

Village of Hawkins Meeting Minutes
January 8, 2024
5:30 P.M.

Meeting called to order by Pres. Jill Baker. Board members present: Doug VanDoorn, Karen Howard, and Amanda Bratlie. Christa Luebke absent. Also present: Matt Boehmer, John Burkman, Mark Case, Jim Lundberg, and Dennis Bader. Minutes from the December 4, 2023 were read by Clerk, Alicia Valentine. Motion to approve the December minutes as read, by Doug VanDoorn, second by Karen Howard. Motion carried.

AGENDA ITEMS:

Public Comment (5 minute time limit)

None

Proposed Commercial Project – Jim Lundberg, Point of Beginning, Inc.

Jim Lundberg presented the Dollar General site plan and certified survey map. Doug VanDoorn motioned to approve the certified survey map, second by Amanda Bratlie. Motion carried.

MSA – Contract Agreement and Notice to Proceed

Update from Teresa Anderson: Contracts are almost in place with Olympic Builders. Plans/specs for the project will be sent to the Village soon. Pres. Jill Baker signed the Notice to Proceed document.

Condemning/Razing Homes

Letters sent to homes that need to be repaired or razed. No response from property owners. Board discussed how to proceed. A decision was not made.

Interim Financing

Valentine requested to move the agenda item to the February meeting.

Village IT

Valentine presented a quote from Norfinity. Before approving the service agreement, the Board would like to know if the Village will be required to sign an annual agreement or month to month. Valentine will confirm.

LOSA – 2023 Statement of Service Certification

Valentine presented the Fire Department 2023 Service Award Program Statement. Pres. Jill Baker motioned to approve the 2023 Statement of Service, second by Karen Howard. Doug VanDoorn abstained since he is on the Fire Dept.

Hwy 8 Flashing Pedestrian Signs

Valentine requested to move the agenda item to the February meeting.

Complaint Review

No Complaints received.

Public Works Water/Sewer Report

Public Works Water/Sewer Director, Matt Boehmer, reported that hydrant flushing is done until spring unless warm days allow. Leaking Valve at Birch and Washington which is shut off, may be causing some issues. WQT inspection reports have been submitted to Conrath and DNR. Plan update has been submitted to DNR with multiple options for credits due to discrepancies in previous plan. Waiting for a reply from the DNR. There will be sufficient credits no matter which option is approved. Water main break occurred on Jan 3, 2024 on Washington St. Lost approximately 75,000 gallons of water. The new well control panel allowed Public Works to identify the water main break immediately. The leak was located and repaired within the same day. Boehmer has started to document mapping videos, dates and cleaning of sewers within the village. Final Lift Station: with the increased flows from rain, the air bubble worked itself through and pumps are now running normal. Well 2. Mice problem is taken care of. Sealed all entries with foam and plug seal. Cleaning: Well 2 is cleaned. Working on well 3 and the WWTP.

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Mapping: Worked on entering water meter, hydrant, sewer flushing, lead and copper inventory into mapping program..

Public Works Streets Report

Public Works Streets Director, John Burkman reported that snow removal equipment is ready for service. Missing street signs will be replaced. Street sign on Main and Elm reinstalled. Christmas decoration taken down. Tree behind the Village Garage will be removed within the next week. Lights and brackets installed on the Utility truck. LP Heating unit is hung in the Ambulance garage. It needs to be plumbed and wired. Backhoe bucket cylinder rebuilt. Working on the motion lighting issue in the Ambulance garage. Circuit breaker replaced in the Fire Hall for the air compressor. Fire Hall heating unit is acting up, will install a new pressure gauge on circulating pump to see if that resolves the issue. Pres. Jill Baker requested that Burkman get the gravel agreement with Haas in writing.

Clerks Report

Clerk, Alicia Valentine, reported that the 2023 Wreaths Across America event was a success. There were more than 500 new locations in the US. Thank you to those who participated and attended the first WAA event at the Hawkins Hillcrest Cemetery. The former Heritage building has sold. Pioneer Financial Consultants will be moving into the building.

Set Next Agenda

Monday, February 5, 2024 5:30 pm: Camper/Living Conditions Ordinance Review, Pedestrian Sign, Vacation/PTO, Burning Ordinance, Village IT, Interim Financing, MSA Project Update, Complaints, W/S and Street Public Works Reports, Clerks Report, and Approve Bills.

Board Comment

No Comments

Approve Bills

Board members reviewed timesheets and bills for the month of December/January. Bills approved: General Fund \$19,708.60, W&S \$29,867.69, ACH Receipts \$11,121.39, EMS Building Fund \$2,127.20, Tax Account \$63,347.51, and Refuse \$431.62. Motion to approve bills by Doug VanDoorn, second by Karen Howard. Motion carried.

Adjourn

Doug VanDoorn motioned to adjourn the meeting at 7:30 p.m., second by Amanda Bratlie. Motion carried. Alicia Valentine, Clerk