

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
March 26, 2024**

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, March 26, 2024. After the Pledge of Allegiance was recited, roll call was taken.

1. Roll Call

Present: Trustee Baldwin, Trustee Bartlein, Trustee Brantmeier, Trustee Handschke, Trustee Lancaster, and President Blackmer.

Absent: Trustee Mark Van Hefty; excused.

Staff: Manager Matt Heiser, Assistant Manager Chad Pelishek, Fire Chief Jarred Gerl, Clerk Vicki Tessen, Harrison Utility Office Manager Brandon Barlow, CCSD Lt. Joe Tenor, Village Attorney Andrew Micheletti of Herrling Clark, and Village Engineer Lee Reibold.

Public: 9 citizens and Times Villager Reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

MOTION: Lancaster/Handschke to amend the agenda to consider item 9a Village Facility Study Results directly after item 5a Village Facility Study Presentation.

Motion failed 3-3 (Blackmer, Baldwin, and Bartlein opposed)

3. Corrections and Approval of the Previous Meeting Minutes

a) February 27, 2024 Board Minutes

MOTION: Baldwin/Brantmeier to approve the minutes of the February 27, 2024 meeting as presented.

Motion passed 6-0

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.

Margaret Deschepper - W6664 Strawflower - Pickleball Courts

5. Presentation

- a) Village Facilities Study Results

Trevor Frank of Short Elliot Hendrickson (SEH) presented their facility study of the Village of Harrison to the Board.

6. Reports (Department reports are on file in the Clerk's office.)

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Village Manager's Report
 - Budget Report
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works/Engineering
- g) Harrison Utilities
- h) Clerk/Treasurer
 - + ARPA Report
 - + Financial Report

7. Approval of Bills and Claims

- a) February Bills and Claims

MOTION: Baldwin/Bartlein to approve the bills and claims for February as presented and circulated.

Motion passed 6-0

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

No Old Business is scheduled.

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

- a) Village Facilities Study Results Next Steps

MOTION: Handschke/Brantmeier to approve holding a special meeting in April to consider a draft from staff for a Request for Proposal for services to design a new public safety building.

Motion passed 6-0

- b) Block Party Application - Logan Lane

MOTION: Lancaster/Handschke to approve the road closure on Logan Lane for an annual block party on June 8, 2024 from 1:00 pm until 10:00 pm as presented on the condition there are no fireworks.

Motion passed 6-0

- c) Permission to maintain bird house boxes via an ATV in Amy Avenue Stormwater Management Pond area.

MOTION: Baldwin/Brantmeier to authorize Daniel Biese permission to use his personal ATV to maintain the nesting boxes around Amy Avenue ponds.

Motion passed 6-0

- d) Contract with Baird to prepare Tax Incremental District (TID) No. 2 Amendment for \$12,500.

MOTION: Lancaster/Baldwin to approve a contract with Baird in the amount of \$ 12,500 to prepare an amendment to TID 2 to include the 20 acres owned by the Village of Harrison into the district.

Motion passed 6-0

- e) Purchase of Owl Labs Recording System for Village Meetings from ARPA funds for \$2,545.

MOTION: Baldwin/Handschke to approve using \$2,545 in ARPA funds to purchase equipment from Owl Labs for recording village meetings.

Motion passed 6-0

- f) Contract with MiT Fence to install new fencing and gates around the Department of Public Works dumpster and fuel station for \$12,131.00.

MOTION: Lancaster/Brantmeier to approve the contract with MiT Fence in the amount of \$12,131.03 to install new fencing with privacy slats and gates around the dumpsters and fuel storage station at the Village Hall.

Motion passed 6-0

- g) Ordinance V24-04, amending Article 22-IV Road Maintenance, Culvert Requirements, Add Service Walk Requirements in Title, Revise 22-94 to Service Sidewalk Requirements, Revise 22-95 to Variance, and Add 22-96 Penalties.

MOTION: Lancaster/Bartlein to approve Ordinance V24-04, amending Article 22-IV Road Maintenance, Culvert Requirements, by: adding Service Walk Requirements in the Title, revising 22-94 to "Service Sidewalk Requirements", and revising 22-95 to "Variance", and adding 22-96 "Penalties" as presented and circulated.

Motion passed 6-0

- h) Zoning Map Amendment - Ordinance V24-05 – PR Properties, LLC – N9674/N9676 Golden Way – Parcel 33976

MOTION: Baldwin/Handschke to approve a zoning map amendment (rezoning) to rezone the current parcel 33976 with site addresses of N9674 Golden Way and N9676 Golden Way from Office & Retail Commercial [COR] to Two Family Residential [RT] as presented and circulated.

Motion passed 6-0

- i) Certified Survey Map – PR Properties, LLC – N9674/N9676 Golden Way – Parcel 33976

MOTION: Handschke/Lancaster to approve the Certified Survey Map request from PR Properties, LLC for parcel 33976 located at N9674/N9676 Golden Way to split the parcel into two zero-lot line parcels.

Motion passed 6-0

- j) Certified Survey Map – Dercks DeWitt, LLC – County Road N – Parcel 39138

MOTION: Lancaster/Brantmeier to approve the Certified Survey Map request from Dercks DeWitt, LLC for Parcel 39138 located on County Road N to split the parcel into two lots.

Motion passed 6-0

- k) Approval of increasing the paid on-call rate from \$50 per weekend to \$100 for the Department of Public Works.

MOTION: Handschke/Brantmeier to approve increasing the paid on-call rate from \$50 per weekend to \$100 for the Department of Public Works.

Motion passed 6-0

- l) Set Dates for Board and Commission Appointments and Village Tour

MOTION: Lancaster/Brantmeier to approve meeting on April 4, 2024 at 6:00pm to appoint board and commission members and then tour the village facilities.

Motion passed 6-0

MOTION: Lancaster/Baldwin to approve a recess for a 10-minute break.

Motion passed 6-0

MOTION: Baldwin/Bartlein to reconvene the meeting.

Motion passed 6-0

- m) Discussion or Possible Action- Legal Work for Wind Farm Ordinance

MOTION: Lancaster/Brantmeier to authorize the Village Attorney to bring a draft of a Wind Farm Ordinance to the April 30, 2024 meeting that complies with PSC 128.

Motion passed 6-0

MOTION: Baldwin/Bartlein to authorize staff to outline a plan to educate the public on Wind Farms and present the plan at the April 30, 2024 meeting.

Motion passed 6-0

- n) Introduction of Information for Referendum Question Regarding Budgeting for Street Maintenance

MOTION: Lancaster/Brantmeier to authorize staff to work on a referendum for the August 13, 2024 election ballot that would allow the village to exceed the levy limits in order to eliminate borrowing money to complete maintenance on village roads.

Motion passed 6-0

10. Future Agenda Items

- Hiring Policy (MVH/AB)
- Consider Amending Board of Review Membership (AB)
- Pickleball Etiquette (JB/DB) (April 30, 2024)
- Review of RS-2 Zoning (ML/AB) (after Comp Plan)
- Request for Village to cover \$5,000 of costs associated with adding a new electrical service to the northeast corner of Darboy Park near the fire pit area from Festival of Lights.(tabled/referred back to staff 1/30/2024)
- Trails and benches around ponds (SH/AB) (budget meeting)
- Mobile speed reader board (ML/AB) (CCSD to bring quotes to April or May meeting)
- Road Impact Fees for new construction (ML/AB) (May)
- Referendum to levy instead of borrow for road maintenance (April 30, 2024)
- Wind farm ordinance from village attorney (ML/MB)(April 30, 2024)
- Wind farm public education plan (JB/DB) (April 30, 2024)

11. Adjournment

MOTION: Baldwin/Brantmeier to adjourn at 8:55pm.

Motion passed 6-0

Minutes Approved April 23, 2024

Vicki L. Tessen, Clerk