

**CITY OF VIROQUA
COUNCIL MINUTES
February 25, 2020**

1. Roll call:

The regular meeting of the Common Council was called to order at 7:30 p.m. on Tuesday, February 25, 2020 by Council President Terry Noble for Mayor Karen Mischel at City Hall with Alderpersons David Tryggestad, Gregory Splinter, Terry Noble, Tanja Birke, Mike Koppa, Cyndy Hubbard, John Thompson, Sondra Naxi and Peter Bergquist present. Also present were City Clerk Lori Polhamus, Administrator Nate Torres, Public Works Director Sarah Grainger, Park & Rec Director Dan Stalsberg, Police Chief Rick Niedfeldt, Randy Skinner, Tim Hundt and Ashley Keenan.

2. Approval of the February 11, 2020 Regular Council minutes – Motion by Alderperson Birke/second by Alderperson Hubbard to approve the minutes from the previous meeting. Voice vote all in favor. Motion carried.

3. First period for public comment – None

4. Operator license approvals (Public Safety) – Motion by Alderperson Hubbard/second by Alderperson Splinter to approve operator licenses for Amanda Walsh and Christopher Chadwick on the condition the background checks come back fine. Voice vote all in favor. Motion carried.

5. Approval of Temporary Class B beer license for Viroqua Fire Dept Assn Annual Fundraiser, March 21, 2020 (Public Safety) – Motion by Alderperson Thompson/second by Alderperson Tryggestad to approve the temporary Class B beer license. Voice vote all in favor. Motion carried.

6. Approval of lawn mower capital purchase (Park & Rec)- Motion by Alderperson Tryggestad/second by Alderperson Birke to approve the purchase of a 2018 Kubota zero-turn lawn mower for \$7607.56. Roll call vote all in favor. Motion carried.

7. Approval of Architectural services firm proposal for Viroqua City Hall and Police Station (Architect Selection Committee) – The City received five proposals and they had three firms present to the committee. Reference checks were also done on all of the firms and their fee schedules of 10% of the project were comparable. The firm the committee recommends is ADCI out of Lake Delton. Motion by Alderperson Hubbard/second by Alderperson Koppa to approve the proposal from ADCI. Roll call vote all in favor. Motion carried.

8. Approval of proposal from KLM Engineering for water tower engineering (Public Works) – this is for the industrial park water tower. The County is putting four new antennas on the tower for their new radios. This firm will review the installation at a cost of \$1500 plus \$500 if an additional set of drawings are needed. Motion by Alderperson Thompson/second by Alderperson Splinter to approve the proposal from KLM Engineering. Roll call vote all in favor. Motion carried.

9. Approval of Park Bowl Concession Stand renovation proposal (Park & Rec) – Stalsberg reviewed the breakdown of expenses by category for the Council. The total for the project in the Capital Improvement Plan was \$19,500 and the project was able to be condensed to come in within budget. Motion by Alderperson Naxi/second by Alderperson Splinter to approve the proposal for the Park Bowl Concession Stand project as presented. Roll call vote all in favor. Motion carried.

10. Resolution to extend Library loan at Citizens Bank to end of 2020 (Finance) – the current Library loan balance of \$673,296.53 is coming due on March 3, 2020 and our Financial Advisor recommends we extend the loan until the end of the year to combine it with other capital projects. Motion by Alderperson Birke/second by Alderperson Hubbard to approve resolution 20RS003 extending the Library note to the end of the year. Roll call vote all in favor. Motion carried.

11. Ordinance for Retention of Public Records – First Reading- we notified the Wisconsin Historical Society that we would be following the Wisconsin Municipal Records Schedule for record retention and they have signed off so this ordinance is the next step in the process. Motion by Alderperson Thompson/second by Alderperson Naxi to approve Ordinance 20OR001 Creating Section 2.42.070 Retention of Public Records and waive the second reading. Voice vote all in favor. Motion carried.

12. Ordinance for delayed connection to City Sewer System – First Reading (Public Works) – our current ordinance states that residents must connect within 90 days and sometimes the committee felt that a longer timeframe was warranted. This allows the City some leeway when some projects such as the one on Railroad Avenue that affect a large number of residents and could take longer for residents needing to sign up. Motion by Alderperson Birke/second by Alderperson Hubbard to approve the first reading of the ordinance. Voice vote all in favor. Motion carried.

13. Payment of bills (Finance) - Motion by Alderperson Hubbard/second by Alderperson Naxi to approve the payment of bills on report date 02/21/2020 in the amount of \$297,461.02 and additional bills on report date 02/25/2020 for \$860,379.30. Roll call vote all in favor. Motion carried.

14. Second Period for Public Comment – none

15. Adjournment - Motion made by Alderperson Tryggestad/second by Alderperson Koppa to adjourn the meeting at 8:20 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk