



VILLAGE OF HEWITT

Board Meeting Minutes
September 10, 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, Marylee Jacobitz, Kevin Nowack, Marlene Stueland, Kris Hawley

Guests: Derek Dieringer, Dan Borchardt, Greg Goetz

Approval of Minutes

A motion by Kevin, second by Mike, to approve the minutes of the August 13, 2019, meeting, was unanimously approved.

Correspondence

Reviewed by members.

Building Permit Issues

A few permits were issued during the month. The Resident who did not get a building permit for a re-roofing project obtained a permit and paid the non-compliance penalty following a letter of notification. Jeff distributed survey regarding permit fees for board review.

Web Committee

Board members consented to move the agenda item forward due to time considerations. Derek Dieringer, Web Committee Chairperson provided a presentation on a new website program for 2020 budget consideration. Questions were asked and answered. Will be reviewed for potential inclusion in budget.

MSA Update

Board members consented to move the agenda item forward due to time considerations.

- Yellowstone Drive Reconstruction Project MSA Update – Dan met with the Lutheran church to present design plan as how it may affect the church property. A concern was raised whether roadside snow banks along the cemetery would affect grave markers; board members do not expect any additional impact than past practices. Church wants letter from village about financial impact, compensation related to road right-of-way, and description of plan which Marlene will send.
- MSA Task Order of Wetland Delineation on Residential Properties – Dan reported this was temporarily postponed due to review of stormwater management. Need another meeting with Wood County to confirm whether they will handle wetland issues and ditching issues for work they do. Marlene will work to get meeting set up.
- Before MSA can continue with finalizing Yellowstone Drive reconstruction design plan, he needs board to finalize storm water management plan that may affect this project.
- Sewer Televising along Yellowstone Drive Findings – Dan reviewed findings and provided a recommendation and cost estimate for resolution. Kris will meet with the Marshfield Wastewater plant director to review the findings with him to obtain his suggestions and report back to the board in October.
- ITA/PERF Authorization for Submission for Clean Water Fund – Requested by Dan.
A motion by Jeff, second by Kris, to authorize an "Intent to Submit" for Clean Water Funding for entire length of Yellowstone drive from County T to village limits, was unanimously approved.
- Phosphorus Study – Pilot phosphorus trial update – Dan reported results and the recommended options. Working out answers to some remaining questions with Gordy.
- **Quiet Zone Ad Hoc Committee**
Marlene participated in teleconference with Dan Borchardt, MSA and Debra Chappel to provide clarification on

questions she had for the re-submission application. Once Ms. Chappel has completed her review, the application will be forwarded to the railroad legal department for final review.

Village Insurance 2020 Renewal Review

Board members consented to move the agenda item forward due to time considerations.

- Greg Goetz, Spectrum Insurance representative provided a review for the Village annual insurance renewal. Overall, only a slight increase in the annual premium will occur. Questions were raised and answered. Greg also provided information on additional services available at no cost. Marlene will distribute electronically to the board. A motion by Mike, second by Jeff, to renew annual coverage with Spectrum Insurance effective October 1, 2019 carried.

Department Reports

- **Hewitt Area Fire Commission**
 - Fire Department Building Expansion Committee – Jeff reported committee met. Agenda and minutes need to be posted. The committee is starting with basics. Board is not in favor of naming rights/posting of donors. Did a quick rundown of funding. No strategy yet for fundraiser. Marlene brought up issue of sewer pipe and ensuring that gets considered when planning building expansion.
 - Monthly bills and payments were reviewed. A motion by Kris, second by Kevin, to approve bill payment as submitted, was unanimously approved.
- **Sanitary Utility**
 - Reigel & Certified Operator Monthly Maintenance Report – Report provided. Questions asked and answered.
 - Phosphorous Study – Gordy reported chemical worked well; readings were good; confident this will resolve phosphorous issues. Gordy does not believe additional testing is warranted at this time. Gordy will talk with Jeremy to get a written summary at the end of the pilot. Sludge hauling which normally is done in the fall may need to be delayed due to the wet weather and delay in crop harvesting.
 - Lift Station Maintenance Review Update – Kevin reported Staab did repair and analysis as requested. Lift station on north end needs a new handle for the submersible pump. Getting cost estimate for handle and pump replacement.
 - McLean Lift Station Water Seepage Maintenance/Repair Update – Kevin reported this was completed last week. Water seepage has stopped, Kevin will continue to monitor.
 - Sanitary committee meeting will be held September 24.

Financial Reports

- **Treasurer's Report**

Mary reviewed report; questions were answered. A motion by Mike, second by Jeff, to accept treasurer's report, was approved unanimously.
- **Monthly Bills**

Mary reviewed bills; questions were answered. A motion by Kevin, second by Kris, to approve monthly bills with the exception of one hold, was approved unanimously.

Committee Reports

- **Roads**
 - General Street Maintenance – Reviewed minutes from August roads committee meeting. A motion by Jeff, second by Kevin, to approve a five-year plan for streets/roads as amended, was approved unanimously.

A motion by Kris, second by Mike, to approve Meidl Lane culvert removal, was approved unanimously.
 - Crack Sealing Schedule/Maintenance Update with Fahrner – Mike provided copies of the plan. Contract was reviewed. A motion by Kevin, second by Mike, to approve the Fahrner crack sealing contract for \$5,063, was approved unanimously.
 - Culvert Maintenance Update – Mike reviewed updates on culvert and storm water management project.

- Street Sweeping – Kevin reported the street sweeping was completed. Consensus is to do no additional sweeping in 2019.
- Asphalt Paving on Allen St and Apple Lane Schedule Update – Mike reported this is scheduled for next week.
- Snowplowing Quotes for 2019-2020 Winter Season – One quote was received which was reviewed by board members; a suggestion to obtain letters of reference was agreed upon, Marlene will request. Board also recommended advertising again.
- **Building Maintenance**
 - Administration Building – Mary reported storage room was nearing completion, painting will be done in the next weeks.
 - Village Hall – No updates.
 - Yellowstone Pavilion – Mike reported trees blown down were removed by volunteers. Porta-potties will be scheduled for pickup. Baseball advertising signs will be reviewed when taken down this fall for any needed repairs. The Village welcome sign on the south end of County Trunk T is leaning; Mike will meet with Stratford Sign Company to evaluate re-alignment.
- **Trails Committee:** Did not meet.
- **Animal Control Officer:** No new issues.
- **Emergency Government:** Jeff contacted Wood County regarding county's plan for disaster response. Waiting for response.

Old Business

None

New Business

- **Approve Marylee Jacobitz as Village Clerk**
A motion by Kris, second by Kevin, to approve Marylee Jacobitz as village clerk, was approved unanimously.
- **Operator License Requests**
A motion by Kris, second by Jeff, to approve operator licenses for Jadey Nelson and Alison Snortheim from Draxler's Service, was approved with Mike abstaining.
- **Set Date for Finance Committee Meeting**
A meeting for preliminary budget preparation will be held on September 30, 2019 at 7:00 pm. Budget items Board members want included need to be sent to Mary by September 25, 2019.
 - Utility tractor/accessories – Kevin will get estimates
 - Painting of treatment plant building interior and exterior – Need estimates

Adjournment

A motion by Mike, second by Jeff, to adjourn at 10:28, was approved unanimously. The next meeting will be at 7:00 p.m. on Tuesday, October 8.

Minutes submitted by: Marylee Jacobitz, Village Clerk