

**CITY OF VIROQUA
COUNCIL MINUTES
DECEMBER 13, 2022**

1. Roll call:

The regular meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, December 13, 2022 by Mayor Justin Running at City Hall and via Zoom with Alderpersons David Tryggestad, Tanja Birke, Todd Spaeth, John Thompson, Cyndy Hubbard, Steve Willis and Kristal Welter (via Zoom) present. Alderperson Joe Ahler was excused. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, City Engineer/Public Works Director Sarah Grainger, Utility Clerk Cheryl Purvis, Library Director Trina Erickson, Karen Dahl, AJ Bergum, Richard Running, Joe Clark, Kyle Glenn and Carson LaBelle

2. Approval of the November 29, 2022 Regular Council minutes – Motion by Alderperson Welter/second by Alderperson Hubbard to approve the minutes of the previous meeting. Voice vote all in favor. Motion carried.

3. Council Announcements – Alderperson Welter stated a reminder about snow event procedures and urged people to sign up for Nixle alerts.

4. First period for public comment – Kyle Glenn, 807 W Decker St stated he is concerned about the six-million-dollar grant funding leaving the city with a developer outside the city and feels the city should consider the home ownership model.

5. Mayoral appointment of Andrew Bergum as Ward 2 Alderperson – Bergum introduced himself and explained his background. Motion by Alderperson Tryggestad/second by Alderperson Spaeth to approve the appointment of Andrew “AJ” Bergum. Voice vote most in favor with two no votes heard. Alderpersons Birke and Welter voting no. Motion carried.

Mayor Running turned the meeting over to Council President Tanja Birke for item six on the agenda.

6. Approval of the 2023 Shared Ride Taxi Service Proposal – Polhamus explained that after the procurement was completed, we only received one bid from Passenger Transit Inc. The procurement committee consisted of Nate Torres, Westby Mayor Danny Helgerson, Trina Erickson, Kris Snowdeal and Trudy Wallin. They met and reviewed the proposal and scored it on professionalism, capacity and experience with price not being the sole factor in the decision. A cost analysis was done and it was determined that they were a responsive and responsible bidder and recommended the Council approve the contract. The pricing of \$34.47/hour for years 1&2 came in within \$1.00 of our independent cost estimate. An intent to award letter was submitted to the chosen transit provider and the DOT has been involved through the entire process. Motion by Alderperson Spaeth/second by Alderperson Willis to approve the 2023 Shared Ride Taxi Contract with Passenger Transit Inc. Roll call vote all in favor. Motion carried.

Mayor Running resumed running the remainder of the meeting.

7. Approval of Johnson Block Engagement Letter for Audit & Accounting Services for year ending December 31, 2022 – Motion by Alderperson Hubbard/second by Alderperson Welter to approve the Audit & Accounting Services agreement with Johnson Block pending review by Torres and Polhamus with the auditors. Roll call vote all in favor. Motion carried.

8. Discussion and approval of Johnson Block Engagement Letter for Sewer Rate Analysis (Public Works) – the last analysis was done in 2015. The way that non-residential customers are billed is by residential equivalency units and we would like to go to a meter-based charge. The fees are estimated between \$5500 and \$7500 but could be less as many items are already complete. Motion by Alderperson Birke/second by Alderperson Hubbard to approve the engagement letter for Johnson Block. Roll call vote all in favor. Motion carried.

9. Discussion with possible action on special assessment for sewer hookup for 1064 Defreese Street (Public Works) – the septic system failed at this location and they have city water currently. The estimate received was \$20,200 with \$5200 of this being city cost for putting in a manhole. It would be a five-year assessment at 4% interest. Motion by Alderperson Hubbard/second by Alderperson Welter to approve the special assessment. Roll call vote all in favor. Motion carried.

10. Discussion with possible action on ag land leases from 2023-2024 – Nate reviewed the maps of the parcels available. Items to consider are length of the leases, the organic farming amendment and the sludge application provision. Setting a minimum bid amount was also discussed. It takes three years to get certified organic and with the sludge provision they cannot certify. Motion by Alderperson Birke/second by Alderperson Spaeth to have parcels 1 & 2 at the airport as conventional farming with the provision to land spread and change the contract to five years, parcels 3 & 4 would have the land spread provision removed and remain with the organic provision with a five-year lease term. Voice vote with one no vote heard. Motion carried. Alderperson Hubbard voting no. Motion by Alderperson Spaeth/second by Alderperson Birke to allow the Wild West Days to have first right of refusal on the parcel adjacent to the Wild West Days grounds to be added to their current lease at their lease rates. Voice vote all in favor. Motion carried. Grainger also would like to see the Viroqua Business Park possibly leased as well.

11. Discussion with possible action on referendum request from WI United to Amend – the cost would be a minimum of \$70 because the referendum would require a two-sided ballot. Motion by Alderperson Birke/second by Alderperson Hubbard to add the referendum as discussed at the last meeting on the April 2023 ballot for the City of Viroqua. Roll call vote all in favor. Motion carried.

12. Payment of bills (Finance) - Motion by Alderperson Thompson/second by Alderperson Hubbard to approve the payment of bills on report date 12/08/2022 in the amount of \$236,721.73 and additional bills on report date 12/13/2022 for \$116,705.25. Roll call vote all in favor. Motion carried.

13. Second Period for Public Comment – Richard Running thanked the council for approving the shared ride taxi contract and stated this would be their 29th year in service.

14. Adjournment - Motion made by Alderperson Birke/second by Alderperson Spaeth to adjourn the meeting at 8:29 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk