

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
02/25/2020**

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 February 25, 2020. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Kevin Hietpas, Trustees Buddy Lisowe, Darlene Bartlein, Tyler Moore, Jim Fochs
Board excused: Trustee Gary Nickel
Staff present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Director of Public Works Laura Jungwirth, Planner Mark Mommaerts, Fire Chief Jarred Gerl
Others present: Judy Hebbe of the Times Villager, Joe Tenor of the Calumet Co. Sheriff Dept

Correspondence or Communications from Board and Staff
None

Public Comments

Tom Capper asked if the new subdivision proposed near Friendship Drive was included in a TIF District. Planner Mark Mommaerts explained that it was a TIF District and the revenue raised goes back to pay for infrastructure. Mr. Capper asked if the developer has proven he cannot afford the financing on his own and if the area was designated as a blighted area.

Consent Agenda

Payments of Bills and Claims; Minutes from 01/28/20 and 02/11/20; Certified Survey Maps for Melvin Baeten (Amy Ave), Irvin Zahringer (Hwy 55 & 114), Anthony Uitenbroek (W5857 County KK), Darboy Drive; and Premier Harrison, LLC & Premier Harrison II, LLC Tax Incremental Financing District #2 Agreement (Friendship Drive)

Discussion: Trustee Lisowe asked that the Premier Harrison LLC item be removed for further discussion.
Motion: Trustee Fochs with second by Trustee Moore to approve the remaining items on the consent agenda.

Vote: Motion carried 6-0.

Items Removed from Consent Agenda

Premier Harrison, LLC & Premier Harrison II, LLC Tax Incremental Financing District #2 Agreement (Friendship Drive)

Discussion: Trustee Lisowe asked if all points requested by the board were covered in the updated agreement. Planner Mommaerts confirmed that everything was included, and that the agreement had been reviewed by the village attorney.

Motion: Trustee Moore with second by Trustee Miller to approve the agreement.

Vote: Motion carried 6-0.

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) Rules and Procedures for Board Meetings

Discussion: Based on previous discussions, Village Manager T. Parish presented the updated Rules and Procedures. The board debated about having one meeting a month or having multiple meetings each month to shorten the length of the meetings. They also discussed how much time speakers should be allowed during the public comments section of the board meetings. Language will be added that the Village President can call a special meeting 7 business days in advance.

Motion: None. The board asked that Village Manager T. Parish bring back a clean copy with their revisions to a future meeting.

Vote: None

New Business for Consideration or Action

a) Kimberly Heights 4 Subdivision Development Agreement- Schmidt Rd

Discussion: The agreement is similar to the agreements for Phases 1-3 in that the village covers the upfront costs of curb & gutter, concrete paving, and sidewalks and then is reimbursed through the special assessments as the lots sell/develop. New to this agreement is billing rates for employee time inspecting the subdivision construction. A majority of the board members spoke against the village fronting the costs for curb & gutter, concrete paving, and sidewalks. They prefer that the developer provide an escrow for the costs. They asked that Planner M. Mommaerts make changes to the agreement and bring it back to a future meeting.

Motion: None

Vote: None

b) Southtowne Place Subdivision Development Agreement- Manitowoc Rd

Discussion: The developer is to provide a financial guarantee to cover the cost of curb & gutter, paving, sidewalks, and restoration after the road sits. The agreement also includes billing rates for employee time inspecting the subdivision construction.

Motion: Trustee Lisowe and second by Trustee Miller to approve the development agreement for Southtowne Place with Lamers Realty, Inc. or assigns.

Vote: Motion carried 6-0.

c) WDNR Municipal Separate Storm Sewer (MS4) Annal Report

Discussion: Director of Public Works L. Jungwirth shared the report and said the village should take the opportunity to focus on public education and outreach more in 2020.

Motion: Trustee Moore with second by Trustee Miller to approve the MS4 Annual Report.

Vote: Motion carried 6-0.

d) Public Works Fee Schedule

Discussion: An analysis of all Public Works Fees was completed and the fees were updated.

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

Vote: Motion carried 6-0.

e) Bids for Abandonment of Lift Station #5

Discussion: In 2018, the village went out to bid for the construction of lift station #6 and the abandonment of lift station #5. The bids for both exceeded our budgeted amount so the abandonment was put on hold. It was recently re-bid for completion in 2020 and a low bid of \$536,521.65. This bid is \$14,813.33 less than the original bids received in 2018.

Motion: Trustee Fochs with second by Trustee Moore to award the bid to DeGroot, Inc.

Vote: Motion carried 6-0.

f) Contract for Self-Publishing Software for Municipal Ordinances

Discussion: The new software will allow the village to add or revise ordinances without having to send them to Municode for publication. This item was budgeted for.

Motion: Trustee Moore with second by Trustee Fochs to authorize the Village Manager to contract with Municode for the self-publishing software for municipal ordinances.

Vote: Motion carried 6-0.

Reports

Trustee Moore reported that Flight Night is set for August 5, 2020 at the Darboy Community Park. Reports for Planning & Zoning, Treasurer, Harrison Fire Rescue, and Village Manager were shared.

Future Agenda Items

President Hietpas asked that Resolution V2020-01 Approving the Streets and Roads Special Assessment Policy be brought back to a future meeting for further discussion. The board agreed it was best to wait until after the April elections.

Closed Session

Motion: Trustee Lisowe with second by Trustee Miller 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 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 address a development agreement with Driscoll Properties, LLC.

Pursuant to Wis. Stats. §19.85(1)(c), the Board also met to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to address a match for certain firefighters for Service Award Program.

On a motion made by Trustee Lisowe and second by Trustee Bartlein, the Board voted 6-0 to reconvene in open session pursuant to Wis. Stats. §19.85(2). In open session, Trustee Lisowe made a motion with a second by Trustee Miller to fund the Service Award Program accounts for 8 members of Harrison Fire Rescue. Motion carried 6-0.

There being no other business, a motion was made by Trustee Lisowe with second by Trustee Bartlein to adjourn. Motion carried 6-0.

Jennifer Weyenberg, Village Clerk-Treasurer
Dated February 25, 2020
Approved by the Village Board on March 10, 2020