

**CITY OF VIROQUA
COUNCIL MINUTES
NOVEMBER 26, 2024**

1. Roll call:

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, November 26, 2024 by Mayor Justin Running at City Hall and via Zoom # 81024547075 with Alderpersons Seth McClurg, Andrew Bergum, Todd Kirking, Emma Hood, Todd Spaeth, Cyndy Hubbard, John Thompson, and Kristal Welter present. Alderperson Steve Willis was excused. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Police Chief Rick Niedfeldt, Fire Chief Chad Buros, Public Works Director Sarah Grainger, Todd Wedwick, Mike Howe, James Hanke, Devon Flanigan, and Kristen Fish-Peterson.

2. Approval of the November 12, 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 Hubbard stated the city received the WEDC grant of \$250,000 for the bathhouse renovation project.

4. First period for public comment – None

5. Operator license approvals (Public Safety) – Motion by Alderperson Welter/second by Alderperson Hubbard to approve an operator license for Lee Barfield. Voice vote all in favor. Motion carried.

6. Discussion with possible action on application for temporary beer & wine license for Pleasant Ridge Waldorf School Holiday Faire on December 6, 2024 (Public Safety)- Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the temporary beer & wine license. Voice vote all in favor. Motion carried.

7. Discussion with possible action on land use agreement for Viroqua Ridge Runners- Todd Wedwick explained they have been using the snowmobile trail system through the Hanson Farm since the early 70's. They are fully insured and it would be a one-year deal which was previously held by the VDA. Motion by Alderperson Spaeth/second by Alderperson Kirking to approve the land use agreement. Voice vote all in favor. Motion carried.

8. Discussion with possible action on agreement/contract with MCS Networks for Managed IT Services – Mike Howe with MCS Networks explained his services which would be 24/7 as our managed service provider. We would do a three-year commitment for a better price and an onsite audit of our needs would be done before signing a contract. Motion by Alderperson Hubbard/second by Alderperson McClurg to approve moving forward with MCS Networks as the managed service provider and to complete the on-site audit and updated contract. Voice vote all in favor. Motion carried.

9. Discussion with possible action on agreement/contract with CEDA for Economic Development Support- James Hanke with Community & Economic Development Associates introduced himself to the council. They have been around 40 years with contracts in Minnesota, Iowa, and Wisconsin. They are working with the Chamber to locate a director for four days a week and the city would receive eight hours per week to make the position full time to work with VDA and the City on economic development. Motion by Alderperson Welter/second by Alderperson Bergum to approve the CEDA contract in the amount of \$22,010 effective 1/1/2025. Roll call vote all in favor. Motion carried.

10. Approval of pay request #3 – Fire Station project- Motion by Alderperson Thompson/second by Alderperson Welter to approve pay request #3 for \$452,593.20 pending the Fire Chief having a conversation with Inspector Levi Sisbach. Roll call vote all in favor. Motion carried.

11. Review and approval of change orders for Fire Station project- Chief Buros reviewed a listing of change order items including add ons for the black dirt issue, kitchen vents & HVAC, metal buildings reactions, roof hatch, plumbing, doors & hardware, desks, additional signage, downspout, electric floor boxes, kitchen equipment, fire

extinguisher, additional gravel, and training tower elevation. Deductions for overhead door motor, roof paint, exposed beams, asphalt ramps and training tower size. The overall changes net to approximately \$10,000 to the good so far not including the black dirt issues. Motion by Seth McClurg/second by Kristal Welter to approve the change order items as discussed to move forward with the fire station construction. Voice vote all in favor. Motion carried.

12. Discussion with possible action on consultant selection for comprehensive plan (Plan Commission)- Plan Commission met with several consultants and selected Redevelopment Resources/Studio GWA. Kristen Fish-Peterson was in attendance and introduced herself to Council and reviewed their services. A final contract will come at a later meeting. Motion by Alderperson Hubbard/second by Alderperson Spaeth to approve Redevelopment Resources/Studio GWA as the consultant for the comprehensive plan, outdoor recreation plan and historic preservation plan. Voice vote all in favor. Motion carried.

13. Discussion with possible action on financial administrative guidelines for Capital Improvement Plan – Nate reviewed the draft for discussion of cash reserves, GO debt, debt service amounts and use of Tid 6 & Tid 7. The Council would like to build up cash reserves which creates more borrowing but reserve at least 25% borrowing capacity. A debt service amount of \$200,000 was the target which allows for 2.5 million in additional borrowing at a 5% interest rate. The consensus was to use up to 80% of revenues in Tid 6 & 7 to build cash balance.

Alderperson Hubbard left the meeting at 8:37pm and Alderperson Hood left at 8:55 pm.

14. Review and approval of ordinance adopting state standard electrical codes- Motion by Alderperson McClurg/second by Alderperson Kirking to approve ordinance 24OR006 adopting state standard electrical codes and waive the second reading. Voice vote all in favor. Motion carried.

15. Review and approval of ordinance adopting state standard HVAC codes- Motion by Alderperson Spaeth/second by Alderperson Welter to approve ordinance 24OR007 adopting state standard HVAC codes and waive the second reading. Voice vote all in favor. Motion carried.

16. Review and approval of ordinance adopting uniform dwelling code state standards- Motion by Alderperson Welter/second by Alderperson Thompson to approve ordinance 24OR008 adopting uniform dwelling code state standards and waive the second reading. Voice vote all in favor. Motion carried.

17. Review and approval of ordinance adopting state standard plumbing codes – Motion by Alderperson Spaeth/second by Alderperson Kirking to approve ordinance 24OR009 adopting state standard plumbing codes and waive the second reading. Voice vote all in favor. Motion carried.

18. Review and approval of ordinance adopting state code construction standards- Motion by Alderperson Welter/second by Alderperson Kirking to approve ordinance 24OR010 adopting state code construction standards and waive the second reading. Voice vote all in favor. Motion carried.

19. Payment of bills (Finance) - Motion by Alderperson Thompson/second by Alderperson Spaeth to approve the payment of bills on report date 11/21/2024 in the amount of \$472,905.42 and additional bills on report date 11/26/2024 for \$179,556.67. Roll call vote all in favor. Motion carried.

20. Second Period for Public Comment – None

21. Adjournment - Motion made by Alderperson Kirking/second by Alderperson McClurg to adjourn the meeting at 9:09 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk