

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, April 17, 2018.

Roll Call – all members reported present. Others present were Mike Loose, Dennis DuPrey, Charlie Fochs and Seth Hudson and Jim Frymark from Cedar Corporation.

Reorganization of the Board – Breckheimer presented the board with the proposed committee appointments. He stated that he made some changes and asked if there were any questions or suggestions. There were none. Action – to approve the committee appointments for the upcoming year as presented – motion: Starfeld; second: Keuler; carried.

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 – There were none.

Announcements – Economic Development Committee Public Meeting for Village Plan – 4/24/18 at 5:30 p.m. at the community center, Tire Recycling Event on 4/21/18 from 9 a.m. – 11 a.m. at Official's Den, Board of Review on 4/25/18 from 5:30 p.m. – 7:30 p.m. (please note time change), Hilbert Fire Dept. Brat Fry – April 28, 2018 beginning at 10 a.m. at Schmitz Brothers II parking lot and the Annual Spring Clean on 5/5/18 from 8 a.m. to 11 a.m.

Minutes – Action – to approve the board meeting minutes as presented – motion: Starfeld; second: Schrubbe; 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 were no first responder minutes presented to the board.

Treasurer's Report for the Village of Hilbert - balances – \$337,120.68 General fund; \$646,522.38 Sewer fund; \$76,366.31 Water fund; \$36.67 Clean Water fund; \$1.00 DOA Block Grant Fund; (\$30,328.59) TID #1 fund; \$1,088,497.25 T-Plus fund; \$14,814.90 First Responder fund; (\$211,585.09) TID #2; \$558,970.11 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Roehrig; second: Starfeld; carried. The treasurer's report for the fire department was presented to the board. Action – to approve the fire department treasurer's reports as presented – motion: Schrubbe; second: Starfeld; carried. The February and March treasurer's reports for the first responders were presented to the board. Action – to approve the first responder treasurer's reports as presented – motion: Roehrig; second: Keuler; carried.

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

Correspondence – The MEG Newsletter was presented to the board for their information. The Focus Newsletter was presented to the board for their information. The Boardman & Clark Newsletter was presented to the board for their information. The Calumet County Focus on Calumet Newsletters were presented to the board for their information. The League of WI Municipalities information on 2018 Local Government 101 classes was also presented to the board for their information. Breckheimer highly recommended the classes and stated that anyone who wants to go should let him know because the village will pay the fee to attend. David & Kuelthau newsletter regarding information on the 40th annual Public Officials Program was presented to the board for their information. Breckheimer stated that this would be an evening event.

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. Notice of Lottery Credit – Real Estate in the amount of \$39,679.22 was presented to the board for their information. Notice of Lottery Credit – Mobile Homes in the amount of \$3,223.59 was presented to the board for the information. Notice of Receipt of the Quarterly Street Aid payment in the amount of \$11,566.26 was presented to the board for their information. DuPrey stated that the annual PSC Report has been submitted. The report is a 60+ page report that he submits yearly but there was a new schedule added to it this year. The new schedule involved the type and size of each lateral going to each house. Fochs said there were 3 lead lines reported. Breckheimer and Starfeld questioned whether this could be added to the GIS Mapping so that information would be readily available in the future. Fochs said that he would have to check to see if there is an icon that he could use to identify these on the mapping system. Keuler stated that could get pricey. Fochs said that the lead lines will be an ongoing issue and he's thinking that eventually it'll become mandatory to change them out. The Condition of Budgets – All Funds was presented to the board for their information.

Unfinished Business:

2018 Projects –

Highway 114 Urbanization Project – The discussion concerned moving up to 3 power poles in the project area. Fochs said that he received notice on prices regarding moving the poles. He did not request this. He contacted the power company and found out that the power company themselves were actually requesting the poles be moved and the cost to be incurred by the village. The cost to move up to 3 power poles was estimated at \$1,700.00 Fochs stated that everything would work as it is but it wouldn't be a bad idea to move a few of them. The one close to Ken Geiser property could be moved. He said this would give more space between the sidewalk and the cedar trees that Geiser was concerned about. Roehrig asked if Geiser was the only property owner that had concerns? Fochs said yes that Geiser is the only one he heard from. Fochs stated that it will also help with landscaping at the end of the project. Fochs and Starfeld stated that they could meet with the power company at the locations in question and go over the best placement. Breckheimer said it sounded good and to go for it. Roehrig agreed that it sounded like a win-win situation. Action – to approve to have up to 3 power poles moved with the cost

not exceeding \$1,700.00 – motion: Roehrig; second: Nolan; carried.

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

Police Protection for the Village – The February and March police protection reports were presented to the board members for their information.

Fire Department – Chief Loose reported there were 6 fire calls since the last meeting. Four were mutual and two were local. He stated that on May 19th that they are working with Official's Den to have a bowling with kids' event that would benefit the fire department. He also said they have the Cheese Derby in June. Loose asked if there was any update on the signage for the fire department/community center. Roehrig said that he would set up a committee meeting regarding the signage and will keep Chief Loose updated.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – WWTP Upgrades – Nothing new. Hilbert Acres Mobile Home Park – There was no update to report. DuPrey read an e-mail that he had sent to Anita requesting an update and reminding her that the board would like a monthly report; whether there is work being done or not. There was no reply. Roehrig asked when the last communication between the village and Anita occurred. DuPrey said about 2 months ago when she handed in a report. Starfeld recommended calling her and sending another e-mail. DuPrey stated he would do so. Reports on Engineering Bills and Clean Water Fund Draws compared to budget to date – Nothing new.

Village South Residential Development Property – DuPrey stated that found out that the village will not be able to apply for an infrastructure grant at this time. He said that for the grant, it sounds like you would need to get a builder to commit first and then do the infrastructure. This would help ensure that there would be enough moderate and affordable housing included. By doing this, it is safer for the municipalities and less risk of having to pay the grant back. DuPrey stated that the developer and village would need to work hand in hand together. Breckheimer stated that the project could be done section by section and not all at once also. Jim Frymark agreed. He said, for example, if you start off with 10 houses and 6 of those qualify for low to moderate income housing you then are at 51% which is where you need to be to meet the criteria.

Village Economic Development Plan – The next public input meeting is on 4/24/18 at 5:30 p.m. at the Hilbert Community Center. Approving a contract with Cedar Corporation for Economic Development Assistance was then discussed. DuPrey stated that he had discussions with Seth Hudson in regards to having Cedar Corporation assist the village regarding economic development. The contract could be set for a certain amount and could not be exceeded without board approval. The amount is to be set at \$10,000 with the village getting notice when they reach \$2,500, \$5,000 and \$7,500. DuPrey believes that this would be a worthwhile contract; especially since Cedar Corporation are the experts and have so much experience in this area. He thinks it's money worth spending. Cedar Corporation would give the board status updates as far as hours and money being spent on which projects and there would be a monthly invoicing. DuPrey stated the money would come from the general account. Cedar Corporation would be involved with businesses and getting them to locate here in Hilbert. There would be open communication with DuPrey prior setting up potential meetings, etc. They are actually doing this now but haven't been charging for it. They have leads they have been working on and with this contract can put more time into it. DuPrey stated that we should utilize their knowledge. Seth Hudson also said that they would work with the village and potential business owners concerning grants that are available. The information provided at the board meetings would be kept general as not to let too much pending information out, because we are basically in competition with other municipalities to get businesses to come into the community. When possible, and as the process advances, the board may go into closed meetings for further discussions. Action – to accept the proposed contract with Cedar Corporation as presented – motion: Roehrig; second: Starfeld; carried.

Water Tower Recoating Project – Fochs stated that the concerns he had on the water tower have been addressed and fixed by Lane Tank Company, Inc. Action – to pay the final payment of \$7,541.87 to Lane Tank Company, Inc. – motion: Starfeld; second: Schrubbe; carried.

Village Website Update – Kieso explained that a quote was received from Brett Halderson to update the website. The quote came in at \$595-\$995. There is approximately \$370 left in reserve funds. The board was asked for any ideas they may have concerning what they would like to see on the updated website. DuPrey stated that now is the time to say before the finished project is presented. The website would be presented to the board before going live. Action – to approve Brett Halderson to update the village website with the amount not exceeding \$1,000 – motion: Starfeld; second: Schrubbe; carried.

Sound Barrier Wall Request – Nolan stated that she spoke to Tasha Kloehn, the resident with the request and concerns. She stated that the road is right up to the backyard of Kloehn's and she understands why there may be issues. Nolan feels like Sargento should be contacted and see if they have any plans to finish the area off with a type of sound barrier, such as a wall or trees, etc. Schrubbe stated that there's a decimal reading that could be done also to see how loud the noise actually is. Breckheimer stated that DuPrey and Fochs have contacts at Sargento and asked that they get in touch with them and see what they find out. DuPrey stated that he would.

New Business:

Other Annual Appointments – Plan Commission – Board member for a 1-year term. Breckheimer is recommending Tim Keuler. Action – to appoint Tim Keuler for a 1-year term – motion: Starfeld; second:

Bolwerk; carried. Citizen member for a 1-year term. Breckheimer recommending Jim Schmidt. Action – to appoint Jim Schmidt for a 1-year term – motion: Starfeld; second: Roehrig; carried. Citizen member for a 3-year term. Breckheimer recommending Jim Koffarnus. Action – to appoint Jim Koffarnus for a 3-year term – motion: Starfeld; second: Keuler; carried. TIF Committee – Appointment of a citizen member to replace Mary Ann Plate. Breckheimer recommending Jim Koffarnus. Action – to appoint Jim Koffarnus to the TIF committee – motion: Roehrig; second: Starfeld; carried. Board of Appeals – Citizen member for a 3-year term. Breckheimer recommending James Pethan. Action – to appoint James Pethan for a 3-year term – motion: Schrubbe; second: Starfeld; carried. Economic Development Committee – Board member for a 3-year term. Breckheimer recommending Tom Roehrig. Action – to appoint Tom Roehrig for a 3-year term – motion: Keuler; second: Starfeld; carried. Board member to fill unexpired term of James Koffarnus to April 2019. Breckheimer recommending Tim Keuler. Action – to appoint Tim Keuler for a 3-year term – motion: Starfeld; second: Roehrig; carried. Board member for a 3-year term. Breckheimer recommending Peggy Nolan. Action – to appoint Peggy Nolan for a 3-year term – motion: Starfeld; second: Roehrig; carried. Citizen member for a 3-year term. Breckheimer recommending Phil Nett. Action – to appoint Phil Nett for a 3-year term – motion: Keuler; second: Starfeld; carried. Hilbert Housing Authority – Citizen member for a 5-year term. Breckheimer recommending Gary Boesch. Action – to appoint Gary Boesch for a 5-year term – motion: Roehrig; second: Schrubbe; carried.

Application for Operator Licenses – Action – to approve the operator license for Kerry Herriot – motion: Schrubbe; second: Starfeld; carried. Action – to approve the operator license for Ginger Oberjat – motion: Starfeld; second: Schrubbe; carried.

Application for 6-Month License – Action – to approve the application from Hilbert Athletic Association for a 6-month license – motion: Roehrig; second: Starfeld; carried.

Classes/Seminars/Schooling for Employees – Breckheimer stated that there is an upcoming Economic Summit in Green Bay on July 16th. DuPrey stated that he would be willing to go to represent the village if no one else plans on it. Action – to approve DuPrey going to the Economic Summit – motion: Schrubbe; second: Roehrig; carried. Fochs also presented the board with a summary of the WRWA conference he attended.

Park and Recreation Committee – Action – to accept the committee meeting minutes as presented and place them on file – motion: Starfeld; second: Bolwerk; carried. The board then addressed the committee recommendation regarding installing gates at the park. Roehrig explained that the original estimate from Northern Fence only showed the purchase and installation of 2 gates. There actually would be 3 gates at a total cost of \$2,750. Fochs said that there would be posts to lock the gates open to prevent kids from swinging on the gates. Fochs expressed his concern with the gates only opening 90 degrees; he said this would not work. Roehrig said he would talk to Northern Fence and have that switched to 180 degrees. DuPrey stated that the money can either come from fund balance or from the Park Building Fund. Starfeld stated with the \$10,000 donation in that fund that is where he thinks the money should be taken from. DuPrey agreed. Action – to approve purchasing the 3 gates from Northern Fence at the cost of \$2,750 with the money coming from the Park Building fund – motion: Starfeld; second: Roehrig; carried. No further action needed. The next discussion concerned the committee recommendation regarding turning over maintenance of the ballfields inside the fence to the Hilbert Athletic Association. The committee stated that they spoke with Karl Propson on this and for now it is the consensus to leave the ballfields maintenance to the village. No action was taken. The ballfield maintenance agreement with the Hilbert Athletic Club was then discussed. Breckheimer stated that the athletic club would have a key for the new gates. Fochs said that he can have it made that those keys and the bathroom keys are the same. Questions on whether any changes should be made to the agreement. Roehrig stated that it should just be left as it is for now. Action – to approve the recommendation from the committee regarding the ballfield maintenance agreement with the Hilbert Athletic Club as presented – motion: Roehrig; second: Schrubbe; carried.

No further action needed. The board was also informed that on May 1st that Roehrig, DuPrey and Fochs would be meeting with a representative from the East Central Regional Planning Commission to go over ideas and options pertaining to the Open Park Space Plan.

Eastshore Humane Association Agreement & Donation – The request was discussed. In exchange for donating the entire amount of dog fees received from the county, Eastshore will pick up our stray animals and care for them. The donation amount would be \$1,109.59. DuPrey stated that this is a great avenue to have when it comes to dealing with strays and would recommend it. Action – to approve the donation of \$1,109.59 and renewing the agreement with Eastshore Humane Association – motion: Starfeld; second: Nolan; carried.

Replacement of the Chemical Pump at the WWTP – Fochs stated that there is \$3,000 budgeted for this purchase. The pump is a MC3 and the cost would be \$1,960. This pump runs 24/7 and needs to be replaced. Action – to purchase the new chemical pump at a cost of \$1,960 as budgeted – motion: Starfeld; second: Keuler; carried.

New Portable Probe for the WWTP – Fochs stated that there is \$2,000 budgeted for this purchase. It is an ORP Probe and is what the engineers recommended. Action – to approve the purchase of the new portable probe for the WWTP as budgeted at a cost not to exceed \$2,000 – motion: Starfeld; second: Schrubbe; carried.

Village Board Member Informational Report – Roehrig stated that Fochs shared with him information

concerning the ballfield. A JV Baseball Coach, Wes Bunnell, sent a message out to parents saying that the Stockbridge field would be ready to play on but the Hilbert field is not ready. He wrote that if there are any questions that they should contact the village since the village, and not the school, is in charge of the field. Roehrig stated that he thinks it could have been worded better and that the village should not have to take calls on school-related sporting events. Breckheimer stated that he would get in touch with the school's athletic director, Stan Diedrich, to address the issue.

Village Personnel Information Report – Fochs said that due to the snowstorm that flushing hydrants has moved to April 25th and April 26th. Kieso stated that she spoke to the City of Brillion regarding the welcome packs they hand out and they are going to send an example just so we can see what kind of information they have in theirs compared to ours. She also explained that she was told that they have these packets at the title company to be handed out at the time of closing and not to realtors to potential buyers.

President's Report – Breckheimer reminded everyone that if they plan on having a committee meeting that they need to let the office know 5 days in advance in order to get everything ready and posted.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to convene into closed session – motion: Roehrig; second: Starfeld; Roll Call Vote – yes: Bolwerk, Schrubbe, 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: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. There was no action from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at approximately 9:13 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk

The 2018 Annual Board of Review meeting was called to order at 5:30 p.m. on Wednesday, April 25, 2018 by Chairperson Tom Roehrig.

Roll Call – Members present were Tom Roehrig, Jim Schrubbe, Mark Breckheimer, Mike Bolwerk and Dennis DuPrey. Also present was Assessor Troy Zacharias of Action Appraisers & Consultants, Inc.

Pledge of Allegiance – This was recited by everyone present.

There were no citizen questions or concerns and no announcements.

DuPrey reviewed the summary of changes in valuations in the tax roll from 2017 to 2018. He noted that these values do not include manufacturing property that is state assessed. For Real Estate, the 2017 value was \$50,285,300 and in 2018 it is \$50,988,700 or an increase of \$703,400. For Personal Property, DuPrey stated that there was a change in the law that now exempted machinery and equipment. Because of this, it had a huge impact on the values that are reported. He stated that the state is supposed to provide municipalities with a make up payment for taxes lost due to this law change. He stated that the goal of the state is to eliminate Personal Property tax. DuPrey stated that the 2017 value was \$934,930 and the 2018 value is \$213,670 or a decrease of \$721,260. Overall, the total values decrease by a total of \$17,860.

The committee then reviewed the roles of the members of the Board of Review because there had been a changeover in the members of the board. It is noted for the record that no one appeared to contest their assessments. The board then reviewed the tax roll for 2018.

Action – to adjourn the 2018 Annual Board of Review – motion: Jim Schrubbe; second: Mark Breckheimer; carried. The meeting was adjourned at 7:30 p.m.

Dennis DuPrey

Dennis DuPrey, Administrator Clerk Treasurer