

CITY OF ELKHORN
Municipal Services and Utilities Committee Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

August 11, 2014

Municipal Services and Utilities Committee was called to order at 4:00 p.m. by Alderman Payson followed by Roll Call.

ROLL CALL

Present: Aldermen Gary Payson, Sr., Hoss Rehberg, Gregory Huss

Also present: Mayor Brian Olson, Alderman Scott McClory, Alderman Tom Myrin, Alderman James D'Alessandro, Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Utility Director John Murphy, Recreation Director Wendy Ard, Public Works Operations Manager Marty Nuss, City Engineer Gary Welsh, and Elkhorn Newspaper Correspondent Kellen Olshefski

ENGINEERING SERVICES: CONSIDERATION OF CURRENT ENGINEERING ARRANGEMENTS AND POSSIBLE CHANGES

City Administrator Sam Tapson asked the committee to consider current engineering services and if a change was needed. Stantec (Gary Welsh) is the designated City Engineer for all general services with the exception of the Water Utility Distribution System. The City engaged Baxter & Woodman to provide these engineering services in response to the 2004 Consent Order and has remained since then. If the committee felt a change was needed, three options were presented: 1) consolidate all engineering services with a single firm; 2) continue the basic services agreement with Stantec and seek a replacement firm for the water system; and 3) retain Stantec for all basic services and hire dedicated engineering services on a project specific basis. Engineer Welsh was asked if it was common practice for engineers to use plans prepared by others. He has seen some firms use parts of a plan, but not take the full plan. Engaging the services of one engineering firm for all engineering services, including water utility would not expedite or save on costs. Utility Director Murphy recommended continuing work with Baxter & Woodman as he has considerable knowledge and background on the City's water utility and past projects. He also recommended Stantec as the City Engineer. Costs incurred on the NE Water Treatment plant, historically and future, were discussed. **Motion (Rehberg/Huss) to keep continued engineering agreement with Stantec as it states today; moving forward on an RFP from other firms regarding water utility services. Motion carried.**

ROTARY SOCCER PARK RECONSIDERATION OF FIELD IMPROVEMENTS

City Administrator Sam Tapson presented a memo clarifying that the Rotary Soccer Park is a city-owned and maintained park/athletic field facility the use of which is fully open to the Rec Department. The City asked the Elkhorn Soccer Club, the organization that utilizes the facility, what improvements and maintenance were needed during recent conversations with them. The club presented items for repair. In addition the club agreed to pay 50% of the maintenance costs for the field. Rec Director Wendy Ard was asked if she wanted to continue the current relationship with the club; she would like to but would like to have communication from the club regarding the club's schedule for using the park. They have been asked in the past to provide a use schedule but haven't done so. It was decided to invite the Elkhorn Soccer Club President to the next Common Council meeting to answer questions regarding the Rotary Soccer Park.

Parks improvements and funds for the improvements were also discussed. The committee and those present felt a workshop be held to address projects for the parks.

ADJOURNMENT

Motion (Rehberg/Huss) to adjourn at 4:59 p.m.

Cairie L. Virrueta
City Clerk