

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
July 26, 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, July 26, 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, and Julene Baldwin.

Excused: Mark Van Hefty

Staff: Manager Matt Heiser, Assistant Manager Mark Mommaerts, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Deputy Sheriff Hawkins, Clerk Vicki Tessen, and Village Engineer Lee Reibold.

Public: 12 residents, and Times Villager Reporter, Judy Hebbe.

3. Correspondence or Communications from Board and Staff

- a. Jim Koehler sent a letter in an email regarding landscaping needs on his property that should have been done by contractor last year.
- b. Email letter from Nick Laszewski regarding the crack sealing project.
- c. Letter from Bonnie McKenney opposing the amplified music at Waverly Beach.
- d. Trustee Handschke did a ride-along with the sheriff's department this past week. It was very insightful and encourages others to do it as well.
- e. Trustee Lancaster informed the Board that the Village of Hobart is also working on an ATV/UTV ordinance. He asked the staff to check on an issue with mud on the west side of the woodchips in Dogwood Park, and the new equipment in Darboy Community Park has a bent pole.

4. Corrections and Approval of the Previous Meetings Minutes

- a. July 12, 2022

MOTION: JB/DB to approve the July 12, 2022 minutes as presented and circulated.

Motion Carried 6-0

5. Public Comments

Per State Statute section 19.84(2), information was received from the public; however, no action was taken under public comments.

The following people were in attendance and provided oral or written comments regarding the sound and amplified music from Waverly Beach:

- a. Richard and Bonnie McKenny
- b. Jeff and Maren Lang
- c. Donna Schultz
- d. Dustin Woldt
- e. Larry Arnoldussen,

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
 - ii. Statement of Income and Expenses
 - iii. Report of ARPA funds

7. Approval of Bills and Claims for June 2022

*MOTION: SH/JB to approve the Bills and Claims for June 2022 as presented and circulated.
Motion Carried 6-0*

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

None

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

- a. Application for Payment (final) for 2021 Street Projects

MOTION: SH/DB to approve payment of the Contractor's Application for Payment #5 in the amount of \$9,246.78, Change Order #6, payment of the Contractor's Application for Payment #6 in the amount of \$27,662.81, and payment of the Contractor's Application for Payment #7 in the amount of \$153,499.99 for all work performed on the 2021 Street Paving Programs.

Motion Carried 6-0

- b. "Class A" Liquor License for Darboy BP, Santosh Adhikari, Agent

MOTION: JB/DB to approve a "Class A" Liquor License to Plymouth Enterprises, LLC, doing business as Darboy BP, with Santosh Adhikari as the Agent.

Motion Carried 6-0

- c. Requests from Festival of Lights Event Organizers

MOTION: ML/MB to approve the requests from Festival of Lights to waive the rental fees for the use of Darboy Community Park from November 1, 2022 to January 21, 2023 provided they submit proof of liability insurance with the Village listed as additionally insured.

Motion Carried 6-0

- d. Proposal of a Safety Program

MOTION: SH/JB to approve the agreement to enroll in Advanced Safety Technology's Group Safety Program as presented and to use ARPA funds to pay for it.

Motion Carried 6-0

e. RFP for IT Service Contract

MOTION: SH/DB to have the Village Manager proceed with a RFP for IT services using the proposed RFP as written with the stipulation that the dates in paragraph 1 item 1 and on the last page under submittal process and additional information may be adjusted by the Village Manager as appropriate.

Motion Carried 6-0

f. Discussion of 5-year Road Plan

No Action Taken – final copy with updates will be presented at the next Board meeting.

g. Review of Staff Health Insurance Benefits

DIRECTION: for Manager Heiser to review with McClone the policy for health insurance for 2023.

10. 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
- l. Discussion of a site location for a safety building. (ML/MB)

11. Adjournment

MOTION:DB/JB to adjourn.

Motion Carried 6-0

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved August 16, 2022