

**Minutes of the Village Board Meeting
April 14, 2008 at 6:30 p.m.
Village Hall Board Room**

Call to Order

C. Felmer called the meeting to order at 6:30 p.m.

Closed Session

C. Felmer stated that at the end of the meeting the Board may go into closed session pursuant to Wis. Stats. 19.85(1)(e).

Roll Call

B. McIntyre, D. Steffen, C. Hughes, K. Crouch, J. Widiger, G. Speaker, R. Bredael & C. Felmer

Also (staff): J. Smith, D. Duffy, C. Haltom, R. Bartelt, J. O'Connor, D. Wiese, G. Shephardson, and 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.**

Awards

The National Arbor Day Foundation presented the "Tree City USA Award" to the Village of Howard. This is the sixteenth year that Howard has received the award. The Village of Howard also received the "Growth Award" for the eighth year.

President Felmer presented Chris Haltom with the GFOA's "Distinguished Budget Presentation Award" for excellence in governmental financial reporting.

Public Appearances

C. Felmer opened the public hearing.

Richard Duplay 1147 Hillcrest Heights addressed the Board regarding the installation of sidewalks on Hillcrest Heights. Mr. Duplay is requesting seven-foot terraces rather than eleven-foot terraces.

Harold Taylor of 2743 Brookview Drive addressed the Board regarding the Meadowbrook Park Shelter. He asked the Board to suspend the rules when this item is brought up on the agenda.

C. Felmer closed the public hearing

**Future Agenda
Items**

G. Speaker requested that sidewalk terrace widths on Hillcrest Heights be placed on the April 28, 2008 Village Board agenda.

B. McIntyre requested that resolutions recognizing Carlene Felmer and Roger Ziemer for the service to the Village of Howard be placed on the April 28, 2008 Village Board meeting agenda.

Communications None

Consent Agenda J. Widiger moved to approve the consent agenda. G. Speaker seconded the motion. J. Widiger requested that item 8e(i) be removed for discussion **The motion carried unanimously.**

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

- a. Approve Village Board Minutes
 - i. March 10, 2008 Village Board Minutes

- b. Approve Operator's Licenses
 - i. Brad Fisette, 6267 CTH G, Gillet, WI
 - ii. Kelly Staszak, 118 S Washington St Apt. 301B, Green Bay
 - iii. Patricia Zeitler, 1149 Rockdale St., Green Bay
 - iv. Nicholas Gries, 1613 St. Agnes Drive, Green Bay
 - v. Cheryl Jerovetz, 5925 Broadleaf Way, New Franken, WI
 - vii. Tianna Posey, 1613 St. Agnes Drive, Green Bay
 - viii. Connie Vanderlogt, 337 Oak Tree Ct, Green Bay
 - ix. Gerald Schoen, 1114 Raleigh St, Green Bay
 - x. Dean Delvoye, 1230 LaCount Road, Green Bay
 - xi. Catherine Crawford, 1058 Pagel's Place, DePere, WI

- d. Municipal Invoices
 - i. March 21, 2008 to April, 2008 utilizing checks #204845-204964 in the amount of \$554,224.93.

#9b(vi)
Sinkler Operator's License

C. Hughes moved to table the operator's license application. R. Bredael seconded. **The motion carried unanimously.**

Reports of Village Officials

Administrator Report

J. Smith reported on the placement of change orders on the Village Board agenda. J. Smith recommended that all change orders under \$500 or less than 5% of the project cost should be placed on the consent agenda. Staff will bring this item back for action at the next meeting.

J. Smith reported that the Village will hold an oath of office ceremony at 5:45 p.m. on April 28, 2008.

J. Smith reported that the Village's application for grant assistance for a public transit system was denied.

Community Development Report

D. Wiese reported on the Community Development Authority By-Laws. He stated that the CDA By-Laws ad-hoc committee met once and will be bringing further recommendations to the Village Board at a future meeting.

DPW Report

R. Bartelt reported on stormwater inlet painting. Volunteers will be stenciling storm sewer drains with templates that state "Dump No Waste – Drains Directly to Creek."

R. Bartelt reported on the speed limit on Shawano Avenue. G. Speaker wanted to staff to focus solely on the intersection of Krause Road and Shawano Avenue.

R. Bartelt reported that Public Works purchased a snowblower for \$8,000 that was originally estimated to cost \$30,000. The snowblower will be used for clearing intersections and pushing snow further off the street.

Admin. Services Report

C. Haltom presented the March 2008 Financial Report. C. Haltom stated that expenditures are slightly higher than last year due to the unusually large amount of snow accumulation in 2008.

Parks & Recreation Report

M. Pigeon reported on the construction of the Meadowbrook Park Shelter. M. Pigeon stated that the project is approximately three weeks behind and that the estimated completion date is June 23, 2008.

M. Pigeon reported on possibly creating a "Friends of Meadowbrook Park" group. This group would volunteer to do various odd jobs at

the park. D. Steffen would like the Board to allocate nominal funds to the group to assist in improvements, maintenance, and development of the park. D. Steffen moved to suspend the rules. G. Speaker seconded the motion. **The motion carried unanimously.**

Harold Taylor addressed the Board regarding the creation of the “Friends of Meadowbrook Park.” Mr. Taylor would like to know the names and addresses of all of the members of the Friends of Meadowbrook Park.

Mark Graul of 726 Meadowbrook Court addressed the Board regarding the Friends of Meadowbrook Park. Mr. Rahl would like to create the group and help maintain the park. He believes the park is a wonderful asset to the community and would like to further enhance the park.

Bruce Steiner of Meadowbrook Drive addressed the Board regarding the Friends of Meadowbrook Park. He stated that a “Friends” group would be a great asset.

J. Widiger moved to return to regular order of business. C. Hughes seconded the motion. **The motion carried unanimously.**

OLD BUSINESS

There was no old business.

NEW BUSINESS

#12a

United Health Group Turf & Maintenance Agreement

J. Widiger moved to approve Turf Grass and Landscape Maintenance Agreement with United Health Group. G. Speaker seconded the motion. **The motion carried unanimously.**

#12b

School District Mowing Agreement

B. McIntyre moved to approve a Mowing Agreement with the Howard-Suamico School District. C. Hughes seconded the motion. **The motion carried unanimously.**

#12c

Go Green, Save Green Initiative

D. Steffen reported on the “Go Green, Save Green Initiative.” D. Steffen would like a committee to be formed to review environmentally sensitive issues that would save tax dollars and/or create revenue. The committee could also monitor grant opportunities for environmental initiatives.

K. Crouch made a motion that staff create a structure for the committee and present it at the next meeting. B. McIntyre seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

**#12d
Akzo Nobel Ball
Diamond Lighting
Bid Award**

R. Bartelt reported that the Village received three bids for the Akzo Nobel Ball Diamond Lighting Project. The low bid was \$471,798. This bid is approximately \$170,000 over the \$300,000 project budget. R. Bartelt requested that staff be given the opportunity to re-bid the project for installation in the Fall of 2008.

K. Crouch moved to reject the bids. R. Bredael seconded the motion. **The motion carried unanimously.**

J. Smith recommended forming an advisory committee to examine the need for lights at Akzo Nobel Park. The Board directed staff to perform a cost-benefit analysis of the lights at Akzo Nobel Park and to revise the budgeted numbers for the overall park lighting project.

**#12e
Small Business
Partnership**

J. Smith reported on the potential creation of a Small Business Partnership. This group could act as a conduit between the Village of Howard and local businesses and assist in allocating the \$50,000 set aside as a revolving loan fund for small businesses. K. Crouch recommended renaming the \$50,000 revolving loan fund.

D. Steffen moved to approve the creation of the Howard Small Business Partnership and that the organization provide a recommendation on an ordinance for the revolving loan fund. The structure of the committee shall include two Village Trustees, the Village of Howard Executive Director of Community Development and three Howard business owners. K. Crouch seconded the motion. **The motion carried unanimously.**

**#12f
Schedule Date for
Strategic Planning
Session**

J. Smith reported on scheduling a date for a Village Board of Trustees strategic planning session. J. Smith recommended holding two planning sessions. The first session would be with Village Staff and the Board to discuss short-term planning. The second session would include a facilitator to discuss long-term planning over the next 10-15 years.

C. Hughes moved to tentatively schedule a strategic planning session for May 10 or 17 contingent upon availability of the Board and Staff. G. Speaker seconded the motion. **The motion carried unanimously.**

#12g

Rainy Day Fund

J. Smith reported on potentially creating a Rainy Day Fund to help compensate for any shortfalls in the State Budget that may affect the Village's intergovernmental revenue from the State.

J. Widiger moved to approve the creation of a "Shared Revenue Deficit Rainy Day Fund." C. Hughes seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

#12h

Resolution 2008-11

R. Bartelt reported on the Woodale Avenue Sidewalk project relocation order and the associated right-of-way acquisitions.

R. Bredael moved to approve **Resolution 2008-11**, "Woodale Sidewalk Project Relocation Order." C. Hughes seconded the motion. **The motion carried unanimously.**

#12i

Resolution 2008-12

G. Speaker moved to approve **Resolution 2008-12**, "Vacating a Portion of Westhill Drive." J. Widiger seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

CLOSED SESSION

J. Widiger moved to convene to closed session. R. Bredael seconded the motion. **The motion carried unanimously and the Board convened into closed session at 8:00 p.m.**

OPEN SESSION

D. Steffen moved to return to open session. C. Hughes seconded the motion. **The motion carried unanimously.**

#14a

Sale of Lot 7

Brookfield

Industrial Park

C. Hughes moved to approve the offer to purchase and the Village's counter offer. G. Speaker seconded the motion. **The motion carried unanimously.**

#14b

Resolution 2008-13 J. Widiger moved to approve **Resolution 2008-13**, “Vacating a Portion of Brunette Road.” R. Bredael seconded the motion. **The motion carried unanimously.**

#14c

Brunette Road

Relocation Order

R. Bredael moved to approve a Relocation Order for the Expansion of the Village of Howard Public Works Facility on Cornell Road. C. Hughes seconded the motion. **The motion carried unanimously.**

ADJOURNMENT

R. Bredael moved to adjourn. C. Hughes seconded the motion. **The motion carried unanimously and the meeting was adjourned at 9:08 p.m.**

Respectfully Submitted,

Adam Helms
Assistant to Administrator