

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
08/25/2020**

A meeting of the Village of Harrison Board was called to order at 7:00pm in the Harrison Municipal Building, W5298 State Road 114 on August 25, 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  
Others Present: Judy Hebbe of the Times-Villager

**Reports**

Report from Harrison Fire Rescue, Calumet Co. Sheriff's Dept., Planning & Zoning, Public Works, Operations Manager, Statement of Income and Expenses and Harrison Utilities were distributed. Trustee Handschke asked on status of the No Heavy Truck signs, and Public Works Director L. Jungwirth said they have been delivered and should be going up soon. President Hietpas asked if the signatures on the Crack Fill award were finalized. L. Jungwirth said McMahon is working with Farhner to finalize everything. The Ryford Street Crossing project will be brought back to a future meeting. Trustee Stier reported seeing a muskrat at the pond between Sweet Pea Dr. and Midway Rd. Trustee Van Hefty will contact the trapper and let him know. Trustee Handschke asked about a discrepancy in the Harrison Utilities' Income and Expense statement, and T. Parish explained the expense was to pay off Lift Station No. 6 and that comes out of their fund, not the village's general fund. President Hietpas asked if the town's checking account listed on the Treasurer's report was still an active account. T. Parish explained that the State pays out shared revenues yet on the former town and those are direct deposits to that checking account.

**Communications from Board or Staff**

Trustee Van Hefty distributed the Coronavirus Aid, Relief, and Economic Security (CARES) Act report. The village is eligible for \$211,348.00. Funds can be used to purchase personal protective equipment, cleaning/sanitizing supplies, FMLA, sick leave, and more. The board would like to purchase ipads and other supplies that would increase the efficiency of working remotely. T. Parish will get quotes.

**Public Comments**

Ryan Bowers asked why the planned concrete streets in Kimberly Heights subdivision are being changed to asphalt roads, when everyone who bought their lots were all informed that they would be assessed for concrete work in 2021. He asked why all of these changes are happening when the residents have not been given a chance to speak on the matter. President Hietpas explained that a few months ago the

board voted to move towards asphalt roads and concrete low-back curbs and sidewalks in all **new** subdivisions.

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

#### Employee Handbook

T. Parish asked if the board wanted to make slight adjustments on the current/original policy or continue moving forward with a brand new re-write. Both handbooks will be brought to the first Administration Services Committee meeting. No action was taken.

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

#### Certified Survey Map- Lamers Realty- N8912 Harrisville Court

In order to construct Harrisville Place subdivision, a temporary pond was constructed. The village and developer agreed that after storm sewer became available in Woodland Rd, the developer could connect the subdivision to the pipe and eliminate the temporary pond. Motion by Trustee Moore with second by Trustee Stier to approve the CSM. Motion carried 7-0.

#### Certified Survey Map- Frank Thiel- Harrison Rd

The CSM would combine properties in order to remove a lot line for building a new home. Motion by Trustee Moore with second by Trustee Stier to approve the CSM. Motion carried 7-0.

#### Kimberly Heights Development Agreement Addendum #2

#### Kimberly Heights 2 Development Agreement Addendum #1

#### Kimberly Heights 3 Development Agreement Addendum #1

The amendments would eliminate concrete streets and integral curb & gutter in favor of mountable curb & gutter with asphalt paving. Motion by Trustee Van Hefty with second by Trustee Stier to approve Kimberly Heights Developments 1, 2, and 3 with addendums to various phases in Kimberly Heights subdivisions and development agreements moving forward. Motion carried 7-0.

#### Ordinance V20-08 Zoning Text Amendments

Since the village incorporated from the Town, the zoning ordinance has not been updated with references to State Statutes for villages. The ordinance also references Calumet County zoning which is no longer applicable. Motion by Trustee Moore with second by Trustee Van Hefty to approve Ordinance V20-09 for the zoning code updates. Motion carried 7-0.

#### Woodland Road Sewer and Water Payment

As part of Creekside Estates subdivision construction, the developer extended sewer and water mains through the subdivision and along Woodland Rd. These mains are bigger and deeper than typical and will service an area north to Manitowoc Rd, and Harrison Utilities policy is to reimburse for oversizing. The cost for this oversizing is \$205,746.28. Also, the developer installed sewer and water mains along Woodland Rd on both sides of the road (their subdivision is only on the south side). The developer is asking to be reimbursed \$107,574.50. The amount can be assessed on the north side of the road when that property develops. The total amount, coming from the Harrison Utilities budget, is \$313,320.78

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

Minutes from 07/22/20, 07/28/20, 08/17/20, 08/18/20

President Hietpas asked to clarify page 2 of the minutes from 08/18/20, "Discussions continue with Town of Buchanan about buying out their share of Darboy Community Park". It should state Buchanan is turning over their share of the park and there will be no fees paid for it. Motion by Trustee Handschke with second by Trustee Stier to approve minutes from 07/22/20, 07/28/20, 08/17/20, 08/18/20 with changes to clarification spelled out by village president. Motion carried 7-0.

Payments of Bills and Claims

Trustee Stier- Question on page 3, \$4018.44 to Franks Radio Service. L. Jungwirth explained we set up a base inside the building.

Trustee Stier- Question on page 7, \$21.99 to Menards for mailbox on Coral. L. Jungwirth confirmed the crew hit a mailbox when working in the area.

Trustee Stier- Question on page 15, \$18,005 to Joe Mader Excavating. This was a delay in billing from work done in the spring.

Trustee Stier- Question on page 18, \$424.91 to Spectrum. T. Parish answered this is our internet, cable and phone.

President Hietpas- Question about the CAT parked at the park and said it hasn't moved in a month or two. L. Jungwirth will check with Operations Manager J. Funk to see what the arrangement is- we are not actively paying on any rental contracts.

President Hietpas- Question on page 7, \$17,564.20 to McMahon for UNPS Stormwater Planning. Last month we paid another \$13,000+ for stormwater planning as well. T. Parish explained the bills are part of the storm water grant the board previously approved.

President Hietpas- Question on page 2, \$1,800 to Don E Parker Excavating for a culvert replacement. L. Jungwirth explained a piece of the culvert was to be replaced but it was deteriorated and the determination was made to replace the entire culvert.

Trustee Handschke- Question on page 18, \$6,660 to Stumpf Creative Landscaping. T. Parish explained this is part of the Halverson property purchase condition that the village would install a berm and plant trees.

Motion by Trustee Stier with second by Trustee Moore to approve the bills and claims. Motion carried 7-0.

Resolution V2020-07 Establishing Polling Places for November 3, 2020 Election

The clerk is planning 3 polling locations for the General Election.

Waverly Beach: Wards 3-4; 17-18 and Wards 11-13

Harrison Municipal Building (Community Room): Wards 5-6; 10

Harrison Municipal Building (Garage/Shop): Wards 7-9; 14-16

Motion by Trustee Stier with second by Trustee Bartlein to approve Res. V2020-07 Amending Res. V2020-06 and Establishing the Polling Places for November General Election. Motion carried 7-0.

#### Manitowoc Road and Woodland Road Speed Study

The board voted on 02/11/2020 to begin a study to reduce the speed from 45mph to 35mph on Manitowoc Road and Woodland Road from Lake Park Rd to County Road N. L. Jungwirth has been working with Rodney Hamilton of the DOT regarding the requirements for reducing speeds on local roads. The WisDOT Traffic Guidelines Manual states local governments have the authority to reduce speed limits to within 5mph of the 85<sup>th</sup> percentile speed, but “all speed limit changes shall be based on a traffic engineering study, including modifications allowed under State Statute.” L. Jungwirth has also been working with J. Tenor of the Calumet Co. Sheriff’s Dept. to gather crash data. The DOT has recommended it would be beneficial to wait until there is more development in the area. President Hietpas noted that Rod Hamilton of the DOT is referencing state statutes for a state highway, which Manitowoc Road and Woodland Road are not. The county makes changes based on committee recommendations. He opposes spending money on a study that is not needed and the village board has the authority to drop the speed by 10mph. Calumet County Sheriff’s Department noted they have not received any complaints about speeding. Motion by Trustee Handschke with second by Trustee Bartlein to table the speed reduction study. Motion carried 7-0.

#### 2019 Storm Sewer and Drainage Improvements and Asphalt Paving Program Certificate of Payment #5-Final

Public Works Director L. Jungwirth confirmed that outstanding items on the punchlist had been completed. Motion by Trustee Miller with second by Trustee Stier to approve the Certificate of Payment \$5 Final. Motion carried 7-0.

#### Request for Vacation of Road Easement

The village received a petition for a road easement to be vacated at W4650 High Cliff Road. The original easement was created to provide access for 4 lots, but is no longer needed. The consensus of the board was to pursue the vacation, and Village Manager T. Parish will work on the necessary paperwork and bring the matter back to a future meeting.

#### Refinancing State Trust Fund Loan

The village obtained a loan in the amount of \$1.5 million to construct infrastructure for TID #1. Baird has provided an analysis that the village could save potentially \$229,969 if we went out to market. President Hietpas asked if the village had any other loans that could be included, and T. Parish said the one loan for the future village center land is not tax exempt and the parkland at Hwy 55 is no longer tax exempt if sold for commercial development. There was no motion/action taken; T. Parish will continue to work with Baird and bring additional information back.

#### Short-Term Rental Ordinance

The Village Board asked that this be placed on the agenda for discussion. T. Parish distributed information on short-term rental laws- in 2017 Gov. Walker signed into law an act that puts limits on the ability of local governments to prohibit short term rentals. Because staff has not received complaints about an issue, it is unclear if the concern is noise, cars blocking the street, too many people, etc. Trustee Handschke noted that the village is missing out on revenue and the property owners are most

likely not paying county sales tax. Trustee Stier and Trustee Moore suggest we look at Green Bay and Oshkosh to see how they handle rentals for Packers games and EAA. T. Parish was asked to bring back the City of Madison policy for review.

#### Future Agenda Items

Trustee Stier he was contacted about the panhandling happening.

Trustee Moore asked if there was an update from the attorney on the Fire Dept By-Laws.

#### Closed Session:

Under Wis. Stats. 19.85(1)(g), the board met in closed session to confer with legal counsel about strategy regarding current or likely litigation regarding Peters Concrete Company.

Motion to enter closed session by Trustee Stier with second by Trustee Bartlein. Motion carried 7-0 on a roll call vote:

Miller- aye;

Van Hefty- aye;

Bartlein- aye;

Hietpas- aye;

Handschke- aye;

Stier- aye;

Moore- aye.

The meeting reconvened in open session. Trustee Bartlein moved to settle with second by Trustee Stier. T. Parish asked for clarification that the motion state, "to accept the offer from Peters Concrete in their email dated July 27<sup>th</sup>, 2020." Motion carried 7-0.

Motion by Trustee Moore with second by Trustee Bartlein to adjourn. Motion carried.

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Jennifer Weyenberg, Village Clerk-Treasurer

Dated August 25, 2020

Approved Sept 17, 2020 w/ change