

---

**CITY OF ELKHORN COMMON COUNCIL  
MEETING MINUTES  
October 17, 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, Utility Director John Murphy, DPW Manager Neal Kolb, Library Director Lisa Selje, City Engineer Jason Feucht, Reporter Kellen Olshefski, other interested persons.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**Motion (Bensaïd/Kluck) to approve the minutes of the October 3, 2016 Common Council meeting. Voice vote, all approved, motion carried.**

**BILLS PAYABLE**

**Motion (McClory/Rehberg) to approve the City and Utility Bills in the amount of \$2,470,862.87 (Check numbers 151841-152071).** Alderman Rehberg asked about a bill paid to CSI Media for Rec Dept, it was for referees and umpires; he asked about a fee paid to the Armory, it was a deposit required to use the building for to accommodate the larger turnout for the Presidential election; he asked about the engineering fee paid to Kapur for the parking lot, the City asked for the engineer to evaluate the entire project. **Roll call vote: Kluck, yes; Rehberg, yes; Bensaïd, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.**

**REPORT OF CITY OFFICERS**

**Mayor's Report**

***Additional Election Inspectors for Presidential Election***

The City Clerk submitted additional election inspectors to be appointed. Alderman Rehberg asked about inspectors with the same last name as the City Clerk, they are the children of the City Clerk and also her spouse, as he speaks Spanish. **Motion (Rehberg/Lechner) to approve appointing additional election inspectors as submitted by the City Clerk. Voice vote, all approved, motion carried.**

**City Administrator's Report**

***2017 Budget***

Budget binders were distributed along with the letter of transmittal. Administrator Tapson asked the Council to read through them and bring their discussions to the meeting next week. Discussion sessions were scheduled for each portion of the budget. The budget includes adding two full-time DPW employees and with the surplus from TID3 closing of approximately \$300,000 2/3 will go towards the vehicle replacement fund and 1/3 to the community development fund. Fire/EMS staffing is planned to be implemented in 2018 however it can be managed to move it ahead one year earlier. If the Council wants more specific information, let him know. The Council decided to not hold the meeting on October 31<sup>st</sup> but hold it November 1<sup>st</sup> at 5:30 p.m. instead. Alderman Kluck will be gone November 14<sup>th</sup> and Alderman Lechner will be gone November 21<sup>st</sup>.

**LIAISON REPORTS**

Chamber – Alderman Myrin reported on Chamber events

## COMMITTEE REPORTS

### Human Resources

#### ***Fire Chief Smith Request to Payout Accrued PTO Hours***

Alderman Myrin said the committee just met to discuss Fire Chief Smith's request for payout of accrued PTO hours. Due to the staffing shortage at the Fire Dept Chief Smith said he didn't feel comfortable taking time off and accumulated PTO hours that he could not carry forward. After discussion, the committee decided to allow the Chief to carry forward his hours, but not pay them out. Alderman Myrin said the staffing issues in the Fire/EMS department needed to be looked at.

### Municipal Services and Utilities

#### ***Discussion Regarding Deere Road Drainage Improvements***

Alderman Kluck said the costs to improve drainage at Deere Road were less than expected and DPW Manager Kolb said additional work could be done. The committee decided to keep it as is as the work is not a sure fix.

#### ***Recommendation to Enter into Agreement with EASD Regarding Installation and Maintenance of a Batting Cage at Harris Park***

Captain Anzalone, on behalf of the EAHS, said they were requesting to install a batting cage at Harris Park. It would be for anyone to use and split into two. It will have turf and placed away from the tree line to allow for easy mowing around it. The school and clubs will raise funds for it. DPW will assist with putting up and taking down the net and there was discussion on where to store the net. Alderman Bensaid asked who would be responsible for upkeep; Anzalone said the school or baseball program. Administrator Tapson said the cage would likely fall under recreational immunity. **Motion (Kluck/Bensaid) to approve batting cage at Harris Park with DPW assisting with the next in the Spring and Fall and to include a Memo of Understanding with EASD regarding it.** The MOU will come back for approval. **Voice vote, all approved, motion carried.**

#### ***Discussion Regarding Improvements at Babe Mann Park***

Alderman McClory asked for discussion on improvements at Babe Mann. He was looking for an overall, multi-phase plan. He would like to consider getting rid of concrete, new restrooms/stand, a pier for fishing and swimming. Administrator Tapson said the committee should decide if the use of the park will be passive or active and a plan was created in the past as part of a comprehensive outdoor recreation plan. It is a million dollar plan. Alderman Kluck would like to see the plan and did not want work on the park to be piecemealed. Administrator Tapson said included in the 2017 budget is to look at improvements at Babe Mann in its entirety and recommended involving the Rec Advisory Board. Alderman Rehberg recommended also involving the ski team in the discussions. He felt it could be done in phases and he would like to see it go forward. Rec Director Meyer said the board has discussed ideas for Babe Mann several times and she will add it to the Rec Board meeting agenda. Ken Reynolds said he could make the meeting which is scheduled for the next Wednesday.

### Financial and Judicial

#### ***Discussion Regarding Annual Purchase of Holiday Scene Trees***

Alderman McClory said the committee discussed purchasing live trees to later be planted for the holiday scenes that are set up around town. Alderman Rehberg felt this was a green option to consider rather than buying cut trees that are then shredded. Alderman McClory said the committee asked DPW Manager Kolb to get a cost on live trees and they may try a few this winter.

#### ***Recommendation to Award Contract for DPW Roof Repairs***

The DPW roof is in need of repairs due to large leaks. The lowest responsible bidder is Universal Roofing. **Motion (McClory/Rehberg) to amend the budget to fund \$22,850 payable to Universal Roofing for DPW**

roof repairs. Roll call vote: Kluck, yes; Rehberg, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.

***Recommendation to Approve Agreement for Lift Station Pump Preventative Maintenance***

The DPW Manager recommended entering into an agreement to preventative maintenance of lift station pumps. **Motion (Rehberg/Myrin) to enter into a three year agreement for lift station pump maintenance with Flygt Pumps for \$740 a year, which includes the check valve maintenance. Roll call vote: Kluck, yes; Rehberg, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.**

***Recommendation to Award Contract for Police Department Telephone Services***

The P.D. received prices from TDS and Charter. TDS was lower and also services other City phones. **Motion (Rehberg/Myrin) to approve a 60 month contract with TDS for the Police Department telephone services for \$1,071.75 monthly and an installation cost of about \$590. Roll call vote: Kluck, yes; Rehberg, yes; Bensaid, yes; Lechner, yes; McClory, yes; Myrin, yes. Motion carried.** Police Chief Christensen said their contract falls under the City's Enterprise System which reduces costs all around, but the P.D. will maintain a separate contract.

**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." Voice vote, all approve, motion carried. Adjourned to closed session at 6:01 p.m.

Cairie L. Virrueta  
City Clerk

**Approved 11/7/16**