



VILLAGE OF HEWITT

Board Meeting Minutes
September 8, 2020

The meeting of the Village of Hewitt Board was called to order at 7:00 p.m. by President Stueland.

Present: Donald Brown, Mary Burr, Mike Draxler, Marylee Jacobitz, Kevin Nowack, Marlene Stueland, Travis Wienke

Guests: Bob & Sandy Augustin, John Draxler, Tedd & Debbie Schmidt, James Woehrle

Approval of Minutes: A motion by Mike, second by Don, to approve the minutes of the August 10, 2020, Village Board meeting carried.

Correspondence: Correspondence was routed.

Building Permit Issues: Request from Debbie & Tedd Schmidt to erect a 16 x 32 multipurpose building at 10809 W 4th St. Reference Resolution 2005-03. Tedd Schmidt described plans for the building and placement on their lot. The Schmidt's have decided to go with a 16 x 24 rather than the size originally planned. Board questions were answered. Tedd indicated they would like to get the building installed before winter. At Mike's request, Tedd will confirm the location of the back lot line. The Schmidt's will provide a copy of the brochure and lot layout to Marlene before permits are issued. A motion by Mike, second by Kevin, to approve the request to install a 16 x 24 foot multi-purpose building on their lot located at 10809 W Fourth Street pending provision of the above required documentation provided to building inspector prior to issuing a permit carried.

Non-Profit Use of Village Hall: A request by the Marshfield Area Amateur Radio Society to use the Village Hall for their business meetings once a month was received. John Draxler is a member of the Marshfield Area Amateur Radio Society. The society holds their meetings the first Friday evening of each month. They agreed to sanitize after each meeting. The Board approved this usage by consensus.

Department Reports

- **Hewitt Area Fire Commission:** Monthly bills were reviewed. A motion by Kevin, second by Mike, to approve bill payments carried.
- **Sanitary Utility**
 - Staab & Certified Operator Monthly Maintenance Reports: Marlene reviewed the report from Gordy. Final approval from the DNR was received for the Village's Annual Maintenance report which was submitted earlier. Kevin reviewed the work done by Staab over the month. At the next Sanitary Committee meeting exploration of alternative methods for lift station float support will be reviewed with Staab Construction. A question regarding 3-phase wiring for the South Lift Station and McLean Drive lift station was brought forward. The Sanitary Committee will discuss this issue at their next meeting also. Board members were asked to provide feedback on the emergency protocol that is being developed for sanitary emergency issues; the intent is to have the protocol in place soon.
 - Update on installation of new alarms at all lift stations. Mike and Kevin are working on completing the updates.
 - Update on installation of light fixtures at South and North lift stations to match other lift stations. In process.
 - Phosphorous Compliance Plan Submittal – Mike Voss sent correspondence the plan will is expected to be submitted this week.
- Sewer Line Cleaning & Televising – Scheduling: Marshfield Wastewater Department has been contacted and will do the cleaning and televising this Fall.

Financial Reports

- **Treasurer's Report:** Mary reviewed report; questions were answered. Limited income expected over the next few months. It was noted that the Village line of credit may need to be utilized until the shared revenue funds are received. A motion by Mike, second by Kevin, to accept the treasurer's report as submitted carried.

- **Monthly Bills:** Mary reviewed bills; questions were answered. A motion by Kevin, second by Travis, to approve monthly bills as submitted carried.
- **August Property Tax Settlement Reconciliation** –Mary is waiting for final documents from the County Treasurer; board review will occur next month.

Committee Reports

- **Roads:**
 - Roads Committee Meeting Update – Mike provided an update. Yellowstone Drive east of Main Street will be closed on September 9 for installation of overflow culverts.
 - Fourth Street Ditching Project – Based on the recommendation of the Roads Committee and board member consensus, the fourth street ditching project has been postponed indefinitely.
 - Drain Tile Installation Recommendations –The Roads Committee recommended installing drain tile under all new culverts. Discussion included whether it should be a required for every new culvert installation since there are many variables that could come into play and each new culvert installation should be evaluated whether drain tile may be needed. Continued discussion centered on implementing the requirement with an option to give a variance to the requirement. Following continued discussion, consensus was reached for Marlene to draft a Resolution requiring drain tile be installed under any new culverts; the resolution will come back to the October board meeting for review and potential approval.
 - Recommendation to begin exploration for contract with engineer/firm to provide guidance/consultation on street maintenance and planning. Marlene will work with Kevin Boyer on terminology for solicitation of quotes.
- Street Maintenance Project Schedules/Updates – Mike provided an update.
 - Recommendation to perform Maple Street patch between 1st and 2nd St. –Base is failing. Repairs will require excavation of base, new base, and blacktop over patch. A motion by Mike, second by Don, to engage Wood County to do repairs to Maple St between 1st and 2nd this Fall carried.
 - Recommendation to Replace Culvert at 7th and Hemlock – the culvert at 7th and Hemlock intersection is one of three culverts that have been identified to be replaced. A concrete culvert has been recommended to replace the existing culvert; exact size is yet to be determined; Mike will continue to explore options with Wood County Highway Department staff. A motion by Mike, second by Travis, to engage Wood County to replace the failing culvert this Fall at the intersection of 7th and Hemlock Streets carried.
 - Recommendation to Reallocate 4th St Ditching Budgeted Funds to Above Mentioned Projects to be completed in Fall 2020. - A motion by Kevin, second by Don, to approve reallocation of 4th Street Ditching Budgeted Funds to the Maple Street and 7th Street & Hemlock projects carried.
- Request from Mike Draxler to approve/accept Victoria Court street –Tabled.
- **Grounds & Maintenance Committee**
 - Administration Building: Minor exterior maintenance was completed. .
 - Village Hall: Marlene reported no issues.
 - Yellowstone Pavilion –Mike reported the installation of curb has been completed. Electrical box on ball diamond was damaged which Mike repaired. An old dirt pile has been moved.
 - Request to Spray Lawn for Weed Prevention at Yellowstone Park Lawn Area –Mike reported it has been about three years since last spray. Recommended it be done this fall. A motion by Mike, second by Travis, to engage Provision Partners to do fall weed control spraying on the lawn at Yellowstone Park at a cost of \$1,765.73 carried.
- **Trails Committee:** Mike reported blacktopping and shouldering on the trail between 3rd and 7th Streets was completed. Runners were added to existing benches to help avoid indentations. Several people assisted with improving the nature trail and the boardwalk, and mowing. Discussed some future budget needs for the boardwalk.
- **Animal Control Officer:** No issues

Old Business: None

New Business

- 2021 Insurance Renewal – Marlene will schedule a meeting with insurance agent to review 2021 insurance renewal prior to the Yellowstone Reconstruction Project meeting on September 22nd for 6 PM. Confirmation will be sent to members.
- 2020 Committee Assignments: Marlene is still working on this.
- Bow and Arrow Permit Request – Travis and Becky Wienke. A motion by Kevin, second by Don, to approve bow and arrow permit requests for Travis and Becky Wienke carried with Travis abstaining.
- Operator’s License Request for Kaylee Anne Schnitzler (Draxler’s Food/Service) - A motion by Kevin, second by Don, to approve an operator’s license for Kaylee Anne Schnitzler carried (3 yes); Mike and Travis abstaining.
- Operator’s License Request for Cassandra Lovelace (Draxler’s Food/Service) - A motion by Don, second by Kevin, to approve an operator’s license for Cassandra Lovelace carried (3 yes) Mike and Travis abstaining.
- Marlene will work with Mike on the WISLR documentation.

Future 2020 Meetings

- Tuesday, September 22; 7:00 PM – Yellowstone Reconstruction Project Meeting
- Tuesday, October 13 – Village Board Meeting

Adjournment: A motion to adjourn at 9:37 by Kevin, second by Mike carried.

Minutes submitted by: Marylee Jacobitz, Village Clerk