

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
July 27, 2021**

A regular meeting of the Village of Harrison Board was called to order at 6:00pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, July 27, 2021. After the Pledge of Allegiance was recited, roll call was taken.

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

**Board Excused:** None

**Staff Present:** Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Deputy Sheriff Voland, and Clerk Vicki Tessen.

**Correspondence or Communications from Board and Staff**

Trustee Handschke informed the Board that he has received complaints about the lack of coverage at the Utility office. It was decided that this situation would be addressed in closed session.

**Public Comments**

No public comments were heard.

**Reports**

Written reports from Harrison Fire Rescue, Calumet Co. Sheriff Department, Planning and Zoning, and the Clerk-Treasurer (Statement of Income and Expenses) are included in the meeting packet and on file at the clerk's office.

Deputy Sheriff Voland introduced our new deputies, Jordan Fickle (who will be working the night shift) and Parker Fuller. Deputy Sheriff Voland informed the Board of an incident involving an overdose death. Due to the investigative skills of our deputies, a person suspected of supplying the heroin and fentanyl has been arrested and has charges pending.

Operations Manager Jeff Funk gave an update on current projects. The crews continue to work around the rain and weather. The timeline on Ryford Street has been delayed due to a manhole being tipped during the construction process. One week after that is repaired then the staff can complete seeding the terraces. There is an issue with garbage collection being disrupted by the street project in the Kimberly Heights subdivision. The Board directed the Operations Manager to contact GFL and request a dumpster be delivered for the residents to dispose of their weekly trash.

Clerk Tessen gave an oral update on Harrison Utility office. Between herself, a neighboring utility employee, and a temporary hire, they are doing their best to cover all the regularly scheduled office hours and keep up with the billing, receipting, work orders, and new accounts from development, but admits more help would be appreciated. She is looking forward to when the vacant position can be filled.

The Village Manager, Matt Heiser, was out of the country and did not provide a formal report.

Board comments on the reports included requesting the deputies to monitor the alternate routes during the Coop Road reconstruction, noting that there are twice as many building permits as last

year, and that the soccer nets are up continuously at Darboy Community Park. The Board directed Operations Manager Jeff Funk to contact KASA and inform them that their nets need to be moved when not in use.

### **Corrections and Approval of the Previous Meetings Minutes**

*MOTION: Lancaster/Stier to approve July 13, 2021 minutes as presented. Motion Carried 7-0*

### **Payments of Bills and Claims**

*MOTION Handschke/Baldwin to approve June 25, 2021 – July 20, 2021, bills and claims.*

Discussion noted the amounts paid in attorney fees and building inspector fees.

*Motion Carried 7-0.*

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

None

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

#### **a) Conditional Use Permit – Fairways Lawn Care & Snow Removal – Amy Avenue**

President Hietpas read the prepared memo from Planner Mommaerts: The applicant, Fairways Lawn Care & Snow Removal, LLC, is seeking a Conditional Use Permit (CUP) to operate a trade and contractor business at property located along Amy Avenue east of State Park Road, Loc ID 33148. The property is currently zoned Office & Retail Commercial [COR]. Trade and contractor businesses are conditional uses within the COR zoning district. The property is 2.542-acres and is located along the north side of Amy Avenue east of State Park Road and abuts County Road KK. Access to the property will be from Amy Avenue. The property is adjacent to a stormwater management pond. Stormwater management can be addressed through a buy-in from the adjacent pond.

The applicant is proposing to construct a 5,100-square foot building to house their business for lawn care and snow removal. Expected hours of operation are Monday-Friday 7:00am-5:00pm and Saturday 7:00am-Noon. Typically, only 1 employee will be on-site, other employees will be on-site to load equipment and vehicles and then leave for work sites. Customer visits will be by appointment only. Outdoor storage of landscape materials (mulch & stone) is proposed. Screening and landscaping is proposed around the outdoor storage bins. Most vehicles and trailers will be stored inside. Some overnight parking of vehicles and trailers outdoors is proposed as well. Staff has some concerns about the overnight outdoor parking of vehicles and trailers.

The applicant is also planning a 3,500-square foot expansion area for the building to lease out in the future. As such, the north wall is proposed to be constructed and clad in a temporary state. Staff suggests granting a temporary waiver to the materials standards to allow for future expansion.

Trustees Stier and Handschke questioned the purpose of limiting over night parking. It was discussed that the concern may be the potential for interference with snow plowing.

*MOTION: Lancaster/Handschke to approve the Conditional Use Permit (CUP) request with the following conditions:*

- 1. The north exterior wall shall meet the exterior materials design standards within 5-years of CUP approval. All other walls must meet the design standards for exterior materials as part of the building construction.*

2. *Berms and/or plantings to be provided around the north, east, and south sides of the landscape material storage bins. Plantings shall be at least as tall as the storage bin height. Care should be taken to design the berm and/or plantings to provide approximately 75% opacity within 5-years.*
3. *Hours of operation shall be Monday-Friday 7:00am-5:00pm and Saturday 7:00am-Noon. The Plan Commission may approve different hours of operation upon request and review.*
4. *All exterior lighting shall be direct cut-off fixtures to reduce/eliminate any glare.*
5. *The stormwater management plan approval shall be in accordance with the Harrison requirements or buy-in to the regional stormwater pond shall be paid.*
6. *Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.*
7. *All provisions of the zoning ordinance and all other Village ordinances shall be met.*
8. *All necessary permits shall be obtained prior to construction.*
9. *The developer shall acknowledge the conditions of approval and agree to abide by all conditions. Failure to abide by conditions may be cause for revocation of Conditional Use Permit.*

*Motion Carried 4/3 (Baldwin, Bartlein, and Stier opposed)*

(Note: the following condition from the staff proposed conditions was stricken and not included in the motion: “No outside storage of any vehicles, equipment, materials, or items shall be permitted. Occasional overnight outdoor parking of 1-2 vehicles and trailers may be allowed, 1-2 nights a week but not Saturday or Sunday nights.”)

**b) Final Plat for Jewel Box Estates – Lexington Homes – Midway Road/County AP**

President Hietpas read the prepared memo from Planner Mommaerts: The applicant is proposing a 65-lot final plat for a new subdivision called Jewel Box Estates. The subdivision is located north of Midway Road, west of Lake Park Road. The property is currently zoned Single Family Residential (Traditional) [RS-2] for lots 2-65. Lot 1 is currently zoned Multiple Family Residential [RM] and will be developed with townhomes. The subdivision is proposed to have roadway access to Lake Park Road via extension of Steamboat Lane from the City of Appleton on the west. A cul de sac road called Gemstone Court is proposed, along with 2 street connections to the north for future development. All roadways are proposed to be dedicated to the public. Lots are generally 8,775-9,500 square feet in area, the corner lots vary in size. A few proposed lots are larger at the end of the cul de sac. Sewer and water will be extended through the subdivision and will be serviced by the City of Appleton via an intergovernmental agreement that was approved between Appleton and Harrison. Stormwater management will be accommodated in a stormwater pond located on Outlot 1. It is expected that the stormwater pond will be deeded to the Village in the future. Outlot 2 is for a future trail connection from the end of Gemstone Court to Midway Road for pedestrian access. The City of Appleton will require a watermain easement through this area as well.

Jared Schmidt, on behalf of the development, informed the Board that they would like the Board to consider amending #2 in the proposed conditions. It requires using silt fencing for erosion control, but the developer would like to use silt mats instead. In their opinion it does the job just as well and is more aesthetically appealing.

*MOTION: Stier/Van Hefty to Approve the Final Plat for Jewel Box Estates with the following amended conditions:*

1. *All improvements, including but not limited to, utilities, curb & gutter, street paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.*
2. *Erosion Control Silt Fence **or staff approved substitute** shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.*
3. *All lots shall have a storm sewer lateral provided for sump pump discharge.*
4. *All comments from the Village engineer and staff shall be included in the Plan Commission discussion and decision.*
5. *A note shall be added to the plat indicating access control to County AP/Midway Road and Lake Park Road.*
6. *A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.*
7. *Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.*
8. *Grading/Drainage Plan shall identify elevations of ground at the foundation.*
9. *All road names shall be approved by the Appleton Post Office, the Village of Harrison, and Calumet County E911.*
10. *The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.*
11. *Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas/electric, sewer/water).*
12. *All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority. The Utility Easement shall name the City of Appleton, Village of Harrison, and Harrison Utilities as a grantee for water, sanitary, and storm sewer utility purposes. All water, sanitary, and storm sewer laterals are to be stubbed into all lots a minimum of 6-feet.*
13. *A streetlight shall be installed at the intersection of Steamboat Lane & Lake Park Road. Any proposed streetlights shall be installed and upfront costs to be paid by the Developer.*

*Motion Carried 7-0.*

**c) Development Agreement for Jewel Box Estates – Lexington Homes – Midway Road/County AP**

President Hietpas read the prepared memo from Planner Mommaerts: As a part of the subdivision plat approval process, the Village requires a Development Agreement to assure all the public improvements are installed in the subdivision if the final plat is to be approved prior to all the improvements being completed. The agreement is the same as the one approved for Stargazer Estates subdivision which was approved earlier this year. The Development Agreement provides standards for utility and roadway construction in a temporary state and final state.

Discussion was had regarding the use of silt fencing vs alternative erosion control methods. It was the consensus that the developer's agreements should be kept consistent, and they should address editing the agreement template if need be and not on an individual basis.

*MOTION: Handschke/Stier to conditionally approve the Development Agreement for Jewel Box Estates as written once staff enters the missing dollar amounts on page 7 of the Agreement.*

*Motion Carried 7/0*

**d) 2021 PASER Database Update – GRAEF**

Every 2 years the Village must rate the conditions of roads and update the information in WISLR (state database). GRAEF has provided a proposal to complete the work in 2021. GRAEF intends to review 2019 PASER data, perform on-site road review and rating, discuss revised ratings, and enter new ratings in WISLR database.

The PASER scale is a 1-10 rating system for road pavement condition used by WisDOT. PASER uses visual inspection to evaluate pavement surface conditions. When assessed correctly, PASER ratings provide a basis for comparing the quality of roadway segments. It allows the Village to track road conditions over time by reviewing previous PASER ratings.

The engineering cost is approximately \$2,900. Roadway engineering is a budgeted item. In the past, the public works department and Village Manager completed the on-site review and the Clerk entered ratings in WISLR.

*MOTION: Handschke/Lancaster to approve Service Order 021 for 2021 PASER Database Update with the added conditions that the Operations Manager rides along and the report is completed by September 1, 2021.*

*Motion Carried 7/0*

**e) Darboy Community Park Shelter request for amplified sound – Eternal Love Lutheran Church.**

The church is requesting to host a worship service and picnic at Darboy Community Park on August 22, 2021 and use a microphone during the service. The wording in Village Ordinances regarding noise and noise permit requirements are ambiguous. Staff requested direction in determining if this specific event would require an outdoor sound amplification permit.

*MOTION: Handschke/Bartlein to allow Eternal Love Lutheran Church to use an amplifier during a service on August 22, 2021 in Darboy Community Park without obtaining an Outdoor Sound Permit.*

*Motion Carried 4/3 (Baldwin, Van Hefty, and Stier opposed)*

**f) Operator License consideration:**

*MOTION: Bartlein/Baldwin to approve Operator Licenses to Courtney Beil and Paula Titera.*

*Motion Carried 7/0*

**g) Discharge Firearms Applications for consideration:**

*MOTION: Handschke/Bartlein to approve Firearm Discharge Permits to Tony Mader at W5725 Manitowoc Rd and N9093 Cty Rd N and to John Ruys at the corner of State Park and Schmidt Road.*

*Motion Carried 7/0*

**2. Future Agenda Items**

- a) Discussion on the timeline of park improvements (after Graef study is done)

- b) Discussion of PASER Ratings
- c) Discussion/Action on a 5-year Road Maintenance Plan
- d) Discussion/Action on a 5-year Capital Improvement Plan
- e) Discussion/Action on creating an ordinance against littering
- f) Discussion of drainage issue at Spranger Electric
- g) Discussion/Action on Facility Rental policies (August 10, 2021 meeting)
- h) Discussion of creating policy for routine park use by non-profit groups (August 10, 2021 meeting)
- i) Discussion/Action of yard waste site hours
- j) Items to be discussed/acted upon during budget meetings – staff authorized to research prior.
  - a. IT Options
  - b. Recording of Meetings
  - c. Software purchase for real estate inquiries
  - d. Software purchase for secure file sharing
  - e. Office phone upgrade

**Closed Session**

Roll Call vote to enter closed session: Baldwin- aye; Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.

Pursuant to Wis. Stats. §19.85(1)(c), the Board will meet to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

*MOTION: Stier/Handschke to return to Open Session.*

*Motion Carried 7/0*

No action taken.

**Adjournment**

*MOTION: Stier/Handschke to adjourn (9:25pm).*

*Motion Carried 7-0.*

Minutes submitted by:

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Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on August 10, 2021