

**Minutes of the Village Board Meeting
January 25, 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, R. Bartelt, G. Farr, M. Hoff, J. Pollitt, 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 appearances.

Diane LaPointe of 3507 Glendale Avenue addressed the Board regarding her request for a second driveway entrance on her property. She stated she would like to keep the second driveway entrance at her property.

B. McIntyre closed the public appearances.

Future Agenda Items None

Communications C. Hughes moved to receive the communications and place them on file. J. Lemorande seconded the motion. **The motion carried unanimously.**

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

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

Approve Village Board Minutes from January 11, 2010

Accept Plan Commission Minutes from January 18, 2010

Accept CDA Minutes from January 13, 2010

Accept Go Green, Save Green Minutes from January 19, 2010

Accept Police & Fire Commission Minutes from January 18, 2010

Approve Municipal Invoices from January 8, 2010 to January 21, 2010 utilizing checks #210280-210356 in the amount of \$141,908.

Approve Go Green, Save Green Appointment

- (i) Nathan Prodell
- (ii) Christopher Stanaszak

Approve Operator's Licenses

- (i) Judy Athrens, Oconto
- (ii) Natalie Brueland, Luxemburg
- (iii) Donna Christ, Green Bay
- (iv) Breanna Ellefson, Howard
- (v) Rebecca Gaber, De Pere
- (vi) Elizabeth Gomez, Green Bay
- (vii) Andy Hartman, Howard
- (viii) Andrew Helsius, Green Bay
- (ix) Jenena Knutson, Green Bay
- (x) Eric Konschake, Green Bay
- (xi) Chad Perra, Pulaski
- (xii) Scott Piontek, Green Bay
- (xiii) Arthur Ross, Coleman
- (xiv) Mary Samuelsson, Green Bay
- (xv) Juliet Thor, Green Bay
- (xvi) Carolyn Van Straten, Howard

REPORTS OF VILLAGE OFFICIALS

#6a

**Administrator
Report**

Economic Development Web Page

J. Smith reported on the new economic development web page. He also stated that staff will be working on the page and meeting with the Village's web page provider in the coming weeks.

County-Wide Assessment

J. Smith reported on proposed State legislation for assessing property. Under the proposed legislation, the counties would be responsible for assessing properties county-wide as opposed to each individual municipality assessing the properties within its boundaries.

Overhead Utility Line Burial

J. Smith reported that staff has been discussing a concept ordinance which would require all new developments to bury electric, telephone and cable lines underground.

#6b
Assistant
Administrator
Report

Strategic Plan Update

A. Helms presented the fourth quarter strategic plan update.

#6c
Community
Development
Services Report

CDA Update

D. Wiese reported on the proceedings of the January 13, 2010 Community Development Authority meeting.

R-3 Zoning Classification

D. Wiese reported on a draft ordinance to create a new single-family residential zoning district in the Village of Howard. The proposed ordinance would permit a mixture of residential lot sizes and require planting strips in some areas. The Plan Commission will discuss the draft ordinance at a future meeting.

Batting Cages

D. Wiese reported on a request from HYSA to construct four batting cages and eight bullpens at the Akzo Nobel Sports Complex on Lineville Road. Bill Monfre, President of HYSA addressed the Board regarding the proposed batting cages and bullpens.

#6d
Administrative
Services Report

December 2009 Financial Report

C. Haltom presented the December 2009 financial report. C. Haltom stated the Village had a \$50,000 general fund surplus, but the net sewer utility revenues were down significantly. Net sewer utility revenues totaled only \$4,000.

#6e
Public Safety
Services Report

Fire Department Annual Report

E. Janke presented the 2009 Fire Department Annual Report.

Humane Officer Annual Report

M. Hoff presented the 2009 Humane Officer Annual Report.

#6f
Engineering
Report

US 41 Reconstruction Update

G. Farr provided an update on the timeline for the US 41 reconstruction project. A majority of the construction in Howard will take place between 2012 and 2016.

WPS Project Update

G. Farr reported on the status of various WPS projects in the Village. WPS will be doing some tree trimming and adding some new lines later this spring.

GBMSD Sewer Main Relocation

G. Farr stated that the Green Bay Metropolitan Sewerage District will have to relocate one of its primary interceptor sewers due to the US 41 reconstruction project. The Green Bay Metropolitan Sewerage District will give a presentation regarding the relocation at the first Village Board meeting in February.

#6g
L.E. O'Connor
Fellow Report

Go Green, Save Green Update

J. Pollitt reported on the proceedings of the January 19, 2010 Go Green, Save Green meeting. J. Pollitt stated the Village has received its first application for its Went Green, Saved Green campaign. Down to Earth located in the Howard mall on Glendale Avenue was the first business to apply for the program and was awarded a window cling at the last Go Green, Save Green meeting.

Utility Costs

J. Pollitt reported on the Village's utility costs for 2009. Compared to 2008, the Village saved over \$30,000 in utility costs.

Winter Rec Fest

J. Pollitt reported that the Leisure Services Department will be holding its annual Winter Rec Fest at Meadowbrook Park on January 29th and 30th.

NEW BUSINESS

#7a
Ordinance 2010-2

D. Wiese reported on Ordinance 2010-2, "An ordinance creating section 50-1269 of the Howard Municipal Code relating to product and service signs." The proposed ordinance would permit additional signage on business properties so long as the signs are not permanently affixed and cannot be seen easily from the road.

J. Widiger moved to approve Ordinance 2010-2. C. Hughes seconded the motion. **The motion carried unanimously.**

#7b

Ordinance 2010-3 D. Wiese reported on Ordinance 2010-3, "An ordinance amending sections 50-342(1) and 50-451(2) of the Howard Municipal Code by establishing single-family dwellings as a conditional use in the Rural Estate (R-5) zoning district." The proposed ordinance would require a conditional use permit for any newly constructed home in the Rural Estate zoning district.

G. Speaker moved to approve Ordinance 2010-3. D. Steffen seconded the motion. **The motion carried on a 7 to 2 vote with K. Crouch and C. Hughes dissenting.**

#7c

Ordinance 2010-4 D. Wiese reported on Ordinance 2010-4, "An ordinance amending section 40-64(3) of the Howard Municipal Code relating to the adoption of State building codes."

J. Widiger moved to approve Ordinance 2010-4. J. Lemorande seconded the motion. **The motion carried unanimously.**

#7d

Resolution 2010-1 D. Wiese reported on Resolution 2010-1, "Reaffirming the Redevelopment Plan for Redevelopment Area Number One." The resolution would prohibit any new construction in redevelopment area number one.

G. Speaker moved to approve Resolution 2010-1. J. Lemorande seconded the motion. **The motion carried unanimously.**

#7e

**AMS Stormwater
Pond Plans**

G. Farr reported on the plans to construct stormwater ponds near United Health Care. The ponds are being proposed to bring the Village closer to meeting the State's stormwater requirements. The ponds will cost approximately \$225,000.

R. Bredael moved to approve the plans for the stormwater ponds. J. Lemorande seconded the motion. **The motion carried unanimously.**

#7f
**Alliance for
Innovation
Conference**

J. Smith reported on the Alliance for Innovation Conference in June in Las Vegas. Funds were budgeted for two Trustees to attend the conference.

D. Deppeler moved to approve sending Trustees Widiger and Steffen to the Alliance for Innovation conference. C. Hughes seconded the motion. **The motion carried unanimously.**

#7g
**May 24, 2010
Village Board
Meeting**

J. Smith reported on potentially canceling the May 24th Village Board meeting. Several staff members will not be able to attend the regularly scheduled meeting. No action was taken.

#7h
**LaPointe
Driveway**

G. Farr reported on a request from Diane LaPointe to retain two driveways on her property located 3507 Glendale Avenue.

D. Deppeler moved to approve a revocable permit for two driveway entrances on the property at 3507 Glendale Avenue. R. Bredael seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#7i
Selmer MOU

G. Farr reported on a memorandum of understanding between the Village of Howard and the Selmer Company for the installation of a temporary bridge. The agreement would allow the Selmer Company to store and use the Village's 25-ton temporary bridge on their property.

G. Speaker moved to approve the memorandum of understanding between the Selmer Company and the Village of Howard. R. Bredael seconded the motion. **The motion carried unanimously.**

Mitch Meyer of the Selmer Company addressed the Board and thanked them for approving the memorandum of understanding.

#7j
LMT Job
Descriptions

J. Smith reported that Village Staff has updated a majority of the LMT job descriptions to more accurately reflect the day-to-day duties of these positions.

J. Widiger moved to receive and file the job descriptions. C. Hughes seconded the motion. **The motion carried unanimously.**

#7k
Dir. of Public
Safety Services
Job Description

J. Smith reported on the job description for the Director of Public Safety Services job description. State Statutes require the Village Board to approve the job description for this position. However, the Police & Fire Commission did review the job description at its January 18, 2010 meeting and made several recommendations to the Village Board regarding the job description.

G. Speaker moved to approve the job description with the following amendments:

- The title of the position shall be "Executive Director of Public Safety Services"
- In the general management section the following shall be removed:
 - Fire 90%
 - Public Safety 10%

R. Bredael seconded the motion. A roll call vote was taken. **The motion carried unanimously.**

#7l
Bowman Mileage
Reimbursement

J. Smith reported on potentially reimbursing the unpaid intern for mileage expenses when traveling back and forth to work.

J. Widiger moved to pay Piersen Bowman \$30 per day with a maximum expenditure of \$1,500. K. Crouch seconded the motion. **The motion carried on a 7 to 2 vote with R. Bredael and J. Lemorande dissenting.**

CLOSED SESSION

D. Steffen moved to convene to closed session. J. Lemorande seconded the motion. A roll call vote was taken. **The motion carried unanimously and the Board convened to closed session at 8:40 p.m.**

OPEN SESSION

D. Deppeler moved to return to regular order of business. C. Hughes seconded the motion. **The motion carried unanimously and the Board returned to open session at 9:20 p.m.**

ADJOURNMENT

J. Widiger moved to adjourn. D. Deppeler seconded the motion. **The motion carried unanimously and the meeting was adjourned at 9:21 p.m.**

Respectfully Submitted,

Adam Helms

Adam Helms
Assistant Village Administrator