

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

Meeting called to order by Acting Pres. Doug VanDoorn. Board members present: Karen Howard, Christa Luebke, and Amanda Bratlie. Pres. Jill Baker absent. Also present: Matt Boehmer, John Burkman, Mark Case, Leonard Ringler, Teresa Anderson, Mich Lane, Myrtle Krings, Shaleena Wood, and Jim and Barb Resudek. Minutes from the January 8, 2024 meeting were read by Clerk, Alicia Valentine. Motion to approve the January minutes as read, by Christa Luebke, second by Karen Howard. Motion carried.

AGENDA ITEMS:

Public Comment (5 minute time limit)

None

Leonard Ringler – Parcel 136-00178-0000 Property Use

Mr. Ringler questioned the zoning for the property. Doug VanDoorn explained that property in the Village is not zoned. Due to this, the Board does not approve or deny what a property owner would like to do with the property. Ringler is interested in purchasing the playground equipment. No decision was made on sale of the playground equipment. Ringler asked if the Village takes care of the snow removal at the property. PW Director, John Burkman, stated that the Village does remove snow from the sidewalk but not the parking area in front of the building.

MSA – Teresa Anderson

Christa Luebke motioned to approve Amendment No: 1 to amend the Water/Sewer Needs Report completion date from 2/28/23 to 5/31/23, second by Amanda Bratlie. Motion carried. Amanda Bratlie motioned to approve a construction administrative services agreement with MSA, second by Karen Howard. Motion carried.

Interim Financing

Chippewa Valley Bank and Ladysmith Federal have been contacted for interest rates and terms for interim financing for the water/sewer project. Valentine will present the information at the March Board Meeting.

Hwy 8 Flashing Pedestrian Signs

The DOT advised that there are a couple options for pedestrian signs that the DOT could permit the Village to install. The installation and maintenance cost would be the Village's responsibility. After discussion, the Board advised to hold on pursuing the permit due to the upcoming construction on Hwy 8.

Camper/Living Conditions Ordinance Review

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

Village IT

Norfinity confirmed that their services can be month to month or if the Village pays for 10 months up front, two months will be free. Doug VanDoorn motioned to approve contracting with Norfinity for IT Services and paying for 10 months up front, second by Christa Luebke. Motion carried.

PTO/Sick

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

Burning Ordinance

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

ARPA Funds

The ARPA fund balance is \$797. This amount must be used by 12/31/2024. Funds can be used for water/sewer infrastructure investments. PW Director, Matt Boehmer, recommended using the funds on an effluent flow meter or a flushing hydrant by the water tower. A decision was not made on how to use the remaining funds. It will be discussed further at the March meeting.

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Election Inspector

Trish Johnson expressed interest to serve as an Election Inspector. Valentine explained that due to the retirement of election inspectors over the past several years, back-ups are needed. Board approved Johnson as a back-up for the 2024-2025 Election terms.

Public Works Water/Sewer Report

Public Works Water/Sewer Director, Matt Boehmer, reported that the DNR reviewed the WQT proposed plan update. The DNR requested additional information. The plan was resubmitted and we are now waiting on review and approval. Work completed in January: mapped videos, dates, and cleaning of sewers within the Village, Well 2 cleaned, working on cleaning Well 3 and WWTP. Water meter, hydrant, lead and copper inventory entered into mapping program. Water inventory spreadsheet updated so supplies and pricing are tracked in an easier manner. Hydrant at the corner of Washington and Soo Streets was repaired after it was hit by a vehicle. Boehmer and Burkman will be attending the WRWA water conference the end of March in LaCrosse.

Public Works Streets Report

Public Works Streets Director, John Burkman reported that missing street signs are installed, tree behind shop removed off of fence, weight limit signs placed on Homestead Rd, wreaths removed from cemetery, quote for gravel on Elms Rd received, Millpond dock will be pulled to the shop for repairs. If the ground firms up, the trees by the library will be cut. Work lights installed on the Ford, heating in the Ambulance garage switched from electric to propane, leaking steering cylinder on backhoe repaired, air compressor is tripping the breaker in the fire hall – wiring and larger breaker will be installed, decals are installed on all the Village vehicles, work continues on the shop office and bathroom remodel.

Clerks Report

Clerk, Alicia Valentine, reported that she has put a lot of time into the 2023 audit. It is nearing completion.

Set Next Agenda

Monday, March 4, 2024 5:30 pm. Agenda Items: Mill Pond Walking Trail Lease, Interim Financing, Camper/Living Conditions Ordinance, ARPA Funds, Vacation/PTO, Burning Ordinance, Water/Sewer 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 January/February. Bills approved: General Fund \$18,454.86, W&S \$21,230.22, ACH Receipts \$1,634.39, Tax Account \$24,555.06, and Refuse \$4782.73. Motion to approve bills by Christa Luebke, second by Karen Howard. Motion carried.

Adjourn

Karen Howard motioned to adjourn the meeting at 6:50 p.m., second by Christa Luebke. Motion carried.

Alicia Valentine, Clerk