



**CITY OF ELKHORN  
COMMON COUNCIL MEETING AGENDA**

**December 2, 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: November 18, 2019
  - b) Temporary Fermented Malt Beverage License for Walworth County Agricultural Society for Walworth County Fairgrounds' Rock the Barns Concerts:
    - i) January 11, 2020, 5-11 p.m.
    - ii) February 1, 2020, 5-11 p.m.
    - iii) March 7, 2020, 5-11 p.m.
    - iv) March 14, 2020, 5-11 p.m.
- 6) **Report of City Officers**
  - a) Mayor
  - b) City Administrator
- 7) **Committee Reports**
  - a) Committee of the Whole
    - i) Recommendation to sell personalized bricks for Babe Mann Park fundraising efforts
    - ii) Recommendation to renew banking services with Associated Bank
    - iii) Recommendation to approve Kapur Proposal for Survey Services for future municipal building, eliminating Fee Determination
- 8) **New Business**
  - a) HVAC Maintenance Agreement with Westenn
  - b) Resolution No. 19-14 A Resolution Establishing Wages and Salaries for Part-time, Limited Term and Seasonal Employees, and Providing Uniform Allowance for Certain General Full-time Employees
- 9) **Adjourn**

DATED at Elkhorn, Wisconsin, this 27<sup>th</sup> day of November 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.

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**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
November 18, 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, Tom Myrin, Ron Dunwiddie, Scott McClory

Others present: City Administrator James Heilman, Attorney Ward Phillips, City Clerk Cairie Virrueta, Police Chief Joel Christensen, Utility Director John Murphy, DPW Manager Matthew Lindstrom, Fire Chief Rod Smith, Recreation Director Karl Sorvick, Library Director Lisa Selje, Chris Clapper, Zoe Makhsous, Chris Hayden, Joe Niebler, Dorothy Mitchell, other interested persons

**PUBLIC COMMENT**

A resident who lives on Robincrest asked if his leaves would be picked up again. He said they only came by twice and he still has leaves. DPW Manager Lindstrom said the pickup has been extended and the compost site hours have also been expanded. The weather has been a challenge this year and if weather permits, he will reexamine if another pickup can be done.

**COUNCIL MINUTES**

***Motion (Dunwiddie/Shiroda) to approve the minutes of the November 4, 2019 Common Council meeting. Voice vote, all approved, motion carried.***

**BILLS PAYABLE**

***Motion (McClory/Young) to approve the City and Utility Bills in the amount of \$2,724,835.43 (Check numbers 160569-160771). Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.***

**REPORT OF CITY OFFICERS**

**MAYOR'S REPORT**

Retirement plaque for over 40 years of service was presented to Dan Dixon.

**CITY ADMINISTRATOR'S REPORT**

Administrator Heilman said there will be a Committee of the Whole meeting next Monday at 5 p.m.

**LIAISON COMMITTEE MEETING REPORTS**

Fire Advisory Board – no meeting

Library Board – at the November 13 meeting the Closure Schedule for 2020 was approved

Chamber – no meeting

Recreation Advisory Board – the next meeting is Wednesday

Fire/EMS Advisory Steering – the next meeting is in January

**UNFINISHED BUSINESS**

**Zoe Makhsous Appeal of Council Denial of Conditional Use Permit Extension**

Attorney Chris Hayden said they would like to move forward with the project. A new architect and construction company are ready to get going. The next step is for the architect to go to the state and wait for 6-8 weeks for approval. After that the contractor will break ground if it isn't frozen. City Attorney Phillips said there was some confusion if there was a modification to the approved plan; Zoe Makhsous said it was the "exact same plan" that was approved for the CUP. Attorney Niebler said it is the same plan, just with more details. Attorney Phillips asked if Makhsous had a contract signed with the contractor;

Makhsous said no as she needed to have the CUP first. Attorney Phillips said Makhsous claimed the Building Inspector and Zoning Administrator delayed the project however, the City has letters from them saying the opposite; Attorney Hayden said they are taking responsibility and want to move forward. City Attorney Phillips instructed the Council the motion should be to deny or grant the appeal. ***Motion (McClory/Young) to deny the appeal based on responses received from the City Zoning Administrator and Building Inspector in writing, there was a lot of time for the project to get the project moving and it didn't happen, and following a precedent from another appeal that was denied; and for Zoe to go back to the Plan Commission for a new CUP. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.***

#### **NEW BUSINESS**

##### **Resolution No. 19-13 A Resolution Adopting 2020 Budget and Tax Levy**

***Motion (Dunwiddie/Shiroda) to approve Resolution No. 19-13. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.***

##### **Ordinance No. 19-08 An Ordinance to Amend Chapter 13 Sump Pump and Clear Water Discharge (First Reading)**

Administrator Heilman said this will come back for a second reading. It will not be enforced until April 1<sup>st</sup>, 2020.

##### **2020 Paratech Staffing Contract Renewal**

***Motion (Shiroda/Boggs) to approve the 2020 Paratech Staffing Contract.*** The total for Fire and EMS is \$788,268.08. ***Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.***

##### **Continuation of Diversified Building Maintenance Contract for 2020**

The new DPW building was added in. Alderman McClory asked what the amount was for the old DPW building; it has never used a cleaning service and the amount shown was for the new building for a portion of 2019. ***Motion (Dunwiddie/McClory) to continue service with Diversified Building Maintenance for 2020. Roll call vote: Boggs, yes; Shiroda, yes; Young, yes; Dunwiddie, yes; McClory, yes; Myrin, yes. Motion carried.***

##### **Police Department Surplus Property**

The PD has a vehicle that it would like to auction off utilizing an online service. ***Motion (Myrin/Young) to authorize auctioning off of 2001 Chevrolet Silverado 1500 pickup truck. Voice vote, all approved, motion carried.***

#### **ADJOURN**

***Motion (Dunwiddie/Boggs) to adjourn at 6:02 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**

November 25, 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 Frank Boggs, Ron Dunwiddie, Karel Young, Scott McClory, Tim Shiroda, Tom Myrin

Others present: Administrator James Heilman, City Clerk Cairie Virrueta, City Attorney Ward Phillips, DPW Manager Matthew Lindstrom, Fire Chief Rod Smith, Recreation Director Karl Sorvick, Kellen Olshefski

**Proposed Sump Pump Options**

DPW Manager Lindstrom said he added a section to clarify where it is the City or the property owner's responsibility to pay for the connection. Alderman McClory asked if a homeowner can discharge on three sides as long as it doesn't go to sidewalk/street/driveway; DPW Manager Lindstrom said unless a lateral is available then the property needs to connect to it. He said the proposed ordinance is less restrictive than the previous version as the previous required connection in all instances. City Attorney Phillips said he will make some wording changes to the ordinance. ***Motion (Shiroda/Myrin) to recommend approval of the sump pump ordinance with suggested changes. Voice vote, all approved, motion carried.***

**Babe Mann Park: Consideration of funding options**

Recreation Director Sorvick recommended selling engraved bricks as a fundraiser for improvements to Babe Mann Park. The sale would take place beginning in December through August of next year and a 4x8 brick would cost about \$50 and an 8x8 brick would cost about \$100. ***Motion (Dunwiddie/Young) to recommend allowing the Recreation Director to sell bricks as a fundraiser for Babe Mann Park. Voice vote, all approved, motion carried.***

Recreation Director Sorvick said the City could apply for grants to help fund the park renovations, however, in order to do so an updated Comprehensive Outdoor Recreation Plan needed to be done. The last one expired in 2015. The cost would be about \$15,000-25,000 and he recommended using funds allocated to Babe Mann Park to fund it as it is not budgeted. Alderman McClory supported updating the plan but not taking funds from the park fund. Mayor Reynolds suggested the City work with Teska as they have done a lot of work on the City's parks and they are easy to work with. Recreation Director Sorvick will contact Teska and bring back a proposal to prepare the plan.

**Letter of Support: Delavan Lake Management Plan**

Mayor Reynolds said the Town of Delavan asked all communities that feed into the lake to sign the letter. He is in favor of it and no money is involved. Alderman Dunwiddie said he is in favor and it is important to support the lake management plan. ***Motion (Dunwiddie/McClory) to sign the Delavan Lake Management Plan. Voice vote, all approved, motion carried.***

**Banking Services: Associated Bank**

Administrator Heilman said the City currently uses Associated Bank and their service has been the best he has ever experienced. Alderman Myrin said when the City did the RFP Associated Bank's fees were incredibly low and blew everyone out of water and he recommended renewing with them. ***Motion (Dunwiddie/Shiroda) to recommend continuing banking services with Associated Bank. Voice vote, Alderman McClory recused himself from the vote, rest approved, motion carried.***

**Kapur Proposal for Survey Services: Future Municipal Administration Building**

Administrator Heilman said this is for the site on Seymour Court. City Attorney Phillips recommended removing the section on additional services and compensation. ***Motion (Boggs/Young) to recommend***

***approval of the Kapur Proposal for Survey Services eliminating the Fee Determination. Voice vote, all approved, motion carried.***

**Adjourn**

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

Cairie L. Virrueta  
City Clerk

November 26, 2019  
Mr. James Heilman  
City of Elkhorn  
9 South Broad Street  
Elkhorn, WI 53121

RE: Future Municipal Administration Building  
Parcel on East Seymour Court  
Elkhorn, WI 53121  
Proposal for Survey Services

Dear James,

Kapur & Associates, Inc. is pleased to submit this proposal for a boundary and topographic design survey pursuant to the Wisconsin State Administration Code AE – 7 standards. Containing approximately 7 acres, in the City of Elkhorn (Tax Parcel YV SE 00024), the project is located on East Seymour Court.

A title letter report is required for this tax parcel and can be acquired from a title company from usually around \$300 - \$500 per tax parcel (an estimate can be requested prior). This is to acquire all applicable deeds, uncover recorded easements, and encumbrances on the site to be developed.

**SCOPE OF SERVICES:**

The general scope of services for this proposal includes creating a Plat of Survey in accordance with pursuant to the Wisconsin State Administration Code AE – 7 standards. Including: setting vertical and horizontal survey control, collecting site plan topographic information (utilities (above and below ground as possible), buildings, fences, gravel, pavement, and trees), creating a legal description from information acquired from the title research and boundary field survey, setting property corner monumentation (setting new property corners if needed), creating a surface with 1 foot contours, showing all recorded easements, encroachments (if any) and rights of way in record.

The cost for the above described survey services is a lump sum fee of \$4,916.

This fee is determined based upon our understanding of the project as described in this proposal. Expansion or changes to the scope of work, performance time, or unanticipated site conditions will require a contract amendment.

Thank you for the opportunity to serve you. We look forward to working with you on this project. Should you have any questions, or require further information, please call me at (262) 767-2747, directly at 262-758-6011 or email: [gsplinter@kapurinc.com](mailto:gsplinter@kapurinc.com).

Kind Regards,

Gary R. Splinter



**CITY OF ELKHORN  
RESOLUTION NO. 19-14**

**A RESOLUTION ESTABLISHING WAGES AND SALARIES FOR PART-TIME, LIMITED TERM AND SEASONAL EMPLOYEES, AND PROVIDING UNIFORM ALLOWANCE FOR CERTAIN GENERAL FULL-TIME EMPLOYEES**

**BE IT RESOLVED BY** the Common Council of the City of Elkhorn that the following wage and benefit provisions are hereby adopted:

**A. WAGE and SALARY RATES**

1. All covered employees shall be paid in accordance with the Wage Schedule as attached hereto.

**B. UNIFORM ALLOWANCE**

1. An annual clothing allowance of \$700.00 shall be provided for each of the following full-time positions: Police Chief, Police Captain, Fire Chief, and Police Lieutenant.
2. The City shall furnish three (3) uniform sets for Dispatch personnel and the Confidential Police Secretary upon initial employment; replacement uniforms will be purchased as needed.

**BE IT FURTHER RESOLVED** that the wage and benefits set forth herein shall be in effect as of January 1, 2020 and shall remain in affect thereafter unless revised by the Common Council.

\_\_\_\_\_  
Howie Reynolds, Mayor

ATTEST:

\_\_\_\_\_  
Cairie Virrueta, City Clerk

Approved: \_\_\_\_\_

Adopted: \_\_\_\_\_

**WAGES AND SALARIES FOR PART-TIME, SEASONAL, AND LIMITED-TERM EMPLOYEES  
January 1, 2019**

**DEPARTMENT: FIRE/EMS**

**Fire/EMS Command Officers**

Assistant Chief- Fire	\$3,911.70 annually plus \$18.74 per hour
Assistant Chief- EMS	\$3,911.70 annually plus \$18.74 per hour
Fire Captain	\$17.70 per hour
Lieutenant - Fire	\$16.56 per hour
Lieutenant - EMS	\$16.56 per hour

**Fire Division**

Firefighter- Probationary	\$12.98 per hour
Certified Firefighter I	\$14.23 per hour
Certified Firefighter II	\$15.59 per hour
Fire Inspector	\$16.56 per hour

**EMS Division**

First Responder	\$12.98 per hour
EMT Basic	\$15.59 per hour
EMT IV Tech/Intermediate	\$16.56 per hour
Paramedic	\$19.00 per hour

**DEPARTMENT: LAW ENFORCEMENT**

Community Service Officer	\$10.61 per hour (entry rate); \$11.12 per hour after 6 months
Traffic Control Officer	\$20.17 per hour
Crossing Guard	\$10.61 per assignment

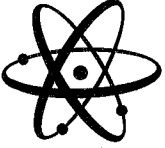
**DEPARTMENT: PUBLIC WORKS/UTILITIES**

Seasonal Maintenance Crew	\$10.09 per hour (year 1) plus \$.25 annual increase (yrs. 2-4)
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**DEPARTMENT: RECREATION**

Pool Manager	\$16.98 per hour
Assistant Pool Manager	\$12.22 per hour
Pool Lead	\$10.20 per hour
Summer Camp Lead	\$12.24 per hour
Camp Co-Lead	\$10.61 per hour
Rec Pool Assistant	\$8.49 per hour
Rec Program Assistant	\$8.49 per hour
WI Certified Swim Instructor	\$12.20 per hour
Swimming Instructor (non-WI)	\$10.82 per hour
Swimming Instructor Aide	\$9.18 per hour
Head Lifeguard	\$10.61 per hour
Lifeguard	\$9.88 per hour
Referee (Adult League)	\$35.00 per game
Referee (Youth League)	\$25.00 per game
Umpire (Adult League)	\$35.00 per game





# WESTENN

*Mechanical Contractors, Inc.*  
Engineering and Contracting

(262) 723-4955  
(262) 728-3272  
(262) 723-4957 Fax

990 Koopman Lane  
ELKHORN, WISCONSIN 53121

10/11/2019

City of Elkhorn

9 South Broad Street

Elkhorn Wi. 53121

Attn: Matt Lindstrom, mlindstrom@cityofelkhorn.org

City of Elkhorn, 3 Year bid (2020, 2021, and 2022) for HVAC Maintenance Contract.  
The new 3 year proposed HVAC Maintenance Contract Agreement will start on  
January 1, 2020 and run thru December 31, 2022.

City of Elkhorn, 3 Year bid (2020, 2021, and 2022) for HVAC Maintenance Contract.  
The new 3 year proposed HVAC Maintenance Contract Agreement will start on  
January 1, 2020 and run thru December 31, 2022.

The proposed schedule is for One Quarterly (4) Service Inspections, per a Year to each Location.  
Maintenance includes: Inspection of Equipment, cleaning units and filter changes. We shall  
schedule four (4) service-inspections calls per a year.

Spring: Startup AC Clean and Check, Change Filters

Summer: Check Equipment, Filter Change, Walk Thru

Fall: Startup Furnace Clean and Check, Changed Filters

Winter: Check Equipment, Filter Change, Walk Thru

Any repairs or parts will be billed at time and materials accord ally.

Contract Hourly Rate for Service is available for any repairs during regular business hours.  
Regular Business Working Hours Monday – Friday, 8 AM-4:30 PM.

Emergency Service will be available during weekends, holidays, and after regular working hours at  
additional cost of \$186/Hr. for this 3 yrs. contract. (2020, 2021, and 2022).

**This proposal becomes a contract Rate of average cost of (\$19,005.00)**

**2020-\$17,795.00, Contract Rate for Service (\$105.00/Hr.)**

**2021-\$19,055.00, Contract Rate for Service (\$115.00/Hr.)**

**2022-\$20,165.00, Contract Rate for Service (\$120.00/Hr.)**

**For this 3 year maintenance contract.**

**Payable as follows: 50% down upon acceptance, we will mail out an invoice**

**Due within 30 days of acceptance of proposal and balance will be due by June 1, 2020.**

Sincerely,

**Westenn Mechanical Contractors, Inc.**

Equipment is listed on page 2, of this contract:

***Air Conditioning • Heating • Ventilation • Sheetmetal • Process Piping***

**Industrial - Commercial - Residential**

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10/11/2019

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## City of Elkhorn Maintenance Contract Locations:

Location:	Estimated Hrs.	2020	2021	2022
City Hall	31	\$3,660.00	\$3,970.00	\$4,125.00
Park/Rec/Pool	12	\$1,390.00	\$1,510.00	\$1,570.00
Fire Department	8	\$1,120.00	\$1,200.00	\$1,240.00
Police Department	14	\$1,750.00	\$1,890.00	\$1,960.00
Library	25	\$3,970.00	\$4,220.00	\$4,345.00
Water Department	17	\$1,925.00	\$1,955.00	\$2,180.00
Cobb Rd.	10	\$1,445.00	\$1,545.00	\$1,595.00
Public Works	10	\$1,485.00	\$1,615.00	\$1,680.00
Garage				
10 Hr. Flex Built In	10	\$1,050.00	\$1,150.00	\$1,200.00
Total:		<u>\$17,795.00</u>	<u>\$19,055.00</u>	<u>\$19,895.00</u>