

VILLAGE OF HARRISON
BOARD MEETING MINUTES
August 8, 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, June 13, 2023. After the Pledge of Allegiance was recited, roll call was taken.

3. Roll Call

Board: Present: President Allison Blackmer, Trustees: Darlen Bartlein, Mike Brantmeier, Scott Handschke, and Matt Lancaster.

Absent and Excused: Trustees Julene Baldwin and Mark Van Hefty

Staff: Village Manager Matt Heiser and Clerk Vicki Tessen

Public: 6 Residents and Times Villager Reporter Judy Hebbe

4. Correspondence or Communications from Board and Staff

a. Staff shared in the Board packet, a copy of a “Connection to State Trunk Highway” Permit issued to Crossroad Development, LLC from Wisconsin DOT.

b. An email was disseminated during the meeting from David Nielsen, Access Management Engineer for WisDOT, regarding a driveway access (Connection to State Trunk Highway) permit for Crossroad Development, LLC. (*Clerk note – After the meeting, the email was added to the official packet as addendum A .*)

5. Corrections and Approval of the Previous Meeting Minutes

a. Minutes of the July 25, 2023 Meeting

MOTION: Lancaster/Brantmeier to approve draft 2 of the minutes for the July 25, 2023 Board meeting.

Motion passed 5-0

6. Public Comments

- Cheryl Slater, Friendship drive – item 7 a) Conditional Use Permit for Crossroad Development, LLC
- Adam Whitcomb, N9120 Fieldcrest Dr. – item 7 a) Conditional Use Permit for Crossroad Development, LLC
- Rob Bellin 675 Deerwood Ave Neenah – item 7 a) Conditional Use Permit for Crossroad Development, LLC

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

a. Renewal of Conditional Use Permit - Crossroad Development, LLC

MOTION: Brantmeier/Bartlein to renew through November 10, 2023, the Conditional Use Permit for Crossroad Development, LLC with all seven conditions as recommended by staff and circulated with the Board packet.

Motion passed 4-1 (Opposed: Trustee Handschke)

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

- a. Ordinance V23-07 Amending the Village of Harrison Zoning Map - Dale & Cindy Marx,
Section of Parcel 40526 Schmidt Rd

MOTION: Lancaster/Brantmeier to approve Ordinance V23-07 Amending the Village of Harrison Zoning Map for a lot that is created out of Parcel 40526 on Schmidt Road, to be zoned from General Agricultural to Rural Residential.

Motion passed 5-0

9. Future Agenda Items

- a. Organizational Chart (tabled)
- b. Job Descriptions for Deputy Clerk/HR & Lead Utility Billing Clerk (tabled)
- c. Hiring Policy (MVH/AB)

10. Adjournment

MOTION: Bartlein/Brantmeier to adjourn.

Motion passed 5-0

Minutes Submitted by:

*Vicki L. Tessen, WCMC
Clerk*

Minutes Approved: August 29, 2023