

Village of Hawkins Meeting Minutes  
September 9, 2024  
5:30 P.M.

Meeting called to order by Pres. Jill Baker. Board members present: Doug VanDoorn, Christa Luebke, Amanda Bratlie, and Trish Johnson. Also present: Matt Boehmer, John Burkman, Mark Case, and Kianna Lindh.

Minutes from the August 5, 2024 meeting were read by Clerk, Alicia Valentine. Motion to approve the August minutes as read, by VanDoorn, second by Johnson. Motion carried.

AGENDA ITEMS:

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

No public comments

**TIF #4 Discussion and Possible Action**

The proposed project plan and boundary for TID #4 was reviewed. VanDoorn motioned to approve Resolution #09092024, the Creation of Tax Incremental Finance District No 4, second by Bratlie.

Unanimous vote by all Board Members.

**CDBG Discussion and Possible Action**

CDBG (Community Development Block Grant). The Program provides annual grants to states, cities, and counties to make improvements to benefit their community. Kianna Lindh from MSA explained that a CDBG grant could be used for lift station and sewer repair projects. Further discussion will be moved to the October 7, 2024 Board meeting.

**SDWLP Loan – Possible Action**

Tentative loan closing date was 9/25/2024. Waiting for DNR Project Manager to set the new closing date.

**Well/SCADA Project – Discussion/Action**

Well 2 is expected to be down for another 2-3 weeks. Pump was rebuilt. Found restraints rotted off. Several residents have reported discolored water. Boehmer indicated it will most likely get worse before it gets better due to the many years of build-up. Public Works will be flushing to assist with clearing up the water. Board was presented with three options to remove and replace approximately 40' of pipe at well 2 along with other improvements needed. VanDoorn motioned to approve Change Order #2, selecting Option #1 which will increase the contract price by \$47,462, second by Luebke. Motion carried. The additional amount will be covered under principal forgiveness. The amount added to the Village loan will be approximately \$14,000.

**Annual Sewer Rate Increase – Discussion and Action**

The last sewer rate increase was in 2020. After discussion, the Board agreed that the sewer rates should increase every year. The amount of increase will be determined during budget review.

**Lions Club Mowing – Discussion and Action**

The Village received a request from the Hawkins Lions Club to pay 30% of the park mowing expenses in 2025. Luebke motioned to pay 30% of the park mowing expenses on the condition that the Town of Hawkins approves to pay 30% of the fees as well, second by Johnson. Motion carried.

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

Discussed fees to create and put ordinance in place. Ordinance will go into effect the date it is published in the Ladysmith News. A permit and permit fee will be required to be completed prior to moving a container onto the property. Container must be placed on a gravel or cement pad, cannot be used as living quarters, must be painted to match homes exterior, and only one unit per property.

**Village Website**

Start-up fees range from \$1114 - \$3920. Annual fees thereafter range from \$665-\$3020. Valentine explained that the less expensive websites do not provide online payment or messaging options. Once those features are added in, the price would be comparable to the most expensive plan. Motion by Luebke to contract with TownWeb, second by Johnson. Motion carried.

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

Public Works Water/Sewer Director, Matt Boehmer reported that the WW Permit is still pending. Waiting for the completion of the Main Creek flow study. Water project: Well #2 has been rehabbed.

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Pump is being rebuilt. Found transite piping in wellhouse under floor. Plan is to excavate to elbow and determine how much to remove, how to restrain, and how to connect to DI piping. There will be an added cost. Well #3 in full time use. It is causing brown water and we cannot flush due to not enough pump capacity. Lead and Copper: DNR approved forms, will need to make public. Hauled Waste proposed ordinance changes discussed. Effluent Discharge: As soon as limits are met, will begin discharging. CBDG: Hawkins is on list. Need application asap. Community improvements. Lions Club Park, playground equipment, tennis court, Duojet lift station, sidewalks, sanitary sewer mains, etc. 1.5 million available. DuoJet replacement: Complete lift station 100K, excavation and installation 100-150K. Working on: budget numbers, flushing sewers, discharging effluent, duojet, and well project.

#### **Public Works – Streets Monthly Report**

Streets Director, John Burkman reported that potholes were patched. Burkman is pricing the cost of hiring someone to brush South Ave vs renting the equipment. Approximately 15 loads of gravel is needed at the cemetery. The estimated cost is \$3000. Valentine will contact the Town of Hawkins to determine if they will split the cost. No resolution regarding the obstruction over the curb stop at 715 Grand Ave. Board advised Valentine to send a letter to property owner explaining what will occur if the water needs to be shut-off. Three backhoe hoses are bad and will be replaced. Wheel sensor acting up on 1 ton. It will be taken into dealership for repair. Tires are needed on the Ford, will get pricing. Burkman requested to use the remaining shop budget on tools that are needed.

#### **Clerks Report**

Clerk, Alicia Valentine, reported the Village's Liability & Work Comp Insurance increased \$10,000 due to the new fire truck and village vehicles. Deductibles were increased to reduce the premium amount. Increased deductible from \$500 to \$1000 on Village vehicles and the Fire Dept increased deductibles to \$10,000. Property & Equip Insurance increased by \$130. Request from Scott Ciero – wants to metal detect on Village property. Board denied the request. Village population sign cut down by park. Quinn parcel will be split. The Village will receive a Certified Survey Map for review and approval. Letters re property clean-up were mailed to parcels 136-00271-0000, 136-00215-0000, 136-00263-0000. Clerk District mtg 10/4/24 8:30-12:30 in Rice Lake. Roping for Main St will be ordered from Santa's Wreaths. Wreaths will be ordered from Coopers. LP pricing locked in for winter 2024-2025. A resident reported two kids trying to open the gate at the garbage/recycling area. They then crawled under the gate. Resident told them to get out of there and they swore at her. Resident also reported that there are several people going into the area when it's closed. The garbage/recycling area is only open on Monday's from Noon-5:00pm unless approved by a Village employee. VanDoorn asked if the Village would be interested in purchasing a dumpster from the hospital. Board members declined since the dumpster was made specifically for the hospital. GFL may not accept the dumpster.

#### **Set Next Agenda**

Monday, October 7, 2024 5:30 pm

Agenda Items: Approval of hunting permits, CDBG – Capital Improvement Plan, Planning Grant, PF Program, Shipping Containers, Schedule Halloween, Well/SCADA Project Update/Pay Request, Water/Sewer/Street Public Works Reports, Clerks Report, and Approve Bills.

#### **Board Comment**

Amanda Bratlie thanked everyone for the use of the Community Center and streets for the Harvest Fest Run/Walk. Pres. Jill Baker was pleased with Harvest Fest and thanked everyone for their hard work.

#### **Approve Bills**

Board members reviewed timesheets and bills for the month of August/September. Bills approved: General Fund \$8,739.18, W&S \$9362.08, Refuse \$442.38, and ACH/Card Receipts \$10,011.71, TID #3 \$5,693.50, and Tax Account \$10,000.00.

Motion to approve bills by Luebke, second by Johnson. Motion carried.

#### **Adjourn**

Luebke motioned to adjourn the meeting at 9:00pm, second by Bratlie. Motion carried.

Alicia Valentine, Clerk