

President Mark Breckheimer called the special meeting of the village board to order at 6 p.m. on Tuesday, November 13, 2018.

Roll Call – all members reported present except Tim Keuler. Others present were Ed Byrne 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 – none.

President's Report – none.

The village board then convened into closed session under Section 19.85(1)(e) of the Wisconsin Statutes to discuss the possibility of pursuing to purchase public property and investing of public funds. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld; Breckheimer; carried.

The board then reconvened back into open session. Action – to reconvene back into open session – motion: Starfeld; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld; Breckheimer; carried.

Discussion and possible action regarding the purchase of public property, investing of public funds and other directly related items of business – The first action would be the purchase of the St. Vincent Depaul property. DuPrey stated that this would be the 20' x 250' strip of land. Action – to approve the Offer to Purchase with St. Vincent Depaul – motion: Schrubbe; second: Roehrig; carried. The next action would be on the Purchase Sales Agreement with Frontier. DuPrey stated that this would be for the strip of land approximately 46' x 250'. Action – to approve the Purchase Sales Agreement with Frontier – motion: Roehrig; second: Starfeld; carried. The next action would be the Offer to Purchase for the Bel Brands USA property. Action – to approve the Offer to Purchase to purchase the Bel Brands USA property – motion: Starfeld; second: Roehrig; carried. The next action item was the contract to conduct the Phase 1 assessment for the Bel Brands USA property to be completed by Cedar Corporation. Action – to approve the agreement with Cedar Corporation to conduct the Phase 1 assessment for the Bel Brands USA property – motion: Schrubbe; second: Starfeld; carried.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Starfeld; carried. The meeting was adjourned at 7:22 p.m.

*Dennis DuPrey*

---

Dennis DuPrey, Administrator Clerk Treasurer

President Mark Breckheimer called the regular meeting of the village board to order at approximately 7:20 p.m. on Tuesday, November 13, 2018.

Roll Call – all members reported present except Tim Keuler. Others present were Dave Franz, Ed Byrne, Dennis DuPrey and Josh Diedrich.

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 – Ed Byrne gave the board an update from the Calumet County meeting. The county is looking at spending 28 million on a new jail, new offices, new 911 center, medical examiner area, etc. in 2020. Breckheimer stated that there will be someone from the county at the next board meeting to discuss what all the plans are. Byrne also mentioned that the board may want to take a look at their sign ordinance because there have been some changes with the law (all signs must now be treated the same; regardless if they are political, advertising, etc.) and most municipalities aren't in compliance with it according to current ordinances.

Announcements – Nomination papers may be circulated beginning December 1, 2018 and must be filed by 5 p.m. on Wednesday January 2, 2019. Candidates up for re-election are Village President Mark Breckheimer and Village Trustees, Mike Bolwerk, Tom Roehrig and Tim Keuler. Annual Bingo Bash sponsored by the Hilbert/Potter Optimist Club is Saturday, November 17, 2018 at the Community Center.

President Breckheimer then called the public hearing to order regarding the proposed 2019 budgets for all funds. A Notice of Limit to qualify for 2020 expenditure restraint payment was presented to the board. Our spending cannot exceed the allowable percent of 3%. DuPrey stated that we would need to cut approximately \$48,000 from the budget to qualify. If we make the cuts to qualify, we would actually not be putting any money away for future capital expenditures. As far as the net effect, if we put \$54,850 away in 2019 for future capital expenditures, we would then have approximately \$13,000 deficit for 2020. We will still be on the positive side by a total of \$41,850 (which is the amount when you take the \$54,850 minus the \$13,000) going into 2020. We then would have to find \$13,000 in savings in 2020; which DuPrey thinks would be easier to meet than not setting aside funds for future capital expenditures. The board agreed. The board then discussed the request from Zander Press to sponsor an ad for the Calumet County Visitor's Guide. DuPrey stated this would be for the for the 2020 Guide. He explained

depending on the size of the ad the prices range from a line listing at \$165 up to a full page at \$1,470. Breckheimer stated that he would rather see advertising outside the Calumet County area in order to bring people to Calumet County. Roehrig stated he does not see a reason to do the ad. It was decided not to sponsor an ad. No action taken. DuPrey then explained the option of adding Ortho and Vision coverage to the employee insurance benefits. He stated that it would be nice to be able to offer to current employees and also future employees. It helps keep the people you have and helps when hiring. He stated that some local municipalities offer them; while others do not. Since there will be retirements in the future this may help when presenting the benefits to applicants. DuPrey stated that the total cost to the Village would be \$1,200 per year. This is the total cost to the Village for all 5 full-time employees. Nolan stated that is a very reasonable amount to pay in order to offer these additional benefits. DuPrey stated that the budget would not be affected; he was able to include that amount in without adding to it. Starfeld stated that he felt like the current benefits offered are very competitive and doesn't necessarily agree with needing to add more. Breckheimer and Starfeld agreed that the current regular benefits package offered now is on the better end compared to other municipalities. DuPrey stated that it was brought to his attention by an employee so he did the research and brought it to the board. It was also stated that since changing the employee percent from 7.5% to 10.5% that is a savings of \$3,100 per year to the Village. Starfeld stated it's not the cost of adding the insurance; because that won't hurt us, that's not the point. It's whether it should be added. Roehrig said that he sees Reedsville offers it in their employee benefit package and we are close to the same size. Action – to add Ortho and Vision coverage to the employee insurance benefits effective January 1, 2020 – motion: Roehrig; second: Nolan; carried. No further action needed. Breckheimer then asked the public for input on the proposed budgets. DuPrey recapped the increases which included: 1) Workers Compensation Insurance costs increased by \$6,000 in the General Fund due to the surcharge from the claims. 2) Health Insurance Costs has a budget increase of \$9,600 to cover any anticipated increases and the required HRA contribution from the Village and to incorporate adding Ortho and Vision to the coverages. 3) \$10,000 was budgeted for the consultant; there were no funds budgeted for this in 2018. 4) The park budget is up by \$3,850 due to the costs associated with improving the parking area east of the south ballfield. 5) The Village's mill rate taking into account the TIF Districts is \$7.84/1,000 which is \$0.10/1,000 less than the current mill rate. Of the total amount of \$54,480 that is needed from fund balance; \$29,000 is coming from these items. There was no input from the public. DuPrey also went over the tax levy summary sheet which incorporates all the different levies we receive. If the state school credit, lottery credit and the first dollar credit stay about the same we'd be looking at about .80 cent reduction in taxes per thousand; resulting in residents seeing a decrease in property taxes. Sewer budget was adjusted to add/adjust expenses. Overall bottom line does not change. The TIF budgets were adjusted to correctly reflect the revenue that are associated with each district. Otherwise, all other numbers remained the same. The board then discussed each fund. First up was the Sewer Fund. There were no changes to this one. Action – to adopt the sewer fund budget as presented – motion: Schrubbe; second: Roehrig; carried. The Water Fund was then discussed. There were no changes to this one. Action – to adopt the water fund budget as presented – motion: Starfeld; second: Nolan; carried. The TID District #1 budget was then discussed. There were no changes to this one. Action – to adopt the TID District #1 budget as presented – motion: Starfeld; second: Schrubbe; carried. The First Responder budget was then discussed. There were no changes to this one. Action – to adopt the First Responder Budget as presented – motion: Schrubbe; second: Roehrig; carried. The TID #2 budget was then discussed. There were no changes to this one. Action – to adopt the TID District #2 budget as presented – motion: Starfeld; second: Schrubbe; carried. The Capital Improvements Fund was then discussed. DuPrey explained that if the board was thinking of doing any cuts this is where it would be done. Starfeld asked if we want to reduce funds coming out of the general fund? He stated that you don't want to get into the habit of taking money out from the general fund to cover overages in the budget. Breckheimer stated in this case, with this budget, he would say no to making any cuts. Nolan agreed. Starfeld questioned why we are putting \$30,000 in for a reserve for equipment replacement? Why are we putting \$10,000 in a reserve for the park building fund? It was explained that these are funds that need to put away in order to start and complete projects and to keep equipment up to date. Breckheimer stated that things need to keep advancing and in order to do this, funds are needed to keep the ball rolling. DuPrey stated that we have a healthy fund balance but understand that your general fund does start to deplete, and if you keep that trend up for a long time, there will be issues, which several municipalities are learning. It's always something to keep in mind in the future. Starfeld stated that we can't keep taking from it though. Roehrig questioned where our general fund is at dollar wise? Breckheimer and DuPrey stated in the higher \$500,000. Roehrig asked if it really affects our state rating much if we are at \$600,000 or \$550,000? DuPrey stated no. Schrubbe stated that anything that we come in at under budget that goes to the general fund, correct? DuPrey said yes. Roehrig stated that could bring the fund balance back up again. Starfeld stated that you can't count on that. DuPrey stated that there are so many variables that come into fact. There could be a huge storm that completely puts us over budget and then the next year not have anything unforeseen happen. You just never know. Starfeld said we have a lot of projects coming up just so everyone remembers that. He stated years ago we never wanted to take out of general fund and now we are like just take it out who cares. Nolan stated that now we are actually budgeting which is important. We can't move forward on things without budgeting. DuPrey stated it was just the last 2 years that funds have been taken from the

general fund. Breckheimer stated the funds are in reserves, so in an emergency the board can make the decision to tap into them if need be. The money is still there to do so. There were no changes made to the capital improvements budget. Action – to adopt the Capital Improvements Fund budget as presented – motion: Schrubbe; second: Roehrig; carried. The General Fund budget was then discussed. There were no changes made to this one. Action – to adopt the General Fund budget as presented – motion: Roehrig; second: Schrubbe; carried. The next item was to set a local tax rate. Action – to set the local tax rate at \$7.8375236 – motion: Starfeld; second: Roehrig; carried. Breckheimer then declared the public hearing closed.

The remaining of the Village Board meeting then took place.

Minutes – Action – to approve the board meeting minutes as presented – motion: Schrubbe; second: Starfeld; carried. The fire department minutes were presented to the board. Action – to accept the fire department minutes and to place them on file – motion: Roehrig; second: Schrubbe; carried. There were no first responder minutes presented to the board.

Treasurer's Report for the Village of Hilbert - balances – (\$124,080.92) General fund; \$659,676.06 Sewer fund; \$117,081.31 Water fund; \$1.00 DOA Block Grant Fund; \$4,548.30 TID #1 fund; \$1,095,025.86 T-Plus fund; \$18,099.67 First Responder fund; (\$286,109.37) TID #2; \$439,199.88 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Starfeld; second: Nolan; carried. There was no fire department treasurer's report presented to the board. The first responder treasurer's report was presented to the board. Action – to approve the first responder treasurer's report as presented – motion: Starfeld; second: Schrubbe; carried.

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

Correspondence – The MEG Newsletters were presented to the board for their information. The Focus Newsletter was presented to the board for their information. E-mail Correspondence regarding New Regulation on Small Cell and Cable Franchises was presented to the board for their information. DuPrey explained there has been changes in regulations which will be effective in January; a new law that basically takes control away from the local municipalities regarding siting these. It's kind of the same thing that happened with conditional use permits regarding signs. Companies are trying to locate cell sites and have been lobbying statewide. We may have to look at our ordinance to make sure it complies with state regulations. There was no Boardman & Clark Newsletter presented to the board. The Calumet County Focus on Calumet Newsletters were presented to the board for their information. The notice from Tommy G. Thompson Center on Public Leadership-Effective Public Leadership Training was 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. The Preliminary Report on Major Class Comparison Compliance was presented to the board for their information. This shows how our assessment ratio is compared to sales. We need to be at 90% to be in compliance and we are at 96% which is well within the range and have been in compliance since 2012. The Notice from Demographic Services – Final estimated 1/18 population of the Village was presented to the board for their information. Estimated population is listed at 1,171; which is a drop of 4. The Summary of 2018 Aggregate Ratios for Calumet County was presented to the board for their information. This is our assessment ratio which is 96.2%. DuPrey stated that we are doing okay and we are in compliance since we are above 90%. There are some municipalities that are not in compliance. The Report of 2018 Debt Capacity was presented to the board for their information. Our 2018 debt limit is \$3.6 million and our estimated current debt for 12/31/18 is \$2.4million with the estimated capacity as of 12/31/18 being \$1.2 million. Our estimated 2019 principle payments are \$229,016. If we don't borrow money in 2019, we'd be at \$1.4 million.

Unfinished Business:

2018 Projects – Fochs reported that the handicap ramps for the Hwy 114 Project have been redone and are now completed.

Change Orders – none.

Payment Requests – none.

Street Committee – to accept the committee meeting minutes and place them on file – motion: Roehrig; second: Schrubbe; carried. There were no recommendations.

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

Police Protection for the Village – The police protection report was presented to the board for their information.

Fire Department – There were 3 fire calls since the last meeting. One new member joined the department. The 2018 Assistance Grant was completed and has been received. Chief Franz stated that it could be up to a year before they hear if they received the grant or not. This is for the air packs. Franz says technically we are out of compliance right now, as are lot of other departments, but fires have to be fought. Starfeld asked what the other departments are doing. Franz stated applying for the grant and asking their boards for funds; which New Holstein department tried and was denied. He stated that several departments were talking, and if none of them get the grant, that the possibility of applying together for a regional one next year might be an option.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – Fochs stated that the building is now up and the conveyor should be coming next week.

Hilbert Acres Mobile Home Park – The citation was issued a week and half ago. DuPrey is suggesting that there should be no further action at this time due the fact that the citation had to be sent to the corporate office in Colorado. Breckheimer stated that he also asked DuPrey to e-mail the regional manager to let her know that a citation has been sent. DuPrey will send out the e-mail tomorrow. It was decided to table further actions/discussions until the December board meeting.

Village South Residential Development Property – nothing new.

Village Economic Development Plan – nothing new.

Village Website Update – Kieso informed the board that the website is live. DuPrey brought it up on the screen to show the board members. They all agreed that the website has greatly been improved. Kieso went over the events calendar and how the agendas can now be assessed from the calendar page. There are now several options to reach the information that you are looking for. There are a few more finishing touches needed on the Community Development drop down option and also some more photos to be added. But all in all, it's good to go. Kieso commented that Brett Halderson did a great job and put in a lot of time and expertise into this project. The board was happy with the results.

New Business:

Application for Operator Licenses – Josh Diedrich addressed the board and explained and answered questions regarding his record check. It was discussed and decided that since all the offenses were misdemeanors; with the most current one being 4 years ago; and were not work related that they would approve his request for the operator's license. Action – to approve the operator's license to Josh Diedrich – motion: Starfeld; second: Roehrig; passed.

Classes/Seminars/Schooling for Employees – Report from Kim Plate on the Lab training class he attended in Green Bay was presented to the board for their information.

Discussion and possible action regarding approval of Ordinance 2018-03 regarding fire inspections – DuPrey explained this is a request from the fire department to switch fire inspections from twice a year to once per calendar year. Franz supplied him with some sample ordinances from other municipalities and the statute showing that it is allowed. DuPrey drew up the ordinance and got it to Andy King to review. Franz stated they have a difficult time getting two inspections in per year, and since there's several people who do the inspections, what was happening is that the inspections were overlapping each other. Franz stated that most infractions found are small and get corrected in a timely manner. Other departments are telling Franz that this system is working well for them. We will not lose anything from our 2% because it is allowed to do the inspections just once per year. Action – to approve Ordinance 2018-03 regarding fire inspections to be done only one time per year – motion: Starfeld; second: Schrubbe; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Starfeld, Breckheimer; carried.

Annual CMAR Report – DuPrey said we received a grade C for Effluent Quality: Phosphorous. He stated that once the DNR read our response regarding the issue, they responded by saying that this action appears to adequate for now, although the alum dosage might need to be increased slightly. The Department discussed the November 2017 Operational Evaluation Report with the Village's consultant on December 8, 2017. DNR also responded "good operation and maintenance" and thanked the Village for submitting the CMAR on time.

Park and Recreation Committee – to accept the committee meeting minutes and place them on file – motion: Schrubbe; second: Starfeld; carried. The board then discussed the Civic Park Plan prepared by East Central Wisconsin Regional Planning Commission. DuPrey explained that this plan includes two conceptual plans that can be used as a guide to follow for future plans for the Civic Park. By having this Civic Park Plan it makes the Village eligible for funding for grants. We are already implementing parts of it by addressing budgeting money for the parking area. Smaller ticket items that can be addressed are signage for parking and painting lines for diagonal parking along Chestnut Street by the park across from the Bell Brands building. It provides some parking for people who are looking to go directly to the park equipment and not necessarily the ball fields. Action – to approve the recommendation by the committee to accept the Civic Park Concept Plan prepared by East Central Wisconsin Regional Planning Commission – motion: Roehrig; second: Schrubbe; carried. No further action needed.

Discussion and possible action for a variance on the use of alcohol at the fire department's annual meeting – This is the same request from prior years. The annual meeting will be in the community center and not in the actual fire department. Action – to approve the request on the use of alcohol at the fire department's annual meeting – motion: Starfeld; second: Schrubbe; carried.

Village Board Member Informational Report – none.

Village Personnel Information Report – none.

President's Report – none.

Adjournment – Action – to adjourn – motion: Roehrig; second: Starfeld; carried. The meeting was adjourned at approximately 8:32 p.m.

*Missy Kieso*

---

Missy Kieso, Deputy Clerk