

**VILLAGE OF HARRISON**  
**BOARD MEETING MINUTES**  
**May 30, 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, May 30, 2023. After the Pledge of Allegiance was recited, roll call was taken.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

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

Excused: Scott Handschke

Staff: Manager Matt Heiser, Assistant Manager Mark Mommaerts, Fire Chief Jarred Gehrl, Lt. Joe Tenor, and Clerk Vicki Tessen.

Public: 33 residents and Times-Villager Reporter Judy Hebbe

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

None

**5. Public Comments**

Per State Statute section 19.84(2), the following people addressed the Board with comments. Each person was granted a minimum of three minutes to speak. There was limited discussion on the information received and no action was taken under public comments.

- a) Joe Hansen; 9410 Logan Lane - 10c Block Party on Logan Lane and Bailey Drive - in favor
- b) Terry Tersein; W5448 Easter Lily Drive - 11q Fox River Hurling Club to use Darboy Community Park - in favor
- c) Cindy Sanders; W5567 Bailey Drive - 10c Block Party on Logan Lane and Bailey Drive - opposed
- d) Kate Laidlaw; N9629 Mary Drive - non-item - concern regarding potential future development on corner of Cty KK and Cty N.
- e) Paula Ulman; N9963 Mary Drive - non-item - concern regarding potential future development on corner of Cty KK and Cty N.
- f) Melvin Baeten; 522 Harold Way - non-item - requests discussion with Board regarding extending Prosperity Drive.

- g) Jake O'Dell; N9427 Handel Drive - 10c Block Party on Logan Lane and Bailey Drive - in favor

Electronic or Written Correspondence to the Board was received from:

- a) Kate Laidlaw - N9629 Mary Drive - non-item - concern regarding potential future development on corner of Cty KK and Cty N.
- b) Bonnie McKenny – 1831 Brighton Beach Rd. – non-item – noise ordinance
- c) Dave Watry – W5575 Bailey Drive - 10c Block Party on Logan Lane and Bailey Drive - opposed.
- d) Christy Kuhnel – W5566 Bailey Dr. - 10c Block Party on Logan Lane and Bailey Drive – opposed.

**6. 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
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works Department/Engineering
- g) Harrison Utilities
- h) Clerk-Treasurer
  - i. Statement of Income and Expenses
  - ii. ARPA Fund report

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

*MOTION: Van Hefty/Bartlein to approve the April 25, 2023 Board Minutes as presented.*

*Motion passed 6-0*

*MOTION: Van Hefty/Baldwin to approve the May 9, 2023 Board Minutes as presented.*

*Motion passed 6-0*

**8. Approval of Bills and Claims**

*MOTION: Baldwin/Bartlein to approve the bills and claims for April 2023 as presented.*

*Motion passed 6-0*

**9. Appointments to Boards or Commissions**

- a) Citizen Seat – Bob Mayfield (3-year, April 30, 2026)
- b) Citizen Seat – Scott Chicoine (1 -year partial term, April 30, 2024)

*MOTION: Van Hefty/Bartlein to approve the Plan Commission Citizen Seat appointments of Bob Mayfield for a 3-year term to expire on April 30, 2026, and Scott Chicoine to fill the remainder of the partial term to expire on April 30, 2024 as printed and circulated.*  
*Motion passed 5-1 (Nay: Lancaster)*

**10. Old Business**

a) Firelane 13 Signage Agreement

*MOTION: Baldwin/Brantmeier to approve the Firelane 13 Roadway Signage Agreement as presented and circulated.*  
*Motion passed 6-0*

b) Policy to Require a Visitor Log for the Municipal Building

*MOTION: Baldwin/Van Hefty to approve the policy to require a visitor log for the municipal building as presented.*  
*Motion passed 4-2 (Nay: Brantmeier and Lancaster)*

c) Road Closure Request for Block Party at Logan Lane cul de sac and part of Bailey Drive

*MOTION: Baldwin/Bartlein to approve road closure request for a block party at Logan Lane cul de sac and part of Bailey Drive with the caveat that there are no fireworks, and the road is open at 10:00 pm.*  
*Motion passed 6-0*

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

a) Donation of memorial items (e.g. benches) on Village property

*MOTION: Van Hefty/Baldwin to authorize staff to develop a policy for donations to the Village.*  
*Motion passed 6-0*

b) Security in Darboy Community Park

*MOTION: Van Hefty/Baldwin to direct staff to work with the CCSD on a concise policy to increase security in the parks.*  
*Motion passed 6-0*

c) 10 Year Anniversary Celebration Funding Request

*MOTION: Baldwin/Bartlein to approve allocating \$31,050 of ARPA funds for the community celebration.*  
*Motion passed 6-0*

d) 10 Year Anniversary Parade Road Closures

*MOTION: Baldwin/Bartlein to approve road closures along the parade route for the community celebration.*

*Motion passed 6-0*

e) Ord V23-05 - Zoning Map Amendment – Troy Mueller – Pigeon Rd

*MOTION: Van Hefty/Brantmeier to approve Ordinance V23-05 amending the zoning map from Rural Residential to General Agricultural for parcel 40156 located on Pigeon Road and owned by Troy Mueller as presented and circulated.*

*Motion passed 6-0*

f) Conditional Use Permit – Troy Mueller – Pigeon Rd

*MOTION: Baldwin/Bartlein to approve Conditional Use Permit for Troy Mueller on Pigeon Road with the following conditions:*

- 1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of a zoning permit.*
- 2. A detailed Drainage and Stormwater plan shall be completed prior to issuance of a zoning permit.*
- 3. Hours of operation shall be Monday-Friday 7:00am-6:00pm. The Plan Commission may approve different hours of operation upon request and review.*
- 4. Access to the development should be from Pigeon Road.*
- 5. Only those uses permitted in the applicable zoning district shall be allowed within the development.*
- 6. All applicable local, County, and State rules, regulations, and ordinances shall be met.*
- 7. Outside trailer storage shall be screened from view from the roadway as much as possible via a landscape berm and plantings.*

*Motion passed 6-0*

g) Conditional Use Permit – State Storage Group – Pigeon Rd

*MOTION: Baldwin/Bartlein to approve Conditional Use Permit (CUP) for State Storage Group on Pigeon Road with the following conditions:*

- 1. The outdoor storage of "junk" cars will not be permitted.*
- 2. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of a zoning permit.*
- 3. A detailed Drainage and Stormwater plan shall be completed prior to issuance of a zoning permit.*
- 4. No outside storage, including but not limited to material, equipment, or products, shall be allowed for any business within the development, but exempting RV's campers, and boats.*

5. *Access to the development should be from Pigeon Road.*
6. *Only those uses permitted in the applicable zoning district shall be allowed within the development.*
7. *All applicable local, County, and State rules, regulations, and ordinances shall be met.*

*Motion passed 6-0*

h) Final Plat – North Shore Ridge – FORE Development – Firelane 10

*MOTION: Van Hefty/Bartlein to approve the Final Plat for North Shore Ridge subdivision by FORE Development for a new 21-lot subdivision as presented with the following conditions:*

1. *Utility Easement shall be amended to include sanitary sewer and water facilities.*
2. *All review comments from the Village staff shall be included in the Plan Commission discussion and decision.*
3. *Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.*
4. *All lots shall have a storm sewer lateral provided for sump pump discharge.*
5. *All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.*
6. *All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.*
7. *The Village Board shall accept the roadway in a “graveled state”, with a temporary asphalt binder, prior to issuance of building permits and zoning permits.*
8. *All final improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, and trails shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.*
9. *If applicable, wetland determinations and/or studies shall be provided to the Village.*
10. *Benchmarks shall be established on all hydrant tag bolts.*
11. *Grading/Drainage Plan shall identify elevations of ground at the foundation.*

*Motion passed 6-0*

i) Planned Development Overlay Agreement – Atlas Development – Northshore Villas Condominium – Old Highway Rd

*MOTION: Van Hefty/Bartlein to approve the Planned Development Overlay Declaration Agreement for the Northshore Villas Condominium development as presented and circulated.*

*Motion passed 6-0*

j) Condo Plat – Atlas Development – Northshore Villas Condominium – Old Highway Rd

*MOTION: Van Hefty/Bartlein to approve a partial release of the maintenance easement, as shown on the map, for the use of pickle ball courts and to approve the condominium plat for the 10-unit Northshore Villas Condominium development with the following conditions:*

- 1) Within this PDO district, up to 10 (ten) Single-Family, detached condominium units are considered permitted uses pursuant to section 117-93 (f), Exceptions to Use Regulations.*
- 2) Access to the units shall be through a private driveway with access to Old Highway Road.*
- 3) All units are limited to one-story with a roof height not to exceed 21-feet from top of roof to ground grade.*
- 4) A landscape barrier shall be constructed along the southern property line. Such barrier may be a staggered double row of evergreens, or a berm with a single row of evergreens on top. Such evergreen plants must be at least 5-feet at time of planting. Other plantings may be incorporated into the landscape barrier. Such landscape barrier shall be maintained by all future owners of the development by replacing dead or dying plants.*
- 5) Accessory buildings shall be prohibited.*
- 6) Any outdoor lighting shall be of similar nature to outdoor lighting found on a typical single-family home.*
- 7) A development declaration shall be recorded pursuant to section 117-93, Planned Development Overlay district [PDO], of the Village of Harrison Zoning Ordinance.*

*Motion passed 6-0*

- k) Update to Bicycle and Pedestrian Connections Map – Comprehensive Outdoor Recreation Plan

*MOTION: Baldwin/Bartlein to refer item back to the Plan Commission.*

*Motion passed 6-0*

*MOTION: Lancaster/Baldwin to recommend adding to the Comprehensive Outdoor Recreation Plan a trail along Schmidt Road from County Road N to State Park Road.*

*Motion approved 6-0*

- l) Dialer Replacement at Lift Station #4

*MOTION: Lancaster/Bartlein to approve the purchase and installation of an Omni-Site Cellular dialer from PJ Kortens & Company for Lift Station #4 at a price of \$5,230.00.*

*Motion passed 6-0*

- m) Resolution V2023-06 – Compliance Maintenance Annual Report (CMAR)

*MOTION: Baldwin/Bartlein to approve Resolution V2023-06 authorizing staff to submit the annual Compliance Maintenance Annual Report (CMAR).*

*Motion passed 6-0*

n) Midway Road Certificate for Payment #4

*MOTION: Van Hefty/Brantmeier to approve Certificate of Payment #4 in the amount of \$21,823.95 for work performed on the Midway Road Trail Program through April 18, 2023.  
Motion passed 6-0*

o) Request from Woodland School to Waive Park Rental Fee for a Class Picnic at Darboy Community Park.

*MOTION: Lancaster/Brantmeier to approve Woodland School's request to waive the park rental fee for a class picnic at Darboy Community Park.  
Motion passed 6-0*

p) Request from Boy Scout Troop 135 to Waive Park Rental Fee

*MOTION: Lancaster/Van Hefty to approve request from Boy Scout Troop 135 to waive the park rental fee for a troop event.  
Motion passed 6-0*

q) Agreement with The Fox River Hurling Club to use Darboy Community Park

*MOTION: Baldwin/Bartlein to approve the presented agreement with The Fox River Hurling Club to use Darboy Community Park on Thursday evenings for the summer of 2023 on the condition that the nets are moved after use.  
Motion passed 6-0*

r) Authorize WEC Grant Application and Purchase of Election Equipment.

*MOTION: Bartlein/Lancaster to authorize staff to apply for the WEC Grant and purchase election equipment using the grant plus ARPA funds up to \$37,025.  
Motion passed 6-0*

s) G&M Fireworks, LLC Direct Sellers and Solicitors Application.

*MOTION: Baldwin/Brantmeier to approve the Direct Sellers and Solicitors application by G&M Fireworks, LLC to open a temporary stand at the corner of County Road N and County Road KK to sell fireworks between June 15, 2023, and July 7, 2023.  
Motion passed 6-0*

t) Alcohol License Applications

*MOTION: Brantmeier/ Baldwin to approve the alcohol license renewals listed on Addendum A, as presented and circulated, for the 2023-2024 licensing year.  
Motion passed 6-0*

**12. Future Agenda Items**

- a. Presentation of Sewer Connection Fee Report and Recommendation of New Fees (Tabled June 14, 2022 – JB / SH, until after Village Attorney reviews them.)
- b. ~~Update/Discussion/Action on a 5-year Capital Improvement Plan (ML/SH)~~  
This item has been removed from the Village Board future agenda list and placed on the agenda for the first budget meeting of each year.
- c. Hiring Policy (MVH/AB)

**13. Closed Session**

The Board met in closed session pursuant to Wis. State Stats. 19.85 (1)(e) to discuss a contract extension with Calumet County for police services. Attendees included the Village Board, Village President, Village Manager, and Village Clerk.

*MOTION: Bartlein/Baldwin to enter into Closed Session (7:25pm)*

Roll Call vote:

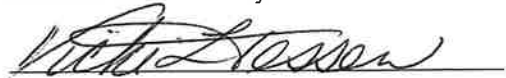
President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Brantmeier - Aye	Trustee Lancaster – Aye	Trustee Van Hefty - Aye

*MOTION: Bartlein/Baldwin to end the Closed Session and Adjourn the Board Meeting without reconvening into Open Session*

Roll Call Vote:

President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Bartlein - Aye
Trustee Brantmeier - Aye	Trustee Lancaster – Aye	Trustee Van Hefty - Aye

Minutes submitted by:



Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved June 27, 2023



## ADDENDUM A

### LIQUOR LICENSE APPLICATIONS VILLAGE OF HARRISON CALUMET COUNTY, WI

The following applications for licenses to deal in intoxicating liquor and fermented malt beverages have been filed with the Village of Harrison Clerk for the 2023-2024 licensing year.

#### “CLASS A” COMBINATION LIQUOR & BEER

Plymouth Enterprise LLC  
Santosh Adhikari, Agent  
N9690 County Rd N, Appleton, WI  
Location: Darboy BP, N9690 Hwy N

#### CLASS “B” BEER

Vargas Bros LLC  
Jose Vargas, Agent  
N8331 State Park Rd, Menasha WI  
Location: Vargas Bros, N8331 State Park Road

#### “CLASS B” COMBINATION LIQUOR & BEER

Bobbers LLC  
David Levknecht, Agent  
N5204 Fargo Springs Road, Hilbert, WI  
Location: Bobbers, W5204 Faro Springs Road

SK Darboy LLC  
Kara Day, Agent  
N9059 Riverview Rd, Birnamwood, WI  
Location: Mr. Brews Taphouse, W5725 Highway KK

Menasha Entertainment LLC  
Kevin Weaver, Agent  
13500 Watertown Plank Rd #205, Elm Grove, WI  
Location: Blu Sapphires Cabaret, W7191 Hwy 10/114

North Shore Golf Club, Inc.  
Jonathan Kruse, Agent  
N8421 N. Shore Rd, Menasha, WI  
Location: North Shore Golf Club, N8421 N. Shore Rd

Cimarron Bar Inc.  
Tom Day, Agent  
W7170 Hwy 10/114, Menasha WI  
Location: Cimarron Bar & Grill, W7170 Hwy 10/114

Salt, LLC  
Ross Schmidt, Agent  
N9650 Friendship Dr, Kaukauna, WI  
Location: Salt Fine Dining, N9650 Friendship Dr.

Two Pair of Dice, LLC  
Jessica Daul, Agent  
26 N. State St. Chilton, WI  
Location: Countryside Bar & Grill, W5302 Hwy 114

Kenneth Sprangers  
W2245 Harvestore Road, Hilbert WI  
Location: Silver Spur Saloon, W5779 CTH KK

Lake Park Pub, Inc.  
Brian Rasmussen, Agent  
N8904 Lake Park Rd, Menasha, WI  
Location: Lake Park Pub, N8904 County LP

Waverly Beach, LLC  
Anthony Szymanski, Agent  
1992 Holmgren Way, Green Bay, WI  
Location: Waverly Beach, N8770 Firelane 1