Until further notice, The City of Elkhorn Common Council will be conducting meetings through Zoom online or over phone.

The public is welcome to join. Please follow the links/phone number below to participate in the meeting. (We recommend testing the link before the meeting time. If you have any questions, please call Elkhorn City Hall)

Topic: Special Common Council | Annual Reorganizational Meeting
Time: Apr 21, 2020 05:30 PM Central Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/97672681141?pwd=c1RUd2VjOC9PcjVVZm9ya252QldjZz09

Meeting ID: 976 7268 1141
Password: 296948
One tap mobile
+19292056099,,97672681141#,,#,296948# US (New York)
+13126266799,,97672681141#,,#,296948# US (Chicago)

Dial by your location
+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
Meeting ID: 976 7268 1141
Password: 296948
Find your local number: https://zoom.us/u/aoUKlprow

CC: Mayor, Aldermen, City Administrator, City Attorney, Finance Director, DPW Operations Manager, Police Chief, Recreation Director, Utility Operations Director, Municipal Court Clerk, City Engineer, Fire Chief, Library Director, Zoning Administrator, Chamber, Press, Master File

1) **Call to Order**
2) **Roll Call**
3) **Swearing in of Mayor Bruce Lechner and Aldermen Ron Dunwiddie, Scott McClory, Karel Young**
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) **Council Reorganization**
a) Election: Council President
b) Official City Newspaper: Elkhorn Independent
c) Resolution No. 20-05: Designating Depositories and Authorizing Withdrawal of City Monies
d) Mayoral Appointments
   i) City Attorney: Ward Phillips

6) **Council Minutes**
   a) Council Meeting Minutes: April 6, 2020

7) **Bills Payable**
   a) Consideration and recommendation to pay

8) **New Business**
   a) Discussion and decision on employee health plan amendment
   b) Discussion and decision on paid time off (PTO) carry over

9) **Adjourn**

DATED at Elkhorn, Wisconsin, this 17th day of April 2020

Lacey L. Reynolds, 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
Resolution No. 20-05

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND
AUTHORIZING WITHDRAWAL OF CITY MONIES

BE IT HEREBY RESOLVED that in accordance with Wisconsin Statutes 34.01(5) and 34.09 all Wisconsin banks, state or federal chartered, and the Wisconsin Local Government Investment Pool are authorized depositories and they are all hereby designated as public depositories for all public monies coming into the hands of the Treasurer of the City of Elkhorn, Walworth County, State of Wisconsin.

In addition, in accordance with the City’s investment policy, funds may be invested in Treasury Issues, US Government Agencies, Federated Treasury Obligation Funds and Repurchase agreements, and securities that have been highly rated by a nationally recognized rating agency.

RESOLVED FURTHER that deposits and withdrawals shall be made by the Treasurer, the Deputy-Treasurer, the City Administrator, or as designated by the City Council (see attachment A).

RESOLVED FURTHER that withdrawal or disbursement from any one of the above named financial institutions shall be as provided in Section 66.042 of Wisconsin Statutes; that in accordance therewith all:

- Order checks shall be signed by the City Treasurer and the City Clerk, and countersigned by the Mayor or the City Council President.
- Electronic payments shall be initiated by the City Treasurer (or designee), with approval and/or oversight of the City Administrator.

FURTHER RESOLVED that a certified copy of this Resolution shall be available to each of the above named depositories at their request and each depository may rely on this Resolution until changed by lawful Resolution and certified copy of such Resolution has been given to the cashier of the respective above named depositories.

APPROVED AND ADOPTED this 21st day of April 2020

_____________________________________
Bruce Lechner, Mayor

ATTEST:

________________________
Lacey L. Reynolds, City Clerk

________________________
Adopted: _________________

Attachment A:
Persons currently holding the offices referenced in the attached resolution are:
Mayor Bruce Lechner
City Council President
City Administrator James Heilman
City Clerk Lacey L. Reynolds
Treasurer Giuseppina Bartmann
Deputy-Treasurer Corrie Daly
The Common Council meeting was called to order by Mayor Reynolds at 5:30 p.m. online and VIA phone through zoom.

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

PUBLIC COMMENT
Bruce Lechner in attendance, no other comment.

CONSENT AGENDA
Motion (Shiroda/Young) to approve the minutes of the March 16, 2020 Common Council meeting and Temporary Class “B” Beer License for Walworth County Agricultural Society, at the Walworth County Fairgrounds for Plaza de Elkhorn, May 24, 2020 from 1:00 p.m. – 11:00 p.m. as long as the safer at home order is not extended.
Roll call vote: Shiroda, yes; Young, yes; Myrin, yes; McClory, yes; Dunwiddie, yes; Boggs, yes. Motion carried.

REPORT OF CITY OFFICERS
MAYOR’S REPORT
Oath of office for City Clerk Lacey Reynolds. City Attorney Phillips gave Lacey Reynolds her oath and the council welcomed her.

CITY ADMINISTRATOR’S REPORT
Administrator Heilman wanted to let the Council know the election is on for tomorrow April 7, 2020. A department head staff meeting was held through zoom today April 6, 2020 and all departments have a plan of action on file at this time of COVID -19. Administrator Heilman suggested to hold off on committee meetings at this point in time and put items through Common Council or Committee of the Whole.

UNFINISHED BUSINESS
Plan Commission: Certified Survey Map: W5171 County Rd A in the Town of Sugar Creek.
Motion (Boggs/Dunwiddie) to approve the documents dated March 12, 2020. Roll call vote: Boggs, yes; Dunwiddie, yes; McClory, yes; Myrin, yes; Young, yes; Shiroda, yes. Motion carried.

NEW BUSINESS
Amending Family Medical Leave Act (FMLA) Policy
Administrator Heilman went over the changes required by the federal government because of COVID -19. There are items which need to be incorporated in the FMLA Policy until the end of 2020.
Motion (Dunwiddie/Boggs) to approve the changes to the FMLA Policy. Roll call vote: Dunwiddie, yes; Boggs, yes; Young, yes; Shiroda, yes; Myrin, yes; McClory, yes. Motion carried.

Resolution No. 20-04 Emergency Responder Exemption
Motion (Myrin/Young) to approve Resolution No. 20-04 Emergency Responder Exemption. Roll call vote: Myrin, yes; Young, yes; McClory, yes; Dunwiddie, yes; Boggs, yes; Shiroda, yes. Motion carried.
Contract for Code Enforcement with Markley Municipal Services, LLC
Administrator Heilman stated Markley will be working with the building inspector to provide code enforcement in the City of Elkhorn.
Motion (Myrin/Shiroda) to approve the contract for code enforcement with Markley Municipal Services LLC. Roll call vote: Myrin, yes; Shiroda, yes; Boggs, yes; Dunwiddie, yes; McClory, yes; Young, yes. Motion carried.

Amending Revolving Loan Fund Agreement for Adams Electric
Administrator Heilman went over the loan the City has with Adams Electric. Adams Electric has asked for a 6 month deferral of interest and principal payments.
Motion (Shiroda/Young) to approve amending the revolving loan fund agreement for Adams Electric. Roll call vote: Shiroda, yes; Young, yes; Myrin, yes; McClory, yes; Dunwiddie, yes; Boggs, yes. Motion carried.

Department of Public Works update on the compost drop off site
Public Works Manager Matthew Lindstrom informed the Council the site is now open 7 days a week 8:00 a.m. – 8:00 p.m. daily. Brush collection throughout the City begins tomorrow April 7, 2020.

Police Department Exempt Employee Overtime
Motion (McClory/Young) to approve the extension of the exempt employee overtime until the end of 2020. Roll call vote: McClory, yes; Young, yes; Dunwiddie, yes; Boggs, yes; Shiroda, yes; Myrin, yes. Motion carried.

ADJOURN
Motion (Dunwiddie/Boggs) to adjourn at 5:57 p.m. Voice vote, all approved, motion carried.

Lacey L. Reynolds
City Clerk

*These minutes are not official until approved by the Governing Body*
City of Elkhorn
Employee Benefit Plan
Plan Amendment
Signature Page

REVISION DATE: March 1, 2020

ACCEPTED AND APPROVED:

In witness whereof, this document is executed at:

City of Elkhorn 9 South Broad St., Elkhorn, WI 53121
Company Name Street City/State

On this ______________ day of ______________________ 2020

Accepted By:

_________________________ Date
Signature

Printed:

_________________________

On Behalf Of:

City of Elkhorn, Wisconsin
Employer

All changes as stated in the attached will be incorporated into the existing Plan Document as of the date stated above.
Plan Amendment

City of Elkhorn
Employee Benefit Plan

The above referenced Plan is hereby amended as a result of the Covid-19 Pandemic. The following provisions of the plan will be administered in the following manner:

1. COVID-19 testing as prescribed by a medical professional will be treated the same as any other illness and a $30.00 Office Visit co-payment will apply.
2. Telemedicine visits related to COVID-19 symptoms will be covered the same as any other illness and a $30.00 Office Visit co-payment will apply if there is a charge for such service.
3. Refill limitation on maintenance medications are removed to allow up to a maximum 90 day supply.
4. An approved leave of absence due to COVID-19 will allow Plan Participants to remain on the health plan for up to 90 days provided premiums are paid. At the end of the 90 day period should the employee not return to work the standard continuation of coverage provisions stated in the plan will apply.

Effective Date: March 1, 2020
COMMON COUNCIL MEMO

Meeting Date:  April 21, 2020
Agenda Item: All
Report Prepared By: City Administrator

This is the annual re-organization meeting for the Common Council to set its roster for the April, 2020 to April, 2021 time frame. Bruce Lechner will be sworn in as Mayor and 3 incumbent Alderman will retain their seats; Scott McClory, Karel Young and Ron Dunwiddie.

The City Attorney will be appointed and the Common Council members can nominate other Common Council members to serve as Council President for this one year term. The suggested method is for a nomination and second to place a specified Council member up for the office, this can continue with additional members until a motion/second is made to end nominations and a majority vote is achieved. If the ending of nominations is approved a vote can be taken for each member until one of the nominations receives a majority vote. The Council Committees, Boards, Commissions & Liaisons will be appointed by the Mayor at the May 4, 2020 Common Council meeting.

We try to limit Council action items at the re-organization meeting, but a couple of things did pop up that need attention. The first item is an amendment (attached) to our health care plan to address our response to Covid-19 health issues. We will be handling Covid-19 health claims with the same procedures as all other health claims. We continue the $30.00 co-pay for office visits and deductibles and co-insurance apply to procedures and hospital stays. The only item that changes is we will allow plan participants to get up to a 90 day supply of prescription drugs, versus the present limit of 30 days.

The second item is allowing employees, for this year only, to carryover an additional 24 hrs. of unused Paid Time Off (PTO). Employees have had to cancel some vacations and there are not many, if any, vacation uses at this time. I am also thankful that employees have restrained from using their available time, because this has been an all hands on deck operation for the last few weeks. The 24 hr. carryover would only be allowed if employees first put 24 hrs. into their Medical Leave Bank (MLB) and the additional 24 hrs. would have to be used before the employee’s next anniversary date.