

President Jim Schrubbe called the Board Meeting to order at 7 p.m. on Tuesday, April 18, 2023.

Roll Call – Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe. Others present were Beth Nicklaus, Kim Plate, Joel Thorpe, Mark Fochs, Chris Johnson (Brillion News), Dennis & JoAnn Hernke, Patrick Hernke, Bruce Hernke, Mary Schwalenberg, and Jim Schmidt.

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 Board of Review is scheduled for May 4th from 5:30 p.m. – 7:30 p.m. The Spring Clean Event is scheduled for May 6th from 8 a.m. – 11 a.m. Hilbert Fire Department Brat Fry is Saturday, April 22nd from 10 a.m. to 2 p.m. at Schmitz Brothers 2 parking lot.

Consent Agenda – Action – to approve the Board Meeting Minutes, Fire Department Minutes and the 1st Responder Minutes and place them on file – motion: Nolan; second: Kloehn; carried. Action – to approve the Village Treasurer's Report, the Fire Department Treasurer's Report and the 1st Responder's Treasurer's Report and place them on file – motion: Roehrig; second: Nolan; carried. There was no correspondence presented to the Board.

Reports - The report of labor hours, building permits, Notice of the Lottery and Gaming Credit, General Transportation Aids Quarterly Payment and the Hilbert CCT study invoices were presented.

Report of Director of Public Works on projects – nothing.

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

Unfinished Business –

2022 Projects – nothing new. Change Orders – none. Payment Requests – none.

Recycling/Rubbish – The monthly report was presented to the Board.

Police Protection for the Village – There was no report presented.

Streets Department – Discussion and possible action regarding the drainage tile on properties along 7th St. between Main St. and Cedar St. & quote from Slants Excavating, LLC – The quote presented was for \$5,520. The drainage tiles would be for 2 properties. They would be buried and lead into a catch basin. It will be required to get easements from the property owners. It was decided to get more information regarding the easements for this project. No action required.

Fochs Trails Subdivision – Discussion and possible action regarding additional curb and gutter and blacktop on Lynwood and Grace Ct – This request ties in with the discussion and possible action regarding the intent to levy special assessments. Action – to do the additional curb and gutter and blacktop on Lynwood and Grace Ct – motion: Nolan; second: Kloehn; carried. Discussion and possible action regarding the Preliminary Resolution 2023-04 Declaring Intent to Levy Special Assessments – Plate would like to include this area on the current project which is being done on Thorn Creek Dr. It would run and additional 15' to run the catch basins together and will finish the curb and gutter to the end of the street. Estimated cost for the 2 properties affected is: \$3,780 for Hernke property and \$1,080 for Schrubbe property; including finishing any landscaping that would be disturbed. These estimates are lower than expected; it helps that it is tied into a larger project. Once billed, the owners have 1 year to pay in full with no interest; otherwise; they can make payments up to 10 years with a set interest rate. Action – to approve Preliminary Resolution 2023-04 as presented – motion: Roehrig; second: Krueger; Roll Call Vote; Yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schmidt; carried.

Discussion and possible action regarding the approval to install curb and gutter on the new house being built – Action – to approve the request by Charlie Fochs to install curb and gutter by the new house which he is building in Fochs Trails Subdivision – motion: Nolan; second: Kloehn; carried.

Village Meadows Subdivision – Subdivision Improvements – none. Phase II Development – Change Orders – none. Payment Requests – none.

Human Resources – Discussion and possible action regarding the proposed employee handbook – Loose got a hold of someone from the League of Municipalities to review the proposed employee handbook. This is tabled for now. No action taken.

John Noskowiak Property Taxes – Nicklaus just wanted to update the Board that the Village would not be receiving a refund from the County or from the appraiser regarding the amount that Noskowiak was refunded for the overcharge on his property taxes. For the County to reimburse it would have to be a difference of over \$250 per year; this was not. Schrubbe stated that in the end the Village did the right thing by reimbursing Noskowiak even if we cannot get refunded from the County.

Local Government Pool Update – Nicklaus informed the Board that she checked with the State Bank of Chilton and they were unable to increase the interest rate that we are currently receiving. It is at 1.25%. The bank encouraged the Village to invest in the local government pool with the funds. Tomorrow the funds from the T-Plus account will be transferred to the local government pool for investing.

Park & Recreation Committee – Discussion and possible action regarding the park bathrooms and an update on the cleaning service – Loose stated that there still has been no response from Robert E. Lee and Associates and she would like to check out other options. The Board agreed. Loose has been working at getting estimates from various contractors. It was suggested that there should be a Park & Recreation Committee meeting with all the Board members at the Civic Park to make sure everyone has all the information and is on the same page. This meeting will be scheduled at the end of tonight's Board meeting. Nicklaus stated that as far as the cleaning service goes that they are doing alright. It's tidy but several small issues are being overlooked. She will continue to monitor it.

New Business:

Application for Operator's license – The Board was presented with a list of current applicants for operator's license. This list included: Holly Saltz, Ashton Fischer, Jeremy Fischer, Rachel Fischer and Nicole Wittmann. Action – to approve the list of applicants as presented – motion: Kloehn; second: Krueger; carried. Application for alcohol beverage retail license & transfer of ownership – This retail license and transfer was from MSIR Entertainment to JJMRS Entertainment (Official's Den) effective May 1, 2023. Action – to approve the license and the transfer of ownership as presented – motion: Kloehn; second: Krueger; carried. Renewal of alcohol beverage license application – This is a 6-month renewal license for the Hilbert Athletic Association for the concession stand at the Civic Park ballfields. Action – to approve the license to the Hilbert Athletic Association pending the 15-day waiting period – motion: Roehrig; second: Nolan; carried.

Classes/Seminars/Schooling for Employees – Plate stated that there is a 1-day cross connection training in Plover that he would like Fochs to attend. The cost is \$120. Action – to approve the training as requested – motion: Nolan; second: Kloehn; carried. Reports on schooling/training sessions – none

Street Department – Discussion and possible action regarding All City Mudjacking and Masonry quote on sidewalk repair – Plate presented the quote. It is for \$1,065. It includes doing 8 sections at 4 locations around town. There is a 3-year warranty on it. Action – to hire All City Mudjacking and Masonry for the cost of \$1,065 – motion: Roehrig; second: Vanden Elzen; carried. Discussion and possible action regarding removal of sidewalk on S 5th Street – The Board viewed pictures of the sidewalk on S 5th St. Once the house was razed this sidewalk now leads to no where and is in bad shape. Action – to remove the sidewalk as requested on S 5th Street – motion: Roehrig; second: Nolan; carried.

Wastewater Treatment Facility – Discussion and possible action regarding replacing the doors at the wastewater treatment facility – Plate presented the Board with 3 quotes for the following: single opening #1, single opening #2 and a paired opening. They would be fiber re-enforced plastic. Plate will verify that removal is included in the pricing. Action – to hire Tri-City Glass & Door to replace the doors at the wastewater treatment facility in the amount of \$23,590 – motion: Nolan; second: Kloehn; carried.

Water Department – Plate stated that the hydrant flushing is complete and went well. There was one hydrant that was broken on Sienna Ct but that has gotten fixed today.

TID District #2 – nothing

Fire Department – Chief Loose stated that there have been 5 fire calls since the last Board meeting. The truck committee is meeting and trying to get everything read for bid to present to the Board. He is anticipating that the by-laws will be updated and completed by the end of May. There is a brat fry this Saturday from 10 a.m. – 2 p.m. in Schmitz Brothers 2 parking lot. Sargento presented Loose with a \$500 for the Fire Department. There is also a resident that gave another \$500 donation (this is the second time) to the Fire Department. Discussion and possible action regarding purchase of a new computer – There is \$1,500 put aside for a new computer. Ideal Solutions has a quote for \$1,300. This is a desktop that will stay in the Fire Department building. Action – to approve the purchase of the computer at the cost of \$1,300 – motion: Roehrig; second: Krueger; carried. It was also mentioned that Town of Woodville and Town of Chilton will be invited to a budget prep meeting this year in either June/July for discussions.

Update on car wash progress – Plate stated that the water and sewer were connected the other day. It was harder than anticipated since there was no water/sewer there from the previous house like they thought there would be. Otherwise, it's a private ownership so no other detail has been provided.

Park and Recreation Committee – Discussion and possible action regarding park pavilion – There were 2 estimates. Parson Brothers at \$49,070 and GV Construction at \$25,355.48. There was discussion on how many new roll-up doors there should be and what the overall plan is. It was decided to set up a Park & Recreation Committee meeting in which all Board members would be encouraged to attend to go over all the options and details. The meeting would be held at the Civic Park and the contractors would be invited to attend. No action taken. Tabled.

Discussion and possible action regarding summer Friday hours – The current summer hours were discussed and neighboring municipalities hours were also provided. It was decided to set up an Employee Review & Grievance Committee meeting to discuss the hours where employees and Board members can give their opinions and thoughts on the subject. No action taken. Tabled.

Update on current Clean Water Fund Loan – Nicklaus updated the Board on the current loan, the balance and payments that are due.

Discussion and possible action regarding Hilbert Lions sign – The Lions Club is requesting to add a Hilbert Lions sign on each one of the Welcome to Hilbert signs – 3 locations. They will provide the signs. Plate stated that he will put them on so they can be added directly onto the current welcome signs. Action – to approve the Hilbert Lions signs to be added to the Welcome to Hilbert signs as requested – motion: Roehrig; second: Loose; carried.

Discussion and possible action regarding ARPA Funds - \$56,642.75 – The funds need to be used by 2025. They have to be used for streets/infrastructure. The idea of curb and gutter for by the park was recommended. Plate will gather information on cost. No action taken. Tabled.

Discussion and possible action regarding trustee Josh Krueger replacing Dennis DuPrey on the Board of Appeals Committee – Krueger stated that he would be willing to do so. Schrubbe stated that no action/approval is required.

Discussion and possible action regarding billing of Sargento Foods and St. Vincent DePaul for the special assessments from 2019 – Nicklaus and Kieso presented information that they were able to gather regarding the special assessments from 2019 that were never billed. They amounts were found and also the resolution. The Board requested the meeting minutes from the December 2019 Board Meeting also. Kieso will provide those at the next meeting. No action taken. Tabled.

Discussion and possible action regarding other annual appointments for citizen committees – Schrubbe stated that he is just waiting to hear back from a few people and that it should be ready for the next Board Meeting. No action taken. Tabled.

Discussion and possible action regarding retirement of attorney Andy King and his replacement – Nicklaus provided the Board with information regarding some options. She will be getting references. Action – to stay with Menn Law Firm until the end of the year and then re-evaluate at that time – motion: Roehrig; second: Nolan; carried.

Review February Board Meeting Minutes – Schrubbe stated that the document that Nicklaus signed when taking over the records of the Clerk's Office was not an uncommon practice.

Village Board Member Informational Report – nothing.

Village Personnel Information Report – Plate requested that when the next Employee Review & Grievance Committee Meeting is held that he would like a line item added to revisit the High Vis clothing requirement.

President's Report – Schrubbe stated that there is an apartment building with a dumpster that is continuously overflowing and he would like the sheriff's department notified of the ordinance violation and the owner cited. Nicklaus will look into this. He also referenced the new listing for the Village Board Committees and went over any changes and to see if there were any questions/concerns. There were none.

The Village Board then convened into closed session under S.19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require a closed session. Sale of real estate by the Village of Hilbert. Action – to convene into closed session – motion: Kloehn; second: Vanden Elzen; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe; carried.

The Village Board then reconvened back into open session. Action – to reconvene back into open session – motion: Kloehn; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe.

No action taken from closed session.

Adjournment – Action – to adjourn – motion: Vanden Elzen; second: Kloehn; carried. The meeting was adjourned at 9:13 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Jim Schrubbe called the Special Board Meeting to order at 5:30 p.m. on Wednesday, May 3, 2023

Roll Call – Loose, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe. Krueger was absent. Others present were Beth Nicklaus, Kim Plate, Joel Thorpe and Mark Fochs.

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 – Nicklaus reminded the Board that the Board meeting next Tuesday will begin at 6:30 p.m. for a Public Hearing regarding the special assessments for Fochs Trails that was discussed at the last meeting. Schrubbe also reminded the Board about the Spring Clean-Up Event on Saturday and that help is always needed.

Discussion and possible action regarding Friday business hours – Nicklaus shared with the Board a listing of what all the local municipalities are doing for hours. The Board agreed that they would like to get away from summer hours because they would like to see a set schedule all year long so that residents will always be aware of what the hours are. There was much discussion between the Board and the full-time employees going over the pros and cons of changing the hours. With changes, it will be very important to post the new hours wherever possible so that they are easily known. Action – to have the Clerk's Office to have a year-round set schedule of Monday thru Thursday 7 a.m. to 4 p.m. and Friday 7 a.m. to 1 p.m. with each employee taking a half hour for lunch- motion: Loose; second: Nolan; carried. It was also mentioned that the Public Works Department will do Monday – Thursday 9 hours and Friday 4 hours (along with a half hour lunch) depending on projects and scheduling.

Discussion and possible action regarding high visual safety clothing – Plate explained the need for more high-visual safety clothing. Right now, they each are provided with a vest from the Village. Schrubbe would like Plate to get prices and a list of what they think they need to present to the Board so it can be

addressed at budget time. It was agreed by the Board members that it would be nice to have whatever clothing is decided upon embroidered/screen printed with the Village of Hilbert. Plate will get prices for this also. The Board stated the importance of safety and having the high visual safety clothing. No action taken.

Discussion and possible action regarding request from the Local Lounge to host an outdoor farmer's market for May 6, 2023 – This is for this Saturday only, however; the Board will discuss the 1st Saturday of every month thru September at the next Board Meeting so the request would not have to be made each month. Plate stated that it is just part of the street being shut down by 3rd and Main during the market hours. It will not affect the Spring Clean-Up which is scheduled for this Saturday. Everyone agreed that the farmer's market is a nice event and people seem to look forward to it. Action – to approved the request from the Local Lounge to host an outdoor farmer's market for this Saturday, May 6, 2023 – motion: Kloehn; second: Nolan; carried.

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. A 6-month review for a Public Works employee. Action – to convene into closed session – motion: Nolan; second: Loose; Roll Call Vote – yes: Loose, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe; carried.

The Village Board then reconvened back into open session. Action – to reconvene back into open session – motion: Loose; second: Roehrig; Roll Call Vote – yes: Loose, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe.

Discussion and possible action regarding employee's 6-month review – Action – to increase Joel Thorpe's hourly wage by \$1.50 effective for the next pay period- motion: Nolan; second: Loose; carried.

Adjournment – Action – to adjourn – motion: Nolan; second: Kloehn; carried. The meeting was adjourned at 6:50 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer