

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
06/30/2020**

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 30, 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, Tyler Moore  
Board Excused: None  
Staff Present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth, Accountant Donna Knapp, Fire Chief Jarred Gerl

**Reports**

Reports from Harrison Fire Rescue, Sheriff’s Department, Planning and Zoning, Public Works, Clerk-Treasurer and Harrison Utilities along with the Statement of Income and Expenses were shared and reviewed.

**2017-18 Village Audit Review by Dave Maccoux, CLA**

Mr. Maccoux shared the Annual Financial Report from December 31, 2018 and 2017. Total assets increased from \$36 million to \$43 million. Net position increased from \$14.8 million to \$16.5 million.

**Correspondence or Communications from Board and Staff**

Zack Thompson request to keep pig in a residential area: Village Manager stated the email from the resident was included in the board packet.

Rusch Development Properties LLC request for Village to construct road east of Kambura Acres This item was on the agenda for discussion later in the meeting.

Village President K. Hietpas shared an email from a member of Venture Crew 9221 who would like to make a flag retirement box to place at one of the fire stations. The board agreed it was a nice idea and suggested the box could be placed at the Village Hall.

Trustee Moore reported that Flight Night has unfortunately been cancelled due to Covid-19.

**Public Comments**

W6042 Moonflower Drive: Asking to place a privacy fence in their backyard but there is drainage pipe placed by the Village in that area. Planner M. Mommaerts explained that there is a village ordinance that prohibits placement of this fence due to the storm sewer structure underground. Either a variance or a change to the ordinance would be needed. The Planner was asked to modify the existing ordinance to allow for a variance and bring it back to a future meeting.

N9693 Handel Drive: Property owners stated water runs into their yard now that their culvert pipe was changed to a storm sewer and that the road was raised. Staff was asked to look at it and determine if it should be placed on a future agenda.

Kent Gross, Developer of Hidden Pines subdivision: Due to changes in the village's policies, Mr. Gross incurred additional engineering expenses related to the pipe sizing. The changes between asphalt and concrete streets also increased his expenses. He is requesting reimbursement.

W5553 Hoelzel Way: Property owner is requesting a waiver to place a fence in the 30-ft drainage easement.

W6033 Coral Ct: He received a letter stating that his driveway culvert was impeding the flow of water. Staff will take another look at his ditch and those that are in the area.

W6032 Pearl Drive: Asked if there is a formal plan before staff removes culverts. Public Works explained culverts would be shot end-to-end and only those culverts that impede water flow will be replaced.

W6040 Pearl Drive: He asked what other options were considered instead of approving a Road and Transportation Fee. He noted that the proposed resolution indicates that road fees will be used to reduce assessments but that contradicts the assessment policy.

The Clerk read into the record an email from resident David Schmalz, W5884 Sweet William Dr, who opposed the approval of Res. V2020-04 as written.

#### **Unfinished Business from Previous Meeting for Consideration or Action**

Grace period for alcohol licenses: At a previous meeting, the board asked if a forgiveness period could be granted to assist bar owners who were shut down during Covid-19. The village clerk explained licenses cannot be granted until a fee has been paid and would not recommend a forgiveness period. The board will consider a reduction of fees later this year when they look at the upcoming budget cycle. No formal action was taken.

W5878 Augusta Place Drainage Issues: Public Works shot grades culvert-to-culvert in the area and found the slope is less than a tenth of percent. They will go back and look at a wider area, survey, and put a plan together. No formal action was taken.

Streets and Roads Special Assessment Policy: Under the policy, the village will levy based on front footage unless the board chooses to do it area-wide if it is more equitable. Publicly-owned properties shall be included in any area wide assessment. Motion by T. Moore with second by P. Stier to approve the resolution. Motion carried 7-0.

#### **New Business for Consideration or Action**

Minutes from 05/27/20

Minutes from 06/09/20

Minutes from 06/17/20

Motion by P. Stier with second by M. Van Hefty to approve the minutes. Motion carried 7-0.

#### Payments of Bills and Claims

Motion by T. Moore with second by L. Miller to approve the payments. Motion carried 7-0.

“Class B” Licenses for Menasha Entertainment LLC, Kenneth Sprangers, Rock II LLC, Bobbers LLC, Two Pair of Dice LLC, North Shore Golf Club LLC, Lake Park Pub LLC, Little Chicago LLC, Cimarron Bar Inc., Vargas Bros LLC, and “Class A” License for Darboy Corner Store Inc.

Cigarette and Tobacco Product Retail licenses for Darboy Corner Store, Silver Spur Saloon, and North Shore Golf Course.

Motion by P. Stier and second by M. Van Hefty to approve all licenses. Motion carried 7-0.

#### Deny Operator License Application for C. Struamfjord

Based on charges found on a background check, the applicant does not meet the village’s guidelines for approval. Motion by S. Handschke with second by T. Moore to deny the application. Motion carried 7-0.

#### Certificate of Payment #2 for Lift Station #5 Abandonment to DeGroot, Inc.

Partial payment for the project is scheduled monthly, and this payment is for work completed through June 10, 2020. Expenses will be paid by Harrison Utilities. Motion by D. Bartlein with second by L. Miller to approve payment. Motion carried 7-0.

#### Waste Oil Furnace Replacement

Motion by P. Stier with second by D. Bartlein to approve the waste oil furnace replacement. Motion carried 7-0.

#### Creekside Estates Road Acceptance

Public Works Director L. Jungwirth reported that village staff and Harrison Utilities completed a walk-through and she is comfortable with conditional acceptance pending completion of remaining punch list items. Motion by P. Stier with second by S. Handschke to accept the roads. Motion carried 7-0.

#### Floodplain Study in Ryford Street Area

The village had originally planned to have Ryford St extended over the creek to bridge the Kambura Acres and Creekside Estates subdivisions, but the project was halted due to high costs. Motion by S. Handschke with second by L. Miller to approve the floodplain study and roadway design under a 25-year storm event. Motion carried 7-0.

#### Certified Survey Map – Atlas Development & Construction Lot 15 Creekside Estates

The applicant is requesting to split Lot 15 to create an additional building site. Motion by T. Moore with second by P. Stier to approve the CSM. Motion carried 7-0.

#### Certified Survey Map- Hannemann- N6465 & N6473 Harrison Road

The applicant is proposing to combine two lots into one in order to make a single building site for a new home. Motion by T. Moore with second by L. Miller to approve the CSM. Motion carried 7-0.

#### Certified Survey Map- Hopfensperger- N8057 Stommel Rd

The applicant is requesting to split a parcel into two lots to create an additional building site for a new home. Motion by T. Moore with second by M. Van Hefty to approve the CSM with the

condition that the Right-of-Way for Stommel Rd shall be dedicated to the public for roadway purposes. Motion carried 7-0.

Certified Survey Map- Wallace- W4814 Schmidt Road

The applicant is proposing to split a parcel into two lots to create an additional building site for a new home. Motion by T. Moore with second by P. Stier to approve the CSM with the condition that the Right-of-Way for Schmidt Road shall be dedicated to the public for roadway purposes. Motion carried 7-0.

Zero Lot Line Certified Survey Map- Uecker- N8957 and N8959 Spring Valley Rd

The applicant is proposing to split a parcel into two lots to create a zero lot line. Motion by T. Moore with second by L. Miller to approve the CSM with the following conditions:  
*That a note on the face on the CSM shall read, "When attached single-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same."; and,*  
*Private/restrictive covenants shall be recorded at the Calumet County Register of Deeds in accordance with the zero lot line provisions in the zoning ordinance. A copy of such recorded document shall be provided to the Village Planner.*  
Motion carried 7-0.

Zero Lot Line Certified Survey Map- Uecker- N9088 and N9090 Spring Valley Rd

The applicant is proposing to split a parcel into two lots to create a zero lot line. Motion by P. Stier with second by D. Bartlein to approve the CSM with the following conditions:  
*That a note on the face on the CSM shall read, "When attached single-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same."; and,*  
*Private/restrictive covenants shall be recorded at the Calumet County Register of Deeds in accordance with the zero lot line provisions in the zoning ordinance. A copy of such recorded document shall be provided to the Village Planner.*  
Motion carried 7-0.

Release of Utility Easement on Lot 3 in Lake Park Villas in City of Menasha

The City of Menasha is requesting Harrison Utilities release the 30' utility easement located on Lot 3 in Lake Park Villas. The watermain has been relocated and the easement is no longer needed. Motion by P. Stier with second by T. Moore to approve. Motion carried 7-0.

Ordinance V20-06 Streets and Roads Regulations- Heave Traffic Route

The village board had asked staff to see if a "No Heavy Trucks" sign could be placed on Midway Rd and Manitowoc Rd. A new ordinance is needed to designate village streets and roads as off-limits to heavy trucks with a few exceptions. Motion by T. Moore with second by P. Stier to approve the ordinance with the change to add Woodland Road and Carrier Way and to have staff put up signs as soon as they can. Motion carried 7-0.

Allow Dan Biese the use of his ATV to maintain the birdhouses in the State Park ponds  
The resident is asking the board to let him use his ATV to maintain birdhouses in the ponds. He previously had an agreement with Garners Creek to do so. Under ordinance, the village would need to give him permission to use his ATV for maintenance purposes. Motion by T. Moore with second by L. Miller give permission to Mr. Biese to use his ATV responsibly for the maintenance and purposes only of bird houses. Motion carried 7-0.

#### Resolution V2020-04 Authorizing a Streets and Roads Fee

The former resolution is being changed from a yearly flat fee to a fee based on property assessments. The board asked that any reference to special assessments be removed and that the fees will be used for construction and maintenance of streets and roads. Village Manager T. Parish will bring it back to a future meeting for approval. No formal action taken.

#### **Future Agenda Items**

Zack Thompson's request to keep a pig in a residential area will be brought back to a future meeting.

S. Handschke asked if a future workshop could focus on restricting Air BnBs in the village.

#### **Closed Session**

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 development agreements with Lexington Homes and Toonen Companies.

The Village Board also met in closed session pursuant to Wis. State Stats. §19.85 (1)(b) to consider dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter in regards to a personnel matter.

#### Roll Call:

Miller- aye

Van Hefty- aye

Bartlein- aye

Hietpas- aye

Handschke- aye

Stier- aye

Moore- aye

#### **Adjournment**

At the request of the board, staff was not present for adjournment of meeting.

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Jennifer Weyenberg, Village Clerk-Treasurer

Dated: July 1, 2020

Approved: July 14, 2020