

**VILLAGE OF HARRISON**  
**BOARD MEETING MINUTES**  
**November 28, 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 28, 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, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Harrison Utilities Office Manager Brandon Barlow, Clerk/Treasurer Vicki Tessen, Code Enforcer Kaylee Grezinski, Lt. Joe Tenor, Village Attorney Andrew Micheletti of Herrling Clark, and Village Engineer Lee Reibold.

General Public: 5

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

No comments.

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

a) November 14, 2023

*MOTION: Lancaster/Brantmeier to approve the Minutes from the November 14, 2023 meeting with one correction.*

*Motion passed 6-0*

**4. Public Comments**

None

**5. Reports**

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

- h) Harrison Utilities
- i) Clerk/Treasurer
  - + ARPA Report
  - + Financial Report

**6. Closed Session**

- a) Discuss possible development opportunities on STH 114/USH 10.

*MOTION: Baldwin/Bartlein to convene the Village President, Board, Manager, Assistant Manager, Clerk, Attorney, and perspective developers into Closed Session pursuant to Wis. State Stats. 19.85 (1) (e) to discuss a possible development opportunity on STH 114/USH 10.*

*Motion passed by roll call vote 7-0*

*MOTION: Bartlein/Brantmeier to reconvene into Open Session to continue with the agenda as published.*

*Motion passed by roll call vote 7-0*

**7. Approval of Bills and Claims**

- a) October 2023

*MOTION: Baldwin/Bartlein to approve the bills and claims for October 2023 as presented.*

*Motion passed 7-0*

**8. Old Business for Discussion, Consideration, and/or Action**

No Old Business was presented.

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

- a) Preliminary Plat- Mel Baeten- Sprangers Estates, Third Version (2 Options)

Jim Saleff from Davel Engineering was present to respond to any questions from the Board.

*MOTION: Van Hefty/Bartlein to approve Option #3 of the Preliminary Plat for the Mel Baeten - Sprangers Estates as presented and circulated.*

*Motion passed 4-3 (Mike Brantmeier, Scott Handschke, Matt Lancaster voted against.)*

- b) Ordinance V23-11 Amending the Official Zoning Map - Request by Sunrise Pitsch to Rezone Land within Parcel ID 38568 on Ertl Road from Rural Residential to General Agricultural.

*MOTION: Baldwin/Brantmeier to approve Ordinance V23-11 Amending the Official Zoning Map to Rezone Land within Parcel ID 38568 on Ertl Road from Rural Residential to General Agricultural as requested by Sunrise Pitsch.*

*Motion passed 7-0*

c) Preliminary Plat – Crossroads – Gene Frederickson – Parcels 40390 & 40384

*MOTION: Handschke/Lancaster to approve the Preliminary Plat for Crossroads commercial subdivision located on Parcels 40390 and 40384 as requested by Gene Frederickson with the following conditions:*

- 1. A Development Agreement be finalized and signed before or in conjunction with the Final Plat.*
- 2. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.*
- 3. All lots shall have a storm sewer lateral provided for sump pump discharge.*
- 4. All storm sewer easements shall be 30-feet in width.*
- 5. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.*
- 6. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.*
- 7. Grading/Drainage Plan shall identify elevations of ground at the foundation.*
- 8. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).*
- 9. The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.*
- 10. Plans shall be sent to the appropriate utility entities for review (i.e. phone, cable, gas/electric, sewer/water).*
- 11. All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority.*

*Motion passed 7-0*

d) Final Plat – Harrison Heights 2 – DeWitt Development, LLC – Parcels 46190 & 33558

*MOTION: Van Hefty/Bartlein to approve the Final Plat for Harrison Heights with the following conditions:*

- 1. A Subdivision Development Agreement for phase two be finalized and signed before the Village signs the final plat.*
- 2. Harrison Utilities be listed as a grantee under the Utility Easement Provisions (page 2 of the plat) rather than the Darboy Sanitary District.*
- 3. A flooding easement be added to Lot 69.*
- 4. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.*

5. *All lots shall have a storm sewer lateral provided for sump pump discharge.*
6. *All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.*
7. *All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.*
8. *The Village Board shall accept the roadway in a “graveled state”, with a temporary asphalt binder, prior to issuance of building permits and zoning permits.*
9. *All final improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, and trails shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.*
10. *If applicable, wetland determinations and/or studies shall be provided to the Village.*
11. *Benchmarks shall be established on all hydrant tag bolts.*
12. *Grading/Drainage Plan shall identify elevations of ground at the foundation.*

*Motion passed 7-0*

- e) Ordinance V23-12 amending Article 115 Design Standards, Section 115-30(b)(2)(b), Design of Site for the Village of Harrison, Wisconsin. (Referring to Private Streets and Utilities in Condominium Subdivisions.)

*MOTION: Baldwin/Bartlein to approve Ordinance V23 -12 amending Article 115 Design Standards, Section 115-30(b)(2)(b), Design of Site for the Village of Harrison, Wisconsin to allow for private streets and private utilities in some situations of a condominium development.*

*Motion passed 7-0*

- f) Stormwater Management Agreement for Northshore Villas Condominium Development.

*MOTION: Lancaster/Brantmeier to table this item to the December 19, 2023 meeting.*

*Motion passed 6-1 (Mark Van Hefty voted against.)*

- g) Private Water & Sewer Service Maintenance Agreement between North Shore Villas and Harrison Utilities.

*MOTION: Lancaster/Bartlein to table this item to the December 19, 2023 meeting.*

*Motion passed 7-0*

- h) Development Agreement for Harrison Heights - Phase 2.

*MOTION: Lancaster/Van Hefty to approve the Development Agreement for Harrison Heights, Phase 2.*

*Motion passed 7-0*

- i) Resolution V2023-25, Opting out of the PFAS Settlement with 3M and Du Pont.

*MOTION: Lancaster/Baldwin to approve Resolution V2023-25, opting out of the PFAS settlement with 3M and Du Pont.*

*Motion Passed 7-0*

- j) Possible sale of land owned by Village of Harrison/Harrison Utilities

*MOTION: Handschke/Baldwin to approve allowing staff to market north of Harrison Utilities for commercial development.*

*Motion passed 4-3 (Mike Brantmeier, Matt Lancaster, Mark Van Hefty voted against.)*

- k) Consider Amending Park, Fire, and Police Impact Fees for 2024

*MOTION: Lancaster/Baldwin to approve revising the impact fees beginning in 2024 as proposed by Ehlers, Inc:*

- *Park Impact: single family to \$1,176 and multi-family to \$1,090*
- *Fire Impact: single family to \$720, multi-family to \$667, commercial/sq. ft to \$0.29, and industrial/sq ft to \$0.22*
- *Law Enforcement: single family to \$85, multi-family to \$79, commercial/sq ft to \$0.035, and industrial/sq ft to \$0.026*

*Motion passed 7-0*

- l) Contract for McMahon to prepare Certified Survey Map for Ryford Street dedication.

*MOTION: Lancaster/Brantmeier to approve the agreement with McMahon in the amount of \$3,500 to prepare a Certified Survey Map (CSM) to subdivide lands as Lot 1 of CSM 3775 into two parcels and dedicate the portion of Ryford Street.*

*Motion passed 7-0*

- m) Contract Proposal from Moss and Associates to negotiate Right-of-Way and Land for State Park Road Reconstruction Project.

*MOTION: Baldwin/Bartlein to approve a contract, not to exceed \$ 40,000 with Moss and Associates to negotiate on behalf of the Village for the Right-of-Way for the State Park Road reconstruction project.*

*Motion passed 7-0*

- n) Contract with Ehlers to Complete Water and Sewer Utility Financial Planning and Assistance.

*MOTION: Lancaster/Bartlein to approve executing a contract with Ehlers in the amount of \$15,000 to update the Utilities' Ordinances with the incorporation of the language covering the administration and financial portion of the utilities and assist with long range financial planning and future rate cases.*

*Motion passed 7-0*

- o) Contract with SRF to update the Village's Comprehensive Plan and Future Land Use Map

*MOTION: Handschke/Van Hefty to approve the contract with SRF to assist Village Staff in updating the Comprehensive Plan and Future Land Use Map in the amount of \$34,955.50, with \$30,000 to be paid by the general fund and \$4,955.50 paid by ARPA funds.*

*Motion passed 7-0*

- p) Contract with KL Engineering for Feasibility Study– Local Roads (High Cliff Connection Trails)

*MOTION: Baldwin/Bartlein to approve the contract with KL Engineering for a Local Roads Feasibility Study in regard to the High Cliff Connection Trails.*

*Motion passed 7-0*

- q) Contract for Harrison Fire Rescue Computer Software

*MOTION: Baldwin/Bartlein to approve authorizing Harrison Fire Rescue to contract with EPR fire department software in the amount of \$5,233.*

*Motion passed 7-0*

- r) Purchase Heavy Rescue Apparatus (Fire Truck) for Fire Station 60

*MOTION: Baldwin/Van Hefty to approve authorizing Harrison Fire Rescue to purchase the 2027 Pierce Enforcer Heavy Duty Rescue to not exceed the amount of \$1,148,400.*

*Motion passed 6-0 (Scott Handschke abstained.)*

- s) Purchase Radar-based Speed Display Boards

*MOTION: Lancaster/Brantmeier to approve purchasing 7 radar-based speed display boards at \$3,300 each for a total cost of \$23,100 using ARPA funds.*

*Motion passed 7-0*

- t) Plan for Tree Planting at Farmers Field

*MOTION: Lancaster/Bartlein to approve purchase ten (10) 6" caliper Autumn Blaze Maple trees in the amount of \$8,000 for planting at Farmers Field at the east property line along the access driveway.*

*Motion passed 7-0*

- u) Update Wage Range for Seasonal Part-Time Employees in the DPW and HU

*MOTION: Lancaster/Brantmeier to approve raising the pay range for seasonal / part- time employees in both Public Works and Harrison Utilities to \$20.00 - \$26.00 per hour with a \$00.50 raise per hour each year they return for the winter employees and to \$18.00 - \$22.00 per hour with a \$00.50 raise per hour each year they return for the summer employees.*

*Motion passed 7-0*

v) Payment Request No. 5 (Final) for Midway Road Trail Construction Project from 2022.

*MOTION: Baldwin/Brantmeier to approve Payment Request No. 5 in the amount of \$10,000 as final payment for work performed through October 31, 2023 on the Midway Road Trail Construction Project.*

*Motion passed 7-0*

## **10. Future Agenda Items**

Hiring Policy (MVH/AB)

Consider Amending Board of Review Membership (AB)

Landscaping/Tree Planting by Fire Station 60 (MB/AB)

Pickleball Etiquette (JB/DB)

Private Service Line Agreement for Water and Sewer Mains for Northshore Villas (staff)

Stormwater Management Agreement for Northshore Villas (staff)

Discussion of Meeting Packet Memos & Attachments

## **11. Adjournment**

*MOTION: Baldwin/Bartlein to adjourn.*

*Motion passed 7-0*

Minutes submitted by:

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Vicki L. Tessen, WCMC  
Clerk/Treasurer

Approved December 19, 2023