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**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
December 17, 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 Alex Johnson and Megan Degner

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, Fire Chief Rod Smith, City Engineer Greg Calhoun, Kellen Olshefski, Ben Dahlberg, Tom Bushey and family, Todd Hanson, other interested persons

**PUBLIC COMMENT**

None.

**COUNCIL MINUTES**

***Motion (Dunwiddie/Young) to approve the minutes of the December 3, 2018 Common Council meeting. Voice vote, all approved, motion carried.***

**BILLS PAYABLE**

***Motion (McClory/Shiroda) to approve the City and Utility Bills in the amount of \$3,252,439.57 (Check numbers 158137-15828). Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.***

**REPORT OF CITY OFFICERS**

**MAYOR'S REPORT**

Mayor Reynolds presented plaques to Todd Hanson and Tom Bushey, thanking them for their years of service to the City.

**CITY ADMINISTRATOR'S REPORT**

Administrator Tapson introduced the new Recreation Director, Karl Sorvick, to the Council. He will start January 7<sup>th</sup>.

**Contract Renewal: ICI Commercial**

There are no changes to the contract. ***Motion (Myrin/Shiroda) to approve renewing the contract with ICI Commercial. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.***

Administrator Tapson informed the Council that the Babe Mann Park planning process is complete and will be back in January or February to present the plan and the elements and related costs for each. He said the plan includes six phases, which doesn't necessarily mean it will take six years and more than one phase can be done at a time, but is at the discretion of the Council.

**LIAISON MEETING REPORTS**

Fire Advisory Board – no report

Library Board – Alderman Shiroda reviewed future events taking place at the library

Chamber – Alderman Myrin reminded the Council of the Christmas Day meal hosted by the Chamber; it may have to move in the future due to growth

Recreation Advisory Board – no report

## **COMMITTEE REPORTS**

### **PUBLIC SAFETY**

#### **Recommendation to Approve Police Department Policies Updates: Temporary Custody of Juveniles, Child Abuse, and Subpoenas and Court Appearances and Temporary Custody of Juveniles (Resolution under New Business)**

Alderman McClory said the committee conditionally agreed to approve the updates; and asked about the D.O.C. response to what juveniles can be attached to. Chief Christensen said that was left out of the updates but the interview section was updated.

### **FINANCIAL AND JUDICIAL**

#### **Recommendation to Purchase Rigid Push Camera for Public Works**

Alderman McClory said the cameras are needed by DPW and included in the 2018 budget. **Motion (McClory/Myrin) to approve the purchase of a rigid push camera in an amount not to exceed \$13,000. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.**

#### **Recommendation to Increase Sewer Rates for 2019 (Resolution under New Business)**

The sewer rate would increase 10% over WALCOMET's loadings, which is an average of \$4 a month more for the average household.

### **MUNICIPAL SERVICES & UTILITIES**

#### **Recommendation to Approve 50' Easement Request for Ben and Brooke Dahlberg**

Administrator Tapson said this is for an easement east of the NE Water Treatment Plant. The original agreement provided for a 20' easement, however, the County requires a 50' easement. Dahlberg would like to put up an agricultural building and a residential in the future. Utility Director Murphy said the easement would not impede City operations and he had no objections to Dahlberg making any improvements to the easement road, which is currently pulverized blacktop. **Motion (Boggs/Dunwiddie) to approve the 50' easement on the City's NE Water Treatment Plant property for Ben and Brooke Dahlberg. Voice vote, all approved, motion carried.** City Attorney Phillips will draft the easement agreement; Ben Dahlberg said he has a copy of the first agreement and will provide it to Attorney Phillips.

### **HUMAN RESOURCES**

#### **Consideration and Possible Action on Recommendation to Proceed with Administrative Services Reorganization Combining Duties of City Administrator and Finance Director Positions**

Alderman Myrin said he feels the City should interview for the position and he has received some phone calls stating the same. He said the committee voted to proceed with combining the current positions however he voted against it. Alderman Shiroda said he also received calls saying the City should stick with the traditional Administrator and Finance Director positions. He said he agreed with some of their comments and not with others. He said the Council needed to make a decision and stick with it and there isn't a lot of time to start the process. Alderman McClory said the motion from the committee was to merge the positions and he would take the committee's recommendation. **Motion (McClory/Shiroda) to merge the City Administrator and Finance Director positions and proceed with the transition. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, no; Advisory Vote: Degner, yes; Johnson, no. Motion carried.**

### **NEW BUSINESS**

#### **Resolution No. 18-21 A Resolution to Adjust Sewer Use Charges**

**Motion (McClory/Dunwiddie) to approve Resolution No. 18-21. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.**

**Resolution No. 18-22 A Resolution Amending the Elkhorn Police Department Policy**

***Motion (Boggs/Young) to approve Resolution No. 18-22. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.***

**Paratech Fire/EMS Staffing Contract**

Fire Chief Smith said this is an extension of the contract currently in place. ***Motion (Shiroda/Young) to approve the 2019 Paratech Fire/EMS Staffing Contract. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.***

**Police Department Declaration of Surplus Vehicle**

Police Chief Christensen said this is to sell a 2010 Crown Victoria that was recently replaced. The vehicle will be put on an online surplus website. ***Motion (Dunwiddie/Boggs) to approve declaration of PD surplus vehicle. Voice vote, all approved, motion carried.*** All of the equipment has been removed from the vehicle.

**City – County Facility Use Agreement**

Mayor Reynolds said this is to put an ice skating rink on Veteran's Park through the EEDA. The EEDA has some difficulty obtaining the insurance the County requires. Administrator Tapson contacted the City's insurer and it can provide the insurance as long as there is a User Agreement with the County. Alderman McClory asked for more details on the skating rink; Dave Fleming said it will be across from Friends on the Square, it will be 40'x75', have lighting, a warming shelter and plywood access to the rink and shelter. It is funded through sponsorships. Attorney Phillips asked if there was something to monitor for safety; Fleming said yes and they are not renting out skates. Alderman McClory asked if it is for hockey or open skate; Fleming said for open skate to any member of the public. Administrator Tapson said the agreement is similar to the one the City has with the school district. The agreement in the packet was updated to add liability language for the City if the County is negligent. ***Motion (Myrin/Young) to approve the City-County Facility Use Agreement for an ice skating rink in Veteran's Park. Voice vote, all approved, motion carried.***

**Kapur Task Order #11 to Provide Engineering Services for Sanitary Sewer Pipe, Invert and Manhole Rim Elevation Data**

City Engineer Calhoun said this task order is related to the Strand Study, which is looking to see if Nettesheim can be taken off-line. He said the information on the GIS is not sufficient for Strand to do their study so Kapur will update the information and upload it to the GIS. Mayor Reynolds asked if this would help with the Cook property; as it is part of the drainage basin it will. ***Motion (McClory/Myrin) to approve Kapur Task Order #11 to Provide Engineering Services for Sanitary Sewer Pipe, Invert and Manhole Rim Elevation Data in the amount of \$7,895. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Advisory Vote: Degner, yes; Johnson, yes. Motion carried.***

**ADJOURN**

***Motion (Dunwiddie/Shiroda) to adjourn at 6:01 p.m. Voice vote, all approved, motion carried.***

Cairie L. Virrueta, City Clerk

**Approved 1/7/19**