

President Tom Roehrig called the regular Board Meeting to order at 6 p.m. on Tuesday, June 11, 2024.

Roll Call - Loose, Krueger, Collins, Stenklyft and Roehrig. Not present were Nolan and Pulley. Others present were Deb Thiel, Mark Fochs and Mike Loose.

Pledge of Allegiance - recited by everyone present.

Citizen Questions and Concerns – Chief Loose was wondering if an estimate was requested for the fixing of the clock on Main Street in the park area? Kieso explained that Plate was looking into it and has contacted Abstract Electric regarding it. Krueger also asked if there were any updates regarding lead service lines. He was informed that the grant money has all been applied and that now it's basically wait and see if any additional lead lines are found that weren't documented. Kieso explained that since Plate is not at the meeting that he supplied her with information for the Board to read regarding certain line items.

Announcements – The Cheese Derby is Thursday, June 13, 2024 at the Hilbert Civic Park. The 4th of July Parade is Thursday, July 4, 2024 at 11 a.m. on Main and 7th Street. The 4th of July Picnic and Fireworks are Thursday, July 4, 2024. There are Hilbert-Potter Optimist calendars for sale through June 30, 2024 – order forms also available at the Clerk's office.

Minutes - Action - to approve the Village Board Meeting minutes as presented and place them on file - motion: Stenklyft; second: Collins; carried. There were no Fire Department and First Responder minutes presented to the Board. Last month the Fire Department presented minutes for two meetings due to the timeline for getting approval for the purchase of the fire truck.

Treasurer's Report - Action - to approve the Village Treasurer's Report as presented - motion: Stenklyft; second: Loose; carried. Kieso informed the Board that from the LGIP accounts the interest paid to the Village last month was \$6,852.41 at 5.38%. Action - to accept the Fire Department Treasurer's Report as presented - motion: Collins; second: Krueger; carried. Action – to approve the First Responder treasurer's reports for April and May as presented – motion: Collins; second: Krueger; carried.

Capital Projects Fund – Detail of Reserve Funds – Presented to the Board for their information.

Claims for the Village of Hilbert – Discussion and possible action regarding the request for reimbursement for the Civic Park annual flowers – Examined and discussed. Action - to pay all claims as presented - motion: Stenklyft; second: Loose; carried.

Correspondence – Receipt of Quarterly Cable TV Franchise Fees in the amount of \$1,753.54 was presented to the Board for their information.

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

Unfinished Business -

2024 Projects – Kieso stated that Plate wrote that 1st St., Elm St., and Grace Ct. paving and water main project is complete and he's expecting the payment request to be in July. Change

Orders - none. Payment Requests – none.

Recycling/Rubbish - The monthly report was presented to the Board for their information.

Update on the cost/tonnage from the Spring Clean-Up Event – Kieso stated that there was 13.47 tons of waste and 1.75 tons of metal collected. The cost for the event was \$1,975.87 which is comparable to previous years. Discussion and possible action regarding sizes of brush accepted at the compost site – There is a resident requesting that the Village accepts brush larger than the 4" in diameter at the compost site. This resident would then pick it up from the site to use. Kieso read Plate's response – He would say a hard no to this. They already deal with several items that do not belong on the site or are dropped off on the wrong piles. We do not need to add to the problems. The Board agreed. Action – to keep the limit to 4" in diameter or less on brush that can be accepted at the compost site – motion: Krueger; second: Collins; carried. Discussion and possible action regarding the purchase of a used brush chipper – Last month Plate requested that the Board would consider using the recycling grant money and put it towards the purchase of a used chipper. With our current chipper we cannot order replacement parts for it due to the age of it. There is also \$16,664 in a reserve account to put towards the purchase. The grand total would be \$24,824.46. Action – to approve the purchase of a used brush chipper not to exceed the amount of \$24,000 – motion: Krueger; second: Stenklyft; carried.

Police Protection for the Village – There was no report presented to the Board.

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. There are 4 lots available. Subdivision Improvements – Roehrig stated that the Plan Commission Committee will hold a meeting soon and stated that the more Board members/residents that are able to show up the better. This gives us more opportunity to go over any suggestions on the lots, layouts, pricing, etc. Phase II Development - nothing new.

New Business –

Fire Department – Chief Loose stated that there was 1 fire call since the last meeting. He stated that there will be 1 new firefighter joining the department soon. He will keep the Board updated on this. He explained that the department has been busy with the Cheese Derby and 4th of July planning.

Application for Operator's License – Kieso stated that the list provided to the Board was the applications for the July 1, 2024 – June 30, 2026 renewal period. She stated that a late application (Kim Baer) will also need to be included on the list. She then explained which background checks came back with a few issues but that they all were older offenses. Action - to approve the list of Operator's License renewals as presented - motion: Stenklyft; second: Loose; carried.

Classes/Seminars/Schooling for employees - Discussion and possible action regarding requests for schooling/training sessions – There were no requests. Reports on schooling/training session attended – There were no reports.

Wastewater Treatment Facility – No update.

Water Department – Fochs was asked how the well was doing. He stated that it seems a little better and is at 89% now, but that can change quickly.

TID District #2 - No updates.

Plan Commission – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Stenklyft; second: Collins; carried. Roehrig went over the highlights of the meeting and stated that he will be in contact with Jared regarding the pricing on the phases that the committee seemed interested in and a complete price for finishing off the whole subdivision at one time. The Board discussed options regarding the expansion and lot sizes. They had additional questions for Roehrig to ask Jared, such as, making a turn around in Phase 5 and connecting phases 4 & 5 with through street. Roehrig encouraged the Board to attend the next Plan Commission meeting because he felt that these are ideas that should be shared and expanded on.

Board of Review – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Stenklyft; second: Krueger; carried.

Community Involvement Meeting – Action – to accept the committee meeting minutes as presented and to place them on file – motion: Stenklyft; second: Loose; carried. Discussion and possible action regarding the Flexible Facilities Program – Kieso explained that she and Loose met with a representative from Spectrum regarding the internet capabilities that would be needed for the Community Center. A fiber optic line would need to be put in place. He will get the Board an estimate. Also, a monthly cost for the service will be provided since this will be a monthly expense that will not be covered by the grant. The Board then discussed options as far as safeguarding sites, etc. It was recommended that the system be set up along the same lines as a k-12 school is, where there's no access to unauthorized sites. Kieso then explained that the quote came through for the preliminary building plans and that cost was \$1,000 and was submitted by Integrity Engineering. Action – to accept the quote of \$1,000 from Integrity Engineering for the preliminary plans – motion: Collins; second: Krueger; carried.

Streets Department – Discussion and possible action regarding pond maintenance and updated costs to add an electric pump to the pond in Fochs Trails Subdivision – Kieso referred the Board to the information that was provided in their packet from Plate. The cost of the fountain came in at \$11,100 and the aeration pump is at \$6,700. WE Energies is \$1,700 plus all the annual maintenance and electricity costs. The Board discussed it and felt like they should continue with the treatment of the pond and look into the increasing the number of times that the treatment is being done. The cost of the fountain, etc. would be unbudgeted funds and it would be hard to justify that added expense. Action – to keep treating the pond and re-evaluate the situation next year and readdress it if needed – motion: Stenklyft; second: Collins; carried.

Employee Review & Grievance Committee – Action – to accept the committee minutes as presented and place them on file – motion: Collins; second: Stenklyft; carried. Discussion and possible action regarding the recommendation of the renewal of the employee health insurance

- the committee is recommending that the health insurance stays the same with no changes.

Action – to renew the employee health insurance with no changes – motion: Collins; second: Krueger; carried. No further action needed. Discussion and possible action regarding the

recommendation of switching on-call pay from a set weekly amount to a set daily amount –

Currently, the employee on-call for the week receives \$75 for Monday-Sunday. The employees are requesting that be switched to being paid out daily at \$11 per day. This way, if someone needs to switch their days with another employee then the employee would get the pay for that day being on-call. Action – to switch from a weekly on-call pay of \$75 to a daily on-call pay of \$11 – motion: Collins; second: Stenklyft; carried. No further action needed.

Architectural Committee Meeting – To accept the committee meeting minutes as presented and to place them on file – motion: Krueger; second: Stenklyft; carried. Action – to approve the building plans for 1213 W. Thorn Creek Drive and 1227 W. Thorn Creek Drive in Village Meadows Subdivision – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding Resolution 2024-05 To Adopt the Public Participation Plan for the 2045 Comprehensive Plan – Action – to approve Resolution 2024-05 as presented – motion: Krueger; second: Stenklyft; carried. Roehrig informed the Board that the next comprehensive plan meeting may be held in Hilbert during the day.

Discussion and possible action regarding the fireworks permit for the night of the 4th of July –

Hilbert Lions – Action – to approve the fireworks permit to the Hilbert Lions for the night of 4th of July – motion: Krueger; action: Stenklyft; carried.

Discussion and possible action regarding the park bathrooms – Kieso informed the Board that she received a quick estimate from Robert E. Lee regarding the bathroom remodel. For the remodel design, bidding the project and construction services the estimated amount is \$14,800. The Board requested a formal proposal and Kieso stated that she would let them know. The Board discussed the remodeling possibilities and what would need to be taken care of and added to the building.

Discussion and possible action regarding the AT&T cellular contract on the water tower – Kieso explained that AT&T is requesting a new contract with the Village regarding their cellular rent. Now the Village receives a monthly check in the amount of \$1,380.00 a month. Kieso stated that it's quite ridiculous because they are offering \$1,115 per year. That would be a decrease of \$15,445. They also state that they would do a one-time payout of \$225,000; which at the current rate would be \$430,560. AT&T did state that they do have the option of not continuing the contract; but that is a chance the Board is willing to take because the offer is not worth considering. Kieso stated that they have done this in the past; a few years ago, and they are still on the tower. Right now, we take in \$61,947.96 a year with all the cellular rentals on the tower. Action – to leave the contract as is – motion: Collins; second: Krueger; carried.

Discussion and possible action on Employee handbook questions and concerns – Kieso informed the Board that Plate had items listed for the Board to address. She read the following to the Board: (1) A statement was made that anyone who receives a check from the Village of Hilbert is required to sign the handbook. This would include all full and part-time employees, fire department members, first responders and Village Board members. Is that who will be required to sign. Loose stated that since they are elected to serve that they should not be included in that. Kieso stated she addressed it with the attorney and it's basically however it is in the handbook. That yes, they receive a check but also yes, they are elected positions. So, he could not determine either way if they must or must not sign. (2) What are the repercussions if an employee does not sign? There were rumors that that person's employment will be terminated – is this true? Collins stated that everywhere he worked that it is mandatory that the employee signs stating that they received the handbook. Stenklyft stated that everyone would be treated equally. If anyone refuses to sign, then an employee review and grievance committee meeting would need to be held. Roehrig stated that since the current employees all signed the original handbook when they started; do they really need to sign this updated one? Loose stated that they always had to sign the updated ones. Kieso stated that she only recalls signing the original and getting the updated revisions to the handbook but not having to resign. It was stated that everyone is simply signing that they received a copy of it and not that they agree to everything

in it. (3) On the signature page it states, "I also understand that if I have any questions about the contents of the handbook, I can speak with the Employee Review & Grievance Committee for answers to my questions." In the past there have been several instances where an employee has asked the then Village Clerk and the Village President a question related to employment and was told "you signed the handbook, so you agreed to the contract". What will the policy be going forward in the new handbook? All the Board members agreed that any questions or concerns can be expressed at any time. An Employee Review & Grievance Committee can be held. Both Fochs and Kieso explained that they also have witnessed this in being stated in the past, so they understand where Plate has a concern with this.

Village Board Member Information Report – There was nothing.

Village Personnel Information Report – Kieso stated that Plate wanted it mentioned that he was disappointed that no Board members reached out to Joel once he gave his notice. It takes a lot of time and resources to train a new employee and he would hope the Board would be interested in retaining employees first. Several Board members stated that they were unaware Joel had given notice or hadn't seen him since the notice was given.

President's Report – It was mentioned that there were several apartment buildings located on Main Street that need to have weed notices sent to them. One of those properties also needs to be informed that the mattresses and other items lying alongside the building also need to be removed. There was also concern about some property on East Main Street going out towards Irish Rd. The frontage area (around mailboxes) that used to always be mowed is no longer being cared for by the owner. Roehrig is going to check more into this.

The Village Board then convened into closed session under S.19.85(1)(c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Action – to convene into closed session – motion: Collins; second: Stenklyft; Roll Call Vote – yes: Loose, Krueger, Collins, Stenklyft and Roehrig; carried.

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

Action – to offer the public works/wastewater operator position to Bob Schick at \$28 an hour – motion: Collins; second: Stenklyft; Roll Call Vote – yes: Loose, Krueger, Collins, Stenklyft and Roehrig; carried.

Adjournment – Action – to adjourn – motion: Stenklyft; second: Collins; carried. The meeting was adjourned at 8:05 p.m.

Missy Kieso

Missy Kieso, Clerk Treasurer