

President Tom Roehrig called the regular Board Meeting to order at 6 p.m. on Tuesday, April 16, 2024.

Roll Call - Loose, Collins, Nolan, Stenklyft, Pulley and Roehrig. Others present were Deb Thiel, Kim Plate, Mark Fochs, and Mike Loose.

Pledge of Allegiance - recited by everyone present.

Citizen Questions and Concerns - none

Announcements - 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. Fire Department brat fry is Saturday, April 27, 2024 from 10 a.m. until food is gone at Schmitz Brothers II.

Discussion and possible action regarding the reorganization of the Board Committee - T. Roehrig

- Roehrig discussed the committee meetings and had the Board review the changes. Action - to approve the reorganization of the Board as presented - motion: Stenklyft; second: Loose; carried.

Discussion and possible action regarding other annual appointments for the citizen committees -

T. Roehrig - Roehrig discussed the annual appointments for the citizen committees and had the Board review the changes - motion: to approve the annual appointments for the citizen committees as presented - motion: Stenklyft; second: Loose; carried.

Minutes - Action - to approve the Village Board Meeting minutes as presented and place them on file - motion: Nolan; second: Loose; carried. Action - to accept the Fire Department Minutes as presented and place them on file - motion: Stenklyft; second: Nolan; 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: Loose; carried. Action - to accept the Fire Department Treasurer's Report as presented - motion: Stenklyft; second: Nolan. Action - to accept the First Responder Treasurer's Report as presented - motion: Stenklyft; second: Loose; carried.

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

Correspondence - State of WI Environmental Improvement Fund Invoice, Notice of the Lottery & Gaming Credit 2024, Notice of the Lottery & Gaming Credit 2024 for Manufactured/Mobile Homes, Lottery Credit Settlement for the 2023 tax roll and Department of transportation - Transportation Aid Payment were 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 - 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. There are 4 lots pending closing and are expected to close in the next month. One

private lot has also been sold and a house is being built. Subdivision Improvements - nothing new. Phase II Development - nothing new. Change Orders - none. Payment Requests - none. New Business -

Fire Department - Chief Loose informed the Board that he has a meeting with the contractor at Hilbert High School on Thursday for an inspection. There were 7 fire calls since the last Board meeting. There are now 3 new firemen that joined the department. Turn-out gear is now needed for the new firemen. Chief Loose also stated that he gave Roehrig a heads up on an invoice of approximately \$1k that will be coming due to having a water pump fixed on a truck. The Town of Chilton will be having their annual meeting, and he will be attending. Stenklyft stated that there will be a Health Board Committee meeting scheduled to discuss the turn-out gear and truck purchase. Thank you letter from the Public Safety Training Center - The department received a thank you card for donating the old fire take-out gear to the training center.

Application for Operator's License - Action - to approve the Operator's License to Amanda Clark as presented - motion: Collins; second: Stenklyft; carried. Action - to approve the Operator's License to Amy Loose as presented - motion: Stenklyft; second: Collins; carried. Action - to approve the Operator's License to Victoria Wheelock as presented - motion: Stenklyft; second: Loose; carried.

Application for Temporary Class "B" License - Cheese Derby - Action - to approve the Temporary Class "B" License to St. Mary's Congregation for the Cheese Derby - motion: Stenklyft; second: Collins; carried. Application for Temporary Class "B" License - Hilbert Athletic Association - to approve the 6-month Temporary Class "B" License to the Hilbert Athletic Association - motion: Loose; second: Collins; carried.

Classes/Seminars/Schooling for employees - Discussion and possible action regarding requests for schooling/training sessions - none. Reports on schooling/training sessions attended - Plate informed the Board that he, Fochs, Thorpe and Geiser took the CPR class and are now certified,

Water Treatment Facility - nothing

Water Department -

Discussion and possible action regarding maintenance on Well #4 - Plate informed the Board that he received a quote from CTW in the amount of \$7,905. This is step #3 in the rehab of the well. Steps #1 and #2 did not give the results that they were hoping for. This is pretty much our last option. The well can't keep up. If this does not work, we will be looking at drilling a new well in a new location. Action - to continue with Step #3 in the amount of \$7,905 - motion: Stenklyft; second: Collins; carried. Discussion regarding the US Cellular site upgrades - US Cellular wants to update their equipment on the water tower and will need to do some structural upgrades to support it. This is at zero cost to the Village. Action - to approve the structural upgrades at no cost to the Village - motion: Collins; second: Stenklyft; carried.

TID District #2 - No updates.

Streets Department - Discussion regarding the 2024 Street Projects (budgeted) - Plate presented the Board with the timeline for the 1st Street Project. He stated that there is a pre-construction meeting set up for tomorrow. Next week will begin the traffic control. The water main replacement will consist of switching the 6" line to an 8" line. Discussion and possible action regarding the pond maintenance and updated costs to add an electric pump to the pond in Fochs Trails. Subdivision - Plate stated that he is still waiting to get an estimate from WE Energies. It will be tabled until the next Board meeting.

Park & Recreation Committee - Discussion and possible action regarding future projects at the park - Bill Parsons met Loose at the park and went over the possible renovating of the park

bathrooms. Loose provided the committee with a few drawing options that Parsons came up with. No pricing was included at this point. The committee made changes to the plan which they thought would be better options. No pricing was included, and this is just the beginning of discussions about the project. Eventually, once a budget has been set, the renovation would need to be bid out. Future meeting will be held regarding this topic by the Park & Recreation Committee,

Discussion and possible action regarding Resolution 2024-03 "Dissolving of the Economic Development Committee" - Roehrig explained at the time that the Economic Development Committee was set up it was mandatory due to some of the projects that the Village had occurring. The committee hasn't met for quite some time, and he isn't sure that it's necessary to keep it in effect. In the future if there is a need for the committee it can always be reinstated with current or new citizen members. Since this is a citizen committee, it is sometimes hard to get members to participate; so that also must be taken into consideration. Action - to accept Resolution 2024-03 as presented - motion: Stenkylft; second: Nolan; carried.

Discussion and possible action regarding the employee handbook - Loose informed the Board and employees that if they had any questions/concerns regarding the final draft of the handbook that they should let her know. She would like to be able to provide everyone with a final draft at the May Board Meeting for approval.

Discussion and possible action regarding the ARPA funds - \$51,072 - Kieso informed the Board that the remaining funds of the ARPA funds will need to be spent in 2025. One option would be to use the funds for the infrastructure in the next Village Meadows Subdivision expansion phase. No decision must be made tonight but Kieso just wanted to make sure that the members were aware of it.

Discussion on the Village's current loans - Kieso went over the Village's loans. She discussed each loan, the amount, the purpose of the loans and the maturity dates. This was for informational purposes just to make sure all the members were updated.

Discussion regarding the Village's power outage - Plate discussed how the power outage affected the departments. The generator at the sewer plant ran for a total of 40 hours. The generator had to manually be refilled with gas every 1 to 1 ½ hours. This meant that someone had to be there for the entirety of the 40 hours to keep things running. The outage also affected the wells. Plate had over 8 pages of alarm calls that needed to be addressed during this time. Plate stated that luckily, he had the generator checked over and tested one week prior to the outage. So, he was confident in the generator working well. He also had purchased a small portable generator 1 month before. This enforces the need to keep budgeting for a larger upgraded generator to be purchased. Plate stated he also had a back-up plan if the generator fails. Overall, everything went as well as it could have expected but it was a lot of man hours and organization that had to go into it. Roehrig wanted the record to show how much the Board appreciated all the hard work of the employees and the dedication they showed.

Discussion and possible action regarding Local Lounge's request for the Farmer's Market - The Board agreed that the 3 Saturday mornings would not be an issue. It was discussed and agreed that the street should be closed from 4th & Five to the Local Lounge. As far as the night market, Roehrig stated that there were some issues with it last year. The Village Hearthstone had requested signs be put up explaining where to park and Nicole was going to take care of it, and it was never done. Roehrig is concerned how they may react to this since issues raised last year. The Board decided that Nicole should provide the Board with a letter from the businesses and residents that would be affected by the markets and submit that signed letter to the Board to be addressed at the May Board Meeting. This was tabled until the next meeting.

Village Board Member Informational Report - nothing.

Village Personal Information Report - Plate wanted to know why the LSL line item that he had requested to be put on the agenda was not included? Roehrig asked Kieso why it was taken off? Kieso explained that Roehrig wanted her to double check with the Village attorney to get some information regarding the legalities on the LSL lines. Kieso informed Roehrig that Plate already has that information. Roehrig stated that it is his decision on what is included or not included on the agenda, and it can be discussed at the next meeting if it is put on the agenda. Fochs also had

questions regarding the process of getting approval to purchase budgeted items if these items fall into the budget amount approved. He stated he wasted 5 months because he now must once again get all new quotes. Stenklyft stated that a budget is like a wish list; it doesn't mean that those items can automatically get purchased. They still need to go to the committee and back to the Board. Fochs stated that seems like a lot of extra meetings that the members are getting paid for. He also stated that no Park & Rec Committee meeting has been set up since it was last discussed.

President's Report - Roehrig stated that there will be meetings coming up regarding the County's/Village's Comprehensive Plan. He is also looking to set up a Plan Committee meeting after the 1st of the month.

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 exercise responsibility. Action – to convene into closed session – motion: Nolan; second: Loose; Roll Call Vote – yes: Loose, Collins, Nolan, Pulley and Roehrig; carried.

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

Action and possible discussion regarding any item discussed in closed session - Action - to advertise in the Brillion News for two weeks, on the website, Facebook, and the Voice of the Village for the cleaning position for the community center and Village hall - motion: Stenklyft; second: Collins; 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: Stenklyft; second: Collins; Roll Call Vote – yes: Loose, Collins, Nolan, Pulley and Roehrig; carried.

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

There was no discussion or possible action regarding open session.

Adjournment – Action – to adjourn – motion: Stenklyft; second: Loose; carried. The meeting was adjourned at 8:29 p.m.

*Missy Kieso*

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Missy Kieso, Clerk Treasurer

President Tom Roehrig called the Special Board Meeting to order at 5:30 p.m. on Monday, May 6, 2024.

Roll Call – Loose, Krueger (arrived at 5:50 p.m.) Nolan, Stenklyft, Pulley and Roehrig. Others Present – Mike Loose.

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 – Roehrig reminded the Board about the Spring Clean Event that will be held on Saturday from 7 a.m. to 10 a.m. and asked that all the Board members be in attendance to help.

President's Report – nothing

Claims for the Village of Hilbert – Action – to pay all claims – motion: Stenklyft; second: Nolan; carried.

Discussion and possible action regarding the recommendation to hire Stacy Nagan for the cleaning position at the Community Center and Village Clerk's office – The recommendation from the committee was to hire Stacy Nagan from the three candidates that they had to choose from. Action – to offer the cleaning position to Stacy Nagan at \$20 per hour – motion: Loose; second: Pulley; carried. No further action needed.

Discussion and possible action regarding the Fire Department Truck – Chief Loose explained that the current contract is no longer correct so a new one will need to be presented to the Board. There is a fire department meeting being held tomorrow night regarding the topic of the truck and what recommendation will be made to the Board. Chief Loose explained right now there is discussion regarding whether to go with 360hp or 450hp. The price is approximately \$309k. Chief Loose stated that if the department votes and chooses the 450hp, then he feels like the department should cover that expense. Roehrig explained to him that right now the budget for the Village is \$280k. Stenklyft stated that depending on how many budgets go through until the truck needs to be paid for will help determine how long they have to increase the amount by budgeting for it. There is talk that it's a possibility that the amount budgeted for next year could be \$50k. Stenklyft stated that you want to watch that though because you don't want to put the whole fire department into the truck fund because then when gear, equipment, etc. needs to be ordered there won't be funds for it. Which is the case that we are dealing with right now. Chief Loose stated that the department will vote on the truck tomorrow night, and he will have the information at next Tuesday's board meeting. No action needed.

Discussion and possible action regarding Resolution 2024-04 – This resolution states that the Board will transfer over \$13,500 from the fire department reserve fund to the fire department turn-out gear fund to pay for new gear for 3 new firefighters. Action – to approve Resolution 2024-04 as presented – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding the proposed employee handbook - The Board then discussed the proposed employee handbook. They went around the room and addressed each question and Loose made updates in the handbook. The items discussed were the labeling of job categories, over-time pay when a fire call is involved, vacation/sick pay over 40 hours worked and reviews for new employees/employees in new positions. Stenklyft was adamant that when on a fire call and the employee works through lunch that employee is entitled to time and a half. Loose disagreed. The Board members all gave their opinions, and in the end, each stated their opinion with the majority ruling. The overtime will be paid. The over-time is a rare circumstance that ever happens. Nolan stated that no employee should feel like he/she is being penalized for volunteering on the fire department/first responders. Regarding the vacation/sick pay it was decided that according to a WI statute that employees must have 40 "worked hours" in before receiving overtime. So, for example, if an employee has 40 hours of vacation time for the week and then an unforeseen event happens (like a water main break), and that employee must work 8 hours on a Saturday – the 8 hours would not be over-time. Instead, the employee's vacation would get reduced to 32 hours and the 8 hours on Saturday will be regular time. This was discussed at length, and the Board decided to make the change in the employee handbook to reflect the information that was obtained from the statute. Kieso also mentioned that the employees had questions regarding their request of re-visiting the issue of vacation time allotted to the long-term full-time Village employees. Roehrig and Loose stated that it was addressed in

the new handbook. Kieso asked if the Board would give the employees an update on it since they would like to know that it has been acknowledged. Roehrig stated that the handbook meetings were open to the public and they could have attended any of them to get that information. Stenklyft and Krueger stated that they remember it was said that the Board would meet with the employees to give them updates regarding information on the vacation request. Not all the Board members remember whether this was stated. Stenklyft mentioned the committee could meet with each employee separately to discuss any vacation issues or any concerns in general and maybe starting an employee grievance form to be filled out to make sure everything is being addressed. The Board agreed this was a good idea. After these items were discussed, along with a few minor changes to some wording, the Board felt that the handbook could be presented for final approval at the regular Board meeting on Tuesday. No action was taken.

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

There was no action taken from the closed session.

Adjournment - Action - to adjourn at 7:42 p.m. – motion: Krueger; second: Nolan; carried.

*Missy Kieso*

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Missy Kieso, Clerk Treasurer



