

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
November 16, 2021**

A Public Hearing on the 2022 Village of Harrison Budget was called to order at 6:00pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, November 16, 2021. After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Darlene Bartlein, Scott Handschke, Pete Stier, and Matt Lancaster.

Board Excused: Trustees Julene Baldwin and Mark Van Hefty

Staff Present: Village Manager Heiser, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Zoning Enforcer Kaylee Grezinski, and Clerk Vicki Tessen.

Public Attendees: 5 members of the public and reporter Judy Hebbe.

Public Hearing

Manager Heiser presented the 2022 proposed budget and reviewed the changes and updates that were made following the November 4, 2021 budget meeting.

Trustee Handschke questioned the addition of the salt shed, when would it arrive? Did anyone go out for bids? Where will it be placed? Operations Manager Funk responded, it would arrive in the Spring, he is getting 3 bids, and it will be located by the DPW back parking lot area.

Some discussion was had regarding the actual law enforcement costs for last year versus what has been budgeted.

President Hietpas offered 3 times for anyone in the audience to make any public comments. There were none.

Motion Handschke/Bartlein to close the Public Hearing.

Motion Carried 5-0

Correspondence or Communications from Board and Staff

Trustee Lancaster told the Board that the Pamperin Family has sold all their Grand Central Station properties except the Lambeau Field location. He is not sure if or how this could affect anything at the Darboy Club site but wanted the Board to be aware it occurred.

Manager Heiser has a meeting with TDS this week to discuss installing fiberoptic service in the Village.

Trustee Van Hefty, although unable to attend, sent information on cyber security he thought would be useful for the Board.

Planner Mommaerts shared with the Board and letter from Jeff and Jen Feistel requesting TID funds in the amount of \$30,000 to offset some of the expense of a new office for their lawn care and snow removal business.

Public Comments - None

Reports

- a) Harrison Fire Rescue – report submitted and on file at the Clerk’s office.
- b) Calumet Co. Sheriff Department – report will be submitted for the next meeting.
- c) Village Manager
- 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 the volleyball nets were taken down today.
- f) Public Works Department/Engineering – Driscoll Project fixed some issues on Manitowoc Road.
- g) Harrison Utilities – seven delinquent bills were sent to the clerk to be added to the tax roll.
- h) Clerk-Treasurer (Statement of Income and Expenses) – on file at the Clerk’s office.

Corrections and Approval of the Previous Meetings Minutes

MOTION: Lancaster/Handschke to approve the 2nd draft of the minutes of the October 26, 2021 meeting.

Motion Carried 5-0

Payments of Bills and Claims

MOTION: Lancaster/Handschke to approve the bills and claims for October 19, 2021 – November 10, 2021.

Motion Carried 5-0

Unfinished Business from Previous Meetings for Consideration or Action

None

New Business for Consideration or Action

a) Discussion and Action to Approve 2022 Budget

Trustee Lancaster stressed that any surplus discretionary funds should be spent on road improvements.

The increase in yard waste sticker price to \$20 was reaffirmed that the increase would cover actual costs of the yard waste site and not make a profit.

MOTION: Handschke/Stier to approve the 2022 Budget as presented and circulated.

Motion Carried 5-0

b) Ordinance V21-19 Repeal and Recreate Ch. 8 Sect. 8.12; Operator’s License

Clerk Tessen presented an updated version of Village Code 8.12 Operator’s License to incorporate changes and amendments made to the code.

MOTION: Handschke/Stier to Repeal and Recreate Ch. 8 Sect. 8.12; Operator’s License as presented pending Village Attorney review.

Motion Carried 5-0

c) Action to Approve Snowblower for DPW

The DPW is requesting to replace a worn out snowblower that is used for sidewalks. They researched and found one that would attach to our current small front loader tractor. There are funds in the 2021 capital purchases that would cover the cost.

MOTION: Lancaster/Handschke/Stier to approve purchasing a new Erskine 2020 hydraulic snowblower not to exceed the cost of \$7,600.

Motion Carried 5-0

d) Action to Extend Yard Waste Site Hours in 2021

Staff has received many requests from residents to extend the yard waste site hours. The Board set the hours using a motion, therefore another motion is needed to amend them.

MOTION: Stier/Bartlein to repeal previous yard waste motion and authorize staff to set yard waste site hours going forward with the condition that all open hours are staffed.

Motion Carried 5-0

e) Discussion Only - Input for Engineering RFP Process

Manager Heiser requested input from the Board on their expectations for the RFP process for engineering services. The direction given is for staff to interview the companies and make a recommendation to the Board for approval of a contract.

f) Action to Approve Per Diem Meeting Pay for Fire Commissioners

The Board was informed that the Fire Commission does not currently receive meeting pay like other board and commission members receive in Harrison.

MOTION: Stier/Handschke to approve per diem meeting pay for the Fire Commission in the amount as set for all Harrison commissions.

Motion Carried 5-0

g) Action to Approve RFP for Rooftop Unit RFP Results

Manager Heiser presented three bids received for the replacement of two roof top HVAC units at the Village Municipal Building and one roof top HVAC unit at the Utilities Building. The Bids were from August Winter & Sons, Hurckman Mechanical Industries Inc, and Helm Group. The staff recommended units from August Winter & Sons as they have the lowest cost for both buildings. The units are energy efficient, will be more effective in maintaining a constant temperature, and their intake is 100% from outside air which improves the inside air quality.

MOTION: Lancaster/Stier to approve awarding the bids to August Winter & Sons for two energy efficient roof top HVAC units at the municipal building in the amount of \$33,617 and one roof top HVAC unit for the utilities building in the amount of \$23,484.

Motion Carried 5-0

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) Discussion/Action on ARPA fund usage – Dec. / Jan.
(Suggestions: software programs for virtual meetings, secure file sharing, office phone upgrades, cleaning services.)
- h) Discussion/Action on IT and IT support needs
- i) Parking and Speed Limits in the Village (JB/ML) 10/26/21

Closed Session

Pursuant to Wis. Stats. §19.85(1)(g), the Board, Village Manager, Clerk, and Planner will meet with Attorney Mike Pflughoeft to be advised on the Short-Term Rental lawsuit. Mike Pflughoeft will be present at the meeting.

MOTION: Bartlein/Stier to enter Closed Session.

Roll Call Vote: Bartlein – aye, Handschke – aye, Lancaster – aye, Stier – aye, Hietpas – aye.

MOTION: Lancaster/Stier to return to open session.

Roll Call Vote: Bartlein – aye, Handschke – aye, Lancaster – aye, Stier – aye, Hietpas – aye.

Adjournment

MOTION: Bartlein/Handschke to adjourn.

Motion Carried 5-0

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk-Treasurer

Approved on November 30, 2021