

REGULAR MEETING – November 12, 2024

President Imhoff called the meeting of the Muscoda Village Board to order at 6:00pm in the Council Chambers of the Kratochwill Memorial Building. The following members were present: Anderson, E Johnson, Miller, Seifert, and Wiederholt. Also present: Schramm, Wardell and Johnson.

PROOF OF PUBLICATION:

Motion Anderson, second Seifert to accept the Proof of Publication. **Motion carried.**

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES (regular and special):

Motion Anderson, second Miller to accept and approve the minutes. **Motion carried.**

APPEARANCES:

WPPI representatives-discussion and possible action on upgrading utility meters to AMI meters: WPPI representatives Senior Energy Services Manager James Schwingle and Assistant Vice President of Distribution Services Chris Chartier were present to explain how Advanced Metering Infrastructure (AMI) works and benefits to the Village and its utility customers. Chartier explained some of the benefits to moving to AMI metering and Data Collection:

- Usage is collected and validated at 15 to 60 minute intervals for all customers and billing is from this data.
- Manage data integrity by monitoring and reporting on alarms provided by the AMI system.
- View and receive notification of outages as reported by the AMI meters
- Remote capability to disconnect and reconnect meters.
- Provide customers with access to interval data.
- View and receive distribution loss reports.
- Evaluate transformer loading.
- Evaluate system voltage anomalies.

By partnering with WPPI for AMI and meter data management they will provide:

- Licensing of all server hardware and software required to operate the MDMS and AMI Systems.
- Upgrade software as necessary to maintain a reliable system.
- Frame data into monthly billing determinants (on peak, off peak, etc.) to support standard and complex billing methods based on various rate structures.
- As requested by members with residential, general service and small power advanced metering, provide annual time-of day (TOD) comparison to identify customers that would benefit by being on a TOD rate.

Muscoda is responsible for installing and maintaining the meters and associated communication infrastructure that will be used for collection data. Muscoda also provides communication between collection points and the WPPI wide area network. Muscoda staff participate in the set-up and installation of the AMI and Meter Data Management System (MDMS) software to support our needs. Muscoda responsibilities include, but are not limited to:

- Training/workshops to define member MDMS needs.
- Working with WPPI staff to define member specific rule sets to be used in the daily validation, editing, and estimation of meter data.
- Training for system software upgrades.
- Perform reoccurring tasks required to support customer billing including monitoring the daily reports and troubleshooting any failed meter reads.
- Perform data validation, editing, and estimation of data needed for billing.

- Produce the meter reading reports necessary to bill retail customers.
- Perform MDMS activities related to customer move in/out and other service orders.

Cost estimates:

- \$25,000 startup fee from manufacturer
- \$2,000 Northstar (billing system) implementation fee
- \$7,000 annual fees based on number of active meters
- \$300,000 estimated cost of electric meters
- \$200,000 estimated cost of water meters

WPPI does offer a member loan of up to \$500,000 interest free for electric upgrades and this project would qualify for that. There is a 1% loan fee. Cost of meters would be locked in when ordered; cost generally increases after December 31st. Estimated delivery is 12-18 months. Muscoda is the last WPPI member (there are 51 member utilities) that has not implemented automatic meter reading. Chartier and Schwingle explained the rate of return, how it is calculated and how the PSC establishes our rates. WPPI was thanked for all the information provided.

Riverdale School district Administrator-District updates: Administrator Jeff Campbell was present to give the Board an update on District activities:

- Youth apprenticeship program
- FFA involvement and their awards
- New Administrator and Principals
- Budget, deficit balance and proposed referendum
- Mental health
- School choice
- School voucher program
- Long term goals for the District

Riverdale Summer League discussion and possible action on improvements on Jaycee Ballpark:

Summer League Coordinator Jake Elder was present to discuss replacing the existing batting cage with a larger one including new nets and concrete. Summer League has a nonprofit organization that will potentially cover the cost of the batting cage, patching holes in the fence and painting the fence. There would be no cost to the Village. **Motion** Anderson, second E Johnson to approve the improvements to the Jaycee Ballpark improvements as presented with no cost to the Village. **Motion carried.**

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

a. Pay application #8-Industrial Park Expansion-Gerke Excavating, Inc: Delta 3 Engineer Mark Doyle has reviewed the pay request and recommends payment. Administrator Johnson also informed the Board that the Village has been approved for a SDWLP Forgiveness loan to assist with construction costs for eligible water and street costs. **Motion** Imhoff, second Anderson to approve pay application #8 from Gerke Excavating, Inc. in the amount of \$746,252. **Motion carried.**

b. 2024-2025 snow removal on Wisconsin Avenue: One bid was received from Riverway Trucking/Hackl Construction. Discussed previous year's cost and if the Village itself could be taking on the task of snow removal on Wisconsin Avenue. Wardell explained that if the Village took on this task there may be a need for additional equipment and side streets would not get plowed as quickly. **Motion** Anderson, second Miller to accept the sole bid from Riverway Trucking/Hackl Construction for 2024-2025 snow removal on Wisconsin Avenue. **Roll call vote: Yes-**Miller, Seifert, Anderson, Wiederholt, E Johnson and Imhoff. **No-**none. **Motion carried.**

c. Enforcement of winter parking ordinance: Chief Schramm explained that with the current Officer schedule there is not always an Officer on duty between 2am and 6am which is the time frame for alternate

side parking. If the Board would like enforcement of this ordinance, it would create four to six hours of overtime each week. He presented four options for enforcement of this ordinance. Options presented:

- Change the Officer's schedule which would mean less coverage during the afternoon hours.
- Change the ordinance so that alternate side parking is from 12:30am – 6am.
- Officers work overtime each night for enforcement of ordinance.
- Officers work overtime to enforce winter parking only if there is likely to be a measurable amount of snow when plowing occurs. The Police Department coordinates this with the Public Works Department.

Motion Miller, second Seifert to have Officers work overtime to enforce winter parking only if there is likely to be a measurable amount of snow when plowing occurs. The Police Department coordinates this with the Public Works Department. **Motion carried.**

d. Spring cleanup charges: In 2024 each vehicle and each trailer were charged \$20 each if the vehicle pulling the trailer did not have any waste in it. **Motion** Miller, second E Johnson that the charge for 2025 spring cleanup will be \$25 per trip. **Motion carried. The Office staff will work on scheduling an e-recycling event close to the spring cleanup date to reduce our electronic charges.**

e. Answering standby calls on weekends, holidays and after hours: The Sheriff's Department will no longer be dispatching for the utilities during the weekends, holidays or after hours. We do have a spare cell phone that is not being used. **Motion** Miller, second Seifert to use cell phone 608-739-1595 for emergency utility calls. **Motion carried.**

f. Update on exceeding limits into the wastewater system: Wardell reported that FSE limits are better but wants to continue to do weekly testing.

g. Commitment for use of ARPA funds: Administrator Johnson reported she has confirmed with Delta 3 that the funds can be used for extending the parking lot to assist with parking for businesses and residents that live in the downtown area. **Motion** Seifert, second E Johnson to commit ARPA for the expansion of the parking lot to assist with parking for new and existing businesses and renters in the downtown area. **Roll call vote: Yes**-E Johnson, Wiederholt, Anderson, Seifert, Miller and Wiederholt. **No**-none. **Motion carried.**

h. Annual Santa Day contribution: Each year the Village authorizes up to \$500 for Library Santa Day. **Motion** Miller, second Wiederholt to authorize up to \$500 annually for Library Santa Day. **Motion carried.**

i. Annual employee appreciation gift: Administrator Johnson explained that for several years the Board has approved an annual employee appreciation gift certificate of \$50 from a Muscoda business. Trustee Seifert discussed increasing that to \$100 due to the economy and the increase of all products. The Board discussed the increase. **Motion** Seifert second E Johnson to authorize a \$100 gift certificate for full-time employees. **Roll call vote: Yes**-Miller, Seifert, Wiederholt, E Johnson and Imhoff. **No**-none. **Anderson voted-Present. Motion carried.**

j. Seasonal campsite applications: No new applications.

k. License applications: None.

l. 2025 Budgets: Administrator Johnson explained that she is working on the documents for budget publication with a levy of \$900,000 which is the allowable amount for the Village. Discussed the AMI meters from the WPPI presentation. **Motion** Seifert, second E Johnson to place \$300,000 in the Electric fund budget for AMI meters and \$200,000 in the Water fund budget for AMI meters. **Motion carried.**

m. Schedule public hearing for the 2025 budget: **Motion** Miller, second Seifert to hold the 2025 Budget hearing on December 10, 2024, at 6:00pm. **Motion carried.**

n. Authorization to sign documents related to EDA Funding: **Motion** Miller, second E Johnson to authorize President Imhoff or Administrator Johnson to sign EDA documents as necessary. **Motion carried.**

o. Authorization to sign documents related to SDWLP Funding: **Motion** Miller, second E Johnson to authorize President Imhoff or Administrator Johnson to sign SDWLP documents as necessary. **Motion carried**

p. Borrowing funds for the Industrial Park Expansion project not to exceed \$750,000: **Motion** Wiederholt, second Miller to authorize borrowing up to \$750,000 for the Industrial Park Expansion project. **Motion carried.**

q. Staffing of Village Office: Administrator Johnson explained that with the changing in staff in the Office, cross training and learning Northstar billing, two new TIDS, EDA, taking on the Cemetery duties, technology, State sites and my retirement in 3-4 years, not everything is getting done. Not including all the hours that the Office puts in for Festival activities. To hire someone at 20 hours per week with extra hours

at month end and to assist with Festival would cost the Village close to the overtime paid out during the last few years. **Motion** Anderson, second E Johnson to advertise for a permanent part-time Office receptionist. **Roll call vote:** Yes-Miller, Seifert, Anderson, Wiederholt, E Johnson and Imhoff. **No**-none. **Motion carried.**

r. Non-compliance notice from Commissioner of Railroads: Administrator Johnson explained that on October 30th the Village received an email that the Village was in non-compliance with signage and clearance at various railroad crossings. **Motion** Anderson, second Miller to acknowledge receipt of Commissioner of Railroads letter and work on their items that need attention. **Motion carried.**

s. Participation in Riverdale Career Fair. A request has been received from Riverdale School District to see if the Village would like to participate in the Career Fair scheduled for April 9, 2025. **Motion** Miller, second E Johnson to participate in the Riverdale Career Fair on April 9, 2025. **Motion carried.**

CHAMBER OF COMMERCE REPORT: nothing more to report.

LIBRARY BOARD REPORT: Minutes from August 21st meeting were included in packets.

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

Miller reported on the October Grant County Economic Development meeting. December meetings: December 4th: Grant County Economic Development Meeting-Imhoff, E Johnson, Miller and Administrator Johnson; December 5th: WPPI/Caselle Connect year-end training-Louis and Johnson; December 13th: Delta 3 apprentice event; and December 19th: WPPI Board of Directors meeting-Doudna and Wardell. **Motion** Anderson, second Wiederholt to approve attendance at various meetings as listed. **Motion carried.**

POLICE REPORT:

Chief Schramm submitted his monthly report. The new squad has not arrived yet. **Motion** E Johnson, second Seifert to accept the monthly Police Report. **Motion carried.**

SUPERINTENDENT REPORT:

Wardell submitted his monthly report. He thanked the Board for allowing him and Dilley to travel to Florida for storm rehabilitation. **Motion** Seifert, second Miller to approve the Superintendents Report. **Motion carried.**

ADMINISTRATOR CLERK-TREASURER REPORT:

Johnson submitted her monthly report which included a list of detailed tasks that the Office staff are working on and what has been completed. Several hours on Election Administration and budget preparation. **Motion** Anderson, second Seifert to accept the Administrator Clerk report. **Motion carried.**

PAYMENT OF INVOICES:

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

No closed session needed.

ADJOURNMENT:

Motion Anderson, second Miller to adjourn the meeting. **Motion carried.**

Cinda Johnson

Cinda Johnson, Village Administrator