

CITY OF ELKHORN
Municipal Services and Utilities Committee
Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

November 27, 2017

Municipal Services and Utilities Committee was called to order at 5:30 p.m. by Alderman Kluck followed by Roll Call.

Roll Call

Present: Michael Kluck, Cathy Bensaid, Bruce Lechner

Also present: Mayor Howie Reynolds, Alderman Tom Myrin, Administrator Sam Tapson, Finance Director James Heilman, Public Works Operations Manager Matthew Lindstrom, City Clerk Cairie Virrueta, Library Director Lisa Selje

Design and Construction Management Services: DPW Maintenance Facility

Administrator Tapson said of the four proposals received two were clearly better than the other two. When evaluating the proposals the fees were not looked at so as to base the selection process on quality rather than cost. Administrator Tapson was asking for direction from the committee what it would like to do. Alderman Kluck asked that the two top firms, Barrientos and Kueny, present a short presentation of their proposals. Administrator Tapson said he could also give the committee hard copies of the proposals. He will try to set up the presentations in the next week or so, not on a regular meeting day, in the evening.

Operations Agreement with the Library

Administrator Tapson said an agreement was made in the past but not executed as it was then decided it wasn't needed, however he believes there is a need for it. He said there are too many loose ends and questions and the agreement can help. Library Director Selje questioned if it was needed as she felt there would always be questions and she also questioned the draft agreement provided. She had concerns regarding the sharing of costs. Administrator Tapson said the agreement can be tailored to the needs of the library and be specific to address questions. Large projects and repairs would go through the capital expenditure request process. Alderman Kluck suggested the MSU Committee work on updating the agreement. Administrator Tapson suggested including someone from the library board.

Adjournment

Motion (Lechner/Bensaid) to adjourn at 5:55 p.m.

Cairie L. Virrueta
City Clerk