

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
May 11, 2021**

A regular meeting of the Village of Harrison Board was called to order at 6:00pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, May 11, 2021. After the Pledge of Allegiance was recited, roll call was taken.

**Board Present:** President Kevin Hietpas, Trustees, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, and Matt Lancaster.

**Board Excused:** Julene Baldwin

**Staff Present:** Planner Mark Mommaerts, Operations Manager Jeff Funk, and Clerk Vicki Tessen.

**Correspondence or Communications from Board and Staff**

Trustee Lancaster commented that a local paper printed some inaccuracies in an article on May 5, 2021. He asked for thoughts on how the Board or Village could improve communication with media to ensure they have access to current and correct information. A suggestion of video recording all meetings and making them public was made. This will be added to a future agenda.

**Public Comments.**

Shaun Forslund appeared before the Board and requested using the Darboy Park Shelter for the Festival of Lights. He would like to reserve the space from October 30, 2021 to January 16, 2022 and have the fees waived. President Hietpas suggested starting November 1 in case another group wants to plan a Halloween event. The Board then directed Mr. Forslund to complete a park reservation form and have his exception requests (extended use and waived rental fee) placed on a future agenda.

President Hietpas read an email received from Scott Hermann requesting to install a retaining wall in a drainage easement at N9172 Cedar Hollow Ct. The Board questioned Operations Manager Funk for more details on location, drainage history in that area, past practices, and his professional opinion of this project. Many trustees had concerns that included: the wall stability could be affected by standing water, allowing one to build a wall in the right of way would set precedence for future requests and we need to treat all residents the same, this request does not conform to Village policies and ordinances and thus the resident should follow the proper process by starting with a variance request from the Planning Commission before the Board considers it. President Hietpas will follow up with the resident and inform him of the Boards' comments.

**Corrections and Approval of the Previous Meetings Minutes**

*MOTION: Stier/Handschke to approve April 22, 2021 minutes as presented and Approve April 27, 2021 minutes with a clarification under the "Darboy Community Park Improvements" to state*

*that staff will move the old playground equipment to another section of the park now, so other projects are not delayed waiting for a company to move the equipment. Motion Carried 7-0*

### **Unfinished Business from Previous Meetings for Consideration or Action**

None

### **New Business for Consideration or Action**

- a) Resolution V2021-07 – This resolution amends Resolution V2018-13 “Designating Public Depository and Authorizing Withdrawal of Village Dollars”, from the prior authorized users and signers on Village financial accounts to Clerk-Treasurer Tessen and President Hietpas.

*MOTION: Handschke/Bartlein to approve amending Resolution V2018-13 with Resolution V2021-07 Designating Public Depository and Authorizing Withdrawals of Village Dollars. Motion Carried 6-0*

- b) Ordinance V21-12 – Attaching Territory to the Village (N Coop Road ROW)  
The Village and City of Appleton entered into an Intergovernmental Agreement (IGA) for N Coop Road in that the Village agreed to pay the City \$120,000 towards the Coop Road asphalt resurfacing project in exchange for the ROW transfer of N Coop Road from the centerline of the road east to the Village boundary from Lorna Lane to Midway Road. The City recently detached this portion of the roadway and the Village has 60-days to attach it to the Village via ordinance.

*MOTION: (Handschke/Van Hefty) to adopt Ordinance V21-12, Attaching Territory to the Village of Harrison from the City of Appleton (Portions of N Coop Rd). Motion Carried 6-0*

- c) Intergovernmental Jurisdictional Agreement with Calumet County for Multi-Modal Trail along County N  
Calumet County received a construction grant involving a multi-modal project along County Road N from Schmidt Rd/Midway Rd to County KK. The project consists of a sidewalk on the west side of the road and a 10-foot trail on the east side of the road. Calumet County is responsible for 48% of the project, the remaining is paid by the grant. Calumet County is seeking an Intergovernmental Jurisdictional Agreement for maintenance of the trail and sidewalks and for cost-share for signage and light upgrades at sidewalk crossings.

The Agreement proposes: 1) the Village maintain the sidewalks and trails, 2) the County will be responsible for roundabout maintenance and vegetation control in the terraces from Schmidt/Midway to County KK, and 3) the Village and County will cost share 50/50 the lighting and crossing movements along County N.

Comments of the Board included concerns of what lighting projects are proposed in the future and at what costs, if Harrison is covering 50% of costs does Harrison have equal decision rights?

*MOTION: (Lancaster/Van Hefty) to amend and approve the “Intergovernmental Jurisdiction Agreement for Highway Improvement Project – Multi-Modal Trail Along County N”, with the amendment being the inclusion of “mutually agreed upon” inserted in section II 1 as follows:*

*Crossing movements along CTH N will be cost shared 50%-50% between the County and the Village. This would include mutually agreed upon signing upgrades at the intersections along with special lighting at any crosswalk locations.”*

*Motion Carried 6-0*

- d) Reconversion and Update of Code of Ordinances Agreement with Municode  
The Village Code of Ordinances needs updating to include Harrison Utilities ordinances and ordinances created since the Village incorporated, furthermore our code should be made available to our residents via our website. The Village purchased self-publication software in 2020 made by Municode. This company could complete a reconversion, the updates, and have it online in 4-6 months for a cost of \$6,364, plus additional cost per ordinance adopted until the update is complete. Staff would be trained to maintain the Code (paper and online versions) once the initial update is completed. Staff requests permission to contract with Municode to complete these tasks.

*MOTION: (Lancaster/Stier) to Authorize Village staff to enter a contract with Municode to update the Code of Ordinances with a deadline of 6-months to complete the work.*

*Motion Carried 6-0*

### **Future Agenda Items**

- a) Schedule of Kiwanis Events
- b) Timeline of park improvements
- c) Recording of Meetings (new Manager’s priority)
- d) IT options (new Manager’s priority)
- e) PASER Ratings
- f) Alcohol & Operator Licenses – June 8, 2021 agenda

### **Closed Session**

7:15 pm, a Roll Call vote was taken to enter Closed Session pursuant to Wis. Stats. §19.85(1)(c), “the Board will meet to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

Roll Call: Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.

*MOTION: (Handschke/Stier) to return into Open Session for Action.*

*Roll Call vote: Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.*

7:30 pm Enter Open Session (for Action)

*MOTION: (Handschke/Stier) to approve the Village Manager Candidate's contract as written.*

*Motion Carried 6-0*

7:36 pm, a Roll Call vote was taken to enter Closed Session Pursuant to Wis. Stats. §19.85(1)(e), "the Board will meet to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business when competitive or bargaining reasons require a closed session."

Roll Call: Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.

*MOTION: (Bartlein/Stier) to return into Open Session for Action.*

*Motion Carried 6-0*

7:59 pm Enter Open Session (for Action)

*MOTION: (Handschke/Bartlein) to approve the Development Agreement with Bayland Builders as amended to include a clause stating they will show a good faith effort for two years to market the property to businesses other than gas stations.*

*Motion Carried 5-1 with Lancaster opposing*

8:05 pm, a Roll Call vote was taken to enter Closed Session pursuant to Wis. Stats. §19.85(1)(c), "the Board will meet to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Roll Call: Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.

*MOTION: (Handschke/Stier) to return into Open Session for Action.*

*Roll Call vote: Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.*

8:14 pm Enter Open Session (for Action)

*MOTION: (Handschke/Van Hefty) to make the current fire chief a full-time fire chief effective July 1, 2021 and approve the negotiated agreement.*

*Motion Carried 4-2 with Bartlein and Stier opposed.*

8:25 pm, a Roll Call vote was taken to enter Closed Session Pursuant to Wis. Stats. §19.85(1)(e), "the Board will meet to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business when competitive or bargaining reasons require a closed session."

Roll Call: Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.

*MOTION: (Bartlein/Handschke) to return into Open Session.  
Motion Carried 6-0*

**Adjournment**

*MOTION: Handschke/Stier to adjourn (9:20 pm). Motion Carried 7-0.*

Minutes submitted by:

*Vicki L. Tessen*

Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on *May 25, 2021*