

President Mark Breckheimer called the regular meeting of the village board to order at 7 p.m. on Tuesday, November 10, 2015.

Roll Call – all members reported present. Others present were Karl Propson, Mike Loose, Josh McDonald, Ed Byrne from the Brillion News and Charlie Fochs.

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 – Charlie Fochs stated that there are items being brought into the compost site from non residents. He stated that he caught one of them and they thought that because they had a Hilbert mailing address they could bring items here. The compost site is only for village residents. He asked that something be put in the Brillion News about this. It was also brought up that the issue with the loud muffler on 11<sup>th</sup> St. is still going on. Breckheimer will follow up with the sheriff's department.

Announcements – Nomination papers for the village board can be circulated beginning 12/1/15 and the deadline for submittal is 5 p.m. on 1/5/16. The trustees up for election are Gary Boesch, Jim Koffarnus and Dan Starfeld. The Hilbert/Potter Optimist Club Annual Bingo Bash is 11/21/15 at the community center. The next Civic Association meeting will be 11/17/15 at Deer Run in Brillion. It was announced that the clerk's office will be closed on 11/13, 11/18 and 11/19.

The village then conducted the public hearing on the proposed 2016 budgets for all funds. The Notice of Limit to Qualify for a 2017 Expenditure Restraint Payment was presented to the board. The overall budget for the General Fund would be limited to a 1.9% increase. DuPrey stated that the proposed budget does meet this requirement. It provides an additional over \$7,000 to the village in aid that would be lost if we didn't meet the limit. DuPrey then presented the proposed budgets as they were amended in October. He stated that there was one change to the water fund budget to add the main repair for 2<sup>nd</sup> St. which would be paid from reserve funds set aside. It had been budgeted for in a previous year but not completed. It is anticipated to be completed now in 2016. DuPrey also stated that there was one oversight on a reserve that was supposed to be used but wasn't included in the October documents. By adding the application of this reserve, it reduces the amount that would need to be budgeted from coming out of fund balance to \$744. DuPrey also stated that the local tax rate (our portion) would increase by \$.56 per \$1,000 valuation. He stated that on a \$150,000 home, the local share of taxes are set to increase 84 per year. He stated that the increase is tied to the TID District increases in valuation. Breckheimer then asked the public if they had any input regarding the proposed 2016 budgets. There was none received. Action – to adopt the 2016 Sewer Fund Budget as presented – motion: Koffarnus; second: Roehrig; carried. Action – to adopt the 2016 Water Fund Budget as amended and presented – motion: Koffarnus; second: Keuler; carried. Action – to adopt the 2016 TID #1 Budget as presented – motion: Koffarnus; second: Piepenburg; carried. Action – to adopt the 2016 First Responder Budget as presented – motion: Koffarnus; second: Starfeld; carried. Action – to adopt the 2016 TID #2 Budget as presented – motion: Koffarnus; second: Boesch; carried. Action – to adopt the 2016 CDA Budget as presented – motion: Koffarnus; second: Keuler; carried. Action – to adopt the 2016 Capital Improvements Budget as presented – motion: Keuler; second: Boesch; carried. Action – to adopt the 2016 General Fund Budget as amended and presented – motion: Starfeld; second: Koffarnus; carried. Action – to set the local tax rate at \$7.3098799 – motion: Koffarnus; second: Roehrig; carried. President Breckheimer declared the public hearing closed.

The remainder of the village board meeting then took place.

Minutes – Action – to approve the board meeting minutes from the last several meetings as presented – motion: Koffarnus; second: Boesch; carried. The fire department minutes were presented to the board. Koffarnus questioned how the End of Summer Celebration went. Mike Loose stated that it wasn't great but it was alright. It was noted that a full report would need to be submitted. Action – to accept the fire department minutes and place them on file – motion: Koffarnus; second: Starfeld; carried. The minutes from the first responders was presented to the board. Action – to accept the first responder minutes and place them on file – motion: Koffarnus; second: Piepenburg; carried.

Treasurer's Report for the Village of Hilbert - balances – \$164,672.85 General fund; \$347,113.02 Sewer fund; \$55,225.93 Water fund; \$3.00 Clean Water fund; (\$805.74) TID #1 fund; \$676,777.01 T-Plus fund; \$19,668.13 First Responder fund; (\$503,140.91) TID #2, \$457.03 CDA; \$190,178.28 Capital Improvements Fund. Action – to approve the treasurer's report as presented – motion: Koffarnus; second: Starfeld; carried. The fire department treasurer's reports from the last two months was presented to the board. Action – to approve the treasurer's reports from the last two months from the fire department as presented – motion: Koffarnus; second: Boesch; carried. The treasurer's reports from the first responders was presented to the board. Action – to approve the treasurer's reports from the first responders as presented – motion: Koffarnus; second: Roehrig; carried.

Claims - examined and discussed. There was some question on the bill from C&R Pumpers. They billed us for hauling Potter's sludge and it should not have been that way. Action – to pay all claims except the C&R Pumpers bill – motion: Starfeld; second: Boesch; carried.

Correspondence – The MEG newsletter was presented to the board. There were no letters from Time Warner Cable. The Focus newsletters were presented to the board for their information. There was no Boardman & Clark newsletter received. Notice from the Department of Administration regarding the final

estimate of 1/1/15 population of 1,171 residents was presented to the board for their information. An email from the Fox Cities Regional Partnership regarding their Talent Upload Program was presented to the board for their information.

Reports - The report of labor hours was presented to the board for their information. The monthly report on building permits was presented to the board for their information. Notice of receipt of the quarterly Cable TV Franchise Fees in the amount of \$2,318.76 was presented to the board for their information.

Unfinished Business:

2015 Projects – nothing new.

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.

The second reading of Ordinance 2015\_04 to amend the licensing ordinance to allow for the issuance of temporary retail licenses was presented to the board. DuPrey also noted that the language on the 2016 police contract has been worked out to our satisfaction.

Fire Department – Chief Mike Loose reported that there were 6 fire calls since the last meeting. He also stated that he has met with CD Smith on the school project and has reviewed the first drawings for the Sargento expansion. He stated that he has requested and they will be installing a fire connection on the northeast corner of the building for the sprinkler system. There was nothing new to report on the equipment truck purchase. There was nothing new to report on the knox boxes.

TID District #1 – Nothing new.

TID District #2 – Nothing new.

Street Committee – Boesch reported that they are finishing up their segment of meetings in Brillion. He stated that things are up in the air. He will provide the board with their final report once it is received. For the Irish Rd culvert project, Charlie Fochs reported that final inspection was completed and they will see what the stone settling looks like in the spring. There was nothing new to report on the request to lower speed limits on the north side of the village. The sealed bids on the Chevy Dump Truck were opened. Bids received were as follows:

1. Nick Mirsberger - \$3,500
2. Greg Hackbarth - \$5,000
3. Keith Hiebing - \$2,500

Action – to award the bid for the 1990 Chevy Dump Truck to Greg Hackbarth for \$5,000 – motion: Boesch; second: Roehrig; carried.

"Looks of Hilbert" (Aesthetics) – There was nothing new to report on the street signs and the Main St. lights.

Wastewater Treatment Plant – Interceptor Sewer Main Replacement Project – Charlie Fochs reported that they are trying to let the weather cooperate. There are 3 manholes that need to be taken care of. He also stated that the springs are running and that the Hernke sump pump is running more again but not as bad as it was before. WWTP Upgrades – Charlie Fochs reported that things are going well. All of the concrete has been poured and the septic receiving tank has been coated. He stated that they will hopefully have the digester operational soon. He also stated that the old lab counters have been removed and the new ones should be coming soon. They also discussed the building issues. Charlie Fochs stated that it is still in the insurance company's hands right now. He did state that there will be major repair work completed at the plant but the final plans are not finalized as of yet. There were no payment requests or change orders for the Interceptor Main Replacement project. Change Order #4 was presented to the board with an increase of \$18,784.87. Charlie Fochs provided an explanation of the details surrounding the change order. Action – to approve Change Order #4 to Oudenhoven Construction for a net increase of \$18,784.87 in the contract price – motion: Koffarnus; second: Starfeld; carried. A draw request of \$392,569.26 was presented to the board for billings received to date. Action – to approve the billings and submit the draw request – motion: Piepenburg; second: Boesch; carried. DuPrey provided an update on the issue with the Mobile Home Park. He stated that he consulted with our attorney and he stated that we do have a pretty good ordinance and we have to personally serve the notice of repair. We cannot mail it. Because they are not in Wisconsin, they have to have an agent stationed in Wisconsin. This was reviewed by our attorney and there is a company in Madison that provides this representation for out of state companies. We have to state the nature of the violation and give a reasonable time to repair it and then we can issue citations. DuPrey stated that in discussions with our legal counsel, a deadline of December 31, 2016 would be reasonable because they could complete the work during the summer months. Action – to proceed with serving the notice and have the attorney draw up the notice and the deadline for compliance is 12/31/16 – motion: Boesch; second: Keuler; carried. The reports of engineering bills to contract/budget were presented to the board for their information.

New Business:

Appointment of Alternate Emergency Government Director – Breckheimer stated that Dan Starfeld would be willing to be the alternate Emergency Government Director. Action – to approve the appointment of Dan Starfeld and the Alternate Emergency Government Director – motion: Boesch; second: Keuler; carried. Starfeld abstained from voting.

Application for operator licenses – none received.

Classes/Seminars/Schooling for employees – A report was presented by Charlie Fochs and Josh McDonald from the Annual WWOA Conference held in Wisconsin Dells. There were no questions from the board.

Insurance Renewal for 2016 – DuPrey presented an estimate from the League of Wisconsin Municipalities Mutual Insurance Company for insurance for 2016. The total amount of the premium would increase by \$43 to \$37,383. Action – to approve renewing the insurance for 2016 with the League of Wisconsin Municipalities Mutual Insurance Company for the amount of \$37,383 – motion: Koffarnus; second: Boesch; carried.

Discussion and possible action regarding conceptual plan for Sargento Foods Expansion Project – A preliminary drawing of the site plan for Sargento Foods planned expansion was presented and reviewed by the board. It calls for a 70,610 square foot building that would be separate from the existing plant. It was originally announced that it would be a 60,000 square foot addition. The board felt that the layout of the building was good and it allows the expansion of the building and possible attachment to the existing plant in the future. Action – to approve the conceptual site plan for the Sargento Foods Expansion Project as presented – motion: Koffarnus; second: Boesch; carried.

Village Board Informational Report – nothing was presented.

Village Employee Informational Report – Charlie Fochs reported that the new loader left to have the wing and plow attached on it.

President's Report – nothing was presented.

The village board then convened into closed session under S.19.85(1)(c) to discuss the results of the second interview with finalists candidates for the Deputy Clerk Treasurer position. Action – to convene into closed session – motion: Boesch; second: Piepenburg; Roll Call Vote – yes: Piepenburg, Koffarnus, Roehrig, Boesch Keuler, Breckheimer; carried.

NOTICE IS FURTHER GIVEN, that the board will reconvene into open session. Action – to reconvene back into open session – motion: Boesch; second: Roehrig; Roll Call Vote – yes: Piepenburg, Koffarnus, Roehrig, Boesch, Keuler, Starfeld, Breckheimer; carried.

Action – to offer the position of Deputy Clerk Treasurer to Marissa Kieso at a rate of \$13.00 per hour – motion: Boesch; second: Piepenburg; carried.

Adjournment – Action – to adjourn – motion: Boesch; second: Keuler; carried. The meeting was adjourned at 8:23 p.m.

*Dennis DuPrey*

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Dennis DuPrey, Clerk