

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, August 8, 2017.

Roll Call – all members reported present. Others present were Ed Bryne from the Brillion News, Charlie Fochs, Mary Schwalenberg, Scott from Jones Sign and Missy Kieso.

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

The board then conducted the public hearing on the proposed amendments to the zoning code. DuPrey presented both proposed amendments. Ordinance 2017\_03 added the clause that roof signs in Business Districts are not permitted except as a conditional use subject to 9.03(4)(d) of this Code. Ordinance 2017\_04 added the clause that roof signs in Industrial Districts are not allowed except as a conditional use under 9.03(4)(d) of this Code. The board then opened it up for public comment on each proposed amendment. First was Ordinance 2017\_03. There were no public comments made. Next up was Ordinance 2017\_04. There were not public comments for this proposed amendment either. The board then discussed the proposed ordinance amendments. It was noted that these amendments are required to clean up the language in the zoning code based upon previous ordinance amendments. Action – to approve Ordinance 2017\_03 as presented – motion: Starfeld; second: Koffarnus; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. Next up was Ordinance 2017\_04. Action – to approve this ordinance as presented – motion: Koffarnus; second: Keuler; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. President Breckheimer declared the hearing closed.

The remainder of the regular meeting then took place.

Citizen Questions and Concerns to be acted on at the next board meeting – Mary Schwalenberg, our Calumet County Board representative spoke to the village board about the county's discussion regarding installing a ½% sales tax. They are discussing it and options including possible rebate back to municipalities. They would use it for capital projects and interest debt retirements. They are projecting a total of \$3,000,000 in sales tax revenue per year. The board can approve it without going to referendum. She stated that there will be public meetings in the future but felt that the board should know that it is being considered so that they are informed.

Announcements – Voices of Peace Gospel Fest will be on 8/18/17 & 8/19/17 at Hilbert Civic Park. The Annual Cheesehead Run is scheduled for 8/19/17 by the Village Centre building on Main St. The Hilbert Volunteer Fire Department will be holding and End of Summer celebration at Hilbert Civic Park on 9/9/17.

Minutes – On page 2301 on the second line, the sentence that reads "He next questioned why this report for a week.", needs to be amended to read "He next questioned why this report was held for a week."

Action – to approve the board meeting minutes with this change – motion: Koffarnus; second; Bolwerk; carried. The fire department minutes were presented to the board. Action – to accept the fire department minutes and place them on file – motion: Koffarnus; second: Keuler; carried. There were no minutes received by the first responder group.

Treasurer's Report for the Village of Hilbert - balances – \$187,937.68 General fund; \$511,656.94 Sewer fund; \$226,686.37 Water fund; \$3.00 Clean Water fund; (\$39,500.74) TID #1 fund; \$1,125,261.73 T-Plus fund; \$12,671.12 First Responder fund; (\$290,773.22) TID #2, \$399,034.47 Capital Improvements Fund.

Action – to approve the treasurer's report as presented – motion: Koffarnus; second: Starfeld; carried. The treasurer's report for the fire department from the last two months was presented to the board. Action – to approve the treasurer's report from the fire department for the last two months as presented – motion: Koffarnus; second: Starfeld; carried. There was no treasurer's report received by the first responder group.

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

Correspondence – The MEG newsletter was presented to the board for their information. The Focus newsletters were presented to the board for their information. The Boardman & Clark newsletter was presented to the board for their information. Notice from the Wisconsin Compensation Rating Bureau was received regarding our experience modification factor. The new factor is .87 compared to .86 the previous year. The newsletter from Godfrey & Kahn 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. Notice of receipt of the July installment of shared revenue in the amount of \$67,805.52 and notice of State School Tax payment to the county in the amount of \$104,475.07 was presented to the board for their information. Notice of receipt of the exempt computer aid for real estate in the amount of \$734.00 was presented to the board for their information. Notice of exempt computer aid for the TID Districts in the amounts of \$84 for TID #1 and \$1,363 for TID #2 was presented to the board for their information. The annual report from East Central Regional Planning Commission was presented to the board for their information.

Unfinished Business:

2017 Projects – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Koffarnus; second: Starfeld; carried. The first recommendation was to award the paving bid to MCC for \$155,657. This is a little higher than budgeted but we will wait and see if there is any contingency used. Without contingency, the bid amount is fairly close to the budgeted numbers. If we

end up short overall, funds will be transferred from the Milwaukee St. storm sewer reserve fund. Action – to approve this recommendation – motion: Roehrig; second: Koffarnus; carried. There was no further action needed. The next recommendation was to remove the tree from the creek line behind the house located at 130 Sienna Ct. DuPrey stated that he requested this because the erosion has exposed a lot of the roots and he is concerned for his children's safety if the tree would fall. He stated that he also is concerned regarding the tree causing damage to the trees on his property if it were to fall. The tree is located on village property on the bank of the creek. Koffarnus commented that he and his wife are requesting two days notice prior to when the tree is taken down. He also commented that he did not want residents to think that there is preferential treatment. DuPrey commented that he pays property taxes just as any other property owner in the village and expects to be treated no different and just like any other property owner within the village. He stated that again his concern is the safety of his children playing in the yard. Action – to approve this recommendation – motion: Starfeld; second: Bolwerk; carried. No further action was needed.

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

Police Protection for the village – The monthly report from the last two months were presented to the board for their information.

Fire Department – No report.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – Charlie provided a summary report on the pilot study completed by ClearAs for phosphorous removal. Total cost to install this type of system is about \$3,000,000 although there is a potential of \$380,000 in revenue that could be realized from the material sold. Interceptor Sewer Main Replacement Project – nothing new. WWTP Upgrades – nothing new. Hilbert Acres Mobile Home Park – A summary report was provided to the village with the highlighted ones as what was completed so far. There will be more work completed in the next quarter. DuPrey was instructed to get a full copy of the report.

Village South Residential Development Property – There is a tentative joint meeting with the Plan Commission and the Economic Development Committee scheduled for August 21<sup>st</sup> at 7 p.m. to begin brainstorming on how to develop this area.

736 W. Main St. Property – DuPrey reported that work is progressing on the application. It has slowed a little due to the consultant's schedule and additional information needed from Todd. The new proposed finish date for a draft application is 8/11/17.

Village Economic Development Plan – The Notice of Grant Award was presented to the board. We were awarded the maximum grant of \$25,000 and was the only municipality to receive a planning grant. Action – to accept the grant award – motion: Roehrig; second: Koffarnus; carried. The next item was to appoint a Financial Contact Person and authorized signers for the grant funds. Action – to appoint Dennis DuPrey as the Financial Contact Person and authorized signer for grant funds for the CDBG Planning Grant – motion: Starfeld; second: Roehrig; carried. The next item discussed was sending Dennis to the required implementation training. DuPrey stated that the closest is Wisconsin Dells on 9/27 & 9/28. He would need 2 nights hotel stay and mileage and meals. Action – to approve sending Dennis DuPrey to the CDBG Planning Grant Implementation training session in Wisconsin Dells with 2 nights hotel stay and mileage and meals – motion: Koffarnus; second: Nolan; carried.

Council Room Improvements – DuPrey presented the updated worksheet on what funds were available yet. He stated that we can purchase 8 desks because the 9<sup>th</sup> one would not work for Charlie & Missy and 7 chairs because one is not needed for Mark because his is the same chair and only a couple of years old. There would be sufficient funds available for purchase these items. Action – to approve the purchase of the new council room tables and chairs as outlined – motion: Starfeld; second: Roehrig; carried.

Plan Commission – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Starfeld; second: Koffarnus; carried. The first recommendation was to approve the application process and procedures for a Conditional Use Permit and set the application fee at \$250. DuPrey again touched on the highlights of the application process and procedures. Action – to approve the recommendation – motion: Starfeld; second: Keuler; carried. There was no further action needed.

#### New Business:

Application for Operator Licenses – There were two applications received. DuPrey stated that they both checked out records check wise. Action – to approve the operator license for Kris Baeten – motion: Roehrig; second: Koffarnus; carried. Action - to approve the operator license for David Taylor – motion: Starfeld; second: Koffarnus; carried.

Classes/Seminars/Schooling for employees – nothing new.

Water & Sewer Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Koffarnus; second: Bolwerk; carried. The first recommendation was to do a pilot study for iron removal on both wells at a cost of \$4,100. Charlie gave a summary of the meeting that we had with Sargento Foods and the issues with iron in our water system. Well #2's level is at .8 and Well #4's level is at 1.6. Chemicals can be added to sequester the iron but it does not work well when the levels are over 1. He stated that the goal is to install it at Well #4 because it can be installed within the building that we have which would make it more cost effective than Well #2. Also because

Well #4 has the higher level, it would make sense to start there. He stated that he felt that the time is here to deal with it. He also touched on the amount of sediment in the tower with that project. He stated that they are doing an analysis on the sediment in the tower. He stated that the water is fine but it is high in iron. The sediment in the tower besides iron is also rock flour which is a real small type of sand. It comes from the well development for Well #4. Charlie stated that he felt that the village needs to take the initiative to deal with the iron. DuPrey explained the financing options that may be available for the project. Action – to approve the recommendation and proceed with the pilot study for iron removal at both wells at a cost of \$4,100 – motion: Starfeld; second: Koffarnus; carried. No further action needed. The next recommendation was to approve an agreement with Robert E. Lee for an Operational Evaluation Report for phosphorous removal. This is the beginning step in a multi-step process that will eventually lead to a phosphorous removal system as will be required based upon our current permit. Cost is \$3,900. Action – to approve this recommendation – motion: Starfeld; second: Koffarnus; carried. No further action was needed.

Discussion and possible action regarding granting access through our property to complete work on an abutting property – DuPrey presented this to the board. It was briefly reviewed by our attorney and there are several issues with it. DuPrey reviewed the issues. The board then discussed it. Breckheimer felt that we should not give access. Nolan felt that if the village is involved then at least we would know what was going on. Charlie stated that conversations he had with the company he has got them on board to make sure they don't lock the water in by the proposed work. DuPrey stated that the board could conditionally approve it based upon our attorney okaying it. Starfeld felt that they should reimburse us for our attorney costs. Action – to conditionally approve the access agreement provided that our attorney okays it and they reimburse us for our attorney costs – motion: Starfeld; second: Keuler; carried.

Request permission to proceed with roof replacement at the wastewater treatment plant – Charlie Fochs presented two estimates. One was from W&L Insulation at a cost of \$18,067 and the other one was from Craft at a cost of \$29,676.29. Charlie explained the scope of the project. The total budgeted was \$17,000. The board felt that this work needs to be completed. Action – to approve to have W&L Insulation replace the roof at the wastewater treatment plant at a cost of \$18,067 – motion: Koffarnus; second: Roehrig; carried.

Park & Recreation Committee – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Koffarnus; second: Bolwerk; carried. DuPrey commented that East Central Regional Planning Commission is available to provide assistance on an open recreation plan (park plan) which we would need to be able to qualify for grant dollars. He stated that he felt that it would be a good idea to put a plan together on how we want our parks to look in the future. The next committee meeting is scheduled for August 28<sup>th</sup>.

Village Board member Informational Report – A request for ATV's and golf carts to be able to operated on the village streets was received. The Police & License Committee jointly with the Street Committee will address the request. Starfeld reported that the siren is all hooked up to the county for sounding it in an emergency.

Village Employee Informational Report – Charlie reported that the tower project is progressing and they plan on putting the primer on tomorrow. He stated that the train is vinyl and asked if the board wished to have it put back on. They stated that they did. The letters will be painted on. DuPrey then stated that the Voices of Peace would like to close the road off on Chestnut St. between 7<sup>th</sup> St. and 8<sup>th</sup> St. (Highway 57/32) for the Gospel Fest. He asked if the board had any issues with this. They did not.

President's Report – Breckheimer stated that budget meetings are not far off and the board should be thinking about what they wanted to have included in the budgets.

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

There was no action from the closed session.

The board then reconvened back into closed session under Section 19.85(1)(c) to discuss how to proceed to fill the General Public Works Employee Opening. Action – to reconvene back into closed session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. The board then reconvened back into open session. Action – to reconvene back into open session – motion: Starfeld; second: Bolwerk; Roll Call Vote – yes: Bolwerk, Koffarnus, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

There was no action from the closed session.

Adjournment – Action – to adjourn – motion: Starfeld; second: Roehrig; carried. The meeting was adjourned at approximately 9 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Clerk

Administrator Clerk Treasurer Dennis DuPrey called the special meeting of the village board to order at 5 p.m. on Monday, August 14, 2017.

Roll Call – all members reported present except Breckheimer. Keuler (late). Others present were Ed Byrne from the Brillion News and Charlie Fochs (late).

Appointment of Presiding Officer for the meeting in the absence of the Village President – DuPrey stated that one of the village trustees must be appointed as the presiding officer in the absence of the village president. Action – to appoint Dan Starfeld as the presiding officer – motion: Bolwerk; second: Roehrig; carried. Starfeld then took over presiding over the meeting.

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 – Joint meeting of the Plan Commission and the Economic Development Committee is 8/21/17 at 7 p.m. DuPrey brought up the possibility of a special meeting next week (August 29<sup>th</sup>) to review the applicants on their tour of the facility. DuPrey stated that he can't be at that meeting. The board felt that it could wait until the date of our regular board meeting on September 12<sup>th</sup>.

President's Report – none.

Unfinished Business:

Village Economic Development Plan – DuPrey presented a procurement policy that needs to be approved. He stated that this has been reviewed by DOA and they have approved it. This is a requirement for the grant. Action – to approve the procurement policy for the village as presented – motion: Roehrig; second: Bolwerk; carried.

Water Tower Recoating Project – Charlie presented issues with placing the train back on the water tower. In order to do the vinyl as was done last time, it would delay the project by 3 weeks for the paint to cure. He presented an option to have it painted on the tower also. He stated that there are 3 options available. They are as follows:

1. Do vinyl as before but it would delay the project by 3 weeks.
2. Paint a train logo on the tower
3. Remove it from the project. This would amount to a \$16,000 - \$20,000 reduction in the contract.

These options were discussed. Roehrig asked to go outside with the other board members because he had another idea. The board then went outside to look at the tower. When they came back in, Roehrig stated that his idea was to leave the train off and instead of Hilbert facing north and south, only put it on the west side. Starfeld stated that he felt that the people will complain if there is no train. The consensus of the board was to remove the train from the project. Roehrig wanted to discuss the moving of the lettering. Charlie stated that there would need to be another change order and the contract reduction would disappear. DuPrey stated that we could not discuss the lettering on the tower because it was not part of the agenda notice. The notice indicated only discussing the train logo. There was some desire to discuss it anyway. DuPrey stated that agenda items need to be detailed to satisfy open meeting requirements and he feels that discussing the lettering may be a violation of the open meeting requirements because it was not noticed. He stated that if the board still wants to proceed, it is at their own risk. They did not discuss it further. Action – to go with option #3 which is to remove the train from the tower project and get a credit on the contract for it – motion: Keuler; second: Nolan; carried.

New Business:

Request to block off Chestnut St. from 7<sup>th</sup> St. to 8<sup>th</sup> St. for the Voices of Peace Gospel Fest – DuPrey stated that he brought this up at the last meeting and now we can take formal action on it. Action – to approve the request to block off Chestnut St. from 7<sup>th</sup> St. to 8<sup>th</sup> St. for the Voices of Peace Gospel Fest as requested – motion: Keuler; second: Bolwerk; carried.

Adjournment – Action – to adjourn – motion: Roehrig; second: Keuler; carried. The meeting was adjourned at 5:22 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Clerk