

**COMMITTEE OF THE WHOLE  
MEETING MINUTES  
07/14/15**

1) Call to order- Meeting was called to order at 6:00pm in the Harrison Municipal Building, W5298 Hwy 114, Menasha WI by Village Manager Travis Parish.

2) Pledge of Allegiance- recited

3) Roll Call-

Members Present: Village Trustees Pete Stier, Kevin Hietpas, Tyler Moore, Lou Miller, Joe Sprangers and President Jim Salm. Town Chair Darlene Bartlein, Supervisors Karmen Jones and Duaine Stillman.

Excused: Trustee Dave La Shay

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

Others Present: Residents Ryan and Megan Lisowe

4) Communications from Boards or Staff

a) Financial Request from Sherwood Lions Football Program- This is an annual request and is a budgeted item; no person objected to the financial request.

b) Tour de Fest July 18, 2015- The group is not requesting any assistance from our EMS or Public Works Dept.

(Not on agenda) Village Manager noted that there is a Wisconsin Towns Association meeting at Village of Stockbridge on Thursday, July 16. All board members are welcomed to attend.

5) Public Comments- no comments from audience.

6) Items for Discussion

a) Amending Chapter 115 Article VII "Sidewalks and Trails" - Ryan Lisowe, N9016 Papermaker Pass, addressed the committee about amending the current sidewalk requirements. He is requesting that either the boards (1) eliminate the ordinance, (2) grant new subdivisions variances, (3) rewrite the ordinance to allow residents to decide if they want sidewalks, or (4) waive the assessment to Papermaker Ridge residents. Trustee Moore questioned that the language in the developer agreement about deadlines being imposed by August. Trustee Hietpas informed Mr. Lisowe that the Town didn't have the authority to enter into a developer's agreement and the agreements were formalized by the County and State; staff corrected these comments. It was in fact the Town that signed the developer's agreement. Supervisor Stillman questioned who was responsible for the costs of the sidewalks; it was clarified that the developer pays the upfront costs of the sidewalks and the Town reimburses the developer. The Town could collect its money back through assessments. Motion (Moore<sup>1</sup>/Stillman<sup>2</sup>) to refer amending Chapter 115 back to the Plan Commission for its August meeting. Motion to refer back to Plan Commission failed on a 2-7 roll call vote (Ayes: Moore, Stillman; Nays: Stier, Hietpas, Salm, Bartlein, Jones, Miller, Sprangers). Trustee Moore asked that on the next Village agenda, the board look at amending the developer agreements for Papermaker Ridge and Harrisville Place. Planner Mommaerts and Manager Parish noted that there are other subdivisions besides these two that could be affected by changes to agreements. Megan Lisowe requested that there be a delay or waiver of assessments. Trustee Hietpas asked that it be put on the next Plan Commission

agenda that there be a plan of where trails need to go. Planner Mommaerts reminded everyone that there is a Trail Plan; the issue is having money budgeted each year. Motion (Moore<sup>1</sup>/Stillman<sup>2</sup>) that amending existing developers agreements to delay installation of sidewalks be placed on the next village board. Motion to place on the next agenda approved on a 5-3 roll call vote (Ayes: Stier, Hietpas, Moore, Salm, Stillman; Nays: Bartlein, Miller, Sprangers; Abstain: Jones). Trustee Hietpas then asked if he could change his vote but was informed that there couldn't be any changes since the vote had already been taken and announced.

- b) Creating a Credit Card Policy: The issue is if the Town/Village should create a credit card policy and obtain a credit card for purchases. Trustee Stier spoke in favor each department head having a credit card; President Salm spoke against each department head having one and favored either the Clerk or Manager handling one card; Trustee Hietpas agreed with Pres. Salm's suggestion. Motion (Stier<sup>1</sup>/Hietpas<sup>2</sup>) to make changes to the credit card policy and bring it back to the end of the month meeting for approval. Motion carried 9-0.
- c) Creating a Purchasing Policy- Grand Chute's policy was presented and the consensus from the committee was that the Village/Town adopt a similar policy. Motion (Hietpas<sup>1</sup>/Stier<sup>2</sup>) to come back to the board with a purchasing policy with Travis and staff to adjust as needed. Motion carried 9-0.
- d) Creating a Ditch/Easement Policy- Members from both the Village board and Town board have asked staff to draft a policy that addresses what property owners can or cannot do to ditches and easements. The Town prefers that staff grant permission or denials rather than the board taking action since the staff is better trained and has more experience. Trustee Sprangers requested that parts of the Palm Beach County policy be incorporated into our policy. Motion (Stillman<sup>1</sup>/Miller<sup>2</sup>) to have staff put together a policy and bring back to committee of the whole. Motion carried 9-0.
- e) Requiring a Solicitor's Permit for door-to-door sales- Some board members have requested that the Town/Village create a solicitor's permit. Motion (Salm<sup>1</sup>/Stier<sup>2</sup>) to use City of Kaukauna's policy and send it to the board. Some board members spoke out against doing so because there hadn't been enough time to properly review the policy. Questions were asked about the estimated costs of issuing a permit, what type of background check would be required, and what types of sales would be covered. Trustee Stier withdrew his second and then President Salm withdrew his motion. Motion (Salm<sup>1</sup>/Moore<sup>2</sup>) to have staff bring forward an ordinance based on Kaukauna's to the next committee of the whole meeting. Motion carried 9-0.

7) Review Department Reports

- a) Village Manager – on file with the Clerk
- b) Calumet County Sheriff Department
- c) Harrison Fire Rescue- on file with the Clerk
- d) Public Works- on file with the Clerk
- e) Planning- on file with the Clerk

8) Adjourn- Motion (Stier<sup>1</sup>/Moore<sup>2</sup>) to adjourn at 8:22pm. Motion carried 9-0.

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