

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
01/30/18**

A regular meeting of the Village of Harrison Board was called to order on Tuesday, January 30, 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, Kevin Hietpas, Tyler Moore, Dave La Shay and Tamra Nelson
Board excused: None
Staff present: Village Manager Travis Parish, Clerk Jennifer Weyenberg, Planner Mark Mommaerts, Public Works Director Bob Kesler, and Chief Amos Mikkelson

Correspondence or Communications from Board and Staff

a) None

Public Comments

Mark Peters, Peters Rd: He asked about the possibility of the site on Merbach/Peters being opened to the public. He had been promised years ago that the site would only be accessed by the public works crew.

John Resch, Zirbel Dr: He stated that the previous public meetings held to discuss the lift station weren't fair and underhanded. He addressed the village president and said he was disappointed that he (the village president) would vote in favor of the project.

Carol Steffens, Zirbel Dr: She broke down the costs she would pay for replacing the pump, aeration, etc. as compared to the assessment.

Dale Deno, Hwy 10: He asked that the village board discuss the driveway at the compost site at their next meeting.

Chris Summers, Frontage Rd: He wanted it on the record that he and the other owners on Frontage Rd. are against the lift station project.

Pat Van Zeeland, Woodland Rd: She wanted it on the record that she is against the lift station project.

Duaine Stillman, Honey Bunch Ct: He listed the benefits of keeping farmland preserved.

Consent Agenda

Payment of Bills and Claims, Minutes from 11/28/17, 12/19/17, 01/16/18, Applications for Operator License, Updated Fee and Penalty Schedule

Discussion: None

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

Vote: Motion carried 7-0.

Appointments

Neenah-Menasha Sewerage District for Harrison Utilities

Discussion: Mike Sambs resigned from the sewerage district and a replacement needs to be appointed by the village board.

Motion: Trustee Nelson with second by Trustee Lisowe to approve the appointment of Village Manager Travis Parish.

Vote: Motion carried 7-0.

Unfinished Business from Previous Meetings for Consideration or Action

a) Resolution V2017-11 Regarding Calumet County Cost Sharing of Joint Projects with Municipalities

Discussion: Chilton Mayor Rick Jaeckels requested that Harrison adopt the resolution in hopes that municipalities in the county can get the county board talking about their current cost-sharing policy. The policy has not been approved by the full county board but instead came from the county's highway committee.

Motion: Trustee La Shay with second by Trustee Lisowe to approve Res. V2017-11.

Vote: Motion carried 7-0.

b) Select Name for Manitowoc Road Park Site

Discussion: This item was held over from the last meeting and Trustee Moore had been asked to put a survey on his FaceBook page about what name residents prefer. Harrison Park, Veterans Park, and Farmers Fields were the top 3 choices.

Motion: No action was taken. A survey will be included in the spring newsletter and suggestions will be brought back to a future meeting.

Vote: None

c) Approve Fire Department By-Laws Changes

Discussion: The changes were made to reflect the town becoming a village, updates were made to their meeting times, and an Equal Opportunities and Americans with Disabilities Act section was added.

Motion: Trustee Nelson with second by Trustee Sprangers to approve the changes to the by-laws.

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

d) Provide Stipend to Fire Department/EMS Deputy Chiefs for Phones

Discussion: This matter was discussed at a prior meeting and the village board at that time voted to change the 3 Deputy Chiefs phones from a basic phone to a smart phone rather than providing a monthly stipend. The 3 Deputy Chiefs have since declined the board's offer and are still requesting the stipend.

Motion: Trustee Sprangers with second by Trustee Hietpas to pay a \$30.00 monthly stipend to the 3 Deputy Chiefs and a \$40.00 monthly stipend to the Fire Chief.

Vote: Motion carried 5-1-1 with Trustee Nelson opposed and Trustee Moore abstaining.

New Business for Consideration or Action

a) Replace 1997 Brush Truck with Crew Cab Utility Truck

Discussion: The current brush truck is regular cab, manual transmission pickup. It is utilized to transport two personnel to emergency scenes. The department would be better served by a crew cab, automatic transmission pick up.

Motion: Trustee Nelson and second by Trustee Lisowe to authorize the Chief to seek prices on a pickup and bring back to a future meeting for approval.

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

b) Resolution V2018-01 Request Speed Limit Reduction on County N

Discussion: Due to the increased residential development along County N and the proximity of the schools and parks, it is recommended that a review of the speed limit and consideration of a speed reduction be requested. The resolution will be sent to Calumet County if approved.

Motion: Trustee Nelson with second by Trustee Hietpas to approve Res. V2018-01.

Vote: Motion carried 7-0.

c) Resolution V2018-02 Waiver of Special Assessment Notice and Hearing (Kimberly Heights Subdivision)

Discussion: The development agreement between Harrison and Dercks DeWitt, LLC includes provisions for the Village to assess costs of the curb & gutter, concrete street pavement, and sidewalks to the lots in the subdivision. The resolution will allow the village to levy assessments on the benefitted properties without the statutory hearings and notices.

Motion: Trustee La Shay with second by Trustee Nelson to approve Res. V2018-02.

Vote: Motion carried 7-0.

d) Kimberly Heights Final Plat (*Discussed after the closed session*)

e) Draft Cobble Creek II Development Agreement

Discussion: This agreement is similar to previous subdivision agreements. There are several provisions that must be completed prior to the Village accepting the roadway in a graveled state, including but not limited to, all utilities being installed and all terraces and drainage swales and ditches being graded, seeded, and mulched/matted and inspected. The Village Board needs to determine who will be responsible for final paving, curb & gutter, and sidewalk installation with all costs being assessed to the subdivision lots or if the Subdivider will be responsible for these items. The consensus of the board was to remain consistent with most recent development agreements and that the village should be responsible and assess costs back. Trustee Sprangers noted that it would be best to hold on this subdivision until water is available. He did not support approving a subdivision that did not have sewer or water to the lots.

Motion: Trustee Lisowe with second by Trustee Nelson to approve the development agreement with the village doing the improvements and assessing the costs back.

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

f) Modification to Conditional Use Permit for Swinkles Trucking

Discussion: The board previously granted a conditional use permit that expired on November 20, 2017 for a resource extraction site for the Kimberly Heights subdivision property.

Swinkles is asking to extend the time period of the conditional use permit to allow for shredding and removal during May – September 2018.

Motion: Trustee La Shay with second by Trustee Hietpas to approve the modification with the following conditions:

1. *The Conditional Use Permit shall expire on September 30, 2018. All refining (pulverizing, shredding, etc.) shall cease on or before September 30, 2018. Any refining after September 30th will be a violation of the zoning ordinance subject to penalties found therein.*
2. *No refining (pulverizing, shredding, etc.) shall occur on Saturdays or Sundays. The only activity to occur on Saturdays is for material to be hauled off the site.*
3. *No refining (pulverizing, shredding, etc.) shall occur on windy days were dust is likely to affect hones in the area.*
4. *All remaining material shall be hauled off-site by the end of 2018. Such activity shall be permitted under the erosion control permit for the Kimberly Heights subdivision.*
5. *The driving route shall be Schmidt Rd to County N.*

Vote: Motion carried 7-0.

g) Contract with Merchant's Choice Card Services, LLC

Discussion: The office currently accepts only cash or checks for payment. Staff is proposing a monthly contract with Merchant's Choice that will allow for credit card or debit card use in the office. This does not cover online pay but that can be added at a later time. A 3% user fee will be applied to all transactions. Estimated contract costs will be \$35.00/mo.

Motion: Trustee Nelson with second by Trustee Hietpas to approve a month-to-month contract with Merchant's Choice Card Services, LLC.

Vote: Motion carried 7-0.

h) Easements for WE Energies

Discussion: WE Energies constructed underground utilities to service the North Shore apartment properties, but did not have a signed easement document. They are now requesting that the village approve the easement request.

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

Vote: Motion carried 7-0.

i) Easements for CTH LP Project

Discussion: Calumet Co. needs to obtain easements along the LP corridor to construct stormwater facilities and to bring a portion of the stormwater into the Lakeview Pond. They are requesting easements from the village and Harrison Utilities. The total offer made to the village is \$24, 850.00 for .78 acres of land.

Motion: Trustee Nelson with second by Trustee Lisowe to approve the offer for the temporary and permanent easements.

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

j) Determine Pavement Type for Rustic Ln/Hickory Dr Project

Discussion: The village board approved the reconstruction and urbanization of Rustic Ln and Hickory Dr, and now the engineer needs to know whether to design the road in concrete or asphalt.

Motion: Trustee Lisowe and second by Trustee Nelson to construct the road in concrete in order to prolong the life of the road as compared to asphalt.

Vote: Motion carried 5-2 with Trustee Hietpas and President Salm opposed.

k) Authorize Village Manager to Obtain Funding for 2018 Capital Projects

Discussion: The Village Manager is requesting authorization to obtain funding through Investors Community Bank in the amount of \$1.95 million for park land acquisition and 2018 road projects.

Motion: Trustee Lisowe with second by Trustee Nelson to authorize the loan through Community Investors Bank.

Vote: Motion carried 7-0.

l) Approve Contract with Ayres Associates for Engineering Services for Sewer and Water Adjustment on CTH LP Project

Discussion: Harrison Utilities has identified conflicts with the sanitary sewer and watermain and the proposed stormsewer along CTH LP. Harrison Utilities is responsible for adjusting the conflicts and it is recommended that Ayres put together all the bid documents and engineering specifications required and work them into the project construction. The cost for Ayres is \$3500.00

Motion: Trustee La Shay with second by Trustee Hietpas to approve contract.

Vote: Motion carried 7-0.

Reports of Ad Hoc Committees and Departments

Chief Mikkelson submitted the Activity Report for December 2017- there were 10 Fire & Rescue calls and 27 First Responder calls for the month.

Closed Session

Motion: Trustee Lisowe and second by Trustee La Shay 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 the development agreement for Kimberly Heights.

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

The Village Board reconvened into open session to discuss agenda item 10 (d) Final Plat for Kimberly Heights.

Discussion: The final plat for Kimberly Heights has been submitted. The 74-lot subdivision is located along County N north of Schmidt Rd. The Plan Commission has recommended approval with the following conditions:

1. A final grading/drainage plan with benchmarks on all hydrant tag bolts identified shall be submitted.

2. The ends of all sewer, water, and storm laterals shall be marked on each lot with the appropriate staking.

Motion: Trustee Lisowe with second by Trustee Nelson to approve the final plat with recommendations made by Plan Commission.

Vote: Motion carried 7-0.

There being no other business, a motion was made by Trustee Lisowe with second by Trustee Moore to adjourn at 10:20pm. Motion carried 7-0.

Jennifer Weyenberg, Village Clerk
Dated January 30, 2018
Approved February 27, 2018