

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

October 24, 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, Hoss Rehberg, Tom Myrin

Also present: Mayor Howie Reynolds, Aldermen Michael Kluck, Bruce Lechner and Cathy Bensaid, City Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Fire Chief Rod Smith, Police Chief Joel Christensen, Utility Director John Murphy, DPW Manager Neal Kolb, Library Director Lisa Selje, Kellen Olshefski

**Budget Work Session: Overview/General Discussion; Review Law Enforcement and Fire/EMS**

City Administrator Tapson reviewed the budget. Alderman Rehberg asked questions about an increase in the Rec budget, new software and a website update and felt these items could instead be used towards Public Safety and implementing Phase I of the Fire/EMS staffing plan. Administrator Tapson said the software upgrade has been postponed for four years and it is very old, the upgrade will improve utility billing and budgeting as the current budgeting process in the software is very poor. He said the current website has been in place for a decade and is in need up updating. He said staff brought these items forward as they felt there were of value. Clarification of the cost sharing for the software was discussed and Alderman Rehberg felt it is was needed and that the website upgrade could be done when the new City Hall is completed. Alderman Rehberg said he struggled with hiring two DPW next year and felt part-time employees would be better. He felt the growth in the City has affected all departments and needed to be addressed. Administrator Tapson said due to the DPW employee shortage best practices were not being followed. Mayor Reynolds said before he was Mayor the City discussed adding DPW employees. Alderman Rehberg agreed with adding one full-time DPW but felt the other could be part-time. Some budget numbers in the budget were flipped and Administrator Tapson will look at it and get it corrected. Alderman McClory said the Park & Rec Board was having a difficult time having a quorum to meet and he was concerned that Babe Mann Park improvements wouldn't be addressed. Mayor Reynolds said the board is short two members, but a new member should be added soon. Administrator Tapson recommended not rushing plans for Babe Mann and funds targeted for capitals projects is available in the budget. Police Chief Christensen reviewed his budget which includes replacing a vehicle and they were in the process of adding street personnel. Discussion regarding implementing Phase I of the Fire/EMS staffing plan, which adds four staff for five days of the week, was discussed. The council was in agreement to implement Phase I of the Fire/EMS staffing plan and the City Administrator or Finance Director need to provide the numbers on it showing the City's portion. Mayor Reynolds said the townships need to be informed as soon as possible. Alderman McClory asked what happens if a town disagrees with it; they can opt out without a penalty however then they don't have service. Administrator Tapson confirmed the Public Hearing for the budget is November 14. The budget meeting for October 31 or November 1 will not take place.

**Adjournment**

Motion (Myrin/Bensaid) to adjourn at 6:41 p.m. Motion carried.

Cairie L. Virrueta  
City Clerk