

President Mark Breckheimer called the regular Board Meeting to order at 7 p.m. on Tuesday, June 9, 2020.

Roll Call – all members reported present. Others present were Dennis DuPrey, Charles Fochs, Mike Loose, Anita Loose, Kim Plate and Ed Byrne.

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 – The Annual Board of Review is June 22, 2020 at 6 p.m.

Minutes – Action – to approve the Board Meeting minutes as presented – motion: Starfeld; second: Schrubbe; carried. The Fire Department minutes were presented to the Board. Action – to accept the Fire Department minutes and place them on file – motion: Starfeld; second: Keuler; carried. The First Responder minutes presented to the Board. Action – to accept the First Responder minutes and place them on file – motion: Schrubbe; second: Keuler; carried.

Treasurer's Report for the Village of Hilbert - balances – (\$121,002.62) General fund; \$909,414.99 Sewer fund; \$177,062.56 Water fund; \$173,149.05 TID #1 fund; \$1,110,985.01 T-Plus fund; \$33,190.18 First Responder fund; (\$307,893.08) TID #2 fund; \$482,120.58 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Roehrig; second: Starfeld; carried. The Fire Department treasurer's report was presented to the Board. Breckheimer asked Chief Loose why the treasurer's report listed the Collins State Bank Grant as COVID Relief because he was under the impression that those funds would go towards the SCBA's. Chief Loose stated that COVID Relief was only the name of the grant, but that the \$750 is designated to go towards the tanks. Action – to approve the Fire Department treasurer's report as presented – motion: Starfeld; second: Schrubbe; carried. The First Responder treasurer's report was presented to the Board. Action – to approve the First Responder treasurer's report as presented – motion: Schrubbe; second: Keuler; carried. Claims - examined and discussed. Action – to pay all claims – motion: Schrubbe; second: Starfeld; carried.

Correspondence – There was no MEG Newsletter presented to the Board. There was no Focus 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.

Reports - The report of labor hours was presented to the Board for their information. The report on building permits was presented to the Board for their information. The Notice of Receipt of the Cable TV Franchise Fees in the amount of \$1,983.58 was presented to the Board for their information. The 2019 Annual Form C Financial Report to the Department of Revenue has been completed. DuPrey explained that this is a required report and anyone who is interested in reviewing it may get a copy from him. The 2019 Annual Public Service Commission Report for the Water Utility has been completed. A copy may be obtained from DuPrey for whomever is interested in reviewing it.

Unfinished Business:

2019 Projects (Fochs Trails/Village Meadows Infrastructure) – Fochs stated that the gravel base didn't come around as expected so the decision was made to go with the Geo Grid/Fabric. This will help build a sort of bridge underneath the gravel to add more support. The added cost of the Geo Grid/Fabric to the projects was approximately \$17K for Village Meadows and \$10K for Fochs Trails. Fochs stated the money spent will be well worth it in the end. Starfeld questioned whether lot owners will be encouraged to put in 2 sump pumps due to the excessive water? Fochs stated that he automatically would encourage that no matter what. It's a good thing to do in general.

Change Orders – none.

Payment Requests – none.

2020 Projects – Fochs stated that the Calumet Street Project will begin in either late July or early August. The excess dirt from the project will be brought to Thorn Creek where it's needed. Starfeld questioned if the repair sewer work on 3rd Street has been completed? Fochs said that it has and everything went very well. They were able to get some pitch that they needed and the outcome was good. Starfeld asked when the blacktop will be completed? Fochs stated that Jossart will probably do that when they do the highway.

Change Orders – none.

Payment Requests – none.

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

Notice of 2020 Recycling Grant Award – The Basic Recycling Grant Award is in the amount of \$8,020.26. The Recycling Consolidation Grant Award is in the amount of \$295.96; which is a total of \$8,315.82.

DuPrey stated this amount has been pretty consistent year after year. Action – to approve the minutes as presented – motion: Starfeld; second: Schrubbe; carried. Committee recommendation regarding conducting a Large Drop-Off Event in 2020 – DuPrey stated that the date would be from 8 a.m. to 11 a.m. on Saturday, August 22nd. DuPrey explained to the Board what Advanced Disposal would be allowed to do. He stated that the rear load truck can no longer be used. It could only be dumpsters. They recommended we go with two 40-yard roll offs for the garbage, one 30-yard roll off for metal and two 6-yard dumpsters for cardboard and single stream recycling. DuPrey also informed the Board that the committee members would not handle any of the waste brought to the site this year. They would only monitor the traffic flow and verify that it is only Village residents partaking in the event. Anyone bringing items to the drop-off will have to unload it themselves. Starfeld mentioned putting signs up to explain the procedure to the residents. DuPrey stated that he will include all this information in the Recycling

Newsletter that will be going out this month. Schrubbe mentioned that he had some extra drywall at his residence that they could use for signs at the drop-off location. Starfeld thought this would work. Action – to schedule the Large Item Drop-Off Event from 8 a.m. to 11 a.m. on Saturday, August 22nd – motion: Keuler; second: Starfeld; carried. No further action needed.

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

Police & License Committee Meeting – Action – to approve the committee minutes as presented – motion: Starfeld; second: Starfeld; carried. Committee recommendation regarding license listing for the upcoming licensing periods – The Board was presented with the listing for the upcoming license period. DuPrey stated everything checked out fine. Action – to approve the license listing for the upcoming licensing periods – motion: Schrubbe; second: Roehrig; carried. No further action needed. Committee recommendation regarding Class B License for Mr. Taco Authentic Mexican Cuisine – DuPrey stated that this has to be approved separately than the others because it was handed in later than the others were. However, it was still in the allotted time. Action – to conditionally approve the application for the Class B License for Mr. Taco Authentic Mexican Cuisine on the condition that they satisfy the 15-day grace period – motion: Roehrig; second: Schrubbe; carried. No further action needed.

Fire Department – Chief Loose stated that there were no fire calls since the last Board meeting. The Department has been busy thinking of fundraising ideas for the air packs. They are estimating an additional \$6K for upgrading the squads for the packs. This cost will come out of their own account. Chief Loose stated that he attended the Town of Chilton's Board Meeting the other night. He gave them information on the 2% dues and how that program works which seemed of interest to them. Chief Loose requested funds from the Town of Chilton to put towards the \$6K needed for the upgrades. They stated that they will think on it and let him know. He stated that the 4th of July parade, picnic and fireworks have been cancelled. The Lion's Club had decided at their meeting earlier in the week not to partake in the picnic so that made the Fire Department's decision easier. Next Wednesday there will be a training session, which will include the Calumet County dive team, at Chief Loose's residence.

TID District #1 – nothing.

TID District #2 – nothing.

Wastewater Treatment Plant – nothing new.

Well #4 – nothing new.

Village Meadow Subdivision – Discussion and possible action on how to allocate proceeds from lot sales and discussion and possible action regarding a trail system and water line loop projects – Breckheimer stated that his thoughts on allocating the funds are as follows: Purchase price of 2 lots to go towards the trail, purchase price of 2 lots to be put towards park buildings and the rest of the purchase prices to all go towards infrastructure. Schrubbe stated that he is having a hard time with allocating funds towards the community trail because the subdivision is still in early development and he's not sure the trail should be a priority right now. Starfeld questioned who is paying for the trail? The Village and the School District? Breckheimer stated that as far as he understands that only the Village will be paying for it. The Board questioned if we then will be working on private property? It was discussed that an easement would be needed to be able to do so. The approximate cost of the trail is \$55K; which does not include any of the costs for the water line loop project. Breckheimer stated that the funds for the water line loop project will be discussed with the school when that project proceeds. The Board then discussed the bridge that would have to go over the creek. Keuler questioned whether they would need state plans for the bridge? They would not. Fochs stated that he has some electrical poles that he stated could be used for a bridge and would be sturdy, safe and look really nice. Starfeld stated he also would have a few. Breckheimer stated that was a concern of the school; to make sure the bridge was stable and safe. The School Board also liked the idea of using asphalt on the trail instead of wood chips. This would be better for snow removal in the winter. Fochs asked if anyone thought about what kind of lighting they would want on the trail and the cost to run the electrical? Breckheimer stated that they should be able to tie onto the school's electrical. Fochs will get more information regarding the electrical costs. A detailed blueprint of the trail would be needed if the project proceeded. Roehrig stated that the trail is a huge selling point for the subdivision. Nolan agreed and stated that you don't want to be having kids walk down Hwy 57 and going all the way around to get to the school. DuPrey stated that he could check to see if there are any grants available that the Village may be eligible for regarding the trail. Roehrig thought this was a great idea. The Board decided to wait until they had that information before proceeding. No action taken.

Purchase of Bel Brands Property – Community Development Block Grant for Blight Removal – DuPrey stated that they are still working on finalizing information for the grant application. The grant deadline is June 25th. Discussion and possible action regarding amending Resolution 2020-04 Match Commitment

Resolution – This relates to the Village's participation in the Community Development Block Grant (CDBG) program. DuPrey informed the Board that the amount of the Closed Funds Grant from the County has changed; it increased since the last time it was discussed. DuPrey also stated that he will not be administering the grant. He stated that there is much more involved in administering this grant compared to prior ones. He prefers to let the people who deal with it every day do the administering of it since they are the experts. He estimated the cost to be around \$5,400. The amount of the Closed Funds Grant is now \$214,853 from Calumet County and the Village of Hilbert General Obligation Funds are \$31,114 (which includes the purchase price and the demolition costs). DuPrey stated that there can be Request of Qualification (ROQ) for the engineering and administrative costs of the process. He stated

that the advantage of this is that these costs can be included in the grant application for the 2:1 match. If we don't add the engineering and administrative costs then the Village payout could be as high as 160K; so, this makes the decision pretty easy. Action – to approve Resolution 2020-04 as presented – motion: Roehrig; second: Schrubbe; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Hilbert Housing Authority – DuPrey stated that process is still proceeding accordingly in regards to getting the properties removed from the government programs.

Fochs Trails Subdivision, 2nd Addition – nothing new.

2020 Census – nothing new.

Discussion and possible action regarding possible zoning code violation – DuPrey gave an update regarding this issue. He spoke to the state building inspector and was informed that there may be some state code issues on that property that would need to be addressed. The inspector is planning on meeting with the owner of the property. DuPrey will follow-up with him. There also may be zoning issues that the Village may need to address.

New Business:

Other Annual Appointments – none.

Application for Operator Licenses – Action – to approve the operator license for Matt Lewis – motion: Schrubbe; second: Starfeld; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Architectural Committee – to approve the minutes as presented – motion: Starfeld; second: Schrubbe; carried. Committee recommendation regarding approval of plans for new home in Village Meadows Subdivision – The committee's concerns were addressed. The concerns were: whether or not the stairs in the garage are considered part of the square footage of the garage and if the soffits are at least 12" wide? The soffits are at least 12" wide; some are 2'. DuPrey stated that he talked to Paul Hermes, the Village's building inspector and was told that the stairs are not included as part of the square footage of the garage since that is not considered floor space. Hermes was going to get a letter to DuPrey stating this but as of yet has not. DuPrey will follow up with him. Keuler questioned if the stairs do not count does the garage come in under the 1200' maximum? Yes – with the stairs it was at 1216' so it now would be under. Fochs stated that the plans did not include precise measurements and were not to scale. In the future, this would need to be addressed to make it easier for the committee to review. DuPrey stated that the Board would need to not approve the recommendation of the committee and make a new action if this is how they decide to proceed with the new information. Action – to deny the recommendation as presented by the committee – motion: Starfeld; second: Nolan; carried. Action – to approve the plans for the new home in Village Meadows on the condition that we receive documentation from the building inspector that the stairs are not considered as part of the square footage of the garage – motion: Schrubbe; second: Starfeld; carried.

Employee Review/Grievance Committee – to approve the minutes as presented – motion: Starfeld; second: Schrubbe; carried.

Improvements & Building Permits Committee – to approve the minutes as presented – motion: Starfeld; second: Schrubbe; carried.

Discussion and possible action regarding Resolution 2020-06 to Transfer Funds from the Park Trust Reserve Fund to the Park Building Reserve Fund – DuPrey stated that Roehrig contacted him the other day to discuss the funds in the Park Trust Reserve. DuPrey stated that there is approximately \$6,430 in that account not including this year's budget. This reserve was set-up in 2013 or earlier for money for soccer nets and curb and gutter. The soccer goals were purchased. The curb and gutter project has not been discussed in recent years. Starfeld felt that the curb would look nicer than the current posts that are there now. Breckheimer agreed but said that there are other things around the Village that need to come first. Roehrig stated that at the next Park & Rec meeting they plan on discussing what the best option is regarding the park bathrooms; to redo or rebuild. Roehrig felt like the funds from the Park Trust Reserve Fund would be more of benefit if put towards this project. DuPrey stated that in the Park Building Reserve there is approximately 32K without counting this year's budget. Action – to approve Resolution 2020-06 to transfer funds from the Park Trust Reserve Fund to the Park Building Reserve Fund – motion: Schrubbe; second: Keuler; carried.

Discussion and possible action regarding 2019 CMAR Report and Resolution 2019-07 – Fochs stated that over-all the score received was 3.75 out of a possible 4.0. He stated that the "D" for influent flow and loadings was due to heavy rainfall which made us experience higher than normal infiltration. Fochs stated that for a corrective action we will continue to televise and repair infiltration issues that come about from the televising. The chimney seals installation on manholes will be done in 2021. Fochs stated that realistically it's more or less uncontrollable and depends on the rainfall. Breckheimer suggested running the mobile home park to see how they are doing since the improvements have been made regarding the infiltration. Fochs stated that could be checked and the mobile home park is doing good things with all the repairs being done. Keuler stated that the infiltration issues aren't something that will be fixed overnight; it's a process. Action – to approve 2019 CMAR Report and Resolution 2019-07 as presented – motion: Starfeld; second: Schrubbe; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Village Board Member Informational Report – Schrubbe stated that he has been receiving complaints from residents regarding the lawn and appearance of the building on the corner of 3rd and Main – used to be 22 Reasons. He was informed that the owner has been notified and the lawn has been clipped. Keuler questioned on when stones are going by the creek near Kevin Plate's house? Fochs stated that they are just checking with Jannette on what size stone to use and the project is expected to be done in about 2 weeks. Starfeld questioned the upkeep by the ditch by Sargento's. He was informed that is actually the County's ditch and their responsibility. Nolan wondered if the lots in town with the marsh hay are still in compliance and if there is an ordinance that we can change to address it. DuPrey stated that it is a state law that the marsh hay can be planted and it doesn't even need to be harvested. It is still considered agricultural. There was a case that had gone all the way to the Supreme Court over this matter. There is nothing that can be done locally and our hands are tied regarding this matter.

Village Personnel Informational Report – Chief Loose questioned whether the SCBA agreement was signed and sent it? DuPrey stated that it has not but he can see that it gets done.

President's Report – nothing.

The Village Board then convened into closed session under S. 19.85(1)(c) to discuss the offer of employment for the General Public Works Employee position. Action – to convene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

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

Discussion and possible action regarding the application process for the General Public Works position – No action taken.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at 7:57 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Mark Breckheimer called the Special Board Meeting to order at 6:45 p.m. on Monday, June 15, 2020.

Roll Call – all members reported present except Bolwerk. Others present were Kim Plate, Charlie Fochs and 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 – Charlie reported to the board that Village Meadows is opening up and people can begin construction. Electric and gas have to be installed yet but the fronts of the lots are at grade. He stated that the first home should be started next week.

Announcements – None.

President's Report – none.

The board then convened into closed session to further review candidates from the interviews and tours for the General Public Works Employee position. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened into open session. Action – to reconvene into open session – motion: Schrubbe; second: Starfeld; Roll Call Vote – yes: Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Discussion and possible action regarding employment offer for the General Public Works Employee position – Action – to extend an offer of employment to Eric Schneider at a rate of \$23.70 per hour plus the full benefit package – motion: Schrubbe; second: Starfeld; carried.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Starfeld; carried. The meeting was adjourned at 7:47 p.m.

Dennis DuPrey

Dennis DuPrey, Administrator Clerk Treasurer

President Mark Breckheimer called the Special Board Meeting to order at 6:45 p.m. on Thursday, June 18, 2020.

Roll Call – all members reported present except Bolwerk. Others present was 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 – Breckheimer brought up about moving the July board meeting from July 14th. He stated that either Monday the 13th or Wednesday the 15th would work. The board decided without formal motion to have the meeting on the 13th at 7 p.m.

The board then convened into closed session Under S. 19.85(c) of the Wisconsin Statutes to further review candidates from the interviews and tours for the General Public Works Employee position. Action – to convene into closed session – motion: Schrubbe; second: Starfeld; Roll Call Vote – yes: Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened into open session. Action – to reconvene into open session – motion: Schrubbe; second: Starfeld; Roll Call Vote – yes: Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Discussion and possible action regarding employment offer for the General Public Works Employee position – Action – to extend an offer of employment to Matthew Eichhorst at a rate of \$22.00 per hour plus the full benefit package – motion: Schrubbe; second: Roehrig; carried.

Unfinished Business:

Village Meadows Subdivision – DuPrey presented the board with an extension for the closing date on Lot #9. It would extend the offer until August 31st to allow for the remaining infrastructure to be installed. Action – to approve this extension for Lot #9 as presented – motion: Schrubbe; second: Starfeld; carried.

New Business:

Operator Licenses for the current year – An application was submitted for an operator license for Shambhu Lamichhane. DuPrey stated that everything checks out for the records check. Action – to grant an operator license to Schambhu Lamichhane – motion: Schrubbe; second: Starfeld; carried.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Starfeld; carried. The meeting was adjourned at 7:01 p.m.

Dennis DuPrey

Dennis DuPrey, Administrator Clerk Treasurer

The Annual Board of Review session was called to order at 6 p.m. on Monday, June 22, 2020. by Chairperson Tom Roehrig.

Roll Call – Present were Dennis DuPrey, Tom Roehrig, Mark Breckheimer, Jim Schrubbe and Mike Bolwerk (late). Others present was Zach Zacharias from Action Appraisers and Consultants, Inc.

Pledge of Allegiance – Recited by all present.

It was noted that no one came to appear before the board of review. DuPrey summarized the changes in the tax roll. He stated that the total value of Real Estate increased by \$882,480. The total value of Personal Property increased by \$8,680. The net effect was an increase in valuation of \$891,160. This does not include manufacturing.

Adjournment – Action – to adjourn the Annual Board of Review hearing for 2020 – motion: Jim Schrubbe; second: Mike Bolwerk; carried. The Annual Board of Review for 2020 was adjourned at 8 p.m.

Dennis DuPrey

Dennis DuPrey, Administrator Clerk Treasurer

President Mark Breckheimer called the Special Board Meeting to order at 5 p.m. on Thursday, July 9, 2020.

Roll Call – all members reported present except Keuler. Others present was Ed Byrne and 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.

The board then convened into closed session under S. 19.85(1)(c) of the Wisconsin Statutes to conduct review of the Administrator Clerk Treasurer employee and position. Action – to convene into closed session – motion: Starfeld; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld, Breckheimer; carried.

The board then reconvened into open session. Action – to reconvene into open session – motion: Starfeld; second: Schrubbe; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld, Breckheimer; carried.

There was no action to be taken from closed session.

Discussion and possible action regarding resignation of the Administrator Clerk Treasurer – There was no discussion and no action at this time.

Discussion and possible action regarding amending the employee handbook – DuPrey presented information on a proposed amendment to the employee handbook which would give the village board authorization to grant vacation as of the hire date for any new employee which would be based upon previous work experience. Breckheimer stated that this had been discussed previously and he felt that it was a good idea to grant the village board flexibility for new employees. Action – to approve the amendment to the employee handbook as presented – motion: Schrubbe; second: Starfeld; carried.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Starfeld; carried. The meeting was adjourned at 5:59 p.m.

Dennis DuPrey

Dennis DuPrey, Administrator Clerk Treasurer