

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

April 24, 2017

The Finance and Judicial Committee was called to order at 4:30 p.m. by Alderman McClory, followed by roll call.

Roll Call

Present: Aldermen Scott McClory, Tom Myrin, Tim Shiroda

Also present: Mayor Howie Reynolds, Alderman Cathy Bensaid, City Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Attorney Randy Leece, Police Chief Joel Christensen, Utility Director John Murphy, DPW Manager Neal Kolb, Library Director Lisa Selje, James Duquette, Brian Olson, Chris Clapper, Derek D’Auria, Dave Fleming, John Henderson, Gary Wallem, Kellen Olshefski, other interested persons

EEDA Proposal – Downtown Building Improvement Grant Program Presentation and Discussion

Dave Fleming said the EEDA had Redevelopment Resources do a study on Wisconsin and Walworth Streets and as a result they created a grant program. Brian Olson said they also researched programs implemented by municipalities demographically similar to Elkhorn. Using the data, they created a program they felt fits the City. They are asking for \$50,000 a year for three years for the grant program. There will be two listening sessions on the grant program. Administrator Tapson asked why the program would exclude expansion of existing structures or new construction, especially if it adds employees. Fleming said that this could be considered for the grant. If a building is historical, documentation of such would need to be provided. All buildings in the City would be considered; however, those in the downtown business district would receive more points in the program. Alderman McClory asked how they plan to handle the five year commitment from the business; the EEDA may ask other communities how they do it and Attorney Leece said they could also use a deed restriction. Gary Wallem said the application is confusing and may scare people off and suggested it be simple. The EEDA tried to keep it simple but also felt they needed to cover all aspects. Mayor Reynolds said his two major concerns were that all businesses be included and that it be simple. The EEDA decided to use \$20,000 as a maximum after talking to other communities and it was a number they felt worked for Elkhorn. Brian Olson mentioned they would like to launch the program in June. **Motion (Myrin/Shiroda) to endorse the concept and more it forward to the Common Council to discuss funding.** Administrator Tapson said the money is not in this year’s budget but there were funds available for this year. **Voice vote, all approved, motion carried.**

Contract Proposal: Inspection Services for Fairgrounds Water Tower

The fairgrounds water tower will be painted this year and it needs to be inspected afterwards; Utility Director Murphy solicited RFP’s and one firm responded. This is a budgeted item. **Motion (Myrin/Shiroda) to approve Dixon Engineering Inc for the Fairgrounds water storage tank field coating inspection in the amount of \$22,337.50. Voice vote, all approved, motion carried.**

Surplus Property/Auction Services for Police Department Vehicle

Police Chief Christensen recommended declaring the 2011 Ford Police Interceptor (2FABP7BV5BX159452) as surplus property and using Auction Associates to auction the vehicle. Auction Associates holds online auctions and the City have used them successfully in the past. **Motion (Myrin/Shiroda) to declare the 2011 Ford Police Interceptor as surplus property and use Auction Associates to auction the vehicle. Voice vote, all approved, motion carried.**

Wisconsin Administrative Code SPS 327 Pertaining to Inspection of Camping Units

Administrator Tapson said this requires the City to inspect permit units in campgrounds, of which the City

has none. He recommended opting out. This needs to be resolved by May 7th. ***Motion (Shiroda/Myrin) to recommend opting out of SPS 327. Voice vote, all approved, motion carried.***

Building Inspection & Zoning Administration Services: Review of Permit Fee Schedule

Administrator Tapson provided fee comparison data that included Lake Geneva, Delavan and Portage. He felt some of the fees could be adjusted as a result of the comparison. Some fees that could be adjusted or removed are the Zoning Permit, Administrative and Concept Plan Review fees. After a brief discussion, the committee chose to continue discussion at their next meeting.

Adjourn

Motion (Myrin/Shiroda) to adjourn into Closed Session Pursuant to Wisconsin Statue 19.85(1)(g) “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved” regarding Fleet Maintenance Contract. Voice vote, all approved, motion carried.

Committee adjourned at 5:13 p.m.

Cairie L. Virrueta
City Clerk