

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, July 14, 2015.

Roll Call – all members reported present. Others present were Mike Loose, Charlie Fochs, Kurt Propson, Karl Propson, Zach Propson, Todd Thiel and Ed Byrne.

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 – Community Band concert will be held at the park on 7/20/15 at 7 p.m. Voices of Peace Gospel Festival is scheduled for 8/21/15 and 8/22/15. The Annual Cheesehead Run is scheduled for 8/20/15. The Hilbert Fire Department End of Summer Celebration will be held on 9/12/15. The next Civic Association meeting is scheduled for 9/15/15 at Stockbridge.

Minutes – Action – to approve the board meeting minutes from the last two meetings as presented – motion: Koffarnus; second: Boesch; carried. There were no minutes received from the fire department. There were no minutes received from the first responders.

Treasurer's Report for the Village of Hilbert - balances – \$333,818.71 General fund; (\$236,547.14) Sewer fund; \$190,611.37 Water fund; \$3.00 Clean Water fund; (\$26,467.74) TID #1 fund; \$109,952.74 T-Plus fund; \$20,004.52 First Responder fund; (\$380,294.30) TID #2, \$180.03 CDA; \$232,107.76 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Koffarnus; second: Starfeld; carried. The fire department's treasurer's report and report from the brat fry fundraiser was presented to the board. Action – to approve the treasurer's report from the fire department as presented along with report on the brat fry fundraiser – motion: Starfeld; second: Keuler: Boesch; carried. There was not first responder treasurer's report received.

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

Correspondence – There was no MEG newsletter received. There were no letters from Time Warner Cable. The Focus newsletters were presented to the board for their information. The Municipal Law Newsletter from Boardman & Clark was presented to the board for their information. Notice was received from the Employee Trust Funds for the 2016 Wisconsin Retirement System contribution rates. They will be reduced by .2% for the employee and employer each to a total contribution rate of 13.2%. DuPrey read an email from the Chilton Public Library regarding having the village be part of a Community Area Network or CAN. It is a high-speed communication network that is collectively designed to promote innovation, competition and economic viability in local communities.

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 Condition of Budgets for all funds for the period ending 6/30 was presented to the board. There were no questions. Notice of receipt of the quarterly street aid payment in the amount of \$14,126.47 was presented to the board for their information. The Annual Report from East Central Regional Planning Commission was presented to the board for their information.

Unfinished Business:

2015 Projects – Nothing new.

Recycling/Rubbish – The monthly report was presented to the board for their information. DuPrey then presented information received regarding the possible move to single stream recycling. There is a generic proposal from Advanced Disposal to move to single stream recycling with each property receiving a 96 gallon container where all recyclables will be placed. Pick up would still be once a month. The additional costs for this would be about \$8,800 beginning in 2016. If we were to add bi-weekly pick up, then it would cost an additional \$6,000 per year on top of the \$8,800. Single stream recycling is something that the Eastshore Recycling Commission is considering. As far as the frequency of pick up, it is totally up to the municipality. The issue with going out on our own is the small volume of recycling that we do produce. It would be harder and possibly more expensive to have it picked up and processed because we are a small municipality that doesn't generate that much. DuPrey stated that there are more upcoming meetings to discuss this from the Eastshore side. It was decided that the recycling committee will meet to discuss this and will make a recommendation to the board as to which route the village will go with this.

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

Fire Department – Chief Mike Loose reported that things have been pretty quiet so far. He stated that the 50/50 raffle and regular ticket sales have gone quite well. At this time, no one has come forward regarding the 50/50 raffle. They will be checking with how to proceed. Koffarnus asked how the morale of the fire department has been since last month's decision. Mike Loose stated that the fire department morale has been good. He stated that there was one call for the dive team for the possible drowning in Manitowoc county.

TID District #1 – nothing new.

TID District #2 – nothing new.

Street Committee – Action – to approve the committee meeting minutes as presented – motion: Koffarnus; second: Piepenburg; carried. The committee's recommendation was to approve having Todd Thiel to do new advertising panels on the ADA ramps at no cost to the village. Todd Thiel then gave a presentation regarding the advertising panels. He stated that it would be a one panel system and they

would be placed over the existing ADA panels that are there. He stated that they do comply with ADA standards. He stated that he is looking at having them placed from the post office on 3<sup>rd</sup> St. to the highway on both sides of Main St. He stated that with the winters here, the panels can become damaged so he stated that they would be switched out in late fall with a plain panel and then in the spring, the advertising ones would be put up again. He stated that he would like to modify the existing panels so that he can put the full system in which consists of a flat panel and then the advertising panel is placed on top. The other option would be to put the panel over the existing panel. Costs for each panel would be \$250. He stated that he would approach both business and civic organizations to see if they would like to purchase a panel. Action – to approve the recommendation from the committee to allow Todd Thiel to proceed with this project at no cost to the village and that he would have the street committee involved in the project to oversee it – motion: Piepenburg; second: Boesch; carried. It was noted that the Irish Rd culvert project is scheduled to start after the Cheesehead Run in August. There was nothing new on the request to lower the speed limit on the north side of the village.

"Looks of Hilbert" (Aesthetics) – Starfeld presented some information regarding new street signs for Main St. He has been working with Todd Thiel on this. He stated that the total cost of the signs presented was between \$70 and \$80 per sign. There are a total of 16 signs on Main St. We could go with either metal or aluminum for a sign. The metal one is cheaper. The board looked at the sample provided and felt that a black sign with white lettering would be the best. Starfeld will continue to work on it. We did receive an email from WE Energies regarding the street lights for Main St. We will continue to monitor it and keep following up with them. If we can't get any satisfaction regarding the repairs and replacements, we may pursue further avenues such as the Public Service Commission which regulates the electric utility.

Wastewater Treatment Plant – Interceptor Sewer Main Replacement Project – Charlie Fochs reported that project is pretty much completed except for closing some manholes after the corn crop is removed. WWTP Upgrades – Charlie Fochs reported that they should have the sheeting finished today. They are looking at digging deep pit on Thursday. There were two change orders presented to the board. The first one was to deduct allowances placed in the bids that are not now going to be part of the project. It was for the DAF access platform and latter and the digester cover. Total subtraction for this change order is \$80,000. Action – to approve Change Order #1 for Oudenhoven Construction for a subtraction of \$80,000 as presented – motion: Boesch; second: Koffarnus; carried. The second change order was to include the final clarifier rehabilitation with this contract. Originally, we were looking at taking the funds out of the replacement fund but it would have taken over 50% of the fund and with this being an upgrade, there are still other items that are getting older that may need replacing in the future and these funds would be used for that. We didn't want to deplete the fund that much and not leave any cushion if anything else would need repairs. This change order would increase the overall contract by \$117,209 which is being covered by the contingency in the clean water fund loan. Action – to approve Change Order #2 adding an additional \$117,209 to the project costs with Oudenhoven Construction – motion: Piepenburg; second: Koffarnus; carried. DuPrey then presented a worksheet with bills that have been received but not paid. With the loan scheduled to close on the 22<sup>nd</sup>, we need approval to pay these bills so that he can make them part of the next draw request for the clean water fund loan which will be submitted after loan closing. The total amount of the bills that need approval are \$34,567.13. Action – to approve payment of the bills as outlined in the worksheet which will be submitted as part of the next draw request for the clean water fund loan – motion: Starfeld; second: Roehrig; carried. DuPrey also noted that he has included the report of engineering costs compared to contract amounts and will provide this each month. Hilbert Acres Mobile Home Park – There was nothing new to report.

#### New Business:

Appointment of Alternate Emergency Government Director – Nothing new.

Application for operator licenses – Applications were received from Tara Eichmeier and Nathan Campshure. DuPrey reported that both check out. Action – to approve the operator license for Nathan Campshure – motion: Koffarnus; second: Starfeld; carried. Action – to approve the operator license for Tara Eichmeier – motion: Starfeld; second: Boesch; carried.

Classes/Seminars/Schooling for employees – Nothing new.

Employee Review/Grievance Committee – Action – to approve the committee meeting minutes as presented – motion: Koffarnus; second: Boesch; carried. The first recommendation was to approve a \$1.25 raise for Jeremy Baumgart effective 7/13/15 as part of satisfying his probationary period. Action – to approve this recommendation – motion: Boesch; second; Keuler; carried. The second recommendation was to switch health insurance carriers from Network Health to United Health Care and to establish an HRA where funds will be placed for each to help offset the higher deductibles. The HRA amounts can only be used towards deductibles and cannot be carried over from year to year. DuPrey provided a detailed explanation of the plan which allows the village to save about \$7,500 per year on health insurance costs based upon what we are now paying. He answered questions that the board had regarding the plan. DuPrey explained that the plan is an ACA plan (Obamacare) and allows our group to be grouped with a much larger pool instead of just the pool of five of us. He stated that their historical increases have been about 3 – 4 % per year compared to Network's proposed 15% increase for this year. We will also be setting up a plan so that the employee's share of the premiums deducted from their paychecks will now be done pre tax instead of after tax. Action – to approve the recommendation to

switch health insurance carriers from Network Health Plan to United Health Care with setting up the HRA for each employee and that the HRA can be used only for deductibles and no rollover of unused amounts in the HRA – motion: Koffarnus; second: Boesch; carried.

Community Development Authority – SEH was to be present to provide a presentation but something came up and the person who was supposed to be here could not be here. They will come to the next board meeting.

Park & Recreation Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Koffarnus; carried. The recommendation from the committee was to approve the turning of the old ballfield at a cost to the village of \$22,180. Roehrig first commented that the actual fee for laying out the field will only be \$1,300 instead of the \$1,500. Roehrig stated that Karl Propson did most of the leg work with the project getting estimates and presented it to the committee. He stated that the first thing to look at is the master plan which was drawn up. It lays out the desires for the current year and future years for the ballfield areas. Karl Propson presented a color copy of the layout that shows where everything is and where the drainage will be. He reviewed the proposals from everyone that was attached to the master plan. Boesch commented that he wasn't at that meeting but he did go out and look at the site with Charlie and he feels that we need to watch out with the excavating and whatever because it looks like that some of these swales are on more than park property. He questioned if he is true in stating that or not? Piepenburg questioned if it was center field. Boesch stated that it was. Karl Propson stated that they would stay far enough away and if they have to flatten out the center field fence then they will do that to stay away from the other properties. Boesch stated that it looks like some of the cuts or contours were running through that property and that this would be a concern of his. Karl Propson stated that they know that they understand that. Starfeld asked DuPrey what the fence regulations were. DuPrey stated that the fence has to be 18" off the lot line. Boesch again reiterated that the drawing appears to show swale lines on other people's property and common sense states that this cannot happen. Karl Propson stated that he totally understands that. He stated that they will address where it will have to go in order to stay off the property. Keuler stated that it has been brought to his attention that with the estimates that we did receive that like him, they were focused on getting this project set up and rolling that some people were forgotten in the process that want to bid on this project. Keuler stated that he feels bad about it and wants to see if there is something that can be done to get another bid but he doesn't want to hold the project up either. Piepenburg questioned if the committee was aware that the contractor wasn't contacted? Keuler stated that he was so focused on this and getting it done he didn't take into account that there may have been other people that wanted to bid on it. Karl Propson stated that he went with the person that he thought could do the job properly. Karl Propson questioned why did he want to go and get a couple of bids because he was looking for one bid. He stated that with every project, someone is left out. Piepenburg questioned that would the project be slowed down if we did get another bid? Karl Propson stated that he felt it would. Roehrig questioned if there was a reason why other than the fact that it was forgotten and we feel bad? Keuler stated that he felt that it was because he is from Hilbert and we are trying to get this thing going to work with businesses in our community. Roehrig then read that the incorporation paperwork for Krepline Trucking & Excavating that puts lists the business not being in Hilbert. Keuler stated that he does have grandkids that play and he does come up and supports the club. Roehrig questioned where do we draw the line? Keuler stated that he understands that and he is throwing it out there that he is from the community. He isn't saying that we have to take his bid. Roehrig stated that he is not against it but he trying to keep the project moving. Keuler stated that he understands it. Roehrig stated that he honestly just forgotten. DuPrey stated that if the board would want to proceed to get a quote from him, you are going to have to have both of them rebid. He stated that he feels that it is the fairest way for both contractors. He stated that the price from Jannette is public record right now and it would not be fair to them just to get another one from another where they would know how Jannette had bid. Keuler questioned the timeline. Karl Propson stated that now is the timeline. He stated that we will have to wait for another meeting. Boesch stated that Dennis has it in a nutshell. Breckheimer stated that he sees where they are coming from but Jannette's number is already out there. DuPrey stated that we can take all the names out of it and it really doesn't matter who the contractor is, because there is already a price out there and it is public record, the fairest way for all contractors is to have them all resubmit quotes. Breckheimer stated that he did talk to Charlie today and going forward, he instructed him to get prices from Krepline for gravel and stuff like that for other projects in the future. Boesch commented that he knows that there is an allotment for black dirt and with his past experience at the county, they do provide pretty nice sifted dirt. He stated that you could keep them in the equation if they wanted to. Piepenburg questioned that if we approve the project proceeding without the excavating, would it slow anything down? Keuler asked what was the scheduled start date. Karl Propson stated that they want to get the round up on as soon as possible because it takes three weeks to take. He stated that there hasn't been any set start times but was hoping for September for the excavating part and doing the field. He stated that H&K and Jannette would have to work out the timing for both. Boesch stated that he would like the contractor to get a chance on the black dirt. Karl Propson stated that the black dirt is from H&K and where they get it from, he is not sure. He stated that it could be recommended that H&K use them to get the black dirt from. Karl Propson stated that H&K has black dirt built in with their quote. Boesch commented that he feels that they will use all of that \$600 allotment for black dirt. Karl Propson stated that the \$600 is for extra

black dirt if needed. Karl Propson stated that the \$600 for extra black dirt would be supplied by the Athletic Club. He read the quote from H&K that states that they will supply, install fine grade screened topsoil as necessary to obtain necessary subgrade slope to skinned infield area. He stated that you could recommend that H&K uses the other contractor. He again stated that the extra money for the black dirt, the extra stuff, would come from the Athletic Club if necessary. Keuler stated that if we don't approve it tonight, we wouldn't be able to lock in Jannette and H&K. Karl Propson stated that he works with Jannette and it was his first thought. Piepenburg stated that it was all of ours. He stated that he wishes that we could work it out. Karl Propson again stated that he has always worked with Jannette and that the village works with Jannette so he thought that this would be the case again. He stated that it is nothing against the other contractor. Piepenburg stated that this isn't the first time that we have overlooked Mr. Krepline. Keuler stated that he felt that in the future he should be given a crack. Karl Propson asked if the village contact him and let him bid out on anything? Charlie Fochs stated that when you put a bid out there, they have the opportunity to put in a bid. Roehrig stated that take for example H&K. How does he know if someone from the village works for a different company that does the same thing. Roehrig stated that he will be the first to admit that he did not know that Krepline did excavating. Roehrig commented that the master plan is more of a pipe dream but it is out there for over the next four years. He stated that the next year, it would be fencing and questioned if they could play on game on it then. Karl Propson stated that they could play a game without the fence but it wouldn't be the most logical game but they could play if the weather cooperates and the grass grows. Roehrig then reviewed the other phases laid out in the master plan. Starfeld stated that we don't even know if there will be monies available in the 2016 budget for fencing. Boesch stated that everyone is aware of that. Koffarnus questioned what was budgeted from the village. DuPrey stated that there was a total budgeted by the village of \$25,000 and there would be \$5,000 from the Athletic Club. Keuler questioned with the future of the service road to closed off would it make sense to look at it for this year as long as all of the heavy equipment is here already? Roehrig stated that the closing of the service road is not part of turning the field. Charlie stated that it might be better to leave the service road in and make it the last thing done because then you would be done with all the heavy equipment. Why put lawn in and then put fencing, lights, etc in and keep wrecking the lawn. Keuler questioned if there was any damage with the other field when they put the lights up. Karl Propson stated that he looks at it as a safety issue. Keuler stated it is a safety issue. He stated that he seen it two weeks ago. He stated that two kids ran out in front of a Escalade. Starfeld commented that he thought we blocked that road off. Keuler stated that they do but the kids run around. Koffarnus stated that he saw a motorcycle go between the cones. Karl Propson stated that he thinks that it would beautify the park and put green space in there and make it look nice. Charlie stated that he has two concerns up there. One is the volleyball court and where that is going to go and where is the money coming from to move that if they move it. The other one is that the volleyball court has drainage tile and could that be used to drain that first base side instead of doing that swale all the way around that fence line. The drainage tile goes to Chestnut St. He stated we could accommodate it to use the drainage tile instead of doing the long swale around the outfield and trying to run water 300 yards instead. He also stated that with the volleyball court what are we going to do with the sand? Are we going to throw it away or relocate it elsewhere. Koffarnus thought that there was a suggestion to relocate it up by the new concession stand. Charlie stated that it was a suggestion but it was never approved. He stated that it is used. It may not be every day but the volleyball court is used. Koffarnus stated that he thinks that it is a very good suggestion. Boesch stated that for now if we could reuse it, we could stockpile it for now and put it in the budget for next year. Charlie stated that he felt that to handle it twice does not make sense. He stated that it would be better to handle it once instead of twice. Starfeld stated that to move it would be a couple of truckloads of sand. Charlie stated that it will be more than a couple of truckloads of sand. Starfeld stated that he felt that we should tie into the drainage tile if it is there. Charlie thinks that it would work better than the long swale. Boesch commented about the desire for people to have rain gardens, etc to hold back water instead of sending to stream right away. Keuler questioned if the drain tile is connected to the one that comes out of the mobile home park. Charlie stated that it does not. Karl Propson stated that he doesn't think that there will be that much water going through the swale. He stated that there isn't much water up there now. Starfeld questioned Karl Propson if it was his intention to even use the drain tile? Karl Propson stated that water runs much faster on the top of the surface instead of seeping through the ground and into drain tile. Piepenburg stated that he feels that the committee look at the volleyball court issue. Roehrig stated that they are going to try to meet next week. Breckheimer stated that if they are going to meet before the next board meeting, he would like the committee to get an estimate from Jannette to remove the service road. Piepenburg asked if we were going to get a price from the other contractor? Breckheimer stated that we can get a price from both but he is guessing that logic tells him that Jannette's price will probably be cheaper because they are already here. Koffarnus questioned if all the posts are coming out? The park and recreation committee stated that they are. Boesch questioned if there are any issues with playing high school baseball there without any lights? Karl Propson stated that the games start by 4:30 p.m. so he did not see a problem with it. Boesch stated that this field is being flipped for playing high school ball on. Karl Propson stated that it was for that and for other purposes. Boesch stated that he supports it but that the poles could be moved on the newer field to accommodate a larger fence but if there is no reason or big rush to have lights so that they are on the same page

because the village doesn't swim in money and it gets tougher every year. Karl Propson stated that he totally understands. Boesch then commented so if it doesn't happen for maybe five years, six years, seven years, are we okay with that? Karl Propson stated that he would like to see other things done up there before lights are put in on that field. He stated that he would like to see the open pavilion in between the two fields like a shelter or something. Boesch stated that he saw one today. Action – to go with the committee's recommendation to turn the ballfield as presented with the condition that they do not affect the neighboring property – motion: Koffarnus; second: Keuler; carried.

Discussion and possible action regarding having unlocked bathrooms at the park – Breckheimer informed the board regarding a call he received from a county employee whose husband and son stopped at our park recently on their way to visit her and the son needed to go to the bathroom. The bathrooms were locked and they could not get to another bathroom before the child had an accident. This was discussed. Boesch stated that some of the issues in the past has been vandalism on our buildings and that is why they are locked. Koffarnus stated that they make automatic door locks and lights that could be used. Keuler would like to try it and leave them open 24/7 and try it. Breckheimer stated that he talked with Charlie and maybe they could put automatic closures on them where they would not be locked but at least they would be closed. Boesch stated that they should be open. Charlie stated that you should put in motion lights so that they shut off automatically. Roehrig questioned what is the season? Charlie stated that when the water is turned off the season is over. Koffarnus questioned when they start it in the spring. Charlie stated that it depends on the weather. He stated that this year was later because it was still freezing at night. Boesch questioned DuPrey if there were some funds available for this because of automatic lights, closures, etc. DuPrey stated that it could come out of the operating budget. He stated that we have amended the budget four times this year and we need to quit doing that. Boesch stated that he knows that. Charlie questioned what if we unlock them and leave it at that. DuPrey stated that this would be fine. He stated that by the time we put motion sensors and closures up there we can just leave them unlocked for now. The public works department will need to check the bathrooms daily. We will look at the budget for 2016 to put in auto closures and motion lights. Action – to open the bathrooms up 24/7 – motion: Boesch; second: Roehrig; carried.

Annual CMAR Report – The report summary was presented to the board. Keuler questioned the B in phosphorus. Charlie stated that they did have one exceedence. Action – to approve Resolution #2015-13 to approve the CMAR Report and Submit the report – motion: Boesch; second: Piepenburg; Roll Call Vote – yes: Piepenburg, Koffarnus, Roehrig, Boesch, Keuler, Starfeld; Breckheimer; carried.

Request by Brandon Luedtke (Champs Pub, LLC) to have citation for violating the Minimum Property Maintenance Ordinance dismissed – DuPrey stated that he had received three total citations. The first one was paid and the second one was dismissed but nothing was done with the third one. Action – to approve the dismissal of the 3<sup>rd</sup> citation issued to Brandon Luedtke (Champs Pub, LLC) for violating the Minimum Property Maintenance Ordinance – motion: Piepenburg; second: Boesch; carried.

Village Board Informational Report – Koffarnus stated that he would like the shrubs looked into at the community center by the Park & Recreation Committee because some are in poor shape. Charlie stated that it is being worked on. Breckheimer commented that if there are projects and stuff like that make sure that we are talking to the committee chairpersons of the committees so that it can be looked at and we can have concrete numbers for the budgets so that we are not guessing at them and after the fact saying we should have done this or we should have done that. He stated that he wants them to be as proactive as possible.

Village Employee Informational Report – Charlie Fochs stated that we need an Employee Review/Grievance Committee meeting that needs to be set up because they have a schooling request for the WWOA Conference.

President's Report – none.

Adjournment – Action – to adjourn – motion: Boesch; second: Starfeld; carried. The meeting was adjourned at 8:46 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Clerk