

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
December 14, 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, December 14, 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: 20 people signed the meeting attendance sheet, a few additional attendees did not sign in.

4. Correspondence or Communications from Board and Staff

President Hietpas gave a tribute to Jim Salm, our former President, that passed away this week.

Trustee Baldwin thanked the large number of residents for attending tonight's meeting. Many of whom are firefighters and she thanked them for their service. She then recited from a prepared comment.

First, correcting rumors on her voting history. She has been accused of being in favor of multi-family development. She clarified that she has no history of voting for or against such development because there have been no motions on multi-family development since she took office. Regarding Closed Sessions, her view is that they should be used sparingly and only when necessary.

Second, she addressed her fellow trustees. She expressed her distaste for the continual use of social media by board members and the unfavorable comments about the Village, staff, and other board members. It is not the image she would like to have portrayed of a trustee or of the village and requests that this behavior stops now. Trustee Baldwin's recital was met with applause from the audience.

Trustee Handschke stated it is unfortunate that at the last meeting a trustee criticized another trustee for nit picking every item on the agenda. Now, there are two employees that have left and there is a debacle with tax bills. That trustee should apologize.

Trustee Lancaster defended the use of social media, asserting that it is a good way to communicate with the residents and be transparent about what goes on in the Village. When he uses it, he always notes that he is giving his opinion and he is only one person on the Board and can't speak for them. He always sources the information he posts and there have been Facebook comments appreciating

the fact that he always states his source. He said the public deserves to know what goes on in the Village. Trustee Lancaster's comments were also met with applause from the audience.

5. Public Comments

There were no public comments at this time, but some people requested to speak later when an agenda item is discussed.

6. Reports

Reports will be provided in January for the following departments: Harrison Fire Rescue, Calumet Co. Sheriff Department, and Harrison Utilities.

The Treasurer's Statement of Income and Expenses and the Planning and Zoning Report are on file in the Clerk's office.

Manager Heiser informed the Board that he and Operation's Manager Funk will be reviewing 27 viable DPW applicants this week.

Planner Mommaerts provided an update on the Darboy Club site. Demolition started today and they hope to be done by December 31st. In response to a question from the Board, he stated that the sledding hill will be open this winter.

The Clerk-Treasurer was asked questions regarding the status of accounting and office needs. She explained that there are some needs in both areas. The accounting is not fully integrated between the Village software and Utility software. Although both, accounts payable and accounts receivable, are balanced to their respective bank accounts, the two are not reconciled. The hold up is with merging the two programs. Staff is not experienced or knowledgeable in completing a conversion on their own and will be seeking assistance from an IT expert and from the software company.

The staff is also in need of additional help. The Board approved in the 2022 budget the addition of an assistant manager, an assistant planner, and another laborer in the DPW. Plus, the accounting department has been utilizing some part-time help. After being pressed for her opinion, the Clerk-Treasurer stated she thinks that the greatest need is for the assistant manager position to be filled.

Trustee Lancaster asked how the Board can assist the staff and said to please work on getting the financial accounts reconciled as soon as possible.

7. Corrections and Approval of the Previous Meetings Minutes

MOTION: Handschke/Lancaster to approve November 30, 2021 minutes with the addition of: "Village President said Donna told him that she is the most caught up in years" in the paragraph under Correspondence or Communications from Board and Staff, and the addition of: "and

commercial property” in the description of Lexington Homes in the parenthesis found under Closed Session.

Motion Carried 6-1 (Van Hefty opposed)

8. Payments of Bills and Claims

MOTION Baldwin/Stier to approve November 11, 2021 – December 9, 2021, bills and claims. Motion Carried 7-0.

9. Unfinished Business from Previous Meetings for Consideration or Action

- a) Comprehensive Outdoor Recreation Plan Update

There was a handout in the packet and if anyone has any comments or questions they can be emailed to Mark Mommaerts, and he will forward them to Graef.

10. New Business for Consideration or Action

- a) Consider Commercial Broker proposals for possible approval

In a past meeting, Planner Mommaerts was directed to obtain proposals for services from commercial brokers to assist in the sale of two parcels of land owned by the Village.

Trustee Lancaster requested that the Board discuss the possible sale of land on Hwy 55 and Hwy N separately. This request was supported by Trustee Baldwin and the rest of the Board concurred.

David Jones, Joe Tenor, Mike Brantmeier, and Nick Lazewski each spoke against the sale of land (implying the land on County Highway N) that could be used in the future to build a new fire station and police station. All stated that they felt there is, or will soon be, a need to build a new fire & police station. The Village has been and is continuing to grow rapidly. A new station on County Highway N would reduce response time, which would benefit the fire department’s International Standards Organization (ISO) rating thus reducing insurance costs. The current fire stations are crowded, and the department needs more space. The police department is also in need of more space. The PD has only a small office at the Village Hall with no storage space for evidence or adequate space for interviews with victims or suspects of crimes. The speakers were not asking for a new station to be approved or built now, only that they will need a new station in the not-so-distant future, and it makes no sense to sell land now when it will be needed then.

John Sternhagen voiced concern of a fire station being built on County Highway N near Manitowoc Road. Siting the traffic and the proximity of residential homes would not be a good fit. He suggested that the Farmer’s Field area would be more appropriate.

Trustee Lancaster commented that the property on Highway N has too much potential value to sell.

MOTION: Lancaster/Van Hefty to do nothing with the land on Highway N until a strategic plan is in place for a future safety building and land is secured for where that is to be.
Motion Carried 7-0

Regarding the second parcel of land on County Trunk KK and Highway 55, Trustee Lancaster is opposed to listing with a broker. Future staff may be able to work on this. Trustee Van Hefty feels it is not the right time to sell any land.

MOTION: Lancaster/Handsckhe to keep ownership of the land on County Trunk KK and Highway 55.
Motion Carried 6-1 (Stier opposed)

Planner Mommaerts will notify the brokers that supplied proposals of the Board's decision.

b) Approve woodshed donation to Darboy Park

In a joint effort between the Festival of Lights and Boy Scout Troup 44, they are requesting the Board approve the donation of a 4x8x3 woodshed to be built in Darboy Park. The woodshed would be used by both groups for their events and have a lock on it to prevent misuse by the public.

MOTION: Handsckhe/Bartlein to approve the donation of a woodshed in Darboy Park as presented and circulated.
Motion Carried 7-0

c) Approve Road Plan

Manager Heiser presented the draft 5-year Road Plan that was prepared by Graef. During the budget process the Board targeted all the projects recommended on the plan for 2022 plus adding the projects around the school that the plan listed for 2025.

In response to questions, the road plan covers road repairs and maintenance and the budget for crack and sealing is in line with past years' budgets. There was also discussion about where sidewalks should be required and where they should not be.

MOTION: Lancaster/Van Hefty to approve the 5-year Road Improvement Plan except for "add sidewalk" in the 2026 project list.
Motion Carried 7-0

d) Approve Engineer RFP

Village Manager Heiser, Planner Mommaerts, and Operations Manager Funk reviewed the proposals and scored them on 5 categories. McMahan scored the highest and Martenson & Eisele scored the second highest.

A Martenson & Eisele representative was in attendance and spoke on the history of their company with Harrison Utilities and their years of experience with municipal governments. He requested the Board to table the vote and interview the top two in person before deciding.

Trustee Van Hefty was in favor of conducting interviews.

Trustee Lancaster reminded the Board that we used to have separate engineering firms for the general Village and the Utilities.

Trustee Stier recalls that a third company scored high last time and is low this time. He'd like to see the old scores and compare them with the current scores.

Operations Manager Funk favors McMahan for Village road work and Utilities Manager Van Zeeland favors Martenson & Eisele for Utilities. Planner Mommaerts did not have a preference stating that they each have prior experience with Harrison that they are bringing to the table.

MOTION: Lancaster/Van Hefty to approve splitting the engineering services by contracting with McMahan and Associates for Village needs and contracting with Martenson & Eisele for Harrison Utility needs.

Motion Carried 4-3 (Hietpas, Handschke, Stier opposed)

e) Salt shed quotes

The staff would like to purchase a wooden shed for road salt that is approximately \$8,000 over what was budgeted.

Trustee Handschke recommended tabling this item until after item 10h amending the budget. The rest of the Board agreed.

f) Village organizational chart: Assistant Manager, Assistant Planner and Planning vs. Community Development Department – discussion only

Staff is developing proposals for job descriptions for an Assistant Manager, an Assistant Planner, a Community Development Director, and an updated organizational chart. Staff is looking for input from the Board and a confirmation they are moving in the right direction. Manager Hieser explained that neighboring communities have a community development department instead of a planner department. The difference is that a community development director also focuses on economic development. He thinks changing from a planner department to a community development department would be a wise change for Harrison.

Trustee Stier did not appose the department change but would like to ensure that one of the new positions' duties include grant writing and that the new employee has experience as a grant writer.

The Board also directed the village manager to post for the assistant manager position as soon as possible.

g) Approve Election Inspectors for 2022-2024 term

Clerk Tessen presented the following list of residents that would like to serve the community as Election Inspectors for the 2022 through 2024 elections. Those names listed with an asterisk are people who were submitted by the Republican Party. Staff has confirmed with them that they would like to serve.

Vicki	Aldi
Shirley	Bauman
Mary	De Bruin
Arlene	Gebhart
Christine	Gospodarek
David	Gospodarek
Laua	*Halverson
Steve	*Halverson
Adrienne	Hartman
Tom	Hartman
Linda	Holzschuh
John	*Hren
Patricia	Hubert
Mary Lou	Jones
Robert	Jones
Kathy	*Loftus
Julie	Lopas
Jerome	Lopas
Ann	Martin
Shannon	McFarland
Susan	Meyer
Tammy	Mischka
Cathy	Ott
Rebecca	Rooyakkers
Rick	Rusch
Kevin	*Rusch
Wallace	*Rusch
Patricia	Schmidt
Christine	Schreiber
Lynn	Schroeder
Marie	Thiede
Carrie	Tomasik
Wendy	Yingling

*MOTION: Handschke/Bartlein to approve the list as presented to be election inspector for the 2022 – 2024 term.
Motion Carried 7-0*

h) Amend 2022 Budget

*MOTION: Handschke/Lancaster to amend the budget to reflect a mill rate of 2.99.
Motion Carried 5-2 (Hietpas and Stier opposed)*

i) Resolution V2021-20 Amending Resolution V2021-19 Adopting the 2022 Annual Budget and Establishing the Property Tax Levy for the Village of Harrison

*MOTION: Lancaster/Handschke to approve Resolution V2021-20 revising V2021-19 with a 2.99 mill rate.
Motion Carried 7-0*

President Hietpas picked up item 10 e) salt shed quotes from the table and the discussion ensued.

Operations Manager Funk told the Board of the benefits of the woodshed versus one made of plastic material and answered a few questions from the Board.

*MOTION: Lancaster/Van Hefty to approve amending the budget to allow for the increase in the price of the salt shed from \$127,266 to \$135,613.
Motion Carried 7-0*

- j) Due to the holidays, there will not be a meeting on December 28, 2021. The next meeting will be January 11, 2022.

11. 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
This item should be moved to “Unfinished Business”
- c) Discussion/Action on a 5-year Road Maintenance Plan
This item is now completed with today’s meeting and can be removed.
- 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

MOTION: Lancaster motioned that he would like to add to the Future Agenda Items list “invite the editor of the Times-Villager to a January meeting to explain why there are so many errors in the paper”. Trustee Van Hefty seconded the motion, thus qualifying the item to be added to the list.

Adjournment

*MOTION: Baldwin/Bartlein to adjourn.
Motion Carried 7-0.*

Minutes submitted by:

Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on January 11, 2022