REGULAR MEETING – August 12, 2025

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, Hill, Meyer, Miller, and Seifert. Also present: Wardell, Louis, Doudna, Curtis and Administrator Johnson.

PROOF OF PUBLICATION:
Motion Hill, second Miller to accept Proof of Publication. **Motion carried.**

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES (regular and special):
Motion Anderson, second Meyer to approve the minutes. **Motion carried.**

PRESENTATION OF 2024 AUDIT REPORT BY JOHNSON BLOCK COMPANY-action if necessary: Auditor Bill Moilien was in attendance to present the 2024 audited financial statements and associated footnotes. Historically the General Fund has had a strong cash position but much of that has been used to fund enterprise project such as the substation upgrades and the Industrial Park development. The General Fund reported an increase of $320,602 in fund balance. Electric Utility reported an operating income of $68,949; Water Utility reported an operating income of $53,307; and the Sewer Fund showed an operating loss of $59,581. Moilien reviewed each fund's balance sheets, statement of revenues, expenditures and changes in fund balance. He also explained the trends in fund balance, property tax roll collections, tax incremental levies, and equalized values of properties. The Village's debt limit is $6,743,865. All current debt is backed by revenue sources in the utilities leaving the General Fund with zero debt against the debt limit. Future Financial Considerations were discussed:

Related Party Transactions: This regulation applies to contracts and transactions exceeding $15,000 in any one year with an elected official.

Capitalization Policy: The Village's current policy is to capitalize all fixed asset purchases with an initial cost of $5,000 or more and $20,000 for infrastructure. Due to changes in Federal Single Audit guidelines, it is recommended that the Village increase the fixed asset purchases to $10,000.

Utility Aged Receivable Reconciliation: Finding shows that the general ledger for the utility is not reconciled. Recommendation is the implementation of a process to reconcile the utility aged receivable report to the general ledger.
Motion Anderson, second Meyer to accept the 2024 Audited Financial Report. **Motion carried.**

APPEARANCE: Riverdale School District Superintendent Jeff Campbell was present. The School is looking at annexing approximately five acres which includes the Meister Agricultural Center. Once annexed they would like to obtain utilities (water and sewer) from the Village. Discussed zoning classification and if a new zoning district will be needed. School will start on September 2nd with seven new teachers.

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:
a. Meister Cheese Development Agreement: Johnson reported that the Developers Agreement, Certified Survey Map, and swapping of land for the storm water retention pond will take place at the September meeting.
b. Scot Industries Development Agreement: Johnson reported that Scot Industries is working with Grant County Economic Development Director for the documents that are needed for the agreement.
c. Muscoda Chamber update on Historical Mile: No one present.
d. Resolution authorizing the issuance and sale of up to $1,153,029 sewerage system revenue bonds, series 2025 and providing for other details and covenants with respect thereto: This Clean Water Fund (CWF) revenue bond is to reimburse various funds for the construction of the Industrial Park upgrades on Howard Street and the new development. **Motion** Anderson, second Meyer to Adopt Resolution #25-02 authorizing the issuance and sale of up to $1,153,029 sewerage system revenue bonds, series

2025 and providing for other details and covenants with respect thereto. **Roll call vote: Yes-**Miller, Hill, Anderson, Meyer, Seifert and Imhoff. **No-**none. **Resolution Adopted.**

e. Approval of DNR CWF Bond related documents: **Motion** Anderson, second Miller to approve the Bond Related Documents for the DNR Clean Water Fund loan. **Roll call vote: Yes-**Seifert, Meyer, Anderson, Hill, Miller and Imhoff. **No-**none. **Motion carried.**

f. Approval of the DNR CWF Financial Assistance Agreement (FAA): **Motion** Anderson, second Hill to approve the DNR CWF FAA. **Roll call vote: Yes-**Miller, Hill, Anderson, Meyer, Seifert and Imhoff. **No-**none. **Motion carried.**

g. Resolution authorizing the issuance and sale of up to $308,407 water system revenue bonds, series 2025 and providing for other details and covenants with respect thereto: This Safe Drinking Water Loan (SDWL) revenue bond is to reimburse various funds for the construction of the Industrial Park upgrades on Howard Street and the new development. **Motion** Anderson, second Meyer to Adopt Resolution #25-03 authorizing the issuance and sale of up to $308,407 water system revenue bonds, series 2025 and providing for other details and covenants with respect thereto. **Roll call vote: Yes-**Seifert, Meyer, Anderson, Hill, Imhoff and Miller. **No-**none. **Resolution adopted.**

h. Approval of DNR SDWL Bond related documents: **Motion** Anderson, second Meyer to approve the Bond Related Documents for the DNR Safe Drinking Water Loan. **Roll call vote: Yes-**Miller, Hill, Anderson, Meyer, Seifert and Imhoff. **No-**none. **Motion carried.**

i. Approval of DNR SDWL FAA: **Motion** Miller, second Meyer to approve the DNR SDWL FAA. **Roll call vote: Yes-**Seifert, Meyer, Anderson, Hill, Miller and Imhoff.

j. Review of annual park and pool inspection reports: The yearly reports for the park, pool and retail food license at the pool were included in packets. Wardell reported that there were no violations, and the inspector complimented staff on the good work.

k. Establish sidewalk replacement/repair capital plan: The report submitted to the Village last fall regarding the sidewalks was included in packets again. Johnson reminded the Board of the information received from our Insurance carrier; a replacement or repair plan needs to be establish. This plan could range over 5-10-15 years. Wardell was instructed to view the sidewalks within a three-block range east and west of Wisconsin Avenue.

***l. Fall e-*recycling event:** Wardell and Doudna worked with Dynamics and L&M Salvage to hold a fall e-recycling event on October 18th from 8-11am.

m. 2026 Grant County Highway Aid program participation: **Motion** Miller, second Meyer to participate in the 2026 Grant County Highway Aid program. **Motion carried.**

n. Update on repairs to train tracks on Wisconsin Avenue: An email was received on July 9th from the Railroad stating that they will be replacing the mainline crossing surface this fall.

o. Renewal of contract with Hydro Corp for commercial and industrial cross connection inspections: Johnson and Wardell have been working with Hydro Corp on a 40-month contract. The contract would run from September of 2025 through December of 2028. **Motion** Anderson, second Hill to enter a 40-month contract with Hydro Corp for inspection of commercial and industrial properties for cross connections. **Roll call vote: Yes-**Miller, Hill, Anderson, Meyer, Seifert and Imhoff. **No-**none. **Motion carried.**

p. Wage study information, pay scales, job descriptions: Johnson has contacted Stafford Rosenbaum Attorneys from the League to assist with this project. The expense is covered by our League insurance.

q. Seasonal campsite applications: No new applications.

r. Review of letter on campground concerns: President Imhoff spoke with an individual that had relatives that stayed at the campground and they had suggestions on rates, rental of seasonal sites, how the seasonal sites were put in, cutting of the trees and other various items. No action was taken.

s. Advertising in Hidden Valleys Magazine: The Village currently has a 1/3-page advertisement that costs $845. To increase to a half page advertisement would be $1,420. **Motion** Meyer, second Hill to retain the one third page advertisement in the Hidden Valleys Magazine. **Motion carried.**

t. License applications: **Motion** Seifert, second Meyer to approve the applications and grant licenses: Temporary Class B Picnic License-Muscoda Fire Dept.- Lincoln Luck Benefit, Muscoda Chamber of Commerce Fall Opener and Muscoda Lions Club - Economic Development dinner; Temporary

Operators-Laura Peat and Joshua Stephenson; and Operator licenses-Alexander Prouty, Jessica Wolfgram and Courtnee Phillips. **Abstained-**Imhoff. **Motion carried.**

u. Appointment to Finance Committee: Ad will be placed in paper for the vacant position.

CHAMBER OF COMMERCE REPORT: Planning for September 20th Fall Opener.

FESTIVAL COMMITTEE REPORT: The Festival report for July 22nd was distributed. The Committee reviewed the revenues/expenditures and the fund balance. Discussed possible ideas for contributing the fund balance too. Considerable time spent on 2026 Festival Planning. Trustee Seifert had concerns with the wording on the revenues as that number included sponsorships, fees, apparel sales, etc. She believes that the revenues should be separate out. The minutes were not approved.

LIBRARY BOARD REPORT: Next meeting is August 20, 2025.

REPORT ON MEETINGS ATTENDED BY BOARD MEMBERS AND ACTION ON ATTENDANCE AT VARIOUS MEETINGS:
Miller attended the monthly Economic Development meeting held in Platteville. The August meeting will be hosted by Muscoda at Riverside Park. The Muscoda Lions will be cooking the meal and serving beverages. Wardell noted that the annual MEUW dinner meeting will be October 6th in Cuba City. **Motion** Anderson, second Hill to authorize attendance at the monthly Economic Development meeting by Board members and/or other staff. **Motion carried.**

POLICE REPORT:
Chief Schramm submitted his monthly report. Due to scheduling, Officer Fleischauer's has been approved to carry vacation hours. Discussed establishing ordinance regulating the use of electric bicycles and scooters. **Motion** Miller, second Meyer to accept the monthly Police Report. **Motion carried.**

SUPERINTENDENT REPORT:
Wardell submitted his monthly report. After consideration, the Office Staff have decided to put removal of the wall on hold. **Motion** Meyer, second Anderson to approve the Superintendent's Report. **Motion carried.**

ADMINISTRATOR CLERK TREASURER REPORT:
Johnson submitted her monthly report. Budget meetings will start in September on Tuesday evenings. Town & County Sanitation has been sold to Republic Services. Muscoda pickup will remain on Fridays. President Imhoff noted that he would like to have a meeting with the Office Staff in closed session. In packets was the annual MEUW wage and benefit report for selected municipalities. **Motion** Hill, second Meyer to accept the Administrator Clerk report. **Motion carried.**

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

CLOSED SESSION MATTERS:
Motion Anderson, second Hill to adjourn into closed session to discuss employee medical leave of absence pursuant to Wis. SS 19.85(1)(c) and update on revolving loan payments pursuant to Wis. SS 19.85(1)(e). **Roll call vote: Yes-**Seifert, Meyer, Anderson, Hill, Miller and Imhoff. **No-**none. **Motion carried.**

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

ADJOURNMENT:
Motion Miller, second Hill to adjourn the meeting. **Motion carried.**

Cinda Johnson

Cinda Johnson, Village Administrator