

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

1. Roll Call

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

Absent: Trustee Baldwin (Excused)

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 Lt. Joe Tenor, Village Attorney Andy Rossmessl, and Village Engineer Lee Reibold.

Public: 8 citizens and Times Villager Reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

None

3. Corrections and Approval of the Previous Meeting Minutes

a) December 19, 2023 Minutes

*MOTION: Handschke/Brantmeier to approve the minutes of December 19, 2023.
Motion passed 6-0*

4. Public Comments

None

5. 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 Report

- e) Parks and Trails
- f) Public Works/Engineering
- g) Harrison Utilities
- h) Clerk-Treasurer
+ Financial Report
+ ARPA Report

6. Approval of Bills and Claims

- a) December 2023 Bills & Claims

*MOTION: Van Hefty/Bartlein to approve the bills and claim for December 2023 as presented.
Motion passed 6-0*

7. Presentations

- a) Presentation: Festival of Lights Recap of 2023 Event
Shaun Forslund of the Darboy Kiwanis reported on the successes and challenges of the 2023 Festival of Lights event at Darboy Community Park

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

- a) Omitted Resolution Numbers from 2023

*MOTION: Lancaster/Brantmeier to approve re-numbering Resolution V2023-25 to V2023-19 and Resolution V2023-26 to V2023-20.
Motion passed 6-0*

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

- a) 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.

*MOTION: Lancaster/Brantmeier to refer item back to staff to explore potential of extending lighting beyond the area requested in Darboy Community Park and if others could benefit from extending the lighting or electrical service in that area.
Motion passed 6-0*

- b) "Class B" Alcohol License & Agent Approval.

MOTION: Handschke/VanHefty to approve the application from Bobber's Bar LLC for a "Class B" Retail License to sell fermented malt beverages and intoxicating liquors on the premises located at W5204 Faro Springs Road and to affirm the appointment of Lori Hippert as the Agent.

Motion passed 6-0

- c) Amend Previously Approved Motion to Purchase Traffic Speed Display Boards.

MOTION: Handschke/Lancaster to approve amending the previously approved motion to "purchase 7 radar-based speed display boards at \$3,300 each for a total cost of \$23,100 using ARPA funds" to now read "purchase 7 radar-based speed display boards using ARPA funds not to exceed \$ 25,000.

Motion passed 6-0

- d) Support for the Faro Springs Road Lake Access Improvement Project.

MOTION: Lancaster/ to approve \$70,000 in Park Impact fees to fund the entire project.

Motion failed due to lack of a second

MOTION: Handschke/VanHefty to approve \$35,000 in support of the lake access improvement project off of Faro Springs Road, with the understanding that the Board would consider a future request for additional funding if needed.

Motion passed 6-0

- e) Certified Survey Map (CSM) – Don Mielke – Mielke Rd , Parcel 43768

MOTION: Van Hefty/Bartlein to approve the Certified Survey Map (CSM) requested by Don Mielke for Parcel 43768 on Mielke Road as presented.

Motion passed 6-0

- f) Comprehensive Plan Amendment – Mel Baeten – Highline Rd - Parcel 39012 & part of Parcel 39018

MOTION: Van Hefty/Bartlein to approve the Comprehensive Plan Amendment for Parcel 39012 and part of Parcel 39018.

Motion failed 3-3 (Mike Brantmeier, Scott Handschke, Matt Lancaster voted against)

- g) Zoning Map Amendment and Ordinance V24-02 – Mel Baeten – Highline Rd – Parcel 39012 & part of Parcel 39018

MOTION: Van Hefty/Bartlein to table Ordinance V24-02 regarding the zoning map amendment for Sprangers Estates Parcel 39012 and part of Parcel 39018.

Motion passed 4-2 (Mike Brantmeier, Matt Lancaster voted against)

- h) Preliminary Plat – Sprangers Estates – Mel Baeten – Highline Rd - Parcels 39012 & 39018

MOTION: Van Hefty/Bartlein to approve the Preliminary Plat for Sprangers Estates with the following conditions:

- 1. Wetland permits shall be obtained from the WI Department of Natural Resources and submitted to the Village.*
- 2. To provide a fee in lieu of parkland dedication for an amount determined as part of the development agreement.*
- 3. Lots 1, 9, 10, 19, 20, 38, 39, 49, and 60 shall be noted on the plat to have restricted access off of Highline Road and/or Prosperity Drive.*
- 4. All lots shall have a storm sewer lateral provided for sump pump discharge.*
- 5. All review comments from the Village staff shall be included in the Plan Commission discussion and decision.*
- 6. 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.*
- 7. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.*
- 8. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.*
- 9. Grading/Drainage Plan shall identify elevations of ground at the foundation.*
- 10. All road names shall be approved by the Appleton Post Office, the Village of Harrison, and Calumet County E911.*
- 11. Sidewalks, trails, street lighting, and laterals shall be indicated on the infrastructure plans.*
- 12. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).*
- 13. The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.*
- 14. Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas/electric, sewer/water).*
- 15. All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority.*

Motion passed 4-2 (Mike Brantmeier, Matt Lancaster voted against)

- i) Resolution V2024-1 Submittal of WisDOT STP-Local Funds Application for resurfacing of High Cliff Road.*

MOTION: Handschke/Lancaster to approve Resolution V2024-1 authorizing staff to submit a grant application to the STP-Local Funds program for resurfacing High Cliff Road and if application is successful then the Village will commit up to \$500,000 to complete the project.

Motion passed 6-0

- j) Approval of purchase of Mobile Video Conferencing Equipment for Conference Rooms in Village Hall with APRA dollars.

MOTION: Lancaster/Brantmeier to approve using \$3,025.00 in ARPA funds to purchase mobile video conferencing equipment for Village Hall.

Motion passed 6-0

- k) Operating Policy for E-Recycling Drop-Off at Village Hall

MOTION: Lancaster/Brantmeier to approve the operating policy for the E-Recycling Program as presented.

Motion passed 6-0

- l) Award of bids for Village Hall with APRA funds and Harrison Utilities Monument Signs with Utility funds.

MOTION: Lancaster/Brantmeier to approve the bid from Appleton Sign for the purchase of a new Village Hall Sign for \$49,771.16 using ARPA funds, and a new Harrison Utilities sign for \$21,650.30 using utility revenues.

Motion passed 6-0

- m) Contract approval with Patek Hospitality Consultants, Inc to commission a hotel market study to determine current and future demand for hotel accommodations in the Village.

MOTION: Lancaster/Brantmeier to approve the contract with Patek Hospitality Consultants, Inc. to commission a hotel market study to determine current and future demand for hotel accommodations in the Village using \$8,000 in TID 5 funds to pay for it.

Motion passed 6-0

- n) Zoning Map Amendment and Ordinance V24-03 (Rezoning) – Village Owned Parcel 44944 on Ryford St

MOTION: Van Hefty/Bartlein to approve Zoning Map Amendment and Ordinance V24-03 (Rezoning) amending the Zoning Map for Village owned Parcel 44944 on Ryford Street changing the zoning from General Agriculture [AG] to Single-Family Residential (Suburban) [RS-1] as submitted.

Motion passed 6-0

- o) Ordinance V24-01, An Ordinance amending Article 113-II Stormwater and Surface Water Regulations for the Village of Harrison, Wisconsin.

Discussion only - no motion was made.

- p) Conceptual Approval of Rennwood Park Master Plan.

MOTION: Lancaster/Handschke / to approve the master plan for Rennwood Park and authorize staff to hold a public meeting to gather citizen input.

Motion passed 6-0

- q) Review of the Community and Economic Development Survey

The Board reviewed the Community and Economic Development survey results.

- r) Agreement with McMahon for \$9,500 to design a sidewalk along Manitowoc Road at Woodland Schools to address Safe Routes to School.

MOTION: Handschke/Bartlein to approve the Agreement with McMahon for \$9,500 to design a sidewalk along Manitowoc Road at Woodland Schools to address Safe Routes to School.

Motion passed 6-0

- s) Auto Aid Agreement Between Harrison and Buchanan Fire Departments

MOTION: Lancaster/Bartlein to approve the auto aid agreement between the Village of Harrison's Fire Rescue and the Town of Buchanan's Fire Rescue.

Motion passed 6-0

- t) Request for Approval to Purchase Up to 300 5/8" Water Meters.

MOTION: Bartlein/Handschke to approve purchase up to 300 5/8" water meters from Ferguson Waterworks.

Motion passed 6-0

10. Future Agenda Items

- Hiring Policy (MVH/AB)
- Consider Amending Board of Review Membership (AB)
- Pickleball Etiquette (JB/DB)
- Private Service Line Agreement for Water and Sewer Mains for Northshore Villas (staff) (Feb.)
- Stormwater Management Agreement for Northshore Villas Condominium Development (staff) (Feb.)
- Discussion of Meeting Packet Memos & Attachments
- Overview of Tax Bills - Calculating, Creating, & Collecting (SH)
- Review of RS-2 Zoning (ML/AB) (after Comp Plan)

- (tabled 1/30/2024) 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 1/30/2024) Zoning Map Amendment and Ordinance V24-02 – Mel Baeten – Highline Rd – Parcel 39012 & part of Parcel 39018

11. Future Meeting Dates

- February 27, 2024
- March 26, 2024
- April 9, 2024 (Board /Commission Appointments)
- April 30, 2024

12. Closed Session

The Board met in closed session pursuant to Wis. State Stats. 19.85 (1) (e), to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, because competitive or bargaining reasons required a closed session.

Specifically, to be discussed:

- a. Potential land purchase of vacant real estate along CTH N
- b. Potential land sale of vacant land along Lake Park Road

Attendees for both discussions included: the Village Board, Village President, Village Manager, Village Assistant Manager, and Village Clerk.

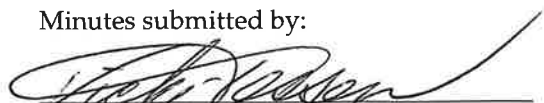
MOTION: Bartlein/VanHefty to convene into Closed Session at 7:31pm

Motion Passed unanimously by Roll Call vote.

13. Adjournment

After closed session discussion ended with no further action needed, the Board meeting ended at 7:44 pm

Minutes submitted by:



Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved February 27, 2024