

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
June 8, 2021**

Following the Board of Review meeting, a regular meeting of the Village of Harrison Board was called to order at 6:10pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, June 8, 2021.

After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Julene Baldwin, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, and Matt Lancaster.

Board Excused: None

Staff Present: Planner Mark Mommaerts, Operations Manager Jeff Funk, Engineering / Code Enforcer Kaylee Grezinski, and Deputy Fuller.

Public members: Darryl Lane, Terry Stiriski, Haley Lor.

Correspondence or Communications from Board and Staff

Kiwanis Summer Events Schedule was shared with the Board and will be added to the Village website and social media account.

Village liability insurance has agreed to tender the Smithouse v. VOH case.

Social media comments are positive of the Boards' decision to invest in new park equipment. The only concern from one individual was if it would be accessible for children with limited abilities. It is planned to have standard steps on one side to access the slide. Board agreed that the prep site for the pickleball courts is looking great.

Public Comments

Terry and Barbara Stinski informed the Board that they were present to discuss an item that is on tonight's agenda. They are opposed to paying the annual service fee on their deferred assessment.

Corrections and Approval of the Previous Meetings Minutes

MOTION: Handschke / Bartlein to approve May 25, 2021 minutes with one correction. Motion Carried 7-0

New Business for Consideration or Action

Terry and Barbara Stinski requested the Deferred Assessment Annual Service Fee be waived for the construction of the water and sewer main on W6436 Woodland Rd. They believe they did not receive proper notification that they would have an annual fee and said that had they known they were being charged an annual fee then they would have paid the deferred assessment off years ago.

The Board requested documentation regarding how residents were notified of the rules of assessments. Clerk Tessen supplied copies of public notices that were posted and published and

an example of the letter that was sent to homeowners along with the certified mailing list showing the Stinski name and address correctly.

Discussion ensued giving consideration to the Stinski's frustration and to the fairness of all property owners that are subject to assessments.

MOTION: Handschke / Steir to approve the request of Terri and Barbara Stinski to waive or reduce the amount of their deferred assessment service fee. Motion Failed 0-7

President Hietpas asked for any opposition to addressing item 8 d) Consider Special Event Permit for Bailey and Handel Dr. Block Party, considering the applicant was present to answer any questions. Hearing no objections, the item was brought forward.

Haley Lor requested the Board to approve the closing of Bailey / Handel Drive for a block party on Saturday June 12, 2021. The Board was informed that a neighbor is not in favor of the annual party. The applicant responded that this year the party was being moved farther from this neighbor's home in consideration of neighbor's dislike of the party. Deputy Fuller informed the Board that based on location of the neighbor and location of the party, this neighbor should not be unreasonably inconvenienced. Deputy Fuller further explained that unlawful fireworks are not allowed in the Village.

MOTION: Baldwin / Van Hefty to approve the Bailey / Handel Drive Block Party application. Motion Carried 7-0

Clerk Tessen presented the list of operator license applicants and the results of their background checks. It was noted that Cindy Cullen had not provided proof of passing a State Responsible Server's class, Brianna Moss did not meet Harrison's qualifications for an operator's license, and the applicants of Harrison Athletic Association request the fee be waived as in the past. The remaining applicants were unnoteworthy.

TERESA	ANDERSON
KATHERINE	ASMAN
HEATHER	BLOHOWIAK
ALEXUS	BRIDGES
SHELBY	BROCKMAN
RYAN	CAMPBELL
CHRISTINA	CARDINAL
BRENDA	COENEN
NANCY	COFFEY
CINDY	CULLEN*
KENNETH	CRANE
SHAUN	CULVER
JOHN	DAY
JOHN	DELIE
SANDRA	ECKES
WILLIAM	ELLINGSWORTH
DIANE	FASSBENDER
LOIS	FREDERICKS*
ROBERT	FREDERICKS*
DAWN	GAAB
JANICE	GIESSEL
MARNE	HELMS
LYNN	HIETPAS
JENNIFER	HIETPAS
SHARLIN	JACOBSON

KEVIN	LAMBIE*
MICHAEL	MADER*
REBECCA	MADER*
KRISTIN	MELVILLE
ALEXA	MONDAY
SUZETTE	MONIQUE
BRIANNA	MOSS*
SYDNEY	MORY
VANESSA	NUNEZ
VICTORIA	OSTROWSKI
BRENDA	PYLE
LAKEN	RESCHKE
REBECCA	SCHAEFER*
ROBERT	SCHIERMEISTER
AVA	SIEBERS
ALISHA	SPRANGERS
JACOB	STUMPF*
TOM	VANDE HEY*
MICHELLE	VANDERVELDEN
LAURA	WAISANEN
BRIANNA	WARNING
PAMELA	WARNING
SIERRA	WILL
MARY	YOUNG

MOTION: Steir / Handschke to approve Cindy Cullen conditional of showing proof of passing the responsible server's class, to deny Brianna Moss, and to approve the remaining list. Motion Carried 7-0

MOTION: Lancaster / Steir to approve waiving the fee for the operators for the Harrison Athletic Association. Motion Carried 6-1; Handschke opposing

The following businesses submitted Liquor License Applications

CLASS B COMBINATION LIQUOR & BEER

Bobbers LLC, David Levknecht, Agent, N5564 Lakeshore Drive, Hilbert WI 54129

Location: Bobbers, W5204 Faro Springs Road

Menasha Entertainment LLC, Kevin Weaver, Agent, 1021 Lucerne 1B, Menasha WI 54952

Location: Blu Sapphires Cabaret, W7191 Hwy 10 & 114

Cimarron Bar Inc., Tom Day, Agent, N8847 Hwy 10 & 114, Menasha WI 54952

Location: Cimarron Bar & Grill, W7170 Hwy 10 & 114

Two Pair of Dice, LLC, Jessica Daul, Agent, 720 S State St, Chilton WI 53014

Location: Countryside Bar & Grill, W5302 Hwy 114

Lake Park Pub, Inc., Brian Rasmussen, Agent, W6394 Manitowoc Rd, Appleton WI 54915

Location: Lake Park Pub, N8904 County LP

North Shore Golf Club, Inc., Jonathan Kruse, Agent, N231 Forest Ave, Sherwood WI 54169

Location: North Shore Golf Club, N8421 North Shore West Rd

Salt, LLC, Ross Schmidt, Agent, 1141 Paramount Drive, Chilton, WI 53014

Location: Salt Fine Dining, N9650 Friendship Dr.

Kenneth Sprangers, W2245 Harvestore Road, Hilbert WI 54129

Location: Silver Spur Saloon, W5779 CTH KK

Waverly Beach, LLC, Anthony Szymanski, Agent, 1992 Holmgren Way, Green Bay, WI 54304

Location: Waverly Beach, N8770 Firelane 1

Vargas Bros LLC, Jose Vargas, Agent, N8331 State Park Rd, Menasha WI 54952

Location: Vargas Broad, N8331 State Park Road

CLASS A COMBINATION LIQUOR & BEER

Darboy Corner Store Inc., Patricia Rodencal, Agent, N9573 Tyler Lane, Kaukauna WI 54130

Location: Darboy Corner Store, N9690 Hwy N

TOBACCO SELLER'S LICENSE

Darboy Corner Store Inc., Patricia Rodencal, Agent, N9573 Tyler Lane, Kaukauna WI 54130

Location: Darboy Corner Store, N9690 Hwy N

North Shore Golf Club, Inc., Jonathan Kruse, Agent, N231 Forest Ave, Sherwood WI 54169

Location: North Shore Golf Club, N8421 North Shore West Rd

MOTION: Baldwin / Bartlein to approve to approve the liquor and tobacco licenses as presented. Motion Carried 6-1; Steir opposing

G&M Fireworks submitted an application and location map for a Seller's Permit to sell fireworks on the Darboy Corner Store lot.

MOTION: Steir / Bartlein to approve a Seller's Permit for G&M Fireworks. Motion Passed 7-0

President Hietpas asked if anyone opposed moving item 8 k) Accept temporary roads in Stargazer Estates Subdivision forward in consideration that a representative was present and waiting. Hearing no objections, the item was brought forward.

The Developer of Stargazer is requesting acceptance of the temporary roads in order to start individual home building activities. The project is moving quickly, but private utilities are behind and will not begin until July. The Developer desires to start digging basements for homes in the next few weeks. The reason is that a delay in the basements may cause a delay in other materials being delivered pushing the home completion out beyond 2021.

MOTION: Handschke / Van Hefty to approve accepting the roads in the Stargazer Estates Subdivision in a temporary state with the following conditions: the subgrade and gravel have been proofrolled, the 1 1/2" temporary binder is installed, a site-walk through is held with the Developer, Contractor, Village of Harrison staff and Harrison Utilities staff and any punch list items are resolved. All drainageways, drainage easements, and associated infrastructure must be installed, graded and seeded, silt fence/sock must be installed along the ROW line of all streets, and the development agreement must be signed prior to permit issuance. Motion Passed 7-0

The Board held a discussion regarding the Darboy Sanitary District (DSD) 20% fee increase. Lancaster shared a handout of information he gathered regarding the Darboy Sanitary District's rate case. Concerns of the Board included: using the Harrison tax bills to collect on the Darboy

Fire (hydrant) fees, Handschke feels this is effectively a tax on Harrison residents and unfair. He thinks a Harrison Board member should have a place on the DSD Commission or the Village should review their mutual agreements with the DSD. Stier suggested asking the Village attorney to investigate the situation. President Hietpas is to follow up with the attorney and report back.

Lancaster presented information on adding a Gaga Ball Pit at Darboy Park. Questions and comments ensued including where it would go in Darboy Park, would it fit better in another park, what affect does it have on grass, should this be part of the Graef park study with public input on this subject. Lancaster requested that staff notify Graef of the Board's desire to add gaga ball in future park updates.

On June 7, 2021, the bid opening for the N Coop Road Culvert Replacement took place. The project is located on N Coop Road, just south of Lorna Lane. The project consists of removing the existing 8' x 5' reinforced concrete box culvert and replace with single 14'-10" w x 4'-10" h x 54'-9" long aluminum box culvert. Replacement shall include providing asphalt pavement binder course layer, crushed aggregate base course, erosion control, culvert pipe, head/wing walls, and site restoration.

MOTION: Handschke / Van Hefty to approve accepting the base bid and alternate bid #1 as submitted by Advance Construction, Inc. in the total amount of \$163, 400. Motion Carried 7-0

On June 7, 2021, the bid opening for the Noe Road Trail Resurfacing. The project is located on Noe Road, between Valley Lane and Manitowoc Road. The project consists of crack sealing and micro-surfacing of approximately 6,350 feet of 10-foot-wide asphalt paved trail east side of Noe Road, between Valley Lane and Manitowoc Road, including trail segment around the Noe Road Regional Stormwater Pond. An alternate bid will include work for pavement striping (marking).

The Board discussed the pros and cons to include the alternate bid for striping.

MOTION: Lancaster / Stier to approve accepting the base bid and alternate bid #1 as submitted by Struck & Irwin Paving, Inc. in the total amount of \$25,502.70. Motion Carried 7-0

The Village sent out a request for proposals (RFP) for muskrat trapping for the 2021 season. The proposal was for 4-weeks of trapping during the year, 3 weeks during June/July and 1 week during November/December. All wet detention ponds under Village ownership at the time of proposal were included. Since that time, the Village has taken ownership of 1-2 more ponds. Proposals were to include consultant's contact information, understanding of services, rates charged for services, and proof of insurance. The Village received proposals from Suburban Wildlife Solutions, LLC and Bauer Wildlife & Pest Solutions, LLC.

MOTION: Van Hefty / Stier to approve awarding the contract for muskrat trapping to Suburban Wildlife Solutions, LLC. Motion Carried 7-0

A list of future agenda items was discussed.

- a) Timeline of Park Improvements
- b) PASER Ratings - Graef
- c) Recording of Meetings – (new Manager's priority)

- d) IT Options – (budget time)
- e) Consider options to reduce traffic on Peters Road by the Yard Waste / Dump Site.
- f) Facility rental opening / policy
- g) Software needs – Granicus, title searches, security of share drive options.
- h) 5-year Capital Improvement Plan

Adjournment

MOTION: Stier / Bartlein to adjourn (8:32pm). Motion Carried 7-0.

Minutes submitted by:

Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on _____