



MEETING MINUTES – VILLAGE BOARD (Regular)

Date/Time: Tuesday August 6th 2024 (6:00 P.M.)

Location: Hobart Village Office (2990 South Pine Tree Road)

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to Order/Roll Call. The meeting was called to order by Rich Heidel at 6:07 pm. Dave Dillenburg, Vanya Koepke, Melissa Tanke, and Rich Heidel were present. Excused: Tammy Zittlow.
2. Certification of the open meeting law agenda requirements and approval of the agenda - ACTION: To certify the open meeting law agenda requirements and approval of the agenda. MOTION: Heidel SECOND: Koepke VOICE VOTE: 4-0.
3. Pledge of Allegiance - Those present recited the Pledge of Allegiance.

4. PUBLIC HEARINGS – None.

5. CONSENT AGENDA (These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Board President if you would prefer separate discussion and action.)

A. Payment of Invoices; B. VILLAGE BOARD: Minutes of July 16th 2024 (Regular); C. SITE REVIEW COMMITTEE: Minutes of June 19th 2024 - ACTION: To approve the consent agenda as presented. MOTION: Koepke SECOND: Dillenburg VOICE VOTE: 4-0.

6. ITEMS REMOVED FROM CONSENT AGENDA – None.

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS (NOTE: Please limit citizens' comments to no more than three minutes)

No one spoke.

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

- We are beginning to work on the Capital Budget Plan and Public Works will begin work on the road schedule.
- The compensation schedule was presented to our employees for feedback. The base wage will be set by the Board in September.
- The Election is August 13. The roundabout will be closed on Election Day; closure starts on August 8th thru August 15th
- Planning and Zoning will likely not be held in August.
- Site Review will likely not be held in August.
- The golf outing is on Monday Aug 12.
- Our E-recycling Event is being held on August 17 at the Public Works building.
- National Night Out is tonight. We are at 3 locations, two in Hobart and one in Lawrence.

9. COMMITTEE REPORTS AND ACTIONS

A. DISCUSSION AND ACTION - Revised landscape plan for Fire Station (2703 S. Pine Tree Rd., HB-83-1)

The Village Fire Station, located at 2703 S. Pine Tree Rd., was recently constructed and Village Staff has been working with adjoining property owners to provide a landscape buffer between the new Fire Station complex and the adjoining residential properties. This request was for the review of the revised landscape plan for the west complex. (Site Review Committee)

ACTION: To accept the site review report to approve the revised landscape plan as submitted with the total number of arborvitaes being planted along a portion of the west property line varying slightly to comply with the total lineal distance of plant area and the planting spacing as noted on the submitted plan. MOTION: Heidel SECOND: Koepke VOICE VOTE: 4-0.

10. OLD BUSINESS

A. DISCUSSION AND ACTION – Hobart-Lawrence Police Department Personnel Manual

These guidelines are offered to help employees understand what is expected of them in an effort to create a workplace that makes it possible for employees to maximize their potential and achieve professional growth. The purpose of these guidelines is to reduce misunderstandings, promote uniformity of policy/procedure throughout the department, and provide employees with a clear outline of employee benefits. This is the second reading for this proposal.

ACTION: To approve the Hobart-Lawrence Police Department Personnel Manual contingent upon Town of Lawrence approval at a later date. MOTION: Heidel SECOND: Tanke VOICE VOTE: 4-0.

B. DISCUSSION AND ACTION – Hobart-Lawrence Police Department Career Development Program

The primary purpose of this policy and procedure is to establish guidelines for administering a career development program referencing application of the Village of Hobart's policy entitled Village Pay Plan and Program specifically concerning the Hobart-Lawrence Police Department. The policy will also address continuing education by employees. This is the second reading for this proposal.

ACTION: To approve the Hobart-Lawrence Police Department Career Development Program contingent upon Town of Lawrence Approval at a later date. MOTION: Dillenburg SECOND: Koepke VOICE VOTE: 4-0.

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Hobart-Lawrence Police Department Building Concept

Under the proposal, Lawrence is planning a new Fire Station, with building space being provided to the police department for several offices and parking. Hobart would then build their own standalone public safety center, likely in 2028, which would house the police department and all its needs.

ACTION: To approve the Hobart-Lawrence Police Department Building Concept as presented. MOTION: Tanke SECOND: Dillenburg VOICE VOTE: 4-0.

B. DISCUSSION AND ACTION – Animal Shelter Services Agreement with Wisconsin Humane Society

ACTION: To approve the Animal Shelter Services Agreement with Wisconsin Humane Society as presented. MOTION: Dillenburg SECOND: Tanke VOICE VOTE: 4-0.

C. DISCUSSION AND ACTION – Wood Harvest Permit

This permit was created earlier this year to grant limited permission to access Village property to cut and remove wood from fallen trees (Wood Harvesting) subject to certain conditions and restrictions, including a Hold Harmless Indemnification and Waiver Agreement. The Board approved the permit for Hobart residents exclusively until September 1st. Staff is looking for direction on whether the Board wishes to expand the eligibility for the permit to non-Hobart residents.

ACTION: To approve extending the eligibility of the Wood Harvest Permit to all interested parties, resident and nonresident alike. MOTION: Heidel SECOND: Koepke VOICE VOTE: 4-0.

D. DISCUSSION AND ACTION – Adjustment in Public Works Salaries for Existing Employee and Open Position

Earlier this year, a retirement in the Public Works Department (Water Operator) created an opening, which was filled with an internal hiring. This naturally created another vacancy in the department. There have been virtually no applications for the position, leading to staffing and efficiency issues. One remedy being proposed is an increase in the base pay for the position (\$22.00 per hour to \$24.00 per hour), which will result in other adjustments needing to be made in the department's salary structure

ACTION: To approve an adjustment in Public Works Salaries for the existing employee and the open position as proposed by staff effective upon the hiring of the new employee. MOTION: Dillenburg SECOND: Tanke VOICE VOTE: 4-0.

E. DISCUSSION - Items for future agenda consideration or Committee assignment

The new compensation plan.
The Capitol Budget.

ACTION: To recess prior to going into closed session (7:06 PM). MOTION: Heidel SECOND: Koepke VOICE VOTE:4-0.

F. ADJOURN to CLOSED SESSION (7:20 PM) – ACTION: To go into closed session under 1) Under Wisconsin State Statute 19.85 (1) (e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session RE: Sale of Property/TID Projects/Development Agreements, and 2) Under Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Tribal Affairs; Potential Litigation MOTION: Heidel SECOND: Koepke ROLL CALL VOTE: 4-0

G. CONVENE into open session (8:43 PM) – MOTION: Heidel SECOND: Koepke ROLL CALL VOTE: 4-0

H. ACTION from closed session – ACTION: To approve the payment of \$4,413.35 to the North Hobart Business Park LLC for reimbursement of an incorrectly assigned Agricultural Conversion assessment. MOTION: Tanke SECOND: Heidel ROLL CALL VOTE: 4-0 ACTION: To approve the hiring of Ryan Biese as Working Foreman in the Public Works Department MOTION: Koepke SECOND: Tanke ROLL CALL VOTE: 4-0

12. ADJOURN (8:48 PM) – MOTION: Dillenburg SECOND: Heidel VOICE VOTE: 4-0

Respectfully submitted by Lisa Vanden Heuvel, Village Clerk