**VILLAGE OF HARRISON**

**BOARD MEETING MINUTES**

**June 14, 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, June 14, 2022. After the Pledge of Allegiance was recited, roll call was taken.

**Present:** President Allison Blackmer,Trustees: Julene Baldwin, Darlene Bartlein, Mike Brantmeier, Scott Handschke, Matt Lancaster, and Mark Van Hefty.

**Excused:** None

**Staff:** Village Manager Matt Heiser, Assistant Village Manager Mark Mommaerts, Operations Manager Jeff Funk, Code Enforcer Kaylee Grezinski, and Clerk Vicki Tessen.

**Public:** 30 residents, Times Villager Reporter Judy Hebbe, and a representative of Martinsen & Isle.

1. **Convene Regular Meeting and Enter Public Hearing**

*MOTION Bartlein/Van Hefty to convene regular meeting and enter Public Hearing.*

*Motion Carried 7-0*

* 1. The following property owners spoke at the Public Hearing regarding the Hoelzel Haven Subdivision Improvements.
     + - 1. Tim Turkow N9532 Cheyenne Dr
         2. Jeffrey Leach W5750 Hoelzel Way
         3. Joseph DeGroot W5726 Hoelzel Way
         4. Michael Emmenegger W5734 Hoelzel Way
         5. Derek Anderson N9338 Exploration Ave
         6. Barbara Hildeman W5742 Hoelzel Way
         7. Joseph Stumpf W5743 Skippers Lane
         8. Douglas Stearns N9336 Cheyenne Drive

1. **Close Public Hearing and Reconvene Regular Meeting**

*MOTION: Baldwin/Bartlein to Close the Public Hearing and Reconvene regular meeting*

*Motion Carried 7-0*

1. **Correspondence or Communications from Board and Staff**
   1. Clerk Tessen informed the Board that the Partisan Primary is August 9, 2022.
   2. President Blackmer shared mail received since the last meeting:
      1. James Biesen wrote in opposition to the music at Waverly Beach.
      2. Bob Mayfield wrote a letter saying he is enjoying the music at Waverly Beach.
      3. Terry Gerbers wrote his objection to the Menasha sewer connection fees.

*DIRECTIVE: to Clerk Tessen to supply a project timeline for the implementation of the new software to the Board at the next meeting.*

1. **Public Comments**

None

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

*MOTION: Handschke/Bartlein to approve the May 27, 2022, draft 2 Minutes as written.*

*Motion Carried 7-0*

*MOTION: Handschke/Lancaster to approve the May 31, 2022, draft 2 Minutes with two changes.*

*Motion Carried 7-0*

1. **Unfinished Business from Previous Meetings for Consideration or Action**
   1. Engineer’s Report for 2022 Hoelzel Haven Subdivision Improvements

*MOTION: Bartlein/Brantmeier to approve the Engineer’s Report for 2022 Hoelzel Haven Subdivision Improvements, with costs not to exceed the rate of $108.23 per linear foot for culvert or $4.43 per square foot for driveway apron.*

*Motion Carried 7-0*

* 1. New Network Server paid with ARPA Funds

*MOTION: Bartlein/Baldwin to table item until quote is verified to include labor.*

*Motion Carried 7-0*

* 1. Special Event Application – High Cliff Triathlon Routes through Harrison

*MOTION: Baldwin/Bartlein to approve the High Cliff Triathlon/Duathlon Special Event Permit.*

*Motion Carried 7-0*

* 1. Sewer Connection Fee Report and Recommendation of New Fees

*MOTION: Van Hefty/Bartlein to table the Report.*

*Motion Carried: 5-2 (Handschke and Lancaster opposed)*

*DIRECTIVE: to Village Manager to obtain an update and present to the Board at another meeting as soon as possible.*

1. **New Business for Discussion, Consideration, and/or Action**
   1. Reimbursement to Wisconsin Wealth Management (former Darboy Club Site)

*MOTION: Handschke/Brantmeier to table this item.*

*Motion Carried: 7-0*

* 1. Sewer & Water Extension for Woodland Lake Cottages (City of Menasha)

*MOTION: Baldwin/Handschke to approve the sewer and water extension to the Woodland Lake Cottages in the City of Menasha as printed and circulated.*

*Motion Carried: 7-0*

* 1. Midway Road Recreation Trail Project Extension

*MOTION: Lancaster/Van Hefty to approve the Midway Road Recreational Trail Project Extension: Option B; to install storm sewer and curb and gutter along the north side of Midway Road to Noe Road and repave up to Noe Road, which includes the addition of approximately 30 on-street parking spaces, not to exceed the cost of $211,825.86 as presented and circulated.*

*Motion Carried: 7-0*

* 1. Temporary Road Acceptance for Jewel Box Estates Subdivision

*MOTION: Lancaster/Brantmeier to approve the temporary road for Jewel Box Estates Subdivision pending completion of a successful walk-through of remaining punch list items and sign-off by the Assistant Village Manager as printed and circulated.*

*Motion Carried: 7-0*

* 1. Request from Town of Buchanan to Purchase One Reserve “Class B” Liquor License

*MOTION: Bartlein/Baldwin to approve the request from the Town of Buchanan to purchase one Reserve “Class B” Fermented Malt Beverage and Liquor License in the amount of $10,000.*

*Motion Carried 7-0*

* 1. Direct Seller’s Permit Application for Matsey Fireworks Stand at Darboy BP

*MOTION: Handschke/Baldwin to approve the Direct Seller’s Permit Application for Matsey Fireworks Stand at Darboy BP as printed and circulated.*

*Motion Carried 7-0*

* 1. Fun in the Park - Change Request for Road Closure from Noe Road to Midway Road

*MOTION: Baldwin/Bartlein to approve the Change Request for Road Closure from Noe Road to Midway Road for the Touch a Truck Event on June 22, 2022*

*Motion Carried 7-0*

1. **Future Agenda Items**
2. Preliminary Plat – Green Meadows on Lake Park - Lake Park Rd & Midway Rd
3. Development Agreement for Atlas Drive – Atlas Construction – County Road N
4. Fire Department Request for Using ARPA Funds (June 28, 2022)
5. ATV/UTV Use in the Village
6. Special Event Permits – Types and Authority to Approve
7. Playground Equipment at Yard Waste Site
8. Update/Discussion/Action on a 5-year Capital Improvement Plan (July 12, 2022)
9. New Network Server paid with ARPA Funds (tabled June 14, 2022 - Bartlein/Baldwin)
10. Sewer Connection Fee Report and Recommendation of New Fees (tabled June 14, 2022 – Baldwin / Handschke)
11. Reimbursement to Wisconsin Wealth Management (former Darboy Club Site) (tabled June 14, 2022 – Handschke/Brantmeier)
12. **Adjournment**

*MOTION: Bartlein/Baldwin to adjourn.*

*Motion Carried 7-0*

Minutes submitted and approved: June 28, 2022

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Vicki L. Tessen, WCMC

Clerk/Treasurer