

VILLAGE OF HARRISON
BOARD MEETING MINUTES
September 24, 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, September 24, 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: Interim Village Manager Russ Van Gompel, Assistant Manager Chad Pelishek, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Clerk-Treasurer Vicki Tessen, Utility Office Manager Brandon Barlow, CCSD Joe Tenor, Village Attorney Andy Micheletti, and Village Engineer Lee Reibold.

Public: 9 Citizens and Times Villager reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

Trustee Handschke commented he is disappointed that the County road project along State Park Road didn't include right turn lanes to help ease the traffic congestion. Trustee Lancaster agreed that County KK and State Park roads should also have right turn lanes for safety.

President Blackmer informed them that she and members of staff are meeting with the County next week and will discuss these concerns with them. She will update the Board at the next meeting.

3. Corrections and Approval of the Previous Meeting Minutes

a) Past Meeting Minutes

August 20, 2024 - Visioning Meeting

August 27, 2024 - Regular Meeting

September 10, 2024 - Special Meeting

*MOTION: Handschke/Baldwin to approve the minutes of the August 20, 2024 meeting as presented.
Motion passed 7-0*

*MOTION: Van Hefty/Baldwin to approve the minutes of the August 27, 2024 meeting as presented.
Motion passed 7-0*

*MOTION: Handschke/Brantmeier to approve the minutes of the September 10, 2024 meeting as presented.
Motion passed 7-0*

4. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

- Ray Smith; N9536 Highline Rd. - told the Board the Mel Baeten property should be used for single family lots and not commercial development.
- Brian Leixinger; N9146 Brenda Dr. - item 10d, spoke in favor of installing a static radar/speed limit sign on Lake Park Road.

5. Presentations

- a) 2025 Property Assessments by Accurate Assessors

Kyle Kabe, of Accurate Assessor, gave a presentation and answered questions regarding the assessment adjustment process that will occur in 2025.

6. Reports

Reports are on file in the Clerk's Office.

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Interim Village Manager
 Budget Report
- d) Assistant Manager, Planning and Zoning
- e) Parks and Trails
- f) Public Works/Engineering
- g) Clerk / Treasurer
 Financial Statement Summary
 ARPA Report
- h) Harrison Utilities

7. Approval of Bills and Claims

*MOTION: Van Hefty/Baldwin to approve the Bills and Claims for August as presented.
Motion passed 7-0*

8. Appointments

- a) Appointment of Lindsey Cushman to the Plan Commission.

*MOTION: Baldwin/Bartlein to approve the appointment of Lindsey Cushman to the Plan Commission to fulfill the partial term expiring on April 30, 2025.
Motion passed 7-0*

- b) Appointment of Drew Van Asten to the Plan Commission.

MAIN MOTION as AMENDED: Baldwin/Van Hefty to approve as amended the appointment of Drew Van Asten to the Plan Commission to fulfill the partial term set to expire April 30, 2025 contingent he obtains Harrison residency by November 1, 2024.

Motion passed 7-0

MOTION to AMEND: Lancaster/Brantmeier to amend the Main Motion by adding "contingent upon obtaining residency by November 1, 2024".

Motion passed 4-3 Julene Baldwin, Scott Handschke, Mark Van Hefty voted against.

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

No Old Business

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

- a) Eagle Scout Project at Darboy Community and Clover Ridge Parks by Tyler VanGompel.

MOTION: Handschke/Lancaster to approve the Eagle Scout Project, by Tyler Van Gompel, to add recycling bins at Darboy Community and Clover Ridge Parks.

Motion passed 7-0

- b) Halloween in the Park - Request to Waive Rental Fees & Donation

MOTION: Lancaster/Handschke to approve the request by Scout Pack 3061 to waive park rental fees and donate \$1,000 to support the Halloween in the Park community event.

Motion passed 7-0

- c) Petition from Residents of Stargazer Estates requesting permission to plant trees in the Street right-of-way.

MOTION: Baldwin/ to authorize staff to develop a tree planting program and bring back in October for approval.

Motion failed for lack of second.

- d) Request from Lake Park Road Neighbors for installation of static radar/speed limit sign.

MOTION: Lancaster/Handschke to approve adding one static radar speed limit sign for Lake Park Road in the 2025 budget.

Motion passed 4-3 Julene Baldwin, Darlene Bartlein, Mark Van Hefty voted against.

- e) Ordinance V24-13 and Zoning Map Amendment (Rezoning) – Jon Diedrich – W4297 County B – Part of Parcel 40956

*MOTION: Lancaster/Brantmeier to approve Ordinance V24-13 and the Zoning Map Amendment request from Jon Diedrich to rezone part of parcel 40956 located at W4297 County Road B from General Agriculture [AG] to Rural Residential [RR] as submitted.
Motion passed 7-0*

- f) Certified Survey Map (CSM) — Jon Diedrich – W4297 County B – Part of Parcel 40956

*MOTION: Lancaster/VanHefty to approve the Certified Survey Map request from Jon Diedrich to create a new flag lot by splitting 2.3 acres of land from the 32.11 acres on parcel 40956, location site address W4297 County B, to create a 1-lot residential parcel for a new home.
Motion passed 7-0*

- g) Site Plan Review – Darboy BP Alterations – N9690 County N – Parcel 34396

MOTION: Van Hefty/Bartlein to approve Site Plan for Darboy BP at N9690 County N, Parcel 34396, to do an interior remodel to create a small dining area and add a drive-thru window to the northeast side of the building with the following conditions:

1. *Prior to occupancy being issued, a parking barrier is installed on the north side of the building, separating the drive-thru lane from the adjusted parking spaces.*
2. *Only those uses permitted in the applicable zoning district shall be allowed within the development.*
3. *All applicable local, County, and State rules, regulations, and ordinances shall be met.*

Motion passed 7-0

- h) Certificate of Payment #1:2024 Asphalt Street Resurfacing Program II from MCC for \$382,037.84.

*MOTION: Baldwin/Handschke to approve the Certificate of Payment #1:2024 from MCC for work performed through July 31, 2024 on the Asphalt Street Resurfacing Program II in the amount of \$382,037.84 using Capital Outlay funds.
Motion passed 7-0*

- i) Certificate for Payment No. 2, for the 2024 Asphalt Street Resurfacing Program.

*MOTION: Handschke/Bartlein to approve the Certificate of Payment #2 to Northeast Asphalt, Inc for work performed through August 14, 2024 on the 2024 Asphalt Street Resurfacing Program in the amount of \$395,688.23 using Capital Outlay funds.
Motion passed 7-0*

- j) Certificate of Payment #1: State Park Road Construction from MCC for \$238,908.85.

*MOTION: Handschke/Bartlein to approve the Certificate of Payment #1:2024 from MCC for work performed through August 31, 2024 on the State Park Road Construction in the amount of \$238,908.85 using Capital Outlay funds.
Motion passed 7-0*

- k) Approval of Protective Covenants for Crossroads Business Park.

MAIN MOTION as AMENDED: Handschke/Brantmeier to approve as amended the protective covenants for Crossroads Business Park with the additional clause that improvements have a base value of \$550,000 or an amount determined by staff.

Motion passed 7-0

MOTION to AMEND: Lancaster/Baldwin to amend the Main Motion to include "with the additional clause that improvements have a base value of \$550,000 or an amount determined by staff".

Motion passed 7-0

- l) Final Plat – Crossroads Business Park – Village of Harrison – Parcels 40390 & 40384

MOTION: Lancaster/Handschke to approve the Final Plat for Crossroads Business Park as presented and circulated.

Motion passed 7-0

- m) Approval of Offer to Purchase for Lot 3 in the Crossroads Business Park.

MAIN MOTION as AMENDED: Handschke/Brantmeier to approve as amended the Offer to Purchase for Lot 3 in the Crossroads Business Park subject to lot being created and protective covenants for the park, pending legal review.

Motion passed 7-0

MOTION to AMEND: Lancaster/Brantmeier to amend the Main Motion to add "pending legal review".

Motion passed 7-0

- n) Survey Results of Cameo Court Park Development and Next Steps
Item referred back to staff to draft option for the space that may appeal to more residents in the neighborhood.
- o) Sharing the results of the Speed Study conducted by the WisDOT on State Hwy 114.
No Action Taken.
- p) Approval of authorizing Village staff and Village Engineer to complete speed study for speed limits on Manitowoc Road between Lake Park Road and west to Village limits.

MOTION: Baldwin/Bartlein to authorize village staff to proceed with studying speed limits on Manitowoc Road from Lake Park Road west to Village Limits.

Motion passed 7-0

- q) Final Acceptance of Streets in Harrison Heights Phase 2

MOTION: Van Hefty/Handsckhe to approve final acceptance of Dublin Pass, Roundstone Place, and Bray Drive.

Motion passed 7-0

- r) Final Acceptance of Brick Lane in North Shore Ridge Subdivision.

MOTION: Van Hefty/Baldwin to approve acceptance of the public portion of Brick Lane in the North Shore Ridge Subdivision.

Motion passed 7-0

- s) Approval to purchase 200 parking curb bumpers at Farmers Field Park for \$18,410.

MOTION: Handsckhe/Brantmeier to approve using \$18,410 from Park Impact Fees to purchase 200 parking curb bumpers for Farmers Field Park.

Motion passed 7-0

- t) Approval of \$21,166 contract with CivicPlus for Municode Meetings Website, Agenda and Meeting Management Software utilizing ARPA funds.

MAIN MOTION as AMENDED: Baldwin/Bartlein to approve as amended a contract with CivicPlus for MuniCode Meetings Website, Agenda and Meeting Management, and Civic 311 Software utilizing up to \$29,166 of ARPA funds previously dedicated for prior vendor implementation.

Motion passed 7-0

MOTION to AMEND: Lancaster/Handsckhe to amend the Main Motion to add Civic 311 Software to the package for an additional amount not to exceed \$8,000.

Motion passed 7-0

- u) Request by American Transmission Company (ATC) for a transmission line easement along Manitowoc Road.

MOTION: Handsckhe/Lancaster to approve the request by American Transmission Company for a transmission line easement along Manitowoc Road.

Motion failed 0-7 Julene Baldwin, Darlene Bartlein, Mike Brantmeier, Scott Handsckhe, Matt Lancaster, Mark Van Hefty, Allison Blackmer voted against.

- v) Approval of Offer to Purchase for Parcel No. 39138 along CTH N.

MOTION: Van Hefty/Handsckhe to approve the Offer to Purchase for Parcel No. 39138 for \$440,000 using TID 5 funds, contingent upon an acceptable Phase 1 Environmental Site Assessment.

Motion passed 7-0

- w) Sharing the results of the 2024 Sanitary Survey Report for the Water Supply Serving the Village of Harrison.

No Action Taken.

- x) Resolution V2024-10 WDNR Recycling Grant Authorization

MOTION: Lancaster/Brantmeier to approve Resolution V2024-10 WDNR Recycling Grant Authorization, allowing the Village staff to apply, sign, and report on behalf of the Village. Motion passed 7-0

- y) Record Retention Schedules for Village Records

MOTION: Baldwin/Bartlein to approve the Village follow the General Records Schedule(s) approved by the Public Records Board for Village records retention. Motion passed 7-0

- z) Term Limits Discussion for Board Members.

MOTION: Brantmeier/ to authorize staff to explore options for implementing term limits for Board Members. Motion failed for lack of second.

11. Future Agenda Items

- Public info meetings & website posts on facilities updates (in process) (JB/DB)
- Review of RS-2 Zoning (ML) (after Comp Plan)
- Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (Feb./March 2025)
- Workshop with CCSD, Board, and staff regarding CCSD items (ML added 6/25/24, no due date)
- Amend Board rules/procedures for adding agenda items (JB/ML added 7/30/24)
- Plan Commission procedures (ML/JB added 8/27/24)
- New development process checklist (ML/SH added 8/27/24)
- Hire Randy Moss to negotiate Right of Way purchases for future development between Manitowoc and Midway Roads (ML/SH added 9/24/24)
- Review the standardized Developers Agreement template (ML/SH added 9/24/24 due after budget is done)
- Review Future Trail Map plan (ML/SH added 9/24/24 for October meeting)

12. Future Meetings

- October 10, 2024 Budget Meeting (if needed)
- October 29, 2024 Regular Meeting (w/ budget public hearing)
- November 12, 2024 Regular Meeting (w/ budget adoption)
- December 17, 2024 Regular Meeting

13. Closed Session

MOTION: Handschke/Baldwin to convene into Closed Session at 8:50 pm for items 13 a, b, and c as stated on the agenda.

Motion passed by roll call vote 7-0

- a) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the possible sale of land in the Crossroads Business Park Lots and Parcel No. 43986.

Attendees included: Village President, Village Trustees, Interim Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.

- b) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the possible purchase of land known as Parcel No. 39012 and 39018.

Attendees included: Village President, Village Trustees, Interim Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.

- c) The Board will meet in Closed Session pursuant to Wis. State Stats. 19.85 (1)(c) for considering employment, promotion, compensation, or performance evaluation data on any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is the salary/benefits proposal of the Finance Director/Treasurer.

Attendees included the Interim Village Manager and the Assistant Village Manager.

14. Reconvene Into Open Session

The board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session.

MOTION: Bartlein/Baldwin to reconvene into Open Session.

Motion passed by roll call vote 7-0

- a) Appointment of the Finance Director/Treasurer
No Action Taken

15. Adjournment

MOTION: Bartlein/Baldwin to adjourn .

Motion passed 7-0

Minutes Approved October 8, 2024

Vicki L. Tessen, Clerk/Treasurer