

REGULAR MEETING – February 11, 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, Meyer, Miller, Seifert and Wiederholt. Also present: Administrator Johnson.

PROOF OF PUBLICATION:

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

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES (regular and special):

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

APPEARANCE-Zephyr Wind Services-introduction and plans for Muscoda Plant:

Three representatives from Zephyr Wind Services were present to explain their plans, site work, employee base and contracts. They are currently in the phase of cleaning up the property, hiring employees and having equipment delivered. At the Muscoda plant they will be doing maintenance of the gear boxes on the windmills and plan to hire approximately twenty employees by June: technicians and professionals. The Board thanked Zephyr representatives for their time and welcomed them to Muscoda.

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

a. *Proposed Reconstruction of downtown parking lot-plans, specifications, estimates:* Engineer Nies distributed the draft plan of the downtown parking lot which will be constructed on the old water tower site by the Utility Shop. The plans call for twenty five stalls, two handicap, parking blocks, and an infiltration system. The alley will remain the same and the parking lot will have a separate entrance off Nebraska Street. Estimated cost of the project is \$139,000. The project will not start until after the Morel Festival in May with anticipated construction time of one month. **Motion** Seifert, second E Johnson to approve the downtown parking lot plans, specifications, and estimates. **Roll call vote: Yes-**E Johnson, Wiederholt, Meyer, Anderson, Seifert, Miller and Imhoff. **No-**none. **Motion carried.**

b. *Village owned Industrial land for sale:* Administrator Johnson distributed a copy of Muscoda's Industrial Park map that is posted on the website. Discussion on the "old" dump area off Morel Lane and if there is any land that the Village would not need in the future. Wardell is looking into this, and it will be on the March agenda.

c. *Update on replacement of salt shed roof:* Administrator Johnson explained that Mike's Roofing has liability insurance but not workers compensation. Daryl's Roofing does have all the necessary insurance documents, and his quote is \$3,978.89. He will be working with Wardell on scheduling the replacement.

d. *Revisions to employee handbook for paid time off:* **Motion** Seifert, second E Johnson to amend the handbook policy that upon hire the new employee receives forty hours of vacation, 16 hours of personal, and sixty four hours of sick leave. **Motion carried.**

e. *Request for leave of absence:* **Motion** Anderson, second Miller to approve a two week leave for Dakota Lins after the birth of child in April. **Motion carried.**

f. *Software to track inventory and work orders:* The Utility department is currently tracking inventory through a spreadsheet and handwritten work orders. This system will tie the accounts payable invoices to an inventory program within our financial software. **Motion** Anderson, second Miller to approve the purchase of materials management and project accounting from Civic Systems for \$10,600. **Roll call vote: Yes-**Miller, Seifert, Anderson, Meyer, Wiederholt, E Johnson and Imhoff. **No-**none. **Motion carried.**

g. Text Alert System: A company has contacted our Office in regards to a text alert system for the Village. The system has multiple capabilities that we could use for: power outages, water main breaks, winter water customers, street projects, street closures, snow emergencies, i.e. The Board agreed to have the Office staff research a text alert system.

h. Seasonal campsite applications: No new applications. Seven available sites.

i. License applications: **Motion** Anderson, second Wiederholt to approve applications and grant operator licenses for: Jacob Trotter, Shana Hall, and Stephanie Moore. **Motion carried.** **Motion** Seifert, second E Johnson to approve the application of Tim Clare for Evergreen Terrace and grant the license. **Motion carried.** Administrator Johnson noted that the Police and Fire Departments have conducted their yearly inspections of the mobile home courts and both passed inspection.

j. Festival Committee report and update: The Committee met on January 21st, reviewed list of events from 2024, determine what events will continue and person responsible for contacting organization/group. The Board discussed the insurance as compared to 2024 when it was \$8,500 for adding the tractor pull. The Committee and Office Staff are working on options to make sure the Village is insured. **Motion** Seifert, second Meyer to approve the Committee report. **Motion carried.**

CHAMBER OF COMMERCE REPORT: Next meeting will be January 15th.

LIBRARY BOARD REPORT:

Minutes from the December 16th meeting were included in packets. Trustee Miller attended the January meeting and gave a summary of that one. The Library Staff continue to work on the weeding process.

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

The January Economic Development meeting was held in Cuba City with E Johnson, Imhoff and C Johnson attending. James Schneider was honored for his many years of service to Economic Development in Grant County, SW Wisconsin, and co-founder of “First Impressions.” He will be retiring in July of 2025. The next meeting will be in Lancaster on February 26th. **Motion** Miller, second Anderson 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. Officer Ward will start employment on February 13, 2025. **Motion** Anderson, second Meyer to accept the monthly Police Report. **Motion carried.**

SUPERINTENDENT REPORT:

Wardell submitted his monthly report. Continue to have siren issues. **Motion** Anderson, second Wiederholt to approve the Superintendents Report. **Motion carried.**

ADMINISTRATOR CLERK TREASURER REPORT:

Johnson submitted her monthly report. W-2's and 1099's were verified and issued. Both were filed with State. Still waiting for a “Special Code” from IRS to file 1099s. Preparing for 2024 audit, Spring Primary and Festival. Processed 686 tax payments for a total of \$1,375,396. Updated SAM information with FEMA GO. **Motion** Anderson, second E Johnson, to accept the Administrator Clerk report. **Motion carried.**

PAYMENT OF INVOICES:

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

CLOSED SESSION:

Motion Anderson, second Miller to adjourn into closed session for the following items:

- Updates on prospective Revolving Loan applications, loan repayments and Restated Repurchase Agreement pursuant to Wis. SS 19.85(1)(e)
- Adjustment to paid time off for Street Laborer, Police Department wages/compensation, performance evaluation update, review of applications for Cemetery Groundskeeper and review applications for Office Clerk pursuant to Wis. SS 19.85(1)(c)

Roll call vote: Yes-Miller, Seifert, Anderson, Meyer, Wiederholt, E Johnson, and Imhoff. **No**-none. **Motion carried.**

RECONVENE TO OPEN SESSION:

Motion Meyers, second E Johnson to reconvene into open session. **Roll call vote:** Yes-Miller, Seifert, Anderson, Meyer, Wiederholt, 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 Miller to hold a Special Meeting on February 17th to interview three candidates for Office Clerk and two for Cemetery Groundskeeper. **Motion carried.**

Motion Seifert, second E Johnson to increase Officer Fleischauer's hourly wage to \$32.25 effective with the start of the next pay period (February 22, 2025). **Roll call vote:** Yes-E Johnson, Wiederholt, Meyer, Anderson, Seifert, Miller and Imhoff. **No**-none. **Motion carried.**

Motion Meyer, second Miller to update Dakota Lins vacation, personal and sick leave hours effective with the current pay period; not on first anniversary in June of 2025. **Roll call vote:** Yes-Miller, Seifert, Anderson, Meyer, Wiederholt, E Johnson, and Imhoff. **No**-none. **Motion carried.**

ADJOURNMENT:

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

Cinda Johnson

Cinda Johnson, Village Administrator