

VILLAGE OF HARRISON
BOARD MEETING MINUTES
June 29, 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, June 29, 2021. After the Pledge of Allegiance was recited, roll call was taken.

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

Board Excused: Darlene Bartlein

Staff Present: Village Manager Heiser, Planner Mark Mommaerts, Operations Manager Jeff Funk, Interim Fire Chief Jarred Gerl, Clerk Vicki Tessen, and Deputy Hederer.

Others Present: Jake Lenell, George Schmidt, Mark and Sharon Peters, and 4 members of the public.

Correspondence or Communications from Board and Staff

A resident is asking for a date in which we will begin renting the Village Hall again. Board direction is to consider this at the August 10, 2021, meeting. Furthermore, the Clerk is directed to obtain the costs to clean the room after each rental and the rental fees.

Public Comments.

There were no public comments at this time.

President Hietpas requested that item 10 a) "2019 Audit Presentation" be moved to the first item of business as the Village auditor, Jake Lenell of Clifton Larson Allen, LLP is ready and waiting. Hearing no objections, item 10 a) is brought forward.

CPA Lenell presented the audit findings, reviewed some items, and answered questions. His review found on the positive side that the Village accounts are in order and as expected. On the negative side, the audit was delayed due to staffing issues and the need to restart the process from scratch. His recommendation for improvement is for staff to continue transitioning accounts and reports into using the industry standard templates of data entry.

MOTION: Van Hefty/Baldwin to accept the 2019 Audit as presented. Motion Carried 7-0

President Hietpas requested that item 10 h) "Darby Sanitation District (DSD) Q & A with George Schmidt, President" be moved to the next item of discussion as Mr. Schmidt is ready and waiting. Hearing no objections, item 10 h) is brought forward.

The Board questioned DSD President Schmidt about the rate increase and specifically asked if it was due to the urbanization projects in a neighboring community. If so, is that fair to the Village of Harrison residents that are Darby Sanitation District customers. President Schmidt explained that *any* improvements needed in *any* area of the DSD are shared among all DSD customers regardless of what municipality the property lies in. He further informed the Board of costs that benefit Harrison that are shared by all DSD customers. For instance, for the DSD to extend service further into Harrison (farther from their home base) the pipes need to be greater in size and buried deeper, which increases costs and that the DSD has spent about \$3,000,000 to construct a second main line to reach across the river to handle the increased need which is mostly due from the growth in Harrison. He stated that the DSD has not had a rate increase since 2011 and that the PSC oversees and approves the rates, thus the DSD can not increase fees on their own authority or for any amount they want.

The Board appreciated President Schmidt's time and explanations. Without knowing the facts, people make unfavorable assumptions, and the Board wants to be able to answer resident questions accurately and not

reactively. It was asked if a Harrison Board member could have a role on the DSD Commission or how could Harrison be more involved? According to statutes, being a Harrison Board member does not qualify someone to be on the Commission, however their meetings are public. President Schmidt would welcome any Harrison Board members to attend their meetings on a regular basis.

Trustee Baldwin requested President Hietpas bring item 9 a) "Reduction of traffic on Peters Road by yard waste / dump site" up to the next item of discussion as Mr. and Mrs. Peters are in the audience. Hearing no objections, item 9 a) was brought forward.

Trustee Baldwin shared with the Board notes she had taken from previous discussions she had had with Mr. Peters. He and some of his neighbors are unhappy about the amount of traffic on Peters Road leading to the Village Yard Waste site and the fact that they had little to no forewarning that it was going to become a more publicly used road.

An extended discussion ensued; notable suggestions/comments included: moving the entrance to the North end (per J. Funk, this is feasible to do, but may be costly in supplies and to work around the pond), could the entrance be rerouted when the road is in need of resurfacing, do the hours need to be adjusted, are residents the only people using the site, is there less roadside dumping with longer hours.

Results of discussion included concurrence that the Village will discuss and consider enacting a littering ordinance with a hefty penalty at a future meeting, staff will adjust or install more cameras outside of the fence to deter dumping, will improve signage to notify people of hours and state who is allowed to use the site, the site will have a reduction in hours, all open hours will be manned, and the yard waste program will be revisited each year to adjust as needed.

MOTION: Handschke/Van Hefty to reduce the yard waste site operating hours to 8:00 am – 6:30 pm on Mondays, Wednesdays, and Fridays, and 8:00 am to noon on Saturdays beginning on September 1, 2021, and the site will be manned during all operating hours.

Motion Carried 5-1 (Hietpas opposing)

Reports

Reports are on file with the Village Clerk from the following departments:

Harrison Fire Rescue, Calumet Co. Sheriff Department, Planning and Zoning, and Treasurer Statement of Income and Expenses.

Village Manager Heiser reported that the transition is going well. He is getting adjusted to the office and his duties, acquainted with staff and their roles, and informed of current issues specifically Darboy Com. Park and the Noe Road project.

Clerk Tessen gave a verbal update regarding Harrison Utilities. She has been spending a great deal of time there to cover while staff is off. There is a need for an additional full-time office person, which was approved by the Board at the June 24, 2021 meeting but has not been posted yet.

Public Works Department/Engineering informed the Board that they have been working to complete park improvements and communicating with construction crews all while maintaining their regularly scheduled duties.

There was no report from Parks and Trails.

Corrections and Approval of the Previous Meetings Minutes

MOTION: Lancaster/Stier to approve June 8, 2021 minutes as presented.

Motion Carried 6-0

Payments of Bills and Claims

*MOTION Handschke/ Stier to approve May 20, 2021 – June 24, 2021, bills and claims.
Motion Carried 6-0.*

Unfinished Business from Previous Meetings for Consideration or Action

- a) Reduction of traffic on Peters Road by yard waste / dump site was moved to earlier in the meeting.

New Business for Consideration or Action

- a) Reviewing the completed Village of Harrison 2019 Audit was moved to the beginning of the meeting.
- b) Correction in numbering of previously approved resolution.

*MOTION Baldwin/Handschke to re-number V2021-07 Fee & Penalty Schedule to Resolution V2021-08
Fee and Penalty Schedule.
Motion Carried 6-0*

- c) Resolution V2021-09
Resolution signifies that the Board has reviewed the WI DNR NR-2021 Compliance Maintenance Annual Report for Harrison Utilities (CMAR).

*MOTION Stier/Van Hefty to approve Resolution V2021-09.
Motion Carried 6-0*

- d) Ord V21-14 – Zoning Text Amendments
The developer of the Pigeon Road Storage development is proposing zoning text amendments in the General Agricultural [AG] zoning district to better accommodate the development, specifically the lot coverage ratio and impervious surface coverage ratio.

*MOTION Stier/Baldwin to approve Ordinance V21-14 with the submitted changes in Section 117-80 –
General Agricultural [AG] (i) allowing for structures to occupy up to 20% of the property and in (j) the
maximum impervious surface allowed will increase to 50%.
Motion Carried 6-0*

- e) Certified Survey Map – Schrader – N8366 Hwy 55
The applicant is proposing a 2-lot Certified Survey Map (CSM). The purpose of the CSM is to adjust the lot line between 2 parcels to add more property to parcel #40724.

*MOTION Lancaster/Van Hefty to approve the changes to the CSM reflecting an adjustment in the lot line
between parcels #40724 and Parcel 44720.
Motion Carried 6-0*

- f) Discharge of Firearms Application
Applicant is Ed Bogard, located at N9237 Cty Rd N is requesting a permit for the purpose of geese hunting on his land.

*MOTION Lancaster/Van Hefty to approve a Firearms Permit for Ed Bogard at N9237 Cty Rd N.
Motion Carried 5-1 (Handschke opposed)*

- g) The following people applied for Operator Licenses:
Benjamin Angst
Lindsey Hartz
Jennifer Lisowe.

Maci Trzcinski
Alexis Zee
Annika Zilisch
Spencer Zoran

MOTION Lancaster/Baldwin to approve each of the operator license applications, with the condition that they have completed the state requirements.

Motion Carried 6-0

- h) Q & A with Darboy Sanitation District President, George Schmidt, was completed earlier in the meeting.
- i) Darboy Community Park – Improvements and Budget
Staff supplied the Board with diagrams of options for the park layout and quotes for each layout.

MOTION Lancaster/Handschke to rescind the April 27, 2021, park layout motion and propose to approve the layout option #2 in the exhibit that measures 150' x 120', total cost of \$195,200, and has dedicated courts for 6 pickle ball and 1 tennis court with permanent nets.

Motion Carried 5-1 (Hietpas opposed)

- j) Noe Road Paving Project Change Order
Village Manager Heiser explained the initial subgrade samples of Noe Road indicated an estimated amount of stone needed for the project. While excavating the road, it was determined that the pavement crown needs to be repaired. Thus, a change order to the original bid in the amount of \$43,750 is requested to cover the extra labor and materials needed to complete the project correctly. The cost of the Change Order will be offset by credits in other areas of the bid.

MOTION Handschke/ Van Hefty to approve Graef Change Order 02 to the Noe Road Project in the amount of \$43,750.

Motion Carried 6-0

Future Agenda Items

- a) Timeline of Park Improvements
- b) PASER Ratings
- c) Recording of Meetings (Manager Heiser)
- d) IT Options (budget item)
- e) Facility Rental policies (August 10, 2021 meeting)
- f) Discussion with KASA of park expectations (August 10, 2021 meeting)
- g) Software purchase for real estate inquiries (post WMCA conference)
- h) Software purchase for secure file sharing (post WMCA conference)
- i) 5 year Capital Improvement Plan

Closed Session

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

Pursuant to Wis. Stats. §19.85(1)(e), the Board will meet to deliberate or negotiate the purchase of property, in which for bargaining reasons require a closed session.

Furthermore, Pursuant to Wis. Stats. §19.85(1)(g), the Board will meet in closed session to discuss and/or confer with legal counsel regarding possible litigation.

The Board may reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

No action taken.

Adjournment

MOTION: Handschke/Stier to adjourn (9:07pm).

Motion Carried 6-0.

Minutes submitted by:

Vicki L. Tessen

Vicki L. Tessen, WCMC
Clerk-Treasurer

Minutes Approved on July 13, 2021