

President Jim Schrubbe called the regular Board Meeting to order at 7 p.m. on Tuesday, June 13, 2023. Roll Call – Loose, Krueger, Roehrig, Nolan, Kloehn and Schrubbe. VandenElzen was absent. Others present were Beth Nicklaus, Kim Plate, Mark Fochs, Mike Loose, Troy Christnacht (NexGen), John Melsha (NexGen), Becki Guard (Concord), Nicole Baten (Concord) and Doug Schwalbe (Keller Structures).

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 – Doug Schwalbe addressed the Board. He explained that he is with Keller Structures and that they are working on a project for an addition onto St. Vinnie's. They tore down a part of the existing building (which was actually closer to the lot line due to ordinances when it was constructed) and are adding approximately a 4,000 square foot addition. The new addition will be 12' off the rear lot line; ordinance states that it must be 20'. Schwalbe is looking to go forward with the variance request and hopes that it can be expediated so it doesn't delay the construction. The Board will keep him informed of the status and he was reminded that there is a 15-day waiting period since it needs to be published in the paper and a Public Hearing held with the Board of Appeals and citizens with questions/concerns. He will be updated on the meeting dates when they have been set.

Announcements – The 4<sup>th</sup> of July parade will be on 7-4-23 at 11 a.m. The picnic and fireworks will also be held on that same day.

Consent Agenda – Action – to approve the Board Meeting Minutes and place them on file – motion: Nolan; second: Krueger; carried. Action – to approve the Fire Department Treasurer's Report and the 1<sup>st</sup> Responder's Treasurer's Report and place them on file – motion: Kloehn; second: Krueger; carried.

Reports - The report of labor hours and the building permits reports were presented to the Board. The Safety Grant Reimbursement in the amount of \$500, the Receipt of Quarterly Cable TV Franchise Fees in the amount of \$1,834.97 and the Safe Drinking Water Loan Program – Final Project Closeout Notification were presented to the Board for their information.

Report of Director of Public Works on projects – Plate stated that these will be discussed throughout the meeting since there are line items for them.

Claims – examined and discussed. Action – to pay all claims presented – motion: Roehrig; second: Nolan; carried.

Unfinished Business –

2022 Projects – nothing new. Change Orders – none. Payment Requests – Pay Request #3 in the amount of \$21,351.40 to be made payable to Feaker & Sons was presented to the Board. Action – to approve Pay Request #3 as presented – motion: Roehrig; second: Nolan; carried.

Recycling/Rubbish – The monthly report was presented to the Board. Notice of the 2023 Recycling Grant Award - This grant was for \$8,391.12.

Police Protection for the Village – The April 2023 report was presented to the Board for their information.

Streets Department – Discussion and possible action regarding the drainage tile on properties along 7<sup>th</sup> St. between Main St. and Cedar St. – The easements have been signed by the 2 property owners and everything should be set to go. Plate will get a hold of J&E Construction to get a date set to begin. Fochs Trails Subdivision – Plate stated that the curb & gutter has been completed and directly billed to Fochs from the contractor.

Village Meadows Subdivision – Subdivision Improvements – Plate informed the Board that the pavement of Thorn Creek Dr. has been completed. The trail has also been completed. A streets committee meeting will need to be set up to discuss the dirt pile. Everyone commented how great the new street looks in the subdivision. Phase II Development – Change Orders – none. Payment Requests – none.

Human Resources – Discussion and possible action regarding the proposed employee handbook – Loose has completed the handbook and sent it over to the attorney to get approval/suggestions.

Discussion on distribution of Employee Evaluations – Schrubbe presented the Board with an example of the fire chief evaluation. He feels like this one is more straight to the point and easier to understand. It was also brought up that it would be nice if they could find one similar for the office and Public Works department. Schrubbe will check into this and get them an updated form. He would like to see all of these distributed by June 30<sup>th</sup> in order to get a head start on it.

Park & Recreation Committee – Discussion and possible action regarding the Park Pavilion and Park Bathrooms – Loose thinks that the pavilion will be starting soon; as soon as the doors come in. No action needed.

New Business:

Application for Operator's license – The Board was presented with a list of current applicants for operator's license. This list included: Rebbecca Wollersheim, Kaitlyn Kresal, Samantha Lawrenz, Olivia Kaczorowski, Kaedanse Rother and Travis Miller. Action – to approve the list of applicants as presented; excluding Travis Miller – motion: Roehrig; second: Kloehn; carried. Application Temporary Class B License – Hilbert Lions Club: Hilbert 4<sup>th</sup> of July Parade and Picnic – Action – to approve the license as presented – motion: Kloehn; second: Nolan; carried. Application for Class A & B Beer & Liquor License Renewals – The Board was presented with the list of applications – Action – to approve the applications as presented – motion: Nolan; second: Loose; carried.

Classes/Seminars/Schooling for Employees – Plate stated that Joel would like to re-take the wastewater

general exam – motion: To allow Joel to take the exam – motion: Roehrig; second: Krueger; carried.  
Reports on schooling/training sessions –none

Street Department – Plate informed the Board that there were 6 patches of blacktop that were completed. There were also 6 street signs that were either repaired or replaced. They are working on jetting as time allows.

Wastewater Treatment Facility – The new sign for the facility is now completed and installed. They are waiting to proceed with the 2 pilots and getting a time to schedule those to begin.

Water Department – Plate stated that the chlorine monitoring leak detention is now up and running.

TID District #2 – nothing.

Fire Department – Chief Loose stated that there were 2 fire calls since the last meeting. Nolan thanked Loose and stated that the cheese stand looks really great repainted. Loose informed the Board that the truck and by-laws committees are still working on something to present; it's just hard trying to find a time that works for all the members to meet. The chief convention is coming up next week and all 3 chiefs will be attending. Schrubbe inquired about a salesman coming to a meeting in Hilbert regarding the fire truck and no one was there to meet with him? Loose stated that he spoke to the salesman but nothing was ever set for sure and the meeting was never confirmed. He would prefer not to work with this salesperson anyway from what he has been hearing from other firefighters. There were no Hilbert fire trucks in the Brillion parade on Friday night because they are having a hard time getting firefighters volunteer to go be in the parades. Loose stated that several departments have mentioned this to him. Loose also inquired if he could obtain a key to get into the Village Hall to get his mail after hours since he can't always make it before 4 p.m. He was informed that he could use Anita's key since as a Board member she has one.

Park and Recreation Committee – Discussion and possible action regarding the cleaning service at the Village Hall and the Community Center – Nicklaus informed the Board that the cleaning lady hired though Jan Pro was not working out. Jan Pro is trying to find a replacement for her. We are not being charged for the time when no one is here. Nicklaus will also look about getting refunded for the times the cleaning was down but was not acceptable. Action – to stay with Jan Pro and give them a chance to hire another cleaner and then re-evaluating from there – motion: Nolan; second: Kloehn; carried.

Discussion and possible action regarding library book house at Hilbert Civic Park managed by HHS students – There were no representatives from the student body to present this idea. It was mentioned that in the past with the library houses that they were vandalized quite often. The main problem was that the pages of the books would get ripped out and scattered throughout the park. The Board decided this was an issue they did not want to revisit. Action – to not give permission for there to be a library book house at the Hilbert Civic Park as requested – motion:

Discussion and possible action regarding porta potty at ballfield for Hilbert High School – Plate explained that the Village was contacted by the school to have an early game in the season. At this point, the bathrooms were not open at the park due to temperatures dropping at night. The high school was informed that they had to have a bathroom there in order to play the game. Plate told them that if they wanted to go forward with the game that he could order a porta potty to be at the ballfields that could be used specifically for those games. When the bill arrived in the amount of \$100 it was paid by the Village and then invoiced to the high school. Jason Grenzer contacted Nicklaus via e-mail explaining that he did not think it was right to have to pay for the porta potty. They had their bathrooms open at their fields for two weeks so why couldn't we? Nolan stated that the bathrooms up there are heated so that's not really a comparison. Grenzer is taking it to the school board to see what they think. Roehrig suggested that when the contract is due it should be updated stating if the high school requires a porta potty, then they are liable for paying for it. Action – to wait and see what the school board comes back with regarding the charge – motion: Nolan; second: Roehrig; carried.

Discussion with NexGen about Concord – Troy Christnacht (NexGen), John Melsha (NexGen), Becki Guard (Concord), Nicole Baten (Concord) addressed the Board. They discussed the units on 3<sup>rd</sup> Street that are owned by NexGen and rented out to Concord. The building was remodeled, has 12 units and is available for people aged 55 and older. The group discussed all the advantages the building offers and what extra conveniences that can also be added on to the rent for the residents. They would like the Village to help get the word out and make the community aware that this building has new owners/renters and that it is no longer part of the HUD system. The Board members stated that they would have brochures at the Village office to hand out to those looking, put information about it on Facebook, include it in the monthly newsletter and also get brochures to the Senior Site. They are hoping to get these units rented out and going strong and are interested in looking into other projects within the Village.

Discussion and possible action regarding the health care renewal – The Board members and the employees which were present had a lengthy conversation regarding the health insurance. They went through the pros and cons of staying with the current insurance or switching to a new one. The consensus among the employees was that they like the current policy and that Robin Health Partners offers wonderful customer service and they would not have to switch doctors. The increase was approximately 18%. There was also discussion on what accounts could be used to help for that increase. Action – to approve the renewal of the same health insurance and the employee contribution staying at 17% - motion: Nolan; second: Kloehn; carried.

Discussion and possible action regarding Eastshore Humane Society Agreement – the Village signs this agreement every year. By doing so and giving a donation this enables the Public Works department to bring stray dogs to the humane society if they are not claimed in a timely manner. Kieso stated that the usual amount donated is whatever the sales of the dog license fees that the Village has taken in so far for the year. This year that would be \$551; which is up a little from last year. Action – to sign the agreement and donate \$551 to the Eastshore Humane Society – motion: Kloehn; second: Krueger; carried.

Discussion and possible action regarding the letter on e-mailing and ACH water bills – Nicklaus presented the Board with an example of a letter requesting resident's e-mails and the form for paying their water/sewer bills through ACH monthly. With the new system it will give us the ability to e-mail bills instead of mailing them; which would be a much more effective way to get them to residents every month. The Board had a few additions that they would like to see on the forms but thought that they were a great idea and gave the go ahead to get them done. They would be printed and assembled here in the office. No action needed.

Discussion and possible action regarding Civic Park flowers – Nicklaus presented the Board with the reimbursement form and receipt that was submitted by the residents who plant and take care of the flowers by the Civic Park bell. The reimbursement would be for the cost of the flowers themselves (not maintenance of the flowers). Action – to approve the reimbursement as requested in the amount of \$42.66 – motion: Loose; second: Nolan; carried.

Village Board Member Informational Report – Roehrig mentioned moving the Board meetings to an earlier time so they don't get adjourned so late in the evening. Schrubbe stated that he would have a hard time making it before 6:30 p.m. It was decided it was something to think on and address at the next meeting.

Village Personnel Information Report – Nicklaus brought up to the Board that with residents offering to purchase small portions of Village property and the legalities of who owns what; at which point do we say that the resident needs to hire a lawyer to find out the information? Because right now, with all the questions, the lawyer fees will be adding up. The Board stated that they feel it should be the cost of the resident if they are the ones looking for legal advice regarding lot lines, purchasing or questions regarding their property. Schrubbe stated that this can be addressed more at upcoming meetings and he wants to research to see if there are any ordinances enforcing this subject.

President's Report – Schrubbe reminded the Board to start thinking of scheduling budget meetings. He would like to see them completed between July and August; before September's Board meeting. He told Chief Loose to get a meeting started with townships regarding the fire contracts in July so there is plenty of time to go over everything. Schrubbe also stated that he found an ordinance stating that the Village has a tree committee; which consists of citizens and Board members. No one was aware of this. He said that we will have to look into maybe getting the Ordinance changed if we do not want to have a tree committee.

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: Kloehn; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Kloehn and Schrubbe; carried.

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

No action taken from closed session.

Adjournment – Action – to adjourn – motion: Loose; second: Kloehn; carried. The meeting was adjourned at 8:49 p.m.

*Missy Kieso*

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Missy Kieso, Deputy Clerk Treasurer