

**CITY OF VIROQUA
COUNCIL MINUTES
JULY 30, 2024**

1. Roll call:

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, July 30, 2024 by Mayor Justin Running at City Hall and via Zoom # 85703421606 with Alderpersons Andrew Bergum, Todd Kirking, Todd Spaeth, John Thompson, and Kristal Welter present. Emma Hood, Cyndy Hubbard, and Steve Willis were excused. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Public Works Director Sarah Grainger, Park & Rec Director Kale Proksch, Library Director Trina Erickson, Fire Chief Chad Buros, Chad Hoyum, Devin Flanigan, Tom Weston, Kyle Henderson, Carson LaBelle, and Kim Littel.

2. Approval of the July 9, 2024 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 – None

5. Oath of Office for Seth McClurg as Ward 1 Alderperson and committee assignments – Clerk Polhamus gave McClurg the oath of office and he joined the Council for the remainder of the meeting. McClurg will be added to the Public Works, Public Safety and Park & Rec Committees and Steve Willis will be the Chair of Park & Rec. Motion by Alderperson Welter/second by Alderperson Thompson to approve the committee assignments. Voice vote all in favor. Motion carried.

6. Operator license approvals (Public Safety) – Motion by Alderperson Spaeth/second by Alderperson Bergum to approve the operator licenses presented. Voice vote all in favor. Motion carried.

7. Discussion with possible action on temporary beer license for Wild West Days on August 16-18, 2024 (Public Safety) – Motion by Alderperson Welter/second by Alderperson Kirking to approve the license for Wild West Days. Voice vote all in favor. Motion carried.

8. Update on the development of the Hanson Farm – Torres and Tom Weston from VDA reviewed the updated development plan for the area. They had received multiple proposals but have considered three to move forward with Dregne, Newenhouse and Vikemyr/Wangen. It would consist of 36 duplex units, 10 rowhouses and five 4-plex units for a total of 66 units. The next step is to review with department heads and Plan Commission and then work with developers on MOUs.

9. Discussion with possible action on land transfer of Hanson Farm from VDA to City of Viroqua – in March of 2023, VDA purchased the property for \$650,000. They have incurred \$202,901 in expenses so far with continued future expenses. The transfer plan would be for the city to borrow \$575,000 on a 3–5-year promissory note using Tid 7. (\$520,000 for principal payment, \$20,000 for the house demo and \$35,000 back to VDA to replenish their fund). Land sales are estimated at \$740,000. The timeline for the transfer was reviewed for the creation of the subdivision with an April-December 2025 start of construction. The borrowing process would start in August with final closing in October. Motion by Alderperson Bergum/second by Alderperson Welter to accept the land transfer from VDA to the City of Viroqua. Roll call vote all in favor. Motion carried.

10. Discussion and possible action regarding demolition of the large farmhouse at the Hanson Farm – C&C landscaping is planning on a mid-August start on this so with this being part of the borrowing we need to approve the demo cost now ahead of the land transfer. Motion by Alderperson Welter/second by Alderperson Bergum to approve the demolition cost of \$20,000 for the large farmhouse from Tid 7. Roll call vote all in favor. Motion carried.

11. Discussion with possible action on use of fire station contingency funds for Earthworks – Devin Flanigan stated they discovered on Friday that the soil boring reports showed six inches of topsoil but it is closer to eighteen inches which means they have too much that will have to be removed at a cost of \$50,000. This also creates a lack of fill material which could cost around \$150,000. They are still reviewing what happened but wanted to keep the Council informed. Motion by Alderperson Thompson/second by Alderperson Welter to approve the use of up to \$200,000 of contingency funds pending approval by the Mayor, Administrator, Finance Chair and Fire Chief's review of all options. Roll call vote all in favor. Motion carried.

12. Discussion with possible action on date change for August 13th Council meeting due to Election Day – Motion by Alderperson Spaeth/second by Alderperson Kirking to approve moving the Council meeting to August 20, 2024. Voice vote all in favor. Motion carried.

13. Discussion with possible action on long term plan for municipal court – Torres updated Council and Attorney Hopkins has drafted a letter to the district court administrator outlining our request to be allowed to go to the circuit court as the long-term plan. Motion by Alderperson Welter/second by Alderperson Bergum to authorize Attorney Hopkins to send the letter on behalf of Viroqua defining our position to the District Court Administrator. Voice vote all in favor. Motion carried.

14. Discussion with possible action regarding draft design for new City website – Torres and Erickson reviewed the draft design with Council. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve draft design #6 of the website. Voice vote all in favor. Motion carried.

Council took a break from 8:12pm to 8:19 pm and then moved to item seventeen before finishing the remainder of the agenda.

15. Approval of engineering contract for salt shed construction (Public Works) – Vierbicher can do the engineering design build with plans for \$20,000-\$25,000. Motion by Alderperson Bergum/second by Alderperson Kirking to approve moving forward with approval of up to \$25,000 towards the engineering design and building plans for the salt shed construction. Roll call vote all in favor. Motion carried.

16. Review and approval of construction engineering services from ISG Inc. for Main Street TAP project (Public Works) – Motion by Alderperson Welter/second by Alderperson McClurg to approve the ISG Inc. contract for engineering services for the Main Street TAP project for \$47,800 and \$5,585 for the Decker Street improvements. Roll call vote all in favor. Motion carried.

17. Review of North Main Traffic Study and intersection modification approval (Public Works) – Kyle Henderson with Strand reviewed the study for the Council. They will be going for a HSIP grant for a traffic signal and an intersection control evaluation is also needed. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the submission of a HSIP grant application and approve \$2500 for Strand to complete the intersection control evaluation and related documents. Roll call vote all in favor. Motion carried.

18. Acceptance of bids for Main Street Bike and Pedestrian Improvements (Contract 1-2024) and Decker Street Improvements (Contract 2-2024) (Public Works) they received three bids with Chippewa Concrete Services being the low bidder. Motion by Alderperson Bergum/second by Alderperson Welter to approve Contract 1-2024 with Chippewa Concrete Services for \$909,669.80 and not accept the alternate bid. Roll call vote all in favor. Motion carried. Motion by Alderperson Bergum/second by Alderperson Welter to approve Contract 2-2024 with Chippewa Concrete Services for \$119,672.99 less the \$2500 alternate. Roll call vote all in favor. Motion carried.

19. Review and approval of 2025 budget process and assignment of budget team – Torres reviewed the timeline and process. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the 2025 budget process. Voice vote all in favor. Motion carried. Motion by Alderperson Kirking/second by Alderperson Thompson to recommend Cyndy Hubbard and then Todd Spaeth if she is not available along with the Finance Chair, Administrator and Mayor as the budget team. Voice vote all in favor. Motion carried.

20. Discussion with possible action on 2025 budget goals – Alderperson Spaeth would like to see the lieutenant salaries for the police department looked at. Alderperson Kirking would like the public works equipment upgrades taken into consideration. Torres stated 3% salary increases along with IT support, economic development and Municipal Code are other considerations.

21. Payment of bills (Finance) - Motion by Alderperson Bergum/second by Alderperson Kirking to approve the payment of bills on report date 07/25/2024 in the amount of \$257,779.67 and additional bills on report date 07/30/2024 for \$215,671.00. Roll call vote all in favor. Motion carried.

22. 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 – Motion by Alderperson Welter/second by Alderperson Bergum to enter closed session at 9:15 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 Welter/second by Alderperson Kirking to reconvene in open session at 9:22 pm. Roll call vote all in favor. Motion carried. No action was taken.

24. Second Period for Public Comment – None

25. Adjournment - Motion made by Alderperson Kirking/second by Alderperson Bergum to adjourn the meeting at 9:23 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk