

**CITY OF VIROQUA
COUNCIL MINUTES
AUGUST 29, 2023**

1. Roll call:

The regular meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, August 29, 2023 by Council President John Thompson for 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. Mayor Running arrived at 7:07 pm. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Fire Chief Chad Buros, Police Chief Rick Niedfelt, Public Works Director Sarah Grainger, Kurt Muchow, Devin Flannigan, Carson LaBelle, Shane Peterson and Lori Gill.

2. Approval of the August 8, 2023 Special Council minutes – Motion by Alderperson Welter/second by Alderperson Kirking 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 – Lori Gill representing the Viroqua Eagles announced the K9 breakfast buffet that will be held on September 10th from 9-12:30 to support the City of Viroqua K9 unit.

5. Review and approval of extraterritorial certified survey map – Brad Stafslie (Plan Commission) – Motion by Alderperson Tryggestad/second by Alderperson Welter to approve the extraterritorial certified survey map. Voice vote all in favor. Motion carried.

6. Review and approval of Plat of Survey – Rory Kjome (Plan Commission) – Motion by Alderperson Spaeth/second by Alderperson Tryggestad to approve the Plat of Survey. Voice vote all in favor. Motion carried.

7. Reappointment of Barb McNeal to Police & Fire Commission for five-year term expiring 5/1/2028 – Motion by Alderperson Hubbard/second by Alderperson Tryggestad to reappoint Barb McNeal. Voice vote all in favor. Motion carried.

8. Review and approval of special event permit for Viroqua Wine Walk on October 21, 2023 – Motion by Alderperson Thompson/second by Alderperson Hubbard to approve the special event permit. Voice vote all in favor. Motion carried.

9. Discussion with possible action on temporary Class B license for Viroqua Wine Walk on October 21, 2023 (Public Safety) – Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the temporary Class B wine license for the Viroqua Wine Walk. Voice vote all in favor. Motion carried.

10. Review and approval of revised TAP project agreement for downtown Main Street project (Public Works) – the 2020 grant that was received was revised to include the additional funding received. The new total agreement amount is \$808,074. Motion by Alderperson Hubbard/second by Alderperson Welter to approve the revised TAP project agreement. Roll call vote all in favor. Motion carried.

11. Review and approval of three-party design engineering contract for bike & pedestrian plan (Public Works) – the original agreement did not include the DOT. The new agreement has the DOT, Toole Design and the City included for the \$40,000 grant on the \$50,000 project. Motion by Alderperson Birke/second by Alderperson Hubbard to approve the three-party contract. Roll call vote all in favor. Motion carried.

12. Operator license approvals (Public Safety) – Motion by Alderperson Tryggestad/second by Alderperson Kirking to approve operator licenses for Amber Oium and Carlye McWilliams. Voice vote all in favor. Motion carried.

13. Review and approval of “Class B” liquor license application for Ridgeland Restorations LLC DBA Historic Hotel Fortney (Public Safety) – Salt & Tipple has surrendered their Class B liquor license making this available and Hotel Fortney has had an application on file. Motion by Alderperson Birke/second by Alderperson Bergum to approve the Class B liquor license for Historic Hotel Fortney. Voice vote all in favor. Motion carried.

Council moved to items 17,16,15 and 14 before returning to remainder of the agenda.

14. Review/approval of architectural services contract for fire station project – total contract with Keller if \$485,000. Schematic design (20%), design development (20%), construction documents (50%) and construction phase (10%). Motion by Alderperson Spaeth/second by Alderperson Bergum to approve the architectural services contract contingent on final review by administrator, city attorney and concurrence with USDA. Roll call vote all in favor. Motion carried.

15. Review/approval of construction management agreement for fire station project – the contract with Keller for construction management is \$843,925 with a two-year warranty and no pre-construction fees. Motion by Alderperson Thompson/second by Alderperson Birke to approve the contract contingent on final review by administrator, city attorney and concurrence with USDA. Roll call vote all in favor. Motion carried.

16. Approval of Vierbicher contract as third-party independent inspector for fire station project – the estimated contract is \$25,000 and would not start until the construction is bid. Motion by Alderperson Hubbard/second by Alderperson Kirking to approve Vierbicher as third-party independent inspector. Roll call vote all in favor. Motion carried.

17. Authorization to submit USDA application for fire station project – this will be similar to the City Hall project except this is a grant and not a loan from congressionally directed spending. USDA requires the local share be spent first and then we receive grant funding. The grant funds are \$5.25 million. The original local share estimate was \$2.75 million; however, it is closer to \$3,345,000. Torres reviewed the budget numbers and the budget that would be submitted to USDA is \$9,978,000. This will affect future capital projects so Council chose to pause on submitting the application to review the implications on future planning.

18. Discussion with possible action on resolution approving Tid #7 project plan and boundary amendment – Kurt Muchow updated the Council on the timeline and project plan for Tid #7 and answered questions. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve resolution 023RS014. Voice vote all in favor. Motion carried.

19. Discussion with possible action on resolution adopting Vernon County ordinance on emergency management and the Vernon County Emergency Operations Plan (Public Safety) – Motion by Alderperson Hubbard/second by Alderperson Thompson to approve resolution 023RS015. Voice vote all in favor. Motion carried.

20. Discussion with possible action on early occupancy agreement with Chad Olson – once we receive an offer to purchase from John Eness for the remnant parcel adjacent to this parcel, we can proceed with this. Motion by Alderperson Welter/second by Alderperson Tryggestad to approve the early occupancy agreement pending the offer to purchase for the remnant parcel. Voice vote all in favor. Motion carried.

21. Authorization to go out for bids for waste & recycling services – Our current contract with Southwest Sanitation/GFL has been since 2019 and has been extended year to year with a 50-cent increase per year. Another hauler has expressed interest and we have until the end of September to notify GFL if we are no longer interested in extending the contract. Motion by Alderperson Birke/second by Alderperson Tryggestad to solicit proposals for waste & recycling services. Voice vote all in favor. Motion carried.

22. 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 – Auxiliary worker five-year review (Public Works) – Motion by Alderperson

Birke/second by Alderperson Hubbard to enter closed session at 9:20 pm. Roll call vote all in favor. Motion carried.

23. Reconvene in open session with possible action on items discussed during closed session – Motion by Alderperson Birke/second by Alderperson Hubbard to reconvene in open session at 9:23 pm. Roll call vote all in favor. Motion carried. Motion by Alderperson Birke/second by Alderperson Willis to move forward as discussed in closed session. Roll call vote all in favor. Motion carried.

24. Payment of bills (Finance) - Motion by Alderperson Hubbard/second by Alderperson Willis to approve the payment of bills on report date 08/24/2023 in the amount of \$471,634.56 and additional bills on report date 08/29/2023 for \$176,144.55. Roll call vote all in favor. Motion carried.

25. Second Period for Public Comment – None

26. Adjournment - Motion made by Alderperson Tryggestad/second by Alderperson Kirking to adjourn the meeting at 9:25 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk