

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

Meeting called to order by Pres. Jill Baker. Board members present: Doug VanDoorn, Amanda Bratlie, Trish Johnson. Christa Luebke absent. Also present: Matt Boehmer, John Burkman, Mark Case, Jennifer Mabie, Dave Webster, Dave Curtis, and Brent Olsen.

Minutes from the July 1, 2024 meeting were read by Clerk, Alicia Valentine. Motion to approve the July minutes as read, by Bratlie, second by Johnson. Motion carried.

#### AGENDA ITEMS:

##### **Public Comment (5 minute time limit)**

Jennifer Mabie thanked the Public Works Dept for mowing the library lawn before the Summer Reading Picnic. Dave Curtis brought up the garbage issue at the Lions Club Park. It is an agenda item.

##### **SDWLP Loan - Action**

No documents presented to the Board for approval/signatures. Tentative loan closing date of 9/25/24 will not occur due to DNR delays. An extension is granted due to the delay.

##### **MSA – Discussion and Action**

Motion by VanDoorn to approve general wastewater engineering services in the amount of \$5000, to assist with wastewater permit reissuance and DNR/Village advocate, second by Bratlie. Motion carried. Project force account estimate, for Village employee time and equipment usage, increased from \$10,000 to \$20,000.

##### **Wastewater Permit – Discussion and Action**

New effective date will be 1/1/25. Due to the increase to limits by the DNR, a survey will need to be completed to calculate new monthly flow values. VanDoorn motioned to approve the USGS contract to calculate new monthly flow value for \$3000 or less, second by Bratlie. Motion carried.

##### **TID #4**

Board members reviewed the proposed TID map. No changes suggested. A plan commission will be created. Timeline of project presented to the Board. Joint Review Board meeting #1 will be held 8/19/24 at 5:30 pm. Amanda Bratlie will attend as the Board member representative.

##### **Speed Limit – Hwy 8 Discussion and Possible Action**

The State of WI will determine if the speed will be reduced from Hwy M to Elms Rd. Once the highway project is complete they will review the volume of traffic and accident reports in that area to determine if the speed should be reduced. The Village of Hawkins does not have the authority to change the speed on Hwy 8.

##### **Water Simplified Rate Increase – Discussion and Possible Action**

To keep up with increases in water expenses, Bratlie motioned to submit an annual simplified water rate increase, second by Johnson. Motion carried. The annual increase set by the Public Service Commission is typically 4% to 8%. Application will be submitted in August 2025, with a tentative rate increase effective 1/1/2026.

##### **Sewer Rate Increase – Discussion and Possible Action**

The last sewer rate increase was in 2020. Valentine presented sewer revenues and expenses. The operating costs continue to increase due to the increase in electric, supplies, and repairs. Board members requested additional information before making a decision on an annual increase.

##### **Lions Club – Discussion and Possible Action**

Lions Club President, Amanda Bratlie, expressed concern regarding the amount of trash that is being disposed of at the park. The garbage cans are intended to be for park users only. Household garbage is being disposed of at the park. The Lions Club will add cameras and signage to make people aware that the garbage cans are for park users only. Town of Hawkins Chairman, Dave Curtis, and the Village of Hawkins Board Members agreed to split the cost of the household garbage being dumped at the park. VanDoorn motioned to loan \$10,000 to the Lions Club for Harvest Festival purchases with repayment due after the event, second by Johnson. Motion carried. Bratlie requested approval of a marked race route within the Village. The 4K event will be held 9/1/24. Request approved.

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John Burkman requested use of the Village backhoe and dump truck for events during Harvest Festival. Pres. Jill Baker approved the request with the stipulation that Burkman is the only person approved to operate the equipment. Board Members approved billing the Lions Club for water only for the water fights.

**JeldWen/Village/Town Property Discussion**

Town of Hawkins Chairman, Dave Curtis, presented the Board with documents he obtained from the Register of Deeds office in regards to property ownership.

**Well/SCADA Project Update**

Controls at Well #3 are not working. This needs to be resolved before Well #2 is taken offline for upgrades. Board approved the use of contingency funds for painting and new doors for both well houses. VanDoorn motioned to approve pay request #2 to Olympic Builders in the amount of \$134,725.20, second by Johnson. Motion carried.

**Shipping Container Ordinance - Discussion and Possible Action**

The Village Assessor confirmed that shipping containers are assessed. A permit is required before a container can be placed on the property. Board requested a quote on the cost of the creation of a new ordinance. Decision is needed on enforcement and current containers.

**Village Website – Discussion and Possible Action**

Costs to create a Village website range from \$1114 to \$3920. Annual fees thereafter range from \$665 - \$3020. Valentine explained that ease of use, ability to update, and an online bill pay feature are important. The Board requested additional information before they can make a decision.

**Approve Operator's License Applications - Action**

Pres. Baker motioned to approve operator's licenses for Deepak Subedi, Deepak Khatkar, second by Bratlie. Motion carried.

**Hauled Waste Ordinance and Rates – Discussion and Possible Action**

Director of Water/Sewer, Matt Boehmer, presented a proposed ordinance for discussion. Items to consider: Bond from licensed disposer, creating a priority system for acceptance of septage, application and fee for septage disposal, annual audit, and rate increases. Further discussion will occur at the September meeting.

**Public Works – Water/Sewer Monthly Report**

Public Works Water/Sewer Director, Matt Boehmer, reported that the approval of the wastewater permit is pending due to the new DNR chronic ammonia limits. Additional data is needed for the lead and copper report. It will be resubmitted by October 1, 2024. Stopped discharging the first of August due to increasing BOD. Need to wait for July sample results before we can start discharging again. Letter was sent to owner of parcel 136-00008-0000 regarding proper containment for meter. If meter is damaged due to negligence, the property owner is responsible for the costs associated with a new meter and installation. One meter left to replace. Owner of parcel 136-00099-0000 has not responded to requests to schedule a time to install the meter. Water has been shut-off and will be turned back on when new meter is installed. John Burkman is now certified and authorized to enter data on DNR forms for both water and sewer. Matt will continue to train John on the administrative duties.

**Public Works – Streets Monthly Report**

Streets Director, John Burkman reported the completion of the following projects: landscaping next to the ambulance bay, weeds sprayed around Community Center, brush trimmed at the garbage/recycling area, repaired/replaced bad valve boxes within the Hwy 8 project, fixed hole in west shop wall to prepare for SCADA system. Street signs on Grand, Elm, and Main were taken and need to be replaced. Electrical supplies are needed for the welcome Hawkins sign and repair of the conduit on the duo-jet.

**Clerks Report**

Clerk, Alicia Valentine, requested to schedule a budget workshop in September. Budget information needed from Public Works: vehicle replacement, street repair plans, and water/sewer needs. Board members were asked to come prepared with an employee wage plan. Budget workshop scheduled for September 23, 2024 @ 5:30 pm. A dropbox for absentee ballots will not be purchased. Voters can mail or drop off their ballots at the Clerk's office.

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Attended a running effective meetings webinar. Important meeting rules: President controls what is on the agenda, cannot discuss anything not on the agenda, public does not have the right to speak other than during the public comment time, Board cannot act on a public comment – if the President approves, it can be added to the next agenda, during public comment, Board should refrain from engaging in discussion. ARIP (Agricultural Roads Improvement Program) Village is not eligible to apply since this area is not included in the eligible roadways. Recommendation to remove the office fax line since it is rarely used. The estimated annual savings is \$800. Board approved the removal of the 715-585-2373 fax line.

**Set Next Agenda**

Monday, September 9, 2024 5:30 pm

Agenda Items: SDWLP Loan, Well/SCADA Project Update/Pay Request, TID #4, Shipping Containers, Village Website, Annual Sewer Rate Increase, Hauled Waste Ordinance/Increase, Water/Sewer/Street Public Works Reports, Clerks Report, and Approve Bills.

**Board Comment**

Amanda Bratlie shared comments received from residents: Weeds are growing in the cemetery road. It needs to be graveled. Suggestion will be reviewed during budget workshop. A resident would like a suggestion box. No action taken, residents should come to the monthly meetings to voice their suggestions. Doug VanDoorn thanked Alicia Valentine for assisting the Fire Department with paperwork needed to apply for grants/donations. Pres. Jill Baker requested a letter regarding property clean-up to be sent to the owner of Parcel 136-00263-0000.

**Approve Bills**

Board members reviewed timesheets and bills for the month of July/August. Bills approved: General Fund \$8,337.44, W&S \$148,283.67, Refuse \$443.42, and ACH/Card Receipts \$21,345.37.

Motion to approve bills by Pres. Baker, second by VanDoorn. Motion carried.

**Adjourn**

Bratlie motioned to adjourn the meeting at 8:40pm, second by Johnson. Motion carried.

Alicia Valentine, Clerk