

President Ken Stenklyft called the regular meeting of the village board to order at 7 p.m. on Tuesday, May 14, 2013.

Roll Call – all members reported present. Also present were Bill Koehler, Ed Byrne, Matthew Marmor and Charles Fochs.

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

Citizen Concerns & Questions to be acted upon at the next board meeting – none.

Announcements – Civic meeting is 5/15/13 at Cobblestone Restaurant in Brillion. Board of Review is 5/22/13 from 5 p.m. – 7 p.m. Open Book session with the assessor is 2:30 p.m. – 4:30 p.m. The Memorial Day Program will be held at Hilbert High School. It is tentatively scheduled for 9:30 a.m. There will be a presentation on municipal board operations put on by the League of Wisconsin Municipalities for Wednesday, June 12<sup>th</sup> at 6 p.m. at the community center. All other area municipalities are being invited.

Minutes – Action – to approve the board meeting minutes from the last board meeting as presented – motion: Koffarnus; second: Thiel; carried.

Treasurer's Report for the Village of Hilbert - balances – \$53,217.19 General fund; \$128,970.15 Sewer fund; \$205,532.49 Water fund; \$1.00 Clean Water fund; \$1.00 Block Grant fund; (\$151,312.65) TID #1 fund; \$501,185.93 T-Plus fund; \$17,385.56 First Responder fund; (\$148,312.08) TID #2, \$179.44 CDA; \$166,445.62 Capital Improvements Fund. Action - to approve the treasurer's report as presented – motion: Koffarnus; second: Starfeld; carried. The fire department treasurer's report was presented to the board. Action – to approve the treasurer's report as presented – motion: Breckheimer; second: Starfeld; carried. Koffarnus questioned what was for lunch because he felt that the amount was high. It was reported that it was pizzas from the Village Hearthstone. The first responder's treasurer's report was presented to the board. Action – to approve the first responders treasurer's report as presented – motion: Koffarnus; second: Starfeld; carried.

Claims - examined and discussed. There were questions regarding the attorney bill. This was for a required court appearance for a citation issued while the sheriff's dept was on contract time. There was a question regarding the bill from Joe's Power Center. This was for the lawnmower. There was a question raised regarding the Abstract Electric bill. The board would like to see an itemized billing for the number of hours and the rate for labor. Action – to pay all claims – motion: Breckheimer; second: Boesch; carried.

Correspondence – No MEG newsletter was received. There were no letters were received by Time Warner Cable. The focus newsletters were presented to the board for their information.

Reports - The listing of delinquent accounts was presented to the board for their information. The statuses of the final bills were discussed. The report of labor hours was presented to the board for their information. The monthly report of building permits was presented to the board for their information. Notice of receipt of the Cable TV Franchise Fees in the amount of \$2,301.39 was presented to the board for their information. DuPrey presented the annual Form C financial report sent to the Dept. of Revenue. It is available for review if any board member wants to see it. The annual report from the League of Wisconsin Municipal Mutual Insurance was presented to the board for their information. Village Board Member Informational Report – Thiel requested a copy of the Residential Development Policy. This will be provided. Village Personnel Informational Report – Charlie reported that the ballfield light project was started. Thiel questioned if the wiring had the mager test conducted on it. Charlie stated that he did not know and that it was part of the contract. He would have to check with Curt Krupp from Muermann Engineering.

President's Report – Stenklyft stated that an Employee Review/Grievance Committee and Purchase & Claims Committee meeting set up.

Unfinished Business:

2013 Projects – Charlie stated that they are trying to get a date when WE Energies will be completed with their upgrades on Cedar St. He stated that they are anticipating a mid August start date.

2012 Projects – Nothing new.

Recycling/Rubbish – The monthly report was presented to the board for their information. DuPrey presented the annual report on recycling. He stated that a total of 83.46 tons of recyclables were processed. This comes out to 147.72 pounds per capita (person). The standard set by the DNR to have an effective recycling program is 82.40 pounds per capita (person). It was noted that we are meeting the state standards by a pretty comfortable amount. Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Breckheimer; carried.

Police Protection for the village – The monthly report was presented to the board for their information. Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Breckheimer; carried. The recommendation from the committee was to add the following to 7.04(4)(B): "Each household shall be limited to one exemption (one litter) per year." It was noted that we would need to suspend the rules in order to approve the amendment tonight. Breckheimer felt that there was no need because the ordinance change isn't a dire need. Action – to suspend the 3 reading rule for approving the ordinance amendment – motion: Boesch; second: Thiel; carried by majority vote. Action – to approve Ordinance 2013\_02 amending Section 7.04(4)(B) of the Code of Ordinances as presented – motion: Boesch; second: Starfeld; Roll Call Vote – yes: Thiel, Koffarnus, Starfeld, Boesch, Keuler, Breckheimer, Stenklyft; carried.

Fire Department – Bill Koehler reported that the brat fry went well and that they did add another member, Joshua Jetton. They are now up to 30 guys. Stenklyft questioned if there was any information regarding the New Holstein training tower. He stated that they are supposedly breaking ground in August. Bill Koehler also reported that he will be meeting with Sargento Foods on 5/15 at 3 p.m. to review the site plan for evacuation purposes.

TID District #1 – Well # 4 Project – Nothing new.

Property Maintenance Ordinance – There was no new letters received and no new updates on properties at this time. There was a discussion regarding emailing complaints instead of mailing a signed letter. Thiel felt that the village should come into the current century and allow emailed letters. He stated that some residents are afraid of retaliation and allowing a complaint to be emailed would make it easier for the residents to file a complaint without worrying about retaliation. DuPrey stated that he did not agree with this. He stated that if residents are afraid of retaliation, an emailed letter will not provide them with any further protection from retaliation because you will know who emailed it. There was discussion regarding issues with emails and public records. DuPrey stated that when emails are sent or received, these are public records and subject to open records requests. This means if someone is using their personal computer, work computer, smart phone, etc., there is a chance that these items would be confiscated in an open records request. He stated that all emails sent and received are required to be held onto for 7 years. He also stated that there may be issues with rolling quorums. If for example, an email is sent from one board member to another and then that board member responds to all, and then it is forwarded to two other board members, there is now a quorum of board members discussing village issues without a meeting notice. This would be a violation of the open meeting law requirements. DuPrey had the attorney review this and there is an opinion from the Attorney General from Wisconsin which states that emails and government do not work. Some of the other board members agreed that if someone wants to file a complaint, it should be in writing and signed. An amendment to the property maintenance code was then presented. This amendment cleans up language that puts the Improvements and Building Permits Committee to enforce the ordinance. This would match the board handbook. Again, the 3 reading rule would need to be suspended to approve the amendment tonight. Action – to suspend the 3 reading rule for this ordinance amendment – motion: Starfeld; second: Thiel; carried. Action – to approve Ordinance 2013\_01 amending Section 9.06(5) of the Code of Ordinances as presented – motion: Starfeld; second: Breckheimer; Roll Call Vote – yes: Thiel, Koffarnus, Starfeld, Boesch, Keuler, Breckheimer, Stenklyft; carried. The committee meeting minutes were then presented to the board. Action – to approve the committee meeting minutes as presented – motion: Koffarnus; second: Keuler; carried. The recommendation from the committee is to send letters to people on the submitted list. Boesch questioned the letters and how it will be handled when people want to discuss the issues noted in the letters. This was discussed. The committee will set up a follow up meeting to allow anyone to appear before the committee to discuss the letters that they receive. There was discussion regarding the gazebo. The park and recreation committee will address this. It was noted that Ken will sign the letters. Action – to proceed with the sending out of the letters – motion: Breckheimer; second: Starfeld; carried. DuPrey then brought the board up to date on the Hein inspection for building code violations. He stated that Hein's have refused access and that it has been referred to our attorney to prepare a request for an inspection warrant by the courts. The inspector's affidavit will be submitted to the court and if an inspection warrant is issued, it will proceed.

TID District #2 – Nothing new.

Ballfield Light Project – Nothing new.

Street Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Starfeld; carried. Boesch presented information regarding the Irish Rd. culvert. He stated that at the Town of Rantoul meeting, the town gave a commitment of \$15,000 and they will submit for grants for the project. The estimated cost of the project is \$100,000 and if we can receive 50% grant, cost to each municipality would be \$25,000. The committee made a recommendation to approve to have Frontier Communications move a fiber optic line on the Paul Gehl property on 8<sup>th</sup> St. so that the ditch can be redone. Currently, we are working on completing an easement for the property. Cost of moving the fiber optic line would be \$3,200. Action – to approve this recommendation – motion: Boesch; second: Breckheimer; carried. Boesch also brought up for discussion about getting area municipalities together to have a roundtable discussion regarding the Potter River and to try to get the DNR to clean it out. Boesch felt that this river is a big contributor on not allowing the stormwater to drain properly. The board felt that this was a good idea and it will be explored. The next recommendation from the committee was to install a drainage swale west of 12<sup>th</sup> St. to properly drain stormwater off of Jacobs' property. The village personnel will do the work with the assistance of an excavator. Keuler expressed concern regarding spending too much for the work. Action – to approve the recommendation – motion: Boesch; second: Starfeld; carried.

New Business:

Application for operator licenses – None received.

Application for liquor & beer licenses to be acted upon at the 6/11/13 board meeting – The slate of applications were presented to the board. The Police & License Committee will meet regarding this and will bring a recommendation to the board at the June meeting.

Classes/Seminars/Schooling for employees – Nothing new.

Employee Review/Grievance Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Breckheimer; carried. The first recommendation was to approve the 3 fire chiefs to attend the fire chief's convention for a total cost not to exceed the \$1,550 budgeted. Action – to approve this recommendation – motion: Boesch; second: Starfeld; carried. The next recommendation from the committee was to approve the revised internet use policy to incorporate the use of facebook. Action – to approve this recommendation – motion: Boesch; second: Thiel; carried. The next recommendation was to approve the revised board handbook with the changes. The changes were reviewed. Many of the changes amounted to cleaning up the duties to make them consistent and to match them to current practices. Action – to approve the revised board handbook with the changes as discussed and recommended – motion: Boesch; second: Breckheimer; carried.

Request authorization to replace the air conditioner at the treatment plant – Prices were presented from both Fuhrmann Heating for \$1,975 and from Bob's Quality Heating for \$2,200. Also, if the air conditioner is purchased from Fuhrmann Heating, the service call invoice of \$112.50 would be credited. Action – to approve the purchase of a new air conditioner for the treatment plant from Fuhrmann Heating at a cost of \$1,975 – motion: Breckheimer; second: Thiel; carried.

Water Tower Lease – DuPrey presented a nonmonetary amendment to the lease for U.S. Cellular to all them to change out the existing antennas on the water tower. This is needed so that they can upgrade the antennas to the current technology. DuPrey stated that the drawings have been reviewed by our engineer and the lease amendment was reviewed by our attorney. Action – to approve the nonmonetary amendment to the U.S. Cellular lease as presented – motion: Boesch; second: Koffarnus; carried.

Park & Recreation Committee – Action – to approve the committee meeting minutes as presented – motion: Koffarnus; second: Boesch; carried. The first recommendation was to remove the concrete planters on Main St. and to work with the Revitalization Group on new planters or ideas for replacing planters. Action – to approve this recommendation – motion: Boesch; second: Thiel; carried. Thiel questioned Fochs on when he planned on removing the planters. Fochs responded tonight. Fochs stated he wasn't worried about getting them removed. Thiel stated that he was. Fochs stated that he will work on getting them removed. The board also discussed the paver brick. They felt that maybe it should be looked at to replace all the paver brick with stamped, color concrete. This would be much less maintenance than dealing with the paver brick. This will be looked at for future budgets. Right now, the brick will be reset where needed. The committee also discussed potential colors for the park buildings. Fochs presented a picture of one of the buildings with the colors noted in the minutes. He also presented several other options. The board reviewed these. Thiel stated that the colors have not been set yet. The board liked the option of a gray and blue which matches the school colors. Thiel felt that the board should not settle on a color just yet and should look at other ones besides the ones presented. The park and recreation committee will look into this further. As far as the current building that needs paint yet, the board informed Fochs to just put white primer on it for now. It was scraped in the fall but was not painted because the weather went south on them.

First Responder Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Breckheimer; carried. The recommendation from the committee was to approve the expansion into the City of Chilton and the Town of Chilton not already covered on a 1 year trial basis with the cost at \$3 per capita (person). This was discussed. Stenklyft and Starfeld both questioned why we are expanding into this area when our group is not very large. Boesch and Keuler both explained how the operations would be handled. There are currently approximately 8 individuals that are certified in the Chilton area that would join the group. This would allow those people to mainly respond to these new areas. They both felt that this should be looked at on a trial basis. The extra work would fall onto Dennis' office for administering this. Action – to approve this recommendation as presented – motion: Boesch; second: Breckheimer; carried by majority vote.

2012 Audit Report – The auditor will be here at the June meeting to review the report.

Request by Scott's Bar & Grill to hold outside concert on 7/3/13 – A request to hold an outdoor concert was presented to the board. This had been done in the past without issue. Action – to approve this – motion: Starfeld; second: Boesch; carried.

Adjournment – Action – to adjourn – motion: Starfeld; second: Boesch; carried. The meeting was adjourned at 8:51 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Clerk

The Annual Board of Review was called to order at 5 p.m. on Wednesday, May 22, 2013.

Members Present – Ken Stenklyft, Jim Koffarnus, Gary Boesch, Mark Breckheimer, Dennis DuPrey. Also present was Troy Zacharias.

Troy reviewed the open book change for the Levi Cummings property at 20 S. 6<sup>th</sup> St. DuPrey reviewed the new values of the roll. With the open book change, the real estate roll increased by \$726,400. The personal property roll increased by \$37,490. No one appeared before the board.

Adjournment – Action – to adjourn – motion: Stenklyft; second: Boesch; carried at 7 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Clerk