

**\*\*\*DRAFT\*\*\***

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

**WEDNESDAY, FEBRUARY 20, 2019**

**MINUTES**

- I. Call to Order.** Village President Jim Scheiber called the meeting to order at 6:30pm on Wednesday, February 20, 2019, at the Howards Grove Village Hall, 913 S. Wisconsin Dr., Howards Grove, Wisconsin.
- II. Verification of Meeting Duly Noticed and Roll Call.** President Scheiber verified public notice of the meeting had been given in compliance with Sec. 19.84, Wis. Stats.
- Board Present: Jim Scheiber, Village President  
Chris Heili  
Dirk Hudson  
Connie Meyer  
Jeff Plass
- Board Absent: Lee Kunze (excused)  
Henry Verfueth (excused)
- Staff Present: Stacy Grunwald, Interim Deputy Clerk-Treasurer
- III. Approval of February 6, 2019, Board Meeting Minutes.** Motion Plass/Hudson to approve the minutes of the February 6, 2019, Village Board meeting; carried without negative vote.
- IV. Public Comments and Correspondence**
- a. **Claim for Unlawful Taxes.** *Referred to Finance Committee.*
- b. **2019 Fire Service Contract.** *Referred to Public Safety Committee.*
- V. Public Meeting Notices**
- a. **Finance Committee: Tuesday, March 5, 2019, 6:00pm.** The meeting would begin at 5:30pm if the unlawful tax claim required extensive conversation.
- b. **Village Board: Tuesday, March 5, 2019, 6:30pm**
- c. **Finance Committee: Tuesday, March 19, 2019, 6:00pm**
- d. **Village Board: Tuesday, March 19, 2019, 6:30pm**
- e. **Schedule Committee meetings, if needed.** Trustee Plass offered to schedule a meeting of the Personnel Committee to assist the Clerk-Treasurer with defining and filling the Deputy Clerk-Treasurer position; by consensus, no meeting was set. The Public Safety Committee meeting was not scheduled due to the absence of Committee Chair Verfueth.
- VI. Licensing**
- a. **Temporary Retail.** Staff recommended approval. Motion Plass/Hudson to grant a Temporary Retail Class "B" Fermented Malt Beverage License to the Howards Grove Fire Department for an event at 1013 S. Wisconsin Dr. on February 24, 2019; carried without negative vote.
- b. **Operator's Licenses.** Staff recommended approval. Motion Hudson/Heili to grant an Operator's License through term ending June 30, 2019, to Brandon Patrick Meyer, Jordan David Meyer, and Amy Marie Richards; carried without negative vote.
- VII. Financials**
- a. **Vouchers.** The Finance Committee recommended approval. Motion Plass/Hudson to approve the voucher list for the period February 16, 2019, through March 3, 2019; carried without negative vote.
- b. **Copier Lease Agreement.** The Finance Committee recommended conditional approval. Chair Plass reviewed the conditions. Motion Plass/Heili to conditionally approve a copier lease with the Gordon Flesch Company, Inc., including the Master Agreement, Credit Application, and GFC Leasing imageCARE Master Agreement Acceptance Supplement, with an addendum addressing municipal liability and record request assistance. Motion carried without negative vote.

**VIII. Authorization to Install a Permanent Outfield Fence at Memorial Park.** Parks Committee Chair Hudson explained the Howards Grove Advancement Association asked to fund and install a permanent outfield fence at the Memorial Park ball diamond in place of the existing temporary fence. It was noted the ability to move the fence for football was no longer needed, and a permanent fence would be more stable for holding advertising signs. Motion Hudson/Heili to authorize the installation of a permanent outfield fence at Memorial Park by the Howards Grove Advancement Association (HGAA), with the following conditions: (1) all costs for installation, materials, and restoration are to be borne by the HGAA; (2) the HGAA shall provide the Village with the type of materials, cost, method of stabilization and mounting, height, length, and location of the new fence on the park property, and the same for any permanent fencing or structures to be removed; (3) the HGAA shall work with the Village to establish an appropriate date for the project, and notify the Village immediately upon project completion; and (4) the Village shall notify the insurance carrier after project completion and update the schedule of covered property. Motion carried without negative vote.

*Review of permissibility of temporary third-party advertising signs in parks referred to Plan Commission.*

**IX. Howards Grove School District Request to Hold Alternative School Program at Village Hall.** Howards Grove High School Principal Scott Fritz requested permission to use Village Hall for two days per week through the end of the school year, for approximately 45 minutes each day. The purpose was to provide access to education for an expelled student who could not be returned to the high school campus. The Board determined there should be a written agreement with HGSD with provisions addressing the protection of equipment and Village personnel; continuous presence of a student monitor; no onsite storage of educational materials; and a termination clause if the program is disruptive to Village operations. The Board discussed Village costs and whether a fee for Hall use would be appropriate. Motion Scheiber/Hudson authorizing President Scheiber to enter a written agreement allowing Howards Grove School District to utilize space in Village Hall for the period March 2019 through the end of the school year; carried with one negative vote (Plass.)

**X. Update on Transition for Clerk-Treasurer New Hire.** President Scheiber reported the new Clerk-Treasurer, Christan Brandt, was scheduled to begin work on Monday, March 11, 2019, noting the date was flexible since she and her family were relocating to Howards Grove for the position. Deputy Clerk-Treasurer Grunwald provided an update on projects completed and in process; and explained the issue date of Village Board meeting pay would be determined once the minutes for all 2018 and 2019 meetings had been filed. The minutes were needed to verify claims for meeting pay.

**XI. Adjournment.** All business having been completed, motion Hudson/Heili to adjourn; carried without negative vote. The meeting adjourned at 7:27pm.

Respectfully submitted,

Stacy Grunwald  
Interim Deputy Clerk-Treasurer

Approved on \_\_\_\_\_