

**VILLAGE OF HARRISON
BOARD MEETING
MINUTES August 27, 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, August 27, 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, Clerk-Treasurer Vicki Tessen, Utility Office Manager Brandon Barlow, CCSD Joe Tenor, Village Attorney Andy Micheletti, and Village Engineer Lee Reibold.

Public: 3 Citizens and Times Villager reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

- a) President Blackmer updated the board on a County Intergovernmental meeting she attended.
- b) Trustee Van Hefty commented that staff did a good job on the Fall Newsletter. He also reminded staff that the trustees have received their new village phones, and those numbers will need to be updated in the Winter Newsletter.
- c) Trustee Handschke commented that the multiple road construction projects going on in the village is causing traffic issues. He asked if there is anything the village could do to coordinate projects between the village, county and construction crews. Operations Manager Funk explained that Harrison has some control over village projects, no control over county projects, and all project timelines are reliant on good weather, supplies, and the construction crews' schedules.

3. Corrections and Approval of the Previous Meeting Minutes

- a) July 30, 2024 Meeting Minutes

MOTION: Baldwin/Bartlein to approve the July 30, 2024 Meeting Minutes as presented.

Motion passed 7-0

4. Public Comments

- a) Mike Bogard, W5756 Manitowoc Road, in favor of 9L - allowing a concrete (vs asphalt) apron in the right-of-way
- b) Ray Smith, N9536 Highline Rd, requested information regarding the plan for land along County Road KK

MOTION to SUSPEND RULES: Baldwin/Bartlein to amend the agenda by moving item 9L ahead of Reports.

Motion passed 7-0

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5. 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) Planning and Zoning
- e) Parks and Trails
- f) Public Works/Engineering
- g) Clerk / Treasurer
 Financial Statement Summary
 ARPA Report
- h) Harrison Utilities

6. Approval of Bills and Claims

- a) Bills and Claims - July 2024

MOTION: Baldwin/Brantmeier to approve the Bills and Claims for July 2024 as presented and circulated.

Motion passed 7-0

7. Appointments

- a) Confirm Appointment of Citizen Member to the Plan Commission - Partial Term

MOTION: Handschke/Baldwin to confirm the appointment of Michael Linzmeier to complete the Citizen Member term expiring May 30, 2026 on the Plan Commission.

Motion passed 7-0

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

- a) Ordinance V24-12, Repealing Chapter 30 of the Village of Harrison Municipal Code and Adopting New Revised Chapter 30 of Village of Harrison Municipal Code.

MOTION: Handschke/Bartlein to approve Ordinance V24-12, Repealing Chapter 30 of the Village of Harrison Municipal Code and Adopting New Revised Chapter 30.

Motion passed 7-0

- b) Adopting the 5-Year Road Paving Plan.

MAIN MOTION: Handschke/Brantmeier to approve adopting the 5-year road paving plan as presented and circulated.

MOTION to AMEND: Lancaster/Handschke to amend the 5-year plan by moving the Eisenhower project from 2029 to 2026.

Motion to AMEND failed 3-4 Julene Baldwin, Darlene Bartlein, Mike Brantmeier, Allison Blackmer voted against.

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MAIN Motion passed in original form 7-0

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

- a) Approval of Eagle Scout Service Project to install wood duck houses at Village-owned stormwater management ponds.

MOTION: Baldwin/Bartlein to authorize Harrison resident, Lucas Des Rochers, to install wood duck houses at Village-owned storm-water management ponds for his Eagle Scout Service Project. Motion passed 7-0

- b) Request for an Exception to the Discharge of Firearms Permit Criteria

MOTION: Handschke/Baldwin to approve the request from Linda Sprangers and Mel Baeten for an exception to the 40 acre criteria for a Discharge of Firearms Waiver, contingent upon both adjacent properties maintain active waivers in good standing. Motion failed 0-7 Julene Baldwin, Darlene Bartlein, Mike Brantmeier, Scott Handschke, Matt Lancaster, Mark Van Hefty, Allison Blackmer voted against.

- c) Request by Festival of Lights to Reserve Darboy Community Park and for Rental Fees to be Waived

MOTION: Lancaster/Handschke to approve waiving the Darboy Park rental fees for Festival of Lights from November 1, 2024 through January 20, 2025. Motion passed 7-0

- d) Funding Request from the Festival of Lights

MOTION: Baldwin/Brantmeier to approve the request from Festival of Lights for a monetary donation to support their event. Motion failed 1-6 Julene Baldwin, Mike Brantmeier, Scott Handschke, Matt Lancaster, Mark Van Hefty, Allison Blackmer voted against.

- e) Request for Harrison to Sell a Reserve "Class B" Liquor License to Town of Buchanan

MOTION: Baldwin/Brantmeier to approve the transfer of one Reserve "Class B" liquor license to the Town of Buchanan. Motion failed 0-7 Julene Baldwin, Darlene Bartlein, Mike Brantmeier, Scott Handschke, Matt Lancaster, Mark Van Hefty, Allison Blackmer voted against.

- f) Approval of additional funding towards the State Park Signalization Project.

MOTION: Handschke/Van Hefty to approve providing \$53,000 in additional funding towards the State Park Signalization Project. Motion failed unanimously 0-7

- g) Site Plan Review – Ark Data Center (Davel Engineering) – W6149 Old Highway Rd – Parcel 39566

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MOTION: Lancaster/Baldwin to approve the site plan and authorize staff to issue the site plan permit once the following conditions have been met:

- 1. A detailed site plan review, pursuant to Article XIII of the zoning ordinances, shall be completed prior to issuance of zoning and building permits.*
- 2. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.*
- 3. A grading/drainage storm-water management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village staff.*
- 4. A comprehensive landscaping plan is submitted and approved.*
- 5. The fire chief approves the site plan for emergency access.*
- 6. Only those uses permitted in the applicable zoning district shall be allowed within the development.*
- 7. All applicable local, County, and State rules, regulations, and ordinances shall be met.*

Motion passed 7-0

- h) Certified Survey Map (CSM) – Jerry Lopas – W6362 Ravine Ct– Parcels 41486 & 41488.

MOTION: Handschke/Lancaster to approve the Certified Survey Map (CSM) as proposed by Jerry Lopas for combining Parcels 41486 & 41488 located at W6362 Ravine Court.

Motion passed 7-0

- i) Conditional Use Modification –North Shore Golf Club (Davel Engineering) – N8421 North Shore Rd – Parcel 39918

MOTION: Handschke/Lancaster to approve the conditional use modification request by North Shore Golf Club (Davel Engineering) for parcel 39918 located at N8421 North Shore Road with the following conditions:

- 1. A detailed site plan review, pursuant to Article XIII of the zoning ordinances, shall be completed prior to issuance of zoning and building permits.*
- 2. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.*
- 3. A grading/drainage storm-water management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.*
- 4. Only those uses permitted in the applicable zoning district shall be allowed within the development.*
- 5. All applicable local, County, State, and DNR rules, regulations, and ordinances shall be met.*

Motion passed 7-0

- j) Developer's Agreement for Breezy Meadows Subdivision.

MOTION: Van Hefty/Bartlein to approve the development agreement between the Village and Van's Realty and Construction for Breezy Meadows Subdivision as presented and circulated. Motion passed 7-0

- k) Final Plat – Breezy Meadows Subdivision – Vans Realty & Construction – Midway Rd/Lake Park Rd Parcels 43838, 46188, 43840

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MOTION: Bartlein/Van Hefty to approve the Final Plat for Breezy Meadows Subdivision on parcels 43838, 46188, and 43840, located at Midway Rd/Lake Park Rd proposed by Vans Realty & Construction with the following conditions:

- 1. Finalized Developer's Agreement be approved by the Village Board in conjunction with the final plat.*
- 2. Letter of credit as agreed to in the Developers Agreement is received before the Village signs the final plat.*
- 3. 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.*
- 4. All lots shall have a storm sewer lateral provided for sump pump discharge.*
- 5. All drainage-ways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.*
- 6. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.*
- 7. The Village Board shall accept the roadway in a "graveled state", with a temporary asphalt binder, prior to issuance of building permits and zoning permits.*
- 8. All final improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, and trails shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.*
- 9. If applicable, wetland determinations and/or studies shall be provided to the Village.*
- 10. Benchmarks shall be established on all hydrant tag bolts.*
- 11. Grading/Drainage Plan shall identify elevations of ground at the foundation.*
- 12. Per the May 8, 2024, meeting, the developer and/or engineer shall apply for exemptions to fill the wetlands located on Lots 11, 23, 28 and 30 in order to be build-able prior to sale of the lots.*

Motion passed 7-0

- l) Request from Mike Bogard, W5756 Manitowoc Road, to maintain a concrete apron in the right-of-way where asphalt is required.

MOTION: Brantmeier/Handschke to approve the request from Mike Bogard, at W5756 Manitowoc Road, to maintain a concrete apron in the right-of-way where asphalt is required, subject to execution of R-O-W permit, penalty and conditions.

Motion passed 7-0

- m) Acceptance of \$935,489.34 from the WisDOT Transportation Alternative Program for Old Highway Road Trail project.

MOTION: Handschke/Baldwin to authorize acceptance of the WisDOT Transportation Alternative Program Grant in the amount of the \$935,489.34 for the Old Highway Road Trail (High Cliff Trail) project.

Motion passed 7-0

- n) Award of Bids for Crossroads Business Park Utility and Roadway Construction.

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MOTION: Handschke/Lancaster to award the contract for utility and road development in Crossroads Business Park to the low bidder, Gene Fredrickson Trucking and Excavating, Inc., in the amount of \$1,215,005.90.

Motion passed 7-0

- o) Award of Bids for Trail Lighting Improvements at Darboy Community Park.

MOTION: Baldwin/Brantmeier to award the contract for trail lighting along the Noe Road Storm-water Pond Trail to the low bidder, Quality Electric, Inc., in the amount of \$125,507.95.

Motion passed 7-0

- p) Approval of Concept for CTH N Commercial Business Development Site.

MOTION: Bartlein/Baldwin to approve Concept #1 for the CTH N proposed development between Schmidt and Manitowoc Roads.

Motion passed 7-0

- q) Authorize Village Staff to issue Request for Proposals to Qualified Architects to renovate Fire Station 60.

MOTION: Baldwin/Bartlein to authorize staff to issue a request for proposals for the renovations at Fire Station 60.

Motion passed 7-0

- r) Resolution V2024-09 Amending Fee and Penalty Schedule

MOTION: Baldwin/Brantmeier to approve Resolution V2024-09 amending the Fee and Penalty Schedule to include the Harrison Utilities as presented and circulated.

Motion passed 7-0

- s) Debt Service Fund Transfer

MOTION: Bartlein/Baldwin to approve the transfer of \$281,150 from TID #1 to the Debt Service Fund and to approve the transfer of \$80,000 from the General Fund to the Debt Service Fund.

Motion passed 7-0

- t) Selection Process for new Finance Director/Village Treasurer positions

MOTION: Lancaster/Baldwin to approve the creation of a staff selection committee and to direct them to interview candidates for the Finance Director/Village Treasurer and recommend a finalist for the Village Board to consider the appointment.

Motion passed 7-0

- u) Approval of the revisions to the Village of Harrison Employee Handbook.

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MAIN MOTION: Baldwin/Brantmeier to approve the revisions to the Employee Handbook as presented and circulated.

*SECOND MOTION: Handschke/Van Hefty to amend the main motion by adding "contingent on attorney review for meeting all state and federal laws".
Motion passed 7-0*

*AMENDED MOTION: Baldwin/Brantmeier to approve the revisions to the Employee Handbook as presented and circulated contingent on attorney review for meeting state and federal laws.
Amended Motion passed 7-0*

10. 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) (May/June 2024)
- Workshop with CCSD, Board, and staff regarding CCSD items (ML added on 6/25/24, no due date)
- Amend Board rules/procedures for adding agenda items (JB/ML added on 7/30/24)
- Term limits for village boards/commissions (ML/MB added 8/27/24)
- Woodland & Manitowoc speed study/limits (DB/ML added 8/27/24)
- Lake Park Rd radar speed sign (added 8/27/24 for Sept. 2024 mtg)
- Plan Commission procedures (ML/JB added 8/27/24)
- New development process checklist (ML/SH added 8/27/24)
- Presentation by assessor; 2025 market adjustment (ML/MB added 8/27/24 for Sept. or Oct. mtg.)

Future Meetings:

- September 24, 2024 Regular Meeting (w/ 1st draft budget)
- October 8, 2024 Budget Meeting
- October 10, 2024 Budget Meeting (if needed)
- October 29, 2024 Regular Meeting (w/ budget public hearing)
- November 12, 2024 Regular Meeting (w/ budget adoption)

11. Closed Session

MOTION: Baldwin/Bartlein to convene in closed session at 8:42 p.m. to discuss three items under the following exemptions:

- 1. Sec.19.85 (1) (g) of the Wis. Stats., for the sale of land in the Crossroads Business Park Lots 1, 3, 7, 9 and 10. Attendees included: Village President, Village Trustees, Interim Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.*
- 2. Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of possible land purchase adjacent to STH 55. Attendees included: Village President, Village Trustees, Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.*

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3. *Sec. 19.85 (1)(c) of the Wis. State Stats. 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 are the responsibilities of the Finance Director/Treasurer. Attendees included: the Interim Village Manager and the Assistant Village Manager.*

Motion passed by roll call vote 7-0

12. Adjournment

MOTION: Baldwin/Bartlein to reconvene into Open Session and Adjourn.

Motion passed unanimously by roll call vote 7-0

Minutes Approved September 24, 2024

Vicki L. Tessen, Clerk/Treasurer