

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
September 14, 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, September 14, 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, and Clerk Vicki Tessen.

Public Attendees: Jeremy Frassetto, Tammy Frassetto, Bob Mayfield, Mark Duerwaechter, Mark Peters, and reporter Judy Hebbe.

Correspondence or Communications from Board and Staff

Trustee Stier asked for an update on the demolition of the Darboy Club site. Operations Manager Funk responded with an anticipated time frame of the end of October to the beginning of November. This is in line with their original planned schedule.

Trustee Baldwin read a letter she wrote to the Board expressing her thoughts on teamwork and how good teamwork among the Board will increase its effectiveness and public relations.

Trustee Lancaster commented that he had heard from 5 residents that felt Village staff was taking too long to respond to their concerns.

Clerk Tessen informed the Board that Halloween in the Park will occur on October 16, 2021 in Darboy Community Park. The Board did not object to Clerk Tessen's decision to waive the rental fee as has been done in the past for this public event.

Village Planner Mommaerts delivered a request from Graef for Board suggestions on how they would like to proceed with obtaining more community engagement. If any trustees have suggestions, they should email them to Planner Mommaerts who will forward them to Graef.

Public Comments

a) Open Comments

- i. Jeremy and Tammy Frassetto informed the Board that the large lot next to them, that the Board recently approved splitting into 3 individual residential lots, appears to be graded in a way that will possibly cause flooding in their lot. President Hietpas received an email from the couple prior to the meeting and drove past the property in question. In his opinion, the middle lot where development has begun appears to have a significantly higher grade than the Frassetto's home. Planner Mommaerts confirmed that the proposed grade is

conforming with the neighbors on Hoelzel Way which is higher than the neighbors on County N. The Board confirmed that the developer is responsible for the drainage and preventing it from affecting the neighbors. Planner Mommaerts will follow up with the developer.

- ii. Ken Schwalbach spoke about traffic on Woodland Road, especially the trucks coming and going to development sites nearby. He feels the road is too narrow to be safe for the pedestrians. He requested the Board to consider reducing the speed limit, posting it as a “no trucks” route, and / or adding a walking trail.
- b) Presentation by Dr. Mayfield, Kimberly Area Schools Superintendent and Mark Duerwaechter, Kaukauna Schools Superintendent. They spoke at the bequest of the Board to educate them on the effects of multi-unit dwellings on the school districts. Both districts’ elementary schools are at capacity in some areas and below capacity in other areas. A large influx of residents in Harrison could result in the schools having to redraw boundary lines that determine which residents attend which school. At this time, both superintendents felt the upper grade schools would be able to accommodate additional families in the years to come because of a decline in students entering their districts’ elementary schools. Their main concern with adding a large number of multi-unit rental properties over a short span of time is for the distant future when the units are older and less luxurious. At that time, the rent will be more easily attainable thus attracting more transient tenants. Students that attend multiple schools throughout their school years tend to need more academic assistance and have less emotional attachment to the school moral and fellow students. As superintendents of the two main school districts servicing Harrison, they would caution the Board from approving too many multi-unit developments, that single family homes are the “bread and butter” that builds a strong school system.

Corrections and Approval of the Previous Meetings Minutes

August 31, 2021

MOTION: Handschke/Stier to approve August 31, 2021, minutes with two corrections. (A date and a motion maker were incorrectly reported.).

Motion Carried 7-0

Unfinished Business from Previous Meetings for Consideration or Action

- a) Street Tree Policy – No Action Taken.
Planner Mommaerts presented information on a neighboring municipality’s tree policy and provided recommendations for a policy for Harrison. The Board directed Mommaerts to draft a policy and present it for Board approval prior to Spring.
- b) Yard Waste Site Recommendation
For the Remainder of 2021 Manager Heiser recommended that the Board maintain the current schedule for the yard waste site with the exception that it close at dusk. The negative to status quo is that the site will not be manned for all hours of operation, but it does prevent confusion for our residents.

Regarding hours for 2022; Manager Heiser recommends hours of 9 am – 5 pm and closed Tuesdays, Sundays, and holidays. The site would be staffed the full 40 hours. The season

would be reduced with a start date the first week of Aril and end the last week of October. Drop off would be at the Peters Road site except Saturdays would be at the Village Hall.

- Trustee Lancaster favors moving the drop off back to the Village Hall site on all days.
- President Hietpas does not like using the Village Hall site as traffic in the parking lot interferes with the ball field traffic, it adds transportation costs, and causes additional work for the DPW staff.
- Trustee Lancaster would like staff to research past Town Minutes for any promise to Mr. Peters that the site would never be moved to Peters Road. He believes that the Town Board made a promise to the Peters Road residents that the site would never be moved to Peters Road and he thinks the current Village Board should honor the Town Board's promise.
- Mark Peters thinks that closing at 5:00 pm may be too early during the week for those that workdays. His preference would be the site to be open four days per week for 10 hours each day.
- Trustee Stiers concurred with Mr. Peters that one day per week should have later hours to accommodate residents.

MOTION: Handschke/Stier For 2022, the yard waste site will be open on Mondays and Thursdays from 10:00 am until 6:00 pm, and on Wednesdays, Fridays, and Saturdays from 9:00 am until 5:00 pm. The site will close at the stated time or dusk; whichever occurs first. Drop off will be located on Peters Road during the week and at the Village Hall on Saturdays. The site(s) will be closed on Tuesdays, Sundays, and holidays.

Motion Carried 5-2 (Hietpas and Lancaster opposed)

New Business for Consideration or Action

a) PASER Rating Results

Trustee Handschke questioned the rating of Woodsedge Court. The rating should be a 10 if the road was redone in 2021. Operations Manager Funk concurred that it appears to be a typo and will follow up on it.

(8:08 pm Trustee Stier left the meeting to check on family due to a home evacuation emergency.)

MOTION: Handschke/Lancaster Staff to add the PASER Rating Results to the Village website along with the link to the UW-Madison ratings criteria.

Motion Carried 6-0

MOTION: Handschke/Lancaster Staff to create a 5-year road maintenance plan based on the Graef PASER ratings and present it at a budget meeting.

Motion Carried 6-0

- b) Request for street closure on Mulholland Road for a Kimberly Heights Block Party. The Board chose to discuss park rental and facility rental policies separately.

MOTION: Lancaster/Baldwin to approve the Mulholland Street closure for a Kimberly Heights Block Party.

Motion Carried 6-0

c) Carlson Dettmann Recommendations / Staff Compensation Plan

MOTION: Handschke/Lancaster to table this item to a future meeting.

Motion Carried 6-0

Future Agenda Items

- a) Discussion of Carlson Dettmann Study – September 28th meeting
- b) Discuss removing Darboy Sanitation hydrant fees from the tax roll – Sept. 28th meeting
- c) Discussion on the timeline of park improvements (after Graef study is done)
- d) Discussion of PASER Rating results – October 26th meeting if available
- e) Discussion/Action on a 5-year Road Maintenance Plan
- f) Discussion/Action on a 5-year Capital Improvement Plan
- g) Discussion/Action Comprehensive Plan
- h) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- i) Discussion/Action on creating a littering ordinance
- j) Discussion/Action on amending our noise ordinance to include decibel limits
- k) Approve Redistricting Ward map – October 12th or 26th meeting
- l) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- m) Discussion/Action to provide committees, fire fighters, and EMS complimentary yard waste stickers for 2022
- n) Staff to recommend available grants for Village improvements
- o) 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

Adjournment

MOTION: 8:29 pm Handschke/Baldwin to adjourn.

Motion Carried 6-0.

Submitted by:

Vicki L. Tessen, WCMC, Clerk-Treasurer

Approved on September 28, 2021