

VILLAGE OF HARRISON
BOARD MEETING MINUTES
06/30/15

1. Call to Order – Meeting was called to order in the Harrison Municipal Building, W5298 Hwy 114, Menasha WI by Village President Jim Salm at 7:00pm.
2. Pledge of Allegiance-recited.
3. Roll Call- Village Trustees Pete Stier, Dave La Shay, Kevin Hietpas, Tyler Moore, Lou Miller, Joe Sprangers and President Jim Salm present. Staff in attendance included Village Manager Travis Parish, Planner Mark Mommaerts, Public Works Director Bob Kesler, Fire Chief Kevin Kloehn, Treasurer JoAnn Ashauer and Clerk Jennifer Weyenberg.
4. Correspondence or Communications from Board and Staff
 - a) Planner Mark Mommaerts- Oak Creek’s Drexel Town Square project: The City of Oak Creek has offered to host a site visit for our board to view their Drexel Town Square. It is a mixed-use area that includes civic, retail, office, residential and open space. Several Board members expressed interest in viewing the area. Planner Mommaerts will schedule a time.
 - b) Ryan Lisowe submitted the ‘Village of Harrison Petition to Amend Part II- Land Development Code, Chapter 115- Land Division- Article VII- Required Improvements- Sec 115-116- Sidewalks and Trails.’
 - c) Commissioner of Railroads- The village was notified that the railroad will install and maintain 12” LED automatic flashing lights with gates at the crossing on Pigeon Road.
5. Public Comments: Larry Schmitz, N8387 Royce Ct; Nate Grunwald, W5838 Royaltroon Dr; Rock Erickson, W5866 Royaltroon Dr requested that the board do what is needed to complete the drainage project in their area.
6. Consent Agenda
 - a) Municipal Payments from 05/28/15 through 06/23/15 (removed by Trustee Sprangers)
 - b) Village board minutes from 05/26/15
 - c) Village board minutes from 06/09/15
 - d) Village board minutes from 06/15/15
 - e) Operator Licenses for July 1, 2015- June 30, 2016Motion: (Stier¹/La Shay²) to approve items b, c, d, e on the consent agenda. Motion carried 7-0.
7. Items removed from Consent Agenda- Clarification given on Check 2818 Wis DATCP. Motion: (La Shay¹/Moore²) to approve the Municipal Payments. Motion carried 7-0.
8. Appointments
 - a) None
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) Sonny Drive Paving- Issue: The developer has requested that the Village place the binder course of asphalt this year. The Village can either maintain the initial plan for chip sealing or install a single course of asphalt in 2015 and the finish layer at a later date. Engineer Lee

Reibold submitted comments cautioning against approving the request of the developer. Motion: (La Shay¹/Sprangers²) to approve construction of double layer asphalt contingent upon the DOT authorizing use of the private driveway. Motion carried 7-0.

- b) Extension of Current Refuse and Recycling Contract- Issue: Advanced Disposal has requested that the Village extend the current contract and in exchange will provide 90-gallon recycling containers along with automated recycling at no cost. Motion: (La Shay¹/Hietpas²) to not accept proposal and go out to bid. Motion carried 7-0.
- c) Ordinance V15-11 Relocated Buildings Ordinance- *Motion (Moore¹/La Shay²) to waive reading of ordinance. Motion carried.* Motion: (Stier¹/La Shay²) to approve Ordinance V15-11. Motion carried 7-0.
- d) Ordinance V15-12 Nuisance Ordinance- *Motion (Moore¹/Miller²) to waive reading of ordinance. Motion carried.* Motion: (La Shay¹/Miller²) to approve V15-12 Nuisance Ordinance. Motion carried 6-1 with Trustee Hietpas opposed.
- e) Flight Night Event Expenses- Issue: There is a possibility of a large crowd on August 12th for Flight Night and extra port-a-potties along with traffic control may be needed. Motion: (Moore¹/Stier²) for the Village to subsidize costs for port-a-potties and provide intersection & traffic control as needed. Motion carried 7-0.
- f) Purchasing Policy- Motion: (La Shay¹/Miller²) to approve the proposed Purchasing Policy. Discussion- The dollar amount ranges were called into question. Motion to amend made by Trustee La Shay to send policy to accountant and attorney for review. Discussion: Consensus from the board was to include language that covers the use of credit card purchases. No action was taken on the amended or main motion. The policy will be reworked and brought back to a future meeting.

10. New Business for Consideration or Action

- a) Requests to approve previously denied Operator Licenses- Motion: (La Shay¹/Moore²) to renew an operator's license for Katelyn Weyenberg. Motion to approve carried 7-0.
- b) Request to Place Fence in Drainage Easement at W5531 Amy Ave- Issue: Property owners have a 10' drainage & utility easement along the rear lot line and they wish to construct a fence. Motion: (Moore¹/Miller²) to allow fence within the 10-foot drainage and utility easement @ W5531 Amy Ave. Discussion: Item #1 of the Permission to Occupy Drainage Easement Agreement should be reworded so it doesn't appear the village allows property owners to change the grade. The fence needs to be at least 8" from the ground to allow for water drainage. The village should draft a drainage ordinance. Motion to approve withdrawn. Motion: (Moore¹/La Shay²) to postpone action to gather more information. Motion to postpone carried 7-0.
- c) Determine Bid Process for Papermaker Ridge Sidewalk Costs- Issue: M&E bid the project for the developer and received bids from MCC & NE Asphalt. The board needs to determine whether to honor the bids and reimburse the developer or determine the Village's own cost for the project and pay the developer that amount. Motion: Trustee La Shay moved to approve bids as received by the developer. Discussion: Question was raised of the legality of having the developer bid the project and the Village reimbursing the costs. It was advised that the attorney be asked if the Village needs to bid the project, too. Motion: (La

Shay¹/Stier²) to lay the item on the table in order to receive more information. Motion to table failed 3-4 with Trustees Hietpas, Miller, Sprangers and President Salm voting against. Discussion: The quotes gathered for Sonny Drive project are not comparable because of the different specifications. Motion: (Hietpas¹/Salm²) to go to bid to see if we get better prices. Discussion: There is the possibility that the Village may not receive enough bids to determine pricing. No action taken on the motion. Planner Mommaerts offered to call area contractors and get general pricing. Motion: (Miller¹/Hietpas²) to get quotes on the project. Motion carried 7-0.

- d) Sumac Lane and North Shore Estates Construction- Issue: Board needs to determine if Gersek Construction be allowed to correct the warranty work on Sumac Ln and in North Shore Estates and if the Village should pave the sidewalls of the driveways. Motion: (La Shay¹/Stier²) to send legal notice to Gersek terminating the contract; all costs associated to complete the project come out of the performance bond; Gersek pay penalties as noted in contract; costs reimbursed to any property owner who suffered equipment damage while trying to maintain his/her property. Motion carried 7-0.
- e) Friendship Trail Agreement with Calumet County- Issue: Calumet County has requested that the Village amend the agreement to allow the county to be the lead on the project and that the Village pays 20% of costs plus overruns. Motion: (Stier¹/Moore²) to authorize the Village Manager to sign off on the amended agreement for the construction of the Friendship Trail. Motion carried 7-0.
- f) Ordinance V15-13 Peterson Annexation Ordinance- *Motion (Moore¹/Miller²) to waive the reading of the ordinance. Motion carried.* Motion: (Stier¹/La Shay²) to approve Ordinance V15-13. Motion carried 7-0.
- g) Repairs or Replacement Costs for 2002 Peterbilt (Truck #10)- Issue: Repair costs could exceed \$10,000 but a new body for the truck is quoted at \$23,423.33. Motion: (Moore¹/Sprangers²) to approve the 14' Heil body replacement at \$23,423.00. Motion carried 7-0.

11. Future Agenda Items- It is requested that the board discusses having a Solicitor's Permit.

12. Adjournment- Motion: (Stier¹/Moore²) to adjourn at 9:23pm. Motion carried 7-0.

Jennifer Weyenberg, Village Clerk
Dated July 02, 2015
Approved July 28, 2015

**Applications for Operator Licenses beginning July 1, 2015 ending June 30, 2016
APPROVED JUNE 30, 2015**

Silver Spur
Katherine Asman
Heather Blohowiak

North Shore Golf Club
Jenifer Krzanowski

Wendi Schreiter

Bobbers

Patricia VanGrinsven

Countryside Bar

Katie Prochnow

Jenniece VanDinter

Sheila Butler

Maghan LeBlanc

Shaun Culver

Elizabeth Dain

Waverly Beach

Taylor Kuehl

Tara Fink

Alyssa Schmit

Joel Morgan

John Dominguez

Nicole Alexander

Lucas Nelson

Kathryn Schultz

Abby Justinger

Neel Kapoor

Jonathon Buchinger