

**CITY OF VIROQUA  
COUNCIL MINUTES  
DECEMBER 30, 2014**

**1. Roll call:**

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

**2. Approval of the December 9, 2014 Regular Council Minutes** – Motion by Alderperson Bekkedal/second by Alderperson Bankes to approve the minutes of the December 9, 2014 meeting as presented. Voice vote all in favor. Motion carried.

**3. First period for public comment** – Mayor Fanta presented Public Works Director Steve Clark with a plaque in appreciation of his 29 years of service to the City of Viroqua.

**4. Operator license approvals (Public Safety)** – Motion by Alderperson Bekkedal/second by Alderperson Noble to approve operator licenses for Larissa McDowell, Tammy Hanson, Hollie Satona and Jessica Inman. Voice vote all in favor. Motion carried.

**5. Resolution accepting a dedication of streets and green spaces – Cedar Meadows Mobile Home Park (Public Works)** – Grainger stated during the USDA application process we are mapping all of the water and sewer mains. During this process it was discovered that the second half of the mobile home park was never dedicated over to the City so this is restarting the process. Alderperson Wilson had concerns that people would be dedicating their properties in order to have the City plowing their driveways and mowing their lawns. Jenkins stated the process is to have a willing owner to offer their property as a street and the municipality must agree to it before it can be dedicated. Grainger stated the utilities run through this area and we get state aid for our streets and Stalsberg stated the greenspace is a City park. We are required to have a certain amount of greenspace per the population of the City. Motion by Alderperson Bekkedal/second by Alderperson Wilson to approve resolution 14RS025 accepting a dedication of streets and green spaces. Voice vote all in favor. Motion carried.

**6. Approval of Library project direct purchase invoices (Finance)** Polhamus stated we have \$38,372.83 in direct purchase invoices to save sales tax on the library project. These are for site work, HVAC, and plumbing materials and they will come back as change orders on the project. All the direct purchase invoices have been reviewed by the construction manager and are ready for payment. Currently there is a balance of \$88,003.07 in the construction account with additional funds coming in soon and we have not had to draw from the construction line of credit yet. The first draw on the CDBG grant funds has been submitted with some changes and should be processed on 1/5/2015 for \$134,326.

**7. Library interior design fee proposals (Finance)** Severson stated after the Library Board reviewed their options on this and after discussing this with our CDBG rep we would need to follow proper procurement procedures for the furniture and fixtures which would require some help. This is a 13,500 foot building to furnish requiring competitive bids, Davis/Bacon wage rates, fair labor practices, women/minority labor options, and other procurement requirements. The original proposals received included \$7240 from I.D.ology and \$22,600 from the Architect Dewberry. The Library Committee recommended starting with the Design Development phase of I.D.ology's proposal which would be 53% of the total fee - \$3800. The contract documents portion would come back to Council for final approval before going for bids. Motion by Alderperson Hubbard/second by Alderperson Noble to approve the 53% Design Development portion of the I.D.ology interior design fee proposal for approximately \$3800. Roll call vote all in favor. Motion carried.

**8. Approval of change in property insurance carrier and withdrawal from Local Government Insurance Fund (Finance)** Severson stated our insurance rep from Westland Insurance Terry Christen provided us an insurance quote from Chubb Group to provide property insurance. Christen stated it is comparable to the Local Government Property Insurance Fund coverage except that Chubb uses a total blanket limit to apply to single or multiple locations rather than single valuation. They have 100% replacement cost with \$1000 deductible similar to

our current coverage. Other municipalities have gone with Chubb and they have been satisfied with the speed of claim payments. Our premium savings would range around \$5500 as the boiler/machinery policy is included in Chubb's proposal. There is no penalty for leaving the State's plan and we can get back in anytime. Motion by Tom Wilson/second by Mike Bankes to approve the change in property insurance carrier to the Chubb Group and withdraw from the Local Government Property Insurance Fund. Roll call vote all in favor. Motion carried.

**9. 2014 budget amendments – 2014 capital expenditures (Finance)** Severson reviewed the list of budget amendments to revenues and expenditures of \$2,228,589.04 to reflect the bond and loan proceeds and capital expenditures. These amounts will replace the current budget amounts. Nelson Parkway will be reduced to zero as these charges will go to the TIFs. Motion by Alderperson Bekkedal/second by Alderperson Noble to approve the 2014 budget amendments of \$2,228,589.04. Roll call vote all in favor. Motion carried.

**10. Payment of bills.** – Motion by Alderperson Wilson/second by Alderperson Thompson to approve the payment of bills on report date 12/05/14 in the amount of \$124,433.29 and additional bills report date 12/09/14 in the amount of \$46,154.81. Roll call vote all in favor. Motion carried.

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

**12. Adjournment -**

Motion made by Alderperson Bekkedal/second by Alderperson Thompson to adjourn the meeting at 8:10 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk