

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
11/28/17**

A public meeting was called to order on Tuesday, November 28, 2017 at 6:30pm in the Harrison Municipal Building to discuss Lift Station #6. Representatives from Martenson & Eisele discussed the project schedule, the preliminary service area, the site plan, and proposed assessments. No action was taken at this meeting.

The public hearing for the 2018 budget opened at 7:00pm and the Pledge of Allegiance recited. One (1) resident was in attendance. Village Manager Travis Parish discussed the loans on the following: TIF District, snow plow trucks, Kaukauna Youth Baseball complex, Sumac Ln & Hickory Dr drainage project, and the bridge on Schmidt Road. The proposed budget includes a tax levy of \$3,311,498.00. This is a 42.5% increase in the overall levy from 2017 due to an increase in net new construction of 2.65% and the debt service payments in the amount of \$797,255.00. Significant expenditures include the Calumet Co. Sheriff contract, end loader purchase, and \$1.5 mill loan. With no persons speaking against the proposed budget, the hearing was closed at 7:30pm.

The Village Board meeting was called to order at 7:31pm and roll call taken:

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

Board excused: None

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

Correspondence or Communications from Board and Staff

a) Letter received from City of Menasha Attorney Pam Captain- A “Notice of Circumstances” was filed with the village clerk on 11/22/17. The notice states that the city considers the adoption of Ord. V17-13 and “take over” of Waverly Sanitary District to be a breach of the Intermunicipal Agreement.

Public Comments

None.

Consent Agenda

Payment of Bills and Claims, Minutes from 11/14/17, 11/21/17, and applications for Operator Licenses.

Discussion: None

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

Vote: Motion carried 7-0.

New Business for Consideration or Action

a) Resolution V2017-09 Adopting the 2018 Budget and Tax Levy for the Village of Harrison
Discussion: Paragraph Four (4) states that “Whereas, the WI Dept. of Rev. has determined that the Town of Harrison must levy and collect taxes on those parcels that were in the town after January 1, 2017 and were annexed by Village on July 25, 2017”. A correction will be made so that it reads ‘were annexed on or before July 25, 2017’.

Motion: Trustee Nelson and second by Trustee Sprangers to adopt Res. V2017-09.

Vote: Motion carried 7-0.

b) Resolution V2017-08 Designating a Public Depository

Discussion: Staff has been in the process of closing accounts under the Town’s name and transferring assets to the Village. Investors Community Bank has requested an updated Deposit Resolution.

Motion: Trustee Lisowe with second by Trustee Hietpas to adopt Res. V2017-08.

Vote: Motion carried 7-0.

c) Ordinance V17-17 Zoning Map Amendment- Kimberly Heights 2- Dercks DeWitt LLC

Discussion: The request is to rezone a portion of the property from Gen Ag [AG] to Single-Family Residential (Suburban) [RS-1]. The proposed rezoning complies with the Comprehensive Plan and Plan Commission recommends approval.

Motion: Trustee Hietpas with second by Trustee Moore to approve Ord. V17-17.

Vote: Motion carried 7-0.

d) Certified Survey Map- Kimberly Heights 2- Dercks DeWitt LLC

Discussion: The property owner is proposing a 3-lot CSM for the two properties along Schmidt Rd. east of County N. Lot 1 is the parcel proposed to be Kimberly Heights 2. Plan Commission recommends approval.

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

Vote: Motion carried 7-0.

e) Certified Survey Map- N8787 N. Harwood Rd- Nancy Wenzel

Discussion: The property owner is proposing a 2-lot CSM in order to combine 5.747 acres of land on the western side of the property with the lands to the south. Plan Commission recommends approval.

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

Vote: Motion carried 7-0.

f) Preliminary Plat- Cobble Creek II- Gene Frederickson

Discussion: The developer is proposing a 36-lot subdivision south of County KK east of Bies Rd. Lot sizes will be 1+ acres with private septic and wells. There are proposed street connections to Creekview Rd, Dallas Dr, and County KK. Plan Commission recommends approval with the following conditions:

1. Phase lines are to be added to the Preliminary Plat if the subdivision is planned to be platted in phases.
2. Results of all soil boring tests shall be submitted to the Village prior to approval of the preliminary plat by the Village Board.
3. Results of all percolation tests shall be submitted to the Village prior to approval of the preliminary plat by the Village Board.

4. Access Easement Document No. 471668 shall be abandoned prior to final plat approval.
5. Creekview Road “eyebrow” shall be removed, curblineline to follow centerline for roadway.
6. All landscaping/plantings behind handrails on bridge crossing are to be maintenance free.
7. Storm sewer structures need to have sump in them in accordance with the current Standard Specifications Manual.
8. All lots shall have a storm sewer lateral provided for sump pump discharge.
9. Final utility, street plans, and stormwater management 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.
10. A Development Agreement shall be executed prior to approval of the final plat.
11. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.
12. An assessment waiver shall be signed prior to the approval of the final plat.
13. A trail along Dallas Drive from the Cobble Creek II plat to the Kaukauna Youth Baseball site shall be included in the final plan set.
14. A street light at County KK and Milis Drive shall be installed. Installation and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
15. 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.
16. A note shall be added to the final plat indicating the following language, or other such similar language, that the lot owners waive their right to future special assessment hearings and agree to special assessments for public sanitary sewer & water. Lot owners agree to connect to public sanitary sewer & water when it becomes available or when it is determined by the Village that public sanitary sewer & water is in the public interest to be installed in the subdivision.
17. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
18. All utilities, including but not limited to, water (if public system is available), storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
19. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
20. 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.
21. 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.
22. All comments from the Village engineer shall be included in the Plan Commission discussion and decision.
23. Curb cuts for sidewalks to be located on the south side of Dallas Drive opposite Milis Drive. Location of all sidewalk curb ramps shall be approved by Harrison staff.
24. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
25. Multiple benchmark locations shall be established for use during building construction.
26. All environmental corridors shall be clearly identified and setback lines to be indicated.
27. Temporary turn-around to be provided on dead-end streets longer than 150-feet.
28. Grading/Drainage Plan shall identify elevations of ground at the foundation.
29. High-back, integral concrete curb shall be utilized rather than the mountable curb.
30. Wetland determinations and/or studies shall be provided to the Village.
31. Consider utilizing a public water system instead of private wells.

Motion: Trustee Nelson with second by Trustee Hietpas to approve the preliminary plat with the conditions recommended by Plan Commission.

Vote: Motion carried 6-1 with Trustee La Shay opposed.

g) Resignation Letter from Jerry Bartlein, Plan Commission

Discussion: None.

Motion: Trustee Moore with second by Trustee Nelson to accept the resignation.

Vote: Motion carried 6-0-1 with Trustee Lisowe abstaining.

h) Authorize Village Clerk and Village President to sign IGA with Outagamie Co. for election equipment and firmware

Discussion: Outagamie Co. has selected ES&S as the election equipment vendor. Based on Harrison's voter participation in previous elections and estimated increase of voters due to growth, the village needs a total of six (6) machines. Our agreement with the County includes the purchase of three (3) DS 200 Scanners and three (3) ExpressVote Ballot Marking Devices. The ExpressVote devices are necessary to meet ADA requirements. A signed IGA is needed in order to pick up the new equipment.

Motion: Trustee Nelson with second by Trustee Hietpas to approve.

Vote: Motion carried 7-0.

i) Approve Utility Easement for WE Energies

Discussion: WE Energies is requesting an easement to bury utility lines next to the dry pond located at the end of Sweet Pea Drive. The easement would not affect the functionality of the pond.

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

Vote: Motion carried 7-0.

Reports of Ad Hoc Committees and Departments

Calumet County Sheriff's Department incident report from October was distributed.

There being no other business, a motion was made by Trustee Lisowe and a second by Trustee Moore to adjourn at 8:20pm. Motion carried 7-0.

Jennifer Weyenberg, Village Clerk
Dated November 28, 2017
Approved January 30, 2018