
**CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
March 16, 2015
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 Brian Olson, Aldermen Gary Payson, Sr., Hoss Rehberg, Gregory Huss, James D'Alessandro, Scott McClory, Tom Myrin.

Others present: City Administrator Sam Tapson, Attorney Ward Phillips, Finance Director James Heilman, City Clerk Cairie Virrueta, Police Chief Joel Christensen, Utility Director John Murphy, Fire Chief Rod Smith, DPW Operations Manager Martin Nuss, City Engineer Paul VanHenkelum, Kellen Olshefski, other interested persons.

PUBLIC COMMENT

Kristine Drettwan spoke regarding her running for Circuit Court Judge for the upcoming election.

CONSENT AGENDA

Motion (Payson/Huss) to approve the minutes of the March 2, 2015 Common Council meeting and a Bartender Operator's License for Robert L. Johnson. Motion carried.

BILLS PAYABLE

Motion (Payson/Huss) to approve the City and Utility Bills in the amount of \$5,539,539.62 (Check numbers 96950-97172). Roll call vote: Payson, yes; Rehberg, yes; Huss, yes; D'Alessandro, yes; McClory, yes; Myrin, yes. Motion carried.

REPORT OF CITY OFFICERS

Mayor's Report

Mayor Olson recommended that staff be instructed to have the City become a member of the Elkhorn Area Chamber of Commerce and the Rotary Club of Elkhorn. **Motion (Payson/McClory) to join the Elkhorn Area Chamber of Commerce and the Rotary Club of Elkhorn and to send a staff member to meetings. Roll call vote: Payson, yes; Rehberg, yes; Huss, yes; D'Alessandro, yes; McClory, yes; Myrin, yes. Motion carried.**

City Administrator's Report

None.

Finance Director's Report

None.

LIAISON REPORTS

Chamber – Alderman Myrin said that the chamber met last week. There is a golf outing on May 20th; they are forming a subcommittee to look at dues; the Chamber worked at the Milwaukee Golf Show and handed out 600 bags; the Chamber will be attending the Governor's Conference Recreation Advisory Board – There is a meeting on Wednesday at 5:30 p.m.

COMMITTEE REPORTS

Public Safety

The Committee met to discuss Fire and EMS staffing. The new full-time EMS staff has been working well, however, fire call response and the firefighter pool has declined. Some of the ideas discussed were cross

training City employees, on-call firefighters and creating a county wide program. The City is looking at joining other municipalities in creating a task force to explore solutions. Discussion will continue.

Municipal Services and Utilities

Alderman Payson said the committee discussed the NE Water Treatment Plant with most council members in attendance. There are ongoing issues with Centralia, including weekly plugs. The costs to keep Centralia online for the next 24 months will be discussed at a future meeting.

The pool parking lot construction will go to bid on April 1, with a bid opening of April 14. The engineer will have the information for the Common Council meeting on April 6. Engineer VanHenkelum said the bid has two alternates, adding to the north parking lot and adding a driveway from Walworth Street. DPW Manager Nuss will forward the information to the council once he receives it.

The committee discussed the City's property maintenance code. Alderman Payson agreed that the three levels of action should be treated equally. Administrator Tapson said he made adjustments to the suggested ordinance and administration enforcement guideline and shared them with the Mayor and Zoning Administrator based on the committee comments. He will be sending them out.

Financial and Judicial

The committee met before the council meeting on a proposal from ICI for business park marketing services. The contract with NAI/MLG expired February 28 and ICI proposes to engage the City at \$600 month for the next eight months in marketing the business park. The contract can be ended at any time with a 30 day notice. It is an opportunity for the City to "stay in the game." After 90 days, Stu Rosenberg from ICI will report back to the committee or council an update on work done and contacts made. **Motion (McClory/D'Alessandro) to allow staff to engage ICI for eight months at \$600 a month for business park marketing.** Administrator Tapson said he and the City Attorney are creating a contract for the services. **Roll call vote: Payson, yes; Rehberg, yes; Huss, yes; D'Alessandro, yes; McClory, yes; Myrin, yes. Motion carried.**

Sunset Pool application for payment #7 was submitted to the committee for work done through February 28. The payment is under New Business.

The committee has ongoing discussion regarding a designated tourism entity. The existing Chamber would be the designated entity and would get 70% of the tourism funds with 40% for the chamber and the remainder for other entities for tourism related activities. The Chamber is going to look at their budget to determine if the 40/60 amount would be OK. This won't start until 2016.

Human Resources

Alderman D'Alessandro said the committee decided to keep the current self-insured health plan and reapply in September for the State Health Plan. Finance Director Heilman said the current State plan would include an excessive surcharge that the City would have to pay for 24 months, costing an additional \$400,000, approximately. The City will reevaluate applying in September.

NEW BUSINESS

Mayor Olson moved two items under New Business forward.

Motion (Payson/McClory) to approve Resolution No. 15-05: Financial Management Policy and Standards of Performance. Roll call vote: Payson, yes; Rehberg, yes; Huss, yes; D'Alessandro, no; McClory, yes; Myrin, yes. Motion carried.

Motion (Payson/McClory) to approve Sunset Pool Application for Payment #7. Roll call vote: Payson, yes; Rehberg, yes; Huss, yes; D'Alessandro, yes; McClory, yes; Myrin, yes. Motion carried.

Ann from Springsted handed out paperwork regarding a classification and compensation study they conducted for the City in 2014. She said the City of Elkhorn has an established pay philosophy, which 90% of municipalities do not have. The study was done in conjunction with Lake Geneva and Delavan to save on costs. She said they had some difficulties getting municipalities to respond to the survey's they sent out. 42 positions were looked at and they used 65th percentile of market. Not every position has a market comparison. Springsted uses an established system called SAFE. This system has been tested in federal

court. Five different pay plans were used. Alderman D'Alessandro said that amounts were included for those paid below the recommended, but not for those paid over the recommended range of pay. Ann said she would get those amounts. Administrator Tapson pointed out that the Management pay plan should show four employees as being paid below the range, not one as shown in the paperwork. Administrator Tapson said that annual updates can be exhausting and asked Ann what frequency she recommended. She recommended doing a study every 3-7 years. Fringe benefits were not included in the study and Administrator Tapson asked how the City compared. Three other communities use PTO. Ann said the self-insured insurance is paid at 100% which is a benefit most others are not offering. She said others on the average pay 92%.

ADJOURN

Motion (McClory/Rehberg) to adjourn at 6:58 p.m.

Cairie L. Virrueta
City Clerk

Approved 04/06/15