

**VILLAGE OF HARRISON
BOARD OF REVIEW MEETING MINUTES
05/29/2018**

At 7:00pm on May 29, 2018, the board of review for the Village of Harrison was called to order with Joe Sprangers, Buddy Lisowe, Tyler Moore, Jim Salm, Kevin Hietpas, Gary Nickel, Tamra Nelson and Jennifer Weyenberg present. The BOR was adjourned until July 25, 2018 from 10:00am to noon on a motion and second by B. Lisowe and J. Sprangers. Motion to adjourn carried 8-0.

A regular meeting of the Village of Harrison Board was called to order on Tuesday, May 29, 2018 at 7:05pm in the Harrison Municipal Building, W5298 State Road 114. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Tyler Moore, Kevin Hietpas, Gary Nickel and Tamra Nelson
Board excused: None
Staff present: Village Manager Travis Parish, Clerk Jennifer Weyenberg, Public Works Director Bob Kesler, Fire Chief Amos Mikkelson

Correspondence or Communications from Board and Staff

Petition to Halt Blackoak Street Extension- Aprill Rykal, Christie Lisowe, Bill Weyers, and Mike Cruse of Blackoak Street and Dogwood Lane asked the board to reconsider the plans for the Blackoak St extension. There are concerns about the affect it might have on increased traffic counts in the area especially when County LP is under reconstruction.

Reschedule June 12, 2018 board meeting- Because of the special election for Senate District 1 on 06/12/18, the board room will not be available. The village board will meet on June 19th if needed.

Consent Agenda

Payment of Bills and Claims, Minutes from 04/24/18 and 05/08/18

Discussion: Trustee Hietpas asked to remove the payment of claims from the consent agenda.

Motion: Trustee Lisowe with second by Trustee Moore to approve all remaining items on the consent agenda.

Vote: Motion carried 7-0.

Items removed from consent agenda

Payment of Bills and Claims- Clarification was provided on the installation of a street light, logo work done for Harrison Utilities, and fees paid for a website.

Motion: Trustee Moore with second by Trustee Nelson to approve the bills.

Vote: Motion carried 7-0.

Unfinished Business from Previous Meetings for Consideration or Action

a) Cell Phone Stipend Policy

Discussion: Village Manager T. Parish asked the board members which direction they wanted to take and then he would draft a policy based on their recommendations. No consensus was reached.

Motion: None taken. This issue will be brought back at a future meeting.

Vote: None.

b) Request for Salt Storage

Discussion: Village Manager T. Parish and Public Works Director B. Kesler reported that there aren't enough surplus funds in the budget to move forward with the new storage building. It will be discussed later this fall during the 2019 budget workshops.

New Business for Consideration or Action

a) Purchase New Fire Engine for Harrison Fire Rescue

Discussion: Two bids were received. Fire Apparatus & Equipment, Inc.- Pierce Manufacturing of Appleton bid \$603,170.00 and Custom Fire Apparatus, Inc. of Osceola bid \$512,237.36. Chief Mikkelson recommended purchasing the truck from Custom Fire Apparatus with a "not to exceed" price of \$10,000 over bid price. Trustee Hietpas asked if the committee had looked into the "Build My Pierce" program.

Motion 1: Trustee Hietpas made a motion to direct Chief Mikkelson to look into the "Build My Pierce" program. Motion failed with no second.

Motion 2: Trustee Nickel with second by Trustee Nelson to approve the bid from Custom Fire Apparatus of Osceola at \$522,237.36.

Vote: Motion carried 5-1-1 with Trustee Moore abstaining and Trustee Hietpas opposed.

b) Harrison Fire Rescue 100-year Celebration- Request of the \$3,000 budgeted for Chickenfest fireworks and use of village's building and equipment

Discussion: Station 60 will celebrate 100 years with an event on 09/08/18 and are requesting the village release the \$3000 budgeted for Chickenfest as seed money for their event. Plans for 09/08/18 also include a parade, truck tours, beer sales and a raffle. The event will be run by the Harrison Fire Rescue Auxiliary, which is currently in the legal process of being formed by Wes Pompa and Mike Brantmeier. Staff recommends holding on any approvals until the 501 (c)(3) is formally approved as any funds and permits should be issued to the host of the event.

Motion: None taken. This issue will be brought back once the 501 (c)(3) is formed.

Vote: None

c) Certified Survey Map- Marilyn Hafele, N8366 Hwy 55

Discussion: The applicant is proposing a one lot CSM to split the existing house and shed from the remaining agricultural land.

Motion: Trustee Lisowe with second by Trustee Nelson to approve the CSM.

Vote: Motion carried 7-0.

d) Certified Survey Map- Ma Lee Vang, Schaefer Rd east of Hwy 55

Discussion: The applicant is proposing a three lot CSM to create two lots for family members to build houses on in the future. Lot 2 is proposed to have a road for future splits.

Motion: Trustee Moore with second by Trustee Lisowe to approve the CSM.

Vote: Motion carried 7-0.

e) Development Agreement for Kimberly Heights 2

Discussion: Upfront costs of curb and gutter, concrete paving, and sidewalks will be paid by the village and then reimbursed through special assessments as the lots sell.

Motion: Trustee Nelson with second by Trustee Moore to approve the development agreement for Kimberly Heights 2.

Vote: Motion carried 7-0.

f) Resolution V2018-12 Waiver of Special Assessment Notice and Hearing- Kimberly Heights 2

Discussion: The development agreement between the village and Dercks DeWitt LLC includes provisions for the village to assess costs of curb and gutter, concrete street pavement, and sidewalks to the lots in the subdivision. The resolution allows the village to levy assessments on the benefitted properties without the statutory hearings and notices. The owner must sign the waiver as part of the subdivision approval.

Motion: Trustee Nelson with second by Trustee Moore to approve the resolution.

Vote: Motion carried 7-0.

g) Final Plat- Kimberly Heights 2

Discussion: The 18-lot subdivision is the second phase of Kimberly Heights. Streets have been graveled for Hoelzel Way and Dusty Drive. In the fall, all streets will have an asphalt binder laid down to minimize dust and erosion issues. Lots 82 and 83 have notes indicating that wetland permits are needed for development.

Motion: Trustee Moore with second by Trustee Nelson to approve the plat provided the developer signs the development agreement and the developer signs the waiver of special assessment notice and hearing.

Vote: Motion carried 7-0.

h) Gravel Road Acceptance- Kimberly Heights 2

Discussion: The developer is asking the board to accept the roads in the graveled state so that permits can be issued. The on-site inspectors have verified the construction of utilities, base and gravel.

Motion: Trustee Nelson with second by Trustee Nickel to approve Hoelzel Way and Dusty Drive from Hoelzel Way north to the subdivision plat limits.

Vote: Motion carried 7-0.

i) Intergovernmental Agreement with Calumet County regarding Sanitary Sewer and Water Construction on the CTH LP project

Discussion: Harrison Utilities will be responsible for moving sewer and water mains out of their current location during the urbanization of CTH LP. Because the costs are not covered by the federal grant the county received, an agreement between the county and village is needed. Under the agreement, the village will reimburse the county for all costs associated with alterations or installations of any new water facilities owned and operated by Harrison Utilities not covered by the federal grant.

Motion: Trustee Nelson with second by Trustee Moore to authorize the Village Manager to sign the agreement with the county regarding the sanitary sewer and water construction for the CTH LP project.

Vote: Motion carried 7-0.

j) Future Police Services for the Village of Harrison

Discussion: The county has informed the village that starting next year they will no longer be offering 40 hours per week sheriff services to Harrison. The county's corporation counsel feels the statutes do not allow them to provide for all the police services to the village. They are proposing to assign 5 deputies to Harrison to cover 24/7 service and the estimated cost is \$697,124.85. Village Manager T. Parish explained other options include the village creating its own police department or contract with another city or village for services.

Motion: No motion was made. This issue will be brought back to future meetings for further discussion.

Vote: None.

k) Review Auditor's Recommendations

Discussion: After the village's yearly audit, the auditors recommend that (1) the responsibility for the reconciliations be either the Clerk's or accountant's, (2) the Harrison Utilities employees be placed under the village's payrolls and use the village's FEIN, (3) the accountant position should be full-time rather than 20 hours per week and have a contract with an outside firm to do a quarterly review of the accounts, (4) one software system (WorkHorse) should be implemented for the Utilities and Village instead of having two separate systems.

Motion: Trustee Nelson with second by Trustee Hietpas to authorize the Village Manager to implement the auditors' recommendations.

Vote: Motion carried 7-0.

l) Ordinance to Combine the Clerk/Treasurer Position

Discussion: The current treasurer has given notice of her retirement and this ordinance will merge the treasurer's duties with the clerk's full-time position. Annual audits will be conducted, the Village Clerk/Treasurer will be appointed by the village board for a term of indefinite duration. The powers and duties of the Village Clerk/Treasurer are prescribed by Statutes 61.25 and 61.26.

Motion: Trustee Nelson with second by Trustee Lisowe to approve Charter Ordinance No. 2

Vote: Motion carried 7-0 (2/3 majority vote required).

Reports

*Harrison Fire Rescue responded to 37 calls in April bringing the total to 140 calls for the year.

Closed Session

Discussion: None

Motion: Trustee Lisowe with second by Trustee Nelson to meet in closed session pursuant to Wis. State Stats. §19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever

competitive or bargaining reasons require a closed session in regards to a (a) possible purchase of land and (b) negotiations with Kaukauna Youth Baseball.

Roll Call Vote: Sprangers- aye; Lisowe- aye; Moore- aye; Salm- aye; Hietpas- aye; Nickel- aye; Nelson- aye.

Vote: Motion carried 7-0.

The Village Board did not reconvene into open session and the meeting adjourned in closed session.

Jennifer Weyenberg, Village Clerk

Dated May 29, 2018

Approved June 26, 2018