

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
06/09/2020**

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 June 9, 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 (via webex), Operations Manager Jeff Funk, Fire Chief Jarred Gerl

Correspondence or Communications from Board and Staff

An email from Matt Klapps was shared. He asked if there was going to be any sidewalks or trails to Farmers Field Park.

Trustee Handschke read an email received from Tom Sprangers regarding ditch maintenance on Schaefer Rd.

President Hietpas shared that him, Planner Mark Mommaerts and Village Manager Travis Parish met with officials from Village of Hobart to talk about their development and TIF districts. He also asked how ditch problems are being rectified.

Trustee Miller said he'd been asked about reducing liquor license renewal fees and suggested the owners be given a two month forgiveness period to pay the fees.

Public Comments

Wendy Clausz, W5878 Augusta Place, stated the ditches on the property are done poorly and the water doesn't drain. It doesn't move and it just sits there. Operations Manager Jeff Funk will view the property on 06/10/2020 and make a recommendation to the board.

Phil Roberts, W6032 Pearl Dr, wants to know what is included in the pulverize and pave plan.

Mary Hamilton, N9599 Golden Way, also said they still have water in their ditches.

Sue Roberts, W6032 Pearl Dr, asked why the project was planned for years ago but not completed. She asked that her road and ditches be fixed.

Also distributed was an email from Daniel Pawlowski and Lyn DuChateau, N9591 Golden Way. They asked why the village is not urbanizing that area and that a pulverize and pave does not resolve the drainage, ditch, culvert, parking and safety issues.

Consent Agenda

a) Minutes from 05/20/20 and 05/26/20

b) Resolution V2020-03 WI DNR NR208-2020 Compliance Maintenance Resolution for Harrison Utilities

c) Renew Discharge of Firearms Application for Ed Bogard on County N
Motion by Trustee Stier with second by Trustee Miller to approve all items on the consent agenda. Motion carried 6-0.

Items Removed from Consent Agenda

None

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) Farmers Field Improvements

Public Works Director L. Jungwirth asked the board how they wished to keep the project moving forward. The next phase would be getting utilities installed, but they need to know what size building and restrooms would be needed. Village Manager T. Parish reported that of the \$663,269.00 accumulated in Park Impact Fees, \$478,164.44 has been spent. No General Funds have been used on this project.

Motion by Trustee Handschke to approve engineering for building a shelter with restrooms and to put in utilities- electrical system, underdrain, sanitary pipe, water service and shelter utility connection for that pavilion as specified in appendix F. Trustee Stier asked for clarification that the colored rendering of the current park layout for fundraising purposes quoted at \$2,000 was not included in this motion. Motion seconded by Trustee Miller.

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

b) Contract for Muskrat Trapping on Village-owned Ponds

The village received two quotes: Suburban Wildlife Solutions LLC at \$5675.00 for two years (5 day removal sessions) and Nuisance Pro for \$9,500 (4 weeks).

Motion by Trustee Van Hefty to approve Nuisance Pro for 2020 at \$9,500 to service all the Harrison bounded ponds in the Village of Harrison that are on the list. Motion seconded by Trustee Stier.

Vote: Motion carried 6-0.

New Business for Consideration or Action

a) Bidding for Pulverize and Pave of Golden Way, Coral Ct, and Pearl Ct, with alternate bids for Emerald Ln, Woodsedge Ct, and Garnet Ct

Motion by Trustee Handschke to bid the grind and repave of Golden Way, Coral Ct, and Pearl Ct, with an alternative bid to Emerald Ln and Woodsedge Ct and for a microseal of Garnet Ct.

Motion seconded by Trustee Stier.

Vote: Motion carried 6-0.

Public Works staff was asked to view the culverts in the project area and determine how many need to be replaced and will report that information to the Village Manager. If they can do the work themselves, then the only thing that will be bid out is the pulverize and pave.

b) Subdivision Improvement Policy

Planner Mark Mommaerts presented a revised Subdivision Improvement Policy based on previous board discussions. This policy will replace all previous policies, including those most recently adopted in March 2016 and October 2016. New roads shall now be installed as an asphalt street with mountable curb and gutter and storm sewer. A 5-foot concrete sidewalk shall be installed in the right-of-way on each side of the new road. Upon acceptance of the roadway in a temporary state, the roadway shall sit for not less than two freeze/thaw cycles but not more than three cycles. The Subdivider shall provide financial security in an amount sufficient to cover the costs of installing the remaining improvements to a finished state. Motion by Trustee Handschke to approve the Subdivision Improvement Policy with changes to the introduction removing the dates and in the New Roads section the last sentence. Motion seconded by Trustee Miller.

Vote: Motion carried 6-0.

c) Hidden Pines Development Agreement Addendum #2

Based on discussions from the board, the agreement is proposed to be amended to eliminate concrete streets and integral curb & gutter in favor of mountable curb & gutter with asphalt paving.

Motion by Trustee Handschke to approve Addendum #2 to Hidden Pines Development Agreement which (1) the final roadway surface material shall be asphalt and not concrete [the curb and gutter shall be mountable curb & gutter and not barrier curb & gutter] and (2) all costs of roadway design amendments due to #1 shall be the responsibility of the Village and shall be included in the overall cost of the assessments. Motion seconded by Trustee Stier.

Vote: Motion carried 6-0.

d) Creekside Estates Development Agreement Addendum

Based on discussions from the board, the agreement is proposed to be amended to eliminate concrete streets and integral curb & gutter in favor of mountable curb & gutter with asphalt paving.

Motion by Trustee Stier to approve Addendum #2 to Creekside Estates. Motion seconded by Trustee Bartlein.

Vote: Motion carried 6-0.

e) Amended Southtowne Place Development Agreement

Based on discussions from the board, the agreement is proposed to be amended to eliminate concrete streets and integral curb & gutter in favor of mountable curb & gutter with asphalt paving. The timeframe for final paving was amended from 3-years to 2-years since no winter construction occurred.

Motion by Trustee Miller to approve the amended development agreement for Southtowne Place Subdivision. Motion seconded by Trustee Stier.

Vote: Motion carried 6-0.

f) Bidding Road Maintenance Program

Village staff proposed going to bid for crack filling on Pigeon Rd, Faro Springs (east of 55), Schaefer Rd, Berryfield Ln, Elderberry Ln, Johann Dr, Kees Rd, Lydia Ln, Jordan St (south of Appleton limits), Harmon Rd, Hoffman Ct, Verna Rd, Shea Rd, Sonny Dr, Kernan Ave, Hazelnut Dr, Zirbel Dr and subdivisions Oakwood Estates, Papermaker Ridge I, Flowering Meadows,

Parker Farms, Cobble Creek. Staff recommends microsurfacing on Harwood Rd (Crosstown Rd south to Hwy 114), Harrison Road, and possibly Cedar Ridge II.

Motion by Van Hefty to approve \$500,000 for the crackfilling and microseal. Motion seconded by Trustee Bartlein.

Vote: Motion carried 6-0.

Reports

Harrison Fire Rescue- they were dispatched to 46 incidents from May 1-May 31. They have made modifications to their response protocols due to Covid-19 and special safety precautions are now in place while riding in apparatus, on-scene, and during incidents.

Future Agenda Items

Trustee Handschke asked about the Transportation and Utility Fee and asked that Village Manager T. Parish calculate how much additional revenue we can capture from the apartment buildings. He also asked about the Road Upgrade Assessment policy and Travis will bring that back as well. Trustee Handschke said he would like to have a road maintenance report each month where Operations Manager Jeff Funk can come in and say what they did.

President Hietpas asked if the auditor's report was lined up and if we could revisit the cell phone policy. He also asked for an update on the Schmidt Rd bridge project.

Trustee Bartlein asked if Reports could be moved up in the agenda so that people don't have to wait until the end of the meeting.

President Hietpas asked if the board could schedule another workshop to discuss the structure of Public Works and Harrison Utilities as far as an organizational chart and job descriptions. The meeting is set for Wednesday, June 17, 2020 at 9:00am.

Adjourn

There being no other business, a motion was made by Trustee Stier and seconded by Trustee Miller to adjourn. Motion carried 6-0.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated: June 09, 2020

Approved: June 30, 2020