

**CITY OF WAUPACA
COUNCIL PROCEEDINGS**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**TUESDAY DECEMBER 3, 2019
6:03 P.M.**

1. CALL TO ORDER

Pursuant to regulations, the Common Council of the city of Waupaca met on the above date and time.

2. PLEDGE OF ALLEGIANCE

3. CLERK TO READ OPEN MEETING STATEMENT

Sandy Stiebs, City Clerk stated this meeting and all other meetings of the Common Council are open to the public. Proper notice has been posted and given to the Media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

4. ROLL CALL

Present: Mayor Brian Smith, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Mary Phair and Eric Olson

Absent: Ald. Dmitri Martin (excused)

A quorum was declared.

Also Present: Aaron Jenson, City Administrator, Sandy Stiebs, City Clerk, Kathy Kasza, Finance Director/Treasurer, Peg Burington, Library Director, Andrew Dane, Interim Development Director, City Attorney Tom Hart, Justin Berrens, Public Works Director, Andrew Whitman, Parks and Recreation Director, Captain John Helgeson and Josh Werner, IT Community Media Director

5. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a Council member or City staff so requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda. The items selected for the Consent Agenda are as follows: Regular and Special Meeting Minutes, Monthly Income Report for the Parks and Recreation Department, Airport Hangar Reports, Monthly Department Head Reports, Payrolls and Bills, Quarterly Weights and Measures Reports, Quarterly Room Tax Reports, Second Reading of Ordinances, if received a unanimous recommendation at the previous meeting, project invoices for projects previously approved by City Council, any low bid budgeted operating or capital expenditure under \$25,000 approved by the appropriate Board or Committee and any expenditure of non-city funds that received a unanimous recommendation.

- A) PAY REQUESTS AND CHANGE ORDERS, INVOICES FOR PROJECTS/CONTRACTS HAVING PRIOR COUNCIL APPROVAL AND ANY OTHER INVOICES THAT MAY COME BEFORE THE COUNCIL:** none
- B) MONTHLY/QUARTERLY/ANNUAL REPORTS:** none
- C) APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS**
- D) MEETING MINUTES:**
1. CITY PLAN COMMISSION
 - Minutes of a Regular Meeting on October 2, 2019
 2. PARKS AND RECREATION BOARD
 - Minutes of a Regular Meeting on November 7, 2019
 3. WAUPACA AREA PUBLIC LIBRARY BOARD
 - Minutes of a Regular Meeting on November 20, 2019
 4. COMMITTEE OF THE WHOLE
 - Minutes of a Special Called Meeting on November 5, 2019
 5. AIRPORT BOARD
 - Minutes of a Regular Meeting on November 20, 2019

MOVED by Ald. Chesnut, **SECONDED** by Ald. Kjelland, Council **APPROVES** of the Consent Agenda as printed. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

6. REGULAR AGENDA

An Addendum was uploaded to the city website adding No. 9 New Business, letter r, Council Appointment of Election Inspectors for the 2020-2021 Election cycle.

MOVED by Ald. Peterson, **SECONDED** by Ald. Olson, Council **APPROVES** of the Regular Agenda as amended. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A. ANNOUNCEMENTS AND CORRESPONDENCE:

- 1. Presentation of the Waupaca Area Public Library Strategic Plan 2020-2024 – Peg Burington, Library Director** – Peg Burington, Library Director highlighted the Library’s Strategic Plan for 2020-2024 saying that they worked with other area Library’s and OWLS on the process who also helped with funding. They formed a Strategic Planning Team consisting of Peg Burington, Sue Abrahamson, Holly Olsen, Tricia Deuman and Jeanne Bootz. After the initial strategic planning process they found four goals in which to focus on; 1) Access, 2) Marketing, 3) The Library as Community Connector Through Collaboration and 4) Engagement and Inclusive Services.
- 2. Comprehensive Plan and Zoning Code Update – Andrew Dane, Interim Development Director** – Andrew Dane, Interim Development Director described the Comprehensive Plan and Zoning Code Update process saying the goal is to have these finished by December 2020. Mr. Dane will be focused on updating the Comprehensive Plan and Jeff Sanders will be updating the city’s Zoning Code with help from Ronda Rollins, the city’s Community

Development Specialist. Mr. Dane will be reviewing and implementing the plans that the city has already adopted such as the City's Strategic Plan, Riverfront Park Master Plan, the Waupaca Downtown Plan, the Downtown Vision Plan, Downtown Parking Study and the Arts and Culture Plan.

B. PUBLIC INPUT-NON AGENDA ITEMS:

1. Randal Meyer, 205 S. Division Street, Apt. 312, Waupaca, WI asked if the City Code of Ordinances are being enforced, following up from his public input from the last Council meeting. He asked that the city employees be held accountable and wanted the city government to be pro-active not reactive. He recommended that the common council stand up and do the right things for the citizens. Mr. Meyer provided his report to the City Clerk to be included in the record.

8. UNFINISHED BUSINESS:

a. Ordinance No. 08-19 (2019), An Ordinance Amending Section 17.310, Signs, of the Municipal Code of the City of Waupaca, 2nd Reading – Aaron Jenson, City Administrator

City Administrator Aaron Jenson said this Ordinance adds sign regulations that were previously omitted from the Zoning Code for the Waupaca County Highway Department property, which was recently annexed and rezoned.

MOVED by Ald. Peterson **SECONDED** by Ald. Kjelland, Council **ADOPTS** Ordinance No. 08-19, An Ordinance Amending Section 17.310, Signs, of the Municipal Code of the City of Waupaca. **ON A CALL OF THE ROLL** Ald. Phair, Ald. Chesnut, Ald. Olson, Ald. Hagen, Ald. Peterson, Ald. Mayou, Ald. Purchatzke, Ald. Kjelland and Ald. Hackett voted aye, no nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

b. Ordinance No. 12-19, (2019) An Ordinance to Amend the City of Waupaca Year 2030 Comprehensive Plan, 2nd Reading – Aaron Jenson, City Administrator

City Administrator Aaron Jenson said this is an ordinance to amend the City of Waupaca Year 2030 Comprehensive Plan to match the proposed Planned Unit Development by SCS Apartments, LLC located on W. Fulton Street.

MOVED by Ald. Chesnut **SECONDED** by Ald. Phair, Council **ADOPTS** Ordinance No. 12-19, (2019) An Ordinance to Amend the City of Waupaca Year 2030 Comprehensive Plan. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Phair, Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

c. Ordinance No. 14-19, An Ordinance Amending Section 17.201(2) of Chapter 17 of the Municipal Code of the City of Waupaca Entitled “Amendments to District Maps” to Facilitate Development of the SCS Timber Ridge Apts, LLC, Development Project and to Place Certain Requirements on the Project per the Preliminary Plan Review Process, 2nd Reading – Aaron Jenson, City Administrator

Aaron Jenson, City Administrator said this Ordinance changes the zoning from Commercial to Multi-Unit Housing to facilitate the development plan for SCS Timber Ridge Apts, LLC.

MOVED by Ald. Olson **SECONDED** by Ald. Kjelland, Council **ADOPTS** Ordinance No. 14-19, (2019) An Ordinance Amending Section 17.201(2) of Chapter 17 of the Municipal Code of the City of Waupaca Entitled “Amendments to District Maps” to Facilitate Development of the SCS Timber Ridge Apts, LLC, Development Project and to Place Certain Requirements on the Project per the Preliminary Plan Review Process. **ON A CALL OF THE ROLL** Ald. Olson, Ald. Phair, Ald. Mayou, Ald. Peterson, Ald. Purchatzke, Ald. Kjelland, Ald. Hagen, Ald. Chesnut and Ald. Hackett voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

9. NEW BUSINESS:

a. Resolution No. 1443 (2019), A Resolution Adopting a Public Participation Plan – Andrew Dane, Interim Development Director

Interim Development Director Andrew Dane explained that adopting Resolution No. 1443 is one part of the requirements to adopt a Public Participation Plan for the city.

MOVED by Ald. Hagen **SECONDED** by Ald. Hackett, Council **APPROVES** of Resolution No. 1443 (2019), A Resolution Adopting a Public Participation Plan. **ON A CALL OF THE ROLL** Ald. Phair, Ald. Hackett, Ald. Peterson, Ald. Mayou, Ald. Purchatzke, Ald. Chesnut, Ald. Hagen, Ald. Kjelland and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

b. Waupaca School District Certified Survey Map – 905 10th Street – Aaron Jenson, City Administrator

Aaron Jenson, City Administrator explained that the Waupaca School District is looking to subdivide the old bus garage property located at 905 10th Street into four lots and has created this Certified Survey Map to do so.

MOVED by Ald. Hackett, **SECONDED** by Ald. Olson, Council **APPROVES** of the Certified Survey Map for the Waupaca School District – 905 10th Street. **ON A CALL OF THE ROLL** Ald. Phair, Ald. Kjelland, Ald. Hackett, Ald. Hagen, Ald. Purchatzke, Ald. Olson, Ald. Peterson, Ald. Chesnut and Ald. Mayou voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

c. Special Use Permit – Home and Away Ministries, Inc., 905 10th Street – Aaron Jenson, City Administrator

Aaron Jenson, City Administrator said that Home and Away Ministries, Inc. is purchasing the old bus garage from the Waupaca School District located at 905 10th Street. They plan to use the building to repair their vehicles, which requires a Special Use Permit to do so in a Zoned B-1 District.

MOVED by Ald. Phair, **SECONDED** by Ald. Hackett, Council **APPROVES** issuing a Special Use Permit to Home and Away Ministries for property located at 905 10th Street. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Phair, Ald. Olson, Ald. Mayou, Ald. Chesnut, Ald. Peterson, Ald. Purchatzke, Ald. Kjelland, and Ald. Hagen voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

d. Approval of Multimodal Grant Application – Justin Berrens, Public Works Director and Aaron Jenson, City Administrator

Justin Berrens, Public Works Director explained that city has the potential to apply for a multimodal grant through WDOT that focuses on travel by bike, rail and other types of travel. Staff recommended applying for the grant to use potential awarded funds to replace the closed Walk-bridge in Riverview Park, adding that this is up to a 90/10 cost share grant.

MOVED by Ald. Hackett, **SECONDED** by Ald. Chesnut, Council **APPROVES** of Staff submitting the 2020-2021 Multimodal Local Supplemental (MLS) Application in Anticipation that potential awarded funds be used to replace the closed Walk-bridge in Riverview Park. 9 ayes, 0 nays and 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

e. Contract for Flood Plain Surveys – Aaron Jenson, City Administrator

City Administrator Aaron Jenson said that businesses on North Main Street have contacted him that current floodplains are acting as barriers to the development along the East side of North Main Street and East Fulton Street. Eleven properties in total have been flagged as candidates for possible removal from the floodplain. Individual elevation surveys may provide the justification for an appeal to FEMA, which could remove a property from the floodplain area and if removed, the property could see lower insurance premiums and looser restrictions on mortgage requirements for anyone looking to invest in the properties. Mr. Jenson sent out Requests for Proposals (RFP's) and is requesting Council approve Carow Land Surveying, Inc. for \$500-\$550 per site (\$5,500 - \$6,050 total) to provide the flood plain surveys.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Chesnut, Council **APPROVES** of Entering into a Contract for Flood Plain Surveys with Carow Land Surveying, Appleton, WI for an amount not to exceed \$6,050, monies to come from the General Fund Balance. **ON A CALL OF THE ROLL** Ald. Olson, Ald. Peterson, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Hackett, Ald. Mayou, Ald. Hagen and Ald. Phair voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

f. Deer Harvest 2020 – Aaron Jenson, City Administrator

Mr. Jenson, City Administrator said that the city would like to have another city managed deer harvest using the same procedure used over the past two years, the hunt time period is from January 15, 2020 through March 31, 2020 and will be managed by Street Superintendent Roger Hansen.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Peterson, Council **APPROVES** of the City Managed Deer Harvest for 2020. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

g. Youth Program Fund – Andrew Whitman, Parks and Recreation Director

Parks and Recreation Director Andrew Whitman said that he has been working with Aaron Jenson and Kathy Kasza to create a Youth Program Fund. This fund would separate expenses for youth programs from the Parks and Recreation Department regular operation budget and would show more clearly, where revenues and expenses are coming from for all youth programs.

MOVED by Ald. Olson, **SECONDED** by Ald. Peterson, Council **APPROVES** of the Youth Program Fund. 9 aye, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

h. FY2020 Sewer, Water and Waupaca OnLine Budgets – Kathy Kasza, Finance Director/Treasurer

Finance Director/Treasurer Kathy Kasza said she separated the budgets for Utility Funds (Water and Sewer) and Waupaca OnLine from the General Fund and provided a breakdown of their FY2020 budgets. The Water Department will be applying for a 3% rate increase, which would take effect in July 2020. Waupaca OnLine is looking to hire a full time position when their budget would allow it and Josh Werner will bring that back to council when the funding is realized.

MOVED by Ald. Hackett, **SECONDED** by Ald. Chesnut, Council **APPROVES** of the FY2020 Sewer, Water and Waupaca OnLine Budgets as presented. **ON A CALL OF THE ROLL** Ald. Mayou, Ald. Olson, Ald. Purchatzke, Ald. Chesnut, Ald. Hackett, Ald. Kjelland, Ald. Phair, Ald. Peterson and Ald. Hagen voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

i. FY2020 Budget Personnel Items – Kathy Kasza, Finance Director/Treasurer and Aaron Jensen, City Administrator:

1. Ordinance No. 15-19, An Ordinance Setting the Salary of the Mayor and Alderpersons of the Waupaca Common Council Effective the First Payroll after the General Election in April 2020 (1st Reading – Request to Waive the 1st Reading)

City Clerk Sandy Stiebs explained the reason for waiving the 1st reading of Ordinance No. 15-19. According to Wisconsin State Statutes for the Alderpersons and Mayor to have a pay raise take effect after the General Election in April 2020 they needed to adopt Ordinance No. 15-19 prior to the date that nomination papers are due to be turned in. Nomination papers are due on Tuesday January 7, 2020 at **5:00 p.m.** and the next scheduled Council meeting is on Tuesday January 7, 2020 at **6:00 p.m.** The Council had already cancelled the second meeting in December and Mayor Smith added that if they chose to we could schedule another meeting prior to January 7, 2020 for the second reading of Ordinance No. 15-19. Ald. Hackett suggested adding and including Alderperson and Mayor Pay increases with the employee's cost of living raises. City Attorney Tom Hart did not think that was a good idea. After discussion, it was decided to discuss this issue at a future council meeting.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Mayou, Council **WAIVES** the First Reading of Ordinance No. 15-19 (2019), An Ordinance Setting the Salary of the Mayor and Alderpersons of the Waupaca Common Council Effective the First Payroll after the General Election in April 2020. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

MOVED by Ald. Kjelland, **SECONDED** by Ald. Hagen, Council **ADOPTS** Ordinance No. 15-19 (2019), An Ordinance Setting the Salary of the Mayor \$12,250/year and Alderpersons \$4,850/year of the Waupaca Common Council effective the first payroll after the General Election in April 2020. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Mayou, Ald. Kjelland, Ald. Olson, Ald. Phair, Ald. Hagen, Ald. Chesnut and Ald. Peterson voted aye, 1 nay (Ald. Purchatzke), 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

- 2. Promotion of Barbara Robbert to Deputy Clerk effective January 1, 2020 with Salary Adjustment of \$7,400 and Approval of Job Description**
- 3. Half Year Funding of Police Drug Officer \$37,875**
- 4. 3% Cost of Living Increase to City Employees**
- 5. \$.50/hr Pay Increase for Custodial Staff**

6. **Promotion from Laborer to Operator for Zach Thorne and Brogan Kendziora – Public Works Street Department with Salary Adjustment Increase of \$1.60/hr**
7. **Approval and Change in Job Description and Increase in Pay for Elisabeth Holzwarth, Code Enforcement Officer/Building Inspector from \$17.17/hr to \$25/hr effective January 1, 2020**
8. **City's 25% cost share of 2nd School Liaison Officer**

MOVED by Ald. Kjelland, **SECONDED** by Ald. Phair, Council **APPROVES** the Promotion of Barbara Robbert to Deputy Clerk effective January 1, 2020 with Salary Adjustment of \$7,400 and Approval of Job Description; Half Year Funding of Police Drug Officer \$37,875; 3% Cost of Living Increase to all City Employees; \$.50/hr Pay Increase for Custodial Staff; Promotion from Laborer to Operator for Zach Thorne and Brogan Kendziora – Public Works Street Department with Salary Adjustment Increase of \$1.60/hr; Approval and Change in Job Description and Increase in Pay for Elisabeth Holzwarth, Code Enforcement Officer/ Building Inspector from \$17.17/hr to \$25/hr effective January 21, 2020 and the City's 25% cost share of a 2nd School Liaison Officer. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Phair and Ald. Olson, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

j Employee Sick Banks – Kathy Kasza, Finance Director/Treasurer

Kathy Kasza, Finance Director explained there are four long-time city employees that have sick banks built up and she is recommending to payout those employees using 2019 pay rates, which are being funded through the city fund balance. The monies will go into a Health Reimbursement Account (HRA) and are only allowed to be used at retirement for health related items when the employees leave the city.

MOVED by Ald. Olson, **SECONDED** by Ald. Peterson Council **APPROVES** of Employee Sick Banks for John Helgeson \$8,630.21; Roger Hansen \$9,145.45; Russell Montgomery \$21,443.03; and Mark Nollenberg \$7,603.33. **ON A CALL OF THE ROLL** Ald. Olson, Ald. Phair, Ald. Mayou, Ald. Peterson, Ald. Purchatzke, Ald. Kjelland, Ald. Hagen, Ald. Chesnut and Ald. Hackett voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

k. Approval of 2019 Capital Improvement Line of Credit Borrowing – Kathy Kasza, Finance Director/Treasurer

Finance Director/Treasurer Kathy Kasza said that the city currently has a \$500,000 Line of Credit with Farmers State Bank for short-term capital projects. She is requesting to use \$156,000 of the Line of Credit for:

- City Hall/Library Wiring Project \$12,000
- Rasmussen Park – Phase I & II \$25,000
- Annual Computer Replacement \$10,000
- Serenity Park Boardwalk & Accessible Trail \$15,000
- Riverside Park Restoration Project \$10,000
- Patrol Squad \$62,000
- GPS Rover Unit \$10,000
- Replacement King Bus – Vehicle #118 \$12,000

MOVED by Ald. Chesnut, **SECONDED** by Ald. Hackett Council **APPROVES** of using the Farmers State Bank Line of Credit for \$156,000 for the Financing of 2019 Capital Equipment/Improvements as listed above. **ON A CALL OF THE ROLL** Ald. Purchatzke, Ald. Phair, Ald. Olson, Ald. Hagen, Ald. Hackett, Ald.

Chesnut, Ald. Mayou, Ald. Peterson and Ald. Kjelland voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

l. Termination of Little Wolf Development Agreement – Kathy Kasza, Finance Director/Treasurer

Kathy Kasza, Finance Director/Treasurer explained that the owner of Little Wolf Automotive has requested that the City terminate his existing Development Agreement with the City. Ms. Kasza added that TIF #4 is doing very well and she did not see any reason not to honor his request to terminate the development agreement.

MOVED by Ald. Hagen, **SECONDED** by Ald. Mayou Council **TERMINATES** the existing Development Agreement with EGS Properties, LLC for property located at 323 S. Western Avenue (Little Wolf Automotive) **ON A CALL OF THE ROLL** Ald. Olson, Ald. Chesnut, Ald. Purchatzke, Ald. Phair, Ald. Kjelland, Ald. Hagen, Ald. Peterson, Ald. Mayou and Ald. Hackett voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

m. License Report No. 1474, Operator’s Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Hackett, **SECONDED** by Ald. Peterson, Council **APPROVES** of License Report No. 1474, Operator’s Licenses, pending background checks and payment of any money owed to the city. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

n. License Report No. 1478, Taxi Driver’s License ending December 31, 2019 – Sandy Stiebs, City Clerk

MOVED by Ald. Mayou, **SECONDED** by Ald. Phair, Council **APPROVES** of License Report No. 1478, Taxi Driver’s License, pending background checks and payment of any money owed to the city. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

o. License Report No. 1475, Taxi Driver’s Renewal Licenses January 1, 2020 – December 31, 2020 – Sandy Stiebs, City Clerk

MOVED by Ald. Olson, **SECONDED** by Ald. Hackett, Council **APPROVES** of License Report No. 1475, Taxi Driver’s Renewal Licenses January 1, 2020 - December 31, 2020, pending background checks and payment of any money owed to the city. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

p. License Report No. 1476, Taxi Vehicle Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Chesnut, **SECONDED** by Ald. Peterson, Council **APPROVES** of License Report No. 1476, Taxi Vehicle Licenses. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

q. License Report No. 1477, Dance Hall Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Phair **SECONDED** by Ald. Chesnut, Council **APPROVES** of License Report No. 1477, Dance Hall Licenses. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

r. Council Appointment of Election Inspectors for the 2020-2021 Election Cycle Term – Sandy Stiebs, City Clerk

City Clerk Sandy Stiebs said that by Statute the two major political parties have until November 30 of odd numbered years to supply the Clerk with a list of Election Officials to represent their party by working at each Election. Ms. Stiebs said that she did not receive a list from either party, and has included a listing of all the trained and qualified Election Officials on her current listing naming them all as “unaffiliated”. Ms. Stiebs asked Council to approve of the list and appoint them for the 2020-2021 Election cycle.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Peterson, Council **APPROVES** of the List of Unaffiliated Election Inspectors and Appoints them for the 2020-2021 Election Cycle. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

10. ISSUES/PROJECT DISCUSSION (30 MINUTE MAXIMUM) – NO ACTION REQUIRED:

City Administrator Aaron Jenson highlighted the financial progress of the city and commended the Finance Department, the City Council and all City Staff for a job well done. He touched on the city’s Fund Balance and said the total fund balance numbers from 2014-2019 are very healthy and the city is staying within their Fund Balance Policy. Mr. Jenson also spoke about the tax rate trends and said the city is heading in the right direction by bringing the city’s tax rate down each year since 2014. He also spoke about the City TIF Districts No. 7 and 5 that have closed recently and subsequently benefit to the tax roll much earlier than expected.

The time into Closed Session is 7:57 p.m.

11. MOTION TO CONVENE INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTE 19.85(1)(G) CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED

MOVED by Ald. Hagen, **SECONDED** by Ald. Kjelland Council **CONVENES** into Closes Session in Accordance with Wisconsin State Statute 19.85(1)(g) Conferring with Legal Counsel for the Governmental Body who is Rendering Oral or Written Advice Concerning Strategy to be Adopted by the Body with Respect to Litigation in which it is or is likely to become involved. **ON A CALL OF THE ROLL** Ald. Hagen, Ald. Mayou, Ald. Hackett, Ald. Peterson, Ald. Olson, Ald. Kjelland, Ald. Purchatzke, Ald. Phair and Ald. Chesnut voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

The time into Open Session is 8:04 p.m.

12. MOTION TO RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION

MOVED by Ald. Chesnut, **SECONDED** by Ald. Kjelland, Council **RECONVENES** Into Open Session for Possible Action on Matters Discussed in Closed Session. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

MOVED by Ald. Mayou, **SECONDED** by Ald. Olson Council **APPROVES** of the City Repurchasing Lots 4 and 5 in Buffalo Ridge Subdivision from Ryan and Kayla Buchholz for \$7,000 condition upon the payment of the 2019 Real Estate Taxes. **ON A CALL OF THE ROLL** Ald. Peterson, Ald. Mayou, Ald. Phair, Ald. Purchatzke, Ald. Olson, Ald. Kjelland, Ald. Hagen, Ald. Hackett and Ald. Chesnut voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

13. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR

Mayor Smith reminded the Council that the December 17, 2019 Council meeting had been cancelled.

14. ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Kjelland, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday January 7, 2020, subject to call. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 8:06 P.M.

Mayor Brian Smith