

President Jim Schrubbe called the regular Board Meeting to order at 7 p.m. on Tuesday, July 11, 2023. Roll Call – Loose, Krueger, Roehrig, Nolan, VandenElzen and Schrubbe. Kloehn was absent. Others present were Beth Nicklaus, Kim Plate, Mark Fochs, Joel Thorpe, Doug Schwalbe (Keller Structures), Matt Halade (Calumet County), Chris Johnson (Brillion News), Tom Baer, Kris Beaudou, Seth Kaas, Stephanie Kaas, Shantel Stroschein and Sydney VanElzen.

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.

Consent Agenda – Action – to approve the Board Meeting Minutes and the Fire Department Meeting Minutes and place them on file – motion: Nolan; second: Loose; carried. There were no Village, Fire or 1st Responders Treasurer's reports presented.

Correspondence – The 2022 League of WI Municipalities Dividend, the 2023 Full Value Notice, the Notice of the Quarterly Transportation Aid in the amount of \$17,911.19, a letter from the School District of Hilbert and the AB 245 2024-2025 Supplement Aid Payment were presented to the Board for their information.

Reports – The Labor Hours report and the Building Permit report were presented to the Board for their information.

Report of Director of Public Works on projects – Plate stated that these will be discussed throughout the meeting since there are line items for them.

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.

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

Streets Department – nothing.

Fochs Trails Subdivision – nothing.

Village Meadows Subdivision – Subdivision Improvements – nothing new. Phase II Development – nothing new. Change Orders – none. Payment Requests – Payment Request #1 to Northeast Asphalt, Inc. for the 2023 Thorn Creek Drive Improvements Project in the amount of \$359,396.60. Action – to approve the payment request as presented – motion: Nolan; second: VandenElzen; carried.

Human Resources – Discussion and possible action regarding the proposed employee handbook – Loose has completed the handbook and sent it over to the attorney to get approval/suggestions and the attorney is still looking it over. It is a very time-consuming task. No action needed.

Park & Recreation Committee – Discussion and possible action regarding the Park Pavilion and Park Bathrooms – Loose thinks that the pavilion will be starting possibly next week. The doors have come in. No action needed.

Clerk Treasurer – Discussion and possible action regarding Workhorse invoice – The invoice may be paid in installments of 1 or 2 years. Roehrig stated he feels like we should pay it in full. Nicklaus and Kieso explained how the new system and training were going and explained that they had a start on it but there's a long way to go yet. Action – to pay the Workhorse invoice in full in the amount of \$24,300 – motion: Roehrig; second: Krueger; carried.

New Business:

Application for Operator's license – The Board was presented with a list of current applicants for operator's license. This list included: Heather Wiik-DuBois and Shane Bolwerk. Action – to approve the list of applicants as presented – motion: Roehrig; second: Krueger; carried.

Classes/Seminars/Schooling for Employees – nothing.

Reports on schooling/training sessions – none.

Street Department – Discussion and possible action regarding concrete tool rental form & fees – This was discussed at great lengths. Some members felt that it was not a big deal to let a contractor, who is doing Village work, to use the concrete forms, while others disagreed. It was eventually decided that if the forms are returned in good shape and are completely cleaned; that there was no need to add or change anything to the rental equipment form. If it happens that if there are any issues regarding damage/cleaning of the forms, it will be readdressed at that point.

Wastewater Treatment Facility – Discussion regarding letter from DNR - The letter was regarding the proposed chemical additional improvements and other wastewater upgrades to be installed. Pilots are in the process of being set up to go. Plate is working with the engineers to come up with a timeline for when everything needs to be completed/updated. Plate would like a water & sewer meeting held at the wastewater treatment facility to go over with the committee and the Board members of what updates will be happening and to go over what the future plans are. Dean, from Robert E. Lee will also be in attendance to answer questions. The CMAR came back, and the score was a perfect 4. This is the first time that anyone can remember that happening.

Water Department – Discussion and possible action regarding sewer charges for Hilbert Haven owners – This is regarding their outside faucet that is used for watering purposes only – it is a separate meter than the apartments. It was decided at the last Board meeting that all future sewer costs on this meter

would be waived since it met the PSC guidelines to do so. It is the Board's discretion on how much they would like to refund to the owners. They can choose to refund nothing, or they can refund up to the max amount of 2 years which is \$572.82. The Board discussed the options. Action – to refund Hilbert Haven in the amount of \$572.82 for past charges regarding the sewer – motion: Nolan; second: Roehrig; carried. Discussion and possible action regarding replacing curb boxes at two locations – Plate explained that there are two locations - one on Main Street and one on 2nd Street. The location on 2nd St. needs to be repaired because right now the water cannot be turned off at the curb; this needs to be done due to an unpaid water & sewer billing. Robert J. Immel Excavating provided a quote in the amount of \$4,270. Action – to have Robert J. Immel Excavating replace the curb boxes at the two locations as presented – motion: Nolan; second: VandenElzen; carried.

TID District #2 – nothing.

Fire Department – Chief Loose was not in attendance.

Street Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Roehrig; second: VandenElzen; carried. Discussion and possible action regarding committee recommendation to allow Hickory Meadows Landfill to remove dirt from Village Meadows Subdivision at their own expense – The Board agreed that Hickory Meadows can have the dirt at no charge, but they would have to provide the loading and delivery of it to their site. Also, Roehrig wanted to make sure that they understood that under no circumstance can they drive their truck on the new street. There is a back way to the dirt pile and that is what must be used. Nothing is for sure yet and Krueger will get a hold of a landfill representative to see what they are thinking for a timeline and how much they plan on taking. Plate also mentioned that the Hilbert School District may be interested in some for the expansion that they are doing. It was agreed that first come first serve. Action – to allow the dirt to be removed at no cost with the understanding that no one can use the new street while trucking and the hauling and loading must be done by whomever is taking it – motion: Roehrig; second: Krueger; carried. No further action needed. Discussion and possible action regarding the committee recommendation to block off Main Street between 3rd and 4th St. during the hours of 8 a.m. – 12:30 p.m. for the Farmer's Market – Roehrig stated that this is for safety since there are more and more vendors setting up for the event. This will also help with keeping the parking spaces open at the Post Office because there were concerns about that. Plate will talk to The Local Lounge owners to see if they'd be willing to take the barricades down and set them aside once the event is over. Plate will set the barricades up and then will collect the barricades the next day. Action – to block off Main Street between 3rd and 4th Street from 8 a.m. – 12:30 p.m. on the first Saturday of August and September for the Hilbert's Farmer's Market – motion: Loose; second: Krueger; carried. No further action needed.

Board of Appeals Committee – Discussion and possible action regarding committee recommendation for St. Vincent DePaul – Keller Structures is requesting a variance regarding an addition to the St. Vincent DePaul store. The variance would be for the rear yard. The setback plans call for a 12' setback from the west property line. According to the Village ordinance set back must be 20'. The 8' variance is being requested. Action – to approve the request to have the setback be 12' instead of 20' for the St. Vincent DePaul addition as requested by the committee – motion: Nolan; second: Loose; carried.

Discussion and possible action regarding the request for chickens within the Village limits – Several residents expressed their concern about the fact that chickens are not allowed in the Village limits per Village ordinance. There was much discussion back and forth of the pros and cons. The difference between agricultural zoning and ordinance laws were also discussed. It was decided that the best thing to do was to bring it to the committee level and let them review it and make a recommendation to the Board if that's what they decide. Kieso will call the concerned residents that have their name and number on the meeting attendance sheet so they are aware of when the meeting is, and it can be discussed more at that point. No action needed.

Discussion and possible action regarding the quote for the sifter for the compost site – Plate explained how the sifter has stopped working. It is a very old machine and they had managed to repair it before but this time it's not repairable. It is a Village provided benefit to the residents and there has been questions about when the ground would be available again. The skid steer attachment from EZ Screen Argus Industrial Co. quote is \$8,545.05. Plate explained that there is approximately \$2k that was budgeted that could go towards it. The discussion of having a company come in with a sifter was also discussed as an option. Plate is estimating that the cost for that would be around \$6k. Some members felt like this needs to be a budgeted item and others felt having someone come in to do it would be best. It was decided that it would go to committee level first and they can make a recommendation to the Board if they choose. No action needed. Action – Roehrig; second: Krueger. ROLL CALL VOTE: Yes; Loose, Krueger, Roehrig, Nolan, VandenElzen and Schrubbe; carried.

Discussion and possible action regarding monthly Board meeting start time – This discussion continues from last month's meeting. Everyone is on a different schedule, and everyone has their own preference when the meeting should start. Krueger suggested tabling it until the next meeting because Kloehn was not here, and he felt everyone should be included on this. Roehrig said that a decision should be made, and it shouldn't be brought up again at another meeting. It was decided that the time would stay as is with the 7 p.m. start time. No action taken.

Discussion and possible action regarding the street closure for the Gospelfest – This request is the same

as previous years. It would close off Chestnut St. between 7th/8th Streets during the event on August 18th and 19th. Action – to approve the request for the street closure as described above for the Gospelfest; motion: Nolan; second: Loose.

Discussion and possible action regarding request to purchase Village property – Tom Baer addressed the Board and explained (using the property lines on the Village map) which area he was interested in purchasing. There is an “L” shaped parcel next to his property that is owned by the Village. Of this parcel, he is looking to purchase the horizontal shorter space. He needs road access to build a shop on his property and this would work perfectly. He doesn’t want the road right of way section of the parcel. This way the Village could extend the street when they choose to. The length of the parcel which Baer would like to purchase is approximately 80’ square feet. Baer is looking to purchase it for \$1. He would take care of the parcel and perhaps maybe even put a small bridge over one area. It needs to be more looked into more to verify that that area is not considered wetlands. If it is, there would be additional steps in buying/selling it. Schrubbe suggested that the topic gets tabled until next month after he checks on questions about the property. No action taken.

Discussion and possible action regarding advertising in the Voice of the Village – Nicklaus presented the Board with information that she obtained from the Village of Reedsville monthly newsletter. They include advertisement spots which they charge for. Costs range from \$10-\$20 per month for businesses. The newsletters are in color and have a lot of details in them. The Board liked the idea. Kieso suggested though waiting for a bit due to the new system updates and trying to get all the information transferred over, which is very time consuming. Nicklaus is going to check out on costs of printing/mailling them. The Board would bring this back for discussion in the future. No action taken.

Discussion and possible action regarding 2023 Absentee Ballot Envelope Subgrant Reimbursement Program – Kieso explained that this is a grant that can be received by getting Board approval and submitting the application. This will pay for the new absentee ballot envelopes that will be required to purchase; approximately \$125. Action – to approve submitting the 2023 Absentee Ballot Envelope Subgrant Reimbursement Program as presented – motion: Roehrig; second: Nolan; carried.

Discussion and possible action regarding the Village Comprehensive Plan – The County Representative explained the comprehensive plan that the County and the surrounding municipalities are required to have. The Village’s plan is good through 2030; however, it is mandated that every 10 years that it be revisited and updated. The County will be doing their update and they are checking with other local municipalities to see if anyone would like to be part of it. By doing this it would drastically reduce the costs to all those involved. The reduced cost would be approximately \$10k. The Village could agree to work with the County on this now, but would not be held to it until a final quote is presented to the Board for approval. So, the Village can basically change their mind in participating if they don’t like what the quote comes in at. Starting date on the plan would be around the beginning of 2024, depending on the consultant and their availability. The total cost to the municipalities would be split between 2 years to help with budgeting. Action – to partake in the County’s Comprehensive Planning Project; pending acceptance of the quote – motion: Krueger; second: Roehrig; carried.

Village Board Member Informational Report – none

Village Personnel Information Report – Plate mentioned that there is concern about the raised garden beds located on the Hilbert Boy Scout Building’s yard. It doesn’t seem as if anything is planted this year and the ground is just full of weeds. The Village public works department could take the garden beds down and have just the grass there again. It was stated that the Village owns the property so they have the right to do; however, it would be nice to run it past the Boy/Girl Scouts first. Kieso will contact them to let them know if it’s not being used and upkeep then we would take it down for them.

President’s Report – Start to prepare for budget meetings.

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

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

Action – to submit the offer to purchase and the developer’s agreement to Tom McHugh Construction, LLC regarding the next phase of Village Meadows Subdivision – motion: Roehrig; second: VandenElzen; carried.

Adjournment – Action – to adjourn – motion: Krueger; second: Nolan; carried. The meeting was adjourned at 9:06 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer