

**Minutes of the Village Board Meeting
March 8, 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, E. Janke, D. Wiese, C. Haltom, G. Farr, J. Pollitt & A. Helms

The Board recited the Pledge of Allegiance.

Approve Agenda B. McIntyre requested to amend the agenda by moving item 6a(ii) after the communications. G. Speaker moved to approve the agenda as amended. C. Hughes seconded the motion. **The motion carried unanimously.**

Public Appearances B. McIntyre opened the public appearances.

There were no comments from the public.

B. McIntyre closed the public appearances.

Future Agenda Items No future agenda items.

Communications None.

#6a(ii)
Village President Report

B. McIntyre reported on the District Attorney's opinion on Trustee Crouch's ethics referral. The District Attorney's opinion was that Trustee Crouch did not take any action that violated statute.

District Attorney, John Zakowski addressed the Board regarding his opinion of Trustee Crouch's ethics referral. J. Zakowski reiterated that Trustee Crouch did not violate any statutes relating to ethics of local officials and that the District Attorney's office will not be pursuing further action on the referral.

The Village Board requested that the Village's ethics ordinance be reviewed at a future meeting.

CONSENT AGENDA G. Speaker moved to approve the consent agenda. R. Bredael seconded the motion. **The motion carried unanimously.**

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

Village Board Minutes from February 22, 2010

Community Development Authority Minutes from March 3, 2010

Board of Appeals Minutes from March 4, 2010

Municipal Invoices from February 19 to February March 4, 2010 in the amount of \$356,267.30 utilizing checks #210596-210685

Operator's Licenses

- (i) Paula Calawerts, Howard
- (ii) Cher Kong, Green Bay
- (iii) Kathryn Krause, Howard
- (iv) Susan Larrabee, Green Bay
- (v) Karla Oswald, De Pere
- (vi) Stacey Weise, Oneida

Temporary Liquor License for St. John the Baptist's School Auction on March 20th from 5 p.m. to 12 a.m.

Special Event Permit for the Talhia Heroux Memorial Fund Inc. to host a Softball Tournament at Spring Green Park from June 2 to June 4, 2010

Change Order in the Amount of \$8,950.36 for the 2009 Utility Rehabilitation Project

Parade Permit for the Loyalty Day Parade on May 1, 2010

REPORTS OF VILLAGE OFFICIALS

#6a

Village

President Report Brown County Emergency Call Center

B. McIntyre reported on the Brown County Emergency Call Center open house he attended.

#6b
Administrator
Report

ICSC Conference

J. Smith reported on the proceedings of the International Council of Shopping Centers conference in Chicago, Illinois. J. Smith stated that commercial retailers are somewhat pessimistic about retail growth in the coming years, in large part due to commercial financing.

#6c
Deputy
Administrator
Report

Sidewalk Maintenance Agreement

R. Bartelt reported on a proposed sidewalk snow removal maintenance agreement with the Village of Hobart. The DOT will be constructing a frontage road with sidewalks along STH 29 from Packerland to Riverview. Hobart currently does not have any sidewalks to maintain. R. Bartelt stated that the Village of Howard would remove snow from the sidewalks on this frontage road at a rate of \$55/hour.

Golf Course Maintenance Update

R. Bartelt reported that the mechanics have been working on repairing golf equipment that was in disrepair at the golf course. Public Works also created a maintenance manual, which will be followed when performing future maintenance on golf course equipment.

#6d
Assistant
Administrator
Report

Legislative Dialogue Breakfast

A. Helms reported on the legislative dialogue breakfast he attended in Appleton. The group discussed the budget deficit the State is facing in the next budget cycle. The State is currently facing a \$2.2 billion deficit.

#6e
Community
Development
Report

CDA & Board of Appeals Update

D. Wiese reported on the proceedings of the March 3rd Community Development Authority meeting and the March 4th Board of Appeals meeting.

February Building Permit Activity

D. Wiese presented the February building permit activity report. There were five new homes constructed in February, bringing the total to 16 new homes.

Online Building Permits

D. Wiese reported on potentially purchasing a software program to issue building permits online. There would be no cost to the Village to use the program, but the applicant would have to pay a service charge to the online vendor.

Comprehensive Plan Update

D. Wiese reported on the comprehensive plan update. Staff would like to create an ad-hoc committee to assist with the review of the comprehensive planning service proposals.

Toonen PDD

D. Wiese reported on proposed amendments to the Toonen apartment complex site plan. Toonen Properties is requesting to reduce the length of the frontage road off of Frederick Ct., placing some garages back-to-back, and slightly altering some of the building locations. There will be no changes to the density of the complex. The Board agreed that the proposed amendments were minor in nature and did not warrant a Planned Development District amendment.

#6f Administrative Services Report

Investment Policy

C. Haltom presented a report on various investment options for the Village of Howard. C. Haltom also presented two proposed amendments to the Village's existing investment policy and requested that the Board consider these amendments at a future meeting. D. Steffen requested that the investment options proposed by C. Haltom be considered at a future meeting.

#6g Engineering Report

US 41 Update

G. Farr reported on the proceedings of the March 1, 2010 local officials meeting held at the Village Hall. The DOT presented five options for how the US 41/I-43 interchange will be constructed and asked for input on the options from the local officials. The DOT will consider the input when selecting the final design for the US 41/I-43 interchange.

2008 Sidewalk Project

G. Farr reported on the status of the 2008 sidewalk project to construct sidewalks along Woodale Ave. The 2008 project was delayed significantly by contingencies of a Federal government grant. The Village is scheduled to award the 2008 sidewalk project on June 14th.

#6h

L.E. O'Connor Fellow Report

Active Government Marketing Update

J. Pollitt stated that Active Government will hold a “blue sky” or brainstorming session on March 10th. The purpose of the session is to identify opportunities for potential marketing on Village-owned property.

NEW BUSINESS

#7a

Resolution 2010-5

J. Smith reported on Resolution 2010-5, “Supporting the Renovation of the Federal Courthouse in Green Bay for the Eastern District of Wisconsin.” The resolution is asking the Federal government for funds to renovate and expand the existing Jefferson courthouse to house the Federal Courthouse for the Eastern District of Wisconsin.

G. Speaker moved to approve Resolution 2010-5. D. Steffen seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#7b

Resolution 2010-6

D. Wiese reported on Resolution 2010-6, “Supporting the Construction of a Pedestrian Crosswalk over US 41 in the Village of Howard.” The resolution will support the concept of constructing a pedestrian crosswalk over US 41, which would connect Woodman Drive and Bond Street and the support will be contingent on the funding source for the project.

C. Hughes moved to approve Resolution 2010-6. R. Bredael seconded the motion. The Board discussed the motion. D. Steffen moved to amend the Resolution by adding language, which would make the Village’s support contingent upon funding for the project by the Wisconsin Department of Transportation. B. McIntyre seconded the motion. **The amendment to the motion carried on an 8-0 vote with K. Crouch abstaining.** The Village Board voted on the original

motion. **The motion carried on an 8-0 vote with K. Crouch abstaining.**

#7c

**Strategic Planning
Contract**

J. Smith reported on the proposals for strategic planning services. The Village received four bids for strategic planning services. Novak Consulting submitted a proposal at a cost of \$5,800, the Iowa Institute of Public Affairs submitted a proposal at \$3,300, Foth submitted a proposal at \$2,000 and Public Administration Associates submitted a proposal of \$2,000. J. Smith further stated that he contacted David Yegheian and Mr. Yegheian stated he would conduct strategic planning services for the Village at a cost of \$1,500.

G. Speaker moved to hire David Yegheian for strategic planning services at a price not to exceed \$1,500. J. Lemorande seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#7d

**Microphone
Mounts**

J. Smith reported on potentially replacing the microphone mounts on the Village Board dais at a cost of \$500.

B. McIntyre moved to direct staff to get bids for the replacement of all the microphones on the Village Board dais. G. Speaker 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 Village Board convened to closed session at 8:23 p.m.**

OPEN SESSION

R. Bredael 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 8:57 p.m.**

ADJOURNMENT

R. Bredael moved to adjourn. G. Speaker seconded the motion. **The motion carried unanimously and the meeting was adjourned at 8:58 p.m.**

Respectfully Submitted,

Adam Helms

Adam Helms
Assistant Village Administrator