

President Tom Roehrig called the regular Board Meeting to order at 7 p.m. on Tuesday, October 10, 2023.

Roll Call – Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn (arrived at 7:35 p.m.) and Roehrig. Others present were Beth Nicklaus, Kim Plate, Mike Loose, Mark Fochs, Shane and Roxanne Whitney, Monica Arndt, Robert Brunette, Keith Krepline, John Chroninger, and Chris Johnson.

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 – Brunette addressed the Board and stated that he had a question on putting in a driveway. Roehrig informed him that it cannot be acted on or discussed tonight and that he would have to stop in the Clerk's office tomorrow.

Announcements – none.

Consent Agenda – Action – to approve the meeting minutes and treasurer's reports which were presented and place them on file – motion: Stenklyft; second: Loose; carried.

Correspondence – The Notice of Shared Revenue – 2023 Revised Estimate, the Notice of Exempt Computer Aid – 2024 Estimates, the Notice of Shared Revenue – 2024 Original Estimate, Notice of Video Service Provider Aid – 2024 Estimate, the Notice of General Transportation Aids & Connecting Highway Aids – 2024 Estimate and the Notice of receipt of General Transportation Aid were presented to the Board for their information.

Reports – The Labor Hours report and the Building Permit report were presented to the Board for their information.

Report of Director of Public Works on projects – Plate stated that there will be hydrant flushing on October 17<sup>th</sup> and 18<sup>th</sup> and the notice has been submitted to the paper.

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

Unfinished Business –

2023 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 monthly report was presented to the Board.

Streets Department – Final Payment Request for David Tenor Corporation for 2<sup>nd</sup>/3<sup>rd</sup> Street Project – The final payment is listed as \$15,847.43 but Nicklaus presented an updated final payment showing the new balance due of \$3,638.39 due to receiving a credit from materials. Action – to approve the final payment to David Tenor Corporation in the amount of \$3,638.39 as presented – motion: Krueger; second: Stenklyft; carried.

Fochs Trails Subdivision – nothing.

Village Meadows Subdivision – Subdivision Improvements – Roehrig stated that the dirt pile is going down. Plate informed the Board that Wiese took a bunch and that another person he has been talking with will probably take 12 to 13 loads also. Phase II Development – nothing new. Change Orders – none.

Payment Requests – The final payment request in the amount of \$14,095.06 to Feaker & Sons was presented to the Board. The project title of 2022 Utility and Street Construction – Village Meadows First Addition was questioned. Plate would double check with Robert E. Lee to make sure that is an accurate description. The payment will remain pending until then. No action taken. The final payment request in the amount of \$18,915.61 to NE Asphalt was then presented to the Board. This was regards to the Thorn Creek Street project. Action – to approve the final payment to NE Asphalt in the amount of \$18,915.61 as requested – motion: Krueger; second: Collins; carried.

Human Resources – Discussion and possible action regarding the proposed employee handbook – Loose informed the Board that she was expecting to receive an e-mail regarding any revisions that are recommended. She has not received anything yet and will keep the Board informed. No action needed.

Park & Recreation Committee – Loose informed that Board that she and Roehrig met with some of the Hilbert Athletic Association members to view the location for the shelter that they presented last month to the Board. The location is good, and the shelter will be a nice addition. They are also planning to put up nets that will go from the shelter to the fencing for safety. It is expected to be Spring Project for the HAA. Members will attend the next Board meeting in November to get approval from the Board. This will be at no cost to the Village.

Clerk Treasurer – nothing new.

New Business –

Application for Operator's license – The list for operator's license was presented to the Board. Action – to approve the list as presented – motion: Stenklyft; second: Krueger; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Street Department – nothing new.

Wastewater Treatment Facility – Discussion and possible action regarding Review of Sludge Management Plan – Plate stated that this was just informational. Robert E. Lee does this report for the Village. No action needed.

Water Department – nothing new.

TID District #2 – nothing new.

Fire Department – Chief Loose stated that there was 1 mutual call with Harrison. Loose stated that the exact date for the tree lighting event has not been determined yet. Abstract Electric is quoting a price

regarding electrical work for Railroad Park for the event. The by-laws have been completed and the firemen plan on reviewing and possibly approving at next Tuesday's fire meeting. Discussion and possible action regarding cable services at the Fire Station – Chief Loose explained that he was just wondering if free cable was part of the overall package that the Village pays for, because if it is, he would like it put in at the Fire Department. Nicklaus stated that it was not and then provided a quote to Chief Loose if he is interested in getting it. Loose stated that if there's a cost then the department would not be interested in having cable. No action taken.

Park & Recreation Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Stenklyft; second: Krueger; carried. Discussion and possible action regarding the park & recreation fund capital budget items for 2024 – Nicklaus reviewed with the Board the recommended budget. Ginny has helped the office get all the numbers in order and with all the balancing of the budgets. The topic of the new bathrooms was addressed. If the new bathrooms were completed the project would cost approximately \$500k. Nicklaus explained that this project would have to be funded by a loan. The Board debated on the subject at length. It hasn't been decided if the bathrooms would be left as is, remodeled or rebuilt. In the end, there is \$71,941 that is in reserves for the project right now. The difference could just be listed as a possibility of taking a loan out to cover the rest once the Board decides in which direction they want to go. It just gets added to the capital budget as a possibility and will not affect the bottom line of the budget this year. On the list of improvements are bulbs for senior site, boy scout hall and the community center, a new sink in the meat stand (removing the grill), 4 new 220w outlets for the meat stand, 1 new cooler and an air conditioner in the room off the stage. These would total \$8,400. Starting a reserve for the roll up doors on the remaining park buildings in the amount of \$5,000 would be a capital item. With these added into the budget, the park and recreation fund capital budget balances. Action – to present the 2024 park and recreation fund capital budget for consideration – motion: Krueger; second: Collins; carried.

Police & License Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Stenklyft; second: Nolan; carried. Discussion and possible action regarding public safety budget items for 2024 – Nicklaus reviewed with the Board the recommended budget. The proposed budget cost for the police contract is expected to be around \$26,100. With this added into the budget, the public safety budget balances. Action – to present the 2024 public safety budget for consideration – motion: Krueger; second: Nolan; carried. The police contract will be presented at the next Board meeting for approval.

Recycling Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Krueger; second: Nolan; carried. Discussion and possible action regarding the recycling fund budget items for 2024 – Nicklaus reviewed with the Board the recommended budget. The item on the budget is a woodchipper for \$16,664. The Board had a question on the recycling wages which seemed not to be estimated high enough compared to the current year. Nicklaus will check with Ginny on that to double check the numbers. If the recycling wages were to be increased (from \$13,150 to \$45,000) then the recycling fund budget would be short -\$31,850. This amount, however, could be eliminated depending on what Ginny finds with the wages. Action – to present the 2024 recycling budget for consideration and having the wages recalculated – motion: Krueger; second: Stenklyft; carried.

Street Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Krueger; second: Loose; carried. Discussion and possible action regarding the street fund capital budget items for 2024 – Nicklaus reviewed with the Board the recommended budget. On the capital items list is replacement of service truck, 1<sup>st</sup> Street (with street, water, sewer), and Elm Street paving. These would total \$423,000. The next phase of the subdivision was also discussed. The estimated total for that would be \$1.3 million. This amount would have to be loaned. It gets added to the capital budgets as a possibility and will not affect the bottom line of the budget this year. Action – to present the 2024 Street fund capital budget for consideration – motion: Stenklyft; second: Nolan; carried.

Water & Sewer Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Krueger; second: Loose; carried. Discussion and possible action regarding the water fund capital budget items for 2024 – Nicklaus reviewed with the Board the recommended water budget. The Board was informed that if they were looking at increasing the water charges it would have to be a minimum of 8% according to the PSC guidelines. It was originally thought that it could be 3%. The water charges can increase every year without having to do a full rate case as long as the last full rate case is current. On the average of a 5,000-gallon usage resident it would be approximately \$5 a month. Action – to raise the water costs by 8% beginning January 1, 2024 – motion: Stenklyft; second: Kloehn; carried. On the list of improvements are Industrial cross connection, leak detention, mobile home park meter, elementary school meter, cellular endpoints, hydrant/valve replacement, annual sampling/testing, golfcart/UTV (split with streets), tough book, 12 new residential meters, engineering, SCADA upgrade, hydrant flow test kit, miscellaneous tools, portable generator, well security and chemkeys. These would total \$99,500. The capital items would be 1<sup>st</sup> Street (with street, water, sewer). With calculating in the 8% increase there would be an overage of \$4,750 left in the budget. Action – to present the 2024 Water fund capital budget items for consideration – motion: Stenklyft; second: Nolan; carried. Nicklaus reviewed with the Board the recommended sewer budget. The Board discussed the increase of sewer charges. Within the next 5 years there will need to be large upgrades made to the wastewater treatment facility. By increasing the charges by a small amount each year, it will help prevent having to make one large

increase. Action – to increase the sewer costs by 5% beginning January 1, 2024 – motion: Stenklyft; second: Kloehn. On the list of improvements are DO and Ph/ORP Probes, engineering fees, rebuild RAS/WAS, miscellaneous tools, septic receiving flow meter, office equipment and a reserve for a sludge spreader. These would total \$92,800. The capital item would be 1<sup>st</sup> Street (with street, water, sewer). With calculating in the 5% increase there would be an excess of \$29 left in the budget. Action – to present the 2024 Sewer fund capital budget items for consideration – motion: Stenklyft; second: Kloehn; carried.

First Responder Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Stenklyft; second: Krueger; carried. Discussion and possible action regarding the First Responder fund budget items for 2024 – Nicklaus reviewed with the Board the recommended First Responder budget. The contracts were discussed. For the Town of Woodville, Town of Rantoul, and the Village of Potter the recommendation is a 3% increase. The Town of Chilton will have to be reviewed since the service area boundaries need to be corrected in the contract. The City of Chilton has taken over part of that area. Doug and John will assist with these revisions and the change in contract fee. Action – to present the 2024 First Responder budget for consideration – motion: Stenklyft; second: Krueger; carried.

Health Board Committee – Action- to accept the meeting minutes as presented and place them on file- motion: Krueger; second: Nolan. Discussion and possible action regarding the Health Board fund budget items for 2024 – Nicklaus reviewed with the Board the recommended Health Board committee budget. As part of the budget the committee is recommending raising the pay from \$7 per inspection to \$13 per inspection. All other wages will stay the same. The committee is also recommending the following new capital items: Six Motorola pages \$2,700; annual truck maintenance \$7,478; public education costs \$650; firefighter training \$5,500; new fire truck reserve \$85k. Action – to present the 2024 Health Board fund capital budget items for consideration – motion: Krueger; second: Nolan; carried.

Discussion and possible action regarding All Funds Budget items for 2024 – Nicklaus review with the Board the recommended All Funds Budget items for 2024. There is a request for a camera and microphone for the council room for \$4,500; a reserve for the comprehensive plan for \$10k and \$7,500 for Onward Accounting and Consulting (Ginny Hinz). Action – to present the All Budget items for 2024 for consideration – motion: Krueger; second: Collins; carried.

Discussion and possible action to set a date for the public hearing for the 2024 budget – Action – to set the public hearing for Tuesday, November 14, 2023, at 6 p.m. and the Board Meeting to immediately follow – motion: Stenklyft; second: Loose; carried.

Discussion and possible action regarding Resolution 2023-07 for inclusion Under the Income Continuation Insurance Plan – Nicklaus explained that this is regarding long term disability for employees; at no cost to the Village; which was approved at the Special Board Meeting. Action – to approve Resolution 2023-07 as presented – motion: Krueger; second: Collins; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig.

Discussion and possible action regarding resident request regarding current ordinance – John Chroninger addressed the Board. He had a suggestion to change three ordinances. He spoke with Roehrig earlier and determined that he would need to go to the Police and License Committee to address this topic first. The committee, if they see fit, would then make a recommendation to the Board. Stenklyft will inform Chroninger when the meeting is set. No action taken.

Discussion and possible action regarding resident request of land survey – Shane Whitney, Robert Burnette and Monica Arndt addressed the Board. They had concerns about a new neighbor having their lot surveyed and are questioning the result of that surveyor. They believe that there should be 62' listed as frontage for their property and that surveyor has it listed at 50'. Roehrig explained to them that no municipality pays for personal surveying of a resident's property. They would need to check with the County and get the title insurance description of their lot. The best option would be to have their parcel surveyed by a certified surveyor and to maybe get a lawyer involved. Then, it would be between the two surveyors to decide. No action taken.

Village Board Member Informational Report – Nothing.

Village Personnel Information Report – Kieso stated that the new water/sewer bills went out this month using the new utility billing system.

President's Report – Nothing.

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: Stenklyft; second: Kloehn; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig; carried.

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

Action – to offer Hilbert Revitalization Group \$75k for the .75 acres lot which is part of the old elementary school site – motion: Stenklyft; second: Loose; carried.

Adjournment – Action – to adjourn – motion: Nolan; second: Loose; carried. The meeting was adjourned at 9:53 p.m.

*Missy Kieso*

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Missy Kieso, Deputy Clerk Treasurer

President Tom Roehrig called the Special Board Meeting to order at 6 p.m. on Wednesday, October 18, 2023.

Roll Call – Loose, Krueger, Collins, Stenklyft and Roehrig.

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.

Discussion and possible action regarding payment request from David Tenor Corporation –

Action – To approve the payment request from David Tenor Corporation for \$15,847.43 – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding payment request from Feaker & Sons –

Action – To approve the payment request from Feaker & Sons for \$14,495.06. – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding contract with Keith Krepline with Coldwell Banker the Real Estate Group – Brillion; for Village Meadows – Board was presented with contract renewal from Keith Krepline with adjusted prices of lots. Action - Tentatively approve the contract as presented with blessing of Plan Commission of reducing of lots – Motion: Stenklyft; second: Collins; carried. Action – Rescind motion to renew the contract with Krepline as presented – motion: Stenklyft; second: Loose; carried. Action – To give the Administrator the authority to accept the contract with the exclusion of list H. – motion: Krueger; second: Loose; carried.

Discussion and possible action regarding Operator's License for Carson Dennis –

Action – Accept the operator's license application for Carson Dennis – motion: Krueger; second: Collins; carried.

Discussion and possible action regarding Jan-Pro and the cleaning of the Village Hall and the community center – This was tabled; no action taken.

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: Stenklyft; second: Loose; Roll Call Vote – yes: Loose, Krueger, Collins, Stenklyft, and Roehrig; carried.

The Village Board then reconvened back into open session. Action – to reconvene back into open session – motion: Stenklyft; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Collins, Stenklyft, and Roehrig.

Action – Accept \$60k offer on lot 22 – motion: Collins; second: Loose; carried.

Adjournment – Action – to adjourn – motion: Stenklyft; second: Collins; carried. The meeting was adjourned at 6:46pm.

*Elizabeth Nicklaus*

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Elizabeth Nicklaus, Administrator Clerk Treasurer