

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
06/27/2017**

A regular meeting of the Village of Harrison was called to order on Tuesday, June 27, 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, Tyler Moore, Kevin Hietpas, and Tamra Nelson

Board excused: Trustee Dave La Shay

Staff present: Village Manager Travis Parish, Planner Mark Mommaerts, Clerk Jennifer Weyenberg

Correspondence or Communications from Board and Staff

-Trustee Moore reported that there are 6 hot air balloons scheduled for the Summer Fun in the Park "Flight Night."

-Trustee Lisowe reported that the issue addressed in an email from Wes Pompa (Manitowoc Road) is being looked into.

Public Comments

-Al Griesbach (Darboy Drive) voiced his frustration with the road work and clean-up in his area.

Consent Agenda

- a) Minutes from 05/30/17, 06/13/17
- b) Payment of Bills and Claims
- c) Renewal Operator Licenses for July 1, 2017-June 30, 2018
- d) New Operator Licenses for July 1, 2017-June 30, 2018

Discussion: None

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

Vote: Motion carried 6-0.

Appointments

- a) None

Unfinished Business from Previous Meetings for Consideration or Action

- a) Preliminary Plat- Kimberly Heights- Dercks DeWitt LLC

Discussion: Concerns of limited green space and safely connecting the subdivision to Sunrise Elementary School were discussed. T. Parish reported that he has spoken with the developers and there has been positive feedback about some type of overpass on County N.

Motion: Trustee Moore with second by Trustee Nelson to approve the preliminary plat for Kimberly Heights with the following conditions:

1. *A zoning map amendment (rezoning) shall be submitted to rezone the property from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1].*
2. *A “12’ Utility Easement” shall be granted to include the Village of Harrison and Darboy Sanitary District as a Grantee for the purposes of maintenance, repair, and/or replacement of sanitary or water infrastructure and access thereto.*
3. *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.*
4. *All lots shall have a storm sewer lateral provided for sump pump discharge.*
5. *All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.*
6. *All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.*
7. *The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.*
8. *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.*
9. *All comments from the Village engineer shall be included in the Plan Commission discussion and decision.*
10. *Typical Street Section to be in accordance with the Village of Harrison Standard Specifications Manual for Concrete Streets.*
11. *High-back, integral concrete curb shall be utilized rather than the mountable curb.*
12. *Wetland determinations and/or studies shall be provided to the Village.*
13. *A note shall be added to the plat indicating access control to County N and Schmidt Road.*
14. *A note shall be added to the final plat indicating that the Village of Harrison will assess all lots for street improvements, including but not limited to, curb & gutter, concrete pavement, and sidewalks.*
15. *Location of all sidewalk curb ramps shall be approved by Harrison staff.*
16. *A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.*
17. *Final utility and street plans shall be reviewed and approved by the Village Engineer and Village staff prior to approval of the Final Plat and prior to utility and street construction.*
18. *Benchmarks shall be established on all hydrant tag bolts.*
19. *All environmental corridors shall be clearly identified and setback lines to be indicated.*
20. *Temporary turn-around to be provided on dead-end streets longer than 150-feet.*
21. *A 25-foot easement for a landscaping berm and plantings shall be added to the final plat. Details on the berm design and plantings shall be indicated in the final plans.*
22. *Grading/Drainage Plan shall identify elevations of ground at the foundation.*
23. *The Stormwater Management Plan shall also be approved by Garner’s Creek Stormwater Utility for the portion of the subdivision that will be utilizing the Van’s Road Pond.*
24. *All road names shall be approved by the Appleton Post Office, the Village of Harrison, and Calumet County E911.*
25. *The size of the pipe associated with existing MH M is different on the draft Preliminary Plat than on the Topographic Survey (Sheet 1.5).*
26. *The number should be updated for the recently completed CSM associated with Lot 2 to the east.*

27. *Temporary cul-de-sac easements may be desirable for emergency vehicles and snow plowing, etc.*
  28. *Vision corner easement(s) are recommended.*
  29. *Restricting direct vehicular access to Schmidt Road and CTH N.*
  30. *A drainage easement along Lots 15-17 outside of the proposed plat shall be obtained in order to complete the drainage improvements.*
  31. *Streetlights at County N/Hoelzel Way and Schmidt Road/Touchdown Drive shall be installed.*
  32. *A fee in lieu of parkland dedication and fee in lieu of trail construction shall be negotiated and made part of the Development Agreement.*
  33. *The Appleton Post Office has concerns with the Victory Lane street name.*
  34. *A note shall be added to the plat that no buildings, structures, landscaping, or grading activities shall occur within the drainage easement along Lots 15-35 & 58-66.*
  35. *The plan should verify that the terms of the existing drainage and utility easements in the Sunrise Meadows II and Memory Meadows plats accommodate construction of the storm sewer connection north of proposed Lot 12.*
  36. *Easements should be incorporated to address construction and drainage through the adjacent property to the east (Lot 2 of recent CSM).*
  37. *The plan should indicate information on the wetlands shown, including who performed the delineation, when completed, width of protective areas, and when/if concurrence was received, if applicable.*
  38. *Grading is proposed in the wetlands shown along the north property boundary and will require application for a permit or exemption.*
  39. *A 100-year overflow is proposed between Lots 12 and 13. An overflow section detail is provided that is essentially a 1 ft. deep, 10 ft. wide bottom ditch. No preliminary calculations are provided for the ditch, and it is unclear what the proposed ditch grades are or if proposed flows will be contained in the easement. The easement likely should at least meet the 30 ft. minimum.*
  40. *Preliminary calculations should also be submitted for the drainage easements behind Lots 15-24, 25-35, and 58-66 to verify that the proposed widths will contain the anticipated flows and that localized flooding along the north property line is addressed.*
  41. *A 100-year storm high water elevation of 779.1' is shown north of proposed Lots 12 and 13. We recommend that the proposed garage floors and adjacent grades are a minimum 2 ft. above all proposed high water elevations, along the north boundary, detention areas, and drainage swales/overflows.*
  42. *Several storm sewer manholes along Hoelzel Way and the easement between Lots 11 and 12 are recommended to be larger based on the proposed pipe sizes.*
  43. *The storm sewer manhole detail does not reflect the tracer wire placement per Village standards. The detail also does not reflect that some of the storm sewer manholes require larger structures.*
  44. *The storm manholes, catch basins and yard drains do not reflect a minimum 12 in. sump per Village standards.*
- Vote: Motion carried 6-0.

New Business for Consideration or Action

- a) Approve purchase and installation of LED lighting at Jochmann Dr and CTH N

Discussion: The Board previously approved the purchase, but decided to wait to install until pricing was available for LED lighting. Estimated costs for LED lighting is \$3,535.30.

Motion: Trustee Lisowe with second by Trustee Nelson to approve the purchase of a non-standard fiberglass pole with LED lighting to be installed at the corner of Jochmann Dr and CTH N.

Vote: Motion carried 6-0.

Reports of Ad Hoc Committees and Departments

- a) Village Manager T. Parish reported that several drainage issues have been reported by residents, a representative from Lee Recreation will be submitting a design and quotes for the Darboy Community Park upgrades, and that the heating/cooling system in the Municipal Building continues to be a problem.

Future Agenda Items

Trustee Hietpas requested that the board discuss the concrete road ordinance.

There being no other business, a motion was made by Trustee Moore and a second by Trustee Lisowe to adjourn at 7:55pm. Motion carried 6-0.

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Jennifer Weyenberg, Village Clerk  
Dated June 27, 2017  
Approved July 11, 2017