

CITY OF ELKHORN
Finance & Judicial Committee
Council Chambers, 9 S. Broad Street, Elkhorn, Wisconsin
January 13, 2014

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

ROLL CALL

Present: Aldermen Scott McClory, Jim D'Alessandro, Hoss Rehberg

Also present: Alderman Brian Olson, Administrator Sam Tapson, Finance Director Mary Hinske, City Clerk Darlene Igl, Fire Chief Rod Smith

COMPUTER PURCHASES

Finance Director Hinske stated that two computers are in need of replacement. The replacements requested are for the Building Inspector/Zoning Administrator and the Mayor's office. Quotes are being sought with an expected cost to be between \$600 and \$700 each. Motion (Rehberg/McClory) to recommend to Council the authorization of a budget adjustment for the purchase of two computers not to exceed \$1,400. Motion carried. It was requested by Chairman McClory that purchase and assignment of tablets for Council members be placed on the next committee agenda.

EMPLOYEE INTRANET

Clerk Igl stated that she had been asked to seek a proposal for the implementation of an internal employee intranet from the current web service provider. It was discussed that this area of the website would be used to make current policies, forms, benefit information, manuals etc. available to all employees. Motion (McClory/Rehberg) to recommend to Council authorization to implement an employee intranet at a cost of \$2,000 for design and development and a \$30 monthly fee for the service. Motion carried.

BUDGET PROCESS REVIEW

Administrator Tapson asked the Committee what additional information would be helpful during the budget process and asked that any requests be reduced to writing. Alderman D'Alessandro asked that prior to the start of the budget process the Council be provided with information regarding what the process would look like, concerns regarding the upcoming budget and changes that have taken place from the prior year. Administrator Tapson stated that this information has been provided previously during the budget cycle. Alderman Olson asked that more detail be provided by staff including biggest obstacles facing departments. It was asked that the topic of budget process be placed on the first agenda in April. Alderman Olson will produce a bullet point listing of items for discussion.

FINANCIAL MANAGEMENT WORKSHOPS

Administrator Tapson stated that the 2014 budget includes funding a series of financial management workshops. After discussion, it was agreed that representatives from Ehlers would be invited to attend the next committee meeting to discuss the objectives of the workshops. Ehlers will then submit a proposal including workshop agendas and pricing for Council consideration.

STANTEC PROPOSED SETTLEMENT

Stantec Consulting Services proposed a settlement for sanitary sewer lateral repairs and property damages at 102 E. Court Street which resulted from failure to properly reconnect the lateral serving the property during the Washington Street reconstruction project. Motion (D'Alessandro/McClory) to recommend to Council approval of the proposed settlement in the amount of \$10,881.74. Roll call vote: McClory, yes; D'Alessandro, yes; Rehberg, no. Motion carried.

ADJOURNMENT

Motion (D'Alessandro/Rehberg) to adjourn at 6:35 p.m. Motion carried.

Darlene Igl
City Clerk