

**COMMITTEE OF THE WHOLE
MEETING MINUTES
06/09/15**

- 1) Call to order- Meeting was called to order in the Harrison Municipal Building, W5298 Hwy 114, Menasha at 6:00pm by Village Manager Travis Parish.
- 2) Pledge of Allegiance- recited
- 3) Roll Call-
Members Present: Village Trustees Pete Stier, Dave La Shay, Kevin Hietpas, Tyler Moore, Lou Miller, Joe Sprangers and President Jim Salm. Town Supervisor Duaine Stillman and Chair Darlene Bartlein.

Excused: Town Supervisor Karmen Jones.

Staff Present: Planner Mark Mommaerts, Public Works Director Bob Kesler, Fire Chief Kevin Kloehn, and Clerk Jennifer Weyenberg.

Others Present: Mark Gackenheimer, Don Jungen, Patrick Klein from Harrison Fire-Rescue

- 4) Communications from Boards or Staff- Public Works Director B. Kesler said he had been receiving calls about the conditions at Darboy Community Park. Bathrooms were a mess and the grass hadn't been mowed in a while. Village Manager T. Parish will contact Town of Buchanan and discuss their responsibilities at the park during June, July and August.
- 5) Approve Minutes from May 12, 2015- Motion (Stillman¹/Stier²) to approve the minutes. Motion carried 9-0.
- 6) Request from Advanced Disposal to Renew Contract- The Town/Village's contract with Advanced Disposal is up for renewal at the end of the year and will automatically renew unless a notice of intent not to renew is filed. Representatives from Advanced Disposal have met with staff and discussed the possibility of changing the recycling service from dual stream to single stream. Included in this change would be an upgrade to 90-gallon recycling carts with automated pick-up service. Advanced Disposal has requested that the boards negotiate a new contract rather than going out to bid. Trustee T. Moore recommended that the boards take a vote at the next meeting whether or not to negotiate a contract extension.
- 7) Presentation on Harrison Fire Rescue Strategic Plan- Members from Harrison Fire Rescue gave a presentation that highlighted their response statistics, coverage area, equipment, training and staffing. 3 future goals identified were relocating Station 70 closer to the population center, creating a staffing model to address daytime calls, and investing in a training facility.
- 8) Cost-Sharing between Town & Village of the Kernan Ave/Hazelnut Lane project- The Town has approved bids for the Kernan/Hazelnut project and property owners will be assessed to pay for the cost of the laterals. The Town Board and Village Board need to figure out who will be paying the bills upfront and collecting the assessments. Clerk J. Weyenberg requested a formal agreement so that it is clear as to why staff could possibly be transferring monies from one tax account to another. The committee's consensus was to have Village Manager T. Parish discuss the issue with legal.

- 9) Draft Nuisance Ordinance- At the May Committee of Whole meeting, it was agreed that the board members would have another month to submit comments to Planner M. Mommaerts. It was noted that Trustee D. La Shay, President J. Salm, and Trustee K. Jones submitted comments prior to tonight's meeting and no major changes were requested by any board member. Consensus from the committee was to allow for additional time so that members and the Sheriff Department can still submit comments to the Planner. The ordinance will be brought back to a future meeting.
- 10) Draft Relocated Buildings Ordinance- The proposed ordinance addresses relocated or moved buildings and gives the Plan Commission and Board the opportunity to review/approve a building before it is moved to a lot. This will be placed on the agendas at the end of the month for approval.
- 11) Sonny Drive Paving- Toonen Companies previously requested that the village place a binder coat of asphalt on Sonny Drive this year. The board needs to decide whether to maintain the current plan for chip sealing the road or install the binder layer in 2015 and then the finish layer at a later date. Public Works Director B.Kesler will get costs for the binder asphalt vs. chip seal and this will be brought to the end of month meeting for a vote.
- 12) Relocating Current Office or Possibly Constructing New Office for Town Chair *requested by Chair Bartlein*- Chair D. Bartlein commented that the current office used by the elected officials does not have enough room to hold meetings or enough space for additional computers. She thought it would also be nice to have an office for the elected officials closer to the staff offices rather than by the board room. She questioned if the treasurer or fire chief's office could be moved to allow for more space for the elected officials. There was discussion about elected officials being given email accounts and additional computers being purchased for them. It was noted that some staff members haven't had computer upgrades in years. Consensus from the committee was to keep the current office where it is, get staff the computer upgrades as needed, and work on emails for board members.
- 13) Website Update *requested by Trustee Hietpas*- Village Manager T. Parish updated the committee on the progress being made with the website.
- 14) Parks Equipment *requested by Trustee Hietpas*- Trustee K. Hietpas said he's heard from families with young children that it would be nice to have more playground equipment especially near the shelter. Often times the families need to use the equipment closer to the school.
- 15) Credit Cards for Office and Hwy Dept purchases *requested by Trustee La Shay*- Trustee D. La Shay expressed concerns that staff occasionally purchases supplies or equipment for the village/town with personal credit cards and then get reimbursed. He questioned if it was legal to do so. Trustee J. Sprangers requested that a credit card policy be created. The committee requested that Village Manager T. Parish refer this matter to legal.
- 16) Processing Operator's Licenses for Applicants with Convictions/Violations *requested by Trustee La Shay*- Trustee D. La Shay requested that any person applying for an operator's license should attend a meeting and come before the board to explain any conviction or ordinance violation.
- 17) Implementing Standards for Request for Proposals (RFPs) *requested by Trustee La Shay*- Staff could not find any other municipality that has policy for RFP's. There are places that use procurement or purchasing policies. Consensus from the committee was to create a purchasing policy using Grand Chute's as the model. This will be brought back to a future meeting for approval.

- 18) Possible road closures for Summer Fun in the Park's Flight Night on August 12 *requested by Trustee Moore*- Based on the Facebook "likes" for the event there is a possibility that there will be a large crowd at Flight Night. Trustee T.Moore will be in contact with staff closer to the event to see what is all needed to help with crowd control and traffic control.
- 19) Review Department Reports
- a) Village Manager – on file with the clerk
 - b) Calumet County Sheriff Department- on file with the clerk
 - c) Harrison Fire Rescue- on file with the clerk
 - d) Public Works- on file with the clerk
 - e) Planning- on file with the clerk
- 20) Adjourn- Motion (Stier¹/La Shay²) to adjourn at 9:34pm. Motion carried.

Jennifer Weyenberg, WCMC
Village/Town Clerk
Approved July 28, 2015

