



## Village of Hobart

Village Office 2990 S. Pine Tree Rd, Hobart, WI  
[www.hobart-wi.org](http://www.hobart-wi.org) - [www.buildinhobart.com](http://www.buildinhobart.com)

Notice is hereby given according to State Statutes that the VILLAGE BOARD of the Village of Hobart will meet on Tuesday October 6<sup>th</sup> 2020 at 6:00 P.M. at the Hobart Village Office. **NOTICE OF POSTING:** Posted this 2nd day of October, 2020 at the Hobart Village Office, 2990 S. Pine Tree Rd and on the village website.

### MEETING NOTICE – VILLAGE BOARD (Regular)

Date/Time: Tuesday October 6th 2020 (6:00 P.M.)

Location: Village Office, 2990 South Pine Tree Road

***NOTE: Based on Federal and State guidance during the COVID-19 crises, anyone attending the Board meeting is asked to practice social distancing, which means maintaining a distance of at least 6 feet (2 meters) from others. Due to the Governor's recent Executive Order, all those present must wear a face mask at the meeting. Thank you for your cooperation.***

#### 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

##### **A. PUBLIC HEARING – Consider a request to have a portion of parcel HB-640-11 (noted as “Lot 1” on the approved CSM) rezoned from A-1: Agricultural District to ER: Estate Residential District**

The property owner has recently submitted a three lot CSM which created a new parcel that is less than the 5 acre minimum to remain in the A-1: Agricultural zoning district. Therefore, the property owner is requesting to have a portion of parcel HB-640-11 (noted as “Lot 1” on the proposed CSM) rezoned from A-1: Agricultural District to ER: Estate Residential District to allow for the future development of a single-family residential dwelling. The proposed Lot 1 meets the Village requirements for both lot with and lot square footage to be zoned ER. (Page 5)

##### **B. ACTION on aforesaid agenda item – Ordinance 2020-07 (AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN)** (Page 10)

#### 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 12)

B. VILLAGE BOARD: Minutes of September 15th 2020 (Regular) (Page 29)

C. SITE REVIEW COMMITTEE: Minutes of July 7<sup>th</sup> 2020 (Page 33)

D. APPOINTMENT: Kevin Gannon to serve on the Public Works & Utilities Advisory Committee (alternate), replacing Kyle Schmitz to complete a three-year term, expiring April 30<sup>th</sup> 2022.

#### 6. ITEMS REMOVED FROM CONSENT AGENDA

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

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

A. UPDATE – Capital Projects Update

This information item will provide an update on the current Capital and Storm Water projects the Village is doing in 2020. (Page 36)

## **9. COMMITTEE REPORTS AND ACTIONS**

### **A. UPDATE – Proposed 32 Square Foot Freestanding Monument Sign (Rivers of Life Ministries, 522 Orlando Drive, HB-314)**

Rivers of Life Ministries is proposing to remove their existing non-illuminated freestanding sign along Orlando Dr. and replace it with an internally illuminated monument sign to be constructed in the same location as the existing sign. The proposed sign will be an internally illuminated cabinet mounted within a new brick structure to provide a much greater appearance than the existing post and panel style sign. The proposed sign with structure will have an overall height of 8' with an overall width of 10' and a sign area of 32 square feet per side. These measurements comply with the Village code for religious establishments which permits a maximum of 50 square feet per side of sign and a maximum of 10' in overall height. (Site Review Committee) (Page 38)

### **B. UPDATE - Proposed Wall and Freestanding Monument Sign (LaserForms LLC, 3750 Packerland Drive, HB-950-6)**

Laser Forms, LLC is currently in the process of having a new 72,800 square foot manufacturing facility constructed at 3750 Packerland Dr. (northwest corner of Packerland Dr. and Camber Ct.). During the site plan approval for the overall site back on August 21, 2019, signage was not included in that review at that time and was required to come back to the committee at a later date. The owner and sign company have now finalized the plans for both a freestanding monument sign to be located along Packerland Dr. along with a wall sign to be mounted on the front (east) elevation of the building. (Site Review Committee) (Page 42)

### **C. UPDATE - Proposed Wall and Freestanding Directional Signs (Exclusive Use Express, 3794 Packerland Drive, HB-950)**

Exclusive Use Express is currently in the process of having a new 125,000 square foot warehouse facility constructed at 3794 Packerland Dr. (southwest corner of Packerland Dr. and Camber Ct.). During the site plan approval for the overall site back on December 18, 2019, signage was not included in that review at that time and was required to come back to the committee at a later date. The owner and sign company have now finalized the plans for both three freestanding directional signs to be located along Packerland Dr. and Camber Ct. (1 adjacent to each driveway and 1 near the intersection) along with a wall sign to be mounted on the front (east) elevation of the building. (Site Review Committee) (Page 52)

### **D. UPDATE - Discussion and action on proposed new 14,965 sf, Sports Training Facility, and associated site improvements (Team 1848 Development)**

This proposed development is for a new 14,965 square foot building to function as an indoor sports training facility to be constructed along Centerline Dr. on a newly created parcel adjacent to the Village Water Tower. This project came before the committee back in July 2020 for review of the site layout as a conceptual only along with the building architecture so the building could be ordered as there was a several week delay on receiving the building once it was ordered. During that several week timeframe, the developer and their agents were able to complete the final details for the full development and submit for final review. (Site Review Committee) (Page 62)

## **10. OLD BUSINESS**

### **11. NEW BUSINESS (Including items for future agenda consideration or Committee assignment)**

#### **A. DISCUSSION AND ACTION – Allocation of Unused CARES Act funding to local school districts**

School districts and municipalities have each been allotted CARES funds. There are a number of municipalities around the state who have funds they cannot use and have the ability to direct that to the school districts. A representative from the West De Pere School District will be present to discuss their interest in receiving a portion of Hobart's unexpended CARES Act allocation. (Page 76)

#### **B. DISCUSSION AND ACTION – Brown County Electronics Record Program Software Sub-License and Service Agreement**

This agreement is between Brown County and several area municipalities for the shared-use of the records program for the Police Department. The annual cost to the Hobart-Lawrence Police Department is \$11,638. (Page 79)

**C. DISCUSSION AND ACTION – FY2021 Budget Discussions**

The Village Administrator will present his initial FY2021 budget proposals. (Page 84)

**D. DISCUSSION AND ACTION – Amended 2020 General Fund Budget**

The amended General Fund budget, as well as the public notice which would be printed if adopted, is included in the packet. (Page 88)

**E. DISCUSSION AND ACTION - Review and discuss proposed reorganization of police department to include supervision with a Captain's position (Second in charge) and a Sergeant (Road) position**

The Police Chief recommends approval of this Captain position to fulfill a necessary police structure (2nd in charge) management position and a work /probationary period that could form the natural progression to chief of police in the future. The Sergeant position would be a position as a first line supervisor and promoted from within the department. This position would alleviate the huge strain on the officers, having their own supervisor, go to person for the day to day calls and questions associated with the patrol officers' duties. (Page 97)

**F. DISCUSSION AND ACTION – Continuity of Election Operations Plan (Brown County), Memorandum of Understanding**

The Clerks from several Brown County municipalities have agreed to assist each other in preparation for the Election and on Election Day in the event that one or more of these Clerks is unable to perform the statutory duties of his or her office due to exposure or infection of COVID-19 or mandated quarantine. (Page 99)

**G. DISCUSSION AND ACTION – Ordinance 2020-09 (AN ORDINANCE TO CREATE A SECTION OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN , SPECIFICALLY SECTION 38 (VILLAGE PARTICIPATION IN IMPROVEMENTS ON PRIVATE PROPERTY) OF ARTICLE III (STORMWATER MANAGEMENT UTILITY) OF CHAPTER 150 (EROSION CONTROL AND STORMWATER MANAGEMENT)**

The purpose of this Ordinance is to create a procedure to govern the possible participation of the Village's Stormwater Fund in stormwater improvements on private property within the Village. (Page 102)

**H. DISCUSSION AND ACTION – Amending Previous Motion to Bury Overhead Power Lines on North Overland Road**

On August 4th, the Board approved the following motion: To approve the Village's payment of \$81,000 to Wisconsin Public Service for the burial of the 3-phase overhead line along North Overland Road, with the funds to come from the TID # 29-VV Interchange escrow account. The actual cost for the project is \$102,855.49. This is \$21,855.49 above the approved amount of the August 4th Board action. Staff would recommend amending the previous motion to pay for the additional project costs. (Page 106)

**I. DISCUSSION AND ACTION – Establish a Public Hearing to Consider Conditional Use Permit allowing excavation of a rear yard pond (HB-291-2, 422 Orlando Drive)**

Staff would recommend the public hearing be held at the November 4<sup>th</sup> Board meeting.

**J. DISCUSSION AND ACTION – Establish a Public Hearing to Consider Conditional Use Permit (HB-556-4, 4625 Crooked Creek Lane) for a second accessory building of an additional 240 square feet on property**

Staff would recommend the public hearing be held at the November 4<sup>th</sup> Board meeting.

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

**L. 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: Fee-to-trust issues, Abandoned railroad R-O-W, Tribal Affairs and Oneida Nation v. Village of Hobart litigation; Highway 29-County VV Interchange

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: TID Projects/Development Agreements

3) Under Wisconsin 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

**M. CONVENE into open session**

**N. ACTION from closed session**

**12. ADJOURN**

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Aaron Kramer, Village Administrator

Village Board of Trustees: Richard Heidel (President), Tim Carpenter, David Dillenburg, Ed Kazik, Debbie Schumacher

**UPCOMING BOARD MEETINGS**

Tuesday October 20<sup>th</sup> (6:00 PM) – Regular Board Meeting at Village Office

\* Wednesday November 4<sup>th</sup> (6:00 PM) – Regular Board Meeting at Village Office

Tuesday November 17<sup>th</sup> (6:00 PM) – Regular Board Meeting at Village Office

\* - Moved due to the November General Election

NOTE: Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: [www.hobart-wi.org](http://www.hobart-wi.org). Any person wishing to attend, who, because of disability requires special accommodations, should contact the Village Clerk-Treasurer'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.



**TO: Planning & Zoning Commission**

**RE: Rezone a portion of parcel HB-640-11 (noted as “Lot 1” on the proposed CSM) rezoned from A-1: Agricultural District to ER: Estate Residential District**

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

**DATE: September 15, 2020**

**ISSUE:** Consider a request to have a portion of parcel HB-640-11 (noted as “Lot 1” on the proposed CSM) rezoned from A-1: Agricultural District to ER: Estate Residential District

**RECOMMENDATION:** Staff recommends approval.

**GENERAL INFORMATION**

1. Applicants/Agent: Kathleen Jameson
2. Owner: Kathleen Jameson
3. Parcel: HB-640-11
4. Zoning: Currently A-1: Agricultural District / Propose ER: Estate Residential

**ZONING REQUIREMENTS**

The property owner has recently submitted a three lot CSM which created a new parcel that is less than the 5 acre minimum to remain in the A-1: Agricultural zoning district. Therefore, the property owner is requesting to have a portion of parcel HB-640-11 (noted as “Lot 1” on the proposed CSM) rezoned from A-1: Agricultural District to ER: Estate Residential District to allow for the future development of a single-family residential dwelling. The proposed Lot 1 meets the Village requirements for both lot with and lot square footage to be zoned ER.

**RECOMMENDATION/CONDITIONS**

Staff recommends approval as submitted to rezone a portion of parcel HB-640-11 (noted as “Lot 1” on the proposed CSM) rezoned from A-1: Agricultural District to ER: Estate Residential District



<input checked="" type="checkbox"/> Rezoning Review
<input type="checkbox"/> Conditional Use Permit Review
<input type="checkbox"/> Planned Development Review
<input type="checkbox"/> CSM/Plat Review

Village of Hobart  
 Dept of Neighborhood Services  
 2990 S Pine Tree Rd  
 Hobart WI 54155  
 Phone: (920) 869-3809  
 Fax (920) 869-2048

**APPLICANT INFORMATION**

Petitioner: Kathleen L. Jameson Date: 6-1-20  
 Petitioner's Address: 4593 N. OVERLAND City: Hobart State: WI Zip: 54155  
 Telephone #: (920) 471-9892 Fax: (920) 865-7828 Other Contact # or Email: jameson.kathy@gmail.com  
 Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer  
 Petitioner's Signature (required): Kathleen L. Jameson Date: 6-1-20

**OWNER INFORMATION**

Owner(s): Kathleen L. Jameson Date: 6-1-20  
 Owner(s) Address: 4593 N. OVERLAND Rd City: Hobart State: WI Zip: 54155  
 Telephone #: (920) 471-9892 Fax: (920) 865-7828 Other Contact # or Email: jameson.kathy@gmail.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: Kathleen L. Jameson Date: 6-1-20

**SITE INFORMATION**

Address/Location of Proposed Project: Portion of: HB-640-11 Oak Ridge Dr. Parcel No. Portion of: HB-640-11  
 Proposed Project Type: ER-Estate Residential  
 Current Use of Property: Agricultural A-1 (HREES) Zoning: Ag A-1  
 Land Uses Surrounding Site:  
 North: RAVINE + Residential  
 South: TRIBAL  
 East: Residential R-2  
 West: Residential R-2

**\*\*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

# Portion of Parcel HB-640-11



9/10/2020, 10:56:00 AM

Zoning

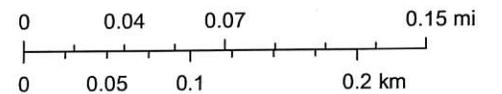
Yellow R-2: Residential District

Purple ER: Estate Residential District

Orange R-2-R: Rural Residential District

Green A-1: Agricultural District

1:4,514

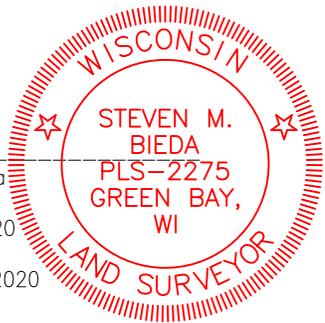
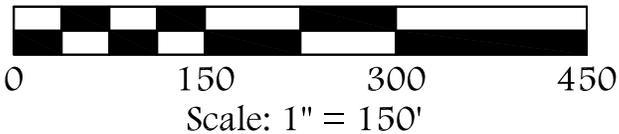


Brown County, Robert E. Lee & Associates, Inc.

Village of Hobart  
Village of Hobart

# Certified Survey Map

All of Lots 1, 2 and 3, and part of Lot 4, Volume 23, Certified Survey Maps, Page 201, Map No. 3989, Document No. 1226068, Brown County Records, being located in part of the Northeast 1/4 of the Northeast 1/4 of Section 15, T24N-R19E, Village of Hobart, Brown County, Wisconsin.



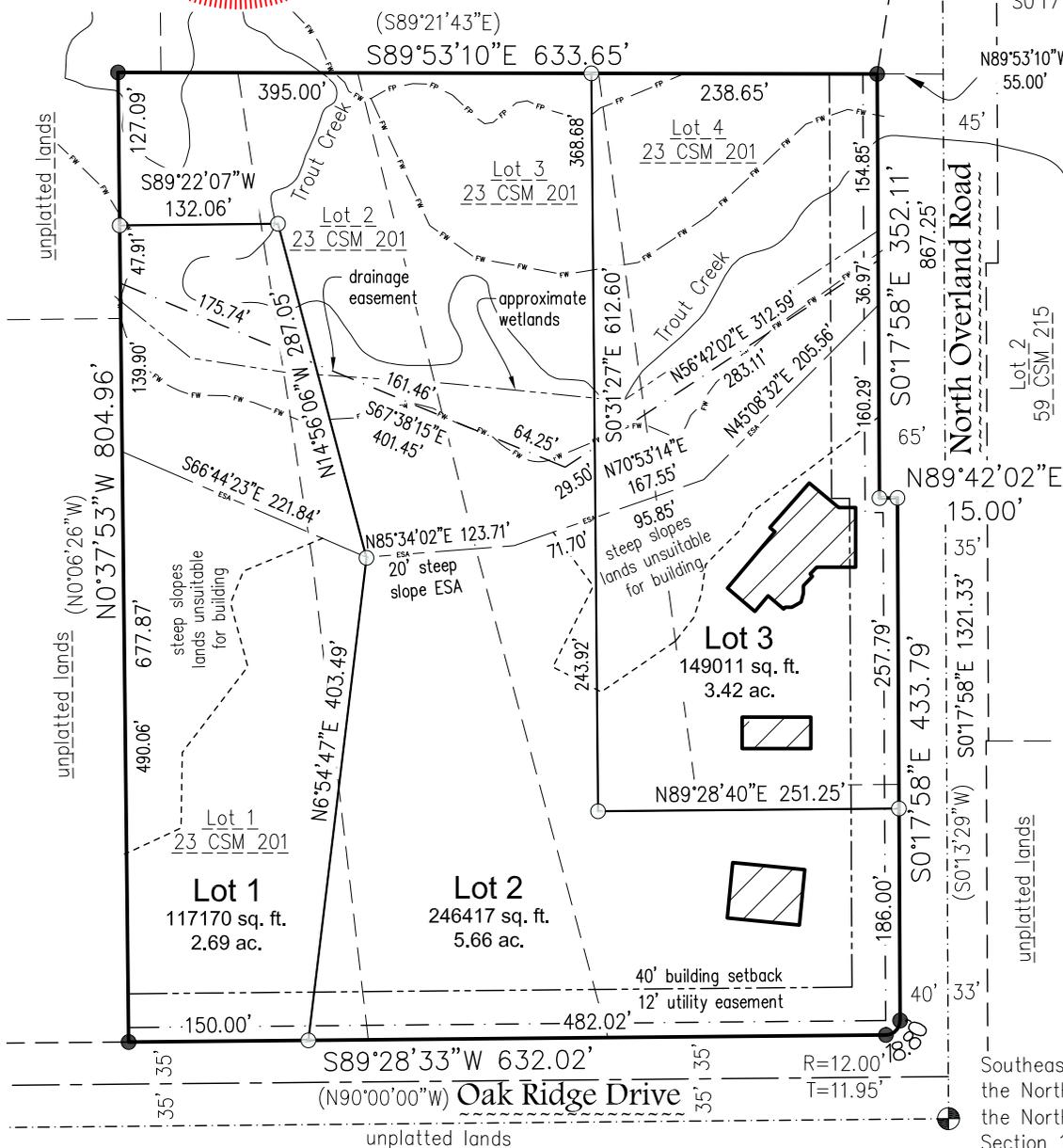
Steven M. Bieda  
PLS-2275  
August 20, 2020  
revised  
September 8, 2020

## Legend

- 1" iron pipe found
- ⊕ Brown County monument
- ( ) recorded as bearing
- existing building
- FP--FP--FP-- floodplain limits
- FW--FW--FW-- floodway limits



Bearings referenced to the East line of the Northeast 1/4 of the Northeast 1/4 of Section 15, T24N-R19E, assumed to be S017°58"E



Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.

Southeast Corner of the Northeast 1/4 of the Northeast 1/4, Section 15, T24N-R19E found PK nail

Client: Kathleen Jameson

Tax Parcel: HB-640-11, HB-640-1

Drafted By: MRA

File: V-9611CSM 080520.dwg

Data File: V-9611.txt

**Mau & Associates, LLP**

LAND SURVEYING & PLANNING  
CIVIL & WATER RESOURCE ENGINEERING  
Phone: 920-434-9670 Website: www.mau-associates.com  
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet One of Four

Project No.: V-9611

Drawing No.: L-11186

Fieldwork Completed: 08/31/2020



Recommendation of Planning & Zoning Commission

The Hobart Planning & Zoning Commission does hereby recommend to the Village Board to:

Grant: X Deny: \_\_\_\_\_

The request made by: KATHLEEN JAMESON

Date: SEPTEMBER 15, 2020

CSM: \_\_\_\_\_ Plat: \_\_\_\_\_ Zoning: X CUP: \_\_\_\_\_ Ordinance: \_\_\_\_\_

Motion by DAVE DILLENBURG second by JEFF AMBROSIOUS

to APPROVE THE REZONING OF A PORTION OF HB-640-11 (NOTED AS 'LOT 1' ON THE PROPOSED CSM) FROM A-1: AGRICULTURAL DISTRICT TO ER: ESTATE RESIDENTIAL DISTRICT.

ALL IN FAVOR. MOTION CARRIED.

Record of Vote

Commissioner	Grant	Deny	Abstain
Bob Ross	_____	_____	_____
John Rather	_____	_____	_____
Rich Heidel	<u>[Signature]</u>	_____	_____
Dave Dillenburg	<u>[Signature]</u>	_____	_____
Jeff Ambrosious	<u>[Signature]</u>	_____	_____
Tom Dennee	_____	_____	_____
David Johnson	_____	_____	_____



**ORDINANCE 2020-07**

**AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN**

\*\*\*

**Purpose:** The purpose of this Ordinance is to re-zone property.

\*\*\*

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

**Section 1:** That the following described premises, to-wit:

A portion (noted as "Lot 1" on the proposed CSM) of parcel HB-640-11: 394,482 SQ FT LOTS 1,2 & 3 OF 23 CSM 201 BNG PART OF NE1/4 NE1/4 SEC 15 T24N R19E

Be rezoned from A-1: Agricultural District to ER: Estate Residential District

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

**Section 3.** This Ordinance shall be published as required by law after passage by the Village Board.

Passed and approved this 6<sup>th</sup> day of October, 2020.

\_\_\_\_\_  
Richard Heidel, Village President

Attest:

\_\_\_\_\_  
Aaron Kramer, Village Administrator

\*\*\*

I, Erica Berger, am the duly qualified and acting Village Clerk of the Village of Hobart, Brown County, Wisconsin. I hereby certify that the aforementioned is a true and exact reproduction of the original ordinance or resolution adopted by the Village Board.

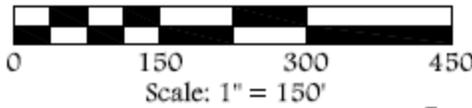
IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on October 6<sup>th</sup> 2020.

(Seal)

\_\_\_\_\_  
Erica Berger, Village Clerk-Treasurer

# Certified Survey Map

All of Lots 1, 2 and 3, and part of Lot 4, Volume 23, Certified Survey Maps, Page 201, Map No. 3989, Document No. 1226068, Brown County Records, being located in part of the Northeast 1/4 of the Northeast 1/4 of Section 15, T24N-R19E, Village of Hobart, Brown County, Wisconsin.



Northeast Corner  
Section 15  
T24N-R19E  
found PK nail

North



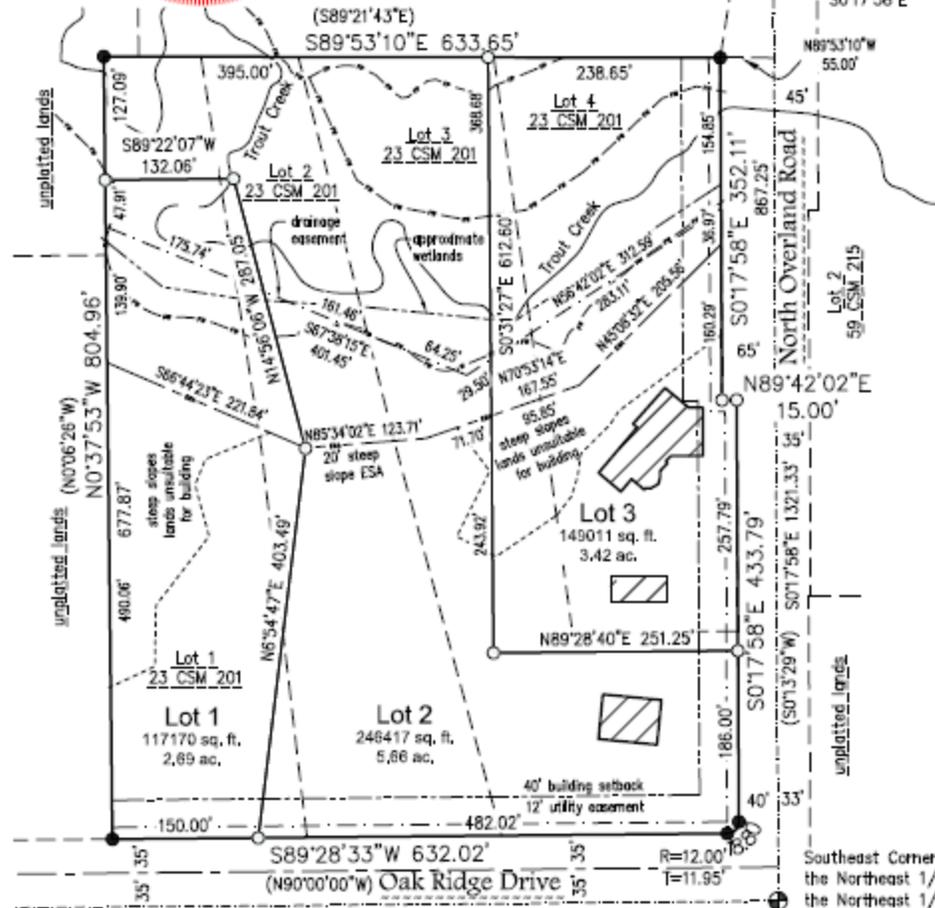
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Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.

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Sheet One of Four  
Project No.: V-9611  
Drawing No.: L-11186  
Fieldwork Completed: 06/31/2020

9/30/2020 11:10 AM

Check Register - Quick Report - ALL

Page: 1

ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 9/06/2020

From Account:

Thru: 10/06/2020

Thru Account:

Check Nbr	Check Date	Payee	Amount
54549	9/06/2020	AAA PORTABLES PORTAABLE UNITS AT PARKS	175.00
54550	9/06/2020	ADVANCED DISPOSAL REFUSE & RECYCLING COLLECION AUGUST	23,128.68
54551	9/06/2020	ANGIE THOMAS REFUND SECURITY DEPOSIT 9-12-2020	175.00
54552	9/06/2020	AQUAFIX LIFT STATION BUG ON A ROPE BRICKS	1,740.15
54553	9/06/2020	AT&T WATER BOOSTER STATION PHONE	150.90
54554	9/06/2020	BADGER LABORATORIES & ENGINEERING CO., INC. TESTING COLIFORM BACT & HALOACETIC ACIDS	805.00
54555	9/06/2020	BADGER METER, INC. BEACON MBL SERV UNIT ORION SERVICE	107.36
54556	9/06/2020	BARRIER SECURITY SYSTEMS, LLC ELECTRONIC DOOR CONTROL BUILDINGS	22,906.60
54557	9/06/2020	BAYSIDE PRINTING, LLC MULTIPLE INVOICES - DEPARTMENTS	1,517.94
54558	9/06/2020	BLUE PRINT SERVICE CO., INC SOUTHWIND ESTATES UTILITY & STREET CONST	487.20
54559	9/06/2020	BRIAN RUECHEL SEPT INVOICE ACCOUNTING TRANSACTIONS	3,995.00
54560	9/06/2020	BROADWAY AUTOMOTIVE KEY FOR SQUAD 23372322	25.49
54561	9/06/2020	BROWN COUNTY CLERK / TREASURER AUGUST 2020 ELECTION CHARGEBACKS	771.71
54562	9/06/2020	BUCKLIN TREE SERVICE LLC YARDWASTE BRUSH CHIPPING 9/15 - 9/17/20	7,505.64
54563	9/06/2020	CALIBERE TITLE REFUND ON OVERPAYMENT LOS	5.00
54564	9/06/2020	CELLCOM GREEN BAY MSA ALL CELLPHONES DATA LINKS	1,347.52
54565	9/06/2020	DAVE'S AUTO BODY, INC REPAIR REAR WINDOW REGULATOR	301.84
54566	9/06/2020	EZ GLIDE A DIVISION OF ESSENTIAL PROD. CORP. REPAIR SERVICE STATION#1 DOOR 1	468.20
54567	9/06/2020	FAHRNER ASPHALT SEALERS, LLC 2020 CRACK SEALING	24,832.00

9/30/2020 11:10 AM

Check Register - Quick Report - ALL

Page: 2

ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 9/06/2020

From Account:

Thru: 10/06/2020

Thru Account:

Check Nbr	Check Date	Payee	Amount
54568	9/06/2020	FIRE CATT, LLC FIRE HOSE TESTING	2,856.00
54569	9/06/2020	FLY-ME FLAG CO., LLC FLAG REPLACEMENTS	824.55
54570	9/06/2020	GAT SUPPLY, INC. HORNET & WASP SPRAY	120.75
54571	9/06/2020	GREEN BAY METROPOLITAN SEWERAGE DISTRICT TREATMENT FEES FOR AUGUST 2020	58,526.03
54572	9/06/2020	GREGG E. SCHREIBER SUBSTITUTE JUDGE EXPENSE	675.00
54573	9/06/2020	HANAWAY ROSS LAW FIRM MUNICIPAL PROSECUTION AUGUST	1,210.00
54574	9/06/2020	HAWKINS, INC. BOOSTER STATION REPAIR	274.00
54575	9/06/2020	HSBS EWD EVIDENCE DRAWS -4	186.00
54576	9/06/2020	INTERNATIONAL CODE COUNCIL MEMBERSHIP DUES FOR T. GERBERS 8008050	145.00
54577	9/06/2020	JOE DENOBLE SEWER & WATER CONSTRUCTION INC. LATERAL AT 4383 WINDEMER REPAIR	3,878.02
54578	9/06/2020	KIMPS ACE HARDWARE 3/8 PITCH .050 GA STIHL CHAIN	55.98
54579	9/06/2020	MARCO TECHNOLOGIES, LLC CONTRACT MAINT	78.00
54580	9/06/2020	MCALLISTER LANDSCAPE SUPPLIES STRAW BALES	72.00
54581	9/06/2020	MIDWEST METER INC. M-25 GAL HRE-LCD ORION ME INTEGRAL, STD	14,196.00
54582	9/06/2020	PACKER CITY INTERNATIONAL TRUCKS, INC. REPAIR TO #305 AC ASSEMBLY	523.24
54583	9/06/2020	PACKERLAND VETERINARY CENTER, LTD STRAY ANIMAL INTAKE CHARGES	169.00
54584	9/06/2020	PITNEY BOWES INC INK CARTRIDGES	242.22
54585	9/06/2020	POMP'S TIRE SERVICE INC. REPAIR TRACTOR TIRE	225.00
54586	9/06/2020	PUBLIC SERVICE COMMISSION OF WISCONSIN 2020-2021 ADVANCE ASSESSMENT 2573	1,028.10

9/30/2020 11:10 AM

Check Register - Quick Report - ALL

Page: 3

ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 9/06/2020

From Account:

Thru: 10/06/2020

Thru Account:

Check Nbr	Check Date	Payee	Amount
54587	9/06/2020	QUADIANT, INC. PF60 DOC FLDR B202215 COVID RELATED EXP	2,862.00
54588	9/06/2020	QUILL CORPORATION MULTIPLE INVOICES - DEPARTMENTS	278.82
54589	9/06/2020	RAY O'HERRON CO. INC. 9MM LUGER 115 GR FMJ, 50/BX -100	1,448.00
54590	9/06/2020	SHOWROOM DETAILING, LLC DETAIL VEHICALS FOR AUCTION	460.00
54591	9/06/2020	SOUTHSIDE TIRE, INC. DE PERE TRACTOR TIRE REPAIR / PATCH/PLUG	51.00
54592	9/06/2020	SPECTRUM BUSINESS / TIME WARNER CABLE INTERNET	239.98
54593	9/06/2020	T & C SERVICES LLC STREET SWEEPING - AUGUST 4-DATES	2,439.50
54594	9/06/2020	THE DETAIL SHOP, LLC STORAGE INVOICE CASE #20-2993	400.00
54595	9/06/2020	TRUCK COUNTRY OF WISCONSIN, INC SEALCLAMP/GUARD CLAMP TRUCK 305 MUFFLER	36.37
54596	9/06/2020	TRUCK EQUIPMENT, INC PARTS FOR NEW HOLLAND	23.86
54597	9/06/2020	WEYERS EQUIPMENT, INC. PA AL-KIT (2) BOLTS & NUTS (IL)	53.90
54598	9/06/2020	WI DEPT OF JUSTICE - CRIME INFORMATION BUREAU BACKGROUNDS	70.00
54599	9/06/2020	WILLMAN - DAVIS - ELAINE WILLMAN SEPTEMBER CONSULTATION	1,000.00
54600	9/06/2020	WISCONSIN LABOR LAW POSTER SERVICE 2021 COMPLETE SET OF FED & STATE POSTERS	99.50
54601	9/06/2020	WPS UTILITIES AT 4758 FOREST ROAD	40.28
54602	9/06/2020	WRWA TRAINING CEV - HENN BIESE, REYNEN	150.00
RANDY VISA	10/06/2020	FEDERAL AVIATION ADMIN - VISA REGISTER WITH FAA EVO2 HV5920211717 <b>Manual Check</b>	5.00
MARY - VISA	10/06/2020	MAILCHIMP - VISA 8/23/2020 MONTHLY MAILCHIMP.COM <b>Manual Check</b>	34.99
JERRY - VISA	10/06/2020	CRYSTAL COFFEE CAFE - VISA VOTING <b>Manual Check</b>	61.21

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JERRY - VISA	10/06/2020	SCOTT'S SUBS - VISA	54.52
	Manual Check	SEASONAL LUNCH	
JERRY - VISA	10/06/2020	MENARDS - VISA	22.97
	Manual Check	FLOOR SQUEEGEE & ASPHALT SLR	
RANDY - VISA	10/06/2020	AMAZON - VISA	194.37
	Manual Check	3-SANDISK EXTREE PRO MICRO MEM CARDS	
RANDY - VISA	10/06/2020	WALMART - VISA	46.76
	Manual Check	RAIN-X WINDOW WASH SQUADS	
		Grand Total	185,804.15

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Total Expenditure from Fund # 001 - General Fund	75,993.14
Total Expenditure from Fund # 002 - Water Fund	21,660.13
Total Expenditure from Fund # 003 - Sanitary Sewer Fund	61,264.93
Total Expenditure from Fund # 004 - Capital Projects Fund	22,906.60
Total Expenditure from Fund # 007 - Storm Water Fund	3,492.15
Total Expenditure from Fund # 009 - TID #2 Fund	487.20
Total Expenditure from all Funds	185,804.15

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54549	9/06/2020	AAA PORTABLES PORTABLE UNITS AT PARKS	
001-00-55200-039-000		Park & Rec -Site Maintenance Four Seasons Park Rental D-105992	87.50
001-00-55200-039-000		Park & Rec -Site Maintenance Pine Tree Park Rental D-105993	87.50
Total			175.00
54550	9/06/2020	ADVANCED DISPOSAL REFUSE & RECYCLING COLLECCION AUGUST	
001-00-53100-095-000		DPW - Garbage & Recycg Collect ACCTB8014757 REFUSE AUGUST 2020 B80000718860	11,836.40
001-00-53100-095-000		DPW - Garbage & Recycg Collect ACCTB8014757 RECYCLE COLLECT AUGUST 2020 B80000718860	11,264.28
001-00-53100-095-000		DPW - Garbage & Recycg Collect ACCTB8014757 REFUSE COLLECT AUGUST 2020 B80000718860	28.00
001-00-53100-095-000		DPW - Garbage & Recycg Collect ACCTB8014757 REFUSE COLLECT AUGUST 2020 B80000718860	0.00
Total			23,128.68
54551	9/06/2020	ANGIE THOMAS REFUND SECURITY DEPOSIT 9-12-2020	
001-00-44930-000-000		Rentals Park / Shelter / Hall REFUND OF PARK DEPOSIT 9172020	175.00
Total			175.00
54552	9/06/2020	AQUAFIX LIFT STATION BUG ON A ROPE BRICKS	
003-00-62000-006-000		Sanitary Sewer - Supplies 3- Cases of Bricks - BUG ON A ROPE 33109	1,740.15
Total			1,740.15
54553	9/06/2020	AT&T WATER BOOSTER STATION PHONE	
002-00-60000-043-000		Water-Power / Utilities/ Phone ACCT 920-494-1519 924 9 WATER BOOSTER ST 920494151909-AUG	150.90
Total			150.90
54554	9/06/2020	BADGER LABORATORIES & ENGINEERING CO., INC. TESTING COLIFORM BACT & HALOACETIC ACIDS	

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002-00-60000-014-000		Water - Outside Services	665.00
		COLIFORM - 7 HALOACETIC-3 TRIHALOM-3	20-50022504
002-00-60000-014-000		Water - Outside Services	140.00
		COLIFORM BACTERIA - 7 TESTS	20-50016220
		Total	805.00
54555	9/06/2020	BADGER METER, INC. BEACON MBL SERV UNIT ORION SERVICE	
002-00-60000-015-000		Water - New Meters & Equipment	107.36
		SERV UNIT AUGUST ORION SERVICE AUG	80059570
		Total	107.36
54556	9/06/2020	BARRIER SECURITY SYSTEMS, LLC ELECTRONIC DOOR CONTROL BUILDINGS	
004-00-53100-079-000		Village Building Improvements	19,042.75
		DOOR CONTROL AT BUILDINGS	6598
004-00-53100-079-000		Village Building Improvements	3,863.85
		DPW BUILDING	6599
		Total	22,906.60
54557	9/06/2020	BAYSIDE PRINTING, LLC MULTIPLE INVOICES - DEPARTMENTS	
001-00-51422-006-000		Gen Office Supply	292.00
		CHECK STOCK - HIGH SECURITY	137544
001-00-52200-028-000		Fire - Uniform Expense	767.25
		FIREFIGHTERS VESTS	137568
001-00-52200-028-000		Fire - Uniform Expense	108.00
		FIREFIGHTERS GAITERS	137567
001-00-53100-006-000		DPW - Supplies	253.19
		G. HENN UNIFORM EXP	137543
001-00-53100-006-000		DPW - Supplies	97.50
		SAFETY TEES - PUBLIC WORKS HENN	137493
		Total	1,517.94
54558	9/06/2020	BLUE PRINT SERVICE CO., INC SOUTHWIND ESTATES UTILITY & STREET CONST	
009-00-69000-047-205		DEROUIN - LEX DEV 2320-20-05	487.20
		2020 SOUTHWIND EST. 7-SETS	135154
		Total	487.20

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54559	9/06/2020	BRIAN RUECHEL	
SEPT INVOICE ACCOUNTING TRANSACTIONS			
001-00-51520-014-000		Treasurer - Outside Services	998.75
		ACCOUNTING	09302020
002-00-60000-014-000		Water - Outside Services	998.75
		ACCOUNTING	09302020
003-00-62000-014-000		San Sew - Outside Services	998.75
		ACCOUNTING	09302020
007-00-64000-014-000		Storm Wat - Outside Services	998.75
		ACCOUNTING	09302020
Total			3,995.00
54560	9/06/2020	BROADWAY AUTOMOTIVE	
KEY FOR SQUAD 23372322			
001-00-52100-021-000		Police - Vehicle Maint	25.49
		KEY FOR SQUAD	1001706P
Total			25.49
54561	9/06/2020	BROWN COUNTY CLERK / TREASURER	
AUGUST 2020 ELECTION CHARGEBACKS			
001-00-51440-006-000		Elections - Supplies	771.71
		AUGUST 2020 ELECTION COSTS	2020-00000097
Total			771.71
54562	9/06/2020	BUCKLIN TREE SERVICE LLC	
YARDWASTE BRUSH CHIPPING 9/15 - 9/17/20			
001-00-53100-091-000		DPW-ROW Maint/Yard Waste/Maint	7,505.64
		YARDWASTE BRUSH CHIPPING SEPT 2020	87842
Total			7,505.64
54563	9/06/2020	CALIBERE TITLE	
REFUND ON OVERPAYMENT LOS			
001-00-46100-000-000		Gen Govt Charge for Service	5.00
		REFUND FOR OVERREPAYMENT OF "RUSH" LETTER	9252020
Total			5.00
54564	9/06/2020	CELLCOM GREEN BAY MSA	
ALL CELLPHONES DATA LINKS			
001-00-51422-007-000		All Phones	1,414.51
		ALL PHONES - GENERAL	800325

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001-00-52100-007-000		Police - Phone & Tech Support	864.71
		POLICE PHONES & DATA LINES SQUADS 800325	
001-00-46744-000-000		Tower & Land Rental Fees	-931.70
		CREDIT TOWER PER CONTRACT 800325	
		Total	1,347.52
54565	9/06/2020	DAVE'S AUTO BODY, INC REPAIR REAR WINDOW REGULATOR	
001-00-52100-021-000		Police - Vehicle Maint	301.84
		LT WINDOW REGULATOR 2017 CHEV IMPALA 4895	
		Total	301.84
54566	9/06/2020	EZ GLIDE A DIVISION OF ESSENTIAL PROD. CORP. REPAIR SERVICE STATION#1 DOOR 1	
001-00-52200-039-000		Fire - Station Maintenance	468.20
		STATION#1 DOOR#1 REPAIR / SPRINGS 0168524-IN	
		Total	468.20
54567	9/06/2020	FAHRNER ASPHALT SEALERS, LLC 2020 CRACK SEALING	
001-00-53100-088-000		DPW - Repair/ Preventive Maint	24,832.00
		2020 CRACK SEALING 8300007145	
		Total	24,832.00
54568	9/06/2020	FIRE CATT, LLC FIRE HOSE TESTING	
001-00-52200-006-000		Fire - Supplies	2,856.00
		FIRE HOSE TESTING 8,925 FT 8752	
		Total	2,856.00
54569	9/06/2020	FLY-ME FLAG CO., LLC FLAG REPLACEMENTS	
001-00-55200-006-000		Park & Rec - Supplies	824.55
		18- REPLACEMENT FLAGS 5322	
		Total	824.55
54570	9/06/2020	GAT SUPPLY, INC. HORNET & WASP SPRAY	
001-00-53100-006-000		DPW - Supplies	120.75
		HORNET & WASP SPRAY 368640-1	

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<b>Total</b>			120.75
54571	9/06/2020	GREEN BAY METROPOLITAN SEWERAGE DISTRICT TREATMENT FEES FOR AUGUST 2020	
003-00-62000-080-000		San Sew - GBMSD Treatment	58,526.03
		AUGUST 2020 TREATMENT COSTS 116048	
<b>Total</b>			58,526.03
54572	9/06/2020	GREGG E. SCHREIBER SUBSTITUTE JUDGE EXPENSE	
001-00-51200-001-001		Judge Salary / Wage	675.00
		SUBSTITUTE EXPENSE 3-VISITS 9112020	
<b>Total</b>			675.00
54573	9/06/2020	HANAWAY ROSS LAW FIRM MUNICIPAL PROSECUTION AUGUST	
001-00-51200-059-000		Municipal Court Atty	1,210.00
		AUGUST Services 61	
<b>Total</b>			1,210.00
54574	9/06/2020	HAWKINS, INC. BOOSTER STATION REPAIR	
002-00-60000-022-000		Water - Maintenance/Parts	274.00
		KT1-100-OV PM KIT VALVES 4789395	
<b>Total</b>			274.00
54575	9/06/2020	HSHS EWD EVIDENCE DRAWS -4	
001-00-52100-008-000		Police - Blood Draws	46.50
		AYERS, ISAIAH 8-9-2020 09/02/2020	
001-00-52100-008-000		Police - Blood Draws	46.50
		BATTLE, JACOB 8-28-2020 09/02/2020	
001-00-52100-008-000		Police - Blood Draws	46.50
		LAX, CARMEN 8/22/2020 09/02/2020	
001-00-52100-008-000		Police - Blood Draws	46.50
		ORTEGA-ESQUIVEL, MARIBEL 8/30/2020 09/02/2020	
<b>Total</b>			186.00
54576	9/06/2020	INTERNATIONAL CODE COUNCIL MEMBERSHIP DUES FOR T. GERBERS 8008050	

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001-00-52400-011-000		Insp & Neigh - Ed / Conf / Tra	145.00
		MEMBER # 8008050 - TODD GERBERS 3287785	
Total			145.00
<hr/>			
	54577 9/06/2020	JOE DENOBLE SEWER & WATER CONSTRUCTION INC. LATERAL AT 4383 WINDEMER REPAIR	
002-00-60000-051-000		Water - Repairs & Hydrants	3,878.02
		REPAIR LATERAL AT 4383 WINDEMER 37-10933	
Total			3,878.02
<hr/>			
	54578 9/06/2020	KIMPS ACE HARDWARE 3/8 PITCH .050 GA STIHL CHAIN	
001-00-53100-006-000		DPW - Supplies	55.98
		2- STIHL CHAINS 375339	
Total			55.98
<hr/>			
	54579 9/06/2020	MARCO TECHNOLOGIES, LLC CONTRACT MAINT	
001-00-51422-006-000		Gen Office Supply	26.00
		FS-4200DN Clerk & E60155DN Dep Clerk INV7981517	
001-00-52100-006-000		Police - Supplies	39.00
		P3055DN & CLJ CP2025N Police INV7981517	
001-00-53100-006-000		DPW - Supplies	13.00
		M3540IDN - DPW INV7981517	
Total			78.00
<hr/>			
	54580 9/06/2020	MCALLISTER LANDSCAPE SUPPLIES STRAW BALES	
002-00-60000-022-000		Water - Maintenance/Parts	72.00
		STRAW BALES 53714	
Total			72.00
<hr/>			
	54581 9/06/2020	MIDWEST METER INC. M-25 GAL HRE-LCD ORION ME INTEGRAL, STD	
002-00-60000-015-000		Water - New Meters & Equipment	14,196.00
		78 METERS 0124793-IN	
Total			14,196.00
<hr/>			
	54582 9/06/2020	PACKER CITY INTERNATIONAL TRUCKS, INC. REPAIR TO #305 AC ASSEMBLY	

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001-00-53100-021-000		DPW - Vehicle Maint.	523.24
		REPAIR TO 3305 AC ASSEMBLY R101039163:01	
		Total	523.24
54583	9/06/2020	PACKERLAND VETERINARY CENTER, LTD STRAY ANIMAL INTAKE CHARGES	
001-00-54110-006-000		Humane Officer - Supplies	169.00
		FELINE INTAKE HB 163 DOMESTIC SHORTHAIR 381211	
		Total	169.00
54584	9/06/2020	PITNEY BOWES INC INK CARTRIDGES	
001-00-51422-006-000		Gen Office Supply	242.22
		INK CARTRIDGES FOR POSTAGE METER 1016457414	
		Total	242.22
54585	9/06/2020	POMP'S TIRE SERVICE INC. REPAIR TRACTOR TIRE	
001-00-53100-050-000		DPW - Equipment Repair	225.00
		REPAIR TRACTOR TIRE RT FRONT 1010085644	
		Total	225.00
54586	9/06/2020	PUBLIC SERVICE COMMISSION OF WISCONSIN 2020-2021 ADVANCE ASSESSMENT 2573	
002-00-60000-089-000		Water - Regulatory Comm Expens	1,028.10
		MUN1002068 - HOBART UTILITY 2573 RA21-I-02573	
		Total	1,028.10
54587	9/06/2020	QUADIENT, INC. PF60 DOC FLDR B202215 COVID RELATED EXP	
001-00-51440-006-000		Elections - Supplies	2,862.00
		DOC FLDR B202215 16162030	
		Total	2,862.00
54588	9/06/2020	QUILL CORPORATION MULTIPLE INVOICES - DEPARTMENTS	
001-00-51200-006-000		Municipal Court - Supplies	92.90
		CASH RECEIPT BK - 3 UP - 5 10193111	
001-00-51422-006-000		Gen Office Supply	36.32
		POSTED STAMP RECEIPTS 10191472	

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001-00-51422-006-000		Gen Office Supply	13.16
		DAB N SEAL 50ML 4-PACK	10093770
001-00-52100-006-000		Police - Supplies	42.57
		POLICE COPY PAPER COLORED -3	10013614
001-00-51422-006-000		Gen Office Supply	82.11
		RECEIPT BOOKS	10013614
001-00-51422-006-000		Gen Office Supply	11.76
		COFFEE FOR OFFICE	10013614
Total			278.82
<hr/>			
54589	9/06/2020	RAY O'HERRON CO.INC.	
		9MM LUGER 115 GR FMJ, 50/BX -100	
001-00-52100-066-000		Police - Ammunition / Weapons	1,010.00
		9MM LUGER 115 GR - 100	2037668-IN
001-00-52100-028-000		Police - Uniform Expense	228.00
		MAGAZINE MAG-MOD-F-9-17	2048433-in
001-00-52100-066-000		Police - Ammunition / Weapons	210.00
		12 GA POINT OF AIM - 3027DEF	2048433-in
Total			1,448.00
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54590	9/06/2020	SHOWROOM DETAILING, LLC	
		DETAIL VEHICALS FOR AUCTION	
001-00-52100-021-000		Police - Vehicle Maint	240.00
		FULL DETAIL VINYL REMOVAL	87699
001-00-52400-006-000		Insp & Neigh - Supplies	220.00
		DETAIL & VINYL REMOVAL	87675
Total			460.00
<hr/>			
54591	9/06/2020	SOUTHSIDE TIRE, INC. DE PERE	
		TRACTOR TIRE REPAIR / PATCH/PLUG	
001-00-53100-050-000		DPW - Equipment Repair	51.00
		TRACTOR TIRE REPAIR/PATCH/PLUG	3091912
Total			51.00
<hr/>			
54592	9/06/2020	SPECTRUM BUSINESS / TIME WARNER CABLE	
		INTERNET	
001-00-51422-041-000		Info / Tech Internet Charges	239.98
		SERVICE PERIOD 9/08/20 TO 10/07/20	607906201090920
Total			239.98

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54593	9/06/2020	T & C SERVICES LLC STREET SWEEPING - AUGUST 4-DATES	
007-00-64000-054-000		Storm Wat - Street Sweeping Street Sweeping - 4 DATES AUGUST 2682	2,439.50
		Total	2,439.50
54594	9/06/2020	THE DETAIL SHOP, LLC STORAGE INVOICE CASE #20-2993	
001-00-52100-006-000		Police - Supplies 4-MONTHS STORAGE CASE#20-2993 992020	400.00
		Total	400.00
54595	9/06/2020	TRUCK COUNTRY OF WISCONSIN, INC SEALCLAMP/GUARD CLAMP TRUCK 305 MUFFLER	
001-00-53100-021-000		DPW - Vehicle Maint. TRUCK #305 MUFFLER CLAMPS 919520-00	36.37
		Total	36.37
54596	9/06/2020	TRUCK EQUIPMENT, INC PARTS FOR NEW HOLLAND	
001-00-53100-050-000		DPW - Equipment Repair CONNECTORS FOR NEW HOLLAND 917718-00	23.86
		Total	23.86
54597	9/06/2020	WEYERS EQUIPMENT, INC. PA AL-KIT (2) BOLTS & NUTS (IL)	
007-00-64000-022-000		Storm Wat - Maintenance BLADE BOLTS 145422	53.90
		Total	53.90
54598	9/06/2020	WI DEPT OF JUSTICE - CRIME INFORMATION BUREAU BACKGROUNDS	
001-00-44130-000-000		Operators & Background Checks ACCT G1992 BACKGROUND CKS AUGUST 2020 2020-09-30	70.00
		Total	70.00
54599	9/06/2020	WILLMAN - DAVIS - ELAINE WILLMAN SEPTEMBER CONSULTATION	
001-00-51425-014-000		Tribal Affairs Outside Service CONSULTING INVOICE SEPTEMBER 2020 092020	1,000.00

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54600	9/06/2020	WISCONSIN LABOR LAW POSTER SERVICE 2021 COMPLETE SET OF FED & STATE POSTERS	
001-00-51422-006-000		Gen Office Supply ORDER 2349008 FED & STATE WI POSTERS 2349008	99.50
<b>Total</b>			99.50
54601	9/06/2020	WPS UTILITIES AT 4758 FOREST ROAD	
001-00-51600-040-000		Building / Plant - Utilities 4758 FOREST ROAD PROPERTY 3052899389	40.28
<b>Total</b>			40.28
54602	9/06/2020	WRWA TRAINING CEV - HENN BIESE, REYNEN	
002-00-60000-011-000		Water - Ed / Conf / Travel CEV TRAINING - HENN, BIESE, REYNEN 2280	150.00
<b>Total</b>			150.00
RANDY VISA	10/06/2020	FEDERAL AVIATION ADMIN - VISA REGISTER WITH FAA EVO2 HV5920211717	Manual Check
001-00-52100-011-000		Police - Ed / Conf / Travel REGISTER DRONE 8142020	5.00
<b>Total</b>			5.00
MARY - VISA	10/06/2020	MAILCHIMP - VISA 8/23/2020 MONTHLY MAILCHIMP.COM	Manual Check
001-00-51422-006-000		Gen Office Supply WEB/HEADLINES MAILCHIMP 8/23/2020	34.99
<b>Total</b>			34.99
JERRY - VISA	10/06/2020	CRYSTAL COFFEE CAFE - VISA VOTING	Manual Check
001-00-51440-006-000		Elections - Supplies VOTING 08/11	61.21
<b>Total</b>			61.21
JERRY - VISA	10/06/2020	SCOTT'S SUBS - VISA SEASONAL LUNCH	Manual Check

9/30/2020 11:09 AM

Check Register - Full Report - ALL

Page: 11

ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 9/06/2020

From Account:

Thru: 10/06/2020

Thru Account:

Check Nbr	Check Date	Payee	Amount
001-00-53100-006-000		DPW - Supplies	54.52
		SEASONALS LUNCH	
		08/19	
		Total	54.52
JERRY - VISA	10/06/2020	MENARDS - VISA	
		FLOOR SQUEEGEE & ASPHALT SLR	
		Manual Check	
001-00-55200-039-000		Park & Rec -Site Maintenance	22.97
		FLOOR SQUEEGEE AND ASPHALT SLR	
		08/02	
		Total	22.97
RANDY - VISA	10/06/2020	AMAZON - VISA	
		3-SANDISK EXTREE PRO MICRO MEM CARDS	
		Manual Check	
001-00-52100-006-000		Police - Supplies	194.37
		MEMORY CARDS - POLICE	
		8142020	
		Total	194.37
RANDY - VISA	10/06/2020	WALMART - VISA	
		RAIN-X WINDOW WASH SQUADS	
		Manual Check	
001-00-52100-006-000		Police - Supplies	46.76
		RAIN-X WINDOW WASH FOR SQUADS	
		R1BYP8	
		Total	46.76
		Grand Total	185,804.15

9/30/2020 11:09 AM

Check Register - Full Report - ALL

Page: 12

ALL Checks

ACCT

ALL BANK ACCOUNTS

Dated From: 9/06/2020

From Account:

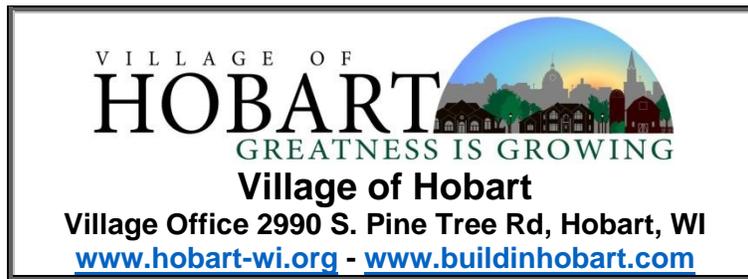
Thru: 10/06/2020

Thru Account:

Amount

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Total Expenditure from Fund # 001 - General Fund	75,993.14
Total Expenditure from Fund # 002 - Water Fund	21,660.13
Total Expenditure from Fund # 003 - Sanitary Sewer Fund	61,264.93
Total Expenditure from Fund # 004 - Capital Projects Fund	22,906.60
Total Expenditure from Fund # 007 - Storm Water Fund	3,492.15
Total Expenditure from Fund # 009 - TID #2 Fund	487.20
Total Expenditure from all Funds	185,804.15



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

**Date/Time: Tuesday September 1, 2020 (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 6:00pm. Roll call: Rich Heidel, David Dillenburg, Ed Kazik, Tim Carpenter, and Debbie Schumacher were present.

**2. Certification of the open meeting law agenda requirements and approval of the agenda:**

Motion made by Rich Heidel, second by Ed Kazik, to approve the agenda as presented. The motion passed unanimously.

**3. Pledge of Allegiance:**

Those present recited the Pledge of Allegiance.

**4. PUBLIC HEARINGS**

There were no 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**

**B. VILLAGE BOARD: Minutes of September 1, 2020**

**C. PLANNING & ZONING COMMISSION: Minutes of June 10, 2020**

**D. LIQUOR LICENSE: D2's of Hobart – 530 Larsen Orchard Parkway (Agent: Howard Johnston – 2743 Saint Ann Drive, Green Bay)**

Motion by Rich Heidel, second by Debbie Schumacher, to approve the items listed on the consent agenda as presented. The motion passed unanimously.

**6. ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed.

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

Bill Schwenke – 1492 Geneva Road – Concern with stormwater drainage on his property. Bill is looking for some guidance on how to help alleviate the issue as the situation is worsening. The board will direct the Public Works Director to visit the property to evaluate the situation.

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

**A. UPDATE – Alternate of the Public Works and Utility Committee**

Kyle Schmitz has resigned from the position due to moving from Hobart.

**B. UPDATE – FY 2020 Budget Report**

The budget year passed the 2/3 mark at the end of August. Staff will present the proposed amendments at the first meeting in October.

**C. UPDATE – Routes to Recovery Submittal**

The village submitted its first request for refunds for the Routes to Recovery funds. Of the available \$156,000, we have submitted a request for \$8,163.69. There will be a second submittal during the next open period to submit expensed incurred between now and November 6<sup>th</sup>.

**D. UPDATE - Highway 29/VV Interchange**

Bids for the interchange were opened today and the project is \$2.1 million under budget so far.

**9. COMMITTEE REPORTS AND ACTIONS****A. DISCUSSION AND ACTION - Consider Final Plat for Southwind Estates First Addition Planned Unit Development, HB-2892, HB-359-1, & HB-359**

Lexington Homes, Inc. is proposing plat for an addition to the recently approved Southwind Estates Subdivision plat that will consist of 14 new single-family lots and 1 smaller out lot along the south boundary of the plat. This plat addition is very similar to what was originally submitted as part of the preliminary plat for the entire subdivision prior to the developer removing these 14 lots from the original subdivision plat while they worked out a few details. During the final plat approval back in June 2020, this area was labeled as an outlot with the anticipation that this plat addition would be submitted at a later date. That time has arrived and the developer is requesting review of this 14 lot (1 outlot) plat addition with the one modification that now includes the right-of-way being extended to the south to allow for future expansion of any such residential development. (Planning and Zoning Commission). Motion by Ed Kazik, second by Tim Carpenter, to approve the final plat for Southwind Estates First Additions Planned Unit Development contingent upon no subsequent changes being made. The motion passed unanimously.

**B. DISCUSSION AND ACTION – Certified Survey Map, N. Overland Rd. & Oak Ridge Dr., HB-640-1 & HB-640-11**

The property owner currently has two lots and is proposing a three lot CSM that would create a third lot along with slightly altering the existing property lines between the two current parcels. This proposed CSM will create three separate parcels of 2.69 acres, 5.66 acres, and 3.42 acres. Lot 3 is currently developed with a single-family dwelling and an accessory building while Lots 2 and 3 are largely undeveloped except for the existing accessory building located in the corner of Lot 2. Both Lots 2 and 3 will remain under the same ownership so the use and operation of these three buildings will remain the same. Lot 1 is proposed to be sold and for the future development of a single-family residential dwelling. With the acreage for Lot 1 being reduced to under 5 acres, this particular lot will need to be rezoned to a residential district and any approval of this CSM will need to be conditioned with the rezoning being approved. (Planning and Zoning Commission). Motion by Ed Kazik, second by Tim Carpenter, to approve the certified survey map for HB-640-1 and HB-640-11 as presented contingent upon the proposed lot 1 being rezoned to ER: Estate Residential and payment of the \$300.00 park fee. The motion passed unanimously.

**10. OLD BUSINESS**

None.

**11. NEW BUSINESS (Including items for future agenda consideration or Committee assignment)****A. DISCUSSION AND ACTION – Storm Water Improvement Ordinance (2020-07)**

The Village is periodically approached by private property owners to make storm water improvements. At present, there is no ordinance or policy which defines the Village's role in dealing with such requests, including who pays for the improvements, if needed. This ordinance addresses the need for a policy to regulate such requests. The board directed staff to move forward with finalizing the ordinance for readings at future board meetings.

**B. DISCUSSION AND ACTION – Job Posting (Police Administrative Assistant)**

Staff would recommend approval of the job posting, with the goal of filling the position in mid-November. Motion by Tim Carpenter, second by Ed Kazik, to approve the job posting for Police Administrative Assistant. The motion passed unanimously.

**C. DISCUSSION AND ACTION – Proposed Land Trade with Austin Straubel Airport**

The Village and Austin Straubel Airport have held discussions over the past decade on the possibility of trading land parcels, but those discussions have not resulted in action. The Village retains road right-of-ways on Airport property, though there are no actual roads constructed. The Village is desiring to acquire several parcels of land, owned by the Airport, adjacent to the Village Office, which may be utilized in the future for future building needs. Staff is presenting a proposal for the Village to forward to the Airport. Motion by Ed Kazik, second by Debbie Schumacher, To direct the Village Administrator to draft and submit to Marty Piette (Airport Director – Green Bay Austin Straubel International Airport) a proposal under which the Airport would trade the following parcels: HB 64-2, HB 68-4, and HB 68-11 (total of 4.162 acres) in exchange for the Village vacating the right-of-way on parts of the following parcels, either part of or affecting: HB-169, HB-169-1, HB-171, HB-164-1-1, HB-164, HB-186, HB-172, HB-173-2, HB-172-1, HB-173-1, HB173-3, HB-176, HB-207, HB-187-1, HB-187, HB-190, HB-190-2 (Total acreage – 4.598 acres), which would be transferred to the Airport following the vacation and to indicate village's desire to also take possession of HB-68-6 and HB-68-7. The motion passed unanimously.

**D. DISCUSSION AND ACTION – Establishing a Public Hearing to Consider a Rezoning Request**

Staff would recommend the public hearing be set for October 6th Board meeting to consider the rezoning related to Agenda Item 9-B above. Motion by Ed Kazik, second by Rich Heidel, to set a public hearing for the rezoning of a portion of HB-640-1 on October 6, 2020.

**E. DISCUSSION AND ACTION – Approval of Road Pavement Marking Projects**

Staff is proposing the bid being awarded to Century Fence Company for pavement marking on North Overland (22,097 linear feet - \$13,258.20) and Trout Creek Road (28,479 linear feet - \$15,663.45), with funds coming from the FY2020 Capital Project Fund. The proposed work on Centennial Centre Boulevard will be delayed until 2021 (\$22,685). The total bid price for the 2020 work is \$28,921.65. Motion by Ed Kazik, second by Debbie Schumacher, to approve the bid for road pavement marking projects on N. Overland Rd, Trout Creek Rd, and Centennial Centre Blvd to Century Fence Company for an amount not to exceed \$51,606.65. The motion passed unanimously.

**F. Awarding of Bid for 2020 Blackberry Estates Utility and Street Construction (Contract 2320-20-07)**

Bids were opened on September 11th for the project, and bids were received from 11 contractors, ranging in cost from \$956,105.00 to \$1,156,685.00 for the base bid. The low bidder was Carl Bower & Sons, Kaukauna, WI, with a bid of \$956,105.00. Staff would recommend awarding the contract to Carl Bowers & Sons. Funding will come from a borrowing done previously this year, with proceeds from the sale of the lots paying the majority of the bond. Motion by Ed Kazik, second by Rich Heidel, to approve the Blackberry Estates Utility and Street Construction bid to Carl Bower & Sons for \$956,105.00. The motion passed unanimously.

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

None.

**H. 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: Fee-to-trust issues, Abandoned railroad R-O-W, Tribal Affairs and Oneida Nation v. Village of Hobart litigation; Highway 29-County VV Interchange
- 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: TID Projects/Development Agreements
- 3) Under Wisconsin Statute 19.85 (1) (c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: Personnel

Motion by Rich Heidel, second by Ed Kazik, to go into closed session at 7:07pm. Motion approved unanimously.

**I. CONVENE into open session**

Motion by Rich Heidel, second by Ed Kazik, to convene into open session at 7:35pm. Motion approved unanimously.

**J. ACTION from closed session**

None.

**12. ADJOURN**

Motion by Rich Heidel, second by Tim Carpenter, to adjourn at 7:35pm. Motion approved unanimously.



**Village of Hobart Site Review Committee Minutes  
Hobart Village Office; 2990 S. Pine Tree Rd, Hobart, WI  
Tuesday, July 7, 2020 – 5:00 pm**

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**1. Call to Order, Roll Call:**

The meeting was called to order by Debbie Schumacher at 5:07pm. Roll call: Dave Dillenburg, excused; Debbie Schumacher, aye; Mike Ambrosius, aye; Dave Baranczyk, excused; Merlin Zimmer, excused; Rick Nuetzel, aye; Tom Tengowski, aye.

**2. Verify/Modify/Approve Agenda:**

Motion by Rick Nuetzel, second by Mike Ambrosius, to approve the agenda as presented. All in favor. Motion carried.

**3. Approval of Site Review Minutes:**

Motion by Rick Nuetzel, second by Debbie Schumacher, to approve the site review minutes for June 23, 2020

**4. Public Comment on Non-Agenda Items:**

None.

**5. Request for a new 16,170 square foot Sports Facility located at 740 Centerline Drive:**

GENERAL INFORMATION

1. Developer: Harry Boyce
2. Applicant: Bayland Buildings, Inc.
3. Address/Parcel: 740 Centerline Drive, Portion of HB-2681-1
4. Zoning: PDD #1: Centennial Centre at Hobart District
5. Use: Indoor Sports Training Facility

ANALYSIS

The development is for a proposed new 16,170 square foot building to be constructed along Centerline Dr. on a newly created parcel adjacent to the Village Water Tower. This request is for committee approval on the overall general site layout and the building architecture only at this time with a full submittal and review at a future meeting.

BACKGROUND

As noted above, this request that is before the committee at this time is for the approval of the general site layout and building architecture only. The contractor is requesting that the committee please review this limited portion as they are planning to construct the building this year and at present day there is approximately a 8 – 12 week delay from the time it is ordered on getting the metal delivered to the site. The proposed new 16,170 square foot building will be constructed towards the middle of the property with high visibility to STH 29/32 with the plan to expand the building to the east in the future. Along with a possible future expansion, there is enough area on site to expand the parking area as well.

SITE REVIEW DEVELOPMENT AND DESIGN STANDARDS CHECKLIST

Section 3, Site Plan Approval

- A. Zoning: PDD #1: Centennial Centre at Hobart District

- B. Green Space: Not known at this time
- C. Setbacks: Minimum required setbacks – Front 30’, Side 15’, Rear 25’ (will be included on full submittal for later meeting)
- D. Parking: There are 40 stalls shown with the ability to construct additional stalls if necessary
- E. Fire Dept. and Police Dept.: These plans do not include the detail necessary for a full review by either the Police Chief or Fire Chief, however, neither has any issue with the very basic site plan as presented. A more in depth and formal review will be completed when the required documentation is submitted for the full review at a later meeting.
- F. Storm Water: No details at this time, still in the planning stages (will be included on full submittal for later meeting)
- G. Refuse Collection: To be located at north end of parking area. Enclosure materials will need to be submitted for approval. Additionally, with the proximity to HWY 29 corridor. Staff would recommend that landscaping be included on the landscape plan to help screen the enclosure from view from HWY 29.

#### Section 4, Architectural Plan Approval

- A. Exterior Construction Information:
  - 1) Materials: Metal skeletal building
  - 2) Exterior Materials: CMU block and semi-concealed metal wall panels (note that the east elevation is proposed without the CMU block as it is designed to be expandable for a future addition)
  - 3) Height: Overall height of approximately 30’.
  - 4) Overhead doors: Two glass doors on the front to allow for occasional access of larger items into the facility.
  - 5) Mechanical Equipment: If located on the roof or ground, shall be screened from view by materials compatible with the building or landscaping.

#### Section 5, Landscaping Plan:

Plan is still in the planning stages and will be brought for approval at a later meeting along with the final submittal.

#### Section 6, Lighting:

Plan is still in the planning stages and will be brought for approval at a later meeting along with the final submittal.

#### Section 7, Signage:

No signage proposed at this time and any future proposed signage would be required to be submitted for approval at a later date.

#### Section 8, Driveway-Curb Cut:

New curb cut noted at 35’ from Centerline Drive

#### ACTION

Motion by Tom Tengowski, second by Rick Nuetzel, to approve the 15,170 square foot Sports Training Facility with the following conditions:

- 1. Lock Box location shall be noted on final plan at time of revised submittal
- 2. Provide adequate width of drive lanes in parking areas for fire apparatus
- 3. Recycling/trash enclosure shall be constructed of materials compatible with the main building and include landscaping around the perimeter to help screen from view from adjacent roadways (HWY 29)

4. This approval is for general site layout only with the following items/plans being submitted at a later meeting for review: Final site plan with dimensions, Utility/ Engineering plan, Stormwater plan and details, Landscape plan, Lighting plan, Signage plan/documentation with details.
5. No development/construction of the site (other than site grading) may commence based on this review.
6. EFIS coating material will be required for all sides except the east elevation.
7. Owner must return within 5 years to present proposed expansion plans or present plans to put EFIS on the east elevation to match the other elevations.

All in favor. Motion carried.

**6. Adjourn:**

Motion by Rick Nuetzel, second by Mike Ambrosius, to adjourn. All in favor. Motion carried. Meeting adjourned at 5:33pm.

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



**TO:** Village Board  
**FROM:** Aaron Kramer, Village Administrator  
**RE:** Update on 2020 Capital Projects  
**DATE:** October 6<sup>th</sup> 2020

### BACKGROUND

Staff is presenting an update on the 2020 Capital projects.

### CAPITAL PROJECTS – ROAD WORK

Budget Source  
 Capital Projects - \$364,176

<b>DREAM LAKE ROAD</b>	<b>2020 BUDGET</b>	<b>APPROVED BID</b>	<b>DIFFERENCE</b>
Capital Projects	\$76,794.00	\$109,832.01	\$33,038.10
Storm Water	\$32,912.00	\$47,070.90	\$14,158.90
<b>TOTAL</b>	<b>\$109,706.00</b>	<b>\$156,903.00</b>	<b>\$47,197.00</b>

<b>MAPLEVIEW COURT</b>	<b>2020 BUDGET</b>	<b>APPROVED BID</b>	<b>DIFFERENCE</b>
Capital Projects	\$92,552.00	\$96,063.80	\$3,511.80
Storm Water	\$39,665.00	\$41,170.20	\$1,505.20
<b>TOTAL</b>	<b>\$132,217.00</b>	<b>\$137,234.00</b>	<b>\$5,017.00</b>

<b>ACORN COURT</b>	<b>2020 BUDGET</b>	<b>APPROVED BID</b>	<b>DIFFERENCE</b>
Capital Projects	\$28,798.00	\$30,114.35	\$1,316.35
Storm Water	\$22,542.00	\$23,106.15	\$564.15
<b>TOTAL</b>	<b>\$51,340.00</b>	<b>\$53,220.50</b>	<b>\$1,880.50</b>

<b>CONCORD WAY</b>	<b>2020 BUDGET</b>	<b>APPROVED BID</b>	<b>DIFFERENCE</b>
Capital Projects	\$31,186.00	\$53,190.90	\$22,004.90
Storm Water	\$13,365.00	\$22,796.10	\$9,431.10
<b>TOTAL</b>	<b>\$44,551.00</b>	<b>\$75,987.00</b>	<b>\$31,436.00</b>

TOTAL AMOUNT: \$423,434.50

This total amount is \$59,258.50. The differential will be divided between the Capital Reserve (70 percent - \$41,480.95) and the Storm Water Fund (\$17,777.50).

NOTE: Inverary Court was included in the 2020 Capital Projects budget - but was not included in the projects awarded due to the bid costs.

**CAPITAL BUDGET PROJECTS – PARK AND RECREATION**Paving of Four Seasons Parking Lot

Budgeted - \$65,000.00

ACTUAL - \$78,355.00

Difference - \$13,355.00 (This will be allocated to the Park Reserve)

**STORM WATER PROJECTS**CULVERT REPAIRS - \$15,000 budgeted

<b>CULVERT REPAIRS</b>	<b>APPROVED BID</b>	<b>DIFFERENCE</b>
Trout Creek	\$17,857.50	\$2,857.50

INLET REPAIRS - \$125,000 budgeted

<b>CULVERT REPAIRS</b>	<b>APPROVED BID</b>	<b>DIFFERENCE</b>
Pleasant Valley Drive	\$45,301.90	
Pleasant Valley Drive (Alt.1)	\$44,523.01	
Dream Lake Road	\$3,600.00	
<b>TOTAL</b>	<b>\$93,424.91</b>	<b>\$31,575.09</b>

**ADDITIONAL PROJECTS**NORTH PINE TREE ROAD

ACTUAL – \$123,453.00

NOTE: This project has been allocated to the Storm Water Fund

BAY RIDGE COURT

ACTUAL - \$40,450.00

NOTE: This project has been allocated to the Storm Water Fund

HILLCREST SCHOOL PEDESTRIAN CROSSING

ACTUAL - \$83,930.00

NOTE: The funding for this project came from an amendment to the budget approved in April to allocated \$50,000 from the 2019 budget surplus and \$30,000 from the Pulaski School District. The balance (\$3,930) will come from the Capital Reserve Surplus.

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**RECOMMENDATIONS**

No action is required as this is an informational item on the agenda. The budgetary changes above will be incorporated when the Capital and Storm Water budgets are amended last this year.



**TO: Site Review Committee**

**RE: Proposed 32 Square Foot Freestanding Monument Sign**

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

**DATE: September 16, 2020**

**ISSUE:** Consider a new freestanding monument sign

**RECOMMENDATION:** Staff recommends conditional approval.

### **GENERAL INFORMATION**

1. Applicants/Agent: Rivers of Life Ministries
2. Owner: Rivers of Life Ministries
3. Address: 522 Orlando Dr.
4. Parcel: HB-314
5. Zoning: R-2: Residential District

### **ZONING REQUIREMENTS**

Rivers of Life Ministries is proposing to remove their existing non-illuminated freestanding sign along Orlando Dr. and replace it with an internally illuminated monument sign to be constructed in the same location as the existing sign. The proposed sign will be an internally illuminated cabinet mounted within a new brick structure to provide a much greater appearance than the existing post and panel style sign. The proposed sign with structure will have an overall height of 8' with an overall width of 10' and a sign area of 32 square feet per side. These measurements comply with the Village code for religious establishments which permits a maximum of 50 square feet per side of sign and a maximum of 10' in overall height.

### **RECOMMENDATION/CONDITIONS**

Staff recommends conditional approval of the freestanding monument sign as submitted subject to the following conditions:

1. Sign shall maintain a minimum of 10' from property lines
2. Address of property shall be identified on the sign

## VILLAGE OF HOBART SIGN SITE REVIEW APPLICATION

**OWNER / APPLICANT INFORMATION**

Name: Rivers Of Life Ministries Phone # 920-265-0708  
 Address: 522 Orlando Dr City Devere Zip 54115  
 Location of building/structure/lot requiring Sign: Same

**INSTALLATION INFORMATION:**

Name of Firm / Person doing work: Rivers Of Life Phone # 920-265-0708  
 Contact: Rev. John Dessant Phone # 920-265-0708  
 Address: 522 Orlando Dr.

**CHECKLIST FOR ITEMS TO ACCOMPANY APPLICATION**

Fee: \$35 DATE PAID 9/2/2020

CHECK # 4001

Written consent of owner of building/structure or land to which Sign is to be erected upon:

Leased building Requires building owners approval letter:

A Scale Drawing of Sign indicating the following:

Materials to be used

Color scheme

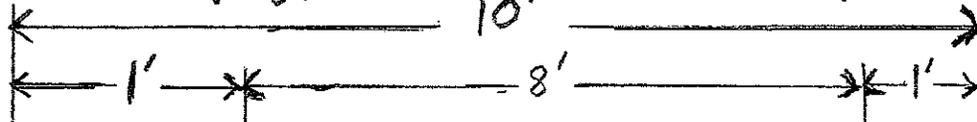
Type of illumination, if any

Method of construction & attachment

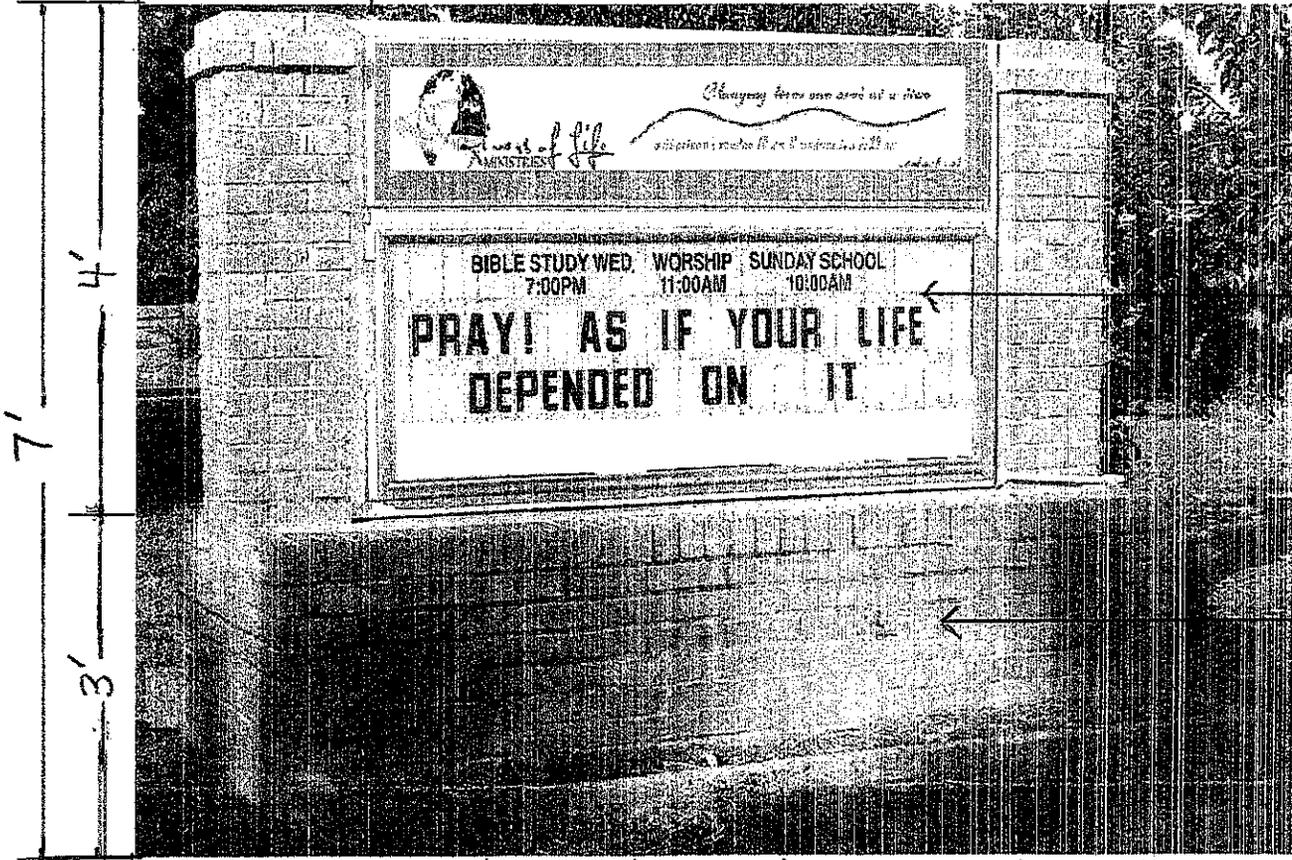
A Scale Drawing indicating Location & Position of Sign in relation to nearby buildings/structures

For Wall Signs: A Scale Drawing indicating the size & position of Sign in relation to the wall upon which it will be placed

(Sign - Double Sided)  
(Lighted 4' H x 8' W = 32 sq. ft.)



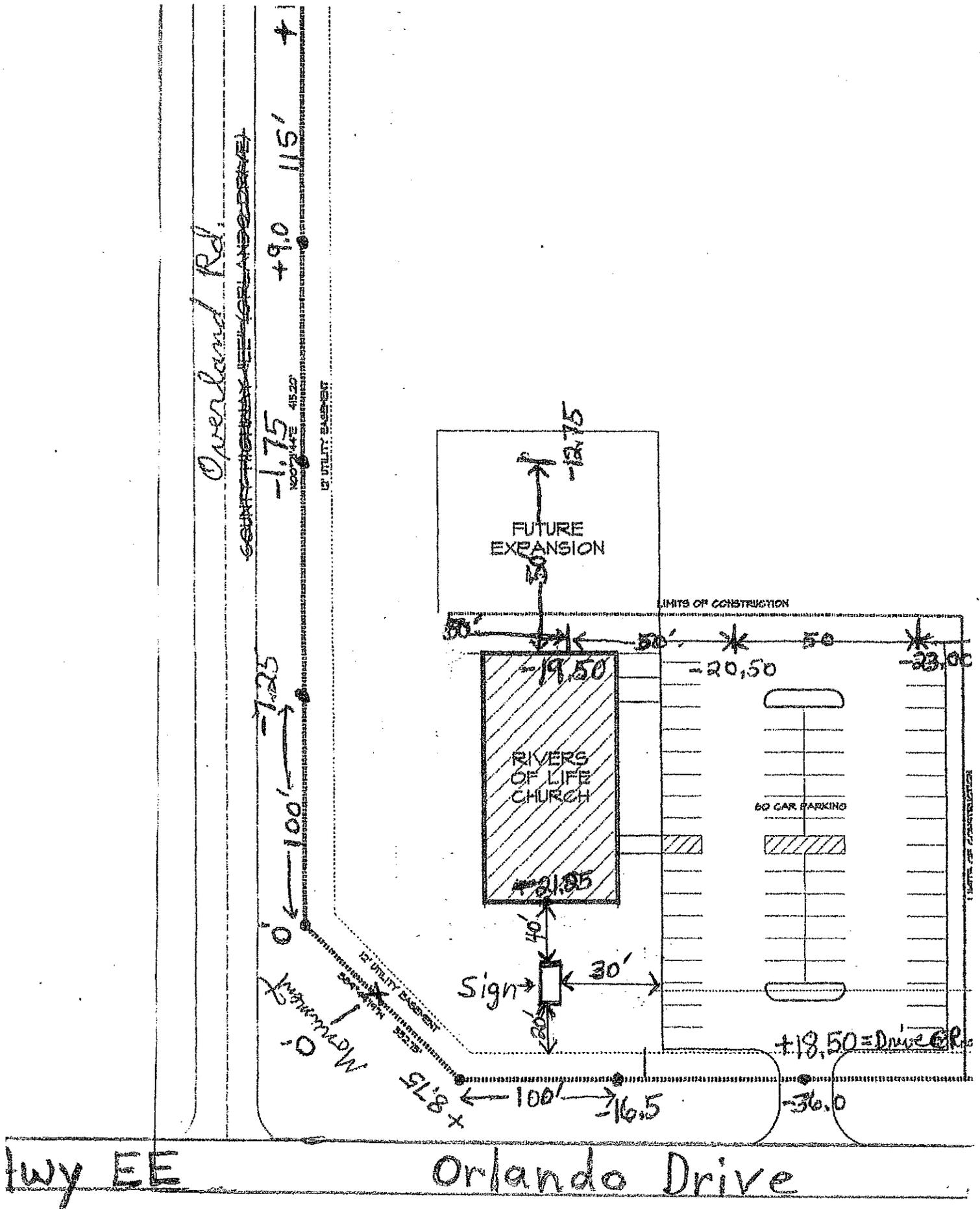
(8' Max. Height)



Plexi Glass +  
Aluminum &  
Lighted Inside

Brick + Mortar

6" Concrete Pad + Footings Below Frost





**TO: Site Review Committee**

**RE: Proposed Wall and Freestanding Monument Sign, 3750 Packerland Dr.**

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

**DATE: September 16, 2020**

**ISSUE:** Consider a new freestanding monument sign and wall sign located at 3750 Packerland Dr.

**RECOMMENDATION:** Staff recommends conditional approval.

### **GENERAL INFORMATION**

1. Applicants/Agent: Jessica Niles (Creative Sign Company)
2. Owner: Ken Destiche (Laser Forms)
3. Address: 3750 Packerland Dr.
4. Parcel: HB-950-6
5. Zoning: I-1: Limited Industrial District

### **ZONING REQUIREMENTS**

Laser Forms, LLC is currently in the process of having a new 72,800 square foot manufacturing facility constructed at 3750 Packerland Dr. (northwest corner of Packerland Dr. and Camber Ct.). During the site plan approval for the overall site back on August 21, 2019, signage was not included in that review at that time and was required to come back to the committee at a later date. The owner and sign company have now finalized the plans for both a freestanding monument sign to be located along Packerland Dr. along with a wall sign to be mounted on the front (east) elevation of the building.

The freestanding sign will be a metal fabricated sign (bringing it over from their current facility) mounted to a brick/block masonry base that matches the material on the principal building. The sign is 24 square feet (100 allowed by ordinance) with an overall height of 7' and width of 16' (10' high and 20' allowed by ordinance). This sign must still maintain a minimum 10' setback from property lines.

As for the proposed wall sign, it will be backlit channel letters (white LED around the perimeter) mounted to a raceway. The sign will be 263.25 square feet which complies with village ordinance of a maximum of 300 square feet allowed.

Please note that there are also some "palm trees" proposed adjacent to the freestanding sign, however, this is considered "art" and is not to be included as part of the signage package for the site.

### **RECOMMENDATION/CONDITIONS**

Staff recommends conditional approval of the freestanding monument sign and wall sign as submitted subject to the following conditions:

1. Sign shall maintain a minimum of 10' from property lines
2. Address of property shall be identified on the sign



**Building Permit Application**

Permit Number: \_\_\_\_\_  
(Assigned by Village Personnel)

Village of Hobart  
Dept of Neighborhood Services  
2990 S Pine Tree Rd  
Hobart WI 54155  
Phone: (920) 869-3809  
Fax (920) 869-2048

Project Address 3750 Packerland Drive Parcel Number HB-450-3

Applicant is the:  Owner OR  Contractor  
Use Category:  Single Family  Duplex  Multi-Family  Commercial  Industrial  Agricultural

Owner's Name: <u>Ken Destache</u> Lessor form e-mail: <u>KDestache@Lessorform.com</u>		Mailing Address: <u>1010 continental Dr</u> <u>GB 54304</u>	Tel: Fax: Mobile: <u>920-680-0871</u>
Building Contractor Name: <u>Kellor Dan Dyco</u> e-mail: <u>Ddyco@kellorbuilds.com</u>	Lic#  Qualifier#	Mailing Address: <u>N216 HWY55</u> <u>Kaukauna, WI 54130</u>	Tel: Fax: Mobile: <u>920-427-4413</u>
Electrical Contractor Name: <u>Faith</u> <u>Carl Sternhagen</u> e-mail: <u>Carl.Sternhagen@FaithTechnologies.com</u>	Lic#	Mailing Address: <u>225 Main St.</u> <u>Menasha, WI 54952</u>	Tel: <u>920-738-1500</u> Fax: Mobile: <u>920-585-1079</u>
HVAC Contractor Name: <u>Signs</u> <u>Creative Sign Company</u> e-mail: <u>Jessica@creativesigncompany.com</u>	Lic#	Mailing Address: <u>505 Lawrence Dr.</u> <u>DePere, WI 54115</u>	Tel: <u>920-336-8900</u> Fax: _____ Mobile: <u>920-264-6461</u>
Plumbing Contractor Name: <u>N/A</u> e-mail:	Lic#	Mailing Address:	Tel: Fax: Mobile:

- Work being done:**
- New Structure
  - External Remodeling
  - Hot Tub/Spa
  - Swimming Pool
  - Addition
  - Internal Remodeling
  - Fence/Kennel
  - Wrecking Permit
  - Deck/Porch/Patio
  - Garage/Utility Structure
  - Sign/Canopy/Awning
  - Other \_\_\_\_\_
  - Driveway/Parking
  - Handicap Ramp
  - Stove/Fireplace

Additional information, such as plan submittal and approval, may be required before issuance.

Scope of work: Fabricate and install one set of back lit channel letters  
to front of building. Creative Sign to furnish lighting for monument  
sign, structure, foundation, trees. sign to be done by others.

**Any work not included in this application is not permitted.**

Total Value of Project \$ 7,465.00 (Value of materials & labor is required to ensure consistency in assessing permit fees.)

Breakdown of values: Bldg \_\_\_\_\_ Elec \_\_\_\_\_ Plumb \_\_\_\_\_ HVAC \_\_\_\_\_

I certify the above information is complete and accurate. I agree to perform the work in conformance to all approval conditions & applicable codes/ordinances.

Applicant Name: Jessica Niles  
(Please print)

Signature: Jessica Niles

Date: 8/6/20

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

Date: \_\_\_\_\_

Copy to: Property File Applicant Assessor Inspector Permit File **Total Fees Collected:** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

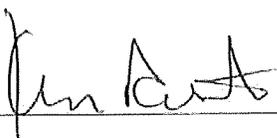
**Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand if this project involves disturbing one or more acres of soil, this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

I have read the aforementioned Cautionary Statements and Notices.

Owner's Signature:  Date: 8-6-2020





505 LAWRENCE DR, DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

**CLIENT: LASERFORM LLC**

LOCATION: GREEN BAY WI  
DRAWN BY: BRIDGET N  
SALESPERSON: STEVE B/ JESSIE N  
DATE: 04/30/2020  
DESIGN #: D16643  
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	BN	05/07/2020	BLACK FACES/ RAW RETURNS
	BN	07/29/2020	LOCATION PHOTO
	BN	08/03/2020	RACEWAY/BACK PANEL

**BACKLIT CHANNEL LETTERS**

**QUANTITY:** 1  
**LETTERS:** BACKLIT CHANNEL LETTERS  
**LIGHTING:** LED AROUND PERIMETER (WHITE)  
**FACES:** .125" ALUMINUM P-1  
**RETURNS:** PAN-FORMED ALUMINUM WITH A CLEAR COAT (2")  
**BACKING:** 3/16" WHITE LEXAN  
**MOUNTING:** OFFSET 2" FROM BACK PANEL  
**FONT:** LOGO PROVIDED

**BACK PANEL:** .125" ALUM, P-2  
**MOUNTING:** TO RACEWAYS W/ Z CLIPS ALONG TOP

**RACEWAY:** QTY 3 (5.5"H X 3.5"D), P-2

**PHOTO EYE:** NO. LETTERS WILL BE ON A TIMER.

**INSTRUCTION:** CSC IS TO OBTAIN SIGN PERMIT, COORDINATE W/ ELECTRICIAN THEN PRODUCE AND INSTALL.

**COLORS:**

- P-1 BLACK
- P-2 MP 06013 BEWITCHING

**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**A** LOCATION VIEW (AFTER)  
**1** SCALE: 1/10" = 1'

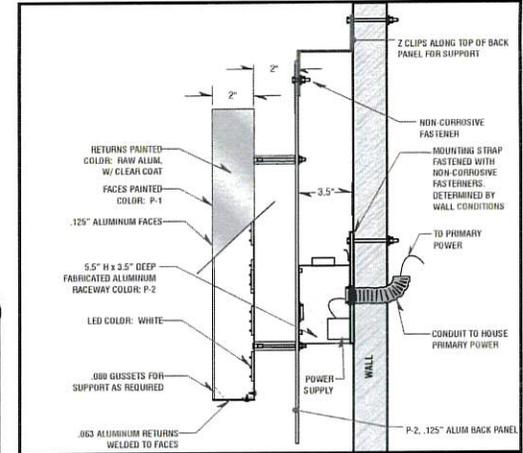


Center Overall Sign Vertically to Peak

**A** EXISTING VIEW  
**4** N.T.S.

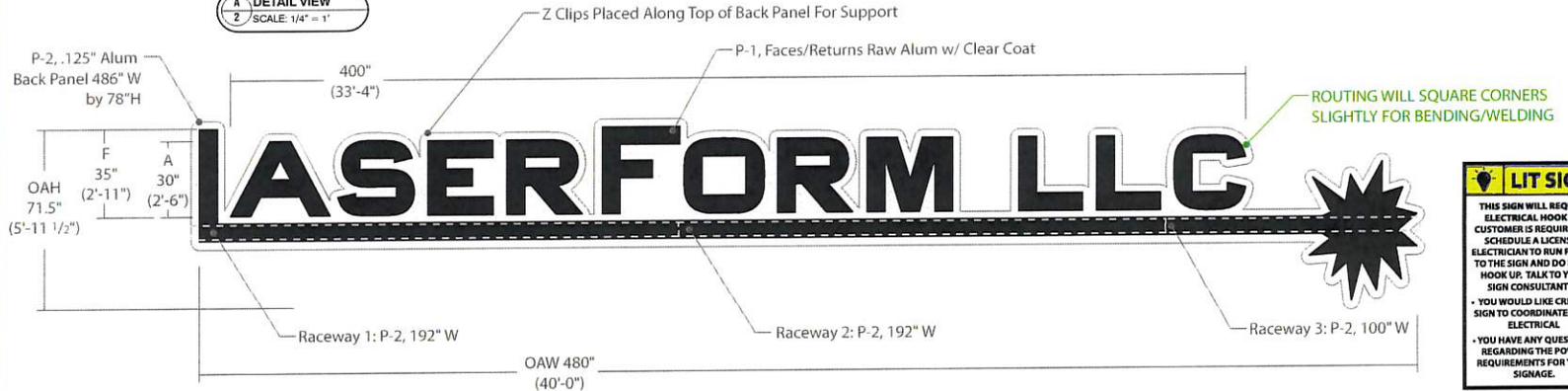


**A** NIGHT VIEW  
**3** SCALE: N.T.S.



ALUM REVERSE-ILLUMINATED LETTERS (REMOTE P.S.)

**A** DETAIL VIEW  
**2** SCALE: 1/4" = 1'



**LIT SIGN**

THIS SIGN WILL REQUIRE ELECTRICAL HOOK UP. CUSTOMER IS REQUIRED TO SCHEDULE A LICENSED ELECTRICIAN TO RUN POWER TO THE SIGN AND DO FINAL HOOK UP. TALK TO YOUR SIGN CONSULTANT IF:  
 • YOU WOULD LIKE CREATIVE SIGN TO COORDINATE YOUR ELECTRICAL  
 • YOU HAVE ANY QUESTIONS REGARDING THE POWER REQUIREMENTS FOR YOUR SIGNAGE.

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**CONCEPTUAL DRAWING ONLY**

All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

**CUSTOMER RESPONSIBILITIES**

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CONFIRM WORKING AREA ROUTING TO SQUARE CORNERS





505 LAWRENCE DR, DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

CLIENT: LASERFORM LLC

LOCATION: GREEN BAY WI  
DRAWN BY: BRIDGET N  
SALESPERSON: STEVE B/JESSIE N  
DATE: 04/30/2020  
DESIGN #: D16643  
PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
BN	07/29/2020	EXISTING POLES/UPDATES	
BN	08/05/2020	AUG HOLE/ MOUNTING	

**FOUNDATION DRAWING (BY OTHERS)**

QUANTITY: 1  
BASE: REAL MASONRY DONE BY OTHERS.

POLES: (QTY 2) EXISTING 2.5" ROUND  
FOUNDATION: BY OTHERS

INSTRUCTION: BASE AND FOUNDATION BY OTHERS.  
CSC TO COORDINATE ELECTRICIAN  
TO HOOK UP LIGHTS. CSC TO OBTAIN  
PERMIT.

COLORS:

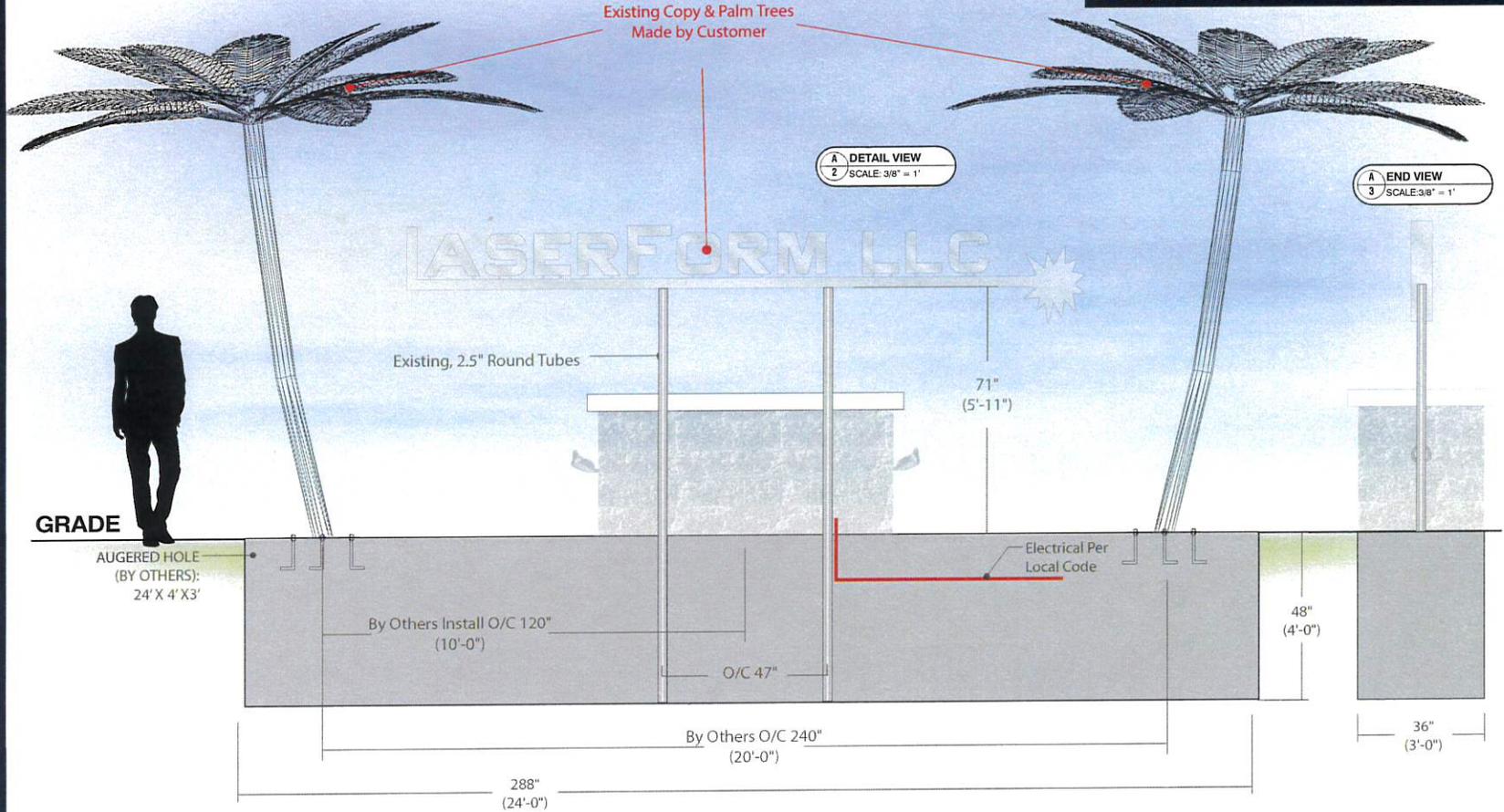
CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X

SIGNATURE

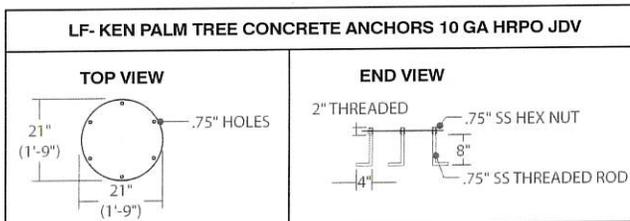
DATE

**FOUNDATION DRAWING**



1 DETAIL VIEW  
2 SCALE 3/8" = 1'

1 END VIEW  
3 SCALE 3/8" = 1'



**FOUNDATION, MASONRY, AND PALM TREES BY OTHERS.  
POLES AND SIGN ARE EXISTING.**

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CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.

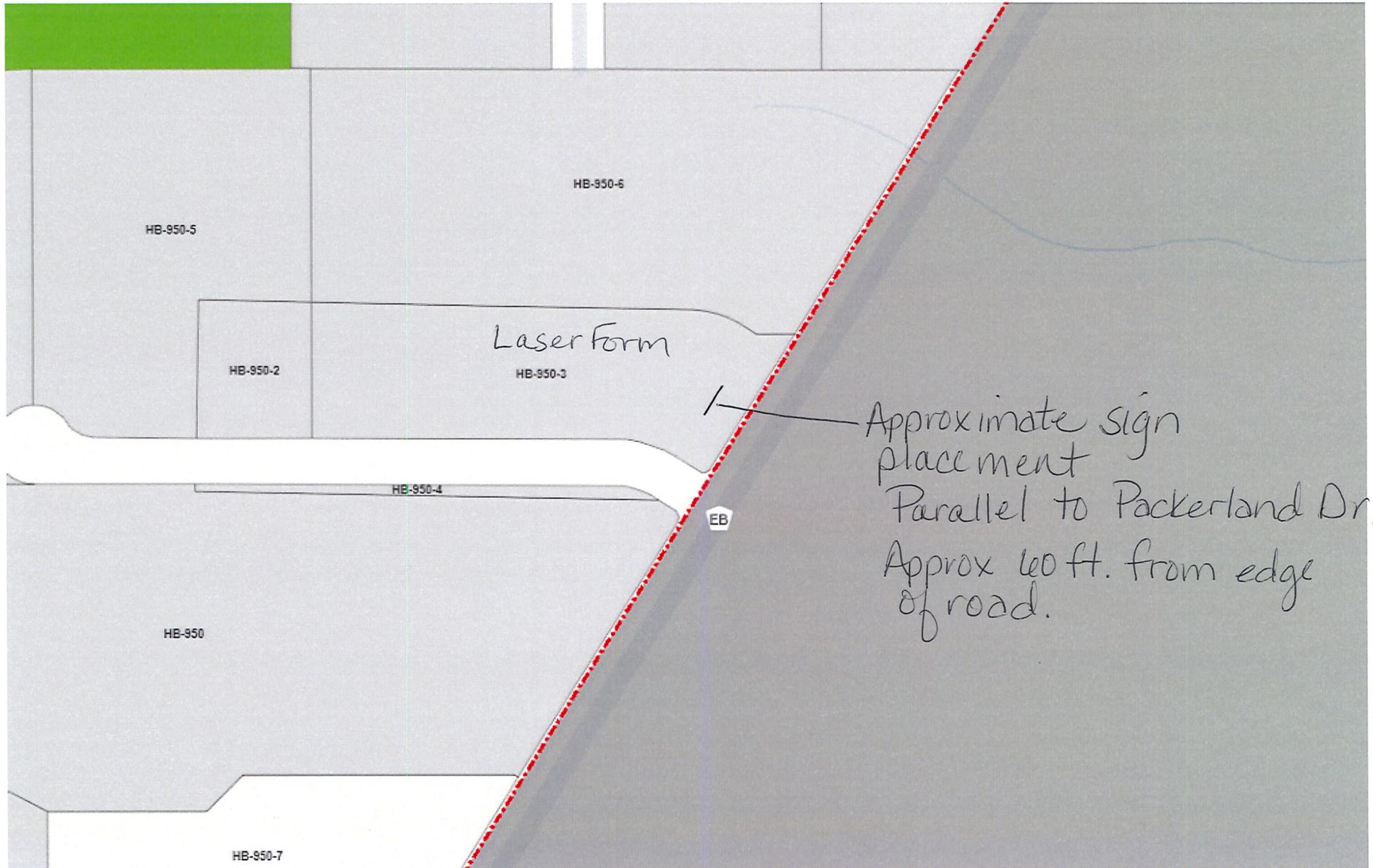
**CONCEPTUAL DRAWING ONLY**

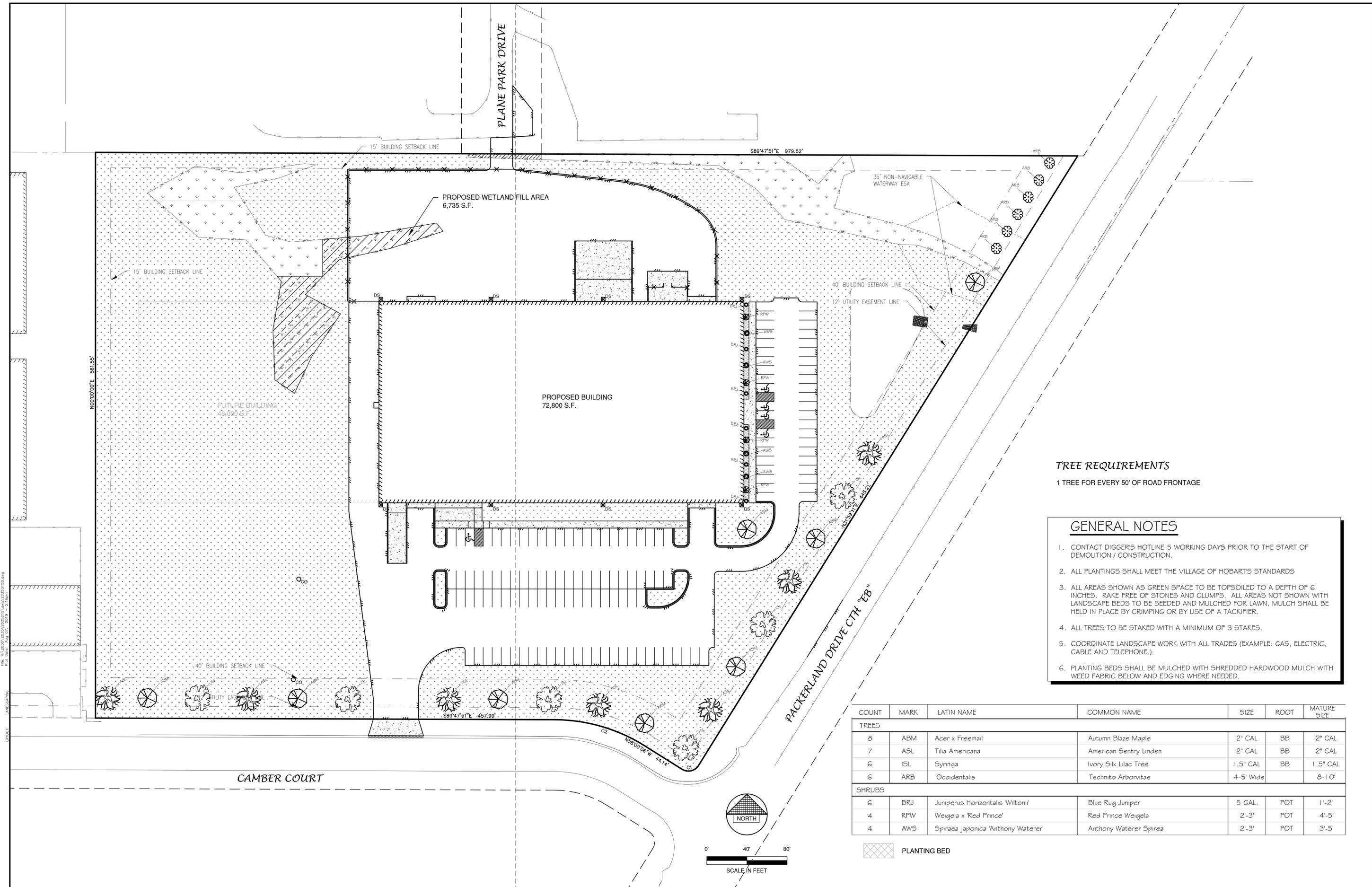
All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

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**TREE REQUIREMENTS**  
 1 TREE FOR EVERY 50' OF ROAD FRONTAGE

- GENERAL NOTES**
- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION / CONSTRUCTION.
  - ALL PLANTINGS SHALL MEET THE VILLAGE OF HOBART'S STANDARDS
  - ALL AREAS SHOWN AS GREEN SPACE TO BE TOPSOILED TO A DEPTH OF 6 INCHES. RAKE FREE OF STONES AND CLUMPS. ALL AREAS NOT SHOWN WITH LANDSCAPE BEDS TO BE SEEDED AND MULCHED FOR LAWN. MULCH SHALL BE HELD IN PLACE BY CRIMPING OR BY USE OF A TACKIFIER.
  - ALL TREES TO BE STAKED WITH A MINIMUM OF 3 STAKES.
  - COORDINATE LANDSCAPE WORK WITH ALL TRADES (EXAMPLE: GAS, ELECTRIC, CABLE AND TELEPHONE.)
  - PLANTING BEDS SHALL BE MULCHED WITH SHREDDED HARDWOOD MULCH WITH WEED FABRIC BELOW AND EDGING WHERE NEEDED.

COUNT	MARK	LATIN NAME	COMMON NAME	SIZE	ROOT	MATURE SIZE
<b>TREES</b>						
8	ABM	Acer x Freemail	Autumn Blaze Maple	2" CAL	BB	2" CAL
7	ASL	Tilia Americana	American Sentry Linden	2" CAL	BB	2" CAL
6	ISL	Syringa	Ivory Silk Lilac Tree	1.5" CAL	BB	1.5" CAL
6	ARB	Occidentalis	Technito Arborvitae	4-5' Wide		8-10'
<b>SHRUBS</b>						
6	BRJ	Juniperus Horizontalis 'Wiltoni'	Blue Rug Juniper	5 GAL.	POT	1'-2'
4	RPW	Weigela x 'Red Prince'	Red Prince Weigela	2'-3'	POT	4'-5'
4	AWS	Spiraea japonica 'Anthony Waterer'	Anthony Waterer Spirea	2'-3'	POT	3'-5'

PLANTING BED

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

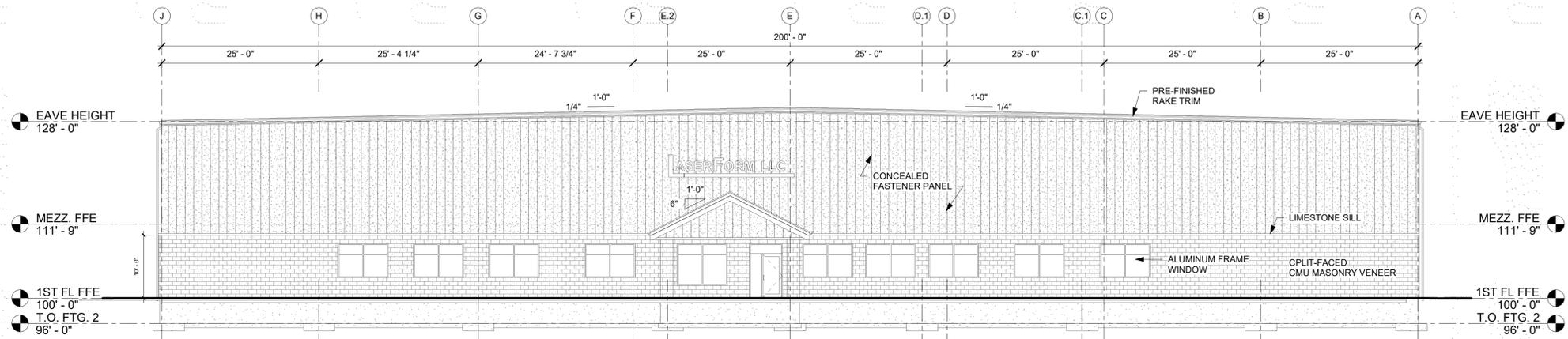
SITE DEVELOPMENT OF LASERFORM, LLC  
 FOR BAYLAND BUILDINGS, INC.  
 VILLAGE OF HOBART  
 BROWN COUNTY, WISCONSIN

LANDSCAPING PLAN

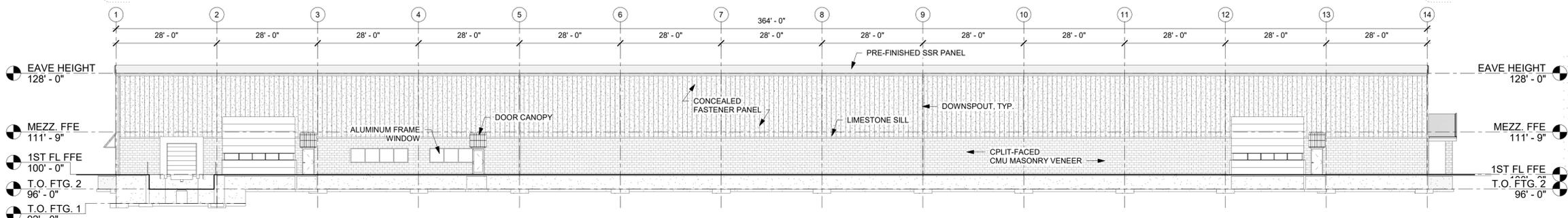
DATE  
08/2019  
 FILE  
2035315D  
 JOB NO.  
2035315

**Robert E. Lee & Associates, Inc.**  
 ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES  
 1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155  
 920-662-9641 www.releinc.com

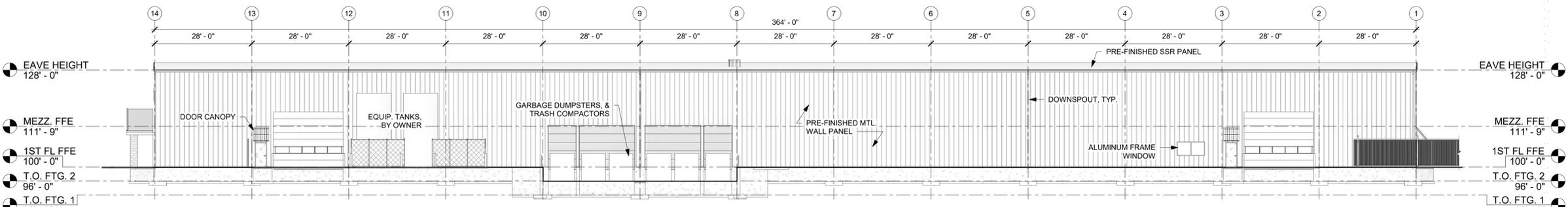
SHEET NO.  
**14**



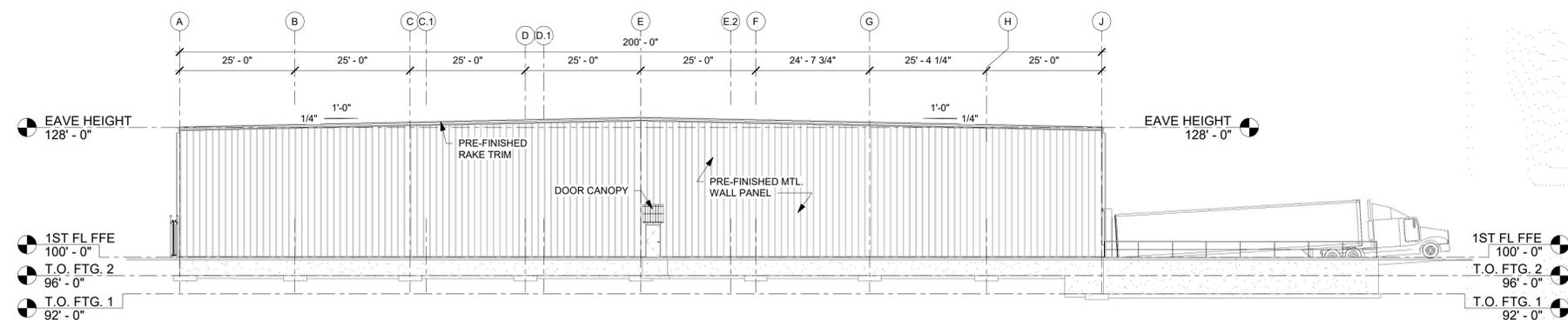
**1 /A2.0 3/32" = 1'-0"**  
**EAST ELEVATION**



**2 /A2.0 1/16" = 1'-0"**  
**SOUTH ELEVATION**



**3 /A2.0 1/16" = 1'-0"**  
**NORTH ELEVATION**



**4 /A2.0 1/16" = 1'-0"**  
**WEST ELEVATION**

PROPOSED BUILDING FOR:  
**LASERFORM LLC**  
 CITY, WISCONSIN; COUNTY OF:

**SCALE VERIFICATION**

THIS BAR MEASURES 1" ON ORIGINAL.  
ADJUST SCALE ACCORDINGLY.

NOTICE OF COPYRIGHT: THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO COPYRIGHT PROTECTION AS AN "ARCHITECTURAL WORK" UNDER SEC. 102 OF THE COPYRIGHT ACT, 17 U.S.C. AS AMENDED DECEMBER 1990 AND KNOWN AS ARCHITECTURAL WORKS COPYRIGHT PROTECTION ACT OF 1990. THE PROTECTION INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND ELEMENTS OF THE DESIGN. UNDER SUCH PROTECTION UNAUTHORIZED USE OF THESE PLANS, WORK OR BUILDING REPRESENTED, CAN LEGALLY RESULT IN THE CESSATION OF CONSTRUCTION OR BUILDINGS BEING SEIZED AND/OR MONETARY COMPENSATION TO BAYLAND BUILDINGS, INC.

**JOB NUMBER:** 19-0808

**PROJECT EXECUTIVE:** NICK VAN LANEN  
(920) 680-8110

**DRAWN BY:** DBV

**DATE:** 08/05/2019

**REVISIONS:**

**ISSUED FOR:** CHECKED **DATE:** BY:

- PRELIMINARY
- BID SET
- DESIGN REVIEW
- CHECKSET
- CONSTRUCTION

**EXTERIOR ELEVATIONS**

**A2.0**



**TO: Site Review Committee**

**RE: Proposed Wall and Freestanding Directional Signs, 3794 Packerland Dr.**

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

**DATE: September 16, 2020**

**ISSUE:** Consider multiple new freestanding directional signs and wall sign located at 3794 Packerland Dr.

**RECOMMENDATION:** Staff recommends conditional approval.

### **GENERAL INFORMATION**

1. Applicants/Agent: Jessica Niles (Creative Sign Company)
2. Owner: Brent Van Laanen (Exclusive Use Express)
3. Address: 3794 Packerland Dr.
4. Parcel: HB-950
5. Zoning: I-1: Limited Industrial District

### **ZONING REQUIREMENTS**

Exclusive Use Express is currently in the process of having a new 125,000 square foot warehouse facility constructed at 3794 Packerland Dr. (southwest corner of Packerland Dr. and Camber Ct.). During the site plan approval for the overall site back on December 18, 2019, signage was not included in that review at that time and was required to come back to the committee at a later date. The owner and sign company have now finalized the plans for both three freestanding directional signs to be located along Packerland Dr. and Camber Ct. (1 adjacent to each driveway and 1 near the intersection) along with a wall sign to be mounted on the front (east) elevation of the building.

The freestanding directional signs will be aluminum panel signs mounted with aluminum tubing at an overall height of 5' and an area of 6 square feet. The signage is more critical for truck traffic than it is for visitors, so that is why they are choosing to go with the smaller directional signs rather than the larger monument signs. These signs must still maintain a minimum 10' setback from property lines / right-of-way lines.

As for the proposed wall sign, it will be a non-illuminated dibond panel (solid plastic sandwiched between two aluminum panels). The sign will be 180 square feet which complies with village ordinance of a maximum of 300 square feet allowed (without receiving special SRC approval).

### **RECOMMENDATION/CONDITIONS**

Staff recommends conditional approval of the freestanding monument sign and wall sign as submitted subject to the following conditions:

1. Sign shall maintain a minimum of 10' from property lines
2. Address of property shall be identified on one of the signs located along Packerland Dr.



## Building Permit Application

Permit Number [REDACTED]  
(Assigned by Village Personnel)

Village of Hobart  
Dept of Neighborhood Services  
2990 S Pine Tree Rd  
Hobart WI 54155  
Phone: (920) 869-3809  
Fax (920) 869-2048

**Project Address** 3794 Packerland Drive, DePere      **Parcel Number** HB-950

**Applicant is the:**     Owner    OR     Contractor  
**Use Category:**    Single Family    Duplex    Multi-Family    Commercial    Industrial    Agricultural

Owner's Name: <u>Brent Vanlaanen</u>  e-mail: <u>vanlaanen01@gmail.com</u>	Mailing Address: <u>1381 Partnership Dr. Green Bay, WI 54304</u>	Tel: <u>920-347-9348</u> Fax: Mobile:
Building Contractor Name: <u>Sign Creative Sign Co.</u>  e-mail: <u>jessica@creativesigncompany.com</u>	Lic#  Qualifier#	Mailing Address: <u>505 Lawrence Dr. DePere, WI 54115</u>
Electrical Contractor Name:  e-mail:	Lic#	Mailing Address:  Tel: Fax: Mobile:
HVAC Contractor Name:  e-mail:	Lic#	Mailing Address:  Tel: Fax: Mobile:
Plumbing Contractor Name:  e-mail:	Lic#	Mailing Address:  Tel: Fax: Mobile:

**Work being done:**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> New Structure       | <input type="checkbox"/> Addition            | <input type="checkbox"/> Deck/Porch/Patio              | <input type="checkbox"/> Driveway/Parking |
| <input type="checkbox"/> External Remodeling | <input type="checkbox"/> Internal Remodeling | <input type="checkbox"/> Garage/Utility Structure      | <input type="checkbox"/> Handicap Ramp    |
| <input type="checkbox"/> Hot Tub/Spa         | <input type="checkbox"/> Fence/Kennel        | <input checked="" type="checkbox"/> Sign/Canopy/Awning | <input type="checkbox"/> Stove/Fireplace  |
| <input type="checkbox"/> Swimming Pool       | <input type="checkbox"/> Wrecking Permit     | <input type="checkbox"/> Other _____                   |   |

**Additional information, such as plan submittal and approval, may be required before issuance.**

**Scope of work:** (1) dibond sign above front entrance 180 sq ft.  
(3) directional signs 1@ main entrance on Packerland, 1@ Packerland & Cambers Court, 1@ truck entrance on Cambers Ct. 6 sq ft each - 8 dock numbers  
.125" aluminum 18" x 18" ea.

Any work not included in this application is not permitted.

**Total Value of Project \$** \$ 8,170<sup>00</sup> (Value of materials & labor is required to ensure consistency in assessing permit fees.)

Breakdown of values: Bldg \$3100-    Directionals 3@ \$890 ea    Plumb 8@ \$50 ea    Install \$2,000    HVAC

*I certify the above information is complete and accurate. I agree to perform the work in conformance to all approval conditions & applicable codes/ordinances.*

Applicant Name: Jessica Niles  
(Please print)

Signature: Jessica Niles

Date: 8/21/20

Issued By: [REDACTED]

Date: [REDACTED]

Copy to: Property File   Applicant   Assessor   Inspector   Permit File      **Total Fees Collected:** \_\_\_\_\_      **Check #** \_\_\_\_\_

**CAB-1: LOC-1**  
**OPTION A**



505 LAWRENCE DR. DE PERE, WI 54115  
920.330.8900 GREENBAYSIGNS.COM

**CLIENT: EXCLUSIVE USE EXPRESS**  
LOCATION: 3794 PACKERLAND DRIVE  
DRAWN BY: NICOLE M  
SALESPERSON: JESSIE N  
DATE: 08/03/2020  
DESIGN #: D17012  
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
1	NM	08/20/2020	DIBOND

**WALL MOUNT CABINET**

**QUANTITY:** 1  
**SIDES:** S/F  
**LIGHTING:** NON-LIT  
**FACE:** 3MM WHITE DIBOND  
**GRAPHICS:** DIRECT PRINT, 1ST SURFACE  
**FONT:** SUPPLIED LOGO  
**MOUNTING:** FLUSH TO BUILDING

**INSTRUCTION:** PRODUCE & INSTALL AS SHOWN.

**COLORS:**

- C-1 PMS 281 C
- C-2 PMS 187 C
- C-3 VARIOUS GREYS
- C-4 WHITE

**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

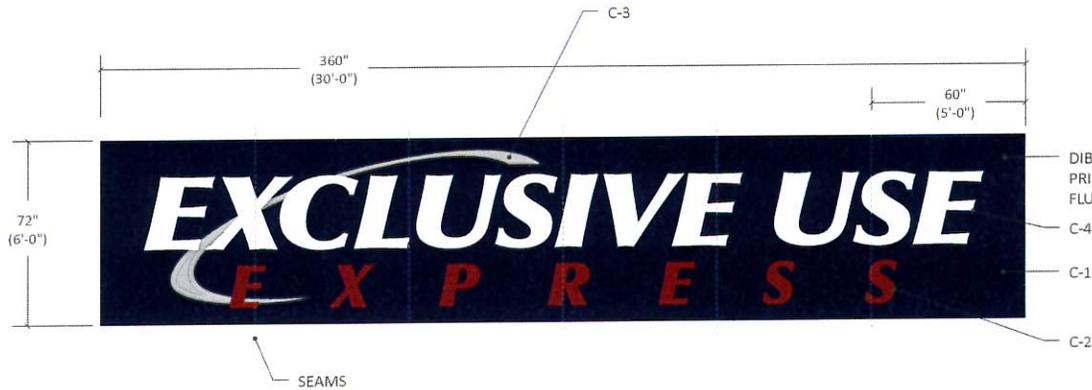


**A** LOCATION VIEW (AFTER)  
1 SCALE: 1/16" = 1'



**A** EXISTING VIEW  
2 N.T.S.

INSTALL CENTERED OVER DOOR



**A** DETAIL VIEWS  
3 SCALE: 1/4" = 1'

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WALL

**DIR-1: LOC-2**  
**OPTION A**



505 LAWRENCE DR. DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

**CLIENT: EXCLUSIVE USE EXPRESS**  
LOCATION: 3794 PACKERLAND DRIVE  
DRAWN BY: NICOLE M  
SALESPERSON: JESSIE N  
DATE: 08/03/2020  
DESIGN #: D17012  
PAGE: 2

REVISION LOG:	INTL	DATE	DESCRIPTION
---	00/00/0000		DESCRIPTION

**POST & PANEL SIGN**

**QUANTITY:** 1  
**SIDES:** D/F  
**FACE:** .090"D ALUM  
**GRAPHICS:** DIGITAL PRINT, 1ST SURFACE  
**VINYL:** PREMIUM WITH GLOSS LAM  
**FONT:** NEW ASTER LT STD BOLD  
**POSTS/FRAME:** 2" SQ ALUMINUM TUBE  
**INSTRUCTION:** PRODUCE & INSTALL AS SHOWN.

- COLORS:**
- P-1/C-1 PMS 281 C
  - C-2 PMS 187 C
  - C-3 VARIOUS GREYS
  - C-4 WHITE

**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

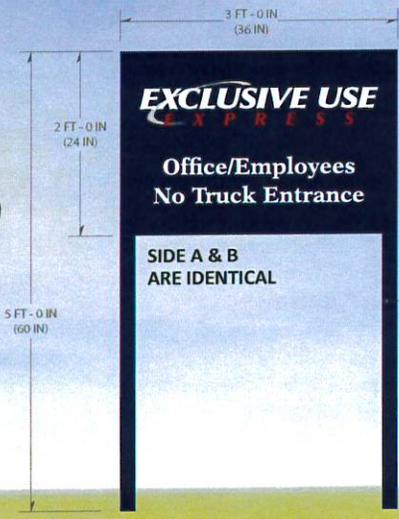
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



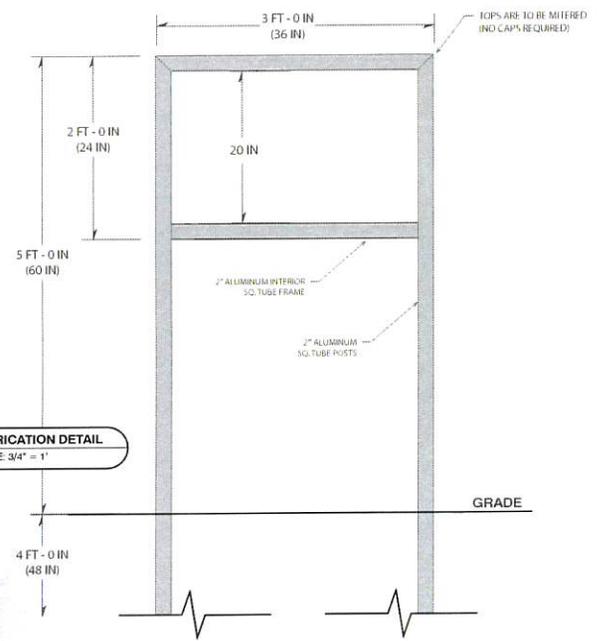
**A** LOCATION VIEW (AFTER)  
1 / SCALE: 1/4" = 1'

**A** EXISTING VIEW  
2 / N.T.S.

SHOWN 10' FROM CURB TO CLOSEST FLAG AND APPROXIMATELY 10' FROM DRIVE WAY ENTRANCE (CONFIRM LOCATION)

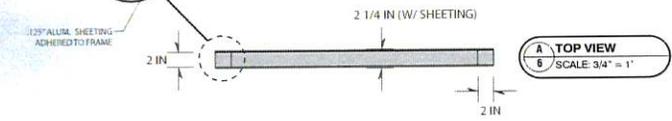


**A** DETAIL VIEW  
3 / SCALE: 3/4" = 1'



**A** FABRICATION DETAIL  
4 / SCALE: 3/4" = 1'

**A** ENLARGED VIEW  
5 / N.T.S.



**A** TOP VIEW  
6 / SCALE: 3/4" = 1'

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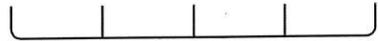
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**CONCEPTUAL DRAWING ONLY**

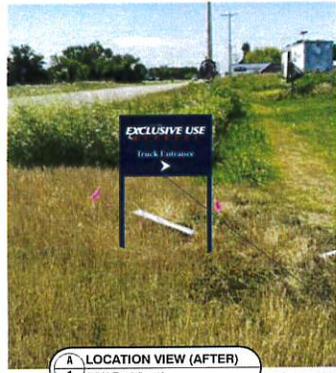
All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

**CUSTOMER RESPONSIBILITIES**

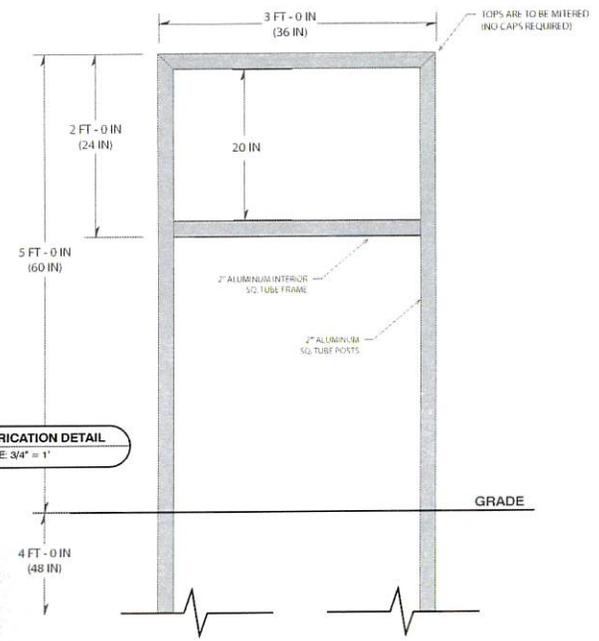
Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.



**DIR-2: LOC-3**  
**OPTION A**



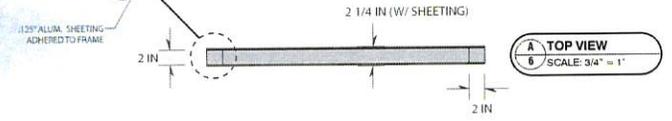
12' FROM CURB TO CLOSEST FLAG AND APPROXIMATELY 12' FROM GRAVEL EDGE OF ROAD (CONFIRM LOCATION)



**A FABRICATION DETAIL**  
4 SCALE: 3/4" = 1"



P-1 POLES



**A TOP VIEW**  
6 SCALE: 3/4" = 1"

**creative Sign**  
company inc  
505 LAWRENCE DR. DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

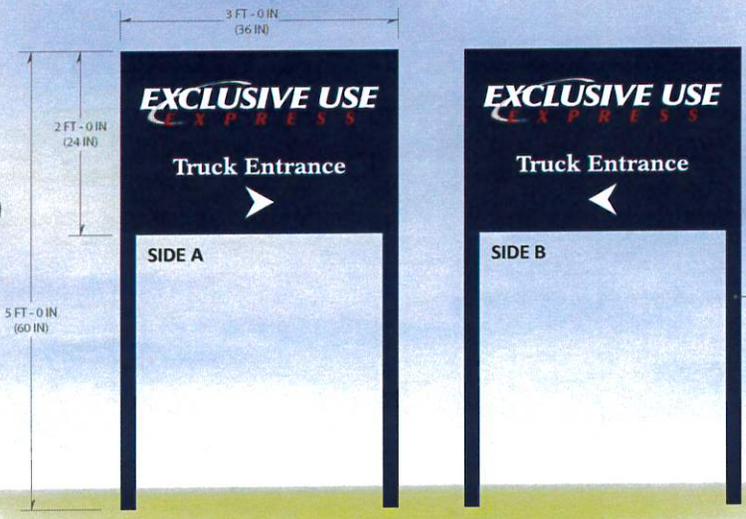
**CLIENT: EXCLUSIVE USE EXPRESS**  
LOCATION: 3794 PACKERLAND DRIVE  
DRAWN BY: NICOLE M  
SALESPERSON: JESSIE N  
DATE: 08/03/2020  
DESIGN #: D17012  
PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
1	---	00/00/0000	DESCRIPTION

**POST & PANEL SIGN**  
QUANTITY: 1  
SIDES: D/F  
FACE: .090"D ALUM  
GRAPHICS: DIGITAL PRINT, 1ST SURFACE  
VINYL: PREMIUM WITH GLOSS LAM  
FONT: NEW ASTER LT STD BOLD  
POSTS/FRAME: 2" SQ ALUMINUM TUBE  
INSTRUCTION: PRODUCE & INSTALL AS SHOWN.

**COLORS:**  
■ P-1/C-1 PMS 281 C  
■ C-2 PMS 187 C  
■ C-3 VARIOUS GREYS  
□ C-4 WHITE

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

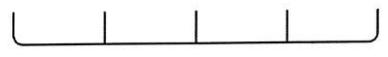


**A DETAIL VIEW**  
3 SCALE: 3/4" = 1"

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**DIR-3: LOC-4**  
**OPTION A**



505 LAWRENCE DR, DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

**CLIENT: EXCLUSIVE USE EXPRESS**

LOCATION: 3794 PACKERLAND DRIVE  
DRAWN BY: NICOLE M  
SALESPERSON: JESSIE N  
DATE: 08/03/2020  
DESIGN #: D17012  
PAGE: 4

REVISION LOG:	INTL	DATE	DESCRIPTION
1	---	00/00/0000	DESCRIPTION

**POST & PANEL SIGN**

QUANTITY: 1  
SIDES: D/F  
FACE: .090"D ALUM  
GRAPHICS: DIGITAL PRINT, 1ST SURFACE  
VINYL: PREMIUM WITH GLOSS LAM  
FONT: NEW ASTER LT STD BOLD  
POSTS/FRAME: 2" SQ ALUMINUM TUBE

**INSTRUCTION: PRODUCE & INSTALL AS SHOWN.**

**COLORS:**

- P-1/C-1 PMS 281 C
- C-2 PMS 187 C
- C-3 VARIOUS GREYS
- C-4 WHITE

**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

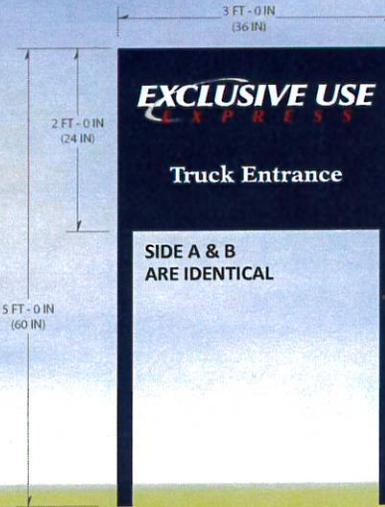


**A LOCATION VIEW (AFTER)**  
1 SCALE: 1/16" = 1"

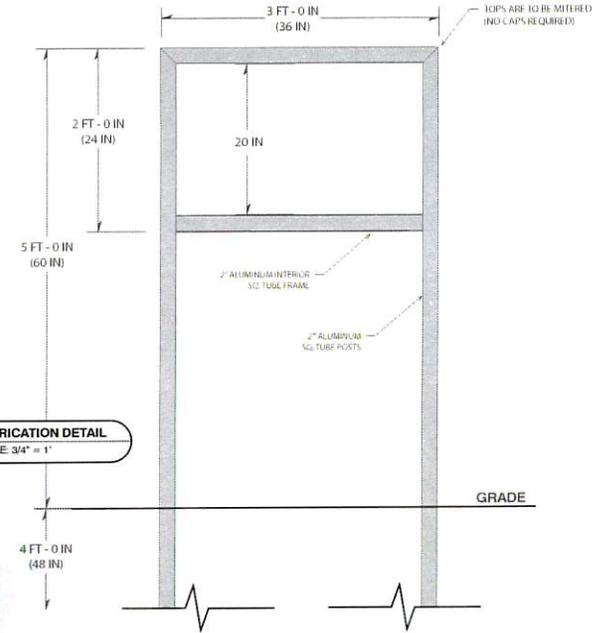


**A EXISTING VIEW**  
2 N.T.S.

SHOWN 10' FROM CURB TO CLOSEST FLAG AND APPROXIMATELY 10' FROM DRIVE WAY ENTRANCE (CONFIRM LOCATION)

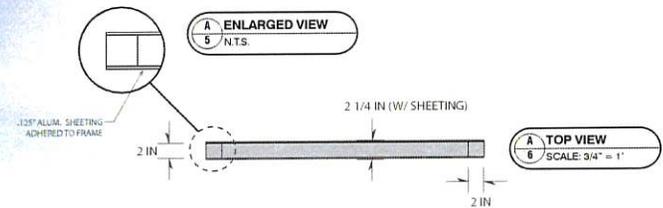


**A DETAIL VIEW**  
3 SCALE: 3/4" = 1"



**A FABRICATION DETAIL**  
4 SCALE: 3/4" = 1"

**A ENLARGED VIEW**  
5 N.T.S.



**A TOP VIEW**  
6 SCALE: 3/4" = 1"

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company inc

505 LAWRENCE DR, DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

**CLIENT: EXCLUSIVE USE EXPRESS**

LOCATION: 3794 PACKERLAND DRIVE  
DRAWN BY: NICOLE M  
SALESPERSON: JESSIE N  
DATE: 08/03/2020  
DESIGN #: D17012  
PAGE: 5

REVISION LOG:	INTL	DATE	DESCRIPTION
---	00/00/0000		DESCRIPTION

**WALL MOUNT FLAT PANEL**

QUANTITY: 8 ( ONE OF EACH)  
SIDES: S/F  
LIGHTING: NONE  
MATERIAL: .125" ALUM  
GRAPHICS: DIGITAL PRINT, 1ST SURFACE  
VINYL: PREMIUM WITH GLOSS LAM  
FONT: NEW ASTER LT STD BOLD  
MOUNTING: FLUSH TO BUILDING WITH STUDS

INSTRUCTION: PRODUCE & INSTALL AS SHOWN.

**COLORS:**

C-2 PMS 187 C

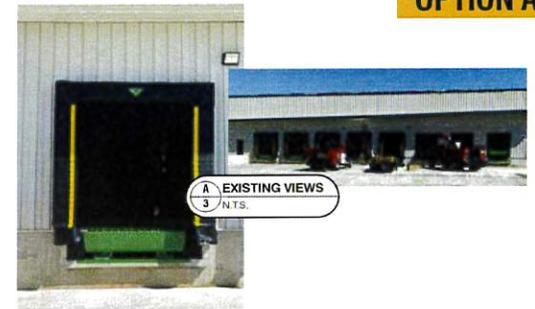
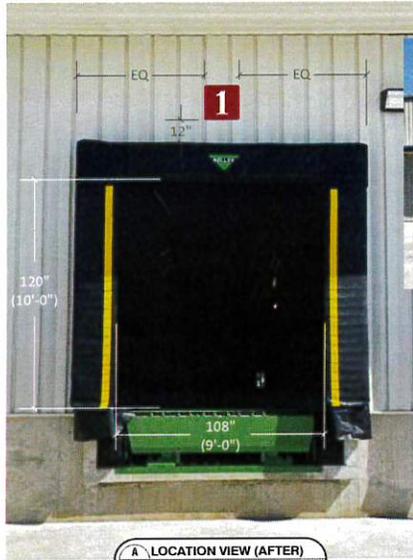
C-4 WHITE

**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

CS

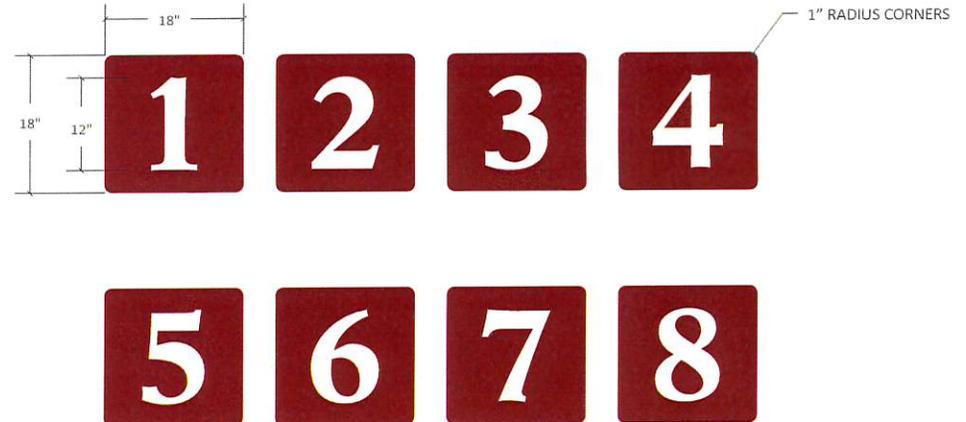
SIGNATURE

DATE



**PNL-1: LOC: 5-13**  
**OPTION A**

A DETAIL VIEW  
4 SCALE: 3/4" = 1'



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HB-950-6

HB-950-5

HB-950-1

HB-950-2

HB-950-3

HB-950-4

HB-950

Exclusive  
Use  
Express

HB-950-7

HB-326

HB-325-2

HB-951-1

HB-327-3

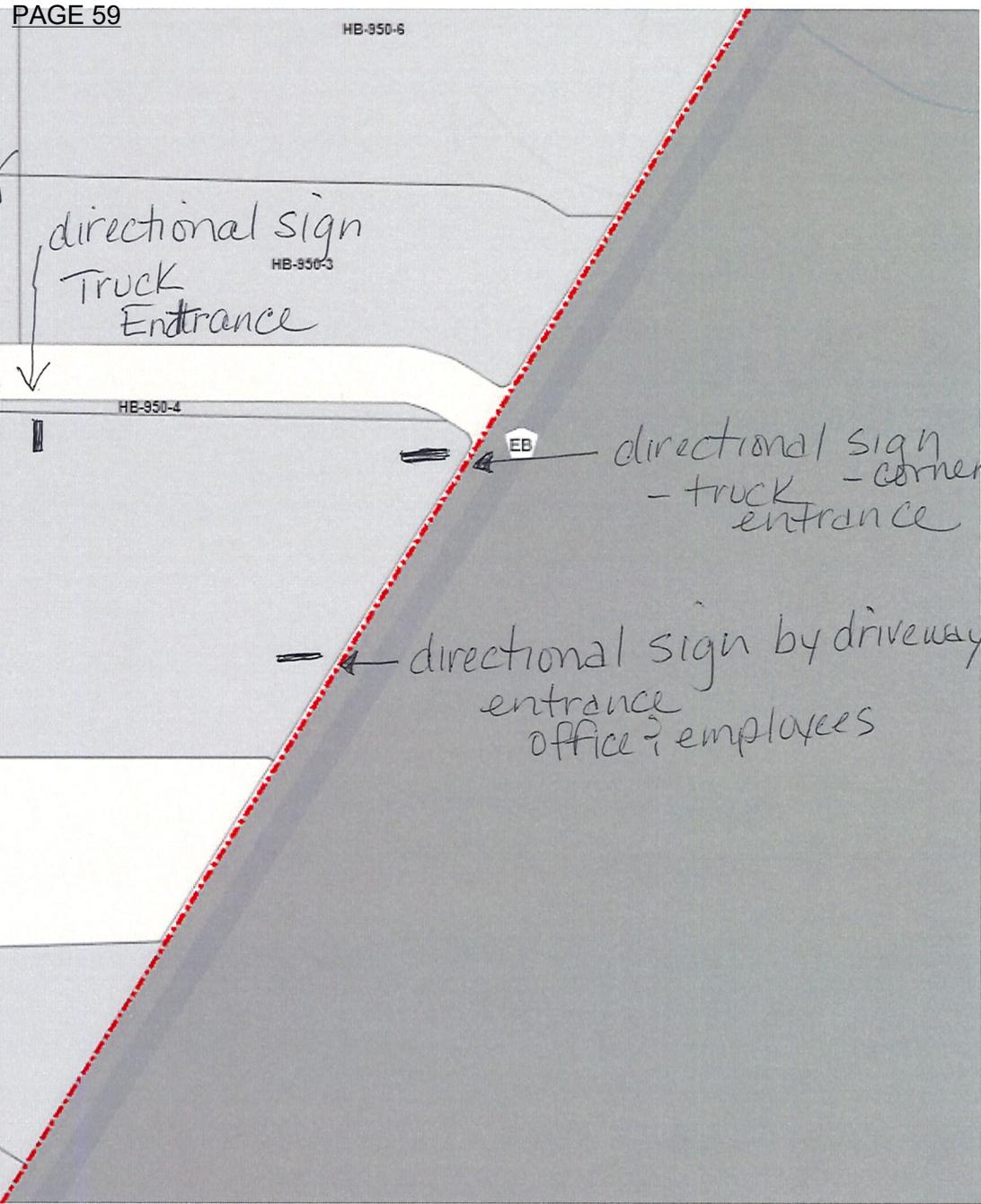
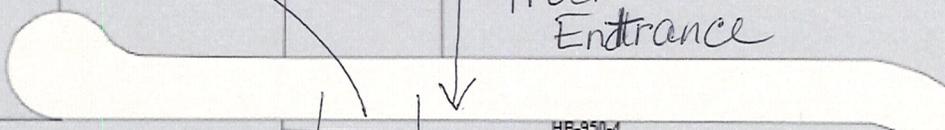
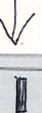
HB-951-2

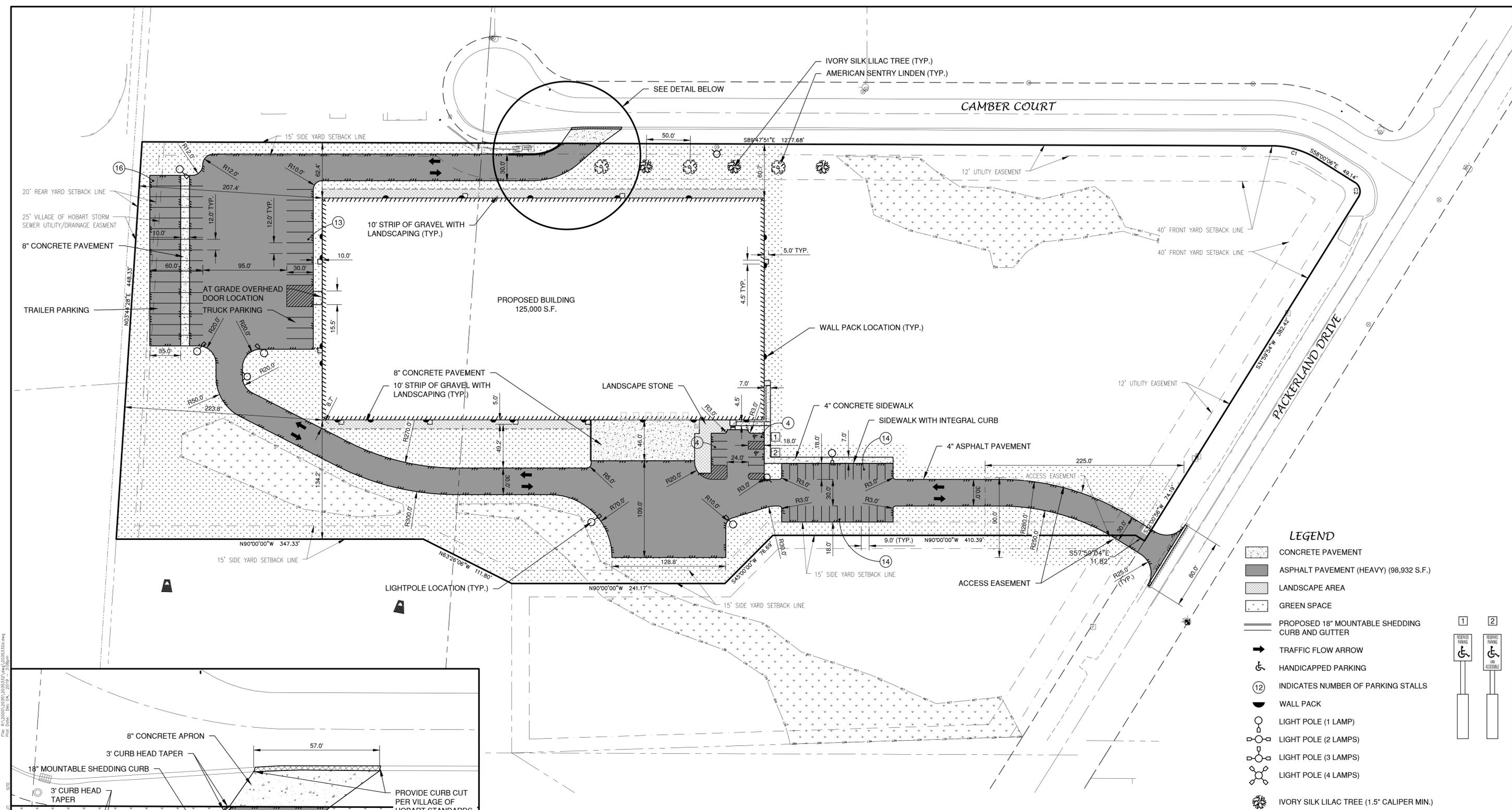
*driveway*

*directional sign  
Truck  
Entrance*

*directional sign  
- truck - corner  
entrance*

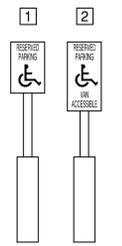
*directional sign by driveway  
entrance  
office & employees*



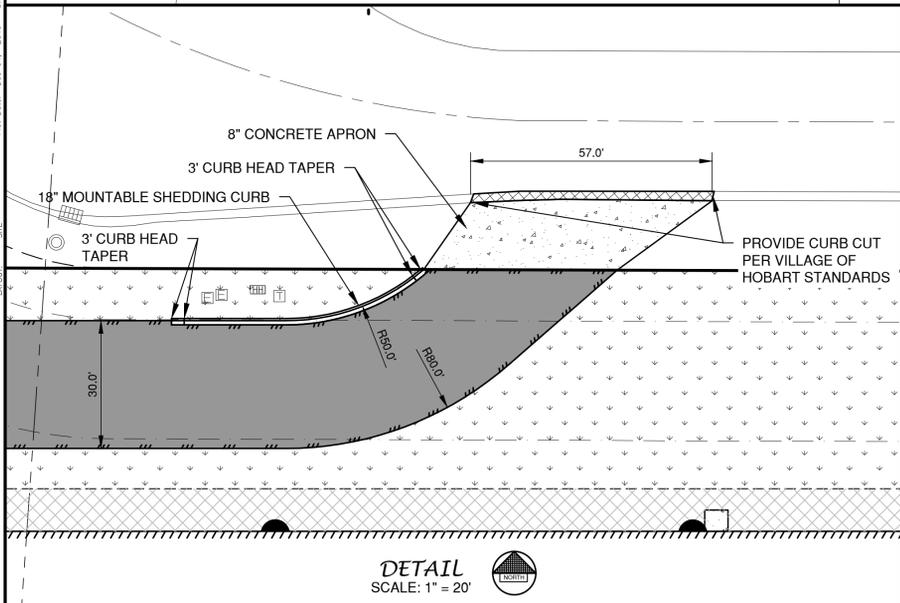
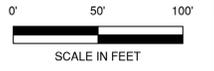


**LEGEND**

- CONCRETE PAVEMENT
- ASPHALT PAVEMENT (HEAVY) (98,932 S.F.)
- LANDSCAPE AREA
- GREEN SPACE
- PROPOSED 18" MOUNTABLE SHEDDING CURB AND GUTTER
- TRAFFIC FLOW ARROW
- HANDICAPPED PARKING
- INDICATES NUMBER OF PARKING STALLS
- WALL PACK
- LIGHT POLE (1 LAMP)
- LIGHT POLE (2 LAMPS)
- LIGHT POLE (3 LAMPS)
- LIGHT POLE (4 LAMPS)
- IVORY SILK LILAC TREE (1.5" CALIPER MIN.)
- AMERICAN SENTRY LINDEN



\*NOTE: ALL DIMENSIONS ARE TO THE FACE OF CURB, UNLESS NOTED OTHERWISE



**NOTE**  
ALL DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

**PARKING DATA**  
TOTAL PARKING STALLS PROVIDED = 36  
HANDICAP ACCESSIBLE PARKING STALLS = 2  
TOTAL PARKING STALLS REQUIRED = 10

1 STALL X 20 EMPLOYEES = 10 STALLS  
2 EMPLOYEES

**SITE DATA**  
TOTAL AREA = 13.42 ACRES, 584,857 S.F.  
BUILDING AREA = 2.87 ACRES, 125,000 S.F. (21.4%)  
SIDEWALK/PARKING LOT AREA = 2.60 ACRES, 113,440 S.F. (19.4%)  
GREEN SPACE = 7.95 ACRES, 346,417 S.F. (59.2%)

**ZONING**  
I-1 LIMITED INDUSTRIAL

**PARCEL NO.**  
HB-950

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

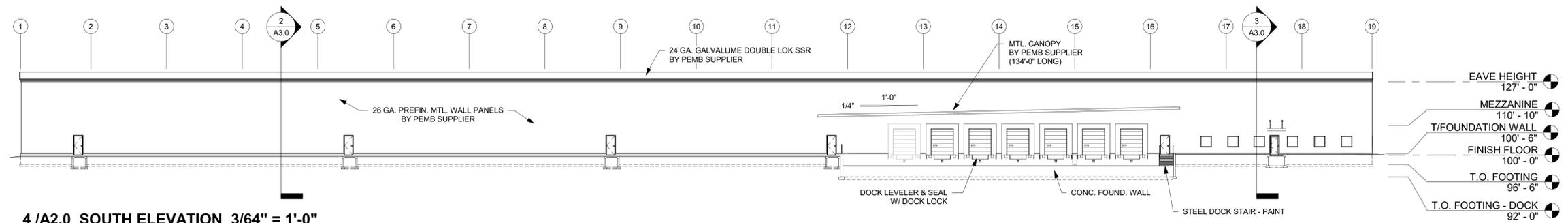
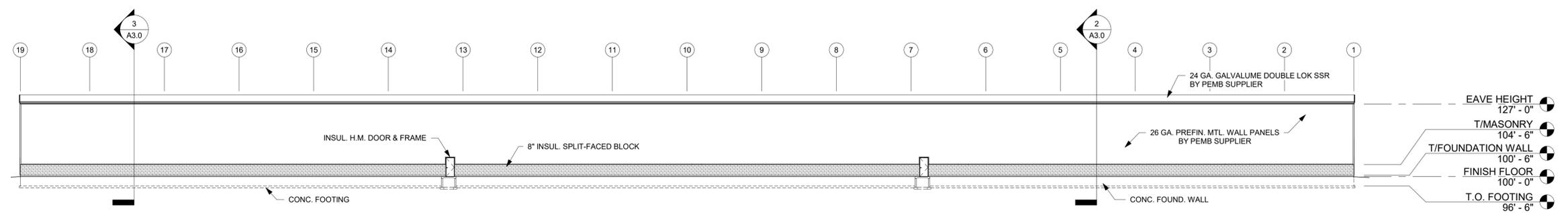
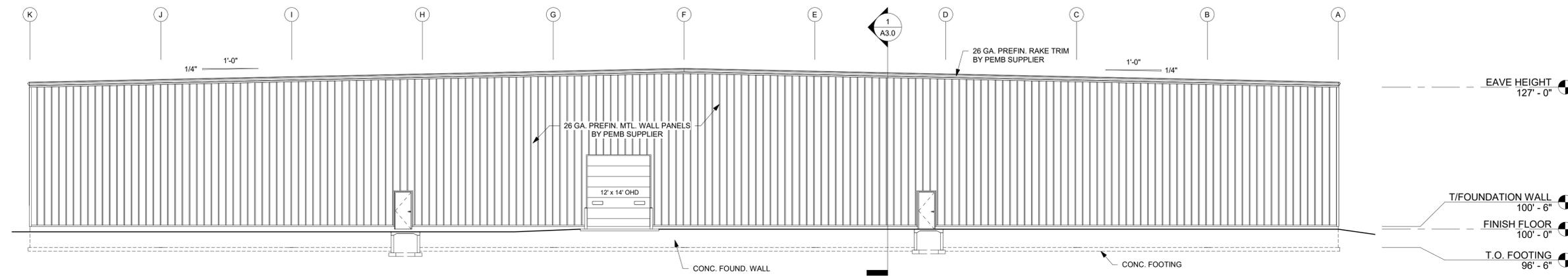
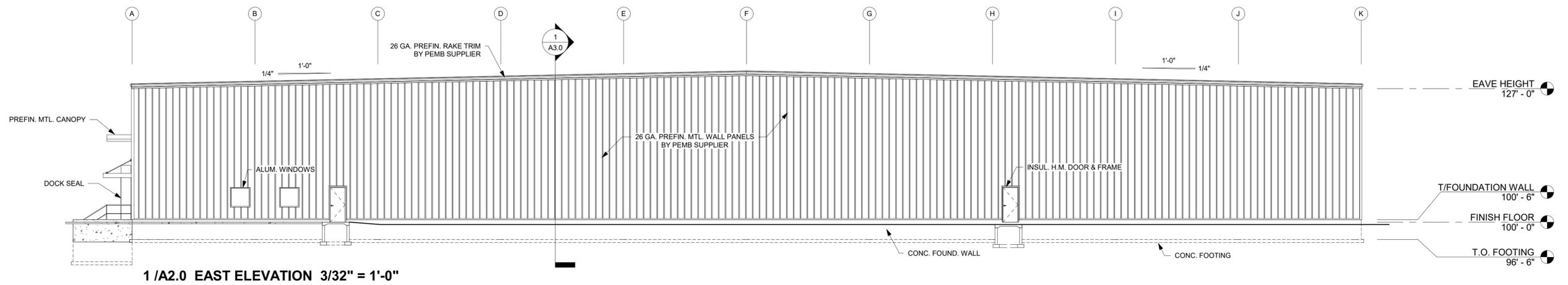
INTEGRITY WAREHOUSING DEVELOPMENT FOR  
BAYLAND BUILDINGS, INC.  
VILLAGE OF HOBART  
BROWN COUNTY, WISCONSIN

SITE PLAN

DATE	11/2019
FILE	2035332D
JOB NO.	2035332

**Robert E. Lee & Associates, Inc.**  
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES  
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155  
920-662-9641 www.releinc.com

SHEET NO.  
**2**



PROPOSED BUILDING FOR:  
**INTEGRITY WAREHOUSING**  
 GREEN BAY, WISCONSIN; COUNTY OF: BROWN

**SCALE VERIFICATION**  
 THIS BAR MEASURES 1" ON ORIGINAL.  
 ADJUST SCALE ACCORDINGLY

NOTICE OF COPYRIGHT  
 THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO  
 COPYRIGHT PROTECTION AS AN "ARCHITECTURAL WORK" UNDER  
 SEC. 102 OF THE COPYRIGHT ACT, 17 U.S.C. AS AMENDED  
 DECEMBER 1990 AND KNOWN AS ARCHITECTURAL WORKS  
 COPYRIGHT PROTECTION ACT OF 1990. THE PROTECTION  
 INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL  
 AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND  
 ELEMENTS OF THE DESIGN. UNDER SUCH PROTECTION  
 UNAUTHORIZED USE OF THESE PLANS, WORK OR BUILDING  
 REPRESENTED, CAN LEGALLY RESULT IN THE CESSATION OF  
 CONSTRUCTION OR BUILDINGS BEING SEIZED AND/OR MONETARY  
 COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 19-4249  
 SALES REP: TIM AMBROSIOUS  
 (920) 371-0853  
 DRAWN BY: AMA  
 DATE: 11-13-19  
 REVISIONS:

ISSUED FOR: CHECKED DATE:  
 BY:

PRELIMINARY  
 BID SET  
 DESIGN REVIEW  
 CHECKSET  
 CONSTRUCTION

EXTERIOR ELEVATIONS

**A2.0**



**TO: Site Review Committee**

**RE: 740 Centerline Dr., HB-2681-1; New Approx. 14,965 sf, Sports Training Facility and Associated Site Improvements**

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

**DATE: September 16, 2020**

**ISSUE:** Discussion and action on proposed new 14,965 sf, Sports Training Facility, and associated site improvements

**RECOMMENDATION:** Staff recommends conditional approval of the overall site layout and building design subject to the conditions noted below in addition to any conditions the Site Review may identify.

### GENERAL INFORMATION

1. Owner/Developer: Harry Boyce
2. Applicant/Agent: Robert E. Lee & Associates and Bayland Buildings, Inc.
3. Address/Parcel: 740 Centerline Dr., Portion of HB-2681-1
4. Zoning: PDD #1: Centennial Centre at Hobart District
5. Use: Indoor Sports Training Facility

### ANALYSIS

This proposed development is for a new 14,965 square foot building to function as an indoor sports training facility to be constructed along Centerline Dr. on a newly created parcel adjacent to the Village Water Tower.

### BACKGROUND

This project came before the committee back in July 2020 for review of the site layout as a conceptual only along with the building architecture so the building could be ordered as there was a several week delay on receiving the building once it was ordered. During that several week timeframe, the developer and their agents were able to complete the final details for the full development and submit for final review. This request is now for the final review of the entire proposed development. During the review back in July, the committee conditionally approved the building architectural components with the condition that: 1) EFIS materials be installed on the south, west, and north elevations to replace the then proposed corrugated metal wall panels to match the existing building on the east side of the water tower, and 2) The east elevation is permitted to be constructed with corrugated metal wall panels to allow for the future expansion of the structure with the condition that if the addition is not constructed within 5 years, the owner shall present plans to the committee to install EFIS material to match the other three elevations of the building. Please note that Village Staff went to the inspect the neighboring building to confirm the material utilized and confirmed that the material that appeared to be EFIS on the street view photos from Google Maps was actually a textured, flat metal wall panel (not corrugated design). This metal panel gives the same appearance as EFIS from a distance, but only once you get close are you able to visually see the thin vertical lines between the panels. Being a metal based product that has its texture and color baked on the metal in a factory instead of applied on site, this product tends to have a better durability than the foam based EFIS product. The proposed new 14,965 square foot building will be constructed towards the middle of the property with high visibility to STH 29/32 with the plan to expand the building to the east in the future. Along with a possible future expansion, there is enough area on site to expand the parking area as well.

**SITE REVIEW DEVELOPMENT AND DESIGN STANDARDS CHECKLIST****Section 3, Site Plan Approval**

- A. Zoning:** PDD #1: Centennial Centre at Hobart District
- B. Green Space:** 73.7%
- C. Setbacks:** Minimum required setbacks – Front 166', Side(s) 97' & 116', Rear 123' (minimums: Front 30', Side 15', Rear 25')
- D. Parking:** There are 39 stalls shown with the ability to construct additional stalls if necessary.
- E. Fire Dept. (and Police Dept.):** Review by both the Fire Chief and Police Chief are in progress and their respective comments will be brought to the meeting.
- F. Storm Water:** Storm water runoff from the proposed building and parking/drive areas will discharge to a dry detention pond located near the front of the property prior to entering the Village's storm sewer.
- G. Refuse/Recycling Collection:** To be located at north end of parking area. Enclosure materials will be constructed of CMU block to match the proposed building with a privacy type fence double swinging gate. Additionally, with the proximity to HWY 29 corridor, Staff would recommend that landscaping be included on the landscape plan to help screen the enclosure from view from Hwy 29.

**Section 4, Architectural Plan Approval**

- A. Exterior Construction Information:**
  - 1. Materials:** Metal skeletal building.
  - 2. Exterior Materials:** CMU block and texture clad flat metal concealed fastener metal wall panels on the south, west, and north elevations (note that the east elevation is proposed without the CMU block and will be a corrugated metal wall panel as it is designed to be expandable for a future addition). (See condition # 3 noted under the "Recommendation/Conditions" below)
  - 3. Height:** Overall height of approximately 30'
  - 4. Overhead doors:** Two glass doors on the front to allow for occasional access of larger items into the facility
  - 5. Mechanical equipment:** If located on the roof or ground, shall be screen from view by materials compatible with the building or landscaping

**Section 5, Landscaping Plan:** Landscaping is noted on the "Site Plan" and the tree spacing of 30' as noted complies with requirements in the PDD #1 zoning district when near single-family of multi-family developments (multi-family development across the street and vacant lot to the west)

**Section 6, Lighting:** Wall pack lighting mounted on the front and both sides of building. Such lighting is down lighting to avoid light trespass and be compliant with village codes.

**Section 7, Signage:** No signage proposed at this time and any future proposed signage would be required to be submitted for approval at a later date.

**Section 8, Driveway-Curb Cut:** New curb cut noted at 36' from Centerline Dr. and a driveway width of 26' at property line.

**RECOMMENDATION/CONDITIONS**

Staff recommends conditional approval of the overall site layout and building design subject to the following in addition to any conditions the Site Review may identify:

1. Lock Box location shall be noted on final plan
2. Recycling/trash enclosure shall include landscaping around the perimeter to help screen from view from adjacent roadways (HWY 29)
3. Owner shall return before the Site Review Committee within 5 years from the date of occupancy of the building to present building plans for the future expansion to the east elevation of the building or present plans to place texture clad flat metal concealed fastener metal wall panels on the east elevation of the building to match the other three building elevations
4. All mechanical equipment whether located on the roof or ground, shall be screen from view by materials compatible with the building or landscaping base on their respective installation locations



**Green Bay Office**  
1250 Centennial Centre Blvd.  
Hobart, WI 54155  
920-662-9641  
FAX 920-662-9141

September 3, 2020

Mr. Aaron Kramer, Village Administrator  
VILLAGE OF HOBART  
2990 S Pine Tree Road  
Hobart, WI 54155

RE: Team 1848 Development  
Storm Water Management Summary

Dear Mr. Kramer:

Robert E. Lee & Associates, Inc., is submitting the following Storm Water Management summary for the proposed Team 1848 Development at 652 Centerline Drive. Storm water running off of the proposed building and parking areas will be discharged to a dry detention pond where it will be treated to reduce peak discharges to the predevelopment conditions before entering the Village's storm sewer. Ultimately, the Village's storm sewer discharges into the regional stormwater system for Centennial Centre where the stormwater will be treated for TSS removal and peak discharge.

If you have any questions or need any additional information, please do not hesitate to call.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Brandon D. Robaidek, E.I.T.

# VILLAGE OF HOBART

## SITE REVIEW / DEVELOPMENT AND DESIGN STANDARDS PROCESS & APPROVAL

### PLAN SUBMITTAL REQUIREMENTS:

- Fifteen (15) copies 11 x 17 or size that is legible with all information required by this process.
- Fifteen (15) copies of the Completed Checklist
- This checklist with complete information no later than ten 10 business days prior to the Third Tuesday of the month to the Village Clerk; NO LATER THAN 1200 HOURS. (Noon)
- One (1) full size set of site plans.
- One (1) full size set of building plans, Ready for State Approval
- All site plans shall be drawn to an engineering scale no greater than one-(1) inch equals one hundred (100) feet.
- Signs not part of this application would be a considered a separate application
- Application fee of \$150.

**ALL INFORMATION MUST BE COMPLETE PRIOR TO SCHEDULING A MEETING OF THE SITE REVIEW COMMITTEE. NO BUILDING PERMIT WILL BE ISSUED WITHOUT APPROVED PLANS FROM THE SITE REVIEW COMMITTEE.**

### 1. LOCATION

Project / Development / Site Location / intersection (section town & range)

Team 1848 Development, 652 Centerline Drive \_\_\_\_\_

### 2. TYPE OF DEVELOPMENT

Size of Parcel (acreage or square footage): 130,813 s.f. or 3.00 Acres \_\_\_\_\_

Size of facility(square footage): Overall square footage including mezzanine – 14,965 s.f.

Type of facility: Athletic Training Facility \_\_\_\_\_

Developer: Harry Boyce \_\_\_\_\_

Address: 1280 Lear Lane #19, Hobart, WI 54155 Phone: (920) 313-0209 \_\_\_\_\_

Engineer: Robert E Lee and Associates, Inc. – Brandon Robaidek \_\_\_\_\_

Address: 1250 Centennial Centre Blvd Phone: (920) 662-9641 \_\_\_\_\_

Contractor: Bayland Buildings – David O'Brien \_\_\_\_\_

Construction Firm: \_\_\_\_\_

Address: PO Box 13571, Green Bay, WI 54307 Phone: (920) 371-6200 \_\_\_\_\_

Revised 1-23-08

3. SITE PLAN APPROVAL

A. Industrial \_\_\_\_ Business Park \_\_\_\_ Commercial  X

Multi-Family \_\_\_\_

Current Zoning: PDD #1: Centennial Centre at Hobart District

Other – Identify: \_\_\_\_\_

Erosion Control Plan on file: \_\_\_\_\_ YES  X  NO

% of Green Space:  73.7%

B. Orientation – Provide scale map of parcel and facility, (show north indicating arrow, and a graphic scale)

C. Setback Information:  Front: 30', Side: 15', Rear: 50'  Complies with Ordinance:  Y

D. # of parking stalls ( Include Handicapped parking):  39 Stalls (4 Handicap)

E. Show the following Utilities and all easements including but not limited to the following facilities types:

1) Electric underground  overhead

2) Natural Gas

3) Telephone

4) Water / Fire Hydrants

5) Fiber Optic Lines

6) Other transmission lines \_\_\_\_\_

7) Ingress – egress easements \_\_\_\_\_

F. Total Site Build-out including future structures and setbacks:

Complies with ordinance  X  YES \_\_\_\_\_ NO

G. Identify on the Site Plan Key: Spot Elevations: such as Center of Street, Driveway apron, 4 - corners of lot, building elevations, building floor, key drainage points & ditches on local USGS Datum:

Data Complete:  X  YES \_\_\_\_\_ NO



**5. LANDSCAPING PLAN**

If planting new trees in Village right-of-way, a requirement of a 1.5" caliper or greater of the tree at 12" above ground is needed, according to planting ordinance specifications. A tree-planting plan must be filed with the application. Tree placement is 1-tree every 50 feet of frontage.

Provide scaled landscaping of plan for parcel

Identify tree and location specifics – Quantity / Diameter, etc: See REL Sheet 2 for Landscaping Plan

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Identify Shrubs & Location Specifics - Quantity: \_\_\_\_\_

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Identify Buffering -Type – Quantity:

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**6. LIGHTING PLAN**

Provide scaled lighting plan for parcel

Identify Exterior Building Lighting – Quantity, Wattage, Location :

See REL Plan Sheet 2 for locations and attached cut sheets for specifications of Wall Packs

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Identify Parking Lighting – Quantity – Wattage – Location :

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Identify other Lighting – Quantity – Wattage – Location:

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# Storm Water Utility Service Application

Dept. of Neighborhood Services  
2990 S. Pine Tree Rd.  
Hobart WI 54155  
920-869-3809

**A. Applicant**

Applicant Name: Harry Boyce Owner Name: \_\_\_\_\_

Address: 1280 Lear Lane #19 Address: \_\_\_\_\_

City: Hobart State: WI Zip: 54155 City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone: (920) 313-0209 Phone: ( ) \_\_\_\_\_

Email: harryboyce@team 1848.com Email: \_\_\_\_\_

**B. Parcel – Site Information**

Site Address: 652 Centerline Drive Parcel ID: HB-2681

Project Description: Athletic Training Facility

**Residential ERU Calculations**

Use	<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi-family
<b>Number of Dwellings</b>			
<b>ERU's / Dwelling</b>	1 ERU	0.75 ERU	0.6 ERU
<b>Total ERU's</b>			

**Nonresidential Uses - Impervious Surface Calculation**

	Existing		Change (+/-)		= New Total Area	
		sq. ft.		sq. ft.		sq. ft.
<b>Building/Structure Foot Prints</b>	13,362	sq. ft.	+13,362	sq. ft.	13,362	sq. ft.
<b>Paved/Gravel Areas</b>	21,050	sq. ft.	+21,050	sq. ft.	21,050	sq. ft.
<b>Totals</b>	<b>34,412</b>	<b>sq. ft.</b>	<b>+34,412</b>	<b>sq. ft.</b>	<b>34,412</b>	<b>sq. ft.</b>

ERU Calculation: 34,412 / 4000 sf / ERU = 8.603 ERU's  
 New Total Area sq. ft.

Preparer's Signature: *Brandon Boback* Date: \_\_\_\_\_

Preparer's Printed Name: Brandon Boback

## Site Plan Review Checklist

Project: Team 1848

PDD ORDINANCE, SITE PLAN REQUIREMENT	LOCATION, PLAN SHEET(PS) or MAP	PRESENT AND SATISFIES REQUIREMENT?	COMMENTS
a. Name of project/development;	REL Sheet C	Y	
b. Location of project/development by street address, or CSM	REL Sheets C-5	Y	
c. Name and mailing address of developer/owner;	REL Sheet 1	Y	
d. Name and mailing address of engineer/architect;	All REL Sheets	Y	
e. A written statement describing how the development will be consistent with the land use and design guidelines as identified in the Centennial Centre Master Plan.			
f. <b>A written statement from the Owner acknowledging the Village's Restrictive Covenants for the District set forth on Appendix A and agreeing:</b>			
i. to subject the real estate that is subject to the Site to the Restrictive Covenants if said property has not been previously subjected to the Restricted Covenants; and			
ii. to be individually bound by the terms of the Restrictive Covenants, including the waiver of sovereign immunity set forth therein.		Y	
g. North point indicator;	REL Sheet 1-5	Y	
h. Scale;	REL Sheet 1-5	Y	

## Site Plan Review Checklist

Project: Team 1848

PDD ORDINANCE, SITE PLAN REQUIREMENT	LOCATION, PLAN SHEET(P/S) or MAP	PRESENT AND SATISFIES REQUIREMENT?	COMMENTS
i. Boundary lines of property, with dimensions;	REL Sheet 1-5	Y	
<b>j. Location identification, and dimensions of existing and proposed:</b>			
i. Topographic contours at a minimum interval of two feet, and key spot elevations;	REL Sheets 1,4	Y	
ii. Adjacent streets and street right of ways, respective to the elevation of building first floor;	REL Sheet 2	Y	
iii. On site streets and street right of ways, and fire lanes;	REL Sheet 2	Y	
iv. Utilities and any easements including but not limited to the following types;	REL Sheets 1,3	Y	
v. All buildings and structures, existing & proposed to consider maximum development of the parcel if more than one structure could be located on the parcel;	REL Sheet 2	Y	
k. A statement of the total acreage of the property to be developed;	REL Sheet 2	Y	3.00 ACRES
l. Significant physical features within the tract, watercourses, ponds, lakes, rain gardens, and wetlands; and proposed major changes in those features;	REL Sheet 2	Y	
m. All contemplated land uses;	REL Sheets 1-5	Y	
n. An indicator of the contemplated intensity of use: i.e., gross density in residential development;	N/A	N/A	N/A

## Site Plan Review Checklist

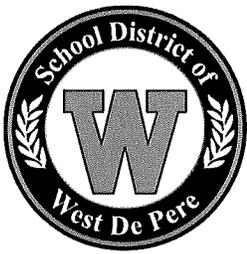
Project: Team 1848

PDD ORDINANCE, SITE PLAN REQUIREMENT	LOCATION, PLAN SHEET (PS) or MAP	PRESENT AND SATISFIES REQUIREMENT?	COMMENTS
o. Existing buildings that will be removed and the proposed location of all principal structures and associated parking areas;	REL Sheet 1,2	Y	
p. Proposed circulation systems (pedestrian, bicycle, auto) by type, their connection to the existing network outside the site;	REL Sheet 2	Y	
q. Existing rights-of-way and easements that may affect the project;	REL Sheets 1,2	Y	
r. The location of sanitary and storm sewer lines and water mains;	REL Sheets 1,3	Y	
s. The location of recreational and open space areas;	REL Sheet 2	Y	
<b>t. Description of proposed system for drainage and a storm water plan showing existing and final grades.</b>			NARRATIVE
i. Parking facilities;	REL Sheet 2	Y	
ii. Water bodies and wetlands;	N/A		
iii. Surface water holding ponds, drainage ditches, and drainage patterns, location and size of culverts and any drainage sewers servicing the site	REL Sheets 2-5	Y	
u. Sidewalks, walkways, and driveways;	REL Sheet 2	Y	
v. Off street loading areas and docks;	N/A		
w. Fences and retaining walls;	N/A		
x. All signs;	N/A		

## Site Plan Review Checklist

Project: Team 1848

PDD ORDINANCE, SITE PLAN REQUIREMENT	LOCATION, PLAN SHEET(PS) or MAP	PRESENT AND SATISFIES REQUIREMENT?	COMMENTS
y. Exterior refuse collection areas and the required enclosure(s);	REL Sheets 2,6	Y	
z. Exterior lighting;	REL Sheet 2	Y	
aa. Traffic flow on and off site.	REL Sheet 2	Y	
bb. Location of open space/green space;	REL Sheet 2	Y	
<b>cc. Site statistics, including:</b>			
i. Sq. Footage	REL Sheet 2	Y	130,814 S.F.
ii. Percent site coverage;	REL Sheet 2	Y	26.30%
iii. Percent open space; and green space	REL Sheet 2	Y	73.70%
iv. Floor area ratio (FAR)	REL Sheet 2	Y	0.114
dd. Location and dimensions of proposed outdoor display areas;	N/A	N/A	
<b>ee. Architectural rendering of the proposed structures and buildings, including:</b>	A10		
i. All dimensions;	A1.0, A1.1, A2.0, A2.1		
ii. Gross square footage of existing and proposed buildings and structures; and	A1.0, A1.1	Y	
iii. Description of all exterior finish materials.	A2.0, A2.1	Y	
ff. Erosion control plans;	REL Sheets 5, 7-11	Y	
gg. Landscaping plan	REL Sheet 2	Y	



## School District of West De Pere

Administrative Offices  
400 Reid St. Suite W  
De Pere, WI 54115-2164

**Brian Walters, Business Manager**

Fax (920) 337-1398

[www.wdpsd.com](http://www.wdpsd.com)

Phone (920) 337-1393

September 29, 2020

Aaron Kramer  
Village Administrator  
Village of Hobart  
2990 South Pine Tree Road  
Hobart, WI 54155

Mr. Kramer,

As you are aware, local governments are to receive COVID-19 relief funds. This includes both municipalities as well as school districts. We were recently made aware that local municipalities are able to transfer unused funds to school districts to aid in addressing COVID-19 eligible expenditures.

This letter is to make it known we are interested in any unused funds you would have left over after addressing your own needs. We appreciate your collaboration and partnership in this and all other endeavors and look forward to our discussion as to what potential funds are available.

With Regards,

Brian Walters  
Business Manager  
West De Pere School District

## STANDING COMMITTEES:

Natural Resources & Energy, Chair  
Transportation, Veterans, & Military Affairs



## JOINT COMMITTEES:

Audit Committee, Co-Chair

September 1, 2020

Dear local school district leaders,

I hope all is well in your district as you prepare for what's set to be an uncertain school year. After following the reopening plan development process for each of the sixteen different school districts that serve a large number of students from the 2nd Senate District, I've been pleased to see how districts have engaged with the community to decide how best to start, and hopefully continue, this school year by balancing health, child welfare, and education. While many school districts will start the year with different plans in place, each has kept the best interests and safety of the children and teachers in mind.

Intrinsically tied with the extra preparation and safety precautions in the reopening plans comes extra expenses. During a meeting with leaders from the Howard-Suamico School District and both local governments, along with Representatives John Nygren and Dave Steffen and myself at an August 17th Legislator Linkage event, these expenses were a topic of discussion. Between the personal protective equipment, disinfecting supplies, remote learning technology, physical barriers like Plexiglas, and more, expenses that were unanticipated just a few short months ago can take a toll on a school district's budget. While funding from the CARES Act may help to stem the tide with some of the initial expenses, as the school year progresses, many of these expenses will also continue.

That's why, after some discussion among the group, a creative solution was reached that could help to ease some of the financial burden for school districts. Under the state's [Coronavirus Relief Fund](#), which is a nearly \$2 billion pot of money from the CARES Act for use at the Governor's discretion to aid Wisconsin's response and recovery efforts, \$190 million was allocated for local governments, including towns, villages, cities, and counties, to reimburse certain allowable expenses. About \$14.6 million was allocated to local governments at least serving partly inside the 2nd Senate District. In the first of three bimonthly reporting periods in early July, only about \$587,000 was reimbursed, meaning that there is still over \$14 million available for reimbursement to local governments in our area.

After the meeting, I spoke with the Department of Administration, which is managing this local government reimbursement program known as [Routes to Recovery](#), and confirmed that they would allow reimbursement for expenses incurred by local governments to purchase supplies and donate them to the local school district. In short, if the local government purchases supplies like personal protective equipment, disinfecting supplies, and remote work technology, and donates those supplies to the local schools, they're eligible for full reimbursement from the state for those expenses.

Recently, I joined a call with officials from Howard, Suamico, and the Howard-Suamico School District, and they're working to finalize a voluntary partnership where the Villages will purchase some

supplies for the School District, and the Villages will apply for and receive reimbursements for those expenses during one of the final two reporting periods in early September and November. Between these two villages, they have over \$500,000 allocated that they can seek in reimbursement, and both Villages anticipate that even after accounting for their own municipal expenses, they'll still likely have plenty left over. Ultimately, the conversation noted that this is a win-win proposition. Along with this letter, we've attached an email from the Department of Administration confirming that these partnerships would be allowed for reimbursements to the local government.

It's my hope that, as we enter the 2020-2021 School Year, other school districts in Northeast Wisconsin will consider establishing these voluntary and mutually-beneficial partnerships with local governments that can help to reduce the expenses to school districts, keep students and teachers safe, and reduce COVID-19 spread in the community. If you reach-out to local government leaders in your area and either your district or the local government officials have any questions, please do not hesitate to reach out to my office at (608) 266-0484 or [Sen.Cowles@legis.wisconsin.gov](mailto:Sen.Cowles@legis.wisconsin.gov) and we'll be happy to assist as best we can.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Cowles', is centered below the text 'Sincerely,'.

Senator Rob Cowles  
Proudly Serving Wisconsin's 2nd Senate District

**GREEN BAY ELECTRONICS RECORD PROGRAM SOFTWARE  
SUB-LICENSE AND SERVICE AGREEMENT**

This Software License and Service Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 ("Effective Date") by and between Brown County, WI, a body corporate pursuant to Wis. Stat. § 59.01 (hereinafter, "Licensee") and the City/Village/Town of \_\_\_\_\_, WI, a Wisconsin municipal corporation (hereinafter, "Sub-Licensee"), collectively referred to as the Parties.

**RECITALS**

WHEREAS, Licensee has the authority to sub-license the proprietary electronic records program known as the Green Bay Electronic Records Program ("GERP"); and

WHEREAS, Sub-Licensee desires to obtain a personal, nontransferable, non-exclusive limited right and license to use GERP and related documentation and services for Licensee's own internal business purposes only; and

WHEREAS, Licensee is willing to grant such a sub-license on the terms and subject to the conditions of this Agreement;

NOW, THEREFORE, in consideration for the fees to be paid by Sub-Licensee hereunder, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree:

**AGREEMENT**

**1. Definitions.** As used in this Agreement, the following terms shall have the following definitions:

A. *Authorized Users.* Sub-Licensee and its employees, and no other persons or entities unless agreed to in writing by the Licensee.

B. *Documentation.* All user/operation manuals and other materials or information describing GERP, as hereinafter defined, its performance characteristics, technical features, and other relevant information reasonably required for use of GERP, including all physical media upon which the materials or information are provided.

C. *Licensed Products.* The Software and the Documentation.

D. *Software.* That certain proprietary computer software known as GERP, in machine readable, object code form, and any modules, bug fixes, modifications, enhancements and other GERP software provided to and licensed hereunder by the Licensor to the Licensee during the Term.

**2. Software License.**

A. *License Grant.* Subject to the terms of this Agreement, Licensee hereby grants to Sub-Licensee, and Sub-Licensee accepts, a limited, non-transferable and non-exclusive perpetual license to use the Software solely for Licensee's own internal business purposes and solely by the Authorized Users defined herein or such Authorized Users agreed to in writing by the Parties during the Term.

B. *Warranty of Ownership.* Licensee warrants to Sub-Licensee, and no other person or entity, that it has the right to enter into this Agreement.

Agreement which materially and substantially affects the Parties' performance under the Agreement and has a material adverse effect. If the breaching Party fails to correct the breach within ten (10) days, the Agreement is terminated. Either Party may immediately terminate this Agreement if the other Party fails to comply with any statutory requirement within this Agreement. Either Party may enforce the terms of this Agreement by any legal means.

(ii) *Termination upon Notice.* Either Party may terminate this Agreement for any reason upon thirty (30) days' written notice to the other Party.

C. *Effect of Termination.* Sub-Licensee shall cease use of the Licensed Products upon termination of this Agreement and shall provide a written certification to Licensee of removal of all copies of the Software from its system and destruction of all copies of Licensed Products except those required for archival purposes. Termination of this Agreement shall not relieve Sub-Licensee of its obligation to pay any fees nor result in the refund of any fees paid.

6. **Fees and Payment.** Sub-Licensee shall pay Licensee annually an amount equal to the proportional call volume share of the Ninety-Five Thousand Dollars (\$95,000.00) ("Proportional Annual Payment"). The Proportional Annual Payment is equal to the proportional share of the Sub-Licensee's call volume relative to the total call volume of all participating Sub-Licensees. The Proportional Annual Payment is re-calculated annually based on calls for service data from the four (4) years preceding the recalculating year and relayed to the Sub-Licensee by March 1<sup>st</sup> of each year. The Proportional Share Annual Payment shall be paid in full no later than June 1<sup>st</sup> of each year of this Agreement.

A. *Payments.* All payments (i) shall be made by bank check or Licensee's check or wire transfer of immediately available funds and (ii) shall be due and payable to Licensor in U.S. Dollars, at Licensor's address as stated below, or such other place(s) as Licensor may from time to time designate in writing. All payments shall be made without offset or deduction of any nature whatsoever and are nonrefundable except as expressly stated in this Agreement.

7. **Warranty.**

A. Licensee warrants that: (i) it has the right to license the Software, and that there are no pending liens, claims, or encumbrances against the Software; (ii) there has been no violation of copyright or patent rights in connection with the Licensed Products; and (iii) services provided under this Agreement will be performed in a professional and workmanlike manner, and bug fixes, modifications and enhancements provided will perform in accordance with the City's standard specifications. **EXCEPT FOR THE WARRANTIES STATED ABOVE, LICENSEE MAKES NO OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESS OR IMPLIED. LICENSEE EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT.**

B. The Licensed Products are of a complex nature resulting in operations that may be interrupted or errors that may be encountered. Licensee's sole obligation and Sub-Licensee's sole remedy under this warranty is for Licensee, at its option, to provide such services, bug fixes, or other modifications it deems appropriate, provide a functional equivalent, or reperform services, if: (i) Licensee receives proper notice of any claimed Software defect during the warranty period, or a claim of defective services or Software within thirty (30) business days of the related occurrence. Proper notice includes copies of the data, reports and written procedures documenting the claim; (ii) the Sub-Licensee is otherwise in compliance with this Agreement and using the current version of the Software in accordance with Licensee standard specifications; and (iii) Licensee is able to reproduce any claimed

A. *Injunctive Relief.* Sub-Licensee's breach of any obligation under this Agreement regarding the use, duplication, modification, transfer or confidentiality of the Licensed Products shall entitle Licensee to injunctive, specific performance and/or other equitable relief, all without need of bond or undertaking of any nature, Sub-Licensee specifically acknowledging that Licensee's remedies at law under such circumstances would be inadequate.

B. *Assignment.* This Agreement shall not be assignable by either Party, and neither Party may delegate its duties hereunder without the prior written consent of the other Party. Any attempt by a Party to assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other Party shall be null and void and shall result in immediate termination of this Agreement under its terms and conditions.

C. *No Third-Party Beneficiaries.* Unless explicitly provided for elsewhere in this Agreement, no person other than the Parties themselves has any rights or remedies under this Agreement.

D. *Governing Law and Venue.* This Agreement is governed by the laws of the State of Wisconsin. Venue lies in the state and federal courts located in Brown County, WI.

E. *Severability.* If any provision of this Agreement or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, the remainder of the Agreement or the application of such provision, or portion thereof, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

F. *Waiver.* Failure to require performance of any provision or waiver of a breach of a provision does not waive a Party's right to subsequently require full and proper performance of that provision.

G. *Entire Agreement.* This Agreement represents the Parties' entire agreement on this subject matter and may only be modified, amended, or added to after the date of this Agreement by a written instrument executed by both Parties, except as otherwise provided herein.

H. *Notices.* Any and all notices which either Party may give hereunder shall be in writing and delivered by registered or certified mail, return receipt requested, or by personal delivery, or by first class mail postage prepaid. In the case of first class mail, postage prepaid, delivery shall be deemed to have been accomplished two (2) days after deposit of the notice in the mail. Until written notice is delivered to the other Party of a change in address, the addresses set forth below shall be presumed to be current:

If to: LICENSEE  
Brown County Clerk  
305 E. Walnut St.  
Green Bay, WI 54305

If to: SUB-LICENSEE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. *No Agency.* Nothing in this Agreement is intended nor may be construed to create between Licensee and Sub-Licensee either an employer/employee, joint venture, or any other similar relationship. No agent, employee or representative of either Party shall be deemed to be an agent, employee or

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the last date listed below.

Dated: \_\_\_\_\_, 2020

BROWN COUNTY, Licensee

By \_\_\_\_\_  
Troy Streckenbach, County Executive

By \_\_\_\_\_  
Sandy Juno, County Clerk

Dated: \_\_\_\_\_, 2020

CITY/TOWN/Village of \_\_\_\_\_, Sub-Licensee

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Clerk

## Brown County Law Enforcement RMS Cost Sharing

CFS	BCSO	DPPD	HLPD	UWGB	PPD	WPD	Total
2019	44,448	14,035	7,755	3,619	1,938	1,697	73,492
2018	50,507	17,875	11,005	4,184	2,139	1,919	87,629
2017	55,542	17,582	12,394	4,460	2,271	1,851	94,100
2016	54,927	16,604	11,372	4,525	2,469	2,000	91,897
Avg	51,356	16,524	10,632	4,197	2,204	1,867	86,779.50
Share	59%	19%	12%	5%	3%	2%	100%
\$ Share	\$ 56,220.88	\$ 18,089.30	\$ 11,638.61	\$ 4,594.58	\$ 2,413.06	\$ 2,043.58	\$ 95,000.00

\*Securus Data Not Included (2018 - 2019)



**TO:** Village Board  
**FROM:** Aaron Kramer, Village Administrator  
**RE:** Initial FY 2021 Budget Discussions  
**DATE:** October 6<sup>th</sup> 2020

**SMALL BUSINESS AND GENERAL TAX RELIEF PROPOSALS**

In light of the economic difficulties caused by the COVID-19 pandemic, I am proposing the following “relief” measures:

**TEMPORARY REDUCTION IN CERTAIN LICENSE FEES**

\* 50 percent reduction in the beverage license fees to provide temporary relief to small businesses in the Village (for FY2021 only):

DESCRIPTION	FEE	PROPOSED 2021 FEES
<b>BEVERAGE</b>		
Class “A” Fermented Malt Beverage Retailer’s License	\$500	\$250
Class “B” Fermented Malt Beverage License	\$100	\$50
Temporary Class “B” Fermented Malt Beverage / Wine License (Picnic)	\$10	\$10
“Class A” Intoxicating Liquor Retailer’s License	\$500	\$250
“Class A” Cider	No fee	No fee
“Class B” Intoxicating Liquor License	\$500	\$250
“Class B” Winery Only	\$100	\$50
	\$10,000	\$10,000
Reserve “Class B”	onetime fee plus license fee	onetime fee plus license fee
Operator’s License (New or renewal)	\$40	\$20
Provisional License (valid for 60 days)	\$15	\$15
Cigarette License	\$100	\$50

Estimated fiscal impact: \$1,350 (based on FY 2020 budget)

PROPOSED ACTION: This must be done by Ordinance before the end of the year

**PERMANENT REDUCTION IN STORMWATER FEES**

\* 10 percent reduction in the stormwater fee (this would affect residential, commercial and industrial property owners throughout the Village through a reduction in their 2021 tax bill and would be permanent)

Estimated fiscal impact: \$51,879 (based on FY 2020 budget)

PROPOSED ACTION: This can be done by Board action as part of the FY2021 budget approval process.

## GENERAL FUND BALANCE POLICY

Under the current policy, adopted in 2017, the following fiscal goals and standard were established:

The Village's fund balance within the General Fund shall be maintained at a level of 30 percent of the annual General Fund budgeted expenditures. Any amount above 30 percent of the annual General Fund budgeted expenditures, and otherwise not encumbered, reserved or designated in any way, shall be considered as the Village's unassigned fund balance ("the Unassigned Balance"). During the subsequent year, the Village Administrator shall recommend to the Village Board a plan for usage of this Unassigned Balance. The Village's Unassigned Balance shall be assigned by the Village Board and administered by the Village Administrator. The usage shall, in order of consideration, be limited to:

- (1) Covering revenue shortfalls or negative budget variances of the current fiscal year.
- (2) Transferring a portion of the unassigned fund balance to the Village's Capital Improvement fund to offset anticipated purchases or projects and/or to reduce principal borrowed for an expected capital outlay in the following manner:
- (3) Transferring fifty (50) percent to the following Designated Reserve Accounts, with the goals for each account established, in a proportion recommended by the Village Administrator and approved by the Village Board. The Village Administrator and Board will annually review the funding goals for the Designated Reserve Accounts on an annual basis. The following goals have been established by this policy:
  - Fire Equipment - \$250,000
  - Public Works Equipment - \$100,000
  - Village Building - \$200,000
  - Village Revaluation - \$50,000
  - Tech and Equipment Replacement - \$35,000
  - HVAC Replacement - \$50,000
- (4) Downsizing or retiring outstanding, levy-funded debt obligations.
- (5) Reducing the general fund tax levy.

The current Capital Projects reserve accounts (as established in Section 3 above) was as follows:

<b>DESIGNATED RESERVE ACCOUNT</b>	<b>12-31-2019 BALANCE</b>	<b>2020 CHANGES</b>	<b>2020 BALANCE</b>	<b>GOAL</b>
Fire Station	\$0.00	\$113,500.00	\$113,500.00	\$250,000.00
Fire Equipment Replacement	\$51,000.00	\$19,000.00	\$70,000.00	\$200,000.00
Public Works Equipment Replace.	\$65,000.00	\$10,000.00	\$75,000.00	\$100,000.00
Village Building	\$84,500.00	\$5,500.00	\$90,000.00	\$200,000.00
Village Revaluation	\$18,257.15	\$0.00	\$18,257.15	\$50,000.00
Tech & Equipment Replacement	\$16,960.15	\$0.00	\$16,690.15	\$35,000.00
* HVAC Replacement	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00

\*-Goal Met

The total Capital Projects fund reserve account which is undesignated is \$248,159.01.

NOTE: The Board created the Fire Station account in March 2020 to provide the base funding for the construction of a new fire station in 2023.

I am proposing the following changes, effective with FY2021:

The Village's fund balance within the General Fund shall be maintained at a level of 25 percent of the annual General Fund budgeted expenditures. Any amount above 25 percent of the annual General Fund budgeted expenditures, and otherwise not

encumbered, reserved or designated in any way, shall be considered as the Village's unassigned fund balance (“the Unassigned Balance”). During the subsequent year, the Village Administrator shall recommend to the Village Board a plan for usage of this Unassigned Balance. The Village's Unassigned Balance shall be assigned by the Village Board and administered by the Village Administrator. The usage shall, in order of consideration, be limited to:

(1) Transferring fifty (50) percent to the following Designated Reserve Accounts, with the goals for each account established, in a proportion recommended by the Village Administrator and approved by the Village Board. The Village Administrator and Board will annually review the funding goals for the Designated Reserve Accounts on an annual basis. The following goals have been established by this policy:

- Fire Station Construction/Planning - \$250,000
- Fire Equipment - \$200,000
- Public Works Equipment - \$100,000
- Village Building - \$200,000
- Village Revaluation - \$50,000
- Tech and Equipment Replacement - \$35,000
- HVAC Replacement - \$50,000

(2) Transferring fifty (50) percent to the Debt Service fund to allow for the downsizing future and/or retiring outstanding, levy-funded debt obligations.

(3) Reducing the general fund tax levy.

**IMPACT IF CURRENTLY IN PLACE**

The FY2019 budget ended with a surplus of \$351,786.46. This left us with us a fund balance as follows:

Fund Balance – Unreserved	\$1,364,776.90
Restricted Park Development	290,491.72
Restricted Memorial Brick/Trees	<u>5,285.85</u>
<b>TOTAL FUND BALANCE - UNRESERVED</b>	<b>\$1,660,554.47</b>

If the proposed change above had been in place, the Village's fund balance within the General Fund (25 percent of the annual General Fund budgeted expenditures) would have been \$909,172 (The FY2020 budget has \$3,636,691.12 in expenditures). The “surplus” in the unreserved fund balance would be projected \$455,605. One-half (50 percent) would have been placed in both the Debt Service and Capital Projects Funds (\$227,802.50)

PROPOSED ACTION: Direct staff to create an Amended General Fund Balance Policy for action by the Board

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**PROPOSED SALARY INCREASE**

I am proposing a two (2)-percent salary increase for all employees not covered under a previously approved employment contract. This is based on two factors:

- The average wage increase being proposed by neighboring municipalities in Brown County
- The Wisconsin Department of Revenue (DOR) has advised the Wisconsin Employment Relations Commission (WERC) that the CPI-U increase applicable to one-year collective bargaining agreements is 1.56 percent (see chart below)

Beginning date of one-year collective bargaining agreement	Applicable CPI-U as determined by WI Department of Revenue
January 1, 2021	1.56%
December 1, 2020	1.65%
November 1, 2020	1.79%
October 1, 2020	1.93%
September 1, 2020	1.96%
August 1, 2020	1.89%
July 1, 2020	1.81%
June 1, 2020	1.78%
May 1, 2020	1.79%
April 1, 2020	1.85%
March 1, 2020	1.90%
February 1, 2020	1.98%
January 1, 2020	2.07%

VILLAGE OF HOBART, WISCONSIN  
Notice of Adopting Amended 2020 General Fund Budget

The Village Board of the Village of Hobart did at its October 6<sup>th</sup> 2020 regular meeting approve the amended 2020 General Fund Budget. Notice is hereby given that the details of the adopted amended budget will be on file in the Clerk-Treasurer's office beginning on October 7<sup>th</sup> 2020 and will be open for public inspection during regular office hours.

**AMENDED 2020 GENERAL FUND BUDGET**

<b>REVENUE</b>	<b>ACTUAL 2019</b>	<b>ORIGINAL 2020</b>	<b>AMENDED 2020</b>	<b>CHANGE</b>
Taxes (41)	\$1,703,818.17	\$1,790,519.97	\$1,807,611.11	0.95%
Special Assessments (42)	1,461.04	0.00	0.00	- - -
Intergovernmental Rev. (43)	457,703.80	497,221.16	511,438.04	2.86%
Licenses and Permits (44)	354,211.93	168,960.00	160,440.68	-5.04%
Fines and Forfeitures (45)	1,030.00	200.00	270.00	35.00%
Public Charges for Serv. (46)	1,076,247.69	1,047,151.52	1,028,110.78	-1.82%
Miscellaneous Revenue (48)	57,615.13	25,000.00	21,000.00	-16.00%
Other Funding Sources (49)	113,959.15	107,638.47	107,790.38	0.14%
<b>TOTAL</b>	<b>3,766,046.91</b>	<b>3,636,691.12</b>	<b>3,636,660.99</b>	<b>0.00%</b>
<b>EXPENDITURES</b>	<b>ACTUAL 2019</b>	<b>ORIGINAL 2020</b>	<b>AMENDED 2020</b>	<b>CHANGE</b>
General Government (51)	\$737,822.89	\$733,337.98	\$694,530.62	-5.29%
Public Safety (52)	1,825,194.22	1,968,237.82	1,972,813.84	0.23%
Public Works (53)	834,203.23	853,641.63	852,941.20	-0.08%
Constable Services (54)	3,630.00	3,000.00	2,500.00	-16.67%
Park and Recreation (55)	11,563.11	9,500.00	3,100.00	-67.37%
Planning & Development (56)	1,847.00	1,500.00	1,500.00	0.00%
Transfer to Other Funds (59)	0.00	67,473.69	154,507.00	128.99%
<b>TOTAL</b>	<b>3,414,260.45</b>	<b>3,636,691.12</b>	<b>3,681,892.66</b>	<b>1.24%</b>

NOTE: The amended budget contains a deficit due to the transfer of \$154,507 to the Capital Reserve Account to allocate excess funds in the General Fund Reserve due to a budget surplus in the FY2019 budget. Without the transfer, the Amended Budget would have a \$109,275 surplus.

Dated at Hobart, Wisconsin this 7th day of October, 2020.

Erica Berger  
Village Clerk / Treasurer  
Village of Hobart

Published October 9, 2020

2021 GENERAL FUND							
	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Revenues</b>							
Taxes (41)	1,725,298.63	1,703,818.17	1,790,519.97	1,807,611.11		17,091.14	
Special Assessments (42)	0.00	1,461.04	0.00	0.00		0.00	
Intergovernmental Rev. (43)	424,893.91	457,703.80	497,221.16	511,438.04		14,216.88	
Licenses and Permits (44)	370,556.47	354,211.93	168,960.00	160,440.68		(8,519.32)	
Fines and Forfeitures (45)	170.00	1,030.00	200.00	270.00		70.00	
Public Charges for Serv. (46)	1,015,869.72	1,076,247.69	1,047,151.52	1,028,110.78		(19,040.74)	
Miscellaneous Revenue (48)	47,991.45	57,615.13	25,000.00	21,000.00		(4,000.00)	
Other Funding Sources (49)	66,578.28	113,959.15	107,638.47	107,790.38		151.91	
<b>TOTAL REVENUES</b>	<b>3,651,358.46</b>	<b>3,766,046.91</b>	<b>3,636,691.12</b>	<b>3,636,660.99</b>	<b>0.00</b>	<b>(30.13)</b>	<b>0.00</b>
<b>Change</b>	<b>121,808.84</b>	<b>114,688.45</b>	<b>(129,355.79)</b>	<b>(30.13)</b>			
<b>Expenditures</b>							
General Government (51)	1,144,243.23	737,822.89	733,337.98	694,530.62		(38,807.36)	
Public Safety (52)	1,673,171.98	1,825,194.22	1,968,237.82	1,972,813.84		4,576.02	
Public Works (53)	763,848.93	834,203.23	853,641.63	852,941.20		(700.43)	
Constable Services (54)	3,465.00	3,630.00	3,000.00	2,500.00		(500.00)	
Park and Recreation (55)	27,396.69	11,563.11	9,500.00	3,100.00		(6,400.00)	
Planning & Development (56)	2,225.00	1,847.00	1,500.00	1,500.00		0.00	
Transfer to Other Funds (59)	37,007.10	0.00	67,473.69	154,507.00		87,033.31	
<b>TOTAL REVENUES</b>	<b>3,651,357.93</b>	<b>3,414,260.45</b>	<b>3,636,691.12</b>	<b>3,681,892.66</b>	<b>0.00</b>	<b>45,201.54</b>	<b>0.00</b>
<b>Change</b>	<b>121,698.11</b>	<b>(237,097.48)</b>	<b>222,430.67</b>				
<b>NET</b>	<b>0.53</b>	<b>351,786.46</b>	<b>(0.00)</b>	<b>(45,231.67)</b>	<b>0.00</b>		

GENERAL FUND REVENUES (001)							
	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Taxes (Fund 41)</b>							
Delinquent Pers Property Tax	0.00	0.00	0.00	0.00		0.00	
General Property Tax	1,672,797.73	1,625,817.96	1,744,328.74	1,744,328.84		0.10	
Managed Forest Crop	125.62	138.23	138.23	60.30		(77.93)	
Ag Use Penalty	7,549.15	14,396.71	3,500.00	1,009.42		(2,490.58)	
Interest on Taxes	3,773.13	3,582.27	1,500.00	2,329.55		829.55	
PILOT - Water	41,053.00	59,883.00	41,053.00	59,883.00		18,830.00	
<b>FUND 41 TOTAL</b>	<b>1,725,298.63</b>	<b>1,703,818.17</b>	<b>1,790,519.97</b>	<b>1,807,611.11</b>	<b>0.00</b>	<b>17,091.14</b>	<b>0.00</b>
<b>Change</b>	<b>21,098.96</b>	<b>(21,480.46)</b>	<b>86,701.80</b>	<b>17,091.14</b>			
<b>Special Assessments (Fund 42)</b>							
Pass Thru Payments	0.00	1,461.04	0.00	0.00		0.00	
<b>FUND 42 TOTAL</b>	<b>0.00</b>	<b>1,461.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Change</b>	<b>0.00</b>	<b>1,461.04</b>	<b>(1,461.04)</b>	<b>0.00</b>			
<b>Intergovernmental Revenues (Fund 43)</b>							
Police Grants	25,830.18	29,895.69	0.00	13,327.61		13,327.61	
Fire Dept Grants	42.50	0.00	0.00	0.00		0.00	
State Shared Revenue	61,786.10	63,060.20	63,060.20	63,060.20		0.00	
Personal Propety State Aid	0.00	8,841.68	10,854.58	10,854.48		(0.10)	
2% Fire Dues	34,518.24	40,014.38	41,000.00	41,909.93		909.93	
Exempt Computer Aid	1,689.48	1,730.37	1,730.00	1,730.37		0.37	
Video Service Provider Aid	0.00	0.00	9,086.69	9,086.69		0.00	
State LRIP Grant	34,052.29	0.00	0.00	0.00		0.00	
State Transportation Aids	266,975.12	307,021.39	353,074.60	353,074.60		0.00	
DNR Recycling Grant	0.00	7,140.09	18,415.09	18,394.16		(20.93)	
<b>FUND 43 TOTAL</b>	<b>424,893.91</b>	<b>457,703.80</b>	<b>497,221.16</b>	<b>511,438.04</b>	<b>0.00</b>	<b>14,216.88</b>	<b>0.00</b>
<b>Change</b>	<b>47,842.29</b>	<b>32,809.89</b>	<b>39,517.36</b>	<b>14,216.88</b>			
<b>Licenses and Permits (Fund 44)</b>							
Licenses and Permits	7,779.91	7,584.32	4,000.00	3,100.00		(900.00)	
Liquor Licenses	2,400.00	2,410.00	2,400.00	2,550.00		150.00	
Liquor License Legal Ad	33.53	60.00	60.00	100.00		40.00	
Cigarette Licenses	100.00	300.00	300.00	300.00		0.00	
Franchise Fees/Cable Tele	54,520.12	57,590.64	49,000.00	52,000.00		3,000.00	
Operators/Background Chcks	1,782.30	1,380.00	1,600.00	2,163.65		563.65	
Dog Licenses/County Refund	1,344.56	3,076.40	3,000.00	3,800.00		800.00	
Bld Permits/Inspect Fees	191,149.34	124,737.00	90,000.00	67,000.00		(23,000.00)	
State Seals Collected	955.00	1,080.00	800.00	600.00		(200.00)	
Adminstrative Fees for Perm	7,650.00	6,450.00	4,000.00	1,750.00		(2,250.00)	
Erosion Control Fees	5,017.10	4,406.00	2,000.00	1,250.00		(750.00)	
Security Deposit - Bldg Perm	(4,000.00)	6,000.00	0.00	2,000.00		2,000.00	
Zone-Cnd Use-Variance Fee	1,550.00	1,575.00	1,000.00	1,000.00		0.00	
CSM/Plat Fees	2,100.00	1,650.00	1,000.00	1,000.00		0.00	
Site Review Permit/Fees	1,200.00	1,650.00	1,000.00	750.00		(250.00)	
Park Fee from Bldg Permits	62,500.00	51,000.00	0.00	0.00		0.00	
Park Fee from Developer	7,565.71	41,100.00	0.00	0.00		0.00	
Rentals Parks/ Shelters/Hall	5,667.00	5,910.00	6,500.00	4,000.00		(2,500.00)	
Reimbursements	18,926.90	30,702.57	0.00	9,183.51		9,183.51	
Quarry & Other Permits/Fees	2,315.00	5,550.00	2,300.00	7,893.52		5,593.52	
<b>FUND 44 TOTAL</b>	<b>370,556.47</b>	<b>354,211.93</b>	<b>168,960.00</b>	<b>160,440.68</b>	<b>0.00</b>	<b>(8,519.32)</b>	<b>0.00</b>
<b>Change</b>	<b>(38,396.33)</b>	<b>(16,344.54)</b>	<b>(185,251.93)</b>	<b>(8,519.32)</b>			
<b>Fines, Forfeitures and Penalties (Fund 45)</b>							
Dog License Late Fee	170.00	1,030.00	200.00	270.00		70.00	
<b>FUND 45 TOTAL</b>	<b>170.00</b>	<b>1,030.00</b>	<b>200.00</b>	<b>270.00</b>	<b>0.00</b>	<b>70.00</b>	<b>0.00</b>
<b>Change</b>	<b>(170.00)</b>	<b>860.00</b>	<b>(830.00)</b>	<b>70.00</b>			<b>(270.00)</b>
<b>Public Charges for Service (Fund 46)</b>							
Gen Govt Chrg for Services	7,474.84	8,305.00	4,500.00	3,900.00		(600.00)	
Hobart - Court Fees	83,162.95	89,391.57	80,000.00	70,000.00		(10,000.00)	
Reimbursement fr Lawrence	475,080.80	508,515.75	488,569.01	480,000.00		(8,569.01)	
West De Pere School Liaison	49,113.26	57,803.00	46,179.67	46,210.94		31.27	
Fire Calls on Roads	1,700.00	200.00	500.00	500.00		0.00	
Garbage/Rec Special Charge	373,451.93	383,979.15	399,302.84	399,302.84		0.00	
Tower & Land Rent Fees	25,885.94	28,053.22	28,100.00	28,197.00		97.00	
<b>FUND 46 TOTAL</b>	<b>1,015,869.72</b>	<b>1,076,247.69</b>	<b>1,047,151.52</b>	<b>1,028,110.78</b>	<b>0.00</b>	<b>(19,040.74)</b>	<b>0.00</b>
<b>Change</b>	<b>70,086.33</b>	<b>60,377.97</b>	<b>(29,096.17)</b>	<b>(19,040.74)</b>			
<b>Miscellaneous Revenue (Fund 48)</b>							
Interest on Accounts	47,241.45	57,615.13	25,000.00	21,000.00		16,500.00	

Donation Fire Department	750.00	0.00	0.00	0.00		0.00	
<b>FUND 48 TOTAL</b>	<b>47,991.45</b>	<b>57,615.13</b>	<b>25,000.00</b>	<b>21,000.00</b>	<b>0.00</b>	<b>16,500.00</b>	<b>0.00</b>
<b>Change</b>	<b>33,333.49</b>	<b>9,623.68</b>	<b>(32,615.13)</b>	<b>(4,000.00)</b>			
<b>Other Funding Sources (Fund 49)</b>							
Transfer from Sanitary Sewer	0.00	40,000.00	40,000.00	40,000.00		0.00	
Street Lighting	63,249.37	69,833.69	64,417.59	64,554.75		137.16	
Lighting Admin Fee	3,328.91	3,675.46	3,220.88	3,235.63		14.75	
Memorial Bricks/Tree Sales	0.00	450.00	0.00	0.00		0.00	
<b>FUND 49 TOTAL</b>	<b>66,578.28</b>	<b>113,959.15</b>	<b>107,638.47</b>	<b>107,790.38</b>	<b>0.00</b>	<b>151.91</b>	<b>0.00</b>
<b>Change</b>	<b>(11,985.90)</b>	<b>47,380.87</b>	<b>(6,320.68)</b>	<b>151.91</b>			
<b>TOTAL REVENUES</b>	<b>3,651,358.46</b>	<b>3,766,046.91</b>	<b>3,636,691.12</b>	<b>3,636,660.99</b>	<b>0.00</b>	<b>20,469.87</b>	<b>0.00</b>
<b>CHANGE</b>	<b>121,808.84</b>	<b>114,688.45</b>	<b>(129,355.79)</b>	<b>(30.13)</b>			

GENERAL FUND EXPENSES (001) - General Government (Fund 51)							
	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Village Board</b>							
Salary-Wage	45,515.47	45,172.83	44,918.16	44,999.76		81.60	
FICA/Medicare	3,441.55	3,441.88	3,442.50	3,441.88		(0.62)	
Board Supplies	314.17	525.00	500.00	400.00		(100.00)	
Education and Travel	1,922.60	4,600.99	2,000.00	3,186.69		1,186.69	
<b>TOTAL</b>	<b>51,193.79</b>	<b>53,740.70</b>	<b>50,860.66</b>	<b>52,028.33</b>	<b>0.00</b>	<b>1,167.67</b>	<b>0.00</b>
<b>Change</b>	<b>(2,754.31)</b>	<b>2,546.91</b>	<b>(2,880.04)</b>	<b>1,167.67</b>			
<b>Municipal Court-Judge</b>							
Judge - Salary/Wage	8,400.00	8,400.00	8,400.00	9,500.00		1,100.00	
Court Clerk - Salary	30,239.44	30,546.84	31,148.52	31,153.32		4.80	
Court - Clerk WRS	581.00	0.00	0.00	0.00		0.00	
Court-Judge FICA/Med	642.60	642.60	642.60	700.00		57.40	
Court-Clerk FICA/Med	2,250.17	2,255.66	2,382.85	2,314.26		(68.59)	
Court - Fringe Benefits	4,063.70	4,830.36	8,760.62	5,081.18		(3,679.44)	
Court - Supplies	9,378.09	10,228.28	9,000.00	8,000.00		(1,000.00)	
Court - Educ/Conf/Travel	2,370.03	1,657.06	2,000.00	1,250.00		(750.00)	
Court - Detention	280.00	80.00	500.00	500.00		0.00	
Court - Attorney	33,222.08	24,811.34	28,000.00	20,000.00		(8,000.00)	
<b>TOTAL</b>	<b>91,427.11</b>	<b>83,452.14</b>	<b>90,834.59</b>	<b>78,498.76</b>	<b>0.00</b>	<b>(12,335.83)</b>	<b>0.00</b>
<b>Change</b>	<b>13,137.98</b>	<b>(7,974.97)</b>	<b>7,382.45</b>	<b>(12,335.83)</b>			
<b>General Legal Expenses</b>							
General Legal Expenses	532,069.19	191,474.69	180,000.00	180,000.00		0.00	
<b>TOTAL</b>	<b>532,069.19</b>	<b>191,474.69</b>	<b>180,000.00</b>	<b>180,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Change</b>	<b>173,680.16</b>	<b>(340,594.50)</b>	<b>(11,474.69)</b>	<b>0.00</b>			
<b>Village Administrator</b>							
Salary/Wage	55,612.98	45,949.27	42,791.60	47,246.00		4,454.40	
Assistant to Admin	0.00	0.00	0.00	0.00		0.00	
WRS	3,722.62	2,992.86	2,888.43	3,200.00		311.57	
Asst to Admin - WRS	0.00	0.00	0.00	0.00		0.00	
FICA/Medicare	4,016.49	3,282.36	3,273.60	3,414.00		140.40	
Fringe Benefits	10,854.22	9,754.68	10,199.55	9,000.00		(1,199.55)	
Supplies	2,137.60	136.95	500.00	600.00		100.00	
Educ/Conf/Travel	65.00	371.11	1,000.00	200.00		(800.00)	
<b>TOTAL</b>	<b>76,408.91</b>	<b>62,487.23</b>	<b>60,653.18</b>	<b>63,660.00</b>	<b>0.00</b>	<b>3,006.82</b>	<b>0.00</b>
<b>Change</b>	<b>(8,675.82)</b>	<b>(13,921.68)</b>	<b>(1,834.05)</b>	<b>3,006.82</b>			
<b>Economic Development</b>							
Marketing Supplies	8,975.00	250.68	3,500.00	3,500.00		0.00	
Plan and Engineer	12,158.62	11,974.91	20,000.00	15,000.00		(5,000.00)	
Hobart Press Subscript	0.00	13,007.00	23,000.00	23,000.00		0.00	
<b>TOTAL</b>	<b>21,133.62</b>	<b>25,232.59</b>	<b>46,500.00</b>	<b>41,500.00</b>	<b>0.00</b>	<b>(5,000.00)</b>	<b>0.00</b>
<b>Change</b>	<b>2,597.01</b>	<b>4,098.97</b>	<b>21,267.41</b>	<b>(5,000.00)</b>			<b>(41,500.00)</b>
<b>Village Clerk</b>							
Salary/Wage	67,581.26	64,312.10	65,294.63	48,000.00		(17,294.63)	
WRS	4,365.82	3,516.93	3,828.04	2,500.00		(1,328.04)	
FICA/Medicare	5,198.10	4,520.87	5,106.61	4,000.00		(1,106.61)	
Fringe Benefits	14,974.90	21,426.06	10,137.50	10,000.00		(137.50)	
Legal Ads	25,207.44	1,347.61	1,500.00	1,500.00		0.00	
Educ/Conf/Travel	1,370.03	1,213.06	2,000.00	1,000.00		(1,000.00)	
<b>TOTAL</b>	<b>118,697.55</b>	<b>96,336.63</b>	<b>87,866.78</b>	<b>67,000.00</b>	<b>0.00</b>	<b>(20,866.78)</b>	<b>0.00</b>
<b>Change</b>	<b>2,066.27</b>	<b>(22,360.92)</b>	<b>(8,469.85)</b>	<b>(20,866.78)</b>			
<b>General Office</b>							
Unemployment	0.00	0.00	0.00	0.00		0.00	
Gen Office Supply	17,013.13	13,566.56	13,500.00	13,000.00		(500.00)	
All Phones	17,775.71	20,675.61	19,000.00	16,000.00		(3,000.00)	
Info Tech-Internet	3,548.95	3,116.55	4,000.00	4,500.00		500.00	
Info Tech-Comp Support	17,599.02	10,153.85	10,000.00	10,000.00		0.00	
<b>TOTAL</b>	<b>55,936.81</b>	<b>47,512.57</b>	<b>46,500.00</b>	<b>43,500.00</b>	<b>0.00</b>	<b>(3,000.00)</b>	<b>0.00</b>
<b>Change</b>	<b>14,346.97</b>	<b>(8,424.24)</b>	<b>(1,012.57)</b>	<b>(3,000.00)</b>			
<b>Tribal Affairs</b>							
Outside Services	14,641.00	12,000.00	13,500.00	12,000.00		(1,500.00)	
<b>TOTAL</b>	<b>14,641.00</b>	<b>12,000.00</b>	<b>13,500.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>(1,500.00)</b>	<b>0.00</b>
<b>Change</b>	<b>(1,147.50)</b>	<b>(2,641.00)</b>	<b>1,500.00</b>	<b>(1,500.00)</b>			
<b>Elections</b>							
Pollworkers Wage	4,861.65	2,774.00	4,750.00	4,750.00		0.00	

FICA/Medicare	372.05	212.24	350.00	350.00		0.00	
Supplies	5,564.99	12,170.94	5,000.00	13,000.00		8,000.00	
Educ/Conf/Travel	317.23	272.21	400.00	400.00		0.00	
<b>TOTAL</b>	<b>11,115.92</b>	<b>15,429.39</b>	<b>10,500.00</b>	<b>18,500.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>
<b>Change</b>	<b>6,061.96</b>	<b>4,313.47</b>	<b>(4,929.39)</b>	<b>8,000.00</b>			
<b>Audit</b>							
Audit	6,009.35	8,818.18	7,100.00	6,171.82		(928.18)	
<b>TOTAL</b>	<b>6,009.35</b>	<b>8,818.18</b>	<b>7,100.00</b>	<b>6,171.82</b>	<b>0.00</b>	<b>(928.18)</b>	<b>0.00</b>
<b>Change</b>	<b>118.11</b>	<b>2,808.83</b>	<b>(1,718.18)</b>	<b>(928.18)</b>			
<b>Treasurer</b>							
Wage/Salary	14,940.44	15,091.39	15,988.77	8,500.00		(7,488.77)	
WRS	988.98	983.32	1,079.24	650.00		(429.24)	
FICA/Medicare	1,055.58	1,060.18	1,223.15	700.00		(523.15)	
Fringe Benefit	3,216.24	5,168.99	430.42	1,500.00		1,069.58	
Supplies	2,103.00	2,232.08	2,500.00	3,000.00		500.00	
Education/Conf/Travel	0.00	32.00	250.00	250.00		0.00	
Outside Services	14,386.95	10,655.67	13,000.00	13,000.00		0.00	
<b>TOTAL</b>	<b>36,691.19</b>	<b>35,223.63</b>	<b>34,471.58</b>	<b>27,600.00</b>	<b>0.00</b>	<b>(6,871.58)</b>	<b>0.00</b>
<b>Change</b>	<b>9,660.96</b>	<b>(1,467.56)</b>	<b>(752.05)</b>	<b>(6,871.58)</b>			
<b>Assessor</b>							
Outside Services	34,365.23	36,955.83	34,000.00	34,000.00		0.00	
<b>TOTAL</b>	<b>34,365.23</b>	<b>36,955.83</b>	<b>34,000.00</b>	<b>34,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Change</b>	<b>2,991.35</b>	<b>2,590.60</b>	<b>(2,955.83)</b>	<b>0.00</b>			
<b>Building/Plant</b>							
Wage	13,704.96	13,207.25	7,554.00	13,750.00		6,196.00	
PEBSCO	268.13	256.45	300.00	300.00		0.00	
WRS	444.81	438.43	509.90	500.00		(9.90)	
FICA/Medicare	524.63	531.19	577.88	600.00		22.12	
Fringe Benefits	0.00	0.00	2,370.53	0.00		(2,370.53)	
Supplies	2,002.46	1,162.03	2,000.00	2,250.00		250.00	
New Equipment	0.00	0.00	0.00	0.00		0.00	
Maintenance	8,435.21	3,240.25	7,000.00	5,000.00		(2,000.00)	
Utilities	22,775.03	20,479.82	23,500.00	21,000.00		(2,500.00)	
<b>TOTAL</b>	<b>48,155.23</b>	<b>39,315.42</b>	<b>43,812.31</b>	<b>43,400.00</b>	<b>0.00</b>	<b>(412.31)</b>	<b>0.00</b>
<b>Change</b>	<b>5,081.88</b>	<b>(8,839.81)</b>	<b>4,496.89</b>	<b>(412.31)</b>			
<b>Tax Adjustments</b>							
Tax Adjustments	3,912.98	351.65	0.00	1,653.10		1,653.10	
<b>TOTAL</b>	<b>3,912.98</b>	<b>351.65</b>	<b>0.00</b>	<b>1,653.10</b>	<b>0.00</b>	<b>1,653.10</b>	<b>0.00</b>
<b>Change</b>	<b>3,369.63</b>	<b>(3,561.33)</b>	<b>(351.65)</b>	<b>1,653.10</b>			
<b>Insurance</b>							
Work Comp	6,344.18	5,822.18	5,385.28	2,695.19		(2,690.09)	
Liability	3,065.75	4,000.00	4,000.00	4,199.00		199.00	
Property	1,472.00	1,700.00	1,700.00	2,470.82		770.82	
Auto	477.48	500.00	500.00	500.00		0.00	
Health Reimbursement	31,125.94	17,470.06	15,153.60	15,153.60		0.00	
Life	0.00	0.00	0.00	0.00		0.00	
<b>TOTAL</b>	<b>42,485.35</b>	<b>29,492.24</b>	<b>26,738.88</b>	<b>25,018.61</b>	<b>0.00</b>	<b>(1,720.27)</b>	<b>0.00</b>
<b>Change</b>	<b>6,581.87</b>	<b>(12,993.11)</b>	<b>(2,753.36)</b>	<b>(1,720.27)</b>			
<b>TOTAL FUND 51</b>	<b>1,144,243.23</b>	<b>737,822.89</b>	<b>733,337.98</b>	<b>694,530.62</b>	<b>0.00</b>	<b>(38,807.36)</b>	<b>0.00</b>
<b>CHANGE</b>	<b>227,477.98</b>	<b>(406,420.34)</b>	<b>(4,484.91)</b>	<b>(38,807.36)</b>			

GENERAL FUND EXPENSES (001) - Public Safety (Fund 52)							
	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Police</b>							
Salary/Wage	697,137.66	770,496.71	858,259.13	850,000.00		(8,259.13)	
Overtime	55,009.10	41,301.82	30,000.00	34,000.00		4,000.00	
Part Time Salary/Wage	9,335.26	0.00	6,000.00	0.00		(6,000.00)	
WRS	75,058.89	76,064.33	89,300.00	96,000.00		6,700.00	
FICA/Medicare	57,205.85	59,376.10	68,500.00	68,500.00		0.00	
Fringe Benefits	147,335.46	184,222.37	169,043.25	169,043.25		0.00	
Supplies	7,160.52	6,777.06	6,500.00	6,500.00		0.00	
Phone & Tech Support	15,546.87	21,882.12	16,000.00	21,000.00		5,000.00	
Blood Draws	1,844.55	1,255.25	1,250.00	1,750.00		500.00	
Educ/Conf/Travel	3,737.81	5,873.62	7,000.00	7,000.00		0.00	
New Equipment	888.93	2,685.67	2,000.00	2,000.00		0.00	
Fuel	35,854.98	30,996.48	28,000.00	24,500.00		(3,500.00)	
WDC	8,636.54	9,319.86	10,256.06	10,256.00		(0.06)	
Vehicle Maintenance	13,925.88	15,079.27	16,000.00	16,000.00		0.00	
Workers Compensation	14,499.51	19,126.84	20,064.00	22,048.00		1,984.00	
Uniform Expense	4,667.07	9,825.42	7,200.00	7,200.00		0.00	
Liability Insurance	4,716.00	4,800.00	4,800.00	5,540.00		740.00	
Property Insurance	210.00	250.00	350.00	449.24		99.24	
Auto Insurance	3,923.84	4,250.00	4,250.00	4,250.00		0.00	
Health Reimbursement	5,628.81	20,205.58	24,600.00	24,600.00		0.00	
Ammunition/Weapons	3,581.31	4,040.49	4,000.00	3,500.00		(500.00)	
Crime Prevention	1,713.57	424.87	1,500.00	500.00		(1,000.00)	
<b>TOTAL</b>	<b>1,167,618.41</b>	<b>1,288,253.86</b>	<b>1,374,872.44</b>	<b>1,374,636.49</b>	<b>0.00</b>	<b>(235.95)</b>	<b>0.00</b>
<b>Change</b>	<b>58,849.07</b>	<b>120,635.45</b>	<b>86,618.58</b>	<b>(235.95)</b>			
<b>Fire Department</b>							
Salary/Wage	41,296.54	43,868.37	77,175.00	70,000.00		(7,175.00)	
FICA/Medicare	3,913.47	4,366.19	5,900.00	5,500.00		(400.00)	
Fringe Benefits	1,784.00	1,784.00	2,000.00	2,000.00		0.00	
Supplies	4,662.62	3,251.26	5,500.00	4,000.00		(1,500.00)	
Educ/Conf/Travel	4,818.13	5,170.22	4,000.00	1,500.00		(2,500.00)	
Lunch	4,810.00	5,320.40	4,500.00	4,500.00		0.00	
New Equipment	5,276.98	4,574.32	7,000.00	5,000.00		(2,000.00)	
Fuel	4,947.80	5,001.88	4,500.00	3,500.00		(1,000.00)	
Physicals	1,628.00	1,384.50	2,000.00	2,000.00		0.00	
Vehicle Maintenance	13,249.57	9,247.97	10,000.00	20,000.00		10,000.00	
Workers Compensation	2,763.63	3,585.04	4,259.00	4,680.00		421.00	
Uniform Expense	7,426.32	2,937.62	7,000.00	7,000.00		0.00	
Liability Insurance	1,061.28	1,100.00	1,100.00	4,083.00		2,983.00	
Property Insurance	817.00	900.00	900.00	1,235.41		335.41	
Auto Insurance	5,570.60	6,000.00	6,000.00	6,000.00		0.00	
Hydrant Rental	223,034.00	223,034.00	223,034.00	223,034.00		0.00	
Station Maintenance	2,444.77	2,205.02	2,000.00	2,000.00		0.00	
Equipment Repair	5,150.89	8,144.39	8,000.00	8,000.00		0.00	
2% Fire Expenses	32,854.25	41,098.02	41,000.00	41,909.93		909.93	
<b>TOTAL</b>	<b>367,509.85</b>	<b>372,973.20</b>	<b>415,868.00</b>	<b>415,942.34</b>	<b>0.00</b>	<b>74.34</b>	<b>0.00</b>
<b>Change</b>	<b>(14,611.71)</b>	<b>5,463.35</b>	<b>42,894.80</b>	<b>74.34</b>			
<b>Ambulance - First Responders</b>							
Ambulance	61,078.93	68,289.00	78,325.94	83,878.57		5,552.63	
Fire Resp-Salary/Wage	0.00	0.00	0.00	0.00		0.00	
<b>TOTAL</b>	<b>61,078.93</b>	<b>68,289.00</b>	<b>78,325.94</b>	<b>83,878.57</b>	<b>0.00</b>	<b>5,552.63</b>	<b>0.00</b>
<b>Change</b>	<b>(1,596.35)</b>	<b>7,210.07</b>	<b>10,036.94</b>	<b>5,552.63</b>			<b>(83,878.57)</b>
<b>Planning and Code Compliance</b>							
Salary/Wage	46,103.37	66,342.65	67,650.00	67,650.00		0.00	
WRS	3,033.01	4,323.28	4,566.37	4,566.37		0.00	
FICA/Medicare	3,286.44	4,661.70	5,175.22	5,175.22		0.00	
Fringe Benefits	8,168.10	17,664.50	18,529.85	18,529.85		0.00	
Supplies	1,485.66	858.91	1,500.00	1,500.00		0.00	
Educ/Conf/Travel	832.37	715.00	750.00	535.00		(215.00)	
Inspection Services	13,500.00	0.00	0.00	0.00		0.00	
Fuel	555.84	671.95	500.00	300.00		(200.00)	
Vehicle Maintenance	0.00	440.17	500.00	100.00		(400.00)	
<b>TOTAL</b>	<b>76,964.79</b>	<b>95,678.16</b>	<b>99,171.44</b>	<b>98,356.44</b>	<b>0.00</b>	<b>(815.00)</b>	<b>0.00</b>
<b>Change</b>	<b>123.79</b>	<b>18,713.37</b>	<b>3,493.28</b>	<b>(815.00)</b>			
<b>TOTAL FUND 52</b>	<b>1,673,171.98</b>	<b>1,825,194.22</b>	<b>1,968,237.82</b>	<b>1,972,813.84</b>	<b>0.00</b>	<b>4,576.02</b>	<b>0.00</b>
<b>CHANGE</b>	<b>42,764.80</b>	<b>152,022.24</b>	<b>143,043.60</b>	<b>4,576.02</b>			

GENERAL FUND EXPENSES (001) - Public Works (Fund 53)							
	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Department of Public Works</b>							
Overtime	10,995.31	13,546.39	16,000.00	15,000.00		(1,000.00)	
Admin Salary/Wage	14,232.94	14,248.53	15,107.35	15,000.00		(107.35)	
Labor Salary/Wage	114,100.14	98,313.98	106,865.78	106,865.78		0.00	
Part Time Labor	0.00	28,821.95	29,550.00	29,550.00		0.00	
Recy Coord Sal/Wage	0.00	0.00	0.00	0.00		0.00	
Admin WRS	987.33	928.00	1,019.75	1,050.00		30.25	
Labor WRS	7,333.88	7,290.89	8,000.00	8,500.00		500.00	
Recy Coord WRS	0.00	0.00	0.00	0.00		0.00	
Admin FICA/Medicare	1,077.17	1,051.30	1,155.72	1,155.72		0.00	
Labor FICA/Medicare	9,180.17	10,402.52	10,000.00	11,700.00		1,700.00	
Recy Coord FICA/Med	0.00	0.00	0.00	0.00		0.00	
Admin Fringe Benefits	3,832.41	3,135.14	4,236.75	4,250.00		13.25	
Labor Fringe Benefits	31,599.36	33,338.56	24,328.34	28,000.00		3,671.66	
Recy Coord Fringe Ben	0.00	0.00	0.00	0.00		0.00	
Supplies	7,750.01	7,298.53	8,000.00	7,500.00		(500.00)	
Educ/Conf/Travel	1,011.25	592.00	1,000.00	500.00		(500.00)	
New Equipment	2,830.47	2,512.13	2,000.00	2,000.00		0.00	
Fuel	6,921.65	8,054.25	7,000.00	6,500.00		(500.00)	
Vehicle Maintenance	11,051.90	9,356.04	10,000.00	10,000.00		0.00	
Workers Compensation	4,657.28	4,205.24	3,877.94	4,889.55		1,011.61	
Liability Insurance	1,079.52	1,250.00	1,250.00	0.00		(1,250.00)	
Property Insurance	834.00	1,000.00	1,000.00	1,460.03		460.03	
Auto Insurance	2,228.24	2,500.00	2,500.00	3,258.00		758.00	
Unemployment Comp	0.00	0.00	0.00	0.00		0.00	
Equipment Repair	5,447.43	3,989.14	4,500.00	4,500.00		0.00	
Snow Removal	559.46	265.00	500.00	400.00		(100.00)	
Stone	9,143.32	9,407.94	11,000.00	11,000.00		0.00	
Sign Repair/Replace	15,179.10	8,211.99	9,000.00	9,000.00		0.00	
Repair/Prevent Maint	3,249.20	22,390.53	35,000.00	35,000.00		0.00	
Salt/Sand	46,886.26	75,326.41	46,750.00	44,862.12		(1,887.88)	
ROW Maint/Yard Waste	13,550.22	15,826.00	25,000.00	25,000.00		0.00	
Equip/Lab/Bridge Match	0.00	0.00	0.00	0.00		0.00	
Street Lights	80,131.22	75,776.88	77,000.00	76,000.00		(1,000.00)	
Garbage/Recycling	270,743.84	280,380.05	300,000.00	300,000.00		0.00	
Landfill Tipping Fees	78,020.85	94,783.84	83,000.00	83,000.00		0.00	
Collect Events/Prog	9,235.00	0.00	9,000.00	7,000.00		(2,000.00)	
<b>FUND 53 TOTAL</b>	<b>763,848.93</b>	<b>834,203.23</b>	<b>853,641.63</b>	<b>852,941.20</b>	<b>0.00</b>	<b>(700.43)</b>	<b>0.00</b>
<b>Change</b>	<b>(1,616.79)</b>	<b>70,354.30</b>	<b>19,438.40</b>	<b>(700.43)</b>			

**GENERAL FUND EXPENSES (001) - Constable Services (Fund 54)**

	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Humane Officer</b>							
Salary-Wage	0.00	0.00	0.00	0.00		0.00	
Humane Officer-Supplies	0.00	1,815.00	0.00	0.00		0.00	
Humane Society	3,465.00	1,815.00	3,000.00	2,500.00		(500.00)	
<b>FUND 54 TOTAL</b>	<b>3,465.00</b>	<b>3,630.00</b>	<b>3,000.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>(500.00)</b>	<b>0.00</b>
Change	(520.00)	165.00	(630.00)	(500.00)			

**GENERAL FUND EXPENSES (001) - Park and Recreation (Fund 55)**

	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Park and Recreation</b>							
Supplies	450.29	1,555.00	1,500.00	500.00		(1,000.00)	
Site Maintenance	3,579.85	5,892.88	6,500.00	2,500.00		(4,000.00)	
Promotions	647.37	0.00	1,000.00	100.00		(900.00)	
Tree Treatment/Planting	1,638.80	0.00	500.00	0.00		(500.00)	
<b>TOTAL</b>	<b>6,316.31</b>	<b>7,447.88</b>	<b>9,500.00</b>	<b>3,100.00</b>	<b>0.00</b>	<b>(6,400.00)</b>	<b>0.00</b>
Change	(3,674.36)	1,131.57	2,052.12	(6,400.00)			
<b>Parkland Development</b>							
Parkland Development	21,080.38	4,115.23	0.00	0.00		0.00	
<b>FUND 55 TOTAL</b>	<b>27,396.69</b>	<b>11,563.11</b>	<b>9,500.00</b>	<b>3,100.00</b>	<b>0.00</b>	<b>(6,400.00)</b>	<b>0.00</b>
Change	17,406.02	(15,833.58)	(2,063.11)	(6,400.00)			

**GENERAL FUND EXPENSES (001) - Planning and Development (Fund 56)**

	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Planning and Development</b>							
Plan & Zoning-Meetings	1,575.00	850.00	1,000.00	1,000.00		0.00	
Site Review Meetings	650.00	700.00	500.00	500.00		0.00	
Memorial Brick/Trees	0.00	297.00	0.00	0.00		0.00	
<b>FUND 56 TOTAL</b>	<b>2,225.00</b>	<b>1,847.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Change	800.00	(378.00)	(347.00)	0.00			

**GENERAL FUND EXPENSES (001) - Other Financing Uses (Fund 59)**

	2018	2019	BUDGET 2020	AMENDED 2020	BUDGET 2021	CHANGE FROM 2020 ORIGINAL	CHANGE FROM 2020 AMENDED
<b>Other Financing Uses</b>							
Transfer to Capital Proj	0.30	0.00	0.00	154,507.00		154,507.00	
Transfer to Debt Service	34,491.30	0.00	0.00	0.00		0.00	
Contingency	2,515.50	0.00	67,473.69	0.00		(67,473.69)	
<b>FUND 59 TOTAL</b>	<b>37,007.10</b>	<b>0.00</b>	<b>67,473.69</b>	<b>154,507.00</b>	<b>0.00</b>	<b>87,033.31</b>	<b>0.00</b>
Change	(164,613.90)	(37,007.10)	67,473.69	87,033.31			



**TO: Village and Town Boards**

**RE: Consider police proposal for Captain’s position  
And a road Sergeant position**

**FROM: Randy Bani, Police Chief**

**DATE: October 6th, 2020**

**GENERAL INFORMATION**

**ISSUE:** Review and discuss proposed reorganization of police department to include supervision with a **Captain’s position** (Second in charge) and a **Sergeant** (Road) position.

**RECOMMENDATION:** Chief recommends Approval of this restructure of the police department.

**BACKGROUND**

I am proposing one additional position for the police department to fulfill a supervisory management position (Captain) for the department. Attached is a job description for this position. This position would work closely with the chief in a management role to assist in the day to day operations and management of the police department. As you are aware, we lost a supervisory position due to a demotion. The department continues to grow at a very high rate and losing this lieutenant position has been missed and noticed by the staff, the Police Commission, and myself.

This captain position will be responsible for overseeing, organizing, and directing the work of the Sergeant position who in turn will oversee the patrol officers. The Captain will oversee the duties of the investigations and SRO as well. As the Captain, he/she will assist the chief in the many aspects of scheduling, maintaining equipment, and assisting with budget issues and management of the yearly budget. The Captain will be charged with the maintenance of and direction of major case investigations and the general maintenance of community events and Neighborhood Watch groups. Please see the enclosed job description for the essential functions of this position.

I am proposing that this position be filled on (second half of year) July 1<sup>st</sup>, 2021 As part of the reorganizing of the department, I am formulating a plan to promote a sergeant to help with the immediate need for supervision on the road during the (evening) day to day road operations. Please see Sergeant job description, (attached) This is most necessary for the evening shift hours due to us not having any supervision during these hours on the road or in the office. We cannot rely on the county supervisors to supervise our officers any longer. This position would be a promotion from within the department.

**RECOMMENDATION/CONDITIONS**

Chief recommends approval of this Captain position to fulfill a necessary police structure (2<sup>nd</sup> in charge) management position and a work /probationary period that could form the natural progression to chief of police in the future. This position would have a starting salary of approx. \$80,000 annually plus benefit package.

The Sergeant position would be a position as a first line supervisor and promoted from within the department. This position would alleviate the huge strain on the officers, having their own supervisor, go to person for the day to day calls and questions associated with the patrol officers duties. This would be a proposed pay increase from \$32.15 per hour to \$34.00 per hr. an increase of \$1.85 per hr. Salary difference from \$70,215.00 to \$74,256.00 (Top Patrol pay)

**Chief**

**Captain**

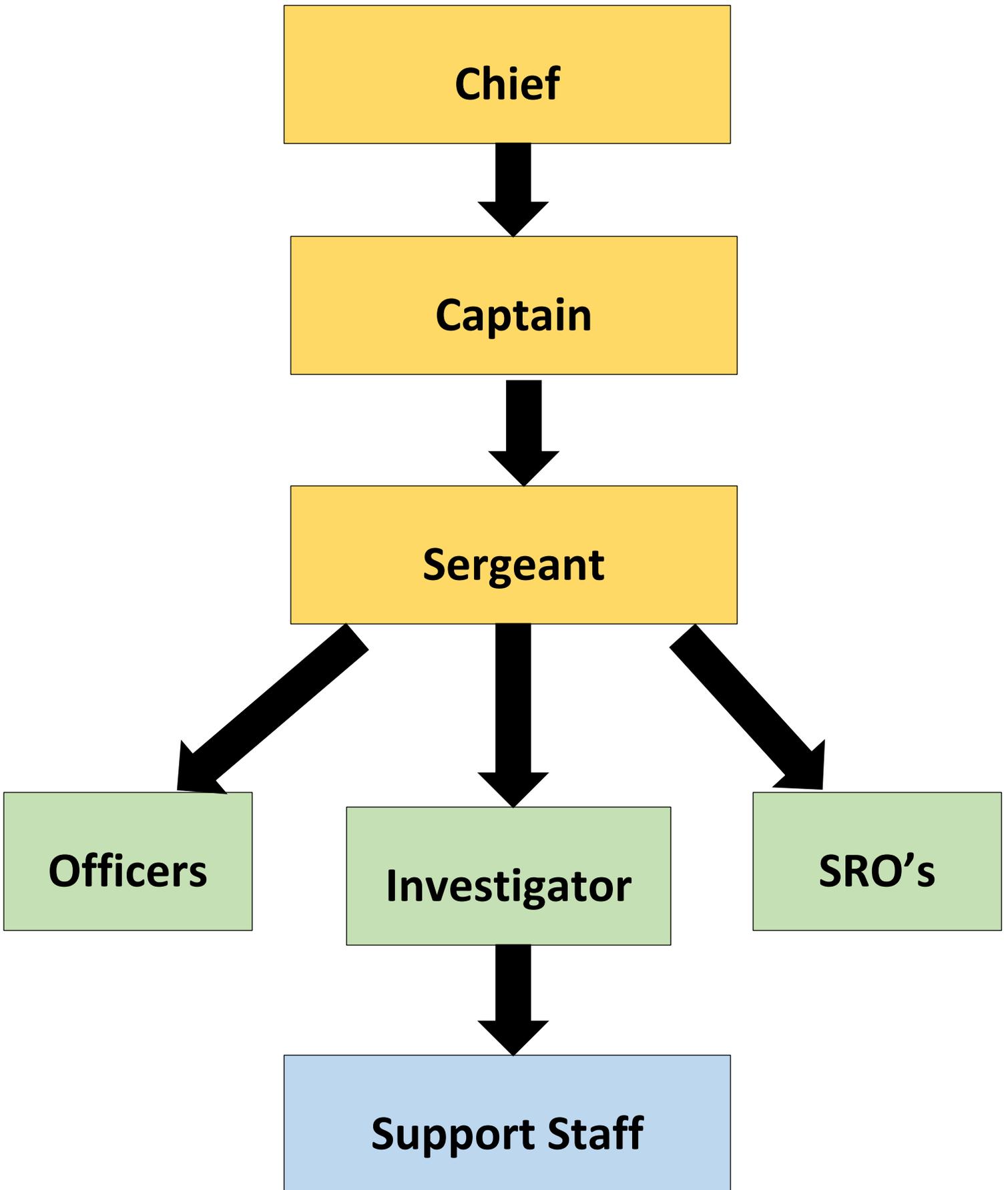
**Sergeant**

**Officers**

**Investigator**

**SRO's**

**Support Staff**



**CONTINUITY OF ELECTION OPERATIONS PLAN – BROWN COUNTY**

**MEMORANDUM OF UNDERSTANDING**

**Village of Suamico  
Village of Howard  
Village of Allouez  
Village of Wrightstown  
Village of Bellevue**

\*\*\*List as of September 9, 2020. More municipalities may be added at a later date.

Brown County, the State of Wisconsin, and the United States of America are currently under a Public Health Emergency due to the COVID-19 pandemic. This document provides a back-up plan for the November 3, 2020 Presidential Election (“Election”) for Municipal Clerks (“Clerks”) in the municipalities outlined above (“Municipalities”).

The Clerks from the Municipalities listed above have agreed to assist each other in preparation for the Election and on Election Day in the event that one or more of these Clerks is unable to perform the statutory duties of his or her office due to exposure or infection of COVID-19 or mandated quarantine.

The Clerks included in this plan and their contact information is included below:

Bonnie Swan  
Clerk, Village of Suamico  
(920) 434-2212 – office  
(XXX) XXX-XXX – cell  
[BonnieS@Suamico.org](mailto:BonnieS@Suamico.org)

Christopher A. Haltom, CPA  
Dir. of Admin. Services, Village of Howard  
920-434-4640- office  
920-366-5528– cell  
[chaltom@villageofhoward.com](mailto:chaltom@villageofhoward.com)

Michelle Seidl, WCMC, CMC  
Clerk/Treasurer, Village of Wrightstown  
(920) 532-5567 x12 – office  
[mseidl@wrightstown.us](mailto:mseidl@wrightstown.us)

Karen Simons  
Clerk/Treasurer, Village of Bellevue  
920-593-5011 - office  
920-370-5861 - cell  
[karens@villageofbellevue.org](mailto:karens@villageofbellevue.org)

Debbie Baenen/Carrie Zittlow  
Clerk/Deputy Clerk, Village of Allouez  
920-448-2800 - office  
[Debbie@villageofallouez.com](mailto:Debbie@villageofallouez.com)  
[CZittlow@villageofallouez.com](mailto:CZittlow@villageofallouez.com)

In the event that any of the Clerks above are unable to perform the statutory duties of the office due to mandated quarantine, COVID-19 infection, or another emergency situation, that “Affected Clerk” will contact one of the “Non-affected Clerks” or designee (e.g., Deputy Clerk) on this list to perform or assist said duties, which may include any or all of the following:

- Performing in-person absentee voting duties, either from the office of the Affected Clerk (if sanitized properly) or the office of the Non-affected Clerk (“either office”) as appropriate.
- Performing voter registration duties from either office as appropriate.
- Mailing absentee ballots to voters who make such requests from either office as appropriate.
- Providing Election Official training from either office or virtually.
- Testing election equipment.
- Assigning Election Officials to a polling place, directing their work in conjunction with the Chief Inspector, or removing them from the polling place if needed due to medical or other conditions.
- Accessing the WisVote system on behalf of the Affected Clerk to perform WisVote-related duties including tracking absentee applications and ballots, printing voter lists and poll lists, recording voter participation data, entering voter registrations, and any other functions necessary to comply with state election laws.
- Preparing the polling place for Election Day.
- Ensuring that notices are properly posted and documents are in order and ready for in-person voting and registration on Election Day.
- Serving as an on-site Clerk throughout Election Day, providing guidance and input to Election Officials as needed. The Non-affected Clerk would serve both his or her own polling place(s) and the Affected Clerk’s polling place(s), and would move freely between polling places throughout Election Day as needed.
- Signing documents on behalf of the Affected Clerk when necessary.
- Assisting in the post-election duties as needed to ensure the validity and security of ballots, election materials, and election results.

The Non-affected Clerk will record time, materials, and resources used for any work assisting an Affected Clerk or Municipality for possible reimbursement through federal, state, or local governments.

In order to access the WisVote System and data from an Affected Clerk’s municipality, the Non-affected Clerk would need to contact the Wisconsin Election Commission.

This plan does not obligate any Non-affected Clerk to assist any Affected Clerk if doing so would compromise the health, safety, or welfare of the Non-affected Clerk or would compromise the Non-affected Clerk’s ability to perform the statutory Clerk duties for the Non-affected Clerk’s municipality.

This MOU is signed and effective this 21<sup>st</sup> day of September, 2020.

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Bonnie Swan  
Village Clerk  
Village of Suamico

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DRAFT



## ORDINANCE 2020-09

### AN ORDINANCE TO CREATE A SECTION OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN, SPECIFICALLY SECTION 38 (VILLAGE PARTICIPATION IN IMPROVEMENTS ON PRIVATE PROPERTY) OF ARTICLE III (STORMWATER MANAGEMENT UTILITY) OF CHAPTER 150 (EROSION CONTROL AND STORMWATER MANAGEMENT)

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**Purpose:** The purpose of this Ordinance is to create a procedure to govern the possible participation of the Village's Stormwater Fund in stormwater improvements on private property within the Village.

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

**Section 1.** Section 38 (Village Participation in Improvements on Private Property) of Article III (Stormwater Management Utility) of Chapter 150 (Erosion Control and Stormwater Management), of the Municipal Code of the Village of Hobart, is hereby created to read as follows:

§ 150-38. Village Participation in Improvements on Private Property

A. Purpose and Intent. The Village of Hobart's Stormwater Utility may participate in storm water improvement projects on private property within the Village of Hobart if certain criteria and determinations as described below are fulfilled, and the financial condition of the Utility is conducive to funding such projects.

B. Ineligibility. Stormwater improvements on private property, to be funded partially or in full by the Village, will not be considered eligible for funding from the Storm Water Utility if any of the following conditions are not met:

(1) If Stormwater Management Plan, as prescribed in Sections § 150-8 and § 150-9 above, is not complied with on the property where the improvements are requested to be made, as determined by the Director of Public Works, the Director of Planning and Code Compliance and/or the Village Engineer. The absence of a Stormwater Management Plan for a property where improvements are requested to be made shall not be considered a cause for ineligibility.

(2) If a Stormwater Management Plan, as prescribed in Sections § 150-8 and § 150-9 above, has been approved for multiple properties, and a request for improvements to be funded by the Village, but any property owner affected by the request has made alterations which create or enhance a stormwater problem, as determined by the Director of Public Works, the Director of Planning and Code Compliance and/or the Village Engineer.

(3) If the Village is not granted easements for a stormwater improvement project prior to the commencement of the property.

(4) If the stormwater conditions do not create a health or public safety issue, or has created any damage to private property, as determined by the Director of Public Works, the Director of Planning and Code Compliance and/or the Village Engineer.

(5) If the Village's Stormwater Utility is not financially able to fund the requested improvements, as determined by the Village Administrator.

C. Development of Stormwater Improvement Plan. The Director of Public Works, the Director of Planning and Code Compliance and/or the Village Engineer shall formulate a plan to install a stormwater improvement on private property, whether partially or in full, if the project has been determined to be eligible for Village funding from the Stormwater Utility, as prescribed above.

(1) Any plan must clearly delineate which portion of the proposed improvement is on public and private property.

(2) Any plan must include a determinate of any properties that will be affected by the improvement or has created or enhanced the stormwater issue.

(3) Any proposed improvement that is projected to cost less than \$10,000 may be approved by the Village Administrator and the Director of Public Works.

(4) Any proposed improvement that is projected to cost more than \$10,000 must receive final approval by the Village Board, following a review and recommendation by the Public Works and Utilities Advisory Committee.

D. Funding of Improvements.

(1) The Village will pay for fifty (50) percent of any stormwater improvement project on private property. The remaining fifty percent shall be allocated as follows:

(a) Single property. If the improvements are to be made on one or more parcels, owned by the same individual or entity, the remaining fifty (50) percent of the project costs must be paid by the individual or entity, either in full upon completion or within a five-year period, with annual equal payments, with the property owner signing a payment schedule agreement.

1. Failure to pay the balance in full within the five-year period will result in the placement of the unpaid balance on the tax roll by the Village.

(b) Multiple properties. If the improvements are to be made on one or more parcels, owned by the different individuals or entities, the remaining fifty (50) percent of the project costs will be allocated on a percentage basis based on the square footage of the parcels affected by the stormwater improvement.

1. Payment of the allocated costs may be made either in full upon completion or within a five-year period, with annual equal payments, with the property owner signing a payment schedule agreement. Each affected property owner must agree to and sign a cost-sharing agreement prior to commencement of the stormwater improvements. Failure of any of the affected property owners to participate in the cost-sharing agreement shall result in the cancellation of the stormwater improvement project.

2. Failure to pay the balance in full within the five-year period will result in the placement of the unpaid balance on the tax roll by the Village.

(2) The Village will not pay any property owner or entity for the granting of any easement needed to undertake a stormwater improvement project or the maintenance following the installation of said improvements.

E. Miscellaneous Provisions.

(1) Prior to the commencement of a stormwater improvement project on private property, the property owner must do the following:

(a) Identify and clearly mark all property pins on the affected property.

(b) Identify and clearly mark any private utilities, such as, but not limited to, underground sprinkler systems, underground electric pet fences, etc. The Village shall not be liable for any damage to said private utilities if they have not clearly identified and marked prior to the commencement of the project.

(c) Remove any above-ground structures and appurtenances as requested by the Village or the entity performing the stormwater improvement project. The Village shall not be liable for any damage to said above-ground structures and appurtenances if they have not been removed, as requested, prior to the commencement of the project.

(2) The Village shall not be responsible for, and will not provide funding, for any relocation or temporary removal of any public utilities prior to the commencement of or during the installation of any stormwater improvement on private property. The responsibility for said removal or relocation shall be borne in its entirety by the affected property owner.

(3) Any modification, alteration or adulteration of a stormwater improvement project, as prescribed in this Section, following the installation of said project, without approval of the Director of Public Works and the Director of Planning and Code Compliance, by any owner of a property where said improvement is made, or by the owner of any property which has been affected by the improvement, will make any future corrections, improvements, alterations, modifications, or enhancements of the original improvement ineligible for Village funding, as prescribed in this Section.

F. Appeals. Any appeal of a project plan as prescribed in subsection C above, or denied as prescribed in subsection B above, must be filed, in writing, with the Village Clerk-Treasurer. Failure to file a timely appeal, within 30 days of the improvement plan as prescribed in subsection C above, or the denial of a requested improvement as prescribed in subsection B above, waives all rights to challenge such determinations and findings by the Village.

(1) The Public Works and Utilities Advisory Committee shall hold a hearing of the appeal within 45 days of said appeal being filed. The Committee shall file a recommendation on the appeal with the Village Board at the conclusion of the hearing.

(2) The Village Board shall hold a hearing on the appeal within 45 days of the recommendation being filed by the Public Works and Utilities Advisory Committee and make a final determination on the appeal.

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

**Section 3.** This Ordinance shall be published as required by law after passage by the Village Board.

Passed and approved this 20<sup>th</sup> day of October, 2020.

\_\_\_\_\_  
Richard Heidel, Village President

Attest:

\_\_\_\_\_  
Aaron Kramer, Village Administrator

\*\*\*

I, Erica Berger, am the duly qualified and acting Village Clerk of the Village of Hobart, Brown County, Wisconsin. I hereby certify that the aforementioned is a true and exact reproduction of the original ordinance or resolution adopted by the Village Board.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on October 20th 2020.

(Seal)

\_\_\_\_\_  
Erica Berger, Village Clerk-Treasurer

VILLAGE OF  
**HOBART**  
GREATNESS IS GROWING  
**MEMORANDUM**



**TO:** Village Board  
**FROM:** Aaron Kramer, Village Administrator  
**RE:** Burying of Overhead Power Lines along North Overland Road  
**DATE:** October 6<sup>th</sup> 2020

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**BACKGROUND**

On August 4<sup>th</sup>, the Board approved the following motion:

**D. DISCUSSION AND ACTION – Burying 3-Phase Overhead Electric Line Along North Overland Road**

Under the proposal from Wisconsin Public Service, the Village would pay \$81,000 to bury this line (approximately 1180' of overhead primary wire.) Typically, this is done at WPS' cost if they relocate it overhead, but the option to go underground exists if the local municipality is willing to pick up the added cost. Motion by Dave Dillenburg, second by Ed Kazik, to approve the Village's payment of \$81,000 to Wisconsin Public Service for the burial of the 3-phase overhead line along North Overland Road, with the funds to come from the TID # 29-VV Interchange escrow account. The motion passed unanimously.

The actual cost for the project is \$102,855.49 (see the attached documentation from Wisconsin Public Service). This is \$21,855.49 above the approved amount of the August 4<sup>th</sup> Board action.

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**RECOMMENDED MOTION**

To amend the August 4<sup>th</sup> motion to approve the Village's payment of \$81,000 to Wisconsin Public Service for the burial of the 3-phase overhead line along North Overland Road, with the funds to come from the TID # 29-VV Interchange escrow account, to \$102,855.49.

September 15, 2020

JERRY LANCELLE  
VILLAGE OF HOBART VILLAGE HALL  
2990 S PINE TREE RD  
HOBART, WI 54155-9041

Dear Jerry:

Thank you for your request for service at: N. OVERLAND RD & CENTENNIAL CENTER, COUNTY OF BROWN, STATE OF WI. Wisconsin Public Service is pleased to have this opportunity to provide you with reliable energy and our award winning customer service.

This letter confirms your acceptance of the terms and conditions of the gas and/or electric rates and tariffs associated with your request for service. It also confirms the following cost for your request:

- The enclosed electric, gas or lighting contracts need to be signed and returned to the Public Service office within 60 days of the contract date; otherwise the contract is null and void. The installation of your service will be scheduled upon receipt of contract, payment (if required), and completion of all site requirements. Mail both contracts to the Public Service office and a mutually signed contract will be returned to you.
- The cost to install your Electric facilities is: **\$0.00** service and **\$102,855.49** system. Total Electric charges are **\$102,855.49**. This cost is valid for 60 days as of the date of this letter. Payment is needed in advance of construction. Please note this Work Request: 3131511 on your check or money order.

The following items are needed to install your facilities in a timely manner. Please provide us with the date when these items will be completed.

- At the time of construction, all existing or proposed private underground facilities must be marked or exposed before service can be installed.
- Any required easements must be obtained and on file with our local office.

The payment calculation of this agreement is subject to change if the Customer causes a construction delay, there is a change in scope, or actions by governmental authorities cause a calculation change. Any change shall be reviewed with the Customer prior to construction and a new agreement shall be executed. Adjustment of customer requirements (refunds or additional payment) to reflect actual investment for changes in the size or number of units installed, major rock, winter construction and similar items affecting the scope of the project, shall be made if the adjustment is greater than \$20. This adjustment, if applicable, will normally occur within six months of completion of construction. Any changes shall be reviewed with the Customer. The Customer and WPSC hereby agree to abide by and be subject to the rules, regulations, and schedules of WPSC as filed with and approved by the PSCW and/or MPSC from time to time, as well as the rules and regulations of the Wisconsin Administrative Code.

All of us at Wisconsin Public Service look forward to serving your energy needs. For further information regarding your new service, visit our Internet site at [www.WisconsinPublicService.com](http://www.WisconsinPublicService.com). If you have any questions about the above items, please refer to **Work Request: 3131511-2** when calling us at 920-617-2778.

Sincerely,

Jeff Henkelmann  
Sr, Service Manger

Mail Payment To:

Wisconsin Public Service Corporation, Attn: CBT A&C A2, P.O. Box 19001, Green Bay WI 54307-9912

PAGE 108  
**Wisconsin Public Service**  
**DISTRIBUTION FACILITIES INSTALLATION AGREEMENT**

District: 10

This contract is for the installation of Electric facilities entered into on September 15, 2020 (Contract Date) between JERRY LANCELLE (Customer) and Wisconsin Public Service Corporation (WPSC).  
 Site Address / Description / Location : N. OVERLAND RD & CENTENNIAL CENTER in the VILLAGE OF HOBART, County of BROWN, State of WI.

WPSC agrees to install facilities and provide service in accordance with all appropriate regulations and tariffs as filed with the Public Service Commission of Wisconsin (PSCW) and /or Michigan Public Service Commission (MPSC). WPSC furthermore agrees to render service to the Customer at such point on the premise as has been mutually determined and agreed upon. The Customer agrees to comply with all terms and conditions as stated on Page 2 of this contract, including the commencement date of Minimum Charges, and all appropriate WPSC tariffs on file with PSCW and /or MPSC.

Type of Electric Service:

	<b>-Electric-</b>
Standard System Facility Costs (Refundable)	\$0.00
Allowances	\$0.00
Special System Facilities Costs (Refundable)	\$0.00
Refundable Sub Total	\$0.00
Special Facilities Costs Non Refundable:	
System	\$102,855.49
Service*	\$0.00
Temporary Service	\$0.00
Non Refundable Sub Total	\$102,855.49
Electric Total:	\$102,855.49
<b>Total Cost</b>	<b>\$102,855.49</b>

\*This agreement  does  does not include the cost of the service(s) to the meter. When it does not, additional charges may be forthcoming.

Applicable refunds will be made to:  Contracting Developer  Property Owner  Other n/a

**Special Provisions:** This extension was installed under the Area Expansion Program (AEP). The AEP charge is based on the economics of the extension. The charge is subject to reduction if more customers are attached to this extension than the number used in the economic evaluation of this extension. Applicable AEP information for this extension is:

The AEP charge is \_\_\_\_\_ per month.

Allowances and refunds are determined by WPSC's extension rule policies that have been approved by the PSCW and /or MPSC. These rules are subject to change pending approval by the PSCW or MPSC. A 5 year development period will begin from the date this facility/project is energized for the electric facility and pressurized for gas facility. Applicable refunds will be made during this time period.

Refund amounts shall equal the allowance applicable to customer additions based on the current extension allowance or the allowances in effect when the addition occurs, whichever is greater, less the added investment in distribution system facilities required. After the development period, the Customer agrees to reimburse WPSC for all allowances received on this contract that did not result in customers taking service by the expiration of the development period.

A tabulation of said allowance(s) is as follows:

Customer Name / Lot #	Address / Plat	Ext. Allowance Amount

I have read, understand and agree to the terms and conditions of this contract

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: VILLAGE OF HOBART VILLAGE HALL 2990 S PINE TREE RD HOBART, WI 54155-9041

WPSC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Request/Revision: <u>3131511-2</u>	Account# _____	Energized Date _____	CIS Order # _____
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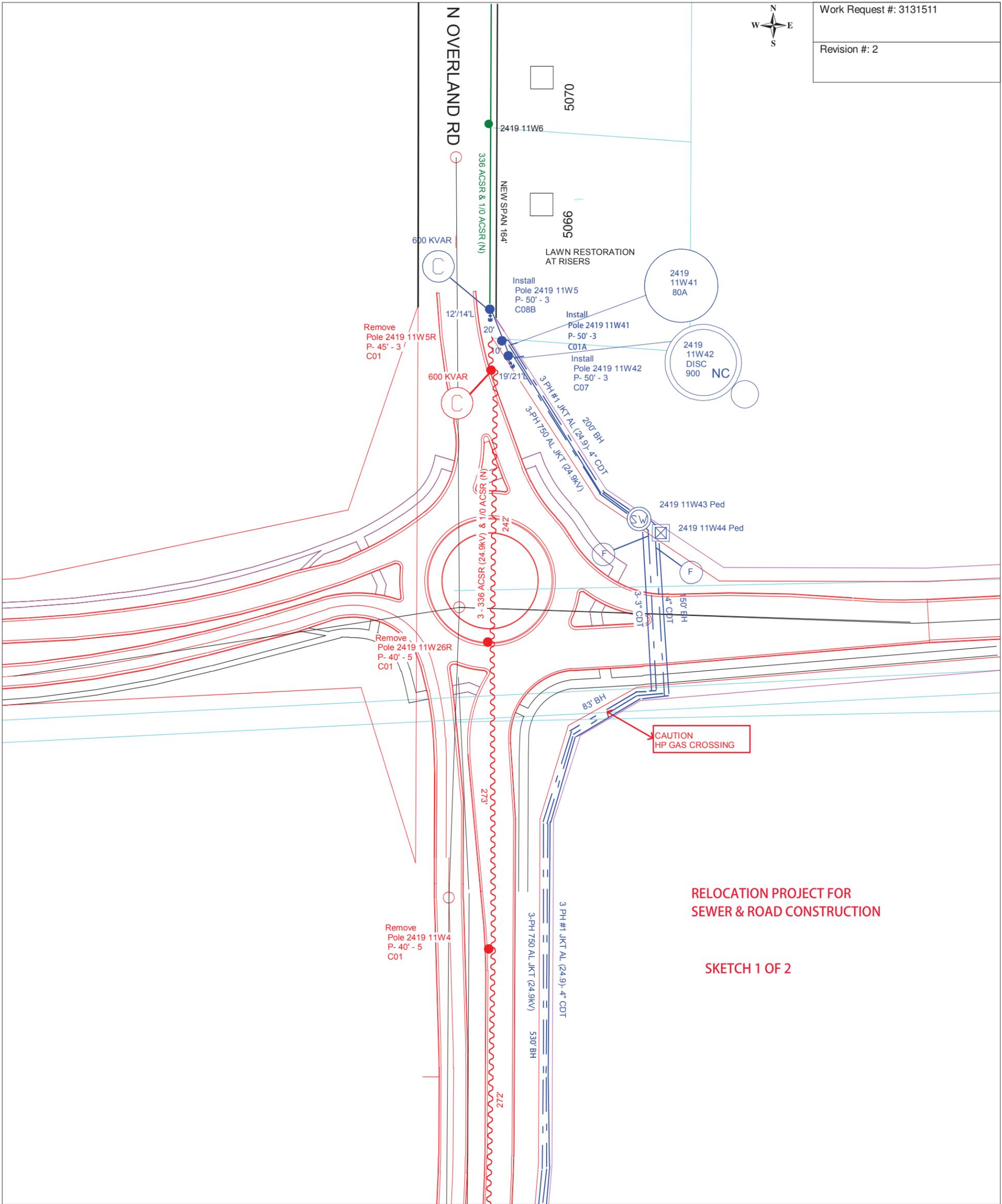
**ADDITIONAL TERMS AND CONDITIONS**

1. This Contract is not effective until signed by both Company and the Customer. If the Customer fails to return the Contract to Company within sixty days of the Company signature date or contract date, the Contract offer is null and void.
2. The payment calculation of this Contract is subject to change if the Customer causes a construction delay, there is change in scope, or actions by governmental authorities cause a calculation change. Any change shall be reviewed with the Customer prior to construction and a new Contract shall be executed. Adjustment of customer payment requirements (refunds or additional payment) to reflect actual changes in the size or number of units installed, major rock or frost removal, and similar items affecting the scope of the project, shall be made if adjustment is greater than \$20. This adjustment, if applicable, will normally occur within six months of completion of construction. Any changes will be reviewed with the Customer.
3. As a condition of receiving service, the Customer agrees to grant the Company, at no cost, an easement for the necessary construction, operation, and maintenance including tree trimming of any portion of the extension necessary to serve the Customer.
4. The Customer further understands that their structure must comply with the applicable PSCW / MPSC Conservation Code and any other applicable codes and that any noncompliance in future inspections by the Company may be grounds for disconnection of service.
5. If the service to the Customer is part of a project designed to serve several customers from one extension, it is understood that this Contract will be binding on the parties hereto only when and if the Company secures sufficient contracts to warrant, in Company's sole discretion, the construction of the project.
6. All the terms and conditions of this Contract shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto. If the Customer leases, sells, or otherwise disposes of the property herein described, he shall complete the payments according to this Contract unless he shall have secured an assumption of his remaining obligations under this Contract, satisfactory to and approved by the Company.
7. Whether stated or not, a special facilities charge will be applied during the Winter Construction period, as stated in the Company's approved tariffs.
8. **Any lawn restoration or surface repair on private property, as a result of this installation, shall be the Customer's responsibility.**
9. The Customer, irrespective of subsequent change of ownership, shall provide at no expense to the Company, soil graded within six inches of the finished grade prior to installation of facilities. Survey stakes indicating property lines shall be installed by the Customer at no expense to the Company prior to installation of facilities. The Company shall be notified in advance of any change in grade levels. Any and all costs incurred as a result of such grade changes shall be at the expense of the Customer.
10. **The Customer agrees to provide the Company, or its authorized contractor, the location, within 18", of all underground facilities such as those for the transmission of electricity, water, cable TV, sewer, telephone, gas or fuel which are owned by the Customer on the premises, and which may be encountered by the Company or its authorized contractor during the proposed installation of the facilities. If the Customer is unable to locate an underground facility, or fails to provide the location of any underground facility, or if the underground facility in question is encountered more than 18" from the location identified by the Customer, the Customer shall defend, indemnify, and hold the Company harmless as well as its agents, employees, assigns, affiliates, officers, administrators, predecessors, successors, subsidiaries, members and managers from and against any claim, action, proceeding, liability, loss, damage, cost or expense including, without limitation attorneys' fees, arising out of or in connection with the Customer's use of service.**
11. **In no event shall the Customer place any decorative element on the pole without the prior written approval of the Company. Such approval will be under the terms of the Pole Attachment Policy and Procedure in effect at the time of such request. A copy of the Pole Attachment Policy will be furnished by the Company to the Customer upon request.**
12. **In no event, except for a breach by the Customer of section 11 above, shall either party be responsible to the other for any consequential, incidental, special or punitive damages whatsoever, whether arising from breach of warranty or other breach of contract, negligence or other tort, or any other theory of law. In a case of a breach by the Customer of section 11 above, the Customer shall be liable for consequential, incidental, special and punitive damages.**
13. If any provision of this Contract is found to be invalid or unenforceable by any court, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provision of the Contract.
14. This Contract shall be governed by and construed in accordance with the internal laws of the State of Wisconsin and/or Michigan.
15. The Customer and the Company hereby agree to abide by and be subject to the rules, regulations, and schedules of the Company as filed with and approved by the PSCW and/or MPSC from time to time, as well as the rules and regulations of the Wisconsin Administrative Code and the rules and guidelines of the State of Michigan.
16. In the event of a conflict between this Contract and the Company's approved tariffs, the tariffs shall prevail.
17. Beginning the date the gas meter serving the Customer is installed, or 180 days after the gas service line serving the Customer is installed, whichever is earlier, the Customer will be billed the applicable Minimum Charge and AEP Charge (if any) associated with the rate schedule the Customer is expected to take service under, regardless if the Customer is actually using gas or taking gas service. The determination of the rate schedule the Customer is expected to take service under shall be in Company's sole discretion.



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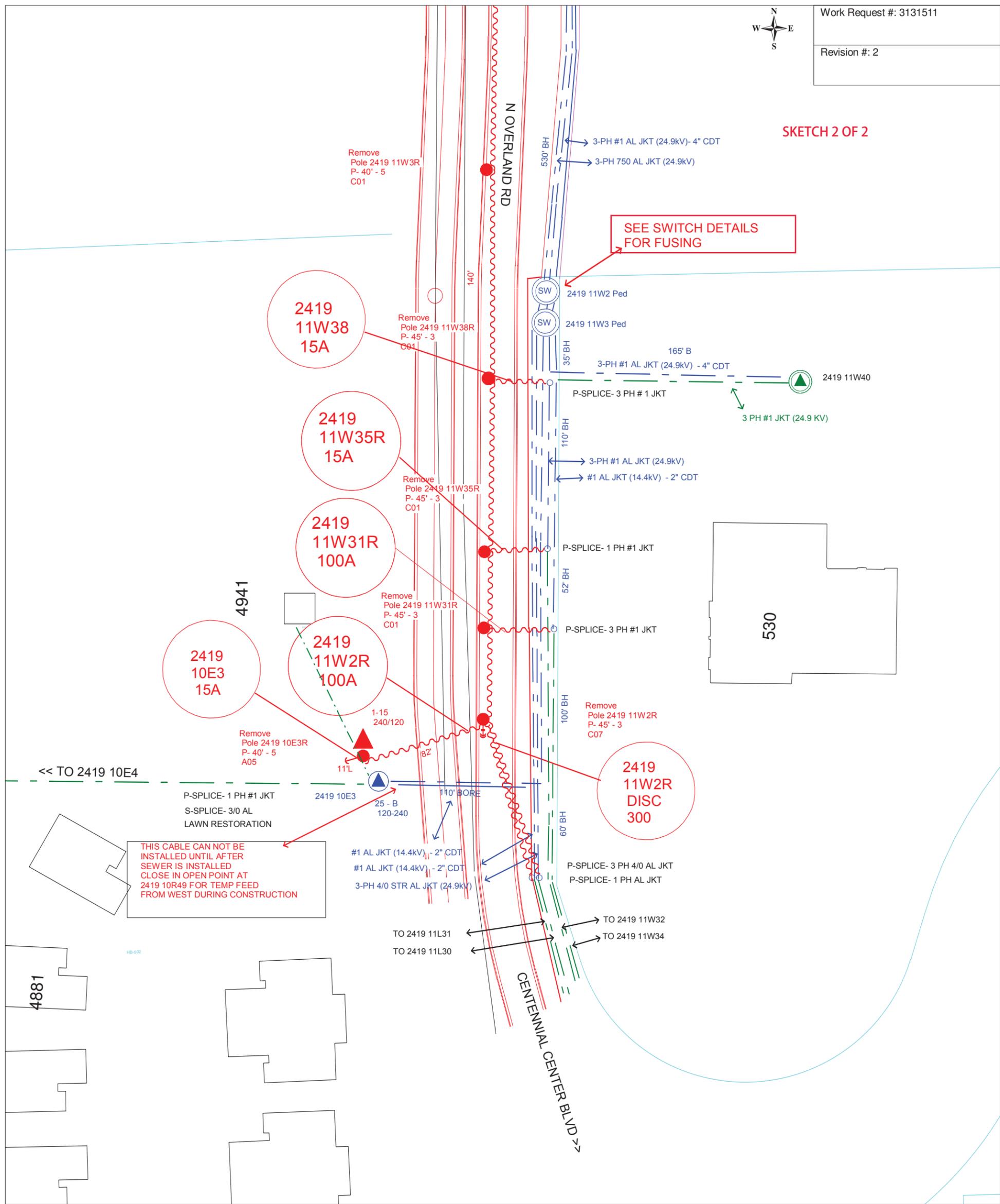
Crew Leader Signature:		Construction Complete Date:		Energized Date:	
Action Code: Remove/Abandon - Red Sine Wave, Existing - Green, Install - Blue		Work Request Name: RELOCATION FOR SEWER & ROAD CONSTRUCTION			
TELE Co:	Exchange:	Work Request Address: N. OVERLAND RD & CENTENNIAL CENTER			
CATV Co:	System:	IFRIS Project #:	CIS Field Order: 000000000		
Response by: [ ] Phone [ ] CATV (check one)		Operating District: 10		County:	
W.O. #:	Date: 9/15/2020 3:25:15 PM	Tax District: GBSC-HOBART-V			
Engineer:	Eng Phone #:	Estimate by: SMITH,ROBERT J		Est. Phone #: (920) 617-5284	
Const. Coord:	Phone #:	Date Sent to Comm Co:		Customer Ready Date: 9/15/2020	



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SKETCH 2 OF 2



Crew Leader Signature:		Construction Complete Date:		Energized Date:	
Action Code: Remove/Abandon - Red Sine Wave, Existing - Green, Install - Blue				Work Request Name: RELOCATION FOR SEWER & ROAD CONSTRUCTION	
TELE Co:		Exchange:		Work Request Address: N. OVERLAND RD & CENTENNIAL CENTER	
CATV Co:		System:		IFRIS Project #: 2181024800	CIS Field Order: 0000000000
Response by: [ ] Phone [ ] CATV (check one)				Operating District: 10	
County:		W.O. #:		Date: 9/16/2020 10:00:58 AM	
Tax District: GBSC-HOBART-V		Engineer:		Eng Phone #:	
Estimate by: SMITH,ROBERT J		Est. Phone #: (920) 617-5284		Const. Coord:	
Date Sent to Comm Co:		Phone #:		Customer Ready Date: 9/15/2020	