

**CITY OF VIROQUA
COUNCIL MINUTES
JUNE 27, 2023**

1. Roll call:

The regular meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, June 27, 2023 by Mayor Justin Running at City Hall and via Zoom with Alderpersons David Tryggestad, Andrew Bergum, Todd Kirking, 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, Deputy Clerk Joy Conley, Director of Public Works/City Engineer Sarah Grainger, Utility Clerk Cheryl Purvis, Police Chief Rick Niedfeldt, Officer Jacob Walker, Officer Robert Vian, Fire Chief Chad Buros, Park & Rec Director Kale Proksch, Evan Blattner, Dallas Seevers, Heather Seevers, David Bruce, Stacie Sanborn, Carson Labelle and Jake Victor and Matt from Northpointe.

2. Approval of the June 13, 2023 Regular Council minutes – Motion by Alderperson Welter/second by Alderperson Bergum 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 – Aaron Parker submitted a written public comment for record. David Bruce of Viroqua spoke and asked the council to look at how the Temple Theatre is being operated. He said there is a group, Concerned Citizens of the Temple Theatre, that are concerned that the theatre is not sharing minutes or financial reports, and not communicating with them by returning calls and emails.

5. Discussion on options regarding municipal waste disposal with Vernon County Landfill, Stacie Sanborn – Stacie Sanborn from the Vernon County Landfill presented the council information on what the landfill does and programs offered to the community. Vernon is one of only 9 county owned landfills in the state. Slides were shown of the current landfill layout and plans for an expansion for the next 15 years. Stacie explained she was asking the city (and other municipalities) for their support on directing waste to them to keep the landfill open. So far, she has support from 11 townships, 3 villages, and the City of Westby that have already passed MOU's.

6. Update on site plan and project variables for Northpointe Development project – Jake from Northpointe gave an update on the project after input from the meeting held on 6/26/23. Highlights from the meeting will be posted on the city website. He mentioned there will be nine units available to veterans and 13 supportive units and explained how the income qualifying process will work. Matt from Northpointe presented via Zoom. He went through several slides and diagrams showing the most recent updates and said the next step is presenting the final plan.

7. Review/approval of special event permit for Eagles Car Show on July 15, 2023 – Alderperson Birke expressed concern over loud car engines in town when leaving the show. Motion by Alderperson Thompson/second by Alderperson Tryggestad to approve the special event permit for Eagles Car Show on July 15, 2023. Voice vote all in favor. Motion carried.

8. Discussion with possible action on generator grant resolution for local share and commitment to maintenance – Nate Torres explained the need for showing assurance for the city portion. He calculated 87.5% grant and 12.5% local share (approx. \$13,400) and would need to get bids. Motion by Alderperson Thompson/second by Alderperson Willis to approve the commitment to maintenance. Roll call vote all in favor. Motion carried.

9. Discussion with possible action on local share approval for police department grant for record management system to replace the FORs program – Chief Niedfeldt, Officer Vian and Officer Walker explained the current reporting system is 30 years old and there are no more updates available and it also is not an internet-based system. The new Zuercher system they are looking at is internet-based and capable of sharing information with other municipalities. It provides more detail and history and is all live (real time). \$36,000 is the initial

estimate cost of the new system minus \$16,000 from the grant they are applying for would leave a deficit of around \$20,000. After that, the annual support runs \$10,000. Currently they pay \$1,900 a year for support so the deficit annually is \$8,100. Vian said they will continue to apply for other grants towards the system that if received would reduce the deficit.

Motion by Alderperson Thompson/second by Alderperson Kirking to commit to increasing the Police Department budget to cover the deficit for the record management system. Roll call vote all in favor. Motion carried.

10. Review and possible action on City Hall hours – Nate suggested being closed to the public on Friday through Labor Day, and to have recurring summer hours in the future. He explained it is working very well for staff to have the day to get caught up on projects, continue to clean out old City Hall, train new staff, and flexibility for vacation time off. Nate also noted that the public can still request an appointment for any service on a Friday if needed. Alderperson Birke asked what would happen if an election time were to fall within the closure and Clerk Polhamus confirmed the office would not close during an election. Motion by Alderperson Hubbard/second by Alderperson Willis to remain closed to the public on Friday through Labor Day and then recurring summer hours of closed on Friday Memorial Day through Labor Day moving forward. Voice vote all in favor. Motion carried.

11. Review and approval of Financial Management Policy (Finance) – Clerk Polhamus presented a Financial Management policy and went over the importance on getting the process, practices, and policies in place for purchases and grant procedures. Department heads had given feedback and the Finance Committee had approved the draft. There was discussion on the language in 1.7 Purchasing Guidelines to increase the minimum to \$5,000 and change from Non-Public Works to Non-Construction. Sarah Grainger pointed out there was prior policy addressing different limits than what is in the current policy being used. Motion by Alderperson Kirking/second by Alderperson Hubbard to table any approval until additional policy review is complete. Voice vote all in favor. Motion carried.

12. Review and approval of 2022 Compliance Maintenance Report (CMAR) and resolution (Public Works) – Sarah Grainger explained that the purpose for the resolution is that the requirements of the loan are understood and are agreed to. The resolution needs to be in place in order to apply for the grant. The application will be a request for \$250,000 with 100% loan forgiveness and be decided on in the fall. Motion by Alderperson Hubbard/second by Alderperson Birke to approve the CMAR report & resolution 023RS008. Voice vote all in favor. Motion carried.

13. Review and approval of reimbursement resolution for lead service line grant application (Public Works)– Motion by Alderperson Bergum/second by Alderperson Birke to approve the reimbursement resolution 023RS009 to apply for the lead service line grant. Roll call vote all in favor. Motion carried.

14. Possible closed session per WI Stats 19.85 (1)(e) – deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Proposal for former city hall redevelopment – Nate gave a brief update on what has transpired to this point and that there was only 1 proposal to date from Dallas and Heather Seevers. Dallas and Heather Seevers went over their proposal describing what their intentions were for remodeling the building which included 2 apartments upstairs and retail space on main level. Questions and discussion were directed at concerns over the corner and light pole located on the west corner of Main Street next to the building and the site lines for the pedestrian walkway. This pole has been struck numerous times in the past with it causing damage to the building as well. Dallas and Heather mentioned they were willing to work with the city in making the corner safer by being open to removing stairs on the sidewalk if it helped. Motion by Alderperson Birke/second by Alderperson Bergum to enter closed session at 10:32pm. Roll call vote all in favor. Motion carried.

15. Reconvene in open session with possible action on items discussed during closed session – Motion by Alderperson Bergum/second by Alderperson Tryggstad to reconvene in open session at 10:51pm. Roll call vote all in favor. Motion carried. Council informed Dallas and Heather Seevers that their proposal had been denied due to safety concerns not being satisfied.

16. Payment of bills (Finance) - Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the payment of bills on report date 06/22/2023 in the amount of \$243366.14 and additional bills on report date 06/27/2023 for \$63,893.45. Roll call vote all in favor. Motion carried.

17. Second Period for Public Comment – None

18. Adjournment - Motion made by Alderperson Welter/second by Alderperson Willis to adjourn the meeting at 10:56 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Joy E. Conley, Deputy Clerk/Treasurer