

REGULAR MEETING – May 13, 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, Hill, Miller, Seifert and Wiederholt. Also present: Wardell, Schramm, Curtis, Doudna, Louis and Administrator Johnson.

PROOF OF PUBLICATION:

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

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES (regular and special):

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

APPEARANCE-Shane Wilkinson float devices in the pool-action if necessary:

Shane Wilkinson was present to discuss the use of “float” devices in the Muscoda Public Pool. Wilkinsons and other families do support the municipal pool however, they would like to see the rule lifted to allow children to wear life jackets like the ones that are approved in other pools or even Coast Guard approved ones. Wilkinson feels that allowing life jackets promotes safety especially with families that have two or more small children and may attract more families to use our pool.

Pool Lead, Madison Van DeHey was present and explained concerns with allowing float devices: false sense of security, balance issues, restricted movement, improper fit or loss of flotation device, getting stuck under the marker ropes, and lack of parent supervision.

A suggestion was to allow float devices on “noodle” nights.

Contact will be made with surrounding municipal pools to review the policy on float devices.

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:

a. *Donation to Chamber for Muscoda Historical Mile Project:* Chamber President Dan Behrens was present to update the Board on the Historical Mile Project actual expenditures, in kind donations, cash donations and outstanding project items. The Chamber is asking for continued support of the remaining items. Total proposed contribution by the Village of \$25,000 of which \$12,000 has been contributed. This amount could be less depending on the donations received. Chamber is working with the owner of the Old Theater building to possibly “light” the marquee back up. No decision made at this time; Behrens will attend the July meeting for updates.

b. *Residential subdivision: zoning, covenants, street names, procedures:* Imhoff, Wardell, Engineer Nies, Grant County Economic Director Brisbois and Administrator Johnson met during the month to review the proposed Residential School Forest Subdivision and next steps. First, does the Board want to proceed with this subdivision for future residential development? If the Board proceeds, Administrator Johnson explained the process/ schedule:

- Delta 3 would prepare Final Subdivision Plat for approval at a Plan Commission and Village Board meeting-fall of 2025.
- Delta 3 would prepare Construction Plans for approval at Village Board meeting-fall 2025
- Delta 3 submits Final Subdivision Plat to the Wisconsin Dept. of Administration for review/approval-fall of 2025. The State typically takes three to four months for approval.
- The approved State Subdivision Plat is submitted to Grant County for approval.
- Delta 3 prepares final Construction Plans, Specifications, and Estimates for approval at Village Board meeting-late 2025
- Delta 3 prepares/submits Project permits to State agencies-early 2026
- Construction Bid Opening-Spring 2026

- Commence Construction-Spring/Summer 2026

Street Names: Does the Board want to keep the current street names of the subdivision which are Spruce, Balsam and Christmas Tree Lane. If names are going to be changed, it should be done before the plat is submitted to State for approval.

Zoning Districts and Covenants: Zoning code for the subdivision and layout of where single family, duplexes, multifamily and apartments will be erected needs to be determined. Also, how restrictive on covenants-no garage without home, number of vehicles, number of out buildings, etc.

Motion Seifert, second Anderson to contract with Delta 3 Engineering to proceed with School Forest Residential Subdivision located off County Road P. **Roll call vote:** Yes-Miller, Hill, Anderson, Wiederholt, Seifert and Imhoff. **No**-none. **Motion carried.**

Motion Seifert, second Wiederholt to change Christmas Tree Lane to Willow Street. **Roll call vote:** Yes-Seifert, Wiederholt, Miller and Imhoff. **No**-Anderson and Hill. **Motion carried.**

c. Award of contract for sealcoating: Two bids were received for sealcoating: Scott Construction-\$1.79/square yard and Fahrner Asphalt-\$1.88/square yard. **Motion** Anderson, second Hill to contract with Scott Construction for 2025 seal coating at \$1.79/square yard. **Motion carried.**

d. Contracting for Employee Manual updates: Administrator Johnson spoke with Boardman Law Firm as they were our attorneys when the manual was developed and they also specialize in labor law. Updating our existing employee manual would be \$3,000-\$4,000. They suggest that Muscoda staff update as much as possible as they don't know our organizational structure. **Motion** Miller, second Seifert to contract with Boardman Law Firm for employee manual updates. **Motion carried.** Doudna also noted that she has received information on wage analysis/pay scale information and had wage information from MEUW. This will be discussed next month.

e. Updating Police Department fee schedule: Chief Schramm submitted an updated fee schedule for paper service, reports, USB drives, registrations, etc. **Motion** Anderson, second Wiederholt to approve the Police Department fee schedule. **Motion carried.**

f. Eliminating a parking space on Wisconsin Avenue near Grove Street: Chief Schramm explained that he has had a request to eliminate the parking space by the crosswalk on the east side of Wisconsin Avenue/Grove Street by Pickering Park. **Motion** Miller, second Anderson to eliminate the parking space on the east side of Wisconsin Avenue/Grove Street by the crosswalk. **Motion carried.**

g. Drug testing of employees: Chief Schramm submitted information that since the Officers do not have CDL's they should not be in the random drug testing pool. They have been removed from random drug testing.

h. Lawn renovation at Library including irrigation system: The Library Board is looking into installing sod and irrigation. Due to the cost, this will be a public bid process.

i. Renovation to Village Office: Due to space needs it is suggested to remove part of the wall between the office and the small office. **Motion** Seifert, second Anderson to obtain quotes for renovations to Village Office. **Motion carried.**

j. Update on e-recycling event and annual spring cleanup: Both events were very successful. Suggested 7am to noon and limiting the number of tires for spring cleanup.

k. Appointments to various Committees and/or Commissions: The Board held an open discussion on appointments to standing Committees:

Finance Committee-Trustees Anderson, Seifert, Wiederholt, Citizen Members-Brett Hach and Mollie Lund and Hill Alternate.

Festival Committee-Trustees Miller and Seifert, President Imhoff, Citizen Members-Skylar Venglish and Kathryn Benedict and Hill Alternate.

Motion Miller, second Hill to approve the Standing Committee appointments with the understanding if Trustee Meyer would like a position they will be reviewed. **Motion carried.**

Motion Anderson, second Miller to approve the appointments for Housing Authority, Board of Appeals, Plan Commission, Library Board, Grant County Economic Development Committee, Fire District and Weed Commissioner. **Motion carried.**

l. Seasonal campsite applications: One site available.

m. License applications: **Motion** Seifert, second Wiederholt to approve applications for:

Temporary Operators: Mushroom Festival-Kaylee Mullikin, Cody Frohne, Tyan Hying, Thad Johnson, Sara Johnson and Holly Anderson. **Motion carried.**

FESTIVAL COMMITTEE REPORT AND UPDATE: The Committee met on April 15, 2025 to work on Festival activities. Administrator Johnson asked about sharing the cost of shirts that are worn by the Office Staff during the Festival. **Motion** Anderson, second Seifert to approve the Committee report. **Motion carried.** **Motion** Anderson, second Hill to split the cost of three shirts for each Office Staff employee for Festival week. **Motion carried.**

CHAMBER OF COMMERCE REPORT: Chamber is offering to pay for the \$75 cost to rent a space on the Park Advertising Board. Business is responsible for cost of graphic.

LIBRARY BOARD REPORT: Meeting scheduled for May 14th.

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

Imhoff, Miller and Administrator Johnson attended the monthly Economic Development meeting in Cuba City. The next meeting is in Potosi on May 28th. Imhoff, Miller, Louis and Johnson attending Board of Review training. The League will be holding a Local Government training on May 22nd in Platteville. Imhoff and Johnson are registered to attend. **Motion** Miller, second Anderson to authorize attendance at the monthly Economic Development meeting by Board members and/or others. **Motion carried.**

POLICE REPORT:

Chief Schramm submitted his monthly report. Discussed redaction software, property management, junk ordinances and dog licensing. **Motion** Anderson, second Miller to accept the monthly Police Report. **Motion carried.**

SUPERINTENDENT REPORT:

Wardell submitted his monthly report. Update on Fairfield Specialty Eggs development and other projects. **Motion** ~~Meyer~~-Miller, second Wiederholt to approve the Superintendent's Report. **Motion carried.**

ADMINISTRATOR CLERK TREASURER REPORT:

Johnson submitted her monthly report. **Motion** Anderson, second Wiederholt to accept the Administrator Clerk report. **Motion carried.**

PAYMENT OF INVOICES:

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

CLOSED SESSION MATTERS:

Motion Wiederholt, second Anderson to adjourn into closed session to discuss Cemetery Lawn Maintenance position pursuant to Wis. SS 19.85(1)(c); discussion on sale of Industrial Park Land, Revolving Loan Application #25-01, potential Revolving Loan Application and update on revolving loan payments pursuant to Wis. SS 19.85(1)(e) and selection of WPPI Energy and Utility Scholarship applications pursuant to Wis. SS 19.85(1)(f). **Roll all vote:** Yes-Seifert, Wiederholt, Anderson, Hill, Miller and Imhoff. No-none. **Motion carried.**

RECONVENE TO OPEN SESSION:

Motion Hill, second Miller to reconvene in open session. **Roll call vote:** Yes-Miller, Hill, Anderson, Wiederholt, Seifert and Imhoff. **No**-none. **MOTION CARRIED.**

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

Motion Anderson, second Wiederholt to approve Revolving Loan Application #25-01 in the amount of \$750,000 at three percent (3%) interest, full amortization, no deferral on payments and equipment for collateral. **Roll all vote:** Yes-Seifert, Wiederholt, Anderson, Hill, Miller and Imhoff. **No**-none. **Motion carried.**

Motion Anderson, second Hill to award WPPI Energy/Muscoda Utility Scholarships of \$1,000 each to Khloe Franklin, Kierra Prochaska, and Alexandra Schneider. **Motion carried.**

Continue to search for someone to do the Cemetery lawn maintenance.

ADJOURNMENT:

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



Cinda Johnson, Village Administrator