

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
January 31, 2023**

A meeting of the Village of Harrison Board was called to order at 6:00 pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, January 31, 2023. After the Pledge of Allegiance was recited, roll call was taken.

Present: President Allison Blackmer, Trustees: Darlene Bartlein, Mike Brantmeier, Scott Handschke, Matt Lancaster, Mark Van Hefty and Julene Baldwin.

Excused: None

Staff: Manager Matt Heiser, Assistant Manager Mark Mommaerts, Clerk Vicki Tessen, and Village Engineer Lee Reibold of McMahan.

Public: 11 residents and Times Villager Reporter, Judy Hebbe.

4. Correspondence or Communications from Board and Staff

A letter submitted by Ann Younger Crandall was read. Her concern is the safety of a road on Fire Lane 12 curving into Fire Lane 13.

Trustee Lancaster shared a concern that individual Board members are directing staff in their duties. A copy of his statement is included in the Minutes as Addendum A.

5. Corrections and Approval of the Previous Meetings Minutes

a) December 13, 2022

*MOTION: JB/DB to approve the December 13, 2022 minutes as presented and circulated.
Motion Carried 7-0*

6. Public Comments

Per State Statute section 19.84(2), information was received from the public; however, no action was taken under public comments.

- a) Vince Nettekoven N8709 Harwood Rd - would like to tear down the house and cave the foundation into the hole. Board directed him to talk to Planner Mommaerts.
- b) Kari Dollevoet W6091 Dahlia Dr. - Questioned when the ATV signage will be installed so the ordinance can be enacted.

7. The following reports are on file in the Clerk's office:

- a) Harrison Fire Rescue
- b) Calumet Co. Sheriff Department

- c) Village Manager
 - i. Budget Report

Board direction to Village Manager Heiser: please send the Board a budget recap of 2022.

- d) Planning and Zoning

Board direction to Village Planner Mommaerts: ask the Plan Commission to discuss a conceptual plan designating the Village owned land in the County Road N / Manitowoc Road area as commercial at their next meeting and act on a recommended plan at their March meeting.

- e) Parks and Trails
- f) Public Works Department/Engineering
- g) Harrison Utilities
 - i. Assistant Manager Mommaerts added a verbal report stating Lift Station #1 pump failed over the weekend; maintenance was performed and is now running in a very low capacity. A more permanent solution is needed.
- h) Clerk-Treasurer
 - i. Statement of Income and Expenses
 - ii. ARPA Fund report

8. Approval of Bills and Claims for December 2022

*MOTION: JB/MVH to approve the Bills and Claims for December 2022 as presented.
Motion Carried 7-0*

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

- a) Discussion on Plan for Village Owned Property on County Road N

*MOTION: ML/MB to table the discussion on a plan for the Village owned property on County Road N until after the Fire Chief gives his presentation on fire response times.
Motion Failed 2-5; (Aye: Brantmeier and Lancaster, Nay: Blackmer, Baldwin, Bartlein, Handschke, and Van Hefty)*

Board direction proposed to Village Planner Mommaerts: proceed with more detailed design and engineering plan of the Village owned land in the County Road N / Manitowoc Road area for commercial use.

Board direction to Village Planner Mommaerts was implied rescinded when Trustee Lancaster informed the Board that the direction was a contradiction to the Board approved motion from the December 14, 2021 meeting, regarding taking no action on the Village owned land until a safety building site was designated and secured.

MOTION: SH/(no 2nd) to rescind Board rules temporarily to discuss a motion made on December 14, 2021.

Motion was dropped due to Open Meeting and Public Notice requirements.

MOTION: DB/JB to hold a Special Meeting on February 14, 2023 at 6:00pm regarding the action taken on December 14, 2021 (taking no action on the Village owned land in the County Road N / Manitowoc Road area until a safety building site was designated and secured).

Motion Carried 5-2; (Aye: Blackmer, Baldwin, Bartlein, Handschke, and Van Hefty, Nay: Brantmeier and Lancaster)

b) Contract Renewal Request by Ken Mader for Land Lease on County N Properties

MOTION: MB/SH to approve the contract with Ken Mader to lease the Village land, tax ID numbers 39142 and 39144, from April 1, 2023 to April 1 2024 in the amount of \$7,800.00 as presented.

Motion Carried 7-0

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

a) Refund Request by Lori Kowalski for Summer Park Rental Fee

MOTION: ML/MB to approve the refund request by Lori Kowalski for a summer park rental fee because the application was never fully executed.

Motion Carried 7-0

b) Refund Request by Toonen Companies Inc for Prorated Purchase Fees on Manitowoc Road Property

MOTION: JB/DB to approve the refund request by RTH LLC in the amount of \$896.80 for prorated taxes on the property purchased by the Village on Manitowoc Road.

Motion Carried 7-0

c) Reimbursement Request by Fire Chief for Fox Valley Technical College Tuition

MOTION: SH/JB to approve the reimbursement request in the amount of \$500.00 by the Fire Chief for Fox Valley Technical College Tuition.

Motion Carried 7-0

- d) Payment Request by Northeast Asphalt for 2022 Street Projects Certificate #5

MOTION: SH/DB to approve the payment request by Northeast Asphalt for 2022 Street Projects Certificate #5 in the amount of \$214,470.13 as presented and circulated.

Motion Carried 7-0

- e) Purchase Request by Calumet County Sheriff's Dept. for Communications Radio

MOTION: ML/SH to approve the purchase request by Calumet County Sheriff's Dept. for a communications radio not to exceed the cost of \$7,500.00.

Motion Carried 7-0

- f) Purchase Request by Harrison Utilities for Replacement Pump

MOTION: MB/DB to approve the purchase request by Harrison Utilities for two replacement pumps not to exceed \$24,000.00.

Motion Carried 7-0

- g) 2022 Equipment Purchase Request by Public Works for a F350 Truck

MOTION: JB/DB to approve the request by Public Works to use funds from the 2022 equipment budget to purchase an F350 Truck or similar truck not to exceed \$70,000.00 including the bed and toolbox.

Motion Carried 7-0

- h) 2023 Equipment Purchase Request by Public Works for a 550 Truck

MOTION: SH/DB to approve authorizing Public Works to purchase a 550 Truck not to exceed \$70,000.00 using funds from the 2023 equipment budget.

Motion Carried 7-0

- i) Contract Request by Harrison Utilities for Sanitary Manhole Rehab along Hwy 114

MOTION: ML/MVH to approve the contract with Great Lakes TV Seal Inc. to complete the rehab project for 3 manholes in the amount of \$13,162.50 as presented and circulated.

Motion Carried 7-0

- j) Contract Request by Harrison Utilities for Sanitary Manhole Replacement along Hwy 114

MOTION: JB/DB to approve the contract by Robert J. Immel Excavating, INC. for replacing a manhole along HWY 114 near Heckrodt Nature Center in the amount of \$14,850.00 as presented at the meeting.

Motion Carried 7-0

- k) Contract Request for Installation of Playground Equipment at Farmers Field Park

MOTION: SH/JB to approve the contract for Quote #1 by Minnesota / Wisconsin Playground for basic installation of playground equipment at Farmers Field Park in the amount of \$72,170.00, as presented and circulated and to be paid by using ARPA funds.

Motion Carried 7-0

- l) (Initial) Firearms Permit Request by Corey Stumpf for Use on Property Between Firelane 12 and Firelane 13

MOTION: MVH/MB to approve the Firearms Permit for Corey Stumpf for use on property between Firelane 12 and Firelane 13 as presented and circulated.

Motion Carried 7-0

- m) Resolution Approval Request for V2023-01 Designating Polling Locations and Combining Wards for Reporting Units for 2023 Spring Election

MOTION: MVH/JB to approve Option #1 of Resolution V2023-01 Designating Polling Locations and Combining Wards for Reporting Units for 2023 Spring Election; setting the location as the Village Municipal Building for all Harrison Wards, as presented and circulated.

Motion Carried 7-0

- n) Policy Approval Request for “Village of Harrison Streets and Roads Special Assessment Policy”

MOTION: MVH/DB to approve the “Village of Harrison Streets and Roads Special Assessment Policy” as presented and circulated and recommended by staff.

Motion Carried 7-0

- o) Preliminary Plat Approval Request for Luniak Meadows 2 – Dercks/DeWitt LLC – County N/Schmidt Rd

MOTION: MVH/DB to approve the preliminary plat map for Luniak Meadows 2 Subdivision at the South of Schmidt Road and East of County Road N by Dercks/DeWitt LLC. With the twenty recommended conditions as presented and circulated.

Motion Carried 4-3 (Aye: Blackmer, Baldwin, Bartlein, and Van Hefty, Nay: Brantmeier, Handschke, and Lancaster)

p) Approval Request for Faro Spring Boat Landing Improvements

MOTION: MVH/MB to approve the request by Tim Eldred to proceed with improvements of a cement boat landing at Faro Spring contingent all approvals from the DNR and state agencies are secured.

Motion Carried 7-0

11. Future Agenda Items

- a) Village-wide Safe Passage Plan - location and type (Dec/Jan.)
- b) Presentation by Fire Chief on response time (ML/MB) (Jan. – moved to Feb.)
- c) Discussion of a site location for a safety building (ML/MB) (Jan. – moved to Feb.)
- d) Presentation of Sewer Connection Fee Report and Recommendation of New Fees (Tabled June 14, 2022 – JB / SH, until after Village Attorney reviews them.)
- e) Resolution Amending the Fee & Penalty Schedule Detailing Penalties
- f) Update/Discussion/Action on a 5-year Capital Improvement Plan
- g) Special Event Permits – Types and Authority to Approve
- h) Revisions to Village Code CH. 28 Nuisances
- i) Hiring Policy
- j) Request for Village to Pave North Shore Lane (Dec. – NS requested to move to March or April)
- k) Discussion on Speed Limits (Feb.)
- l) Discuss Village Owned Property on Hwy 55 (Feb.)
- m) Review Purchasing Policy (SH/ML)
- n) Draft Ordinance for new subdivisions to include trails/passageways paid for by the developers (Feb. 28, 2023)

12. Adjournment

MOTION: DB/JB to adjourn (7:44 pm).

Motion Carried 7-0

Minutes submitted by:



Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved February 28, 2023

We need to address a growing concern:

Staff are receiving orders from individual member(s) of the board.

While it is certainly okay to ask questions, share opinions or information with staff, at no time should any individual board member(s) be giving “direction” to staff.

Doing so undermines the collective decision-making process we have **ALL** been entrusted with. Each of our voices carries the **SAME** amount of weight and asking staff to act on any one's personal “direction” outside of Board direction is problematic. It can be viewed as undermining our collective voice and puts our staff in an unnecessary stressful situation.

Any direction given to staff **NEEDS** to be discussed in an open forum by the Village Board as a governing body. It is the Board which then provides direction through consensus or an official motion and vote.

Recent examples:

- 1) Board member involved in negotiations for a stop light.
 - a) I am not saying a stop light is not needed. However, if a board member(s) is going to be involved, then it should be the Board who decides who attends and their level of involvement. This is something we learned after the fact.
- 2) Village Manager Heiser was asked to come up with costs for a public safety building and staffing for a full-time fire department. Again, this is something we learned after the fact.
 - a) This request was made by a single board member outside of Board authority and the open discussion process. It was never talked about and I'm concerned that these types of requests are creating unnecessary busy work for our staff.
 - i) What purpose does this information serve?
 - ii) IF staff want to explore whatever possibilities to help move the Village forward, that is well within their right as leaders. My concern is that the items just mentioned are not coming from staff or the Fire Department leadership.

In summary, we need to have this uncomfortable conversation and address the elephant in the room. As elected officials, we should be representing the interests of the people who elected us, and not act as individuals moving forward. We are to collectively decide on direction and no individual person or group should be entitled to more than what state statutes allow.

The governing body is a board of six elected trustees and an elected village president, all of whom are usually elected at-large.

In villages, the village president is a trustee, with a vote on all matters, and shares executive authority with the entire board of trustees. In contrast to mayors, village presidents are not statutorily designated as the village's chief executive officer. If anyone wants reference material from the League of Wisconsin Municipalities, I have it. Thank you

References:

- <https://www.lwm-info.org/588/Distinctions-Between-Cities-Villages>
Distinctions Between Cities & Villages
- **Village Boards**
In villages, a majority of the members-elect constitutes a quorum of the village board. Sec. 61.32, Stats. The village president, being a trustee is counted in determining whether a quorum is present.
- <https://www.lwm-info.org/DocumentCenter/View/3030/Gov-Bod-409>
Roles and Authority of Governing Body Members