

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
July 25, 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, July 25, 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 Brantmeier, Trustee Handschke, Trustee Lancaster, and Trustee Van Hefty. Absent: Trustee Bartlein

Staff: Village Manager Matt Heiser, Fire Chief Jarred Gerl, Operations Manager Jeff Funk, Clerk/Treasurer Vicki Tessen, and Calumet County Sheriff's Department Lt. Joe Tenor. Joining in the audience was: Deputy Josh Krueger, Village Accountant Donna Knapp, Financial Assistant Ashley Drew, Administrative Assistant Christine Miller, Harrison Utilities Lead Billing Clerk Brandon Barlow, and Village Engineer Lee R. Reibold of McMahan Associates.

Public: 29 residents, and Times Villager Reporter Judy Hebbe

4. Correspondence or Communications from Board and Staff

An email sent from Bonnie McKenney to the Village President, Manager, and Clerk was shared with the Board regarding loudness of music from Waverly Beach.

MOTION: Handschke/Lancaster to amend the agenda by moving items 11 h, i, j, and k ahead of item 5a.

Motion passed 6-0

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

h) Approve Conditional Use Permit Application from Bayland Builders for N9695 County N (previous site of Darboy Club)

MOTION: Lancaster/Baldwin to approve a Conditional Use Permit for Bayland Builders, Inc to construct and operate a fuel station and carwash as part of a convenience store at N9695 County Road N with the thirteen conditions recommended by the Plan Commission.

- 1. Carwash hours shall be 6:00 am to 10:00 pm rather than 5:00 am to 11:00 pm.*
- 2. A Site Plan Review Application, along with a detailed site plan —pursuant to Article XIII of the zoning ordinance—is required prior to the issuance of zoning and building permits.*

3. *A Stormwater Management & Erosion Control application is required prior to the issuance of zoning and building permits.*
4. *All wall-mounted exterior lighting shall be direct cut-off fixtures.*
5. *Freestanding light fixtures shall have a maximum height of 25 feet.*
6. *A planting landscape, buffer, or berm, shall be planted along the parcel boundary along Mary Drive at a height of two (2) feet and Arbor Vitas will be planted on top of it.*
7. *A dumpster enclosure shall be provided that meets, or exceeds, the requirements of the zoning ordinance.*
8. *All provisions of the Harrison Zoning Ordinance shall be met.*
9. *A sign permit must be obtained for all new or changed signage.*
10. *A zoning permit must be obtained for the additions and accessory buildings.*
11. *A building permit must be obtained for the additions, interior remodel, and accessory buildings.*
12. *The project shall comply with all other local, state, and federal requirements.*
13. *The developer shall acknowledge the conditions of approval and agree to abide by all conditions.*

Motion passed 6-0

- i) Approve Certified Survey Map submitted by Dale and Cindy Marx for Schmidt Road.

MOTION: Lancaster/Van Hefty to approve Certified Survey Map submitted by Dale and Cindy Marx to split parcel number 40526 on Schmidt Road into 2 lots; lot 1 to be 2.973 acres and lot 2 to be the remaining 26.137 acres.

Motion passed 6-0

- j) Approve Rezoning Request by Dale and Cindy Marx for new lot abutting site address W4495 Schmidt Road

MOTION: Brantmeier/Van Hefty to approve the request from Dale and Cindy Marx to rezone Lot 1 of the newly split child parcel from parent parcel number 40526 on Schmidt Road, from General Agriculture (AG) to Rural Residential (RR) as presented and circulated.

Motion passed 6-0

- k) Approve Certified Survey Map from Don Mielke on Mielke Road.

MOTION: Lancaster/Baldwin to approve Certified Survey Map submitted by Don Mielke to split parcel number 43796 on Mielke Road into 2 lots; lot 1 to be 1.215 acres and lot 2 to be the remaining 18.125 acres.

Motion passed 6-0

5. Corrections and Approval of the Previous Meeting Minutes

- a) June 27, 2023 Minutes

*MOTION: Van Hefty/Baldwin to approve the Minutes of the June 27, 2023 meeting as presented.
Motion passed 6-0*

6. Public Comments

The following people spoke during public comments:

- Kate Laidlaw, N9692 Mary Dr. - 11 h - Conditional Use Permit for N9695 Cty Rd N
- Peter Bebeau - Highline Road - item 10 a - Renewal of CUP for Crossroad Development
- Ray Smith - Highline Road - item 10 a - Renewal of CUP for Crossroad Development
- Paula Ulman - N9663 Mary Dr - item 11 h Conditional Use Permit for N9695 Cty Rd N
- Brandon Barlow – Harrison Utilities – items 9, 10 b, 11 f
- Sandy Kleist – address not provided - 11c Memorial Bench - available for questions.
- Kurt Giesling - N9667 Mary Dr. - 11 h Conditional Use Permit for N9695 Cty Rd N
- Adam Whitcomb - 640 S Arlington Street - 10 a - Renewal of CUP for Crossroad Dev.
- Dennis Tiwari – N9690 Cty Rd N / Darboy BP - 11 h Conditional Use Permit for N9695 Cty Rd N
- Mike Wagner - W5955 Sweet Pea Dr. - 11 h Conditional Use Permit for N9695 Cty Rd N

7. Reports

The following departments submitted reports for the packet; copies of which are on file in the Clerk's office.

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

8. Approval of Bills and Claims

- a) June Bills and Claims

*MOTION: Baldwin/Brantmeier to approve the bills and claims for June 2023 as presented.
Motion passed 6-0*

9. Appointments

- a) Harrison representative to the Neenah-Menasha Sewage Commission

MOTION: Lancaster/Brantmeier to approve the appointment of Brandon Barlow as Harrison Representative on the Neenah-Menasha Sewage Commission.

Motion passed 6-0

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

a) Renewal of Crossroads' Conditional Use Permit

The Board asked Gene Fredrickson questions regarding his business activities during the time of his Conditional Use Permits.

MOTION: Handschke/Baldwin to deny renewing the Conditional Use Permit for Crossroad Development, LLC as presented.

Motion failed 3-3 (opposed: Mike Brantmeier, Matt Lancaster, Mark Van Hefty)

MOTION: Lancaster/Brantmeier to approve extending the Conditional Use Permit for Crossroad Development, LLC for a topsoil screening operation (resource extraction) for 30 days contingent on confirmation that the appropriate permits were obtained.

Motion failed 3-3 (opposed: Julene Baldwin, Scott Handschke, Allison Blackmer)

b) Approve Organizational Chart

MOTION: Van Hefty/Baldwin to refer the proposed Village of Harrison Organizational Chart back to staff to add more details.

Motion passed 6-0

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

a) Personal Property Delinquent Tax Collection Policy

MOTION: Lancaster/Baldwin to refer back to staff to include a dollar minimum and to obtain input from the village attorney.

Motion passed 6-0

b) Request by Festival of Lights to Reserve the Darboy Community Park from October 27, 2023 to January 15, 2024 and for the Rental Fees to be Waived

MOTION: Lancaster/Brantmeier to approve the request by Festival of Lights to reserve the Darboy Community Park and to waive the rental fee for the amended dates of November 1, 2023 to January 15, 2024.

Motion passed 6-0

c) Approve Memorial Bench Donation in Darboy Community Park.

MOTION: Baldwin/Brantmeier to approve a bench donation of remembrance for Darboy Community Park on the condition of staff approval of placement in the park.

Motion passed 6-0

- d) Approve health insurance benefits for Village employees for 2024

MOTION: Lancaster/Baldwin to refer refer back to staff for more employee input.

Motion passed 5-1 (opposed: Mark Van Hefty)

- e) Select a firm to perform a Facilities Study on Village buildings.

MOTION: Lancaster/Brantmeier to approve authorizing the Village Manager to contract with SEH for a Facilities Study on the buildings of the Village in the amount of \$22,400.00.

Motion passed 6-0

- f) Revise Job Description of Harrison Utilities Lead Billing Clerk.

MOTION: Lancaster/Baldwin to approve the job description with the title, pay, and exempt status pending staff recommendations at the August meeting.

Motion passed 6-0

- g) Revise Job Description of Village Deputy Clerk/Deputy Treasurer

MOTION: Lancaster/Brantmeier to refer back to the Village Manager to amend the job description of the Deputy Clerk / Deputy Treasurer and return to the August meeting with a final draft, recommended pay scale, and exempt status.

Motion passed 6-0

NOTE: items 11. h, i, j, & k were moved ahead of item 5a.

- l) Approve Certificate of Payment #2 for 2023 Crack Seal Program.

MOTION: Handschke/Brantmeier to Certificate of Payment #2 to Thunder Road for \$50,325.30 for work performed through June 30, 2023 on the 2023 Crack Seal Program.

Motion passed 6-0

- m) Approve Change Order #2 for the 2023 Crack Seal Program.

MOTION: Handschke/Brantmeier to approve Change Order #2 for the 2023 Creack Seal Program by adding up to 25,569 pounds of crack seal and increasing the cost of the contract price to \$317,022.50.

Motion passed 6-0

- n) Approve Pay Certificate #1 for the 2023 Road Resurfacing Program

MOTION: Handschke/Lancaster to approve Certificate of Payment #1 to MCC, Inc for \$332,556.16 for partial payment of work performed through July 11, 2023 on the 2023 Road Resurfacing Program.

Motion passed 6-0

- o) Authorize staff to issue a Request for Proposals to perform engineering work for Harrison Utilities

MOTION: Handschke/Brantmeier to authorize staff to issue a Request for Proposal to perform engineering work for Harrison Utilities.

Motion 6-0

11. Future Agenda Items

- a) Hiring Policy

12. Closed Session

MOTION: Handschke/Baldwin to enter into Closed Session starting at 8:00 pm pursuant to Wis. State Stats. 19.85 (1)(e) to discuss a contract extension with Calumet County for police services. Attendees will include the Village Board, Village President, Village Manager, and Village Clerk.

Motion passed by Roll Call Vote:

President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Brantmeier - Aye
Trustee Lancaster – Aye	Trustee Van Hefty - Aye	

MOTION: Handschke/Baldwin to adjourn Closed Session.

Motion passed by Roll Call Vote:

President Blackmer - Aye	Trustee Baldwin - Aye	Trustee Brantmeier - aye
Trustee Lancaster – Aye	Trustee Van Hefty - Aye	

Minutes submitted by:

Vicki L. Tessen, WCMC
Clerk – Treasurer

Minutes Approved: August 8, 2023