

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
11/14/2017**

A regular meeting of the Village of Harrison was called to order on Tuesday, November 14, 2017 at 7:00pm in the Harrison Municipal Building. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Kevin Hietpas, Dave La Shay, Tyler Moore and Tammy Nelson  
Board excused: None  
Staff present: Village Manager Travis Parish, Clerk Jennifer Weyenberg, Public Works Director Bob Kesler and Planner Mark Mommaerts

Correspondence or Communications from Board and Staff

Trustee Lisowe reported that a resident contacted him about cars speeding on Blackoak St.

Public Comments

Gary Nickel, Red Clover Trail, asked about the subdivision being developed at the corner of County N and Schmidt Rd. He was in favor of incorporating green space in that area.

Consent Agenda

Applications for Operator License (expiring June 30, 2018), Minutes from 10/24/17, Permission to Occupy Drainage Easement Agreement for fence (W5969 Sweet Pea Dr), Discharge of Firearms Applications for Pigeon Rd, Stommel Rd, and Manitowoc Rd, Certificate of Payment #2 in the amount of \$130,910.94.

Discussion: Trustee Nelson requested that the discharge of firearms application for Manitowoc Rd be removed from the consent agenda.

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

Vote: Motion carried 7-0.

Items Removed from Consent Agenda

Discussion: Letter from City of Menasha's Mayor, Don Merkes, was shared with the board. The City has concerns about the proximity of the hunting land to its subdivisions.

Motion: Trustee Hietpas with second by Trustee Moore to approve the discharge of firearms application.

Vote: Motion carried 7-0.

Unfinished Business from Previous Meeting for Consideration or Action

a) Change in Fire Dept. Bank Accounts (Petty Cash)

Discussion: T. Parish recommended that this item be postponed.

Motion: Trustee La Shay with second by Trustee Moore to postpone.

Vote: Motion carried 6-1 with Trustee Moore abstaining.

New Business for Consideration or Action

a) Request to Reimburse \$75.00 Replacement Garbage Cart Fee

Discussion: The property owners at N7407 Hwy 55 requested that the village waive the \$75 fee for their replacement garbage cart. The policy has always been to invoice the property owners for this charge after Advanced Disposal charges the village for the cost.

Motion: Trustee Nelson with second by Trustee Lisowe to deny the request.

Vote: Motion carried 6-1 with President Salm opposed.

b) Redo driveway aprons at W6849, W6865 and W6873 Hazelnut Lane

Discussion: Some of the properties on Kernan Ave and Hazelnut Ln were assessed for a mini-storm sewer system in the ditchline; as part of this work, the culverts were reset and the driveways were repaved with the village covering the costs. The contractor has not been back out to W6849, W6865 and W6873 Hazelnut Ln to fix the driveway problems discovered shortly after the project was completed. The property owners are asking for a guarantee that the aprons will be redone before they pay for the mini-storm sewer assessment.

Motion: Trustee La Shay with second by Trustee Hietpas to contact the village attorney and ask him to draft a letter to be sent to the contractor notifying him that the work of replacing the driveways needs to be completed within one (1) year otherwise the funds retained will be used to hire another contractor to complete the work.

Vote: Motion carried 7-0.

c) Agreement for Professional Services for Manitowoc Road Park

Discussion: Trustee Sprangers requested that the item be postponed to later in the meeting as this was related to a closed session issue.

Motion: Trustee Sprangers with second by Trustee Hietpas to postpone.

Vote: Motion carried 7-0.

d) Approve Release of Easement for Lot 9 of Lake Cottage Court

Discussion: The developer is requesting a release of a portion of a sewer and water easement in order for a proposed house to be built on Lot 9 of Lake Cottage Court in the City of Menasha. Staff has reviewed this request and agree that the easement is not needed and can be released.

Motion: Trustee Lisowe with second by Trustee Hietpas to approve the release of easement.

Vote: Motion carried 7-0.

e) Approve 2017 Budget Amendments for Harrison Utilities

Discussion: Adjustments were made to reflect overages and underages.

Motion: Trustee La Shay with second by Trustee Nelson to approve the budget adjustments.

Vote: Motion carried 7-0.

f) Approve Intergovernmental Jurisdictional Agreement Regarding Maintenance of CTH LP upon transfer to Village of Harrison and City of Menasha

Discussion: T. Parish recommended that this item be postponed.

Motion: Trustee Lisowe with second by Trustee Hietpas to postpone until the village receives final plans.

Vote: Motion carried 7-0.

g) Approve Fire Department By-Law Changes

Discussion: T. Parish requested that this item be postponed.

Motion: Trustee Lisowe with second by Trustee Sprangers to postpone.

Vote: Motion carried 7-0.

h) Exercise Option to Purchase Compost Site at W4476 Merbach Rd

Discussion: T. Parish requested a formal motion be recorded on this issue.

Motion: Trustee Nelson with a second by Trustee Sprangers to exercise option to purchase the compost site at W4476 Merbach Road at \$50,000.

Vote: Motion carried 7-0.

i) Collection of Property Tax Bills on Town Parcels Annexed to the Village

Discussion: T. Parish and J. Weyenberg informed the board that the WI Dept. of Revenue is assuming there will be both Town tax bills and Village tax bills issued this December because there was town property in existence on January 1, 2017. Village staff has countered the DOR's stance arguing that because the Town was nonexistent when the village determined its budget, the two rolls and equalized values should be merged into one. Staff has cited Wis. State Stats 66.0235 (13) (aa) which reads, "If the town in which territory was located on January 1 is nonexistent when the city or village determines its budget, any taxes certified to the town or required by law to be levied against the territory shall be included in the budget of the city or village and levied against the territory, together with the city or village tax for local municipal purposes." Calls and emails to the DOR have not been returned and the County Treasurer is also waiting for a response from the State. The village contends that the town cannot issue tax bills because there is no town board to authorize the bills or levy, no town voters to adopt the departmental budgets, and no town clerk or treasurer to collect the tax payments.

Motion: None; this was informational only.

Vote: None taken.

#### Reports of Ad Hoc Committees and Departments

Fire Chief Mikkelson provided an Activity Report for October 2017.

#### Closed Session

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 Blackoak Street ROW acquisition settlement and Manitowoc Rd Park land acquisition.

Discussion: None

Motion: Trustee Lisowe with second by Trustee Sprangers to enter closed session.

Vote: Roll Call vote carried with Sprangers, Lisowe, Moore, Salm, Hietpas, La Shay and Nelson voting "aye".

The board reconvened into open session at 8:17pm to address agenda item 10 (c).

Discussion: None.

Motion: Trustee Nelson with second by Trustee Lisowe to accept the recommendation to approve the Professional Services Agreement with McMahon.

Vote: Motion carried 6-1 with Trustee Sprangers opposed.

There being no other business, a motion was made by Trustee Lisowe and a second by Trustee Nelson to adjourn at 8:25pm. Motion carried 7-0.

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Jennifer Weyenberg, Village Clerk  
Dated November 14, 2017  
Approved November 28, 2017