



CITY OF REEDSBURG  
134 South Locust Street, PO Box 490  
Reedsburg, WI 53959  
PH. 608-524-6404 FAX. 608-524-8458  
[www.reedsburgwi.gov](http://www.reedsburgwi.gov)

**COMMON COUNCIL AGENDA**  
**October 27, 2025**  
**REEDSBURG CITY HALL COUNCIL CHAMBERS**  
**6:00 PM**

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

**CALL TO ORDER:**

**ROLL CALL:**

**PLEDGE OF ALLEGIANCE:**

**THE COUNCIL WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COUNCIL BY MEMBERS OF THE PUBLIC. THE COUNCIL WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING.**

**I. CONSENT AGENDA (ONE MOTION APPROVES ALL ITEMS):**

1. Approve Meeting Minutes from October 13, 2025 Common Council Meeting.
2. Approve Mayoral Appointment of Chad Routson as a Commissioner on the Reedsburg Utility Commission to Fill Vacancy.

**II. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:**

1. Recommendation from Plan Commission - 1st Reading and Set for Public Hearing: Ordinance No. 176-25 Amending Chapter 690 - Tourist Rooming Houses.

**III. COMMISSION, COMMITTEE, BOARD AND STAFF REPORTS:**

1. Parks & Recreation, Utility Commission, Public Works, Plan Commission, CDA, Airport.

**IV. OFFICE OF THE MAYOR:**

**V. ADJOURN:**



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City of Reedsburg  
Meeting of the Common Council  
October 13, 2025

Present: Mayor Dave Estes, Alderpersons Dave Moon, Sonny Hyde, Jason Schulte, Phil Peterson, Missy Frenz, Jake Kummer, Aaron Bauer, John Deitrich, and Tim Becker.

Absent: None.

Others Present: City Administrator Max Buckner, Public Works Director Steve Zibell, Finance Director/Clerk-Treasurer Jacob Crosetto, Police Chief Patrick Cummings, Parks and Recreation Director Matt Scott, Building Inspector/Zoning Administrator Brian Duvalle, Library Director Sue Ann Kucher, Baker Tilly, FEH and citizens.

Mayor Dave Estes called the regular meeting of the Common Council to order at 5:30 p.m. in the Common Council Chambers.

**Approve Consent Agenda:** consisting of the September Monthly Payments Report; September Monthly Building Permit Report; September Monthly Ambulance Report; Approval of Alcohol Beverage License Application for Kwik Trip, Inc. Changing Agent to Ryan W. Roberts; and the approval of the minutes from the Council meeting held on September 8, 2025.

**Motion: Deitrich, Second: Becker to approve the consent agenda. Motion carried 9-0.**

GENERAL BUSINESS:

- a. The Common Council had two presentations – one from Baker Tilly on the annual audit and one from FEH Design regarding the Library project at the old Lands' End Call Center.

**Motion: Deitrich, Second: Frenz to adjourn.**

**Motion carried 9-0. The meeting adjourned at 6:21 p.m.**

The Common Council held a budget workshop for FY2026 immediately following the Common Council meeting. No action was taken at that time.

Respectfully submitted,

Jacob Crosetto  
Finance Director/City Clerk-Treasurer

## Citizen Participation Packet/Application

Dear Mayor and Members of the City Council,

Date: 9-23-25

I am a City of Reedsburg resident and interested in serving on the following boards, commissions or committees.

Please place an "X" in the box for the committees for which you are interested:

| Committees                                                                                                                                                  | X |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Airport Commission</b> – manages the Reedsburg Airport                                                                                                   |   |
| <b>Board of Review</b> – considers appeals of property assessments                                                                                          |   |
| <b>Board of Zoning Appeals</b> – considers hardship variances to the Zoning Codes                                                                           |   |
| <b>City Plan Commission</b> – plans and manages the growth and development of the City and extraterritorial areas                                           |   |
| <b>Community Development Authority</b> – economic development body of the City, works on redevelopment of properties for economic development               |   |
| <b>Ethics Committee</b> – advise employees and elected officials about application of the ethics code                                                       |   |
| <b>Finance Committee</b> – review bills, set financial policies                                                                                             |   |
| <b>Historic Preservation Committee</b> – advise the Mayor and City Council regarding historic properties                                                    |   |
| <b>Industrial Development Commission</b> – direct development of Reedsburg's Industrial areas                                                               |   |
| <b>Library Board</b> – manage the library                                                                                                                   |   |
| <b>Ordinance Committee</b> – advise the Mayor and City Council about new laws and review applications for various licenses                                  |   |
| <b>Parks and Recreation Committee</b> – advise on the operation of park, recreation and forestry programs                                                   |   |
| <b>Personnel Committee</b> – set personnel policies, participate in labor negotiations                                                                      |   |
| <b>Police and Fire Commission</b> – civil service body for the Police and Fire Departments                                                                  |   |
| <b>Public Safety Committee</b> – advises the Mayor and Common Council on matters regarding the Police, Fire, Ambulance and Emergency Management Departments |   |
| <b>Public Works</b> – advise the Mayor and City Council about streets, sidewalks, wastewater treatment plant and other facilities                           |   |
| <b>Reedsburg Area Development Council</b> – zoning review in the extraterritorial area                                                                      |   |
| <b>Room Tax Commission</b> – manage the room tax funds for tourism promotion and development                                                                |   |
| <b>Utility Commission</b> – manages the water, electrical & telecommunications utility                                                                      | X |

Name: CHAD ROUTSON Telephone: 608-434-0974  
 Address: 2078 Willow Run, Reedsburg, WI 53959 Email: CHADROUTSON@GMAIL.COM  
 Qualifications/Special Interest: I'm THE MAINTENANCE SUPERVISOR AT PRIMEX PLASTICS.

Return this application to: City of Reedsburg  
 134 S. Locust St., PO BOX 490  
 Reedsburg, WI 53959-0490

For more information call City Hall 608-524-6404 or email us at [cityhall@reedsburgwi.gov](mailto:cityhall@reedsburgwi.gov)

**ORDINANCE NO. 1976-25**  
(Amending Chapter 690 – Tourist Rooming Houses)

The Common Council of the City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

**SECTION 1: PURPOSE.**

The main purpose of this ordinance is to amend Chapter 690 by adding Article XXVIII to ensure that Tourist Rooming House standards comply with state law and recent court decisions.

**SECTION II: PROVISIONS ADDED.**

City of Reedsburg Code Chapter 690, Article XXVIII is hereby added to this ordinance:

**Article XXVIII Tourist Rooming houses.**

**§ 690-159. Purpose.**

The purpose of this article is to establish local license, administration and enforcement standards for tourist rooming houses. **This article applies within the City of Reedsburg city limits only.**

**§ 690-160. Definitions; license and registration; room tax.**

A "tourist rooming house" (TRH) is any lodging place or tourist cabin and cottage, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, bed-and-breakfast establishments or units operated by a hotel, motel or resort. An "owner" means the holder of record of an estate in possession in fee simple, or for life, in land or real property, or a vendee of record under a land contract for the sale of an estate in possession in fee simple or for life but does not include the vendor under a land contract. A tenant in common or joint tenant is an owner to the extent of his or her interest. **"Residential dwelling" is any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, to the exclusion of all others. "Short-term rental" (STR) is a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.**

- A. The TRH shall have a current license from the Department of Agriculture, Trade and Consumer Protection or the successor state licensing agency.
- B. The owner shall register with the Clerk-Treasurer's office and pay room tax as required under Chapter 72, Finance and Taxation, of the Code of the City of Reedsburg. **The Clerk-Treasurer's office shall create an application form that requires reasonable and necessary information related to the requirements under this Chapter, City of Reedsburg Ordinances, County Ordinances, State, and Federal laws and regulations.**
- C. **Any dwelling may be used as a TRH for 7-29 consecutive days as well as 180 consecutive days per 365-day period (STR). The 180-day period shall be specified at the time of application with the city. A registry shall be submitted annually to the building inspector for verification.**
- D. An owner may operate, **outside of the 7-29 and 180 consecutive standards,** one non-owner-

occupied TRH, otherwise only the owner-occupant of the property may operate a TRH.

- E. An annual TRH license is not transferable to a new owner.
- F. The license shall remain in effect, subject to annual reviews by the Building Inspector, to verify in writing that a lodging license has been obtained and is current and the conditions attached to the license and all requirements of this chapter are adhered to. Reapplication for renewal shall be required with a change in ownership, alterations to the operational rules, noncompliance with the standards of this chapter, or documented violations. If there are two nuisance violations during an annual licensing period, the license may be revoked following a hearing by the Plan Commission.

**§ 690-161. Standards for tourist rooming houses.**

- A. The TRH shall comply with Ch. 97, Wis. Stats., and Ch. ATCP 72, Wis. Adm. Code, or the successor statute and/or administrative code that is in effect at the time.
- B. The maximum number of tenants allowed to reside in the TRH for overnight accommodations shall not exceed two persons per bedroom, plus two persons.
- C. Each TRH shall have a registry available on site for inspection, indicating the identity of all guests and dates of stay. The registry shall include all information from the current registry year and the year immediately prior. **The owner of any TRH shall provide a copy of an up to date registry on or up to five (5) days before January 15, April 15, July 15, and October 15 of each year.**
- D. Contact information shall be posted on an exterior wall near the main and/or transient entrance and an interior common area of the TRH with a minimum display area of five inches by seven inches. The following must be provided:
  - (1) Address of property.
  - (2) Emergency contact information (police, fire, ambulance).
  - (3) Owner's and local contact person's telephone numbers.
  - (4) Maximum number of occupants allowed.
- E. No TRH, **outside of the 7-29 and 180 consecutive standards (STR)**, shall be located within 250 feet from any other TRH, bed-and-breakfast, or boardinghouse unless approved by the Plan Commission after notifying parties of interest.
- F. At least one onsite, off-street paved parking space shall be available. **The maximum allowable onsite cars per TRH visit shall be one car per two guests.**
- G. No tourist shall use a gas grill, charcoal grill, or other similar device on or under any combustible surface or use a recreational camping vehicle in conjunction with the TRH.
- H. Garbage and refuse shall be stored inside a building or concealed from public and neighbor view. It shall be placed in proper containers and comply with Chapter 518, Solid Waste, of the Code of the City of Reedsburg.
- I. Performance standards shall comply with Chapter 690, Zoning, of the Code of the City of Reedsburg. The appearance of the dwelling shall not be altered in a manner that would cause

the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emission of sounds, odors, dust, vibrations, or other effects that can carry beyond the premises.

SECTION III: PROVISIONS DELETED.

City of Reedsburg Code Chapter 556 is hereby deleted from this ordinance:

SECTION IV: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 690.

Dated this 24<sup>th</sup> day of November 2025.

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David G. Estes, Mayor

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Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:  
Public Hearing Noticed:  
2nd Reading at Council/Public Hearing:  
Published, Enactment Date:

October 27, 2025  
November 6 & 13, 2025  
November 24, 2025  
December 4, 2025