REGULAR MEETING – February 10, 2026

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, and Seifert (7:02pm) Also present: Wardell, Louis, Curtis, Doudna, and Johnson.

PROOF OF PUBLICATION:
Motion Hill, second Meyer 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.**

DISCUSSION AND ACTION ON THE FOLLOWING ITEMS:
a. Delta 3 Engineering: School Forest Subdivision approval of plans, specifications and estimates: Nies presented the "Option of Probable Cost of Residential Subdivision dated February 10, 2026. The estimated cost presented for sanitary sewer, water main and street construction is $472,250. Nies will continue communicating with the State regarding the plans and then submit all material to DNR. **Motion** Meyer, second Seifert to move forward with Phase 1 as presented by Engineer Nies for installation of sanitary sewer, water main, storm sewer and street construction along Old County P for the School Forest Subdivision at an estimated cost of $472,250 with addition cost for clearing and grubbing of trees/brush, dirt work, and mass grading for these lots along the road. **Roll call vote: Yes-**Miller, Hill, Anderson, Meyer, Seifert and Imhoff. **No-**none. **Motion carried.**

President Imhoff asked for a motion to amend the order of agenda, moving discussion / action on Certified Survey Map for the School District. **Motion** Miller, second Anderson to amend the agenda for discussion on the Certified Survey Map (CSM) for the School District to this time since Engineer Nies is present. **Motion carried.** Administrator Johnson informed the Board that the Plan Commission did review the CSM for the School District property that has the Jack Meister Agricultural Building on it. However, they did not take any action. Nies explained that the land on the CSM is located in the Town of Muscoda and the Village of Muscoda does not have authority to approve CSM's outside of the Village. Once the Petition for Annexation of this property is completed then the Village can adopt the CSM. No action was taken.

b. Signage for new industrial park: Anderson presented the updated Industrial Park map that showed the industrial lots for sale on South Howard Street. There was discussion on proposed changes to the map, how many signs to order, double or single sided signs and placement of signs. **Motion** Meyer, second Hill to purchase three single side panels from BL Signs with the changes of removing the word "Lot 1" on the parcel west of Howard Street and removal of Lot 2 since it is sold. Superintendent Wardell will have the signs installed at a location of his discretion. **Motion carried.**

Anderson left meeting at 7:52pm after leaving a paper for President Imhoff.

c. Revision of employee handbook regarding "days off" to "hours off" and how it will work for payroll: **Motion** Miller, second Meyer that holiday pay will be paid at the employees regular scheduled work hours as it has been, removing language "second half of workday". Full-time employees will receive four hours of holiday pay on Good Friday. **Motion carried.**

***d. Update on Moving Police Department Office*:** Based on the list of pros and cons from Chief Schramm, it was decided to leave the Police Department at Village Hall.

e. Repair or replacement of Police Squad: Imhoff stated that Fillback's felt they have resolved the issue and don't feel there needs to be an extended warranty but will monitor. There is currently $37,000 in the Police Capital account. Per Schramm, replacement will be looked at this fall during budget season.

***f. Amending Ordinance relating to the keeping of chickens; renewal permit fee*:**
Schramm requested a review of the current ordinance and fee. **Motion** Miller, second Seifert to amend the Keeping of Chickens Ordinance to reflect the original application and renewal fee is $10 effective January 1, 2026. Change language to permit and not license. Refund Lowell Ewing and John Brown $15.00 each as they had previously paid $25 for the permit. **Roll call vote: Yes-**Seifert, Meyer, Miller, Hill and Imhoff. **No-** none. **Motion carried.**

g. Life Jacket option for pool: Wardell reported that out of the four municipalities that he contacted; two allow life jackets and two do not. Our Pool Director has advised against them, and the Board has decided to accept her recommendation and leave as is, no life jackets allowed in the pool.

h. Replace snow blades: Wardell presented two quotes for the snowplow blades: Jones Chevrolet at $11,140.00 and Sleepy Hollow $11,321.00 There is $15,000 in the budget for this. **Motion** Miller, second Seifert to accept the bid from Jones Chevrolet at $11,140 for a 9'2 VDXT Plow, deflector and installation. **Motion carried.**

i. Renew contract with ADRC for meal site: **Motion** Miller, second Hill to approve the renewal of the ADRC meal site contract. **Motion carried.**

***j. Determining eligible employees' family members bereavement pay*:** The Village's current practice is to donate a $100 memorial to employees or board members family upon a death. There should be a written policy for this donation. As a suggestion, Johnson asked if the same employees who would be granted a "3-day funeral leave" as stated in the handbook could be used for this memorial practice. She was instructed to contact Attorney Wood to see how this should be handled.

***k. Close out Edward Jones account to Clare Bank*: Motion** Miller, **second** Seifert to close the Edward Jones account transferring the funds into the current Clare Bank Cemetery account. **Motion carried.**

l. Seasonal Campsite applications: No new current application with 8 sites open.

m. Policy for payment and refunds at Riverside Park: The Office Staff presented a policy regarding payment of reservation, cancelations/refunds. **Motion** Miller, **second** Hill to adopt the policy as presented with full payment due at time of reservation, refunds provision and cancelation policy. **Motion carried. Full policy is on file.**

n. License applications: **Operators licenses, 2026 Mobile Home, Chicken permits: Motion** Seifert, second Hill to approve applications and grant license for: Operator licenses for Isabella Post and Winter Reynolds, Temporary Operator License for Steve Kuehni; Mobile Home Court License for Rux Mobile Home Court and Evergreen Trailer Court (contingent on Police Department inspection) and chicken permit for John Brown and Nick Brewer. The Fire Department has completed their inspection of the trailer parks with no concerns. **Motion Carried.**

o. Changing the April meeting date: Doudna and Louis will be attending a conference in April and not available for the meeting. **Motion** Seifert, second Meyer to change the April Board meeting to Monday, April 13th, 2026, at 7pm. **Motion carried.**

***p. Establishing Policy for retirement celebrations*:** The Office is looking for guidance on the amount that the Village would contribution for a retirement celebrations, if any. **Motion** Miller, second Seifert to spend up to $350 for retirement celebrations of full time employees. **Motion carried.**

CHAMBER OF COMMERCE REPORT: Wardell stated they are discussing the completion of the Muscoda Mile.

FESTIVAL COMMITTEE REPORT: Meeting is set for Tuesday, February 17th at 5pm.

LIBRARY BOARD REPORT: Miller stated the next meeting will be the 11th of February.

REPORT ON MEETINGS ATTENDED BY BOARD MEMBERS AND ACTION ON ATTENDANCE AT VARIOUS MEETINGS:
No additional meetings attended by Board in January.

The next Economic Development Meeting is touring Energy Management Consultants, LLC in Fennimore, with dinner at the Cottonwood. **Motion** Hill, second Miller to authorize attendance at the monthly Economic Development meeting by Board members and/or other staff. **Motion carried.**

POLICE REPORT:
Chief Schramm was not present. Copies of monthly police report were included in packets. Imhoff spoke with him, no full-time applicants at this time. **Motion** Hill, second Meyer to approve report. **Motion carried.**

SUPERINTENDENT REPORT:
Superintendent Wardell presented his report. Wardell would like approval for he and Ekleberry to attend the Rural Water Conference for certification on March 24-27, 2026 and for Dilley and Wanek to start the MEUW courses in Wisconsin Dells March 12-13, 2026. **Motion** Meyer, second Hill to approve Superintendent's Report and attendance to requested trainings. **Motion carried.**

ADMINISTRATOR CLERK TREASURER REPORT:
Johnson presented her report. Request from Kourtney McCorkle to use Village Hall during the week of Festival to work with young people for one hour on a dance routine. The group will participate in the Festival Parade. She would like Monday through Friday, but we will have to work out the details as it approaches with the Lions tentatively using it on that Monday night. **Motion** Meyer, second Miller to approve the report and the use of Council Chambers by Kourtney McCorkle. **Motion Carried.**

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

PLAN COMMISSION REPORT:
The Plan Commission met this evening and recommended approval of a CSM for Rodney/Bonnie Rux splitting the single parcel for Rux Mobile Home Court into two parcels. Parcel one is property north of the tracks and parcel two will be south of the tracks including some land south of Highway 133. The rezoning of property was tabled until March when the property owner will be available. **Motion** Hill, second Meyer to approve the Plan Commission report and accept the Certified Survey Map splitting the Rux property in Iowa County. **Motion carried.**

CLOSED SESSION MATTERS:

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

ACTION ITEMS:
Motion Meyer, second Seifert to accept the offer to purchase property of seven to eight acres from Michael Downey with the following conditions: buyer pays for survey to determine the exact acreage; construct a 50' x 80' building within the first 24 months of ownership; pay utility hookup fees; Village retains right to purchase property back if wishes to sell within first 10 years; and provide proof of funds. Johnson will contact Attorney Wood with Board questions. **Roll call vote: Yes-**Seifert, Meyer, Hill, Miller, and Imhoff. **No-**none. **Motion carried.**

Administrator Johnson has offered to assist with training after her full-time retirement date of March 31, 2026. Johnson will still be considered an employee through her paid vacation time which will end in May 2026. She has offered to help one to two days per week as requested by Doudna and Louis for training. **Motion** Hill, second Meyer to authorize Johnson to train Office Staff one to two days a week

during the months of April and May while using accumulated paid vacation time. Schedule will be determined by Doudna and Louis. **Motion carried.**

Imhoff requested a Special Meeting to discuss the office wages and job duties. He would like all Board Members present. Doudna will contact members to confirm if they are available on Tuesday, February 24th at 6pm.

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

Carla Doudna

Carla Doudna, Utility Clerk