

**CITY OF VIROQUA
COUNCIL MINUTES
JUNE 11, 2024**

1. Roll call:

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, June 11, 2024 by Mayor Justin Running at City Hall and via Zoom # 89991425650 with Alderpersons Andrew Bergum, Todd Kirking, Emma Hood, Todd Spaeth, Cyndy Hubbard, John Thompson, Kristal Welter, and Steve Willis present. David Tryggestad was excused. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Public Works Director Sarah Grainger, Utility Clerk Cheryl Purvis, Police Chief Rick Niedfeldt, Park & Rec Director Kale Proksch, Library Director Trina Erickson, Fire Chief Chad Buros, Jim Groetsch, Carson LaBelle, Angie Cina, Randy Skinner, Kim Littel, Jean Driscoll, and Karen Innis.

2. Approval of the May 28, 2024 Special Council minutes – Motion by Alderperson Welter/second by Alderperson Willis to approve the minutes of the previous meeting. Voice vote all in favor. Motion carried.

3. Council Announcements – Alderperson Thompson stated the fire station ground breaking will be on June 26th at 2pm.

4. First period for public comment – Randy Skinner, Karen Innis, and Jean Driscoll all asked for the Council support regarding the CDI grant application for the Welcome Center project.

5. Review and approval of extraterritorial certified survey map – Edelweiss LLC (Plan Commission) – Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the CSM. Voice vote all in favor. Motion carried.

6. Discussion with possible action on resolution to open custodial accounts with Pershing LLC and engage Ehlers Investment Partners as Investment Advisor – Jim Groetsch with Ehlers explained that US Treasury bills is a safe investment for the bond proceeds for the fire department project that have been received but not yet spent and earn interest in a safe way. This would be a third-party custodial account with shorter terms. They are risk free and highest for safety, liquidity, and yield. We can stop the agreement at any time and has a .250% monthly fee. We purchase the bills at a discount and they mature at PAR value. Motion by Alderperson Thompson/second by Alderperson Spaeth to approve resolution 024RS009 to open custodial accounts with Pershing LLC and engage Ehlers Investment Partners as Investment Advisors. Roll call vote all in favor. Motion carried.

7. Discussion with possible action on resolution authorizing submission of CDI grant application to WEDC for the Viroqua Welcome Center project – Christina Dollhausen, WPA Building Task Force – in 2022 we did a pre-application for the CDI grant. Alderperson Hubbard gave a background on the project and stated that \$258,000 has been raised so far. The construction budget was \$238,000 from the city, \$258,000 in donations and \$250,000 from the CDI grant. There is still a concern on operation costs. Motion by Alderperson Willis/second by Alderperson Bergum to approve resolution 024RS010 authorizing submission of the CDI grant application. Voice vote all in favor. Motion carried.

8. Operator license approvals (Public Safety) – Motion by Alderperson Spaeth/second by Alderperson Hubbard to approve the operator licenses presented pending background checks. Voice vote all in favor. Motion carried.

9. Review/approval of liquor license renewals for 2024-2025 license year (Public Safety) – Motion by Alderperson Hubbard/second by Alderperson Willis to approve the renewals for Walgreens, Temple Theatre, TwelveTwelve LLC, Pacifico and the VFW. Voice vote all in favor. Motion carried.

10. Discussion with possible action on water rate increase (Public Works) – Utility Clerk Purvis stated that there have been three simplified rate increases since 2018 with the last one in January 2023. The PSC sets the rate of return and we may still have to do a conventional rate case but the smaller adjustments make it easier to maintain rate of return. The current rate is \$8.10 and the proposed new rate is \$8.43 at a 4.1% increase and it would go into

effect on 9/1/2024. We are the third highest in comparable. Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the 4.1% increase in water rates. Roll call vote all in favor. Motion carried.

11. Review/approval of reimbursement resolution for Center Street project and Safe Drinking Water loan (Public Works) – Motion by Alderperson Hubbard/second by Alderperson Hood to approve resolution 024RS011 for the Center Street project and Safe Drinking Water loan. Voice vote all in favor. Motion carried.

12. Discussion with possible action to approve the 2023 Compliance Maintenance Annual Report (CMAR) and resolution (Public Works) – Grainger reviewed the CMAR with the Council and answered questions. Motion by Alderperson Welter/second by Alderperson Thompson to approve resolution 024RS012 and the 2023 CMAR. Voice vote all in favor. Motion carried.

13. Review and approval of 2023 Consumer Confidence Report (CCR) (Public Works) – Grainger reviewed the CCR with the Council and answered questions. Motion by Alderperson Hubbard/second by Alderperson Welter to approve the 2023 CCR report. Voice vote all in favor. Motion carried.

14. Discussion with possible action on RFP for licensed childcare provider for Northpointe project – Torres reviewed the RFP draft for the 6000 square foot daycare facility. They would like to use the approach of letters of interest by 8/31/2024 to see what interest is out there and then have more detailed conversations with those interested before asking for complete plans. Motion by Alderperson Spaeth/second by Alderperson Hood to approve the general concept plan for the RFP and to move forward as presented. Voice vote all in favor. Motion carried.

15. Discussion with possible action regarding 2024 budget amendments for Public Works and Library – Overages in the health insurance accounts have occurred due to an increase in enrollments this year. They will be \$60,000 over in public works and \$13,300 at the library. The library will have \$5000 transferred from the building maintenance account leaving \$8300 shortfall to be absorbed by the rest of the budget. The \$60,000 amount will come from the street maintenance budget and allow the County NN street project to be borrowed for with the use of long-term proceeds. Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the budget amendments as presented for the public works and library budgets. Roll call vote all in favor. Motion carried.

16. Review and approval of Pay Request #1 for the City of Viroqua Fire Station project – Motion by Alderperson Thompson/second by Alderperson Willis to approve pay request #1 for \$607,646.10 contingent on the third-party inspector and USDA architect and representative approvals. Roll call vote all in favor. Motion carried.

17. Discussion and feedback regarding initial design for City website – Torres and Erickson reviewed the design with the Council and answered questions. They will have updated pictures later this month. We want to make sure the font is in Helvetica and use our brand standard colors. Overall, the Council felt it was on the right track.

18. Payment of bills (Finance) - Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the payment of bills on report date 06/07/2024 in the amount of \$207,471.94 and additional bills on report date 06/11/2024 for \$54,986.52 along with approval of a wire transfer of \$3,050,000 for the Northpointe project from ARPA grant funds previously received. Roll call vote all in favor. Motion carried.

19. Second Period for Public Comment – None

20. Adjournment - Motion made by Alderperson Kirking/second by Alderperson Hood to adjourn the meeting at 8:57 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk