

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

September 8, 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, Tom Myrin

Also present: Mayor Brian Olson, City Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, DPW Manager Martin Nuss, Fire Chief Rod Smith, Police Chief Joel Christensen, Library Director Lisa Selje

PWD TRUCK PAINTING

DPW Manager Nuss presented a proposal from Monroe Trucks to sandblast and repaint the beds, frames and wheels for six DPW plow trucks. It will extend the life of the beds and make them look better. Funds are available in the existing PWD budget for the work. **Motion (McClory/Myrin) to recommend approval of \$16,800 for PWD truck repainting. Motion carried.**

DISCUSSION OF PROPOSED ECONOMIC DEVELOPMENT STUDY

Alderman Myrin informed committee that George Anderson of 4CGeoWorks, who has done a presentation in the past, is proposing to do a study on Elkhorn and the surrounding community to identify where people spend money in the area, what Elkhorn needs to attract and retain businesses and has the industry connections to attract new businesses. Cost of the study is \$15,000. Anderson would then help prepare actions based on the study charging on an hourly basis, for an approximate additional cost of \$15,000. Alderman D'Alessandro asked if he provided references. Alderman Myrin replied he did but he has not contacted them. Administrator Tapson said the study data is out there and if the committee liked the concept of the project then should pursue obtaining information from other businesses. **Motion (McClory/D'Alessandro) for an RPF for a proposed economic development study, for the short and long term, to include an executive summary and attachments. Motion carried.** Alderman D'Alessandro asked where funds for the proposed project would come from; Administrator Tapson said from the room tax fund and suggested that it be a 2015 budget item if the project went forward.

2015 BUDGET PRELIMINARY REVIEW

Administrator Tapson informed committee that the budget is 30 days from completion and what questions the committee had. **Mayor Olson asked that a Memo be created to inform council if they have questions on the budget to attend the next Finance meeting.** Alderman D'Alessandro asked if the 2% projected pay increase for raises needed to go through the Human Resources committee. Administrator Tapson said it was previously agreed that these items don't need to go through every committee. Alderman D'Alessandro agreed to the 2% increase for pay raises. Alderman D'Alessandro asked if the Fire and Police Departments were asking for more money; both are not. Administrator Tapson believes one area for potential change would be for an additional part-time staff person at City Hall. Alderman D'Alessandro asked if there was money in the budget for the additional person. Finance Director Heilman said the cost would be shared with utilities, but that duties for staff at City Hall needed to be restructured prior to determining costs. **Heilman will provide the information to the committee.** Alderman McClory asked if it would be a daily or a temporary position and what work would be done by the new hire. Administrator Tapson responded it is still being explored. Alderman D'Alessandro asked if the Building Inspector position as discussed at the recent Human Resources meeting should be added to the budget. After discussion, it was determined that Alderman D'Alessandro was looking for a Landlord Registration Program in the City. Our current Building Inspector implemented a comparable program in Delavan. **It was decided to evaluate what program/procedure the City currently has for inspecting rental properties and then consider making changes to it.**

ADJOURNMENT

Motion (D'Alessandro/Myrin) to adjourn at 5:59 p.m. Motion carried.

Cairie L. Virrueta
City Clerk