

**CITY OF VIROQUA  
COUNCIL MINUTES  
OCTOBER 29, 2024**

**1. Roll call:**

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, October 29, 2024 by Mayor Justin Running at City Hall and via Zoom # 83077352110 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, Library Director Trina Erickson, Police Chief Rick Niedfeldt, Park & Rec Director Kale Proksch, Fire Chief Chad Buros, and Carson LaBelle.

**2. Approval of the October 8, 2024 Regular 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 Welter reminded everyone of daylight savings time ending on Sunday.

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

**5. Discussion with possible action on change of agent for Kwik Trip North alcohol & cigarette licenses (Public Safety)** – Motion by Alderperson Spaeth/second by Alderperson Welter to approve the change of agent from Dave Halverson to Megan Grosch for Kwik Trip North. Voice vote all in favor. Motion carried.

**6. Discussion with possible action on Class A beer and Class A liquor license application from ALDI #114 at 1023 N Main Street (Public Safety)** – this will be pro-rated from November 1<sup>st</sup>-June 30<sup>th</sup>. Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the Class A beer and Class A liquor application for Aldi #114. Voice vote all in favor. Motion carried.

**7. Operator license approvals-** Motion by Alderperson Welter/second by Alderperson Willis to approve operator licenses for Ashley Erickson, Soren Line, Aaron Bocanegra, Michael Mackenzie, Megan Grosch and Katie Vasicek. Voice vote all in favor. Motion carried.

**8. Discussion with possible action on Vierbicher contract for Hansen Farm development** – tabled.

**9. Discussion with possible action on Vierbicher proposal for Arnetveit waterway survey (Public Works)-** this area is off Oak Street north of the cemetery. We are already maintaining the waterway and the surveys would clean up the subdivided areas and put the waterway in the city's name with a transfer of ownership. The cost for the surveys will be \$5400 and can come from the stormwater maintenance account. Motion by Alderperson Hubbard/second by Alderperson Spaeth to approve the proposal from Vierbicher for \$5400 for the surveys. Roll call vote all in favor. Motion carried.

**10. Discussion with possible action on police department organizational chart (Public Safety)** – with the resignation of Sgt Sutton the chart would change from two lieutenants to an assistant chief position as it was before. The promotion to assistant chief would go to Police Commission but the organization change would be a council decision. Motion by Alderperson Thompson/second by Alderperson Willis to approve the new organization chart for the police department. Voice vote all in favor. Motion carried.

**11. Update on comprehensive plan and website development** - we received six proposals for the comprehensive plan. Plan Commission met and suggested four move forward with a virtual screening to hopefully narrow down to two to recommend to Council. We hope to have a contract for review by the December 10<sup>th</sup> meeting. The migration to the new website has been completed. The next three weeks will be quality assurance review and then training will be set up for the departments to be completed by the end of the year. Our domain name will change as well.

**12. Discussion with possible action on goals, consideration, and review criteria for the Capital Improvement Plan process-** Torres reviewed the review criteria from the last CIP and offered an alternative to what was done before. The Council wants to focus on equipment replacement and requested the priority lists be sent out along with the criteria and samples to review and bring back to the next meeting.

**13. Payment of bills (Finance) -** Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the payment of bills on report date 10/24/2024 in the amount of \$730,956.08 and additional bills on report date 10/29/2024 for \$161,250.05 but to hold payment to Zettler Design Studio until an invoice is received. Roll call vote all in favor. Motion carried.

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

**15. Adjournment -** Motion made by Alderperson Kirking/second by Alderperson Willis to adjourn the meeting at 7:22 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk