



COMMITTEE OF THE WHOLE MINUTES TUESDAY, May 13, 2025

Mayor Greg Kubarski called the Committee of the Whole Meeting to order at 7:02 PM on Tuesday, April 8, 2025. Committee members present at the time the meeting was called to order were Tom Hotek, Leanne Beyer, Pat Moen, Liz Parish, Darrow Novy, and Rick Hanke. Randy Seeley arrived at 7:06pm. Mark Lankey was absent.

Others present included: City Administrator Josh Finch, Police Sergeant Chris Kucinsky, City Treasurer Lisa Johnson, Administrative Associate Sara McDonald, Nicolette Nauman of the Hillsboro Sentry-Enterprise, Jacqueline Pysarenko Director of the Hillsboro Public Library, and citizen Alex McDonough.

Mayor Kubarski asked if this meeting received proper public notice to which Administrator Finch confirmed the meeting did receive proper notice.

Motion by Beyer, second by Hanke, to approve April 8, 2025, Committee of a Whole Meeting minutes. Motion carried.

Registered Public Comment

Jacqueline Pysarenko gave an update on the Solar Roof Project.

Safety and Welfare

Sergeant Kucinsky gave the Police Chief's Report with 256 calls for service in the month of April, the bulk of the calls being traffic calls as well as business/park checks. He noted an uptick in ordinance violations that start occurring with the warmer weather starting.

Improvements and Services

Administrator Finch provided an update on the 2025 Projects as follows:

1. Habitat for Humanity Homes: Construction is officially underway on four new Habitat homes. The goal is to have these completed and sold by the end of summer, allowing work to begin on the next phase of development.
2. Salsbery Circle Subdivision: Survey work has been completed. The City is now in position to move forward with closing lots to both Freedom Development LLC and Habitat for Humanity.

3. Childcare Project: Construction is progressing well, with a targeted completion date in early August. This will give the operator ample time to prepare the facility for opening.
4. USDA Squad Car Grant: The USDA grant process is nearing completion. The City anticipates being able to submit for a \$50,000 reimbursement within the next month. All necessary paperwork will be finalized and submitted prior to my departure.
5. Vernon County Grant: The City was awarded a 1:1 grant of \$10,000 from the Vernon County Economic Development Committee to support pool improvements, with a focus on concrete and electrical work. That work is currently underway.
6. Wastewater Treatment Plant (WWTP) Facility Plan: MSA has extended the planning timeline by one month. More info will be provided in a future meeting.
7. Comprehensive Plan Update: The planning process remains on schedule. A substantial portion of the work will be completed by the end of May, with final adoption still targeted for November.
8. State Highway DOT Project: An update email has been sent from the state. Please review and share any questions or comments as soon as possible.

Finance and Personnel

A motion to reorganize the Finance and Personnel Committee Action Items to begin with 2025 Audit Recommendations followed by Employee Handbook Update and then resume flow by Novy, seconded by Hotek. Motion carried.

Treasurer Johnson presented 2025 Audit Recommendations as follows:

1. Write-Off Uncollectible Invoice: Request approval to write off Invoice #9048 in the amount of \$2,500.00 billed to Josh Roehling Trucking Inc. This invoice pertains to the Marell Invoice for Pine Street Repair and has been deemed uncollectible.
2. Write-Off Outstanding Check: Request approval to write off outstanding check #53000 in the amount of \$0.42 payable to Tammy Perkins, dated April 20, 2022. This check was issued for a utility credit reimbursement and remains uncashed.
3. Closure of ARPA Account: Request approval to close the City of Hillsboro American Rescue Plan Act (ARPA) Account, as all related funds have been expended and reconciled.

Committee recommended the 2025 Audit Recommendations to move to Council for approval on May 19, 2025.

Employee Handbook Update- Administrator Finch and Treasurer Johnson provided an update with the Handbook with mention of minor additions to being made and employee reviews. Committee recommended to move to Council for approval May 19, 2025.

The Committee reviewed the monthly bills and recommended them for Council approval May 19, 2025.

City Administrator Finch presented his monthly report.

Mayor/Council Compensation Discussion- The recommendation of the Committee is to move to May 19, 2025 Council meeting for further discussion and approval.

2025 Project Borrowing Update- The recommendation of the Committee is to move to May 19, 2025 Council meeting for approval.

City Pool Update- Administrator Finch provided an update which included a need for more lifeguards as well as a tentative open date being the first week of June.

Motion by Hotek to convene into closed session to discuss Employee Reviews, Wage Discussion, and Salary Employee Contract Discussion; seconded by Beyer. Motion carried at 8:24PM Sec. 19.85(1)(c), Wis. Stats., sanctions the use of closed sessions where governmental bodies are considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility.

Motion by Beyer to reconvene into open session, seconded by Moen. Motion carried at 9:39PM

Motion by Beyer, second by Moen to adjourn. Motion carried at 9:40PM

Meeting adjourned at 9:40PM