

President Tom Roehrig called the regular Board Meeting to order at 6 p.m. on Tuesday, January 9, 2023. Roll Call – Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig. Others present were Beth Nicklaus, Kim Plate, Mark Fochs and Mike Loose.

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 – none.

Consent Agenda – Action – to approve the meeting minutes and treasurer's reports which were presented and place them on file – motion: Stenklyft; second: Nolan; carried.

Correspondence – Receipt of the Absentee Ballot Envelope Subgrant, the 2024 Financial Calculation – General Transportation Aid & Collection Highways Aids and the General Transportation Aids Quarterly Payment.

Reports – The Labor Hours report and the Building Permit report were presented to the Board for their information.

Report of Director of Public Works on projects – Plate stated that the engineers are finalizing the specs and drawings for the street projects, and it should be finished and out for bids in February and presented to the Board in March.

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

Unfinished Business –

2023 Projects – nothing new. Change Orders – none. Payment Requests – none.

Recycling/Rubbish – The monthly report was presented to the Board. Discussion and possible action regarding setting the Spring Clean Event for 2024 – Krueger is the chairperson for this committee. May 11th was a suggestion for a date. Stenklyft stated that he would check with GFL to see if that date is available and give an update at the February Board Meeting.

Police Protection for the Village – Presented to the Board for their information.

Streets Department – nothing new.

Fochs Trails Subdivision – nothing new.

Village Meadows Subdivision – Subdivision Improvements – nothing new. Phase II Development – nothing new. Change Orders – none. Payment Requests – none.

Human Resources – nothing new.

Park & Recreation Committee – nothing new.

Clerk Treasurer – nothing new.

New Business – Application for Operator License – none.

Classes/Seminars/Schooling for Employees – Plate stated that he would like to send Fochs to the Midwest Water & Wastewater Operator Expo 2024. The dates are February 6th and 7th. Registration is \$89 for two days or \$69 for one day; plus, the cost of a one-night hotel stay. Fochs would go for 1 day and 1 night. Action – to approve Fochs to attend the Expo – motion: Kloehn; second: Stenklyft; carried.

Reports on schooling/training sessions – none.

Street Department – nothing new.

Wastewater Treatment Facility – nothing new.

Water Department – Plate stated that they are getting the maintenance for the pulverizing but just waiting on a time and date yet. There will be things to discuss on Well #4 at the February Board Meeting.

TID District #2 – nothing new.

Fire Department – Chief Loose stated that there was one mutual aid with Stockbridge since the last meeting. He explained that there would be 6-8 firefighters attending the firemen convention in March. The funds for this are budgeted so no approval is needed. The date for the Cheese Derby is June 13th. The band for the event has already been booked. The Cheese Derby is put on by Hilbert Fire Department, the Brillion FFA alumni, and St. Mary's. Plans have started also for the 4th of July. Chief Loose stated that they are still in the process of getting everything in order for the purchase of the new firetruck. He stated that there is \$280k budgeted and anything over this amount will be paid for by the fire department. Before the ordering of the truck, it needs to come back to the Board for final approval. The turn-out gear was also discussed. The question was what to do with the old gear? It is out of compliance and cannot be sold. The Board decided that it can be donated or discarded. Chief Loose informed the Board that the department received some nice donations from Sargento Foods and Abstract Electric. The gun raffle went great, and all the tickets were sold.

Discussion and possible action regarding bonfire at the park – Nicklaus informed the Board that a renter was requesting to be able to hold a bonfire at the park which she is renting for a wedding. The renter was not in attendance at the meeting and the Board wanted her to be there to answer some questions. Nicklaus will get in contact with her to see if she would like to attend the next Board Meeting. No action taken.

Discussion and possible action regarding Minimum Property Maintenance Violations throughout the Village & blighted property at 154 N. 6th St. – Pictures were shared to the Board of various wood piles located on properties throughout the Village. According to the ordinance wood is considered refuse and must be kept in a sheltered building. There was a long discussion regarding whether it makes a difference if the wood is used for heat or not. It was decided that a letter be sent out to the various residents as a reminder of the ordinance and for them to contact the Village with further questions.

Collins stated that as far as the blighted property goes that it would be a stretch to cite the property on 6th Street as blighted. He and Krueger checked the property, and it is an eye sore but legally nothing can be done unless the Board wants to change the ordinance and make it more restrictive. The house on Main Street is showing improvements. Collins and Krueger had the owner give them a tour around the yard and they stated that owner listened to their suggestions and has been making progress. No daily fines are warranted as he is complying. They are satisfied with the clean-up and this issue can be considered closed. No action taken.

Discussion and possible action regarding Town of Chilton First Responders Contract – Since the area covered by the Hilbert/Potter First Responders has changed the question of what the charge to the town should be. The Chilton First Responders now have taken over some of the area. Phone calls have been made to the township and no one seems to know the number of residents in the area affected. It was suggested maybe the County may know. Stenklyft stated that if the Town of Chilton can't confirm the numbers, then we should charge the same amount that we charged last year. If they can provide us with different numbers, then the invoice can be adjusted at that point. It should not be left up to us to verify the numbers of residents in that area. Action – to invoice the Town of Chilton the same amount as last year for the First Responders Contract and have Nicklaus send out the invoice – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding investing with IntraFi via the State Bank of Chilton – Nicklaus stated that she has received no response from the League of Municipalities regarding whether it would be appropriate to accept the quarter of percent extra in interest. Nicklaus also let the Board know that she hasn't had any follow-up from the State Bank of Chilton representative since the last Board Meeting. The Board understands that the bank is trying to keep the money local but that is why we checked with them first before reinvesting elsewhere. Now that everything has changed over it was debatable whether the switch would be beneficial or not. The Board decided to leave the money where it is. No action was taken.

Discussion and possible action regarding Village appraisers – Nicklaus informed the Board that she is contacting local municipalities to see who they are using as appraisers just so we can keep our options open and get some referrals. No action taken.

Discussion and possible action regarding Village building inspector – Nicklaus is also discussing the building inspector with the other municipalities while she was checking on the appraisers. No action taken.

Employee Review & Grievance Committee – The meeting minutes were presented. Plate stated that he feels like the minutes were more opinion based instead of fact based. Kieso agreed and stated that the minutes shouldn't state how someone "felt" about something because no one can know that. This was in response to the sentence that the employees felt slighted. Roehrig stated that the minutes would be redone word for word from start to finish. The discussion on whether or not the employees who attended the meeting should be paid was also discussed. It was decided that they would not because it was not requested that they attend. No action taken.

Discussion and possible action regarding committee recommendation to the Village Board – Since the committee is made up of the entire Board there were no recommendations that were presented. No action taken. Discussion and possible action regarding the Village employee handbook final draft – Roehrig stated that a meeting will be held with the entire Board on February 7th to discuss the finalization of the employee handbook. No action taken.

Presentation from local entrepreneur – Due to the road conditions the presenter rescheduled for February's Board Meeting.

Village Board Member Informational Report – nothing.

Village Personnel Information Report – Plate stated that he had a letter from Village employee Joel Thorpe regarding the Employee Review & Grievance Committee Meeting. Thorpe stated that he had concerns when he was told he was not a Board Member. He wanted the Board to know that he has the right to his opinions and should be able to speak them. Stenklyft stated that Thorpe is entitled to his opinion, but he also needs to understand that the Board makes all the final decisions. Nicklaus then informed the Board that she was turning in her resignation and her last day would be February 22nd. Roehrig stated that there will be a Special Board Meeting next week where the Board can discuss it then. Nicklaus will also have her exit interview that same night.

President's Report – nothing.

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: Stenklyft; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Roehrig; carried.

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

Action – to ensure that any developer (current or new) that has questions regarding developing in the Village will be referred to the Village President as the first point of contact.

Adjournment – Action – to adjourn – motion: Stenklyft; second: Collins; carried. The meeting was adjourned at 9:02 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Tom Roehrig called the Special Board Meeting to order at 6 p.m. on Monday, January 15, 2024.

Roll Call – Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig.

Others Present – Kim Plate and Elizabeth Nicklaus

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 – Roehrig told Plate and asked him to relay it to his crew that they did an outstanding job plowing during the big snowstorm and several residents stated that to him also. Roehrig also informed that a lot in the Village Meadows Subdivision has sold at full asking price.

Discussion and possible action regarding the cleaning position for the hall & the community center – Ken Geiser wanted to address the Board regarding the position, but he was unable to attend the meeting. Roehrig stated that Geiser is doing a great job at the community center. Nicklaus and Kieso stated that the office cleaning has been wonderful also. There are several things that need to be updated and cleaned at the community center and Roehrig stated that this is something to remember at budget time. It was stated that the refrigerator also needs to be replaced. The roof, air conditioners and furnace are all in good shape. Geiser will officially report to Plate. It was stated that even though Geiser will be working more than just summer hours, there are no extra benefits to him by retitling it to part-time; but this can be discussed further if requested. The Board thought it may be a good idea to still check on cleaning companies or have a back-up person to Geiser for cleaning. Geiser's cleaning hours will be about 24 hours a month, unless he is assigned extra tasks. No action needed.

Discussion and possible action regarding Administrator Clerk Treasurer Position – It was stated that the job opening needs to be posted as soon as possible. There is a current one from when Nicklaus applied. Plate questioned how that was worded because he was thinking it would open more opportunities to have more applicants if a degree was not a requirement. The Board discussed this and decided it should state a bachelor's degree or related experience. Roehrig and Nicklaus will review the applications. Kieso will be in on the interviews, unless she is applying, and then she would not be. It would stay a salary position. Action – to advertise for an Administrator Clerk Treasurer Position for a salary of \$65k and up based on experience – motion: Krueger; second: Kloehn; 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.

Action – to convene into closed session – motion: Stenklyft; second: Nolan; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig; carried.

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

There was no action taken from closed session.

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

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Tom Roehrig called the Special Board Meeting to order at 5 p.m. on Monday, January 22, 2024.

Roll Call – Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig.

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 – Roehrig informed the Board that there is 1 lot sold and may have 4 others pending.

President's Report – nothing.

The Board will convene into closed session to interview applicants and to review additional applications received for the open Administrator Clerk Treasurer position 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.

Action – to convene into closed session – motion: Stenklyft; second: Kloehn; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig; carried.

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

Discussion and possible action regarding the open Administrator Clerk Treasurer position – Action – to offer the position to Missy Kieso, with the stipulation of removing the Administrator from the title, with a salary of \$67,000/year and a starting date of February 19th and to advertise for the open position of Deputy Clerk Treasurer immediately – motion: Stenklyft; second: Krueger; carried.

Adjournment – Action – to adjourn – motion: Stenklyft; second: Kloehn; carried. The meeting was adjourned at 7:15 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Tom Roehrig called the Special Board Meeting to order at 6 p.m. on Tuesday, January 30, 2024.

Roll Call – Collins, Stenklyft and Roehrig.

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 – none.

President's Report – nothing.

The Board will convene into closed session to interview applicants and to review additional applications received for the open Deputy Clerk Treasurer position 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.

Action – to convene into closed session – motion: Stenklyft; second: Collins; Roll Call Vote – yes: Collins, Stenklyft and Roehrig; carried.

The Village Board then reconvened back into open session. Action – to reconvene back into open session – motion: Stenklyft; second: Collins; Roll Call Vote – yes: Collins, Stenklyft and Roehrig.

Discussion and possible action regarding the open Deputy Clerk Treasurer position – no action taken.

Adjournment – Action – to adjourn – motion: Stenklyft; second: Kloehn; carried. The meeting was adjourned at 7:52 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Tom Roehrig called the Special Board Meeting to order at 5 p.m. on February 7, 2024.

Roll Call – Loose, Collins, Nolan, Stenklyft and Roehrig.

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 – none.

President's Report – nothing.

The Board will convene into closed session to interview applicants and to review additional applications received for the open Deputy Clerk Treasurer position 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.

Action – to convene into closed session – motion: Stenklyft; second: Nolan; Roll Call Vote – yes: Loose, Collins, Nolan, Stenklyft and Roehrig; carried.

The Village Board then reconvened back into open session. Action – to reconvene back into open session – motion: Stenklyft; second: Loose; Roll Call Vote – yes: Loose, Nolan, Stenklyft and Roehrig (Collins left early).

Discussion and possible action regarding the open Deputy Clerk Treasurer position – to offer the position to Deb Thiel at \$20.00/hour and 1 week of vacation starting February 12, 2024 motion: Stenklyft; second: Nolan; carried.

Discussion and possible action regarding adding Missy Kieso as a signer on the Village's financial accounts – Action – to replace Beth Nicklaus as signer on the Village's financial accounts to Missy Kieso as the clerk treasurer – motion: Stenklyft; second: Loose; carried.

Adjournment – Action – to adjourn – motion: Loose; second: Nolan; carried. The meeting was adjourned at 7:54 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer