotary Park

Mike Recklies is requesting that the City help pay for a flag pole installation by paying for the base and lighting. Alderman McClory asked if they received authorization to install a permanent fixture on City property. Recklies said he spoke to the previous Mayor and he said to go ahead with the project, get funds for the pole and come back to the City. It was decided it was best for the pole company to install the base and the City to install the lighting. There is an ordinance in place regarding lighting and a dark sky- the level of lighting would have to comply. The flag is intended to be placed by play area and concession stand corner. It has a rope inside the pole to keep kids from playing with it. There is a maintenance agreement for every 10 years. The soccer club, Park and Rec, school and a new lacrosse group use the fields. Alderman Rehberg asked how much the club is contributing towards the installation; Recklies said none as they have to buy new equipment due to upcoming changes. The cost to install the base is \$500 and about \$500 for lighting. Administrator Tapson suggested the Utility Department install the light. **Motion (Myrin/Rehberg) to recommend paying 50% for the base and light installation with the Elkhorn Soccer Club paying the balance. Voice vote; motion carried.**

Agreement for Providing for Performance Assessment Services with Accurate Appraisal

Administrator Tapson said additional services in the agreement include digital photos and to send certified letters to the top 20 assessment changes. He recommended the conditions for the sending of the letter be reviewed. He strongly recommended continuing service with Accurate Appraisal as they have done a good job over the numerous years they have worked for the City, as evidenced by the very small amount of Board of Review cases, and he believes in continuity of effort. **Motion (Rehberg/Myrin) to recommend continuing assessment services with Accurate Appraisal.** Alderman McClory recommended excluding construction and improvements/etc. from the top 20 list. Alderman Myrin agreed and felt a higher percentage change was needed to send the letters. **Voice vote; motion passed.**

RFP for Vehicle Preventive Maintenance

Alderman McClory said this came out of a previous session. Administrator Tapson said this is how the City has handled PM and said repairs could be added to it. Alderman Rehberg likes the detail of the RPF and said repairs are off book value now. Alderman Myrin said the recent situation wasn't labor; it was equipment which was triple, for the record. Alderman Rehberg asked if the City has had three PM vendors at one time; no it hasn't. He recommended any repairs over \$500 needing three vendors to quote it; the City currently does this as part of the purchase plan. It was decided to have the RFP go with just preventive maintenance and Administrator Tapson will clean up the draft provided and bring it back.

Administrator Tapson said a future discussion item related to vehicle preventive maintenance for discussion is the life cycle of vehicles and that the City's policy may need altering.

Fire Department Call Shift Staffing Stipend

Fire Chief Rod Smith said he has issues getting three firefighters to show for calls. He wants to run a trial from May 15 to September 15 where the department pays a \$25 stipend for an 8 hour shift. The cost is \$18,600 which comes from re-appropriated funds; these funds are available as calls are down. If it were to run from May 15 to the end of the year the cost would be \$34,500. He tried it with EMS and it worked well when it started. A firefighter would sign up for a shift and would not leave the City/area, don't do drugs or drink alcohol and be ready when the alarm goes off. Alderman McClory would like to see a spreadsheet or report to see how the trial is working; Chief Smith said he can provide that. There will be no limits to the number of shifts a firefighter can sign up for. Alderman Myrin asked if \$25 was sufficient; Chief Smith felt it was. **Motion (Rehberg/Myrin) to recommend that the Fire Department try the call shift stipend from May 15 to September 15, with \$25 a shift, two shifts a day and up to three people per shift. Voice vote; motion carried.**

Adjournment

Motion (Rehberg/Myrin) to adjourn at 6:16 p.m. Motion carried.

Cairie L. Virrueta
City Clerk