



VILLAGE OF HEWITT

Board Meeting Minutes
November 12, 2019

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

Present: Mary Burr, Mike Draxler, Jeff Graves, Kris Hawley, Marylee Jacobitz, Kevin Nowack, Marlene Stueland

Guests: None

Approval of Minutes

A motion by Mike, second by Kevin, to approve the minutes of the October 8, 2019, regular board meeting. Minutes were unanimously approved.

A motion by Kris, second by Kevin, to approve the minutes of the October 22, 2019, special board meeting. One change to be made. Add clarification to Petition for county aid on bridges – for 4th street waterway crossing. Minutes were unanimously approved.

Correspondence

Correspondence was circulated. Questions were answered.

Building Permit Issues

Question posed by resident about additional garage stall. Resident will provide plans.

Department Reports

- **Hewitt Area Fire Commission**
 - Fire Department Building Expansion Committee – Looking at rescheduling upcoming meeting.
 - Monthly bills and payments were reviewed. A motion by Kevin, second by Kris, to approve bill payment, was unanimously approved.
- **Sanitary Utility**
 - Reigel & Certified Operator Monthly Maintenance Report – Report was reviewed and discussed.
 - Sanitary System Updates
 - Sanitary Committee Meeting minutes were shared and discussed.
 - Marlene reviewed Gordy's status update on lift stations.
 - Sludge Hauling for 2019 has been completed. Soil sampling was done last week.
 - Phosphorous Study – Pilot study test result were reviewed. Invoices from MSA were reviewed. MSA is recommending an additional pilot study. The board agreed there isn't a need for another study at this time since we have a working solution per the certified operator.

Financial Reports

- **Treasurer's Report**

Mary reviewed report; questions were answered. A motion by Mike, second by Kevin, to accept treasurer's report was approved unanimously.

 - Special Assessments for 2019 – Mary reviewed. Total up approximately \$400 from last year.
 - Update on Loan Application for John Deere Tractor – Marlene reviewed offers. The loan will be taken through Partners Bank. Tractor serial number is needed. Kevin will work to get that information.
- **Monthly Bills**

Mary reviewed bills; questions were answered. One amendment is required. A motion by Kevin, second by Mike, to approve monthly bills with one correction of was approved unanimously.

Committee Reports

- **Roads**

General Street Maintenance Update – Kris and Mike provided a review. Pavement ratings have been provided and will be submitted. Local road certification maps and documents report is due December 15. Kris will submit.

- 2019 Maintenance Project Updates
 - Crack Sealing (Fahrner) was canceled for 2019 due to weather
 - Culvert Projects & Maintenance Update – Mike
 - Culverts at trail and 4th St are completed. Blacktop will be replaced next spring. Evergreen St replacement is in progress and will not get paved this year. Weiler driveway culvert will follow.
- Yellowstone Drive Reconstruction Project MSA Update – Marlene reporting that MSA has indicated the project will not be completed in 2020. Plan is currently at 30%. They have concerns about our culvert plan and design. Kris will do follow-up when he meets with MSA on 11/13.
 - Culvert Replacement/Installation on Yellowstone Determination – Mike said decisions are still pending. Recommended culverts will be at Yellowstone for the west ditch of Soo Lane; two culverts at 4th street; at east ditch of Yellowstone and potential upsized culvert at west ditch.
- Mike met with Joel Ortman about a number of issues and requested estimates for a number of items including 4th Street, 9th Street, Evergreen Street, Maple Street and the trail.
- Holiday Light Installations – Tentatively scheduled for Friday, November 15, at 9:00. Clocks are synchronized so lights will come on at the same time.

- **Grounds & Maintenance Committee**

- Administration Building – Mary
Finishing up safe area. No additional work planned for this year.
- Village Hall – Marlene
Jeff Sternberg will shovel.
- Yellowstone Pavilion – Mike
Parking lot lights have been turned off, as have trail lights. Porta-potty has been picked up. B&D waiting for new keypad to come in. Had problems with furnace again. Found bad wiring connection; did annual service at same time. Utility room west door can fail to lock/latch. Mike will monitor. Talked with people about plowing the trail and they like the idea. Should consider this after the village tractor becomes available.

- **Trails Committee**

The committee did not meet.

- General Maintenance/Continued Improvements – Mike reported Wood County cut brush on the south side of the trail and also did ditch cleaning between 5th and 7th streets.

- **Web Committee**

The committee did not meet.

- **Animal Control Officer**

No issues.

- **Emergency Government**

Jeff report a street light bulb was replaced.

- **Quiet Zone Ad Hoc Committee**

Received email indicating this is still under review.

Old Business

- John Deere Utility Tractor/Accessories Purchase Update – Kevin reported the tractor Should be delivered approximately the first week of December. Training will be scheduled for those who will be using the tractor.

New Business

- Operator License Application – Payton Marshall – Draxler's Food Mart
A motion by Kris, second by Kevin, to approve an operator license for Payton Marshall, was approved, with Mike abstaining.

- 2020 Ambulance Contract – Contract for annual services was received.
A motion by Kris, second by Kevin, to approve the 2020 City of Marshfield ambulance contract, was unanimously approved after Jeff added a comment that the service provided by this contract is our only choice at this time. If additional options are available in the future, we should give them consideration due to the cost. Marlene will send a letter with the contract asking for input on justifications for cost increases.
- Finance Committee Meeting – Final budget preparation will occur on Thursday, November 14, 7:00 pm. Mary will send updated budget numbers on Wednesday.
- Set Date for Public Hearing and Special Board Meeting for 2020 Budget – Date will be set at the Thursday Finance meeting.
- December Board Meeting Potential Date Change – Marlene isn't available December 10. The meeting is rescheduled for Monday, December 9.
- The village Welcome sign may not get repaired this year because of the early frost. Mike will follow up to confirm.
- Discussion took place about burning that has been taking place within the village. Mike checked on an instance that occurred today.

Future Agenda/Deadline Dates

December 15 WISLR Report Deadline

January – Discuss potential sewer televising from 7th street east.

Adjournment

A motion to adjourn at 9:24 by Kevin, second by Jeff, was approved unanimously. The next meeting will be at 7:00 p.m. on Monday, December 9.

Minutes submitted by: Marylee Jacobitz, Village Clerk