

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

**November 10, 2014**

The Finance and Judicial Committee was called to order at 5:05 p.m. by Alderman McClory, followed by roll call.

**ROLL CALL**

Present: Aldermen Scott McClory, James D'Alessandro, Tom Myrin

Also present: Mayor Brian Olson, Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, City Attorney Ward Phillips, Utility Director John Murphy, DPW Manager Martin Nuss, Fire Chief Rod Smith, Police Chief Joel Christensen, Library Director Lisa Selje, Rec Director Wendy Meyer

**PUBLIC HEARING: 2015 PROPOSED BUDGET**

Alderman McClory declared the 2015 Proposed Budget Public Hearing open for comments at 5:05 p.m. There was no one wishing to be heard and the Public Hearing closed at 5:06 p.m.

**PROPOSED BUDGET REVISIONS**

Administrator Tapson said there were three changes to the budget. One is funding for EEDA of approximately \$45,000; \$20,000 was already budgeted for it. Funds come from the room tax for it. James Duquette and Barry Butters of the Elkhorn Economic Development Association (EEDA) are part of the EEDA as well as John Murphy, who is a non-voting member representing the City. Duquette said the EEDA is the first contact for businesses interested in coming to Elkhorn. **Motion (Myrin/D'Alessandro) to support the EEDA and recommend an additional \$45,000 dedicated to the EEDA for a total of \$65,000. Motion carried.** The second budget revision involves a cleaning contract for the City. The police department's cleaning contract expired in May, and it was decided to include City Hall, the Rec Center, Fire Department and PD into one cleaning contract. DPW has been doing the cleaning for all except P.D. and it would free up man hours for other work by using a cleaning company. Due to a budget error in another area for the P.D. their budget doesn't increase, but other departments' budgets would. The third budget revision was the budgeting of the police department server in two places, it was removed from one. The fourth change was to increase the hourly wage of part-time DPW employees to \$9.50. DPW has tried hiring a PT laborer at \$8.50 an hour, but has been unable to recruit someone qualified. DPW could change the tree maintenance portion of their budget to off-set the increase.

**JANITORIAL SERVICES CONTRACT**

**Motion (McClory/Myrin) to recommend revising the budget for the additional \$21,000 for cleaning the affected City buildings and to award the cleaning contract to the lowest responsible bidder. Motion carried.**

**EMS STAFFING CONTRACT**

Alderman McClory pointed out that this is the second year for this. **Motion (Myrin/D'Alessandro) to approve contract with Paratech Ambulance for \$124,986.68. Motion carried.**

**APPROVAL OF EXPENDITURES FOR OFFICE PARTITIONS, CITY HALL**

Finance Director James Heilman said that the office partitions for City Hall had an increase of \$142 due to a slight change to the plans. Alderman McClory noted that the partitions would help increase work productivity for the Accounts Payable/Payroll Clerk and Utility Billing Clerk. **Motion (McClory/D'Alessandro) to recommend approval of City Hall office partitions for \$2,641. Motion carried.**

City Administrator Tapson asked the committee if it was OK to increase the DPW part-time position hourly wage from \$8.50 to \$9.50 an hour. **Motion (Myrin/D'Alessandro) to recommend approval of the DPW PT position increase to \$9.50 an hour. Motion carried.**

**ADJOURNMENT**

Motion (Myrin/McClory) to adjourn at 5:19 p.m. Motion carried.

Cairie L. Virrueta  
City Clerk