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**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
January 15, 2018  
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.

**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, Library Director Lisa Selje, City Engineer Greg Calhoun, Rec Director Wendy Meyer, Kellen Olshefski, other interested persons.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

***Motion (Bensaid/Shiroda) to approve the minutes of the January 2, 2018 Common Council meeting. Voice vote, all approved, motion carried.***

**BILLS PAYABLE**

***Motion (McClory/Kluck) to approve the City and Utility Bills in the amount of \$6,851,756.02 (Check numbers 155456-155775). Roll call vote: Kluck, yes; Shiroda, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.***

**TEMPORARY ALCOHOL LICENSE**

Police Chief Christensen said he spoke to the General Manager at the Fairgrounds and he didn't foresee any problems. ***Motion (McClory/Shiroda) to approve the Temporary Class "B" Beer License for Walworth County Ag Society for Bella Cain Dance at the Fairgrounds on February 1, 2018 from 6 – 10:30 p.m. Voice vote, all approved, motion carried.***

**REPORT OF CITY OFFICERS**

**Mayor's Report**

**Library Board Appointment**

A member of the Library Board is no longer serving and Mayor Reynolds recommended Desirae Skelton.

***Motion (McClory/Shiroda) to approve Desirae Skelton's appointment to the Library Board. Voice vote, all approved, motion carried.***

Mayor Reynolds thanked Alderman Kluck for his three years as alderman. He said he hasn't found anyone interested in the District II position and asked the Council what they wanted to do. The Council decided to open the office to those interested. It will go in the newspaper and on the City's website. Anyone interested should contact the Mayor or City Clerk by the 1<sup>st</sup> of February.

**City Administrator's Report**

**DPW Facility Project Update**

Administrator Tapson said there will be a meeting with Kueny and staff on Thursday. He will bring back a report on it. It is planned for staff to handle meetings with Kueny but having them making presentations to the Council at three breakpoints, the first one at about 30% of completion. The Council was OK with this.

**E. Market Street Update: City Engineer**

City Engineer Calhoun said 40% of the roadway is completed and the rest on hold until March for a June 1<sup>st</sup> completion date. He said there is a stockpile of materials from the school that is not suited for the roadway construction that needs to be dealt with. It is too soft. He suggested two options. The first would be to use off-site material and haul away the stockpile. The second would be to use the stockpile and stabilizing it with cement to 16". This is the cheaper option. Staff recommended the first option. Alderman Lechner asked why the City was paying to remove the school's dirt; because originally it was planned to use the school's stockpile for the road construction and as a result the school didn't have it hauled away, but it has shown to be unsuitable. Administrator Tapson said it was thought it would create a cost savings for both. Alderman McClory questioned why it wasn't tested beforehand. Mayor Reynolds reminded the Council that the school is still paying for about 40% of the street construction. **Motion (McClory/Myrin) to go with Option One and staff confirms EASD pays what is in the contractual agreement.** Alderman Bensaïd asked if the school was aware of this; Engineer Calhoun said he spoke to the school's engineer. **Roll call vote: Kluck, yes; Shiroda, yes; Bensaïd, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.**

#### **East Limits Road Vacation**

Administrator Tapson said the Town of Geneva didn't take action after City Attorney Phillips sent a letter asking them not to. There are issues with drainage and the State ROW that need to be worked out and it is taking longer than expected.

#### **LIAISON REPORTS**

Historic Preservation – no report

Fire Advisory Board – no report

Library Board – no report

Chamber – The community meal on Christmas Day served 94 people

Recreation Advisory Board – sports sign ups continue; staff is starting to hire for the summer; Mayor Reynolds asked Alderman Lechner to fill in at the next Rec Board meeting

#### **COMMITTEE REPORTS**

##### **Financial and Judicial**

##### **DPW Facility: Environmental Engineering Services**

Administrator Tapson said this is to comply with DATCP requirements. The committee recommended approval. **Motion (McClory/Myrin) to approve the agreement with Fehr Graham for environmental engineering services in connection with site preparation and buildout of the DPW facility. Roll call vote: Kluck, yes; Shiroda, yes; Bensaïd, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.**

##### **DPW: Procurement of budgeted vehicles and equipment**

Public Works budgeted for a ¾ ton pickup and street sweeper in 2018. There is a need to act quickly to buy the street sweeper as they are only a few left in stock. **Motion (McClory/Myrin) to approve purchasing a ¾ ton pickup for \$29,000 and a street sweeper for \$115,000. Roll call vote: Kluck, yes; Shiroda, yes; Bensaïd, yes; Lechner, yes; McClory, yes; Myrin, yes; advisory votes: Chapman, yes; Fink, yes. Motion carried.**

##### **Contract Renewal: ICI Commercial**

The renewal with ICI Commercial for the Elkhorn Business Park removed the monthly stipend and is based solely on commission. **Motion (McClory/Myrin) to approve the contract renewal with ICI Commercial. Voice vote, all approved, motion carried.**

##### **Municipal Services and Utilities**

**Intergovernmental Agreement re Hazel Ridge Road Improvements Discussion**

The committee discussed options for an agreement with the Town of Sugar Creek for Hazel Ridge Road. The City Attorney was going to attend a town meeting to get their views of what they would want in an agreement. There hasn't been a meeting yet.

**Babe Mann Park Improvements**

The committee agreed to get going on plans for Babe Mann Park. ***Motion (Kluck/McClory) to move forward with the park plan consultant and create an ad hoc committee for Babe Mann Park improvements.*** Administrator Tapson clarified that the ad hoc definition was to establish a small group of those intimate with the project already, not a separate committee. It will be comprised of two Council members, two Rec Board members, the Rec Director and DPW Manager. ***Voice vote, Lechner opposed, the rest approved, motion carried 5-1.***

**ADJOURN TO CLOSED SESSION**

***Motion (Kluck/Shiroda) to adjourn to closed session pursuant to Wisconsin Statute 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation of data of any public employee over which the governmental body has jurisdiction or exercises responsibility" regarding the City Administrator's Annual Review. Voice vote, all approved, motion carried.*** Adjourned to closed session at 6:03 p.m.

**RECONVENE IN OPEN SESSION**

Reconvened in open session at 6:19 p.m.

**ADJOURN**

***Motion (Bensaid/Shiroda) to adjourn at 6:20 p.m. Voice vote, all approved, motion carried.***

Cairie L. Virrueta  
City Clerk

**Approved 02/05/2018**