

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
11/27/18**

A regular meeting of the Village of Harrison Board was called to order on Tuesday, November 27, 2018 at 7:00pm 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, Tamra Nelson
Board excused: Trustee Gary Nickel
Staff present: Clerk Jennifer Weyenberg, Village Manager Travis Parish, Public Works Director Bob Kesler, Building Inspector Paul Birschbach

Correspondence or Communications from Board and Staff

None

Consent Agenda

Payment of Bills and Claims, Minutes from 10/31/18 & 11/13/18, Operator License for Tammy Mehlberg

Discussion: None

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

Vote: Motion carried 6-0.

Items Removed from Consent Agenda

None

Appointments

a) Neenah-Menasha Sewerage Commission (Harrison Utilities Representative) for 3-year term

Discussion: None

Motion: Trustee Lisowe with second by Trustee Hietpas to appoint Village Manager Travis Parish to a 3-year term. There were no other nominations.

Vote: Motion carried 6-0.

Unfinished Business from Previous Meetings for Consideration or Action

a) None

New Business for Consideration or Action

a) Certified Survey Map- Kent Gross

Discussion: The applicant is proposing a 2-lot CSM for land located at W6387 Manitowoc Rd. Lot 1 will be 3.7 acres with existing house and accessory buildings. Lot 2 will be 6 acres which will be further subdivided and known as the Hidden Pines subdivision. 33' will be dedication for a future road, and another 7' will be dedicated to the public for future acquisition. The additional ROW will allow for future urbanization and pedestrian facilities along Manitowoc Rd.

Motion: Trustee Nelson with second by Trustee Hietpas to approve the CSM including the agreement (known as the "option to purchase"), with \$1,500.00 check from developer.

Vote: Motion carried 6-0.

b) Certified Survey Map- Nels & Trisha Rose

Discussion: The applicant is proposing a 1-lot CSM in order to combined two properties into one. The combination will allow them to remove the property lines and setback requirements in order to build a new home.

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

Vote: Motion carried 6-0.

c) Park Impact Fee Waiver Request for Care Partners Assisted Living

Discussion: The developer is proposing an assisted living facility for property along Amy Ave east of State Park Road and will have approx. 56 residential living units. The village requires an \$800 park impact fee for single-family dwellings and \$740 fees for multi-family. The developer is asking that the village waive the park impact fee due to the nature of their business. Staff does not recommend waiving the fee completely, but negotiating a reduced fee.

Motion: Trustee Lisowe with second by Trustee Hietpas to reduce the park impact fee to \$400 per unit.

Vote: Motion carried 6-0.

d) Approve Building Inspector's Contract

Discussion: The inspector's current 3-year deal ends this year and he is requesting another 3-year contract commencing January 1, 2019. There are some increases to permit costs, in addition to new permits being required for detached garages, siding, roofing, and windows.

Motion: Trustee Lisowe with second by Trustee Nelson to approve the contract with the addition that permits contain language related to ATCP-110.

Vote: Motion carried 6-0.

e) Authorize Placement of Culvert in Right-of-Way on Firelane 12

Discussion: A 48" culvert pipe has been installed at the property to address drainage concerns, but 10-feet of the pipe was placed in the village's road right-of-way. The owners are asking for after the fact permission to keep the culvert in place. Staff recommends denial of the request.

Motion: Trustee Sprangers and second by Trustee Nelson to deny the request due to future maintenance concerns and potential liability for future flooding issues.

Vote: Motion carried 4-2 with Trustee Moore and President Salm opposed.

f) Authorize Amendments to Personnel Manual

Discussion: The village's attorney reviewed the manual and made updates to the grievance policy and types of separation. The Village Board asked that the changes to the cell phony policy be included in the personnel manual as well. Those changes will be brought back at a future meeting.

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

Vote: Motion carried 6-0.

g) Approve 2019 Sewer Rates for Harrison Utilities

Discussion: Waverly Sanitary District used to apply a tax levy to all properties within the district to pay for a portion of the operation and maintenance of the sewer system. Properties were levied a tax on top of the normal sewer rates. Staff is requesting that Harrison Utilities (formerly Waverly Sanitary District) increase the sewer rates and get rid of the tax levy.

Motion: Trustee Moore with second by Trustee Nelson to increase the sewer rates and remove the tax levy for sewer.

Vote: Motion carried 6-0.

h) Approve Revised Exhibit A for Termination Agreement for Garners Creek Stormwater Utility

Discussion: The board previously approved the termination of Garners Creek, which included the allocations of TSS known as "Exhibit A". The engineer has since determined that the table in Exhibit A was incorrect and made revisions.

Motion: Trustee Lisowe with second by Trustee Hietpas to approve Revised Exhibit A for Termination Agreement for Garners Creek Stormwater Utility

Vote: Motion carried 6-0.

Reports

Activity reports for Zoning Permits, Harrison Fire Rescue, and the Calumet County Sheriff's Department were distributed along with the Treasurer's Statement of Income and Expenses and a report from the Village Manager.

Closed Session – Personnel Matter

Motion by Trustee Lisowe with second by Trustee Hietpas to enter closed session.

Roll Call Vote: Sprangers- aye

Lisowe- aye
Moore- aye
Salm- aye
Hietpas-aye
Nelson- aye

Pursuant to Wis. Stats §19.85(1)(g), the board met in closed session to confer with legal counsel about strategy regarding current or likely litigation.

The village board did not reconvene in open session. The meeting adjourned in closed session.

Jennifer Weyenberg, Village Clerk-Treasurer
Dated November 27, 2018
Approved by the Village Board on December 11, 2018