

VILLAGE OF  
**HOBART**  
GREATNESS IS GROWING



Village of Hobart – [www.hobartwi.gov](http://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 January 20<sup>th</sup> 2026**, at 6:00 P.M. at the Village Office (2990 South Pine Tree Road). NOTICE OF POSTING: Posted January 16<sup>th</sup> 2026, at the Hobart Village Office and on the village website.

## MEETING NOTICE – VILLAGE BOARD (Regular)

**Date/Time: Tuesday January 20<sup>th</sup> 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.
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. Pledge of Allegiance

### 4. PUBLIC HEARINGS

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

A. Payment of Invoices (Page 3); B. VILLAGE BOARD: Minutes of January 6<sup>th</sup> 2026 (Regular) (Page 9); C. PLANNING AND ZONING COMMISSION: Minutes of December 1<sup>st</sup> 2025 (Page 12); D. POLICE COMMISSION: Minutes of September 29<sup>th</sup> 2025 (Page 13); E. PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE: Minutes of November 6<sup>th</sup> 2025 (Page 15); F. 2026-27 ELECTION INSPECTORS (Page 16)

### 6. ITEMS REMOVED FROM CONSENT AGENDA

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

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

A. INFORMATION – Village Investment Report (Page 17)

### 9. COMMITTEE REPORTS AND ACTIONS

A. DISCUSSION AND ACTION – Consider a two-lot CSM establishing two separate new parcels of 1.015 and 2.450 acres (5060 Founders Terrace at Centerline Dr., HB-523-7) (Planning and Zoning Commission) (Page 24)

The property owner of parcel HB-523-7, located 5060 Founders Terrace (corner of Centerline Dr.), is proposing a two lot Certified Survey Map (CSM) splitting one parcel into two separate parcels of 1.015 and 2.450 acres. The existing parcel is currently zoned PDD#1: Centennial Centre at Hobart District and the proposed CSM would create two new lots that maintain compliance with Village Code requirements relating to lot size and lot width.

**B. DISCUSSION AND ACTION - Request to Accept Wyldberry Way as Public Roadway (Public Works and Utilities Advisory Committee)**

The Village received petition in 2023 to convert Wyldberry Way from a private road to a Village owned and maintained roadway. The Committee discussed the issue at its January 8<sup>th</sup> meeting and their discussion will be presented.

### 10. OLD BUSINESS

A. DISCUSSION AND ACTION – Policy 2026-01 (Village Social Media Policy) (Page 33)

The purpose of this policy is to establish guidelines for the formation and use by the Village of social media sites as a means of conveying information to the public about the Village's mission, meetings, activities, and current issues. The Village has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the Village and its officials.

**B. DISCUSSION AND ACTION – Policy 2026-02 (Village Media Policy) (Page 42)**

The purpose of this policy is to manage media communication with its residents, businesses and visitors by creating a Media Policy and to identify employees who are empowered to speak for the Village on significant communications in order to ensure the accurate dissemination of information. It is intended to reduce the likelihood of conflicting, unauthorized information from being released which may be inaccurate and misrepresentative. This policy applies to all employees while acting in the scope of their employment.

**11. NEW BUSINESS**

**A. DISCUSSION AND ACTION – Proposed Timeline for Creation of Hobart Municipal Center (Page 46)**

A timeline for the design of the proposed Hobart Municipal Center is being presented to the Board, which will entail the time period from the present until groundbreaking in the summer of 2028.

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

**C. ADJOURN to CLOSED SESSION:**

1. 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

**D. CONVENE into open session.**

**E. ACTION from closed session.**

**12. ADJOURN**

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Aaron Kramer, Village Administrator

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**UPCOMING BOARD MEETINGS**

Tuesday February 3<sup>rd</sup> 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

Tuesday February 17<sup>th</sup> 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

Tuesday March 3<sup>rd</sup> 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

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NOTE: Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: [www.hobartwi.gov](http://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.

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ACCT

**ALL BANK ACCOUNTS****ALL Checks**

Posted From: 1/20/2026 From Account:  
Thru: 1/20/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
70793	1/20/2026	4M BUILDING SOLUTIONS INC CLEANING SERVICE JANUARY	1,578.00
70794	1/20/2026	ADVANCE AUTO PARTS	342.60
<b>Previous Year Expense</b>		MULTIPLE INVOICES PUBLIC WORKS	
70795	1/20/2026	AMERICAN WATER WORKS ASSOCIATION ANNUAL MEMBERSHIP FOR 2026	260.00
70796	1/20/2026	AQUALIS	4,509.00
<b>Previous Year Expense</b>		MANHOLE GROUTING-10 CENTENNIAL CENTRE BL	
70797	1/20/2026	ASHTON NOVY REFUND OVERPAYMENT TAXES HB-3037	118.52
70798	1/20/2026	ASHWAUBENON AUTO REPAIR LLC	127.26
<b>Previous Year Expense</b>		MULTIPLE INVOICES POLICE SQUAD MAINT.	
70799	1/20/2026	ASHWAUBENON AUTO REPAIR LLC MULTIPLE INVOICES	179.07
70800	1/20/2026	AXON ENTERPRISE INC. MULTIPLE INVOICES	51,464.40
70801	1/20/2026	BADGER LABORATORIES & ENGINEERING CO INC WATER TESTING COLIFORM BACTERIA -GB	240.00
70802	1/20/2026	BAY LAKE REGIONAL PLANNING 2026 MEMBERSHIP LEVY	7,220.00
70803	1/20/2026	BAYSIDE PRINTING LLC SETUP/PRINT/FOLD 4TH QTR UTILITY BILLS2	439.19
70804	1/20/2026	BLANE SHEPARD	150.00
<b>Previous Year Expense</b>		REIMBURSEMENT BOOT ALLOWANCE	
70805	1/20/2026	BROWN COUNTY TREASURER - COURT PAYMENTS DECEMBER 2025 FINES & SURCHARGES	1,095.60
70806	1/20/2026	CATS ANONYMOUS INC	325.00
<b>Previous Year Expense</b>		MULTIPLE INOVICES TNR 12/31/2025	
70807	1/20/2026	D2 OF HOBART	2,804.00
<b>Previous Year Expense</b>		FIRE DEPARTMENT CHRISTMAS	
70808	1/20/2026	DEPARTMENT OF ADMINISTRATION 25- SBD9494 - BUILDING PERMIT SEALS	840.12
70809	1/20/2026	DIVERSIFIED BENEFIT SERVICES INC HRA ANNUAL RENEWAL & JANUARY SERVICES	230.00
70810	1/20/2026	EMPLOYEE RESOURCE CENTER INC EMPLOYEE ASSISTANCE	291.67
70811	1/20/2026	FEDEX	16.41
<b>Previous Year Expense</b>		FIRE DEPARTMENT / BAYSIDE MACHINE	

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## ALL BANK ACCOUNTS

## ALL Checks

Posted From: 1/20/2026 From Account:  
Thru: 1/20/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
70812	1/20/2026	FIRE SAFETY U.S.A. INC	1,888.95
<b>Previous Year Expense</b>		FIRE GLOVES - 20 PAIR	
70813	1/20/2026	GLENN'S 24 HR TOWING INC	802.00
		SINGLE AXLE PLOW TRUCK TOWING	
70814	1/20/2026	GREG CARDONE	167.24
		REFUND OVERPAYMENT TAXES HB-1491-C-14	
70815	1/20/2026	HSHS EWD	186.00
<b>Previous Year Expense</b>		EVIDENCE DRAWS - 4	
70816	1/20/2026	IAMRESPONDING	809.00
		ANNUAL SUBSCRIPTION 2026	
70817	1/20/2026	KATIE LECHTERMAN	73.78
		REFUND OVERPAYMENT TAXES HB-1493-A-13	
70818	1/20/2026	KIMTEK CORPORATION	10,120.00
<b>Previous Year Expense</b>		FIRELITE ULTRA HIGH PRESSURE PUMP	
70819	1/20/2026	KIRA SHOCKLEY	180.02
<b>Previous Year Expense</b>		REFUND OVERPAYMENT TAXES HB-617-10	
70820	1/20/2026	M. C. RAGLAND	99.50
		REFUND OVERPAYMENT TAX HB-640-6	
70821	1/20/2026	MARGIE A BURKEL	15.72
		REFUND OVERPAYMENT TAXES HB-3235	
70822	1/20/2026	MC EXCAVATING	103,708.52
<b>Previous Year Expense</b>		FOUNDERS TERRACE EXTENSION 2320-25-05	
70823	1/20/2026	METRO SALES INC	83.85
		CONTRACT BASE RATE JANUARY	
70824	1/20/2026	MID-STATES ORGANIZED CRIME MOCIC	150.00
		2026 MEMBERSHIP FOR 11-25FTSWORN	
70825	1/20/2026	MILWAUKEE REGIONAL TRAINING CENTER	450.00
		REGISTRATIONS- MANNING & CAMBRAY	
70826	1/20/2026	MULTI MEDIA CHANNELS LLC	54.65
		MULTIPLE INVOICES	
70827	1/20/2026	NATIONAL FIRE PROTECTION ASSOCIATION	225.00
		ANNUAL MEMBERSHIP 2026	
70828	1/20/2026	NSIGHT TELESERVICE	2,293.54
		BUILDING PHONE LINES & INTERNET	
70829	1/20/2026	NWTC - GREEN BAY CAMPUS	157.85
<b>Previous Year Expense</b>		FIREFIGHTER 25431271	
70830	1/20/2026	ONE SOURCE TECHNOLOGIES	3,723.89
<b>Previous Year Expense</b>		MULTIPLE INVOICES - FIRE DEPT FORTI AP	

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**ALL BANK ACCOUNTS****ALL Checks**

Posted From: 1/20/2026 From Account:  
 Thru: 1/20/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
70831	1/20/2026	PREVEA HEALTH OCCUPATIONAL HEALTH	1,567.00
<b>Previous Year Expense</b>		FIREFIGHTERS PHYSICALS - 4	
70832	1/20/2026	PRIMADATA	1,165.41
		4TH QUARTER UTILITY BILLING 2025	
70833	1/20/2026	QUADIENT INC.	200.00
		POSTAGE	
70834	1/20/2026	ROBERT E. LEE & ASSOCIATES INC	10,030.53
		MULTIPLE PROJECTS / DEPARTMENTS	
70835	1/20/2026	SARAH LIST	77.12
		REFUND OVERPAYMENT TAXES HB-618-12	
70836	1/20/2026	SECURIAN FINANCIAL GROUP INC	1,152.90
		INSURANCE PREMIUM FEBRUARY	
70837	1/20/2026	SOUTHSIDE TIRE INC. DE PERE	46.20
		TIRE REPAIR	
70838	1/20/2026	SPECIALIZED VETERINARY CARE OF SHAWANO	34.00
<b>Previous Year Expense</b>		SHOCK WAVE THERAPY	
70839	1/20/2026	STATE OF WISCONSIN COURT FINES & SURCHARGES	3,050.88
<b>Previous Year Expense</b>		FINES & SURCHARGES DECEMBER 2025	
70840	1/20/2026	STORDEUR SANITATION INC	487.00
<b>Previous Year Expense</b>		MULTIPLE INVOICES PUMPING HOLDING TANKS	
70841	1/20/2026	TAFT 360	2,100.00
<b>Previous Year Expense</b>		MULTIPLE PUSHBAR INSTALLATIONS ON SQUADS	
70842	1/20/2026	TOWN OF LAWRENCE	7,232.23
<b>Previous Year Expense</b>		HBMLOCK CREEK SUB 4TH QTR WATER & SEWER	
70843	1/20/2026	TRUCK EQUIPMENT INC	242.15
		MULTIPLE INVOICES VEHICLE MAINT	
70844	1/20/2026	VILLAGE OF ASHWAUBENON	55,652.10
<b>Previous Year Expense</b>		4TH QUARTER WATER USAGE	
70845	1/20/2026	VILLAGE OF HOBART - WATER UTILITY	533.34
<b>Previous Year Expense</b>		WATER / SANITARY 4TH QUARTER 2025	
70846	1/20/2026	VILLAGE OF HOWARD	144.60
<b>Previous Year Expense</b>		ANIMAL CONTROL	
70847	1/20/2026	WI CHIEFS OF POLICE ASSC & POLICE LEADERSHIP	705.00
<b>Previous Year Expense</b>		CONFERENCE - RENKAS, RADLOFF, ALLEN	
70848	1/20/2026	WI DEPT OF JUSTICE - CRIME INFORMATION BUREAU	28.00
<b>Previous Year Expense</b>		BACKGROUND CHECKS - 4 DEC OF 2025	
70849	1/20/2026	WI LAW ENFORCEMENT ACCREDITATION GROUP	300.00
		2026 APPLICATION	

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**ALL BANK ACCOUNTS****ALL Checks**

Posted From: 1/20/2026 From Account:  
 Thru: 1/20/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
70850	1/20/2026	WI MUNICIPAL COURT CLERKS ASSOCIATION - WMCCA MEMBERSHIP DUES 2026 AMANDA WANGERIN	55.00
70851	1/20/2026	WORKHORSE SOFTWARE SERVICES INC ACCOUNTING SUPPORT ALL DEPARTMENTS	7,275.01
70852	1/20/2026	WI DEPT OF TRANSPORTATION RECORD REQUEST PREPAYMENT	873.00
WPSDEC25	1/20/2026	WPS	19,775.34
<b>Prev YR Exp/Manual Check</b>			
ALLENVISA	1/20/2026	ELAN	10.59
<b>Prev YR Exp/Manual Check</b>			
HRA011226	1/20/2026	DIVERSIFIED BENEFIT SERVICES INC	1,382.08
<b>Prev YR Exp/Manual Check</b>			
GRBAYMETRO	1/20/2026	GREEN BAY METROPOLITAN SEWERAGE DISTRICT SEWERAGE TREATMENT DECEMBER & CAPITAL CH	85,057.25
<b>Prev YR Exp/Manual Check</b>			
KRAMERVISA	1/20/2026	ELAN	1,826.02
<b>Prev YR Exp/Manual Check</b>			
RENKASVISA	1/20/2026	ELAN	5,919.54
<b>Prev YR Exp/Manual Check</b>			
TREMEILVISA	1/20/2026	ELAN	19.08
<b>Prev YR Exp/Manual Check</b>			
CROCKERVISA	1/20/2026	ELAN	2,010.00
<b>Prev YR Exp/Manual Check</b>			
AMPLITEL0126	1/20/2026	AMPLITEL TECHNOLOGIES	8,225.00
<b>Manual Check</b>			
CLIFTONLARSO	1/20/2026	CLIFTON LARSON ALLEN LLP	3,360.00
<b>Prev YR Exp/Manual Check</b>			
ENTERPRLEASE	1/20/2026	ENTERPRISE-FLEET MANAGEMENT LEASE MONTHLY PAYMENT	12,896.50
<b>Manual Check</b>			
GREENBAYWATE	1/20/2026	GREEN BAY WATER UTILITY	36,632.21
<b>Prev YR Exp/Manual Check</b>			
IRONMOUNTAIN	1/20/2026	IRON MOUNTAIN	139.81
<b>Prev YR Exp/Manual Check</b>			
MUNICIPALPRO	1/20/2026	DOCUMENT MANAGEMENT 11-25 THRU 12-19-25	
<b>Manual Check</b>			
		MUNICIPAL PROPERTY INS. CO	22,565.00
		PROPERTY INSURANCE 2026 ACCT#48-10451	
		<b>Grand Total</b>	<b>490,190.24</b>

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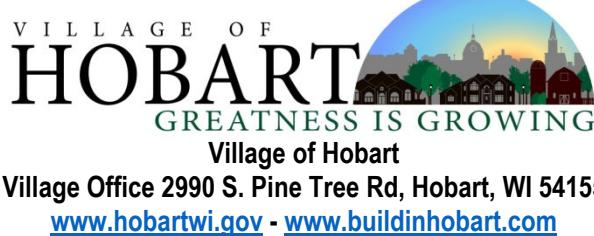
**ALL BANK ACCOUNTS****ALL Checks**

Posted From: 1/20/2026 From Account:  
Thru: 1/20/2026 Thru Account:

**Amount**

Total Expenditure from Fund # 001 - General Fund	92,540.23
Total Expenditure from Fund # 002 - Water Fund	109,979.05
Total Expenditure from Fund # 003 - Sanitary Sewer Fund	98,697.87
Total Expenditure from Fund # 004 - Capital Projects Fund	64,360.90
Total Expenditure from Fund # 006 - K-9 Fund	53.08
Total Expenditure from Fund # 007 - Storm Water Fund	2,266.24
Total Expenditure from Fund # 008 - TID #1 Fund	105,200.64
Total Expenditure from Fund # 009 - TID #2 Fund	2,862.23
Total Expenditure from Fund # 012 - Fire Department	10,120.00
Total Expenditure from Fund # 013 - Police Department	4,110.00
Total Expenditure from all Funds	490,190.24

Check Nbr	Check Date	Vendor name	Check Amount	Transaction memo
70783	12/16/2025	AMANDA SCHEELS	\$ 95.00	REIMBURSEMENT
VOID70661	12/16/2025	MANDY SHEELS	\$ (95.00)	VOID 70661
SNBFEE1125	12/16/2025	STEPHENSON NATIONAL BANK	\$ 97.96	BANK FEES ENDING 11/30/25
ALLONEHEALTH	12/16/2025	EMPLOYEE RESOURCE CENTER INC	\$ (291.67)	VOID MANUAL CHECK ISSUE REGULAR CHECK
VOIDPITBOW	12/17/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$ (222.06)	VOID PITNEY BOWES LEASE PAY
HRA122325	12/23/2025	DIVERSIFIED BENEFIT SERVICES INC	\$ 185.73	HRA12232025 KRAMER
DO122625	12/26/2025	DEPARTMENT OF REVENUE	\$ 4,110.72	PAYROLL 12-26-25
DCOMP122625	12/26/2025	EMPOWER	\$ 2,046.45	PAYROLL 12-26-25
EFTPS122625	12/26/2025	U.S. DEPARTMENT OF THE TREASURY	\$ 22,205.48	PAYROLL 12-26-25
PITNEYBOWES	12/29/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$ 2,000.00	POSTAGE PURCHASED 12/03/25
ASSOCFEE1125	12/29/2025	ASSOCIATED BANK	\$ 275.00	FEES NOVEMBER 11/30/2025
GREENBAYWAT	12/29/2025	GREEN BAY WATER UTILITY	\$ 32,656.12	PURCHASED WATER NOVEMBER 2025
GREENBAYWAT	12/29/2025	GREEN BAY WATER UTILITY	\$ (32,656.12)	PURCHASED WATER NOVEMBER 2025
GREENBAYWAT	12/29/2025	GREEN BAY WATER UTILITY	\$ 32,656.12	PURCHASED WATER NOVEMBER
AT&T	12/30/2025	AT&T	\$ 646.26	WATER BOOSTER PHONE LINE
WRS1225	12/30/2025	EMPLOYEE TRUST FUNDS	\$ 35,200.83	WRS DEC 2025
HRA123025	12/30/2025	DIVERSIFIED BENEFIT SERVICES INC	\$ 1,500.00	GERBERS HRA12302025CY
FSA12302025	12/30/2025	DIVERSIFIED BENEFIT SERVICES INC	\$ 244.88	KOLA FSA12302025
70006	12/31/2025	BLUE LINE LOGIX	\$ (3,058.98)	VOID - PROGRAM CANCELLED
RETTEE	12/31/2025	STEPHENSON NATIONAL BANK	\$ 15.00	RETURNED CHECK - DATED INCORRECT 12-2026
UNITEDHEALTH	12/31/2025	UNITED HEALTHCARE	\$ 48,842.50	HEALTH INSURANCE PREMIUMS
			<b>\$ 146,454.22</b>	
FIRSTNET6922	01/02/2026	FIRST NET	\$ 339.60	FIRST NET PHONES
PAYADEC25	01/05/2026	PAYA-FIRST BILLING SERVICES	\$ 7.00	TRANSACTION FEES DEC 2025
70786	01/06/2026	EMPLOYEE RESOURCE CENTER INC	\$ 291.67	EMPLOYEE SERVICES
70788	01/06/2026	NORMAN SHONKWILER	\$ 165.45	REFUND OVERPAYMENT TAXES HB-1694-16
FSA01062026	01/06/2026	DIVERSIFIED BENEFIT SERVICES INC	\$ 2,116.93	GERBERS & RENKAS FSA01062026PREVIOUS YEA
HRA01062026P	01/06/2026	DIVERSIFIED BENEFIT SERVICES INC	\$ 1,539.03	KRAMER & GERBERS HRA01062026PY
SNBFEE1826	01/08/2026	STEPHENSON NATIONAL BANK	\$ 15.00	CHARGEBACK FEE - NSF
DOR010926	01/09/2026	DEPARTMENT OF REVENUE	\$ 4,611.54	PAYROLL 01-09-2026
DCOMP010926	01/09/2026	EMPOWER	\$ 2,124.70	PAYROLL 01-09-2026
EFTPS010926	01/09/2026	U.S. DEPARTMENT OF THE TREASURY	\$ 25,175.10	PAYROLL 01-01-2026
70789	01/14/2026	BROWN COUNTY TREASURER	\$ 1,701,464.07	JANUARY - 2025 TAX ROLL SETTLEMENT
70790	01/14/2026	NWTC DISTRICT	\$ 328,454.35	JANUARY - 2025 TAX ROLL SETTLEMENT
70791	01/14/2026	PULASKI SCHOOL DISTRICT	\$ 2,897,165.22	JANUARY - 2025 TAX ROLL SETTLEMENT
70792	01/14/2026	WEST DE PERE SCHOOL DISTRICT	\$ 1,419,730.51	JANUARY - 2025 TAX ROLL SETTLEMENT
ALLSTATEPREM	01/14/2026	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 185.72	INSURANCE PREMIUMS JANUARY 2026
			<b>\$ 6,383,385.89</b>	



## MEETING MINUTES – VILLAGE BOARD (Regular)

**Date/Time: Tuesday January 6<sup>th</sup> 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

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### **ROUTINE ITEMS TO BE ACTED UPON:**

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

### **4. PUBLIC HEARINGS**

#### **A. PUBLIC HEARING – To consider a request to rezone parcel HB-554 from R-2-R: Rural Residential District to R-2: Residential District**

The owner of parcel HB-554, located in the 1000 block of Centennial Centre Blvd., is requesting to rezone this parcel from R-2-R: Rural Residential District to R-2: Residential District. The existing parcel is 0.821 acres and is in the process of being removed and portions of said parcel are being attached to three of the abutting parcels. Before any parcel detaching/combining can take place, this parcel must be rezoned so there are no split zoning parcels created.

President Heidel opened the Public Hearing at 6:08pm

Director of Planning & Code Compliance, Todd Gerbers, reviewed the rezone request.

Appearing before the Board:

No one spoke.

President Heidel closed the Public Hearing at 6:11pm.

#### **B. ACTION on aforesaid agenda item (Ordinance 2026-01) (AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN)**

The purpose of this Ordinance is to re-zone property, specifically Parcel HB-554, from R-2-R: Rural Residential District to R-2: Residential District.

ACTION: To approve Ordinance 2026-01, an ordinance amending the zoning ordinance of the municipal code of the Village of Hobart, Brown County, Wisconsin as presented. MOTION: Tanke SECOND: Dillenburg. VOICE VOTE: 4-0.

### **5. CONSENT AGENDA**

#### **A. Payment of Invoices; B. VILLAGE BOARD: Minutes of December 16<sup>th</sup> 2025 (Regular); C. 2026-2027 ELECTION INSPECTORS**

ACTION: To approve the Consent Agenda as presented including all manual checks. MOTION: Dillenburg SECOND: Koepke. VOICE VOTE: 4-0.

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

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

No one spoke.

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

The Public Works & Utilities Advisory Committee will be held this Thursday, January 8 at 5:00 pm.

The Joint Board of Police Commissioners will be held next Wednesday, January 14 at 6:00 pm.

The Site Review Committee may meet in January.

2 positions on the Board of Fire Commissioners are open.

1 position on the Joint Review Board is open.

Tax collection is ongoing.

**9. COMMITTEE REPORTS AND ACTIONS**- as detailed in Item 8.

**10. OLD BUSINESS**- None.

**11. NEW BUSINESS**

**A. DISCUSSION AND ACTION – Hobart-Lawrence Police Department Strategic Plan**

The Chief of Police will present the Department's Strategic Plan, outlining the organization's mission, vision, and long-term priorities. The presentation will review key focus areas, strategic goals, and implementation timelines designed to guide the Department's operations, resource allocation, and service delivery over the planning period. This item is intended to inform the Board of the Department's direction, ensure alignment with community expectations, and provide an opportunity for discussion and feedback.

Chief Mike Renkas presented the Department's Strategic Plan to the Board.

Appearing before the Board:

Roberta Rather, 697 Maplevue Ct.

ACTION: To adopt the Hobart-Lawrence Police Department Strategic Plan as presented as an official Village Planning Document. MOTION: Heidel SECOND: Koepke. VOICE VOTE: 4-0.

**B. DISCUSSION AND ACTION – Amended FY2025 Tax Increment District #1 and FY2026 TID #1 Budgets**

ACTION: To approve the amended 2025 budgets for Tax Increment District #1 and the proposed 2026 budget for Tax Increment Districts #1 as presented. MOTION: Heidel SECOND: Tanke. ROLL CALL VOTE: 4-0.

**C. DISCUSSION AND ACTION – Amended FY2025 Tax Increment District #2 and FY2026 TID #2 Budgets**

ACTION: To approve the amended 2025 budgets for Tax Increment District #2 and the proposed 2026 budget for Tax Increment Districts #2 as presented. MOTION: Heidel SECOND: Koepke. ROLL CALL VOTE: 4-0.

**D. DISCUSSION AND ACTION – Policy 2026-01 (Village Social Media Policy)**

The purpose of this policy is to establish guidelines for the formation and use by the Village of social media sites as a means of conveying information to the public about the Village's mission, meetings, activities, and current issues. The Village has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the Village and its officials.

Appearing before the Board:

Roberta Rather, 697 Maplevue Ct.

This is the first reading of Policy 2026-01, the Village Social Media Policy.

**E. DISCUSSION AND ACTION – Policy 2026-02 (Village Media Policy)**

The purpose of this policy is to manage media communication with its residents, businesses and visitors by creating a Media Policy and to identify employees who are empowered to speak for the Village on significant communications in order to ensure the accurate dissemination of information. It is intended to reduce the likelihood of conflicting, unauthorized information from being released which may be inaccurate and misrepresentative. This policy applies to all employees while acting in the scope of their employment.

This is the first reading of Policy 2026-02, the Village Media Policy.

ACTION: To set a Special Village Board Meeting for January 20, 2026 at 5:15 pm for a Social Media Presentation. MOTION: Heidel SECOND: Tanke. VOICE VOTE: 4-0.

**F. DISCUSSION - Items for future agenda consideration or Committee assignment- None.**

ACTION: To recess at 7:36 pm prior to going into closed session. MOTION: Heidel SECOND: Koepke. VOICE VOTE: 4-0.

**G. ADJOURN to CLOSED SESSION (7:54 PM):** ACTION: To go into closed session under Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Tribal Affairs; Potential Litigation MOTION: Heidel SECOND: Dillenburg ROLL CALL VOTE: 4-0.

**H. CONVENE into open session (9:37 PM):** MOTION: Heidel SECOND: Dillenburg ROLL CALL VOTE: 4-0.

**I. ACTION from closed session – None.**

**12. ADJOURN (9:38 PM):** MOTION: Dillenburg SECOND: Koepke VOICE VOTE: 4-0.

Respectfully submitted by Lisa A. Vanden Heuvel, Village Clerk



1. **Call to order/Roll Call** – The meeting was called to order by Rich Heidel at 5:35 pm. Jeff Ambrosius, Tom Dennee, David Johnson, John Rather, Bob Ross, Melissa Tanke, 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. MOTION: Heidel SECOND: Ambrosius. VOICE VOTE: 7-0.
3. **Approval of Minutes of the October 6, 2025 meeting** – ACTION: To approve the Minutes of the October 6, 2025 meeting as presented. MOTION: Ross SECOND: Johnson. VOICE VOTE: 7-0.
4. **Public Comment on Non-Agenda Items** – None.

**ACTION ITEMS**

**5. DISCUSSION AND ACTION – Consider a request to rezone parcel HB-554 from R-2-R: Rural Residential District to R-2: Residential District**

The owner of parcel HB-554, located in the 1000 block of Centennial Centre Blvd., is requesting to rezone this parcel from R-2-R: Rural Residential District to R-2: Residential District. The existing parcel is 0.821 acres and is in the process of being removed and portion of said parcel attached to three of the abutting parcels. Before any parcel detaching/combining can take place, this parcel must be rezoned so there are no split zoning parcels created.

ACTION: To approve the request to rezone parcel HB-554 from R-2-R: Rural Residential District to R-2: Residential District as submitted. MOTION: Heidel SECOND: Dennee. VOICE VOTE: 7-0.

**6. DISCUSSION AND ACTION – Repeal and Recreate Article XXXII (Telecommunication Antennas and Towers) of the Village's Zoning Code, Chapter 295 Zoning**

Village Staff is proposing that Article XXXIII (Telecommunication Antennas and Towers) of the Village Zoning Code, Chapter 295 Zoning, be repealed and recreated to follow the regulations that were established by the State of Wisconsin relating to such antennas and towers. This request is for discussion and possible action with a recommendation to the Village Board.

ACTION: To approve the proposed Repeal and Recreate of Article XXXII (Telecommunication Antennas and Towers) of the Village's Zoning Code, Chapter 295, and forward to the Village Board for a public hearing. MOTION: Heidel SECOND: Ambrosius. VOICE VOTE: 7-0.

**7. ADJOURN(6:12 pm)– MOTION: Ambrosius SECOND: Tanke. VOICE VOTE: 7-0.**

Respectfully submitted by Lisa A. Vanden Heuvel, Village Clerk

Village of Hobart  
Meeting Minutes – Monday, September 29, 2025 @ 6:00 PM  
Village of Hobart Office  
2990 S. Pine Tree Rd.  
Hobart, WI 54115

**Call to Order**

The meeting was called to order by John Shimek at 6:04 PM.

**Roll Call**

Commissioners John Shimek, Ron Jaeger, Don Hedrick, Dave Konshak, and Larry Potter were present. Chief Renkas was in attendance.

**Approval of Agenda and Certification of the Open Meeting Law Agenda Requirements**

A motion to confirm certification of the open meeting law agenda requirements and approval of the agenda was made by Don Hedrick and seconded by John Shimek at 6:05 PM. All in favor; motion carried.

**Approval of Meeting Minutes**

A motion was made to approve the minutes of September 4, 2025 at 6:05 PM. Motion made by John Shimek and seconded by Don Hedrick. All in favor; motion carried.

**Old Business**

Chief Renkas explained why the candidate approved for a vacant officer position at the previous meeting has since been disqualified from consideration. Concerns in the background investigation required the applicant to be removed from the process.

**New Business**

Chief Renkas told the commission that the department has been verified for accreditation for 3 years through WILEAG (66 standards). The next step is to achieve a 5-year accreditation across 264 standards. Discussion centered around what type of administrative file/policy preparation is involved in the steps.

**Adjourned to Closed Session**

A motion to adjourn to closed session was made by Ron Jaeger at 6:28 PM, seconded by John Shimek. All in favor; motion carried.

**Convened to Open Session**

A motion to convene to open session was made by Ron Jaeger at 7:50 PM, seconded by Larry Potter. All in favor; motion carried.

**Action from Closed Session**

Following discussion in closed session, a successful candidate for the vacant officer position was identified. A recommendation was given to Chief Renkas for the conditional offer of employment contingent on psychological and drug/medical testing, along with a background investigation.

**Adjournment**

A motion to adjourn the meeting was made at 7:52 PM by Don Hedrick, seconded by Dave Konshak. All in favor; motion carried.



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

Date/Time: November 6<sup>th</sup>, 2025 (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, Dave Baranczyk, Kevin Gannon, James Kubalak, Vanya Koepke, Don Dahlstrom present, Ron Hieronimczak, Dan DeRuyter were excused.
2. Certification of the open meeting law agenda requirements and approval of the agenda.
  - a. Motion by Kevin Gannon, second by Don Dahlstrom. All in Favor, Motion Carried.
3. Approval of the Minutes – October 13<sup>th</sup>, 2025
  - a. Motion by Kevin Gannon, second by Dan DeRuyter. All in Favor, Motion Carried.
4. Public comments on non-agenda items.
  - a. No public present

**ACTION ITEMS**

5. DISCUSSION AND ACTION – North Overland Hot Mix Patch
  - a. Committee discussed several options to repair and smooth existing patch on N. Overland Rd.
  - b. Committee decided on a mill and overlay option if it could be completed in 2025.
  - c. Motion to approve a mill and overlay option not to exceed \$14,300 on a time and material cost.
    - i. Motion by Don Dahlstrom, second by Dave Baranczyk. All in favor, Motion passes.
6. DISCUSSION – Future Road Repairs and Policies
  - a. Committee discussed several different types of patching, type patching work capable and not capable by the Public Works crew and current equipment available.
  - b. Discussed including patching with yearly road paving contract, securing separate contract for patching only, and including wedging and ramping as currently performed.
  - c. No Action Taken.
7. DISCUSSION – Request for Proposal for Village Engineering Services
  - a. No Action Taken, Postponed for January Meeting.
8. UPDATE – Director and Activity Reports
  - a. Director of Public Works and Utilities, Jerry Lancelle, updated the committee on various projects and current operations
9. DISCUSSION AND ACTION- Topics for Future Committee Meetings
  - a. Future Bridge Replacement Planning.
  - b. Review of PASER Rating completed in late 2025.
  - c. RFP for Engineering Services, non-road related.
10. ADJOURNMENT
  - a. Motion by Vanya Koepke, second by Kevin Gannon, all in favor. Motion carried. Meeting adjourned at 6:33pm.

Respectfully submitted by: Jerry Lancelle, Director Public Works.

VILLAGE OF  
**HOBART**  
GREATNESS IS GROWING



**TO:** VILLAGE BOARD  
**FROM:** LISA VANDEN HEUVEL, VILLAGE CLERK  
**SUBJECT:** 2026-2027 ELECTION INSPECTOR APPOINTMENTS  
**DATE:** JANUARY 20, 2026

**DISCUSSION:** The following are names of two additional workers that asked to be included on our 2026-2027 Election Inspector list.

**Democratic Nominees**

Stephanie Gossen  
Troy Gossen

**RECOMMENDED MOTION:** To approve the additional 2026-2027 list of Election Inspector Appointments as presented.



Village Balances as of 12/31/2025

Associated Bank	
Checking	\$ 144,439.18
Sweep	\$ -
Investment Portfolio	\$ 2,026,023.08
<b>Total Associated Bank:</b>	<b>\$ 2,170,462.26</b>

Stephenson National Bank	
Checking	\$ 2,959,276.93
Sweep	\$ 9,870,630.36
Investment - TID Sub-Account	\$ 4,519.88
Investment - 102-Debt Service	\$ 514,531.89
Investment - 212-Gateway Estates	\$ 522,411.93
Investment - 213-2024A Notes	\$ 6,610,018.42
Investment - 214-2024B Notes	\$ 794,579.71
<b>Total SNB:</b>	<b>\$ 21,275,969.12</b>

American Deposit Management	
General Account	\$ 255,752.57
Water Fund	\$ 250,194.78
Capital Projects Fund	\$ 599,627.04
Debt Service Fund	\$ 99,759.19
Storm Water Fund	\$ 500,135.80
TID #1 Fund	\$ 746,498.54
TID #2 Fund	\$ 199,308.18
<b>Total ADM:</b>	<b>\$ 2,651,276.10</b>

Local Government Investment Pool	
General (State Aid/Revenue)	\$ 605,483.57
Sewer Replacement (CMAR)	\$ 187,481.90
Escrow (ARPA)	\$ -
<b>Total WI LGIP:</b>	<b>\$ 792,965.47</b>

Professional Management Association	
102-Debt Service	\$ -
105-TID #2	\$ 20,711.07
108-TID #1	\$ 50,108.16
202-Taxable	\$ 39,912.62
206-Southwind - TID No. 2	\$ 15,424.65
208-2021 Bond Issue #1	\$ 89.07
209-2021 Bond Issue #2	\$ 37,351.53
210-GO Prom Notes Series 2022	\$ 933,410.37
212-Gateway Estates	\$ -
213-2024A Notes	\$ -
214-2024B Notes	\$ -
<b>Total WISC:</b>	<b>\$ 1,097,007.47</b>

FUND TOTAL: \$ 27,987,680.42

## VILLAGE OF HOBART INVESTMENT AGENCY

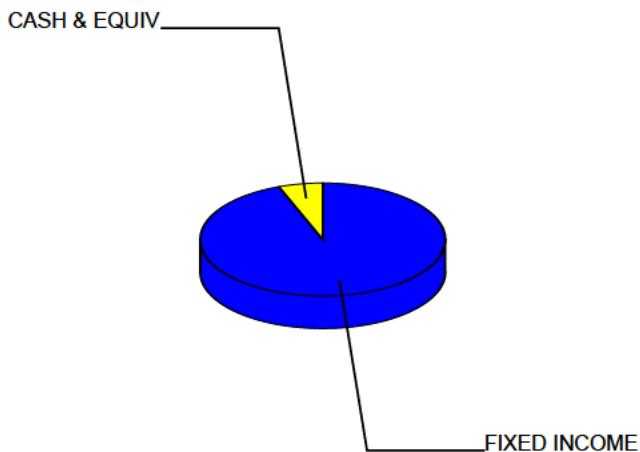
Account Number:  
Statement Period:

12/01/25 - 12/31/25

VILLAGE OF HOBART  
STACY BELL  
2990 SOUTH PINE TREE ROAD  
HOBART WI 54155

**Relationship Manager**  
Eric Wied 920-433-3275  
Eric.Wied@associatedbank.Com  
**Investment Manager**  
Pat Fry 920-433-7703  
Pat.Fry@associatedbank.Com

## Portfolio Summary



## Value of Portfolio

Description	Market Value	% of Account
Cash & Equiv	129,568.29	6.5%
Fixed Income	1,878,047.35	93.6%
<b>Total Portfolio</b>	<b>\$ 2,007,615.64</b>	<b>100.0%</b>
Accrued Income	18,407.44	
<b>Total Valuation</b>	<b>\$ 2,026,023.08</b>	

## Market Reconcilement

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 2,020,779.72</b>	<b>\$ 1,936,467.69</b>
Income		
Interest.....	6,788.50	79,762.44
Purchased Income.....	-216.35	-4,227.52
Disbursements		
Fees/Expenses.....	-600.68	-7,063.34
Non-Cash Activity.....	150.41	18,404.03
Realized Gains/(Losses).....	0.00	13.00
Change In Accrued Income.....	-62.79	-942.06
Unrealized Appreciation/(Depreciation).....	-815.73	3,608.84
<b>Ending Market Value</b>	<b>\$ 2,026,023.08</b>	<b>\$ 2,026,023.08</b>

## VILLAGE OF HOBART INVESTMENT AGENCY

Account Number:  
Statement Period:

12/01/25 - 12/31/25

## Portfolio Investments

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
<b>Cash and Equivalent</b>				
Principal Cash		-166,201.89 -166,201.89	0.00	0.00%
Income Cash		166,201.89 166,201.89	0.00	0.00%
Goldman Sachs Treasury Instruments Portfolio Fund 506	129,568.290	129,568.29 129,568.29	4,684.00 375.27	3.62%
<b>Total Cash and Equivalent</b>		<b>\$ 129,568.29</b> <b>\$ 129,568.29</b>	<b>4,684.00</b> <b>375.27</b>	<b>3.62%</b>
<b>Fixed Income</b>				
Apple Inc 3.000 11/13/2027 Callable 8/13/2027 @ 100	50,000.000	49,496.50 49,158.00	1,500.00 200.00	3.03%
Cleveland Cnty OK Isd 2 Moore Txbl 5.000 03/01/2028	50,000.000	51,464.50 50,815.50	2,500.00 2,083.33	4.86%
Cottage Grove Vlg WI Prom Nts Txbl A 5.000 04/01/2028	50,000.000	51,486.00 50,584.50	2,500.00 624.99	4.86%
Dane Cnty WI Txbl Prom Nts B 4.000 06/01/2029	50,000.000	50,424.00 50,324.50	2,000.00 166.66	3.97%
Depere WI Prom Nts Txbl Ser B 4.950 09/01/2026	50,000.000	50,439.50 50,000.00	2,475.00 825.00	4.91%
Exxon Mobil Corp 2.275 08/16/2026	50,000.000	49,505.50 48,798.00	1,137.00 426.56	2.30%
FHLB 4.250 10/22/2029 Callable 10/22/2026 @ 100	50,000.000	50,051.50 50,000.00	2,125.00 407.29	4.25%
FHLB 3.800 10/02/2028 Callable 10/02/2026 @ 100	50,000.000	50,044.50 50,020.00	1,900.00 469.72	3.80%
FFCB 4.625 07/17/2026	50,000.000	50,243.00 50,022.00	2,312.00 1,053.47	4.60%
FFCB 4.470 03/05/2030 Callable 03/05/2027 @ 100	50,000.000	50,180.00 50,000.00	2,235.00 720.16	4.45%
FFCB 4.520 05/14/2030 Callable 05/14/2026 @ 100	50,000.000	50,142.50 49,945.50	2,260.00 295.05	4.51%

**VILLAGE OF HOBART INVESTMENT AGENCY****Account Number:**  
**Statement Period:****12/01/25 - 12/31/25****Portfolio Investments**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
FHLMC 0.8300 07/22/2026 Callable 10/22/2023 @ 100	50,000.000	49,212.50 48,067.00	415.00 183.29	0.84%
FHLMC 3.500 09/16/2027 Callable 09/16/2025 @ 100	50,000.000	49,833.00 49,711.50	1,750.00 510.41	3.51%
FHLMC 3.925 10/01/2027 Callable 04/01/2026 @ 100	50,000.000	49,961.00 50,000.00	1,962.00 490.62	3.93%
FNMA 4.200 09/18/2030 Callable 03/18/2026 @ 100	50,000.000	49,326.50 50,000.00	2,100.00 559.99	4.26%
FNMA 4.000 10/10/2028 Callable 04/10/2026 @ 100	50,000.000	50,010.00 49,985.00	2,000.00 450.00	4.00%
Johnson & Johnson 4.700 03/01/2030	50,000.000	51,522.50 51,330.50	2,350.00 783.33	4.56%
King Cnty WA Txbl 4.819 12/01/2029	45,000.000	46,722.60 45,638.55	2,168.00 180.71	4.64%
Madison WI Txbl Prom Nts Ser B 3.400 10/01/2026 Callable 10/01/2025 @ 100	50,000.000	49,940.00 49,361.00	1,700.00 424.99	3.40%
Oklahoma Cnty OK Isd Deer Creek Txbl 4.200 09/01/2027	50,000.000	50,384.50 50,183.00	2,100.00 699.99	4.17%
Olmsted Cnty MN Txbl Ref Ser A 1.050 02/01/2027	50,000.000	48,680.50 47,146.00	525.00 218.74	1.08%
Oregon St Txbl P 1.967 05/01/2026	50,000.000	49,724.50 49,426.50	983.00 163.91	1.98%
Salt Lake City UT Txbl A 3.172 06/15/2027 Callable 10/23/2025 @ 100	75,000.000	74,520.00 74,434.50	2,379.00 105.73	3.19%
Tulsa Cnty OK Isd 3 Txbl Broken Arrow Board of Education 4.850 04/01/2026	50,000.000	50,146.50 49,878.00	2,425.00 606.24	4.84%
US Treasury Notes 4.125 10/31/2027	75,000.000	75,839.25 74,572.42	3,093.00 529.86	4.08%
US Treasury Notes 4.625 03/15/2026	75,000.000	75,144.00 74,976.55	3,468.00 1,034.87	4.62%
US Treasury Notes 4.125 06/15/2026	75,000.000	75,217.50 74,817.47	3,093.00 144.48	4.11%

## VILLAGE OF HOBART INVESTMENT AGENCY

Account Number:  
Statement Period:

12/01/25 - 12/31/25

## Portfolio Investments

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
US Treasury Notes 4.375 08/15/2026	75,000.000	75,360.00 74,784.82	3,281.00 1,239.38	4.35%
US Treasury Notes 4.625 10/15/2026	75,000.000	75,610.50 74,761.40	3,468.00 743.30	4.59%
US Treasury Bonds 4.875 10/31/2028	75,000.000	77,667.75 75,711.97	3,656.00 626.20	4.71%
US Treasury Notes 4.000 03/31/2030	75,000.000	75,968.25 75,329.11	3,000.00 766.47	3.95%
US Treasury Notes 3.500 11/30/2030	75,000.000	74,256.00 74,434.57	2,625.00 230.77	3.54%
Wisconsin St Txbl Ref Ser 3 0.800 05/01/2026	50,000.000	49,522.50 49,038.50	400.00 66.66	0.81%
<b>Total Fixed Income</b>		<b>\$ 1,878,047.35</b> <b>\$ 1,863,256.36</b>	<b>71,885.00</b> <b>18,032.17</b>	<b>3.83%</b>
<b>Total Market Value</b>		<b>\$ 2,007,615.64</b> <b>\$ 1,992,824.65</b>	<b>76,569.00</b> <b>18,407.44</b>	<b>3.81%</b>
<b>Total Market Value Plus Accruals</b>		<b>\$ 2,026,023.08</b>		

## Income Activity

	Date	Income Cash	Principal Cash
<b>Interest Income</b>			
Dane Cnty WI Txbl Prom Nts B 4.000 06/01/2029			
Int To 12/01/25 on 50,000	12/01/25	1,000.00	
FHLB 4.620 12/26/2028 Callable 12/26/2025 @ 100			
Int To 12/26/25 on 50,000	12/26/25	1,155.00	
FNMA 4.500 03/24/2028 Callable 12/24/2025 @ 100			
Int To 12/24/25 on 50,000	12/24/25	562.50	
Goldman Sachs Treasury Instruments Portfolio Fund 506			
Int To 11/30/25	12/01/25	250.35	
King Cnty WA Txbl 4.819 12/01/2029			
Int To 12/01/25 on 45,000	12/01/25	1,084.27	

**VILLAGE OF HOBART INVESTMENT AGENCY**Account Number:  
Statement Period:

12/01/25 - 12/31/25

**Income Activity**

	Date	Income Cash	Principal Cash
Salt Lake City UT Txbl A 3.172 06/15/2027 Callable 10/23/2025 @ 100 Int To 12/15/25 on 75,000	12/15/25	1,189.50	
US Treasury Notes 4.125 06/15/2026 Int To 12/15/25 on 75,000	12/15/25	1,546.88	
<b>Total Interest Income</b>		<b>\$ 6,788.50</b>	<b>\$ 0.00</b>
<b>Purchased Income</b>			
US Treasury Notes 3.500 11/30/2030 Accrued Int To 12/30/25 Paid on Purchase of 75,000	12/30/25	-216.35	
<b>Total Purchased Income</b>		<b>\$ -216.35</b>	<b>\$ 0.00</b>
<b>Total Income</b>		<b>\$ 6,572.15</b>	<b>\$ 0.00</b>

**Disbursement Activity**

	Date	Income Cash	Principal Cash
<b>Fees/Expenses</b>			
Monthly Fee To 11/30/25	12/18/25		-600.68
<b>Total Fees/Expenses</b>		<b>\$ 0.00</b>	<b>\$ -600.68</b>
<b>Total Disbursements</b>		<b>\$ 0.00</b>	<b>\$ -600.68</b>

**Purchase Activity**

	Date	Income Cash	Principal Cash
Goldman Sachs Treasury Purchases (4) 12/01/25 To 12/31/25	12/31/25		-106,788.50
US Treasury Notes 3.500 11/30/2030 Purchased 75000 12/29/25 @ 99.246093	12/30/25		-74,434.57
<b>Total Purchases</b>		<b>\$ 0.00</b>	<b>\$ -181,223.07</b>

**VILLAGE OF HOBART INVESTMENT AGENCY**Account Number:  
Statement Period:

12/01/25 - 12/31/25

<b>Sale Activity</b>			
	Date	Proceeds	Realized Gain/Loss
FHLB 4.620 12/26/2028 Callable 12/26/2025 @ 100 Recd Proceeds on Full Call Par Value @ 100	12/26/25	50,000.00	
FNMA 4.500 03/24/2028 Callable 12/24/2025 @ 100 Recd Proceeds on Full Call Par Value @ 100	12/24/25	50,000.00	
Goldman Sachs Treasury Sales (2) 12/01/25 To 12/31/25	12/31/25	75,251.60	
<b>Total Sales</b>		<b>\$ 175,251.60</b>	<b>\$ 0.00</b>
<b>Non-Cash Activity</b>			
	Date	Cost	
Dane Cnty WI Txbl Prom Nts B 4.000 06/01/2029 Amortization of Premium	12/01/25	-43.00	
King Cnty WA Txbl 4.819 12/01/2029 Amortization of Premium	12/01/25	-72.00	
Salt Lake City UT Txbl A 3.172 06/15/2027 Callable 10/23/2025 @ 100 Accretion of Discount	12/15/25	87.00	
US Treasury Notes 4.125 06/15/2026 Accretion of Discount	12/15/25	178.41	
<b>Total Non-Cash Transactions</b>		<b>\$ 150.41</b>	



**TO: Planning & Zoning Commission**

**RE: CSM, 5060 Founders Terrace @ Centerline Dr.,  
HB-523-7**

**FROM: Todd Gerbers, Director of Planning & Code Compliance**

**DATE: January 5, 2026**

**ISSUE:** Consider a 2 Lot CSM establishing two separate new parcels of 1.015 and 2.450 acres

**RECOMMENDATION:** Staff recommends approval.

### **GENERAL INFORMATION**

1. Applicants/Agent: Bryan Pfeffer – Robert E. Lee & Associates, Inc.
2. Owner: North Hobart Business Park, LLC
3. Parcel: HB-523-7
4. Zoning: PDD#1: Centennial Centre at Hobart District

### **ZONING REQUIREMENTS**

The property owner of parcel HB-523-7, located 5060 Founders Terrace (corner of Centerline Dr.), is proposing a two lot CSM splitting one parcel into two separate parcels of 1.015 and 2.450 acres. The existing parcel is currently zoned PDD#1: Centennial Centre at Hobart District and the proposed CSM would create two new lots that maintain compliance with Village Code requirements relating to lot size and lot width.

### **RECOMMENDATION/CONDITIONS**

Staff recommends approval as submitted noting that this would be approval for both the preliminary and final CSM should there be no adjustments to the final CSM.



**Rezoning Review**  
 **Conditional Use Permit Review**  
 **Planned Development Review**  
 **CSM/Plat Review**

Village of Hobart  
 Dept of Planning & Code  
 Compliance  
 2990 S Pine Tree Rd  
 Hobart WI 54155  
 Phone: (920) 869-3809  
 Fax: (920) 869-2048

### APPLICANT INFORMATION

Petitioner: Bryan Pfeffer - RELEE & Associates Date: 12/04/2025  
 Petitioner's Address: 1250 Centennial Centre Blvd City: Hobart State: WI Zip: 54155  
 Telephone #: 920-662-9641 Email: bpfeffer@releeinc.com

Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer

Petitioner's Signature (required): Bryan L. Pfeffer Digitally signed by Bryan L. Pfeffer  
 DN: E=bpfeffer@releeinc.com, CN=Bryan L. Pfeffer,  
 OU=Users, OU=REL, DC=releeinc, DC=local  
 Date: 2025.12.09 09:59:51-06'00' Date: \_\_\_\_\_

### OWNER INFORMATION

Owner(s): North Hobart Business Park, LLC Date: 12/4/2025  
 Owner(s) Address: 3323 Bay Ridge Ct City: Hobart State: WI Zip: 54155  
 Telephone #: 920-498-9300 Email: ccalmes@baylandbuildings.com

Ownership Status (Please Check):  Individual  Trust  Partnership  Corporation

### **Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Neighborhood Services Department for incomplete submissions or other administrative reasons.

Property Owner's Signature:  Date: 12/8/25

### SITE INFORMATION

Address/Location of Proposed Project: vacant land - Founders Terrace Parcel #: HB-523-7  
 Proposed Project Type: Commercial Business  
 Current Use of Property: Vacant Land Zoning: PDD #1  
 Land Uses Surrounding Site: North: State Trunk Highway  
 South: Vacant Land / Commercial Business(under construction)  
 East: Vacant Land  
 West: Commercial Business

\*\*Please note that a meeting notice will be mailed to all abutting property owners regarding your request prior to any Public Hearing.

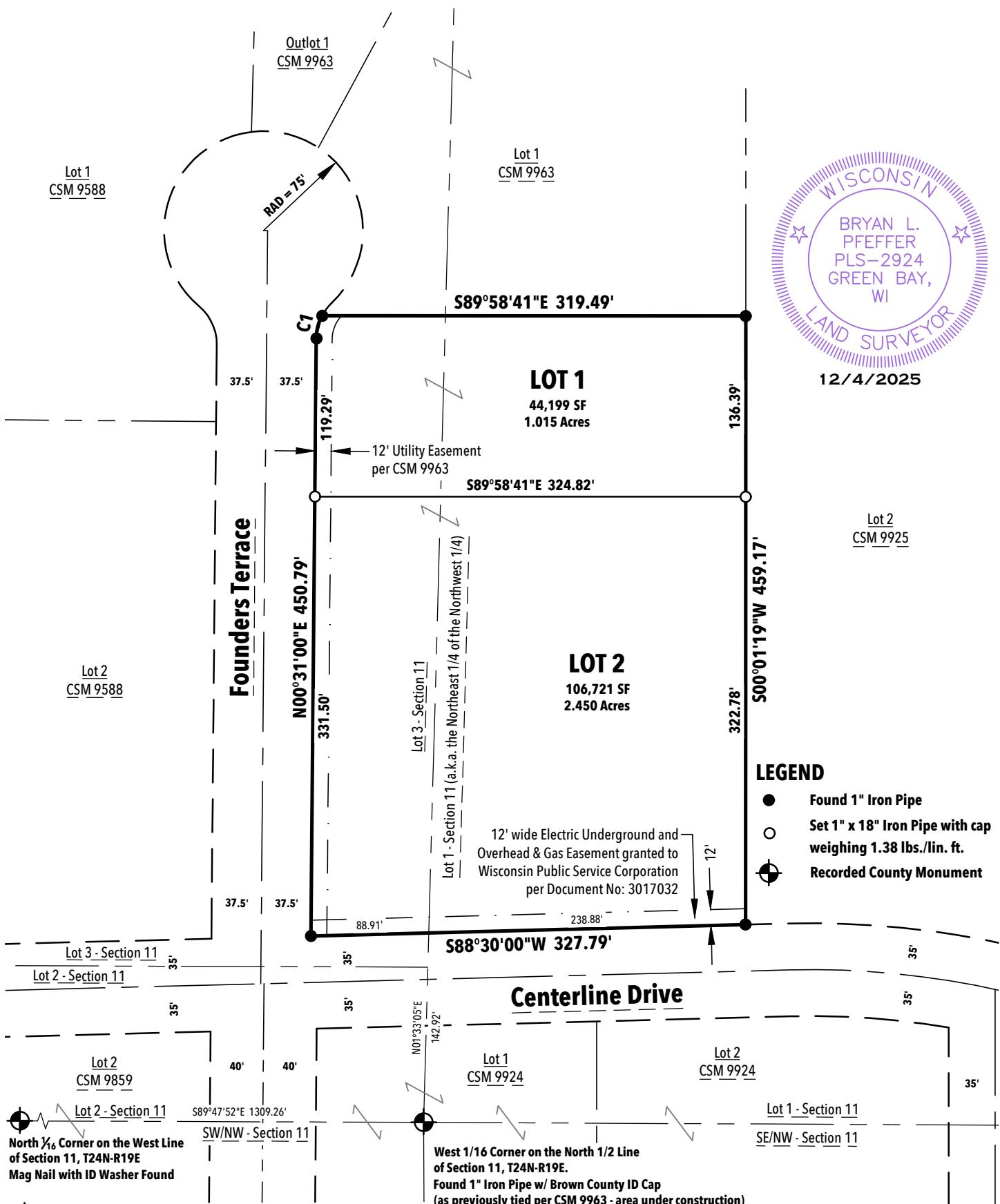
➤ Application fees are due at time of submittal. Make check payable to Village of Hobart.  
 ➤ Please refer to the fee schedule for appropriate fee. FEE IS NON-REFUNDABLE

**RECEIVED**

**DEC 12 2025**

# CERTIFIED SURVEY MAP

**ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 9963, DOCUMENT NUMBER 3108928  
BEING PART OF LOTS 1 AND 3 OF SECTION 11, TOWNSHIP 24 NORTH, RANGE 19 EAST,  
VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN**



Curve Table							
Curve #	Delta	Radius	Length	Chord Direction	Chord Length	Tangent Bearing	Second Tangent Bearing
C1	27°11'41"	37.50'	17.80'	S14°06'50.5"W	17.63'	S27°42'41"W	S00°31'00"W

SCALE: 1" = 100'

0' 50' 100' 200'  
Bearings are referenced to the Brown County  
Coordinate System. The north line of the SW 1/4 - NW 1/4  
of Section 11, T24N-R19E bears S89°47'52"E.

**NOTE:  
Affected Parcel  
No: HB-523-7**



# Robert E. Lee & Associates, Inc.

1250 Centennial Centre Blvd | Hobart WI | 920-662-9641 | [releeinc.com](http://releeinc.com)

## CERTIFIED SURVEY MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 9963, DOCUMENT NUMBER 3108928 BEING PART OF LOTS 1 AND 3 OF  
SECTION 11, TOWNSHIP 24 NORTH, RANGE 19 EAST, VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN

### SURVEYOR'S CERTIFICATE:

I, Bryan L. Pfeffer, Professional Land Surveyor, do hereby certify that by the order and under the direction of the owners listed hereon, I have surveyed, divided and mapped all of Lot 2 of Certified Survey Map Number 9963, Document Number 3108928, being part of Lots 1 and 3 of Section 11, Township 24 North, Range 19 East, Village of Hobart, Brown County, Wisconsin.

Said parcel contains 150,920 square feet or 3.465 acres of land more or less subject to any and all easements and restrictions of record.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Chapter 21 of the Brown County Land Division and Subdivision Ordinance in the surveying, dividing and mapping of the same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Bryan L. Pfeffer PLS #2924  
ROBERT E. LEE & ASSOCIATES, INC.



1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | [releeinc.com](http://releeinc.com)

# CERTIFIED SURVEY MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 9963, DOCUMENT NUMBER 3108928 BEING PART OF LOTS 1 AND 3 OF  
SECTION 11, TOWNSHIP 24 NORTH, RANGE 19 EAST, VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN

## LOT DRAINAGE RESTRICTIVE COVENANT:

The land on all side and rear lot lines of all lots shall be graded by the owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

## SURVEYOR'S NOTES:

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Village has an adopted soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction or installation-related activities.

## UTILITY EASEMENT PROVISIONS:

An easement for electric, natural gas, and communications service is hereby granted by

North Hobart Business Park LLC Grantor, to

WISCONSIN PUBLIC SERVICE CORPORATION, a Wisconsin corporation, Grantee,

And Northeast Telephone Company, LLC, Wisconsin Bell Inc..d/b/a AT&T Wisconsin, a Wisconsin Corporation, Brown County C-Lec, LLC, Charter Communications Operating, LLC

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incidental to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of grantees. This Utility Easement Provision does not prevent or prohibit others from utilizing or crossing the Utility Easement as the Utility easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

## RESTRICTIVE COVENANTS:

The undersigned, being the owner of the real estate legally described on Sheet 2 of 6 and mapped on Sheet 1 of 6 of this Certified Survey Map (the "Subject Real Estate") hereby subject said real estate to the covenants contained herein. Each part of the Subject Real Estate shall be held, sold and conveyed only subject to the following covenants, conditions and restrictions, which shall constitute covenants running with land, and shall be binding upon all parties acquiring or holding any right, title or interest in the Subject Real Estate (or any part thereof), their heirs, personal representatives, successors or assigns, and the covenants contained herein shall inure to the benefit of each owner thereof.

1. **Restriction on Transfer.** Without the express written consent of the Village of Hobart, no owner of any interest in the Subject Real Estate (or any part thereof) shall transfer any interest in the Subject Real Estate, to any individual, entity (whether corporation, limited liability company, limited partnership, limited liability partnership, general partnership or otherwise), organization, or sovereign nation, or during the period of ownership take any other action, the result of which would: (1) remove or eliminate the Subject Real Estate (or any part thereof) from the tax rolls of the Village of Hobart; (2) diminish or eliminate the payment of real estate taxes levied or assessed against the Subject Real Estate (or any part thereof), and/or (3) remove the Subject Real Estate (or any part thereof) from the jurisdiction of the Village of Hobart, including but not limited to, zoning authority and controls. This restriction shall apply to the transfer of an interest in an entity that is an owner of the Subject Real Estate if, as a result of the transfer, any of items (1) - (3) above would occur. Notwithstanding the foregoing, nothing contained in this Restrictive Covenant, including without limitation this paragraph, shall be deemed or construed to: (i) prevent, limit or restrict any owner or holder of any interest in the Subject Real Estate (or any part thereof) from contesting, protesting, appealing or otherwise challenging (through whatever lawful means are necessary or advisable) the amount of any real property tax levied or assessed by any "taxation district" or "taxing jurisdiction" (as the foregoing terms are defined in and by Wis. Stats. Section 74.01(6) - (7) and/or successor statutes thereto and/or regulations promulgated thereunder) including without limitation the State of Wisconsin, Brown County, the Village of Hobart, municipal or school district, township or other jurisdiction assessing "general property taxes" (as defined by Wis. Stats. Section 74.01(1) or successor statutes and/or regulations promulgated thereunder) levied or assessed against the Subject Real Estate (or any part thereof) and/or "special assessments", "special charges", "special tax" (as the foregoing terms are defined in and by Wis. Stats. Section 74.01(1) - (5) and/or successor statutes thereto and/or regulations promulgated thereunder) and/or other municipal or governmental charges levied or assessed against the Subject Real Estate; (ii) effect a waiver, abrogation, release or relinquishment of any constitutional rights granted to or held by real property owners under the constitution or laws of the United States and/or the State of Wisconsin, including without limitation pursuant to Chapters 74 and 75, Wis. Stats.; or (iii) except as expressly covenanted and agreed herein, to cause the Subject Real Estate to be taxed or otherwise treated by the Village of Hobart in any manner differently from any other parcel of real estate located within the Village of Hobart's lawful taxing jurisdiction, zoning authority and/or jurisdiction of the Village of Hobart.

(Covenants continued on sheet 4 of 6)



1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

# CERTIFIED SURVEY MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 9963, DOCUMENT NUMBER 3108928 BEING PART OF LOTS 1 AND 3 OF  
SECTION 11, TOWNSHIP 24 NORTH, RANGE 19 EAST, VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN

## RESTRICTIVE COVENANTS (CONTINUED):

### 2. Notice of Transfer.

- (a) **Notice and Consent to Transfer.** Prior to any transfer of any interest in the Subject Real Estate (or any part thereof) the party proposing to transfer an interest shall comply with the following. The transferor shall provide advance written notice of the intended transfer, executed by both the transferor and the intended transferee of such interest, to the Village of Hobart. The notice shall contain: (1) a complete and accurate description of the interest to be transferred and the relevant part(s) of the Subject Real Estate affected; (2) the correct legal name and current business address of the transferee; and (3) a legally enforceable consent agreement from the transferor and transferee acknowledging knowledge of these Restrictive Covenants and, further agreeing that the Subject Real Estate shall be subject to the terms and conditions hereof following the transfer and that transferee will take no action in violation of these Restrictive Covenants. The notice of transfer shall be delivered to the Village of Hobart not later than fifteen (15) calendar days prior to any transfer of any interest in the Subject Real Estate or any portion thereof. The Village of Hobart shall have fifteen (15) days from the date of the notice of transfer to object to the transfer as being in violation of the terms of these Restrictive Covenants by forwarding written notice thereof to the transferor. In the event of such an objection, the transferor shall be prohibited from transferring the interest alleged to be transferred until such time as a court of competent jurisdiction determines that the proposed transfer does not violate the terms of these Restrictive Covenants.
- (b) **Failure to Act.** If the Village of Hobart fails to timely object to the transfer within fifteen (15) calendar days, the transfer may occur; provided, however, that the Village of Hobart's failure to object shall not operate, in any manner, as a waiver of any of the restrictions set forth herein or the consent to violate any of the terms hereof.
- (c) **Basis for Objection.** Village of Hobart shall not unreasonably withhold or delay its consent to any transfer of any interest subject to these Restrictive Covenants, and the sole and exclusive basis for any objection made pursuant to the foregoing process shall be that the transfer would cause a violation of these Restrictive Covenants.
- (d) **Inapplicability.** Notwithstanding anything in these Restrictive Covenants to the contrary, the foregoing provisions are not intended to affect, and shall not apply to: (i) any transferor's grant of utility, ingress/egress, access, maintenance, signage, drainage, conservation or other easements or similar interests of any type or nature in the Subject Real Estate (or parts thereof) for the benefit of third parties which are immaterial to the fee ownership of the Subject Real Estate; (ii) any transferor's grant to a third party or parties of any real estate security agreement, mortgage(s), deed in trust, Uniform Commercial Code (UCC) fixture or other filing or other similar security devices or instrument evidencing a collateral interest in the Subject Real Estate (or any part thereof) to be held by any bank, credit union, savings and loan or saving bank, and/or other lenders in consideration of past, present and/or future indebtedness by any transferor, unless, and not until, there is a foreclosure or execution on such real estate security instrument which results in the transfer of title to the Subject Real Estate (or any part thereof); or (iii) any other grant of a material interest in the Subject Real Estate (or part thereof) which does not substantially alter the fee simple or other equitable ownership in the Subject Real Estate and does not result in the violating the restrictions contained in paragraph 1 above.

3. **Waiver of Certain Restrictions.** Notwithstanding anything in these Restrictive Covenants to the contrary, the restrictions set forth in paragraph 1, hereof, as restrictions (1) and (2) which pertain to tax assessments against the Subject Real Estate (or any part thereof), shall be deemed to have been waived by the Village as to any owner and proposed transferee of the Subject Real Estate (or any part thereof), provided that the proposed transferee enters into a written and legally enforceable agreement, that the proposed transferee will make payments to the Village of Hobart in lieu of real estate taxes, which payments shall equal the tax assessments which would otherwise be due the Village of Hobart, Brown County, Pulaski School District and Vocational/Technical School (or any other beneficiary of real estate taxes) for the Subject Real Estate (or portion) owned or proposed to be transferred, and which shall be due at the time real estate tax payments are due from the real estate tax assessed parcels of the Village of Hobart and that the obligation to make said payment shall be in full force and effect for so long as the proposed transferee holds title to the Subject Real Estate (or any portion thereof). The proposed transferee must further confirm and agree, in writing to the Village of Hobart, that in the event that any such payment in lieu of real estate taxes is not made when due, the proposed transferee consents to the imposition of a lien on the Subject Real Estate (or portion) in favor of the Village, in the amount of the unpaid amount. With respect to restriction (3) contained in paragraph 1, the Village will agree to waive this restriction upon receipt of a legally enforceable consent agreement whereby the owner or proposed transferee agrees to be bound by the jurisdiction of the Village of Hobart, including, but not limited to, zoning authority and controls.

4. **Duration of Restrictions.** The covenants, conditions, and restrictions contained in this instrument are to run with the land and shall be binding on all parties and all persons claiming under them, unless and until an instrument terminating the covenants set forth herein, or any portion thereof, is executed by the owners of record title and Village of Hobart and filed with the Register of Deeds for Brown County, Wisconsin.

5. **Reformation of Covenants.** If any provision or clause of these Restrictive Covenants is held to be invalid or inoperative by a court of competent jurisdiction, then such clause or provision shall be severed herefrom without affecting any other provision or clause of this Agreement, the balance of which shall remain in full force and effect; provided, however, that if such provision or clause may be modified for it to be valid as a matter of law, then the provision or clause shall be deemed to be modified so as to be enforceable to the maximum extent permitted by law.

6. **Amendment of Covenants.** These Restrictive Covenants may be amended by the Village without the consent of any owner, lien holder or other party having an interest in the Subject Real Estate if an issue arises with respect to the invalidity or enforceability of any clause or provision and said amendment is required to render said provision or clause valid and enforceable to the maximum extent permitted by law. Any other amendment shall require the consent of the Village and the record owner(s) holding title to at least 75% of the total assessed value of the Subject Real Estate.

(Covenants continued on sheet 5 of 6)

## CERTIFIED SURVEY MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 9963, DOCUMENT NUMBER 3108928 BEING PART OF LOTS 1 AND 3 OF SECTION 11, TOWNSHIP 24 NORTH, RANGE 19 EAST, VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN

### RESTRICTIVE COVENANTS (CONTINUED):

#### 7. Miscellaneous.

- (a) **Expenses.** In the event that any legal action is filed arising out of, or relating to these Restrictive Covenants and the Village of Hobart is a party to said action, in the event that the Village of Hobart is a prevailing party, all non-prevailing parties, jointly and severally, shall be liable to the Village of Hobart for all costs and expenses incurred by the Village of Hobart in defending or prosecuting such action, including reasonable attorney fees.
- (b) **Notices.** All notices or other communications required or permitted to be given hereunder shall be in writing and shall be considered to be given and received in all respects when personally delivered or sent by prepaid telex, cable or telecopy or sent to reputable overnight courier service or three (3) days after deposit in the United States Mail, certified mail, postage prepaid, return receipt requested.
- (c) **Binding Effect.** These restrictive covenants shall be binding upon the Subject Real Estate as a covenant running with land and shall bind all present and future owners of any interest in the Subject Real Estate or any portion thereof.
- (d) **Paragraph Headings.** The headings in this document are for purposes of convenience and ease of reference only and shall not be construed to limit or otherwise affect the meaning of any part of this agreement.
- (e) **Applicable Law.** Any and all actions or proceedings seeking to enforce any provision of, or based upon any right arising out of, these Restrictive Covenants shall be brought against a party in the circuit court of Brown County, State of Wisconsin (sitting in Green Bay, Wisconsin) and each of the parties to any such action consents to exclusive jurisdiction of such court(s) (and the appropriate appellate courts therefrom) in any such action or proceeding and waives any objection to venue laid therein. By acceptance of a deed transferring title ownership of any portion of the Subject Real Estate, the title owner hereby waives any defense to an action filed with respect to these Restrictive Covenants by the Village based on sovereign immunity.

OWNER: NORTH HOBART BUSINESS PARK, LLC

By: \_\_\_\_\_

Print name and title: \_\_\_\_\_

STATE OF WISCONSIN)

) SS

COUNTY OF BROWN)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the above signed owner of the Subject Real Estate, namely North Hobart Business Park, LLC to me known to be the person who executed the foregoing instrument.

\_\_\_\_\_  
Notary Public, Brown County, WI

\_\_\_\_\_  
My Commission Expires \_\_\_\_\_

# CERTIFIED SURVEY MAP

**ALL OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 9963, DOCUMENT NUMBER 3108928 BEING PART OF LOTS 1 AND 3 OF  
SECTION 11, TOWNSHIP 24 NORTH, RANGE 19 EAST, VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN**

## **OWNER'S CERTIFICATE:**

**As owners, we do hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this map. We also do further certify that this Certified Survey Map is required by s-236.34 to be submitted to the following for approval or objection:**

## **VILLAGE OF HOBART BROWN COUNTY PLANNING COMMISSION**

---

**North Hobart Business Park, LLC** **Date**

---

**Print name and title**

**STATE OF WISCONSIN)**  
**COUNTY) SS**

**Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the above named to me known to be the same person who executed the foregoing instrument and acknowledged the same.**

---

**Notary Public, State of Wisconsin**

**(print name)** \_\_\_\_\_

**My commission expires:** \_\_\_\_\_

## **VILLAGE OF HOBART BOARD APPROVAL:**

Approved by the Village of Hobart this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

**Lisa Vanden Heuvel, Village Clerk**

## **TREASURER'S CERTIFICATE:**

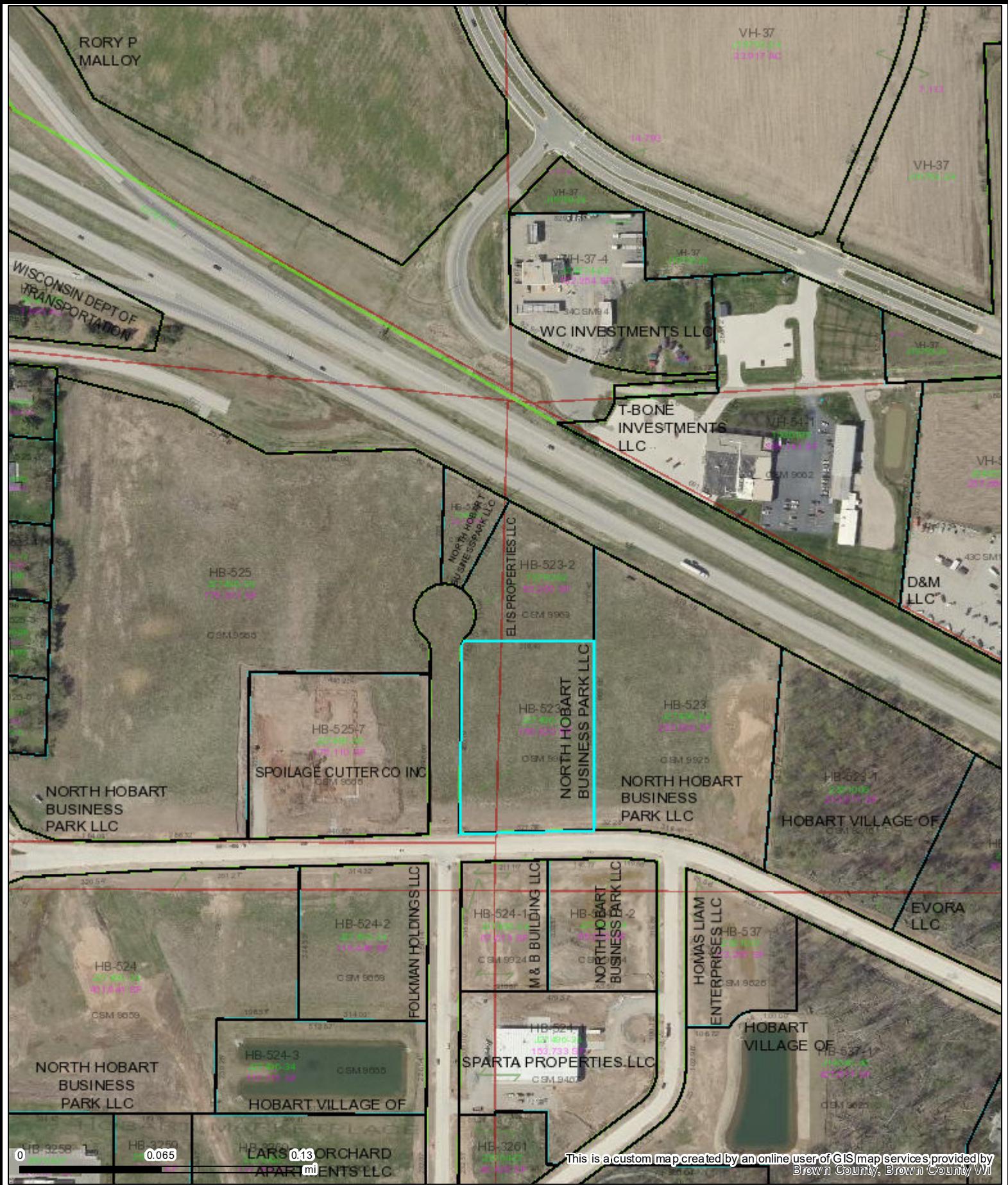
**As duly elected Brown County Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.**

**Ray Suennen**  
**Brown County Treasurer**

## **BROWN COUNTY PLANNING COMMISSION:**

Approved for the Brown County Planning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Devin Yoder, Senior Planner**



## Part of Brown County WI

Map printed on 1/2/2026

1:3,600

1 inch = 300 feet\*

1 inch = 0.0568 miles\*

\*original page size: 8.5"x11"

Appropriate format depends on zoom level



A complete key (legend) is available at:  
[tinyurl.com/BrownDogLegend](http://tinyurl.com/BrownDogLegend)

(920) 448-6480

[www.browncountywi.gov](http://www.browncountywi.gov)



## **POLICY 2026-01 (VILLAGE SOCIAL MEDIA POLICY)**

**PURPOSE:** The purpose is to establish guidelines for the formation and use by the Village of social media sites as a means of conveying information to the public about the Village's mission, meetings, activities, and current issues. The Village has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the Village and its officials.

### **A. INTENT**

The Village of Hobart ("the Village") recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on various topics. To reduce risks, avert distraction and loss of productivity, and to ensure all IT resources are being used appropriately, the Village expects and requires its Employees to adhere to the following rules and guidelines regarding such social media use. This policy governs the use, administration, management, monitoring, and retention of social media and social media content, consistent with state, federal, and local laws and regulations, and in line with the Village's mission, vision, and core values.

### **B. DEFINITIONS**

The definitions related to this policy include:

#### **EMPLOYEE**

Any person who performs services for wages or salary under a contract of employment, express or implied, for the Village.

#### **ELECTED OFFICIAL**

Any person who has been chosen by election to the Village Board, or any other elected Village body, or has been appointed to fill a vacancy on the same.

#### **FORUM**

An online platform where users can post comments, information, images, or other electronic content, either anonymously or with personal identity.

#### **LIMITED PUBLIC FORUM**

A forum that is intentionally restricted to a particularized subject matter or content such that the Village can control external posts to be specific to that limited use.

#### **LINK OR HYPERLINK**

A hypertext file or document which connects a user to another location or file, typically activated by clicking on a highlighted word or image on the screen.

#### **MALWARE**

Software that is intended to damage or disable computers and computer systems or electronic communication devices.

**PERSONAL IDENTIFICATION INFORMATION**

Information and documents as defined under Wisconsin Statute Sections 943.201(1)(a) and(b) (Unauthorized use of an individual's personal identifying information or documents).

**PERSONAL SOCIAL MEDIA ACCOUNTS**

Any blog, chat room, forum, social media site and/or website created or configured by an individual or entity for individual, social, or entertainment purposes which are wholly separate and distinct from any Village-Related Content or Village Social Media Sites.

**POSTS**

Comments, information, images, or other electronic content left by a user/person on a blog, social media site, or other website.

**PUBLIC USER**

Any person or entity utilizing a personal social media account that is not acting in their capacity as the Social Page Administrator and/or their designee.

**PUBLISH**

Comments, information, images, or other electronic content that is made or disseminated via social media, websites, or other publicly open electronic forum.

**SITE OPERATOR**

The entities that manage or control each social media platform (e.g. Facebook, Google, Instagram, LinkedIn, etc.)

**SOCIAL MEDIA**

Internet technologies that facilitate and promote interactive communication, participation, and collaboration. Examples of social media include, but are not limited to, the web sites and applications Facebook, LinkedIn, X, Instagram, Tumblr, Pinterest, and YouTube, and the interactive tools and functions they provide to users.

**SOCIAL MEDIA CONTENT**

Any messages, materials, documents, photographs, videos, graphics, and other information that is created, posted, distributed, transmitted, or published using Social Media internet sites or Social Media tools.

**SOCIAL PAGE ADMINISTRATOR**

The Village employee designated by the Village Board with oversight of Village Social Media Sites with authority to create, use, publish, post, administer, manage, monitor, and/or retention of Social Media, Social Media tools or web sites, and/or Social Media Content, in the name of or on behalf of the Village. The Social Page Administrator has the authority to authorize one (1) designee, who shall all have the same authority as the Social Page Administrator.

**VILLAGE-RELATED CONTENT**

Any messages, materials, documents, media, information, or similar uses of social media that is published or otherwise made public and relates to an official function or policy of the Village, Authorized User, or Village Officer.

**VILLAGE SOCIAL MEDIA SITES**

Social media sites, pages, and/or accounts used for the purpose of posting Village-Related Content, and over which the Village or Social Page Administrator or Designee has control over all posting, except for advertisements or hyperlinks by the social media site's owners, vendors, or partners. Village Social Media Sites shall supplement, and not replace, the Village's required notices and standard methods of communication. All official Village presence on social media sites is an extension of the Village's existing information systems and networks.

**VISITOR**

Any person or entity who is not acting in the name of or on behalf of the Village or any Village officers, departments, boards, commissions, committees and authorities, volunteers and employees, that uses, posts, views, or otherwise utilizes a Village Social Media Site.

**VOLUNTEER**

A person recognized and authorized by the Village to perform services for the Village without promise, expectation, or receipt of compensation for services rendered. The receipt of reimbursement for authorized expenses does not constitute compensation as used herein.

**C. OWNERSHIP OF VILLAGE SOCIAL MEDIA SITES, DATA, AND INFORMATION**

1. OWNERSHIP. Any and all social media and other online accounts and profiles created or used on behalf of the Village or otherwise managed or maintained by a Social Page Administrator or Designee for the purpose of promoting or marketing the Village or Village-Related Content. The Village owns all Village Social Media Sites regardless of the employee who opens the account or uses, manages, or accesses it. Village Social Media Sites include any and all log-in information, data, passwords, trademarks, and content related to the profile or account, including all followers, subscribers, and contacts.

2. NON-OWNERSHIP. Village Social Media Sites do not include any social media accounts or profiles that are created or used by an employee exclusively for an employee's own personal use. Individuals shall not create, develop, or maintain any Village Social Media Sites without following this Policy's Authorization and Access process. All approved Village Social Media Sites shall, where possible, be registered, in whole or in part, using the Village's name and contact information. After registration, the log-in and password information for each of the Village's Social Media Sites shall be kept by the Social Page Administrator and/or their designee and Village Clerk and any password changes must be recorded by the next business day with Village Clerk. The Social Page Administrator will ensure that a minimum of two administrators (including themselves) with full management rights and appointed by the Village are in place on each Village Social Media Site at all times for security and access purposes.

3. If you have any questions about creating or managing a social media account on behalf of the Village, please review the Village's Social Media Policy in its entirety for guidelines and restrictions related to the creation, development, and maintenance of any Village Social Media Site and all business use of social media or contact the Village Administrator.

4. Upon the Village's request at any time during the course of employment or immediately upon and after a Social Page Administrator and/or their designee's separation of employment from the Village for any reason, they agree to cease accessing, using, updating, and modifying the Village Social Media Sites. The current Social Page Administrator should change passwords or remove page access within 48 hours following termination of their predecessor or designee. Upon the Social Page Administrator and/or their designee's separation of employment from the Village for any reason, the Village will retain ownership and control of all Village Social Media Sites created or used during the course of their employment, including all related data and information. Prior to their separation of employment, they agree to provide to the Village

the log-in information, including usernames and passwords when they exist, for each Village Social Media Site that they created, used, or managed. The Social Page Administrator and/or their designee also agree to assist the Village, both prior to and after their employment (as may be necessary), with the transition and maintenance of each Village Social Media Site created or used by them during the course of their employment, including providing all information that may be necessary to ensure that the Village is able to access and control the Village Social Media Sites. Administrative accounts shall be tied to a Village email account where possible.

**D. GENERAL PRACTICES**

1. Village Social Media Sites shall contain the following information in a prominent place on the site:

- (a) Clearly state that such sites are maintained by the Village and that the sites comply with the Village's Social Media Policy. This will contain a link to the policy which will be on the Village's website.
- (b) The comment policy for the site will be listed.
- (c) Stated purpose of the page/site.
- (d) Notification that violations of comment policy will result in blocking the user
- (e) Official Contact (i.e., the Social Page Administrator)

2. Village Social Media Sites shall link back to the Village's official website for forms, documents, online services, and other information necessary to conduct business with the Village.

3. Village Social Media Sites are considered Limited Public Forums that the Village may disable all comments if possible. If comments are allowed or unable to be disabled, the Village may moderate comments according to this Policy's User Responsibilities.

4. The Village's Social Media Policy shall be displayed to users and made available by hyperlink.

**E. AUTHORIZATION AND ACCESS**

1. In order for any Village department to establish a Village Social Media Site, a request must first be provided to the Village Administrator and approved by the Village Board. Requests for Village Social Media Sites must include a plan to utilize the site and assign a Social Page Administrator and their designees to regularly update and periodically monitor the sites.

2. To ensure consistency of Village-related messages, the Social Page Administrator and/or their designee are the sole Village Employees authorized to post to their approved Village Social Media Site(s). The Social Page Administrator and/or their designee must also ensure that any and all contractors, vendors, or agents of the Village who may represent the Village in postings to social media sites will comply with all policies, rules, and requirements regarding such actions.

3. The Village reserves the right to deny access to post or publish content on Village's Social Media Sites to any Employee or representative of the Village who violates this Policy. Any reference in this document to "Employee" or "Village employee" shall be considered to include any contractor, vendor, or agent working for or representing the Village but not in the Village's employment.

4. Notwithstanding other provisions of this Policy, the Policy does not intend in any way to limit or restrict the ability of Village Employees to speak as private citizens on matters relating to Village business. Village Employees may post comments, questions, or opinions on social media sites, including any Village Social Media Sites, so long as they make clear that they are acting as private citizens and that their statements in no way represent the official position of the Village.

**F. TRAINING**

The Social Page Administrator and/or their designee, as well as all employees, representatives and Elected Officials of the Village, will receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted.

**G. OFFICIAL AND ACCEPTABLE USE**

1. Only information that pertains to Village-Related Content or operations shall be posted to Village Social Media Sites for informational use only. Such examples include but are not limited to:

- (a) Announcements.
- (b) Investigative requests for information.
- (c) Requests that ask the community to engage in projects that are relevant to the Village's mission.
- (d) Traffic information.
- (e) Press releases.
- (f) Recruitment of personnel.
- (g) Information shared for educational purposes surrounding local government.

2. The Village will not allow third party content on any Village Social Media Site unless it pertains to Village business or operations.

3. Information posted, when possible and appropriate, should include a link to the Village of Hobart website ([www.hobartwi.gov](http://www.hobartwi.gov)) or a subdomain thereof. When appropriate, posts may include relevant contact information.

4. Village Social Media Sites are not constantly monitored. The Social Page Administrator and/or their designee may monitor sites when they are posting or updating information. The Village may take action consistent with this policy if it's made aware of posts, comments, and other content that violate this Policy.

5. The Social Page Administrator and/or their designee must never post personal information to a Village's Social Media Site. Instead, the Social Page Administrator and/or their designee, or any Village employee who wishes to post personal information on social media sites must maintain separate personal pages on sites such as, but not limited to, Facebook, LinkedIn, X, Instagram, Tumblr, Pinterest, and YouTube. Personal messages and the like received on an "official" page must be referred to the owner's personal page. Messages relating to Village business sent to a personal page must be forwarded to an official Village page.

6. The same principles and policies that govern interactions with the public generally apply also to social media. The Social Page Administrator and/or their designee must, at all times, conduct themselves in accordance with all state and local laws and all existing Village policies. The Village requires the Social Page Administrator and/or their designee to adhere to and follow all existing work rules, the Village's Code of Ethics, and local, state, and federal laws.

7. Elected Officials hold unique positions in the operation of the Village government. By virtue of their position and authority, Elected Officials have the potential to generate records anytime the Elected Official creates content or otherwise posts or publishes content related to a Village function or related to the authority of the Elected Official. Regardless of the intent of the Elected Official, the Village may incur liability for Elected Officials actions on social media and as such, Elected Officials are strongly encouraged to use proper discretion and compliance with this all policy and all related policies involving community engagement. Elected Officials are the record custodians for their content posted and shall adhere to all local, state, and federal laws.

8. The Social Page Administrator and/or their designee representing the Village on social media sites must act responsibly in the posting of material and in their online demeanor. The Social Page Administrator and/or their designee must respond honestly to appropriate queries and should not become hostile or argumentative. They should always exercise good judgment regarding the content and potential need for confidentiality (omitting addresses, phone numbers, and other personal data) or posted information.

9. The Social Page Administrator and/or their designee may never use their access as Village representatives to social media sites for personal gain or to promote endeavors of relatives, friends, or associates. The Social Page Administrator and/or their designee may not post information on Village-sponsored social media sites that is protected under copyright, trade secret, or is proprietary in nature without the express written permission from the lawful holder of the information, prior to posting on a Village-sponsored site. This applies to elected officials as well. Many social networking sites allow the installation of extra applications, programs, and skins to enhance the experience. Many of these extra applications contain Trojans, viruses, and other malware. Never install any extra applications on any social networking site.

10. If content is posted to someone else's social media website using an associated Village identity, the content is considered a public record. Village-hosted social media pages/websites and all content on those pages are public records. The Social Page Administrator and/or their designee must develop a method to record this public record information in a way that allows them to respond legally to public record requests.

11. The Social Page Administrator and/or their designee may spend funds, if provided in the annual Budget, on advertisements or features designed to increase the reach of a Social Media Site or post from funds budgeted for marketing or advertising.

## **H. USER RESPONSIBILITIES**

1. All users of Village Social Media Sites, including any Visitors, Public Users, Employees, and Social Page Administrators or designees, are restricted from posting or publishing content including but not limited to:

(a) Any abusive, discriminatory, inflammatory or sexually explicit materials, depictions, or content. This includes content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status in regard to public assistance, national origin, mental or physical disability, or sexual orientation, or any other legally protected status.

- (b) Any information violating individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise the safety and security of Village operations, Village Employees, members of the Village, victims, suspects, or the public.
- (d) Any content that advertises third party marketing materials or commercial interests not otherwise supported or consistent with Village-Related Content.
- (e) Any content containing language or content that is threatening, obscene, violent, abusive, pornographic, or otherwise illegal.
- (g) Not releasable under public records laws or that may tend to compromise the security of the Village, its investigations, networks, or information systems.
- (h) Unlawfully defame or attack an individual or group.
- (i) Support or oppose a political campaign.
- (j) Violate any existing copyrights, trade secrets, or legal ownerships.
- (k) Contain links to websites that are intended to defraud, defame, or victimize the public or any financial, commercial, or non-governmental agency.
- (l) Content that is unrelated to the Limited Public Forum

2. The Village reserves the right to remove comments and/or materials solely at its discretion if the Village deems those comments and/or materials: violate any part of this policy, or local, state, or federal law.
3. Any content removed based on these guidelines must be retained - including the time, date, identity of the poster, identity of the staff who removed it, and the reason for the removal.

## **I. LEGAL REQUIREMENTS**

1. Public records laws of the State of Wisconsin and local ordinances may require retention of any information, materials, and/or discussions on social media sites that involve Village Employees and Elected Officials and relate to official Village business. The Social Page Administrator and/or their designee will be responsible for ensuring proper retention of content posted to social media sites.
2. For purposes of complying fully with existing laws, retention of social media content as public records would likely include any comments, queries, information, or materials submitted by end users, including under certain circumstances, personal information submitted voluntarily such as the user's name and/or address. The Social Page Administrator and/or their designee will retain these records in an accessible and usable format that preserves the integrity of the original records for the period designated by appropriate records retention schedules.
3. The Village may utilize a third-party archiving service to comply with applicable public records law and fulfill record retention requirements.

4. Communication among members of governmental bodies using social media may constitute a “meeting” under the Wisconsin Open Meetings Law. For this reason, members of these bodies are strongly discouraged from interactions with other members on social media sites.
5. Various social media sites adhere to their own policies regarding the privacy of site users. The Village makes no claim to protect or preserve the privacy of users who interact with employees or representatives of the Village via these sites beyond those protections which the site owner provides. Further, the Village retains the right to review all information or materials written or contributed by users on Village Social Media Sites, therefore, users should have no expectation of privacy when posting to Village Social Media Sites.
6. The content of all communications posted by the Social Page Administrator and/or their designee on Village Social Media Sites is the sole property of the Village. Unless prohibited or otherwise provided for by the terms of service enforced by social media sites used by the Village, postings made by other users may also be considered Village property.
7. Violation of this policy by any Village employee may result in discipline up to and including discharge.
8. Visitors should be aware that the information made available by the Village on social media sites may not be timely, accurate or complete. Any communication from or to the Village through these sites will not be considered legal or official notice for any purpose.
9. The Village reserves the right to revise or modify this Policy at any time, without prior notice.

#### **J. PUBLIC USERS**

1. Village Social Media Sites are considered Limited Public Forums accounts.
2. If interactive communications are permitted on Village Social Media Sites, the terms of use for visitors to the social media page will be posted prominently on the Village Social Media Site page, unless prohibited by the terms of use governing the social media account and the site operator.
3. Each discussion or thread with interactive communication capabilities must have a specific and declared topic or description of the topic which may be addressed by users in the comments or discussion section. Posts may be removed if they are not directly related to those topics or are determined to be an unacceptable use. See User Responsibilities of this Policy.
4. Visitors to the Village’s Social Media Sites must comply with the terms of use and privacy policies of the site operator and are subject to the site operator’s practices regarding the collection and retention of passive information (e.g. cookies) and other information from and about visitors.
5. All postings or publications on the Village’s Social Media Sites will be retained by the Village, regardless of whether the content is posted by a visitor, public user, or Social Page Administrator, as required by applicable law, Policy and/or procedure.
6. Content may be subject to public records and disclosure laws, as well as discovery in litigation.
7. Visitors to any of the Village’s Social Media Site pages should have no expectation of privacy or confidentiality with respect to any content they post or publish to the site, and the Village has no responsibility for maintaining any such privacy or confidentiality.

8. Content published by a member of the public on any Village Social Media Site is the opinion of the commenter or poster only, and publication of a comment does not imply any endorsement or agreement by the Village, nor do such comments necessarily reflect the opinions or policies of the Village.

9. Communications or publications that are unacceptable uses, as defined in User Responsibilities Section of this policy, may be removed by the Social Page Administrator and/or their designee and documented by them of why the post was removed. Any content removed based on these guidelines must be retained - including the time, date, identity of the poster, identity of the staff who removed it, and the reason for the removal.

#### **K. COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS**

All of the Village's other policies that might apply to social media use remain in full force and effect. Employees should always adhere to them when using social media. Social media should never be used in a way that violates any other Village policies or employee obligations. If your social media activity violates any of the Village's policies in another forum, it will also violate them in an online forum. Employees who violate the Village's policies may be subject to disciplinary action.

This policy shall take effect immediately and supersedes Policy 2023-06 (Social Media Policy).

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on January 20, 2026.

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Richard Heidel, President, Hobart Village Board

Attest:

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Lisa Vanden Heuvel, Village Clerk

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Aaron Kramer, Village Administrator



## **POLICY 2026-02 (VILLAGE MEDIA POLICY)**

**PURPOSE:** The purpose is to manage media communication with its residents, businesses and visitors by creating a Media Policy and to identify employees who are empowered to speak for the Village on significant communications in order to ensure the accurate dissemination of information. It is intended to reduce the likelihood of conflicting, unauthorized information from being released which may be inaccurate and misrepresentative.

### **A. INTENT**

It is the intent of the Village of Hobart ("the Village") to foster and encourage an atmosphere of openness in dealing with the media. Accordingly, the Village is committed to providing accurate and timely information to the public and media outlets in conformity with this policy.

### **B. POLICY**

**1. AUTHORITY.** The Village Administrator is the final authority for the Village's media communications, with the exception of issues related to the Hobart-Lawrence Police Department. All Village employees should notify the Village Administrator as soon as practicable about any media inquiry.

**2. RESPONSIVENESS.**

(a) The Village, including all departments, staff, and employees subject to this policy, should respond as soon as possible to media requests, subject to Wis. Stat. § 19.35.

(b) Requests for information should be responded to as effectively as possible. Every effort should be made to ensure that all information released is accurate. Designated Village staff should also assist the media to meet their deadlines.

**3. ROUTINE MEDIA INQUIRIES:**

(a) Any media inquiries received by other Village personnel should be referred immediately to the Department Head or Designee.

(b) After sending the media inquiry to the Department Head or Designee, employees who had originally received a media inquiry are directed to respond to the requester that the inquiry has been forwarded to the responsible official who will respond as soon as that individual is able.

(c) Before responding to a media inquiry, the Department Head or Designee should check with colleagues and the Village Administrator to determine if any similar inquiries have been made to, check with colleagues to see if they have received a similar call to coordinate your answer and provide the most accurate information.

**4. SENSITIVE OR CONTROVERSIAL ISSUES.**

(a) All television, radio, newspaper or other media inquiries regarding sensitive or controversial issues, including but not limited to those issues identified in Section 4(b), should always be referred immediately to the employee's Department Head or Designee Department Heads or Designees who are notified of media inquiries for sensitive or controversial issues must contact the Village Administrator and coordinate a response. The Village Administrator and/or Department Head will designate a single spokesperson.

(b) The following are examples of potential sensitive issues, which should be reported immediately to the Village Administrator or Department Head:

- (1) Controversial statements, accusations or debates occurring in meetings or advisory boards, committees, or commissions.
- (2) Disruptions in Village services such as broken water mains, water distribution problems, power outages, transit system service delays, garbage collection, sewer system back-ups or lift station outages.
- (3) Personnel issues such as misconduct, suspensions, employee work stoppages, or terminations.
- (4) Emergencies such as fires, explosions or accidents that result in damage to Village or private property, or injury or death to Village personnel.
- (5) Industrial accidents that involve injury or death to contractor's employees or vendors doing business with the Village.
- (6) Accidents on Village property resulting in injury or death to citizens, i.e. a fall in a Village building, or drowning at a park or riverfront.
- (7) Pending or resolved litigation
- (8) Incidents involving Village personnel and injury or death, such as a police chase accident, work vehicle traffic accident, police shooting or allegations of a criminal nature

**5. LITIGATION, PERSONNEL AND ELECTION ISSUES:**

(a) Generally, the business conducted by the Village is public and therefore is public information. Inquiries regarding pending litigation, matters involving significant exposure to litigation and certain personnel related information are exceptions and any requests for such information should be sent to the Department Head or Designee and the Village Administrator.

(b) Inquiries regarding pending litigation or exposure to litigation should be referred to the Village Attorney and the Village Administrator.

(c) Inquiries regarding personnel-related information should be referred to the Village Administrator or Village Clerk.

(d) Inquiries regarding election and campaign issues should be referred to the Village Clerk or Deputy Village Clerk. The Village Clerk will contact the Village Administrator or Village Attorney as appropriate.

(e) If it appears that other Village staff is likely to be interviewed as part of the same story, a post-interview briefing may be in order. Allow other staff members to be informed of what was covered in order to avoid conflicting statements.

(f) Any questions regarding public records, restricted records, litigation, or legal issues should be directed to the Village Attorney and Village Administrator.

### **C. PERSONAL POINTS OF VIEW**

1. It is recognized that all employees have the right to their personal point of view regarding any issue. However, personal points of view may conflict with official Village policy.

2. Any employee that chooses to share their personal or private opinions with the media solely does so in their private capacity and may not imply, suggest, or otherwise speak for the Village or use the Village stationary or Village Logo. If an employee chooses to identify himself or herself as a Village employee in any private or personal communication with media, he or she must include a statement that the views set forth in the letter do not represent the view of the Village. The letter must clearly explain that it contains the employee's personally held opinion(s).

3. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program, unless the employee is officially representing the Village under direction of the Village Board or the Village Administrator.

4. Employees who are representing the Village in any of the above formats must identify themselves as an Official Spokesperson for the Village. No employee shall speak as an Official Representative of a different Village Department than their own without the prior approval of that Department or Village Administrator.

5. Village employees posting to social media sites must follow the same guidance and give the same disclaimers.

### **D. VILLAGE INITIATED INFORMATION**

1. Village staff is encouraged to think of new and creative ways of engaging the news media, including proactively suggesting positive news coverage.

2. Proactive media contact is initiated through the Village Administrator and Department Heads. This includes issuing press releases and media advisories, and personal contacts with reporters and editors for non-routine news coverage.

3. Departments seeking publicity for events or activities should bring the issue to the Village Administrator as soon as practical to ensure the best media coverage of their activities. Departments should not initiate non-routine news media contacts before notifying the Village Administrator.

4. Construction or repair projects that require barricades, rerouting of traffic, detours and/or any other service interruptions should be discussed with the Department Head and passed on to the Village Administrator with enough lead time to get the message out and avoid any embarrassment to the Village or undue disruptions for the public.

**E. ELECTED OFFICIALS**

Elected officials hold unique positions within the Village whereby they may engage in both policy decisions and political discussion. Elected officials are encouraged to comply with the terms of this policy. The Village Board shall have the authority and discretion to administer this policy as it relates to Village Board Members within the confines of the law.

**E. LIMITATION ON SCOPE OF THIS POLICY**

No employee or Local Public Official may release or otherwise disclose information or records discussed in closed session established pursuant to Wis. Stat. § 19.85 until such time that such restricted information can be released by law.

**F. EFFECTIVE DATE**

This policy shall take effect immediately and supersedes all previous policies relating to media relations.

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on January 20, 2026.

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Richard Heidel, President, Hobart Village Board

Attest:

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Lisa Vanden Heuvel, Village Clerk

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Aaron Kramer, Village Administrator

# Hobart Municipal Center

## Timeline To Groundbreaking



### Data Collection/Tours

**2026 (2<sup>nd</sup> and 3<sup>rd</sup> Quarter)**

A Municipal Center Committee (MCC) will be created in the spring of 2026, consisting of staff from the Hobart-Lawrence Police Department (HLPD) and the Village's front office. A list of 4-6 different locations for tours will be determined and provided to the Village Board prior to the tours commencing. Prior to each tour, the Police Chief and the Village Administrator will designate the staff who will attend that particular tour. Locations with new/expanded municipal buildings and/or police stations within one hundred (100) miles of Hobart will receive the highest priority in terms of tours. Sites that have combined municipal operations/Police Department (or Public Safety) operations will also receive the highest priority.

At the conclusion of the tours, the Committee will review its findings and present a summary to the Village Board. This will provide an opportunity to highlight requested components of the new Municipal Center, as well as potential areas and styles to avoid.

**VILLAGE BOARD ACTION ITEMS: None at this stage**

### Development and Approval of Request for Proposal

**2026 (4<sup>th</sup> quarter)**

The MCC will prepare and present to the Village Board a Request for Proposal (RFP) for the design and construction management of the project. The Village Board will be asked to amend, if needed, and then approve the RFP being released, with a target date of December 31, 2026 as the latest date on which to release the RFP. This will be done in a similar manner to which the Fire Station project in 2022-23 was done.

**VILLAGE BOARD ACTION ITEMS: The Board will approve the RFP (4<sup>th</sup> quarter 2026).**



## RFP Application Reviews and Recommendation 2027 (1<sup>st</sup> and 2<sup>nd</sup> quarter)

The RFPs will be reviewed by an RFP Review Committee, which will consist of the Village Administrator, the Police Chief, the Director of Public Works, and the Village Clerk, or a designee for any of these four (4) Committee members. If there are more than three (3) RFPs, the committee will recommend three (3) finalists to be interviewed. The interviews will be conducted by the Review Committee, which will add a Village Board member for the interview process. Interviews of the RFP finalists will take place in the summer of 2027, with a recommendation for a firm to contract with for design and construction management phase of the project to be made to the Village Board no later than June 30, 2027.

**VILLAGE BOARD ACTION ITEMS:** The Board will hire the firm (“the Firm”) to do the design and construction management of the Municipal Center (Spring 2027).

## Design of Municipal Center/Creation of Design Committee 2027 (3<sup>rd</sup> and 4<sup>th</sup> quarter)

At the same time, the Village will be asked to approve a Municipal Center Design Committee (MCDC) as recommended by the Village President. The MCDC will make recommendations on the appearance of the Municipal Center, the landscaping of the property, and the aesthetics of the interior of the Municipal Center. The Committee will have no input, nor will be asked to provide any input, on the interior or exterior design of the Municipal Center. The MCDC will consist of the following members: The Village Administrator, the Village Clerk, one representative from HLPD,

and two (2) residents of the Village. The Committee will hold its first meeting following the hiring of the Firm and then subsequently on an as-needed basis.

The Firm which will do the design and construction management of the Municipal Center will meet with the MCC as the design of the facility is developed on an as-needed basis.

**VILLAGE BOARD ACTION ITEMS: The Board will appoint the MCDC (Early fall 2027).**

## **Presentation of Municipal Center Plans and Financing 2028 (1<sup>st</sup> quarter)**

The Firm will present the proposed plan for the Municipal Center to the Village Board in early 2028, which will include a preliminary budget. The Board will hold a special meeting to collect public input and make recommendations on the proposal. Following that meeting, the Board will approve the final design and authorize the Firm to bid out the project, with a target of completing this step of the process by April 1, 2028.

Following the authorization to bid out the project, Village staff, with assistance from Baird, will begin to develop the financing plan and bonding for the project.

**VILLAGE BOARD ACTION ITEMS: The Board will approve the final design of the Municipal Center and direct the staff to commence with the financing phase (Spring 2028).**

## **Financing of Municipal Center 2028 (2<sup>nd</sup> quarter)**

Resolutions to borrow the funds needed for the project will be presented to the Board for review and approval. The final bid tabulations for the project will be presented to the Board for review and approval.

**VILLAGE BOARD ACTION ITEMS: The Board will approve the financing and final budget (based off the bids) of the Municipal Center (Summer 2028).**

## **Construction of Municipal Center 2028 (3rd quarter)**

Groundbreaking for the new facility will commence in the summer of 2028, with construction scheduled for completion in early 2029.

**VILLAGE BOARD ACTION ITEMS: None at this time.**

*NOTE: This schedule is subject to change as conditions warrant. The graphics included with this report are for illustrative purposes only and should not be construed in any manner as to be the suggested or final design of the Municipal Center.*

