
**CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
MARCH 16, 2020
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, Karel Young, Tom Myrin, Ron Dunwiddie, Scott McClory

Others present: City Administrator James Heilman, Attorney John Murphy, City Clerk Cairie Virrueta, Deputy Clerk Lacey Reynolds, DPW Manager Matthew Lindstrom, Fire Chief Rod Smith, other interested persons

PUBLIC COMMENT

None.

COUNCIL MINUTES

Motion (McClory/Boggs) to approve the minutes of the March 2, 2020 Common Council meeting. Voice vote, all approved, motion carried.

BILLS PAYABLE

Motion (Dunwiddie/Shiroda) to approve the City and Utility Bills in the amount of \$1,889,573.10 (ck #'s 161678-161859). Roll call vote: Dunwiddie, yes; Shiroda, yes; Young, yes; Boggs, yes; McClory, yes; Myrin, yes. Motion carried.

REPORT OF CITY OFFICERS

MAYOR'S REPORT

Resignation

Motion (Shiroda/McClory) to accept the resignation of City Clerk Cairie Virrueta. Voice vote, all approved, motion carried.

Appointment

Discussion on whether the appointment of City Clerk will be interim or permanent. Will the position be open to posting, like in the past? Administrator Heilman shared his concerns about waiting and the strain on the front office at City Hall. Why would we wait and look outside when we have someone on staff with the qualifications we are looking for.

Motion (Young/Boggs) to appoint Lacey Reynolds to the City Clerk position. Roll call vote: Young, yes; Boggs, yes; Myrin, yes; Dunwiddie, no; McClory, no; Shiroda, no; tie vote. Mayor Reynolds vote, yes. Motion carried, 4-3.

Advertisement for open position

Motion (Dunwiddie/Young) to advertise for front office city administration position. Voice vote, all approved, motion carried.

CITY ADMINISTRATOR'S REPORT

Administrator Heilman was in a webinar at 4:00 pm today. The main topic of the webinar was the April 7th election. There are concerns with election worker safety, offices being inundated with absentee requests. The WEC (Wisconsin Elections Commission) said we will have the election, but they are looking into how to loosen the rules so we can proceed safely.

LIAISON COMMITTEE MEETING REPORTS

Fire Advisory Board and Fire/EMS Steering Committee – are continuing to meet

Library Board – the board met on March 11 to approve the annual report and closing the library when the school closes, due to the current situation with COVID -19.

Recreation Advisory Board – Sunday, March 15 it was decided to suspend all rec. activities through Friday, April 3 due to the current situation with COVID -19.

Chamber – had their annual dinner on March 5, most events are cancelled or postponed at this time.

COMMITTEE REPORTS

FINANCIAL AND JUDICIAL

Alderman McClory gave an update that the committee approved selling of excess vehicles.

MUNICIPAL SERVICES AND UTILITIES

Alderman Boggs went over the committee choosing Honeywell for the AMI contract and the upcoming road closings. Alderman Myrin asked why Honeywell won the bid? Administrator Heilman went over why Honeywell is most qualified and they were well within the budget. DPW Manager Lindstrom had the pricing for all three companies that sent in bids for the project.

Motion (Boggs/Dunwiddie) to approve Honeywell for the City's (AMI) Advanced Metering Infrastructure.

Roll call vote: Boggs, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Young, yes; Shiroda, yes. Motion carried.

PLAN COMMISSION

Motion (Shiroda/Young) to approve the certified survey map for farm separation at W5585 Sugar Creek Rd in the Town of Sugar Creek. Voice vote, all approved, motion carried.

Motion (Boggs/Myrin) to table the decision until the next meeting on certified survey map for W5171 County Rd A in the Town of Sugar Creek. Voice vote, all approved, motion carried.

NEW BUSINESS

Motion (McClory/Shiroda) to approve Resolution No. 20-03 Authorizing the disposal of surplus property. Voice vote, all approved, motion carried

Motion (Myrin/McClory) to approve site plan for the administration building at 311 Seymour Court. Voice vote, all approved, motion carried.

Motion (Young/Dunwiddie) to approve the sewer inflow and infiltration (I&I) mitigation report. Voice vote, all approved, motion carried.

Motion (Dunwiddie/Myrin) for approval to amend the sanitary sewer budget to include \$738,000 for repairs of defects in basin 6, as part of the Sanitary Sewer I&I Mitigation Plan. Roll call vote: Dunwiddie, yes; Myrin, yes; Young, yes; Shiroda, yes; Boggs, yes; McClory, yes. Motion carried.

Certified survey map right of way for E. Commerce St. to Koopman Ln. Administrator Heilman said it is not ready and we will pass on this for now.

ADJOURN TO CLOSED SESSION

Motion (Dunwiddie/Young) 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 COVID -19 pandemic. Also, 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” regarding the Green Acres subdivision infrastructure improvements. Voice vote, all approved, motion carried. Adjourn to closed session at 5:56 pm.

Alderman Boggs left during closed session at 6:44 pm.

RECONVENE IN OPEN SESSION

Reconvened in open session at 7:00 p.m.

ADJOURN

Motion (McClory/Dunwiddie) to adjourn at 7:02 p.m. Voice vote, all approved, motion carried.

Lacey L. Reynolds
Deputy Clerk

Approved 04/06/2020