

President Tom Roehrig called the Public Hearing to order at 6 p.m. on Tuesday, November 14, 2023; with the regular Board Meeting to immediately follow.

Roll Call – Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig. Others present were Beth Nicklaus, Kim Plate, Mike Loose, Mark Fochs, Joel Thorpe, Jeff Schwabenlander, Gloria Schwabenlander, Ginny Hinz (Onward Accounting and Consulting, LLC), Mark Paxson, Bryan Gronewald (CLA) and Riley Hutter (CLA) and Dean LaFleur (Robert E. Lee & Associates).

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

President Roehrig then preceded with the Public Hearing regarding the proposed 2024 budgets for all funds. Ginny Hinz gave an overview of the proposed budgets to the Board. She explained the details of the published budget, which is only required to be the general account. There was \$830k in revenue and the same in expenditures. The budget balances and no additional funds will be taken from fund balance for projects. There is a 10% increase in extra revenue. However, we want to keep that intact since we want to be able to receive the Expenditure Restraint Payment. The Village's estimated tax rate will increase from approximately \$5.56 to \$5.66. With this increase property owners will see a slight increase in their property taxes. A \$100k home, for example, would see an increase of \$100. Overall, a 1.8% tax increase. The new general obligation debt is the reason. We have a healthy capital budget fund, which is wonderful, and most municipalities do not have this. This puts us in great financial shape. Ginny stated that the mill rate for the Village is excellent, and she has seen much higher in comparable municipalities. The street projects this year will be the 1st Street Project and the Elm Street Project. There are two items that are tentatively listed on the budget as projects that money would have to be borrowed for and those are the Park Bathroom Project and the next phase of the Thorn Creek Project. Roehrig stated that neither one of these are definite projects, but they did have to be listed on the budget just in case we would move forward on them. Stenklyft stated that taxes went up last year due to the appraisals and we want to keep an eye on that because he doesn't want the residents to keep seeing increases. He suggested we watch our spending closely. His opinion is that maybe new park bathrooms are not needed and that the amount being spent on the fire truck is too high. He thinks there are different ways to solve problems without having to spend as much. He also has concerns regarding the signing of the contract for the new fire truck. He said it should have been presented to the Board first for approval. This will be addressed later in the meeting. TID #2 was also discussed. This TID is ending in 2027 but can be extended for an additional year. Ginny explained that once the TID is closed it will be a positive for taxpayers. 50% of the assessed value will go on the levy worksheet which will increase the tax dollars without causing a tax increase. The other half goes into the assessed value and there will then be a mill rate decrease. Action – to approve the 2024 Levy Limit & local tax rate and to adopt the budget as presented – motion: Stenklyft; second: Loose; carried. President Roehrig then declared the Public Hearing closed.

The Village Board Meeting then took place.

Citizen Questions and Concerns to be acted on at the next Board Meeting – Jeff & Gloria Schwabenlander addressed the Board. They were wondering when Elm Street would be paved. They were informed that it will be a 2024 Project.

Announcements – Nomination papers may be circulated beginning on December 1, 2023 and must be filed by 5 p.m. on Tuesday, January 2, 2024. Candidates up for re-election and Village trustees Peggy Nolan, Josh Krueger, and Tasha Kloehn. The Hilbert/Potter Optimists will host their Bingo Bash on Saturday, November 18, 2023 at 6 p.m. at the Hilbert Community Center. Delta Dental has increased their premiums from \$705.95 to \$734.20 per month.

Consent Agenda – A change in the Village Board meeting minutes will be needed. President Schrubbe is listed and it should be President Roehrig. Kieso will make the change. Action – to approve the meeting minutes, with the correction noted, and treasurer's reports which were presented and place them on file – motion: Stenklyft; second: Krueger; carried. Nicklaus also informed the Board now with the new accounting system that she can customize the Village's Treasury report to include the exact information that they are looking for. They should think of this and let her know prior to the next Board meeting.

Correspondence – Fox Valley Technical College Tax Levy Certification and the Hilbert School District Tax Levy Certification 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 will address the projects as the line items are discussed.

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

Unfinished Business –

2023 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 new.

Fochs Trails Subdivision – nothing new.

Village Meadows Subdivision – Subdivision Improvements – nothing new. Phase II Development – nothing new. Change Orders – none. Payment Requests – none.

Human Resources – Discussion and possible action regarding the proposed employee handbook – Stenklyft noted that there needs to be a section regarding the Fire Department. Loose stated that she needs to go over and review it and once the Fire Department has their bylaws completed additions can be made. It was decided to table it for now.

Park & Recreation Committee – nothing new.

Clerk Treasurer – Nicklaus stated that she is looking into interviewing cleaning companies; since there have been issues with the current ones.

New Business –

Approve the Village General Fund budget – Action – to approve the Village General Fund budget as presented – motion: Stenklyft; second: Krueger; carried.

Application for a Temporary Class B License – This application is for the Hilbert-Potter Optimist Club for their annual Bingo event on Saturday, November 18, 2023 at the Hilbert Community Center. Action – to approve the license as presented – motion: Stenklyft; second: Krueger; carried.

Application for Operator License – Action – to approve the operator's license for Andrea Thompson – motion: Stenklyft; second: Kloehn; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Street Department – Plate informed the Board that they will picking up leaves around the Village until it snows.

Wastewater Treatment Facility – Discussion and possible action regarding sludge dewatering press/Robert E. Lee Engineering – Plate and Dean LaFleur (Robert E. Lee & Associates) explained why a new belt press was needed to replace the current one. The current one is approximately 20 years old and replacement parts are hard to find. Dean explained how there are 3 options that he and Plate explored. Plate stated that the one they would like to go with is the one that they saw that is in a wastewater treatment facility that is very comparable to Hilbert's. The total cost will be around \$600k. That would be \$400k for equipment, \$100k for the installation and \$100k for the engineering. This money is already set aside in the equipment replacement fund which the Village is required to put money into every year. This will not affect the budget for 2024. Dean explained that the bid would be in March and there's about 6 months waiting time; so, in total close to a year before it can be done. Right now, Plate is trying to just keep the current one running until then. The Board agreed that this is a necessity, and the funds should be used to replace the current one. Action – to purchase the sewer belt as presented – motion: Stenklyft; second: Collins; carried. Plate and Dean also explained that right now the phosphorous limit is set at .8. This has been an on-going struggle throughout municipalities to try to meet. This is an issue that is being worked through and Dean stated would probably include a \$2 million upgrade eventually. Dean added Hilbert to the list to try to receive grant funding about 2 months ago. However, the Village is not as financially strapped as some and probably won't rank high on the list. There is a grant that we are eligible for though to receive 30% for any phosphorous upgrades. This will be addressed more in 2024. Phosphorous has been an issue because of an increase in haulers. Some municipalities are not accepting any hauler waste. We don't want to take that route because the revenue that we take in is very high. So, it's like we are stuck in the middle because the loads are hotter, but the revenue is good. We want to start testing loads, but we need to get the new equipment to do so. The plant upgrade will most likely be in 2025-2026.

Water Department – Well #4 is back online. The pump and 2 well casings were shot and needed to be replaced. The next issue will be the flow meter going out of the reservoir into the main line, which will need to be replaced since we can't get parts for the current one. Estimated cost is around \$4k.

TID District #2 – nothing new.

Fire Department – Chief Loose stated that there was one fire run since the last meeting. The Santa Claus is coming to town event will be on Tuesday, November 28, 2023. Chief Loose stated that the new electrical is in at Railroad Park but will need to be torn back out and relocated. He will talk to the contractor on the issues.

Police & License Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Loose; second: Krueger; carried. This is regarding the Chroninger property. Nicklaus is waiting to hear back from the Sheriff's office. The police officer has stopped in and we just need to get an update regarding citation, etc. Stenklyft stated that it looked like more work was being done on the structure connecting the garage and the house. Chroninger had been informed by the building inspector prior to this that work would have to stop because it wasn't meeting code. Kieso will call the inspector and have him follow-up with Chroninger and verify what is happening. This line item will be added to the agenda for next month so it can be discussed once more details are known.

Plan Commission Committee – Action – to accept the meeting minutes as presented and place them on file – motion: Stenklyft; second: Loose; carried. Discussion and possible action regarding pricing of the lots for Village Meadows – Keith Krepline addressed the Board. He made suggestions regarding lowering the asking prices. Smaller lots by \$2,500 and the larger lots by \$5,000. He explained his reasons and the possible outcome of doing this. Stenklyft stated that he would like further discussion deferred so it can be

addressed in the closed session. The Board agreed.

Discussion and possible action regarding referring 154 N. 6th Street to the Improvements & Building Permits Committee – It was stated that there is no signed complaint against this property. The Improvements & Building Permits Committee will meet and view the property to see if there are any ordinance violations that can be viewed from the street.

Discussion and possible action regarding garbage can fee increase from \$125 to \$140 per can – Action – to increase the rate from \$125 to \$140 per garbage can – motion: Kloehn; second: Krueger; carried by majority vote; 1 opposed.

Discussion and possible action regarding contract with Onward Accounting & Consulting, LLC for 2024 – This involves Ginny and having her available for questions throughout 2024 when needed. Action – to approve the contract with Onward Accounting & Consulting, LLC as presented – motion: Stenklyft; second: Nolan; carried.

Discussion and possible action regarding the 2022 Audit Report presented by CliftonAllenLarsen, LLP – Brian and Riley from CliftonAllenLarsen presented the audit report. The financial statement was discussed in detail. The Village received a score of complete and accurate which is the highest level you can receive. The Village's records were complete and accurate. The water and sewer financials were also discussed. Regarding the net position, the water is at \$2.6 million, and sewer is at \$5.4 million. With new projects coming up we always need to reevaluate our rates. Rate structure is critical. Long-term debt was discussed. The total paid in interest was \$111k. There is \$1.6 million in new debt available; \$3.5 million of general obligation of new debt. Additional comments regarding the audit included that the segregation of duties was limited due to the number of employees which most municipalities this size have an issue with. The auditors prepare the financial statement and recommend and complete the adjustment to the journal entries of financial records. Brian explained the new software that the Village purchased will be a huge improvement and make a difference at the next audit. It will streamline a lot of the various information needed to complete the audit.

Discussion and possible action regarding the 2024 Police Contract with Calumet County Sheriff's Department – The contract shows an increase of 3%. This was expected and was included in the budget for 2024. Action – to approve the 2024 police contract as presented – motion: Stenklyft; second: Kloehn; carried.

Discussion and possible action regarding Resolution 2023-09 to Set New Sewer Rates effective 01/01/2024 – This was discussed at previous budget meetings. This would be for a 5% increase. Action – to approve Resolution at 2023-09 to raise the current sewer rates by 5% - motion: Stenklyft; second: Loose; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn, Roehrig; carried.

Discussion and possible action regarding Resolution 2023-10 to Set New Water Rates effective 01/01/2024 – This was discussed at previous budget meetings. This would be for an 8% increase. Action – to approve Resolution at 2023-10 to raise the current water rates by 8% - motion: Stenklyft; second: Loose; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn, Roehrig; carried.

Village Board Member Informational Report – Stenklyft stated that he had concerns with the fire truck which we ordered before it had actual Board approval. He stated that it should have been presented to the Board and all the details and information regarding the possible purchase should have been provided for the Board. Kloehn agreed. The Board should be involved. The contract and down payment would need to be voided and refunded so the proper steps will be followed. Stenklyft volunteered to be the go between with the Fire Department and the Board to ensure that procedure is followed. The process should be started over and needs to be presented to the Board. Krueger questioned the Board about the possibility of turning the large dirt pile in the subdivision into a berm? This will be added to next month's Board meeting.

Village Personnel Information Report – Plate mentioned to the Board about having an Employee Review & Grievance meeting to discuss additional vacation for himself, Kieso and Fochs. This was brought up previously since the new hires started with additional vacation days and it was supposed to be discussed about increasing the current employees' days. The topic never made it to a committee meeting (probably due to the changeover of Board members, etc.) and the three employees are requesting that it now gets addressed. Roehrig stated that there would be a committee meeting set for this.

President's Report – Roehrig stated that there was an article in the Brillion News regarding Sargento Foods. Sargento Foods representative stated that the Village of Hilbert has been a strong and close partner with them over the years, very supportive in helping with the expansions and great to work with. Roehrig stated that on Veteran's Day the Hilbert American Legion, Hilbert Lions, Stockbridge Lions, Stockbridge Legion Auxiliary and some private donors donated a defibrillator for our Hilbert Civic Park and Hilbert Baseball Fields.

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: Stenklyft; second: Kloehn; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig; carried.

The Village Board then reconvened back into open session. Action – to reconvene back into open

session – motion: Krueger; second: Nolan; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Stenklyft, Kloehn and Roehrig.

Action – to reduce the prices of each of the Village Meadows lots for sale by \$2,500 – motion: Krueger; second: Stenklyft; carried. Action – to give bargaining power regarding the selling price of the Village Meadows lots to the Village President and the Village Administrator Clerk Treasurer – motion: Krueger; second: Loose; carried.

Adjournment – Action – to adjourn – motion: Nolan; second: Loose; carried. The meeting was adjourned at 8:28 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer