

**Minutes of the Village Board Meeting
May 8, 2023
Village Board Room**

1. CALL TO ORDER

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 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

Excused: Trustee Maria Lasecki, District 1

Staff: Paul Evert, Chris Haltom, Dave Wiese, Geoff Farr, Josh Gerrits, Ed Janke, 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

- Karen Will, 438 Woodfield Drive, asked about the setbacks for the new construction on Duck Creek Parkway. D. Wiese explained that the project is a Planned Development District, so the setbacks were approved specific to that development. He also explained the four-step PDD review and approval process. Ms. Will then asked about the profitability of the village-owned Howard Commons Apartments. C. Haltom said the apartments generate a positive cash flow and help support the TIF District.

7. FUTURE AGENDA ITEMS/ANNOUNCEMENTS

- B. McIntyre shared that he attended the Urban Alliance Conference in Madison, where proposed state shared-revenue funding to municipalities was discussed.

8. COMMUNICATIONS (NONE)

9. APPROVE CONSENT AGENDA

C. Nielsen moved to approve the Consent Agenda. C. Hughes seconded. **The motion carried unanimously** with the following items approved:

- a. Village Board meeting minutes from April 24, 2023
- b. Municipal Invoices totaling \$236,811.74, paid with checks #77367-77449
- c. The 2023 World Migratory Bird Day Proclamation
- d. Ordinance 2023-05, amending the Zoning Code to allow larger accessory buildings in the R-5 Rural Estate Residential Zoning District
- e. Renewal Operator Licenses for the following:
 - i. Lacey E. Anderson
 - ii. Shelly M. Bitters
 - iii. Nicole S. Dal Santo
 - iv. Matthew A. Fischer

- v. Daniel K. Hall
- vi. Jerald R. Haulotte
- vii. Lisa S. Johnson
- viii. Amanda L. Kabacinski
- ix. Donald J. Kelly
- x. Shaun P. Konnerd
- xi. Devyn Y. Lehr
- xii. Michael P. Lewis
- xiii. Marisa J. Linzmeier
- xiv. Amanda J. Malueg
- xv. Braden P. Malueg
- xvi. Aaron D. Miklaszewicz
- xvii. Rachel J. Paschen
- xviii. Chad J. Perra
- xix. Laurie A. Pilz
- xx. Gregory J. Schroeder
- xxi. Phylcia M. Suprise
- xxii. Shelly R. Solero
- xxiii. Kelsey K. Zinkel
- f. New Operator Licenses for the following:
 - i. Paul S. Astromovich
 - ii. Sheyna L. Creighbaum
 - iii. Kerri C. Fox
 - iv. Stacie J. Keller
 - v. Renee A. Marquardt
 - vi. Tia M. Schmidt
 - vii. Andrea H. Valentincic
 - viii. Paul J. Verstoppen
- g. The 2023-2024 Class A beer and liquor license renewals for the following establishments:
 - i. Howard Central BP, 2002 Velp Ave. Matt Plautz-Agent
 - ii. Kwik Trip # 725, 399 Cardinal Ln Susan Fuller – Agent
 - iii. Meijer Store # 298, 2015 Shawano Ave. Heide Datema – Agent
 - iv. Piggly Wiggly Supermarket # 36, 2465 Lineville Rd. Todd Delvoe – Agent
 - v. Wisconsin CVS Pharmacy, 2400 Velp Ave. Michelle Saka – Agent
- h. The 2023-2024 Class B beer license renewal for Duck Creek Softball Association, 775 Riverview Drive., Wayne Gilson – Agent
- i. The 2023-2024 Class B beer and liquor license renewals for the following establishments:
 - i. Iron Duck Restaurant, 2525 Velp Ave Caleb Suda – Agent
 - ii. Narrow Bridge Brewhouse, 2840 Shawano Ave. Scott Vann – Agent
 - iii. Timsan’s Japanese Steakhouse, 1773 B Cardinal Lane Timothy Scott Long-Agent
 - iv. Village Green Golf Course, 302 Riverdale Dr. James Boockmeier – Agent
- j. The new 2023-2024 Class B beer and liquor license application for KSC Mill Center, LLC, doing business as Kropp’s Supper Club, 4570 Shawano Ave., Danielle Rusniak – Agent

10. UNFINISHED BUSINESS OR OLD BUSINESS ITEMS (NONE)

11. NEW BUSINESS ITEMS

- a. **Randy Miller, CPA from Hawkins Ash, will present the auditor’s report on the annual Comprehensive Financial Report for the period ended Dec. 31, 2022.**

Mr. Miller provided a presentation on the Village of Howard's 2022 annual Comprehensive Financial Report. He also reviewed the single audit report for 2022. The board discussed. **TNo action was taken.**

b. Review and take action on authorizing the Howard Fire Department to pursue paramedic licensure from the Wisconsin Department of Health Services

E. Janke explained the next steps for the Howard Fire Department to take over emergency medical services. He said the department needs to begin the paramedic licensure process and purchase a second ambulance. C. Hughes moved to authorize the Howard Fire Department to secure the necessary paramedic licensure from the Wisconsin Department of Health Services to provide paramedic response and transport services for the village. J. Muraski seconded. **The motion carried unanimously.**

12. REPORTS OF VILLAGE OFFICIALS

i. C. Haltom will present the financial report for the General Fund for the period ending April 30, 2023

C. Haltom reviewed the financial report for the General Fund. **No action was taken.**

13. CLOSED SESSION

C. McAllister moved to convene to closed session. R. Suennen seconded. **The motion carried unanimously**, and the Village Board of the Village of Howard convened into closed session at 7:11 p.m. pursuant to Sec. 19.85(1)(e), Wis. Stats, to deliberate the purchase of public properties, to wit a portion of VH-3338.

14. RETURN TO OPEN SESSION

C. McAllister moved to return to open session at 7:18 pm; seconded by C. Hughes. **The motion carried unanimously.**

15. ACTION on the offer to purchase a portion of VH-3338

J. Muraski moved to accept the offer to purchase a portion of VH-3338 for \$150,000; seconded by C. McAllister. **The motion carried unanimously.**

16. ADJOURN THE MEETING

C. McAllister moved to adjourn the meeting at 7:19 pm; seconded by S. Beyer. **The motion carried unanimously.**

Leigh Ann Wagner Kroening
Administrative Assistant