

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
May 31, 2022**

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 31, 2022. After the Pledge of Allegiance was recited, roll call was taken.

- Present:** President Blackmer, Trustees: Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, and Van Hefty.  
**Staff:** Manager Heiser, Assistant Manager Mommaerts, Operations Manager Funk, Fire Chief Gerl, Lieutenant Volland, and Clerk Tessen.  
**Public:** 18 citizens and Times Villager reporter Judy Hebbe

**4. Correspondence or Communications from Board and Staff**

- a) Trustee Van Hefty requested the trustee listing and CORP updates be made to the website.
- b) Direction to staff to post more updates on projects and road construction on our Facebook page.
- c) Direction to staff to include an article on scam prevention in the next newsletter.
- d) Direction to staff to report the amount spent on parks in 2021 and balance of the Park Impact Fund.
- e) TDS started installing fiberoptics in the Village.

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

*MOTION: Lancaster/Van Hefty to approve the minutes from May 10, 2022, with 2 edits.  
Motion Carried 7-0*

**6. 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.*

- a) Jerry Lopas spoke of concerns with the road project on Ravine Court. Residents would have liked to have had their driveways done at the same time as the street and apron, but none of the asphalt companies was willing to do these smaller projects.
- b) Susan Anderson spoke requesting the Board to limit the time during the work week for outdoor live music.

**7. Reports from staff are on file at clerk's office.**

- a) Harrison Fire Rescue
- b) Calumet Co. Sheriff Department
- c) Village Manager
  - i. Budget Report
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works Department/Engineering
- g) Harrison Utilities
- h) Clerk-Treasurer (Statement of Income and Expenses)

**8. Approval of Bills and Claims for April 2022**

*MOTION: Lancaster/Bartlein to approve the Bills and Claims for April 2022 as presented and circulated.  
Motion Carried 7-0*

**9. Unfinished Business for Discussion, Consideration, and/or Action**

- a) Proposed Revision of the Sound Amplification Ordinance  
*(Note: this is in reference to Ordinance V15-12; Chapter 28 Sec. 28-111 through Sec. 28-130 of the Municipal Code of Ordinances)*

*MOTION: Handschke/Bartlein to approve Ordinance V22-05 Revising Ordinance V15-12 as shown on pages 1 to 3 of the handout with the exception of reducing the filing time to 21 days and keeping the 30-day filing, and the document be edited to standard ordinance format with President and Clerk signatures.  
Motion Carried 6-1 (Baldwin opposed)*

- b) Take from the Table the Waverly Beach revised Outdoor Amplification Application

*No Action Taken - Due to the passage of Ordinance V22-05, creating changes to Chapter 28 Sec. 28-111 through Sec. 28-130 of the Municipal Code of Ordinances, the Outdoor Amplification Application is null and void.*

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

*President Blackmer requested item 10. m) be brought forward on the agenda, hearing no objections it was so moved.*

- m) Harrison Utilities 2020 Audit presented by Erickson & Associates

*MOTION: Handschke/Bartlein to approve the 2020 Audit of Harrison Utilities as presented and circulated.  
Motion Carried 7-0*

- a) Variance for Private Road Development – Tom Klister – Old Highway Rd & North Shore Rd

*MOTION: Lancaster/Brantmeier to approve the variance for a private road on Old Highway Road and North Shore Road on the condition that the private road complies to the exact specifications currently required for urbanized roads.  
Motion failed: 0-7*

*MOTION: Van Hefty/Baldwin to approve the variance for a private road on Old Highway Road and North Shore Road as presented and circulated.*

*Roll Call vote:*

<i>President Blackmer - Aye</i>	<i>Trustee Brantmeier - Nay</i>	<i>Trustee Bartlein - Aye</i>
<i>Trustee Baldwin – Aye</i>	<i>Trustee Handschke - Nay</i>	<i>Trustee Lancaster – Nay</i>
<i>Trustee Van Hefty - Aye</i>		

*Motion Carried: 4-3*

- b) No Mow May Official Village Policy

*MOTION: Handschke/Lancaster to table this item until February of 2023.  
Motion Carried: 6-1 (Baldwin opposed)*

- c) Renewal of Liquor and Tobacco License Applications:
  - i. Bobbers, LLC
  - ii. Menasha Entertainment LLC

- iii. Cimarron, Inc.
- iv. Two Pair of Dice, LLC
- v. Darboy Corner Store, Inc.
- vi. Lake Park Pub, Inc.
- vii. North Shore Golf Club, Inc.
- viii. Kenneth A. Sprangers
- ix. Waverly Beach LLC
- x. Salt, LLC
- xi. Vargas Bros., LLC

*MOTION: Handschke/Bartlein to approve the Renewal of Liquor and Tobacco License Applications on the condition they are in compliance with all federal, state, and local laws, including not owing the municipality any debt.*

*Motion Carried: 7-0*

- d) Special Event w/ Street Closure Application – Bailey Drive Block Party

*MOTION: Bartlein/Brantmeier to approve the Special Event Application for the Bailey Drive Block Party as presented.*

*Motion Carried: 7-0*

- e) Special Event Application – High Cliff Triathlon routes through Harrison

*MOTION: Handschke/Baldwin to table this item until June 14, 2022, to allow the organizers to sign a contract with Calumet County Sheriff's Department.*

*Motion Carried: 7-0*

- f) Resolution V2022-09 Amending Resolution V2022-06 adopting a new Municipal Ward Plan and to Combine Municipal Wards for Voting Purposes

*MOTION: Lancaster/Bartlein to approve Resolution V2022-09 Amending Resolution V2022-06 adopting a new Municipal Ward Plan and to combine Municipal Wards for voting purposes as presented.*

*Motion Carried 7-0*

- g) Resolution V2022-10 Preliminary Assessment Resolution – 2022 Resurfacing Program – Hoelzel Haven Subdivision

*MOTION: Handschke/Bartlein to approve Resolution V2022-10 Preliminary Assessment Resolution – 2022 Resurfacing Program – Hoelzel Haven Subdivision as presented.*

*Motion Carried 7-0*

- h) Certified Survey Map – Green Meadows on Lake Park – Lake Park Rd & Midway Rd

*MOTION: Van Hefty/Bartlein to approve the Certified Survey Map for Green Meadows on Lake Park at Lake Park Rd & Midway Rd as presented and circulated.*

*Roll Call vote:*

*President Blackmer - Aye  
Trustee Baldwin – Aye  
Trustee Van Hefty - Aye*

*Trustee Brantmeier - Aye  
Trustee Handschke - Aye*

*Trustee Bartlein - Aye  
Trustee Lancaster – Aye*

*Motion Carried: 7-0*

- i) Certified Survey Map – Parcel 40160 - N8222 State Park Road

*MOTION: Van Hefty/Bartlein to approve the Certified Survey Map for Parcel 40160 - N8222 State Park Road as presented and circulated.*

*Motion Carried: 7-0*

- j) Certified Survey Map – Woodland Road Subdivision - 8842 Kasten Road

*MOTION: Van Hefty/Bartlein to approve the Certified Survey Map for Woodland Road Subdivision - 8842 Kasten Road as presented and circulated.*

*Motion Carried: 7-0*

- k) Possible Right-of-Way Land Purchase for Midway Road Trail Project

*MOTION: Baldwin/Lancaster to approve the Right-of-Way Land Purchase for Midway Road Trail Project as presented and circulated.*

*Motion Carried: 7-0*

- l) Approve Comprehensive Outdoor Recreation Plan

*MOTION: Handschke/Brantmeier to approve the presented and circulated Comprehensive Outdoor Recreation Plan with corrections of any typos.*

*Motion Carried: 7-0*

- m) Approve Harrison Utilities 2020 Audit  
*This item was brought forward of 10. a)*

- n) Donation of Playground Equipment to Harrison Athletic Association

*MOTION: Handschke/Lancaster to approve donating two toy dinosaurs to the Harrison Athletic Association.*

*Motion Carried: 7-0*

- o) New Meeting/Agenda Software paid with ARPA Funds

*MOTION: Baldwin/Bartlein to approve the use of \$251,000 in ARPA funds to purchase the Granicus software package that includes meeting management, online forms/permits with online payment options, and a new website as presented and circulated.*

*Motion Carried: 7-0*

- p) Online Form/Permit Submission & Payment Software paid with ARPA Funds  
*Action taken in combination with item o)*

- q) New Telephone System paid with ARPA Funds

*MOTION: Lancaster/Brantmeier to approve the use of ARPA Funds and to approve the contract from Corporate Network Solutions, Inc. for a new phone system for the municipal building, water utility, and fire stations in the amount of \$10,050.60 as presented and circulated on the condition that the system is capable of adding more phone lines if needed.*

*Motion Carried: 7-0*

- r) New Network Server paid with ARPA Funds

*MOTION: Handschke/Baldwin to table this item until June 14, 2022.*

*Motion Carried: 7-0*

**11. Future Agenda Items**

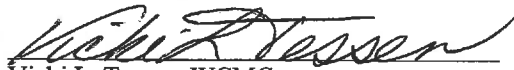
- a) Preliminary Plat – Green Meadows on Lake Park - Lake Park Rd & Midway Rd
- b) Development Agreement for Atlas Drive – Atlas Construction – County Road N
- c) Fire Department Request for Using ARPA Funds (June 28, 2022)
- d) ATV/UTF Use in the Village
- e) Special Event Permits – Types and Authority to Approve
- f) Playground Equipment at Yard Waste Site
- g) Discussion/Action on a 5-year Capital Improvement Plan

**12. Adjournment**

*MOTION: Bartlein/Baldwin to adjourn.*

*Motion passed 7-0*

Minutes submitted by:



Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved on June 14, 2022