

SPECIAL MEETING – February 5, 2020

President Hackl called the Special meeting of the Muscoda Village Board to order at 7:00 pm in the Meal Site Room of the Kratochwill Memorial Building. The following members were present: Anderson, Bindl, Bartlett, Blood, Miller and Wiederholt. Also present: Wardell and Johnson.

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

PLEDGE OF ALLEGIANCE.

DISCUSSION ON FINANCING OF PROJECTS:

1) Substation Expansion project: Krause Engineering owner David Krause was present to discuss the project, timeline and estimated cost. He explained that since he started with the Village our electric demand has doubled and by doing this expansion we will be able to serve our customers for several years to come and with the ATC switching station being located in Muscoda, reliability will drastically increase from outages running from Lone Rock to Woodman down to about 100' within the Village

- Transformer – the transformer from Jordan Transformer has been tested and is in storage until we are ready for it. The \$400,000 cost includes transportation to Muscoda but not the crane that will be needed to put it in place. It will be transported with oil in it.
- Timeline – the final scope of the project still needs to be completed and Krause is working closely with ATC and their contractor so all parts will fit together. The certificate of authority (CA) from the PSC needs to be applied for once the final scope is completed. It takes approximately 90 days for the PSC to approve or deny a CA. Pre-work and ordering of parts can be done, but absolutely no physical construction can take place until the CA is in hand. Krause anticipates the substation to be energized in late fall.
- The Scot Industries substation will remain energized during construction and while energizing the new expansion.
- The Village will have a Common Use Facility Agreement with ATC for yard work, snow removal, mowing, etc and ATC will also be a customer of the utility.
- Cost estimates – The Village's cost is approximately three (3) million dollars including engineering and the transformer that has already been paid for. ATC's share of the switching station is around five (5) million.
- Mathew's substation – some of the equipment in this substation is 50 plus years old and about at its life expectancy. If a transformer in the Mathew's sub would fail, the Scot sub can handle the current capacity.
- Circuits – there are six (6) circuits within the utility territory that need to be converted by changing the voltage from 4160/2400 to 12400/7200. Krause suggested budgeting \$100,000 each year for the next 15-20 years for upgrades to the electric system.

2) Well house project including utilities and street reconstruction: Johnson explained that the estimated cost is approximately \$1.5 million with a CDBG grant of \$576,000. The Village has applied for additional funding from the CDBG program, but that request is unknown. Therefore, approximately one (1) million dollars is needed for this project.

3) Boat landing reconstruction project: The Village will be receiving a grant for approximately half of the cost. The remaining cost is included in the fund balance.

4) Development of land on Old County P: This is an unknown cost until it is decided on how the property is going to be used.

DISCUSSION ON GENERAL OBLIGATION BORROWING VERSUS ISSUANCE OF BONDS:

Johnson reviewed borrowing information

- The Village has approximately \$3 million dollars available in debt capacity.
- There is approximately \$2.2 million in the general fund balance. The general fund can loan money to other departments with loan arrangements in place just like a bank loan.
- Revenue bonds are backed by utility revenues.
- Revenue Bond Anticipated Note (ban) are generally issued until the final construction numbers are detailed and cannot exceed five (5) years.
- Bonds and bans do not affect the debt capacity of the Village.
- There is approximately \$335,000 in the Revolving Loan Fund.

As instructed, Johnson contacted Carol Wirth, a Municipal Advisor; supplied her debt, project information and review of Village finances. Per federal regulation, Ms. Wirth cannot provide advice and run scenarios until she is under contract with the Village. Her contract is on the February 11th agenda.

Johnson also discussed the need to start working on rate cases for electric, water and sewer in order to pay for the proposed projects.

DISCUSSION ON TAX INCREMENTAL DISTRICT (TID) FOR LAND ON OLD COUNTY P:

Johnson researched TID information to verify residential use. Per the Statutes, only 35% of land area in a TID can be used for residential purposes. In previous meetings, the Board discussed affordable housing and senior living homes for this property with no final decisions made.

DISCUSSION/ACTION ON MEETING EXPENSES COMPENSATION FOR VILLAGE BOARD MEMBERS:

President Hackl reported that the Village paid for MEUW graduation banquet tickets for herself and Bindl. Due to weather they did not attend and neither did one of the spouses. She asked if the Board would just cover these costs due to the circumstances. Also discussed when members are signed up for the Grant County Economic Development meetings and then cannot make it. Johnson explained that the County has never charged the Village when members do not attend Economic Development meetings and it has always been the policy that employees are responsible for spouse charges. **Motion** Anderson, second Bartlett to have the Village cover the MEUW graduation banquet expenses for Hackl and Bindl even though they were unable to attend due to weather conditions. **Motion carried.** Hackl & Bindl abstained.

CLOSED SESSION FOR EMPLOYEES RESPONDING TO EMERGENCY CALL AND REQUEST FOR REVOLVING LOAN FUNDS:

Motion Bartlett, second Miller to adjourn into closed session to discuss employees responding to emergency calls during work hours pursuant to Wis. SS 19.85(1)(c) and request for Revolving Loan Funds pursuant to Wis. SS 19.85(1)(f). **Roll call vote: Yes:** Miller, Wiederholt, Anderson, Bindl, Blood, Bartlett and Hackl. **No:** none. **Motion carried.**

Employees responding to emergency calls during work hours: The draft policy was presented as discussed at the January meeting – employees would be paid up to 24 hours for emergency calls (combination between fire and rescue) in a calendar year. Discussed adding more hours since the policy covers all emergency calls; it was decided to go with 30 hours per calendar year.

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

Motion Miller, second Anderson to adopt an employee policy stating that employees may go on emergency calls and that the Village will pay up to the first 30 hours of calls in a calendar year. The employee will use personal, vacation or comp time if calls exceed 30 hours. All employees will be required to sign an acknowledgement of this policy. **Motion carried.**

It was decided to hold a Special Meeting at 12:15pm on Tuesday, February 11, 2020 at 555 E Warehouse Street to tour an existing business operation.

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

Cinda Johnson, Village Administrator Clerk