

---

**CITY OF ELKHORN COMMON COUNCIL**  
**MEETING MINUTES**  
**April 3, 2024**  
**COUNCIL CHAMBERS, 311 SEYMOUR CT., ELKHORN, WI 53121**

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

**ROLL CALL**

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

Others present: City Administrator Adam Swann, Attorney Ward Phillips, City Clerk Lacey Reynolds, Police Chief Joel Christensen, Director of Public Works Matthew Lindstrom, Interim Fire Chief Trent Eichmann, Finance Director Corrie Daly, Utility Field Office Coordinator Dawn Gall, City Engineer Mike Timmers, Chris Clapper, other interested persons.

**PUBLIC COMMENT**

Lori Eichmann from Burlington shared concerns about the Fire Department, staffing and hiring processes. Chris Clapper from the Elkhorn Area Chamber of Commerce shared information regarding ATV's/UTV's, collaborating with townships and the signage. Brad Soczka shared concerns about Fire Department staffing.

**CONSENT AGENDA**

*Motion (Dunwiddie/Meinel) to approve the Council Meeting Minutes from March 18, 2024 and the Temporary Class "B" Beer and "Class B" Wine license for American Legion Post 45, Sock Hop Dance at the Fairgrounds Activity Center 411 E. Court St. on May 11, 2024; 6:00 to 11:00 pm. Voice vote, all approved, motion carried.*

**REPORT OF CITY OFFICERS**

**MAYOR'S REPORT** – Recognition of John Bruce, fire lieutenant, for 23 years of dedicated service to the Elkhorn Area Fire Department. Mayor Lechner and Interim Fire Chief Trent Eichmann thanked John Bruce for his years of years.

**COUNCIL PRESIDENT** - Recognition of Mayor Bruce Lechner for 4 years of dedicated service to the City of Elkhorn. Council President Shiroda thanked Mayor Lechner for his service, support and devotion to the City.

**CITY ADMINISTRATOR'S REPORT** – Administrator Swann announced the City is accepting RFP's for Building Inspection services – due date April 9th, Creekside submitted their specific implementation plan, a meeting is set with the Sergi family to look at the new park space on N. Wisconsin. Swann thanked the City Clerk, Deputy Clerk, DPW and election staff for a well-run election. City Clerk Reynolds gave an update on the election. LD Elkhorn LLC and City staff are meeting soon regarding the unfinished restaurant. Swann thanked Mayor Lechner and Alderperson Young for their years of service.

**UNFINISHED BUSINESS**

Possible motion to reconsider the contract with Visu-Sewer, LLC for the 2024 Sewer Rehabilitation Project in the amount of \$1,549,867.50. *Motion (Shiroda/Dunwiddie) to reconsider the contract with Visu-Sewer, LLC for the 2024 Sewer Rehabilitation Project in the amount of \$1,549,867.50. Roll call vote: Shiroda, yes; Dunwiddie, yes; McClory, yes; Meinel, yes; Young, yes. Motion carried.*

Discussion and possible decision regarding contract with Visu-Sewer, LLC for the 2024 Sewer Rehabilitation Project in the amount of \$1,549,867.50. *Motion (Dunwiddie/Shiroda) to reduce the scope of the project by 50% and bring information back to Council. Voice vote, all approved, motion carried.*

Discussion and possible decision regarding future of Historic Preservation Commission in response to letters of interest received from potential commissioners. The Council directed staff to advertise on the city website and facebook page through the end of April.

### **NEW BUSINESS**

Discussion and possible decision regarding postponing 2025 Centralia Street Reconstruction Project (Phase 3) to 2026. *Motion (Dunwiddie/Meinel) to postpone the 2025 Centralia Street Reconstruction Project (Phase 3) to 2026. Voice vote, all approved, motion carried.*

Discussion and possible decision regarding postponing 2025 Nettesheim Sanitary Sewer Lift Station Replacement Project from 2025 to 2026. *Motion (McClory/Young) to postpone the 2025 Nettesheim Sanitary Sewer Lift Station Replacement Project from 2025 to 2026 and not beyond. Voice vote, all approved, motion carried.*

Discussion and possible decision for designating the list of Police Department firearms as surplus City property. *Motion (Dunwiddie/Meinel) to designate the list of Police Department firearms as surplus City property. Voice vote, all approved, motion carried.*

Discussion and possible decision regarding proposed agreements with CliftonLarsonAllen, LLP: Statement of Work – Audit Services and Statement of Work – Compilation Services. *Motion (Shiroda/Young) to approve the agreements with CliftonLarsonAllen, LLP: Statement of Work – Audit Services and Statement of Work – Compilation Services. Roll call vote: Shiroda, yes; Young, yes; Meinel, yes; McClory, yes; Dunwiddie, yes. Motion carried.*

Discussion and possible decision regarding budgeting \$1,000 in 2025 to maintain the plantings that will be included as part of Charlotte James' project to beautify the "Welcome to Elkhorn" signs in 2024. *Motion (Dunwiddie/Young) to approve budgeting \$1,000 in 2025 to maintain the plantings that will be included as part of Charlotte James' project to beautify the "Welcome to Elkhorn" signs in 2024. Roll call vote: Dunwiddie, yes; Young, yes; McClory, yes; Meinel, yes; Shiroda, yes. Motion carried.*

Discussion and possible decision regarding Ordinance No. 24-03: an ordinance to rezone tax key parcel YVSE00001A, located at the intersection of County Hwy H and E Geneva St from B-2 to M-1. *Motion (Dunwiddie/Shiroda) to approve the first reading of Ordinance No. 24-03: an ordinance to rezone tax key parcel YVSE00001A, located at the intersection of County Hwy H and E Geneva St from B-2 to M-1. Voice vote, all approved, motion carried.*

### **ADJOURN TO CLOSED SESSION**

*Motion (Dunwiddie/Shiroda) to adjourn to closed session where the Common Council may entertain a motion to go into CLOSED SESSION pursuant to Wisconsin Statutes Section 19.85(1)(e) to deliberate on offers to purchase public property. Lot 72 (Tax Key YA 396900001), Lot 53 (Tax Key YU SW 00047), Lot 54 (Tax Key YELC 00475), Lot 55 (Tax Key YELC 00476), Lot 56 (Tax Key YU SW 00064) and the Common Council may entertain a motion to go into CLOSED SESSION pursuant to Wisconsin Statutes Section 19.85(1)(c) to consider the employment, promotion, compensation or performance evaluation of data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discussion regarding contract with Assistant Chief Trent Eichmann to serve as interim fire chief and for conducting annual performance review of City Administrator Adam Swann. Voice vote, all approved, motion carried. Adjourned to closed session at 6:29 p.m.*

### **RECONVENE IN OPEN SESSION**

Reconvened in open session at 7:16 p.m.

The Common Council shall RECONVENE INTO OPEN SESSION reserving the right to take action on the matters discussed in CLOSED SESSION and to move to the remaining meeting agenda(s) as posted.

Discussion and possible decision regarding offers to purchase public property Lot 72 (Tax Key YA 396900001) – no action taken.

Discussion and possible decision regarding offers to purchase public property Lot 53 (Tax Key YU SW 00047), Lot 54 (Tax Key YELC 00475), Lot 55 (Tax Key YELC 00476) and Lot 56 (Tax Key YU SW 00064).

*Motion (Meinel/McClory) to accept the counter offer as written. Roll call vote: Meinel, yes; McClory, yes; Dunwiddie, yes; Young, yes; Shiroda, yes.*

Possible motion to reconsider the contract with Assistant Chief Trent Eichmann to serve as interim fire chief – no action taken.

Discussion and possible decision regarding the contract with Assistant Chief Trent Eichmann to serve as interim fire chief – no action taken.

Discussion and possible decision regarding results of performance review of City Administrator Adam Swann. *Motion (McClory/Young) directing HR to create a survey for department heads/managers, office staff and Council members to complete and return by April 24<sup>th</sup> where Council will complete the formal review at the first meeting in May and any pay rate change will be retroactive to the anniversary date. Voice vote, all approved, motion carried.*

#### **ADJOURN**

*Motion (Dunwiddie/McClory) to adjourn at 7:22 p.m. Voice vote, all approved, motion carried.*

Lacey L. Reynolds

City Clerk

Approved 04.16.24