

President Ken Stenklyft called the regular meeting of the village board to order at 7 p.m. on Tuesday, October 9, 2012.

Roll Call - all members reported present. Others present were Bill Koehler, Ed Byrne, Karl Propson, Nic Bolz and Josh McDonald.

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

Citizen Concerns & Questions to be acted upon at the next board meeting - none. Nic Bolz appeared before the board to introduce himself and let them know that he is running for Calumet County DA. He provided background history of himself and left literature for anyone that hadn't received it.

Announcements - It was noted that hydrant flushing will take place on Saturday, October 20, 2012 beginning at 10:30 p.m. Trick or Treat hours have been set for October 28, 2012 from 3:30 p.m. - 5:30 p.m. Halloween party at the community center sponsored by the Hilbert Revitalization Group will be held on October 28, 2012 from 5:30 p.m. - 7 p.m. It was noted that the public hearing on the proposed zoning code change is scheduled for November 13, 2012 at 7:15 p.m. Fire Department Open House & Brat Fry is scheduled for October 13, 2012 at the fire station from 10 a.m. - 2 p.m.

Minutes - Action - to approve the board meeting minutes from the last board meeting as presented - motion: Koffarnus; second: Breckheimer; carried.

Treasurer's Report for the Village of Hilbert - balances - \$125,317.26 General fund; \$143,391.64 Sewer fund; \$99,146.78 Water fund; \$1.00 Clean Water fund; \$1.00 Block Grant fund; (\$43,272.69) TID #1 fund; \$706,189.35 T-Plus fund; \$17,817.62 First Responder fund; (\$244,245.45) TID #2, \$179.44 CDA. Koffarnus questioned whether or not the water fund pays towards the uniform costs. DuPrey stated that the costs are split between the General Fund and Sewer Fund only. Action - to approve the treasurer's report as presented - motion: Sippel; second: Plate; carried. The fire department treasurer's report was presented to the board. Action - to approve the treasurer's report as presented - motion: Plate; second: Starfeld; carried. The treasurer's reports from the first responders for the last two months were presented to the board. Action - to approve the treasurer's reports from the last two months as presented - motion: Breckheimer; second: Starfeld; carried.

Claims - examined and discussed. Stenklyft questioned how the labor costs for Abstract are calculated. He questioned if the labor rate is a straight labor charge or if it depends on who is doing the work. No one present was sure. Action - to pay all claims - motion: Breckheimer; second: Starfeld; carried.

Correspondence - The MEG newsletter was presented to the board for their information. A letter was received from Time Warner Cable regarding reorganization of the cable company to a regional company within Time Warner. The Focus newsletters were presented to the board for their information. An email from the League of Wisconsin Municipalities summarizing the effects of the court decision on striking down portions of Act 10, collective bargaining was presented to the board for their information. Notice of the 2013 contribution rates for the state pension was presented to the board. The overall increase was 1.5% with the village and the employees each paying ½ of it.

Reports - The listing of delinquent accounts was presented to the board for their information. 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. Notice of receipt of the quarterly street aid payment in the amount of \$12,167.10 was presented to the board for their information. Notice of the estimated second installment of shared revenue in the amount of \$327,743 was presented to the board for their information. Notice of estimated street aid for 2013 in the amount of \$51,676.77 was presented to the board for their information. Notice of estimated shared revenue for 2013 in the amount of \$392,601 was presented to the board for their information.

President's Report - Stenklyft reported that the village received a donation of a new Ariens snow blower that was donated to us by the Ariens Company in honor of constructing their 3,000,000th snow blower. Stenklyft stated that we were one of 3 neighboring communities that received one. A thank you letter will be sent signed by all board members. Stenklyft also reported that Brandon Strelow has submitted his resignation as an employee as of October 21, 2012. The Employee Review/Grievance committee will meet to discuss on how to proceed.

Unfinished Business:

2012 Projects - nothing new.

2011 Projects - It was noted that they are scheduled to start the end of October.

Recycling/Rubbish - The monthly report was presented to the board for their information. The board was satisfied with the new format of the report. A history report on meeting the DNR pounds per capita standard for an effective recycling program was presented to the board for their information. The report showed that we are exceeding the standards by a pretty good margin. Action - to approve the committee meeting minutes as presented - motion: Boesch; second: Breckheimer; carried. Action - to approve the recommendation to submit the recycling grant - motion: Breckheimer; second: Koffarnus; carried. The budget was then presented. Stenklyft questioned the chipper. DuPrey explained that the past several years, we have been budgeting to reimburse for the compost site improvements. This was paid off in 2012. The committee has shifted the funds set aside for the payback now into

a reserve account for the chipper. The chipper is getting up there in age and we may have difficulty getting parts in the future. Action - to approve the recommendation of the committee to submit the budget for consideration - motion: Boesch; second: Starfeld; carried.

Police Protection for the village - The monthly report was presented to the board for their information. Action - to approve the committee meeting minutes as presented - motion: Sippel; second: Breckheimer; carried. The first recommendation was to approve the police contract at the same hour level as in 2012. Action - to approve this recommendation - motion: Breckheimer; second: Boesch; carried. The second recommendation was to submit the budget for consideration. Action - to approve this recommendation - motion: Sippel; second: Starfeld; carried.

Fire Department - Bill Koehler reported that the department did receive their first set of turnout gear and boots.

TID District #1 - Well # 4 Project - A pay request from SMA in the amount of \$73,653.50 was presented to the board. Action - to approve payment request #2 to SMA for \$73,653.50 - motion: Boesch; second: Plate; carried. Josh presented the board with an update on the project. He said that hopefully they have it sealed up by the end of next week. He also stated that all of the work on the reservoir as part of this project has been completed.

Property Maintenance Ordinance - nothing new.

TID District #2 - nothing new.

Issues with snow removal - Stenklyft stated that the committee needs to decide how they will notify people for violations of the snow removal ordinance before the next recycling newsletter goes out. DuPrey stated that something should be done by mid November because we get the letter ready then and mail it out the first part of December before the office gets too busy.

Ballfield Light Project - covered later under the Park & Recreation Committee in New Business.

New Business:

Application for operator licenses - Applications were received for Nichole VanHout and Randy Baeten. Everything checked out for the records check. Action - to approve the operator licenses for Nichole VanHout and Randy Baeten - motion: Boesch; second: Koffarnus; carried.

Classes/Seminars/Schooling for employees - nothing new.

Request to purchase new furnaces for the community center/fire station building - DuPrey presented a price from Fuhrmann Heating for \$6,300. He stated that the estimate is \$7,000. Boesch questioned about getting a second estimate. Josh stated that Fuhrmann does all the repairs on the furnaces now so that is why Charlie got the quote from them only. Action - to approve this - motion: Boesch; second: Sippel; carried.

Street Committee - Action - to approve the committee meeting minutes as presented - motion: Koffarnus; second: Sippel; carried. Boesch stated that he felt the public informational meeting went well and was presented well. He stated that the committee is going to start with the east side of the village with the culvert under Irish Rd. to get it upgraded. It was reported that we will be attending the Town of Rantoul's meeting on November 5th at 7 p.m. DuPrey was instructed to post for this in the event a quorum of village board members is present. The committee recommended approving the request of Paul Gehl to install a private drainage pond on his property on the north side of the village. Action - to approve the recommendation to approve the installation of the private drainage pond as presented to the committee - motion: Boesch; second: Plate; carried.

First Responder Committee - Action - to approve the committee meeting minutes as presented - motion: Boesch; second: Breckheimer; carried. The recommendation from the committee was to submit the budget as presented for consideration and to keep the first responder contract amounts the same for 2013. Action - to approve this recommendation - motion: Boesch; second: Koffarnus; carried. The board touched on the meeting held in Chilton. Stenklyft stated that it was quite interesting and that the City of Chilton is looking at starting up a first responder group and also looking at doing a regional group instead of the individual ones.

Purchase & Claims Committee - Action - to approve the committee meeting minutes as presented - motion: Koffarnus; second: Breckheimer; carried. The recommendation was to present the capital budgets as presented. Boesch questioned whether or not there was any checking on renting equipment for the winter instead of purchasing them. He stated that he would like the committee to weigh both options. Action - to approve the committee recommendation to submit the capital budgets for consideration - motion: Breckheimer; second: Boesch; carried.

Health Board - Action - to approve the committee meeting minutes as presented - motion: Breckheimer; second: Sippel; carried. The first recommendation was to submit the budget as amended for consideration. Boesch questioned the amount for the repairs. Koehler stated that he just put the amount at what it was this past year. The hope is that it will not be as large as this past year. Action - to approve the recommendation to submit the budget as amended for consideration - motion: Breckheimer; second: Boesch; carried. The second recommendation was to leave the fire contract amounts at the same level in 2013 as it was in 2012. Action - to

approve this recommendation - motion: Plate; second: Sippel; carried.
Fire Department Employee Review/Grievance Committee - Action - to approve the committee minutes as presented - motion: Sippel; second: Koffarnus; carried. The committee's recommendation was as follows:

Increase fire inspection by \$.25 per inspection
 Increase fire runs by \$.25 per hour
 Increase LOSA contribution by \$10 per eligible firefighter

Action - to approve this recommendation - motion: Sippel; second: Starfeld; carried.
Park & Recreation Committee - Action - to approve the committee meeting minutes as presented - motion: Boesch; second: Breckheimer; carried. The board discussed the ballfield light project. Karl Propson stated that if the actual costs to the club are over the \$40,000 estimate, he would need group approval for that. The project would proceed with the village borrowing funds and the club and the village splitting the cost of the annual debt payment. There will need to be a signed agreement to this arrangement prior to proceeding. Also, plans and specifications will need to be drawn up and the project would be subject to public bid. The committee's recommendation was to submit the budget for consideration with the stipulation that the soccer goals would not be purchased until a soccer program is established.
 Action - to approve this recommendation - motion: Sippel; second: Starfeld; carried.
Water & Sewer Committee - Action - to approve the committee meeting minutes as presented - motion: Koffarnus; second: Boesch; carried. The first recommendation was to submit the water fund budget for consideration. Action - to approve this recommendation - motion: Breckheimer; second: Plate; carried. The second recommendation was to submit the sewer fund budget for consideration. Boesch questioned funds set aside for the jetter. He stated that he is not in favor of it.
 Action - to approve the recommendation to submit the sewer fund budget as presented for consideration - motion: Breckheimer; second: Koffarnus; carried by majority vote.
Employee Review/Grievance - Action - to approve the committee meeting minutes as presented - motion: Sippel; second: Boesch; carried. The committee's recommendation was as follows:

\$.50 per hour increase for the full-time hourly employees
 \$1,040 salary increase for the Administrator Clerk Treasurer
 (amounts to \$.50 per hour increase)
 \$.50 per hour increase for the crossing guards
 \$.50 per hour increase for election workers
 \$.50 per hour increase for summer help

Action - to approve this recommendation - motion: Boesch; second: Plate; carried. Breckheimer abstained.

2013 Budget - DuPrey presented the budget paperwork for the proposed 2013 budget. He stated that the paperwork contains all of the committee's requested budgets. The total budget would be \$1,073,421 which is an increase of \$104,253 of which most of it comes from the ballfield light project. DuPrey explained that with the proposed budget, it would take \$9,612 from fund balance. There was \$8,157 budgeted this year to be taken from fund balance but the project numbers for the year would not require us to take anything from fund balance. DuPrey stated that he felt that due to this, we could take the \$9,612 from fund balance in 2013. He stated that our fund balance is very healthy and by taking this small amount, it would allow the village to do everything in the budget that was proposed by the committees without having to cut anything. Overall, the estimated tax rate would be \$6.673 compared to \$6.651 last year or an increase of \$.022 or .33%. For a \$150,000 home, this would correspond into an increase of \$3.30 in local taxes. The board felt that this was a good budget and felt it accomplished what we want to get completed yet leaves the total tax rate very consistent. The board felt that this budget as presented should be presented to public hearing. Action - to set the public hearing on the proposed budgets for 7 p.m. on November 13, 2012 - motion; Sippel; second: Breckheimer; carried.
Adjournment - Action - to adjourn - motion: Sippel; second: Plate; carried. The meeting was adjourned at 8 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk

President Ken Stenklyft called the special meeting of the village board to order at 5:30 p.m. on Tuesday, October 30, 2012.

Roll Call - all members reported present. Others present were Ed Byrne, Josh McDonald and Charlie Fochs.

Pledge of Allegiance - The pledge of allegiance was recited by everyone present.
Citizen Concerns & Questions to be acted upon at the next board meeting - DuPrey explained to the board information on the expenditure restraint payment. In the past we have qualified for the payment but with the ballfield light project, it would kick us over the limit in the general fund. He stated that there is a way around it. We could set up a separate capital improvements fund for the capital items instead of always putting it under the general fund. He stated that in conversations with the DOR and the auditors, it is workable. That way, we would always qualify for the expenditure restraint payment in the future because the general fund would always remain fairly constant. The new capital budgets fund would be the one that would fluctuate depending on the capital projects completed. DuPrey informed the board that when we have the public hearing on the budget the documents will reflect this change. Currently we receive about \$7,500 per year. The board was okay with this change. DuPrey also stated that existing reserve funds that are now part of the general fund will be moved to this new capital improvements fund.

Announcements - DuPrey presented information regarding the 2012 Calumet County Wellness Fair which will be Tuesday, November 13th from 12 p.m. - 6 p.m.

Correspondence - none.

Committee Reports - none.

President's Report - none.

New Business:

Employee Review/Grievance Committee - Action - to approve the committee meeting minutes from the Employee Review/Grievance Committee from the last three meetings - motion: Koffarnus; second: Plate; carried. The first recommendation was to allow the clerk's office to be closed the day after Thanksgiving with the personnel using a vacation day in order to be paid. The remainder of the public works staff will still work a full day because of testing requirements. The office has very little traffic if any and providing the day off this way will cost the village no additional monies. Action - to approve this recommendation - motion: Koffarnus; second: Boesch; carried. The next recommendation from the committee was to approve the revised employee handbook with the changes recommended by the committee. DuPrey reviewed all of the proposed changes. There were several discussions regarding the handling of overtime pay and paid sick days. Under the current provisions, overtime is paid after 8 hours worked per day and all weekend hours are paid at overtime. The committee felt that an employee should have 40 hours of paid time (which can include vacation, holiday, sick) before overtime is paid. Some of the board members questioned having 40 hours of work time instead of 40 hours of paid time. The committee felt that this is fair to the employees and really only affects new employees that have not earned paid sick days or vacation. The other issue brought up was the paid sick days. Some of the board members felt that these should be just days off without pay if needed. There were some concerns regarding abusing paid days off. DuPrey informed the board that right now employees can accumulate up to 60 days of paid sick leave. He stated that Charlie, Darlene and he are all at 60 days and Josh is at about 24 days. DuPrey stated that the employees do not abuse it now. The committee felt that our employees are very good about not abusing it and didn't see this as an issue. Action - to approve the new employee handbook with the changes as noted - motion: Boesch; second: Plate; carried.

Resignation of Brandon Strelow - Action - to accept the resignation of Brandon Strelow - motion: Sippel; second: Breckheimer; carried.

Discussion and possible action regarding how to proceed with filling the position - There was discussion regarding having an employee pay back for schooling if they leave before 2 years. Sippel felt that there should be something put in about this. The board felt that with the change in the employee handbook that they will not be eligible for village paid schooling until they have been here a year. The board felt that this would be adequate. They then discussed where to advertise. It will be advertised in the following:

Brillion News, Tempo, Lake to Lake Shopper, Times Journal, WWOA Website, WRWA Website, LWM Website, Fox 11 online, Wisconsin TechConnect, Craig's List

The deadline for applications will be 4 p.m. on Monday November 26, 2012. The next meeting date to review applications will be Tuesday, November 27, 2012 at 6 p.m.

Adjournment - Action - to adjourn - motion: Boesch; second: Starfeld; carried. The meeting was adjourned at 6:14 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk