

President Jim Schrubbe called the Board Meeting to order at 6:30 p.m. on Tuesday, May 9, 2023.

Roll Call – Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe. Others present were Beth Nicklaus, Kim Plate, Stephanie Kaas and Nevaeh Kaas.

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 – none.

Notice is further given, that the Village Board will then conduct the public hearing on the proposed special assessments for curb & gutter at 142 E. Fox Trail and 212 N. Lynwood Drive in Fochs Trails Subdivision. Let it be noted that Jim Schrubbe excused himself from the Board during this discussion because he is an owner of one of the properties which is included in this project. Roehrig took over to lead the public hearing.

Action to be taken – Presentation of the plans for the project – The Board reviewed the plans and the map outlaying the work of the project. The curb & gutter will be special assessed. Presentation of the estimated special assessments – The estimated cost of the curb and gutter was then discussed and how it would impact each of the two properties. The Schrubbe property which is 60' is estimated to be at \$1,080. The Hernke Property which is 210' is estimated to be at \$3,780. Public Input – Schrubbe asked Plate if he would just double check to verify that his measures out to 60'; he thought this seemed long. Plate stated that he would. Roehrig declared the Public Hearing closed.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Jim Schrubbe called the regular Board Meeting to order at 7 p.m. on Tuesday, May 9, 2023.

Roll Call – Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe. Others present were Beth Nicklaus, Kim Plate, Mark Fochs, Joel Thorpe, Mike Loose, Jim Schmidt, Kevin Pulley, Rachel Fischer, Holly Saltz, Ginny Hinz and Julie and Paul Giese and Stephanie Kaas and Nevaeh Kaas.

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 – Kevin Pulley addressed the Board. He explained that he has a water meter that is only attached as an outside faucet for watering lawn and he would like to know how he can get it that there are no sewer charges are attached to this. Ginny explained that she could check to see if there is clause in the Village tariff that there can be only a water charge for that meter. She could also check with the PSC of WI that regulates water charges. Once an answer is found it will go to committee level and then a recommendation will be made to the Board. Kevin will be kept updated on when the meeting will be held.

Announcements – Schrubbe wanted to inform the Board that a report from REACH was received and he is happy to report that not one single establishment in the Village served alcohol to a minor during this testing.

Consent Agenda – Action – to approve the Board Meeting Minutes, Fire Department Minutes and the 1st Responder Minutes and place them on file – motion: Nolan; second: Kloehn; carried. Action – to approve the Village Treasurer's Report, the Fire Department Treasurer's Report and the 1st Responder's Treasurer's Report and place them on file – motion: Nolan; second: Loose; carried. There was no correspondence presented to the Board.

Reports - The report of labor hours and the building permits reports were presented to the Board.

Report of Director of Public Works on projects – Plate explained that the center stripe on Main St. was painted along with parking stalls at the park, Local Lounge and St. Mary's. The street sweeping was also done.

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

Unfinished Business –

2022 Projects – nothing new. Change Orders – none. Payment Requests – none.

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

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

Streets Department – Discussion and possible action regarding the drainage tile on properties along 7th St. between Main St. and Cedar St. – Plate stated that we are waiting on Robert E. Lee regarding the easements required. No action taken. Fochs Trails Subdivision – Discussion and possible action regarding Resolution 2023-06 Declaring Intent to Levy Special Assessments – Action – to approve Resolution 2023-06 as presented – motion: Roehrig; second: Loose; Roll Call Vote; Yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe; carried.

Village Meadows Subdivision – Subdivision Improvements – Plate informed the Board that the sidewalk, apron, streets and trail are on schedule pretty much. The curb and gutter are going in today and should be done by tomorrow. Phase II Development – Change Orders – none. Payment Requests – none.

Discussion and possible action regarding the dirt pile – Just a reminder that everyone should keep their eyes and ears open to see if anyone shows any interest in needing it. No action needed.

Human Resources – Discussion and possible action regarding the proposed employee handbook – Loose will continue on with the process of updating the proposed employee handbook.

Park & Recreation Committee – Discussion and possible action regarding the Park Pavilion – Loose stated that a revised quote was received from GV Construction, LLC in the amount of \$34,513.93; which includes the changes the committee had requested. This does not include electrical which is estimated to be at about \$1k. The amount budgeted is \$30,900. Action – to proceed with the Park Pavilion remodel and contract GV Construction, LLC to do the work – motion: Krueger; second: Roehrig; carried.

New Business:

Application for Operator's license – The Board was presented with a list of current applicants for operator's license. This list included: James Schmidt, Sarah Ebert and Jamie Reichwald. Action – to approve the list of applicants as presented – motion: Kloehn; second: Krueger; carried. Application for alcohol beverage retail license & transfer of ownership – This retail license and transfer of ownership from JJMRS Entertainment to Fischer's Amusement, LLC. Action – to approve the license and the transfer of ownership as presented effective as of May 9, 2023 – motion: Kloehn; second: Roehrig; carried.

Classes/Seminars/Schooling for Employees – none. Reports on schooling/training sessions – none. Street Department – Action – to accept the committee meeting minutes as presented and place them on file – motion: Vanden Elzen; second: Nolan; carried. Discussion and possible action regarding committee recommendation to approve bid from Charlie Fochs to remove and replace the sidewalk at 633. W. Cedar Street – The Board was presented with the bid. The total cost would be \$3,498.30 for the removal and pouring. Action – to accept the bid from Charlie Fochs in the amount of \$3,498.30 as presented – motion: Kloehn; second: Krueger; carried. No further action needed. Discussion and possible action regarding committee recommendation to approve Ordinance 2023-02 Walking Trails – This is to prohibit atv's/utv's/golfcarts from being able to operate on Village Walking Trails. An example of this is the new walking trail in the Village Meadows Subdivision – motion: Nolan; second: Keuler; Roll Call Vote; Yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe; carried. No further action needed. Discussion and possible action regarding resident request to erect a fence on Village owned right-of-way – Nicklaus explained that she heard back from the Village attorney. The Village does own the property; therefore, he suggests not approving the request. Giese then requested the Village to start taking care of the maintenance of it. Plate stated that they would take over the cutting of the grass immediately. No action needed.

Wastewater Treatment Facility – Action – to approve the minutes and place them on file – motion: Nolan; second: Kloehn; carried. Discussion and possible action regarding committee recommendation to allow RV's to dump waste at the Wastewater Treatment Facility – Plate explained that this would be a nice service to offer to the residents. The Board agreed. At the cost of \$10 each time. Action – to accept the allowance of RV's to dump waste at the Wastewater Treatment Facility as presented – motion: Krueger; second: Nolan; carried. No further action needed. Discussion and possible action regarding committee recommendation to approve the purchase of a skid steer – The Board discussed buying new vs. buying used at great length. There is \$20k budgeted and \$8k that would need to be taken out of fund balance. There was a sale of Village equipment in the amount of \$8k that has been added to the fund balance. The options between a skid steer and a forklift were also discussed. Action – to allow Plate to purchase a used skid steer; not to exceed the limit of \$28k – motion: Roehrig; second: Kloehn; Roll Call Vote; Yes: Loose, Roehrig, Nolan Kloehn: No: Vanden Elzen; carried by majority vote. No further action needed. Water Department – Discussion and possible action regarding a water & sewer bill for Hilbert Haven. This was addressed under Citizen Question and Concerns earlier in the meeting. No action taken.

TID District #2 – nothing.

Fire Department – Chief Loose stated that there have been 1 fire call since the last Board meeting. He stated that the Department is working with the REACH Program regarding wristbands at the beer tent for the Cheese Derby. Chief Loose also stated that there will be a truck meeting tomorrow night and the by-laws are ready and just need to be typed for review. They are also working on getting the new computer for the station. Discussion and possible action regarding the Fire Chief's convention – Chief Loose explained that he and the two assistant chiefs would be attending this year's convention. The money for this convention is budgeted; \$5,500 is budgeted every year for training. Only \$1k has been used currently this year. There was discussion on days, what classes that were going to be attending and lodging. Vanden Elzen and Anita Loose excused themselves from the vote. Action – to allow the Fire Chief and the two assistant chiefs to attend the Fire Chief's convention as requested and as budgeted – motion: Krueger; second: Roehrig; carried.

Park and Recreation Committee – Action – to accept the minutes as presented and place them on file – motion: Roehrig; second: Nolan; carried. Discussion and possible action regarding potential disposition of current sprinkler system at pavilion – They are actually old irrigation pipes that are suspended on the ceiling of the pavilion by the rafters. No used and could be taken apart and sold for scrap. Action – to take down the irrigation pipes and scrap them out – motion: Nolan; second: Kloehn; carried. Discussion and possible action regarding resident request to have the cheese stand painted – A resident got a hold of Loose and is requesting the cheese stand be painted. Plate stated they could try to see if Kenny has time to do it. Loose stated that otherwise she knew of someone that is willing to donate their time to do it. Plate said this would be the better option. Loose will pick up the paint and get reimbursed. The colors

were discussed. The main goal is to make sure it matches the blue on the HAA building. Action – to approve the painting of the cheese stand in the colors discussed – motion: Nolan; second: Roehrig; carried.

Discussion and possible action regarding billing of Sargento and St. Vincent DePaul for the special assessment from 2019 – Nicklaus provided the Board with the documentation regarding the project. Kieso provided them with the minutes from the 2019 Board meeting which gives the details of the special assessment and approval to bill it. Action – to bill Sargento and St. Vincent DePaul for the special assessment on the project that was completed in 2019 – motion: Roehrig; second: Nolan; carried.

Discussion and possible action regarding other annual appointments for citizen committee members – the Board was provided with an updated list and term expiration of the citizen committee members. There were a few that needed to be switch from Jim Schmidt to Jim Schrubbe. Nicklaus will get those changed. Josh Krueger will be on the architectural committee in place of Jim Schrubbe. No action needed.

Discussion and possible action regarding resident request to allow chickens on their property – Stephanie Kaas addressed the Board with her request. Her property butts up to a field and she is not sure why it's ok for that to be agricultural and hers not to be. It was explained that planting crops is different than having farm animals on the land. The ordinance in the Village states that chickens are not an acceptable animal to have on residential property within the Village. Kaas stated that she planned on taking this further and perhaps start a petition. Schrubbe informed her that was her right to do so but as of right now she is in violation of the ordinance and needs to get the chickens removed from the property. If not, further notices, violations and citations would follow. No action needed.

Discussion and possible action regarding resident request to close street for a wedding – Chris Eichmeier is requesting to close the area between from N. 4th St. between Cedar and corner by salt shed on June 3, 2023 from 2:30 p.m. to 12 a.m. for the safety of their guests. They would allow access for those users that require it. Action – to approve the request as presented – motion: Krueger; second: Nolan; carried.

Discussion and possible action regarding Resolution 2023-05 Authorizing Resolution – This is required from the DNR to give Nicklaus authority to submit reports. They want the position of administrator clerk treasurer as the authorized title instead of the individual's name. Action – to approve Resolution 2023-05 as presented – motion: Kloehn; second: Loose; Roll Call Vote; Yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe; carried.

Discussion regarding financial accounts with Ginny Hinz with Onward Accounting and Consulting, LLC – Ginny Hinz presented information to the Board regarding the Village's financials. She discussed how the Village was financially and went over the numbers. Workhorse was also discussed and the new chart of accounts will be compiled soon. She stated the goal is to reduce the number of accounts that are out there now and get down to just the necessities; such as Capital Projects fund, water, sewer, etc. All projects will be run thru just the Capital Projects fund and no where else. This is help simplify the process. She also discussed the TID District; she is hoping that in the next 5 years it will see a positive balance. She encouraged the Board to close out the TID as soon as it has a positive balance. There are no longer any expenditures available out of the TID for developers. Sewer account has debt; but is doing extremely well. Water has no debt and is sustaining itself. Ginny plans to help with the new accounts transition and the software updates. The Board discussed various other questions and concerns with Ginny throughout the discussion.

Discussion and possible action regarding Village bank accounts – This line item is tied in with what Ginny has previously discussed.

Discussion and possible action regarding request from the Local Lounge to host outdoor markets – This request is for the first Saturday of June, July, August and September. It would involve barricading the parking spaces and half of the street outside of the Local Lounge on both 3rd Street and Main Street (as done on previous markets). Action – to approve the request from the Local Lounge as presented – motion: Loose; second: Nolan; carried.

Village Board Member Informational Report – Kloehn mentioned that a few people mentioned to her the idea of selling the ballpark to the Hilbert Athletic Association. This could not be discussed until it was put on as an agenda line item for the Park & Recreation Committee meeting. Schrubbe stated that a lot of steps will need to be researched and addressed to even be able to consider this. It was also noted that the garbage issue with an apartment building has been addressed and seems to have been taken care of. Krueger asked Plate if that mound of dirt at the Village Meadows Subdivision could be flattened and grass planted? Plate stated that it all depends on what the future plans are for growth and it's mainly about keeping the elevation heights at the correct level.

Village Personnel Information Report – nothing.

President's Report – Schrubbe reminded the Board to start thinking about budget planning. The Health Committee will meet in July with the other townships and dates for this meeting will also need to be considered. Schrubbe would also like to see the employee evaluations out sooner this year.

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: Kloehn; second: Nolan; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe; carried.

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

No action taken from closed session.

Adjournment – Action – to adjourn – motion: Loose; second: Vanden Elzen; carried. The meeting was adjourned at 9:47 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Jim Schrubbe called the Special Board Meeting to order at 6 p.m. on Tuesday, May 6, 2023. Roll Call – Loose, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe. Krueger was absent. Others present were Beth Nicklaus and Tom McHugh.

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.

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: Nolan; second: Kloehn; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Vanden Elzen, Kloehn and Schrubbe; carried.

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

Discussion and possible action regarding closed session – none.

Adjournment – Action – to adjourn – motion: Kloehn; second: Krueger; carried. The meeting was adjourned at 6:53 p.m.

Elizabeth Nicklaus

Elizabeth Nicklaus, Administrator Clerk Treasurer