

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Monday, August 13, 2018.

Roll Call – all members reported present. Others present were Dennis DuPrey, Charlie Fochs, Tom Baer Carol Luedtke, Jerin VanCuyk, Laurie Mathes, Scott Schaefer, Mark Wiegart, Pat Rigoni, Brett Halderson, Ed Byrnes and Josh Swanson.

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 – Prior to listening to citizen questions and concerns Breckheimer reminded everyone that due to open meeting laws, the board may listen to what everyone has to say, but cannot respond or enter into conversation about topics that are not on the agenda for this evening. The board can address these at the next board meeting in September if they are added to that agenda. Scott Schaefer stated that his concern is the property across the street from him; which is the site of the old Hilbert Elementary School. The lot now is vacant and the current owner has planted marsh grass to harvest. Schaefer stated that the lot is 50% weeds. He has witnessed woodchucks and possums coming from the lot. He stated that it is out of control. He is currently planning an addition to his home and putting money into improvements but yet he has to look across the street at the unkempt lot. It's terrible. Laurie Mathes added that she understands that the lot is designated as AG use, which reduces the amount of taxes that are assessed to the property, but it makes the village look bad. She would like the names of all members of the Hilbert Revitalization members to contact them, as she is sure other people also will. Breckheimer thanked everyone for their input and said that since there seems to be a concern, this item will be added to the September board meeting agenda. If anyone with questions concerning this topic could get them to DuPrey prior to the board meeting that would be appreciated because then he can have the answers readily available. Mark Weigert then addressed the board. He explained that he is the current Under-Sheriff and is currently running for Sheriff in Calumet County. He stated that he is endorsed by the current Sheriff, the previous Sheriff, all Fire Chiefs in the County, the Medical Examiner, as well as the District Attorney. Some of the subjects he hopes to address as Sheriff are: Getting a second canine unit in the county, working on active shooter and school safety and working on a establishing a drug court; which would help get mandated treatment faster to help fight the drug problem in Calumet County. He also is looking into getting a new jail or an add-on to the current one because the facility needs to updated. He would appreciate everyone's vote tomorrow at the polls.

Announcements – Voices of Peace Gospel Fest – 8/17/18 and 8/18/18 at Hilbert Civic Park and the Annual Cheesehead Run – 8/18/18 by Village Centre on Main Street – 8/19/18 the Circus at the Civic Park sponsored by the fire department.

Minutes – Action – to approve the board meeting minutes as presented – motion: Roehrig; second: Schrubbe; carried. There were no fire department minutes presented to the board. The first responder minutes were presented to the board. Action – to accept the first responder minutes and place them on file – motion: Starfeld; second: Keuler; carried.

Treasurer's Report for the Village of Hilbert - balances – \$209,515.60 General fund; \$563,216.55 Sewer fund; \$90,439.25 Water fund; \$1.00 DOA Block Grant Fund; (\$30,243.80) TID #1 fund; \$1,092,218.73 T-Plus fund; \$19,413.03 First Responder fund; (\$232,177.08) TID #2; \$509,175.40 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Schrubbe; second: Roehrig; carried. The treasurer's report for the fire department was presented to the board. Action – to approve the fire department treasurer's report as presented – motion: Starfeld; second: Kueler; carried. The June and July treasurer's report for the first responders were presented to the board. Action – to approve the first responder's treasurer's reports as presented – motion: Starfeld; second: Schrubbe; carried.

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

Correspondence – There was no MEG Newsletter presented to the board. The Focus Newsletter was presented to the board for their information. The Boardman & Clark Newsletter was presented to the board for their information. The Calumet County Focus on Calumet Newsletters were presented to the board for their information. The letter from WI Compensation Rating Bureau regarding Experience Modification Factor for 2019 was presented to the board for their information. DuPrey stated that our mod factor will be at 1.46% compared to .87% last year. This is an increase of \$6,700.00. The higher rate is due to a large claim that was filed and the claim will stay on for 3 years.

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 July Installment of Shared Revenue in the amount of \$58,838.30 was presented to the board for their information. The Notice of Receipt of the July School Property Tax Credit Payment to the County in the amount of \$119,793.86 was presented to the board for their information. Keuler asked DuPrey to explain this. DuPrey stated that this is the credit on your property tax bill called school levy tax credit. The Village used to receive this payment individually but now it goes to the County and they settle it out. The Notice of Receipt of the July First Dollar Credit Payment to the County in the amount of \$34,756.61 was presented to the board for their information. The Notice of Receipt of Exempt Computer Aid – Real Estate in the amount of \$744.79 was presented to the board for their information. The Notice of Receipt of Exempt Computer Aid – TID #1 & TID #2 in the amount of \$1,467.80 was presented to the board for their information. The Notice from the Dept. of Revenue – 2018 Statement of Changes in Equalized

Value was presented to the board for their information. DuPrey stated that it looks like it went down due to the Department of Revenue. In 2017, the Department of Revenue did a correction and compensation adjustment. That year they doubled it and this year they have to take it off. It has something to do with our TIF Districts because TID #2 had an increase of 80% last year and this year it was 1% decrease. Overall 1% increase of the total equalized value. Personal property decreased substantially due to the statute change where machinery is now exempt. DuPrey stated that there should be corresponding aid coming to the municipalities to cover that loss.

Unfinished Business:

2018 Projects – Fochs informed the board that there will be a large change order for the Highway 114 Project. On 10<sup>th</sup> Street, on the west side, the catch basin was 9" lower than the blacktop causing too much of a pitch. There was mention from the engineers to put another catch basin on the other side of the handicap ramp, but Fochs did not like that idea. He talked to Paul and discussed taking the water that comes from the corner and making it go to the South. This would work. They had to remove 150' of curb in order to make pitch. The first estimate that was received from Peter's Concrete was \$40,000 and the revised one is around \$20,000. Overall it will make that whole corner around Ken Geiser's house look really nice. There then was a similar issue happening on 11<sup>th</sup> Street; but not quite as bad. They were able to lift the curb up enough to get it into the catch basin. Fochs didn't want to go the cheap route to fix it because he wanted the end result to look good. Fochs stated that there were some issues with residents having a hard time getting in and out of their driveways, but he made a few calls to get workers here to keep the project moving. The deadline is the end of the month. Fochs is not sure they'll make that. Breckheimer stated that he met with Paul last week and said Paul admitted that they overlooked the issue in the engineering process. They had it on the plans originally but then it got dropped. Starfeld stated that by going this route, the village actually saved \$20,000.00. Breckheimer stated that it will look better and was definitely the right move. Fochs informed the board that by having the public works department do a lot of the work themselves it ended up saving a nice amount of money.

Payment Request – There is a payment request from Peter's Concrete Co. in the amount of \$130,003.08 for the Hwy 114 Project. Action – to pay the payment request from Peter's Concrete Co. in the amount of \$130,003.08 – motion: Starfeld; second: Roehrig; carried.

Street Committee – Action – to accept the committee meeting minutes as presented and place them on file – motion: Keuler; second: Schrubbe; carried. The topic discussed was the committee's recommendation to install sidewalks on both sides of 11<sup>th</sup> Street & install rapid flash stop signs this year. Pat Rigoni addressed the board. She stated the board should think about 2 things concerning safety regarding the sidewalk. First, she suggests adding a stop sign by the school parking lot where the kids will be crossing. Breckheimer stated that is the school's property but he can mention that to Tony Sweere. Second, she has concerns regarding clearing the sidewalks during winter. She said kids will need access to the sidewalks early, by at least 7:30 a.m.; otherwise they'll be walking on the streets. Rigoni is asking the village, or school, or a combination of both, to take care of clearing the sidewalks for the kids. She thinks these issues should be taken into consideration. The board then continued the discussion. Roehrig asked if the crossing lights need to be approved and Fochs stated that they were already included in the cost for the Hwy 114 Project. He said they were already ordered. Nolan questioned if there would be a crossing guard there also. She was told there would not be. It was stated that Tony Sweere is going to help make the kids aware of the new signs and the push buttons to cross. The school may also put sidewalks leading up to the gym; by the new sign. Fochs stated that the school board first wanted to see what the village decides before they address that issue. Roehrig stated that he sees liability exposure and installing sidewalks leading to the school is a great thing to do. You don't want to wait for a child to get hit and then react. You want to be proactive. He stated homeowners tend to come and go but that school will be there much longer. We can't look at the moment; we need to look into the future. Keuler stated that there seemed to be many of the residents who did not want the sidewalks and he thought there would be more of them here tonight. Keuler thinks we need the sidewalks for safety purposes but nobody seems to want them; he's trying to be a voice for those residents. Action – to approve the recommendation from the committee and install sidewalks on both sides of 11<sup>th</sup> Street & install rapid flash stop signs this year – motion: Roehrig; second: Schrubbe; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld, Breckheimer; no: Keuler; carried. No further action needed.

Discussion and possible action regarding Resolution 2018-04 to amend the 2018 budget – DuPrey stated that he did not get this completed and he will have it for the next board meeting.

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

Police Protection for the Village – The police protection report was presented to the board members for their information. Starfeld mentioned that he contacted Brett Bowe regarding drivers not stopping at the stop signs by the school and around the village and was told that there will be an increase in police presence.

Fire Department – There was no representative from the fire department present at the meeting. Chief Loose is out of town. Starfeld questioned whether everything was set with Gospelfest and the circus. Roehrig said the Gospelfest had the park through Sunday. DuPrey said they had it booked through Sunday a year in advance. Starfeld stated that we should have honored that agreement then. DuPrey stated that he can't control if people go behind his back and make plans, even though he's the one

taking care of the rentals, and all of a sudden it was done. Starfeld said that the contract with the circus was all signed and done before even getting permission from the board. Breckheimer said that would be discussed at future meetings.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – nothing new.

Hilbert Acres Mobile Home Park – There was no update from Anita. DuPrey had not contacted her and feels like he shouldn't have to every month. The discussion was brought up about issuing a citation in order to get a response. Starfeld stated that by not giving the monthly updates that they are out of compliance. Roehrig said to send the citation. Keuler said to send a letter and give them a deadline to reply otherwise a citation would get issued. It was decided to send the letter with a deadline of September 11<sup>th</sup>; if no response then a \$500 citation will be issued.

Village South Residential Development Property – DuPrey stated that the issue with the annexation has been settled. DuPrey said that he had processed everything correctly. The County now is changing the requirements to make it mandatory that all annexations get recorded with the Register of Deeds. DuPrey did register the annexation with the Register of Deeds once they explained the new policy.

Village Economic Development Plan – Action – to accept the committee meeting minutes as presented and place them on file – motion: Schrubbe; second: Starfeld; carried. Breckheimer reminded everyone that the final presentation by Cedar Corporation will be September 12<sup>th</sup> at 6 p.m. at the auditorium at Hilbert High School.

Village Website Update – Brett Halderson presented the progress on the new website. He explained how he was modernizing it and including slideshows of pictures from throughout the village; which can be changed with each season if so desired. There are now many different places to find the information people are looking for so it will be readily available. He tried not to get too wordy and keep it simple. Kieso explained the pay online option which will be new to the website. Halderson said there is still more content to be added. He explained how he is going to make an archive area so that older information will be there but not as a focal point. Starfeld asked if local businesses were listed. Halderson said yes and Kieso said that by clicking on them they will be taken to that business's website. Breckheimer asked how easy it is to be able to change pictures. Halderson said that he will show Kieso and DuPrey how to adjust the size of the pictures. Halderson also said that he also will be available, as he has in the past, to upload files when needed. It was asked if it was mobile device friendly. He said it was partially, but not completely. DuPrey stated that there is information he needs to get to Halderson yet. Starfeld asked if we will be able to upload pictures from an event held the previous year to help promote the same event in the current year. Halderson stated that we can make a link that will go directly to that website. That way all events get the same amount of exposure, and one event isn't considered more important than the other. Halderson then showed the board the old website just to compare the differences. DuPrey said that after the meeting if anyone thinks of any changes/additions they would like to see to contact the office so we can relay that information to Halderson. DuPrey said drop downs that say Industrial, Residential, etc. will also likely be added. It was questioned when the new website would be going live. Halderson stated once he gets all the content worked out. DuPrey said it will take some time yet but we will get it done as quickly as possible.

ATVs/Golf Carts – Action – to accept the committee meeting minutes as presented and place them on file – motion: Roehrig; second: Starfeld; carried. Breckheimer stated that there was no action to be taken. The committee is looking into it further and there will be another committee meeting next month.

#### New Business:

Application for Operator Licenses – Action – to approve the operator license for Harley Johnson – motion: Starfeld; second: Keuler; carried. Action – to approve the operator license for Travis DeJardin – motion: Starfeld; second: Roehrig; carried.

Classes/Seminars/Schooling for Employees – Nothing.

Report on Seminars Attended – DuPrey presented the board with his report from the Economic Development Summit, which he attended in Green Bay on July 16, 2018, for their information. Kieso then presented her report to the board from the Administrative Assistants Conference, which she attended in Appleton on July 16, 2018, for their information. Fochs stated that Kim Plate passed the basic wastewater and sludge test. Mark Fochs also passed the basic wastewater test and received his CDL.

Request to have outdoor music as part of the Rural Arts Roadtrip Event – Hilbert Art & Antiques, LLC requested the approval from the Village Board to host a musician at their shop on both days of the event which will be Friday & Saturday, October 12<sup>th</sup> and 13<sup>th</sup>. Action – to approve the request of hosting a musician to have outside music on the 12<sup>th</sup> and 13<sup>th</sup> of October – motion: Schrubbe; second: Roehrig; carried.

Request to proceed with the belt conveyor for the new sludge storage building – Fochs stated that the 40' belt conveyor from Braun Electric will be a total cost of \$7,786.86. The belt conveyor is the same as the one we currently have. It will be used to transfer sludge from the current building to the new one. There are budgeted funds for this purchase. Action – to approve to proceed with the belt conveyor for the new sludge storage building using budgeted funds in the amount of \$7,786.86 – motion: Starfeld; second: Keuler; carried.

Request to proceed with the roof for the new sludge storage building – Fochs stated that he is waiting on

some paperwork so he doesn't have anything to present at this time. No action needs to be taken.

2017 Audit Report – Josh Swanson presented the audit report to the board for their information. He stated that it was a clean audit report; which is the result that you want to receive from an audit. He reviewed the balance sheet with the board; stating the balances are of December 31, 2017 and to remember that assets and liabilities will fluctuate due to timing. The general fund is showing a balance of \$753,000 in which \$151,000 is assigned (earmarked) for certain projects, while \$600,000 is unassigned, which means that amount is available for contingencies or any use that the board deems necessary. This is a very healthy fund balance and shows the general fund is in a healthy financial situation. Swanson then went over the TIDs. There were several deficits; some of those due to timing in projects costs. Just something to keep an eye on as the life of those TIDs are coming up. He then went over the utilities. Overall, a good position for both utilities. A good audit, a good year, and a good financial situation.

Request from Voices of Peace to block off Chestnut St. from 7<sup>th</sup> St. to 8<sup>th</sup> St. during the Gospelfest – Action – to approve the request from the Voices of Peace to block off Chestnut St. from 7<sup>th</sup> St. to 8<sup>th</sup> St. during the Gospelfest – motion: Schrubbe; second: Starfeld; carried.

Request to Purchase Property – Tom Baer appeared before the board to state his interest in buying the Village's property on South 4<sup>th</sup> Street. It is a 340' area. He would like to develop storage sheds at this location. Baer presented a drawing to the board representing the storage unit. He understands that it is currently zoned commercial and he would have to go before the committee to request to have it rezoned to industrial. He also would have to go the variance board, like he had to for his other sheds, due to setbacks. He said right now the lot is empty and brings no tax dollars to the village; by purchasing this land he would be changing that. He feels like he would also be providing a service to the residents and this also keeps him invested in the village instead of going elsewhere to build. He has at least half of the sheds spoken for already. He thinks he could get approximately 30 units; smaller ones in front and larger ones by the creek on the southside. He asked the board suggestions on the setback. Nolan asked how close to Main Street would the building be? Baer stated whatever the board decides; he's willing to work with the board on it. If the board would like to keep the area with the bench he would purchase behind that. He's willing to make it work. Breckheimer was thinking that the Village should keep approximately 60'-70'. Nolan agrees that it should be farther off Main Street so it wouldn't be as noticeable. Baer stated that the side facing Main Street would have a decorative end to tie in with the other buildings located on Main St. Roehrig thought this was a great idea. Roehrig stated that if you can get tax dollars out of an empty lot then you should. Fochs raised a concern about snow and where he'd go with that since this is the location where he pushes it now. That is also something that would need to be taken into consideration. Starfeld stated that he was in favor in all of the other storage sheds but he's not sure about this one. Baer is open for any suggestions for land. Baer stated that he checked on the property for sale by Official's Den and had put in an offer; which was declined. The board members agreed that this is something to look into farther. Action – to set a Purchasing & Claims Committee meeting for further discussion – motion: Roehrig; second: Schrubbe; carried.

Purchase of lunch tables from the school district – Previously the board offered the school district \$100 for 13 lunch tables. The school district decided to see if they could receive more for them and decided to put them for sale online. They sold 5 tables at \$110 each. They are now willing to sell the remaining 8 tables for \$100 to the Village. Roehrig feels like we under estimated the value of the lunch tables and that the board should purchase the 8 tables for \$100. Action – to purchase 8 lunch tables from the school district at a cost of \$100 to be used in the big pavilion at Civic Park – motion: Roehrig; second: Starfeld; carried.

Village Board Member Informational Report – Keuler said that the Economic Development meeting held at the courthouse was informational but felt it was meant for administrators more so than board members. DuPrey, however, had just attended a full day Economic Development class in Green Bay.

Village Personnel Information Report – Nothing to report.

President's Report – Breckheimer reminded everyone that budget time is coming. He stated that after the September board meeting that meetings should be scheduled for the larger committees. The smaller committees could maybe meet in August yet.

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: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. There was no action from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at approximately 8:40 p.m.

*Missy Kieso*

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Missy Kieso, Deputy Clerk