

Minutes of the Village Board Meeting
Nov. 13, 2023
Village Board Room

1. CALL TO ORDER

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

2. ROLL CALL

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

Staff: Paul Evert, Chris Haltom, Geoff Farr, Josh Gerrits, Chief Dennis Staeven, DEO Brandon Dhuey, Melissa Martinson, Leigh Ann Wagner Kroening

3. RECITE THE PLEDGE OF ALLEGIANCE

Cub Scout Troop 4167 led the meeting in the pledge.

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

B. 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. C. McAllister seconded. **The motion carried unanimously.**

6. PUBLIC APPEARANCES (NONE)

7. FUTURE AGENDA ITEMS/ANNOUNCEMENTS

- B. McIntyre thanked the Village Board for handling things while he was on medical leave.
- C. Hughes welcomed B. McIntyre back to the Board Room.
- M. Martinson announced the Tree Lighting Ceremony that will take place 6 to 9 p.m. Nov. 20 at the Howard Commons Activity Complex and will feature musical performances by the Meadowbrook School choir and Bay Port band. She said the St. Norbert College Women's Hockey Team also will help kick off the opening of the ice rink.

8. COMMUNICATIONS (NONE)

9. APPROVE CONSENT AGENDA

C. McAllister moved to approve the Consent Agenda. A. Lemorande seconded. C. McAllister asked for clarification on the lamp posts that needed to be removed as part of the change order in Item 9e. R. Suennen said the municipal invoices (9b) will be corrected to show the Howard Commons Zamboni as a capital purchase. **The motion carried unanimously**, with the following items approved:

- a. Village Board meeting minutes from Oct. 23, 2023
- b. Municipal Invoices totaling \$1,037,261.09, paid with checks #78912-79024
- c. The following Operator Licenses:
 - i. Amber R. Boye
 - ii. Heidi L. Datema
 - iii. Emma L. Effert
 - iv. Theresa M. Honick
 - v. Thomas E. Janowiak
 - vi. Steven J. Jarosinski

- vii. Paul G. Peot
 - viii. Tatyana A. Phakousonh
 - ix. Jason L. Schmidt
 - x. Mara A. Schwandt
 - xi. Brad M. Wise
- d. Change Order #7 to KCG Excavating for the Jewel Meadow Subdivision, Glendale Avenue, and Stordeur Run Estates 3rd Addition - Road Contract involving a \$40,757.23 decrease
 - e. Change Order #3 to Unlimited Enterprizes for the Village Center 2nd Addition Lighting Contract involving a \$6,675.89 increase

10. UNFINISHED BUSINESS OR OLD BUSINESS ITEMS (NONE)

11. NEW BUSINESS ITEMS

- a. **6:30 P.M. PUBLIC HEARING – Regarding the 2024 Budget**
B. McIntyre opened the public hearing. Nobody spoke. B. McIntyre closed the public hearing.
- b. **Review, discuss, and take action on the adoption of the 2024 Budget**
C. Haltom led a Power Point presentation of the final draft of the 2024 budget, which included a review of the General Fund revenues and expenditures. He reviewed the Capital Projects Funds and Enterprise Funds and then offered the board language options to approve the budget document. The board discussed. R. Suennen moved to approve the 2024 Budget as presented, including borrowing \$5.4 million to extend water north of the village border and \$3.2 million to allow the future extension of sewer to the property on the north side of Glendale recently annexed into Howard. M. Lasecki seconded. **The motion carried unanimously.**
- c. **Review and take action on Ordinance 2023-14, amending Sanitary Sewer surcharge rates for industrial customers**
C. Haltom explained the difference in the billing formula he has been using versus the one NEW Water has been using and said the increase in surcharge rates for industrial customers will help eliminate the billing discrepancies. C. Hughes moved to approve Ordinance 2023-14, amending surcharge rates for industrial customers of the sanitary sewer utility, effective with billings prepared after December 1, 2023. S. Beyer seconded. **The motion carried unanimously.**
- d. **Review and take action on Resolution 2023-18, amending Storm Water rates for all customers**
C. Haltom said the Storm Water Utility experienced cost increases in operating expenses over the past three years and expenses are expected to remain at a higher level in 2024. He said the third quarter 2023 financial report for the utility is reporting a new operating loss of just over \$16,000, and the utility needs to have positive operating income annually to maintain enough funds to help support future operations from revenues and allow for future replacement of infrastructure. The board discussed. A. Lemorande moved to approve Resolution 2023-18, amending storm water utility rates effective Dec. 1, 2023. J. Muraski seconded. **The motion carried 8-1 (No: C. McAllister).**
- e. **Review and take action on Resolution 2023-14, amending Section 9(c) of the Village of Howard personnel policy related to PTO accrual for fire/rescue employees working a 48/96 shift**
C. Haltom said Fire/Rescue employees will be working 48 hours on/96 hours off, thus they have a need for different PTO accrual. D. Staeven explained the revised policy would allow those working

extended shifts to earn an equal amount of PTO, specifically 12 hours for each day they take off, instead of the General Employees receiving 8 hours for a day off. C. Nielsen moved to approve Resolution 2023-14, amending Section 9 (c) of the Village of Howard personnel policy related to PTO accrual for fire/rescue employees working a 48/96 shift. S. Beyer seconded. **The motion carried unanimously.**

- f. Review and take action on an updated Village of Howard TMDL Implementation Plan**
J. Gerrits summarized the TMDL Implementation Plan and the village's progress toward mandated goals. M. Lasecki moved to approve the Village of Howard TMDL Implementation Plan update. C. Nielsen seconded. **The motion carried unanimously.**
- g. Review and take action on Preliminary Resolution 2023-15, declaring the intent to exercise special assessment powers under Wisconsin Statute Section 66.0701 upon Security Boulevard and the Plat of Lancaster Creek Residential Addition**
J. Gerrits said the proposed subdivision will create nine single-family lots and will also dedicate storm water, trail, and conservancy areas to the village. Improvements required for the project include a storm water pond, sidewalk, eight additional sets of service laterals, sanitary sewer extension, and storm sewer re-routing to direct storm water to the pond. He said costs for the project will be assessed to the development and the village with no other properties receiving improvements or being assessed. C. Hughes moved to approve Preliminary Resolution 2023-15, declaring the intent to exercise special assessments upon Security Boulevard and the Plat of Lancaster Creek Residential addition. M. Lasecki seconded. **The motion carried unanimously.**
- h. Review and take action on Preliminary Resolution 2023-16, declaring the intent to exercise special assessment powers under Wisconsin Statute Section 66.0701 upon the Plat of The Cottages at Hidden Creek Third Addition**
J. Gerrits said the proposed subdivision will create 39 single-family lots. Improvements required for the project include sidewalk, asphalt roadway construction, service laterals, sanitary sewer extension, water main extension, and storm sewer extension. He said costs for the project will be assessed to the development with no other properties receiving improvements or being assessed. M. Lasecki moved to approve Preliminary Resolution 2023-16, declaring the intent to exercise special assessments upon the Plat of The Cottages at Hidden Creek Third Addition. A. Lemorande seconded. **The motion carried unanimously.**
- i. Review and take action on Preliminary Resolution 2023-17, declaring the intent to exercise special assessment powers under Wisconsin Statute Section 66.0701 upon the Plat of Hazel Estates First Addition**
J. Gerrits said the proposed subdivision will create 20 single-family lots and would extend improvements all the way to the future extension of Marla Lane. Improvements required for the project include sidewalk, asphalt roadway construction, service laterals, sanitary sewer extension, water main extension, and storm sewer extension. He said costs for the project will be assessed to the development with no other properties receiving improvements or being assessed. M. Lasecki moved to approve Preliminary Resolution 2023-17, declaring the intent to exercise special assessments upon the Plat of Hazel Estates First Addition. C. Hughes seconded. **The motion carried unanimously.**
- j. Review and take action to approve the naming rights agreements for the Howard Commons Activity Commons splash pad**
P. Evert reviewed the donations from the foundations representing Roger and Linda Huibregtse. M. Lasecki moved to approve the naming rights agreements between the Village of Howard and the

Roger Huibregtse Family Foundation and the Linda Curl Foundation to name the splash pad at Howard Commons the Roger and Linda Huibregtse Splash Pad. B. McIntyre seconded. **The motion carried unanimously.**

12. REPORTS OF VILLAGE OFFICIALS

- a. **C. Haltom will provide the financial report for the General Fund for the period ended Oct. 31, 2023 and Howard Commons Activity Center for the period Aug. 15 through Oct. 31, 2023.**
C. Haltom reviewed the financial reports. The board discussed. **No action was taken.**

13. CLOSED SESSION

M. Lasecki moved to convene to closed session. C. Hughes seconded. **The motion carried unanimously, and the board convened to closed session at 7:46 p.m. pursuant to Sec. 19.85(1)(e), Wis. Stats, to discuss potential development agreements for VH-3339 and VH-727-103.**

14. RETURN TO OPEN SESSION

M. Lasecki moved to return to open session. C. Hughes seconded. **The motion carried unanimously, and the board reconvened to open session at 8:15 p.m.**

15. ACTION ON CLOSED SESSION ITEMS (NONE)

16. ADJOURNMENT

M. Lasecki moved to adjourn. C. Hughes seconded. **The motion carried unanimously, and the board adjourned at 8:16 p.m.**

Leigh Ann Wagner Kroening
Administrative Assistant