

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
November 14, 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, November 14, 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: Manager Matt Heiser, Assistant Manager Chad Pelishek, Utility Office Manager Brandon Barlow, Fire Chief Jarred Gerl, and Clerk Vicki Tessen.

Guests: Director Justin Fischer of RW Baird and Village Attorney Andrew Micheletti of Herrling Clark.

**2. Public Hearing Regarding Proposed 2024 Village Budget**

- a) Open the Public Hearing and Present the Proposed 2024 Budget

*MOTION: Baldwin/Bartlein to open the public hearing for the proposed 2024 Village Budget.*

*Motion passed unanimously by roll call vote.*

- b) Hear Public Comments For or Against

*No members of the public appeared for the meeting; no comments were given.*

- c) Close the Public Hearing

*MOTION: Baldwin/Bartlein to close the public hearing on the proposed 2024 Village budget.*

*Motion passed unanimously by roll call vote.*

**3. Correspondence or Communications from Board and Staff**

Trustee Brantmeier commended the Harrison First Responders for their life saving efforts and skills during a situation at an area church recently.

**4. Public Comments**

No comments were made.

**5. Corrections and Approval of the Previous Meeting Minutes**

- a) October 24, 2023

*MOTION: Bartlein/VanHefty to approve the 2nd draft of the October 24, 2023 Board Minutes.*

*Motion passed 7-0*

**6. Presentation**

- a) RW Baird Director Justin Fischer - 2024 General Obligation Debt by the Village  
*No Action Taken*

**7. New Business for Discussion, Consideration, and/or Action**

- a) Resolution V2023-13 Establishing the Polling Places and Combining Wards for the 2024 Election Cycle

*MOTION: Baldwin/Bartlein to approve Resolution V2023-13 Establishing the Polling Places and Combining Wards for the 2024 Election Cycle as presented and circulated. Motion passed 7-0*

- b) Resolution V2023-14 Rescinding Resolution V2022-18 Authorizing Streets and Roads Fee

*MOTION: Lancaster/Handschke to approve Resolution V2023-14 Rescinding Resolution V2022-18 Authorizing Streets and Roads Fee. Motion passed 7-0*

- c) Resolution V2023-15 to Approve the 2023 Fee & Penalty Schedule

*MOTION: Baldwin/Brantmeier to approve Resolution V2023-15 to approve the amended Fee & Penalty Schedule as presented and circulated. Motion passed 7-0*

- d) Resolution V2023-16 Creating the Harrison 2024 Annual Budget and Property Tax Levy

*MOTION: Handschke/Baldwin to approve Resolution V2023-16 Creating the 2024 Annual Budget and Establishing the Property Tax Levy for the Village of Harrison as presented and circulated. Motion passed 6-1 (Allison Blackmer opposed)*

- e) Resolution V2023-17 Rescinding the Parameters Resolution V2023-11 Adopted on October 13, 2023 and Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes.

*MOTION: Lancaster/Baldwin to approve Resolution V2023-17 Rescinding the Parameters Resolution V2023-11 Adopted on October 13, 2023 and Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes. Motion passed 6-1 (Allison Blackmer opposed)*

- f) Revise Pay for Village Board Members

*MOTION: Lancaster/VanHefty to approve Resolution V2023-18 Amending Pay for Village Board Trustees to \$7,000 annually and \$10,000 annually for the president to begin with newly elected terms in 2024 and 2025.*

*Motion passed 4-3 (Julene Baldwin, Darlene Bartlein, Allison Blackmer voted against.)*

**8. Future Agenda Items**

- Hiring Policy (MVH/AB)
- Consider Amending Board of Review Membership (AB)
- Speed Radar Boards (AB)
- Comprehensive Plan Update (SH/AB)
- Review Impact Fees for Park, Fire, and Police (11/28/23) (ML/MB)
- Review Sewer Connection Fees (Feb. 2024) (ML/SH)

**8. Future Meeting Dates**

- November 28, 2023 - Regular Meeting
- December 19, 2023 - Regular Meeting
  
- November 28, 2023 - Regular Meeting
- December 19, 2023 - Regular Meeting

**9. Adjournment**

*MOTION: Bartlein/Baldwin to adjourn.  
Motion passed 7-0*

Minutes submitted by:

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Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved November 28, 2023