

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, Matt Lancaster, and Mark Van Hefty.

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

PUBLIC: 31

4. Correspondence or Communications from Board and Staff

Trustee Baldwin and Trustee Lancaster thanked the large audience for attending the meeting.

Trustee Handschke commented that at the previous meeting, the Board was told that the Village President must be the chairperson for the Plan Commission. After researching, he learned that this is not required by state statute, but by village ordinance, and the Board could change this by amending the village ordinance.

Trustee Lancaster commented that the Village ordinance for the planning commission is not following state law, we have confirmation from an outside attorney from the League of Wisconsin Municipalities, and the documentation is all in the item when we get to it.

5. Corrections and Approval of the Previous Meeting Minutes

a. January 28, 2025 Meeting Minutes

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

President Blackmer opened the item up for discussion.

Trustee Lancaster commented that the Board has not been following proper procedure for entering a closed session. Per WI Open Meetings Law, *"The chief presiding officer of the governmental body must announce to those present at an open meeting the nature of the business to be considered in a closed session and the specific exemption under which the closed session is authorized. The announcement must be made part of the record of the meeting."* He would like this procedure to be followed going forward.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty.
Motion Carried

6. Public Comments

- a. Ray Smith - N9536 Highline Rd - requests that the Board keep the property across from his house as single-family residential.

7. Recognition

- a. Recognition of Tim Eldred for spearheading the Faro Springs Emergency Access Project.

President Blackmer thanked Mr. Eldred for his work on the Faro Springs Emergency Access Project and for raising \$1,360.00 in donations to fund the project.

8. Presentations

- a. Presentation on High Cliff Trail Feasibility Studies Completion by Trail Strategies.

Lynda Fink, Trail Strategies, LLC presented an update on the 10-year plan to create an east-west trail corridor connecting the Trestle to High Cliff State Park. She then answered questions from the Board and the audience.

- b. Presentation regarding Fire, Police, and Park Impact Fee Updates by Ehlers.

John Camron of Ehler's provided an overview and explanation of impact fees for general understanding. He then presented the results of Harrison's Public Facilities Needs Assessment and Feasibility Study and discussed proposed updates and next steps.

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 – January 2025

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

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

Motion Carried

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

None

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

- a. Site Plan Review – Mt. Calvary Lutheran Church Addition (Excel Engineering) – N8728 S Coop Rd – Parcel 33578

Motion made by Handschke, Seconded by Brantmeier, to approve the presented site plan for Mt. Calvary Lutheran Church addition.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty.

Motion Carried

- b. Approval of the Feasibility Studies for the High Cliff Connection Project.

Motion made by Baldwin, Seconded by Van Hefty, to approve the Feasibility Studies for the High Cliff Connection Project as presented.

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

Motion Carried

- c. Final Acceptance of the Streets within Stargazer Estates

Motion made by Bartlein, Seconded by Baldwin, to approve acceptance of the streets within Stargazer Estates.

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

Motion Carried

- d. Approval on contract with Northern Lights Drone Shows to provide a drone show on July 16, 2025.

Motion made by Baldwin, Seconded by Bartlein, to approve the contract with Northern Lights Drone Shows for \$25,000 to provide a drone show.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- e. Approval of contract to move DPW "Cleary" Building 800 feet to the north for DPW garage expansion project.

Motion made by Handschke, Seconded by Brantmeier, to approve the contract to move the DPW cleary building for the garage expansion project.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- f. Approval of Grade Beam Slab and Apron for the relocated "Cleary Building for the Village Hall/DPW Expansion project.

Motion made by Brantmeier, Seconded by Bartlein, to approve the contract for \$45,820 to build a grade beam slab and apron as part of the DPW expansion project.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- g. Approval of the MOU for Farmers Field Concession Stand Building Construction between the Kimberly School District and the Village of Harrison.

Motion made by Handschke, Seconded by Van Hefty, to approve the MOU for Farmers Field Concession Stand Building Construction between the Kimberly School District and the Village of Harrison.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- h. Resolution V2025-06; request from the Village Board to various local, state, and federal agencies to support, fund, and implement improvements on CTH KK to solve Traffic Congestion issues.

Motion made by Lancaster, Seconded by Handschke, to approve Resolution V2025-06 with correction of the resolution number in the packet.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- i. Consider request to amend the previously Adopted Ordinance V25-05; Repeal and Recreate Chapter 2, Section 2-123 and 2-124 Village Plan Commission passed on January 28, 2025.

Motion made by Lancaster, Seconded by Baldwin, to amend the Village Ordinance to reflect the proposed language in the packet listed as 1, 2, and 3.

- 1. The Village President shall appoint members to the commission, subject to confirmation by the Village Board. The Village President may appoint himself or herself to the commission or may choose another citizen member. The Village Board recommends that the Village President bring forward a citizen member for appointment, vs. appointing himself/herself.*
- 2. The Village President chooses the presiding officer. The Village Board recommends that Commission members make a recommendation to the Village President on who should be the Presiding Officer. The Village President can decide to accept the recommendation or choose another member.*
- 3. The members of the planning commission should be on staggered terms.*

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- j. Discussion and possible action on implementing paperless agendas for the March meeting and beyond.

Motion made by Handschke, Seconded by Baldwin, to transition meeting packet dissemination from paper form to electronic form as much as possible.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- k. Final Plat – Harrison Commerce Park – County N – Parcels 39138, 39144, 39142

Motion made by Handschke, Seconded by Baldwin, to approve the final plat for Harrison Commerce Park as presented.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- l. Fran Mader Subdivision Concept Plan Review on Woodland Road.

Motion made by Handschke, Seconded by Lancaster, to refer the concept plan back to staff to address the road alignment and village requirements for subdivisions.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

- m. Certificate of Payment No. 4 for \$13,298.33. for Darboy Community Park Lighting Project.

Motion made by Lancaster, Seconded by Handschke, to approve Certificate of Payment No. 4 for \$13,298.33 for Darboy Community Park Lighting Project.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

n. Consideration of Economic Incentive Policy for the Village of Harrison

Motion made by Baldwin, Seconded by Brantmeier, to approve the Economic Incentive Policy.

Amendment Motion made by Lancaster, Seconded by Handschke, to amend the Policy by specifying that the Village will not provide any type of incentives to residential developers.

Voting Yea to Amendment Motion: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty

Motion to Amend Carried

Voting Yea to the Main Motion as Amended: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty

Main Motion as Amended Carried

o. Amendment to Offer No. 1 from Silvertree Homes, LLC for Lot 06 in Crossroads Business Park.

Motion made by Lancaster, Seconded by Baldwin, to approve Silver Tree Homes, LLC's purchase offer amendment request to postpone the closing date.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

p. Approval of a Development Checklist for All New Subdivisions.

Motion made by Baldwin, Seconded by Lancaster, to approve the Development Checklist for New Subdivisions as presented.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

13. Future Agenda Items

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)

Review the Overnight Parking ordinance (ML/SH added 1/28/25 for April or May)

The following edits, additions, and deletions to the Future Agenda List were made:

Amend Chicken Ordinance (ML/SH added 2/25/25)

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

14. Future Meetings

- a. March 25, 2025
- b. April 29, 2025

15. Closed Session

- a. Discuss a development opportunity on parcel 33500.
- b. Discuss a development opportunity on parcel 40146 / 40154.

Motion made by Bartlein, Seconded by Baldwin, to enter closed session under Wis. State Stats. 19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, there are two separate development opportunities to be discussed.

One potential development is for parcel 33500, the attendees will include the Village President, Village Trustees, Village Attorney, Village Manager, Village Clerk, Village Engineer, and Utility Office Manager

The second potential development is for parcels 40146 and 40154, the attendees will include the Village President, Village Trustees, Village Attorney, Village Manager, and Village Clerk.

Voting Nay to enter Closed Session: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Failed

16. Adjournment

Motion made by Baldwin, Seconded by Bartlein, to adjourn.

Voting Yea: Blackmer, Baldwin, Bartlein, Brantmeier, Handschke, Lancaster, Van Hefty
Motion Carried

Minutes Approved April 29, 2025

/s/ Vicki L. Tessen, Clerk