

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
April 25, 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, April 25, 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, Operations Manager Jeff Funk, Calumet County Lt. Joe Tenor, and Village Engineer Lee Reibold.

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

**4. Convene into Public Hearing**

**a) Public Way Discontinuance of Kasten Road**

*MOTION: ML/JB to Open the public Hearing.*

*Motion Carried 7-0*

No comments were made during the Public Hearing

**5. Close Public Hearing and Reconvene Regular Meeting**

*MOTION: ML/JB to Close the public Hearing.*

*Motion Carried 7-0*

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

None

**7. Public Comments**

a) Cheryl Slater – N9601 Friendship Drive – Item 12 b) Request by Crossroads Development for a Conditional Use Permit at N9650 Hwy 55

b) Nate Thayer – W6358 Dogwood Land – Item 13 b) Appeal by Dog Owner to Remove “Dangerous Animal” Classification from Pet at W6366 Dogwood Lane.

c) Carol (not signed in) – Item 13 q) Policy to Reserve Pickleball Courts

President Blackmer approved the request of others to postpone their comments to be heard when the item came up for discussion on the agenda.

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

- a) March 28, 2023

*MOTION: MVH/MB to approve the March 28, 2023 minutes as presented.  
Motion Carried 7-0*

- b) April 11, 2023

*MOTION: JB/DB to approve the April 11, 2023 minutes as presented.  
Motion Carried 7-0*

**10. Approval of Bills and Claims**

- a) March 2023

*MOTION: JB/DB to approve the Bills and Claims for March 2023 as presented.  
Motion Carried 7-0*

**11. Appointments to Boards and Commissions (term, end date)**

- a) Fire Commissioner
  - i. Citizen Seat - Jon Zink (5-years, April 30, 2028)
- b) Weed Commissioner
  - i. Kaylee Grezinski (1-year, April 30, 2024)
- c) Zoning Board of Appeals
  - i. Citizen Seat - Thomas Capper (3-year, April 30, 2026)
  - ii. Alternate Seat 1 - *Vacant* (3-year, April 30, 2024)
  - iii. Alternate Seat 2 - *Vacant* (3-year, April 30, 2026)

*MOTION: MB/ML to appoint Jon Zink to the Fire Commission.  
Motion Carried 6-1 (Bartlein opposed)*

*MOTION: MB/JB to appoint Kaylee Grezinski as the Weed Commissioner.  
Motion Carried 7-0*

*MOTION: ML/JB to appoint Thomas Capper to the Zoning board of Appeals.  
Motion Carried 7-0*

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

- a) Request by Crossroads Development for a Conditional Use Permit at N9650 Hwy 55  
Public comment by Matt Gehl – W4275 Harrison Road

*MOTION:ML/DB to amend the Conditional Use Permit for Crossroads Development at N9650 Hwy 55 by changing condition #3 to winds up to 10mph and condition #4 to a distance of 500ft and to approve the permit with the amendments.  
Motion Carried 5-2 (Blackmer and Baldwin opposed)*

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

- a) Appearance by Resident at N9407 County Road N regarding storm water issues

*MOTION: ML/JB to direct staff to contract with the Village engineers to survey the land and make recommendations for resolution.  
Motion Carried 7-0*

- b) Appeal by Dog Owner to Remove “Dangerous Animal” Classification from Pet at W6366 Dogwood Lane.  
Public Comment by Laura Behr – W6366 Dogwood Lane

*MOTION: DB/JB to uphold the Sheriff’s designation of a dangerous animal.  
Motion Carried 7-0*

- c) Request by Harrison Athletic Association for a Complimentary 6-month Class “B” Fermented Malt Beverage License, Becky Mader as Agent, and Operator Licenses

- d) *MOTION: ML/MB to approve the request by Harrison Athletic Association for a complimentary 6-month Class “B” Fermented Malt Beverage License with Becky Mader as Agent, and Operator Licenses as presented.  
Motion Carried 7-0*

- e) Request by Cub Scout Pack 3061 to have Darboy Community Park Rental Fees waived for the Annual Raingutter Regatta Race

*MOTION: MB/JB to approve the request by Cub Scout Pack 3061 to have Darboy Community Park Rental Fees waived for the Annual Raingutter Regatta Race as presented.*

*Motion Carried 7-0*

- f) Request to use ARPA Funds to Purchase I-Pad/Tablets for Boards and Commissions

*MOTION: MVH/DB to approve using ARPA funds to purchase I-Pads or tablets for boards and commissions as presented.*

*Motion Carried 7-0*

- g) Request for Road Closure by Kiwanis for Touch-A-Truck Event

*MOTION: JB/SH to approve the request to close Noe Road between Midway and Strawflower Drive for the Touch-A-Truck event as presented.*

*Motion Carried 7-0*

- h) Resolution V2023-05 Discontinuation of Kasten Road

*MOTION: SH/MVH to approve Resolution V2023-05; Discontinuation of Kasten Road as presented.*

*Motion Carried 7-0*

- i) Addendum #1 to the Jewel Box Estate Development Agreement

*MOTION: SH/DB to approve Addendum #1 to the Jewel Box Estate Development Agreement as presented.*

*Motion Carried 7-0*

- j) Authorize Vacant Land Listing Contract with NAI Pfefferle for Village Owned Land on County Road N

*MOTION: JB/SH to Authorize Vacant Land Listing Contract with NAI Pfefferle for Village Owned Land on County Road N as presented.*

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

- k) Request to Reduce Sewer Charge at W6201 Firelane 9

*MOTION: MVH/DB to deny the reduction of the sewer charge at W6201 Firelane 9 as requested.*

*Motion Carried 6-1 (Lancaster opposed)*

- l) Approve Stormwater Maintenance Agreement for North Shore Ridge

*MOTION: MVH/DB to approve the Stormwater Maintenance Agreement for North Shore Ridge as presented.*

*Motion Carried 7-0*

- m) Approve Plan for Faro Springs Road Lake Access

*MOTION: JB/DB to approve the Plan for Faro Springs Road Lake Access as presented, contingent on the Village of Stockbridge also cooperating with the project.*

*Motion Carried 7-0*

- n) Ord V23-04 Amending the Zoning Map – Atlas Development – Old Highway Road

*MOTION: MVH/ML to approve Ord V23-04 as presented to amend the Zoning Map for Old Highway Road as requested by Atlas Development.*

*Motion Carried 7-0*

- o) Ord V23-03 Amending the Zoning Map – Cobble Creek – Creekview Road

*MOTION: ML/DB to approve Ord V23-03; Amending the Zoning Map for Creekview Road in Cobble Creek as presented.*

*Motion Carried 7-0*

- p) Certified Survey Map – Cobble Creek – Creekview Road

*MOTION: MVH/MB to approve the Certified Survey Map for Creekview Road in Cobble Creek as presented.*

*Motion Carried 7-0*

- q) Approve the Proposed Inter-Governmental agreement to install traffic signals at the intersection of State Park Road and County Highway KK

*MOTION: ML/DB to refer item back to staff for more information.*

*Motion Carried 7-0*

- r) Request for a Policy to Reserve Pickleball Courts in Darboy Community Park

*MOTION: JB/MVH to deny the request to create a policy to reserve the Village pickleball courts.*

*Motion Carried 7-0*

- s) Proposed Policy Requiring People to Sign in When Meeting with Village Staff

*MOTION: MVH/DB to direct staff to prepare a written policy requiring people to sign in when meeting with Village staff.*

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

- t) Schedule a Meeting Date for a Visioning Session Workshop for the Village Board

*MOTION: DB/SH to hold a visioning session workshop on May 9, 2023 at 6pm.*

*Motion Carried 7-0*

#### **14. 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 reviews them.)
- 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) Discuss Village Owned Property on Hwy 55 (Feb. – move to May)
- e) Hiring Policy (MVH/AB)

#### **15. Closed Session**

*MOTION: MVH/DB to go into Closed Session*

*Roll Call vote:*

*President Blackmer - Aye*

*Trustee Baldwin - Aye*

*Trustee Bartlein - Aye*

*Trustee Brantmeier - Aye*

*Trustee Handschke - Aye*

*Trustee Lancaster – Aye*

*Trustee Van Hefty - Aye*

- a) The Village Board met in closed session pursuant to Wis. State Stats. 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, they met to deliberate the Village’s position for expanding Prosperity Drive public right-of-way and also to deliberate the Village’s position for extending sewer and water from the Village of Sherwood.

Attendees included the Village Board, Village President, Village Manager, Village Assistant Manager, and Village Clerk.

The Board reconvened into open session and took no action on the closed session.

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

*Roll Call Vote:*


*President Blackmer - Aye    Trustee Baldwin - Aye    Trustee Bartlein - Aye*  
*Trustee Brantmeier - Aye    Trustee Handschke - Aye    Trustee Lancaster - Aye*  
*Trustee Van Hefty - Aye*

## **16. Adjournment**

*MOTION: SH/DB to adjourn.*

*Motion Carried 7-0*

Minutes submitted by:



Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved May 30, 2023