

**CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
April 19, 2016
COUNCIL CHAMBERS, 9 S. BROAD ST., ELKHORN, WI 53121**

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

ROLL CALL

Present: Aldermen Michael Kluck, Hoss Rehberg, Bruce Lechner, Gregory Huss, Scott McClory, Tom Myrin (absent: Mayor Brian Olson).

Others present: Howie Reynolds, Cathy Bensaïd, 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, Library Director Lisa Selje, City Engineer Paul VanHenkelum, Reporter Kellen Olshefski, and other interested persons.

CONSENT AGENDA

Motion (Rehberg/Huss) to approve the minutes of the April 4, 2016 Common Council meeting and a Temporary Fermented Malt Beverage and Wine License for the Elkhorn Area Chamber of Commerce's Oktoberfest on October 15, 2016. Voice vote; motion carried.

BILLS PAYABLE

Motion (Huss/Rehberg) to approve the City and Utility Bills in the amount of \$2,067,807.54 (Check numbers 15000-150239). Alderman Rehberg asked about names on page 23; Finance Director Heilman said they are regarding Municipal Court bills. He said the court doesn't need a separate checking account for better accountability and that will be rectified in the next few weeks. **Roll call vote: Kluck, yes; Rehberg, yes; Huss, yes; Lechner, yes; McClory, yes; Myrin, yes. Voice vote; motion carried.**

REPORT OF CITY OFFICERS

Mayor's Report

Council President McClory read a statement from Mayor Olson.

City Administrator's Report

Administrator Tapson said all paperwork has been filed with the DNR for the Safe Drinking Water Loan and the closing is on schedule for June. The bids for the Water Utility refinancing are due tomorrow and if a bid meets the parameters it will be authorized. A response regarding the waiver for the addition to the Koopman Lane facility hasn't been received yet.

LIAISON REPORTS

Chamber – Alderman Myrin said new members were welcomed; the Chamber is working with the EEDA on the Open Doors event and the new guide will be available April 25.

COMMITTEE REPORTS

Finance and Judicial

Angus Young Architecture Agreement for Addition to Koopman Lane Facility

Alderman McClory said that the committee recommended Angus Young as the Utility Director explained that Alliant has 2/3 vote in the condo agreement and they highly recommended this engineer. **Motion (McClory/Kluck) to engage Angus Young Architecture for the Koopman Lane addition in an amount not to exceed \$40,000. Roll call vote: Huss, yes; McClory, yes; Lechner, yes; Rehberg, yes; Kluck, yes; Myrin, yes. Motion carried.**

Police Department Vehicle Replacement Request

Alderman McClory pointed out that no decision was made at the committee level except to have it discussed at the council meeting; the newspaper had an article stating that the committee approved the purchase but it did not. The City has a 2003 Impala used by employees for City related travel with an oil leak that makes it non-drivable. It would cost \$1,008 to repair. The Police Chief made a request to fast

forward the replacement of the Chief's car from 2017 to now. Then the Chief's car will be used for training. Alderman Myrin doesn't see the need to spend \$28,000 right now even if the funds are available especially if it isn't used more than 6,000 miles a year. Police Chief Christensen said he delayed the purchase of his new car as the 2003 was still operational. Alderman Myrin said he got another quote for the repairs and it is hundreds less. Motion made by Alderman Myrin to repair the 2003 Impala sending out an RFP for the repairs. No second, motion failed. Alderman Rehberg asked if the \$28,000 is the total cost for the new vehicle; the Chief said it is. **Motion (McClory/Huss) to approve budget adjustment of \$28,000 for the purchase of a new car for the Police Chief to get two vehicles on the road and trade in the 2003 Impala.** Alderman Rehberg asked if it would be better financially to pay employee's mileage instead. Administrator Tapson said the bigger issue is people in their personal vehicles while doing City business, there is a liability factor. He said the City's vehicle replacement cycle should be reviewed to see if it appropriate. Currently the PD uses 5 years where most use 3 years and administrative vehicles are at 10 years. He recommended against an RFP for a single repair, but to create an RFP for mechanic services along with an hourly rate for repair calls, which is what the City currently uses. Alderman Rehberg said with the motion will the purchase of the new car be bid out? Chief Christensen said the bid process will be used with the state contract and sent to a list of dealers who bid state jobs. **Roll call vote: Huss, yes; McClory, yes; Lechner, yes; Rehberg, no; Kluck, yes; Myrin, no. Motion carried.**

Human Resources

Revised Employee Personnel Policy Manual

The Resolution is under New Business.

PTO Donation Bank Modification

Administrator Tapson said the committee didn't make a decision on modifying the PTO Bank to include unused MLB hours from employees who leave the City. Currently the bank only had one employee contribute hours as his personal MLB is maxed out and he had unused PTO hours. The committee had questions which will be addressed at a future meeting. Alderman Myrin would like to see a tiered model; Administrator Tapson said it will be indexed to time and grade.

DPW Manager Vacancy Recommendation

Alderman Myrin said the committee recommended moving forward. **Motion (Myrin/Lechner) to hire a DPW Manager with Administrator Tapson creating the necessary paperwork. Voice vote; motion carried.**

NEW BUSINESS

Resolution No. 16-09 A Resolution to Amend Personnel Policies and Procedures Manual

Motion (Rehberg/Myrin) to approve Resolution No. 16-09. Roll call vote: Huss, yes; McClory, yes; Lechner, yes; Rehberg, yes; Kluck, yes; Myrin, yes. Motion carried.

MOTION TO ADJOURN SINE DIE

Motion (Rehberg/Huss) to adjourn sine die. Voice vote; motion carried. The Council adjourned at 6:02 p.m.

RECONVENE NEW COUNCIL

City Attorney Phillips gave the oath of office to Aldermen Scott McClory, Bruce Lechner and Cathy Bensaid. He then gave the oath of office to Mayor Howie Reynolds.

COUNCIL REORGANIZATION

Election: Council President

Motion (McClory/Lechner) to nominate Hoss Rehberg for Council President. No other nominations. Motion (McClory/Bensaid) to close nominations. Voice vote; motion carried; Alderman Rehberg is Council President.

Official City Newspaper

Motion (Kluck/Rehberg) to approve the Elkhorn Independent as the official City newspaper. Voice vote; motion carried.

Resolution No. 16-08: Designating Depositories and Authorizing Withdrawal of City Monies

Motion (Rehberg/Lechner) to approve Resolution No. 16-08. Voice vote; motion carried.

MAYORAL APPOINTMENTS

City Attorney: Ward Phillips

Motion (Kluck/Rehberg) to approve Ward Phillips at City Attorney. Voice vote; motion carried.

Council Committees

Financial & Judicial: Scott McClory, Chair, Hoss Rehberg, Tom Myrin

Municipal Services & Utilities: Michael Kluck, Chair, Hoss Rehberg, Cathy Bensaid

Public Safety: Bruce Lechner, Chair, Michael Kluck, Cathy Bensaid

Human Resources: Tom Myrin, Chair, Bruce Lechner, Scott McClory

Legislative & Regulatory: Hoss Rehberg, Chair, Bruce Lechner, Cathy Bensaid

Motion (Rehberg/Kluck) to approve Council committee appointments. Voice vote; motion carried.

2016 Board of Review: Howie Reynolds, Michael Kluck, Hoss Rehberg, Tom Myrin, Cairie Virrueta

Appointments to the Board of Review are specified in the City Ordinance and State Statutes. The meeting is planned for May 18th. Motion (Rehberg/Myrin) to approve the Board of Review for 2016. Voice vote; motion carried.

PUBLIC COMMENTS

None.

Administrator Tapson said the League is offering a series of introductory seminars for new government officials the end of April and the information is on their website. The City is also planning on doing something similar in the next two weeks. Discussed will be Open Records, Open Meetings and Ethics and other items. It would be a meeting independent of a Council meeting. The Council manuals are being updated. He will keep everyone updated.

Mayor Reynolds thanked everyone for electing him and wanted everyone to know that all are equal and will work as one.

ADJOURN

Motion (Rehberg/Lechner) to adjourn at 6:13 p.m.

Cairie L. Virrueta
City Clerk

Approved 05/02/16