

**CITY OF VIROQUA
COUNCIL MINUTES
MARCH 28, 2023**

1. Roll call:

The regular meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, March 28, 2023 by Mayor Justin Running at City Hall and via Zoom with Alderpersons David Tryggestad, Andrew Bergum, Joe Ahler, Tanja Birke, Todd Spaeth, Cyndy Hubbard, John Thompson and Kristal Welter present. Alderperson Steve Willis attended via zoom. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, City Engineer/Public Works Director Sarah Grainger, Library Director Trina Erickson, Police Chief Rick Niedfeldt, Fire Chief Chad Buros, Park & Rec Director Kale Proksch, Glen Martin, Angie Cina, Carson LaBelle, Angela Palmer-Fisher, Cathy Hanson and Mary Henry.

2. Approval of the March 14, 2023 Regular Council minutes – Motion by Alderperson Welter/second by Alderperson Ahler to approve the minutes of the previous meeting. Voice vote all in favor. Motion carried.

3. Council Announcements – None

4. First period for public comment – Angela Palmer-Fisher introduced herself to the Council and is running for Circuit Court Judge in Vernon County.

5. Public hearing regarding conditional use application for Kwik Trip South to permit the use of a LED message board at property located at 603 S Main Street – the public hearing was opened at 7:05 pm. This application went to Plan Commission and they forwarded it to Council with a list of conditions for the same size and concept digital sign. The public hearing was closed at 7:08 pm.

6. Action on conditional use application for Kwik Trip South at 603 S Main Street (Plan Commission) – Motion by Alderperson Thompson/second by Alderperson Tryggestad to approve the conditional use application with the following conditions forwarded from Plan Commission:

- The sign can be used only during open hours
 - Only static messages will be allowed. Text will not scroll, spin or otherwise move across the sign face. No background or animated graphics will be permitted, such as flags, clouds, balloons, bubbles, etc. Static graphic representations of product or services may be displayed as part of the message.
 - Color may be used in part of a static message but is limited to a maximum of five colors at any given time
 - Messages shall be visible for a minimum of six seconds or DOT minimum standards. There will be no dwell time (dark screen) between messages to avoid flashing appearance
 - The light intensity of the sign will be regulated by a light sensing unit so that the sign will automatically dim as ambient light decreases
 - Will not be brighter than the current signage in place today
- Voice vote all in favor. Motion carried.

7. Review and approval of special event permits for Viroqua Chamber Main Street Beer Walk and Night Markets – Motion by Alderperson Spaeth/second by Alderperson Hubbard to approve the Beer Walk on May 20, 2023. Voice vote all in favor. Motion carried. Motion by Alderperson Hubbard/second by Alderperson Ahler to approve the Night Market events May-September 2023 in Eckhart Park. Voice vote all in favor. Motion carried.

8. Discussion with possible action on local match financing for fire station project – we have applied for additional funding through Representative Van Orden’s office, however currently our local match would be \$4.5 million. Options were reviewed by Council for financing included a USDA 20 or 40-year loan or a General Obligation bond for 20 years. After reviewing the options a motion was made by Alderperson Thompson/second by Alderperson Welter to approve the municipal general obligation bond option to move forward. Voice vote all in favor. Motion carried.

- 9. Authorize release of RFP for Architectural & Engineering services for fire station project** – Torres reviewed the calendar that is proposed for the project and the draft RFP. There is still some review needed before the RFP is released. Motion by Alderperson Ahler/second by Alderperson Bergum to approve the release of the RFP contingent on city staff review. Voice vote all in favor. Motion carried.
- 10. Approval of Kathy Hanson, Darlene Buhr and Cyndy Hubbard reappointments to the library board for three-year terms expiring 4/30/2026** – Motion by Alderperson Birke/second by Alderperson Welter to approve the reappointments of Hanson, Buhr and Hubbard to the library board. Voice vote all in favor. Motion carried.
- 11. Approval of city hall elevator maintenance contract** – motion by Alderperson Thompson/second by Alderperson Ahler to approve the contract with Schumacher Elevator Company. Roll call vote all in favor. Motion carried.
- 12. Approval of amendment to noxious weed ordinance-second reading** – Motion by Alderperson Birke/second by Alderperson Hubbard to approve the second reading of ordinance 23OR002. Voice vote all in favor. Motion carried.
- 13. Update on the Ridges & Rivers Book Festival April 28-30, 2023** – Library Director Trina Erickson updated the Council on the event and invited everyone to attend.
- 14. McIntosh Memorial Library annual report** – Erickson gave a power point presentation and answered questions from Council.
- 15. Discussion with possible action on administrative priorities for 2023** – Torres reviewed priorities that have been noted and asked that we don't add any "new" projects to the listing if they weren't outlined in the capital improvement plan or are already in progress so that some other items can be addressed that have slid down the list of priorities. Council reviewed the plan and were in agreement to move forward with what was discussed.
- 16. Possible closed session per Wis. Stats 19.85 (1)(c) – considering employment, promotion, compensation or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility – Utility Auxiliary Worker annual review & probationary period (Public Works)** – Motion by Alderperson Ahler/second by Alderperson Welter to enter closed session at 9:01 pm. Roll call vote all in favor. Motion carried.
- 17. Reconvene in open session with possible action on items discussed during closed session** – Motion by Alderperson Hubbard/second by Alderperson Spaeth to reconvene in open session at 9:04 pm. Roll call vote all in favor. Motion carried. Motion by Alderperson Welter/second by Alderperson Bergum to proceed as discussed in closed session. Roll call vote all in favor. Motion carried.
- 18. Payment of bills (Finance)** - Motion by Alderperson Hubbard/second by Alderperson Ahler to approve the payment of bills on report date 03/23/2023 in the amount of \$54,112.18 and additional bills on report date 03/28/2023 for \$65,167.88 Roll call vote all in favor. Motion carried.
- 19. Second Period for Public Comment** – Mary Henry stated the library report was amazing and is happy the Council and staff are clear on their priorities and are working great as a team.
- 20. Adjournment** - Motion made by Alderperson Tryggstad/second by Alderperson Welter to adjourn the meeting at 9:07 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk