

**CITY OF ELKHORN**  
**Committee of the Whole Minutes**  
**Common Council Chambers, 9 S. Broad Street, Elkhorn, Wisconsin**

July 9, 2018

Committee of the Whole was called to order at 5:00 p.m. by Mayor Reynolds followed by roll call.

**Roll Call**

Present: Mayor Howie Reynolds, Aldermen Tim Shiroda, Frank Boggs, Karel Young, Bruce Lechner, Scott McClory, Tom Myrin

Also present: Administrator Sam Tapson, Finance Director James Heilman, City Clerk Cairie Virrueta, Fire Chief Rod Smith, DPW Operations Manager Matthew Lindstrom, Police Chief Joel Christensen, Utility Director John Murphy, City Attorney Ward Phillips, Gary Payson Sr., Gary Payson, Jr.

**Mayor Reynolds moved item #10 forward on the agenda**

**Gary Payson, Jr. Request to Discuss Drainage Issues**

Gary Payson, Jr. said he would like to put a culvert in his yard. His neighbor is pumping a lot of water into the drainage ditch and he feels if he puts in a culvert it will eliminate standing water. He handed out pictures to the Council. DPW Manager Lindstrom said he had concerns that globally this could cause serious drainage issues in an area that is already prone to it. He said the culvert will never convey as much storm water as the existing ditch section and would push storm water run-off elsewhere, including the road. The subdivision was designed with rural section roadways with ditches, not curb and gutter with storm sewer. Payson said he would pay for the culvert but needs the City to approve the permit to install it. Alderman Boggs said he received an OK from Payson's neighbor to the south. Administrator Tapson said an agreement on who will maintain it would need to be created. Attorney Phillips said a deed restriction would be added to the property; Payson said he would be OK with that. DPW Manager Lindstrom suggested the City Engineer design it and look at what area would be draining to it. He said this may be OK for one property but could create problems if more properties want it. Attorney Phillips said you don't want to solve one problem and then create two. Alderman Myrin agreed and said the Council should get the information in the DPW Manager's memo to decide. ***Motion (McClory/Shiroda) if the culvert meets all specs and has DPW Manager's approval the installation will be tentatively approved.*** DPW Manager Lindstrom said his approval would be based on the City Engineer's email. Payson said he would submit his plans to the DPW Manager. ***Voice vote, all approved, motion carried.***

**Motion (McClory/Boggs) to adjourn into closed session pursuant to Wisconsin Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" regarding: consider billing for engineering services performed in conjunction with proposed TID #4 development of Proctor land.** Adjourned at 5:19 p.m.

**Reconvene into Open Session**

The committee reconvened into open session at 5:30 p.m.

**TID #4 Improvements Bids: Recommendation to Award Contract**

DPW Manager Lindstrom said the project was bid last Thursday. The City received one bid and it was 8% over the engineer's estimate. The bidder was Payne and Dolan which is already doing work on HWY 67 and is a reputable company. He recommended them. Alderman McClory asked what the reason was for the price difference; asphalt costs have gone up. DPW Manager Lindstrom said the costs for Alternate #1 are very high and he can talk to Payne and Dolan about it. He said the EVP costs are a lot more but the vehicle installation costs are a lot less than anticipated. He said he may be able to eliminate some portions of the items in the alternates to lower the cost. ***Motion (McClory/Shiroda) to recommend accepting Payne and***

***Dolan's bid and both alternates for \$1,599,629.76. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.***

**DPW Environmental Assessment Proposals: Recommendation to Award Contract**

Administrator Tapson said staff reviewed and discussed the proposals received and recommend Fehr Graham based upon their pricing and history with the City. He said anything associated with Phase 2 was pulled out as it is a function of Phase 1. Phase 2 will be decided after Phase 1 is completed and it may not be done. ***Motion (McClory/Myrin) to recommend accepting Fehr Graham's bid for \$32,670. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.***

**Police Captain Wage Proposal: Request to start salary at \$77,808 as set in the wage and salary plan and upon successful completion of the 6-month probationary period, increase to \$80,402**

Chief Christensen said the Police and Fire Commission approved Alvin Brandl to Police Captain. He said due to a wage compression issue with the Senior Detective who the Captain is supervising and also from the loss of benefits from the association, he is suggesting after a 6 month probation the Captain's wage increase to \$80,402. Alderman McClory asked if Brandl could be made a Lieutenant instead of a Captain. The City does not have that position and it would still be making less than the detective. ***Motion (McClory/Boggs) to start salary at \$77,808 as set in the wage and salary plan and upon successful completion of the 6-month probationary period, increase to \$80,402 for the Captain. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.***

**Request from Police Chief to Authorize Funding an Acting Sergeant Position from July 22nd through September 29<sup>th</sup>**

Chief Christensen said due to the Captain vacancy, both police department Sergeants have taken on additional supervisory oversight of investigations and the school resource officer and he has taken on the oversight of both Sergeants. With a Sergeant taking a leave of absence, the police department will experience a severe lack of supervisors, having only himself and one Sergeant. As a result, he is requesting authorization to fund an acting Sergeant position from July 22nd – September 29th. The acting Sergeant will be responsible for the delegation of routine work assignments and report oversight. He said the association would still need to approve it. The cost would be \$1,171.55. ***Motion (Myrin/McClory) to authorize funding an acting Sergeant position from July 22nd – September 29th. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.***

**Discussion on Process to Fill Aldermanic District III Vacancy**

Alderman Lechner is resigning his seat as he is moving. Mayor Reynolds asked if it is OK to do what the City did last time to fill a seat; ask for persons to submit a letter of interest and then the Council interviews them. Alderman Myrin would prefer to discuss the candidates amongst themselves and ask the candidates to leave the room. The Council was OK with doing it the same as previous, putting it in the paper with a two week response time. Mayor Reynolds asked if someone could serve on the Fire Commission; Karel Young said she could. Alderman McClory said he could contact Ron Dunwidde, who has been an alderman before, to see if he would serve as a temporary alderman in the meantime; the Council supported this.

**Adjournment**

***Motion (Lechner/Boggs) to adjourn at 5:53 p.m. Voice vote, all approved, motion carried.***

Cairie L. Virrueta  
City Clerk