

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
July 30, 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, July 30, 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: 7 Citizens and Times Villager reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

3. Corrections and Approval of the Previous Meeting Minutes

a) June 25, 2024

MOTION: Brantmeier/Handschke to approve the Minutes of the June 25, 2024 meeting as presented.

Motion passed 7-0

4. Public Comments

The following people provided public comments:

- Jason Schmit - Spring Valley Rd. - introduced himself as a candidate for the State Assembly for District 3
- Kristy Van Hefty - Moonflower Dr. - item 8a; Finance Director and Clerk position descriptions
- Ray Smith - High Line Rd. - 9a; Ordinance V24-10 Zoning Map Amendment for parcel 39012
- Attorney David Winkle - representing Mel Baeten - 9a; Ordinance V24-10 Zoning Map Amendment for parcel 39012
- Peter Peable - High Line Rd. - 9a; Ordinance V24-10 Zoning Map Amendment for parcel 39012
- Pat Scheurer (comments read by Pres. Blackmer) - High Line Rd. - 9a; Ordinance V24-10 Zoning Map Amendment for parcel 39012

5. Presentations

a) Update on the 20-Year Comprehensive Plan.
SRF consultant, Mitch Brouse, presented a PowerPoint and provided an update on the 20-year Comprehensive Plan. (A copy of the PowerPoint is to be added to the online packet and official meeting record as Addendum A.)

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

7. Approval of Bills and Claims

- a) June 2024

MOTION: Baldwin/VanHefty to approve the bills and claims for the month of June as presented and circulated.

Motion passed 7-0

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

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

MOTION: Handschke/Brantmeier to approve the position description for the Finance Director and Assign the position to Pay Grade N and approve the assignment of the Clerk's position to Pay Grade I.

Motion passed 5-2 (Matt Lancaster, Mark Van Hefty voted against.)

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

MOTION: Baldwin/Brantmeier to approve Charter Ordinance No 3 to separate the offices of the Clerk and Treasurer with the conditions of effective date as printed and circulated.

Motion passed 7-0

- c) Authority of the Village President - No Action Taken

MOTION: Baldwin/Bartlein to approve a 10-minute recess at 8:00 pm.

Motion passed 7-0

MOTION: Bartlein/Baldwin to reconvene at 8:10 pm.

Motion passed 7-0

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

- a) V2024-10 Ordinance Zoning Map Amendment – Mel Baeten – Highline Rd – Parcels 39012, 39018, 39010

No Action Taken - *Request withdrawn by Mel Baeten to be amended and resubmitted for the future meeting.*

- b) V2024-09 Ordinance Adopting the International Property Maintenance Code, 2024.

MOTION: Baldwin/Brantmeier to approve Ordinance V2024-09 Adopting the International Property Maintenance Code, 2024.

Motion passed 7-0

- c) Certified Survey Map – Zahringer –Hwy 55– Parcel 40936

MOTION: Brantmeier/Baldwin to approve the Certified Survey Map (CSM) request as submitted by Zahringer for Parcel 40936 on Highway 55.

Motion passed 7-0

- d) Certified Survey Map (CSM) – Craig Weborg – N8803 Kernan Ave – Parcels 42856 & 42860

MOTION: Baldwin/VanHefty to approve the Certified Survey Map (CSM) from Craig Weborg for Parcels 42856 & 42860 located at N8803 Kernan Ave.

Motion passed 7-0

- e) Condominium Plat –Scott Doran – N9676 / N9678 Hopfensperger – Parcel 35286

MOTION: Baldwin/Bartlein to approve the Condominium Plat presented by Scott Doran for Parcel 35286 located at N9676 / N9678 Hopfensperger.

Motion passed 7-0

- f) Certified Survey Map – Village of Harrison – N8722 Lake Park Rd – Parcel 33648

MOTION: Bartlein/Brantmeier to approve the Certified Survey Map for Village of Harrison owned Parcel 33648 located at N8722 Lake Park Rd.

Motion passed 7-0

- g) Award of Bids for Farmers Field Paving Project Phase 1

MOTION: Lancaster/Brantmeier to approve awarding the bid for Farmers Field Paving to Northeast Asphalt for \$255,765 through a change order to the 2024 Resurfacing Program.

Motion passed 7-0

- h) Award of Bids for the Faro Springs Road Public Access Improvement Project.

MOTION: Baldwin/Handsche to approve to deny all the bids due to the project costs exceeding the allocated budget amount.

Motion passed 7-0

- i) Approval of Change Order No. 1 to Blazing Meadows Subdivision Project for \$56,063 to include repaving the parking lot at Fire Station 60.

MOTION: Handsche/Bartlein to approve Change Order No. 1 to Blazing Meadows Subdivision Project for \$56,063 to include repaving the parking lot at Fire Station 60.

Motion passed 7-0

- j) Approval of contract for design services for the expansion of the Department of Public Works Garage.

MOTION: Baldwin/Brantmeier to approve McMahon for \$46,000 as the Village Engineer to complete design services for the Department of Public Works Garage.

Motion passed 7-0

- k) Award of contract for concrete pavement in front of overhead doors (rear of the building) at Fire Station 60.

MOTION: Baldwin/Bartlein to approve contract for concrete pavement in front of overhead doors at Fire Station 60 to the low bidder of Millis Flatwork for \$49,528.

Motion passed 7-0

- l) Discussion regarding Board direction on building inspector position.

Direction to staff to research the options available to the Village.

- m) Special Event Permit / Block Party - Luniak Meadows

MOTION: Handschke/Brantmeier to approve Special Event Permit / Block Party for Luniak Meadows as requested.

Motion passed 7-0

- n) Special Event Permit / Block Party - Kimberly Heights

MOTION: Handschke/Brantmeier to approve Special Event Permit / Block Party for Kimberly Heights as requested.

Motion passed 7-0

- o) Consideration of additional compensation for Assistant Village Manager for the remainder of 2024.

MOTION: Baldwin/Brantmeier to approve an additional two weeks of paid time off in 2024 as compensation for additional duties being done by the Assistant Village Manager.

Motion passed 7-0

- p) Initial Review of Ordinance Repealing and Recreating Municipal Code Chapter 30, Utilities. No Action Taken

Direction to staff to include Village Attorney Rossmeissl's emailed comments to the meeting minutes:

I recommend approval for the reasons set forth below.

- *The existing Chapter 30 was inherited from Waverly Sanitary District.*
- *Waverly was an altogether different entity, separate from the former Town.*
- *Importantly, Waverly was run by its own group of Commissioners, had its own boundaries, and its operations were governed by Chapter 60 of the Wisconsin Statutes. All of that changed when the remaining remnants of the Town were absorbed by the Village. Now, we are left with old rules that no longer apply (because the Utility is no longer run as a separate entity under Chapter 60 but is a wholly owned subsidiary in name only). Moreover, the boundaries of the Village are not co-terminus with the areas served by this utility.*
- *In addition, changing PSC rules and other regulations mandated a rewrite.*

The Village hired Lawrie Kobza to take the lead oar on the rewrite. But it became apparent that Lawrie needed a historical perspective to understand the Village's history and practices. As a result, Lawrie, I, Chad, and Brandon worked together on the rewrite over the course of many meetings.

Key changes include the following:

- 1) Clarification that the Village Board makes key decisions for the Utility, but day-to-day decisions are made by Brandon in his capacity as Office Manager.
- 2) Changes to reflect the service are for both sewer and water which includes areas formerly within the Waverly Sanitary District, but also areas located in adjacent municipalities served by the Utility. Also importantly, large areas of the Village are not included (those areas consist of areas without sewer or water, areas served by other utilities, and areas served by Darboy Sanitary District).
- 3) Unnecessary and outdated definitions were deleted, and new definitions were created.
- 4) The ability to issue citations for violators of the rules is now vested in the Assistant Village Manager.
- 5) An enforcement system for violators is established and a new fine and forfeiture schedule to be periodically updated is created.
- 6) Is clarified which portion of sewer systems are public to be maintained by the Utility and which are private to be maintained by private property owners.
- 7) Provisions were added on mandatory sewer hookup, to give the Village options to force hookups when sewer is run in close proximity to new properties. Without this, extensions to any property not located immediately contiguous to the Village becomes impractical or impossible to finance.
- 8) New permitting requirements were carefully considered and adopted.
- 9) All costs and expenses of connection to the system are to be born by the connecting party.
- 10) The responsibility to restore after excavations is to be born by the excavating/connecting party.
- 11) Any person performing work must be licensed.
- 12) All constructions must be witnessed and inspected by a Utility representative.
- 13) Extensions of sewer mains and interceptors ordinarily are to be born and paid for through special assessments. Where the municipality can't or won't specially assess, the requesting party can pay for the entire extension, with a partial reimbursement formula to apply for later connections by other parties within 3 years of the initial extension.
- 14) General operating rules are established of a technical nature.
- 15) Rules for mandatory water hookups are established.
- 16) Permitting, costs, construction, connections, metering, and inspections are established.
- 17) Person requesting an extension must pay for the extension of water mains.
- 18) General rules and regulations are established.
- 19) Private well permitting and abandonment rules are established and clarified.
- 20) Rates are to be set by the PSC tariff on file.
- 21) Bill payment procedures and enforcement mechanisms are established.

In my opinion, all the above changes were useful, necessary, or both. Accordingly, I recommend approval.

- q) Initial Review of the 5 - Year Road Paving Plan Review

MOTION: Baldwin/Brantmeier to refer back to staff.

Motion passed 7-0

- r) Request from Tonya Erickson, N6788 Harrison Road, to install and maintain wagon wheels in the Village right-of-way.

MOTION: Lancaster/Handsckhe to approve the request from Tonya Erickson, N6788 Harrison Road, to install and maintain wagon wheels in the Village right-of-way with specific conditions as determined by staff, listed on the permit.

Motion passed 5-1 (Julene Baldwin voted against. Allison Blackmer abstained.)

- s) Development Agreement between the Village of Harrison and Fairways, LLC.

MOTION: Lancaster/Handsckhe to approve Development Agreement with the included conditions between the Village of Harrison and Fairways, LLC .

Motion passed 7-0

- t) Development Agreement for Cedar View Subdivision.

MOTION: Lancaster/VanHefty to approve Development Agreement for Cedar View Subdivision as presented.

Motion passed 7-0

- u) Proposed 2025 Budget Timeline

MOTION: Baldwin/Handsckhe to approve the proposed 2025 Budget Timeline.

Motion passed 7-0

- v) Approval of the 2023 Financial Statements and Audit by CLA.

MOTION: Handsckhe/Baldwin to approve acceptance of the 2023 Financial Statements and Audit by CLA.

Motion passed 7-0

- w) Discussion and possible action on the Plan Commission board makeup.

MOTION: Lancaster/Handsckhe to approve amending the Plan Commission membership to consist of two (2) Village Board Members (President and Trustee) and five (5) village residents.

Motion passed 7-0

- x) Proposed Village Board Visioning Session for the 2025 Budget Process

MOTION: Brantmeier/Handsckhe to approve the Village Board Visioning Session for the 2025 Budget Process.

Motion passed 7-0

- y) Approval of CivicPlus Social Media Archiving software.

MOTION: Baldwin/Brantmeier to approve the CivicPlus Social Media Archiving software contract in the amount of \$7,188 annually.

Motion passed 7-0

- z) Acceptance of land donation from Marie Van Handel, Parcel No. 33225 for small park at recreational trail termination at CTH N.

*MOTION: Brantmeier/Handschke to accept the donation from Marie Van Handel of Parcel No. 33225 for a small park at the recreational trail termination at CTH N.
Motion passed 7-0*

- aa) Village issued phone numbers for Board members.

*MOTION: Baldwin/Handschke to approve Village issued phones for Board members.
Motion passed 7-0*

- ab) Open Records Request and Individual Trustee Phone and Email Contacts with Village Staff.
No Action Taken

- ac) Certificate of Payment # 1 and Change Order #1- 2024 Asphalt Street Resurfacing Program

*MOTION: Baldwin/Bartlein to approve Certificate of Payment # 1 and Change Order #1 for the 2024 Asphalt Street Resurfacing Program in the amount of \$403,449.20 paid from the General Fund and for \$40,809.40 paid from the Capital Projects Fund.
Motion passed 7-0*

- ad) Update on Cottonwood Creek Subdivision Drainage Issues Survey.

*MOTION: Baldwin/Brantmeier to approve the decision for the village to not pursue mini-storm sewer improvements to the Cottonwood Creek Subdivision at this time.
Motion passed 7-0*

- ae) Approval of bid for Dead Ash Tree Removal at Darboy Community Park Forest.

*MOTION: Van Hefty/Baldwin to approve the bid from Treeo's in the amount of \$31,762 for removal of dead ash trees in Darboy Community Park Forest.
Motion passed 7-0*

10. Future Agenda Items

- RFQs for Station 60 (JB/DB) (August mtg)
- Public info meetings & website posts on facilities updates (in process) (JB/DB)
- Employee Handbook Update (MVH/ML)
- 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,)
- Selection Process for Finance Director/Treasurer (SH/JB 7/30/24)
- Amend Board rules/procedures for adding items to an agenda (JB/ML 7/30/24)

11. Future Meeting Dates

- Regular Meeting - August 27, 2024 6:00 pm
- Regular Meeting - September 24, 2024 6:00pm

12. Closed Session

MOTION: Bartlein/Baldwin to convene in Closed Session:

- 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, Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney,*

and
- 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 Lot 12. Attendees will include: Village President, Village Trustees, Interim Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney*

Motion passed unanimously by roll call vote

*MOTION: Bartlein/Baldwin to reconvene in Open Session
Motion passed unanimously by roll call vote*

13. Adjournment

*MOTION: Bartlein/Baldwin to adjourn.
Motion passed 7-0*

Minutes Approved August 27, 2024

Vicki L. Tessen, Clerk/Treasurer