

President Mark Breckheimer called the special meeting of the village board to order at 7 p.m. on Tuesday, December 11, 2018.

Roll Call – all members reported present. Others present were Dennis DuPrey, Ed Byrne, Charlie Fochs, Mark Ott, Alice Conners, Dave Franz, Mary Schwalenberg and John Noskowiak.

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 – Nomination papers may be circulated beginning on December 1, 2018 and must be filed by 5 p.m. on Wednesday, January 2, 2019. Candidates up for re-election are Village President Mark Breckheimer and Village Trustees Mike Bolwerk, Tom Roehrig and Tim Keuler.

Minutes – Action – to approve the board meeting minutes as presented – motion: Starfeld; second: Roehrig; carried. The fire department minutes were presented to the board. Action – to accept the fire department minutes and to place them on file – motion: Roehrig; second: Starfeld; carried. The first responder minutes were presented to the board. Action – to accept the first responder minutes and to place them on file – motion: Starfeld; second: Keuler; carried.

Treasurer's Report for the Village of Hilbert - balances – \$156,132.37 General fund; \$719,510.23 Sewer fund; \$121,887.03 Water fund; \$1.00 DOA Block Grant Fund; \$4,551.87 TID #1 fund; \$1,096,045.58 T-Plus fund; \$18,037.55 First Responder fund; (\$286,109.37) TID #2 fund; \$439,116.77 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Starfeld; second: Schrubbe; carried. The fire department treasurer's reports were presented to the board. Action – to approve the fire department treasurer's reports as presented – motion: Starfeld; second: Schrubbe; carried. The first responder treasurer's report was presented to the board. Action – to approve the first responder treasurer's report as presented – motion: Schrubbe; second: Keuler; carried.

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

Correspondence – There was no MEG Newsletter presented to the board. The Focus Newsletters were presented to the board for their information. There was no Boardman & Clark, LLP Newsletter presented to the board. The Calumet County Focus on Calumet Newsletters were presented to the board for their information. An e-mail regarding Schenck S.C. merger with CliftonLarsonAllen LLP was presented to the board for their information. DuPrey shared a thank you card from the family of Eugene Totzke with the board. A letter from LWMMI regarding retirement of Dennis Tweedale was presented to the board for their information. Breckheimer stated that he is a great speaker and if anyone has the opportunity to attend one of his seminars before he retires, he definitely would recommend it. An article regarding proposed lame duck legislative session was presented to the board for their information. DuPrey stated that Republicans are considering using this session to help keep a conservative on the State Supreme Court and give GOP legislators greater control of two state boards. It was talked about moving the election between the regular primary and the April presidential primary, which would create a 3rd election in Spring 2020. Luckily, that did not pass. This would have been a big expense; approximately \$7 million. However, there were changes that did go through. One of those was the reduction of DOT oversight on local projects; for local projects municipalities are no longer required to follow the state standards even if it's on a state highway. Also, regulations regarding guidance documents was also amended. There were changes for elections also. The time allotment to do an absentee in office voting cannot be done earlier than 14 days preceding the election and no later than the Sunday preceding the election. All of this has been proposed but has not been signed by the Governor yet.

Reports - The report of labor hours was presented to the board for their information. The monthly report on building permits was presented to the board for their information. The notice of receipt of the quarterly Cable TV Franchise Fees in the amount of \$2,470.90 was presented to the board for their information. The notice of receipt of the 2nd installment of Shared Revenue in the amount of \$333,540.48 was presented to the board for their information. The notice of State School Tax Credit in the amount of \$128,203.55 and estimated aid of \$1,339,992.00 was presented to the board for their information. The notice of the First Dollar Credit in the amount of \$82.41 was presented to the board for their information. The notice of 2018 Lottery Credit in the amount of \$200.14 was presented to the board for their information. DuPrey presented the final 2018 Adopted Budget – All Funds to the board for their information. This incorporates state school tax. The mill rate for the village is \$25.36 which is a decrease .93 per 1,000.00 compared to the previous year. The board members were instructed to keep the budget handy so they can reference it throughout the year. Mark Ott then presented the board with information regarding the proposed jail for Calumet County. The estimated cost is \$29 million. The project addresses: Jail and Sheriff's Department security and space needs, court security and space needs, medical examiner space needs, Health & Human Services entrance, courthouse public and staff circulation and a separation of court and non-court functions. The program summary includes: Space needs projections to 2018, new Sheriff's Department Offices, new dispatch center, new emergency government, new jail with 89 beds with inmate classification, program spaces, exercise space and meeting DOC standard. Also, a new medical examiner office and a new receiving for the courthouse. The jail was originally built in 1976 and has become very outdated and in need of upgrades and repair. The new jail would be 86,000 square feet compared to the 24,000 square feet which is what it is at now. It would house 89 inmates with the capability of going up to 132 inmates. Right now, they have a 54 bed facility and capacity is full. The goal for the upgrade is to provide safety for the inmates, staff and the public. The offenders would no longer come into contact with the public by walking to the courtrooms.

They would have their own secured route. The jail would be set up into a “pod”. With the center being a command center in which officers can overview the cells. Members of the village board stated that they recently had the opportunity to tour the jail and were surprised at the size and set-up and agreed changes are needed. Mark Ott then had a question and answer time where he could address any concerns that anyone had. The proposed jail will be done and it’s just a matter of getting all the details in place. It was also noted that if it would ever need to be expanded, that expansion would go out and not up. The deficiencies in the existing facilities that they plan to address and correct are: Inmate overcrowding, inadequate spaces (medical care, laundry, kitchen & refrigeration, law library and programming and mental health areas), safety concerns and mechanical system, cameras and plumbing failures. It was stated that the staff has done a wonderful job keeping everything running but that only can be done for so long before things have to be replaced. Mark Ott informed everyone that he is always available to answer more questions that they may think of and is open to any and all suggestions on the matter.

Unfinished Business:

2018 Projects – nothing new.

Change Orders – none.

Payment Requests – none.

Recycling/Rubbish – The monthly report was presented to the board for their information.

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

Fire Department – There were no fire calls since the last board meeting.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – Fochs stated that the new belt conveyer is in and they are just waiting on Braun Electric to finish up.

Hilbert Acres Mobile Home Park – The regional manager has sent an e-mail and has stated that all the work has been completed. DuPrey stated he told her that he would need something from the contractor proving the work has been completed. She has requested that the \$500 citation be reversed. The board is going to wait to address this once they receive the contractor paperwork.

Village South Residential Development Property – nothing new.

Village Economic Development Plan – nothing new.

New Business:

Application for Operator Licenses – Action – to approve the operator’s license to Jamie Moxley – motion: Starfeld; second: Schrubbe; passed.

Temporary Class B License to St. Mary’s Catholic School – Action – to approve the temporary Class B License to St. Mary’s Catholic School as requested – motion: Starfeld; second: Schrubbe; carried.

Classes/Seminars/Schooling for Employees – A report from Mark Fochs on the water system training classes he attended was presented to the board for their information.

Discussion and possible action regarding policy on incentive pay scale for full-time public works employees – Breckheimer stated that DuPrey reached out to him with questions concerning the new incentive pay increase that was approved last year. The questions came about because Mark Fochs has completed some classes, but will not have his year of employment in by January 1st. DuPrey interpreted the policy as meaning that the pay increase would take effect once Mark has met the 1 year of service; but Breckheimer thought that the pay increase would not start until January 2020. This is where there is confusion. There was discussion whether it goes by calendar year or by number of hours worked. DuPrey stated that either way Mark would be short. Starfeld said yes, his situation sucks but that is what the policy states. Do we have to change it for each new employee then? Nolan questioned whether this means that Mark would have to wait an entire year for his raise just because he is a few weeks short of meeting it currently? She doesn’t think this is fair. Roehrig stated that the incentive raises should be addressed 2 times a year (every 6 months) to make it work better. Mark shouldn’t be penalized for when his start date was. DuPrey reminded the board that if raises are given throughout the year, it will have an effect on the budget. DuPrey says he doesn’t care how they do it, but he wants to know how they want it done. He wants to know what the board’s interpretation is. Starfeld stated that it should be interpreted as one year of service; just as it states. He said there’s no “or” on this policy in front of us. Nolan stated that’s why we are discussing it because it may need to be changed. DuPrey stated that the board would have to go back and change the policy. Breckheimer stated the original point was to have just one merit raise and one incentive raise per year; taking effect at the same time. Keuler asked if this was based off of the fact of employees not taking classes their first year? Breckheimer stated no; the classes have already been taken. Keuler and Schrubbe stated that it should go back to committee. Keuler stated that it doesn’t make sense to make him wait until January 2020. Nolan agreed since it’s only a few weeks. Keuler stated eventually this will go away because they will have their time in and it will only effect new hires. Starfeld questioned if you’re always going to make exceptions then why even bother doing a policy at all. Breckheimer said we can split it into 2 times per year but we need to get it done so we are not sitting here a year from now and doing it again. Starfeld said the line needs to be drawn somewhere. Breckheimer said that if the policy gets changed then Mark would get his raise in July for his certification. Breckheimer instructed DuPrey to work on doing a revision and bring it back to the board in January. No action taken.

Appointment of the village attorney for 2019 – Action – to appoint Andy King as the village attorney for 2019 – motion: Starfeld; second: Schrubbe; carried.

Resolution 2018-09 Declaring Public Depositories for 2019 – The list was presented to the board. Action – to approve Resolution 2018-09 as presented – motion: Schrubbe; second: Starfeld; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Resolution 2018-10 to place 2018 budget items not being expensed into respective reserve funds – This resolution was reviewed by the board and DuPrey explained the reasoning behind where these funds were being placed. Action – to approve Resolution 2018-10 as presented – motion: Starfeld; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Welcome Signs – The 2019 lease agreements were presented to the board. The agreements will remain the same with the payment being \$50 per agreement. Action – to approve the leases for the 3 welcome signs as presented – motion: Starfeld; second: Schrubbe; carried.

Possible bonus for employees – Breckheimer stated that last year the full-time and part-time employees all received a \$100 bonus. Action – to approve a bonus for \$100 for each full-time and part-time employee – motion: Roehrig; second: Schrubbe; carried.

Request authority for President and Treasurer to pay all bills prior to the end of the year – Action – to authorize the President and Treasurer to pay any and all bills prior to the end of the year – motion: Starfeld; second: Keuler; carried.

Plan Commission - Action – to approve the committee meeting minutes as presented – motion: Schrubbe; second: Roehrig; carried. The board then discussed the committee's recommendation regarding the CSM for the property split for St. Vincent Depaul. DuPrey explained that this is for the northern 20' of the old meat market property. The map is in the final form and we are just waiting for the recordable copy and will then get the signatures needed. The deadline to close is the end of the year. Action – to approve the committee's recommendation regarding the CSM for the property split for St. Vincent Depaul – motion: Schrubbe; second: Starfeld; carried. No further action needed. The next committee recommendation was regarding the CSM for the property split for Frontier, Inc. DuPrey explained that this is for the southern 46' of their property. As part of the sales agreement with Frontier we are required to locate all underground facilities. The locate has been called in. DuPrey is recommending a conditional approval until the map is in its final form. The boundary will not change. Action – to give conditional approval for the committee's recommendation regarding the CSM for the property for Frontier, Inc. – motion – Starfeld; second: Schrubbe; carried. No further action needed. The board then discussed the committee recommendation regarding the southside residential development area and setting the acreage for rental for 2019 for the property. Breckheimer stated that per the original agreement with Schneider Farms we need to let them know by the end of the year as far as how much land they can rent for the following year. Breckheimer talked to Ryan Schneider and he stated that they would be willing to give the village a little bit more time. Breckheimer stated that maybe until the end of January or middle of February. He stated we need to advance on the access road; which will be addressed more at the Plan Commission meeting on December 19th at 6:30 p.m. It was decided to table it until the January board meeting. No action needed.

Insurance Renewal for 2019 – DuPrey presented the estimate from the League's Insurance Plan. The cost is going from \$32,719 to \$39,918. The total is up over \$6,000 and \$5,000 of that is due to the worker's compensation surcharge; which was discussed in past meetings. DuPrey stated that as far as the coverage is concerned it is staying consistent. It is up to the board to decide if they want to increase the crime coverage; which is at \$100,00. There are additional quotes included for increasing the coverage limit. This is for transfer fraud, wire fraud, forgery, e-mail phishing etc. DuPrey stated that we are bonded and he is not overly concerned about increasing the coverage. Action – to approve the insurance renewal for 2019 as presented – motion: Schrubbe; second: Keuler; carried.

Village Board Member Informational Report – Starfeld stated that Al Jacobs was questioning whether the village is still looking for land? DuPrey said this is something that will have to be discussed.

Village Personnel Information Report – Fochs stated the truck is now back and the dump box and cover are done. He said that the Well #4 pilot study is getting close to completion and he believes they are leaning towards an iron removal system. They are getting a push from Sargento to look into this system. Starfeld questioned whether we can treat only the water that Sargento uses? Fochs stated that in a long run the DNR will be coming down with stricter rules so we get ahead of the eight ball.

President's Report – none.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

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

Discussion and possible action regarding the purchase of public property, investing public funds and other directly related items of business – No action taken.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Bolwerk; carried. The meeting was adjourned at approximately 9:20 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk