

President Tom Roehrig called the regular Board Meeting to order at 6 p.m. on Tuesday, May 14, 2024.

Roll Call - Loose, Nolan, Stenklyft, Pulley and Roehrig. Krueger and Collins were not present. Others present were Deb Thiel, Kim Plate, Mark Fochs, John Noskowiak and Mike Loose.

Pledge of Allegiance - recited by everyone present.

Citizen Questions and Concerns - none

Announcements – The Board of Review is scheduled for Wednesday, May 15th from 5:30 p.m. to 7:30 p.m. The Cheese Derby is Thursday, June 13, 2024 at the Hilbert Civic Park.

Minutes - Action - to approve the Village Board Meeting minutes as presented and place them on file - motion: Stenklyft; second: Nolan; carried. Action - to accept the Fire Department Minutes as presented and place them on file - motion: Stenklyft; second: Loose; 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. There were no First Responder treasurer's report presented to the Board.

Capital Projects Fund – Detail of Reserve Funds – Presented to the Board for their information. Kieso informed the Board that this will be included in every monthly Board meeting packet to keep everyone updated on the capital funds projects.

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

Correspondence – The State of WI Payment Advice for shared revenue and tax relief for personal property and the TID was presented to the Board for their information. The Notice of School Tax Levy Credit – May 2024 Payment was also 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 – Discussion and possible action regarding Payment Request #1 in the amount of \$53,466.01 to MCC, Inc. – Action – to approve Payment Request #1 as presented to MCC, Inc. in the amount of \$53,466.01 – motion: Stenklyft; second: Nolan; carried. Plate stated everything is going well and possible looking at completion sometime next week.

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

Announcement of the 2024 Recycling Grant – The Village will receive \$8,160.46 for this year's recycling grant. Plate mentioned taking the grant and putting it towards the reserve for a new chipper. The chipper we have now is breaking down and is so old that parts can't even be bought for it anymore. Stenklyft stated that would be a good idea to have something to show for the money. This will be added to the next Board meeting.

Police Protection for the Village - The report was presented to the Board for their information.

Report from Reach regarding substance misuse prevention coalition – Kieso explained that every bar in the Village that an underage person (working with the Calumet County Sheriff's office) went in and tried to purchase alcohol was not served.

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 meet soon to discuss more options regarding the next phase and which direction to go with the expansion. Phase II Development - nothing new. Change Orders - none. Payment Requests - none.

New Business –

Fire Department – Chief Loose stated that there was 1 fire call since the last meeting. He stated that the permit for the residential fireworks was approved, and he was present at the event. He said it went fine; fireworks were larger than expected. He stated that the fire department met and voted on the purchase of the fire truck. They are recommending getting a bigger motor and chasis. The estimated cost will be approximately \$307k. The Village will be putting \$280k towards this purchase. Roehrig stated that he wants it very clear that the Village is only putting

the \$280k towards it. He wants that understood so that the firefighters know that the department is responsible for anything over that amount. Stenklyft and Roehrig both offered to be at the next department meeting to go over this with everyone. Action – to sign the contract with Midwest Fire for the purchase of the fire truck, paying the \$10k down payment with the Village putting in an amount not to exceed \$280k – motion: Stenklyft; second: Nolan; carried.

Discussion and possible action regarding the Fire Chief's Convention (budgeted) – Chief Loose explained that the 3 chiefs would like the Village to pay for 3 nights along with the cost to attend the convention. This is budgeted within the training budget. Action – to approve the request as presented – motion: Stenklyft; second: Nolan; carried.

Application for Operator's License - Action - to approve the Operator's License to Melissa Buechel 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. Chief Loose stated that there were some from the department that still needed to be turned in and he'll remind those firefighters. There were no reports from previous schooling/training sessions submitted.

Wastewater Treatment Facility – Plate stated that there will be a pilot at the facility in June. It pertains to trying a new chemical which may reduce dosages. With the new phosphorous limits coming we need to show that we are trying everything we can to reduce ours. He stated that the new chemical feed pumps with the chem key helps adjust the speeds of the pumps. This helps reduce chemical usage.

Water Department – The rehab for Well #4 is still in process; we are in round #3. So far, it seems to be working but it is yet unknown if it will increase the volume. This is our last chance to see if the well can be kept going; we need to see how everything looks when they are finished.

TID District #2 - No updates.

Discussion and possible action regarding the Flexible Facilities Program – Kieso explained this is a new grant which is available that Gayle, from Robert E. Lee, provided information on. The cost to apply for the grant is \$7,500 which is not refundable through the grant if approved. This grant lets you build new or update existing Community Centers. One requirement of this grant is to allow residents to have access to a site which offers broadband internet, computers, printers, etc. This could be one space in the Community Center, with a separate entrance on a timed lock so it could be open for certain hours each day. There have already been talks about the updates needed in the Community Center and this would be a great opportunity. The Village would pay for the project upfront and then 30-60 days after we would get reimbursed for qualifying expenses. The grant available per municipality is 4 million. Action – to pay Robert E. Lee \$7,500 to apply for the Flexible Facilities grant – motion: Nolan; second: Loose; carried.

Discussion and possible action regarding pond maintenance and updates costs to add an electric pump to the pond in Fochs Trails Subdivision – Plate stated that he received the estimate back from WE Energies. To run the power to the pond it will cost \$1,658.20. Along with the other expenses for the project the total would be around \$6,900. This does not include the cleaning which is done several times per year. According to the map it looks like it would run directly in front of Noskowiak's property. Noskowiak questioned whether they would bore or not. Plate stated that he would have to check. Noskowiak prefers them to bore. Plate stated that may be more expensive if it's an option. Stenklyft stated that maybe we should consider just continuing with the treatment and see how that goes. Noskowiak mentioned a fountain like the one at Village Meadows Subdivision would probably help more. Plate stated that would raise the price. There was some discussion on whether the fountain would make more of a difference or not. Plate will check the pros and cons of the fountain, the price, etc. This will be tabled until next month when there is more clarification on the issue.

Discussion on Hwy 57 Project and budgeting for the funds – Once the state begins the project in 2027 there will be alterations needed for the parking along both sides of the highway from Thorn Creek Drive to Gehl Lane. This would be the Village's responsibility. The estimated cost to complete it would be \$67,755.50. This is quite a reduced price. The other option would be to leave it as is but that really is not a good option and would not look right. Plate just wanted the Board to be aware of the project coming and starting early to budget for it. The Board agreed.

Health Board Committee – There was an error pointed out in the minutes regarding the phrasing of the cost of the truck if the department decides to go with the one with the bigger motor and chasis. Kieso will make the correction. Action - to accept the minutes from the committee minutes with the correction and place them on file - motion: Stenklyft; second: Nolan; carried.

Park & Recreation Committee – There was an error pointed out in the minutes. It should read the Loose (not Nolan) met with the contractor. Kieso will make the correction. Action - to accept the minutes from the committee minutes with the correction and place them on file - motion: Stenklyft; second: Nolan; carried. Discussion on park bathrooms and budgeted items – Kieso stated that she is waiting on costs from Jared from Robert E. Lee on what the cost would be for them to bid and engineer the project. Fochs then explained the costs and the items that the committee is recommending regarding the park. It was decided that the outlets would be cut because it couldn't be justified to spend that for just one event. Everything else came in under budget. Action – to approve the budgeted items with the total cost not to exceed \$5k – motion: Nolan; second: Loose; carried.

Discussion and possible action regarding allowing a memorial park bench to be installed by the south ballfield – Plate explained that he was contacted regarding the park bench and stated that he would bring it to the Board. A Hilbert High School student's father passed away recently, and they would like to place the bench in his memory by the ballfield. The bench would be ordered from Valders Stone and there would be zero cost to the Village. Action – to approve placing the memorial bench by the south ballfield as requested – motion: Stenklyft; second: Nolan; carried.

Architectural Committee Meeting – Action - to accept the minutes from the committee minutes as presented and place them on file - motion: Stenklyft; second: Nolan; carried.

Discussion and possible action on the recommendation from the committee regarding a new house construction in Village Meadows – The committee recommendation is to approve the plans for the construction of the house located at 1104 W. Thorn Creek Dr. Action – to approve the plans as presented – motion: Stenklyft; second: Krueger; carried.

Discussion and possible action regarding the Local Lounge's request for the Farmer's Market Events – This was tabled at the last meeting where it was suggested that Nicole gets permission from the surrounding businesses regarding closing off the street for the After Dark Event since there were some issues from the previous year. Stenklyft stated that he would like to make a motion to approve all the day and night events. Roehrig stated that he did not ask for a motion. Stenklyft replied that he is not rescinding his motion. Roehrig wanted more discussion on it. He would like to see the night event addressed as a separate approval; separate from the day events. He wants to make sure that the Village Hearthstone concerns are considered since they had an issue last year regarding signs. It was brought up that when the Cheesehead Run takes place no businesses are contacted about the street closure. They get approval from the Board to close the street and the event is held. Why should this be any different? Kieso stated that Stenklyft's motion must be addressed and if it fails to pass then Roehrig can make a new motion. Stenklyft stated his motion once again. Action – to approve the requests for all the events from the Local Lounge – motion: Stenklyft; second: Loose; carried by majority vote (4-1).

Discussion and possible action regarding employee vacation – Plate stated that he was just wondering where the topic of vacation stood since the full-time employees inquired about months ago. He heard that it was going to be addressed in the new handbook but wanted to know directly from the Board how the request is being handle. Loose read the vacation section from the purposed employee handbook. After 90 days of hire the employee receives 5 days. After 2 years, the employee gets an additional 5 days – bringing the total to 10 days. After this, the employee will receive 1 additional day every year for up to 20 days. After 20 years the employee will receive the maximum number of vacation days, which is 25. Plate stated that this answers his questions and he just wanted to have an update. Roehrig went around to the employees that were present to see if there were any additional questions regarding vacation. Kieso stated that she just wanted to know that requests for additional can be made and addressed at any time and that the current request was being acknowledged. Roehrig stated that October is the time for employee review, but a request can be made at any time. There were no other questions.

Discussion and possible action regarding the final draft of the 2024 handbook – Loose explained that the Village employee handbook is now completed and needs the Board members approval. She stated that one addition would be for the cleaning position job description. This

was on the desks for the Board members to review. After some discussion it was stated that everything seems to be complete. Action – to approve the 2024 Village employee handbook as presented – motion: Loose; second: Stenklyft; carried.

Village Board Member Information Report – There was nothing.

Village Personnel Information Report – There was nothing.

President's Report – Roehrig mentioned how both Sharon and Phil Nett serve on some of the Citizen Committees and discussed a gift in Sharon's memory. It was decided that a \$100 donation to St. Jude's in her honor would be nice. Kieso will take care of getting this done and a card sent to the Nett family.

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

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

Action – to accept the purchase to offer on the Village's lot on the corner of 7th St. and Main St. from Lyle & Deb Thiel, with the contingencies, in the amount of \$2,500 with the buyers paying the variance request fee of \$350 and the surveying costs – motion: Loose; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Collins, Nolan, Pulley and Roehrig; carried.

Adjournment – Action – to adjourn – motion: Loose; second: Nolan; carried. The meeting was adjourned at 7:37 p.m.

Missy Kieso

Missy Kieso, Clerk Treasurer