

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
September 26, 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, September 26, 2023. After the Pledge of Allegiance was recited, roll call was taken.

3. Roll Call

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

Absent: Trustee Bartlein (excused)

Staff: Village Manager Matt Heiser, Assistant Village Manager Chad Pelishek, Clerk Vicki Tessen, Operations Manager Jeff Funk, Harrison Utilities' Office Manager Brandon Barlow, Fire Chief Jarred Gerl, Calumet County Sheriff's Deputy Derek Bries, and Village Engineer Lee Reibhold.

Others: 8 members of the public and Times Villager Reporter Judy Hebbe

4. Correspondence or Communications from Board and Staff

Manager Heiser confirmed that the resident with concerns about their neighbor's yard has been addressed.

5. Corrections and Approval of the Previous Meeting Minutes

a) Correction to December 13, 2022 Minutes

MOTION: Lancaster/Baldwin to approve the correction to the December 13, 2022 Village Board minutes as presented.

Motion passed 6-0

b) August 29, 2023

MOTION: Baldwin/Brantmeier to approve the minutes for August 29, 2023 as presented.

Motion passed 6-0

c) September 7, 2023

MOTION: Lancaster/Van Hefty to approve the minutes for September 7, 2023 as presented.

Motion passed 6-0

6. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

Daniel Gueths 2035 Manitowoc Rd.

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

- a) Harrison Fire Rescue
- b) Calumet Co. Sheriff's Department
- c) Village Manager
 Budget Report
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works Dept. and Engineering
- g) Harrison Utilities
- h) Clerk-Treasurer
 Statement of Income & Expenses
 ARPA Fund Report

8. Approval of Bills and Claims

- a) August 2023

*MOTION: Baldwin/Van Hefty to approve the bills and claims for the Village and Harrison Utilities for the month of August as presented and circulated.
Motion passed 6-0*

9. Appointments

- a) Fire Commission Appointment to Fill Vacated Seat

*MOTION: Baldwin/Van Hefty to approve affirm the appointment of Wendy Gehl to the Fire Commission to fill the vacated term set to expire April 27, 2023.
Motion passed 4-0-2 (Trustees Mike Brantmeier, Matt Lancaster abstained).*

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

- a) Extend Waiving of Park Rental Fees for Festival of Lights

*MOTION: Lancaster/Brantmeier to approve allow Festival of Lights to begin set up on October 27, 2023 and waive the park rental fee.
Motion passed 6-0*

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

- a) Resolution V2023-09: Support Grant Application for Design and Construction of Old Highway Road Trail

*MOTION: Baldwin/Brantmeier to approve the concept for the off-road multi modal trail and approval of Res V2023-09 that will allow the Village to submit a Wisconsin DOT grant proposal and accept the grant if awarded.
Motion passed 6-0*

- b) White Cane Safety Day Proclamation

*MOTION: Lancaster/Brantmeier to approve proclaim October 15, 2023 as White Cane Safety Day in the Village of Harrison, Calumet County.
Motion passed 6-0*

- c) Halloween in the Park Request from Scout Pack 3061 and Troop 135

*MOTION: Handschke/Baldwin to approve request by Scout Pack 3061 and Troop 135 to waive park rental fees and to make a financial donation in an amount of \$500.00 to support the Halloween in the Park community event.
Motion passed 6-0*

- d) Agreement with KASA/River Surge Football Club for Use of Farmer's Field Park

*MOTION: Handschke/Brantmeier to approve the 2-year Agreement with River Surge Football Club for use of Farmers Field Park with the edits recommended by the Village Attorney.
Motion passed 6-0*

- e) Preliminary Plat– Mel Baeten – Spranger Estates, Prosperity Dr. and Highline Rd.

*MOTION: Lancaster/Brantmeier to approve the denial of the proposed preliminary plat for Spranger Estates on Prosperity Drive and Highline Road by Mel Baeten.
Motion passed 5-1 (Allison Blackmer opposed)*

- f) Developer's Agreement for North Shore Ridge

*MOTION: Van Hefty/Baldwin to approve the developer's agreement for a new subdivision called North Shore Ridge located off of Firelane 10 along the north shore of Lake Winnebago in the Village as presented and circulated.
Motion passed 6-0*

- g) Harrison Utilities Office Manager Final Job Description Including Wage Scale and Exemption Status

*MOTION: Lancaster/Handschke to approve the final Harrison Utilities Office Manager position description including status of non-exempt and at the rating of Level I Step 1 on the Harrison wage scale, effective as of June 17, 2023.
Motion passed 6-0*

- h) Amend Intergovernmental Agreement with Appleton for Utility Service Cases

*MOTION: Baldwin/Brantmeier to approve the amendment to the Intergovernmental Agreement between the Village of Harrison and the City of Appleton.
Motion passed 6-0*

- i) City of Appleton Water Treatment Facility Sanitary Sewer Billing Adjustment Request

MOTION: Lancaster/Baldwin to approve Harrison Utilities to issue a credit in the requested amount of \$17,821.62 for additional billed consumption for invoices dated 9/27/22, 10/27/22,

11/29/22, and 12/28/22 to the City of Appleton for sewer volume charges for services to the City of Appleton's Water Treatment Facility located at W2281 Manitowoc Rd (Account # 000-6011-00) with the condition that the Utility and City work out a better system to calculate consumption going forward.

Motion passed 6-0

- j) Certificate for Payment #6 for 2022 Street Resurfacing Program

MOTION: Handschke/Lancaster to approve Certificate of Payment for \$ 168,173.65 to Thunder Road LLC for the balance of the crack/seal work performed on Village streets in 2023. . Motion passed 6-0

- k) Certificate for Payment # 4 for the 2023 Crack Seal program.

MOTION: Handschke/Lancaster to approve Certificate of Payment #4 for \$168,173.65 to Thunder Road LLC, for the balance of the crack/seal work performed on Village streets in 2023. Motion passed 6-0

- l) Approval of Certificate of Payment Request #1 for 2023 Chip Seal Program

MOTION: Handschke/Brantmeier to approve Certificate of Payment #1 to Scott Construction in the amount of \$243,636 as final payment for its work on the 2023 Chip Seal Project.

Motion passed 6-0

- m) Village Outdoor Message Display Sign

The Board directed the Assistant Manager to proceed with obtaining options to replace the Village outdoor message display sign.

- n) Resolutions 23-07 and 23-08: Resolutions supporting Calumet County grant applications for future road maintenance.

MOTION: Baldwin/VanHefty to approve Resolutions 23-07 and 23-08, supporting Calumet County grant applications for future road maintenance.

Motion passed 6-0

- o) Resolution V2023-10 WDNR Recycling Grant Authorization

MOTION: Baldwin/Brantmeier to approve Resolution V2023-10 for WNDNR Recycling Grant Authorization, allowing the Village staff to apply, sign, and report on behalf of the Village.

Motion passed 6-0

- p) 2024 Budget - Overview and Initial Discussion

12. Future Agenda Items

- Hiring Policy (MVH/AB)
- Consider Amending Board of Review Membership (AB)
- Speed Radar Boards (AB)
- Sewer Connection Fees (SH/ML)

13. Closed Session

*MOTION: Baldwin/Van Hefty to convene into Closed Session at 8:08pm
Passed by unanimous roll call vote.*

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, whenever competitive or bargaining reasons require a closed session. Specifically, to be discussed are two items:

- Item 1. Renewal Contract with the Calumet County Sheriff's Department.
- Item 2. Developer's Agreement for Harrison Heights Development Project.

Attendees included the Village President, Village Board, Village Manager, Village Assistant Manager, and Village Clerk.

*MOTION: Baldwin/Van Hefty to reconvene into Open Session at 8:28pm.
Passed by unanimous roll call vote.*

- a) Review terms of contract negotiations with Calumet County Sheriff's Department for police services.

*MOTION: Handschke/Lancaster to approve the contract with Calumet County Sheriff's Department for policing services in the years 2024 -2029 as discussed in Closed Session.
Motion passed 6-0*

- b) Harrison Heights Developer's Agreement

*MOTION: Van Hefty/Baldwin to approve the Developer's Agreement for the Harrison Heights Subdivision with the Village covering the \$85,674 cost for over-sizing the sewer mains and accepting the roads.
Motion passed 6-0*

14. Adjournment

*MOTION: Baldwin/Van Hefty to adjourn at 8:32 pm.
Motion passed 6-0*

Minutes submitted by:



Vicki L. Tessen, WCMC
Clerk/Treasurer

Approved October 24, 2023