

**Howard, WI Village Board of Trustees Meeting
December 14, 2009
6:30 p.m.**

Called to order at 6:30

D. Steffen excused.

The Board recited the Pledge of Allegiance.

Approve Agenda

J. Lemorande moved to approve the agenda. C. Hughes seconded the motion. The motion carried unanimously.

Closed Session

G. Speaker 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 6:36 p.m.**

Open Session

G. Speaker moved to return to open session. C. Hughes seconded the motion. **The motion carried unanimously at 7:20p.m.**

Public Appearances

There were no comments from the public.

Future Agenda Items

R. Bredael asked about an extended bow hunting season for the Industrial Park area and also Gordon Nauman Park.

J. Widiger asked to review the court fees for parking violations.

Communications

G. Speaker moved to receive the communications and place on file. J. Widiger seconded the motion. **The motion carried unanimously.**

Consent Agenda

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

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

7b was pulled per the request of J. Widiger. The Small Biz Partnership Minutes were incorrect listing D. Steffen calling the meeting to order and also listing D. Steffen as being excused. J. Smith stated the minutes will be corrected. J. Widiger moved to

approve the Small Biz Partnership Minutes. C. Hughes seconded the motion. The motion carried unanimously.

7d was pulled per the request of G. Speaker. Mickey Klein, 3181 Trenton Lane, Suamico addressed the Board on her request for a Special Event Permit for Riah's Rainbow at Meadowbrook Park on May 15, 2010. G. Speaker moved to approve the permit without amplified music. R. Bredael seconded the motion. Roll Call Vote was taken, it was tied 4-4, motion failed. D. Deppeler made a motion to approve the special permit form as it was submitted. J. Widiger seconded the motion. The motion carried on a 5 to 3 vote with C. Hughes, G. Speaker and R. Bredael dissenting.

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

Village Board Minutes from November 23, 2009

Municipal Invoices from November 20 to December 11, 2009 in the amount of \$431,146.92 utilizing checks #209961 - 210074.

Memorandum of Understanding Regarding Automatic Aid for Fire, Rescue And/or Emergency Medical Services

Village of Howard Election Official Appointments 2010-2011

Addendums #4 and #7 to the Agreement for Election Day Support from the City of Green Bay

Plan Commission Appointment Nathan Prodell

Parade Route for Saturday, May 1, 2010 Loyalty Day Parade

Approve Operator's Licenses

- (i) Benjamin Gries, Green Bay
- (ii) Mary Fumelle, Howard
- (iii) Jason Nelsen, Denmark

REPORTS OF VILLAGE OFFICIALS

#8a

Administrator

Report

J. Smith reported that the staff is working on the 2009 Annual Report and will have this completed by January 4, 2010.

8b

Deputy

**Administrator/
Public Works
Report**

B. Bartelt reported on the snow removal procedures that took place during the December 9, 2010 snow storm.

**8c
Community
Development
Report**

D. Wiese reported on the total number of building permits that have been issued through November. Also the breakdown numbers for inspections and violations through December 9, 2009.

**8d
Administrative
Services Report**

C. Haltom reported on financial report that ended for the month of November for the General Fund and the Golf Course.

**8e
Public Safety
Services Report**

Fire Chief E. Janke reported on changes to the inspection department and also the hiring process that was put into place that has increased the retention rate by 75% for the fire department. Fire calls continue to trend upward from previous years. The fire department has also instituted a service questionnaire that is distributed after each fire call.

**8f
Golf Course
Report**

J. Piontek reported on the 2009 Golf season for Village Green Golf Course.

**8g
L.E. O'Connor
Fellow Report**

J. Pollitt reported on a meeting she attended back in October 2009 with Brown County and Sanimax about the odor complaints. J. Pollitt also gave a report on the Go Green Environmental business program.

**8h
Engineering
Report**

G. Farr reported on the leakage test and reported that there were a few leaks detected that have been repaired by Public Works Dept. The results to the test were positive in saving the Village money on detecting the leaks for lost water.

9a
Certified
Survey Map
Wery Family

D. Wiese reported on the request of the Wery Family to divide the existing 4.82 acre property into two parcels. D. Wiese recommended to approve the CSM.

G. Speaker moved to approve the Certified Survey Map.
J. Lemorande seconded the motion. The Board discussed the Motion. **The motion carried unanimously.**

9b
Resolution
2009-56

G. Farr reported on Resolution 2009-56, “Declaring the Intent to Exercise Special Assessment Powers Under Wisconsin Statute Section 66.0701 upon Glendale Avenue, Valley Brooke Lane and Spring Green Road.”

G. Speaker moved to approve Resolution 2009-56. C. Hughes Seconded the motion. **The motion carried unanimously.**

9c
Ordinance
2009-33

K. Crouch reported on Ordinance 2009-33, “An Ordinance Repealing Section 24-578 of the Howard Municipal Code Relating to the sunset Clause for the Child Protection Ordinance.”

K. Crouch moved to approve Ordinance 2009-33. J. Lemorande seconded the motion. **The motion carried on a 7-1 vote with B. McIntyre dissenting.**

9d
Resolution
2009-57

B. Bartelt reported on Resolution 2009-57, “Fourth Amendment to CBCWA Water Purchase Contract.”

J. Lemorande moved to approve Resolution 2009-57. R. Bredael seconded the motion. **The motion carried on a 7-1 vote with J. Widiger dissenting.**

9e

Resolution
2009-58

J. Pollitt reported on Resolution 2009-58, "Village of Howard Donation & Solicitation Policy."

J. Widiger moved to approve Resolution 2009-58. R. Bredael Seconded the motion. **The motion carried unanimously.**

9f
Proposals
For Local
Marketing

J. Pollitt reported on a request for proposals for local marketing firm to solicit donation or advertising from local businesses and other local organizations.

R. Bredael moved to approve the motion. C. Hughes seconded the motion. **The motion carried unanimously.**

9g
Proposals for
Strategic
Planning

J. Smith reported on the proposals document for a strategic planning facilitator for the May 2010 Village Board strategic planning session. The proposals are due back from facilitators by February 26, 2010 and will be on the Village Board Agenda for March 8, 2010 to take action.

K. Crouch moved to approve the motion to request proposals for a Strategic Planning Session Facilitator. C. Hughes seconded the Motion. **The motion carried unanimously.**

9h
Ordinance
2009-34

C. Haltom reported on Ordinance 2009-34, "An Ordinance Appropriating the Necessary Funds for the Operator of the Governments and Administration of the Village of Howard For the Year 2010 and Levying Taxes on Taxable Property In the Village of Howard."

G. Speaker moved to approve the Ordinance 2009-34. J. Widiger seconded the motion. **The motion carried unanimously.**

9i
Resolution
2009-59

B. Bartelt reported on Resolution 2009-59, "Adopting the

M.U.T.C.D. as the Village's Recognized Traffic Manual for all Traffic Manual for all Traffic Related Decisions.”

J. Widiger moved to approve Resolution 2009-59.
R. Bredael seconded the motion. The Board discussed the motion. **The motion passed on a 6-2 vote with C. Hughes and K. Crouch dissenting.**

9j
Liability
Property &
Workers
Compensation
Insurance

C. Haltom reported on the Bid from EMC for Liability, Property and Workers Compensation Insurance which will take effect on January 1, 2010.

G. Speaker moved to award the bid to EMC. R. Bredael Seconded the motion. **The motion carried unanimously.**

9k
State
Insurance
Fund

C. Haltom reported since the Board just approved to accept the bid from EMC for Liability, Property and Workers Compensation Insurance they will now need to take action to withdraw from the State Insurance Fund.

C. Hughes moved to withdraw from the State Insurance Fund.
G. Speaker seconded the motion. **The motion carried unanimously.**

9l
Resolution
2009-60

D. Wiese reported on Resolution 2009-60, “Requesting a State Departmental Emergency Rule to Delay Implementation of the Working Lands Initiative Conversion Fee from Jan. 1, 2010 to Jan. 1, 2011.”

J. Widiger moved to approve Resolution 2009-60.
K. Crouch seconded the motion. **The motion carried unanimously.**

9m
Executive
Leadership
Team
Positions

J. Smith reported on job descriptions for the Executive Leadership Team have been revised.

J. Widiger moved to accept the updated job descriptions for the Executive Leadership Team. J. Lemorande seconded the motion. **The motion carried unanimously.**

9n
Purchasing
Tractor for
Sidewalk Snow
Removal

B. Bartelt reported to the Board on bids received for purchasing a John Deere Tractor for Sidewalk Snow Removal with a 60” snow blower.

R. Bredael moved to approve the purchase. B. McIntye seconded the motion. **The motion carried unanimously.**

9o
Purchase
Property on
Velp Avenue
VH-575

G. Farr reported on the proposal to purchase of 0.38 acres of property from the Howard Apartments on Velp Avenue. Parcel VH-575 for \$10,000.

G. Speaker moved to approve the purchase of parcel VH-575. D. Deppeler seconded the motion. **The motion carried on a 7-1 with J. Widiger dissenting.**

9p
Professional
Services
Agreement
The Active
Network

J. Pollitt reported to the Board to utilize The Active Network, Inc to conduct solicitation for advertising on Village property.

R. Bredael moved to approve utilizing The Active Network, Inc. J. Widiger seconded the motion. **The motion carried on a 7-1 With C. Hughes dissenting.**

9g
Resolution
2009-61

C. Haltom reported on Resolution 2009-61, "Establishing a Policy For Publication of Legal Notices." The Village would utilize the Green Bay Press Gazette for certain legal notices which cannot be accommodated by The Press.

C. Hughes moved to approve Resolution 2009-61. R. Bredael seconded the motion. **The motion carried unanimously.**

10
Convene to
Closed
Session

G. Speaker moved to convene to closed session. C. Hughes seconded the motion. A roll call vote was taken. **The motion carried unanimously and the Board convened to closed session at 9:26pm.**

11
Open
Session

C. Hughes moved to return to regular order of business. G. Speaker seconded the motion. **The motion carried unanimously at 10:38pm.**

12a
Action on
Closed Session
Items

Review and Take action on Approving Executive Director of Public Safety Services/Fire Chief's Formal Letter of Employment.

J. Lemorande moved to approve action. C. Hughes seconded the motion. **The motion carried unanimously.**

12b

Review and Take Action on Approving Deputy Administrator/ Executive Director of Public Works Services Formal Letter of Employment.

D. Deppeler moved to approve action. J. Widiger seconded the motion. **The motion carried unanimously.**

12c

Review and Take Action on Other Closed Session Items.

No Action Taken.

13
Adjournment

R. Bredael moved to adjourn. G. Speaker seconded the motion.
**The motion carried unanimously and the meeting was
adjourned at 10:42 pm.**

Respectfully Submitted,

Lynn Kobus
Administrative Assistant