

**CITY OF VIROQUA
COUNCIL MINUTES
OCTOBER 8, 2024**

1. Roll call:

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, October 8, 2024 by Mayor Justin Running at City Hall and via Zoom # 85643732037 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, Police Chief Rick Niedfeldt, Park & Rec Director Kale Proksch, Fire Chief Chad Buros, Dallas Seevers, Mark Zettler, Carson LaBelle, Brian & Michelle Schott, and Tanja Birke

2. Approval of the September 24, 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 – None

4. First period for public comment – None

5. Public hearing regarding conditional use application for Brian Schott to use property located at 807 Railroad Avenue for a residential home in a B-3 zoning district- the public hearing was opened at 6:33 pm. Chad Buros reviewed the map and location of where the house would be located. This parcel is in both a B-3 and A-1 district. In a B-3 district this request would be allowed as a conditional use as a caretaker of the property being a farm. Plan Commission forwarded this with their approval including residential setback restrictions. The public hearing was closed at 6:39 pm.

6. Discussion with possible action on conditional use application for Brian Schott (Plan Commission)- Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the conditional use application for a residential home in a B-3 district following all standard residential setbacks of the residential districts. Voice vote all in favor. Motion carried.

7. Update on the Housing Advisory Board work to date – this board was created in September 2022 and they held their first meeting in December of 2023. Kristal Welter gave a slide presentation and answered questions for the council.

8. Discussion with possible action regarding Viroqua Welcome Center design agreement with Zettler Design Studio LLC- the CDI grant application requires us to state who the contractor is. Mark Zettler gave the council an update on his background. The Tourism Commission has pledged to pay the first portion of the design up to \$17,500. Motion by Alderperson Willis/second by Alderperson McClurg to approve the proposal up to \$17,500 contingent on the Tourism Commission releasing their funds. Roll call vote all in favor. Motion carried. Motion by Alderperson Willis/second by Alderperson Welter to approve the total design fee contingent on the CDI grant approval. Roll call vote all in favor. Motion carried.

9. Discussion and possible action on Welcome Center design team- Motion by Alderperson Welter/second by Alderperson Kirking to approve the Welcome Center design team of Randy Skinner, Karen Innis, Cyndy Hubbard, Nate Torres and two members of the Viroqua Chamber. Voice vote all in favor. Motion carried.

10. Discussion with possible action regarding amendment to the Court Street Privilege to Ridgeland Restorations, LLC (Hotel Fortney)- they would like to add canopies and possible posts at their entrances which would require an amendment to our agreement. We would not be required to compensate them if in the future they must be removed. Motion by Alderperson Welter/second by Alderperson Hubbard to approve the amendment to the Court Street Privilege to Ridgeland Restorations, LLC contingent upon the approval by the Historic Preservation Commission for a certificate of appropriateness. Voice vote all in favor. Motion carried.

11. Discussion with possible action regarding former city hall site design process and team – they have a landscape designer they are working with at no cost to the city. The team consists of Dian Krause (Historical Society), Karen Innis (Historic Preservation Commission), Cyndy Hubbard (City Council), Nate Torres, Kale Proksch (Park & Rec) and a member of the Viroqua Chamber. Motion by Alderperson Willis/second by Alderperson Hubbard to approve the design process and team for the former city hall site. Voice vote all in favor. Motion carried.

12. Discussion with possible action regarding selection of municipal prosecutor for Circuit Court- Bruce Hart has been the interim prosecutor for Hidden Valleys Municipal Court and was the only proposal received. Motion by Alderperson Hubbard/second by Alderperson Thompson to approve the proposal from Bruce Hart for municipal prosecutor. Roll call vote all in favor. Motion carried.

13. Discussion with possible action on Capital Improvement Plan process for 2025 – Torres met with Department Heads after the last meeting and they felt that they needed additional input within the process. Alderpersons Hubbard and Willis volunteered to be part of the review team with Torres. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the Capital Improvement Plan Process and review team. Voice vote all in favor. Motion carried.

14. Review/discussion/possible action on 2025 draft budget and authorize publication- Torres gave a slide presentation and reviewed the draft budget and answered questions. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the 2025 draft budget, authorize publication and set the public hearing for November 12, 2024. Roll call vote all in favor. Motion carried.

15. Payment of bills (Finance) - Motion by Alderperson Hubbard/second by Alderperson McClurg to approve the payment of bills on report date 10/04/2024 in the amount of \$758,420.08 and additional bills on report date 10/08/2024 for \$23,475.18. Roll call vote all in favor. Motion carried.

16. Second Period for Public Comment – None

17. Adjournment - Motion made by Alderperson Kirking/second by Alderperson Willis to adjourn the meeting at 8:24 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk