

VILLAGE OF HARRISON
BOARD MEETING MINUTES - Revision #1
November 30, 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, November 30, 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, Darlene Bartlein, and Matt Lancaster.

Board Excused: None.

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

Public Attendees: 3 members of the public.

Correspondence or Communications from Board and Staff

Trustee Van Hefty asked for an update on the status of the backlog of accounting data entry. Clerk Tessen informed him that the general fund is entered up to November and utility is entered through November. President Hietpas told the Board that the accountant recently told him that this is the most caught up she has been in years. However, there is still more to be done.

Public Comments - None

Reports

- a) Calumet Co. Sheriff Department – report submitted and on file at the Clerk’s office. The attending Deputy Sheriff informed the Board that the department was operating with only two officers most of the month due to attending training and medical leave.

Corrections and Approval of the Previous Meetings Minutes

MOTION: Stier/Bartlein to approve the minutes of the November 16, 2021 meeting with the addition of “Grand Central Station” to the description of properties sold by the Pamperin family. Motion Carried 7-0

Unfinished Business from Previous Meetings for Consideration or Action

- a) Action to approve Resolution V2021-16 Carlson Dettmann Recommendation / Staff Compensation Plan.

Trustee Van Hefty recused himself from discussion and voting due to a conflict of interest.

Manager Heiser opened the discussion with an overview of how the compensation plan was arrived at. Based on prior direction from the Board, he prepared a recommendation of wages that would result in a minimum 1.5% increase for all employees. Some employees that fell below the study’s scale would receive more than the 1.5%

Trustee Lancaster had concerns about equity between specific employees with consideration to their years of service. Manager Heiser explained the model was based on duties and responsibilities, not years of service.

President Hietpas singled out the Code Enforcer, saying that she appears to be ranked too low in steps and thinks step 3 may be a better fit.

Trustee Stier, supported by Lancaster and Handschke, suggested the goal should be a 2% to 2 ½ % increase.

Trustee Lancaster also suggested that the Operations Manager deserves compensation for his promotion (in 2018) that he was not compensated for at the time.

*MOTION: Lancaster to adopt the Carlson Dettmann step plan with a minimum 2 ½ % increase, that everyone meets the 100% control step, and the Operations Manager increases an additional step as compensation for his promotion.
Receiving no second, motion failed.*

Trustees Stier and Handschke continued discussion in hopes of reaching a conclusion to the wage issue.

President Hietpas requested clarification of paragraph 3 of the resolution and of the review process which was presented with wage increase being tied to reviews in 2023 versus 2022.

Trustee Baldwin would like to have employees have an official review annually.

*MOTION: Lancaster/Handschke amended his initial motion to Adopt the Carlson / Dettmann wage study with compensation step plan and apply years of service to the steps up to the control point.
Motion failed 3-3-1 with Hietpas, Baldwin, and Bartlein opposed and Van Hefty abstaining.*

Trustee Bartlein stated the Board should let the Village Manager set the wages and raises.

*MOTION: Hietpas/Baldwin to approve Resolution V2021-16 and authorize the Village Manager to place employees within the scale.
Motion Carried 4-2-1 with Lancaster and Handschke opposed and Van Hefty abstaining.*

To ensure the long discussion was accurately documented, Clerk Tessen summarized the discussion and motion as follows: the Board approved the wage scale range and steps, and the Manager will place the employees on the scale where he thinks is fair and equitable for their duties, experience, and years of service. The Board concurred that the Clerk understood the situation correctly.

New Business for Consideration or Action

- a) Action to Approve Assessor

MOTION: Lancaster/Baldwin to approve the proposal for assessment services from Accurate Appraisal.

Motion Carried 7-0

- b) Discussion Only – Timeline to Appoint Village Engineer and Approve 5 Year Road Plan
The Village Engineer will be appointed as of January 1, 2021. The 5-year Road Plan that the prior engineering firm initiated will be used as the draft for the final plan. It was clarified that the 5-year plan is a rolling 5-year plan that is evaluated and updated annually. Therefore, the Board can annually address any recommendations the new engineering firm has.

- c) Approval of Resolution V2021- 19 Adopting 2022 Annual Budget and Tax Levy

MOTION: Baldwin/Stier to approve Resolution V2021-19 Adopting the 2022 Annual Budget and Tax Levy.

Motion Carried 7-0

- d) Approval of Certified Survey Map – John Moder – N6813 Harrison Road

MOTION: Van Hefty/Handschke to approve the Certified Survey Map for John Moder at N6813 Harrison Road as proposed and circulated.

Motion Carried 7-0

- e) Approval of Certified Survey Map – Novella – Lexington Homes – Lake Park Road

MOTION: Lancaster/Bartlein to approve the Certified Survey Map for Lexington Homes at Lake Park Road as proposed and circulated.

Motion Carried 7-0

- f) Approval of Ord V21-20 Zoning Map Amendment – Luniak Meadows – Dercks DeWitt, LLC– Schmidt Road

MOTION: Baldwin/Stier to approve Ordinance V21-20 Zoning Map for Luniak Meadows by Dercks DeWitt as proposed and circulated.

Motion Carried 7-0

- g) Approval of Preliminary Plat – Luniak Meadows – Dercks DeWitt, LLC –Schmidt Road
Trustee Lancaster asked if the plan included any consideration for future trails. Planner Mommaerts responded that the plan allows for an 80 foot right of way and potential for connection to a trail by lot 1.

MOTION: Van Hefty/Baldwin to approve the Preliminary Plat Map for Luniak Meadows by Dercks DeWitt as proposed and circulated.

Motion Carried 7-0

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

Roll Call vote to go into Closed Session to discuss terms of development agreements with Fairways Lawn Care & Snow Removal and Lexington Homes (Gemstone Condos and commercial property). Discussion is in closed session because open discussion of terms that the Village would accept, would not accept, or may accept could impact future development proposal. Village Manager, Village Clerk, and Village Planner will be included in the Closed Session.

President Hietpas - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Handschke - Aye	Trustee Lancaster – Aye	Trustee Stier - Aye
Trustee Van Hefty - Aye		

Roll Call vote to return into Open Session:

President Hietpas - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Handschke - Aye	Trustee Lancaster – Aye	Trustee Stier - Aye
Trustee Van Hefty - Aye		

Adjournment

*MOTION: Handschke/Van Hefty to adjourn.
Motion Carried 7-0*

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk-Treasurer

Approved pending corrections and additions on December 14, 2021
Corrections and additions approved on January 11, 2022