

REGULAR MEETING – February 19, 2019

President Hackl called the meeting of the Muscoda Village Board to order at 7:00 pm in the Council Chambers of the Kratochwill Memorial Building. The following members were present: Anderson, Bartlett, Bindl, Blood, Miller, and Wiederholt. Also present: Engineer Bart Nies and Johnson.

PROOF OF PUBLICATION: Motion Bartlett, second Miller to accept the Proof of Publication. Motion carried.

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES: Motion Bartlett, second Anderson to accept the minutes as presented. Motion carried.

APPEARANCE: Virgil Bomkamp: Detaching a small strip of land from the Village on Sportsman Drive-action if necessary. Bomkamp explained that this was the first year that property owners west of Sportsman Drive from Catherine Street north to Pine Road received tax statements from the Village. He would like to “detach” this small piece of property back to the Township. President Hackl stated that she was instructed by the Village Attorney to table the matter until he is present.

Virgil Bomkamp: Question regarding snowmobiles and insurance-action if necessary: Chief Schramm submitted a memo explaining that snowmobiles are not required to carry insurance.

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

Engineer Bart Nies:

1. **TIF #3 – consideration of eligible projects:** Engineer Nies had a list of thirteen items with associated estimates. The list was derived from the January 2nd Board meeting. The TIF fund projections provided by the Village Auditor, at the end of the TIF life, April of 2024, there should be a balance of approximately \$218,000; that is after the TIF pays the sewer department approximately \$160,000. The last day to contract for project expenses, to be paid out of the TIF, is April 21, 2019 (approximately two months). These are the thirteen proposed projects that the Board discussed in detail:

1) Alley construction: alleys between Walnut Street and Pine Street, dig up existing gravel, place new gravel down and blacktop. Estimated cost - \$101,350 (100% TIF eligible). Trustee Bindl commented that he did not see a need for blacktop. After discussion, it was decided to excavate and install crushed aggregate base course (breaker run and gravel), but no blacktop. Eliminating the blacktop would save \$37,000. Nies suggested that Attorney Wood be contacted to see if this would be considered maintenance or construction. This project does not include the alley west of the downtown water tower.

2) Wastewater Treatment Facility Lagoon berm repair: there is a portion of the lagoon berm that needs repair. Estimated cost - \$7,500 (\$2,500 is TIF eligible).

3) Village Hall façade/awning: replace existing awning, front doors, and run storm water to existing drain. Estimated cost - \$45,600 (100% TIF eligible). Engineer Joe Bailie had prepared four options for the Board to review. It was decided to go with option 4, which also includes putting the name of the building on the new awning. The Village could purchase the store front doors separately.

4) Wisconsin Avenue: remove five trees in downtown area and replace with concrete. Estimated cost - \$2,400 (100% TIF eligible). No other sidewalk work would be done.

5) Wisconsin Avenue – curb and gutter replacement: Wardell inspected the curb and gutter from Catherine Street to the Wisconsin River Bridge and came up with small areas

where the curb and gutter are missing. Estimated cost - \$7,500 (100% TIF eligible). The Board discussed sidewalk and curb and gutter together and decided to allocate \$10,000 for these two items.

6) Village Park: a portion of playground equipment, \$12,000, can be allocated to the TIF district, however a decision on type, size and distributor need to be made by April 21st. Bindl stated that he had contacted three sales representatives to attend the March 4th Ad Hoc Park Improvements Committee meeting.

7) Iowa Street storm sewer: install two infiltration basins on Iowa and Warehouse – Estimated cost - \$15,750 (100% TIF eligible).

8) Storm inlet replacement: replace two storm inlets by Walsh's Ace Hardware – Estimated cost - \$15,750 (100% TIF eligible).

9) Well #4 CDBG-PF application: Nies is currently working on this application (100% TIF eligible) – estimated cost - \$2,000

10) Mapping updates: The large Village plat map that is on the wall in the Clerk's Office, used often by the public, has not been updated since 1997. There are several updates, street and alley vacations and annexations. Nies recommends updating the map every five years. Another map that needs to be updated is the business map. Estimated cost for both is \$10,000 with \$3,000 being TIF eligible.

11) Marketing: This item is used for marketing the Village for development in the TIF District. It was decided to not pursue this item.

12) Office equipment: Johnson reported that the inserter/folding machine, which is over ten years old, frequently needs maintenance by an outside source. This machine is used monthly for utility bills and delinquent notices. It is also used for Festival mailings, tax bill inserts and other miscellaneous projects. A new machine is approximately \$6,000. TIF could pay up to \$2,000 on a new machine.

13) Street signs: TIF district can pay for new street signs at a cost of approximately \$5,250.

Nies also noted that if there are funds remaining at the end of the TIF, it could reimburse the general fund for a portion of the paved parking lot adjacent to the Village hall.

MOTION Miller, second Wiederholt to proceed with the following projects using TIF #3 funds. Projects funded 100% from TIF: alley reconstruction, Village Hall façade/awning, removal of trees in downtown area and fill with concrete, patch curb/gutter, install infiltration basins at Iowa Street and Warehouse Street, replace two storm inlets by Walsh's Ace Hardware, preparing well #4 grant application, and replacement of street signs. Projects partially funded by TIF: repairs to lagoon berm, playground equipment, mapping updates, and a new inserter/folding machine. **Roll Call Vote: Yes:** Miller, Anderson, Bindl, Blood, Wiederholt and Hackl. **No:** None. **Motion carried.**

2. 2019 Proposed Street Construction Projects: Nies reviewed the proposed plans for reconstruction of South 2nd Street from Warehouse to Catherine. Street width will be 36' from back of curb to back of curb; two trees will be removed; sidewalk on the east side will be removed and not replaced as it is only in certain areas; house walk ways will run to back of curb; and storm drain – small area of perforated pipe or concrete pipe that would attach to storm drain on Warehouse. The Board decided to go with the concrete storm sewer pipe. Estimated cost is \$173,500 with approximately \$8,000 in LRIP funds from Grant County. Nies reviewed the plans for construction of an access road to County P. Street will be 24' wide paved blacktop with no curb/gutter with bypass and access lanes on County P. The Board decided on "Morel Lane" for the street name. Estimated cost is \$167,750. Matching highway aid funds can be used for this project.

MOTION Miller second Blood to proceed with bidding out the reconstruction of South 2nd Street from Warehouse to Catherine and construction of a new street for access to County P. **Roll Call Vote: Yes:** Wiederholt, Blood, Bartlett, Bindl, Anderson, Miller and Hackl. **No:** none. **Motion carried.**

Nies announced that the bid opening for the boat landing improvements will be Friday, February 22nd and March 12th for the two street projects.

3. Update on proposed sanitary sewer rate analysis: Nies provided information on existing sewer rates. Currently, sewer charges are derived from the size of meter, it does not matter what type of zoning classification the property is. If the Village changes to a Residential Equivalent User system, customers would pay based on meter size and then on zoning classification. Nies was instructed to bring some examples to the next meeting.

Trustee Bindl addressed Engineer Nies on email correspondence between him and Attorney Wood regarding the TIF District questions from the January meeting. Clerk Johnson was copied in, but not President Hackl. Bindl stated that the Village President needs to be included in on all correspondence.

Water runoff on north side of Kratochwill Memorial Building: Trustee Anderson asked about the ice buildup along the gutter and down spout. There is heat tape in both, but it appears to not be working. Discussed additional down spouts and location.

Broadband communications: President Hackl stated that she would talk with Attorney Wood regarding this.

Review quotes for additional pickup truck: Three quotes were received for the new pickup truck; two from Fillback and one from Jones. **Motion** Anderson, second Wiederholt to approve the bid from Jones Chevrolet for a 2019 Chevy Silverado 1500 4wd double cab at \$31,200. **Roll Call Vote: Yes:** Miller, Anderson, Bindl, Blood, Wiederholt and Hackl. **No:** None. Bartlett abstained. **Motion carried.**

Certification to Dept. of Administration on Revolving Loan awarded funds since January 1, 1992: Johnson presented a letter addressed to the Department of Administration (DOA) certifying that the Village of Muscoda has not received any CDBG-ED awards since January 1, 1992. If approved, and accepted by the DOA, then the Village's Revolving Loan Fund (RLF) would become defederalized and the Village would have complete control over the RLF and its loans. **Motion** Anderson, second Wiederholt, to authorize the Village President and Village Administrator to certify to the Department of Administration that the Village of Muscoda has not received any CDBG-ED funds since January 1, 1992. **Motion carried.**

GASB Statement 75 Compliance – health benefit analysis: Johnson explained that GASB 75 is a new accounting standard regarding the liability the Village may have relating to retirees and post-employment benefits. If the analysis is not completed, it will mean an exemption on the yearly audit reports and could affect bonding rate. Village Auditor Johnson Block and Company provided Johnson with a firm that could complete the GASB 75 requirement. Base cost is \$1,400, if a report is needed it is an addition \$950, or preparation of a letter is \$350. President Hackl will speak with the auditors regarding this requirement.

Use of pool by groups of people: The City of Richland Center Parks and Recreation Director Shane Stibbe sent correspondence asking the Village opinion on possibly having bus trips to the

pool, maybe twice a week, since Richland Center will not have an outdoor pool this year. Stibbe also asked if there would be any admission discounts. He could possibly bring certified guards if needed. Johnson explained that for liability reasons, guards need to be an employee of the Village of Muscoda. The Board will not make a decision until they obtain feedback from our Pool Director.

Repeal and rewrite Code of Ordinances:

1. ***Title 1 – General Provisions for Use of Code of Ordinances:*** The rewrite on this ordinance is complete.
2. ***Title 2 – Government and Administration:*** Johnson has reviewed and supplied Attorney Wood with questions. Rewrite is not complete.
3. ***Title 3 – Finance and Public Records:*** Johnson asked the Board to adopt the Wisconsin Historical Society record retention schedule.
4. ***Title 5 – Public Safety:*** Chief Schramm recommends repealing and recreating with the removal of the sections relating to permits for private alarm systems.
5. ***Title 11 – Offenses and Nuisances:*** Chief Schramm recommends repealing and recreating with the addition of misuse of the 911 system.

Motion Blood, second Wiederholt to adopt the recreation of Title 1-General Provisions for Use of Code of Ordinance, Title 5-Public Safety and Title 11-Offenses and Nuisances, and authorized the filing of request to use the State Historical Society Records Schedule. **Motion carried.**

Morel Mushroom Festival Committee report: **Motion** Bartlett, second Anderson to approve the Festival report. **Motion carried.**

LIBRARY BOARD REPORT: The October 3, 2018 report was in packets.

CHAMBER OF COMMERCE REPORT: 88 people were served at the annual Senior Citizens banquet.

GRANT COUNTY ECONOMIC DEVELOPMENT REPORT: Blood attended the January meeting in Potosi; he brought a copy of the new Grant County Activity Guide that had Muscoda's two new ads in it, and reported that Ron Brisois, GCED Director, announced that there may be a marijuana growing facility in Grant County, to voice concerns contact Ron. Miller and Blood will attend the February meeting in Cuba City.

REPORT ON MEETINGS ATTENDED BY BOARD MEMBERS: none for January/February.

POLICE REPORT: Chief Schramm submitted his monthly report. **Motion** Bartlett, second Anderson to approve the Police Report. **Motion carried.**

SUPERINTENDENT REPORT: Wardell submitted his monthly report. **Motion** Wiederholt, second Blood to approve the Superintendent's Report. **Motion carried.**

ADMINISTRATOR CLERK-TREASURER REPORT: Johnson submitted her monthly report. **Motion** Anderson, second Miller to approve the Administrator Clerk report. **Motion carried.**

ACTION ON LICENSES: **Motion** Blood, second Bartlett to approve a Temporary Class B to the Ruffed Grouse Society and a temporary Operator license to Laura Peat. **Motion carried.**

PAYMENT OF INVOICES: Motion Miller, second Anderson to approve the invoices as presented. **Roll call vote: Yes:** Miller, Anderson, Bartlett, Bindl, Blood, Wiederholt and Hackl. **No:** none. **Motion carried.**

DISCUSSION ON SALE OF PROPERTY TO MIDWEST BLACK LOCUST – closed session 19.85(1)(e).

CONSIDERATION OF ADJOURNING INTO CLOSED SESSION: Motion Miller, second Wiederholt to adjourn into closed session to discuss the sale of property to Midwest Black Locust pursuant to State Statute 19.85(1)(e). **Roll call vote: yes:** Wiederholt, Bartlett, Blood, Bindl, Anderson, Miller and Hackl. **No:** none. **Motion carried.**

RETURN TO AND RECONVENE IN OPEN SESSION: Motion Wiederholt, second Bartlett to reconvene in open session. **Roll call vote: Yes:** Miller, Anderson, Bartlett, Bindl, Blood, Wiederholt, and Hackl. **No:** none. **Motion carried.**

ACTION, IF ANY, AND IF REQUIRED BY LAW TO BE TAKEN IN OPEN SESSION ON CLOSED SESSION MATTER:

No action was taken.

ADJOURNMENT: Motion Bartlett, second Wiederholt to adjourn the meeting. **Motion carried.**

Cinda Johnson, Village Administrator Clerk