

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

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

STAFF: Village Manager Chad Pelishek, Finance Director / Treasurer Alissa Van Eperen, Clerk/HR Manager Meghan Winkler

4. Identify Potential Conflicts of Interest

None.

5. Correspondence or Communications from Board and Staff

President Handschke mentioned an email that was sent to all Village Board Members regarding E-bikes.

Chad Pelishek discussed that village emails have been updated to harrison.wi.gov rather than harrison-wi.org.

Trustee Lancaster - Wants to thank village staff for all the hard work in the budget process, very well put together and very well done.

President Handschke - Would like to commend Tammy Frassetto on the Planning Commission for doing a great job leading the Planning Commission.

6. Corrections and Approval of the Previous Meeting Minutes

a. August 26, 2025 Budget Visioning Session Meeting Minutes

Motion made by Baldwin, Seconded by Lancaster to approve the August 26, 2025 Budget Vision Session Meeting Minutes as printed and circulated.

Voting Yea: Handschke, Baldwin, Lancaster, Thiel

Voting Abstaining: Brantmeier

Motion carried 4-0-1.

b. August 26, 2025 Meeting Minutes

Motion made by Lancaster, Seconded by Thiel to approve the August 26, 2026 meeting minutes as printed and circulated.

Voting Yea: Handschke, Baldwin, Lancaster, Thiel

Voting Abstaining: Brantmeier

Motion carried 4-0-1

c. September 9, 2025 Meeting Minutes

Motion made by Baldwin, Seconded by Thiel to approve the September 9, 2025 meeting minutes as printed and circulated.

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

Motion carried 5-0.

Amendment to Motion made by Lancaster, Seconded by Baldwin to amend item 7d from no action taken to training completed.

Roll Call Vote

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

Motion carried 5-0.

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.

Drew Van Asten - N9132 Brenda Drive spoke regarding the Tree Policy and believes we should get an estimate for leaf pick up for the Village would oppose a leaf pick up if a significant increase to tax bills. Is in favor of expanding the trail system. Spoke in favor of sidewalks on one side of the road instead of 2 sides. Spoke regarding the E-bikes and believes they should not be restricted any different than pedal bikes, would like to see additional safety requirements.

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
- 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 – August 2025

Motion made by Baldwin, Seconded by Brantmeier to approve the August 2025 Bills and Claims as presented.

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

Motion carried 5-0.

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

- a. No Old Business at this time.

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

- a. Wage and Compensation Study Results by Public Administration Associates, LLC

Motion made by Lancaster, Seconded by Brantmeier to approve the Public Administration Associates (PAA), LLC Wage and Compensation Study including the 2026 Wage Scale as provided.

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

Motion carried 5-0.

Amendment to Motion: Motion by Lancaster, Seconded by Brantmeier to amend the wage chart to divide the seasonal position into two classifications, the new classification would include those seasonal staff with a CDL and a minimum pay of \$25.00 an hour.

Roll Call Vote

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

Motion carried 5-0.

b. Site Plan Review – Queen of Cleaning – W5006 Amy Avenue – Parcel 45302

Motion made by Thiel, Seconded by Baldwin to approve the Site Plan for Queen of Cleaning - W5006 Amy Avenue 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. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
3. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
4. Village staff recommends an exception to the 25-foot rear setback. This request is due to the unique site conditions: the rear of the property abuts a parking lot to the north, and as a corner lot, the site is subject to two 25-foot front yard setbacks, which already limits the buildable area.
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.
7. No off-premise signs are allowed in village right-of-way.

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

Motion carried 5-0.

c. Site Plan Review – Kelderman Plumbing – W4824 Crossroads Court– Parcel 47022 & 47024 – Crossroads Business Park

Motion made by Brantmeier, Seconded by Lancaster to approve the site plan for Kelderman Plumbing - W4827 Crossroads Court - Crossroad Business Park 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. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
3. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
4. Only those uses permitted in the applicable zoning district shall be allowed within the

development.

5. All applicable local, County, and State rules, regulations, and ordinances shall be met.

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

Motion carried 5-0.

- d. Certified Survey Map (CSM) –Village of Harrison – Ryford Street – Parcel 44944

Motion made by Thiel, Seconded by Lancaster, to approve the Certified Survey Map for Ryford Street - Parcel 44944.

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

Motion carried 5-0.

- e. Certified Survey Map (CSM) –Janice & Maurice Olson – Hwy 55 – Parcels 38640 & 38644

Motion made by Baldwin, Seconded by Thiel, to approve the Certified Survey Map for Janice and Maurice Olson - Hwy 55, Parcels 38640 and 38644.

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

Motion carried 5-0.

- f. Developer's Agreement Approval- Forest Ridge Subdivision

Motion made by Baldwin, Seconded by Brantmeier, to approve the Developer's Agreement between the Village of Harrison and Dericks Dewitt, LLC for Forest Ridge subdivision.

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

Motion carried 5-0.

Amendment to Motion: Motion made by Lancaster and Seconded by Thiel to amend page 3 that the 1 1/2 inch Temporary Asphalt Binder be changed from 2028 to 2026.

Roll Call Vote:

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

Motion carried 5-0.

- g. Developer's Agreement Amendment- Cedar View Subdivision

Motion made by Lancaster, Seconded by Thiel to approve the Developer's Agreement Amendment No. 1 for the Cedar View Subdivision as printed and circulated.

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

Motion carried 5-0.

h. Ordinance V25-12: Amend Sidewalks and Trails

Motion made by Lancaster, Seconded by Baldwin to approve Ordinance V25-12 amending the sidewalk language in the ordinance regarding installation of new sidewalks in new subdivisions on a case-by-case basis.

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

Motion carried 5-0.

i. Ordinance V25-14: Regulation of Electric Scooters/E-Bicycles

Motion made by Baldwin, Seconded by Lancaster to table until the November Meeting to allow time for staff to work with the Sheriff's Department and update.

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

Motion carried 5-0.

j. Ordinance V25-13: Unauthorized Presence on School Property

Motion made by Baldwin, Seconded by Brantmeier, to approve Ordinance V25-13: Unauthorized Presence on School Property.

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

Motion carried 5-0.

k. Municipal Code Update: Chapter 2- Administration, Chapter 4- Alcohol, Chapter 6- Animals, Chapter 12- Environment - Discussion Only

Motion made by Baldwin, Seconded by Lancaster to table until the November meeting to obtain public input.

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

Motion carried 5-0.

l. Proposed Ordinance: Sexual Offenders

Motion made by Baldwin, Seconded by Brantmeier, to table until the November meeting.

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

Motion carried 5-0.

m. 5-Year Road Paving Plan: Discussion

Discussion Only

- n. Equipment Purchase: 2018 Factory Cat Mag HD KE 1391 Floor Scrubber- Public Works

Motion made by Brantmeier, Seconded by Thiel, to approve purchase of used 2018 Factory Cat Mag HD KE 1391 Floor Scrubber for Public Works.

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

Motion carried 5-0.

- o. Soil Boring Contract Award: Old Highway Road Reconstruction Project

Motion made by Thiel, Seconded by Brantmeier, to award the soil boring contract to Professional Service Industries, Inc (PSI) for soil borings for the reconstruction of Old Highway Road for \$15,775.00.

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

Motion carried 5-0.

- p. Change Orders: DPW Expansion Project

Motion made by Baldwin, Seconded by Thiel, to approve Change Order no. 6 for \$12,496.00 for the DPW expansion project.

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

Motion carried 5-0.

Amendment to Motion: Motion made by Lancaster, Seconded by Brantmeier, to include Change Order No. 7 deduct in the amount of (\$22,600) and Change Order No. 8 deduct in the amount of (\$793).

Roll Call Vote:

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

Motion carried 5-0.

- q. Progress Payments: 2025 Asphalt Street Resurfacing Project

Motion made by Lancaster, Seconded by Thiel to approve the Certificate Payment No. 2 for Northeast Asphalt in the amount of \$310,152.58

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

Motion carried 5-0.

- r. Contract: Eisenhower Drive (Manitowoc to Midway) - McMahon

Motion made by Lancaster, Seconded by Brantmeier, to approve the contract with McMahon to complete engineering services for Eisenhower Drive for \$21,000.

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

Motion carried 5-0.

- s. Contract: Extension of Utilities- Woodland Road- Gem Family, LLC- Harrison Utilities

Motion made by Lancaster, Seconded by Thiel, to approve the contract with McMahon to complete design, bidding and construction phase engineering services for the extension of water/sewer through the GEM family property to service properties along Manitowoc Road and the future pavilion at Farmers Field for \$75,000.

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

Motion carried 5-0.

- t. Harrison Commerce Park: Commercial Broker Award

Motion made by Lancaster, Seconded by Baldwin, to approve contracting with NAI Pfefferle to provide brokerage services for marketing of the Harrison Commerce Park.

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

Motion carried 5-0.

- u. Harrison Commerce Park: Proposal for Development- Lot 5

Discussion only.

- v. Crossroads Business Park- Lot 4 Interested Purchaser

Motion made by Lancaster, Seconded by Baldwin, to grant a 6-month Letter of Intent from September 30, 2025 to March 30, 2025 for a new 12,000 square foot building on Lot 4 in the Crossroads Business Park.

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

Motion carried 5-0.

- w. Fox Valley Snow Riders, Inc: Permission to use Village land for snowmobile trails

Motion made by Brantmeier, Seconded by Baldwin, to authorize usage of Village owned property for snowmobile trails by the Fox Valley Snow Riders, Inc.

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

Motion carried 5-0.

- x. Thermal Imaging Camera Purchase - New Proposal

Motion made by Baldwin, Seconded by Thiel, to approve the purchase of two Flir K53 thermal imaging cameras in the amount of \$8,398.

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

Motion carried 5-0.

y. Special Event Permit Luniak Meadows Block Party

Motion made by Thiel, Seconded by Brantmeier, to approve the Special Event Permit for Luniak Meadows Block Party.

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

Motion carried 5-0.

z. Open discussion and consideration to discuss possible litigation related to unpaid fire protection fees prior to potentially going into closed session to discuss strategy and bargaining authority for a possible lawsuit stemming from a 2019 contract to which the Village is a party.

Discussion Only.

12. Future Agenda Items

a. Future Agenda Items

None at this time.

13. Future Meetings

a. Future Meetings

October 7 - Possible Budget Meeting

October 28 - Village Board Meeting

November 11 - Veteran's Day Cookout (4:30 PM to 6:00PM)

Budget Adoption Meeting/Board Meeting (6:00 PM)

December 16 - Village Board Meeting

14. Closed Session

Motion made by Baldwin, Seconded by Lancaster to convene into closed session.

Roll Call Vote:

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

Motion carried 5-0.

a. The Board may convene in Closed Session pursuant to Wis. Stat. sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the Village who will be rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or

is likely to become involved; specifically the Village Board will discuss a possible lawsuit stemming from a 2019 contract to which the Village is a party.

- b. The Board may convene in Closed Session pursuant to Wis. Stat. s. 19.85(1)(c), for consideration of the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, if the Village Board goes into Closed Session, the Village Board will discuss the performance evaluation of the Village Manager.

15. Adjournment

Motion made by Lancaster, Seconded by Brantmeier, to adjourn meeting

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

Motion carried 5-0.