
CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
May 6, 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: Ron Dunwiddie

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, Recreation Director Karl Sorvick, Kellen Olshefski, other interested persons

PUBLIC COMMENT

Residents spoke out against Roger Wolff's proposed development. (Related to CUP extension request on agenda.)

CONSENT AGENDA

Motion (McClory/Shiroda) to approve the minutes of the April 15 and 16, 2019 Common Council meetings. Voice vote, all approved, motion carried.

The Walworth County Agricultural Society submitted applications for several temporary alcohol licenses. Alderman McClory asked what Wise Fest was; it is a concert. Alderman McClory was concerned giving a wine license to the Holiday Affair Craft Show as people have to drive from place to place for it and he would like more information before approving. ***Motion (McClory/Shiroda) to approve the following licenses for Walworth County Agricultural Society: Fermented Malt Beverage: Mexican Rodeo, May 26, 2019, 10 a.m. to 11 p.m.; Fermented Malt Beverage: Monster Truck Showdown, Saturday, July 6, 2019, 5 to 11 p.m.; Fermented Malt Beverage/Wine: Elkhorn Ribfest, July 11, 12, 13 and 14, 2019, 11 a.m. to 11 p.m.; Fermented Malt Beverage: Madison Classics Car Show & Auto Swap, August 3 and 4, 2019, 8 a.m. to 4 p.m.; Fermented Malt Beverage: Midwest Pro Rodeo, August 16 and 17, 2019, 5 to 11 p.m.; Fermented Malt Beverage: Wise Fest, September 14, 2019, 11 a.m. to 11 p.m.; and Fermented Malt Beverage: Flat Track Races, October 5, 2019, 11 a.m. to 11 p.m. Voice vote, all approved, motion carried.***

REPORT OF CITY OFFICERS

MAYOR'S REPORT

Mayor Reynolds presented a plaque to Officer Martin who is retiring and served 24 years with the City. He also presented a plaque to Officer Person who has been with the City for 20 years.

Mayor Reynolds recommended appointing Elkhorn residents Cindi Berg and Heather Leasure to the Library Board. ***Motion (Shiroda/Young) to approve Library Board appointments. Voice vote, all approved, motion carried.***

Mayor Reynolds moved forward the Request from Roger Wolff to extend his Conditional Use Permit for 12 months on the agenda. Roger Wolff said he was requesting the extension as he is still researching options for his property after the density for the property was reduced. He said with the change it wasn't feasible to build and he is looking for a way to make the project feasible. He said his architect passed away in February which also contributed to delays. He said it is taking longer as this isn't the same project he originally proposed. Mayor Reynolds reminded the Council that this was about the extension, not the project. Alderman Myrin was concerned that the new project will not be what was approved as Wolff's letter says he is looking for options. City Attorney Phillips said he was also concerned and what was approved would need to be what would be built. He said the burden is placed on the applicant to demonstrate good cause to extend. Wolff said the approval was for the density allocation and there was no approval for the land plan or building schematics as he will have to come back for that to be approved.

Administrator Tapson said the CUP was for a zoning/density approval and there are still items to be done and approved yet. A TIA and storm water study were already completed for the property. Attorney Phillips said it would be helpful if the original CUP was included in the packet. Alderman Shiroda asked if the City has done extensions in the past; Mayor Reynolds said this is new as the City just put expiration dates on CUPs two years ago. Alderman McClory asked Wolff why he waited until now to ask for an extension; Wolff said the Zoning Administrator suggested he wait as the extension starts the date it is approved. Wolff's attorney said the approval process for a project of this type generally takes two years. ***Motion (Shiroda/Myrin) to deny extending the Conditional Use Permit for Roger Wolff. Roll call vote: Shiroda, yes; Myrin, yes; Young, yes; McClory, yes; Boggs, yes. Motion approved.***

CITY ADMINISTRATOR'S REPORT

None.

COMMITTEE REPORTS

HUMAN RESOURCES

Possible Action on Recommended Pay Rate Adjustments

Alderman Myrin said these are changes due to the transition in administrative services. Administrator Tapson said four positions are affected by the changes as duties have been moved and reassigned. Those affected are the new Deputy Clerk, the Treasurer, Deputy Treasurer and City Clerk. The City Clerk's job description has not been updated yet. The Deputy Treasurer has moved two pay grades and the others have moved one pay grade, which is 6%. The Deputy Treasurer would receive the increase May 1, the Treasurer July 1 and the Deputy Clerk would receive 2% now and 4% upon completion of the Clerk training in July. The City Clerk's position will be considered at a future meeting. ***Motion (Myrin/Young) to approve the pay increases as outlined. Roll call vote: Shiroda, yes; Myrin, yes; Young, yes; McClory, yes; Boggs, yes. Motion approved.***

Changes to Medical Leave Bank Program

Alderman Myrin said the committee had a good discussion about potential changes and will be working more on it in the future.

Creation of an Engineering Technician Position

Public Works Manager Lindstrom said the Engineering Tech would support programming efforts, update and add to the GIS mapping, help with the sidewalk and street programs, review the sanitary sewer among other duties. Alderman Myrin said the salary for the position would be the \$45,000 range and adding the position in 2019 doesn't negatively affect the budget. ***Motion (Myrin/McClory) to move forward with the Engineering Technician position in 2019. Voice vote, all approved, motion carried.***

UNFINISHED BUSINESS

Resolution No. 19-04 A Resolution to Change the Beekeeping Permit Fee

The decision to change the fee was approved at the previous Council meeting. ***Motion (Boggs/Young) to approve Resolution No. 19-04. Voice vote, all approved, motion carried.***

City Hall Relocation: Selection of Design Services Consultant

Alderman Shiroda said he still had debt concerns: paying interest only on the debt and keeping the debt level with no big spikes. He said he would like to see the debt go down. Alderman Shiroda said he is 100% in favor of the relocation, which he has supported for the last 20 years. Mayor Reynolds said he also supported it as the current building is too old to remodel and when there was mold in the basement it made those rooms unusable. He said Love's and the Hotel are covering the TID debt. Finance Director said paying interest only was his suggestion, but it could be changed. Administrator Tapson said declining debt level would restrict the City from being able to do projects in our current environment. Alderman Shiroda was concerned that someone could come with a project next year that needed to be done.

Administrator Tapson said City Hall was prioritized as the top project for 2020 and 2021 by the Council; it is an unhealthy place to work and there is decay in the building. Alderman Myrin said he thought about waiting but he is not sure they can. Mayor Reynolds said inflation will push the cost up if the Council waits. **Motion (McClory/Myrin) to relocate City Hall in 2020 and follow the CIP Plan. Roll call vote: Shiroda, no; Myrin, yes; Young, yes; McClory, yes; Boggs, yes. Motion approved.** Mayor Reynolds said the design services consultant decision was between Kueny, Zimmerman, Kehoe and FGM. Alderman McClory made a motion to select Zimmerman; no second. Alderman Shiroda did not support Zimmerman as they didn't give a firm price. Administrator Tapson said they provided a price for the schematics and site selection. **Motion (Shiroda/Young) to select Kehoe for City Hall design services. Roll call vote: Shiroda, yes; Myrin, yes; Young, yes; McClory, yes; Boggs, yes. Motion approved.** Mayor Reynolds asked the firm if they would help with ideas for the current building; yes, they would.

NEW BUSINESS

Equipment Purchase Request – Electric Utility

Utility Director Murphy said this is for procurement of a digger derrick truck that is a part of the budget at \$190,000. He said it is a piece of equipment that is not used as frequently and it would be acceptable to purchase a demo/lease at a lower cost. A Demo 2017 Altec DH50 digger derrick unit with a full new unit warranty could be purchased at a cost of \$149,900. Alderman Boggs asked what the life expectancy is; 25 years. **Motion (Young/Shiroda) to approve the purchase of the Demo 2017 Altec DH50 for \$149,900. Roll call vote: Shiroda, yes; Myrin, yes; Young, yes; McClory, yes; Boggs, yes. Motion approved.**

Equipment Purchase Request – DPW

DPW Manager Lindstrom would like to purchase a front end wheel loader which was included in the budget. He looked at three models and tested them. This will replace the current loader which is in need of repairs totaling over \$15,000. The anticipated life cycle is 20 years. He recommended a John Deere which came in under budget. **Motion (Myrin/McClory) to approve the purchase of a John Deere 624L Front End Wheel Loader for \$198,500.** Alderman Shiroda asked if the loader will be delivered before the current model is repaired; repairs don't need to be done before delivery. Alderman Boggs asked what will be done with the current loader; it will be kept to use for loading salt. **Roll call vote: Shiroda, yes; Myrin, yes; Young, yes; McClory, yes; Boggs, yes. Motion approved.**

ADJOURN

Motion (Boggs/Young) to adjourn at 6:37 p.m. Voice vote, all approved, motion carried.

Cairie L. Virrueta
City Clerk

Approved 05/20/19