

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
August 29, 2023**

A regular session of the Village of Harrison Board was called to order at 6:00pm at the Harrison Municipal Building, W5298 State Road 114, Menasha, WI 54952 on Tuesday, August 29, 2023. After the Pledge of Allegiance was recited, roll call was taken.

**3. Roll Call**

**Board:** President Blackmer, Trustee Baldwin, Trustee Brantmeier, Trustee Handschke, Trustee Lancaster, and Trustee Van Hefty. Absent: Trustee Bartlein

**Staff:** Village Manager Matt Heiser, Fire Chief Jarred Gerl, Operations Manager Jeff Funk, Harrison Utilities Brandon Barlow, Clerk/Treasurer Vicki Tessen, and Calumet County Sheriff's Department Lt. Joe Tenor, Chief Deputy Derek Bries, and Village Engineer Lee R. Reibold of McMahon Associates.

**Public:** 3 residents, and Times Villager Reporter Judy Hebbe

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

President Blackmer shared an email received from resident Mike Emmenegger regarding concerns about mowing around a pond. A copy of the correspondence can be found as appendix A in the packet.

Trustee Lancaster would like to discuss software for citizen requests during budget talks. Trustee Baldwin received correspondence from resident Chuck Campbell regarding traffic on Coop and Midway due to construction.

Trustee Van Hefty commented that there is a lot of semi traffic coming down Midway which is not allowed and would like it noted for the record.

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

**6. Public Comments**

No public comments were made.

**7. Reports**

The following departments submitted reports for the packet; copies of which are on file in the Clerk's office. The Fire Department incident log was inadvertently omitted from the original packet and added after the meeting.

a) Harrison Fire Rescue

b) Calumet Co. Sheriff's Department

Beyond the submitted written report, it was noted that Deputy Hawkins will be working in the school system and Deputy Eberhardt will be assigned to Harrison coverage. Lt. Tenor received the Drug Recognition Expert of the Year Award from the International Association

of Chief of Police. Chief Deputy Bries informed the Board that the CCSD will work with Village staff to create a Facebook page dedicated to Harrison coverage and issues, he is initiating the purchase of specialized cameras, and explained how coverage between municipalities and deputies is handled.

- c) Village Manager  
+ Budget Report
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works Dept. and Engineering
- g) Harrison Utilities
- h) Clerk-Treasurer  
+ Statement of Income & Expenses  
+ ARPA Fund Report

**6. Approval of Bills and Claims**

- a) July 2023

*MOTION: Baldwin/VanHefty to approve the bills and claims for July 2023 as presented and circulated.*

*Motion passed 7-0*

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

- a) Amend Job Description: Deputy Clerk/HR Officer

*MOTION: Baldwin/Brantmeier to approve the job description with the amended title for the Deputy Clerk / Deputy Treasurer / HR Officer with the pay and pay grade level pending staff recommendations at a future meeting.*

*Motion passed 7-0*

- b) Approve Updated Organizational Chart for the Village

*MOTION: Lancaster/Baldwin to approve the updated organizational chart for the Village and Harrison Utilities as presented and circulated.*

*Motion passed 7-0*

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

- a) Future Meeting Dates

*MOTION: Baldwin/Handsche to approve Village Board and Budget meetings scheduled for the remainder of 2023 to be as follows:*

- September 7, 2023 6:00 pm or immediately following the Plan Commission meeting

- *September 26, 2023 6:00 pm Regular Board meeting to include an item and time for an initial budget status overview*
  - *October 13, 2023 1:00 pm Budget Workshop*
  - *October 24, 2023 6:00 pm Regular Board meeting*
  - *October 31, 2023 - CANCELLED*
  - *November 14, 2023 6:00 pm Budget Public Hearing and Board Meeting to Approve Budget and Levy Resolution*
  - *November 28, 2023 6:00 pm Regular Board meeting*
- Motion passed 7-0*

b) Request to Use ARPA Funds for Van's Road Pond Recreation Trail

*MOTION: Handschke/Lancaster to approve using \$46,860.75 of ARPA funds for the Van's Road Pond Recreational Trail Project as presented.*  
*Motion passed 7-0*

c) Certified Survey Map - Zach Propson - Hwy 55

*MOTION: Baldwin/Brantmeier to approve the Certified Survey Map for Zach Propson which splits parcel 43816 on Hwy 55 into Lot 1 of 3.316 acres and leaving the remaining 20 acres as Lot 2 as presented and circulated.*  
*Motion passed 7-0*

d) Zoning Map Amendment - Zach Propson - Hwy 55

*MOTION: Van Hefty/Baldwin to approve rezoning the new Lot 1 created by Certified Survey Map out of parcel 43816 located on Hwy 55 from General Agriculture [AG] to Rural Residential [RR].*  
*Motion passed 7-0*

e) Certified Survey Map - Steven Hackbarth - Plank Road

*MOTION: Lancaster/Brantmeier to approve a Certified Survey Map for Steven Hackbarth to combine parcel 44126 and parcel 44128 into one parcel totaling 23,666 square feet (0.543 acres).*  
*Motion passed 7-0*

f) Certified Survey Map - Sprangers - County Road M

*MOTION: Van Hefty/Bartlein to approve a Certified Survey Map splitting parcel 40852 located at N8117 County Road M into 2-lots; one lot will be 28.31 acres and the other will be an 11.455 acre hobby farm to include the homestead, farm buildings and manure pit. Both lots will remain Ag Land.*  
*Motion passed 7-0*

g) Approve Payment Certification #3 for Crack fill/Crack seal Services

*MOTION: Handschke/Brantmeier to approve payment of Certificate #3 issued to Thunder Road LLC, in the amount of \$60,713.55 for partial payment of the 2023 Crack Seal Program for work completed through July 26, 2023.  
Motion passed 7-0*

h) Review Engineering for 2024 State Park Road Project

*No Action Taken*

**9. Future Agenda Items**

- Hiring Policy (MVH/AB)
- Consider Amending Board of Review Membership (AB)
- Consider Amending Board & Commission Salaries - Budget Meeting (SH/ML) Consider Amending the Transportation Special Charge - Budget Meeting (AB)

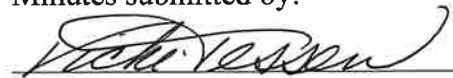
**10. Closed Session**

*MOTION: Bartlein/Baldwin to adjourn the Regular meeting and convene into Closed Session pursuant to Wis. State Stats. 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to consider candidates to fill the vacant Village Assistant Manager/Village Planner position. Attendees to include the Village Board, Village President, Village Manager, and Village Clerk.  
Motion passed by unanimous Roll Call vote.*

**11. Adjournment - 8:04 pm**

*MOTION: Bartlein/Baldwin to adjourn the Closed Session and as stated on the agenda, not reconvene into Open Session.  
Motion passed by unanimous Roll Call vote.*

Minutes submitted by:

  
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Vicki L. Tessen, WCMC

Approved September 26, 2023