

**VILLAGE OF HARRISON  
BOARD and STAFF MEETING  
June 28, 2022**

A meeting of the Village of Harrison Board was called to order at 6:00 pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, June 28, 2022. After the Pledge of Allegiance was recited, roll call was taken.

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

**Excused:**

**Staff:** Manager Matt Heiser, Assistant Manager Mark Mommaerts, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, and Clerk Vicki Tessen.

**Public:** 6 residents and Times Villager Reporter, Judy Hebbe.

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

- a. The Fire Chief approved a Fireworks permit for Ben Dietzen to shoot off fireworks at W4693 County Road KK on Saturday July 2, 2022 for a private party.
- b. Ryford Street culvert reconstruction is next on Graef's list. Board would like an update on the timeline and approximate date when those lots can be available for sale.

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

- a. June 14, 2022

*MOTION: Lancaster/Brantmeier to approve the June 14, 2022 minutes as circulated and presented.  
Motion Carried 7-0*

**5. 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. Dave Williamsen, N9160 Barryfield Rd. has questions regarding their ditch cleaning. Staff will meet with residents at their property on Thursday morning. Staff will follow up with a letter to area residents with more details of the project.
- b. Jim Biesen, Brighton Beach Road, complained of the sound level of the music from Waverly Beach. Manager Heiser will follow up with owner and residents to reach a compromise.
- c. Kelly Wenzel, N8645 Firelane 10, expressed concern of the pace of urbanization in Harrison and the disruption to the ecosystem and wildlife. Requests Board to consider purchasing land as a nature preserve for the residents to enjoy.

**6. Reports are on file at the Village 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)
- i. Granicus Software update

The Board made the following comments/recommendations to staff during their reports:

- a. Staff to verify the pickleball base was paid for with Park Impact fees.
- b. Suggest that there be No Parking signs placed on Noe Road for the Fun in the Park Balloon Flight Night event.
- c. Suggest staff research replacing basketball hoops at Darboy Community Park after the resurfacing is done.
- d. Staff should post more road construction updates on social media.
- e. Staff should re-post the ad for seasonal help.

## **7. Approval of Bills and Claims for May 2022**

*MOTION: Baldwin/Bartlein to approve May 2022 bills and claims as presented and circulated.  
Motion Carried 7-0*

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

- a. Reimbursement to Wisconsin Wealth Management (former Darboy Club Site) (*tabled June 14, 2022 – Handschke/Brantmeier*)  
No Motion was made to take this item from the table.
- b. Purchase a New Network Server for the Village Using ARPA Funds (*tabled June 14, 2022 - Bartlein/Baldwin*)

*MOTION: Handschke/Baldwin to purchase a new network server from CNS in the amount of \$13,585.00 and a 20-hour block of labor in the amount of \$2,800.00, with an additional 10-hour block of labor, if needed, all contingent on a 60-day installation deadline and that if the deadline cannot be met then the Village can go out for other bids.*

*Motion Carried 6-1 (Van Hefty opposed)*

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

- a. Resolution V2022-11 – Compliance Maintenance Annual Report

*MOTION: Lancaster/Brantmeier to approve Resolution V2022-11 Compliance Maintenance Annual Report as presented and circulated.*

*Motion Carried 7-0*

- b. Certified Survey Map – Hopfensperger – Hwy 55

*MOTION: Baldwin/Bartlein to approve Certified Survey Map for Hopfensperger at Hwy 55 as presented and circulated.*

*Motion Carried 7-0*

- c. Certified Survey Map – Macrander – Firelane 12

*MOTION: Van Hefty/Lancaster to approve Certified Survey Map for Macrander at Firelane 12 as presented and circulated.*

*Motion Carried 7-0*

d. Certified Survey Map – Propson – Ertl Road

*MOTION: Handschke/Brantmeier to approve the Certified Survey Map for Propson at Ertl Road as presented and circulated.*

*Motion Carried 7-0*

e. Ord V22-06 - Comprehensive Plan Amendment - Green Meadows on Lake Park – Lake Park Rd & Midway Rd

*MOTION: Lancaster/Van Heft to approve Ordinance V22-06 a Comprehensive Plan Amendment for Green Meadows on Lake Park at Lake Park Road & Midway Road as presented and circulated.*

*Motion Carried 7-0*

f. Ord V22-07 - Zoning Map Amendment - Green Meadows on Lake Park – Lake Park Rd & Midway Rd

*MOTION: Lancaster/Baldwin to approve Ordinance V22-07 a Zoning Map Amendment for Green Meadows on Lake Park at Lake Park Road and Midway Road as presented and circulated.*

*Motion Carried 7-0*

g. Preliminary Plat - Green Meadows on Lake Park – Lake Park Rd & Midway Rd

*MOTION: Baldwin/Van Hefty to approve the preliminary plat for Green Meadows on Lake Park at Lake Park Road and Midway Road as presented and circulated with the recommended conditions included as follows:*

- 1. Approval of a Comprehensive Plan amendment to Single Family Residential.*
- 2. Approval of Rezoning from Multi-Family (RM) to Single Family (Traditional) RS-2.*
- 3. Wetland permits must be obtained from the Wisconsin Department of Natural Resources.*
- 4. Sidewalks with curb and gutter must be constructed.*
- 5. Right of way of 66' is preferred.*
- 6. Street Plans must be approved by the Village Public Works.*
- 7. Utility Plans must be approved by the Village Utilities.*
- 8. Should consist of 30' storm water easements.*
- 9. The project shall comply with all other local, state, and federal requirements.*

*Motion Carried 7-0*

h. Ord V22-08 – Comprehensive Plan Amendment - Village Center

*MOTION: Handschke/Lancaster to approve Ordinance V22-08; amending the Village Comprehensive Plan by removal of Appendix C for a Village Center Plan, and by changing the land use designation on the future land use map from a Village Center Plan to Commercial and Single-Family Residential (transitional).*

*Motion Carried 7-0*

- i. Application for Payment for N Coop Road Culvert Replacement

*MOTION: Handschke/Van Hefty to approve payment of the contractor's application for Payment #1(final payment application) in an amount of \$150,190.00 for all work performed.*

*Motion Carried 7-0*

- j. Purchase Two Washer Extractors for the Fire Department; One for Station 60 and One for Station 70, Using ARPA Funds

*MOTION: Handschke/Baldwin to approve purchasing two (2) Washer Extractors for the Fire Department; one for Station 60 and one for Station 70, in the amount of \$26,045.14 using ARPA Funds.*

*Motion Carried 7-0*

- k. Purchase a Polaris Ranger Skid Unit for the Fire Department Using ARPA Funds.

*MOTION: Lancaster/Brantmeier to approve the purchase of a Polaris Ranger Skid Unit for the Fire Department using \$23,490.00 in ARPA Funds.*

*Motion Carried 7-0*

## **10. Future Agenda Items**

- a. Update/Discussion/Action on a 5-year Capital Improvement Plan (July 12, 2022)
- b. Discussion/Action on what to do with Playground Equipment at Yard Waste Site (July 12, 2022)
- c. Granicus Update on Contract (July 12, 2022)
- d. Ord. V22-09 – Zoning Plan – Village Center (July 12, 2022)
- e. Manager Review – Closed Session (July 12, 2022)
- f. RFQ for IT Service contract – (RFQ draft July 26, 2022)
- g. Presentation of a Comprehensive Outdoor Plan (prior to first budget meeting)
- h. Presentation of Sewer Connection Fee Report and Recommendation of New Fees after the Village Attorney reviews them. (Tabled June 14, 2022 – Baldwin / Handschke)
- i. Development Agreement for Atlas Drive – Atlas Construction – County Road N (July 12)
- j. ATV/UTV Use in the Village - Trustee Brantmeier and Manager Heiser collaborating on possible ordinance or policy.
- k. Special Event Permits – Types and Authority to Approve
- l. Reimbursement to Wisconsin Wealth Management (former Darboy Club Site) (tabled June 14, 2022 – Handschke/Brantmeier) (October meeting)
- m. Graef Report and Update on the Ryford Wetland Study
- n. Proposal of a Safety Program – Manager Heiser & Clerk Tessen to collaborate

## **11. 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.

*MOTION: Handschke/Baldwin to go into Closed Session.*

Roll Call vote to go into Closed Session.

President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Handschke - Aye	Trustee Lancaster – Aye	Trustee Brantmeier - Aye
Trustee Van Hefty - Aye		

*MOTION: Handschke/Baldwin to go into Open Session*

Roll Call vote to return into Open Session:

President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Handschke - Aye	Trustee Lancaster – Aye	Trustee Brantmeier - Aye
Trustee Van Hefty - Aye		

No Action was taken regarding Closed Session.

## **12. Adjournment**

*MOTION: Handschke/Bartlein to adjourn.*

*Motion Carried 7-0*

Minutes submitted by:

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Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved July 12, 2022