

President Mark Breckheimer called the regular Board Meeting to order at 7 p.m. on Tuesday, May 12, 2020.

Roll Call – all members reported present. Others present were Dennis DuPrey, Charles Fochs, Mike Loose, Kim Plate and Ed Byrne.

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

President Breckheimer then called to order the public hearing on the proposed amendment to Ordinance 9.01 regulating Roof Signs. The recommendation from the Plan Committee is to adapt the ordinance so roof signs are not permitted in any district within the Village. Breckheimer asked if there was any public input? There was none. Action – to approve Ordinance 9.01 regulating Roof Signs as presented – motion: Starfeld; second: Schrubbe; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried. No further action required. President Breckheimer then declared the public hearing closed.

The remainder of the regular Board meeting then took place.

Reorganization of the Board – Breckheimer presented the Board with the proposed committee appointments. He stated that there are no changes and asked if there were any questions or suggestions? There were none. Action – to approve the committee appointments for the upcoming year as presented – motion: Starfeld; second: Roehrig; carried.

Citizen Questions and Concerns to be acted on at the next Board Meeting – none.

Announcements – The Assessor Open Book is June 4, 2020 from 4 p.m. to 6 p.m. The Board of Review is June 22, 2020 at 6 p.m. The LWM Local Government 101 Training Webinar is May 29, 2020.

Minutes – Action – to approve the Board Meeting minutes as presented – motion: Schrubbe; second: Starfeld; carried. There were no Fire Department minutes presented to the Board. There were no First Responder minutes presented to the Board.

Treasurer's Report for the Village of Hilbert - balances – (\$37,754.87) General fund; \$856,131.81 Sewer fund; \$172,391.16 Water fund; \$169,882.21 TID #1 fund; \$1,110,619.87 T-Plus fund; \$33,178.02 First Responder fund; (\$287,164.61) TID #2 fund; \$486,444.51 Capital Improvements fund. Action – to approve the treasurer's report as presented – motion: Roehrig; second: Schrubbe; carried. The Fire Department treasurer's report was presented to the Board. Action – to approve the Fire Department treasurer's report as presented – motion: Starfeld; second: Keuler; carried. The First Responder treasurer's report was presented to the Board. Action – to approve the First Responder treasurer's report as presented – motion: Starfeld; second: Schrubbe; carried. Claims - examined and discussed. Action – to pay all claims – motion: Schrubbe; second: Roehrig; carried.

Correspondence – There was no MEG Newsletter presented to the Board. There was no Focus Newsletter presented to the Board. The Boardman & Clark Newsletter was presented to the Board for their information. The Calumet County Focus on Calumet Newsletters were presented to the Board for their information. A thank you card from election worker Dawn Boville was shared with the Board for their information.

Reports - The report of labor hours was presented to the Board for their information. The report on building permits was presented to the Board for their information. The Condition of Budgets (All Funds) was presented to the Board for their information. Breckheimer asked if anyone had any questions regarding it? There were no questions. The Notice of Receipt of Personal Property Aid (Real Estate) in the amount of \$3,161.62 was presented to the Board for their information. The Notice of Receipt of Personal Property Aid (TIF Districts) in the amount of \$4,451.09 was presented to the Board for their information.

Unfinished Business:

2019 Projects (Fochs Trails/Village Meadows Infrastructure) – Fochs stated that the road started being built last Friday for the Village Meadows Subdivision. There was an issue with the ground water not subsiding. It was found that a tile had been cut off and there was back-up happening from the main line which was making it appear to be a spring. This was corrected. The pond is dug and dry and stoning will start next. Schrubbe questioned how the pond could be dry if there is so much groundwater? Fochs stated it is hard to say but believes it is from the large amount of clay in the pond. Nolan agreed and stated that it's probably like a big empty clay bowl. Starfeld questioned whether or not there will be mesh in the pond? Fochs wasn't sure. He said a shelf was built within the pond though. He encouraged the Board members to park behind St. Vinnie's and take a walk up to the pond to check it out. He stated that the engineers are considering using geo-fabric on certain areas in the subdivision from St. Vinnie's to Apple Blossom Drive possibly. Nothing has been decided for sure yet. The geo-fabric would be a large expense. The fabric would help bridge the ground and also help to keep the soil and gravel separate from each other. He is hoping that the road will be in by the end of May. It's been a battle due to the water. The subject of blacktop was mentioned and Fochs stated that it will be a few years before they have to address that. However, he stated that there is some that has to be done per state requirements. Starfeld stated we wouldn't do more than we have to in order to give it a chance to all settle. Fochs concluded by informing the Board that everything is moving along slowly; but still moving.

Change Orders – none.

Payment Requests – none.

2020 Projects – Fochs stated that the Calumet Street Project will begin in either late July or early August. Starfeld questioned whether the repair sewer work on the 3rd Street has started yet? Fochs said that it has not and that there are a few issues that have to be addressed before it happens. They have been televising the lines. He stated that there is not enough of a pitch on one of the lines. He also said there are other issues but until he has more information, he prefers to not discuss them publicly. He did say it may possibly have to deal with the manholes. He informed the Board members that he could discuss the situation privately if they have questions for right now.

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 monthly report was presented to the Board for their information.

Fire Department – Chief Loose informed the Board that there were 2 calls since the last meeting; one for mutual aid and one for lift assist. The Fire Chief's Convention has been cancelled. The State Bank of Collins got a hold of Chief Loose to inform him that they had entered the Hilbert Fire Department into the running to receive a Small Business Grant. It was approved and the Fire Department will receive \$750. Chief Loose also stated that the Fire Department members were getting concerned about the lack of meetings that the department was able to have due to the COVID-19 pandemic. He stated that there will probably not be a meeting next week yet, but hopefully next month they will start again.

TID District #1 – nothing.

TID District #2 – nothing.

Wastewater Treatment Plant – nothing new.

Well #4 – Fochs stated that he is waiting for DuPrey regarding the rate study report.

Village Meadow Subdivision – Discussion on how to allocate proceeds from lot sales – Breckheimer stated that this discussion will be tabled until the next Board meeting.

Discussion and possible action regarding a trail system and water line loop projects – Breckheimer stated that last week there was a meeting at the Hilbert High School with Tony Sweere, Paul & Carol Gehl, Charlie Fochs, Kim Plate and himself to discuss these projects. They came to the conclusion that the original location for the trail would not work. He referred the Board to view the maps which were provided. He stated that there is not enough room on the East side for the trail. Part of that land is actually owned by Paul Gehl, a sliver of it was sold to him from the school in 1996. So, the area that was being considered is actually smaller than what was first thought. Breckheimer mentioned that Gehl did not like the idea of the trail abutting his property. The discussion then switched to the West side for the trail system. This would be right tight beside the practice field and will lead to the back/side of the school. This placement seems to work. The trail is approximately 900' feet. Starfeld stated that we are basically talking about a sidewalk; not a trail because he doesn't think it needs to be wider than that. Breckheimer stated that Starfeld can call it whatever he wants. Breckheimer said the positive side to this is that now, since the water line loop would not have to be put in first (with the trail going over the top of it) they are able to break it down into two separate projects. Eventually, the water line would still need to go on the East side; an easement would be needed for this. The trail system estimated cost is 50K (and that's figuring 8' wide which Breckheimer stated it wouldn't need to be that wide) and the water line loop estimated cost is 200K. The water line could be put on hold and more funds could be budgeted for that project. The water line loop will be nice for the school and subdivision but there is no real hurry for that to be completed. Schrubbe questioned why do we need the trail now? It'll be at least 3-5 years until the subdivision is built up enough to make the trail a benefit; why not wait until the subdivision is more established? Especially since now the start of the trail would move to more of the middle of the subdivision instead at the entrance. Starfeld stated that he felt there was a better use of that money than the trail. Breckheimer stated that the trail is a very important selling point to the lots because it is a great route to the school and will also tie one end of town to the other. Many residents are asking about it already. Fochs voiced a concern about the trail being too hidden in the back. He feels it's too isolated even with lights. Starfeld stated that there are the trails in the woods, behind the school, that you could argue have the same concern but those trails are still there and used. Fochs agreed with that. Breckheimer said that the school mentioned that they would take care of clearing the trail during winter; no one was sure if this meant the entire trail or just up to where the bridge would be. The bridge will be a necessity because that water there is about 9'-10' deep; so, just doing a culvert would not work. All these details would still need to be discussed and figured out. Breckheimer stated that ideally next summer would be a time to install the trail system. Breckheimer concluded with the fact that he will be attending the School Board meeting on Monday evening and if anyone has thoughts or questions for the School Board, they should let him know. No action taken.

Purchase of Bel Brands Property – Community Development Block Grant for Blight Removal – DuPrey stated that they are still working on finalizing information for the grant application and continuing to move forward.

Hilbert Housing Authority – Discussion and possible action regarding request to forgive current year PILOT payment for Sunrise I and Sunrise II – DuPrey stated that this is the same request that they had last year which was approved by the Board. The payment in lieu of taxes that is due is \$1,800 for the two properties. The letter states that these locations are not in a good situation financially and are requesting a waiver of the 2019 PILOT payments. Nolan asked if they ever have made these payments? DuPrey

stated that they have in the past. With the Hilbert Housing Authority and Village Board making the decision to opt out of the Rural Development Program by requesting a prepayment of mortgage, and eventually putting the properties up for sale, you really don't want any unpaid bills to tie up the process. DuPrey said this is something that needs to be considered. Schrubbe questioned whether we have to waive the payment? DuPrey stated that we do not but then it could affect the process of the prepayment. The process could take at least another 6 months. DuPrey stated that the money isn't there for them to pay so it's not going to get paid. Breckheimer agreed. The Board stated then we basically have no choice if we want the prepayment process to continue and to run smoothly. Action – to forgive the current year PILOT payment for Sunrise I and Sunrise II in the amount of \$1,800. – motion: Starfeld; second: Kueler; carried by majority vote.

Fochs Trails Subdivision, 2nd Addition – Fochs stated that there is nothing new to report; just waiting on gravel.

2020 Census – Kieso stated that there are no updates.

Discussion and possible action on Village procedures with COVID-19 – DuPrey stated that he just wanted to go over on what to expect when we re-open. He stated that the tentative date is May 26, 2020. He asked what the Board's thoughts were pertaining to the Community Center and Park? If the ruling is that there can be only 10 people or less; do we want to even try to enforce that? It would be difficult. The Board agreed that would not be possible. Both Breckheimer and Roehrig stated they felt we just had to wait and see. Breckheimer asked DuPrey to contact all the renters for June and let them know that there's a possibility their rentals may be cancelled and we have to wait and see before any decisions can be made. DuPrey stated that once we open the doors, he would like a plexi-glass protector set up on the front desk so when people come in it provides a safer environment for Kieso and the customers when handling transactions. He purchased the plexi-glass and Fochs has agreed to get it put together. He also said that he would like to limit just one resident in the office at a time and the next person would have to wait in the hallway and anyone else would have to wait outside until it's their turn. He informed the Board that there are just some situations where we had to have appointments set up for people to come in due to paperwork having to be notarized, operator's license, etc. Starfeld questioned whether the plexi-glass barriers from the elections could be used? DuPrey stated no because they will still be needed during elections. The Board all agreed with the plans and there were no issues. No action needed.

New Business:

Other Annual Appointments – Plan Commission – Board member for a 1-year term. Breckheimer is recommending Tim Keuler. Action – to appoint Tim Keuler for a 1-year term – motion: Starfeld; second: Roehrig; carried. Citizen member for a 1-year term. Breckheimer is recommending Jim Schmidt. Action – to appoint Jim Schmidt to a 1-year term – motion: Schrubbe; second: Keuler; carried. Citizen member for a 3-year term. Breckheimer is recommending Matthew Lewis. Action – to appoint Matthew Lewis to a 3-year term – motion: Starfeld; second: Keuler; carried. Board of Appeals – Chairperson for a 3-year term. Breckheimer is recommending Dennis DuPrey. Action – to appoint Dennis DuPrey to a 3-year term – motion: Schrubbe; second: Roehrig; carried. Citizen member for a 3-year term. Breckheimer is recommending Glenn Cummings. Action – to appoint Glen Cummings to a 3-year term – motion: Starfeld; second: Keuler; carried. Economic Development Committee – Citizen member for a 3-year term. Breckheimer is recommending Charlie Fochs. Action – to appoint Charlie Fochs for a 3-year term – motion: Starfeld; second: Roehrig; carried. Citizen member for a 3-year term. Breckheimer is recommending Jim Schmidt. Action – to appoint Jim Schmidt for a 3-year term – motion: Keuler; second: Schrubbe; carried. Hilbert Housing Authority – Citizen member to replace Gary Boesch for unexpired term. Breckheimer recommends Charlie Fochs. Fochs rejects the recommendation. Breckheimer will recommend a different replacement for Boesch at the next Board meeting. Citizen member for a 5-year term. Breckheimer is recommending Chet Johnston. Action – to appoint Chet Johnston for a 5-year term – motion: Roehrig; second: Schrubbe; carried. Architectural Committee (Village Meadows) – Planning Commission member for a 1-year term. Breckheimer is recommending Jim Schmidt. Action – to appoint Jim Schmidt for a 1-year term – motion: Starfeld; second: Schrubbe; carried.

Application for Operator Licenses – none.

Application for liquor and beer licenses – DuPrey stated that 5 out of 8 were turned in. He contacted the other three. Two more were then turned in and he is still waiting on one. These will be acted upon at the 6/9/2020 Board meeting. A Police and Licensing Committee Meeting will be held prior to that in order for a recommendation to be made.

Application for 6-month license to the Hilbert Athletic Association – Action – to approve the application for the 6-month license to the Hilbert Athletic Association – motion: Roehrig; second: Schrubbe; carried.

Application for Temporary Class B License to the Hilbert Lions Club – This is for the Community 4th of July Picnic. Action – to approve the application for the Temporary Class B License to the Hilbert Lions Club for the Community 4th of July Picnic – motion: Roehrig; second: Schrubbe; carried.

Classes/Seminars/Schooling for Employees – none.

Reports on schooling/training sessions – none.

Discussion and possible action regarding request to replace SCBA's for the Fire Department – Chief Loose addressed the Board. He stated that as the Board is aware the SCBA's they currently have are out of compliance. Which means that the Village/Department or himself could be held liable if something would happen. He worked with 5 Alarm on the quote and was able to get it reduced to \$94,270. This

would include 14 SCBA's, 28 bottles and accessories. He stated that the Village's Air Pack Reserve Fund, as of the end of April, had a balance of \$47,812.81. There is also an additional \$7,200 budgeted for 2020. Chief Loose would like the funds, that were designated for the Fire Chief's Convention, in the amount of \$2,500 to also go towards the purchase since the convention has been cancelled. This gives a grand total of available funds of \$57,512.81. Which leaves a shortfall of (\$36,757.19). Chief Loose stated that the air compressor they have is good and does not need to be replaced. DuPrey stated that in order to apply the Fire Chief's Convention funds towards the purchase, they would have to be reallocated to the air pack reserve. This could be done at the next Board meeting. Chief Loose stated that he is not ready to place the order right this very second but will be soon after more discussion with the other members of the department. He just wanted to know that the funds would be available to place the order. He stated that some of their fundraisers, such as the brat fry and Cheese Derby, have already had to be cancelled. Fundraising is be hard due to COVID-19. He stated that they will be mailing the 50/50 tickets this year and whether the Community 4th of July Parade/Picnic take place or not, they will still be drawing a winner at 11 a.m. on that day. So that fundraiser will continue. Usually the Fire Department's half is approximately 4k or a little more. Bolwerk questioned whether they needed all 14 air packs right now or if they could do 7 now and 7 later? Chief Loose stated that these packs are not something that can be skimmed on or cut back on. These volunteers risk their lives and they need the equipment that will keep them the safest. Chief Loose stated that the air pack fund was always to have 5k a year put into it; but when the budget needed to be cut, this was always the first fund affected. Breckheimer stated that to be fair, this air pack situation was sprung upon them all only about a year or so ago so no one knew about the time restraint they had to keep building up the fund. Starfeld noted that the Fire Department has about 19k in their checking account right now and he was wondering how much they plan on contributing? Would the department consider doing like 8k or 9k? Chief Loose stated he's not asking that of his members. Breckheimer then suggested since they will be getting funds from the 50/50 ticket sales if they would be comfortable offering 5k towards the packs? For example, if they receive \$4k from sales then the other \$1k would come from their checking account. Chief Loose stated that he would have a problem with that only because they already gave money towards a new truck when that purchase was made. Breckheimer stated that it would help the Board figure out how much the Village needs to come up with if the Fire Department will set an amount that they were willing to give towards the purchase. Chief Loose would not commit any dollar amount without discussing it with the other members. Starfeld asked DuPrey where the money to cover the shortfall come from? DuPrey stated more than likely fund balance since he doesn't suggest borrowing money it. Starfeld stated that it seems like a lot has been coming out of fund balance lately. Nolan stated the main priority is to keep the firefighters safe; which everyone was in complete agreement with. Starfeld stated that we just need to decide where the money is coming from. It was decided that there really wasn't much left to discuss because in order to be in compliance the packs need to be purchased. The details of where the funds are coming from, and who is giving what, can be decided later. Action – to purchase the SCBA's air packs and accessories in the amount of \$94,270 from 5 Alarm – motion: Roehrig; second: Starfeld; carried.

Discussion and possible action regarding crop land lease for the WWTP land – DuPrey explained that the contract with Schneider Farms, Inc. would be the same as the previous contract. That the Village would receive \$175 an acre for the rental. He stated that the average rental for the County is \$155 an acre and for the State is \$137. So, the price being collected is a good amount. It is a 5-year contract. Action – to approve the crop land lease with Schneider Farms, Inc. as presented – motion: Starfeld; second: Keuler; carried.

Discussion and possible action regarding a possible zoning code violation – Breckheimer stated that this involved the old St. Peter's School location. The new owner installed an overhead door and a personal workshop in what used to be the 8th grade classroom. No building permit was taken out. DuPrey contacted him and informed him that one was needed. DuPrey now has that permit but it has not been signed yet by the building inspector. The property is zoned R-1. Since the owner does not live on the property, a personal workshop is not allowed. The property would need to be rezoned to Commercial. Starfeld questioned whether this would be considered spot zoning? DuPrey stated that it would not because the property abutting it is already zoned Commercial. There has been talk that the school may be turned into apartments. DuPrey stated that as long as the building was in existence when the code was enacted and has not been structurally changed this would be permitted. DuPrey stated that the zoning codes are from the 70's and need to be reviewed and redone. It is something that needs to be done and is a big project to contend with. He has suggested several times before this that it needs to be looked at. Breckheimer reminded everyone that the fact is that the owner did the work without first having a building permit and this is an issue. Questions regarding a fire wall being needed was also brought up by Chief Loose. Starfeld suggested that the State Inspector gets a call to come inspect the property. Breckheimer recommended that DuPrey should get a hold of the owner and explain that he is not in compliance and he needs to put in a request to have the property rezoned and we can go from there. DuPrey stated that he would. No action taken.

Village Board Member Informational Report – Schrubbe asked what was ever decided regarding the process to vacate 6th Street south of Greve Court? The owner of the property who was requesting the Village to begin the process of vacating was asking him about it. DuPrey referred the question to Starfeld since Starfeld is the chairperson of the committee. Starfeld thought it was decided not to proceed with

the vacating. Schrubbe asked if the owners can request a variance? DuPrey stated that is an option for them. Breckheimer asked DuPrey to check back on the committee minutes and see what the recommendation to the Board was and how the Board responded. Breckheimer stated that DuPrey can then get a hold of Schrubbe with the information so Schrubbe can inform the homeowner. Tim Keuler then mentioned that the creek by Kevin Plate has some issues. The stone is sliding down into the creek. Fochs stated that there is a permit to do it and it just hasn't been done yet. The issue will be addressed then when they redo the rest of the stone. He is hoping to have it completed before retiring in July.

Village Personnel Informational Report – Fochs questioned when the Architectural Committee starts to review the building plans for homes scheduled to be built? DuPrey stated the first step would be for the lot owners to take out a building permit for the new home and then we can go from there. DuPrey will follow up with the owners of the lots that are currently sold to remind them about the permit.

President's Report – Breckheimer informed Nolan that she will need to set up a committee meeting soon regarding complaints on some property maintenance concerns/violations. He has a few addresses and will get her the information.

The Village Board then convened into closed session under S. 19.85(1)(c) to review status of application process for the General Public Works Employee position. Action – to convene into closed session – motion: Starfeld; second: Keuler; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Discussion and possible action regarding the application process for the General Public Works position – No action taken.

The Village Board then convened into closed session S. 19.85 (1)(e) to discuss strategy on how to proceed in regard to an offer to purchase lots within Village Meadows and the possible purchase of public properties. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Schrubbe; second: Keuler; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

Discussion and possible action regarding on how to proceed in regard to an offer to purchase lots within Village Meadows – No action taken.

Adjournment – Action – to adjourn – motion: Starfeld; second: Keuler; carried. The meeting was adjourned at 8:58 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Mark Breckheimer called the special board meeting to order at 6:30 p.m. on Monday, June 8, 2020.

Roll Call – all members reported present. Others present were Dennis DuPrey and Kim Plate.

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

Citizen Questions and Concerns – none.

Announcements – none.

President's Report – none.

The board then convened into closed session under S. 19.85(1)(c) of the Wisconsin Statutes to interview applicants for the General Public Works Employee position. Action – to convene into closed session – motion: Schrubbe; second: Roehrig; Roll Call Vote – yes: Bolwerk, Schrubbe, Roehrig, Nolan, Keuler, Starfeld, Breckheimer; carried.

The board then reconvened into open session. Action – to reconvene into open session – motion: Schrubbe; second: Starfeld; carried. There was no action from the closed session. Also, the second closed session under S. 19.85(1)(e) was not needed.

Adjournment – Action – to adjourn – motion: Schrubbe; second: Starfeld; carried. Meeting was adjourned at 8:38 p.m.

Dennis DuPrey

Dennis DuPrey, Administrator Clerk Treasurer