

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

January 12, 2015

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, Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Fire Chief Rod Smith, Police Captain Jon Anzalone, Rec Director Wendy Meyer, Chris Clapper

SUNSET POOL APPLICATION FOR PAYMENT #5

Administrator Tapson said that the Application for Payment #5 is for work completed to date and was reviewed by the design engineering team. **Motion (McClory/Myrin) to recommend approving Sunset Pool Application for Payment #5. Motion carried.**

ELKHORN POLICE DEPARTMENT:

Squad Car Quote Analysis

Captain Anzalone presented quotes for a new squad car and he recommended Kunes. Kunes wasn't the lowest quote and their quote didn't meet specifications as it didn't include title fees, but it did include free oil changes and pickup/delivery for warranty repairs which Captain Anzalone said was considerably valuable. **Motion (D'Alessandro/Myrin) go with Kunes for the purchase of the new Police Department vehicle in the amount of \$26,766.00, which includes oil changes and pickup/delivery for warranty repairs, but excludes title fees. Motion carried.**

Additional In-Car Camera Purchase

The purchase of a new P.D. car necessitates the purchase of an additional in-car camera. Captain Anzalone said that the P.D. received a grant of \$4,000 for the camera, but is short by \$2,208 to purchase and install the camera. This camera would be included in the previous agreement with Baycom. **Motion (D'Alessandro/Myrin) for a budget adjustment in the amount of \$2,208 for the purchase of an additional in-car camera from Baycom. Motion carried.**

In-Car Camera System DVD Burner Replacement

Captain Anzalone said equipment failure has caused the need to replace the old DVD burner for the in-car camera system. The equipment was too old to service. This burner is used to back up in-car camera videos. **Motion (D'Alessandro/Myrin) for a budget adjustment in the amount of \$2,581 to purchase a new DVD Burner from L-3 Mobile Vision.** Alderman Myrin asked why only one quote was provided for the purchase. Administrator Tapson said it is a proprietary item. **Motion carried.**

TOURISM COMMISSION: DISCUSSION OF ORGANIZATIONAL OPTIONS

Administrator Tapson obtained information from the Cities of Delavan and Portage regarding tourism committees they have and provided it in the packet. He recommended the formation of a committee and not a commission to allow more flexibility in operations. Alderman McClory would like to hear from Delavan and Portage on how they feel about the committee and how it works. Alderman Myrin wants legitimate reasons for forming the tourism committee when the City has the Chamber. Alderman D'Alessandro said that this has been considered for three years and that it would promote competitiveness which would bring in better events. Mayor Olson said they are looking to support other events in the City and also to have oversight over how the money is spent on events, which the City doesn't have now. He said that organizations would need to apply and qualify to receive funds for events. Alderman D'Alessandro said it brings accountability to the process and he was concerned where the tourism funds go. Alderman Myrin asked if the Chamber was asked about this. Mayor Olson said they were and the City received a budget of percentages. The Chamber determines where money is directed for events and the City has no input into it. This new approach would continue successful events and

bring in more events. Administrator Tapson said that the ordinance says that 70% of room tax goes to the Chamber of Commerce and could change the ordinance to say that 70% would go to tourism so that it could go to anyone. He also said that the City could designate a fixed amount of money to the Chamber and if they need more for an event and the City feels the event is good, more could be given to them. Alderman McClory asked that Administrator Tapson contact someone to speak at a meeting regarding their city's tourism committee. Administrator Tapson will contact Delavan and suggested to do this as a separate meeting and a recommended a morning meeting. Alderman McClory said a lunchtime meeting might work better for him.

EHLERS ENGAGEMENT AGREEMENT: Compliance with SEC "Continuing Disclosure" Regulations

Administrator Tapson said that this is something the City is already doing and that Ehlers is increasing their fees as the SEC is requiring a higher degree of compliance information. The change involves unbundling fees and separating them out with an annual cost to the City of \$3,800. Finance Director Heilman said it is best to have Ehlers do this work as it is very complicated. **Motion (Myrin/D'Alessandro) to recommended approval of executing the Ehlers Engagement Agreement. Motion carried.**

REVIEW: FINANCIAL MANAGEMENT POLICY AND STANDARDS OF PERFORMANCE

Administrator Tapson said that there are elements that need to be addressed before heading into the next budget cycle and now is the time to do it. In the pdf of the policy sent in the meeting packet, Tapson included his notes/suggestions on areas to be changed. Finance Director Heilman also has some suggested changes. Alderman D'Alessandro asked for some of the language to be simplified. At the next Common Council meeting, Alderman McClory will ask the council to review the Financial Management Policy and Standards of Performance and get questions to Administrator Tapson by February 2nd so that the committee can address them at the February 9th meeting.

Administrator Tapson said Department Heads reviewed the City's Purchase Plan and were good with it and it would be coming to the committee soon.

ADJOURNMENT

Motion (D'Alessandro/Myrin) to adjourn at 5:50 p.m. Motion carried.

Cairie L. Virrueta
City Clerk