

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
April 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, April 27, 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, Interim Fire Chief Jarred Gerl, Harrison Utilities Brandon Barlow, and Officer Tenor

Correspondence or Communications from Board and Staff

A resident letter was received stating concerns about the speed on Manitowoc Road and requesting the Board to action to reduce the speed limit. The current speed limit is 45 mph. A trustee noted that this topic was discussed by the Board a year ago and the decision at that time was to wait until the area was more developed before acting. Consensus of the Board discussion was to put this on a future agenda to gather public input before taking any further action.

President Hietpas administered the Oath of Office to the newly hired Clerk-Treasurer, Vicki Tessen.

Public Comments.

Ryan Van Lankvelt spoke of concerns of motorized vehicles driven on the State Park Road ponds. In his experience, this is not being policed uniformly. He requested that the rule be the same for all. The Board appreciated the feedback and indicated his comments would be considered when this item comes up for discussion later in the meeting.

Ben Lancour requested permission from the Board to erect a Little Free Library on the Clover Ridge Trail. A short discussion ensued emphasizing the positive impact on the community and agreed this would be a nice addition.

Reports

Reports are on file with the Village Clerk from the following departments: Harrison Fire Rescue, Calumet Co. Sheriff Department, Village Manager, Planning and Zoning, Harrison Utilities, and Treasurer Statement of Income and Expenses.

The Public Works Department/Engineering provided a verbal report: mowing season has begun, the crew is also cleaning the street shoulders, and straightening road signs. It appears that there has

been some theft of some street signs. If anyone notices a missing sign, please report it to the Public Works Department.

There was no report from Parks and Trails.

Corrections and Approval of the Previous Meetings Minutes

MOTION: Stier/Van Hefty to approve March 30, 2021 minutes as presented. Motion Carried 7-0

Payments of Bills and Claims

MOTION Stier/Van Hefty to approve March 24, 2021 - April 02, 2021, bills and claims. Motion Carried 7-0.

Appointments

The following appointments were recommended:

- a) Plan Commission – Kent Gross
- b) Plan Commission – Village Board Representative – Darlene Bartlein
- c) Fire Commission – Jeff VandenBoogaard
- d) Zoning Board of Appeals – Scott Chicoine
- e) Zoning Board of Appeals – John Jung
- f) Weed Commissioner – Kaylee Grezinski

MOTION: Van Hefty/Lancaster to approve the appointments as written. Motion Carried 6-0 with Bartlein abstaining.

Unfinished Business from Previous Meetings for Consideration or Action

None

New Business for Consideration or Action

- a) Certified Survey Map – Atlas Development – N8972 County N.
Planner Mommaerts submitted in the Board Packet a description of the project and the request to revise the 3-Lot CSM to accommodate a 30 foot sewer and water main easement. The Plan Commission recommends approval.

MOTION: Lancaster/Stier to approve the revised CSM. Motion Carried 7-0

- b) Ord V21-09 Zoning Map Amendment – Atlas Development – N8972 County N
Planner Mommaerts submitted in the Board Packet a description of the project and a request to approve a zoning map amendment from General Agriculture to Industrial and Manufacturing. The Plan Commission recommends approval.

MOTION: Van Hefty/Lancaster to approve Ord V21-09 Zoning Map Amendment for rezoning the property at N8972 County N, location ID 39160 from General Agriculture to Industrial and Manufacturing. Motion Carried 7-0

- c) Ord V21-10 Zoning Map Amendment – Patrick Beach – N9215 N. Harwood Road.

Planner Mommaerts submitted in the Board Packet a description of the project and a request to approve a zoning map amendment from Rural Residential to General Agriculture. The Plan Commission recommends approval.

MOTION: Stier/Lancaster to approve Ord V21-10 Zoning Map Amendment for rezoning Lot 2 of CSM #2745 from Rural Residential to General Agriculture. Motion Carried 6-0 with Bartlein abstaining.

d) Ord V21-11 Zoning Text Amendments – Harrison Plan Commission.

Planner Mommaerts submitted in the Board Packet a copy of the suggested text amendments. The purpose of which is to reduce the number of requests for exceptions to the design standards, thus being more efficient with contractor and staff's time. The Plan Commission recommends approval.

The Board requested Planner Mommaerts to clarify the exceptions, specifically the exception to the front door standard. Planner Mommaerts responded that for many new business building designs it is more logical and convenient to have doors located closer to the parking areas.

MOTION: Baldwin/Van Hefty to approve Ord V21-11 to amend the Zoning Text as submitted. Motion Carried 7-0

e) Comprehensive Outdoor Recreation Plan (CORP) Update.

Planner Mommaerts submitted in the Board Packet a service order proposal from Graef Services to update the (CORP) listing options and costs. Staff recommends approval of the main service order (#016) plus the addition of the interactive mapping feature service. The Board discussed how the project services and extra options would benefit the community and assist in communication with staff.

MOTION: Lancaster/Bartlein to approve Graef Service Order 016 plus the Public Event add-on and the Project Website Mapping Comment Module add-on for a cost not to exceed \$30,950. Motion Carried 7-0

f) Lift Station #6 Parking Lot Paving

Planner Mommaerts submitted in the Board Packet a service order proposal from Northeast Asphalt to pave the parking lot at Lift Station #6 at a cost of \$16,925.00. This cost would be included in the final costs of the Lift Station #6 construction which has been budgeted for 2021. Staff recommends approval of the service order.

MOTION: Lancaster/Van Hefty to approve authorizing Northeast Asphalt to pave the parking lot at Lift Station #6 at a cost not to exceed \$16,925.00. Motion Carried 7-0

g) Darboy Community Park improvements

Planner Mommaerts submitted in the Board Packet options and costs for improvements to Darboy Community Park. Improvement suggestions included: surfacing / resurfacing the parking lot, trail, pickleball and tennis courts. Board members discussed the proposed options and expanded on these options, resulting in two motions being made.

MOTION #1: Lancaster/Stier to approve authorizing staff to consult with the Village Attorney about adding the repaving project of the parking lot, trail and courts to the existing Noe Street paving project, and to move forward if allowed by (public bid) regulations. Motion Carried 7-0

MOTION #2: Stier/Handschke to approve the addition of 6 pickleball courts, 2 tennis courts, and 3 volleyball courts, to moving the existing playground equipment from that area for now so other projects are not delayed waiting for a company to move the equipment, and the authorization of staff to purchase and install new playground equipment; all on the condition that it is possible to move the trail South of its current location to allow for enough space for all of these additions. Motion Carried 7-0

h) Purchase UTV for Public Works Department

The Public Works Department is requesting to use the surplus monies budgeted for Road Equipment to purchase a UTV. The money saved on the recent truck purchase will more than cover the UTV cost. The UTV would be more efficient for maintaining the ponds and trails and would eliminate the need to use a lawn mower or the front loader when that equipment is needed for their main purpose. Three quotes were submitted in the Board Packet.

MOTION: Lancaster/Van Hefty to approve using the truck purchase savings to purchase a Polaris Ranger from Gruett's at a price of \$14,400.00. Motion Carried 6-1 with President Hietpas apposed.

i) Noe Rd Trail resurfacing

Planner Mommaerts submitted in the Board Packet a request on behalf of the Public Works Department to crack-seal and micro-surface the trail from Valley Lane to Manitowoc Road including the trail around Noe Road Stormwater Pond. Two quotes were obtained, both around \$26,000.00.

MOTION: Stier/Lancaster to authorize staff to consult with the Village Attorney regarding the need to open the project up for public bid (as it is over the \$25,000 threshold, but may be exempt as a maintenance project), and either move forward with the lower bid or move forward with the public bid process. Motion Carried 7-0

j) Risk and Resilience Assessment

Harrison Utility submitted in the Board Packet three bids to renew the Harrison Utility Risk and Resilience Assessment / Emergency Response Plan which is due this year.

MOTION: Lancaster/Bartlein to approve the bid from Martenson & Eisele, Inc. for \$6,855.00. Motion Carried 7-0

k) 4-wheeler issues on State Park Road Ponds

There have been numerous complaints of motorized vehicles around the State Park Road Ponds being driven at excessive speeds and off the trails which damages the wildflowers. After some discussion and consideration of earlier public input a motion was made. President Hietpas is to send a certified letter to the resident that was previously granted permission to use a 4-wheeler to access the bird houses informing him of the Board's new ruling.

MOTION: Stier/Bartlein to rescind any prior permissions to private citizens to use motorized vehicles on any Village trails or non-legal right of ways within the Village. This does not preclude Village employees from using appropriate motorized vehicles during the course of their work duties. Motion Carried 7-0

- l) The following Retail License Applications have been submitted for Board consideration:
6-month Retail Class "B" Alcohol License
Harrison Athletic Association (HAA)
Rebecca Mader, Agent
Location: W5298 Hwy. 114

MOTION: Lancaster/Stier to approve the licenses as stated. Motion Carried 7-0

- m) The following Operator Licenses have been submitted for Board consideration:
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|-------------------|------------------|
| Melinda Armstrong | Salt Fine Dining |
| Kellie Johnson | Salt Fine Dining |
| Suzette Monique | Blu Sapphires |
| Ava Siebers | Waverly Beach |

The new clerk could not confirm the results of background checks on these applicants and thus, this item will be put on a future agenda.

Future Agenda Items

- a) Yard waste / dump area
- b) PASER Rating
- c) Operator Licenses / Alcohol Licenses

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.

No action taken.

Adjournment

MOTION: Stier/Van Hefty to adjourn (9:32pm). Motion Carried 7-0.

Minutes submitted by:

Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on _____