
**CITY OF ELKHORN COMMON COUNCIL
MEETING MINUTES
SEPTEMBER 15, 2025
COUNCIL CHAMBERS, 311 SEYMOUR CT., ELKHORN, WI 53121**

The Common Council meeting was called to order by Mayor Shiroda at 5:30 p.m. in the Council Chambers, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Tim Shiroda, Alderpersons Peter Harvey, Gary Lee Payson Jr., Ron Dunwiddie, Scott McClory, Ken Meinel, Dan Roberts.

Others present: City Administrator Adam Swann, Attorney Elaine Ekes, City Clerk Rebeca Perez, Police Chief Joel Christensen, Director of Public Works Matthew Lindstrom, Fire Chief Trent Eichmann, Finance Director Corrie Daly, Recreation Director Karl Sorvick, Library Director Chad Robinson, Water Superintendent Nathan Steffan, City Engineer Mike Timmers, Fire Assistant Brad Soczka, Water Operator Shane Kurth, Elkhorn Area Fire Department Personnel, Elkhorn Police Department Personnel, Katie James, Chris Clapper, other interested persons.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion (Payson Jr./Harvey) to approve Council Meeting Minutes: Common Council Minutes September 2, 2025, Temporary Class "B" Beer license for Elkhorn Area Chamber of Commerce at 200 Devendorf St., Beast Fest, October 24, 2025; 3:00 pm – 8:00 pm, October 25, 2025; 12:00 pm – 5:00 pm, October 26, 2025; 12:00 pm – 5:00 pm, MOU with Walworth County regarding winter maintenance operations for salt, brine and sand purchases and Payment Application No. 2 from JH Hassinger for the 2025 Lakeland WTP HMO Rehab Project in the amount of \$95,969.00. Roll Call Vote: Payson Jr., yes; Harvey, yes; Dunwiddie, yes; McClory, yes; Meinel, yes; Roberts, yes. Motion carried.

BILLS PAYABLE

Motion (Harvey/Dunwiddie) to approve the City and Utility Bills in the amount of \$3,020,568.72. Roll call vote: Harvey, yes; Dunwiddie, yes; Payson Jr., yes; McClory, yes; Meinel, yes; Roberts, yes. Motion carried.

REPORT OF CITY OFFICERS

MAYOR'S REPORT – City Attorney Elaine Ekes swore in Patrol Officer Ryan Krambeer and Elkhorn Area Fire Department Personnel Benjamin Neumann. Mayor Shiroda has issued Proclamation 2025-02: A Proclamation Declaring September "Chamber of Commerce" Month.

CITY ADMINISTRATOR'S REPORT – Administrator Swann shared the petition railroad crossing hearing is scheduled for September 23rd. The Joint Review Board will have their annual meeting for TID #4 on Monday, September 29th at 10:00 a.m.

REPORTS OF CITY BOARDS AND COMMUNITY PARTNERS

Fire Advisory Board – Next meeting is October 23, 2025.

Library Board – Library Director Chad Robinson shared updates on the going library construction.

Recreation Advisory Board – Next meeting is October 15th at 5:30pm.

Chamber of Commerce – shared updates about the ranking of the city and the success of the Walworth County Fair.

Community Grant Writer – Katie James shared she is still working consistently with the Library and Recreation Department. James also started working on the Wishlist booklet for community needs.

UNFINISHED BUSINESS

Discussion regarding proposed 2026-2030 Capital Improvement Plan. *No action taken.*

Discussion and possible decision regarding condition of property at 504 W. Court St. (Tax Key Parcel YU NW 00131). City Attorney Elaine Ekes informed the Council a letter from the Code Enforcement Officer was sent out to the property owner requesting property access. Requesting an inspection in building.

NEW BUSINESS

Discussion and possible decision regarding proposed Grant Agreement between the Jeffris Family Foundation, Ltd. and the City of Elkhorn for a matching grant of up to \$300,000 to fund approximately one-third of the estimated costs to restore the Elkhorn Band Shell. *Motion (Payson Jr./Dunwiddie) to approve proposed Grant Agreement between the Jeffris Family Foundation, Ltd. and the City of Elkhorn for a matching grant of up to \$300,000 to fund approximately one-third of the estimated costs to restore the Elkhorn Band Shell. Roll Call Vote: Payson Jr., yes; Dunwiddie, yes; Harvey, yes; McClory, yes; Meinel, yes; Roberts, yes. Motion carried.*

Discussion and possible decision regarding proposed Capital Campaign Charitable Fund Agreement between the City of Elkhorn and the Community Foundation of Southern Wisconsin, Inc. for restoration of Elkhorn Band Shell and possible future maintenance (if excess funds). *Motion (Payson Jr./Roberts) to approve proposed Capital Campaign Charitable Fund Agreement between the City of Elkhorn and the Community Foundation of Southern Wisconsin, Inc. for restoration of Elkhorn Band Shell and possible future maintenance (if excess funds). Roll Call Vote: Payson Jr., yes; Roberts, yes; Harvey, yes; Dunwiddie, yes; McClory, yes; Meinel, yes. Motion carried.*

Discussion and possible decision regarding proposed Resolution 2025-27: A Resolution Authorizing Transfer of Funds from General Fund to Capital Equipment Replacement Fund. *Motion (Payson Jr./Dunwiddie) to approve proposed Resolution 2025-27: A Resolution Authorizing Transfer of Funds from General Fund to Capital Equipment Replacement Fund. Roll Call Vote: Payson Jr., yes; Dunwiddie, yes; Harvey, yes; McClory, yes; Meinel, yes; Roberts, yes. Motion carried.*

Discussion and possible decision regarding execution of a proposal for engineering design and surveying services from Kapur Inc. for the 2026 Elkhorn Lake Bioretention Facility Project to accommodate MS4 requirements. *Motion (Payson Jr./Harvey) to approve execution of a proposal for engineering design and surveying services from Kapur Inc. for the 2026 Elkhorn Lake Bioretention Facility Project to accommodate MS4 requirements. Roll Call Vote: Payson Jr., yes; Harvey, yes; Dunwiddie, yes; McClory, yes; Meinel, yes; Roberts, yes. Motion carried.*

Discussion and possible decision regarding transition to new third-party administrator for City's self-funded employee health insurance plan. *Motion (Payson Jr./Dunwiddie) to approve transition to Prairie States a new third-party administrator for the City's self-funded employee health insurance plan. Roll Call Vote: Payson Jr., yes; Dunwiddie, yes; Harvey, yes; McClory, yes; Meinel, yes; Roberts, yes. Motion carried.*

Discussion and possible decision regarding proposed Conditional Use Permit for Envirocraft, LLC for outdoor storage at 950 County Road H. (Tax Key Parcel YV SE 00017C1A). *Motion (Meinel/McClory) to approve proposed Conditional Use Permit for Envirocraft, LLC for outdoor storage at 950 County Road H. (Tax Key Parcel YV SE 00017C1A). Voice vote, all approved, motion carried.*

Discussion and possible decision regarding proposed Extra Territorial Platting Certified Survey Map for Newman Farms at N5631 Plank Rd., Town of LaFayette (Tax Key Parcel K LF2800004). *Motion (Meinel/Dunwiddie) to approve proposed Extra Territorial Platting Certified Survey Map for Newman Farms at N5631 Plank Rd., Town of LaFayette (Tax Key Parcel K LF2800004). Voice vote, all approved, motion carried.*

ADJOURN

Motion (Payson Jr./Harvey) to adjourn at 6:06 p.m. Voice vote, all approved, motion carried.

Rebeca Perez

City Clerk

Approved 10.06.2025