

**VILLAGE OF HARRISON
BOARD OF REVIEW MEETING MINUTES
05/31/16**

The Board of Review for the Village of Harrison was called into session on May 31st 2016 at 7:00pm in the Harrison Municipal Building by Jim Salm. Roll call was taken.

Members present: Joe Sprangers, Ryan Lisowe, Tyler Moore, Jennifer Weyenberg, Jim Salm, Kevin Hietpas, Dave La Shay, and Tamra Nelson.

Due to the fact the assessment roll is not completed at this time, a motion was made by Tyler Moore and second by Dave La Shay to adjourn the Board of Review until the 13th day of July, 2016 from 10:00am to noon. Motion carried.

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BOARD MEETING MINUTES
05/31/16**

A regular meeting of the Village of Harrison board was convened on Tuesday, May 31, 2016 at 7:02 with President Jim Salm presiding. After the Pledge was recited, roll was called.

Members present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Tyler Moore, Kevin Hietpas, Dave La Shay, and Tamra Nelson.

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

Correspondence or Communications from Board and Staff: T.Parish let everyone know that Darboy Sanitary District has decided to move forward with keeping DARBOY USA on the water tower.

Public Comments: (1) Molly Mueller spoke in favor of approving the CUP (item 10H); (2) Joe Plutz, Garnet Dr, asked if there was going to be drainage work in the Emerald, Golden, Garnet area. T. Parish explained that the permanent solution of removing cattails is difficult but it'll be talked about at budget time as to whether or not curb and gutter can be installed.

Consent Agenda

- a) Municipal Payments of \$420,494.35
- b) Minutes from 04/26/16 (VB)
- c) Discharge of Firearms Application for Corey Stumpf (N8340 Firelane 12)
- d) Temporary Class "B" License for Kiwanis Club of Darboy (2016 ChickenFest)
- e) Operator Licenses for Tammy Janssen, Martin Pingel, Dennis Sweere, Jodi Avery (ChickenFest 2016)

Motion by Trustee La Shay and second by Trustee Nelson to approve all items on the consent agenda. Motion carried 7-0.

Unfinished Business from Previous Meetings for Consideration or Action

Select representatives from Sherwood for joint meeting: Travis Parish updated the board that Sherwood has selected Buddy Lisowe and Kevin Hietpas from our board. T. Parish recommended Roger Kaas and Stacy Gedman. Motion by Trustee Nelson and second by Trustee Lisowe to approve the recommendations of Roger Kaas and Stacy Gedman as the representatives. Motion carried 7-0.

2016-17 applications for license to deal in intoxicating liquor and fermented malt beverages: Motion by Trustee Nelson and second by Trustee Hietpas to approve the applications. Motion carried 7-0. Applications approved are:

CLASS B COMBINATION LIQUOR & BEER

Darboy Club, Inc., Mark P. Tatro, Agent, N4810 35th Drive, Fremont WI 54940

Location: Darboy Club, N9695 CTH N

Menasha Entertainment LLC, Kevin Weaver, Agent, 1143 Highland Ave, Beloit WI 53511

Location: Blu Sapphires, W7195 Hwy 10 & 114

Kenneth Sprangers, W2245 Harvestore Road, Hilbert WI 54129

Location: Silver Spur, W5779 CTH KK

Rock II LLC, Thomas Jack, Agent, N7759 Palisades Trail, Sherwood WI 54169

Location: Waverly Beach, N8770 Firelane 1

Bobbers LLC, David Levknecht, Agent, N5564 Lakeshore Drive, Hilbert WI 54129

Location: Bobbers, W5204 Faro Springs Road

Countryside Bar & Grill, Inc., Daniel Harrell, Agent, W5360 Hwy 114, Menasha WI 54952

Location: Countryside Bar & Grill, W5302 Hwy 114

North Shore Golf Club, Inc., Barbara Schaffer, Agent, N231 Forest Ave, Sherwood WI 54169

Location: North Shore Golf Club, N8421 North Shore Road West

CLASS A COMBINATION LIQUOR & BEER

Darboy Corner Store Inc., Patricia Rodencal, Agent, N9573 Tyler Lane, Kaukauna WI 54130

Location: Darboy Corner Store, N9690 Hwy N

2016-17 applications for license to deal in cigarette and tobacco products (Kenneth Sprangers, Darboy Corner Store, Inc.): Motion by Trustee Moore and Trustee Nelson to approve the applications. Motion carried 7-0.

Resignation of Fire Chief Kevin Kloehn: T. Parish announced the resignation of Chief Kloehn and referenced the resignation letter submitted by Kevin. He has accepted the position as the full-time Fire Chief of the Neenah-Menasha Department and will not be able to work daytime hours for Harrison. He is offering to help with the transition and would be available after 4:00pm most weekdays and the weekends for whatever tasks that need to be completed. Motion by Trustee La Shay and second by Trustee Nelson to accept the resignation of Fire Chief Kevin Kloehn as of May 31st. Motion carried 6-0 with Trustee Moore abstaining. The board and staff acknowledged the great work and leadership on Kevin over the past 8 years.

Discuss options for Fire Chief position: T. Parish explained that Town of Buchanan is currently in the process of hiring a chief and there is a possibility of forming a partnership, however, he has concerns about how the two departments would handle cost sharing of equipment. He also added that there have been conversations with Combined Locks, Kimberly, Little Chute about a centralized department. He requested that the board authorize him to talk with Buchanan to find out if they would be interested in creating an organization based off the Neenah-Menasha Department which has one chief over-seeing both departments.

Trustee Moore wants to be sure that the inspections and ISO ratings are kept up and supports the idea of an interim chief. Trustee Nelson wants to talk with other Fire Department members and ask what they see as a viable option but agrees that an interim chief makes the best sense while the board looks at other options.

Motion #1 by Trustee Nelson to hire an interim fire chief and look at merging with Buchanan (by having a series of discussions with our Fire Department leadership). No second; motion failed.

Trustee Sprangers suggested that we meet with our fire department leadership and get information from them then put it on the next agenda. Deputy Chief Mike Brantmeier suggested that the board just meet with the deputy chiefs and assistant chiefs first before opening it up to everyone.

Motion #2 by Trustee La Shay and second by President Salm to have T. Parish propose options 1-4 (1- hire a part time chief, 2- work with Buchanan on a shared chief position, 3- work with Buchanan to create a Neenah-Menasha Fire Department model, 4- full merger with Buchanan Fire Department) to the Deputy and Assistant Chiefs and report back to the board with which one they would support.

Trustee Sprangers requested that board members be added to the discussion with the chiefs. Trustee La Shay withdrew his motion after the board agreed that they were not interested in sharing a chief with Buchanan.

Motion #3 by Trustee Nelson and second by Trustee Lisowe to appoint an interim chief and pursue additional meetings to look at our options.

Motion #4 by Trustee Sprangers and second by Trustee Hietpas to amend the motion and appoint Mike Brantmeier as our acting chief. The amendment was accepted 6-0 (with Trustee Moore abstaining). The amended motion carried 6-0 with Trustee Moore abstaining. Trustee Sprangers will meet with T. Parish to arrange a time to meet with the Fire Department leadership.

Request to remove garbage and recycling charges from N6473 Harrison Road: The property owner requested removal of the bins as he takes all of his garbage back to his permanent address. The board discussed the original policy of the Town and Village which was that all properties with buildings are to receive garbage & recycle bins and be charged accordingly. Motion by Trustee La Shay and second by Trustee Nelson to deny the request. Motion carried 7-0.

Phone policy for employees: The current policy provides older model phones that are offered for a penny through our phone plan but they do not have the high tech features that would be nice to have out in the field. Often times the staff members still carry two phones and use a personal phone to take photos or pull up drainage plans, plat maps, etc. T. Parish recommended that the Board approve providing a monthly stipend to full time employees and the Fire Chief in the amount of \$45 for business use of personal cell phones. Trustee Moore supported purchasing durable equipment that would support the needs of the road department. Trustee Lisowe spoke in favor of the staff carrying 2 phones (one personal and one business) so that there is a separation of work and personal time. The consensus of the board was that staff members should not be working after 3:30pm and the business phones shouldn't be used after business hours. Both the Village Clerk and Public Works Director spoke about the expectations and deadlines that often need to be handled outside of office hours and how the use of phones is beneficial during those times.

Motion by Trustee Nelson and second by Trustee Lisowe that we keep the status quo. Motion carried 7-0.

Approve selection of Street Construction & Grading Inspection Consultant: Motion by Trustee La Shay and second by Trustee Lisowe that we approve staff recommendation of entering into a contract with SEH, Inc for new development plan review and street construction and drainage facility inspection and new home grading and driveway inspections. Trustee Sprangers questioned why cost comparisons were not provided and Planner Mark Mommaerts explained that the costs will be a “pass through” and added to the building permits. There would be no financial impact on the village. Motion carried 7-0.

Conditional Use Permit- Troy & Molly Mueller, Pigeon Road: The applicants have requested to operate a trade and contractor business from a 30'x45' building. Such a business is a conditional use permit in AG zoning. Motion by Trustee Moore and second by Trustee Hietpas to accept the CUP with the following 10 recommendations:

1. All equipment, materials, and other items related to the business shall be stored inside. No outside storage of business related items shall be allowed. Vehicles stored outside of the building shall be screened from view from the roadway by a fence, plantings, or a combination thereof.
2. Zoning permits, which meet the requirements of the zoning ordinance, shall be obtained for all building construction.
3. An erosion control permit shall be obtained.
4. The Building Inspector shall be consulted regarding building permits, including state permits if needed.
5. The Calumet County Planning Department shall be consulted regarding sanitary permits.
6. All signage shall require a separate permit and shall meet the requirements of the zoning ordinance.
7. Screening of all parking and loading areas from adjacent properties shall be provided either through a solid fence (wood, vinyl or other similar aesthetic material) or plantings.
8. A dumpster enclosure shall be provided that meets, or exceeds, the requirements of the zoning ordinance.
9. The home and horse barn/agricultural building shall be built within 3-years of the shop building in order to be consistent with the Comprehensive Plan.
10. Failure to comply with these conditions may cause for the Conditional Use Permit to be revoked.

Motion carried 7-0.

Northshore Woods drainage problems: T. Parish explained that the village has received a number of complaints that sump pump water is being dumped onto neighboring properties. Staff has noticed that there is only a partial storm sewer system in the plat and recommends that a mini storm sewer system be constructed for some of the backyards. No formal action was taken; the board requested that more information be gathered. They would like to see the costs incurred if the Public Works Department completes the project.

Create Ad Hoc Committees for Public Works and Parks: T. Parish introduced the idea of an ad hoc public works committee and ad hoc parks committee that could meet during the day with staff. This would allow for board members to serve on a committee and get out there looking at projects and have a better understanding of what's going on in the village. Motion by Trustee Lisowe and second by Trustee Nelson to create ad hoc committees for public works and parks. Motion carried 7-0.

Ordinance V16-04 Annexation of Territory (Birling): Motion by Trustee Moore and second by Trustee La Shay to adopt Ord V16-04. Motion carried 7-0.

Ordinance V16-05 Annexation of Territory (Luniak): Motion by Trustee Moore and second by Trustee Lisowe to adopt Ord V16-05. Motion carried 7-0.

Ordinance V16-06 Annexation of Territory (Kolosso/Dubie): Motion by Trustee Moore and second by Trustee Hietpas to adopt Ord V16-06. Motion carried 7-0.

Ordinance V16-07 Annexation of Territory (Smith/Wonser): Motion by Trustee Moore and second by Trustee La Shay to adopt Ord V16-07. Motion carried 7-0.

Ordinance V16-08 Amendments to Chapter 117- Zoning: The proposed amendments address mini-warehousing, parks and boathouses, fences, message signs, and parking requirements. Motion by Trustee Sprangers and second by Trustee La Shay to adopt Ord V16-08. Motion carried 7-0.

Ordinance V16-09 Amendments to Sec. 22-90 Contractor Requirements: The amendment clarifies the provisions for tracking pads at construction sites. Motion by Trustee La Shay and second by Trustee Moore to adopt Ord V16-09. Motion carried 7-0.

Motion by Trustee La Shay and second by Trustee Nelson to enter 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 developer agreement with Lake Park Sportzone. Motion carried on a roll call vote: Sprangers- aye; Lisowe- aye; Moore- aye; Salm- aye; Hietpas- aye; La Shay- aye; Nelson- aye.

The board adjourned in closed session.

Jennifer Weyenberg, Village Clerk

Dated June 1, 2016

Approved June 28, 2016