

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, October 10, 2017.

Roll Call – all members reported present. Others present were Mike Loose, Missy Kieso, Tasha Kloehn, Jen Wittmann, Ed Bryne from the Brillion News and Charlie Fochs.

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

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

Announcements – Trick or Treat Hours are 2 p.m. – 4 p.m. on 10/29/17. Halloween party at the community center on 10/29/17 at 4 p.m. Plan Commission meeting will be scheduled in the next couple of weeks to begin discussion on the layout of the 50 acre development.

Minutes – Action – to approve the board meeting minutes as presented – motion: Starfeld; second: Roehrig; 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: Keuler; carried. There was no first responder minutes.

Treasurer's Report for the Village of Hilbert - balances – (\$108,260.68) General fund; \$590,274.68 Sewer fund; \$51,691.08 Water fund; \$2.96 Clean Water fund; \$1.00 DOA Block Grant Fund; (\$11,377.92) TID #1 fund; \$1,082,941.77 T-Plus fund; \$12,027.56 First Responder fund; (\$363,370.73) TID #2, \$680,002.64 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Starfeld; second: Bolwerk; carried. The treasurer's report from the last two months for the fire department was presented to the board. Action – to approve the treasurer's report from the last two months for fire department as presented – motion: Roehrig; second: Starfeld; carried. There was no treasurer's report received from the first responder group.

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

Correspondence – There was no MEG newsletter received. There were no Focus newsletters received. There was no Boardman & Clark newsletter received. Email correspondence between the Village and Todd Thiel representing the Hilbert Revitalization Group related to the weed issue on the former elementary school property and other issues was presented to the board for their information. There was no discussion.

Reports - The report of labor hours was presented to the board for their information. The monthly report on building permits was presented to the board for their information. Notice of receipt of the quarterly street aid payment in the amount of \$12,292.84 was presented to the board for their information. Notice of estimated 2nd installment of shared revenue for 2017 in the amount of \$333,685 was presented to the board for their information. Notice of estimated street aid for 2018 in the amount of \$46,301.79 was presented to the board for their information. Estimated shared revenue for 2018 in the amount of \$392,255 was presented to the board for their information. Notice of 2018 contribution rates for the Wisconsin Retirement System of 13.4% compared to 13.60% for 2017 was presented to the board for their information.

Unfinished Business:

2017 Projects – Charlie Fochs reported that they have completed the paving.

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

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

Fire Department – Mike Loose reported that there were no fire calls the last month. He stated that fire prevention week is coming up and they will be participating in activities. He also mentioned that the department did participate in the homecoming bonfire at the school.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – WWTP Upgrades – The final payment request from Oudenhoven Construction in the amount of \$68,905.05 was presented to the board. Action – to approve the final payment request to Oudenhoven Construction in the amount of \$68,905.05 – motion: Starfeld; second: Roehrig; carried. Hilbert Acres Mobile Home Park – An email update was given to the board. The remaining work is supposed to be completed by the end of the month.

Village South Residential Development Property – The proposed Annexation Ordinance, 2017-05 which would annex the portion of land recently purchased that is currently located in the Town of Woodville into the Village was presented to the board. Action – to approve Ordinance 2017-05 An Ordinance to Annex Territory located in the Town of Woodville owned by the Village of Hilbert Pursuant to Section 66.0223, Wisconsin Statutes as presented – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

736 W. Main St. Property – It was reported that the grant application has been completed and that is being signed tonight and will be submitted tomorrow.

Village Economic Development Plan – DuPrey provided the board with an update on the Implementation Training he attended and explained some of the requirements for filing that will be required.

Request to access our property to complete work on an abutting property – DuPrey reported that the revised agreement was received today and has been forwarded to the attorney for review.

New Business:

Application for Operator Licenses – None were received.

Application for Temporary Class B License – Hilbert/Potter Optimists – An application was presented to

the board for their annual Bingo Bash on November 19th. Action – to approve the Temporary Class B License to the Hilbert/Potter Optimist Club for their Annual Bingo Bash being held on November 19th – motion: Starfeld; second: Koffarnus; carried.

Classes/Seminars/Schooling for employees – nothing new.

Discussion and possible action regarding request to have tree lighting/Santa visit in Railroad Park – Tasha Kloehn and Jen Wittmann appeared before the board requesting permission to resurrect this event in Railroad Park. It had been done previously and they will coordinate the event and would decorate the tree in Railroad Park to the tree lighting. Santa would ride in on a fire truck to meet the little children as part of this and would light the tree. They are looking at doing this on December 4th. They are looking at it to be a community event. Action – to grant permission to do the event and have the fire department bring in Santa for the event on 12/4/17 – motion: Koffarnus; second: Keuler; carried.

Recycling Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Keuler; carried. The first recommendation was to submit a 2018 Recycling Grant Application. Action – to approve this recommendation – motion: Starfeld; second: Keuler; carried. No further action was required. The second recommendation was to recommend the 2018 budget for consideration. Action – to approve this recommendation – motion: Starfeld; second: Roehrig; carried. No further action was required.

Police & License Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Keuler; carried. The first recommendation was to approve the police contract for 2018. DuPrey stated that since the committee meeting, there was a change in the contract terms and there was an unnecessary clause that was deleted. He stated that the board would need to deny the recommendation and then approve the amended contract. Action – to deny the recommendation for the 2018 police contract as presented – motion: Keuler; second: Starfeld; carried. Action – to approve the police contract for 2018 as presented with the amendment – motion: Starfeld; second: Keuler; carried. The next recommendation was to submit the 2018 budget for consideration. Action – to approve this recommendation – motion: Roehrig; second: Starfeld; carried. No further action was required.

Health Board – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Bolwerk; carried. The first recommendation was to keep the fire contracts the same for 2018 as they were in 2017. Action – to approve this recommendation – motion: Starfeld; second: Roehrig; carried. No further action was required. The second recommendation was to submit the 2018 budget for consideration. Action – to approve this recommendation – motion: Starfeld; second: Keuler; carried. No further action was required.

Fire Department Employee Review/Grievance Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Roehrig; carried. The first recommendation from the committee was the 2018 compensation package for the fire department. Action – to approve this recommendation as presented – motion: Keuler; second: Starfeld; carried. No further action was required.

Employee Review/Grievance Committee – Action – to accept the committee meeting minutes from the last two committee meetings as presented and to place them on file – motion: Starfeld; second: Keuler; carried. The first recommendation was the 2018 compensation package. Action – to approve the 2018 compensation package as presented from the second meeting – motion: Roehrig; second: Starfeld; carried. No further action was required. The second recommendation was to have a \$300 clothing allowance per year for public works employees. There were issues with the uniform company and based upon what we are paying for uniforms it would actually be less costly to have the clothing allowance. DuPrey and Charlie Fochs are to come up with a dress code policy. Action – to approve this recommendation – motion: Starfeld; second: Roehrig; carried. No further action was required. The 3rd recommendation was to change the public works employee hours from 7 a.m. – noon and 12:30 p.m. – 3:30 p.m. There was some discussion. DuPrey brought up the concern of having to call in employees to turn water service back on if they pay between 3:30 p.m. and 4 p.m. when the office closes. DuPrey stated that if they pay, we have to turn it on. We can't say you still have to wait until the next day. DuPrey stated that it doesn't happen all the time but he doesn't want to have any backlash if he has to call an employee in right after they leave to turn the water back on and the incurrance of overtime. The board felt that this could be tried for one year and if there are a lot of issues then it would be revisited. Action – to approve the recommendation – motion: Starfeld; second: Roehrig; carried. No further action was required.

Purchase & Claims Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Nolan; carried. The first recommendation was to approve the miscellaneous capital item lists as presented. Koffarnus questioned the truck box. He asked if the box was stainless steel and Charlie Fochs reported that it was. He also questioned about putting a tarp on the top of the truck. Charlie Fochs stated that this was not priced. Koffarnus felt that this should be looked at. Action – to approve the recommendation – motion: Starfeld; second: Keuler; carried. There was no further action required.

Water & Sewer Committee – A letter from the DNR regarding approval of the sludge storage building was presented to the board for their information. The DNR response to our annual CMAR report was presented to the board for their information. Action – to accept the committee meeting minutes as

presented and to place them on file – motion: Starfeld; second: Bolwerk; carried. The first recommendation was to submit the water fund budget for consideration. There was discussion regarding the proposed iron removal system. Right now, we need to get it into the budget. There haven't been any final decisions regarding the type of system and we will not know for sure until the pilot study is completed. As far as financing the project, there will need to be some determinations on whether or not we would incorporate it into a rate increase, use internal borrowing or some other combination. The goal was to have it included in the budget so that we could continue to proceed with the project. Action – to approve this recommendation – motion: Koffarnus; second: Roehrig; carried. There was no further action required. The next recommendation was to submit the sewer fund budget for consideration. Action – to approve the recommendation to submit the sewer fund budget for consideration – motion: Koffarnus; second: Roehrig; carried. There was no further action required.

Park & Recreation Committee – The first item discussed was the recommendation from the previous month regarding signage for the community center/fire station building. This ended up being placed in the proposed 2018 budget so there is no need to approve it at this time. Action – to deny the previous month recommendation regarding the signage for the community center/fire station building – motion: Starfeld; second: Keuler; carried. There was no further action required. Action – to accept the committee meeting minutes as presented and to place them on file – motion: Roehrig; second: Koffarnus; carried. The first recommendation was to submit the 2018 budget for consideration. Action – to approve this recommendation – motion: Starfeld; second: Keuler; carried. There was no further action required.

Street Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Roehrig; carried. The first recommendation was to submit the 2018 budget for consideration. Charlie Fochs brought up that there is one other item he would like to see added to the proposed budget. He stated that the storm water pond on the west side of the village needs to have stone installed on the shore for erosion and weed control. The estimated cost would be \$5,000. Action – to deny the recommendation from the committee regarding submitting the 2018 budget for consideration – motion: Starfeld; second: Koffarnus; carried. Action – to submit the 2018 street budget to the board for consideration with the \$5,000 added for the stone on the west side storm water pond – motion: Starfeld; second: Koffarnus; carried.

First Responder Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Koffarnus; second: Starfeld; carried. There was some discussion as to how the meeting went down. At this time there will be nothing further from the village's end that would be done but it will be monitored to see if the corrective actions are continued. The first recommendation was to raise the 2018 first responder contracts by 20%. Action – to approve this recommendation – motion: Starfeld; second: Koffarnus; carried. There was no further action required. The second recommendation was to submit the 2018 budget for consideration. Action – to approve this recommendation – motion: Keuler; second: Starfeld; carried. There was no further action required.

Village Board member Informational Report – none.

Village Employee Informational Report – Charlie Fochs reported that the reservoir was dumped and filled back up. They are going to get the biosolids analyzed. Once there are two safe samples, it will be placed back online.

President's Report – none.

2018 Budget Preparation – DuPrey presented the proposed budget documents to the village board. He explained some of the deciding factors that came into play to result in the \$200,000 in additional expenditures. He also outlined that the estimated amount needed from fund balance is \$80,000 which is an increase of over \$50,000. He touched on the causes of this. DuPrey also explained the proposed tax levy amount and one of the main causes for the increase is the amount of additional debt retirement which is not subject to the levy limit. Breckheimer then reviewed proposed cuts to the budget to get the amount needed from fund balance to a more manageable amount. These were discussed at length. After discussion, the board felt that because we already do not qualify for an expenditure restraint payment in 2018 that we could proceed with the higher that based upon the various requests and the changes made tonight, we would be looking at taking approximately \$42,000 from fund balance instead of the proposed \$80,000. The board felt that this could be submitted for public hearing. Action – to set the public hearing on the proposed 2018 budget for 7 p.m. on Tuesday, November 14, 2017 – motion: Roehrig; second: Keuler; carried.

The board then convened 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 convene into closed session – motion: Roehrig; second: Bolwerk; 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 from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Bolwerk; carried. The meeting was adjourned at approximately 8:45 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk

President Mark Breckheimer called the special meeting of the village board to order at 7:46 p.m. on Wednesday, October 25, 2017.

Roll Call – all members reported present. 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 – Charlie Fochs reported that they will be flushing hydrants during the day on November 2nd. They will begin at 6 a.m.

Announcements – Calumet County will host an open house for their new highway shop on Saturday, November 4th from 9:30 a.m. to 1 p.m.

President's Report – none.

Unfinished Business:

736 W. Main St. Property – DuPrey reported that even though we have done a formal motion and have a written contract to do the grant application, the WEDC is requiring a formal resolution to submit the grant application. The proposed resolution, Resolution 2017-07 was presented to the board. Action – to approve Resolution 2017-07 as presented – motion: Starfeld; second: Roehrig; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

New Business:

Letter of Resignation from Paul Kowieski – A letter of resignation was presented to the board. Action – to accept the resignation of Paul Kowieski as of 11/2/17 – motion: Koffarnus; second: Starfeld; carried.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to discuss how to proceed to fill the open public works employee position. Action – to convene into closed session – motion: Roehrig; second: Bolwerk; 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.

Discussion and possible action from closed session regarding how to proceed to fill the open public works position – Action – to advertise for a Director of Public Works employee and the current Director of Public Works will step down and work at the treatment plant if one is hired – motion: Roehrig; second: Starfeld; carried.

The board then convened 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 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: Keuler; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

There was no action from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at approximately 8:24 p.m.

Dennis DuPrey

Dennis DuPrey, Clerk