

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

January 28, 2019

The Committee of the Whole meeting was called to order by Mayor Reynolds at 5:00 p.m.

Roll Call

Present: Mayor Howie Reynolds, Aldermen Tim Shiroda, Frank Boggs, Ron Dunwiddie, Karel Young, Scott McClory, Tom Myrin; Junior Council Members: Megan Degner, Alex Johnson

Others present: City Administrator Sam Tapson, Finance Director James Heilman, City Clerk Cairie Virrueta, Utilities Operation Director John Murphy, Recreation Director Karl Sorvick, DPW Manager Matthew Lindstrom, Police Chief Joel Christensen, Kellen Olshefski

Agreement for Services: Sewer Evaluation and Capacity Assurance Plan

DPW Manager Lindstrom said this is related to the NON letter received from the DNR in October 2018. The City was already working with Strand on Nettesheim and the agreement was amended to comply with the DNR NON letter. The proposed scope of services has three phases: flow metering, condition assessment and evaluation of alternatives. Part of Phase One is to review and analyze flow and rainfall. To do this the City's flow meters need repairs and calibration for approximately \$6,000, and to purchase a rain gauge/logging system for approximately \$2,100. Phase one with Strand is estimated to cost \$18,000.

Motion (Shiroda/Boggs) to send to the Common Council. Voice vote, all approved, motion carried.

Emergency Vehicle Pre-emption: IH 43 Ramp Traffic Signals Along STH 67

DPW Manager Lindstrom said EVPs were installed along 67 as part of TID 4 work and it makes sense to add additional EVPs to the highways 43 and 67 intersections. Funds to add the EVPs are not in the budget and would cost a total of \$29,000. Emergency vehicles would also need apparatus installed to use the EVPs and the Police Chief said they could be installed in PD vehicles for \$517 each. Alderman Myrin said with all the vehicles it would cost \$10,000, and it wouldn't make sense to install the EVPs and not do all vehicles.

Alderman McClory asked if the City has funds to do the vehicles; Finance Director Heilman said there is a contingency fund to use. Alderman Shiroda asked what the time frame for installation is; DPW Manager Lindstrom said it would be installed sometime this spring. Alderman McClory said the installation on the cars should be started now. The Council suggested the Police and Fire Chief look into a company coming to the City to do the installations. ***Motion (McClory/Myrin) for a budget adjustment of \$29,000 to install EVPs and to immediately outfit all vehicles with EVP apparatus. Roll call vote: McClory, yes; Myrin, yes; Young, yes; Dunwiddie, yes; Boggs, yes; Shiroda, yes. Motion carried.***

City Hall Request for Proposal: Review draft RFP

Administrator Tapson said he used the same RFP as the one for DPW with some obvious changes for City Hall. He said he left the sites option open ended. Mayor Reynolds said once the City knows the square footage needed for City Hall in may eliminate some sites. Administrator Tapson said the evaluation process would be the same; staff would screen the RFPs and consultants would be brought in for presentations to the staff or council. He plans to send the RFP to about six firms. Mayor Reynolds would like the presentations be for the Council and staff. Alderman Myrin asked if the RFP will go to local firms; yes.

Motion (Dunwiddie/Young) for the City Administrator to send out the City Hall RFP. Voice vote, all approved, motion carried.

Vehicle Replacement Program: Revised Funding Plan

Administrator Tapson said this is a large part of city operations and it can't be supported by the current revenue stream. Another strategy is needed and they are limited. The vehicle life cycle needs to be accepted to work from it. PD vehicles have the shortest and Fire vehicles the longest life cycles with most in the 10-15 year range. It can be paid with short, intermediate and long-term debt. Short term would be tax

anticipation notes for vehicles less than \$150,000; intermediate would debt up to five years for vehicles \$150,000-500,000 and long term would be 5-20 years for vehicles over \$500,000. Mayor Reynolds said it makes more sense to have different plans for different vehicles. Alderman Myrin asked if the City has the capacity for borrowing; Finance Director Heilman said it does. Administrator Tapson said the next step is to look at a plan that includes all the City's vehicles. No one was opposed to the plan. Administrator Tapson said replacement of technology would also need to be considered in the future.

Adjourn

Motion (Young/Dunwiddie) to adjourn at 5:48 p.m. Voice vote, all approved, motion carried.

Cairie L. Virrueta
City Clerk