

**NOTICE OF PUBLIC MEETING**

TOWN OF HARRISON, CALUMET COUNTY, WI

NOTICE IS HEREBY GIVEN that a Town of Harrison Board Meeting will be held at the Harrison Municipal Building, W5298 Hwy 114, Menasha on Tuesday, March 29, 2016 at 6:30pm. The agenda is printed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Correspondence or Communications from Board and Staff
5. Public Comments
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Town that there is a three minute time limit per person. Time extensions may be granted by the Town Chair.
6. Consent Agenda
 - a) Municipal Payments in the Amount of \$66, 560.71
 - b) Town board minutes from 02/23/16, 03/08/16
7. Items removed from Consent Agenda
8. Appointments
 - a) none
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) none
10. New Business for Consideration or Action
 - a) Authorize staff to get quotes to improve office security
 - b) Changes Plan Commission membership
 - c) Resolution T2016-01 Requesting Calumet County to construct CTH LP as a three-lane facility
 - d) Transfer length of service program annuity from the Town of Harrison to the Village of Harrison
11. Future Agenda Items
12. Adjournment

Agenda posted at Harrison Municipal Building and www.harrison-wi.org. Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting. As such, a quorum of the Village Board, Plan Commission, Zoning Board of Appeals, or Committee of the Whole may be in attendance. However, the only business to be conducted is for the Town Board.

Jennifer Weyenberg, WCMC
Town Clerk
Posted March 24, 2016

THE BUSINESS BANK-GENRL CHCKNG

ALL Checks

Posted From: 2/20/2016 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
<hr/>			
	EFT 2/26/2016	PAYCHEX- SALARY	
	BOARD PAY FOR FEB		Manual Check
100-01-51100-100-000		Town Board-Salary	1,032.76
		BOARD PAY FOR FEB	
100-01-51101-300-000		Planning - Per Diem	83.11
		PLAN COMM PER DIEM FOR FEB	
		Total	1,115.87
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	EFT 2/29/2016	PAYCHEX- PROCESSING FEES	
	PROCESSING FEES FOR FEB PAYROLL		Manual Check
100-02-51400-400-006		Clerk/Office - Serv. Contracts	105.11
		PROCESSING FEES FOR FEB PAYROLL	
		Total	105.11
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	EFT 2/29/2016	PAYCHEX- FICA, FED & STATE TAXES PAID	
	FED TAXES PAID FOR FEB PAYROLL		Manual Check
100-00-21030-000-000		Federal taxes payable	251.25
		FED TAXES PAID FOR FEB PAYROLL	
100-00-21040-000-000		State Taxes Payable income	8.90
		STATE TAXES PAID FOR FEB PAYROLL	
100-00-21020-000-000		Social Security Taxes Payable	92.38
		SOC SEC TAXES PAYABLE FEB PAYROLL	
100-00-21020-000-000		Social Security Taxes Payable	21.60
		MEDICARE FOR FEB PAYROLL	
100-01-51100-105-000		Town Board-FICA	113.99
		EMPLOYER LIABILITIES FOR FEB PAYROLL	
		Total	488.12
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27713	3/10/2016	BIRSCHBACH INSPECTION SERVICE, LLC	
		Building Inspections for January 2016	
100-00-52400-000-000		Building Inspector Contract	480.00
		Building Inspections for January 2016	
		Total	480.00
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27714	3/10/2016	BIRSCHBACH INSPECTION SERVICE, LLC	
		Building Inspections for February 2016	
100-00-52400-000-000		Building Inspector Contract	100.00
		Building Inspections for February 2016	
		Total	100.00

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Posted From: 2/20/2016 From Account:
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Check Nbr	Check Date	Payee	Amount
27715	3/10/2016	GREGORY VANHANDEL ESCROW RETURN FOR W6527 BRITTANY DR	
100-00-21060-000-000		BLDG ESCROW PAYABLE (REC'TOO) ESCROW RETURN FOR W6527 BRITTANY DR	300.00
Total			300.00
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27716	3/16/2016	VILLAGE OF HARRISON PLANNER SALARY	
		Previous Year Expense	
100-01-51101-100-001		Planning - Salary PLANNER SALARY	235.31
100-02-51400-100-000		Clerk/Office - Salary ADMIN CLERK SALARY	508.59
100-04-51500-100-000		Treasurer - Salary TREASURER SALARY	40.09
100-06-52200-100-000		Fire Dept Salary FIRE CHIEF SALARY	110.82
100-09-53311-100-000		Shop - Salary ROAD DEPT WAGES	992.24
100-09-53311-100-901		Shop - Part Time Salary PART TIME ROAD WAGES	143.08
100-02-51400-400-006		Clerk/Office - Serv. Contracts PAYCHEX PROCESSING FEES	10.54
100-01-51101-105-000		Planning - FICA PLANNER FICA	24.70
100-02-51400-105-000		Clerk/Office - Fica GEN ADMIN FICA	57.20
100-04-51500-105-000		Treasurer - Fica TREASURER FICA	3.71
100-06-52200-105-000		Fire Dept Fica FIRE CHIEF FICA	10.49
100-09-53311-105-000		Shop - fica ROAD DEPT FICA	107.67
100-09-53311-105-901		Shop - Part Time Fica ROAD DEPT PART TIME FICA	13.08
100-00-21040-000-000		State Taxes Payable income STATE TAXES PAYABLE	138.21
100-00-21030-000-000		Federal taxes payable FED INCOME TAXES PAYABLE	273.98

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Posted From: 2/20/2016 From Account:
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Check Nbr	Check Date	Payee	Amount
100-00-21020-000-000		Social Security Taxes Payable SOC SEC TAXES PAYABLE	175.74
100-00-21020-000-000		Social Security Taxes Payable MEDICARE	41.10
100-02-51400-200-000		Clerk/Office-Benefits DELTA DENTAL 11/02/15	26.73
100-09-53311-200-000		Shop - Benefits DELTA DENTAL NOV 2015	84.37
100-02-51400-200-000		Clerk/Office-Benefits UNITED HEALTHCARE 11/10/15	201.24
100-09-53311-200-000		Shop - Benefits UNITED HEALTHCARE 11/10/15	619.78
100-01-51101-100-001		Planning - Salary PLANNER WAGES	235.31
100-02-51400-100-000		Clerk/Office - Salary GEN ADMIN WAGES	625.94
100-04-51500-100-000		Treasurer - Salary TREASURER WAGES	40.09
100-06-52200-100-000		Fire Dept Salary FIRE CHIEF WAGES	110.82
100-09-53311-100-000		Shop - Salary ROAD DEPT WAGES	992.37
100-09-53311-103-000		Shop - Over time Salary ROAD DEPT OT WAGES	10.30
100-09-53311-100-901		Shop - Part Time Salary PART TIME WAGES	147.36
100-01-51101-105-000		Planning - FICA PLANNER FICA	24.70
100-02-51400-105-000		Clerk/Office - Fica GEN ADMIN FICA	69.31
100-04-51500-105-000		Treasurer - Fica TREASURER FICA	3.71
100-06-52200-105-000		Fire Dept Fica FIRE CHIEF FICA	10.49
100-09-53311-105-000		Shop - fica ROAD DEPT FICA	108.86
100-09-53311-105-901		Shop - Part Time Fica ROAD DEPT PART TIME FICA	13.54

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Check Nbr	Check Date	Payee	Amount
100-00-21040-000-000		State Taxes Payable income STATE TAXES PAYABLE	145.98
100-00-21030-000-000		Federal taxes payable FED INCOME TAXES	288.61
100-00-21020-000-000		Social Security Taxes Payable SOC SEC TAXES	186.90
100-00-21020-000-000		Social Security Taxes Payable MEDICARE	43.71
100-02-51400-400-006		Clerk/Office - Serv. Contracts PAYCHEX PROCESS FEE	10.72
100-00-51600-500-022		Hall/general Bldg Telephone MARK CELL PHONE	7.19
100-00-51600-500-022		Hall/general Bldg Telephone TRAVIS CELL PHONE	5.97
100-06-52200-500-022		Telephone - Station 60 MIKE BRANTMEIER CELL PHONE	1.50
100-08-52300-000-000		1st Responders - operating exp DON JUNGEN CELL PHONE	0.22
100-09-53311-500-022		Shop - Telephone BOB KESLER CELL PHONE	20.31
100-09-53311-500-022		Shop - Telephone BRAD WELHOUSE CELL PHONE	1.34
100-09-53311-500-022		Shop - Telephone MIKE NETT CELL PHONE	0.12
100-09-53311-500-022		Shop - Telephone JEFF WISNET CELL PHONE	1.86
100-09-53311-500-022		Shop - Telephone JOHN BARTLEIN CELL PHONE	1.75
100-09-53311-500-022		Shop - Telephone JEFF FUNK CELL PHONE	1.84
100-07-52200-500-022		Telephone - Station 70 KEVIN KLOEHN CELL PHONE	6.99
100-07-52200-500-022		Telephone - Station 70 WES POMPA CELL PHONE	1.40
100-06-52200-500-022		Telephone - Station 60 FIRE STATION 60 CELL PHONE	0.03
100-07-52200-500-022		Telephone - Station 70 FIRE STATION 70 CELL PHONE	0.04

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Posted From: 2/20/2016 From Account:
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Check Nbr	Check Date	Payee	Amount
100-06-52200-500-022		Telephone - Station 60 IPAD	4.80
100-07-52200-500-022		Telephone - Station 70 IPAD	4.80
100-00-53420-004-000		Street Lighting - HAA WE ENERGIES HAA	7.92
100-00-53420-001-000		Street Light-NorthSh Bill yrly WE ENERGIES NORTHSHORE GOLF COURSE	1.62
100-00-53420-006-000		Street Lighting NS Woods WE ENERGIES NORTHSHORE WOODS	10.59
100-00-53420-000-000		Street Lighting- General WE ENERGIES STREET LIGHTS	97.59
100-00-55200-000-000		Parks Maint. and Utilities WE ENERGIES PARK LIGHTS	35.09
100-06-52200-500-021		Heat - Station 60 WE ENERGIES STATION 60	2.17
100-06-52200-500-020		Electric- Station 60 WE ENERGIES STATION 60	18.23
100-07-52200-500-020		Electric - Station 70 WE ENERGIES FIRE STATION 70	31.26
100-07-52200-500-021		Heat - Station 70 WE ENERGIES FIRE STATION 70	1.45
100-09-53311-500-020		Shop - Electric WE ENERGIES SHOP	75.10
100-00-51600-500-020		Municipal Hall Electric WE ENERGIES OFFICE	50.07
100-00-55200-000-000		Parks Maint. and Utilities WE ENERGIES SHELTER	8.42
100-00-51600-500-021		Municipal Hall Heat WE ENERGIES SHOP	9.33
100-00-55200-000-000		Parks Maint. and Utilities WE ENERGIES SPECIAL EVENTS	1.89
100-00-52102-000-000		School Crossing Guards & Lgts WE ENERGIES SCHOOL CROSSING	1.93
100-01-51101-205-000		Planning - Retirement PLANNER RETIREMENT OCTOBER	43.93
100-02-51400-205-000		Clerk/Office - Retirement GEN ADMIN RETIREMENT OCTOBER	103.56

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100-09-53311-205-000		Shop - Retirement SHOP RETIREMENT OCTOBER	205.80
100-06-52200-100-000		Fire Dept Salary FIRE DEPT WAGES 11/27/15	564.71
100-06-52200-400-000		Fire Dept Supplies 5 ALARM 11/17/15	19.44
100-00-53620-000-000		Refuse Collection ADVANCED DISPOSAL 11/17/15	9.00
100-00-53635-000-000		Recycling Collection ADVANCED DISPOSAL 11/17/15	6.00
100-00-53620-000-000		Refuse Collection ADVANCED DISPOSAL 11/17/15	3,389.24
100-00-53635-000-000		Recycling Collection ADVANCED DISPOSAL 11/17/15	409.66
100-00-53635-000-000		Recycling Collection ADVANCED DISPOSAL 11/17/15	1,699.26
100-09-57330-000-000		Road Projects - Capital Outlay AYRES 11/17/15	148.30
100-00-55200-000-000		Parks Maint. and Utilities BARCO PRODUCTS 11/17/15	35.71
100-02-51400-200-000		Clerk/Office-Benefits BENEFIT ADVANTAGE 11/17/15	4.20
100-09-53311-700-000		Shop - Equipment Maintenance BROOKS TRACTOR 11/17/15	23.01
100-00-51938-000-000		Insurance- Hall,staff,vehicle BURKART-HEISDORF 11/17/15	228.24
100-06-52200-400-000		Fire Dept Supplies CALUMET COUNTY DHHS 11/17/15	68.40
100-09-53311-700-000		Shop - Equipment Maintenance D&D EQUIP 11/17/15	21.37
100-09-53311-400-000		Shop - Supplies ENDURACLEAN 11/17/15	41.28
100-09-53311-900-000		Shop - Road Maintenance FAHRNER ASPHALT 11/17/15	883.20
100-09-53311-901-000		Road - All Ditching/Grading GAT SUPPLY 11/17/15	24.80
100-09-53311-901-000		Road - All Ditching/Grading GREEN BAY HIGHWAY PRODUCTS 11/17/15	36.62

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100-02-51400-400-000		Clerk/Office - Supplies HEARTLAND BUSINESS 11/17/15	4.80
100-06-52200-400-000		Fire Dept Supplies HOTSTICK USA 11/17/15	70.80
100-09-53311-600-600		Shop - Vehicle Maintenance INTERSTATE BATTERY 11/17/15	13.55
100-06-52200-400-000		Fire Dept Supplies INTERSTATE BATTERY 11/17/15	30.57
100-08-52300-000-000		1st Responders - operating exp INTERSTATE BATTERY 11/17/15	30.57
100-09-53311-901-000		Road - All Ditching/Grading J&E CONSTRUCTION 11/17/15	11.72
100-09-53311-901-000		Road - All Ditching/Grading J&E CONSTRUCTION 11/17/15	12.45
100-09-57330-000-000		Road Projects - Capital Outlay J&E CONSTRUCTION 11/17/15	201.79
100-06-52200-700-000		Fire Dept Equip Maintenance JEFFERSON FIRE SAFETY 11/17/15	8.93
100-00-55200-000-000		Parks Maint. and Utilities JOANNE SIEMEK 11/17/15	3.28
100-09-53311-400-000		Shop - Supplies KAATS WATER 11/17/15	4.60
100-09-53311-901-000		Road - All Ditching/Grading LINCOLN CONTRACTORS 11/17/15	46.08
100-09-53311-600-030		Shop - Vehicle Mtn Fuel LISOWE OIL 11/17/15	220.20
100-06-52200-305-000		Fire Dept Training MARK GACKENHEIMER 11/17/15	272.90
100-00-53441-000-000		Storm Sewer Maintenance MCMAHON 11/17/15	73.34
100-00-56700-000-000		Economic Development MCMAHON 11/17/15	76.80
100-09-53311-000-000		Shop - Engineering MCMAHON 11/17/15	299.77
100-00-51980-000-000		Gen Govt. Funeral, Memorial MEMORIAL FLORISTS 11/17/15	10.80
100-06-52200-400-000		Fire Dept Supplies MEMORIAL FLORISTS 11/17/15	9.60

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100-09-53311-400-000		Shop - Supplies	8.89
	MENARDS 11/17/15		
100-09-53311-901-000		Road - All Ditching/Grading	39.26
	MENARDS 11/17/15		
100-02-51400-400-006		Clerk/Office - Serv. Contracts	66.70
	MBM 11/17/15		
100-09-53311-700-000		Shop - Equipment Maintenance	58.38
	MONROE TRUCK 11/17/15		
100-00-56700-000-000		Economic Development	9,662.48
	NORTHEAST ASPHALT 11/17/15		
100-09-53311-900-000		Shop - Road Maintenance	1,928.16
	NORTHEAST ASHPHALT 11/17/15		
100-06-52200-400-000		Fire Dept Supplies	190.20
	OSHKOSH TRUCK 11/17/15		
100-06-52200-600-000		Fire Dept Vehicle Maintenance	3.71
	RENNERTS 11/17/15		
100-09-53311-700-000		Shop - Equipment Maintenance	61.53
	RIESTERER AND SCHNELL 11/17/15		
100-09-57330-000-000		Road Projects - Capital Outlay	29,592.97
	ROGER BOWERS CONSTRUCTION 11/17/15		
100-09-53311-901-000		Road - All Ditching/Grading	136.75
	SCOTT LAMERS CONSTRUCTION 11/17/15		
100-09-53311-700-000		Shop - Equipment Maintenance	7.56
	SI METALS 11/17/15		
100-02-51400-400-006		Clerk/Office - Serv. Contracts	4.80
	STAMPS.COM 11/17/15		
100-09-53311-505-000		Shop - Building Maintenance	57.60
	STUMPF EXCAVATING 11/17/15		
100-09-53311-400-000		Shop - Supplies	57.51
	SUPERIOR CHEMICAL 11/17/15		
100-06-52200-400-000		Fire Dept Supplies	0.95
	THE UNIFORM SHOPPE 11/17/15		
100-06-52200-401-000		Fire Dept - Physicals	25.56
	THEDA CARE AT WORK 11/17/15		
100-02-51400-400-006		Clerk/Office - Serv. Contracts	60.36
	TIME WARNER CABLE 11/17/15		
100-09-53311-400-000		Shop - Supplies	0.30
	TRACTOR SUPPLY 11/17/15		

3/23/2016

1:02 PM

Reprint Check Register - Full Report - ALL

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ACCT

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100-02-51400-400-006		Clerk/Office - Serv. Contracts ULTIMATE CLEANING 11/17/15	42.94
100-00-55200-120-000		Recreation Programs and Events WALLY KUSSMANN 11/17/15	55.55
100-07-52200-500-023		Water/Sewer - Station 70 WAVERLY SANITARY DIST 11/17/15	3.86
100-02-51400-400-000		Clerk/Office - Supplies WI DEPT OF JUSTICE 11/17/15	2.52
100-06-52200-100-000		Fire Dept Salary PAYCHEX FIRE FIGHTER PAY 11/30/15	5,234.58
Total			63,971.61
Grand Total			66,560.71

THE BUSINESS BANK-GENRL CHCKNG

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Total Expenditure from Fund # 100 - GENERAL FUND	66,560.71
Total Expenditure from all Funds	66,560.71

**TOWN OF HARRISON
BOARD MEETING MINUTES
02/23/16**

The regular meeting of the Town of Harrison board was convened on Tuesday, February 23, 2016 at 6:30pm in the Harrison Municipal Building with Chair Darlene Bartlein presiding. After the Pledge of Allegiance was recited, roll was called.

Members present: Supervisors Karmen Jones, Duaine Stillman, and Town Chair Darlene Bartlein.

Staff present: Administrator Travis Parish, Clerk Jennifer Weyenberg, Planner Mark Mommaerts, Fire Chief Kevin Kloehn, and Road Superintendent Bob Kesler.

Correspondence or Communications from Board and Staff

- a) Calumet Co. Sheriff's Dept. Report- 2015 Totals by Month: Information only; no action taken.

Public Comments: none

Consent Agenda

- a) Municipal Payments in the Amount of \$1,041,063.52
- b) Town board minutes from 12/29/2015
- c) Standard Specifications Manual
- d) Subdivision Improvement Policy

Motion by Supervisor Stillman and second by Supervisor Jones to approve items a-d on the consent agenda. Motion carried 3-0.

Street Lighting Policy: Planner Mommaerts reviewed the policy and noted that Village Trustee Dave La Shay submitted changes which were included in the packet. Chair Bartlein said it would be a good idea to have the town's policy match the village's policy so that staff isn't having to administer two different policies. It would also help keep everything looking the same between the two municipalities. Motion by Supervisor Jones and second by Supervisor Stillman to postpone action until the Village board votes on the policy. Motion to postpone carried 3-0.

Future Agenda Items- the street light policy will be brought back to the next meeting for action

There being no other business, a motion was made by Supervisor Jones and second by Supervisor Stillman to adjourn at 6:36pm. Motion to adjourn carried 3-0.

Jennifer Weyenberg, Town Clerk
February 24, 2016
Approved March 29, 2016

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Jennifer Weyenberg, Town Clerk
February 24, 2016
Approved March 29, 2016

**COMMITTEE OF THE WHOLE
BOARD MEETING MINUTES
03/08/16**

The regular meeting of the Committee of the Whole was convened on Tuesday, March 8, 2016 at 6:30pm in the Harrison Municipal Building with Travis Parish presiding. After the Pledge of Allegiance was recited, roll was called.

Members present: Trustee Joe Sprangers, Trustee Lou Miller, Supervisor Duaine Stillman, Supervisor Karmen Jones, Chair Darlene Bartlein, President Jim Salm, Trustee Tyler Moore, Trustee Kevin Hietpas, Trustee Dave La Shay and Trustee Pete Stier.

Staff present: Administrator Travis Parish, Clerk Jennifer Weyenberg, Planner Mark Mommaerts, and Public Works Director Bob Kesler.

Communications from Boards or Staff: none

Approve previous meeting minutes: Motion by P. Stier and second by T. Moore to approve the minutes from 2/9/16. Motion carried 10-0.

Annual Sign Inventory presentation by Building Inspector Paul Birschbach: 13 signs were photographed and presented to the committee for review. All signs were in good shape.

Overtime Policy: Road Department employees Jeff Funk, Mike Wisnet, and Jeff Wisnet asked the committee why the overtime policy was changed that anything over 40 hours worked is OT rather than anything worked over 8 hours per day. Given their responsibilities to snow plow on weekends and in the middle of the night, they asked if the committee would reconsider the change in policy. The committee asked T. Parish to draft a revised policy which allows for OT to be earned after 8 hours worked. This will be brought back to the next Village meeting for action.

Possible Advisory Referendum to change name of Village of Harrison: T. Parish explained that the village needs to market itself in order to attract industrial, commercial, and retail development and if there is still any thought about changing the name, it should happen before money is spent on marketing. After some discussion, almost all of the committee members expressed opposition to changing the name of Village of Harrison. There are no plans to place this on a ballot as an advisory referendum question.

Maintenance agreement with City of Menasha for County LP: Menasha's Mayor submitted a proposal concerning the maintenance of County LP after it has been transferred to all the jurisdictions. No person on the committee supported the proposal. T. Parish will draft a resolution affirming Harrison's position. This will be brought to the next Village meeting for action.

Resolution V2016-02 Final Assessment for construction of sidewalks in Paper Maker Ridge subdivision
Subdivision Improvements Policy: This item was referred back to the committee at the last village board meeting with no discussion.

#1- Motion by D. La Shay and second by P. Stier to take no action. Motion carried.

#2- Motion by T. Moore and second by J. Salm to put on the next village agenda. Motion withdrawn after the question was raised if T. Moore could legally make the motion under Robert's Rules.

#3- Motion by J. Salm and second by T. Moore to put this on the next agenda. Motion carried.

Subdivision Improvements Policy: Staff developed a draft policy based on previous Board comments and direction. The proposed policy includes that the developer constructs up front the utilities, sewer, water, storm, subgrade, gravel, curb and gutter, with gravel up to the curblin before the final plat is approved and permits are issued. The village then would assess the costs of the sidewalks/ trails and asphalt back to the lots of the subdivision. Included in the policy is language that the developer and Village will work to inform prospective buyers of the future assessments. It was noted that the village does not have anyone inspecting new home foundations, yard grades, driveways or roadways. After discussion, the consensus from the village board members (the town board formally approved the policy on 02/23/16) was to stick with the current way of handling new subdivisions- that curb and gutter must be installed no less than 2 years but not more than 3 years after the gravel roads have been accepted. Staff was asked to send out an RFP for inspection services. This will come back to the next committee of whole meeting.

Street Lighting Policy: The proposed policy states that street lights will be installed at intersections of Village streets with other arterial/collector streets as indicated in the policy. The list of arterial/collector streets was developed from the list of arterial/collector streets in the Access Control Ordinance. The policy identifies aluminum or fiberglass poles for urban areas and wood poles for rural areas. Fixture type and lighting standards will be based on the need of the location. The draft policy addresses four situations where a new development or neighborhood request may warrant a street light. Scenario 1 - street lighting will be installed during street reconstruction projects along the arterial and collector streets which could be incorporated into the project costs and paid as part of the project. Scenario 2 - citizens could petition for a street light, under this scenario there could be an assessment for the street lighting. Scenario 3 - the Village Board could initiate the placement of a street light to be paid by the Village. Scenario 4 - the Village Board could require street lighting as part of a new subdivision or new streets with initial costs paid by the developer and operation/maintenance costs paid by the Village. J. Sprangers, K. Hieptas, D. La Shay, and P. Stier spoke against having a strict policy in place. T. Moore and L. Miller spoke in favor of the policy that was presented. It was decided to forget the policy for now but incorporate some of the language into the subdivision improvements policy.

Model Ordinance for Construction Site Erosion and Sediment Control and Model Ordinance for Post Construction Stormwater Management: T. Parish asked the committee to hold off on any discussions. Garners Creek Stormwater Utility may be making changes that will affect some of the language. This may come back at a later date for discussion.

Development of park land: The committee agreed the first step should be getting a wetland delineation done. Staff will take of having that done and will bring results back to a future meeting for further discussion.

Department Reports for the Calumet County Sheriff Department, Harrison Fire Rescue, Public Works and Planning reports are on file with the Clerk.

Public Comments- None.

There being no other business, a motion by T. Moore and second by D. La Shay was made to adjourn at 8:41pm. Motion carried.

Jennifer Weyenberg, Clerk
March 8, 2016
Approved March 29, 2016



VILLAGE OF HARRISON

TOWN OF HARRISON

TOWN BOARD MEETNG

TOWN OF HARRISON

Date: March 29th, 2016

Title:

Discuss change to Plan Commission membership.

Issue:

Should the Town Board approve changing the composition of the plan commission?

Background and Additional Information:

Per the terms of the intergovernmental cooperation agreement between the Town and Village of Harrison, the plan commission is comprised of the following: two town residents, two village residents, one town elected official, and one village elected official with the Village President and Town Chairperson alternating each year.

Currently, the Town has one vacant seat and the person fulfilling the other seat has annexed into the Village. This means, per the agreement, the Town would have two open seats to full. It has been suggested that the agreement be amended to allow for any town or village resident to apply for one of the four residents' seats. This will allow for greater flexibility in filling open seats on the Plan Commission.

If both the Town and the Village agree with this proposal, then I will bring back a supplemental agreement to the the board meetings in April.

Budget/Financial Impact:

None.

Recommended Motion:

No action. Information only.

Attachments:

None.



VILLAGE OF HARRISON

TOWN OF HARRISON

TOWN BOARD MEETING

TOWN OF HARRISON

Date: March 29th, 2016

Title:

Approve Resolution T2016-01 Requesting the Calumet County Highway Committee to construct CTH LP as a three lane facility.

Issue:

Should the Town pass a resolution requesting that Calumet County construct CTH LP as a three lane facility?

Background and Additional Information:

On September 5th, 2014 the Town approved the Intergovernmental Jurisdictional Transfer Agreement between the Village of Harrison, City of Menasha, and Calumet County. Per this agreement, the Town will accept the transfer of a portion of CTH LP after it has been upgraded into an urban section. As part of the engineering process, it has been suggested that a portion of CTH LP be built with a dividing median.

Previous to entering into the agreement, Calumet County presented to the Town that CTH LP would be upgraded to a concrete, three lane facility before being transferred to the Town.

At the Committee of the Whole meeting, it was recommended that the Village and Town Board pass a resolution requesting Calumet County to upgrade CTH LP to a concrete, three lane facility as was agreed to before signing the intergovernmental agreement.

Budget/Financial Impact:

None.

Recommended Motion:

Motion to approve Resolution T2016-01 Requesting Calumet County to construct CTH LP as a three lane facility.

Attachments:

Resolution T2016-01 Requesting Calumet County to construct CTH LP as a three lane facility.

RESOLUTION T2016-01
TOWN OF HARRISON
Calumet County, WI

**RESOLUTION REQUESTING THE CALUMET COUNTY HIGHWAY COMMITTEE
TO CONSTRUCT COUNTY HIGHWAY LP AS A THREE LANE FACILITY**

WHEREAS, the Village of Harrison, the Town of Harrison, the City of Menasha and Calumet County have entered into an agreement known as “Intergovernment Jurisdictional Transfer Agreement”; and

WHEREAS, this agreement calls for the transfer of portions of County Trunk Highway LP to the Village of Harrison, the Town of Harrison and the City of Menasha upon urbanization of the roadway; and

WHEREAS, Calumet County has received funding from the WisDOT 2013-2018 STP – Urban Funding for the construction of a concrete, three (3) lane facility on County Highway LP; and

WHEREAS, Calumet County submitted a Request for Proposal for the design of County Trunk Highway LP as an urban three lane design; and

WHEREAS, Calumet County has passed Resolution 2014-39 amending the 2015 budget for the design of County Trunk Highway LP into a three-lane facility, which may include a roundabout at Manitowoc Road; and

WHEREAS, Calumet County informed both the Town of Harrison and the Village of Harrison before entering into the “Intergovernmental Jurisdictional Transfer Agreement” that County Trunk Highway LP would be urbanized into a concrete, three lane facility before being transferred to the respective municipalities; and

WHEREAS, the Town and Village of Harrison believe that the future maintenance costs of a three lane facility will be less than a facility with a median; and

WHEREAS, the Town and Village of Harrison have a fire station located on County Trunk Highway LP and the construction of a median may create an obstruction for emergency vehicles;

NOW THEREFORE, BE IT RESOLVED by the Town Board of the Town of Harrison that an official request is made to the Calumet County Highway Committee to upgrade and construct County Trunk Highway LP as a three lane facility as was agreed upon by all the municipalities when entering into the “Intergovernmental Jurisdictional Transfer Agreement”.

Adopted by the Town Board of the Town of Harrison this 29th day of March, 2016.

By: _____
Darlene Bartlein, Town Chairperson

Attest: _____
Jennifer Weyenberg, Town Clerk



VILLAGE OF HARRISON

TOWN OF HARRISON

TOWN BOARD MEETING

TOWN OF HARRISON

Date: March 29th, 2016

Title:

Transfer Length of Service Program Annuity from the Town to the Village.

Issue:

Should the Town transfer the fire department's length of service award from the Town to the Village?

Background and Additional Information:

Beginning January 1st, 2014, all employees of the Town were changed over to employees of the Village. This included all volunteer firefighters. The fire department also participates in the length of service award which is a small retirement fund that goes to each volunteer firefighter once they reach 10 years of service.

In order for the Village to be the named owner of the annuity a transfer of ownership is needed. In order to accomplish this, the Town will need to cash out the annuity and then cut a check to Mass Mutual in the name of the Village. A new resolution must also be approved by the Village Board.

Budget/Financial Impact:

None.

Recommended Motion:

Motion to approve the transfer of the Town's length of service program annuity from the Town to the Village.

Attachments:

Email from Horton Group.

Travis Parish

From: Chris Ketchum <chris.ketchum@thehortongroup.com>
Sent: Thursday, March 03, 2016 9:37 AM
To: Travis Parish
Cc: Renee Fredel
Subject: Transferring from LBL to MassMutual - Town of Harrison
Attachments: Service Award Distribution Forms.pdf; Mass Mutual Fact Sheet.pdf; Adoption Agreement Amendent + Resolution.pdf

Hi Travis,

If we request LBL to change the annuity owner from Town of Harrison to Village of Harrison the annuity will no longer gain interest. The solution is to surrender the LBL annuity and transfer to MassMutual penalty free. I have also included information regarding Massachusetts Mutual.

We have been experiencing issues with LBL such as; Annuitant Requirement, **Name Change**, Caps on Contribution and Disbursement Amounts, Contract Termination Charges, W-9 Completion, etc.. Those issues and the LBL sale to Resolution Holding prompted VFIS/Horton to offer our Service Award Program clients another option. There will be no loss of funds or tenure for any program members. The current interest rate for the LBL program is 3% which is the guaranteed interest rate offered by MassMutual.

The following is the complete process.

1. Complete the attached forms – I have **attached sample forms to guide you** in the completion process. **The forms must be signed by a Municipal official – Board Member, Administrator, Clerk and returned to the Wausau office at the address listed below.**
2. Once the completed forms are received they will be sent to LBL to process the surrender and a check will be issued to the Town of Harrison for the entire investment amount.
3. The check should be deposited and a new **Municipal check – for the exact amount payable to MassMutual –** issued and again sent to Wausau.
4. The replacement check will be sent to MassMutual and a new contract will be issued.

Because of the name change the attached Amendment I to the Adoption Agreement must be completed and signed along with a new resolution. Included with the adoption agreement attachment is a copy of the original resolution.

If you have any questions or need any assistance please contact me as soon as possible.

Christina Ketchum

Client Manager / Risk Advisory Solutions

The Horton Group