
COMMON COUNCIL MEETING
August 5, 2013
CITY OF ELKHORN
COUNCIL CHAMBERS, 9 S. BROAD ST., ELKHORN, WI 53121

The Common Council meeting was called to order at 5:30 p.m. in the Council Chambers followed by the Pledge of Allegiance, followed by Roll Call.

ROLL CALL

Present: Mayor Howie Reynolds, Aldermen Brian Olson, Jim D'Alessandro, Scott McClory, Gary Payson, Sr.

Others present: Administrator Tapson, Attorney Ward Phillips, City Clerk Darlene Igl, Police Chief Joel Christensen, Finance Director Mary Hinske, Electric Utility Director John Murphy, Fire Chief Rod Smith, DPW Director Terry Weter, Rec Director Wendy Ard, Library Director Lisa Selje, Attorney Swatek, Attorney Leibsle

PUBLIC COMMENT

No public comment.

CONSENT AGENDA

Motion (Olson/McClory) to approve the minutes of the July 15, 2013 Common Council meeting and the July 22, 2013 Special Council meeting. Motion carried.

REPORT OF CITY OFFICERS

Mayor's Report

No report.

City Administrator's Report

Administrator Tapson stated that the City had received notification from the DNR that the Emerald Ash Borer was confirmed at Sunset Park. He recommended that the Municipal Services Committee discuss the plan for managing EAB that had been presented by Wachtel Tree Science.

Administrator Tapson also stated that a preliminary estimate of the City's equalized value was received and the decrease in value is lower than previous years.

COMMITTEE REPORTS

Finance & Judicial

Alderman McClory stated that the Committee had agreed to creation of a capital spending ordinance with a threshold of \$4M to include language to allow for spending over the threshold in the case of an emergency. Draft language will be reviewed at a future Committee meeting.

The 2014 budget process was discussed including review of the Chamber's budget.

Municipal Services

Alderman Payson Stated that the Committee had rejected bids for the Market Street sidewalk improvements as the only bid received was substantially over the estimated and budgeted cost for the project. The project will be rebid with alternates.

Additionally, representative of Stantec provided a presentation on the I & I Program.

Human Resources

Alderman Olson reported that the Committee reviewed City Hall office staffing including position descriptions for the Accounting Technician/Deputy Clerk-Treasurer position and a new Customer Accounts Clerk – Utilities position. The Committee recommended that the new position be staffed at the pay rate proposed of \$14.21 - \$16.98 and that the Accounting Technician/Deputy Clerk-Treasurer receive a 3.5% wage increase based on the additional duties assigned. Motion (Olson/D'Alessandro) to approve the new Customer Account Clerk-Utilities position and authorize advertising for the position. Motion carried. Motion (Olson/McClory) to approve a wage increase of 3.5% for the Accounting Technician/Deputy Clerk-Treasurer position based on expanded duties assigned. Motion carried.

The Committee had also reviewed position descriptions for the Public Works department

Legislative & Regulatory

Alderman Payson stated that the Committee had recommended for approval a Class “B” Beer/”Class B” liquor license for El Pueblito, LLC., dba El Pueblito, Agent Kyle Morris, 56 N. Market Street. Motion (Payson/Olson) to approve the liquor license as recommended. Motion carried.

Alderman Olson provided additional material for consideration relating to the draft sex offender residency restriction ordinance. It was agreed that this item will be listed on the August 22 agenda.

NEW BUSINESS

Ordinance No. 13-7: An Ordinance to Rezone a Property Located within the City of Elkhorn Extra Territorial Zoning Boundaries: 5694 Marsh Road

Motion (Olson/Payson) to waive the second reading. Motion carried. Motion (Olson/Payson) to adopt Ordinance No. 13-07. Motion carried.

Conditional Use Permit 13-03: St. Patrick’s Parish, 107 W. Walworth Street

Motion (Payson/Olson) to approve Conditional Use Permit 13-03 for St. Patrick’s Parish. Motion carried.

Discussion: Consideration of City Hall Office Arrangement Options

Alderman Olson stated that he had toured City Hall as well as the DPW facility. Based on space identified at the DPW facility, Alderman Olson recommended that DPW Director Weter, DPW Secretary McKinney and the Building/Zoning office be relocated to the DPW facility. Alderman Olson stated that this would allow for the creation of an administration area of City Hall. It was stated that the new phone system should be in place in approximately 4 to 5 weeks. After discussion, it was the concensus of the Council that this concept be reviewed further by the Municipal Services Committee.

Sunset Pool: Steps Necessary Prior to Referendum

Proposed referendum language was read by Attorney Phillips. Motion (D'Alessandro/Payson) to approve the referendum language as read with “or remodeled” stricken. Motion carried.

Services available from Burbach Aquatics, Inc. were discussed. It was discussed that concepts for the pool may be created and provided to the public. It was agreed that this would be further discussed by the Municipal Services Committee.

Consider Approval ETZ CSM: Reu Revocable Trust, 5694 Marsh Road

Motion (Payson/Olson) to approve an ETZ CSM for Reu Revocable Trust, 5694 Marsh Road. Motion carried.

Discussion: Video/Sound System Council Chambers

It was discussed that the video equipment currently being used to record Council meetings may be inadequate as the sound and picture quality is poor. Citizens attending Council meetings previously have also commented that they are unable to hear the discussions. It was asked that video equipment and a sound system for the Council Chambers be investigated and that bids be submitted as a part of the 2014 budget process.

Accounts Receivable Write-Off Policy

Finance Director Hinske recommended that Council establish a dollar value threshold for accounts receivable write-offs requiring Council review. After discussion, motion (Olson/Payson) to authorize accounts receivable under \$2,500 be written off as needed on an annual basis with the approval of the Finance Director. Motion carried.

PUBLIC COMMENT

No public comment.

ADJOURN

Motion (Olson/D'Alessandro) to adjourn at 6:45 p.m.

Darlene Igl
City Clerk