

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
07/28/2020**

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 July 28, 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, Fire Chief Jarred Gerl

Reports

Reports for Harrison Fire Rescue, Planning & Zoning, Public Works, Utilities, and Statement of Income and Expenses are on file.

Correspondence or Communications from Board and Staff

Ditch concern at N9061 Kernan Ave: Village Manager Travis Parish shared a letter from the residents who would like the village to look at the grade of the ditch.

Public Comments

Denny Hoelzel, Manitowoc Rd, was notified of the village's raze order and would like to keep the house as is and have the order revoked.

Unfinished Business for Consideration or Action

Augusta Place Drainage Issues Update: Public Works Director L. Jungwirth updated the board on her findings in the area. She will meet with property owners on getting things cleared out and check lines. An update will be provided at the August meeting.

New Business for Consideration or Action

Fire Department By-Laws

Board requests that village attorney review document. No action taken.

Addendum #1 Southtowne Place Development Agreement

The addendum clarifies that the financial institution letter meets the requirement for the financial guarantee. Motion by Trustee Stier with second by Trustee Van Hefty to approve. Motion carried 7-0.

Agreement for the 2020 Illicit Discharge Detection and Elimination Field Screening

The agreement is needed to meet the requirements of the MS4 stormwater permit. In the past, the village has used Omni Assoc. They have now been acquired by Westwood Professional Services and need a new agreement. The board asked that staff get quotes from other companies. No action was taken.

Minutes from 07/14/2020

Motion by Trustee Stier with second by Trustee Van Hefty to approve. Motion carried 7-0.

Minutes from 06/25/2020

Motion by Trustee Stier and second by Trustee Moore to approve. Motion carried 7-0.

Payments of Bills and Claims

President Hietpas asked about Check 9603 to Kirby Built for picnic tables and Check 9667 to Short Elliot Hendrickson for grade checks.

Trustee Stier asked about the payment to WI Dept of Justice for background checks.

Motion by Trustee Handschke with second by Trustee Stier to approve. Motion carried 7-0.

Discharge of Firearms Application- W6673 Manitowoc Rd

Motion by Trustee Handschke with second by Trustee Stier to approve. Motion carried 7-0.

Lift Station 5 Abandonment Certificate of Payment #3

This payment covers work through July 17, 2020. Motion by Trustee Stier with second by Trustee Moore to approve. Motion carried 7-0.

Kambura Acres IV Gravel Road Acceptance

Prior to acceptance of Kambura Acres IV, some rear yard swales still had to be graded and restored and the final plat accepted. All items have been completed. Motion by Trustee Moore with second by Trustee Stier to approve. Motion carried 7-0.

Rental Agreement with Waverly Beach for November 3, 2020 Election

Due to space concerns, staff is looking for a larger facility to use as a polling location. Waverly Beach will rent the ballroom at \$500.00 for a two-day rental. Motion by Trustee Handschke with second by Trustee Moore to approve. Motion carried 7-0.

Ordinance V20-07 Zoning Text Amendments- Fences in Drainage Easements

Village Board had asked that the Plan Commission amend the current ordinance to allow fences within storm sewer easements or drainage easements. Plan Commission recommends the following changes:

Zoning Administrator, with input from Public Works Department, may authorize the placement of a fence in a storm sewer easement or drainage easement with underground infrastructure provided:

- i. Village staff verify fence and storm sewer or underground infrastructure placement.
- ii. The fence be a minimum of 5-ft from the storm sewer or underground structure.
- iii. A fee for review be submitted (\$100.00)

Motion by Trustee Handschke with second by Trustee Stier to approve.

Motion carried 7-0.

Request for Fence in Drainage Easement- W6042 Moonflower Dr

Request for Fence in Drainage Easement-W5553 Hoelzel Way

There was no action on the above items. With the approval of Ordinance V20-07 above, staff now has authority to grant easements and board approval is not necessary.

Ordinance V20-08 Repeal and Replace Harrison Utilities Ordinance No. 20, No. 23, and No. 28 pertaining to the Facilities Connection Fee

It has been determined that former Waverly Sanitary District never received permission from the PSC to institute a water connection fee. The proposed ordinance repeals the water connection fee but leaves in place the sewer connection fees which is allowed. Motion by Trustee Stier with second by Trustee Moore to approve the ordinance. Motion carried 7-0.

Future Agenda Items

The first budget workshop is set for September 1, 2020 at 6:00pm.

A joint meeting with Combined Locks and Buchanan is set for August 17, 2020 at 7:00pm to discuss the fire department merger feasibility.

Trustee Stier requested discussion on improvements to the village's existing parks.

Trustee Handschke requested discussion on Air BnB rentals in the village.

President Hietpas requested an update to the employee handbook and RFPs for engineering and auditing services.

There being no other business, a motion by Trustee Stier was made and seconded by Trustee Bartlein to adjourn. Motion carried 7-0.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated: July 28, 2020

Approved: August 25, 2020