

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
May 28, 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, May 28, 2024. After the Pledge of Allegiance was recited, roll call was taken.

Call to Order

Pledge of Allegiance

1. Roll Call

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

Staff: Assistant Manager Chad Pelishek, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Clerk Vicki Tessen, Utility Office Manager Brandon Barlow, CCSD Lt. Joseph Tenor, Village Attorney Andy Micheletti, Village Engineer Lee Reibold, and Village Financial Advisor Adam Ruechel.

Public: 11 citizens and Times Villager Reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

Trustee Van Hefty shared with the Board that there have been issues with vandalism in the bathrooms at Darboy Park and a resident's concern about the length of the grass around the ponds.

3. Corrections and Approval of the Previous Meeting Minutes

- a) May 7, 2024
May 14, 2024

MOTION: Lancaster/Bartlein to approve the Minutes of the May 7, 2024 meeting as presented.

Motion passed 7-0

MOTION: Brantmeier/Van Hefty to approve the Minutes of the May 14, 2024 meeting as presented.

Motion passed 7-0

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.

Mark Preisner, W5518 State Road 114, Item 8a. Conditional Use Permit for a greenhouse.
Steve Reuter, W5519 State Road 114, Item 8a. Conditional Use Permit for a greenhouse.

5. Reports - on file in the Clerk's Office

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

6. Approval of Bills and Claims

- a) April Bills and Claims

*MOTION: Baldwin/Bartlein to approve the bills and claims for April 2024 as presented and circulated.
Motion passed 7-0*

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

None

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

- a) Conditional Use Permit –Dwayne Nushardt– parcel 39948 – Hwy 55

*MOTION: Van Hefty/Baldwin to approve a Conditional Use Permit to Dwayne Nushardt to construct and operate a commercial greenhouse and nursery with a retail shop on parcel 39948 on Highway 114 with the conditions recommended by the Plan Commission.
Motion passed 7-0*

- b) Certified Survey Map (CSM) – Mark & Pam Scherer – N9554 Highline Rd – Parcels 39028 & 39038

*MOTION: Lancaster/Brantmeier to approve the Certified Survey Map request by Mark and Pam Scherer, N9554 Highline Road, to move the lot line adjoining parcels 39028 and 39038 north by approximately 182 feet resulting in increasing parcel 39028 from 1.84 acres to 3.353 acres and reducing parcel 39038 from 4.95 acres to 3.439 acres.
Motion passed 7-0*

- c) Revised Concept Plan for Sprangers Estate.

Mel Baeten addressed the Board regarding the changes that were made to the plan.

MOTION: Baldwin/Bartlein to approve the revised concept plan for Sprangers Estates on Highline Road as depicted in the exhibit circulated in the meeting packet.

Motion failed 3-4 Mike Brantmeier, Scott Handschke, Matt Lancaster, Mark Van Hefty voted against.

- d) Resolution V2024-04, Approving Territory Amendment No. 1 for Tax Incremental District No. 2

Adam Ruechel, Baird Consultant, spoke on the financial impact of TID #2 if the boundary amendment were to be approved.

MOTION: Handschke/Brantmeier to approve Territory Amendment #1 for TID #2 Project Plan to include the Village owned land and a small parcel owned by Crossroads Development, LLC on the southeast side of State Highway 55 as depicted in the maps in the meeting packet.

Motion passed 7-0

MOTION: Lancaster/Baldwin to approve a 10-minute break, until 7:25 pm.

Motion passed 7-0

- e) Review Territory Amendment Draft for Tax Increment District #5 Project Plan .

MOTION: Lancaster/Bartlein to approve the territory amendment to add the residential subdivision of Luniak Meadows 2 into TID #5's Project Plan as presented and circulated.

Motion passed 7-0

- f) Approval of Offer to Purchase and Counter-Offer to purchase real estate at Parcels Nos 40390 and 40384 (Crossroads Development, Inc).

MOTION: Lancaster/Baldwin to approve using proceeds from TID #2 to accept the counteroffer to purchase parcels numbered 40384 and 40390 from Crossroads Development, Inc as presented, contingent on acceptable results to a soil boring test or receipt of a recent test showing satisfactory results.

Motion passed 7-0

- g) Authorize staff to apply with the Board of Land Commissioners of Public Land to obtain TID loan for purchase of land for future business park on Parcel Numbers 40390 and 40384 (Crossroads Development, LLC).

MOTION: Lancaster/Handschke to authorize staff to apply with the Board of Land Commissioners of Public Land for TID #2 to obtain a loan for purchase of land for future business park on Parcel Numbers 40390 and 40384 (Crossroads Development, LLC).

Motion passed 7-0

- h) Award of contract for \$437,890.30 to MCC, Inc. for resurfacing of Blazing Meadows Subdivision.

MOTION: Handschke/Brantmeier to award the contract for resurfacing roads in Blazing Meadows Subdivision to MCC, Inc. as bid for the amount of \$437,890.30.

Motion passed 7-0

- i) Approval of contract with Scott's Construction to double chip seal Kessler Road for \$23,750.00

MOTION: Lancaster/Van Hefty to award the contract to double chip seal Kessler Road to Scott's Construction as bid for the amount of \$23,750.00 subject to the Village of Sherwood contributing half the cost.

Motion passed 6-1 Allison Blackmer voted against.

- j) Acceptance of WI DNR Recycling Grant for \$21,857.52.

MOTION: Handschke/Lancaster to approve acceptance of the Wisconsin DNR Recycling Grant for \$21,857.52.

Motion passed 7-0

- k) Resolution V2024-03, Supporting and Approving of the new Appleton (Fox Cities) MPO Policy Board Structure and Re-designation agreement.

MOTION: Baldwin/Bartlein to approve Resolution V2024-03 as presented and confirming the Village's support and approval of the Appleton Metropolitan Planning Organization's new Policy Board Structure and Re-designation Agreement.

Motion passed 4-3 Scott Handschke, Matt Lancaster, Mark Van Hefty voted against.

- l) 2024 - 2025 Alcohol License Renewal Applications

MOTION: Baldwin/Van Hefty to approve all liquor license renewal applications as presented for the 2024-2025 licensing year.

Motion passed 7-0

- m) Findings of the Hotel Market Study for the Village of Harrison
No action taken. Market study showed that, at the current time, there is not enough need in the village to sustain a hotel business.
- n) Update on the Statement of Qualifications from Architects for the Public Safety Building project.
No action taken.
- o) Draft Referendum for Increasing Levy Limit In lieu of Borrowing for Road Maintenance
Adam Ruechel, Baird Consultant, spoke on the merits of having a levy limit referendum at this time.

MOTION: Handschke/Lancaster to postpone the referendum discussion.

Motion passed 7-0

- p) Ordinance V24-07 Repealing and Recreating Municipal Code Ch. 19 Regarding Wind Energy Systems

MOTION: Brantmeier/Handschke to approve repealing and recreating Harrison Municipal Code Chapter 119 on Wind Energy Systems with the amendment to 119-5(b) as approved in the second motion.

Motion passed 7-0

MOTION: Lancaster/Van Hefty to amend section 119-5(b) to remove the \$1,000 fee amount and replace it with a reference to the fee and penalty schedule.

Motion passed 7-0

- q) Discussion regarding Road Impact Fees.

MOTION: Lancaster/Brantmeier to postpone discussion regarding a road impact fee until a Public Facilities Needs Assessment can be completed and information comparing an Area Wide Assessment vs. Impact Fees can be presented to the Board.

Motion passed 7-0

- r) Updating Right-of-Way permit to require a \$1,500 repair escrow.

MOTION: Lancaster/Van Hefty to approve updating the Right of Way permit application process to require a \$1,500 repair escrow fee for utilities only.

Motion passed 7-0

- s) Resolution V2024-05 Amending Fee and Penalty Schedule

MOTION: Lancaster/Baldwin to approve Resolution V2024-05 amending the Fee and Penalty Schedule to add a \$1,500 escrow per parcel for all Utility Right-of-Way Permits.

Motion passed 7-0

- t) Recommendations for ARPA Funded Projects

MOTION: Brantmeier/Bartlein to authorize staff to use ARPA funds and move forward on staff requested projects as presented in the meeting packet.

Motion passed 7-0

- u) Revision/Separation of Clerk/Treasurer Role with Possible Charter Ordinance Change

MOTION: Lancaster/Brantmeier to authorize staff to develop job descriptions for separate Clerk and Finance Director/Treasurer positions and research wage scales.

Motion passed 7-0

MOTION: Lancaster/Handschke to authorize staff to draft a Charter Ordinance that would separate the Clerk/Treasurer roles and authorize implementation once all requirements are met.

Motion passed 7-0

9. 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)

Request for Village to add electrical service to Darboy Park from Festival of Lights
(tabled/referred back to staff 1/30/2024)
Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (May/June 2024)
Review Board Rules and Policies (ML)
Consider reducing number of trustees on the Plan Commission (ML)
Network IT Closet (ML)
Security Cameras (ML)

10. Closed Session

The Board will convene in Closed Session pursuant to the exemption provided in Wisconsin Statutes Section 19.85(1)(c) for the purpose of considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercising responsibility.

- a) Specifically, to be discussed are candidates for the Village Manager position.
Attendees: Village Board Trustees and Village Legal Counsel

MOTION: Baldwin/Van Hefty to convene into closed session (9:20pm).
Motion passed by roll call vote 7-0

11. Adjournment

MOTION: Van Hefty/Baldwin to adjourn (10:00pm).
Motion passed 7-0

Minutes Approved June 25, 2024

Vicki L. Tessen, Clerk