

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, February 13, 2018.

Roll Call – all members reported present. Others present were Mike Loose, Dennis DuPrey and Charlie Fochs.

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 – There was none.

Announcements – Civic Association Meeting – 2/28/18 at Harbor Bar, Assessor Open Book Session – 4/4/18 from 6:30 p.m. – 8:30 p.m. and Board of Review – 4/25/18 from 6:30 p.m. – 8:30 p.m.

Minutes – Action – to approve the board meeting minutes as presented – motion: Starfeld; second: Roehrig; 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: Roehrig; carried. The first responder minutes from January and February were presented to the board. Action – to accept the first responder minutes and place them on file – motion: Starfeld; second: Roehrig; carried.

Treasurer's Report for the Village of Hilbert - balances – \$585,967.89 General fund; \$575,306.24 Sewer fund; \$69,887.13 Water fund; \$36.67 Clean Water fund; \$1.00 DOA Block Grant Fund; (\$51,886.98) TID #1 fund; \$1,085,737.48 T-Plus fund; \$15,616.44 First Responder fund; (\$319,874.61) TID #2; \$594,744.55 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Koffarnus; second: Keuler; carried. The treasurer's report for the fire department was presented to the board. Action – to approve the fire department treasurer's reports as presented – motion: Koffarnus; second: Starfeld; carried. The treasurer's report for the first responders was presented to the board. Action – to approve the first responder's treasurer's reports as presented – motion: Starfeld; second: Bolwerk; carried.

Claims - examined and discussed. There were several questions on the invoices for the Hilbert Fire Department which totaled \$20,250.56. Chief Loose explained that he was getting invoices from Fire Apparatus & Equipment throughout 2017 by e-mail but figured that the paper copies were still being sent to the village and were getting paid. It came to his attention in January 2018 that this was not the case. He forwarded the invoices to DuPrey who then made the expenses for 2017 (except for one that will be on 2018). Loose apologized for the mix up and explained it was a mistake. Keuler questioned if there would be late charges assessed and DuPrey responded that there would not be. Breckheimer stated that the village board needs to be made aware of the larger expenses and kept up to date. Starfeld questioned where does the money come from to pay the invoices? DuPrey said that some is budgeted but otherwise from the general fund. Starfeld asked if there was a way to budget for more of these expenses. DuPrey said that they do budget for some maintenance but both DuPrey and Roehrig said you can't budget for unforeseen expenses. It varies greatly from year to year depending on what is needed to be repaired. Loose stated that the general maintenance and big repairs are out sourced but they still do a few things in house. The Knox boxes are now electrical so that is something they cannot do. There was also discussion concerning checking with a new company in Chilton to see if the fire department could get on their priority list and possibly have some work done there. Loose said he wasn't sure if they were set up to do so but he would check into it. Starfeld agreed that he should. Action – to pay all claims – motion: Starfeld; second: Keuler; carried.

Correspondence – The MEG Newsletter was presented to the board for their information. The Focus Newsletter was presented to the board for their information. The Boardman & Clark Newsletter was presented to the board for their information. The League of WI Municipalities article on conditional use permits was presented to the board for their information. DuPrey stated that with the new law it gives the local governing body less control concerning conditional use permits. It states that if the applicant meets all criteria that the board shall approve the request; which gives the board no right to take into account public feeling, aesthetics, etc. Breckheimer stated that he felt this should go to the Plan Commission to review and they then can bring a recommendation to the board. The WAPA information on 2018 asphalt pavement seminar was also presented to the board for their information. Fochs said that he attended once a few years back and didn't feel it was worth attending again.

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. The February settlement of the taxes collected to 1/31/2018 was presented to the board for their information. DuPrey stated that \$1,952,488.63 has been collected, which is 74.9% and up approximately 5% from last year. The report of project priority list for the safe drinking water loan program was also presented to the board for their information.

Unfinished Business:

2018 Projects –

Streets Committee – Action – to accept the committee meeting minutes as presented and place them on file – motion: Koffarnus; second: Starfeld; carried. The board then discussed the committee's recommendation regarding awarding the bid for the 2018 projects. Fochs said that bids were what they expected except Lynwood came in a little higher than anticipated. Nolan questioned whether the prices were better than last year's? Fochs said they were pretty much the same. DuPrey stated that this year they are budgeted for so that helps. Action – to approve awarding the bid to Peter's Concrete as recommended by the committee – motion: Koffarnus; second: Keuler; carried. No further action needed. There was also a discussion concerning having an informational meeting regarding the sidewalk on

either 10th St. or 11th St. Fochs felt that one of those streets should get a sidewalk to make it safer for students to get to school. He thinks that 11th St. on the East side would be best since it would be more or less a controlled intersection; however; it would be best to hear from residents which they prefer. Breckheimer stated that the residents of 10th St. and 11th St., along with Tony Sweere representing the school district, should be invited to attend. The informational meeting would be held on the committee level. There were concerns/questions regarding bus pick ups for the students in town which could be addressed at this meeting if Tony Sweere was in attendance.

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

Police Protection for the village – The monthly reports for police protection for the village were presented to the board for their information.

Fire Department – Mike Loose reported that there were 3 fire calls since the last meeting. He stated that there was a meeting between the HFD and the Hilbert Lion's Club regarding the 4th of July picnic. It was decided that the fire department would work with the Lion's Club for the picnic. The Lion's Club was looking for additional volunteers and approached the fire department about working together. The split would be 60/40 in favor of the Lion's Club. Bolwerk stated that the hopes are eventually to even out all the work and have the split be a straight 50/50. Loose said he also had the first meeting with the snowmobile club regarding the annual Hilbert Cheese Derby which the groups will be hosting this year. Roehrig questioned whether or not the HFD would still be holding their end of summer picnic. Loose said right now they are not sure. They also have a brat fry coming up soon. The HFD took a tour of Sargento last Tuesday and Loose said that went very well.

TID District #1 – nothing new.

TID District #2 – nothing new.

Wastewater Treatment Plant – WWTP Upgrades – Nothing new. Hilbert Acres Mobile Home Park – a report showing what has/has not been repaired concerning the infiltration was presented to the board for their information. DuPrey also shared an e-mail from Anita stating that more work is being planned to get done by the end of the year and they have a \$10,000 budget to complete it. Reports on Engineering Bills and Clean Water Fund Draws compared to budget to date – Nothing new.

Village South Residential Development Property – Action – to accept the committee meeting minutes as presented and place them on file – motion: Starfeld; second: Roehrig; carried. Breckheimer stated that the committee reviewed the layout and no action was taken.

736 W. Main St. Property – DuPrey stated since the developer's agreement between the developer and the village was not signed by Todd Thiel that the deal is over and the WEDC Grant has been lost. DuPrey e-mailed WEDC to let them know and included copies of both the village's agreement and the revised agreement that the developer was requesting. The village board briefly discussed the articles in the Brillion News. The board felt it was just time to move on. This agenda item will be removed from future meeting agendas.

Village Economic Development Plan – Action – to accept the committee meeting minutes as presented and place them on file – motion: Starfeld; second: Koffarnus; carried. No recommendations were made from the committee.

Environmental Review – Reports filed requesting Exemption of Environmental Review required as part of the CDBG Planning Grant were presented to the board for their information. A Letter of Determination on Environmental Review from the Dept. of Administration was presented to the board for their information.

Semi-Annual Reports filed with Dept. of Administration required for the CDBG Planning Grant – The reports were presented to the board for their information.

New Business:

Application for Operator Licenses – There were none.

Application for Temporary Class B License – Action – to approve the request for a Temporary Class B License for St. Mary's Congregation – motion: Starfeld; second: Keuler; carried.

Classes/Seminars/Schooling for employees – Action – to accept the Employee Review/Grievance Committee meeting minutes as presented and place them on file – motion: Koffarnus; second: Starfeld; carried. The board discussed the committee's recommendation of sending 4 firefighters to attend a convention at a registration cost of \$360.00 and two rooms for two nights for \$388.00. Chief Loose then stated that the number has now actually changed to 5 firefighters. Breckheimer explained that the board would have to deny the request for sending 4 firefighters and make a new motion for sending 5 firefighters if this is what they choose to do. Action – to deny the committee's recommendation of sending 4 firefighters to the convention at a total cost of \$748.00 – motion: Starfeld; second: Keuler; carried. Action – to approve sending 5 firefighters to the convention at a registration cost of \$450.00 and two rooms for two nights at \$388.00 for a total cost of \$838.00 – motion: Starfeld; second; Roehrig; carried. Next discussed was wastewater training for public works employees Kim Plate and Mark Fochs. It would be a total cost of \$360.00 for each class and they would drive back and forth each day so there would be no overnight expenses. Action – to approve the committee's recommendation to send Kim Plate and Mark Fochs to wastewater training at a cost of \$360.00 per class – motion: Koffarnus; second: Roehrig; carried. No further action needed. The final request was from Charlie Fochs to attend the annual WRWA convention. Action – to approve the committee's recommendation of sending Charlie Fochs to the WRWA convention at a cost of \$150.00 and an additional cost of a 1-night stay – motion: Roehrig; second: Koffarnus; carried. No further action needed. There was no recommendation from the employee

review closed session.

Updating of Village Website – Kieso addressed the board explaining that she was interested in getting ideas from them on what they are looking for as far as updating the website. Along with Hilbert's website she also included in the packet other local municipalities for comparison. She stated that the option to pay online would become available. She wanted to get an idea of how extensive of a redo they wanted and a budget. DuPrey stated that there's approximately \$370.00 left in the website fund from when it was originally started. One suggestion is to change out the banner at the top of the page to represent each season. Starfeld stated that the winter parking & snow regulations could probably be removed and just put on when it's needed. Roehrig said to take a look at Reedsville's since they are close to Hilbert in size. Kieso said maybe changing the Local Businesses from business card pictures to an actual list of the businesses with contact numbers may be more helpful. Breckheimer stated that a link to the business' website would also be a good idea. Kieso was informed to check with Brett Halderson who manages our website to get some ideas of cost and options.

Village Board Member Informational Report – Koffarnus asked Fochs how the new employees are doing. Fochs said going well so far.

Village Personnel Information Report – Fochs stated that the radio read is still not working correctly. They have tried the new antenna on top of the village hall but that did not seem to work. Another antenna has been ordered and should arrive by February 22nd, although Fochs said they are hoping sooner. Keuler questioned the forms that were provided to the village board members concerning direct deposit for the board member's annual pay. He was wondering if the procedure was safe and protected. DuPrey stated that it's the same process he's using with the village employees bi-weekly checks and he has it all set up with the bank. DuPrey stated that the board wanted everything to be more automated and that direct deposit is one way to achieve this.

President's Report – Nothing.

The board then convened into closed session under Section 19.85(1)(c) 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: Starfeld; second: Keuler; 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: Keuler; carried. The meeting was adjourned at approximately 7:40 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk