

President Mark Breckheimer called the regular Board Meeting to order at 7 p.m. on Monday, June 13, 2020.

Roll Call – all members reported present except Tim Keuler. Others present were Dennis DuPrey, Charles Fochs, Kim Plate and Ed Byrne.

Pledge of Allegiance – The pledge of allegiance was recited by everyone present.

Citizen Questions and Concerns to be acted on at the next Board Meeting – none.

Announcements – none.

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

Treasurer's Report for the Village of Hilbert - balances – (\$214,274.72) General fund; \$932,790.13 Sewer fund; \$187,594.65 Water fund; \$173,192.12 TID #1 fund; \$1,111,338.09 T-Plus fund; \$33,091.15 First Responder fund; (\$307,893.08) TID #2 fund; \$470,134.50 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Schrubbe; second: Roehrig; carried. There was no Fire Department treasurer's report presented to the Board. The First Responder treasurer's reports were presented to the Board. Action – to approve the First Responder treasurer's reports as presented – motion: Schrubbe; second: Starfeld; carried. Claims - examined and discussed. Action – to pay all claims – motion: Schrubbe; second: Roehrig; carried.

Correspondence – The MEG Newsletter was presented to the Board for their information. There was no Focus 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 notice from Wisconsin Retirement System – 2021 Contribution Rates was presented to the Board for their information. DuPrey stated that the rate stayed the same as it is in 2020.

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 2019 Insurance Dividend from the League of Wisconsin Municipalities Mutual Insurance (LWMMI) in the amount of \$1,235.00 was presented to the Board for their information. The Notice of 2020 Full Value Assessment for Manufacturing Property was presented to the Board for their information. DuPrey stated that there was a decrease of \$610,900.00 for the manufacturing total. The manufacturing personal property had a decrease of \$1.2 million. This occurred due to the new guidelines of what qualifies as manufacturing personal property for businesses and also because of new exemptions that are now considered. The Notice of Receipt of the quarterly street aid payment in the amount of \$13,094.34 was presented to the Board for their information. The Report of the Annual Board of Review was presented to the Board for their information. DuPrey stated that no residents appeared at the review. The increase in value was \$884,440.00; with is an increase of 1.7% without manufacturing. The Condition of Budget – All Funds was presented to the Board for their information. DuPrey explained that he is holding off borrowing the money for the subdivision as long as possible. This is why some of the accounts are showing negative balances due to the funds being taken from the general fund for now. He would like to complete the project before going through the process of borrowing. The Village of Hilbert Summary Report of the Calumet County Economic Development Plan for Housing was presented to the Board for their information. DuPrey stated that all municipalities are facing a housing shortage and the goal is to get more affordable housing available to people. He is hoping that the new subdivision will help with this.

Unfinished Business:

2019 Projects (Fochs Trails/Village Meadows Infrastructure) – Plate stated that the road and stakes are in; there is a soft spot that they are dealing with. The power is almost complete, the street lights are in and now they are waiting on the gas. Breckheimer asked for the update on the sub-standard landscaping being done by KCG by Sargento. Plate stated that they were working on it today. He stated that he talked to a manager from Sargento who came out to the site and Plate assured him that it would be taken care of and be how Sargento wants it done. Plate informed the Board that KCG is also working with St. Vinnie's regarding the driveway repair that needs to be taken care of.

Change Orders – none.

Payment Requests – A payment request to Jossart Brothers, Inc. in the amount of \$491,216.12 for the 2019 Utility and Street Construction – Part A of Fochs Trail Second Addition/ Part B of Village Meadows. Action – to approve the payment request to Jossart Brothers, Inc. in the amount of \$491,216.12 – motion: Schrubbe; second: Starfeld; carried.

2020 Projects – no updates.

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 – No updates. Chief Loose was not in attendance. Resolution 2020-07 to transfer funds from the fire chief's convention to the Air Pack Reserve – DuPrey explained how this would amend the 2020 budget to reallocate the \$2,500.00 budgeted for the fire chief's convention (which was canceled) to the cost of the replacement air packs. Action – to approve Resolution 2020-07 as presented – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld,

Breckheimer; carried.

TID District #1 – Discussion and possible action regarding a resolution to extend TID District #1 by one additional year – DuPrey explained that there will actually be 2 resolutions: one to extend TID District #1 by another year and one to close it out. Both resolutions will be ready to go before the Board at the August Board Meeting. No action taken.

TID District #2 – nothing.

Wastewater Treatment Plant – Plate stated that the new hire is doing very well at the treatment plant.

Well #4 – nothing new.

Village Meadow Subdivision – to approve the minutes as presented – motion: Roehrig; second: Starfeld; carried. Breckheimer informed the Board that he, along with two Village Board members, Tony Sweere and two School Board members met at the school campus to discuss the trail system. Kim Plate and Charlie Fochs were also present. Breckheimer stated that lighting was discussed. Starfeld asked if they were planning on doing the same pole lighting as what is in the subdivision. DuPrey stated no; due to the cost. Fochs stated that each one of those are approximately \$3,000.00. Starfeld questioned what if we went with just a plain pole with lights? DuPrey also stated that all the lights will be LED which actually come in at a higher cost per month. Low to the ground lighting was mentioned but that may be a concern due to snow removal. Starfeld reiterated that the lights need to be higher or they are going to get kicked at and damaged. Fochs stated that he mentioned to Abstract Electric about getting a quote for some choices on lighting for the trail. Plate stated he would follow-up with Abstract on the quote. Breckheimer also said that in lieu of a bridge that a culvert could also be an option. The width of the trail was discussed among the group and everyone seemed to agree that an 8' ft wide trail would be best due to snow removal. Discussion and possible action regarding how to allocate proceeds from the lot sales –

Breckheimer stated that this can be tabled until the next Board meeting. No action taken.

Purchase of Bel Brands Property – Community Development Block Grant for Blight Removal – DuPrey stated that the grant has been submitted and now we wait for the results. He informed the Board that the contract with Bel Brands expires the end of August so an extension will be needed.

Hilbert Housing Authority – DuPrey stated that process is still proceeding and the potential buyer has been in contact with Allegiant Property Management.

Fochs Trails Subdivision, 2nd Addition – nothing new.

2020 Census – nothing new.

Discussion and possible action regarding possible zoning code violation – DuPrey stated that the state inspector has not gotten back to him yet. This is the state inspector's jurisdiction. DuPrey stated he will see if he can get a response and the next steps to be taken will be discussed at the next Board meeting.

New Business:

Other Annual Appointments – none.

Application for Operator Licenses – Action – to approve the operator license for Nirmala Khadka – motion: Schrubbe; second: Starfeld; carried. Action – to approve the operator license for Mahendra Basnet – motion: Schrubbe; second: Starfeld; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Architectural Committee – Schrubbe stated that it was discussed that all plans provided should be 24"x 36" in order for the committee to review them better. No minutes and recommendations were provided so they will be addressed at the next Board Meeting.

Discussion and possible action regarding options for certified operator at the wastewater treatment plant – It was explained that Plate has to wait approximately 1.5 years in order to have his hours in needed to be a certified operator. Board member, Tim Keuler, is a certified operator for the City of Chilton and has volunteered his time to review the reports and sign the monthly documents for the Village of Hilbert. Plate explained that the other choice would be Robert E. Lee, who would charge \$356.00 a month and Robert E. Lee does not have anyone with lab certification so that would still be an issue. Fochs inquired whether that would be a conflict of interest since Keuler is on the Board and is employed through Chilton. DuPrey will verify through the Village's attorney to make sure there is no conflict of interest and that there would be no issue on the Village's end. Once verified, then the Board will address the matter of Keuler becoming a temporary operator in charge for the wastewater treatment plant. This will be tabled and addressed at the August Board meeting. No action taken.

Joint Review Committee – Action – to approve the minutes as presented – motion: Starfeld; second: Schrubbe; carried. DuPrey stated that the meeting went well. The debt for TID #1 will be paid off in 2020 and we are looking at closing it out and extending it another year. TID #2 has a negative balance but it is going down each year and is in the position to be in positive cash flow by 2027.

Employee Review/Grievance Committee – Action – to approve minutes as presented – motion: Schrubbe; second: Starfeld; carried. Committee recommendation to switch health insurance coverage to Robin as of 8/1/2020 and keep the contribution rate the same percentage – DuPrey explained that there would be a 2.13% increase by going with Robin. But to keep the current policy it would be an increase of 16.83%. This is the option that the agent recommended; stating that Robin has been in the area for approximately 3 years and have great customer service due to the fact that they are not a huge entity. Schrubbe questioned what it changes with the employee's coverage? DuPrey stated that they are some slight changes regarding deductibles but that the employees discussed this and seemed comfortable

with the compromise. Action – to switch the health insurance coverage to Robin as of 8/1/2020 and keep the contribution rate at the same percent for the employees – motion: Schrubbe; second: Starfeld; carried. No further action needed. Committee recommendation regarding health insurance opt out incentive program – This is an option that has been discussed previously. The employee handbook will refer to it as follows: Employees declining participation in the Village's group health insurance program are eligible for an annual incentive of \$2,000.00 per year for single coverage and \$5,000.00 for family. This annual incentive is paid out in equal installments each bi-weekly payroll period. Payments cease if the employee terminates employment or opt into the Village's group health care plan. Employees are eligible for the incentive upon becoming eligible for coverage under the Village's health insurance plan and showing proof of other insurance by letter from the spouse's and/or parent's employer. Employees can opt into the Village's group health insurance coverage when the employee is eligible as per the terms of our health insurance plan. Action – to approve the health insurance opt out incentive program – motion: Schrubbe; second: Starfeld; carried. No further action needed.

Park & Recreation Committee – Action – to approve minutes as presented – motion: Starfeld; second: Schrubbe; carried. The Board referred to the drawing provided by Fochs to show a representation of the upgrade of the exterior of the park bathrooms. No decision has been made on whether the bathrooms will be updated or new construction. Roehrig requested that Fochs give him the contact information from Parsons so he can follow up with them. As this continues, additional bids will be needed.

Plan Commission – Action – to approve minutes as presented – motion: Schrubbe; second: Roehrig; carried. Committee recommendation to approve Dan Starfeld's request to obtain 15' of the compost property from the Village – Let the record show that Dan Starfeld excused himself from his seat on the Board and joined the general seating. Starfeld presented the Board with a print of the plan for the expansion. He intends to put an addition onto his current building which would only leave 10' between the new structure and the rear lot line. In Industrial zoned lots there are no setbacks requirements except for the 25' on the rear lot. So, on the East side is where he would need the 15' from the Village. The Village would still have plenty of room to access the asphalt pad at the compost site so this would not be an issue. Breckheimer stated that all the expenses for transferring the 15' (such as certified maps, recordings, etc.) would be the responsibility of Starfeld. Action – to approve Dan Starfeld's request to obtain 15' of the compost property from the Village – motion: Schrubbe; second: Roehrig; carried. No further action needed.

Village Board Member Informational Report – Schrubbe stated that a resident voiced a concern to him regarding the recreational vehicle located at a rental property on 5th Street. The resident informed him that there are actually people living in it and using it as a residence. DuPrey stated that in recent weeks the recreational vehicle has been registered but he would have to check with the Village's attorney to see what the local/state ordinance is regarding residency.

Village Personnel Informational Report – DuPrey updated the Board on an e-mail he received regarding Evers changing the \$90 million to be spent on roads to \$75 million. The Supreme Court vetoed this and the amount is back up to the 90 million.

President's Report – Breckheimer presented Charlie Fochs with a plaque and gift to show the Board's appreciation of Foch's 34 years of dedicated service with the Village and everyone wished him well with his retirement.

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

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

Possible discussion and action regarding the review of the Administrator Clerk Treasurer employee and position – Action – to increase Dennis DuPrey's yearly salary to \$70,000 effective the next full pay period – motion: Schrubbe; second: Roehrig; carried. Discussion and possible action regarding the resignation of the Administrator Clerk Treasurer – No action taken.

The Village Board then convened into closed session under S. 19.85(1)(e) to discuss the strategy on how to proceed in regards to an offer to purchase lots within Village Meadows Subdivision. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld, Breckheimer; carried.

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

Possible discussion and action on how to proceed in regards to an offer to purchase lots within Village Meadows Subdivision – No action taken.

The Village Board then convened into closed session under S. 19.85(1)(e) to discuss the purchase of public property or the investing of public funds. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld, Breckheimer; carried.

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

Possible discussion and action regarding purchase of public property or the invest of public funds – No action taken.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at 8:05 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer