

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
October 12, 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, October 12, 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.

Public Attendees: None

Correspondence or Communications from Board and Staff

President Hietpas and Manager Heiser met with the DOT regarding DOT's desire to remove the driveway entrance off Hwy 114 into the Village garage area as part of their road project. They were able to work out a compromise in that the driveway will be moved closer to the ball diamond fence. The cost of which will be the DOT's responsibility as they are the ones requesting the change. The project will be started in the Spring of 2022.

President Hietpas was at the yard waste site on Saturday and saw about 10 people dumping waste at the same time. While talking with some of the residents, they didn't sound happy that next year they will need to go to the Village Hall on Saturdays to dump.

He also noticed that in the Hidden Pines Subdivision the risers appear higher than they should be. Operations Manager Funk and Planner Mommaerts will follow up with the contractors.

Trustee Lancaster commented on an email from the League of Municipalities that was sent to staff and board members regarding Assembly Bill 608. The Bill, if passed, would restrict what municipalities can approve or disapprove regarding multi-family development. Staff will continue to monitor notices from the League and update the Board if anything affects the Village.

Trustee Lancaster also commended the staff on doing a great job on the park improvements, the new playground equipment looks fantastic.

Clerk Tessen informed the Board that the Fall newsletter is completed and available online. There are also a few copies in the lobby for anyone without internet access.

Public Comments

None

Corrections and Approval of the Previous Meetings Minutes

September 28, 2021

MOTION: Stier/Bartlein to approve September 28, 2021 minutes as presented.

Motion Carried 7-0

Unfinished Business from Previous Meetings for Consideration or Action

- a) (tabled) Carlson Dettmann Recommendations / Staff Compensation Plan

MOTION: Baldwin/Stier to move this item to the October 19, 2021 Special Meeting/Budget Meeting agenda.

Motion Carried 6-0-1 (Van Hefty abstained citing personal conflict)

New Business for Consideration or Action

- a) Commercial Broker Request for Qualifications

Planner Mommaerts requested the Board provide direction on how they want to market two Village commercial lots for sale. One location is on Hwy 55 and another is on Hwy N. Planner Mommaerts suggested doing an RFP for a commercial real estate agent with a 12-month contract. He believes having someone with experience in marketing and selling commercial property would be in the best interest of the Village.

Trustee Lancaster requested the properties be discussed separately as the properties are not similar. The Hwy 55 location is not ready to be marketed as there isn't any immediate prospects to bring water and sewer to the location. However, the Hwy N location has other projects in process that will bring water and sewer to adjacent properties. Therefore, this location is in a desirable position to start marketing it for sale.

A discussion was begun by two trustees regarding the potential uses for the property on Hwy N. Trustee Stier made a motion to Call to Order to focus the discussion back to the topic of hiring a commercial broker to market the properties.

MOTION: Stier/Bartlein to authorize staff to prepare and circulate a request for proposal for commercial brokers to market the Village properties on Hwy 55 and Hwy N for potential sale.

Motion Carried 6-1 (Lancaster opposed)

- b) Accurate Appraisal Contract Renewal

Clerk Tessen presented the renewal contract for Accurate Appraisal. Trustee Handschke made the point that the Board is asking for bids on other major contracts, and it is only fair to do the same for the assessors. The Board concurred and directed staff to obtain comparison proposals for the Board to consider.

- c) Resolution V2021-15 Amending District Ward Plan

Clerk Tessen presented the proposed Ward Map for the 2021 Redistricting Plan. It was noted that many of the wards are numbered differently than last time. Clerk Tessen explained her method was to duplicate the County Supervisory District

numbers as much as possible. The Board requested staff publicize the changes as much as possible before the next election to lessen the confusion of the changes.

*MOTION: Baldwin/Stier to approve Resolution V2021-15 to amend the Ward Map as presented.
Motion Carried 7-0*

d) Consideration of Board Rules for Operation

Manager Heiser presented the current Rules and Procedures for the Village Board and opened it up for discussion. There had been some misunderstanding on how items are added to the Future Agenda listing. The Board directed Manager Heiser to draft a procedure specifying the steps to add items to the Future Agenda listing.

e) Contract for Engineering Services

Manager Heiser presented the renewal contract from Graef for engineering services. The Board had many opinions on the topic.

- Van Hefty said it is getting too late to get bids. We've only had them 1 year, we should give them a chance to get a routine going.
- Baldwin/Lancaster believe we should be consistent with bidding for contractors.
- Hietpas asked staff for their experience with the current service. Staff reported that they don't have an issue with the company in general, however the Village representative is lacking in experience on building roads, follow through, and in returning phone calls. Staff routinely had to double check his work to make sure it was done or done correctly.
- Stier suggested an ultimatum to the contractor to either correct the situation or we ask for bids from other companies.

MOTION: Stier/Lancaster to prepare and circulate a request for proposal for engineering service.

Motion Carried 6-1 (Van Hefty opposed)

f) Contract for Building Inspection Services

Manager Heiser presented two bids for inspection services: one from Birschbach and one from SAFEbuilt. Both contracts use a percentage split of the permit fees. SAFEbuilt uses a flat 65/35 split and Birschbach uses a step split based on type of development and number of inspections/time involved.

MOTION: Van Hefty/Stier to approve the 3-year contract from Birschbach for inspection services.

Motion Carried 7-0

g) Complimentary Yard Waste Stickers for Firefighters and Commissioners

Stier opened the discussion with the view that this would be considered a benefit and should be discussed in conjunction with all employee benefits and not as a standalone benefit.

Baldwin appreciates the fire fighters and EMS, but to recognize one volunteer group over others is not consistent.

It was noted that not all of these volunteers live in Harrison and so some would not receive a sticker, so this isn't even consistent across the one department.

No Action Taken

Future Agenda Items

- a) Overview on the Village Comprehensive Plan – January (ML & JB)
- b) Manager's Plan of needs and costs to obtain a unique zip code for Harrison
- c) Discussion/Action on a 5-year Road Maintenance Plan
- d) Discussion/Action on a 5-year Capital Improvement Plan
- e) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- f) Discussion/Action on amending our noise ordinance to include decibel limits
- g) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- h) Items to be discussed/acted upon during budget meetings – staff authorized to research or get RFP's prior.
 - a. IT Options
 - b. Recording of Meetings
 - c. Software purchase for secure file sharing
 - d. Office phone upgrade
 - e. Cleaning Services
 - f. Garbage Services

The next scheduled budget meeting is for October 28, 2021 which falls on a Packer game night. The Board decided to cancel that meeting and meet on October 19, 2021 instead.

Adjournment

MOTION: Handschke/Bartlein to adjourn.

Motion Carried 6-1 (Stier opposed)

Submitted by:

Vicki L. Tessen, WCMC, Clerk-Treasurer

Approved on October 26, 2021