

**CITY OF VIROQUA
COUNCIL MINUTES
NOVEMBER 12, 2024**

1. Roll call:

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, November 12, 2024 by Council President Steve Willis for Mayor Justin Running at City Hall and via Zoom # 82378333520 with Alderpersons Seth McClurg, Andrew Bergum (arrived at 7:13pm), Todd Kirking, Emma Hood, Todd Spaeth, Cyndy Hubbard, John Thompson, Kristal Welter, and Steve Willis present. Mayor Justin Running was excused. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Library Director Trina Erickson, Police Chief Rick Niedfeldt, Park & Rec Director Kale Proksch, Fire Chief Chad Buros, Maggie Strittmater, Matt Muchow, Jacob Kanis and Carson LaBelle.

2. Approval of the October 29, 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 Willis thanked Clerk Polhamus and all election workers for a successful election.

4. First period for public comment – None

5. Public hearing on the application by Nelson Agri-Center to permit the use of a LED message board at property located at 217 N Center Avenue – the public hearing was opened at 6:32 pm. They are unable to fix the current sign which is being replaced. The display would run during the open hours and follow the ordinance along with only displaying the time and temp at a dimmer setting at night which is what was requested of the Plan Commission. The public hearing was closed at 6:42 pm.

6. Discussion and possible action on the conditional use application by Nelson Agri-Center (Plan Commission)- Motion by Alderperson Spaeth/second by Alderperson Thompson to approve the conditional use application for Nelson Agri-Center and to have the sign dim from 10pm-6am and only displaying the time and temperature during that time. Voice vote eight in favor. Motion carried. Alderperson Hood did not vote.

7. Public hearing on proposed 2025 General Fund budget- the public hearing was opened at 6:45pm. Torres reviewed a power point of the proposed budget and answered questions for those in attendance. The public hearing was closed at 7:11 pm.

8. Approval of 2025 General Fund budget and 2024 tax levy collectible in 2025- Motion by Alderperson Spaeth/second by Alderperson Hubbard to approve the 2025 General Fund budget of \$6,229,380.32 and the 2024 tax levy collectible in 2025 of \$2,813,814. Roll call vote all in favor. Motion carried.

9. Discussion with possible action on Vierbicher contract for Hansen Farm development – Matt Muchow reviewed the contract for the Council. This is to handle the engineering to plat the area to sell to developers. This will be a detailed survey and engineering design showing the streets and utilities, stormwater pond and other areas. The commercial area will not be included at this time. This will be a Tid 7 expense. Motion by Alderperson Hubbard/second by Alderperson Bergum to approve the Vierbicher contract of \$59,300 for the Hansen Farm development. Roll call vote all in favor. Motion carried.

10. Discussion with possible action on resolution for WEDC Vibrant Spaces Grant application for library courtyard community gathering space – Maggie Strittmater discussed the Viroqua Mural project to add furniture, mural and kiosk to the courtyard area as the starting point for a downtown mural tour. They are asking for \$50,000. \$25,000 from the grant and a \$25,000 local match. The local match is being requested as part of the capital improvement plan. Motion by Alderperson Welter/second by Alderperson Bergum to approve resolution 024RS013 for the WEDC Vibrant Spaces grant application contingent on the CIP funding inclusion for the local match. Voice vote all in favor. Motion carried.

11. Approval of pay application #1 for Main Street Contract 1 – 2024 (Public Works)- Motion by Alderperson Hubbard/second by Alderperson Kirking to approve pay application #1 for Main Street Contract 1 in the amount of \$242,922.55. Roll call vote all in favor. Motion carried.

12. Approval of pay application #1 for Decker Street improvement contract 2 (Public Works)- Motion by Alderperson Thompson/second by Alderperson Bergum to approve pay application #1 for the Decker Street improvement contract 2 in the amount of \$14,264.72. Roll call vote all in favor. Motion carried.

13. Approval of revision of contract with ISG for construction inspection services (Public Works)- Motion by Alderperson McClurg/second by Alderperson Kirking to approve the contract revision with ISG for construction inspection services in the amount of \$17,455. Roll call vote all in favor. Motion carried.

14. Discussion with possible action on goals, consideration, and review criteria for the Capital Improvement Plan process- the council reviewed the proposed question list as discussed at the last meeting. Alderperson Welter would like to see this as filling in the gaps in areas that were not funded during the budgeting process if possible. Motion by Alderperson Willis/second by Alderperson Hubbard to approve the CIP process as discussed and follow the draft from 10/28/2024 as presented. Voice vote all in favor. Motion carried.

15. Discussion with possible action on financial administrative guidelines for Capital Improvement Plan- this is to look at the hard limits for funding. They reviewed the 2019 guidelines regarding cash reserves, GO debt, annual debt service and other thresholds that were used. Torres will send out the list for Council review and bring back to the next meeting for further discussion.

16. Payment of bills (Finance) - Motion by Alderperson Hubbard/second by Alderperson Bergum to approve the payment of bills on report date 17/07/2024 in the amount of \$35,181.77 and additional bills on report date 11/12/2024 for \$83,274.06. Roll call vote all in favor. Motion carried.

17. Second Period for Public Comment – None

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

Minutes respectfully submitted by: Lori Polhamus, City Clerk