

**Minutes of the Village Board Meeting
November 23, 2009 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; 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 & 17.

Excused: Ron Bredael, Trustee Wards 1 & 2

Also (staff): J. Smith, R. Bartelt, D. Wiese, C. Haltom, E. Janke, J. Pollitt, & 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.**

B. McIntyre stated that the Village Board may convene to closed session pursuant to Wis. Stats. 19.85(1)(e) & (c).

**Public
Appearances**

B. McIntyre opened the public hearing.

Jennifer Sunstrom of the Realtors Association of Northeast Wisconsin addressed the Board and requested to speak during item numbers 7c & 7e.

B. McIntyre closed the public hearing.

**Future Agenda
Items**

None.

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

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:

Village Board Minutes from November 7 & 9, 2009

Plan Commission Minutes from November 16, 2009

Municipal Invoices from November 6 to November 19, 2009 in the amount of \$329,204.51, utilizing check numbers 209841-209936.

A Special Event Permit for the Green Bay Invitational Soccer Tournament to be Held at Spring Green Park on June 18-20 with the following conditions:

- Soccer will rope off an area of parking near the maintenance garage/playground for their own event volunteers, which would be supervised by a volunteer with a check sheet to be sure only volunteers park in that area. Softball may choose to do something similar.
- Post parking attendants at entrances to advise about parking (especially at the new gravel lot considering there will not be lines marking the parking stalls). This would be done by both soccer and softball.
- Encourage local teams to carpool. This would account for approximately 16 soccer teams and 8 softball teams. Meeting points could be Bay Port High School or Bay View Middle School (with permission).
- Approach adjacent property owners to discuss parking in their open fields (north of 4/5 and west of diamonds).
- Request temporary parking on one side of Pinecrest Road.
- Post "No Parking" signs on grass areas within the park and park roadways. Violators will be ticketed.
- HYSA may sell beer with their concessions (with Board approval) - no problem with soccer. Soccer will provide better signage for where soccer concessions are located. (Soccer is not allowed to sell alcohol per state rules.)
- Can scheduling be addressed so that more soccer is played during the daytime hours and more softball is played in the evening since lights are available? (This may not be relative if both groups already use the park during all open hours that weekend.)
- Educate teams about available parking and the fact that the park will be busy. Encourage softball people to use Pinecrest entrance and lots closest to the diamonds (and disc golf lot) and encourage soccer people to use Hillcrest entrance and park on the east side of the park.

A Special Event Permit for the Green Bay Invitational Soccer Tournament to be Held at Akzo Nobel Sports Complex on June 18-20 with the following conditions:

- Soccer will rope off an area of parking near the maintenance garage/playground for their own event volunteers, which would be supervised by a volunteer with a check sheet to be sure only volunteers park in that area. Softball may choose to do something similar.
- Post parking attendants at entrances to advise about parking (especially at the new gravel lot considering there will not be lines marking the parking stalls). This would be done by both soccer and softball.

- Encourage local teams to carpool. This would account for approximately 16 soccer teams and 8 softball teams. Meeting points could be Bay Port High School or Bay View Middle School (with permission).
- Approach adjacent property owners to discuss parking in their open fields (north of 4/5 and west of diamonds).
- Request temporary parking on one side of Pinecrest Road.
- Post "No Parking" signs on grass areas within the park and park roadways. Violators will be ticketed.
- HYSA may sell beer with their concessions (with Board approval) - no problem with soccer. Soccer will provide better signage for where soccer concessions are located. (Soccer is not allowed to sell alcohol per state rules.)
- Can scheduling be addressed so that more soccer is played during the daytime hours and more softball is played in the evening since lights are available? (This may not be relative if both groups already use the park during all open hours that weekend.)
- Educate teams about available parking and the fact that the park will be busy. Encourage softball people to use Pinecrest entrance and lots closest to the diamonds (and disc golf lot) and encourage soccer people to use Hillcrest entrance and park on the east side of the park.

A Special Event Permit for HYSA to Host a Softball Tournament at Akzo Nobel Sports Complex on June 18-20 with the following conditions:

- Soccer will rope off an area of parking near the maintenance garage/playground for their own event volunteers, which would be supervised by a volunteer with a check sheet to be sure only volunteers park in that area. Softball may choose to do something similar.
- Post parking attendants at entrances to advise about parking (especially at the new gravel lot considering there will not be lines marking the parking stalls). This would be done by both soccer and softball.
- Encourage local teams to carpool. This would account for approximately 16 soccer teams and 8 softball teams. Meeting points could be Bay Port High School or Bay View Middle School (with permission).
- Approach adjacent property owners to discuss parking in their open fields (north of 4/5 and west of diamonds).
- Request temporary parking on one side of Pinecrest Road.
- Post "No Parking" signs on grass areas within the park and park roadways. Violators will be ticketed.
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- Can scheduling be addressed so that more soccer is played during the daytime hours and more softball is played in the evening since lights are available? (This may not be relative if both groups already use the park during all open hours that weekend.)
- Educate teams about available parking and the fact that the park will be busy. Encourage softball people to use Pinecrest entrance and lots closest to the diamonds (and disc golf lot) and encourage soccer people to use Hillcrest entrance and park on the east side of the park.

Change Order #2 on the 2009 Asphalt Resurfacing Project Involving a \$13,463.93 Addition (Hillsdale Court & Duck Creek Boat Landing)

Operator's Licenses

- (i) Ronda Konschake, Suamico

A Request for a Conditional Use Permit from Arnold Moder to Erect a 20' x 60' Greenhouse at 3439 Lineville Road with the following conditions:

- 1) The building location shall be as specifically shown on the site plan submitted.
- 2) The building shall be used to grow gardening plants on a seasonal basis and no other use shall be permitted.
- 3) The size of the greenhouse shall be 20' x 60' and the height shall not exceed 20 feet.
- 4) The greenhouse shall be constructed of steel framework with clear polyethylene film exterior surface.
- 5) The greenhouse shall be permitted for a five-year period only [per Section 17.03(18)(d) of the Zoning Ordinance] at which time it shall be dismantled and removed or the conditional use permit shall be renewed.
- 6) A building permit shall be obtained from the Department of Code Administration prior to erection of the greenhouse.
- 7) No permanent sewer, water, heating or electrical power shall be provided to the structure.

A Request for a Conditional Use Permit from Energis High Voltage Resources to Permit the Temporary Use of a 10' x 50' Office Trailer at 2295 Sachs Court with the following conditions:

- 1) The trailer location shall be as specifically shown on the site plan submitted.
- 2) The building shall be used as office space for employees of Energis only. No other use shall be permitted.
- 3) The size of the trailer shall be 10' x 50' as specified in the application.
- 4) The trailer shall be permitted for a two-year period only. At the end of the two-year period, it shall be vacated and removed from the property or the conditional use permit shall be renewed.
- 5) A building permit shall be obtained from the Department of Code Administration prior to placement of the trailer.
- 6) No permanent sewer, water, heating or electrical power shall be provided to the trailer.
- 7) A document verifying the maximum number of employees on the property at any one time shall be submitted to the Department of Code Administration for determination of parking needs prior to placement of the trailer.
- 8) A site plan showing the location of all required parking spaces shall be submitted to and approved by the Department of Code Administration prior to placement of the trailer.

A Request for a Class B Temporary Liquor License from Rozzi's Deli

REPORTS OF VILLAGE OFFICIALS

#6a

Administrator Report

State Legislation

J. Smith reported on recently introduced State legislation relating to tax increment district financing and quotas on liquor licenses.

#6b
**Performance &
Info Services
Report**

Constant Contact Newsletter

A. Helms reported that the Village has signed up for an email newsletter service that will cost \$25 per month and allow Village residents to customize the information they want to receive from the Village.

#6c
**Administrative
Services Report**

C. Haltom reported on the Village of Howard's current investment policy. Trustee Deppeler asked if staff could prepare a cash-flow analysis for review by the Village Board. Trustee Steffen requested that staff present some other investment options that other communities are using.

#6d
**Deputy
Administrator
Report**

Fall Leaf Collection

R. Bartelt reported on the Village's leaf collection efforts. R. Bartelt stated that the Village will be making one more sweep through the Village to collect leaves. To date, the total cost for leaf collection is \$26,000. Next year, the Village will be exploring other options for leaf collection including going to four, ten-hour days during leaf collection and potentially purchasing another leaf collection truck.

#6e
**L.E. O'Connor
Fellow Report**

Request for Proposals

J. Pollitt reported on the progress of creating an RFP for marketing consultants to solicit donations from local businesses and/or residents for naming rights of parks and other advertising.

NEW BUSINESS

#7a
**Recodification
Public Hearing**

J. Smith reported on the process to recodify the Village of Howard's Code of Ordinances and outlined some of the amendments that were made to the Code.

B. McIntyre opened the public hearing.

Jennifer Sunstrom of Northeast Wisconsin Realtor's Association addressed the Village Board and submitted a written statement regarding the recodification and the proposed impact fee ordinance. She stated the Northeast Wisconsin Realtor's Association is in favor of reducing the impact fee, but were opposed to increased fees for conditional use permits, variances and other permits relating to housing.

B. McIntyre closed the public hearing.

#7b
Fiscal Year 2010
Budget Public
Hearing

J. Smith reported on the proposed Fiscal Year 2010 budget.

B. McIntyre opened the public hearing.

There were no comments from the public.

B. McIntyre closed the public hearing.

#7c
Ordinance
2009-29
(Recodification)

J. Smith reported on changes made to the Village of Howard's Code of Ordinances as part of the recodification process.

D. Steffen moved to approve Ordinance 2009-29 with the following amendments:

- Outdoor storage in all business and industrial zoning districts shall remain as a conditional use.

C. Hughes seconded the motion. **The motion carried unanimously.**

#7d
Ordinance
2009-30

E. Janke reported on Ordinance 2009-30, "An Ordinance Creating Section 20-123, Chapter 20 Fire Protection of the Howard Municipal Code Relating to Fire Inspection Fees." The proposed ordinance would implement fire inspection fees based on square footage and risk factors.

J. Widiger moved to approve Ordinance 2009-30. D. Steffen seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#7e
Ordinance
2009-31

J. Smith reported on Ordinance 2009-31, "An Ordinance Repealing and Recreating Sections 18-217, Amount of Impact Fees and Section 18-218(1), Administration of Fees and Special Accounts of Chapter 18, Finance and Taxation of the Howard Municipal Code of Ordinances. The proposed ordinance would reduce the impact fee for a single-family home from \$3,451 to \$1,892 and a multi-family unit from \$2,451 to \$1,345.

J. Widiger moved to approve Ordinance 2009-31. C. Hughes seconded the motion. **The motion carried unanimously.**

#7f
TIF #3 & 6
Position Paper

J. Smith reported on a position paper for tax increment district numbers three and six. The position paper states that the purpose of TIF districts three and six is to extend municipal utility infrastructure to the districts and then close them as soon as the infrastructure is extended. Incentives for architectural enhancements may also be available in TIF #3.

G. Speaker moved to approve the position paper. B. McIntyre seconded the motion. **The motion carried unanimously.**

#7g
Resolution
2009-53

J. Smith reported on Resolution 2009-53, "Amending the Village of Howard General Fund Reserve Policy." The proposed resolution would set the required general fund reserve balance to be 25% - 40% of the prior year's general fund.

K. Crouch moved to approve Resolution 2009-53. J. Widiger seconded the motion. **The motion carried unanimously.**

#7h
Resolution
2009-54

J. Smith reported on Resolution 2009-54, "Establishing a Policy for the Lowering and Raising of the United States Flags on Village Owned Property."

K. Crouch moved to approve Resolution 2009-54. C. Hughes seconded the motion. **The motion carried unanimously.**

#7i
US 41/I-43
Connection Ramp
Letter

J. Smith reported on a draft letter to state and local representatives encouraging them to include improvements to the ramp connecting northbound traffic on US 41 to southbound traffic on Interstate 43 in the US 41 reconstruction project. The ramp is needed to obtain interstate status for US 41 and to improve safety by reducing accidents on the ramp.

D. Steffen moved to approve the letter and the I-55 white paper. J. Lemorande seconded the motion. **The motion carried unanimously.**

#7j
Resolution
2009-55

G. Speaker moved to approve Resolution 2009-55, "Authorizing Amendment to Appropriated and Budgeted Funds for 2009." J. Widiger seconded the motion. **The motion carried unanimously.**

#7k
Ordinance
2009-32

A. Helms reported on Ordinance 2009-32, "An Ordinance Creating Section 50-10 of the Howard Municipal Code Relating to Establishing Residential Density Restrictions for Designated Sex Offenders."

D. Steffen moved to approve Ordinance 2009-32. J. Widiger seconded the motion. **The motion carried unanimously.**

#7l
Fiscal Year
2010 Budget

J. Smith reported on the proposed Fiscal Year 2010 Budget.

D. Steffen moved to approve the Fiscal Year 2010 Budget. C. Hughes seconded the motion. A roll call vote was taken. **The motion carried unanimously.**

CLOSED SESSION

J. Lemorande moved to convene to closed session. D. Steffen seconded the motion. A roll call vote was taken. **The motion carried unanimously and the Board convened to closed session at 8:07 p.m.**

OPEN SESSION

J. Widiger moved to return to regular order of business. D. Deppeler seconded the motion. **The motion carried unanimously and the Board returned to open session at 8:46p.m.**

#10a

**Administrator's
Contract**

J. Widiger moved to approve the Village Administrator's contract as submitted through December 31, 2012.

ADJOURNMENT

D. Steffen moved to adjourn. K. Crouch seconded the motion. **The motion carried unanimously and the meeting was adjourned at 8:49 p.m.**

Respectfully Submitted,

Adam Helms

Adam Helms
Assistant Village Administrator