



Notice is hereby given according to State Statutes that the VILLAGE BOARD of the Village of Hobart will meet on Tuesday July 2nd 2024 at 6:00 P.M. at Fire Station #1 (2703 South Pine Tree Road). NOTICE OF POSTING: Posted this 27th day of June, 2024 at the Hobart Village Office and on the village website.

MEETING NOTICE – VILLAGE BOARD (Regular)

Date/Time: Tuesday July 2nd 2024 (6:00 P.M.)

Location: Hobart Fire Station #1 (2703 South Pine Tree Road)

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. Pledge of Allegiance

4. PUBLIC HEARINGS

A. PUBLIC HEARING - Consider a Conditional Use Permit for a residential based wellness facility for substance and alcohol addiction residents located at 4735 Fonda Fields Ct., HB-2485 & HB-2492

Summit Behavioral Health, LLC (Green Bay Recovery Center) had been proposing to purchase the property located at 4735 Fonda Fields Ct., (HB-2485, HB-2492, & HB-2493) and operate a residential based wellness facility for substance and alcohol addiction residents at this location. Their application was withdrawn on June 13th. The Board is being asked to officially close the Public Hearing and take no further action on this matter.

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 (Page 3); B. VILLAGE BOARD: Minutes of June 18th 2024 (Regular) (Page 7) and June 24th 2024 Special (Page 9); C. SITE REVIEW COMMITTEE: Minutes of May 22nd 2024 (Page 10); D. PARK AND RECREATION COMMITTEE: Minutes of April 29th 2024 (Page 13)

6. ITEMS REMOVED FROM CONSENT AGENDA

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

A. DISCUSSION AND ACTION – Resolution 2024-09 (A RESOLUTION OFFICIALLY NAMING THE TIM CARPENTER MEMORIAL NATURE PRESERVE) (Page 15)

The Village-owned property is located in Centennial Centre.

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

A. INFORMATION – 2nd Quarter School Resource Officer Report (Page 17)

9. COMMITTEE REPORTS AND ACTIONS

A. DISCUSSION AND ACTION – Request for Proposals (RFP) for Pickleball Courts at Four Seasons Park (Park and Recreation Committee) (Page 21)

The final draft of the RFP was forwarded out of the June 24th Park and Recreation Committee meeting.

B. DISCUSSION AND ACTION – Request for Proposals (RFP) for Riverdale Dog Park (Page 27)

This park would be located on Village-owned property on Riverdale Drive (County Highway J). The final draft of the RFP was forwarded out of the June 24th Park and Recreation Committee meeting.

10. OLD BUSINESS

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Proposed Changes to the Village Employee (Non-Police) Compensation Plan and Program (Page 33)

The Village uses a format whereby across-the-board salary increases are approved as part of the annual budget process. This new proposal would establish a two-tier compensation plan – a Cost-of-Living Adjustment (COLA) and a Performance Pay Adjustment (PPA) – in addition to creating an performance review process beginning later this fall.

B. DISCUSSION AND ACTION – Reevaluation/Market Adjustment Contract (Page 38)

This contract would be for a reevaluation of the Village in 2026. The contract calls for a payment of \$18,675 in 2025, then the balance of \$56,025 in 2026.

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

D. ADJOURN to CLOSED SESSION:

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
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

E. CONVENE into open session

F. ACTION from closed session

12. ADJOURN

Aaron Kramer, Village Administrator

Village Board of Trustees: Richard Heidel (President), David Dillenburg, Vanya Koepke, Tammy Zittlow, Melissa Tanke

UPCOMING BOARD MEETINGS

Tuesday July 16th 2024 (6:00 PM) – Regular Board Meeting at Village Office
Tuesday August 6th 2024 (6:00 PM) – Regular Board Meeting at Village Office
Tuesday August 20th 2024 (6:00 PM) – Regular Board Meeting at Village Office

NOTE: Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: www.hobart-wi.org. Any person wishing to attend, who, because of disability requires special accommodations, should contact the Village Clerk's office at 920-869-1011 with as much advanced notice as possible. Notice is hereby given that action by the Board may be considered and taken on any of the items described or listed in this agenda. There may be Board members attending this meeting by telephone if necessary.

6/26/2024 12:04 PM

Check Register - Quick Report - ALL

Page: 1

ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 7/02/2024

From Account:

Thru: 7/02/2024

Thru Account:

Check Nbr	Check Date	Payee	Amount
59593	7/02/2024	ABIGAIL MOMMAERTS REFUND OVERPAYMENT DOG LICENSE	10.00
59594	7/02/2024	AMERICAN HERITAGE LIFE INSURANCE COMPANY INSURANCE PREMIUMS DEDUCTED JULY	185.72
59595	7/02/2024	ASHWAUBENON AUTO REPAIR LLC MULTIPLE INVOICES	121.72
59596	7/02/2024	BROWN COUNTY PORT & RESOURCE RECOVERY REFUSE & RECYCLING DISPOSAL MAY	8,985.41
59597	7/02/2024	BROWN COUNTY TREASURER ELECTION CHARGEBACK APRIL 2, 2024	1,205.93
59598	7/02/2024	CINTAS CORP MATS FOR OFFICE 6-19-2024	25.00
59599	7/02/2024	DELTA DENTAL OF WISCONSIN DENTAL AND VISION PREMIUMS JULY	2,111.64
59600	7/02/2024	DIVERSIFIED BENEFIT SERVICES INC. JUNE 125-FSA ADMIN SERVICES	95.00
59601	7/02/2024	DOUG & PATIE BRUSKY REFUND PARK DEPOSIT 6-23-24	175.00
59602	7/02/2024	EZ GLIDE A DIVISION OF ESSENTIAL PROD. CORP. REPAIR DOOR#5 DAMAGED PANELS	1,767.00
59603	7/02/2024	FAIR MARKET ASSESSMENTS ASSESSMENT SERVICES JULY 2024	3,085.00
59604	7/02/2024	FASTENAL COMPANY FASTENERS	20.30
59605	7/02/2024	FIRST NET FIRE DEPARTMENT / DPW 7998	344.68
59606	7/02/2024	GFL - GFL SOLID WASTE MIDWEST LLC REFUSE & RECYCLING COLL JUNE 2615 UNITS	24,811.05
59607	7/02/2024	GLOBO LANGUAGE SOLUTIONS LLC INTERPRETING SERVICES BASIC	98.96
59608	7/02/2024	GREEN BAY METROPOLITAN SEWERAGE DISTRICT TREATMENT COSTS JUNE	93,370.83
59609	7/02/2024	HANNAH SHEEDY REFUND OVERRPAYMENT UTILITY #1725	176.09
59610	7/02/2024	HAWKINS INC. CHLORINE CYLINDERS	40.00
59611	7/02/2024	HSHS EWD MULTIPLE INVOICES	186.00

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Page: 2

ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 7/02/2024

From Account:

Thru: 7/02/2024

Thru Account:

Check Nbr	Check Date	Payee	Amount
59612	7/02/2024	IAN SCHIEFELBEIN REIMBURSEMENT MEAL / EDUCATION	30.83
59613	7/02/2024	IDEMA IDENTITY & SECURITY USA LLC FINGERPRINT SCANNER & CASE	5,100.00
59614	7/02/2024	JOE DENOBLE SEWER & WATER CONSTRUCTION INC. 1178 PLEASANT VALLEY REPAIR	7,000.00
59615	7/02/2024	JOSEPH LYONS REFND PARK DEPOSIT FROM 6/22/2024	175.00
59616	7/02/2024	KAYFIA GORDON & KURT ALLEN REFUND OVERPAYMENT UTILITY #1799	189.94
59617	7/02/2024	KELLI KLUBERTANZ REFUND PARK DEPOSIT FOR 6/1/2024	175.00
59618	7/02/2024	KELLY SCHOEN REFUND PARK RENTAL FOR 6-16-2024	175.00
59619	7/02/2024	KIESLER'S POLICE SUPPLY LLC AIMPOINT PARTOL RIFLE; SHIPPING; BCM CHG	4,017.00
59620	7/02/2024	KROLL'S STUMP GRINDING STUMP GRINDING 48 STUMPS S SIDE SUNLITE	3,500.00
59621	7/02/2024	MCKEEFRY & SONS INC. STONE FOR BASKETBALL COURT	3,097.98
59622	7/02/2024	NEWSC 2024 MEMBERSHIP DUES	1,290.00
59623	7/02/2024	NORTHEAST ASPHALT INC. 3/4" CABC	85.09
59624	7/02/2024	NWTC - GREEN BAY CAMPUS MULTIPLE INVOICES TRAINING & RANGE & EVO	562.00
59625	7/02/2024	ONE SOURCE TECHNOLOGIES ADDITIONAL DOORS FIRE STATION #1	16,651.59
59626	7/02/2024	PENS.COM MUGS POLICE	211.68
59627	7/02/2024	PETERS CONCRETE CO. BASKETBALL COURT 777 CENTENNIAL CENT	312.00
59628	7/02/2024	ROBERT & CYNTHIA HERMANN REFUND OVERPAYMENT CLOSED UTIL #1771	203.47
59629	7/02/2024	SCOTT RUETTEN REFUND PARK DEPOSIT FOR 6/8/2024	175.00
59630	7/02/2024	SECURIAN FINANCIAL GROUP INC LIFE INSURANCE PREMIUMS FOR JULY	862.20

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ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 7/02/2024

From Account:

Thru: 7/02/2024

Thru Account:

Check Nbr	Check Date	Payee	Amount
59631	7/02/2024	STOPSTICK LTD 9' STOP STICK KIT W/TRAY - RED	538.00
59632	7/02/2024	T & C SERVICES LLC STREET SWEEPING MAY 2024	3,850.00
59633	7/02/2024	THARIO BUILDING SERVICES INC CLEANING ALL BUILDINGS	1,378.00
59634	7/02/2024	TRUCK EQUIPMENT INC FULL GRAPHICS CAR 183	825.00
59635	7/02/2024	UMS PRINT SOLUTIONS LLC ELECTION POST CARDS	2,127.47
59636	7/02/2024	VILLAGE OF HOWARD ANIMAL CONTROL MAY 2024	202.67
59637	7/02/2024	WI DEPT OF JUSTICE - CRIME INFORMATION BUREAU BACKGROUND CHECKS	224.00
59638	7/02/2024	WI LAW ENFORCEMENT MEMORIAL 2-FLAGS	130.00
59639	7/02/2024	WI SUPREME COURT 2024 MUN COURT CLERK SEMINAR SEPT12-13	40.00
WEX FUEL	7/02/2024	WRIGHT EXPRESS FUEL ALL DEPARTMENTS	7,140.83
FIRSTNETPOL	7/02/2024	FIRST NET ONLINE PMNT POLICE PHONES	970.24
FIRSTNETBOAR	7/02/2024	FIRST NET BOARD/OFFICE/1-WATER 6922 ACCOU	339.40
Grand Total			198,394.72

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ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 7/02/2024

From Account:

Thru: 7/02/2024

Thru Account:

Amount

Total Expenditure from Fund # 001 - General Fund	56,640.97
Total Expenditure from Fund # 002 - Water Fund	939.86
Total Expenditure from Fund # 003 - Sanitary Sewer Fund	94,428.80
Total Expenditure from Fund # 007 - Storm Water Fund	16,331.52
Total Expenditure from Fund # 010 - Parks & Recreation	875.00
Total Expenditure from Fund # 011 - ARPA	12,526.98
Total Expenditure from Fund # 012 - Fire Department	16,651.59
Total Expenditure from all Funds	198,394.72



MEETING MINUTES – VILLAGE BOARD (Regular)

Date/Time: Tuesday June 18th 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 6:00 pm. Dave Dillenburg, Vanya Koepke, Melissa Tanke (attending via telephone), and Rich Heidel were present. Absent: 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 June 4th 2024 (Regular); C. PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE: Minutes of March 11th 2024; D. 2024-2025 LIQUOR AND CIGARETTE LICENSE APPLICATIONS - ACTION: To approve the consent agenda. 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 under Citizen's Comments.

A. DISCUSSION AND ACTION – Resolution 2024-08 (A RESOLUTION APPROVING THE COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE YEAR 2023) Director Lancelle explained the CMAR for 2023.

ACTION: To approve Resolution 2024-08 as presented. MOTION: Dillenburg SECOND: Koepke VOICE VOTE: 4-0.

B. PRESENTATION – Village Revaluation

Village Assessor Paul Denor will address the likely need for the Village to do a reevaluation in 2026. The last one was undertaken in 2021. Assessor Denor presented the numbers indicating a revaluation is needed to bring the village back into compliance.

No action taken.

C. INFORMATIONAL

1. **2023 Consumer Confidence Report Data Village of Hobart Water Utility** -Presented by Administrator Kramer. And further explained by Director Lancelle.
2. **May 2024 Hobart-Lawrence Police Department Report** – Chief Renkas reviewed items being handled by the Department.
3. **Village Investment Report** – Reviewed by Administrator Kramer.
4. **2024 Budget Update** – Reviewed by Administrator Kramer.

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

Site Review Committee meets tomorrow.

Park & Reck meets next Monday, June 24.

Board of appeals will need to meet on July 10.

Ground breaking for Martor was held this morning. They are open and operational.

New office hours take effect this week.

Road projects remain on pace.

One additional check was added to payment of invoices for WPS.

The Public Hearing for July 2 has been cancelled because the application has been withdrawn. The meeting will still be held at the Fire Station.

9. COMMITTEE REPORTS AND ACTIONS

A. DISCUSSION AND ACTION – Current Tree Conditions in Polo Point (Public Works and Utilities Advisory Committee)

A number of residents in the Polo Point Subdivision have requested that the trees impacted by the Emerald Ash Borer be removed by the Village, and a reforestation plan be considered. Director Lancelle discussed the number of trees in the Village right of way that have been affected by the Emerald Ash Borer

No action was taken.

B. DISCUSSION AND ACTION – Review and Discuss the Lowering of the Speed Limit And Sidewalks on Copilot Way and Autumn Joy Drive (Public Works and Utilities Advisory Committee)

A petition has been filed with the Village requesting that a sidewalk be installed from Autumn Joy to South Pine Tree Road, and that the speed limit on Autumn Joy be reduced from 35 MPH to 25 MPH.

No action was taken.

10. OLD BUSINESS – none.

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Authorization to Issue Request for Proposals for Financial Advising Services

The Village of Hobart ("the Village"), Wisconsin is inviting proposals for the purpose of selecting a firm to serve as Financial Advisor to the Village. The selected vendor will be contracted for a term beginning October 1, 2024. The Financial Advisor will assist the Village in the analysis, structure, issuance, and management of debt. The Financial Advisor may also be called upon to provide other financial advisory services. Administrator Kramer reviewed the need for Request for Proposals

ACTION: To approve authorization to issue request for proposals for financial advising services. MOTION: Heidel SECOND: Tanke VOICE VOTE: 4-0.

B. DISCUSSION AND ACTION – Municipal Court Proposals

The proposal includes an increase of the Municipal Court Judge's salary by \$1,000 per year in 2025, 2026 and 2027, to bring the salary more in line with the average regional salary for a municipal judge, and the relocation of the current court operations from the Hobart Village Office to the Hobart Fire Station on South Pine Tree Road, at a future date to be determined.

Appearing before the board:

Judge Gregg Schreiber, Hobart Lawrence Municipal Court.

ACTION: To approve the increase of the Municipal Court Judge's salary by \$1,000 per year in 2025, 2026 and 2027, and to support the relocation of the current court operations from the Hobart Village Office to the Hobart Fire Station on South Pine Tree Road, at a future date to be determined, and to forward these proposals to the Town of Lawrence for action. MOTION: Heidel SECOND: Tanke VOICE VOTE: 4-0.

C. DISCUSSION AND ACTION – Authorization to Order Water Meters

Staff is seeking authorization to spend Water Utility Reserve Funds (\$50,400) to order 500 water meter transponders (for reading the water meters). Director Lancelle explained the funding need for the transponders.

ACTION: To approve the use of Water Utility Reserve Funds (\$50,400) to order 500 water meter transponders (for reading the water meters). MOTION: Dillenburg SECOND: Tanke VOICE VOTE: 3-0. Koepke abstained.

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

July 2 Village Board Meeting will still be held at Fire Station One.
Compensation Discussion.

ACTION: To recess prior to going into closed session (7:09 PM). MOTION: Heidel SECOND: Dillenburg VOTE:4-0.

E. ADJOURN to CLOSED SESSION (7:30 PM): ACTION: To go into closed session 1) Under Wisconsin State Statute 19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility RE: Personnel, 2) 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 3) 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: Dillenburg ROLL CALL VOTE: 3-0.

F. CONVENE into open session (8:36 PM) – MOTION: Heidel SECOND: Koepke ROLL CALL VOTE: 3-0.

G. ACTION from closed session – None.

12. ADJOURN (8:37 PM) – MOTION: Dillenburg SECOND: Koepke VOTE: 3-0.

Respectfully submitted by Lisa Vanden Heuvel, Village Clerk



MEETING MINUTES – VILLAGE BOARD (Special)

Date/Time: Monday June 24th 2024 (12:00 PM)

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 12:05 pm. Dave Dillenburg, Vanya Koepke, and Rich Heidel were present. Excused: Tammy Zittlow and Melissa Tanke.
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: 3-0.
3. Pledge of Allegiance - Those present recited the Pledge of Allegiance.

4. NEW BUSINESS

A. DISCUSSION AND ACTION - Temporary Class “B” License application from the Fire Association for the Hobart 3rd Annual Summer Celebration

The event is being held on Saturday June 29th.

ACTION: To approve the Temporary Class “B” License application from the Fire Association for the Hobart 3rd Annual Summer Celebration. MOTION: Heidel SECOND: Koepke VOICE VOTE: 3-0.

5. ADJOURN (12:07 PM) – MOTION: Dillenburg SECOND: Heidel VOTE: 3-0.

Respectfully submitted by Lisa Vanden Heuvel, Village Clerk



Village of Hobart Site Review Committee Minutes
Hobart Village Office; 2990 S. Pine Tree Rd, Hobart, WI
Wednesday, May 22, 2024 – 5:30 pm

1. Call to Order, Roll Call:

The meeting was called to order by Dave Dillenburg at 5:32 pm. Roll call: Dave Dillenburg, aye; Tammy Zittlow, aye; Steve Riley, absent; Dave Baranczyk, excused; Tom Tengowski, aye; Peter Zobro, absent; Rick Nuetzel, aye.

2. Verify/Modify/Approve Agenda:

Motion Rick Nuetzel, seconded by Tammy Zittlow, to approve the agenda as presented. Motion carried 4-0.

3. Approval of Site Review Minutes:

Motion by Dave Dillenburg, seconded by Rick Nuetzel, to approve the October 18, 2023, minutes as presented. Motion carried 3-0. Tom Tengowski abstained.

4. Public Comment on Non-Agenda Items:

None.

5. DISCUSSION AND ACTION - New 11,873 square foot commercial building and associated site improvements – 4999 Founders Terrace, HB-524-2:

Director of Planning & Code Compliance, Todd Gerbers, presented the committee with the proposed project.

The committee discussed.

Peter Zobro joined the meeting at 5:42 pm.

Steve Riley joined the meeting at 5:43 pm.

David O'Brien, Bayland, was available to answer questions regarding the project.

Motion by Rick Nuetzel, second by Peter Zobro to conditionally approval of the site plan as submitted, subject to the following:

1. Increase width of paved driveway from 12' to 14' in southwest exit lane from center vacuum area
2. Add hydrant to west side of building in green area south of west vacuum area
3. Village hydrant relocation can be performed by onsite utility contractor under Village supervision and standards
4. Founders Terrace roadway concrete replacement will be full panel replacement approved by the Village and replaced per original roadway specifications
5. Light Pole relocation will be by Village contractor reimbursed by developer
6. Wall signs to be located as noted on the submitted building elevation drawing with the possibility to locate a second wall sign on the side walls (Noth and South elevations) of the

two end tenant units. Signage details for all proposed signs on site shall be submitted for approval prior to installation

7. Alterations to the landscape plan following confirmation from WPS on the 20' gas line easement located along Centerline Dr. shall be approved by Village Staff. This may include the reduction in the number of trees located along Centerline Dr.
8. Should any equipment being installed on the roof it shall be screened from view by materials compatible with those used for the principal structure. Any such equipment located on the ground shall be screened from view by landscaping or fencing to compliment the building and overall landscaping

Motion carried 6-0.

8. Adjourn:

Motion by Tammy Zittlow, seconded by Tom Tengowski, to adjourn. Motion carried 6-0. Adjourned at 6:17 pm.



Village of Hobart Parks & Recreation Committee Minutes Monday April 29th 2024

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call (5:30 PM) – Mary Jane Hemmy (Chairperson), Laura Lear (Vice-Chairperson), Cynthia Silvers, Kassie Freckman, Jane Jerzak and Tammy Zittlow (Alternate) were present.
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: Lear SECOND: Jerzak VOTE: 6-0
3. Public Comment on Non-Agenda Items - None
4. Approval of the March 18th 2024 minutes - MOTION: Lear SECOND: Freckman VOTE: 6-0

ACTION ITEMS

5. DISCUSSION AND ACTION – Election of Committee President and Vice President - ACTION: To nominate Mary Jane Hemmy as Committee President MOTION: Jerzak SECOND: Silvers VOTE: 6-0 ACTION: To nominate Laura Lear as Committee Vice President MOTION: Hemmy SECOND: Freckman VOTE: 6-0
6. UPDATE – Current Projects - Administrator Kramer updated the Committee of the Village Board's recent action to move ahead with Sorenson Family Park in Centennial Centre, as well as the progress of installing a multi-use trail in the southeastern area of the Village. No action was taken.
7. DISCUSSION AND ACTION – Long-Term Park and Green Space Planning - Staff, at the last meeting, presented a number of options on what amenities and improvements could possibly be made to the inventory of parks and green spaces the Village owns. The Committee discussed the proposals before making recommendations to the Village Board and made the following recommendations to the Village Board: 1) Creation of a dog park in Riverdale Park, 2) Installation of pickleball courts in Four Seasons Park, and 3) installing a park adjacent to the new Fire Station on South Pine Tree Road. Jerzak asked that the Committee also look at the possibility of installing a walking trail on Centennial Centre Boulevard west of Hill Road to Pine Tree Road and pursue the development of a walking/bike trail along the old railroad path from Oneida to Pamperin Park.
8. DISCUSSION AND ACTION – Current Four Seasons Rental Policy - Staff was seeking input from the Committee on possible changes to the rental form and policy to forward to the Village Board. The main change was to require all fees and deposits be paid prior to any site being rented. ACTION: To approve a recommendation to the Village Board to change the Four Seasons Park Rental Contract to require all Deposit and Rental Fees due upon reservation of the facility MOTION: Zittlow SECOND: Jerzak VOTE: 6-0
9. DISCUSSION AND ACTION - Chapter 215 (Parks and Recreation Areas) - Staff was seeking input from the Committee on possible changes to the parks and recreation areas ordinance to forward to the Village

Board. The consensus of the Committee was to ask the Police Chief to review the Ordinance and make recommendations on changes for the Committee to consider.

10. DISCUSSION AND ACTION - Items for Future Agendas/Scheduling of Next Committee Meeting – Kramer said the next meeting would likely deal with the previous park proposals if they receive a positive response from the Board.

11. ADJOURN (6:58 PM) – MOTION: Zittlow SECOND: Lear VOTE: 6-0



RESOLUTION 2024-09

A RESOLUTION OFFICIALLY NAMING THE TIM CARPENTER MEMORIAL NATURE PRESERVE

BY THE VILLAGE BOARD OF THE VILLAGE OF HOBART, WISCONSIN:

WHEREAS, Tim Carpenter served the Village of Hobart as an appointed Village Trustee from October 2003 through April 2005, and then was elected to the Village Board of Trustees in April 2005 and re-elected in 2007, and;

WHEREAS, Tim was elected to the Brown County Board of Supervisors in 2010 and re-elected in 2012, and;

WHEREAS, Tim returned to the Hobart Village Board as an elected trustee in 2015 and successfully stood for re-election in April of each of the following years: 2017, 2019, 2021, and 2023, and;

WHEREAS, Tim had a key role in the acquisition of the property that now constitutes Tax Increment District #1 ("TID #1"), commonly known as Centennial Centre, and its subsequent development, and;

WHEREAS, a portion of TID #1 has been set aside as undevelopable land due to its condition as a wetland or other environmentally sensitive nature, and;

WHEREAS, the Village has been able to make minor improvements in a portion of this undevelopable land to facilitate its accessibility to pedestrians, while maintaining its appeal as a haven for wildlife, birds and native trees and plants, and;

WHEREAS, the most accessible of these undevelopable lands is designated as Parcel HB-537-4, which is legally described as "326,930 SQ FT OUTLOT 1 OF 60 CSM 61 BNG PRT OF SE1/4 NW1/4 SEC 11 T24N R19E & BNG PRT OF OUTLOT 7 OF CENTENNIAL CENTRE AT HOBART 1ST ADDN A COUNTY PLAT," with the Brown County Register of Deeds (see Attachment A);

THEREFORE, BE IT RESOLVED THAT, the Village of Hobart Board of Trustees does honor the memory and dedication of Tim Carpenter for his years of service on the Village Board of Trustees, and to the residents of Hobart, Wisconsin, by designating that area recorded as HB-537-4 as "The Tim Carpenter Memorial Nature Preserve," and directs the Village staff to design and install the signage needed, at a visible location, to publicly acknowledge this designation and Tim Carpenter's service to Hobart community.

Adopted this 2nd day of July, 2024.

Richard R. Heidel, Village Board President

Attest:

Lisa Vanden Heuvel, Village Clerk

Aaron Kramer, Village Administrator

ATTACHMENT A



2024

VOL. 2

APRIL - JUNE

QUARTERLY

SCHOOL RESOURCE OFFICER REPORT





CATEGORY DESCRIPTIONS



Student Relations:

- Positive Interactions
 - Examples: Spending time during lunch, going out for recess, interacting in the office and/or hallway between classes, building relationships through school-based activities
- Interventions
 - Examples: De-escalation, counseling, working with IEP's, working with staff to be proactive with student issues or concerns

Education / Presentations:

- Examples: Classroom presentations, staff training or presentations, classroom teaching on law enforcement topics and safety

Safety:

- Examples: Code Red Drills, Code Yellow Drills, ALICE Drills, K-9 Sniff, Crime prevention through environmental design and proactive safety measures for the building

Meetings:

- Examples: Concerts, sporting events, parent teacher conferences, club events, PTO meetings

CPS Cases / Investigations / Citations / Truancy:

- CPS cases and investigations
- Referrals / Citations
- Truancy

Trainings:

- Trainings attended

APRIL

SCHOOL NAME	student relations	education / presentations	safety	meetings	cps cases / investigations citations / truancy	trainings
Pulaski High School	44	2	2	7	19	
Pulaski Community Middle School	38	2		3		
Glenbrook Elementary	22		1		1	
Sunnyside Elementary	1					
Fairview Elementary	8			1		
Lannoye Elementary	38		5	1		
Hillcrest Elementary	41			2		
Totals	192	4	8	14	20	0

MAY

SCHOOL NAME	student relations	education / presentations	safety	meetings	cps cases / investigations citations / truancy	trainings
Pulaski High School	52	2	1	6	13	
Pulaski Community Middle School	34		2		3	
Glenbrook Elementary	19		2			
Sunnyside Elementary	7		1			
Fairview Elementary	11			1		
Lannoye Elementary	20	5				
Hillcrest Elementary	29				1	
Totals	172	7	6	7	17	0



**VILLAGE OF HOBART, WISCONSIN
REQUEST FOR PROPOSALS – PICKLEBALL COURTS**



Section 1 – Introduction

The Village of Hobart (“the Village”), Wisconsin is soliciting Requests for Proposals (RFP) from qualified contractors to construct two (2) and possibly (4) pickleball courts at Four Seasons Park (471 Four Seasons Drive, Hobart). The area of the park where the courts would be constructed is highlighted in black in Attachment A.

The Village is in northeast Wisconsin in Brown County, adjacent to the Austin Straubel International Airport, approximately 120 miles northwest of the City of Milwaukee, bordering the western border of the City of Green Bay, and 30 miles northeast of the City of Appleton. The Village encompasses approximately 33 square miles. The 2023 Wisconsin Department of Administration population estimate for the Village is 10,808, a 5.85% increase over the 2020 population census of 10,211, and a 74.83% increase since the 2010 Federal Census report of 6,182. The 2023 growth was the result of a total of 71 new housing units added within the Village during 2022.

Section 2 - Timeline for the process

The following is a list of the important dates for activities related to the RFP process:

RFP released	July 2, 2024
Submission Deadline	August 2, 2024 (11:00 AM)
Vendor Interviews	August 5-10, 2024
Village Board Action	August 19, 2024

The Village reserves the right to change these dates and will post the changes on its website. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the Village website.

Section 3 – Proposal Submittal Instructions

- **Timeline for the procurement process** - See Section 2 for the detailed timeline for the procurement process.
- **Submission of questions** - Questions submitted to:
 Aaron Kramer – Village Administrator - Email: aaron@hobart-wi.org Phone: (920) 869-3804
 Jerry Lancelli – Village Director of Public Works - Email: jerry@hobart-wi.org Phone: (920) 869-3807

- **Submission of proposals** - Proposals may be mailed or delivered to:
 Aaron Kramer, Village Administrator
 Attention: Pickleball RFP
 Village of Hobart
 2990 South Pine Tree Road
 Hobart, WI 54115

Alternatively, proposals may be emailed as an attachment, with the email subject “Financial Advising Proposal” and with the email addressed to: aaron@hobart-wi.org.

- **Deadline for Proposals** - The deadline for proposals is Friday August 2, 2024 at 11:00 A.M. All proposals submitted on time become the property of Village upon submission, and the proposals will not be returned to the vendors. By submitting a proposal, the vendor agrees that the Village may copy the proposal for purposes of facilitating the evaluation.

Section 4 – Experience and Qualifications

- **Introduction** - Describe the firm’s organization and size.
- **Firm Experience** - Describe your firm’s experience in constructing pickleball facilities or similar recreational projects.

- **Staff Qualifications** - Provide resumes describing the work experience for each of the key staff who would be assigned to the project. Identify the staff person who will serve as manager and primary contact on the project.
- **Vendor References** - Each applicant must include in their proposal a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

Section 5 – Scope of Project

A. Design and provide engineering estimates and construction documents for the building of two (2) pickleball courts, at a minimum, and four (4) pickleball courts, to be designated as Option A, at Four Seasons. The facility will be built on Village-owned property. It is understood that the actual site location could be adjusted as recommended in writing by the contractor and approved by the Village following the opening of proposals. Each bidder is responsible for inspecting the site.

B. The orientation of the pickleball courts shall be North-South.

C. Designs shall be submitted with a scale drawing of the layout and written descriptions of each component of the Outdoor Pickleball Courts. The contractor must provide bid specifications to these minimum standards:

1) Two pickleball courts – The playing surface court size will be 20' x 44' to the outside edge of the 2" white boundary lines. Each court will be 30' x 60' rectangular.

2) Construction of courts - The construction of the courts shall include, but is not limited to:

A. Remove and stockpile topsoil, excavate and prepare subgrade to specified grade supplied by the Village, verify subgrade compaction to 95% modified compaction.

B. Haul and place eight (8) inches of compacted ¾" crushed aggregate.

C. Test to verify proper compaction of aggregate to 95% modified proctor.

D. Apply 1.75" Asphaltic concrete binder pavement 4 LT 58-28 S, and 1.25" Asphaltic concrete surface pavement 5 LT 58-28 S.

E. Install 4 net post foundations.

F. Apply two (2) coats of black and two (2) coats of ACRYTECH colored full acrylic playing surface (color selected by owner).

G. Stripe two pickle ball courts with one coat of primer and two coats of texturized white line Paint.

H. Install new net posts, new pickleball nets and center straps.

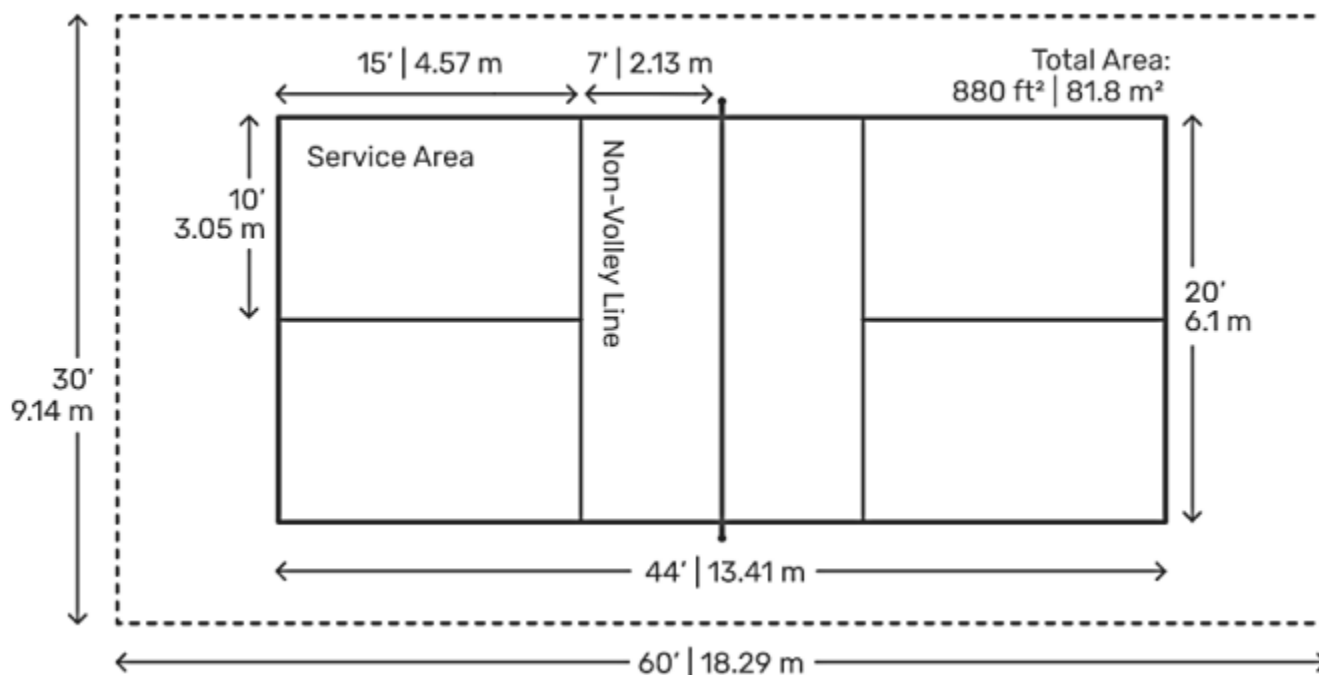
3) All perimeter fencing must include black windscreens.

4) Five (5) feet of hard surface, consisting of the same material as the courts, shall divide the two (2) northernmost courts from the two (2) southernmost courts in Option A.

5) An eight-foot-wide sidewalk leading from the parking lot to the courts, aligning with the hard surface walkway referenced in (4) above, shall be included in the bid.

6) The courts must be green in color. The non-court area shall be charcoal grey. The service area between the courts (in Option A) shall be blue in color.

7) Netting must adhere to the USA pickleball standards with post and sleeves.



Section 6 – Terms and Conditions

Terms and Conditions:

1. The Village reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
2. The Village reserves the right to re-issue any requests for proposals.
3. Upon the selection of a finalist vendor, the Village, by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the Village, for any reason, is unable to reach a final agreement with this vendor, the Village reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid. The Village may also elect to reject all proposals and re-issue a request for proposal.
4. Clarification of proposals: The Village reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information. Please provide an email address or contact/phone number for this.
5. The Village is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the Village.

6. The Village reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in its best interests.
7. The Village reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
8. The vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Village, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.
9. Insurance: Vendor agrees that in order to protect itself as well as the Village, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows: a) Workers' Compensation: minimum amount statutory, and b) Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage.
10. The Village shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the vendor will furnish the Village with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the Village upon any matter herein indemnified against, the Village shall within five (5) working days cause notice in writing thereof to be given to the vendor by certified mail, addressed to its post office address.
11. The Village shall cooperate with the vendor and its attorneys in defense of any action, suit, or other proceedings.
12. Termination of contract. The contract shall include the following language: "without cause termination of contract with 90 days' notice by either party".

ATTACHMENT A



VILLAGE OF HOBART, WISCONSIN REQUEST FOR PROPOSALS – DOG PARK



Section 1 – Introduction

The Village of Hobart (“the Village”), Wisconsin is soliciting Requests for Proposals (RFP) from qualified contractors to construct a dog park facility located at 327 Riverdale Drive Hobart. The area of the dog park and approximate fencing locations are in Attachment A.

The Village is in northeast Wisconsin in Brown County, adjacent to the Austin Straubel International Airport, approximately 120 miles northwest of the City of Milwaukee, bordering the western border of the City of Green Bay, and 30 miles northeast of the City of Appleton. The Village encompasses approximately 33 square miles. The 2023 Wisconsin Department of Administration population estimate for the Village is 10,808, a 5.85% increase over the 2020 population census of 10,211, and a 74.83% increase since the 2010 Federal Census report of 6,182. The 2023 growth was the result of a total of 71 new housing units added within the Village during 2022.

Section 2 - Timeline for the process

The following is a list of the important dates for activities related to the RFP process:

RFP released	July 2, 2024
Submission Deadline	August 2, 2024 (11:00 AM)
Vendor Interviews	August 5-10, 20224
Village Board Action	August 19, 2024

The Village reserves the right to change these dates and will post the changes on its website. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the Village website.

Section 3 – Proposal Submittal Instructions

- **Timeline for the procurement process** - See Section 2 for the detailed timeline for the procurement process.
- **Submission of questions** - Questions submitted to:
 Aaron Kramer – Village Administrator - Email: aaron@hobart-wi.org Phone: (920) 869-3804
 Jerry Lancelle – Village Director of Public Works - Email: jerry@hobart-wi.org Phone: (920) 869-3807
- **Submission of proposals** - Proposals may be mailed or delivered to:

Aaron Kramer, Village Administrator
 Attention: Pickleball RFP
 Village of Hobart
 2990 South Pine Tree Road
 Hobart, WI 54115

Alternatively, proposals may be emailed as an attachment, with the email subject “Financial Advising Proposal” and with the email addressed to: aaron@hobart-wi.org.

- **Deadline for Proposals** - The deadline for proposals is Friday August 2, 2024 at 11:00 A.M. All proposals submitted on time become the property of Village upon submission, and the proposals will not be returned to the vendors. By submitting a proposal, the vendor agrees that the Village may copy the proposal for purposes of facilitating the evaluation.

Section 4 – Experience and Qualifications

- **Introduction** - Describe the firm’s organization and size.
- **Firm Experience** - Describe your firm’s experience in constructing pickleball facilities or similar recreational projects.

- **Staff Qualifications** - Provide resumes describing the work experience for each of the key staff who would be assigned to the project. Identify the staff person who will serve as manager and primary contact on the project.
- **Vendor References** - Each applicant must include in their proposal a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

Section 5 – Scope of Project

A. Design and provide engineering estimates and construction documents for the construction of a Dog Park to include tree removal and grubbing, installation of a gravel driveway and parking area, fencing, and amenities. The facility will be built on Village-owned property. It is understood that site details could be adjusted as recommended in writing from the contractor and approved by Village following the opening of proposals. Each bidder is responsible for inspecting the site.

B. Designs shall be submitted with a scale drawing of the layout and written descriptions of each component of the Dog Park. The contractor must provide bid specifications to these minimum standards:

- 1) Installation of a 20' wide gravel driveway including culvert per Brown County specifications.
- 2) Clearing and grubbing as necessary for driveway, parking area, and fencing.
 - a. Access to shared driveway must remain open at all times.
- 3) Excavating to install a 10,000sqft parking area with 6" of breaker run base and 6" of graduation No. 3 aggregate graded and compacted to 95% modified compaction.
 - a. All excess soil to be removed from site.
 - b. Grading, grass seeding and mulching of all disturbed areas around gravel and fencing.
 - c. Erosion control as required.
- 4) Install approximately 2,000' of 4' tall chain link fencing to include two (2) double gated access points and two (2) single gate access points in the general configuration of attachment "A" and "B".
 - a. Install gravel in access gate area, depth and aggregate continued from parking area.
 - b. Provide four (4) benches and two (2) picnic tables to be located inside the fenced area.
 - c. Provide and install four (4) dog waste stations similar to example in Attachment (B).
 - d. Signage will be provided by the Village and installed by the contractor.
- 5) Final location of fencing and parking area to be confirmed with The Village before construction.
 - a. All staking and surveying costs to be included in RFP.

Section 6 – Terms and Conditions

Terms and Conditions:

1. The Village reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
2. The Village reserves the right to re-issue any requests for proposals.
3. Upon the selection of a finalist vendor, the Village, by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the Village, for any reason, is unable to reach a final

agreement with this vendor, the Village reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid. The Village may also elect to reject all proposals and re-issue a request for proposal.

4. Clarification of proposals: The Village reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information. Please provide an email address or contact/phone number for this.
5. The Village is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the Village.
6. The Village reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in its best interests.
7. The Village reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
8. The vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Village, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.
9. Insurance: Vendor agrees that in order to protect itself as well as the Village, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows: a) Workers' Compensation: minimum amount statutory, and b) Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage.
10. The Village shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the vendor will furnish the Village with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the Village upon any matter herein indemnified against, the Village shall within five (5) working days cause notice in writing thereof to be given to the vendor by certified mail, addressed to its post office address.
11. The Village shall cooperate with the vendor and its attorneys in defense of any action, suit, or other proceedings.
12. Termination of contract. The contract shall include the following language: "without cause termination of contract with 90 days' notice by either party".

ATTACHMENT A



ATTACHMENT B



V I L L A G E O F
H O B A R T
 GREATNESS IS GROWING
MEMORANDUM



TO: Hobart Village Board
FROM: Aaron Kramer, Village Administrator
RE: Village Employee Compensation Plan and Program
DATE: July 2nd 2024

BACKGROUND

The Village has used a format whereby across-the-board salary increases are approved as part of the annual budget process. For example, a three (3) percent increase would be applied to all salaries, unless an employee had an employment contract, or a salary previously approved by Board action. It is my belief that, while this approach may be the most equitable in terms of applying the same salary adjustments to the vast majority of employees, it does little to foster professional growth, establish and encourage individual and departmental goals and allow for flexibility within the budgetary constraints of the Village. Therefore, I am proposing a considerable change in the Village's compensation plan, beginning this fall.

Please note that this proposal is for non-police employees. A separate proposal relating to the Hobart-Lawrence Police Department (HLPD) will be forthcoming.

NEW VILLAGE PAY PLAN AND PROGRAM

STEP ONE: COST OF LIVING ADJUSTMENT (COLA) - SEPTEMBER

- An annual COLA base increase will be established by the Village Board, at its first meeting in September, following a recommendation from the Village Administrator. This recommendation will consider such factors as the Village's financial condition, the Consumer Price Index, and comparable wage increases of other municipalities and the State of Wisconsin.
- These COLA increases will be given to employees who meet the minimum performance standards.
- Each employee, at a minimum, will receive the annual approved COLA increase unless their performance evaluation results in an unsatisfactory rating (less than 2 in the Performance Review).
- Employees receiving an unsatisfactory rating will not be eligible for the COLA.
- Eligible employees will receive the COLA effective on January 1st of the following year.

PERFORMANCE PAY ADJUSTMENT – SEPTEMBER

- In addition to the COLA, an employee's performance that exceeds standards will be eligible for a Performance Pay Adjustment (PPA).
- PPA will only apply to the employee's base wage rate, and will not be considered as a "bonus".
- Employees will receive this PPA at the same time as the COLA.
- No salary shall be increased by more than the combination of the COLA and PPA, unless an employee has an employment contract approved by the Village Board.
- The Village Board will establish the maximum PPA at its first meeting in September. Performance reviews will take place following the establishment of the COLA and PPA for the upcoming fiscal year.

PERFORMANCE REVIEWS – SEPTEMBER

- Each department head will conduct a performance review of their employees, and recommend a PPA, if any, to the Village Administrator.

- The PPA can be applied at different times during a budget year (I.E. A one (1) percent increase to take effect on July 1st of the following year if certain benchmarks/goals are met by the employee).
- The factors that should be considered when determining a recommended PPA should be: recognition of educational attainment, training, residency, wage imbalance, market conditions, exemplary performance, tenure, contributions to the overall morale and efficiency of that employee's department.
- Once an employee has been notified of their recommended PPA, they may request an appeal to the Village Administrator if they disagree with the review or the recommended PPA. An appeal hearing must be held prior to the introduction of the annual budget. The decision of the Village Administrator following the appeal hearing will be final.
- Once a department head has been notified of their recommended PPA, they may request an appeal to the Village Board if they disagree with the review or the recommended PPA. An appeal hearing must be held prior to the adoption of the annual budget (usually in mid-November). The decision of the Village Board following the appeal hearing will be final.
- The form found under Attachment A will be used for the Employee Performance Review.

NEW VILLAGE PAY PLAN AND PROGRAM ILLUSTRATION

The Village Board establishes the COLA for 2025 will be two (2.0) percent. This means each employee who receives a satisfactory performance review (score of 2 or more) will receive the 2.0 percent increase. At the same time, the Board establishes that the maximum allowable PPA will be 1.5 percent.

SCENARIO A: Employee A undergoes a performance review with their Department Head. The final score of the performance review is a 2. The Department Head recommends that Employee A receives no additional PPA in addition to the annual COLA.

EMPLOYEE A: 2024 wage - \$20.00 per hour, 2025 wage - \$20.40 per hour (2 percent increase)

SCENARIO B: Employee A undergoes a performance review with their Department Head. The final score of the performance review is a 3. The Department Head recommends that Employee A receive an additional PPA of 1.0 percent in addition to the annual COLA, resulting in a 3.0 percent increase for Employee A in 2025.

EMPLOYEE A: 2024 wage - \$20.00 per hour, 2025 wage - \$20.60 per hour (3 percent increase)

SCENARIO C: Employee A undergoes a performance review with their Department Head. The final score of the performance review is a 3. The Department Head recommends that Employee A receive an additional PPA of 1.0 percent in addition to the annual COLA, resulting in a 3.0 percent increase for Employee A in 2025. The Department Head recommends an additional 0.5 percent increase, effective July 1st, if the employee receives training in a certain field or skill related to their position. This means Employee A would receive two (2) wage increases in 2025 – 3.0 percent on January 1st, then an additional 0.5 percent increase on July 1st.

EMPLOYEE A: 2024 wage - \$20.00 per hour, Jan-Jun 2025 wage - \$20.60 per hour (3 percent increase), Jul – Dec 2025 - \$20.70 per hour (an additional 0.5 percent increase for a total 3.5 percent increase)

VILLAGE OF HOBART – EMPLOYEE PERFORMANCE REVIEW (2024)

EMPLOYEE INFORMATION

Name: _____

Department: _____

Position: _____

Review Date: _____

INSTRUCTIONS

This performance review is designed to assess the Employee's performance and provide feedback. Sections 1 and 2 will be completed by the Department Head and reviewed with the Employee. Section 3 will be completed as an interview between the Employee and the Department Head. The Department Head will rate the Employee's performance in each category based on the following grading scale:

- 5 (Exceptional) – Consistently exceeds expectations and demonstrates outstanding performance
- 4 (Exceeds Expectations) – Consistently meets and frequently exceeds expectations
- 3 (Meets Expectations) – Performs at the expected level of competence for the position
- 2 (Improvement Needed) – Occasionally fails to meet expectations with improvement required
- 1 (Unsatisfactory) – Fails to meet expectations on a consistent basis with immediate improvement necessary

SECTION 1 (PERFORMANCE CATEGORIES)

JOB KNOWLEDGE AND SKILLS

- Demonstrates a thorough understanding of job requirements and performs tasks effectively
- Keeps knowledge and skills up to date through continuous learning and professional development
- Uses expertise to contribute to the success of the Department and the Village

RATING: ____

QUALITY OF WORK

- Produces accurate, high quality work
- Pays attention to details and maintains a high level of accuracy
- Completes tasks within the given deadlines

RATING: ____

ATTENDANCE AND PUNCTUALITY

- Regularly attends work and arrives on time
- Gives advance notice for absences and inability to arrive on time for work whenever possible
- Manages time effectively and minimizes disruptions to work schedules

RATING: ____

TEAMWORK AND COLLABORATION

- Works well with colleagues and contributes to a positive team environment
- Supports and respects fellow team members
- Actively participates in team meetings and activities

RATING: ____

INITIATIVE AND MOTIVATION

- Demonstrates a pro-active approach to work
- Takes initiative in identifying and solving problems
- Shows enthusiasm and commitment to achieving Department and Village goals and initiatives

RATING: ____

DEPENDABILITY AND RELIABILITY

- Consistently follows through on commitments and responsibilities
- Can be relied upon to complete tasks accurately and on time
- Takes ownership of assigned work

RATING: ____

COMMUNICATION

- Clearly and effectively conveys information to colleagues and supervisors
- Listens actively and asks questions when necessary
- Collaborates and shares information with team members

RATING: ____

TOTAL SCORE: ____/35

SECTION 2 (SUPERVISOR ASSESSMENT)

EMPLOYEE'S STRENGTHS

AREAS FOR IMPROVEMENT

ESTABLISHED GOALS FOR EMPLOYEE

SECTION 3 (SELF-EVALUATION/EMPLOYEE QUESTIONNAIRE)

What do you like most about your job?

What do you like least about your job?

Do you feel your strengths are being maximized in your role with the Village?

Is there anything that could or would change to make a more productive workplace, improve operations, or assist you in being more efficient and effective in your role?

EMPLOYEE SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

FOR DEPARTMENT/ADMINISTRATOR USE ONLY

DEPARTMENT SUPERVISOR RECOMMENDATION

PPA Wage Increase: ____ %

VILLAGE ADMINISTRATOR REVIEW

COLA Adjustment Confirmed: No ____ Yes ____ % PPA Wage Increase Awarded: No ____ Yes ____ %

VILLAGE ADMINISTRATOR SIGNATURE: _____ DATE: _____

VILLAGE OF HOBART

REVALUATION / MARKET ADJUSTMENT CONTRACT

THIS AGREEMENT by and between Fair Market Assessments, Inc, a company hereinafter called the "Appraiser" and the Village of Hobart, Brown County, Wisconsin, hereinafter called the "Municipality".

WITNESSETH: The Appraiser and the municipality for the consideration stated herein as follows:

ARTICLE I

SCOPE OF SERVICE: The Appraiser shall update Village assessment records as needed to bring values at or near to 100% of fair market value as in accordance with Wisconsin Statute 70.05, to be completed no later than September 30, 2026. Appraiser shall be considered an independent contractor pursuant to 60.307 (4) and not an employee of the Municipality.

ARTICLE II

COMPENSATION: The Municipality shall pay to the Appraiser for the performance of this contract the following compensation:

Contract Amount: \$ 74,700

Payment Schedule:

Payments of 1/4 of contract total (\$18,675) paid by October 25, 2025, January 25th 2026, April 25th 2026 and final payment within 30 days after the adjournment of the 2026 Board of Review.

Appraiser is entitled to no additional compensation or out-of-pocket expense other than specifically set forth in this agreement.

ARTICLE III

AGREEMENTS-APPRAISER: The Appraiser agrees to perform the following for the Municipality:

- 1) Totally integrate all assessment records to Village assessment software. Assign all parcels to a unique neighborhood.
- 2) Inquiries to homes with possible undocumented updates as permitted by Wisconsin State Statues.
- 3) File all forms with Wisconsin Department of Revenue including the 2026 Municipal Assessor Report.
- 4) Indicate a timetable of work progress and completion of revaluation
- 5) Provide three comparable properties to each improved residential property to support assessed values.
- 6) Mail all notices of assessments no less than 30 days prior to Board of Review.
- 7) Appraiser will attend Open Book session(s)
- 8) Prepare assessment notices, mail, explain to taxpayers, schedule and attends open book.
- 9) Board of Review will be held no later than September 30, 2026. A thirty-day extension will be granted upon written request no less than 60 days prior to above stated completion date. A late penalty fee will be enforced at a rate of \$50 per business day for each day after extension.
- 10) Appearance at any/all Board of Review, Appraiser agrees to cooperate and provide services to the Village Attorney in any and all appeals to the Circuit Court of Appeals.

- 11) The Appraiser will maintain full insurance coverage to protect and save harmless the Municipality from claims, demands, actions and causes of action, arising from any act of the Appraiser in the execution of work. Appraiser will maintain Workman's Compensation and Public Liability Insurance on all employees. The Appraiser will carry Valuable Paper Insurance on any records withdrawn from the Municipality as well as the Appraiser's records.
- 12) To ensure that employees maintain strict confidence regarding all privileged information received by reason of this agreement.
- 13) Statutory duties of assessor will not be covered under the terms of this contract.
- 14) Revaluation/Market Adjustment shall be conducted in accordance with Chapter 70 of Wisconsin State Statute and Wisconsin State Assessors Manual.
- 15) Appraisers assigned to project warrant they have been granted the appropriate Certification under section 73.09 Wisconsin State Statute.

ARTICLE IV

OBLIGATIONS OF THE MUNICIPALITY: The Municipality will provide to the Appraiser:

- 1) The municipality will allow access and make available to the Appraiser municipal records such as previous assessment rolls and records, building permits, assessor workbook and municipal plats and maps.
- 2) Village will pay cost of postage for mailing assessment notices and informational publications for public awareness.
- 3) Assessor will list all new construction as of January 1 and provide the Appraiser with information

ARTICLE VI

This Contract has been approved and agreed upon by the Village of Hobart, and Fair Market Assessments, Inc in accordance with Chapter 60.307 of Wisconsin State Statutes.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of
June, 2024

BY: _____
Paul Denor – Fair Market Assessments, Inc

Date: _____

APPROVED BY:

VILLAGE OF HOBART:

BY: _____
Rich Heidel – Village President

Date: _____

BY: _____
Lisa Vanden Heuvel – Village Clerk

Date: _____