

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
June 25, 2024**

A regular session of the Village of Harrison Board was called to order at 6:00pm at the Harrison Municipal Building, W5298 State Road 114, Menasha, WI 54952 on Tuesday, June 25, 2024. After the Pledge of Allegiance was recited, roll call was taken.

1. Roll Call

Present: Trustee Baldwin, Trustee Bartlein, Trustee Brantmeier, Trustee Handschke, Trustee Lancaster, Trustee Van Hefty, and President Blackmer.

Staff: Assistant Manager Chad Pelishek, Operations Manager Jeff Funk, Fire Chief Jarred Gerl (excused for part of the meeting for fire call), Clerk Vicki Tessen, Utility Office Manager Brandon Barlow, CCSD Lt. Wendling, Village Attorney Andy Micheletti, Village Engineer Lee Reibold, and Village Auditor Jake Lenell.

Public: 13 Citizens and Times Villager reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff
None

3. Corrections and Approval of the Previous Meeting Minutes

- a) May 28, 2024

*MOTION: Baldwin/Handschke to approve the Minutes of the May 28, 2024 meeting as presented.
Motion passed 7-0*

4. Public Comments

Ed Krump, N9405 Emily Ln, spoke on concerns about the Village fireworks display
Lori Mullen, N9039 Lilac Rd., spoke on item 9(j) Zoning Map Amendment

5. Presentations

- a) Draft of 2023 Village Audit was presented by Jake Lenell, CLA - No action taken.

6. Reports (Reports are on file in the Clerk's Office)

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Planning & Zoning
- d) Parks and Trails
- e) Public Works/Engineering
- f) Harrison Utilities
- g) Clerk / Treasurer
 - I. Statement of Accounts
 - II. ARPA Fund Review
- h) Budget Report

7. Approval of Bills and Claims

- a) Bills and Claims

MOTION: Van Hefty/Baldwin to approve Bills and Claims for May 2024 as circulated.

Motion passed 7-0

8. Old Business for Discussion, Consideration, and/or Action

No Old Business Items.

9. New Business for Discussion, Consideration, and/or Action

- a) Review of the 2023 Financial Statements and Draft Audit by CLA.

MOTION: Bartlein/Van Hefty to postpone accepting the 2023 Village Audit until the July meeting.

Motion passed 7-0

- b) Resolution V2024-06 to accept the Harrison Utilities Compliance Maintenance Annual Report (CMAR) for the reporting period of 2023.

MOTION: Handschke/Brantmeier to approve Resolution V2024- 06 to accept the Harrison Utilities Compliance Maintenance Annual Report (CMAR) for the reporting period of 2023.

Motion passed 7-0

- c) TID Annual Reports for Districts 1, 2, 3, 4, 5, and 6.
No action taken.

- d) Resolution V2024-07, Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 5.

MOTION: Lancaster/VanHefty to approve Resolution V2024-07 Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 5.

Motion passed 7-0

- e) Re-naming of Crossroads Development to Crossroads Business Park and the re-naming of streets.

MOTION: Lancaster/Handschke to approve re-naming the land located south of CTH KK and northwest of STH 55, from Crossroads Development to Crossroads Business Park, re-naming Gene's Road to Fieldcrest Drive, and maintaining the cul-de-sac name of Crossroads Court.

Motion passed 7-0

- f) Resolution 2024-08 Authorizing the Borrowing of \$900,000 to Finance TID #2 Land Purchase for Business Park

MOTION: Brantmeier/Handschke to approve Resolution 2024-08 authorizing the borrowing of \$900,000 from the BCPL State Trust Fund Loan Program to purchase land in TID #2 for a business park.

Motion passed 7-0

- g) Transportation Impact Fee Study Proposal by Ehlers.

MOTION: Lancaster/Baldwin to approve a contract with Ehlers in the amount of \$8,000 to complete a transportation impact fees study and provide recommendations for implementation.

Motion passed 7-0

- h) Board Permission to Request WI Dept. of Transportation to Conduct a Speed Study along STH 114 from Pigeon Road to CTH N.

MOTION: Baldwin/Brantmeier to authorize staff to contact the WI DOT to conduct a speed study along STH 114 from Pigeon Road to CTH N.

Motion passed 7-0

- i) Update on the drainage issues in the Cottonwood Creek Subdivision.

MOTION: Baldwin/Lancaster to authorize staff to hold a meeting with Cottonwood Creek residents to discuss connecting their sump pumps to a mini storm sewer system that would be installed in the ditch line, to provide preliminary estimated costs to homeowners, and to explain the Village special assessment policy.

Motion passed 7-0

- j) Ordinance V24-08 - Zoning Map Amendment to Rezone Parcels 33408 & 33418 – LouMar Properties, LLC – Kimberly Trail

MOTION: Lancaster/VanHefty to approve Ordinance V24-08 for the Zoning Map Amendment to rezone parcels 33408 and 33418 from General Agriculture [AG] to Single-Family Residential (Suburban) [RS-1] as submitted.

Motion passed 7-0

- k) Preliminary Plat – Cedar View Subdivision– LouMar Properties, LLC - Parcels 33408 & 33418

MOTION: Van Hefty/Lancaster to approve the Preliminary Plat for Cedar View Subdivision with the following conditions:

1. The final plat, plansets, and record drawings are subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
2. Wetland permits shall be obtained from the WI Department of Natural Resources and submitted to the Village.
3. To provide a fee in lieu of parkland dedication for an amount determined as part of the developer's agreement.
4. The developer's agreement will be finalized before or in conjunction with the final plat.
5. All lots shall have a storm sewer lateral provided for sump pump discharge.
6. All review comments from the Village staff shall be included in the Plan Commission discussion and decision.
7. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
8. A grading/drainage stormwater management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village staff.
9. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.
10. Grading/Drainage Plan shall identify elevations of ground at the foundation.
11. All road names shall be approved by Calumet County E911.
12. Sidewalks, trails, street lighting, and laterals shall be indicated on the infrastructure plans.

13. *There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).*
14. *The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.*
15. *Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas, electric, sewer, water).*
16. *All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority.*

Motion passed 7-0

- l) Certified Survey Map (CSM) – Kathy Johnson – N8801 Coop Road – Parcel 33588

MOTION: Baldwin/Brantmeier to approve the Certified Survey Map (CSM) request for parcel 33588 at N8801 Coop Road as submitted.

Motion passed 7-0

- m) Staff Recommendation and Award of Contract with Five Bugles/Wendel for construction of the New Public Safety Building.

MOTION: Handschke/Baldwin to approve the contract with Five Bugles/Wendel Corporation in the amount of \$18,500 for services to develop and create a conceptual design of the public safety building.

Motion passed 7-0

- n) Contract with GRG Playscapes to design a natural inclusive playground at Rennwood Park.

MOTION: Baldwin/Handschke to approve the contract with GRG Playscapes for \$6,950 to design a natural inclusive playground at Rennwood Park.

Motion passed 7-0

- o) Contract with McMahon to design an Emergency Engine Generator and Transfer Switch at Village Hall/DPW Facility.

MOTION: Baldwin/Bartlein to approve a contract with McMahon, in the amount of \$28,000, to design an emergency engine generator and transfer switch for the Village Hall/DPW building; and to use any remaining balance in the ARPA fund to help cover the design cost.

Motion passed 6-1 (Scott Handschke opposed.)

- p) Security cameras proposal at Village Hall funded with ARPA.

MOTION: Lancaster/Brantmeier to approve the contract with TECC Security Systems, in the amount of \$5,821.14, for the purchase and installation of security cameras at Village Hall as presented, and to use ARPA Funds to pay for the project.

Motion passed 7-0

- q) Approval of contract with McMahon for engineering services for Crossroads Business Park development funded with TID #2.

MOTION: Van Hefty/Lancaster to approve the contract with McMahon for engineering services related to the development of the Crossroads Business Park for \$82,000.

Motion passed 7-0

- r) Agreement between the Village of Harrison and Harrison Athletic Association (HAA)

MOTION: Van Hefty/Lancaster to approve an agreement between the Village of Harrison and the Harrison Athletic Association (HAA) upon the inclusion of any edits and any additions the village attorney recommends to the final agreement.

Motion 7-0

- s) Special Event Permit - 9th Annual Northshore Apt. Summer Party

MOTION: Baldwin/Lancaster to approve the Special Event Permit for Northshore Apartments to host a summer party for their residents on August 8, 2024 from 5pm to 8pm.

Motion passed 7-0

- t) Approval of Contract with McMahon to Provide Interim Village Manager and Finance Director Services.

MOTION: Lancaster/VanHefty to approve a contract with McMahon, in the amount of \$7,000 - \$10,000 per month, for services of an interim village manager and finance director as presented.

Motion passed 7-0

- u) Consideration of proposals with Public Administration Associates, LLC for recruitment of a Village Manager and Finance Director.

MOTION: Baldwin/Lancaster to postpone considering a proposal to recruit a Village Administrator until the July meeting.

Motion passed 7-0

MOTION: Lancaster/Baldwin to postpone considering the contract with PAA to recruit a Finance Director until the July meeting.

Motion passed 7-0

- v) Draft Position Descriptions for new Finance Director/Village Treasurer and Village Clerk positions.

MOTION: Brantmeier/Baldwin to postpone consideration of the draft position descriptions for the new Finance Director/Treasurer and Village Clerk positions until the July meeting.

Motion passed 7-0

- w) Charter Ordinance No 3 to Separate the Clerk and Treasurer Roles

MOTION: Bartlein/Baldwin to postpone consideration of Charter Ordinance number 3 to separate the Clerk and Treasurer roles until the July meeting.

Motion passed 7-0

- x) Authority of the Village President
Village Attorney Micheletti was asked to prepare legal opinions regarding questions raised during board discussion and present them at the next meeting.

- y) Rules and Procedures for Board Meetings
The Board requested to have the interim manager, with assistance from the village attorneys, revise the Rules and Procedures for Board Meetings and to present a draft at the July meeting if possible.

10. Future Agenda Items

- RFQs for Station 60 and DPW (JB/DB) (before budget meetings start)
- Public info meetings & website posts on facilities updates (JB/DB)
- Hiring Policy (MVH/AB)
- Review of RS-2 Zoning (ML/AB) (after Comp Plan)
- Zoning Map Amendment and Ordinance V24-02 –Parcel 39012 & part of Parcel 39018 (tabled 1/30/2024)
- ~~Removed Trails and benches around retention ponds (SH/DB) (budget meeting)~~
- Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (May/June 2024)
- Plan Commission Membership (number of trustees) (ML)
- Contract for recruitment of a Village Manager and Finance Director (6/25/24 tabled to July 2024)
- Position descriptions for Finance Director/Treasurer and Clerk (6/25/24 tabled to July 2024)
- Charter Ordinance #3 to separate clerk and treasurer roles (6/25/24 tabled to July 2024)
- Amending the authority of the village president role (6/25/24 tabled to July 2024)
- Defining rules for trustees providing direction to staff (JB added on 6/25/24 for July 2024)
- Workshop with CCSD, Board, and staff regarding CCSD items (ML added on 6/25/24, no due date)

11. Closed Session

MOTION: Baldwin/Bartlein to convene into Closed Session to discuss the following three items:

- a) under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of possible land purchase adjacent to STH 55.
Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, Village Attorney, and Baird TIF Advisor.
- b) under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the sale of land in the Crossroads Business Park.
Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, and Village Attorney.
- c) under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for a legal update and discussion on a challenge to the Creekside Improvement Project Assessment.
Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, and Village Attorney.

Motion passed by roll call vote 7-0

12. Adjournment

MOTION: Bartlein/Handschke to adjourn (9:40 pm).

Motion passed 7-0

Minutes Approved July 30, 2024


Vicki L. Tessen, Clerk/Treasurer