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**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
November 5, 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 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, 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, other interested persons

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

***Motion (McClory/Dunwiddie) to approve the minutes of the October 15, 2018 Common Council regular and closed session meeting. Voice vote, all approved, motion carried.***

**REPORT OF CITY OFFICERS**

**MAYOR'S REPORT**

Mayor Reynolds reminded everyone about the election tomorrow.

**CITY ADMINISTRATOR'S REPORT**

**Recommendation to Deny Claims for Sewer Back-up**

Administrator Tapson said the Claims Committee did meet and recommended denial but asked to defer this as more information is needed.

Next Monday is the Public Hearing for the budget and will be at a Committee of the Whole at 6 p.m.

**COMMITTEE REPORTS**

**LEGISLATIVE & REGULATORY**

**Demerit Points Issued Against Sports Page Barr (Report Only)**

Chief Christensen said the department received a complaint of underage person being served at the bar. The bartender was issued a warning and citation and the committee issued 75 demerit points against Sports Page Barr. It was not determined if the underage persons had fake ID's or not.

**Discussion on Subdivision Code: Updates to Platting Requirements**

Alderman Young said the committee is discussing updating the outdated code.

**Recommendation to Approve Operator-Alcohol License Application Policy Updates**

Alderman McClory asked why the appeal process was removed from the policy; City Attorney Phillips said there is still an appeal process through the court system. ***Motion (Young/McClory) to approve the updated Operator-Alcohol License Application Policy. Voice vote, all approved, motion carried.***

**Recommendation to Approve Adding Walworth County Fairgrounds to Sex Offender Residency Requirements (Under New Business)**

Alderman Young said the fairgrounds wasn't in the ordinance and it needed to be added. The ordinance update is under New Business.

### **Discussion on City's Records Retention Schedule**

City Clerk Virrueta said she is trying to locate the schedule that was approved in 2002.

### **NEW BUSINESS**

#### **Progress Update for Elkhorn TID 4 Improvements Project**

City Engineer Calhoun said there were delays due to WISDOT permit requirements and relocating underground utilities. After November 17<sup>th</sup> the contractor will need to get the asphalt elsewhere as the plant that was going to be used is closing for the winter. There will also be increases in cost due to needing to heat and insulate the concrete. He recommended finishing access to the gymnastics building's parking lot, which will cost \$13,000 to 15,000. Mayor Reynolds said he would normally recommend waiting until spring to save the City money but he said many cars are making U-turns which is dangerous so he would like to see it get done as soon as possible. Alderman Myrin said from a cost viewpoint the City should wait until next spring. DPW Manager said the road on O'Connor needs to get finished as it is currently only gravel and would be hard to plow. He said the cost to go the Waukesha plant is an extra \$5 a ton. Alderman McClory asked what the additional all-in cost would be if the City didn't wait until spring; Engineer Calhoun said about \$15,000-17,000. DPW Manager Lindstrom said the weather may prevent additional work; he suggested prioritizing O'Connor first then moving onto Commerce to the gymnastics center. ***Motion (McClory/Young) to try to finish TID 4 improvements project, weather permitting. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.***

#### **Sworn Officer Vacancy**

Police Chief Christensen said Detective Thomas Bushey is retiring and he would like authorization to fill the vacancy. ***Motion (Dunwiddie/Shiroda) to fill the police department vacancy. Voice vote, all approved, motion carried.***

**Ordinance No. 18-12 An Ordinance to Amend the Municipal Code at Section 21 Titled "Sex Offender Residing Within 2,000 feet of Schools, Daycare Centers, Parks and Other Specified Facilities and Uses Prohibited; Child Safety Zones" (First Reading)**

### **ADJOURN**

***Motion (Dunwiddie/Young) to adjourn at 5:55 p.m. Voice vote, all approved, motion carried.***

Cairie L. Virrueta  
City Clerk

**Approved 11/19/18**