

VILLAGE OF HARRISON
BOARD MEETING MINUTES
February 28, 2023

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, February 28, 2023. 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, Fire Chief Jarred Gerl, and Clerk Vicki Tessen.
Village Accountant Jake Lenell of CLA, and Village Engineer Lee Reibold of McMahan Group

Public: 73 residents, Times Villager Report Judy Hebbe,

4. Correspondence or Communications from Board and Staff

- a) President Blackmer read a letter from Calumet County District Attorney, Nathan F. Haberman, responding to an open meetings law complaint regarding meetings held by the Harrison Fire Commission and Village Board in 2020 and 2021.
- b) Trustee Lancaster made comments regarding the District Attorney's letter.

5. Corrections and Approval of the Previous Meeting Minutes

- a) January 31, 2023

MOTION: JB/DB to approve the minutes of the January 31, 2023 meeting as presented.
Motion Carried; 7-0

- b) February 14, 2023

MOTION: JB/SH to approve the minutes of the February 14, 2023 meeting as presented.
Motion Carried; 7-0

6. Public Comments

- a) Kristy Van Hefty, W5925 Moonflower Dr. – in favor of multiple fire stations to improve response time
- b) Don Mielke, W5484 Mielke Rd. – we need a fire station by the lake for water rescue, the Sherwood station is 72 years old and needs updating

- c) Steve Little, Dept Chief for EMS, 4872 Escarpment Terrace – EMS does not have adequate space available for the additional gear, supplies, and equipment needed to support Harrison’s increasing number of members and emergency calls
- d) Amos Nicholson, prior fire chief, 502 Chatham Ct., Neenah –time for firefighters to travel from home to station to the fire scene exceeds recommended response time and resident expectations
- e) Craig Majewski, Fire Lt., N9217 Christopher Ln. – requests the Board to not make any rushed decisions and to listen closely to the Chief’s presentation
- f) Patrick Klein, Cpt. Station 70, W5741 Mase Ct. – read a letter from prior HFR Fire Chief, Kevin Kloehn, in favor of a new safety building
- g) Mike Eimmerman, W5958 Woodland Rd. – opposes the developer’s agreement to assess all parcels in the Creekside Estates subdivision for the urbanization project that only abuts some of the parcels
- h) Richard McKenney, 1931 Brighton Beach Rd. – commented on concerns he’d like staff to consider while drafting a new noise ordinance
- i) Jen Tenor, N9536 Silver Ct. – an 18 minute response time is too long
- j) Joe Tenor, HFR fire fighter, N9536 Silver Ct. – it’s time to start planning for the future of Harrison’s residents’ safety
- k) Rob Neveau, 9526 Silver Ct. – when his home was on fire, he drove from his job in Appleton and arrived there before the fire trucks

7. Reports are on file in the Clerk’s Office.

- a) Harrison Fire Rescue
 - Chief Gerl gave an oral appendage to his written report commending Operations Manager Funk. While driving he (Funk) noticed a little unusual smoke and called the HFD saying it “just doesn’t look right”. HFD investigated and discovered a structural fire had started that would have been a bad situation if not caught so quickly.*
- 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

- a) January 2023

MOTION: SH/MVH to approve the bills and claims for January 2023.

Motion Carried; 7-0

9. Presentation on the 2021 Village Audit by Jake Lenell, Clifton Larson Allen, LLP

MOTION: SH/DB to suspend the rules and consider at this time item 14 a) regarding the 2022 contract for audit services.

Motion Carried; 7-0

MOTION: JB/MVH to approve the contract for 2022 audit services for the Village and Utilities accounts to Clifton Larson Allen, LLP in the amount of \$27,090.00 as presented and circulated.

Motion Carried; 7-0

10. Presentation on Lake Winnebago MS4 Stormwater by McMahon and Associates

No action taken.

11. Presentation by Festival of Lights

MOTION: SH/DB to suspend the rules and consider at this time item 14 b) regarding the requests from Festival of Lights.

Motion Carried; 7-0

MOTION: JB/DB to approve the request by Festival of Lights to use Darboy Community Park and paved trails for the 2023 event and to coordinate with staff the planting of evergreen trees as presented and circulated.

Motion Carried; 7-0

12. Presentation on Fire Department Response Time by Fire Chief

No action taken.

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

- a) Request by Staff to Proceed with Engineering and Design for Village Owned Property on County Road N, and Contact Commercial Brokers Regarding Same

MOTION: ML/MB for staff to create a comprehensive Village owned land use plan working with the public, similar to the comprehensive outdoor recreation plan.

Motion Failed; 2-5 (aye: Lancaster and Brantmeier, nay: Baldwin, Bartlein, Blackmer, Handschke, and Van Hefty)

MOTION: SH/JB to authorize the Village Planner to work with a commercial broker and the Village engineering firm to develop a plan to develop and market the Village owned land on County N using TID funds to cover those costs.

Motion Carried; 5-2 (aye: Baldwin, Bartlein, Blackmer, Handschke, and Van Hefty, nay: Lancaster and Brantmeier)

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

- a) Proposal for 2022 Unified Audit Contract

This item was moved up to #9 in the agenda.

- b) Request by Festival of Lights for Park Use in 2023

This item was moved up to #11 in the agenda.

- c) Discussion of a Site Location for a Future Safety Building

Discussion resulted in direction to Manager Heiser to schedule a vision planning session/workshop and have this topic be included in that. Trustee Lancaster requested a future agenda item be added for allowing the Fire Chief to move forward with developing a plan for a site location for a future safety building. President Blackmer informed him this is Out of Order and needs to be brought up under Future Agenda discussion.

8:45 pm: MOTION JB/DB to take a ten minute break.

Motion Carried; 7-0

8:56 pm: President Blackmer called the meeting back into Order.

- d) Waiver Request to Bury Foundation at N8709 N Harwood Road

MOTION: MB/JB to approve the exception request to allow the property owner at N8709 North Harwood Road to bury the existing home's foundation materials on the site after it is demolished as presented and circulated.

Motion Carried; 7-0

- e) Discussion on Safety Options for Curve on Firelane 13

Board Direction to Assistant Manager Mommaerts to bring quotes for the costs to remove the trees and costs to install a guardrail to the next meeting.

- f) Notice of Award to Contractor for Creekside Estates Roadway Improvements Project

MOTION: JB/DB to approve the Creekside Estates Roadway Improvements Project including Ryford Street and Noe Road to MCC, Inc. in the amount of \$898,993.90 as presented and circulated.

Motion Carried; 7-0

g) Notice of Award to Contractor for the 2023 Asphalt Paving Program

MOTION: SH/MB to award contract H0006-09-22-005821 for the 2023 Asphalt Paving Program to MCC, Inc. in the amount of \$902,630.50 as presented and circulated.

Motion Carried; 7-0

h) Variance Request by DeWitt Development, LLC to Access Control on Woodland Road in Harrison Heights Subdivision

MOTION: MVH/DB to approve a variance to DeWitt Development, LLC for access on Woodland Road to Lots 1 and 2 of Harrison Heights subdivision as presented and circulated.

Motion Carried; 6-1 (opposed – Lancaster)

i) Development Agreement Request by DeWitt Development, LLC for the SE Corner of Woodland Rd in Harrison Heights Subdivision

MOTION: MVH/JB to approve the Development Agreement with DeWitt Development, LLC for the Harrison Heights Subdivision as presented on the condition the developer supplies the Village with a \$419,811 guaranteed line of credit or cash escrow.

Motion Carried; 6-1 (opposed – Lancaster)

j) Final Plat Map Approval Request by DeWitt Development, LLC for the SE Corner of Woodland Rd in Harrison Heights Subdivision

MOTION: JB/MVH to approve the final plat map by DeWitt Development, LLC for the SE Corner of Woodland Rd in Harrison Heights Subdivision with the 14 conditions recommended by the Plan Commission.

Motion Carried; 6-1 (opposed – Lancaster)

k) Purchase Request by Fire Chief for Station 60 Flooring Replacement

MOTION: JB/MB to approve the purchase of new flooring from Macco's for Fire Station 60 in the amount of \$7,411.00 as presented and circulated.

Motion Carried; 7-0

l) Proposed Policy Regarding Staff Authorization for Village Purchases

Board referred this item back to staff. The Board is encouraged to email ideas and comments to Manager Heiser and have him bring the updated draft to the next meeting.

m) Amending the Streets Standards and Specifications Manual

MOTION: ML/SH to approve the proposed amendments to the Street Standards and Specifications Manual as presented and circulated. (Note by Clerk: changes presented include: Increasing asphalt paving thickness from 3.5-inches to 4-inches. Reviewing appropriate pipe materials and how they can be utilized. Adding storm underdrains within the roadway to help drain roadbeds. Adding a section for roadway repairs. Updating the typical street sections to indicate 4-inches of asphalt paving, 3% crown for drainage, and SAS fabric between subbase and base aggregate material. Updated all standard details with current WisDOT specifications and best management practices.)

Motion Carried; 7-0

- n) Ordinance V23-01 Requiring Trails and/or Sidewalks be Included in All Future Developer Proposals for New Subdivisions

MOTION: SH/MB to approve Ordinance V23-01 amending Section 115-66, Sidewalks and Trails, to ensure that new developments contribute to the Village trail system as presented and circulated.

Motion Carried; 7-0

MOTION: ML/MB to refer the Village trail map to the Plan Commission for possible additions.

Motion Carried; 7-0

- o) Ordinance V23-02 Amending Ordinance V21-03; Discharge of Firearms, and Amend the Firearms Prohibited Map

MOTION: ML/DB to table this item until the March meeting and to direct staff to notify all owners that may be affected by amending this ordinance.

Motion Carried; 7-0

- p) Ordinance V23-03; Revisions to Village Code CH. 28 Nuisances

President Blackmer recommended that due to the time, this item be tabled to the March meeting. Hearing no objections, the item was so tabled to the March meeting.

- q) Resolution V2023-02; Submittal of Grant for Friendship Trail Feasibility Study

MOTION: SH/JB to adopt Resolution V2023-02 declaring Village support of a grant application to explore the feasibility of a trail from Menasha to High Cliff State Park (aka Friendship Trail) on the condition that no costs come out of the general budget.

Motion Carried; 7-0

- r) Support of Grant Application by City of Menasha for Friendship Trail Feasibility Study

MOTION: JB/SH to authorize the Village President to sign a letter of support to the City of Menasha's grant application to explore the feasibility of a trail from Menasha to High Cliff State Park.

Motion Carried; 7-0

- s) Resolution V2023-03; To Set Public Hearing to Discontinue the Right-of-Way for Kasten Road in Harrison Heights Subdivision by DeWitt Development, LLC

MOTION: SH/DB to adopt Resolution V2023-03; to set a Public Hearing to discuss the discontinuance of the right-of-way for Kasten Road in Harrison Heights Subdivision as presented and circulated.

Motion Carried; 7-0

15. Future Agenda Items

- a) Village-wide Safe Passage Plan - location and type (Dec/Jan.)
- b) Presentation of Sewer Connection Fee Report and Recommendation of New Fees (Tabled June 14, 2022 – JB / SH, until after Village Attorney reviews them.)
- c) Resolution Amending the Fee & Penalty Schedule Detailing Penalties (March)
- d) Update/Discussion/Action on a 5-year Capital Improvement Plan
- e) Special Event Permits – Types and Authority to Approve
- f) Request for Village to Pave North Shore Lane (Dec. – NS requested to move to March or April)
- g) Discussion on Speed Limits (Feb. – move to March)
- h) Discuss Village Owned Property on Hwy 55 (Feb. – move to March)
- i) Rules, Expectations, and Responsibilities of Village Board and Commissions (AB - April)
- j) Hiring Policy
- k) Collaborative Visioning Workshop on Village-Wide Improvement Plan
- l) Risk Assessment Plan for Fire Needs (ML/MB)
- m) Discussion on Safety Options for Curve on Firelane 13 (tabled to March)
- n) Ordinance V23-03; Revisions to Village Code CH. 28 Nuisances (tabled to March)
- o) Assessment Formula for Creekside Estates Improvement Project (March)
- p) Policy Regarding Staff Authorization for Village Purchases (tabled to March)
- q) Ordinance V23-02 Amending Ordinance V21-03; Discharge of Firearms, and Amend the Firearms Prohibited Map (tabled to March)
- r) Closed Session: Discussion with Village Attorney Regarding Village Representation on the Darboy Joint Sanitary District Board. (March)

16. Adjournment

MOTION: DB/JB to adjourn (9:55 pm).
Motion Carried 7-0

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved March 25, 2023