

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
August 10, 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, August 10, 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 and Clerk Vicki Tessen.

Public Attendees: Jim Randerson, John Schultz, Ron Simons, Luis Vargas, Jose Vargas, James Krych, James Ryburg, Dennis Sweere, Mark Peters, and reporter Judy Hebbe.

Correspondence or Communications from Board and Staff

Trustee Stier shared that his grandson's baseball team, American Legion Post #41, won the State Tournament.

Public Comments

Jim Randerson requested the Board to consider reducing the speed on Harwood Road to 45 mph. Currently, the road has areas posted at 55 mph and some areas have no posted speed. The road is in rough shape and is being used more by bicyclists, cars, and commercial trucks. He further requested they consider reducing the speed to 45 mph on Manitowoc and Schmidt roads as well.

Corrections and Approval of the Previous Meetings Minutes

July 27, 2021

MOTION: Lancaster/Stier to approve July 27, 2021 minutes as presented.

Motion Carried 7-0

Unfinished Business from Previous Meetings for Consideration or Action

No unfinished business.

New Business for Consideration or Action

- a) Berryfield Lane ditches - conforming enforcement.

James Ryburg addressed the Board with concerns that his ditch is not draining correctly because people have not complied with the ditch regulations that allow for the smooth flow of storm water to the retention ponds.

Manager Heiser will follow up with DPW and report back to the Board on August 31, 2021 with an update.

MOTION: Lancaster/Van Hefty to have DPW staff review the ditches, update the non-compliance list to include any new properties and remove those that have corrected their ditches as directed. Then bring back the information to review with the Board.

Motion Carried 7-0

- b) Request for Special Event permit by Luis Vargas.

The Vargas family requested a Special Event permit for a family wedding to be held on their private property. Two members of the family were present to answer any questions. Determining a Special Event permit would not be required, the Board reminded them that they would need to comply with the Village's noise ordinance and liquor laws and wished them an enjoyable celebration.

No Action Taken

- c) Consider for approval an Operator's License for Krista Jost to bartend at Sapphires.

MOTION: Baldwin/Bartlein to approve an Operator License to Krista Jost.

Motion Carried 7-0

- d) Discussion and possible action on park and facility rental policies.

The Board chose to discuss park rental and facility rental policies separately.

The park shelter is currently being rented and the rental agreement was reviewed. Trustee Lancaster initiated and then withdrew a motion limiting rentals to residents only. This would have prevented groups from renting the park for events that may be beneficial to Harrison residents. In reviewing the rental agreement, it was noted that a checklist for cleaning expectations should be added and any reference to "town" versus "village" should be corrected.

The Village Hall facility is not currently being rented. Discussion was had on how to open the facility up to rentals again and maintain sanitation needs.

MOTION: Lancaster/Van Hefty to reopen the Village Hall to renters with the stipulation that only one event may be booked per weekend.

Motion Carried 7-0

The Board gave further instruction to staff to update the park shelter and Village Hall facility rental policies to be more uniform and include detailed checklists for cleaning and closing the facilities. Staff to have drafts available for the August 31, 2021 meeting.

- e) Discussion of creating policy for routine use of Village parks or facilities by non-profit groups.

The Board directed staff to prepare a draft of a policy for routine use of Village parks and facilities by non-profit groups and present it at the September 28, 2021 meeting. Items to include or address:

- Staff should not be moving non-Village owned equipment
- Time limits for privately owned equipment or property to be on Village property
- Limit of dates one group can schedule at a time (research area protocols)

- Will practice dates, game dates, and tournament dates be treated the same
- Should there be a master schedule and should it be available online
- Should non-profit groups pay a fee
- If there is a fee, how much for non-residents vs residents

- f) Discussion and possible action on soccer layout and season proposal from KASA. KASA requested the Board to approve their use of Darboy Community Park for their fall schedule and the layout of the soccer fields. The dates are all Mondays and Thursdays from 4:30 pm to 7:00 PM between August 16 and October 28, 2021. A diagram of the proposed layout included in the meeting packet shows three 8 U fields and three 9/10 U fields that cover most of the green space between the basketball courts and volleyball courts and from the northern trail to the southern trail.

The Board is concerned that soccer and soccer equipment is hindering the use of the green space by other residents. They requested that the goals be moved to the edges of the green space after practice and games are done.

A KASA representative informed the Board that the smaller goals can easily be moved to the side when not in use, however only 2 of the 6 large goals have wheels. The other 4 are heavy and difficult to move.

*MOTION: Lancaster/Bartlein to approve the KASA Fall Schedule and soccer field layout as presented with the condition that all 8 U goals and the northern goals of fields 10-2 and 10-3 are moved after use to allow for open green space and mowing, and requests for any "Academy Days" be presented at the August 31, 2021 meeting for consideration.
Motion Carried 6-1 (Stier opposed)*

- g) Discussion and possible action on a tire reimbursement request. Manager Heiser presented a claim from a resident for reimbursement of a damaged vehicle tire. According to the resident, he was driving on the road when a piece of wood punctured his tire. It is his belief that the piece of wood shot out from under a mower being driven by Harrison DPW staff.

*MOTION: Stier/Handschke to approve the denial of reimbursement for the tire damage claim.
Motion Carried 7-0*

A request and no objections were made to move the following ahead to the next item of discussion.

- i) Discussion and possible action on approving costs for Flight Night. Trustee Stier abstained from discussion on this topic citing a conflict of interest in the matter. Manager Heiser presented in the packet a request from the Kiwanis Club for the Village to sponsor the port o potties and propane costs as was done in the past. President Hietpas noted that the event is sponsored by the Villages of Harrison and Town of Buchanan and maybe the two municipalities should share in the costs. Kiwanis Club representative, Dennis Sweere, responded that the Town of Buchanan supports the Summer Fun events by providing the popcorn and equipment and in other ways.

*MOTION: Handschke/Van Hefty to have the Village sponsor the port o pottie costs and reimburse up to \$500 in propane costs.
Motion Carried 6-0 (Stier abstaining)*

A request and no objections were made to move the following ahead to the next item of discussion.

k) Discussion and possible action of yard waste site hours.

The Board held a lengthy discussion regarding the previously approved changes to the yard waste site hours. President Hietpas informed the Board that he has received several resident requests to have all day hours on Saturdays. Van Hefty stated the Board approved changing the hours to Monday, Wednesday, Friday, and Saturday until noon beginning September 1, 2021 and that decision should stay. Baldwin concurred they should uphold the June motion stating too many changes confuse residents. She suggested the Village take a resident survey and propose new hours next year. Resident Mark Peters was in attendance and allowed to speak. He agreed that too many changes will confuse residents and maybe the hours should be what was originally set for 2021 and make any changes start in 2022.

The Board gave direction for Village Manager Heiser and Operations Manager Funk to present at the August 31, 2021 meeting, a proposal for yard waste hours for September 1 thru the end of 2021 that will accommodate residents' needs and not unduly burden residents living in the immediate area of the yard waste site.

Further direction was given to staff to create and administer a comprehensive survey for 2022 yard waste site hours. The survey should cover preferred hours, days, and location, plus willingness to pay more for this service if need be. The survey should be completed in time for the Board to reference when it sets the 2022 hours.

j) Report on status of A/C units on building.

Manager Heiser presented the Board with information on the failing A/C unit in the Village Hall.

*MOTION: Lancaster/Van Hefty to have staff publish for Open Bids to replace or upgrade the failing A/C unit at the Village Hall.
Motion Carried 7-0*

h) Discussion and possible action on staff appointments for:

o Billing Clerk II

Manager Heiser informed the Board that after reviewing over 40 applications and interviewing 4 candidates, he is ready to offer the position to one of them. The Board was pleased to hear Manager Heiser had made a decision and encouraged him to proceed.

o Administrative Assistant

The Board informed Manager Heiser that office staffing is ultimately his responsibility, however they were willing to offer opinions regarding hiring from within versus publicly posting a vacant position. Trustee Van Hefty refrained from commenting. The remaining members' preferences, comments, and suggestions were almost equally for and opposed to publicly posting a vacant position when an internal employee is interested in the position. Manager Heiser appreciated the feedback and said he will consider the options before making his decision.

- Deputy Clerk/Treasurer
There was nothing to discuss regarding this position.

Future Agenda Items

- a) Proposed Yard Waste hours for September 1 thru the end of 2021 – August 31st meeting
- b) Update/Proposal on non-conforming ditch construction issue – August 31st meeting
- c) Discussion of Carlson Dettmann Study – August 31st meeting
- d) Discuss removing Darboy Sanitation hydrant fees from the tax roll – Sept. 28th meeting
- e) Discussion on the timeline of park improvements (after Graef study is done)
- f) Discussion of PASER Rating results – October 26th meeting if available
- g) Discussion/Action on a 5-year Road Maintenance Plan
- h) Discussion/Action on a 5-year Capital Improvement Plan
- i) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- j) Discussion/Action on creating a littering ordinance
- k) Discussion/Action on amending our noise ordinance to include decibel limits
- l) Approve Redistricting Ward map – October 12th or 26th meeting
- m) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- n) Items to be discussed/acted upon during budget meetings – staff authorized to research or get RFP's 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
 - f. Cleaning Services
 - g. Garbage Services

Closed Session

Planner Mommaerts informed the Board that the closed session will not be needed as the person instrumental in the discussion regarding the possibility of selling publicly owned land was not present tonight.

Adjournment

MOTION: Bartlein/Baldwin to adjourn.

Motion Carried 7-0.

Submitted by:

Vicki L. Tessen, WCMC, Clerk-Treasurer

Approved on August 31, 2021