



**CITY OF ELKHORN
COMMON COUNCIL MEETING AGENDA**

May 20, 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) Council Meeting Minutes: May 6, 2019
 - b) Committee Meeting Minutes: May 13, 2019
- 6) **Bills Payable**
 - i) Consideration and recommendation to pay
- 7) **Report of City Officers**
 - a) Mayor
 - i) Appointment of Desirae Skelton to the Board of Review
 - b) City Administrator
- 8) **Report on Liaison Committee Meetings**
 - a) Fire Advisory Board
 - b) Library Board
 - c) Recreation Advisory Board
 - d) Chamber
- 9) **Committee Reports**
 - a) Committee of the Whole
 - i) Recommendation to Remove Playground Equipment and Replace with Modular Components at Rotary Park, not to Exceed \$10,000
 - ii) Recommendation to Amend Resolution No. 18-20, *Establishing Wages and Salaries for Part-time, Limited Term and Seasonal Employees*, and to Reallocate Wages for Camp Lead and Co-Leads (Resolution is under New Business)
- 10) **Plan Commission**
 - a) Conditional Use Permit No. 19-04 for Daryle Wooley/Jason Jones, 1525 N. Country Club Pkwy. For "Automobile Repair"
 - b) Ordinance No. 19-04 To Rezone 406 S. Wisconsin St. and the North Side of Clark St. between Wisconsin St. and Lincoln St. (First Reading)
 - c) Conditional Use Permit No. 19-05 for Wilson Farm Meats, 406 S. Wisconsin St. for "Planned Unit Development" (*Ordinance No. 19-04 must be approved prior to CUP approval*)
- 11) **Unfinished Business**
 - a) Possible Approval of City Hall Design Services Contract

12) New Business

- a) Resolution No. 19-04 To Amend the Wages and Salaries for Part-time, Limited Term and Seasonal Employees as Established by Resolution 18-20
- b) Resolution No. 19-05 To Amend the City of Elkhorn Wage and Salary Plan and Schedule Covering all General Employees
- c) Change Order No. 3 for Department of Public Works Facility in the Amount of \$11,581
- d) 2019 Sanitary Sewer Cleaning and Televising Project

13) Adjourn

DATED at Elkhorn, Wisconsin, this 17th day of May 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
May 5, 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 renewing the Conditional Use Permit for XXXXXXXXXXXXXXX

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 the 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

ADJOURN

Motion (name/name) to adjourn at TIME p.m. Voice vote, all approved, motion carried.

Cairie L. Virrueta
City Clerk

CITY OF ELKHORN
Committee of the Whole Minutes
Common Council Chambers, 9 S. Broad Street, Elkhorn, Wisconsin

May 13, 2019

The Committee of the Whole meeting was called to order by Mayor Reynolds at 5:00 p.m.

Roll Call

Present: Mayor Howie Reynolds, Aldermen Tim Shiroda, Frank Boggs, Ron Dunwiddie, Scott McClory, Tom Myrin; Absent: Karel Young

Others present: Administrator Tapson Finance Director James Heilman, City Clerk Cairie Virrueta, Police Chief Joel Christensen, Fire Chief Rod Smith, DPW Manager Matthew Lindstrom, Rec Director Karl Sorvick, Kellen Olshefski

Rotary Soccer Park: Playground Equipment Replacement

Rec Director Sorvick said the playground equipment is in poor shape and in a dangerous condition and needs to be removed. Administrator Tapson said the soccer club asked to remove the equipment and expand the parking lot instead of replacing the equipment. The removal of the equipment would be donated and rock for the gravel parking lot would be around \$2,400. Mayor Reynolds would like to see some equipment at the park for the little kids to play on. Rec Director Sorvick said there are modular items that cost around \$2,000. Mayor Reynolds suggested keeping the costs under \$10,000. DPW Manager Lindstrom said the area is about 30'x30' which doesn't add a lot of extra parking; Administrator Tapson informed the Council that gravel parking lots aren't allowed per the City's code. ***Motion (McClory/Dunwiddie) to recommend removing the old playground equipment at Rotary Park and replacing it with modular components, in an amount not to exceed \$10,000.*** Voice vote, all approved, motion carried.

Reallocation of Wages for Sports Coordinator Position

Rec Director Sorvick said \$7,920 was budgeted for the Sports Coordinator position however he wanted to eliminate the position and reallocate the funds to increasing the pay for the Camp Lead. He said it is difficult to retain staff in this position as the pay is so low. He would also like to use the funds to increase the pay for the Camp Co-leads. Administrator Tapson said the wages are based on a resolution that is passed yearly and it would need to be amended. ***Motion (Myrin/Boggs) to recommend amending the resolution and reallocating the Sports Coordinator wages to the Camp Lead and Co-lead positions.*** Alderman McClory asked if enough viable candidates will be obtained with the new wages; Rec Director said yes. The Camp Lead is generally a college student in an education program. ***Voice vote, all approved, motion carried.***

Financial Management Planning Sessions: Follow up Discussion

Administrator Tapson said this was a follow up on the previous three sessions. He said the proposed 2% levy increase was rejected by GOP legislators and the City needs to rely on borrowed funds as there is no ability to apply discretionary dollars. He said when looking at maintaining a level debt concept it should be looked at a 5 plus year cycle with the average debt over time. Projects that are postponed will eventually come back and still need to be done and doesn't help the community. Finance Director Heilman said a five-year plan was done after he had been here one year and the plan was to do all the chosen projects while keeping the tax levy level out to 2038. He recommended avoiding lows and highs in the debt as it is easier for the tax payers. He said his recommended plan is to do all the projects (Centralia, City Hall, Babe Mann, W. Court St. and capital equipment replacement) while maintaining a level debt service, but he will follow what the Council wants. He recommended not being in a position where future Councils are playing catch up with projects. Alderman Shiroda commented that the County is debt free. Administrator Tapson said dollars should be applied in a judicious way and to avoid just looking at lower taxes and not looking at needs as they both should be considered. He said not doing projects will cause complaints asking why they

aren't being done. He suggested avoiding "by the seat of your pants" spending as that is where you can go over budget and yearly reviews can address items that come up and need attention. Alderman McClory said based on the projects they are 5/6 of the way there. He can't imagine that any residents would be OK doing no repairs, maintenance or building until 2038. He liked plans that have a little increase over large increases. Alderman Shiroda said he has been on the Council for two years and never voted "no" on anything whether it was new employees, projects, etc. He said he votes "no" and everyone's "hair is on fire". Administrator Tapson saying "no" to say "no" isn't a good policy and the plan should be needs driven and then determine how to pay for it. Mayor Reynolds reminded the Council that there are many projects proposed that City staff want but can't justify it and that the Council never hear about as the Administrator and Finance Director don't bring it forward. Needed projects are brought to the Council for considered.

Adjourn

Motion (Dunwiddie/Boggs) to adjourn. Voice vote, all approved, motion carried. Adjourned at 5:44 p.m.

Cairie L. Virrueta
City Clerk

PLAN COMMISSION – FINDING OF FACT

DATE: May 14 , 2019
PROJECT: Wooley/Jones – 1525 N. COUNTRY CLUB PKWY.
PC ID: E19.05.005
ACTION: Conditional Use Permit

The City of Elkhorn Plan Commission officially convened on April 18, 2019 to consider the Conditional Use Permit 19-04, submitted by Daryle Wooley/Jason Jones for Automobile Repair.

After considering the Conditional Use Permit application, the staff report, oral and written testimony, the Elkhorn 2040 Comprehensive Development Plan, the Zoning on the subject property, and other materials presented at the meeting, the Plan Commission does hereby make the following “finding of fact”:

FINDING OF FACT

- 1) The construction, maintenance and operation of Automobile Repair on the subject property, as conditioned, is in accordance with the intent and purpose of Chapter 17 (Zoning) of the City of Elkhorn Municipal Code.
- 2) The construction, maintenance and operation of Automobile Repair on the subject property, as conditioned, is compatible with other uses permitted in the same zone of vicinity.
- 3) The construction, maintenance and operation of Automobile Repair on the subject property, as conditioned, will not be hazardous, harmful, offensive or otherwise adverse to the environment.
- 4) The construction, maintenance and operation of Automobile Repair on the subject property, as conditioned, will not be detrimental to the value of the neighborhood or community.

Based upon the “Findings of Fact”, the Plan Commission motioned, seconded and voted to recommend **APPROVAL** of the Conditional Use Permit application to the Common Council.

**CITY OF ELKHORN
CONDITIONAL USE PERMIT No. 19-04**

DARYLE WOOLEY/JASON JONES – 1525 N. COUNTRY CLUB PKWY.

Pursuant to Section 17.5-1 of the City of Elkhorn Municipal Code, "Automobile Repair" located at 525 N. Country Club Pkwy, Tax Key Parcel YFE00009 shall be permitted as a Conditional Use. The operation at said location shall be subject to the following conditions:

1. The hours of operation shall be 8:30 am to 5 pm Monday thru Friday and Saturdays by appointment only.
2. No vehicle other than employee and customer vehicles shall be parked on site.
3. No outside storage of any automobile parts shall be allowed at any time.
4. Absolutely no salvage of vehicles shall be permitted.
5. No dismantling, body work or painting shall be permitted.
6. The project shall be developed in accordance with the submitted plan of operations. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval.

Failure to fully comply with the above stated conditions shall be considered grounds for revocation of this permit.

Common Council of the City of Elkhorn

By: _____
Howie Reynolds, Mayor

Attest: _____
Cairie Virrueta, City Clerk

State of Wisconsin
County of Walworth
Subscribed and sworn/affirmed to before me
this _____ day of _____ 20__

State of Wisconsin
County of Walworth
Subscribed and sworn/affirmed to before me
this _____ day of _____ 20__

Notary Public
My Commission Expires: _____

Notary Public
My Commission Expires: _____

By: _____
Owner

Tenant

Printed Name

Printed Name

State of Wisconsin
County of Walworth
Subscribed and sworn/affirmed to before me
this _____ day of _____ 20__

State of Wisconsin
County of Walworth
Subscribed and sworn/affirmed to before me
this _____ day of _____ 20__

Notary Public
My Commission Expires: _____

Notary Public
My Commission Expires: _____

This instrument was drafted by:
Bonnie Schaeffer
Zoning Administrator

CITY OF ELKHORN
ORDINANCE NO. -
AN ORDINANCE TO REZONE CERTAIN PROPERTY
WITHIN THE BOUNDARIES OF THE CITY OF ELKHORN:
406 S. WISCONSIN ST. AND N. SIDE OF CLARK ST.
BETWEEN WISCONSIN ST. AND LINCOLN ST.

WHEREAS, City of Elkhorn proposes to rezone the lands located at 406 S. Wisconsin St. and North side of Clark St. between Wisconsin St. and Lincoln St., YUSW00016, YP00001, and YP00002, more particularly described in the Legal Description attached and incorporated herein, all being within the corporate boundaries of the City of Elkhorn; and,

WHEREAS, Plan Commission did convene a public hearing on the matter of proposed rezone; and,

WHEREAS, Plan Commission recommends approval of the proposed rezone.

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

1. The zoning classification of Planned Unit Development Overlay District over the underlying B-3 Neighborhood Business District and M-2 General Manufacturing District, is hereby adopted, on the following terms:
 - a. See attached General Development Plan, approved by Plan Commission April 18, 2019.
 - b. Approved hereunder is a Mixed Use Planned Unit Development Overlay District/General Development Plan (“PUD”).
2. The 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

1st Reading:
2nd Reading:
Adopted:
Published:

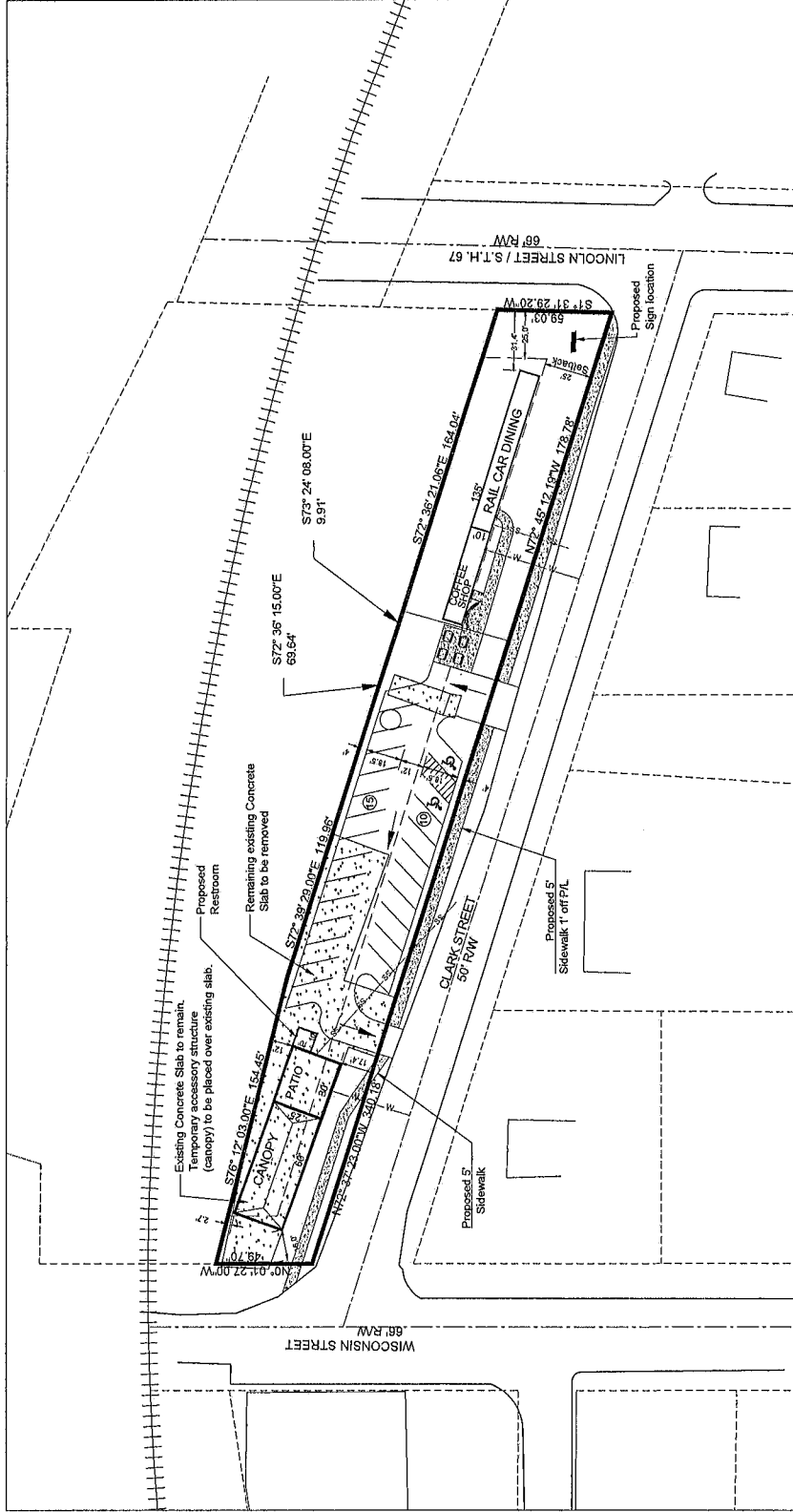
Legal Description for Wilson Meats PUD

Part of the Northeast $\frac{1}{4}$ of Section 1, Township 2 North, Range 16 East in the City of Elkhorn, Walworth County, Wisconsin. More particular described as follow:

Beginning at the intersection of the westerly Right-of-way line of Wisconsin Street and the Southerly Right-of-Way owned by the State of Wisconsin (formally the Chicago, Milwaukee, St. Paul, and Pacific Railroad, refer to as RR R/W); thence S $78^{\circ}23'16''$ W, to the east line of an unnamed Right-of-Way; thence South, along said unnamed Right-of-Way, a distance of 140.37' to the South Right-of-Way of Elko Lane; thence East along said South Right-of-Way of Elko Lane, a distance of 329.6' to the East Right-of-Way line of Wisconsin Street; thence North, along said East Right-of-Way line of Wisconsin Street, to the Southerly Right-of-Way line of Clark Street; Thence Southeasterly, along said Southerly Right-of-Way line of Clark Street, to the West Right-of-Way of Lincoln Street (US Rt 67); thence North, along said West Right-of-Way line of Lincoln Street, to the Southerly Right-of-Way line of the RR R/W; thence N $72^{\circ}36'21''$ W, along said Southerly Right-of-Way of the RR R/W, a distance of 164.04' to a point; thence N $73^{\circ}24'06''$ W, along said Southerly right-of-Way of the RR R/W, a distance of 9.91'; thence N $72^{\circ}39'29''$ W, along said Southerly Right-of-Way of the RR R/W, a distance of 119.96'; thence N $76^{\circ}12'03''$ W, along the Southerly Right-of-Way line of the RR R/W, a distance of 154.45', to a point of the East Right-of-Way of Wisconsin Street; thence Southwesterly to the Point of Beginning. Said parcel contains 2.3 acres more or less.

CONCEPTUAL SITE PLAN

BEING PART OF LOTS 1 AND 2, BLOCK 1 AND PART OF LOTS 1
THROUGH 9, BLOCK 2 OF PRESTONS ADDITION AND PART OF VACATED
WASHINGTON STREET, CITY OF ELKHORN, WALWORTH COUNTY, WISCONSIN



CLIENT
WILSON FARM MEATS, INC.
N5611 CTY RD, DD
BURLINGTON, WI 53105

PROJECT
CITY OF ELKHORN
WALWORTH COUNTY
WISCONSIN

CARDINAL ENGINEERING LLC
DESIGNING IN TRUE
DIRECTIONS
201 BROAD STREET, STE. B
LAKE GENEVA, WI 53147
262-757-8776
CARDINALENGINEERINGWI.COM



SCALE
0 20 40 feet

PROJECT NUMBER 1801329
DATE 10/08/16
DESIGNED BY JAR

NO.	REVISION DESC.	DATE
1.	As noted	12-14-16
2.	Add structure drawings	1-31-17

RELEASE

PRELIMINARY
DRAWING TITLE
CONCEPTUAL
SITE PLAN

DRAWING
C-2
SHEET NUMBER

1 of 1

**CITY OF ELKHORN
RESOLUTION NO. 19-04**

A RESOLUTION TO AMEND THE WAGES AND SALARIES FOR PART-TIME, LIMITED TERM AND SEASONAL EMPLOYEES AS ESTABLISHED BY RESOLUTION 18-20

WHEREAS, Resolution 18-20, adopted on December 3, 2018, established the pay scales for various part time, seasonal, and limited term employees, and

WHEREAS, it is necessary that the pay scale and the list of covered positions be revised.

BE IT RESOLVED BY the Common Council of the City of Elkhorn that the following wage scale and list of covered employment positions be amended as follows.

1. The position of Recreation Coordinator is hereby eliminated.
2. The position of Camp Leader is hereby created with a corresponding hourly pay rate of \$12.00
3. The position of Camp Co-leader is hereby created with a corresponding hourly pay rate of \$10.20

APPROVED AND ADOPTED this 20th day of May 2019

Howie Reynolds, Mayor

ATTEST:

Cairie Virrueta, City Clerk

Approved:
Adopted:

**CITY OF ELKHORN
RESOLUTION 19-05**

**A RESOLUTION TO AMEND THE CITY OF ELKHORN WAGE AND SALARY
PLAN
AND THE WAGE AND SALARY SCHEDULE COVERING ALL GENERAL
EMPLOYEES**

WHEREAS, the City of Elkhorn Human Resources Committee has reviewed certain proposed changes to the Wage and Salary Schedule covering all general employees occupying regular full time and part-time positions; and

WHEREAS, the Human Resources Committee recommended approval of proposed changes

NOW THEREFORE BE IT RESOLVED BY the Common Council of the City of Elkhorn that the Wage and Salary Plan covering all general employees of the City and Matheson Memorial Library is hereby amended as follows:

1. The Wage and Salary Schedule as adopted April 2, 2018 by Resolution 18-05, is hereby repealed and replaced by the Wage and Salary Schedule attached hereto.

BE IT FURTHER RESOLVED that the revisions set forth herein shall be effective immediately upon passage of this Resolution, and shall remain in effect thereafter until such time the Common Council may approve other revisions.

Howie Reynolds, Mayor

ATTEST:

Cairie L. Virrueta, City Clerk

Approved: 5/20/2019

Adopted: 5/20/2019

WAGE AND SALARY SCHEDULE
65th PERCENTILE AS BENCHMARK
Adjusted 5-20-19

Employment Position	RANGE	RANGE	RANGE	HOURLY		
	MINIMUM	MIDPOINT	MAXIMUM	EQUIVALENCY		
Management						
Police Chief	\$76,402	\$87,862	\$99,322	\$36.73	\$42.24	\$47.75
Director of Muncipal Water/Electric Utilities	\$71,929	\$82,718	\$93,507	\$34.58	\$39.77	\$44.96
Finance Director/Comptroller	\$71,929	\$82,718	\$93,507	\$34.58	\$39.77	\$44.96
Fire Chief	\$71,929	\$82,718	\$93,507	\$34.58	\$39.77	\$44.96
Operations Manager - Public Works	\$67,858	\$78,037	\$88,216	\$32.62	\$37.52	\$42.41
Police Captain	\$64,017	\$73,620	\$83,223	\$30.78	\$35.39	\$40.01
Library Director	\$64,017	\$73,620	\$83,223	\$30.78	\$35.39	\$40.01
City Clerk	\$56,975	\$65,521	\$74,067	\$27.39	\$31.50	\$35.61
Recreation Director	\$56,975	\$65,521	\$74,067	\$27.39	\$31.50	\$35.61
Professional/Technical/Supervisory						
Field Operations Supervisor - DPW	\$58,241	\$65,521	\$72,801	\$28.00	\$31.50	\$35.00
Asst. Fin. Director/Treasurer	\$58,241	\$65,521	\$72,801	\$28.00	\$31.50	\$35.00
Accounting Techician/Deputy Clerk - Treasurer	\$43,521	\$48,961	\$54,401	\$20.92	\$23.54	\$26.15
Youth Services Librarian	\$43,521	\$48,961	\$54,401	\$20.92	\$23.54	\$26.15
Adult Services Librarian	\$43,521	\$48,961	\$54,401	\$20.92	\$23.54	\$26.15
Library Paraprofessional Specialist	\$38,733	\$43,575	\$48,417	\$18.62	\$20.95	\$23.28
Library Paraprofessional Specialist	\$38,733	\$43,575	\$48,417	\$18.62	\$20.95	\$23.28
Court Clerk	\$39,560	\$44,505	\$49,450	\$19.02	\$21.40	\$23.77

RANGE	RANGE	RANGE
MINIMUM	MIDPOINT	MAXIMUM

Field Sevices/Skilled Labor

Water Treatment Plant Operator - OIC	\$56,193	\$61,812	\$67,431	\$27.02	\$29.72	\$32.42
Water Treatment Plant Operator	\$47,181	\$51,899	\$56,617	\$22.68	\$24.95	\$27.22
Lead Person -Public Works	\$44,510	\$48,961	\$53,412	\$21.40	\$23.54	\$25.68
Lead Person -Parks	\$44,510	\$48,961	\$53,412	\$21.40	\$23.54	\$25.68
Utility Technician II - Water Utility	\$44,510	\$48,961	\$53,412	\$21.40	\$23.54	\$25.68
Utility Technician I - Water Utility	\$42,390	\$46,629	\$50,868	\$20.38	\$22.42	\$24.46
Utility Serviceman	\$41,991	\$46,190	\$50,389	\$20.19	\$22.21	\$24.23
DPW Crewman	\$41,991	\$46,190	\$50,389	\$20.19	\$22.21	\$24.23

RANGE	RANGE	RANGE
MINIMUM	MIDPOINT	MAXIMUM

Administrative/Clerical Support

Administrative Sec'y.	\$37,372	\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
Confidential Sec'y. - Police	\$37,372	\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
Account Clerk - Payroll/AP	\$37,372	\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
Account Clerk - Utility Billing	\$37,372	\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
Secretary	\$36,864	\$40,550	\$44,605	\$17.72	\$19.50	\$21.44
Secretary - Utility	\$36,864	\$40,550	\$44,605	\$17.72	\$19.50	\$21.44
Sec'y/EMS Account Mgr.	\$36,864	\$40,550	\$44,605	\$17.72	\$19.50	\$21.44
Admin. Asst. - Parks & Rec	\$36,864	\$40,550	\$44,605	\$17.72	\$19.50	\$21.44
Customer Acct. Clk./Deputy City Clerk	\$33,260	\$36,586	\$39,912	\$15.99	\$17.59	\$19.19
Communications Clerk - Police	\$33,260	\$36,586	\$39,912	\$15.99	\$17.59	\$19.19
Customer Account Clerk - Utilities	\$31,377	\$34,515	\$37,967	\$15.09	\$16.59	\$18.25
Receptionist	\$31,377	\$34,515	\$37,967	\$15.09	\$16.59	\$18.25
Reference Associate*	\$29,602	\$32,562	\$35,818	\$14.23	\$15.65	\$17.22
Technical Services Associate *	\$29,602	\$32,562	\$35,818	\$14.23	\$15.65	\$17.22
Desk Clek/Shelver*	\$26,345	\$28,980	\$31,878	\$12.67	\$13.93	\$15.33
Shelver/Aide *	\$15,807	\$17,388	\$19,127	\$7.60	\$8.36	\$9.20

RANGE	RANGE	RANGE
MINIMUM	MIDPOINT	MAXIMUM

Electric Utility Line Tech

Elec. Utility Field Operations Supervisor/Line Tech	\$77,653	\$87,360	\$97,067	\$37.33	\$42.00	\$46.67
Lead Line Technician - Electric Utility	\$74,691	\$82,160	\$89,629	\$35.91	\$39.50	\$43.09
Electric Line Technician	\$69,964	\$76,960	\$83,956	\$33.64	\$37.00	\$40.36
Utility Technician-Electric Utiltiy	\$44,510	\$48,961	\$53,412	\$21.40	\$23.54	\$25.68

* Part time positions; pay range based on 2080 hours.



COMMON COUNCIL MEETING AGENDA MEMORANDUM

DEPARTMENT OF PUBLIC WORKS FACILITY

CHANGE ORDER NO. 3

Date: May 20, 2019
Prepared by: Matthew Lindstrom (DPW Operations Manager)
To: Members of the Common Council

Summary:

I am writing to provide information regarding Change Order No. 3 for the new DPW Facility off of E. Centralia Street. Items incorporated into subject Change Order (CO) are as follows:

- Modified structural support system for overhead doors in repair bay area to accommodate natural light windows = \$6,190
- Add designed future wall to divide a space and create two offices for Parks / Streets Lead Persons = \$2,269
- Install low voltage cabling for (6) Wireless Access Points to accommodate WIFI and networking operations throughout facility, performed in coordination with Heartland Business Systems (City's IT consultant) = \$3,122

Total cost of CO No. 3 = \$11,581

Kueny has reviewed the accuracy of each item submitted and incorporated into subject CO and recommends approval. Scherrer's current contract and base bid amount, previously approved by Council, incorporates an allowance for varying conditions and potential change orders such as these. The embedded contractual allowance of \$45,000 minus subject CO and previously approved CO No. 2 equals \$27,906 yielding an allowance balance of \$17,094.

Recommendation to Council:

Authorize execution of subject Change Order No. 3 in the amount of \$11,581.



COMMON COUNCIL MEETING AGENDA MEMORANDUM

Meeting Date: May 20, 2019

Agenda Item: 2019 Sanitary Sewer Cleaning & Televising Project | Subbasin No. 3

Prepared by: Matthew Lindstrom (DPW Operations Manager)

Summary:

In accordance with a WDNR Notice of Noncompliance (NON) letter dated October 12, 2018 the sanitary sewer collection system referred to as Subbasin No. 3 is currently being studied by Strand Engineers and DPW, most currently consisting of flow metering. The NON requires an evaluation of the collection system subbasin consistent with NR 110.10(4), Wis. Adm. Code, including estimates of peak flows, capacities of key system components, identification of hydraulic deficiencies, and identification of sources of inflow and infiltration contributing to peak flows and sewer overflows. A component of this study includes sanitary sewer cleaning and televising as identified in Strands proposed project scope and accepted by WDNR. Said sanitary sewer cleaning and televising is also consistent with goals and parameters established in the City's Capacity, Management, Operation and Maintenance (CMOM) Program as accepted by WDNR.

With that in mind, I have been in contact with WalCoMET, who also annually performs routine system cleaning and televising, about partnering on a project with goals of creating a larger more attractive project which would likely draw more bidders and therefore more competitive pricing. WalCoMET recently opened bids for a proposed sanitary sewer cleaning and televising project which incorporated quantities for a substantial portion of the City of Elkhorn's Subbasin No. 3. The apparent low bidder is Northern Pipe, Inc. and the City of Elkhorn's current project portion totals \$29,167.40. WalCoMET will administer the project at no cost to the City only to include direct fees incurred for televising services performed for the City of Elkhorn. The lineal feet pricing realized in said bid is significantly less than costs experienced in recent years.

Fiscal Considerations:

The current 2019 budget incorporates contract services for sanitary sewer cleaning and televising in the amount of \$30,000.

Requested Action:

Authorize engaging in a contract / project with WalCoMET to execute a sanitary sewer cleaning and televising project utilizing Northern Pipe, Inc. at contract unit pricing costs with the City's project portion not to exceed \$30,000.