
CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
November 20, 2023
COUNCIL CHAMBERS, 311 SEYMOUR CT., ELKHORN, WI 53121

The Common Council meeting was called to order by Council President Shiroda at 5:30 p.m. in the Council Chambers, followed by the Pledge of Allegiance.

ROLL CALL

Present: Aldermen Tim Shiroda, Ron Dunwiddie, Scott McClory, Ken Meinel, Karel Young. Absent: Mayor Bruce Lechner and Gary Lee Payson Jr.

Others present: City Administrator Adam Swann, Attorney Ward Phillips, City Clerk Lacey Reynolds, Police Captain Alvin Brandl, Director of Public Works Matthew Lindstrom, Fire Chief Rod Smith, Finance Director Corrie Daly, Deputy Clerk Rebeca Perez, Utility Field Office Coordinator Dawn Gall, Water Superintendent Tim Boss, members of the Elkhorn Area Fire Department, other interested persons.

PUBLIC COMMENT

Mark Kawczynski of W5441 Amos Rd. and Clarence Cammers of 1124 Amos Rd. expressed concerns regarding the boat storage and repair facility near their properties.

CONSENT AGENDA

Motion (Meinel/Young) to approve the Common Council Meeting Minutes November 6, 2023, Temporary Class "B" Beer licenses for the Walworth County Agricultural Society at the Walworth County Fairgrounds, Rodeos attached list of events and application for Payment No. 5 to Rock Road Companies, Inc. for the 2023 E Centralia St Reconstruction Project in the amount of \$1,000,445.21. Roll call vote: Meinel, yes; Young, yes; McClory, yes; Dunwiddie, yes; Shiroda, yes. Motion carried.

BILLS PAYABLE

Motion (Dunwiddie/Meinel) to approve the City and Utility Bills in the amount of \$3,320,337.50. Roll call vote: Dunwiddie, yes; Shiroda, yes; McClory, yes; Meinel, yes; Young, yes. Motion carried.

REPORT OF CITY OFFICERS

MAYOR'S REPORT – Swearing in of Elkhorn Area Career Firefighter Brandon Streng. Attorney Phillips swore in Brandon Streng.

CITY ADMINISTRATOR'S REPORT – Administrator Swann informed the Council a developer for a project on W. Market St. will present a concept plan to plan commission in December. Swann announced the Christmas parade is December 2nd and asked members of the Council who will be participating. Director of Public Works Lindstrom gave an update on the changeover to LRS for garbage and recycle services. The former Holton band factory sold and the county allocated an additional \$30,000 in ARPA funding for the radio project.

REPORTS OF CITY BOARDS AND COMMUNITY PARTNERS

Fire Advisory Board – No report.

Library Board – Alderman Shiroda announced the library will be open until 3pm on December 2nd and friends of the library are providing hot chocolate and cookies for spectators watching the parade.

Recreation Advisory Board – next meeting will be December 6th at 5:30 pm.

Chamber of Commerce – Tree lighting is December 1st at 5:30 pm with a Santa reception to follow at the Chamber office until 9pm, December 2nd the parade is at 1:30pm, Let it glow will be at the chamber office and park next door. Holiday Holton band concert December 9th and for more information on the Christmas day holiday meal contact the chamber office.

Community Grant Writer – Katie James shared she submitted 4.8 million dollars in grant applications for roadway improvements for the City and \$250,000 for habitat for humanity of Walworth County.

NEW BUSINESS

Discussion and possible decision regarding 2024-2028 Capital Improvement Plan. *Motion (Dunwiddie/Meinel) to adopt the 2024-2028 Capital Improvement Plan. Roll call vote: Dunwiddie, yes; Meinel, yes; McClory, yes; Young, yes; Shiroda, yes. Motion carried.*

Discussion and possible decision regarding Resolution 23-27: A Resolution Adopting the 2024 Municipal Budget and Levy for Taxes Payable in 2024. Administrator Swann shared there were a few typos in the summary pages in the packet regarding the budget. *Motion (McClory/Young) to approve the budget with corrections noted by administrator Swann. Roll call vote: McClory, yes; Young, yes; Meinel, yes; Shiroda, yes; Dunwiddie, yes. Motion carried.*

Discussion and possible decision regarding Ordinance No. 23-14: An Ordinance Amending the Assigned Supervisory District of Walworth County and Ward Placement of Land Annexed into the City of Elkhorn by Direct Annexation by Unanimous Consent of Electors and Property Owners of Territory Previously Located in the Town of Geneva (*first and possible second reading*). Clerk Reynolds explained the annexation created a new ward and the original annexation paperwork needed to be updated to incorporate the changes. Administrator Swann noted once the updates are made all City maps will be updated to show the annexed territory. *Motion (McClory/Dunwiddie) to waive the first reading of Ordinance No. 23-14: An Ordinance Amending the Assigned Supervisory District of Walworth County and Ward Placement of Land Annexed into the City of Elkhorn by Direct Annexation by Unanimous Consent of Electors and Property Owners of Territory Previously Located in the Town of Geneva. Voice vote, all approved, motion carried. Motion (McClory/Dunwiddie) to approve Ordinance No. 23-14: An Ordinance Amending the Assigned Supervisory District of Walworth County and Ward Placement of Land Annexed into the City of Elkhorn by Direct Annexation by Unanimous Consent of Electors and Property Owners of Territory Previously Located in the Town of Geneva. Roll call vote: McClory, yes; Dunwiddie, yes; Shiroda, yes; Meinel, yes; Young, yes. Motion carried.*

Discussion and possible decision regarding Ordinance No. 23-15: An Ordinance Amending the City of Elkhorn Municipal Code at Section 1.01(4) Ward Boundaries and Section 1.01(5) Aldermanic Districts (*first and possible second reading*). Clerk Reynolds explained the City code needed to be updated to reflect the addition of the new Ward 8 and Ward 8 has zero population. *Motion (McClory/Dunwiddie) to waive the first reading of Ordinance No. 23-15: An Ordinance Amending the City of Elkhorn Municipal Code at Section 1.01(4) Ward Boundaries and Section 1.01(5) Aldermanic Districts. Voice vote, all approved, motion carried. Motion (Dunwiddie/Young) to approve Ordinance No. 23-15: An Ordinance Amending the City of Elkhorn Municipal Code at Section 1.01(4) Ward Boundaries and Section 1.01(5) Aldermanic Districts. Roll call vote: Dunwiddie, yes; Young, yes; McClory, yes; Meinel, yes; Shiroda, yes. Motion carried.*

Discussion and possible decision regarding Resolution 23-28: A Resolution Establishing a Polling Place for Voting Purposes in the City of Elkhorn. Clerk Reynolds explained that even though Ward 8 has zero population all wards need to be assigned a polling place for voting purposes. *Motion (Dunwiddie/Meinel) to approve Resolution 23-28: A Resolution Establishing a Polling Place for Voting Purposes in the City of Elkhorn. Voice vote, all approved, motion carried.*

Discussion and possible decision regarding appointing city representatives to Joint ETZ Committee with Sugar Creek. Alderman Meinel and Administrator Swann shared the three current ETZ members are willing to be appointed to the Joint ETZ Committee for Sugar Creek. *Motion (Meinel/Young) to approve appointing city representatives to Joint ETZ Committee with Sugar Creek. Voice vote, all approved, motion carried.*

Discussion and possible decision regarding professional services agreement with Foth Infrastructure & Environment to assist the City with evaluating future options for Well No. 6 if the Centralia Water Treatment Plant reservoir is non-functional. *Motion (Shiroda/Meinel) to approve the professional services agreement with Foth Infrastructure & Environment to assist the City with evaluating future options for Well No. 6 if the Centralia Water Treatment Plant reservoir is non-functional. Roll call vote: Shiroda, yes; Meinel, yes; Young, yes; McClory, yes; Dunwiddie, yes. Motion carried.*

Discussion and possible decision regarding execution of Contract Change Order No. 3 for the 2023 E. Centralia St. Reconstruction Project with Rock Road Companies, Inc. in the amount of \$21,743.32. *Motion (Dunwiddie/McClory) to approve change order no. 3 for the 2023 E. Centralia St. Reconstruction Project with Rock Road Companies, Inc. in the amount of \$21,743.32. Roll call vote: Dunwiddie, yes; McClory, yes; Meinel, yes; Young, yes; Shiroda, yes. Motion carried.*

Discussion and possible decision regarding acceptance of quote from Stark Pavement for MacLean Road Traffic Calming project in the amount of \$22,767.00. Director of Public Works Lindstrom explained Alderman Payson Jr. is interested in moving this item forward if its possible to complete this year. Lindstrom called Payson Jr. via phone and he confirmed he would like to proceed. Discussion took place regarding moving forward this calendar year or incorporating this work into the Centralia St. project next year. *Motion (Meinel/Dunwiddie) to postpone until a later date. Roll call vote: Meinel, yes; Dunwiddie, no; Shiroda, yes; Young, yes; McClory, no. Motion carried 3-2.*

Discussion and possible decision regarding conditional use permit for the ETZ, Steve Smith-Marine Service and off-season storage at 5384 State Rd 11. Zoning Administrator Allison Schwark joined the meeting via zoom. Schwark reviewed the CUP conditions and process for the public hearing. Proper notice was questioned by city and town residents. Attorney Phillips advised to postpone this item and check the proper notice was provided. *Motion (Shiroda/Dunwiddie) to postpone to a later date. Voice vote, all approved, motion carried.*

ADJOURN TO CLOSED SESSION

Motion (Dunwiddie/Young) to adjourn to closed session pursuant to Wisconsin Statute 19.85(1)(e), deliberating an offer to purchase a parcel of City property (Lot 90 in business park) (Tax Key Parcel YA414900001). Voice vote, all approved, motion carried. Adjourned to closed session at 6:25 p.m.

RECONVENE IN OPEN SESSION

Reconvened in open session at 6:40 p.m.

Motion (Young/McClory) to counter the offer to cooperate with the buyer to provide access to the property. Voice vote, all approved, motion carried.

ADJOURN

Motion (Dunwiddie/McClory) to adjourn at 6:40 p.m. Voice vote, all approved, motion carried.

Lacey L. Reynolds

City Clerk

Approved 12.04.23