

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

November 24, 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, Greg Huss

Also present: Mayor Brian Olson, Alderman Scott McClory, Alderman Tom Myrin, Alderman James D'Alessandro, Administrator Sam Tapson, Finance Director James Heilman, City Clerk Cairie Virrueta, Police Chief Jon Anzalone, Public Works Operations Manager Marty Nuss, Fire Chief Rod Smith, Utilities Director John Murphy, Recreation Director Wendy Meyer and Elkhorn Newspaper Correspondent Kellen Olshefski (arrived late)

WALLEM MANAGEMENT SEWER BILL CREDIT REQUEST

Wallem Management sent a letter to the City requesting relief on their sewer bill as they had a water leak in a vacant rental property basement. The letter stated that the water wasn't pumped out to the sewer, but they were charged for sewer use. City Administrator Sam Tapson explained that sewer use is determined by the amount of water use on utility bills. He also informed the committee that it is the City's policy and also PSC regulation that no bills are adjusted unless a meter is faulty. Only the committee or council has authority to adjust a bill. Alderman McClory felt it should be confirmed that the pump in the basement doesn't go into the sewer. **Motion (Huss/Rehberg) to have someone from DPW verify that the pump is surface discharged and to then deduct any overage based on the past 12 months average sewer use. Motion carried.**

SUNSET PARK BALL FIELDS: AUTHORIZATION FOR ADDITIONAL SERVICES

Stantec presented an authorization for additional services for work on the Sunset baseball fields. Work includes adding a fourth ball field (east field) to project; modifying outfield dimensions; identifying conflicts and provide cost estimates for modifications; meeting with Midwest athletic fields to coordinate work and identify scopes; work with DPW Manager on layout, fencing, conflicts, costs and schedule; and construction staking of the ball fields. **Motion (Rehberg/Huss) to recommend approval of the Stantec Authorization of Additional Services for \$4,900 for Sunset Park ball fields. Motion carried.**

TASCH PARK STUDY RECOMMENDATION FROM PARK & REC BOARD

Mayor Olson asked to postpone the Park & Rec recommendation regarding a Tasch Park study for two weeks for discussion along with the capital improvement projects. Alderman Rehberg said the board wanted to concentrate on Tasch and planned to talk to the City Engineer regarding designing the park.

CITY ENGINEERING SERVICES: DISCUSSION AND POSSIBLE ACTION RE SELECTION OF FIRMS

Administrator Tapson said that following the presentations from the four engineering firms, it was a unanimous decision by those attending to select Kapur & Associates for City Engineer and retain Baxter & Woodman for the NE Water Treatment Plant. Alderman D'Alessandro was impressed with Baxter & Woodman and said that three of the firms interviewed recommended staying with them. Mayor Olson said that new members were introduced to work with the City from Baxter & Woodman and Alderman Rehberg said he was impressed with the new team, including Jerry Groth. Baxter & Woodman presented options for substantial cost savings on the new water treatment plant, including changing the scope and involving Utility Director Murphy more in the process. Administrator Tapson said that the City Engineer is an appointed position. He recommended the City notify Stantec regarding the change in City Engineer by December 2 or sooner and allow for them to continue on current projects, such as the NS4 permit process, Sunset Park ball fields and the N. Wisconsin sidewalk replacement. Mayor Olson asked how to involve

Kapur & Associates in the transition to their firm. Administrator Tapson recommended inviting them to a workshop and having them participate. Mayor Olson recommended a workshop on December 8th or the 15th. Administrator Tapson said a Memo of Understanding was needed for Baxter & Woodman to authorize them filing for the Safe Drinking Water Program. Administrator Tapson has Baxter & Woodman's proposal presentation on a flash drive for those interested in seeing it. **Motion (Huss/Rehberg) to recommend engaging Kapur & Associates for City Engineer services and retain Baxter & Woodman to perform under an existing Task Order for completion of the NE Water Treatment; and to authorize Baxter & Woodman to submit on behalf of the City the required *Intent To Apply for the Safe Drinking Water Program* application. Motion carried.**

ADJOURNMENT

Motion (Rehberg/Huss) to adjourn at 4:50 p.m.

Cairie L. Virrueta
City Clerk