

VILLAGE OF HARRISON
BOARD MEETING MINUTES
June 13, 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, June 13, 2023. After the Pledge of Allegiance was recited, roll call was taken.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Board: President Blackmer, Trustee Baldwin, Trustee Bartlein, Trustee Brantmeier, Trustee Handschke, Trustee Lancaster, and Trustee Van Hefty. Absent: none

Staff: Village Manager Matt Heiser and Clerk Vicki Tessen

Public: Present for Regular Meeting: Mel Baeten

Present for Closed Session: Village Attorney Andy Rossmeissl and Special Attorney for the Village Elizabeth Stephens

MOTION: Van Hefty/Brantmeier to table the agenda, except for the Visioning item, to the Board's next meeting.

Motion failed 4-3 (Blackmer, Baldwin, Bartlein, Handschke opposed)

4. Closed Session

MOTION: Baldwin/Bartlein to convene into Closed Session. (6:04 pm).

Roll Call vote:

President Blackmer - Aye

Trustee Baldwin - Aye

Trustee Bartlein - Aye

Trustee Brantmeier - Aye

Trustee Handschke - Aye

Trustee Lancaster - Aye

Trustee Van Hefty - Aye

a) Sewer Connection Fee

The Board met in closed session pursuant to Wis. State Stats. 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved concerning sewer connection fees.

Attendees included the Village Board, Village Manager, Village Clerk, Village Attorney Elizabeth Stephens (via telephone) and Village Attorney Andy Rossmeissl (via telephone).

The board reconvened into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action on the closed session discussion and remaining agenda items.

MOTION: Baldwin/VanHefty to reconvene into Open Session. (7:10 pm).

Roll Call vote:

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

5. Open Session: Possible Action related to Agenda item 4.

- a) Open Session: Possible action related to Agenda item 4.

MOTION: Handschke/Baldwin to authorize the Village Manager to execute a settlement agreement with Atkins Development consistent with the closed session discussion.

Motion passed 7-0

6. Appointments to Boards and Commissions

- a) Zoning Board of Appeals
- i. Appoint Don Mielke to fill vacated 3-year Citizen Seat - term expiring April 30, 2024
 - ii. Appoint Kelly Wenzel to fill Alternate Seat, 3-year term expiring April 30, 2026

MOTION: Handschke/VanHefty to confirm the appointment of Don Mielke to fill the Citizen Seat on the Zoning Board of Appeals, vacated by Scott Chicoine, with a partial term expiring on April 30, 2024.

Motion passed 7-0

MOTION: Handschke/Bartlein to confirm the appointment of Kelly Wenzel to fill the Alternate Seat on the Zoning Board of Appeals for a 3-year term expiring April 30, 2026.

Motion passed 7-0

- b) Zoning Board of Appeals – Chairperson
- i. Appoint Dan Garber as the new Chairperson

MOTION: Handschke/Brantmeier to confirm appointment of Dan Garber as the new Chairperson for the Zoning Board of Appeals.

Motion passed 7-0

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

- a) Resolution 23-07: Adoption of Sewer Connection Fees

MOTION: Baldwin/Bartlein to approve Resolution 23-07: Adoption of Sewer Connection Fees as presented.

Motion passed 6-1 (Lancaster opposed)

MOTION: Bartlein/Baldwin to recess for ten minutes.

Motion passed 7-0

(Clerk's Note: The audio recording was stopped for the recess at 7:20 pm and restarted at 7:32 pm.)

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

a) Discussion of extension of Prosperity Drive and development of Baeten property.
No Action Taken

b) Assistant Village Manager Position Description

MOTION: Handschke/Brantmeier to authorize the Village Manager to amend the Assistant Village Manager position description as he sees fit and to post the opening as soon as possible.

Motion passed 7-0

c) Employee Position Wage Range - Assistant Village Manager

MOTION: Baldwin/Brantmeier to approve the village assistant manager position be set at pay grade "O" on the wage scale.

Motion passed 7-0

9. Visioning Session

a) Visioning Session - Second Session

MOTION: Baldwin/Van Hefty to table the Visioning Session to June 27, 2023 meeting and hold short Visioning Sessions on future Board meetings.

Motion passed 7-0

MOTION: Lancaster/Handschke to authorize the Village Manager to obtain quotes to complete a facility study of all Village owned buildings and bring the quotes back to the July Board meeting.

Motion passed 7-0

10. Future Agenda Items

a) Hiring Policy (MVH/AB)

11. Adjournment

MOTION: Baldwin/Bartlein to adjourn.

Motion passed 7-0

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved June 30, 2023