

VILLAGE BOARD MEETING MINUTES

Tuesday, March 25, 2025 at 6:00 PM

Harrison Village Hall
W5298 State Road 114
Menasha, WI 54952

1. Call to Order

President Blackmer called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: President Allison Blackmer, Trustees: Julene Baldwin, Darlene Bartlein, Mike Brantmeier, Scott Handschke, and Matt Lancaster.

ABSENT: Trustee Mark Van Hefty (excused).

STAFF: Village Manager Chad Pelishek, Fire Chief Jarred Gerl, Finance Director / Treasurer Alissa Van Eperen, Clerk Vicki Tessen, Village Attorney Andy Rossmeissl, and Village Engineer Lee Reibold

PUBLIC: 12 (estimate)

4. Correspondence or Communications from Board and Staff

None

5. Corrections and Approval of the Previous Meeting Minutes

a. December 17, 2024 Meeting (*correction to previously approved minutes*)

Motion made by Baldwin, Seconded by Bartlein, to approve the correction of the recorded vote for item 10 (ac) in the December 17, 2024 meeting minutes.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

b. February 25, 2025 Meeting

Motion made by Lancaster, Seconded by Brantmeier, to table February minutes to the April meeting.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

6. Public Hearing regarding Park, Fire, and Police Impact Fees Update

Motion made by Handschke, Seconded by Baldwin, to open the Public Hearing to hear public comments on the proposed Park, Fire, and Police Impact Fees.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

President Blackmer invited anyone in the audience who wished to speak to come forward. After repeating the invitation three times and no one coming forward, Blackmer asked for a motion to close the Public Hearing.

Motion to close the Public Hearing made by Handschke, Seconded by Baldwin.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

7. Public Comments

Before calling the first public commenter, the Village attorney informed everyone that this meeting is being held in a polling location where the in-person absentee voting period has already started. Therefore, speakers should refrain from commenting on political topics that may be interpreted as campaigning or electioneering, which is forbidden in or near polling locations.

Drew Van Asten, Plan Commissioner - N9132 Brenda Dr., Village's comprehensive plan "Open House" was a success, and requests that the board hold more open houses for residents and staff to informally discuss topics.

Greg Tomasik - N9143 - Mountain Ash Ln - representing 5 residents, asking for Village help to aid in water pooling in ditches by installing drainage pans.

Lanie Randl - W5574 Colin St. - concern regarding infrastructure and building growth, village's transparency, recent campaign behavior, and listening to constituents.

8. Proclamation

a. Proclamation for Darlene Bartlein

President Blackmer presented to Trustee Bartlein a proclamation commemorating her final Board meeting and serving on the Village Board from 2012 to 2025.

9. Reports

All reports are on file in the clerk's office.

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

10. Approval of Bills and Claims

- a. Bills and Claims – February 2025

Motion made by Baldwin, Seconded by Bartlein, to approve the bills and claims as presented.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

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

None

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

- a. Site Plan Review – New Harrison Fire Rescue Station – W5662 Manitowoc Rd – Parcel 39142

Motion made by Handschke, Seconded by Baldwin, to approve the site plan for the new Harrison Fire Rescue Station on parcel 39142, W5662 Manitowoc Road, with the following conditions:

1. The Village Board consents to egress access points on Manitowoc Road, which is an access-controlled road between Carpenter Street and State Park Road.
2. A detailed site plan review, according to Article XIII of the zoning ordinances, shall be completed prior to the issuance of zoning and building permits.
3. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.

4. A grading/drainage stormwater management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village staff.
5. Only those uses permitted in the applicable zoning district shall be allowed within the development.
6. All applicable local, County, and State rules, regulations, and ordinances shall be met.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

- b. Discussion regarding Drainage Issues on Mountain Ash Lane in the Cottonwood Estates Subdivision

Motion made by Lancaster, Seconded by Brantmeier, to table this discussion to the next meeting for staff to gather more information.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

- c. Repeal and Recreate Chapter 2 of the Municipal Code

Motion made by Lancaster, Seconded by Bartlein, to table until the April meeting to allow the Board more time to review the edits.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

- d. Proposed Amendment to the Village of Harrison Parking Regulations

Motion made by Handschke, Seconded by Brantmeier, to table the proposed parking regulation amendment until staff collects more public input.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

- e. Ordinance V25-06, Amending Chapter 6, Section 6-3 Keeping of Fowls

Motion made by Handschke, Seconded by Baldwin, to approve Ordinance V25-06, amending Section 6-3 by increasing the number of chickens allowed in a residential district from four to six, increasing the maximum size of an inside coop from 25 square feet to 30 square feet, and adding that the run can be no more than 60 square feet.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, and Lancaster
Motion Carried 6-0

f. Award of Bids for the Emergency Generator at Village Hall

Motion made by Baldwin, Seconded by Brantmeier, to award a \$213,770 contract to VOE Power and Systems, LLC for the purchase and installation of a new generator and automatic transfer switch for the Village Hall using Capital Improvement Funds.

During the discussion, Manager Pelishek noted for the meeting record, each of the last two storms that hit the Village Hall destroyed Village electronics due to power surges. This generator and switch will prevent potential damage to equipment and records in the future.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

g. Award of the Bids to Northeast Asphalt for the 2025 Asphalt Resurfacing Projects

Motion made by Handschke, Seconded by Brantmeier, to award a \$1,712,567.53 contract to Northeast Asphalt, using 2024 Capital Improvement Borrowing and Renwood Park Developer Contribution funds, for the Village's 2025 Asphalt Resurfacing Projects.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

h. Award of Bids to Donald Hietpas & Sons, Inc. for Harrison Commerce Park Utility, Street, and Stormwater Pond Construction

Motion made by Baldwin, Seconded by Bartlein, to award a \$1,316,945.25 contract, using 2024 Capital Improvement Borrowing funds, to Donald Hietpas & Sons, Inc. for the utility, street, and stormwater pond construction project in Harrison Commerce Park, as presented in their Base Bid plus Supplemental Bids #1 and #2.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

i. Resolution V2025-07 Amending Fee and Penalty Schedule related to the Police, Fire, and Park Impact Fees

Motion made by Handschke, Seconded by Baldwin, to approve Resolution V2025-07 to amend the Fee and Penalty Schedule to increase the impact fees as recommended based on the results of the completed impact study.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

- j. Resolution V2025-08, Authorizing the Application of Grant Funding for Construction of the Old Highway Road Trail Project

Motion made by Baldwin, Seconded by Brantmeier, to approve Resolution V2025-08 as presented.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

- k. Discussion on Comprehensive Plan Update - Future Land Use Plan.

Motion made by Lancaster, Seconded by Baldwin, to table this discussion until after public engagement is completed.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

- l. Proposal to Install a Key Fob Security System at Harrison Utilities

Motion made by Lancaster, Seconded by Bartlein, to approve the \$12,277.73 proposal from TECC Security Systems, Inc., using Harrison Utility Miscellaneous General Expense funds, to install a key-fob security system at Harrison Utilities.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster
Motion Carried 6-0

- m. Discussion regarding Prior Closed-Session Protocols

No action taken.

13. Future Agenda Items

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

Review Tree Policy (JB/DB added 11/12/24)

Review Social Media Policy (JB/DB added 12/17/24)

Discuss extending Eisenhower Drive to Woodland Road (ML/SH added 1/16/25)

Discuss a Remodel to Village Hall (ML/MB added 2/25/25)

Trustee Lancaster requested that "Review of RS-2 Zoning" be changed to "Review of Zoning Code Chapter". Manager Pelishek confirmed that the entire chapter is being reviewed; the item name will be updated.

No other edits, additions, or deletions were made to the list of future agenda items.

14. Future Meetings

- a. April 29, 2025 Regular Meeting
- May 27, 2025 Regular Meeting

15. Adjournment

Motion made by Bartlein, Seconded by Baldwin, to adjourn at 7:21 p.m.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster

Motion Carried 6-0

Minutes Approved April 29, 2025
/s/ Vicki L. Tessen, Clerk