

President Jim Schmidt called the regular Board Meeting to order at 7 p.m. on Tuesday, January 11, 2022.

Roll Call – Loose, Schrubbe, Roehrig, Nolan and Schmidt. Keuler and Starfeld were not present. Others present were Dennis DuPrey, Kim Plate, Mike Loose, Ed Byrne, Mark Fochs, Nathan Beyer, Luke VandenElzen, Malcolm Cappelle, Ryan Trzinski (Robert E. Lee & Associates) and Dan O'Connell (Cedar Corp).

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 – nothing new.

Minutes – Action – to approve the Board Meeting minutes as presented – motion: Schrubbe; second: Loose; carried. The Fire Department minutes from their last two meetings were presented to the Board. Action – to accept the Fire Department minutes and place them on file – motion: Nolan; second: Roehrig; carried. The First Responder minutes were presented to the Board. Action – to accept the First Responder minutes and place them on file – motion: Loose; second: Schrubbe; carried.

Treasurer's Report for the Village of Hilbert – balances – \$193,381.05 General fund; \$1,087,524.75 Sewer fund; \$217,843.82 Water fund; \$1.00 DOA Block Grant fund; \$1,116,493.40 T-Plus fund; \$27,245.45 First Responder fund; (\$287,116.41) TID #2 fund; \$794,483.69 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Schrubbe; second: Roehrig; carried. The Fire Department treasurer's report was presented to the Board. Action – to accept the Fire Department treasurer's report as presented – motion: Roehrig; second: Nolan; carried. The First Responder treasurer's report was presented to the Board. Action – to accept the First Responder's treasurer's report and place it on file – motion: Loose; second: Roehrig; carried.

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

Correspondence – The MEG 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. A letter from Burnett, McDermott, Jahn, King & DesRochers regarding the merger with Menn Law Firm was presented to the Board for their information. DuPrey explained that the law offices are combining and the Village will still be working with Village Attorney; so, there should be minimal changes; if any, that we notice. The thank you cards from the families of Howard Fochs, Donald Richart and Donald Breckheimer were shared with the Board.

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; there were no building permits taken out in the month of December. The Notice of Final 2022 Street Aid Calculation in the amount of \$69,223.61 was presented to the Board for their information. The Notice of Receipt of the Quarterly Street Aid Payment in the amount of \$17,305.90 was presented to the Board for their information. The Notice of the Report of 2020 Debit Margin from the Department of Revenue was presented to the Board for their information. DuPrey explained that State allows you to borrow a certain percent of the equalized value. The Village is at about 40%; which is high. The lower the percentage the better. Our allowable debt is \$4,144,875 and our actual debt is \$1,999,471. The Taxes Collected to December 31, 2021 – January Settlement – were presented to the Board for their information. DuPrey stated that the amount collected was \$576,112; which is approximately 30%. This is close to the same as last year's percentage at this time.

2021 Projects – nothing new.

Change Orders – DuPrey explained that two change orders were received. Change Order #1 is an increase of \$5,400 for the Multi-Use Trail Project. This is to extend the completion date and to install additional 3 inches of base to bring up to final grade. Change Order #2 which is a cost reduction to the contract for the amount of \$8,710; this is a discount that the contractor gave to the Village regarding the lawn restoration areas. The project, which the original project cost was estimated to come in at \$78,740, actually had a total cost of \$94,850. It was explained that the pitch needed to be changed from a 3 to 1 pitch to a 6 to 1 pitch in order to bring the trail up to grade level. This was addressed at a pre-con meeting with the contractor and Robert E. Lee & Associates. Schrubbe questioned how high change orders can be over the original amount? DuPrey stated 15%. However, he said this wasn't so much a change order as much as a change in quantity due to the decision regarding the pitch. Ryan (Robert E. Lee & Associates) explained that they thought a 3 to 1 pitch would minimize the area used and reduce costs, but at the pre-con meeting the group decided that they wanted the trail to be flat and level since they weren't sure when blacktopping would be completed. Nolan asked if the drainage issue was addressed? Ryan stated that it was and there shouldn't be any drainage issues. DuPrey stated that the contractor did a great job and completed the project. He did what was asked of him and even came back with a reduced rate regarding the lawn restoration areas. He should get paid. Payment Requests – The Payment Request #1 is in the amount of \$88,207.98 to be paid to Highway Landscapers, Inc. for the Multi-Trail Project. The Board had discussion about how much over the estimate the trail came in at. Action – to approve Payment Request #1 in the amount of \$88,207.98 to Highway Landscapers, Inc. – motion: Nolan; second: Loose; motion failed. The topic will be readdressed at another meeting.

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

Police Protection for the Village – The report was presented to the Board for their information.

Fire Department – Chief Loose stated that they had 3 fire calls since the last Board meeting. Two were accidents and one rubber burning incident. He also said that he would be requesting a meeting soon with the Health Board to start the discussion regarding the purchase of a new truck.

TID District(s) – nothing new.

Wastewater Treatment Plant – nothing new.

Well #4 – Update on Project – Discussion and possible action regarding the bid results for the project – Schmidt explained that he would like to table this topic since the chairperson of the committee, Tim Keuler, was not in attendance. He stated that the bid was extremely over budget. DuPrey explained that if they want to table this, they will need a motion to reject the bid. Action – to reject the bid as presented – motion: Schrubbe; second: Roehrig; carried. Discussion and possible action regarding the proposal for engineering to amend the plans and rebid the project – Schmidt would like this also to be tabled since it relates to the bidding of the previous tabled topic. No action taken.

Village Meadows Subdivision – Mail Delivery – nothing new. Schrubbe asked whether once the ground thaws if they will start breaking ground on the units? Plate stated that he has not received any updates on it yet. Subdivision Improvements – nothing new. Phase II Development – nothing new.

Fochs Trails Subdivision – nothing new.

Former Bel Brands Property – Update on the Project – nothing new. Payment Requests – Correspondence from Cedar Corporation regarding withholding funds for the landscaping – DuPrey stated that Cedar Corp has recommended holding the retainage of \$15k. Dan O'Connell (Cedar Corporation) stated that the Village can withhold the full 5% retainage but holding two times the estimated value to complete the job should be more than enough and would be considered fair. Schrubbe asked how much the estimate was from the company that the Village received a quote from to finish the landscaping? DuPrey stated about \$8k. So, the \$15k would suffice. Action – to approve Pay Request #4 in the amount of \$20,205 and to retain the \$15k until the landscaping is completed – motion: Roehrig; second: Nolan; carried. Change Orders – none.

Hilbert Housing Authority – Update on the progress of the sale of property – DuPrey informed the Board that the closing is set for Thursday, January 20<sup>th</sup>. HUD accepted the new buyer and all the paperwork should be set to go.

Discussion and possible action regarding possible zoning code violation – nothing new.

COVID-19 – nothing new.

Lead Service Lines in the Village – nothing new. Discussion on creating a policy on replacing lead service lines and/or sewer laterals – T. Keuler – DuPrey explained that this is in regards to possibly having a written policy of who is going to pay for what regarding the Village and residents. Special assessment may be an option. Schmidt stated that since Keuler is the head of the committee and requested this to be on the agenda; but he is not at the meeting; then this should be tabled. No further discussion.

Issues with the rip rap stone on the drainage ditch at the end of Creek St. – Plate referred the Board to the e-mail that he received from Jared (Robert E. Lee, Inc). Jared is suggesting at a minimum medium size rip rap should be used and can trend towards the heavy side. He doesn't suggest using the stuff around the pond from the subdivision; it'll create more of a challenge than it's worth. The larger material should be used on the lower 2' of the channel, with smaller rock on the upper edges or transitioning to turf grass where slopes are more gradual. The Board instructed Plate to get a price on the project. Plate asked the Board if they were looking for the cost for just in front of Kevin Plate's house or for the whole area around there? Schmidt suggested that they actually send this to the Street Committee to get all the information and details in order and then get the cost. It will be sent to the committee.

New Business:

Application for Operator's license – Action – to approve the application of Shane Bolwerk – motion: Schrubbe; second: Keuler; carried.

Classes/Seminars/Schooling for Employees – Plate stated that there are a few classes that he would like to request. On February 8<sup>th</sup> there is water and wastewater expo that he and Eichhorst would like to attend. The cost is \$90 each. Then, on April 4-7 there is a water operations class that Plate would like to attend. The cost is \$400. Action – to approve the request to attend the classes as presented – motion: Schrubbe; second: Roehrig; carried.

Reports on schooling/training sessions – none.

Discussion and possible action regarding appointing an election inspector for the 2022-2023 term – DuPrey explained that he received a recommendation from the Republican Party to appoint Joan Holzschuh as an election inspector for the 2022-2023 term. He stated that all recommendations need to receive approval. Whether the person actually accepts and chooses to be sworn in is completing up to that individual. Schrubbe questioned if we don't have a choice and need to approve it why is it that there needs to be an action on it; if it's mandatory from the State? DuPrey explained that he doesn't know all the legalities about it but he does know that if a recommendation is made that it needs to be approved per State law. Action – to appoint Joan Holzschuh as an election inspector for the 2022-2023 term – motion: Loose; second: Nolan; carried. Let the record show that Schrubbe abstained from voting because he didn't feel as if he had enough information regarding the topic.

Discussion and possible action regarding adjusting clerk's office lunch schedule to allow the office to be open during lunch – DuPrey explained that this was being done already and has been going well. By

staggering his and Kieso's lunch breaks the office can be remained open all day. This will be a benefit for people who need to stop between 12 p.m. and 12:30 p.m. and also help for deliveries. However, if one person has the day off and there is only person all in the office then the office will be locked from 12 p.m. to 12:30 p.m. so that office employee can still have a lunch break. DuPrey stated that there will need to be a change in the employee handbook reflecting the new procedure. Action – to approve the staggering of lunch hours when there are two office employees in the office and to change the handbook to show this – motion: Roehrig; second: Nolan; carried.

Wastewater Treatment Plant – nothing new. Discussion and possible action regarding the resignation of Tim Keuler as Operator in Charge at the Hilbert WWTP – Schmidt informed the Board that Keuler has been reviewing the reports and signing off on them but would like to step down from this position. Roehrig asked if there was more to it than that? Schmidt stated that each wastewater treatment plant runs differently and sometimes Plate and Keuler were not always seeing eye to eye on certain things. Right now, Keuler is paid \$250 each quarter. Plate will be taking the test soon and hopefully gaining all the certifications that he needs. Action – to accept the resignation of Tim Keuler as Operator in Charge at the Hilbert WWTP – motion: Schrubbe; second: Roehrig; carried. Discussion and possible action regarding the proposal for a 2022 Temporary Certified Operator for the Hilbert WWTP – The Board reviewed the proposal from Robert E. Lee & Associates, Inc. DuPrey stated that unless an operator has to physically come out to the wastewater treatment plant, there will be no charge if the operator just has to review and sign off on the monthly paperwork. It is an hourly contract if the operator does need to come to the plant. This will just be temporary and as soon as Plate gets his testing completed and his certification then this service will no longer be needed from Robert E. Lee, Inc. Action – to approve hiring Robert E. Lee & Associates, Inc. for a 2022 Temporary Certified Operator at the Hilbert WWTP – motion: Schrubbe; second: Loose; carried.

Health Board – Action – to approve the meeting minutes – motion: Schrubbe; second: Roehrig; carried. Committee recommendation regarding Ordinance 2022-01 Amending Ordinance 3.01(3)(a), Officers of the Fire Department – This is basically to change the wording of the ordinance. Right now, it states that “the Chief shall be *appointed* by the Health Board”. The recommendation is to change it to “the Chief shall be *recommended* by the Health Board”. Schrubbe questioned whether the Fire Department can make a recommendation to the Health Board prior to the Health Board making their recommendation. Schmidt stated that yes, that could be done. It will be discussed with the Fire Department. Action – to approve the grammar correction as recommended by the committee – motion: Schrubbe; second: Roehrig; carried. No further action needed.

Discussion and possible action regarding Christmas Bonus for employee – J. Schmidt – this is in regards to Alvin “Gow” Dohr. Dohr recently gave his notice that he will not be coming back as a part-time summer help employee. Dohr informed Schmidt that he had intended to wait until the end of the year to resign but due to family health issues he had decided to give his notice sooner. Dohr is asking the Board to reconsider giving him the Christmas Bonus. The Board agreed, since the health issues should also be taken into account, that the bonus should be given. Action – to pay the \$100 Christmas Bonus to Dohr on the next payroll – motion: Roehrig; second: Nolan; carried.

Village Board Member Informational Report – nothing.

Village Personnel Informational Report – Plate explained that there is someone interested in purchasing the old John Deere tractor. The plan had been to trade it in but the person may be willing to pay the same trade in value for it. Schmidt stated that if we decided to sell it outright though, then we should have to do open bids. It was decided to leave it as is and trade it in with the purchase of the new tractor. Loose stated that she had a question regarding the trail payment that did not get approved. She was wondering how can we just not pay the contractor when he did the work as he was instructed to do? Schmidt stated that the topic will go to the committee for further discussion and come back to the Board with options. DuPrey informed everyone that there will be 3 candidates going for the 3 positions available on the Board. They are: Peggy Nolan, Jim Schrubbe and Tasha Kloehn. The election is April 5, 2022. DuPrey also wanted to inform the Board that the First Responders received a check from Sargento in the amount of \$2,124 and they would like to turn that money over to the Village for operating expenses.

President's Report – nothing.

There was no need to go into closed session.

Adjournment – Action – to adjourn – motion: Loose; second: Schrubbe; carried. The meeting was adjourned at 7:42 p.m.

*Missy Kieso*

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Missy Kieso, Deputy Clerk Treasurer