President Jim Schmidt called the regular Board Meeting to order at 7 p.m. on Tuesday, May June 8, 2021.
Roll Call – Loose, Schrubbe, Roehrig, Nolan, Keuler, Starfeld and Schmidt. Others present were Dennis DuPrey, Kim Plate, Ed Byrne, Luke VandenElzen, Malcolm Cappelle, Mike Loose, Mike Bolwerk and members of the Hilbert Boy Scouts.
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 – Mike Bolwerk addressed the Board regarding an activity that he would like to hold at the 4th of July picnic. He would like to either use a small swimming pool or the Fire Department's dunk tank and have it set up on the south baseball field in center field. Then along the 1st base line he would like to set up a tee. People would then pay to try to hit the golf ball into the water. It was discussed that the dunk tank may be too much water to drain out on the field after the event. Bolwerk stated then he'd be fine just using a small swimming pool instead. It is a 50/50 event. Schmidt stated as long as everyone is safe and out of range of the golf balls flying; he then didn't see any issue with it. Plate stated that he saw what the setup would be and believes that it will be fine. No Board members had any issue with the game being held.
Announcements – DuPrey informed the Board that there some errors on the agenda for tonight's meeting. He stated that there is a correction for item #38; it should read Ordinance 2021-01 and Item #39 should read Resolution 2021-03. The Cheese Derby will be held from 5 p.m. to 11 p.m. on June 10th at the Hilbert Civic Park. The 4th of July Parade will be held at 11 a.m. on July 4th on Main St. and 7th St. The 4th of July Community Picnic & Fireworks will be held from 10:30 a.m. to 11:30 p.m. on July 4th at the Hilbert Civic Park. There will be a Special Board Meeting at 6 p.m. on Tuesday, June 22nd to award the bids for the destruction of the Bel Brands building. A Press Conference will be held on Monday, June 21st regarding the Bel Brands Project at 10 a.m. with bid opening to follow.
Minutes – Action – to approve the Board Meeting minutes as presented – motion: Schrubbe; second: Starfeld; carried. The Fire Department minutes were presented to the Board – Action – to accept the Fire Department's minutes and place them on file – motion: Roehrig; second: Nolan; carried. The were no First Responder minutes presented to the Board.
Treasurer's Report for the Village of Hilbert - balances – ($855,954.66) General fund; $885,452.67 Sewer fund; $193,281.55 Water fund; $1.00 DOA Block Grant fund; $287,225.83 TID #1 fund; $1,114,204.98 T-Plus fund; $36,693.42 First Responder fund; ($241,602.78) TID #2 fund; $665,318.80 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Schrubbe; second: Keuler; carried. The Fire Department treasurer's report was presented to the Board. Action – to approve the Fire Department treasurer's reports as presented – motion: Roehrig; second: Nolan; carried. The First Responder treasurer's report was presented to the Board. Action – to approve the First Responder treasurer's reports as presented – motion: Schrubbe; second: Loose; carried.
Claims – examined and discussed. Schmidt wanted to discuss one of the items on the claims report. He stated that the order for the fountain/aerator invoice came through at approximately $2,400 over the estimated price. Plate stated that was due to the fact (according to the invoice) that a 1 horse motor (instead of ½ horse motor) was ordered. He followed up with the company and the e-mail did show that he had mistakenly ordered the 1 horse motor. Due to special ordering, the items are unreturnable. Schrubbe stated that this would be the common practice on most special-order items. After discussion, it was decided by the Board to pay the invoice with the price difference coming from the general fund since it could not be returned. There didn't seem to be any other option. Action – to pay all claims – motion: Schrubbe; second: Starfeld; carried.
Correspondence – There was no MEG Newsletter presented to the Board. The Boardman & Clark Newsletter was presented to the Board for their information. The Calumet County Focus on Calumet Newsletters were presented to the Board for their information. The article regarding poor service from waste management to switch vendors – City of Mayville was presented to the Board for their information. DuPrey stated that many municipalities are having issues with waste management. He reported to the Board that the office is actually keeping a log book detailing the resident's issue, name, date and address. He encouraged Board members to have any residents with issues regarding the garbage to call in and report them to the office. He stated that some of the issues we were having included: a whole side of 10th Street not getting picked up and Star Ct. getting missed completely for two weeks in a row. We will continue to monitor the situation and see what steps are necessary if this continues. Correspondence on the American Rescue Plan Act and how our share was calculated was presented to the Board for their information. DuPrey explained that this is the grant from COVID which he mentioned a few months ago. It was at first estimated to be around $200k but what happened is they went off our numbers from the 2010 census which was showing a trend of a decrease in population; when we actually had an increase. About 100 resident difference which equals about $9k. He sent an e-mail to see if they would reconsider the amount using the new numbers but he is not hopeful that will happen. But it was at least worth a try. The total funds for the Village are $113,146.71; which half to be paid out this year at any time and the other half in 2022. The funds may be used on infrastructure, water mains, sewer mains, etc. DuPrey's recommendation is to put the funds towards the South 3rd St. waterline and towards the issues on the Chestnut St. waterline by the park with the remainder going towards the Phase II infrastructure of Village Meadows. Nolan mentioned the park bathroom project. DuPrey said that may qualify but that would be something that needs verification. We must follow the guidelines as how the funds are spent.

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 Quarterly Cable TV Franchise Fees in the amount of $1,576.12 was presented to the Board for their information. The 2020 Annual Form C Financial Report to the Dept. of Revenue was presented to the Board for their information. DuPrey stated that he had the report and if anyone would like to view it or a copy made to let him know. The Notice of Receipt of the Insurance Dividend in the amount of $1,405 (which is a slight increase from last year's $1,235) was presented to the Board for their information. The Annual Report of the League of WI Municipalities Mutual Insurance was presented to the Board for their information. DuPrey stated that he had the report and if anyone would like to view it or a copy made to let him know.
Unfinished Business:
2021 Projects – Discussion and possible action regarding completing blacktop patching – Plate explained the areas that they planned on patching: Approximately 165' on S. 3rd St., patching a sink hole on 4th St. & Cedar St., a patch on 2nd St. & Cedar St. and the area where there was a water main break on 8th St. and Chestnut St. The plan is to do it when St. Vinnie's is getting their blacktop done. Action – to approve proceeding with the blacktop patching – motion: Starfeld; second: Roehrig; carried.
Recycling/Rubbish – The was no monthly report presented to the Board. Roehrig questioned why we weren't receiving the reports? Would this affect our recycling grant? DuPrey stated that the grant does take these numbers into consideration, however; they are many other things that come into play with the grant also. DuPrey stated that he will get in touch with Waste Management and find out why we haven't been receiving them lately. He will inform them that we need to receive them on a monthly basis as we have in the past. Notice of the 2021 Recycling Grant Award – DuPrey stated that the grant was in the amount of $8,403.35 which is the same as previous years.
Police Protection for the Village – The was no monthly report presented to the Board. Action – to approve the Police & License Committee minutes – motion: Starfeld; second: Keuler; carried. Committee recommendation regarding license listing for the upcoming licensing year – Action – to approve the recommendation of the license listing; pending the 15-day waiting period for 2 Pair of Dice (Off the Rails) due to late submittal – motion: Schrubbe; second: Loose; carried. No further action needed.
Fire Department – Chief Loose informed the Board that there were three fire calls since their last meeting and they are working on the Cheese Derby and 4th of July events. He stated that the department had received some donated signs promoting the 4th of July and was looking for permission to place the sign on the other side of the fence at the baseball field behind the outfield. No one had a problem with this. Great way to promote the event. Plate suggested putting the sign on the inside of the fence because it would be easier to read and look better. Loose actually preferred this but wasn't sure if everyone would be ok with it. Everyone was fine with it. The sign will be put up as suggested. Discussion and possible action regarding the billing of the air compressor – this is a continuation of the discussion held at the last Board Meeting. Just to recap: Chief Loose is looking for the Village to pay for the air compressor which was purchased in the amount of $1,222.61. There was much discussion at the last meeting whether it was an emergency purchase or if the older used compressor which they had on hand could have been used. Loose considered it to be an emergency repair and therefore ordered a new compressor. Some members of the Fire Department felt as if it should have been voted on by the department before the purchase was made. Schrubbe stated that his biggest hurdle with this was how the whole thing was handled. Also, whether a new one should have been ordered or if the used compressor could have been tested. Loose stated that this is not what the discussion should be about tonight. He stated that the discussion is about who is paying for the purchase; not about if the new compressor should have been purchased or not. He stated that the Board actually voted on putting the old compressor up for sale in a previous meeting. He continued to say that the old compressor would not fit where it needed to and would be a fire violation because it would cover the breaker panel. Schrubbe stated that it would actually fit where it needed to without covering anything. Loose disagreed. Schrubbe said he had pictures on his phone that actually shows it fits if Loose would like to see them. Loose said that this is not a talk on the old compressor we are here to discuss the new compressor. Schrubbe said he feels like there is misleading information regarding old compressor and if it would fit; because, he stated, that it would fit. Schrubbe explained that material was available to hook the old compressor up to see if it worked. There would be no cost to rewire. Schrubbe stated that there are firemen that are certified electricians who could have easily hooked up the old compressor. He said, after all, there are also firemen that are qualified to work on the trucks and we utilize their experience. Loose stated that they get an hourly wage for truck work from the Village so they are authorized to do so. Starfeld stated that he's sure Loose just didn't make the decision on his own. Schrubbe stated that actually he did. Starfeld stated that everyone knew that compressor was down though, correct? Schrubbe stated yes and that was when there were discussions regarding using the used compressor. Schrubbe stated if it was a true emergency repair then it would have been faster just to get the used one hooked up since it was right there. Starfeld stated could Loose have tested the old one to see if it worked? Yes, he could have, but a decision had to be made. Schrubbe stated that he doesn't understand why that when Plate wanted to order a new garage door opener to replace one that was old the Board gave him a hard time about it? Why can Loose just decide to order the compressor without any approval? Keuler replied that that wasn't exactly how it went with the garage door openers. Schrubbe apologized and said he knows there was more to that. Schmidt reminded everyone to stay on the topic being discussed. Starfeld stated he felt like a decision had to be

made and Loose made it. He had to make the call and it's his job to get the trucks out of the door. He said we are talking about $1,200k not $10k.Starfeld stated he, however, was not there. Schrubbe stated that he was. Schrubbe stated that his point is that he doesn't like the unilateral decision. He felt it is a decision that should have been voted on. It shouldn't be a dictatorship. Not one person should have all that power to make the decision. Starfeld stated that Loose could have had a discussion with DuPrey prior to ordering. Loose agreed he could have. He also stated that the previous Board President was also aware of what was happening. Schmidt stated that he and Loose had discussions regarding how the fire chief job description isn't as precise as it needs to be. They agreed to get the committee together to work on that and have it more detailed. Schmidt believes that Loose did what he felt was the best decision for the department. Starfeld stated he agreed and feels like it should be a Village expense. Where will the funds come from? DuPrey stated that they would have to come out of the general fund. Action – to pay for the fire department's new air compressor through the Village's general fund in the amount of $1222.61 – motion: Starfeld; second: Nolan; carried by majority vote. Loose then addressed the Board and stated that he just wanted to inform the Board that the Fire Department did buy the first air compressor for the department, they volunteered time and money working on the bandstand in the park, gave $5k for each one of the new trucks purchase, bought the tower for one of the trucks by raising money for it, they donate to various fundraisers, etc. He knows that not everyone knows the history of the fire department and what they help provide and just wanted it mentioned. Keuler stated that he was glad this was brought up because there're new faces on the Board and not everyone knows these things.
TID District #2 – nothing.
Wastewater Treatment Plant – Report on Clean Water Fund Loan Program – Project Priority List – DuPrey stated that our score is 81.307; which is not bad. We should qualify for a reduced rate.
Well #4 – Update on the Rate Case for the filter system project – DuPrey stated that this will be addressed later in the meeting.
Village Meadow Subdivision – Plan Commission – Action – to approve the meeting minutes – motion: Starfeld; second: Loose; carried. Mail Delivery – Letter of Denial from Postal Service on our appeal – DuPrey informed the Board we received a letter of denial from our 3rd and final appeal. So, the subdivision will have to have a central box unit (CBU) located in one location in the subdivision. Plate stated that this is something that we will have to get the engineers involved with because they are so many requirements on how it needs to be set up. DuPrey stated that there is actually a whole booklet on how everything must be and the guidelines to be followed. The Board discussed this at great lengths. It was decided that using one location for the whole subdivision would be best so that there wouldn't be more than one lot used. The best option seems to be Out lot #1. However; this does interfere with the plan for the future loop to 9th St. in case the Village was ever to obtain that land. There is nothing that can be done about this because that road may never come to be and we can't base it off that. Out lot #3 has the pond and that does not leave enough room there to have the vehicles to go around and have access to the unit. Out lot #2 would not be accessible without putting in an additional road. Starfeld stated that price would be way too high. DuPrey stated that he will have the engineers explore their options but it sounds like Out lot #1 may be the way to go. Current residents will have to get a PO Box at the Post Office for the time being. This process to have the CBU installed could take months with the planning. The CBU has to be purchased thru the recommended vendor also. Plate stated that Jared, from Robert E. Lee will be here next week to discuss the trail so he will discuss the CBU with him then.
Subdivision Improvements – nothing to report.
Phase II Development – Plan Commission recommendation regarding the layout for Phase II – The Board was provided with the layouts available for Phase II. This would be for an additional 14 lots. Action – to approve Layout #3 with changes as presented – motion: Schrubbe; second: Roehrig; carried. No further action needed. DuPrey stated that the next step would be to have Robert E. Lee provide a preliminary plot.
Fochs Trails Subdivision – Starfeld stated that Charlie Fochs got a hold of him regarding the curbing work. The Village is not doing any curb & gutter at this time. Fochs would like to have the engineers do a layout and then he or a company he hires will do the install. Fochs would be responsible for all the cost. Keuler was wondering what happens if other property owners want to do the same thing? We need to be consistent. DuPrey stated that it should be looked at on a case-to-case basis and to make sure the engineers are always involved. Action – to allow Charlie Fochs to do the curbing at 100% his expense on a case-to-case basis – motion: Schrubbe; second: Starfeld; carried.
Purchase of the Bel Brands Property – Update on the project – Proposed Project Schedule – DuPrey referred the Board to the project schedule in their meeting packets. He stated that they are looking at a completion of Construction and Site Restoration by the end of October. Discussion and possible action on Resolution 2021-02 Fair Housing Resolution – DuPrey stated that this is a requirement for the CBDG Grant and it shows the Village's support of hair housing. Action – to approve the Resolution 2021-02 Fair Housing Resolution as presented – motion: Schrubbe; second: Nolan; Roll Call – yes: Loose, Schrubbe, Roehrig, Nolan, Kueler, Starfeld, Schmidt; carried.
Hilbert Housing Authority – Update on the progress of the sale of the property – DuPrey informed the Board that the current potential buyer was backing out of the agreement. Schrubbe questioned whether it was because of the bed bug issues in some of the apartments? DuPrey stated that it was and that the County has now stepped in to try to help the resident with that issue. Discussion and possible action

regarding an amendment to the Offer to Purchase to terminate the agreement – Action – to accept the amendment as presented – motion: Schrubbe; second: Roehrig; carried.
2020 Census – nothing.
Discussion and possible action regarding possible zoning code violation – no updates.
COVID-19 – DuPrey stated that things have been going fine in the office and no problems have occurred. He is requesting the Board to lift the restrictions on the capacity of the community center and also to open the office completely back up with no plexi-glass shield or mask requirements for the office. He reviewed the data that he had regarding the positive cases in Calumet County and within the Village of Hilbert. The Board questioned whether DuPrey and Kieso were both ok with doing this. DuPrey stated that both he and Kieso are fully vaccinated and he's comfortable with opening everything up. Kieso agreed. He also stated that the Nutrition Site will be opening up for on-site meals on June 22nd. The Board agreed to the requests.
Park Bathroom Project – Roehrig stated that there were no updates or any new information received from Robert E. Lee & Associates.
Lead Service Lines in the Village – Plate stated that they were surprised to find that the there was a lead line that ran from the water main to the curb stop by the Bel Brands office building. Up to this point they were kind of figuring that no lead lines ran from the water main; just from the curb stop to the meter. They plan on always checking when they do meter change outs but this is something else to keep an eye out for. Keuler stated that with any road project that those will have to be replaced as we find them. Plate stated that is the plan.
New Business:
Other Annual Appointments – Action – to approve Tom Baer to take the place of Kim Plate on the Architectural Committee – motion: Starfeld; second: Keuler; carried. DuPrey also mentioned that there is a checklist for the convenances that will be put together to help members of the Architectural Committee when they are approving plans to make sure all specs have been checked.
Application for Operator Licenses – none.
Application for a Temporary Class B Picnic License for the Annual Cheese Derby – Action – to approve the application for a Temporary Class B Picnic License for the Annual Cheese Derby – motion: Roehrig; second; Nolan; carried.
Classes/Seminars/Schooling for Employees – none.
Reports on schooling/training sessions – none.
Water & Sewer Committee – Action – to approve the meeting minutes – motion: Roehrig; second: Schrubbe; carried. Committee recommendation regarding Resolution 2021-01 to place a direct charge for public fire protection – DuPrey reminded the Board that this is what was discussed at the last Board Meeting. This Resolution authorizes the Utility to recover the cost of providing and maintaining the fire hydrants used for fire protection. The Village wishes to change the manner in which public fire protection charges are being paid, setting the municipal charge (via tax roll) at a fixed amount and charging the balance as a direct charge on water bills. DuPrey explained about 75% of the charge will go on the water bills with the other 25% on the tax roll. This will free up approximately $27,600 in funds for the general fund. Action – to approve Resolution 2021-01 to place a direct charge for public fire protection as presented – motion: Schrubbe; second: Keuler; Roll Call Vote – yes; Loose, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Schmitt; carried. No further action needed. DuPrey then gave the Board an update on the proposed rates and the impact on customers and compared them to other utilities. He stated that even with the increase the Village's water rates would still fall somewhere in the middle compared to other municipalities' rates. DuPrey explained the benefits of going to monthly reading/bills. He believes it will be more beneficial and efficient for residents in the long run. There, of course, will be a transition. If everything goes through then the changes will be seen after Sept. 30th when the new rates would take effect. Residents would receive a billing in October that would be for 3 months' worth of water usage. Then, in November and December they would receive their regular monthly billings. So, the residents will see the impact on that October bill when all of the payment for a quarter will be billed. DuPrey stated that he plans on sending out a letter prior to the billing to inform the residents of the changes so they are not caught off guard. Another letter, will be sent with the actual postcard bills explaining it once again. He is willing to work out deferred payments with anyone who can not pay October's billing all at once. There is a deferred billing agreement available in order to make payments on the amount due. Starfeld stated that this will be quite the process and we'll be getting a lot of questions regarding the issue and there will be a lot of time and expense involved with it also. DuPrey stated that he is aware of this but in the end, it is still the best way to operate by going monthly reading/monthly billing. There is a public hearing regarding this on July 15, 2021 via zoom. He will keep the Board members informed and updated on the situation.
Committee recommendation regarding hauler rates – the recommendation is staying the same as the originally recommendation. Holding Tank would be $8 per 1,000 gallons, an increase of $1.12 per 1,000 gallons. Sludge would be $0.05 per gallon, an increase of $.02 per gallon. Septage would be $42.00 per 1,000 gallons, an increase of $2.00 per 1,000 gallons. A new rate of $50 per 1,000 gallons would be created for Porta-Poddy Waste. We no longer accept waste from Monitoring Well Water. The hauler slips would also be updated to help with the experiencing of "hot loads". The change would include adding a line to show where the waste is coming from. DuPrey requested that if the rates are changing to make those effective on July 1st which would give him time to notify the haulers by letter. Action – to approve

the updated hauler rates as presented effective July 1, 2021 – motion: Kueler; second: Roehrig; carried. No further action needed. Committee recommendation regarding maintenance work for Well #2 – The committee met with Troy Simonar from CTW during the committee meeting. He recommends pulling out the pump and inspecting it. The proposal provided is a worse case scenario where the total cost could be as high at $18,492; depending on the work needed. If not all the work is required then the cost would most likely be around $11,375. Starfeld asked if the funds would be coming directly from the water fund. DuPrey stated; yes, they would. Plate stated that they are working on starting a maintenance program since there has never been one on this well. They would clean and flush out the well more frequently so that it minimizes the issues with the biofilm. If they are able to reduce the biofilm; which is found in most wells; they can limit the effects that it has on the well. Starfeld recommended keeping very good logs of all the maintenance and issues. Plate agreed. Action – to proceed with the maintenance work for Well #2 as presented – motion: Starfeld; second: Schrubbe; carried.
Park & Recreation Committee – Action – to approve the meeting minutes – motion: Schrubbe; second: Loose; carried. Roehrig asked Plate if he received an estimate on the steel for the big pavilion? Plate said approximately $30k. Keuler questioned whether the building was stable enough to even put that much money into it? How is the floor? Plate stated that it was ok; there's cracks but it's not in horrible condition. Starfeld asked Keuler what was he thinking – to tear it down and start over? Keuler stated if it's not structurally sound then maybe. Nolan stated that's true before we stick $30k into it. Plate reminded them that the quote was for steel so that's going to be your highest estimate compared to vinyl siding or other options. Roehrig stated that there will be a park and recreation meeting sometime in June. Keuler requested that he be informed when it is because he would like to view the big pavilion and hear the options available. Roehrig will keep him updated.
Employee Grievance Committee – Action – to approve the meeting minutes – motion: Schrubbe; second: Roehrig; carried. Committee recommendation regarding amendment to the policy on Sick Pay/PTO Pay – Schmidt stated that through checking with other municipalities it is much more common to have vacation and sick days compared to just straight PTO days. So, the committee decided not to do any recommendations regarding changing to PTO days. Schmidt then stated that in previous meetings it was discussed that the employees had concerns about being able to leave early without pay if something would come up at the last minute. Right now, it has to go through the Employee Review/Grievance committee and the Village Board before it could be approved. So, it basically can take weeks to get the approval which does not help anything last minute that comes up. The committee felt that an easier and quicker way would be the following: the employee puts the request to his/her immediate supervisor and then to the Village President. If the Village President is not available then any Board Member could be asked. If the employee would like to make up their lost hours (so they wouldn't lose pay) then they would have to do so in the same week. For example, if someone leaves 2 hours early on Monday, they have through Friday to make up for those 2 hours. It was discussed that having to go through how it's set up now seemed like too many steps. Nolan stated she thought it was crappy especially since that you have to be employed 1 year before receiving any vacation days. She was reminded that has been changed and at the time of hire the Board can make exceptions to that. DuPrey reminded the Board that they approved the procedure for asking for time off and that's how it came to be in the handbook. The Board approved it to be there. Starfeld stated that maybe they all didn't completely understand it at the time. It was discussed and the Board decided the new procedure would be better. Schmidt also said the committee reviewed the vacation days. They noticed that most municipalities went up to 25 days of vacation for 20 years or more of employment. We are currently at 20 days. They felt this would be a way to help retain employees long-term. Action – to make the amendments regarding the unpaid time off and the 25 days of vacation for employees who have 20 years or more of employment – motion: Starfeld; second: Loose; carried. No further action needed. Committee recommendation regarding revising the job description for the WWTP Operator – Since the last audit at the WWTP there has come many changes regarding procedure and testing. Plate stated that the best way now is to have one person be in charge of doing all the testing. It will keep results more consistent and accurate. There are so many variables when it comes to testing where adjustments have to be made because of the strength and loadings on the samples can vary. He stated that in the past, the samples were all saved and tested on Wednesday and Thursday for the part-time employee but now they are completed as soon as they come in. Eichhorst would be in charge of doing all the testing. Schrubbe questioned what if Eichhorst is off or something then who can do the testing? Plate explained that both he and Fochs could then step in. All in all, it will just be a better set up on how to run the testing. Action – to approve the recommendations regarding revising the job description for the WWTP Operator as presented – motion: Starfeld; second: Nolan; carried. Committee recommendation regarding revising the job description for the WWTP part-time employee – As of right now the part-time WWTP employee works approximately 15 hours a week all year and does testing and lawn maintenance during those hours. The hours would be cut to 5-10 hours a week from May 1 to October 31st and would not involve any testing. It would include the lawn maintenance (including weed eating) and cleaning of the lab/bathroom. Keuler stated that he was concerned that if it gets too busy then Eichhorst might need the additional help testing. Plate stated he does not see this happening and a part-time lab person is no longer needed. The position would go from being labeled as a WWTP Lab Technician to a WWTP Part-Time Employee position. Action – to revise the job description for the WWTP Part-time Employee as presented – motion: Kueler; second: Nolan;

carried. No further action needed. Committee recommendation regarding Ordinance 2021-01 amending Ordinance 1.15 Residency Ordinance – Right now our ordinance states that you must live within the Village limits. This is no longer allowed by state statute. Currently the Village has a 30-minute policy. This proposed ordinance incorporates our 30-minute policy and also removes the restriction on volunteers as per statute. Action – to approve Ordinance 2021-01 amending Ordinance 1.15 Residency Ordinance as presented – motion: Starfeld; second: Keuler; Roll Call Vote – yes; Loose, Schrubbe, Roehrig, Nolan, Keuler, Schmidt; carried. No further action needed.
Discussion and possible action regarding the 2020 CMAR Report and Resolution 2021-03 – We scored well on the CMAR Report. All A's except one B which is Influent Flow and Loadings which we really have no control over. Starfeld stated that it has always been like that and he thinks that we never received all A's due to that category. DuPrey explained that this Resolution is needed to be approved in order to submit the report. Action – to approve the 2020 CMAR Report and Resolution 2021-03 as presented – motion: Starfeld; second: Schrubbe; carried by unanimous vote.
Discussion and possible action regarding approving Addendum #2 with Cedar Corp for economic development services – DuPrey stated that this is the same agreement that we've had the last few years regarding economic services. The contract amount is $7,500 which matches the budget amount. Action – to approve Addendum #2 with Cedar Corp for economic development services – motion: Nolan; second: Schrubbe; carried.
Discussion and possible action regarding Ordinance 2021-02 Amending Chapter 4.01(4) of the Code of Ordinances – Plate stated this is regarding the no parking by the old elementary school lot on Calumet Street to 8th St. and the no parking by the Bel Brands building across from the park on Chestnut. They now both would allow parking with the parking on Chestnut being angled parking. Schrubbe mentioned that it should also be stated somewhere how there is no parking across sidewalks. For example, if a vehicle is parked in a driveway that vehicle can not be parked across the sidewalk preventing pedestrians from walking on the sidewalk. He stated this seems to be the biggest issue that residents speak to him about. There was also discussion on vehicles parking on the wrong side of the road. Action – to approve Ordinance 2021-02 as presented and also to include no parking over sidewalks – motion: Schrubbe; second: Nolan; Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Schmidt; carried.
Discussion and possible action regarding the request to purchase a new handheld meter for the WWTP – Plate informed the Board that the used handheld meter that they purchased a few months ago stopped working the other day. However, now it seemed to come back to life and started working again. He's not sure what is going on with it. The used one was approximately $1k and a new one would be $3k. Plate would like to start budgeting for a stationary unit which could cost between $10k - $15k. He's hoping the handheld meter will keep working for now. Schrubbe asked if he'd like to just table this then? Plate stated that we could and it's up to the Board. Starfeld asked what if it breaks again though? Nolan stated that maybe we should just purchase a new one so you have it. It was discussed at length and it was decided to table it for now since the handheld meter was working again for now. If it breaks again, Plate should be able to get one rather quickly since they are in stock. No action taken.
Village Board Member Informational Report – Schrubbe asked for an update on the computers that were ordered for all the Board Members? DuPrey stated that they have arrived and are in the office he just has to find time to set them up and get carrying cases for them.
Village Personnel Informational Report – DuPrey reported that the claim against the Village from the two residents in regards to the weed spraying of the ditch has been settled. The case is now closed. He informed everyone on June 22nd WIXX will be doing a live show from Hilbert at 4:30 p.m. They call it "Treats for Seats" and they will be bringing in an ice cream truck. They are also going to promote the 4th of July events for free. They will be located at the empty lot at the corner of Hwy 114 and Hwy 57. DuPrey then explained that the TID #1 audit is now complete and the funds, pending anything unforeseen, will be able to be dispersed. Everything balanced out. Plate stated that he just wanted to say something in regards to the creek settlement. He said he was down there last week and everything is green and perfect. He knows the amount that was given to each property owner and he is not pleased. He said yes, they made an error but the funds received by the insurance company just isn't right. To him it seems fraudulent. Not to mention that the fact that they are still dumping grass clippings on Village property. DuPrey stated that the unfortunate part is that insurance company took care of it and it was out of our hands. Starfeld stated that there should have been more investigation into it. Schrubbe said he doesn't believe there was any ill will or anything dirty from the residents involved; he said the bottom line is that the property was damaged and the insurance paid out what they felt was owed. Keuler agreed with Schrubbe. He was at the location and looked at it as if the residents were trying to do a good thing to get it to look nice and it's just unfortunate this happened. Keuler stated as far as the grass clippings that the resident is putting there; he informed the resident that he may have to move them if the area gets surveyed. Keuler stated he's actually doing us favor by mowing it and keeping it nice. Starfeld stated well he doesn't have to do that; that's what Gow does. Starfeld stated that the resident can stay off of it and we can cut our own lawn. It's our property. Keuler stated that it saves the Village money by not sending Gow to clip. It was mentioned that everyone else in the Village has to use the compost site so why shouldn't this resident? Keuler said he didn't understand why we'd want to make the situation worse. Nolan agreed. Starfeld stated that we didn't start this. Keuler said yes, we did when we sprayed the area

on their property. Starfeld stated, yes; but they were the ones right away who called the DNR and filed the claim. Keuler said they tried to come to us but we sent it right to the insurance company. Keuler stated mistakes happen and we have to pay for the damage. But, again, Starfeld stated that the resident is still using Village property for his own use and that's not right and shouldn't be allowed. Schrubbe stated why do we want to pick a fight? Keuler said the resident will get all pissed off and the grass clippings aren't even causing a problem there. Plate stated that his concern is that it will get out on how much the residents got paid and he doesn't think that will go over well with other residents. Keuler stated that we can't control though. Starfeld stated that he hopes it does get out. Keuler said if it was his yard, he would have been upset about it too; they work hard to keep the yard nice. Schmidt stated that it was settled by the insurance company and that's the route it needed to go so it's done now.
President's Report – Nothing to report.

The Village Board then convened into closed session under S.1985(1)(e) to deliberate or negotiate the purchases of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes; Loose, Schrubbe, Roehrig, Nolan, Keuler, Schmidt; carried.

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

Discussion and possible action regarding items from the above closed session – To accept the offer to purchase on the 3rd Street Apartment buildings – motion: Schrubbe; second: Starfeld; carried.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Nolan; carried. The meeting was adjourned at 9:26 p.m.

Missy Kieso

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Missy Kieso, Deputy Clerk Treasurer

President Jim Schmidt called the Special Board Meeting to order at 6:03 p.m. on Tuesday, June 22, 2021 at the Village Hall.
Roll Call – all member present except for Tim Keuler. Others present were Dennis DuPrey, Kim Plate, Ed Byrne, Paul & Carol Gehl, Dean Zanon from Cedar Corporation and representatives from Wisconsin Public Service: Doug Mathys, Jerry Peot and Scott Sheppard.
Pledge of Allegiance – The pledge of allegiance was recited by everyone present.

President Schmidt then called to order the public hearing on the request of Wisconsin Public Service to construct a new shelter for their facilities on N. 8th St. on their non-conforming property.

Presentation of the proposed improvements – Scott Sheppard addressed the Board. He explained that they plan on making improvements to update the current site. Right now, WPS is at their capacity for the regulated station. They are looking to update the current site from a single regulated station to a double. They are doing this to be pro-active in order to be ready for further expansion within the Village. There would be two runs instead of one. This would be a benefit because if one run is down for maintenance (or any other reason) then they can use the second run. This site would be an operator-monitor arrangement. Sheppard explained that once the new station is implemented, it will get them further from the highway and the railroad. They will be following all the setbacks that are required. Since they are working with the neighboring property owner to purchase the new area, they will also have an agreement which will allow them to access the station from the storage unit gravel driveway. DuPrey stated that one of the neighboring land owners contacted him and questioned whether this will affect drainage onto his property at all? Sheppard stated that since it will be going further south and back it will not affect the drainage. Starfeld asked if there would be any interruption of service when the switch over is done? Sheppard stated there would not be any interruption because the new site will be up and running before the old system is switched off. The old station will then be torn down and made into lawn.
Public input regarding the proposed improvements – Ed Byrne questioned whether this was being done to allow for increasing in industrial development within the Village? For example, in case there is another Sargento expansion. Sheppard stated that yes, that, along with the margin of safety, are definitely reasons. It was also stated that by going to the two runs this will give WPS an opportunity to upgrade one more time, if needed, without any major construction having to be done. The upgrade will triple the capacity. President Schmidt then called the public hearing closed.

The remaining of the Special Board Meeting then took place.

Citizens Questions and Concerns – none.

Unfinished Business:
Village Meadows Subdivision – Mail Delivery – Plate informed the Board that he met with Jared from Robert E. Lee and went over the CBUs. It sounds as if there will have to be more than one location for the CBUs. There's just not enough available space to fit all the boxes required into just one area. Also, instead of driving around the back of the unit, collecting your mail from your vehicle and driving out, another option is to only have the unit accessible from the front. Residents would then have to park (in the spaces provided) and get out of their vehicle in order to get their mail. It would be more of a terrace area and less land would be used this way. Nothing is set as far as plans go; this is just the initial phase of seeing what the options are. Nolan stated that someone sent her a picture from a subdivision in Neenah and they were not having the CBUs. DuPrey stated that he looked into that development and it is actually a first addition to a currently established subdivision. So, it would be grandfathered in. Much like the Fochs Trails Subdivision – 2nd Addition. Nolan stated that makes sense. Subdivision Improvements – Plate stated that they are still working on the plans for the trail. An option from Robert E. Lee would be to move the trail closer to the fence and this will cut down on the area used and then less tiling would be needed; which would decrease the costs. Plate stated they also discussing whether the project would be a Tier 1 or Tier 2 and which would be more beneficial.
Hilbert Housing Authority – DuPrey stated the offer was signed and we are awaiting a reply.
Well #4 Project – Update on the rate case application – DuPrey informed the Board that notices were posted and the hearing will be held July 15th at 2 p.m. @ the Community Center. It will then take approximately 2-3 weeks to find out the determination from the PSC. The transition to monthly reading/monthly billing will start after the September 30th reading. Update on Project – no updates.
Discussion and possible action regarding Resolution 2021-04 Appointing the Authorized Representative – DuPrey stated that this a requirement for the Safe Drinking Water Fund Loan. As in the past, DuPrey would be the authorized representative due to his position with the Village. Action – to approve Resolution 2021-04 appointing the Authorized Representative as presented – motion: Roehrig; second: Starfeld. Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Starfeld, Schmidt; carried. Discussion and possible action regarding Resolution 2021-05 Intent to Reimburse Expenditures from Proceeds of Borrowing – DuPrey stated that this is basically saying that we will be reimbursed for the funds spent on engineering, loan application, etc. in regards to the filtration system to treat the water at Well Station #4 once the bonds are issued. Action – to approve Resolution 2021-05 Intent to Reimburse Expenditures from Proceeds of Borrowing as presented – motion: Schrubbe; second: Starfeld. Roll Call Vote – yes: Loose, Schrubbe, Roehrig, Nolan, Starfeld, Schmidt; carried.
COVID-19 – DuPrey stated that everything is going well and there's been no issues.
New Business:
Discussion and possible action regarding request to construct a new shelter on their non-conforming property – Action – to approve the request as presented – motion: Schrubbe; second: Roehrig; carried.
Employee Review/Grievance Committee – Action – to approve the minutes as presented – motion: Schrubbe; second: Loose; carried. Discussion and possible action regarding the committee recommendation of the renewal of health insurance for the upcoming year – Schmidt stated that the committee meeting revolved around the new price of the health insurance for employees. He said that the increase in the insurance was $5,150/year; which is approximately a 6% increase which DuPrey stated is actually very low compared to others. Schmidt said that if we wanted to have a $0 net increase on the taxpayers in the Village then the employees' contribution would have to go from 13% to 18%; which would pretty much wipe out any raises that were received. He doesn't think that is right because it would be taking too much away from the employees. He stated that the amount agreed upon between the committee and employees was 14%. Which would leave the Village with a yearly increase of $3,521 and the employees a yearly increase of $1,629. The Board thought that this sounded fair. Nolan stated that you don't want to lose good, quality employees over this and you shouldn't expect the employees to give back raises in order to cover the healthcare increase. She stated that we are doing well with the group we have and she would hate to see turnovers start happening because we've been through that a few times already in the past. Schrubbe stated that he thought the 14% was fair. Schmidt stated that the employees had this insurance for a year now and really don't want to switch and are happy with it; they did not want to go to a higher deductible. Nolan asked the employees present if they were happy with the decision by the committee and all agreed that they were. Action – to renew the health insurance for the upcoming year with no changes to the coverage and the employees' contribution going to 14% - motion: Schrubbe; second: Roehrig; carried. No further action needed. Discussion and possible action regarding approval of pay rate increase for gaining certification – DuPrey stated that Mark Fochs passed a sewer test and has turned in his certification. According to the handbook, the Board needs to approval the incentive pay scale. This will increase his hourly wage to by $.25/hour. DuPrey asked that the Board makes it effective as of June 21, 2021 which is the beginning of a new payroll. Action – to approve the pay increase for Fochs beginning June 21, 2021 – motion: Schrubbe; second: Starfeld; carried.
Adjournment – Action – to adjourn – motion: Schrubbe; second: Starfeld; carried. The meeting was adjourned at 6:43 p.m.

Missy Kieso

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Missy Kieso, Deputy Clerk Treasurer