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**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
August 15, 2016  
COUNCIL CHAMBERS, 9 S. BROAD ST., ELKHORN, WI 53121**

The Common Council meeting was called to order by Council President Rehberg 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, Cathy Bensaid, Scott McClory, Tom Myrin (Absent: Mayor Howie Reynolds)

Others present: City Administrator Sam Tapson, Attorney Ward Phillips, Finance Director James Heilman, City Clerk Cairie Virrueta, Police Captain Jon Anzalone, Fire Chief Rod Smith, Library Director Lisa Selje, DPW Manager Neal Kolb, City Engineer Paul VanHenkelum, Reporter Kellen Olshefski, Cathy Anderson, other interested persons.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Motion (Kluck/Bensaid) to approve the minutes of the August 1, 2016 Common Council meeting. Voice vote, all approved, motion carried.

**BILLS PAYABLE**

Motion (McClory/Lechner) to approve the City and Utility Bills in the amount of \$2,520,549.85 (Check number 151320-151571). Roll call vote: Kluck, yes; Rehberg, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.

**REPORT OF CITY OFFICERS**

**Mayor's Report**

***Discussion on Youth in Government Program***

The Mayor was absent and Council President/Alderman Rehberg asked Finance Director Heilman to speak about this. Finance Director Heilman and City Clerk Virrueta met with Cathy Anderson about the program. After meeting, it was determined by all that space in the Council chambers would not accommodate youth in the program being able to effectively interact in discussion and voting, per the program guidelines. The youth would need to sit in the audience, removing them from being able to actively participate. Also the program has the youth would participate in committee meetings and council meetings. It was suggested to revisit this program in the future, as it was deemed a worthwhile endeavor. Alderman Myrin disagreed and where the youth was sitting shouldn't be an obstacle and the first meetings are mainly listening. Alderman Rehberg asked if what the involvement in the meetings entailed. Eileen Suhm, with the Village of East Troy, said the youth could attend just one council meeting a month. Cathy Anderson said the process begins in September with the youth attending the first meeting in January. She said there should be a swearing in ceremony. **Motion (McClory/Myrin) to participate in the Youth In Government Program.** City Attorney Phillips didn't see any issues with the youth participating and reminded everyone they would not attend closed session meetings. Alderman Rehberg struggled with having the youth vote if they were only attending one meeting a month. **Voice vote; all approved; motion carried.**

**City Administrator's Report**

Administrator Tapson said due to a change in DOR standards, the City's eligibility for ERP was restored for 2017. He said that going forward the City would need to meet new standards for the program.

He said staff will work towards getting meeting packets out on Thursdays. He said there may be times when information comes in late that it may go out on Fridays and council packets may still be Fridays, but Thursdays was the target date.

The fall leaf collection program is being revised based on recommendations from the committee. DPW Manager Kolb and he met with Advanced Disposal and have a plan to share and finalize with the committee.

The waiver for the Koopman Lane project received a low PERF rating and alternate means of financing the project are being explored.

## **COMMITTEE REPORTS**

### **Municipal Services and Utilities**

#### ***Deere Road Drainage Improvements***

Alderman Kluck said Siegler was recommended to do the repairs on Deere Road as their estimate was half of the other estimate. **Motion (Kluck/McClory) to approve the contract with Siegler Excavating for Deere Road terrace drain installation for \$2,106. Roll call vote: Bensaid, yes; McClory, yes; Lechner, yes; Rehberg, yes; Kluck, yes; Myrin, yes. Motion carried.**

#### ***E. Market Street Extension***

The City Engineer provided three options for the street configuration and the committee decided upon a two lane undivided. They also decided on the road being 36' wide with accommodates parking on both sides, and a bike path on the City side of the property. Turn lanes at the schools and Fair entrances are also included. **Motion (Kluck/Myrin) to submit plan to Origer with a two lane undivided road that is 36' wide.** Administrator Tapson asked City Engineer VanHenkelum to provide him with the alignment without all the additional information to send to Origer; he will. **Voice vote; all approved; motion carried.**

#### ***Discussion on DPW Maintenance Facility Roof Repairs***

The DPW garage has severe water leak problems in the roof. DPW Manager Kolb provided three estimates that varied from total replacement to spot repairs. Spot repairs would last the building 10 years. The committee asked Kolb to do an RFP for spot repairs for the roof.

#### ***July 4<sup>th</sup> Fireworks Display Discussion***

The committee discussed the recent fireworks display and it was determined it was a good show for the amount of money spent. It was suggested to add a pause to the show before the finale. Ideas for raising additional funds for the show were discussed and it will be discussed more in the future.

### **Financial and Judicial**

#### ***Preliminary Review of 2017 Budget***

Alderman McClory said the committee discussed the 2017 Budget, including a 2.5% factor for pay increases, the addition of two full-time DPW employees, and the City has been managing debt well and not exceeding 60% of borrowing capacity. If anyone has any questions, comments or suggestions, to let him or Administrator Tapson know. The plan is to have the budget approved the last Monday prior to Thanksgiving.

#### ***City Hall Elevator Repairs***

One of the elevator sensors stopped working and the door doesn't close correctly. Due to the need for the elevators the committee deemed this an emergency situation and asked the DPW Manager to get the repairs on both sensors done as soon as possible. **Motion (McClory/Myrin) to approve repairing both sensors on the City Hall Elevator for \$5,526 by Otis Elevator Repair. Roll call vote: Bensaid, yes; McClory, yes; Lechner, yes; Rehberg, yes; Kluck, yes; Myrin, yes. Motion carried.**

## **PLAN COMMISSION**

***Recommendation to Approve Conditional Use Permit for Centralia St. Storage Located at 801 E. Centralia Street***

Council President Rehberg clarified that the correct name for the business is Centralia Street Property Group. Administrator Tapson said the Plan Commission recommended approval. **Motion (Rehberg/Myrin) to approve the CUP for Centralia Street Property Group at 801 E. Centralia St. Voice vote; all approved; motion carried.**

#### **UNFINISHED BUSINESS**

***Ordinance No. 16-04 An Ordinance to Change Chapter 12.03 Regarding Alcohol Licensing (Second Reading)***

**Motion (Lechner/Bensaid) to approve Ordinance No. 16-04.** Alderman McClory asked about the Cider Only License; City Clerk Virrueta said it is a new license from the State for those with Beer Only Licenses to be able to sell hard cider. **Roll call vote: Bensaid, yes; McClory, yes; Lechner, yes; Rehberg, yes; Kluck, yes; Myrin, yes. Motion carried.**

#### **ADJOURN TO CLOSED SESSION**

Motion (Lechner/Bensaid) to adjourn to closed session pursuant to Wisconsin Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" regarding City/EASD Land Transaction Agreement. Voice vote, all approved; motion carried. Adjourned to closed session at 6:02 p.m.

#### **RECONVENE IN OPEN SESSION**

Reconvened in open session at 6:21 p.m.

#### **ADJOURN**

Motion (Bensaid/Kluck) to adjourn at 6:21 p.m.

Cairie L. Virrueta  
City Clerk

**Approved 9/6/16**