

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
October 25, 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, October 25, 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, and Clerk Vicki Tessen.

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

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

Trustee Lancaster asked DPW if there is anything staff can do to reduce the risk of cars going into the lake at the end of Fair Springs Road. The concern is that any barricade may kill someone vs save them.

President Blackmer informed the Board that she received comments from residents unhappy with noise from Waverly Beach entertainment.

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

- a) September 27, 2022
- b) September 29, 2022

*MOTION: DB/JB to approve the September 27, 2022 minutes as presented and circulated.  
Motion Carried 7-0*

*MOTION: JB/DB to approve the September 29, 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) Residents request to speak during the Hoelzel Haven agenda item.
- b) Email (included in packet) was received from residents of Firelanes 12 and 13 that included a petition signed by 38 residents. The petition requests the Village Board to oppose the current and future requests for zoning changes or special use permits that would accommodate a business at the property of N8349 Firelane 12.

**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 September 2022**

*MOTION: JB/MB to approve the Bills and Claims for September 2022 as presented and circulated.*

*Motion Carried 7-0*

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

- a) Recognition plaque for Jeff Wisnet 30 years of service.

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

- a) Discussion & Questions for Brian Ruechel of Baird Regarding Sale of Promissory Notes
- b) Resolution V2022-17 Authorizing the Issuance and Sale of \$1,600,000 General Obligation Promissory Notes, Series 2022B;

*MOTION: JB/MVH to approve Resolution V2022-17 Authorizing the Issuance and Sale of \$1,600,000 General Obligation Promissory Notes, Series 2022B.*

*Motion Carried 7-0*

- c) Hoelzel Haven Assessment
  - i. Dan Hackbarth, N9337 Cheyenne Dr., spoke opposing the fairness of the determination of which properties would be assessed for culvert end caps.
  - ii. Tim Turkow, N9352 Cheyenne Dr., spoke opposing the fairness of the determination of which properties would be assessed for culvert end caps.
  - iii. Email from Tom Thiel, N9377 Cheyenne Dr., was included in the packet. He is dissatisfied with the cost and results of the project.
  - iv. Email from Joe DeGroot, W5726 Hoelzel Way, was included in the packet. He opposes the fairness of the determination of which properties would be assessed for culvert end caps.

*MOTION: DB/SH to uphold our current assessment policy and stand by the assessments as were previously Board approved and mailed to residents.*

*Motion Carried 6-1 (ML opposed)*

- d) Resolution V2022-18 Road Fee Revision

*MOTION: SH/JB to approve Resolution V2022-18 revising the policy for the annual Roads Fee, which funds the maintenance of the roads within the Village of Harrison.*

*Motion Carried 7-0*

- e) Resolution V2022-19 Stormwater ERU Fee Revision

*MOTION: to approve Resolution V2022-18 revising the policy for the Stormwater ERU Fees, which funds the maintenance and upkeep of the ponds within the Village of Harrison.  
Motion Carried 7-0*

- f) Resolution V2022-20 Fuel Surcharges for Garbage and Recycling

*MOTION: JB/MVH to approve Resolution V2022-20 Authorizing the Recouping of Fuel Surcharges for Garbage and Recycling Collection.  
Motion Carried 6-1 (MB opposed)*

- g) 2023 Fee and Penalty Schedule Revisions – Discussion item only.

- h) Request from Linda Sprangers for a Discharge of Firearms Permit at N9609 Highline Rd

*MOTION: SH/MB to approve the Application for a Discharge of Firearms Permit from Linda Sprangers for N9609 Highline Road and her adjacent parcels.  
Motion Carried 7-0*

- i) Ord V22-17 – Comprehensive Plan Amendment – JJMRS Commercial, LLC – N7099 Horn Road

*MOTION: SH/MVH to approve Ord V22-17 for a Comprehensive Plan Amendment for JJMRS Commercial, LLC at N7099 Horn Road as printed and circulated.  
Motion Carried 6-1 (MB opposed)*

- j) Ord V22-18 – Zoning Map Amendment – JJMRS Commercial, LLC – N7099 Horn Road

*MOTION: MVH/JB to approve Ord V22-18 for a Zoning Map Amendment for JJMRS Commercial, LLC at N7099 Horn Road as printed and circulated.  
Motion Carried 7-0*

- k) Conditional Use Permit – JJMRS Commercial, LLC – N7099 Horn Road

*MOTION: SH/DB to approve a Conditional Use Permit for an RV rental and storage business by JJMRS Commercial, LLC at N7099 Horn Road as printed and circulated.  
Motion Carried 7-0*

- l) Certified Survey Map – JJMRS Commercial, LLC – N7099 Horn Road

*MOTION: JB/MVH to approve the Certified Survey Map for JJMRS Commercial, LLC at N7099 Horn Road as printed and circulated.  
Motion Carried 7-0*

- m) Certified Survey Map – Jackels Sturgis – W4245 Schmidt Road

*MOTION: MVH/DB to approve a Certified Survey Map for Jackels Sturgis at W4245 Schmidt Road as printed and circulated.*

*Motion Carried 7-0*

- n) Release of Conservation Easement – Jerry Frazee – Old Highway Road

*MOTION: MVH/JB to Release the Conservation Easement on Lot 1 of North Shore Woods subdivision, Lots 103 of CSM #3893 as requested by the property owner, Jerry Frazee.*

*Motion Carried 7-0*

- o) Certificate of Payment #3 – 2022 Street Program

*MOTION: SH/JB to authorize the Village to make payment #3, in the amount of \$681,890.28, to McMahan Engineers for work performed through August 26, 2022, on Village street projects.*

*Motion Carried 7-0*

- p) IT Service RFP Results

*MOTION: ML/DB to continue using Corporate Network Solutions, Inc. for the Village IT services.*

*Motion Carried 7-0*

## **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) Presentation of Sewer Connection Fee Report and Recommendation of New Fees after the Village Attorney reviews them. (Tabled June 14, 2022 – Baldwin / Handschke)
- e) Special Event Permits – Types and Authority to Approve
- f) Reimbursement to Wisconsin Wealth Management (former Darboy Club Site) (tabled June 14, 2022 – Handschke/Brantmeier) (October meeting)
- g) ARPA Fund Disbursement Plan
- h) Village-wide Safe Passage Plan - location and type (Dec/Jan 2023)
- i) Revisions to Village Code CH. 28 Nuisances
- j) Review Village Special Assessment Policy for Improvements (Dec.)
- k) Hiring Policy

## **12. Adjournment**

*MOTION: JB/DB to adjourn.*

*Motion Carried 7-0*

Minutes submitted by:

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Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved November 15, 2022