

President Jim Schrubbe called the Board Meeting to order at 7 p.m. on Tuesday, March 14, 2023.

Roll Call – Loose, Roehrig, Nolan, Keuler, Kloehn and Schrubbe. Krueger was absent. Others present were Beth Nicklaus, Kim Plate, Mark Fochs, John Noskowiak, Luke VandenElzen, Pete Stephany (HAA), Josh Davies (Ideal Technologies), Chris Johnson (Brillion News), Quentin Trochta, Jessica Trochta and Steve Wolfe.

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 – Open Book is scheduled for March 30th from 9 a.m. – 11 a.m. and Board of Review is scheduled for May 4th from 5:30 p.m. – 7:30 p.m. The Spring Clean Event is scheduled for May 6th from 8 a.m. – 11 a.m.

Consent Agenda – Action – to approve the Board Meeting Minutes, Fire Department Minutes and the 1st Responder Minutes and place them on file – motion: Nolan; second: Kloehn; carried. Action – to approve Fire Department Treasurer's Report and the 1st Responder's Treasurer's Report and place them on file (there was no Village Treasurer's Report presented) – motion: Loose; second: Nolan; carried. There was no correspondence presented to the Board.

Reports - The report of labor hours and building permits were presented to the Board for their information. The 2022 Loan Statements and Interest Income Statements were presented to the Board. The Notice of the Receipt of the Quarterly Cable TV Franchise Fee in the amount of \$1,915.50 was presented to the Board.

Report of Director of Public Works on projects – nothing.

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

Unfinished Business –

2022 Projects – nothing new. Change Orders – none. Payment Requests – none.

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

Police Protection for the Village – There was no report presented.

Fire Department – Chief Loose stated there was no fire calls since the last Board meeting. He informed the Board that 6 firemen went to the convention and everything went well. The Department is continuing to work on the fundraisers. Discussion regarding the \$600 Tax Credit – Nicklaus informed the Board that she found out from the consultant that the HFD members are eligible for the \$600 tax credit. However, it will be from 2023 and forward. We will not go back to amend the W-2's from previous years. The firemen will receive a voucher check for \$600; the remainder of their income will be thru the payroll system and will be direct deposited. This is the way other municipalities are handling it. It was also noted that this also applies for 1st Responders and Election workers. No W-2 is required if earnings are under \$600 per year. So, Election workers will be receiving an actual check for their hours instead of direct deposit through payroll. Discussion and possible action on payout date of adjusted Fire Department payroll for 2022 – Discussion was had on whether the correction of the Fire Department members checks should be given out immediately or wait until the end of the year and be added on to the end of year pay in December. It was decided that as long as the firemen were fine with it and if it's ok with the office then it can wait and be paid out in December. No action taken.

TID District #2 – nothing.

Wastewater Treatment Plant – Information from BioResource Services – Plate provided the Board with information regarding the pilot that they will be doing at the Wastewater Treatment Facility. This is in regards to getting phosphorous limits lower. It will be a 1-month trial at no cost to the Village.

Water Department – Information on Eye on Water – Plate stated that with the new cellular end points (which are getting put on when the old meter is changed out) the residents will eventually be able to monitor their own water usage. The owner can sign in to the app and be notified also of water leaks. This would be at no cost to the resident.

Village Meadows Subdivision – Subdivision Improvements – none. Phase II Development – Change Orders – none. Payment Requests – none. Discussion and possible action regarding awarding of the bid of the Thorn Creek Drive Improvements – There were 2 bids presented. Action – to go with Northeast Asphalt with a bid of \$352,070 with Alternate #1 – Part B – Paved Trail at a cost of \$35,505. – motion: Nolan; second; Roehrig; carried. Discussion regarding Village Meadows counter offer – It was decided that the \$61,999 was the final counter and that the Village would not take any other counter offers. No need to go into closed session.

Former Bel Brands Property – Update on the Project – E-mail from consultant regarding the final close out letter – Nicklaus informed the Board that she received the final close out letter on the project. Everything is now officially complete. February 17th, 2028 will end the 5-year wait.

Discussion and possible action regarding the drainage tile on properties along 7th St. between Main St. and Cedar St. – Plate stated that he received a verbal quote from J&E Construction of \$5,500. Schrubbe stated that he would like to see a written quote with line items because there could be some things that the Public Works department employees could do and that would lower the quote. This will be tabled until a written quote is submitted. No action needed.

Discussion and possible action regarding the proposed employee handbook – Schrubbe stated that he had not had time to reach out to his contact. He will get the information to Loose and she'll contact the person. No action needed.

New Business:Application for Operator's license – none.Classes/Seminars/Schooling for Employees – Plate stated that the WRWA Conference is being held in April in LaCrosse. He would like to attend one day and Fochs would attend the next day. The total cost to attend would be \$210 for registration and then \$420 for hotel costs. Loose asked if from now on if more information regarding the conferences/schooling could be included in the Board packets so they can see more information on what is being requested? Plate stated that he would. Action – to approve the request regarding the WRWA Conference – motion: Kloehn; second: Roehrig; carried. Reports on schooling/training sessions –none.Information on Local Government 101 for any Board members interested in signing up for in-person or webinar – This is for newly elected or a refresher course for Board members. The event is June 2nd, July 28th, September 22nd at various locations. There are also webinar dates of May 12th and October 27th. The cost is \$115 for a member. Let Nicklaus know if anyone would like to attend so she can get you registered.Discussion and possible action regarding the Hilbert Athletic Association adding onto the equipment shed – Pete Stephany addressed the Board. The HAA is looking to a 12'x14' addition onto the equipment shed. With hosting more games and events; Pete explained that they are running out of storage space. The HAA will cover all costs; so there will be no cost to the Village. By expanding, there will still be plenty of room of the fire trucks to get back there for the annual fireworks. Action – to approved the HAA to add onto the equipment shed as presented at no cost to the Village – motion: Keuler; second: Nolan; carried.Discussion and possible action regarding having the Board meetings available to residents via zoom – Nicklaus informed the Board that she had an individual request that this be put onto the agenda for consideration. Nicklaus made some calls to local municipalities to see if/how they make their meetings available. With Zoom, you would require to have a passcode to sign into the meeting. Nicklaus stated another option would be Facebook Live. This seems like a great way to have the meetings available; they can be watched at any time and it would be very easy access for residents. A camera would be needed and some other possible electronic supplies. The Board would like to revisit this at budget time. No action taken.Discussion and possible action regarding John Noskowiak's tax bill – When John's house was built 12 years ago the assessor had the square footage for the home wrong. This oversight was just recently found. John had the original home plans which showed/verified the difference in footage. The footage is 1,332 and the assessor had it listed as 1,527. John met with the appraiser and he confirmed the error. Legally, the Village needs to only reimburse for one year. However, there is paperwork that can be submitted to the County to reimburse the Village for whatever amount is decided on to pay out. There was discussion on whether the appraisers should be held liable or not. However, in the contract it states that they are not held responsible for pliable errors. Roehrig stated we collected the taxes on the wrong amount of footage; therefore, he needs to gets refunded. The issue was discussed at length. Action – to refund John Noskowiak the amount he had overpaid over the years due to the error in the amount of \$2,490.29 and to see if reimbursement can be applied for from the County – motion: Roehrig; second: Nolan; carried by majority vote.Discussion and possible action regarding Resolution 2023-02 to establish a polling place for the February 21st Spring Primary – This is a mandatory resolution that needs to be done prior to every election – Action – To approve Resolution 2023-02 as presented – motion: Roehrig; second: Nolan; Roll Call Vote: yes: Loose, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.Discussion and update regarding Ginny Hinz with Onward Accounting & Consulting, LLC – Nicklaus informed the Board that everything is going well and she has helped so much in such a short amount of time. She is very up-to-date on procedures and has a lot of knowledge in many areas.Discussion and possible action regarding Workhorse Software Quote – Nicklaus informed the Board that the total cost for the programs needed would be \$24,300 with 40 hours of training included. The annual support would be \$4,050. Roehrig stated that at this point it's a necessity. The Board discussed the software. The system that the office currently has is 25+ years old and is just not comparable to what is out there now. It comes highly recommend by the auditors, Ginny and other local municipalities. A completely new chart of accounts will also be set up for the new system. Schrubbe stated that there are options for payment that he would check on since this is a nonbudgeted item. Action – to purchase the Workhorse Software equipment as presented – motion: Roehrig; second: Kloehn; carried.Discussion and possible action regarding computer hardware quotes – With the new software pending; computers need to be updated also. The quote from Ideal Technologies is \$13,196.46. This includes laptops, laptop docking stations, monitors, server, back-up, etc. for the Clerk's office, DPW office and the Water Department. The server is a large expense. Josh Davies was also available to answer any questions. If he ordered everything tomorrow it would be a quick turn-a-round to have them installed. Action – to approve the purchasing of the computer hardware as presented from Ideal Technologies in the amount of \$13,196.46 – motion: Keuler; second: Roehrig; carried.Discussion and possible action regarding Car Wash Plans and DSPS Permission – The car wash plans were presented to the Board for Wash It, LLC locating at the corner of Hwy 57/Hwy 114. Plate stated that he has a few questions that he needs answered regarding the water department. Action – to give

permission to start the project pending Plate's approval regarding the water questions – motion: Roehrig; second: Nolan; carried.

Discussion and possible action regarding Resolution 2023-03 Government Investment Pool – Nicklaus explained how this is a government investing pool for municipalities. This earns much more interest than regular accounts. Ginny had informed Nicklaus about this. Right now, at the State Bank of Chilton we are earning approximately 1% on our funds. Last month the Government Investment Pool was at 4.5%. By investing in this the money would be liquid. We could deposit and withdraw at any time with no penalties and there are many safeguards to ensure the safety of the investment. The interest would be much more than we are seeing now. Keuler felt that Nicklaus should give the State Bank of Chilton an opportunity to match a higher percentage rate before taking the money away from there. Roehrig stated that besides the invested amount our other funds will still stay with the bank. Action – to have Nicklaus check with the State Bank of Chilton to see if they can offer a higher percentage rate and if they cannot; then start to invest in the Government Investment Pool and to approve Resolution 2023-03 – motion: Nolan; second: Loose; Roll Call Vote: yes: Loose, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Park & Recreation Committee – Action – to accept the minutes presented and place them on file – motion: Nolan; second: Loose; carried. Discussion and possible action regarding an update on the Community Center Janitorial Services – Nicklaus and Loose informed the Board that after the first cleaning was complete that they were not impressed. They discussed their concerns with JanPro and will see if it improves. They also discussed the stripping of the floor at the Community Center. JanPro was quoting approximately \$900. Loose will check with L&B to see what their quote would be. No action taken. Discussion and possible action regarding the park pavilion – Loose is meeting with 3 contractors to get estimates. She's hoping that the project could still be completed sometime in Spring. The plan layout was discussed as far as windows and exhaust fans. Loose will address this with the contractors. No action taken. Discussion and possible action regarding the park bathrooms – Plate stated that there was no update yet from Robert E. Lee. It was decided that Plate will check with Cedar Corporation regarding getting a quote on engineering and Loose will check with Parson Bros. for one on the construction work. No action taken.

Village Board Member Informational Report – nothing.

Village Personnel Information Report – nothing.

President's Report – Schrubbe asked if the audio recording was covered on the decal on the office door along with the videotaping. Nicklaus wasn't sure if it does, but if it didn't, she would order new decals that do.

There was no need to go into closed session.

Adjournment – Action – to adjourn – motion: Loose; second: Roehrig; carried. The meeting was adjourned at 8:43 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer