

**CITY OF VIROQUA  
COUNCIL MINUTES  
SEPTEMBER 12, 2023**

**1. Roll call:**

The regular meeting of the Common Council was called to order at 7:00 p.m. on Tuesday, September 12, 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, Fire Chief Chad Buros, Police Chief Rick Niedfelt, Public Works Director Sarah Grainger, Glenn Martin, Chad Hoyum, Devin Flannigan, Angie Cina, and Carson LaBelle.

**2. Approval of the August 29, 2023 Special Council minutes** – Motion by Alderperson Welter/second by Alderperson Spaeth to approve the minutes of the previous meeting. Voice vote all in favor. Motion carried.

**3. Council Announcements** – Alderperson Willis stated the fair starts tomorrow and invited everyone to attend.

**4. First period for public comment** – None

The Council moved to items nine and ten and a five-minute break before finishing the remainder of the agenda.

**5. Review and approval of special event permit for Downtown trick or treating 2023 on October 31, 2023** – Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the special event permit. Voice vote all in favor. Motion carried.

**6. Review and approval of special event permits for Christmas on Court Street and Twinklefest Parade on November 24, 2023** – Motion by Alderperson Kirking/second by Alderperson Welter to approve the two special event permits. Voice vote all in favor. Motion carried.

**7. Discussion with possible action on special event permit process starting in 2024** – Torres suggested having this process like the change in chicken applications that for recurring or repeat events with no changes; Torres could approve and notify relevant department heads with any new ones coming to Council for approval. It was recommended that any events be updated during council announcements so everyone is aware of what is coming up.

**8. Operator license approvals (Public Safety)** – Motion by Alderperson Tryggestad/second by Alderperson Willis to approve an operator license for Michael Baker. Voice vote all in favor. Motion carried.

**9. Review of fire station budget and floor plan for fire station project** – Torres reviewed the budget with the Council. The project budget was underestimated at \$8,595,000 with an overall budget between \$9.5-\$10 million. The overall impact to future capital projects was discussed along with the impacts on the levy and debt capacity. Devin Flannigan from Keller reviewed the floor plan and answered questions for the Council.

**10. Authorization to submit USDA application for fire station project** – Motion by Alderperson Thompson/second by Alderperson Birke to submit the USDA application with a budget of \$8,595,000. Roll call vote all in favor. Motion carried.

**11. Review and approval of golf cart ordinance – First Reading (Public Safety)** – Public Safety asked for the photo part be removed from section 10.52.070. Alderperson Birke stated operation dates, turn signals, litigation/insurance and lights were not included in the ordinance. A traffic study was not done and wondered if the Public Safety committee discussed the safety aspect of these. Motion by Alderperson Spaeth/second by Alderperson Tryggestad to approve the first reading of the ordinance removing photos in section 10.52.070, adding operation dates of March 1<sup>st</sup>-November 1<sup>st</sup> and require tail lights, head lights, and turn signals. Voice vote taken with mostly ayes and two no votes heard. Motion carried. Alderpersons Birke and Welter voting no.

**12. Discussion with possible action regarding closing date for Chad Olson development** – we could not make the original agreement date of 8/31 so we would like to change the closing date to October 31<sup>st</sup>. We hope to close the week of October 16<sup>th</sup>. Motion by Alderperson Thompson/second by Alderperson Welter to approve the closing date change to October 31, 2023. Voice vote all in favor. Motion carried.

**13. Review and possible action on offer to purchase for 50' of property adjacent to property at 1235 Nelson Parkway – John Eness (VDA) – The Council may entertain a 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** – Council did not go into closed session. We received the full asking price of \$4800 which is the pro-rated amount of \$15,000/acre for industrial land. Eness would like the water run off from the Chad Olson property addressed as well. The city is willing to agree that the water run off would be Olson's responsibility with the current state of the property but any new development would be between the two land owners. Motion by Alderperson Hubbard/second by Alderperson Welter to pre-approve the offer to purchase with the changes discussed with a Quit Claim Deed and water run off issues. Roll call vote all in favor. Motion carried.

**14. Reconvene in open session with possible action on items discussed during closed session** – n/a

**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 – Successor to the Police Union Contract 2021-2023** – Motion by Alderperson Welter/second by Alderperson Birke to enter closed session at 9:10 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 Welter/second by Alderperson Birke to reconvene in open session at 9:46 pm. Roll call vote all in favor. Motion carried. Motion by Alderperson Birke/second by Alderperson Hubbard to approve the police union contract for 2024-2025 as discussed in closed session. Roll call vote all in favor. Motion carried.

**17. Payment of bills (Finance)** - Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the payment of bills on report date 09/07/2023 in the amount of \$92,461.62 and additional bills on report date 09/12/2023 for \$28,247.81. Roll call vote all in favor. Motion carried.

**18. Second Period for Public Comment** – None

**19. Adjournment** - Motion made by Alderperson Welter/second by Alderperson Kirking to adjourn the meeting at 9:48 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk