

**VILLAGE OF HARRISON
BOARD OF REVIEW MEETING MINUTES
06/26/2018**

A regular meeting of the Village of Harrison Board was called to order on Tuesday, June 26, 2018 at 7:00pm in the Harrison Municipal Building, W5298 State Road 114. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Tyler Moore, Kevin Hietpas, Gary Nickel and Tamra Nelson
Board excused: None
Staff present: Village Manager Travis Parish, Clerk Jennifer Weyenberg, Public Works Director Bob Kesler, Planner Mark Mommaerts

Correspondence or Communications from Board and Staff

“Economic Development 101 for Local Leaders in Calumet County” will be held July 31, 2018 from 5:00pm-8:30pm. The 2018 Chief Executives Institute will be held August 15-17 at Chula Vista Resort in Wisconsin Dells. Board members should let the clerk know if they wish to attend either of these events.

Consent Agenda

Payment of Bills and Claims; Minutes from 05/29/18; Appoint Charles Storino Agent for Rock II, LLC; Applications for Operator’s Licenses July 1, 2018-June 30, 2019; Applications for Class A and Class B Combination Licenses July 1, 2018-June 30, 2019; Applications for Tobacco Licenses July 1, 2018-June 30, 2019

Discussion: None

Motion: Trustee Moore with second by Trustee Lisowe to approve all items on the consent agenda.

Vote: Motion carried 7-0.

Appointments

a) Resolution V2018-17 Appointment of Clerk/Treasurer and Interim Treasurer

Discussion: The current village treasurer announced her retirement effective the last day of June 2018. The board previously passed Charter Ordinance No. 2 which combines the Clerk and Treasurer positions but takes 60 days to go into effect. The resolution names Jennifer Weyenberg as interim Village Treasurer until Charter Ordinance No. 2 goes into effect, after which time she is appointed as Clerk-Treasurer.

Motion: Trustee Lisowe with second by Trustee Moore to approve Res. V2018-17.

Vote: Motion carried 7-0.

Unfinished Business from Previous Meetings for Consideration or Action

a) Amendment to Cell Phone Section of the Harrison Employee Handbook

Discussion: Village Manager T. Parish presented an amendment to the Cell Phone Section of the Employee Handbook. Except at the discretion of the village board, the village will no longer own cell phones for the use of individual employees. Instead, full-time regular

employees who are eligible will receive a stipend, with Department heads receiving \$40/mo and other eligible staff receiving \$30/mo.

Motion: Trustee Moore with second by Trustee Hietpas to approve the amendment to the cell phone policy.

Vote: Amendment approved 6-1 with Trustee Sprangers opposed.

New Business for Consideration or Action

a) Deny Application for License to Serve

Discussion: The background check on A. Schmit listed a conviction for a hit and run. Under the board-approved guidelines for approving licenses, a hit and run conviction is grounds for denial.

Motion: Trustee Lisowe with second by Trustee Moore to deny the application for A. Schmit.

Vote: Motion carried 7-0. The applicant will be notified of her right to appeal the decision.

b) Harrison Utilities Audit Review- Blaine Priebusch from Erickson and Associates

Discussion: Mr. Priebusch presented the Utilities' audited financial statements December 31, 2017.

Motion: Trustee Lisowe with second by Trustee Hietpas to approve the financial statements.

Vote: Motion carried 7-0.

c) Permission to Occupy Drainage Easement- W6143 Hemlock Lane

Discussion: The property owner is requesting to place a 6' high wood fence within a 10' drainage easement on Lot 26 of Woodland Trails subdivision. The purpose of the fence is to meet code requirements for a pool.

Motion: Trustee Nelson with second by Trustee Nickel to approve the request. The owner must obtain approval from WE Energies and sign the standard Permission to Occupy Drainage Easement Agreement and record it with the register of deeds.

Vote: Motion carried 7-0.

d) Permission to Occupy Drainage Easement- N9077 Lilac Road

Discussion: The property owner is requesting to place a 6' high solid fence within a 15' utility easement on Lot 38 of Papermaker Ridge II subdivision. The purpose of the fence is to provide privacy between neighboring properties and to provide a secure area for pets.

Motion: Trustee Moore with second by Trustee Nelson to approve the request. The owner must obtain approval from WE Energies and sign the standard Permission to Occupy Drainage Easement Agreement and record it with the register of deeds.

Vote: Motion carried 6-0 with Trustee Lisowe abstaining.

e) Approve Bid for Lift Station #6

Discussion: Mary Jo Miller of Martenson & Eisele presented the bids that were received on May 23. The low bidder, Dorner Inc. is included on the Harrison Utilities Approved Contractor's List.

Motion: Trustee Lisowe with second by Trustee Hietpas to award the bid to Dorner, Inc in the amount of \$508,291.60 with the village paying \$142,862.25 in additional costs. The total cost for Base Bid 1 with Alternate Bid 1, along with direct village costs are estimated at \$651,153.85

Vote: Motion carried 7-0.

f) Request for a Refund of Harrison Utilities Chargeback

Discussion: The customer's personal checks had the incorrect account number printed on them and her bank could not locate the account because of the error. 2 checks were returned by the bank and Harrison Utilities was charged \$50 in NSF fees (\$25/ea). These costs were passed on to the customer. She has not paid the fees and is asking the village to waive them.

Motion: Trustee Lisowe with second by Trustee Nickel to deny her request to waive the fees.

Vote: Motion carried 6-1 with President Salm opposed.

g) Discuss CTH LP Project

Discussion: Resident Tom Hooyman, N8974 County LP, spoke against the upcoming LP reconstruction and sidewalk installation.

Motion: None

Vote: None taken.

h) Resolution V2018-13 Designating Public Depository

Discussion: The former treasurer's name has been removed from the bank accounts. The resolution names Clerk-Treasurer Jennifer Weyenberg and Village Manager Travis Parish as authorized users.

Motion: Trustee Moore with second by Trustee Hietpas to approve the resolution.

Vote: Motion carried 7-0.

i) Resolution V2018-14 Establishing Polling Places

Discussion: Due to the increased number of voters and limited space available at the Harrison Municipal Building, a second polling location is needed. Wards 3-4, 11-13, 17 and 18 will vote at Christ the Rock. Wards 5-6;10, 7-9; 14, 15 and 16 will vote at the Harrison Municipal Building.

Motion: Trustee Moore with second by Trustee Lisowe to approve the resolution.

Vote: Motion carried 7-0.

j) Resolution V2018-18 In Support of Nsight Teleservices' Application for a Grant to Build a Fiber Broadband Internet System

Discussion: Nsight Teleservices is looking to construct 16.05 miles of fiber through eligible areas in Calumet and Sheboygan Counties from Sherwood to Elkhart Lake (along 114 to Harrison and along Hwy 32 south in grant eligible areas between Chilton, New Holstein, and Kiel terminating in Elkhart Lake).

Motion: Trustee Moore and second by Trustee Hietpas to approve the resolution.

Vote: Motion carried 7-0.

k) Resolution V2018-16 2018 Compliance Maintenance Resolution for Harrison Utilities

Discussion: It is a requirement under a WI Pollutant Discharge Elimination System permit to file a Compliance Maintenance Annual Report (CMAR) for the wastewater collection system.

Motion: Trustee Moore with second by Trustee Nickel to approve the resolution.

Vote: Motion carried 7-0.

Reports

*Harrison Fire Rescue responded to 37 calls in May bringing the total to 178 calls for the year.

*Sheriff's Department reported 184.1 hours worked and 2146 daily miles logged in Harrison for May.

*31 Zoning permits were issued in May. YTD total is 69. There are approximately 96 vacant lots remaining.

Closed Session

Discussion: None

Motion: Trustee Lisowe with second by Trustee Moore to meet in closed session pursuant to Wis. State Stats. §19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session in regards to a (a) possible purchase of land and (b) negotiate a developer's agreement with Crossroads Development.

Roll Call Vote: Sprangers- aye; Lisowe- aye; Moore- aye; Salm- aye; Hietpas- aye; Nickel- aye; Nelson- aye.

Vote: Motion carried 7-0.

The Village Board did not reconvene into open session and the meeting adjourned in closed session.

Jennifer Weyenberg, Village Clerk

Dated June 26, 2018

Approved July 10, 2018