

**COMMITTEE OF THE WHOLE
MEETING MINUTES
02/09/16**

The regular meeting of the Committee of the Whole was convened on Tuesday, February 09, 2016 at 6:30pm in the Harrison Municipal Building with Travis Parish presiding. After the Pledge of Allegiance was recited, roll was called.

Members Present: Trustee Joe Sprangers, Trustee Lou Miller, Supervisor Duaine Stillman, Supervisor Karmen Jones, Chair Darlene Bartlein, President Jim Salm, Supervisor Tyler Moore, Supervisor Kevin Hietpas, Supervisor Dave La Shay, and Supervisor Pete Stier.

Staff Present: Planner Mark Mommaerts, Clerk Jennifer Weyenberg, and Administrator Travis Parish.

Communications from Boards or Staff- T. Parish noted that the Dept. of Administration has found the proposed annexation of Cedar Ridge II to be in the public interest.

Approve previous meeting minutes- Motion by P. Stier and second by L. Miller to approve the minutes. Discussion- K. Hietpas requested that the part about him representing the board at a recent Village of Sherwood meeting be stricken from the minutes. J. Sprangers stated that the minutes were an accurate reflection of what was said at the meeting. Motion to approve the minutes carried (without the amendment).

Rules and Procedures for meetings- T. Parish reviewed the current policy for "Rules and Procedures for Board Meetings". Consensus of committee is to leave the policy as is. This will not be brought back to the town or village for action.

Final Assessment for Papermaker Ridge- Speaking on the item was Megan Lisowe, N9016 Papermaker Pass, and she questioned what the reason was behind not giving a credit to the corner lots. Motion by J. Salm and second by D. La Shay to place the final resolution for the assessment of sidewalks in Papermaker Ridge on the next agenda. Motion carried.

Parker Farms II Developer Agreement- The discussion was focused on when acceptance of the road, curb and gutter installation, paving completion, and sidewalks and/or trails installation shall take place. The proposed agreement has "upon direction of Public Works Department, but not more than 3 years" as a deadline. Some on the committee requested 50% completion or 3 years, whichever comes first. Motion by D. La Shay and second by L. Miller to amend the agreement and bring it back for approval at the end of the month. Motion carried.

Future Improvements on Hoelzel property- The committee agreed to allow staff to work with local clubs on a layout for the park. Speaking on the item was Wally Kussmann, N9214 Hedgerow Dr, who was representing a group of people who want to help. This will be brought back to a future committee of the whole meeting.

Accepted offer on Diocese Property- T. Parish present two borrowing options (1) State Trust Fund Loan or (2) Business Bank loan. Staff recommends pursuing a loan through the Business Bank for 10 years at a 3.15% interest rate. Motion by J. Salm and second by T. Moore to place this on the agenda at the end of the month. Motion carried.

Standard Specifications Manual- Staff has worked with the engineer to update the manual. It now includes specifications for sidewalks, utility service laterals, trench backfilling, roadway construction

procedures, and allowable materials. Motion by D. La Shay and second by P. Stier to place the item on the next village board agenda. Motion carried.

Subdivision Improvements Policy- Under the proposed policy, the developer will be required to construct utilities, sewer, water, storm, subgrade, gravel, curb & gutter, with gravel up to the curblin before the final plat is approved and permits issued. Harrison will then assess the cost of sidewalk/trails and asphalt back to the lot owners in accordance with the special assessment policy. The committee wanted to be sure that the property owners are notified about any future assessments. Motion by J. Sprangers and second by D. La Shay to add language regarding the notice to property owners and bring the policy back at the end of the month for approval. Motion carried.

Street Lighting Policy- Motion by D. La Shay and second by L. Miller to bring back to boards at the end of the month for approval. Motion carried.

Reserved Fund Balance Policy- T. Parish presented a resolution stating that Harrison will maintain an unrestricted, unassigned fund balance of not less than 30% of General Fund Expenditures. Motion by P. Stier and second by L. Miller to bring the policy back to the boards at the end of the month for approval. Motion carried.

Assignments to Apportionment Committee- Joe Sprangers and Lou Miller were recommended to represent the Village and Karmen Jones and Darlene Bartlein were recommended to represent the Town. Motion by P. Stier and second by D. La Shay to approve the recommendations. Motion carried.

Update on Website upgrade: K. Hietpas let the committee know that the website upgrades were coming along and it is starting to come together. In the future, we can look at adding photos of the elected officials to the website.

Update on Town of Menasha incorporation- Judge Karen Seifert has found that Town of Menasha's petition meets all of the required standards.

Firelanes 12 & 13 Sewer and Water Survey Results- M. Mommaerts reported that 18 respondents indicated some level of interest in public sewer and water while 30 respondents indicated no interest. Speaking on the item were Gary Yohn, W5551 FL 12; Corey Stumpf, N8340 FL 12; Pete Schuh, W5581 FL 12 and Chad Weyenberg, W5768 FL 12. Most of the residents in attendance said the survey should have included estimated costs for the potential project. D. Bartlein explained that Waverly Sanitary District was interested in obtaining survey results because they were hearing that many people in that area had failing septic systems. Because there is no immediate need, this project will not be pursued at this time.

Department Reports for the Village Manager , Calumet County Sheriff Department, Harrison Fire Rescue, Public Works, and Planning are on file with the Clerk.

There being no other business, a motion by J. Salm and second by L. Miller was made to adjourn at 8:25pm. Motion carried.

Jennifer Weyenberg, Clerk
February 9, 2016
Approved March 8, 2016