

Village Board Meeting Minutes

March 11, 2019

- 1) Call to Order and Roll Call: President Laux called the meeting to order at 6:32 pm. Trustees present were Bob Benz, Roger Kaas, Lisa Ott, Kathy Salo, and Ned Marks. Trustee David Miller was absent. Also in attendance was Times-Villager Reporter Tom Collins, Cedar Corporation Engineer Josh Gerrits, Administrator Randy Friday, and Clerk/Treasurer Jo Ann Lesser.
- 2) Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Trustee Salo motioned to approve the agenda. Trustee Benz seconded the motion. Motion carried, 6-0.
- 4) Approval of Minutes: Feb. 25 (Regular Meeting): Trustee Salo motioned to approve the agenda with corrections. Trustee Kaas seconded the motion. Motion carried, 6-0.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Report of the Community Development Authority (Feb. 27).
Recommendation:
 - a) Master Plan for Historic Downtown Redevelopment: Trustee Kaas gave an update, indicating that the downtown plan was updated with requests from the WDOT, changing the east side access to a one way, with traffic entering onto Military Road and only being allowed to turn south. There would be on less access on Veteran's Avenue as well. A traffic circle would be installed at Clifton Road and Harrison Street, to slow down traffic. There is an area within the traffic circle for a decoration or memorial. The area provides for parking spaces, outside seating area, and a shelter. The plan is preliminary at this point.
 - b) Contract for Services – Soil assessment of underground fuel tank site in advance of remediation. Bid awarded (\$10,400 – \$11,350; Cedar Corp.): There was no discussion on this topic.
 - c) '50-50 Grant Match Program' – Award guidelines revisions: Trustee Kaas explained that the group amended the policy and guidelines for the program. The majority wanted a restriction on the accumulative amount awarded to a recipient. The general thought was to limit any one requester to a \$50,000 lifetime award so as to allow other businesses to participate. Kaas stated that this new policy has been adopted.
- 7) Report of the Plan Commission (March 4).
 - a) Concept Plan Review (Pond View Estates): Administrator Friday indicated that a plat will be submitted for the April plan commission meeting. This should give the professionals a week to review it prior to the meeting.
 - b) Review potential property split and rezoning request (John West): Administrator Friday stated that Mr. West wanted to split the two parcels into 3 pieces and keep the zoning industrial. Trustee Salo stated the land use plan does not coincide with Mr West's ideas.
 - c) Zoning Code Update: It was noted by Administrator Friday that a review will be done closer to budget time and do a couple of chapters at a time.
- 8) Report of Village Officers.
 - a) Village President: Looking forward to spring.
 - b) Fox Cities Area Room Tax Commissioner: Trustee Benz informed the board that bonding for the exhibition center did not include fixtures only the construction of the building, and the building is sinking to the point that some areas are not useable. Benz also informed the board on the timeline for the sports center is on time, with an anticipated open date of October 26th. Naming rights will be declared within a week.

- c) Clerk/Treasurer
 - i. Consent Agenda (Financial Reports; Operator's Licenses): Clerk/Treasurer Lesser indicated to the board her apologies for the lack of information on the financial report and confirmed the next report will be exactly as they like it. Trustee Kaas made a motion to approve the financial report as presented. Trustee Benz seconded the motion. Motion carried, 6-0.
- 9) Village Engineer and/or Utility Operator:
 - a) Water Loss report (January): Administrator Friday explained the January water loss report was included in the packet, it showed a 10.5% loss. There was one water main break on High Cliff Road.
 - b) *Road construction – Contract B-19 (Stumpf-Meehl subdivision)*: Presentation and review of roadway layout: Cedar Corporation Engineer Josh Gerrits explained there are some issues to be cleared up before the project can move forward. Gerrits further explained he met with the Calumet County Highway Commissioner to discuss the drainage issues on County M, it was explained that the drainage project would be a cost sharing between the village and county. The mini storm sewers have been put on hold, the idea will be revisited after the project is complete to see if they are actually needed once the ditches have been cleaned up. There was discussion about the end of the driveways and how they should be handled. Gerrits suggested that the same process used in the 2018 road project be used with this project, which is a 3' minimum on all driveways, more as required for sloping in culverts, 5' apron for all gravel driveways, any concrete in the right-of-way will be removed and replaced with asphalt. Gerrits stated that there may be a need to obtain permanent easements in some areas for the hydrants and valves, some are currently sitting in the bottom of the ditch and to get them out they will need to be placed on private property, hence needing a permanent easement. Gerrits also explained the possible need to replace mailboxes, contractors will not replace old or broken mailboxes.

Gerrits showed on the maps where trees are in danger of being lost due to their proximity to the road. The general rule is to look at the tree and observe where the leaves end and a person can count on the roots being to that length. When working on the ditches there could be an issue with digging into the root base which could cause the trees to die. Trees on Meehl Road are in the right-of-way according to the map.

The ditches on Margaret Street are in good condition, just in need of minor cleaning. Gerrits explained that if this road were to be placed in the right-of-way center, the ditches would need to be dug deeper. Also, Margaret Court is only 15' wide and to make it the required 21' property owners on the west side of the road would lose front yard.

The approved road width is 22', existing road width is 21' except for Leslie which is 22' and Margaret Court is 15' and the DOT standard is 20' with 1 foot shoulder on each side.

Trustee Kaas made a motion to approve the 21' road width for the entire project. Trustee Benz seconded the motion. Motion carried, 6-0.

Trustee Marks made a motion to leave the road where it is with the least amount of disruption. Trustee Kaas seconded the motion. Motion carried, 6-0.

Trustee Kaas made a motion to approve following the 2018 standards. Trustee Marks seconded the motion. Motion carried, 6-0.

10) Village Administrator: Project Update(s): Administrator Friday informed the board about receiving a few applications for the open DPW position, one application received meets the qualifications. Will continue to keep them up to date on the progress.

11) Old Business:

a) *Contract*: This item was placed on the agenda in error. No discussion or decision was made.

b) *Contract Award: Engineering Services for FY2019 Road Construction – Kesler Road; State Park Road*: Consider base bid award (NTE \$31,700; Cedar Corp.) for design, bidding & construction services on multi-jurisdictional road projects [Sherwood; Harrison].

Note: Kesler Road ‘Alternate Project’ design, bidding & construction services (excluding additional permit costs) is an additional \$5,000 fee: State Park Road will be a mill and overlay, soil bore testing will be completed to determine if the sub base is adequate. Kesler Road will have 1,000 feet of overlay. The culvert replacement will be absorbed by the Village of Harrison. Trustee Kaas stated there hasn’t been any information from the Village of Harrison with regards to approval for their portion of the project, their meeting is at the end of the month. Trustee Benz made a motion to table this issue. President Laux seconded the motion. Motion carried, 6-0.

12) New Business:

a) *Community Center Usage*: Request by non-resident, State legislator to hold a *Governor’s Budget Discussion* at Community Center: Administrator Friday stated the policy is to rent the facility to residents only, the Village has been approached by a representative to use the facility to discuss the 2019-20 state budget. The Board agreed that the rental of the facility is for residents only. Friday stated he will inform the representative of their decision.

13) Complaints & Compliments:

a) Snow-plowing – ‘Thank you’ (O’Brien; Feb. 24).

b) Snow-plowing – ‘Thank you’ (Rutten; Feb. 26).

These items were reviewed, no discussion or decision was made.

14) Correspondences:

a) ‘MS-4’ Planning Grant – Final Grant Request & Report filed (McMahon; Feb. 27).

b) (Update) Dam Failure Analysis for Palisades Pond Lake District (WisDNR; March 5).

These items were reviewed, no discussion or decision was made.

15) Closed Session: This item was placed on the agenda in error, no discussion or decision was made.

16) Adjournment: The meeting adjourned at 8:12 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer