



Village of Hobart – www.hobartwi.gov
Village Office - 2990 South Pine Tree Road, Hobart, WI

Notice is hereby given according to State Statutes that the VILLAGE BOARD of the Village of Hobart will meet on **Tuesday September 15th 2026**, at 6:00 P.M. at the Village Office (2990 South Pine Tree Road). NOTICE OF POSTING: Posted September 11th 2026, at the Hobart Village Office and on the village website.

MEETING NOTICE – VILLAGE BOARD (Regular)

Date/Time: Tuesday September 15th 2026 (6:00 P.M.)

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

Village Board of Trustees: Richard Heidel (President), David Dillenburg, Vanya Koepke, Tammy Zittlow, Melissa Tanke. All agendas and meeting packets can be found on-line at <https://www.hobartwi.gov/village-board>.

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 4); B. VILLAGE BOARD: Minutes of September 1st 2026 (Regular) (Page 7); C. PLANNING AND ZONING COMMISSION: Minutes of July 6th 2026 (Page 10); PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE: Minutes of July 2nd 2026 (Page 11)

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS/RESOLUTIONS/PRESENTATIONS (Please limit comments to no more than 3 minutes)

A. PRESENTATION – Donation to the Hobart Fire Department

The residents of New Perspective Emerald Bay recently raised funds for the Fire Department at their annual Labor Day picnic and will present the proceeds to the Department. Josh Bray (Executive Director) will make the presentation.

B. DISCUSSION AND ACTION – Resolution 2026-10 (A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF HOBART, WISCONSIN, AUTHORIZING A LOWER PAYMENT IN LIEU OF TAXES (PILOT) FROM THE VILLAGE OF HOBART WATER UTILITY) (Page 12)

This resolution will bring the Village into compliance with Public Service Commission regulations regarding the Payment-In-Lieu of Taxes (PILOT) paid by the Water Utility to the General Fund.

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

A. INFORMATION

1. Notification of Payment from the Wisconsin Disaster Fund for March Severe Weather (Page 15)
2. Village Financial Report (Page 16)

9. COMMITTEE REPORTS AND ACTIONS

A. UPDATES

1. Planning and Zoning Commission (September 8, 2026)
2. Public Works and Utilities Advisory Committee (September 10, 2026)

10. OLD BUSINESS

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Proposed Timeframe for the 2027 Budget Process (Page 17)

The deadline to get the tax levy information to Brown County to have the tax bills printed is Wednesday November 25th.

B. DISCUSSION AND ACTION – Hobart Municipal Center Pre-Request for Proposals Report (Page 20)

This report establishes the operational vision for a future Village Hall. Rather than focusing on square footage alone, it identifies how Village services should function over the next 30 to 50 years. The recommendations are intended to guide the Board, architects, engineers, and staff through the programming phase of the project. Although future staffing decisions will be made by a future Village Board based on the community needs and available resources, the building should be designed with sufficient flexibility to support any department and/or staff changes without significant building modifications,

C. DISCUSSION AND ACTION - Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2027 (Page 40)

In order to remain eligible for the WDNR's Wisconsin Recycling Consolidation Grant, Hobart must enter into this cooperative agreement before September 30th. This is an annual occurrence.

D. DISCUSSION AND ACTION – Ordinance 2026-15 (AN ORDINANCE REPEALING AND RECREATING ARTICLE I (CROSS-CONNECTION CONTROL) OF CHAPTER 273 (WATER)) (Page 42)

The purpose of this ordinance is to bring the ordinance into conformity with our current testing interval and inspections for residential and business. It will also allow the utility to have businesses conduct their own inspection and send results to Village for compliance.

E. DISCUSSION AND ACTION – Authorization to Bid the Upgrades to the Inline Booster (TID #1) (Page 45)

The long range plan for the water utility included a water reservoir located on North Pinetree Road. The current single inline booster pump was designed as a temporary solution until the reservoir could be installed with an additional pump planned at that time. In 2025 it was decided to not pursue building the reservoir due to inflationary increases after the COVID pandemic placed extreme budgetary restraints on the project. Staff is requesting Board approval to release bid requests to upgrade the inline booster pump station to include a backup pump system for the existing single pump.

F. DISCUSSION AND ACTION – Authorization to Increase Utility Clerk to a Full-Time Position (Page 47)

The Village has been employing a part-time Utility Clerk to handle billing, customer service and regulatory requirements. Over the past decade, the number of utility customers has increased 31 percent (water) and 32 percent (sewer). Staff is recommending that the position be increased to a full-time position, beginning immediately.

G. DISCUSSION AND ACTION – Authorization to Post the Position of Public Works and Utility Crew Employee (Page 49)

Staff is seeking permission to post the position of Public Works and Utility Crew Employee, which was recently vacated.

H. DISCUSSION AND ACTION – Establishing a Public Hearing to Consider Rezoning of Parcel HB-501-1 (4941 N. Overland Road) from A-1: Agricultural District to PDD #1: Centennial Centre at Hobart District

The property owner of parcel HB-501-1, located at 4941 N. Overland Rd., is requesting to rezone this 10.19 acre parcel from A-1: Agricultural District to PDD #1: Centennial Centre at Hobart District. Staff is requesting the Public Hearing be scheduled for Tuesday October 6th.

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

1. OCTOBER 6 – Pulaski School District Referendum Presentation

J. 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: Possible Trail Agreement with the Oneida Nation; TID Development Agreement
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

K. CONVENE into open session

L. ACTION from closed session

12. ADJOURN

Aaron Kramer, Village Administrator

UPCOMING BOARD MEETINGS

Tuesday October 6th 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

Tuesday October 20th 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

* Wednesday November 4th 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

* - Moved from Tuesday November 3rd due to the Fall Election.

NOTE: Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: www.hobartwi.gov. Any person wishing to attend, who, because of their disability, requires special accommodation, 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.

9/09/2026

2:02 PM

Reprint Check Register - Quick Report - Regular

Page: 1

ACCT

CHECKING

ALL Checks

Posted From: 9/18/2026 From Account:
 Thru: 9/18/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
71437	9/18/2026	4M BUILDING SOLUTIONS INC MONTHLY CLEANING SERVICE	1,578.00
71438	9/18/2026	ABAGAIL DETRICK REFUND PARK DEPOSIT FROM 8-22-2026	175.00
71439	9/18/2026	ASHWAUBENON AUTO REPAIR LLC OIL CHANGE & FILTER 25 CAMRY BAM2566-WI	55.03
71440	9/18/2026	BADGER LABORATORIES & ENGINEERING CO INC LEAD AND COPPER TESTING & COLIFORM TEST	490.00
71441	9/18/2026	BADGER METER INC. BEACON MBL HOSTING AUGUST	246.29
71442	9/18/2026	BEARING HEADQUARTERS CO SCAG MOWER PARTS	684.25
71443	9/18/2026	BELLIN HEALTH CPR - CARDS, RENEWAL, FIRSTAID	52.00
71444	9/18/2026	BROWN COUNTY TREASURER PAINT CENTERLINE CENTENNIAL TO SUNLITE	2,599.93
71445	9/18/2026	BROWN COUNTY TREASURER SAFE ROADS FOR ALL ROAD PLAN	3,251.75
71446	9/18/2026	BROWN COUNTY TREASURER - COURT PAYMENTS AUGUST FINES & SURCHARGES	1,167.60
71447	9/18/2026	CHARTER NEXT GENERATION PD TAXES FOR HB-283-2-1 IN ERROR	521.67
71448	9/18/2026	CONWAY SHIELD INC CMC-KASK HD HELMET & BUOY & ROPE	1,568.80
71449	9/18/2026	DARREN BERG REFUND PARK DEPOSIT FROM 8-28-2026	175.00
71450	9/18/2026	EMPLOYEE RESOURCE CENTER INC EMPLOYEE ASSISTANCE SEPTEMBER	291.67
71451	9/18/2026	FEDEX RETURN EXTERNAL DRIVE & CRIME LAB	46.49
71452	9/18/2026	GAT SUPPLY INC MULTIPLE PUBLIC WORKS , STORM WATER INVS	890.25
71453	9/18/2026	HAWKINS INC CHLORINE CYLINDERS - WATER TREATMENT	50.00
71454	9/18/2026	JOE'S POWER CENTER INC MOWER PARTS	5.98
71455	9/18/2026	K-9 SERVICES WORKSHOP / CERTIFICATIONS C. TREMEL	350.00

9/09/2026 2:02 PM Reprint Check Register - Quick Report - Regular

Page: 2
ACCT

CHECKING

ALL Checks

Posted From: 9/18/2026 From Account:
Thru: 9/18/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
71456	9/18/2026	KWIK TRIP - FREEDOM ROAD RESTITUTION - EVAN VANDE HEY	153.83
71457	9/18/2026	LAMAR COMPANIES MARKETING BULLETINS	1,575.00
71458	9/18/2026	MCALLISTER LANDSCAPE SUPPLIES PULVERIZED SOIL & GRASS SEED	368.00
71459	9/18/2026	MULTI MEDIA CHANNELS LLC LEGAL ADS ORD#2026-09; 10; 11 AND 14	92.49
71460	9/18/2026	OFFICE ENTERPRISES INC INK & SEAL FOR POSTAGE METER	292.30
71461	9/18/2026	PARTSASAP-131464 WEIGHT - SUITCASE FRONT 100LBS PARTS	1,227.92
71462	9/18/2026	PROCEED LEGAL INC BRIEF U.S.- 7th CIRCUIT	1,779.00
71463	9/18/2026	ROBERT E. LEE & ASSOCIATES INC MULTIPLE INVOICES / PROJECTS	22,858.01
71464	9/18/2026	SORENSEN FAMILY TRUST TID 1 ANNUAL PAYMENT	628,568.26
71465	9/18/2026	STATE OF WISCONSIN COURT FINES & SURCHARGES MONTHLY FINES & SURCHARGES AUGUST	3,028.81
71466	9/18/2026	STORDEUR SANITATION INC PUMP HOLDING TANKS FIRE & GOLDEN	295.00
71467	9/18/2026	TRUCK EQUIPMENT INC COPPER LUG 6GA 3/8" STUD	22.50
71468	9/18/2026	VAN PAY REAL ESTATE REFUND OVERPAYMENT FINAL UTILITY	147.18
71469	9/18/2026	VON BRIESEN & ROPER S.C. ATTORNEYS AT LAW LEGAL MATTERS	18,169.50
71470	9/18/2026	WEYERS EQUIPMENT INC MULTIPLE MOWER INVOICES	192.45
71471	9/18/2026	WI DEPT OF JUSTICE - CRIME INFORMATION BUREAU BACKGROUND CHECKS - 5	35.00
71472	9/18/2026	WI HUMANE SOCIETY ANIMAL IMPOUND SERVICES AUGUST	500.00
Grand Total			693,504.96

9/09/2026

2:02 PM

Reprint Check Register - Quick Report - Regular

Page: 3

ACCT

CHECKING

ALL Checks

Posted From: 9/18/2026 From Account:
 Thru: 9/18/2026 Thru Account:

Amount

Total Expenditure from Fund # 001 - General Fund	36,137.60
Total Expenditure from Fund # 002 - Water Fund	2,293.85
Total Expenditure from Fund # 003 - Sanitary Sewer Fund	697.32
Total Expenditure from Fund # 004 - Capital Projects Fund	220.00
Total Expenditure from Fund # 006 - K-9 Fund	350.00
Total Expenditure from Fund # 007 - Storm Water Fund	2,273.37
Total Expenditure from Fund # 008 - TID 1 Fund	644,989.52
Total Expenditure from Fund # 009 - TID 2 Fund	4,624.50
Total Expenditure from Fund # 010 - Parks & Recreation	350.00
Total Expenditure from Fund # 012 - Fire Department	1,568.80
Total Expenditure from all Funds	693,504.96



VILLAGE BOARD MINUTES (Regular)

Date/Time: Tuesday September 1st 2026 (6:00 P.M.)

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

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

ROUTINE ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call.** The meeting was called to order by Rich Heidel at 6:05 pm. Dave Dillenburg, Vanya Koepke, Melissa Tanke, Tammy Zittlow, and Rich Heidel 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 approve the agenda as presented. MOTION: Heidel SECOND: Koepke. VOICE VOTE: 5-0.
- 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 August 18th 2026 (Regular); C. SITE REVIEW COMMITTEE: Minutes of July 15th 2026; D. PARK AND RECREATION COMMITTEE: Minutes of May 18th 2026 E. APPOINTMENT: Rob Zittlow to the Site Review Committee (Alternate) to a term ending May 1st 2029

ACTION: To approve the Consent Agenda as presented to include manual checks. MOTION: Dillenburg SECOND: Koepke. VOICE VOTE: 5-0.

6. ITEMS REMOVED FROM CONSENT AGENDA – None.

7. CITIZENS' COMMENTS/RESOLUTIONS/PRESENTATIONS (Please limit comments to no more than 3 minutes)

Brianna Peterson, 1515 Navajo Ct. Village Social Media Policy 2026-01, Hobart WI Community Connect Page.

A. SWEARING IN – Hobart-Lawrence Police Officer Kyle O'Kimosh – Village Clerk, Lisa Vanden Heuvel, administered the Oath of Office to Officer Kyle O'Kimosh. Officer Kyle O'Kimosh also took the Law Enforcement Oath of Honor.

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

The Planning & Zoning Commission will meet next week. Data Centers will be on the agenda.

The Public Works & Utilities Advisory Committee will be scheduled in September.

The Parks and Recreation Committee met August 26.

The Village office will be closed on Labor Day. Garbage and Recycling will be one day late.

A. INFORMATION

1. 2026 Village Population Report – The most recent estimate of the Village’s population shows Hobart has an estimated population of 11,885, as of January 1st 2026. This is a one-year increase of 327 residents (3 percent) and 1,674 residents (16.4 percent) over the 2020 census. Approximately 9,153 of the estimated population for the Village of Hobart are of voting age, 254 more than last year (8,888), a three (3) percent increase. The Hobart-Lawrence Police Department now provides public safety services to a population of 19,010, 351 more than the 2025 estimate of 18,569, a 2.3 percent increase, and 2,493 more than the 2020 census (16,517).
2. Associated Bank Investment Report

Administrator Kramer reviewed the population report and the bank investment report with the Village Board.

9. COMMITTEE REPORTS AND ACTIONS

A. INFORMATION - 575 Centerline Dr., HB-524-4; 4,310 SF Commercial Building with Associated site Improvements (Site Review Committee)

Bayland Buildings is proposing to construct a new 4,310 square foot commercial building to be located at 575 Centerline Dr. (Parcel HB-524-4) along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as a financial institution (Stephenson National Bank and Trust).

Administrator Kramer discussed the Stephenson National Bank building with the Village Board.

B. DISCUSSION AND ACTION - Hillcrest Elementary School, 4193 Hillcrest Dr.; HB-712; Signage (Site Review Committee)

The Village Site Review Committee requested an update from Village Staff relating to the wall signage that was installed at the Hillcrest Elementary School, located at 4193 Hillcrest Drive.

Administrator Kramer discussed the Hillcrest School signage with the Village Board.

10. OLD BUSINESS – None.

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Retirement of Fire Chief Jerry Lancelle

Fire Chief Lancelle has announced his intention to retire from the Hobart Fire Department as Fire Chief, effective December 31st, 2026. Chief Lancelle has served for more than forty (40) years on the Department and 15 years as Fire Chief.

ACTION: To approve and accept the retirement of Fire Chief Jerry Lancelle effective December 31, 2026. MOTION: Heidel
SECOND: Zittlow. VOICE VOTE: 5-0.

B. DISCUSSION AND ACTION - POLICY 2026-07 (LICENSE POLICY)

The purpose of this policy is to establish procedures and guidelines for collecting license information for Village of Hobart employees that may have an opportunity to drive a Village-owned vehicle.

ACTION: To approve POLICY 2026-07 (LICENSE POLICY) as presented. MOTION: Heidel SECOND: Koepke. VOICE
VOTE: 5-0.

C. DISCUSSION AND ACTION - 2027 Cost-of-Living Adjustment (COLA) and Performance Pay Adjustment (PPA)

The proposal from the Village Administrator is for a Cost-of-Living Adjustment (COLA) of three (3) percent and Performance Pay Adjustment (PPA) of up to one (1) percent for Village employees for FY2027.

ACTION: To approve Cost of Living Adjustment (COLA) of three (3) percent and Performance Pay Adjustment (PPA) of up to one (1) percent, as presented, for FY2027. MOTION: Zittlow SECOND: Tanke. VOICE VOTE: 5-0.

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

There is one opening forthcoming on the Public Works Commission.

OCTOBER 6 – Pulaski School District Referendum Presentation
Utility Clerk Job Description
Draft Water Rate Increase

ACTION: To recess at 6:55 pm prior to going into closed session. MOTION: Heidel SECOND: Dillenburg. VOICE VOTE: 5-0.

E. ADJOURN to CLOSED SESSION (7:05 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: Possible Trail Agreement with the Oneida Nation; Tax Increment District Development Agreement; Sale of Village Land, 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 MOTION: Heidel SECOND: Dillenburg ROLL CALL VOTE: 5-0.

F. CONVENE into open session (8:34 PM) – MOTION: Heidel SECOND: Zittlow ROLL CALL VOTE: 5-0.

G. ACTION from closed session – None.

12. ADJOURN (8:34 PM) – MOTION: Heidel SECOND: Koepke VOICE VOTE: 5-0.

Respectfully submitted by Lisa A. Vanden Heuvel, Village Clerk



Village of Hobart Planning & Zoning Commission Minutes
Hobart Village Office; 2990 S. Pine Tree Rd, Hobart, WI
Monday, July 6, 2026 – 5:30 pm

1. **Call to order/Roll Call** – The meeting was called to order by Rich Heidel, Chair at 5:32 pm. Jeff Ambrosius, Tom Dennee, John Rather, Bob Ross, Melissa Tanke, and Rich Heidel were present. Excused: David Johnson.
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: Dennee SECOND: Ross. VOICE VOTE: 6-0.
3. **Approval of Minutes of the May 4, 2026 meeting** – ACTION: To approve the Minutes of the May 4, 2026 meeting as presented. MOTION: Ross SECOND: Ambrosius. VOICE VOTE: 6-0.
4. **Public Comment on Non-Agenda Items** – None.

ACTION ITEMS

5. DISCUSSION AND ACTION – Ordinance 2026-07 (AN ORDINANCE CREATING ARTICLE XXXVI (TEMPORARY MORATORIUM ON DATA CENTER DEVELOPMENT))

The Ordinance would not put an end to any consideration for a Data Center in Hobart. It would simply allow the Village the time to craft a thoughtful and comprehensive ordinance for consideration over the next twelve (12) months.

Appearing before the Commission:

Linda Shedrow, 4880 Wyld Berry Way. Data Centers

ACTION: To approve Ordinance 2026-07 (AN ORDINANCE CREATING ARTICLE XXXVI (TEMPORARY MORATORIUM ON DATA CENTER DEVELOPMENT)) and forward a recommendation for approval to the Village Board for their meeting on July 7, 2026. MOTION: Rather SECOND: Dennee. VOICE VOTE: 6-0.

6. DISCUSSION AND ACTION - Discussion and action on request to modify/ amend Section 295-8: Definitions of Chapter 295 of the Zoning Code pertaining to Child Care Facilities

The State is amending portions of Wisconsin Administrative Code 250 pertaining to the regulations of family and group child care centers. To stay compliant with the State Administrative Code, the Village needs to amend the definitions in our code.

ACTION: To approve the proposed modifications to Section 295-8 of the Village Zoning Code and forward to the Village Board for review. MOTION: Heidel SECOND: Dennee. VOICE VOTE: 6-0.

7. DISCUSSION AND ACTION - Request to modify/amend Section 295-365 Administration of Article XXXIII (Site Review/Development and Design Standards) of Chapter 295 of the zoning code pertaining to Site Plans and Site Review Committee

The Site Review Committee and staff are proposing a modification to Section 295-356 pertaining to the Administration of the Site Review/Development and Design Standards and the Village Site Review Committee. This request is related to allowing the Committee to grant exceptions to the standards set in the Design Standards where developments have unique conditions that may conflict with the standards for site review.

ACTION: To approve the proposed modifications to Section 295-356 of the Village Zoning Code and forward to the Village Board for review. MOTION: Heidel SECOND: Tanke. VOICE VOTE: 6-0.

8. ADJOURN (6:40 pm)– MOTION: Heidel SECOND: Ambrosius. VOICE VOTE: 6-0.

Respectfully submitted by Lisa Vanden Heuvel, Village Clerk



Village of Hobart Public Works & Utilities Advisory Committee Minutes
Hobart Village Office; 2990 S. Pine Tree Rd, Hobart, WI

Date/Time: Thursday July 2nd, 2026 (5:00 P.M.)
Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
 - a. The meeting was called to order by Dave Dillenburg at 5:05pm. Roll Call: Dave Dillenburg, Vanya Koepke, Dave Baranczyk, Ron Hieronimczak, Dan DeRuyter, and Don Dahlstrom were present. Kevin Gannon and James Kubalak were excused.
2. Certification of the open meeting law agenda requirements and approval of the agenda.
 - a. Motion by Don Dahlstrom, second by Dave Baranczyk, All in Favor, Motion Carried.
3. Approval of the Minutes – June 4th, 2026
 - a. Motion by Dave Baranczyk, second by Dave Baranczyk. All in Favor, Motion Carried.
4. Public comments on non-agenda items.
 - a. No public comments

ACTION ITEMS

5. UPDATE – Petition to Lower Speed Limit on Cyrus Drive
 - a. Committee reviewed supporting data for vehicle traffic on Cyrus and received Assistant Chief Crocker’s report on the recommendation to lower the speed limit.
 - b. Motion was made to lower the speed limit on Cyrus Drive to 35mph. Motion by Dave Baranczyk, second by Dan DeRuyter, all in favor. Motion carried
6. DISCUSSION AND ACTION- Public Works Work Week Scheduling
 - a. Committee reviewed several possible options for a Public Works 4/10 schedule
 - b. Staff outlined possible daily hours to work and the ability to maintain crewmembers within the Village and pro and cons of schedules.
 - c. Committee discussed several similar municipalities and outside places of employment that have successfully used a 4/10 schedule.
 - d. Motion made to move to a 4/10 split schedule with the public works director managing the schedule to have staff working 5 days a week. Motion by Don Dahlstrom, second by Dave Baranczyk, all in favor. Motion carried
7. DISCUSSION AND ACTION – Snow Plow Replacement Options
 - a. Committee reviewed RFPs and staff recommendations for the proposed 2027 plow truck and snow package
 - b. Motion made to approve the 2027 International chassis and Monroe plow package. Motion by Dan DeRuyter, second by Dave Baranczyk, all in favor. Motion carried
8. ADJOURNMENT
 - a. Motion by Don Dahlstrom, second by Dan DeRuyter, all in favor. Motion carried. Meeting adjourned at 5:55pm.

Respectfully submitted by: Jerry Lancelle, Director Public Works.



TO: Village Board
FROM: Aaron Kramer, Village Administrator
RE: Resolution 2026-10
DATE: September 15th 2026

BACKGROUND

The Board is being asked tonight to approve Resolution 2026-10. The Village's 2026 budget includes a \$70,694 payment from the Utility to the General Fund (Payment in Lieu of Taxes or PILOT), which is required by the PSC. This amount is \$118,000 less than the amount recommended in the annual audit. In the Village's rate case application, the Village asserted that the reduced amount was approved by the Village Board in 2010. The Utility has paid less than the full PILOT each year since that last rate case increase. As part of the current rate application, the PSC asked for the resolution that would have been passed by the Village Board in 2010 to approve the PILOT reduction. A thorough search showed that no such resolution was acted upon by the Board, therefore tonight we are asking the Board to approve a resolution, which should have been adopted 16 years ago. This will make the PILOT reduction compliant with the PSC's requirements and request and follows the current practice.

REQUESTED MOTION

To approve Resolution 2026-10 (A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF HOBART, WISCONSIN, AUTHORIZING A LOWER PAYMENT IN LIEU OF TAXES (PILOT) FROM THE VILLAGE OF HOBART WATER UTILITY FOR THE 2026 FISCAL YEAR)



RESOLUTION 2026-10

A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF HOBART, WISCONSIN, AUTHORIZING A LOWER PAYMENT IN LIEU OF TAXES (PILOT) FROM THE VILLAGE OF HOBART WATER UTILITY

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

WHEREAS, the Village of Hobart, Brown County, Wisconsin, owns and operates a municipal water utility known as the Village of Hobart Water Utility (the "Utility"); and

WHEREAS, pursuant to Wis. Stat. § 66.0811(2) and Public Service Commission of Wisconsin (PSC) regulations, the Utility is permitted to pay a tax equivalent, also referred to as a Payment in Lieu of Taxes (PILOT), to the Village's general fund; and

WHEREAS, the maximum allowable PILOT payment is determined annually using a standardized formula established by the PSC, which is directly tied to the gross book value of the Utility's local infrastructure and assets; and

WHEREAS, due to recent infrastructure investments and rising asset values, the maximum allowable PILOT payment calculated for the 2027 fiscal year has increased to \$195,286 , which represents a significant increase over the prior year's payment; and

WHEREAS, the Village Board finds that collecting the full maximum allowable PILOT payment would place an unnecessary financial burden on the Utility, potentially forcing an escalation of utility rates for local residents and business owners; and

WHEREAS, Wisconsin municipalities maintain the local authority to accept a lower or flat PILOT payment than the maximum amount permitted by the PSC formula via a formal governing body action; and

WHEREAS, the Village Board determines it is in the best financial interest of the community and its utility customers to reduce the PILOT payment by \$118,000 each year to minimize the financial impacts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, as follows:

1. **Authorization of Lower PILOT:** The Village hereby waives its right to collect the maximum calculated PSC tax equivalent and explicitly authorizes a lower, fixed PILOT payment from the Utility as stated above.
2. **Direction to Staff:** The Village Administrator, Clerk, Treasurer, and Utility staff are hereby authorized and directed to execute all necessary accounting adjustments and documentation required to reflect this reduced payment in the municipal and utility budgets.
3. **Severability:** If any section, clause, or provision of this Resolution is declared invalid by a court of competent jurisdiction, the remaining portions shall remain in full force and effect.
4. **Effective Date:** This Resolution shall take effect immediately upon its passage and adoption.

Adopted this 15th day of September, 2026.

Richard Heidel, Village Board President

Attest:

Aaron Kramer, Village Administrator

CERTIFICATION

The undersigned, being the duly appointed Clerk of the Board of the Village of Hobart, certifies that the foregoing is a true copy of a resolution passed by the Board of the Village of Hobart at a duly called meeting of the Board on September 15, 2026.

Lisa Vanden Heuvel, Village Clerk

September 9, 2026

Village of Hobart
Jerry Lancelle, Fire Chief
2990 S. Pine Tree Rd
Hobart, WI 54155

Dear Jerry Lancelle:

An Automated Clearing House (ACH) payment (Reference Number 0000084814) for the Village of Hobart in the amount of \$37,026.58 from the Wisconsin Disaster Fund will be deposited in the previously set up account through the State of Wisconsin's Accounting System – STAR. The Village of Hobart documented the damages and the recovery costs for the Severe Snowstorm and Winds disaster event starting on 3/14/2026. The WDF Coordinator has verified that the cost of recovery efforts totaled \$52,895.12 and finds the documentation from the local unit of government to be satisfactory.

The WDF was created by order of the 2005 Wisconsin Act 269 and enacted April 5, 2006, to provide state disaster assistance to local governmental units. This assistance is in the form of reimbursement for 70% of the WDF eligible costs of completing recovery efforts after a major catastrophe when federal assistance is not available and WDF funds are available.

If you have any questions about this award, please call Wisconsin Emergency Management at (608) 242-3259 or email us at widisasterfund@widma.gov. On behalf of the State of Wisconsin, thank you for your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelsey M. Brown", with a long horizontal flourish extending to the right.

Kelsey Brown
Wisconsin Disaster Fund Coordinator

cc: Dan Kane, Brown County Emergency Management
Steve Fenske, East Central Regional Director



8/31/2026

Associated Bank	
Checking	\$ 16,179.83
Investment Portfolio	\$ 2,051,608.02
Total Associated Bank:	\$ 2,067,787.85

Stephenson National Bank	
Checking	\$ 250,000.00
Sweep	\$ 1,615,987.37
Investment - TID Sub-Account	\$ 2,056,898.14
Investment - 102-Debt Service	\$ 523,898.12
Investment - 212-Gateway Estates	\$ 533,771.44
Investment - 213-2024A Notes	\$ 5,744,821.98
Investment - 214-2024B Notes	\$ 814,051.14
Total SNB:	\$ 11,539,428.19

American Deposit Management	
General Account	\$ 255,735.93
Water Fund	\$ 49,601.30
Capital Projects Fund	\$ 599,588.02
Debt Service Fund	\$ 99,752.70
Storm Water Fund	\$ 500,126.00
TID #1 Fund	\$ 746,449.96
TID #2 Fund	\$ 199,295.21
Sanitary Sewer	\$ 180,000.00
Total ADM:	\$ 2,630,549.12

Local Government Investment Pool	
General (State Aid/Revenue)	\$ 164,231.28
Sewer Replacement (CMAR)	\$ 22,360.39
Escrow (ARPA)	\$ -
Total WI LGIP:	\$ 186,591.67

Professional Management Association	
105-TID #2	\$ 21,198.85
108-TID #1	\$ 51,288.15
202-Taxable	\$ 40,891.44
206-Southwind - TID No. 2	\$ 15,802.85
208-2021 Bond Issue #1	\$ 91.50
209-2021 Bond Issue #2	\$ 38,267.54
210-GO Prom Notes Series 2022	\$ 956,298.03
Total WISC:	\$ 1,123,838.36

FUND TOTAL: \$ 17,548,195.19



TO: Village Board
FROM: Aaron Kramer, Village Administrator
RE: 2027 Budget
DATE: September 15th 2026

CURRENT BUDGETING FORMAT

The Village currently uses a Fund Budget format, with three of the funds (General, Capital and Debt Service) being funded primarily through the property tax levy. The remaining funds are financed through a variety of sources.

GENERAL GOVERNMENT OPERATIONS

FUND	Primary Funding Source (s)
General (001)	Property Tax Levy - Fees
Water Utility (002)	Water Charges
Sanitary Sewer (003)	Sewer Charges
Capital Projects (004)	Property Tax Levy
Debt Service (005)	Property Tax Levy
K-9 (006)	Donations
Storm Water (007)	Storm Water Charges
Tax Increment District #1 (008)	Property Tax Levy
Tax Increment District #2 (009)	Property Tax Levy
Parks and Recreation (010)	Park Fees and Rentals
* ARPA (011)	Federal Funds
Fire Department (012)	Donations
Police Department (013)	Donations
Garbage and Recycling (014)	Garbage Charges

* - This was a one-time Fund created during the COVID pandemic following a Federal stimulus program and payment to municipalities and states.

PROGRAM-BASED BUDGETING: WHY

For the 2027 budget, I am proposing a change to use a Program-based budget. This would be in addition to our current fund-based budget format, by providing an additional method of viewing, analyzing and critiquing our annual fiscal performances and plans. A program budget is meaningful to the Village board and the public because programs are directly relevant to how they experience Village services. A program budget is organized into service areas, rather than just departments, objects of expenditure, and line items. Budget discussions about police patrols and tree services, for example, are more meaningful than discussions about salary, benefit, and contractual service costs in the budgets of the police and public works departments. Program-based budgets also clarify trade-offs between different spending options. When there are no new revenues, if the budget for police patrols is to be increased, then the budget of

another program, like the fire department, will need to be reduced. A program based budget will also more clearly illustrate where the tax levy, which is the most visible portion of the budget process, is allocated to certain service areas.

The first place to begin in developing a program based budget is to create an inventory of all the Village's programs. This clarifies exactly what we do as a local government. Consider when you ask for a menu at a restaurant. If a menu had just five words printed on it — appetizer, salad, entrée, dessert, and beverage — you would have a difficult time understanding what was being offered and whether or not you like the restaurant. Conversely, if the restaurant provides a long list of all the ingredients and recipes it uses, you would have too much information to decide if you would like to eat there. Similarly, in the current budget format, the information presented in the broad categories of "Police Department" or "Public Works Department" doesn't give citizens a good understanding of what the department does, and the line items provide too much detail. This means that participants in the budget process have difficulty communicating, and citizens can't see how their tax dollars are being used.

PROGRAM-BASED BUDGETING: WHAT

The Village of Hobart provides services in the following departments:

GENERAL GOVERNMENT OPERATIONS (PROGRAM BASED)	
FUNCTION (Subfunctions)	Primary Funding Source (s)
Administration and Operations	Property Tax Levy - Fees
- Village Board (Fund 001-51100) - Administrator (Fund 001-51410) - Clerk (Fund 001-51420) - Treasurer (Fund 001-51520) - Economic Development (Fund 001-51415) - Tribal Affairs (Fund 001-51425) - Elections (Fund 001-51440) - Audit (Fund 001-51510) - Assessor (Fund 001-51530)	
Legal Services (Fund 001-51300)	Property Tax Levy
General Office Operations (Fund 001)	Property Tax Levy
- Office Supplies (Various) - Information Technology (Various) - Tax Adjustments (Fund 001-51910)	
Buildings and Grounds (Fund 001-51600)	Property Tax Levy
Nondepartmental Insurance (Fund 001-51930)	Property Tax Levy
Contingency (Fund 001-59999)	Property Tax Levy
Police (Fund 001-52100)	Property Tax Levy - Grants
Municipal Court (Fund 001-51200)	Court Fees - Property Tax Levy
Fire Department (Fund 001-52200)	Property Tax Levy - Grants
Ambulance Service (Fund 001-52300)	Property Tax Levy
Zoning and Building Inspections	Property Tax Levy – Building Fees
- Inspections/Zoning (Fund 001-52400) - Planning and Development (Fund 001-56300)	
Public Works (Fund 001-53100)	Property Tax Levy
Streets (Various)	Property Tax Levy-State Aid
Animal Control (Fund 001-54110)	Property Tax Levy
Tax Increment District #1 (Fund 008)	Property Tax Levy

Tax Increment District #2 (Fund 009)	Property Tax Levy
SPECIAL REVENUE FUNDS	
K-9 Fund (Fund 006)	Donations/Grants
Parks and Recreation (Fund 010)	Park Fees/Room Tax
Fire Department Donation (Fund 012)	Donations
Police Department Donation (Fund 013)	Donations
ENTERPRISE FUNDS	
Water (Fund 002)	Water Fees
Sanitary Sewer (Fund 003)	Sewer Fees
Storm Water (Fund 007)	Storm Water Fees
Garbage and Recycling (Fund 014)	Garbage Fee
DEBT SERVICE FUND	
Debt Service (Fund 005)	Property Tax Levy
CAPITAL PROJECTS FUND	
Capital Projects (Fund 004)	Property Tax Levy/Bonding/State Aid

2027 BUDGET TIMETABLE

DATE	ACTION
October 6 th Board Meeting	• Presentation and Adoption of FY2026 Amended Budget and Preview of FY2027 Budget • Setting of November 17th as Public Hearing on FY2027 Budget
October 20 th Board Meeting	• Presentation of FY2027 Budget
November 4 th Board Meeting	• Discussion and Review of FY2027 Budget
November 17 th Board Meeting	• Public hearing on FY2027 budget. The levy will be set by Board action at this meeting. • Action on resolution adopting the FY2027 budget, the property tax levy, the refuse and recycling special charges and the storm water management utility charges.
November 24 th	• Last possible date to approve FY2027 Property Tax Levy
November 25 th	• Deadline to get levy information to Brown County to have the tax bills printed.
December 1 st Board Meeting	• Presentation of proposed FY2027 budgets for Water Utility, Sanitary Sewer District, Storm Water Fund, Tax Increment District #1 and Tax Increment District #2.
December 15 th Board Meeting	• Final action on proposed FY2026 budgets for Water Utility, Sanitary Sewer District, Storm Water Fund, Tax Increment District #1 and Tax Increment District #2. • Action on resolution establishing Village fee schedule for 2026.

IF needed, Special Board meetings on the FY2027 budget can be held on November 10th (Tuesday), November 11th (Wednesday), November 24th (Tuesday).

HOBART MUNICIPAL CENTER

Prepared by Village Staff

September 2026

EXECUTIVE SUMMARY

This report establishes the operational vision for a future Village Hall. Rather than focusing on square footage alone, it identifies how Village services should function over the next 30 to 50 years. The recommendations are intended to guide the Board, architects, engineers, and staff through the programming phase of the project. Although future staffing decisions will be made by a future Village Board based on the community needs and available resources, the building should be designed with sufficient flexibility to support any department and/or staff changes without significant building modifications.

VISION FOR THE NEW VILLAGE MUNICIPAL SERVICE CENTER

- Sustain long-term operational efficiency with an anticipated 20% growth of our community
- Create a welcoming purpose-built civic building to fulfill multiple community needs
- Improve customer service and accessibility to all municipal services
- Support efficient staff workflows
- Promote employee wellness to increase recruitment and retention opportunities
- Foster a technology-ready workplace environment

COMMUNITY SNAPSHOT

- Current Population: 11,885
- Planning Population: ~13,900
- Registered Voters: 6,775

CURRENT STAFFING (EXCLUDING POLICE)

Full-Time

- Administrator
- Building Inspector
- Clerk
- Treasurer
- Deputy Clerk / Court Clerk
- Public Works Director
- Public Works Crew: 6 employees

Part-Time

- Accounts Payable Clerk
- Utility Clerk
- Administrative Assistant

Contracted Services

- Attorney
- Information Technology
- Accountant

LESSONS LEARNED FROM THE EXISTING FACILITY

- Clerk operates from a small cubicle lacking adequate storage to support operational responsibilities
- Treasurer, Utility Clerk, and Accounts Payable Clerk share a single office
- Administrative Assistant and Accountant share one desk
- Insufficient file and equipment storage on-site
- Only one public restroom serving both employees and visitors
- Limited meeting space
- No dedicated election operations space

FUNCTIONAL SPACE REQUIREMENTS**RECEPTION DESK / PUBLIC COUNTER**

- Expanded reception with comfortable waiting area
- Public information display(s)
- Public access to three universal restrooms with changing table
- Secure 24/7 drop box for payments/documents
 - On outside of building or inside vestibule (secured inside door for vestibule to be open to the public 24/7)
 - Deposits into secured office area
- Minimum of two counter computers with windows apart to decrease interfering conversations
 - Dedicated printer for service counter (under counter if possible)
 - ADA accessible
 - Shared petty cash and files
- Cubicles: total of 12 – general workspace
 - Four with visual access to Reception Desk at time of build
 - Deputy Clerk
 - Administrative Assistant(s)
 - Utility Billing Clerk
 - Finance Personnel
 - Four with or without visual access to Reception Desk at time of build
 - Information Technology
 - Three available flex spaces
 - Four without visual access to be installed later

ADMINISTRATION SERVICES

- Private offices: total of 14
 - Administrator
 - Clerk
 - Treasurer
 - Building Inspector
 - Attorney
 - Public Works Director
 - Municipal Court, storage
 - Information Technology
 - General use, conference rooms, or storage upon build and available for people later

- Multiple electrical/networking outlets
- Lockable file cabinets
- Adjustable sit-to-stand desks
- Mail/Print Center
 - Workspace for processing incoming and outgoing mail
 - Employee mailboxes
 - Postage machine
 - Main office printer
 - Supply storage cabinet(s)
 - Shredding receptacle
- Secure election storage
 - Voting machines
 - Voting booths
 - Ballots
 - Envelopes
 - Records to be destroyed
- Parcel file storage
 - High density or files below large plan review workspace
 - Flat plan/map storage (may be in archive area)
- Employee-only restrooms
- Mother's/lactation room

MUNICIPAL COURT SERVICES

- Private Judge Chambers – adjacent to Board Room/Multi-purpose Room if possible
- Court Clerk and Judge office – close to Reception Desk if possible
- Closet for court record storage – accessible only through court office
- Private attorney meeting space(s) – own office or use small conference room

CONFERENCE SPACES

- Two Small conference room (2–4) - reduce interruptions to daily work and support confidential discussions
- Medium conference room (6–10) – adjacent to board room for Judge chambers/closed session
- Large collaboration room

BOARD ROOM / MULTI-PURPOSE ROOM

- Designed to function as Village Board room, Municipal Court room, committee meeting room, polling location, and Emergency Operations Center
- Safety fortified dais for 8
- Clerk and IT desks to rear (sides) of dais
- Staff tables on each outside edge of dais (privacy curtains)
- Flexible furnishings
- Integrated technology
- Capacity of 200 (meetings)
- Closet for table/chair storage
- Multiple electrical outlets in walls and floor

- Exits to lobby, outside, municipal office
- Adjacent floor outlets.
- Medium conference room (capacity 6-10) for Judge chambers/closed session
- Adjacent to Community Room /Election Operations Room via collapsible wall (lockable when closed)

COMMUNITY MULTI-PURPOSE ROOM / ELECTION OPERATIONS ROOM

- Adjacent to Board room via collapsible wall (lockable when closed)
- Closet for table/chair storage
- Exit(s) to lobby (lockable), outside, and public restrooms
- Capacity of 50

RECORD STORAGE / ARCHIVE (BASEMENT)

- High-density when possible
- Climate-controlled
- Historical records
- Flat plan/maps (if no separate parcel file storage)
- Financial records

EMPLOYEE WELLNESS INITIATIVES

- Kitchen/break room
 - Sink
 - Refrigerator
 - Microwave
 - Purchasable snacks
 - Toaster/toaster oven
 - Upper and lower cabinets (storage)
 - Exit to outdoor seating area
- Outdoor seating area
 - Employee-only access
 - Picnic table, bench, or chair(s)
- Fitness/wellness room (accessible by all employees - including Police and Public Works)
 - General locker room
 - Private shower/changing areas within locker room

TECHNOLOGY SERVICES

- Dedicated server room
- Supply room
- Audio Visual for Board Room
 - Microphones
 - Display screens
 - Dias monitors
- Hybrid meeting capability (in-person/virtual)
- Cybersecurity
- Digital records workflow (Laserfiche type system)

BUILDING SECURITY

- Layered access control
 - Secure staff zone
 - Public zone
- Camera coverage
- Controlled after-hours access
- Dedicated Mechanical/Janitorial room for essential building services

SITE PLANNING

- ADA accessible public parking
- ADA accessible doors
- Separate staff parking
- Secure delivery area
- Walk-up drop box
- Outdoor flag plaza/display
- Bike rack(s)
- EV-ready infrastructure
- Reserved shell space
- Adaptable meeting rooms and offices
- Storage expansion

WORKSPACE DETAILS

Space	Priority	Notes	Rec. Sq. Ft.
Reception Desk/Public Counter	Critical	2 computers, one printer, space for customer and staff to write, ADA accessible	700-900
Front Office Cubicle 1	Critical	Administrative Assistant – visual access to Reception Desk/Public Counter	100 each
Front Office Cubicle 2	Critical	Deputy Clerk - visual access to Reception Desk/Public Counter	100 each
Front Office Cubicle 3	Critical	Utility Billing Clerk - visual access to Reception Desk/Public Counter	100 each
Front Office Cubicle 4	Critical	Finance Personnel- visual access to Reception Desk/Public Counter	100 each
Front Office Cubicle 5	High	Information Technology or flexible	100 each
Front Office Cubicle 6	High	Flexible	100 each
Front Office Cubicle 7	High	Flexible	100 each
Front Office Cubicle 8	High	Flexible	100 each
Front Office Cubicle 9	Desired	Space available to install	100 each
Front Office Cubicle 10	Desired	Space available to install	100 each
Front Office Cubicle 11	Desired	Space available to install	100 each
Front Office Cubicle 12	Desired	Space available to install	100 each
Secure Drop Box	Critical	24/7 availability deposit into secure area inside building	n/a
Public Restroom 1	Critical	Universal w/changing table, lobby/Board Room area	65-80 each
Public Restroom 2	Critical	Universal w/changing table, lobby/Board Room area	65-80 each
Public Restroom 3	Critical	Universal w/changing table, lobby/Board Room area	65-80 each
Private Office 1	Critical	Administrator	250-300
Private Office 2	Critical	Clerk	200-250
Private Office 3	Critical	Treasurer	200-250
Private Office 4	Critical	Building Inspector	200-250
Private Office 5	High	Attorney	200-250
Private Office 6	Critical	Public Works Director	200-250
Private Office 7	High	Information Technology or Flexible	500-750

Private Office 8	Desired	Flexible	200-250
Private Office 9	Desired	Flexible	200-250
Private Office 10	Desired	Flexible	150-200
Private Office 11	Desired	Flexible	150-200
Private Office 12	Desired	Flexible	150-200
Private Office 13	Desired	Flexible	150-200
Private Office 14	Critical	Municipal Court Services Municipal Court Clerk & Judge workspaces, near Reception Desk/Public Counter if possible	300-350
Municipal Court Storage	Critical	Accessible only through Court Office	100-150
Mail/Print Center	High	Mail processing area, postage machine and printer, supply storage	150-200
Election Storage	Critical	Secure & climate controlled	1,000-1,500
Parcel File Storage	Critical	High density or files below large review workspace, flat plan/map storage	1,000-1,500
Restroom 1	Critical	Employee only, universal or gender specific	100-150
Restroom 2	Critical	Employee only, universal or gender specific	100-150
Small Conference 1	High	2-4 people	120-180
Small Conference 2	High	2-4 people	120-180
Medium Conference	Critical	6-10 people, adjacent to Board Room for Judge chambers/closed session	250-350
Collaboration Room	High	Flexible	500-750
Board Room/Multi-Purpose Room	Critical	200 people, 8-person dais, integrated technology, adjacent Medium conference room, adjacent Community Multi-Purpose Room via collapsible wall (lockable)	2,200-2,800
Board Room Storage Closet	High	Board Room tables and chairs	100-150
Community Multi-Purpose Room/Election Operations Room	Critical	50 people, adjacent to Board Room via collapsible wall (lockable), exit(s) to lobby (lockable), outside, and public restrooms	1,200-1,800
General Storage	High	Supplies	500-800
Record Storage/Archive	Critical	High-density shelving, climate controlled. Historical/financial documents, maps if no parcel file storage	1,000-1,500
Kitchen/Break Room	Critical	Food storage/reheating amenities, dry storage, adjacent outdoor seating area	600-900

Outdoor Seating area	High	Adjacent to Kitchen/Break Room – Shade Coverage	100-200
Fitness Room	High	Accessible for all employees (Police & DPW)	400-700
Locker Room	High	General locker area with private Shower/Changing Room(s)	500-800
Shower/Changing Room 1	High	Private within Locker Room	50-100
Shower/Changing Room 2	High	Private within Locker Room	50-100
IT Server Room	Critical	Server equipment, adjacent to IT Supply Room	150-250
IT Supply Room	High	Supplies, adjacent to IT Server Room	100-150
Mechanical/Janitorial	Critical	Essential building maintenance items, cleaning supplies	600-900

CURRENT VERSUS FUTURE

Category	Current	Future
Reception Desk/Public Counter	1	1
Dedicated Cubicles	4	4-5
Flexible Cubicles	1	7-8
Secure Drop Box	1	1 larger
Public Restroom	2, gender specific	3 universal
Dedicated Private Offices	3	8
Flexible Private Offices	0	6
Municipal Court Storage	0	1
Mail/Print Center	0	1
Conference Room (Sm. 2-4 people)	1	2
Conference Room (Md. 6-10 people)	0	1
Collaboration Room	0	1
Board Room/Multi-Purpose Room	1	1
Board Room Storage Closet	0	1
Multi-Purpose/Election Operations Room	0	1
Storage Room (100-150 sq.ft.)	2 (vault, FD dorm)	2
Storage Room (500-800 sq.ft.)	1 (Golden)	1
Storage Room (1,000-1,500 sq.ft.)	0	3
Employee Restroom	0	2 universal or gender specific
Kitchen/Break Room	1	1
Outdoor Seating area	0	1
Fitness Room	0	1
Locker Room	0	1
Shower/Changing Room	0	2
IT Server Room	.5	1
IT Supply Room	0	1
Mechanical/Janitorial	.5	1

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EXECUTIVE SUMMARY (POLICE DEPARTMENT)

The Police Department portion of the future Hobart Municipal Center should support modern law enforcement operations while providing flexibility for continued community and departmental growth over the next 30 to 50 years. The facility should be designed to safely and efficiently serve both Hobart and Lawrence, with capacity for future staffing, technology, equipment, and operational needs without significant building modifications.

VISION FOR THE NEW HOBART MUNICIPAL CENTER – LAW ENFORCEMENT PERSPECTIVE

- Support long-term law enforcement operations and continued community growth.
- Provide capacity for a future department of at least 30 sworn officers.
- Improve operational efficiency, security, and employee safety.
- Improve public access and customer service.
- Provide appropriate space for evidence, equipment, vehicles, training, and technology.
- Promote employee wellness, recruitment, and retention.
- Maintain flexibility to accommodate future changes in policing and technology.

COMMUNITY SNAPSHOT

- Village of Hobart Population: 11,885
- Town of Lawrence Population: 7,125
- Combined 2026 Population: 19,010
- Service Area: Approximately 50 Square Miles
- Growth Outlook: Continued Residential, Commercial, and Population Growth Anticipated
- Planning Horizon: 30-50 Years

CURRENT STAFFING

Full-Time

- Chief of Police
- Assistant Chief of Police
- Lieutenants: 2
- Investigator: 1
- School Resource Officers: 2
- Patrol Officers: 9
- Administrative Assistant: 1

Part-Time

- Lieutenants: 2
- Records Clerk: 1

Future Planning

- Facility capacity for a minimum of 30 sworn officers
- Flexible workspace for future civilian and specialized positions

LESSONS LEARNED FROM THE EXISTING FACILITIES

- Current facility is significantly undersized for modern professional police operations.
- Insufficient private office space for command, supervisory, and investigative functions.
- Limited to no patrol briefing, report-writing, and collaborative workspaces.
- No locker, shower, changing, and employee wellness spaces.
- Evidence processing and storage are separated from the primary Police Department facility. Additionally, evidence storage is not in one location.
- Insufficient secure storage for equipment, supplies, records, and specialized equipment.
- No dedicated secure booking, temporary holding, or appropriate interview areas.
- Limited to no secure indoor vehicle and equipment storage.
- Police functions have been adapted to available space rather than purpose-built workflows.
- Limited to no ability to accommodate future staffing and operational growth.

In June 2017, Bray Architects conducted a Police Department space needs assessment and concluded: *“Current facilities do not meet the modern basic needs of an operational Police Force. A major lack of space drives the immediate need of a competent and efficient Police Department facility.”* Since that assessment, the Department has grown significantly and has continually adapted its operations to available space. Those options have now largely been exhausted, with no practical means of further utilizing existing Police Department space or other Village- and Town-owned facilities without compromising operational efficiency, security, or increasing municipal risk.

FUNCTIONAL SPACE REQUIREMENTS

Reception Desk / Public Counter

- Secure public lobby and waiting area.
- Ballistic-resistant reception/public counter.
- ADA accessible.
- Public access to restroom.
- Ability for public to contact Police after normal business hours.
- Secure separation between public, Village Administration areas, and Police operational areas.
- Secure transaction area for documents, records, payments, and property.
- Camera coverage and duress alarm.
- Two workstations with access to printer/scanner.
- Controlled access from lobby into Police Department.

Administration Services

- Private Offices:
 - Chief of Police
 - Assistant Chief of Police

- Flexible Workspaces:
 - Administrative Assistant/Records Workspace
 - Secure Records/File Storage
 - General Office and Supply Storage
 - Employee Mailboxes and Internal Document Distribution
 - Multiple Electrical/Network Outlets
 - Adjustable Sit-To-Stand Desks
 - Controlled Access Throughout Administrative Areas

Investigative/Specialty Services

- Private Offices:
 - Lieutenant – Investigations/Specialty Services
 - Investigator(s)
- Flexible Workspaces:
 - School Resource Officers
 - Future Investigators and Specialty Assignments
- Two Interview Rooms
 - General Interview Room for Suspects with Secure Ceiling Tiles and Ability to Control Power
 - Soft Interview Room for Victims, Witnesses, and Sensitive Interviews
 - Duress/Panic Alarms
- Audio/Video Interview Recording Capabilities
- Secure Investigative File and Equipment Storage
- Workspace for Case Review and Digital Evidence
- Appropriate Soundproofing/Privacy
- Convenient Access to Evidence Processing and Storage
- Flexible Design to Accommodate Future Specialty Positions and Department Growth.

Patrol/Operations

- Private Office for Patrol Lieutenants
- Dedicated Briefing/Roll-Call Room Sized for Future Department Growth
- Shared Officer Report-Writing Workstations
- Officer-In-Charge Workspace
- Large Display Monitors for CAD, Mapping, Intelligence, Schedules, and Department Information.
- Charging /Docking Stations for Body-Worn Cameras, Radios, Computers, and Other Daily-use Equipment
- Workspace for Temporary Assignments and Interagency Personnel
- Appropriate Storage for Frequently Accessed Patrol Forms and Supplies
- Designed to Support Overlapping Shifts and 24-Hour Operations
- Sufficient Capacity to Support a Future Department of 30 Sworn Officers

Locker Rooms/Changing Facilities

- Designed to Accommodate a Future Department of 30 Sworn Officers
- Full-size Ventilated Duty Lockers with Sufficient Space for Uniforms, Body Armor, Footwear, and Personal Equipment
- Additional Lockers for Part-Time, Temporary, and Future Personnel
- Co-ed Locker Room with Separate Changing, Shower, and Toilets

- Bench Seating
- Appropriate Ventilation
- Secure Employee-Only Access
- Convenient Access to Patrol/Operations, Fitness Room, and Secure Garage

Evidence Processing/Storage

- Dedicated Evidence Processing Room
- Secure Temporary Evidence Intake Passthrough Lockers
- Evidence Packaging and Processing Workspace
- Sink and Appropriate Work Surfaces
- Evidence Drying Capability
- Dedicated Long-Term Evidence/Property Storage
- High-Density Shelving where Practical
- Separate Secure Storage for Firearms and Controlled Substances
- Refrigerated/Frozen Evidence Storage
- Oversized Evidence/Property Storage
- Secure Area for Evidence Awaiting Disposition or Destruction
- Appropriate Climate Control and Ventilation
- Restricted Electronic Access
- Camera Coverage Throughout Appropriate Areas
- Designed with Sufficient Capacity for Long-Term Evidence Retention and Department Growth

Detention/Booking/Processing

- Secure Booking and Processing Area
- Fingerprinting and Photographing Capability
- Detainee Property Storage
- Hard Interview Room
- Appropriate Safety and Monitoring Systems
- Secure Restroom Access for Detainees
- Ability to Control Power and Water in Appropriate Areas
- Secure Ceiling Tiles
- Direct Secure Access Between Sally Port, Booking, Interview, and Evidence Processing Areas.
- Separation of Detainee Movement from Public and Employee Circulation
- Secure Weapon Storage Prior to Entering Detention Areas
- Camera Coverage Throughout Appropriate Areas
- Durable, Easily Cleaned Surfaces and Fixtures
- Designed for Temporary Detention and Processing

Armory/Weapons & Specialized Equipment Storage

- Dedicated Secure Armory
- Long-gun and Specialty Weapon Storage
- Ammunition Storage
- Less-Lethal Equipment Storage
- Weapon Maintenance and Cleaning Workspace
- Secure Storage for Tactical and Specialized Equipment
- Restricted Electronic Access
- Appropriate Ventilation

- Inventory and Equipment Organization
- Designed with Capacity for Future Staffing and Equipment Needs

General Police/ Equipment Storage

- Dedicated Secure Equipment and Supply Storage
- Traffic Control and Crash Investigation Equipment
- Tactical and Emergency Response Equipment
- Medical and First-Aid Supplies
- Training Equipment
- Community Outreach and Special Event Equipment
- Drone/UAS Equipment and Charging
- K9 Equipment and Supplies
- Space Uniforms, Body Armor, and Duty Equipment
- Seasonal Equipment
- General Department Supplies
- High-Density and Vertical Storage Where Practical
- Space for Equipment Maintenance and Organization
- Designed with Sufficient Capacity for Future Staffing, Programs, and Equipment Needs

Secure Garage/Sally Port

- Enclosed, Secure, Climate-Controlled Police Vehicle Garage
- Sufficient Capacity for Current Fleet and Long-term Department Growth
- Dedicated Secure Sally Port for Detainee Transfer/ Evidence Impound
- Direct Secure Access from Sally Port to Booking/Processing and Evidence Processing Areas
- Secure Overhead Doors with Emergency/Manual Operation
- Vehicle Exhaust Ventilation
- Floor Drains and Water Access for Vehicle Cleaning
- Electrical Outlets and Vehicle /Equipment Charging Capability
- Equipment Loading and Unloading Area
- Space for Temporary Secure Vehicle/Evidence Storage
- Appropriate Storage for Vehicle-Related Equipment and Supplies
- Camera Coverage and Controlled Electronic Access
- Separation from Public and General Employee Vehicle Circulation
- Designed to Accommodate Future Vehicle Types, Technology, and Fleet Growth

Employee Wellness Initiatives

- Access to Shared Employee Fitness/Wellness Room
- Fitness Room Sized to Accommodate Police, Public Works, and Other Village Employees
- Convenient Access Between Police Locker Rooms, Showers, and Fitness Area
- Access to Shared Employee Kitchen/Break Room and Outdoor Seating Area
- Space Supporting Physical Fitness and Job-Related Wellness
- Secure 24/7 Access for Police Personnel Working Varied Shifts
- Design and Amenities that Support Employee Recruitment and Retention

Technology Services

- Technology Infrastructure Capable of Supporting 24/7 Police Operations

- Body-Worn Camera Docking and Data Transfer
- Portable Radio and Equipment Charging Stations
- Mobile Computer and Related Equipment Support
- Digital Evidence Storage and Management Infrastructure
- Secure Police Network and Data Connections
- Interview Room Audio/Video Recording Systems
- Security Camera and Access-Control Integration
- Dedicated Charging and Storage for Drones/UAS and Other Electronic Equipment
- Emergency/Backup Power for Critical Police Systems
- Redundant Connectivity Where Practical
- Sufficient Electrical and Network Capacity for Future Technology Expansion
- Flexible Infrastructure to Accommodate Evolving Law Enforcement Technology

Building Security

- Layered Access Control
 - Public Zone
 - Municipal Employee Zone
 - Secure Police-Only Zone
 - Evidence/Property High-Security Zone
 - Detainee/Processing Zone
 - Secure Garage/Sally Port
- Controlled Electronic Access Throughout Secure Areas
- Camera Coverage of Interior and Exterior Critical Areas
- Ballistic-Resistant Construction at Appropriate Public-facing Areas
- Secure Police Employee Entrance
- Duress/Panic Alarms at Appropriate Locations
- Separation of Public, Employee, Detainee, Evidence, and Police Vehicle Circulation
- Ability to Independently Secure the Police Department from Other Municipal Service Center Functions
- Controlled 24/7 Access for Police Personnel
- Emergency/Backup Power for Critical Security Systems
- Secure Key, Weapon, and Access-Control Management
- Facility Design Allowing Police Operations to Continue When the Remainder of the Building is Closed

Site Planning

- Separate Public and Police Operational Traffic Patterns
- Secure Police Employee Parking
- Secure Squad Vehicle Access to Garage and Sally Port
- Dedicated Secure Police Employee Entrance
- Safe and Unobstructed Emergency Vehicle Ingress/Egress
- Exterior Security Camera Coverage
- Appropriate Exterior and Parking-Area Lighting
- Secure Area for Temporary Vehicle/Evidence Storage
- Emergency Generator/Backup Power Capability
- Radio and Communications Infrastructure
- Appropriate Separation of Pedestrian and Police Vehicle Traffic
- Space for Training and Capability for Police Facility, Secure Parking, and Garage Needs

- Site Design Capable of Maintaining Secure 24/7 Police Operations Independent of Other Municipal Service Center Functions

WORKSPACE DETAILS (LAW ENFORCEMENT)

Space	Priority	Notes	Rec. Sq. Ft.
Police Reception Desk/Public Counter	Critical	Secure Counter, 2 Workstations, Public Waiting Area, ADA Accessible	350-500
Chief Office	Critical	Private Office, Small Meeting Capability	200-250
Assistant Chief of Police	Critical	Private Office, Small Meeting Capability	200-250
Command Conference Room	Critical	Located Between Chief and Assistant Chief Officer; Hallway Access; Confidential Command, Personnel, and Small-Group Meetings; 4-6 People	150-200
Administrative Assistant/Records Workspace	Critical	Administrative and Records Functions, Expandable Workspace	250-350
Records/File Storage	Critical	Secure Police Records and File Storage	200-300
Investigative Lieutenant Office	High	Dedicated Investigations/Specialty Services Supervisor	150-180
Investigator Office	Critical	Dedicated Investigative Workspace	140-180
SRO/Specialty Workspace	High	Shared/Flexible workstations for SROs and Future Specialty Assignments	250-350
General Interview Room	Critical	Suspect Interviews, Audio/Video Recording	100-120
Soft Interview Room	Critical	Victim/Witness/Sensitive Interviews, Audio/Video Recording	120-150
Investigative Storage	High	Secure Investigative Files and Specialty Equipment	100-150
Restroom 1	Critical	Employee only, universal or gender specific	100-150
Restroom 2	Critical	Employee only, universal or gender specific	100-150
Patrol Supervisory Work Area	Critical	Flexible Workstations for Patrol Lieutenants	250-350
Supervisory Conference Room	Critical	Private Employee Meetings, Counseling, Evaluations, Personnel Matters, and Small Supervisory Meetings	150-200
Briefing/Squad Room	Critical	Roll Call, Shift Briefing, Collaboration, and Training; Sized for 30-Sworn Planning Capacity	700-900
Officer Report Writing Area	Critical	Shared Workstations For Patrol Personnel	400-600

Police Locker Rooms	Critical	36-40 Full-Size Duty Lockers, Designed for 30-Sworn Planning Capacity and Additional Personnel	1,000-1,400
Shower/Changing Areas	Critical	Private Shower/Changing Facilities Associated with Police Locker Rooms	200-300
Evidence Processing	Critical	Evidence Processing, Packaging, Sink, Work Surfaces, and Drying Capability	250-300
Evidence Intake Lockers	Critical	Secure Temporary/Pass-through Evidence Intake	75-125
General Evidence Storage	Critical	High-Density, Climate-Controlled, Long-term Evidence/Property Storage	700-1,000
Secure Drug Storage	Critical	Restricted Controlled-Substance Evidence Storage	75-100
Secure Firearm Storage	Critical	Restricted Firearm Evidence Storage	75-100
Refrigerated/Frozen Evidence	Critical	Biological and Perishable Evidence	50-75
Booking/Processing	Critical	Fingerprinting, Photographs, Detainee Processing, and Temporary Property	200-300
Hard Interview Room	Critical	Secure Suspect Interview, Audio/Video Recording	80-120
Detainee Restroom	Critical	Secure Restroom Associated with Booking/Interview	50-75
Armory	Critical	Weapons, Ammunition, Less-Lethal Equipment, and Weapons Maintenance	200-300
General Police/Equipment Storage	Critical	Patrol, Tactical, Traffic, Medical, Training, UAS, K9, Seasonal, and Specialty Equipment	700-1,000
Police Supply Storage	High	Uniforms, Body Armor, General Supplies, and Replacement Equipment	300-500
Secure Daily-Use Garage	Critical	Approx.. 30 x 50; daily Operational Vehicle Parking, Loading/Unloading, and Direct Access to Police Operations	Appx. 1,500
Fleet/Equipment Garage	Critical	Existing 60x100 Building; Fleet, Specialty/Spare Vehicles, Equipment, Bulk Storage, and Support Functions	Appx. 6,000 Existing
Sally Port	Critical	Secure Detainee Transfer with Direct Access to Booking/Interview	400-500
Police Technology/Equipment Area	Critical	Body-Worn Cameras, Radios, Charging Technology Equipment, and Future Systems	150-250

SHARED HOBART MUNICIPAL CENTER SPACES

Space	Priority	Notes	Rec. Sq. Ft.
Fitness/Wellness Room	High	24/7 Secure Police Access; Sized for Police, Public Works, and Other Village Employees	800,1,200
Kitchen/Break Room	Critical	24/7 Police access without requiring access through unsecured municipal areas	600-900
IT Server Room	Critical	Police systems, digital evidence, security, network, and backup infrastructure	150-250
Board Room/Multi-Purpose Room	Critical	Department-wide training, EOC, community meetings, large-scale briefings	2,200-2,800

<u>CURRENT VERSUS FUTURE</u>		
Space	Current	Future
Chief Office	1	1
Assistant Chief Office	1	1
Command Conference Room	0	1
Investigative Lieutenant Office	0	1
Investigator Office (Current is Cubical in Combined Office Area)	1	1
SRO/Specialty Workspace	0	1
Patrol Supervisory Work Area	0	1
Supervisory Conference Room	0	1
Briefing/Squad Room	0	1
Officer Report Writing Area	1- Undersized and Limited	1 - Expanded
General Interview	0	1
Soft Interview	0	1
Evidence Processing Room	1- Off-Site/Separate	1

General Evidence Storage	1- Off-Site/Separate	1
Secure Drug Storage	Limited	1
Secure Firearm Storage	Limited	1
Refrigerated/Frozen Evidence	Limited	1
Booking/Processing	0	1
Hard Interview Room	0	1
Armory	1- Off-Site and Limited	1
General Police/Equipment Storage	Limited/Dispersed	1
Police Supply Storage	Limited/Dispersed	1
Police Locker Rooms	0	1
Private Shower/Changing Areas	0	1
Secure Daily Use-Garage	0	1
Fleet/Equipment Garage	0	1
Sally Port	0	1
Police Technology/Equipment Area	0	1

The proposed Police Department space is intended to address existing operational deficiencies while providing the flexibility necessary to serve the communities of Hobart and Lawrence for the next 30 to 50 years. The facility should be designed to accommodate continued community growth, evolving law enforcement operations and technology, and a future staffing capacity of approximately 30 sworn officers without requiring significant building modifications.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

MEMORANDUM

To: Brown County Municipalities

From: Mark Walter, Business Development Manager

Re: 2027 RU Intergovernmental Agreement

Enclosed you will find the Intergovernmental Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2027. In 2026, the Brown County Resource Recovery Department has updated the **Tri-County Recycling Guide** and continues to distribute **The ABC's of Recycling Right** to schools in our area. As a partner of Tri-County Recycling, Brown County will continue to co-fund and promote the Waste Wizard Material Search Engine and the Betterbin smartphone recycling app, along with distributing business cards for these tools. Residents can access the Waste Wizard at: www.recyclomoretricity.org/waste-wizard/ or www.winnebago-county-solid-waste.com, and the Betterbin app can be downloaded in any app store.

Please route the enclosed document for approval/signature and return via email or mail to me by Monday, September 28th, 2026. If you would like a Word document version instead of PDF, please let us know.

I have attached an updated model resolution that will need to be passed by each municipality to establish eligibility and satisfy these program requirements.

Please sign and return a copy to Brown County prior to **September 28th, 2026** so that we can keep it on file.

If you should have any additional questions or comments, please contact me at (920) 492-4965 or via email Mark.Walter@browncountywi.gov.

Sincerely,



Mark Walter
Business Development Manager

Attachment

Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2027

This agreement is made by and between the Cities of De Pere and Green Bay, the Villages of Allouez, Ashwaubenon, Bellevue, Denmark, Greenleaf, Hobart, Howard, Pulaski, Suamico, Wrightstown, and the Towns of Eaton, Glenmore, Green Bay, Holland, Humboldt, Lawrence, Ledgeview, Morrison, New Denmark, Pittsfield, Rockland, Scott and Wrightstown, each of which is a municipal corporation, and the Oneida Nation, a federally recognized Indian tribe, all of which are a Responsible Units as defined in Section 287.01(9) of the Wisconsin Statutes (collectively referred to as the “Responsible Units” or “RUs”) for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to qualify for the 2027 Wisconsin Recycling Consolidation Grant.

WHEREAS the RUs believe that, by working together in this cooperative agreement, they can more effectively and efficiently provide for the recycling education needs of their citizens; and

WHEREAS the RUs desire to collaborate in an effort to educate about recycling; and

WHEREAS the RUs recognize the importance of educating residents about recycling and their RU responsibility to do so; and

WHEREAS Brown County partnered with Outagamie and Winnebago Counties, collectively known as Tri-County Recycling, to fund, host, and promote the *Tri-County Recycling Guide*; and *The ABC's of Recycling Right* book and:

WHEREAS Tri-County Recycling will continue to fund, host, and promote the smartphone recycling app Betterbin; and

WHEREAS Tri-County Recycling will continue to fund, host, and promote the Waste Wizard Material Search Engine tool; and

WHEREAS the *Tri-County Recycling Guide*, the Betterbin smartphone app, and the Waste Wizard Material Search Engine provide comprehensive information on single-stream recycling guidelines, recycling plastic bags, proper medical sharps disposal, electronics recycling, universal waste recycling, household hazardous waste programs, pharmaceutical drop boxes and waste reduction tips; and

WHEREAS Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities and between municipalities and Indian tribes, and allows municipalities to contract with each other and with Indian tribes for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS each participating RU will maintain a copy of the other above listed RUs' cooperative agreements on file, given that not all cooperating RUs will be able to sign a single document;

NOW THEREFORE IT IS AGREED THAT the above listed RUs have and will continue to make available to its residents the *Tri-County Recycling Guide*, *The ABC's of Recycling Right*, the Tri-County Recycling Betterbin smartphone app and Waste Wizard Material Search Engine (<https://recyclemoretricity.org/waste-wizard/>), recognizing additional and consistent education will reduce contamination and improve recycling, thereby enabling the processing and marketing of these recyclables in the most efficient and cost-effective manner possible.

SIGNATURE

TITLE

MUNICIPALITY

DATE



ORDINANCE 2026-15

AN ORDINANCE REPEALING AND RECREATING ARTICLE I (CROSS-CONNECTION CONTROL) OF CHAPTER 273 (WATER)

Purpose: The purpose of this ordinance is to bring the ordinance into conformity with our current testing interval and inspections for residential and business. It will also allow the utility to have businesses conduct their own inspection and send results to Village for compliance.

The Village Board of the Village of Hobart, Brown County, Wisconsin, does ordain as follows:

Section 1: Article I (Cross-Connection Control) of Chapter 273 (Water) is hereby repealed and recreated to read as follows:

§ 273-1. Definitions.

As used in this article, the following terms shall have the meaning indicated:

CROSS-CONNECTION

Any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the Village of Hobart/Hobart Utility District water system and the other water from a private source, water of unknown or questionable safety, or steam, gases, or chemicals, whereby there may be flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.

§ 273-2. Prohibitions.

No person, firm, or corporation shall establish or permit to be established or maintain or permit to be maintained any cross-connection. No interconnection shall be established whereby potable water from a private, auxiliary, or emergency water supply other than the regular public water supply of the Village of Hobart/Hobart Utility District may enter the supply or distribution system of said municipality, unless such private, auxiliary, or emergency water supply and the method of connection and use of such supply shall have been approved by the Village of Hobart/Hobart Utility District or its agent and by the Wisconsin Department of Natural Resources in accordance with Ch. NR 822, Wisconsin Administrative Code.

§ 273-3. Inspections.

It shall be the duty of the Village of Hobart/Hobart Utility District or its agent to cause inspections to be made of all properties served by the public water system where cross-connections with the public water system is deemed possible. Residential properties serviced by the utility shall be inspected on a twenty-year interval. All non-residential properties serviced by the utility shall be inspected on a two-year interval but may be extended up to twenty years by the utility depending upon the health hazards presented by the non-residential property. If, in the opinion of the utility, the utility is not able to perform the inspection, the property owner must, at their

own expense, have the plumbing inspected for cross connections by a state certified cross connection inspector/surveyor or by a state of licensed plumber. The frequency of inspections and reinspection's based on potential health hazards involved shall be as established by the Village of Hobart/Hobart Utility District or its agent and as approved by the Wisconsin Department of Natural Resources. The utility may charge fees as approved by the State of Wisconsin Public Service Commission for on-premises follow-up visits by utility personnel for reinspection due to customer noncompliance and for after-hours inspections or reinspection's.

§ 273-4. Right of entry; special inspection warrants.

Upon presentation of credentials, the representative of the Village of Hobart/Hobart Utility District or its agent shall have the right to request entry at any reasonable time to examine any property serviced by a connection to the public water system of the Village of Hobart/Hobart Utility District for cross-connections. If entry is refused, such representative shall obtain a special inspection warrant under § 66.0119, Wisconsin Statutes.

§ 273-5. Discontinuance of water service; notices.

The Village of Hobart/Hobart Utility District or its agent is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this article exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under Chapter 68, Wisconsin Statutes, except as provided in § 273-6. Water service to such property shall not be restored until the cross-connection(s) has been eliminated in compliance with the provisions of this article.

§ 273-6. Emergency discontinuance.

If it is determined by the Village of Hobart/Hobart Utility District or its agent that a cross-connection or an emergency endanger public health, safety, or welfare, and requires immediate action, and a written finding to that effect is filed with the Clerk-Treasurer of the Village of Hobart, and delivered to the customer's premises, service may be immediately discontinued. The customer shall have an opportunity for hearing under Chapter 68, Wisconsin Statutes, within 10 days of such emergency discontinuance.

§ 273-7. State Plumbing Code adopted by reference.

The Village of Hobart/Hobart Utility District adopts by reference the State Plumbing Code of Wisconsin, being Chapter SPS 381 to 387, Wisconsin Administrative Code.

§ 273-8. Supplementary to State Plumbing Code.

This article does not supersede the State Plumbing Code, but is supplementary to it.

§ 273-9. Electrical bonding for gas and water.

A. The electrical service equipment must be bonded to all metal ducting, piping and steel-framing members in all residential and commercial construction, new or remodeled, where the electrical service equipment is being updated, or when the repair/remodeling exceeds 50% of the assessed value of the structure.

B. Bonding conductor must be sized in accordance with NEC (National Electrical Code). At no time can the bonding jumper be smaller than a No. 6 copper conductor.

(1) All metal parts connected to all Village of Hobart water meters must be jumpered with a minimum size No. 6 copper conductor.

§ 273-10. Violations and penalties.

Any person violating any provision of this article shall, upon conviction, be subject to the penalties provided in § 1-3. Each day of violation is a separate offense. The Village of Hobart/Hobart Utility District may impose a penalty and cause the cross-connection to be corrected and the expense to be assessed as a special tax against the property.

Section 2: Any Ordinance or parts thereof, inconsistent herewith are hereby repealed.

Section 3. This Ordinance shall be effective from and after its passage by the Village Board and publication as required by law.

Passed and approved on this 15th day of September, 2026.

Richard Heidel, Village President

Attest:

Aaron Kramer, Village Administrator

CERTIFICATION

The undersigned, being the duly appointed Clerk of the Board of the Village of Hobart, certifies that the aforementioned is the original ordinance adopted by the Village Board.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on September 15, 2026.

(Seal)

Lisa Vanden Heuvel, Village Clerk



TO: Village Board
FROM: Aaron Kramer, Village Administrator
RE: In-Line Booster Upgrades
DATE: September 15th 2026

BACKGROUND

The long range plan for the water utility included a water reservoir located on North Pinetree Road. The current single inline booster pump was designed as a temporary solution until the reservoir could be installed with an additional pump planned at that time.

In 2025 it was decided to not pursue building the reservoir due to inflationary increases after the COVID pandemic placed extreme budgetary restraints on the project. There is no future date set for this project.

Staff is requesting Board approval to release bid requests to upgrade the inline booster pump station to include a backup pump system for the existing single pump. The project will use the existing generator and control panel for the current single pump as they were designed for the additional loads for a future backup pump system.

The tentative pre-construction schedule for the project is as follows:

- 1st Advertisement = Friday, September 18th
- 2nd Advertisement = Friday, September 25th
- Pre-Bid Meeting = Thursday, October 1st
- Bid Opening = Thursday, October 8th
- Village Board Award = Tuesday, October 20th

Funding will come from TID #1 Bond proceeds. No funds from the water utility will be included in this project. The cost estimate for this project is attached to this memo.

RECOMMENDED MOTION

- To authorize staff to bid out the upgrades to the inline booster located on North Pinetree Road.

OPINION OF PROBABLE COST

OWNER Village of Hobart

PROJECT In-Line Booster Station No. 1 Modifications

DATE 8/27/2026

REL Robert E. Lee
 & Associates, Inc.
 Engineering | Environmental | Surveying | Ecological
 1250 Centennial Centre Blvd, Hobart, WI 54155
 920-662-9641 | releinc.com

In-Line Booster Station No. 1 Modifications					
Item	Description	Unit	Qty.	Unit Price	Total Price
1	New Booster Pumps	EA	3	\$ 22,500.00	\$ 67,500
2	Booster Pump VFDs	EA	3	\$ 10,000.00	\$ 30,000
3	New Above Grade Control Panel	LS	1	\$ 150,000.00	\$ 150,000
4	Mechanical Piping Materials and Labor	LS	1	\$ 110,000.00	\$ 110,000
5	Electrical Materials and Labor	LS	1	\$ 95,000.00	\$ 95,000
6	Cathodic Protection Replacement	LS	1	\$ 25,000.00	\$ 25,000
7	New 8-inch Flow Meter	EA	1	\$ 15,000.00	\$ 15,000
					\$ -
				SUBTOTAL	\$ 492,500
Contingency (20%)				20%	\$ 98,500
				TOTAL CONSTRUCTION	\$ 591,000
				PROJECT TOTAL	\$ 591,000

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

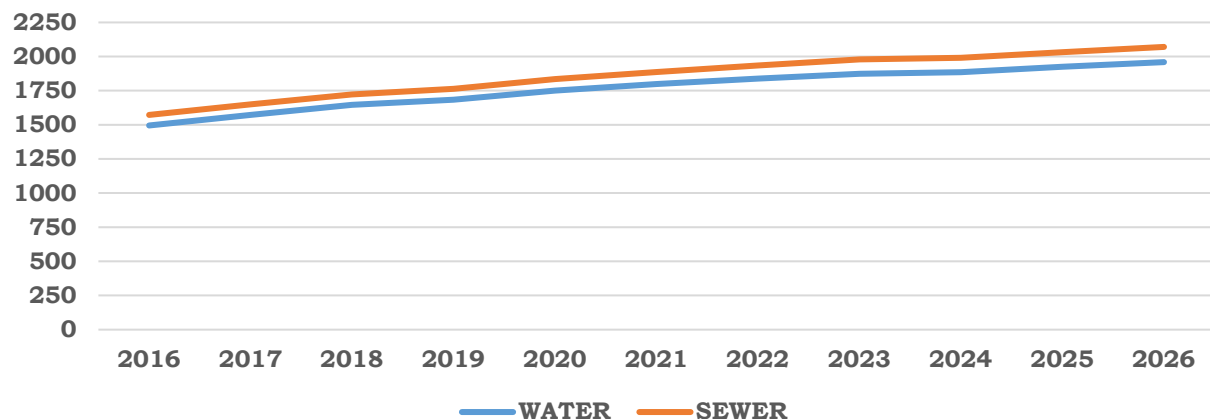
TO: Village Board
FROM: Aaron Kramer, Village Administrator
RE: Increase Utility Clerk to Full-Time Position (2027)
DATE: September 15th 2026

BACKGROUND

Up to this point, the Village has been employing a part-time Utility Clerk to handle billing, customer service and regulatory requirements. Over the past decade, the number of utility customers has increased 31 percent (water) and 32 percent (sewer).

CUSTOMER HISTORY (2016-2026)				
YEAR	AVERAGE WATER CUSTOMERS	ANNUAL INCREASE	ANNUAL SEWER CUSTOMERS	ANNUAL INCREASE
2016	1496	n/a	1573	n/a
2017	1572	76	1650	78
2018	1646	74	1722	71
2019	1684	38	1763	41
2020	1750	66	1835	72
2021	1798	49	1886	51
2022	1838	40	1934	48
2023	1874	36	1979	45
2024	1885	12	1991	12
2025	1925	40	2032	40
2026	1960	35	2071	40

GROWTH IN UTILITY CUSTOMERS



Staff is proposing the position of Utility Clerk be increased to a full-time position, and that the position be posted immediately. A job description has been included with this proposal that calls for the position to “perform a variety of duties related to utility billing, utility records, and well operation, along with administrative support services for the Village of Hobart. The role requires a high level of confidentiality, initiative, independent judgment, and attention to detail. Duties are conducted under the general supervision of the Public Works Director.”

In addition to the job requirements of Utility Clerk, this position would also be expected to provide customer service and front desk support, as well as tax and bill collection, when needed to maintain the efficiency of the Village Office.

PROPOSED SALARY RANGE: Starting at \$25.00 per hour (\$52,000 annually) with benefits. The salary is negotiable based on experience and qualifications.

BUDGETARY IMPACT: There would be **no** impact on the General Fund budget, as the position’s salary and benefits would be divided equally between the following accounts: Water, Sanitary Sewer and Storm Water.

RECOMMENDED MOTION

To make Utility Clerk a full-time position and authorize staff to post the new position immediately.



VILLAGE OF HOBART – UTILITY CLERK

JOB SUMMARY

The role of this position provides the vital function of clerical and accounting work for the Village of Hobart Utility Department. This position performs a variety of duties related to utility billing, utility records, and well operation, along with administrative support services for the Village of Hobart. The role requires a high level of confidentiality, initiative, independent judgment, and attention to detail. Duties are conducted under the general supervision of the Public Works Director.

REPORTS TO: Public Works Director

PRINCIPAL DUTIES AND RESPONSIBILITIES

NOTE: The job duties listed herein are intended only as an illustration of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.

1. Assist the public in a professional manner at all times.
2. Maintain detailed and accurate records of water, sewer and stormwater utilities including customer and meter records for billing operations.
3. Create, maintain and complete permit forms for water and sewer utilities, and well operations.
4. Prepare and mail quarterly utility bills and past due notices.
5. Complete data entry related to utility records.
6. Assist the Public Works Director in the preparation of annual budgets and reports for the water, sanitary sewer, and storm water funds.
7. Assist the Public Works Director in creating and distributing the Consumer Confidence Report, Cross Connection Report, and other annual reporting as required.
8. Assist the Treasurer with accounting functions related to the water, sanitary sewer, storm water and special project funds such as accounts payable, accounts receivable, general ledger, balance statements, and other functions as necessary for Village management.
9. Assist the Village Clerk as directed by the Village Administrator or Public Works Director.
10. Maintain Village records via scanning, indexing, and filing documents in compliance with Public Service Commission regulations, FOIA, Wisconsin State Law, and the Village of Hobart Municipal Code.
11. Perform other duties as required by law, ordinance or the lawful direction of the village board or village administrator.

12. Attend required training and otherwise keep up to date with current laws and administrative procedures related to matters pertaining to Village and utility operations.
13. Maintain strict confidentiality as required by the Village.
14. Other duties as assigned.

EMPLOYEE DESCRIPTION AND EXPECTATIONS

Equipment Used: Computer, various software applications, calculator, phone, copier/printer, postage machine, etc.

Work Environment and Working Conditions:

1. Work in a normal office setting with moderate noise levels.
2. Hours beyond regular office hours may be required, including evenings.
3. Maintain a professional appearance and attire.
4. Prolonged sitting, frequent bending, stooping or stretching, lifting up to 50 pounds, good eye-hand coordination and manual dexterity.

In performing the duties of this job, the employee is required to accomplish all the tasks routinely associated with the performance of office-type functions. In addition, the employee must be able to satisfy the following requirements.

General Competencies:

1. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
1. Communication Skills: Communicate effectively to establish and maintain effective working relationships with the Village Board, Department Heads, Employees, other Governmental Agencies, and the public in written and oral form.
2. Problem Solving Skills: Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
3. Organizational Skills: Ability to prioritize work to meet deadlines, work independently, and handle interruptions while maintaining attention to detail.

Knowledge of:

1. Current principles and practices of municipal administration and ability to keep abreast of future developments in the field.
2. Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
3. Public Service Commission requirements and procedures.
4. Data processing applications and basic computer skills.
5. Modern office practices, technology and procedures.
6. Local government and municipal services preferred.

Minimum Qualifications:

1. A citizen of the United States.
2. At least 18 years of age or older.
3. A high school diploma or GED.

4. Proficient in speaking and writing in English language, proficient in other languages preferred but not required.
5. Able to operate a computer and use computer software, including applications and programs.
6. Able to operate a telephone.
7. Able to use a cash register and count money.
8. Able to operate a multifunctional copy machine.
9. Able to work in a confidential environment.
10. Valid driver's license, or ability to obtain one.

Desired Qualifications:

1. Prior experience in local government and municipal services preferred.
2. College business courses or training which provide the required knowledge and skills.
3. Job related experience may be substituted for post high school education.

NOTE: The work environment, characteristics, and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

***** POSITION ANNOUNCEMENT*****

Village of Hobart, WI

PUBLIC WORKS & UTILITY CREW MEMBER

The Village of Hobart, WI, (population ~ 12,000 and growing) is located within the Green Bay Metropolitan area with rapidly expanding residential and economic growth. Hobart is seeking a motivated, skilled and ambitious individual for the position of Public Works & Utility Crew Member to join our team.

The position performs work in the installation, maintenance and operation of Village infrastructure and facilities such as buildings & grounds, roads, ditches, storm sewer, sanitary sewer and water distribution. Additionally, this position is responsible for snow and ice removal and requires rotational weekend duties for which the employee is additionally compensated.

Requirements include: a high school diploma or GED; knowledge of municipal water, sewer, storm sewer and road construction and maintenance; valid WI Driver's License and Class B CDL (or ability to obtain CDL within 6 months of hire) with a good driving record. Prior experience of operation on plow trucks is highly desirable. This is a non-exempt position, scheduled for 40 hours per week. The position's starting pay is \$25.00 per hour. The Village offers excellent, inexpensive health insurance for the employee and his/her eligible dependents. Village retirement contributions, dental insurance and other fringe benefits also come with employment. Preference will be given to candidates living within reasonable distance from the Village.

Interested applicants should review the full job description, recruitment instructions and other Village information on the Village homepage (www.Hobartwi.gov). Please direct recruitment questions via email to Jerry Lancelle, Director Public Works at Jerry@Hobartwi.gov The Village is accepting applications until filled, the first review of applications will take place on October 9th, 2026.



Job Description

POSITION TITLE: Public Works & Utility Crew Member

FLSA Category: Non-Exempt

Pay Type: Hourly

Starting Rate: \$25.00

Employment Classification: Full Time

Department: Public Works

Reports To: Director Public Works

Supervises: N/A

JOB SUMMARY

The Department of Public Works & Utility Crew Member is a regular hourly position (40 hours/week). Provides general labor and technical skills in support of the delivery of public services, including, but not limited to; maintenance of public streets and right-of-way, forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, sanitary, storm and water utilities, and maintenance of vehicles and equipment. The position is required to perform weekly “on-call” duties on a rotational schedule

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains public streets and right-of-way. Removes snow, performs salting and ice control, clears walks and trails, installs snow fence, brush pick-up, debris removal, minor to major pavement repair, flatwork, street tree management (pruning, removal, planting), repair and clean catch basins.
- Assists in maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, field maintenance, installs and maintains landscaping and fencing, empties trash and recycling containers, flood ice rinks, stores and maintains seasonal equipment.
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning. Additional minor repair and maintenance duties may be assigned including heating and cooling, electrical and plumbing.
- Install and repair street signs and posts and knowledge of MUTCD guidelines.
- Perform duties as assigned in the maintenance and operation of the Village yard waste site.
- Assist in maintaining and managing the department inventory of supplies, materials, tools, signs, etc.
- Performs sewer main and manhole repairs; inspects, televises, and analyzes sewer main problems.
- Maintenance and operation of wells, hydrants and valves including data and water sample collection.
- Performs installation of water meters, leak detection and inspections, and customer service complaint investigations.
- Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations, and rules to their supervisor.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Valid WI Driver's License (class D) and a class "B" endorsement for a Commercial Driver's License (CDL) or the ability to obtain one within (6) months of hire.
- Ability to take direction, facilitate communication, resolve problems, work individually and as part of a team, receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.

SKILLS AND ABILITIES:

- Ability to operate a variety of tools and equipment Used in Public Works and facilities maintenance.
- Demonstrates skill and specialized knowledge of techniques and tools used in construction, maintenance, and repair of Public Works facilities, systems, and infrastructure, including the regular use of specialized equipment.
- Ability to listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions.
- Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.
- Excavations Safety/Competent Person Certification desired, pre-employment or ability to maintain post-employment.
- Personal Protective Equipment Training.
- Working knowledge of Microsoft Office 365, GIS, and SCADA applications as well as a variety of other software applications.
- Ability to respond professionally and effectively to unforeseen changes in priorities.
- Must be able to function independently and make decisions based on sound judgment affecting areas of responsibility.

PREFERRED EDUCATION AND/OR EXPERIENCE:

- Minimum education shall include a high school diploma or GED.
- Valid WI Driver's License (class D) and a class "B" endorsement for a Commercial Driver's License (CDL) or the ability to obtain one within (6) months of hire.
- Must pass a post-employment offer drug screen and physical along with periodic testing required for the maintenance of CDL License.

RESIDENCY:

- Due to the need for emergency response, residency within the Village is encouraged or less than a 30-minute normal drive response time.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village's testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noise from construction equipment.

- Must be able to maintain an awareness of any risk or physical hazards from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fume, paint, chemicals, and pesticides.
- Implements and coordinates with the Public Works Director all necessary safety devices and/or precautions necessary to maintain a safe working environment.
- Capable of lifting objects and equipment ranging in weight up to 80 pounds.
- Agrees to all requirements/per employee and procedures manual.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments.

WORK SCHEDULE:

- This position is located at the Village of Hobart Public Works Department. Work hours are currently 6:00 AM to 2:30 PM with some evening and weekend work required.