



**VILLAGE OF HEWITT**  
**BOARD MINUTES – June 12, 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, Marlene Stueland.

**ABSENT:** Kris Hawley

**GUESTS:** Brian Hergert

**Oath of Office:** *The Oath of Office was administered to Kevin Nowack by Village Clerk, Marlene Stueland. Mr. Nowack was appointed to the vacant village trustee position on May 21, 2012.*

**MINUTES:** *A motion by Dan, second by Ken to approve the May 8 regular board meeting minutes with the correction that a variance was granted to Mr. T. Tolppi to construct a 18’x 28’ garage; motion carried. A motion by Charlie, second by Ken to approve the minutes from the May 21 Board of Review carried. A motion by Charlie, second by Ken to approve the minutes from the May 21<sup>st</sup> special board meeting carried.*

**COMMUNICATION FROM THE PUBLIC:** None

**BUILDING PERMITS ISSUES:** *No issues.*

**DEPARTMENTAL REPORTS:**

Hewitt Area Fire Commission:

- Fire Commission Updates: *Ken provided highlights from the June 4<sup>th</sup> commission meeting.*
- *A motion by Dan, second by Charlie 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.*
- *Ms. Nancy Stueland-Adamski submitted a request to the board to waive the sewer hook-up fee in lieu of paying for a lateral extension. The Adamski’s plan to build a home on a parcel located at the north end of Hewitt which does not currently have a lateral extension. A motion by Dan, second by Kevin to approve the request to waive the sewer hook-up fee with costs for the sewer lateral to be borne by the property owner carried on a roll call vote: Kevin-YES, Dan-YES, Ken-YES. Charlie abstained. No additional permissions will be required; the lateral will tap into the existing manhole located on the west side of County Trunk T.*

Recreation Department: *503 youth are registered for the summer softball/volleyball program. Ken contacted Attorney John Hutchinson regarding the process for establishment of a 501(3c) organization and issuance of picnic licenses.*

**FINANCIAL INFORMATION:**

Sanitary	(19,940.50)
Village	4,584.92
Parks	8,018.13
Trails	11,617.18
Total Checking	4,279.73
Total Bills of the Month	22,858.71

- *A motion made by Charlie second by Kevin to approve the Village & Sanitary financial report carried.*
- *A motion made by Dan 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 months’ bills.*

• **COMMITTEE REPORTS:**

- Roads: *Kris submitted a written report on general maintenance items.*
- Grounds & Maintenance: *Dan has a few general maintenance items to follow-up on; the parking lot at Yellowstone Park was sprayed for weeds.*
- Parks Committee: *The Gazebo project is completed.*

- Trails Committee: *The trail expansion in the Town of Marshfield is 99% completed.*
- Comprehensive Planning Committee: *The Open House for the presentation of the Village's comprehensive plan was well attended with approximately 53 residents attending.*
- Animal Control Officer Report- *Charlie reported that he had received only one complaint this month.*
- Web Committee: *The committee did not meet.*
- Emergency Government: *Charlie reported that maintenance work on the siren is expected to be completed by the end of July. He also reported that it was recommended that general maintenance be conducted at least three times per year vs. annually.*
- Weed Commissioner Report: *Dan will take care of any weed issues and/or resident non-compliance.*

#### **OLD BUSINESS:**

- Job Description Review: *Webmaster – Marlene presented a job description for the webmaster. Approval of the position description will be on the July, 2012 village agenda.*
- July Board Meeting Date: *A motion was made by Charlie to rescind his earlier motion to conduct the July 2012 board meeting on July 11<sup>th</sup> and to conduct the July 2012 meeting on Monday, July 9<sup>th</sup>, second by Kevin, carried.*

#### **NEW BUSINESS:**

- Building variance requests: *Mr. Brian Hergert submitted a variance request to pave an existing parking "pad" along side of his garage. The paved area would extend beyond the 12' required set back and be within 5" of his neighbors' property. Variance guidelines state that adjoining neighbors' must agree to proposals that exceed the required lot set back. Mr. Hergert did not obtain the necessary approval/agreement from the adjoining neighbor whose property would be affected, thus the board did not take any action on the request as the requirements were not met.*
- 2012-2013 Village Insurance Rates: *The Village was informed that their insurance rates for the forthcoming renewal period would increase; the increase is estimated to be 26.4%.*
- DNR Compliance Maintenance Report: *A motion by Dan, second by Charlie to approve the annual DNR Compliance Maintenance Report and Resolution 2012-04 carried.*
- Liquor License Applications: *A motion by Dan, second by Charlie to approve 2012-2013 liquor license as follows carried: Village Hearth (Tom Kongslien) – Class B Combination; Sceeter & Otis' (Renee Treankler/Amy O'Day) – Class B Combination; Draxler's Food Mart (Michael Draxler) – Class A Beer.*
- Operator License Applications: *A motion by Charlie, second by Kevin to approve the following Operator licenses carried: Karen M. Draxler, Carol S. Marshall, Deanna Meyer, Jaime L. Lorbeck, Mindy Stellmach (Draxlers' Food Mart); Beverly Treankler, Pat Wesenberg (Sceeter & Otis').*
- Cigarette License Applications: *A motion by Dan, second by Charlie to approve a Cigarette license for Draxler's Food Mart carried.*
- Poll Workers Hourly Rate: *A motion by Dan, second by Kevin to approve an increase in the hourly rate for poll workers to \$8 per hour and \$10 per hour for chief election inspectors carried.*
- Bow & Arrow Practice Permit: *A motion by Dan, second by Charlie to approve a bow and arrow practice permit for Travis Weinke and Becky Weinke carried.*
- *An updated 2012-13 Board Committee assignment listing was distributed to board members*
- *The Correspondence File was passed around for Board review*
- *A motion by Charlie, second by Dan to adjourn at 10:17 PM carried.*

Submitted by: Marlene Stueland, Clerk/Treasurer