

Village of Hawkins Meeting Minutes  
December 1, 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  
Patricia Johnson, Lisa Kuznar, Kyle Austad, and Amanda Bratlie.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Village President Doug Vandoorn.

**APPROVAL OF MINUTES – November 3, 2025**

Minutes from the November 3, 2025 meeting were read by Clerk, Alicia Valentine. Motion to approve the November minutes as read, by Amanda Bratlie, second by Trish Johnson. Motion carried.

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

No Comments

**DISCUSSION AND POSSIBLE MOTION**

**MSA – CDBG Grant**

Nothing to report.

**Holiday Parade**

December 13, 2025 at 5:00 p.m. Businesses and personal vehicles are encouraged to participate. Santa, Hot chocolate and cookies will be at the Community Center immediately following the parade. Public Works will place barricades on Main St. Vehicles need to be moved from Main St prior to the parade.

**Schedule Caucus**

Caucus will be held Monday, January 5, 2026 at 5:00 p.m. Three, two year, trustee seats up for re-election: Trish Johnson, Kyle Austad, and Amanda Bratlie. Residents who are interested in being a Trustee should come to the meeting, along with a resident, to nominate them.

**LOSA Contribution**

State contribution is \$509.56. Motion by Johnson to approve the Village match of \$509.56 with a maximum Village contribution of \$5,000.00, second by Kuznar. Motion carried.

**Water Only Meter – Fire Hall**

Water only meter was installed in the fire hall to record water used for fire calls. The meter is not big enough and is not accurately measuring the water usage. Austad motioned to remove the 2” meter in the Fire Hall, install a 5/8” meter that feeds water to the Community Center. The 5/8” meter fee will be split with the Fire Department, second by Bratlie. Motion carried.

**Public Works Report**

PW Director, John Burkman reported the following work was completed since the November meeting: Plowing equipment set-up, alternator replaced in snowplow, snowblower and plows all mounted, completed flushing, and discharge shut down until Spring. Working on: heating issue in 1 ton, small projects in community center and shop, installing heater in old library, and repairing plow truck brakes. Finalizing November utility reports, fine tuning automatic reporting, cross connection inspections, ghost reads at WWTP when heat was turned on, Energenics found an un-grounded circuit.

### **Clerk's Report**

Clerk/Treasurer, Alicia Valentine, reported that preliminary audit is December 9<sup>th</sup>, audit week is January 19-23, auditors will be onsite January 21<sup>st</sup> & 22<sup>nd</sup>. Sewer rate increase of 3% will go into effect January 1, 2026, residents will see the increase on the bill they receive in February. Last sewer rate increase was June 2020. Monthly meter fee increased 24 cents and treatment fee increased 40 cents per 1000 gallons of water used. Letters sent to residents regarding burning garbage, abandoned car, and a trailer that are parked on the street. Car and trailer need to be removed as they obstruct snowplowing.

### **Board Comments**

Amanda Bratlie reminded everyone about the December 13, 2025 Wreaths Across America event. Lisa Kuznar requested the October 22<sup>nd</sup> budget meeting minutes. Valentine will send them to her when complete. Kuznar was contacted by a resident regarding water concern. Kuznar's Kustom Creations will donate \$390.90 to Wreaths Across America. Pres. VanDoorn noted that the Village could save money by no longer publishing meeting minutes in the Ladysmith Newspaper. The topic will be added to the January agenda.

### **Set Next Agenda**

Monday, January 5, 2026; 5:30 p.m.: Publication of Meeting Minutes, MSA: Lift Station Project, RV Ordinance, Public Works Report, Clerks Report, and Approve Bills.

### **Approve Bills**

Board members reviewed time sheets and bills for the month of December/January. Bills approved: General Fund \$8,735.67, W&S \$13,297.04, ACH/Card Receipts \$1,241.21 Motion by Pres VanDoorn, second by Kuznar to approve bills. Motion carried.

### **Adjourn**

Motion by Austad, second by Bratlie to adjourn the meeting at 7:00 p.m. Motion carried.

Alicia Valentine, Clerk