

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
October 29, 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, October 29, 2024. After the Pledge of Allegiance was recited, roll call was taken.

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, Clerk-Treasurer Vicki Tessen, Utility Office Manager Brandon Barlow, and Village Attorney Andy Micheletti.

Public: 26 Citizens, 2 Presenters, and Times Villager reporter Judy Hebbe

1. Public Hearing

a) Presentation and Discussion of Proposed 2025 Operating Budget with Public Input

Interim Manager Van Gompel gave a PowerPoint presentation with highlights of 2024 and an overview of the proposed budget for 2025. After which, President Blackmer opened the floor for public comments or questions regarding the proposed budget. Hearing no response, she repeated the invitation to speak two more times.

*MOTION: Baldwin/Bartlein to convene the 2025 Operating Budget Public Hearing at 6:03pm.
Motion passed 7-0*

*MOTION: Handschke/Brantmeier to adjourn the Public Hearing at 6:20pm.
Motion passed 7-0*

2. Correspondence or Communications from Board and Staff

None

3. Corrections and Approval of the Previous Meeting Minutes

*MOTION: Baldwin/Van Hefty to approve the September 24, 2024 Minutes as presented.
Motion passed 7-0*

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.

The following provided comments to the Board:

1. Kirk Gallant, W5753 Parker Way; regarding last month's meeting - opposes removal of established trees in right-of-way.
2. Michael Hagens, C&M Storage; concern of traffic on Cty KK by Highline Rd if that area is developed.

5. Presentations

- a) "Village Plan of Finance" by RW Baird Municipal Advisor, Justin Fischer
No action taken.
- b) Results of the Transportation Impact Fee Study by Jon Cameron, Ehlers.
No action taken.

6. Reports

Reports are on file in the Clerk's Office.

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Interim Village Manager
Budget Report
- 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 - September 2024

MOTION: Van Hefty/Brantmeier to approve the Bills & Claims for September.

Motion passed 7-0

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

- a) Consider Contract for Design and Construction Management Services for New Fire Station.

MOTION: Handschke/Van Hefty to approve pending village attorney review, a contract for a new fire station with Wendel Architecture, PC to provide architect and design services, and

also approve a contract amendment to sub-contract Wendel Construction, Inc to provide construction management services; the final contract shall be substantially similar to the proposed contract and amendment as presented and circulated.

Motion passed 7-0

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

- a) Ordinance Zoning Map Amendment 24-15 – Mel Baeten – Highline Rd – Parcels 39012, 39018, 39010

MOTION: Baldwin/Bartlein to approve the Ordinance Zoning Map Amendment 24-15 request from Mel Baeten to rezone parcels 39012, 39018, 39010 on Highline Road from General Agriculture (AG) and Rural Residential (RR) to Single-Family Residential (Suburban) (RS-1). Motion failed 3-4 (Brantmeier, Handschke, Lancaster, Van Hefty voted against)

- b) Final Plat – Cedar View Subdivision– LouMar Properties, LLC - Parcels 33408 & 33418

MOTION: Handschke/VanHefty to approve the Final Plat for Cedar View Subdivision with the following conditions:

- 1. Lot 1 Wetland: Sale of lot shall not occur until wetland impacts are remediated by the WI Department of Natural Resources.*
- 2. Lots 11 and 12 Wetlands: Future sale of these lots should follow the “MADI Foundation Plans” as provided by McInnis Land Surveying for the placement of the new home as to not impact the wetland.*
- 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 easement, and associated infrastructure 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. 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.*
- 9. If applicable, wetland determinations and/or studies shall be provided to the Village.*
- 10. Benchmarks shall be established on all hydrant tag bolts.11. Grading/Drainage Plan shall identify elevations of ground at the foundation.*

Motion passed 7-0

- c) Certified Survey Map (CSM) – Dale and Cynthia Marx –Town of Woodville – Parcels 12383 & 12380

MOTION: Lancaster/Brantmeier to approve the Certified Survey Map (CSM) amendment request from Dale and Cynthia Marx of the Town of Woodville to combine Parcels 12383 & 12380, then split the house and outbuildings on Lot 1 from the farmland on Lot 2.

Motion passed 7-0

- d) Review of concept plan for DPW Garage/Breakroom Expansion Project

MOTION: Handschke/Baldwin to approve the concept plan for the DPW Garage and breakroom expansion project.

Motion passed 7-0

- e) Approval of next steps related to implementation of a Transportation Impact Fee.

MOTION: Handschke/Baldwin to authorize staff to work with Ehlers to implement the Transportation Impact Fee.

Motion passed 7-0

- f) Resolution V2024-11 Authorizing Issuance and Establishing Parameters for the Sale of General Obligation Promissory Notes Not to Exceed \$8,275,000 General Obligation Promissory Notes

MOTION: Handschke/Van Hefty to approve Resolution V2024-11; Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$8,275,000 General Obligation Promissory Notes.

Motion passed 7-0

- g) "Class B" Alcohol License Application - LPPG, LLC, Lake Park Pub & Grill - N8904 Lake Park Rd.

MOTION: Baldwin/Van Hefty to approve granting, on the condition that issuance is withheld until the clerk receives confirmation of the property sale, a Combination "Class B" Beer and Liquor License to LPPG, LLC for the premises located at N8904 Lake Park Road, and confirm the appointment of Michael Gey as the Agent.

Motion passed 7-0

- h) Consider Request for Discharge of Firearms Waiver - Parcel 39148

MOTION: Baldwin/Handschke to approve a Discharge of Firearms Waiver for parcel 39148 on Manitowoc Road.

Motion failed unanimously 0-7

- i) Proclamation in Support of REACH Red Ribbon Week

MOTION: Baldwin/Lancaster to approve proclaiming October 23-31, 2024 as REACH Red Ribbon Week.

Motion passed 7-0

- j) Approval of Certificate of Payment No. 3 for 2024 Asphalt Resurfacing Program for \$52,056.83.

MOTION: Lancaster/Brantmeier to approve Certificate of Payment No. 3 to Northeast Asphalt, Inc for work performed through October 3, 2024 on the Asphalt Street Resurfacing Program in the amount of \$52,056.83 .

Motion passed 7-0

- k) Approval of Certificate of Payment No. 2 for Asphalt Resurfacing Program II including Blazing Meadows and Fire Station 60 Parking Lot for \$49,345.39.

MOTION: Handschke/Baldwin to approve Certificate of Payment No. 2 to MCC, Inc for \$49,345.39 for work performed through September 13, 2024 on the 2024 Asphalt Street Resurfacing Program II.

Motion passed 7-0

MOTION: Handschke/Lancaster to approve Certificate of Payment No. 2 to MCC, Inc for \$74,693.19 for work performed through September 30, 2024 on the State Park Road.

Motion passed 7-0

- l) Approval of Certificate of Payment No. 2 for State Park Road Reconstruction for \$74,693.19.

MOTION: Handschke/Lancaster to approve Certificate of Payment No. 1 to Precision Sealcoating, Inc in the amount of \$127,200.00 for final payment for work performed through August 29, 2024 on the 2024 Crack Seal Program.

Motion passed 7-0

- m) Approval of Certificate for Payment #1 (Final) for Precision Sealcoating, Inc for \$127,200.

MOTION: Handschke/Lancaster to approve Certificate of Payment No. 2 to MCC, Inc for \$74,693.19 for work performed through September 30, 2024 on the State Park Road Construction

Motion passed 7-0

- n) Approval of Certificate of Payment No. 1 for Farmers Field Paving for \$206,841.02.

MOTION: Handschke/Lancaster to approve Certificate of Payment No. 1 to Northeast Asphalt, Inc in the amount of \$206,841.02 for partial payment for work performed through October 3, 2024 on Farmers Field Park Paving - Phase I Project.

Motion passed 7-0

- o) Change Order No. 1 for State Park Road Construction to add shouldering.

MOTION: Lancaster/Bartlein to approve Change Order No. 1 for the State Park Road Construction Project to increase the contract cost by \$22,400 for MCC, Inc. to complete the shouldering work. Motion passed 7-0

- p) Change Order No. 1 for Crossroads Business Park to modify storm sewer and fill the lots to final grade.

MOTION: Handschke/Van Hefty to approve Change Order No. 1 for Crossroads Business Park Utility Street Construction to increase the contract amount by \$129,054.53.

Motion passed 7-0

- q) Approval to request USPS assign a zip code for Harrison.

*MOTION: Handschke/Baldwin to approve staff send a letter to request a zip code.
Motion passed 7-0*

- r) Updates to the Village's Development Agreement for new subdivisions.

*MOTION: Lancaster/Handschke to approve the updates to the Village's Development Agreement for new subdivisions as presented and circulated.
Motion passed 7-0*

- s) County N Development Design Guidelines

*MOTION: Handschke/Brantmeier to approve the CTH N Design Guidelines for all new development in the commercial corridor as presented.
Motion passed 7-0*

- t) Approval to advance \$450,000 from the General Fund to TID 5 to be reimbursed with State Trust Funding for CTH Property.

*MOTION: Handschke/Van Hefty to approve advancing \$450,000 from the General Fund to be reimbursed with State Trust Funds to TID 5 for CTH N property acquisition.
Motion passed 7-0*

- u) Approval to apply to State Trust Fund to fund the land acquisition in TID 5 for the CTH N property from Dercks DeWitt II, LLC.

*MOTION: Handschke/Van Hefty to approve applying for a loan from the State Trust Fund for \$450,000 for TID 5 land acquisition and authorizing the Clerk and Assistant Village Manager to sign loan documents.
Motion passed 7-0*

- v) Discussion and possible approval on land prices for the CTH N commercial district and naming the district.

*MOTION: Handschke/Baldwin to approve land sales at \$45,000 per acre for the CTH N/Manitowoc Road development project.
Motion passed 7-0*

*MOTION: Van Hefty/Handschke to approve naming the CTH N/Manitowoc development project "Harrison Commerce Park".
Motion passed 6-1 (Baldwin voted against)*

- w) Request by the Fox Valley Snow Riders, Inc. to use Village-owned property to maintain snowmobile trails.

*MOTION: Brantmeier/Van Hefty to approve the request from Fox Valley Snow Riders, Inc. to use Village-owned property on STH 55, CTH KK, and Firelane 12 for 2024-2025.
Motion passed 7-0*

- x) Review of the Opinion of Costs for the Emergency Engine Generator at Village Hall.

MOTION: Baldwin/Van Hefty to approve going out to bid for an Emergency Engine Generator at Village Hall.

Motion passed 7-0

- y) Approval of an Independent Contractor Contract between Birschbach Inspection Service, Inc. and the Village of Harrison for Building Inspection Services.

MOTION: Brantmeier/Bartlein to approve as amended a contract with Birschbach Inspection Service, Inc. for 2025's building inspection services with the addition of an exit clause in case the village adds a direct-hire inspector to village staff.

Motion passed 7-0

MOTION: Lancaster/Handschke to amend the main motion to include an exit clause in case the village adds a direct-hire inspector to village staff.

Motion passed 7-0

- z) Award of bid for the Faro Springs Public Access Project.

MOTION: Van Hefty/Handschke to award the contract for Faro Springs Public Access Project to the low bidder, Joseph R Mader Excavating, in the amount of \$52,000.

Motion passed 7-0

- aa) Approval of Service Contract between Village of Harrison and Fox Valley Humane Association LTD

MOTION: Van Hefty/Bartlein to approve the contract with Fox Valley Humane Association, LTD for stray animal services.

Motion passed 7-0

10. Future Agenda Items

Public info meetings & website posts on facilities updates (in process) (JB/DB)

Review of RS-2 Zoning (ML) (after Comp Plan)

Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (Feb. / March 2024)

Workshop with CCSD, Board, and staff regarding CCSD items (ML added 6/25/24,

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)

Safety Options for STH 114 / State Park intersection (ML/MB added 10/29/24)

11. Future Meetings

November 12, 2024 - Regular Monthly Meeting (with 2025 budget approval)

December 17, 2024 - Regular Monthly Meeting

12. Closed Session

The Board will convene into Closed Session pursuant to the exemption provided in Sec. 19.85(1) of the Wis. Stats. Specifically, section: (a) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

*MOTION: Handschke/Brantmeier to convene into Closed Session at 8:27 pm.
Motion passed by roll call vote 7-0*

*MOTION: Bartlein/Baldwin to reconvene into Open Session.
Motion passed by roll call vote 7-0*

13. Adjournment

*MOTION: Bartlein/Baldwin to adjourn.
Motion passed 7-0*

Minutes Approved November 12, 2024

Vicki L. Tessen, Clerk/Treasurer