

REGULAR MEETING – January 14, 2020

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, Blood, Miller and Wiederholt. Also present: Schramm and Johnson.

PROOF OF PUBLICATION: Motion Anderson, second Wiederholt 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.

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

a. *Proposed Municipal Well #4 Project –*

- *Review plans and specs for authorization of construction permits and bids:* Delta 3 Engineer Mark Digman was present to discuss the proposed project in detail. Draft plans were distributed and each area of the project was discussed. Sanitary sewer main will be replaced on 2nd from Maple to Pine, on Maple from Wisconsin to 3rd, and in the alley south of Maple between Wisconsin and 2nd. Water main will be replaced from 6” to 8” on the same streets as the sanitary sewer. The water main located on Riverdale School property will be directional drilled from Pine to Elm. Storm sewer will also be replaced during construction with concrete pipes.

The well house will be a 26’ x 22’ structure with an exterior color to match the Library. The well will be 130’ deep.

Sidewalk on Maple will be replaced as needed. The sidewalk north of the Church parking lot on 2nd will be removed and not replaced.

Blacktop area between the Library and well house: After discussion it was recommended to have blacktop end at the north entrance – to the well house. This would give the Library three to four more parking stalls.

Trees – there are approximately fourteen (14) trees that will need to be removed due to construction. These trees are located within 5’ of the curb, most all within the area between the curb and sidewalk.

Construction time frame is 20 – 25 weeks with substantial completion by October 31, 2020. Award of contract will be at the April Board meeting.

It was decided to hold a public informational meeting at 6:00pm on February 11th during the Village Board meeting. Johnson will send notices to the property owners in the construction area.

Digman also noted that per Safe Drinking Water Loan Funding, the Village needs to have an ordinance in place regarding “lead” water services.

Motion Bartlett, second Blood to approve the plans and submit to both the Dept. of Natural Resources and the Public Service Commission for the proposed well #4 project including utilities and street construction. **Roll call vote: Yes:** Wiederholt, Blood, Bartlett, Blood, Anderson, Miller and Hackl. **No:** none. **Motion carried.**

- *Approval of revised engineering contract:* Delta 3 Engineering submitted a revised contract for Well #4 project including utilities and street construction. **Motion** Anderson, second Wiederholt to approve the Delta 3 Engineering contract for Well #4 project including utilities and street construction in the amount of \$179,800.00. **Roll call vote: Yes:** Wiederholt, Blood, Bartlett, Blood, Anderson, Miller and Hackl. **No:** none. **Motion carried.**

- b. Boat Landing Improvements Project:** DNR has approved the Grant extension request with a completion date of June 2021.
- c. Update on TID projects and financing – possible additional projects:** Approved projects are not completed yet.
- d. Insurance:** President Hackl said she contacted the Village's agent with the League of Wisconsin Municipalities Insurance and he informed her that if anything happens to a Board member while they are attending a Village function that the claim would go to the Board member's personal insurance.

PLAN COMMISSION REPORT:

The Plan Commission met earlier this evening to hear from a surveyor on establishing different lots in Block 33 to make four (4) buildable lots. The Commission recommends approving the certified survey map.

ACTION ON CERTIFIED SURVEY MAP:

Motion Bindl, second Wiederholt to approve the Certified Survey Map for Block 33. **Motion carried.**

FIRE DISTRICT REPORT: No report.

LIBRARY BOARD REPORT: No report.

CHAMBER OF COMMERCE REPORT: The annual Senior Citizen Banquet is Saturday, January 25th.

GRANT COUNTY ECONOMIC DEVELOPMENT REPORT: No report.

GRANT COUNTY TOURISM COUNCIL REPORT: No report.

REPORT ON MEETINGS ATTENDED BY BOARD MEMBERS & ACTION ON ATTENDANCE AT VARIOUS MEETINGS: Bindl attended the WPPI Board meeting in December: reviewed 2019. **Motion** Bindl, second Blood to approve Hackl, Bindl, Bartlett, Blood and Miller to attend the monthly Grant County Economic Development meeting on January 22nd in Muscoda. **Motion carried.**

POLICE REPORT: Chief Schramm submitted his monthly report. Town and Country Sanitation provides the dumpsters for deer carcasses to the DNR. They do not pick up carcasses at residences. There have been several false alarm calls at the school – additional training is needed on the new system. Schramm will be at the Annual Chief's Conference during the 2nd week of February. **Motion** Bartlett, second Blood to approve the Police report. **Motion carried.**

SUPERINTENDENT REPORT: Wardell submitted his monthly report and was not in attendance. **Motion** Anderson, second Bartlett, to approve the Superintendent Report. **Motion carried.**

ADMINISTRATOR CLERK-TREASURER REPORT: Johnson submitted her monthly report. Discussed finances for the substation expansion, well #4 project, water and sewer mains and street reconstruction. It was decided to have a Special Meeting to discuss how to finance these projects. Arrangements have been made with Meister Cheese for a tour on January 22nd for the Grant County Economic Development members along with dinner at Sportsman's. **Motion**

Miller, second Anderson to approve the Administrator Clerk report and hold a Special Meeting on January 28th to discuss financing of projects. **Motion carried.**

ACTION ON LICENSES: none

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

The following items were discussed in closed session under 19.85(1)(c):

- a. Report on hiring a Police Officer
- b. 2020 Pool Director
- c. 2020 Cemetery Lawn Care position
- d. Employees responding to emergency calls during work hours

The following items were discussed in closed session under 19.85(1)(f):

- a. Request from existing business for Revolving Loan Funds
- b. Update on Revolving Loan Fund payment

Before the Board adjourned into closed session Gary Shilling, EMS presented a proposed policy for employees to respond to emergency calls during work hours.

Motion Miller, second Anderson to adjourn into closed session to: hear report on hiring a Police Officer, 2020 Pool Director, 2020 Cemetery Lawn Care position, and employees responding to emergency calls during work hours pursuant to Wis. SS 19.85(1)(c) and request for Revolving Loan Funds and update on Revolving Loan payments pursuant to Wis. SS 19.85(1)(f). **Roll call vote: Yes:** Miller, Anderson, Bindl, Bartlett, Blood, Wiederholt and Hackl. **No:** none. **Motion carried.**

Report on hiring a Police Officer: Interviews were conducted and then complete background checks. At the second meeting it was decided to offer the position to Clayton Ottman with confirmation by the Village Board. After discussion, it was decided that starting pay will be \$20 per hour and after one year probation an increase of 50 cents per hour.

2020 Pool Director: Offer the position to Cheryl Miller

2020 Cemetery Lawn Care: Offer the position to William Phetteplace

Employees responding to emergency calls during work hours: The proposal from the EMS was for employees to be paid up to two (2) hours per month or twenty-four (24) hours per year with the hours being carried from month to month. Once the employee reaches 24 hours in a year, then they use their own time or go without pay. Johnson was instructed to rewrite the proposed policy so it reflects both rescue and fire calls.

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

Motion Anderson, second Wiederholt to offer the full time Police Officer position to Clayton Ottman at \$20 per hour with a 50 cent per hour increase after successful completion of his probationary period. **Motion carried.**

Motion Bartlett, second Miller to offer the 2020 Pool Director position to Cheryl Miller at \$16 per hour for work completed before and after pool season, and a weekly salary of \$640 during pool season. **Motion carried.**

Motion Anderson, second Wiederholt to offer the 2020 Cemetery Lawn Care position to William Phetteplace at same rate as 2019 (\$300 per mowing and \$15 per hour for general lawn care). **Motion carried.**

Johnson was instructed to prepare an agenda for January 28th and to include the emergency call policy on it along with request for revolving loan funds and send a letter to delinquent revolving loan recipient stating that if a payment is not received in January he will be required to attend the February 11th meeting.

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

Cinda Johnson, Village Administrator Clerk