

Village of Howards Grove  
Board Meeting  
Wednesday February 19, 2025 @ 5:30 pm  
Howards Grove Village Hall  
913 S. Wisconsin Dr., Howards Grove, Wisconsin

**Board Minutes**

- I. Call Board Meeting to Order: President Wuestenhagen called the meeting to order at 5:32 PM
- II. Roll Call: In attendance were President Wuestenhagen, Trustees Pieper, Sixel and Winter. DPW Director Welsing and Clerk Treasurer Komoroski. Absent were Trustees Carlson, Horness, and Meyer.
- III. Approval of Prior Meeting Minutes: January 22, 2025: Motion made by Trustee Winter and seconded by Trustee Pieper to approve the meeting minutes as written from the January 22, 2025 meeting. Motion carried.
- IV. Public Comment and Correspondence  
Note: under Public Comment the public can comment on any topic, but State open meeting laws do not allow for any discussion or action to be taken on the issues not listed on the agenda. Public comment is limited to two minutes.  
There was no Public Comment. Clerk Treasurer Komoroski shared that we received confirmation from the DOR that we are now in compliance with our property assessments for 2024. She also shared a letter from the Sheriff's Office stating they performed an alcohol compliance check on the Mobile Gas Station and the employee was issued a warning for serving Alcohol to an underage person.
- V. Review/Approve 2025 Donohue Engineering Services Agreement: Per recommendation of the Finance committee a motion was made by Trustee Sixel to approve the 2025 Donohue Engineering Services Agreement, seconded by Trustee Pieper. Motion carried unanimously.
- VI. Review/Approve Task Order 1 – 2025 from Kapur Engineering Services for the Design Services for the rehabilitation of Evergreen Lane and Bittersweet Lane. Per recommendation from the Finance Committee a motion to approve Task Order 1 – 2025 from Kapur Engineering Services for the Design Services for the rehabilitation of Evergreen Lane and Bittersweet Lane was made by Trustee Sixel. Seconded by Trustee Winter. NFD. Motion carried.
- VII. Review/Approve changes to Employee Handbook per recommendations from Personnel and Finance Committee. Per recommendations of the Finance and Personnel Committees a motion was made by Trustee Sixel and seconded by Trustee Winter to approve the changes to the employee handbook. It was suggested that a thorough review of the handbook should be done. NFD. Motion carried to approve the current changes to the handbook.
- VIII. Per recommendation of the Finance Committee approve the transfer of the sanitary money market account \*\*\*\*\*608 from CSB, to NEBAT account XXXX-XX-1711 to take advantage of increased interest rate. Motion to approve the transfer of the sanitary money market account \*\*\*\*\*608 from CSB, to NEBAT account XXXX-XX-1711 to take advantage of increased interest rate was made by Trustee Sixel, seconded by Trustee Winter. NFD. Motion carried.
- IX. Review/Approve operator's license applications – After a review of the applicants a motion was made by Trustee Winter and seconded by Trustee Sixel to approve the operator's license applications for: Jodi Ann Heim, Devin D Gardapee, Jeffrey Allen Geard Becker, Clayton Arthur Tietz and Rebecca Lynn Henning. NFD. Motion carried.

x. Review/Approve Mobile Vendor's license application – Motion to approve the Mobile Vendor's license application from Harvest Street LLC, Marc Luecke was made by Trustee Winter, Seconded by Trustee Sixel. After a brief discussion about fire inspections, it was recommended the PW committee review the process. NFD. Motion carried.

**xi. Financials**

1. Approve Village and Sanitary Vouchers per recommendation of the Finance Committee: Motion to approve the monthly Village and Sanitary vouchers per recommendation of the Finance Committee made by Trustee Winter, Seconded by Trustee Sixel. Motion carried.

xii. Public Meeting Notices – NOTE date change for upcoming meeting. At the April meeting there will be a discussion if we should move the meeting dates to Wednesdays forgoing.

1. Finance Committee March 19, 2025 @ 5:15 PM
2. Village Board Regular Meeting March 19, 2025 @ 5:30 PM
3. PW/PARKS Meeting-RESCHEDULED February 26, 2025 @ 4:00 PM

xiii. Adjournment: Motion to adjourn made by Trustee Sixel, seconded by Trustee Winter. Motion carried. Meeting adjourned at 5:47 PM

Submitted by: Mary J Komoroski, Clerk-Treasurer

Approved: March 19, 2025