

VILLAGE OF HARRISON
BOARD MEETING MINUTES
August 30, 2022

A meeting of the Village of Harrison Board was called to order at 6:00 pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, August 30, 2022. After the Pledge of Allegiance was recited, roll call was taken.

Present: President Allison Blackmer, Trustees: Darlene Bartlein, Mike Brantmeier, Scott Handschke, Matt Lancaster, Mark Van Hefty and Julene Baldwin.

Excused: None

Staff: Manager Matt Heiser, Assistant Manager Mark Mommaerts, Asst. Fire Chief Stefonec, Sheriff Voland, Deputy McGuire, and Clerk Vicki Tessen.

Public: 30 residents, and Times Villager Reporter, Judy Hebbe.

4. Correspondence or Communications from Board and Staff

None

5. Corrections and Approval of the Previous Meetings Minutes

a) August 16, 2022

MOTION: JB/DB to approve the August 16, 2022 minutes as presented and circulated.

Motion Carried 7-0

6. Public Comments

Per State Statute section 19.84(2), information was received from the public; however, no action was taken under public comments.

- a) Luke Van Zeeland – supports usage of ATV/UTV/Golf Carts in the Village.
- b) Carrie Dollevoet – supports usage of ATV/UTV/Golf Carts in the Village, specifically on roads connecting to High Cliff trails or to the lake.
- c) Shamus Busha – supports usage of ATV/UTV/Golf Carts in the Village.
- d) James Ryberg - spoke regarding TDS work in the Village. They didn't give notice of work to be done and the work was done poorly.
- e) Mac Cisar, Waverly Beach – provided update on remodel project and comments regarding noise and outdoor entertainment. Would like clear direction on ordinance.

7. The following reports are on file in the Clerk's office:

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

- ii. ARPA Fund report

8. Approval of Bills and Claims for July 2022

*MOTION: JB/MVH to approve the Bills and Claims for July 2022 as presented and circulated.
Motion Carried 7-0*

9. Unfinished Business for Discussion, Consideration, and/or Action

- a) 5-Year Road Plan

*MOTION: JB/DB to approve the 5-year Road Improvement and Maintenance Plan as presented and circulated.
Motion Carried 7-0*

10. New Business for Discussion, Consideration, and/or Action

- a) Resolution 2022-12; Establishing an Advisory Referendum on the November 8, 2022 ballot regarding an ATV/UTV ordinance

*MOTION: JB/DB to approve Resolution 2022-12 with the elimination of “golf carts” and better defined rural areas.
Motion Rescinded following discussion.*

*MOTION: ML/DB to approve Resolution 2022-12 establishing an Advisory Referendum on the November 8, 2022 ballot regarding an ATV/UTV ordinance with the question amended to read as follows: “Question Number 1: The Village of Harrison Board is planning to create an ordinance allowing for the use of ATV’s and UTV’s within the rural areas of the village. Should the Village of Harrison, as part of creating this ordinance, also include the urbanized areas in that ordinance, subject to state laws?”
Motion Carried 7-0*

- b) KASA agreement and Opening of Farmer’s Field Park

*MOTION: ML/JB to approve the agreement with KASA as modified; changing the deadlines for KASA to notify staff of their scheduled events to May 1 and September 1.
Motion Carried 7-0*

*MOTION: ML/MVH to open Farmer’s Field for recreational use daily or as staff availability allows.
Motion Carried 7-0*

- c) Consider donation of a “Little Library” at Darboy Community Park.

*MOTION: JB/MB to accept the donation of the Little Free Library to be placed in a location that is mutually agreed upon by the Village staff and Kiwanis Club.
Motion Carried 7-0*

- d) Ordinance V22-11 - Comprehensive Plan Amendment – Atlas Developments – Vans Road and County N

MOTION: MVH/JB to approve Ordinance V22-11 for a Comprehensive Plan Amendment by Atlas Developments at Vans Road and County N as printed, circulated, and recommended by staff.

Motion Carried 7-0

- e) Ordinance V22-12 - Zoning Map Amendment – Atlas Developments – Vans Road and County N

MOTION: JB/MB to approve Ordinance V22-12 for a Zoning Map Amendment by Atlas Developments at Vans Road and County N as printed, circulated, and recommended by staff.

Motion Carried 7-0

- f) Certified Survey Map – Atlas Developments - Vans Road and County N

MOTION: MVH/DB to approve the Certified Survey Map by Atlas Developments at Vans Road and County N as printed and circulated with the staff recommended condition that a grading / drainage plan be developed for the new lots.

Motion Carried 7-0

- g) Ordinance V22-13 - Zoning Map Amendment - DeWitt Development, LLC – Harrison Heights - Woodland Road and Kasten Road

MOTION: MVH/JB to approve Ordinance V22-13 regarding a zoning map amendment request from DeWitt Development, LLC changing the zoning from General Agricultural to Single Family Residential on Woodland Road and Kasten Road as printed, circulated, and recommended by staff.

Motion Carried 7-0

- h) Preliminary Plat - DeWitt Development, LLC - Harrison Heights - Woodland Road and Kasten Road

MOTION: SH/ML to refer this item back to the Planning Commission with a requirement to create a safe passage on the north side of the plat (said north side of the subdivision when repeating the motion).

Motion Carried 4-3 (Blackmer, Bartlein, and Van Hefty opposed)

- i) Certified Survey Map – Kimberly Clark - W6149 Old Highway Road

MOTION: MVH/JB to approve the 2-lot Certified Survey Map for W6149 Old Highway Road requested by Kimberly Clark as printed, circulated, and recommended by staff.

Motion Carried 7-0

- j) Preliminary Plat – Northshore Ridge Subdivision – FORE Development - W6149 Old Highway Road

MOTION: MVH/DB to approve the Preliminary Plat for a new subdivision called North Shore Ridge at W6149 Old Highway Road as printed, circulated, and including all 17 written staff recommendations.

Motion Carried 7-0

- k) Certified Survey Map – Van Roy – W5840 Manitowoc Road

*MOTION: ML/MB to approve the 2-lot Certified Survey Map for W5840 Manitowoc Road as printed, circulated, and recommended by staff.
Motion Carried 7-0*

- l) Certified Survey Map – Wisconsin Wealth Management – N9695 County N

*MOTION: SH/JB to approve the 1-lot Certified Survey Map from Wisconsin Wealth Management, LLC as printed, circulated, and recommended by staff.
Motion Carried 7-0*

- m) Sunrise Meadows and Hoelzel Haven 2022 Street Projects & Assessments

*MOTION: ML/MVH to assess the homeowners in the 2022 Hoelzel Haven Project for the culvert costs only and not for the apron costs.
Motion Carried 7-0*

*MOTION: ML/JB for staff to send a letter to all homeowners affected by the prior motion.
Motion Carried 7-0*

- n) Evaluation of current plan to complete the Ryford Hydrology study with Graef

*MOTION: SH/JB to cancel the order with Graef for the Ryford Street Hydraulic Study.
Motion Carried 7-0*

*MOTION: SH/MVH to have staff list for sale the village owned property on Ryford Street.
Motion Carried 7-0*

- o) Granicus Timeline/Update
No action taken.

- p) Red Ribbon Week Proclamation

*MOTION: SH/JB to proclaim October 23-31, 2022 as REACH Red Ribbon Week.
Motion Carried 7-0*

- q) 2023 Budget Timeline

The following dates were set for the Budget Timeline and all meeting start at 6:00 pm:

October 11, 2022 – Initial Budget Meeting

October 20, 2022 – 2nd Budget Meeting

November 15, 2022 – Public Hearing for the budget and Final Approval

- r) Discussion of frequency of meetings and necessity

*MOTION: ML/MVH to have board meetings only once per month unless there is an emergency.
Motion Carried 4-3 (Blackmer, Baldwin, Bartlein opposed)*

11. Future Agenda Items

- a) Presentation by Fire Chief on response time. (ML/MB)

- b) Discussion of a site location for a safety building. (ML/MB)
- c) Update/Discussion/Action on a 5-year Capital Improvement Plan
- d) Special Event Permits – Types and Authority to Approve
- e) Presentation of Sewer Connection Fee Report and Recommendation of New Fees after the Village Attorney reviews them. (*Tabled June 14, 2022 – Baldwin / Handschke*) (9/28/22)
- f) Reimbursement to Wisconsin Wealth Management (former Darboy Club Site) (tabled June 14, 2022 – Handschke/Brantmeier) (October meeting)
- g) ARPA Fund Disbursement Plan
- h) UTV/ATV Rural Ordinance (9/28/22)

12. Closed Session

- a) Pursuant to Wis. Stats. §19.85(1)(e), the Board met in closed session to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business in which competitive or bargaining reasons require a closed session. Specifically, the Board will discuss the potential buying and selling of land for future Village facilities, negotiations for potential development and negotiations for the potential extension of utilities. Present will be the Board, the Village Manager, the Village Assistant Manager / Planner, and the Clerk.

MOTION: ML/MVH to go into Closed Session

Roll Call vote to go into Closed Session.

President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Brantmeier – Aye	Trustee Handschke - Aye	Trustee Lancaster – Aye
Trustee Van Hefty - Aye		

MOTION (9:14 pm): SH/DB to go into Open Session

Roll Call vote to return into Open Session:

President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Brantmeier – Aye	Trustee Handschke - Aye	Trustee Lancaster – Aye
Trustee Van Hefty - Aye		

No action taken regarding the closed session.

13. Adjournment

MOTION: SH/MB to adjourn.

Motion Carried 7-0

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved September 29, 2022