

COMMITTEE OF THE WHOLE

MEETING MINUTES

05/12/15

- 1) Call to order – Meeting was called to order at 6:00pm in the Harrison Municipal Building, W5298 Hwy 114, Menasha by Village Manager Travis Parish.
- 2) Pledge of Allegiance- recited.
- 3) Roll Call- Village Trustees Pete Stier, Dave La Shay, Kevin Hietpas, Tyler Moore, Lou Miller, Joe Sprangers, President Jim Salm, Town Chair Darlene Bartlein and Supervisor Karmen Jones were present. Supervisor Stillman was excused. Staff included Village Manager Travis Parish, Public Works Director Bob Kesler, Planner Mark Mommaerts, and Clerk Jennifer Weyenberg.
- 4) Communications from Boards or Staff- Village Manager Travis Parish announced that the Village was awarded \$20,704.56 and the Town awarded \$3,002.73 from the State of Wisconsin to offset our recycling costs. A written request was submitted from Chris Van Groll on Blackoak Street to place a fence against his back property line. Larry Schmitz, N8387 Royce Court, asked the status of the contract with Ed Gersek.
- 5) Approve minutes from April 14, 2015- Motion (La Shay¹/Stier²) to approve the minutes. Motion carried unanimously.
- 6) Presentation on Centennial Centre in the Village of Hobart- Elaine Willman, Community Development & Tribal Affairs Director for Village of Hobart, gave a presentation on the mixed-use, planned development that is the “downtown” for Hobart known as Centennial Centre. Hobart in Brown County is village of 7,600 much like Harrison. She noted that some of the keys to their success was fast-track planning, great public listening sessions, and having the board allow committees to make some decisions to speed up the permit process. More information can be found at www.buildinhobart.com.
- 7) Request to place fence in drainage easement at N9158 Brenda Drive- The owners want to construct a fence 6-12 inches set back from neighboring property lines. This would include the easement that runs along the North property line. Trustee Sprangers, Supervisor Jones and Chair Bartlein cautioned about habitually allowing these fences, patios, etc. in easements. This will be placed on the next Town agenda for action.
- 8) Agreement with State to administer Weights and Measures- Villages over 5,000 must provide a weights and measures service that applies to businesses using scales or other measuring devices. The State will provide the services under a contract costing \$400.00 per year. Trustees Hietpas and La Shay requested that staff contract other municipalities to see if a contract with them is available. This item will be placed on the next Village agenda for action.
- 9) Bid process for new garbage contract- The current contract will automatically renew if the Town/Village does not give notice of intent not to renew by December 31, 2015. Trustees Stier, La Shay, Moore and Supervisor Jones along with Chair Bartlein spoke in favor of sending the contract out to bid rather than automatically renewing with Advanced Disposal. The boards would like to see quotes for our current services and also for automated recycling service.
- 10) Partnership with Norec for electronics recycling- The UW-Extension office has given the Town/Village an opportunity to host an electronics recycling event. The cost for residents would be \$10.00 per item. This will be placed on the next Village agenda for action.
- 11) Quotes for Projector/Monitor System for boardroom- there have been discussions in the past about purchasing a system for the board room that would allow for audience members to view board packets, maps, etc. during the meetings. Options include a projector and screen, computer upgrades, or flat screen TV's ranging from 70” to 100”. The boards did not reach a consensus on what type of system would work best. This will not be placed on the next Village agenda for action.

- 12) Draft Nuisance Ordinance- Planner Mark Mommaerts presented a Nuisance Ordinance that covered concerns the office has received about junk and debris and proposes regulations on chronic nuisance properties, noise, and outdoor amplification. Some members of the board wanted the ordinance to be more specific, others preferred it be less specific, and other questioned how the rural areas will be differentiated from the urban areas. Board members will submit comments to the planner and this item will be placed on the next Committee of the Whole agenda.
- 13) Draft Sump Pump Ordinance- Planner Mark Mommaerts presented a Sump Pump Ordinance that addresses existing conditions where a sump pump is flowing into a ditch or a curb, or where a builder decides not to connect to the lateral. This will be placed on the upcoming Town and Village agendas for action.
- 14) Apportionment between Town and Village- the auditors have expressed concerns that the capital assets between the Town and Village have not been apportioned. Staff recommends that the apportionment committee convene to address the division of land, buildings, equipment and other items other than cash. The consensus of the boards is that the Village Manager should schedule a meeting with the auditors and apportionment committee in the next month.
- 15) Process for handling Request for Proposals (RFP) *requested by Trustee La Shay*- Trustee La Shay suggested that a policy be created to address when RFPs should be required versus automatically contacting our engineer to lead a project. Staff will bring a policy back to a future committee of the whole meeting.
- 16) Races using routes through Harrison parks *requested by Trustee Moore*- The Darboy Community Park has been used by larger races and events in the past without much information given to the office or highway department from the race/event coordinators. Trustee Moore questioned whether or not a special use permit should be required for these events.
- 17) Review Department Reports
 - a) Village Manager
 - b) Calumet County Sheriff Department
 - c) Harrison Fire Rescue
 - d) Public Works
 - e) PlanningReports are on file with the Clerk.
- 18) Adjourn- Motion (Stier¹/La Shay²) to adjourn at 8:51pm. Motion carried unanimously.

Jennifer Weyenberg, Clerk

Dated May 13, 2015

Approved June 12, 2015