

## REGULAR MEETING – November 12, 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, Bindl, Bartlett, Miller, and Wiederholt. Also present: Schramm, Wardell, and Johnson.

**PROOF OF PUBLICATION:** **Motion** Wiederholt, second Anderson to accept the Proof of Publication. **Motion carried.**

### PLEDGE OF ALLEGIANCE.

**APPROVAL OF MINUTES:** **Motion** Anderson, second Bindl to accept the minutes with the correction in two typographical errors on the October 8, 2019 minutes. **Motion carried.**

EMT Gary Shilling asked to speak to the Board with answers to the questions that were presented to the EMS at the October Board meeting:

Question #1: Number of calls received between 7am and 3:30pm, Monday-Friday for the months of August, September and October. Answer: Eight in August, ten in September, and six in October.

Question #2: How many other EMT's are available between 7am and 3:30pm, Monday-Friday. Answer: varies every day.

Question #3: Employees are to respond on "second page" – is there any way to verify that this procedure is being followed? Answer: There is not a good way to track if employees respond to second page only.

Question #4: Have other businesses with EMT's been contacted with the same request. Answer: other businesses have not been contacted.

### DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

- a. **Update on Boat Landing Improvements Project:** Johnson was instructed to email Engineer Nies on the grant extension to see what needs to be done.
- b. **Layout of cremation:** No update.
- c. **Update of TID projects and financing-possible additional projects:** Approved projects are not completed yet.
- d. **Change order for alley reconstruction – TID projects:** Johnson explained that when the motion was made on April 11<sup>th</sup> for Riverway Trucking & Hackl Construction to do five alley reconstructions, they were on the west side of Wisconsin Avenue. It has since been determined that two of the five will be from Walnut to Maple between 2<sup>nd</sup> & 3<sup>rd</sup> Streets. **Motion** Miller, second Anderson to approve the change order for alley reconstructions from the west side of Wisconsin Avenue to alleys from Walnut to Maple between 2<sup>nd</sup> & 3<sup>rd</sup> Streets. The expense for these alley reconstructions is from TID finances. **Motion carried.** Hackl abstained.
- e. **Resolution to Terminate TID #2:** Johnson reviewed the resolution to close TID #2 which the Board previously discussed with the Auditor. **Motion** Bartlett, second Bindl to approve the resolution to terminate TID #2. **Roll call vote: Yes:** Miller, Anderson, Bindl, Bartlett, Wiederholt and Hackl. **No:** none. **Resolution adopted.**
- f. **Review and approval of applications of seasonal campsites:** Included in packets were three applications for seasonal campsites. **Motion** Anderson, second Miller to approve the three seasonal campsite applications. **Motion carried.**
- g. **Distribution of Community Contribution funds and Commitment to Community funds:** Miller reported that the weekend food project for the children at Riverdale is organized by

people from Blue River. The Board had several questions on where these funds from WPPI come from. It was decided to have WPPI Energy Service Representative James Schwingle attend the December meeting for explanation.

- h. ***Color selection for playground equipment:*** The Board had two color options for equipment – one with blue, green and brown and the other with gray, green and brown. **Motion** Wiederholt, second Miller to approve the gray, green and brown for playground equipment. **Motion carried.** Bindl also said that one of the companies needed payment by the end of November. He will bring the invoice/order to the next special meeting since this was not an agenda item.
- i. ***Snow removal on Wisconsin Avenue for 2019-2020 winter season:*** Johnson noted that only one bid was received from Riverway Trucking & Hackl Construction. The unopened bid was given to Attorney Wood to open and read. **Motion** Anderson, second Miller to accept the bid for snow removal on Wisconsin Avenue from Riverway Trucking & Hackl Construction. **Roll call vote: Yes:** Wiederholt, Bartlett, Bindl, Anderson and Miller. **No:** none. Hackl abstained. **Motion carried.**
- j. ***Election Day Emergency Response Plan:*** Johnson explained that this Plan is a requirement and sets out what needs to be done in case of emergency on Election Day. **Motion** Wiederholt, second Anderson to adopt the Election Day Emergency Response Plan. **Motion carried.**
- k. ***Memorandum of Understanding for Election Security Subgrant:*** Johnson explained that in order for the Village to receive up to \$1,200 from the State Election Commission this memorandum needs to be approved. **Motion** Miller, second Bartlett to approve the Memorandum of Understanding for Election Security Subgrant. **Motion carried.**
- l. ***Santa Day expenses:*** For the last several years the Village has agreed to contribute up to \$500 for Santa Day at the Library. **Motion** Miller, second Bartlett to approve up to \$500 for Santa Day at the Public Library. **Motion carried.**
- m. ***Contract with Johnson Block & Company for 2019 audit services:*** Included in packets is the renewal contract for auditing services in the amount of \$21,700 for all funds. Johnson explained the spreadsheet and the breakdown in expenses. This is an increase of 12% to cover operational expenses and bring fees more in line with actual costs. **Motion** Wiederholt, second Anderson to accept the 2019 auditing contract with Johnson Block & Company. **Motion carried.**
- n. ***Establishing “Committed Funds” as a fund balance category:*** Johnson said that she spoke with the auditors about the large fund balance and how to earmark some of these funds for designated purposes such as trucks, street projects, public works and recreational items. Also, when applying for grants, the Village does not score as high with an undesignated fund balance. The Village’s undesignated fund balance remains over two million dollars.
- o. ***Painting flagpole at Kratochwill Memorial Building:*** Anderson received a quote of \$200 from BL Signs to paint the flagpole to match the posts on the new awning. This expense is TIF eligible. **Motion** Wiederholt, second Miller to approve the contract with BL Signs to paint the flagpole for \$200 paint included. **Motion carried.**
- p. ***Repairs to Kratochwill Memorial Building-down spouts and storm water issues:*** Anderson reported that he met with Robert and Rollin Kovars regarding the additional down spouts and pitching the rain gutter differently on the north side of the Kratochwill Memorial Building. They also looked at the roof on the south side and recommend taking all the flashing off, the various layers of caulk off, put new flashing on and tuck point it. At this time, a cost estimate has not been received.

**FIRE DISTRICT REPORT:** A copy of the adopted budget was included in packets.

**LIBRARY BOARD REPORT:** no report.

**CHAMBER OF COMMERCE REPORT:** Annual Christmas Party is December 2<sup>nd</sup> along with Citizen of the Year. The annual Senior Citizen Banquet is Saturday, January 25<sup>th</sup>, 2020.

**GRANT COUNTY ECONOMIC DEVELOPMENT REPORT:**

No report as Blood attended and he is absent tonight.

**GRANT COUNTY TOURISM COUNCIL REPORT:** The meeting was cancelled.

**REPORT ON MEETINGS ATTENDED BY BOARD MEMBERS & ACTION ON ATTENDANCE AT VARIOUS MEETINGS:**

Hackl, Bindl and Wardell attended the annual MEUW dinner meeting in Mazomanie. MEUW CEO Tim Heinrich was the speaker.

**Motion** Anderson, second Miller to authorize the following attendance: Chamber Christmas Party on December 2<sup>nd</sup> – Hackl and Bartlett; Grant County Economic Development meeting in Cuba City – Hackl and Bindl; Delta 3 Appreciation Event in Platteville – Hackl, Bindl and Wiederholt; and WPPI Board of Directors meeting in Sun Prairie – Bindl. **Motion carried.** Also discussed attendance at MEUW apprentice graduation for Ekleberry and Wirtz in January.

**POLICE REPORT:** Chief Schramm submitted his monthly report. Asked about interviews for police eligibility list – Anderson, Bartlett and Bindl will conduct the interviews. Three out of the four park vandals have completed their community service. The last one is working on completing their hours. **Motion** Anderson, second Wiederholt to approve the Police report and have Anderson, Bartlett and Bindl conduct Police Officer interviews. **Motion carried.**

**SUPERINTENDENT REPORT:** Wardell submitted his monthly report. Discussed attendance at MEUW graduation and who is going to attend; establishing a dog park east of the walking path on DNR property; and a crosswalk in the area of the Post Office. Still working on trying to get the alley reconstructions done. Location of a proposed crosswalk was the main discussion since there is no sidewalk on the west side of Wisconsin Avenue from Grove Street to the river. Also brought up was the 35mph speed limit. The Chief said he would contact DOT again since the speed study was done just a couple of years ago. **Motion** Bindl, second Anderson to approve the Superintendent Report. **Motion carried.**

**ADMINISTRATOR CLERK-TREASURER REPORT:** Johnson submitted her monthly report and discussed the need to complete the budget in order to make State Statute deadlines relating to the tax process. In order to comply with these Statutes, the proposed budget needs to be published on November 21<sup>st</sup>. The Progressive deadline is Monday afternoons. It was decided to have Special meetings on November 14 and 21 at 6pm. **Motion** Bartlett, second Wiederholt to approve the Administrator Clerk report and schedule Special Meetings to work on budget. **Motion carried.**

**ACTION ON LICENSES:** **Motion** Wiederholt, second Bartlett to accept application and grant an operator license to Jazmine LaDow once schooling is complete. **Motion carried.**

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

**DISCUSSION AND ACTION ON EMPLOYEES RESPONDING TO EMERGENCY CALLS DURING WORK HOURS-closed session Wis SS 19.85(1)(c):**

**UPDATE ON UTILITY SERVICE FOR LARGE INDUSTRIAL CUSTOMER-closed session Wis SS 19.85(1)(e)**

**Motion** Anderson second Bartlett to adjourn into closed session to discuss employees responding to emergency calls during work hours pursuant to Wis. SS 19.85(1)(c) and update on utility service for large industrial customer pursuant to Wis. SS 19.85(1)(e). **Roll call vote: Yes:** Wiederholt, Bartlett, Bindl, Anderson, Miller and Hackl. **No:** none. **Motion carried.**

**Employee attendance at EMS calls:** Trustee Bartlett is working on scheduling a meeting to talk with Gary Shilling. Hackl spoke with a couple municipalities on this matter.

**Update on utility service for large industrial customer:** The Board discussed a large industrial customer and instructed Johnson to send reply as presented.

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

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

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**Cinda Johnson, Village Administrator Clerk**