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**COMMON COUNCIL MEETING**  
**October 21, 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 Boardman, Jim D'Alessandro, Scott McClory, Hoss Rehberg, Gary Payson, Sr.

Others present: Administrator Tapson, Attorney Randy Leece, 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, Chris Clapper, Sergeant Malvitz, City Engineer Gary Welsh. Dave Fladten, Dick DeHaan, Jim Taylor, Tyler Lamb.

**PUBLIC COMMENT**

No public comment.

**CONSENT AGENDA**

Motion (Payson/Boardman) to approve the minutes of the September 3, 2013 Common Council meeting, a temporary Class "B"/"Class B" Retailer's License for VIP Services Ultimate Indoor Tailgate Parte on October 13<sup>th</sup> and a temporary Class "B"/"Class B" Retailer's License for Friends of the Matheson Memorial Library Trick or Trivia Night on October 26. Motion carried.

**BILLS PAYABLE**

Motion (Olson/Payson) to approve the City and Utility Bills in the amount of \$2,642,825.950 (Check number 92040-92349). Roll call vote: Olson, yes; Boardman, yes; D'Alessandro, yes; McClory, yes; Rehberg, yes; Payson, yes. Motion carried.

**REPORT OF CITY OFFICERS**

*Mayor's Report*

No report.

*City Administrator's Report*

Administrator Tapson stated that Mike Early has tendered his resignation. An internal promotion will be on the next agenda for consideration.

It was stated that correspondence had been received Dec. 28, 2012 from Freedom From Religion stating an objection to the nativity scene placed in the square. Administrator Tapson stated that the City would need to seek a permit from the County for placement of the nativity scene. Motion (Boardman/Payson) to authorize staff to apply for permit from Walworth County to display the nativity scene in the square. Attorney Leece stated that he will provide an opinion on this matter.

**LIAISON REPORTS**

Historic Preservation – no report  
Fire Advisory Board – meeting next week  
Library Board – event scheduled for October 26  
Chamber – Oktoberfest event held  
Elkhorn Business Alliance – meeting Thurs. morning  
Police & Fire Commission – no report  
Recreation Advisory Board – Sat. event

## **COMMITTEE REPORTS**

### ***Municipal Services & Utilities***

Alderman Payson stated that the Committee had discussed property maintenance enforcement. The process currently in place was reviewed with includes the Police Department addressing any level 1 issues and submitting level 2 and 3 issues to the Building Inspector. It was requested that inspection reports be circulated to the Council on a regular basis for review.

There was an update on the possibility of using electro magnetic induction to conduct sub surface exploration of Sunset Park however it was determined that this technology would not provide the information required.

### ***Legislative & Regulatory***

Alderman Payson stated that an application for a Class “B”/”Class B” liquor license had been reviewed and recommended for approval. Motion (Payson/Olson) to approve a Class “B”/”Class B” liquor license for Sports Page Barr, Inc., dba Sports Page, Agent Betty J. Barr, 29 ½ S. Wisconsin Street. Motion carried. D’Alessandro abstained.

## **NEW BUSINESS**

### ***Resolution 13-13: A Resolution Authorizing the Disposal of Surplus Property***

Motion (McClory/Payson) to adopt Resolution 13-13. Motion carried.

### ***Police Dept. Portable Radios***

Chief Christensen stated that the radios purchased in 2012 do not have the priority scan feature in the analog setting. He stated that failure to have this feature is a safety issue. Baycom has offered to provide a full refund for the radios purchased and to purchase new radios for an additional cost of \$7,956. Motion (Payson/McClory) to authorize the return of the radios currently in use and to purchase the suggested radios for an additional cost of \$7,956. Roll call vote: Olson, yes; Boardman, yes; D’Alessandro, yes; McClory, yes; Rehberg, yes; Payson, yes. Motion carried.

### ***Consider Holton Manor CSM***

Motion (Boardman/Olson) to approve the CSM for Holton Manor contingent on final documents being prepared and reviewed by the City Administrator and City Attorney. Roll call vote: Olson, yes; Boardman, yes; D’Alessandro, yes; McClory, yes; Rehberg, yes; Payson, yes. Motion carried.

### ***Police Dept. Wireless Router***

Chief Christensen stated that a TIME system audit had been conducted at the Police Department by the Crime Information Bureau of the WI Department of Justice. The audit revealed that the Police Department is out of compliance with the TIME system security policies. It has been determined that the most cost effective solution to come into compliance with those policies was to purchase wireless routers that would allow the squad laptop computers to connect to the PD’s server and modify the active directory. Motion (Olson/Boardman) to authorize a

budget adjustment in the amount of \$3,444.54 and accept a quote from Heartland Business Systems to purchase the necessary materials and perform the work specified. Roll call vote: Olson, yes; Boardman, yes; D'Alessandro, yes; McClory, yes; Rehberg, yes; Payson, yes. Motion carried.

#### **2014 BUDGET WORKSHOP**

Chief Smith stated that the proposed 2014 Fire Department budget includes replacement of firefighter turnout gear, a scheduled vehicle replacement of a pumper tanker engine and the purchase of a power cot for patient care purposes. The proposed budget also includes a proposal for EMS staffing which was discussed. It was stated that outsourcing of EMS billing has increased collections 15 – 20%. Administrator Tapson suggested that implementing the EMS staffing proposal could be considered as a first step in a pilot program which could be evaluated after a year. It was stressed that the future of EMS services be discussed in 2014. It was requested that the Fire Chief prepare a three, five and ten year plan for providing EMS services.

Chief Christensen stated that the proposed 2014 Police Department budget includes replacement of the in-car squad video system and reprogramming of mobile, portable and dispatch console radio communication equipment as the Walworth County Sheriff's Office is expected to implement a new municipal radio frequency. A presentation was provided by Chief Christensen which included a budget overview, per capita spending, 2012 violent crime and property crime date and clearance rates. Staffing levels were discussed and it was stated that there is a vacancy due to the promotion of of the Lieutenant. It was stated that staffing is being evaluated and that a patrol officer may be hired in 2014 rather than filling the lieutenant position.

#### **PUBLIC COMMENT**

No public comment.

#### **ADJOURN**

Motion (Olson/Payson) to adjourn at 6:45 p.m.

Darlene Igl  
City Clerk