

**VILLAGE OF HARRISON
PUBLIC HEARING AND BOARD MEETING MINUTES
12/03/2019**

A public hearing for the 2020 budget was called to order at 7:00pm on December 3, 2019 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, Tyler Moore, Jim Fochs, Darlene Bartlein
Board excused: Trustee Gary Nickel
Staff present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth

Open Public Hearing for 2020 Budget

Village Manager Travis Parish presented the budget which includes a tax levy of \$4,524,880.00, a 0.008% decrease in the overall levy from 2019. The tax levy is based on a 4.05% increase in net new construction and an 18.5% decrease in debt service payment. Residents in attendance asked how the budget will impact taxes and how Emerald Lane/Pearl Drive/Golden Way project fits into the overall expenditures. There were no comments for/against the proposed budget for Harrison Utilities. With no further comments or questions, the public hearing was closed at 7:43pm.

Correspondence or Communications from Board and Staff

Trustee Buddy Lisowe shared a concern from a resident about the intersection of Coop and Midway and asked if flashing lights could be considered.
President Hietpas shared a letter of thanks from the residents on Fire Lane 3 for the village's help on their road project.

Public Comments

David Van Elzen, Schaeffer Road requested the board refund him \$140.00 for garbage charges added to a previous year's tax bill. This issue was voted upon later in the meeting.

Brian Demro, Scott Handschke, Lira Martinez, and Phil Roberts asked questions about the proposed urbanization project in their area.

Consent Agenda

Payment of Bills and Claims; Minutes from 10/29/19; Application for Operator Licenses for Cami Kilsdonk, Alisha Sprangers, Marie Gonzales, Mackenzie Kropidlowski, Mary Young, Brenda Burt; Appoint Election Inspectors and Special Voting Deputies to two-year terms.

Discussion: None

Motion: Trustee Lisowe with second by Trustee Bartlein to approve.

Vote: Motion carried 6-0.

Election Inspectors and Special Voting Deputies appointed are:

*Aldi, Vicki,
Bauman, Randall
Bauman, Shirley
Cowles, Karna
Cowles, Richard
Cummings, Rosemary
DeBruin, Mary
DeBruin, Philip
Deboth, Deborah
Gebhart, Arlene
Gospodarek, Christine
Gospodarek, David
Holzschuh, Linda
Houk, Dorrie*

Jansen, Melissa
Jones, Mary Lou
Jones, Robert
Larson, Mary
Lee, Mary
Lopas, Jerome
Lopas, Julie
Martin, Ann
Meyer, Susan
Miller, Barbara
Moericke, Bonita
Norum, Judy
Ott, Catherine
Poppy, Hiep
Roovers, Kathryn
Rusch, Sue
Schmitt, Barbara
Schnell, Michael
Schreider, Christine
Schreiter, Charles
Schreiter, Patricia
Swenson, Gail
Sutter, Karen
Sutter, Norman
Thiede, Marie
Tomasik, Carrie
Wallace, Karla
Wallace, Peter

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

None

New Business for Consideration or Action

a) Resolution V2019-10 Adopting the 2020 Annual Budget and Establishing the Property Tax Levy for the Village of Harrison

Discussion: None

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

Vote: Motion carried 6-0.

b) Resolution V2019-11 Adopting the 2020 Annual Budget for Harrison Utilities

Discussion: None

Motion: Trustee Lisowe with second by Trustee Miller to approve the Resolution.

Vote: Motion carried 6-0.

c) Refund \$140.00 garbage charge placed on 2017 tax bill: David Van Elzen is requesting a reconsideration of the vote made at the January 29, 2019 meeting

Discussion: Correction- It was noted that the January 29th meeting had been cancelled due to inclement weather and this matter was addressed on February 12th. At that Feb. 12th meeting, a motion was approved 6-0 to refund \$140.00 for 2018 but deny the refund of \$140.00 for 2017. Staff noted that reconsiderations are subject to time limits and should not be taken up at subsequent meetings. Staff recommended that the vote from the previous meeting stand as no new information was being introduced.

Motion: Trustee Bartlein with second by Trustee Lisowe to approve the refund for 2017.

Vote: Motion carried 5-1 with Trustee Lisowe opposed.

d) Amy Avenue Road Acceptance

Discussion: The utilities and road graveling was completed this summer with curb and gutter poured in September. Due to weather delays and scheduling conflicts, the road surface was unable to be paved.

Motion: Trustee Fochs with second by Trustee Miller to accept the finished state of Amy Avenue with the following conditions:

1. Bring gravel up to top of curb and gutter flange to protect the edge during winter snow plowing operations.
2. Receipt from HUB, Inc. of an Irrevocable Letter of Credit or Cash Escrow in the amount of \$123,035.34 to complete the road by June 15, 2020.
3. Sign-off of completed road by Public Works Director.

Vote: Motion carried 6-0.

e) 2018 Road Project Final Change Order and Potential Liquidated Damages

Discussion: Project numbers were never finalized by Peters Concrete and so they were notified that the Village was retaining the unpaid balance for the concrete in lieu of invoking liquidated damages. After receipt of the letter, Peters responded with a request for a final payment of \$70,196.13 including a change order.

Motion: Trustee Lisowe with second by Trustee Miller to issue the final change order but invoke liquid damages in the amount of \$51,800.00

Vote: Motion carried 6-0.

f) Bailey Drive Mini-Storm Sewer Options

Discussion: W5574 and W5566 Bailey Drive had sump pump hoses discharging directly onto the road surface and the owners were directed to reroute the hoses. Now they have standing water in their yards. When Memory Meadows developed, storm sewer was not installed on Bailey Drive.

Motion: Trustee Lisowe with second by Trustee Fochs to install storm laterals to all properties on the north side of Bailey Drive (Lots 48-50) and adding a storm manhole on the proposed mini-storm to be able to extend storm sewer to the properties on the south side of Bailey as well.

Vote: Motion carried 5-1 with Trustee Bartlein opposed.

g) Preliminary Plat- Kimberly Heights 4- Schmidt Road

Discussion: Dercks DeWitt LLC has submitted a pre-plat for Kimberly Heights 4, a 37-lot subdivision, located along Schmidt Road east of County N.

Motion: Motion by Trustee Moore with second by Trustee Miller to approve the pre-plat with the following conditions:

1. Provide a proposed Drainage and Grading Plan and a Utility Plan for verification of the appropriate sizing and location for all easements.
2. The existing property on Schmidt Road appears to drain into the proposed subdivision near Lots 145-148. Please ensure that the Drainage and Grading Plan accounts for drainage from neighboring properties. A private drainage easement will be required for any offsite drainage that is routed through the subdivision from private properties.
3. Provide storm sewer sizing calculations to ensure that storm water can be conveyed to the regional detention facility for treatment.
4. If driveways for Lots 115 and 151 are to be installed off of Schreiber Lane extended, a temporary cul-de-sac will be required at the end of the road. If a temporary cul-de-sac is required, please show a temporary cul-de-sac easement to encompass the entirety of the cul-de-sac bulb.
5. The Final Plat shall include the statement, "No improvements are allowed within the areas reserved for public utility and drainage easements. Improvements include, but are not limited to, building structures, driveways, parking areas, sheds, landscaping or fences. Any improvement shall be allowed only by special exception of the Village of Harrison Zoning Administrator."
6. 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.

7. All lots shall have a storm sewer lateral provided for sump pump discharge.
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, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
10. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
11. 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.
12. All review comments from the Village staff shall be included in the Plan Commission discussion and decision.
13. Typical Street Section to be in accordance with the Village of Harrison Standard Specifications Manual for Concrete Streets.
14. High-back, integral concrete curb shall be utilized rather than the mountable curb.
15. If applicable, wetland determinations and/or studies shall be provided to the Village.
16. Location of all sidewalk curb ramps shall be approved by Harrison staff.
17. Final utility and street plans shall be reviewed and approved by the Village 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. Grading/Drainage Plan shall identify elevations of ground at the foundation.
21. A streetlight at the intersection of Dusty Drive and Schmidt Road shall be installed by the developer.

Vote: Motion carried 6-0.

h) Addendum #1 to Hidden Pines Development Agreement

Discussion: Due to weather delays, the developer for Hidden Pines was not able to complete construction as specified in the development agreement. Under new terms, the subbase, gravel and terrace are expected to start in May 2020 and be completed by June 2020. Paving will be pushed back to 2021 rather than spring of 2020.

Motion: Trustee Moore with second by Trustee Lisowe to approve Addendum #1.

Vote: Motion carried 6-0.

i) Addendum #1 to Creekside Estates Development Agreement

Discussion: Due to weather delays, the developer for Creekside Estates was not able to complete construction as specified in the development agreement. Under new terms, the developer will continue construction during the winter and will provide a 3-year warranty required by the village. Accepting the roadway next summer plus waiting the 3 years will push paving to 2023 rather than 2021.

Motion: Trustee Lisowe with second by Trustee Moore to approve Addendum #1. Letter of Credit based upon Engineer's estimate will be required.

Vote: Motion carried 6-0.

j) Hire McMahon to run Cost Benefit Life Cycle Analysis for Asphalt and Concrete

Discussion: Some of the board members want more information on the pros and cons of concrete vs. asphalt streets. After discussion, the board felt the village has staff that can present this information rather than hiring an outside firm.

Motion: Trustee Bartlein with second by Trustee Miller to bring in staff to present info at the next meeting.

Vote: Motion carried 6-0.

Reports

Monthly reports for the Sheriff's Dept, Zoning, and Treasurer are on file.

Closed Session

*Prior to entering closed session, President Kevin Hietpas stated he wanted to change his vote on approving the budget (Agenda Item 12a Resolution V2019-10 Adopting the 2020 Annual Budget and Establishing the Property Tax Levy for the Village of Harrison).

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

Roll Call Vote: Miller-aye
Lisowe- aye
Bartlein- aye
Hietpas- aye
Moore- aye
Fochs- 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 to discuss the sale of village-owned property and to address the following development agreements:

Premier Real Estate Management
Sweere & Novotny
Driscoll Properties
Lexington Homes
Toonen Companies

The Board also met with an attorney concerning the Gregorski 22 LLC assessment appeal under Wis. Stats. §19.85(1)(g).

The meeting adjourned in closed session.

Jennifer Weyenberg, Village Clerk-Treasurer
Dated December 4, 2019
Approved by the Village Board on January 28, 2020