

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
August 31, 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 31, 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 (via Zoom).
- Board Excused:** None
- Staff Present:** Village Manager Heiser, Planner Mark Mommaerts, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Code Enforcer Kaylee Grezinski, Clerk Vicki Tessen, and Deputy Sheriff Fuller.
- Public Attendees:** 4 members of the public and reporter Judy Hebbe.

Correspondence or Communications from Board and Staff

President Hietpas informed the Board that he attended the League of Municipalities Conference. There were many great presentations and was a successful networking opportunity.

Trustee Handschke received from Harrison's County Deputies information regarding littering ordinances which he has forwarded to President Hietpas to use in drafting an ordinance for Harrison.

Trustee Stier mentioned that the Calumet County Jail is hosting an open house on September 10, 2021 from 1:00 pm to 5:00 pm.

Public Comments

Suzanne Hayes spoke against the Board approving any more multi-unit complexes.

Reports

- a) Harrison Fire Rescue – report submitted and on file at the Clerk's office. Chief Gerl also gave an oral report informing the Board that two members of Calumet County's Dive Team have joined HFR. He also informed the Board that their I-pads are outdated compared to the newer technology in vehicles. President Hietpas asked Chief Gerl to check with him and Manager Heiser before purchasing new ones. The Village may already have some that could be repurposed.
- b) Calumet Co. Sheriff Department – report submitted and on file at the Clerk's office. Deputy Sheriff Fuller also gave an oral report. They are continuing their presence on N Coop Road to keep everyone safe during the construction. There was a "hit and run" on Hwy 55, thankfully it was only property damage. A stolen vehicle and trailer were recovered not far from where they were taken, however the tools inside the trailer have not been recovered yet. The department is continuing its investigation of internet crimes against children.
- c) Village Manager – report submitted and on file at the Clerk's office. The 2020 audit of Harrison Utilities has been submitted to the PSC by our auditors, he has been meeting with people regarding economic development, and the Administrative Assistant position has been posted.

- d) Planning and Zoning – report submitted and on file at the Clerk’s office.
Year to date (July) the total number of permits issued for all construction & renovation is 186 with an estimated value of \$50,726,960. There are 117 remaining vacant lots.
- e) Parks and Trails – report submitted and on file at the Clerk’s office.
The new playground equipment at Darboy Community Park and Dogwood Park is anticipated to be installed after Labor Day. The consultants for our Comprehensive Outdoor Recreation Plan are considering way to increase public involvement. Gathering more input may delay the timeline of some deliverables, but they are mindful that the Board requested more public input prior to the budget process. East Central WI Regional Planning Commission received a grant to prepare a Master Plan for the connection of the Friendship Trail from Menasha to Sherwood. This Master Plan will include recommendations that Harrison may use to make trail connections.
- f) Public Works Department/Engineering – Operations Manager Funk gave an oral report to trustees’ questions. The prep area in Darboy Community Park will be marked off for safety while the playground equipment is installed. The pink flags in the right of way around the Village were placed by the State to mark the soils for wetlands. The staff will continue to work on brush and trees as they are able to fit it into their schedules.
 - i. Summer Muskrat Trapping Report – on file at the Clerk’s office. In summary, approximately 200 muskrats were caught which is comparable to the number in 2020.
- g) Harrison Utilities – Clerk Tessen informed the Board that the new Utility Clerk, Lisa Blair, is settling in and has begun training with Workhorse staff, Jim Reece continues to work 10 – 15 hours per week, and today was the temp agency employee’s last day. Clerk Tessen is doing a daily check-in phone call with Utility Clerk Blair and will continue to assist as needed, hopefully only a couple hours a week.
- h) Clerk-Treasurer (Statement of Income and Expenses) – on file at the Clerk’s office.

Corrections and Approval of the Previous Meetings Minutes

*MOTION: Stier/Baldwin to approve the minutes of the August 10, 2021 meeting with one amendment.
Motion Carried 7-0*

Payments of Bills and Claims for July 2021

*MOTION: Baldwin/Bartlein to approve the bills and claims for July 22, 2021 through August 24, 2021 as presented.
Motion Carried 7-0*

Unfinished Business from Previous Meetings for Consideration or Action

- a) Update on Non-conforming Ditch Issues – President Hietpas referred this topic back to staff.
- b) Proposed Yard Waste Hours for September 1 thru November 2021
Manager Heiser spoke with the resident most inconvenienced by the proposed change in hours. They determined that Saturdays and evenings are the busiest times, and it would inconvenience and confuse residents to change the hours mid-season. Therefore, they concur that the hours should remain as they have been.

Trustees are concerned about illegal dumping and the site not being staffed during all open hours. Operations Manager Funk informed the Board that the current employee would be willing to cover all hours, however it would mean overtime.

Trustee Van Hefty commented that he knows of two people willing and available to assist with the additional hours.

*MOTION: Steir/Baldwin to rescind the June motion to alter the hours of the yard waste site.
Motion Carried 7-0*

*MOTION: Lancaster/Handschke that staff comes back to the next meeting with a recommendation for the yard waste site that includes all open hours are manned.
Motion Carried 7-0*

- c) KASA Academy Days request – Manager Heiser told the Board that KASA has informed him that they will be holding their Academy Days in Kaukauna this year.

New Business for Consideration or Action

A request and no objections were made to move item f to the first item of discussion.

- f) Conditional Use Permit – Alphons Breit – W4341 Hwy 114
The applicant is requesting a Conditional Use Permit (CUP) to install a water closet (toilet facility) in an accessory building. The property is located at W4341 Hwy 114 and is currently zoned General Agricultural [AG]. There is a house currently on the property. The applicant is currently constructing an accessory building on the property. The Zoning Ordinance, Sec. 117-54 (7) also states, “Any detached accessory use, building and/or structure with a water closet (toilet facility) shall require a conditional use permit, pursuant to article XI, Conditional Use Permits.”

The applicant proposes to use the accessory building as workshop and storage area. A water line to the building would allow for an area to wash and clean the equipment as well as have a bathroom.

The structure itself meets all the physical zoning requirements (e.g. setbacks, size, number of buildings) and a permit has been issued. The toilet facility requires additional approval from the Village. Staff has a few concerns about the accessory building being converted into another dwelling. If the applicant were to agree to not rent, lease, sell, or otherwise use the accessory building as dwelling unit, then staff would not have any issues.

The Plan Commission reviewed this item and held a public hearing at their meeting on August 24, 2021. No one spoke in opposition. The Plan Commission finds that the Conditional Use Permit request will comply with the Harrison Zoning Ordinance with the below conditions.

MOTION: Handschke/Bartlein to approve the Conditional Use Permit request for W4341 Hwy 114 with the following conditions:

1. *The accessory building shall not be rented, leased, sold, or otherwise used as a separate dwelling unit from the house on the property.*
2. *The accessory building shall only be used or occupied as long as the principal structure is used or occupied. If the house is vacant then the accessory building shall also be vacated.*
3. *The accessory building shall only be used by the owners of the property or their immediate family.*
4. *The owner shall obtain a sanitary permit from Calumet County prior to installation of the toilet facility.*

Motion Carried 7-0

- a) Carlson Dettmann Presentation of Compensation Study
Patrick Glynn presented the Classification and Compensation Project that was done for the Village of Harrison. A printed copy of the PowerPoint is on file at the Clerk’s office.
- b) Certified Survey Map – Spencer Homes & Construction – Hoelzel Way/Cty Road N

Planner Mommaerts submitted the following Board Memo on behalf of the requestor:

The applicant is proposing a 3-lot Certified Survey Map (CSM) for the property located on the northwest corner of Hoelzel Way and County Road N, Location ID 33400. The property is 0.62-acres and is 140-feet by 261-feet. The property is currently zoned Single-Family Residential (Suburban) [RS-1]. Sewer and water are available on Hoelzel Way. A permit was issued for a home on proposed Lot 2.

The applicant wishes to split the property into 3-lots to construct single-family homes. The lots are proposed to be 86.01-feet by 140.02-feet, 12,042-square feet in area. Lot 3 is slightly larger. The RS-1 zoning district requires a minimum of 80-feet of road frontage and 12,000-square feet of lot area. The proposed lots meet the RS-1 zoning district requirements.

The Plan Commission reviewed this item at their meeting on August 24, 2021.

MOTION: Stier/Bartlein to approve the Certified Survey Map request from Spencer Homes & Construction for the corner of Hoelzel Way and County Road N with the following conditions:

- 1. A drainage plan for the 3-lots be submitted that conforms to the adjacent properties and is reviewed and accepted by the Village engineer.*
- 2. Separate laterals for sanitary sewer & water must be provided for each lot.*

Motion Carried 7-0

- c) Certified Survey Map – Luniak Meadows – Schmidt Road/Cty Road N

Planner Mommaerts submitted the following Board Memo on behalf of the requestor:

The applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located near the southeast corner of Schmidt Road and County Road N, Location IDs 39138 & 39136. The property is approximately 79-acres and is currently being farmed. The property is currently zoned General Agricultural [AG]. There is an existing home along County Road N.

The applicant wishes to split the property into 2-lots to prepare the property for future development of a subdivision. The CSM will dedicate 40-feet of right-of-way for Schmidt Road and variable right-of-way for County Road N. It is expected that future subdivision development will start on proposed Lot 2.

The Plan Commission reviewed this item at their meeting on August 24, 2021.

MOTION: Handschke/Van Hefty to approve the Certified Survey Map as revised and received on August 20, 2021, for Luniak Meadows.

Motion Carried 7-0

- d) Ord V21-15 Zoning Map Amendment – Ken Mader – N8838 S Coop Road

Planner Mommaerts submitted the following Board Memo on behalf of the requestor:

The applicant is proposing to rezone property from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1]. The property is located at N8838 S Coop Road, Location ID 33574. The property currently has a single-family home and accessory buildings. The applicant is also proposing to split the property to construct another single-family home on the property. The property is identified as future Single-Family Residential (Sewered) in the Comprehensive Plan. Sewer and water are available on S Coop Road.

The Plan Commission reviewed this item and held a public hearing at their meeting on August 24th. No one spoke in opposition. The Plan Commission found that the Rezoning request complies with the Future Land Use Map as part of the Comprehensive Plan of the Village of Harrison.

MOTION: Van Hefty/Handschke to approve Ord V21-15 Zoning Map Amendment which rezones lands at N8838 S Coop Road, owned by Ken Mader, from AG to RS-1.

Motion Carried 7-0

- e) Certified Survey Map – Ken Mader – N8838 S Coop Road

Planner Mommaerts submitted the following Board Memo on behalf of the requestor:

The Plan Commission reviewed this item at their meeting on August 24, 2021. The applicant is proposing a 2-lot Certified Survey Map (CSM) for property located at N8838 S Coop Road, Location ID 33574. The property currently has a single-family home and accessory buildings. The applicant is proposing to split the property to construct another single-family home on the property. The property is identified as future Single-Family Residential (Sewered) in the Comprehensive Plan.

A new driveway is proposed for Lot 1. Lot 2 will utilize the existing driveway (which is shared with the property to the north via Shared Driveway Agreement). Sewer and water are available on S Coop Road.

MOTION: Bartlein/Baldwin to approve the Certified Survey Map as submitted by Ken Mader at N8838 S. Coop Road and circulated on August 10th, 2021.

Motion Carried 7-0

- f) Conditional Use Permit – Alphons Breit – W4341 Hwy 114

(This item was moved to the first item of discussion.)

- g) Res V2021-11 WDNR Recycling Grant Authorization

Planner Mommaerts submitted in the Board Packet the following Board Memo:

Each spring and fall, the Village must submit an annual report and grant application to the DNR for the recycling program. The DNR requires a municipality to name an employee or position responsible for completing the annual report and grant applications. Currently, Mark Mommaerts is the responsible employee. Resolution V2021-11 will authorize the Village Manager position to submit the annual report. This resolution will authorize the position rather than a person to complete the required documents.

MOTION: Handschke/Stier to approve Resolution V2021-11 as presented.

Motion Carried 7-0

- h) Street Tree Policy

MOTION: Handschke/Stier to table this item until the next meeting.

Motion Carried 7-0

- i) Noe Road Trail Sealing

Manager Heiser informed the Board that the staff and trustees received complaints regarding the quality of the trail. There are areas that are noticeably rougher, and stones and weeds are embedded in the seal in some spots. The primary concern is small wheels, such as skateboards or roller blades, traveling over the rough sections and causing a trip hazard for person.

The Board directed staff to address the issues with the contractor and find a solution.

- j) Discharge Firearms application

The application was not ready for consideration – no action taken.

- k) Operator License for April Sunby

MOTION: Bartlein/Baldwin to approve an Operator License for April Sunby contingent upon an acceptable background check.

Motion Carried 7-0

l) Zip Code, Branding & Community Identity

The Board had many enthusiastic thoughts on rebranding the Village of Harrison by creating its own zip code. It was noted that changing the zip code could be very inconvenient and costly for businesses and some people. It would mean everyone would need to update their address with all the companies they receive mail from. Companies would also incur costs to reprint their envelopes etc. However, even with the inconveniences, the Board believes it is time Harrison had its own identity and stops being confused with Appleton and Menasha because of a mailing address.

MOTION: Lancaster/Handschke to have staff report back to the Board on October 26, 2021, with a complete plan of needs and costs to obtain a unique zip code for the Village of Harrison.

Motion Carried 7-0

m) Future of Ryford Street Surplus Land Owned by Village

Planner Mommaerts submitted the following Board Memo:

The Village owns approximately 6.9-acres at the ends of Ryford Street and Noe Road. The Village just recently extended Ryford Street and Noe Road to make a street connection through the Village property. The Public Works Dept. constructed the roadway base and biofilter (stormwater management). The remaining lands are surplus and could be sold for development.

Initially, McMahon put together a lot layout for single-family homes indicating potential for 6-single-family lots. However, after the Hydrologic & Hydraulic (H&H) study on the north/south stream corridor was completed, it was determined that much of the land is unbuildable unless a more detailed H&H study is completed on the east/west stream corridor. The after-flood study map indicates one buildable lot on the north side of Ryford Street, a buildable lot on the east side of Ryford Street/Noe Road, and the unbuildable area as Lot 3. The buildable lot north of Ryford Street could be further divided into 2 lots, if the area adjacent to the stream corridor is filled. The H&H study on the east/west corridor may increase the buildable area south of Ryford Street. The biofilter was constructed along the south side of Ryford Street.

Other uses to consider may include a senior housing condo style development, parkland, or other residential uses to complement the area.

MOTION: Handschke/Lancaster to have staff get a proposal from Graef to do a new H&H study for the Board to have a 2nd opinion on the land conditions and recommended uses.

Motion Carried 7-0

MOTION: Lancaster to have staff compile a complete cost of Village funds already invested in the Ryford Street extension.

Receiving no 2nd, motion died.

n) 2021 Budget Status and 2022 Budget Scheduling

The Board selected the following dates to begin the budget meetings:

*Thursday, September 23, 2021 at 6:00 pm

Thursday, October 7, 2021 at 6:00 pm

*note – as of the date of writing the minutes, the September 23rd date was moved to September 30th.

Future Agenda Items

- a) Discuss removing Darboy Sanitation hydrant fees from the 2022 tax roll – Sept. 28th meeting
- b) Discussion on the timeline of park improvements (after Graef study is done)
- c) Discussion of PASER Rating results – September 14th meeting if available
- d) Discussion/Action on a 5-year Road Maintenance Plan
- e) Discussion/Action on a 5-year Capital Improvement Plan

- f) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- g) Discussion/Action on creating a littering ordinance
- h) Revised Community Room and Park Shelter Rental Agreements
- i) Discussion/Action on amending our noise ordinance to include decibel limits
- j) Approve Redistricting Ward map – October 12th or 26th meeting
- k) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- l) Items to be discussed/acted upon during budget meetings – staff authorized to research or get RFP’s prior.
 - o IT Options
 - o Recording of Meetings
 - o Software purchase for secure file sharing
 - o Office phone upgrade
 - o Cleaning Services
 - o Garbage Services

Closed Session

Pursuant to Wis. Stats. §19.85(1)(e), the Board will meet to “deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Pursuant to Wis. Stats. §19.85(1)(f), the Board will meet “considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons that, if discussed in public, would be likely to have a substantial adverse effect on reputation of any person mentioned in such histories or data, or involved in such problems or investigations. Topics will include:

- a) The potential sale of land on Hwy 55
- b) Contract for services
- c) Leave status report on Harrison Utilities staff

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

Prior to entering Closed Session, Trustee Lancaster challenged the need for all the listed items to be discussed in a Closed versus Open Session. The Board had discussion on what qualifies or requires a Closed Session. Some Trustees expressed that they would like to begin some discussions in Open Session and then move to Closed Session if need be.

The Board held consecutive roll call votes on the items listed for Closed Session:

Motion to go into Closed Session to discuss:

a. Potential sale of land on Hwy 55

President Hietpas - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Handschke - Nay	Trustee Lancaster – Nay	Trustee Stier - Aye
Trustee Van Hefty - Nay		

Motion Carries 4-3 to enter Closed Session to discuss a potential sale of land on Hwy 55.

b. Contract for services

President Hietpas - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Handschke - Nay	Trustee Lancaster – Nay	Trustee Stier - Aye
Trustee Van Hefty – Nay		

Motion Fails 3-4 to enter Closed Session to discuss contracts for inspector services.

c. Leave status report on Harrison Utilities staff

President Hietpas - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
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Trustee Handschke - Aye Trustee Lancaster – Aye Trustee Stier - Aye
Trustee Van Hefty - Aye
Motion Carries 7-0 to enter Closed Session to discuss employee status.

The Board stayed in Open Session and proceeded with the item voted to be discussed in Open Session.

Contract for Services

Trustees Lancaster and Handschke expressed their feelings that the Village is paying a lot for its current building inspector services. They would like to have staff post the position and/or send out for bids to check if the Village is paying too much for these services.

Other comments from trustees included the difficulty in finding a new inspector with the same qualifications, possibility of renegotiating a contract with the current inspector, losing the history knowledge of the current inspector, the inspector's fee covers more than his wages, and the inspector's fee is based on a percentage of building permit fees and the fee is high now because of our current aggressive growth.

MOTION: Lancaster/Handschke to have staff post the position with all qualification needed of a full inspector, the salary as determined by the Manager, and an application deadline for the end of October. Concurrently, staff shall post for bid proposals for services of a full inspector.

Per request of Trustee Lancaster, a roll call vote was taken:

President Hietpas - Nay	Trustee Baldwin - Nay	Trustee Bartlein - Nay
Trustee Handschke - Aye	Trustee Lancaster – Aye	Trustee Stier - Nay
Trustee Van Hefty - Aye		

Motion Failed 3-4

MOTION: Bartlein/Baldwin to have staff post for bids for a contract with a fully licensed building inspector, then report back to the Board in October.

Motion Carried 7-0

Per earlier vote, the Board moved into Closed Session to discuss the remaining two topics.

10:05 pm MOTION Stier/Bartlein to return to Open Session to take action.

Motion Carried 7-0

MOTION Lancaster/Bartlein to only support non-multifamily development on the Village owned land on Hwy 55.

Motion Failed 1-6 (Lancaster voting aye)

Adjournment

MOTION: Bartlein/Baldwin to adjourn (11:00pm).

Motion Carried 7-0.

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk-Treasurer

Approved on September 14, 2021