

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
July 13, 2021**

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 13, 2021. After the Pledge of Allegiance was recited, roll call was taken.

**Board Present:** President Kevin Hietpas, Trustees Julene Baldwin, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, and Matt Lancaster.

**Board Excused:** None

**Staff Present:** Planner Mark Mommaerts, Operations Manager Jeff Funk, and Clerk Vicki Tessen.

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

- a) Village Manager Heiser provided a status update on the two open positions. The Village office support position description is 99% complete. We are just waiting for feedback from Carlson Dettmann. President Hietpas suggested looking through recent applications from the prior two office openings. The lead Utility Clerk position filling is a dire need as that office is currently staffed part time. The current clerk is on medical leave and Village staff is filling in when possible. The Board directed Manager Heiser to hire temporary staff while continuing efforts to fill the position.
- b) Trustee Stier informed the Board that the Governor ordered that county redistricting will proceed as scheduled.
- c) Clerk Tessen informed the Board that the May and June 2021 meeting recordings had technical issues and there is no sound on the recorded files.
- d) Trustee Baldwin shared a letter from Mark Peters stating appreciation for efforts in reducing the traffic on Peters Road. Mr. Peters sent similar letters to all Board members.
- e) President Hietpas received numerous calls and emails from residents unhappy that the yard waste site hours will be ending at noon on Saturdays starting September first. The Board requested Manager Heiser to research the hours of other municipalities and report back at a future meeting.
- f) Trustee Lancaster asked Operations Manager Funk if he knew of the causes for the road reconstruction project delays. Funk responded that the weather was an issue and that the crews worked on Saturday to make up for one of the days lost. Beyond that he has not received an update from the contractors. Trustee Lancaster requested more updates on our Village social media.
- g) President Hietpas received a resident comment that the soccer nets are up continuously which are in the way for other recreation. He would like to have KASA move them off to the side whenever they won't be used for a couple days. It was discussed and concluded that the season is almost over so this issue can be brought to KASA's attention at a later date.

**2. Public Comments**

No public comments were heard.

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

- a) June 24, 2021 Special Meeting

b) June 29, 2021

*MOTION: Lancaster/Stier to approve June 24, 2021 and June 29, 2021 minutes as presented. Motion Carried 7-0*

**4. Unfinished Business from Previous Meetings for Consideration or Action**

No unfinished business.

**5. New Business for Consideration or Action**

- a) Clerk Tessen presented Resolution V2021-10 Amending the Articles of Organization and the By-laws of East Central Wisconsin Regional Planning Commission (ECWRPC). The Commission is requesting all municipalities within the Region to sign resolutions authorizing them to eliminate the Governor's appointments to the ECWRPC claiming that the appointment process takes too long. All of the municipalities with four or more representative will be reduced by one. Trustee Lancaster raised a concern over reducing Harrison's representation.

*MOTION: Handschke/Hietpas to approve Resolution V2021-10 Amending the Articles of Organization and the By-laws of East Central Wisconsin Regional Planning Commission.*

*Motion Carried 5-2 (Lancaster and Bartlein opposed)*

- b) Operator license applications were presented by Clerk Tessen for consideration.

Jennifer Lisowe  
Christopher Montour  
Natalie Tiede  
Paula Titera  
Kimberly Vander Heyden

*MOTION: Baldwin/Bartlein to approve operator licenses as presented.*

*Motion Carried 7-0*

- c) Manager Heiser updated the Board on the changes to the County's COVID-19 policy which the Village has been mirroring. The County has removed the requirement for non-vaccinated people to wear masks and implemented a recommendation for non-vaccinated people to wear masks. The Board directed staff to update signage and notice the change on the Village website and social media.
- d) The Village Manager requested from the Board permission for a leave of absence to attend a funeral out of the country. He will exhaust his PTO and the remaining time off will be unpaid.

*MOTION: Handschke/Stier to approve the Village Manager's leave of absence.*

*Motion Carried 7-0*

- e) Manager Heiser presented a resident request for a park rental fee refund. The current rental fee contract states no refunds during June, July or August. The resident read the contract online which had an older version that states a refund will be issued if a 30 day notice is given.

*MOTION: Lancaster/Stier to approve refunding the rental fee.*

*Motion Carried 7-0*

**6. Future Agenda Items**

- a) Discussion on the timeline of park improvements (after Graef study is done)  
b) Discussion of PASER Ratings

- c) Discussion/Action on a 5 year Road Maintenance Plan
- d) Discussion/Action on a 5 year Capital Improvement Plan
- e) Discussion/Action on creating an ordinance against littering
- f) Discussion of drainage issue at Spranger Electric
- g) Discussion/Action on Facility Rental policies (August 10, 2021 meeting)
- h) Discussion of creating policy for routine park use by non-profit groups (August 10, 2021 meeting)
- i) Discussion/Action of yard waste site hours
- j) Items to be discussed/acted upon during budget meetings – staff authorized to research prior.
  - a. IT Options
  - b. Recording of Meetings
  - c. Software purchase for real estate inquiries
  - d. Software purchase for secure file sharing
  - e. Office phone upgrade

### **Adjournment**

*MOTION: Handschke/Bartlein to adjourn (8:00 pm).*

*Motion Carried 7-0.*

Submitted by:

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Vicki L. Tessen, WCMC, Clerk-Treasurer

Approved on July 27, 2021