

**CITY OF VIROQUA  
COUNCIL MINUTES  
AUGUST 20, 2024**

**1. Roll call:**

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, August 20, 2024 by Mayor Justin Running at City Hall and via Zoom # 88178997001 with Alderpersons Seth McClurg, Andrew Bergum, Todd Kirking, Emma Hood, Todd Spaeth, Cyndy Hubbard, John Thompson, Kristal Welter, and Steve Willis present. 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, Carson LaBelle, Angie Lawrence, Daryl Skrupky, Sean Lentz, and Kim Littel.

**2. Approval of the July 30, 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** – Alderperson Hubbard stated there will be a Main Street project informational meeting on September 4<sup>th</sup> at 5pm at City Hall. Alderperson Willis stated the budget meetings are happening this week.

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

**5. Operator license approvals (Public Safety)** – Motion by Alderperson Thompson/second by Alderperson Willis to approve the operator licenses presented. Voice vote all in favor. Motion carried.

**6. Discussion with possible action on temporary Class B beer license for Wild West Days Little Britches Rodeo on September 6-8, 2024 (Public Safety)** – Motion by Alderperson Hubbard/second by Alderperson Welter to approve the license for Wild West Days. Voice vote all in favor. Motion carried.

**7. Discussion with possible action on temporary Class B beer license for Wild West Days Twinkle Light Village November 22-23, 29-30 and December 6-7, 2024 (Public Safety)** – Motion by Alderperson Willis/second by Alderperson Welter to approve the license for Wild West Days. Voice vote all in favor. Motion carried.

**8. Review and approval of extraterritorial certified survey map – McClurg (Plan Commission)** – Motion by Alderperson Hubbard/second by Alderperson Welter to approve the certified survey map. Voice vote all in favor. Motion carried.

**9. Review and approval of plat of survey for Silverthorne Estates – Vikemyr-Wangen Properties LLC (Plan Commission)** – Motion by Alderperson Spaeth/second by Alderperson Thompson to approve the plat of survey for Silverthorne Estates. Voice vote all in favor. Motion carried.

Council moved to items eleven and twelve before finishing the remainder of the agenda.

**10. Discussion with possible action on request for property purchase adjacent to Bigley Park Land – Daryl Skrupky (Park & Rec)** – Skrupky gave background on the property that used to be part of road right of way. Attorney Jenkins had told him back in 1997 that he was the owner which he did not have authority to do and Park & Rec had put no trespassing signs up later when they were clearing brush. He has taken care of the property for 30 years and put in retaining walls, trees, sculptures, and other items assuming he was the owner. None of the adjacent land owners are interested in the property. Our attorneys have investigated this and this property is owned by the city and a deed was never done transferring ownership at anytime to Skrupky. Park & Rec had discussed doing an outdoor recreation plan and some committee members felt this should be completed prior to any transfer of property, however they forwarded this to Council with the recommendation to sell the property to Skrupky for \$1.00. A map was shown on the area of the property he would like to purchase which was not the complete parcel so a CSM would be needed for land division. Motion by Alderperson Hubbard/second by Alderperson McClurg to sell the property requested to Skrupky for \$1.00 and any additional costs related to the transfer would be incurred

by Skrupky. Roll call vote five in favor, four against. Motion passes. Alderpersons Bergum, Hood, Thompson, and Willis voting no.

**11. Discussion with possible action on soliciting bids for \$158,000 General Obligation Promissory Note to finance 2024 City capital projects** – This would be a ten year note for the capital projects. It was discussed to have the amortization schedule pay back some items faster in the first five years to avoid the interest. Motion by Alderperson Welter/second by Alderperson Hubbard to approve soliciting bids for \$158,000 General Obligation Promissory Notes using the amended amortization schedule as discussed. Roll call vote all in favor. Motion carried.

**12. Discussion with possible action on soliciting bids for \$580,000 Taxable General Obligation Promissory Note to acquire property from VDA for development in Tid #7** – this is for the land purchase from VDA and since it is for business purposes it must be taxable. The sale of proceeds from the land will be used to pay off the note in three years. It can be extended out later using Tid 7 revenues if there are no property sales. Motion by Alderperson Spaeth/second by Alderperson Kirking to solicit bids for \$580,000 taxable General Obligation Notes to acquire property from VDA. Roll call vote all in favor. Motion carried.

**13. Discussion with possible action on fiduciary agreement with Viroqua Area Foundation for Eckhart Park project fundraising – Park & Rec** – Angie Lawrence gave background on the Foundation and stated there is a 1% annual fee however they have pledged \$5000 towards this project in 2024 and another \$5000 in 2025. Motion by Alderperson Willis/second by Alderperson Thompson to approve the fiduciary agreement with Viroqua Area Foundation for the Eckhart Park project fundraising. Roll call vote all in favor. Motion carried.

**14. Discussion with possible action on Leathers & Associates agreement for Eckhart Park project – Park & Rec** – this proposal is for the design of the project. The design fee is \$5880, development of documents is \$30,363.93, project management \$6226.48 and rubberized specs fee of \$5400 for a total of \$47,870.41. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the agreement with Leathers & Associates for \$47,870.41 pending review by the City Attorney. Roll call vote all in favor. Motion carried.

**15. Update on Fire Station project** – they are moving dirt. They found excess black dirt 24 inches deep and the cost for removal and fill came back at \$110,000. The city will keep the extra dirt or possibly trade for fill. They will start moving clay and sand next week to create the foundation. The steel will arrive in October.

**16. Discussion with possible action on Commercial Building Inspection Ordinance – First Reading** – this is required by the state for delegating services to GEC or another outside contractor. Motion by Alderperson Hubbard/second by Alderperson Kirking to approve Ordinance 24OR002 on Commercial Building Inspection and waive the second reading. Voice vote all in favor. Motion carried.

**17. Discussion with possible action on ordinance revising section 15.19.010 of Viroqua Municipal Code regarding permit and inspection fees – First Reading** – this is removing the fee sections of the ordinance and a separate fee schedule will be created. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve Ordinance 24OR003 revising section 15.19.010 regarding permit and inspection fees and waive the second reading. Voice vote all in favor. Motion carried.

**18. Discussion with possible action on ordinance revising section 15.18.070 of Viroqua Municipal Code regarding building permit fees and inspection fees – First Reading** – Motion by Alderperson Spaeth/second by Alderperson Kirking to approve Ordinance 24OR004 revising section 15.18.070 regarding permit and inspection fees and waive the second reading. Voice vote all in favor. Motion carried.

**19. Payment of bills (Finance)** - Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the payment of bills on report date 08/16/2024 in the amount of \$479,873.75 and additional bills on report date 08/20/2024 for \$76,335.86. Roll call vote all in favor. Motion carried.

**20. 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 Hubbard/second by Alderperson Willis to enter closed session at 8:30 pm. Roll call vote all in favor. Motion carried. Alderperson McClurg was recused from closed session due to conflict of interest.

**21. Reconvene in open session with possible action on items discussed during closed session** – Motion by Alderperson Hubbard/second by Alderperson Kirking to reconvene in open session at 8:38 pm. Roll call vote all in favor. Motion carried. Motion by Alderperson Welter/second by Alderperson Kirking to approve the settlement agreement as discussed in closed session. Roll call vote all in favor. Motion carried.

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

**23. Adjournment** - Motion made by Alderperson Kirking/second by Alderperson Willis to adjourn the meeting at 8:38 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk