

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
October 26, 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 26, 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, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Clerk Vicki Tessen, Lieutenant Voland.

Public Attendees: 5 members of the public.

Correspondence or Communications from Board and Staff

President Hietpas and Manager Heiser attended the League Conference this past week and brought back some of the handouts to share with the Board.

Trustee Lancaster told the Board that he doesn't like amended agendas but understands that sometimes they are necessary. He would like staff to ensure that whatever is added also be updated on the website.

Public Comments - None

Reports

- a) Harrison Fire Rescue – report submitted and on file at the Clerk's office. Trustee Lancaster requested Chief Gerl add response times to the department's call report if it isn't too much trouble. Chief Gerl will attempt to incorporate this into future reports.
- b) Calumet Co. Sheriff Department – report submitted and on file at the Clerk's office. Lieutenant Voland also gave an oral report on their current activities. There have been a number of calls for unlocked cars being entered and money being taken from them.
- c) Village Manager gave an oral report informing the Board that a second employee has tested positive for covid. He is researching policies on how communities are handling covid absences. Currently, to comply with quarantine recommendations, staff is working from home if their position allows for that, using PTO, or taking unpaid leave.

He also updated the Board on his research for obtaining a unique zip code for the Village. He has been unable to find another community that has gone through this process and asked the Board for more direction. President Hietpas said he has a contact above the post office that may be helpful and will share his information with Manager Heiser. Trustee Lancaster requested Manager Heiser to create a list of pros and cons in obtaining a unique zip code and how it will impact residents.

- d) Planning and Zoning – report submitted and on file at the Clerk's office.
- e) Parks and Trails – Operations Manager Funk informed the Board that staff added a little sod to the park in areas that were disrupted by the new playground equipment. Regarding the old equipment, the staff has been inspecting each piece as it's been moved. He estimates 80% is salvageable, but they have more to inspect yet. The good pieces will be added to other parks in 2022.

- f) Public Works Department/Engineering – Operations Manager Funk updated the Board on the road projects. Paving a Hidden Pines should be done this week which ends the 2021 projects.
- g) Harrison Utilities – no report.
- h) Clerk-Treasurer (Statement of Income and Expenses) – on file at the Clerk’s office.

Corrections and Approval of the Previous Meetings Minutes

*MOTION: Handschke/Stier to approve the minutes of the October 12, 2021 meeting.
Motion Carried 6-0*

Payments of Bills and Claims

*MOTION: Lancaster/Baldwin to approve the bills and claims for September 30, 2021 – October 19, 2021.
Motion Carried 6-0*

Unfinished Business from Previous Meetings for Consideration or Action

None

New Business for Consideration or Action

- a) Approval of Operator License to Joel P. Morgan and Craig J. Skibo

*MOTION: Handschke/Baldwin/ to approve Operator License for Joel P. Morgan and Craig J. Skibo
Motion Carried 6-0*

- b) Approval of Resolution V2021-18 – Amending Fee & Penalty Schedule
The Fee and Penalty Schedule was reviewed and discussed.

*MOTION: Handschke/Lancaster to amend the charge of black and white copies to \$0.05 each, color copies to \$0.15 each, remove offering records on DVD, remove listing multiple sizes of flash drives and amend the fee to actual cost, add a publication fee of actual cost for alcohol licenses, amend the park rental fee to \$75 for Harrison and Buchanan residents and \$150 for non-residents, add a \$50 forfeiture plus costs for sump pump connection violations, remove the hotel and room tax, amend yard waste sticker fee to \$20 each, and amend the real estate inquiry fees for Harrison Utilities for vacant land to \$15, improved parcels to \$25, rush orders to \$50, and for Village inquiries amend the fee to \$30 and to \$60 for rush orders.
Motion Carried 6-0*

- c) Approval of a Garbage and Recycling Collection Bid
Manager Heiser presented a memo with four bids attached which were reviewed and discussed.

*MOTION: Lancaster/Handschke to approve the 10-year contract with GFL for weekly garbage and recycling pick up pending attorney review.
Motion Carried 6-0*

- d) Discussion Only – Fire Chief Position from May 11, 2021 meeting.
President Hietpas told the Board that he was informed that the Harrison Fire Commission made a recommendation for the fire chief, but it wasn’t on any Fire Commission agenda. The Board requested that the Fire Commission address this at their next meeting. It was also noted that the December 14, 2020, minutes were missing. President Hietpas requested they locate the missing minutes and forward a copy to the Clerk. He further reminded staff, boards, and commissions that all agendas and minutes need to be forwarded to the Clerk’s office for retention. Clerk Tessen is to follow up with Chief Gerl to ensure all agendas and minutes are on file in the Clerk’s office.

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) Parking and Speed Limits in the Village (JB/ML) 10/26/21
- i) 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

Adjournment

MOTION: Stier/Baldwin to adjourn

Motion Carried 5-1 (Handschke opposed)

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk-Treasurer

Approved on November 16, 2021