

REGULAR MEETING – January 14, 2025

President Imhoff 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, E Johnson, Miller, and Seifert. Also present: Schramm, Wardell, and Johnson.

PROOF OF PUBLICATION:

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

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES (regular and special):

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

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

- a. Pay application #10-Industrial Park Expansion-Gerke Excavating, Inc:* No pay application this month.
- b. Review of Employee Emergency Call Policy:* The current policy relates to Muscoda licensed emergency personal members. Discussion on employees that are members of neighboring emergency departments and, if needed, can the employee respond to a call with approval from the Supervisor. **Motion** Miller, second Anderson to amend the Emergency Call Policy that licensed emergency employees, may, upon Supervisor approval, respond to another emergency call if the department is within ten miles of Muscoda. **Motion carried.**
- c. Renew contract with ADRC for meal site area:* Motion Miller, second Anderson, to approval the 2025 ADRC Space Agreement for the Muscoda Meal site at \$1,800 for the year. **Motion carried.**
- d. Update on exceeding limits into the wastewater system:* Wardell reported that FSE limits have decreased and that they will be constructing their own pretreatment facility. Muscoda will continue to monitor the discharge.
- e. Review job description, posting for Office Clerk and authorizing advertising of the same:* The Board reviewed the draft job description and advertisement for employment. **Motion** Anderson, second Meyer to advertise for a full time Office Clerk at a starting wage between \$18-\$20 per hour based on qualifications. **Motion carried.**
- f. 2025 E-recycling Event and Spring Clean Up:* The e-recycling is scheduled for April 26th with the Village providing the labor to assist individuals; just like we did in the fall. The annual Spring Cleanup will be on May 3rd, and NO electronics or white goods will be accepted.
- g. Resignation of Police Officer:* Officer Hougan has submitted his resignation as he has accepted employment with another agency. **Motion** Miller, second E Johnson to accept Officer Hougan's resignation. **Motion carried.**
- h. Resignation of Cemetery Groundskeeping, review of job description and authorizing advertising of the same:* Motion Miller, second Seifert to accept the resignation of William Phetteplace as Cemetery Groundskeeper. **Motion carried.** **Motion** E Johnson, second Meyer to approve the job description for the Cemetery Groundskeeper, advertise for the position with a wage of \$320 per mowing/trimming and \$17 per hour for general grounds work. **Motion carried.**
- i. Advertising for 2025 Pool Staff:* Wardell and Doudna worked on updating job descriptions for Pool Lead, Lifeguards and Cashiers. **Motion** Anderson, second Meyer to approve the new Pool Staff job descriptions and advertise for 2025 Pool Staff. **Motion carried.**
- j. Appointments to Boards / Commission:* Motion Seifert, second E Johnson to appoint Sanford Miller to the Library Board. **Motion carried.** The Village President will serve as Chairperson on the Plan Commission.
- k. Advertising in the Grant County Activity Guide:* The Village currently has a half page ad in the Grant County Activity Guide at a cost of \$975. The cost of a full page ad is \$1,225. **Motion** Miller, second Seifert to approve a full page ad in the Grant County Activity Guide for \$1,225. **Motion carried.**
- l. Seasonal campsite applications:* no new applications.

m. License applications: Motion Seifert, second E Johnson to approve applications and grant operator licenses for: Kimberly Knight, Kirsten Carter, Desiree Dailey, and Abby Massey. **Motion carried.** **Motion** Anderson, second Meyer to approve the application of Rux's Mobile Home Court and issue license once the inspection reports are received from the Fire and Police Departments. **Motion carried.**

n. Annual Chicken Permit application: Motion Miller, second Seifert to approve the Chicken Permit application of Lowell Ewing. **Motion carried.**

o. Advertising for Office Clerk and Cemetery Groundskeeper: This item was taken care of above.

p. Letter from Attorney Ben Wood regarding encroachment upon right of way: Attorney Wood prepared a response to Mr. Griswold's concern regarding encroachment of right way explaining State Statutes. Administrator Johnson will notify Griswold of the response letter.

q. County Conservation Aid Funding: James Schneider from UW Extension informed the Village that there is \$2,412.50 in unclaimed County Conservation Aids available if the Village would like to purchase additional picnic tables. Same program, as the last two years – 50/50 match. **Motion** Seifert, second E Johnson to use the unclaimed County Conservation Aids and purchase additional handicap picnic tables. **Motion carried.**

r. Distribution of Supplemental County & Municipal Aid Under Assembly Bill 245: Dorothy Hackl brought in a memorandum from June of 2023 regarding Assembly Bill 245 and how it relates to the formula for distribution of the supplemental county and municipal aid (SCMA) (shared revenues). Administrator Johnson stated that since she was out on medical leave, she has not had time to research this Assembly Bill but will try before the next meeting.

CHAMBER OF COMMERCE REPORT: Next meeting will be in February/March.

LIBRARY BOARD REPORT: no report this month.

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

The Grant County Economic Development will be in Cuba City on January 22nd. James Schneider will be honored for many years of service to the County and southwest Wisconsin. Doudna and Wardell will be attending the annual MEUW Superintendents Conference. **Motion** Anderson, second Meyer to authorize attendance at the monthly Economic Development meeting by Board members and Administrator Johnson. **Motion carried.**

POLICE REPORT:

Chief Schramm submitted his monthly report and 2024 yearend report. The decals for the new squad are in. Richland County will be reimbursing the Village for half of Officer Hougan protective vest. Hougan would like to work part-time to help fill shifts and his wage would be \$28. Twelve applications have been received to fill the Officer position, with four of them having completed the Academy. The Chief was instructed to review the applications, "weed" through and bring back recommendation for interviews. **Motion** Anderson, second Meyer to accept the monthly Police Report. **Motion carried.**

SUPERINTENDENT REPORT:

Wardell submitted his monthly report. Street Laborer Dakota Lins has passed his general wastewater test. Each year the utility installs and removes the Christmas decorations. Does the Village want to consider this "mutual aid" or bill them for labor / truck? **Motion** Anderson, second E Johnson to approve the Superintendents Report and not to invoice the Village of Blue River for installing Christmas decorations. **Motion carried.**

ADMINISTRATOR CLERK TREASURER REPORT:

Johnson submitted her monthly report. Preparing for yearend activities, balancing payroll information, tax collections, tax deposits, completed loan documents, developer meetings and establishing job descriptions for Office Clerk, Cemetery Groundskeeper and Pool Staff. A Special Meeting needs to be scheduled for January 23rd at 5:00 to meet with engineers and developers on incentive agreement and schedule a Festival Committee Meeting. **Motion** E Johnson, second Meyer to accept the Administrator Clerk report, schedule Special Meeting for January 23rd and Festival Committee for January 21st. **Motion carried.**

PAYMENT OF INVOICES:

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

CLOSED SESSION:

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

Wardell left at this time.

RECONVENE TO OPEN SESSION:

Motion Anderson, second Miller to reconvene into open session. **Roll call vote: Yes-**Miller, Seifert, Anderson, Meyer, 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:

No action taken in closed session.

ADJOURNMENT:

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



Cinda Johnson, Village Administrator