



## **MEETING MINUTES – VILLAGE BOARD (Regular)**

**Date/Time: Tuesday February 4<sup>th</sup> 2025 (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 6:01 pm. Dave Dillenburg, Vanya Koepke, Melissa Tanke, and Rich Heidel were present. Excused: Tammy Zittlow.
2. Certification of the open meeting law agenda requirements and approval of the agenda - ACTION: To certify the open meeting law agenda requirements and approve the agenda. MOTION: Heidel SECOND: Dillenburg. 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 January 21<sup>st</sup> (Regular) and January 27<sup>th</sup> 2025 (Special)** ACTION: To approve the Consent Agenda as presented. MOTION: Koepke SECOND: Dillenburg. VOICE VOTE: 4-0.

### **6. ITEMS REMOVED FROM CONSENT AGENDA** – None.

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

Nancy Barden, 3499 N Overland Rd.  
Scott Wesolowski, 1561 Fox Ct.

### **A. DISCUSSION AND ACTION – Resolution 2025-02 (RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A \$593,000 GENERAL OBLIGATION PROMISSORY NOTE)** Adam Ruechel, Baird, presented the information behind the sale.

ACTION: To approve Resolution 2025-02 (RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A \$593,000 GENERAL OBLIGATION PROMISSORY NOTE) as presented. MOTION: Heidel SECOND: Tanke. ROLL CALL VOTE: 4-0.

### **8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS**

#### **A. INFORMATION**

**1. 2024 Brown County Recycling Composition Report (Village of Hobart)** – 738.14 tons of recycling material was collected in 2024, virtually the same as the previous year (740.78 tons in 2023). The amount of paper/cardboard recycled decreased five (5) percent to 473.5 tons from 498 tons in 2023; the collection of other recyclables (aluminum, steel, bimetal and plastic containers) jumped over eight (8) percent from 242.8 tons to 264.7 tons.

Administrator Kramer presented the recycling numbers from 2024

**2. December 2024 Investment Update** – Administrator Kramer reviewed the Investment update with the Board.

The Public Works and Utilities Commission will meet next Monday, February 10.

The Site Review Committee will meet on Wednesday, February 19, before the Village Board meeting.

Planning and Zoning will meet in February.

The auditors will be here next week.

The Spring Primary is February 18, 2025.

**9. COMMITTEE REPORTS AND ACTIONS** – None.

**10. OLD BUSINESS** – None.

**11. NEW BUSINESS**

**A. DISCUSSION AND ACTION – Final Amended FY2024 General Fund, Capital Fund and Debt Service Fund Budgets**

The Village's auditors will conduct their 2024 audit the week of February 10th. The Board is being asked to approve amended 2024 budgets for the General Fund, Debt Service Fund, and Capital Fund to close out the fiscal year, and allocate surplus funds for future debt payments.

Administrator Kramer presented the Amended FY2024 General Fund, Capital Fund and Debt Service Fund Budgets.

ACTION: To approve the amended FY2024 budgets for the General Fund, Capital Fund and Debt Service Fund as presented. MOTION: Heidel SECOND: Koepke. ROLL CALL VOTE: 4-0.

**B. DISCUSSION AND ACTION – Policy 2025-01 (EMERGENCY VOLUNTEER RESPONSE)**

The purpose of this policy is to provide guidelines to employees responding to emergencies as first responders during Village work hours.

Public Works and Utilities Director Lancelle explained this policy to the Board.

ACTION: To approve Policy 2025-01 (EMERGENCY VOLUNTEER RESPONSE) as presented. MOTION: Dillenburg SECOND: Tanke. VOICE VOTE: 4-0.

**C. DISCUSSION AND ACTION – Policy 2025-02 (ASSIGNMENT OF CURRENT AND FUTURE BUDGET SURPLUSES AND CERTAIN UNDESIGNATED RESERVE FUNDS TO PROVIDE BUDGET STABILITY AND RETIRE THE EXISTING DEBT)**

The purpose of this policy is to provide guidance for the payment of future debt payments by utilizing current and former budget surpluses and current undesignated reserves, therefore providing budget stability.

Administrator Kramer reviewed the policy with the Board.

ACTION: To approve Policy 2025-02 (ASSIGNMENT OF CURRENT AND FUTURE BUDGET SURPLUSES AND CERTAIN UNDESIGNATED RESERVE FUNDS TO PROVIDE BUDGET STABILITY AND RETIRE THE EXISTING DEBT) as presented. MOTION: Heidel SECOND: Koepke. VOICE VOTE: 4-0.

**D. DISCUSSION AND ACTION – Business Associate Agreement with McClone**

This agreement would consolidate the Village's insurance programs with the McClone Agency, effective March 1<sup>st</sup> 2025. There is no budgetary impact. The Board is being asked to authorize the Village Administrator to sign the BAA.

Administrator Kramer explained the move of the management of all Village insurance to the McClone Agency.

ACTION: To authorize the Village Administrator to sign the Business Associate Agreement with McClone. MOTION: Tanke SECOND: Koepke. VOICE VOTE: 4-0.

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

The Special Event ordinance.

Swearing in the new Police Lieutenant.

Administrator Kramer will be meeting with Representative Goeben.

Administrator Kramer and President Heidel will be meeting with Badger Institute.

ACTION: To recess prior to going into closed session (7:21 PM). MOTION: Heidel SECOND: Koepke. VOICE VOTE: 4-0.

**F. ADJOURN to CLOSED SESSION (7:35 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 or Purchase 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, and 3) 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 MOTION: Heidel SECOND: Koepke ROLL CALL VOTE: 4-0.

**G. CONVENE into open session (9:15 PM)** – MOTION: Dillenburg SECOND: Tanke ROLL CALL VOTE: 4-0.

**H. ACTION from closed session** – ACTION: To approve payment of \$3,660.57 to satisfy a claim from Wisconsin Public Service for damages done to the electrical service in the area of 1111 Hill Drive in October 2024 MOTION: Dillenburg SECOND: Tanke VOICE VOTE: 4-0. ACTION: To appoint Amanda Wangerin to the position of Deputy Clerk MOTION: Heidel SECOND: Koepke VOICE VOTE: 4-0.

**12. ADJOURN (9:16 PM)** – MOTION: Dillenburg SECOND: Heidel VOICE VOTE: 4-0.

Respectfully submitted by Lisa Vanden Heuvel, Village Clerk