

**Minutes of the Village Board Meeting
January 11, 2010 at 6:30 p.m.
Village Hall Board Room**

Call to Order Village President Burt R. McIntyre called the meeting to order at 6:30 p.m.

Roll Call Burt R. McIntyre, Village President; Ron Bredael, Trustee Wards 1 & 2; Jim Widiger, Trustee Wards 3 & 4; Cathy Hughes, Trustee Wards 5 & 6; George Speaker, Trustee Wards 7 & 8; Jim Lemorande, Trustee Wards 9 & 10; Kelly Crouch, Trustee Wards 11 & 12; David Steffen, Trustee Wards 13 & 14; & Dan Deppeler, Trustee Wards 15 & 16.

Also (staff): J. Smith, D. Wiese, C. Haltom, E. Janke & A. Helms

The Board recited the Pledge of Allegiance.

Approve Agenda C. Hughes moved to approve the agenda. G. Speaker seconded the motion. **The motion carried unanimously.**

Public Appearances B. McIntyre opened the public hearing.

There were no comments from the public.

B. McIntyre closed the public hearing.

Future Agenda Items B. McIntyre requested David Steffen present his guest commentary on impact fees to the Village Board prior to it being released to the press.

J. Widiger requested the Village Board consider reimbursing unpaid intern Pierson Bowman for mileage while commuting from Oshkosh to Village Hall and vice versa.

Consent Agenda D. Steffen moved to approve the consent agenda. J. Widiger seconded the motion. **The motion carried unanimously.**

The Following Items were Approved as Part of the Consent Agenda:

Approve Village Board Minutes from December 14 & 28, 2009

Accept Plan Commission Minutes from December 28, 2009

Approve Municipal Invoices from December 23, 2009 to January 7, 2010 utilizing checks #210173-210254 in the amount of \$596,330.98.

Approve Operator's Licenses

- (i) Tanya Oswald, Whitelaw
- (ii) Tonya Klug, Green Bay
- (iii) Dawn Van Campenhout, Howard
- (iv) Kimberly Watermolen, Howard
- (v) Sara Zarling, Pulaski

REPORTS OF VILLAGE OFFICIALS

#6a

Administrator Report

2009 Annual Report

J. Smith presented the Village of Howard's 2009 Annual Report.

Unpaid Intern Position

J. Smith reported that Piersen Bowman will be working for the Village of Howard as an unpaid intern. P. Bowman is a recent graduate of the University of Wisconsin Oshkosh's Master of Public Administration program.

Impact Fee Commentary

J. Smith reported on a request from the Brown County Homebuilders Association and the Green Bay Press-Gazette asking the Village of Howard to write a commentary article on why the Village decided to reduce impact fees in 2009. D. Steffen volunteered to write the article.

Online Code of Ordinances

J. Smith reported that the Village's Code of Ordinances is now online in a searchable database format. J. Smith demonstrated how to use the new database.

#6b

Deputy Administrator Report

Snow Emergencies

J. Smith reported on the procedures for declaring a snow emergency. A snow emergency can be declared by the Village President during a winter storm event.

#6c

Administrative Services Report

2010 Spring Election

C. Haltom reported that there will be a primary election in February for Wards 11 & 12. Trustee Kelly Crouch will be running against Ray Suennen and Ellery Gulbrand. Trustee Cathy Hughes will be running against Pamela Dennison in Wards 5 & 6, but there will not be a

primary election. Trustee Jim Lemorande, Wards 9 & 10 and Trustee George Speaker, Wards 7 & 8 will run unopposed in the spring election.

#6d

**Public Safety
Services Report**

E. Janke reported on fees for parking tickets in the Village of Howard. The current fee for a parking violation in Howard is \$20. The judge reserves the right to assess additional court fees if the parking ticket is contested.

#6e

**Community
Development
Services Report**

Building Permit Activity Report

D. Wiese presented the end-of-year building permit activity report. In 2009, 48 new single-family homes were constructed in Howard. The average construction cost for a new single-family home was \$112,836 in 2009.

Brown County Planning Commission Report

D. Wiese reported on the proceedings of the December 3, 2009 Brown County Planning Commission Board of Directors meeting.

Village of Howard Rezoning

D. Wiese reported on the rezonings from the December 28, 2009 Village Board meeting. D. Wiese also presented a table with the number of acres in each zoning classification throughout the Village. At the December 28th Village Board meeting, the Village rezoned approximately 28% of its Exclusive Agriculture property to Rural Estate.

Winter Rec Fest

D. Wiese reported on the preparations for the Village of Howard's Winter Rec Fest. Winter Rec Fest will be held at Meadowbrook Park on January 29 and 30.

NEW BUSINESS

#7a

Omnova Site Plan

D. Wiese reported on a proposed site plan from Omnova to construct a 374 square foot addition to an existing building located at 1701 Cornell Road.

R. Bredael moved to approve the proposed site plan from Omnova as submitted. C. Hughes seconded the motion. **The motion carried unanimously.**

#7b

**Administrator
Job Description**

J. Smith reported on the Village Administrator job description. The Administrator description has been updated to better reflect the day-to-day duties of the position and the duties outlined in the Village Code of Ordinances.

J. Widiger moved to approve the Administrator's Job Description. R. Bredael seconded the motion. **The motion carried unanimously.**

#7c

Ordinance 2010-1 C. Haltom reported on 2010-1, "An Ordinance Repealing and Recreating Sections 36-326(3) of the Howard Municipal Code of Ordinances Relating to the User Charge System for the Sanitary Sewer Utility." The rates will be adjusted to reflect what the Village is being charged by the Green Bay Metropolitan Sewerage District.

K. Crouch moved to approve Ordinance 2010-1. C. Hughes seconded the motion. **The motion carried unanimously.**

CLOSED SESSION

G. Speaker moved to convene to closed session. R. Bredael seconded the motion. A roll call vote was taken. **The motion carried unanimously and the Board convened to closed session at 7:17 p.m.**

OPEN SESSION

D. Steffen moved to return to regular order of business. J. Widiger seconded the motion. **The motion carried unanimously and the Board returned to open session at 7:52 p.m.**

ADJOURNMENT

J. Widiger moved to adjourn. D. Deppeler seconded the motion. **The motion carried unanimously and the meeting was adjourned at 7:53 p.m.**

Respectfully Submitted,

Adam Helms

Adam Helms
Assistant Village Administrator