

President Mark Breckheimer called the regular Board Meeting to order at 7 p.m. on Tuesday, September 8, 2020.

Roll Call – all members reported present except Dan Starfeld and Mike Bolwerk. Others present were Dennis DuPrey, Kim Plate, Ben Boesch, Dylan Beil, Mike Loose, Anita Loose, Sue Pable (CliftonLarsonAllen, LLP) 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 – Breckheimer reminded the Board that all budget meeting information needs to be completed and all the 2021 budget meetings need to be completed by turned in by 10/1/2020.

Minutes – Action – to approve the Board Meeting minutes as presented – motion: Schrubbe; second: Roehrig; carried. There were no Fire Department minutes presented to the Board. There were no First Responder minutes presented to the Board.

Treasurer's Report for the Village of Hilbert - balances – (\$985,775.49) General fund; \$967,343.12 Sewer fund; \$202,523.43 Water fund; \$1.00 DOA Block Grant fund; \$205,679.70 TID #1 fund; \$1,111,922.75 T-Plus fund; \$33,603.34 First Responder fund; (\$345,557.05) TID #2 fund; \$711,696.14 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Schrubbe; second: Keuler; carried. The Fire Department treasurer's report was presented to the Board. Action – to approve the Fire Department treasurer's report as presented – motion: Roehrig; second: Schrubbe; carried. The First Responder treasurer's report was presented to the Board. Action – to approve the First Responder treasurer's reports as presented – motion: Schrubbe; second: Roehrig; carried. Claims - examined and discussed. Action – to pay all claims – motion: Schrubbe; second: Keuler; carried.

Correspondence – There was no MEG Newsletter presented to the Board. There was no Focus 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. The Notice of January 1st, 2020 estimated population for the Village was presented to the Board for their information. The population for the Village of Hilbert is 1,183; which is up 51 people since the 2010 census. The Notice from the WI Compensation Rating Bureau – 2021 Modification Factor was presented to the Board for their information. DuPrey explained that the worker's compensation modification factor is at 1.45. This is based on the payroll and loss information supplied by the insurance carrier. We are in the 3rd year of a claim. It has dropped slightly from 1.49 last year. Anything over 1.0 there is a surcharge added. DuPrey stated that it should be dropping below 1.0 soon and we should see a difference on the 2022 budget regarding this.

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 2021 Estimated Personal Property Aid – Real Estate in the amount of \$3,060.47 was presented to the Board for their information. DuPrey stated that this whole program seems to be a bit of a mess and that corrections are also listed on the notice. The Village's amount was reduced by \$115.00 due to this. The Notice of 2021 Estimated Personal Property Aid – TID #1 & TID #2 in the amount of \$4,807.93 was presented to the Board for their information. Corrections were also listed on this notice. The Village's amount was increased by \$356.84 due to this. The Notice of Receipt of the Quarterly Cable TV Franchise Fee in the amount of \$1921.16 was presented to the Board for their information.

Unfinished Business:

2019 Projects (Fochs Trails/Village Meadows Infrastructure) – nothing.

Change Orders – none.

Payment Requests – none.

2020 Projects – no update.

Change Orders – none.

Payment Requests – Action – to approve payment #1 to MCC, Inc. in the amount of \$92,456.73 for the 2020 Utility & Street Improvements Project (Calumet Street) – motion: Schrubbe; second: Keuler; carried.

Stream Bank Stabilization Project – Ditch North of Creek Street – This was sent to the Street Committee for discussion. No updates.

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 informed the Board that there were 3 fire calls since the last meeting – 2 mutual aid calls and 1 Village of Hilbert call. He also explained that the fire department members are starting to work on the Tree Lighting/Santa event that they are taking over this year. Discussion and possible action regarding the selling of the old SCBA bottles – Chief Loose explained that he checked with the distributors and was told that there was no market for the bottles. They cannot be used in fire service any longer. However, he was contacted by someone locally that would like to purchase them for \$3k to use on their own private property. There would be no liability selling the bottles to this person since they will not be used in any type of fire service. Chief Loose explained stated that the department is in need of a new air compressor since the old one will not work with the new equipment. He has been approached by someone who is interested in purchasing the old air compressor. He would like permission from the Board to sell the bottles and use that money to put towards the new air compressor. Action – to allow the fire department to sell the old SCBA bottles and to put the funds towards the new air

compressor – motion: Keuler; second: Roehrig; carried.

TID District #1 – Notice of Approval from the Department of Revenue to extend TID District #1 – This would extend the TID to 4/15/2021. Wisconsin Department of Revenue approved the request. The amount will be \$116K to be used towards a Village program. There is no deadline to when the funds have to be used. Discussion and possible action regarding Resolution to Terminate TID District #1 – This Resolution would terminate TID #1 and authorizes the distribution of excess increment to overlaying taxing districts. All the debt is paid off. There is one year to submit the final paperwork. DuPrey stated that there will be approximately \$205k left over in TID funds which will get distributed to the overlaying tax districts; with the school seeing the largest amount; and the Village to receive approximately \$45k for future budgets. Action – to approve Resolution to Terminate TID District #1 as presented – motion: Roehrig; second: Schrubbe; Roll Call Vote – yes: Schrubbe, Roehrig, Nolan, Keuler, Breckheimer; carried. Discussion and possible action regarding proposal to assist with the final termination of TID District #1 – DuPrey stated that there was no information sent from Cedar Corporation yet and this will be tabled until the next meeting. No action needed.

TID District #2 – nothing.

Wastewater Treatment Plant – nothing new.

Well #4 – nothing new.

Village Meadow Subdivision – Action – to approve the Plan Commission meeting minutes as presented – motion: Roehrig; second: Schrubbe; carried. Committee recommendation regarding pond improvements – Breckheimer explained that there was more information that needs to be gathered concerning this topic so there is no recommendation from the Committee. This item will be tabled. No action needed.

Committee recommendation regarding excavation of subdivision lots – The lots on the south side of Thorn Creek are too high and the lots on the north side of Thorn Creek are too low. So, they basically need to move the dirt from one side of the street to the other. Plate stated that he contacted J&E Construction from Stockbridge and they came in at \$10k (\$2/yd) which is below the expected cost of \$15k-\$20k. He stated that they are in between jobs and are ready to go anytime. Breckheimer mentioned that this cost should have been built into the subdivision cost but was not. Keuler stated that it needs to be done because they're not buildable lots right now. Plate got a hold of a contact from Brown County (since they had a landfill project and they had fill they didn't need) and stated that they would charge .25/yard and we would have to cover the costs of the trucking/loading. However, before additional fill is needed, the first step would be to move the dirt over from one side of the street to the other and see how much they would need to bring in. Breckheimer questioned that since we have to bring in the fill, do we want to level it off to grade or just push it back? DuPrey stated that if you have a mound of dirt in the back of every lot the weeds will take over and it would not be very appealing. Schrubbe stated that he doesn't see why we should level it since the new lot owners would have to move it when they begin to build; we'd actually be saving the new owners money by piling it up. It was discussed that it's more sellable if it's leveled. Nolan stated that if mounds of dirt sit there for a few years it'll look awful. Schrubbe reiterated that it would still make more sense to not to level it. Keuler stated the leveling would just be basically for aesthetics. However, for erosion control, the land would have to be somehow seeded also. Breckheimer stated that he believes it has to be leveled out; if you look at other lots for sale in other areas, you don't see mounds of dirt piled up in the back. It will look unkempt to potential buyers. Keuler stated that it would be easier to maintain also if it was leveled. The topic then turned to how to pay for the moving of the dirt. DuPrey explained that the 3 options for paying for this are: To use the proceeds from the lot first sold, to use money from the Plappert Rd. Reserve or to use the proceeds from the second lot being sold. DuPrey stated that in his opinion the money should not be borrowed. Schrubbe stated that he believes the Plappert Rd. Reserve should not be used for this. He feels the lot sales should be used since it would be going back into the same project. Nolan stated that she feels that the lot sales should be put towards the trail project since that should be a priority for the subdivision. Schrubbe suggested that the name of the Plappert Rd. Reserve should be changed to the Trail Project Reserve and that money would then go towards that project. It was stated that either way the money would eventually come from the Plappert Rd. Reserve either now (for the excavation) or later (for the trail project). It was discussed and mentioned that it may as well just come from the Plappert Rd. Reserve right away. DuPrey stated that they can proceed with the project and decide on where the funds will come from at the next meeting. He said that if they decided to take the money from Plappert Rd. Reserve they would need to do a resolution at some point. Breckheimer stated that tonight will be deciding if we want to go ahead with the project. Breckheimer explained that if the Board chooses to go with J&E Construction they first would have to deny the recommendation from the committee and make a new one. Action – to deny the recommendation from the committee as presented – motion: Keuler; second: Roehrig; carried. Action – to hire J&E Construction to proceed with the project of excavating of the lots and leveling them; not to exceed \$20k – motion: Roehrig; second: Nolan; carried by majority vote. Committee recommendation regarding Village Meadows landscaping improvement – The committee is waiting on prices from Nett Landscaping. Breckheimer stated that this will be tabled until the next meeting when more information is provided. No action needed. Discussion and possible action on how to allocate proceeds from lot sales – Breckheimer stated the he would like to see the first 2 lot sales be earmarked for the trail project; but it may be best to table this until after the budget meetings have been completed. No action needed. Purchase of Bel Brands Property – Discussion and possible action regarding the Procurement Policy for

the Village – This would be an amendment to the original Procurement Policy. It is a requirement and will exempt the bidding requirement. Action – to approve the Procurement Policy as presented – motion: Schrubbe; second: Roehrig; carried. Discussion and possible action regarding the acceptance of the grant award for the project – The Wisconsin Department of Administration will award the Village up to \$491,933. in CDBG-PF (Community Development Block Grant for Public Facilities) funds and \$214,853. in CDBG CLOSE funds. Total funds to the Village are \$706,786. Total cost of the project is estimated at \$738k so that leaves the Village around \$31k to pay. Once accepted, the contract will be sent. Action – to accept the grand award for the Bel Brands Building Site Blight Elimination Project as presented – motion: Schrubbe; second; Keuler; carried. Discussion and possible action regarding contract for Administrative Services for the CDBG Grants – The Board reviewed the contract with Cedar Corporation. The total cost would be \$17,500. DuPrey stated that Cedar Corporation would take care of the administrative services and because of the amount of the grant that it will be a very involved process. He suggested that this is the way to go. The amount was already built into the grant. Action – to hire Cedar Corporation for Administrative Services for the CDBG Grants – motion: Schrubbe; second: Roehrig; carried.

Hilbert Housing Authority – nothing new.

Fochs Trails Subdivision, 2nd Addition – Plate stated that the electric was in last week and the gas is to follow.

2020 Census – Kieso explained that overall Wisconsin is at 71% complete. Calumet County is at 82.8%. Census should be completed by September 30th with the results to follow thereafter.

Discussion and possible action regarding possible zoning code violation – DuPrey stated that regarding the property in question, the supervisor of the state inspector was going to talk to him and have him contact DuPrey. No one has responded yet. DuPrey will follow up again.

New Business:

Other Annual Appointments – none.

Application for Operator Licenses – Action – to approve the operator license for Jim Schmidt – motion: Schrubbe; second: Roehrig; carried. Action – to approve the operator license for Jessica Williams – motion: Schrubbe; second: Keuler; carried. Action – to approve the operator license for Grace Kratz – motion: Schrubbe; second: Keuler; carried. Action – to approve the operator license for Lora Michaels – motion: Schrubbe; second: Roehrig; carried. Action – to approve the operator license for Tara Koehn – motion: Schrubbe; second: Roehrig; carried. Action – to approve the operator license for Beth Tessmer – motion: Schrubbe; second: Roehrig; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Discussion and possible action regarding installation of flashing crossing sign at Milwaukee St. & 8th St. school crossing – Plate explained that the sign would be solar powered. The cost from TAPCO is \$6,900. There is \$8k budgeted. Plate said the solar sign is the way to go because then you don't have to worry about running any electrical to the sign. It was questioned why the estimate stated "no LED"? Plate stated he knew they are LED lights so he will doublecheck that with the vendor as to what that means. DuPrey stated they planned on keeping the crossing guards on duty also at the crossing. Action – to install a flashing crossing sign as presented with the funds that are budgeted – motion: Schrubbe; second: Keuler; carried.

Discussion and possible action regarding the request of an employee to change his work schedule during the school year – Since there is no in-town school bussing right now, Mark Fochs is asking that his schedule be changed from 7 a.m. – 3:30 p.m. to 6:45 a.m. – 3:15 p.m. so that he is able to pick up his kids from school. This would only be until the buses start running in town again. Keuler asked if Plate had any issues with this. Plate stated not at all. The other Board members agreed. Action – to allow Fochs to change his schedule as requested – motion: Schrubbe; second: Nolan; carried.

Discussion and possible action regarding the Emergency Management Procedures – DuPrey stated that Keuler asked about getting the emergency management procedure book updated. Especially with how things are now, it would be a good idea to make sure everything is up-to-date. Breckheimer suggested sending it to the Police & License Committee. They could tie this in with their budget meeting. The Board agreed to send it to committee. No action needed.

Park and Recreation Committee – Action – to approve the Park and Recreation committee minutes from August 17th and August 31st as presented – motion: Schrubbe; second: Keuler; carried. Committee recommendation regarding trees removal at the park and ballfield areas – There are 5 trees total to be taken down. A large Cottonwood tree near the batting cages, 3 older/dying trees from the park lawn area and a tree removed near Cedar Street. The older trees have probably reached their life expectations and the tree by the street is a small fruit tree that would be in the way of the new sidewalk. Action – to remove the trees requested by the committee – motion: Keuler; second: Schrubbe; carried. No further action needed. Discussion and possible action regarding what to do with the wood from the tree removals – The Board discussed what to do with the wood from the trees. It was decided leave it at the park and make it free to any Village residents who wish to take it. Discussion and possible action regarding contract for design services with Keller Structures – Roehrig explained how Devin Flanigan, the representative from Keller Structures, addressed the committee members at the last Park & Recreation meeting. The committee was informed that Keller Structures could provide them with a need's assessment, preliminary

plans and a budget without spending a lot of up-front dollars which would make it easier for the Village to decide what steps to take next. The first step is to sign the contract along with a \$1,500 fee. This would provide the services of Keller including design ideas, estimated costs and project timing. Roehrig also explained that the committee is looking to get more information about weed barriers for under the ballfield fences; which will more than likely be budgeted for next year. He also stated that the big pavilion in the park is in need of repair. They are looking to get a price quote on steel overlay; which would also be budgeted for next year. Action – to approve the committee’s request to sign the contract and pay the \$1,500 to Keller Structures as requested – motion: Schrubbe; second: Keuler; carried. No further action needed. On a side note Roehrig informed the Board that on Monday, September 14th at 5 p.m. there will be a public meeting regarding the design updates, costs, etc. for the residents to have input and ask questions/concerns they may have.

Street Committee – to approve the Street Committee minutes as presented – motion: Roehrig; second: Schrubbe; carried. Breckheimer stated that they are no recommendations at this point. Boesch questioned if there were no recommendations made what are their next steps regarding the creek issue? Breckheimer stated that since Boesch and Beil filed their claims it now goes through the process of involving attorneys and insurance companies. It’s out of our hands at this point. Schrubbe asked if he could update the Board on what the matter is in regards to? Breckheimer stated he could. Schrubbe stated that Plate found out the Village does not own the property to the middle of the creek; the property owner actually does. The owners were informed to file a claim to take the issue further. Keuler said in the Village’s defense they have been maintaining the creek for many years. Keuler stated that there was no reason to spray Boesch’s and Beil’s properties since they have it well taken care of and now unfortunately, damage was done to their lawn. Since a claim has now been filed, we now just have to go from there. Boesch stated that is fine and that they were just not aware of what to do next. Breckheimer stated that the Village will do what the legal counsel recommends and then it’ll go through the insurance company from there if needed. Boesch asked if there will be another meeting once the insurance company responds or what comes next? DuPrey says it’s a legal matter so not much can be discussed. Nolan asked whether Boesch and Beil will get notified when information is available. DuPrey stated that yes, they will be notified and for now it needs to be left at that since it is a legal matter now. Schrubbe asked if we ever found out how far up the creek is the case? Is it all the way through town? DuPrey stated that we do not have the information on that yet.

Water and Sewer Committee – to approve the Water and Sewer Committee minutes as presented – motion: Schrubbe; second: Roehrig; carried. Committee recommendation regarding the purchase of a new jetter – Plate explained that the current jetter is a 1972 model and there are issues with trying to jet out lines at the plant so they have to call someone in each time. Kim submitted 3 proposals. The approximate cost will be \$53,913.50 for the jetter that they believe will provide the best service. The public works employees received a presentation from two of the vendors. Plate feels that the funds could be transferred from the Sludge Truck Reserve since he doesn’t think a sludge truck is needed and those funds then could go towards the jetter. The committee, however, decided not to touch the Sludge Truck Reserve for now. The jetter could be purchased using the Sewer Jetter Reserve and the remainder due could come from the sewer fund cash (which Breckheimer stated has a surplus). Schrubbe questioned whether a sludge truck would ever need to get purchased? Plate stated that he would see no point in it. It would just be used a few days each year and otherwise would just sit there. Action – to approve the purchase of a new jetter with funds coming from the Sewer Jetter Reserve and the remainder from the sewer fund cash as requested – motion: Schrubbe; second: Roehrig; carried. No further action needed.

Committee recommendation regarding testing Sargento Foods on the weekend and overtime hours – The weekend testing at Sargento was then discussed. Plate stated that right now we take samples 5 days a week which causes testing on a Saturday. If this was cut out and test only 4 days a week, we could eliminate 2 hours of overtime on a Saturday. If, for some reason, numbers change and the testing needs to go back to 5 days, then it can always be switched back. The Board agreed this made sense and was a good idea. Action – to no longer conduct testing of Sargento Foods samples on Saturdays and that the hours of work for a Saturday will be reduced by 2 hours (bringing the total of overtime to 3 hours on Saturdays) – motion: Schrubbe; second: Roehrig; carried. No further action needed.

2020 Audit Report – Sue Pable, an auditor from CliftonLarsonAllen, LLP presented the Board with the results of the 2020 audit. “Clean” is the opinion of the auditors; which is exactly what you want to receive. She reviewed the financial statements which included the capital assets and all the liabilities. The deficit has improved by \$178k compared to last year. The general fund is showing \$650k of which \$515k is available to spend. Sue stated that our fund balance is very strong. This is always admirable in a municipality and the Village should be proud of this. Sue stated that because of the size of our municipality (like so many others); along with the Administrator Clerk Treasure being a combined job; that always creates a deficiency in internal control that needs to be balanced. Since CLA, LLP prepares the annual financial report the auditors cannot be part of the internal auditing system. However, the Board being active in the reviewing of the reports and being aware of what’s going on is always a strong plus.

Village Board Member Informational Report – Schrubbe informed the Board that the large item drop-off went very well. He thinks it went better with the dumpsters compared to the trucks. There seemed to be hardly any waiting around. He thinks this is a better set up and should be continued this way for future

recycling events.

Village Personnel Informational Report – DuPrey stated that the Hilbert Revitalization Group had gotten a hold of him to discuss this year's Halloween Party which is held annually at the Community Center. He stated that they suggested maybe (weather permitting) holding the event outside the Community Center and doing a small parade. They plan on holding the party on the 25th. They are looking for any ideas/concerns that the Board may have. They also wanted to verify that it is ok to hold the event and wondering if trick-or-treating will also be held? The Board didn't think having the event and trick-or-treating would be an issue. DuPrey will contact Sandy Schumacher to give her the information. No date has been set yet for trick-or-treating throughout the Village.

President's Report – Breckheimer inquired whether the Board members felt it was necessary to receive the hard copies of ordinance changes to update their ordinance binders or if they prefer just to refer to the ordinances online on the Village website? The Board decided that referring just to the website would be best. The ordinance binders will be dropped off in the office to be disposed of.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Keuler; carried. The meeting was adjourned at 8:20 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer