VILLAGE OF HOBART
GREATNESS IS GROWING

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

Notice is hereby given according to State Statutes that the **PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE** of the Village of Hobart will meet on **Thursday November 5th 2026** at 5:00 P.M. at the Village Office (2990 South Pine Tree Road). NOTICE OF POSTING: Posted this 27th day of October 2026 at the Hobart Village Office and on the village website.

MEETING NOTICE – PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE

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

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda.
3. Approval of the Minutes – September 10, 2026 (Page 2)
4. Public comments on non-agenda items.

ACTION ITEMS

5. DISCUSSION AND ACTION – Public Works Parks and Landscaping Crew Member (Page 3)
Due to a lack of qualified applicants for the recently posted opening in the Public Works Department, staff is proposing that the job description be rewritten to make the position more of an entry-level position. This may potentially increase the field of interested applicants.

6. DISCUSSION AND ACTION – Springbrook Road Project and Additional 2027 Road Projects (Page 5)
Staff needs direction on how to proceed with the replacement of Springbrook Road, as well as determining which engineering firm will do the project in 2027. In addition, with the potential for additional road funds being made available in the 2027 budget, the Committee is being asked to provide guidance on which project or projects should be brought forward.

7. DISCUSION AND ACTION – Topics for future Committee meetings

8. ADJOURNMENT

_____
Aaron Kramer, Village Administrator

MEMBERS: Dave Dillenburg (Village Board) (Chairperson), Ron Hieronimczak (Vice-Chairperson), Vanya Koepke (Village Board), Dave Baranczyk, Dan Deruyter, Don Dahlstrom, Kevin Gannon, James Kubalak (Alternate)

NOTE: A quorum of the Village Board may be present at this meeting, but no official Board action or discussion will take place. Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: www.hobartwi.gov. Any person wishing to attend, who, because of disability, requires special accommodation, should contact the Village Clerk 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.

VILLAGE OF HOBART
GREATNESS IS GROWING

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

Date/Time: Thursday September 10th, 2026 (5:00 P.M.)
Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
   a. **The meeting was called to order by Dave Dillenburg at 5:02pm. Roll Call: Dave Dillenburg, Vanya Koepke, James Kubalak, Dave Baranczyk, Ron Hieronimczak, Dan DeRuyter, and Don Dahlstrom were present. Kevin Gannon and Vanya Koepke were excused.**
2. Certification of the open meeting law agenda requirements and approval of the agenda.
   a. **Motion by Dave Dillenburg, second by Don Dahlstrom, All in Favor, Motion Carried.**
3. Approval of the Minutes – June 4th, 2026
   a. **Motion by Don Dahlstrom, second by Ron Hieronimczak to approve the minutes with corrected name under approval of the minutes, item 3. All in Favor, Motion Carried.**
4. Public comments on non-agenda items.
   a. **Committee accepted into record the resignation of Ron Hernmnm from the Public Works Committee. Committee thanked Ron for his service.**

ACTION ITEMS

5. DISCUSSION AND ACTION- Proposed 2027-2031 Capital Projects – Roads (Page 3)
   a. **Committee reviewed the draft of the Capital Projects as presented.**
   b. **Discussion was held on how roads were selected and graded for inclusion and position on project list.**
   c. **Motion to approve the draft of the 2027-2031 Capital Projects. Motion by Don Dahlstrom, second by James Kubalak, all in favor. Motion carried**

6. DISCUSSION AND ACTION- Topics for future Committee meetings
   d. **No action taken**

7. ADJOURNMENT
   a. **Motion by Ron Hieronimczak, second by Dave Baranczyk, all in favor. Motion carried. Meeting adjourned at 6:20pm.**

Respectfully submitted by: Jerry Lancelle, Director Public Works.

VILLAGE OF HOBART
GREATNESS IS GROWING

Job Description

POSITION TITLE: Public Works Parks and Landscaping Crew Member

FLSA Category: Non-Exempt
Pay Type: Hourly
Starting Rate: $25.00
Employment Classification: Full Time

Department: Public Works
Reports To: Director Public Works
Supervises: N/A

JOB SUMMARY
The Department of Public Works Parks and Landscaping Crew Member is a regular hourly position (40 hours/week). The Village of Hobart is seeking a reliable, hardworking individual to join our public works team. Responsibilities include caring for municipal green spaces, parks, and rights-of-way, assisting with hardscape and plant installations, operating light equipment, and supporting seasonal maintenance (including winter snow and ice removal). The position is required to perform weekly "on-call" duties on a rotational schedule

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, field maintenance, installs and maintains landscaping municipal green spaces, parks, and rights-of-way, assisting with hardscape and plant installations and fencing, empties trash and recycling containers, flood ice rinks, stores and maintains seasonal equipment.
- Maintains public streets and right-of-way. Removes snow, performs salting and ice control, clears walks and trails, installs snow fence, brush pick-up, debris removal, minor to major pavement repair, flatwork, street tree management (pruning, removal, planting).
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning. Additional minor repair and maintenance duties may be assigned including heating and cooling, electrical and plumbing.
- Perform duties as assigned in the maintenance and operation of the Village yard waste site.
- Assist in maintaining and managing the department inventory of supplies, materials, tools, signs, etc.
- Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations, and rules to their supervisor.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Valid WI Driver's License (class D)a class "B" endorsement for a Commercial Driver's License (CDL) or the ability to obtain one within (12) months of hire.
- Ability to take direction, facilitate communication, resolve problems, work individually and as part of a team, receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.

SKILLS AND ABILITIES:

- Ability to operate a variety of tools and equipment Used in Public Works and facilities maintenance.

- Demonstrates skill and specialized knowledge of techniques and tools used in construction, maintenance, and repair of Public Works facilities, systems, and infrastructure, including the regular use of specialized equipment.
- Ability to listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions.
- Working knowledge of Microsoft Office 365, GIS, and SCADA applications as well as a variety of other software applications.
- Ability to respond professionally and effectively to unforeseen changes in priorities.
- Must be able to function independently and make decisions based on sound judgment affecting areas of responsibility.

PREFERRED EDUCATION AND/OR EXPERIENCE:

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

RESIDENCY:

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

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village's testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noise from construction equipment.
- Must be able to maintain an awareness of any risk or physical hazards from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fume, paint, chemicals, and pesticides.
- Implements and coordinates with the Public Works Director all necessary safety devices and/or precautions necessary to maintain a safe working environment.
- Capable of lifting objects and equipment ranging in weight up to 80 pounds.
- Agrees to all requirements/per employee and procedures manual.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments.

WORK SCHEDULE:

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

VILLAGE OF HOBART
GREATNESS IS GROWING

MEMORANDUM

TO: Public Works and Utilities Advisory Committee
FROM: Aaron Kramer, Village Administrator
RE: Springbrook Road & Possible Additional Road Projects in 2027
DATE: November 4th 2026

SPRINGBROOK ROAD

The current proposed Capital budget includes $321,051 for the replacement of Springbrook Drive ($224,735 – General Fund, $96,315 – Storm Water Fund). The Committee needs to recommend which engineering firm (Robert E. Lee or Cedar Corps) receives this project for engineering and oversight, as well as what will be done in terms of the project.

POSSIBLE ADDITIONAL ROAD PROJECT

Several Village Board members have inquired on how we can increase the road budget and what the impact would be on the overall tax levy. The chart below shows what impact an increase in the mill rate would have in terms of tax bills as well as revenue.

MILL RATE INCREASE	
20 cents ($60 increase on $300,000 home)	$276,868
15 cents ($45 increase on $300,000 home)	$207,651
10 cents ($30 increase on $300,000 home)	$138,434
5 cents ($15 increase on a $300,000 home)	$69,217
1 cent ($3 increase on a $300,000 home)	$13,844

Based on our recently approved 2027-2031 Capital Projects Plan, the next roads on the list are as follows:

PROJECT (YEAR)	TOTAL EST. COST	GENERAL FUND	ST WATER FUND
Seminole Drive (2028)	$311,346	$217,942	$93,404
North Pine Tree (Thornberry to Trout Creek) (2028)	$180,693	$126,485	$54,208
Creek Valley Lane (All) (2029)	$260,841	$182,589	$78,252
Silas Road (County Road EE to Terminus) (2029)	$152,657	$106,860	$45,797

The Committee is being asked to provide guidance on which road projects should be added to the 2027 project list IF funds are available.