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**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
December 18, 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, 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, City Engineer Greg Calhoun, Rec Director Wendy Meyer, Kellen Olshefski, other interested persons.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

***Motion (Kluck/Shiroda) to approve the minutes of the December 4, 2017 Common Council meeting. Voice vote, all approved, motion carried.***

**BILLS PAYABLE**

***Motion (Shiroda/McClory) to approve the City and Utility Bills in the amount of \$2,313,540.86 (Check numbers 155233-155455). Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.***

**REPORT OF CITY OFFICERS**

**Mayor's Report**

Mayor Reynolds said City Employee Tim Leach is retiring after being with the City for 43 years plus 2 years as a high schooler. There is a retirement party for him at the Chamber on Thursday and he invited everyone to attend. Due to the shortened holiday week there will not be any meetings next week.

**City Administrator's Report**

None.

**LIAISON REPORTS**

Historic Preservation – no report

Fire Advisory Board – no report

Library Board – the mold abatement in the basement has been completed and the abatement company will return for a final check

Chamber – a new member was welcomed; the Chamber is working with WECEDA on an event called the Three Driving Engines of Walworth County; summer help is sought; the Chamber is sponsoring a Christmas meal the 25<sup>th</sup> and looking for socks and scarves to give out as gifts

Recreation Advisory Board – the Reindeer Run was a big success with 15 sponsors, 209 runners and 63 at the Grinch Sprint, it produced a profit over \$3,000; winter guides are out; winter activities continue

**COMMITTEE REPORTS**

**Claims Committee**

**Recommendation to Deny Additional Claims Received Regarding the July 12 Rain Event**

The Claims Committee is a staff committee for internal claims review comprised of the City Attorney, Finance Director and City Administrator. It met to consider additional claims received after September 5<sup>th</sup>

regarding the July 12<sup>th</sup> rain event. The committee found no distinction between the additional claims and the earlier claims and recommended denying them. ***Motion (McClory/Shiroda) to deny additional claims received regarding the July 12 rain event. Voice vote, all approved, motion carried.***

### **Human Resources**

#### **Fire Chief Pay Rate Adjustment**

Alderman Myrin said the adjustment for the Fire Chief was missed. The adjustment would bring the Fire Chief to the midpoint. ***Motion (Myrin/McClory) to raise the Fire Chief's pay rate to the midpoint, an additional \$1,615. Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.***

#### **Field Operations Supervisor Position Hiring**

After 43 years the current Field Operations Supervisor is retiring and the position needs to be filled. The position had the requirement to be a lineman removed, changing the job description and also changing the pay rate with a slight reduction. It is also classified as exempt. ***Motion (Myrin/McClory) to authorize advertising to hire a Field Operations Supervisor. Voice vote, all approved, motion carried.***

### **Municipal Services and Utilities**

#### **Design Services Contract: DPW Maintenance Facility Presentations**

Alderman Lechner said the two firms gave presentations to the committee. DPW Manager Lindstrom was asked to check Kueny's references. Lindstrom said all the references had great things to say about Kueny and it was a positive experience working with them. ***Motion (Lechner/Bensaid) to contract Kueny Architects, LLC for the DPW architectural design services.*** Alderman Myrin asked what the prices were; 4.25 for Kueny and 4.5 for Barrientos. Alderman Lechner said both firms gave good presentations. ***Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.***

### **Financial and Judicial**

#### **Fire/EMS Staffing Contract Renewal with ParaTech**

Alderman McClory said the Paratech contract is up for renewal. It provides a 24/7/365 EMS staff position and 7 firefighter/AEMT and has worked well. The department will continue to use paid-on-call staff to supplement the fulltime staff. The contract includes a 2% raise. ***Motion (McClory/Myrin) to approve the Paratech contract renewal for \$579,557. Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.***

#### **Revision to Economic Development Revolving Loan Policies**

The City has been operating a Revolving Loan program since the late 1980's and it needs changes to these policies to keep the program relevant to the present economy. The Finance Director suggested the following changes to the standing policy: Require loan recipients to create or retain at least 1 FTE position for every \$30,000 requested in a loan application (the present requirement is for 1 FTE for every \$20,000) and the jobs created must be in place within 5 years of the business opening of a new facility or from the date of the loan if it pertains to an existing facility (the present policy requires the jobs created/retained within 2 years). ***Motion (McClory/Myrin) to change the EDRL requirements from \$20,000 to \$30,000 for every 1 FTE and to change from 2 to 5 years for job creation. Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.***

#### **Proposal for Electric Department Bucket Truck**

A 2004 bucket truck was scheduled to be replaced in 2019 however it has many issues such as a blown head gasket and transmission problems and instead of spending money to fix it suggested replacing it next year. It is used frequently. A Digger Derrick was scheduled for replacement next year and it be moved to

2019 as it is used less and still in working condition. The budget for the bucket truck is \$2,000 less than the digger. **Motion (McClory/Myrin) to replace the 2004 bucket truck in 2018 and the Digger Derrick in 2019. Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.**

### **Legislative & Regulatory**

Alderman Bensaid said the committee discussed Chapter 25.04 and an alarm going off near District Four and possible ways to resolve business alarms going off near residential areas. The committee asked staff to create an ordinance prohibiting outside alarms at businesses near residential areas.

### **NEW BUSINESS**

#### **Contract Award: DPW Garage Roof Repair**

Public Works Manager Lindstrom said the roof on the public works garage is deteriorating and the rubber membrane has delaminated. There is water leaking in causing electrical concerns among other concerns. He contacted three contractors who gave prices. He recommended Universal Roofing at \$24,355. Alderman Lechner asked about Holland Roofing's quote of \$3,785; Manager Lindstrom said they would come out to fix the ripped sections only and then come back another time to assess further repairs. Alderman McClory asked about Roofed Right America's lower quote of \$20,645; they didn't come and look at the roof. Manager Lindstrom said Universal Roofing is familiar with the roof as they repaired other sections well, they come out recently to look at the roof and are available as soon as next week to complete the repairs. **Motion (McClory/Shiroda) to approve Universal Roofing Company, Inc to repair the DPW garage roof in the amount of \$24,355.** Administrator Tapson said a budget adjustment is required for the work. **Motion amended (McClory/Shiroda) to do a budget adjustment for the repairs. Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried. Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.**

#### **Introduction of Resolution No. 18-01 A Resolution for Abandonment of Public Right of Way- Tasch Drive**

Administrator Tapson said state statutes require an introduction of the resolution and the City has to wait 40 days after the introduction to act upon it.

#### **Task Order: GIS Services by Kapur Associates**

This would switch the GIS mapping services from Walworth County to Kapur. **Motion (Bensaid/Kluck) to approve Kapur Associates for the City's GIS mapping services at \$1,500 a year. Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.**

#### **Ordinance No. 17-16 Planned Unit Overlay District Rezone: TID 4 (1<sup>st</sup> Reading)**

This was a first reading.

#### **Conditional Use Permit No. 17-09: Henderson/Precision Automotive and Tires – 324 N. Wisconsin St. for Automobile and Repairs**

The wrong name was on the CUP, it was listed at Precision Plus but should be Precision Automotive and Tires. The Plan Commission approved the CUP. **Motion (Myrin/Bensaid) to approve CUP No. 17-09. Voice vote, all approved, motion carried.**

#### **Conditional Use Permit No. 17-10: Love's Elkhorn – S. HWY 67 for Travel Plaza including Gas Station and Convenience Store**

This was a first reading.

**ADJOURN**

***Motion (McClory/Bensaid) to adjourn at 5:58 p.m. Voice vote, all approved, motion carried.***

Cairie L. Virrueta  
City Clerk

**Approved 01/02/2018**