

President Jim Schrubbe called the Special Board Meeting to order at 6:30 p.m. on Tuesday, December 13, 2022.

Roll Call – Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn and Schrubbe. Other present were Dennis DuPrey, Beth Nicklaus, Kim Plate, Joe Giese, Mike Loose and Ron Ott.

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.

President's Report – none.

Notice is further given, that the Village Board will then conduct the special hearing on the proposed special assessments for curb & gutter in Village Meadows Subdivision for the first phase which includes Lots 1-14. Let it be noted that Josh Krueger excused himself from the Board during this discussion because he is an owner of one of the lots which will be in this project.

Action to be taken – Presentation of the plans for the project – DuPrey and Plate explained the proposed public improvements for Village Meadows Subdivision, Phase 1 on Thorn Creek Drive and Apple Blossom Drive. This includes the completion of the streets and the curb and gutter. The curb and gutter will be special assessed. The driveway entrances and sidewalks will be completed; which the Village will pay for. Presentation of the estimated special assessments – DuPrey then explained the estimated

special assessments for the curb and gutter costs and how each lot owner will be affected. Payment for the improvements shall be made by assessing approximately 17% of the total estimated cost of \$574,500 to the property benefitted as indicated in the report. The assessments may be paid in cash or in 10 annual installments at an interest rate of 5.75% per annum on the unpaid balance. A statement of final assessment against the benefitted property will be furnished to every property owner involved and benefitted by the construction. If the special assessment is not paid when due or if any annual instalment is not paid when due, such unpaid balance including any applicable interest shall be extended to the tax roll and become a lien against the property. The payments can be made throughout a 10-year period or interest free if paid within 1 year. Once the project is closed out is when the billing will be done. Public Input – The discussion was then open to any questions from the public. Ron Ott had a few questions related to the interest rate which DuPrey answered. Joe Giese asked how far the apron will be poured? Plate stated that it will be poured up to the lot line. Krueger asked if there's a two- or three-foot difference can the lot owner then just pay to have it completed by the contractors? Plate stated that yes that is an option. It was also noted that any grass that was disturbed during the project would be replaced for the lot owner. DuPrey stated that as far as the timeline goes, the publication will go in the paper next week and will be finalized and advertised for bids in January with a completion date hopefully in Spring. Ron Ott stated he just wants to see everything go smoothly this time and with no delays. Schrubbe stated that yes last time that was on the Village for not getting all the steps completed. This time everything should proceed as planned. Schrubbe then declared the Public Hearing closed.

*Missy Kieso*

---

Missy Kieso, Deputy Clerk Treasurer

President Jim Schrubbe called the regular Board Meeting to order at 7 p.m. on Tuesday, December 13, 2022.

Roll Call – Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn (arriving at 7:15 p.m.) and Schrubbe. Other present were Dennis DuPrey, Beth Nicklaus, Kim Plate, Mark Fochs, Mike Loose, Jeff Roemer (McMahon Management Services) and Ron Ott.

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

Reorganization of Village Board – Appointment of Village Board Committees – The Board was presented with some changes to the committees. Schmidt was removed from the committee listing; replaced by Schrubbe. Roehrig was changed to be the chairperson for the Street Committee. Krueger became the chairperson for the Recycling Committee. DuPrey was replaced with Nicklaus. Action – to approve the new appointment of Village Board Committees as presented – motion: Loose; second: Roehrig; carried.

Citizen Questions and Concerns to be acted on at the next Board Meeting – none.

Announcements – Nomination papers may be circulated beginning on December 1, 2022 and must be filed by 5 p.m. on Tuesday, January 3, 2023. Candidates up for re-election are Village President James Schrubbe and Village Trustees Timothy Keuler, Thomas Roehrig and Anita Loose.

Consent Agenda – Action – to approve the Board Meeting Minutes, the Fire Department Minutes, (there was no First Responder Minutes), the Village Treasurer's Report, the Fire Department Treasurer's Report, (there 1<sup>st</sup> Responder Treasurer's Report) as presented and place them on file – motion: Loose; second: Keuler; carried. The MEG Newsletter and Boardman & Clark Newsletter were also presented to the Board for their information.

Reports - The report of labor hours and building permits were presented to the Board for their information. The following notices of receipts were presented to the Board for their information: Quarterly

Cable TV Franchise Fees in the amount of \$1,806.87, the 2<sup>nd</sup> Installment of the 2022 Shared Revenue in the amount of \$332,985.51, the 2022 First Dollar Credit in the amount of \$67.99, the 2022 Lottery Credit in the amount of \$223.17 and the 2022 School Levy Credit and Major State Aids in the amount of \$1,687,614.

Report of Director of Public Works on projects – Plate informed the Board that the new roof was completed on the Community Center. He stated that all utilities were completed on Phase 2 at Village Meadows Subdivision. He noted that WE Energies stated that the finish product site was in great condition when they arrived to do the work.

Final Adopted 2023 Budget Document for all funds – DuPrey presented the final adopted 2023 budget document for all funds. There were no questions.

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

Unfinished Business –

2022 Projects – nothing new. Change Orders – none. Payment Requests – none.

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

Police Protection for the Village – The monthly report was presented to the Board for their information.

Fire Department – Chief Loose stated that there were 2 fire calls since the last meeting. He informed the Board that the Christmas Tree Lighting event went very well and the turn out was great. He also is collecting more data on the tanker. Clarification of 2022 Fire Department Annual Compensation –

DuPrey stated that for the second year in a row there were errors on the payroll information that he received from Chief Loose. He stated that one error done by the office but the remainder were missed fire runs. Chief Loose stated that he thought his numbers were correct but stated that he had missed some fire runs. He was not aware of this until it was brought to his attention. He said that they were his mistakes. It was mentioned maybe to do monthly reports or quarterly reports instead of yearly. DuPrey stated as far as the meeting pay goes, right now the maximum hours that a firemen can receive per month is 6 hours. This is an ordinance. So, the months that were submitted where there was 9 hours submitted for the firemen, they only received compensation for 6 hours. The misunderstanding was that the firemen thought the extra 3 hours could be carried over to the other months where they maybe only had 3 hours. This is not the case. DuPrey stated if they wanted it changed, they would have to change the ordinance. DuPrey said it's now basically doing double the work for another pay period since another check has to be made. December is a busy month with property taxes and this is not a good time to add extra work to the office. Something needs to be changed. DuPrey also stated that he also needs to have all paperwork from new members beforehand because of the direct deposit information that is also required. The Board needs to discuss how to prevent this happening in the future. Roehrig stated at the last Health Board Meeting where the townships attended it would have been nice to have Chief Loose in attendance. Chief Loose stated that he was aware of the meeting but was not aware that he needed to attend. Anita stated that being invited to a meeting is not the same as being required to be there. Roehrig stated true but he knew it was concerning questions on the contracts and his input would have been nice to have. DuPrey suggested maybe in the future to make it known that it's a requirement. Schrubbe stated he thought this was done but apparently not. More discussions will need to be had in order to get the payroll situation running more smoothly so not to keep having these problems.

TID District(s) – nothing.

Wastewater Treatment Plant – nothing.

Well #4 – Update on Project – nothing new.

Village Meadows Subdivision – Subdivision Improvements – nothing new. Discussion and possible action regarding Resolution 2022-13 Final Resolution to levy special assessments for curb & gutter in the first phase – This is in regards what was discussed at the Special Board Public Meeting that was held prior to this Board meeting. There were no additional questions. Action – to approve Resolution 2022-13 Final Resolution to levy special assessments for curb & gutter in the first phase as presented – motion: Roehrig; second: Nolan; Roll Call Vote – yes: Loose, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried. Krueger abstained.

Phase II Development – Change Orders – none. Payment Requests – none.

Fochs Trails Subdivision – nothing new.

Former Bel Brands Property – Update on the Project – DuPrey explained that the paperwork has all been submitted and he's just waiting to get the letter back stating that everything is closed and then the 5-year wait begins to have free will on the selling of the property. The Board instructed to DuPrey to do a follow-up on it so it gets completed.

Lead Service Lines in the Village – The project is complete. Roehrig asked what if more lead lines are found in the future? Plate stated there are budgeted funds set aside for this. DuPrey stated that the safe drinking loan will close out in January and that the Village will receive one lump sum payment at that time. Change Orders – none. Payment Requests – Payment Request #2 for 2022 Private LSL

Improvement Project in the amount of \$8,287 to Korff Plumbing was presented to the Board. Action – to approve the payment request in the amount of \$8,287 to Korff Plumbing – motion: Roehrig; second: Loose; carried.

Discussion and possible action regarding the drainage tile on properties along 7<sup>th</sup> St. between Main St. and Cedar St. – Plate stated that he is waiting on a quote from J&E Construction.

Discussion and possible action regarding seeking proposals for providing backup services for daily Village operations due to a deemed emergency – Jeff Roemer, a public safety manager, from McMahon Public Management Division Group addressed the Board. He stated that he specializes in: (1) Public safety and emergency. (2) Public management – administrative/clerk treasurer duties. (3) Security service. (4) Building inspections. They provide all of these services and more for municipalities. For example, if a municipality is in need of an interim administrative, they would provide one. The municipality would be charged by the time and expenses. This is also a great way to help between the transfer of old/new employees. You do not contact them until the situation or emergency service is required. Right now, they have availability of 6 previous administrators that could step in. They also have contacts regarding economic development grants, etc. They provide state-wide service. So, if the emergency need would happen, the Village can contact McMahon Public Management Division Group to hire them to help with that situation. The Board was thankful for the information. Keuler stated that this line could now be taken off the Board Meeting agendas since they were able to have a lot of their questions/concerns addressed. No action needed.

Discussion and possible action regarding the proposed employee handbook – DuPrey stated that he is still waiting on the Village's insurance to get him in contact with their legal department to review the handbook. He has reached out several times to the legal department and has not received a response. Loose stated that she was wondering if we needed the legal department go through the entire handbook? She stated that we put a lot of time into the proposed handbook and would like to see the project come to completion. DuPrey will check into it.

Discussion and possible action regarding proposals for janitorial services for the community center building – DuPrey explained that he had someone come in from Mike's Carpet Cleaning and went over with him what was needed. He is waiting on a quote. DuPrey informed the Board that he mentioned to Bruce from L&B Carpet Care that if they want to see an increase in pay to stay then he would just need to make that request to the Board.

#### New Business:

Application for Operator's license – none.

Classes/Seminars/Schooling for Employees – Plate stated that there are a few classes/seminars that his department would like to attend. On January 5<sup>th</sup> Plate would like to attend the groundwater distribution class at a cost of \$110. On January 12<sup>th</sup> Thorpe would like to attend the basic/general wastewater class for \$110. There is also the yearly water expo that he and Fochs would like to attend. One of them would go for 1 day/night and one of them would go the next day/night. The cost for the 2 nights and the expo would total approximately \$316. Loose requested that in the future she would like to see the information for the classes and costs in the packets so they can be reviewed. Plate stated that he would do that. Action – to approve the classes/seminars as requested – motion: Keuler; second: Kloehe; carried.

Reports on schooling/training sessions – none.

Discussion and possible action regarding Temporary Class B License – St. Mary's – DuPrey stated that the paperwork had not been turned in yet so there is nothing to approve.

Discussion and possible action regarding the request to exceed the total number of dogs allowed to provide foster care from an overcrowded shelter – This is in regards to the 6-month approval that Kevin and Laurie Plate received from the Board earlier. There were no issues and no complaints regarding the dog. There was some discussion about having the request changed to yearly instead of every 6-months. It was decided to keep it at the 6-month approval just to in case there are any issues in the future. Action – to approve the request for Plate's to have a 6-month approval on their request regarding the number of dogs allowed in order to provide foster care from an overcrowded shelter – motion: Kloehe; second: Loose; carried.

Discussion and possible action regarding request to purchase a sewer camera – Plate is requesting to purchase a sewer camera from MacQueen Equipment in the amount of \$10,225. There is \$10k budgeted for this item when the \$5k goes in from the budget in January. However, if it is purchased now instead of January, that would be a savings of \$1,200 since that would be the price increase in January. So, it is \$225 overbudget if purchased now. The actual invoice would not be dated until January. Plate stated right now MacQueen Equipment is holding their last one for Hilbert but they need an answer or they are going to sell it to another municipality. Keuler stated that he highly recommends trying it out before they buy it. He has trouble believing that it can push 200 feet. Plate stated that they had the machine here but on that day they were unable to test it due to weather conditions. Keuler stated they have one similar in Chilton and he would require that they put those 200 feet in the contract because he has a hard time believing that. Roehrig asked how the situation is being handled now? Is there an older camera we are placing? Plate stated no there is not. Right now, if anything needs to be televised it is outsourced. We do our own jetting but not our own televising. Schrubbe stated that he would have liked to see more than one quote. Plate stated that this business fairly local, will service and had the model they were looking at. Fochs stated that he agreed this is the one they liked. They didn't want to get quotes on ones that they saw and knew they wouldn't like. Plate asked Keuler if this is the exact same model that they have in Chilton? Keuler stated not exactly and that their camera was 10 years old. It was agreed that a lot of advances could have been made to the camera during that time. Also, if it's not the same model then it's hard to compare one to the other. Roehrig stated that this was good information to know. Nolan and Krueger both stated that if this is the one that will work best and they like it then they don't see a problem

with it. Roehrig stated that we need to trust our Public Works Director. Action – to purchase the sewer camera from MacQueen Equipment in the amount of \$10,225 as requested – motion: Krueger; second: Nolan; carried by majority vote.

Water & Sewer Committee – Action – to accept the minutes as presented and place them on file – motion: Roehrig; second: Loose; carried. Letter from DNR regarding facility plan and specification approval for chemical feed system update – Plate explained that the DNR has to approval anytime that a pump is changed. Robert E. Lee quoted \$1,200 to prepare the paperwork for this. Plate said that the seller actually completed it for the Village and we saved the \$1,200. Committee recommendation regarding Resolution 2022-14 Sewer Rates – Action – to increase the sewer rates by 2% effective February 1, 2023 – motion – Roehrig; second: Krueger; Roll Call Vote – yes: Loose, Roehrig, Krueger, Nolan, Keuler, Kloehn, Schrubbe; carried.

Street Committee – Action – to accept the minutes as presented and place them on file – motion: Roehrig; second: Loose; carried.

Health Board – Action – to accept the minutes as presented and place them on file – motion: Loose; second: Kloehn; carried.

Discussion and possible action regarding insurance renewal for 2023 – DuPrey went over the insurance renewal for 2023. He informed the Board that the property increase was \$2k. Everything else stayed fairly consistent. Right now, the mod factor is at .87 so we do qualify for the discount. However, that will be changing due to a claim. Roehrig asked when was the last time we shopped around for prices? DuPrey stated that it's been a couple years. Roehrig suggested looking for different options/quotes for next year just to see. DuPrey agreed. Action – to renew the current insurance for 2023 as presented – motion: Krueger; second: Roehrig; carried.

Discussion and possible action regarding appointment of Village Attorney for 2023 – Action – to appoint Andy King as the Village Attorney for 2023 – motion: Roehrig; second: Loose; carried.

Discussion and possible action regarding Resolution 2022-15 Declaring Public Depositories for 2023 – DuPrey provided a listing of the current public depositories. Action – to approve Resolution 2022-15 Declaring Public Depositories for 2023 as presented – motion: Nolan; second: Loose; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Discussion and possible action regarding Resolution 2022-16 to place 2022 budgeted items not being expensed to respective reserve funds – This is what is done every year for items not being expensed. It was suggested adding a computer reserve fund account for the fire department. Action – to approve Resolution 2022-16 to place 2022 budgeted items not being expensed to respective reserve funds with the addition of the computer reserve fund account for the fire department – motion: Loose; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Welcome to Hilbert Signs – Discussion and possible action regarding the 2023 Lease Agreements – The leases are the same as prior years. Action – to approve the 2023 lease agreements for the Welcome to Hilbert Signs – motion: Nolan; second: Kloehn; carried.

Discussion and action regarding Designation of the Agent for the Wisconsin Retirement System – Action – To change the agent from Dennis DuPrey to Beth Nicklaus – motion: Keuler; second: Roehrig; carried.

Discussion and possible action regarding possible bonus for employees – Action – to have the bonus remain the same as prior years at \$100 for all full-time and part-time employees – motion: Roehrig; second: Nolan; carried.

Discussion and possible action regarding granting authority for the President and Treasurer to pay all bills prior to the end of the year – This is procedure done every year end. Action – to grant authority for the President and Treasurer to pay all bills prior to the end of the year – motion: Nolan; second: Loose; carried.

Village Board Member Informational Report – nothing.

Village Personnel Information Report – Kieso stated that Nicklaus is doing great and she's excited to have her here. DuPrey agreed.

President's Report – Schrubbe expressed his concerns with the look of the cloth banners on the light posts on Main St. Some discussion was had on how to get the funds to replace them but nothing was decided.

Notice is further given, that the Board will convene into closed session to discuss the possibility of pursuing to purchase public property and investing of public funds.

The Village Board then convened into closed session under S.19.85(1)(e): Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Action – to convene into closed session – motion: Kloehn; second: Nolan; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Kloehn; second: Keuler; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Discussion and possible action regarding the purchase of public property, investing public funds and other directly related items of business – No action was taken from closed session.

Adjournment – Action – to adjourn – motion: Nolan; second: Kloehn; carried. The meeting was adjourned at 9:05 p.m.

*Missy Kieso*

---

Missy Kieso, Deputy Clerk Treasurer