

President Jim Schmidt called the regular Board Meeting to order at 7 p.m. on Tuesday, September 13, 2022.

Roll Call – Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn and Schmidt. Others present were Dennis DuPrey, Kim Plate, Mike Loose, Mark Fochs, Bruce Hernke, Dennis Hernke and JoAnne Hernke.

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 – Mike Loose stated that there is a lot of dirt, stone and gravel on East Main Street. This is from when the crack filling was completed. Loose stated that the company never cleaned up after they finished the project. Plate said that he noticed this also and was just debating whether to have the street cleaner come through to clean the areas where the patch work was done. Usually, we only have street sweeper come through once a year; but Plate stated that he could call and see if he'd be able to do just certain areas. DuPrey stated it's about \$1k when he does every street in the Village so if he could just do the recommended areas that would be best. Plate will check into it and have it done.

Announcements – Schmidt reminded the Board members that all budget numbers are due in the office by September 30<sup>th</sup>.

Minutes – Action – to approve the Board Meeting Minutes and the Fire Department Minutes as presented and place them on file – motion: Schrubbe; second: Kloehn; carried. There was no First Responder Minutes presented to the Board.

Treasurer's Report for the Village of Hilbert – balances - \$570,162.83 General fund; \$1,123,332.48 Sewer fund; \$284,490.38 Water fund; \$1.00 DOA Block Grant fund; \$1,119,076.19 T-Plus fund; \$48,605.15 First Responder fund; (\$736,326.16) TID #2 fund; \$675,917.84 Capital Improvements Fund. Action – to approve the Village Treasurer's Report and the Fire Department Treasurer's Report as presented – motion: Roehrig; second: Nolan; carried. There was no First Responder Treasurer's Report presented to the Board.

Correspondence – There was no MEG Newsletter presented to the Board. There was no Boardman & Clark Newsletter presented to the Board. The Calumet County Focus on Calumet Newsletters were presented to the Board for their information. The Notice of January 1, 2022 Estimated Population was presented to the Board for their information. The pre-liminary estimate for the Village is 1,271; a .184% increase. The Notice from SCRB of Experience Modification Factor was presented to the Board for their information. This report is tied to workman's compensation claims. The Village is at .87; anything less than 1.0 is discounted. Anything over 1.0 there is a surcharge. Our rating is the same as last year.

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. The Report of the 2022 Annual Board of Review was presented to the Board for their information. DuPrey stated that there was an increase in real estate (without manufacturing) of 40.65%. The total for real estate and personal property (without manufacturing) was an increase of 40.53%. It is a large increase due to the Village-wide revaluation for residential in 2022. DuPrey stated that, however, the tax rate should come down due to levy limits. The Notice of Receipt of Quarterly Cable Franchise Fees in the amount of \$1,737.68 was presented to the Board for their information. The Notice of Estimated Personal Property Aid for Real Estate in the amount of \$4,069.98 was presented to the Board for their information. The Notice of Estimated Personal Property Aid for TID #2 in the amount of \$1,246.53 was presented to the Board for their information.

Claims – examined and discussed. Action – to pay all claims presented – motion: Schrubbe; second: Keuler; carried.

Unfinished Business –

2022 Projects – nothing new. Change Orders – none. Payment Requests – none. Notice of approval of water main replacement on S. 3<sup>rd</sup> St. – The DNR has approved the water main replacement on S. 3<sup>rd</sup> St.

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

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

Fire Department – Chief Loose stated that there were five fire calls since the last Board meeting. He informed the Board that the Vic Ferrari event which was held on August 14, 2022 was a great success. In about a week or two the gun raffle will be starting also. Loose stated that he will have his budget to the office by the Sept. 30<sup>th</sup> deadline. Discussion and possible action regarding request to change locks on fire station building – No update; the department is still looking into their options.

TID District(s) – nothing.

Wastewater Treatment Plant – nothing. Discussion and possible action regarding computer issues at the treatment plant – Plate stated that they are waiting for PJ Kortens regarding the next steps for the computer. He was able to recover some of the data. The insurance is covering it all except \$1k. Plate will keep the Board updated. No action taken.

Well #4 – Update on Project – nothing new.

Village Meadows Subdivision – Subdivision Improvements – nothing new. Phase II Development – Plate wanted to mention that when he was on vacation that there was a change order (regarding the storm sewer) that was approved that he didn't know about. He would like to be kept up-to-date on all these changes. DuPrey stated that he had included Plate in on every e-mail correspondence regarding the issue. Plate stated that he did receive the e-mails but those were the first he had heard of it. DuPrey stated that as soon as Plate came into the office, they both discussed it and went over all the details.

DuPrey stated that he's not sure why Plate felt like he was unaware of it because he had kept him updated. Plate stated that he just wants to be kept aware of any issues with the projects as soon as possible. Change Orders – none. Payment Requests – none. Discussion and possible action regarding the proposals for the listing contract for selling lots – This was not discussed. No action taken. Notice of approval of the final plat – The final plat was approved by the Department of Administration. DuPrey stated that he just has to have Ron and Lori sign off on the strip of land that they purchased; Ron is out of town right now, but he will sign as soon as he is back. Once signed, then the final plat can be recorded.

Fochs Trails Subdivision – nothing new. Discussion and possible action regarding special assessment billing – Hernke family to appear – Dennis and Joanne Hernke (homeowners) along with their son Bruce Hernke addressed the Board. Bruce explained that he had some questions involving the 10-22-21 special assessment invoice of \$19,592.78. He stated that his parents purchased lot number 1 at the intersection of Fox Trail and Lynwood in 2008. He explained that this purchase included the cost for curb & gutter, street subgrade, sewer main, sewer lateral, water main and water lateral for the street to the West of their property on Lynwood totaling \$18,795. In 2019 the Village passed a levy to charge a special assessment to the landowners benefitting from the construction of the Fochs Trail 2<sup>nd</sup> addition. One of the new streets (Grace Ct.) borders the property to the North side. He stated that his parents are being charged roughly \$11k for their portion of the Grace Ct. subgrade. They feel that the addition of Grace Ct. provides no benefit to their property. Also, there is a portion of Lynwood to the South of their property that has not been excavated or upgraded. It appears they are being charged roughly \$8,500 for this and it's not even being constructed in the Fox Trails 2<sup>nd</sup> Addition. Bruce provided the Board with information regarding non-benefit properties and he feels like his parent's property falls within this category. They are asking the Board to reconsider the charges for the special assessment. They would also like the charge for the south portion of the property bordering the undeveloped section of Lynwood to be removed/deducted from the invoice. DuPrey explained that when doing special assessments, it's always easier to finish off the owner's lot completely for the charges. This way, once it's been billed it is done and you don't have to try to remember to what point the owners were charged for. It just keeps everything cleaner regarding the paperwork; so, in the future when it is developed, they would not get charged for it then. DuPrey stated that this charge is definitely something that can be deducted, but just to be aware that when the project continues some day that there will be an assessment on it then. He stated there are benefits for it both ways. If you pay for it now, the price is guaranteed; but future prices could be higher or lower, you never know for sure. The adjustment can definitely be made on the invoice if the Hernke's prefer to not pay for that section now. DuPrey also stated that there was an error in footage on the map, so they will be credited for that 24'. As far as a benefit to the Grace Ct. upgrade; Schmidt stated that it increases the property value. This happens when any area is urbanized. This would be a benefit. Bruce asked what's another benefit? Keuler stated you could add another driveway if you were to build something on that section of the yard. Bruce stated that there is not enough space to do that. Nolan mentioned that eventually there would be curb and gutter put in and that would be a benefit also. Bruce stated that the original estimate they received in 2019 was much lower than the actual total cost turned out to be. DuPrey stated that unfortunately that is because of the costs being so much higher now compared to 2019. He said all the property owners who were special assessed also have seen that increase. Schrubbe stated that he knows how it is because he is one of the owners getting special assessed for that project; and he also saw the increase. DuPrey went on to explain that with a previous project that was happening at the Village Meadows Subdivision, that St. Vinnie's was charged for the same thing; they weren't thrilled with it either, but that's just how the special assessments work. Nolan said that it needs to be the same for every property owner. Bruce said that they would be willing to pay for the curb and gutter if the Village picks up the cost of the subgrade. DuPrey stated that doing this would not be a good precedent to set; because then anyone who has ever been assessed for subgrade would be lining up for a refund. Bruce stated that there should be a different ordinance for corner lots. He stated even with taking off the Lynwood area and the extra 24' they would still be looking at \$11,800 plus the cost of curb and gutter when that come in. So, it will cost his parents over \$20k when all is said and done; for a street that he doesn't think is needed. After more discussion the Board made a decision. Action – to make an adjustment to the special assessment invoice by taking off the Lynwood section that is not being developed yet and also the 24' (once DuPrey verifies all the footages are correct) with no adjustment to be made to the Grace Ct. side – motion: Roehrig; second: Keuler; carried. Bruce then asked if he can discuss a problem they have of a car trailer being parked across from his parents' home continuously? He was informed since it was not on the agenda that the item could not be discussed at this meeting, but however; it can be put on the agenda for the next Board meeting. Schrubbe asked if he could give some information that he had pertaining to the trailer. He was told that too would have to wait until the next meeting.

Former Bel Brands Property – Update on the Project – DuPrey explained that he is waiting for one more check to clear the account and then the grant can be finalized. At that point, all the disbursement will have been made and there will be a close out letter.

Lead Service Lines in the Village – Plate informed the Board that there was a pre-construction meeting held yesterday. They are figuring a start date of September 19<sup>th</sup>. Payment Requests – none. Change Orders – none. Discussion and possible action regarding Resolution 2022-09 Authorizing Execution of

Principal Forgiveness Financial Assistance Agreement with the DNR – DuPrey explained that this is in regards to the \$87k LSL Grant. It is a requirement for the grant. Action – to accept Resolution 2022-09 as presented – motion: Roehrig; second: Schrubbe; Roll Call Vote – yes: Loose, Schrubbe; Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

Issues with the rip rap stone on the drainage ditch at the end of Creek St. – DuPrey informed the Board that Kevin and Laurie Plate have signed the easement and it has been recorded. Plate stated that he had J&E out there today. It would be worked on in the winter. This would cause less damage to the property. However, J&E is concerned that they may have to enter the waterway to help with stone placement and that a permit may be required to do so. Plate checked with Robert E. Lee and the estimated cost of a permit would be between \$3k and \$7k. Plate will check and see if since it's part of an existing project, that maybe the permit would not be needed.

Installation drain tile on Cedar Street as requested by the property owner – DuPrey is getting easements made up for the property owners by Robert E. Lee. Plate stated that the part between 6<sup>th</sup> & 7<sup>th</sup> Streets needs elevation and we also need permission from the property owners in order to get the surveys done. Keuler questioned if a swale would work? Plate stated that there is a slight swale but that there's not enough elevation to make is larger. It was mentioned that someone should go talk to the property owners regarding the project and permission. Plate stated that he would do this.

Clerk's Office Door Replacement – DuPrey presented the Board with the quote which he received from Kasper's Home Improvements. The quote was \$1362.29 for a solid sound proof door with the option of a window for an additional \$260.00 Kloehn stated that she thinks the door looks really nice and questioned why meetings can't just be held in the conference room? Schmidt stated that there's not enough privacy back here. Kieso stated that she agrees with Kloehn. She said that door is a great focal point and so many people mention it every time they come in. Charlie Fochs stopped in today and told her that they now make a handle that can be attached to close the door securely and weather stripping for it also. This would help and the cost would be around \$100. Kieso stated that to her it just seems like a lot of tax paper's money to spend when we have a door already. Schmidt stated that we need to have a place where administration can discuss projects privately. DuPrey stated this was a Board's decision and they instructed him to get a quote. Kieso stated another concern she had was the actually swinging of the door. Nolan stated there's not much room there is there? Kieso stated no. Keuler said this has already been approved hasn't it. DuPrey stated no that he was told to get estimates to present to the Board. It says it's a Board's decision and it really doesn't matter to him because he's done in 4 months. Keuler stated that we need some privacy in there. Kloehn stated then she feels like then we need a window in it. In the door? Keuler asked. Kloehn said yeah why not? Roehrig stated that there is an option for the window. DuPrey stated that this is just one price and he could get another one if the Board wanted him to. Schmidt stated that we usually like to get two estimates. Keuler stated that he didn't think he was going to beat that price. It was decided that DuPrey will get another quote.

Discussion and possible action regarding seeking proposals for providing backup services for daily Village operations due to a deemed emergency – Keuler stated right now he is playing phone tag with his contact; so, there is no update. No action taken.

Discussion and possible action regarding seeking proposals and contracts for engineering services for projects prior to proceeding with the projects – Keuler stated that he felt like maybe they should contact McMahon for an estimate for the next road project that comes up. This would give us time to finish everything that is in the works now and then address the new project with getting the estimates. Schrubbe stated he thought it would be a great idea for a project that is in the 1-3-5-7 years plan for budgets. No action taken.

2023 Budget – nothing new.

Discussion and possible action regarding a policy for not allowing any approvals without full board review and approval – This was discussed at prior meetings and the amount decided upon would be \$5k. DuPrey presented the Board with official policy stating this. The reason for this policy was because by not allowing decisions to made without full Village Board discussion and action can be detrimental to the smooth operations or the continuance of capital projects within the Village of Hilbert. With this getting approved each Village Trustee and Village President currently serving on the Village Board shall have the authority to incur up to \$5k in costs without full Village Board approval to ensure the smooth operations and to allow for the continuance of capital projects within the Village of Hilbert. When costs are incurred without full Village Board discussion and approval, the individual incurring the cost must provide a report at the next Village Board meeting which outlines the actual costs incurred and the reasoning behind make the decision to incur such costs. Action – to approve the policy regarding approving up to \$5k in costs without full Board review and approval as discussed – motion: Schrubbe; second: Kloehn; carried.

Discussion and possible action regarding the proposed employee handbook – DuPrey stated that he made the changes suggested in the pending handbook that were requested from the last meeting. The discussion regarding the handbook was being continue from the last meeting. The vacation benefit was discussed again. It was decided that there would be two systems for the vacation. The current full-time employees would be grandfathered in and their vacation would remain the same as it has been. All new full-time employees will be hired with a certain amount of vacation and then incur additional vacation each week they work. DuPrey brought up a suggestion regarding sick leave/excused absences. The way

the definition of immediate family is defined in the current handbook includes spouse's parents; is this necessary? Wouldn't it make more sense to have sibling as immediate family? Right not, siblings are not included. The Board felt like spouse's parents and siblings should be included. There was much discussion about what should be considered immediate family. It was decided to add siblings, step-siblings, grandparents and grandchildren along with what is already listed. The next discussion regarded being paid regular pay or overtime pay regarding conferences and training. Roehrig questioned how can we even answer that when we are not attorneys? Schrubbe agreed and said whatever we decide we need to have it reviewed by an attorney to make sure everything is legal. DuPrey stated that he reached out to the Village insurance agent because they offer the service of having their attorney look it over at no charge. But he has not received any communication back. He will keep trying because otherwise the other option is to have our attorney review it and that will be at a charge. There were also some questions about Village employees renting Village equipment and running it themselves. This is something that will have to be checked with the insurance company due to liability. Another question that Schrubbe had was in regards to the vacation pay for employees who quit without giving their two-week notice. By doing this, they would not be leaving in good standing and he felt therefore they should not get paid out for their vacation. Loose agreed. DuPrey disagreed. He stated that with the current employees their vacation time is earned from the prior year served and they should be entitled to it. Plate asked if it was requirement to give the two-week notice or if it is just a courtesy? Schrubbe stated a courtesy but so is paying out the vacation. In Wisconsin, there is no law that states that you have to pay out vacation. Plate questioned but what if you earned it the year before? Nolan and Schrubbe stated it's still a benefit and not guaranteed. Nolan stated that she thinks this is common at most places and unless you give the required notice you don't receive payout on your vacation. Schrubbe states that it's every place. It's a benefit and if you just walk off and leave then you lose that benefit. Nolan suggested DuPrey check into the legalities of it. The day after Thanksgiving was discussed again. Schrubbe stated that he doesn't think we can adjust the pay for salary employees based on hours worked. DuPrey explained what was negotiated with the Board when Darlene was still here and both DuPrey and Darlene wanted the day after Thanksgiving off. The office is not busy that day and they offered to use a day of vacation in order to shut down the office. The clause about taking it unpaid was also added if there's no vacation left. Schrubbe stated that he thinks we should get away from these handshake deals. DuPrey stated that is why it was brought to the Board and included in the employee handbook. There then was discussion on how salary pay works and the number of hours per week to be worked, etc. Plate questioned what about hourly employees like Kieso? If she wanted to come in and work and not use her vacation, could she? Fochs stated that you're basically forcing someone to use a vacation day or not get paid. Kieso stated her first year she did not have vacation so she took the day unpaid. She is fine with saving a vacation day for it and likes having that day off. Plate and Fochs stated that no one should be forced to use a vacation day. Schrubbe agreed and said it should be a holiday day. Plate said that would include all the employees, correct? Yes, it would have to be. Right now, they are leaving it the way it is and will be discussed later. A question Kieso had was when an employee uses their own personal vehicle while conducting Village business, which vehicle insurance is primary? DuPrey reached out to the insurance company for verification. They stated that the employee's personal insurance would be primary insurance coverage, but the employee could receive \$500 through the Village's insurance towards the employee's deductible. Keuler questioned what if there's an accident and she's hurt? It was stated that it would be her insurance but also workman's compensation. Kieso stated that she was wondering if she is required to take her vehicle then when bringing in deposits to Chilton and getting the mail in the Village? Schrubbe asked if mileage is paid out? Right now, mileage is reimbursed for anything outside of the Village limits. Schrubbe questioned if there is ever a Village vehicle available for Kieso to use? Plate stated not really. He said that he actually was going to suggest that at budget time that funds start to be put away towards having a car for Village use. Keuler stated that he understands the point of the question because he wouldn't want to have to use his vehicle; especially if it only covers \$500 because that doesn't even cover his deductible. Kieso stated that it's one of those things that isn't a big deal; until something happens and then it becomes one. Roehrig stated technically Kieso can refuse to have to use her vehicle. DuPrey stated that he could do it. Schmidt stated but you're in the same position though. DuPrey stated he didn't care and he'd take the risk. Schmidt stated but we need to make sure we are doing it the right way. Kieso stated that she is fine with it for now but just something to think about for the future. The Board said this is something that will need to be addressed. The last item discussed was Roehrig's suggestion of thinking of changing everyone's start date to January 1<sup>st</sup>. It could be split into the starting year into two categories: January 1<sup>st</sup> to June 30<sup>th</sup> and then July 1<sup>st</sup> to December 31<sup>st</sup>. Right now, it goes by the hire date. This was discussed and it was decided since there are only 5 full-time employees that this may not be needed. Requesting certain vacation days is usually not an issue and the employees work it out among themselves. Hiring dates will stay as in for now. Schmidt stated that he is going to stop having the review of the handbook now because there's more items to address and the conversation will be continued at the next meeting.

Discussion and possible action regarding disposing of excess fill – Schmidt stated that he knows this was discussed before but he wanted to readdress it. He found someone on Facebook looking for fill. Right now, they are getting it from the streets projects and getting it loaded that way. This person needs 25 to 30 loads of fill. Is there anyway we can load it for them from the subdivision once there isn't any more

from the streets projects? They don't have any way to load it otherwise at that point. Since they will be spending over \$1k do we want to offer to load it for them or not? Or do we just want to say once the fill from the street projects is done then that's it? Plate stated that they actually will probably get their 25 to 30 loads just from the streets projects alone. If there is any additional that is needed; we could decide about the loading at that point. There's no cost to us right now; we are receiving \$1 per yard.

New Business:

Application for Operator's license – Action – to approve the list of operator's licenses as presented – motion: Schrubbe; second: Loose; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Discussion and possible action regarding the renewal of the Field Maintenance Agreement with the Hilbert Athletic Association – DuPrey presented the Board with the revised agreement. Right now, the agreement is renewed on an annual basis. DuPrey stated that this is always hard to remember that with this agreement it will automatically renew unless written notice is provided by either party 60 days prior to the automatic renewal. The Board was reminded that the HAA pays for the dumpster in June, July and August and that the Village pays for the other months. Action – to approve the Field Maintenance Agreement with the Hilbert Athletic Association as presented – motion: Schrubbe; second: Kloehn; carried.

Discussion and possible action regarding request of Sargento Foods to have no parking in front of their Hilbert facility – DuPrey presented the letter which was sent to the Village from Sargento Foods. The letter is requesting that the no parking signs continue South on Hwy 57 in front of the Sargento Hilbert Facility. A lot of road improvements have been completed in this area in the last few years, including the widened road (Emergency/Turn Lanes), consolidation of driveways of the businesses across the street, lighting and curbing and sidewalks with the addition of the increased traffic due to the entrance to the new subdivision. Last week, a car was parked there for over a week on the Eastside of the Emergency/Turn Lane of the road causing a congested condition. This made the area less safe. This is why the request is being brought before the Board. The Board all agreed that the no parking signs would be good to add. However, they would be a state permit required since it is a state highway. Once that permit is acquired then the Village can change the ordinance to reflect the change. DuPrey will inform Sargento Foods. Action – to apply for a state permit to have the no parking signs continue South on Hwy 57 in front of Sargento as requested – motion: Roehrig; second: Nolan; carried.

Discussion and possible action on Resolution 2022-10 Red Ribbon Week Proclamation – DuPrey stated this is a resolution that the Village has every year to recognize Red Ribbon Week. It is to demonstrate the commitment to reduce alcohol, tobacco and substance misuse of youth in Calumet County and to promote a drug-free lifestyle. Action – to approve Resolution 2022-10 Red Ribbon Week Proclamation as presented – motion: Keuler; second: Kloehn; carried.

Discussion and possible action regarding the request of the Local Lounge to host an additional Outdoor Farmer's Market for 2022 – This would be the 3<sup>rd</sup> Farmer's Market for this year hosted by Local Lounge. It was agreed by all the Board members that it is a great community event. There was some talk revolving the placement of the vendors due to the 3<sup>rd</sup> St. project that is happening. Plate will work with Nicole from the Local Lounge to help with placement. Plate will also check with the post office to make sure they have access to their building. The event will be Saturday, October 1, 2022 from 9 a.m. to 12 p.m. with all booth rental proceeds to go to the Hilbert Wolves Athletic Booster Club. Action – to grant approval for the Local Lounge to host a Farmer's Market on Saturday, October 1, 2022 as requested – motion: Kloehn; second: Keuler; carried.

Park & Recreation Committee – Action – to accept the minutes as presented and place them on file – motion: Schrubbe; second: Roehrig; carried. Committee recommendation regarding renting out park/community center tables and chairs – There has been requests from residents regarding being able to rent the tables and chairs. The committee is recommending that the Village does not change their policy on this and will continue not to rent those items out. The Board agreed. No action needed.

Village Board Member Informational Report – Roehrig stated that he attended the open house for the elderly housing unit on 3<sup>rd</sup> St. He said the remodeling was extremely nice and everything looked great. Schrubbe asked whether residents who are affected by the street projects are made aware of the projects before they start? DuPrey stated that each resident receives a letter in the mail describing the project and how they may be affected by it. Schrubbe stated that's great. Kloehn mentioned that the apartment buildings on Main St. (where the old laundry mat used to be) have debris outside again, including mattresses. The Public Works employees have already picked up appliances from there and the owners have been billed. DuPrey will contact them regarding the debris. Loose stated that she attended the ambulance service meeting in Brillion. It was about the regionalization service of ambulance coverage. All municipalities serviced would share the cost. She didn't have a definite cost. She thought maybe \$10.95 per person. This has not gone through yet but there will be more meetings to follow, which if she's able to she will attend to keep the Board updated.

Village Personnel Information Report – Kieso informed the Board that the park donation letters to local businesses were mailed out today; there was approximately 60 of them. Loose requested a list of who the letters went to. Kieso will provide her with it. Plate had a question regarding the job advertisement for the Administer Clerk Treasurer position. He wanted to know why it was stated that a bachelor's degree is

required? He was thinking if it stated that an associate degree was required that it would keep options open for additional applicants. In today's market especially, he feels you don't want to limit the number of applications that you get. The Board stated that they felt that the bachelor's degree should be required. DuPrey stated that yes it has to be. He stated that at the last Board meeting that the Board instructed him to write the employment advertisement. He did so by comparing five other municipalities that also were advertising for a similar position. Every single one of those required a bachelor's degree. Plate asked, but why do we have to? DuPrey stated because of the responsibility that comes with it. He stated, again, Kim I've been doing this for 31 years I should know what is needed to do this job. Plate stated that he's not questioning that, what he is questioning is the job market being what it is maybe...DuPrey and Loose started to talk over him and Plate asked if he could please finish what he was saying. He went on to say again that if you are going to require a degree, make it an associate degree, this would get more applicants and you would have a broader range to choose from. He stated otherwise we will have less applicants. DuPrey stated that he disagrees one hundred percent and some of the Board members voiced their agreement. DuPrey stated that it's a different type of field. Plate stated that if that's the case then we need to change the job description for the Administer Clerk Treasurer because it does not state anywhere that a bachelor's degree is required. Nolan agreed that should be included in the description. DuPrey said that we can definitely update it. DuPrey stated that he didn't appreciate being questioned on this after 31 years; he doesn't think that it's right and that Plate never even came to him with questions and instead he went right to Schmidt; which he didn't appreciate. Schmidt stated that's enough and we need to stop this now guys. DuPrey stated well, this is bullshit. Keuler said that Schmidt's right; this needs to stop. All the way around everyone needs to start getting along. We are going to get a lot more done together than we are a part. Plate stated all he did was ask a question; how is that going against anyone? Nolan agreed and stated that he's right, he just asked a question. Plate asked why he should have to talk to DuPrey about it? Keuler stated that it's called courtesy. Plate stated just drop it; it goes both ways; but that's fine. Schmidt stated this is what I'm talking about guys; we keep going back and forth and it just needs to stop; just stop the arguing. Nolan stated that it doesn't have to be personal.

President's Report – Schmidt informed the Board that he spoke to Jesse Propson about becoming a Village Board Trustee. Jesse informed him that since he ran for the position that his job has changed a bit and he no longer has time to commit to it. Roehrig asked if the Board was supposed to make suggestions to Schmidt and the other members regarding the filling of the position? Schmidt stated yes and the sooner the better. DuPrey stated that November Board meeting will have to be changed due to the election. That date will be Monday, November 14, 2022 at 7 p.m.

The Village Board then convened into closed session under S.19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Action – to convene into closed session – motion: Schrubbe; second: Loose; Roll Call Vote – yes: Loose, Schrubbe; Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Loose; second: Roehrig; Roll Call Vote – yes: Loose, Schrubbe; Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

There was no closed action from closed session.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Nolan; carried. The meeting was adjourned at 9:27 p.m.

*Missy Kieso*

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Missy Kieso, Deputy Clerk Treasurer

President Jim Schmidt called the special Board Meeting to order at 5:30 p.m. on Monday, September 19, 2022.

Roll Call – Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn and Schmidt. Others present were Dennis DuPrey and Kim Plate.

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 – None.

Announcements – None.

President's Report – None.

The Village Board then convened into closed session under S.19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Action – to convene into closed session – motion: Loose; second: Schrubbe; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Schrubbe; second: Kloehn; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

Discussion and possible action regarding the open General Public Works Employee Position – Action – to offer the part-time weekend General Public Works Employee position to Charles Sabel at a starting wage of \$25.00 per hour pending a preemployment physical and drug test – motion: Schrubbe; second: Kloehn; carried.

Noted for the meeting, that there was a gap in interview times for the open positions so the Village Board decided to discuss the employee handbook at this time and would reconvene back into closed session when the next candidate arrived for their interview.

Discussion and possible action regarding the revised employee handbook – The board continued the review of the employee handbook. They started at #29 of the questions and comments submitted and addressed all of the questions and concerns. There were several comments addressed. The main one addressed was the day after Thanksgiving where the office personnel close the office but they must use a day of vacation or take the day unpaid. There was discussion regarding the requiring personnel to use vacation. Some board members felt that this may not be legal. After discussion, it was decided to change the clause that the office personnel may take the day off by using vacation but they can also choose to work and have the office open. After the review, DuPrey was instructed to put the changes in the handbook and have it looked at by legal and then bring it back for final discussion and approval.

The Village Board then reconvened into closed session under S.19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Action – to reconvene into closed session – motion: Loose; second: Roehrig; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Schrubbe; second: Kloehn; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

Discussion and possible action regarding the open General Public Works Employee Position – There was no further action needed from the second closed session.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Roehrig; carried. The meeting was adjourned at 8:20 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Administrator Clerk Treasurer

President Jim Schmidt called the special Board Meeting to order at approximately 7:10 p.m. on Wednesday, October 5, 2022.

Roll Call – Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn and Schmidt. Others present were Dennis DuPrey.

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 – None.

Announcements – None.

President's Report – None.

Unfinished Business:

2022 Projects – DuPrey presented information regarding 2 work change directives. The first one was to replace a 10" valve that goes to the water tower. It is currently not operational and with the street being reconstructed now would be the time to replace it. It was supposed to be on the original plans but was missed. Cost of that is \$6,400. The other one was for removal of a pine tree that is in the way of storm

sewer work being completed. Cost of that one is \$500. Action – to approve both Work Change Directive #1 & #2 as presented – motion: Schrubbe; second: Kloehn; carried.

Lead Service Lines – A change order for additional work was presented. DuPrey stated that this was reviewed and there was a mistake on the original one received. The corp at 124 E. Main St. was provided by the Village. Action – to approve Change Order #1 as amended in the amount of \$1,720.00 with Korff Plumbing – motion: Schrubbe; second: Roehrig; carried.

Plan Commission – Action – to accept the committee meeting minutes and to place them on file – motion: Roehrig; second: Nolan; carried. The first recommendation of the commission was to approve the layout for the 2<sup>nd</sup> Addition to Village Meadows. This layout was explained to the board and is tied to a previous presentation by a developer for housing. The board felt that it looked fine. It would still have to have a preliminary plat and a final plat reviewed and approved. Action – to approve the recommendation for the Area Development Plan for the 2<sup>nd</sup> Addition to Village Meadows – motion: Schrubbe; second: Keuler; carried. There was no further action needed. The second recommendation was to approve the revised covenants for the 2<sup>nd</sup> Addition to Village Meadows. DuPrey explained that the only change made to the covenants was that a house has to be built on the lot within 3 years and not 5 years. All other terms remained the same. Schrubbe questioned if there was a requirement for basements and DuPrey stated no, it could be either. Action – to approve the recommendation to approve the restrictive covenants for the 2<sup>nd</sup> Addition to Village Meadows – motion: Roehrig; second; Kloehn; carried. No further action required.

New Business:

Discussion and possible action regarding Resolution 2022-11 – This resolution is to declare the Village Hall as the polling place for the election for both wards since they use the same ballot styles. Action – to approve Resolution 2022-11 as presented – motion: Schrubbe; second: Keuler; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

The Village Board then convened into closed session under S.19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Action – to convene into closed session – motion: Kloehn; second: Loose; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Loose; second: Kloehn; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

Discussion and possible action regarding the open General Public Works Employee Position – No action taken.

The Village Board then convened into closed session under S.19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

Discussion and possible action regarding the open Administrator Clerk Treasurer Position – No action taken.

The Village Board then convened into closed session under S.19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Action – to convene into closed session – motion: Schrubbe; second: Kloehn; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Schrubbe; second: Nolan; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

Discussion and possible action regarding administrative duties/planning/development consultant – No action taken.

The Village Board then convened into closed session under S.19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Action – to convene into closed session – motion: Schrubbe; second: Nolan; Roll Call Vote – yes: Loose, Schrubbe; Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.



The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Schrubbe; second: Kloehn; Roll Call Vote – yes: Loose, Schrubbe; Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

Discussion and possible action regarding the purchase of public property, investing public funds and other directly related items of business – Action – to conditionally approve two separate Offer to Purchases for Village Meadows Subdivision based upon the following:

- A. The preliminary plat must be filed for approval
- B. The Village Attorney and Engineers need to okay with timeline/terms/covenant changes that may be made to the two Offers to Purchase

Motion: Schrubbe; second: Kloehn; carried.

Adjournment – Action – to adjourn – motion: Kloehn; second: Loose; carried. The meeting was adjourned at 9:20 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Administrator Clerk Treasurer