Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MINUTES

Tuesday, February 24, 2026 at 6:00 PM

Harrison Village Hall
W5298 State Road 114
Menasha, WI 54952

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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, Utility Superintendent Jenny Pagel, and IT Manager Jon DeMaster

4. Identify Potential Conflicts of Interest

None.

5. Correspondence or Communications from Board and Staff

Village Manager Chad Pelishek - Introduced the two new staff members, Jon DeMaster as IT Manager and Jenny Pagel as Utility Superintendent.

6. Corrections and Approval of the Previous Meeting Minutes

a. January 27, 2026 Meeting Minutes

February 10, 2026 Meeting Minutes

Motion made by Van Hefty, Seconded by Baldwin, to approve the January 27, 2026 and February 10, 2026 Meeting Minutes as presented.

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

Motion carried 6-0.

7. 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.

8. Reports

All reports are on file at Village Hall.

a. Fire Rescue

b. Calumet County Sheriff's Dept.

c. Village Manager

Planning & Zoning Report
First Station 70 Construction Report
Current Projects Status List
2026 Capital Improvements Bidding Schedule

d. Finance Director/Treasurer

Budget & Financial Reports

e. Public Works/Engineering/Parks/Trails

f. Clerk

g. Harrison Utilities

9. Approval of Bills and Claims

a. Bills and Claims – January 2026

Motion made by Baldwin, Seconded by Thiel, to approve January 2026 Bills and Claims as presented.

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

Motion carried 6-0.

10. Appointments

a. Utility Superintendent Jenny Pagel- Neenah Menasha Sewerage Commission

Motion made by Lancaster, Seconded by Van Hefty, to appoint Utility Superintendent, Jenny Pagel to the Neenah Menasha Sewerage Commission.

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. Site Plan Review – Legacy Hoops – W4815 & W4829 Fieldcrest Dr – Parcels 47010 & 47012 – Crossroads Business Park

Motion made by Lancaster, Seconded by Brantmeier, to approve the site plan for Legacy Hoops, W4815 and W4829 Fieldcrest Dr. with the following conditions:

1. Any future dumpster enclosure located within the front yard shall first require prior approval from the Village of Harrison Planning Department.
    a. Any roll-out garbage containers shall be stored inside.
    b. Any future dumpster enclosure shall comply with the Business Park District zoning code and shall be enclosed with materials that complement the principal building.
2. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to 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 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: Handschke, Baldwin, Brantmeier, Lancaster, Thiel, Van Hefty

Motion carried 6-0.

Amendment Motion made by Lancaster to amend the conditions to include no street parking.

Motion fails no second.

b. Zero Turn Lawnmower Replacement: Department of Public Works

Motion made by Thiel, Seconded by Lancaster, to approve the purchase of the Zero Turn Lawnmower Replacement in the Department of Public Works from Pleshek's Outdoor Power for $12,733.39.

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

Motion carried 6-0.

c. Cedar View Stormwater Pond Land Acceptance

Motion made by Baldwin, Seconded by Thiel, to accept Parcel 47162, a stormwater management pond site in Cedar View Subdivision and authorize Village staff to complete the transfer with the Village Attorney.

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

Motion carried 6-0.

d. Selling Policy Reimbursement: Lots 1 and 2: Crossroads Business Park

Motion made by Van Hefty, Seconded by Thiel, to approve the reimbursement of $1,250 of brokerage fees for Lot 1 and 2 in the Crossroads Business ark per the Village's selling policy.

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

Motion carried 6-0.

e. Cameras and Door Access Proposal: TECC: Farmers Field

Motion made by Brantmeier, Seconded by Thiel, to approve $30,889.97 for door access and security camera systems at Farmers Field with TECC Security, the Village's current vendor.

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

Motion carried 6-0.

f. Village Hall Office Remodel Contract: McMahon: $139,705

Motion made by Baldwin, Seconded by Van Hefty, to contract with McMahon for $139,705 to start the design drawings to expand Village Hall into the Board Room to provide additional office space.

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

Motion carried 6-0.

g. Special Event Permit and Emergency Access Plan (EAP) requirements for Large Events

Motion made by Thiel, Seconded by Brantmeier, to approve the Special Event Permit and Emergency Access Plan as presented.

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

Motion carried 6-0.

h. Purchase of 3-Ton Roadsaver Asphalt Trailer: Public Works

Motion made by Thiel, Seconded by Lancaster, to approve the purchase of the 3-Ton Roadsaver Asphalt Trailer to fix potholes for $49,644.

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

Motion carried 6-0.

i. Municipal Code Updates: Chapter 8 Businesses and Business Regulations, Chapter 18 - Parks and Recreation, Chapter 22- Public Works

Motion made by Lancaster, Seconded by Brantmeier, to table until the March meeting to obtain public input.

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

Motion carried 6-0.

j. DNR Grant Agreement: Old Highway Road Trail Grant for $160,000

Motion made by Lancaster, Seconded by Brantmeier, to approve the DNR Grant Agreement for Old Highway Road for $160,000.

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

Motion carried 6-0.

k. Various Change Orders

Motion made by Thiel, Seconded by Baldwin, to approve the DPW Change Orders No. 21 as a deduction of $8,023.00 and Fire Station 70 VOE Change Order $3,750.33.

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

Motion carried 6-0.

l. Various Payment Requests

Motion made by Van Hefty, Seconded by Baldwin, to approve the various payment for under contract work totaling $1,204,588.98.

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

Motion carried 6-0.

m. Soil Borings Proposal: Old Highway Road Trail Project

Motion made by Thiel, Seconded by Brantmeier, to award the soil boring contract to Professional Service Industries, Inc. (PSI) for soil boring for the trail project along Old Highway Road for $6,150.

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

Motion carried 6-0.

n. Business License Application

Motion made by Baldwin, Seconded by Lancaster, to approve the Business License Application as presented.

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

Motion carried 6-0.

o. Years of Service and Retirement Program for Harrison Fire-Rescue

Motion made by Thiel, Seconded by Baldwin, to approve the Years of Service and Retirement Program attached.

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

Motion carried 4-0-2.

p. AirVac Exhaust Removal System: Fire Station 70

Motion made by Lancaster, Seconded by Van Hefty, to approve an AirVac Exhaust System for $93,544 for the Equipment Bay of the Fire Station 70.

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

Motion carried 6-0.

q. 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.

r. Open discussion and consideration for the purpose of deliberating or negotiating the purchase of public properties, investing of public funds, or conducting other specified public business prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager to use to obtain right of way for the extension of Eisenhower Drive.

No action taken.

13. Future Agenda Items

a. None at this time.

14. Future Meetings

a. March 10, 2026 at 6pm at Fire Station 60, Sherwood (Joint Meeting w/Sherwood/Woodville)

March 17, 2026 at 4:30pm Fire Station 70 Tour

March 31, 2026 Village Board Meeting

April 21, 2026 Special Village Meeting- post election

April 28, 2026 Village Board Meeting

15. Closed Session

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

Roll Call Vote:

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

Motion carried 6-0.

a. The Board may convene in Closed Session pursuant to Wis. Stat. section 19.85 (1)(e) for the purpose of deliberating or negotiating the purchase of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically, to discuss the appropriate bargaining strategy for the Village Manager to use to obtain right of way for the extension of Eisenhower Drive.

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

b. 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

16. Adjournment

Motion made by Lancaster, Seconded by Van Hefty to adjourn meeting

Roll Call Vote:

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

Motion carried 6-0.

Minutes submitted by:

Meghan Winkler, Clerk
February 25, 2026