

VILLAGE OF HEWITT  
Board Meeting Minutes  
August 10, 2022

The August 10, 2022 meeting of the Village of Hewitt Board was called to order at 7:03 PM by President Marlene Stueland.

**Present:** Marlene Stueland, Travis Wienke, Jamie Wenzel, Mike Draxler, Cassie Horn, Mary Burr

**Absent:** Romelle Bymers

**Guests:** Terry Rohland

**Approval of Minutes:** Motion by Cassie to approve July 13, 2022, meeting minutes, second by Mike, motion carried.

**Correspondence:** Correspondence was routed.

**Communication from the Public:** Marlene informed board members that items/issues brought forward from the public in the future would be put on the next board meeting agenda for consideration if deemed necessary by the Board.

- Terry Roland is building a new house on Evergreen Street. The neighboring property to the West has a severed drain tile causing leakage to drain onto Terry's property. Terry is looking to verify who is responsible for correcting the issue.
  - The Village does not have jurisdiction over drain tile installed on private property.
  - The Village ordinance governing the sump pump exit/drain/seep of flow states it cannot be onto adjoining property. Ordinance states drain tile exit should be at least 12 feet from the lot line, the property in question is not in compliance with the existing regulations, however, the property in question is grandfathered in as the ordinance went into effect after the drain tile in question was installed.
- Terry Roland inquired about traveling on Yellowstone Drive to his future residence on Evergreen with semi. To be discussed further.
- **Building Permits:** Marlene will be providing sump drainage guidelines when a new home zoning permit is issued.
- Mike recommends providing culvert guidelines with driveway re-pavement permits. Notify any property owner they will be held responsible for any debris; specifically concrete piles left by the contractor.

**Department Reports:**

- Hewitt Area Fire Commission:
  - Approval of monthly bills and payments:
    - Motion by Mike to approve the monthly bills and payments as submitted, second by Travis, motion carried.
  - A Hewitt Area Fire Commission meeting was not held in August. Reschedule date unconfirmed at this time.
- Sanitary System:
  - Staab & Certified Operator Monthly Maintenance Report:
    - Staab's monthly report was reviewed.
    - Sludge was hauled last Saturday by B&D with three trucks. Due to the style of how one of their trucks load the sludge a check valve did not turn off causing overflow into the grass and residue into the treatment plant basement. Clean-up of the overflow has been addressed.
  - Sewer lines cleaned and televised – North of Hwy T and East streets: Completed August 2, 2022.

- Bill has been received for the service; however, the bill does not specify the areas done. Marlene will follow up on report for the work.
- Sanitary Committee July 25, 2022 meeting notes:
  - Committee meeting notes were reviewed.
- Yellowstone Park proposal from Staab to replace transducer:
  - Motion by Cassie to approve based on Dakota Electric and Staab's recommendations, second by Jamie, motion carried. ARPA funds to be used (\$5,500).
- Staab 5<sup>th</sup> Street proposal to replace mechanical seals in both pumps:
  - ARPA funds to be used to cover cost (\$10,000).
  - Motion by Cassie to approve, second by Mike, motion carried.
- Staab McLean & T lift station replace all valve & pump seals:
  - Motion by Mike to approve, second by Cassie, motion carried.
  - ARPA funds to be used to cover cost (\$18,500)
- Updates on Hwy T South upgrade and stainless-steel piping project:
  - Parts are on order with work anticipated to be completed late August-mid September.
  - Replacement of all back-up batteries at the lift station was previously approved, the proposal has been signed.
- Additional land for spreading sludge needed:
  - Additional property has not been pursued.

#### **Financial Reports:**

- Village Treasurer's Report:
  - Mary presented the monthly reports. Motion by Travis to approve Village Treasurer's Report, second by Cassie, motion carried.
- Village Monthly Bills:
  - Mary reviewed the monthly bills. Motion by Mike to approve the bills as submitted, second by Jamie, motion carried.

#### **Committee Reports:**

- Roads:
  - General Street maintenance updates:
    - Chip seal of Yellowstone Drive & Soo Lane was completed today. Sweeping of the chips is to be done within the next three to five days.
    - Mike Bell will be asked if he would be interested in assisting with mowing of roadside ditches.
    - The replacement door for the tractor has been assembled and will be installed when warranted by weather conditions.
    - Signs for ATV's are on order. Wood County recommends these signs be placed on a post with Village information versus County information.
    - Estimates have been requested from Wood County Highway Department for Evergreen Street, McLean Drive and 7<sup>th</sup> Street ditching and culverts for budgeting purposes and roads aide possibilities. Next Roads Committee meeting will be scheduled once estimates are received.
    - Bev Treankler was informed the repair/clean-out of ditches is the responsibility of the property owner and must be done according to village specifications, including removal of existing drain tile.
  - Yellowstone Drive warranty work by Switlick:
    - Warranty work has been completed. Rainfall occurred very shortly after, so the work did not hold.

- Abandonment of Village parking lot strip bordering 1<sup>st</sup> St and Hot Rod Shop:
  - Further research is needed on the process for abandonment.
- Yellowstone Drive telephone line(s) update:
  - Mike spoke with an individual that was working at burying the live lines, asked him to pass the work up the line that the live lines have been an issue for years.
- Building Maintenance:
  - Administrative Building:
    - Ray's Electric has been contacted to remove the overhead light located in the former drive through lane.
  - Yellowstone Park:
    - A second bid for floors is being pursued.
    - Estimates for painting were reviewed. Parks & Rec members expressed interest in covering half of the expense, but are awaiting final cost estimate prior to committing.
    - Mowing of the upper lot was done voluntarily by Mike and Travis last year. Mike Bell was approved to mow the area this year; Mike Draxler will provide training for operating the tractor and accessory implements.
  - Village Shelter Building:
    - Nothing to report.
  - Village Hall:
    - Nothing to report
  - Fire Station:
    - An informal meeting was held after hose testing. Respraying gravel for weed control is to be done, the last product used was ineffective. Landscaping on the West side of the building has been assigned to Cassie to address.
  - Banner Committee:
    - A few banner sponsors need to submit payment for their banner.
    - Have received several requests for sponsorship next year.
- Trails:
  - Committee Meeting updates:
    - Tree marker choice presented to the Board. Committee does not wish to mandate a tree be marked, but if the donating party wishes to so this marker would be their only option. Action on next agenda.
    - Mike Draxler is to contact Wood County for an aerial map of the park to assist in identifying donated trees.
    - A committee for purchasing property from Draxler Estates has been assembled; a meeting will be scheduled in the near future.
    - Committee recommends no playground equipment be placed in the open area at the Yellowstone Park between the volleyball courts and the Pavilion. That area was purposely designed as a "No Construction Zone" to be utilized for large tents and such for events.
- Animal Officer Control Report:
  - Nothing to report

**Old Business:** None

**New Business:**

- Operator License for Jonathan Moses-Draxler's Service:
  - Tabled until September meeting; required document missing with application.
- Bow & Arrow Permit request from Gordy Burr:
  - Motion by Jamie to approve Bow & Arrow Permit for Gordy Burr, second by Cassie, motion carried.

- Travis recommends a permit request/approval be followed up with an inspection of the shooting area to verify safety. At this time Gordy Burr is the only resident with a permit issued.
- Review of weed resolution:
  - Property owners will be fined accordingly for Village employee time invested.
  - Inquiry if a Brush Pile ordinance is in place. There is none at this time. Cassie will take to the Fire Department the recommendation of the Board for the Department to regulate if an ordinance is instituted.
- 2022/2023 Safety Grant – Sponsored by LWMMI information was reviewed.
- Conversion of QuickBooks to “cloud”:
  - The review is continuing.
- Blighted property at 10924 Main Street:
  - Meeting with property owners:
    - Jamie spoke with property owner to set up an in-person meeting. A date is yet to be set. Cassie expressed interest in participating in the meeting.
  - Update on condemnation/razing of building
    - Topic to be included in conversation with owner when Jamie meets with them.
- Waterway maintenance update:
  - No update
- Electronic sign message suggestions:
  - Back to School
  - Labor Day
- Other:
  - None

**Future Meeting:** Board meeting for September to be determined.

**Adjournment:** Motioned by Mike and seconded by Jamie to adjourn. Motion carried; meeting adjourned at 9:33 PM.

Meeting minutes submitted by: Beckie Wienke