

**CITY OF VIROQUA  
COUNCIL MINUTES  
APRIL 11, 2023**

**1. Roll call:**

The regular meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, April 11, 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, Kristal Welter and Steve Willis present. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, City Engineer/Public Works Director Sarah Grainger, Police Chief Rick Niedfeldt, Fire Chief Chad Buros, Park & Rec Director Kale Proksch, Glen Martin, Matt Tubbin, Wayne Sherry, Christina Dollhausen, Shelaine Bennett, Erik Gundacker, Aaron Parker, GG Macasaet, Randy Skinner, Tim Hundt, Jillian Ritchie and Karen Ennis.

**2. Approval of the March 28, 2023 Regular Council minutes** – Motion by Alderperson Spaeth/second by Alderperson Welter to approve the minutes of the previous meeting. Voice vote all in favor. Motion carried.

**3. Council Announcements** – Alderperson Birke thanked Clerk Polhamus for the successful election on April 4<sup>th</sup>. There was a 62% turnout.

**4. First period for public comment** – Erik Gundacker of Readstown is working on a waste/recycle/composting program and doing research and development of food waste. There is a USDA grant opportunity for a compost food waste reduction program that he would like to set up for the City of Viroqua. Randy Skinner, Maple Dale Rd urged the Council to vote yes on the bathhouse resolution from Historic Preservation. Tim Hundt stated there is federal funds available through the infrastructure bill for the recycling program brought up during public comment.

**5. Appointment of Matt Tubbin to Board of Review Committee replacing Pete Gilman for a five-year term expiring 4/1/2028** – Motion by Alderperson Spaeth/second by Alderperson Bergum to approve the appointment. Voice vote all in favor. Motion carried.

**6. Mayoral appointments to Housing Advisory Board** – Mayor Running stated there are eleven spots and Tanja Birke and Kristal Welter are the Council appointees. Sonya Newenhouse, Josh Brown, Michael Corr, Shane Davey and Tom Burkhalter are all interested. The terms for each will be assigned later. Motion by Alderperson Spaeth/second by Alderperson Hubbard to approve the appointments with the terms to be set by the mayor. Voice vote all in favor. Motion carried.

**7. Operator license approvals (Public Safety)** – Motion by Alderperson Hubbard/second by Alderperson Welter to approve licenses for Clayton Ruby, Tanya Forkash, Kellen Olson and Elise Becker. Voice vote all in favor. Motion carried.

**8. Approval of special event permit for Praise in the Park Concert on August 13, 2023 in Eckhart Park** – Motion by Alderperson Hubbard/second by Alderperson Willis to approve the permit. Voice vote all in favor. Motion carried.

**9. Approval of temporary class b beer license for Viroqua Chamber Main Street Beer Walk on May 20, 2023 (Public Safety)** – Motion by Alderperson Spaeth/second by Alderperson Bergum to approve the license. Voice vote all in favor. Motion carried.

**10. Approval of Special Event permit for Driftless Music Festival at Eckhart Park on July 8, 2023** – Motion by Alderperson Thompson/second by Alderperson Ahler to approve the permit. Voice vote all in favor. Motion carried.

**11. Approval of temporary class b beer license for Forthstream Inc. for Driftless Music Festival at Eckhart Park on July 8, 2023 (Public Safety)** – Motion by Alderperson Thompson/second by Alderperson Spaeth to approve the license. Voice vote all in favor. Motion carried.

**12. Approval of Special Event permits for Live in Viroqua events to be held on West Court Street June-September 2023** – Motion by Alderperson Hubbard/second by Alderperson Welter to approve the permit. Voice vote all in favor. Motion carried.

**13. Approval of temporary class b beer license for Forthstream Inc. for Live in Viroqua events to be held on West Court Street June-September 2023 (Public Safety)** – Motion by Alderperson Bergum/second by Alderperson Ahler to approve the license. Voice vote all in favor. Motion carried.

**14. Approval of chicken permit renewal for Lance Clough at 931 E Decker Street** – Motion by Alderperson Hubbard/second by Alderperson Willis to approve the permit renewal. Voice vote all in favor. Motion carried.

**15. Proclamation for Arbor Day in the City of Viroqua** – Mayor Running read the proclamation declaring April 28<sup>th</sup> Arbor Day in the City of Viroqua.

Council moved to agenda item # 21 & 22 prior to finishing the remainder of the agenda.

**16. Approval of multi-year weather siren maintenance contract (Public Safety)** – Motion by Alderperson Thompson/second by Alderperson Ahler to approve a three-year contract with Emergency Communication Systems for three sirens at \$450/piece each year. Roll call vote all in favor. Motion carried.

**17. Discussion with possible action on Utility Billing Clerk exempt status (Public Works)** – this would make the position comparable to the deputy clerk and have more flexibility with hours instead of overtime. Motion by Alderperson Hubbard/second by Alderperson Welter to approve the change of status to exempt for the utility billing clerk. Voice vote all in favor. Motion carried.

**18. Discussion with possible action on resolution to apply for UNPS planning grant (Public Works)** – this is the urban non-point source grant for stormwater management. Education is needed prior to an ordinance and this project would have \$1000 from the stormwater budget. Motion by Alderperson Hubbard/second by Alderperson Bergum to approve resolution 023RS007. Voice vote all in favor. Motion carried.

**19. Approval of annual asphalt bids (Public Works)** – we had three bidders – Mathy, Patriot Pavings and Klaetsch. Motion by Alderperson Thompson/second by Alderperson Spaeth to approve the bid from Mathy. Voice vote all in favor. Motion carried.

**20. Approval of annual concrete bids (Public Works)** – we only received one bid from Fowler & Hammer for 4” - \$11.80 and 6” - \$12.80. Motion by Alderperson Ahler/second by Alderperson Willis to approve the bid from Fowler & Hammer. Voice vote all in favor. Motion carried.

**21. Update/discussion on WPA Bathhouse project** – Cyndy Hubbard reviewed the timeline of events that have occurred from the last presentation on 11/29/2022 until now. They formed a WPA bathhouse task force consisting of Christina Dollhausen, Steve Willis, Aaron Van Loo, Karen Ennis and Cyndy Hubbard. They contacted stakeholders, refined the design, did cost estimates and formed a budget. They have received several letters of support from multiple offices. They shared the renderings of what the project could look like with a cost estimate of \$600,000-\$700,000. The cost estimates came from River Architects and Kirchner Custom. Funding would consist of Tid 6 funds, the CDI grant and private donations. Operating costs still need to be looked at with an estimate of \$9,000-\$10,000 per year.

**22. Resolution authorizing pre-application of CDI grant for the WPA Bathhouse project (Historic Preservation)** – Motion by Alderperson Birke/second by Alderperson Welter to approve resolution 023RS006 contingent on the remaining gap funding being raised. Voice vote all in favor. Motion carried.

**23. Authorization of RFP for Construction Manager for fire station project** – the RFP was reviewed for the Council and Public Safety will be the selection committee. It will be posted 4/26/2023 with bids due by 5/31/2023.

Motion by Alderperson Thompson/second by Alderperson Ahler to authorize the RFP contingent on adding construction administration. Voice vote all in favor. Motion carried.

**24. Payment of bills (Finance)** - Motion by Alderperson Hubbard/second by Alderperson Spaeth to approve the payment of bills on report date 04/06/2023 in the amount of \$12,675.72 and additional bills on report date 04/11/2023 for \$39,471.44 Roll call vote all in favor. Motion carried.

**25. Second Period for Public Comment** – Jillian Ritchie – Willow Street stated she was in favor of the bathhouse project moving forward.

**26. Adjournment** - Motion made by Alderperson Spaeth/second by Alderperson Tryggestad to adjourn the meeting at 8:43 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk