



Notice is hereby given according to State Statutes that the VILLAGE BOARD of the Village of Hobart will meet on Tuesday August 1st 2023 at 6:00 P.M. at the Hobart Village Office. NOTICE OF POSTING: Posted this 28th day of July, 2023 at the Hobart Village Office, 2990 S. Pine Tree Rd and on the village website.

MEETING NOTICE – VILLAGE BOARD (Regular)

Date/Time: Tuesday August 1st 2023 (6:00 P.M.)

Location: Village Office, 2990 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

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 July 18th 2023 (Regular) (Page 19)

6. ITEMS REMOVED FROM CONSENT AGENDA

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

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

A. INFORMATION – Update on School Resource Officer (SRO) in Hillcrest Elementary School

B. INFORMATION – Update on Village Clerk and Treasurer Openings

Reviews of the applications began on Monday July 31st.

C. INFORMATION – Monthly Investment Report (Page 21)

9. COMMITTEE REPORTS AND ACTIONS

10. OLD BUSINESS

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Cost Sharing Agreement Regarding Community/School Resource Officer Program Between the Hobart-Lawrence Police Department and the West De Pere School District (Page 23)

West De Pere has asked that the agreement to refer to the officer as the Community / School Resource Officer. There are no other structural changes to the agreement.

B. DISCUSSION AND ACTION – Proposed Room Tax (Bay Area Room Tax Commission) (Page 26)

Jason J. Hager (CHA / Vice President, Bays Investment Corp.) and Brad Toll (President/CEO, Discover Green Bay) will present a proposal for a room tax in Hobart and participation in the Bay Area Room Tax Commission.

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

D. ADJOURN to 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
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

E. CONVENE into open session

F. ACTION from closed session

12. ADJOURN

Aaron Kramer, Village Administrator

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

UPCOMING BOARD MEETINGS

Tuesday August 15th 2023 (6:00 PM) – Regular Board Meeting at Village Office

Tuesday September 5th 2023 (6:00 PM) – Regular Board Meeting at Village Office

Tuesday September 19th 2023 (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-Treasurer'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.

Check Nbr	Check Date	Payee	Amount
7/26/2023 4:16 PM Check Register - Full Report - ALL			
ALL Checks			
ALL BANK ACCOUNTS			
Dated From: 8/01/2023		From Account:	
Thru: 8/01/2023		Thru Account:	
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58287	8/01/2023	AQUAFIX	
SEWER SUPPLIES			
003-00-62000-006-000		Sanitary Sewer - Supplies	601.99
		BUG ON A ROPE	IN008518
			Total
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58288	8/01/2023	ASHWAUBENON AUTO REPAIR LLC	
OIL CHANGE			
001-00-52100-021-000		Police - Vehicle Maint	51.96
		OIL CHANGE SQUAD 186	62016
001-00-52100-021-000		Police - Vehicle Maint	51.96
		OIL CHANGE VIN2546	62213
			Total
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58289	8/01/2023	BADGER LABORATORIES & ENGINEERING CO. INC.	
WATER SAMPLING			
002-00-60000-014-000		Water - Outside Services	220.00
		COLIFORM TESTING	23-53021329
			Total
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58290	8/01/2023	BARRIER SECURITY SYSTEMS LLC	
Alarm Monitoring			
001-00-51600-040-000		Building / Plant - Utilities	539.40
		ALARM MONITORING 08/19/2023-08/19/2024	8147
			Total
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58291	8/01/2023	BAYLAND BUILDINGS	
PAY REQUEST #4 FIRE STATION 22-5215			
004-00-52200-047-011		Fire Capital Outlay Station 1	463,469.77
		PAY REQUEST #3 FIRE STATION PROJECT	PAY EQ #4-7/11/2023
			Total
<hr/>			
58292	8/01/2023	BAYSIDE PRINTING LLC	
PRINTING SERVICES			
001-00-51100-006-000		Village Board Supplies	55.00
		T. ZITTLOW BUSINESS CARDS	142610
001-00-52200-028-000		Fire - Uniform Expense	136.75
		FIRE DEPT KNIT CAPS	141667
			Total
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ALL Checks

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ALL BANK ACCOUNTS

Dated From: 8/01/2023

From Account:

Thru: 8/01/2023

Thru Account:

Check Nbr	Check Date	Payee	Amount
58293	8/01/2023	BROWN COUNTY CLERK / TREASURER Brown County Directories	
001-00-51422-006-000		Gen Office Supply Brown County Directories	20.00
		07072023	
		Total	20.00
58294	8/01/2023	BROWN COUNTY PORT & RESOURCE RECOVERY JUNE COLLECTION FEES	
001-00-53100-103-000		DPW - Landfill Tipping Fees JUNE REFUSE & RECYCLING FEES	9,298.14
		54896	
		Total	9,298.14
58295	8/01/2023	BROWN COUNTY TREASURER - COURT PAYMENTS JUNE FINES & SURCHARGES	
001-00-23300-000-000		Municipal Court Deposits JUNE COURT FINES & SURCHARGES	895.80
		06-30-2023	
		Total	895.80
58296	8/01/2023	CINTAS CORP BUILDING RUGS	
001-00-51600-006-000		Building / Plant - Supplies ACCOUNT # 22195750	40.10
		4162303584	
		Total	40.10
58297	8/01/2023	DELTA DENTAL OF WISCONSIN AUGUST PREMIUMS	
001-00-21531-000-000		Dental Ins - Payable DENTAL PREMIUM	1,780.83
		1990587	
001-00-21535-000-000		Vision - Deductions Payable VISION PREMIUM	182.36
		1990587	
		Total	1,963.19
58298	8/01/2023	DIGGERS HOTLINE INC. Prepayment Invoice	
002-00-60000-014-000		Water - Outside Services PREPAYMENT #2 FOR 2023	729.60
		230 7 11251 PP2	
003-00-62000-014-000		San Sew - Outside Services PREPAYMENT #2 FOR 2023	729.60
		230 7 11251 PP2	
		Total	1,459.20

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58299	8/01/2023	DIVERSIFIED BENEFIT SERVICES INC. JULY FSA SERVICES	
001-00-51930-033-000		Insurance - Health Reimburse	32.00
		105-FSA ADMIN SERVICES 386226	
001-00-52100-033-000		Police - Health Reimbursement	63.00
		105-FSA ADMIN SERVICES 386226	
			Total 95.00
<hr/>			
58300	8/01/2023	ELAINE D. WILLMAN JULY SERVICE	
001-00-51425-014-000		Tribal Affairs Outside Service	1,000.00
		CONTRACT SERVICES JULY 07242023	
			Total 1,000.00
<hr/>			
58301	8/01/2023	FAIR MARKET ASSESSMENTS AUGUST ASSESSMENT SERVICES	
001-00-51530-014-000		Assessor - Outside Services	2,910.00
		AUGUST 2023 ASSESSOR SERVICES 08012023	
			Total 2,910.00
<hr/>			
58302	8/01/2023	FEDERAL SIGNAL CORPORATION EMERGENCY SIREN ANTENNA	
011-00-53100-000-000		DPW Expenses	384.00
		EMERGENCY SIREN ANTENNA 8324262	
			Total 384.00
<hr/>			
58303	8/01/2023	GAT SUPPLY INC. DPW SUPPLIES	
001-00-53100-006-000		DPW - Supplies	26.66
		TRIMMER LINE 417462-1	
			Total 26.66
<hr/>			
58304	8/01/2023	GFL - GFL SOLID WASTE MIDWEST LLC JULY GARBAGE/RECYCLING	
001-00-53100-095-000		DPW - Garbage & Recycg Collect	25,305.53
		JULY REFUSE & RECYCLING COLLECTIONS U60000163501	
			Total 25,305.53
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58305	8/01/2023	GREEN BAY WATER UTILITY June Water Billing	

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Check Nbr	Check Date	Payee	Amount
002-00-60000-061-006		Purchased Water - GBWU	45,196.33
		ACCT#00039348-00 WATER USAGE JUNE '23 07312023	
		Total	45,196.33
58306	8/01/2023	HAWKINS INC. WATER SUPPLIES	
002-00-60000-062-000		Water - Chemicals	40.00
		CHLORINE CYLINDERS 6524950	
		Total	40.00
58307	8/01/2023	LINDE GAS & EQUIPMENT (PRAXAIR) INC. DPW SUPPLIES	
001-00-53100-006-000		DPW - Supplies	36.19
		OXYGEN 36906917	
		Total	36.19
58308	8/01/2023	MARCO TECHNOLOGIES LLC PRINTER CONTRACT	
001-00-52100-006-000		Police - Supplies	50.40
		POLICE INV11421542	
001-00-51200-006-000		Municipal Court - Supplies	12.60
		COURT INV11421542	
001-00-53100-006-000		DPW - Supplies	25.20
		PUBLIC WORKS INV11421542	
001-00-51422-006-000		Gen Office Supply	25.22
		GENERAL INV11421542	
		Total	113.42
58309	8/01/2023	MCC, INC. FINAL PAY REQUEST 2320-22-01	
009-00-69000-047-221		Autumn Joy Dr 2320-22-01	9,992.06
		FINAL PAY REQ AUTUMN JOY DR 220-22-01 PAY REQUEST 3-FINAL	
		Total	9,992.06
58310	8/01/2023	MCC, INC. DPW SUPPLIES	
001-00-53100-088-000		DPW - Repair/ Preventive Maint	1,123.75
		COLD MIX 328868	
		Total	1,123.75

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Check Nbr	Check Date	Payee	Amount
58311	8/01/2023	MCKEEFRY & SONS INC. DPW SUPPLIES	
001-00-53100-084-000		DPW - Stone CRUSHED STONE	167.25
		0074358-IN	
		Total	167.25
58312	8/01/2023	NASIR OROSCO OVERPAYMENT ON CITATION	
001-00-23300-000-000		Municipal Court Deposits OVERPAYMENT ON CITATION	166.00
		06302023	
		Total	166.00
58313	8/01/2023	NEW RESTORATION & RECOVERY SERVICES STORM SUPPLIES	
007-00-64000-014-000		Storm Wat - Outside Services SEWER CLEANING ON FERNDAL DRIVE	570.00
		PSI-2020-131231	
		Total	570.00
58314	8/01/2023	NIKKI FOWLER PARK REFUND	
010-00-44930-000-000		Rentals Park / Shelter / Hall PARK DEPOSIT REFUND	175.00
		07172023	
		Total	175.00
58315	8/01/2023	NWTC - GREEN BAY CAMPUS FIRE DEPT TRAINING	
001-00-52200-006-000		Fire - Supplies ORGANIZATION 20664664	321.75
		SFT0000125687*	
		Total	321.75
58316	8/01/2023	SOUTHSIDE TIRE INC. DE PERE DPW Service	
001-00-53100-050-000		DPW - Equipment Repair NEW HOLLAND SERVICE	574.02
		10304977	
		Total	574.02
58317	8/01/2023	STATE OF WISCONSIN COURT FINES & SURCHARGES JUNE FINES & SURCHARGES	
001-00-23300-000-000		Municipal Court Deposits JUNE COURT FINES & SURCHARGES	2,385.37
		06-30-2023	

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Total			2,385.37
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58318	8/01/2023	TECHNOLOGY ARCHITECTS INC. NABLE QUARTERLY BILLING	
001-00-51422-042-000		Info / Tech - Computer Support NABLE MONITORING 10911791	248.03
001-00-52100-007-000		Police - Phone & Tech Support NABLE MONITORING 10911791	257.95
Total			505.98
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58319	8/01/2023	THOMAS JACKSON REFUND BARTENDER LICENSE APPLICATION	
001-00-44130-000-000		Operators & Background Checks REFUND BARTENDER LICENSE APPLICATION 7/12/2023	40.00
Total			40.00
<hr/>			
58320	8/01/2023	TOWN OF LAWRENCE BACK BILL 2022-2023 UTILITIES	
002-00-60000-061-007		Purchased Water - Lawrence WATER CONSUMPTION 23-0063	2,716.74
003-00-62000-061-007		Purchased Sewer - Lawrence SEWER CONSUMPTION 23-0063	5,702.44
Total			8,419.18
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58321	8/01/2023	VANDENPLAS PORTABLE SOLUTIONS July Services	
010-00-55200-039-000		Park & Rec - Site Maintenance JAN WOS PORTABLE RESTROOMS 14175	116.20
010-00-55200-039-000		Park & Rec - Site Maintenance FONTAINE PORTABLE RESTROOM 14174	116.20
Total			232.40
<hr/>			
58322	8/01/2023	VILLAGE OF HOBART - WATER UTILITY 2ND QUARTER 2023	
001-00-51600-040-000		Building / Plant - Utilities 1229 PLEASANT VALLEY DR. 000-1479-00 06302023	397.47
008-00-68000-014-000		TID #1 Outside Services WEST IRRIGATION CC BLVD 000-1479-00 06302023	54.00
001-00-51600-040-000		Building / Plant - Utilities 1285 RIVERDALE DRIVE 000-1125-00 06302023	98.00

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Check Nbr	Check Date	Payee	Amount
			Total
			549.47
58323	8/01/2023	VON BRIESEN & ROPER S.C. ATTORNEYS AT LAW	
JUNE ATTORNEY FEES			
001-00-51300-059-000		General Legal Expenses	2,340.00
		GENERAL MATTERS	431757
008-00-68000-014-000		TID #1 Outside Services	308.00
		GENERAL MATTERS	431757
009-00-69000-014-000		TID #2 Outside Services	1,702.50
		GENERAL MATTERS	431757
001-00-51300-059-000		General Legal Expenses	1,501.50
		ONEIDA MATTERS 021053-00003	431756
			Total
			5,852.00
58324	8/01/2023	WEYERS EQUIPMENT INC.	
DPW SUPPLIES			
001-00-53100-050-000		DPW - Equipment Repair	68.75
		HOSE HEATER	01-196315
			Total
			68.75
58325	8/01/2023	WI DEPT OF JUSTICE - CIB TIME	
CIB TIME			
001-00-52100-007-000		Police - Phone & Tech Support	371.25
		QTRLY CHG SUPPORT & TIME ACCESS	455TIME-0000014748
001-00-51200-007-000		Municipal Court - Tech	375.00
		3RD QUARTER TIME ACCESS	455TIME-0000014942
			Total
			746.25
58326	8/01/2023	XUE XIONG	
PARK DEPOSIT REFUND			
010-00-44930-000-000		Rentals Park / Shelter / Hall	175.00
		PARK REFUND	07242023
			Total
			175.00
KAT - VISA	8/01/2023	D2 HOBART - VISA	
HALO MEETING 6/20/2023			Manual Check
001-00-51100-011-000		Village board Ed / Conf / Trav	454.87
		HALO MEETING	5269
			Total
			454.87

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ACCT

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Dated From: 8/01/2023

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Check Nbr	Check Date	Payee	Amount
MIKE - VISA	8/01/2023	SP CUTRATEBATTERIES - VISA	
		POLICE SUPPLIES	
			Manual Check
004-00-52100-015-000		Police - New Equipment	952.50
		MOTOROLA BATTERIES & CHARGER	8489
			Total
			952.50
MIKE - VISA	8/01/2023	AMAZON - VISA	
		POLICE SUPPLIES	
			Manual Check
001-00-52100-015-000		Police - New Equipment	77.98
		POWER STRIP	0813
			Total
			77.98
BRENT - VISA	8/01/2023	WI CHIEFS POL ASSOC - VISA	
		2023 MEMBERSHIP	
			Manual Check
001-00-52100-011-000		Police - Ed / Conf / Travel	100.00
		2023 MEMBERSHIP	9787
			Total
			100.00
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE SUPPLIES	
			Manual Check
001-00-52100-006-000		Police - Supplies	7.99
		PLASTIC KEY TAGS	4935
			Total
			7.99
BRENT - VISA	8/01/2023	AMERICAN AED - VISA	
		POLICE SUPPLIES	
			Manual Check
001-00-52100-006-000		Police - Supplies	120.00
		AED PADS	9331
			Total
			120.00
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	
			Manual Check
011-00-52100-000-000		Police Expenses	321.10
		BINOCULARS	6023
			Total
			321.10
BRENT - VISA	8/01/2023	ZOOM US - VISA	
		POLICE SUBSCRIPTION	
			Manual Check
001-00-52100-006-000		Police - Supplies	16.87
		JUNE SUBSCRIPTION	6488

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Check Nbr	Check Date	Payee	Amount
Total			16.87
BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE ARPA		Manual Check	
011-00-52100-000-000		Police Expenses	16.82
BANDAGE SCISSORS		6703	
Total			16.82
BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE SUPPLIES		Manual Check	
001-00-52100-015-000		Police - New Equipment	57.49
TV MOUNT BRACKET		6386	
Total			57.49
BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE SUPPLIES		Manual Check	
001-00-52100-006-000		Police - Supplies	16.77
LABEL TAPE		8646	
Total			16.77
BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE ARPA		Manual Check	
011-00-52100-000-000		Police Expenses	30.35
SECURITY PLATED CHAIN		2479	
Total			30.35
BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE ARPA		Manual Check	
011-00-52100-000-000		Police Expenses	118.95
ANIMAL CONTROL POLE		4934	
Total			118.95
BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE ARPA		Manual Check	
011-00-52100-000-000		Police Expenses	77.42
SECURITY PLATED CHAIN		2096	
Total			77.42
BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE ARPA		Manual Check	

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Check Nbr	Check Date	Payee	Amount
011-00-52100-000-000		Police Expenses	14.75
		SEAT BELT EXTENDERS	2043
		Total	14.75
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	Manual Check
011-00-52100-000-000		Police Expenses	30.67
		SECURITY PLATED CHAIN	6814
		Total	30.67
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	Manual Check
011-00-52100-000-000		Police Expenses	109.87
		BARRICATE TAPE	0078
		Total	109.87
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	Manual Check
011-00-52100-000-000		Police Expenses	30.67
		SECURITY PLATED CHAIN	5391
		Total	30.67
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	Manual Check
011-00-52100-000-000		Police Expenses	60.70
		SECURITY PLATED CHAIN	2799
		Total	60.70
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	Manual Check
011-00-52100-000-000		Police Expenses	47.80
		PEPPER SPRAY WIPES	6269
		Total	47.80
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	Manual Check
011-00-52100-000-000		Police Expenses	1,047.25
		POLICE ARPA SUPPLIES	6105
		Total	1,047.25

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BRENT - VISA	8/01/2023	AMAZON - VISA	
POLICE SUPPLIES		Manual Check	
001-00-52100-006-000		Police - Supplies	23.94
AAA BATTERIES		6338	
		Total	23.94
BRENT - VISA	8/01/2023	BEST WESTERN - VISA	
POLICE CONFERENCE		Manual Check	
001-00-52100-011-000		Police - Ed / Conf / Travel	99.45
STARY - OVERNIGHT		8257	
		Total	99.45
BRENT - VISA	8/01/2023	HARBOR FREIGHT - VISA	
POLICE SUPPLIES		Manual Check	
001-00-52100-015-000		Police - New Equipment	79.80
CABLE LOCK		5103	
		Total	79.80
BRENT - VISA	8/01/2023	TROUT CREEK VETERINARY CENTER - VISA	
K9 CARE		Manual Check	
006-00-52109-006-000		K-9 - Supplies	65.00
K9 CARE		8531	
		Total	65.00
BRENT - VISA	8/01/2023	TROUT CREEK VETERINARY CENTER - VISA	
K9 CARE		Manual Check	
006-00-52109-006-000		K-9 - Supplies	42.00
K9 CARE		5321	
		Total	42.00
BRENT - VISA	8/01/2023	MID STATES ORGANIZED CRIME - VISA	
POLICE MEMBERSHIP		Manual Check	
001-00-52100-007-000		Police - Phone & Tech Support	75.00
2023 MEMBERSHIP DUES		2762	
		Total	75.00
BRENT - VISA	8/01/2023	BEST WESTERN - VISA	
POLICE CONFERENCE		Manual Check	
001-00-52100-011-000		Police - Ed / Conf / Travel	90.00
STARY - ROOM CHARGE		7507	

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ACCT

ALL BANK ACCOUNTS

Dated From: 8/01/2023

From Account:

Thru: 8/01/2023

Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			90.00
BRENT - VISA	8/01/2023	HOLIDAY INN - VISA	
		POLICE CONFERENCE	Manual Check
001-00-52100-011-000		Police - Ed / Conf / Travel	180.00
		DIEDRICK - ROOM CHARGE 0250	
Total			180.00
BRENT - VISA	8/01/2023	MENARDS - VISA	
		POLICE SUPPLIES	Manual Check
001-00-52100-006-000		Police - Supplies	41.38
		SPACKLING 7682	
Total			41.38
BRENT - VISA	8/01/2023	MIDWAY 41 STORAGE - VISA	
		POLICE SUPPLIES	Manual Check
001-00-52100-006-000		Police - Supplies	250.00
		JULY RENTAL FEES 0135	
Total			250.00
BRENT - VISA	8/01/2023	WI DEPT OF JUSTICE - CRIME INFORMATION BUREAU	
		POLICE CONFERENCE	Manual Check
001-00-52100-011-000		Police - Ed / Conf / Travel	150.00
		DIEDRICK - CIB CONFERENCE 3690	
001-00-52100-011-000		Police - Ed / Conf / Travel	3.00
		DIEDRICK - CIB CONFERENCE 3732	
Total			153.00
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE ARPA	Manual Check
011-00-52100-000-000		Police Expenses	397.73
		FIBERGLASS TAPE MEASURE 3959	
Total			397.73
BRENT - VISA	8/01/2023	HEALTHY PET MARKET - VISA	
		K9 SUPPLIES	Manual Check
006-00-52109-006-000		K-9 - Supplies	39.88
		LEASH & SAFETY COLLAR 5841	
Total			39.88

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ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 8/01/2023

From Account:

Thru: 8/01/2023

Thru Account:

Check Nbr	Check Date	Payee	Amount
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE SUPPLIES	
			Manual Check
001-00-52100-011-000		Police - Ed / Conf / Travel	59.16
		BEST BOSS BOOKS	1688
			Total
			59.16
BRENT - VISA	8/01/2023	WALMART - VISA	
		POLICE SUPPLIES	
			Manual Check
001-00-52100-021-000		Police - Vehicle Maint	35.20
		WASHER FLUID & FEBREEZE	6971
			Total
			35.20
BRENT - VISA	8/01/2023	AMAZON - VISA	
		POLICE SUPPLIES	
			Manual Check
001-00-52100-006-000		Police - Supplies	14.99
		POLICE SUPPLIES	3394
			Total
			14.99
CHRIS - VISA	8/01/2023	THE PUBLIC SAFETY STORE - VISA	
		POLICE ARPA	
			Manual Check
011-00-52100-000-000		Police Expenses	1,609.93
		FORCIBLE ENTRY - 30" ALLOY STEEL	5820
			Total
			1,609.93
CHRIS - VISA	8/01/2023	AMERICAN AED - VISA	
		VILLAGE ARPA	
			Manual Check
011-00-51422-000-000		General Office Expenses	1,529.00
		AED UNIT	1305
			Total
			1,529.00
CHRIS - VISA	8/01/2023	AMERICAN AED - VISA	
		VILLAGE ARPA	
			Manual Check
011-00-51422-000-000		General Office Expenses	95.00
		BLEED CONTROL KIT	1487
			Total
			95.00
ERICA - VISA	8/01/2023	LOCAL GOVERNMENT EDUCATION - VISA	
		CREDIT CANCELLED CLERK & TREASURER INST	
			Manual Check
001-00-51420-011-000		Clerk-Treasur Ed / Conf / Trav	300.00
		CANCELLED - K/ BRUECHER CLERK TREAS INST	6155

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ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 8/01/2023

From Account:

Thru: 8/01/2023

Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			300.00
ERICA - VISA	8/01/2023	B2B PRIME -VISA	
		BUSINESS PRIME MEMBERSHIP	Manual Check
001-00-51422-006-000		Gen Office Supply	179.00
		BUSINESS PRIME MEMBERSHIP	4931
Total			179.00
ERICA - VISA	8/01/2023	CRYSTAL COFFEE CAFE - VISA	
		OFFICE LUNCH	Manual Check
001-00-51422-006-000		Gen Office Supply	151.59
		LUNCH OFFICE MEETING	4050
Total			151.59
ERICA - VISA	8/01/2023	AMAZON - VISA	
		STAPLES & NOTEBOOKS	Manual Check
001-00-51422-006-000		Gen Office Supply	17.11
		OFFICE SUPPLIES STAPLES & NOTEBOOKS	3026
Total			17.11
ERICA - VISA	8/01/2023	MAILCHIMP - VISA	
		HEADLINES	Manual Check
001-00-51415-006-000		Econ. Dev - Marketing Supply	47.00
		HEADLINES	7412
Total			47.00
ERICA - VISA	8/01/2023	AMAZON - VISA	
		STICKY NOTES	Manual Check
001-00-51422-006-000		Gen Office Supply	7.99
		STICKY NOTES SUPPLIES	9045
Total			7.99
ERICA - VISA	8/01/2023	AMAZON - VISA	
		OFFICE SUPPLIES	Manual Check
001-00-51422-006-000		Gen Office Supply	90.24
		ALL OFFICES - SUPPLIES	0172
Total			90.24
ERICA - VISA	8/01/2023	AMAZON - VISA	
		ALL OFFICE SUPPLY	Manual Check

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ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 8/01/2023

From Account:

Thru: 8/01/2023

Thru Account:

Check Nbr	Check Date	Payee	Amount
001-00-51422-006-000		Gen Office Supply	49.86
		OFFICE SUPPLIES	
		0895	
			Total
			49.86
		Grand Total	595,408.69

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ACCT

ALL BANK ACCOUNTS

Dated From: 8/01/2023

From Account:

Thru: 8/01/2023

Thru Account:

Amount

Total Expenditure from Fund # 001 - General Fund	55,771.87
Total Expenditure from Fund # 002 - Water Fund	48,902.67
Total Expenditure from Fund # 003 - Sanitary Sewer Fund	7,034.03
Total Expenditure from Fund # 004 - Capital Projects Fund	464,422.27
Total Expenditure from Fund # 006 - K-9 Fund	146.88
Total Expenditure from Fund # 007 - Storm Water Fund	570.00
Total Expenditure from Fund # 008 - TID #1 Fund	362.00
Total Expenditure from Fund # 009 - TID #2 Fund	11,694.56
Total Expenditure from Fund # 010 - Parks & Recreation	582.40
Total Expenditure from Fund # 011 - ARPA	5,922.01
Total Expenditure from all Funds	595,408.69



MEETING MINUTES – VILLAGE BOARD (Regular)

Date/Time: Tuesday July 18th 2023 (6:00 P.M.)

Location: 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. Rich Heidel, David Dillenburg and Vanya Koepke were present. Tammy Zittlow and Tim Carpenter was excused.
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: Dillenburg SECOND: Heidel VOTE: 3-0
3. Pledge of Allegiance - Those present recited the Pledge of Allegiance.

4. PUBLIC HEARINGS - None

5. CONSENT AGENDA - A. Payment of Invoices; B. VILLAGE BOARD: Minutes of July 5th 2023 (Regular); C. PLANNING AND ZONING COMMISSION: Minutes of June 14th 2023 MOTION: Dillenburg SECOND: Heidel VOTE: 3-0

6. ITEMS REMOVED FROM CONSENT AGENDA – None

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS (NOTE: Please limit citizens' comments to no more than three minutes) – Karen Sweere (3644 West Mason) addressed the Board about the speeding on West Mason Street (Highway 54).

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

Administrator Kramer informed the Board that numerous road projects are underway or ongoing, including a County project on Hillcrest Drive (County Highway FF) which will result in a road closure in two days.

A. INFORMATION – Update on School Resource Officer (SRO) in Hillcrest Elementary School - Police Chief Renkas updated the Board on the most recent Pulaski School Board meeting, where a proposal from the Pulaski Police Department to provide SRO services to all schools in the district was approved, and a proposal from the Hobart-Lawrence Police Department, to provide SRO services to Hillcrest and Lannoye Elementary Schools, was not acted upon. A quorum of the Hobart Village Board will likely attend the next Pulaski School Board meeting, so Administrator Kramer said he would put out a notification to that effect. No formal action was taken.

B. INFORMATION – 2023 Budget - The budgets for the General Fund, Capital Projects, Debt Service, Water, Sanitary Sewer, Storm Water, TID #1 and TID #2 funds were included in the meeting packet, with the budget year 50 percent completed.

9. COMMITTEE REPORTS

A. DISCUSSION AND ACTION - Consider a 2 Lot with 1 Outlot CSM creating two additional parcels consisting of 9.470 (Lot 1), 2.492 (Lot 2), and 2.689 (Outlot 1) acres (Planning and Zoning Commission) - The property owner is proposing a two lot with 1 outlot CSM splitting one 16.688 acre parcel in to two parcels of 9.470 (Lot 1), 2.492 (Lot 2), and 2.689 (Outlot 1) acres in the area bound by N. Overland Rd., Centerline Dr., and Founders Terrace. The existing parcel is currently zoned PDD#1: Centennial Centre at Hobart District and the proposed CSM would create two new lots and one outlot that maintain compliance with Village Code requirements by maintaining “sufficient area for green space requirements, parking and stormwater management requirements”. These requirements will be reviewed and verified during the Site Review Committee process. ACTION: To approve the CSM MOTION: Dillenburg SECOND: Heidel VOTE: 3-0

B. DISCUSSION AND ACTION – Consider Conditional Use Permit (CUP) on parcel HB- HB-550-3, 4758 Forest Rd. for the preliminary plan for the Planned Development Overlay District (Planning and Zoning Commission) - The Applicant, on behalf of

their client, is requesting the review for a Conditional Use Permit (CUP) for the preliminary plan of the Planned Development Overlay District (PDD) on the property located 4758 Forest Rd. (parcel HB-550-3). The PDD is proposed to include five (5) separate lots for detached single-family dwellings and one (1) outlot for stormwater management along with a private drive from Forest Rd. to serve the development. This property received the R-1: Residential District base zoning with the R-7: Planned Development Overlay District back in September 2022, and the applicant is now bringing forward the preliminary plans for the PDD for the proposed single-family residential development. ACTION: To receive the correspondence of Jennifer Koss Conger (4690 Forest Road) into the record MOTION: Heidel SECOND: Koepke VOTE: 3-0 ACTION: To approve the preliminary CUP MOTION: Heidel SECOND: Dillenburg VOTE: 2-1 (Koepke opposed)

C. DISCUSSION AND ACTION - Preliminary Plat of Parcel HB-550-3, 4758 Forest Rd. for the Planned Development Overlay District (Planning and Zoning Commission) - The Applicant, on behalf of their client, is requesting the review of a preliminary plat of the Planned Development Overlay District (PDD) on the property located 4758 Forest Rd. (parcel HB-550-3). The plat is proposed to include five (5) separate lots for detached single-family dwellings and one (1) outlot for stormwater management along with a private drive from Forest Rd. to serve the development. This property received the R-1: Residential District base zoning with the R-7: Planned Development Overlay District back in September 2022, and the applicant is now bringing forward the preliminary plat for the proposed single-family residential development. ACTION: To approve the preliminary plat MOTION: Heidel SECOND: Dillenburg VOTE: 2-1 (Koepke opposed)

10. OLD BUSINESS - None

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Awarding Towing Bid for Hobart-Lawrence Police Department - The Police Department is recommending a five-year contract with the Detail Shop (1238 Parkview Road, Green Bay) to provide the towing services to the Village. ACTION: To approve the contract with the Detail Shop, pending approval from the Village Attorney MOTION: Dillenburg SECOND: Koepke VOTE: 3-0

B. DISCUSSION AND ACTION – Establishing a Public Hearing to Consider a Conditional Use Permit for increase in square footage of accessory building, HB-733-1, 1270 Plateau Heights Road – ACTION: To schedule the public hearing for the August 15th Board meeting MOTION: Heidel SECOND: Koepke VOTE: 3-0

C. DISCUSSION - Items for future agenda consideration or Committee assignment – None

ACTION: To go into a 10-minute recess at 7:00 PM MOTION: Heidel SECOND: Koepke VOTE: 3-0

D. ADJOURN to CLOSED SESSION (7:10 PM) – ACTION: To go into 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, 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:

E. CONVENE into open session (9:05 PM) – MOTION: Dillenburg SECOND: Koepke VOTE: 3-0

F. ACTION from closed session - None

12. ADJOURN (9:06 PM) – MOTION: Heidel SECOND: Dillenburg VOTE: 3-0

Submitted by Aaron Kramer, Village Administrator

V I L L A G E O F
HOBART
 GREATNESS IS GROWING
MEMORANDUM

TO: Village Board
FROM: Aaron Kramer, Village Administrator
RE: Village Investment Portfolio
DATE: July 19, 2023

INVESTMENTS	
LOCATION	TOTAL
Associated Bank:	\$ 3,509,196.68
ADM:	\$ 2,643,474.49
PMA:	\$ 9,614,071.83
WI LGIP:	\$ 1,747,035.71
TOTAL:	\$ 17,513,778.71

Associated Bank	
NAME	TOTAL
Checking	\$ 250,000.00
Sweep	\$ 3,259,196.68
Investment Portfolio	\$ 1,800,000.00

PMA	
NAME	TOTAL
Debt Service	\$ 319,097.76
Taxable	\$ 35,408.69
Southwind - TID No. 2	\$ 13,684.23
2021 Bond Issue #1	\$ 79.92
2021 Bond Issue #2	\$ 33,136.56
GO Prom Notes Series 2022	\$ 902,787.19
Fire Station	\$ 4,860,420.99
Gateway Estates	\$ 3,449,456.49

LGIP	
NAME	TOTAL
General (State Aid/Revenue)	\$ 1,257,986.67
Sewer Replacement (CMAR)	\$ 143,446.61
Escrow (ARPA)	\$ 345,602.43

ADM	
NAME	TOTAL

General Account	\$	255,000.00
Water Fund	\$	249,458.56
Capital Projects Fund	\$	597,862.58
Debt Service Fund	\$	99,465.64
Storm Water Fund	\$	498,664.11
TID #1 Fund	\$	744,301.90
TID #2 Fund	\$	198,721.70

COST SHARING AGREEMENT REGARDING
COMMUNITY / SCHOOL RESOURCE OFFICER
PROGRAM BETWEEN
THE HOBART/LAWRENCE POLICE DEPARTMENT AND
THE WEST DE PERE SCHOOL DISTRICT

This Agreement is entered into as of **[insert date of new signing]**, by and between Hobart/Lawrence Police Department and the West De Pere School District, ("West De Pere"), hereinafter referred to collectively as "The Parties."

WHEREAS, the Parties wish to memorialize, in writing, their desire to cost share the **Community / School Resource Officer** position upon the terms and conditions set forth below.

NOW THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and such other good and valuable consideration, the receipt of which is hereby acknowledged, it is mutually agreed as follows:

1. This Agreement is effective as of **[insert date of new signing]** and will self-renew each year for the following school year provided all parties agree.
2. West De Pere agrees to pay the Hobart/Lawrence Police Department 75% of the wage and benefit cost of one full-time HLPD police officer for the **Community / School Resource Officer** program for the school terms covered by the length of the Agreement in accordance with the attached Wage and Benefit schedule, attached hereto and incorporated by reference as Exhibit A.
 - a. "Fringe" benefits identified therein shall include the following: Hobart/Lawrence Police Department contributions to the Wisconsin Retirement System, social security contributions, medical insurance premiums, dental insurance premiums, workers compensation premiums, disability insurance premiums and life insurance premiums.
 - b. "Equipment" costs identified therein shall include the following: police vehicle maintenance costs, fuel, training costs, pager and cell phone fees, office supplies and photocopy costs.
 - c. "Administrative charge" shall cover department administration and secretarial assistance and support costs.

3. The Hobart/Lawrence Police Department shall be solely responsible for the selection, direction, control, and supervision of the officer assigned pursuant to this Agreement. All other scheduling of work for the assigned officer during the portion of the year not covered by the school term will be the responsibility of the Hobart/Lawrence Police Department. Any costs associated with work scheduled for the assigned officer by the Hobart/Lawrence Police Department for regular police duty during breaks in and between school years are not shared costs between the Hobart/Lawrence Police Department and West De Pere.
4. All overtime costs incurred by the Hobart/Lawrence Police Department for West De Pere District functions or activities beyond the normal school day (Monday-Friday, 7:45 a.m. to 3:45 p.m.), shall be the sole responsibility of West De Pere.
5. On or before July 1st of each year under this Agreement, Hobart/Lawrence Police Department will invoice West De Pere for 75% of the officer costs incurred over the preceding 6-month period (January-June). Such invoice shall be paid on or before July 31st of the year invoiced. On or before January 1st of each year, the Hobart/Lawrence Police Department will invoice West De Pere for 75% of the officer costs incurred over the preceding 6-month period (July-December). Said invoices shall be paid on or before January 31st of the year invoiced. All invoices will be itemized to include a breakdown of costs associated with the program.
6. This Agreement will not become effective unless and until authorized by the Hobart/Lawrence Police Department.
7. Either party retains the right to terminate this agreement upon a 60-day written notice to the other part. If this agreement is so terminated, West De Pere shall be invoiced

for the actual costs incurred by the Hobart/Lawrence Police Department for said officer during the preceding period not yet invoiced.

8. The Community / School Resource Officer could work with the community on various issues which includes working with home schooled and parochial students.

Dated this _____ of _____, 2023

TOWN OF LAWRENCE

WEST DE PERE SCHOOL DISTRICT

Patrick Wetzel, Village Administrator

Dennis Krueger, Superintendent

School Board President

VILLAGE OF HOBART

Aaron Kramer, Village Administrator

HOBART-LAWRENCE POLICE DEPARTMENT

Mike Renkas, Chief of Police

Personnel and Equipment/Supplies Costs for School Liaison Officer
West De Pere School District (40 hours per week)

2022 - 2023 Costs

Fiscal Year	2019-2020
Wages	\$ 75,628.80
Retirement	\$ 9,983.60
Pay Tax	\$ 5,785.61
Fringe Benefits	\$ 5,076.82
Worker's Comp	\$ 3,309.13
TOTAL	99,783.96
4% Administrative Charge	\$ 3,991.34
Equipment/Uniform/Supplies	\$ 600.00
GRAND TOTAL	104,375.30

WDPSDI		
\$104,375.30 X .85 (% for school year)= \$88,719.01		
Full Year	85% School Year	Liaison Reimbursement
\$ 104,375.30	\$ 88,719.01	\$ 88,719.01



Tourism Commission Overview

The following is a basic overview of the components of WI. Room Tax Statute 66.0615 specifically relating to tourism commissions.

Definition of “Commission”: An entity created by one municipality or by 2 or more municipalities in a zone, to coordinate tourism promotion and tourism development for the zone.

Tourism Commission FOR A SINGLE MUNICIPALITY

Composition: 4-6 members. One of the members shall represent the Wisconsin hotel and motel industry.

Appointed by: The principal elected official in the municipality, with confirmation required by a majority vote of the members of the municipality’s governing body present when the vote is taken.

Terms: One year, at the pleasure of the appointing official. They may be re-appointed.

Required Actions:

1. It shall contract with another organization to perform the functions of a tourism entity if no tourism entity exists in that municipality.
2. It shall meet regularly, and shall elect a chairperson, vice chairperson, and secretary from its members.
3. It shall use the room tax revenue that it receives from a municipality for tourism promotion and tourism development (as defined in the statute) in the municipality.
4. It shall report annually to the municipality providing the room tax revenue, the purposes for which the revenues were spent.
5. It shall report any delinquencies or inaccurate reporting to the municipality.
6. It shall not use any of the room tax revenue to construct or develop a lodging facility.
7. If a municipality issued debt or bond anticipation notes before January 1, 2005, to finance the construction of a municipally owned convention or conference center, nothing in this section may prevent the municipality from meeting all of the terms of its obligation.

Tourism Commission FOR A TOURISM ZONE

(“Zone” is defined in 66.0615 as “an area made up of 2 or more municipalities that, those municipalities agree, is a single destination as perceived by the traveling public”)

Composition: 3 members from each municipality in which annual room tax collections exceed \$1 million. 2 members from each municipality in which annual room tax collections are more than 300,000, but less than \$1 million. One member from each municipality in which annual room tax collections are \$300,000 or less. Two additional members representing the Wisconsin hotel and motel industry shall also be appointed.

Appointed by: the municipality representatives shall be appointed by the principal elected official in the municipality, with confirmation required by a majority vote of the members of the municipality’s governing body present when the vote is taken. The two hotel and motel industry representatives shall be appointed by the Chairperson of the Commission.

Terms: One year term, at the pleasure of the appointing official, and they may be reappointed.

Required Actions:

1. The municipalities shall enter into a contract to create a commission.
2. It shall meet regularly, and from among its members, shall elect a chairperson, vice chairperson, and secretary.
3. Each municipality in the zone shall levy the same percentage of tax. If they are unable to agree on the percentage of tax for the zone, the commission shall set the percentage
4. It shall contract with one tourism entity from the municipalities in the zone to obtain staff, support services and assistance in developing and implementing programs to promote the zone to visitors.
5. If no tourism entity exists in any of the municipalities in the zone that have formed a commission, the commission shall contract with another organization in the zone to perform the functions of the tourism entity.
6. It shall use the room tax revenue that it receives from a municipality for tourism promotion and tourism development (as defined in the statute) in the zone or in the municipality.
7. It shall report annually to each municipality from which it receives room tax revenue the purposes for which the revenues were spent.
8. It shall not use any of the room tax revenue to construct or develop a lodging facility.
9. It shall monitor the collection of room taxes from each municipality in the zone that has a room tax.
10. It shall report any delinquencies or inaccurate reporting to the municipality that is due the tax.
11. If a municipality issued debt or bond anticipation notes before January 1, 2005, to finance the construction of a municipally owned convention or conference center, nothing in this section may prevent the municipality from meeting all of the terms of its obligation.



Provided as a service of the Wisconsin Hotel & Lodging Association. This is not intended to replace qualified legal counsel. For Wisconsin Room Tax resources, visit www.WisconsinLodging.org/roomtax.

Contact: Bill Elliott, CAE (President & CEO) | 262-782-2851 ext. 10 | belliott@wisconsinlodging.org

TAP 9/8/15
BE 3/18/22



Tourism Entity Overview

Two separate significant changes relating to Tourism Entities in the Wisconsin Room Tax Statute 66.0615 took place in the 2015/16 state legislative sessions. Both changes are incorporated into this Overview in order to provide current guidance on the updated law.

First, in July 2015 with the adoption of WI. Act 55, a municipality imposing a room tax will, as of January 1, 2017, have exactly two choices relating to the oversight of the portion of Room Tax revenue that must be allocated to “tourism promotion and tourism development” (TP&TD). This portion must be given to either a tourism “commission” or a “tourism entity”. There are specific requirements relating to each of these. WH&LA’s “*Tourism Commission Overview*” is covered separately in the *Wisconsin Room Tax Series* resources, and this composition provides an overview for the Tourism Entity.

Second, on March 30, 2016, WI. Act 301 was signed into law providing revisions to the statutory definition of “Tourism Entity” and the composition of its governing body, all of which went into effect immediately.

New Statutory Definition of “Tourism Entity”

(f) “Tourism entity” means a nonprofit organization that came into existence before January 1, 2015, spends at least 51 percent of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality, except that if no such organization exists, a municipality may contract with one of the following entities:

1. *A nonprofit organization that spends at least 51 percent of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality.*
2. *A nonprofit organization that was incorporated before January 1, 2015, spends 100 percent of the room tax revenue it receives from a municipality on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality.*

To provide clarity to this definition, we will address 3 types of organizations that could be eligible to provide tourism promotion and tourism development services for a municipality or Tourism Commission, per 66.0615.

“Tourism Entity”

An existing entity that fits the definition of “Tourism Entity” must have achieved all of the following:

- Official classification by the IRS as a non-profit organization by January 1, 2015 (*Note: governmental agencies have a different classification*)
- Spends a minimum of 51% of the entity’s revenue on tourism promotion and tourism development (as per the statutory definition)
- Provides destination marketing staff and services for the tourism industry in a municipality. (*Note: with this definition, a Tourism Entity may service more than one municipality, and does not need to be located in each municipality it services*).

A Tourism Entity may receive room tax revenue either directly from a municipality or from an appointed Tourism Commission that contracts with them. Regardless of which way they receive their room tax revenue, all of it must be spent on “tourism promotion and tourism development “ as defined in the statute.

If there is no “Tourism Entity” fitting the definition outlined above, a municipality or a tourism commission may contract with one of the following alternate organizations to expend the room tax revenue allocated for tourism promotion and development (TP&TD), as outlined in the statute:

Alternate Nonprofit Organization Option #1 *(Generally a post-January 1, 2015 CVB or Chamber of Commerce)*

This organization would typically be a more recently created convention and visitors bureau (CVB), also sometimes known as a destination marketing organization (DMO), or a chamber of commerce in a dominantly tourist area. The difference between this organization and a “tourism entity” is purely the creation date. The requirements are:

- Official classification by the IRS as a non profit organization (with no date requirement)
- Spends a minimum of 51% of the entity’s revenue on tourism promotion and tourism development (as per the statutory definition)
- Provides destination marketing staff and services for the tourism industry in the municipality.

Alternate Nonprofit Organization Option #2 *(Generally an established Chamber of Commerce focusing and spending most of their revenue on the development of multiple industries, but using the room tax revenue received only for TP&TD)*

The difference between this organization, usually a chamber of commerce, and a “tourism entity” is that the majority of their budget is not spent on TP&TD, but all of their room tax revenue is. The requirements are:

- Official classification by the IRS as a nonprofit organization prior to January 1, 2015.
- Spends 100 percent of the room tax revenue it receives on tourism promotion and tourism development (TP&TD) as outlined in the statute.
- Provides destination marketing staff and services for the tourism industry in the municipality

What Requirements Must a Tourism Entity Follow?

Under the state statutes, a Tourism Entity must:

- Expend all of the room tax revenue received on tourism promotion and tourism development (as defined in statute)
- Include in their governing body at least one owner or operator of a lodging facility collecting room tax that is located in the municipality for which the room tax is collected. For a Tourism Entity servicing a “zone” with multiple municipalities, a minimum of four (4) owners or operators of lodging facilities in the zone must be included in the governing body.
- Provide an annual report on the purposes for which the room tax revenues were spent, to each municipality it receives room tax revenue from.

Definition of “tourism promotion and tourism development” (TP&TD):

(fm) "Tourism promotion and tourism development" means any of the following that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment on which a tax under sub. (1m)(a) may be imposed, that are owned by different persons and located within a municipality in which a tax under this section is in effect; or, if the municipality has only one such establishment, reasonably likely to generate paid overnight stays in that establishment:

1. Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motorcoach groups.
2. Transient tourist informational services.
3. Tangible municipal development, including a convention center.



Provided as a service of the Wisconsin Hotel & Lodging Association. This is not intended to replace qualified legal counsel. For Wisconsin Room Tax resources, visit www.WisconsinLodging.org/roomtax.

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TAP July 2016
BE March 2022



WISCONSIN LOCAL ROOM TAX MODEL

Tourism Entity or Tourism Commission

- Oversees expenditure of all \$\$ on "tourism promotion and tourism development" per statutory definition
- Attracts and generates paid overnight stays

Paid Overnight Guest

- Spends \$\$ in local economy
 - Attractions
 - Restaurants
 - Lodging
 - Retail
 - Gas Stations
 - Drugstores & more
- Are non-residents
- Pays room tax to local lodging property

Lodging Property

- Remits collected room tax to municipality



Municipality

- Can keep up to 30%, with a minimum of 70% going to a tourism entity or tourism commission

Exceptions

- A municipality "grandfathered" in 1994 to keep more than 30% may keep no more than the total dollar amount retained in 2010. Any revenue beyond these caps must go to tourism promotion and tourism development.
- A municipality "grandfathered" in 1994 to keep less than 30% must continue to do so.

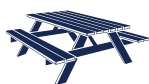
HOW CAN ROOM TAX BE SPENT?



Up to **30%** can go to **municipality**, unless municipality has been grandfathered in at a different rate.



At least **70%** must be spent on **Tourism Promotion and Tourism Development**.



What expenditures are eligible?
(Answer "yes" to all three)

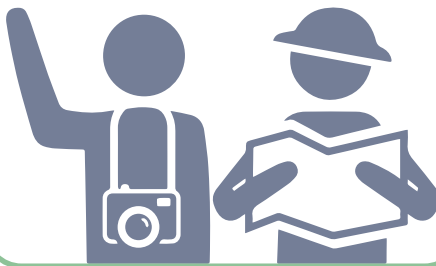


Is it reasonably likely to generate **paid overnight stays** in multiple lodging properties?

- If municipality only has one property, is it likely to generate stays there?
- If you aren't sure, ask a lodging property operator!



Will it be significantly used by **transient tourists**?



Will it be for a Marketing Project, Tourist Information, or Tangible Municipal Development?

- **Ad buys/marketing** of tourist materials
- **Tourist services** creating overnight guests
- Funding a **convention center**



Make sure it complies — public reports are required to be filed by May 1 every year!