

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES**

**March 28, 2023**

A meeting of the Village of Harrison Board was called to order at 6:00 pm at the Harrison Municipal Building, W5298 State Road 114, Menasha, WI 54952 on Tuesday, March 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, Clerk Vicki Tessen, Calumet County Sherrif Brett Bowe, Village Engineer Lee Reibold, and Village Attorney Andy Rossmeissl.

**Public:** 20 residents and Times-Villager Reporter Judy Hebbe

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

The Board received multiple correspondences from residents regarding stormwater issues.

Trustee Van Hefty requested Manager Heiser include more details from more departments in the Manager's weekly update email.

**5. Public Comments**

- a) Ray Smith – N9536 Highline Road - Item 10 d) Request by Crossroads Development for a Conditional Use Permit at N9650 Hwy 55
- b) Ann Younger Crandall – N8203 Firelane 13 – Item 9 a) Safety Improvement Solution for Curve on Firelane 13
- c) Marshall Crandall – N8203 Firelane 13 – Item 9 a) Safety Improvement Solution for Curve on Firelane 13
- d) Pamela Schoenecher – 1764 Brighton Beach Rd – (non-agenda item) sound from Waverly Beach
- e) Adam Witcomb – 620 S. Arlington St. – Item 10 d) Request by Crossroads Development for a Conditional Use Permit at N9650 Hwy 55
- f) Andy Uecker - N8812 Connor Circle – item 10 c) Request by Residents for Board to Address the Formula Used in the Creekside Estates Roadway Improvement Assessments
- g) Ryan O'Connel, Woodland Rd – item 10 c) Request by Residents for Board to Address the Formula Used in the Creekside Estates Roadway Improvement Assessments

**6. 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

**7. Corrections and Approval of the Previous Meeting Minutes**

- a) February 28, 2023

*MOTION: SH/JB to amend the February 28, 2023 Draft 1 minutes by striking all Board comments under correspondence and report only Board actions.*

*Motion Carried 7-0*

*MOTION: JB/DB to approve the February 28, 2023 Draft 1 minutes as amended.*

*Motion Carried 7-0*

**8. Approval of Bills and Claims**

- a) February 2023

*MOTION: JB/MVH to approve the Bills and Claims for February 2023 as presented.*

*Motion Carried 7-0*

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

- a) Safety Improvement Solution for Curve on Firelane 13

*MOTION: SH/DB to table this item to the April 2023 meeting.*

*Motion Carried 7-0*

- b) Ordinance V23-02 Amending Village Code CH. 16, Article 16-II, Division 16-II-2, 16-61(a)(2) & (3) of Ordinance V21-03, to allow for the Village Board to approve periodic revisions to the boundaries and depicting map in which firing or discharging of any firearm with ammunition is prohibited.

*MOTION: SH/MB to approve Ordinance V23-02 Amending Village Code CH. 16, Article 16-II, Division 16-II-2, 16-61(a)(2) & (3) of Ordinance V21-03, to allow for the Village Board to approve periodic revisions to the boundaries and depicting map in which firing or discharging of any firearm with ammunition is prohibited as presented.*

*Motion Carried 7-0*

c) Proposed Policy Regarding Village Purchasing and Property Disposal

*MOTION: SH/DB to approve the proposed policy for Village purchasing and property disposal as presented.*

*Motion Carried 7-0*

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

a) Request for a "Class B" Combination Alcohol License, and Approval of Agent Appointment to Kara Day by SK Darboy, LLC dba. Mr. Brews Tap House

*MOTION: JB/SH to approve a "Class B" Combination Alcohol License to SK Darboy, LLC dba. Mr. Brews Tap House and approve Kara Day as its agent as presented.*

*Motion Carried 7-0*

b) Request by Festival of Lights to Make Improvements to Darboy Community Park

*MOTION: SH/MB for staff to obtain quotes to install a 50 amp electrical power pedestal in Darboy Community Park.*

*Motion Carried 7-0*

*MOTION: ML/MB for staff to obtain a quote for costs to create a blueprint for a building in Darboy Community Park.*

*Motion Carried 7-0*

c) Request by Residents for Board to Address the Formula Used in the Creekside Estates Roadway Improvement Assessments

*MOTION: JB/DB to uphold the procedure of assessing the 40 lots in the Creekside Subdivision for the improvements as stated in the developer's agreement.*

*Motion Carried 7-0*

d) Request by Crossroads Development for a Conditional Use Permit at N9650 Hwy 55

*MOTION: SH/ML to refer this item back to the Plan Commission.*

*Motion Carried 6-1 (Van Hefty opposed)*

- e) Request by Staff to Use ARPA Funds to Purchase and Install Automatic Door Operators at the Village Municipal Building

*MOTION: ML/JB to authorize staff to contract with TriCity Glass & Door to purchase three automatic door operators and have them installed using up to \$9,000 of ARPA funds to complete the project.*

*Motion Carried 7-0*

- f) Res V2023-04 – Adopting the Project Plan and Create Tax Incremental Financing District #6

*MOTION: MVH/DB to adopt Resolution V2023-04 Approving the Project Plan and the Creation of Tax Incremental Financing District #6, after the correction of a typo of #5 to #6, as presented.*

*Motion Carried 7-0*

- g) Award Contract for 2023 Crack Seal Program

*MOTION: ML/JB to approve the 2023 Crack Seal Program contract to Thunder Road, LLC as presented and circulated.*

*Motion Carried 7-0*

*MOTION: ML/SH To direct staff to request from the contractor a quote to do an additional 15% (of sealant) if possible, at the same price (per pound) and bring the quote back to the Board's April meeting.*

*Motion Carried 6-1 (Blackmer opposed)*

- h) Award Contract for 2023 Chip Seal Program

*MOTION: JB/SH to approve the 2023 Chip Seal contract to the low bidder, Scott Construction Inc. in the amount of \$243,636.00 and allow staff to sign the necessary paperwork as presented.*

*Motion Carried 7-0*

- i) Award Contract for 2022 MS4 (Stormwater) Annual Report

*It was noted that the 2022 MS4 Annual Report is a report for the Board to review and not a contract to award. The Board thus reviewed the report to its satisfaction.*

- j) Award Contract for Design & Engineering Agreement for Village Owned Land on County N

*MOTION: SH/JB to enter into an agreement for professional services for the surveying, designing, engineering, and bidding services for Village owned land on County N as presented.*

*Motion Carried 5-2 (Brantmeier and Lancaster opposed)*

k) Board of Review – Dates and Member(s) Certification

*No action taken. The initial Meeting of the Board of Review (to adjourn until the assessment roll is completed) will be held before the April 25, 2023 Board meeting if at least one member can complete the training in time.*

**11. Future Agenda Items**

- a) Presentation of Sewer Connection Fee Report and Recommendation of New Fees (Tabled June 14, 2022 – JB/SH, until after Village Attorney review)
- b) Update/Discussion/Action on a 5-year Capital Improvement Plan (ML/SH)
- c) Ordinance V23-03; Revisions to Village Code CH. 28 Nuisances, Article IV Noise Regulations of Ordinance V22-XXX defining .... / allowing for .... Etc. (AB)
- d) Special Event Permits – Types and Authority to Approve (Staff, after amplified sound rules are confirmed)
- e) Request for Village to Pave North Shore Ln (Dec. – NS requested to move to March or April)
- f) Discuss Village Owned Property on Hwy 55 (Feb. – move to May)
- g) Policy for Speed Limits on Village Roads (Feb. – move to May)
- h) Hiring Policy
- i) Collaborative Visioning Workshop on Village-Wide Improvement Plan to include a Risk Assessment Plan for Fire Needs (AB, after April election)
- j) Resolution Amending Fee & Penalty Schedule Detailing Penalties (Staff, March – moved to April)
- k) Rules, Expectations, and Responsibilities of Village Board and Commissions (AB - April)
- l) Request to use ARPA Funds to Purchase I-Pad/Tablets for Boards and Commissions (Staff)
- m) Discuss Drainage Issue per Request from Resident Amy Frassetto (SH/ML)

**12. Closed Session**

- a) 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 and 19.85 (1)(e) to deliberate the Village’s prospective bargaining position in prospective settlement discussions, all concerning Harrison representation on the Darboy Joint Sanitary District Commission.

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

The boards may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session.

*MOTION: SH/JB to go into Closed Session*

Roll Call vote:

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

*MOTION: JB/DB to go into Open Session*

Roll Call Vote:

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

### 13. Adjournment

*MOTION: DB/JB to adjourn.*

*Motion Carried 7-0*

Minutes submitted by:



Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved April 25, 2023