

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
06/25/19**

A regular meeting of the Village of Harrison Board was called to order 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 Kevin Hietpas, Trustees Lou Miller, Buddy Lisowe, Darlene Bartlein, Tyler Moore, Gary Nickel
Board excused: None
Staff present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts

Correspondence or Communications from Board and Staff

- a) Resignation of Village Trustee Tamra Nelson: Clerk Jennifer Weyenberg informed the board that Tamra Nelson submitted her resignation letter. Trustee Nelson wishes to vacate her seat effective immediately.
- b) Submitted at the meeting: An email was received from the Wives of Green Bay Fire Fighters who are looking to name a soccer field after Mitchell Lundgaard.

Options to Fill Office Vacancy in Accordance with Wisconsin Statute §17.24

Discussion: The village board has the option to call for a special election, leave the seat vacant, or fill it by appointment. This term will expire April 2020.

Motion: Trustee Nickel with second by Trustee Bartlein to fill the vacancy by appointment. Applications must be received by July 12, 2019.

Vote: Motion carried 6-0.

Set Public Hearing Date for Proposed Amendment to Village's Existing Ordinance Imposing Public Facilities Impact Fees

Discussion: Village Manager Travis Parish requested that the board hold the public hearing on July 30th at 7:00pm.

Motion: Trustee Moore with second by Trustee Lisowe to set the public hearing date for 07/30/19 at 7:00pm.

Vote: Motion carried 6-0.

Public Comments

Resident at W6404 Dogwood Lane said the new LED street light at the intersection is very bright and asked if a different structure could be considered.

Resident at W5907 Blazing Star asked if the board is considering curb and gutter along Noe Road and Blazing Star.

Resident at W6032 Pearl Drive asked about future drainage and road improvements on Pearl Dr.

Consent Agenda

Payment of Bills and Claims; Minutes from 06/11/19; Approve Agent Brian Rasmussen (Lake Park Pub, Inc.); Approve Agent Brian Rasmussen (Little Chicago Dining and Spirits LLC); Applications for Operator Licenses expiring June 30, 2020; Applications for Class A and Class B Licenses expiring June 30, 2020; Applications for Tobacco Licenses expiring June 30, 2020; Certificate of Payment #2- Farmers Field Park Storm Sewer Construction \$14,105.75; Certified Survey Map for Dercks DeWitt LLC- Dusty Drive
Discussion: None

Motion: Trustee Nickel with second by Trustee Moore to approve.

Vote: Motion carried 6-0.

Appointment

a) Village Trustee (term expiring 04/20/20)

Discussion: None. Applications will be accepted through July 12, 2019.

Motion: None

Vote: None

New Business for Consideration or Action

a) Approve Sewer and Water Extension for Hidden Pines Subdivision

Discussion: Martenson & Eisele recommends approving the sewer and water extension plans, contingent upon a waiver of assessment being signed.

Motion: Trustee Lisowe with second by Trustee Miller to approve the Hidden Pines sewer and water extension plans contingent upon a waiver of assessment being signed.

Vote: Motion carried 6-0.

b) Revised Preliminary Plat for Hidden Pines Subdivision- Harrisville Lane

Discussion: The developer is proposing a revised plan that will now have 11 lots instead of 10. The stormwater pond will be smaller to cover the needs of just this subdivision rather than a larger one to cover adjacent areas. No change to the road layout is being proposed.

Motion: Trustee Moore with second by Trustee Moore to approve the revised preliminary plat with the following conditions:

1. A temporary turnaround shall be constructed until the east/west road is extended.
2. All lots shall have a storm sewer lateral provided for sump pump discharge.
3. Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction.
4. A Development Agreement shall be executed prior to approval of the final plat.
5. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.
6. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
7. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
8. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
9. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
10. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
11. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
12. All other improvements, including but not limited to, curb & gutter, concrete paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.
13. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
14. Multiple benchmark locations shall be established for use during building construction.
15. All environmental corridors shall be clearly identified and setback lines to be indicated.
16. High-back, integral concrete curb shall be utilized rather than the mountable curb.
17. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots.
18. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet.
19. All Storm Sewer Easements shall be 30-feet in width, all other drainage easement may be 20-feet in width.

Vote: Motion carried 6-0.

c) Final Plat- Hidden Pines

Discussion: None

Motion: Trustee Lisowe with second by Trustee Moore to approve the final plat with the following conditions:

1. Note #10 under Village Notes shall be removed.

2. Wetland disturbance permits granted by the appropriate entity(ies) shall be obtained for all wetlands within the areas dedicated to the public and a copy of such permit given to the Village.
3. A temporary turnaround shall be constructed until the east/west road is extended. (*indicated on plans*)
4. All lots shall have a storm sewer lateral provided for sump pump discharge. (*indicated on plans*)
5. Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction. (*completed*)
6. A Development Agreement shall be executed prior to approval of the final plat.
7. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement. (*completed*)
8. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
9. Any proposed streetlights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
10. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
11. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
12. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
13. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
14. All other improvements, including but not limited to, curb & gutter, concrete paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.
15. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff. (*completed*)
16. Benchmarks shall be set on all hydrant tag bolts.
17. All environmental corridors shall be clearly identified and setback lines to be indicated. (*completed*)
18. High-back, integral concrete curb shall be utilized rather than the mountable curb. (*indicated on plans*)
19. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots. (*indicated on plans*)
20. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet. (*indicated on plans*)
21. All Storm Sewer Easements shall be 30-feet in width, all other drainage easement may be 20-feet in width. (*indicated on plans*)

Vote: Motion carried 6-0.

d) Resolution V2019-07 Wisconsin Department of Natural Resources NR208-2019 Compliance Maintenance Resolution for Harrison Utilities

Discussion: It is required under a WPDES permit to file a Compliance Maintenance Annual Report.

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

Vote: Motion carried 6-0.

e) Award Bid to MCC Inc. for Paving Kesler Road and State Park Road contingent upon approval by Village of Sherwood

Discussion: Village of Sherwood Engineering Firm, Cedar Corporation, recommends both communities award the project. The bid amount was \$273,998.20

Motion: Trustee Lisowe with second by Trustee Miller to award the bid.

Vote: Motion carried 6-0.

f) Subdivision Development Agreement Standards

Discussion: Staff is recommending that the board adopt a standard development agreement as it is important to have a consistent approach to how subdivisions are constructed. The board consensus is to require concrete streets, require the developer to submit a financial guarantee to cover cost of remaining roadwork, require inspections of road construction by village staff, let gravel roads sit for 2 years, make gravel roads sit through one freeze/thaw cycle, require gravel roads to have a binder prior to acceptance, install sidewalks at the same time as curb & gutter, allow permits to be issued after Village accepts roads.

Motion: None. These draft items will be brought back to a future meeting.

Vote: None

g) Amend Development Agreement for Hidden Pines and Creekside Estates

Discussion: The developers are requesting that the village assesses for concrete roads, rather than be responsible for holding a financial guarantee.

Motion: President Hietpas with second by Trustee Miller to have the village assess for concrete roads.

Vote: Motion carried 3-2 with Trustee Lisowe and Trustee Nickel opposed. Trustee Bartlein was excused from the meeting at 8:05pm.

h) Driveway Opening Standards

Discussion: The current zoning ordinance states that one vehicular opening is permitted per lot for single-family lots.

Motion: Trustee Lisowe with second by Trustee Miller to send this to plan commission for them to amend the ordinance and allow two driveways per lot.

Vote: Motion carried 4-0 with Trustee Bartlein absent and Trustee Nickel abstaining.

Closed Session

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

Roll Call Vote: Miller-aye
Lisowe- aye
Bartlein- absent
Hietpas- aye
Moore- aye
Nickel- aye

Pursuant to Wis. Stats. §19.85(1)(e), the Board met in closed session to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business when competitive or bargaining reasons require a closed session- Determination of village owned property at Hwy 55 and CTH KK

The meeting adjourned in closed session.

Jennifer Weyenberg, Village Clerk-Treasurer
Dated June 25, 2019
Approved by the Village Board on August 27, 2019