

**CITY OF ELKHORN**  
**Finance & Judicial Committee**  
**Lower Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**  
**March 8, 2010**

The Finance and Judicial Committee was called to order at 5:00 p.m. by Alderman Taylor, followed by roll call.

**ROLL CALL**

Present: Aldermen Julie Taylor, Scott McClory

Absent: Kim DeHaan

Also present: City Administrator Sam Tapson, City Clerk Darlene Igl, Finance Director Mary Hinske, Police Chief Joel Christensen, Park & Rec Director Jeff Simons, Police Captain Pat Slattery, James Boardman, Sr.

**MATHESON MEMORIAL LIBRARY SEWER REPAIRS**

Administrator Tapson reported that the Library had been encountering sewer backup issues for several months. It was discovered that the line was damaged and repairs were made at a cost of \$8,532.11. As the service line is to a shared facility, it was requested that the City reimburse 50% of the cost. Motion (McClory/Taylor) to amend the 2010 Budget to reimburse the Library in the amount of \$4,266.05. Motion carried.

**PROPERTY ACQUISITION – APPRAISAL SERVICES**

Administrator Tapson requested authorization to engage the services of an appraiser related to the acquisition of a suitable site for the Centralia Water Plant. Motion (McClory/Taylor) to authorize the expenditure not to exceed \$300. Motion carried.

**COMMUNITY CENTER CLEANING CONTRACT**

Park & Recreation Director Simons stated that the contract for the cleaning of the Community Center will expire in April and that RFP's had been sent out with two responses being submitted. Administrator Tapson stated that the new contract will include a clause related to performance standards and remedies for performance issues. It was stated that the City has agreed to pay for 50% of the cost of cleaning the lobby and restrooms at the Library. Based on staff recommendation, motion (Taylor/McClory) to recommend to Council that the City share in the cost to clean the lobby/restrooms and to approve a budget adjustment in the amount of \$2,160 for these services. Motion carried.

**PUBLIC SAFETY SOFTWARE PURCHASE**

Chief Christensen provided information regarding a proposal to purchase new public safety software which was included at a cost of \$90,000 in the 2010 budget. The Department reviewed the features of the ProPhoenix software and received a proposal in the amount of \$84,009. He stated that the Walworth County Sheriff's Department selected ProPhoenix as their public safety software vendor and included a multi-jurisdictional component which will allow users to share information. Motion (Taylor/McClory) to recommend to Council that a "Sole Source Purchase" from ProPhoenix be authorized in the amount of \$84,009. Motion carried.

**WARRANTY/MAINTENANCE AGREEMENT – SQUAD DIGITAL VIDEO SYSTEM**

Captain Slattery stated that the Police Department was made aware that the warranty and maintenance agreement for the squad digital video system were both expired. The vendor, L3 Mobile Vision, has stated that extended maintenance agreements must be continuous from the end of the initial one year warranty period and that any breaks in extended maintenance require the purchase of an extended maintenance agreement for all years without a maintenance agreement. As the department has been without an agreement since April of 2008, the quote for the agreement is the cost for the three years. Motion (McClory/Taylor) to recommend to Council that the Department enter into the warranty

and maintenance agreement with L3 Communications and adjust the budget by \$6,740 for this expense. Motion carried.

### **UNCOLLECTIBLE RECEIVABLE WRITE OFF**

Finance Director Mary Hinske presented a listing of receivables that have been deemed uncollectible. Eighteen of the listed items were for personal property taxes with a total of \$2,553.73. After discussion, motion (Taylor/McClory) to recommend to Council that the personal property taxes listed plus the utility billing for Daniel Behling be approved as write offs. Motion carried. It was requested that the remaining two items (utility billing for Tina Beaver and property damage for William Darnell) be pursued in Small Claims action.

### **ITEMS FOR DISCUSSION**

Administrator Tapson asked the Committee to review the City Purchase Plan and the Financial Management Performance Standards and submit any questions and/or suggestions to him. In addition, a Financial Indicators document was provided to the Committee. This tool is used to track financial trends to assist in financial planning and decision making. These items may be listed on the March 22 agenda for further discussion.

### **ADJOURNMENT**

Motion (McClory/Taylor) to adjourn at 5:56 p.m. Motion carried.

Darlene Igl  
City Clerk