

**CITY OF ELKHORN**  
**Finance & Judicial Committee Minutes**  
**First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**

July 25, 2016

The Finance and Judicial Committee was called to order at 5:30 p.m. by Alderman McClory, followed by roll call.

**Roll Call**

Present: Aldermen Scott McClory, Michael Kluck, Tom Myrin

Also present: Mayor Howie Reynolds, Aldermen Michael Kluck and Cathy Bensaid, City Clerk Cairie Virrueta, Finance Director James Heilman, Kellen Olshefski

**Consider Strang Proposal for Professional Services: Elkhorn City Hall Space Needs Study Update**

Alderman McClory said Strang did the study in 2007 and again in 2013 and this is to update the study at a cost of \$7,750. Alderman Rehberg said before going forward with the study, he firmly believes they need to look at the situation. He said it should be considered if City Hall will be in or out of town, how many people will be in City Hall, if the DPW Manager will stay in City Hall or be in the DPW building, evaluate where employees should be and look at all the options. He said there are places in town that would be a nice City Hall with renovations. Mayor Reynolds said the taxpayers will want to hear how much it will cost, whether it is to renovate the current City Hall or go new and he is unsure how the recent historical designation will affect the renovation costs and he suggested doing the study. Alderman Rehberg said the Strang study will not be accurate unless they know how many employees will be at City Hall. Alderman Bensaid said the people in City Hall and Council should decide what to do with the space and who needs to be there. Alderman Rehberg asked if all utility functions should be at the Koopman facility and DPW at the garage. Alderman McClory felt the study was necessary and was concerned this could create delays. Alderman Rehberg said it will be kept on the agenda, but didn't want to bypass important items and wanted to do it right. He said they should ask Department Heads what they need and ask them to provide a written report and meet with the committee. He doesn't want to stop the Strang report, just give them more direction on what is needed. Everyone agreed that August 22<sup>nd</sup> was the date for Dept Heads to meet with the committee. **Motion (Rehberg/Myrin) to direct City Clerk to ask Department Heads to let the Common Council know in a written document the number of office spaces needed, number of staff members needed, number of square feet needed, the location for City Hall and whether City Hall should stay or move to a new or rehabbed location and to attend the Finance meeting on August 22<sup>nd</sup> to answer questions or send a delegate to speak for them.** Alderman McClory said the new City Hall doesn't need to be downtown. Mayor Reynolds said businesses may not appreciate that and his first choice is that it stays from Church Street to Lincoln Street. **Voice vote; all approved; motion carried.**

**Discussion on City's Chamber Membership**

Alderman Rehberg said there was a miscommunication at the last Council meeting. **Motion (Rehberg/Myrin) to renew the Chamber of Commerce membership for \$480 a year. Voice vote; all approved; motion carried.**

**Adjournment**

Motion (Rehberg/Myrin) to adjourn at 5:50 p.m. Motion carried.

Cairie L. Virrueta  
City Clerk