
**CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
December 4, 2017
COUNCIL CHAMBERS, 9 S. BROAD ST., ELKHORN, WI 53121**

The Common Council meeting was called to order by Mayor Reynolds at 5:30 p.m. in the Council Chambers followed by the Pledge of Allegiance, followed by Roll Call.

ROLL CALL

Present: Mayor Howie Reynolds, Aldermen Michael Kluck, Tim Shiroda, Bruce Lechner, Cathy Bensaid, Scott McClory, Tom Myrin, (Absent: Junior Council Members Nathan Chapman and Cade Fink)
Others present: City Administrator Sam Tapson, Attorney Ward Phillips, Finance Director James Heilman, City Clerk Cairie Virrueta, Police Chief Joel Christensen, Utility Director John Murphy, DPW Manager Matthew Lindstrom, Fire Chief Rod Smith, Library Director Lisa Selje, City Engineer Greg Calhoun, Kellen Olshefski

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion (Kluck/Bensaid) to approve the minutes of the November 20, 2017 Common Council meeting. Voice vote, all approved, motion carried.

REPORT OF CITY OFFICERS

Mayor's Report

Mayor Reynolds commended the Chamber of Commerce on the great parade and tree lighting. Alderman Myrin said a lot of food was collected and donated to the food pantry.

City Administrator's Report

Administrator Tapson reminded everyone that the presentations for DPW design services will be Wednesday in the Council Chambers.

COMMITTEE REPORTS

Financial and Judicial

Discussion on Waiving Fees for Community Center Rental

The Library Director was looking for direction on when to waive fees for renting of the Community Center. It was decided to waive fees for rentals based on the purpose of the event and that benefit the community. A local group that does free meals each month had asked to have the rental fees waived and the committee agreed to waiving fees. Discretion on when to waive fees for other events will be left to the Library Director.

Recommendation to Authorize Advertising for DPW Crewman Position

This position is in the 2018 budget. ***Motion (Myrin/Shiroda) to advertise for the 2018 DPW crewman position. Roll call vote: Myrin, yes; Shiroda, yes; Kluck, yes; Lechner, yes; McClory, yes; Bensaid, yes. Motion carried.***

Municipal Services and Utilities

Discussion on DPW Maintenance Facility Proposals Received

Four proposals were received and two stood out after staff reviewed them. These two firms will do a short presentation at a special MSU meeting on Wednesday. Alderman Myrin asked how staff arrived at the two firms. Administrator Tapson said four staff members reviewed and graded them. Some items looked at was past experience, having architects on-site readily available, amount of subcontracting of work and

responsiveness to proposal. Two firms received grades in the uppers teens while the top two were in the 30-40 point range. Committee members received copies of all the proposals.

Discussion on Creation of an Agreement with the Library

After discussion it was decided a formal agreement with the library would help with questions that arise, especially regarding repairs and sharing of costs. The MSU Committee will work on the agreement along with the library board president.

PLAN COMMISSION

Ordinance No. 17-15 An Ordinance to Rezone Part of a Property Located Within the Boundaries of the City of Elkhorn: S. Lincoln St. (First Reading)

NEW BUSINESS

Kapur & Associates Task Orders to provide civil engineering services for the final design, permitting, specification preparation and bidding

Task Order #08

These task orders are for upcoming development projects. In order to assure they happen timely the task orders need to be approved, but the City won't pull the 'trigger' on the money until the details are finalized with the developers, especially for Task Order #09. ***Motion (Myrin/Kluck) to approve Task Order #08 in the amount of \$77,534. Roll call vote: Myrin, yes; Shiroda, yes; Kluck, yes; Lechner, yes; McClory, yes; Bensaid, yes. Motion carried.***

Task Order #09

Task Order #09 won't be executed until details for it are finalized. ***Motion (McClory/Lechner) to approve Task Order #09 in the amount of \$90,960. Roll call vote: Myrin, yes; Shiroda, yes; Kluck, yes; Lechner, yes; McClory, yes; Bensaid, yes. Motion carried.***

ADJOURN

Motion (Lechner/Shiroda) to adjourn at 5:43 p.m. Voice vote, all approved, motion carried.

Cairie L. Virrueta
City Clerk

Approved 12/18/17