

CITY OF ELKHORN
Finance & Judicial Committee
Lower Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin
March 22, 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, Kim DeHaan, Scott McClory

Also present: City Administrator Sam Tapson, City Clerk Darlene Igl, Finance Director Mary Hinske, Police Chief Joel Christensen, James Boardman, Sr., Electric Director Art Schmitz.

POLICE SQUAD REPLACEMENT

Chief Christensen stated that five bids had been received for the purchase of a squad. The lowest bidder, Tom Peck Ford, had not specifically provided an estimated delivery date as requested in the bid specifications. Motion (DeHaan/Taylor) to recommend to Council the approval of the squad purchase from Elkhorn Motors as the low bidder was non-responsive with respect to the delivery date. Motion and second were withdrawn. Motion (McClory/Taylor) to recommend to Council the approval of the squad purchase from Tom Peck Ford as the low bidder in the amount of \$21,655.92. Motion carried.

POLICE DISPATCH CONSOLE SYSTEM

Chief Christensen stated that invitations to bid on a dispatch radio console which is included in the Police Department remodeling project budget were sent to three area radio vendors and published in the paper. Two bids were received. Upon review, it was determined that the bids were incomplete and did not meet the bid specifications. Motion (McClory/Taylor) to reject the two bids submitted and to solicit proposals from the two bidders. DeHaan abstained. Motion carried.

BUREAU OF TRANSPORTATION SERVICES EQUIPMENT GRANT

Chief Christensen stated that the Police Department has been selected to receive a \$4,000 Bureau of Transportation Services equipment grant. A list of equipment approved for allocation under the grant totaled \$3,983. After discussion, motion (Taylor/DeHaan) to recommend to Council a budget adjustment in the amount of \$4,000 and to approve the DOTS Highway Safety Program. Motion carried.

ELECTRIC DEPARTMENT SALVAGE MATERIALS

Electric Director Schmitz stated that the electric department will be completing the conversion project by mid-summer and will have surplus distribution transformers and substation transformers as surplus. He stated that an offer had been received from Solomon Corporation offering to purchase the equipment in the amount of \$79,037.50. Eight new electronic breakers need to be purchased at a cost of approximately \$64,000. Motion (Taylor/McClory) to recommend that Council declare the used equipment as surplus. Motion (Taylor/DeHaan) to recommend to Council that the surplus equipment be sold to Solomon Corporation per their offer and eight new electronic breakers be purchased. Motion carried.

ALLIANT MATERIAL BILLING

Electric Director Schmitz stated that Alliant had informed him that materials related to a 2004 project converting a portion of the city's electrical system to a high voltage system had never been billed to the City. The request for proposals did not include materials for the project however the contract with Alliant had included materials. The Electric Department conducted an audit and determined that the materials had been delivered to the City. The unused materials were returned to Alliant for a credit of \$30,071.08 leaving a balance of \$41,667.69. After discussion, the Committee requested that this issue be reviewed by the City Attorney and that he prepare a written opinion.

ITEMS FOR DISCUSSION

Administrator Tapson had previously asked the Committee to review the City Purchase Plan and the Financial Management Performance Standards and submit any questions and/or suggestions to him. He stated that the Purchase Plan is over ten years old and in his opinion it needs clarification. In addition, the Financial Management Performance Standards were reviewed in 2005 but were not revised. Administrator Tapson stated that the City could take an integrated approach incorporating the purchase plan and performance standards. A draft will be prepared and submitted to the Committee for review.

ADJOURNMENT

Motion (McClory/DeHaan) to adjourn at 6:13 p.m. Motion carried.

Darlene Igl
City Clerk