

REGULAR MEETING – May 12, 2020

Due to COVID-19 this meeting was closed to the public but made available by phone or on-line at Go To Meeting.

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

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

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES: Motion Bartlett, second Blood to accept the Regular and Special minutes as presented. Motion carried.

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

- a. **Update on substation expansion easement:** Johnson explained that during the month of April she worked with ATC, Delta 3 Engineering, Krause Engineering and Meister Cheese/Muscoda Protein on four separate easements. 1) Obtain a ten foot (10') construction easement from Meister Cheese for the Village and ATC. 2) Secure an easement with Meister Cheese to add ATC to the ten foot (10') permanent easement from Industrial Drive to the substation expansion. 3) Documents were signed to record the unrecorded easement from 1995 between the Village and Scot Industries for the existing substation. This document also gives ATC easement rights to the Scot Substation. 4) Easement rights between ATC and the Village for construction of the substation expansion, switching station and access to ATC after construction. All of these easements and documents have been signed and mailed to ATC for recording.
- b. **Replacement of water main from Wisconsin Avenue to 2nd on Maple:** At the April Board meeting Engineer Bart Nies explained that this section of water main was not included in the bid plans; he asked if the Village wanted to replace this main during construction. Estimated cost is \$20-\$25 thousand; exact dollar will not be known until pipe is in place. Motion Miller, second Anderson to replace water main on Maple from Wisconsin Avenue to 2nd during the well house #4 construction project at an estimated cost of \$20,000 to \$25,000. Roll Call Vote: Yes: Anderson, Bartlett, Blood, Miller, Wiederholt, and Hackl. No: none. Motion carried.
- c. **Opening of swimming pool:** Wardell reported that the crew is prepping the pool to open, once notice is received that we can open, it will take about one week to finalize. Johnson informed the Board that Wisconsin Economic Development Corporation (WEDC) has provided general guidance for opening and specific guidance for various businesses including pools. Copies of these guidelines will be provided to Wardell and Pool Director Cheryl Miller. Johnson was instructed to put this on the June agenda.
- d. **Opening of parks, playground, shelters, and bathhouse:** Johnson stated that Kim Schroeder, Park Attendant, reported that the camp sites that may be opened are all booked for this weekend and Memorial weekend. Seasonal campers are asking about opening up their sites. Per State guidelines play equipment and shelters should remain closed. Restrooms and bathhouse can open with cleaning practices in place. Wardell noted that he would prefer that seasonal sites are not opened until water and sewer is hooked up. Motion Bartlett, second

Wiederholt to open up camp sites to self-contained units only and open up seasonal sites as soon as the water and sewer is hooked up. **Motion carried.**

- e. ***Layout of cremation area and monument:*** Postponed until June.
- f. ***Seasonal campsite applications:*** Included in packets were three applications along with pertinent required information. Applications were from: Pertzborn, Tracy, and Vosberg. Johnson also reported that one from Jordan should be coming this week. If these four are approved, only three sites remain open. **Motion** Bartlett, second Anderson to approve the four applications for seasonal sites contingent on when the water and sewer hookup is completed. **Motion carried.**
- g. ***Reduction in seasonal campsite fees:*** The fee for a seasonal site is \$1,000 from April 15-October 15 which equals \$166.66 per month. Since the seasonal sites are unavailable, will the cost remain the same? **Motion** Bartlett, second Blood to reduce the 2020 seasonal site by \$166.66 due to water and sewer not being hooked up. If needed, this will be reevaluated in June. **Motion carried.**
- h. ***Quote for tapping water/sewer main for seasonal sites:*** Wardell presented a quote of \$1,500 to tap the water and sewer for the sites. If approved, this should be done within the next week. **Motion** Bartlett, second Wiederholt to contract with G-Pro Excavating for \$1,500 to tap the water and sewer mains for the seasonal sites. **Motion carried.**
- i. ***Price of 2020-2021 Class B Combination License:*** The question of reducing Class B License fee has come up several times during League roundtables. Currently in Grant County, one municipality has reduced fees, some are not and several have not made a decision yet. In packets was a letter from a bar owner asking for the Board to consider reducing the license fee for the upcoming year since taverns have been closed since March 17th. **Motion** Blood, second Bartlett to reduce Class B 2020-2021 renewal license fees from \$500 to \$250 due to closure related to COVID-19. **Motion carried.**
- j. ***Use of Families First Coronavirus Response Act (FFCRA)-application process and use of time off:*** Information was included in packets relating to an employee who wanted to use FFCRA act. The application process was not followed as employees were not informed about the application. Johnson noted that she has met with the crew and explained the application process, when it can be used and what time is paid 100% under the act versus two thirds. **Motion** Bartlett, second Miller to approve the late application for use of the Families First Coronavirus Response Act due to employee not being informed of procedures. **Motion carried.**
- k. ***Families First Coronavirus Response Act for emergency personnel:*** Johnson explained that at the April meeting the act was approved for general employees excluding the Police Department. During a Special meeting on April 23rd, Chief Schramm provided Grant County's emergency personnel policy for use of FFCRA. There is a difference between the general employees versus the Police employees: Police Officers are not covered for child care or caring for an individual with COVID. Does the Village want to treat Police Officers differently from general employees in regards to the FFCRA policy? After discussion, it was agreed that all full time Village employees should be treated the same under the FFCRA. **Motion** Bartlett, second Blood that all full time Village of Muscoda employees, both general and emergency, fall under the same Families First Coronavirus Response Act for time away from work. **Motion carried.**
- l. ***Change in permitted accessory building (garage into living quarters):*** President Hackl brought up building permits that are issued for a garage and do not require building inspections, and then later, the permitted garage is used for living quarters without the proper inspections and code requirements. Johnson conferred with Attorney Wood and his comments relating to zoning and what can be done were in packets. Johnson noted that if it is determined that a permitted garage, now has living quarters, the Building Inspector is contacted. She was instructed to enforce the zoning code.

m. Community Festival: Trustee Blood would like to see the Village hold some type of community event later this summer or fall. Not in the size of the Morel Festival, but something. Riverdale Healthcare Center is looking at holding a car show in August. The annual Canoe Race is on hold. It was decided to have a joint Festival and Park Improvements Committee to discuss and maybe hold a “Park Open house” around the time the hovercrafts are in town.

LIBRARY BOARD REPORT: No report.

CHAMBER OF COMMERCE REPORT: No report. Wardell was instructed to contact Chamber about flower pots.

GRANT COUNTY ECONOMIC DEVELOPMENT REPORT: No meeting.

GRANT COUNTY TOURISM COUNCIL REPORT: No meeting.

REPORT ON MEETINGS ATTENDED BY BOARD MEMBERS & ACTION ON ATTENDANCE AT VARIOUS MEETINGS: None.

POLICE REPORT: Chief Schramm submitted his monthly report and asked about boat launch fees. Hackl said that fees have been established and Johnson will research. **Motion** Anderson, second Bartlett to approve the Police report. **Motion carried.**

SUPERINTENDENT REPORT: Wardell submitted his monthly report. Well #4 drilling will start on May 14th with street construction to start on May 26th. The property owner at 403 N 3rd Street would like to have a large tree saved as he believes the tree will not interfere with his laterals. Wardell was instructed to speak with the Engineer and property owner. **Motion** Anderson, second Bartlett to approve the Superintendent Report. **Motion carried.**

ADMINISTRATOR CLERK-TREASURER REPORT: Johnson submitted her monthly report. Discussed opening up the Office and Kratochwill Building to the public, what to do for the public and employee’s safety. Johnson suggested sneeze guards on both counters, only one person in the office at a time and extra cleaning. Through the League roundtables and Grant County Emergency Management, it has been recommended for signage at parks, shelters, bathhouses, etc – “use at own risk”. Information was distributed from Town and County Sanitation regarding “One-pass pickup”. One-pass pickup is where each home would have a 95 gallon tote for garbage and one for recycling. This would eliminate employees on the back of garbage trucks and handling bags. Garbage will be picked up weekly and recycling every other week. Pickup would be on Thursdays starting in July if approved. On the proposal the cost is \$13.52 per household for 2021 and 2022; after that the proposal reads “not to exceed 3.5%” increase per home per month”. That would be a yearly increase of 42%. Johnson was instructed to contact Town and County with questions on price, alley pickup and place on June Board meeting. A meeting needs to be scheduled with our Financial Advisor, Carol Wirth, to discuss borrowing for projects. **Motion** Bartlett, second Blood to accept the report, contact Town and Country Sanitation regarding “one-pass” pickup, and schedule a meeting with Carol Wirth on June 2, 2020. **Motion carried.**

ACTION ON LICENSES: There were no license applications.

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

UPDATE ON REVOLVING LOAN FUND PAYMENT-closed session Wis. SS 19.85(1)(f)

Motion Anderson, second Wiederholt to adjourn into closed session to receive update on Revolving Loan payments pursuant to Wis. SS 19.85(1)(f). **Roll call vote: Yes:** Anderson, Bartlett, Blood, Miller, Wiederholt and Hackl. **No:** none. **Motion carried.**

Wardell and Schramm left at this time.

Update on Revolving Loan payments: Johnson reported that a payment was made however remains sixty (60) day delinquent.

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

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

Cinda Johnson

Cinda Johnson, Village Administrator