

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
January 11, 2022**

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, January 11, 2022. After the Pledge of Allegiance was recited, roll call was taken.

**Board Present:** 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:** 7

**4. For Consideration or Action**

a) Filling vacancy of Village President Seat

Manager Heiser provided a recap of the resignation of Kevin Hietpas as Village President. He then reviewed the options available to the Board to fill the vacancy. Options include the Board appointing a current trustee to fill the remainder of the Presidency term, hold a special election, or leave it vacant. He explained that the deadline to hold a special election in conjunction with the Spring Election has passed.

*MOTION Van Hefty/Lancaster to appoint Trustee Lancaster to fill the remainder of the term vacated by former President Hietpas.*

Trustee Lancaster said he would be honored to be Village President. He has the Village and the Board at heart. His communication on social media has been an asset to residents and staff. He has experience being on a Board. He further stated that we can't wait to fill this leadership role and should also fill the vacated trustee seat if there is one.

*Motion Failed: 2-3-1 (Baldwin, Bartlein, and Stier opposed, Lancaster abstained)*

It was brought to the attention of the Board that according to Robert's Rules of Order, the Board decide the process that will be used to fill the vacancy before making a motion to fill the position by appointment.

*MOTION Handschke/Van Hefty that the office be filled by appointment of a trustee by a majority vote of the Village Board.*

*Motion Failed: 3-3 (Baldwin, Bartlein, and Stier opposed).*

*MOTION Stier/Bartlein to fill the office by holding a special election.*

*Motion Failed: 3-3 (Handschke, Lancaster, and Van Hefty opposed).*

Comments regarding the motions' outcome included:

- Trustee Stier would like the village attorney to attend the next meeting and the Manager is capable of leading while the office is vacant.

- Trustee Handschke would like the position filled tonight.
- Trustee Baldwin will always vote on issues and not on who presents them.
- Trustee Lancaster said that as a Board we need to realize that we are here to make decisions even if they are tough decisions or unpopular decisions.
- Trustee Bartlein questioned if the Clerk is designated to break a tie in this situation – recalls something on this subject in the Town’s ordinances.

*MOTION Van Hefty to appoint Trustee Handschke to fill the remainder of the term vacated by former President Hietpas.*

There was an explanation of Robert’s Rules of Order in which this motion could not be acted upon because the motion to fill the seat by appointment had failed.

Manager Heiser suggested this topic be tabled until the next meeting when the Village Attorney could be present. He then proceeded onto the next agenda item.

**5. Correspondence or Communications from Board and Staff**

Trustee Lancaster inquired on the status of posting the Assistant Manager position and Manager Heiser responded that it would be posted by the end of the week.

**6. Public Comments**

Larry Schmitz suggested the village attorney review Section 60 of the statutes. He said it may require a Board tie be settled by a special election.

**7. Corrections and Approval of the Previous Meetings Minutes**

- November 30, 2021 (revision)
- December 14, 2021

Trustee Lancaster requested the December 14, 2021 be amended on page 4, section c, paragraph 2 to remove “and maintenance”, on page 5, paragraph 3 to add “for Village road work” after McMahan and add “for Utilities” after Eisele, and also on page 5, at the end of section f, add “The Board directed the Village Manager to post for the Assistant Manager as soon as possible.”

*MOTION: Stier/Bartlein to approve November 30, 2021, revised minutes and the December 14, 2021 minutes with the changes as requested.*

*Motion Carried 6-0*

**8. Unfinished Business from Previous Meetings for Consideration or Action**

- Manager’s plan of needs and costs to obtain a unique zip code for Harrison

*MOTION: Lancaster/Van Hefty to table indefinitely the pursuit of obtaining a unique zip code for Harrison.*

*Motion Carried 6-0*

**9. New Business for Consideration or Action**

- a. Amend Zoning Ordinance for Short Term Rentals V21-13  
Trustee Lancaster commented that number 7 under text amendments is not relevant.

*MOTION: Handschke/Baldwin to initiate a zoning code amendment to this ordinance based on the finding that it serves the public good by aligning it with recent changes in state statutes.”*

*Motion Carried 6-0*

## **10. Future Agenda Items**

- a) Overview on the Village Comprehensive Plan – 1st meeting in Feb. (ML & JB)
- b) Discussion/Action on a 5-year Capital Improvement Plan
- c) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- d) Discussion/Action on amending our noise ordinance to include decibel limits
- e) Discussion/Action on IT and IT support needs
- f) Parking and Speed Limits in the Village (JB/ML) 10/26/21
- g) Invite editor of the Times Villager to a January meeting to explain the errors in their paper. (ML/MVH) 12/14/21

Trustee Handschke requested staff review Robert’s Rules for directives on meeting minutes.

Planner Mommaerts asked for Board opinion on holding a closed session with a potential developer. A date was not set. (PS/DB agreed to add to an agenda).

Trustee Handschke requested the Board members receive updates on legal liability.

Manager Heiser informed the Board that the Times Villager editor was hesitant to confirm the Board’s invitation to attend a meeting to discuss the paper’s coverage of meetings.

## **11. Closed Session**

Pursuant to Wis. Stats. §19.85(1)(c), the Board will meet to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is staff performance on tax levy calculations, present will be Board, Clerk, and Manager, also to be discussed is the six-month performance evaluation of the Village Manager, present will be Board and Manager.

The Board may reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

*MOTION: Handschke/Baldwin to enter Closed Session.*

*Roll Call Vote: Baldwin – aye, Bartlein – aye, Handschke – aye, Lancaster – aye, Stier – aye, Van Hefty – aye.*

*MOTION: Stier/Bartlein to return to open session.*

*Roll Call Vote: Baldwin – aye, Bartlein – aye, Handschke – aye, Lancaster – aye, Stier – aye, Van Hefty – aye.*

## **Adjournment**

*MOTION: Stier/Baldwin to adjourn.*

*Motion Carried 6-0.*

Minutes submitted by:

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Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on January 25, 2022