

President Mark Breckheimer called the village board public hearing to order at 6:30 p.m. on Tuesday, December 12, 2017.

Roll Call – all members reported present except Dan Starfeld and Jim Koffarnus. Others present were Charlie Fochs, Dennis DuPrey, Ken Geiser and Donald Schroeder.

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

Presentation of the project plans and proposed special assessments for each property – Fochs stated that the plans stayed the same since the last public meeting. He stated that he had to check on curb lengths yet and get the exact footages for each property because right now the footages were just estimates. Public input regarding the project and the proposed special assessments – Geiser questioned whether the project will go ahead no matter what. Fochs stated that the project has been budgeted for and he doesn't have any reason to think why it wouldn't move forward. However, the final decision is always up to the board. Schroeder questioned whether there was grant money being used. DuPrey said there was not because the Hwy 114 project was not eligible due to the fact that the project doesn't include road ways. Geiser stated that 13' for the terrace seems like a lot. He is concerned about how close it'll be to his cedar bushes that are along his driveway. Fochs stated that he will leave as much room as possible. They both referred to the plans and Fochs stated that he thinks there will be ample space. Geiser said he's not worried about the other bushes, those can be dug out and tossed, his only concern is for the cedar bushes because he doesn't want those damaged. He said they help keep the noise from the highway back. Geiser questioned why not do the whole project and complete it all the way to the village limits? Fochs agreed that would be ideal but the budget does not allow it. Keuler said if money wasn't an issue, of course they'd choose to do it all at once, but it's not an option due to the costs. Geiser said then it should wait and be budgeted every year until it can be all completed at one time. Geiser questioned why no other sidewalks are going in on 10th Street? It was stated that there is \$8,000 left in the sidewalk budget and that 10th Street could be an option for that. Fochs stated that once the project is complete it'll look nice. Action – to declare the public meeting closed – motion: Kueler; second: Roehrig; carried.

Missy Kieso

Missy Kieso, Deputy Clerk

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, December 12, 2017.

Roll Call – all members reported present except Dan Starfeld. Others present were Mike Loose, Dennis DuPrey, Ed Bryne from the Brillion News and Charlie Fochs.

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 – There was none.

Announcements – Nomination papers for the village board may be circulated beginning on 12/1/17 and the deadline is 5 p.m. on January 2, 2018. Trustees up for election are Peggy Nolan, Jim Koffarnus and Dan Starfeld.

Minutes – Action – to approve the board meeting minutes as presented – motion: Roehrig; second: Keuler; carried. The fire department minutes were presented to the board. Action – to accept the fire department minutes and place them on file – motion: Roehrig; second: Bolwerk; carried. The first responder minutes were presented to the board. Action – to accept the first responder minutes and place them on file – motion: Kueler; second: Koffarnus; carried.

Treasurer's Report for the Village of Hilbert - balances – \$152,810.42 General fund; \$543,428.47 Sewer fund; \$61,667.34 Water fund; \$36.67 Clean Water fund; \$1.00 DOA Block Grant Fund; (\$96,640.59) TID #1 fund; \$1,084,819.07 T-Plus fund; \$11,940.79 First Responder fund; (\$363,370.73) TID #2; \$587,254.74 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Koffarnus; second: Bolwerk; carried. There was no treasurer's report for the fire department presented to the board. The treasurer's report for the first responders was presented to the board. Action – to approve the first responder's treasurer's report as presented – motion: Koffarnus; second: Roehrig; carried.

Claims - examined and discussed. Action – to pay all claims – motion: Koffarnus; second: Keuler; carried.

Correspondence – There was no MEG newsletter presented to the board. The Focus newsletter was presented to the board for their information. There was no Boardman & Clark newsletter presented to the board. Kieso read a thank you card from the family of Jerry Ott. E-mail correspondence on the reports from DNR & EPA regarding tree damage on N. 3rd Street was presented to the board for their information. Koffarnus and Nolan questioned what the outcome of the reports meant. DuPrey stated that, as he interpreted, everything seems to be in compliance. Koffarnus agreed. DuPrey said he received the DNR report and had been waiting to present it to the board until he also received the EPA report, which he just received this week. DuPrey also reminded the board that the EPA is the agency that regulates the laws concerning air quality and the village does not regulate it.

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. Notice of receipt of the 2nd installment of shared revenue in the amount of \$333,685.13 was presented to the board for their information. Notice of current lottery credit in the amount of \$149.17 was presented to the board for their information. Notice of current year first dollar credit in the amount of \$85.24 was presented to the board for their information. Notice of current year State School Tax Credit in the amount of \$119,793.86 and current year estimated aid in the amount of \$1,239,714.00 was presented to the board for their information. The final 2018 approved budget documents with the final tax rates was presented to the board for their information. The receipt of the quarterly cable tv franchise fees in the amount of \$2,301.16 was presented to the board for their information.

Unfinished Business:

2017 Projects – Payment Request #2 from MCC was presented to the board for the 2017 paving projects. Action – to approve payment request #2 to MCC in the amount of \$6,528.20 for the 2017 paving contracts as presented – motion: Koffarnus; second: Keuler; carried.

2018 Projects – Resolution 2017-09 – This resolution which is regarding Final Resolution Authorizing Construction of Improvements and Levying Special Assessments against Benefited Property was presented to the board. DuPrey stated that there would be 5 annual installments at a 3% interest rate. Action – to approve Resolution 2017_09 as presented – motion: Koffarnus; second: Keuler; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Breckheimer; carried. State/Municipal Maintenance Agreement was presented to the board. DuPrey stated what the agreement basically states that that the village will maintain our portion of the road. This is a required agreement in order to get the permit for the Hwy 114 Project. Action – to approve the maintenance agreement as presented – motion: Roehrig; second: Koffarnus; carried.

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

Police Protection for the village – There was no monthly report for police protection received/

Fire Department – Mike Loose reported that there were 3 fire calls since the last meeting. He questioned the board on whether he could go ahead with the green hinges for the overhead door for the fire station. Breckheimer stated that it was already approved as part of the 2018 budget and Loose could proceed with it in 2018 calendar year. He was instructed to check with DuPrey on the exact amount budgeted. He also questioned the sign. There was an amount budgeted and he needs to work with the committee on how it will be spent.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – WWTP Upgrades – There were no change orders or payment requests presented to the board. DuPrey stated that he talked to the engineer about a final payment request and is waiting for a final draw request. Once this is completed the project can be closed out. Hilbert Acres

Mobile Home Park – A letter from Speedy Clean and from the district manager of the mobile home park regarding improvements made in the mobile home park with the infiltration issues were presented to the board for their information. The board was glad to see all the issues being addressed and corrected.

Fochs stated that they are making progress and that's the main thing. DuPrey said that by having one master meter installed for the mobile home park was one of the best decisions that was made. By having the water run through one meter, instead of individual meters, it makes it easier for the village to collect and get repairs made. There was no report on engineering costs and clean water fund draws to budget presented to the board. Letter from the Department of Administration – The letter was presented to the board for their information regarding the 2017 Federal single audit report. DuPrey stated that because the village stayed under the \$750,000.00 there would not need to be a single audit report done. The village was at \$215,920.43. This will save money on the audit cost.

Village South Residential Development Property – Action – to accept the Plan Commission meeting minutes as presented and to place them on file – motion: Koffarnus; second: Keuler; carried. The board discussed the recommendation of the committee concerning the renting of the 50 acres to Schneider Farms in 2018. Breckheimer stated that the timeline for development will be pushed back due to the grant application for infrastructure that will be applied for and it would make sense to rent the land. Action – to approve the recommendation from the committee and rent the land to Schneider Farms in 2018 – motion: Roehrig; second: Koffarnus; carried. No further action needed.

736 W. Main St. Property – E-mail correspondence regarding an update on the grant was presented to the board. The e-mail stated that there should be a response on the grant result by the end of January. A request from the developer was also presented to the board. DuPrey explained this e-mail that he received from the developer, Todd Thiel. He questioned whether DuPrey had any recommendations with local government assistance if WEDC grant falls short. DuPrey stated to the board that he felt like they all have been over this with Thiel many times. He presented a list of the dates of the 5 board meetings in which this was addressed. DuPrey asked the board how they would like him to reply. Breckheimer stated that the village applied for the grant and that's where it stands. It was also noted that the village stated in the letter that accompanied the grant, that they would not be giving any funds towards the project and Resolution 2017_07 specifically states this. Nolan questioned if they needed to even address the e-mails. DuPrey said he didn't know and that's why he brought it to the board. Keuler said that he wants to work with Thiel but because of the resolution he feels like their hands are tied. Koffarnus agreed. Roehrig

stated that DuPrey needs to reply "The board's position has not changed from April 18th." If there is another response then DuPrey should tell Thiel to address the board directly. It was decided that this would be the appropriate response and DuPrey would reply as such.

Village Economic Development Plan – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Koffarnus; second: Bolwerk; carried. The committee recommends hiring Cedar Corporation to do the village wide development plan and to act as backup CDBG Grant administrator. Action – to approve this recommendation – motion: Koffarnus; second: Keuler; carried. No further action needed.

New Business:

Application for Operator Licenses – Action – to approve the operator license for Saraswati Sharma – motion: Roehrig; second: Koffarnus; carried.

Classes/Seminars/Schooling for employees – There was no information presented.

Appointment of Election Officials – The board was presented with a list of the election Chief Inspectors and Election Inspectors for 2018-2019 Term. DuPrey stated that he has recently found out that a person does not have to reside in the village to be an election worker. Roehrig thanked him for the update on this. Action – to approve the Election Officials for 2018-2019 as presented – motion: Roehrig; second: Koffarnus; carried

Appointment of Village Attorney for 2018 – For the past several years it has been Andy King. Action – to appoint Andy King as village attorney for 2018 – motion: Koffarnus; second: Roehrig; carried.

Resolution 2017-10 Declaring Public Depositories for 2018 – This was presented to the board. DuPrey also stated that he got a call from the State Bank of Chilton and the \$10,000.00 will be deposited into the village account and will then be put in the park building reserve. Action – to approve Resolution 2017_10 as presented – motion: Roehrig; second: Koffarnus; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Breckheimer; carried.

Resolution 2017-11 to place 2017 budget 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. Action – to approve Resolution 2017_11 as presented – motion: Koffarnus; second: Bolwerk; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Breckheimer; carried.

Welcome Signs – The 2018 lease agreements were presented to the board. Action – to approve the leases for the 3 welcome signs as presented – motion: Koffarnus; second: Nolan; carried.

Possible bonus for employees – Breckheimer stated that in the past the full-time employees have received \$50 and the regular part-time employees did not receive a bonus. He recommended that it be increased to \$100 for full-time employees and \$50 for regular part-time employees (Alvin Dohr and Betty Ruppenthal). Breckheimer felt the part-time employees should receive a bonus because of all the extra hours/projects that they have been helping with due partly to staff shortage. Roehrig said he'd rather do one amount straight across the board; \$100 for each employee. Keuler stated that if Roehrig motions it he'd second it. Bonus pay would be on the last payroll check for December. Action – to approve a bonus of \$100 for each current full-time employee and Alvin Dohr and Betty Ruppenthal – motion: Roehrig; second: Keuler; carried.

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

Insurance Renewal for 2018 – DuPrey presented the estimate from the League's Insurance Plan. It was showing an increase of 2.6%. Roehrig stated that that is a very low increase. He requested DuPrey to check on the General Liability coverage because he felt that \$3,000,000 was low and \$5,000,000 would be better. He also felt that uninsured coverage seemed low and \$500,000 is what he would recommend. Roehrig also wants DuPrey to check on the specifics for the automobile replacement costs including in the estimate. DuPrey said he would and if the board agrees they could approve the insurance as is and make adjustments/amendments as they see fit. DuPrey is also going to get Roehrig a copy of the policy to look over. DuPrey recommended increasing the cyber security from \$100,000 to \$250,000. The additional cost would be \$341. Action – to approve the insurance renewal for 2018 with the increase of coverage in the cyber security for \$341 – motion: Roehrig; second: Keuler; carried.

Employee Review/Grievance Committee – Action – to accept committee minutes as presented and place them on file – motion: Koffarnus; second: Keuler; carried. The board discussed the incentive pay scale for full-time public works employees. They reviewed what the committee recommended. Once the employee receives certification(s) the incentive increase will be effective the following January 1st combined with any potential annual merit raise. Action – to approve the incentive pay scale for full-time public works employees as recommended by the committee – motion: Keuler; second: Bolwerk; carried. No further action needed. The board then discussed the school/training policy. There is a typo that needed to be fixed in the wording for the overnight schooling/training. It states "two nights" when it actually should state "one night" to stay consistent with the previous sentence. The committee recommended to amend the policy to reflect this. Action – to approve the recommendation – motion: Keuler; second: Koffarnus; carried. No further action needed. There was also a reminder given that any schooling over \$100 has to be approved by the board *prior* to attending and that once completed a summary of the schooling/training also needs to be provided to the board. The board then discussed schooling/training for employees. The board felt that an employee should take schooling as soon as

possible instead of having to wait the one year employment time as it states currently in the handbook. Action – to amend the Employee Handbook regarding schooling/training to remove the requirement that an employee must wait one year before they are eligible to take schooling. – motion: Keuler; second: Roehrig; carried. Next to discuss was the amendment to the handbook regarding sick days for full-time employees. As it reads now, employees have to have 1,040 hours worked prior to earning a sick day. One sick day is earned at the first of every month then. The amendment would change this so that sick days can be earned starting the first of the month after the start date. So, if an employee starts January 2nd they would then receive their first sick day as of February 1st. Maximum sick hours cannot exceed 480 hours. Action – to approve the amendment to change the employee handbook regarding sick pay as discussed – motion: Koffarnus; second: Keuler; carried.

Village Board Member Informational Report – Koffarnus questioned whether the company working on the railroad property got the clearance from the village to do so. DuPrey stated that they did not. They are accessing the property by using a public right-a-way and the village can't protest it. Koffarnus also stated to Fochs that the Christmas decorations look great. Fochs replied that he thinks it would be nice to have a letter sent to the people who put everything together at Railroad Park because it was a great event. Breckheimer agreed and asked DuPrey to make a thank you letter. DuPrey said he would.

Village Employee Informational Report – none.

President's Report – none.

Breckheimer stated that there was no need to go into closed session.

Adjournment – Action – to adjourn – motion: Roehrig; second: Keuler; carried. The meeting was adjourned at approximately 8:06 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk

President Mark Breckheimer called the special meeting of the village board to order at 7p.m. on Tuesday, December 19, 2017.

Roll Call – all members reported except Mike Bolwerk. Others present were Charlie Fochs and Dennis DuPrey.

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 – Nomination papers may be circulated beginning on December 1, 2017 and must be filed by 5 p.m. on Tuesday, January 2, 2018. Candidates up for re-election are Village Trustees: James Koffarnus, Daniel Starfeld and Peggy Nolan.

President's Report – none.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to review applications for the General Public Works position, conduct a review of a public employee and to review compensation of a public employee. Action – to convene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Koffarnus; second: Starfeld; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. There was no action from the closed session.

New Business:

Analysis completed for the water reservoir system – The board was provided with information regarding the analysis which was completed for the water reservoir system. Fochs led the discussion concerning the results. He stated that he wanted everyone to know up front that our water is fine and meets all criteria and there are no violations with the DNR. The reason behind the testing is to tell us ways in which we can improve it to make it even better. He's been working with Andy, a specialist, and they have come up with some ideas. Fochs stated that they are leaning away from the iron removal system that was first discussed. Koffarnus questioned how would that effect the budget because the cost of the removal system was already approved by the board. DuPrey stated that they would eventually have to approve a resolution to reallocate the funds away from the removal unit to whatever they plan on replacing it with. Fochs stated that he believes the other system, which involves increasing the peroxide so it oxidizes and turns into a participant and then settles to the bottom of the reservoir (into a sludge holding basin) and gets extracted out, may be a better route to go. They are just in the beginning phases of the discussion and Andy will be taking it to the DNR in hopes that a pilot study can be done. Fochs stated that the next step would be to test the raw water in well #2 to see if there's the same issue there as well. DuPrey said we wanted to make sure to keep Sargento in the loop of our plans because, as a major manufacturer, they are interested in the results and processes.

The board then reconvened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to reconvene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

There was no action from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at approximately 8:47 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk

President Mark Breckheimer called the special meeting of the village board to order at 6:30 p.m. on Wednesday, January 3, 2018.

Roll Call – all members reported present. Also present was Charles Fochs.

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.

The board then convened into closed session under S. 19.85(1)(c) to conduct interviews for the General Public Works opening. Action – to convene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second: Starfeld; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Action – to offer the General Public Works position to Mark Fochs at an hourly rate of \$22 per hour – motion: Starfeld; second: Roehrig; carried.

Adjournment – Action – to adjourn – motion: Roehrig; second: Bolwerk; carried. The meeting was adjourned at 8:07 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk