

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
December 19, 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, December 19, 2023. 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: Village Manager Matt Heiser, Assistant Village Manager Chad Pelishek, Fire Chief Jarred Gerl, Harrison Utilities Office Manager Brandon Barlow, Clerk/Treasurer Vicki Tessen, Lt. Joe Tenor, Village Attorney Andrew Micheletti of Herrling Clark, and Village Engineer Lee Reibold.

Members of the public: 5

2. Correspondence or Communications from Board and Staff

Trustee Van Hefty made two comments; first, board members should be directing residents to staff to answer questions regarding village operations and second, staff should be treating all board members equally.

3. Proclamation

- a) Proclamation for Jim Lincoln for Years of Service on the Plan Commission

President Blackmer presented and read a Proclamation honoring Jim Lincoln for his service on the Plan Commission.

4. Corrections and Approval of the Previous Meeting Minutes

- a) November 28, 2023 Minutes

MOTION: Handschke/Baldwin to approve the Minutes of November 28, 2023 as presented to the Board.

Motion passed 7-0

5. Public Comments

No public comments were heard.

6. Reports

The following reports are on file in the clerk's office:

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Village Manager
 - + Budget Summary
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works/Engineering
- g) Harrison Utilities
- h) Clerk/Treasurer
 - + ARPA Report
 - + Financial Report

7. Approval of Bills and Claims

- a) November 2023

MOTION: Van Hefty/Brantmeier to approve the bills and claims for November 2023 as circulated and presented.

Motion passed 7-0

8. Appointments

- a) Plan Commission

MOTION: Baldwin/Bartlein to confirm the appointment of Chad Weyenberg to fill the Plan Commission seat vacated by Jim Lincoln for the term expiring May 30, 2025.

Motion passed 7-0

- b) Election Inspectors / Chief Inspectors

MOTION: Bartlein/Baldwin to approve appointing the list of nominees to the office of Election Inspector as presented.

Motion passed 7-0

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

- a) Private Service Line Agreement for Water and Sewer Mains for Northshore Villas.
(Staff recommends tabling until attorney review)

This item remained tabled.

- b) Stormwater Management Agreement for Northshore Villas *(Staff recommends tabling until attorney review)*

This item remained tabled.

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

- a) Comprehensive Plan Amendment – Van’s Realty & Construction – Parcel 43838

MOTION: Baldwin/Bartlein to approve the Comprehensive Plan Amendment for Parcel No. 43838 at intersection of Midway and Lake Park Road.

Motion passed 6-1 (Scott Handschke voted against)

- b) Ordinance V23-14, Ordinance Amending the Official Zoning Map - Request by Van’s Realty & Construction – Parcel 43838.

MOTION: Van Hefty/Baldwin to approve Ordinance V23-14, amending the Official Zoning Map for Parcel 43838 as requested by Van’s Realty and Construction.

Motion passed 6-1 (Scott Handschke voted against)

- c) Ordinance V23-13, Amending Article 117-II Administration, Section 117-30, Administration for the Village of Harrison, Wisconsin.

MOTION: Baldwin/Brantmeier to approve Ordinance V23-13, Amending Article 11-II Administration Section 117-30.

Motion passed 7-0

- d) Developer's Agreement with Crossroads Development, LLC.

MOTION: Van Hefty/Handschke to approve the Village enter into a Developer’s Agreement with Crossroads Development, LLC that includes the staff recommendations as follows:

- 1. Includes the installation of sidewalks and are to be installed as part of the final road construction.*
- 2. No trails are planned.*
- 3. Park Land In Lieu fee has been removed since this a commercial subdivision.*
- 4. Sanitary Sewer (Section E) includes extending sanitary sewer under STH 55 at location approved by Darboy Sanitary District and paid for by Darboy Sanitary*
- 5. Also includes the utility extension across STH 55 at Darboy Sanitary District expense.*
- 6. Requires Developer to install streets lights installed by WE Energies at the Intersections and maintained long-term by the Village.*
- 7. Includes Developer paying for and providing street signs to DPW to install.*
- 8. Includes language about recording the document at the developer’s expense.*

and contingent there are only minimal other changes to what has been presented to the Board.

Motion passed 7-0

- e) Granting Conditional Occupancy to new homes constructed in Jewel Box Subdivision by Lexington Homes.

MOTION: Handschke/Baldwin to approve the granting of conditional occupancies for 120 days on new homes in Jewel Box Subdivision.

Motion passed 7-0

- f) Modification to the Village of Harrison Standard Specification Manual regarding Proof Rolling.

MOTION: Lancaster/Handschke to approve the modification to the Village Standard Specification as stated: "A proof roll of the subgrade, witnessed by an OWNER representative and/or the OWNER'S ENGINEER, shall be performed with a loaded quad axle dump truck after the subgrade preparation is completed. A minimum quad axle dump truck weight of 70,000 lbs with weight ticket verification is required."

Motion passed 7-0

- g) Rescind contract with NAI Pfefferle to market the Village owned County Highway N property.

MOTION: Van Hefty/Handschke to approve rescinding the approval of the NAI Pfefferle contract from April 2023 Board Meeting and not execute the listing contract.

Motion passed 7-0

- h) Resolution V2023-26, Establishing a Selling Policy for Village Owned Land.

MOTION: Baldwin/Handschke to approve the Sales Commission Policy for Village-Owned Properties as written.

Motion passed 7-0

- i) Contract for Electronics Collection and Recycling Services with COM2.

MOTION: Handschke/Van Hefty to approve the three-year contract with COM2 for electronics collection and recycling as presented.

Motion passed 7-0

- j) Village Hall Sign Concept Approval

MOTION: Van Hefty/Baldwin to approve the Village Hall Sign Concept and direct staff to seek bids from sign companies.

Motion passed 7-0

- k) Technology Enhancements in Village Hall Board Meeting Room

MOTION: Bartlein/Lancaster to refer back to staff and table this item.

Motion passed 7-0

l) Technology Upgrade for the Village Hall Conference Room

*MOTION: Bartlein/Lancaster to refer back to staff and table this item.
Motion passed 7-0*

11. 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 (tabled)
- Stormwater Management Agreement for Northshore Villas Condominium Development (tabled)
- Discussion of Meeting Packet Memos & Attachments
- Present an Overview of the Tax Process and Charges (ML/AB) (prior to 2024 budget meetings)
- Review RS2 Zoning (ML/AB) (after Comp Plan is drafted)

12. Future Meeting Dates

- January 30, 2024
- February 27, 2024
- March 26, 2024
- April 9, 2024 (Board /Commission Appointments)
- April 30, 2024
- May 28, 2024
- June 25, 2024

13. Closed Session

- a) 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.

*MOTION: Van Hefty/Baldwin to convene into Closed Session to discuss a development opportunity. (7:29pm)
Motion passed unanimously by Roll Call vote.*

A development opportunity on Parcel 43290 was discussed. Attendees included: the Village Board, Village President, Village Manager, Village Assistant Manager, Village Clerk, Village Engineer, and Jeff Marlow.

*MOTION: Handschke/Baldwin to reconvene into Open Session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session. (8:20pm)
Motion passed unanimously by Roll Call vote.*

*MOTION: Van Hefty made the motion to authorize staff to work with the developer to explore numbers for plans discussed in closed session.
Motion failed due to lack of second 0-0*

- b) 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.

*MOTION: Brantmeier/Baldwin to convene into Closed Session to discuss potential land purchase. (8:25pm)
Motion passed unanimously by Roll Call vote.*

A land purchase of vacant real estate along Woodland Road was discussed. Attendees included: the Village Board, Village President, Village Manager, Village Assistant Manager, Village Clerk, and Village Engineer.

*MOTION: Baldwin/Van Hefty to reconvene into Open Session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session. (8:35pm)
Motion passed unanimously by Roll Call vote.*

*MOTION: Baldwin/Van Hefty to authorize staff to negotiate on the item discussed in Closed Session.
Motion passed 6-1 (Matt Lancaster voted against)*

14. Adjournment

*MOTION: Baldwin/Bartlein to adjourn at 8:37pm.
Motion passed 7-0*

Minutes submitted by:



Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved January 30, 2024