

---

**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
July 18, 2016  
COUNCIL CHAMBERS, 9 S. BROAD ST., ELKHORN, WI 53121**

The Common Council meeting was called to order by Mayor Reynolds 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 Michael Kluck, Hoss Rehberg, Bruce Lechner, Cathy Bensaïd, 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, Fire Chief Rod Smith, DPW Manager Neal Kolb, City Engineer Paul VanHenkelum, James Duquette, Derek D'Auria, Gary Wallem, Chris Clapper, other interested persons.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Motion (Rehberg/Lechner) to approve the minutes of the June 20, 2016 Common Council and July 11, 2016 Committee of the Whole Meetings, and a Temporary Class "B" Beer License for St. Patrick's Parish at St. Patrick's School on July 30, 2016. Alderman Bensaïd asked that a correction to the C.O.W. minutes be made regarding her comment on the Fire Station. City Clerk Virrueta will ask McKinney to correct her minutes. Voice vote, all approved, motion carried.

**BILLS PAYABLE**

Motion (McClory/Rehberg) to approve the City and Utility Bills in the amount of \$2,003,090.44 (Check number 151020-151319). Council members asked questions about various items. Roll call vote: Kluck, yes; Rehberg, yes; Bensaïd, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.

**REPORT OF CITY OFFICERS**

**Mayor's Report**

Cathy Anderson spoke regarding getting youth involved in local government. Most of these programs work with the YMCA or UW-Extension and she is unsure who the facilitator would be at this time. The youth would participate in meetings and "vote" first and their vote recorded in the minutes. The first meeting he/she would attend would be in January. Administrator Tapson recommended the City Clerk and Finance Director work on it and bring it back to the Council. The program provides 1 or 2 students who are Juniors or Seniors who attend meetings. This will come back to the next Council meeting.

James Duquette from the EEDA gave the quarterly report. The responses to a survey sent said a focus on the downtown is a priority. The EEDA engaged Redevelopment Resources to help them focus on the downtown, especially Wisconsin and Walworth Streets. The Downtown Open House in May had a good turnout.

**City Administrator's Report**

The City received assessed value reports and they show growth in construction and overall. The study on the City's sign ordinance should be completed in a couple of weeks.

**COMMITTEE REPORTS**

**Municipal Services and Utilities**

***Authorizing of Kapur & Associates for RFPs for Crack Sealing of Streets Listed on the 2016 Street Repair Program***

**Motion (Kluck/Rehberg) to authorize Kapur & Associates to get proposals for crack sealing for streets listed on the City of Elkhorn 2016 Street Repair Program. Voice vote; all approved; motion carried.**

***Recommendation to Approve Land Transfer for \$1.00 to DeHaan RV Center***

Alderman Kluck said he would like to send this back for more discussion. **Motion (Kluck/Rehberg) to bring back to committee to do due diligence. Voice vote; motion carried.**

***Discussion of Landscape Donation for E. Walworth Median from Gary Wallem***

Wallem approached the City as he wants to 'adopt' the E. Walworth median between Washington and Jackson Streets. He will add landscaping to include bushes and trees and will maintain it. He will pay for all costs associated with the landscaping. The Chamber and Lions Club put flowers on the median. Wallem said the median looks like a mistake as the pull over lanes are no longer needed and he will water the plantings. Alderman Rehberg would like a simple drawing created and as long as the DPW Manager approves it, he supports it and he appreciated the offer. Administrator Tapson said there were no issues with plowing or vision. The City will pay for the plantings and Wallem will reimburse the City. **Motion (Rehberg/Kluck) to approve the offer by Gary Wallem for E. Walworth median plantings, contingent on Wallem meeting with DPW Manager Kolb to determine the plan. Voice vote; motion carried.**

**Financial and Judicial**

***Water Utility Rate Case Filing: Engagement of Consultant***

Alderman McClory said this study is needed and another community did the same study recently and it cost them \$12,000. **Motion (McClory/Rehberg) to engage Ehlers to do a City Water Rate Study, not to exceed \$9,500. Roll call vote: Bensaid, yes; McClory, yes; Lechner, yes; Rehberg, yes; Kluck, yes; Myrin, yes. Motion carried.**

***Discussion on Disposition of City Surplus Property and Bicycles***

Alderman McClory said there is the potential for the City to change the ordinances to allow donation of bicycles. Administrator Tapson said the statutes allow for the change. This will be discussed at next Finance meeting.

**UNFINISHED BUSINESS**

***Wolf Paving Company Inc. Final Pay Request for Proctor Drive Resurfacing Project***

City Engineer VanHenkelum said there is no retainage and this project came in under bid. **Motion (Rehberg/Lechner) to approve the payment to Wolf Paving Company Inc for \$160,269.53. Roll call vote: Bensaid, yes; McClory, yes; Lechner, yes; Rehberg, yes; Kluck, yes; Myrin, yes. Motion carried.**

**PLAN COMMISSION**

***Recommendation to Approve CMD Partners 2 Lot Consolidation of CSM***

Mayor Reynolds said this was brought to the Council recently, and the address was accidentally wrong and this addresses it; the Plan Commission recommended approval. **Motion (Rehberg/McClory) to recommend approval of the Certified Survey Map for a two lot consolidation for CMD Partners. Voice vote; all approved; motion carried.**

***Recommendation to Approve Extra-Territorial Plat CSM for W3250 Loveland Road***

Mayor Reynolds said this changes ordinance regarding divisions with less than 5 acres. **Motion (Rehberg/Lechner) to approve the Extra-territorial Plat Certified Survey Map for W3250 Loveland Road. Voice vote; all approved; motion carried.**

Mayor Reynolds reminded everyone that he would not be at the Council meeting on August 1<sup>st</sup> as he is having surgery and Alderman Rehberg, Council President, will preside over the meeting.

**ADJOURN**

Motion (Rehberg/Bensaid) to adjourn at 6:15 p.m.

Cairie L. Virrueta  
City Clerk

**Approved 08/01/2016**