

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
July 12, 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, July 12, 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, Operations Manager Jeff Funk, and Clerk Vicki Tessen.

Public: 2 residents and a representative of Martinsen & Isle.

4. Correspondence or Communications from Board and Staff

- a) Someone commented to a trustee that the Village Facebook page had a post that could be considered political. Staff is directed to be more conscious of phrasing postings.
- b) Trustee Handschke commented that board members should not make statements on social media before minutes are out.

DIRECTIVE: to staff to present a policy on what items are put on social media for future agenda.

5. Public Comments

None

6. Corrections and Approval of the Previous Meetings Minutes

MOTION: Baldwin/Bartlein to approve the June 28, 2022 minutes as corrected.

Motion Carried 7-0

7. Unfinished Business from Previous Meetings for Consideration or Action

- a) Granicus Update

MOTION: Baldwin/Brantmeier to rescind prior motion approving the initial Granicus contract and to approve an amended contract with 45 forms and permits and 10,000 cases in the amount of \$257,392.66.

Motion Carried 7-0

8. New Business for Discussion, Consideration, and/or Action

- a) Discussion/Action on the playground equipment removed from Darboy Community Park.

MOTION: Lancaster/Bartlein for staff to salvage and reuse playground equipment in other parks or locations in Harrison with the unused equipment to be donated or scraped/junked as warranted.

Motion Carried 7-0

- b) Darboy Community Park Improvements

MAIN MOTION: Handschke/Lancaster to approve a change order to the 2022 Street Resurfacing Program for improvements at Darboy Community Park to include the base lump sum and options #1-4 as presented and to use ARPA funds in the amount of \$233,506 to pay for it.

MOTION TO AMENDED MAIN MOTION Handschke/Van Hefty to specify that ARPA funds will be used to the max allowed for improvements needed on the pickleball, basketball, and tennis courts for monies not budgeted for in 2021 and if funds were budgeted, then improvements will be paid for using Park Impact fees.

Motion to Amend the Main Motion Carried 7-0

AMENDED MAIN MOTION: Handschke/Lancaster to approve a change order to the 2022 Street Resurfacing Program for improvements at Darboy Community Park to include the base lump sum and options #1-4 as presented in the change order; and to use ARPA funds, to the max allowed, for the improvements needed on the pickleball, basketball, and tennis courts for those monies not budgeted for in 2021 and, if funds were budgeted, then improvements will be paid for using Park Impact fees.

Motion Carried 7-0

- c) Authorize staff to sell DPW truck for posted price.

MOTION: Baldwin/Brantmeier to approve the offer to purchase by Werny Hendricks for the 2002 Peterbilt Model 330 Medium Duty Plow Truck in the amount of \$23,000.

Motion Carried 7-0

- d) Service contract with Fox Valley Humane Association.

MOTION: Baldwin/Bartlein to approve a service contract with Fox Valley Humane Association, LTD. as presented.

Motion Carried 6-1 (Lancaster opposed)

- e) Certificate of payment #1 for 2022 Street Paving Program

MOTION: Handschke/Van Hefty to approve payment of Certificate of Payment #1 to Northeast Asphalt, Inc in the amount of \$339,017.44 for work performed on the Street Paving Program through June 1, 2022.

Motion Carried 7-0

- f) Luniak Meadows Development Agreement Addendum #1

MOTION: Van Hefty/Bartlein to approve the Luniak Meadows Development Agreement Addendum #1 as printed and circulated.

Motion Carried 4-3 (Ayes: Blackmer, Bartlein, Baldwin, Van Hefty / Nays: Brantmeier, Hanschke, Lancaster)

- g) Atlas Drive Development Agreement

MOTION: Van Hefty/Bartlein to approve the Atlas Drive Development Agreement as recommended by staff.

Motion Carried 6-1 (Handschke opposed)

- h) Change order to Midway Road Recreation Trail program (additional urbanization)

MOTION: Handschke/Lancaster to approve a change order to the Midway Road Trail project formally adding the additional urbanization of Midway Road as previously approved, adding the additional borrow material needed for the Midway Road trail project, and adding the concrete collars, for a total Change Order amount of \$214,925.15.

Motion Carried 7-0

- i) Direct staff to compose an ATV ordinance for the Village.

MOTION: Lancaster/Brantmeier to direct staff to draft an ATV/UTV ordinance for the Village that mirrors Fremont's ordinance, except that item 18.06 (e) should be changed to a required minimum age limit of 16 years old, for ATV use throughout the Village, and the draft should be presented for discussion at the August 16th meeting.

Motion Carried 6-1 (Handschke opposed)

FURTHER DIRECTIVE: President Blackmer requested that a second draft option also be created that would be restricted to rural areas only. President Blackmer, with comments from Trustee Handschke and Baldwin, requested that the Board not rush staff into drafting an ordinance to be voted on before research, sheriff's opinion, and public input, like a survey, could be done. Staff should bring options for discussion only to the August 16th meeting.

- j) Use ARPA funds to purchase a computer for the Village Clerk/Treasurer

MOTION: Lancaster/Bartlein to purchase a new computer for the Village Clerk/Treasurer from Corporate Network Solutions, Inc. in the amount of \$1,095 using ARPA funds.

Motion Carried 7-0

- k) Purchase of Property – County N & Manitowoc Road

MOTION: Handschke/Van Hefty to authorize the Village President and staff to prepare and execute all necessary documents to complete the property purchase of Parcel 39142 at a purchase price of \$585,000 using the Reserve Fund Balance account.

Motion Carried: 6-1 (Brantmeier opposed)

9. Future Agenda Items

- a) Certificate of payment (final) for 2021 Street Paving Program (July 26, 2022)
- b) Update/Discussion/Action on a 5-year Capital Improvement Plan
- c) RFQ for IT Service contract – (RFQ draft July 26, 2022)
- d) Graef Report and Update on the Ryford Wetland Study
- e) Proposal of a Safety Program – Manager Heiser (August 16, 2022)
- f) Discuss proposed options for an ATV/UTV ordinance (August 16, 2022)
- g) Special Event Permits – Types and Authority to Approve

- 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) Presentation of a Comprehensive Outdoor Plan (prior to first budget meeting)
- j) Reimbursement to Wisconsin Wealth Management (former Darboy Club Site) (tabled June 14, 2022 – Handschke/Brantmeier) (October meeting)
- k) Presentation by Fire Chief regarding fire department response time

10. 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. In attendance will be the Village Board and Village Manager.

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.

MOTION: President Blackmer/Lancaster to recess for a 5-minute break and then 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: Van Hefty/Baldwin to go into Open Session (8:19 pm)

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.

10. Adjournment

MOTION: Baldwin/Bartlein to adjourn (8:20 pm).

Motion Carried 7-0

Minutes submitted and approved: July 26, 2022

Vicki L. Tessen, WCMC
Clerk/Treasurer