



W I S C O N S I N

**CITY OF ELKHORN
COMMON COUNCIL MEETING AGENDA**

March 18, 2019 ~ 5:30 p.m.

Council Chambers, City Hall, 9 S. Broad St., Elkhorn, Wisconsin

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Roll Call**
- 4) **Public Comment** *Although the public may speak on any item that is not included on this agenda as a "Public Hearing or Forum", the Council may not respond or discuss the issue brought forward at this time. In accordance with open meeting laws the Council must notice an item on the agenda to allow discussion on that matter. Your comments will be considered and may be placed on a future agenda for further discussion.*
- 5) **Consent Agenda** *(One motion & a second will approve all of the following items listed. Any item may be pulled from the list and handled separately.)*
 - a) March 4, 2019 Council Meeting Minutes
 - b) March 11, 2019 Municipal Services & Utilities Committee Meeting Minutes
 - c) Temporary Class B Wine/Beer License for Rotary Club of Elkhorn Foundation, Event: Dancing for a New Beginning, March 30, 2019 from 6 – 11 p.m. at the Walworth County Fairgrounds, Debbie Pflanzner, Licensed Operator
- 6) **Bills Payable**
 - i) Consideration and recommendation to pay
- 7) **Report of City Officers**
 - a) Mayor
 - b) City Administrator
 - i) Fire/EMS - Consideration of Department request to seek paramedic level certification
 - ii) City Hall Design Services Proposals
- 8) **Report on Liaison Committee Meetings**
 - a) Fire Advisory Board
 - b) Library Board
 - c) Recreation Advisory Board
 - d) Chamber
- 9) **Committee Reports**
 - a) Municipal Services & Utilities
 - i) Consideration and possible action on proposal to restructure DPW operations field staff
 - b) Human Resources
 - i) Consideration and possible action on recommendation regarding increasing entry level salary for Recreation Supervisor
 - ii) Consideration and possible action on recommendation to pay rate adjustment for personnel designated as Lead Worker(s) in DPW
 - iii) Consideration and possible action on Water Treatment Facility Operator
- 10) **New Business**
 - a) 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)
 - b) Davis St & Remer Rd Drainage Improvements
- 11) **Adjourn into Closed Session**

- a) 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."

- i) Consider possible sale of City property

12) **Reconvene in Open Session** for possible action on Closed Session items

13) **Adjourn**

DATED at Elkhorn, Wisconsin, this 15th day of March 2019

Cairie L. Virrueta, City Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the City Clerk's office at 723-2219. Upon reasonable notice to the City Clerk, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services.

**CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
March 4, 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, Fire Chief Rod Smith, Library Director Lisa Selje, Recreation Director Karl Sorvick, Chris Robers, Nathan Steffen, other interested persons

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion (Dunwiddie/Young) to approve the minutes of the February 18, 2018 Common Council and February 25, 2019 Committee of the Whole meetings. Voice vote, all approved, motion carried.

REPORT OF CITY OFFICERS

MAYOR'S REPORT

Mayor Reynolds presented an appreciation award to Officer Daniel Dixon for 40 years of service to the City.

CITY ADMINISTRATOR'S REPORT

EEDA Quarterly Report

Dave Flatden and Derek D'Auria presented a report for the Elkhorn Economic Development Alliance.

City Hall Relocation Site Assessment

Administrator Tapson said the Sunset Park site for City Hall may still contain contaminants and the Council may want to have a firm review the record for the site. He said Fehr-Graham gave a price of \$2,000 to do the review. The Council decided to defer the review at this time.

COMMITTEE REPORTS

COMMITTEE OF THE WHOLE

Recommendation to have EVPs installed by the DOT in 2020

Motion (Young/Shiroda) to have the DOT install EVPs with their ramp improvements in 2020. Voice vote, all approved, motion carried.

UNFINISHED BUSINESS

Ordinance No. 19-02 An Ordinance to Rezone 101 & 107 W. Walworth St. and 10 S. Broad St. from T-1 Transition District to B-1 Downtown Business District (Second Reading)

Motion (Myrin/Shiroda) to approve Ordinance No. 19-02. Voice vote, all approved, motion carried.

NEW BUSINESS

Change Order No. 2 for Public Works Building Construction

DPW Manager Lindstrom provided a member listed the changes. Alderman McClory asked about the additional cost for parking lot stabilization and asked if the site was tested for soil quality; Manager

Lindstrom said 15 borings were done but this area was not detected. **Motion (McClory/Boggs) to approve the Kueny Change Order No. 2 in the amount of \$16,325. Roll call vote: McClory, yes; Boggs, yes; Shiroda, yes; Dunwiddie, yes; Myrin, yes; Young, yes. Motion carried.**

Request to hire an additional DPW Crewman

DPW Manager Lindstrom said this position was approved in the 2019 budget and he is asking to advertise for the position. **Motion (Myrin/Dunwiddie) to advertise for the DPW Crewman. Voice vote, all approved, motion carried.**

Discussion on 13% increase in fireworks display costs for 2019

City Clerk Virrueta said J&M Fireworks informed her that the cost for fireworks increased 13% and asked the Council if they wanted to pay an extra 13% to get a similar display or have less fireworks. The contract with J&M does not have a fixed price guarantee. **Motion (McClory/Myrin) to spend an extra 13% on the fireworks display for 2019. Roll call vote: McClory, yes; Boggs, yes; Shiroda, yes; Dunwiddie, yes; Myrin, yes; Young, yes. Motion carried.**

Resolution No. 19-02 Approving Suburban Mutual Assistance Response Teams Agreement

Attorney Phillips reviewed the agreement and said it is fine. **Motion (McClory/Dunwiddie) to approve Resolution No. 19-02. Voice vote, all approved, motion carried.**

ADJOURN TO CLOSED SESSION

Motion (Dunwiddie/Boggs) to adjourn to closed session pursuant to Wisconsin Statue 19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." Voice vote, all approved, motion carried. Adjourned to closed session at 5:54 p.m.

Cairie L. Virrueta
City Clerk

CITY OF ELKHORN
Municipal Services and Utilities Committee
Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

March 11, 2019

Municipal Services and Utilities Committee was called to order at 5:00 p.m. by Alderman Boggs followed by Roll Call.

Roll Call

Present: Frank Boggs, Karel Young, Ron Dunwiddie

Also present: Administrator Sam Tapson, City Clerk Cairie Virrueta, DPW Manager Matthew Lindstrom, Finance Director James Heilman, Rec Director Karl Sorvick, Junior Council Member Alex Johnson, Kellen Olshefski

DPW Organization and Staffing Review

DPW Manager Lindstrom said he is looking at reorganizing public works staffing. It would eliminate the supervisor position and create two lead workers, one for streets and one for parks. Streets would have 5 crewman and parks would have 2 crewman with 3 seasonals. Public Works was organized like this in the past. The lead positions would receive pay increases but as the supervisor position is still vacant, the change would result in a budget surplus. Manager Lindstrom would also like to add an engineering technician in the future to assist with the streets and sidewalks programs, GIS, etc. It could start as an internship with consideration for full-time. Administrator Tapson said he discussed with Lindstrom and Rec Director Sorvick about adding back the Parks to the Recreation Department. He said it would strengthen DPW as it gets bogged down with some of the park services. It aligns more with recreation as it relies on facilities and parks for its programming. Rec Director Sorvick supported it but would prefer for it change in 2020 in order to have a smooth transition. Alderman Dunwiddie supported the new DPW lead positions, as he liked the idea of the leads working in the field with the crewmen. ***Motion (Dunwiddie/Young) to create two lead public works positions and separating crewmen positions and to support hiring an engineering technician in 2020. Voice vote, all approved, motion carried.***

Adjournment

Motion (Dunwiddie/Young) to adjourn at 5:23 p.m. Voice vote, all approved, motion carried.

Cairie L. Virrueta
City Clerk

To: Mayor & Council

From: City Administrator

Re: *EMS Upgrade - Paramedic Certification*

Date: March 18, 2019

Included with the Council packet is a memorandum from Chief Smith, in which he addresses the diminished availability of ALS level of service in Walworth County. Of particular concern is the retrenchment by the City's primary ALS response agency. In order to prepare for a major change in service requirements as early as 2020, Chief Smith is seeking Council authorization to initiate the process leading to paramedic level certification. From talking with Chief Smith, it is my understanding that the certification process could require up to six (6) months to complete. Once certified, the City would have twelve (12) months within which to begin delivery of ALS service. Note that receiving certification to operate constitutes an authorization, not a mandate for instituting services.



ELKHORN AREA FIRE DEPARTMENT



Emergency 9-1-1

Serving the City of Elkhorn and the Towns of Geneva, LaFayette, and Sugar Creek

Fire Chief Rod Smith

Memorandum

Date: March 12, 2019

To: Samuel E. Tapson City of Elkhorn Administrator

Cc:

From: Fire Chief Rod Smith

RE:

The Elkhorn Area Fire Department currently operates at the Advanced EMT level. We have historically relied on other EMS Services to provide Advanced Level Services (ALS - Paramedic) care when patient acuities warranted that level of care. The availability of ALS level providers has decreased significantly over the last several months and within the last two weeks, one service is no longer staffing ambulances in Walworth County. Unfortunately, that was the EMS Service we utilized most frequently to provide ALS care. We have used other EMS Services to provide ALS level care but their availability has also decreased.

Our EMS call volume remains constant and patient acuities continue to warrant ALS level care on a regular basis. To address the lack of available ALS level care, we have initiated discussions with Paratech Ambulance Service to utilize a process of "cross-credentialing" with our current EMS staff. This process would allow Paramedics currently on our staff to function to that level when on shift. They would not be limited to Advanced EMT level care. It is uncertain if Paratech will agree to that proposal. If so, it may be limited to only those staff who are employed by Paratech. This would be a temporary solution to a long-term problem and would only be provided when those staff are on shift.

The most reasonable long-term solution is to upgrade our current service level to Paramedic. There is a lengthy process required for service level upgrades we would need to complete before any state approval would occur. Once approved, all staff credentialed with Elkhorn (Paid-on-Call and Paid-on-Premise) who are licensed at the Paramedic level would be able to function to that level. We understand we recommended this service level upgrade occur in 2020 in our proposal. Unfortunately, with recent changes beyond our control by other EMS Services, we feel this upgrade has taken a much higher priority.

Therefore, we are seeking permission from the City to begin the process of upgrading our service level to Paramedic.

To: Mayor & Council

From: City Administrator

Re: *City Hall Design Services Proposals*

Date: March 18, 2019

Six (6) proposals were received in response to the Design Services RFP. The firms submitting were Zimmerman, Angus Young, Kehoe-Henry, FGM, SEH, and Kueny. With staff evaluations completed this week the next step in the selection process is scheduling interview/presentations. In the past, we have usually opted for either an ad hoc selection committee to conduct interviews but have also scheduled presentations before the full Council. While either approach works, I believe the ad committee process holds certain advantages. The primary advantage of the ad hoc committee is it allows multiple presentations to be scheduled on the same day, which would not easily be accommodated within the normal Council meeting agenda. In addition, the ad hoc committee approach generally affords a more flexible meeting pattern.

If the Council chooses the ad hoc committee approach, a suggested makeup would be Mayor, Finance Chair, MSU chair, Finance Director, and Administrator. In addition to the structure of the interview process, it is necessary to decide the number of firms to be included in the process. My suggestion is to limit the interview group to no more than four (4), preferably three (3).

CITY OF ELKHORN
ORDINANCE NO. 19-03
AN ORDINANCE TO REZONE A PROPERTY LOCATED
WITHIN THE CITY OF ELKHORN EXTRA TERRITORIAL ZONING
BOUNDARIES: W4814 WILLOWBEND RD.

WHEREAS, City of Elkhorn proposes to rezone part of Tax Key Parcel: JG1800003A, all being within the corporate boundaries of the Town of Geneva and within the extra territorial zoning boundaries of the City of Elkhorn, and;

WHEREAS, Joint ETZ Committee did convene a public hearing on the matter of proposed rezone, and;

WHEREAS, Joint ETZ Committee recommends approval of the proposed rezone.

BE IT ORDAINED by the Common Council of the City of Elkhorn as follows:

1. The zoning classification from M-1(Industrial District) to R-1 (Single Family District) for Tax Key Parcel: JG1800003A legally described as follows:

THE EAST 200' OF THE SOUTH 435.6' OF THE W ½ OF THE NW ¼ OF SEC 18 T2N R17E. (2 AC.) EXCEPTING THE PORTION OF THE PROPERTY ZONED C-1 CONSERVANCY DISTRICT.

2. The Extra Territorial Zoning Map of the City of Elkhorn shall be amended in accordance with the above classification of properties.
3. This ordinance shall be in force from and after its introduction and publication as provided by statutes.

APPROVED AND ADOPTED this _____ day of _____ 2019.

Howie Reynolds, Mayor

ATTEST:

Cairie Virrueta, City Clerk

1stReading: _____
2nd Reading: _____
Adopted: _____
Published: _____



COMMON COUNCIL MEETING AGENDA MEMORANDUM

Date: March 18, 2019
Agenda Item: Davis Street & Remer Road Drainage Issues
Prepared by: Matthew Lindstrom (DPW Operations Manager)
To: Members of the Common Council

Summary:

The following memorandums were brought before Common Council last calendar year, 2018. Greg Calhoun of Kapur was working with Wanasek to complete this work last fall but weather and scheduling did not allow the work to take place. A budget adjustment was performed last year to perform this work. This work is not currently included in the 2019 budget as it was thought to be completed in 2018. If the work is to be performed this year as recommended a current year budget adjustment would be required.

Recommendation to Council:

Authorize budget adjustment to perform work as described in Kapur's memorandums estimated as follows:

Davis Street:	\$ 8,675.00
Remer Road	<u>\$ 13,750.00</u>
TOTAL	\$ 22,425.00