

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
January 25, 2022**

A regular meeting of the Village of Harrison Board was called to order by Clerk Tessen at 6:00pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, January 25, 2022.

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, Fire Chief Gerl, Village Attorney Rossmeissl, and Clerk Vicki Tessen

Clerk Tessen requested the Board to select a Presiding Officer to run the meeting.

Motion: JB/PS to appoint Trustee Bartlein to preside over the meeting.

Motion passed 4-1-1 (Handschke opposed)

The Pledge of Allegiance was recited, and roll call was taken.

Motion: ML/JB to suspend Robert's Rules of Order for discussion regarding appointing an interim Village President and amending the agenda to move that topic to be discussed first.

Motion passed 5-1 (Van Hefty opposed)

9. Unfinished Business from Previous Meetings for Consideration or Action

- a) Discussion/possible action to fill vacant seat of Village President with guidance from Village Attorney regarding tiebreakers.

Motion: ML/MVH to have Matt Lancaster fill the President seat and backfill the vacant trustee position with the next highest vote getter from the last election, who was Lou Miller, if he wants it.

Motion failed 3-3 (Baldwin, Bartlein, and Stier opposed)

Motion: JB/PS to solicit public interest to fill the President seat by accepting letters of interest until February 4, 2022, and the Board would appoint someone at the February 8, 2022 meeting.

Motion failed 3-3 (Handschke, Lancaster, Van Hefty opposed)

Motion: ML/SH to appoint Allison Blackmer to fill the vacancy of the Village President position until the Spring Election of 2023.

Motion passed 5-1 (Baldwin opposed)

Clerk Tessen requested the Board rise to a question of privilege so she could retrieve the Oath of Office from her office. Clerk Tessen then swore in Allison K. Blackmer as President of the Village of Harrison.

4. Correspondence or Communications from Board and Staff

Board direction was given to Manager Heiser to supply the Board with an accounting update report by Friday, January 28, 2022.

Board direction was given to staff to prepare a presentation on 2022 Road Projects to be given at the next meeting if possible.

5. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

Comments were heard from Donna Knapp and Kristy Van Hefty.

Motion: ML/DB to amend the agenda to move items 10 b, c, d, and e, to the next topics of discussion so our attorney can be available for advice if the Board has questions.

Motion passed 7-0

10. New Business for Consideration and Action

- b) Discussion/Action on Board's Preference in Style of Minutes
Board directed the Clerk to use a non-narrative / motion only style of Village Minutes
- c) Discussion/Action on Meeting Sign-In Sheet Procedures
Board directed the Clerk to use a sign-in sheet for only those wishing to speak during the meeting, although people may speak anonymously if they so choose.
- d) Discussion/Action on Missed Refuse Charges on Tax Bills

Motion: ML/SH to invoice any omissions and refund any overages from the 2021 tax bills for 2022 refuse fees.

Motion passed 7-0

- e) Discussion and Possible Action with Editor of Times Villager Regarding Accuracy of Articles About the Village
Board directed staff to not talk to the press until after the Minutes have been approved.

Motion: ML/SH to amend the agenda to move item 10 a to the next topic of discussion so Justin Fischer from Baird can leave sooner if he wants to.

Motion passed 7-0

- a) Presentation by Baird and Consider for Approval Resolution No. 2022-01 Providing for the Sale of \$1,500,000 General Obligation Promissory Notes.

Motion: MVH/SH to approve Resolution 2022-01 as printed and circulated.

Motion passed 7-0

6. Reports – all reports that were provided were included in the meeting packet and are on file at the clerk's office.

- a) Harrison Fire Rescue
- b) Calumet Co. Sheriff Department
- c) Village Manager
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works Department/Engineering
- g) Harrison Utilities
- h) Clerk-Treasurer (Statement of Income and Expenses)

7. Corrections and Approval of Meetings Minutes

- a) January 11, 2022

Motion: SH/JB to approve the January 11, 2022, minutes as written.

Motion passed 7-0

8. Payments of Bills and Claims

- a) December 9, 2021 – December 31, 2021

Motion: SH/DB to approve the Bills and Claims for December 9, 2021 to December 31, 2021 as presented and circulated.

Motion passed 7-0

10. New Business for Consideration and Action Continued *(items a-f were moved up in the agenda)*

- f) Consider for Approval a 1-lot Certified Survey Map for Property on Mielke Road

Motion: MVH/ML to approve a 1-lot Certified Survey Map for property on Mielke Road as presented and circulated.

Motion passed 7-0

- g) Discussion, Guidance, and Possible Action on ARPA Fund Usage Requests from Staff Including Use of ARPA Funds for Quarantine Periods.
Board directed staff to pursue getting quotes for a phone system upgrade, improving wi-fi, and upgrading computers.

Motion: PS/JB to approve the clerk to use ARPA funds to purchase Badger Books for elections in an amount between \$28,000 and \$30,000.

Motion passed 7-0

- h) Discussion/Action on IT and IT support needs
Board directed staff to look at the requirements of possible future software programs and then contact IT specialists for bids to upgrade internet and computers to accommodate Village staff's needs.
- i) Consider for Approval 2022 Summer in the Park Events and Funding

Motion: ML/SH to approve the 2022 Summer in the Park schedule submitted by the Kiwanis Club of Darboy, reserving the park on June 6 and 22, July 20, and August 10 for events and August 24 as a

rain date, closing Noe Road between Midway and Strawflower Drive if the field conditions are not able to accommodate the Touch a Truck event, waiving all rental fees, donating \$4,000 to the Kiwanis for organizing and hosting four events, paying \$75 to each balloon operator for propane expenses, and paying the rental fees for porta potties.

Motion passed 6-0-1 (Stier abstained citing personal conflict)

- j) Consider for Approval a Process for Manager Evaluation – No action taken
- k) Discussion/Action to Approve Resolution V2022-02 Amending Resolution V2021-07, Designating Public Depositories and Authorizing Withdrawal of Municipal Funds

Motion: SH/DB to approve Resolution V2022-22 amending Resolution V2021-07; designating public depositories and authorizing Village President Blackmer and Clerk-Treasurer Tessen to withdraw and sign for municipal funds.

Motion passed 7-0

- l) Discussion/Action on Purchase of a Front-End Loader

Motion: ML/SH to approve the purchase of a 2022 John Deere 344L four-wheel drive loader in the amount of \$119,000.

Motion passed 7-0

- m) Discussion/Action on Purchase of Two Lawn Mowers

Motion: ML/PS to approve the purchase of two lawnmowers from Gruett's in the amount \$21,360.

Motion passed 7-0

- n) Discussion/Action to Appoint Village Manager/Assistant Manager as Representative on the Neenah-Menasha Sewer Commission

Motion: ML/DB to appoint the Assistant Manager to be the Village Representative on the Neenah-Menasha Sewer Commission.

Motion passed 7-0

11. Future Agenda Items

- a) Overview of the Village Comprehensive Plan – January (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 parking and speed limits in the Village (JB/ML) 10/26/21
- f) Discussion/Action on road projects for 2022 – February 8, 2022 agenda
- g) Discussion/Action on fire department appreciation dinner or other options
- h) Discussion/Action on a staff cell phone policy – February 8, 2022 agenda
- i) Discussion/Action on a staff covid policy – February 8, 2022 agenda
- j) Closed Session for Manager's performance review – February 8, 2022 agenda

12. Adjournment

Motion: SH/DB to adjourn at 9:53 pm.

Motion passed 7-0

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Minutes submitted by:

Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on February 8, 2022