

**CITY OF VIROQUA
COUNCIL MINUTES
MAY 12, 2026**

1. Roll call:

The regular meeting of the Common Council was called to order at 6:30 p.m. on Tuesday, May 12, 2026 by Mayor Krista Browne at City Hall and via Zoom # 86361286417 with Alderpersons Seth McClurg, Andrew Bergum, Todd Kirking, Kyle Bartelt, Todd Spaeth, Cyndy Hubbard, John Thompson, Tanja Birke, and Steve Willis present. Also present were City Clerk Lori Polhamus, City Administrator Nate Torres, Public Works Director Sarah Grainger, Police Chief Rick Niedfeldt, Fire Chief Chad Buros, Library Director Trina Erickson, Daryl Skrupky, and Jan Palmer

2. Approval of the April 28, 2026 Regular Council minutes – Motion by Alderperson Birke/second by Alderperson McClurg to approve the minutes of the previous meeting. Voice vote all in favor. Motion carried.

3. Council Announcements – Council was reminded of the NIMS training tomorrow from 1-5pm.

4. First period for public comment – Daryl Skrupky gave ideas of what he would like to see on the old city hall site with a possible fly fisherman statue and a clock format with different icons or logos at different times with a fountain or garden in the middle.

5. Discussion with possible action on Capital Improvement Plan (CIP) process – the process was reviewed with the Department Heads reviewing the list, the committees would put weight to the requests, Council gives financial guidelines, the Capital Improvement Plan Team reviews the draft, Ehlers gets the final list to review for financing options similar to the budget process. This would be an abbreviated timeline to get a plan prior to Nate's departure. Motion by Alderperson Spaeth/second by Alderperson Hubbard to move forward with the two-year CIP plan as discussed. Voice vote all in favor. Motion carried.

6. Discussion with possible action on old city hall site design firm selection and service agreement approval (Park & Rec) – Cyndy Hubbard, Trina Erickson, Chamber, Dian Krause, Karen Innes, and Garrett Perry from WEDC met last year regarding ideas for the location. They interviewed three landscape architecture firms and picked Parkitecture to work with. They would take the project to the next level through the bid process. They are applying for a Vibrant Spaces Grant for \$50,000 but it would be good to have a final plan. The planning portion of their agreement is \$8648. Motion by Alderperson Spaeth/second by Alderperson McClurg to approve Parkitecture for the design agreement for \$8648 contingent on attorney review of the agreement. Roll call vote eight in favor, one against. Motion carried. Alderperson Bartelt voting no.

7. Recruitment firm selection and service agreement approval – the Mayor & Nate interviewed three firms but selected two to bring to Council which is IPA and PAA. The cost is the same for both, however PAA can offer a few additional items. Motion by Alderperson Bergum/second by Alderperson Bartelt to approve PAA for \$15,750 contingent on review of the service agreement with the City Attorney. Roll call vote all in favor. Motion carried. The payment will have \$6000 from Utilities and the remainder from investment earnings rather than taking from individual budgets.

8. Review and approval of Administrator job description, job posting & related items with hiring process – Justin Running has agreed to be the citizen member on the hiring team. Motion by Alderperson McClurg/second by Alderperson Kirking to allow the Mayor, Administrator, and Finance Chair to approve the job posting and job description outside of Council to move the process forward. Voice vote all in favor. Motion carried.

9. Discussion with possible action on SMRT Bus 2026 contribution - tabled

10. Review and approval of pay request #6 – Viroqua Welcome Center project – Motion by Alderperson Birke/second by Alderperson Willis to approve pay request #6 for \$122,460.70. Roll call vote all in favor. Motion carried. There will be three change orders coming for windows, cement grading and conduit.

11. Discussion with possible action on purchase of two replacement squad cars (Finance) – Chief Niedfeldt reviewed the options for the replacement of two squads that were totaled in the Westby hail storm. We received \$38,321 in insurance proceeds and the remaining amount was borrowed for with 2024A debt proceeds. Motion by Alderperson McClurg/second by Alderperson Kirking to approve the purchase of the canine Ford Interceptor from Kayser in Madison for \$45,000 and the GMC 1500 SLE from Sleepy Hollow for \$49,800. Roll call vote all in favor. Motion carried.

12. Discussion with possible action on transportation resolution – Motion by Alderperson Hubbard/second by Alderperson Spaeth to approve resolution 26RS003. Voice vote all in favor. Motion carried.

13. Payment of Bills (Finance)- Motion by Alderperson Hubbard/second by Alderperson Kirking to approve the payment of bills on report date 05/08/2026 in the amount of \$203,376.92 and additional bills on report date 05/12/2026 for \$80,140.02. Roll call vote all in favor. Motion carried.

14. Second Period for Public Comment – Jan Palmer stated that the old city hall site will be discussed at a meeting of the three-fold driftless where there may be some great ideas to give the committee options for that space.

15. Adjournment - Motion made by Alderperson Kirking/second by Alderperson Bergum to adjourn the meeting at 8:30 p.m. Voice vote all in favor. Motion carried.

Minutes respectfully submitted by: Lori Polhamus, City Clerk