

**Minutes of the Village Board Meeting
March 13, 2023
Village Board Room**

1. CALL TO ORDER BY VILLAGE PRESIDENT

Village President Burt McIntyre called the meeting to order at 6:30 p.m.

2. ROLL CALL

President McIntyre called for a roll call. Present: Village President Burt R. McIntyre; Trustee Maria Lasecki, District 1; Trustee Chris Nielsen, District 2; Trustee Cathy Hughes, District 3; Trustee John Muraski, District 4; Trustee Scott Beyer, District 5; Trustee Ray Suennen, District 6; Trustee Adam Lemorande, District 7; Trustee Craig McAllister, District 8

Staff: Paul Evert, Dave Wiese, Geoff Farr, Mike Kaster, Ed Janke, Brandon Dhuey, Leigh Ann Wagner Kroening

3. RECITE THE PLEDGE OF ALLEGIANCE

President McIntyre led the meeting in the pledge.

4. REPORT BY THE VILLAGE PRESIDENT REGARDING COMPLIANCE WITH OPEN MEETING LAWS

President McIntyre read the following notice: Pursuant to Wisconsin Statutes 19.81-19.98, the Village Board is meeting to conduct public business. In accordance with state law, the meeting agenda was posted at Village Hall, other municipal buildings, and on the Village of Howard website and was also distributed to the local media and other requesters at least 24 business hours prior to the start of this meeting.

5. APPROVE THE AGENDA FOR THE MEETING

C. Hughes moved to approve the agenda. A. Lemorande seconded. **The motion carried unanimously.**

6. PUBLIC APPEARANCES (None)

7. FUTURE AGENDA ITEMS/ANNOUNCEMENTS (None)

8. COMMUNICATIONS

C. Hughes moved to receive and place on file a letter and resolution from Menominee County, MI, recognizing the Howard Fire Department and other agencies for responding to the fire at Resolute Forest Products on Oct. 6, 2022 in the City of Menominee. C. Nielsen seconded. **The motion carried unanimously.**

9. PROCLAMATION

B. McIntyre and G. Farr recognized Mike Butz for his 35 years of service with the Village of Howard.

10. APPROVE CONSENT AGENDA

J. Muraski moved to approve the Consent Agenda. M. Lasecki seconded. **The motion carried unanimously** with the following items approved:

- a. Village Board meeting minutes from Feb. 27, 2023
- b. Receipt of the Plan Commission meeting minutes from Feb. 27, 2023
- c. Municipal Invoices totaling \$1,396,960.07, paid with checks #76867-76952
- d. Operator licenses for the following individuals:
 - i. Christine A. Longsine
 - ii. Rosalind C. Mitchell
 - iii. Jennifer L. Nelson
 - iv. Broderick N. Slack
 - v. Melinda L. Wentworth

- e. The special event for Serving from the Heart 5 p.m. to 8:30 p.m. Sept. 23, 2023 at the Meadowbrook Pavilion
- f. PLAN COMMISSION ITEMS (The Plan Commission unanimously recommended approval of the following items.)
 - i. The Preliminary Plat of the Cottages at Hidden Creek Second Addition
 - ii. The Preliminary PDD for a Dollar Tree at the 300 block of Cardinal Lane, VH-459-9

11. UNFINISHED BUSINESS OR OLD BUSINESS ITEMS (None)

12. NEW BUSINESS ITEMS

- a. **Review and take action on Agreement Waiving Notice and Agreeing to Special Assessments for Public Improvements between the Village of Howard and Rouse Real Estate LLC for improvements in the Jewel Meadow Subdivision**
 P. Evert reviewed the development agreement that includes definitive assessment terms including a maximum repayment term of three years with an interest rate of 5.75% beginning at the time the assessments are levied. The cost of improvements would be levied on each individual lot within the development, and the village would receive repayment as each lot is sold or transferred, as well as receiving interest payments quarterly if the sale of lots has not provided adequate payment. C. Hughes moved to approve the Agreement Waiving Notice and Agreeing to Special Assessments. R. Suennen seconded. **The motion carried unanimously.**
- b. **Review and take action on Agreement Waiving Notice and Agreeing to Special Assessments for Public Improvements between the Village of Howard and Rouse Real Estate LLC for improvements in the Rouse Point Subdivision**
 P. Evert reviewed the development agreement that includes definitive assessment terms including a maximum repayment term of four years with an interest rate of 5.75% beginning at the time the assessments are levied. The cost of improvements would be levied on each individual lot within the development, and the village would receive repayment as each lot is sold or transferred, as well as receiving interest payments quarterly if the sale of lots has not provided adequate payment. C. Nielsen moved to approve the Agreement Waiving Notice and Agreeing to Special Assessments. C. Hughes seconded. **The motion carried unanimously.**
- c. **Review and take action on awarding the Rouse Pointe Roadway Phase 2 Construction Project to McKeefry & Sons for \$421,576**
 M. Kaster reviewed the project, which includes the installation of concrete sidewalks, curb and gutter, asphalt pavement and final restoration for the Rouse Pointe subdivision. M. Lasecki moved to approve awarding the Rouse Point Roadway Construction Project to McKeefry & Sons for \$421,576.00, contingent on attorney review of the contracts. A. Lemorande seconded. **The motion carried unanimously.**
- d. **Review and take action on awarding the Village Center parking lot and Harwood Avenue Watermain Relay Roadway Project to McKeefry & Sons for \$769,134.50**
 M. Kaster reviewed the project (Items d and e) that involves the construction of a 162-car parking lot on the south side of Howard Commons that will serve as overflow parking for the on-street parking at the Howard Commons Activity Complex. The project also includes the work necessary to replace a section of watermain on Harwood Avenue as well as miscellaneous concrete repairs throughout the village. C. Hughes moved to award the Village Center Parking Lot and Harwood Avenue Watermain Relay roadway Construction Project to McKeefry & Sons for \$769,134.50, contingent on Attorney review of the contracts. C. Nielsen seconded. **The motion carried unanimously.**

- e. **Review and take action on awarding the Village Center parking lot and Harwood Avenue Watermain Relay Utility Project to David Tenor Corp. for \$180,463.00**
M. Lasecki moved to award the Village Center Parking Lot and Harwood Avenue Watermain Relay Utility Construction Project to David Tenor Corp. for \$180,463.00, contingent on Attorney review of the contracts. C. McAllister seconded. **The motion carried unanimously.**
- f. **Receive public comments on the Village of Howard’s storm water management permit requirements, planning, actions, and annual report**
M. Kaster summarized the MS4 storm water management annual report. B. McIntyre opened the public hearing. Nobody spoke. B. McIntyre closed the public hearing. **No action was taken.**
- g. **Review and take action on the Village of Howard’s Annual MS4 storm water management report**
J. Muraski moved to approve the Village of Howard’s 2022 MS4 annual report. C. McAllister seconded. **The motion carried unanimously.**
- h. **Review and take action on Resolution 2023-06, supporting a Transportation Alternatives Grant application for a multi-use trail bridge over Duck Creek**
G. Farr explained the resolution in support of the grant application and project. The Village Board has budgeted \$1,160,000 for the project in 2026. If the grant is approved, the project might be constructed in 2026 or 2027. The intent would be for the grant to reimburse 80% of the construction costs, which are expected to be approximately \$1,250,000. He said the project would construct a bridge across Duck Creek connecting Riverview Drive and Hidden Creek Trail as part of the Hidden Creek 2nd addition subdivision, which would provide Howard residents with additional biking and walking trail connectivity within the village and will eventually connect the Mountain Bay Trail to the Fox River Trail. C. Nielsen moved to approve Resolution 2023-06, supporting the multi-use trail bridge over Duck Creek grant application. C. Hughes seconded. **The motion carried unanimously.**
- i. **Review and take action on Resolution 2023-07, establishing No Mow May for the month of May 2023 in the Village of Howard**
P. Evert reviewed the success of last year’s No Mow May event and reviewed the resolution supporting the program again this year. S. Beyer moved to approve Resolution 2023-07, establishing No Mow May for the month of May 2023 in the Village of Howard. A. Lemorande seconded. **The motion carried unanimously.**

13. REPORTS OF VILLAGE OFFICIALS (NONE)

14. CLOSED SESSION

C. Hughes moved to convene to closed session at 7:13 p.m. C. McAllister seconded. **The motion carried unanimously**, and the Village Board of the Village of Howard convened into closed session pursuant to Sec. 19.85(1)(e), Wis. Stats, to deliberate or negotiate the extension of a development agreement for VH-3339.

15. C. Hughes moved to re-convene to open session. M. Lasecki seconded. **The motion carried unanimously, and the board entered open session at 7:21 p.m.**

14. ADJOURN THE MEETING

M. Lasecki moved to adjourn. C. Hughes seconded. **The motion carried unanimously, and the board adjourned at 7:22 p.m.**