



**CITY OF ELKHORN  
COMMITTEE OF THE WHOLE AGENDA**

**November 25, 2019**

**5:00 p.m.**

**Common Council Chambers, City Hall, 9 S. Broad St., Elkhorn, Wisconsin**

CC: Mayor, Aldermen, City Administrator, City Attorney, Finance Director, DPW Operations Manager, Police Chief, Recreation Director, Utility Operations Director, Municipal Court Clerk, City Engineer, Fire Chief, Library Director, Zoning Administrator, Chamber, Press, Master File

1. Call to Order
2. Roll Call
3. Proposed Sump Pump Options
4. Babe Mann Park
  - Consideration of funding options
5. Letter of Support
  - Delavan Lake Management Plan
6. Banking Services
  - Associated Bank
7. Kapur Proposal for Survey Services
  - Future Municipal Administration Building
8. Adjourn

DATED at Elkhorn, Wisconsin, this 22<sup>nd</sup> day of November 2019

Cairie L. Virrueta, City Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the City Clerk's office at 723-2219. Upon reasonable notice to the City Clerk, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services.

**CITY OF ELKHORN  
ORDINANCE NO. 19-08**

**An Ordinance to amend Chapter 13 of the Elkhorn Municipal Code**

**WHEREAS** such changes shall not be enforced until April 1, 2020

**BE IT ORDAINED** by the Common Council that the Elkhorn Municipal Code is hereby amended at Chapter 13 as follows:

**Chapter 13.4.040** shall be retitled to: Sump Pump and Clear Water Discharge;

**Sections of 13.4.040** are hereby amended as follows:

- (1) Existing Buildings. Sump pumps shall be connected to existing storm sewers, laterals or storm sewer catch basins when said storm sewers systems are within subject parcel frontage and out of the roadway, unless after inspection the City has determined that a connection at the specific location is not reasonably feasible (driveway crossing, utility conflict, etc.).
- (2) New construction of Buildings. When constructing a new building, sump pumps shall be connected to the storm sewer system within 6 months from the date of completion of construction.
- (6) Sump Pump Discharges Which Form a Public Nuisance. Under permissible circumstances that sump pumps are not connected to a storm sewer system as derived under Subsection 13.4.040 (1) overland discharge over hard surfaces (sidewalks, driveways & roadways) is permitted between April 1<sup>st</sup> to November 1<sup>st</sup>; overland discharge to terrace areas (grass surfaces) will be permitted year round. During specified timeframes where overland discharge is permissible it must not create a Public Nuisance as it relates to freezing or slippery conditions within public right-of-way over sidewalks or within the roadway.
- (7) **Sump pump piping from the building or home to the public storm sewer, laterals or storm sewer catch basins shall be the responsibility of the property owner, including the connection to the public sewer.**

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Howard Reynolds, Mayor

ATTEST:

\_\_\_\_\_  
Cairie Virrueta, City Clerk

1<sup>st</sup> Reading \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_  
Adopted \_\_\_\_\_  
Published \_\_\_\_\_

**Memo**

To: Common Council  
From: Karl Sorvick, Recreation Director  
Date: November 20<sup>th</sup>, 2019  
Re: Babe Mann Park Fundraising Opportunity

As we begin the planning stages for Phase 1 of Babe Mann Park, I began brainstorming ways to increase community involvement and funding for Babe Mann Improvements. I believe the City should produce an engraved brick fundraiser to generate interest and increase funding. Below is the cost breakdown for the program through *That's My Brick*:

Brick Type	Product Cost	Funder Cost	Contribution
4x8 Brick	\$17-\$22	\$50	\$28-\$33
8x8 Brick	\$31-\$40	\$100	\$60-\$69

\*These prices include the cost of brick, engraving and shipping. Prices vary on total amount ordered\*

We would place the bricks on the wall of the new park shelter or on ground surrounding the park shelter. If council decides to pursue this fundraiser, it is my recommendation that we offer this program from December of 2019 – August of 2020 to maximize our donations. At the end of August, we would then place our order of engraved bricks and install them in the Fall of 2020.

## Memo

To: Common Council

From: Karl Sorvick, Recreation Director

Date: November 20<sup>th</sup>, 2019

Re: Babe Mann Park Grants

As we begin the planning stages for Phase 1 of the Babe Mann Park, I began researching additional funding opportunities outside of the \$350,000 city council has budgeted for 2020. Currently, the Land and Water conservation fund (LWCF) has an ongoing stewardship program that has received over \$218 million dollars of funding over the last five decades for projects such as Babe Mann Park. In order to apply for these programs, the City of Elkhorn must have a Comprehensive Outdoor Recreation Plan (CORP), unfortunately ours was last updated in 2011 and expired in 2015. I strongly believe that having an updated CORP for the City of Elkhorn would benefit the Babe Mann Park project greatly along with all parks in the City of Elkhorn for years to come. In order to have an effective CORP, the City of Elkhorn would need to hire an outside agency to put the plan together. Below are two price ranges for an updated CORP:

Teska \$20,000 - \$25,000

Ayres \$15,000 - \$20,000

It is my recommendation the city uses some funds allotted for Babe Mann Park in 2020 to update the Comprehensive Outdoor Recreation Plan. By doing so, we will have a completed plan for the next 5 years that will allow us to apply for these programs and benefit our parks for years to come. Teska put together our current Babe Mann Park master plan and are willing to work with us on the CORP process.



CITY OF ELKHORN  
9 SOUTH BROAD STREET  
P.O. BOX 920  
ELKHORN, WISCONSIN 53121

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CITY 262-723-2219	LIGHT & WATER 262-723-2910
PUBLIC WORKS 262-723-2223	FAX 262-741-5131

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November 25, 2019

State of Wisconsin  
Department of Natural Resources  
Bureau of Community and Financial Assistance  
Madison, WI. 53707-7921

Re: Letter of Support for Delavan Lake Waterways Improvement Grant

To Whom It May Concern:

The City of Elkhorn supports the application for financial assistance as submitted by the Town of Delavan for the purpose of improving lake and watershed management.

The City as a contributor to this watershed has previously given financial support to similar projects and will again consider both financial and personnel assistance as this project progresses.

The City of Elkhorn acknowledges that multiple jurisdictions must work together as one team to insure that the local waterways are given proper care to insure a better quality of life for all area residents.

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Cairie Virrueta, City Clerk

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Howie Reynolds, Mayor

## COMMITTEE AGENDA MEMO

**Committee: Committee of the Whole**

**Meeting Date: November 25, 2019**

**Agenda Item: Banking Services**

**Report Prepared By: City Administrator**

**Summary:** Associated Bank has submitted a proposal to continue providing Banking Services for the City for a like term of 4 years.

They will continue under the favorable terms agreed to 4 years ago and their customer service which cannot be rated on paper has been outstanding as both Jessie Bartmann and Corrie Daly, the two employees that deal with them on a daily basis, will attest.

Some examples of their customer service:

- 1) When we started with Associated Bank we had to purchase 2 scanners for scanning checks and these cost \$700.00/each. In a rather joking manner I told Jessie to ask them to throw those in for a new customer. They actually agreed and gave us the scanners for free.
- 2) The bank continued our rebate program, where we can earn in the area of \$15-20,000 by having vendors agree to credit card payments. The program got changed to the point that the City did not qualify for rebates. We went to customer service they went to corporate and got the program amended, so the City now qualifies again for the rebates.
- 3) The bank collateralizes all City funds held at the bank. I was recently reviewing them and decided that the funds would be more appropriately collateralized through the FDIC, which I knew would be an expense to the bank. They agreed to change the collateral and within a week our collateral was upgraded to FDIC quality.

**Fiscal Considerations:** Almost all services have fee increases over time, but Associated Bank has agreed to maintain all, but one, fees offered in 2015. The lone fee change is related to FDIC fees charged to the bank by the Federal Government. This fee change will cost between \$40-\$50 per month.

**Operational Considerations:** With the amount of administrative time and expense involved with switching banks it is always great to have your existing bank maintain the line on expenses.

The just as important point, which cannot be measured, is the level of service provided. The finance employees will tell you that we cannot see how anybody could be more customer friendly and quick to remedy any banking issues that we encounter.

**Requested Action:** Recommend approval of extending our banking agreement with Associated Bank.



November 21, 2019

James Heilman  
City Administrator  
City of Elkhorn  
9 South Broad Street  
Elkhorn, WI 53121

Dear Mr. Heilman,

Please allow this letter to summarize and update some of the material portions of the agreement between Associated Bank, N.A. and the City of Elkhorn.

Term. Commencing February 1, 2020 and ending on January 31, 2024, with an additional option to renew.

Operational Requirements. Bank shall perform the operations and provide the services as set forth in the proposal dated October 23, 2015.

Earnings Credit. An earnings credit ("Earnings Credit") shall be applied to monthly bank fees and shall offset Bank's fees. The Earnings Credit rate is indexed to the Federal Funds Rate plus 0.05% (currently at 1.80%) published under the "Money Rates" section in the Midwest Edition of the Wall Street Journal.

Interest Rate. Any funds on deposit in the analyzed accounts which are not used in the calculation of the Earnings Credit shall earn interest at a rate that is indexed to the Federal Funds Rate less 0.10% (currently at 1.65%) for the term of the agreement.

Money Market Rate. All Money Market accounts with an average daily balance of \$10,000 would earn an interest rate of 1.75% and would fluctuate with the market. If the average daily balance on a Money Market account is below \$10,000, the account would earn the standard money market rate at that time.

Treasury Management Pricing. See attached Associated Bank Pricing Proposal for updated pricing services.

Collateralization. Collateral will be provided on balances above current FDIC insurance limits and the State of Wisconsin Insurance Pool according to your investment policy at no additional costs. Joint custody collateral is provided in the City of Elkhorn's name held at the Federal Reserve Bank of Boston.





Associated Bank appreciates the opportunity to provide banking services for the City of Elkhorn. We appreciate your continued trust and confidence and look forward to continuing the relationship. As always, should you have any questions, please do not hesitate to contact me at 414-278-1983.

With Best Regards,



Linda Winkler  
Vice President | Relationship Manager | Government Banking

Attachments: Associated Bank Pricing Proposal

ACCEPTED FOR THE CITY OF ELKHORN

\_\_\_\_\_  
James Heilman, City Administrator

\_\_\_\_\_  
Date

# City of Elkhorn

Service Description	1/1/2016 - 1/31/2020 Unit Price	2/1/2020 - 1/31/2024 Unit Price
<b>BALANCE &amp; COMPENSATION</b>		
Uncollected Funds Charge	prime +4%	prime +4%
Deposit Assessment	0.0500	0.0600
<b>GENERAL ACCOUNT SERVICES</b>		
Maintenance Charge		
1-10 Accounts	5.0000	5.0000
Deposit	1.0000	1.0000
Posted Credit	0.2500	0.2500
Posted Debit	0.3500	0.3500
Stop Payment	1.5000	1.5000
Check Block Base Fee	45.0000	45.0000
Zero Balance Account Fee	Waive	Waive
Acct Analysis Online Stmt	5.0000	5.0000
DDA Stmt - Addl/Special	5.0000	5.0000
DDA Stmt - Daily	5.0000	5.0000
DDA Stmt - Snapshot	5.0000	5.0000
Stmt/Check Research Copy	5.0000	5.0000
<b>DEPOSITORY SERVICES</b>		
Cash Deposited	0.0010	0.0010
Rolled Coin Ordered	0.1400	0.1400
Currency Strap Ordered	0.7000	0.7000
Item Deposited - On-Us	0.0300	0.0300
Item Deposited - Tier I	0.0320	0.0320
Item Deposited - Tier II	0.0420	0.0420
Item Deposited - Tier III	0.0580	0.0580
Item Deposited - Rej/Rep	0.2800	0.2800
Deposit Adj - Credit	7.0000	7.0000
Deposit Adj - Debit	7.0000	7.0000
Return Item - Reclear	0.6500	0.6500
Return Item - Regular	0.6500	0.6500
Return Item Special Instr	10.0000	10.0000
Return Item - Phone Notice	20.0000	20.0000
Return Item - Email Notice	3.0000	3.0000
<b>ACCOUNT RECONCILIATION</b>		
PosPay - Base Fee	10.0000	10.0000
PosPay - Paid - Item	0.0200	0.0200
PosPay - Return - Item	2.0000	2.0000
PosPay - Manual File Load	0.8000	0.8000
Payee PosPay Base	10.0000	10.0000
Payee PosPay Item	0.0200	0.0200
<b>PAPER DISBURSEMENT SERVICES</b>		
Check Paid	0.0350	0.0350
<b>ACH</b>		
ACH Rcvd - Credit	0.0300	0.0300
ACH Rcvd - Debit	0.0300	0.0300
<b>ACH Credit Origination</b>		
First 5,000 Items	0.1000	0.1000
Next 5,000 Items	0.1000	0.1000
> 10,000 Items	0.1000	0.1000
<b>ACH Debit Origination</b>		
First 5,000 Items	0.1000	0.1000
Next 5,000 Items	0.1000	0.1000
> 10,000 Items	0.1000	0.1000
ACH Addenda Record Orig	0.0100	0.0100
ACH Orig - File Proc Fee	2.0000	2.0000
ACH - NOC	0.2500	0.2500
ACH - Return Item	0.2500	0.2500
ACH Exception - Reversal	27.0000	27.0000
ACH Exception - Deletion	25.0000	25.0000
ACH Block - Base Fee	5.0000	5.0000
ACH Filter - Base Fee	15.0000	15.0000
ACH Filter Email Message	5.0000	5.0000
ACH Filter Text Message	5.0000	5.0000
ACH Filter Unauth Dr Stmt	2.0000	2.0000
ACH Filter Add Approved	2.0000	2.0000
<b>WIRE TRANSFER</b>		
Phone Wire-Out Freeform	12.0000	12.0000
Phone Wire-Out Repetitive	10.0000	10.0000
Branch Wire-Out Domestic	12.0000	12.0000

## City of Elkhorn

<i>Service Description</i>	<i>1/1/2016 - 1/31/2020 Unit Price</i>	<i>2/1/2020 - 1/31/2024 Unit Price</i>
Incoming Wire - Domestic	2.0000	2.0000
Phone Wire-Out Intl USD	27.0000	27.0000
Incoming Wire Intl	10.0000	10.0000
Online Wire-Domstc Freefrm	2.2500	2.2500
Online Wire-Domestic Repet	2.2500	2.2500
Online Wire - Domestic	2.2500	2.2500
Online Wire - Intl USD	27.0000	27.0000
<b>ONLINE BANKING</b>		
AC Commercial Service	WAIVE	WAIVE
First account		0.0000
Each Addl Account	WAIVE	WAIVE
AC Commercial Trans Count	WAIVE	WAIVE
AC Alert - Message Fee		
First 40	0.0000	0.0000
> 40	0.0000	0.0000
AC PosPay Service	10.0000	10.0000
AC Wire Service	1.0000	1.0000
AC Comm ACH Orig Service	WAIVE	WAIVE
<b>REMOTE DEPOSIT</b>		
RD Standard Base Fee	10.0000	10.0000
RD Deposit	1.0000	1.0000
RD Item Deposited		
> 1000 items	0.0800	0.0800

November 22, 2019  
Mr. James Heilman  
City of Elkhorn  
9 South Broad Street  
Elkhorn, WI 53121

RE: Future Municipal Administration Building  
Parcel on East Seymour Court  
Elkhorn, WI 53121  
Proposal for Survey Services

Dear Jim,

Kapur & Associates, Inc. is pleased to submit this proposal for a boundary and topographic design survey pursuant to the Wisconsin State Administration Code AE – 7 standards. Containing approximately 7 acres, in the City of Elkhorn (Tax Parcel YV SE 00024), the project is located on East Seymour Court.

A title letter report is required for this tax parcel and can be acquired from a title company from usually around \$300 - \$500 per tax parcel (an estimate can be requested prior). This is to acquire all applicable deeds, uncover recorded easements, and encumbrances on the site to be developed.

**SCOPE OF SERVICES:**

The general scope of services for this proposal includes creating a Plat of Survey in accordance with pursuant to the Wisconsin State Administration Code AE – 7 standards. Including: setting vertical and horizontal survey control, collecting site plan topographic information (utilities (above and below ground as possible), buildings, fences, gravel, pavement, and trees), creating a legal description from information acquired from the title research and boundary field survey, setting property corner monumentation (setting new property corners if needed), creating a surface with 1 foot contours, showing all recorded easements, encroachments (if any) and rights of way in record.

The cost for the above described survey services is a lump sum fee of \$4,916.

This fee is determined based upon our understanding of the project as described in this proposal. Expansion or changes to the scope of work, performance time, or unanticipated site conditions may require a contract amendment.

**ADDITIONAL COMPENSATION**

The rates for additional services are available upon request.

Thank you for the opportunity to serve you. We look forward to working with you on this project. Should you have any questions, or require further information, please call me at (262) 767-2747, directly at 262-758-6011 or email: [gsplinter@kapurinc.com](mailto:gsplinter@kapurinc.com).

Kind Regards,

Gary R. Splinter

