



VILLAGE OF HEWITT

Board Meeting Minutes
January 14, 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, Kris Hawley, Marylee Jacobitz, Kevin Nowack, Marlene Stueland

Guests: Mike Voss, MSA; Dan Borchardt, MSA; Gordy Burr

Approval of Minutes

A motion by Mike, second by Jeff, to approve the minutes of the December 9, 2019, meeting carried.

Correspondence

File was circulated.

Building Permit Issues

None. An inquiry regarding constructing a two-family duplex on a Village lot was received; the lot is currently zoned single family and would need to be rezoned prior to receiving a permit for such construction.

Department Reports

- **Hewitt Area Fire Commission**

- Fire Department Building Expansion Committee – Jeff provided an update. Minutes were provided. Worked on organization of committee, mission statement. Jim Schmidt from 5 Bugles Design will attend the January 20 meeting to provide insight on plans for expansion.
- Fire Commission December 16, 2019, meeting – Minutes were reviewed. New officers are Roger Meyer, Assistant Chief; Scott Trachte, 2nd Captain; Mike Pietsch, 2nd Lieutenant; Mike Draxler, Treasurer; Debbie Oestreich, Finance Office/Secretary
- Monthly bills and payments were reviewed. A motion by Mike, second by Kris, to approve bill payment, carried.

- **Sanitary System**

- Reigel& Certified Operator Monthly Maintenance Report – Reports were reviewed and questions answered.
- Approve Staab Construction Proposal (#994) for 2020 Lift Station Inspection. Proposal was reviewed; a motion by Mike, second by Kris, to approve the Staab Construction Proposal (#994) for \$27,900 carried by roll call vote: Mike YES, Kevin YES, Kris YES, Jeff abstaining.
- Treatment Plan Furnace Replacement – Gordy provided information about the failed basement furnace. Was installed 15 years ago. Funds for replacement would come from equipment replacement category. A motion by Kris, second by Kevin, to approve the expenditure of \$2000 for the treatment plant basement furnace replacement carried.
- Treatment Plant Facility Planning Status Report Review and Approval - The report was reviewed and questions answered. A motion by Jeff, second by Kris, to approve the Treatment Plant Facility Planning Status Report for submission to the DNR carried.
- Review Preliminary Phosphorus Compliance Plan – Mike Voss provided a report for review with approval planned for summer.
- Staab Proposal for Lift Station Inspection and Water Leakage on McLean Lift Station Repair – Work was approved last August and was completed last year. The agreement needed to be signed. A motion by Kevin, second by Kris, to approve the work orders was approved unanimously with Jeff abstaining.
- Gordy needs someone to check the treatment plant on February 4 & 5. Kevin will cover for Gordy. Gordy will provide training in advance.

Financial Reports

- **Treasurer's Report**

Mary reviewed the report through December 31, 2019; questions were answered. A motion by Kevin, second by Mike, to accept treasurer's report was approved unanimously.

- **Property Tax Collection/Settlement through December 2019**

Mary reviewed the breakdown and deposits.

- **Monthly Bills**

Mary reviewed residual bills for 2019 year-end; questions were answered. A motion by Kris, second by Kevin, to approve residual 2019 year end bills was approved unanimously.

Mary reviewed bills for January 2020; questions were answered. A motion by Mike, second by Jeff, to approve January monthly bills was approved unanimously.

- **Line of Credit Renewal**

The line of credit was renewed for the period December 17, 2019, through December 16, 2020.

Committee Reports

- **Roads**

- Yellowstone Drive Reconstruction Project Update – Updates provided by Dan Borchardt from MSA. A report was provided and reviewed. Questions were answered and clarifications made.
- Quiet Zone Project Agreement Amendment #2–The quiet zone was approved and is moving forward. MSA provided and reviewed an amendment and scope of work. Questions were answered and alternatives discussed. Mike asked that MSA research the elimination of the storm sewer on Apple Lane. A motion by Kris, second by Kevin, to approve Amendment #2 for the estimated fee for final design, bidding, construction administration and post construction, and construction observation at a cost of \$17,200 was approved unanimously.
- Snowplowing Street Review–Kris reported one negative comment from a resident and multiple complimentary comments about the plowing being done this year.
- General Street Maintenance –Mike reported there had been a sign post broken on County T. The County took care of replacing it.
- Hewitt/Marshfield Connector Trail Snowplowing –The city has improved their equipment and personnel and will take over for the remainder of the season at the same rate charged by Beaver Creek. A motion by Mike, second by Kevin, to engage the city of Marshfield to plow the connector trail from city limits to Staadt Road for the remainder of the 2019-2020 plowing season at the same rate as previously charged by Beaver Creek was approved unanimously.
- Draxler 9th Street extension road installation approval: Kris inspected the street addition to 9th street installed Fall 2019; the street construction meets the requirements for new street construction per Kris who recommended acceptance of the street addition. A motion by Kris, second by Kevin to accept the 9th Street addition carried with Mike abstaining.
- A motion by Kevin, second by Jeff, to approve a variance request by Mike & Vicki Draxler for blacktopping of 9th Street extension was approved unanimously with Mike abstaining.
- Time Extension of Memorandum of Understanding between the Village of Hewitt and Mike and Vickie Draxler for duration of MOU for an additional 24 months. A motion by Jeff, second by Kris, to approve an amendment for an extension of the Memorandum of Understanding between the Village of Hewitt and Mike and Vickie Draxler for the duration of MOU for an additional 24 months was approved unanimously with Mike abstaining.
- Holiday Light Takedown Schedule –Kris will turn the lights off and Mike will coordinate a date for removal.

- **Grounds & Maintenance Committee**

- Administration Building – Nothing to report.
- Village Hall –Nothing to Report.
- Yellowstone Pavilion – Mike: Checking furnace weekly; everything is fine. B&D Lock has not followed up on request.

- **Trails Committee:** did not meet.

- **Web Committee** - Did not meet. Derek provided an agreement for signature. A motion by Jeff, second by Kris, carried to approve signature of the agreement with GOV OFFICE to move to a new design for the Village website
- **Animal Control Officer** - Nothing to report.
- **Emergency Government** - Nothing to report.

Old Business

- **John Deere Utility Tractor/and Accessories Delivery and Training**
Kevin reported the tractor has not yet been delivered awaiting the cab, which is expected within two weeks.

New Business

- **Discussion on 2020 Project Loan Planning**
Marlene talked with Pioneer Bank about loan options. Board discussed project loan options.
- **Set Date for Road Committee Meeting** - Meeting set for January 30 at 6:00 p.m.

Future Agenda/Deadline Dates

Adjournment

A motion to adjourn at 9:45 by Kevin, second by Mike, was approved unanimously. The next meeting will be at 7:00 p.m. on Tuesday, February 11.

Minutes submitted by: Marylee Jacobitz, Village Clerk