
**CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
March 18, 2019
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, Ron Dunwiddie, Frank Boggs, Karel Young, Scott McClory, Tom Myrin; Absent: Junior Council Members Alex Johnson, 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, DPW Manager Matthew Lindstrom, Library Director Lisa Selje, Dave Flatden, Kellen Olshefski

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion (Dunwiddie/Young) to approve the minutes of the March 4, 2019 Common Council minutes, March 11, 2019 MSU minutes and Temporary Class B Wine/Beer License for the Rotary Club of Elkhorn Foundation, Event: Dancing for a New Beginning, March 30, 2019 from 6-11 pm, Fairgrounds, Debbie Pflanzler, Licensed Operator. Voice vote, all approved, motion carried.

BILLS PAYABLE

Motion (Shiroda/McClory) to approve the City and Utility Bills in the amount of \$2,631,314.60 (Check numbers 158923-159095). Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.

REPORT OF CITY OFFICERS

MAYOR'S REPORT

Mayor Reynolds said he received a letter from Sam Tapson stating his last day with the City will be September 6, 2019. The Mayor thanked him for his 21+ years of service.

CITY ADMINISTRATOR'S REPORT

Fire/EMS – Consideration of Department Request to Seek Paramedic Level Certification

Committee members discussed the City seeking certification, as Paratech will be withdrawing their services. Dave Flatden said the City has one year to phase in to provide that level of service for one year. After discussion, Council decided to continue discussion at a future meeting as more information was needed. Alderman McClory would like to see a breakdown of costs and more information on the type of service the City needs to provide.

City Hall Design Services Proposals

Administrator Tapson said staff reviewed the proposals and three firms were rated by all staff as the top firms to consider. It was decided to have the firm presentations be done on a night other than Monday and all Council members could attend. Administrator Tapson will let everyone know what day the presentations will be.

LIAISON COMMITTEE MEETING REPORTS

COMMITTEE REPORTS

MUNICIPAL SERVICES AND UTILITIES

Restructuring of DPW Operations Field Staff

DPW proposed having two leads rather than one supervisor. DPW was structured this way in the past.

Motion (Boggs/Dunwiddie) to restructure DPW to have two field operation leads. Voice vote, all approved, motion carried.

HUMAN RESOURCES

Increasing Entry Level Salary for Recreation Supervisor

Staff analyzed the position and the amount budgeted for 2019 was too low. ***Motion (Myrin/Shiroda) to increase the entry-level salary for the Recreation Supervisor. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.*** The starting pay is \$44,572.

Pay Rate Adjustment for Personnel Designated as Lead Workers in DPW

Two employees who will be moved to the DPW leads will take on added responsibilities and qualify for a pay increase. The amount is about \$6,500 for both positions. This does not affect the budget at the department is eliminating the Supervisor position. **Motion (Myrin/Dunwiddie) to approve increasing the pay for the two new lead positions for \$6,500 for both positions.** ***Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.***

Water Treatment Facility Operator Hiring

A water treatment operator is retiring in June and Utility Director Murphy would like to hire a new operator now for training purposes. Chris Robers will be move to the OIC position. ***Motion (Shiroda/Myrin) to publish the Water Treatment Operator position. Voice vote, all approved, motion carried.***

NEW BUSINESS

Ordinance No. 19-03 An Ordinance to Rezone a Property Located within the City of Elkhorn Extra Territorial Zoning Boundaries: W4814 Willowbend Road (First Reading)

Alderman Myrin asked if the Council would waive the first reading. ***Motion (Myrin/Shiroda) to waive the first reading. Voice vote, all approved, motion carried. Motion (Myrin/Young) to approve Ordinance No. 19-03. Voice vote, all approved, motion carried.***

Davis Street and Remer Road Drainage Improvements

DPW Manager Lindstrom said there are drainage issues at two locations and the contractor did not start work yet so it needs to be done in 2019. ***Motion (McClory/Boggs) to approve not more than \$25,000 for improvements to drainage at Davis Street and Remer Road, as a Budget Adjustment for 2019. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.***

ADJOURN TO CLOSED SESSION

Motion (Shiroda/Boggs) to adjourn to Closed Session pursuant to Wisconsin Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" to consider possible sale of City property. Voice vote, all approved, motion carried. Adjourned to closed session at 6:20 p.m.

RECONVENE IN OPEN SESSION

Reconvened in open session at 6:26 p.m.

ADJOURN

Motion (Boggs/Dunwiddie) to adjourn at 6:26 p.m. Voice vote, all approved, motion carried.

Cairie L. Virrueta
City Clerk

Approved 4/1/19