



**Meeting:** Village Board  
**Meeting Date:** 10/28/2013  
**Agenda Item:** 6e

**Mission Statement**

Delivering quality services in a courteous, cost-effective and efficient manner.

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## VILLAGE BOARD MEETING STAFF REPORT

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**REPORT TO:** Burt R. McIntyre, President  
Village Board of Trustees

**REPORT FROM:** Michael J Kaster, PE, Director of Engineering

**AGENDA ITEM:** Review and take action on Preliminary Resolution 2013-33 declaring the intent to exercise special assessment powers under Wisconsin Statute Section 66.0701 upon Spring Green Road, and The Plat of Spring Green Heights.

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### **POLICY ISSUE**

Should the Village Board approve the preliminary resolution?

### **BACKGROUND INFORMATION**

The Village of Howard has been seeking residential development over the recent years in an effort to maintain growth, keep taxes low, and encourage retail and commercial development. With the current land prices, vacant lot prices, and banking climate, developers have been unable to provide the Village with the residential developments that are desired without the Village bonding for the improvement costs. Due to these facts, when the opportunity arose for the Village to acquire properties immediately east of Spring Green Park, the Village board took the opportunity with the intent to subdivide the property and provide some much desired residential development.

To serve the proposed development of "Spring Green Heights," utilities must be extended along Spring Green Road approximately 1,100' west from the intersection of Glendale Avenue. Spring Green Road will be urbanized with curb and gutter and sidewalks to provide uniformity in urban sections between the surrounding streets and the subdivision.

Village Staff hosted a public information meeting for the residents of the area on October 24, and it was well attended. We had good discussions regarding the rationale for the improvements, including the need for sidewalks. Discussions also centered on the special assessments that would be levied because of the project, and the land owners' options regarding the assessments.

Construction could begin as early as March 2014 and would be scheduled to be completed in September 2014 subject to weather conditions.

The Plat of Spring Green Heights will include 63 lots in this project. The Plat will also dedicate a little more than 10 acres of land to the Village for an addition to Spring Green Park. The Plat is laid out and zoned for single-family homes.

Lot sales and home construction could begin as early as August of 2014.

Approving the attached resolution is a preliminary step in a project that formally provides notice to property owners that a project may result in the levying of special assessments. The resolution directs that plans, specifications, estimates, and a schedule of assessments be prepared, to be reviewed at a public hearing in the future. At that time, the Village Board would determine if any work or improvement shall be authorized and assessed in whole or in part. The assessments would be prepared in accordance with Village Policy and State Statutes. If the resolution is approved the project would begin immediately with survey, design, permitting and bidding activities. Property owners that would be assessed were informed about potential Village Board action with the attached letter.

**PRIOR ACTION/REVIEW**

None

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- |                              |                                      |
|------------------------------|--------------------------------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u>                           |
| 2. Is it Currently Budgeted? | <u>No.</u>                           |
|                              | <u>Under consideration for 2014.</u> |
| 3. If Budgeted, Which Line?  | <u>Enterprise &amp;</u>              |
|                              | <u>Capital Improvement Funds</u>     |
| 4. <u>Amount</u>             | <u>\$2,100,000</u>                   |

**RECOMMENDED ACTION**

Village staff recommends that the Village Board approve the preliminary resolution.

If the Village Board were in favor of this policy action, the following motion may be made:

***“Motion to approve Resolution 2013-33 declaring the intent to exercise special assessments upon Spring Green Road, and the Plat of Spring Green Heights”.***

**POLICY ALTERNATIVE(S)**

The Village Board could take the following actions:

- Approve resolution 2013-33
- Deny the resolution and decide how to proceed
- Table the resolution and request additional information

**ATTACHED INFORMATION**

- I. Resolution 2013-33
- II. Property owner notification letter
- III. Project Map
- IV. Preliminary Plat of Spring Green Heights

**COPIES FORWARDED TO:**

- I. None

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER WISCONSIN STATUTE SECTION 66.0701 UPON SPRING GREEN ROAD, AND THE PLAT OF SPRING GREEN HEIGHTS, FOR SANITARY SEWER, STORM SEWER, WATER MAIN, SERVICE LATERALS, SIDEWALKS, CURB AND GUTTER, ASPHALT ROADWAY AND STORM WATER MANAGEMENT FACILITY CONSTRUCTION.

The Village Board of the Village of Howard, Brown County Wisconsin do hereby resolve as follows:

1. The Village of Howard hereby declares its intention to exercise its power under Section 66.0701 of the Wisconsin Statutes to levy special assessments upon Spring Green Road, and The Plat of Spring Green Heights as follows:

A. The northerly and southerly sides of Spring Green Road, beginning approximately at the intersection with Glendale Avenue, continuing westerly along Spring Green Road approximately 1,600 feet., for sanitary sewer and laterals, water mains and water services, storm sewer and laterals, sidewalks, curb and gutter, asphalt roadway, and storm water management facility construction including:

- Parcel VH – 206-5
- Parcel VH – 206-6
- Parcel VH – 206-2
- Parcel VH – 206-1-1
- Parcel VH – 198-1
- Parcel VH – 205

B. The Plat of Spring Green Heights for sanitary sewer and laterals, water mains and water services, storm sewer and laterals, sidewalks, curb and gutter, asphalt roadway, and storm water management facility construction including:

- Parcel VH – 205
- Parcel VH - 197

2. The total amount assessed by the Village shall not exceed the cost of the improvements.

3. The Assessment against any parcel may be paid in cash or installments to be determined at the public hearing on the proposed assessment.

4. The Village determines that such improvements shall be installed and assessment therefore levied under the police power and that the amount assessed against each benefited

parcel shall be based on the Village of Howard Special Assessment Policy for public improvements.

5. The Director of Engineering is directed to prepare a report consisting of:
  - A. Preliminary or final plans and specifications.
  - B. An estimate of the entire costs of the proposed work or improvement.
  - C. A schedule of the proposed assessments.
  - D. A statement that the property against which the assessments are proposed is benefited.
6. After completing such report, the Director of Engineering is directed to file a copy thereof in the Village Clerk's office for public inspection.
7. Upon receiving the report of the Director of Engineering, the Village Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7), Wis. Stats., unless prior thereto a written waiver of such notice is received by the Clerk from the owners of all of the property affected by said public improvements against which assessments are to be levied. If such notice is required the hearing shall be held in the Village Hall at a time set by the clerk in accordance with Section 66.0703(7), Wis. Stats.

Adopted by the Board of Trustees of the Village of Howard, Brown County, Wisconsin, this 28<sup>th</sup> day of October 2013.

APPROVED:

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Burt McIntyre, Village President

ATTEST:

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Christopher Haltom, Village Clerk

Published: 11 | 01 | 13



October 24<sup>th</sup>, 2013

**RE: Meetings Notice – Village Board Meeting October 28<sup>th</sup>, 2013, 6:30 pm.  
Spring Green Road**

Dear Property Owner:

The Village of Howard is currently planning for utility construction on portions of Spring Green Road (see attached Maps). This work includes the installation of sanitary sewer, storm sewer, water main, sewer and water laterals, sidewalks, curb and gutter, asphalt roadway and storm water management facility construction. As a result I am informing you that:

The Village Board is scheduled to review and take action on a preliminary resolution that *declares the intent* to levy special assessments at some future date for the above mentioned project on October 28<sup>th</sup> at 6:30 p.m. in the Village Hall Board Room located at 2456 Glendale Avenue. If you choose to attend the board meeting, please use the rear entrance to the building as the front door will be locked.

If you have any questions please call 434-4060 or stop by the Public Works Facility at 1336 Cornell Road so that we may address your concerns.

Respectfully,

***Michael J Kaster***

Michael J Kaster, P.E.  
Director of Engineering

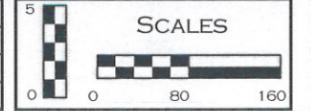
CC: Burt R. McIntyre, Village President  
Jay Faikel, Village Trustee, Wards 15,16, & 17  
Paul F. Evert, Village Administrator  
Geoff Farr, Director Public Works



RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTORS AND OWNERS RECORDS  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVISIONS/REMARKS		
No.	DESCRIPTION	DATE
△		
△		

SURVEYED BY: MAU  
 PROJECT NO: 13016  
 FILE NAME: 13016 BASE.DWG  
 DRAWN BY: VOH



V I L L A G E O F  
**HOWARD**  
 1336 CORNELL ROAD GREEN BAY, WISCONSIN 54318

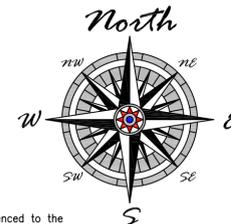
**SPRING GREEN HEIGHTS**  
**OVERALL PLAN**

SHEET No.  
**1**

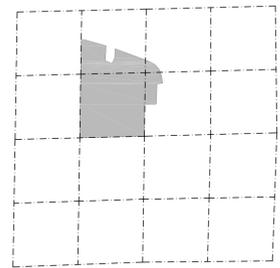
# A Preliminary Plat of ~ Spring Green Heights ~

All of Lot 1, Volume 19, Certified Survey Maps, page 69, Brown County Records, part of Lot 2, Volume 19, Certified Survey Maps, page 19, Brown County Records, part of the Southeast 1/4 of the Northwest 1/4, the Northeast 1/4 of the Northwest 1/4, the Southwest 1/4 of the Northeast 1/4, and the Northwest 1/4 of the Northeast 1/4 of Section 6, T24N-R20E, all in the Village of Howard, Brown County, Wisconsin.

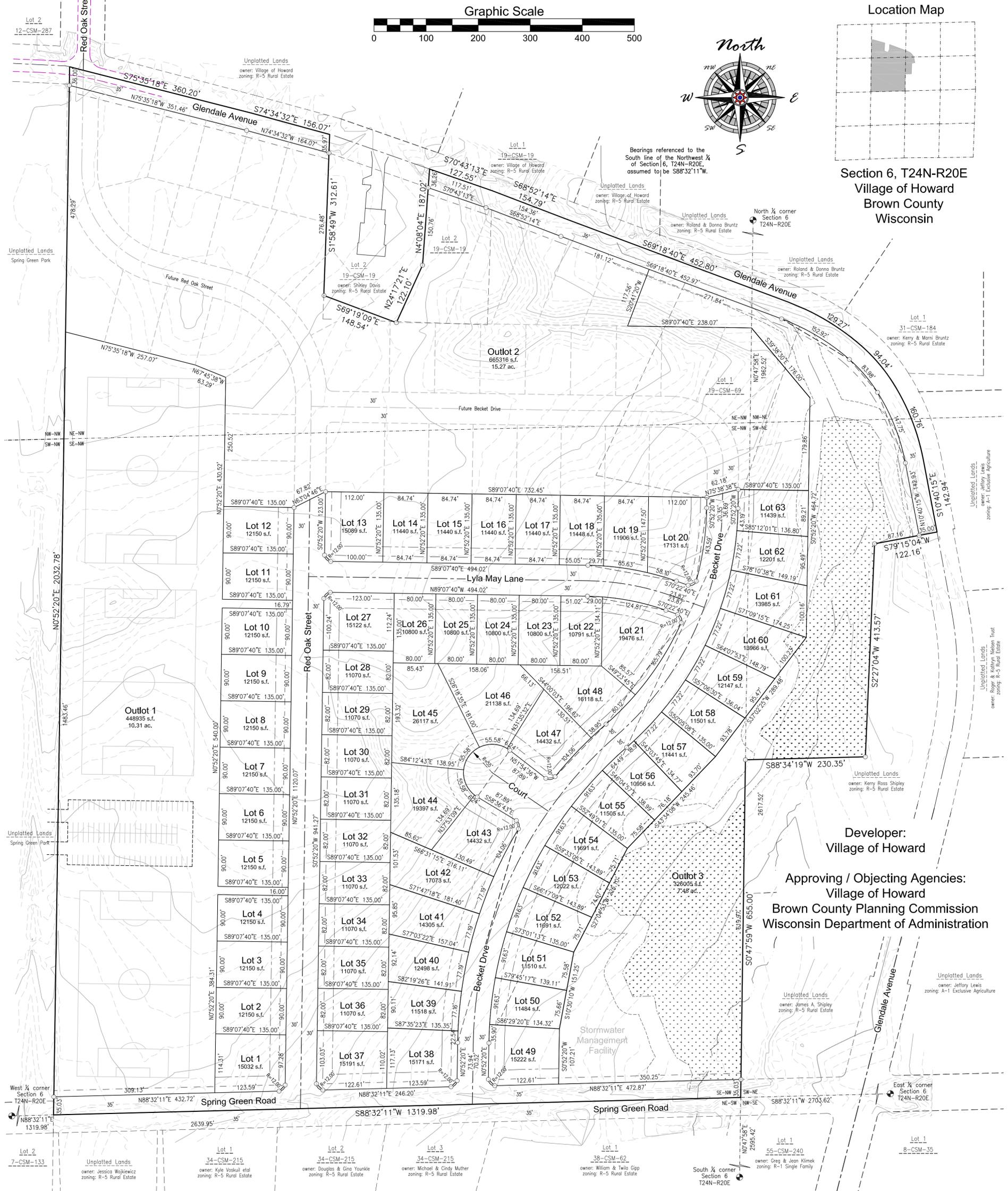
Graphic Scale



Location Map



Section 6, T24N-R20E  
Village of Howard  
Brown County  
Wisconsin



Developer:  
Village of Howard

Approving / Objecting Agencies:  
Village of Howard  
Brown County Planning Commission  
Wisconsin Department of Administration

PROJECT NO.  
P-17503

SHEET NO.  
1 of 1

DRAWING NO.  
P-2191

Village of Howard

**Mau & Associates**  
LAND SURVEYING & PLANNING  
CIVIL & WATER RESOURCE ENGINEERING  
Phone: 920-434-9670 Fax: 920-434-9672

Preliminary Plat

TAX PARCEL NO. VH-200, VH-200-3, VH-197 & VH-205

File: P-17503PrePlat 082013.dwg

SCALE  
1"=100'

DRAWN BY  
BAR