

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

a. Consider Motion to Approve or Amend the Agenda

Motion made by Lancaster, Seconded by Brantmeier to amend the April 29, 2025 Village Board meeting agenda by moving 12t to before "Appointments to Boards and Commissions."

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

Motion carried 6-0

4. Correspondence or Communications from Board and Staff

Trustee Van Hefty raised a concern regarding truck traffic on Midway Road east of Coop Road.

5. Corrections and Approval of the Previous Meeting Minutes

a. February 25, 2025 Meeting Minutes

Motion made by Lancaster, Seconded by Brantmeier, to approve Draft 4 of the February 25, 2025, meeting minutes as presented.

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

Voting Abstaining: Thiel

Motion carried 5-0-1

b. March 28, 2025 Meeting Minutes

Motion made by Van Hefty, Seconded by Baldwin, to approve March 28, 2025, meeting minutes as presented.

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

Voting Abstaining: Thiel

Motion carried 5-0-1

6. Public Comments

Notice: The Village encourages public participation and resident input on agenda items and concerns to the Village. To help facilitate meeting participation, please register on the sign-up sheet before the meeting starts. Each commenter is allowed 3 minutes to speak, unless the Board agrees to adjust the time or limit participation. Any Board discussion will adhere to Wisconsin Open Meeting Laws, and no official action may be taken under public comments.

1. Phyllis Rieder - N9135 Mountain Ash Ln - Item 12j - favors ditch pans, opposes homeowners being responsible for expense.
2. Kim Runkel - N9130 S Johann Dr - Regarding street and culvert project
3. Joe Tenor - N9536 Silver Court - Item 12r - Scout's request for waiving fees.

7. Presentations

- a. Presentation on Water and Sewer Capital Recovery Analysis by Ehlers.

Jon Cameron and Ehlers presented the pros and cons of various options for recovering capital costs related to water and sewer infrastructure and new development. Recommended 2-prong strategy to the Board : 1 - impact fees, and 2 special assessments or developer pay to recover costs of extending mains to new development or increasing pipe size.

8. 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

9. Approval of Bills and Claims

- a. Bills and Claims – March 2025

Motion made by Van Hefty, Seconded by Brantmeier, to approve the March 2025 Bills and Claims as presented.

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

Motion carried 6-0

12t. Ordinance V25-08 Amending Ch 2-123(b)(c)(e); Plan Commission Created.

Motion made by Lancaster, Seconded by Brantmeier, to approve Ordinance V25-08, amending Municipal Code Chapter 2, Section 123 sub (b), (c), and (e) as presented in the packet.

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

Motion carried 6-0

10. Appointments

a. Confirmation of Appointments to Boards and Commissions.

Motion to confirm the appointments listed below

Board/Commission	President's Choice	Term begins	Term Expires	Motion	Seconded	Vote
Fire Commission	Robert Streck	5/1/2025	4/30/20230	Van Hefty	Thiel	4-0-2
Plan Commission	Trustee Seat Mark Van Hefty	5/1/2025	4/21/ 2026	Lancaster	Brantmeier	6-0
Plan Commission	Citizen Seat ***Tammy Frassetto	5/1/2025	4/30/2028	Van Hefty	Baldwin	6-0
Plan Commission	Citizen Seat Jim Apitz	5/1/2025	4/30/2028	Brantmeier	Lancaster	6-0
Plan Commission	Citizen Seat Tom Uitenbroek	5/1/2025	4/30/2026	Thiel	Van Hefty	5-1
Plan Commission	Citizen Seat Dennis Parschbacher	5/1/2025	4/30/2027	Baldwin	Brantmeier	6-0
Weed Commissioner	Kaylee Grezinski	5/1/2025	4/30/2026	Baldwin	Van Hefty	6-0
Zoning Board of Appeals	Dan Garber	5/1/2025	4/30/2028	Van Hefty	Brantmeier	6-0
Zoning Board of Appeals	Craig Majewski	5/1/2025	4/30/2028	Baldwin	Thiel	6-0

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

None

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

- a. Certificate of Payment #5, Crossroads Business Park for \$43,873.20.

Motion made by Lancaster, Seconded by Baldwin, to approve Certificate of Payment #5, Crossroads Business Park for \$43,873.20.

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

Motion carried 6-0.

- b. Proposal from OnTech Systems to complete a Cyber Security Audit.

Motion made by Lancaster, Seconded by Van Hefty, to approve the proposal with OnTech Systems to complete a Cyber Security Audit of the Village's IT assets for \$14,150.

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

Motion carried 6-0

- c. Approval of Public Administration Associates to complete a Wage Compensation Study for \$16,670.

Motion made by Brantmeier, Seconded by Thiel, to approve Public Administration Associates to complete the Wage Compensation Study for \$16,670.

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

Motion carried 6-0

- d. Award McMahon contract to complete the Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation, and Ambulance Service Analysis.

Motion made by Van Hefty, Seconded by Thiel, to approve McMahon to complete the Fire Department Staffing Study, Intergovernmental Cost Share Analysis, and Ambulance Service Analysis.

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

Motion carried 6-0

- e. Approval of Dead Ash Tree Removal in Darboy Park Forest by Lowney's Tree Service for \$26,500.

Motion made by Baldwin, Seconded by Brantmeier, to approve the low bid of Lowney's for \$26,500.

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

Motion carried 6-0

- f. Approval of the Village Trustee Handbook.

Motion made by Van Hefty, Seconded by Brantmeier, to approve the 2025 version of the Village Trustee Handbook to include the ethics policy and 2025 Comp Plan.

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

Motion carried 6-0

- g. Approval of a Social Networking Policy for the Village of Harrison.

Motion made by Baldwin, Seconded by Brantmeier, to approve the Social Media Policy.

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

Motion carried 6-0

- h. Approval of the New Home Construction Escrow Policy.

Motion made by Lancaster, Seconded by Van Hefty, to approve the New Home Construction Escrow Policy.

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

Motion carried 6-0

- i. Approval of the 30-day Review Process for all New Developments.

Motion made by Lancaster, Seconded by Brantmeier, to approve the new 30-day hold process on new subdivision plats and site plans.

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

Motion carried 6-0

- j. Follow-up discussion on installation of ditch liners on Mountain Ash Lane in the Cottonwood Estates Subdivision.

Motion made by Lancaster, Seconded by Baldwin, to approve the quote from Scott Lamers Construction for \$11,760, paid out by the Village from stormwater.

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

Motion carried 6-0

- k. Preliminary Plat for Forest Ridge Subdivision (65 Lot) at the intersection of STH 114 and North Shore Road.

No Action Taken - layover to May 2025.

- I. Acceptance by Harrison Utilities of the Water and Sanitary Sewer Infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha

Motion made by Baldwin, Seconded by Brantmeier, to approve the final acceptance of the water and sanitary sewer infrastructure in the Woodland Lakes Cottages Subdivision in the City of Menasha.

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

Motion carried 6-0

- m. Review and approval on the final conceptual plan for inclusive playground infrastructure at Rennwood Park.

Motion made by Lancaster, Seconded by Baldwin, to approve the proposed budget of \$350,000 for the project with a \$300,000 developer contribution and the remaining amount from TID 4 and conceptual plans, and authorize staff to implement the project.

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

Motion carried 6-0

- n. Review and approval of proposed floor plan for new shelter at Farmers Field Park.

Motion made by Lancaster, Seconded by Brantmeier, to approve the conceptual floor plan for the building, working within a proposed budget of approximately \$500,000.

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

Motion carried 6-0

- o. Street closure request from Kiwanis Club for Noe Road on June 25, 2025, for Touch-a-Truck event.

Motion made by Lancaster, Seconded by Baldwin, to close Noe Road adjacent to Darboy Community Park for the Touch-a-Truck event on June 25, 2025.

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

Motion carried 6-0

- p. Street Closure Permit Request for Logan Ln. / Bailey Dr. Block Party.

Motion made by Van Hefty, Seconded by Brantmeier, to approve the Street Closure Permit to close a section of Logan Lane and Bailey Drive from 1:00 pm to 10:00 pm on Saturday, June 7, 2025, for a neighborhood block party.

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

Motion carried 6-0

- q. Park Rental Fee Waiver Request from Woodland School.

Motion made by Baldwin, Seconded by Thiel, to approve waiving park rental fees for Woodland Schools' end-of-year party.

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

Motion carried 6-0

- r. Park Rental Fee Waiver Request from Scout Troop 135.

Motion made by Lancaster, Seconded by Brantmeier, to approve June 10, 2025, Court of Honor and table the request for October 25, 2025, Halloween in the Park.

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

Motion carried 6-0

- s. 6-Month "Class B" Alcohol License application for Harrison Athletic Association.

Motion made by Baldwin, Seconded by Van Hefty, to approve granting a 6-month "Class B" Alcohol license to Harrison Athletic Association (HAA), confirming Becky L. Mader as the Agent, and authorizing the Clerk to issue up to ten (10) operator licenses, all without charges to HAA.

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

Motion carried 6-0

- t. Ordinance V25-08 Amending Ch 2-123(b)(c)(e); Plan Commission Created.

Agenda amended to move this item prior to Item 10.

- u. Ordinance V25-07 Amending Ch 26, Sec 26-99 Night Parking Restrictions.

Motion made by Van Hefty, Seconded by Thiel, to approve Ordinance V25-07, amending Municipal Code Chapter 26 Section 26-99, which prohibits parking on village roadways between 3:00 am and 7:00 am by:

1. Inserting language to limit the overnight parking restriction only from November 1 to May 1, and,
2. Establishing a new parking restriction to limit the time a vehicle may be parked on a village roadway, in essentially the same location, to a maximum of seventy-two consecutive hours.

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

Motion carried 6-0

- v. Resolution V2025-09, Amending Resolution V2025-02 Designating Public Depository and Authorizing Withdrawal of Municipal Funds.

Motion made by Van Hefty, Seconded by Brantmeier, to approve the resolution as presented and circulated.

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

Motion carried 6-0

- w. Letter of Intent from Legacy Hoops, LLC for Lots #1 and #2 in Crossroads Business Park.

Main Motion made by Baldwin, Seconded by Thiel, to approve the Letter of Intent for Legacy Hoops, LLC for Lots #1 and 2 in the Crossroads Business Park.

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

Motion carried 6-0

Amended Motion made by Lancaster, Seconded by Van Hefty, to amend the motion to approve the Letter of Intent for Legacy Hoops, LLC for Lots #1 and 2 in the Crossroad Business Park to include language that the property cannot be transferred or sold to a tax-exempt entity.

Roll call Vote: Handschke AYE, Baldwin AYE, Brantmeier AYE, Lancaster AYE, Thiel AYE, Van Hefty AYE

- x. Acceptance of Vacant Land Offer to Purchase Lot #6 in the Harrison Commerce Park.

Motion made by Van Hefty, Seconded by Baldwin, to approve the Offer to Purchase for lot #6 in the Harrison Commercial Park.

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

Motion carried 6-0

- y. Acceptance of Vacant Offer to Purchase from E Homes, LLC for Lots 4 and 11 in the Crossroads Business Park.

No action taken

- z. Award of the Department of Public Works Addition and Expansion Project to Bayland Buildings for \$1,790,745.

Motion made by Baldwin, Seconded by Brantmeier, to approve the low bid of \$1,790,745 with Bayland Buildings for the DPW garage expansion project.

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

Motion carried 6-0

- aa. Award of Security and Fire Systems Additions for DPW expansion project with TECC for \$21,344.78.

Motion made by Van Hefty, Seconded by Brantmeier, to approve the two proposals with TECC for fire and security additions for the Department of Public Works expansion project for \$21,344.78.

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

Motion carried 6-0

- bb. Confidentiality Agreement with Outagamie County; Re: Judiciary Privacy.

Motion made by Baldwin, Seconded by Thiel, to approve the Village President to sign the confidentiality agreement with Outagamie County prohibiting any Village staff from sharing any personal information of past, current, or future judicial officers that staff may be privy to.

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

Motion carried 6-0

- cc. Approval of contract with McMahon for Farmers Field Pavilion Design for \$42,700.

Motion made by Van Hefty, Seconded by Brantmeier, to approve the contract with McMahon for final design of the pavilion at Farmers Field for \$42,700.

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

Motion carried 6-0

- dd. Approval to fund a Supervisory Position dedicated to the Village of Harrison, and amending the contract between the Calumet County Sheriff's Office and the Village of Harrison

Motion made by Lancaster, Seconded by Van Hefty, to approve funding the patrol sergeant position for up to \$107,000, depending on the pay scale of the chosen candidate, to be dedicated to Harrison with the following conditions:

1. A satisfactory contract amendment approved by the Village Board and Calumet County outlining that this position would include shared reporting between Calumet County and the Village of Harrison's Village Manager.
2. A budget amendment to finance this position from law enforcement charges and not from the general fund.

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

Motion carried 6-0

- ee. Open discussion and consideration of request from EJJ Group regarding extension of the utilities to facilitate a single-family subdivision development on Manitowoc Road prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager.

Motion by Lancaster, seconded by Brantmeier, to authorize the Village Manager to negotiate with the owner of parcel number 33528 for a deferred special assessment in an amount up to \$350,000. The terms shall include a 10-year deferral period at 0% interest, with the full assessment due either at the end of the 10 years or upon transfer of the property, whichever occurs first.

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

Motion carried 6-0

- ff. Open discussion and consideration of request from Hidden Haven, LLC to discuss possible incentives for a commercial development prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager/Planner to use in negotiation of Developer's Agreement.

No action taken

13. Closed Session

No motion to enter closed session.

- a. Motion to convene in closed session pursuant to Wis. Stat. section 19.85 (1)(e) for the purpose of deliberating or negotiating the investing of public funds, 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 over potential incentives and terms of Development Agreement with Hidden Haven, LLC.

Attendees will include the Board, Village Manager, Finance Director/Treasurer, Village Clerk, and Village Attorney.

- b. Motion to convene in closed session pursuant to Wis. Stat. section 19.85 (1)(e) for the purpose of deliberating or negotiating the investing of public funds, 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 of acquiring easements to extend utilities from Woodland Road to Manitowoc Road and terms of Development Agreement with EJJ Group for a possible single-family residential development.

Attendees will include the Board, Village Manager, Finance Director/Treasurer, Village Clerk, and Village Attorney

14. Open Session

The Board will reconvene into Open Session pursuant to §19.85(2) of the Wisconsin Statutes to continue with the remaining agenda items, and for possible action on items discussed in Closed Session.

15. Future Agenda Items

- a. Review of Zoning Code Chapter (ML/MB)(after Comp Plan)
Review Tree Policy (JB/MB added 11/12/24, updated 4/29/2025)
Discuss extending Eisenhower Drive to Woodland Road (ML/SH added 1/16/25)
Discuss sidewalk policy in new development (ML/MVH)

16. Future Meetings

May 27, 2025 - Board of Review 5:45 p.m., Monthly Board Meeting 6:00 p.m.

June 24, 2025 - Monthly Board Meeting 6:00 p.m.

July 29, 2025 - Monthly Board Meeting 6:00 p.m.

August 13, 2025 - Board of Review 10:30 a.m. - 12:30 p.m. (or later)

August 26, 2025 - Monthly Board Meeting 6:00 p.m.

17. Adjournment

Motion made by Lancaster, Seconded by Van Hefty to adjourn meeting at 8:54 pm.

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

Motion carried 6-0

Minutes Approved: May 27, 2025

Meghan Winkler, Deputy Clerk