

President Ken Stenklyft called the regular meeting of the village board to order at 7 p.m. on Tuesday, September 9, 2014.

Roll Call – all members reported present. Also present were Mike Loose, Josh McDonald, Ed Byrne and Charles Fochs.

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

Citizen Concerns & Questions to be acted upon at the next board meeting – Ed Byrne handed out information to the board on a seminar he attended on revitalization of downtowns. He stated that the communities have to do it themselves. He touched on the series of articles that will be published in the Brillion News and also touched on utilizing East Central Regional Planning Commission. He stated that the person was very knowledgeable on the subject.

Announcements – Civic Association meeting is scheduled for 9/17/14. Budget work needs to be completed so that everything is turned in no later than September 30th. Trick or Treat Hours will be 10/26/14 from 2 p.m. – 4 p.m. and there will be a Halloween Party at the community center from 4 p.m. – 5:30 p.m. DuPrey reported that Bill Pattermann has retired as a crossing guard. DuPrey reported that Theresa Hostettler has retired as a first responder. DuPrey asked if there was any issue with advertising for substitute crossing guards. The board stated that it would be okay.

Minutes – Action – to approve the board meeting minutes as presented – motion: Koffarnus; second: Thiel; carried. The fire department meeting minutes was presented to the board. Action – to approve the fire department meeting minutes as presented – motion: Boesch; second: Keuler; carried. There were no minutes from the first responder group.

Treasurer's Report for the Village of Hilbert - balances – \$5,351.78 General fund; \$234,176.77 Sewer fund; \$2,811.38 Water fund; \$2.00 Clean Water fund; \$2.00 Block Grant fund; \$13,495.15 TID #1 fund; \$825,010.69 T-Plus fund; \$22,270.59 First Responder fund; (\$178,404.65) TID #2, \$119.44 CDA; \$117,971.09 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Breckheimer; second: Starfeld; carried. The fire department's treasurer's report was presented to the board. Action – to approve the treasurer's report from the fire department as presented – motion: Boesch; second: Koffarnus; carried. There was no treasurer's report from the first responder group.

Claims - examined and discussed. There were questions regarding the Lycon bill. Some board members felt that the price was too high. The price being billed is higher than the quoted price. Action – to pay all claims and to conditionally approve payment to Lycon provided that they adjust their bill to the quoted price – motion: Thiel; second: Breckheimer; 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. Letters were received from the Dept of Transportation regarding the Highway 114 and Highway 57/32 projects. There was some discussion about adding curb and gutter and sidewalks on Highway 114. We would definitely want to keep up to date on these projects and the impacts to the village. The Wisconsin Downtown News Newsletter was presented to the board for their information. Notice of estimated 1/1/14 population estimate was received. They estimate our population at 1,150 compared to the 2010 census number of 1,132.

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. Starfeld questioned if Stenklyft talked to Todd Thiel regarding a building permit. Stenklyft stated that he called Todd and left a message. There was some discussion regarding sending a written notice to him regarding not taking out a building permit for work completed on the building. It was felt that we should make personal contact with him first. Stenklyft stated that he would take care of this.

Village Board Member Informational Report – Breckheimer reported that he would like to see the bathrooms opened up at the park during the day. He stated that he noticed issues at the park because the bathrooms were not open. This will be looked at.

Village Personnel Informational Report – none.

President's Report – none.

Unfinished Business:

2014 Projects – Change Orders #1 & #2 were presented to the board. The first change order was a net increase of \$1,590 and was due to when they put the curbing at the proper height, there were some driveway aprons that were off. The second change order was due to the fact that they went further on the intersection with paving so they could remove a dip in the road. This resulted in an increase of \$3,432.07. Action – to approve Change Orders #1 & #2 as presented – motion: Boesch; second: Breckheimer; carried. The payment request from MCC was then presented to the board. The total amount was \$116,041.76. Action – to approve this payment request of \$116,041.76 to MCC – motion: Breckheimer; second: Thiel; carried.

Recycling/Rubbish – The monthly report was presented to the board for their information. Resolution 2014-05 was presented to the board. This resolution cleans up some language and places the authorized representative to a position instead of a specific name. Action – to approve Resolution 2014-05 as presented – motion: Breckheimer; second: Thiel; Roll Call Vote – yes: Thiel, Koffarnus, Starfeld, Boesch, Keuler, Breckheimer, Stenklyft; carried.

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

Fire Department – Mike Loose reported that they have another new member who works second shift. He then presented information regarding painting the walls in the fire station and getting some electrical

work completed. There was some discussion regarding this. Keuler questioned if it wouldn't be better to do the whole thing at once. A resolution was presented to take monies that was budgeted for equipment that is not being spent because everything was under budget and to place it into a reserve account to paint the walls and do some electrical work. Mike Loose stated that he wants to get the cords off the floor for now and we can work on the other items later. Action – to approve Resolution 2014-06 to transfer unspent funds into a reserve account to be used towards doing the painting of the walls and some electrical work to get the cords off the floor – motion: Breckheimer; second: Boesch; Roll Call Vote – yes: Thiel, Koffarnus, Starfeld, Boesch, Keuler, Breckheimer, Stenklyft; carried. Mike then presented the prices to do the painting of the walls and doing electrical work. Thiel felt that the price for the electrical was too high and felt that we could get a better price from one of the neighboring electricians. Action – to approve the painting of the walls with Corcoran at a cost of \$2,200 and the Park and Recreation Committee will get prices on the electrical work from a couple other electricians – motion: Boesch; second: Breckheimer; carried.

TID District #1 – nothing new.

Property Maintenance Ordinance – Nothing new.

TID District #2 – nothing new.

Street Committee – It was reported that the ditch on the southwest side of the village does have an approved permit and we will be proceeding with the project. Estimated cost is \$15,000 - \$16,000 so we will be doing a Class 1 notice and will hire a contractor to complete the work. There was nothing new to report on the Irish Rd. culvert. It was noted that there has not been another flood meeting scheduled yet. We will contact Brillion to see if there are any updates. It was reported that the ditch by Butch Krueger has been cleaned but waiting to spray. The committee is still working on a revised snow removal ordinance. There was nothing new to report on the house numbers.

Discussion and possible action on how to proceed with development assistance – Stenklyft stated that Connor Nett went back to school. Someone will appear at the October board meeting.

"Looks of Hilbert" (Aesthetics) – There was nothing new on the street signage. There was nothing new on the Main St. streetlights.

Wastewater Treatment Plant – A financial services contract with Ehlers for the treatment plant upgrade was presented to the board for their review. Action – to approve the financial services contract with Ehlers for the treatment plant upgrade as presented – motion: Koffarnus; second: Starfeld; carried. A financial services contract with Ehlers for the interceptor main project was presented to the board for their review. Action – to approve the financial services contract with Ehlers for the interceptor main project as presented – motion: Koffarnus; second: Boesch; carried. A bond counsel contract with Miller, McGinn & Clark for the treatment plant upgrade was presented to the board for their review. Action – to approve the bond counsel contract with Miller, McGinn & Clark for the treatment plant upgrade as presented – motion: Boesch; second: Koffarnus; carried. The bond counsel contract with Miller, McGinn & Clark for the interceptor main project was presented to the board for their review. Action – to approve the bond counsel contract with Miller, McGinn & Clark for the interceptor main project as presented – motion: Boesch; second: Thiel; carried. A resolution was then presented to the board replacing Resolution 2014-01 which allows for the reimbursement of costs for the treatment plant upgrade. This is needed because there has been an increase in costs for installing a new septic receiving tank and also some changes in the scope of the project with the aeration basins. This was discussed. Keuler questioned the additional costs for the septic receiving tank because he felt that the reason for installing the tank was due to us accepting waste from Thiel Cheese. He felt that Thiel Cheese should pay for this. There was discussion that we still have to replace the tank because it is really undersized right now and we can get 05 financing and the tank would need to be moved when the phosphorous updates are done in the future. Action – to approve Resolution 2014-07 replacing Resolution 2014-01 regarding declaring our intent to reimburse for costs associated with the wastewater treatment plant upgrades – motion: Boesch; second: Starfeld; Roll Call Vote – yes: Thiel, Koffarnus, Starfeld, Boesch, Breckheimer, Stenklyft; no: Keuler; carried by majority vote. There was nothing new to report regarding Hilbert Acres.

Park and Recreation Committee – Stenklyft stated that the portable libraries are meant to be year round. It was decided that the committee will discuss it with their budget meeting.

New Business:

Application for operator's license – Action – to approve the operator license for Christopher Billingsley – motion: Boesch; second: Starfeld; carried.

Classes/Seminars/Schooling for employees – Reports from seminars attended were presented to the board. The board discussed the Disaster Recovery class that DuPrey attended. The board felt that we need to work on having a plan in place. It was pointed out that the village hall was set up and has generator backup for power that is supplied with natural gas which is the best way. There was some question as to what if the village hall is destroyed. It was noted that you cannot prepare for all disasters. There was a request from Charlie Fochs to attend the WWOA conference in Green Bay. Action – to approve to allow Charlie to attend the WWOA conference in Green Bay from October 7th – 10th – motion: Boesch; second: Starfeld; carried.

Request permission to block off Main St. from 3rd St. to the railroad tracks for the Annual Cruise In & Dine Show – A request was received to block off Main St. from 3rd St. to the railroad tracks by the Village Hearthstone for their Annual Cruise In & Dine Show for 9/13/14. Time would be 2 p.m. – 10 p.m. Action

– to grant this request – motion: Breckheimer; second: Thiel; carried.

Request permission to complete 10 year inspection on Well #2 – Charlie requested permission to complete the 10 year inspection on Well #2. He received estimates from CTW for \$6,500 and from Water Well Solutions in the range of \$8,500 - \$14,900. This is a budgeted item. Action – to grant permission to complete the 10 year inspection on Well #2 with CTW at a cost of \$6,500 – motion: Koffarnus; second: Boesch; carried.

Request to hold bonfire at the High School on 9/25/14 – There was a request from the school district to hold the bonfire at the high school on 9/25/14 as part of their homecoming festivities. They have asked the fire department to be on scene also. Action – to grant permission to the high school to hold their annual bonfire on 9/25/14 – motion: Starfeld; second: Boesch; carried.

Resignation of Village Employee – Action – to accept the resignation of Joshua Jetton – motion: Boesch; second: Starfeld; carried. The minutes from the employee review/grievance committee was presented to the board. It was noted that Mark Breckheimer was in attendance at that meeting. Action – to approve the committee meeting minutes as amended – motion: Koffarnus; second: Boesch; carried. Stenklyft stated that he would like to have the whole board meet with all of the employees before we proceed with filling the position. It will be a committee meeting but all board members are requested to attend.

Adjournment – Action – to adjourn – motion: Boesch; second: Keuler; carried. The meeting was adjourned at 8:17 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk

President Ken Stenklyft called the special meeting of the village board to order at 6 p.m. on Thursday, October 2, 2014.

Roll Call – all members reported present except Thiel and Starfeld. Also present were Mike Loose, Josh McDonald, Ed Byrne and Charles Fochs.

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

Citizen Concerns & Questions to be acted upon at the next board meeting – none.

Announcements – Charlie reported that hydrant flushing will be done on 10/3/14. He also reported that the ditch on the southwest side of the village is 99% complete.

President's Report – none.

Unfinished Business:

Fire Department – Mike Loose appeared before the board to find out what was going on regarding the electrical work that he wants done. Stenklyft questioned if we have received the quote from Abstract Electric. Mike stated that he hasn't seen any prices and he found the drawings on his desk today. He stated that last month the board approved the \$900 for the electrical work. He only wants to get the stuff done that will get the cords off the floor. He stated that he doesn't care about getting the other stuff done yet. Mike expressed frustration because now he is going to have to wait until October. Stenklyft asked if there was a drawing brought up to Abstract. Mike stated that he doesn't want this dragged out any longer. Stenklyft stated that he felt that it should go through committee first and they will have an answer at the November board meeting. Breckheimer commented that the scope of the work changed without the chief knowing and he didn't feel that this was right. Charlie Fochs commented that he felt that Mike should be included in the process because it seems that he is not right now and he is the chief. Boesch commented about what we think what the contractors are thinking right now with the way this process has gone. Stenklyft stated that it was supposed to come to the 10/14 meeting. Stenklyft stated that it has waited this long, one more month will not matter. The committee will meet and come up with a recommendation.

Street Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Breckheimer; carried. The first recommendation from the committee was to approve Ordinance 2014-03 amending the snow removal regulations for sidewalks and also widening the driveway widths. Keuler questioned how we are going to handle the freeze/thaw situations. He stated that this is where some of the issues were last year. Breckheimer stated that he felt that it can't be completely clear. We have to use some common sense also. The board felt that this ordinance should go through the 3 readings so that the board has some time to digest the proposed changes before approving them. This will constitute the first reading of Ordinance 2014-03. The proposed 2015 budget was presented. Koffarnus questioned the amounts for sidewalks. He stated that in the past we put \$5,000 and felt that we did get a good portion done. This year it is \$6,000 and next year it is being proposed at \$16,000. Charlie also explained the GIS mapping project that he wants to have completed. He stated that there have been enough questions on it and felt it was best to have them come here and present the system to our board so that they better understand it. Action – to approve the recommendation to submit the 2015 budget as presented for consideration – motion: Boesch; second: Breckheimer; carried.

TID District 2 – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Breckheimer; carried. DuPrey then explained the developer agreement for Chicaugon Enterprises, LLC. He stated that this is a business set up specifically for this project. They are actually

going to be operating as Smoky Lake Maple Products which is a manufacturer of maple syrup making equipment. He explained the history of the company and explained the sales growth that they have experienced in the last year. He also presented proposed plans for the first phase of the project and the original plans that included the second phase to give the board an idea of what the building would look like. He touched on his meeting with the local banker regarding the financial data that was provided to us. He stated that the banker informed him that with a venture such as this, there is very little equity with it. This is why it is important to have the personal guarantees on the project. Because Chicaugon is being set up only for this project, we made it a point to include a company guarantee from Smoky Lake in addition to a personal guarantee from the owners. The local banker did indicate that a large bank such as Chase would never touch it. He stated that local banks that have a longer working relationship with the customer and know them better are more apt to do the financing. DuPrey stated that the banker informed him that the village needs to weigh the risks of our investment vs. the potential payback. He stated that because this building is being set up as a general manufacturing business and not completely industry specific, it is more apt to being able to be reused by a different manufacturer in the future if they would not be successful. This is important because we will have a building that can easily be reused by someone else. DuPrey also stated that with this deal, we would have a first mortgage put on the property at first and then after the building is built, we would then subordinate to their first mortgage on the building. This would give us extra protection to ensure that the building is built. DuPrey stated that the deal being presented would transfer ownership of the land at no cost and also give the developer a \$27,000 developer assistance grant. He explained the process that he went through to come up with this amount. DuPrey stated that he took into account the price we paid for the land along with the infrastructure that has been installed to come up with a land value of \$40,000. Based upon the proposed assessment of the property, we are able to invest a total of \$67,000 for this first phase. There is another phase being proposed in the next couple of years which would add a showroom onto the manufacturing facility. DuPrey stated that he was very conservative with his estimates to provide the taxpayers with more protection and to ensure that it would pay for itself. The board felt that it was a good deal to proceed with the project. DuPrey stated that they intend to start soon and have scheduled a groundbreaking ceremony for October 9th at 2 p.m. DuPrey will attend. Boesch indicated that he will attend also to represent the board. Action – to approve the developer agreement with Chicaugon Enterprises, LLC as presented – motion; Boesch; second: Keuler; carried.

New Business:

Employee Review/Grievance Committee – Action – to approve the committee meeting minutes as presented – motion: Boesch; second: Breckheimer; carried. The first recommendation from the committee was to approve the compensation package for 2015 as presented in the minutes. They are as follows:

Charlie - \$.60 per hour increase
 Dennis - \$1,500 added onto salary
 Darlene - \$1.00 per hour increase
 Josh - \$1.51 per hour increase
 Al Dohr - \$1.00 per hour increase
 Crossing Guards – switch to \$10 per session.

Action – to approve this recommendation – motion: Boesch; second: Breckheimer; carried. The next recommendation was to advertise for the open public works position. Base rate of pay would be at least \$15 but will be dependent on qualifications. The deadline for submitting applications will be 11/7/14 and that the board will review them at a special meeting. Action – to approve this recommendation – motion: Boesch; second: Breckheimer; carried.

Adjournment – Action – to adjourn – motion: Breckheimer; second: Keuler; carried. The meeting was adjourned at approximately 6:40 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk