

**CITY OF VIROQUA  
COUNCIL MINUTES  
October 28, 2014**

**1. Roll call:**

The regular meeting of the Common Council was called to order at 7:30 p.m. on Tuesday, October 28, 2014 by Mayor Larry Fanta with Alderpersons Steve Bekkedal, Marc Polsean, Mark Rahr, John Thompson, Cyndy Hubbard, Jeff Clifton, Tom Wilson, Terry Noble and Mike Bankes present. Also present were City Administrator John Severson, City Clerk Lori Polhamus, Fire Chief Steve Skrede, Attorney David Jenkins, Park & Rec Director Dan Stalsberg, Public Works Director Steve Clark, Engineer Sarah Grainger, Police Chief Daron Jefson, Kurt Muchow, Marvin Hansen, and Nathan Randall

**2. Approval of the October 14, 2014 Regular Council Minutes** – Motion by Alderperson Bekkedal/second by Alderperson Polsean to approve the minutes of the October 14, 2014 as presented. Voice vote all in favor. Motion carried.

**3. First period for public comment** – none

**4. Operator license approvals (Public Safety)** – Motion by Alderperson Bekkedal/second by Alderperson Rahr to approve operator licenses for Tami Cox, Sirsha Erickson and Jesse Nelson. Voice vote all in favor. Motion carried.

**5. Approval of purchase of wireless crosswalk system at Main & Oak Streets (Public Safety)** – Chief Jefson stated we had a request from Vernon Memorial to update the current signs similar to the signs by Cenex in Westby to be more effective. The current signs require push button activation and the new signs would be infrared motion sensors. The system will cost approximately \$12,900 and Vernon Memorial is willing to pay for half the cost. Severson stated there is room in the contingency fund for the purchase. The current system may possibly be moved to Broadway by the school. Hubbard asked if a push button was available if the motion sensors don't work for some reason and Jefson will check into this. Motion by Alderperson Thompson/second by Alderperson Clifton to purchase the wireless crosswalk system at Main & Oak Streets. Roll call vote all in favor. Motion carried.

**6. Amendment of development agreement to provide that Lot 25 of Crossing Meadows Addition may be used as either single-family or two-family residences (Plan Commission)** – The current agreement does not allow two family residences on Lot 25 and this would become consistent with the other lots. Plan Commission met on the proposed amendment and recommended approval. Motion by Alderperson Bekkedal/second by Alderperson Clifton to amend the Developers Agreement with Marvin Hansen to provide that Lot 25 of Crossing Meadows Addition may be used as either single-family or two family residences. Voice vote all in favor. Motion carried.

**7. Certified Survey Map approval – Marvin Hansen (Plan Commission)** – there are three amended surveys for the Crossing Meadows Addition that were discussed at the September 30th Council meeting. The maps are currently in draft form and the originals would need to be presented prior to final approval. Motion by Alderperson Polsean/second by Alderperson Rahr to approve the certified survey maps and authorize the Clerk and Mayor to sign on the condition of final review by the City Attorney. Voice vote all in favor. Motion carried.

**8. Designation of Viroqua Historic Landmark – Amenda House, 322 N. Dunlap Avenue (Historic Preservation)** – the Historic Preservation Commission had a public hearing on September 9, 2014 and the property owners are in agreement with the designation. Alderperson Wilson stated the owners requested the designation and they are currently selling the house. This was designated for not only the structure but the historic contributions the family made in the area. Motion by Alderperson Hubbard/second by Alderperson Wilson to designate 322 N. Dunlap Avenue as a Historic Landmark. Voice vote eight in favor with one no heard. Alderperson Clifton voting no.

**9. Resolution approving tax increment district #2 project plan amendment #1 (Plan Commission)** – Kurt Muchow gave an overview of the TIF law changes allowing a ½ mile radius around the TIF to be used for TIF related projects and transferred between the TIFs. All four districts are financially sound. In the five year capital improvement plan that was developed a number of City projects were included in the funding plan that would fall within the districts allowing funding from other sources than the General Fund. Overall based on the 2013 financials it is predicted to have a two million dollar surplus of funds for project funding from all the TIFs. Motion

by Alderperson Rahr/second by Alderperson Bekkedal to approve resolution 14RS020 approving tax increment district #2 project plan amendment #1. Voice vote all in favor. Motion carried.

**10. Resolution approving tax increment district #3 project plan amendment #4 (Plan Commission)** Motion by Alderperson Thompson/second by Alderperson Bankes to approve resolution 14RS021 approving tax increment district #3 project plan amendment #4. Voice vote all in favor. Motion carried.

**11. Resolution approving tax increment district #4 project plan amendment #2 (Plan Commission)** Motion by Alderperson Hubbard/second by Alderperson Bankes to approve resolution 14RS022 approving tax increment district #4 project plan amendment #2. Voice vote all in favor. Motion carried.

**12. Resolution approving tax increment district #5 project plan amendment #1 (Plan Commission)** Motion by Alderperson Bekkedal/second by Alderperson Bankes to approve resolution 14RS023 approving tax increment district #5 project plan amendment #1. Voice vote all in favor. Motion carried.

**13. Proposal to assist with interim financing for sewer & water utility projects (Public Works)** Grainger stated this proposal is from Ehlers to help secure interim financing for the USDA grant. The USDA program allows us the loan money first and then the grant funds so interim financing through bond anticipation notes is planned and the cost of the assistance would be funded through the bond issue. USDA requires that all contracts are secured prior to funding. Motion by Alderperson Polsean/second by Alderperson Bekkedal to approve the proposal from Ehlers for \$18,000 to assist with interim financing through sewer and water bond anticipation notes. Roll call vote all in favor. Motion carried.

**14. Ordinance creating a Code of Ethics – First Reading (USDA requirement)** This ordinance is a requirement for the USDA funding. Attorney Jenkins stated he used their boiler plate ordinance with a few modifications. Rather than having an Ethics Committee it was referred to the Personnel Committee and he also added the penalty as there were only sanctions in the USDA model. Alderperson Wilson asked for clarification on who can impose the penalty and on whether he can appear only on behalf of constituents in his district or anyone under paragraph four. Motion by Alderperson Wilson/second by Alderperson Hubbard to approve the first reading of Ordinance 14OR007 creating a code of ethics with the condition that the City Attorney review and bring back with modifications discussed for the second reading. Voice vote all in favor. Motion carried.

**15. Ordinance regarding the Viroqua Municipal Code – First Reading (USDA requirement)** Attorney Jenkins stated in 1978 we put together our code book of ordinances during a recodification process which is the official listing of all ordinances adopted by the City. This ordinance is re-adopting the code as part of the USDA process since many of the ordinance copies they request are modified from time to time and this keeps them all in one place. Alderperson Wilson suggested adding another paragraph under section two that states a copy of the code can be accessed online. Alderperson Hubbard stated the word exists should be changed to exists under section two. Motion by Alderperson Wilson/second by Alderperson Bankes to approve the first reading of Ordinance 14OR008 and add a paragraph stating a copy shall be made available online at the City website. Voice vote all in favor. Motion carried.

**16. Approval of direct purchase invoices for library project (Finance)** – Clerk Polhamus stated we have four invoices from Insulation Plus and one from GexPro totaling \$55,864.41 for the Library project. We are doing direct purchase for sales tax savings and these will come back as deduct change orders as the contractors bid the projects with sales tax included. Motion by Alderperson Hubbard/second by Alderperson Rahr to approve the direct purchase invoices for GexPro and Insulation Plus for \$55,864.41. Roll call vote all in favor. Motion carried.

**17. Payment of bills.** – Motion by Alderperson Thompson/second by Alderperson Bekkedal to approve the payment of bills on report date 10/24/14 in the amount of \$118,725.01 and additional bills report date 10/28/14 in the amount of \$6,363.58. Roll call vote all in favor. Motion carried.

**18. Second Period for Public Comment** – none

**19. Adjournment -**

Motion made by Alderperson Rahr/second by Alderperson Bekkedal to adjourn the meeting at 8:18 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk