

**CITY OF VIROQUA
COUNCIL MINUTES
AUGUST 8, 2023**

1. Roll call:

The regular meeting of the Common Council was called to order at 7:04 p.m. on Tuesday, August 8, 2023 by Mayor Justin Running at City Hall and via Zoom with Alderpersons David Tryggestad, Andrew Bergum, Todd Kirking, Tanja Birke, Cyndy Hubbard, John Thompson, and Steve Willis present. Alderpersons Todd Spaeth and Kristal Welter were excused. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Fire Chief Chad Buros, Police Chief Rick Niedfelt, Public Works Director Sarah Grainger, Library Director Trina Erickson, Park & Rec Director Kale Proksch, Lt. Raasch, Angie Cina, Dian Krause, Kristen Parrott, Al Hagen, Tim Hundt, Eddy Nix, Lucy Danforth, Atty Brent Smith, and Jacob Lichter.

2. Approval of the July 25, 2023 Special Council minutes – Motion by Alderperson Birke/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 – None

5. Presentation by Vernon County Historical Society – Cyndy Hubbard – Kristen Parrott (Curator/Executive Director) and Dian Krause (President) gave a slide presentation and explained what they have been doing and their plans for air conditioning & heating project for their second floor.

6. Approval of letter of intent to apply for 2024 CLG grant for Historic Preservation Plan (Historic Preservation) – This is a certified local government grant with a limit of \$50,000 that has no local match and administrative costs can be included. The city has never had a plan and could help with future planning. The application will be due in December with awards in February 2024. The projected cost of the project is \$30,000. Motion by Alderperson Birke/second by Alderperson Thompson to approve the letter of intent. Voice vote all in favor. Motion carried.

7. Appointment of Lucy Danforth to Historic Preservation Commission to replace Aaron Van Loo whose three-year term expires 10/1/2024 – Motion by Alderperson Hubbard/second by Alderperson Bergum to approve the appointment. Voice vote all in favor. Motion carried.

8. Reappointment of Plan Commission members for three-year terms: Jan Rasikas (5/1/2026) and Richard Running & Stephanie Gauthier-Phillips (5/1/2025) – Motion by Alderperson Thompson/second by Alderperson Kirking to approve the reappointments. Voice vote all in favor. Motion carried.

9. Reappointment of Redevelopment Authority members whose terms have expired: Jan Rasikas (4/13/2025), Laura Meeks (4/13/2025), Amanda Warthesen (4/13/2026) and Chris Rozeske (4/13/2027) – Motion by Alderperson Bergum/second by Alderperson Willis to approve the reappointments. Voice vote all in favor. Motion carried.

10. Reappointment of Mike Sebion to Airport Commission for six-year term expiring 9/1/2029 – Motion by Alderperson Tryggestad/second by Alderperson Kirking to approve the reappointment. Voice vote all in favor. Motion carried.

11. Consideration of report on the lease of new City Hall property from Redevelopment Authority of the City of Viroqua – Jacob Lichter from Quarles & Brady explained that for financing of the new city hall we will be issuing lease revenue bonds to the RDA to pay for the financing through USDA for a 40-year term for \$2,673,000 at 2.25% interest. The RDA will be the owner of the building and the City will make lease payments to RDA for the yearly bond payment as well as a yearly obligation payment for the first ten years to cover the debt service fund

that must be established per USDA rules. The yearly payment will have to be budgeted under operating rather than debt service as it does not qualify as an exemption for tax levy limit purposes.

12. Adoption of resolution approving the lease with the Redevelopment Authority of the City of Viroqua and approving the issuance of \$2,673,000 Redevelopment Mortgage Lease Revenue bonds and related documents and transactions – Motion by Alderperson Hubbard/second by Alderperson Thompson to approve resolution 023RS012. Roll call vote all in favor. Motion carried.

13. Adoption of resolution authorizing the issuance of a \$500,000 Taxable General Obligation Promissory Note to the Redevelopment Authority of the City of Viroqua to evidence the city's obligation under the lease – this is a requirement by USDA for the first ten years of the lease. It is assurance for the RDA that the city will obligate payments each year to pay the bonds. If we have timely payments on the lease, we would not have any payments under this GO note. Motion by Alderperson Birke/second by Alderperson Bergum to approve resolution 023RS013. Roll call vote all in favor. Motion carried.

14. Discussion with possible action on 2023-2024 budget goals – We will have an increase to shared revenue of \$199,299 for 2024. Last year we used a balanced approach to services and spending which the Council was in favor of continuing. Department budget presentations will be happening 8/22 & 8/23 with the budget team. Items discussed were the comprehensive plan, website, and use of ARPA funds. Alderperson Birke would like to look at our fleet of vehicles to see how they are used and if any cost savings can be had. Alderperson Willis stated other items to consider is a splash pad and forester for tree health as well as an increase to Park & Rec's budget overall. Alderperson Hubbard would like to see an increase to the Historical Society contribution. An increase in the fire department's budget and other historical distributions were also discussed.

15. 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 – Operator in training compensation plan (Public Works) – Motion by Alderperson Hubbard/second by Alderperson Bergum to enter closed session at 8:30 pm. Roll call vote all in favor. Motion carried.

16. Reconvene in open session with possible action on items discussed during closed session – Motion by Alderperson Hubbard/second by Alderperson Bergum to reconvene in open session at 8:37 pm. Roll call vote all in favor. Motion carried. Motion by Alderperson Hubbard/second by Alderperson Kirking to move forward with the plan as discussed in closed session. Roll call vote all in favor. Motion carried.

17. Possible closed session per WI Stats 19.85 (1)(g) – conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – City Hall building project – Motion by Alderperson Bergum/second by Alderperson Willis to enter closed session at 8:38 pm. Roll call vote all in favor. Motion carried. Council invited Tim Hundt, Chair of the Building Committee to also attend closed session.

18. Reconvene in open session with possible action on items discussed during closed session – Motion by Alderperson Hubbard/second by Alderperson Willis to reconvene in open session at 8:56 pm. Roll call vote all in favor. Motion carried. No action was taken.

19. Review & approval of pay request #14 for Brickl Bros. for City Hall project – Motion by Alderperson Willis/second by Alderperson Bergum to approve pay request #14 for \$152,074.10. Roll call vote all in favor. Motion carried.

20. Payment of bills (Finance) - Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the payment of bills on report date 08/03/2023 in the amount of \$205,315.84 and additional bills on report date 08/08/2023 for \$75,196.50. Roll call vote all in favor. Motion carried.

21. Second Period for Public Comment – Mary Henry stated she had a hard time finding agendas on website and is also in favor of finding a way to allocate funds to Park & Rec.

22. Adjournment - Motion made by Alderperson Bergum/second by Alderperson Birke to adjourn the meeting at 9:04 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk