

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
February 27, 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, February 27, 2024. After the Pledge of Allegiance was recited, roll call was taken.

1. Roll Call

Present: Trustee Baldwin, 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, CCSD Lt. Joe Tenor, Village Attorney Andrew Micheletti of Herrling Clark, and Village Engineer Lee Reibold.

Public: 9 citizens and Times Villager Reporter Judy Hebbe

MOTION: Baldwin/Bartlein to amend the agenda by moving item 9q under New Business regarding school zone crossing guards ahead of item 2 and move item 6 Reports ahead of item 5 Presentations. Motion passed 7-0

2. Correspondence or Communications from Board and Staff

The Board and/or staff received separate correspondence from Gina Mullen, Amanda Wood, and Amber Jankowski each requesting the Board to oppose any plans to remove bus service for students in the Kimberly Heights subdivision.

Trustee Brantmeier gave recognition to Fire Rescue Chief Gerrl for delivering his first baby while on duty, both mom and baby girl are doing well.

3. Corrections and Approval of the Previous Meeting Minutes

a) January 30, 2024 Board Minutes

MOTION: Brantmeier/Bartlein to approve the minutes of the January 30, 2024 Meeting as presented. Motion passed 7-0

4. Public Comments

Comments were heard from:

Amanda Wood - Hoelzel Way - school crossing guards / bussing students
Gina Mullen - Schreiber Lane - school crossing guards / bussing students

5. Presentation

- a) Presentation by Lisa Trebatoski, Associate Municipal Advisor of Ehlers on the long-Term Financial Plan for Harrison Utilities. provided this presentation.
- b) Presentation by Jake Lenell, Clifton Larson Allen on the 2022 Audit Results and Financial Statements for the Village of Harrison/Harrison Utilities

MOTION: Bartlein/Baldwin to approve the 2022 audits and financial statements for the Village of Harrison and Harrison Utilities.

Motion passed 7-0

6. Reports (Reports are on file in the Clerk's Office.)

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.

The Board directed staff to contact the City of Appleton to discuss safety at the intersection of Midway and Coop.

- 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
 - Financial Summary
 - ARPA Report

7. Approval of Bills and Claims

- a) January Bills and Claims

MOTION: Baldwin/Bartlein to approve the bills and claims for January 2024 as presented.

Motion passed 7-0

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

No old business was discussed.

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

- a) Approval of the Darboy Park Memorial Bench request.

*MOTION: Handschke/Brantmeier to approve acceptance of a memorial bench in honor of Alex J. Brautigam to be installed at Darboy Community Park in a specific location approved by staff.
Motion passed 7-0*

*MOTION: Handschke/Bartlein to amend the Donation Policy to remove the requirement for Board acceptance.
Motion passed 7-0*

- b) Request for Additional Funding of \$35,000 for the Faro Springs Road Lake Access Improvement Project.

*MOTION: Handschke/Lancaster to approve up to \$35,000 in additional funds be dedicated to the previously approved \$35,000, for the Faro Springs Road Lake Access Improvement Project using Park Impact fees.
Motion passed 7-0*

- c) Certified Survey Map (CSM) – Country Aire Farms – Parcels 40346, 40340, 40372, 40376

*MOTION: Baldwin/VanHefty to approve the Certified Survey Map (CSM) for Country Aire Farms which combines parcels 40346, 40340, 40372, and 40376 into one contiguous 37.5 acre lot for future development.
Motion passed 7-0*

- d) Certified Survey Map (CSM) – Rick Uecker – N9037 Spring Valley Rd – Parcel 37958

*MOTION: Van Hefty/Bartlein to approve the Certified Survey Map (CSM) presented by Rick Uecker which splits Parcel 37958 located at N9037 Spring Valley Rd into two parcels and allows for the duplex improvement to become two zero lot line residences.
Motion passed 7-0*

- e) Contract with Ehlers, Inc. to prepare Tax Incremental District (TID) No. 5 Amendment for \$17,000.

*MOTION: Lancaster/Handschke to approve the contract with Ehlers to prepare an amendment to TID 5 for future land acquisition along CTH N in the amount of \$17,000 to be funded by TID 5.
Motion passed 7-0*

- f) Approval of Intergovernmental Agreement for Fieldcrest Road between the Village of Harrison and the City of Kaukauna.

MOTION: Baldwin/Lancaster to approve the Intergovernmental Agreement with the City of Kaukauna to share in the cost of the maintenance and future road reconstruction to align the new Fieldcrest Road in the Crossroads Subdivision with Fieldcrest Drive to the north of CTH KK as presented.

Motion passed 7-0

- g) Concept plan for 13 lot subdivision off Manitowoc Road (Parcels 33408 and 33418)

MOTION: Lancaster/Bartlein to approve the concept plan proposed by LouMar Properties for a 13-lot subdivision off Kimberly Trails and Manitowoc Road as presented.

Motion passed 7-0

- h) Resolution V2024-02 Submittal of WisDOT Agricultural Roads Improvement Program (ARIP) Application for Schmidt Road.

MOTION: Baldwin/Brantmeier to approve Resolution V2024-02 authorizing staff to submit to WisDOT an Agricultural Roads Improvement Program (ARIP) Application to receive grant funds for improvements on Schmidt Road.

Motion passed 7-0

- i) Authorize staff to submit MS4 Annual Report for Stormwater to the Department of Natural Resources.

MOTION: Handschke/Baldwin to authorize staff to submit MS4 Annual Report for Stormwater to the Department of Natural Resources.

Motion passed 7-0

- j) Request from Scott DeWitt for Village to accept Quit Claim Deed for stormwater detention pond in Luniak Meadows Subdivision.

MOTION: Van Hefty/Baldwin to approve accepting a quit claim deed from Scott DeWitt for a stormwater detention pond in Luniak Meadows, contingent upon the Village obtaining a title insurance policy as printed and circulated.

Motion passed 7-0

- k) Request from Scott DeWitt for Village to accept Quit Claim Deed for stormwater detention pond in Harrison Heights Phase 1 Subdivision.

MOTION: Van Hefty/Bartlein to approve accepting a quit claim deed from Scott DeWitt for a stormwater detention pond in Harrison Heights Phase 1 Subdivision, contingent upon the Village obtaining a title insurance policy.

Motion passed 7-0

- l) Approval of contract not to exceed \$25,000 with Boardman and Clark to rewrite Chapter 30 Utilities of the Municipal Code.

MOTION: Baldwin/Bartlein to approve the contract with Boardman Clark not to exceed \$25,000 to re-write the Utility Municipal Ordinance to be in compliance with current and future practices as presented and paid from Utility reserve funds.

Motion passed 7-0

- m) Request for approval to enter into an agreement with a provider for sanitary sewer cleaning and televising for Harrison Utilities from 2024-2028.

MOTION: Lancaster/Bartlein to approve entering into an agreement with Great Lakes TV Seal for sanitary sewer cleaning and televising for Harrison Utilities from 2024-2028 according to the presented quote.

Motion passed 7-0

- n) Purchase of two Sulzer Submersible Pumps for Harrison Utilities Lift Station No. 2 for \$19,040.

MOTION: Baldwin/Brantmeier to approve the quote from Crane Engineering in the amount of \$19,040 to purchase two Sulzer submersible pumps for Lift Station No. 2 as part of the Harrison Utility's 2024 Capital Improvement Plan.

Motion passed 7-0

- o) Approval of the purchase of four Variable Frequency Drives (VFD's) at Lift Stations 1, 2, 3, & 4 for \$22,954 for Harrison Utilities.

MOTION: Brantmeier/Bartlein to approve the quote from Crane Engineering in the amount of \$22,954 to purchase, install and assist the utility in maintaining four variable frequency drives (VFD) on the pumps of Lift Station 1-4 as part of the Harrison Utility's 2024 Capital Improvement Plan.

Motion passed 7-0

- p) Kiwanis Request to Close Noe Road for Touch-A-Truck Event.

MOTION: Baldwin/Lancaster to approve the request from Darboy Kiwanis to close off Noe Road for the Touch-A-Truck event.

Motion passed 7-0

- q) School Zone Crossing Guards

MOTION: Lancaster/Handschke to authorize staff to send a letter to the Kimberly Area School District informing them that Harrison will not be paying for crossing guards and recommends they continue bussing students from Harrison.

Motion passed 7-0

Future Agena 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) (Mar.)
- Stormwater Management Agreement for Northshore Villas Condominium Development (staff) (Mar.)
- Discussion of Meeting Packet Memos & Attachments
- Overview of Tax Bills - Calculating, Creating, & Collecting (SH)
- Review of RS-2 Zoning (ML/AB) (after Comp Plan)
- 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/referred back to staff 1/30/2024)
- Zoning Map Amendment and Ordinance V24-02 – Mel Baeten – Highline Rd – Parcel 39012 & part of Parcel 39018 (tabled 1/30/2024)

11. Closed Session

MOTION: Baldwin/VanHefty to convene into Closed Session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of conferring with legal counsel for the Village who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved. Specifically, to discuss a challenge to the Creekside Improvement Project Assessment. Attendees will include: Village President, Village Trustees, Village Manager, Asst. Village Manager, Village Clerk, Village Attorney, and Attorney Rich Carlson of Town Counsel Litigation, LLC

Further move that following the assessment discussion, the attorneys be excused, and the Board continue to convene 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, whenever competitive or bargaining reasons require a closed session. Specifically, to discuss a possible development incentive for Crossroads Development.

Motion passed unanimously by roll call vote

MOTION: Bartlein/Baldwin to reconvene into Open Session.

Motion passed unanimously by roll call vote

No action was taken on either of the Closed Session items.

12. Adjournment

MOTION: Bartlein/Baldwin to adjourn.

Motion passed 7-0

Minutes submitted by:



Vicki L. Tessen, WCMC

Clerk/Treasurer

Approved March 26, 2024