

Village of Hawkins Meeting Minutes  
September 8, 2025  
5:30 P.M.

### **CALL TO ORDER**

Meeting called to order by Pres. Doug VanDoorn at 5:30 p.m.

### **ROLL CALL**

Roll Call: Quorum Present

Amanda Bratlie, Patricia Johnson, Lisa Kuznar (via phone), and Kyle Austad.

Others present: John Burkman, Mark Case, Teresa Anderson, Woodene Stevens, Jennifer Mabie, Sue Mabie, Cheryl Bader, and Dave Webster.

### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Village President Doug Vandoorn

### **APPROVAL OF MINUTES – August 4, 2025**

Kuznar requested the following additions : **Hawkins Area Library Joint Agreement:** Kuznar asked what the pros and cons of the fiscal agent changing from the Village to the Town of Hawkins. If the Village continues as the fiscal agent, the pro is library building assets are beneficial when acquiring a loan. The con is the retirement liability. **Clerks Report:** Kuznar indicated that her initial question was regarding cross training rather than Clerk back-up information. Motion by Bratlie, second by Johnson to approve the minutes, with corrections. Motion carried.

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

Valentine read concerns received from Cookie Burris regarding repair of the Hawkins sign lighting, and the visibility of the stop signs on South Ave/M and Old 14/M. Public Works will resolve both concerns.

### **DISCUSSION AND POSSIBLE MOTION**

#### **MSA – CDBG Grant**

Teresa Anderson from MSA presented information for a lift station replacement project. The Village is eligible for a CDBG grant which would help fund the project. The grant requires a \$1 match for every \$2 in grant funds. Application is due in May 2026. The Village portion of the project would be eligible for a CWF low interest loan with a potential of 60% principal forgiveness. PERF must be submitted to the DNR by October 31, 2025. TIF 4 will generate tax increment dollars which will assist in making the loan payments to the CWF, if the Village chooses to go that route. VanDoorn requested a proposal from MSA for the projected 1.5 million. Projects include, lift station replacement, sewer rehab lining, water tower flushing hydrant, and valves. Burkman and Valentine will meet with Anderson to identify the critical needs.

#### **2026 Library Budget**

Woodene Stevens presented the 2026 Library Budget. Budget increased \$12,000 from 2025. VanDoorn suggested that the library add a line item in their 2027 budget for major building expenses. It would then be spread out between all three municipalities. Stevens stated that at a recent library meeting the financial responsibility of expenses was discussed. All major building expenses are the Village's responsibility since the Village owns the building. Board requested time to review the budget. It will be approved or denied at the October meeting.

### **2026 Library Agreement**

Kyle Austad attended the recent library meeting. Austad discussed a video they watched regarding inside and outside maintenance and who is responsible. Concern was raised regarding the liability of volunteers helping with library maintenance. Maintenance needs to be completed by licensed contractors or public works employees. Major building expenses such as window replacement, carpeting, furnace replacement etc...should be requested by the Library Board to the Village Board for discussion. The major expenses will need to be budgeted for through the Village. Bratlie will document the discussion items for the next Library agreement meeting that Pres. VanDoorn and Austad will attend.

### **FSA Finalization**

Austad motioned to approve the disbursement of finalization funds for the 2026 administration fees and employees, on a per capita basis, second by Bratlie. Motion carried.

### **Hunting Permits**

Pres. VanDoorn motioned to approve hunting permits for Chad and Dawn Lazar and Nathan and Amanda Bratlie, second by Johnson. Motion carried.

### **Cemetery Tree**

The family of Tom Byers requested to plant a tree at the Hillcrest Cemetery in memory of Tom Byers. The family will purchase the tree and arrange for planting. Clerk will mark the area where it can be planted. Austad motioned to approve the planting of a pine tree, as a wind break, in the Hillcrest Cemetery, in memory of Tom Byers, second by Bratlie. Motion carried.

### **Lions Club**

Bratlie informed the group that a donation of \$250 will get the Village's name on the donation sign. Public Works assists with Spring and Fall winterization, installed food hall ramps, and helped with the WRS project. It was agreed that the Village donation of labor and materials will satisfy the donation amount. Emily Hartman completed the design and repainting of the Hawkins sign. Board is very happy with the work Hartman did. Austad motioned to approve the donation of Village employee labor and materials to the Lions Club, and a monetary donation to Emily Hartman for her work on the Hawkins sign, second by Bratlie. Motion carried.

### **PSC Simplified Water Rate Increase**

Valentine received notification that the Village is not eligible for a water rate increase in 2026. Will be eligible after the 2025 financial report is filed. An error in the SRC Portal did not flag the eligibility requirement when the request was submitted. A notice will be placed in the Ladysmith News of the correction. Water rates will not increase. Sewer rates will increase effective 1/1/2026.

### **Fire Department Pump Repair**

Village uses the fire trucks to flush mains. Pump was recently repaired in the fire truck. Fire department inquired if the Village will split the cost of repair which is \$18,000. Austad motioned to approve the split of the repair cost with the agreement that Public Works can still use the fire trucks when needed, second by Bratlie. Motion carried.

### **Schedule Budget Meeting and Wage Negotiations**

Date: October 15, 2025 at 5:30 pm at the Community Center.

### **Public Works Report**

PW Director, John Burkman reported the following work was completed since the August meeting: potholes patched, door ramps at food hall put in, siren timer programmed, need to order a time delay relay so it can run shorter cycles instead of 1 minute intervals, repaired bad valve boxes, effluent sampling for discharge, Factory St water line project, WQT hay production documented for DNR reporting and the monthly DNR reporting. To complete: women's restroom faucet and toilet, Duo- Jet compressor repair, power service in shop needs to be looked at to prevent lightning damage, removal of dead trees on Elm, heating system maintenance, and will be flushing water mains at the end of September. Village's I&I near manholes is high. We are treating thousands of gallons of ground water at the WWTP due to this. Estimated cost to repair each manhole is \$2500. Board informed Burkman to have a survey completed.

### **Clerk's Report**

Valentine presented the Lemke Oil prepay contract. Board informed her to proceed with the contract. Pres. VanDoorn signed a Proclamation supporting September 15 to 21, 2025 as National See Tracks? Think Train Week, and encourages all citizens to recognize the importance of rail safety education. Garland will again be ordered from Santa's Wreaths. There is a 25% increase. Garland will arrive before Thanksgiving.

### **Board Comments**

Pres. VanDoorn was informed by the Rusk County Hwy Dept that the speed limit change from Cty Rd M North past Dollar General should be complete by the end of September. Kuznar was glad John and Mark attended the training event in Plover. Any update on mulch for playground? Burkman is waiting for a response. Update on Assessors? Valentine is working on it. Can Public Works and Clerks report be moved to the beginning of meeting? Valentine must attend the entire meeting to take notes. Austad commented that Burkman should be in attendance for the entire meeting in case board members have questions regarding public works projects. Austad commented that Emily Hartman did an excellent job on the Hawkins sign.

### **Set Next Agenda**

Monday, October 6, 2025; 5:30 p.m. Approval of Hunting permits, Schedule Trick/Treat, Library Agreement/Budget, MSA-Project Proposal, Clerk's Office Cross Training/WH Training, Fire Dept Pump Repair, Public Works Report, Clerks Report, and Approve Bills.

### **Approve Bills**

Board members reviewed time sheets and bills for the month of September/October. Bills approved: General Fund \$11,044.09, W&S \$25,775.46, Refuse \$826.02, and ACH/Card Receipts \$156.00. Motion by Johnson, second by Bratlie to approve bills. Motion carried.

### **Adjourn**

Motion by Austad, second by Pres. VanDoorn to adjourn the meeting at 8:40 p.m. Motion carried.

Alicia Valentine, Clerk