



**VILLAGE OF HEWITT
BOARD MINUTES – July 9, 2012
7 PM – Village of Hewitt Hall**

The meeting was called to order at 7:00 PM by President Eilers.

PRESENT: Ken Eilers, Dan Sova, Charlie Adamski, Kevin Nowak, Kris Hawley, Marlene Stueland.

ABSENT: None

GUESTS: None

MINUTES: A motion by Dan, second by Charlie to approve the June 12 regular board meeting minutes carried.

COMMUNICATION FROM THE PUBLIC: None

BUILDING PERMITS ISSUES: No issues.

DEPARTMENTAL REPORTS:

Hewitt Area Fire Commission:

- **Fire Commission Updates:** Ken commented that the fire department was recognized for their emergency response training for the new Highway 10 corridor and that the DOT will use the department's program as a model for future highway improvements in the state. The Commission will meet August 6th.
- A motion by Kris, second by Kevin to approve the monthly bills carried.

Sanitary Utility:

- **Sanitary Commissioner Report & Monthly Maintenance Report:** The monthly maintenance and commissioner's reports were reviewed as submitted by Reigel's and Ken. Gordie Burr will take on additional duties replacing Reigel's for the weekly lift station maintenance checks. In addition, Gordie is assuming lawn maintenance for the treatment plant area replacing Town & Country Landscaping. The board approved a salary increase of \$20/month to cover the additional responsibilities. The Board directed Ken to obtain quotes for a cleaning system for the 5th street lift station that would prevent grease build-up.

Recreation Department: A scoreboard for the volleyball courts was installed; tournament will be held the weekend of August 3-4th. A motion by Dan, second by Charlie to approve a picnic license to be issued to the Recreation Department for the tournament weekend carried.

FINANCIAL INFORMATION:

Sanitary	869.24
Village	(8,626.03)
Parks	5,530.87
Trails	10,849.50
Total Checking	8,623.58
Total Bills of the Month	19,635.55

- A motion made by Dan second by Kevin to approve the Village & Sanitary financial report carried.
- A motion made by Kris second by Charlie to pay the bills of the month carried.
- Marlene informed the board that it will be necessary to utilize funds from the line of credit to cover this month's bills.

COMMITTEE REPORTS:

- **Roads:** Kris reported on road maintenance tasks; he is working with the Marshfield Elks club on obtaining a donation to cover the cost of the street light pole flags that were recently replaced.
- **Grounds & Maintenance:** Nothing new to report.
- **Parks Committee:** The committee recommended removing the fencing around the Village grounds softball field. After discussion, the board reached a consensus to remove the west side fencing including the dugout fence. The fence bordering the parking lot and the east side will remain. Dan expressed interest in taking the fencing down.
- **Trails Committee:** The trail expansion in the Town of Marshfield is done! The paperwork to be submitted for the supporting grant is being completed by the Town of Marshfield.
- **Comprehensive Planning Committee:** The committee did not meet.

- Animal Control Officer Report- *No complaints were received.*
- Web Committee: *The committee did not meet.*
- Emergency Government: *Awaiting a quote for annual maintenance for 3x/year.*
- Weed Commissioner Report: *Dan reported that the weeds along 4th Street had been cut and he had spoken with Gene Eckes regarding cutting the roadside ditches.*

OLD BUSINESS:

- Job Description Review: *Webmaster – A motion by Kris, second by Kevin to approve the job description for the village webmaster. The Web Committee will consider a recommendation for salary at their next meeting.*

NEW BUSINESS:

- Assessor 2013-2014 contract: *A motion by Kris, second by Charlie to approve a two year contract with current assessor Jim Kurtzweil at an annual rate of \$7,500 carried.*
- Operator License Applications: *A motion by Charlie, second by Kevin to approve an operator license for Scott Wunrow and Ken Eilers carried.*
- Title Change: *A motion by Dan, second by Charlie to change the title of financial administrator to Deputy Clerk carried. Jordon Ott currently holds the position.*
- *A motion to adjourn by Kris, second by Charlie carried.*

Submitted by: Marlene Stueland, Clerk/Treasurer