

President Mark Breckheimer called the meeting of the village board to order at 7 p.m. on Tuesday, January 8, 2019.

Roll Call – all members reported present. Others present were Dennis DuPrey, Ed Byrne, Charlie Fochs, Dave Franz, Seth Hudson (Cedar Corporation), Jared Schmidt (Robert E. Lee) and Gary Boesch.

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 – Apartment Complex Tour on January 12, 2019 at 10 a.m. in Wisconsin Dells has been cancelled. Plan Commission Meeting on Wednesday, January 30, 2019 at 6 p.m.

Minutes – Action – to approve the board meeting minutes as presented – motion: Roehrig; second: Schrubbe; carried. The fire department minutes were presented to the board. Action – to accept the fire department minutes and to place them on file – motion: Starfeld; second: Keuler; carried. There were no first responder minutes presented to the board.

Treasurer's Report for the Village of Hilbert - balances – \$758,316.28 General fund; \$736,103.78 Sewer fund; \$130,384.70 Water fund; \$1.00 DOA Block Grant Fund; \$4,554.42 TID #1 fund; \$1,096,973.47 T-Plus fund; \$7,844.42 First Responder fund; (\$285,892.02) TID #2 fund; \$416,113.30 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Starfeld; second: Schrubbe; carried. The fire department treasurer's report was presented to the board. Action – to approve the fire department treasurer's report as presented – motion: Schrubbe; second: Roehrig; carried. The first responder treasurer's report was presented to the board. Action – to approve the first responder treasurer's report as presented – motion: Starfeld; second: Keuler; carried.

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

Correspondence – The MEG Newsletter was presented to the board for their information. The Focus Newsletters were presented to the board for their information. The Boardman & Clark, LLP Newsletter was presented to the board for their information. 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 monthly report on building permits was presented to the board for their information. The receipt of quarterly street aid payment in the approximate amount of \$11,000 was presented to the board for their information by DuPrey. The taxes collected to 12/31/18 – January Settlement was presented to the board for their information. DuPrey stated that the amount collected was about \$684,000 or 34.7%; which is down from the 38% collected last year. The final draft of the Civic Park Concept Plan which was adopted 11/13/18 was presented to the board for their information.

Unfinished Business:

2018 Projects – nothing new.

Change Orders – none.

Payment Requests – none.

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 – There were 3 fire calls since the last meeting. Two of which were dive calls (one was cancelled in route) and one mutual aid to Harrison for a fire involving a grain dryer at the feed mill.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – Fochs stated that the new belt conveyer is in and they are just waiting on Braun Electric to finish up.

Hilbert Acres Mobile Home Park – The regional manager has sent an e-mail from Speedy Clean explaining that all of the repairs that were scheduled to be completed on a quarterly basis from the initial televising, have now been completed. However, Speedy Clean is recommending that the televising of the entire system be done a second time to see if anything new has developed and to verify that the system is free of infiltration and defects. DuPrey explained that the manager is requesting, since the work has been completed, that the board reverse the citation of \$500 which was issued. DuPrey recommended having them televise the system a final time (as recommended) and then the board can discuss the issue of the citation. Breckheimer agreed. The citation issue would be discussed after the televising. Fochs questioned what proof do we have that the work has all been done? It was agreed that documentation from Speedy Clean would meet the requirement of proving completion. Keuler mentioned that he was told that sometimes when mobile homes are moved out of the park that the pipes are left open and not tapped off. Fochs stated that there are no inspections required from the village to make sure they are being tapped off. Action – to request that the pipes get televised again, as recommended by Speedy Clean, showing that all work is complete and there are no longer infiltration issues – motion: Schrubbe; second: Starfeld; carried.

Village South Residential Development Property – The Plan Commission meeting minutes were presented to the board. Action – to accept the meeting minutes and to place them on file – motion: Starfeld; second: Schrubbe; carried. The Plan Commission's recommendation regarding proceeding with the final plat for development of the first phase of lots 5-14 and lots 65-68 as outlined on layout #8 and to use layout #6 as the preferred layout for an apartment development – Breckheimer had everyone refer to the maps and explained the layout. The darker dash lines show the 14 lots that fall within the TID. Jared

then explained some of the things that they went over at the Plan Commission Meeting involving the balancing of lot size and the cost effectiveness of the development. This will all get refined over a period of time. For now, the focus will be on the land in the TID district which gives us good flexibility and a good starting point. Breckheimer questioned whether the storm sewer pond has to be 75 ft from the meander area? Jared stated it all depends on how the final design layout gets classified. Starfeld asked whether it will be a dry or wet pond? Jared stated a wet pond. Starfeld stated then we will have to deal with weeds again. Jared responded that dry ponds don't meet post construction storm water quality that the DNR has set. When questioned on the size of the pond Jared estimated it to be about three quarters of an acre (approximately 8,000-10,000 square feet). Starfeld stated the pond needs to be big enough to help with water coming from that direction. Breckheimer stated that there will also be another pond during the second phase. Starfeld asked if by approving this recommendation means that this is the plan we are definitely going with? Breckheimer stated that it will be for the area included in the darker dashed lines; those initial lots. DuPrey stated the rest is more of a guide. There were no further questions for Jared at this time. Action – to proceed with the recommendation from the committee regarding the first phase – motion: Roehrig; second: Schrubbe; carried. No further action needed. DuPrey added a side note, that still ties in with doing the initial plot, that we have closed with the purchase of the St. Vinnie's property on December 27, 2018. As far as the Frontier property, they are requesting an easement, even though it's going to be a street. They feel this gives them added protection in case changes are made because then the village will be responsible for the costs of those changes. DuPrey stated that our hands are kind of tied on that if we want to purchase it. Once the CSM is finalized DuPrey will then get signable copies sent to Frontier and have them signed. The Plan Committee has already approved this, so then he can get it recorded and the easement can be finalized. Once the purchase is complete, the land can be added into the plan. There was then discussion regarding the lines that will run under the street. There should not be issues with them. Fochs stated if anything we may have to put them deeper in the ground. Until we start digging, we won't know for sure; it should not be a big deal. The Plan Commission's recommendation regarding removing approximately 9 acres within TID #2, except the land east of the ditch, with an additional 50' buffer from the rentable land for 2019 – DuPrey clarified that the exact acreage is 10.8; with the rest of the acres being rented by Schneider's. This will give us extra space for developing. Breckheimer stated that he spoke with Schneider's and they are fine with it. It will be 50' outside of the darker dashed line on the map. Action – to proceed with the recommendation from the committee as presented – motion: Schrubbe; second: Keuler; carried. No further action needed. The preliminary outline of the next steps/timeline for developing the first phase was presented to the board – Jared referred to the handout provided to go over the timeline. He explained the summary of the process and events for the creation of the residential subdivision from the start of area development planning through construction of phase I infrastructure. The summary identifies the general development process and approximate timelines while identifying critical decision-making check points. There will be continuous discussion happening as decisions need to be made. Within the timeline are a number of check points for the village to provide formal input prior to Robert E. Lee moving onto the next task. Jared reminded the board that the schedule is conceptual and subject to change based on a number of variables, most of which haven't been formally discussed yet. The board should use the schedule as more of a template of the development process, and not as something that is set in stone. As the detailed engineering comes together there will be tweaks that may need to be made. A calendar was included on the handout from Dec. 2018 through Oct. 2019 showing how things may progress. If everything progresses according to the timeline, infrastructure/building could begin this summer; but you can easily add weeks or months depending on changes that need to be made. No action needed. Village Economic Development Plan – Nothing new. Policy on incentive pay scale for full-time public works employees – DuPrey explained the policy that he is suggesting. He stated that keeping it as simple as possible would work the best. The DNR certification requirements should be what the policy refers to since the DNR reviews the hours submitted and then decides if the certification is granted. That way the policy will go off any changes that the DNR makes automatically and the wording in our policy would not have to change. DuPrey suggests going forward raises should go into effect the first payroll period once the certification from the DNR is turned into the office, instead of Jan. 1<sup>st</sup> and July 1<sup>st</sup> which was suggested at previous meetings. Fochs then stated because of the size of our municipality that the public works employees only need the 1,000 hours for each water and sewer (because employees are considered part-time in those areas) to be certified. The DNR has 2 classifications which are: Basic and Advanced. These will also be referred to in the policy. Kim Plate has met the 1,000 hrs. needed in sewer. DuPrey suggested that backpay from the last pay period which began on January 7<sup>th</sup> should be given to Plate once he turns in his certification. DuPrey stated that he felt this was fair because Plate cannot help that no one was aware of the hours being at 1,000 instead of the 2,000 (which were what the hours required were thought to be). Action – to accept the new incentive pay policy as purposed and to give Kim Plate backpay to the pay period starting January 7<sup>th</sup> – motion: Schrubbe; second: Starfeld; carried. Purchase of Bel Brands Property – Presentation of phase 1 environmental report – Seth Hudson presented the phase 1 environmental report to the board. A walk through was done on the property on December 11<sup>th</sup> with a representative from Bel Brands. In the next week or so phase 1 should be complete. Upon this completion, there will be a recommendation to do additional sampling. A phase 2

would be the next step. The village is responsible for the cost of phase I. Nothing out of the ordinary was found. There was some concern that a gas station was located there but Seth said it was researched and there was not. There were no additional questions at this time. No action required. Conducting a Hazmat Survey on the property – This is a required step that needs to be completed if the building would ever be razed. Seth stated that there is more than likely asbestos present, probably in the flooring (the glue holding the tiles) and possibly the roofing material. By doing the soil samples, which will take two guys two days to do per DNR requirements, these results will tell us for sure. The cost would be approximately \$10,000-\$12,000. Depending on how much is found, this will help determine how much demolition cost would be for the building. Schrubbe asked what happens if the soil samples show that there were leaks in the underground pipes? Are we out that money if we decide that it is not economically possible? Seth stated yes but in the sales agreement with the village and Bel Brands it's stated that the phase 2 cost will be split 50/50. Schrubbe felt that the village should wait on the Hazmat Survey on the property until phase II cost is known. Seth stated that we can wait. Keuler questioned whether test wells will have to be put in. Seth said no that won't be necessary. He said if anything major is found it will be a dig and haul situation. The soil would be removed and taken to the proper landfill. Breckheimer stated that the Hazmat Survey has no effect on the village purchasing the property, just on tearing it down, if that's the route that's taken. Breckheimer wanted to know if the board wanted to wait until February? Closing would be in April. Keuler questioned what are the benefits for waiting to do the survey and putting themselves a month behind? Schrubbe stated that if phase 2 results are bad and we decide to back out of the purchase we would then lose the cost of the survey. DuPrey stated that there can be a contingency added that if phase II comes back bad then we can cancel the Hazmat Survey before they do the work so we won't be out that cost. At least this way, the survey gets scheduled and everything keeps moving since we have 120 days, which brings us to April, and then a decision must be made. Seth and Schrubbe both agreed. The board felt like this was the way to continue forward and not have any delays. Action – to get the Hazmat Survey scheduled for after the results are in from phase II – motion: Starfeld; second: Roehrig; carried. Discussion and possible action regarding proceeding with phase II environmental assessment – this was tabled until next month.

#### New Business:

Application for Operator Licenses – Action – to approve the operator's license to Matthew Lewis – motion: Roehrig; second: Keuler; carried.

Classes/Seminars/Schooling for Employees – Dave Franz brought a request to the board regarding allowing 8 firemen to attend the firemen's convention in La Crosse on March 8<sup>th</sup> and 9<sup>th</sup>. The total cost would be \$1,424.00 for the registration and rooms. Action – to approve the request for the firemen to attend the firemen's convention at the cost of \$1,424.00 as requested – motion: Starfeld; second: Schrubbe; carried.

Discussion and possible action regarding the appointment of an election inspector – DuPrey stated that there is a new resident in the village and she has served as an election inspector in other communities and would like to do the same in Hilbert. Her name is Susan Seckel and has recently moved into a home on 2<sup>nd</sup> Street. Her term would be through December 31, 2019. Action – to approve Susan Seckel as an election inspector through December 31, 2019 – motion: Schrubbe; second: Starfeld; carried.

Discussion and possible action regarding the renewal of contract for 2019 for Economic Development Consultant Services – This would be the same contract as 2018. DuPrey suggested the renewal and stated that he believes it will continue to be very beneficial. The money was budgeted for this service. Action – to renew the contract for 2019 with Cedar Corporation for economic development consultant services – motion: Roehrig; second: Schrubbe; carried.

Discussion and possible action regarding policy on real estate broker commission fees – DuPrey stated that this would provide a commission to a broker if that broker gets businesses to locate to Hilbert by setting up meetings, etc. Nothing is paid if the deal doesn't close. DuPrey feels like this would be fair to do since the broker is putting in the work and should be compensated for doing so. Other communities do this and it builds good relationships with real estate brokers. Seth will get together an agreement to present to the board. No action taken.

2019 Projects – The Street Committee meeting minutes were presented to the board. Action – to accept the meeting minutes and to place them on file – motion: Roehrig; second: Schrubbe; carried. Starfeld gave an overview of upcoming projects for 2019; which included 12<sup>th</sup> Street curb and gutter and explained that a mountable curb will be included in part of the design.

Resolution 2019-01 "Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to Section 66.073 Wisconsin Statutes – DuPrey presented the timeline that must be followed for the 12<sup>th</sup> Street Urbanization Project Process to special assess for curb & gutter. The first step is this Preliminary Resolution Declaring Intent to Levy Special Assessments being approved by the board. Once approved, letters will be mailed to all affected property owners tomorrow. The public hearing will be held at 6:45 p.m. on Tuesday, February 12, 2019 prior to the regular board meeting at 7 p.m. Approximate bid opening would be March 14, 2019 with the bid results being presented to the village board for discussion and possible action on awarding the contract on April 16, 2019. Action – to approve the committee recommendation regarding Resolution 2019-01 as presented – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Village Board Member Informational Report – none.

Village Personnel Information Report – Fochs stated that the pilot study has been winding down. Sargento wants to meet to talk about the water situation and he will keep the board informed. DuPrey informed the board that Woodville is now in the process of approving ATV/Golf carts. This would then enable the Village of Hilbert to extend the area which is permitted in our current ordinance. DuPrey suggested holding off on until Woodville approves their ordinance because it doesn't pay to have to place our signs and then have to remove them to a new location. We will have to change the ordinance to include the extra area also. The board agreed. DuPrey also mentioned that with the new subdivision, there is going to be streets that need to be named. He suggested maybe having a village-wide street naming contest for residents.

President's Report – Breckheimer addressed the board regarding the need for every member to be proactive especially when it comes to committee meetings. The chairperson needs to have the information compiled and be ready to answer questions that may occur. This will save time and make the meetings more efficient. The more that can be done prior to the meeting the better. DuPrey also commented that all incumbents have filed and turned in their papers.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to convene into closed session – motion: Roehrig; second: Starfeld; 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: Keuler; second: Starfeld; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Discussion and possible action regarding the purchase of public property, investing public funds and other directly related items of business – No action taken.

Adjournment – Action – to adjourn – motion: Starfeld; second: Bolwerk; carried. The meeting was adjourned at approximately 8:37p.m.

*Missy Kieso*

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Missy Kieso, Deputy Clerk