

**Minutes of the Village Board Meeting  
November 24, 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 that at the end of the meeting the Board may go into closed session pursuant to Wis. Stats. 19.85(1)(c).

**Roll Call** Burt R. McIntyre, Village President; 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

Excused: Ron Bredael, Trustee Wards 1 & 2

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

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

**Approve Agenda** B. McIntyre requested to move item #10c(ii) before item #6a. J. Widiger moved to approve the agenda as amended. J. Lemorande seconded the motion. **The motion carried unanimously.**

**Public Appearances** B. McIntyre opened the public hearing.

Rick Kops of 916 Gallagher Street addressed the Board regarding his pending operator license. He stated that he would be willing to answer any questions the Board had regarding his application.

B. McIntyre closed the public hearing.

**#10c(ii)  
Administrator  
Report**

**Village Board  
Meeting Date**

J. Smith reported on potentially moving the regularly scheduled Village Board meetings to Tuesday nights as opposed to Monday nights.

Jim Goetsch of 2789 Delvoye Court addressed the Board regarding the

possibility of changing the time when the Village Board meets. He stated that changing the meeting dates would be beneficial to all Howard residents because currently the School Board meets on the same evenings as the Village Board.

**Consent Agenda** G. Speaker moved to approve. J. Lemorande seconded the motion. C. Hughes requested to remove item #9c(i). **The motion carried unanimously.**

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

- a. Approve Village Board Minutes
  - i. November 10, 2008 Village Board Minutes
- b. Accept Plan Commission Minutes
  - i. November 17, 2008 Plan Commission Minutes
- c. Municipal Invoices
  - i. November 7, 2008 to November 20, 2008 in the amount of \$541,136.42 utilizing checks numbered 206952 – 207058.
- d. Approve Operator's Licenses
  - ii. Kailey O' Neill, Howard
- e. Plan Commission Items
  - i. Approve a Request for a PDD Amendment from Reinhold Sign Service Representing Walgreens to Permit the Installation of an 18" x 9'4" "Take Care Clinic" Sign Cabinet on the North and West Facades of the Walgreens Building Located at 464 Cardinal Lane, VH-459-6

**#9d(i)**  
**Kops Operator License**

C. Hughes moved to approve the operator license for Rick Kops. D. Steffen seconded the motion. **The motion carried unanimously.**

**Budget**  
**Public Hearing**

J. Smith reported on the fiscal year 2009 Village of Howard municipal budget.

B. McIntyre opened the public hearing.

Jim Goetsch of 2789 Delvoye Court addressed the Board regarding the road resurfacing fund. He wanted to know what roads were going to

have been pushed back for resurfacing as a result of the reduction in road resurfacing. R. Bartelt stated that the road resurfacing map will be placed on the website in the coming weeks and that the roads are resurfaced based on wear and tear.

B. McIntyre closed the public hearing.

### **Action on FY 2009**

#### **Budget**

J. Widiger moved to approve the Fiscal Year 2009 Village of Howard Municipal Budget with a \$3.31 tax rate and total tax levy in the amount of \$4,215,800. D. Steffen seconded the motion. The Board discussed the motion. K. Crouch read the following statement for the record:

I approve of the budget as a whole. This is a very conservative and responsible budget that the taxpayers of Howard should be very happy about. We may be the only local municipality to actually decrease our tax rate. However I would like to be on record that I am opposed to the inclusion of the money for roundabout at Wooddale and Cardinal Lane in 2009. I would support this in 2010 but I don't like the way the County has basically told us 2009 or not at all. Also 2010 would give the affected businesses time to adjust their business plans to the affects of the roundabout.

A roll call vote was taken. **The motion carried unanimously.**

### **Future Agenda**

#### **Items**

C. Hughes requested that staff address stagnant water and weeds around stormwater ponds.

### **Communications**

None

### **#10a(i)**

#### **President Report**

##### **HALO Meeting**

B. McIntyre reported on the November 18, 2008 HALO (Howard, Hobart, Ashwaubenon, Lawrence & Oneida meeting. The Village of Howard will host the next HALO meeting on December 16, 2008 at 8:00 a.m. at Village Hall. These meetings are open to the public.

### **#10b(i)**

#### **Trustee Report**

##### **Maywood Water Works Building Renovations**

Trustee David Steffen reported on remodeling progress at the Maywood Water Works Building. The Howard-Suamico Historical Society is currently leasing the building from the Village of Howard for office space. The Historical Society is in the process of renovating the

building to make it ADA compliant.

**#10c(i-iv)**  
**Administrator  
Reports**

Village Ethics Policy

J. Smith reported on the Village of Howard's existing ethics policy. The current policy states that Village officials (elected & appointed) may not accept anything in value greater than \$25. Trustee Widiger requested that staff create an ethics handout for elected officials.

Fire Chief

J. Smith reported that Ed Janke has been appointed by the Police & Fire Commission as the new fire chief. J. Smith stated that Police & Fire Commission Chairman, Pat Laughlin will address the Board regarding this issue at a future meeting.

Center for Performance Measurement Report

J. Smith reported on the 2007 Comparative Performance Measurement Report. J. Smith stated that the information from that document will be incorporated into the budget, strategic plan and staff reports.

**#10d(i)**  
**Parks & Rec  
Report**

Playground Equipment

M. Pigeon reported that all playground equipment has been installed at Wayne Williams Park and Juza-Oliver Park.

**#10e(i)**  
**Administrative  
Services Report**

October 2008 Financial Report

C. Haltom presented the October 2008 Financial Report.

**#10f(i-ii)**  
**Community  
Development  
Report**

Building Permit Report

D. Wiese presented the October 2008 Building Permit Report. The number of total permits issued at the end of October was 828.

Conditional Use Follow-Up

D. Wiese reported on how the Code Enforcement Department is tracking and following up with conditional use permits. D. Wiese stated that staff has created a new conditional use permit form and will be entered into a database that will automatically notify Code Enforcement staff when to follow up on an existing conditional use permit to monitor whether it is in compliance.

**#10g(i)**  
**Animal Control/  
Humane Officer  
Report**

Stray Cats in Howard

M. Hoff reported on a program to address stray/feral cats in Howard. The program will trap feral cats and spay them. The program is projected to save \$365 to \$1925 per year/cat.

**OLD BUSINESS**

**#11a**  
**Elbe Operator  
License**

C. Hughes moved to approve an operator license for Craig Elbe. D. Steffen seconded the motion. **The motion carried unanimously.**

**NEW BUSINESS**

**#12a**  
**Ordinance  
2008-26**

D. Wiese reported on **Ordinance 2008-26**, "An ordinance rezoning a portion of parcel VH-61 located at 4001 Shawano Avenue, Village of Howard, Brown County, Wisconsin from Exclusive Agricultural (A-1) to Rural Estate (R-5)."

D. Chrouser of Mau & Associates addressed the Board regarding the proposed rezoning. Mr. Chrouser addressed questions from the Board regarding future assessments for utilities.

G. Speaker moved to table the item and refer back to the Plan Commission. The motion failed due to a lack of a second.

K. Crouch moved to deny the rezoning. J. Lemorande seconded the motion. A roll call vote was taken. **The motion carried unanimously.**

**#12b**  
**Ordinance**  
**2008-27**

D. Wiese reported on **Ordinance 2008-27**, "Amending Section 13.07(4)(b) of the Village of Howard Municipal Code Relating to the Number of Required Water Tests for Private Well Operation Permits."

G. Speaker moved to approve. C. Hughes seconded the motion. The Board discussed the motion. **The motion carried unanimously.**

**#12c**  
**Dec. 22<sup>nd</sup>**  
**Village Board**  
**Meeting**

J. Smith reported on possibly canceling or rescheduling the Village Board meeting on December 22<sup>nd</sup>. J. Lemorande moved to cancel the meeting on December 22<sup>nd</sup> and reschedule the meeting to December 29<sup>th</sup>. The motion failed due to a lack of a second.

G. Speaker moved to cancel the meeting and possibly rescheduling the meeting if it is necessary. J. Lemorande seconded the motion. The Board discussed the motion. A roll call vote was taken. **The motion failed on a 2 to 6 vote with B. McIntyre, K. Crouch, D. Steffen, D. Deppeler, J. Widiger & C. Hughes dissenting.**

**#12d**  
**Glendale Ave**  
**Special**  
**Assessment**

J. Smith reported on interest charged to and paid by property owners on Glendale Avenue special assessments. J. Widiger moved to waive the interest fees on the special assessments along Glendale Avenue in the total amount of \$1,278.83. D. Steffen seconded the motion. **The motion carried unanimously.**

**#12e**  
**Water Rate**  
**Study &**  
**Application**

C. Haltom reported on a water rate study prepared by Schenck S.C., requesting the Public Service Commission of Wisconsin to decrease water rates by 5%. The rate drop is due primarily to the fact that the Village no longer has to pay costs for pumping the wells and is spending less on water treatment chemicals.

Dave Maccoux of Schenck S.C. addressed the Board regarding the process and timeline for the application.

G. Speaker moved to approve. D. Steffen seconded the motion. **The motion carried unanimously.**

**#12f**  
**High Efficiency**  
**Light Bulbs**

R. Bartelt reported on purchasing high-efficiency light bulbs for the public works garage. C. Hughes moved to approve the purchase and installation of high efficiency lights for the garage at Public Works facility at a cost of \$3,480.00. D. Steffen seconded the motion. The Board discussed the motion. R. Bartelt will work with the electrician to find out whether the bulbs can be purchased at a lower price. **The motion carried unanimously.**

**CLOSED SESSION**

C. Hughes moved to convene to closed session. K. Crouch seconded the motion. A roll call vote was taken. **The motion carried unanimously.**

**RETURN TO OPEN SESSION**

C. Hughes moved to reconvene to open session. J. Widiger seconded the motion. **The motion carried unanimously.**

**#14a**  
**Action on**  
**Personnel**  
**Matters**

K. Crouch moved to approve the Administrator's contract as submitted. C. Hughes 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 8:51 p.m.**

Respectfully Submitted,

*Adam Helms*

Adam Helms  
Assistant to Administrator