

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

May 8, 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, Fire Chief Rod Smith, Police Chief Joel Christensen, Utility Director John Murphy, DPW Manager Neal Kolb, Recreation Director Wendy Meyer, Library Director Lisa Selje, City Engineer Neal Kolb, Ken Reynolds, Jeff Auberger, David Crosby, Kellen Olshefski (arrived late)

**Request by Lauderdale Aqua Skiers (LAS) to Remove Rip Rap from Elkhorn Lake**

Alderman McClory said LAS approached the City last year asking to remove the rip rap, but the City didn't act at that time. The estimated cost to remove the rip rap is approximately \$30,000. He said the City doesn't want to piece meal work at Babe Mann Park and are looking for a comprehensive project. The City prepared a comprehensive plan for the parks in 2005 and updated it in 2010. The plan has a passive, low impact use of the park. The Park and Rec Committee has been discussing Babe Mann and recently looked at the plan but hasn't come back together to discuss it yet. Administrator Tapson said the City closed the beach in 2004 as it was a liability and maintenance problem and created the ordinance prohibiting power boats on the lake. He said the City should go through the standard planning process and CIP for the park using the Park and Rec Committee's recommended plan for the park. Rec Director Meyer said she was working on having a plan ready for the 2018 budget meeting. The board has ideas for the park; but they are unsure of what their budget should be. Alderman McClory supported updating the park and allowing swimming at the park. Alderman Myrin supported updating the park. Alderman Shiroda would like to see the options to update the park. Mayor Reynolds recommended creating a set amount for improving the park each year. It was asked if there are water quality issues at the lake; the City has had problems with geese at the park. Administrator Tapson said the DNR originally restricted power boats at the lake, but the City now has control of the lake and can make that decision. Alderman McClory asked Rec Director Meyer to go back to the committee and create a five year plan to improve the park. **Motion (Myrin/Shiroda) for the Park and Rec committee to create a five year plan to improve the park. Voice vote, all approved, motion carried.** Jeff Auberger asked if the City would consider removing the rip rap before the 2018 season; Alderman McClory said if it is part of the plan. Auberger said LAS can help raise money towards park improvements. Alderman Myrin asked when the Park and Rec Committee meets and said this needed to be on the agenda. Administrator Tapson recommended the committee prepare a statement on the highest and best use of the park and forward it to the MSU Committee.

**Continued Discussion Regarding Building and Zoning Administrator Contract and Permit Fees**

Administrator Tapson said Professional Building Services (PBI) did not accept the terms offered by the City but proposed a different approach. PBI is willing to modify the current contract as follows: 1) commercial/industrial permit fees split 50/50; 2) elimination of \$.10 per sq. ft. zoning permit fee; and 3) restructure all zoning fees to eliminate the perception and/reality of certain fees being duplicating. In addition, PBI will be available daily 8 a.m. to 4 p.m. and respond within 24 hours. Alderman McClory recommending staying with PBI and sending out an RFP, using the current contract with PBI. Mayor Reynolds recommended staying with PBI. Alderman Myrin was confused with the offers and wants a spreadsheet showing the percentages, old, offered and now. He supported sending out an RFP and to hire full-time. **Motion (Myrin/Shiroda) to maintain the status-quo and put out for a full-time position and RFP.** Administrator Tapson asked if the City should use the 2010 contract with PBI; yes. Alderman McClory clarified that the full-time position would receive all benefits. **Voice vote, all approved, motion**

**carried.** Alderman Myrin recommended working on a “plan c”, which is to make a new contract with PBI that both can agree to and bring it back to the committee.

#### **2018 Budget Process Suggested Modifications**

Administrator Tapson suggested holding “budget-only sessions” for a period of three weeks separated from other regularly scheduled committee meetings with two departments per meeting, in September. He said he moved up the deadline for departments to submit their budgets so the information can be forwarded to the committee sooner. This gives staff the opportunity to look at their budgets and get clarification if needed. Alderman McClory asked that staff provide proposed dates to the committee this summer for times to meet in September and Tuesdays are better for him.

#### **GIS Mapping System- Proposed Migration to Alternate Host Site**

For the past several years the City’s GIS Mapping System has been hosted/maintained by Walworth County. The County will be migrating to a new platform that causes the status-quo to no longer be an attractive arrangement. In order for the County to continue to host the City GIS it will be necessary for the City to also migrate at a buy-in cost of \$20,000. Although the platform migration/buy-in will not be required until late 2017, the City must decide whether to remain with the County or contract with another host firm. Kapur has compiled a parallel GIS System that it maintains independently and is a good choice for an alternate host. The City would pay an annual host fee of \$2,100 to Kapur to host the GIS. In addition to the host fee, any “custom” work performed by Kapur would be billed at the standard hourly rate pursuant to the base Agreement between Kapur and the City. Merging with Kapur offers a significant upgrade to the current GIS as it incorporates an asset management component not currently available with the County. Product portability is a concern because the City may find itself in a situation where moving back to the County is advantageous. Both Kapur and the County made assurances that such a migration back to the County would be possible; the only caveat being that any proprietary “tools” developed by Kapur would not be transferrable. Utility Director Murphy said he has used Kapur’s GIS and it has worked “fantastic”. City Engineer Feucht said the City owns the data for the GIS and already has a document saying this. He also said the City would need to request the Register of Deeds send Kapur updates. Alderman McClory is not opposed to using Kapur’s system.

#### **Adjournment**

Motion (Myrin/Shiroda) to adjourn at 5:29 p.m. Motion carried.

Cairie L. Virrueta  
City Clerk