

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

September 26, 2016

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

Roll Call

Present: Hoss Rehberg, Tom Myrin (Absent: Alderman Scott McClory)

Also present: Mayor Howie Reynolds, Alderman Cathy Bensaïd, City Administrator Sam Tapson, City Clerk Cairie Virrueta, City Attorney Ward Phillips, Finance Director James Heilman, Fire Chief Rod Smith, Police Captain Jon Anzalone, Library Director Lisa Selje, James Duquette, Amy Kruz, Kellen Olshefski

Recommendation from DPW Manager Kolb for Ash Tree Removal Services RFP

Motion (Rehberg/Myrin) to recommend approval of Ash Tree and Stump Removal Services to Gifford Tree Services for an amount not to exceed \$9,280. Voice vote; both approved; motion carried.

Alderman Myrin asked if there is a list of ash trees not on public property. Administrator Tapson didn't recall if the study identified trees on private property. City Clerk Virrueta will check with DPW Manager Kolb and let the committee know.

Discussion Regarding Relationship Between City and Library

Administrator Tapson said this discussion was an effort to clear misunderstanding and educate everyone on how the City and library relate to each other. The library board has total authority and control of premise and property, no matter who purchased it. The bill payment process is that the library board approves the bills, forwards them to the clerk or comptroller to issue payment; this process is referenced in state statutes and was also adopted by the City. Currently the City hasn't been following this process as they are sent to the Council to be approved. In 2011 an operating agreement was created to split bills for the building 70/30. Administrator Tapson suggested a formal agreement be created that spells out cost sharing between the City and library. Library Director Selje agreed with this. City Attorney Phillips said statutes don't specifically address property ownership, but he believes 43.58(1) states that the municipality owns the property and the library board has control. The Community Center at the library is used by the library and City and also by service clubs and public. All scheduling for use of the room goes through the recreation department. Alderman Rehberg suggested the library take over the scheduling as they are in the building and many go to the library with scheduling questions. Director Selje agreed as she said they get questions all the time. The library doesn't pay to use the Community Center, but it was suggested that it should pay. The outside of the building should be maintained by the City, but decided by the Library Board. Alderman Rehberg asked if the City had any input into the landscape plan; City Attorney Phillips said it did through its ordinances and guidelines. Administrator Tapson said they also have a budget to adhere to. Discussion on how to share bills and maintenance costs followed. A custodial service cleans the Community Center. All agreed that an Operating Agreement to address concerns needed to be created. Administrator Tapson suggested that the Mayor, Council President, Library Director, Library Board President and Finance Director work together to create an agreement. Alderman Myrin asked what the bill the library was paying to B&J Landscape was for. Library Director Selje said it was for money received from the Friends Group towards landscaping around the library and was a down payment.

2017 Budget Discussion

The EEDA requested \$25,000 for 2017. Discussion regarding expenses the EEDA incurs followed. Alderman Rehberg had concerns regarding paying for conference costs for a WCEDA member. Alderman Myrin had concerns regarding amounts paid to WCEDA for scheduling and preparing minutes and felt it may be overpaid. John Henderson said WCEDA is the glue that holds EEDA together and it does more than

secretarial work. James Duquette said Elkhorn is registered with Connect Communities and is required to attend the conference. Administrator Tapson suggested an operating stipend be paid and anything beyond that be project driven and they come to City for additional funds. The EAHS is finishing the website. **Motion (Rehberg/Myrin) to recommend funding the EEDA with \$10,000 with a maximum of \$20,000 and anything over \$10,000 requiring approval by the City. Voice vote; both approved; motion carried.** Committee members asked questions regarding various budget items. Alderman Rehberg asked questions regarding the pool's budget amount; Administrator Tapson will look into it. Alderman Rehberg felt the amount for benches and tables needs to be reduced; Alderman Myrin agreed. A portion of the Deputy Clerk-Treasurer's wages will go to the Finance budget next year as she does less with utilities. The committee discussed the Walworth county Historical Society's letter requesting financial assistance; however, the letter didn't have an amount requested or what the assistance was for.

Adjournment

Motion (Rehberg/Myrin) to adjourn at 6:50 p.m. Motion carried.

Cairie L. Virrueta
City Clerk