

President Tom Roehrig called the regular Board Meeting to order at 6 p.m. on Tuesday, March 12, 2024.

Roll Call - Loose, Krueger, Nolan, Stenklyft, Kloehn and Roehrig. Others present were Deb Thiel, Kim Plate, Mark Fochs, John Noskowiak, Mike Loose and Mark Paxson.

Pledge of Allegiance - recited by everyone present.

Citizen Questions and Concerns - Noskowiak had a question regarding the weed killer that is used by the Public Works Department. Plate will check and get him the information requested.

Announcements - Spring General Election is Tuesday, April 2nd from 7 a.m. to 8 p.m. at the Village Hall. Open Book is scheduled for April 25, 2024 from 9 a.m. to 11 a.m. via telephone. Spring Clean Event is Saturday, May 11, 2024 from 7 a.m. to 10 a.m. located across from the Community Center. Board of Review is scheduled for May 15, 2024 from 5:30 p.m. to 7:30 p.m. Kieso informed the Board that the auditors are expected to arrive on April 3, 2024 to start the yearly on-site audit.

Minutes - Action - to approve the Village Board Meeting minutes as presented and place them on file - motion: Loose; second: Stenklyft; carried. Action - to accept the Fire Department Minutes as presented and place them on file - motion: Stenklyft; second: Kloehn; carried. There were no First Responder minutes presented to the Board.

Treasurer's Report - Action - to approve the Village Treasurer's Report as presented - motion: Stenklyft; second: Krueger; carried. Action - to accept the Fire Department Treasurer's Report as presented - motion: Stenklyft; second: Krueger. Action - to accept the First Responder Treasurer's Report as presented - motion: Loose; second: Nolan; carried.

Claims for the Village of Hilbert - Examined and discussed. Action - to pay all claims as presented - motion: Stenklyft; second: Krueger; carried.

Correspondence - Quarterly Franchise Fee Payment - Charter Communications in the amount of \$1,781.11.

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

Unfinished Business -

2024 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 report was presented to the Board for their information.

Village Meadows Subdivision - Monthly update on lots sold/available - A report on the lots which have been sold, sales pending and lots available were presented to the Board for their information. This report will be presented at every monthly Board Meeting. The Plan Commission Committee will meet once over half the lots are sold in this phase to discuss future expansion. Subdivision Improvements - nothing new. Phase II Development - nothing new.

Change Orders - none. Payment Requests - none.

New Business -

Application for Operator's License - Action - to approve the Operator's License to Bikram Gurung as presented - motion: Stenklyft; second: Loose; carried.

Classes/Seminars/Schooling for employees - Discussion and possible action regarding requests for schooling/training sessions - Plate stated that there is a CPR class coming up that he would like employees to attend. The Board suggested offering the class to the office employees and to Geiser. Kieso and Thiel stated that Plate told them about the class and they both declined the offer. Plate will check with Geiser. The cost of the class is \$40 per employee. Action - to have the Public Works full-time employees (with the option also to Geiser) to attend CPR training on Tuesday, March 19, 2024 as requested - motion: Stenklyft; second: Krueger; carried. There were no reports from previous schooling/training sessions submitted.

Water Treatment Facility - Plate discussed the chemical feeding pumps. He stated that there is a possible savings on the chemical usages due to the fact the pumps will be more exact to when/how many chemicals get added.

Water Department -

Update on Eye on Water - Plate explained how this program will become available to some residents. It is only for the residents with cellular meters and only if all the guidelines are met. Not everyone will have access to this feature. Right now, there are approximately 80 homes with cellular meters. It will be a free service to residents that meet the criteria. All new construction will be able to get this service also. Plate will keep the Board updated on the

process etc. Update on Well #4 Rehab - Plate informed the Board that there will need to be a committee meeting regarding this topic. The pulse air blasting rehab that was completed was not successful. The well is losing capacity, and we are not able to go any deeper on this well. Plate is in the process of getting what options are available and quotes to present to the committee.

TID District #2 - No updates.

Fire Department - Chief Loose stated that there were 3 fire calls since the last Board meeting. He stated that on April 27th the department will be having their annual brat fry in the parking lot of Schmitz Brothers II. Loose also explained that they will have an update regarding the new fire truck once the truck committee meets. He is expecting that the department will be voting on the truck soon and then presenting it to the Board.

Employee Review & Grievance Committee Meeting - Plate stated that he had some questions regarding the committee minutes. Roehrig suggested that the minutes get accepted by the Board first and then a discussion can be had after that is done. Action - to approve the meeting minutes as presented - motion: Stenklyft; second: Loose; carried by majority vote. (5-6) Krueger stated that he would have liked to see more step-by-step details on what was all discussed.

Plate stated that was his concern because the minutes didn't give any details on what was discussed. Roehrig stated that it wasn't necessary to include all of that, because what was discussed will show in the handbook eventually and then more discussion can be had at that point. Discussion and possible action the new employee handbook - Loose stated that she had a few pages left to type and she is thinking it won't be available until possibly the April meeting.

Street Committee Meeting - Action - to approve the meeting minutes as presented - motion: Stenklyft; second: Nolan; carried. Discussion and possible action regarding awarding the bid for the street projects - Robert E. Lee and Associates and the committee are recommending that the Board goes with MCC in the amount of \$308,000. This does not include the contingency, which at 15% would be an additional \$46,000. The amount budgeted for the projects is \$373,000 so we are still coming in under budget at possibly \$354,000. Action - to award the bid for the street projects to MCC in the amount of \$308,000 plus 15% contingency plan - motion: Krueger; second: Kloehn; carried. No further action needed.

Discussion and possible action regarding the purchase of a truck (budget item) - Plate explained what was discussed at the committee meeting. The price of the truck, possible trade in value and the purchase of a service box. After much discussion it was decided that the truck could be purchased but the purchase and installation of the service body should wait until a firm trade in offer is made on the current 2012 truck. To have everything under budget the offer would need to be a minimum of \$10,000. This should not be a problem, but the Board wanted to wait to make sure that everything would be under budget. Plate will get the numbers on the trade in and the overall cost. Since the truck comes in under the budgeted amount it was agreed that purchase would be fine to go ahead with. Action - to purchase the truck as presented - motion: Krueger; second: Loose; carried. Discussion and possible action regarding the pond

maintenance in Fochs Trails Subdivision - Noskowiak stated that there needs to be air circulation in the pond because the smell is getting worse with the algae building up. To put an electric aerator in the pond, Plate is waiting on an estimate from WE Energies to see what the cost of running the power to it would be. The aerator cost, installation, electrician, and annual maintenance would be approximately \$5,200 plus the WE Energies cost. The Board agreed that until they get the final price from WE Energies a decision could not be made. They need all the quote information before deciding. This will be tabled. No action taken.

Park Committee - Action - to accept the minutes from the committee minutes as presented and place them on file - motion: Stenklyft; second: Nolan; carried. Discussion and possible action regarding the installation of four 240v outlets in the meat stand (budget item) - Loose stated that she had no knowledge of the quotes or what discussions they were regarding them. She stated that she is the chairperson and thought she should have been more involved. There is only one quote from a contractor outside of the Village. Fochs stated that the Gospel fest committee always deals with this contractor, and this is who they would like to complete the work. It was stated that since the Village was paying for it, it is up to the Board who they hire. Chief Loose questioned why we are doing this expense for an event that only happens once a year? The Board consensus was that the items should have been presented to the Park Committee first prior to coming to the Board for approval whether it is a budget item or not. The Board wants to

see at least 3 quotes from different contractors/vendors and for the purchases to go before the committee before making any decisions. This will be tabled. No action taken. Discussion and possible action regarding the purchase of an air conditioner/brackets for the stage room (budget item) - The same concern from the Board is that they would like to see additional quotes. It was also questioned how the room is insulated and whether it would even pay to have the air conditioner installed. There was some debate about whether it was a health and safety issue or not. This will be tabled until more quotes are received, and the committee meeting is held. No action taken. Discussion and possible action regarding the purchase of a sink for the meat stand (budget item) - This will be tabled until more quotes are received, and the committee meeting is held. No action taken.

Discussion and possible action regarding the purchase of a faucet for the meat stand (budget item) - This will be tabled until more quotes are received, and the committee meeting is held. No action taken. Focus on Energy rebate check for the LED bulbs project – Kieso informed the Board that Plate put in for a rebate for the LED bulbs purchased for the Village buildings. Plate stated that this was because of Abstract Electric informing him about the rebate program; so Abstract Electric deserves all the recognition. The amount of the check is \$560.

Architectural Committee Meeting – Discussion and possible action on the recommendation from the committee regarding a new house construction in Village Meadows – Krueger explained that right before this Board meeting that the architectural committee met to review the new house plans by Drake Homes. The Board contacted the realtor because the house was not showing the correct percentage of bricks/stone for the front of the house. It needs to be at 25% minimum. The realtor stated that they will make that change and submit new building plans prior to picking up the signed building permit. Everything else on the plans met the covenants. Action – to approve the plans with the following conditions: that a new set of plans are submitted showing the additional brick/stone of at least 25% of the front exterior by 3-19-24 – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding clarification on the discretionary spending limit for the Clerk Treasurer and the Public Works Director – After some discussion it was agreed to have the amount set at \$1,000, which is what it was prior to the increase. Action – to set the discretionary spending limit for the Clerk Treasurer and the Public Works Director to \$1,000 – motion: Stenklyft; second: Loose; carried.

Discussion and possible action regarding changing the pricing for building permits – Kieso presented the Board with the suggestions from the building inspector, Paul Hermes, regarding increases for the building permits. The Board discussed this and decided that they didn't feel it was necessary. The last time the prices increased was 2006. The Board stated that they like to keep the fees reasonable for the residents and stated that the building inspector does get 80% of the fees charged. Action – to keep the building permit pricing the same – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding a permit for fireworks at Official's Den on May 11, 2024 - A fireworks permit was presented to the Board. The event would take place on May 11, 2024. The Official's Den would be the location for a celebration of life memorial event. It was discussed at great length. It was decided that Chief Loose and Roehrig would meet with the applicants to determine the exact location for the setting off of the fireworks. If the location was approved, the Board still wanted Chief Loose and Roehrig to have the authority to cancel the event up to a day before due to weather conditions. The applicants will be told to get a hold of Chief Loose to set up a day/time to meet at Official's Den. Action - to authorize Chief Loose and Roehrig to decide if the site/set-up is acceptable and the authority to approve or disapprove the application; if approved it would include the right to cancel the event up to a day before - motion: Stenklyft; second: Krueger; carried.

Village Board Member Information Report - Stenklyft stated that after reviewing our current ordinances that 16.01 discusses campers at the park. The Park & Recreation committee will meet and discuss the ordinance and decide whether or not to bring a recommendation to the Board.

Village Personnel Information Report - Kieso informed that the new deputy clerk, Deb Thiel, is doing great and is a great addition. It was also mentioned that a new flag is needed at the Boy Scout Hall.

President's Report - Roehrig discussed the handout that the Village received from the new owners of the apartments on 3rd St. (formerly the Sunrise Apartments). It was informational and will be shared on the Village's Facebook page.

Adjournment - Action - to adjourn - motion: Krueger; second: Loose; carried. The meeting was adjourned at 7:25 p.m.

Missy Kieso

Missy Kieso, Clerk Treasurer

President Tom Roehrig called the Special Meeting of the Board to order at 5:04 p.m. on Thursday, March 21, 2024.

Roll Call – Loose, Nolan, Stenklyft and Roehrig. (Krueger, Collins and Kloehn were absent.)

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

Announcements – None.

President's Report – Roehrig met with Chief Loose at Officials Den to inspect the area being considered for a fireworks show on May 11, 2024. Approval was given with the stipulation that if conditions become too dry, Chief Loose has the authority to shut down the show for safety reasons.

Discussion and possible action regarding final draft of employee handbook – The original Employee Handbook, the revised Employee Handbook with suggested revisions from the League of Municipalities and the Employee Handbook with additional revisions were presented to the Village Board for review and any other suggestions before approval at a future date.

Discussion and possible action regarding the purchase of a truck (budgeted) – A white F-250 pick-up truck has come available at Bergstrom Ford Lincoln of Neenah, Inc. The cost of the truck with fees, discount and trade-in of our current 2012 Chevrolet truck comes to \$27,673.00. A service body is available from Mirsberger Sales & Services at a cost of \$9,995.00. The total cost came in under budget. Action – to go ahead with the above purchase of the white truck from Berstrom and the service body from Mirsberger – motion – Nolan; second: Stenklyft; carried.

Adjournment – to adjourn – motion: Nolan; second: Loose; carried. The meeting was adjourned at 5:28 p.m.

Anita Loose

Anita Loose
Village of Hilbert Trustee

President Tom Roehrig called the Special Board Meeting to order at 5 p.m. on Monday, April 8, 2024.

Roll Call – Loose, Krueger, Collins, Nolan, Pulley and Roehrig. Others Present were Kim Plate.

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 – Roehrig informed the Board that Ken Geiser will be busy with doing the lawn and baseball fields with the weather getting nicer and will not have time to do the cleaning at the office and community center. He would like them to think of what the next step regarding the cleaning would be so it can be discussed at next Tuesday's meeting.

Discussion and possible action regarding the extension of Sierra Ct – East of Lynwood – Roehrig explained that Charlie Fochs (Fochs Trails Subdivision) came to him with a request regarding extension. He has land (that is part of his subdivision) that he would need the street to extend to allow access to it. He has someone who may be interested in what he has for sale and wanted to know if the Village would consider doing the street. Plate received an estimate on the project from Robert E. Lee and the quote is \$136,190. It was also noted that CJF Estates is the owner of the road right of way and not the Village. Plate was unsure why that would ever happen. Krueger stated that it shouldn't matter either way because since it is a road right a way

the Village should be able to put a street in there any time they want. Krueger stated that he didn't think it made sense to put in a street for just one property. The other land further back is owned by a different owner and is not within the Village limits. There is a possibility that down the line the Village could purchase it and annex it into the Village but that's a gamble and nothing is guaranteed. Kieso stated that it's hard to justify spending that amount on a dead-end street for only one or two lots. Roehrig stated that Fochs has done a lot with development and that needs to be kept in mind also. The lengthy discussion continued with Board members going over the pros and the cons of the street. At the end, it was decided that more information was needed from Fochs. The Board was not comfortable with moving forward with the street at this time. Roehrig will contact Fochs to give him an update.

Discussion and possible action regarding possible donation to the Community Center – Kieso informed the Board that she received an e-mail from the family of Wally and Tootie Krueger stating that their family has been using the community center since the late 80's and is wondering if there's was anything on our wish list since they have extra funds from their Annual Easter Fundraiser. The Board thought this was a wonderful offer. The consensus was a refrigerator. We need to replace both refrigerators, so a donation of one, or money to put towards one, would be greatly appreciated. We are looking to do upgrades to the community center in the future and this is one of the top items needed. Kieso will e-mail them back with the information and will again thank them for thinking of the Village. No action needed.

Resolution 2024-02 "To authorize the Village President, Tom Roehrig, to have authority to sign for the lot sales in the Village Meadows Subdivision – Roehrig explained that Friederichs Abstract & Title got a hold of him and stated that there are other title companies which are requesting a Village resolution showing who has the authority to sign for the land deeds for the lots that are selling. This Resolution will provide that with them. Roehrig already has the authority from the Board, but it needed to be in resolution form. Action – to approve Resolution 2024-02 as presented – motion: Krueger; second: Nolan; carried.

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

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

Action – to accept the offer on Lots #16,17,18 and 19 – motion: Loose; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Pulley and Roehrig; carried.

Adjournment – Action – to adjourn – motion: Loose; second: Pulley; carried. The meeting was adjourned at 6:04 p.m.

Missy Kieso

Missy Kieso, Clerk Treasurer