



VILLAGE OF HEWITT

Board Meeting Minutes
March 10, 2020

The meeting of the Village of Hewitt Board was called to order at 7:02 p.m. by President Stueland.

Present: Mary Burr, Mike Draxler, Jeff Graves, Marylee Jacobitz, Kevin Nowack, Marlene Stueland, Kris Hawley (at 8:35)

Guests: Dan Borchardt, MSA; Rattana Akey, Doug Miller, Jo Miller, Matt Hofmann, Don Brown, Sue Brown

Approval of Minutes: A motion by Mike, second by Kevin, to approve the minutes of the February 11, 2020, meeting carried.

Correspondence: Circulated and reviewed.

Building Permit Issues: None

Department Reports

- **Hewitt Area Fire Commission**
 - *Fire Department Building Expansion Committee*- Jeff reported the Committee had not met. Corrected Fire Commission minutes were shared.
 - *Approval of Monthly Bills and Payments* -Monthly bills and payments were reviewed. A motion by Kevin, second by Mike, to approve Fire Commission bill payment carried.
- **Sanitary Utility**
 - *Staab & Certified Operator Monthly Maintenance Report* – Reports were reviewed, and questions answered. Gordy reported that everything is going well. Kevin received information on some minor issues and indicated pricing will be provided by Staab. Annual cleaning of lift stations will be scheduled and conducted by Staab.

Board agreed to adjust the agenda, moving to the Roads Committee Report.

Committee Reports

- **Roads**

General Street Maintenance – An update was provided by Mike. The waterway culverts on Evergreen and 4th Streets had settling. Wood County came in today and filled in with recycled material. Potholes need to be repaired.
- **Yellowstone Drive Reconstruction Project Update** – Dan Borchardt MSA
Dan provided updates from 30% design meeting held on February 27, 2020 with the Board and Roads committee. Dan reviewed the seven items that were discussed at the meeting. Mike reached out to Al Breu from the Town of Marshfield; Al has no issues with the transition at the town line. Al will take this to his Board for approval and inclusion in minutes. The plans for the public meeting were reviewed. Project timeline was reviewed.. Soil borings were completed. The report is expected tomorrow at MSA. The Village decided to eliminate the curb and gutter from 3rd Street to approximately midway between 2nd and 3rd Streets and maintain a rural looking ditch section for this segment to save project costs.
- **Quiet Zone Project Update**–Dan provided information on the project design modifications. Mike and Marlene attended bid opening. Three companies submitted bids. The low bid came from Earth Inc. Board members discussed options for reducing the bid from Earth Inc. primarily focusing on the need for replacing the asphalt approach section on Apple to County Trunk T. Board members were requested to view this area prior to the meeting for discussion on whether there was a need to replace the asphalt. Approximately \$15,000 would be reduced from the bid if the current asphalt was considered to be in good condition. Following discussion the consensus was to leave the existing paving on Apple Lane approach to County T and not repave with an estimated savings of \$15,000 off the bid price. Additional items to reduce bid price were suggested; Dan B. will prepare a change order with the changes to Earth Inc. Marlene reported she had been in discussion with First State Bank regarding securing a loan for the project; interest rate 2.35 per cent for approximately \$110,000 over

seven (7) years estimating monthly payments at \$1,500. A motion by Jeff, second by Mike, to approve moving forward with the necessary paperwork for the loan as presented; carried.

- **Road Committee Meeting Highlights from March 5, 2020**

The 4th Street ditching project plan was discussed and reviewed. Mike reviewed the estimate from Wood County. Discussed options for one potential problem spot and potential cost impact.

The cost sharing recommendation from the Roads Committee was reviewed. Mike will update the spreadsheet covering the recommendation details and send to the Board. A motion by Kevin, second by Mike, to accept the recommendation of the Roads Committee as follows:

- Cost sharing for 4th Street stormwater management to be charged to the property owner at \$3000 per 24-foot driveway, with additional lengths charged \$125 per foot.
- Drain tile and erosion control will be billed to each property owner at a rate of \$7.50 per foot of frontage with side lots billed at \$3.75 per foot.

Motion carried.

Resident payment options were discussed. Kris will check with city of Marshfield on how they handle payments and interest and provide the information to the Board.

Financial Reports

- **Treasurer's Report:** Mary reviewed the report; questions were answered. A motion by Kevin, second by Kris, to approve treasurer's report carried.
- **Monthly Bills:** Mary reviewed the January bills; questions were answered. A motion by Kris, second by Jeff, to approve the monthly bills. Motion carried.
- **2019 Year-End Fund Allocation Designation January 31, 2020:** A motion by Kevin, second by Jeff, to approve the 2019 year-end fund allocation designation carried.

Committee Reports

- **Grounds & Maintenance Committee**
 - *Administration Building* – No updates.
 - *Village Hall* – No updates
 - *Yellowstone Pavilion*– Mike reported there has been no furnace issues. Siding that had blown off was put back up. Flag was taken down.
- **Trails Committee**

Kevin and Mike used the snowblower on the tractor to open the trail in various locations. It is anticipated this will work well next year.
- **Web Committee:** Derek is working on the website redesign.
- **Animal Control Officer:** A repeat issue of a dog chasing children. Owner will be fined. Mary reported on 2020 dog license renewals.
- **Emergency Government:** Nothing to report.

Old Business

- **John Deere Utility Tractor/Accessories Delivery and Training.**

The tractor was delivered; awaiting some accessories. The tractor is stored at the wastewater treatment facility. Records will be kept to track usage and issues. Mike, Kevin and Gordy Burr have been trained.

New Business

- **Request to use Yellowstone Park by Marshfield Middle School for Spring Softball Practice.**

A motion by Kris, second by Kevin to approve the request by Marshfield Middle School to use Yellowstone Park for spring software practice. Motion carried.
- **Request to Approve Operator License for Roberto Ruiz, Jr (Draxler's Food Mart).**

A motion by Kris, second by Kevin to approve an operator license for Roberto Ruiz, Jr. Motion carried with Mike abstaining.
- **Discussion on 2020 Project Loan Planning.**

Marlene talked with representatives from First State Bank about financing. Marlene reviewed a need for a loan

for this year to cover the Yellowstone project engineering costs. She is looking at a loan for approx. \$200K as a line of credit. Would be at 2.35% for one year. Only interest would be paid. Also looking at needs for future years for the Yellowstone project. Marlene will look at bond options. A motion by Jeff, second by Kevin, to authorize the Village President to pursue a line of credit up to \$250K for construction project needs. Motion carried.

- **May 12, 2020 Board Meeting Date Change**

Due to elections being held on the regularly scheduled meeting date, discussed moving the May meeting. Meeting moved to Thursday, May 14.

- Kris announced he was the successful candidate for the Marshfield Street Superintendent position which was approved by the Marshfield Common Council prior to his coming to the Village meeting. Kris also announced he would be resigning his trustee position effective the April Village Board meeting due to meeting time conflicts as well as a conflict of interest in holding the same title in two municipalities. Kris indicated he would like to continue as a roads committee member. Board members congratulated Kris on his new position as well as expressing their feelings of loss at his trustee resignation.

Adjournment

A motion to adjourn at 9:59 by Kevin, second by Jeff. Motion carried.

Minutes submitted by: Marylee Jacobitz, Village Clerk

Upcoming Meetings:

- Thursday, March 12, 2020 7:00 pm Yellowstone Drive Reconstruction Project Public Meeting
- Thursday, April 23, 2020 6:00-8:00 pm Open Book Review (Board attendance not required)
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