

**Minutes of the Village Board Meeting  
April 28, 2008 at 6:30 p.m.  
Village Hall Board Room**

**Call to Order**

B. 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 go into closed session pursuant to Wis. Stats. 19.85(1)(e).

**Roll Call**

D. Steffen, K. Crouch, J. Lemorande, J. Widiger, G. Speaker, R. Bredael & B. McIntyre

Excused: C. Hughes

Also (staff): J. Smith, D. Duffy, C. Haltom, R. Bartelt, J. O'Connor, D. Wiese, M. Pigeon, J. Dagneau, and A. Helms

**The Board recited the Pledge of Allegiance.**

**Approve Agenda**

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

**Resolutions**

R. Bredael moved to approve **Resolution 2008-15**, "Resolution Recognizing Roger Ziemer for His Service to the Village of Howard". J. Lemorande seconded the motion. **The motion carried unanimously.**

D. Steffen moved to approve **Resolution 2008-14**, "Resolution Recognizing Carlene Felmer for Her Service to the Village of Howard." R. Bredael seconded the motion. **The motion carried unanimously.**

B. McIntyre presented the framed resolutions to Roger Ziemer and Carlene Felmer.

**Public Appearances**

B. McIntyre opened the public hearing.

Craig Setterston of 2723 Woodale Avenue addressed the Board regarding terrace widths for sidewalks on Woodale Avenue. He requested that the Board consider installing seven-foot terraces in front of his house.

Jackie Morgan of 2843 Hillcrest Court presented a gift to former Village President Carlene Felmer for her service to the Village.

Ken Sikora of 978 Lakeview Drive addressed the Board regarding stormwater issues on his property.

Donna Brunette of 2705 Woodale Avenue addressed the Board regarding terrace widths on Woodale Avenue. She stated that she is opposed to 11 foot terraces on Woodale and questioned where the funding for purchasing the easements was coming from.

Lou Anne Sopko of 3316 Lepak Lane addressed the Board regarding easements that were supposed to be used for access to Akzo Nobel Park. She would like to know why the access points were never constructed.

Lisa Prunty 1557 Belle Plaine Circle addressed the Village Board regarding the Akzo Nobel Sports Complex lighting project. She wanted to know when it would be on the agenda.

B. McIntyre closed the public hearing.

**Public Hearing**  
**Park Impact Fees**

B. McIntyre opened the public hearing.

Jennifer Sonstrom of the Realtors Association of Northern Wisconsin addressed the Board regarding the impact fee ordinance. She asked the Board to carefully consider the trickle down effects of raising the park impact fee.

B. McIntyre closed the public hearing.

**Future Agenda**  
**Items**

G. Speaker requested a future agenda item regarding corporate flags in relation to the Village's sign ordinance.

**Communications**

None

**Consent Agenda**

D. Steffen moved to approve the consent agenda. J. Widiger seconded the motion. K. Crouch requested that items 10c(vii), 10g(iii), and 10g(ix) 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. April 14, 2008 Village Board Minutes
  - ii. April 22, 2008 Special Village Board Minutes
- b. Accept Plan Commission Minutes
  - i. April 21, 2008 Plan Commission Minutes

- c. Approve Operator's Licenses
  - i. Brandon Sinkler, 1130 Rockwell Road, Green Bay
  - ii. Tracy Burkel, 3414 S. Webster Ave, Green Bay
  - iii. Jennifer Gilchrist, 901 Roy Ave, Green Bay
  - iv. Christina Bekkela, 959 Velsen Road, Green Bay
  - v. Eric Rentmeester, 4295 Annabell Circle, Green Bay
  - vi. Andrea Bader, 1257 Marian Lane, Green Bay
  - viii. Aaron Wolf, 1034 Pawin Drive, Green Bay
  - ix. Kathy LaBrosse, 1340 Eminence St. Apt #8, Green Bay
  - x. Joseph Wilquet, 426 Scotchwood Drive, DePere
  - xi. Julie Jobelius, 233 N. Broadway #103, DePere
  - xii. Nancy Ewald, 1647 Orchid Lane, Green Bay
  - xiii. Kimberly Thelen, N9642 Emerald Lane, Appleton
  
- d. Municipal Invoices
  - i. April 11, 2008 to April 24, 2008
  
- e. Certified Survey Map
  - i. Action on a Proposed Certified Survey Map for Carol Francisco to Create Two Lots on Tax Parcel VH 726-4-1 Located Adjacent to Packerland Drive and Park Ridge Avenue
  
- f. Plan Commission Items
  - i. Approve a Request for a Conditional Use Permit from Brad Cramer of Azarel Corporation to Allow the Operation of a Carry-Out Pizza Business (Little Caesars) at the Existing Family Video Building at 2598 Glendale Avenue
  
  - ii. Approve a Request from the Village of Howard to Rezone Lot #7 of the Brookfield Industrial Park, VH-1521 Located on Lakeview Drive from Rural Estate (R-5) to General Industrial (I-1)
  
  - iii. Approve a Site Plan from David O'Brien of Bayland Buildings Representing Chris Dockery of Team Bay to Construct a 7,103 Square Foot Self Storage Warehouse at 1601 Brookfield Avenue, VH-123
  
- g. Village President Appointments
  - i. Plan Commission
    - a. Burt McIntyre (Chair) – Three Year Term
    - b. David Steffen (Trustee Representative) – One Year Term
    - c. Ray Suennen (Citizen Representative) – Three Year Term

- ii. Police & Fire Commission
  - a. Paul DeCoster (Citizen Representative) – Five Year Term
  
- iv. Historical Preservation Commission
  - a. Ron Bredael (Trustee Representative) – Remaining Term of Office
  
- v. Central Brown County Water Authority
  - a. Bob Bartelt (Board of Trustee Representative) – Indefinite
  - b. Geoff Farr (Technical Representative) – Indefinite
  - c. Burt R. McIntyre (Alternate Board Representative) – Three Year Term
  
- vi. Brown County Planning
  - a. Dave Wiese (Howard Representative) – One Year Term
  - b. Burt McIntyre (Alternate) – Term of Office
  
- vii. ADVANCE Representative
  - a. David Steffen (Trustee Representative) – One Year Term
  
- viii. Howard Small Business Partnership
  - a. David Steffen (Trustee Representative)
  - b. Burt McIntyre (Trustee Representative)

**#10c(vii)**  
**Ehlinger Operator's License**

J. Widiger moved to approve. D. Steffen seconded the motion. **The motion carried on a 6 to 1 vote with K. Crouch dissenting.**

**#10g(iii)**  
**CDA Appointments**

K. Crouch moved to approve the following CDA appointments: Jim Widiger, Gary Rozmarynoski, Tim Brunette, and George Speaker. R. Bredael seconded the motion. A roll call vote was taken. **The motion carried unanimously.**

**#10g(ix)**  
**Trustee Appointment**

K. Crouch moved to approve Dan Deppeler as Trustee for Wards 15 & 16. D. Steffen seconded the motion. **The motion carried unanimously.**

## Reports of Village Officials

### **President Report**

B. McIntyre thanked the audience for electing him to the position of Village President and read a statement regarding his expectations of the Board and of himself during his tenure as Village President.

### **Administrator Report**

J. Smith reported on the Village's new online Citizen Request Management system. He gave a brief demonstration on how the system works.

J. Smith reported on the Akzo Nobel Sports Complex neighborhood meeting. Mr. Smith stated several concerns of the residents that were brought forth at the meeting, including: light pollution, park hours of operation, traffic traveling through the park at night, vehicles driving on the athletic fields excess noise, and dogs running at large. J. Smith recommended that the Village install a bollard on the pedestrian access points on Hillcrest Heights. He further recommended locking the park gates each night.

J. Smith reported on the scheduling of strategic planning sessions for the Village Board and staff. The Board recommended scheduling the first strategic planning session for May 10, 2008.

J. Smith reported on the Howard-Suamico Historical Society's request to lease the former water works building located at 605 Maywood Avenue. R. Bredael moved to suspend the rules. G. Speaker seconded the motion. **The motion carried unanimously.**

Russ Roland and Tim Rasmussen of the Howard-Suamico Historical Society addressed the Board regarding the Society's request to lease the former water works building.

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

### **Admin. Services Report**

C. Haltom reported on park impact fees collected and expended. The report stated that in 2007 the Village collected \$138,238 in park impact fees and expended \$243,361.

### **DPW Report**

R. Bartelt reported on speed limits on Shawano Avenue. R. Bartelt reported that the County will attempt to acquire an easement to help reduce the hill and improve visibility at the intersection of Krause Road and Shawano Avenue.

## OLD BUSINESS

#12a

**Akzo Nobel  
Lighting Project**

This item was withdrawn by staff and will be brought back to the Board at a future meeting.

#12b

**Small Business  
Partnership**

J. Smith reported on the Howard Small Business Partnership. He recommended that the partnership be comprised of the Village President, up to two Village Trustees, the President of HSBPA, on at-large HSBPA member, and three at-large small business members. He further recommended that the partnership meet quarterly at Village Hall.

K. Crouch moved to approve the structure of the Small Business Partnership as recommended above. D. Steffen seconded the motion. **The motion carried unanimously.**

#12c

**Resolution 2008-16  
Change Orders**

J. Smith reported on resolution 2008-16. J. Widiger moved to approve **Resolution 2008-16**, "Resolution Establishing the Placement of Change Orders on Village Board Agendas." R. Bredael seconded the motion. **The motion carried unanimously.**

#12d

**Ordinance 2008-11  
CDA By-Laws**

J. Smith reported on creating the Community Development Authority By-Laws. D. Steffen moved to approve **Ordinance 2008-11**, "Establishing the Community Development Authority By-Laws." J. Widiger seconded the motion. **The motion carried unanimously.**

#12e

**Go Green, Save  
Green Task Force**

J. Smith reported on establishing a Go Green, Save Green Task Force structure. The proposed structure would include the Village President, a Village Trustee, the Village Administrator, Executive Director of Public Works, and three citizen members. K. Crouch moved to approve as stated above. J. Widiger seconded the motion. **The motion carried unanimously.**

**NEW BUSINESS**

**#13a**

**Hillcrest Heights  
Sidewalk Widths**

R. Bartelt reported on the sidewalk widths on Woodale Avenue. He stated that 7-foot terraces were installed on a portion of Woodale Avenue because the road was constructed “off center.” R. Bartelt reported that in order to construct 7-foot terraces along Hillcrest Heights, it would cost the Village an additional \$6,500 because the four driveway aprons would have to be torn up and replaced. G. Speaker moved to suspend the rules. K. Crouch seconded the motion. **The motion carried unanimously.**

Richard Duplay of 1147 Hillcrest Heights addressed the Board regarding constructing 11-foot sidewalks on a portion of Hillcrest Heights. He stated that an 11-foot terrace would cause the sidewalk to run through the “middle” of his yard. He further stated that he would lose parking area in his driveway and lose several mature trees. All of the homeowners in the area stated they would remove the snow from the sidewalks. Mr. Duplay stated that he would share a portion of the cost to install a sidewalk with a seven-foot terrace.

Larry Mallien of 1133 Hillcrest Heights addressed the Board regarding constructing 11-foot sidewalk terraces on Hillcrest Heights. He stated that he terraces on Hillcrest, Woodale, and Belle Plaine were constructed in an inconsistent manner.

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

J. Lemorande moved to approve the half-foot setback/11-foot sidewalk terrace. R. Bredael seconded the motion. The Board discussed the motion.

K. Crouch moved to suspend the rules. B. McIntyre seconded the motion. **The motion carried on a 6 to 1 vote with J. Lemorande dissenting.**

Larry Mallien of 1133 Hillcrest Heights addressed the Board and stated that Hillcrest is not an arterial street and does not have a high speed limit.

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

**A roll call vote was taken on the main motion and the motion carried on a 4 to 3 vote with K. Crouch, D. Steffen, and B. McIntyre dissenting.**

**#13b**  
**IRS Monument  
Sign**

D. Steffen moved to approve a monument sign for the IRS building located on Security Boulevard. J. Widiger seconded the motion. **The motion carried unanimously.**

**#13c**  
**Ordinance 2008-12  
Operator's License  
Fee**

C. Haltom reported on revising the operator's license fee. Staff is recommending increasing the fee to \$40. R. Bredael moved to approve the \$40 fee. J. Widiger seconded the motion. The Board discussed the motion. A roll call vote was taken. **The motion carried on a 5 to 2 vote with K. Crouch and D. Steffen dissenting.**

**#13d**  
**Amend Operator's  
License Application  
Form**

C. Haltom reported on revising the operator's license application form. Staff is recommending removing the question on the application relating to an applicant being ticketed, cited, or arrested for drunk driving, disorderly conduct, damage to property, trespass, retail theft, procuring alcohol for an underage person, underage drinking, and drug offence, or obstructing a peace officer.

J. Widiger moved to approve as recommended by staff. D. Steffen seconded the motion. **The motion carried unanimously.**

**#13e**  
**Resolution 2008-17  
Personnel Policies**

C. Haltom reported on **Resolution 2008-17**, "Amending the Village of Howard Personnel Policies." J. Lemorande moved to approve. D. Steffen seconded the motion. **The motion carried unanimously.**

**#13f**  
**Reschedule May 26  
Village Board  
Meeting**

K. Crouch moved to move the May 26, 2008 Village Board meeting to May 28<sup>th</sup>. G. Speaker seconded the motion. **The motion carried on 6 to 1 vote with D. Steffen dissenting.**

**#13g**

**Elected Official  
Dental Insurance**

C. Haltom reported on elected officials' dental insurance. C. Haltom stated that he has not found a formal policy spelling out this coverage. Due to the Village switching insurance providers, it will not be cost effective for the Village to provide dental insurance only to elected officials. C. Haltom further recommended discontinuing dental/COBRA insurance for former trustee Larry Weix.

D. Steffen moved to approve with staff recommendations. J. Lemorande seconded the motion. **The motion carried unanimously.**

**#13h**

**TE Program Project  
Agreement**

D. Wiese reported on federal/state/project sponsor transportation enhancements (TE) program project agreement. R. Bredael moved to approve. J. Widiger seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

**#13i**

**Grant Administration  
For TE Project  
Agreement**

D. Wiese reported on hiring a grant administrator for the Safe Routes to School grant. D. Wiese stated that are extremely stringent standards that must be followed to secure the grant. Staff is requesting permission to hire Foth to help administer the grant. The fee for the consultant would be approximately \$3,000 to \$5,000 with Suamico paying their portion of the fee.

R. Bredael moved to approve. D. Steffen seconded the motion. **The motion carried unanimously.**

**#13j**

**Weights & Measures  
Contract**

G. Speaker moved to approve a weights and measures contract with the City of Green Bay. D. Steffen seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

**#13k**

**Klinka Request For  
Unpaid Leave**

R. Bredael moved to approve a six day period of unpaid leave for Gary Klinka. J. Widiger seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

**CLOSED SESSION**

K. Crouch moved to convene to closed session. R. Bredael seconded the motion. **The motion carried unanimously and the Board convened into closed session at 9:15 p.m.**

**OPEN SESSION**

R. Bredael moved to return to open session. J. Lemorande seconded the motion. **The motion carried unanimously.**

**ADJOURNMENT**

R. Bredael moved to adjourn. J. Widiger seconded the motion. **The motion carried unanimously and the meeting was adjourned at 9:33 p.m.**

Respectfully Submitted,

Adam Helms  
Assistant to Administrator