

**COMMITTEE OF THE WHOLE  
BOARD MEETING MINUTES  
03/08/16**

The regular meeting of the Committee of the Whole was convened on Tuesday, March 8, 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, Trustee Tyler Moore, Trustee Kevin Hietpas, Trustee Dave La Shay and Trustee Pete Stier.

Staff present: Administrator Travis Parish, Clerk Jennifer Weyenberg, Planner Mark Mommaerts, and Public Works Director Bob Kesler.

Communications from Boards or Staff: none

Approve previous meeting minutes: Motion by P. Stier and second by T. Moore to approve the minutes from 2/9/16. Motion carried 10-0.

Annual Sign Inventory presentation by Building Inspector Paul Birschbach: 13 signs were photographed and presented to the committee for review. All signs were in good shape.

Overtime Policy: Road Department employees Jeff Funk, Mike Wisnet, and Jeff Wisnet asked the committee why the overtime policy was changed that anything over 40 hours worked is OT rather than anything worked over 8 hours per day. Given their responsibilities to snow plow on weekends and in the middle of the night, they asked if the committee would reconsider the change in policy. The committee asked T. Parish to draft a revised policy which allows for OT to be earned after 8 hours worked. This will be brought back to the next Village meeting for action.

Possible Advisory Referendum to change name of Village of Harrison: T. Parish explained that the village needs to market itself in order to attract industrial, commercial, and retail development and if there is still any thought about changing the name, it should happen before money is spent on marketing. After some discussion, almost all of the committee members expressed opposition to changing the name of Village of Harrison. There are no plans to place this on a ballot as an advisory referendum question.

Maintenance agreement with City of Menasha for County LP: Menasha's Mayor submitted a proposal concerning the maintenance of County LP after it has been transferred to all the jurisdictions. No person on the committee supported the proposal. T. Parish will draft a resolution affirming Harrison's position. This will be brought to the next Village meeting for action.

Resolution V2016-02 Final Assessment for construction of sidewalks in Paper Maker Ridge subdivision Subdivision Improvements Policy: This item was referred back to the committee at the last village board meeting with no discussion.

#1- Motion by D. La Shay and second by P. Stier to take no action. Motion carried.

#2- Motion by T. Moore and second by J. Salm to put on the next village agenda. Motion withdrawn after the question was raised if T. Moore could legally make the motion under Robert's Rules.

#3- Motion by J. Salm and second by T. Moore to put this on the next agenda. Motion carried.

Subdivision Improvements Policy: Staff developed a draft policy based on previous Board comments and direction. The proposed policy includes that the developer constructs up front the utilities, sewer, water, storm, subgrade, gravel, curb and gutter, with gravel up to the curblin before the final plat is approved and permits are issued. The village then would assess the costs of the sidewalks/ trails and asphalt back to the lots of the subdivision. Included in the policy is language that the developer and Village will work to inform prospective buyers of the future assessments. It was noted that the village does not have anyone inspecting new home foundations, yard grades, driveways or roadways. After discussion, the consensus from the village board members (the town board formally approved the policy on 02/23/16) was to stick with the current way of handling new subdivisions- that curb and gutter must be installed no less than 2 years but not more than 3 years after the gravel roads have been accepted. Staff was asked to send out an RFP for inspection services. This will come back to the next committee of whole meeting.

Street Lighting Policy: The proposed policy states that street lights will be installed at intersections of Village streets with other arterial/collector streets as indicated in the policy. The list of arterial/collector streets was developed from the list of arterial/collector streets in the Access Control Ordinance. The policy identifies aluminum or fiberglass poles for urban areas and wood poles for rural areas. Fixture type and lighting standards will be based on the need of the location. The draft policy addresses four situations where a new development or neighborhood request may warrant a street light. Scenario 1 - street lighting will be installed during street reconstruction projects along the arterial and collector streets which could be incorporated into the project costs and paid as part of the project. Scenario 2 - citizens could petition for a street light, under this scenario there could be an assessment for the street lighting. Scenario 3 - the Village Board could initiate the placement of a street light to be paid by the Village. Scenario 4 - the Village Board could require street lighting as part of a new subdivision or new streets with initial costs paid by the developer and operation/maintenance costs paid by the Village. J. Sprangers, K. Hieptas, D. La Shay, and P. Stier spoke against having a strict policy in place. T. Moore and L. Miller spoke in favor of the policy that was presented. It was decided to forget the policy for now but incorporate some of the language into the subdivision improvements policy.

Model Ordinance for Construction Site Erosion and Sediment Control and Model Ordinance for Post Construction Stormwater Management: T. Parish asked the committee to hold off on any discussions. Garners Creek Stormwater Utility may be making changes that will affect some of the language. This may come back at a later date for discussion.

Development of park land: The committee agreed the first step should be getting a wetland delineation done. Staff will take of having that done and will bring results back to a future meeting for further discussion.

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

Public Comments- None.

There being no other business, a motion by T. Moore and second by D. La Shay was made to adjourn at 8:41pm. Motion carried.

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Jennifer Weyenberg, Clerk  
March 8, 2016  
Approved March 29, 2016