

**CITY OF VIROQUA  
COUNCIL MINUTES  
JUNE 11, 2019**

**1. Roll call:**

The regular meeting of the Common Council was called to order at 7:30 p.m. on Tuesday, June 11, 2019 by Mayor Karen Mischel with Alderpersons David Tryggestad, Terry Noble, Tanja Birke, Mike Koppa, Cyndy Hubbard, John Thompson, Sondra Naxi and Jeff Gohlke present. Alderperson Gregory Splinter was excused. Also present were City Clerk Lori Polhamus, Administrator Nate Torres, Interim Police Chief Todd Simonson, Public Works Director/Engineer Sarah Grainger, Fire Chief Chad Buros, Park & Rec Director Dan Stalsberg, Kurt Muchow, Tim Hundt and Angie Cina.

**2. Approval of the May 28, 2019 Regular and June 4, 2019 Special Council minutes** – Motion by Alderperson Birke/second by Alderperson Naxi to approve the minutes from the previous meetings. Voice vote all in favor. Motion carried

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

**4. Consideration of application for chickens at 320 E Terhune Street – Harmonie O’Loughlin** – Motion by Alderperson Birke/second by Alderperson Hubbard to approve the application for chickens. Voice vote all in favor. Motion carried.

**5. EDA project update** – Kurt Muchow updated the Council that they are working on the intergovernmental agreement with a goal of the end of July to go out for bids. We will be starting Tid 7 work in June or July. The Mayor, Sarah and Nate are on the EDA Ad Hoc Committee with the County which has been meeting. The land will need to be zoned and design standards determined as well as other economic development strategies. This area will be named the Gateway Business Park.

**6. Discussion with possible action on administrative/financial guidelines for Capital Improvement Plan** – each item from the discussion outline was reviewed with the following motions being made:

a) Motion by Alderperson Koppa/second by Alderperson Noble to stay at 35% of unassigned cash reserves. Voice vote all in favor. Motion carried.

b) Motion by Alderperson Noble/second by Alderperson Hubbard to retain a 20% G.O. Debt Capacity. Voice vote all in favor. Motion carried.

c) Motion by Alderperson Noble/second by Alderperson Naxi to cap the debt levy mill rate at 3.22. Voice vote all in favor. Motion carried.

d) Motion by Alderperson Koppa/second by Alderperson Noble to approve option four of a cash payment of \$300,000, maintaining a payment of \$14,000 yearly from the utilities and refinance at a lower interest rate to handle the unfunded retirement liability. Voice vote all in favor. Motion carried.

e) Motion by Alderperson Noble/second by Alderperson Birke to cap sewer reserves at \$1,750,000. Voice vote all in favor. Motion carried.

f) Motion by Alderperson Hubbard/second by Alderperson Birke to hold sewer cash reserves at an amount equal to or above the three months of revenue or \$390,000. Voice vote all in favor. Motion carried.

g) Motion by Alderperson Noble/second by Alderperson Tryggestad to not increase sewer rates currently at \$430 annual household based on 4000 cubic feet. Voice vote all in favor. Motion carried.

h) Motion by Alderperson Noble/second by Alderperson Birke to maintain water utility borrowing capacity at the recommended 50% remaining or \$1,888,562. Voice vote all in favor. Motion carried.

i) Motion by Alderperson Noble/second by Alderperson Hubbard to hold water cash reserves at a level equal to 50% of annual total revenue or \$597,000. Voice vote all in favor. Motion carried.

j) Motion by Alderperson Hubbard/second by Alderperson Birke to do a simplified water rate case every two years at 3%. Voice vote all in favor. Motion carried.

k) Motion by Alderperson Hubbard/second by Alderperson Thompson to decide the construction breakdown share by General Fund and Utilities on a case by case basis. Voice vote all in favor. Motion carried.

**7. Operator license approvals (Public Safety)** – Motion by Alderperson Hubbard/second by Alderperson Koppa to approve the operator license renewals on provided list. Voice vote seven in favor and one abstention. Motion carried. Alderperson Tryggestad abstained.

**8. Approval of Temporary Class B beer license for Southwest WI Pullers (Public Safety)** – Motion by Alderperson Hubbard/second by Alderperson Birke to approve the Temporary beer license for July 13<sup>th</sup> at the Viroqua fairgrounds grandstand. Voice vote all in favor. Motion carried.

**9. 2019-2020 Liquor license renewal approvals (Public Safety)** – Motion by Alderperson Thompson/second by Alderperson Hubbard to approve all the liquor license renewals presented. Voice vote seven in favor and one abstention. Motion carried. Alderperson Tryggestad abstained.

**10. Approval of credit card application through WCCU (Finance)** – this item was tabled.

**11. Disallowance of Claim – 129 Greenhill Drive** – We received notice from our insurance company that payment for damages for a sewer/water backup has been exhausted and recommend disallowing the claim for additional damages. Motion by Alderperson Noble/second by Alderperson Thompson to disallow the claim from Pam Hughes at 129 Greenhill Drive. Roll call vote all in favor. Motion carried.

**12. Payment of bills (Finance)** - Motion by Alderperson Noble/second by Alderperson Hubbard to approve the payment of bills on report date 06/06/19 in the amount of \$84,912.60 additional bills on report date 6/11/2019 for \$71,494.81. Roll call vote all in favor. Motion carried.

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

**14. Adjournment** - Motion made by Alderperson Birke/second by Alderperson Hubbard to adjourn the meeting at 9:34 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk