

REGULAR MEETING – December 10, 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, and Seifert. Also present: Schramm, Wardell and Johnson.

PROOF OF PUBLICATION:

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

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES (regular and special):

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

Public Hearing on 2025 Proposed Budgets:

Motion Anderson second Seifert to open the 2025 Public Hearing for the Proposed Budgets. **Motion carried.**

Administrator Johnson explained the proposed budgets as presented. The budget was published, posted on the Village's website and made available to the public. The proposed general fund budget, if approved, would increase 1.67%. The mill rate for Grant County would be \$29.53 per thousand dollars of valuation and Iowa County would be \$28.05 per thousand dollars of valuation. There were no questions about the proposed budgets. **Motion** Anderson, second Seifert to close the Public Hearing. **Motion carried.**

ACTION ON ADOPTIONS OF 2025 BUDGETS:

Motion Anderson, second Miller to adopt the 2025 General Fund, Capital Improvements, Debt Service, Cemetery Fund, and Utility Enterprise Funds. **Roll call vote: Yes**-E Johnson, Anderson, Seifert, Miller, and Imhoff. **No**-none. **Motion carried.**

ACTION ON RESOLUTION ESTABLISHED A TAX LEVY:

Motion Miller second E Johnson to adopt a tax levy for Grant County of \$29.53 per thousand dollars of valuation and for Iowa County \$28.05 per thousand dollars of valuation. **Roll call vote: Yes**-Miller, Seifert, Anderson, E Johnson, and Imhoff. **No**-none. **Motion carried.**

DISCUSSION AND ACTION ON BOARD TRUSTEE APPOINTMENT:

Administrator Johnson announced that after the advertisement was placed in the newspaper three individuals contacted the Village Office with interest in completing the vacant Trustee position that will expire in April of 2025. Individuals are Jerry Bindl, Michael Hill and Douglas Meyers. Hill and Meyers were present and told why they wanted to serve on the Board. **Motion** E Johnson, second Seifert to appoint Douglas Meyers to the vacant Trustee position. **Roll call vote: Yes**-E Johnson, Seifert, and Miller. **No**-Anderson and Imhoff. **Motion carried.**

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

a. Pay application #9-Industrial Park Expansion-Gerke Excavating, Inc: Delta 3 Engineer Mark Doyle has reviewed the pay request and recommends payment. **Motion** Anderson, second Seifert to approve pay application #9 from Gerke Excavating, Inc. in the amount of \$750,173. **Motion carried.**

b. 2025 Skid steer lease: Proposal was received from Simpson Tractor for \$8,250. Neither Hennessy Motors or Richtie's offer skid steer leases. **Motion** Anderson, second E Johnson to lease a skid steer from Simpson Tractor for \$8,250 for 2025. **Motion carried.**

c. 2025 authorized wage rates: Administrator Johnson presented the authorized wages for 2025 as set at previous budget meetings with the correction for a line worker wage and not the apprentice wage. **Motion** Anderson, second Miller to approve the authorized wages as presented. **Motion carried.**

d. 2024 annual MEUW Safety Director reports: MEUW Safety Director Steve Eller presented a written recap of training for 2024.

e. Review of Employee Emergency Call Policy: Per the Policy, it is to be reviewed each year. Administrator Johnson asked about item #1 that the employee must be licensed with Muscoda Fire or Rescue. What about an employee licensed in Avoca or Blue River, neighboring communities, can the employee attend a call if approved by Superintendent Wardell? Questions arose on attending an emergency for another municipality while employed by the Village, if approved, what “neighboring” communities to include. It was decided to table until the January meeting.

f. Update on exceeding limits into the wastewater system: Wardell reported that the BOD limits at FSE have significantly decreased. Sampling will continue.

g. Audit engagement letter for 2024 services and single audit: Administrator Johnson explained that due to receiving grants, the Village is required to do “single” audits in addition to the normal audit work. **Motion** Anderson, second Seifert to approve the 2024 Johnson Block and Company audit and single audit contract. **Motion carried.**

h. Electric upgrade to Village Office: Electric Designs and Strang Heating & Electric were contacted for quotes. Electric Designs presented two separate quotes, one with a new subpanel and the other replacing the existing wall panel. Strang’s have declined to quote as they are unable to locate the necessary parts to replace the existing panel. **Motion** Anderson, second Miller to accept the quote of Electric Designs in the amount of \$2,200 to upgrade the Village Office electric service with new circuits and a new breaker panel in the existing wall panel. **Roll call vote: Yes**-Miller, Seifert, Anderson, E Johnson, and Imhoff. **No**-none. **Motion carried.**

i. Repairs to salt shed roof: Two quotes were received, one from Mike’s Roofing in the amount of \$3,475 and one from Daryl’s Roofing in the amount of \$3,978.89. No liability and worker’s compensation certificate of insurance was included. **Motion** Seifert, second Miller to accept the low bid of Mike’s Roofing for \$3,475 as long as he meets the insurance requirements. **Roll call vote: Yes**-E Johnson, Anderson, Seifert, Miller, and Imhoff. **No**-none. **Motion carried.**

j. Establishing guideline for future developer incentives: After discussion with Grant County Economic Development Director, he recommends that developer incentives be discussed on individual basis based on what the developer is bringing to the Village—increased assessed value, employee retention or creation, etc.

k. Sewer ordinance relating to apartment charges: Administrator Johnson explained that not all apartments and or duplex homes are being treated the same and complying with the Ordinance. The Sewer Ordinance states that if apartments or duplexes do not have a separate water meter, each residence is charged a flat rate fee for the use of the sanitary sewer system. Johnson was instructed to follow the current ordinance. The effected utility customers will be notified of this change.

l. Acknowledgement of letter regarding encroachment upon right of way: The Board acknowledges receipt of the letter regarding the possibility of a semi-trailer parked in the right of way on Greentree Trail. Per the Village Attorney, the person with the concern needs to determine the right of way unless the Village is concerned with the trailer.

m. Acknowledgement of letter regarding sidewalk ordinance violations issues: The Board acknowledges receipt of a letter regarding possible sidewalks in bad shape. In the Spring, Superintendent Wardell will inspect the mentioned sidewalks and the Board will come up with a plan for replacement if necessary.

n. Seasonal campsite applications: Currently six open sites.

o. License applications: **Motion** Seifert, second E Johnson to approve applications and licenses for: Operator-Bryann McGuire and Nicole Miller; Temporary Class B for the Lions Club annual bean bag and dart tournament; and Temporary Operator Licenses for Rick Post, Stev Kuehni and Bob Nankee. **Motion carried.**

p. Water Dept. Emergency Response Plan: One of the requirements for DNR Grants is to have an Emergency Response Plan. We were given a template from another Grant County Community

and updated the information for Muscoda. **Motion** Anderson, second Seifert to adopt the Water Department Emergency Response Plan. **Motion carried.**

CHAMBER OF COMMERCE REPORT: Wardell reported on the Christmas Party and the new Chamber Officers.

LIBRARY BOARD REPORT: Minutes from October 9th meeting were included in packets.

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

The December Grant County Economic Development annual meeting was attended by Imhoff, E Johnson, Miller and Administrator Johnson. The dates for 2025 monthly meetings were distributed and Muscoda will be hosting August. Administrator Johnson asked to schedule a meeting with Regional Planning to review what they can offer municipalities for support. Delta 3 Engineer annual appreciation is the 13th of December,

POLICE REPORT:

Chief Schramm submitted his monthly report. The new squad has arrived. Waiting on installation of equipment. Counter Act will start in mid-February. **Motion** E Johnson, second Anderson to accept the monthly Police Report. **Motion carried.**

SUPERINTENDENT REPORT:

Wardell submitted his monthly report. The Village is still in possession of the plow and sander from the old dump truck that the purchaser did not want. It was decided to list it for sale on Wisconsin Surplus. The Annual Superintendent's Conference is January 15-17. Discussed ordering the AMI meters before end of 2024 to receive the current year pricing. Administrator Johnson has discussed this with WPPI staff as it relates to rates and they stated that there is no issue with placing the order now. **Motion** Seifert, second Anderson to approve the Superintendents Report, advertise the plow and sander on Wisconsin Surplus and approval for attendance at Superintendent's Conference. **Motion carried.**

ADMINISTRATOR CLERK-TREASURER REPORT:

Johnson submitted her monthly report. Completed all tasks related to the General Election, preparing for year-end activities, balancing payroll benefits, EDA drawdowns, quote from Muscoda Mini Mart for 2025 fuel-15 cents of pump for gasoline and diesel. Need to start preparing for 2025 Morel Festival as the Office is receiving inquiries. **Motion** Seifert, second E Johnson to accept the Administrator Clerk report. **Motion carried.**

PAYMENT OF INVOICES:

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

CLOSED SESSION:

Motion Anderson, second Miller to adjourn into closed session to receive update on Revolving Loans pursuant to Wis. SS 19.85(1)(f) and discussion on Office Receptionist pursuant to Wis. SS 19.85(1)(c). **Roll call vote: Yes-**Miller, Seifert, Anderson, E Johnson, and Imhoff. **No-**none. **Motion carried.**

Schramm and Wardell left at this time. Deputy Clerk Louis and Utility Clerk Doudna stayed for the closed session discussion.

RECONVENE TO OPEN SESSION:

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

ACTION, IF ANY, AND IF REQUIRED BY LAW TO BE TAKEN IN OPEN SESSION ON CLOSED SESSION MATTER:

Motion Seifert, second E Johnson to table hiring an Office employee until a job description and advertisement can be developed and reviewed by Village Board on January 14, 2025. **Motion carried.**

ADJOURNMENT:

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



Cinda Johnson, Village Administrator