

**CITY OF VIROQUA  
COUNCIL MINUTES  
MARCH 31, 2026**

**1. Roll call:**

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, March 31, 2026 by Council President Steve Willis for Mayor Justin Running at City Hall and via Zoom # 86998388467 with Alderpersons Seth McClurg, Andrew Bergum, Todd Kirking, Emma Hood, Todd Spaeth, Cyndy Hubbard, John Thompson, Tanja Birke, and Steve Willis present. Mayor Justin Running was excused. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Public Works Director Sarah Grainger, Police Chief Rick Niedfeldt, Fire Chief Chad Buros, Utility Clerk Cheryl Purvis, Library Director Trina Erickson, Street Superintendent Wade Vikemyr, Carson LaBelle, Roger Call, Krista Browne, Darlene Buhr, Alycann Taylor, and Ruthie Zahm

**2. Approval of the March 10, 2026 Regular Council minutes** – Motion by Alderperson Kirking/second by Alderperson McClurg to approve the minutes of the previous meeting. Voice vote all in favor. Motion carried.

**3. Council Announcements** – Election Day is Tuesday April 7<sup>th</sup>. Early voting is this week Wednesday-Thursday 8:30am-4pm and Friday from 9am-Noon.

**4. First period for public comment** – Ruthie Zahm is asking that the parking lot by Mr. G's be added to an agenda to discuss resealing and upkeep of the lot. Her delivery drivers refuse to use the lot and are parking on Court Street delivering to six different businesses and taking up parking spaces.

**5. Public hearing on application for conditional use of property located at 519 E Decker Street to allow a one-story residential dwelling in a B-2 District** – the public hearing was opened at 6:36pm. The applicant has rescinded their application as the project has changed to a potential duplex. They will be reapplying and starting the process again. The public hearing was closed at 6:38pm.

**6. Discussion with possible action on conditional use application for property located at 519 E Decker Street (Plan Commission)** – no action taken as application was rescinded.

**7. Review and approval of certified survey map – Bethel Home & Services (Plan Commission)** – Motion by Alderperson Hubbard/second by Alderperson McClurg to approve the certified survey map. Voice vote all in favor. Motion carried.

**8. Reappointment of Marlene Blatz, Darlene Buhr, & Steve Willis to Library Board for three-year terms expiring 4/30/2029** – Motion by Alderperson Hubbard/second by Alderperson Hood to reappoint Blatz, Buhr and Willis to the Library Board. Voice vote all in favor. Motion carried.

**9. Operator license approvals & change of agent for Walgreens (Public Safety)** – Motion by Alderperson Spaeth/second by Alderperson Thompson to approve the operator licenses for Chase Hudson and Amaya Keenlance as well as the agent change for Walgreens. Voice vote all in favor. Motion carried.

**10. Update and approval of letter of support for Wisconsin Dept of Transportation standalone curb ramp project** – Motion by Alderperson McClurg/second by Alderperson Hood to approve the letter of support. Voice vote all in favor. Motion carried.

**11. Review and approval of pay request #5 – Hanson Farm project (Public Works)** – Motion by Alderperson Birke/second by Alderperson Bergum to approve pay request #5 for \$62,471.40. Roll call vote all in favor. Motion carried.

**12. Discussion and approval of opening Debt Reserve Money Market Account (Public Works)** – we are currently getting .15% interest at Citizens and can get 1% with a Money Market account with them. Motion by

Alderson Hood/second by Alderson Spaeth to approve opening a Money Market account with Citizens. Roll call vote all in favor. Motion carried.

**13. Review and approval of asphalt bids – general city and East South Street (Public Works)** – Mathy was the only bidder. The bid for East South Street was \$49,830 or \$138.03/ton which includes fine grading. This will be an in-house project. Motion by Alderson Hood/second by Alderson Willis to approve the general city and East South Street asphalt bids from Mathy. Roll call vote all in favor. Motion carried.

**14. Review and approval of concrete bids – East South Street (Public Works)** – we received bids from Fowler & Hammer, Caliber, Concrete Creations and Augelli. Augelli was low bid with \$21.00 for curb and \$8.00 for driveway. Motion by Alderson Birke/second by Alderson Bergum to approve the Augelli bids for East South Street of \$21.00 for curb and \$8.00 for driveways. Roll call vote all in favor. Motion carried.

**15. Discussion with possible action on Brush and Compost plan (Public Works)** – with the changes required by the DNR the new plan would have residential brush & compost taken to the shop location by the new salt shed for better monitoring and we would haul weekly to the brush site or as needed. It would serve as a transfer station. The brush & compost site would be closed to residents and commercial users would be charged a fee to have access to the site. They would also be required to keep a log of what is dropped off. Cameras would be installed at both locations to monitor. Motion by Alderson Birke/second by Alderson Hubbard to move forward with the Brush and Compost plan. Voice vote eight in favor, one abstention. Motion carried. Alderson Kirking abstained.

**16. Discussion with possible action on Landfill gas extraction design (Public Works)** – Grainger reviewed the plan with the two blowers on one skid with the flare and the location as discussed at the Public Works Committee meeting. Motion by Alderson Birke/second by Alderson McClurg to approve the location and design of the landfill gas extraction system. Voice vote all in favor. Motion carried.

**17. Review and approval of change orders 1-3 for Viroqua Welcome Center project** – Change order #1 extends the project from May 15<sup>th</sup> to June 25<sup>th</sup>. Change Order #2 is for \$8500 for concrete footings discovered during the floor removal. Change Order #3 was for removal of non-historic cement blocks and stonework in Director's office area for \$3000. Motion by Alderson McClurg/second by Alderson Kirking to approve Change Orders 1-3 contingent on the signatory changes required. Roll call vote all in favor. Motion carried.

**18. Payment of Bills (Finance)**- Motion by Alderson Hubbard/second by Alderson Kirking to approve the payment of bills on report date 03/26/2026 in the amount of \$809,730.07 and additional bills on report date 03/31/2026 for \$222,916.76. Roll call vote all in favor. Motion carried.

**19. Possible closed session per Wis. Stats 19.85(1)(e) – deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session – Forty Acres of VFW land purchase/lease** – Motion by Alderson McClurg/second by Alderson Hood to enter closed session at 7:58pm. Roll call vote all in favor. Motion carried.

**20. Reconvene in open session with possible action on items discussed during closed session** – Motion by Alderson Hubbard/second by Alderson Kirking to reconvene in open session at 8:18pm. Roll call vote all in favor. Motion carried. No action was taken.

**21. Possible closed session per Wis. Stats 19.85(1)(c) – considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility – City Administrator Employment Agreement** – The agreement is standard practice for administrators and we did not do one when Torres was hired. Torres reviewed the draft agreement that was also reviewed by Attorney Hopkins for the Council and answered questions before the Council excluding Torres went into closed session. Motion by Alderson McClurg/second by Alderson Willis to enter closed session at 8:40pm.

**22. Reconvene in open session with possible action on items discussed during closed session** – Motion by Alderperson Kirking/second by Alderperson Hubbard to reconvene at 8:59pm. Roll call vote all in favor. Motion carried. Motion by Alderperson Hood/second by Alderperson Kirking to approve the agreement as discussed during closed session contingent on Mayor and HR attorney reviews. Roll call vote all in favor. Motion carried.

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

**24. Adjournment** - Motion made by Alderperson Kirking/second by Alderperson Bergum to adjourn the meeting at 9:03 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk