

# **COMMITTEE OF THE WHOLE MEETING MINUTES 11/10/15**

- 1) Call to order-The meeting was called to order by Travis Parish in the Harrison Municipal Building, W5298 Hwy 114, at 6:30pm.
- 2) Pledge of Allegiance- recited.
- 3) Roll Call- All members present (Pete Stier, Dave La Shay, Kevin Hietpas, Tyler Moore, Jim Salm, Darlene Bartlein, Karmen Jones, Duaine Stillman, Lou Miller, and Joe Sprangers)
- 4) Communications from Boards or Staff- Kevin Hietpas told the board about the recent meeting with Avastone. Some key areas of the website that needed changes were identified and there should be enough money left in the budget to make the updates.
- 5) Public Comments for items not on the agenda- none.
- 6) Approve previous meeting minutes- Motion by Pete Stier and second by Lou Miller to approve the minutes from October 13, 2015. Motion carried 10-0.
- 7) Items for Discussion
  - a) Papermaker Ridge Sidewalk Grades- It has come to the attention of the staff that the developer raised the height of the sidewalk to better fit the driveways in the subdivision. This has caused some water flow problems in areas. Staff recommends that an engineer check the final grade of the sidewalk. Consensus from the committee is to have engineer check the grades and if there are any problems the costs should be billed back to the developer.
  - b) Building Inspector's Contract- There were no concerns regarding the contract with Birschbach Inspection Services, LLC. The proposed contract for 3 years will be placed on the Village Board agenda and the Town Board agenda for action.
  - c) Fire Department's Strategic Plan- Fire Chief Kevin Kloehn presented the Harrison Fire Rescue Strategic Plan 2015-2020. It highlights 5 major areas including Training Advancement/Training Facility, Marketing & Communications, Staffing & Retention, Facility Expansion/Relocation, Capital Equipment & Apparatus Acquisitions. The estimated costs are \$1,002,500 in Year 1 and \$2,256,500 in Year 2. Committee members questioned where the money would come from to cover the estimated costs. The plan will be placed on the next Village Board meeting for action.
  - d) Apportionment of Assets and Liabilities- The division of assets and liabilities has not been completed between the Town and Village and staff recommends convening a committee to complete the apportionment. The committee agreed to move ahead with this as soon as possible.
  - e) Reserved Fund Balance Policy- Staff recommends that the boards approve a reserve fund balance policy that preserves the fund balance at a level not to drop below 25% of operating expenses. Everyone agreed it is important to have a policy, but some questioned if 25% is the appropriate level. This will come back to the next Committee of Whole for further discussion.
  - f) Year End Review of Summer Fun in the Park Series- No discussion.
- 8) Review Department Reports
  - a) Village Manager
  - b) Calumet County Sheriff Department
  - c) Harrison Fire Rescue
  - d) Public Works
  - e) Planning

All reports are on file with the Clerk. There was no discussion or action taken.
- 9) Adjourn- Motion by Pete Stier and second by Karmen Jones to adjourn at 7:18pm. Motion carried 10-0.