



VILLAGE OF HEWITT
BOARD MINUTES – April 10, 2012
7 PM – Village of Hewitt Hall

The meeting was called to order at 7:00 PM by President Eilers.

PRESENT: Ken Eilers, Charlie Adamski, Dan Sova, Jeff Graves, Kris Hawley and Marlene Stueland.

ABSENT: None

GUESTS: Kevin Nowack, Jim Craft

MINUTES: A motion by Jeff, second by Kris to approve the March 10, 2012 regular Board minutes carried.

COMMUNICATION FROM THE PUBLIC: None.

BUILDING PERMITS ISSUES: No issues.

President Eilers inquired if board members would be open to moving items under new business “Building variance requests” up on the agenda. A motion by Kris, second by Charlie to move said agenda items up carried. (See minute notes under New Business: Building variance requests.)

Hewitt Area Fire Commission:

- Fire Commission Updates: The Fire Commission met April 2 discussion topics included: DNR mutual aid agreement was signed; the Fire Chief has requested a credit card to use, request is under review by commission; Engine I will be scrapped; there was no interest from anyone to purchase; Fire Department continues to look at future purchase of additional equipment; chili feed raised \$3,412; since 1996 chili feed has raised over \$57,000. Brush I dedication to Sooner Hardinger was conducted. A motion by Jeff, second by Charlie to approve the monthly bills carried.
- Sanitary Commissioner Report & Monthly Maintenance Report: The monthly report from Reigel’s was not received by the time of the meeting. Ken provided a summary of flow rates for 2003 – 2011. A brief discussion occurred whether the village should hire their own employee to maintain the lift stations vs. outsourcing to Reigel’s. Ken was directed to gather additional information and present at the April board meeting.

Recreation Department: Softball and volleyball registration for the 2012 summer leagues is underway. No additional information was available on future organization plans.

FINANCIAL INFORMATION:

Sanitary	\$9,036.70
Village	\$46,105.54
Parks	\$6,504.98
Trails	\$11,670.08
Total Checking	\$73,317.30

- A motion made by Dan second by Jeff to approve the Village & Sanitary financial report carried.
- A motion made by Jeff second by Dan to pay the bills of the month carried.
- Marlene presented updated financial information including the current revenue financial status as well as the projected revenue streams for the next several months with the recommendation that approval be granted to proceed with application for a \$60,000 loan to be used as needed for operational expenses. Bills for the month include a clean water fund loan payment of \$83,000; the majority of the village’s revenue will be realized August or later with the balance of property taxes and state shared revenue payments. A motion by Kris, second by Charlie to borrow up to \$60,000 from Pioneer Bank carried.
- **COMMITTEE REPORTS:**
- Roads: Kris is following-up on flag replacement acquisition; there are a couple of road side trees that need to be cut; shoulder work is needed on Evergreen Street near the intersections of 5th and 6th street; street weight limits have been lifted; 50/50 road aid plan will be submitted; a concern regarding the number of vehicles parking on main street as overflow from an apartment was brought to the attention of the board.
- Grounds & Maintenance: Dan reported gravel which had been pushed onto the grass during the winter was pulled back onto the parking lot; straightened the softball fencing; will schedule the floor waxing and put the volleyball net up in the near future. Ken had the parking lights at Yellowstone Park metered to stay on later.

- Parks Committee: Hand dryers have been installed; general maintenance on the Strupp Trail lights was completed; landscaping around the gazebo will be completed by the start of summer leagues for an estimate of \$2,000. The Marshfield School District volleyball team has requested to use the volleyball courts at Yellowstone Park; the board gave approval at a rental of \$25/use.
- Trails Committee: Culvert installation still needs to be done. Horses on the walking trails were brought to the attention of the board; Ken will address the issue.
- Comprehensive Planning Committee: Did not meet
- Animal Control Officer Report: No incidents to report. Marlene is completing dog licensures and will be sending reminder letters to those who have not licensed their dogs.
- Web Committee: The new website is now operational; a training meeting on April 15th has been scheduled for those posting to the site.
- Emergency Government: At this time the timeline for sending the siren in for updates is July; the estimate for the radio maintenance work for the emergency siren should not exceed \$1,000.

OLD BUSINESS:

- Job Description Review: Webmaster – Tabled until April.
- Financial Administrator – A motion by Jeff, second by Kris to hire Jordon Ott to fulfill the responsibilities currently conducted by Bob Wunrow carried. Ms. Ott will receive the same salary as Mr. Wunrow (\$240 per month); the duties will be reviewed in six months. Marlene recommended to the board that the position title be changed from financial administrator to Deputy Clerk which is more in line with WI municipalities and would allow for coverage in Marlene's absence should the occasion arise. Marlene will bring this issue back to the board at a future date.
- Zoning Ordinance: Addition of Razing Buildings: Several suggestions were passed on to Ken who is authoring the section.

NEW BUSINESS:

- Administration of Oath of Office: Marlene administered the Oath of Office to Dan Sova who was re-elected for another two-year term.
- Bow Permit Request: A request for a bow permit was submitted by Craig Brock. A motion by Jeff, second by Kris to deny the permit due to outstanding service payments to the Village; motion carried.
- Building variance requests: Jim & Debbie Craft submitted a variance request for a 10 foot variance on their lot located at 10809 West 4th Street. The variance would be 10 feet to the west of their existing home which will encroach on the setback for a corner lot. The requirements for setbacks on corner lots are 35 feet; the variance, if granted, would narrow the setback to 26 feet. A motion by Kris, second by Dan to deny the variance based on historical practices carried on a voice vote: Jeff-YES, Dan-YES, Kris-YES, Charlie-YES
Kevin Nowack submitted a variance request to construct a 2 car garage on his back lot adjacent to 7961 Fir Street. Currently a one car garage exists on the lot which would be removed. The new garage will be 22" wide x 26" long. Currently Resolution 2055-03 prohibits construction of any multipurpose building larger than 20" x 20" feet without approval from the Village Board. After reviewing the proposal and related documents a motion by Kris, second by Charlie to approve the variance as requested carried on a voice vote: Charlie-YES, Kris-YES, Dan-YES, and Jeff-YES.
- Board of Review: Open book will be held on Saturday, May 19 – 10 AM to 12 Noon; Board of Review will be held on Monday, May 21st 6 to 8 PM at the Village Hall.
- Committee Assignments: Ken asked board members to submit their preference for committee assignments prior to the May meeting.
- Board members individually expressed their appreciation to Jeff Graves for his service on the Board. Mr. Graves did not seek re-election for a second term.
- The Correspondence File was passed around for Board review.

Meeting adjourned at 10:20 PM

Submitted by: *Marlene Stueland, Clerk*