



MEETING MINUTES – VILLAGE BOARD (Regular)

Date/Time: Tuesday October 17th 2023 (6:00 P.M.)

Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON

1. Call to order/Roll Call - The meeting was called to order by Rich Heidel at 6:00 pm. Rich Heidel, David Dillenburg, Tammy Zittlow and Vanya Koepke were present. Tim Carpenter were excused.
2. Certification of the open meeting law agenda requirements and approval of the agenda – ACTION: To certify the open meeting law agenda requirements and approval of the agenda MOTION: Heidel SECOND: Zittlow VOTE: 4-0
3. Pledge of Allegiance - Those present recited the Pledge of Allegiance.

4. PUBLIC HEARINGS

A. PUBLIC HEARING – To consider a Conditional Use Permit for increase in square footage of accessory building (HB-1491-K-9, 3969 Valley Stream Circle) – Todd Gerbers (Director of Planning and Code Compliance) said that, at its October 11th meeting, the Planning and Zoning Commission did not discuss the application per the applicant's request. The Commission did approve a motion to receive and place on file the CUP request until such time the applicant requests further consideration. As a result, he said the Board had nothing to act upon. No public hearing was held.

B. ACTION on aforesaid agenda item – No action was taken.

5. CONSENT AGENDA - A. Payment of Invoices; B. VILLAGE BOARD: Minutes of October 3rd 2023 (Regular); C. PLANNING AND ZONING COMMISSION: Minutes of September 13th 2023 - ACTION: To approve item A MOTION: Dillenburg SECOND: Koepke VOTE: 4-0 ACTION: To approve item B MOTION: Heidel SECOND: Dillenburg VOTE: 4-0 ACTION: To approve item C MOTION: Dillenburg SECOND: Koepke VOTE: 3-0-1 (Heidel abstained)

6. ITEMS REMOVED FROM CONSENT AGENDA – None

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS (NOTE: Please limit citizens' comments to no more than three minutes) – None

A. DISCUSSION AND ACTION – Resolution 2023-12 (A RESOLUTION AUTHORIZING THE VILLAGE TREASURER TO WRITE OFF OLD UNCOLLECTIBLE ACCOUNTS RECEIVABLE) - This resolution would remove \$19,045.93 in uncollectible accounts receivable, from the Municipal Court, from our accounts receivable. ACTION: To approve Resolution 2023-12 MOTION: Dillenburg SECOND: Heidel VOTE:4-0

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS - Administrator Kramer informed the Board that the Site Review Committee and Park and Recreation Committees would meet this month. He discussed the open house for the new Fire Station, that would be held on November 11th. He also reminded the Board about the Halloween trick-or-treating hours on October 31st.

9. COMMITTEE REPORTS

A. DISCUSSION AND ACTION - Consider a CSM creating one new parcel of 0.92 acres (1035 Cyrus Rd., HB-194) (Planning and Zoning Commission) - The property owner currently has one parcel of 36.633 acres and is proposing a Certified Survey Map (CSM) that would create one additional new lot of 0.92 acres. The property is currently largely undeveloped farmland with the exception of a dwelling and some farm buildings. The proposed new parcel will be to the east of the existing structures. This property is currently zoned I-1: Industrial District. ACTION: To approve the CSM MOTION: Heidel SECOND: Koepke VOTE: 4-0

10. OLD BUSINESS

A. DISCUSSION AND ACTION - Ordinance 2023-15 (AN ORDINANCE TO CREATE A SECTION OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN, SPECIFICALLY ARTICLE IV (HOTELS, MOTELS AND ROOM TAX ORDINANCE) OF CHAPTER 40 (FINANCE AND TAXATION)) - The purpose of this Ordinance is to create a room tax in the Village of Hobart, and establish the collection process, use of funds by the Village and the penalties for evading the tax. This is the second reading for this proposed ordinance. ACTION: To approve Ordinance 2023-15 MOTION: Heidel SECOND: Koepke VOTE: 4-0

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Amended FY2023 Budget - This is the second amendment for the 2023 budget. Kramer said the FY2023 General Fund budget is projected to end the year with a surplus - and staff is asking that the Village Office remodeling (\$30,000) be moved from the 2024 budget to this year's budget. This will allow the project to proceed this fall. ACTION: To approve the amended 2023 budgets, and move the Front Office remodeling from the FY2024 budget to the amended 2023 budget MOTION: Heidel SECOND: Zittlow VOTE: 4-0

B. DISCUSSION AND ACTION – Proposed FY2024 Budget – Kramer presented the proposed 2024 budgets for the General Fund, Capital Projects and Debt Service. The levy for the Village is proposed to increase \$139,652.78 (4.2 percent) over the FY2023 levy of \$3,288,150.22. The entire increase is being allocated to the Capital Projects portion of the overall budget. Discussion was held on the budget.

C. DISCUSSION AND ACTION – To Establish a Public Hearing on the proposed 2024 Budget (General Fund, Capital and Debt Service) – ACTION: To schedule the Public Hearing at the November 7th Board meeting MOTION: Heidel SECOND: Dillenburg VOTE: 4-0

D. DISCUSSION AND ACTION – Policy 2023-07 (Police Department Salary Structure – Lateral Entry) - The purpose of this policy is to establish guidelines for the lateral entry of employees into the Hobart-Lawrence Police Department. ACTION: To approve Policy 2023-07 MOTION: Dillenburg SECOND: Koepke VOTE: 4-0

E. DISCUSSION AND ACTION – Establish a Public Hearing to consider a Conditional Use Permit for the construction of a detached, accessory building (778 Stonewood Lane, HB-1491-F-18) – ACTION: To schedule the Public Hearing for the November 21st Board meeting MOTION: Heidel SECOND: Zittlow VOTE: 4-0

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

ACTION: To recess for ten minutes (7:11 PM) MOTION: Heidel SECOND: Koepke VOTE: 4-0

G. ADJOURN to CLOSED SESSION (6:59 PM) – ACTION: To go into closed session 1. Under Wisconsin State Statute 19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility RE: Personnel; 2. Under Wisconsin State Statute 19.85 (1) (e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session RE: Sale of Property/TID Projects/Development Agreements, and 3. Under Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Tribal Affairs; Potential Litigation MOTION: Heidel SECOND: Koepke VOTE: 4-0

H. CONVENE into open session (8:28 PM) – MOTION: Dillenburg SECOND: Heidel VOTE: 4-0

I. ACTION from closed session – ACTION: To approve the hiring of Lisa Vanden Heuvel as Village Clerk, with a salary of \$70,000 annually for the first six months of employment (probationary period), then a salary of \$72,500 upon successful completion of the probationary period, and for the remainder of 2024, with three weeks of vacation annually upon employment, and the appointment of Mary Smith as interim Clerk for signatory purposes only until Vanden Heuvel officially begins her employment MOTION: Zittlow SECOND: Koepke VOTE: 4-0

12. ADJOURN (8:29 PM) – MOTION: Dillenburg SECOND: Zittlow VOTE: 4-0

Submitted by Aaron Kramer, Village Administrator