

REGULAR MEETING – June 13, 2023

President Hackl called the meeting of the Muscoda Village Board to order at 7:00pm in the Council Chambers of the Kratochwill Memorial Building. The following members were present: Anderson, Imhoff, E Johnson, Miller, and Wiederholt. Also present: Schramm, Wardell, and Johnson.

PROOF OF PUBLICATION:

Motion Imhoff, second E Johnson to accept the Proof of Publication. **Motion carried.**

PLEDGE OF ALLEGIANCE.

President Hackl thanked the employees for their work during the Festival.

APPROVAL OF MINUTES (regular and special):

Motion Anderson, second E Johnson to accept the minutes as presented. **Motion carried.**

APPEARANCES:

Robert Bowers-condition of Railroad Tracks on Wisconsin Avenue-action if necessary:

Bowers explained that the condition of the blacktop by tracks on Wisconsin Avenue is in bad shape and he has contacted several agencies with no results for repairs. He asked if the Village could send a letter to our representatives for assistance. Trustee Wiederholt reported that he has spoken with Railroad personal, and they are working on a solution.

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

a. Elevated water storage tower #4-pay request #8: no pay request for this month.

b. Annual Wastewater Compliance Resolution: The annual report has been completed and the Village received a grade point average of 4.00 on all sections. **Motion** Imhoff, second Wiederholt to adopt a Resolution to approve the Annual Wastewater Compliance report and submit to DNR. **Motion carried.**

c. Annual Sealcoat Quotes: Two sealcoat bids were received: Fahrner Asphalt at \$2.52/SY and Scott Construction at \$2.59/SY. **Motion** Wiederholt, second Imhoff to accept the quote from Fahrner Asphalt for the annual sealcoating project at \$2.52/SY. **Motion carried.**

d. Status of property at 515 N 5th Street: Chief Schramm submitted a summary of activities at this location: trees and brush have been trimmed and cut, most of the garbage and junk has been removed and owner continues to work on removal of the pool.

e. Intersections in the downtown area: In Chief Schramm's written report he noted that Wilkinson Auction and Community 1st Bank are not opposed to the removal of one parking space on the west side of Wisconsin Avenue north of the banks drive-thru exit. Discussion on losing a parking stall in the downtown area or consideration of a "right turn only" when exiting the drive-thru. **Motion** Miller, second Imhoff to remove one parking stall on the west side of Wisconsin Avenue north of Community 1st Banks drive-thru exit. **Motion carried. Hackl voted no.**

f. Hazardous tree Survey results: SW Wisconsin Regional Planning Commission (SWWRPC) completed a survey of hazardous trees on May 19, 2023. The area of focus for this survey were trees in or adjacent to the Village's right-of way and public spaces. Residential yard trees were omitted unless they posed a public risk. Trees in alley ways were not observed. There were approximately 38 trees that pose a risk. SWWRPC also recommended a survey be completed of the park area to eliminate liability risks to the Village.

g. Contract for removal of hazardous trees per survey: Cupp's Tree Service was contacted for an estimate to remove the listed trees in the survey. Owner Alex Cupp was present and had submitted a quote of \$28,701 for removal. When Wardell met with Cupp, they noticed that on the survey some of the trees were on private property or listed twice. Wardell and Cupp will go through the survey of trees and present an updated quote. Administrator Johnson said she will contact Attorney Wood to see if tree removal needs to be publicly bid.

h. Class A Combination renewal applications: **Motion** Anderson, second Miller to accept the renewal applications and grant Class A Licenses to RANMAR Inc. (Bender Foods), C & D Properties (Mini Mart) and Toor Enterprises (Shell One Stop). **Motion carried.**

i. Class B Combination renewal applications: **Motion** Miller, second E Johnson to accept the renewal applications and grant Class B Licenses to Behrens Properties (Sportsmen's), Lounge 105 (Copper Lounge) and Jody Wolfram. **Motion carried.**

j. Cigarette renewal applications: **Motion** Imhoff, second Anderson to accept the renewal applications and grant Cigarette licenses to RANMAR Inc. (Bender Foods), C & D Properties (Mini Mart), Toor Enterprises (Shell One Stop) and Family Dollar Stores. **Motion carried.**

k. Operator licenses applications: **Motion** Miller, second E Johnson to accept the operator license applications and grant licenses. List of operators attached. **Motion carried.**

l. Review of Ordinance #12-1-6 relating to fees for use of shelters: Administrator Johnson explained that with the new Railroad Park Shelter the ordinance for reservations of shelters needs to be updated. **Motion** Anderson, second Wiederholt to charge a reservation fee of \$20 each and \$25 for use of Lion's kitchen facilities. Non-profits and school organizations are exempt from these fees. **Motion carried.**

m. Appointments to Committees/Commissions: **Motion** Anderson, second Imhoff to accept the Committee and Commission appointments as presented by President Hackl. **Motion carried.**

n. Chicken permit application-Patrick Jones-233 S Minnesota Street: The application has been completed however Jones already have the chickens and the coop erected. From their application information, the chicken coop has been constructed within the setback area on Warehouse Street. **Motion** Anderson, second Wiederholt to approve the chicken application contingent that the chicken coop is moved out of the setback area. **Motion carried.**

o. Refund of vendor application fee: Administrator Johnson explained that festival vendor Jacky Valentine, "The Buttrbeer Cart" applied for a vendor space but failed to complete the seller information. She was contacted and refused to complete the information as required by the Dept of Revenue and is asking that her fee be returned. The Board discussed the request and decided not to return the fee as it is a non-refundable fee.

p. Donation to Richland County Dairy Breakfast: A request has been made from Richland County Farm Women for a donation for the annual Richland County Dairy Breakfast that was held this past weekend. The request was received on May 18th, after the May meeting. It was decided to pass on a donation for this year.

q. Pool rules sign: Administrator Johnson submitted information on a new sign for the pool facility that will meet state requirements which states that letters be a minimum of one inch (1") tall. Quotes were received from BL Signs; A 6' x 6' sign that would match the graphics of the other recreational signs is \$1,174 and a plain sign on a white board with black letter is \$912. **Motion** Anderson, second E Johnson to contract with BL Signs for a 6' x 6' Pool facility sign with graphics to match other recreational signs at a cost of \$1,174. **Motion carried.**

CHAMBER OF COMMERCE REPORT:

Continue work on wine walk. Mark Cupp and Ken Thiede will be making a presentation on the "walking tour" at the June meeting.

FESTIVAL COMMITTEE REPORT:

The Festival Committee met to discuss the very successful festival, items that need to be addressed or changed, expanding activities, and things that were not so good. **Motion** Imhoff, second Anderson to approve the Festival report. **Motion carried.**

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

Grant County Economic Development monthly meetings are held monthly on the 4th Wednesday at various locations and Grant County Tourism is the 3rd Thursday of the month at various locations. President Hackl was unable to attend the monthly Economic Development meeting. Hackl announced that she will be representing the Village at Boscobel's 150th Anniversary Celebration. **Motion** Anderson, second E Johnson to approve attendance at Grant County Economic Development monthly meeting, Grant County Tourism Council monthly meeting and City of Boscobel's Anniversary Celebration. **Motion carried.**

POLICE REPORT:

Chief Schramm submitted his written monthly report. **Motion** Anderson, second Wiederholt to approve the Police Report. **Motion carried.**

SUPERINTENDENT REPORT:

Wardell submitted his monthly report. He announced that Justice Dilley received an “A” for his first semester of electric school. Riverside Park restroom toilets were changed to “high flow flush” to see if it helps with the backup issues. The Housing Authority would like to install a sidewalk with handicap access on the east side of the facility at 246 E University. This would require cutting out the curb. **Motion** Anderson, second Miller to approve the Superintendent Report and authorize the Housing Authority to construct a sidewalk with handicap access on the east side of the 246 E University building. **Motion carried.**

ADMINISTRATOR CLERK-TREASURER REPORT:

Johnson submitted her monthly report. Very busy month with Festival activities-new vendor map, vendor spaces, vendor numbers, volunteers, obtaining items for stands, volunteers, apparel including inventory and working at the Festival including setup, tear down, and cleanup. Held Board of Review, building permits, insurance claim information on scam emails relating to an employee payroll, pool staff payroll information, DOR issues, and some utility clerk duties including disconnecting of delinquent customers. **Motion** Miller, second E Johnson to approve the Administrator Clerk report. **Motion carried.**

SCHEDULE DATES FOR MEETINGS-TID #5 AND 2022 FINANCIAL STATEMENTS:

Schedule meetings as needed based on when information is available. Tentative date is June 27th at 6:00p.m.

PAYMENT OF INVOICES:

Motion Anderson, second Wiederholt to approve the invoices as presented. **Roll call vote: Yes-** Miller, Anderson, Imhoff, Wiederholt, E Johnson and Hackl. **No:** none. **Motion carried.**

CLOSED SESSION MATTERS:

- Updates on Revolving Loan payments-Wis SS 19.85(1)(f)
- Fraud emails relating to payroll transactions-Wis SS 19.85(1)(c)

Motion Anderson, second E Johnson to adjourn into closed session for updates on Revolving Loan payments and discussion on fraud/scam emails relating to payroll transactions pursuant to Wis. State Statute 19.85(1)(c). **Roll call vote: Yes-**E Johnson, Wiederholt, Imhoff, Anderson, Miller, and Hackl. **No:** none. **Motion carried.**

Revolving Loan payment update: All loans are current.

Discussion on fraud emails relating to payroll transactions: Administrator Johnson reported that an insurance recover check has been received from our Liability Insurance carrier in the amount of \$6,749.30. The claim was for Lorna Aigner’s net amount of payroll checks from the end of June 2022 to March of 2023 in the amount of \$11,749.30. The difference of the check received, and the claim is \$5,000 which is our deductible. On Friday, June 9th Administrator Johnson also had a conference call with a different division of our insurance policy. A response has not been received from them.

RECONVENE IN OPEN SESSION:

Motion Anderson, second E Johnson to reconvene in open session. **Roll call vote: Yes-**E Johnson, Wiederholt, Imhoff, Anderson, Miller, and Hackl. **No:** none. **Motion carried.**

ACTION ON CLOSED SESSION MATTERS:

Motion Imhoff, second Anderson to issue payment in the amount of \$6,749.30 to employee Lorna Aigner for insurance recovery on fraudulent email payroll transactions. **Motion carried.** Administrator Johnson continues to work with League Insurance company to additional coverage.

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

Cinda Johnson
Cinda Johnson, Village Administrator