

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES**

**December 13, 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, December 13, 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 and 1 resident.

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

None

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

a) November 15, 2022

*MOTION: JB/DB to approve the November 15, 2022 minutes as presented.  
Motion Carried 7-0*

**6. Public Comments**

None

**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 November 2022**

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

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

- a) Reimbursement to Wisconsin Wealth Management (former Darboy Club Site)

*MOTION #1: ML/MB to create TID #6 for the former Darboy Club site.*

*Motion Carried 5-2 (Blackmer and Bartlein opposed)*

*MOTION: SH/MVH to authorize payment to Wisconsin Wealth Management in the amount of \$250,000.00 from the TID #6 once it is approved.*

*Motion Carried 7-0*

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

- a) Conditional Use Permit – Electric City Crossing, LLC – Amy Avenue

*MOTION: SH/MVH to approve the Conditional Use Permit for Electric City Crossing, LLC on Amy Avenue as presented.*

*Motion Carried 7-0*

- b) Land Lease Contract Renewal with Ken Mader for County N Properties

*MOTION: SH/DB to table to a future meeting the Land Lease Contract Renewal with Ken Mader for County N Properties as presented.*

*Motion Carried 7-0*

- c) Resolution V2022-21 Designating Polling Locations for 2023 and Combining Wards for Reporting Units

*MOTION: ML/MB to approve Resolution V2022-21 Designating Polling Locations and Combining Wards for Reporting Units for the 2023 Spring Primary as amended; striking April 4, 2023 Spring Election.*

*Motion Carried 7-0*

- d) Ord V22-19 – Street Trees within Road Right-of-Way

*Motion made by JB with no 2nd; motion died.*

- e) Ord V22-20 – Repealing Ord V22-16 Ch. 26-8 of Municipal Code on All-Terrain Vehicle / Utility Terrain Vehicle Route Ordinance and Re-Creating as All-Terrain Vehicle/Utility Terrain Vehicle Route Ordinance.

*MOTION: MB/DB to approve Ord V22-20 – Repealing Ord V22-16 Ch. 26-8 of Municipal Code on All-Terrain Vehicle / Utility Terrain Vehicle Route Ordinance and Re-Creating as All-Terrain Vehicle/Utility Terrain Vehicle Route Ordinance with the addition of a clause requiring operators to hold liability insurance.*

*Motion Carried 7-0*

- f) Ord V22-21 - Creating Chapter 2, Article 2-V, Section 2-169 of the Municipal Code of Ordinances, Relating to Administration, Finance, Refunding of Certain Overpayments and Discharging of Certain Underpayments

*MOTION: MVH/JB to approve Ord V22-21 - Creating Chapter 2, Article 2-V, Section 2-169 of the Municipal Code of Ordinances, Relating to Administration, Finance, Refunding of Certain Overpayments and Discharging of Certain Underpayments as presented.*

*Motion Carried 7-0*

- g) 2022 Equipment Purchase
  - I. 350 Truck (Public Works)

*MOTION: MB/ML to approve the purchase of a 350 truck for the Public Works Department from L&S Truck not to exceed \$60,000.*

*Motion Carried 7-0*

- h) 2023 Equipment Purchases
  - i. F150 Truck (Harrison Utilities)

*MOTION:SH/JB to approve the purchase of an F150 Truck for Harrison Utilities in the amount of \$39,807.08 as presented.*

*Motion Carried 7-0*

- ii. Belt Clip Transceiver (Harrison Utilities)

*MOTION:JB/DB to approve the purchase of a Belt Clip Transceiver for Harrison Utilities from Ferguson Waterworks not to exceed \$6,501.00.*

*Motion Carried 7-0*

- iii. Shouldering Machine (Public Works)

*MOTION: SH/MB to approve the purchase of a Shouldering Machine for the Public Works Department as presented.*

*Motion Carried 7-0*

- iv. Street Sweeper (Public Works)

*MOTION: ML/DB to approve the purchase of a Street Sweeper for the Public Works Department as presented as presented.*

*Motion Carried 7-0*

- v. Wing Mower (Public Works)

*MOTION: JB/MB to approve the purchase of a Jackson HR700 Wing Mower not to exceed \$93,995 for the Public Works Department as presented.*

*Motion Carried 7-0*

vi. Compact Tractor (Public Works)

*MOTION: SH/JB to approve the purchase of a John Deere 4066R compact tractor from EIS Implement not to exceed \$49,512.00 for the Public Works Department.*

*Motion Carried 7-0*

vii. 550 Truck (Public Works)

*No Action Taken*

viii. Escape/Equinox (General/Administration)

*MOTION: ML/JB to approve the purchase of an SUV for the Village, not to exceed \$40,000, and not include the trade in of the current van.*

*Motion Carried 7-0*

I) January Board Meeting Schedule

*MOTION: JB/DB to approve the cancellation of the Special Meeting on January 10, 2023, for lack of agenda items.*

*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) ARPA Fund Disbursement Plan
- g) Village-wide Safe Passage Plan - location and type (Dec/Jan 2023)
- h) Revisions to Village Code CH. 28 Nuisances
- i) Hiring Policy
- j) Review Village Special Assessment Policy for Improvements (Dec. – push to Jan.)
- k) North Shore Lane request for Village to Pave (Dec. – NS requested push to March or April)
- l) Land Lease Contract Renewal with Ken Mader for County N Properties.

**12. Closed Session**

The Board will meet in closed session pursuant to Wis. State Stats. 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to

become involved concerning options to remove a Special District's charge from Harrison tax bills.

The Board will also meet in closed session pursuant to Wis. State Stats. 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved concerning return of funds from a resident.

Attendees will include: the Village Board, Village President, Village Manager, Village Assistant Manager, Village Clerk, and Village Attorney.

*MOTION: SH/DB to enter Closed Session for the purposes stated on the agenda.*

*Roll Call Vote:*

President:

Allison Blackmer Aye

Trustees:

Julene Baldwin - Aye

Darlene Bartlein – Aye

Mike Brantmeier - Aye

Scott Handschke – Aye

Matt Lancaster – Aye

Mark Van Hefty – Aye

*MOTION: SH/DB to return to Open Session.*

*Roll Call Vote:*

President:

Allison Blackmer Aye

Trustees:

Julene Baldwin - Aye

Darlene Bartlein – Aye

Mike Brantmeier - Aye

Scott Handschke – Aye

Matt Lancaster – Aye

Mark Van Hefty – Aye

### **13. Adjournment**

*MOTION: SH/DB to adjourn.*

*Motion Carried 7-0*

Minutes submitted by:

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Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved January 31, 2023