

President Jim Schmidt called the regular Board Meeting to order at 7 p.m. on Tuesday, May 11, 2021. Roll Call – Loose, Schrubbe, Roehrig, Nolan, Keuler, Starfeld and Schmidt. Others present were Dennis DuPrey, Mike Loose and Ed Byrne.

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

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

Announcements – The Annual Board of Review will be held on May 19, 2021 from 5:30 p.m. – 7:30 p.m. DuPrey stated that along with himself, that Loose, Roehrig, Schmidt, Starfeld and Schrubbe will need to be in attendance. The Plan Commission Meeting will be held on May 13, 2021 at 6 p.m. DuPrey informed the Board members that they are encouraged to attend because it involves phase II of Village Meadows. Minutes – Action – to approve the Board Meeting minutes as presented – motion: Schrubbe; second: Starfeld; carried. Kueler stated that he had some questions regarding the minutes. He wanted to clarify the minutes where the hauler rates were discussed. He stated that it should have stated that Chilton rates are comparable to Hilbert rates. He thinks that the hauler rates for Hilbert should be raised to the \$8. He doesn't feel as if it needs to go to committee again and suggests that the rates are raised. It was recommended, however, at the last Board Meeting that the Water & Sewer Committee meet to discuss the topic and then go from there. DuPrey stated that it must go back to the committee because that is what the Board instructed to be done. DuPrey is concerned about the 16% increase because on paper that looks like a large increase. Starfeld agreed. Keuler also stated that Chilton also has a yearly \$1,000 fee that gets charged to the haulers. DuPrey stated that this was never mentioned at the committee meeting and Kieso stated it wasn't mentioned at the Board meeting either. Keuler stated he may have mentioned this to Dennis one on one then. DuPrey stated that Keuler should state to Kieso what he'd like changed in the minutes and exactly how he would like it phrased. Keuler explained that it should say that Chilton charges \$6.00 and not \$8.00. Nolan stated that if you look at the minutes it states "The committee was under the impression that the City of Chilton charges \$8.00; when in reality it is \$6.00". So, the wording is there. Nolan showed Keuler this in the minutes. Keuler then stated that he would just skip the changes to the minutes but he just wanted to clarify the information. Discussion of the hauler rates continued but DuPrey immediately reminded the Board to stay on track, because they were getting off the topic of the minutes, and the hauler rates are not on the agenda to be discussed. Schmidt stated that a Water & Sewer Committee meeting would need to be held to go over the rates again and then brought back to the Board. The Fire Department minutes were presented to the Board – Action – to accept the Fire Department's minutes and place them on file – motion: Starfeld; second: Loose; carried. The First Responder minutes were presented to the Board – Action – to accept the First Responder minutes and place them on file – motion: Loose; second: Schrubbe; carried.

Treasurer's Report for the Village of Hilbert - balances – (\$779,708.52) General fund; \$869,384.42 Sewer fund; \$195,274.17 Water fund; \$1.00 DOA Block Grant fund; \$287,177.46 TID #1 fund; \$1,113,884.55 T-Plus fund; \$32,395.96 First Responder fund; (\$224,435.71) TID #2 fund; \$660,627.53 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Schrubbe; second: Roehrig; carried. The Fire Department treasurer's report was presented to the Board. Action – to approve the Fire Department treasurer's reports as presented – motion: Starfeld; second: Loose; carried. The First Responder treasurer's report was presented to the Board. Action – to approve the First Responder treasurer's reports as presented – motion: Loose; second: Schrubbe; carried.

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

Correspondence – There was no MEG Newsletter presented to the Board. There was no Boardman & Clark Newsletter presented to the Board. The Calumet County Focus on Calumet Newsletters were presented to the Board for their information.

Reports - The report of labor hours was presented to the Board for their information. The report on building permits was presented to the Board for their information. The Condition of Budgets – All Funds was presented to the Board for their information. DuPrey explained that there is only 2 months of the water & sewer utilities represented because they lag by one month since January payments are considered December's of the previous year. However, it catches itself up by the end of the year. The Notice of Receipt of the Personal Property Tax Aid – Real Estate in the amount of \$3,060.47 was presented to the Board for their information. The Notice of Receipt of the Personal Property Tax Aid – TIF Districts in the amount of \$4,807.93 was presented to the Board for their information.

Unfinished Business:

2021 Projects – Street Committee – Action – to approve the meeting minutes – motion: Roehrig; second: Loose; carried. Discussion and possible action regarding installing the culvert for the future trail system –

The culvert was originally discussed at the street committee level. Starfeld stated that they are waiting to hear from Jared from Robert E. Lee to see if the culvert is able to be less than 60'. Schrubbe said that the committee felt like it would be a good idea to give Plate authority to order the culvert up to the cost of \$3,000. DuPrey stated that the DNR may have to be checked with if we go with the shorter culvert because we already have the permit and we want to make sure it's accurate. Starfeld also stated that the crosswalk by St. Mary's School has been added on the corner. There was discussion on its location but it needed to be placed at the corner so traffic turning would be able to have clear vision of pedestrians. Action – to allow Plate to purchase the culvert for the future trail system up to the cost of \$3,000. – motion: Schrubbe; second: Starfeld; carried.

Recycling/Rubbish – The monthly report was presented to the Board for their information. DuPrey explained that expenses for 2020 came in at \$40,479 and the amount budgeted was \$37,048. This was due largely because of labor costs regarding the compost, chipping, etc. It was 95 tons of recyclables and we are doing well with our recycling numbers.

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

Fire Department – Chief Loose informed the Board that there were no fire calls since their last meeting. The actual last fire call was March 13th. He stated that the brat fry which was held on Saturday went over very well. They are now busy planning for the Cheese Derby on June 10th. He also informed the Board that the department received a \$5k grant from Rural Mutual Insurance. The original amount was supposed to be \$2,500 but the Hilbert Lions, being a club, was not eligible to receive their half so the full amount went to the Fire Department. Chief Loose then wanted to address the issue of the new air compressor that was bought for the department. He wants to turn the bill into the Village for payment. Schrubbe stated that he actually has a concern regarding this. He stated that the Fire Department still had the blue rebuilt compressor from the Village and it could have been rewired and used instead of purchasing a new one. He believes there was no discussion as a department on what should be done regarding the compressor and it seemed like the decision was just made to order a new one for approximately \$1,200. Chief Loose agreed that it was not voted on by the department. He stated that they were in need of a new compressor (for the air brakes on the truck) and he decided to make the purchase. He stated that it's his job to keep the Fire Department running and this was part of doing that. He stated that the rebuilt compressor is a horizontal one and does not fit where the original vertical one was. It covers the breaker box; which is a code violation. Starfeld stated that depending on the wiring that needed to get done it may not be that simple as to just rewire it. Keuler stated that the older compressor has never been used either since it was rebuilt. So, there was a good chance that they could have it rewired and the compressor may still not work. Chief Loose feels that the Fire Department funds, from their own checking account, should not have to be used for the purchase; because they are not the Village's funds. DuPrey informed Chief Loose that they are actually considered Village funds but the Fire Department is allowed to hold that separate account. Chief Loose requested that the Health Board Committee has a meeting, which he can attend, and they can go over his duties and common ground rules regarding purchasing, etc. It was agreed that this should be done. DuPrey said that the air compressor; once a bill has been turned in; can be put on the agenda to address at the June Board Meeting. It is not on the agenda this evening so the discussion/action will wait until next month. Schrubbe requested that the air compressor bill be its own separate line item so it could get voted on by itself. It was stated that it would be.

TID District #2 – nothing.

Wastewater Treatment Plant – nothing.

Well #4 – Update on the rate case for the Filter System Project – DuPrey discussed the hydrant rental. He explained to the Board that there are two ways to pay for it and that is through a municipal charge or a direct charge on the utility bill. Right now, the Village does the municipal charge which gets paid through the tax levy. If we would switch to the direct charge then all utility customers would see it on their monthly water & sewer bills. This would then include renters and not just the property owners. DuPrey said you can go up to 100% but he was thinking of not going that high. He feels like this would help make more funds available at budget time. Loose questioned how much this would increase the billing? DuPrey stated that he does not have an exact amount yet. Nolan thought this would be a good idea to switch to the direct charge in order to make more funds available. DuPrey stated that there will definitely be an increase in water rates that will come with the rate case study. This cannot be prevented because this is the only way to do the iron removal system. The iron removal system will give an even better water quality to our residents. He stated you could see an increase of 50% on water charges. However, because the sewer has a surplus of funds an option may be is to lower sewer rates a bit in order to help lessen the increase. It has been 15 years since the last rate case was completed and it needed to be done. Starfeld questioned with the sewer having a surplus do we really want to lower the sewer rates and not have that continued surplus? DuPrey stated that is something that can all be discussed when we are further along with the rate case. With the rate case study, they will basically inform us what the rates need to be at. Keuler stated that right now the Village's water rates are very low compared to area municipalities. DuPrey stated that another thing to keep in mind is that the tower rent that the Village collects may have to go towards the iron removal project. Right now, it goes into a separate fund for tower maintenance but that may have to change. DuPrey stated that he just wanted to get the Board's feel on the hydrant subject since he'll be asked to make a decision regarding it sooner rather than later. It was agreed that the direct charge would be the better option. Discussion and possible action regarding the contract to submit the DNR Safe Drinking Water Loan Program Application – This is in regards to the loan program for the filter system for Well #4. It is comparable to the Clean Water Fund which was set for the WWTP when the upgrades were being done. Action – to submit the contract for the DNR Safe Drinking Water Loan Program Application – motion: Starfeld; second: Schrubbe; carried.

Village Meadow Subdivision – Plan Commission – Action – to approve the meeting minutes – motion: Starfeld; second: Keuler; carried. Mail Delivery – DuPrey informed the Board that we are still waiting to hear back on the last appeal and should have a determination soon. Subdivision Improvements – nothing to report. Phase II Development – more information regarding this will be shared on Thursday

evening during the Plan Commission Meeting.

Fochs Trails Subdivision – no updates.

Purchase of the Bel Brands Property – Update on the project – DuPrey stated that the advertising for the asbestos removal and razing of the building will happen soon. He stated that the week of the June 21st there will be a Special Board Meeting to award the bid. Discussion and possible action regarding the request of the Fire Department to conduct training exercises in the building with both the department and neighboring departments – DuPrey stated that he provided the Board with an e-mail from Cedar Corporation addressing this request. It stated that after talking with Cedar's lead environmental manager and Grant Coordinator they feel that it is best if the Bell Brands building is not used for EMS type training. This is primarily due to the asbestos found throughout the building and any damage to the internal surfaces, walls, floors and/or ceilings could result in the accidental release of asbestos materials into the air that could impact and expose the EMS staff training to asbestos; which is a liability issue. It could also increase the demolition cost by spreading the asbestos within the building. Any delay in the demolition either directly from the training, or indirectly because of the training's timing, could impact and/or reduce the funding from the DOA. Starfeld stated that there is no way we should put the grant at risk. Everyone agreed. Chief Loose questioned about the separate house and garage on the property? DuPrey stated that he did not know off hand if asbestos is present in those buildings. He would have to double-check with Cedar Corporation. Chief Loose said they would still be interested in training there. The Board members still seemed unsure of this because it is all part of the project. Chief Loose stated that if the Board felt more comfortable if the department stays away from the area, he completely understands and they would do that. He does not want to put the grant funds at risk. Starfeld agreed and thinks that would be the best. DuPrey stated that it is rare to get grant funds for this amount, which will pay for the entire project, and we want to be careful to follow all the guidelines. Chief Loose stated no problem and they would not plan on training on the property. Action – to *not* let the Fire Department conduct training exercises on the Bel Brands property and buildings – motion: Starfeld; second: Roehrig; carried.

Hilbert Housing Authority – Update on the prepayment of the loans – DuPrey stated the payoff of the two loans would need to be mailed by Friday, May 14th. Two bank cashier's checks would be needed. The payments would be sent by priority mail. The approximate total of both checks is \$161,700. Action – to authorize DuPrey to get the cashier's checks from the bank in order to payoff the two loans – motion: Roehrig; second: Keuler; carried. Update on the progress of the sale of the property – nothing new.

2020 Census – Kieso stated that the numbers have been released. The 2020 Census shows the resident population of the United States on April 1, 2020 was 331,449.81. This was a population increase of 22 million since the 2010 Census.

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. Starfeld questioned whether the Board would consider moving the meetings back to the Village Hall instead of the Community Center. It was discussed and no one had any safety concerns regarding the issue. Action – to move the Committee and Board Meetings back to the Village Hall – motion: Schrubbe; second: Keuler; carried.

Park Bathroom Project – Action – to approve the Park & Recreation Committee meeting minutes – motion: Schrubbe; second: Keuler; carried. Roehrig began the discussion asking if there were any questions on the committee minutes? There were none. He then explained how he was in discussion with Robert E. Lee to get a quote on a plan and specs for the park bathroom. He informed the Board that they charge hourly and did not give him an estimation on how much that would be. Since it is hourly; there would be no contract. Starfeld stated that they should still be able to tell us approximately how much of an expense we would be looking at. Schrubbe agreed that there needed to be an amount somewhere otherwise they could come back with a \$50k bill. Starfeld questioned what if we decide the price to do the bathrooms is just way too high and we decide not to go forward with it right now? It was stated that either way plans and specs will be needed once the project starts so spending the money now will enable us to have the plans and specs set and ready to go for future use. Roehrig stated that he thinks the bathroom project is definitely something that the residents want to go forward with at some point. Keuler agreed and stated that he actually had several residents address him about the project. There was much discussion regarding what the amount would be to get the plans and specs started. If it would exceed this amount the Board would need to approve it. Roehrig stated that there is now \$52K in the park building reserve fund. After discussing how much time they thought it would take to complete plans and specs and the amount per hour; it was decided that \$10K would be a good starting point. Roehrig explained that he was still going to try to get a price from Robert E. Lee on how much per hour and the estimated time they were thinking the plans and specs may take. He wasn't going to give them the amount the limit was set at. Action – to have Roehrig contact Robert E. Lee and start the process of the plans and specs for the park bathroom with the amount not exceeding \$10k – motion: Starfeld; second: Schrubbe; carried.

Lead Service Lines in the Village – no updates.

New Business:

Other Annual Appointments – none.

Application for Operator Licenses – Action – to approve the request for an operator's license for Nawaraj Subedi – motion: Starfeld; second: Schrubbe; carried.

Application for a Temporary Class B Picnic License for the Annual Cheese Derby – DuPrey explained that the application had not been submitted yet. The Board was concerned if it would be able to get approved before the event. DuPrey stated it would because the next Board Meeting is June 8th and the Cheese Derby is June 10th.

Application for liquor and beer license – to be acted upon at the 6/8/2021 Board Meeting.

Classes/Seminars/Schooling for Employees – There is a request for Kim Plate and Mark Fochs to attend the 2021 Outdoor Expo on June 24, 2021. The cost would be \$130. There is another request for Matt Eichhorst to do the virtual training on DO Measurement in Activated Sludge on May 25, 2021. The cost would be \$50. Action – to approve Plate and Fochs attending the 2021 Outdoor Expo as requested; motion: Schrubbe; second: Keuler; carried. Action – to approve Eichhorst to do the virtual training on DO Measurement in Activated Sludge as requested – motion: Schrubbe; second: Keuler; carried. DuPrey then brought up that he has a payment request from Mark Fochs to receive reimbursement in the amount of \$195 for the Cross Connection Control class that he attended. The Board had no problem with this and informed DuPrey to reimburse Fochs.

Reports on schooling/training sessions – none.

Discussion and possible action regarding request for a variance on the number of dogs allowed – there is a request from Tom Pitts and Amy Hills to be able to have 3 dogs located at their property on 1st Street. Tom has 1 dog and Amy is moving in with him and has 2 dogs. They understand that if something should happen to one of the dogs that they would not be able to get another one and would then have to adhere to the ordinance. Starfeld asked if we just had a request like this? It was stated that we did for a residence on 8th Street. It was stated that variance was approved; so, in all fairness, this one should be also. There was some discussion whether the ordinance should get changed from the limit of 2 dogs to 3 dogs. It was decided that may not be a good idea because then the next step would be residents requesting a variance to have 4 dogs, etc. At one point in time there was no limit; however, it became apparent that there needed to be. It was decided to keep the ordinance as is for now and it can be revisited in the future if need be. Action – to approved the resident's request for the variance to have 3 dogs instead of 2 dogs at their property – motion: Starfeld; second: Nolan; carried.

Discussion and possible action regarding authorizing the replacement of lights at the treatment plant – DuPrey explained that Plate is requesting to have Abstract Electric replace 5-wall pack lights on the WWTP building in the amount of \$1,500. There is \$3k budgeted for the lighting. To replace 5-light pole heads is \$2,450 and since he doesn't have enough in the budget for both he is requesting the 5-wall pack lights only. Starfeld and Keuler stated that Plate needs to get another quote for the lights. There should always be at least 2 quotes to go off of. This is tabled until more quotes are available. No action taken.

Discussion and possible action regarding performing well maintenance on well #2 – DuPrey stated that Plate would be able to explain more in detail on this subject but what is basically happening is with the last testing of well #2 it is showing that the bio-film is an issue. Plate would like to set up a maintenance program on the well to help prevent issues. This would help monitor it and get it regulated so we can stay on top of the situation. DuPrey stated that they were hoping to have an estimate to present to the Board, however, there was none provided as of yet. The issue will be tabled until a quote is available. No action needed.

Employee Grievance Committee – Action – to approve the meeting minutes – motion: Starfeld; second: Roehrig; carried. Committee recommendation regarding amendment to the policy on Sick Pay/PTO Pay – The request from the public works employees is that they would like 3 days of sick pay converted to PTO days that can be used for anything for all full-time employees. These wouldn't be extra days since they are already earned sick days. The employees would get 3 PTO days per year and then the maximum number of sick days that could be accumulated would decrease from 60 days to 57 days. At the committee meeting this was a recommendation to the Board; however, Keuler stated that after he had time to think about it, he wasn't sure if this was a good idea. He feels like essentially the Board would be giving the employees 3 extra days of vacation and he doesn't know if that's the right way to do it. Nolan stated she wasn't sure why we do sick days because most places have switched to just doing PTO days so the days can be more flexible for employees. Loose stated that if you never use sick days then it would be nice to have the PTO days because then you could still use them. DuPrey commented that he doesn't like the idea of sick days going away and he likes the extra security of having those days accumulated in case of emergency health situations. It was mentioned that the lack of vacation days for those just starting at the Village is hard. Matt, for example, does not have any vacation days available until he is employed at the Village for 1-year. Nolan stated that is ridiculous. There have been some changes in the handbook where the Board can grant it sooner but those changes weren't in effect when Matt was hired. Schrubbe also had input regarding PTO days because that is what they have where he works. Keuler stated that he feels like he would need more information on the subject to make an informed decision. For example, how many PTO days do other places of employment offer? Are sick days still available along with the PTO days? He works for the City of Chilton and he stated that their set up is pretty much in line with how the Village does it now. Nolan stated that she could get him more information on PTO days. It was decided that the topic would go back to committee for more discussion. No action taken. Committee recommendation regarding summer work hours for the public works department – The public works employees are requesting summer work hours from June 1st –

September 1st. This would be Monday – Thursday 9-hour days and then on Friday 4-hour day. The employee on-call for the week however would work the normal Monday-Friday 8-hour day plus the weekend. DuPrey stated that as far as the office goes, he is fine with this as long as there is one employee there until 3:30 p.m. daily. Nolan asked whether the office employees would be interested in these hours also? She asked if they are busy on Friday afternoons? DuPrey replied that there are some Fridays that they are and some they are not. It just depends. He feels like the office should stay open the same hours that they are currently since we are here to serve the community and it's best to be available the 8 hours Monday-Friday. When asked, Kieso stated she was fine with the hours as they are. Members of the Board agreed that the office hours should stay the same. It was stated that the summer hours for the public works employees should be on a trial basis only to see how it works out. The committee recommendation did not state anything about a trial basis. Action – to reject the committee's recommendation as presented – motion: Schrubbe; second: Keuler; carried. Action – to approve the summer hours for the public works department as presented on a trial basis – motion: Schrubbe; second: Nolan; carried. No further action needed. Committee recommendation regarding allowing the WWTP operator to take lunch at the WWTP – Matt prefers to eat lunch at the WWTP instead of having to drive to the Village Hall just to eat his lunch. He would like to take his half hour break at the plant. He then would just write in his lunch break every day on his time card. The Board was concerned about the safety aspect of him being out at the plant a majority time alone. He is in communication with Plate throughout the day and there are 2 days week where the part-time employee is there with him. Schrubbe suggested getting a device that he heard about that has monitor on it that will send an alarm if the employee is inactive for a certain amount of time. He thought this was a good idea in case Matt would get taken down by gases or a fall. The walkie-talkies were also mentioned that they could be worn at all times. Right now, the guys communicate through their cell phone. Starfeld stated that they are their private phones though, and not Village issued, and the Village will not pay for them to be used for work. He felt like the radios were a good option. It was decided that options for communication for safety would be looked into. Action – to approve for the WWTP operator to eat lunch at the WWTP instead of having to drive to the Village Hall to punch out and have lunch – motion: Starfeld; second: Keuler; carried. No further action needed.

Village Board Member Informational Report – Schrubbe wanted to thank Keuler and DuPrey for their help with the Spring Clean-Up Event. He stated that they were very busy and definitely could have used more volunteers there. It would be appreciated if more of the committee members/Board members would take some time to help out at next year's event. Starfeld stated that residents are suppose to unload everything themselves so why would the extra help be needed? Schrubbe stated that a lot of the time to keep the line moving they helped the residents with the unloading. There also were things that were dropped off that shouldn't have been because they didn't have enough volunteers to keep watch over everything. Even if the unloading wasn't done at all by the volunteers; more eyes were needed to check items and to make sure things were being placed in the right areas. Starfeld said he doesn't care if the line went all the way down the road; people are supposed to unload their own items. It was also mentioned that maybe instead of the 1st Saturday in May to have it on the 3rd Saturday. This may work better because it's after the Village-wide rummage sales. Just something to think about for next year's event.

Village Personnel Informational Report – DuPrey reported that both he and Loose have completed the Board of Review mandatory training. They are both now certified. Beginning in 2022 training will be mandatory for all members of the Board of Review so everyone will have to go through the training.

President's Report – Schmidt reminded everyone that each Committee chairperson should try to get their meeting information to the office as soon as possible; this way the packets can get to the Committee members sooner to review prior to the meeting.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Loose; carried. The meeting was adjourned at 8:47 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

The Annual Board of Review was called to order at 5:30 p.m. on Wednesday, May 19, 2021.

Members Present – Jim Schmidt, Jim Schrubbe, Dennis DuPrey, Anita Loose and Tom Roehrig (arrived at 5:40 p.m.). Also, present was Amy Zacharias from Action Appraisers.

It was noted that Jim Schrubbe is acting as chairperson for the Annual Board of Review. It was noted in the record by DuPrey that Anita Loose and he had attended the required training for Board of Review.

DuPrey noted that no one had filed the required objection form within the 48-hour time frame of the meeting. He stated that he did not anticipate anyone attending before the board. The board did review the tax roll and DuPrey reported that the real estate total assessed value (without manufacturing) has increased by \$748,600 and that the personal property has decreased by \$32,480. The net increase for the year is \$716,120.

It was noted for the record that no one has appeared within the first two hours of the meeting of the Board of Review.

Adjournment – Action – to adjourn – motion: Jim Schmidt; second: Anita Loose; carried. Meeting was adjourned at 7:30 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk