

Village of Hawkins Meeting Minutes  
October 6, 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, and Kyle Austad.

Others present: John Burkman, Mark Case, Teresa Anderson, Chad and Dawn Lazar, Jennifer Mabie, Woodene Stevens, Sharla Macke, and Jim Resudek.

### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Village President Doug Vandoorn

### **APPROVAL OF MINUTES – September 8, 2025**

Minutes from the September 8, 2025 meeting were read by Clerk, Alicia Valentine. Motion to approve the September minutes as read, by Lisa Kuznar, second by Amanda Bratlie. Motion carried.

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

Chad Lazar thanked the Village for fixing the water line to their home and stated that the water is better. Chad asked when the Village will fix the driveway. Burkman is waiting for the delivery of gravel and topsoil. Jim Resudek asked what the Village's ordinance is regarding burning times and what can be burned. Pres. Doug VanDoorn believes that residents can burn late in the afternoon into the evening. Burning garbage is not allowed. Residents need to be considerate of their neighbors. The burning ordinance will be reviewed at the November meeting.

### **DISCUSSION AND POSSIBLE MOTION**

#### **Water Leak**

Sharla Macke requested an adjustment to the sewer portion of her September WS bill due to a 17,000 gallon water leak in her home. 3<sup>rd</sup> Quarter of 2023 the Village Board approved a motion to no longer make adjustments since residents have access to monitor their usage through the EyeOnWater app. Pres. VanDoorn requested additional information from Valentine before a decision is made at the November meeting.

#### **MSA – CDBG Grant**

Teresa Anderson presented the scope of the project. Permit fees should be \$1000 or less and the CDBG application fee will be approximately \$12,000. Motion by Pres. Doug VanDoorn to apply for the CDBG Grant, second by Bratlie. Motion carried.

#### **Board Responsibilites-Conduct**

Pres. VanDoorn and Clerk Valentine discussed Chain of Command, procedures, confidentiality, and email protocol with the Board members.

#### **Email update**

Norfinity informed Valentine that TownWeb should handle to .gov email set-up since they currently manage our domain. An email will be created for the Village President and one for the Board members.

### **2026 Library Budget**

Valentine informed the Board that the Village levy amount is \$57,584. The Library is requesting \$38,189.35 from the Village. The Fire Dept levy will be approximately \$20,000. This results in a negative levy of \$616. The shortage will affect the Village budget. Austad motioned to approve the Library budget: Total Revenue \$84,976; Expenses \$84,786, second by Johnson. Motion carried.

### **Hunting Permits**

Austad motioned to approve a hunting permit for Jim Nelson, second by Johnson. Motion carried.

### **Fire Department – Pump Repair**

At the September meeting the board approved the payment of \$9000 to the fire department from the Village Utility.

### **Cross Training**

Valentine explained that it is difficult to train a Board member as a back-up on her office duties due to the change of Board members and keeping the back-up up to date with changes. A nearby clerk can assist the Village if the current clerk/treasurer is out unexpectedly for an unknown amount of time. Workhorse employees can help with payroll and paying bills if needed.

### **Halloween**

Village trick/treat will be held Friday, October 31, 2025 from 5-7 pm.

### **Public Works Report**

PW Director, John Burkman reported the following work was completed since the September meeting: Siren timer installed and programmed, women's bathroom faucet replaced, water sewer reporting, duo jet compressor rebuilt, fixed three valve boxes, discharged 620,000 gallons at the WWTP before it had to be shut-down. Working on: repairing women's bathroom toilet, Red Cedar estimate for shop lightning protection, tree trimming, annual maintenance on heating systems, street sweeping, purchase of jack hammer, marking valve boxes and water lines around JeldWen building, installation of mail boxes for waste haulers, completion of landscaping from water line project, water and sewer flushing. Kuznar's Kustom Kreations will donate \$225 for the purchase of a jack hammer. Burkman asked if it was ok to turn the water off at the Lion's Park. Bratlie confirmed that it can be turned off and winterized.

### **Clerk's Report**

Pres. VanDoorn and Valentine will set up a meeting with Baker Tilly regarding fees. Fees increased due to audit entry increase, payroll reallocating between funds due to changes in QB's functionality, WRS contributions for Library, non-recurring projects added complexity. Lemke Oil is not requiring prepayment for fuel. Report of squatters living in an empty home. Municipality agreements: Cemetery – Town pays half of expenses and is a decision maker. Garbage/recycling – Village manages, sells and collects sticker funds, pays expenses. Town pays for ½ of any expenses out of the ordinary and hires and pays site attendant. Recycling contamination – flyer sent in September water/sewer bill to remind residents of items to throw away or recycle. Cemetery regulations state trees cannot be planted. Valentine will be attending a hazard mitigation plan meeting October 16<sup>th</sup> at 5 pm. Hawkins population decreased to 324. GFL monthly service fee decreased to \$280/month, Workhorse conference was September 26<sup>th</sup>, Valentine gained knowledge of the new accounting platform.

**Board Comments**

Pres. VanDoorn stated that the speed limit signs are not complete. He contacted the County Highway Dept but has not heard back from them. Bratlie commented that the Haunted House will be held October 25<sup>th</sup> from 4-7 pm. 4-5 pm is no scare. Kuznar asked if letters to the septic haulers were sent. Valentine informed her that they have not. Austad asked when the landscaping at the Lazar and Curtis residences will be complete. Burkman ordered gravel and soil, waiting for delivery.

**Set Next Agenda**

Monday, October 6, 2025; 5:30 p.m. Approval of Hunting permits, Burning Ordinance, Sewer exceptions, Public Works Report, Clerks Report, and Approve Bills.

**Approve Bills**

Board members reviewed time sheets and bills for the month of October/November. Bills approved: General Fund \$4756.43, W&S \$4344.21, Refuse \$286.96, and ACH/Card Receipts \$7753.38. Motion by VanDoorn, second by Johnson to approve bills. Motion carried.

**Adjourn**

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

Alicia Valentine, Clerk