

NOTICE OF VILLAGE OF HARRISON BOARD MEETING

DATE: Tuesday, July 30, 2024
TIME: 6:00pm
PLACE: Harrison Municipal Building, W5298 State Road 114,
Menasha, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board meeting will be held at 6:00pm on Tuesday, July 30, 2024, at the Harrison Municipal Building. This is a public meeting, and the agenda is listed below.

Call to Order

Pledge of Allegiance

1. Roll Call

2. Correspondence or Communications from Board and Staff

3. Corrections and Approval of the Previous Meeting Minutes

a) June 25, 2024

4. 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.

5. Presentations

a) Update on the 20-Year Comprehensive Plan.

6. Reports

a) Fire Rescue

b) Calumet County Sheriff's Dept.

c) Interim Village Manager
Budget Report

d) Planning & Zoning

e) Parks and Trails

f) Public Works/Engineering

- g) Harrison Utilities
- h) Clerk / Treasurer
Financial Statement Summary
ARPA Report

7. Approval of Bills and Claims

- a) June 2024

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

- a) Draft Position Descriptions for new Finance Director/Village Treasurer and Village Clerk positions.
- b) Charter Ordinance No 3 to Separate the Clerk and Treasurer Roles
- c) Authority of the Village President

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

- a) V2024-10 Ordinance Zoning Map Amendment – Mel Baeten – Highline Rd – Parcels 39012, 39018, 39010
- b) V2024-09 Ordinance Adopting the International Property Maintenance Code, 2024.
- c) Certified Survey Map – Zahringer –Hwy 55– Parcel 40936
- d) Certified Survey Map (CSM) – Craig Weborg – N8803 Kernan Ave – Parcels 42856 & 42860
- e) Condominium Plat –Scott Doran – N9676 / N9678 Hopfensperger – Parcel 35286
- f) Certified Survey Map – Village of Harrison – N8722 Lake Park Rd – Parcel 33648
- g) Award of Bids for Farmers Field Paving Project Phase 1
- h) Award of Bids for the Faro Springs Road Public Access Improvement Project.
- i) Approval of Change Order No. 1 to Blazing Meadows Subdivision Project for \$56,063 to include repaving the parking lot at Fire Station 60.
- j) Approval of contract for design services for the expansion of the Department of Public Works Garage.
- k) Award of contract for concrete pavement in front of overhead doors (rear of the building) at Fire Station 60.
- l) Discussion regarding Board direction on building inspector position.
- m) Special Event Permit / Block Party - Luniak Meadows
- n) Special Event Permit / Block Party - Kimberly Heights

- o) Consideration of additional compensation for Assistant Village Manager for remainder of 2024.
- p) Initial Review of Ordinance Repealing and Recreating Municipal Code Chapter 30, Utilities.
- q) Initial Review of the 5 - Year Road Paving Plan Review
- r) Request from Tonya Erickson, N6788 Harrison Road, to install and maintain wagon wheels in the Village right-of-way.
- s) Development Agreement between the Village of Harrison and Fairways, LLC.
- t) Development Agreement for Cedar View Subdivision.
- u) Proposed 2025 Budget Timeline
- v) Approval of the 2023 Financial Statements and Audit by CLA.
- w) Discussion and possible action on the Plan Commission board makeup.
- x) Proposed Village Board Visioning Session for the 2025 Budget Process
- y) Approval of CivicPlus Social Media Archiving software.
- z) Acceptance of land donation from Marie Van Handel, Parcel No. 33225 for small park at recreational trail termination at CTH N.
- aa) Village issued phone numbers for Board members.
- ab) Open Records Request and Individual Trustee Phone and Email Contacts with Village Staff.
- ac) Certificate of Payment # 1 and Change Order #1- 2024 Asphalt Street Resurfacing Program
- ad) Update on Cottonwood Creek Subdivision Drainage Issues Survey.
- ae) Approval of bid for Dead Ash Tree Removal at Darboy Community Park Forest.

10. **Future Agenda Items**

- RFQs for Station 60 (JB/DB) (August mtg)
- Public info meetings & website posts on facilities updates (in process) (JB/DB)
- Employee Handbook Update (MVH/ML)
- Review of RS-2 Zoning (ML/AB) (after Comp Plan)
- Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (May/June 2024)
- Workshop with CCSD, Board, and staff regarding CCSD items (ML added on 6/25/24, no due date)

11. **Future Meeting Dates**

*Board of Review - August 7, 2024 10:30am
 Regular Meeting - August 27, 2024 6:00 pm
 Regular Meeting - September 24, 2024 6:00pm

*BOR members only

12. Closed Session

- a) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of possible land purchase adjacent to STH 55.

Attendees will include: Village President, Village Trustees, Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.

- b) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the sale of land in the Crossroads Business Park Lot 12.

Attendees will include: Village President, Village Trustees, Interim Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.

13. Adjournment

Agenda posted and published:

July 25, 2024 at Harrison Village Hall and to www.VillageofHarrison-WI.org
Vicki L. Tessen, Clerk

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.