

**REGULAR CITY COUNCIL MEETING  
MONDAY, AUGUST 22, 2016 – 7:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 7:02 p.m.

The Pledge of Allegiance was led by Alderman Skates

**Roll Call.** Present: Mayor Kupsik, Aldermen Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell. Also Present: City Attorney Draper, City Administrator Oborn, and City Clerk Waswo.

**Awards, Presentations, and Proclamations.** None.

**Re-consider business from previous meeting.** None.

**Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will to be limited to 5 minutes.**

Dennis Lyon, 1601 Eagle Dr., the current President of the Utility Commission stated he does not agree with the principle behind the conversion of the Utility Commission becoming a committee that reports to the Council. He gave a brief history of the Utility Commission. On a performance and operational level they are meeting all requirements. Rates are still below average for the state even with the recent increase. He gave a brief synopsis of what has been going on with regard to changing the commission to a committee.

Kordus/Skates motion to suspend the rules to allow Mr. Lyon to speak over 5 minutes.

Motion carried 7 to 1 with Alderman Howell voting “no.”

Mr. Lyon continued there are upcoming retirements in management. Because of the limbo status of the commission during the past few months, no decision or effort has been made in replacing the Director of Public Works. A search has been held for a Water Superintendent. He agrees there should be a manager over water and waste treatment. He cautions there could be slippage in the way finances are managed under a different arrangement. He does not recommend this change as there is no compelling reason to do so. The current operation is meeting all standards.

Kevin Fleming, 1032 Wisconsin St., gave a brief history of the Business Improvement District (BID). The BID’s major project is the beautification of downtown Lake Geneva. They pay for the hanging baskets and flowers as well as Christmas decorations. The light posts, garbage receptacles, benches and planters were paid for by the BID. The banner poles were not paid for by the BID as they predate the BID. However, the project was paid for by all of the adjoining businesses. They are a part of the city and are taxed.

Darien Schaefer, President of VISIT Lake Geneva at 527 Center St., requested the fees to be waived for the 41<sup>st</sup> annual Electric Christmas Parade and the banner fees for Winterfest. He gave a background on the Electric Christmas Parade. Last year they incurred costs to put signage on every other meter post. This year they are going to spend the money to put signs on every meter. They want to promote Lake Geneva as a winter destination by having the banners up earlier.

Terry O’Neill, 954 George St., feels the Utility Commission doesn’t deserve the right to continue to run the water and sewer departments. He is in favor of changing it to a committee that reports to the Council.

**Acknowledgement of Correspondence.** None.

**Approval of Minutes.** Kordus/Flower motion to approve the Regular City Council Meeting minutes of August 8, 2016, as prepared and distributed. Unanimously carried.

## Consent Agenda

- c. Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on September 10, 2016 from 11:00am to 6:00pm in Flat Iron Park
- i. Street Use Permit application filed by Bruce Bruns on behalf of Anchor Covenant Church for Troastapalooza on August 27, 2016 from noon to 8:00 pm, closing the westbound lane of Park Row between Maxwell and Clover St.
- j. Original 2016-2017 Operator’s (Bartender) License applications filed by MacKenzie Callan, Joseph Caravette, Rajendrakumar Patel, Daniel Vekeroff
- k. Renewal of 2016-2017 Operator’s (Bartender) License applications filed by Dawn Monroe
- l. Renewal Massage Establishment License application filed by Mia Faccia Salon & Day Spa, 235 Broad St.
- m. Original Taxi Company License application filed by Luxury Car Service, 1185 Elm St.
- n. Original Taxi Driver License application filed by Kristin Hannah *(approved by Police Chief; informational only)*

Kordus/Chappell motion to approve. Unanimously carried.

## Items removed from the Consent Agenda.

- a. **Park Reservation Permit application filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva held on September 8, 2016 to September 10, 2016 from noon to 10:00 pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees** *(recommended by the Board of Park Commissioners President on August 15, 2016)*  
Kordus/Howell motion to approve and waive the Brunk Pavilion fee, barricade rental fee and barricade security deposit. Alderman Gelting stated application permits are supposed to be put in 10 weeks prior to the event. This has been submitted 1 month before the event. This puts an added burden on staff, especially if the application is incomplete and staff has to go back and forth for verification of what is being requested or not. He appreciates keeping the fees the same as previous years but not when it puts more work on the staff.  
Roll Call: Skates, Kordus, Flower, Gelting, Hedlund, Howell voting “yes.” Motion carried 6 to 2 with Chappell and Horne voting “no.”
- b. **Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 20 parking stalls therein on Saturday, September 10, 2016 with request to waive all fees**  
Kordus/Horne motion to approve and assess the \$400 parking fee and \$10 administrative fee. Mr. Kordus stated this was the recommendation of FLR.  
Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.
- d. **Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting August 24, 2016 through September 10, 2016 for the Taste of Lake Geneva event with request to waive all fees**  
Chappell/Horne motion to approve and charge all fees with a cost of \$100. Alderman Chappell explained there is a cost involved in hanging banners. They are not trying to be unsupportive of businesses but to cover costs. It always seems to be the same groups putting up banners and requesting the fee to be waived. In previous years they have been waived. There are applicants that pay for banners; although the council only sees the applications when there is a request to waive the fees. If they are paid, the Council doesn’t see them. Ms. Flower asked if the waiver of fees can count as a contribution. Mr. Oborn answered the room tax pertains to VISIT Lake Geneva not the BID. Mr. Skates stated the BID’s whole purpose is to make downtown businesses better. Mayor Kupsik agrees that the City has always worked with the Chamber and BID in the past and offered to help. Mr. Skates questioned what the City would look like if the BID went away. The BID is an extension of the city, they should be treated differently. He would be shocked if they are making any money and feels the City should be behind them 150%. Ms. Chappell

added this isn't to demonize the BID as they do a fine job. We have fees to cover the costs. This is our revenue stream, a system of fees.

Roll Call: Chappell, Gelting, Horne, Hedlund voting "yes." Motion failed 4 to 5 with Skates, Kordus, Flower, Howell and Kupsik voting "no."

Kordus/Skates motion to waive the fees for the banner permit application filed by Lake Geneva Business Improvement District to use the 5 banner poles starting August 24, 2016 through September 10, 2016 for Taste of Lake Geneva

Roll Call: Kordus, Skates, Flower, Howell, Kupsik voting "yes." Motion carried 5 to 4 with Chappell, Horne, Hedlund and Gelting voting "no."

- e. **Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting September 11, 2016 through September 24, 2016 and 11 banner poles starting September 25, 2016 through October 9, 2016 for the Oktoberfest event with request to waive all fees** *(unable to fulfill request of 11 banner poles as 6 poles were already rented during the timeframe of Sept. 11, 2016 through Sept. 24, 2016)*

Chappell/Horne motion to approve application and charge all banner permit fees.

Roll Call: Chappell, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried 5 to 3 with Skates, Kordus, Flower voting "no."

- f. **Parade Permit application filed by VISIT Lake Geneva for the 41<sup>st</sup> Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00 pm to 6:30 pm**

Kordus/Chappell motion to approve the permit with a \$25.00 application fee. Mayor Kupsik stated for the longest time we have waived fees for different organizations. The \$25 is a cost our staff incurs for processing the paperwork. In the past we have made that as a non-negotiable fee. If nothing else, at least we cover the cost of staff processing the paperwork.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

- g. **Street Use Permit application filed by VISIT Lake Geneva for the 41<sup>st</sup> Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00 pm to 6:30 pm including closure of 112 parking stalls on Broad St. from Marshall St. to Main St. and on Main St. from Broad St. to Cook St.**

Kordus/Skates motion to approve and waive all parking stall usage fees and administrative fee. Alderman Kordus noted this was recommended by the Police Chief as a safety issue. It worked very well last year. The Chamber is picking up the costs of signage for the closed parking stalls.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

- h. **Banner Permit application filed by VISIT Lake Geneva to use 11 banner poles starting November 21, 2016 through February 12, 2017 for Winterfest with request to waive all fees**

Chappell/Gelting motion to approve the application and charge fees of \$1,100.

Chappell motion an amendment to charge \$330 for the three weeks prior with the remaining timeframe at no charge. Motion fails due to lack of a second.

Gelting/Chappell motion an amendment to approve with a fee of \$20 per banner, totaling \$220 for the entire time period. If another applicant requests and pays for a permit, they will be put up. When the timeframe is over, VISIT Lake Geneva's banner will be put back up at no charge; including exclusivity during the last 3 weeks prior to the event.

Roll Call on Amendment: Kupsik, Chappell, Gelting, Horne, Hedlund voting "yes." Motion carries 5 to 4 with Skates, Kordus, Flower, Howell voting "no."

Main Motion as Amended: Chappell/Gelting motion to approve the Banner Permit application filed by VISIT Lake Geneva to use 11 banner poles starting November 21, 2016 through February 12, 2017 for Winterfest with a fee of \$20 per banner, totaling \$220 for the entire time period. If another applicant requests and pays for a permit, they will be put up. When the timeframe is over, VISIT Lake Geneva's banner will be put back up at no charge; including exclusivity during the last 3 weeks prior to the event.

Roll Call: Chappell, Gelting, Horne, Hedlund, Howell voting "yes." Motion carries 5 to 3 with Skates, Kordus, Flower voting "no."

Alderman Kordus stated the City receives a benefit of sponsorship because of the fees and contributions. FLR also recommended waiving the fees. Ms. Chappell stated she is not sure what the benefit is of being a sponsor.

**Kordus/Skates motion to approve Second Reading of Ordinance 16-11, amending Section 98-407: Substandard Lot Regulations allowing substandard lots that are zoned ER-1 to use SR-4 district standards with a conditional use permit.** This eliminates the limit on the acreage.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Skates/Horne motion to approve Second Reading of Ordinance 16-12, amending Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts, providing for recreational vehicle parking in driveways.** This was recommended by the Building & Zoning Administrator. It’s more descriptive for enforcement purposes.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Skates/Kordus motion to approve Second Reading of Ordinance 16-13, amending Section 98-034: Definitions, redefining single family dwelling; and Section 98-206: Commercial Land Uses redefining commercial indoor lodging.** The reason for this ordinance was to be more restrictive and to better define family dwelling. City Attorney Draper explained this ordinance prevents indoor lodging facilities from being utilized as single family residences. The purpose of this is simply to prevent vacation rentals from occurring within single family residential zones. They are allowed in other districts in our city.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Hedlund/Horne motion to approve Second Reading of Ordinance 16-14, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on Campbell Street from South Lake Shore Drive to Wells Street.** These items were recommended by the Public Works committee. Alderman Flower is concerned about removing the ‘no parking’ on Grant Street. There is a problem but if parking is removed it cause cut through traffic and increased speeds. She feels there are other alternatives.

Chappell/Howell motion an amendment to remove Grant Street from this ordinance so they can continue to discuss alternative solutions for Grant Street.

Alderman Howell thought it was supposed to be brought back to Council with Grant Street taken out. City Attorney Draper stated that motion had failed. Ms. Chappell received emails from residents of Grant Street who are quite concerned. They would rather the speed limit be lowered than remove the parking. Parking is an issue but it is better that it is there as it slows down traffic. When other parking stalls in the downtown changed from angled to parallel, they became narrow, forcing people to drive slower. Alderman Hedlund drove that street today. He pointed out that a car was parked about 18 inches from the curb. There was a flow of traffic going west on Grant, but there were 4 cars behind the parked car waiting for the traffic to open up so they could proceed. The car was an obstruction to the traffic which is a hazard. He doesn’t feel there should be parking on that side of the street. Mayor Kupsik said he thought they had conversation stating that street was a substandard street as it is smaller than typical streets. He feels the parking is causing more of a problem than anything else. It is a four block street with a 25 mph speed limit. Ms. Chappell added in the evening there are people parked on the street. She feels the bottle neck would not happen if people would drive on the correct street which would be George Street. Alderman Gelting said telling people you want them to take another street does not mean they are going to take another street. The Police Chief says this is a dangerous situation, and this is a remedy to that. Mr. Gelting is in favor of putting more stop signs along that road. He believes this remedy is necessary. Alderman Flower feels you can control where people are going by putting obstacles in their way such as narrowing that area or adding stop signs. After the last meeting, the Police Chief said he was going to put a speed reader out there. She feels removing the parking will likely result in faster speeds and the parking should be left for right now. Alderman Howell said some of the same people who spoke with him about not wanting to remove the parking also said they would like to see another stop sign. He thinks they should put in a stop sign first and then consider removing the parking. Mr. Hedlund understands the stop sign might slow traffic but that is not the issue. The concern is making a two lane road into a one lane road. A stop sign will not alleviate the congestion. Alderman Kordus said it is a safety issue. He was on that street a few weeks ago. There were 3 parked cars and 4 cars lined up when a squad car was trying to come down that road. The cars had a hard time trying to maneuver around to let the squad car pass. The officer was probably delayed because he had to maneuver around the parked cars. Ms. Chappell said the Police Chief put out an idea but admitted he

doesn't know if that is the actual solution. Ms. Flower added a number of residents told her they park their cars there just to slow the traffic down. Ms. Chappell said the place to discuss other potential solutions should be at the Public Works committee.

Roll Call on Amendment: Chappell, Flower, Howell voting "yes." Amendment fails 3 to 5 with Skates, Kordus, Horne, Gelting, Hedlund voting "no."

Main Motion: Hedlund/Horne motion to approve Second Reading of **Ordinance 16-14**, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on Campbell Street from South Lake Shore Drive to Wells Street

Roll Call: Kordus, Skates, Gelting, Horne, Hedlund voting "yes." Motion carries 5 to 3 with Chappell, Flower, Howell voting "no."

### **Finance, License and Regulation Committee Recommendations – Alderman Kordus**

#### **First reading of Ordinance 16-15, to amend Chapter 78, Utilities, changing management of the utilities from a Utility Commission to the City Council**

Kordus/Skates motion to table this item until a future date. Alderman Kordus felt Commissioner Lyon made some good points. The city is in the process of hiring a Comptroller, Library Director, Superintendent at the Water Commission, and in the middle of a budget process. A resolution was in place in October and they have been working through resolving issues since then. Mr. Kordus felt this was not the time to address this item. Alderman Skates was concerned with quality as there are some good things happening with the Utility Commission. He wants a focused plan with a focused leader. Mayor Kupsik informed the council that a tabled item is non-debatable.

Roll Call: Motion carried 5 to 3 with Chappell, Kordus, Skates, Hedlund, Howell voting "yes" and Flower, Gelting, Horne voting "no."

#### **First reading of Ordinance 16-16, to amend Chapter 14, Buildings and Building Regulations, Section 14-104, deleting the words Water Commission and adding the word City in its place**

**Kordus/Chappell motion to approve the purchase of plow, box and salter for a 1-ton dump truck from Northland Equipment of Janesville, WI in the amount of \$28,279 from equipment capital improvements** (*Public Works Committee approved on August 11, 2016*). Alderman Kordus explained this is the plow box and salter that are being added to a truck that was already purchased. This will make it fully operational as it was a 2 step process once we received the truck.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

**Kordus/Flower motion to approve the Giraffe Electric Escrow Draw Request No 2 for \$19,850.00 with additional funding of \$6,352.76 from the Capital Fund.** This is the final hookups for homes on Hwy 50 with the burying of the overhead electric lines. The overage was the hookup of 2 additional buildings (the church and utility building) that were not accounted for in the original bid. There is money in the capital fund from savings from the riprap project. City Administrator Oborn added this was done quickly, the Director of Public Works included 9 connections in the bid that was escrowed but forgot the 2 ends. He looked at the option of charging the Utility but because it is a city public works item, it should not be a utility expense. The cost for 2 hookups was twice as much due to the entities being commercial, not residential. Mayor Kupsik added the church had a rather large service as well.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

#### **Discussion/Action on 2017 Budget Goals**

Mr. Kordus noted due to time constraints, this was sent to Council with no recommendation from FLR. City Administrator Oborn stated last year he introduced budget goals as part of the process as it makes it go smoother and outlines some of the things we want to see. It is a moving document, so Council members can add to it. He listed a number of goals he included in the packet. Mayor Kupsik asked if Council members had any additional goals.

The consensus was that everyone agreed on the goals. Alderman Flower added if funds are going to be transferred to VISIT Lake Geneva they should look at what the city pays for that benefits that entity, such as the shuttle or waiving fees. Alderman Gelting asked for clarification on the item listed as "implementation of compensation study." He asked if it included the Utility and Library employees. Mr. Oborn said the City does not have jurisdiction over those employees. He encouraged the Utility to participate and they completed phase 1, but not phase 2. He asked Mr. Oborn to reach out to

both entities to encourage cooperation. Mr. Kordus felt the compensation studies and pay scales do not adjust every year. Mr. Oborn stated that merit increases will be phase 2.

#### **Discussion/Action on 2017 Budget Workshop Schedule**

Mr. Kordus noted this went to Council with no recommendation. He felt it looked fine but questioned if it needs to be published. Mr. Oborn said the meetings will be listed on the city calendar if approved. Mayor Kupsik asked City Attorney Draper if there is anything legally that would keep them from allowing the public to participate in the budget process or attending meetings. Mr. Draper said it would depend on what sort of efficiencies you want to have in the meetings. Mr. Kordus noted people have sat in on the meetings in the past. Alderman Gelting would like to have public involvement as early as possible. He feels the special finance meetings are a good opportunity for people to come. He is a bit concerned on the times they are slotted for. He would rather see later times to allow for people to attend. Mr. Kordus said they don't stick to time schedules. A 2 hour meeting generally lasts quite a bit longer. Mr. Oborn said the 10:00am meetings could be moved but they will clash with other meetings that are already scheduled. Mr. Kordus encouraged all other aldermen who are not on the Finance, License and Regulation Committee to attend the meetings. They will be recognized as a participant.

Kordus/Horne motion to approve the schedule as presented.

Roll Call: Chappell, Kordus, Skates, Flower, Horne, Hedlund, Howell voting "yes" and Gelting voting "no." Motion carried 7 to 1.

#### **Plan Commission Recommendations – Alderman Skates**

**Skates/Howell motion to approve the Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Rd., Lake Geneva to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva St., Tax Key No. ZOP 00171, including two additional parking spaces provided at church next door; any onsite parking must be on paved surface, no outdoor storage, including Staff recommendations, and Findings of Fact (Plan Commission recommended on August 15, 2016).** Alderman Skates noted it is a transition from an antique store to commercial indoor lodging. The annual agreement with the church next door was for 2 parking spots that they needed.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

**Skates/Kordus motion to approve Resolution 16-R43, a Conditional Use Application to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Rd., Ste 3800, Northfield, IL 60093 on behalf of Alan and Kathi Bosworth, 267 E South St., Elmhurst, IL 60126 at 1224 W Main St., Lake Geneva, Tax Key No. ZYUP 00094P, including the Findings of Fact; Staff recommendations; terrace (covered porch) setback to be 50 feet from lake shore; sidewalk in the city right of way to be repaired to city standards; no access to the city driveway from residence; no construction access to the city driveway; no structures, trees, landscaping, or permanent fencing on the sanitary line or the right of way; Chapter 30 DNR permit required; Sanitary line to be shown on survey and landscaping plan; and 6 foot fence in height allowed to front property line (Plan Commission recommended on August 15, 2016).** Mr. Skates said this is the home next to the west end pier. There is a shared driveway. The sewer line runs right onto the corner. There was concern there, which staff will stay on top of. They are going to supply the location and make the adjustments for the house so it is not in that right of way. The city will not have to share the driveway anymore and the sidewalk out front will be upgraded as well.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

**Skates/Horne motion to approve an Application for Site Plan Review for a parking lot filed by Lake Geneva United Methodist Church, 912 Geneva St., Lake Geneva, Tax Key No. ZA464800001, including the city engineer and applicants engineer reach an agreement with the conditions of the engineers letter dated August 8, 2016, Staff recommendations and Findings of Fact (Plan Commission recommended on August 15, 2016).** Mr. Skates explained the lot was made into 1 piece to allow for a parking lot.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

## Presentation of Accounts – Alderman Kordus

**Purchase Orders.** None.

### **Kordus/Gelting motion to approve Prepaid Bills in the amount of \$8,674.64**

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

### **Kordus/Chappell motion to approve Regular Bills in the amount of \$419,994.53**

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

## **Mayoral Appointments.**

Skates/Chappell motion to approve the reappointment of Bill Binn to the Geneva Lake Use Committee for a term expiring May 1, 2018.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

## **Closed Session**

- a. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Building & Zoning Administrator Review and Contract Negotiations**
- b. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session regarding Police Officer’s Union Negotiations**
- c. **Motion to go into Closed Session pursuant to Wis. Stat. 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 pertaining agreements with Kapur, Pontem, and WebCemeteries for additionally required Cemetery Software services (City Attorney Draper)**

Kordus/Chappell motion to go into closed session to include City Administrator, City Clerk, City Attorney, and Building & Zoning Administrator Robers on item a.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

Entered into closed session at 9:31pm

### **Kordus/Skates motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

Council returned to open session at 11:20pm.

- a. Kordus/Hedlund motion to negotiate as discussed in closed session. Unanimously carried.
- b. Kordus/Horne motion to negotiate as discussed in closed session. Unanimously carried.
- c. Kordus/Skates motion to approve payment to Kapur for creation of reference numbers to input into Pontem software by Webcemeteries not to exceed \$9,920. Unanimously carried.

**Adjournment.** Kordus/Skates motion to adjourn at 11:24 pm. Unanimously carried.

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/s/ Sabrina Waswo, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**