REGULAR MEETING – September 9, 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, Meyer, Miller, Seifert and Wiederholt. Also present: Wardell, Louis, Doudna, Curtis and Administrator Johnson.

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

PLEDGE OF ALLEGIANCE.

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

APPEARANCE BY WPPI REPRESENTATIVE-annual update:
WPPI Energy President & CEO Mike Peters and Energy Services Manager James Schwingle were present for the annual WPPI update. Mr. Peters provided a handout which he explained. It covers various topics: WPPI Mission & Vision, fifty-one member communities, annual budget, assets and what make up the assets (wind, solar, coal, etc), costs, transmission ownership, long term power supply, reliable energy, long and short-term debt, and diverse resources. Mr. Peters was thanked for his attendance and updates of WPPI Energy.

PLAN COMMISSION REPORT AND RECOMMENDATIONS-action if needed:

1. Certified Survey Map (CSM) for Meister Cheese Company: Delta 3 presented a CSM for the land swap between the Village and Meister Cheese Company (MCC). The land swap is approximately 2.67 acres. The area that the Village would acquire from MCC will be used for the proposed regional storm water retention pond. MCC would acquire 2.67 acres of land south of their existing seepage cells on the northwest corner of the lagoon site. The Plan Commission recommends the swapping of these parcels. **Motion** Anderson, second Hill to accept the Plan Commission recommendation for approval of the Certified Survey Map (CSM). This CSM is a land swap between Meister Cheese Company and the Village. **Motion carried.**

2. Final Plat – School Forest Subdivision: Nies reviewed the Final Plat which also included changing Christmas Tree Lane to Willow Street as approved in May of 2025. There will be sixty-eight buildable lots, the Subdivision is zoned Residential, there is an eighty-foot ATC right of way, playground area, stormwater retention pond, no sidewalks, street paved width will be thirty-six feet with curb and gutter. Riverdale School District would like to have Village Utilities (water/sewer) so they will be looking to annex in the property where the Jack Meister facility is. Once the Plat is approved by the Village, it is submitted to Madison DOR for review. Other divisions at the State and County level need to approve the plat. **Motion** Anderson, second Meyer to approve the Final Plat for the School Forest Subdivision. **Motion carried.**

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:
a. Meister Cheese Company (MCC) Development Agreement: The proposed agreement was distributed which reads in part that MCC will receive a development incentive in a principal sum not to exceed One Million Six Hundred Thousand Dollars ($1,600,000). Fifty percent (50%) of the annual Tax Increment received from said property in the Development shall be reimbursed to MCC by the Village starting in year 2027 and continuing until calendar year 2034 and then ninety percent (90%) of the annual Tax Increment received from MCC for said property in the Development to be reimbursed to MCC by the Village starting in year 2035 and continuing until calendar year 2041 with a maximum of reimbursement not to exceed $1.6 million. **Motion** Hill, second Meyer to approve the Developer's Incentive Agreement with Meister Cheese Company with said obligations. **Roll call vote: Yes-**Miller, Hill, Anderson, Meyer, Wiederholt, Seifert and Imhoff. **No-**none. **Motion carried.**

b. Scot Industries Development Agreement: Nies, Brisbois and Scot Industries continue to work on the specifics for this agreement.

c. Muscoda Chamber update on Historical Mile: No one present.

d. Use of pool by School District in 2026: Wardell reported that the School District may be interested in using the swimming pool in the fall of 2026. The Board is open to the idea just need to check on the number of lifeguards needed and quantity of chemicals on hand.

e. Review of employee manual section 206 and 207 relating to overtime and compensation time: The employee manual explains overtime and compensation time calculations but does not address "flex time". For example (Village Office personnel) come in at 7:30am knowing that you need to leave early that day or the next. The Office personnel has been doing this with an understanding that the "flex time" must be used during that pay period. The Board discussed and all agreed with the use of flex time and it will be added to the manual.

f. Establishing sidewalk replacement/repair capital plan: Wardell reviewed the sidewalks in the downtown area and one to two blocks on each side of Wisconsin Avenue. The concerns he usually receives is the area with the "steps" at the west side of Wisconsin Avenue and south of Walnut Street and the "heaved" sidewalk from the rock at 203 N Wisconsin Avenue. **Motion** Hill, second Anderson that in 2026-2027 the sidewalks in the downtown business district, specifically in the 100 and 200 blocks of Wisconsin Avenue, will be addressed for repairs. **Motion carried.**

g. 2026 Health Insurance costs for public employees: Johnson distributed in packets the health insurance plans available to Grant County Residents, the 88% average for the county and examples on costs if the Village would choose the 88% average, 85% of the lowest policy available and 80% of the lowest policy available. For the last few years, the Board has paid 80% of the lowest available health insurance policy. The spreadsheet showed the cost for each option and what the yearly cost comparison is. After discussion, **Motion** Anderson, second Wiederholt to pay 82% of the lowest health insurance plan available to employees. **Roll call vote: Yes-**Miller, Hill, Anderson, Meyer, Wiederholt and Seifert. **No-**none. **Abstained-**Imhoff. **Motion carried.** Johnson was instructed to update the cost spreadsheet with the 82% Village contribution.

h. Wage study information, pay scales, job descriptions: Johnson has been in contact with Stafford Rosenbaum Attorneys from the League to assist with this project. She was instructed to contact them and obtain a timeframe on when to expect manual to be updated, wage projects, job descriptions, etc.

i. Seasonal campsite applications: No new applications.

j. License applications: **Motion** Seifert, second Meyer to approve the applications and grant licenses: Temporary Class B Picnic License-Cole Family Ventures, LLC.- John Dechert Dart Tournament and Operator licenses-Kaitlin Schaller and Tashina Singleton **Motion carried.**

k. Appointment to Finance Committee: Mike Ernst and Dorothy Hackl have shown interest in the position. **Motion** Meyer, second Seifert to nominate Mike Ernst to fill the Plan Commission. **Roll call vote: Yes-**Miller, Meyer, Wiederholt, and Seifert. **No-**Hill, Anderson and Imhoff. **Motion carried.**

l. Schedule budget meetings: **Motion** Anderson, second Seifert to hold budget meetings on Tuesdays at 5pm starting September 23, 2025. **Motion carried.**

CHAMBER OF COMMERCE REPORT: Planning for the Fall Opener.

FESTIVAL COMMITTEE REPORT: The Festival report for July 22nd was distributed. Since the revenues/expenditures and fund balance were presented in the format that has been previously used, those minutes need to be considered for approval. **Motion** Meyer, second Hill to accept the July 22, 2025 minutes. **Motion carried.** On August 26th the Committee met, reviewed the revenue, expenditure and fund balance in a different format. The Committee authorized up to $10,000 for the Muscoda Chamber Historical Mile project, should they need it. **Motion** Meyer, second Hill to accept the August 26th Festival Committee report. **Motion carried.**

LIBRARY BOARD REPORT: Minutes from May 14 & June 2nd were included in packets. A meeting was held on August 20th and mostly discussed the irrigation and sodding project. The next meeting will be on October 8th.

REPORT ON MEETINGS ATTENDED BY BOARD MEMBERS AND ACTION ON ATTENDANCE AT VARIOUS MEETINGS:
Several Village Officials and staff attended the August Economic Development meeting held at Riverside Park. The meeting was well attended by County Officials. Mark Cupp, Lower Wisconsin State Riverway Executive Director was the guest speaker. The September meeting will be held in Boscobel with a tour of Chiasson Smoke. Wardell noted that the annual MEUW dinner meeting will be October 6th in Cuba City. **Motion** Seifert, second Meyer 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. There is concern with the property at 108 N 4th Street as they have several cats. Officer Ward has resigned his position. Discussed electric bikes and establishing an ordinance to regulate them. Lots of activity at the schools: vaping and truancy are most of the calls. Also, enforcement of people blowing grass into the Streets. **Motion** Hill, second Meyer to accept the Police Report. **Motion carried.**

SUPERINTENDENT REPORT:
Wardell submitted his monthly report. His laptop needs to be replaced. Public Power week is October 6th. Muscoda will be doing an event on October 9th from 3-6 with burgers cooked by the American Legion. **Motion** Meyer, second Miller to approve Superintendent's Report and purchase a laptop. **Motion carried.**

ADMINISTRATOR CLERK TREASURER REPORT:
Johnson submitted her monthly report. Reviewed dates for Open Book, Board of Review and meeting schedule. **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, Wiederholt, Seifert and Imhoff. **No-**none. **Motion carried.**

CLOSED SESSION MATTERS:
Motion Wiederholt, second Meyer to adjourn into closed session to discuss employee medical leave, letter of resignation, posting of position and compensation 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, Weiderholt, Meyer, Anderson, Hill, Miller and Imhoff. **No-**none. **Motion carried.**

Superintendent Wardell, Curtis, Doudna and Louis left at this time.

Medical leave of absence: Chief Schramm had hip replacement and subsequent surgery. Remains on light duty.

Revolving Loan payments: All loans are current.

Administrator Johnson left at this time.

Police Officer Letter of Resignation, posting for position and pay scale: The Board discussed the position and wage scale in detail with Chief Schramm.

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

ACTION ITEMS:
Motion Anderson, second Meyer to accept the Resignation of Cyle Ward as a Police Office. **Motion carried.**

Motion Seifert, second Meyer to advertise for a full time Police Office with a wage range from $28.50 to $32.00 per hour. **Motion carried.**

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

Cinda Johnson

Cinda Johnson, Village Administrator