

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
March 30, 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, March 30, 2021. After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Lou Miller (via FaceTime), Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, and Kirk Pontow  
Board Excused: None  
Staff Present: Planner Mark Mommaerts, Operations Manager Jeff Funk, Interim Fire Chief Jarred Gerl, Harrison Utilities Brandon Barlow

**Correspondence or Communications from Board and Staff**

None.

**Public Comments**

Heath Mynsberge, representing Atlas Development, only if needed.

Tom Daily spoke on Ordinance V20-12 and short term rental fees.

**Reports**

Reports from Harrison Fire Rescue, Calumet Co. Sheriff Department, Village Manager, Planning and Zoning, Parks and Trails, Public Works Department/Engineering, Harrison Utilities, and Treasurer Statement of Income and Expenses are on file with the Village Clerk.

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

*Moved by Trustee Stier, seconded by Trustee Van Hefty to approve March 9, 2021 and March 18, 2021 minutes as presented. Motion carried 7-0.*

**Payments of Bills and Claims**

*Moved by Trustee Stier, seconded by Trustee Bartlein to approve February 19, 2021- March 24, bills and claims.*

**Appointments**

None.

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

10(a) Dan Garber appointment to Zoning Board of Appeals

*Moved by Trustee Van Hefty, seconded by Trustee Bartlein to approve appointment of Dan Garber to Zoning Board of Appeals with a term expiring on April 30, 2022. Motion carried 7-0.*

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

### 11(a) Award Bid for 2021 Road Paving Project

*Moved by Trustee Handschke, seconded by Trustee Miller to accept all three base bids, alternate bid 1, and alternate bid 2 from NEA in amount of \$2,871,735.61. Motion carried 7-0.*

### 11(b) Conditional Use Permit – Atlas Development – County N

*No action taken.*

### 11(c) Affidavit of Correction – Lamers Realty – Lot 15 Southtowne Place

*Moved by Trustee Van Hefty, seconded by Trustee Stier to approve. Motion carried 7-0.*

### 11(d) Stormwater Pond Deed Acceptance – Creekside Estates, Cedar Ridge Estates 2nd Addition, Oakwood Estates

*Moved by Trustee Pontow, seconded by Trustee Bartlein to accept stormwater pond deed transfers. Motion carried 7-0.*

### 11(e) Purchase of Western Star 4700SF

*Moved by Trustee Van Hefty, seconded by Trustee Miller to approve truck with accessories in amount of \$216,747.00. Motion carried 7-0.*

### 11(f) Update on Critical Functions and Job Description

*No action taken.*

### 11(g) Engagement Letter for the 2020 Audit of Harrison Utility

*Moved by Trustee Van Hefty, seconded by Trustee Miller to approve engagement letter. Motion carried 7-0.*

### 11(h) Resolution V2021-06 WDNR Recycling Grant Authorization

*Moved by Trustee Handschke, seconded by Trustee Stier to adopt Resolution V2021-06. Motion carried 7-0.*

### 11(i) Village Clerk/Treasurer Position and Deputy Village Clerk/Treasurer Position

*Moved by Trustee Pontow, seconded by Trustee Bartlein to authorize President Hietpas and Trustee Stier to work with staff to discuss filling staff vacancies and hire temporary help, and to post or advertise permanent positions. Motion carried 7-0.*

## **Future Agenda Items**

None

## **Closed Session**

Roll Call vote to enter closed session: Miller- aye; Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Pontow- aye.

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 to address the following development agreements: Bayland Buildings (former Darboy Club Site) and ECHOE Enterprises (ECHOE Enterprises site).

and, 19.85(1)(g) to confer with legal counsel about strategy regarding current or likely litigation: Notice of Circumstances and Claim- Short Term Rental Ordinance

The Board may reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

No action taken.

**Adjournment**

*Moved by Trustee Stier, seconded by Trustee Van Hefty to adjourn (8:23pm). Motion carried 7-0.*