

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
03/27/18**

A regular meeting of the Village of Harrison Board was called to order on Tuesday, March 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 Buddy Lisowe, Tyler Moore, Kevin Hietpas, Dave La Shay and Tamra Nelson
Board excused: Trustee Joe Sprangers
Staff present: Village Manager Travis Parish, Clerk Jennifer Weyenberg, Public Works Director Bob Kesler, Treasurer JoAnn Ashauer and Chief Amos Mikkelson

Correspondence or Communications from Board and Staff

- a) Sherwood Future Land Use Plan- Village Manager Parish shared an updated Future Land Use Plan map for the Village of Sherwood. Trustees questioned why there are areas designated as “Coordinated Growth Areas.”
- b) Letter from Kevin Rusch, N8743 Zirbel Dr- Mr. Rusch spoke in favor of the proposed Lift Station #6.
- c) Letter from Urban Alliance- The quarterly meetings will be held April 20, June 6, July 20, and October 24.

Public Comments

Tony Kohl, N8734 County Rd N and Claudette Dietz, Kasten Rd spoke against the Lift Station #6 project.

Consent Agenda

Payment of Bills and Claims, Minutes from 02/27/18, Applications for Operator Licenses, Discharge of Firearms for Corey Stumpf, FL 12

Discussion: None

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

Vote: Motion carried 6-0.

Unfinished Business from Previous Meetings for Consideration or Action

a) Lift Station #6 Project

Discussion: The size and scope of the project has been reduced after hearing from the public during the previous informational sessions. Staff recommends that the project should only be the installation of Lift Station #6 and the abandonment of Lift Station #5, that no assessments should be levied in this area and instead a lift station fee should be charged at the time that a property owner hooks into the sanitary sewer, that the lift station fee should be between \$2000-3000 per connection depending on the result of a future development study, and that the Village or Harrison Utilities should fund the initial costs of the project which are approximately \$1,000,000.

Motion: Trustee Lisowe with second by Trustee Nelson to limit the scope of the project, use a connection fee, and have an engineering firm look at the cost of the connection fee.

Vote: Motion carried 6-0.

b) Development Agreement- Cobble Creek II

Discussion: There are several provisions that must be completed prior to the Village accepting the roadway in a graveled state, including but not limited to 1) all utilities being installed and 2) all terraces, drainage swales and ditches being graded, seeded, and mulched/matted and inspected. The village is responsible for final paving, curb & gutter, and sidewalk installation with all costs being assessed to the subdivision lots.

Motion: Trustee Moore with second by Trustee Nelson to approve the development agreement with condition of it being signed by the developer before the village signs the final plat.

Vote: Motion carried 5-1 with Trustee La Shay opposed.

c) Street Light Installation at County KK and Handel Drive

Discussion: WE Energies costs for installation are \$1,839.01 and monthly charges of \$13.21.

Motion: Trustee Nelson with second by Trustee Moore to authorize the village staff to sign and submit all appropriate documents to WE Energies.

Vote: Motion carried 6-0.

New Business for Consideration or Action

a) Request to Publish RFP for new Fire Engine

Discussion: Because a new engine would likely take 9 months to build and deliver, the department would like to place the order for the new engine in June 2018.

Motion: Trustee Lisowe with second by Trustee Hietpas authorizing the Fire Chief to publish the Harrison Fire Rescue Replacement Engine RFP.

Vote: Motion carried 5-0-1 with Trustee Moore abstaining.

b) Allow Members of Harrison Fire Rescue to Keep Expired Fire Helmets

Discussion: The helmets have no dollar value as NFPA requires that helmets older than 10 years be removed from service. Firefighting is full of tradition and some of the members would like to keep their old helmets.

Motion: Trustee Lisowe with second by Trustee Nelson to allow members to keep their expired helmet as personal memorabilia with express instruction that they cannot profit from it.

Vote: Motion carried 5-0-1 with Trustee Moore abstaining.

c) Blackoak Street Project Costs

Discussion: The approximate cost for the extension of the road to Woodland and the extension of the storm sewer to Dogwood is \$1,488,780. The board previously agreed to use the Eisenhower funds (\$600,000) to put the road in, so the village is still short \$900,000.

Motion: None; this item was informational only.

Vote: None.

d) Possible Assessments for Hickory Drive- Rustic Lane Urbanization

Discussion: Total cost of the project is \$897,475.50 and the village engineer has two options for assessing. The first is based on the village paying for the sewer main and road with the property owners paying for curb, gutter, driveways, and laterals. The second is based on the village not paying for the sewer main and the property owners needing to pay for the storm sewer main, curb, gutter, driveways and laterals. Staff recommends using the first assessment option as this was the method used in the past. Trustee Hietpas said that he does not think this option is feasible in the long run and that the village doesn't have the funding to keep paying a portion of the costs on these projects.

Motion: Trustee Lisowe with second by Trustee Nelson to approve the first option of assessing based on the village paying for the sewer main and road and the property owners paying for the curb, gutter, driveways and laterals.

Vote: Motion carried 4-1-1 with Trustee Hietpas opposed and President Salm abstaining.

e) Farm Lease for Village-owned property on County N

Discussion: The village had a farm lease with Hugo Wittmann to maintain and cultivate the land owned by the village on County N. Ken Mader has requested to take over the Mr. Wittmann's lease terms and continue farming the property.

Motion: Trustee Nelson with second by Trustee Lisowe to approve the farming lease with Ken Mader.

Vote: Motion carried 6-0.

f) Contract with Suburban Wildlife Solutions, LLC for muskrat trapping

Discussion: Last year the village contracted with Suburban Wildlife Solutions to remove muskrats from the storm water ponds. They are requesting that the contract be renewed for 2018.

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

Vote: Motion carried 6-0.

g) Certified Survey Map- Glenn Kasten, S. Coop Road

Discussion: Lot 1 will be retained by the applicant, Lot 2 will be sold to a family member for a home site, Lot 3 is proposed to be sold as a future home site. Access for each lot can be obtained through a culvert permit. Staff and Plan Commission recommend approval.

Motion: Trustee Lisowe with second by Trustee Hietpas to approve the Certified Survey Map.

Vote: Motion carried 6-0.

h) Certified Survey Map- Carol Ann Steffen, Zirbel Drive

Discussion: The applicant has two parcels they wish to combine. Staff and Plan Commission recommend approval.

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

Vote: Motion carried 6-0.

i) Resolution V2018-06 Waiver of Special Assessment Notice for Cobble Creek II

Discussion: The development agreement between Harrison and Cobble Creek II, LLC includes provisions for the Village to assess costs of the curb & gutter, asphalt street pavement, and sidewalks to the lots in the subdivision. This Resolution will allow the Village

to levy assessments on the benefitted properties without the statutory hearings and notices. The Subdivider/Owner must sign the waiver as part of the subdivision approval.
Motion: Trustee Nelson with second by Trustee Hietpas to approve Res. V2018-06.
Vote: Motion carried 6-0.

j) Final Plat- Cobble Creek II

Discussion: The applicant submitted the final plat for Cobble Creek II, a 35-lot subdivision located along County KK east of Bies Road. There is a navigable stream running through the subdivision with a culvert bridge crossing proposed. There will be a trail on one side of Dallas Drive and a sidewalk on the other. All other roads will have a sidewalk on both sides.

Motion: Trustee Moore with second by Trustee Hietpas to approve the Final Plat of Cobble Creek II with the following conditions:

1. The Developer/property owners sign the Waiver of Special Assessment resolution prior to the Village signing the final plat.
2. The release of access easement (Document No. 471668) be recorded and a copy of the recorded release submitted to the Village prior to the Village signing the final plat.
3. The Developer signs the Development Agreement prior to the Village signing the final plat.

Vote: Motion carried 5-1 with Trustee La Shay opposed.

k) Affidavit of Correction for Waiver of Special Assessment Notice and Hearing for Kimberly Heights

Discussion: At the January 30th meeting, the board adopted Res. V2018-02 waiving the special assessment notice and hearing for Kimberly Heights. After the meeting, it was discovered that the legal description on the cover sheet for recording did not match the legal description in the resolution. This affidavit of correction will correct the error.

Motion: Trustee Nelson with second by Trustee Moore to approve the Affidavit of Correction.

Vote: Motion carried 6-0.

l) Addendum #1 for Kimberly Heights Development Agreement

Discussion: Staff met with the developer of the Kimberly Heights subdivision to discuss changes to several provisions of the development agreement. The changes are outlined as follows:

1. The date that the temporary asphalt binder is to be installed changed from June 2018 to no later than September 15, 2018. The reason for the change is that the developer expects to complete 1 or 2 other phases of the subdivision this summer and it would make more sense to install the temporary binder after all phases are ready, rather than disrupting the subdivision 2 or three times with asphalt machines.
2. The date that the six-inch drain tile and stone must be installed under the stormwater drainage easements was changed to June 15th, 2018. The reason for the change was that the easements could not be completed prior to winter. The June date will allow the ground to thaw and for the contractor to complete the work.
3. The payment in lieu of parkland has a set payment date of no later than December 31, 2018. The original development agreement did not list a payment date.
4. The date that all laterals must be located was changed to June 15, 2018. The reason for the change was that the lateral locates were pulled last fall in order to grade the

terraces and could not be replaced prior to the ground freezing. The June date will allow the ground to thaw for the locates to be installed.

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

Vote: Motion carried 6-0.

m) Resolution V2018-07 Outdoor Recreation Grant Application for Park on Manitowoc Rd

Discussion: The board previously authorized the application to the State for an outdoor recreation grant for development of the park on Manitowoc Rd. As part of the grant process, the board must adopt a resolution stating its intent to apply for the grant and to abide by the state and federal rules if awarded grant monies.

Motion: Trustee Nelson with second by Trustee Lisowe to approve Res. V2018-07.

Vote: Motion carried 6-0.

n) Creation of a Street Closing and Special Events Permit

Discussion: Staff is requesting approval of the permit so the roles of the village and those of the event sponsor are clearly defined. This permit will cover events such as 5ks, triathlons, parades, block parties, etc.

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

Vote: Motion carried 6-0.

Reports of Ad Hoc Committees and Departments

Chief Mikkelson submitted the Activity Report for February 2018- there was 31 total calls. Calumet Co. Sheriff's Department submitted the activity log for February 2018- there was a total of 190.6 hours worked.

Closed Session

Discussion: None

Motion: Trustee Lisowe with 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 a possible land purchase north of Hwy 10 and 114.

Roll Call Vote: Lisowe- aye; Moore- aye; Salm- aye; Hietpas- aye; La Shay- aye; Nelson- aye.

Vote: Motion carried 6-0.

The Village Board did not reconvene into open session and the meeting adjourned in closed session.

Jennifer Weyenberg, Village Clerk
Dated March 27, 2018
Approved April 24, 2018