

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
05/26/2020**

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 May 26, 2020. After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Lou Miller, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier
Board Excused: Trustee Tyler Moore
Staff Present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth

Correspondence or Communications from Board and Staff

Recycling grant letter- The DNR is awarding \$21,378.38 to the village to offset recycling costs during 2020.

Public Comments

None

Consent Agenda

- a) Payments of Bills and Claims. Trustee Stier requested to remove this item from the consent agenda.
- b) Minutes from 05/12/20. President Hietpas requested to remove this item from the consent agenda.

Motion by Stier with second by Handschke to approve the remaining items on the consent agenda:

- c) Certified Survey Map-Scholl- Hwy
- d) Certificate of Payment #1 in the amount of \$170,016.75 to DeGroot, Inc. for Lift Station #5 Abandonment

Motion carried 6-0.

Items Removed from Consent Agenda

Payments of Bills and Claims- Trustee Stier asked about Check #9368 to Brooks Tractor Inc. for work done on Farmers Field. L. Jungwirth confirmed the expenses were paid using Park Impact Fees. President Hietpas asked about Check #9403 to Short Elliot Hendrickson, Inc. for inspections and grade checks. M. Mommaerts explained fees are collected through the building permit process to offset these costs. Trustee Stier asked if the village reviews contracts each year. Motion by Trustee Stier with second by Trustee Miller to approve the Payments of Bills and Claims. Motion carried 6-0.

Minutes from 05/12/20- President Hietpas said that the minutes listed no discussion on the three certified survey maps, but there was discussion to say that the staff had recommendations. There being no other discussion, a motion was made by Trustee Handschke with second by Trustee Stier to approve the minutes. Motion carried 6-0.

Appointments

- a) Plan Commission- Village Board Member: Motion by Trustee Bartlein with second by Trustee Stier to appoint Trustee Van Hefty. Motion carried 6-0.
- b) Fire Commission- Chad Moder: Motion by Trustee Handschke with second by Trustee Miller to appoint Chad Moder. Motion carried 6-0.
- c) Weed Commissioner- Laura Jungwirth: Motion by Trustee Stier with second by Trustee Miller to appoint Laura Jungwirth. Motion carried 6-0.

Unfinished Business from Previous Meetings for Consideration or Action

None

New Business for Consideration or Action

10a) Final Plat- Southtowne Place- Manitowoc Rd

Motion by Trustee Handschke with second by Trustee Stier to approve the Final Plat with the following conditions:

1. All staff review comments shall be incorporated as conditions of approval.
2. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to issuance of building permits and zoning permits.
3. All lots shall have a storm sewer lateral provided for sump pump discharge.
4. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to issuance of building permits and zoning permits.
5. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to issuance of building permits and zoning permits.
6. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
7. All other improvements, including but not limited to, curb & gutter, asphalt 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.

Motion carried 6-0.

10b) Final Plat- Kambura Acres IV- Connor Circle

Motion by Trustee Miller with second by Trustee Bartlein to approve the Final Plat with the following condition:

1. All staff review comments shall be incorporated as conditions of approval.
2. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to issuance of building permits and zoning permits.
3. All lots shall have a storm sewer lateral provided for sump pump discharge.
4. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to issuance of building permits and zoning permits.
5. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to issuance of building permits and zoning permits.
6. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.

7. All other improvements, including but not limited to, curb & gutter, asphalt 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.

Motion carried 6-0.

10c) Blazing Star Drainage Easement

Motion by Trustee Handschke with second by Trustee Bartlein to release the original 30-foot Drainage Easement and record a revised 30-foot Drainage and Utility Easement centered on the property line.

Motion carried 6-0. The property owner of Lot 75 will be responsible to pay the recording fee.

10d) Hidden Pines Road Acceptance

Motion by Trustee Stier with second by Trustee Miller to approve a conditional acceptance pending completion of remaining punch list items and sign-off by Public Works Director.

Motion carried 6-0.

The deadline for completion of all outstanding punch list items is June 5, 2020.

10e) Approve Change Order #1 for 2019 Drainage and Asphalt Paving Improvements

Motion by Trustee Handschke with second by Trustee Miller to approve the Change Order in the amount of \$44,246.29 to PTS Contractors, Inc.

Motion carried 6-0.

10f) Release of Restrictions on Lots 8-11 and 13-16 on the Plat of Lake Park Villas in City of Menasha

Motion by Trustee Miller with second by Trustee Bartlein to release the restrictions on Lots 8-11 on Plat of Lake Park Villas in the City of Menasha.

Motion carried 6-0.

10g) Email from Scott Vieth requesting Village fix his driveway apron

This item was held over.

10h) Re-opening of parks, HAA softball diamonds, and pavilion rentals

No motion was made. The direction is to follow what Calumet County is doing.

10i) Agreement with City of Appleton to provide sewer and water service to Renn Farm

The property is currently in the City's sewer service area and Appleton and Harrison have begun negotiations to determine if the City would be willing to provide the property with sewer service.

Motion by Trustee Bartlein with second by Trustee Miller to enter into an agreement with the City of Appleton to have City provide sewer and water service to the Renn Farm.

Motion carried 6-0.

Reports

Calumet County Sheriff's Department- This item was moved up on the agenda so that Lt. Voland could leave the meeting early. He presented the 2019 summary of incidents that the department responded to. 2018 Total Incidents = 2,961 vs. 2019 Total Incidents = 3,374.

Reports from the Village Manager and the Treasurer's Report of Income and Expenses are on file.

Future Agenda Items

Requested items include changes to the utilities fees; getting email addresses for the village board; and the 2017-18 audit presentation.

Closed Session- Notice of Circumstance from Triple P, Inc. d/b/a Peters Concrete Company

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

Roll Call Vote:

Miller- aye

Van Hefty- aye

Bartlein- aye

Hietpas- aye

Handschke- aye

Stier- aye

The Board met in closed session to confer with legal counsel about strategy regarding current or likely litigation pursuant to Wis. Stats. §19.85(1)(g). The board did not reconvene in open session and adjourned in closed session.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated: May 27, 2020

Approved: June 9, 2020