

**Minutes of the Village Board Meeting
April 27, 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.

Closed Session B. McIntyre stated that at the end of the meeting the Board may convene to closed session pursuant to Wis. Stats. 19.85(1)(c), (g), (e).

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

Excused: J. Lemorande, Trustee Wards 9 & 10

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

The Board recited the Pledge of Allegiance.

Approve Agenda G. Speaker moved to approve the agenda. C. Hughes 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 K. Crouch requested that the Board discuss a policy on picking up yard waste in the street at a future Village Board meeting.

Communications G. Speaker moved to receive communications from the American Red Cross and place on file. K. Crouch seconded the motion. **The motion carried unanimously.**

Consent Agenda C. Hughes moved to approve the consent agenda. D. Steffen seconded the motion. K. Crouch requested to remove items 5f(ii) and 5f(iii) from the consent agenda. **The motion carried unanimously.**

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

Approve Village Board Minutes from April 13, 2009

Accept Plan Commission Minutes from April 20, 2009

Accept Tree Board Minutes from April 6, 2009

Approve Municipal Invoices from April 10 to April 23, 2009 in the amount of \$322,741.46 utilizing checks 208135 – 208222.

Approve Operator's Licenses

Operator licenses, per s. 125.17 of the *Wisconsin Statutes*, if approved, are valid for a period of two years expiring on June 30.

- (i) Tory Christensen, Suamico
- (ii) Robin Duffek, Sobieski
- (iii) Kathleen King, Howard
- (iv) Mary LaCount, Green Bay
- (v) Catherine Pagel, Howard
- (vi) Elizabeth Pagel, Green Bay
- (vii) Thomas Richer, Suamico
- (viii) Susie Rogalski, Green Bay
- (ix) Missy Van Ess, Green Bay

Plan Commission Items

- (i) Approve a Conditional Use Permit Request from Charles Olsen to Permit the Construction of an 18' x 48' Temporary Greenhouse at 2465 Lineville Road (Piggly Wiggly) from May 1, 2009 through July 1, 2009 for the Purpose of Selling Flowers and Garden Plants in the B-1 Zoning District with the following conditions:
 - 1. All lawn areas and structures damaged by human or vehicular traffic shall be repaired and restored to pre Conditional Use Permit condition within 30 days after the expiration of the CUP.
 - 2. No additional exterior lighting shall be added.
 - 3. No additional signs shall be displayed (only the name on the cover of the greenhouse).
 - 4. If electricity is required, proper measures shall be incorporated to protect the public.

- (iv) Approve a Request for a Conditional Use Permit from Charles Giesen Representing Bonnie's Greenhouse to Permit the Construction of Six Temporary Greenhouse Structures at 4018 Velp Avenue, Parcel VH-158-2 with the following conditions:
 - 1. All trash, dumpsters and recycling containers shall be stored inside the proposed main building or adequately screened under the same regulations that were adopted for the B-1 and B-3 zoning districts.

2. No additional outside storage of materials or equipment is allowed.
3. The front and side elevations of the main building shall have a three-foot high course of masonry product.
4. Individual buildings shall be maintained in a good state of repair throughout the life of the buildings.
5. The parking area in front of the principal structure shall be paved with asphalt.
6. A building permit will not be issued until a stormwater management plan has been approved by the Village of Howard Engineering Department and all stormwater must remain on site.
7. Additional plants and shrubs shall be installed around the perimeter of the parking lot comparable to the B-1 standards that require 1 shrub per every 3000 square feet of developed area.
8. The applicant has discussed the possibility of adding solar panels to the project as an additional energy source. Additional site plan review would be needed in the future.

(v) Approve a Site Plan for Bonnie's Greenhouse to be Located at 4018 Velp Avenue, Parcel VH-158-2 with the same conditions as listed in the conditional use permit above.

(vi) Approve Ordinance No. 2009-8, "An Ordinance Repealing and Recreating Sections 21.01(13)(a), 21.02(15), 21.03(4)(a), 21.08(2)(d), 21.08(2)(e) and 21.08(v)(c)3 and Creating Sections 21.01(13)(a) of the *Howard Municipal Code* Relating to the Adoption of a New Flood Insurance Study (FIS), the Adoption of New Flood Insurance Rate Maps (FIRM's) and Other Miscellaneous Amendments"

Temporary Class B Liquor License

(i) Josephine's Pizza & Pastaria on June 6, 2009

Waive \$1,000 Surety Bond for VFW Memorial Day Parade

#5f(ii)

Cramer CUP

Brad Cramer representing Little Caesar's Pizza addressed the Board regarding his request for a conditional use permit. The applicant is seeking approval of a conditional use permit to allow picnic tables to be placed outside his restaurant so customers could eat pizza outside. Mr. Cramer is also requesting to store the tables outside over the winter, with the tables being covered by a tarp.

K. Crouch moved to approve the conditional use permit with the following conditions:

1. No more than six tables shall be placed outdoors unless specifically approved by the Plan Commission and Village Board.
2. No additional exterior lighting shall be added.

3. No additional signs shall be displayed.
4. An exterior waste receptacle shall be provided for patrons using the exterior dining area.

C. Hughes seconded the motion. **The motion carried on a 7 to 1 vote with D. Steffen dissenting.**

#5f(iii)

Hughes CUP

G. Speaker moved to approve the conditional use permit request from Cathy Hughes to allow two chickens and a horse at 1769 Devon Street with the following conditions:

1. The addition to the existing shed should be extended from its current width approximately 8' out.
2. Each building shall be maintained in a good state of repair throughout the life of the building.
3. Barbless barb wire fencing shall be installed in a configuration substantially similar to that shown on the site plan on pages 8, 9, and 10.
4. The fencing shall be substantially similar to that shown on page 12 of this report.
5. No more than one horse and two chickens shall be kept on the property.
6. A row of coniferous trees spaced at 8 foot intervals shall be placed along the west fence line in order to screen the property to the adjacent industrial zoned property.
7. Appropriate rodent control shall be provided to effectively limit rodents to that of a typical rural environment.
8. Horse manure shall be removed from property on a regular basis and disposed of in an environmentally sensitive manner.

R. Bredael seconded the motion. C. Hughes abstained from the vote because she is the conditional use permit applicant. **The motion carried unanimously.**

#6a

Trustee Reports

Report Regarding VFW Memorial Day Parade

K. Crouch reported on the Village's participation in the VFW Memorial Day Parade. To date he has created a parade flyer and email address for the parade. He is interested in getting more participants for the parade.

#6b

**Administrator
Report**

Strategic Plan Update

J. Smith presented the Village of Howard's quarterly strategic plan update.

#6c

**Director of Public
Works Report**

Village Utility Bills

R. Bartelt reported on utility costs for Village buildings. The Village has recognized a significant reduction in utility costs since implementing various energy efficiency updates at Village buildings.

#6d

**Dir. of Community
Development
Report**

Small Biz Partnership Ordinance

D. Wiese gave a report regarding the introduction of an ordinance to formally recognize the Small Biz Partnership in the *Howard Municipal Code of Ordinances*. The Small Biz Partnership has the authority to issue loan funds for the Small Biz Improvement Loan. The *Howard Municipal Code of Ordinances* should recognize the Partnership as a standing committee due to the committee's authority to issue loan funds.

#6e

Fire Chief Report

Can-Am Police & Fire Games

E. Janke reported on a meeting with representatives from the Green Bay Convention and Business Bureau. E. Janke, B. McIntyre and representatives from the GBCBB will be meeting with the Can-Am Games Selection Committee on May 1st.

OLD BUSINESS

#7a

**Ordinance
2009-6**

J. Smith reported on Ordinance No. 2009-6, "Amending Section 19 of the Village of Howard Municipal Code of Ordinances Relating to Parks."

J. Widiger moved to approve with 19.11(3) reading:
"Excessive use of alcoholic beverages shall be prohibited in all parks. Any person or group who, in the opinion of authorized Village personnel, has become intoxicated or interferes with the use of the park by others shall be required to leave the park."

and section 19.04(1) reading:
"Park hours for non-lighted sports facilities are 8:00 a.m. to 10:00 p.m. with the following exceptions: Lehner Park, Barney Williams Park, and Deer Run Park shall be closed to the general public from sunset to 8:00 A.M. All remaining Village of Howard Parks shall be closed to the

general public from 10:00 P.M. to 8:00 A.M. It shall be unlawful for any person or group to occupy or be present in any park during hours in which the park is not open to the public, except where a Special Event Permit has been granted by the Village Board for a group to conduct an activity or use specific facilities or buildings for an activity which extends beyond the regular closing hours. Lighted sport facilities at Akzo Nobel Sports Complex may operate until 10:15 p.m., with the park closing at 10:30 p.m. Lighted sports facilities at Howard Memorial park may operate until 12:00 a.m. Hunting and fishing hours shall be the same as permitted by Wisconsin Department of Natural Resources regulation.”

D. Steffen seconded the motion. The Board discussed the motion. A roll call vote was taken. **The motion carried on a 6 to 2 vote with C. Hughes and G. Speaker dissenting.**

NEW BUSINESS

#8a

Serrano’s Liquor License

C. Haltom reported on an application for a combination Class B liquor license from Juan Maldonado d/b/a Serrano’s Restaurant.

Juan Maldonado of 2436 Glendale Avenue addressed the Board regarding his application for a combination Class B liquor license.

J. Widiger moved to approve the liquor license to Juan Maldonado, d/b/a Serrano’s Restaurant. D. Steffen seconded the motion. The Board discussed the motion. A roll call vote was taken. **The motion carried on a 5 to 3 vote with K. Crouch, R. Bredael, and G. Speaker dissenting.**

#8b

Greater Green Bay Branding Initiative

B. McIntyre reported on the Greater Green Bay Branding Initiative. The initiative is aimed at attracting new businesses and residents to the Greater Green Bay area and changing the image of the Green Bay area. The initiative would cost the Village \$4,513.33 over a one year period.

D. Steffen moved to approve the Village of Howard’s participation in the Greater Green Bay Branding Initiative for a one-year period in the amount of \$4,515.33. B. McIntyre seconded the motion. A roll call vote was taken. **The motion failed on a 4 to 4 vote with R. Bredael, C. Hughes, G. Speaker, and K. Crouch dissenting.**

#8c
May 25th Village
Board Meeting

J. Smith reported on rescheduling or canceling the May 25th Board meeting due to the Memorial Day holiday.

C. Hughes moved to cancel the May 25th Board meeting. R. Bredael seconded the motion. **The motion carried unanimously.**

#8d
Resolution
2009-19

J. Smith reported on Resolution 2009-19, "Amending the Security Deposit for Village of Howard Facility Reservations." The proposed resolution would amend the security deposit to rent a Village facility from \$25 to an amount equal to the reservation fee for the respective facility.

J. Widiger moved to approve Resolution 2009-19 with the amendment of a \$200 security deposit for non-residents. D. Steffen seconded the motion. The Board discussed the motion. A roll call vote was taken. **The motion failed on a 3 to 5 vote with K. Crouch, D. Deppeler, C. Hughes, G. Speaker, and B. McIntyre dissenting.**

K. Crouch moved to approve as written with the exception that security deposits for non-residents be twice the amount of the rental fee for each respective facility. D. Deppeler seconded the motion. A roll call vote was taken. **The motion carried on a 6 to 2 vote with D. Steffen and J. Widiger dissenting.**

#8e
Village Green
Building
Improvements

J. Smith reported on potentially hiring an architect to prepare a plan for various clubhouse improvements at the Village Green Golf Course.

R. Bredael moved to approve hiring an architect to conduct a facility improvement study in an amount not to exceed \$5,000. J. Widiger seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#8f
Unique Speed
Limit Signs

R. Bartelt reported on potentially purchasing unique speed limit signs. The signs would display static messages encouraging people to slow down in residential neighborhoods.

J. Widiger moved to table the item. K. Crouch seconded the motion.
The motion carried unanimously.

CLOSED SESSION

C. Hughes moved to convene to closed session. G. Speaker seconded the motion. A roll call vote was taken. **The motion carried unanimously and the Board convened to closed session at 8:30 p.m.**

OPEN SESSION

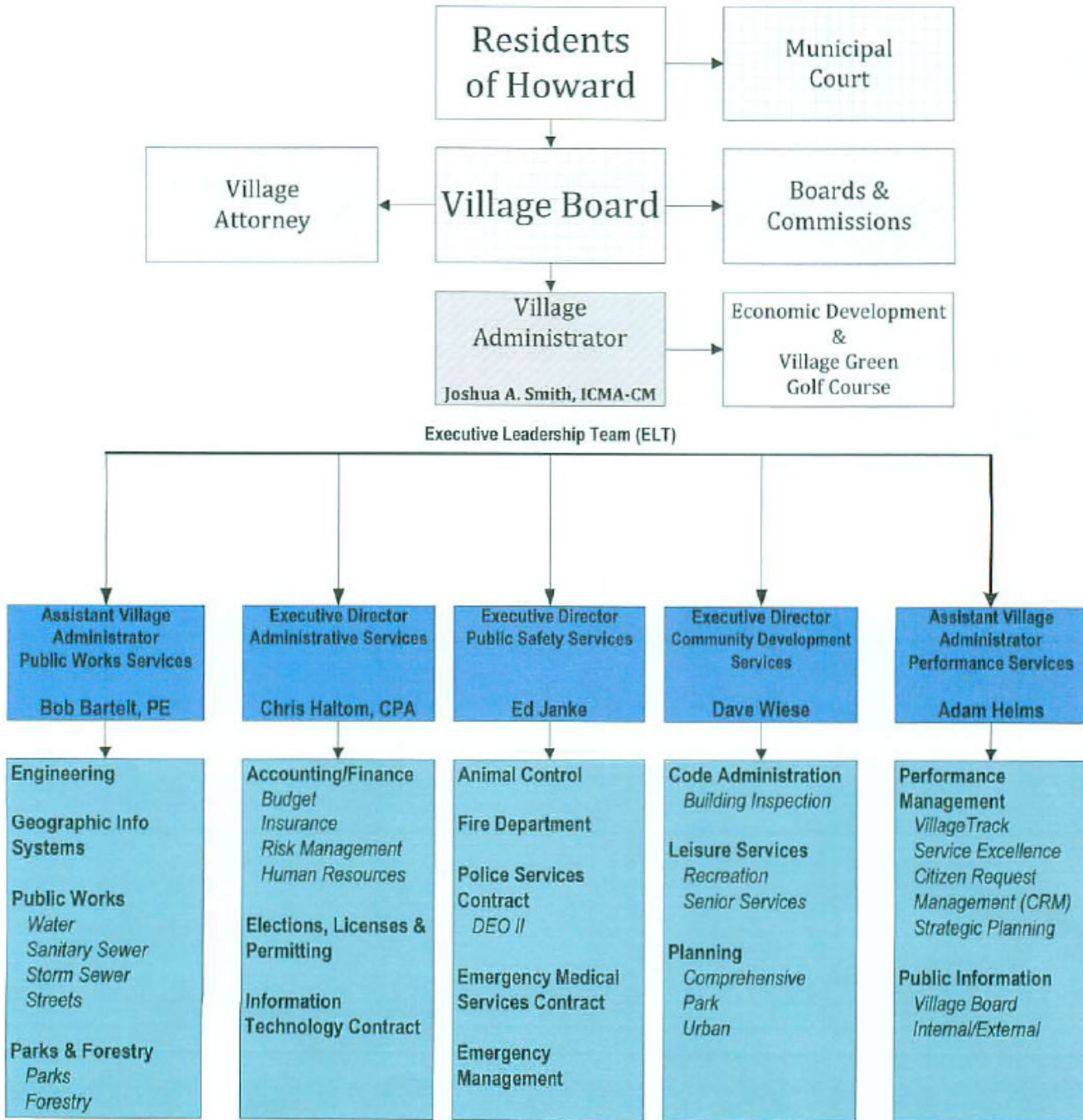
R. Bredael moved to return to open session. G. Speaker seconded the motion. **The motion carried unanimously and the Board returned to open session at 9:05 p.m.**

#11
Action on Closed
Session Items

G. Speaker moved to approve an \$11,000 salary increase for Adam Helms, a \$5,000 salary increase for Sara King, and the organizational flowchart depicted below. D. Steffen seconded the motion. **The motion carried unanimously.**



VILLAGE TEAM – ORGANIZATIONAL FLOWCHART Village of Howard, Wisconsin



NOTES

1. The Fire Chief, pursuant to s. 62.13 of the *Wisconsin Statutes*, is appointed by the Police & Fire Commission (PFC). All subordinate hiring and personnel issues are handled by the PFC. The Village President appoints all members of the PFC.

2. Economic Development & the Village Green Golf Course will be coordinated by the Village Administrator with full participation and collaboration by the ELT.

#11a

Revolving Loan

Fund Application

K. Crouch moved to approve the issuance of a ten-year, \$130,000 loan at a 3% interest rate from the Village's revolving loan fund to HiTech Integrated Solutions. D. Steffen seconded the motion. **The motion carried unanimously.**

ADIOURNMENT

G. Speaker moved to adjourn. R. Bredael seconded the motion. **The motion carried unanimously and the meeting was adjourned at 9:20 p.m.**

Respectfully Submitted,

Adam Helms

Adam Helms
Assistant to the Administrator