

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

January 8, 2018

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, Junior Council Members Nathan Chapman and Cade Fink, City Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, DPW Manager Matthew Lindstrom

DPW Facility – Environmental Engineering Services

Administrator Tapson said there are residual contaminants at the DPW site and to ensure that the construction complies with DATCP requirements, the City needs an environmental engineering firm to assist the design team. He contacted Ken Ebbott with Fehr Graham for a proposal. The City has worked with them before and they were the project manager for the Northern FS site remediation. Alderman Shiroda asked about the closure letter for the site; Administrator Tapson said the City has the closure letter and it specifies what needs to be done at the site. Alderman Shiroda asked if the City would need to continue with environmental consulting after construction is complete; no it wouldn't. **Motion (Shiroda/Myrin) to recommend Fehr Graham, in an amount not to exceed \$6,000, for environmental services at the for the DPW facility. Voice vote, all approved, motion carried.**

Agent Agreement – ICI Commercial

Administrator Tapson said the renewal with ICI Commercial for business park marketing would remove the \$500 a month stipend and be solely commission based compensation. **Motion (Myrin/Shiroda) to recommend renewing the contract with ICI Commercial for business park marketing, removing the monthly stipend.** Junior Council Member Fink asked what the commission rate was; it was believed to be 6%. ICI Commercial continues to provide reports to the City Administrator who forwards them to the Council. **Voice vote, all approved, motion carried.**

Budget Items: ¾ ton Pickup and Street Sweeper for DPW

Mayor Reynolds asked if the pickup was four wheel drive; yes it is. DPW Manager Lindstrom recommended the Elgin Pelican street sweeper as this is the one the City has been using; employees are familiar with it and it has good maneuverability for the downtown. Of the 19 in stock, 14 have been spoken for so it needs to be ordered ASAP. The pickup is budgeted at \$29,000 and the street sweeper at \$115,000. **Motion (Myrin/Shiroda) to order the Public Works ¾ ton pickup and the street sweeper staying within the budget allotment. Voice vote, all approved, motion carried.**

Adjournment

Motion (Myrin/Shiroda) to adjourn at 4:48 p.m. Voice vote, all approved, motion carried.

Cairie L. Virrueta
City Clerk