

NOTICE OF VILLAGE BOARD MEETING

AMENDED

DATE: Tuesday, February 11, 2020
TIME: 7:00pm
PLACE: Harrison Municipal Building
W5298 State Road 114
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board Meeting will be held on Tuesday, February 11, 2020 at 7:00pm. The agenda is listed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
 - a) **President Hietpas' Challenge to the Board**
5. Public Comments
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Consent Agenda
 - a) Application for Operator License (expiring June 30, 2020) for Kaitlyn Van Daalwyk
7. Items Removed from Consent Agenda (if any)
8. Appointments
 - a) None
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) V2020-01 Approving Streets and Roads Special Assessment Policy
 - b) **Discussion and Possible Action on Road Policy**

10. New Business for Consideration or Action

- a) Reduce Speed Limit from 45 mph to 35 mph on Woodland Rd and Manitowoc Rd
- b) Rules and Procedures for Village Board Meetings
- c) Ordinance V20-01 Municipal Restrictions on Discharge of Bow and Arrow or Crossbow
- d) Discussion and Possible Action on the Road Fee/Road Utility
- e) Approve Village Manager's Contract in Open Session
- f) Purchase pick-up truck for Public Works Department

11. Reports

- a) None

12. Adjournment

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Jennifer Weyenberg, Village Clerk-Treasurer

Agenda posted 02/06/2020 and posted at www.harrison-wi.org and Municipal Building lobby

Agenda Amended on 02/07/2020 at 11:00am

Challenge to the board

As a board member I feel that sometimes we are misled, we receive thoughts, opinions and wants as they are presented as facts. We make our decisions based on the information presented without challenging what is presented. I challenge the board to question things that do not seem right, to respect and listen to what others are saying without shutting them down and to put what is best for the future of our entire community.

Presented by Kevin Hietpas



APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

Village of Harrison, Wisconsin

To the Board of the Village of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2019, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitation imposed by Section 125 of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I understand that any falsification, omissions, or misleading information on this application is grounds for denial of my license application or revocation of any license issued.

Last Name: Van Daalwyk First Name: Kaitlyn Middle I: R
 Street Address: N5928 Vans Road City: Hilbert Zip: 54129
 Day Phone: 920-464-0648 Evening Phone: 920-464-0648
 Date of Birth: Where will you be working?: Waverly Beach
 Driver's License Number:
 Do you currently hold or have held an operator's license within the last 2 years? YES ~~NO~~
 If yes, please list the municipality which issued your license:

List any offenses you have been convicted of in the last 5 years which were felony, misdemeanor, or local ordinance. Include juvenile convictions and alcohol related traffic violations (drunk driving, open intoxicant in vehicle, etc.) Failure of full disclosure may prohibit approval of license.

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE: _____
 Subscribed and sworn to before me this 21 day of Jan ~~2018/19~~ 2020
Kaitlyn VanDaalwyk 01/21/2020
 Applicant Signature Date

Deb Hamison
 Witness Signature
 Witness Address: 512 Cortland Ct.

Office Use Only: \$35.00 Background Check
 Reported to the Board: Course Completion

Kimberly WI ~~54113~~
54136

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: February 11th, 2020

Title:

Discuss/Approve Streets and Roads Special Assessment Policy

Issue:

Should the Village of Harrison approve the proposed streets and roads special assessment policy?

Background and Additional Information:

The Village of Harrison has operated under various written and unwritten special assessment policies and wishes to create a standardized policy. The attached policy was created based on the discussions of the Village Board at the January 14th, 2020 meeting.

The basics of the policy are as follows:

- Village pays for all paving or repaving of the roads and the costs of mains.
 - Property owners pay for curb and gutter, laterals, driveways, and restoration.
 - Assessments will be area wide.
 - Multiple frontage lots, including corner lots, will only be assessed for the sides with road access.
-

Budget/Financial Impact:

None.

Motion:

To approve Resolution V2020-01 Streets and Roads Special Assessment Policy

Attachments:

Streets and Roads Special Assessment Policy.

**VILLAGE OF HARRISON
STREETS AND ROADS SPECIAL ASSESSMENT POLICY**

I. GENERAL PROVISIONS

- A. Total Project Costs include, but are not limited to, construction costs, inspection costs, permit fees, administration costs, land acquisition costs, legal fees, and engineering fees.
- B. The Village Board has the right to assess projects in methods other than those stated in this policy if the Village Board determines that the benefit can be fairly distributed through said method.

II. STREET CONSTRUCTION AND RECONSTRUCTION

A. General

- 1. The Village of Harrison shall not assess the cost to repave or reconstruct the asphalt/concrete portions of the streets and roads located within the Village of Harrison.
- 2. The Village of Harrison shall not assess the cost to install storm water mains.
- 3. Assessments will be levied on an area wide basis if the Village Board determines that the benefit can be fairly distributed through this method. In deciding whether to special assess on an area wide basis rather than a front foot basis, the Board may consider whether or not benefiting properties have either no or minimal frontage on the subject street. Area wide assessments may be based on acreage, square feet of parcels or buildings, traffic generation, parking spaces, or any other basis that the Board believes will fairly distribute the benefit.
- 4. The standard street design will be based upon the Village of Harrison Streets Specification manual.

5. Publicly owned properties shall be included in any area wide assessment.

B. Items to be Assessed

1. The Village shall assess curb and gutter, laterals, restoration and any other item that improves the property except the paving of the road and any mains.

C. Exceptions to Assessment Rates

1. Corner Lots, Multiple Frontage Lots – will not be assessed for the frontages to which access is physically or legally precluded.

D. New Subdivisions

1. The cost for any new street or road, sewer or water main, storm water infrastructure or any other infrastructure items deemed necessary by the Village Board to be constructed in a new subdivision shall be paid 100% by the developer of the subdivision.

III. METHOD OF PAYMENT

A. The following is the payment schedule based upon the total amount of the assessment:

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$500.00 or less.
3. Three (3) equal installments if the total assessment is greater than \$500.00 but less than \$999.00.
4. Five (5) equal installments if the total assessment is at least \$1,000.00 but less than \$4,999.00.
5. Ten (10) equal installments if the total assessment is at least \$5,000.00 or greater.
6. The Village Board, at its discretion, may extended the timeline for the payment of special assessments, but at no time shall special assessments be greater than twenty (20) years.

7. The rate of interest on any outstanding special assessment shall be 2% above the current interest rate as found on the BCPL State Trust Fund Loan program website.

Created: 1/9/20

Approved:

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: February 11th, 2020

Title:

Reduce speed limit from 45 mph to 35 mph on Woodland Rd. and Manitowoc Rd.

Issue:

Should the Village of Harrison reduce the speed limit on Woodland Rd. and Manitowoc Rd. from 45 mph to 35 mph?

Background and Additional Information:

The Village has received requests for the speed limits on Manitowoc Rd. and Woodland Rd. to be reduced from 45 mph to 35 mph.

The reduced speed limits are proposed as follows:

Manitowoc Rd. from Lake Park Rd. to CTH N – reduced from 45 mph to 35 mph.

Woodland Rd. from Lake Park Rd. to CTH N – reduced from 45 mph to 35 mph.

Budget/Financial Impact:

None.

Motion:

To approve the reduction in speed limit from 45 mph to 35 mph for Woodland Rd. and Manitowoc Rd. from Lake Park Rd. to CTH N.

Attachments:

None.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: February 11th, 2020

Title:

Review/Approve Rules and Procedures for Village Board Meetings

Issue:

Should the Village of Harrison modify the previously approved rules and procedures for Village Board meetings?

Background and Additional Information:

The current rules and procedures for Village Board meetings was approved on September 30th, 2014.

Budget/Financial Impact:

None.

Motion:

If no changes or revisions, no motion needed.

Attachments:

Current Rules and Procedures for Board Meetings
9-30-2014 Meeting Minutes

TOWN/VILLAGE OF HARRISON

RULES AND PROCEDURES FOR BOARD MEETINGS

Meetings

A. Regular Meetings.

1. Regular meetings of the board shall be held on the last Tuesday of the month.
2. Meeting dates and times may be changed by a majority vote of the board.

B. Special Meetings.

1. Any two trustees/supervisors may call a special meeting by filing a written notice with the village clerk. The clerk, in turn, shall immediately notify each village board member of the date, time and purpose of the special meeting.
2. A special meeting may be called, without notice, at regularly convened board meeting if all members are present. A special meeting may also be called if all members consent to the holding of such a meeting.
3. Special meetings shall be deemed regular meetings for the purpose of transacting any business that may be permitted by law.

C. Adjournment.

1. Any board member may move to adjourn a meeting. If any agenda item is not considered before a motion to adjourn is adopted, it shall automatically be referred to the board's next regular meeting, unless the motion provides for a specific date and hour.

Quorum Required

A quorum is necessary for the transaction of any village board business. A majority of the members elect shall constitute a quorum.

Call to Order

The village president/town chairperson shall at the hour appointed call the trustees to order. If the village president is absent from the meeting, the clerk shall call the board to order and preside until the board selects another trustee to preside at the meeting.

Absence of Members

If a board member for any reason cannot attend a regularly scheduled meeting, he or she shall notify the clerk.

Order of Business

The business of the board shall be conducted in the following order:

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Correspondence.
5. Public Comments.
6. Consent Agenda.
7. Payment of Bills and Claims. (If not on consent agenda)
8. Appointments.
9. Unfinished Business from Previous Meeting.
10. New Business.
11. Reports of Officers.
12. Future Agenda Items.
13. Adjournment.

Introduction of Business

A. Introduction Requirements.

All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member, and prior to their consideration by the board, be delivered to the clerk. Any trustee/supervisor may require at any time the reading in full of any matter while it is before the board.

B. Filing.

Each proposed ordinance or resolution shall be filed in the office of the clerk at least 5 days prior to that scheduled board meeting at which the measure is to be introduced. If for good cause this pre-filing is impractical, the board may waive this requirement.

C. Reintroduction Restricted.

No proposed ordinance or resolution, having once been defeated, may again be introduced in the same or in the substantially same form until 90 days after the date when the ordinance or resolution was defeated.

Presiding Officer

A. Designation of.

The village president/ town chairperson shall preside at all meetings of the board. If the village president is absent, the clerk shall call the board to order and preside until the board selects another trustee/supervisor to preside at the meeting.

B. Function.

The presiding officer shall preserve order, conduct the proceedings of the board, and be its parliamentarian. If a board member does not follow the board's rules, the presiding officer may, on his or her own motion, or shall, at a member's request, call the offending member to order. The board, if appealed to, shall decide the matter.

C. Point of Order.

Any board member may raise a question or point of order. The point of order must be raised at the time of the alleged breach of order occurs. The presiding officer shall, in turn, immediately rule on the question of order, subject to an appeal to the board. The appeal may be sustained by a majority vote of the members present, exclusive of the presiding officer.

D. Motions and Votes

The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the board for its consideration.

Voting

A. Mode of Voting.

1. Any board member may demand an aye or no vote on any matter.
2. No board member may explain his or her vote during the calling of the ayes and noes. All aye and no votes shall be recorded in the minutes of the proceedings.

B. Majority Vote Required.

A majority vote of all members of the board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by law. In all other cases, a majority of the votes cast shall be necessary for board action, provide a quorum has voted.

C. Abstentions.

1. A board member shall not vote on any proposed ordinance, order, resolution or proposition in which he or she has a direct pecuniary or personal interest not common to other board members.
2. A board member who is required by law to abstain from voting on any particular matter shall not be counted for determining (a) the number of "members present" if passage of that measure requires a favorable vote by a majority or other fractional vote of the board members "present," or (b) the "presence" of a quorum for purposes of that particular vote.

D. Vote Change.

A board member may change his or her vote on a matter up to the time the results of the vote is announced.

Reconsideration of Question

Any member who voted with the prevailing side on any question may move for reconsideration of the vote immediately after the vote at the same meeting. Reconsideration is subject to time limits and cannot be taken up at subsequent meetings.

Ordinances

A. Reading of Ordinances

1. All proposed ordinances shall be read a total of three times before the board may vote on any of them. Each ordinance shall be read:
 - a. At the time of its initial introduction (title only);
 - b. Immediately prior to the board's actual vote on it (title only).
2. By adoption of a motion to suspend the reading, the board may dispense with any or all of the required readings.

Preparation of Agenda

The Village President/Town Chairperson shall be responsible for determining those items which shall be placed on the agenda for each board meeting. Any two board members may request in writing that the Village President/Town Chairperson include any item appropriate for Village Board action on the agenda for any meeting. The request must be made three business days prior to the meeting.

Consent Agenda

A. Agenda.

The Village President/Town Chairperson or Town/Village clerk may place any one or more items on a consent agenda which, in his or her judgment, are routine or otherwise likely to be approved by unanimous consent.

B. Procedure.

1. No separate discussion or debate on matters on the consent agenda shall be permitted.
2. A single motion seconded and adopted by majority vote of the board, shall be sufficient to approve, adopt, enact or otherwise favorably resolve all matters listed on the consent agenda without separate discussion thereof.
3. Any trustee may request removal of any item from the consent agenda, and such item shall be removed without further debate or vote.
4. Any item or part thereof removed from the consent agenda by request of one or more trustees shall be considered separately at an appropriate time during the meeting as determined by the presiding officer.

Manner of Deliberation

A. Method.

No board member shall address the board until recognized by the presiding officer. The board member shall then address the presiding officer and keep all remarks to the question under discussion. The trustee shall also avoid personal confrontation when speaking.

B. Recognition of Board Member.

When two or more members simultaneously seek recognition, the presiding officer shall name the member who spoke first.

C. Motions.

No motion shall be discussed or acted upon until it has been seconded, unless the rules specifically permit one trustee to initiate action. No motion shall be withdrawn without the consent of those trustees making and seconding the motion.

D. Termination of Debate.

Any member wishing to terminate the debate may move the previous question. The presiding officer shall then announce the question as, "Shall the question before the board now be put?" If two-thirds (2/3) of the members present vote in the affirmative, the question before the board shall be taken without further debate. The board would then vote on any pending amendments and then on the main question.

Robert's Rules of Order to Govern Board

In the absence of a standing rule, the board shall be governed by *Robert's Rules of Order Newly Revised*, unless contrary to state law.

Suspension of Rules

These rules or any part of them may be suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members present.

Amending of Rules

By a record vote of two-thirds (2/3) of all the members of the board, these rules or any part of them may be amended.

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
09/30/14**

1. Call to Order – Meeting was called to order at 6:00pm in the Harrison Municipal Building, W5298 Hwy 114, Menasha by President Jim Salm.
2. Recite Pledge of Allegiance- recited.
3. Roll Call- President Salm and Trustees Pete Stier, Dave La Shay, Kevin Hietpas, Tyler Moore, Lou Miller, and Wally Kussmann were present. Staff in attendance were Planner Mark Mommaerts, Public Works Director Bob Kesler, Treasurer JoAnn Ashauer, Manager Travis Parish and Clerk Jennifer Weyenberg.
4. Communications from Board or Staff- (1) T. Parish shared a letter received from KimCom ATODA Prevention Board. They are requesting a financial donation for 2015. This will be brought to the budget hearings for discussion. (2) It was noted that the Town Board has requested to switch meeting times with the Village board. Moving forward, the Town will meet at 6:30pm and the Village will meet at 7:00pm the last Tuesday of each month. (3) A reminder was given that the court hearing is scheduled for Friday, October 3rd at 9:00am. (4) T.Parish asked the board if the Finance Committee should be asked to review the budget or if the board members wanted a chance to discuss it at the next Committee of the Whole meeting. Consensus was to have the budget talks at the Committee of the Whole meeting.
5. Public Participation- None.

ITEMS FOR CONSIDERATION AND ACTION

6. Municipal Payments from 08/28/14 through 09/25/14- Motion (Stier¹/La Shay²) to approve the payments. Motion passed 7-0. Summary of payments totaled \$439,910.85.
7. Village board minutes from 08/26/14- Motion (La Shay¹/Stier²) to approve the minutes. Motion passed 7-0.
8. Certified Survey Map for John & Mary Kolosso, W6461 Firelane 8- the owner proposed a 2-lot CSM along Lake Winnebago that would meet the zoning ordinance requirements for lot size and width. Motion (La Shay¹/Stier²) to approve the CSM with staff findings of fact (1) the CSM complies with the requirements of the Harrison Land Division Ordinance (2) the CSM complies with the lot size, lot width, etc. requirements of the Harrison Lane Ordinance. Motion passed 7-0.
9. Condominium Plat for Pat Gambsky, N9676 & N9678 Hopfensperger Road- the applicant proposed to split an existing duplex into a 2-unit condominium. Motion (La Shay¹/Miller²) to approve the condo plat for N9676/N9678 Hopfensperger Rd. Motion passed 7-0.
10. Amendment to Agreement for Professional Services for Eisenhower Drive- the amendment changes the scope of services to include additional wetland delineation outside of the original mapped corridor. This is an increase of \$3,500 to the agreement. Motion (Hietpas¹/Stier²) to approve the amended contract for Ayres for Eisenhower Drive. Motion passed 7-0.
11. Resolution V2014-08 Waiver of Special Assessment Notice & Hearing for Sidewalk Improvements in Papermaker Ridge II- the subdivision developers have agreed to the assessment of sidewalks and have agreed to sign the waiver of special assessment notice

and hearing as required by statute. Motion (La Shay¹/Stier²) to approve Resolution V2014-08 Waiver of Special Assessment Notice & Hearing for Sidewalk Improvements in Papermaker Ridge II. Motion passed 6-0 with Trustee Moore opposed.

12. Accept Kambura Acres Gravel Roads- Motion (Kussmann¹/Moore²) to approve Kambura Acres roads in a gravel state. Motion passed 7-0.
13. Request for Village to acquire stormwater detention pond at Noe Road & Midway Road (Outlot 1, Blazing Meadow 1st Addition)- the property owner requested that the village purchase the dry pond on the southwest corner of Midway and Noe Roads. Former Chair Joe Sprangers reminded the board that years ago all of the dry ponds belonged to the property owners but the Town began acquiring them for minimal costs so that town staff could properly maintain them. Motion (Hietpas¹/Kussmann²) to acquire pond at W5906 Sweet Pea at corner of Noe Road and Midway Road for a dollar and legal fees as done in the past. Motion passed 6-0 with Trustee Moore abstaining.
14. Resolution V2014-09 Adopting Rules and Procedures for Board Meetings- the League of WI Municipalities recommends that any procedures for conduct of board meetings be formalized in a policy available to all. Motion (Stier¹/Miller²) to approve Resolution V2014-09 Adopting Rules and Procedures for Board meetings. Motion passed 7-0.
15. Resolution V2014-10 Adopting Darboy Community Park Shelter Policies and Application- updates to the current renting process include increased fees to \$30.00 and the security deposit increased to \$150.00 and is required upon submitting rental fee. Motion (Stier¹/Miller²) to approve Resolution V2014-10 Adopting Darboy Community Park Shelter Policies and Application. Motion passed 7-0.
16. Ordinance V14-10 An Ordinance to Repeal Ordinances No. 07-126, V14-05, V14-04, and V14-03 Regarding the Creation of Certain Committees- the ordinance would abolish the Public Safety, Public Works, Economic Development, and Parks committees. It was noted that ad hoc committees could be created in the future as needed. Trustee Kussmann requested that the Parks committee not be included in the ordinance as the committee has a long history and worked on projects including Chickenfest, HAA restrooms, comp plan, and Clover Ridge Park. Motion (Stier¹/La Shay²) to approve Ordinance V14-10. Motion to amend original motion (Kussmann¹/Moore²) so that Park Committee is separated from ordinance and dealt with separately failed 2-5 with Stier, La Shay, Hietpas, Salm, and Miller voting against the amendment. Original motion to approve Ordinance V14-10 passed 5-2 with Kussmann and Moore opposed.
17. Discharge of Firearms applications for Verona Van De Hey (W6333 Woodland Rd), George Schwalbach (W5906 & W6034 Woodland Rd), Don Mielke (N8127 State Park Rd), David Dhein (N8162 Pigeon Rd)- Motion (Stier¹/Miller²) to approve the applications for Van De Hay, Schwalbach, Mielke, and Dhein. Motion passed 7-0.
18. Operator License Applications for Conner Bostwick, Shawna Schneider, Serena Gebert, Mandy Jansen- Motion (Kussmann¹/Moore²) to approve the applications. Motion passed 7-0.
19. Closed Session with Town of Harrison Board- Motion (La Shay¹/ Kussmann²) to convene into CLOSED SESSION pursuant to Wis. State Stats. 19.85 (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

[City of Kaukauna, Wisconsin et al vs. Village of Harrison, Wisconsin et al Calumet County Case Number 2013CV000159]. Roll Call Vote: Stier- aye, La Shay- aye, Hietpas- aye, Salm- aye, Moore- aye, Miller- aye, Kussmann- aye.

The village board did not reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible board action on the closed session.

20. Adjourn- Motion to adjourn was approved in closed session.

Jennifer Weyenberg, Village Clerk

Dated October 1, 2014

Approved October 28, 2014

ORDINANCE V20-01

**MUNICIPAL RESTRICTIONS ON DISCHARGE OF BOW AND ARROW OR
CROSSBOW**

WHEREAS, in order to promote the health, safety, and general welfare of the public, the Village desires to restrict the discharge of bow and arrow or crossbow within the Village of Harrison; and

WHEREAS, the Wisconsin State Statutes allow municipalities to enact or adopt a restriction on bow and arrow or crossbow that is incidental to the effect on hunting, fishing, or trapping; and

WHEREAS, the Village wishes to restrict the use of bow and arrow or crossbow within the limits of the Village;

NOW THEREFORE, the Village Board of the Village of Harrison, Wisconsin, does ordain as follows:

- (1) It shall be unlawful for a person to discharge a bow and arrow or crossbow within a 100 yards from a building located on another person's land. This restriction shall not apply if the person who owns the land on which the building is located allows the hunter to hunt with a bow and arrow or crossbow within the specified distance of the building.
- (2) A person who discharges a bow and arrow or crossbow shall discharge the arrow or bolt from the weapon from an elevated position toward the ground.
- (3) No person shall discharge an arrow or bolt from any weapon where the arrow or bolt may endanger the life, limb or property of another or will traverse any part of any street, alley, or public grounds.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 11th day of February, 2020.

Kevin Hietpas, Village President

Attest: Jennifer Weyenberg, Village Clerk