

President Jim Schmidt called the regular Board Meeting to order at 7 p.m. on Monday, August 8, 2022. Roll Call – Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn and Schmidt. Others present were Dennis DuPrey, Kim Plate, Mike Loose, Mark Fochs, Dean LaFleur (Robert E. Lee), Sue Pable (CLA), Kendall Thiel (Thiel Realty), Tom McHugh (Tom McHugh Construction, LLC) and Brooke Gaffney.

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 – nothing.

Announcements – The 2nd meeting of the Board of Review will be August 29, 2022 beginning at 5:30 p.m. The Annual Cheesehead Run will be Saturday, August 13, 2022. The Vic Ferrari Farewell Concert will be on Sunday, August 14, 2022 and the Voice of Peace Gospel Fest will be on Friday, August 19, 2022 and Saturday, August 20, 2022.

Minutes – Action – to approve the Board Meeting minutes as presented – motion: Schrubbe; second: Loose; carried. The Fire Department minutes were presented to the Board. Action – to accept the Fire Department meetings minutes and place them on file – motion: Roehrig; second: Nolan; carried. There were no First Responder minutes presented to the Board.

Treasurer's Report for the Village of Hilbert – balances - \$413,486.57 General fund; \$1,056,664.51 Sewer fund; \$271,443.16 Water fund; \$1.00 DOA Block Grant fund; \$1,118,765.08 T-Plus fund; \$48,594.21 First Responder fund; (\$487,344.91) TID #2 fund; \$680,757.08 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 accept the Fire Department treasurer's report as presented – motion: Roehrig; second: Kloehn; carried. The First Responder treasurer's report was presented to the Board. Action – to accept the First Responder treasurer's report as presented – motion: Schrubbe; second: Nolan; carried.

Claims – examined and discussed. Action – to pay all claims presented excluding the one from Ferguson for the project parts – motion: Roehrig; second: Keuler; carried. Schrubbe had a question regarding the reimbursement for the costs of the plants and flowers that were planted on the Village's lot on the corner of Hwy 114 and Hwy 57. He was under the understanding that a group of residents were supplying and planting these at no cost to the Village. He thought that this was the way it was presented at the last meeting. DuPrey stated that the residents decided to turn in a receipt for the cost of the plants and flowers and DuPrey stated that he would bring that request to the Board. Roehrig stated that it looks nice and that the residents did all the labor for free. Schrubbe stated he was fine with it but he would have just liked more information regarding the costs up front and that the Board should have approved what was going to be spent. Roehrig stated that there is a Village beautification account for this, correct? DuPrey stated that there is. A thank-you will be sent out to those residents that did this project and they will be reimbursed for the amount requested on the receipt.

Correspondence – The MEG Newsletter was presented to the Board for their information. The Boardman & Clark Newsletter presented to the Board for their information. The Calumet County Focus on Calumet Newsletters were presented to the Board for their information. An e-mail from the League of Wisconsin's Municipalities regarding the League's 124th Annual Conference was presented to the Board for their information. The Receipt of Notice of an Air Pollution Control Permit Application Review was 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 Notice of Preliminary 2022 Statement of Changes in Equalized Values was presented to the Board for their information. There was a 13% increase in equalization. DuPrey stated that he's hoping the market re-evaluation will help. The Notice of Preliminary Net New Construction for 2022 was presented to the Board for their information. There was an increase of \$1,990,700 which is a 2.21% increase. DuPrey thought it would actually be much higher. Schrubbe agreed. DuPrey stated that we will be able to increase the levy by that percent but that's really not all that much. The Notice of the 2022 First Dollar Credit Payment in the amount of \$27,814.84 was presented to the Board for their information. The Notice of Receipt of the 2022 Exempt Computer Aid – Real Estate in the amount of \$785.10 was presented to the Board for their information. The Notice of Receipt of the 2022 Exempt Computer Aid – TIF District in the amount of \$1,416.48 was presented to the Board for their information. The Notice of Receipt of the 2022 Video Service Provider Aid in the amount of \$2,306.83 was presented to the Board for their information. The Notice of 2022 School Levy Tax Credit Payment in the amount of \$117,609.72 was presented to the Board for their information. The Notice of Receipt of the 1st Installment of 2022 Shared Revenue in the amount of \$70,237.49 was presented to the Board for their information. The Notice of Receipt of the 2022 Fire Dues Payment in the amount of \$3,886.61 was present to the Board for their information.

Unfinished Business –

2021 Projects – nothing new. Change Orders – none. Payment Requests – Action – to approve the final payment request in the amount of \$4,642.53 to Highway Landscapers for the multi-use trail – motion: Schrubbe; second: Nolan; carried.

2022 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 – Chief Loose stated that there was one fire call since the last meeting and that was a false alarm at Sargento Foods, Inc. He stated that the fire chief convention that he and Dave Franz

attended went very well. They spoke to a lot of vendors and met with several other Fire Departments and also worked on budgeting. He said that there are three departments looking into buying tankers; however; to go in on the group buying option didn't really give that much of a savings. He stated that they might look more at the group buying option when it comes time to buy new turn-out gear. He said as part of budgeting process that the SBCA's will need to be replaced by 2032 and the portable radios by 2027. They are trying to plan ahead for all large purchases. Discussion and possible action regarding the request to change the locks on the Fire Station Building – Chief Loose stated that he was not at the last meeting so he didn't hold the discussion regarding the door locks with the other Fire Department members. He stated that he still thinks the best way to go would be to replace only the one lock that there is an issue with. He likes the locks that they have and doesn't see any reason to change them out; especially the ones that are working. It was agreed that he would take the discussion to the members and get opinions on it. This item will be tabled for now. No action taken.

TID District(s) – Notice of Preliminary 2022 TIF Value Limitation Report – We are at 17.92% which is still running high. We need to be under 12% to start a new TIF District. Notice of Preliminary 2022 Statement of Changes in TID Value – The change in percentage is -3% (\$664,500). DuPrey believes this is due to the changes in the manufacturing.

Wastewater Treatment Plant – nothing. Discussion and possible action regarding computer issues at the treatment plant – Plate stated that around July 27th the computers crashed at the Wastewater Treatment Plant. He said that all of July's information is gone. They had it backed-up but for some reason none of the files could be retrieved. There is no straight answer to why this occurred. Plate stated that it will be run through insurance as storm damage to see what will get covered. Schrubbe reminded Plate to keep track of all of his hours that he is using to recreate the reports because that could also be covered under the insurance. Plate agreed. Plate said that the daily flow records are gone. The DNR was contacted and they are working on options with Plate on how to get information for the reports. Plate is hoping that by next month everything will be back up and running. Update on Phosphorous Multi-Discharger Variance Interim Limit (MDV) Action Plan for the treatment plant – Dean LaFleur addressed the Board. He stated that the limit was raised a little bit but is still at .8 mg/l. He also explained that there are now new reports that have to be submitted. It is an on-going process and not just at the Hilbert plant. Discussion and possible action regarding the request to conduct a pilot program for phosphorus removal at the treatment plant – Dean explained that this is a vendor offered pilot. It's in regards to using a sand filter. The vendor will do the test on-site themselves but would also like a third-party testing involved. This third-party testing would be the responsibility of the Village to pay. You'd be looking at a cost of \$1k to \$3k for this. Dean highly recommends that the Village does this pilot. To purchase the sand/cloth filter (for the equipment only) you'd be looking at \$300k-\$400k. He feels that by doing this test it will be a show of good faith for the Village's 5-year phase and for the beginning of a new permit cycle. He explained, however; that you do not want to move forward with anything until you are pretty much forced to and then apply for grant funding. Dean said that he has another municipality that he could bring the pilot to but he thought it would be best to have it at Hilbert first. Action – to approve the request to conduct a pilot program for phosphorus removal at the treatment plant – motion: Schrubbe; second: Nolan; carried. DNR response to Compliance Maintenance Annual Report (CMAR) – Plate pointed out that in the one area of the report it stated that the soil test results are older than 4 years old. This is false. Plate has the paperwork on the recent soil test results and had them scanned over today. Keuler said that they had the same thing happen in Chilton. Dean stated that since someone new took over he is just grabbing the reports that he had on hand (not making sure that they were the most recent ones) and that's why this is happening. Plate stated that we may want to review the sewer ordinance since it was not reviewed since 2011. Dean asked when the last sewer increase was? DuPrey stated that he did not know off the top of his head. Dean said that you really want to do one every year, even if it's only 1% because it looks good when applying for grants and shows that the Village is trying to come up with funds. DuPrey stated; however, we did just go through a water rate increase and the sewer funds have substantial balances in them. Dean still recommended an increase in the sewer rates.

Well #4 – Update on Project – nothing new.

Village Meadows Subdivision –

Mail Delivery – Discussion and possible action regarding the Key Holder Agreement for the CBU in Village Meadows – DuPrey stated that he recently found out that the Village is responsible for handing out the keys and keeping the inventory of them for Village Meadows Subdivision. Plate stated that we thought it was the post office who was going to do this but they stated that is the Village's responsibility. DuPrey talked to the Village attorney and the attorney came up with the key holder agreement for the residents of Village Meadows. It was suggested by the attorney that there should be a security deposit collected. This way, if a resident sells their home and doesn't turn in their keys, there's money there to pay to have the locks changed. There also will be a fee charged to any resident who loses a key and needs it replaced. The discussion went back and forth on how much to charge for the security deposit. It was suggested that Plate find out how much a lock replacement would be and if the Public Works Department employees can change it themselves. Plate stated that he would check into it. However, no one wanted to wait until the next meeting to approve the agreement because that would mean the residents would have to wait another month before being able to have their mail delivered to the CBU. It was agreed that Plate would check and get the information back to the Board and that the security

deposit could be adjusted in the future if it needs to be. The security deposit will be \$100 due when the residents pick up the keys. Action – to approve the key holder agreement as presented with a \$100 security deposit – motion: Schrubbe; second: Loose; carried. Subdivision Improvements – Schmidt explained that Mark Fochs (when at the Village Meadows Subdivision) realized that a valve needed to be added to the water main on Thorn Creek Drive. This way when the water needs to be turned off for any reason it would not shut down the entire street; just certain areas. Schmidt stated that the valve cost was approximately \$2,500 and he approved it in order to keep the project moving along. It was unclear why this wasn't in the original plans or if it was and got changed. Schmidt stated that it was a good catch by Fochs because it is something that should be added. Phase II Development – Change Orders – none. Payment Requests – none. Discussion and possible action regarding the proposals for the listing contract for selling lots – This was not discussed. No action taken. Presentations from Developers regarding construction of spec homes – DuPrey stated that there is one presenter here tonight and he introduced Tom McHugh from Tom McHugh Construction, LLC. Tom explained that he is interested in buying lots #15 - #28 for the lot prices that the Village had set. He provided a proof of funds letter with his packet information. He explained to the Board that in the last few years his business has found a niche in offering turnkey home options for buyers. He usually starts by building one or multiple model homes to showcase different floor plans and options for buyers to select. Right now; however, there is such a demand for homes that he has been building and selling so quickly that he doesn't have many model homes left. So, what basically happens is that the buyer chooses a lot, chooses their floor plans and options and then selects the finishes he/she would like. The construction company finances the build and the buyer purchases it at the end. He stated this is the only way for most buyers in the \$300k-\$400k price range to get into a semi-custom new construction home since construction loans are significantly harder to qualify for. They are also more costly. Tom stated that none of their houses look identical from the outside. A lot of the time the floor plan is the same but by choosing different vinyl siding colors and finishes on the outside you don't need to worry about the houses looking the same all the way down the street. He stated that they currently have subdivisions in Kaukauna, Appleton, Neenah, Oshkosh and Omro. An additional term that the developer added is that TMC has the first right of refusal and first option to purchase the lots in the remaining phases of the development. Schmidt stated that he doesn't know how the other Board members feel about this, but he would not want that included in the sale. He doesn't want to tie up all the lots to just one developer. There are local residents who may be interested in purchasing future lots and he wants them to have the opportunity to do so also; along with other developers. Tom stated that maybe it can be phrased differently; that he has the right to meet or exceed the price that the other party is offering? Schmidt still was unsure with this. Schrubbe agreed. Schmidt asked if Tom was only interested in the purchase if all the lots were included? Tom stated that he'd be willing to work something out, but that yes; he works on volume so the more lots the better. Keuler asked how long would it take to get houses on all 14 lots? Tom stated 1 year. He stated it takes approximately 3 months to build a house and they work on several at one time. They also offer custom homes but normally it's the turnkey homes that they sell the most of. Like he said, he would like to be builder exclusive but he is willing to discuss options. The Board thanked him for his time and interest and stated that they will discuss what has been presented and keep Tom informed.

Fochs Trails Subdivision – nothing new.

Former Bel Brands Property – Update on the Project – Nolan stated that she noticed on her walk around the Village that there is a bunch of metal clips laying around where the fence had been taken down by the contractors. DuPrey explained that another resident stopped in today and also mentioned it. Plate stated that he will get them picked up.

Lead Service Lines in the Village – none. Payment Requests – Change Orders – none.

Issues with the rip rap stone on the drainage ditch at the end of Creek St. – DuPrey stated that the agreement just needs to be signed by the property owners and notarized. However, one of the owners is hospitalized right now, so that will put things on hold until she is home and he will keep the Board updated.

Installation drain tile on Cedar Street as requested by the property owner – none.

Clerk's Office Door Replacement – No update.

Discussion and possible action regarding seeking proposals for providing backup services for daily Village operations due to a deemed emergency – Keuler stated that if and when these services are needed that they will have to be handled at that time; since it will depend on which position it is and what would all be involved. He will check on the administrative part. DuPrey suggested maybe checking with McMahon. Keuler will and let the Board know what he finds out. No action taken.

Discussion and possible action regarding seeking proposals and contracts for engineering services for projects prior to proceeding with the projects – none.

2023 Budget – Schmidt informed the Board that he would like to see more action happening regarding getting budgets ready and discussion about the upcoming budget meetings. He thinks there are small ways in which the Village may be able to save money. So, Board members should consider not only the money that will be spent but also how money can be saved. One example is the compost site. A lot of time goes into this site and is it worth the time spent? The Public Works Department spends hours weekly on the procedure for composting. Schrubbe stated that he is the chair for the Recycling Committee and he would look into this. Schmidt stated it's just not this committee, but all committees,

that need to look for money saving ideas.

Discussion and possible action regarding a policy for not allowing any approvals without full board review and approval – It was discussed whether or not there was ever a dollar amount set. Kieso stated at the last Board Meeting that it was agreed that \$5k would be the limit and that DuPrey would right up a policy regarding this for the next Board meeting; there was no formal action taken at that time since it was decided to wait for a written policy. DuPrey stated that he will have one ready for the next Board meeting. No action taken.

New Business:

Application for Operator's license – Action – to approve an operator's license for Jane Ladewig – motion: Schrubbe; second: Roehrig; carried.

Classes/Seminars/Schooling for Employees – Fochs requested that he be allowed to attend the review class for the advanced wastewater operator test on September 14th and 15th. Plate stated that the class helps a lot and he highly recommends it. Action – to allow Fochs to attend the review class as presented – motion: Schrubbe; second: Keuler; carried. Reports on schooling/training sessions – Kieso stated that she completed 22 hours of election training and DuPrey will be walking her through the election procedure for tomorrow's election.

2021 Audit Report – Sue Pable from CLA addressed the Board. She explained that the auditor's gave a clean opinion to the Village; which is to say, that everything looked good. She explained how the Village is responsible for the internal audit and financial statements and what the auditors' duties and jobs are. Cash flow is good. The results show that the fund balance is \$643k which is quite an improvement over last year. There is no unassigned fund balance; everything is ear-marked. TIF shows improvement from last year also. Internal control findings are the same as prior years; which are the ones that all small municipalities struggle with this. These are the administering of duties. Since we have a combined clerk/treasurer/administrator this will always be an issue. However, if the Board continues to review all the finances carefully each month this will help. The second issue refers to the auditors not being part of the internal control; the day-to-day operations. All in all, the audit went well and the Board members did not have any questions.

Discussion and possible action regarding contract for engineering services for replacement of the water system Aquamag Feed Pump – Plate explained how Robert E. Lee & Associates, Inc. have provided a proposal to provide professional engineering review and certification for the water system Aquamag feed pump replacement. The existing pumps at Wells #2 and #4 are beyond their useful lives and have required repeated maintenance work. To replace the pumps, the Village needs to obtain a WDNR approval with forms completed by a profession engineer. The cost to complete the proposed scope for service for a time and materials fee is \$700. Plate stated to replace the pumps we have to get the approval from the DNR. He was unaware of this at first and thought that they could just be replaced but then found out this wasn't the case. Action – to approve the contract for engineering services for replacement of the water system Aquamag Feed Pump in the amount of \$700 – motion: Keuler; second: Schrubbe; carried.

Discussion and possible action regarding the request of the Gospel Fest Committee to close off Chestnut St. between 7th St. and 8th St. for their Annual Gospel Fest – This request is the same as previous years. The Street would only be closed when the festival is going on. Plate stated that he would put up the barricades around the Bel Brands Property to prevent any parking there. Action – to approve the request of the Gospel Fest Committee as presented – motion: Schrubbe; second: Kloehn; carried.

Discussion and possible action variance requests to exceed the number of dogs allowed – Schrubbe excused himself from the Board regarding this discussion. Jim Schrubbe currently has 2 dogs; one of which is 13 years old. He breeds goldendoodles and would like to keep one of the puppies. He understands that if something happens to one of the dogs then he will have to maintain the ordinance of a maximum of 2 dogs. Action – to approve the request for the additional dog; with the understanding that if one dog passes a way he will then have to adhere to the current ordinance – motion: Nolan; second: Keuler; carried. Schrubbe then took his place back on the Board. Brook Gaffney then addressed the Board. She stated that she is relatively new to the Village and when she moved here, she already had 3 dogs. One of the dogs struggled with medical issues when it was born and another dog is an emotional support animal. Documentation was provided. Action – to approve the request for the additional dog; with the understanding that if one dog passes a way she will then have to adhere to the current ordinance – motion: Schrubbe; second: Loose.

Park & Recreation Committee – Action – to accept the minutes as presented and place them on file – motion: Roehrig; second: Schrubbe; carried. Committee recommendation regarding the donation letter for the park bathrooms project – The donation letter was presented to the Board for their information. Schrubbe stated that all the members should remember that once funds have been collected that there would need to be either a new bathroom erected or a remodel on the current ones. Keuler stated or the money can be returned to the donators. Loose stated that she has a list to go off of to send the letters out to; but if anyone has additional sources to let her know. Action – to send out the park donation letter as presented – motion: Roehrig; second: Keuler; carried. Discussion and possible action regarding the request to remove the wooden stage in the pavilion – Loose stated that the last time she was in the big pavilion she noticed that the stage is deteriorated and becoming a trip hazard. Fochs stated that he checked with the members of the groups that hold the 3 largest events every year and none of them use

that stage. Action – to remove the wooden stage from within the pavilion – motion: Schrubbe; second: Keuler; carried.

Discussion and possible action regarding making the Board meetings more efficient – Schmidt stated that he has noticed what is being discussed at length at committee meetings is then brought to the Board with a recommendation and then another lengthy conversation happens. This is kind of defeating the purpose of the committee meetings. Would it be better to eliminate or reduce some of the committees? DuPrey stated that he checked with the Village's lawyer and that this can be done; or is another option to maybe have 2 Board meetings a month instead? Schrubbe stated that if the Board went to 2 meetings a month he then would resign. Nolan agreed. It was discussed and agreed that anything pertaining to the Employee Review & Grievance Committee should switch to the whole Board being in attendance. There is a lot of discussions during those committee meetings and the Board feels like everyone should partake and all the discussions can be had then. Schrubbe also asked DuPrey if he ever found anything out regarding the blanket approvals? Which basically means that there would be one action made to approve all the minutes from the Village, Fire Department and 1st Responders instead of doing each one separately. This could also be done with the Treasury Reports. DuPrey stated that yes this could be done. It was also stated that any questions could be asked during this time regarding the reports. Keuler also suggested starting the Board meetings earlier so it doesn't get so late for everyone; maybe a start time of 6:30 p.m. instead of 7 p.m.? Schmidt stated that he would look more into it and present something to the Board at the next meeting. No action taken.

Discussion and possible action regarding request of Lions Club/Fire Dept. to use Calumet County Sheriff's Dept. for the Vic Ferrari Concert on 8/14/22 – DuPrey stated that the Lion's Club/Fire Dept. are requesting to have the Sheriff's Dept. to walk through the concert since it is going to be such a large event. They are looking to use a few hours of the contract which DuPrey stated would cost the Village \$60-\$120. Action – to approve the request as presented at no cost to the Lion's Club or Fire Dept. – motion: Nolan; second: Kloehn; carried.

Discussion and possible action regarding the estimate to add lighting to the fountain in Village Meadows – Plate stated that he had a resident request if lights could be added in the fountain. Plate decided to get a quote from Steinie's Water Garden and that came in at \$2,396.48. It's already all set up for the lighting. The Board decided we should wait until everything is completed with the other phases and then decide from there. No action taken.

Employee Review & Grievance Committee - Action – to accept the minutes as presented and place them on file – motion: Schrubbe; second: Keuler; carried. Committee recommendation regarding the revised employee handbook – All employees will receive the revised handbook and have 3 weeks to review it; August 29th; any comments, concerns or recommendations need to be turned into DuPrey prior to this date to be reviewed for consideration. Nolan wanted to thank the committee for all their time and hard work that was put into this project. No action taken. Committee recommendation regarding compensation of public employees – The recommendation coming from the committee is to do the yearly reviews earlier this year and no additional compensation at this time. Schmidt wanted to mention to the Board that during COVID there were only emergency classes available which you had to request to be put into. Plate was accepted to get into the advanced class only due to Charlie Fochs retiring. Mark Fochs was not accepted into any classes; which was beyond his control. Action – to approve the recommendation from the committee and hold employee's reviews earlier and no additional compensation at this time – motion: Keuler; second: Loose; carried by majority vote. No further action needed. Discussion and possible action regarding the job description for the weekend part-time employee – The Board was provided with the job description for the weekend part-time employee. Schrubbe questioned if maybe snow plowing could be added? Plate said that depending on the hire that is definitely something that could be added. Action – to approve the job description for the weekend part-time employee with the addition of adding the possibility of helping with snow removal if needed – motion: Schrubbe; second: Loose; carried.

Discussion and possible action regarding granting permission to install curb & gutter in Fochs Trails Subdivision – This would be by the new house that was just built and would be paid for by the developer. Keuler asked if we need to see any plans or anything? Schrubbe stated that he will talk to Charlie Fochs and take a look at the plans. Action – to grant permission to install curb & gutter in Fochs Trails Subdivision to the developer – motion: Kloehn; second: Roehrig; carried.

Discussion and possible action regarding requesting permission to sell the air compressor and the air hammers and to put the funds towards a generator for Well #2 – Plate stated that they have only used the air compressor and the air hammers twice in 5 years. There just isn't use for them. He would rather see the money go towards the generator. Well #2 has no on-site generator and he would like to get one that's big enough to run the Wastewater Treatment Plant and the Hall. He would like to sell it before budget time so he has a more precise dollar amount for the budget for the purchase of the generator. Roehrig did ask how Plate plans on advertising it? Plate stated through the online WI surplus site. It was decided that the money from the sale should be put into the water equipment fund. Action – to sell the air compressor and the air hammers and to put the funds towards a generator for Well #2 as requested – motion: Schrubbe; second: Roehrig; carried.

Village Board Member Informational Report – Kloehn asked DuPrey if he heard anything regarding The Hub and their request to see if they can get a temporary liquor license for the pub crawl event? DuPrey

said he was aware of it and that he had to check to see if that would be possible and he would get back to them when he finds out. Kloehn also expressed concern about the weeds that are on the property of some apartment buildings on Main St. She would like to know if she and some volunteers can pull the weeds out of the sidewalk? DuPrey stated that he would get a hold of the owner to inform him about the yard maintenance needed. Roehrig asked Plate when the last time the white lines were painted on Main St.? Plate stated that he believes last year or the year before. He plans on having them done again and was just waiting on 3rd Street so they could all be done at once. The fabric banners on the Main Street light poles were then mentioned. Some are falling down and are ripped. Plate stated that they are beyond repair and just need to come down completely.

Village Personnel Information Report – nothing.

President's Report – Schmidt informed the Board that he would not be running for Village President in April. He has a business venture that will take up much of his time and he won't seek re-election. Schmidt also stated that he talked to Todd Thiel regarding the bank property. Thiel stated that if there is no progress with it, his plan is to tear it down and plant a crop.

There was no closed session needed.

Adjournment – Action – to adjourn – motion: Loose; second: Kloehn; carried. The meeting was adjourned at 9:25 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

The 2nd hearing meeting for the Annual Board of Review was called to order at 5:30 p.m. on Monday, August 29, 2022 by Chairperson Tom Roehrig.

Roll Call – Tom Roehrig, Jim Schrubbe, Anita Loose and Dennis DuPrey.

Roehrig explained that this is a continuation of the original hearing from July 18th. Roehrig explained that after investigating the reclassification of Ag use land to regular use for assessment purposes, it was found that it would be a very difficult case to win. Because of that, it was suggested not to pursue it further. The rest of the board agreed. DuPrey explained the changes in the roll compared to last year. The total assessed value for real estate (not including manufacturing property) for 2022 is \$75,241,700. This is an increase of \$21,746,400 which is due to the market value reassessment completed for 2022. The personal property (not including manufacturing property) for 2022 is \$188,440. This is an increase of \$7,300.

Adjournment – Action – to adjourn for the final time the 2022 Annual Board of Review Hearing – motion: Loose; second: Schrubbe; carried.

Dennis DuPrey

Dennis DuPrey, Administrator Clerk Treasurer

President Jim Schmidt called the special Board Meeting to order at 6 p.m. on Tuesday, September 6, 2022.

Roll Call – Loose, Schrubbe, Roehrig, Nolan, Keuler, Kloehn and Schmidt. Others present were Dennis DuPrey, Kim Plate, Mark Fochs (arriving at 6:45 p.m.)

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 – nothing.

Announcements – none.

The Village Board then convened into closed session under S.19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of 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: Loose; Roll Call Vote – yes: Loose, Schrubbe; Roehrig, Nolan, Keuler, Kloehn, 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, Kloehn, Schmidt; carried.

There was no closed action from closed session.

The Village Board then convened into closed session under S.19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Action – to convene into closed session –

motion: Roehrig; second: Nolan; Roll Call Vote – yes: Loose, Schrubbe; Roehrig, Nolan, Keuler, Kloehn, Schmidt; carried.

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

There was no closed action from closed session.

New Business:

Discussion and possible action regarding amending the Board Committees for 2022-2023 – Schmidt stated that per the last Board meeting he reviewed the committees. He felt that the only change needed to be made was in regards to the Employee Review & Grievance Committee. Instead of three Board members on the committee he is recommending that the entire Board serves on it. This would help at Board meetings because everyone would be aware of what happened at the committee level and there would be no need to go over each item again. Schrubbe stated that he thinks this is a great idea. Action – to approve amending the Board Committee for the Employee Review & Grievance Committee to include all Board members – motion: Schrubbe; second: Kloehn; carried.

Discussion and possible action regarding use of consent agenda for Board/committee meetings – Schmidt stated that this was also something which was discussed at the last Board meeting. This is in regards to just having one action/motion regarding all the meeting minutes and all the treasurer's reports from the Village, Fire Department and First Responders. Roehrig questioned if this was legal? DuPrey stated that he checked into it and it is. Schrubbe stated, that in fact, this is the recommended way to do it. DuPrey stated that the claims would not be included on this because he felt that they should still be kept separate in case there is any questions or concerns regarding the invoices. Action – to apply the use of consent agenda for the items discussed – motion: Schrubbe; second: Loose; carried.

Discussion and possible action regarding setting a new start time for regular Village Board meetings – This was discussed. The option was to start the Board meetings at 6:30 p.m. instead of 7 p.m. The Board felt indifferent about it and didn't think a half hour would make that much of a difference. It was decided to keep the Board meeting time at 7 p.m. No action taken.

Discussion and possible action regarding the notice of resignation from the Village President – Schmidt presented the Board with his resignation effective October 14, 2022. He stated that he would like to have finished out his term but since he was moving out of the Village that was not a legal option. Action – to accept the resignation as presented – motion: Schrubbe; second: Loose; carried.

Discussion and possible action regarding the appointment of a Village President to fill the unexpired term – The Board discussed the options. The appointment of an interim President could be from within the current Board or a resident not currently serving on the Board. If someone from the Board takes the position then the vacant seat on the Board can be filled. Roehrig stated that he felt whoever takes over now as Village President should be someone who is interested in running for the position in April. He stated that would not be him. Schrubbe said that he was thinking of running for Village President in April if Schmidt wasn't going to rerun; so, this might be a good trial period to see how it goes. The Board then discussed having Schmidt talk to Jesse Propson about taking Schrubbe's current place on the Board. Propson was the other candidate who ran for the Village Board trustee seat that was available in April. Schmidt will discuss this with Propson. Action – to appoint Jim Schrubbe as Village President to fill the unexpired term left by Jim Schmidt – motion: Keuler; second: Nolan; carried.

Discussion and possible action regarding the notice of retirement from the Administrator Clerk Treasurer – The Board was presented with the notice of retirement letter from Administrator Clerk Treasurer, Dennis DuPrey. The letter states that the effective date will be Friday, February 3, 2023; with his last working day being Friday, January 20, 2023. Action – to accept the notice of retirement as presented – motion: Schrubbe; second: Kloehn; carried.

Discussion and possible action regarding how to proceed with filling the position – DuPrey stated that he gave a lot of notice in hopes that someone can be hired and have plenty of time for training. The Board agreed that the sooner we get someone in the better. DuPrey stated that with the current position available for the public works employee, he had expanded the advertisement in hopes of reaching more applicants. He will do the same for his position. Schrubbe mentioned getting an ad in the Focus on Calumet County newsletter that the position is available. DuPrey will do this. Keuler questioned whether contacting like a head hunter? Would that help? It was stated that since the advertising would include all municipalities advertising outlets that shouldn't be necessary. Action – to advertise for the Administrator Clerk Treasurer position through multiple sources until the position is filled – motion: Kloehn; second: Loose; carried.

Plan Commission – Action – to accept the minutes as presented and place them on file – motion: Keuler; second: Schrubbe; carried. Committee recommendation regarding the CSM for a property split at 115 S. 3rd St. & 135 S. 3rd St. – This is in regards to the Sunrise Apartment buildings that the Village has sold. The new owners are requesting this split. They are renting out the South building to be an assistant living residence. As far as the shared driveway is concerned; there are enough parking spots for each resident and that is something the owners/renters will have to figure out amongst themselves. Schmidt stated that

the new owners may be contemplating selling the North building but that depends on a lot of stipulations. Action – to approve the committee recommendation regarding the CSM for a property split at 115 S. 3rd St. & 135 S. 3rd St. – motion: Schrubbe; second: Roehrig; carried. No further action needed. Schmidt also informed the Board that the Plan Commission also discussed the zoning ordinance and the possibility of getting an estimate from a firm to re-do it since it originally was created approximately in the late 70's. There will be more updates to follow.

Discussion and possible action regarding the Annual Employee Review Process and Evaluation Forms to be used – The forms were discussed among the Board. Schrubbe mentioned that he like the 360 reviews and would like to see employees filling it out for their supervisors also. Everyone agreed that would be a good idea. Schmidt said that the employee reviews would be done as follows: (1) the employee's supervisor will speak to the committee (5 minutes estimated). (2) Employee and supervisor together will speak to the committee (5 minutes estimated). (3) Each employee will speak alone to the committee (15-30 minutes estimated). (4) Each employee will meet with the committee approximately 1 week later to discuss the recommendation of compensation to the Village Board (15 minutes estimated). After this, the recommendations will be presented to the Village Board for final approval. The meeting dates were set. Wednesday, September 21, 2022 at 6 p.m. for the reviews. Then, Wednesday, September 28, 2022 at 6 p.m. to discuss the recommendations. It was also pointed out that a few grammatical errors would need to be corrected on the evaluation form. Action – to accept the annual employee review process and evaluation forms with the addition to the evaluation forms also being used for the employee to fill out for their supervisors and the correction of any grammatical errors – motion: Schrubbe; second: Kloehn; carried.

Discussion and possible action regarding the revised employee handbook – Schmidt stated that he will be cutting the discussion off at 7:45 p.m. due to some members/employees having to get to the Fire Department meeting. He reiterated that discussions are to be civil and respectful and if need to be will be limited to a time limit for discussion. The Board started to review the questions that were submitted by Board members and employees. There were several grammatical errors that will be corrected. There was a question that was read from Ken Geiser regarding the fact that there was no job description for his job and he was inquiring if he was considered seasonal or part-time (and if part-time with benefits or without)? DuPrey stated that he recently received a job description regarding Geiser's position from Plate and that will be added to the handbook if approved. DuPrey also stated that Geiser would be considered seasonal since he only works during the summertime. Plate agreed. Keuler asked about the weekend position that they are looking to fill; what would that be considered? DuPrey stated that since it is year-round position, it would be part-time with no benefits. There was a question on whether under Code of Ethics/Conflicts of Interest where it talks about accepting anything of value, should there be a dollar limit placed on it? Schrubbe stated that according to state law the amount is set at \$0; so that's where it needs to be at. Keuler agreed and stated that even a hat should not be accepted. The amount will stay as is. Under Driving Requirements and Practices, the phrase "we do not permit personal use except for use of the pick-up during lunch breaks", "within the Village limits" will be added to the end of that sentence. DuPrey will also check on whether or not occupants can be Village employees only. Under Outside Employment it states that we will require the employee to provide the Village with a list of their outside employment annually on a proper form. This entire sentence will be removed. The Board did not feel like this information would be necessary for the employee to disclose. DuPrey also will check into the legalities regarding that an employee cannot be discriminated upon because of arrest/conviction record. This was a concern because what if the arrest/conviction has something directly to do with the position that is being applied for? For example, an embezzling conviction and applying for the Administrator Clerk Treasurer position. This should be taken into consideration. The longest debate was regarding vacation. DuPrey stated that he felt that the proposed vacation policy was not fair for existing employees. For example, all the current full-time employees had to work one full year before they received any vacation. So, they actually earned it before they received it. Under this new policy it takes all earned vacation away from current employees. DuPrey feels that if you want this policy, it should apply just to any new hire; current employees should be exempt. Keuler agreed that it won't work with current employees. Schrubbe disagreed and stated that it would. Kieso stated that she thinks it should stay as is for current employees and when hiring new employees, they should be offered vacation days with the stipulation that if they quit within the year, they would be held accountable to pay back any unearned vacation that was taken. She stated that by doing .16 vacation for each week will be a nightmare to keep track of in the office. DuPrey and Schrubbe debated back and forth on how the accrued vacation time would work. Schrubbe stated that he disagrees with having two different policies; one for current employees and one for new employees. He feels like there should be one policy regarding vacation. He stated that there seems to be many concerns/questions regarding the accrued vacation time and maybe they should hold off on making that change until everyone is on the same page. Roehrig stated that at the next meeting he could bring an example of another idea for vacation. There were many more questions to go over but the time of 7:45 p.m. had been reached; so, the discussion on the revised handbook will continue at the next Board meeting. Fochs asked if more questions could still be submitted; since he was studying for a test, he hadn't had time to submit any. It was agreed that he could. DuPrey requested that he get them to him as soon as possible so he could update the list before next Tuesday's Board meeting.

Village Personnel Information Report – Plate stated that they need to set up a Recycling Committee

meeting regarding the future of the compost site. Schrubbe set the meeting for Wednesday, September 21, 2022 at 5:30 p.m. to be held on-site at the compost site.

President's Report – Schmidt informed the Board that there has been an issue with a couple of residents' yard maintenance. He stated that even after the Village sent out letters, the lawns and weeds are not being taken care of. He instructed Kieso to contact a contractor to come in and cut the grass and also to cut all the weeds on the properties. The budget was then also discussed. Time is running out and Schmidt requested that everyone get their numbers to DuPrey no later than September 30, 2022. Plate stated that he is having a hard time finding the time to do it and also a hard time getting numbers back for estimates.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Nolan; carried. The meeting was adjourned at 7:54 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer