

## NOTICE OF VILLAGE OF HARRISON BOARD MEETING

**DATE:** Tuesday, June 25, 2024  
**TIME:** 6:00pm  
**PLACE:** Harrison Municipal Building, W5298 State Road 114,  
Menasha, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board meeting will be held at 6:00pm on Tuesday, June 25, 2024, at the Harrison Municipal Building. This is a public meeting, and the agenda is listed below.

### Call to Order

### Pledge of Allegiance

#### 1. Roll Call

#### 2. Correspondence or Communications from Board and Staff

#### 3. Corrections and Approval of the Previous Meeting Minutes

a) May 28, 2024

#### 4. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

#### 5. Presentations

a) Draft of 2023 Village Audit by Jake Lenell, CLA

#### 6. Reports

a) Fire Rescue

b) Calumet County Sheriff's Dept.

c) Planning & Zoning

d) Parks and Trails

e) Public Works/Engineering

f) Harrison Utilities

- g) Clerk / Treasurer  
Financial Statement Summary  
ARPA Report

- h) Budget Report

7. **Approval of Bills and Claims**

- a) Bills and Claims

8. **Old Business for Discussion, Consideration, and/or Action**

No Old Business Items for June meeting.

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

- a) Review of the 2023 Financial Statements and Draft Audit by CLA.
- b) Resolution V2024-06 to accept the Harrison Utilities Compliance Maintenance Annual Report (CMAR) for the reporting period of 2023.
- c) TID Annual Reports for Districts 1, 2, 3, 4, 5, and 6.
- d) Resolution V2024-07, Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 5.
- e) Re-naming of Crossroads Development to Crossroads Business Park and the re-naming of streets.
- f) Resolution 2024-08 Authorizing the Borrowing of \$900,000 to Finance TID #2 Land Purchase for Business Park
- g) Transportation Impact Fee Study Proposal by Ehlers.
- h) Board Permission to Request WI Dept. of Transportation to Conduct a Speed Study along STH 114 from Pigeon Road to CTH N.
- i) Update on the drainage issues in the Cottonwood Creek Subdivision.
- j) Ordinance V24-08 - Zoning Map Amendment to Rezone Parcels 33408 & 33418 – LouMar Properties, LLC – Kimberly Trail
- k) Preliminary Plat – Cedar View Subdivision– LouMar Properties, LLC - Parcels 33408 & 33418
- l) Certified Survey Map (CSM) – Kathy Johnson – N8801 Coop Road – Parcel 33588
- m) Staff Recommendation and Award of Contract with Five Bugles/Wendel for construction of the New Public Safety Building.
- n) Contract with GRG Playscapes to design a natural inclusive playground at Rennwood Park.
- o) Contract with McMahon to design an Emergency Engine Generator and Transfer Switch at

Village Hall/DPW Facility.

- p) Security cameras proposal at Village Hall funded with ARPA.
- q) Approval of contract with McMahon for engineering services for Crossroads Business Park development funded with TID #2.
- r) Agreement between the Village of Harrison and Harrison Athletic Association (HAA)
- s) Special Event Permit - 9th Annual Northshore Apt. Summer Party
- t) Approval of Contract with McMahon to Provide Interim Village Manager and Finance Director Services.
- u) Consideration of proposals with Public Administration Associates, LLC for recruitment of a Village Manager and Finance Director.
- v) Draft Position Descriptions for new Finance Director/Village Treasurer and Village Clerk positions.
- w) Charter Ordinance No 3 to Separate the Clerk and Treasurer Roles
- x) Authority of the Village President
- y) Rules and Procedures for Board Meetings

#### 10. **Future Agenda Items**

- RFQs for Station 60 and DPW (JB/DB) (before budget meetings start)
- Public info meetings & website posts on facilities updates (JB/DB)
- Hiring Policy (MVH/AB)
- Review of RS-2 Zoning (ML/AB) (after Comp Plan)
- Zoning Map Amendment and Ordinance V24-02 –Parcel 39012 & part of Parcel 39018 (tabled 1/30/2024)
- Trails and benches around retention ponds (SH/DB) (budget meeting)
- Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (May/June 2024)
- Plan Commission Membership (number of trustees) (ML)

#### 11. **Closed Session**

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

- a) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of possible land purchase adjacent to STH 55.

Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, Village Attorney, and Baird TIF Advisor.

- b) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the sale of land in the Crossroads Business Park.

Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, and Village Attorney.

- c) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of conferring with legal counsel for the Village who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved.

Specifically to be discussed is an update on a challenge to the Creekside Improvement Project Assessment.

Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, and Village Attorney.

## 12. **Adjournment**

Agenda posted and published June 20, 2024 at Harrison Village Hall and at [www.VillageofHarrison-wi.org](http://www.VillageofHarrison-wi.org)  
*Vicki L. Tessen, Clerk-Treasurer*

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.