

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
April 30, 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, April 30, 2024. After the Pledge of Allegiance was recited, roll call was taken.

1. Roll Call

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

Staff: Manager Matt Heiser, Assistant Manager Chad Pelishek, Fire Chief Jarred Gerl, Clerk Vicki Tessen, Harrison Utility Office Manager Brandon Barlow, Code Enforcer Kaylee Grezinski, CCSD Chief Deputy Derek Bries, Village Attorney Andy Micheletti, and Village Engineer Lee Reibold.

Public: 18 citizens and Times Villager Reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

Trustee Van Hefty requested the printed meeting packets be double checked before made available to trustees.

Trustee Lancaster mentioned correspondence the trustees all received from a Kimberly Area Lacrosse Assoc. member regarding park use.

3. Corrections and Approval of the Previous Meeting Minutes

a) April 23, 2024

MOTION: Baldwin/Handschke to approve the minutes of the April 23, 2024 Board meeting.

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.

1. Adam Whitcomb - 620 S Arlington St. - opposed to item 11b. Conditional Use Permit for Crossroads Development.

5. Proclamation

a) Proclamation to Jeff Wisnet for his 31 years of service to the Village of Harrison.

Jeff Wisnet was acknowledged with a proclamation of appreciation for his 31 years of service to the Village and well wishes for his retirement. Staff also retired his safety vest and presented it to Jeff in a display frame.

6. Presentations

a) Long Range Planning Results for Harrison Utilities

Mary Jo Miller of Martenson and Eisele gave a presentation to the Board regarding the long range plans for the stability and growth of Harrison Utilities.

b) Final Plan and Results of Economic Development Strategic Plan

Kristen Fish of Redevelopment Resources presented to the Board the final plan and results of the Economic Development Strategic Plan for the Village of Harrison.

c) Facility Plan Financing Options

Justin Fischer, Managing Director at Baird presented to the Board options for financing the suggested improvements in the Facility Plan.

7. Reports *(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

8. Approval of Bills and Claims

a) March Bills and Claims

MOTION: Bartlein/Brantmeier to approve the bills and claims for March 2024 as presented and circulated.

Motion passed 6-1 (Matt Lancaster voted against)

9. Appointments

a) Fire Commission

MOTION: Handschke/VanHefty to confirm the appointment of Kevin Rolain to the Fire Commission for the term expiring April 30, 2029.

Motion passed 5-0-2 (Mike Brantmeier, Matt Lancaster abstained)

b) Board of Zoning Appeals

MOTION: Baldwin/Bartlein to confirm moving Kelly Wenzel from the Alternate Seat to a Member Seat for the term expiring April 30, 2027, and appointing Michael Linzmeier to fill the Alternate Seat, expiring on April 30, 2026, on the Board of Zoning Appeals.

Motion passed 7-0

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

None

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

a) Approval of the Economic Development Strategic Plan by Redevelopment Resources.

MOTION: Handschke/Bartlein to approve Economic Development Strategic Plan proposed by Redevelopment Resources.

Motion passed 7-0

b) Conditional Use Permit – Crossroad Development, LLC – parcels 40386 & 40378 – Hwy 55

Comments were heard from:

Rob Bellin - Representing Crossroads Development - for approval of CUP

Matt Gehl - W4275 Harrison Road - for approval of the CUP

MOTION: Van Hefty/Bartlein to approve the Conditional Use Permit for Crossroad Development, LLC for parcels 40386 & 40378 on Hwy 55 with the following conditions:

- 1. All provisions of Section 117-131 – Resource Extraction of the zoning ordinance relating to resource extraction shall be met.*
- 2. All Local, State, and Federal regulations shall be met.*
- 3. No refining (pulverizing, shredding, etc.) shall occur during wind speeds greater than 15 mph.*
- 4. Shredder/pulverizing operations to be at least 500-feet from Hwy 55 property lines.*
- 5. All refining (pulverizing, shredding, etc.) shall cease on or before November 15, 2024*
- 6. Hours of operation shall be Monday-Friday 7:00am-5:00pm. No refining (pulverizing, shredding, ect.) shall occur on Saturdays or Sundays. The only activity to occur on Saturdays is for material to be hauled off site. The Plan Commission may approve different hours of operation upon request and review.*
- 7. The developer shall acknowledge the conditions of approval and agree to abide by all conditions. Failure to abide by conditions may be cause for revocation of Conditional Use Permit.*
- 8. Prohibiting any new, off-site topsoil coming onto the site for processing; allowance for sand, peat moss, and compost for use in the processing.*
- 9. Any substantial violation of the above stated conditions shall result in termination of the conditional use permit.*
- 10. All materials shall be removed from the site by December 31, 2024.*

2nd MOTION: Handschke/Brantmeier to amend condition #9 to insert the word "substantial" before violation.

Motion passed 7-0

MAIN MOTION as AMENDED passed 7-0

- c) Contract with McMahon to assist Village Staff in creating a master plan and design guidelines for CTH N property.

MOTION: Lancaster/Brantmeier to approve the contract with McMahon for \$30,500 to assist with development of a master plan and design guidelines for CTH N as presented.

Motion passed 7-0

- d) Request for Pickleball Etiquette Signs at Darboy Community Park

Brett Jannen - N8938 Lilac Rd - spoke in favor of the request.

MOTION: Handschke/Brantmeier to approve posting a sign at the pickleball courts at Darboy Community Park like the Germantown example in the packet with the addition of changing #2 to be "the standard pickleball rotation / paddle cue system to identify the next group of pickleball players to move onto the court", and remove the bottom square, and add "#6 private groups or clubs need to go through the park reservation process".

Motion passed 6-1 (Mark Van Hefty voted against)

- e) Final Approval of Rennwood Park Master Plan.

MOTION: Lancaster/Brantmeier to approve the Rennwood Park Master Plan as presented.

Motion passed 7-0

- f) Approval of contract with Bienenstock Natural Playgrounds for conceptual design at Rennwood Park for \$17,250.

MOTION: Lancaster/Handschke to refer item back to staff.

Motion passed 7-0

- g) Additional funding of \$41,045.19 for new lighting and electrical service at Farmers Field park by We Energies.

MOTION: Lancaster/Bartlein to approve additional funding of \$41,045.19 out of Park Impact fees for new lighting and electrical service at Farmers Field Park to be completed by WE Energies.

Motion passed 7-0

- h) Lighting plan for Stormwater Ponds North of Darboy Community Park.

MOTION: Lancaster/Brantmeier to approve contract with McMahon for \$21,000 to develop bollard lighting bidding documents, and construction services for the area around the stormwater ponds north of Darboy Community Park using funds from the Stormwater Fees.

Motion passed 7-0

- i) Approval of purchase of W6016 Cameo Court for \$100,000 for future park.

MOTION: Handschke/Van Hefty to authorize staff to prepare an offer to purchase the burnt out property on Cameo Court, adjacent to the detention pond, in the amount of \$100,000 for a future park. Motion passed 5-2 (Julene Baldwin, Darlene Bartlein voted against)

- j) Award of bids for the 2024 Street Resurfacing Projects for \$1,118,263.80.

*MOTION: Handschke/Brantmeier to award the 2024 Street Resurfacing Projects contract to Northeast Asphalt in the amount of \$1,118,263.80.
Motion passed 7-0*

- k) Creation of Parks Supervisor Role in the Department of Public Works.

*MOTION: Baldwin/Bartlein to approve the creation of a Parks Supervisor position within the department of Public Works and to fill the role from the current employment pool.
Motion passed 7-0*

- l) Use of the savings from the 2024 resurfacing and sealcoating projects to bid work for Blazing Meadow Subdivision.

*MOTION: Handschke/Baldwin to approve using the savings from the 2024 resurfacing and sealcoating projects to bid work for Blazing Meadow Subdivision.
Motion passed 7-0*

- m) Award of bids for the 2024 Crack Sealing Contract

*MOTION: Handschke/Brantmeier to award the 2024 Crack Sealing Contract to Precision Sealcoating, Inc. in the amount of \$127,200.00.
Motion passed 7-0*

- n) Award of bids for State Park Road Reconstruction to MMC, Inc for \$759,920.80.

*MOTION: Handschke/Bartlein to award the contract to MCC for the State Park Road Reconstruction Project in the amount of \$759,920.80 contingent upon right-of-way acquisition being completed prior to the start of the construction.
Motion passed 7-0*

- o) Approval of the additional streets in Haen Heights Subdivision (adjacent to Cedar Ridge Estates) for design in 2024 and construction in 2025 and agreement with McMahon for design services.

*MOTION: Lancaster/Handschke to approve additional streets be designed in 2024 and constructed in 2025 in the Haen Heights Subdivision and approve the agreement with McMahon for \$93,000 for design services.
Motion passed 7-0*

- p) Approval of the State/Municipal Agreement (SMA) with the WI Department of Transportation Local Road Improvement Program for Payten Street for \$45,680.77.

*MOTION: Handschke/Baldwin to authorize staff to accept \$45,680.77 in grant funds from the WI Department of Transportation Local Road Improvement Program for work on Payten Street.
Motion passed 7-0*

- q) Approval of a State/Municipal Agreement (SMA) from the WI Department of Transportation Local Road Improvement Program (LRIP) for up to \$815,436.15 towards State Park Road.

*MOTION: Handschke/Bartlein to authorize staff to accept up to \$815,436.15 in matching grant funds from the WI Department of Transportation Local Road Improvement Program towards future work on State Park Road.
Motion passed 7-0*

- r) Award of bid for Lift Station No. 1 piping replacement for Harrison Utilities for \$52,500.

*MOTION: Bartlein/Brantmeier to award Crane Engineering the contract in the amount of \$52,500 to complete the lift station #1 piping replacement project as was bid.
Motion passed 7-0*

- s) Contract with Martinson and Eisele to convert Harrison Utility records to a GIS database.

*MOTION: Van Hefty/Lancaster to approve the contract with Martinson and Eisele for GIS services for \$117,000 to be paid equally by water and sewer funds.
Motion passed 7-0*

- t) Approval of Trimble DA2 Equipment and Training for Harrison Utilities for GIS data collection.

*MOTION: Lancaster/VanHefty to approve spending \$5,499.86 for Trimble Data Collection equipment and training for Harrison Utilities to be paid for equally between water and sewer accounts.
Motion passed 7-0*

- u) Request from Harrison Athletic Association for a 6-Month "Class B" Alcohol License and Waive License and Operator Fees.

*MOTION: Brantmeier/VanHefty to approve granting Harrison Athletic Association a 6-Month "Class B" Combination Liquor and Beer License for the Harrison Athletic Field park grounds located at W6298 State Park Road beginning May 1, 2024 with Rebecca Mader as the agent and waiving all fees associated with the alcohol and operator licenses for Harrison Athletic Association.
Motion passed 6-1 (Julene Baldwin voted against)*

- v) Draft Referendum for Increasing Levy Limit in Lieu of Borrowing for Road Maintenance

Referred back to staff for revisions to attain \$1,500,000 in road maintenance each year without raising taxes.

- w) Draft Amendment of Village Code Chapter 119 - Small Wind Energy Systems

Referred back to staff for revisions and review again at the May 28, 2024 meeting.

- x) Ordinance V24-06 Amending Village Code Chapter 2, Article 2-IV, Division 2-IV-4, Section 2-141 Board of Review

MOTION: Baldwin/Bartlein to approve Ordinance V24-06 Amending Village Code Chapter 2, Article 2-IV, Division 2-IV-4, Section 2-141 Board of Review, by reducing the membership from "all" trustees to two trustees, adding appointment criteria, amending the training requirement, and updating a state statute reference.

Motion passed 7-0

- y) Set Open Book and Board of Review Dates.

MOTION: Baldwin/Bartlein to approve the initial Board of Review meeting, to call the meeting to order and adjourn, be held on May 28, 2024 at 6:00pm with the Village Board meeting following.

Motion passed 7-0

12. 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)

CCSD proposal for mobile speed reader boards (ML/AB)(April/May 2024)

Road Impact Fee for new construction (ML/AB) (May 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 extend interceptors within lift stations 4 & 6 service area (ML) (May/June 2024)

Ways to regulate utility companies to reconstruct right of way land after doing their work (ML) (May/June 2024)

Review Board Rules and Policies (ML)

13. Closed Session

MOTION (10:04 pm): Baldwin/Bartlein to convene into Closed Session for the three items as stated on the agenda:

1. Pursuant to the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of possible land purchase and development adjacent to STH 55. Attendees will include: Village President, Village Trustees, Village Manager, Asst. Village Manager, Village Clerk, Village Attorney, and Baird TIF Advisor.

2. Pursuant to the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of sale of village-owned land off Lake Park Road and possible development incentives. Attendees will include: Village President, Village Trustees, Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.

3. Pursuant to the exemption provided in Wis. State Stats 19.85 (1) (c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the

governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is the Village Manager. Attendees will include: The Village Board, Village Manager, and Village Attorney.

Motion passed by roll call vote 6-1

President Blackmer - Aye

Trustee Baldwin - Aye

Trustee Bartlein - Aye

Trustee Brantmeier - Aye

Trustee Handschke - Nay

Trustee Lancaster - Aye

Trustee Van Hefly - Aye

At 10:30 pm, Baird TIF advisor was excused after discussing item #1.

At 10:42 pm, Clerk Tessen was excused after discussing item #2.

At 10:48 pm, Manager Heiser was excused for approximately 5 minutes while discussing item #3.

At 12:05am, Closed Session ended.

14. Adjournment

The Board adjourned from Closed Session and did not reconvene into Open Session. No action was taken on any closed session discussion.

Minutes Approved May 7, 2024


Vicki L. Tessen, Clerk