

President Ken Stenklyft called the regular meeting of the village board to order at 7 p.m. on Tuesday, February 11, 2014.

Roll Call – all members reported present. Also present were Tony Sweere, Stacey Brown, Ed Burns, Nathan Beyer, Michael Siewert from Martenson & Eisele, Mike Loose 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 – Spring Election will be 4/1/14. The next Civic Association meeting is 2/19/14 at Deer Run Golf Course. There will be a training seminar on bridge/culvert structures at 8:30 a.m. on 2/27/14 at the county. DuPrey reviewed an email from Ed Byrne regarding the 57/10 round a bout in Forest Junction. The project will be happening in 2014 and the detour will run through Hilbert this time.

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

Treasurer's Report for the Village of Hilbert - balances – \$154,606.53 General fund; \$233,918.62 Sewer fund; \$65,454.17 Water fund; \$1.00 Clean Water fund; \$1.00 Block Grant fund; (\$36,182.50) TID #1 fund; \$958,058.41 T-Plus fund; \$18,069.55 First Responder fund; (\$168,249.99) TID #2, \$179.44 CDA; \$224,868.68 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Breckheimer; second: Thiel; carried. The fire department's treasurer's report was presented to the board. Action – to approve the treasurer's report from the fire department as presented – motion: Starfeld; second: Boesch; carried. There was no first responder treasurer's report received.

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

Correspondence – The MEG newsletter was presented to the board for their information. There was some discussion regarding our proposed phosphorous limits. Charlie stated that we are looking at a .075 limit. There were no Time Warner Cable letters received. The Focus newsletters were presented to the board for their information. The notice to save the date for the LWMMI conference was presented to the board. They will pay for one attendee. Stenklyft stated that if anyone wants to go, they should let him know. A notice of board vacancy on the FVTC board was presented to the board for anyone that might be interested.

Reports - The report of labor hours was presented to the board for their information. There was no monthly report for building permits. The report of 2013 payroll was presented to the board for their information. DuPrey stated that the February settlement wasn't completed yet but indications are that the delinquencies will be about the same as last year. The receipt of the quarterly Cable TV Franchise Fees in the amount of \$2,285.41 was presented to the board for their information. Village Board Member Informational Report – none. Village Personnel Informational Report – Charlie reported that residents need to watch their water. If it seems that the water is really cold, then they need to run their water a trickle to avoid freeze ups. To date, we have had four lateral freeze ups and 4 water main breaks.

President's Report – none.

Unfinished Business:

2014 Projects – nothing new.

Recycling/Rubbish – The monthly report was presented to the board for their information. Spring Clean is tentatively scheduled for 5/3/14 from 8 a.m. – 11 a.m. if the board wishes to proceed. Action – to approve the spring clean event for 2014 from 8 a.m. – 11 a.m. on 5/3/14 – motion: Koffarnus; second: Keuler; carried.

Police Protection for the village – The monthly report was presented to the board for their information.

Fire Department – Mike Loose presented a listing of officers for the fire department. He also showed the board the new fire helmets that the department purchased from their fundraiser funds. Mike Loose stated that as far as the old helmets go, the other department is not interested. He stated that there has been some interest from the members of keeping the old helmets for themselves. Mike also stated that the county is doing the fundraiser for donating equipment and sending it overseas. He stated that his looking for permission to donate the old stuff. Action – to grant this permission to donate the old stuff and if some members want their old helmet for momento that they are allowed to take it – motion: Boesch; second: Keuler; carried. The board members were thanked for attending the fire meetings. There was some discussion about purchasing budgeted items and whether or not they need to be brought to the board. DuPrey stated that this should be the practice even though it is budgeted. This has been done with the other employees and he felt that this should be done also for the department. This will be done. Mike also stated that there are items stored upstairs in the mezzanine area and a lot of it is village stuff. The park and recreation committee will meet and go through the items upstairs. They will also look at improvements that the department wants done and come up with a plan. Thiel stated that he would donate his time to do the work.

TID District #1 – nothing new.

Property Maintenance Ordinance – Action – to approve the committee meeting minutes as presented – motion: Koffarnus; second: Boesch; carried. The first recommendation is to approve Ordinance 2014_01 amending the property maintenance ordinance. Breckheimer stated that he felt that this should go all three readings. The board was fine with this. The first reading was completed. The next recommendation was to approve the Inspection Report and Notice of Violation that would be used with this ordinance. Action – to approve this recommendation – motion: Boesch; second: Starfeld; carried.

The next recommendation was to issue a \$100 citation to 245 W. Main St., the Brandon Luedtke property for violation of the Property Maintenance Ordinance. Action – to approve this recommendation – motion: Breckheimer; second: Starfeld; carried. The next recommendation was to issue a \$50 citation to 54 N. 6th St., the John Casper, ETAL property for violation of the Property Maintenance Ordinance. Action – to approve this recommendation – motion: Thiel; second: Koffarnus; carried. Keuler questioned the ownership of the property. It was noted that they believe that he owns it with his sister but they are not sure.

TID District #2 – nothing new.

Street Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Koffarnus; carried. Boesch touched on the house numbers. He stated that the committee will compile a list and they will hand people letters that state they need to get house numbers to meet the ordinance. Charlie touched on the changes to the ditch on the southeast side of the village. The Gehl easement is okay as it is. We will need to get an easement from Schneider Farms. By doing it this way, we will be able to avoid spending funds on moving the fiber optic line that is there. The first recommendation from the committee was to approve the easement with Schneider Farms provided that the attorneys agree to it. Action – to approve this recommendation – motion: Koffarnus; second: Breckheimer; carried. The next recommendation was to proceed with the project and permits provided that the easements being approved. Action – to approve this recommendation – motion: Koffarnus; second: Boesch; carried. There was also some discussion regarding paving projects coming into Hilbert. The Highway 57/32 project will go from the Brown County line to just south of the railroad tracks on the north side of the village. The Highway 114 project, if it proceeds, will go from the Highway 55 intersection south of Sherwood to Highway 57/32 intersection. Charlie stated that it appears that they are paving to the curb in the village. There have been issues with the turn lane by the intersection and the road is pretty beat up between 9th St. and the intersection (8th St.). We have had discussions with the state and if we label this area as "no parking", then the state would maintain the whole area. This will be kept on the agenda. Boesch stated that they will get together with Dan Davies from the DOT. There was also discussions regarding the compacted snow on the sidewalks. Boesch touched on the concerns that Thiel had on the sidewalks. Koffarnus stated that he has to go out when they are on the hit list in Menasha and clean the sidewalks. He stated that they need to be down to the bare pavement. Thiel stated that he is concerned with especially the ones going to the schools such as Milwaukee St. and 7th St. it was noted that it has been a very harsh winter. Keuler stated that he thinks that there are roads around town that are packed down. Keuler commented that we can't keep picking away at these people on this when the streets are packed with snow. He stated that they are going to look at their sidewalks and then look at the roads and say what is the difference. Keuler stated that he understands if they are making no effort but if they are...He stated that he plows his sidewalk with a snow blower and it doesn't take it down to the concrete. Thiel stated that he then needs to take a shovel and scrape it then. He stated that this is what you have to do. Thiel stated that once it gets walked on a bunch of times, it doesn't come off that easy. Koffarnus stated that it can come off that easy too with a scraper. Keuler commented that you can do that in your spare time though. Keuler commented that he will do that in his extra time. Keuler stated that we are living in Wisconsin. Boesch stated that if they want to knock on doors, then go nuts.

Summer Help – Committee will meet.

New Business:

Application for operator licenses – An application was received from Sondra Reinke. Action – to approve the operator license for Sondra Reinke – motion: Boesch; second: Breckheimer; carried.

Classes/Seminars/Schooling for employees – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Thiel; carried. The first recommendation was to amend the policy on seminars or conferences. Stenklyft explained the changes. The changes would be that if a class total costs were less than \$100 and the total costs including lodging were less than \$300, then the request would be made in writing to the Village President prior to attending and the President would then report it to the board. Another change would be to pay for up to two nights hotel stay and that the hotel must be located greater than 50 mile radius of the village. It would also change the policy that the rooms would need to be double occupancy (two attendees per room). Spouses would not count as an attendee. The last item change proposed to be changed was that the report would need to be written. There was some discussion regarding this. Breckheimer felt that the policy should stay as one night and if there was a need for more nights, they could ask. There is a clause in the policy that does allow that. He stated that the way it reads right now, you could have a one day conference and get two nights hotel stay if it met the mileage requirements. He stated that he felt the standard should be one night. He questioned why if it is a one day conference would we reimburse for up to two nights. Boesch stated that he felt that this was a very good suggestion. Stenklyft stated that he felt it was discretionary because it says up to two nights. It doesn't necessarily mean you will get two nights. The policy states "will reimburse" and that is why he feels it would be better at one night and we could always give them two days if we see fit. Boesch agreed that the clause states "will reimburse". Stenklyft stated that if we are going to make changes to it, then it has to go back to committee. Thiel stated that they changed it from 30 miles to 50 miles. DuPrey stated that this change was done at committee level. Action – to disapprove the recommendation as presented and to send it back to committee – motion: Boesch; second: Breckheimer;

carried. The next recommendation was to approve a change to the village board handbook. The change would be that all elected board members shall be a bonafide resident of the village and shall actually reside within the village limits. Stenklyft explained the reasons for the change. Action – to approve this recommendation as presented – motion: Breckheimer; second: Boesch; carried. There were no recommendations regarding updating the employee handbook. The next recommendation was to send 9 firemen at a cost of \$90 each plus two nights hotel stay to the firefighters convention in Middleton. Breckheimer stated that it was discussed as far as coverage area, they would be leaving Thursday night and coming back Saturday morning. Stenklyft stated that last year when they left, he had contacted Potter and Chilton to let them know that we had that many guys gone. Starfeld stated that here we have the situation with two nights hotel stay. Breckheimer stated that if it is a one day conference he didn't see how we could pay for two nights. Stenklyft stated that they are looking at the time of day that the conference starts in the morning, travel time, unknown weather conditions and felt that they should go down the night before. He stated that otherwise it is normally one night. He stated that it is on the other side of Madison and that's why they opted for the two nights. Breckheimer questioned that they were not going to anything on Saturday though so why could they not come back on Friday when it was over. Starfeld questioned what time they are done on Friday. Thiel stated 5 p.m. or 5:30 p.m. Breckheimer questioned why they would stay over and then just come home in the morning. Starfeld stated that they could be home by 7 p.m. that night. Boesch stated that there are good roads to travel on. He understands that it is a ways to travel but it could be done. Stenklyft stated that everyone knows that with conferences that the majority of people have been at, part of the time is spent socializing and getting to know other departments and finding out what is going on in the state. He stated that you don't find that out when you are sitting in the conference during the day. He stated that the classes during the day are meant for teaching. He stated that part of that Friday night is part of that. Boesch and Breckheimer both stated that if the public works employees would ask for two nights, we would be questioning that also. Boesch stated that he honestly feels that they should have no trouble coming home that night. He stated that this is his personal opinion. Thiel questioned if that money was coming out of the 2% dues anyway? He stated that this is what it is used for. Boesch stated that we are looking at the whole general pattern here and what other employees do. Thiel stated that this isn't coming out of the 2% dues though with the other employees. Boesch stated that the 2% dues still go into the fire department fund and are part of the fund. Thiel stated for training and things like that. Boesch stated that he is looking at it from the aspect of what the other employees do. Thiel stated to Boesch that if he is going to get to that extreme, then say the firemen are village employees, then he stated that they should also get paid like them too and we get the benefits that they do and we should get the raises like they do. Thiel stated to Boesch, "don't start on that part". Stenklyft and Thiel stated that you can't compare each other because they are not the same. Stenklyft and Thiel both stated several times that they are not both the same. Breckheimer stated that when you look at it, 99% of the businesses out there they are not going to allow you to stay for two nights for a one day conference when it is 2 hours away. Stenklyft stated that everyone he goes to for work is two nights hotel for one day of conference. He stated you go down the night before and come home the night after. Breckheimer stated that he does this all day and rents cars for corporate travel and they never or very rarely see where they rent it for two days for a one day conference. Breckheimer stated that this is his opinion. Keuler questioned if they normally stay one night. Stenklyft and Thiel both stated yes and gave an example where if it is in Stevens Point, then they stay one night. Starfeld brought up the league insurance meeting and they are only paying for one night for a one day conference. Breckheimer stated that if they want to go down early Friday morning and stay Friday night, that would be up to them. Breckheimer stated that he felt it should be one day. Thiel stated that the guys would be on the road at 5 a.m. then. Thiel stated that they need to get realistic here guys. Stenklyft stated that they had the committee recommendation for two nights. Either approve it or not. Action – to disapprove the recommendation and send it back to committee to look at one night instead – motion: Breckheimer; second: Boesch; Stenklyft called for a roll call vote. Roll Call Vote – yes: Starfeld, Boesch, Breckheimer; no: Thiel, Koffarnus, Keuler, Stenklyft; motion fails. Action – to approve the recommendation – motion: Stenklyft; second: Thiel; Roll Call Vote – yes: Thiel, Koffarnus, Starfeld, Keuler, Stenklyft; no: Boesch, Breckheimer; carried by majority vote. The next recommendation was to request authority to allow Josh Jetton to attend the water class in Plover. Information on the class and lodging was presented. A discussion took place regarding whether or not he would drive back and forth with the village truck or stay there. Boesch felt that they should look at car pooling which would help save some costs. The total costs will be looked at driving vs. staying there and if it is more cost effective to stay, then he should stay. Action – to approve this recommendation – motion: Koffarnus; second: Boesch; carried.

Board of Review – DuPrey stated that the assessor would like to have open book from 2:30 p.m. – 4:30 p.m. and Board of Review from 5 p.m. – 7 p.m. on 5/21/14. The members of the committee all stated that it would work for them. It will be set for this then.

Purchase & Claims Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Koffarnus; carried. The recommendation from the committee was to offer up the two lots south of the Habitat house on S. 4th St. for sale at a price of \$.50 per square foot plus the deferred special assessments and the purchaser would pay all closing costs. This was discussed. The interested party was looking at building one house on both lots. The combined frontage would be about

170'. The board felt that this was a fair price for the lots taking into account the other subdivision because these lots do not have curb & gutter and this would be assessable if it was ever put in. The other subdivision is fully developed. Action – to approve this recommendation – motion: Breckheimer; second: Keuler; carried.

Presentation from Martenson & Eisele – Mike Siewert appeared before the board and gave a presentation of what services his company could offer to the village. He mainly touched on having a 5 year road maintenance plan and the benefits that it offers. He discussed with the board the process of setting up a 5 year maintenance plan and presented information on how they do a plan. He stated that they preach the maintenance plans because it can prolong the life of the roads. He also touched on potential funding through the state that is discretionary funding that is used for safety purposes. He explained the program and presented information and examples on the types of projects this grant funding could be used for. He also touched on the phosphorous issues and stated that there is proposed legislation that is being worked on in this area. Currently it is at committee level. He stated that most of the phosphorous comes from farmers so they are trying to change the philosophy of this by instead of getting the last two pounds produced at the municipal level, it would be more cost effective to get the farmers to reduce their level by 2 pounds.

Presentation from Tony Sweere regarding Mobile Community Libraries – Tony Sweere and Stacey Brown presented information to the board regarding Little Libraries. These would be weather proof boxes that are supplied with donated books. The school would maintain these boxes. There was some discussion regarding areas that these could be placed. They thought in Railroad Park and also the Civic Park. Stenklyft asked if this would take off, could it be expanded. They stated yes it could. They would be left out year round. Boesch indicated that there were plans to provide the gazebo a face lift but some people were not in favor of keeping it. Tony Sweere touched on the gazebo and he stated that it was in good shape yet and it is an asset to the community. He stated that there are people that do use it and this would be a perfect place for one of the mobile libraries. The board referred this to the park and recreation committee for review. They would like to have them in place by April or May.

Discussion and possible action regarding allowing use of the ballfields for High School baseball & softball – Tony Sweere informed the board that they are in discussions about the possibility of starting up spring baseball and softball and were inquiring about the ability of using the village's ballfields. He stated that they haven't approved anything yet and if they would, they are seeking some sort of co-op with Stockbridge on this. He will keep the board informed.

Water & Sewer Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Thiel; carried. The first recommendation was to repair the screening unit. This was discussed. Keuler questioned that with the impending upgrade, would it not make more sense to purchase a new one? Charlie explained the repairs and the future plans for the screening unit after the plant upgrade. Once the plant is upgraded, this repaired unit would be used as the backup unit when the main one needs repairs or general maintenance. This repaired unit would not be disposed of. The total cost of the project to repair the unit is \$19,724.85. Action – to approve this recommendation – motion: Boesch; second: Starfeld; carried. The other item was that a sludge pump is leaking bad. Charlie presented information on rebuilding it vs. buying new. It would cost \$1,107 to rebuild it and \$1,300 for a new one. Action – to okay the purchase of a new sludge pump at a cost of \$1,300 – motion: Starfeld; second: Breckheimer; carried.

Discussion on how to proceed with development assistance – Stenklyft stated that Doug Pearson who we had hired is no longer under contract and he has terminated his services to the village. He questioned how the board wanted to proceed. Keuler stated that he felt that we needed to do something. Thiel felt that we should do like Sherwood did with their plan. It was discussed that we should get some firms lined up to provide us with a presentation. This would be done at committee level with the whole board invited. Charlie Fochs brought up that we used to have a Chamber of Commerce and we should look at starting one again. Stenklyft will put a feeler out to gauge interest.

Adjournment – Action – to adjourn – motion: Boesch; second: Starfeld; carried. The meeting was adjourned at 8:41 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk