

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
01/28/2020**

A regular meeting of the Village of Harrison Board was called to order at 7:00pm in the Harrison Municipal Building, W5298 State Road 114 on January 28, 2020. 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, Gary Nickel  
Board excused: Trustee Darlene Bartlein  
Staff present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Director of Public Works Laura Jungwirth, Planner Mark Mommaerts, Fire Chief Jarred Gerl

Correspondence or Communications from Board and Staff

The following letters were shared with the board:

- a) Letter of thanks from Fox Cities Festival of Lights
- b) Letter of support for Farmers Field from Amanda Geiser
- c) Letter of opposition for proposed curb and gutter from Dean LeClair on Emerald Lane

Public Comments

28 people signed up to speak about urbanizing Emerald Ln, Coral Ct, Pearl Dr, Golden Way, Cameo Ct. 3 people signed up to speak about the proposed cell tower.

Matt Walters, representing KASA, spoke in favor of the improvements at Farmers Field.

Andy Roberts asked if a mixed-use of small commercial and multi-family could be considered for the development at Coop and Manitowoc.

Consent Agenda

Payment of Bills and Claims, Minutes from 09/17/19 budget, 09/24/19 regular, 10/22/19 budget, 11/06/19 budget, 11/06/19 closed, 12/03/19 special, 01/14/20 regular

Discussion: President Hietpas asked to remove the payment of bills and claims and the minutes from 11/06/19 closed session.

Motion: Trustee Lisowe with second by Trustee Fochs to approve the remaining items.

Vote: Motion carried 6-0.

Items Removed from Consent Agenda

Discussion: President Hietpas asked about the commercial dumpster charges at Darboy Community Park during November and December. It was explained these costs were in conjunction with the Festival of Lights. There was no discussion on the closed session minutes from 11/06/19.

Motion: Trustee Lisowe with second by Trustee Moore to approve the bills and claims and the minutes.

Vote: Motion carried 6-0.

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) None

New Business for Consideration or Action

a) Update from Fox Cities Festival of Lights

Discussion: Mr. Forslund was not able to attend. There was no discussion.

Motion: None

Vote: None

b) Conditional Use Permit- Wireless Communication Tower- Tillman Infrastructure LLC- Hwy 10

Discussion: Tillman Infrastructure LLC is requesting a CUP to construct a wireless communications facility located along Hwy 10 between Hwy 114 and County N. After construction, Verizon Wireless would install

equipment on the tower at the 170 foot level. The total height of the tower would be 189 feet. The Village of Harrison Plan Commission recommended denying the request.

Motion: Trustee Nickel with second by Trustee Fochs to approve the Conditional Use Permit request with the following conditions:

1. Please provide a site data table on the plans that outlines the total site area, disturbed area and the impervious area after construction. If the disturbed area is greater than one acre; a Notice of Intent shall be filed with the Wisconsin Department of Natural Resources. Please provide a copy of the application as well as the Certificate of Coverage when it is received, if required. Plans will not be approved until the Certificate of Coverage is received. If the proposed impervious area exceeds 20,000 square-feet, storm water treatment will be required as outlined in the Post-Construction Storm Water Management Ordinance Section 07 (3)(a)1, and Section 07(3)(b)1 that state, "For post-construction sites with 20,000 square-feet or more of impervious surface disturbance..." properties shall "reduce the total suspended solids load by 80% for new development" and "the peak post-development discharge rate shall not exceed the pre-development discharge rate for the 2-year, 10-year, and 100-year, 24-hour design storms."
2. It appears that a new driveway entrance is proposed to the site and a new fiber conduit and handhole are to be installed in the USH 10 Right-of-Way. Please note that a WisDOT Right of Way Permit and a WisDOT Utility Permit are required to be obtained for the proposed work to be performed within the right of way. WisDOT approval shall be supplied to the Village before plans are approved.
3. The site survey appears to indicate that the existing drainage pattern is southwest. The Compound Grading Plan shows proposed corner lot grades at the outer edge of the lease area, but none along the proposed access drive. Please provide proposed grades along the new driveway to ensure that drainage from the neighboring property to the northeast is not blocked with this development. (Sheet A-7)
4. A bond with a corporate surety in the amount of \$20,000.00 shall be provided in accordance with Section 117-132(f)(7) of the Harrison Zoning Ordinance.
5. All appropriate local, state, and federal permits shall be obtained prior to construction. Including but not limited too the following permits for the Village of Harrison: Site Plan Review, Zoning Permit, Building Permit, and Stormwater Management and Erosion Control Permit.
6. All plan/permit review comments and conditions from Village staff shall be included as a condition of approval under the Conditional Use Permit. The Plan Commission may hear appeals from staff review comments and/or condition and either uphold, modify, or eliminate any such comment and/or condition.
7. All applicable provisions of the Harrison Code of Ordinances, State Statutes, and Federal regulations shall be met.

Vote: Motion to approve the CUP passed 4-2 with Trustees Lisowe and Moore opposed.

c) Conditional Use Permit- Driscoll Properties LLC- N Coop Rd

Discussion: The developer is proposing 308 units, all 3-bedroom , 2-bathroom units with attached garages. A landscape buffer is proposed along N Coop Rd and Manitowoc Road.

Motion: Trustee Lisowe with second by Trustee Miller to approve the Conditional Use Permit request with the following conditions:

1. Development shall receive Site Plan Review, Harrison Utility, Stormwater Management & Erosion Control, Zoning Permit, and Building Permit approvals prior to starting any construction.
2. Public sewer and water easements will be required through the development. Please work with the Public Works Department and Harrison Utilities to meet all utility specifications.
3. The water looping main shall be 10-inch water mains. Please work with the Public Works Department and Harrison Utilities to meet all utility specifications.
4. All exterior parking area lighting shall be direct cut-off fixtures to reduce/eliminate any glare.
5. Any dumpster enclosures shall be review and approved in accordance with zoning provisions (no dumpster enclosures are anticipated; single cart refuse is proposed).

6. Access to future Eisenhower Drive shall be planned. Upon construction of Eisenhower Drive, development owner agrees to construct access point(s) as approved by the Village within 1-year of Eisenhower Drive completion.
7. Additional landscape screening along Midway Road shall be provided.
8. Landscape berms shall be constructed as indicated on plan set and to be built according to phasing schedule, or sooner.
9. Please note that a Notice of Intent (NOI) shall be filed with the Wisconsin Department of Natural Resources. A permit application and the Certificate of Coverage will be required before site plan approval is granted.
10. It appears that some wetlands are to be filled/graded as a part of construction. Wetland fill permits may be required with the WDNR. Please provide approvals when they are received, if required.
11. Please ensure that a Storm Water Management Report is provided that will outline how the Post-Construction Storm Water Requirements for the development will be met. If not all detention facilities are to be installed as a part of the first phase, please ensure that each phase will meet the requirements as the site develops.
12. An Erosion Control Plan and site details (structures, detention basins, etc.) will be required for review. Please ensure that all information is provided for review.
13. Insets may be required for certain plan sheets for visibility; specifically the Drainage Plan and the Utility Plan.
14. All provisions of the zoning ordinance and all other Village ordinances shall be met.
15. Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.
16. All necessary permits shall be obtained prior to construction.
17. Applicant shall work with Public Works Department and Harrison Utilities on sanitary sewer pipe sizing and location in order to service the commercial areas to the west along future Eisenhower Drive.
18. The applicant reserve lands for future roundabouts on Midway Road and for trail connections from the development to future trails along the adjacent roadways (N Coop Road, Midway Road, Manitowoc Road).

Vote: Motion carried 6-0.

d) Certified Survey Map- Driscoll Properties LLC- N Coop Road

Discussion: The applicant is proposing a 2-lot CSM as part of the multi-family residential development on property located along N Coop Rd between Manitowoc Road and Midway Road.

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

Vote: Motion carried 6-0.

e) Certified Survey Map- Bella- N6906 Ertl Rd

Discussion: The applicant is proposing a 1-lot CSM in order to combine 2 properties into 1.

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

Vote: Motion carried 6-0.

f) Resolution V2020-01 Approving Streets and Roads Special Assessment Policy

Discussion: Staff presented a policy that has the village not assessing the cost to repave or reconstruct the asphalt/concrete portions of the streets or roads located within the village. The village would not assess the cost to install storm water mains. The village would assess curb and gutter, laterals, restoration and any other items that improve the property except for paving and driveway aprons. Corner lots and multiple frontage lots would not be assessed for the frontages to which access is physically or legally precluded. Any costs for new streets or roads, sewer or water mains, storm water infrastructure items deemed necessary by the Village Board to constructed in a new subdivision shall be paid 100% by the developer.

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

Vote: Motion to approve failed on a tied 3-3 vote. President Hietpas, Trustee Miller, Trustee Lisowe voted aye and Trustee Moore, Trustee Nickel, and Trustee Fochs voted nay.

g) Farmers Field Construction and Financing

Discussion: Village Manager Travis Parish asked for direction on whether or not to move ahead with the bidding out of all park related items. The board has budgeted to borrow \$1.5 million. The estimated costs for all improvements in approx. \$1,726,823.00

Motion: Trustee Lisowe with second by Trustee Nickel to bid out the completion of all improvements for Farmers Field.

Vote: Motion carried 6-0.

h) Changes to Employee Handbook

Discussion: Village Manager Travis Parish presented an amended employee handbook. A longevity pay bonus was added. The cell phone stipend policy was changed so that the Operations Manager and the Public Works Foreman also receive \$40 per month in addition to the Department Heads. The section on the dress code and appearance policy was amended to include language prohibiting employees from wearing campaign materials, distributing campaign materials, soliciting contributions for any candidate or referendum, or actively campaigning for any candidate while on duty.

Motion: None. Board members will contact Village Manager T. Parish with additional comments and the policy will be brought back to a future meeting for approval.

Vote: None taken.

i) Approve Organizational Chart

Discussion: Village Manager Travis Parish presented an organizational chart for the village.

Motion: Trustee Lisowe with second by Trustee Nickel to approve the chart with a change making the solid line a dotted line from the Village Board to the Village Manager.

Vote: Motion carried 6-0.

j) Sewer and Water Extension for 3<sup>rd</sup> Addition to Woodland Hills (City of Menasha)

Discussion: The City has requested that sewer and water be extended to the 3<sup>rd</sup> addition to Woodland Hills subdivision. Martenson and Eisele recommends approval.

Motion: Trustee Lisowe with second by Trustee Nickel to approve the extension.

Vote: Motion carried 6-0.

k) Placement of Campaign and Electioneering materials on the Village website

Discussion: President Hietpas suggested that a Q & A with candidates running for office be created and a link to the document be shared on the Village of Harrison's website.

Motion: None taken. Village Trustees did not support the use of village resources to campaign for candidates.

Vote: None taken.

l) Hire Boardman Clark to represent Village of Harrison to challenge Public Service Commission of Wisconsin's refund order

Discussion: The PSC is requiring Harrison Utilities to refund approximately \$958,780.06 to the customers who paid connection fees going back to 1984 since the fees were not approved by the PSC. The village attorney recommends hiring Boardman Clark to resolve the issue since they have attorneys that specialize in this area.

Motion: Trustee Lisowe with second by Trustee Nickel to approve hiring Boardman Clark.

Vote: Motion carried 6-0.

Reports

The Calumet County Sheriff's Incident logs, the monthly zoning permit report, and the Treasurer's Report of Income and Expenses were distributed.

Closed Session

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

Roll Call Vote: Miller-aye  
Lisowe- aye  
Hietpas- aye  
Moore- aye  
Nickel- aye  
Fochs- aye

Pursuant to Wis. Stats. §19.85(1)(c), the Board met in closed session to consider employment, promotion, compensation or performance evaluation data of an employee regarding the Village Manager's Employment Agreement.

The Board also met in closed session under 19.85(1)(e) 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 regarding the development agreements for Premier Real Estate and Lexington Homes.

The meeting adjourned in closed session.

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Jennifer Weyenberg, Village Clerk-Treasurer  
Dated January 28, 2020  
Approved by the Village Board on February 25, 2020