

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
September 28, 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, September 28, 2021. After the Pledge of Allegiance was recited, roll call was taken.

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

Board Excused: Darlene Bartlein

Staff Present: Village Manager Heiser, Planner Mark Mommaerts, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Code Enforcer Kaylee Grezinski, Clerk Vicki Tessen, Deputy Hederer and Deputy Hawkins.

Public Attendees: 1 member of the public and reporter Judy Hebbe.

Correspondence or Communications from Board and Staff

Trustee Lancaster shared with the Board an email received from Kathleen Laidlaw expressing opposition to the Board considering requesting Harrison obtaining its own zip code. Her concern is that it will be costly and time consuming for individuals and businesses to order new pre-printed office supplies and to update accounts. Trustee Van Hefty suggested doing a referendum to poll the residents. President Hietpas responded that the post office would send a survey to all involved for feedback before it would decide to allow the change. He reminded the Board that at this point, the Board is only discussing if it is interested in having staff research the options and process to getting our own zip code.

Public Comments - None

Reports

- a) Harrison Fire Rescue – report submitted and on file at the Clerk’s office. Chief Gerl also gave an oral report informing the Board that the Brillion Fire Department has a new ariel fire truck that will be at Harrison FD next week for a training. He also introduced Mike Stanonik who was recently promoted from Safety Captain to Assistant Chief of Station 70.
- b) Calumet Co. Sheriff Department – report submitted and on file at the Clerk’s office. Deputy Sheriff Hederer also gave an oral report on their current activities. The deputies are focusing on speed enforcement especially on Hoelzel and Schmidt. One of the squad cars has been out of service but should be fixed the end of this week. Separate arrests were made for the theft of local pumpkin stands, theft of a stop sign in which restitution to the Village will be requested, and for a fraud charge for attempting to cash a fake check for \$7,000. They are still investigating thefts of catalytic converters.
- c) Village Manager – report submitted and on file at the Clerk’s office.
- d) Planning and Zoning – report submitted and on file at the Clerk’s office.
- e) Parks and Trails – report will be provided under New Business, Park Improvements.
- f) Public Works Department/Engineering – Operations Manager Funk updated the Board on the road projects. The contractors are a few weeks behind schedule due to weather and various issues that delayed their progress. Trustee Handschke inquired if the project assessments to the owners would be completed in time for the 2021 tax bills. Staff responded that they would try to meet the deadlines for assessing the

owners in 2021 but the final costs are not in yet and there are strict notice requirements that may make it impossible to complete before the November 19th deadline to have everything to the County.

- g) Harrison Utilities – Clerk Tessen informed the Board that Hydrant Flushing will begin on October 4, 2021 and will take about 2 weeks. The staff has completed approximately 90% of the meter changeouts set to be done this summer and will send a final notice to the customers that have not scheduled an appointment yet. She also informed the Board that it has come to her attention that the City of Menasha has not paid the hydrant/fire protection fees owed to Harrison Utilities for 2020. Tessen will work with Manager Heiser to rectify the situation.
- h) Clerk-Treasurer (Statement of Income and Expenses) – on file at the Clerk’s office. Tessen pointed out that the statements now show the interest rates on the accounts and that she is in the process of transferring funds from lower interest accounts to higher ones.

Corrections and Approval of the Previous Meetings Minutes

MOTION: Baldwin/Van Hefty to approve the minutes of the September 14, 2021 meeting.

Motion Carried 6-0

Payments of Bills and Claims

MOTION: Stier/Handschke to approve the bills and claims for August 25, 2021 through September 21, 2021 with the addition of late invoice submissions from Graef for road project work and another for propane used at the Flight Night event.

Motion Carried 6-0

Trustee Handschke rose to a Point of Order to amend the agenda to conform with the Board’s By-laws. Specifically, removing the Consent Agenda and placing those items under New Business as n-q. With consent of President Hietpas, the agenda was so amended.

Unfinished Business from Previous Meetings for Consideration or Action

- a) Tabled item - Carlson Dettmann Recommendations – Staff Compensation Plan

MOTION: Handschke/Stier moved to take from the table the Carlson Dettmann recommendations and staff compensation plan.

Motion Carried 6-0

Final recommendations from Carlson Dettmann have not been received at the time of the meeting. The Board shared some viewpoints and opinions, but no serious discussion was had.

MOTION: Handschke/Stier moved to table further discussion and action on the Carlson Dettmann recommendation and staff compensation plan to a future date.

Motion Carried 6-0

New Business for Consideration or Action

- a) Discussion on the timeline of park improvements
Operations Manager Jeff Funk gave a playground updated. On Wednesday the markings will be done for the new playground equipment. Installation begins on Thursday and is expected to take 4 – 5 days. They will start at Darboy Community Park and then do Dogwood Park.
- b) Discuss removing Darboy Sanitation hydrant fees from the 2022 tax roll
Clerk-Treasurer Tessen provided a memo in the meeting packet explaining the situation and process of assessing Darboy Sanitary District’s hydrant/fire protection fees on Harrison tax bills.

MOTION: Lancaster/Baldwin to approve the discontinuation of assessing on Village of Harrison tax bills for hydrant / fire protection on behalf of Darbois Sanitary District beginning January 1, 2022. Staff is further directed to assist and partner with Darbois Sanitary District in promoting, publicizing, or any other way that will help make the transition smoother.

Motion Carried 6-0

- c) Ord V21-16 – Harrison Yard Waste Site

MOTION: Handschke/Lancaster to Adopt Ordinance V21-16, Harrison Yard Waste Site, as submitted.

Motion Carried 6-0

- d) Ord V21-17 – Littering

MOTION: Stier/Handschke to Adopt Ordinance V21-17, Regulating Littering, as submitted.

Motion Carried 6-0

- e) Ord V21-18 – Harrison Utilities Sanitary Sewer & Watermain Permit

MOTION: Van Hefty/Baldwin to Adopt Ordinance V21-18, Harrison Utilities Sanitary Sewer & Watermain Permit, as submitted.

Motion Carried 6-0

- f) Res V2021-12 – Amending Res V2021-07 Designating Public Depository and Authorizing Withdrawal of Municipal Funds

MOTION: Baldwin/Van Hefty to Approve Resolution V2021-12 amending Resolution V2021-07, Designating Public Depository and Authorizing Withdrawal of Municipal Funds.

Motion Carried 6-0

- g) Res V2021-13 - Update Fee & Penalty Schedule

MOTION: Stier/Van Hefty to Approve Resolution V2021-13, amending the Village Fee & Penalty Schedule as submitted.

Motion Carried 6-0

- h) Res V2021-14 – Authorizing Resolution for WDNR Urban Forestry Grant

MOTION: Lancaster/Handschke to Approve Resolution V2021-14, authorizing the Village Manager to apply for WDNR Urban Forestry Grant.

Motion Carried 6-0

- i) GRAEF Service Order for Comprehensive Outdoor Recreation Plan (CORP) Update
Planner Mommaerts submitted a Board Memo in the meeting packet. Graef, has proposed several options to try to increase the public engagement. Options include a postcard mailing with a link to an online survey with hardcopy surveys available as well, focus groups with stakeholder or user groups, and an open house. The cost varies between \$970 for only postcards up to \$4,360 for all the options combined. Additional costs for the CORP update are not in the budget.

After some discussion the Board dismissed the open house idea and chose to vote on the other two options individually.

MOTION: Lancaster/Baldwin to have Graef conduct a postcard mailing with online and hard copy surveys.

Motion Carried 6-0

MOTION: Lancaster to have Graef also conduct focus groups with stakeholder or user groups.

Receiving no 2nd, motion died.

- j) Graef Service Order for Ryford Street land hydraulic evaluation
Planner Mommaerts supplied the Board with a quote from Graef to complete a detailed hydrologic and hydraulic (H&H) study for the Village land on Ryford Street.

MOTION: Handschke/Van Hefty to approve the Graef quote of \$6,700, not to exceed a 10% overage, for a new H&H study on the land conditions of the Village property on Ryford Street and to recommend uses. The work is to be completed and billed in 2022.

Motion Carried 5-1 (Lancaster opposed)

- k) Replacement impeller for Lift Station 3
The 2 impellers in Lift Station 3 are in need of replacing. We can either purchase the standard impellers that should be good 4 years at a cost of \$4,862 or purchase the hard iron impellers that should last 8 years for a cost of \$9,724.

MOTION: Lancaster/Stier to approve the purchase of two hard iron impellers at a cost of \$9,724.00.

Motion Carried 5-1 (Handschke opposed)

- l) Consider giving free yard waste stickers to committee/commission/fire department members excluding Village Board members.

MOTION: Handschke/Stier to table this item until October 12, 2021 meeting.

Motion Carried 6-0

- m) Consider a donation to the Boy Scouts toward the Halloween event in Darboy Park

MOTION: Lancaster/Van Hefty to donate up to \$500 to the Boy Scouts for candy to support the Halloween in the Park event.

Motion Carried 6-0

- n) Approval of repair to DPW Truck 2014 International 7000.
One of six snowplow tandems operated by DPW needs repairs to its exhaust system and a replacement manifold. The cause is normal wear and tear. This truck is also used to haul equipment in the summer. It has been down for 3 weeks already and the wait time to get it into the shop is another 3 weeks. If it is not on the shop's calendar soon, we may have snow fall before it is fixed.

Trustee Handschke had concerns about the expensive repair on an older truck. Trustee Van Hefty suggested creating a contingency fund for emergency repairs of tier 1 vehicles. Trustee Lancaster suggested the Board consider authorizing a manager to approve emergency maintenance costs.

MOTION: Handschke/Baldwin to approve DPW spending \$10,911.36 on repairs to the 2014 International 7000 Series truck.

Motion Carried 6-0

- o) Approval of repair to guard rail on Fire Lane 12.
(Trustee Stier recused himself from the discussion and voting due to a personal interest in this issue.)
The guard rail on Fire Lane 12 has been hit and torn off 6 times this year. Some of the back posts have broken off at ground level and it is not able to be secured tightly. The staff recommends spending a little more money to fix it "right". This means re-angling the guardrail so vehicles that hit it will slide along the rail versus catching it and ripping it off at the posts. This will be safer and require less maintenance in the future.

MOTION: Baldwin/Van Hefty to approve spending \$7,500.00 to repair the guard rail on Fire Lane 12 to include changing the angle to make it safer.

Motion Carried 5-0-1 (Stier abstaining)

- p) Approval of a 2-year contract with “IAmResponding”
This is a software program utilized by the fire department for informing the chief of who is responding to calls.

*MOTION: Lancaster/Baldwin to approve a 5-year contract with IAmResponding for a cost of \$3,137.00.
Motion Carried 6-0*

- q) Approval of Operator License to Michael Dunn, Alexandra Reissmann, and Kaitlyn Hietpas.

*MOTION: Baldwin/Handschke to approve a Operator License for Michael Dunn, Alexandra Reissmann, and Kaitlyn Hietpas
Motion Carried 6-0*

Future Agenda Items

- a) Consider giving free yard waste stickers to committee/commission/fire department members excluding Village Board members.
- b) Discussion of PASER Rating results – October 26th meeting if available
- c) Discussion/Action of speed limits and parking on village streets
- d) Discussion/Action on a 5-year Road Maintenance Plan
- e) Discussion/Action on a 5-year Capital Improvement Plan
- f) Discussion/Action on Comprehensive Plan
- g) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- h) Revised Community Room and Park Shelter Rental Agreements
- i) Discussion/Action on amending our noise ordinance to include decibel limits
- j) Approve Redistricting Ward map – October 12th or 26th meeting
- k) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- l) Staff to recommend available grants for Village improvements
- m) Items to be discussed/acted upon during budget meetings – staff authorized to research or get RFP’s prior.
 - o IT Options
 - o Recording of Meetings
 - o Software purchase for secure file sharing
 - o Office phone upgrade
 - o Cleaning Services
 - o Garbage Services

During discussion of future agenda items, Trustees Handschke and Lancaster requested that the Manager create confidential memos informing the trustees of any legal liability issue updates on a regular basis or as needed.

Adjournment

*MOTION: Stier/Baldwin to adjourn
Motion Carried 6-0.*

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk-Treasurer

Approved on October 12, 2021