

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, May 9, 2017.

Roll Call – all members reported present. Others present were Julie Giese, Steven Mayer, Mike Loose, Scott Bertrand from Jones Sign, Missy Kieso, Ed Bryne from the Brillion News and Charlie Fochs.

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

The board then proceeded with the public hearing on the proposed special assessments for curb & gutter for the Highway 114 urbanization project. Action – to accept the committee meeting minutes from the street committee as presented and to place them on file – motion: Koffarnus; second: Keuler; carried. Charlie Fochs reported that he and Starfeld have met with all of the property owners on site except for 3 of them as of now. He stated that the people are real receptive. The plans for the project were reviewed along with the paperwork for the proposed special assessment. Charlie stated that they are going move the sidewalk on the south side of the road 4' north which will still allow for adequate terrace but will move it out of the way of some pine trees and utility poles. Breckheimer asked if there was any public input regarding the project and the proposed special assessments. There were none. Form 5, final resolution was then presented. DuPrey explained the terms and the %'s that were added. Action – to approve Form 5, Final Resolution Authorizing Construction of Improvements and Levying Special Assessments Against Benefited Property – motion: Koffarnus; second: Starfeld; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. President Breckheimer then declared the public hearing closed.

The remaining of the regular board meeting then took place.

Citizen Questions and Concerns to be acted on at the next board meeting – none.

Announcements – Board of Review is May 17<sup>th</sup> at 7 p.m. The next Civic Association meeting is May 17<sup>th</sup> in Kiel.

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

Treasurer's Report for the Village of Hilbert - balances – \$180,675.41 General fund; \$366,115.07 Sewer fund; \$197,734.40 Water fund; \$3.00 Clean Water fund; (\$39,434.74) TID #1 fund; \$1,123,439.88 T-Plus fund; \$13,213.97 First Responder fund; (\$331,902.22) TID #2, \$435,332.27 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Koffarnus; second: Keuler; carried.

The fire department treasurer's report was presented to the board. Action – to approve the fire department treasurer's report as presented – motion: Starfeld; second: Bolwerk; carried. There was no treasurer's report from the first responder group. Koffarnus commented that we haven't seen one for the last couple of months. DuPrey stated that he is not placing too much pressure on them because the group has gone through enough lately with what they have been going through.

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

Correspondence – There was no MEG newsletter received. There were no Time Warner Cable letters received. The Focus newsletters were presented to the board for their information. There was no Boardman & Clark newsletter received.

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.

Unfinished Business:

2017 Projects – nothing new.

Recycling/Rubbish – The monthly report was presented to the board for their information. DuPrey presented the annual report on recycling. He stated that the standard for an effective recycling program is 82.40 pounds per capita (resident). Our report showed that we are at 141.48 pounds per capita (resident). He again asked for volunteers for the electronics recycling. Keuler stated that he can work in Chilton on the 24<sup>th</sup> after he gets out of work.

Police Protection for the village – The monthly report was presented to the board for their information.

Fire Department – Chief Mike Loose reported that there have been no fire calls since the last meeting. He stated that Truck #35 is in for repairs. He also reported that the department held a brat fry and took in \$900.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – Interceptor Sewer Main Replacement Project – nothing new. WWTP Upgrades – nothing new. Hilbert Acres Mobile Home Park – Steve Mayer appeared before the board and reported that the contractor has scoped the entire park. He stated that they found 16 laterals leaking among other things and have repaired two so far. There are also leaks in some of the mains and manholes. He informed the board that they have worked out a deal with the contractor to do the whole repair at one time and that they will bill the park quarterly.

Schneider Property – DuPrey reported that the tentative closing date is set for May 15<sup>th</sup>.

736 W. Main St. Property – The proposed agreement to write the WEDC grant that was discussed at the

April meeting was presented to the board. Information was presented from emails received from Todd Thiel and his attorney regarding the agreement. Starfeld questioned why can't he sign this. It was explained that he did not wish to sign the agreement. DuPrey explained the process that was completed from the last board meeting and explained the agreement. Todd Thiel would be responsible for paying back the cost of applying for the grant only if the project was not completed or he turned down a grant award. If the grant application was turned down or he completes the project, then the village stays responsible for the cost of the grant application. He also read the minutes in detail from the last board meeting which clearly showed that he had verbally agreed to this agreement and that one would be written up. Roehrig commented that he agreed to it last month and is not here to voice any concerns. The board felt that since he wasn't at the meeting and had previously agreed, then the agreement should be approved. Action – to approve the agreement to apply for the WEDC grant as presented to the board – motion: Starfeld; second: Keuler; carried. The board then discussed information provided regarding the sign ordinance and roof signs that are part of the proposed project. DuPrey explained the two separate options that were available. One would be to amend the sign ordinance and then everyone that satisfies the code could put in a roof sign. The other option was to do a conditional use permit which would allow the village more control on a case by case basis. This was briefly discussed. Starfeld and Keuler both indicated that they were in favor of a conditional use permit. This will be the route that we will proceed then.

Village Economic Development Plan – Action – to accept the minutes from the Citizen Participation Plan hearing and to place them on file – motion: Koffarnus; second: Keuler; carried. The first item discussed was the lobbying certificate. Action – to approve the lobbying certificate as presented – motion: Koffarnus; second: Roehrig; carried. The next item discussed was the Residential Anti-Displacement & Relocation Assistance Plan. Action – to approve the Residential Anti-Displacement & Relocation Assistance Plan as presented – motion: Koffarnus; second: Starfeld; carried. The proposed grant application was then discussed. DuPrey indicated that we are incorporating the Schneider land purchase, the downtown redevelopment and the industrial park on Highway 114 into the project. The board felt that the best use would be a village wide plan and to include affordable housing for residents. This proposed plan is to provide a more detailed plan for development. It was noted by Trustee Roehrig that the proposed activities in this grant application are consistent with the Village's 2030 Comprehensive Plan and the proposal reaffirms the Village's goals and objectives addressing housing and economic development remain as described in the Comprehensive Plan and the submission of this grant application is evidence that the 2030 Comprehensive Plan continues to be a current and viable document guiding the village. Action – to approve the resolution to submit the CDBG Planning Grant Application as presented – motion: Koffarnus; second: Starfeld; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

#### New Business:

Application for operator licenses – An application was received from Alexxes Kempen. DuPrey stated that everything checks out. Action – to approve the operator license for Alexxes Kempen – motion: Koffarnus; second: Starfeld; carried. An application was presented from Holly Saltz. DuPrey stated that everything checks out. Action – to approve the operator license for Holly Saltz – motion: Starfeld; second: Koffarnus; carried. The next application presented was from Jarcole Pennenberg. DuPrey stated that it would have to be approved conditionally based upon satisfying the responsible beverage class requirement. Action – to conditionally approve the operator license for Jarcole Pennenberg based upon completion of the responsible beverage server class – motion: Koffarnus; second: Starfeld; carried.

Application for liquor and beer licenses – The applications for liquor and beer licenses were presented to the board. These will be acted upon at the June meeting.

Application for Temporary Class B License – Calumet Sno Trails – Action – to approve the Temporary Class B License for Calumet Sno-Trails for their annual Cheese Derby on June 15<sup>th</sup> – motion: Koffarnus; second: Starfeld; carried.

Application for Temporary Class B License – Hilbert Lions Club – Action – to approve the Temporary Class B License for Hilbert Lions Club for their Annual 4<sup>th</sup> of July celebration – motion: Keuler; second: Starfeld; carried.

Classes/Seminars/Schooling for employees – A request was received to reimburse Tyler Wollersheim for the cost of taking DNR certification tests. There were two tests taken. Action – to approve this – motion: Koffarnus; second: Keuler; carried.

Park & Recreation Committee – Action to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Keuler; carried. It was noted that the fence may go in next week pending the weather.

Water and Sewer Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Koffarnus; second: Keuler; carried. The first recommendation was to approve to do a pilot project for phosphorous removal. We would do it in conjunction with the Village of Valders and the cost would be \$2,500. Charlie Fochs explained the process of this new technique to remove phosphorous. It is a process that creates algae which is a sellable product. He stated that there is a market for algae and it is used in many products. Action – to approve this recommendation – motion: Koffarnus; second: Keuler; carried. No further action was needed. The second recommendation was to proceed with plans and specifications for the new sludge building at a cost of \$7,542 with the

remaining funds to be used to offset future costs and begin the project. This item is budgeted and Charlie Fochs reported that the goal is to complete the plans and possibly get the concrete floor poured yet this year and then budget for the balance of the project in 2018. There was some discussion regarding tabling this until June because of the desire to bring in the engineers to discuss issues with the last few projects that we have had. The board felt that we should have the discussion prior to proceeding with this. There was no further action needed. The next recommendation was to proceed with bidding out to replace the blacktop driveway at the treatment plant with an alternate of concrete. This is a budgeted item and it needs to be completed due to the condition of the current blacktop. It would pulverize and replace the blacktop with a new 4" mat which would be thicker than what is currently there. Action – to approve this recommendation – motion: Koffarnus; second: Starfeld; carried. No further action was needed.

Request by Julie Giese to hold outdoor music at a wedding reception on 7/8/17 – Julie Giese appeared and requested to be allowed to have outdoor music at her residence for a wedding reception. She stated that they would have a DJ from 3 p.m. – midnight. The board discussed this. They stated that normally they only allow until 11 p.m. and felt that because this is in the middle of a residential district that this should be the case here also. The board also felt that all neighbors should be notified of the event. Action – to allow the use of a DJ for outdoor music for a wedding reception on 7/8/17 with music ending at 11 p.m. and the property owner must notify all neighbors of this event – motion: Koffarnus; second: Roehrig; carried.

Discussion and possible action regarding council room improvements – It was noted that the carpeting will be installed either Thursday or Friday. The board then discussed the improvements completed and if there were any others that they wanted to see completed. Breckheimer noted that since the hallway was updated, he felt that the bathroom door and trim in the hallway should be changed to better match the color that was installed on the walls. Roehrig agreed. Action – to replace the bathroom door and molding in the hallway bathroom – motion: Starfeld; second: Nolan; carried.

Discussion and possible action regarding request to install windmill on Fox Trails Stormwater Pond – Charlie Fochs requested permission from the board to install the windmill which would put air in the water and help circulate the water and hopefully alleviate the issues with the cattails and other issues. He stated that the subdivision will pay for the costs and there would be no cost to the village. The windmill would be 20' in height. There would also be herbicide added to keep the cattails down. Action – to approve the windmill as presented – motion: Koffarnus; second: Starfeld; carried.

Village Board member Informational Report – Koffarnus questioned Charlie Fochs how Tyler Wollersheim, the newest employee, was doing. Charlie Fochs stated that he is doing a good job.

Village Employee Informational Report – Charlie Fochs presented information from WE Energies regarding the proposed street light on Sienna Ct. They performed a lighting study and the proposed location would put the light shining on the Kersten and DuPrey houses. He stated that the goal was to light up the street so they are proposing to move it to another location which would be between the Boesch residence and the Dieball residence. Charlie presented the drawings to the board. The board stated that they preferred option #2 because it would provide better lighting for the street. Charlie Fochs then questioned if someone is going to notify the property owners there or if he is to do it. Koffarnus stated that he would meet with all of them and let them know about the location change.

President's Report – none.

The village board then convened into closed session under Section 19.85(1)(c) to review performance evaluation data of public employee. Action – to convene into closed session – motion: Starfeld; second: Roehrig; 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: Starfeld; second: Roehrig; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

There was no action to be taken from the closed session.

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

There was no action to take from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Roehrig; carried. The meeting was adjourned at 9:49 p.m.

*Dennis DuPrey*

---

Dennis DuPrey, Clerk

The Annual Board of Review was called to order at 7 p.m. on Wednesday, May 17, 2017 by Chairperson Tom Roehrig.

Roll Call – Present were Tom Roehrig, Mark Breckheimer, Jim Koffarnus and Dennis DuPrey Also present was Troy Zacharias and Zach Zacharias from Action Appraisers and Consultants.

Pledge of Allegiance – Recited by all present.

Citizen Questions and Concerns – none.

Announcements – none.

The purpose of the meeting was to conduct our first two hours of mandatory Board of Review hearing. The oath was administered to the assessor. DuPrey stated that no one had filed any paperwork to appear before the Board of Review within the timeframe outlined. Assessor Troy Zacharias took the oath of office.

DuPrey touched on the summary of the 2017 roll book to date. He stated that the changes were as follows:

Real Estate – Increase of \$515,900  
 Personal Property – Increase of \$136,080  
 Total Increase - \$651,980

DuPrey noted that these values do not include any manufacturing properties yet. The board then reviewed the changes in the roll and checked for any errors.

Action – to adjourn – motion: Breckheimer; second: Koffarnus; carried. The Annual Board of Review was adjourned at 9 p.m.

*Dennis DuPrey*

---

Dennis DuPrey, Clerk

President Mark Breckheimer called the special meeting of the village board to order at 7 p.m. on Monday, May 22, 2017.

Roll Call – all members reported present except Bolwerk. Others present was 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 – none.

Announcements – Charlie Fochs reported that Clearas is setting up on June 3<sup>rd</sup> and will be here for 7 days. This is the phosphorous removal pilot that is being completed at the treatment plant.

President's Report – Breckheimer reported that we did close on the purchase of the land from Schneider Farms.

New Business:

Plan Commission – Action – to accept the plan commission minutes as presented and to place them on file – motion: Koffarnus; second: Roehrig; carried. The first recommendation from the plan commission was to approve Ordinance 2017\_01 which amends Section 9.01(13) of the Code of Ordinances. This change would create the guideline for issuing Conditional Use Permits in the village. This would lay out the procedures on what needs to be done to get a conditional use permit when it is allowed. This was discussed. There were questions brought up regarding both ordinances and how we are addressing it due to the project at the corner of 8<sup>th</sup> & Main St. Breckheimer stated several times that this only lays out the procedure and we would address later the allowable signs under a conditional use permit. DuPrey explained the ordinance. He stated that he modeled it after Chilton's and Brillion's code and the attorney has reviewed it so far and changes have been incorporated that the attorney was seeking. There was discussion regarding the notifications required and what distance we should use for providing notice. After discussion, the board felt that 350' was adequate instead of 500'. Because there have been changes from the attorney since it was recommended by the plan commission, the board would have to first deny the recommendation and then the board could approve one with changes. Action – to deny the recommendation of the plan commission to approve Ordinance 2017\_01 as originally presented – motion: Starfeld; second: Keuler; carried by majority vote. The board then reviewed the proposed ordinance with the attorney's changes. They also noted that they would like the distance for notifications changed from 500' to 350'. Action – to make the proposed changes as noted – motion: Starfeld; second: Nolan; carried. The next recommendation was to approve Ordinance 2017\_02 as originally presented. Again, the attorney had several corrections that he would like to see made and so we would have to deny the recommendation as previously. The attorney presented some options that he felt that should be in the ordinance so that there is given limits. He suggested that if we don't put maximums allowed, it would leave it wide open as to what a board could approve for a conditional use permit. The board would first have to ask themselves if they want to allow roof signs. For the proposed project on the corner of 8<sup>th</sup> St. and Main St., he would be installing two roof signs. There was a long discussion on

what conditions that they would like to place on signs. It was brought up several times as far as what other municipalities allow. DuPrey pointed out several times that this is why our attorney's opinion is that this process should take a couple of months and not one meeting. DuPrey commented that this is why the attorney is saying what he is saying because it is far easier to get it right the first time than to pass something and say oh that is not what we meant. Roehrig commented that he isn't sure what the conditions should be but does agree that there should be some. He questioned what other municipalities have and DuPrey stated that this is why again the attorney is stating that the board needs to try not to rush this through. The board discussed some conditions. They felt that because a wall sign can be 500 square feet then a roof sign could be this large also. They also felt that there should be no more than 2 sides and motion signs shall not be allowed. Also inflatable signs would not be allowed. There a lot of discussion as to how these changes pertain to the proposed project at the corner of 8<sup>th</sup> St. and Main St. it was noted that the board has to decide without taking into account the corner project if the village wishes to allow to have roof signs or not. In other words, we needed to have the conditions that we want as to how it applies across the board and not specific to the proposed project. It was noted that whatever decision is made by the village board has to take into account the whole village and not just one or a few individuals. After further discussion, the board felt that they still wanted to proceed with proposed language as discussed. Action – to deny the recommendation of the plan commission on Ordinance 2017\_02 as originally presented – motion: Keuler; second: Starfeld; carried. Action – to approve the changes to the proposed Ordinance 2017\_02 as presented – motion: Keuler; second; Starfeld; carried. The board then set the public hearing date for the proposed zoning code change. Breckheimer brought up about switching the board meeting date for June to 6/19 at 7:30 p.m. This is when the public hearing would be completed. It would eliminate one special board meeting. Action – to set the public hearing date on Ordinance 2017\_01 amending S. 9.01(13) of the Code of Ordinances for 7:30 p.m. on Monday, June 19, 2017 – motion: Starfeld; second; Nolan; carried.

Request to change board meeting date for the June meeting to 6/19/17 at 7:30 p.m. – Breckheimer brought this up because he has a conflict with the meeting on the 13<sup>th</sup>. Because we would have to have a special board meeting for the public hearing on the proposed changes to the zoning code, Breckheimer felt that it would be a good idea to do this and the regular board meeting at the same time so that we could save on one additional meeting. Action – to approve this request to set the board meeting date as 6/19/17 at 7:30 p.m. – motion: Starfeld; second: Roehrig; carried.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at 7:50 p.m.

*Dennis DuPrey*

---

Dennis DuPrey, Clerk