

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, March 13, 2018.

Roll Call – all members reported present. Others present were Mike Loose, Dennis DuPrey, Charlie Fochs, Ed Byrne from the Brillion News, Kristin Remington, a business teacher from Hilbert High School, along with two of her students (Kyle Krueger and Hunter Foress).

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 – There was none.

Announcements – Calumet County Municipal Emergency Management Meeting on 3/29/18 from 6 p.m. to 8 p.m., Spring Election on 4/3/18, Assessor Open Book Session on 4/4/18 from 6:30 p.m. – 8:30 p.m., April Board Meeting on 4/17/18 at 7 p.m., Tire Recycling Event on 4/21/18 from 9 a.m. – 11 a.m. at Official's Den, Board of Review on 4/25/18 from 6:30 p.m. – 8:30 p.m. and the Annual Spring Clean on 5/5/18 from 8 a.m. to 11 a.m. DuPrey also stated that there is a planning workshop being held in Kaukauna on April 18<sup>th</sup> that any board member may attend.

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

Treasurer's Report for the Village of Hilbert - balances – \$356,247.50 General fund; \$585,756.06 Sewer fund; \$70,123.22 Water fund; \$36.67 Clean Water fund; \$1.00 DOA Block Grant Fund; (\$30,178.59) TID #1 fund; \$1,087,637.87 T-Plus fund; \$15,090.26 First Responder fund; (\$191,610.09) TID #2; \$568,129.76 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Starfeld; second: Keuler; carried. The treasurer's report for the fire department was presented to the board. Action – to approve the fire department treasurer's reports as presented – motion: Koffarnus; second: Bolwerk; carried. There was no first responder treasurer's report presented to the board.

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

Correspondence – There was no MEG Newsletter presented to the board. The Focus Newsletter was presented to the board for their information. There was no Boardman & Clark Newsletter presented to the board. The Notice of Renewal Application from Charter Communications was presented to the board for their information. The Calumet County Focus on Calumet Newsletters were presented to the board for their information.

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. DuPrey stated that the gas station has taken out a building permit and that work began today on Little Caesar's Express that will replace the area that was Subway. Notice of Receipt of the Quarterly Cable TV Franchise fees in the amount of \$2,455.14 was presented to the board for their information. The Report of 2017 Payroll was presented to the board for their information. DuPrey stated that there was a decrease in wages due to the turnover of employees that the village experienced in 2017.

Unfinished Business:

2018 Projects –

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

Police Protection for the Village – There were no police protection reports to present to the board.

Fire Department – Mike Loose reported that things have been pretty quiet lately. However, yesterday there were two fire calls – Hollandtown and Stockbridge. He also stated that they were no bills on equipment to report.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – WWTP Upgrades – Nothing new. Hilbert Acres Mobile Home Park – There was no update to report. Breckheimer suggested that DuPrey e-mail Anita to let her know that even if work is not currently being done on the project, an update would still be appreciated. This will help keep the line of communication open and the project moving in the right direction. DuPrey stated that he will send the e-mail. Reports on Engineering Bills and Clean Water Fund Draws compared to budget to date – Nothing new.

Village South Residential Development Property – There is nothing new to report.

Village Economic Development Plan – Action – to accept the committee meeting minutes as presented and place them on file – motion: Koffarnus; second: Starfeld; carried. The first public meeting was held and everything went well with great attendance and ideas. Cedar Corporation is planning that the next meeting will be held towards the end of April, possibly on a Wednesday night. Keuler stated that he will help coordinate a meeting with Cedar Corporation, an apartment developer, and Keith Krepline (realtor) to go over the highlights from the first meeting since the apartment developer wasn't able to attend. DuPrey will let everyone know the date for the second meeting as soon as it is set. No recommendations were made from the committee and no action needs to be taken.

Water Tower Recoating Project – Lane Tank Company, Inc. is requesting final payment for the water tower recoating project in the amount of \$7,541.87. Fochs stated that there are still some leaky pipe joints that need to be fixed by Lane Tank Company, Inc. in order for the project to be considered

complete and he would hold off on payment until they do the repairs. Breckheimer stated that he agreed and felt no payment should be made until then. Everyone agreed and Fochs said he'd get a hold of Lane Tank Company, Inc. concerning correcting the issue prior to receiving final payment. No action was taken.

New Business:

Application for Operator Licenses – There were none.

Application for Class B Liquor & Beer License – Action – to conditionally approve the request for a Class B License for 22 Reasons, LLC pending the 15-day waiting period – motion: Koffarnus; second: Starfeld; carried.

Classes/Seminars/Schooling for employees – Action – to accept the committee meeting minutes as presented and place them on file – motion: Koffarnus; second: Starfeld; carried. Breckheimer stated that Kieso will be attending a half day social/website training. He said that it does not need board approval since it is under \$100.00. Kieso said that the training is in April but this Friday she will be meeting with Brett Halderson to go over some website ideas/changes. Breckheimer then stated that the Annual League of WI in Wisconsin Dells is going to be May 17<sup>th</sup> and 18<sup>th</sup> and he attends every year. It is a good event and anyone interested in attending should let him know.

Hilbert Revitalization Group – The group has submitted a request to hold the annual Cheesehead Run on August 18<sup>th</sup>, 2018. Action – to approve the request of the Hilbert Revitalization Group to hold the annual Cheesehead Run on August 18<sup>th</sup> as presented – motion: Koffarnus; second: Roehrig; carried.

Hilbert High School Business Class – Kristin Remington, a business teacher from Hilbert High School along with her students, Kyle Krueger and Hunter Foress presented the board with a project that they are hoping to do for their business class. The project would involve placing ADA radius plates with advertising in the intersections along Main Street. This project was brought to the board in 2015 by Todd Thiel. Thiel has recently brought this to the students who are interested in pursuing it. They presented the board with a sample of the ADA radius plate with advertising on it so the board could see what the finished project would look like. They stated that local businesses would buy the advertising plate that would fit over the existing ones. Fochs questioned how that would work and took a closer look at the example. The question was brought up how they would hold up over the winter. Remington stated that they actually would get removed during that time and replaced again in spring. Starfeld questioned who was going to be in charge of doing that? Remington said that Todd Thiel stated to her that he would take care of making sure they got removed and then put back on. Starfeld said that should be in writing to make sure it doesn't become the village's responsibility. Remington stated that there are more details to figure out, but before they spent too much time on it they wanted to make sure the village would still be ok with the project. She will then get more information on installation, price, procedure, etc. Action – to approve the request for the Hilbert High School business class to do the ADA radius plates with advertising in the intersections along Main St. at no cost to the village – motion: Koffarnus; second: Starfeld; carried.

Personal Appearance/Dress Code Policy – The personal dress appearance/dress code policy was presented to the board for their input. Kieso mentioned that there was a spelling error and that the word "meant" at the end of the policy needs to be "met". Action – to approve adding the personal appearance/dress code policy to the employee handbook as amended – motion: Roehrig; second: Starfeld; carried.

Park and Recreation Committee – Action – to accept the committee meeting minutes as presented and place them on file – motion: Keuler; second: Starfeld; carried. The board then addressed the recommendation from the committee regarding electrical upgrades at the park. Total estimate to complete the entire job is \$4,000. The planned disbursements of funds are as follows: \$1,000 will come from the Village, \$2,000 from the Hilbert Lions and \$1,000 from the Voices of Peace. The work will be completed by Krueger Electrical of Potter. Action – to approve the recommendation from the committee regarding the electrical updates at Civic Park by Krueger Electrical of Potter – motion: Starfeld; second: Koffarnus; carried. No further action needed. The next discussion was regarding temporary closure of the road between the two ballfields for the upcoming season. The idea mentioned was to use the concrete planters (that were used last year) but this year place them on the gravel road (like last year), by the new field dugouts and also west of the bathrooms. Basically, making it so cars can't drive through by the bathrooms and fields; cutting off that intersection. This way vehicles would have to exit the same way they enter. Many think it would be a safer alternative due to kids running through the area from the field to the bathroom during games. This way the planters aren't permanent and can still be moved when needed for big events. Breckheimer said they can be filled with mulch so they don't get filled with trash. He said he could also check with the high school to see if some students would be willing to paint them. Starfeld stated a gate would be so much easier because it could be opened and closed as needed. He didn't think closing off that intersection by the bathrooms was going to work. Barrels were mentioned but it was stated that they are too easy for people to move out of the way and drive through. Breckheimer feels like anything that can be physically moved would not be effective. Fochs didn't think the planters were the way to go and also doesn't want that intersection blocked off. He thinks the weekend rentals should also be taken into consideration and that this might not work for them. Roehrig stated that it's not a great design to work with in the first place and they could try this temporarily to see how it works. He asked if the gates could be done this year otherwise? DuPrey stated that they really should be budgeted

for. Bolwerk felt they should just try the planters and see how it goes. Nolan stated that the last thing we want is a kid to be injured by a vehicle and that blocking off that area is a way to help prevent that from happening. Everyone agreed that safety is the most important thing, but which way was the best way to make it happen? Roehrig stated that's why we are discussing it to come up with ideas and solutions. Action – to temporary close off the road between the two ballfields for the upcoming season with the concrete planters and see how it works – motion: Roehrig; second: Nolan; carried.

Request for a Sound Barrier Wall – A letter was presented to the board from Matthew and Natasha Kloehn regarding their concerns about the noise from Sargento. The letter states that their property backs up directly to the expanding plant and they are having concerns with the closeness, noise, privacy, safety and security. Breckheimer felt like it should go to committee first with an invite sent to Kloehn's inviting them to attend the meeting and go over their concerns. The committee then could ask questions they may have. Is it just the noise of the construction or the plant itself? What do the other neighbors think? Nolan will contact them and invite them to an Improvements and Building Permits Committee Meeting. DuPrey will get her the contact information. The committee then may or may not make a recommendation to bring to the board. No action was taken.

Park Slide Replacement – Fochs stated that the playground equipment slide has been broken for quite some time now; through wear and tear from all the years of use. The estimate to replace the slide is \$2,583.00. Fochs stated that it's maintenance and repair so that's where the funds would come from. Starfeld questioned whether the Hilbert Lion's would be interested in putting a donation towards it. Bolwerk said that he will be attending the Hilbert Lion's meeting next week and will mention it. Action – to purchase a new slide for the playground equipment at the Civic Park at a cost of \$2,583.00 – motion: Koffarnus; second: Roehrig; carried.

Wall System for Sludge Storage at the WWTP – Fochs just wanted the go ahead to continue with the wall system for the sludge storage at the treatment plant which was budgeted for in the amount of \$12,166.00. Action – to approve continuing with the wall system for sludge storage at the wastewater treatment plant as budgeted – motion: Koffarnus; second: Starfeld; carried.

New Lawnmower for the WWTP – Fochs stated that he was looking into the purchase of a new riding lawnmower for the wastewater treatment plant. He contacted two dealers and said he was surprised that he got the exact same quote, right down to the penny. He said, with the trade in, the cost would be approximately \$3,900.00. Action – to purchase the lawnmower from Joe's Power Center at the approximate cost of \$3,900.00 – motion: Starfeld; second: Nolan; carried.

New Chop Saw – Fochs requested the purchase of a new chop saw from Gruett's, Inc. in the amount of \$815.96. Action – to approve the purchase of the new chop saw from Gruett's, Inc as requested – motion: Starfeld; second: Koffarnus; carried.

Village Board Member Informational Report – Breckheimer thanked Koffarnus for his 18 years of service on the village board and presented him with a plaque. Koffarnus is not running for re-election so tonight was his last board meeting. All those present thanked him for the time he committed over the years to the village.

Village Personnel Information Report – Fochs stated that the pilot study for the tank has been going well. The radio read is also back up and running. It was Bertram Wireless who was using the frequency that was interfering with it. Bertram Wireless told Fochs that they have FCC approval and consent, which gives them priority and makes the village a secondary. Fochs explained that they are trying to work with them to find a solution because for the village to have to change over 400 meters isn't practical. He will keep the board informed. Fochs also said that the time is coming soon for hydrant flushing and he plans on doing it like he did last year since that worked very well. DuPrey went over the upcoming elections and explained some of procedures pertaining to write-ins and what the election workers are able/unable to say. All write-in votes will be counted by hand and the most votes win, whether the person is a registered write-in or not.

President's Report – Nothing.

The board then convened into closed session under Section 19.85(1)(c) of the Wisconsin Statutes to discuss the possibility of pursuing the purchase of public property. Action – to convene into closed session – motion: Roehrig; second: Koffarnus; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Starfeld, Breckheimer; carried. (Keuler was not present at the beginning of the closed session.)

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Koffarnus; second: Roehrig; 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: Koffarnus; second: Keuler; carried. The meeting was adjourned at approximately 8:30 p.m.

*Missy Kieso*

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Missy Kieso, Deputy Clerk