

CITY OF VERONA
MINUTES
COMMON COUNCIL
September 9, 2019
Verona City Hall

1. Mayor Diaz called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance
3. Roll call: Alderpersons Kate Cronin, Charlotte Jerney, Chad Kemp, Katie Kohl, Christine Posey, Heather Reekie and Evan Touchett were present. Also present: City Administrator Adam Sayre, Human Resources Coordinator Mitchell Weckerly, City Engineer Carla Fischer, and City Clerk Ellen Clark. Alderperson Gaskell was absent and excused.
4. Public Comment: None
5. Approval of the minutes from the August 26, 2019 Common Council meeting. Motion by Kohl, seconded by Kemp, to approve the minutes of the August 26, 2019 Common Council meeting. Motion carried 7-0.
6. Mayor's Business: None
7. Announcements:
 - Jerney announced that a dementia friendly event will take place on Tuesday, September 24th at The Legacy at Noel Manor, 435 Prairie Oaks Drive, from 8:30 a.m. – 4:30 p.m. Virtual tours will be held in 20-minute sessions throughout the day. The purpose of the virtual tour is to allow people to walk in the shoes of someone with dementia. She thanked the police and fire department members that have gone through training to serve the dementia community.
 - Cronin announced that there was a 50% increase in attendance at Fireman's Park this year. She is pleased that the City has provided a spot that serves community members of all ages.
8. Administrator's Report:
 - A Verona Area School District public information meeting will be held September 12th from 5:30 – 7:00 p.m. at Badger Ridge Middle School to discuss the secondary high school access road.
 - The Capitol Area Regional Planning Commission (CARPC) will meet September 12th at 7:00 p.m. at the City/County Building for an urban service area amendment for the Gust property and Epic lands.
 - A Fire Safety Expo will be held September 14th from 10:00 a.m. – 2:00 p.m. at the Verona Fire and EMS Station, 101 Lincoln Street.
 - A public hearing on Senate Bill 269, which would allow the City to reimburse taxpayers for the City's TIF error in 2018, has been tentatively scheduled for September 24th at 10:00 a.m. Council members and the public are encouraged to attend the hearing.

- A project website regarding the rewrite of the City's Zoning and Sign Ordinance has been created, and can be found at www.hla.fyi/Verona.

9. Engineer's Report:

- Well 6 Pumping Station Construction: Well development is complete, and the contractor's initial water samples were acceptable. Well house construction is anticipated to start in the next month.
- Verona Area High School: Storm water is installed, all grading is done, and base aggregate has been placed for Stage 1 of West Verona Avenue. Crews have begun water main installation for Stage 1 of West End Circle.
- CTH M Reconstruction: A traffic switch is scheduled for mid-to-late September, putting traffic in outside lanes so work can be performed on the medians. The westbound CTH PD underpass is scheduled to be in operation at that time.
- CTH PD – Woods Road to CTH M: Activity on this project should start ramping up the week of September 9th.
- CTH M Repaving Project – Thousand Oaks Trail to CTH MM: CTH M will be closed September 16th – October 4th from Fish Hatchery Road to west of CTH MM; and October 7th – October 25th from east of Thousand Oaks Trail to Fish Hatchery Road.

10. Committee Reports

A. Finance Committee

- (1) Discussion and Possible Action Re: Payment of bills. Motion by Kemp, seconded by Cronin, to pay the bills in the amount of \$468,212.41. Motion carried 7-0.

B. Public Safety & Welfare Committee

- (1) Discussion and Possible Action Re: A Special Event Permit application from Le Jordan, Verona Area Chamber of Commerce, for Fall Fest on Friday, September 27, 2019 from 12 p.m. – 11 p.m. The Fall Fest will be held at Festival Park. Apple smashing, pumpkin painting, crafts, a hay ride, a bouncy house, a petting zoo, a family movie, magic shows, food vendors, fire pits, an obstacle course and a small band are scheduled. Wine, beer and water will be served. A Temporary Class "B"/"Class B" Retailer's License is required for this event. Motion by Reekie, seconded by Kohl, to approve a Special Event Permit from Le Jordan, Verona Area Chamber of Commerce, for Fall Fest on Friday, September 27, 2019 from 12 p.m. – 11 p.m., contingent upon completion of a background check. Motion carried 7-0.
- (2) Discussion and Possible Action Re: An Application for a Temporary Class "B" Beer and "Class B" Wine Retailer's License from the Verona Area Chamber of Commerce for Fall Fest on Friday, September 27, 2019 at Festival Park, 111 Lincoln Street, from 4 p.m. – 10:30 p.m., Le Jordan, Agent. The Temporary Retailer's License will allow the Chamber to serve beer and wine within the fenced area of the Fall Fest event at Festival Park. A licensed bartender will be on site at all times during the event. Motion by Reekie, seconded by Kohl, to approve a Temporary Class "B" Beer and "Class B" Wine Retailer's License from the Verona Area Chamber of Commerce for Fall Fest on Friday, September 27, 2019 at Festival Park, 111 Lincoln Street, from

4 p.m. – 10:30 p.m., Le Jordan, Agent, contingent upon completion of a background check. Motion carried 7-0.

- (3) Discussion and Possible Action Re: An application for a Combination Class “A” Beer and “Class A” Intoxicating Liquor License from Skogen’s Foodliner, Inc., d/b/a Festival Foods, 660 Hometown Circle, Verona, WI, Jeff Brasel, Agent. Motion by Reekie, seconded by Kemp, to approve a Combination Class “A” Beer and “Class A” Intoxicating Liquor License from Skogen’s Foodliner, Inc., d/b/a Festival Foods, 660 Hometown Circle, Verona, WI, Jeff Brasel, Agent, contingent upon satisfactory completion of final building and fire inspections and background checks. This license will allow Festival Foods to sell alcoholic beverages from the Wine and Spirits department of their new store on Hometown Circle. The Wine and Spirits department is located in the southwest corner of the store, with alcohol storage in a designated area at the back of the store. Groceries, including alcoholic beverages, may also be ordered online and picked up at specified parking stalls in the store’s parking lot. The company’s procedure for “Click n’ Go” orders containing alcoholic beverages is strict, and is clearly conveyed to both employees and customers. The store’s agent, Jeff Brasel, is currently the agent for the Green Bay East Festival Foods store.

Jerney asked if the same flagging process that is used for “Click n’ Go” orders containing alcohol is also used for those containing cigarettes and tobacco.

Jeff Brasel, store director at Festival Foods, explained that the store has an ID check policy for both alcohol and tobacco, which includes rigorous employee training. Internal ID checks are also done on a regular basis. Tobacco products sold in “Click n’ Go orders are tagged, and ID is required.

Motion carried 7-0.

- (4) Discussion and Possible Action Re: An application for a Cigarette and Tobacco Products Retail License from Skogen’s Foodliner, Inc., d/b/a Festival Foods, 660 Hometown Circle, Verona, WI. Motion by Reekie, seconded by Touchett, to approve a Cigarette and Tobacco Products Retail License from Skogen’s Foodliner, Inc., d/b/a Festival Foods, 660 Hometown Circle, Verona, WI, contingent upon completion of satisfactory final building and fire inspections and background checks. This license will allow Festival Foods to sell cigarette and tobacco products at their location at 660 Hometown Circle. Motion carried 7-0.
- (5) Discussion and Possible Action Re: An application for a Combination Class “B” Beer and Reserve “Class B” Intoxicating Liquor License from Reel Cue, LLC, d/b/a/ North and South Seafood & Smokehouse, 958 Liberty Drive, Suite 101, Verona, WI, Keith Stoesz, Agent. Motion by Reekie, seconded by Kemp, to approve a Combination Class “B” Beer and Reserve “Class B” Intoxicating Liquor License from Reel Cue, LLC, d/b/a/ North and South Seafood & Smokehouse, 958 Liberty Drive, Suite 101, Verona, WI, Keith Stoesz, Agent, contingent upon completion of satisfactory final building and fire inspections and background checks. This license will allow North

and South to serve wine, beer and liquor at their restaurant, which is planned to open in October. Keith Stoesz will be the appointed agent for the license. The building at 958 Liberty Drive is not yet ready for final building and fire inspections. Staff expects the building to be ready for inspection in early October. The owners of the business are aware of and agree to this contingency. The Common Council is being asked to approve the license with this contingency now to allow the business to open on the earliest possible date. Motion carried 7-0.

- (6) Discussion and Possible Action Re: Ordinance No. 19-942 amending Section 10-1-13 of the Code of Ordinances, City of Verona, relating to required stops at Hometown Circle and Magic Meadows Court/East Chapel Royal Drive. Motion by Reekie, seconded by Kohl, to approve Ordinance No. 19-942 amending Section 10-1-13 of the Code of Ordinances, City of Verona, relating to required stops at Hometown Circle and Magic Meadows Court/East Chapel Royal Drive, with a change to Section 10-1-13(b)(225) to read, "All vehicles proceeding in a southerly direction on Magic Meadows Court shall stop before entering the intersection with East Chapel Royal Drive". This amendment to Section 10-1-13 adds stop signs for traffic entering Hometown Circle from the northern commercial businesses, which are needed due to the increase in traffic volumes on Hometown Circle resulting from the soon to be opened Festival Foods store. Stop signs will be added for Magic Meadows Court when the road is built. Motion carried 7-0.
- (7) Discussion and Possible Action Re: Ordinance No. 19-943 amending Section 10-1-26 of the Code of Ordinances, City of Verona, relating to truck loading zones on Schweitzer Drive. Motion by Reekie, seconded by Kohl, to approve Ordinance No. 19-943 amending Section 10-1-26 of the Code of Ordinances, City of Verona, relating to truck loading zones on Schweitzer Drive. This amendment to Section 10-1-26 moves the loading zone from South Jefferson Street to Schweitzer Street, and removes the loading hours and days in response to Four Winds Manor moving their loading docks. Motion carried 7-0.
- (8) Discussion and Possible Action Re: Ordinance No. 19-944 amending Section 10-1-27 of the Code of Ordinances, City of Verona, relating to prohibited parking on Hometown Circle and Ineichen Drive. Motion by Reekie, seconded by Kohl, to approve Ordinance No. 19-944 amending Section 10-1-27 of the Code of Ordinances, City of Verona, relating to prohibited parking on Hometown Circle and Ineichen Drive. This amendment to Section 10-1-27 adds language prohibiting on-street parking on both sides of Hometown Circle in the section where vehicles enter and exit from East Verona Avenue. This is due to the increase in traffic resulting from the soon to be opened Festival Foods store. Prohibiting parking will allow the full road width to be used and preserve sight lines in this area. Language is also added to prohibit parking along Ineichen Drive near North Main Street to preserve sight lines approaching the intersection and maintain a wide road for the approaches to the intersection, as there is a pedestrian refuge (median) at the intersection. Currently, cars parked in this area are creating a bottleneck near the intersection. Motion carried 7-0.

- (9) Discussion and Possible Action Re: Ordinance No. 19-945 amending Section 10-1-29 of the Code of Ordinances, City of Verona, relating to winter parking regulations on Magic Meadows Court and Winchester Court. Motion by Reekie, seconded by Kemp, to approve Ordinance No. 19-945 amending Section 10-1-29 of the Code of Ordinances, City of Verona, relating to winter parking regulations on Magic Meadows Court and Winchester Court. This amendment to Section 10-1-29 prohibits on-street parking on both sides of the road on Magic Meadows Court and Winchester Court from November 20th until April 1st. The house numbers are even and odd around the circle, making it difficult for residents to know on which side of the road they should park each day. The removal of on-street parking will alleviate this confusion and allow better access to the road for snow removal. Motion carried 7-0.

C. Plan Commission

- (1) Discussion and Possible Action Re: Ordinance No. 19-946 rezoning 300 East Verona Avenue from Neighborhood Residential (NR) to Central Commercial (CC). The proposed zoning map amendment would rezone 300 East Verona Avenue to Central Commercial. The Applicant is requesting the rezone in order to use the existing building as an office/showroom for a retail cabinetry business, a residential apartment on the second floor of the building, and to construct an attached garage with an apartment above.

Motion by Touchett, seconded by Kemp, to approve Ordinance No. 19-946 rezoning 300 East Verona Avenue from Neighborhood Residential (NR) to Central Commercial (CC). Motion carried 7-0.

- (2) Discussion Re: A concept plan review for a Planned Unit Development (PUD) for a proposed two-story, 2,406 square foot commercial building located at 211 East Verona Avenue. The Applicant is proposing a Planned Unit Development concept plan that would allow for the construction of a two (2)-story 2,406 square foot commercial building at 211 East Verona Avenue. The Council is encouraged to provide feedback and recommendations to the applicant on the concept. No formal motion is required, as this is the conceptual review of the project.

Jerney stated she likes the design. It seems to fit in with E. Verona Avenue.

Posey likes the design and the way it fits together with the house that is currently there. She approves of building commercial properties while maintaining the hometown feel.

Cronin asked about adequate parking for these properties.

Sayre replied the existing 13 parking spaces will remain.

Reekie likes fill-in development and thinks this is a good idea for this space.

(3) Discussion Re: Redevelopment concepts for the Sugar Creek Elementary School property located at 420 Church Avenue.

The Community Development Authority (CDA) has been working with Community Design Solutions (CDS) from the University of Wisconsin Milwaukee to create redevelopment concepts for the Sugar Creek Elementary School property at 420 Church Avenue. The CDS hosted an open house at City Hall on August 22nd for the purpose of gaining public input on three proposed concepts. For planning purposes, we've included additional land in the concepts. The remainder of the site is the school property that the city will be acquiring, possibly in late 2020. The intent was to get some ideas on paper, with the goal of developing an RFP to go out in early 2020. Staff is looking for some guidance in creating the RFP for this area. These concepts have been to the CDA, the Plan Commission, and are now here at the Common Council. We know we will not get consensus on a particular design, but we do want some guidance for developers and for the RFP. Every option ensures the New Century building, as well as the large trees on that property, remain on the property. There is not a use identified for that building, but some sort of active use is preferred. The CDA was also looking for some type of gathering space, in the form of either a building or green space. The Common Council is encouraged to provide feedback on the concepts.

Sayre explained the three concepts for the site:

Mixed Use Town Center Concept. This concept includes 156 apartment units in four buildings on the south and central part side of the property; 20 townhomes in three buildings on the south end of the property; 36,000 square feet of commercial in two buildings, and a 10,000 square foot mixed-use building along West Verona Avenue; and a 30,000 square foot, two-story community building and large green space at the center of the property.

Town Center Community Pool Concept. This concept includes 216 apartment units in four buildings located at the center and southwest corner of the plan; a large green space at the center of the property, adjacent to the apartment buildings; a 31,178 square foot commercial building, and 18,911 square feet of mixed-use in two buildings along West Verona Avenue; and a 30,844 square foot, one-story community building with an outdoor pool and playground on the south end of the property. Public feedback included a strong desire to have an outdoor pool in the community. A few people expressed concern over the height of the apartment buildings.

Kohl added that CDS designed the concepts with the idea to create a welcoming space at the northeast corner of the site.

Community Park Makers Space Concept. This concept includes a makers space placed in the northeast corner of the property at W. Verona Avenue and Marietta Street. It contains 228 apartments in three buildings near the center of the site; 20 townhomes at the south end; 65,730 square feet of commercial space in three

buildings located along West Verona Avenue and near the center of the site; and 37,840 square feet of mixed use on the northwest side of the property. The green space is large enough for soccer fields and other recreational opportunities. A community building is not included in this concept. Public feedback included suggestions to construct a pavilion-type structure in the green space, rather than a band shell.

Highlights from the open house were the desire for an outdoor pool, interest in the makers space, concern that the site concepts are too dense, and a preference for townhomes/affordable housing.

Kohl stated she's been thoughtful about what she would like to see, based on comments from community members. We have an opportunity to have a central gathering space where people in the community can come together. She would support a multi-use community center, a pool, and a good amount of green space.

Jerney stated she likes the townhomes and would like to see a senior service center in that area, possibly integrated into the community center.

Posey stated she likes the green space, both for music and a farmers market. She also supports the makers space idea. She would like to see the site be more open, with fewer apartment buildings.

Kemp stated he would like to strike a balance with the amount of retail and the space dedicated to the community center and pool, as long as it is sustainable. He does not want to see buildings sitting empty. He prefers the Town Center Community Pool concept.

Touchett stated it is rare that we gain property in the City. We definitely have to think about the community. The community center and the pool are both good ideas. He would like to see the City retain the land, and believes it will be a real challenge to bring in a pool, considering the success and popularity of Fireman's Park.

Reekie stated this needs to be a community based area. She is in favor of a multi-purpose community center. Fireman's Park beach is great, but people still want a pool. She would like to see the apartments be more affordable than other apartments in Verona.

Kohl asked if we can score the RFP higher for inclusion of workforce housing in the development plan.

Sayre replied if there is a strong desire for workforce housing, there is the potential for scoring the RFP with that in mind.

Diaz stated there needs to be a public component in this area. He is interested in doing an incremental-style development, rather than trying to develop the whole thing at once. Riverside Park in Watertown could be a potential model for the green space.

Cronin would also like to develop this area using an incremental approach. She would be in favor of affordable housing, as well.

Kohl stated that a pool is a large expense, and suggested that perhaps some fundraising could be done in the community, in addition to the City's investment.

D. Public Works/Sewer & Water Committee

- (1) Discussion and Possible Action Re: A Professional Services Agreement with Mead & Hunt for Project 2016-123 CTH PD – Woods Road to CTH M. Motion by Touchett, seconded by Kemp, to approve a Professional Services Agreement with Mead & Hunt for Project 2016-123 CTH PD – Woods Road to CTH M, contingent on legal review. As part of the CTH PD expansion project from Woods Road to CTH M the Wisconsin Department of Natural Resources is requiring an additional investigation. The property located at 7153 CTH PD must have a Determination of Eligibility completed by an approved consultant prior to razing the dwelling. Mead and Hunt is an approved consultant and can meet the project deadlines to facilitate the task required. The agreement is not to exceed \$11,172. Motion carried 7-0.
- (2) Discussion and Possible Action Re: Ordinance No. 19-940 creating Section 6-2-18 of the Code of Ordinances, City of Verona, Wisconsin, relating to cluster mailboxes. The USPS will no longer be delivering mail to individual mailboxes for single-family residences, but has required coordination with the local Post Master to determine where cluster mailbox units (CBUs) should be located. This is for new development. Staff has created an Ordinance that would explain the requirements for a CBU. Ordinance highlights are as follows:
 1. Privately owned within an outlot dedicated to a homeowner's association
 2. Installed outside of public right-of-way
 3. Installed on a concrete pad behind a sidewalk

At the Public Works Committee meeting in August, Planning Staff was asked to assemble information regarding the number of mailboxes required for a CBU, as well as more information from the United States Postal Service ("USPS"). Staff contacted the Delivery Growth Coordinator, John Hamer, who is responsible for the CBU policy. From discussions with Mr. Hamer, Staff learned the following information:

- a. The minimum amount of mail slots is four (4), plus two for packages;
- b. The maximum amount of mail slots is sixteen (16);
- c. Developers are required to coordinate with the USPS and the municipality to locate the cluster mailboxes, as well as verify municipal requirements;
- d. The clusters are typically located a block away from the owner of the mail slot; and
- e. If slots are attached to a wall, it must be on an exterior wall with a canopy over the area for the mail slot owner.

Some municipalities have required the following, which is not a USPS requirement:

- Pull-off lane for parking
- Light near the mailboxes
- Locating CBUs outside of the terrace
- Restricting the number of CBUs in one area (this is to avoid a wall of CBUs).

Staff's discussion with USPS touched on who typically maintains the area around the CBU for snow and mowing, which is the homeowner association of the individual users of the CBUs. This is similar to having an individual mailbox, except they are for multiple people.

Touchett stated his concern is primarily with how and by whom the mailbox areas will be kept clear of snow, grass and weeds. We need an ordinance that is fair to everyone in the neighborhood, including those who may have trouble getting around. If we do this, we should do it right. The mailboxes should be designed to be protected from the elements, safe and easy for people to get to, and made of quality materials that will hold up for many years.

Cronin asked who pays for the mailboxes initially.

Touchett replied the developer pays for them.

Posey asked if having four traditional mailboxes together, as is the practice in some neighborhoods in the City, is still an option.

Touchett replied he does not believe it is an option.

Reekie stated if the mailboxes are not on the terrace, they will not be serving the purpose of allowing the mail carrier to drive up and drop mail in the boxes.

Touchett replied if the boxes are on the terrace, they are likely to be damaged by snow plowing and get snowed in. If they are on the house side of the sidewalk, the burden falls on the homeowner to maintain them. At the public works level, he is focusing on safety, affordability, and maintenance.

No motion was made in the Public Works/Sewer & Water Committee on this item, therefore no motion was made by the Common Council.

Mayor Diaz requested unanimous consent to take Items 12.A. and 12.B. together. There were no objections.

12. New Business

- A. Discussion and Possible Action Re: Fire Officer in Charge Assignment Agreement
The Common Council may convene in a closed session for discussion and possible action regarding a Fire Officer in Charge Assignment Agreement as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session.

Sayre explained that with the pending retirement of Fire Chief Joe Giver, City Staff has worked to identify an individual to assist in leading the Fire Department until a new Fire Chief is hired. A fire officer in charge assignment agreement has been prepared and the individual has indicated they are comfortable with the terms of the draft agreement. The Common Council has the ability to go into closed session to discuss the agreement and may

return to open session to take action on the agreement. He anticipates coming into open session with an announcement regarding this item.

Motion by Kohl, seconded by Kemp, to convene in closed session for discussion and possible action regarding a Fire Officer in Charge Assignment Agreement as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session. On roll call: Alder Posey – Aye; Alder Reekie – Aye; Alder Touchett – Aye; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye. Motion carried 7-0. The Common Council convened in closed session at 8:12 p.m. Human Resources Coordinator Weckerly remained for the closed session.

CLOSED SESSION

Motion by Cronin, seconded by Reekie, to reconvene in open session at 8:42 p.m. Motion carried 7-0.

B. Discussion and Possible Action Re: Senior Center Director Agreement

The Common Council may convene in a closed session for discussion and possible action regarding a Senior Center Director Agreement as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session.

Sayre explained that City Staff has completed reference and background checks on the selected individual for the Senior Center Director position and no issues have been identified. An employment agreement has been prepared and the candidate has indicated she is comfortable with the terms of the draft agreement. The Common Council has the ability to go into closed session to discuss the employment agreement and may return to open session to take action on the agreement. He anticipates coming into open session with an announcement regarding this item.

Motion by Cronin, seconded by Kohl, to convene in closed session for discussion and possible action regarding a Senior Center Director Agreement as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session. On roll call: Alder Reekie – Aye; Alder Touchett – Aye; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye. Motion carried 7-0. The Common Council convened in closed session at 8:13 p.m. Human Resources Coordinator Weckerly remained for the closed session.

CLOSED SESSION

Motion by Cronin, seconded by Reekie, to reconvene in open session at 8:42 p.m. Motion carried 7-0.

Motion by Cronin, seconded by Kemp, to approve the Officer Assignment Agreement. Cronin stated the parties involved have agreed to take on this assignment, and the Council has approved of the assignment. Motion carried 7-0.

Diaz recommended to the Common Council to appoint Stephanie Ehl as the Senior Center Director.

Motion by Kohl, seconded by Posey, to approve the Senior Center Director agreement with Stephanie Ehl. Motion carried 7-0.

13. Adjournment:

Motion by Touchett, seconded by Reekie, to adjourn at 8:45 p.m. Motion carried 7-0.

Ellen Clark
City Clerk