

**Minutes of the Village Board Meeting  
September 24, 2007 at 6:30 p.m.  
Village Hall Board Room**

**Call to Order**

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

C. Felmer stated that the Board may convene into closed session pursuant to s. 19.85(1)(g), Wis. Stats. and pursuant to s. 19.85(1)(e)

**Roll Call**

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

Excused: G. Speaker

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

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

**Approve Agenda**

B. McIntyre moved to approve the agenda. J. Widiger seconded the motion. **The motion carried unanimously.**

**Public Appearances**

Marge Decoster of 2934 Glendale Avenue addressed the Board regarding the roundabout at the intersection of Glendale Avenue and Hillcrest Heights. She thanked Joshua Smith for organizing neighborhood meetings. She also thanked the Trustees for attending the neighborhoods meeting. She also requested that the audience be permitted to speak when discussion regarding the roundabout was brought up on the agenda.

Ellery Gulbrand of 2591 Lavendar Lane addressed the Board regarding a request for a temporary liquor license from St. John's Catholic Church.

**Future Agenda Items**

K. Crouch requested that staff develop service excellence language for contracted employees of the Village of Howard.

**Communications**

K. Crouch moved to approve the communications. R. Bredael seconded. **The motion carried unanimously.**

**Consent Agenda**

R. Ziemer moved to approve the consent agenda. C. Hughes seconded. B. McIntyre requested that items 8f(ii, iv, v, vi) and item 8g be removed from the consent agenda for discussion. C. Hughes requested that item 8c(vi) be removed from the consent agenda for discussion. **The motion carried unanimously.**

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

- a. Approve Village Board Minutes
  - i. September 10, 2007
- b. Accept Plan Commission Minutes
  - i. September 17, 2007
- c. Approve Operator's Licenses
  - i. Jennifer Pepin
  - ii. Carol Wilson
  - iii. Kate Markelz
  - iv. Elyse Sorensen
  - v. Shannon Hafeman
  - vii. John Sinkler
- d. Request for Temporary Class "B" Liquor License
  - i. St. John School, 2597 Glendale Avenue (Gymnasium), October 13, 2007
- e. Municipal Invoices
  - i. September 6, 2007 through September 20, 2007 utilizing Check numbers **203306 – 203417 in the amount of \$1,068,128.93.**
- f. Plan Commission Items
  - i. Approve Ordinance 2007-32, "Rezoning Request from the Village of Howard to Rezone Parcels VH-623-1 & 2, VH-624-3, VH-623-3, VH-623-4, VH-623-5, and VH-623-6 from I-1 to B-1; and Parcels VH-622, VH-622-1, VH-622-2, VH-622-3, VH-622-4, VH-620-1 and VH-623 from B-2 to B-1."
    - iii. Approve a Site Plan for a Haunted House to be Located at 1950 Bond Street
    - vii. Approve Transportation Plat for N. Riverview Drive
    - viii. Approve Transportation Plat for Island Court

**DeKeyser Operator  
License Request**

C. Hughes moved to table indefinitely. D. Steffen seconded. **The motion carried unanimously.**

**PostNet PDD  
Amendment**

B. McIntyre moved to approve the denial. D. Steffen seconded. **The motion carried on a 7 to 1 vote** with K. Crouch dissenting.

## Mini Warehouse Site Plan

B. McIntyre moved to approve the site plan for Jay Dressen to construct two mini warehouse buildings at 2200 Cornell road with the following conditions:

1. Off-street parking shall be provided at a rate of one (1) space for every one thousand (1000) square feet of building floor area. The two existing buildings and the proposed building total 37,200 square feet of floor area requiring a total of 38 off-street parking spaces on the property. Section 17.21(10) of the Zoning Ordinance requires that *“All off-street parking spaces required by this ordinance shall be clearly identified by paint striping, marking or other approved method.”* A site plan showing the location of all required parking spaces shall be submitted for review and approval (to the Building Inspector) prior to the issuance of a building permit for the proposed building.,
2. All exterior lighting for the building shall comply with Section 17.24 of the Zoning Ordinance (Exterior Lighting Regulations).
3. Except for permitted off-street parking and loading, all business, servicing, processing, sales and storage shall be conducted within completely enclosed buildings.
4. All exterior building materials, colors, etc. shall match that of the existing buildings on the property.
5. All development and use of the property shall comply with the specific requirements for mini-warehouses set forth in Section 17.03(22) of the Zoning Ordinance.
6. A storm water management plan shall be submitted to and approved by the Village Engineer prior to the issuance of building permits for the proposed buildings.

D. Steffen seconded. **The motion carried unanimously.**

## Mini Warehouse Site Plan

B. McIntyre moved to approve the site plan for Allen Moren to construct a mini warehouse building at 2260 Woodale Avenue with the following conditions:

1. Off-street parking shall be provided at a rate of one (1) space for every one thousand (1000) square feet of building floor area. The two existing buildings and the proposed building total 26,200 square feet of floor area requiring a total of 27 off-street parking spaces on the property. Section 17.21(10) of the Zoning Ordinance requires that *“All off-street parking spaces required by this ordinance shall be clearly identified by paint striping, marking or other approved method.”* A site plan showing the location of all required parking spaces shall be submitted for review and approval (to the Building Inspector) prior to the issuance of a building permit for the proposed building.,

2. All exterior lighting for the building shall comply with Section 17.24 of the Zoning Ordinance (Exterior Lighting Regulations).
3. Except for permitted off-street parking and loading, all business, servicing, processing, sales and storage shall be conducted within completely enclosed buildings.
4. All exterior building materials, colors, etc. shall match that of the existing buildings on the property.
5. All development and use of the property shall comply with the specific requirements for mini-warehouses set forth in Section 17.03(22) of the Zoning Ordinance.

D. Steffen seconded. **The motion carried unanimously.**

### **Lexington Homes**

**Final PDD Approval** D. Duffy stated that Mr. Marlow formerly withdrew his request for final PDD approval. The Board formally acknowledged that Mr. Marlow withdrew his submittal. **No action was taken.**

### **Community Development Authority Appointments**

K. Crouch moved to deny the appointment of Donna Hebel to the CDA. C. Hughes seconded. A roll call vote was taken. **The motion failed on a 4 to 4 vote** with J. Widiger, R. Ziemer, D. Steffen and C. Felmer dissenting.

D. Steffen moved to approve the appointment of Jim Morrison to the CDA. K. Crouch seconded. A roll call vote was taken. **The motion carried unanimously.**

B. McIntyre moved to approve the appointment of G. Speaker to the CDA. D. Steffen seconded. A roll call vote was taken. **The motion carried unanimously.**

D. Steffen moved to approve the appointment of R. Bredael to the CDA. C. Hughes seconded. A roll call vote was taken. **The motion carried unanimously.**

### **Reports of Village Officials**

#### **Administrator Report**

J. Smith reported on a draft impact fee ordinance. J. Smith announced that the Village Board will hold a budget meeting on September 26 @ 5:30 p.m.

Old Business

**#10a  
Listing Contract  
w/ Century 21**

B. McIntyre moved to suspend the rules. C. Hughes seconded. **The motion carried unanimously.**

Marge DeCoster of 2934 Glendale addressed the Board regarding a roundabout to be installed at the intersection of Glendale Avenue and Hillcrest Heights. She submitted a packet of information for the Board and the staff to review. She was concerned about the safety of a driveway entering into a roundabout.

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

J. Smith reported on safety features of the roundabout and various options the Board may pursue regarding the property at 2940 Glendale Avenue.

K. Crouch moved to approve the residential listing contract with Century 21 for the property located at 2940 Glendale Avenue with the provision that the Village of Howard may take some of the property for the construction of the roundabout. J. Widiger seconded the motion. The Board discussed the motion. A roll call vote was taken. **The motion carried on a 5 to 3 vote** with D. Steffen, B. McIntyre and C. Felmer dissenting.

**#10b  
Architectural  
Services for  
Meadowbrook  
Park Shelter**

M. Pigeon reported on the architectural services contract for Meadowbrook Pavilion. K. Crouch moved to approve. R. Bredael seconded. A roll call vote was taken. **The motion carried unanimously.**

New Business

**#11a  
Toonen Rezoning**

C. Hughes moved to table the rezoning request. J. Widiger seconded. **The motion carried unanimously.**

**#11b  
Liquor License**

**Ordinance** C. Hughes moved to approve ordinance **2007-34**, ““Repealing and Recreating Section 12.02(5) of Municipal Code as it Relates to Denial of Liquor Licenses.” R. Bredael seconded the motion. **The motion carried unanimously.**

**#11c**  
**CMAR Resolution** B. Bartelt reported on resolution 2007-16. R. Bredael moved to approve **Resolution 2007-16**, “Acknowledging Compliance Maintenance Annual Report (CMAR).” R. Ziemer seconded the motion. **The motion carried unanimously.**

**#11d**  
**Sidewalk Extension**  
**Change Order** R. Bredael moved to approve the change order in the amount of **(\$1,681.38)** for sidewalk extensions on Belle Plane, Dousman, and Hillcrest Heights. R. Ziemer seconded the motion. **The motion carried unanimously.**

**#11e**  
**East Central Plan.**  
**Commission Memo**  
**Of Understanding** B. Bartelt reported on the memorandum of understanding with the East Central Regional Planning Commission. R. Ziemer moved to approve. J. Widiger seconded the motion. **The motion carried unanimously.**

**#11f**  
**Construction Bidding**  
**For Meadowbrook**  
**Park** M. Pigeon reported on the bid documents. R. Bredael moved to approve the authorization of advertisement and bidding of (2) two construction projects for a Pavilion and Site Improvements at Meadowbrook Park. C. Hughes seconded the motion. **The motion carried unanimously.**

**#11g**  
**Security Blvd. Storm**  
**Water Pond Contract**  
**Award** B. McIntyre moved to approve the award of the contract to Triple P. dba. Peters Concrete Co. in the amount of **\$167,778.50** contingent upon receiving DNR permits. K. Crouch seconded the motion. **The motion carried unanimously.**

**#11h**  
**Service Excellence**  
**Language** J. Smith reported on the Village of Howard’s service excellence commitment. K. Crouch moved to approve with the amendment to the personal contact section with the following language, “Respond

to customers in a courteous manner...the customer may not always be right, but always deserves to be treated with respect.” D. Steffen seconded the motion. **The motion carried on a 7 to 1 vote** with C. Hughes dissenting.

**#11i**

**Lenwood Change  
Order**

R. Ziemer moved to approve the change order in the amount of **(\$31,517.50)**. C. Hughes seconded. **The motion carried unanimously.**

**CLOSED SESSION**

B. McIntyre moved to convene to closed session at 7:43 p.m. D. Steffen seconded the motion. A roll call vote was taken. **The motion carried unanimously.**

**RETURN TO OPEN SESSION**

C. Hughes moved to return to open session. B. McIntyre seconded the motion. **The motion carried unanimously.**

**ADJOURNMENT**

**Adjourn**

K. Crouch moved to adjourn. C. Hughes seconded the motion. **The motion carried unanimously and the meeting was adjourned at 8:47 p.m.**

Respectfully Submitted,

Adam Helms  
Assistant to Administrator