

President Tom Roehrig called the regular Board meeting to order at 6 p.m. on Tuesday, December 10, 2024.

Roll Call - Loose, Pulley, Roehrig, Nolan, Collins. Not present was Stenklyft. Others present were Missy Kieso, Mike Loose, Kim Plate, Kathy Albers, Lisa Krueger, Keith Berchum, Chris Meuer and Kyle Hunter.

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

Citizen Questions and Concerns – none.

Announcements – Nomination papers may be circulated beginning on December 1, 2024 and be filed by 5 p.m. on Tuesday, January 7, 2025 for Spring Election being held on Tuesday, April 1, 2025. Candidates up for re-election are Village Trustees: Peggy Nolan, Ken Stenklyft and Chase Collins. Village President: Tom Roehrig.

Minutes - Action - to approve the Village Board meeting minutes as presented and place them on file - motion: Nolan; second: Loose; carried. Action – to accept the Fire Department meeting minutes and place them on file – motion: Nolan; second: Loose; carried. There were no First Responder minutes presented to the Board.

Treasurer's Reports – Action- to approve the Village treasurer's report as presented - motion: Loose; second: Nolan; carried. Action - to accept the Fire Department Treasurer's Report - motion: Collins; second: Nolan; carried. There was no First Responders Treasurer's report.

Claims for the Village of Hilbert – Examined and discussed. Action - to pay all claims as presented - motion: Nolan; second: Loose; carried.

Correspondences – Notice of Shared Revenue- November 2024 Distribution – Kieso presented a notice from the Department of Revenue to the Board for their information. Notice of First Dollar Credit- 2024 Maximum Credit Value – The notice was presented to the Board for their information. Notice of Lottery and Gaming Credit- 2024 Maximum Credit Value – The notice was presented to the Board for their information. Notice of School Levy Tax Credit and Major State Aids 2024 Property Tax Bills Payable in 2025 – The notice was presented to the Board for their information. Charter Communications Quarterly Franchise Fee Payment – Kieso presented the letter to the Board for their information and said that this is the last payment due for the year. Reports – Village of Hilbert 2025 Working Budget Mill Rates report was presented to the Board for their information. Labor Hours report and the Building Permits report were presented to the Board for their information.

Presentation regarding the Calumet County Hospital Advisory Board Opportunity- Kyle Hunter – Kyle told the Board that they are looking for 3-8 new members to serve on the Advisory Board. The committee meets two times per year. It is not a paid position but is very rewarding. The service area is Hilbert, Chilton, Kiel, Stockbridge and New Holstein.

Unfinished Business – none.

Recycling/Rubbish- Monthly Report- The monthly report was given to the Board for their information.

Police Protection for the Village – The monthly report was presented to the Board for their information.

Village Meadows Subdivision – Monthly update on lots sold/available - A report on the lots which have been sold and lots available was presented to the Board for their information. Kieso told the Board that one lot closed at the end of November. This will leave 3 lots that remain for sale. Subdivision Improvements/Phases – Nothing new. Notice of Wisconsin Public Service refund letter – Kieso told the Board that the Village received a refund letter and rebate check from WPS for the addition of another customer to the gas extension built to serve Village Meadows First Addition.

Notice of Wisconsin Electric refund letter – A letter and refund check were received for new service on Thorn Creek Drive. Update regarding Schneider Farms continuing to rent the undeveloped acres for 2025 as per current 2024 contract – The contract rate cannot be raised and will stay at the same rate.

Comprehensive Plan –

Update from the County regarding the Comprehensive Plan – Chris Meuer from Calumet County gave a presentation to the Board. They are working with 9-10 municipalities and are looking at land use within the next 20 years. They would like feedback and recommendations from the Village by January 10, 2025.

Sludge Dewatering Project –

Discussion and possible action regarding Payment Request #1 from Sabel Mechanical, LLC – Plate told the Board that equipment will be installed by Friday and then the electrician comes. The amount due this application is \$293,684.90. Action – to pay Sabel Mechanical, LLC the amount due – motion: Nolan; second: Collins; Roll Call Vote – yes: Collins, Loose, Nolan, Pulley and Roehrig; carried.

New Business -

Fire Department – Chief Loose said there was a good turnout for the tree lighting. The Fire Department will be paying \$11k for new helmets and they will be looking into any grants that would be available.

Application for Operators Licenses – Discussion and possible action for operator’s license – none.

Classes/Seminars/Schooling for employees - Discussion and possible action regarding requests for schooling/training sessions – none. Reports on schooling/training sessions attended – none.

Water Department – No updates

2025 Projects – Discussion and possible action regarding Resolution 2024-12 regarding intent to levy special assessments for the 2025 street project for the Village Meadows- This is a project for Thorn Creek Drive and Tanglewood Way. The special assessment covers the installation of the curb & gutter and the remaining project costs will be paid through a Village tax assessment. Action – to approve Resolution 2024-12 as presented – motion: Collins; second: Nolan; Roll Call Vote – yes: Collins, Loose, Nolan, Pulley and Roehrig; carried. Discussion and possible action regarding setting the Public Hearing date for January 14, 2025 at 5:30 p.m. – Action – to set the hearing for 5:30, a half hour before the regular Board meeting – motion: Loose; second: Nolan; carried.

Park & Recreation Committee –

Committee minutes presented for acceptance and to be placed on file – Action – to approve minutes and place on file – motion: Nolan; second: Loose; carried. Committee recommendation regarding hiring REL to complete the Urban Forestry Startup Grant and have it submitted by Oct. 2025, placing the funds into the 2026 budget for tree planting – Action – to hire REL to complete the Urban Forestry Startup Grant – motion: Nolan; second: Collins; carried.

Committee recommendation to have the Director of Public Works to talk to the Gospel Fest Committee regarding requested projects - Roehrig volunteered to talk to Gospel Fest about their requested projects. No action taken. Committee recommendation to the Board allowing two residents to come up with plans, installation, cost and funding for a possible Civic Park memorial project – Lisa Krueger and Kathy Albers made a request to the Board to expand on the park bell display, add 2 extra flag poles and add an eagle on one side. They would like to honor all that served. The cost will not exceed \$10k. Lisa and Kathy will be the contact persons for this project. This project will be at no cost to the Village but will be funded through donations. Action – to put Lisa and Kathy in charge of this project – motion: Nolan; second: Collins; carried.

Committee recommendation to have the Director of Public Works look into the cost of converting the volleyball court to a pickleball court – Loose commented that the existing volleyball court is not in very good shape. She thought it could possibly be turned into a pickleball court. Roehrig offered to look into this. It will be discussed further at the next Board meeting. No action taken. Committee recommendation to increase the Civic Park rental fee to \$100 (\$25 increase), the security deposit fee to \$300 (\$100 increase) and the rental fee for a fundraiser to \$175 (\$25 increase) effective January 1, 2025- Action- to increase rental fees and deposits by amounts requested effective January 1, 2025 – motion: Loose; second: Collins; carried. Committee recommendation to increase the Community Center rental fee to \$110 (\$25 increase), the security deposit fee to \$300 (\$100 increase) and the Pitzen Room to \$65 (\$25 increase) effective January 1, 2025 – Action – to increase rental fees and deposits by amounts requested effective January 1, 2025 – motion: Loose; second: Collins; carried. Discussion and

possible action regarding a letter from a resident requesting that the rental closing time changes from 12 a.m. to 11 p.m. for the Community Center – The Board discussed this and decided the close time should remain as it is. No action taken.

Employee Review & Grievance Committee – Committee minutes presented for acceptance and to be placed on file – Action – to approve the minutes as presented and place them on file – motion: Collins; second: Loose; carried. Committee recommendation regarding an increase in compensation to a Village employee – Action – to increase Kieso’s annual salary by \$1000 on January 1, 2025 – motion: Collins; second: Nolan; carried. Committee recommendation regarding having the Wastewater Treatment employee to mow the grass at the Wastewater Treatment Facility starting in spring – Action – to approve the Wastewater Treatment Facility employee to be responsible for mowing grass at the Wastewater Treatment Facility starting in spring – motion: Collins; second: Loose; carried.

Discussion and possible action regarding the contract with Onward Accounting & Consulting for the filing of the Public Service Commission of Wisconsin Annual Report (PSC Report) and the Wisconsin Department of Revenue Financial Report Form C- Ginny does this report for the Village and it has to be very accurate. Action – to approve the contract with Onward Accounting & Consulting to do the reports for the Village – motion: Nolan; second: Loose; carried.

Discussion and possible action regarding a replacement for the open Village Trustee position – This position was previously filled by Josh Krueger. The term for this position will run through April, 2026 – Action – to approve Kyle Hunter to serve the remainder of the vacated term – motion: Collins; second: Loose; carried. Discussion and possible action regarding Resolution 2024-13 regarding Declaring Public Depositories for 2025 – This action must be taken every year – Action – to declare the list provided as public depositories for 2025. – motion: Loose; second: Collins; Roll Call Vote – yes: Loose, Collins, Nolan, Pulley and Roehrig; carried.

Discussion and possible action regarding the renewal of McClone Insurance coverage and annual premium – This insurance covers all Village properties, equipment and more. The quote showed a slight increase from previous year – Action – to renew the insurance coverage with McClone Insurance – motion: Collins; second: Loose; carried. Discussion and possible action regarding appointing Gary Jahn (Menn Law Firm) as the Village attorney for 2025 – Action – to appoint Gary Jahn as the Village attorney – motion: Collins; second: Nolan; carried. Discussion and possible action regarding the 2025 lease agreements for the Welcome to Hilbert signs – Action – to approve the 2025 lease agreements for the signs – motion: Nolan; second: Loose; carried. Discussion and possible action regarding the Village President and Village Treasurer to pay all bills prior to the end of the year – Action – to allow the Village President and Village Treasurer to pay all bills prior to the end of the year – motion: Nolan; second: Collins; carried. Discussion and possible action regarding the possible Christmas bonus for Village employees – T. Roehrig – Action – to approve a \$150 Christmas bonus get paid to each full time and part time employee – motion: Loose; second: Collins; carried.

Village Board Member Informational Report – Collins announced that he will not be attending the January, 2025 meeting.

Village Personnel Information Report – none.

President’s Report – none.

Adjournment – Action – to adjourn – motion: Loose; second: Collins; carried. The meeting was adjourned at 7:20 p.m.

Deb Thiel

Deb Thiel, Deputy Clerk