

**Minutes of the Village Board Meeting
October 27, 2008 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 pursuant to Wis. Stats. 19.85(1)(c) the Board may convene into closed session at the end of the meeting.

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; 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, D. Wiese, R. Bartelt, C. Haltom, M. Pigeon, J. Dagneau, E. Janke, D. Duffy, J. Piontek and A. Helms

The Board recited the Pledge of Allegiance.

Approve Agenda G. Speaker moved to approve the agenda. J. Widiger seconded the motion. **The motion carried unanimously.**

Public Appearances B. McIntyre opened the public hearing.

Dick Boyer of 811 Krause Road addressed the Board regarding the Payne Conditional Use Permit. He stated that Mrs. Payne has not complied with her existing conditional use permit and therefore should not be granted a new conditional use permit.

B. McIntyre closed the public hearing.

Future Agenda Items None

Communications None

Consent Agenda G. Speaker moved to approve the consent agenda. C. Hughes seconded the motion. K. Crouch requested to remove item 8d(i), J. Lemorande requested to remove item 8a(ii) & 8b(i), G. Speaker requested to remove item 8f(i), B. McIntyre requested to remove item 8f(ii), D. Steffen requested to remove item 8f(iii), and C. Hughes requested to remove item 8d(vii). **The motion carried unanimously.**

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

- a. Approve Village Board Minutes
 - i. October 13, 2008 Village Board Minutes

- c. Municipal Invoices
 - i. October 10, 2008 to October 23, 2008 in the amount of \$636,702.51 utilizing check numbers 206659-206767

- d. Approve Operator's Licenses
 - ii. Vanessa Gerakis, Green Bay
 - iii. Jillian Sievers, Green Bay
 - iv. Rhonda Sowle, Oconto
 - v. Connie Topel, Green Bay
 - vi. Lesa Van Dreel, Sobieski

- e. Change Order
 - i. Glendale Avenue Reconstruction Roadway Construction Project Change Order #2 Involving a \$7,936.75 Deduction
 - ii. Glendale Avenue Reconstruction Utility Construction Project Change Order #3 Involving an \$8,125.18 Deduction

- f. Plan Commission Items
 - iv. Approve Ordinance 2008-25, "An Ordinance Creating Section 17.22(9) of the Howard Municipal Code (Zoning Ordinance) Relating to the Regulation of Electronic Signs"
 - v. Approve a Request for a PDD Amendment from Building Maintenance Management Representing Walgreens to Permit the Installation of an Exterior DVD Movie Rental Machine at 464 Cardinal Lane, VH-459-6
 - vi. Approve a Site Plan from Town & Country Electric to Construct a 5,569 Square Foot Building Addition at 1674 East Deerfield Avenue, VH-97
 - vii. Approve a Final Plat for the Brookfield Business Park
 - viii. Approve a Site Plan from MacDonald Auto Electric to Construct a 2400 Square Foot Building at 2340 Woodale Avenue, VH-269-5

#8a(ii) & 8b(i)
**Village Board &
Plan Commission
Minutes**

J. Lemorande suggested that staff proofread the minutes and make the appropriate corrections. J. Lemorande moved to approve the minutes with spelling corrections. R. Bredael seconded the motion. **The motion carried unanimously.**

#8d(i)
**Elbe Operator
License**

K. Crouch moved to table the Elbe operator's license to allow Mr. Elbe the opportunity to correctly complete the application. R. Bredael seconded the motion. **The motion carried on a 5 to 3 vote with D. Steffen, J. Widiger, and D. Deppeler dissenting.**

#8d(vii)
**Vega Operator
License**

C. Hughes moved to table the Vega operator's license to allow Ms. Vega the opportunity to correctly complete the application. K. Crouch seconded the motion. **The motion carried on a 5 to 3 vote with Deppeler, Steffen, and Widiger dissenting.**

#8f(i)
**Vervoren
Rezoning**

D. Wiese reported on the Vervoren rezoning request. He stated that the Plan Commission recommended the property at 2723 Lineville Road be rezoned to B-3 instead of B-1. J. Widiger moved to approve **Ordinance 2008-24**, "Rezone VH-165 Located at 2723 Lineville Road from Single Family Residential (R-1) to South Cardinal Lane Business (B-3)". D. Deppeler seconded the motion. **The motion carried unanimously.**

#8f(ii)
Payne CUP

G. Speaker moved to suspend the rules. J. Widiger seconded the motion. **The motion carried unanimously.**

Mike Hoppe of 793 Frederick Court addressed the Board regarding the Payne conditional use permit. M. Hoppe stated that the applicant did not comply with the original conditional use permit granted four years ago. M. Hoppe stated that the applicant has built three structures and was only granted permission for one structure.

Amy Payne of 812 Posey Court addressed the Board regarding her application for a conditional use permit. She showed the Board pictures of the fence she intends to use for her property. She further stated that two of the adjacent property owners were not opposed to

her conditional use permit. She also presented a “rough” sketch of the layout for the buildings on the property and depicted the property line setbacks. Mrs. Payne would like to have the project completed by June 15, 2009.

G. Speaker moved to return to regular order of business. R. Bredael seconded the motion. **The motion carried unanimously.**

G. Speaker moved to table the item and requested that staff work with Mrs. Payne to specify conditions of the conditional use permit. C. Hughes seconded the motion. **The motion carried unanimously.**

#8f(iii)
St John. CUP

D. Steffen moved to approve a conditional use permit for St. John the Baptist Church located at 2597 Glendale Ave to construct a new rectory with the following conditions:

- Parcels VH-290 and VH-291-4 shall be combined into a single parcel via a “Combination Certified Survey Map” and a recorded copy of such map shall be submitted to the Department of Code Administration.
- All new lighting installed shall comply with Section 17.24 of the Zoning Ordinance (Exterior Lighting Regulations).
- The property shall be landscaped within one year of completion of the rectory in a manner consistent with that of surrounding and nearby residential properties.

R. Bredael seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#9a(i)
**Village President
Report**

President McIntyre reported on the Wisconsin League of Municipalities Conference which was attended by three elected officials and two staff members in Stevens Point, WI during the week of October 20, 2008.

#9b(i-ii)
**Administrator
Reports**

Howard Strategic Plan

J. Smith reported on the Village of Howard Strategic Plan. J. Smith stated that staff will travel to the Village of Bayside on December 11th from 9 a.m. to 5 p.m. to establish action plans for the four broad goals set forth by the Board. The action plan will be brought back before the Board for action in January of 2009.

Recodification Project

J. Smith reported on the recodification project. He stated that the first draft of the recodified municipal code will be ready in March of 2009.

#9c(i)

**Director of Admin.
Services Report**

C. Haltom reported on the Administrative Services Department's election preparation efforts. The front office staff and chief election inspectors have been very busy registering voters and assisting with absentee voting.

#9d(i)

**Director of
Public Works
Report**

R. Bartelt reported on the Glendale Avenue reconstruction project. R. Bartelt reported that the project should be completed by the end of the second week in November.

#9e(i)

**Director of
Community
Development
Report**

D. Wiese reported on the building permit activity to date.

#9f(i-ii)

**Director of Parks
& Rec Report**

M. Pigeon reported on light and noise barrier options for the property located at 1620 Pinecrest Road. This property is located adjacent to Akzo Nobel Sports Complex and may be significantly affected by the installation of ball diamond lights at the complex. Staff is currently discussing several options to mitigate light and noise on the property located at 1620 Pinecrest.

M. Pigeon reported on the Harvest Happenings event at Meadowbrook Park. She also reported on the Senior Dinner & Dance at the Black Forest Restaurant on October 30, 2008 at 5:15 p.m.

OLD BUSINESS

None

NEW BUSINESS

#11a **All-American City Award Application**

J. Smith reported on potentially applying for the National Civic League's All-American City Award. D. Steffen moved to not pursue the All-American City Award. C. Hughes seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#11b **Resolution 2008-39**

G. Speaker moved to approve **Resolution 2008-39**, "Amending the Expense Reimbursement Policy in the Village of Howard Personnel Manual." R. Bredael seconded the motion. **The motion carried unanimously.**

#11c **Barlament CSM**

D. Wiese reported on a revised certified survey map for Mike Barlament for the parcel located at 1600 East Deerfield Avenue, parcel VH-97. J. Widiger moved to approve. D. Steffen seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#11d **Police Services Contract**

J. Smith reported on a proposed police services contract from the Brown County Sheriff's Department. J. Widiger moved to affirm the terms of the proposed contract with a base amount of \$1,194,738.32 in 2009 and a 6.52% annual increase for years 2009, 2010, 2011, and a 4.50% increase in 2012. D. Steffen seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#11e **Resolution 2008-38**

C. Haltom reported that the proposed resolution would allow election workers to register voters in Fire Department office on election day. D. Steffen moved to approve **Resolution 2008-38**, "Creating an Alternative Registration Location for Village Hall Polling Location on Election Day." J. Widiger seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#11f
**Refinance Loan
With Mau &
Associates**

R. Bredael moved to approve refinancing two existing loans to Mau & Associates into one loan at an interest rate of 4.25% over eight (8) years. D. Deppeler seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#11g
Ritter Forum

E. Janke reported on the purpose of the Ritter Forum on Public Policy relating to functional collaboration of fire and emergency services. D. Steffen moved to approve the Village of Howard's continued participation in the Ritter Forum. J. Widiger seconded the motion. **The motion carried unanimously.**

#11h
**Resolution
2008-40**

K Crouch moved to table **Resolution 2008-40**, "Accepting the Village of Howard Policy & Procedure Manual." R. Bredael seconded the motion. **The motion carried on an 8 to 1 vote with D. Steffen dissenting.**

#11i
**Village Employee
Holiday Party**

J. Smith reported on the Village of Howard's employee and elected official holiday party. G. Speaker moved to approve a Village holiday party for a total of 88 employees and elected officials at a cost of \$1,112.00. J. Widiger seconded the motion. A roll call vote was taken. **The motion carried on a 6 to 3 vote with K. Crouch, C. Hughes, and D. Steffen dissenting.**

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 8:30 p.m.**

RETURN TO OPEN SESSION

G. Speaker moved to reconvene to open session. R. Bredael seconded the motion. **The motion carried unanimously.**

ADJOURNMENT

D. Steffen moved to adjourn. J. Widiger 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 Administrator