

President Mark Breckheimer called the village board to order at 7 p.m. on Tuesday, November 14, 2017. Roll Call – all members reported present. Others present were Mike Loose, Missy Kieso, Dennis & Joanne Hernke, Gary Boesch, Ed Byrne from the Brillion News and Charlie Fochs.

Pledge of Allegiance – The pledge of allegiance was recited by everyone present.

Citizen Questions and Concerns to be acted on at the next board meeting – Gary Boesch brought forth a concern regarding a property on N. 3rd St. that has a wood burner and that his smoke stack he feels is too low because the smoke coming out of the stack does not rise into the air and actually stays close to the ground which is a nuisance for neighboring property owners. This will be investigated.

Announcements – Nomination papers for the village board may be circulated beginning on 12/1/17 and the deadline is 5 p.m. on January 2, 2018. Trustees up for election are Peggy Nolan, Jim Koffarnus and Dan Starfeld. The Hilbert/Potter Optimist Club's Annual Bingo Bash is 11/18/17 at the community center. The next plan commission meeting is 11/15/17 at 6 p.m. The Civic Association meeting is 11/29/17 at the Altona in New Holstein.

The village board then conducted the public hearing on the proposed 2018 budgets for all funds. The Notice of limit to qualify for an expenditure restraint payment for 2019 was presented to the board. It will be limited to 4.1% increase. DuPrey state that we will be able to meet this with the proposed budgets. DuPrey then presented the proposed budgets for all funds. He stated that most of the figures had remained the same and that he did adjust the two TID District budgets to account for the estimated revenue anticipated based upon the increment worksheet. DuPrey also reviewed the effects on various properties due to the increase in the tax rate which was mainly driven by the increased debt payment and the tax increment taxes levied. Breckheimer then opened it up for public comment. DuPrey stated that Dennis & Joanne Hernke are here to address the street in front of their house on Lynwood Dr. DuPrey stated that the Hernke's approached him regarding their concern that the street has never had the finish course put on it. He stated that they indicated to him that they have approached others in the past to express their concerns and the street still has not been completed. He stated that the binder course was installed in 2009 so it is 9 years old. He reviewed the options provided from Robert E. Lee. They were to put the finish course on at a cost of \$9,000 which would give it a life of 12 – 16 years. The next option was to patch some of the binder course that is cracked and then place the finish course on it at a cost of \$16,200. The last option was to mill the binder course and replace with binder and finish course. That cost was estimated at \$23,800. Overall, the traffic is very light in this area and due to that the engineers re recommending the first option. They stated that the extra life of the street that could be gained does not justify the additional costs of the other options. Dennis Hernke then expressed his concerns with tripping hazards and there have been other streets finished but yet this one never was. He is asking the board to consider finishing off the street. The board felt that this is a viable concern and that it could be done at a pretty reasonable cost. The board then discussed where the funds could come from for this additional project. DuPrey provided 3 options. We could fake from the Plapper Road reserve which is probably not going to happen in the near future or we could take the funds from the Milwaukee St storm sewer reserve or take if from unrestricted fund balance. The board id not like the storm sewer or fund balance options but felt that with Plappert road extension unlikely to happen in the near future it would be a good place to take the funds from. DuPrey stated that he will include it in a resolution next month. Action – to adopt the sewer fund budget as presented – motion: Koffarnus; second: Keuler; carried. Action – to adopt the water fund budget as presented – motion: Koffarnus; second: Starfeld; carried. Action – to adopt the TID District #1 budget as presented – motion: Keuler; second: Starfeld; carried. Action – to adopt the first responder fund budget as presented – motion: Koffarnus; second: Roehrig; carried. Action – to adopt TID District #2 budget as presented – motion: Koffarnus; second: Bolwerk; carried. The Capital Improvements Fund and General Fund budgets were then discussed. The board agreed that Lynwood Drive by the Hernke residence should have the finish course installed. Action – to adopt the capital improvements fund budget with the change to add Lynwood Dr. finish course at a cost of \$9,000 with funds being transferred from the Plappert St. reserve fund – motion: Koffarnus; second: Roehrig; carried. Action – to adopt the general fund budget as presented – motion: Starfeld; second: Keuler; carried. Action – to set the local tax rate at \$7.9401787 – motion: Roehrig; second: Starfeld; carried. President Breckheimer declared the public hearing on the 2018 budgets closed.

The village board then proceeded with the remainder of the village board meeting.

Minutes – Action – to approve the board meeting minutes as presented – motion: Koffarnus; second: Starfeld; carried. The fire department minutes were presented to the board. Action – to accept the fire department minutes and place them on file – motion: Starfeld; second: Keuler; carried. There was no first responder minutes.

Treasurer's Report for the Village of Hilbert – balances – (\$129,257.51) General fund; \$558,061.59 Sewer fund; \$64,525.73 Water Fund; \$52.94 Clean Water Fund; \$1.00 DOA Block Grant Fund; (\$11,377.92) TID #1 fund; \$1,083,840.41 T-Plus fund; \$12,034.30 First Responder fund; (\$363,370.73) TID #2; \$675,866.72 Capital Improvements Fund. Action – to approve the treasurer's report as

presented – motion: Starfeld; second: Bolwerk; carried. The treasurer’s report for the fire department was presented to the board. Action – to approve the treasurer’s report for fire department as presented – motion: Koffarnus; second: Roehrig; carried. The treasurer’s report for the first responders from September and October were presented to the board. Action – to approve the first responder’s treasurer’s reports from September and October as presented – motion: Koffarnus; second: Starfeld; carried.

Claims – examined and discussed. Action – to pay all claims – motion: Starfeld; second: Bolwerk; carried.

Correspondence – The MEG newsletter was presented to the board for their information. The Focus newsletters were presented to the board for their information. The Boardman & Clark newsletter was presented to the board for their information. DuPrey read a thank you card from the family of Mary Ann Plate. A notice of a training session on winter weather safety tips was presented to the board for their information.

Reports – The report of labor hours was presented to the board for their information. The monthly report on building permits was presented to the board for their information.

Unfinished Business:

2017 Projects – Payment Request #1 from MCC was presented to the board for the 2017 paving projects. Action – to approve payment request #1 to MCC in the amount of \$124,035.81 for the 2017 paving contracts as presented – motion: Starfeld; second: Keuler; carried.

Recycling/Rubbish – The monthly report was presented to the board for their information.

Police Protection for the village – The monthly reports for September and October were presented to the board for their information.

Fire Department – Mike Loose reported that there were 3 fire calls since the last meeting. He reported that the department will be working with the group that is bringing Santa in for a visit and a tree lighting at Railroad Park.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – WWTP Upgrades – The Amendment #3 to the engineering contract for the upgrade was presented to the board. DuPrey and Charlie Fochs explained the reason for the amendment. Some of it was due to Oudenhoven’s delay which was taken from the final payment last month. The others were due to extra work requested by the village. The total amendment is \$16,275. Action – to approve Amendment #3 to the engineering contract for the treatment plant upgrade project as presented – motion: Starfeld; second: Koffarnus; carried. Hilbert Acres Mobile Home Park – nothing received. DuPrey was instructed to remind them of the requirement for monthly updates. The report on engineer bills and clean water fund loan requests were presented to the board for their information.

Village South Residential Development Property – Action – to accept the Plan Commission meeting minutes as presented and place them on file – motion: Koffarnus; second: Starfeld; carried. A letter received from the USPS office in Brillion indicated their preferred method for rural delivery. They are stating that cluster mailboxes must be used similar as to what is in the mobile home park. DuPrey stated that the postmaster from Brillion dropped off the letter and will not approve any individual mailboxes there. DuPrey stated that when you read the letter it seems that it is the preferred way and it left up to the local postmaster. DuPrey stated that he wanted to pass this onto the board so that they are aware of it and that it will need to further investigated to see if this is a requirement or a local decision.

736 W. Main St. Property – DuPrey reported that everything has been submitted and now we just have to wait for their review of it.

Village Economic Development Plan – Action – to accept the committee meeting minutes as presented and to place them on file – motion – Roehrig; second: Starfeld; carried. The recommendation from the committee was to approve the RFQ’s to send to 5 consultants being MSA, Mead & Hunt, SHE, Cedar Corporation and Robert E. Lee & Associates, Inc. DuPrey explained the RFQ and the thought process behind it. All of the consultants will have the same budget and would also act as back up grant administrator. Action - to approve this recommendation – motion: Roehrig; second: Starfeld; carried. There was no further action required.

Request to access our property to complete work on an abutting property – DuPrey provided an update. The revised agreement is still not where it needs to be and he has responded back to the vendor regarding this. As of right now, we have not heard anything new since.

New Business:

Application for Operator Licenses – Action – to approve the operator license for Melinda Schumacher – motion: Koffarnus; second: Starfeld; carried.

Classes/Seminars/Schooling for employees – Mike Loose stated that he will have the information next month on the request for reimbursement for the fire investigators seminar that was attended.

Discussion and possible action regarding proposed contract to begin accepting credit card payments – DuPrey presented a contract for the village to begin accepting credit/debit card payments. There would be 3 options for the customer. They could do it in the office, online or over the phone. He stated that there would be no cost to the village. The customer would pay all fees and that is how the company makes its money is by fees. We as a village have to promote that it is available. It is a 1 year contract. Currently New Holstein uses this company and they have had no issues. Action – to approve

the contract with GovPayNet to begin accepting credit/debit cards for payments as presented – motion: Starfeld; second: Roehrig; carried.

2018 Projects – Resolution 2017-08 which is the preliminary resolution declaring the intent to levy special assessments was presented to the board. DuPrey explained the resolution and the need to redo all the steps again for the Highway 114 project. The first step would be to approve this resolution. Action – to approve Resolution 2017-08, Preliminary Intent to Levy Special Assessments as presented – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. DuPrey then reviewed the handout which showed the timeline in order to finish all of the required paperwork for the special assessments and bid the project out. He stated that the public hearing needs to take place before the regular board meeting and then we have the regular board meeting and approve the final resolution to special assess. Action – to set the public hearing date on the proposed special assessments for curb & gutter for the Highway 114 project for 6:30 p.m. on Tuesday, December 12th – motion: Koffarnus; second: Starfeld; carried.

Discussion and possible action regarding the replacement of computers in the clerk's office – DuPrey presented pricing information from Tri-County Electronics to replace the computers in the clerk's office. He stated that they are currently 4 ½ years old and with the issue with the treatment plant computer crashing he doesn't want that to happen in the clerk's office. He stated that only the CPU units and then office software for the server computer. The workstation already has that installed. It would also include the replacement of the batteries for the battery backup system. Total cost is \$3,838.88. He stated that there is currently \$4,377.66 in reserve funds. After the 2017 budget amount is added it would still leave approximately \$4,400 in the reserve account. Action – to approve this purchase – motion: Roehrig; second: Starfeld; carried.

Village Board member Informational Report – Koffarnus stated that whoever painted the community center sign did a great job. It was our summer help, Alvin Dohr, that did the work. He also questioned about putting a sign in Railroad Park indicating that it is Railroad Park. The board felt that there was no real need to place a sign there at this time.

Village Employee Informational Report – DuPrey reported that Charlie Fochs and himself attended an LRIP meeting in Chilton regarding grant funds for local streets. He stated that the history of the group was to grant every municipality a chance for a grant. The group usually allows for two grants and preference is given to the municipalities that have had the largest gaps between funding or haven't ever received a grant. He stated that at that first meeting there were two municipalities that had expressed interest in the grant that would preferred under the guidelines used. Because of this the other municipalities wouldn't take the time to apply. The Friday prior to the second meeting to award grants, one of the municipalities gave notice that they were not going to apply for a grant. This put us up as next on the list. DuPrey stated that he and Charlie met and came up with a project. We came up with 12th St. reconstruction which will put in curb & gutter and finish the street off. Charlie contacted the engineers to get an estimate and then DuPrey stated that he came in Saturday to put the application together to have ready for the meeting. He stated that he went to the meeting and submitted the application and the village's application was approved and we will be receiving a grant for \$37,974.62 for this project. The project would be scheduled for completion in 2019. The board thanked DuPrey for giving up a Saturday to complete the application. Charlie Fochs reported that flushing went well and they will look at doing it the same way during the week during the day.

President's Report – none.

The board then convened into closed session under Section 19.85 (1)(e) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to convene into closed session – motion: Starfeld; second; Koffarnus; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second; Koffarnus; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

There was no action from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Roehrig; carried. The meeting was adjourned at approximately 7:51 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk

President Mark Breckheimer call the special meeting of the village board to order at 6:35 p.m. on Tuesday, November, 21, 2017.

Roll Call – all members reported present except Bolwerk. Starfeld reported late (6:40 p.m.). Others present were Jeremy Baumgart and Charlie Fochs.

Pledge of Allegiance – The pledge of allegiance was recited by everyone present.

Citizens Questions and Concerns to be acted on at the next board meeting – none.

Announcements – Charlie Fochs reported that the water and sewer committee needs to set up a meeting. They have finished testing has been completed and they have received the results on the reservoir. They are looking at meeting as soon as they can and will look at getting it done week.

President's Report – Plan Commission meeting is 12//417 at 6 p.m. Economic Development meeting is 12/6/17 at 5:30 p.m.

Unfinished Business:

Letter of resignation from Jeremy Baumgart from public works position – The letter of resignation from Jeremy Baumgart was presented to the board. Action – to accept this resignation – motion: Koffarnus; second; Roehrig; carried.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to discuss how to proceed to fill the open public works employee position. Action – to convene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote: yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second: Keuler; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Discussion and possible action from closed session regarding how to proceed to fill the open public works position – Action – to advertise for a General Public Works Employee – motion: Roehrig; second: Keuler; carried.

The board then convened into closed session under Section 19.85(1)(e) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to convene into closed session – motion: Nolan; second: Starfeld; Roll Call Vote: yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second: Keuler; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

There was no action from the closed session.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to review applications for the position of Director of Public Works. Action – to reconvene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote: yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second: Starfeld; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at approximately 7:49 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk

President Mark Breckheimer called the special board meeting of the village board to order at 7 p.m. on Tuesday, November 28, 2017.

Roll Call – all members reported present. Others present was Charlie Fochs.

Pledge of Allegiance – The pledge of allegiance was recited by everyone present.

Citizens Questions and Concerns to be acted on at the next board meeting – none.

Announcements – Plan Commission meeting is 12/4/17 at 6 p.m. Economic Development Committee meeting is 12/6/17 at 5:30 p.m.

President's Report – none.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to interview applicants for the position of Director of Public Works. Action – to reconvene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote: yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second: Nolan; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Possible Action from closed session – Action – to offer to Kim Plate the position of General Public Works Employee at an hourly rate of \$22.00 per hour – motion: Keuler; second: Bolwerk; carried.

New Business:

Discussion and possible action regarding hiring temporary employee(s) for assisting with snow removal - Charlie Fochs approached both Dave Jannette and Gary Boesch regarding the possibility of plowing snow for the village if needed until the open positions can be filled and the employees trained. The both stated that they would be interested. The board discussed an hourly rate. Breckheimer stated that Charlie told him he would like to see \$25 per hour and at first he thought that this would be a little high but after thinking about it and not having to pay benefits, he felt that this would be a fair wage to pay. The board agreed. Action – to approve the hiring of Dave Jannette and Gary Boesch as temporary help to provide assistance as needed to snow removal at an hourly rate of \$25 per hour – motion: Bolwerk; second; Roehrig; carried.

The board then convened into closed session under Section 19.85(1)(e) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to convene into closed session – motion: Roehrig; second: Keuler; Roll Call Vote: yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

There was no action taken from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Bolwerk; carried. The meeting was adjourned at approximately 7:49 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk