

President Mark Breckheimer called the regular Board Meeting to order at 7 p.m. on Tuesday, January 12, 2021.

Roll Call – Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld and Breckheimer. Others present were Dennis DuPrey, Kim Plate, Mike Loose, Anita Loose, Ed Byrne, Lori Ott, Kimberly Tenerelli, Yolanda Hernandez and Tom Piepenberg.

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 – Kimberly Tenerelli addressed the Board and explained that she is running for the new circuit judge position in Calumet County. She went over her credentials for the position and her background with Calumet County. She explained that this new position will help create a drug court which is much needed and why she feels she is more qualified than her opponent. She provided the Board with handouts with her contact information in case they should have any questions.

Announcements – Annual Spring Clean will be held May 1, 2021 from 8 a.m. – 11 a.m. Nomination papers were filed for 2 out of the 3 Village Trustee positions. Those were Incumbent, Tom Roehrig and Anita Loose. Nomination papers were filed for the Village President position by Jim Schmidt. DuPrey informed the Board that Mark Breckheimer, Village President, Tim Keuler and Mike Bolwerk, Village Trustees were not running for re-election.

Minutes – Action – to approve the Board Meeting minutes as presented – motion: Schrubbe; second: Roehrig; carried. The Fire Department minutes were presented to the Board – Action – to accept the Fire Department's minutes and place them on file – motion: Roehrig; second: Starfeld; carried. The First Responders minutes for December and January were present to the Board – Action – to accept the First Responders minutes and place them on file – motion: Schrubbe; second: Starfeld; carried.

Treasurer's Report for the Village of Hilbert - balances – (\$261,864.54) General fund; \$955,610.06 Sewer fund; \$196,401.86 Water fund; \$1.00 DOA Block Grant fund; \$205,727.95 TID #1 fund; \$1,112,593.08 T-Plus fund; \$16,409.67 First Responder fund; (\$346,057.05) TID #2 fund; \$563,597.75 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Schrubbe; second: Starfeld; carried. The Fire Department treasurer's report was presented to the Board. Action – to approve the Fire Department treasurer's reports as presented – motion: Starfeld; second: Roehrig; carried. The First Responder treasurer's report was presented to the Board. Action – to approve the First Responder treasurer's reports as presented – motion: Schrubbe; second: Starfeld; carried.

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

Correspondence – The MEG Newsletter was presented to the Board for their information. There was no Focus Newsletter presented to the Board. The Boardman & Clark Newsletter was presented to the Board for their information. The Calumet County Focus on Calumet Newsletters were presented to the Board for their information. The letter from the Department of Agriculture regarding the notice of survey of shallow bedrock in NE Wisconsin was presented to the Board for their information.

Reports - The report of labor hours was presented to the Board for their information. The report on building permits was presented to the Board for their information. The Receipt of the Final Street Aid Calculation for 2021 in the amount of \$60,194.44 was presented to the Board for their information. The Receipt of Quarterly Street Aid Payment in the amount of \$15,048.61 was presented to the Board for their information. The Taxes Collected to 12/31/20 – January Settlement was presented to the Board for the information. DuPrey stated that the amount collect was \$634,931.28 or 31%. He stated that this was down a little from last year.

Unfinished Business:

2019 Projects (Fochs Trails/Village Meadows Infrastructure) – no update.

Change Orders – none.

Payment Requests – none.

2020 Projects – no update.

Change Orders – none.

Payment Requests – none.

2021 Projects – Plate stated that he should have more information by the beginning of February from the engineers.

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

Police Protection for the Village – December and January monthly reports were presented to the Board for their information.

Fire Department – Chief Loose informed the Board that there was one fire call since the last meeting and that was for a gas smell that turned out just to be the smell of Kaukauna.

TID District #1 – nothing.

TID District #2 – nothing.

Wastewater Treatment Plant – Plate stated that they are in the process of changing out the water meters at Sargento. He informed the Board that the industrial agreement that the Village has with Sargento expires the end of the year. He would like to bring Robert E. Lee in on the process to create a new industrial agreement; since no one seems to know much about how the last one was created 15 years prior. DuPrey stated that Robert E. Lee may have been consulted on the original one. Plate said the cost for Robert E. Lee to do this would be a maximum of \$3,950. He would like the Board's permission to go

ahead with this. He stated that Sargento is questioning the sewer surcharge. They have stated that they have contracts with different municipalities where there is a deduction on the sewer costs because not all the metered water goes to the wastewater treatment plant. Keuler stated that this is actually not an uncommon practice and they have industries in Chilton for which this is done. Starfeld stated that we have never given a discounted sewer rate when people fill their swimming pools, water their grass, etc. Keuler agreed but stated that this is regarding an industry and you are beginning to see more of this. Keuler said that Sargento's BOD's are going down and now they are looking towards the Village to do their part in regards to this also. More information is needed on this subject. Information from Sargento and the other municipalities which they are referring to would need to be reviewed. DuPrey agreed and stated that the rate structure also needs to be taken into account. Breckheimer believes this should go to the committee and they can get more in depth with everything at that level. He suggested that someone representing Robert E. Lee should be in attendance. Starfeld stated that Robert E. Lee needs to explain what work they would be doing for the \$3,950. He would like to hear what exactly it all covers to justify that amount. Breckheimer stated that a date should be chosen for the meeting and Plate should check with Robert E. Lee to see if they can have someone attend. Eventually Sargento will also be invited to join these meetings. Plate stated that he understands Sargento's questions on the matter because they are trying to cut expenses where they can and this would be one way to do that. However, it has to work for the Village also. The committee will hold the meeting and then inform the Board of the details at the February Board Meeting. No action taken.

Well #4 – nothing new.

Village Meadow Subdivision – Trail System – Breckheimer stated that at the last school board meeting the board had approved to give \$20k towards the trail system. DuPrey is working on a maintenance contract with the school and will present it to the Board once it's all figured out. Robert E. Lee will be taking care of the working easement which will allow the work to be done on the parts of the trail that are located on the school's property. Discussion and possible action regarding renewing the contract for listing services – DuPrey presented the Board with a contract from Thiel Real Estate which would renew the contract for another 6 months. Thiel has been showing the lots and there has been continued interest. DuPrey checked with Thiel regarding when the spec house will begin to be built but has not received a reply prior to tonight's meeting. Action – to renew the contract with Thiel Real Estate for an additional 6 months; which would be from February 1, 2021 thru August 1, 2021 – motion: Schrubbe; second: Starfeld; carried. Discussion and possible action regarding correspondence pertaining to mail delivery – DuPrey went over the information received from the postal service regarding mail delivery to the new subdivision. At a prior Board meeting this topic was discussed but no action was taken. Starfeld stated that he didn't recall this ever being addressed at a Board meeting. He was told it was and that there was actually an article regarding this in the Brillion News. According to the postal service all *new* subdivisions are preferred to have cluster box units installed. (The Fochs Trails subdivision is an extension so it would not have to adhere to the new cluster boxes.) These are centralized mail delivery receptacles in new residential communities, which include secure parcel lockers. The parcel lockers make for easier delivery. Online ordering has drastically increased package volume being delivered and residential store-bought mailboxes are not big enough to accommodate these packages. The cluster box unit's installation for new subdivisions had taken effect in November 2017. However, there is the opportunity to appeal. There are 3 levels of the appeal process; each takes 30 days. DuPrey stated that Ron & Lori Ott will be moving into their new home in a few weeks and all this will not be settled by then. He stated, unfortunately, they may have to get a PO Box until this is all sorted out. Lori stated that she does not want to have to change her address twice. She said that all the information that she acquired on this subject stated that this is something that should have been discussed and taken care of at the very start of the subdivision project. She also stated that the information states that the cluster box units are "preferred" and not "mandatory". She reiterated that she does not agree with one huge cluster box unit for all residents to use. She would be okay with the other option of having 4 residents to one cluster box unit. Instead of having one main location, the boxes would be shared by 4 residents. This would create more boxes being needed but then you wouldn't have the eye sore of one huge main cluster box unit. Nolan agreed and said that would look horrible if they had to do one site for all the deliveries. It is not the look we want for the subdivision. Lori stated she is also having problems getting her cable connected because even though the cables have been run, their residence isn't showing as an existing address. DuPrey stated that he had talked to Ron regarding this and has followed up with the postal service and this should be resolved shortly. DuPrey will keep them informed. DuPrey stated that this is the first time in 30 years that he and the Board have ever done a subdivision and that unfortunately they are learning as they go and some things may have been missed. It is a new venture and we are trying to make things go smoothly but unfortunately there will be issues that come up. DuPrey stated that the appeal will not be easy to win. However, asking for 4 residential cluster units may be possible compared to regular mailboxes which he believes would not have much of chance of getting approved. It was also stated that with the appeal it should be stated that out lot #1 needs to be kept clear due to the possibility of it becoming connected to 9th Street someday and that out lot #3 has the pond so there would not be adequate room there. Action – to submit an appeal asking to be able to do the 4 resident cluster box units – motion: Roehrig; second: Nolan; carried.

Purchase of the Bel Brands Property – Discussion and possible action RFP's for Administrative Services

– DuPrey explained that there was only 1 RFP submitted. This was from Cedar Corporation in the amount of \$17,500. DuPrey supplied each Board member with scoring sheets prior to the meeting so they could score Cedar Corporation. DuPrey explained to the Board how they were now going to review the scoring sheets to get the average of how everyone rated each category. The Board members then took turns stating what they rated for each category while DuPrey collected the information. At the end of the discussion the Board members signed and turned in their sheets to DuPrey to be kept on file. Action – to hire Cedar Corporation to provide consulting services for the CDBG-PF and CLOSE Grant Administration for the project – motion: Starfeld; second: Schrubbe; carried.

Hilbert Housing Authority – Tom Piepenburg addressed the Board. He stated as far as an update goes, unfortunately, there isn't much of one since last time. Allegiant had one person who was very interested but has decided not to proceed. Another potential buyer then became involved. However, that buyer has not returned any calls/e-mails in about a month. So, Piepenburg is not sure if he decided to back out and lost interest or what is really happening right now. Our contract expired December 31, 2020 with Allegiant. They are continuing working with us but we do need to renew the contract. The proposal to sell the property by prepayment expires April 1, 2021. If it does not sell by then, then the entire process needs to start over again and the Village will incur additional costs. Allegiant has contacted a realtor through Century 21 who would be interesting in helping sell the property. However, that also would be at an additional cost. Piepenburg stated that in his opinion, we need to move it now; sooner rather than later. Keuler asked what would happen to the properties if they don't sell? DuPrey stated the Village will end up with the properties. The Village then would have to hire a management company and the costs would just keep rising. Piepenburg suggested that financially, maybe it would be best to offer a perk to the buyer or maybe a reserve account for repairs or the repaving of the parking lot. He also stated once the properties sell, they will become taxable properties to the Village which will be a plus. A downside for buyers is that Sunrise I has to stay as low-income housing until the contract expires in 2036. Starfeld questioned why years ago that anyone would think these programs were a good idea? DuPrey stated back in the late 70's these programs were actually quite successful. Now, in 2021, not so much. The Board questioned if an incentive could be set up using the funds the Village received from extending TID #1? DuPrey stated that's definitely an option. However, he doesn't think we should announce a precise dollar amount. It should be presented to a serious buyer and should be based off what the buyer is expecting to accomplish with the properties. Breckheimer agreed that the incentive should be discussed with the buyer directly to help make the sale happen. After discussion, the Board instructed DuPrey to update the contract with Allegiant and to have Allegiant list the properties with the Century 21 realtor just stating that incentives are available. Tom Piepenburg then informed the Board that his and Chet Johnston's terms are expiring April 1, 2021 and they no longer wish to be on the Housing Development Committee. The Board thanked Piepenburg for all his time that he has invested in this project and acknowledged how much work he has put into it. No action taken.

Fochs Trails Subdivision, 2nd Addition – nothing new.

2020 Census – nothing new.

Discussion and possible action regarding possible zoning code violation – DuPrey stated that he hasn't had a chance to follow-up with this. He will update the Board when he does and when he has new information.

COVID-19 – DuPrey informed the Board that having the doors open again, due to property tax collection, has been going great. He would like to remain open past January 31st. Kieso agreed and said she'd see no problems with it either. The Board decided to take it on a month-to-month basis depending on how everything is going regarding the pandemic.

New Business:

Other Annual Appointments – none.

Application for Operator Licenses – Action – to approve the request for an operator's license for Amy Tellock – motion: Schrubbe; second: Starfeld; carried.

Application for Class B License – Action – to approved the request for an operator's license for SSESEV, LLC pending the 15-day waiting period and the seller's permit being submitted – motion: Schrubbe; second: Roehrig; carried.

Classes/Seminars/Schooling for Employees – Plate mentioned that there is the basic general wastewater test that Matt Eichhorst would like to take. He is unsure if Eichhorst can study on his own and take the test in February or if he has to take the actual class in March prior to testing. If the class is required then the cost of the class is \$370. Action – to pay for the basic general wastewater class (if required) and for Eichhorst to attend – motion: Starfeld; second: Keuler; carried.

Reports on schooling/training sessions – none.

Fire Department – Discussion and possible action regarding proceeds from 50/50 Raffle – Chief Loose addressed the Board to discuss the proceeds from the 50/50 Raffle. The Fire Department made the commitment to give the Village half of the proceeds from the raffle to put towards the air packs. The amount is \$2,545. The Village has not received this as of yet. Loose stated the Chiefs did not attend the Fire Chiefs Convention this year so the \$2,500 set aside for that got reallocated to the air packs. He feels like that would cover what is due to the Village from the 50/50 raffle. It was stated that since the convention was cancelled due to COVID-19 that was why the funds were reallocated. Otherwise, the

money would have just been unused. DuPrey questioned Loose on what the firemen voted or decided to do at the firemen's meeting regarding the funds. Loose stated he was not sure. DuPrey provided the meeting minutes and stated that it was agreed by the department that half of the raffle money should go to the Village to go towards the air packs. DuPrey explained that the total cost of the air packs was \$94,640; which \$34,589 came from the general fund. Breckheimer questioned what the letter that went to the public stated? The letter stated that the money collected would go towards the air packs.

Breckheimer and DuPrey stated that if that is what was told to the public then that is what should happen. Starfeld mentioned having the money go into the truck fund for the department. Once again, it was stated that is not what the public was told would happen. The money needs to go towards the air packs. DuPrey stated that since the shortage for the air packs was taken from the general fund that is where the \$2,545 needs to go back to. Schrubbe stated that their gear will be expiring soon and they will be facing the same problem again like they did with the air packs. Starfeld suggested maybe buy 5 sets a year instead of waiting and buying all 25 sets at once. Breckheimer stated that he felt there was an issue with the air packs purchase in regards to what seemed like costs kept getting added on and the dollar amount never seemed set. Loose stated that some of the extras needed the department paid for directly. Breckheimer agreed but still felt that the total costs should all be disclosed prior to the purchasing. After much discussion it was decided to accept half of the proceeds of the 50/50 raffle in the amount of \$2,545 from the department which will be put in the general fund to help offset the purchase of the air packs.

Discussion and possible action regarding the firemen's pay for working on fire trucks – The current rate of pay for firemen who do work on the trucks is \$20/hr. Chief Loose stated that they have no problem with that except that one of the firemen is a certified diesel mechanic and he feels like he should be getting \$30/hr. because of his qualifications. He stated this person puts a lot of effort in diagnosing issues with the trucks which sometimes saves them from having to bring the trucks into Red Power Diesel. It was discussed whether how much work should be done in house due to liability reasons. DuPrey stated that he receives the invoices that each truck goes through the certification check, oil changes, DOT inspections yearly at Red Power Diesel. Loose explained that any major issues will always go through Red Power Diesel but it helps to have someone who is trained to handle the minor issues. The Board agreed that a certified diesel mechanic is a great asset to have on the department. Breckheimer stated that he felt that the request should go to the committee and from there they can make a recommendation to the Board if they see fit. Everyone agreed. No action needed.

Employee Review/Grievance Committee – Action – to approve the meeting minutes as presented – motion: Starfeld; second: Schrubbe; carried. Committee recommendation regarding review of public employee – The committee meeting was in regards to the 6-month review of Public Works employee, Matt Eichhorst. The recommendation is Eichhorst should receive a pay increase from \$22.00/hr. to \$22.65/hr. effective at the beginning of the current pay period. Action – to increase Eichhorst's rate of pay to \$22.65/hr. at the beginning of the current pay period – motion: Schrubbe; second: Roehrig; carried.

Plan Commission – Action – to approve the meeting minutes as presented – motion: Schrubbe; second: Roehrig; carried. No recommendations were presented.

Discussion and possible action regarding Ordinance 2021-01 Amending Chapter 1.15 of the Code of Ordinances – DuPrey explained that this was in regards to residency requirements of employees. Right now, in the employee handbook, it states that employees must live within the Village of Hilbert. However, state code overrides this by stating that employees (which also include the volunteer firemen) must live within 15 miles of the Village limits. So, the Village must follow the state code. DuPrey stated that before the amendment can be done the Board needs to decide between the following options (1) Leave ordinance as is and it is just ineffective and not enforceable due to the state code. (2) Take out the Ordinance completely. (3) Amend the ordinance to match the state code of 15 miles. After discussion, the Board decided that it should be changed to match the state code of 15 miles. DuPrey will make the changes and will present it at the next Board meeting. No action taken.

Discussion and possible action regarding the purchase of a utility trailer – Plate presented the Board with the 3 quotes. (1) Mirsberger Sales at \$4,664.50 (2) 141 Trailer Center at \$4,300 (3) Bay Trailer Depot at \$3,618.84 which Plate stated is lesser strength and he doesn't think should be considered. He talked to Nick Mirsberger and Mirsberger is willing to meet the price of \$4,300. Mirsberger told Plate that one of the reasons they were a bit higher was due to the fact that they prime before they powder coat the trailers. Starfeld stated that he does not believe they do this. Plate stated that is what Mirsberger told him. Starfeld still disagreed. Nolan stated that we should stay local if we can. The trailer is a 2020 New PJ T113 with tilt. Size is approximately 78"x12". Action – to purchase the trailer from Mirsberger Sales in the amount of \$4,300 – motion: Schrubbe; second: Nolan; carried.

Discussion and possible action regarding the purchase of a new pickup truck – Breckheimer and Roehrig both abstained from participating in the discussion due to their employer submitting a quote. The new truck would replace the 2007 Chevy pick-up. Plate presented the Board with 2 quotes. (1) L&S Truck Center at \$36,726.50 (2) Bergstrom Neenah Ford-Lincoln at \$33,846.50. Very comparable. The trucks quoted were both 2021 F-250 SD Regular Cab 8' box 142" WB SRW XL (F2B) with a plow. The first issue brought up was the plow. Starfeld stated he thought that was not a necessity and shouldn't have been quoted. Plate stated that they can easily take that off the quote but thought because the truck was underbudget they would get it quoted with the plow. The plow would come in handy as a back-up in case

one of the payloaders goes down and also can be used for the Village Hall, Community Center, etc. parking lots instead of using the sweeper for everything. Keuler stated he felt that it would just be another piece of equipment that just sits there. Another issue brought up was the fact that the prices were just quotes on Ford trucks. Starfeld stated they should get quotes on Chevy trucks also. Keuler stated he would also like to see Dodge included. Starfeld stated that he didn't like Dodge and didn't think they needed to include it. Keuler felt like it should be all three. The last issue was that the trucks quoted were 2500 and 1500. Plate stated that he did this because he wants the new truck to be more versatile and able to haul the new trailer. Starfeld stated that you have the water truck for that. Plate reiterated that it would still make more sense to be able to do more with the new truck. Starfeld stated that the mileage you'd get would be horrible and you basically just use the truck to go the sewer plant and back. Plate stated that's because that's all we can do with the current truck right now. Nothing can be hauled with it. Nolan stated that she believes Plate knows what he needs and what would work best and that's what we should go with. Starfeld stated that a 2500 is not needed. Keuler agreed. Starfeld said that you can get a 1500 for less, in which Plate responded that you can also get a car for less. Starfeld said that's an idea. The discussion continued regarding the pros and cons of having a bigger truck. DuPrey stated that he wanted to go around the table and get everyone's opinions on the matter since Breckheimer couldn't be in the discussion. Nolan stated that she thinks they should go with whatever Plate recommends. Keuler wants to see options which include Ford, Chevy and Dodge. Starfeld wants to see options for Ford and Chevy. Bolwerk wants options with all three. Schrubbe wants options with all three and would also like to see the price difference between the 1500 and 2500. Plate was requested to get the additional information. No action taken.

Discussion and possible action regarding request to park vehicles on the west side of 4th Street – Yolanda Hernandez, co-owner of the Hilbert Haven, LLC apartments on Main Street addressed the Board. She stated that they are experiencing a parking lot crowding issue complicated by the placement of the trash/recycling dumpsters that must be placed in a certain area per their property insurance company at least until Spring when they can come up with a better solution. She stated that when the property was built cars were smaller and parking maneuvering was less of an issue. Today, however, their tenants have larger trucks and are having a hard time not hitting garage door/walls. Each tenant is limited to 2 vehicles per unit; she stated they have 12 units and 15 parking spaces. Breckheimer questioned whether each unit has one garage space and 1 outside parking space? She stated yes. So, with 12 units that would give them the 12 garage spaces plus 15 outside that would be a total of 27 spaces. Schrubbe asked if they had assigned parking? She said they were considering that but as right now they do not. However, there is one tenant with a huge truck and everyone lets the space at the end available for him to park. She is hoping that the Board would give their tenants permission to park on the west side of 4th Street with the understanding that in a snowstorm that area needs to be clear. There is no overnight parking from November 15th thru April 15th per Village ordinance. She said they are open to any suggestions that they Board may have. Starfeld stated that the parking on 4th Street is not an option. That would be opening a big can of worms because pretty soon the Board would have requests for it all over town. The Board agreed. Suggestions were to maybe talk to the Village Hearthstone/Advance Archery to see if they have extra parking open in their lots or maybe in St. Peter's Church parking lot down the block. It's not ideal but it could work. Tom Piepenburg gave her a contact name for St. Peter's Church. She said she'd check into those options and go from there. No action taken.

Village Board Member Informational Report – Schrubbe stated that with the date being set for Spring Cleaning he would like to have the set-up for drop-offs of items be arranged the exact same way it was this year. Everything went so well and it seemed to work so much better. Just something to keep in mind as the time approaches.

Village Personnel Informational Report – DuPrey stated that there will be 2 elections this year. A primary in February for state school superintendent and one on April 6th. He also wanted to inform the Board that the First Responder's received a donation of \$2,394. They turned over this donation to the Village to offset expenditures in their regular treasury in the First Responder Fund. The Board appreciated the gesture and commented that it was great of them to do.

President's Report – nothing.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at 8:42 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer