

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
December 17, 2024**

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, December 17, 2024. 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: Interim Village Manager Russ Van Gompel, Assistant Manager Chad Pelishek, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Finance Director/Treasurer Alissa Van Eperen, Clerk Vicki Tessen, Utility Office Manager Brandon Barlow, Village Attorney Andy Micheletti and Village Engineer Lee Reibold.

Public: 5 Citizens and Times Villager reporter Judy Hebbe.

2. Public Hearing Imposing a Transportation Impact Fee per Wis. Stats Section 66.017.

MOTION: Handschke/Van Hefty to approve opening the Public Hearing at 6:02pm.

Motion passed 7-0

President Blackmer invited the public to speak on the proposed Transportation Impact Fee. After extending the offer to speak three times with no response, Blackmer entertained a motion to close the Public Hearing.

MOTION: Handschke/Baldwin to close the Public Hearing at 6:03pm and reconvene the Regular meeting.

Motion passed 7-0

3. Correspondence or Communications from Board and Staff

No correspondence or communications.

4. Corrections and Approval of the Previous Meeting Minutes

a) November 12, 2024

MOTION: Lancaster/Brantmeier to approve as amended the minutes for November 12, 2024.

Motion passed 7-0

5. Public Comments

The following made public comments per State Statute section 19.84(2):

- a) Ray Smith – N9536 Highline Rd.; item 10y) opposed.

6. Reports

The following reports are on file in the Clerk's office:

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Interim Village Manager
 - Budget Report through October 31, 2024
- d) Assistant Manager, Planning and Zoning
- e) Parks and Trails
- f) Public Works/Engineering
- g) Clerk & Treasurer
 - Financial Statement Summary
 - ARPA Report
- h) Harrison Utilities

7. Approval of Bills and Claims

- a) Bills and Claims - November 2024

MOTION: Bartlein/Van Hefty to approve the November 2024 bills and claims.

Motion passed 7-0

8. Appointments

- a) Appointment of Brandon Barlow to the Neenah Menasha Sewer Commission.

MOTION: Lancaster/Baldwin to confirm Brandon Barlow to represent the Village of Harrison on the Neenah Menasha Sewer Commission for the term from 1/1/2025 to 12/31/2027.

Motion passed 7-0

- b) Oath of Office - Village Treasurer - Alissa Van Eperen.
Clerk Tessen administered the oath of office to Treasurer Van Eperen.

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

No old business.

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

- a) Zoning Map Amendment (Rezoning) – Harrison Commerce Park – County N – Parcels 39138, 39144, 39142

MOTION: Lancaster/Handschke to approve the Zoning Map Amendments for Harrison Commerce Park, Parcels 39138, 39144, 39142, on County N to rezone it from Single-Family Residential [RS-1] with a Planned Development Overlay [PDO] and General Agriculture [AG] to Community Commercial [CC].

Motion passed 7-0

b) Preliminary Plat – Harrison Commerce Park – County N – Parcels 39138, 39144, 39142

MOTION: Lancaster/Handschke to approve the Preliminary Plat for Harrison Commerce Park with the following conditions:

- 1. The sale and development of all lots are subject to the Commercial Development Design Guidelines Manual and the Harrison Commerce Park Protective Covenants and Restrictions.*
- 2. The wetlands on Lot 4 must be remediated or permitted prior to the sale of Lot 4.*

Motion passed 7-0

c) Zoning Map Amendment (Rezoning) – North Shore Ridge LLC – Brick Lane – Part of Parcel 39652

MOTION: Baldwin/Van Hefty to approve the Zoning Map Amendments requested by North Shore Ridge LLC for part of Parcel 39652 on Brick Lane, from Business Park [BP] to Single-Family Residential (Suburban) [RS-1].

Motion passed 7-0

d) Certified Survey Map (CSM) — North Shore Ridge, LLC – Firelane 10 – Parcel 39652

MOTION: Bartlein/Van Hefty to approve the Certified Survey Map (CSM) for North Shore Ridge, LLC as request and submitted.

Motion passed 7-0

e) Final Plat – Harrison Heights 3 – DeWitt Development, LLC – Parcel 33536

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

- 1. A finalized Development Agreement must be approved by the Village Board in conjunction with the final plat.*
- 2. Letter of credit as agreed to in the Development Agreement is received before the Village signs the final plat.*
- 3. Lots 75-77 Wetlands: Sale of lots shall not occur until wetland impacts are remediated by the WI Department of Natural Resources.*
- 4. Lots 78, 93-96, 98: Location of the wetlands on lots shall be disclosed prior to sale of lot, if impacts are not remediated.*
- 5. The ingress and egress for Lots 75 and 95 through 98 shall be from Killarney Lane and Cork Lane. There shall be no entrance of these lots off of Woodland Road.*
- 6. 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.*

7. All lots shall have a storm sewer lateral provided for sump pump discharge.
8. All drainageways, drainage easements, and associated infrastructures shall be installed, graded and seeded prior to roadway acceptance.
9. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
10. 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.
11. If applicable, wetland determinations and/or studies shall be provided to the Village.
12. Benchmarks shall be established on all hydrant tag bolts.
13. Grading/Drainage Plan shall identify elevations of ground at the foundation.

Motion passed 7-0

- f) Certified Survey Map (CSM) – Bruce and Shirley Johnson – Town of Woodville – N9476 N Harwood Rd – Parcel 12135

MOTION: Lancaster/Baldwin to approve under extraterritorial platting (ETP) authority, the Certified Survey Map (CSM) request as submitted from Bruce and Shirley Johnson for parcel 12135 at N9476 Harwood Road in the Town of Woodville.

Motion passed 7-0

- g) Final Plat – Luniak Meadows 2 – Dercks DeWitt II LLC – Parcels 39138 & 46340

MOTION: Van Hefty/Baldwin to approve the Final Plat for Luniak Meadows 2, Parcels 39138 and 46340, with the following conditions:

1. Letter of credit as agreed to in the Development Agreement is received before the Village signs the final plat.
2. Lots 69, 70, 71, 72, 73, 78, 79, 93, 95, 105, and 108 Wetlands: Sale of lots shall not occur until wetland impacts are remediated by the WI Department of Natural Resources.
3. 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.
4. All lots shall have a storm sewer lateral provided for sump pump discharge.
5. All drainageways, drainage easements, and associated infrastructures shall be installed, graded and seeded prior to roadway acceptance.
6. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
7. 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.
8. If applicable, wetland determinations and/or studies shall be provided to the Village.
9. Benchmarks shall be established on all hydrant tag bolts.
10. Grading/Drainage Plan shall identify elevations of ground at the foundation.
11. Applicant shall work with the village on construction of the shared portion of Homestead Lane per the Development Agreement.

Motion passed 7-0

- h) Certified Survey Map (CSM) — Mike Wheeler – W6017 Cameo Ct – Parcels 33986 & 33984

*MOTION: Lancaster/Brantmeier to approve the Certified Survey Map (CSM) request as submitted from Mike Wheeler for Parcels 33986 & 33984 at W6017 Cameo Court.
Motion passed 7-0*

- i) Request to Purchase Additional Badger Books for Elections

*MOTION: Lancaster/Brantmeier to approve the purchase of four Badger Books for elections at an amount not to exceed \$2,011.00 per machine.
Motion passed 7-0*

- j) Approval of the Fuel Management System for \$30,592.45 for Village Hall Fuel Station utilizing remaining ARPA funds.

*MOTION: Baldwin /Handschke to approve using any remaining ARPA funds towards the \$30,592.45 fuel management system and using CIP funds to fund any remaining balance.
Motion passed 7-0*

MOTION: Handschke/Baldwin to approve in one motion all staff recommendations in the meeting packet for project Change Orders and Payment Requests.

Motion passed 7-0

(For documentation, each item and motion is included in the Minutes.)

- k) Approval of Change Order No. 2 for decrease of \$79,441.52 for final quantities and approval of Final Certificate for Payment for \$389,277.64 for State Park Road to MCC, Inc.

MOTION: Handschke/Baldwin to approve Change Order No. 2 for decrease of \$79,441.52 for final quantities and approval of Final Certificate for Payment for \$389,277.64 for State Park Road to MCC, Inc.

Motion passed 7-0

- l) Approval of Change Order No. 1 for decrease of \$53,442.03 for final quantities and approval of Final Certificate for Payment for \$25,358.05 for Creekside Estates Roadway Improvements to MCC, Inc.

MOTION: Handschke/Baldwin to approve Change Order No. 1 for decrease of \$53,442.03 for final quantities and approval of Final Certificate for Payment for \$25,358.05 for Creekside Estates Roadway Improvements to MCC, Inc.

Motion passed 7-0

- m) Approval of Change Order No. 2 for decrease of \$50,221.24 for final quantities and approval of Final Certificate for Payment for \$443,732.06 for the 2024 Asphalt Street Resurfacing Program II to MCC, Inc.

MOTION: Lancaster/Baldwin to approve Change Order No. 2 for decrease of \$50,221.24 for final quantities and approval of Final Certificate for Payment for \$443,732.06 for the 2024 Asphalt Street

*Resurfacing Program II to MCC, Inc.
Motion passed 7-0*

- n) Approval of Change Order No. 1 for decrease of \$78,262.56 for final quantities and approval of Final Certificate for Payment for \$22,565.76 for 2023 Asphalt Resurfacing Program to MCC, Inc.

*MOTION: Handschke/Baldwin to approve Change Order No. 1 for decrease of \$78,262.56 for final quantities and approval of Final Certificate for Payment for \$22,565.76 for 2023 Asphalt Resurfacing Program to MCC, Inc.
Motion passed 7-0*

- o) Approval of Change Order No. 1 for decrease of \$42,529.86 for final quantities and approval of Final Certificate for Payment for \$6,394.12 for Farmer's Field Paving Project to Northeast Asphalt, Inc.

*MOTION: Handschke/Baldwin to approve Change Order No. 1 for decrease of \$42,529.86 for final quantities and approval of Final Certificate for Payment for \$6,394.12 for Farmer's Field Paving Project to Northeast Asphalt, Inc.
Motion passed 7-0*

- p) Approval of Change Order No. 2 for decrease of \$297,878.93 for final quantities and approval of Final Certificate for Payment for \$10,000 for the 2024 Asphalt Street Resurfacing Program.

*MOTION: Handschke/Baldwin to approve Change Order No. 2 for decrease of \$297,878.93 for final quantities and approval of Final Certificate for Payment for \$10,000 for the 2024 Asphalt Street Resurfacing Program.
Motion passed 7-0*

- q) Approval of Certificate for Payment No. 2 for Darboy Park Lighting project by Quality Electric for \$39,773.49.

*MOTION: Handschke/Baldwin to approve Certificate for Payment No. 2 for Darboy Park Lighting project by Quality Electric for \$39,773.49.
Motion passed 7-0*

- r) Review of draft plans and estimated costs for natural playground at Rennwood Park.

*MOTION: Handschke/Brantmeier to approve supporting the draft plan and authorize staff to hold a public meeting and complete the bidding process.
Motion passed 7-0*

- s) Approval of Vacant Offer to Purchase from Earthwise Energies, LLC to purchase Lot 10 in the Crossroads Business Park.

MOTION: Lancaster/Handschke to approve Vacant Offer to Purchase from Earthwise Energies, LLC to purchase Lot 10 in the Crossroads Business Park in the amount of \$50,330.
Motion passed 7-0

- t) Approval to change insurance providers for the Village of Harrison to Cities and Villages Mutual Insurance Company (CVMIC) for 2025 and beyond.

MOTION: Bartlein/Baldwin to approve changing insurance providers for the Village of Harrison to Cities and Villages Mutual Insurance Company (CVMIC) for 2025 and beyond.
Motion passed 7-0

- u) Ordinance V24-15, An Ordinance amending Chapter 103, Article V, Sections 103-230 and 103-231; Regarding Impact Fee Refunds, Schedules and Calculations, and Creating Section 103-231 Sub d, Transportation Impact Fee.

MOTION: Handschke/Van Hefty to approve Ordinance V24-15 as presented.
Motion passed 7-0

- v) Resolution V2024-14 to Approve the 2025 Fee & Penalty Schedule regarding impact fees.

MOTION: Van Hefty/Baldwin to approve Resolution V2024-14 as presented.
Motion passed 7-0

- w) Approval of the Community Risk Reduction Officer Position Description in Harrison Fire Rescue.

MOTION: Van Hefty/Baldwin to approve the Community Risk Reduction Officer Position Description in Harrison Fire Rescue.
Motion passed 5-0-2 (Brantmeier and Lancaster abstained)

- x) Approval of a contract with Baird to provide general consulting services to complete economic feasibility analysis of the Village's TID's 1-6.

MOTION: Lancaster/Handschke to approve the contract with Baird to provide general consulting services to complete economic feasibility analysis of the Village's TID's 1-6.
Motion passed 7-0

- y) Amendment to Agreement for Breezy Meadows Subdivision.

MOTION: Lancaster/Baldwin to approve Amendment No. 1 to the Agreement for Breezy Meadows Subdivision.
Motion passed 7-0

- z) Approval of Development Agreement for Harrison Heights 3.

MOTION: Van Hefty/Bartlein to approve the Development Agreement for Harrison Heights 3.
Motion passed 7-0

- aa) Review of the Village's revised Wind Energy Systems Ordinance in comparison to Calumet County Ordinance.
No action was taken.

- ab) Consider Proposals for Engineering Service Contracts for Harrison Utilities.

MOTION: Lancaster/Bartlein to approve a contract with McMahon for engineering services for Harrison Utilities.
Motion passed 7-0

- ac) Sense of the Board regarding removal of the existing trees in the Village Right-of-Way.

MOTION: Lancaster/Bartlein to approve "grandfathering" any trees located in the village right-of-way as of December 17, 2024 from having to be removed as long as the property owner applies for and receives an approved right-of-way permit from village staff.
Motion passed 7-0

- ad) Approval of the Protective Covenants for Harrison Commerce Park- CTH N Corridor.

MOTION: Baldwin/Van Hefty to approve the Protective Covenants for Harrison Commerce Park- CTH Corridor.
Motion passed 7-0

- ae) Approval to purchase a Bobcat Compact Track Loader and 160G Excavator Replacement in the Department of Public Works.

MOTION: Baldwin/Van Hefty to approve the purchase of a Bobcat Compact Track Loader for \$89,328.72 and 135G Excavator, Tree Trimmer attachment and Trailer for \$269,460 for the Department of Public Works using Capital Improvement Funds.
Motion passed 7-0

- af) Contract with Ehlers to update the needs assessment related to the Park, Fire, and Law Enforcement Impact Fees.

MOTION: Lancaster/Handschke to approve the contract with Ehlers for \$22,500 to update the needs assessment related to the Park, Fire, and Law Enforcement Impact Fees.
Motion passed 7-0

- ag) Approval to contract with Ehlers in developing a Utility Capital Recovery Assistance Plan for Future Growth.

MOTION: Lancaster/Brantmeier to approve the contract with Ehlers to complete the recovery growth plan not to exceed \$8,250.

Motion passed 7-0

- ah) Review of Findings of Manitowoc Road Speed Study.
No action taken.

- ai) Resolution V2024-15 Establishing the Polling Locations and Combining Wards for the 2025 Election Cycle

MOTION: Lancaster/Handsche to approve Resolution V2024-15.

Motion passed 7-0

- aj) Resolution 2024-16 Authorizing the Borrowing of \$450,000 to Finance TID #5 Land Purchase for Harrison Commerce Park.

MOTION: Lancaster/Handsche to approve Resolution 2024-16 as presented.

Motion passed 7-0

11. Future Agenda Items

- Review of RS-2 Zoning (ML) (after Comp Plan)
- Amend Board rules/procedures for adding agenda items (JB/ML added 7/30/24)
- Plan Commission procedures (ML/JB added 8/27/24)
- New development process checklist (ML/SH added 8/27/24)
- Review Trail Map (ML/SH added 9/24/2024)
- Review Tree Policy (JB/DB added 11/12/24)
- Pursue Senior Living Development (JB/DB added 12/17/24)
- Social Media Policy for staff/boards/commissions (JB/DB added 12/17/24)

12. Future Meetings

- January 9, 2025 - Possible Special Board Meeting / Fire Station Tour
- January 16, 2025 - Possible Special Board Meeting
- January 28, 2025 - Regular Monthly Meeting
- February 25, 2025 - Regular Monthly Meeting

13. Closed Session

MOTION: Handsche/Brantmeier to convene in Closed Session to discuss the following two topics:

- a) Pursuant to Wis. State Stats. 19.85 (1)(c) for considering employment, promotion, compensation, or performance evaluation data on any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is a review of the responsibilities of the Clerk and the Finance Director/Treasurer.

Attendees included the Village President, Village Trustees, Interim Village Manager, Assistant Village Manager, and Finance Director/Treasurer.

and

- b) Per Wis. State Stats.19.85 (1) (g) for the purpose of discussing a development opportunity at the intersection of CTH N and KK.

Attendees included the Village President, Village Trustees, Village Manager, Asst. Village Manager, Baird Financial Advisor, and Finance Director/Treasurer

Motion passed unanimously by roll call vote 7-0

14. Adjournment

MOTION: Bartlein/Baldwin at 8:04pm to adjourn from Closed Session without reconvening into Open Session.

Motion passed unanimously by roll call vote 7-0

Minutes Approved January 16, 2025

Vicki L Tesser, Clerk