



**CITY OF ELKHORN
COMMON COUNCIL MEETING AGENDA**

July 15, 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: July 1, 2019
- 6) **Bills Payable**
 - a) Consideration and recommendation to pay
- 7) **Report of City Officers**
 - a) Mayor
 - b) City Administrator
 - i) I&I Study: RFP Responses/Next Steps
- 8) **Report on Liaison Committee Meetings**
 - a) Fire Advisory
 - b) Recreation Advisory
 - c) Library
 - d) Fire/EMS Advisory Steering
 - e) Chamber
- 9) **New Business**
 - a) Resolution 19-10: A Resolution to Amend the Wage and Salary Schedule Covering all General Employees
- 10) **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) Ayres Disputed Contract

DATED at Elkhorn, Wisconsin, this 12th day of July 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
July 1, 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, Frank Boggs, Karel Young, Ron Dunwiddie, Scott McClory, Absent: Tom Myrin

Others present: City Administrator Sam Tapson, Attorney Ward Phillips, Finance Director James Heilman, City Clerk Cairie Virrueta, Police Chief Joel Christensen, Fire Chief Rod Smith, Library Director Lisa Selje, Recreation Director Karl Sorvick, Kellen Olshefski, other interested persons

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion (Dunwiddie/Young) to approve the minutes of the Council Meeting for June 17, 2019; Temporary Class B Beer License for Walworth County Agricultural Society for Plaza Mexico de Elkhorn at the Fairgrounds on July 20, 2019 from 12:00 p.m. to 10:00 p.m., Agent: Larry Gaffey; and Temporary Class B Beer/Wine License for St. Patrick Parish for Summer Celebration at 107 W. Walworth St., within the boundaries of the festival, August 11, 2019 from 11:30 a.m. to 4:00 p.m., Agents: Avonlea Odling, Abriel Odling and Judith Nettesheim. Alderman McClory said at the first Plaza event there were a number of calls about there being too much noise and asked if the second event was better. Chief Christensen said there were two complaints the second time, which was considerably less than the first time. He isn't opposed to it. Alderman Dunwiddie said it was loud but no worse than the Fair. Mayor Reynolds agreed and said the Fair is louder as he can hear the Fair at his house. Alderman McClory and Myrin supported it but if the PD has a complaint or has to visit the event again, they want the Council to look at it. Mayor Reynolds asked Chief Christensen to let the Fair manager know. ***Voice vote, all approved, motion carried.***

REPORT OF CITY OFFICERS

MAYOR'S REPORT

None.

CITY ADMINISTRATOR'S REPORT

Administrator Tapson said the Engineering Tech applications are due July 12th. The RFP for I&I Mitigation are due this Friday, and the next Plan Commission meeting will be discussing the New Beginning's Shelter.

COMMITTEE REPORTS

PUBLIC SAFETY

Alderman Dunwiddie said there is a discrepancy in the City's ordinance for open burning and campfires that needs repairing. A citizen was concerned with the discrepancies. This is under committee review.

NEW BUSINESS

Resolution No. 19-09 for Wisconsin Department of Natural Resources NR 208-Compliance Maintenance (Annual Report)

Mayor Reynolds read the resolution. This is a required annual report. ***Motion (Shiroda/Dunwiddie) to approve Resolution No. 19-09. Voice vote, all approved, motion carried.***

ADJOURN TO CLOSED SESSION

Motion (McClory/Young) 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 5:41 p.m.

Cairie L. Virrueta
City Clerk

UNAPPROVED

To: Mayor & Council

From: City Administrator

Re: *Employee Wage & Salary Schedule Modification*

Date: July 15, 2019

As part of the administrative transition plan, duties and responsibilities were reassigned to incumbent employees. Accompanying this action there was a need to revise and re-evaluate the affected position descriptions. Applying the SAFE model, the several positions were evaluated and in all cases pay grade changes resulted. Although the majority of pay grade changes were approved by Council in May 2019, two positions were subsequently reevaluated and the corresponding pay grade changes need to be incorporated.

A similar duties and responsibilities reassignment process was recently undertaken by Library Director Selje. The affected position descriptions have been evaluated and pay grade changes applied, which have been approved by the Library Board.

Included on the Council agenda is Resolution 19-10, which amends the current Wage and Salary Schedule to incorporate the several pay grade changes.

**CITY OF ELKHORN
RESOLUTION 19-10**

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

WHEREAS the City of Elkhorn Human Resources Committee has reviewed and recommended a structural adjustment to the Pay Ranges contained in the adopted Wage and Salary Schedule covering all general employees occupying regular full time and part-time positions.

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 established by Resolution No. 19-5, which was adopted on May 20, 2019, is hereby repealed and replaced with the Wage and Salary Schedules attached hereto.

BE IT FURTHER RESOLVED that the revisions set forth herein shall be effective upon adoption 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: 7/15/2019

Adopted: 7/15/2019

WAGE AND SALR
65TH PERCENTILE AS
As Amended by Resol

Employment Position	Pay Grade	RANGE
		MINIMUM
Management		
Police Chief	20	\$76,402
Director of MuncipalWater/Electric Utilities	19	\$71,929
Finance Director /Comptroller	19	\$71,929
Fire Chief	19	\$71,929
Operations Manager - Public Works	18	\$67,858
Police Captain	17	\$64,017
Library Director	17	\$64,017
Accounting Manager/Treasurer	15	\$56,975
City Clerk	15	\$56,975
Recreation Dir.	15	\$56,975
Professional/Technical/Supervisory		
Accounting Techician/Deputy Clerk-Treasurer	12	\$48,900
Youth Services Librarian	10	\$43,521
Adult Services Librarian	10	\$43,521
Tech Services Coodinator - MML	8	\$38,734
Circulation Superviosr - MML	8	\$38,734
Court Clerk	8	\$39,613
		RANGE
		MINIMUM
Field Sevices/Skilled Labor		
Water Treatment Plant Operator - OIC	14	\$56,193
Treatment Plant Opertator/Field Service Foreman	13	\$53,012
Lead Person -Public Works	10	\$44,510
Lead Person -Parks	10	\$44,510
Utility Technician II - Water Utility	10	\$44,510
Utility Technician I - Water Utility	10	\$42,390
Utility Serviceman	9	\$41,991
DPW Crewman	9	\$41,991
		RANGE
		MINIMUM
Administrative/Clerical Support		
Administrative Sec'y.	7	\$37,372
Confidential Sec'y.- Police	7	\$37,372
Account Clerk - Payroll/AP	7	\$37,372
Account Clerk - Utility Billing	7	\$37,372
Secretary	6	\$36,864

Secretary - Utility	6	\$36,864
Sec'y/EMS Account Mgr.	6	\$36,864
Admin. Asst.-Parks&Rec	6	\$36,864
Cstomer Acct. Clk./Deputy City Clerk 8/19)	5	\$33,260
Communications Clerk - Police	5	\$33,260
Llibrary Assciate	4	\$31,377
Customer Account Clerk - Utilities	4	\$31,377
Receptionist	4	\$31,377
Library Assistant	2	\$27,926

RANGE

MINIMUM

Electric Utility Line Tech

Elec. Utility Field Operations Supervisor/Line Tech	NA	\$77,653
Lead Line Technician - Electric Utility	NA	\$74,691
Electric Line Technician	NA	\$69,964
Utility Technician-Electric Utilitiy	NA	\$44,510

Y SCHEDULE

BENCHMARK

Figure 19-9

RANGE	RANGE	HOURLY		
MIDPOINT	MAXIMUM	EQUIVALENCY		
\$87,862	\$99,322	\$36.73	\$42.24	\$47.75
\$82,718	\$93,507	\$34.58	\$39.77	\$44.96
\$82,718	\$93,507	\$34.58	\$39.77	\$44.96
\$82,718	\$93,507	\$34.58	\$39.77	\$44.96
\$78,037	\$88,216	\$32.62	\$37.52	\$42.41
\$73,620	\$83,223	\$30.78	\$35.39	\$40.01
\$73,620	\$83,223	\$30.78	\$35.39	\$40.01
\$65,521	\$74,067	\$27.39	\$31.50	\$35.61
\$65,521	\$74,067	\$27.39	\$31.50	\$35.61
\$65,521	\$74,067	\$27.39	\$31.50	\$35.61
 				
\$55,012	\$63,570	\$23.51	\$26.45	\$30.56
\$48,961	\$54,401	\$20.92	\$23.54	\$26.15
\$48,961	\$54,401	\$20.92	\$23.54	\$26.15
\$43,576	\$48,417	\$18.62	\$20.95	\$23.28
\$43,576	\$48,418	\$18.62	\$20.95	\$23.28
\$43,576	\$49,516	\$19.04	\$20.95	\$23.81
 				
RANGE	RANGE	HOURLY		
MIDPOINT	MAXIMUM	EQUIVALENCY		
\$61,812	\$67,431	\$27.02	\$29.72	\$32.42
\$58,313	\$63,614	\$25.49	\$28.04	\$30.58
\$48,961	\$53,412	\$21.40	\$23.54	\$25.68
\$48,961	\$53,412	\$21.40	\$23.54	\$25.68
\$48,961	\$53,412	\$21.40	\$23.54	\$25.68
\$46,629	\$50,868	\$20.38	\$22.42	\$24.46
\$46,190	\$50,389	\$20.19	\$22.21	\$24.23
\$46,190	\$50,389	\$20.19	\$22.21	\$24.23
 				
RANGE	RANGE	HOURLY		
MIDPOINT	MAXIMUM	EQUIVALENCY		
\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
\$41,109	\$45,220	\$17.97	\$19.76	\$21.74
\$40,550	\$44,605	\$17.72	\$19.50	\$21.44

\$40,550	\$44,605	\$17.72	\$19.50	\$21.44
\$40,550	\$44,605	\$17.72	\$19.50	\$21.44
\$40,550	\$44,605	\$17.72	\$19.50	\$21.44
\$36,586	\$39,912	\$15.99	\$17.59	\$19.19
\$36,586	\$39,912	\$15.99	\$17.59	\$19.19
\$34,515	\$37,967	\$15.09	\$16.59	\$18.25
\$34,515	\$37,967	\$15.09	\$16.59	\$18.25
\$34,515	\$37,967	\$15.09	\$16.59	\$18.25
\$30,718	\$33,511	\$13.43	\$14.77	\$16.11

RANGE	RANGE
MIDPOINT	MAXIMUM

\$87,360	\$97,067	\$37.33	\$42.00	\$46.67
\$82,160	\$89,629	\$35.91	\$39.50	\$43.09
\$76,960	\$83,956	\$33.64	\$37.00	\$40.36
\$48,961	\$53,412	\$21.40	\$23.54	\$25.68