

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
November 12, 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, November 12, 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, Clerk-Treasurer Vicki Tessen, Utility Office Manager Brandon Barlow, and Village Attorney Andy Micheletti.

Public: 5 Citizens and Times Villager reporter Judy Hebbe

2. Correspondence or Communications from Board and Staff

Assistant Manager Pelishek requested a discussion on village insurance be added to the next meeting agenda.

Trustee Baldwin received an email from a resident regarding trees in the right-of-way. Trustee Lancaster complimented staff on the election but suggested purchasing more machines.

3. Corrections and Approval of the Previous Meeting Minutes

a) October 29, 2024 Minutes

MOTION: Bartlein/Baldwin to approve the October 29, 2024 Minutes with an amendment to item 9a to specify Zone RS1.

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. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

Mel Baeten; Highline Road landowner - item 7b Development Concept Plan - in favor

5. Approval of Bills and Claims

a) Bills and Claims - October 2024

MOTION: Baldwin/Brantmeier to approve bills and claims for October 2024.

Motion passed 7-0

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

None

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

- a) Acceptance of \$25,000 grant from Kiwanis Club of Darboy for the Farmers Field Concession Building and Check Presentation from Kiwanis Club

MOTION: Handschke/Baldwin to approve acceptance of a \$25,000 grant from the Kiwanis Club of Darboy for the Farmers Field concession building.

Motion passed 7-0

- b) Concept Plan- Mel Baeten and Bill Bowers

MOTION: Blackmer/Bartlein to approve the concept plan as presented.

Motion failed 3-4

Mike Brantmeier, Scott Handschke, Matt Lancaster, Mark Van Hefty voted against.

- c) Resolution V2024-12, Creating the 2025 Annual Budget and Property Tax Levy for the Village of Harrison

MOTION: Baldwin/Brantmeier to approve Resolution V2024-12 creating the 2025 annual budget and property tax levy as presented.

Motion passed 7-0

- d) Resolution V2024-13 to Approve the 2025 Fee & Penalty Schedule

MOTION: Handschke/Van Hefty to approve Resolution V2024-13 amending the Fee and Penalty Schedule as presented.

Motion passed 7-0

- e) Approval of Certificate for Payments for Various Projects (Darboy Park Lighting Project and Crossroads Business Park).

MOTION: Handschke/Van Hefty to approve payments to Quality Electric LLC in the amount of \$43,275.16 for partial payment for work performed through October 11, 2024 on the Darboy Park Lighting Project, and to Gene Frederickson Trucking & Excavating, Inc. in the amount of \$233,252.89 for partial payment for work performed through October 18, 2024 on the Crossroads Business Park Utility and Street Construction.

Motion passed 7-0

- f) Approval of Vacant Offer to Purchase Lot 6 from Silvertree Homes in the Crossroads Business Park.

MOTION: Brantmeier/Baldwin to approve the offer from Silvertree Homes to purchase Lot 6 in Crossroads Business Park in the amount of \$66,850.00.

Motion passed 7-0

- g) Approval of Vacant Offer to Purchase from Jason Kelderman for Lots 7 & 8 in the Crossroads Business Park.

MOTION: Baldwin/Brantmeier to approve the Offer to Purchase from Jason Kelderman for Lots 7 and 8 in the Crossroads Business Park for \$68,005.00.
Motion passed 7-0

- h) Approval of the Vacant Land Offer to Purchase from Wenzel Painting, Inc. for Lot 13 in the Crossroads Business Park.

MOTION: Handschke/Van Hefty to approve the Offer to Purchase from Wenzel Painting, Inc. for Lot 13 in the Crossroads Business Park for \$33,495.00.
Motion passed 7-0

- i) Approval of Luniak Meadows 2 Developer's Agreement.

MAIN MOTION: Van Hefty/Baldwin to approve the Luniak Meadows 2 Developer's Agreement.
Motion withdrawn 0-0

MOTION: Lancaster/Brantmeier to amend the Developer's Agreement, Section IV, lines two and three to read: "... The Village shall reimburse the Subdivider a total not to exceed \$742,506.53 for the cost, based on actual bids, to construct ...".
Motion passed 7-0

MOTION: Van Hefty/Baldwin to approve the Developer's Agreement for Luniak Meadows 2 as amended.
Motion passed 7-0

- j) Approval of Architect/Engineer for the Fire Station 60 Renovation.

MOTION: Handschke/Bartlein to approve McMahon as the Architect/Engineer for the Fire Station 60 Renovation for \$145,250.
Motion passed 7-0

- k) Contract with Environet, Inc. for \$9,540 for asbestos abatement at N9266 CTH N.

MOTION: Baldwin/Bartlein to approve a contract with Environet, Inc. in the amount of \$9,540 for asbestos abatement at N9266 CTH N.
Motion passed 7-0

- l) Approval for the Village Organization Chart reflecting the addition of a Finance Director/Treasurer position.

MOTION: Baldwin/Van Hefty to approve the organizational chart as presented.
Motion passed 7-0

- m) Approval of the Building Inspector Position Description.

MOTION: Handschke/Baldwin to approve the Building Inspector position description as presented.
Motion passed 7-0

8. 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 regarding CCSD items with CCSD, Board, & staff (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 Hwy114/State Park intersection (ML/MB added 10/29/24)
Review Tree Policy (JB/DB added 11/12/24)
Purchase Additional Election Equipment (ML/MB added 11/12/24)
Discussion to Rescind Village Windmill Ordinance (MB/ML added 11/12/24)

9. Future Meetings

December 17, 2024 - Regular Monthly Meeting
January 28, 2025 - Regular Monthly Meeting
February 25, 2025 - Regular Monthly Meeting

10. Closed Session

The Board will convene into Closed Session pursuant to the exemption provided in Sec. 19.85(1)(g) of the Wis. Stats. specifically, conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to potential litigation regarding Harrison Utilities in which it may become involved.

Attendees will include the Village President and Board, Assistant Manager, Clerk, and Utilities Manager.

MOTION: Bartlein/Handschke to convene into Closed Session under Sec. 19.85(1)(g) to confer with legal counsel regarding potential litigation regarding Harrison Utilities.
Motion passed by roll call vote 7-0

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

11. Adjournment

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

Minutes Approved December 17, 2024


Vicki L. Tessen, Clerk