



**VILLAGE OF HOWARDS GROVE, WISCONSIN  
VILLAGE BOARD**

**TUESDAY, MARCH 19, 2019  
6:30 PM**

**HOWARDS GROVE VILLAGE HALL  
913 S. WISCONSIN DR., HOWARDS GROVE, WISCONSIN**

**Minutes (unapproved)**

- I. **Call to Order:** Village President Jim Scheiber called the meeting to order at 6:00pm at the Village Hall.
- II. **Verification of Meeting Duly Noticed and Roll Call:** President Scheiber verified public notice for the meeting was given in compliance with Sec 19.84, WI Stats. Roll Call President Jim Scheiber, Trustee's Chris Heili, Dirk Hudson, Connie Meyer and Henry Verfuert. Clerk-Treasurer Christian Brandt. Absent was Trustee's Lee Kunze and Jeff Plass.
- III. **February 20, 2019, Board Meeting Minutes:** Motion made by Trustee Hudson, seconded by Trustee Heili to approve the minutes for February 20, 2019. Carried.
- IV. **Public Comments and Correspondence, including Referral for Sewer Credit Request:** Resident requested credit for sewer due to fire at his home last year and that no one was currently living there. This was referred to the Public Works Committee.
- V. **Certified Survey Map, Town of Herman: Dean Hopf, for Gloria Hopf:** Trustee Heili Stated that the Planning Commission reviewed this and recommended approval with two contingencies. The first was the easement of Brookdale Road and the second was the verbiage conforming to Village standards written on the CSM. Motion made by Trustee Chris Heili, second by Trustee Henry Verfuert to approve the CSM contingent on the verbiage conforming to Village standards being written on the CSM and the easement of Brookdale Road. Carried.
- VI. **Agreement for Police Services with Sheboygan County Sheriff's Department:** Trustee Henry Verfuert stated that the revision shows the corrected date of April 1, 2019 and runs through December 31, 2019. A rate of \$50.00 an hour, and they will keep record of time. Elkhart expires on March 31, 2019. Discussion on speaking to the County Sheriff regarding citations being done by them as we do not have many, maybe try for 3 months and then we could revisit it. They would not need to load every Village Ordinance into the system. It was also mentioned that no citations were needed in the last 12 months. Motion made by Trustee Henry Verfuert, seconded by Trustee Dirk Hudson to accept the contract as is but to meet with the County Sheriff to amend it to our request. Carried.
- VII. **Public Works**
  - a. **Purchase of a Utility Vehicle:** Ryan Welsing from PW requested the release of Equipment funds for the purchase of a UTV. The new UTV would replace the 1977 tractor that they currently have. 3 quotes were submitted and due to size restraints, the Kubota was the option that was chosen. The amount was \$10588.00 and was budgeted. Motion made by President Jim Scheiber, seconded by Trustee Dirk Hudson to purchase the UTV and to not exceed \$10,588.00. Carried.
  - b. **Phosphorus Upgrade Process Agreement: Donohue & Associates:** To bring us into compliance by 2022 we need to do an upgrade and will need a sanitary engineer for this. This



is part of the steps to replace filters, pumps, control and chemical feed. Ryan and Dave personally sat down with Donohue to write the plan. If we are not updated by 2022 there are fines that the Village would be assessed. This is the set up to get contract in place and get the design process moving forward. Motion made by Trustee Henry Verfuert, seconded by Trustee Chris Heili to move forward with Donohue. Carried.

- c. **Ordinance Amendment: Sidewalk Installation and Replacement:** The sidewalk maintenance agreement does not match our 2020 Comprehensive Plan. The Plan states that the Village will replace any sidewalk which is insufficient. The proposal to change article II, Ch. 335-5 to match our 2020 Compressive Plan. Discussion regarding verbiage and type of damage would be cause for replacement by the Village. Motion made by President Jim Scheiber, seconded by Trustee Henry Verfuert to change the sidewalk Maintenance agreement along with Article II 335-5D with the amendment to state Repair and replacement cost due to normal wear and rear will be covered by the Village. Carried.

#### VIII. Financials

- a. **Village and Sanitary Utility Vouchers:** Finance Committee recommended approval. Motion by Trustee Dirk Hudson, seconded by President Jim Scheiber to approve the vouchers and issue checks for Dates February 21, 2019 to March 16, 2019. Carried.
- b. **Authorization for Reimbursement of Clerk-Treasurer Moving Expenses:** President Scheiber stated that it is extremely hard to find housing in the area and the new Clerk is incurring huge costs for while trying to be here full time. We have \$62000.00 for her for the year agreed upon and we budgeted \$64800.00. We would like to set aside \$2000.00 to draw from for housing receipts and for food to assist with the relocation expenses. This would cover hotel, rent and food that we would do as a per diem per our handbook. This is what the Finance Committee is recommending. Motion made by President Jim Scheiber, seconded by Trustee Dirk Hudson to set aside \$200.00 to draw from for relocation, hotel, Apartment, food as stated as the per diem in the handbook for the Clerk to get reimbursed in transition. Carried.

- IX. **Operator's License, through term ending June 30, 2019: Kassahun Lehman, Heather N. Wormmeester:** Background checks were completed and approved. Motion by Trustee Henry Verfuert, seconded by Trustee Dirk Hudson to approve the operator's licenses. Carried.

#### X. Public Meeting Notices

- a. Stonebridge Project Info Mtg: Wednesday, April 10, 2019, time TBD
- b. Finance Committee: Tuesday, April 16, 2019, 6:00pm
- c. Board Transition and Regular Mtg: Tuesday, April 16, 2019, 6:30pm
- d. **Reschedule Finance Committee and Village Board meetings due to conflict with April 2, 2019, Spring Election:** The Meeting for Finance and Village Board will be moved to Monday April 1, 2019 at 6:00pm and 6:30pm.
- e. **Schedule Safety Committee meeting:** Safety Committee will schedule a meeting for April 1, 2019 at 5:00pm.
- f. Schedule Other Committee meetings, as needed

- XI. **Adjournment:** Motion made by Trustee Chris Heili, seconded by Trustee Dirk Hudson to adjourn at 7:31pm. Carried.

Approved:

Christan Brandt, Clerk-Treasurer

