

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
November 15, 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, November 15, 2022. After the Pledge of Allegiance was recited, roll call was taken.

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

Excused: None

Staff: Manager Matt Heiser, Assistant Manager Mark Mommaerts, and Clerk Vicki Tessen.

Public: Times Villager Reporter, Judy Hebbe.

4. Public Hearing

- a) Open the Public Hearing and Present the Proposed 2023 Budget

*MOTION: SH/MB to open the public hearing.
Motion Carried 7-0*

- b) Hear Public Comments
None

- c) Close the Public Hearing
*MOTION: DB/JB to close the public hearing.
Motion Carried 7-0*

5. Correspondence or Communications from Board and Staff

Trustee Lancaster conducted a ride along with the sheriff's department and commented on how Harrison's growth has affected traffic.

Multiple trustees expressed that the election inside the room went well, but the traffic and parking limitations at the Municipal Building may require us to use two polling locations.

6. Corrections and Approval of the Previous Meetings Minutes

- a) October 20, 2022
b) October 25, 2027

*MOTION: JB/SH to approve the October 20, 2022 minutes as presented.
Motion Carried 7-0*

*MOTION: JB/MVH to approve the October 25, 2022 minutes as presented.
Motion Carried 7-0*

7. Public Comments

None

8. 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

9. Approval of Bills and Claims for October 2022

Treasurer Tessen noted a correction to the bills and claims since the report was disseminated: the funds for the Fire Department Command Vehicle were taken out of the Fire Department's Capital Outlay and not the Fire Impact Fees as printed in the reports.

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

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

None

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

- a) Street Tree Ordinance

For discussion and Board feedback – no action taken.

- b) Certificate of Payment #2 Final – Crack Seal Program

*MOTION: ML/JB to authorize payment of the contractor's application for Certificate of Payment #2 (Final) in the amount of \$5,008.92 for Crack Seal work performed through August 9, 2022, as printed and circulated.
Motion Carried 7-0*

- c) Certificate of Payment # 3 – Midway Road Trail Program

*MOTION: SH/JB to authorize payment of the Midway Road Trail Project's contractor application for Certificate of Partial Payment #3 in the amount of \$339,905.75 for Crack Seal work performed through August 9, 2022, as presented and circulated.
Motion Carried 7-0*

- d) Certificate of Payment # 4 – 2022 Road Paving Program

MOTION: SH/MB to authorize payment of the contractor's application for Certificate of Payment #4 in the amount of \$520,545.33 for work performed through October 31, 2022, as presented and circulated.

Motion Carried 7-0

- e) Resolution V2022-22 Adopting the Project Plan and Creating Tax Increment Financing District #5 (TID #5)

MOTION: MVH/SH to approve Resolution V2022-22 Adopting the Project Plan and Creating Tax Increment Financing District #5 (TID #5) as presented and circulated.

Motion Carried 7-0

- f) Resolution V2022-23 Amending the Fee and Penalty Schedule

MOTION: JB/DB to approve Resolution V2022-23 Amending the Fee and Penalty Schedule as presented and circulated.

Motion Carried 7-0

- g) Resolution V2022-24 Adopting 2023 Annual Budget and Tax Levy

MOTION: SH/JB to approve Resolution V2022-24 Adopting 2023 Annual Budget and Tax Levy, whereas the general property tax levy is in the amount of \$2,877,412.00 and debt service levy is in the amount of \$812,738.00, for a total tax levy of \$3,690,150.00 as presented and circulated.

Motion Carried 7-0

- h) Future Meeting Dates

- i. December 13 (any items from Nov Plan Commission meeting)
- ii. January 10 (any items from December Plan Commission meeting)
- iii. January 31 (regular Board meeting)

MOTION: SH/MB to approve the change to future meeting dates as presented and circulated.

Motion Carried 7-0

12. 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
- l) North Shore Lane request for Village to Pave (Dec)

13. Adjournment

*MOTION: JB/DB to adjourn.
Motion Carried 7-0*

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved December 13, 2022