

President Mark Breckheimer called the Public Hearing on Special Assessments to order at 7 p.m. on Tuesday, December 10, 2019.

Roll Call – all members reported present. Others present were Dennis DuPrey, Charles Fochs, Mike Loose, Anita Loose and Mark Schneider.

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

Presentation of the project plans and proposed special assessments for each property – The proposed special assessments are for curb & gutter that are part of the South 8th Street Urbanization Project from the radius of Thorn Creek Drive south to the Village's southern corporate limits. The properties that are affected would be Sargento Foods, Inc and St. Vincent DePaul. Starfeld said that he was under the impression that St. Vincent DePaul was not getting special assessed. DuPrey explained that the Board decided to not assess for the Thorn Creek Drive part, due to the fact that the Village purchased an area of property from them for the road leading into the new subdivision, but they would be special assessed for the part from 8th Street going south.

Public input regarding the project and the proposed special assessments – Mark Schneider was in attendance representing St. Vincent DePaul. Schneider stated that he was caught off guard when they received the special assessment letter in the mail. He stated that they are a non-profit organization and was hoping the Village would take that into consideration. He questioned why they are doing curb & gutter there? Fochs explained that it is a part of the urbanization of 8th Street. Schneider explained that if they knew this was coming maybe they would not have sold the land so easily to the Village. Breckheimer reminded everyone that this is a complete separate project than anything going on with the subdivision. Schneider stated that he knew about the driveway situation but did not know anything about the curb & gutter. He questioned who's responsible for paying for the relocating of the driveway. Fochs stated that the Village is. Fochs also stated that he was sure he had discussions with Schneider concerning the curb & gutter. Schneider replied that he does not recall that but they may have since there were so many things discussed. Fochs said they didn't talk cost because they didn't have that amount at that time. Schneider requested that the Board just take into consideration once again that they are non-profit. President Breckheimer then declared the public meeting closed.

The regular Board Meeting then took place immediately following the Public Meeting.

Roll Call – all members reported present. Others present were Dennis DuPrey, Charles Fochs, Mike Loose, Anita Loose and Mark Schneider.

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 – Nominations papers may be circulated beginning on December 1, 2019 and must be filed by 5 p.m. on Tuesday, January 7, 2020. Candidates up for re-election are Village Trustees Peggy Nolan, James Schrubbe and Daniel Starfeld. The Annual Assessor Open Book Session is March 25, 2020 from 4 p.m. to 6 p.m. The Annual Board of Review is April 29, 2020 from 7 p.m. to 9 p.m. The Annual Spring Clean will be held Saturday, May 2, 2020 from 8 a.m. to 11 a.m. Schrubbe mentioned that it would be nice for all Board members to be present since it is such a big and busy event.

Minutes – Action – to approve the Board Meeting minutes as presented – motion: Roehrig; second: Schrubbe; carried. The Fire Department minutes were presented to the Board. Action – to accept the Fire Department minutes and place them on file – motion: Schrubbe; second: Keuler; carried. The First Responder minutes 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 – (\$18,949.31) General fund; \$978,864.04 Sewer fund; \$198,984.17 Water fund; \$102,602.94 TID #1 fund; \$1,107,359.21 T-Plus fund; \$28,882.07 First Responder fund; (\$226,959.11) TID #2 fund; \$494,287.78 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Starfeld; second: Schrubbe; carried. There was no Fire Department treasurer's report presented to the Board. There was no First Responder treasurer's report presented to the Board. Claims - examined and discussed. Action – to pay all claims – motion: Schrubbe; second: Starfeld; carried.

Correspondence – The MEG Newsletters were presented to the Board for their information. The Focus Newsletter was presented to the Board for their information. There was no Boardman & Clark Newsletter presented to the Board. The Calumet County Focus on Calumet Newsletters were presented to the Board for their information. An article regarding analysis of tax increment financing in Wisconsin was presented to the Board for their information. DuPrey stated that it shows the impact TIF Districts have in Wisconsin and how these districts are the main economic tool for incentives.

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 \$2,247.54 was presented to the Board for their information. The Notice of Receipt of the 2nd Installment of Shared Revenue for 2019 in the amount of \$333,404.34 was presented to the Board for their information. The Notice of 2019 First Dollar Credit in the amount of \$77.00 was presented to the Board for their information. The Notice of 2019 Lottery Credit was in the amount of \$213.64 was presented to the Board for their information. The Notice of 2019 State School Tax Credit in the amount of \$128,328.10 and estimated aid of \$1,442,645.00 was presented to the Board for their information. The final 2020 Adopted Budget Packet – All Funds was presented to the

Board for their information.

2019 Projects – nothing new.

Change Orders - none.

Payment Requests – A final payment request was submitted from MCC, Inc. in the amount of \$9,058.55 for the 2019 Utility & Street Improvements which involved 12th Street, 4th Street and Chestnut Street.

Action – To approve the final payment to MCC, Inc. in the amount requested – motion: Starfeld; second: Schrubbe; carried.

2020 Projects –

Discussion and possible action regarding Resolution 2019-10 Final Resolution to Levy Special Assessments – The Board discussed what the length on the payback of the special assessments should be. DuPrey stated that it is up to the Board to decide whether they want to do a 5-year or a 10-year installment plan. Starfeld felt that it should be a 10-year because that is what was done with the Fochs Trails 2nd Addition and it should be kept the same for both projects. The two properties that would be special assessed are St. Vincent DePaul and Sargento Foods, Inc. Action – to approve Resolution 2019-10 Final Resolution to Levy Special Assessments with a 10-year installment plan – motion: Schrubbe; second: Keuler; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer, carried.

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

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

Fire Department – Chief Loose stated that tonight was the first fire call in 3 months. He informed Breckheimer that he saw that the names of attendees were not added on the Fire Department minutes and he will check into it to make sure this is done in the future. He stated that the usual people that take care of the Christmas Tree Lighting event every year will not be doing so anymore. The Fire Department will take this over. They think it's a great event and some members will be in charge of it. He also stated that the Fire Department will be sending out letters to local businesses to try to obtain funds for the air packs that are needed.

TID District #1 – nothing.

TID District #2 – nothing.

Wastewater Treatment Plant – nothing new.

DNR Response on Annual CMAR Report – Breckheimer stated that after reviewing the report he sees that our phosphorous seems to be an ongoing issue. Fochs stated they are working at it to get the numbers better. They are keeping the DNR informed and up to date on the process.

Well #4 – nothing new.

Village Meadow Subdivision – Discussion and possible action regarding the subdivision condition report

– DuPrey explained that he answered the questions to the best of his knowledge. He wanted the Board to review the report also to see if there's any changes or more information that anyone has on the questions. DuPrey explained the Village attorney approved the report; however; he cannot attest/verify each answer. This is the reason why DuPrey wanted the Board to review the report before signing it.

Action – to approve and authorize DuPrey to sign the condition report – motion: Starfeld; second: Schrubbe; carried. Update/Discussion and possible action regarding final contract for realtor services – DuPrey stated he has not received the final contract yet. In the proposed contract that the attorney reviewed, it does not state any guarantee regarding the building of a spec home on lot #9. DuPrey talked to Ken Thiel about this last week and Thiel stated that he will submit an offer to purchase for the lot. DuPrey wanted to know if the Board was okay with this. The contract won't guarantee that a spec home will be built, however; any potential buyer of a lot would not have this in their contract either. There are rules in the covenants regarding length of time when a home needs to be built but there is no guarantee that the lot owner will follow through with it. Andy King feels like they should have a signed purchase agreement prior to signing the final contract. Nolan and Keuler both stated that the main reason they chose Thiel was because he was going to build a spec home. In fact, Keuler stated, if Keith Krepline knew that was an option (regarding building a spec home) he would have offered that. Breckheimer and Fochs stated that a lot of realtors could come back and say that now after the fact. Keuler stated that if the decision on which realtor to go with was based on the spec home (and if that's not a guarantee) then that's not right. Roehrig stated his decision was not based on the building of a spec home. Keuler questioned what was it based on then? Roehrig stated that he likes that Thiel Realty is local and his prices were the same as Krepline's. Roehrig stated that it is a one-year contract. After a year, changes can be made if the Board decides to go in a different direction. Breckheimer stated that Thiel Realty is a local and reputable business so he is honestly not concerned that Thiel would back out on the building of the spec home. Keuler stated that Krepline is also local and reputable. Schrubbe stated the decision of which realtor to sign with was already decided by the Board so that's not really part of this discussion. DuPrey agreed and stated that the Board decided to go with Thiel Realty at a previous Board meeting so that it not what is in question. The question is whether the Board is comfortable with signing the contract once a signed formal offer has been made on lot #9 by Thiel. The Board agreed that once the attorney reviews it and the purchase agreement is included then the realty contract can be signed. No action needed.

Purchase of Bel Brands Property – nothing new.

WWTP Computer – Fochs stated that so far so good with the new computer system. Breckheimer

questioned whether there were any updates from the old company regarding payments or refunds?
There was not.

Hilbert Housing Authority – nothing new.

Fochs Trails Subdivision, 2nd Addition – Fochs stated that regarding the subdivisions the crew is waiting for the frost so they have more workable conditions. The crew will start working on the sewer on Thursday and the pond is already starting to be dug. The road will not be built until Spring.

2020 Census – Discussion and possible action regarding appointment of committee members – Breckheimer reminded the Board that at last month's meeting the resolution was passed to form a 2020 Census Committee. It's a 7-person committee. Each Board member is responsible for finding one citizen to be on the committee. Census day is April 1st. Breckheimer stated that Kieso will head up the committee but each Board member needs to get a name to DuPrey prior to January's meeting.

New Business:

2020 Projects –

Application for Operator Licenses – To approve the operator's license for Gloria Sandoval – motion: Schrubbe; second: Bolwerk; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Employee Review/Grievance Committee – Action – to approve the meeting minutes as presented – motion: Starfeld; second: Keuler; carried. Committee recommendation regarding request of Kim Plate and Mark Fochs for unpaid time off in December – Breckheimer referred the Board to the minutes from the committee and stated that the request is for this Friday for approximately 2 hours due to the Christmas Concert at the school. Action – to approve the unpaid hours off as requested – motion: Starfeld; second: Schrubbe; carried. No further action needed. Committee recommendation regarding incentives for not taking health insurance coverage through the Village – Breckheimer stated that the committee will have another meeting regarding this subject. No action needed.

Appointment of the Village Attorney for 2020 – Action – to appoint Andy King as the Village attorney for 2020 – motion: Starfeld; second: Keuler; carried.

Appointment of the Election Officials for 2020-2021 – The list was presented to the Board. Action – to appoint the Election Officials as presented – motion: Starfeld; second: Roehrig; carried.

Resolution 2019-11 Declaring Public Depositories for 2020 – The list was presented to the Board. Action to approve Resolution 2019-11 as presented – motion: Starfeld; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Resolution 2019-12 to place 2019 budgeted 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. He stated that there will be one change on item #2; it should read 5H instead of 4H and the laptop (around \$900) will be also put into reserve. Action – to approve Resolution 2019-12 as presented – motion: Schrubbe; second: Keuler; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Welcome Signs – The 2020 lease agreements were presented to the Board. The agreements will remain the same with the payment being \$50 per agreement. Action – to approve the agreements as presented – motion: Roehrig; second: Starfeld; carried.

Possible bonus for employees – Breckheimer stated that last year the full-time and part-time employees each received a \$100 bonus. Roehrig stated he thought the same should be done this year. Action – to approve the bonus of each full-time and part-time employees to be \$100 each – motion: Roehrig; second: Schrubbe; carried.

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

Discussion and possible action regarding setting the acreage for rental for 2020 for Village Meadows Subdivision Area – The Board agreed no changes should be made. Action – to approve the setting the acreage for rental for 2020 for Village Meadows Subdivision Area to be the same as the prior year – motion: Starfeld; second: Schrubbe; carried.

Discussion and possible action regarding the purchase of a laptop/tablet for the Village – Fochs stated that he was looking at options regarding a laptop or tablet which can be used on site throughout the Village to help locate curb stops. It would also be used for meetings. The amount in the budget is \$900. Keuler questioned whether a normal laptop/tablet would hold up to being brought to all different locations. He mentioned a "Tough Book" which is heavy duty and meant for all conditions and rough handling. Schrubbe stated he knows someone who could get a quote. DuPrey told Schrubbe to have the person contact him and he'd let him know what capabilities it needs to have. The two quotes on a regular laptop/tablet, with the programs required, came in at \$1,154.98 and \$1,803.98. It was decided to wait and see what the Tough Book quote is.

Village Board Member Informational Report – Roehrig raised a concern regarding the sidewalks and residents shoveling them after a snowstorm. Fochs will keep an eye on this. Roehrig also mentioned that the old laundry mat, which is now apartments, has been cleaned up outside and the debris is now gone.

Village Personnel Informational Report – Fochs stated that Dohr will be coming back to clip lawn next year. DuPrey stated that the new voting machines have arrived and training has been completed. He

also informed the Board that the grant for the bridge has been applied for.

President's Report – nothing.

Adjournment – Action – to adjourn – motion: Roehrig; second: Keuler; carried. The meeting was adjourned at approximately 8:55 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer