



VILLAGE OF HEWITT

Board Meeting Minutes
June 9, 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

Guests: Karen Borgemoen, Steve Borgemoen, Travis Wienke, Dan Borchardt

Approval of Minutes: A motion by Jeff, second by Kevin, to approve the minutes of the May 14, 2020, meeting carried. Board of Review minutes were also provided for review.

Correspondence: Correspondence was routed.

Building Permit Issues: No issues.

Department Reports

- **Hewitt Area Fire Commission:** Monthly bills and payments were not received. Commission did not meet.
- **Sanitary Utility:** Information from Staab was shared. Sanitary Committee meeting minutes were provided. Discussed the McLean Lift Station emergency call on May 26, 2020, and processes for similar situations.
 - Approve reallocation of 2020 budget funds to support lift station electrical review. A motion by Kevin, second by Jeff, to approve reallocation of \$1,500 of 2020 budget from general labor category to support lift station electrical inspection, carried. A motion by Kevin second by Jeff to approve proposal with Staab for electrical inspection of all lift stations carried. Jeff abstained.
- **Phosphorus study discussion/review:** **Marlene** will be setting up a meeting in the near future to discuss the phosphorus study. Jeff explained the Treatment Plant Readings document he shared with the Board.

Financial Reports

- **Treasurer's Report:** Mary reviewed report; questions were answered. A motion by Mike, second by Kevin, to accept the treasurer's report carried.
- **Monthly Bills:** Mary reviewed bills; questions were answered. A motion by Mike, second by Kevin, to approve monthly bills with the following changes:
 - 1) payment to Earth Inc be made in the amount of \$79,897.55,
 - 2) payment to MSA, check #14242 in the amount \$14,729.68, be voided and reissued for storm water survey at \$11,954.68 and an additional check for final design of Yellowstone Drive Project in the amount of \$2,775 carried.

Committee Reports

- **Roads:**
 - 4th Street Ditching Project: A public meeting will be scheduled. Mike will contact Kris Hawley to arrange a date, potentially the week of July 6. Will send out letter to property owners after date is set. Karen Borgemoen expressed concern about delay installing a new driveway culvert since their driveway washes out during heavy rains. Mike will visit the property, review the situation, and provide guidance.
 - General Maintenance: Mike will be checking with Fahrner about dates for chip sealing. There is patching that needs to be completed prior to chip sealing. Discussed work needed on Apple Street. Joel Ortman will let Mike know tomorrow when they will be coming in to complete work.
 - Quiet Zone Project Update: Dan Borchardt provided a project update. Final inspection was completed.
 - Certificate of Substantial Completion acknowledges this is no longer a construction site. A motion by Jeff, second by Kevin, to authorize Marlene to sign the Certificate of Substantial Completion carried.
 - Project Completion Document – Earth: A motion by Mike, second by Kevin, to authorize Marlene to sign change order #2 to indicate the project has been completed carried.
 - Approve Chief Executive Statement for Quiet Zone: A motion by Kevin, second by Jeff, to authorize Marlene to sign the Chief Executive Statement for the quiet zone and submit it to FRA carried.
 - Yellowstone Drive Reconstruction Project: Dan Borchardt provided an update.
 - Final Design, Plat && Real Estate Engineering Contract with MSA: Village received legal review. Discussed edited contract that was provided by MSA. A motion by Mike, second by Jeff, to authorize Marlene to sign the Agreement between Owner and Engineer for Professional Services with MSA contract carried.

- Discussion on separate meeting schedule for project. Decision was held to hold separate meetings of the Board specific to the Yellowstone project. Meetings can be cancelled if not needed but should be held at least every other month. Week of July 27 will be initial meeting. Marlene will schedule.
 - 2020 and 2021 Plans for 50/50 Road Aid: Mike and Marlene had discussed the petition for county aid which is due July 1. 2020 plan amendment was reviewed and agreed to. Discussed the proposed work for 2021. A motion by Jeff, second by Kevin, to submit an application for road aid for 2021 carried.
- **Grounds & Maintenance Committee**
 - Administration Building: Nothing to report.
 - Village Hall: The Volleyball court is underutilized; board will review use during 2020; need volunteer to till court.
 - Yellowstone Pavilion – Mike provided information on the recent vandalism. The event and was reported to Wood County and video was provided to the investigator. Juveniles were identified and interviewed. This will be turned over to Human Services. Bills will be submitted and restitution is anticipated.
Water has been turned on. Still have not ordered porta-potties. Parking lot was sprayed for weeds. Baseball signs have been prepared but will not be hung this year. Tetherball pole will be taken down. Plans to move dirt pile. Picnic tables will be moved out by June 19. Mike is getting an estimate for painting.
 - A motion by Mike, second by Kevin, to approve the request to use the upper parking lot for a car show on August 1, 2020, carried.
- **Trails Committee:** Did not meet. Broken boardwalk boards have been replaced. New boards (pallets) have been donated by Felker's. Mowing maintenance continues.
- **Web Committee:** Did not meet.
- **Animal Control Officer:** Marlene reported a complaint from a family who were charged by the St. Bernard dogs owned by D. Schiferl. Wood County Sheriff's Department was called by family member. The owner of the dogs will be levied the maximum fine since these dogs have had numerous instances of running at large.
- **Emergency Government:** Jeff provided an update.
 - Emergency Siren Issue update: Wood County emergency government does the testing and initiates the siren. The battery for the siren was not working a new battery will be ordered and installed. Merkel Electric fixed the fuse. Wood County suggested updating the siren controller at an estimate of \$2,600 members agreed to revisit at 2021 budget preparation.

Old Business: None

New Business

- **MSA Task Order Approval for Storm Water Survey (Project 00582010):** A motion by Mike, second by Kevin, to authorize Marlene to sign the MSA Task Order for the Storm Water Survey (Project 00582010) carried.
- **Assessment Services Contract for 2021:** A motion by Mike, second by Kevin, to approve the assessment services contract in the amount of \$8,500, which is the same as this year, carried.
- **Operator License for Amy Schmidt (Draxler's Service):** A motion by Kevin, second by Jeff, to approve an operator license for Amy Schmidt carried with Mike abstaining.
- **Liquor License Approvals for 2021:** A motion by Kevin, second by Mike, to approve Class A beer and Class A Liquor licenses for Draxler's Service Inc. (dba Draxler's Food Mart) and Class B beer and liquor for Sceeter and Otis', carried.
- **Cigarette license approvals for 2021:** A motion by Kevin, second by Jeff to approve a Cigarette license for Draxler's Service Inc. (dba Draxler's Food Mart), carried with Mike abstaining.
- **Operator License Approvals for 2021:** A motion by Jeff, second by Kevin, to approve operator licenses for Carrie Grosbier, Payton Marshal, Jasmin Raab, Julie Revord, Roberto Ruiz, Amy Schmidt, Julianna Wuethrich for Draxler's Service Inc. (dba Draxler's Food Mart) and Beverly Treankler for Sceeter & Otis', carried with Mike abstaining.
- **Request from HARD to install curb on parking lot:** HARD will fund the project. Mike will get bids. Will bring up at next meeting for Board approval.
- **Trustee Position Vacancy:** Marlene will post the open position.

Adjournment: A motion to adjourn at 10:50 by Kevin, second by Mike carried.

Minutes submitted by: Marylee Jacobitz, Village Clerk

Future 2020 Meetings

July 14, 2020 – Regular Board Meeting

