

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

PRESENT: President Scott Handschke, Trustees: Julene Baldwin, Mike Brantmeier, Frank Thiel, Mark Van Hefty and Matt Lancaster.

STAFF: Village Manager Chad Pelishek, Finance Director/Treasurer Alissa Van Eperen, Clerk/HR Manager Meghan Winkler, Fire Chief Jarred Gerl, Village Attorney Calumet County Sgt John McGuire, Building Inspector Jason Gruetzmacher and Community Risk Reduction Officer Craig Majewski

4. Identify Potential Conflicts of Interest

None.

5. Correspondence or Communications from Board and Staff

Trustee Lancaster - Neenah-Menasha Sewerage Commission approved a \$24 million plant upgrade to remove phosphorus with Harrison being responsible for 7.4% of that.

Chad Pelishek - Attended Neenah-Menasha Sewerage Commission meeting today, and it will only be \$7 or \$8 million to put in these cloth filters so the commission voted to go with the cheaper option today.

6. Corrections and Approval of the Previous Meeting Minutes

a. January 6, 2026 Meeting Minutes

Motion made by Baldwin, Seconded by Brantmeier, to approve the January 6, 2026 Meeting Minutes as presented.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

7. Employee Recognitions

No action taken.

- a. Village Clerk/HR Manager Meghan Winkler- Wisconsin Certified Municipal Clerk certification
- b. Community Risk Reduction Officer Craig Majewski: Harrison Fire Rescue
- c. Building Inspector Jason Gruetzmacher: UDC Certifications

8. Reports

All reports are on file at Village Hall.

- a. Fire Rescue
 - Planning & Zoning Report
 - Fire Station 70 Monthly Report
- b. Calumet County Sheriff's Dept.
- c. Village Manager
 - Budget & Financial Reports
- d. Finance Director/Treasurer
 - Budget & Financial Reports
- e. Public Works/Engineering/Parks/Trails
- f. Clerk
- g. Harrison Utilities

9. Public Comments

The Board will receive information from the public in accordance with State Statute 19.84(2). Be advised board discussion is limited to only clarify the information received. No action shall be taken under public comments. General procedure is to allow each person three-minutes to speak, although the President may grant extensions, reduce the time, or limit the number of like-minded speakers on the same topic. Anyone wishing to speak should register their name on the sign-in sheet prior to the start of the meeting.

No speakers.

10. Approval of Bills and Claims

- a. Bills and Claims – December 2025

Motion made by Van Hefty, Seconded by Baldwin, to approve December 2025 Bills and Claims as presented.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

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

- a. None at this time.

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

- a. Zoning Map Amendment (Rezoning) – Eugene Frederickson – Hwy 55 – Parcel 40398 and Part of Parcels 40378 & 40394.

Motion made by Van Hefty, Seconded by Brantmeier, to approve the Zoning Map Amendment from Business Park [BP] to Industrial & Manufacturing [IM] with the following conditions:

1. Recording of the Certified Survey Map (CSM), as approved by the Village Board on December 16, 2025, prior to the Village's signing of the ordinance amending the Village of Harrison Official Zoning Map.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- b. Zoning Map Amendment (Rezoning) – Daniel Stumpf – S Coop Rd – Part of Parcel 33572.

Motion made by Baldwin, Seconded by Thiel, to approve the Zoning Map Amendment from General Agriculture [AG] to Single Family Residential (Suburban) [RS-1] as submitted.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- c. Conditional Use Permit – Gene Frederickson Trucking and Excavating – Hwy 55 – Parcel 40398

Motion made by Thiel, Seconded by Van Hefty, to approve the Conditional Use Permit (CUP) request with the following conditions:

1. All provisions of Section 117-131, Resource Extraction, of the zoning ordinance relating to the shredding of topsoil shall be met.
2. All Local, State, and Federal regulations shall be met.
3. No refining activities (including pulverizing or shredding) shall occur when wind speeds exceed 15 miles per hour.
4. The site shall be screened and developed to the intent of the site plan. All berming shall be completed prior to the start of topsoil screening.
5. Hours of operation shall be limited to daylight hours. Topsoil screening shall only occur from April to November.
6. The applicant shall comply with all conditions of approval.

7. Any substantial violation of these conditions may result in the termination of the Conditional Use Permit (CUP).

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

d. Certified Survey Map (CSM) – Boyd Dietzen – Schmidt Rd – Parcel 33278

Motion made by Van Hefty, Seconded by Thiel, to approve the Certified Survey Map (CSM), subject to the following conditions:

1. Construction of a principal structure on either Lot 1 or Lot 2 shall require rezoning to Rural Residential [RR].

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

e. Site Plan Review – Eugene Frederickson – Hwy 55 – Parcel 40398

Motion made by Baldwin, Seconded by Thiel, to approve the site plan with the following conditions:

1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of zoning and building permits.
2. WisDOT approval for a commercial entrance prior to the issuance of any zoning and building permits.
3. Recording of the Certified Survey Map (CSM), approved by the Village Board on December 16, 2025, adjusting lot lines to place the building entirely on Parcel 40398, prior to the issuance of any zoning or building permits.
4. Approval of a Conditional Use Permit (CUP) prior to the start of any topsoil shredding operations.
5. The site plan shall be subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
6. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
7. Only uses permitted within the applicable zoning district shall be allowed on this site.
8. All applicable local, county, and state rules, regulations, and ordinances shall be met.
9. Any changes to the plan shall require an amendment to this site plan approval.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

f. 2026 Asphalt Resurfacing Projects: McMahon Design, Bidding and Construction Services

Motion made by Thiel, Seconded by Brantmeier, to approve the contract with McMahon for design, bidding and construction services for the 2026 Asphalt resurfacing Program for Mile Long Drive, Clover Ridge Estates and Linden Hills Estates subdivisions for \$60,000.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

g. Harrison Commerce Park Final Roadway Improvements: McMahon- bidding and construction phase

Motion made by Baldwin, Seconded by Brantmeier, to approve the contract with McMahon for bidding and construction phase for Harrison Commerce Park Final Roadway Improvements for \$30,000.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

h. Unison Way Design-TID 2: McMahon

Motion made by Thiel, Seconded by Baldwin, to approve the contract with McMahon for design, bidding, and construction services for the extension of Unison Way of STH 55 to serve new development in TID 2 for \$95,800.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

i. Various Payment Requests

Motion made by Thiel, Seconded by Baldwin, to approve the four Applications for Payments for various projects totaling \$533,502.42.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

j. Various Change Orders

Motion made by Baldwin, Seconded by Van Hefty, to approve DPW Change Orders for No 16 and 17 totaling \$5,446.40 and Fire Station 70 VOE Change Order 1-6 for a total of \$19,337.95.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- k. Resolution in Support of Reauthorization of the State Funding for Knowles-Nelson Stewardship Program

Motion made by Thiel, Seconded by Lancaster, to approve Resolution V2026-01 in support of reauthorization of State Funding for Knowle's-Nelson Stewardship Program.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- l. Acceptance of Sand Hill Landing Water and Sanitary Sewer Mains in the City of Menasha

Motion made by Lancaster, Seconded by Thiel, to accept the water and sanitary sewer mains in Sand Hill Landing in the City of Menasha.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- m. Intent to Purchase Lots 9 & 10: Crossroads Business Park

Motion made by Baldwin, Seconded by Brantmeier, to approve the intent to purchase Lots 9 and 10 in the Crossroads Business Park.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- n. Implementation of Years of Service and Retirement Program for the Village of Harrison

Motion made by Thiel, Seconded by Lancaster, to approve the Years of Service and Retirement Program as presented.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- o. Employee Handbook Changes: Resignation/Retirement/Final Pay

Motion made by Baldwin, Seconded by Thiel, to approve the language drafted by the Village's employment attorney, Von Brieson to incorporate into the 2024 Employee Handbook.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

Amendment Motion made by Baldwin, Seconded by Thiel, to remove the language that states administrative positions and replace with all Village Employee's

Roll Call Vote:

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- p. Change Job Description Title: Assistant Planner to Zoning Administrator

Motion made by Lancaster, Seconded by Brantmeier, to re-classify the Assistant Planner position to a Zoning Administrator position.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- q. Natural Gas Installation- We Energies: Harrison Commerce Park

Motion made by Van Hefty, Seconded by Thiel, to approve natural gas facilities installation in Harrison Commerce Park for \$22,603.44.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- r. Electric Installation- We Energies: Harrison Commerce Park

Motion made by Van Hefty, Seconded by Thiel, to approve electric facilities installation in Harrison Commerce Park for \$74,843.29.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- s. Electric Service Installation- We Energies- Fire Station 70

Motion made by Baldwin, Seconded by Thiel, to approve electric service installation to new Fire Station 70 for \$10,779.80.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- t. Decorative Street Lights- We Energies: Harrison Commerce Park

Motion made by Thiel, Seconded by Brantmeier, to approve contract with We-Energies for \$45,900.88 to install decorative lights in the Harrison Commerce Park.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

- u. V26-03 An ordinance repealing and recreating Chapter 103, Sections 103-1, 103-2, 103-10, 103-24, 103-27, 103-28, 103-30, Village Land Development Code.

Motion made by Baldwin, Seconded by Brantmeier, to approve Ordinance V26-03 repealing and recreating Chapter 103, Sections 103-1, 103-2, 103-10, 103-23, 103-24, 103-25, 103-27 and 103-30; Land Development Code.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

v. Settlement Agreement- 2019 Fire Protection Fees: City of Menasha

Motion made by Lancaster, Seconded by Van Hefty, to approve the settlement agreement between the Village of Harrison and the City of Menasha.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

w. Farmers Field Pavilion Update: Project Completion

Motion made by Van Hefty, Seconded by Lancaster, to approve Option 1: Allowing the school district to have until December 31, 2026, to complete the project.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

x. Ranger Purchase for Harrison Fire Rescue

Motion made by Baldwin, Seconded by Thiel, to approve the purchase of a Polaris Ranger in the amount of \$34,750 from Gruett's.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

y. Trailer Purchase for Harrison Fire Rescue

Motion made by Thiel, Seconded by Baldwin, to approve the purchase of a trailer for the Polaris Ranger in the amount of \$9,302.50 from Mirsberger Sales & Service.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

z. Open discussion and consideration to discuss future contract terms between the Village of Harrison and the Village of Sherwood/Town of Woodville related to a fire service contract prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager to use in negotiation of said agreement.

No action taken.

13. Future Agenda Items

None at this time.

14. Future Meetings

- a. February 10, 2026 Village Board Listening Session
- February 27, 2026 Village Board Meeting
- March 10, 2026 at 6pm Joint Board Meeting: Harrison/Sherwood/Woodville - @Fire Station 60
- March 31, 2026 Village Board Meeting

15. Closed Session

- a. The Board may convene in Closed Session pursuant to Wis. Stat. section 19.85 (1)(e) for the purpose of deliberating or negotiating contract terms, wherever competitive or bargaining reasons require a closed session; specifically, to discuss strategy and bargaining authority to be used by the Village Manager in negotiations related to the fire service contract with the Village of Sherwood and the Town of Woodville.

Attendees may include the Board, Village Manager, Finance Director/Treasurer, Village Clerk, Fire Chief and Village Attorney

Motion made by Van Hefty, Seconded by Baldwin, to convene into Closed Session

Roll Call Vote:

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

16. Open Session

- a. Motion to reconvene in open session for possible action relating to the matter discussed in closed session.

17. Adjournment

Motion made by Baldwin, Seconded by Van Hefty to adjourn meeting.

Voting Yea: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

Minutes submitted by : Meghan Winkler, Clerk/HR Manager

January 28, 2026