

NOTICE OF VILLAGE OF HARRISON BOARD MEETING

DATE: Tuesday, August 27, 2024
TIME: 6:00pm
PLACE: Harrison Municipal Building
W5298 State Road 114, Menasha, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board meeting will be held at 6:00pm on Tuesday, August 27, 2024, at the Harrison Municipal Building. This is a public meeting, and the agenda is listed below.

Call to Order

Pledge of Allegiance

1. Roll Call

2. Correspondence or Communications from Board and Staff

- a) Communication to the Village Board from President Blackmer regarding County Intergovernmental Meeting.

3. Corrections and Approval of the Previous Meeting Minutes

July 30, 2024 Meeting Minutes

4. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

5. Reports

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

6. Approval of Bills and Claims

- a) Bills and Claims - July 2024

7. Appointments

- a) Confirm Appointment of Citizen Member to the Plan Commission - Partial Term

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

- a) Ordinance V24-12, Repealing Chapter 30 of the Village of Harrison Municipal Code and Adopting New Revised Chapter 30 of Village of Harrison Municipal Code.
- b) Adopting the 5-Year Road Paving Plan.

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

- a) Approval of Eagle Scout Service Project to install wood duck houses at Village-owned stormwater management ponds.
- b) Request for an Exception to the Discharge of Firearms Permit Criteria
- c) Request by Festival of Lights to Reserve Darboy Community Park and for Rental Fees to be Waived
- d) Funding Request from the Festival of Lights
- e) Request for Harrison to Sell a Reserve "Class B" Liquor License to Town of Buchanan
- f) Approval of additional funding towards the State Park Signalization Project.
- g) Site Plan Review – Ark Data Center (Davel Engineering) – W6149 Old Highway Rd – Parcel 39566
- h) Certified Survey Map (CSM) – Jerry Lopas – W6362 Ravine Ct– Parcels 41486 & 41488.
- i) Conditional Use Modification –North Shore Golf Club (Davel Engineering) – N8421 North Shore Rd – Parcel 39918
- j) Developer's Agreement for Breezy Meadows Subdivision.
- k) Final Plat – Breezy Meadows Subdivision – Vans Realty & Construction – Midway Rd/Lake Park Rd Parcels 43838, 46188, 43840
- l) Request from Mike Bogard, W5756 Manitowoc Road, to maintain a concrete apron in the right-of-way where asphalt is required.
- m) Acceptance of \$935,489.34 from the WisDOT Transportation Alternative Program for Old Highway Road Trail project.
- n) Award of Bids for Crossroads Business Park Utility and Roadway Construction.
- o) Award of Bids for Trail Lighting Improvements at Darboy Community Park.

- p) Approval of Concept for CTH N Commerical Business Development Site.
- q) Authorize Village Staff to issue Request for Proposals to Qualified Architects to renovate Fire Station 60.
- r) Resolution V2024-09 Amending Fee and Penalty Schedule
- s) Debt Service Fund Transfer
- t) Selection Process for new Finance Director/Village Treasurer positions
- u) Approval of the revisions to the Village of Harrison Employee Handbook.

10. Future Agenda Items

- Public info meetings & website posts on facilities updates (in process) (JB/DB)
- Review of RS-2 Zoning (ML) (after Comp Plan)
- Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (May/June 2024)
- Workshop with CCSD, Board, and staff regarding CCSD items (ML added on 6/25/24, no due date)
- Amend Board rules/procedures for adding agenda items (JB/ML added on 7/30/24)

11. Closed Session

- a) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the sale of land in the Crossroads Business Park Lots 1, 3, 7, 9 and 10.

Attendees will include: Village President, Village Trustees, Interim Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.

- b) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of possible land purchase adjacent to STH 55.

Attendees will include: Village President, Village Trustees, Village Manager, Asst. Village Manager, Village Clerk, and Village Attorney.

- c) The Board will meet in Closed Session pursuant to Wis. State Stats. 19.85 (1)(c) for considering employment, promotion, compensation, or performance evaluation data on any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is review of the responsibilities of the Finance Director/Treasurer.

Attendees include the Interim Village Manager and the Assistant Village Manager.

12. Adjournment

Agenda posted and published:

August 22, 2024 at Harrison Village Hall and to www.VillageofHarrison-WI.org

Vicki L. Tessen, Clerk

Accessibility:

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Village President Allison Blackmer

Meeting Date:

August 27, 2024

Title:

Communication to the Village Board from President Blackmer regarding County Intergovernmental Meeting.

Issue:

None

Background and Additional Information:

Assistant Village Manager and Village President Blackmer attended the County Intergovernmental Meeting at the Chilton Court House on Monday August 5, 2024. The agenda consisted of a discussion with East Central Regional Planning Commission and their future strategic goals to help the counties/municipalities in their service territory.

The majority of the discussion was about how the Commission can help municipalities obtain grants for road projects. There was also discussion about economic development help and future planning help. No decision was made. The staff of East Central will be bringing the information back to their board for future consideration.

Budget Impacts:

None

Recommended Action:

None



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Jarred Gerl, Fire Chief

Meeting Date:
August 27, 2024

Title:
Fire Rescue

Issue:
Monthly Report

Background and Additional Information:

Budget Impacts:

Recommended Action:
None - Report

Attachments:

- [HFR 2024 08 27 Report of July Activity.pdf](#)



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Village Board/Fire Commission Activity Report for July 2024

(Updated: 8/21/2024)

1. Emergency Response

Harrison Fire Rescue was dispatched to 60 emergency incidents in July.

- See attached Monthly Incidents Report.

2. Community Public Relations

Members of HFR routinely donate service hours for the betterment of our community. Through pride and commitment, these volunteers make our emergency services a visible presence while showcasing the good our community has to offer.

- July 4th Hilbert Parade
- July 21st Stockbridge Parade
- July 29th National Night Out

3. Department Training/Meetings

In addition to regularly scheduled meetings, training plays a prominent role in our organization. Members hold learning in high regard and value opportunities from learned experiences. One of our strengths as a volunteer department resides in the diversity and expertise our members bring with them.

- July 1st Fire Drill
 - Apparatus Placement
 - Hoseline Advancement
 - Pump Operations
- July 10th Calumet County Chiefs Meeting
 - New Holstein
- July 15th Fire Drill
 - Water Shuttle
 - Pump Operations
- July 16th Promotion Interviews
- July 22nd EMS Interviews



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



4. Chief Business/Items of Note

- July 1st EPR Software – HFR Staff
- July 9th EPR Software Systems
- July 10th Assistant Manager Meeting
- July 11th Village Staff Meeting
- July 17th EPR Software Systems
- July 23rd Fire Commission
- July 24th Village Staff Meeting
- July 25th 5 Bugles Meeting
- July 25th EPR Software Systems
- July 30th Village Board Meeting

Respectfully Submitted,

Jarred Gerl

Chief – Harrison Fire Rescue





Newest Village Board Monthly Incidents Report

Filter: Incident.Basic Details Incident Date within last month

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Incident Type Name2	Alarm Time	Arrival	Arrival2
07/01/2024	24-0319	W471 Veterans AVE Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/01/2024 12:54:22	07/01/2024 13:01:48	07/01/2024 13:01:48
07/01/2024	24-0320	W7026 Manitowoc RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/01/2024 16:46:11	07/01/2024 16:53:00	07/01/2024 16:53:00
07/02/2024	24-0321	W6408 Woodland RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/02/2024 15:12:18	07/02/2024 15:20:57	07/02/2024 15:20:57
07/02/2024	24-0322	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/02/2024 22:28:12	07/02/2024 22:41:32	07/02/2024 22:41:32
07/04/2024	24-0323	W5530 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/04/2024 04:06:39	07/04/2024 04:14:55	07/04/2024 04:14:55
07/04/2024	24-0324	W5789 Hoelzel WAY Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/04/2024 18:06:08	07/04/2024 18:14:48	07/04/2024 18:14:48
07/04/2024	24-0325	N7945 Stommel RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/04/2024 18:07:31	07/04/2024 18:14:00	07/04/2024 18:14:00
07/04/2024	24-0326	W6579 Landon DR Village of Harrison	Village of Harrison	Carbon monoxide incident	Carbon monoxide incident	07/04/2024 20:04:35	07/04/2024 20:18:33	07/04/2024 20:18:33
07/05/2024	24-0327	N8939 Lilac RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/05/2024 00:16:27	07/05/2024 00:18:00	07/05/2024 00:18:00
07/05/2024	24-0328	N7630 State Park RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/05/2024 02:00:25	07/05/2024 02:15:52	07/05/2024 02:15:52
07/05/2024	24-0329	N7882 State Park RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/05/2024 20:09:51	07/05/2024 20:17:05	07/05/2024 20:17:05
07/06/2024	24-0330	N7639 Lower Cliff RD Village of Sherwood	Village of Sherwood	Dispatched & canceled en route	Dispatched & canceled en route	07/06/2024 11:55:23		



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



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Incident Date	CAD Number	Incident Address	City	Incident Type Name	Incident Type Name2	Alarm Time	Arrival	Arrival2
07/06/2024	24-0331	W5958 Blazing Star DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/06/2024 23:44:10	07/06/2024 23:48:34	07/06/2024 23:48:34
07/06/2024	24-0332	W6326 Arborvitae LN Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/06/2024 23:53:52	07/06/2024 23:59:32	07/06/2024 23:59:32
07/07/2024	24-0333	N8990 Lake Park RD Village of Harrison	Village of Harrison	Dispatched & canceled en route	Dispatched & canceled en route	07/07/2024 12:46:39		
07/07/2024	24-0334	W5958 Easter Lily DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/07/2024 14:14:03	07/07/2024 14:20:29	07/07/2024 14:20:29
07/08/2024	24-0335	N9139 Petunia CT Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/08/2024 06:40:16	07/08/2024 06:52:40	07/08/2024 06:52:40
07/08/2024	24-0336	N9188 Dylan DR Village of Harrison	Village of Harrison	Unintentional transmission of alarm, other	Unintentional transmission of alarm, other	07/08/2024 21:23:12	07/08/2024 21:33:39	07/08/2024 21:33:39
07/09/2024	24-0338	W7159 Firelane 2 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/09/2024 21:24:58	07/09/2024 21:32:49	07/09/2024 21:32:49
07/10/2024	24-0339	W5411 Colin ST Village of Harrison	Village of Harrison	Unintentional transmission of alarm, other	Unintentional transmission of alarm, other	07/10/2024 04:16:16	07/10/2024 04:40:16	07/10/2024 04:40:16
07/10/2024	24-0340	W6411 Sonny DR 6 Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/10/2024 04:47:26	07/10/2024 04:58:37	07/10/2024 04:58:37
07/10/2024	24-0341	W5419 White Clover CIR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/10/2024 23:18:45	07/10/2024 23:27:04	07/10/2024 23:27:04
07/11/2024	24-0342	W5909 Hearthstone DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/11/2024 09:01:40	07/11/2024 09:11:56	07/11/2024 09:11:56
07/12/2024	24-0343	W5055 Golf Course RD Village of Sherwood	Village of Sherwood	Dispatched & canceled en route	Dispatched & canceled en route	07/12/2024 13:38:51		



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Incident Date	CAD Number	Incident Address	City	Incident Type Name	Incident Type Name2	Alarm Time	Arrival	Arrival2
07/12/2024	24-0344	N9554 Tannery LN Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/12/2024 16:27:07	07/12/2024 16:32:02	07/12/2024 16:32:02
07/13/2024	24-0345	W5669 County KK Village of Harrison	Village of Harrison	Dispatched & canceled en route	Dispatched & canceled en route	07/13/2024 02:46:01		
07/13/2024	24-0346	N9334 Noe RD Village of Harrison	Village of Harrison	Dispatched & canceled en route	Dispatched & canceled en route	07/13/2024 10:19:56		
07/13/2024	24-0348	N9529 Noe RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/13/2024 22:29:46	07/13/2024 22:36:14	07/13/2024 22:36:14
07/14/2024	24-013W	Hwy 10 / Marx RD Town of Woodville	Town of Woodville	Motor vehicle accident with injuries	Motor vehicle accident with injuries	07/14/2024 14:55:07	07/14/2024 15:08:00	07/14/2024 15:08:00
07/14/2024	24-0349	W6551 Firelane 8 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/14/2024 15:15:32	07/14/2024 15:25:00	07/14/2024 15:25:00
07/15/2024	24-0350	McKayla DR / Manitowoc RD Village of Harrison	Village of Harrison	Motor vehicle accident with injuries	Motor vehicle accident with injuries	07/15/2024 18:21:39	07/15/2024 18:24:14	07/15/2024 18:24:14
07/16/2024	24-0351	N9643 Clover Ridge TRL Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/16/2024 13:01:10	07/16/2024 13:06:49	07/16/2024 13:06:49
07/16/2024	24-0352	W5436 Mielke RD Village of Harrison	Village of Harrison	Motor vehicle accident with injuries	Motor vehicle accident with injuries	07/16/2024 13:08:01	07/16/2024 13:25:06	07/16/2024 13:25:06
07/17/2024	24-0353	N9036 Papermaker PASS Village of Harrison	Village of Harrison	Smoke detector activation due to malfunction	Smoke detector activation due to malfunction	07/17/2024 06:16:52	07/17/2024 06:32:53	07/17/2024 06:32:53
07/17/2024	24-0354	N9155 N Coop RD c Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/17/2024 09:03:38	07/17/2024 09:10:10	07/17/2024 09:10:10
07/17/2024	24-0355	W5219 Amy AVE Village of Harrison	Village of Harrison	Dispatched & canceled en route	Dispatched & canceled en route	07/17/2024 14:41:54		
07/18/2024	24-0356	N8444 North Shore RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/18/2024 00:47:20	07/18/2024 01:00:20	07/18/2024 01:00:20



Harrison Fire Rescue

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Incident Date	CAD Number	Incident Address	City	Incident Type Name	Incident Type Name2	Alarm Time	Arrival	Arrival2
07/18/2024	24-0357	N7630 State Park RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/18/2024 13:48:06	07/18/2024 13:52:18	07/18/2024 13:52:18
07/19/2024	24-0358	Hwy 10 / County N Village of Harrison	Village of Harrison	Vehicle accident, general cleanup	Vehicle accident, general cleanup	07/19/2024 11:44:18	07/19/2024 11:59:02	07/19/2024 11:59:02
07/19/2024	24-0359	N9361 S Lake Park RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/19/2024 15:38:15	07/19/2024 15:45:00	07/19/2024 15:45:00
07/20/2024	24-0360	N8770 Firelane 1 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/20/2024 19:13:02	07/20/2024 19:18:57	07/20/2024 19:18:57
07/21/2024	24-0361	W4178 Harrison RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/21/2024 14:03:29	07/21/2024 14:14:54	07/21/2024 14:14:54
07/24/2024	24-0362	W4925 Carrington CT Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/24/2024 00:32:56	07/24/2024 00:45:00	07/24/2024 00:45:00
07/24/2024	24-0364	W6143 Victorian DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/24/2024 10:00:22	07/24/2024 10:10:22	07/24/2024 10:10:22
07/24/2024	24-0365	N8408 County M Town of Woodville	Town of Woodville	Building fire	Building fire	07/24/2024 15:32:07	07/24/2024 15:42:51	07/24/2024 15:42:51
07/25/2024	24-0366	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/25/2024 12:10:34	07/25/2024 12:19:20	07/25/2024 12:19:20
07/25/2024	24-0367	W5989 Strawflower DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/25/2024 14:17:18	07/25/2024 14:30:35	07/25/2024 14:30:35
07/25/2024	24-0368	N7630 State Park RD Village of Sherwood	Village of Sherwood	Search for lost person, other	Search for lost person, other	07/25/2024 19:54:59	07/25/2024 20:06:50	07/25/2024 20:06:50
07/26/2024	24-0370	W6065 Nolan DR Village of Harrison	Village of Harrison	Carbon monoxide incident	Carbon monoxide incident	07/26/2024 06:18:49	07/26/2024 06:37:46	07/26/2024 06:37:46
07/26/2024	24-0371	N9351 S Lake Park RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/26/2024 07:07:56	07/26/2024 07:13:02	07/26/2024 07:13:02



Harrison Fire Rescue

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Incident Date	CAD Number	Incident Address	City	Incident Type Name	Incident Type Name2	Alarm Time	Arrival	Arrival2
07/26/2024	24-0372	Hwy 114 / Hwy 55 Village of Harrison	Village of Harrison	Motor vehicle accident with injuries	Motor vehicle accident with injuries	07/26/2024 22:16:12	07/26/2024 22:32:19	07/26/2024 22:32:19
07/28/2024	24-0374	W6349 Sonny DR 10 Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/28/2024 16:34:07	07/28/2024 16:39:22	07/28/2024 16:39:22
07/28/2024	24-0375	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/28/2024 20:04:12	07/28/2024 20:17:36	07/28/2024 20:17:36
07/30/2024	24-0376	W5061 Ertl RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/30/2024 00:29:04	07/30/2024 00:29:05	07/30/2024 00:29:05
07/30/2024	24-0HA5	N7630 State Park RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/30/2024 02:36:04	07/30/2024 03:05:00	07/30/2024 03:05:00
07/30/2024	24-0377	N9162 Jordan ST Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/30/2024 05:52:03	07/30/2024 06:05:28	07/30/2024 06:05:28
07/30/2024	24-0378	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	EMS call, excluding vehicle accident with injury	07/30/2024 18:40:09	07/30/2024 18:44:47	07/30/2024 18:44:47
07/31/2024	24-0379	Firelane 10 RD / Firelane 9 RD Village of Harrison	Village of Harrison	Brush or brush-and-grass mixture fire	Brush or brush-and-grass mixture fire	07/31/2024 06:04:02	07/31/2024 06:19:01	07/31/2024 06:19:01
07/31/2024	24-0380	County M / Hwy 10 Town of Woodville	Town of Woodville	Motor vehicle accident with injuries	Motor vehicle accident with injuries	07/31/2024 12:26:52	07/31/2024 12:40:00	07/31/2024 12:40:00
07/31/2024	24-8650	N9597 County D Town of Woodville	Town of Woodville	Motor vehicle accident with injuries	Motor vehicle accident with injuries	07/31/2024 17:29:27	07/31/2024 17:39:36	07/31/2024 17:39:36



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Derek Bries, Chief Deputy

Meeting Date:

August 27, 2024

Title:

Calumet County Sheriff's Dept.

Issue:

Monthly Report

Background and Additional Information:

Budget Impacts:

Recommended Action:

Monthly Report

Attachments:

- [CCSD 2024 July Incident Report.pdf](#)

VILLAGE OF HARRISON (JULY - 2024)

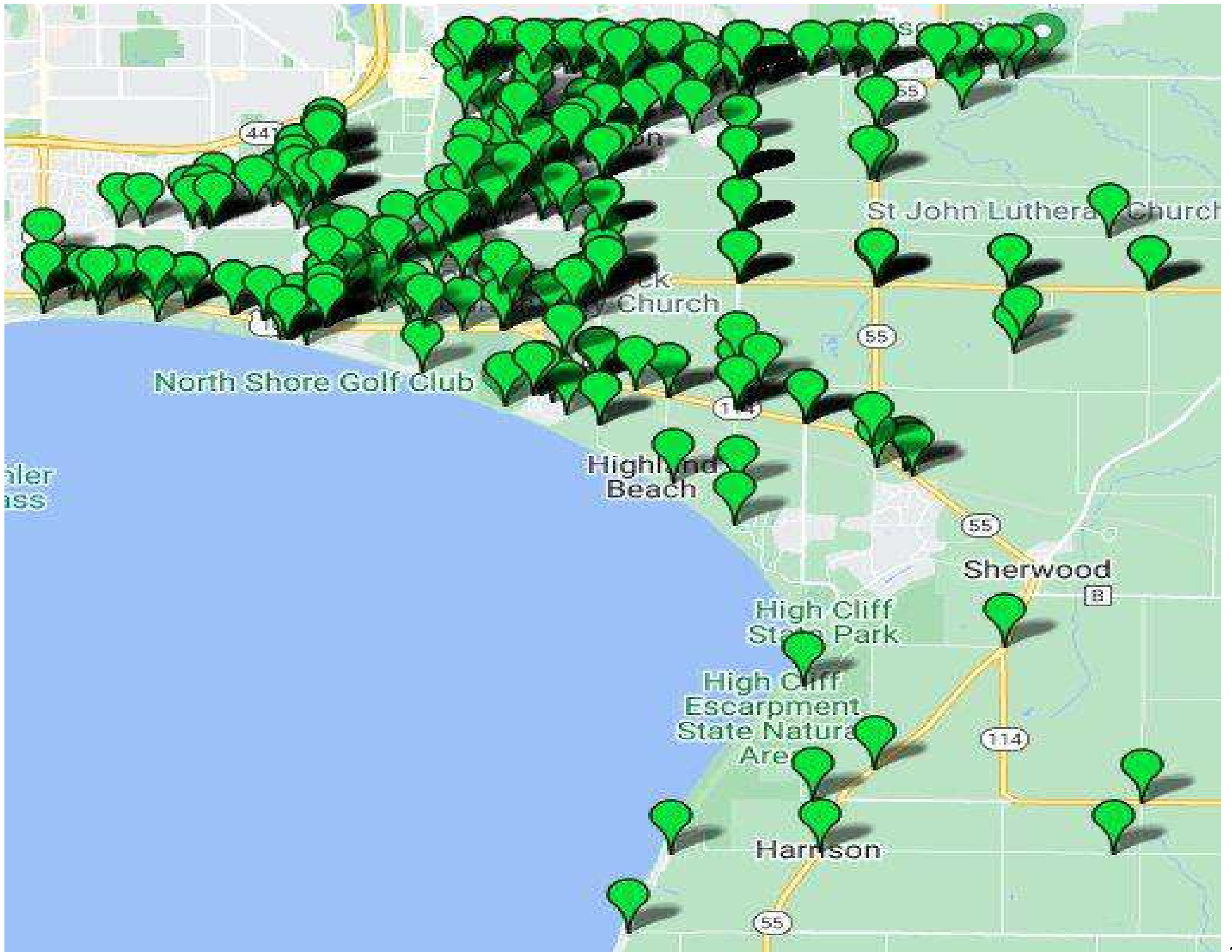
OVERALL INCIDENT SUMMARY

911 HANG UP	20
ACCIDENT	15
ACCIDENT WITH INJURY	2
ALARM	10
ANIMAL	14
ASSIST AGENCY	9
ASSIST CITIZEN	15
BATTERY	1
CIVIL MATTER	2
CIVIL PROCESS	4
CRIME PREVENTION	0
DAMAGE TO PROPERTY	1
DISTURBANCE	2
DOMESTIC DISTURBANCE	4
DRUGS	0
EMERGENCY COMMITTAL	0
FIRE ALARM	0
FIRE CALL	6
FRAUD	5
HARASSMENT	0
JAIL	0
JUVENILE COMPLAINTS	1
LOST / FOUND	0
MEDICAL	31
MISCELLANEOUS	2
MISSING PERSON	0
MOTORIST ASSIST	14
NOISE COMPLAINT	1
ORDINANCE	4
PARKING COMPLAINT	8
RECKLESS DRIVING	15
RUNAWAY	1
SUSPICIOUS PERSON	3
SUSPICIOUS SITUATION	9
SUSPICIOUS VEHICLE	8

THEFT	2
TRAFFIC HAZARD	10
TRAFFIC STOP	175
TRESPASSING	0
VIOLATE OF COURT ORDER	5
WEAPON	0
WELFARE CHECK	12

OVERALL	
TOTAL INCIDENTS	411
CITATIONS	31
WARNINGS	156
ORDINANCE	3

ARRESTS	
TOTAL ARRESTS	16
7/2/24 Identity Theft / Issue worthless checks	
7/5/24 OWI	
7/5/24 OWI	
7/7/24 OWI	
7/8/24 Knowingly violate domestic abuse order	
7/10/24 Theft	
7/11/24 Domestic Battery / Disorderly Conduct	
7/13/24 Domestic Disorderly Conduct/Damage to Property	
7/16/24 Domestic Disorderly Conduct	
7/18/24 Domestic Disorderly Conduct	
7/20/24 Bail Jumping	
7/22/24 Recklessly Abuse Patients	
7/23/24 Possess THC / Drug Parphernalia	
7/28/24 Lewd Lascivious Behavior/Resisting/Bail Jumping	
7/28/24 Probation Violation	
7/30/24 Domestic Disorderly Conduct / Damage to Property	



VILLAGE OF HARRISON (JULY - 2024)

CONTRACT SUMMARY

911 HANG UP	6	THEFT	1
ACCIDENT	9	TRAFFIC HAZARD	5
ACCIDENT WITH INJURY	0	TRAFFIC STOP	135
ALARM	5	TRESPASSING	0
ANIMAL	11	VIOLATE OF COURT ORDER	4
ASSIST AGENCY	7	WEAPON	0
ASSIST CITIZEN	12	WELFARE CHECK	7
BATTERY	0		
CIVIL MATTER	1		
CIVIL PROCESS	0		
CRIME PREVENTION	0		
DAMAGE TO PROPERTY	1		
DISTURBANCE	2		
DOMESTIC DISTURBANCE	2		
DRUGS	0		
EMERGENCY COMMITTAL	0		
FIRE ALARM	0		
FIRE CALL	6		
FRAUD	2		
HARASSMENT	0		
JAIL	0		
JUVENILE COMPLAINTS	1		
LOST / FOUND	0		
MEDICAL	13		
MISCELLANEOUS	1		
MISSING PERSON	0		
MOTORIST ASSIST	12		
NOISE COMPLAINT	1		
ORDINANCE	1		
PARKING COMPLAINT	8		
RECKLESS DRIVING	9		
RUNAWAY	1		
SUSPICIOUS PERSON	2		
SUSPICIOUS SITUATION	7		
SUSPICIOUS VEHICLE	6		

CONTRACT	
<i>TOTAL</i>	278
<i>ARRESTS</i>	9
<i>CITATIONS</i>	19
<i>WARNINGS</i>	115
<i>ORDINANCE</i>	2

ACTIVITY DETAIL SUMMARY REPORT

07/01/24	Citation	NON-REGISTRATION OF AUTO, ETC
7/1/2024	Warning	INATTENTIVE DRIVING
07/01/24	Warning	OPERATING LEFT OF CENTER
7/4/2024	Citation	OPERATING WHILE SUSPENDED
7/4/2024	Warning	In Park After Hours
07/04/24	Warning	In Park After Hours
7/4/2024	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
7/5/2024	Citation	OPERATING WHILE UNDER THE INFLUENCE
7/5/2024	Citation	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
07/05/24	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
7/5/2024	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
7/5/2024	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
7/6/2024	Citation	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
7/6/2024	Warning	UNSAFE CUTTING IN WHEN PASSING
7/6/2024	Warning	AUTOMOBILE FOLLOWING TOO CLOSELY
07/09/24	Citation	FAILURE TO KEEP VEHICLE UNDER CONTROL
7/9/2024	Citation	OPERATING WHILE SUSPENDED
7/9/2024	Citation	DRIVING WRONG WAY ON DIVIDED HIGHWAY
7/9/2024	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
7/11/2024	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
7/11/2024	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
07/11/24	Warning	OPERATION W/O REQUIRED LAMPS LIGHTED
7/11/2024	Warning	OPERATION W/O REQUIRED LAMPS LIGHTED
7/11/2024	Warning	OPERATION W/O REQUIRED LAMPS LIGHTED
7/12/2024	Ordinance	Animal at Large
7/13/2024	Warning	OPERATION W/O REQUIRED LAMPS LIGHTED
07/15/24	Citation	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
7/15/2024	Citation	OPERATE W/O VALID LICENSE
7/15/2024	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
7/15/2024	Warning	OPERATE AFTER REV/SUSP OF REGISTRATION
7/15/2024	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
07/16/24	Ordinance	Animal at Large
7/16/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/16/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
07/16/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/16/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/17/2024	Citation	OWI (4TH)
7/17/2024	Warning	OPERATION W/O REQUIRED LAMPS LIGHTED

7/17/2024	Warning	UNSAFE LANE DEVIATION
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
07/18/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
07/18/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
07/18/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/18/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/18/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/18/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	NON-REGISTRATION OF AUTO, ETC
07/18/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/18/2024	Warning	FAILURE TO KEEP VEHICLE UNDER CONTROL
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/19/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/19/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/19/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/19/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/19/24	Warning	OPERATE AFTER REV/SUSP OF REGISTRATION
7/20/2024	Warning	NON-REGISTRATION OF AUTO, ETC
7/20/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/20/2024	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE

07/20/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/20/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/20/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
7/20/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
07/21/24	Citation	FAIL/SLOW VEHICLE-PASSING STOP EMERG VEH
07/21/24	Warning	OPERATING LEFT OF CENTER
7/21/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/21/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/21/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/21/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/21/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/21/24	Warning	IMPROPER DISPLAY OF LICENSE PLATE/TAG/DECAL
07/21/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/21/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/21/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/21/2024	Warning	OPERATE W/O CARRYING LICENSE
07/21/24	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/21/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/21/24	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
07/21/24	Warning	VENT/SIDE WINDOW EXCESSIVE TINTING
07/21/24	Warning	ILLEGAL MATERIALS ON WINDSHIELD
7/21/2024	Warning	PASSING IN NO-PASSING ZONE
07/21/24	Warning	BIKE/EPAMD/ELECTRIC SCOOTER RULES-RIDING CLOSE TO CURB
7/22/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
7/23/2024	Citation	FAILURE TO KEEP VEHICLE UNDER CONTROL
7/23/2024	Citation	OPERATING WHILE SUSPENDED
7/23/2024	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
7/23/2024	Warning	NON-REGISTRATION OF AUTO, ETC
7/23/2024	Warning	IMPROPER/ATTACH REAR REG DECAL/TAG
7/23/2024	Warning	DEVIATING FROM LANE OF TRAFFIC
07/23/24	Warning	IMPROPER PARKING ON ROADWAY
07/23/24	Warning	IMPEDING TRAFFIC BY SLOW SPEED
07/24/24	Citation	OPERATING WHILE SUSPENDED
7/24/2024	Citation	IMPROPER/ATTACH REAR REG DECAL/TAG
7/24/2024	Warning	NON-REGISTRATION OF AUTO, ETC
07/24/24	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
7/24/2024	Warning	False Alarm - 1st
7/26/2024	Citation	SPEEDING IN 55 MPH ZONE (20-24 MPH)
07/26/24	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE

7/27/2024	Citation	OPERATE W/O VALID LICENSE
7/27/2024	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
7/27/2024	Warning	VENT/SIDE WINDOW EXCESSIVE TINTING
7/27/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL-WORK AREA
07/28/24	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
07/28/24	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
7/28/2024	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
7/29/2024	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
7/29/2024	Warning	FAIL/OBEY TRAFFIC SIGN/SIGNAL
07/30/24	Warning	PASSING IN NO-PASSING ZONE
7/30/2024	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
7/30/2024	Warning	NON-REGISTRATION OF AUTO, ETC
07/30/24	Warning	SPEEDING IN 55 MPH ZONE (16-19 MPH)
07/30/24	Warning	NON-REGISTRATION OF AUTO, ETC
7/30/2024	Warning	IMPROPER/ATTACH REAR REG DECAL/TAG
07/30/24	Warning	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
07/30/24	Warning	FAIL/NOTIFY ADDRESS CHANGE
7/31/2024	Citation	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
07/31/24	Warning	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
07/31/24	Warning	SPEEDING IN 55 MPH ZONE (11-15 MPH)

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Russ Van Gompel, Interim Village Manager

Meeting Date:

August 27, 2024

Title:

Interim Village Manager
Budget Report

Issue:

None

Background and Additional Information:

I have been working on the following items during the month of August:

- Meet with the Department Heads on a weekly basis on Monday to review current projects and issues.
- Posted job announcements for the Finance Director position in the League of Wisconsin Municipalities, the Wisconsin City Managers Association, the Wisconsin Finance Officers Association, the Wisconsin Clerks Association, the Wisconsin Treasurers Association, the Wisconsin CPA and the Village's websites. Also worked with staff to create a LinkedIn page for the Village of Harrison and posted the announcement on LinkedIn.
- Review the 2024 Budget and continued the planning process for the 2025 Budget.
- Worked with Allyson Brunette Consulting on the Mission, Vision, and Values process with a workshop held on August 20th. Allyson Brunette will be completing one-on-one interviews and completing a SWOT analysis for the September Village Board meeting.
- Attended a Baird Municipal Workshop and met with representative from Baird to review previous debt issues, and plan for future potential debt issues.
- Staff met to review the office workload and responsibilities after the departure of Grace Schmall on August 14. After reviewing our options, the decision was to proceed with a direct email to seasonal and election officials to see if there was any interest. In response to our mailing, we received an interest from Jen Tenor. Jen Tenor was hired to work as a part-time Administrative Assistant working approximately 20 hours per week and assisting with the front counter. The staffing levels will be reviewed once a Finance Director is hired.
- Chad, Fire Chief Gerl and I met with the new Shorewood Administer to review areas of mutual concern. We discussed Fire Department issues, potential building inspections services and planning and zoning issues.
- Participated in a Employee meeting to review proposed changes to the Employee Manual which

is presented under a separate agenda item.

- Staff participated in a virtual meeting with representatives from Granicus to discuss the project status of various products purchased by the Village. implementation is taking longer than anticipated and staff voiced our concern with the implementation timeline.
- With the Labor Day Holiday, I will be working in Village Hall Tuesday – Thursday during the week of September 2.

Budget Impacts:

None

Recommended Action:

None

Attachments:

- [July 2024 Budget Compare.pdf](#)

Fund: 100 - GENERAL FUND

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
100-00-40000-000-000	State Lottery Credit	0.00	203,057.36	0.00	203,057.36	0.00
REVENUES		0.00	203,057.36	0.00	203,057.36	0.00
100-00-41110-000-000	General Property Taxes	0.00	2,463,700.17	3,207,500.00	-743,799.83	76.81
100-00-41140-000-000	Mobile Home Fees	0.00	0.00	0.00	0.00	0.00
100-00-41150-000-000	Forest Cropland/MFL Taxes	0.00	18.11	0.00	18.11	0.00
100-00-41210-000-000	Room Tax	0.00	0.00	0.00	0.00	0.00
100-00-41220-000-000	Sales Tax - Village Share	0.00	0.00	0.00	0.00	0.00
100-00-41320-000-000	Payments In Lieu of Taxes	0.00	5,457.26	60,000.00	-54,542.74	9.10
100-00-41800-000-000	Interest - Personal Prop. Tax	0.00	2.30	0.00	2.30	0.00
100-00-41900-000-000	Other Taxes	0.00	826.89	0.00	826.89	0.00
TAXES		0.00	2,470,004.73	3,267,500.00	-797,495.27	75.59
100-00-42000-000-000	Special Assessments	0.00	0.00	253,789.00	-253,789.00	0.00
100-00-42000-000-101	Connection Fees - Sewer	0.00	0.00	0.00	0.00	0.00
100-00-42100-000-000	S/W Agreement - Lexington Home	0.00	114,098.50	0.00	114,098.50	0.00
100-00-42300-000-001	Sp. Assmts. - Sidewalks	0.00	0.00	6,095.00	-6,095.00	0.00
100-00-42300-000-002	Sp Assmts Rds -Hickory/Rustic	0.00	0.00	9,434.00	-9,434.00	0.00
100-00-42300-000-003	Sp Assmts Kimbryl Hts 2022 Rds	8,238.46	29,228.73	47,263.00	-18,034.27	61.84
100-00-42300-000-004	Sp Assmts Hiddn Pines 2022 Rds	0.00	0.00	7,529.00	-7,529.00	0.00
100-00-42300-000-005	Sp Assmts Creekside Est 2023	12,721.24	37,224.19	0.00	37,224.19	0.00
100-00-42400-000-001	Sp Assmts Hoelzel Hvns 2022	0.00	0.00	0.00	0.00	0.00
100-00-42600-000-001	Sp. Assmts. - Sumac Ln.	0.00	0.00	0.00	0.00	0.00
SPECIAL ASSESS CONNECTION FEES		20,959.70	180,551.42	324,110.00	-143,558.58	55.71
100-00-43200-000-000	Federal Grants - CARES ACT	0.00	0.00	0.00	0.00	0.00
100-00-43400-000-000	State Shared Revenues	85,012.93	85,012.93	413,946.00	-328,933.07	20.54
100-00-43401-000-000	Personal Property Aid	0.00	5,896.93	0.00	5,896.93	0.00
100-00-43410-000-000	State Fire Dues - Harrison	78,972.90	78,972.90	65,350.00	13,622.90	120.85
100-00-43420-000-000	State Fire Dues - Shwd/Wood	0.00	0.00	18,327.00	-18,327.00	0.00
100-00-43430-000-000	Exempt Computer Aid	42,433.66	42,433.66	45,000.00	-2,566.34	94.30
100-00-43520-000-000	Public Safety Grant	0.00	0.00	0.00	0.00	0.00
100-00-43530-000-000	State Transportation Aids	124,987.57	374,962.71	435,000.00	-60,037.29	86.20
100-00-43531-000-000	Local Road Improvement Aid	0.00	10,942.30	0.00	10,942.30	0.00
100-00-43532-000-000	Bridge Aid	0.00	0.00	0.00	0.00	0.00
100-00-43540-000-000	Recycling Grant	0.00	21,857.52	21,650.00	207.52	100.96
100-00-43560-000-000	State General Relief Aid	0.00	0.00	0.00	0.00	0.00
100-00-43570-000-000	State Grant - Friendship Trail	0.00	0.00	0.00	0.00	0.00
100-00-43610-000-000	Payment for Municipal Services	0.00	0.00	60.00	-60.00	0.00
100-00-43620-000-000	DNR	0.00	0.00	0.00	0.00	0.00
100-00-43650-000-000	Forest Cropland State Aids	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES		331,407.06	620,078.95	999,333.00	-379,254.05	62.05
100-00-44105-000-000	Liquor & Beverage Licenses	0.00	5,286.16	5,200.00	86.16	101.66
100-00-44110-000-000	Operators Licenses	740.00	3,725.00	4,000.00	-275.00	93.13
100-00-44115-000-000	Cigarette Licenses	0.00	300.00	300.00	0.00	100.00
100-00-44120-000-000	Cable Television Franchise Fee	5,573.06	53,131.15	100,750.00	-47,618.85	52.74
100-00-44205-000-000	Dog Licenses Fees	375.00	9,505.00	12,750.00	-3,245.00	74.55
100-00-44305-000-000	Building Permit Fee	5,470.00	35,253.55	52,000.00	-16,746.45	67.80
100-00-44305-001-000	Bldg Permit Fee - Admin.	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
100-00-44306-000-000	HVAC Permit	1,900.00	9,976.31	7,250.00	2,726.31	137.60
100-00-44307-000-000	Plumbing Permit	1,650.00	10,431.40	10,000.00	431.40	104.31
100-00-44308-000-000	Electrical Permit	2,530.00	15,878.60	13,000.00	2,878.60	122.14
100-00-44309-000-000	Siding/Windows/Roof Permit	400.00	1,840.00	750.00	1,090.00	245.33
100-00-44310-000-000	Pool Permit	240.00	1,080.00	1,000.00	80.00	108.00
100-00-44311-000-000	Lot Grade Fee	8,600.00	49,020.00	40,000.00	9,020.00	122.55
100-00-44312-000-000	Driveway Grade Fee	1,850.00	10,545.00	9,000.00	1,545.00	117.17
100-00-44313-000-000	Culvert Permit	0.00	150.00	150.00	0.00	100.00
100-00-44314-000-000	Street Opening Permit	0.00	0.00	0.00	0.00	0.00
100-00-44316-000-000	Demolition Permit	0.00	0.00	50.00	-50.00	0.00
100-00-44330-000-000	Utility Permit Fee	1,700.00	12,561.40	2,500.00	10,061.40	502.46
100-00-44336-000-000	Culvert Fee - Bldg Inspector	0.00	0.00	150.00	-150.00	0.00
100-00-44400-000-000	Zoning Permit Fee	3,100.00	20,875.00	22,000.00	-1,125.00	94.89
100-00-44401-000-000	Erosion Permit	1,000.00	9,424.53	6,500.00	2,924.53	144.99
100-00-44410-000-000	Plat and CSM Review Fee	460.00	1,755.00	2,000.00	-245.00	87.75
100-00-44415-000-000	Site Plan Review Fee	0.00	375.00	600.00	-225.00	62.50
100-00-44900-000-000	Other License/Permit Fee	5.00	365.00	0.00	365.00	0.00
100-00-44905-000-000	Fireworks Permit	0.00	50.00	0.00	50.00	0.00
LICENSES AND PERMITS		35,593.06	251,528.10	289,950.00	-38,421.90	86.75
100-00-45105-000-000	Ordinance Violations	120.00	4,301.88	7,000.00	-2,698.12	61.46
100-00-45110-000-000	Parking Violations	40.00	590.00	1,000.00	-410.00	59.00
FINES, FORFEITS AND PENALTIES		160.00	4,891.88	8,000.00	-3,108.12	61.15
100-00-46100-000-000	Administrative Fee	2,710.00	17,204.25	40,000.00	-22,795.75	43.01
100-00-46105-000-000	Publication Fee - Liquor	0.00	62.96	0.00	62.96	0.00
100-00-46110-000-000	Real Estate Inquiry Fee	990.00	6,690.00	8,000.00	-1,310.00	83.63
100-00-46111-000-000	Photocopy Fee	0.00	0.00	0.00	0.00	0.00
100-00-46115-000-000	Merchandise Sales	0.00	0.00	0.00	0.00	0.00
100-00-46120-000-000	Credit Card Surcharge	91.80	923.88	700.00	223.88	131.98
100-00-46210-000-000	Law Enforcement Charges	0.00	0.00	785,000.00	-785,000.00	0.00
100-00-46300-000-000	Transportation Utility Charges	0.00	0.00	0.00	0.00	0.00
100-00-46310-000-000	Road Department Revenue	105.00	4,462.00	2,000.00	2,462.00	223.10
100-00-46321-000-000	Street Lights Fee	0.00	2,545.85	1,200.00	1,345.85	212.15
100-00-46321-000-001	Lights - North Shore Woods	0.00	0.00	0.00	0.00	0.00
100-00-46321-000-002	Lights - North Shore Golf Club	0.00	0.00	0.00	0.00	0.00
100-00-46324-000-000	Harrison Stormwater Util Fee	0.00	0.00	0.00	0.00	0.00
100-00-46328-000-000	Stormwater Drainage Fee	0.00	0.00	0.00	0.00	0.00
100-00-46420-000-000	Refuse Collection Fee (67%)	535.18	2,833.44	413,869.00	-411,035.56	0.68
100-00-46435-000-000	Recycling Collection Fee (33%)	339.90	1,788.05	259,745.00	-257,956.95	0.69
100-00-46440-000-000	Weed & Nuisance Control Fee	0.00	1,043.75	0.00	1,043.75	0.00
100-00-46445-000-000	Compost Site Sticker Fee	2,320.00	32,040.00	30,000.00	2,040.00	106.80
100-00-46722-000-000	Park Shelter Rental Fee	497.63	2,559.24	2,500.00	59.24	102.37
100-00-46740-000-000	Municipal Hall Rental Fee	189.58	1,421.85	2,500.00	-1,078.15	56.87
PUBLIC CHARGES FOR SERVICES		7,779.09	73,575.27	1,545,514.00	-1,471,938.73	4.76
100-00-47323-000-000	Fire Contracts-Sherwood/Wood	0.00	173,739.00	173,739.00	0.00	100.00
INTERGOV'T CHARGES FOR SERV		0.00	173,739.00	173,739.00	0.00	100.00
100-00-48110-000-000	Banking - Earned Interest	0.00	522,307.12	601,000.00	-78,692.88	86.91

Fund: 100 - GENERAL FUND

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
100-00-48120-000-000	Interest - Taxes	0.00	0.00	0.00	0.00	0.00
100-00-48130-000-000	Sp. Assmnt. - Earned Interest	747.92	1,506.82	5,000.00	-3,493.18	30.14
100-00-48302-000-000	Sales - Fire Equipment	0.00	0.00	0.00	0.00	0.00
100-00-48303-000-000	Sales - Public Works Equipment	0.00	0.00	0.00	0.00	0.00
100-00-48307-000-000	Sales - Recyclables	0.00	0.00	0.00	0.00	0.00
100-00-48400-000-000	Insurance Recoveries	0.00	0.00	5,000.00	-5,000.00	0.00
100-00-48500-000-000	Donations	1,738.00	3,162.00	0.00	3,162.00	0.00
100-00-48800-000-000	Treasurer - Cash Over	0.80	9.10	0.00	9.10	0.00
100-00-48900-000-000	Misc. Revenues	175.00	2,391.46	10,000.00	-7,608.54	23.91
100-00-48905-000-000	Tippage Fee - Harrison Landfil	0.00	0.00	15,000.00	-15,000.00	0.00
MISCELLANEOUS REVENUES		2,661.72	529,376.50	636,000.00	-106,623.50	83.24
100-00-49110-000-000	Proceeds from G.O. Bonds	0.00	0.00	1,400,000.00	-1,400,000.00	0.00
100-00-49140-000-000	State Trust Fund Loan	0.00	0.00	0.00	0.00	0.00
100-00-49205-000-000	Transfer from Debt Serv. Fund	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	1,400,000.00	-1,400,000.00	0.00
Total Revenues		398,560.63	4,506,803.21	8,644,146.00	-4,137,342.79	52.14

Fund: 100 - GENERAL FUND

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget	
100-00-51100-100-000	Village Board - Wages	3,230.84	21,646.50	52,000.00	30,353.50	41.63
100-00-51100-105-000	Village Board - FICA	247.12	1,655.88	3,978.00	2,322.12	41.63
100-00-51100-115-000	Village Board-Training/Mileage	20.00	20.00	800.00	780.00	2.50
100-00-51100-300-000	Village Board-Per Diem	0.00	0.00	0.00	0.00	0.00
100-00-51100-310-000	Village Board-Dues	0.00	5,980.52	7,500.00	1,519.48	79.74
100-00-51100-400-000	Village Board-Supplies	78.75	78.75	500.00	421.25	15.75
100-01-51101-100-001	Planning - Salary	7,218.70	54,140.25	98,861.00	44,720.75	54.76
100-01-51101-105-000	Planning - FICA	609.87	4,194.33	7,257.00	3,062.67	57.80
100-01-51101-200-000	Planning - Benefits	42.90	300.30	42,400.00	42,099.70	0.71
100-01-51101-205-000	Planning - Retirement	498.06	3,735.45	6,546.00	2,810.55	57.06
100-01-51101-300-000	Planning - Per Diem	810.00	1,710.00	4,000.00	2,290.00	42.75
100-01-51101-301-000	Planning - Dues	0.00	0.00	1,000.00	1,000.00	0.00
100-01-51101-304-000	Planning - Consultants	0.00	0.00	0.00	0.00	0.00
100-01-51101-305-000	Planning - Training/Mile/Exp.	0.00	61.82	3,500.00	3,438.18	1.77
100-01-51101-400-000	Planning - Supplies	0.00	234.83	1,000.00	765.17	23.48
100-01-51101-400-005	Planning - Postage	0.00	0.00	0.00	0.00	0.00
100-01-51101-800-000	Planning - Publications	408.41	975.93	0.00	-975.93	0.00
100-01-51101-801-000	Planning - Capital	0.00	0.00	0.00	0.00	0.00
100-00-51300-000-000	Legal	0.00	67,174.02	36,000.00	-31,174.02	186.59
100-09-51300-000-000	Hwy Dept - Legal	0.00	0.00	10,000.00	10,000.00	0.00
100-02-51400-100-000	Gen. Admin - Wages	28,205.20	214,896.64	332,405.00	117,508.36	64.65
100-02-51400-103-000	Gen. Admin - OT Wages	0.00	0.00	0.00	0.00	0.00
100-02-51400-105-000	Gen. Admin - FICA	2,028.90	15,835.33	25,429.00	9,593.67	62.27
100-02-51400-200-000	Gen. Admin - Benefits	9,988.29	86,906.87	150,242.00	63,335.13	57.84
100-02-51400-205-000	Gen. Admin - Retirement	1,323.26	13,160.88	22,604.00	9,443.12	58.22
100-02-51400-305-000	Gen. Admin - Training/Conf.	604.00	2,978.89	4,400.00	1,421.11	67.70
100-02-51400-310-000	Gen. Admin - Dues	0.00	321.31	1,500.00	1,178.69	21.42
100-02-51400-400-000	Gen. Admin - Supplies	1,002.33	8,601.54	20,000.00	11,398.46	43.01
100-02-51400-400-005	Gen. Admin - Postage	1,826.68	4,667.73	4,000.00	-667.73	116.69
100-02-51400-400-006	Gen. Admin - Service Contracts	5,774.01	50,391.91	75,000.00	24,608.09	67.19
100-02-51400-800-000	Gen. Admin - Publications	505.52	1,303.87	500.00	-803.87	260.77
100-02-51400-800-005	Gen. Admin - Newsltr & Postage	0.00	8,886.86	8,000.00	-886.86	111.09
100-00-51440-000-000	Elections - Wages	0.00	11,598.00	35,000.00	23,402.00	33.14
100-00-51440-100-000	Elections-FICA	0.00	33.97	2,678.00	2,644.03	1.27
100-00-51440-200-000	Elections - Expenses/Training	0.00	181.20	500.00	318.80	36.24
100-00-51440-300-000	Elections - Service Contracts	877.43	2,307.83	6,000.00	3,692.17	38.46
100-00-51440-400-000	Elections - Supplies	225.63	1,785.84	7,000.00	5,214.16	25.51
100-00-51440-500-000	Elections - Postage	0.00	2,012.79	9,000.00	6,987.21	22.36
100-00-51440-600-000	Elections - Publications	59.62	163.92	2,000.00	1,836.08	8.20
100-05-51500-000-000	Assessor - Contract	0.00	32,720.00	41,000.00	8,280.00	79.80
100-04-51500-100-000	Treasurer - Wages	0.00	0.00	40,000.00	40,000.00	0.00
100-04-51500-105-000	Treasurer - FICA	0.00	0.00	3,060.00	3,060.00	0.00
100-04-51500-305-000	Treasurer - Mileage	0.00	0.00	200.00	200.00	0.00
100-04-51500-315-000	Treasurer - Service Contracts	0.00	0.00	6,000.00	6,000.00	0.00
100-04-51500-315-015	Treasurer - Accounting	16,000.00	27,435.00	17,500.00	-9,935.00	156.77
100-04-51500-320-000	Treasurer - Cash Short	0.00	0.00	0.00	0.00	0.00
100-04-51500-400-000	Treasurer - Supplies	0.00	0.00	500.00	500.00	0.00
100-05-51500-400-000	Assessor - Supplies BOR	0.00	0.00	0.00	0.00	0.00
100-04-51500-400-005	Treasurer - Postage	0.00	0.00	3,000.00	3,000.00	0.00
100-04-51500-800-000	Treasurer - Publications	0.00	0.00	100.00	100.00	0.00
100-00-51600-400-000	Municipal Bldg - Supplies	0.00	0.00	5,000.00	5,000.00	0.00
100-00-51600-500-020	Municipal Bldg - Electric	460.60	2,979.02	5,775.00	2,795.98	51.58

Fund: 100 - GENERAL FUND

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
100-00-51600-500-021	Municipal Bldg - Heat	34.11	2,647.57	5,080.00	2,432.43	52.12
100-00-51600-500-022	Municipal Bldg - Telephone	1,035.67	1,842.39	1,750.00	-92.39	105.28
100-00-51910-000-000	Uncollectable Taxes	0.00	0.00	0.00	0.00	0.00
100-00-51932-000-000	Insurance - Property and Crime	0.00	15,632.00	34,100.00	18,468.00	45.84
100-00-51933-000-000	Insurance - Workers Comp.	0.00	41,476.00	29,300.00	-12,176.00	141.56
100-00-51938-000-000	Insurance - General and Auto	0.00	19,408.00	26,600.00	7,192.00	72.96
100-00-51980-000-000	Memorial Expenses	0.00	159.73	500.00	340.27	31.95
GENERAL GOVERNMENT		83,115.90	732,243.67	1,201,065.00	468,821.33	60.97
100-00-52100-000-000	Law Enforcement - Contract	0.00	502,925.29	862,158.00	359,232.71	58.33
100-00-52101-000-000	Law Enforcement - Dog Pickups	0.00	0.00	0.00	0.00	0.00
100-00-52102-000-000	School Crossing Guard & Lights	1,931.33	1,931.33	2,500.00	568.67	77.25
100-06-52200-000-000	Fire Dept - Insurance	0.00	0.00	0.00	0.00	0.00
100-06-52200-100-000	Fire Dept - Wages	7,483.20	96,394.80	227,290.00	130,895.20	42.41
100-06-52200-105-000	Fire Dept - FICA	557.32	7,255.03	17,388.00	10,132.97	41.72
100-06-52200-200-000	Fire Dept - Benefits	2,009.65	17,494.18	0.00	-17,494.18	0.00
100-06-52200-210-000	Fire Dept - Retirement	1,071.60	8,037.00	48,911.00	40,874.00	16.43
100-06-52200-300-000	Fire Dept - Per Diem	0.00	0.00	1,500.00	1,500.00	0.00
100-06-52200-305-000	Fire Dept - Training/Mem	697.58	5,598.75	10,000.00	4,401.25	55.99
100-06-52200-306-000	Fire Dept - Fire Inspection	0.00	0.00	0.00	0.00	0.00
100-06-52200-400-000	Fire Dept - Supplies/Services	2,053.03	8,211.61	48,500.00	40,288.39	16.93
100-06-52200-401-000	Fire Dept - Physicals	0.00	1,204.00	5,000.00	3,796.00	24.08
100-06-52200-402-000	Fire Dept - Software	0.00	5,233.00	0.00	-5,233.00	0.00
100-06-52200-403-000	Fire Dept - Appreciation Night	0.00	2,442.24	3,000.00	557.76	81.41
100-06-52200-404-000	Fire Dept - Annual Tests/Certs	939.84	5,897.34	0.00	-5,897.34	0.00
100-06-52200-405-000	Fire Dept - 2% Dues Expenses	0.00	1,207.61	0.00	-1,207.61	0.00
100-06-52200-500-020	Fire Station 60 - Electric	186.76	1,079.13	2,500.00	1,420.87	43.17
100-07-52200-500-020	Fire Station 70 - Electric	203.05	1,123.90	3,000.00	1,876.10	37.46
100-06-52200-500-021	Fire Station 60 - Heat	11.18	1,177.68	4,000.00	2,822.32	29.44
100-07-52200-500-021	Fire Station 70 - Heat	37.58	1,083.74	4,000.00	2,916.26	27.09
100-06-52200-500-022	Fire Station 60 - Telephone	10.15	71.09	0.00	-71.09	0.00
100-07-52200-500-022	Fire Station 70 - Telephone	111.56	299.50	0.00	-299.50	0.00
100-06-52200-500-023	Fire Station 60 - Water/Sewer	275.60	1,574.63	4,500.00	2,925.37	34.99
100-07-52200-500-023	Fire Station 70 - Water/Sewer	77.84	498.82	1,000.00	501.18	49.88
100-06-52200-600-000	Fire Dept - Vehicle Maint.	1,718.09	6,675.26	13,000.00	6,324.74	51.35
100-06-52200-700-000	Fire Dept - Equip Maintenance	142.06	970.47	5,500.00	4,529.53	17.64
100-06-52200-700-030	Fire Dept - Fuel	0.00	101.66	6,000.00	5,898.34	1.69
100-08-52300-000-000	1st Responders - Operating Exp	360.55	9,404.99	13,500.00	4,095.01	69.67
100-08-52300-100-000	1st Responders - Wages	0.00	20,403.52	0.00	-20,403.52	0.00
100-08-52300-105-000	1st Responders - FICA	0.00	1,560.85	0.00	-1,560.85	0.00
100-08-52300-210-000	1st Responder - Retirement	0.00	0.00	0.00	0.00	0.00
100-00-52400-000-000	Building Inspector - Contract	9,605.00	69,134.94	59,000.00	-10,134.94	117.18
100-00-52400-200-000	Inspections - Grade Checks	3,628.40	23,750.15	30,000.00	6,249.85	79.17
100-00-52410-000-000	Erosion/Stormwater Plan Review	0.00	0.00	0.00	0.00	0.00
100-00-52601-000-000	911 Signs	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY		33,111.37	802,742.51	1,372,247.00	569,504.49	58.50
100-09-53311-000-000	Hwy Dept - Engineer/Consultant	962.50	7,520.46	40,000.00	32,479.54	18.80
100-09-53311-100-000	Hwy Dept - Wages	41,831.50	316,171.40	508,664.00	192,492.60	62.16
100-09-53311-100-901	Hwy Dept - Part Time Wages	11,204.00	36,096.27	85,500.00	49,403.73	42.22
100-09-53311-103-000	Hwy Dept - Overtime Wages	2,547.78	24,775.30	38,000.00	13,224.70	65.20

Fund: 100 - GENERAL FUND

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
100-09-53311-105-000	Hwy Dept - FICA	3,220.69	25,408.37	41,820.00	16,411.63	60.76
100-09-53311-105-901	Hwy Dept - Part Time FICA	857.12	2,755.71	6,541.00	3,785.29	42.13
100-09-53311-115-000	Hwy Dept - Unemployment Comp	0.00	0.00	1,000.00	1,000.00	0.00
100-09-53311-200-000	Hwy Dept - Benefits	12,224.46	115,700.49	169,700.00	53,999.51	68.18
100-09-53311-205-000	Hwy Dept - Retirement	3,062.17	24,129.13	43,619.00	19,489.87	55.32
100-09-53311-305-000	Hwy Dept - Training Expenses	40.90	3,816.67	2,500.00	-1,316.67	152.67
100-09-53311-306-000	Hwy Dept - CDL/Testing	0.00	246.00	1,500.00	1,254.00	16.40
100-09-53311-320-000	Hwy Dept - Dues	0.00	0.00	0.00	0.00	0.00
100-09-53311-400-000	Hwy Dept - Supplies	2,371.50	28,689.56	25,000.00	-3,689.56	114.76
100-09-53311-500-020	Hwy Dept - Electric	690.90	4,468.53	7,500.00	3,031.47	59.58
100-09-53311-500-021	Hwy Dept - Heat	0.00	0.00	2,000.00	2,000.00	0.00
100-09-53311-500-022	Hwy Dept - Telephone	869.76	1,953.79	3,000.00	1,046.21	65.13
100-09-53311-505-000	Hwy Dept - Building Maint	7,169.27	37,543.52	30,000.00	-7,543.52	125.15
100-09-53311-600-030	Hwy Dept - Fuel	9,693.26	41,496.43	76,000.00	34,503.57	54.60
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance	50.04	15,061.16	40,000.00	24,938.84	37.65
100-09-53311-700-000	Hwy Dept - Equip Maintenance	6,385.28	63,681.94	55,000.00	-8,681.94	115.79
100-09-53311-800-000	Hwy Dept - Right-of-Way Restor	0.00	0.00	0.00	0.00	0.00
100-09-53311-900-000	Hwy Dept - Road Maintenance	861.18	15,108.26	327,500.00	312,391.74	4.61
100-09-53311-900-010	Hwy Dept - Contracts	0.00	0.00	0.00	0.00	0.00
100-09-53311-901-000	Hwy Dept - Ditching/Grading	2,859.42	2,859.42	40,000.00	37,140.58	7.15
100-09-53311-903-000	Hwy Dept - Salt & Sand	0.00	74,723.21	108,000.00	33,276.79	69.19
100-09-53312-100-000	Engineering Tech	0.00	0.00	0.00	0.00	0.00
100-09-53315-900-001	Hwy Dept - Eisenhower Dr.	0.00	0.00	0.00	0.00	0.00
100-09-53315-902-000	Hwy Dept - Signs	3,150.40	7,816.79	10,000.00	2,183.21	78.17
100-00-53420-000-000	Street Lighting - General	398.94	2,393.20	6,500.00	4,106.80	36.82
100-00-53420-001-000	Street Lighting - North Shore	15.38	92.31	170.00	77.69	54.30
100-00-53420-004-000	Street Lighting - HAA	828.43	5,013.28	11,000.00	5,986.72	45.58
100-00-53420-006-000	Street Lighting - NS Woods	93.83	562.99	1,100.00	537.01	51.18
100-09-53430-000-000	Hwy Dept - Sidewalk Maint	0.00	0.00	0.00	0.00	0.00
100-00-53441-100-000	Illicit Discharge Program	0.00	1,331.50	5,000.00	3,668.50	26.63
100-00-53620-000-000	Refuse and Garbage Services	66,697.48	245,665.71	413,869.00	168,203.29	59.36
100-00-53635-000-000	Recycling Services	44,216.56	158,424.41	259,745.00	101,320.59	60.99
100-00-53635-100-000	Compost Site	17.82	9,078.85	10,000.00	921.15	90.79
100-00-53640-000-000	Weed and Nuisance Control	0.00	0.00	15,000.00	15,000.00	0.00
PUBLIC WORKS		222,320.57	1,272,584.66	2,385,228.00	1,112,643.34	53.35
100-00-54100-000-000	Humane Society - Contribution	0.00	0.00	1,500.00	1,500.00	0.00
100-00-54600-000-000	Fox Valley Transit Call a Ride	0.00	0.00	0.00	0.00	0.00
100-00-54910-000-000	Cemetery	0.00	0.00	0.00	0.00	0.00
100-00-54980-000-000	Other Health - HOVPP	0.00	0.00	700.00	700.00	0.00
HEALTH AND HUMAN SERVICES		0.00	0.00	2,200.00	2,200.00	0.00
100-00-55200-000-000	Parks - Maint. and Utilities	3,555.71	26,027.58	50,000.00	23,972.42	52.06
100-00-55200-105-000	Parks - Committee FICA	0.00	0.00	0.00	0.00	0.00
100-00-55200-120-000	Parks - Recreation Programs	0.00	0.00	10,000.00	10,000.00	0.00
100-00-55200-300-000	Parks - Committee Per Diem	0.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION AND EDU.		3,555.71	26,027.58	60,000.00	33,972.42	43.38
100-00-56600-000-000	Subdivision - Erosion Control	0.00	0.00	0.00	0.00	0.00
100-00-56700-000-000	Economic Development	0.00	0.00	0.00	0.00	0.00
100-00-56900-000-110	Development	33.48	2,545.14	4,000.00	1,454.86	63.63

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Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
100-00-56900-000-200	Incorporation	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		33.48	2,545.14	4,000.00	1,454.86	63.63
100-00-57190-000-000	Capital Outlay - General Gvmnt	1,538.28	2,528.46	60,000.00	57,471.54	4.21
100-00-57220-000-000	Capital Outlay - Parks	5,641.15	6,551.15	17,000.00	10,448.85	38.54
100-06-57220-000-000	Fire Dept - Capital Outlay	32,508.55	108,582.17	1,107,455.00	998,872.83	9.80
100-07-57220-000-001	Fire Dept - Equipment Escrow	0.00	0.00	564,759.00	564,759.00	0.00
100-00-57230-000-000	Capital Outlay - Trails	483.02	33,327.74	0.00	-33,327.74	0.00
100-09-57324-000-000	Capital Outlay - Hwy. Equip	21,995.00	65,154.00	565,532.00	500,378.00	11.52
100-09-57330-000-000	Capital Outlay - Road Projects	44,481.16	342,735.78	3,101,220.00	2,758,484.22	11.05
CAPITAL OUTLAY		106,647.16	558,879.30	5,415,966.00	4,857,086.70	10.32
100-00-58210-000-000	Debt Issuance Costs	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Total Expenses		448,784.19	3,395,022.86	10,440,706.00	7,045,683.14	32.52
Net Totals		-50,223.56	1,111,780.35	-1,796,560.00	-2,908,340.35	-61.88

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
401-00-41110-000-000 Tax Increments - TID #1	0.00	746,869.73	600,000.00	146,869.73	124.48
TAXES	0.00	746,869.73	600,000.00	146,869.73	124.48
401-00-43430-000-000 TID Exempt Computer Aid	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	746,869.73	600,000.00	146,869.73	124.48

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
401-00-51500-000-000	Professional Services - TID #1	646.29	2,136.63	0.00	-2,136.63	0.00
401-00-51510-000-000	Administrative Costs - TID #1	0.00	150.00	150.00	0.00	100.00
GENERAL GOVERNMENT		646.29	2,286.63	150.00	-2,136.63	1,524.42
401-00-56700-000-000	Site Preparation - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-56700-700-000	Grant-Toonen Development TID 1	0.00	223,982.87	393,000.00	169,017.13	56.99
401-00-56700-701-000	Grant-Gregorski 22 LLC	0.00	14,680.43	16,000.00	1,319.57	91.75
401-00-56700-702-000	Grant-Asterion LLC	0.00	247,478.71	190,000.00	-57,478.71	130.25
CONSERVATION AND DEVELOPMENT		0.00	486,142.01	599,000.00	112,857.99	81.16
401-00-57100-000-000	Property Acquisition - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-57200-000-000	Street Improvements - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-57300-000-000	Utility Improvements - TID #1	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
401-00-59100-000-000	Transfer Out	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES		0.00	0.00	0.00	0.00	0.00
Total Expenses		646.29	488,428.64	599,150.00	110,721.36	81.52
Net Totals		-646.29	258,441.09	850.00	-257,591.09	30,404.83

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
402-00-41110-000-000 Tax Increments - TID #2	0.00	324,729.27	110,000.00	214,729.27	295.21
TAXES	0.00	324,729.27	110,000.00	214,729.27	295.21
402-00-49100-000-000 Transfer In	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	324,729.27	110,000.00	214,729.27	295.21

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
402-00-51500-000-000	Professional Services-TID #2	1,133.60	2,610.34	0.00	-2,610.34	0.00
402-00-51510-000-000	Administrative Costs - TID #2	1,000.00	1,150.00	150.00	-1,000.00	766.67
GENERAL GOVERNMENT		2,133.60	3,760.34	150.00	-3,610.34	2,506.89
402-00-56700-000-000	Site Preparation - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-56700-700-000	Grant-Premier Harrison LLC	0.00	0.00	100,000.00	100,000.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	100,000.00	100,000.00	0.00
402-00-57100-000-000	Property Acquisition - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-57200-000-000	Street Improvements - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-57300-000-000	Utility Improvements - TID #2	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		2,133.60	3,760.34	100,150.00	96,389.66	3.75
Net Totals		-2,133.60	320,968.93	9,850.00	-311,118.93	3,258.57

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
403-00-41110-000-000 Tax Increments - TID #3	0.00	103,019.06	45,000.00	58,019.06	228.93
TAXES	0.00	103,019.06	45,000.00	58,019.06	228.93
Total Revenues	0.00	103,019.06	45,000.00	58,019.06	228.93

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
403-00-51500-000-000	Professional Services-TID #3	0.00	4,836.85	0.00	-4,836.85	0.00
403-00-51510-000-000	Administrative Costs - TID #3	0.00	150.00	150.00	0.00	100.00
GENERAL GOVERNMENT		0.00	4,986.85	150.00	-4,836.85	3,324.57
403-00-56700-000-000	Site Preparation - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-56700-700-000	Grant-Driscoll Properties LLC	0.00	52,769.46	40,000.00	-12,769.46	131.92
CONSERVATION AND DEVELOPMENT		0.00	52,769.46	40,000.00	-12,769.46	131.92
403-00-57100-000-000	Property Acquisition - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-57200-000-000	Street Improvements - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-57300-000-000	Utility Improvements - TID #3	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	57,756.31	40,150.00	-17,606.31	143.85
Net Totals		0.00	45,262.75	4,850.00	-40,412.75	933.25

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
404-00-41110-000-000 Tax Increments - TID #4	0.00	418,430.18	190,000.00	228,430.18	220.23
TAXES	0.00	418,430.18	190,000.00	228,430.18	220.23
Total Revenues	0.00	418,430.18	190,000.00	228,430.18	220.23

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
404-00-51500-000-000	Professional Services-TID #4	0.00	0.00	0.00	0.00	0.00
404-00-51510-000-000	Administrative Costs - TID #4	0.00	150.00	150.00	0.00	100.00
GENERAL GOVERNMENT		0.00	150.00	150.00	0.00	100.00
404-00-56700-000-000	Site Preparation - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-56700-700-000	Grant-Quattro Development LLC	0.00	497,094.48	0.00	-497,094.48	0.00
CONSERVATION AND DEVELOPMENT		0.00	497,094.48	0.00	-497,094.48	0.00
404-00-57100-000-000	Property Acquisition - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-57200-000-000	Street Improvements - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-57300-000-000	Utility Improvements - TID #4	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	497,244.48	150.00	-497,094.48	331,496.32
Net Totals		0.00	-78,814.30	189,850.00	268,664.30	-41.51

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
405-00-41110-000-000 Tax Increments - TID #5	0.00	0.00	0.00	0.00	0.00
TAXES	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
405-00-51500-000-000	Professional Services-TID #5	14,313.50	39,222.58	20,000.00	-19,222.58	196.11
405-00-51510-000-000	Administrative Costs - TID #5	0.00	150.00	10,000.00	9,850.00	1.50
GENERAL GOVERNMENT		14,313.50	39,372.58	30,000.00	-9,372.58	131.24
405-00-56700-000-000	Site Preparation - TID #5	0.00	0.00	10,000.00	10,000.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	10,000.00	10,000.00	0.00
405-00-57100-000-000	Property Acquisition - TID #5	0.00	0.00	0.00	0.00	0.00
405-00-57200-000-000	Street Improvements - TID #5	0.00	0.00	0.00	0.00	0.00
405-00-57300-000-000	Utility Improvements - TID #5	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		14,313.50	39,372.58	40,000.00	627.42	98.43
Net Totals		-14,313.50	-39,372.58	-40,000.00	-627.42	98.43

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
406-00-41110-000-000 Tax Increments - TID #6	0.00	0.00	0.00	0.00	0.00
TAXES	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
406-00-51500-000-000	Professional Services-TID #6	0.00	10,419.30	10,000.00	-419.30	104.19
406-00-51510-000-000	Administrative Costs - TID #6	0.00	150.00	10,000.00	9,850.00	1.50
GENERAL GOVERNMENT		0.00	10,569.30	20,000.00	9,430.70	52.85
406-00-56700-000-000	Site Preparation - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-56700-700-000	Grant-WI Wealth Management	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
406-00-57100-000-000	Property Acquisition - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-57200-000-000	Street Improvements - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-57300-000-000	Utility Improvements - TID #6	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	10,569.30	20,000.00	9,430.70	52.85
Net Totals		0.00	-10,569.30	-20,000.00	-9,430.70	52.85

Fund: 610 - WATER UTILITY

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
610-00-41900-000-000	Interest Income	9,403.81	70,961.18	144,510.00	-73,548.82	49.10
TAXES		9,403.81	70,961.18	144,510.00	-73,548.82	49.10
610-00-46101-000-000	Residential Metered Sales	79,720.98	551,109.41	1,014,690.00	-463,580.59	54.31
610-00-46102-000-000	Commercial Metered Sales	9,373.47	55,948.63	115,080.00	-59,131.37	48.62
610-00-46103-000-000	Industrial Metered Sales	0.00	0.00	0.00	0.00	0.00
610-00-46104-000-000	Public Authority Metered Sales	1,846.99	15,126.05	31,910.00	-16,783.95	47.40
610-00-46105-000-000	Multifamily Metered Sales	9,128.94	64,873.88	98,580.00	-33,706.12	65.81
610-00-46106-000-000	Irrigation Metered Sales	16.05	139.98	410.00	-270.02	34.14
610-00-46200-000-000	Private Fire Protection Servic	1,602.00	11,007.38	17,270.00	-6,262.62	63.74
610-00-46300-000-000	Public Fire Protection Service	18,444.14	127,793.36	213,280.00	-85,486.64	59.92
PUBLIC CHARGES FOR SERVICES		120,132.57	825,998.69	1,491,220.00	-665,221.31	55.39
610-00-47000-000-000	Forfeited Discounts	230.71	1,334.29	2,530.00	-1,195.71	52.74
610-00-47400-000-000	Other Water Revenue	180.00	2,825.00	5,000.00	-2,175.00	56.50
INTERGOV'T CHARGES FOR SERV		410.71	4,159.29	7,530.00	-3,370.71	55.24
Total Revenues		129,947.09	901,119.16	1,643,260.00	-742,140.84	54.84

Fund: 610 - WATER UTILITY

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget	
610-00-57408-000-000	Taxes	0.00	0.00	78,000.00	78,000.00	0.00
610-00-57601-000-000	Purchased Water - COA / FC	676.98	242,632.89	889,530.00	646,897.11	27.28
610-00-57640-000-000	Operation Labor	8,834.63	60,746.12	104,770.00	44,023.88	57.98
610-00-57641-000-000	Operation Supplies & Expenses	2,901.15	9,863.49	25,000.00	15,136.51	39.45
610-00-57651-000-000	Maintenance of Mains	0.00	0.00	15,000.00	15,000.00	0.00
610-00-57652-000-000	Maintenance of Services	1,097.00	4,870.60	65,000.00	60,129.40	7.49
610-00-57653-000-000	Maintenance of Meters	2,448.00	4,294.70	5,000.00	705.30	85.89
610-00-57654-000-000	Maintenance of Hydrants	0.00	0.00	10,000.00	10,000.00	0.00
610-00-57901-000-000	Meter Reading Labor	0.00	0.00	0.00	0.00	0.00
610-00-57902-000-000	Accounting & Collecting Labor	3,997.60	29,982.00	51,130.00	21,148.00	58.64
610-00-57903-000-000	Supplies and Expenses	0.00	1,980.00	0.00	-1,980.00	0.00
610-00-57920-000-000	Admin & General Salaries	2,092.30	15,692.25	27,860.00	12,167.75	56.33
610-00-57921-000-000	Office Supplies & Expenses	902.95	8,858.43	22,500.00	13,641.57	39.37
610-00-57923-000-000	Outside Services Employed	10,364.40	36,012.18	60,000.00	23,987.82	60.02
610-00-57924-000-000	Insurance Expense	0.00	12,471.50	12,250.00	-221.50	101.81
610-00-57925-000-000	Payroll Tax - FICA	1,039.81	7,455.92	14,058.00	6,602.08	53.04
610-00-57926-000-000	Employee Pensions & Benefits	1,063.33	13,269.56	93,450.00	80,180.44	14.20
610-00-57928-000-000	Regulatory Commission Expenses	0.00	0.00	4,500.00	4,500.00	0.00
610-00-57930-000-000	Miscellaneous General Expense	253.10	5,021.18	10,000.00	4,978.82	50.21
610-00-57933-000-000	Transportation Expense	344.92	1,474.50	4,440.00	2,965.50	33.21
610-00-57935-000-000	Maintenance of General Plant	656.08	2,085.55	6,000.00	3,914.45	34.76
610-00-57950-000-000	Depreciation Expense	0.00	0.00	236,470.00	236,470.00	0.00
CAPITAL OUTLAY						
		36,672.25	456,710.87	1,734,958.00	1,278,247.13	26.32
Total Expenses						
		36,672.25	456,710.87	1,734,958.00	1,278,247.13	26.32
Net Totals						
		93,274.84	444,408.29	-91,698.00	-536,106.29	-484.64

Fund: 620 - SEWER UTILITY

Account Number		2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
620-00-46221-000-000	Residential Measured Service	74,011.40	534,897.08	923,890.00	-388,992.92	57.90
620-00-46222-000-000	Commercial Measured Service	9,359.75	57,434.60	116,440.00	-59,005.40	49.33
620-00-46223-000-000	Industrial Measured Service	0.00	0.00	0.00	0.00	0.00
620-00-46224-000-000	Public Authority Measured Srvc	2,430.63	15,266.20	35,410.00	-20,143.80	43.11
620-00-46225-000-000	Multifamily Measured Service	10,730.73	76,012.53	119,000.00	-42,987.47	63.88
PUBLIC CHARGES FOR SERVICES		96,532.51	683,610.41	1,194,740.00	-511,129.59	57.22
620-00-47631-000-000	Forfeited Discounts	186.02	1,119.41	2,030.00	-910.59	55.14
620-00-47635-000-000	Other Sewer Revenue	8,860.00	40,920.00	25,000.00	15,920.00	163.68
620-00-47640-000-000	Interest Income	14,708.56	107,335.92	144,510.00	-37,174.08	74.28
INTERGOV'T CHARGES FOR SERV		23,754.58	149,375.33	171,540.00	-22,164.67	87.08
Total Revenues		120,287.09	832,985.74	1,366,280.00	-533,294.26	60.97

Fund: 620 - SEWER UTILITY

Account Number	2024 July	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget	
620-00-57820-000-000	Supervision & Labor	9,206.27	63,412.86	104,770.00	41,357.14	60.53
620-00-57821-000-000	Fuel/Power Purchase - Pumping	1,878.77	12,016.96	22,620.00	10,603.04	53.13
620-00-57827-000-000	Operation Supplies & Expenses	1,649.85	6,853.53	20,000.00	13,146.47	34.27
620-00-57828-000-000	Transportation Expense	344.94	1,474.56	4,440.00	2,965.44	33.21
620-00-57829-000-000	Sewerage Treatment Charges	23,095.34	171,848.79	254,690.00	82,841.21	67.47
620-00-57831-000-000	Maintenance Sewage Collect Sys	32,230.91	32,230.91	50,000.00	17,769.09	64.46
620-00-57832-000-000	Maint Collection Syst Pumping	0.00	4,286.78	40,000.00	35,713.22	10.72
620-00-57834-000-000	Maintenance of General Plant	656.09	2,760.59	6,000.00	3,239.41	46.01
620-00-57840-000-000	Accounting & Collecting Labor	3,997.60	29,982.00	51,130.00	21,148.00	58.64
620-00-57842-000-000	Meter Reading Labor	0.00	0.00	0.00	0.00	0.00
620-00-57850-000-000	Admin & General Salaries	2,092.30	15,692.25	27,860.00	12,167.75	56.33
620-00-57851-000-000	Office Supplies & Expenses	918.22	8,949.13	22,500.00	13,550.87	39.77
620-00-57852-000-000	Outside Services Employed	13,050.42	69,600.78	85,000.00	15,399.22	81.88
620-00-57853-000-000	Insurance Expense	0.00	12,471.50	12,500.00	28.50	99.77
620-00-57854-000-000	Employee Pensions & Benefits	1,088.96	13,453.50	61,210.00	47,756.50	21.98
620-00-57855-000-000	Payroll Tax - FICA	1,068.18	7,660.11	14,058.00	6,397.89	54.49
620-00-57856-000-000	Miscellaneous General Expense	253.13	6,664.34	10,000.00	3,335.66	66.64
620-00-57870-000-000	Interest Expense - CWF Loan	1,298.00	12,262.00	18,810.00	6,548.00	65.19
620-00-57875-000-000	Amortization Expense-CWF Loan	5,887.00	56,163.00	77,460.00	21,297.00	72.51
620-00-57950-000-000	Depreciation Expense	0.00	0.00	307,300.00	307,300.00	0.00
CAPITAL OUTLAY						
	98,715.98	527,783.59	1,190,348.00	662,564.41	44.34	
Total Expenses						
	98,715.98	527,783.59	1,190,348.00	662,564.41	44.34	
Net Totals						
	21,571.11	305,202.15	175,932.00	-129,270.15	173.48	

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Planning and Zoning

Issue:

None

Background and Additional Information:

Crossroads Business Park: Land closing occurred on August 7, 2024. Press Release was issued to local media. Articles appeared in the Insight on Business and Post Crescent. There has been a lot of the interest in lots. Staff plans to bring the Final Plat to the board in September. Staff is working with Village Attorney on protective covenants for the development that will be brought forward in September for adoption. Bids for utility and road infrastructure will be discussed later on in this agenda. Staff will be presenting financing options with the board.

Cell Phone for Trustees: Cell phones are ready for pick up by all trustees.

Security Camera System at Village Hall: System is installed and operating.

Carpet in Village Board Room: Maccos will be installing the new carpet in mid-September.

Baird Financial Management Conference: Russ and Chad attended the 1st annual Baird Financial Management Conference in Milwaukee on August 8. Good information was shared on borrowing, loans and TID's.

Staff has been working on budgets and capital improvements plans.

Kickoff of new Fire Station 70: Chief Gehl and I participated in the kickoff to the new fire station on August 12. Five Bugles is working on the space allocation needs part of the study.

Staff has been busy with issuing zoning and building permits, answering questions and following up on inquiries.

Granicus Software Implementation: Staff had a meeting with Granicus and requested a timeline to finish implementation. Granicus is to provide the schedule by Friday August 23, 2024 and staff will then determine next steps with the implementation whether we proceed with implementation or pursue how to get out of the contract. We will report back to the board at the September meeting.

Budget Impacts:

None

Recommended Action:

None

Attachments:

- [July_2024_Zoning_Report.pdf](#)

Village of Harrison
July-24 Zoning Permit Report

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
Residential								
Single Family	13	64	\$ 5,246,700	\$ 27,554,700	7	63	\$ 3,097,000	\$ 24,256,140
Two Family (units)	1 (0)	1	\$ 900,000	\$ 900,000	0 (0)	0	\$ 0	\$ 0
Multi Family (units)	0 (0)	0	\$ 0	\$ 0	0 (0)	0	\$ 0	\$ 0
Additions	0	5	\$ 0	\$ 191,000	0	5	\$ 0	\$ 357,500
Acc. Structures	2	14	\$ 14,000	\$ 193,500	5	21	\$ 49,200	\$ 301,800
Miscellaneous	13	82	\$ 262,500	\$ 932,150	14	75	\$ 158,000	\$ 904,360
Total Residential	29	166	\$ 6,423,200	\$ 29,771,350	26	164	\$ 3,304,200	\$ 25,819,800
Com./Ind.								
New	0	1	\$ 0	\$ 650,000	0	2	\$ 0	\$ 1,050,000
Additions	0	0	\$ 0	\$ 0	0	1	\$ 0	\$ 230,000
Acc. Structures	0	0	\$ 0	\$ 0	0	3	\$ 0	\$ 80,000
Miscellaneous	1	5	\$ 40,000	\$ 115,000	0	3	\$ 0	\$ 12,695
Total Com./Ind.	1	6	\$ 40,000	\$ 765,000	0	9	\$ 0	\$ 1,372,695
Combined Total	30	172	\$ 6,463,200	\$ 30,536,350	26	173	\$ 3,304,200	\$ 27,192,495

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager and Jeff Funk,
Operations Manager

Meeting Date:

August 27, 2024

Title:

Parks and Trails

Issue:

Discussion Only

Background and Additional Information:

Summer help last day will be the week of August 26.

Rennwood Park: Staff met with GRG Playscapes on site and in the office to review proposed layouts. GRG will be preparing a few options of the playground layouts for both the staff and the neighborhood group to consider. GRG estimates conceptual layouts by mid-October.

Farmers Field: Grading and paving is planned for the week of August 26. Restoration of the park around the paving and the electrical installation will occur after the paving is complete. Staff is exploring options for a concession stand in the 2025 budget.

Darboy Park: Dead Ash Tree Removal should occur in September. The board will consider the lighting upgrades on a separate agenda item.

Staff continues to keep on maintenance of the parks.

Budget Impacts:

None

Recommended Action:

Discussion Only

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager and Jeff Funk,
Operations Manager

Meeting Date:

August 27, 2024

Title:

Public Works/Engineering

Issue:

. None

Background and Additional Information:

Cameo Court House: DPW completed the demolition of the house the week of August 12. Seeding and restoration has occurred.

Mini Storm Sewers: Staff installed a mini storm sewer line and inlets along the properties on Hoelzel Way by Tammi Frassetto to collect drainage. This improvement should correct the issue.

Crossroads Business Park: DPW staff is hauling free clay from Jewel Box Estates to Crossroads to fill the area needed for utility and roadway construction. Time and equipment usage is being charged to TID 2. This will save the overall project funds by not having the contractor complete the work.

Ditch Cutting: Round 2 of the ditch cutting is completed.

Resurfacing Projects: All the resurfacing projects have been completed. Final restorations is underway.

State Park Road: Project has run in some soil related issues. Staff is hopeful project will be ready for paving by mid to late September

Budget Impacts:

None

Recommended Action:

Discussion Only

Attachments:

- [Cameo Ct house demo.jpg](#)
- [Fire Station 60 concrete.jpg](#)
- [Street Resurfacing.jpg](#)







VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk / Treasurer

Meeting Date:

August 27, 2024

Title:

Clerk / Treasurer
Financial Statement Summary
ARPA Report

Issue:

Monthly Board Report

Background and Additional Information:

Clerk Report:

The Clerk's Office has had a busy month! Board of Review was held August 7th. The meeting went very well without any property owners objecting to their 2024 assessed values. Interesting fact: the residential property values in Harrison for 2024 range from \$61,900 to \$2,376,000. The assessment ratio in 2023 was 73%, in 2024 we dropped to 67% which is well below the recommended 10% variance of true market value. This will be adjusted in 2025 when the Harrison assessors complete an Interim Market Update. This is different than a re-valuation, in that the assessors will do a review of current assessed values compared to current home sale prices and then update assessments village-wide using comparable properties and applying industry standard practices.

The Partisan Primary was held August 13th. Overall, the day went very smoothly at both locations. We were staffed well and everyone seemed to be in a good mood. The longest time from entering to exiting the polls was 20 minutes and that only occurred during the "after work / dinner rush" at Christ the Rock location. The only issue we had was a number of residents had to be re-directed to their correct polling location. They did not know that we now have two locations, despite advertising the change on the 2023 tax bill insert, in the newspaper, two newsletters, on the website, and making multiple Facebook posts. Staff will continue to advertise the two locations in an attempt to inform the voters before the November election, and will also post large signage in the parking lot on election day (weather permitting) of which wards are assigned to which location. Hopefully, after this past election, residents will help spread the word to their neighbors.

Snapshot of activity for the August 13, 2024 Partisan Primary:

<i>Absentee ballots issued:</i>	287 (Vlg Hall) 662 (CTR) = 949
<i>Absentee ballots returned:</i>	238 (Vlg Hall) 508 (CTR) = 746
<i>Election day voter registrations:</i>	28 (Vlg Hall) 87 (CTR) = 115
<i>Election day voters:</i>	698 (Vlg Hall) 901 (CTR) = 1,599
<i>Total ballots cast:</i>	2,845
<i>Harrison Registered Voters:</i>	8,429
<i>% of Voter Participation:</i>	33.8%

Besides those two big events, the Village Newsletter was completed and sent to the printer for mailing

around September 1st. The staff continues to work towards implementing all of the Granicus products and will be receiving more training in the near future. Our front office assistant chose to accept a similar position in her home-town of Sherwood. She was an asset to our team, but we wish her the best and look forward to keeping in touch whenever we work with our neighboring village. Until the upcoming changes to office positions and duties are solidified, one of our election workers, Jen Tenor, will be assisting in the office on a part-time basis.

Treasure's Report:

In July/August, the Treasurer received many of the state reports that will assist in creating the 2024 levy and also received many of our State Shared Revenues and Aids, as well as, our final settlement of the 2023 taxes. Staff will confer with our auditor and then update all of the journal entries needed to present the Board with an accurate and up-to-date account of village finances. Work on reviewing parcel and improvement changes for calculating special charges on the tax bill will be a priority in September, before the election becomes the major priority in early-October.

Interim Manager Van Gompel has suggested creating new and updating some of our general ledger accounts. As Harrison continues to thrive and expand with new development, his suggestions and tips should make it easier to see and analyze specific revenues and expenses.

The Clerk/Treasurer is determining the 2025 budget requests for the Clerk and Treasurer departments. Many expenses have been overlapped for years as a (mostly) joint department and now need to be more detailed and separated. The office team will then review the draft prior to submitting it to the interim manager.

Budget Impacts:

none

Recommended Action:

None - Report only

Attachments:

- [Account Statement Summary for Village Board.pdf](#)
- [ARPA Report for August Board Mtg.pdf](#)

2024 VILLAGE Account Statement Summary for Village Board.xlsx

2024 - Village Accounts	May	June	July
Vlg Mmbrship QTRLY Interest	0.996%	0.996%	0.996%
Beginning Balance	11,283.71	11,283.71	11,311.65
Credits			
Interest		27.94	
Debits			
Ending Balance	11,283.71	11,311.65	11,311.65
VLG CD	5.223%	5.223%	5.223%
Beginning Balance	349,198.04	350,742.84	352,244.42
Interest	1,544.80	1,501.58	1,558.28
Ending Balance	350,742.84	352,244.42	353,802.70
Vlg MM	3.928%	3.928%	3.928%
Beginning Balance	725,628.30	728,042.46	730,386.52
Credits			
Interest	2,414.16	2,344.06	2,429.99
Debits			
Ending Balance	728,042.46	730,386.52	732,816.51
Money Mrkt	0.30%	0.30%	0.30%
Beginning Balance	292,138.38	292,212.61	292,284.47
Credits			
Debits			
Interest	74.23	71.86	74.27
Ending Balance	292,212.61	292,284.47	292,358.74
Savings CD	4.80%	4.80%	4.80%
Beginning Balance	275,902.14	275,902.14	275,902.14
Interest			3,235.11
Ending Balance	275,902.14	275,902.14	279,137.25
Local Gov't Investment Pool	5.38%	5.42%	5.42%
Beginning Balance	270,769.44	272,002.63	273,211.78
Interest	1,233.19	1,209.15	1,253.78
Ending Balance	272,002.63	273,211.78	274,465.56
Checking General	5.35%	5.35%	5.48%
Beginning Balance	1,255,008.88	515,402.13	451,673.69
Credits	164,530.13	574,732.43	717,705.98
Debits	907,604.25	639,885.87	752,349.17
Interest	3,467.37	1,425.00	1,865.28
Ending Balance	515,402.13	451,673.69	418,895.78
Money Mrkt Tax	5.35%	5.35%	5.48%
Beginning Balance	6,999,495.14	7,031,299.70	6,559,497.34
Credits			
Debits		500,000.00	200,000.00
Interest	31,804.56	28,197.64	31,112.58
Ending Balance	7,031,299.70	6,559,497.34	6,390,609.92
Checking Taxes	5.35%	5.35%	5.48%
Beginning Balance	6,681,586.91	6,712,296.98	6,739,897.88
Credits	349.36		
Debits			
Interest	30,360.71	27,600.90	32,600.79
Ending Balance	6,712,296.98	6,739,897.88	6,772,498.67
ONLINE Account	5.35%	5.35%	5.48%
Beginning Balance	713,537.88	716,780.08	720,022.28
Credits			
Debits			
Interest	3,242.20	3,242.20	3,481.28
Ending Balance	716,780.08	720,022.28	723,503.56

2024 VILLAGE Account Statement Summary for Village Board.xlsx

8/22/2024

2024 - Village Accounts	May	June	July
Checking TOWN ACCOUNT APY .0%			
Beginning Balance	11,064.35	11,064.35	11,064.35
Credits			
Debits			
Ending Balance	11,064.35	11,064.35	11,064.35

	May	June	July
Village Accts Total:	16,905,965.28	16,406,432.17	16,249,400.34
Town Total:	11,064.35	11,064.35	11,064.35
All Funds Total:	16,917,029.63	16,417,496.52	16,260,464.69

2024 HARRISON UTILITIES Account Statement Summary for Village Board.xlsx

2024 HARRISON UTILITIES	May	June	July
--------------------------------	------------	-------------	-------------

Utility MM (customer paymnt)	4.169%	4.169%	
Beginning Balance	\$ 679,792.87	\$ 886,442.08	\$ 1,110,729.88
Credits	\$ 203,936.52	\$ 220,971.26	\$222,308.25
Debits	\$ 52.27	\$ 126.20	\$ 32.50
Interest	\$ 2,764.96	\$ 3,442.74	\$ 4,342.65
Ending Balance	\$ 886,442.08	\$ 1,110,729.88	\$ 1,337,348.28

HU Expense account	0.399%	0.399%	0.399%
Beginning Balance	\$ 128,197.74	\$ 89,175.29	\$ 255,161.22
Credits	\$11,290.00	\$ 405,020.00	\$ 8,600.00
Debits	\$ 50,346.38	\$ 239,104.27	\$ 140,481.74
Interest	\$ 33.93	\$ 70.20	\$ 69.52
Ending Balance	\$ 89,175.29	\$ 255,161.22	\$ 123,349.00

HU CD	4.889%	4.889%	4.889%
Beginning Balance	\$ 531,370.07	\$ 533,570.45	\$ 535,708.67
Interest	\$ 2,200.38	\$ 2,138.22	\$ 2,218.35
Ending Balance	\$ 533,570.45	\$ 535,708.67	\$ 537,927.02

Utility MM (Reserve Acct)	4.218%	4.218%	4.218%
Beginning Balance	\$ 5,383,605.77	\$ 5,402,839.36	\$ 5,820,666.19
Credits		\$ 400,000.00	
Debits			\$ 500,000.00
Interest	\$ 19,233.59	\$ 17,826.83	\$ 16,554.00
Ending Balance	\$ 5,402,839.36	\$ 5,820,666.19	\$ 5,337,220.19

Checking Utilities	5.35%	5.35%	5.48%
Beginning Balance	\$ 586,726.05	\$ 589,341.87	\$ 591,710.46
Credits			
Debits	\$ 49.95	\$ 49.95	\$ 49.95
interest	\$ 2,665.77	\$ 2,418.54	\$ 2,861.88
Ending Balance	\$ 589,341.87	\$ 591,710.46	\$ 594,522.39

Money Mrkt Utility	5.35%	5.35%	5.48%
Beginning Balance	\$ 58,275.18	\$ 58,539.97	\$ 58,780.22
Credits			
Debits			
Interest	\$ 264.79	\$ 240.25	\$ 284.32
Ending Balance	\$ 58,539.97	\$ 58,780.22	\$ 59,064.54

	May	June	July
All Funds Total:	7,559,909.02	8,372,756.64	7,989,431.42

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Brandon Barlow, Utilities Office Manager & Chad Pelishek,
Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Harrison Utilities

Issue:

Monthly Report to Board

Background and Additional Information:

The items outlined below represent the noteworthy activities of the Utilities since the prior report. Staff conducts the regular business of the Utilities, the details of which can be reviewed upon request by the Board.

1. **2025 Budget and Capital Improvement Plan:** Staff has been preparing the initial information for the 2025 Budget and 2025-2029 Capital Improvement Plan (CIP) requests. This information will be used to develop the proposed Budget and CIP, which will come before the Board in September-November.
2. **Engineering Report:** Report (attached) as submitted by Mary Jo Miller, P.E., Martenson & Eisele, Inc.
3. **Neenah-Menasha Sewerage Commission (NMSC):** A special meeting of the Commission was held on 7/31/24 in order to discuss with potential future plant upgrades, pretreatment ordinances, and interaction with pretreatment customers with representatives from the Department of Natural Resources (DNR). An additional special meeting was held on 8/16/24 in order to discuss on-going wastewater contract negotiations with the Commission's contracting industrial user, Sonoco. A regular meeting of the NMSC is to be held on Tuesday, August 27th. Agendas and minutes for the meetings of the Neenah-Menasha Sewerage Commission are available at www.nmscwwtp.com
4. **Permits Issued in July:**

- a. Sanitary Sewer Connection:

Area	Single Family & Duplex	Multi-Family	Commercial
Lakeshore (Harrison)	0	0	0
Lift Station #4 – Harrison	3	0	0
Lift Station #4 – Menasha	4	0	0
Lift Station #6 (Harrison)	2	0	0

- a. Sanitary Sewer & Watermain: None

Budget Impacts:

None

Recommended Action:

None

Attachments:

- [2024-08-20 Engineer Status Report w Attachment.pdf](#)



Martenson & Eisele, Inc.

Plan It. Design It. Build It.®

Planning - Environmental - Surveying - Engineering - Architecture

August 20, 2024

Harrison Utilities
Village of Harrison

Re: Engineer's Status Report

Attached is a spreadsheet summarizing current and potential development projects and the status of Martenson & Eisele, Inc. (M&E) plan review, construction of utilities, record drawings, and system map updates. The following projects are included on this spreadsheet:

Current Projects:

- Woodland Lakes Cottages
- Harrison Heights
- Breezy Meadows
- Cedar View

Potential Future Projects:

- None at this time.

M&E is also assisting the Village of Harrison with the following projects:

1. GIS Mapping for Harrison Utilities: Harrison Utilities staff is collecting field data south of Highways 10/114 to verify the horizontal location of sanitary sewer and watermain components. Martenson & Eisele continues to work with Harrison Utilities staff on reviewing information converted from AutoCAD mapping, and entering data into the GIS system.
2. Improvements to Lift Station No. 3 Forcemain: Bid documents are complete for the Lift Station No. 3 Forcemain Improvements project and are currently being reviewed by Harrison Utilities staff. The project includes excavating to remove approximately 1,900 linear feet of the existing 4-inch ductile iron pipe within CN railroad right-of-way and installing a new 6-inch ductile iron pipe. Approximately 900 linear feet of new 6-inch forcemain is proposed to be directional bored under a navigable waterway. Coordination with CN Railroad and permitting will continue after bids are received and evaluated. Information provided by the selected Contractor will assist in the railroad permitting process.

If you have questions on the above or the attached documents, please call me at (920) 731-0381 or on my cell phone at (920) 203-0865. We appreciate the opportunity to work with you. Thank you.

Sincerely,

Martenson & Eisele, Inc.

Mary Jo Miller

Mary Jo Miller, P.E.
Project Engineer

Harrison Utilities Projects
 Engineer's Status Report
 Village of Harrison
 Orig - November 30, 2022
 August 20, 2024

HU = Harrison Utilities
 DTHU - Delivered to Harrison Utilities



Planning - Environmental - Surveying - Engineering - Architecture

MJM = Mary Jo Miller, HU Engineer CRC = Chris Cleary, CAD Tech
 JWS = Jeff Schultz, Engineer JG = Jim Grogan, Inspector
 GZ = Gary Zahringer, Survey Dept.



CP = Chad Pelishek, Assistant Village Administrator
 BB = Brandon Barlow, Utility Office Manager
 TVZ = Tom Van Zeeland, HU Systems Operator
 GL = Grant Laue, DD= David Dornfeld, HU Systems Operators

Current Projects		Phase	Developer Name	Location	Municipality	Development Type	M&E	M&E	S & W	Record	Accept	C A D	Systems	Additional Comments
Project Name	Project Number						Designer	Status	Status	Status	Binder to HU		Map Update Status	
Woodland Lakes Cottages	1-0038-054	2	Atkins Dev. Group, LLC	S/O Phase 1, Closer to Hwy. 10/114	Menasha	Resid. Subdiv.	McMahon	Complete	Complete	Complete	N	Y	Complete	Checklist of required acceptance binder items supplied to McMahon on 1/23/23 Utilities have been installed. Test results pending. Walk-through expected in Summer of 2024.
Harrison Heights	1-0038-064	2	DeWitt Dev. LLC	E/O Creekside Estates Across Hwy 10 from Zirbel Dr.	Harrison	Resid. Subdiv.	Davel Eng.	Complete	Complete	Pending	N	N	Complete	Acceptance Binder and Record Drawings to be provided soon by M&E. JWS provided status of outstanding acceptance items to HU on August 15, 2024.
Breezy Meadows	1-0038-069		Vans	Midway Rd and Lake Park Rd. Parcel 46188 and 43840	Harrison	Resid. Subdiv.	Davel Eng.	Complete	Pending	Pending	N	N	Future	M&E completed plan review and provided recommendation of approval on August 13, 2024.
Cedar View	1-0038-070		Kent Gross	W. of Lilac Road, S. of Manitowoc Parcel 33418 and 33408	Harrison	Resid. Subdiv.	Larson Eng.	Pending	Pending	Pending	N	N	Future	M&E completed plan review and provided recommendation of approval on August 16, 2024.
Future Projects		Phase	Developer Name	Location	Municipality	Development Type	M&E	M&E	S & W	Record	Accept	C A D	Systems	Additional Comments
Development Name	Project Number						Designer	Status	Status	Status	Binder to HU		Map Update Status	
None														



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Vicki Tessen, Treasurer

Meeting Date:
August 27, 2024

Title:
Bills and Claims - July 2024

Issue:

Background and Additional Information:

Budget Impacts:

Recommended Action:
Approve the July bills and claims for the Village and Utilities accounts

- Attachments:**
- [Bills and Claims - Village July.pdf](#)
 - [Bills and Claims - Utilities July.pdf](#)

Bills & Claims - Village

8/21/2024

10:45 PM

Reprint Check Register - Full Report - ALL

Page: 1
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
<hr/>			
EFT	7/01/2024	FSA DEPENDENT CARE ACCOUNT	
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT		Manual Check	
100-00-21045-000-000		Health Insurance Payable	192.30
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT			
		Total	192.30
<hr/>			
EFT	7/01/2024	DELTA DENTAL	
CLERK MANAGER OFFICE ASST JULY		Manual Check	
100-02-51400-200-000		Gen. Admin - Benefits	554.21
CLERK MANAGER OFFICE ASST JULY		2161742	
100-09-53311-200-000		Hwy Dept - Benefits	842.89
HWY DEPT JULY		2161742	
100-01-51101-200-000		Planning - Benefits	0.00
PLANNER JULY		2161742	
100-06-52200-200-000		Fire Dept - Benefits	120.57
FIRE JULY		2161742	
100-00-14500-000-000		Due from Special Purpose Dist.	400.42
UTILITIES JULY 2024 DELTA DENTAL		811962	
		Total	1,918.09
<hr/>			
EFT	7/01/2024	PITNEY BOWES GLOBAL FINANCIAL SERV-METER INV	
POSTAGE METER 3/30/24 - 6/29/24		Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts	143.55
POSTAGE METER 3/30/24 - 6/29/24		3319100054	
		Total	143.55
<hr/>			
EFT	7/08/2024	FSA DEPENDENT CARE ACCOUNT	
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT		Manual Check	
100-00-21045-000-000		Health Insurance Payable	192.30
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT			
		Total	192.30
<hr/>			
EFT	7/05/2024	VOXTELESYS, LLC	
TRUNK UNLMTD SRVR HOST LOCALE911		Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts	245.33
TRUNK UNLMTD SRVR HOST LOCALE911		366985	
		Total	245.33
<hr/>			
EFT	7/09/2024	WI DEPT OF REVENUE-PAYROLL TAXES	
STATE TAXES WT-6 FOR PAYROLL 6/20/24		Manual Check	

Bills & Claims - Village

8/21/2024 10:45 PM

Reprint Check Register - Full Report - ALL

Page: 2
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21040-000-000		State Withholding Tax Payable	2,387.00
		STATE TAXES WT-6 FOR PAYROLL 6/20/24	
Total			2,387.00

EFT 7/10/2024 UNITED HEALTHCARE
SHOP JUL 2024 HEALTH INSURANCE

Manual Check

100-09-53311-200-000		Hwy Dept - Benefits	12,106.43
		SHOP JUL 2024 HEALTH INSURANCE	890639489637
100-02-51400-200-000		Gen. Admin - Benefits	9,980.07
		OFFICE JUL 2024 HEALTH INSURANCE	890639489637
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER JUL 2024 HEALTH INSURANCE	890639489637
100-06-52200-200-000		Fire Dept - Benefits	1,999.10
		FIRE JUL 2024 HEALTH INSURANCE	890639489637
100-00-14500-000-000		Due from Special Purpose Dist.	4,796.74
		UTILITIES JUL 2024 HEALTH INSURANCE	890639489637
Total			28,882.34

EFT 7/09/2024 CHARTER COMMUNICATIONS- 78401
SERVICE PERIOD 6/24-7/23

Manual Check

100-02-51400-400-006		Gen. Admin - Service Contracts	119.99
		SERVICE PERIOD 6/24-7/23	153078401062124
Total			119.99

EFT 7/09/2024 CHARTER COMMUNICATIONS- 78701
ACC 153078701 SERVICE 6/24-7/23

Manual Check

100-02-51400-400-006		Gen. Admin - Service Contracts	359.93
		ACC 153078701 SERVICE 6/24-7/23	153078701062124
Total			359.93

EFT 7/09/2024 CHARTER COMMUNICATIONS- 97501
SERVICE PERIOD 6/24/24-7/23/24

Manual Check

100-02-51400-400-006		Gen. Admin - Service Contracts	131.98
		SERVICE PERIOD 6/24/24-7/23/24	152897501062124
Total			131.98

EFT 7/15/2024 CHARTER COMMUNICATIONS- 82914
INTERNET SERVICE PERIOD 6/25-7/24

Manual Check

100-00-55200-000-000		Parks - Maint. and Utilities	84.98
		INTERNET SERVICE PERIOD 6/25-7/24	82914062524

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			84.98
<hr/>			
EFT	7/16/2024	VERIZON WIRELESS	
IPAD FOR STATION 60		Manual Check	
100-06-52200-500-022		Fire Station 60 - Telephone	10.15
IPAD FOR STATION 60		9967625130	
100-07-52200-500-022		Fire Station 70 - Telephone	10.15
IPAD FOR STATION 70		9967625130	
100-02-51400-400-006		Gen. Admin - Service Contracts	27.65
PLAN ACCOUNT CHARGES 6/27-7/26		9967625130	
Total			47.95
<hr/>			
EFT	7/02/2024	MERCHANT CHOICE CARD SERVICES	
6/1 -6/30 CREDIT CARD PROCESSING FEES		Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts	104.46
6/1 -6/30 CREDIT CARD PROCESSING FEES			
Total			104.46
<hr/>			
EFT	7/24/2024	RELIANCE STANDARD LIFE INSURANCE COMPANY	
AUG 2024 LIFE & DISABILITY HWY DEPT		Manual Check	
100-09-53311-200-000		Hwy Dept - Benefits	346.74
AUG 2024 LIFE & DISABILITY HWY DEPT			
100-02-51400-200-000		Gen. Admin - Benefits	318.20
AUG 2024 LIFE & DISABILITY OFFICE			
100-01-51101-200-000		Planning - Benefits	42.90
AUG 2024 LIFE & DISABILITY PLANNER			
100-06-52200-200-000		Fire Dept - Benefits	62.36
AUG 2024 LIFE & DISABILITY FIRE			
Total			770.20
<hr/>			
EFT	7/29/2024	FSA DEPENDENT CARE ACCOUNT	
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT		Manual Check	
100-00-21045-000-000		Health Insurance Payable	192.30
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT			
Total			192.30
<hr/>			
EFT	7/31/2024	WISCONSIN EMPLOYEE TRUST FUND (ETF)	
VOH RETIREMENT JUN		Manual Check	
100-00-21520-000-000		Wisconsin Retirement Payable	11,186.38
VOH RETIREMENT JUN		306626	

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Check Nbr	Check Date	Payee	Amount
100-00-21520-000-000		Wisconsin Retirement Payable	3,899.36
		UTILITIES RETIREMENT JUN 306626	
Total			15,085.74

EFT 7/30/2024 WE ENERGIES
ACCT 0716666446-00001 FIRE DEPT #2 ELEC

Manual Check

100-07-52200-500-020		Fire Station 70 - Electric	203.05
		ACCT 0716666446-00001 FIRE DEPT #2 ELEC	
100-00-53420-004-000		Street Lighting - HAA	828.43
		ACCT 0716666446-00003 General Lights	
100-00-53420-001-000		Street Lighting - North Shore	15.38
		ACCT 0716666446-3 NorthShore Golf Course	
100-00-53420-006-000		Street Lighting - NS Woods	93.83
		ACCT 0716666446-3 NorthShore Woods Sub.	
100-00-53420-000-000		Street Lighting - General	72.02
		ACCT 0716666446-00003 Harrisville Court	
100-00-51600-500-021		Municipal Bldg - Heat	34.11
		ACCT 0716666446-00004 HALL/SHOP GAS HEAT	
100-00-55200-000-000		Parks - Maint. and Utilities	310.32
		ACCT 0716666446-6 COMMUNITY PARK LIGHTS	
100-09-53311-500-020		Hwy Dept - Electric	690.90
		ACCT 0716666446-00007 ELECTRIC SHOP 60%	
100-00-51600-500-020		Municipal Bldg - Electric	460.60
		ACCT 0716666446-00007 TOWN HALL ELEC 40%	
100-06-52200-500-021		Fire Station 60 - Heat	11.18
		ACCT 0716666446-00008 FIRE DEPT #1 HEAT	
100-00-53420-000-000		Street Lighting - General	326.92
		ACCT 0716666446-9 LED STREET LIGHTING	
100-00-55200-000-000		Parks - Maint. and Utilities	81.40
		ACCT 0716666446-00010 Shelter-Noe Road	
100-07-52200-500-021		Fire Station 70 - Heat	37.58
		ACCT 0716666446-00011 FIRE DEPT #2 GAS	
100-00-55200-000-000		Parks - Maint. and Utilities	18.05
		ACCT0716666446-12 COMMPARK SPECIALEVENTS	
100-06-52200-500-020		Fire Station 60 - Electric	186.76
		ACCT 0716666446-00013 FIRE DEPT #1 ELEC	
100-00-53635-100-000		Compost Site	17.82
		ACCT 0716666446-00016 YARD WASTE	

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Check Nbr	Check Date	Payee	Amount
100-00-53420-000-000		Street Lighting - General	0.00
		SERVICE CREDIT	
Total			3,388.35

EFT 7/25/2024 WI DEPT OF REVENUE-SALES TAX
SALES AND USE TAX DUE FROM 2ND QTR 2024

Manual Check

100-00-21041-000-000		Sales Tax Due to State	93.22
		SALES AND USE TAX DUE FROM 2ND QTR 2024	
Total			93.22

EFT 7/25/2024 WI DEPT OF REVENUE
ADD TERRITORY AMENDMENT

Manual Check

402-00-51510-000-000		Administrative Costs - TID #2	1,000.00
		ADD TERRITORY AMENDMENT	
Total			1,000.00

EFT 7/25/2024 WI DEPT OF REVENUE-PAYROLL TAXES
STATE TAXES WT-6 FOR PAYROLL 7/4/24

Manual Check

100-00-21040-000-000		State Withholding Tax Payable	2,427.51
		STATE TAXES WT-6 FOR PAYROLL 7/4/24	
Total			2,427.51

EFT 7/08/2024 INTERNAL REVENUE SERVICE-PAYROLL TAXES
EMPLOYEE SOCIAL SECURITY 7/4/24

Manual Check

100-00-21020-000-000		Social Security Taxes Payable	4,017.79
		EMPLOYEE SOCIAL SECURITY 7/4/24	
100-00-21020-000-000		Social Security Taxes Payable	939.66
		EMPLOYEE MEDICARE 7/4/24	
100-00-21020-000-000		Social Security Taxes Payable	4,017.79
		EMPLOYER LIABILITY SOCIAL SEC 7/4/24	
100-00-21020-000-000		Social Security Taxes Payable	939.66
		EMPLOYER LIABILITY MEDICARE 7/4/24	
100-00-21030-000-000		U.S. Withholding Taxes Payable	4,519.19
		FED INCOME TAXES 7/4/24	
Total			14,434.09

EFT 7/05/2024 WI DEFERRED COMP
UTILITIES DEF COMP PAYROLL 7/4/24

Manual Check

100-00-21525-000-000		Wisc Deferred Comp Payable	430.00
		UTILITIES DEF COMP PAYROLL 7/4/24	

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Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
100-00-21525-000-000		Wisc Deferred Comp Payable	825.00
		VILLAGE DEF COMP PAYROLL 7/4/24	
Total			1,255.00

EFT 7/22/2024 INTERNAL REVENUE SERVICE-PAYROLL TAXES
EMPLOYEE SOCIAL SECURITY 7/18/24 Manual Check

100-00-21020-000-000		Social Security Taxes Payable	3,786.10
		EMPLOYEE SOCIAL SECURITY 7/18/24	
100-00-21020-000-000		Social Security Taxes Payable	885.46
		EMPLOYEE MEDICARE 7/18/24	
100-00-21020-000-000		Social Security Taxes Payable	3,786.10
		EMPLOYER LIABILITY SOCIAL SEC 7/18/24	
100-00-21020-000-000		Social Security Taxes Payable	885.46
		EMPLOYER LIABILITY MEDICARE 7/18/24	
100-00-21030-000-000		U.S. Withholding Taxes Payable	4,295.02
		FED INCOME TAXES 7/18/24	
Total			13,638.14

EFT 7/18/2024 WI DEFERRED COMP
UTILITIES DEF COMP PAYROLL 7/18/24 Manual Check

100-00-21525-000-000		Wisc Deferred Comp Payable	430.00
		UTILITIES DEF COMP PAYROLL 7/18/24	
100-00-21525-000-000		Wisc Deferred Comp Payable	825.00
		VILLAGE DEF COMP PAYROLL 7/18/24	
Total			1,255.00

15388 7/10/2024 360 CONSTRUCTION LLC
GRADING ESCROW RETURN W5538 SCHREIBER LN

100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5538 SCHREIBER LN	
Total			1,500.00

15389 7/10/2024 AIR ONE EQUIPMENT, INC
208466

100-06-57220-000-000		Fire Dept - Capital Outlay	17,930.00
		FROM 6/26/24 BUNKER COATS, GLOBE PANTS 208466	
Total			17,930.00

15390 7/10/2024 AUTOMOTIVE SUPPLY- APPLETON
60995169

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Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	50.04
		FROM 7/2/24 EQUINOX LUBE AND OIL 60995169	
		Total	50.04
15391	7/10/2024	BARCO PRODUCTS INVRCO29434	
201-00-57220-000-000		Capital Outlay - Park Impact	5,171.56
		FROM 7/3/24 6 BENCHES FARMERS FIELD INVRCO29434	
		Total	5,171.56
15392	7/10/2024	BRIAN OR CLAIRE NODOLF GRADING ESCROW RETURN N9255 LAURA ST	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N9255 LAURA ST	
		Total	1,500.00
15393	7/10/2024	BRUSH BOY CUSTOMS, LLC 2102, 2115	
100-09-53315-902-000		Hwy Dept - Signs	55.00
		FROM 6/18/24 W4227 2102	
100-06-52200-400-000		Fire Dept - Supplies/Services	100.00
		FROM 7/1/24 EMS LOGOS 2115	
		Total	155.00
15394	7/10/2024	DARBOY SANITARY DISTRICT 7677002500	
100-00-55200-000-000		Parks - Maint. and Utilities	116.75
		BILLING PERIOD 4/01/24-6/30/24	
		Total	116.75
15395	7/10/2024	FIRE APPARATUS & EQUIPMENT 25963, 25964	
100-06-57220-000-000		Fire Dept - Capital Outlay	9,824.79
		FROM 7/3/24 TRUCK REPAIRS-SPRINGS 25963	
100-06-52200-600-000		Fire Dept - Vehicle Maint.	1,718.09
		FROM 7/3/24 TRUCK REPAIRS-TRANSDUCER 25964	
		Total	11,542.88
15396	7/10/2024	GFL ENVIRONMENTAL U30000149493	

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Check Nbr	Check Date	Payee	Amount
100-00-53620-000-000		Refuse and Garbage Services	79.00
		COMMUNITY PARK TRASH PICKUP JUL	
		U30000149493	
		Total	79.00
15397	7/10/2024	GFL ENVIRONMENTAL	
U30000149707			
100-00-53620-000-000		Refuse and Garbage Services	33,084.40
		RES TRASH FOR JUN	
		U30000149707	
100-00-53635-000-000		Recycling Services	22,047.15
		RES RECYCLING FOR JUN	
		U30000149707	
100-00-53620-000-000		Refuse and Garbage Services	89.59
		COMMERCIAL TRASH DUMPSTER VHALL JUN	
		U30000149707	
100-00-53635-000-000		Recycling Services	61.13
		COMMERCIAL RECYCLING DUMPSTER VHALL JUN	
		U30000149707	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		DAMAGED CARTS	
		N/A	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		FUEL SURCHARGE RESIDENT PICKUP	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	33.25
		FUEL SURCHARGE VILLAGE HALL PICKUP	
		U30000149707	
100-00-53620-000-000		Refuse and Garbage Services	25.00
		CONTAMINATION CHRG - W5354 MILE LONG	
		U30000149707	
100-00-53620-000-000		Refuse and Garbage Services	-50.00
		BULKY ITEM PICKUP -CREDIT OVERCHARGE MAY	
		U30000149707	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		FALL YARD PICKUP	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP -	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		SPRING YARD PICKUP	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP -	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP -	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP -	
		NA	
		Total	55,290.52

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Check Nbr	Check Date	Payee	Amount
15398 IN14750052	7/10/2024	GORDON FLESCH CO. INC	
100-02-51400-400-006		Gen. Admin - Service Contracts	604.20
		BILL PERIOD 5/28-6/27/24 IMAGES IN14750052	
		Total	604.20
15399 44788	7/10/2024	GREEN BAY HIGHWAY PRODUCTS	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	952.64
		FROM 6/7/24 17 X 13, ENDWALL 44788	
		Total	952.64
15400 1604	7/10/2024	GRG PLAYSCAPES	
100-00-57220-000-000		Capital Outlay - Parks	4,170.00
		RENNWOOD PARK NATURAL PLAYSCAPE DESIGN 1604	
		Total	4,170.00
15401 ACCOUNT 000-2781-00	7/10/2024	HARRISON UTILITIES	
100-07-52200-500-023		Fire Station 70 - Water/Sewer	77.84
		ACCOUNT 000-2781-00	
		Total	77.84
15402 105758	7/10/2024	HEARTLAND ENVIRONMENTAL DISTRIBUTORS INC	
100-09-53311-400-000		Hwy Dept - Supplies	676.45
		FROM 6/21/24 CAN LINERS, URINAL SCREENS 105758	
		Total	676.45
15403 90161083	7/10/2024	INTERSTATE BATTERY OF GREEN BAY	
100-09-53311-400-000		Hwy Dept - Supplies	50.80
		FROM 7/3/24 BATTERIES 90161083	
		Total	50.80
15404 GRADING ESCROW RETURN N9281 TOUCHDOWN	7/10/2024	JACOBS DESIGN HOMES	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N9281 TOUCHDOWN DR	

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Check Nbr	Check Date	Payee	Amount
Total			1,500.00
15405	7/10/2024	JEFFERSON FIRE & SAFETY IN316132, IN316171	
240-00-51400-000-000		ARPA Expenses SENSIT GOLD G2 4-GAS W/CASE 6.1.038 IN316132	2,290.61
100-06-52200-700-000		Fire Dept - Equip Maintenance FROM 7/1/24 SENSIT SENSORS IN316171	142.06
Total			2,432.67
15406	7/10/2024	JEFFREY KASPEREK GRADING ESCROW RETURN N9245 CASSANDRA	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9245 CASSANDRA	1,500.00
Total			1,500.00
15407	7/10/2024	JOE'S POWER CENTER INC 169122	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 6/25/24 TILT STEERING DAMP 169122	97.27
Total			97.27
15408	7/10/2024	KAATS WATER CONDITIONING INC 56076TN, 56349TN	
100-09-53311-400-000		Hwy Dept - Supplies CHARGES FROM 6/4/24 56076TN	30.27
100-09-53311-400-000		Hwy Dept - Supplies CHARGES FROM 6/18/24 56349TN	34.00
Total			64.27
15409	7/10/2024	KELSEY OR MAX HEATH GRADING ESCROW RETURN N9254 LAURA ST	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9254 LAURA ST	1,500.00
Total			1,500.00
15410	7/10/2024	KLINK HYDRAULICS LLC 38997	
100-09-53311-400-000		Hwy Dept - Supplies FROM 6/8/24 PIPE, ELBOW, VALVE, COUPLING 38997	267.22

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Check Nbr	Check Date	Payee	Amount
Total			267.22
15411	7/10/2024	KREPLINE TRUCKING & EXCAVATING INC 8202	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 6/24/24 3/4 DENSE BASE 8202	172.64
Total			172.64
15412	7/10/2024	KRISTI OR JED RYAN GRADING ESCROW RETURN N9238 LAURA ST	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9238 LAURA ST	1,500.00
Total			1,500.00
15413	7/10/2024	LANGE ENTERPRISES INC 87892, 88061	
100-09-53315-902-000		Hwy Dept - Signs FROM 6/21/24 POSTS,BRACKETS,ROLLUP SIGNS 87892	1,291.57
100-09-53315-902-000		Hwy Dept - Signs FROM 6/28/24 POSTS, STOP SIGNS 88061	1,803.83
Total			3,095.40
15414	7/10/2024	LISOWE OIL DIV OF ADVANCED FUEL SERV 77209	
100-09-53311-600-030		Hwy Dept - Fuel FROM 6/24/24 77209	3,182.62
Total			3,182.62
15415	7/10/2024	MENARDS-APPLETON EAST 58632, 58727, 59161, 59422, 59425, 59482	
100-00-55200-000-000		Parks - Maint. and Utilities FROM 6/17/24 FLOWERS, SOAP 58632	101.73
100-00-55200-000-000		Parks - Maint. and Utilities FROM 6/19/24 FLOWERS DARBOY PARK SIGN 58727	53.92
100-09-53311-400-000		Hwy Dept - Supplies FRM 6/27 MASONRY SEAL,TUNEUP KIT,GRILLE 59161	171.12
100-09-53311-505-000		Hwy Dept - Building Maint FROM 7/2/24 BOARD ROOM FLOOR RESTORE 59422	77.91
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 7/2/24 LAWN MOWER STRAPS 59425	38.98

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Check Nbr	Check Date	Payee	Amount
100-00-55200-000-000		Parks - Maint. and Utilities	11.83
		FROM 7/3/24 PARK BATHROOM SUPPLIES 59482	
Total			455.49
<hr/>			
15416	7/10/2024	MGD INDUSTRIAL CORPORATION	
227451			
100-09-53311-400-000		Hwy Dept - Supplies	149.07
		FROM 6/24/24 COUPLERS,SCREWS,BOLTS,BITS 227451	
Total			149.07
<hr/>			
15417	7/10/2024	MID-AMERICAN RESEARCH CHEMICAL	
821784-IN			
100-09-53311-400-000		Hwy Dept - Supplies	562.00
		FROM 6/13/24 URINAL SCRNS, ODOR NEUTRAL 821784-IN	
Total			562.00
<hr/>			
15418	7/10/2024	MOSS AND ASSOCIATES LLC	
331			
100-09-57330-000-000		Capital Outlay - Road Projects	19,250.00
		FROM 6/26/24 STATE PARK RD RIGHT OF WAY 331	
Total			19,250.00
<hr/>			
15419	7/10/2024	NICOLET NATIONAL BANK	
CORP 233893 ACCT 8831			
100-02-51400-400-000		Gen. Admin - Supplies	12.30
		FROM 5/31/24 WALMART TEMP MONITOR CLOSET	
100-00-56900-000-110		Development	33.48
		FROM 5/31 ROECKS BAKE CTY PLAN MAP HELP	
100-00-51600-500-022		Municipal Bldg - Telephone	428.59
		FROM 6/23 AMAZON PHONE CASES-RETURNED	
100-02-51400-400-000		Gen. Admin - Supplies	38.28
		FROM 6/25 DICKS FOODS BOARD MTG	
100-02-51400-305-000		Gen. Admin - Training/Conf.	155.00
		FROM 6/3 LEAGUE WI CLERK IINSTITUTE	
100-00-51440-400-000		Elections - Supplies	87.99
		FROM 6/5 HOUSELABELS SHIPPING LABELS	
100-02-51400-400-000		Gen. Admin - Supplies	6.70
		FROM 6/5 HOUSELABELS ADDRESS LABELS	
100-02-51400-305-000		Gen. Admin - Training/Conf.	49.00
		FRM 6/6 LOCAL GOV ED MEGHAN WMCA PRECONF	

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Check Nbr	Check Date	Payee	Amount
100-02-51400-305-000		Gen. Admin - Training/Conf. FROM 6/6 WISCMUNCLERKS VICKI WMCA CONF	200.00
100-02-51400-305-000		Gen. Admin - Training/Conf. FROM 6/6 WISCMUNCLERKS MEGHAN WMCA CONF	200.00
100-02-51400-400-000		Gen. Admin - Supplies FROM 6/9 AMAZON 2 MONITORS PROG ASST	139.94
100-09-53311-400-000		Hwy Dept - Supplies FROM 6/9 AMAZON DPW CLEAR DESK MAT	24.99
100-02-51400-400-000		Gen. Admin - Supplies FRM 6/23/24 ADOBE ACROBAT PRO OFFICE COM	20.99
100-00-51100-115-000		Village Board-Training/Mileage FRM 6/28 EBPLANNING JULENE COMP PLAN SEM	20.00
100-09-53311-400-000		Hwy Dept - Supplies FROM 6/3/24 ADOBE ACROBAT PRO CODE ENF	20.99
100-09-53311-305-000		Hwy Dept - Training Expenses FROM 6/6 WI DSPS KAYLEE LICENSE RENEWAL	40.90
100-00-55200-000-000		Parks - Maint. and Utilities FROM 6/8/24 REVEAL XTRA JUNE 8 -JULY 8	9.00
100-06-52200-305-000		Fire Dept - Training/Mem FROM 6/7 WI STATE FIRE WSFA MBRSHP APP	26.31
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 6/8/24 STAPLES LABEL MAKER TAPE	108.58
100-06-52200-305-000		Fire Dept - Training/Mem FROM 6/10/24 AMAZON BOOK, CHARGE STATION	62.89
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 6/24/24 WALMART TARPS	169.86
100-06-52200-305-000		Fire Dept - Training/Mem FROM 6/2 SP MYNVFC GUIDE NEW FIREFIGHTER	8.38
Total			1,864.17
15420	7/10/2024	NORTHWOODS FIRE PROTECTION 33327	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 6/18/24 ANNL MAIN EXTINGUISHERS 33327	1,243.17
Total			1,243.17
15421	7/10/2024	OUTAGAMIE COUNTY 129387	

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Check Nbr	Check Date	Payee	Amount
100-00-51440-600-000		Elections - Publications	59.62
	FROM 6/24/24	APRIL PUBLICATION 129387	
100-00-51440-400-000		Elections - Supplies	137.64
	6/24/24	APRIL BALLOTS, EV CARDS,SUPPLIES 129387	
100-00-51440-300-000		Elections - Service Contracts	877.43
	6/24/24	APR CODING,ON-SITE SUPPORT 129387	
Total			1,074.69
<hr/>			
15422	7/10/2024	PITNEY BOWES BANK INC RESERVE ACCOUNT	
ADDING MONEY POSTAGE ACCOUNT 15025158			
100-02-51400-400-005		Gen. Admin - Postage	2,000.00
		ADDING MONEY POSTAGE ACCOUNT 15025158	
Total			2,000.00
<hr/>			
15423	7/10/2024	POMP'S TIRE SERVICE INC.	
320153955			
100-06-57220-000-000		Fire Dept - Capital Outlay	4,753.76
	FROM 6/25/24	ENGINE 74 TIRES 320153955	
Total			4,753.76
<hr/>			
15424	7/10/2024	RIESTERER & SCHNELL INC - Pulaski	
2640470			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	1,706.66
	FROM 6/26/24	JOHN DEERE 6430 SERVICE 2640470	
Total			1,706.66
<hr/>			
15425	7/10/2024	ROGER BOWERS CONSTRUCTION CO INC	
6/11/24 & 6/18/24 TOP SOIL			
100-09-53311-901-000		Hwy Dept - Ditching/Grading	675.00
	FROM 6/11/24	45 YDS PULVE TOP SOIL	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	720.00
	FROM 6/18/24	48 YDS PULVE TOP SOIL	
Total			1,395.00
<hr/>			
15426	7/10/2024	S & A SEPTIC SERVICES	
1434			
100-09-53311-505-000		Hwy Dept - Building Maint	260.00
		PUMP HOLDING TANKS 6/5/24 1434	
100-09-53311-505-000		Hwy Dept - Building Maint	130.00
		PUMP HOLDING TANK 6/14/24 1434	

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Check Nbr	Check Date	Payee	Amount
100-09-53311-505-000		Hwy Dept - Building Maint	260.00
		PUMP HOLDING TANKS 6/19/24 1434	
100-09-53311-505-000		Hwy Dept - Building Maint	130.00
		PUMP HOLDING TANK 6/26/24 1434	
Total			780.00
<hr/>			
15427	7/10/2024	SERVICEMASTER BUILDING MAINTENANCE	
45318			
100-02-51400-400-006		Gen. Admin - Service Contracts	1,083.00
		FROM 7/1/24 JANITORIAL JULY 45318	
Total			1,083.00
<hr/>			
15428	7/10/2024	SERWE IMPLEMENT MUNICIPAL SALES LLC	
11156, 11194			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	921.00
		FROM 6/27/24 FLAILS, NUT NYLOCKS, BOLTS 11156	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	2,206.64
		FROM 7/2/24 GROUNDROLLER PARTS 11194	
Total			3,127.64
<hr/>			
15429	7/10/2024	SHERWOOD WATER & SEWER	
000-3055-00, 000-3050-00			
100-06-52200-500-023		Fire Station 60 - Water/Sewer	203.82
		ACCOUNT NUMBER 000-3055-00 STATION 60	
100-06-52200-500-023		Fire Station 60 - Water/Sewer	71.78
		ACCOUNT NUMBER 000-3050-00 TOWN	
Total			275.60
<hr/>			
15430	7/10/2024	SPEEDY CLEAN	
83535			
230-00-53441-000-000		Storm Sewer Maint / Ponds	562.50
		FROM 6/28 KERNAN MINI STORM CLEAR ROOTS 83535	
Total			562.50
<hr/>			
15431	7/10/2024	SWINKLES TRUCKING & EXCAVATING CORP	
61391-IN			
100-00-55200-000-000		Parks - Maint. and Utilities	864.00
		FROM 6/18/24 SCREENED SAND DARBOY PARK 61391-IN	
Total			864.00

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15432 982400447	7/10/2024	T-MOBILE	
100-07-52200-500-022		Fire Station 70 - Telephone	25.44
		FROM 5/21/24-6/20/24 FIRE	
		Total	25.44
15433 982397755	7/10/2024	T-MOBILE	
100-09-53311-500-022		Hwy Dept - Telephone	226.89
		FROM 5/21/24-6/20/24 HWY DEPT	
100-00-51600-500-022		Municipal Bldg - Telephone	151.26
		FROM 5/21/24-6/20/24 OFFICE	
		Total	378.15
15434 61725	7/10/2024	TECC SECURITY SYSTEMS INC	
240-00-51400-000-000		ARPA Expenses	3,492.68
		SURVEILLANCE SYSTEM 60% DOWN 6.1.041	
		61725	
		Total	3,492.68
15435 500-2022-01	7/10/2024	TOWN OF BUCHANAN	
100-00-52102-000-000		School Crossing Guard & Lights	1,931.33
		1/2 WAGES CROSSING GUARDS 8/1/23-7/31/24	
		6-26-24	
		Total	1,931.33
15436 17533239	7/10/2024	W.S. DARLEY & CO	
240-00-51400-000-000		ARPA Expenses	12,068.00
		FROM 7/3/24 28 SETS BOOTS-FIRE 6.1.039	
		17533239	
		Total	12,068.00
15437 5831	7/10/2024	WASTE OIL DOCTOR, LLC	
100-09-53311-505-000		Hwy Dept - Building Maint	1,310.00
		FROM 7/8/24 SERVICE	
		5831	
		Total	1,310.00
15438 ACCT G2028	7/10/2024	WI DEPT OF JUSTICE	

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Check Nbr	Check Date	Payee	Amount
100-02-51400-400-000		Gen. Admin - Supplies	259.00
	ACCT G2028 5/1 - 5/31	37 BAR & LIQUOR	
100-06-52200-400-000		Fire Dept - Supplies/Services	7.00
	ACCT G2028 5/1 - 5/31	1 FIREFIGHTER	
100-02-51400-400-000		Gen. Admin - Supplies	182.00
	ACCT G2028 6/1 - 6/30	26 BARTENDERS	
Total			448.00
15439	7/10/2024	WITMER PUBLIC SAFETY GROUP INC	
		INV503090	
100-06-52200-400-000		Fire Dept - Supplies/Services	1,085.06
	FROM 6/27/24	HEBERT HOSE CLAMP INV503090	
Total			1,085.06
15440	7/17/2024	BIRSCHBACH INSPECTION SERVICE INC	
		BUILDING INSPECTIONS FOR JUNE 2024	
100-00-52400-000-000		Building Inspector - Contract	9,605.00
		BUILDING INSPECTIONS FOR JUNE 2024	
Total			9,605.00
15441	7/17/2024	CORPORATE NETWORK SOLUTIONS, INC	
		76799	
100-02-51400-400-006		Gen. Admin - Service Contracts	994.00
		14 MICROSOFT 365 BUSINESS BASIC 1 YR 76799	
Total			994.00
15442	7/17/2024	EHLERS	
		98399	
405-00-51500-000-000		Professional Services-TID #5	6,500.00
		TID 5 PROJECT PLAN & TERRITORY AMENDMENT 98399	
Total			6,500.00
15443	7/17/2024	HENNESSEY HOMES INC	
		GRADING ESCROW RETURN N8722 CONNOR CIR	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N8722 CONNOR CIR	
Total			1,500.00
15444	7/17/2024	MCPMAHON	
		935651	

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401-00-51500-000-000		Professional Services - TID #1	646.29
		N8722 LAKE PARK RD 2 LOT CSM TID 1 935651	
Total			646.29
<hr/>			
15445	7/17/2024	NUTRITION SERVICE COMPANY	
142551, 142565			
100-09-53311-901-000		Hwy Dept - Ditching/Grading	463.98
		FROM 6/18/24 FERT,SEED - DITCHES/TERRACE 142551	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	47.80
		FROM 6/18/24 CALCIUM CHLORIDE 142565	
Total			511.78
<hr/>			
15446	7/17/2024	SRF CONSULTING GROUP INC	
17329.00-5			
100-00-57190-000-000		Capital Outlay - General Gvmnt	1,538.28
		COMPREHENSIVE PLAN UPDATE 17329.00-5	
Total			1,538.28
<hr/>			
15447	7/17/2024	STAPLES	
6006295047			
100-02-51400-400-000		Gen. Admin - Supplies	74.56
		OFFICE SUPPLIES 7/2/24 6006295047	
Total			74.56
<hr/>			
15448	7/17/2024	TECC SECURITY SYSTEMS INC	
61857			
100-02-51400-400-006		Gen. Admin - Service Contracts	132.50
		FROM 7/11/24 VIRTUAL KEY TRAINING 61857	
Total			132.50
<hr/>			
15449	7/17/2024	THE UNIFORM SHOPPE OF GREEN BAY INC	
344738, 346807			
100-06-52200-400-000		Fire Dept - Supplies/Services	34.95
		FROM 4/23/24 TRAFFIC GLOVE 344738	
100-08-52300-000-000		1st Responders - Operating Exp	92.95
		FROM 7/3/24 FLEECE JACKET 346807	
Total			127.90
<hr/>			
15450	7/17/2024	WE ENERGIES 800	
DEMOLITION GAS/ELECTRIC W6016 CAMEO CT			

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Check Nbr	Check Date	Payee	Amount
201-00-57220-000-000		Capital Outlay - Park Impact DEMOLITION GAS/ELECTRIC W6016 CAMEO CT	826.00
Total			826.00
15451	7/24/2024	AL DIX CONCRETE INC INVOICE DATED 7/12/2024	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 7/12/24 SLAB AT VILLAGE HALL	2,700.00
Total			2,700.00
15452	7/24/2024	BOUND TREE MEDICAL LLC 85411204	
100-08-52300-000-000		1st Responders - Operating Exp FROM 7/10/24 EXTRICATION COLLARS 85411204	267.60
Total			267.60
15453	7/24/2024	CHARLIE GEHL - GEHL YARD MAINTENANCE INVOICE DATED 7/21/24	
230-00-53441-000-000		Storm Sewer Maint / Ponds FROM 7/21/24 7 STUMPS GROUND OUT 7-21-24	1,050.00
Total			1,050.00
15454	7/24/2024	CLIFTON LARSON ALLEN LLP L241449018	
100-04-51500-315-015		Treasurer - Accounting FROM 7/2/24 PROGRESS BILLING 2023 AUDIT L241449018	16,000.00
Total			16,000.00
15455	7/24/2024	GENE FREDERICKSON TRUCKING & EXC., INC. 34730	
100-00-55200-000-000		Parks - Maint. and Utilities FARMERS FIELD MAPLE TREE REPLACE-STORM 34730	750.00
Total			750.00
15456	7/24/2024	GFC LEASING - WI I00937220	
100-02-51400-400-006		Gen. Admin - Service Contracts COVERAGE PERIOD 8/05/24 - 9/04/24 i00937220	274.96
Total			274.96

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15457 8331218	7/24/2024	J & R SHOP SUPPLIES	
100-09-53311-400-000		Hwy Dept - Supplies	66.50
		FROM 7/16/24 SUPPLIES 8331218	
		Total	66.50
15458 PIGB0260871	7/24/2024	JFTCO INC JOHN FABICK TRACTOR CO	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	17.53
		FROM 7/16/24 D3 DOZER HOSE PIGB0260871	
		Total	17.53
15459 38839	7/24/2024	JIM'S PLUMBING & HEATING	
100-00-55200-000-000		Parks - Maint. and Utilities	1,153.73
		FROM 7/12/24 WATER HEATER DARBOY PARK 38839	
		Total	1,153.73
15460 170418, 170419	7/24/2024	JOE'S POWER CENTER INC	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	39.98
		FROM 7/10/24 PICCO SUPER CHAIN 170418	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	143.94
		FROM 7/10/24 STIHL WORK GLOVES 170419	
		Total	183.92
15461 8209	7/24/2024	KREPLINE TRUCKING & EXCAVATING INC	
100-09-53311-900-000		Hwy Dept - Road Maintenance	158.46
		FROM 7/10/24 3/4 DENSE BASE 8209	
		Total	158.46
15462 77320	7/24/2024	LISOWE OIL DIV OF ADVANCED FUEL SERV	
100-09-53311-600-030		Hwy Dept - Fuel	3,502.84
		FROM 7/15/24 77320	
		Total	3,502.84
15463 935588, 935631-633, 935635-645, 400756	7/24/2024	MCPMAHON	

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100-09-57330-000-000		Capital Outlay - Road Projects	1,400.00
		CEDAR RIDGE ESTATES ROADWAY IMPROVEMENTS 935588	
100-09-57330-000-000		Capital Outlay - Road Projects	1,345.00
		COTTONWOOD CREEK/HAEN HEIGHTS RESURFACE 935631	
100-09-57330-000-000		Capital Outlay - Road Projects	4,209.79
		STATE PK RESRFCNG BIKE LNS SCMIDT-US10 935632	
405-00-51500-000-000		Professional Services-TID #5	7,813.50
		CTH N SITE 935633	
100-00-57220-000-000		Capital Outlay - Parks	1,471.15
		RENNWOOD PARK TOPOGRAPHIC SURVEY 935635	
100-09-57330-000-000		Capital Outlay - Road Projects	1,312.50
		PAYTEN ST ROADWAY IMPROVEMENTS 935636	
201-00-57220-000-000		Capital Outlay - Park Impact	756.00
		FARMERS FIELD PARK-ELECTRICAL SERVC PLAN 935637	
100-09-57330-000-000		Capital Outlay - Road Projects	4,788.67
		2024 ASPHALT RESURFACING PROGRAM 935638	
201-00-57220-000-000		Capital Outlay - Park Impact	695.00
		DARBOY COMM PARK TRAIL LIGHTING 935639	
100-09-57330-000-000		Capital Outlay - Road Projects	12,175.20
		HAEN HEIGHTS AREA ROADWAY IMPROVEMENTS 935640	
201-00-57220-000-000		Capital Outlay - Park Impact	2,558.81
		FARMERS FIELD ASPHALT PAVING 935641	
402-00-51500-000-000		Professional Services-TID #2	1,133.60
		CROSSROADS BUSINESS PARK 935642	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	350.00
		2024 GEN ENGINEER MONTHLY STAFF MEETING 935643	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	262.50
		2024 GEN ENG BLACK OAK ST C&G STAKING 935643	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	350.00
		2024 GEN ENG FIRE STN 60 PARK LOT PAVING 935643	
100-00-52400-200-000		Inspections - Grade Checks	3,628.40
		2024 LOT GRADE REVIEW & CHECK 935644	
230-00-53441-200-000		Stormwater Plan / Munic Fees	87.50
		24 STREET STORM SEWER BREEZY MEADOWS SUB 935645	
230-00-53441-000-000		Storm Sewer Maint / Ponds	1,079.40
		24 STREET STORM SEWER CEDAR VIEW SUBDIV 935645	
100-02-51400-400-006		Gen. Admin - Service Contracts	1,531.50
		MANAGEMENT COUNSEL INTERIM MGR & FIN DIR 400756	

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Total			46,948.52
15463	7/24/2024	MCAHON	
935645		CORRECT GL NUMBER	
			Manual Check
230-00-53441-200-000		Stormwater Plan / Munic Fees	1,079.40
		24 STREET STORM SEWER CEDAR VIEW SUBDIV 935645	
230-00-53441-000-000		Storm Sewer Maint / Ponds	-1,079.40
		CORRECT 24 STREET STORM SEWER CEDAR VIEW 935645	
Total			0.00
15464	7/24/2024	NORTHWOODS FIRE PROTECTION	
33325, 33326			
100-06-52200-400-000		Fire Dept - Supplies/Services	646.42
		FROM 6/18/24 ANNL MAIN EXTINGUISHER ST70 33325	
100-06-52200-400-000		Fire Dept - Supplies/Services	293.42
		FROM 6/18/24 ANNL MAIN EXTINGUISHER ST60 33326	
Total			939.84
15464	7/24/2024	NORTHWOODS FIRE PROTECTION	
MOVE TO ANNUAL TESTS/CERTS GL			
			Manual Check
100-06-52200-400-000		Fire Dept - Supplies/Services	-646.42
		FROM 6/18/24 ANNL MAIN EXTINGUISHER ST70 33325	
100-06-52200-400-000		Fire Dept - Supplies/Services	-293.42
		FROM 6/18/24 ANNL MAIN EXTINGUISHER ST60 33326	
100-06-52200-404-000		Fire Dept - Annual Tests/Certs	646.42
		FROM 6/18/24 ANNL MAIN EXTINGUISHER ST70 33325	
100-06-52200-404-000		Fire Dept - Annual Tests/Certs	293.42
		FROM 6/18/24 ANNL MAIN EXTINGUISHER ST60 33326	
Total			0.00
15465	7/24/2024	POMP'S TIRE SERVICE INC.	
320154732, 320154739			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	206.03
		FROM 7/16/24 TIRE 320154732	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	722.44
		FROM 7/16/24 TRK #17 TIRE 320154739	
Total			928.47
15466	7/24/2024	ROCKET INDUSTRIAL	
IN00480714			

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100-09-53311-400-000		Hwy Dept - Supplies	280.64
	FROM 7/17/24	ROLL TOWELS IN00480714	
		Total	280.64
15467	7/24/2024	STAPLES	
6006630689			
100-02-51400-400-000		Gen. Admin - Supplies	54.64
	OFFICE SUPPLIES 7/12/24	6006630689	
		Total	54.64
15468	7/24/2024	SUPERIOR VISION INSURANCE	
835609			
100-09-53311-200-000		Hwy Dept - Benefits	150.16
	SHOP VISION INSURANCE AUG 24	835609	
100-02-51400-200-000		Gen. Admin - Benefits	119.15
	OFFICE VISION INSURANCE AUG 24	835609	
100-01-51101-200-000		Planning - Benefits	0.00
	PLANNER VISION INSURANCE AUG 24	835609	
100-06-52200-200-000		Fire Dept - Benefits	25.64
	FIRE VISION INSURANCE AUG 24	835609	
100-00-14500-000-000		Due from Special Purpose Dist.	91.56
	UTILITIES VISION INSURANCE AUG 24	835609	
		Total	386.51
15469	7/24/2024	TASC	
IN3157159			
100-02-51400-400-006		Gen. Admin - Service Contracts	39.62
	JULY 2024 BILLING	IN3157159	
		Total	39.62
15470	7/24/2024	TITAN MACHINERY APPLICATION CENTER	
PS0317908-1			
240-00-51400-000-000		ARPA Expenses	11,003.33
	FROM 7/26/24 BRINE TANK & STAND 6.1.032	PS0317908-1	
		Total	11,003.33
15471	7/24/2024	VERIZON WIRELESS	
9968328525			
100-00-51600-500-022		Municipal Bldg - Telephone	455.82
	6/6-7/5 OFFICE	9968328525	

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Accounting Checks

Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
100-09-53311-500-022		Hwy Dept - Telephone	642.87
	6/6-7/5	HWY DEPT	9968328525
100-07-52200-500-022		Fire Station 70 - Telephone	75.97
	6/6-7/5	FIRE	9968328525
Total			1,174.66

15472 7/31/2024 ALEXANDER STAMOS
GRADING ESCROW RETURN N9239 LAURA ST

100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N9239 LAURA ST	
Total			1,500.00

15473 7/31/2024 ASSOCIATED BANK GREEN BAY NA
415-101,415-102,415-103,415-104,415-105

301-00-58290-000-000		G.O. Debt Interest	10,415.00
		GO PROM NOTE INTEREST SEP 24 415-101	
301-00-58290-000-000		G.O. Debt Interest	8,700.00
		GO PROM NOTE INTEREST SEP 24 415-102	
301-00-58290-000-000		G.O. Debt Interest	8,700.00
		GO PROM NOTE INTEREST SEP 24 415-103	
301-00-58290-000-000		G.O. Debt Interest	21,650.00
		GO PROM NOTE INTEREST SEP 24 415-104	
301-00-58290-000-000		G.O. Debt Interest	16,100.00
		GO PROM NOTE INTEREST SEP 24 415-105	
Total			65,565.00

15474 7/31/2024 AUGUST WINTER & SONS INC
60280

100-09-53311-505-000		Hwy Dept - Building Maint	885.55
		FROM 7/30/24 HVAC SRVC CALL	60280
Total			885.55

15475 7/31/2024 BEN FOUTS
GRADING ESCROW RETURN W5541 TONYS WAY

100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5541 TONYS WAY	
Total			1,500.00

15476 7/31/2024 BROOKS TRACTOR INC - SUN PRAIRIE
PA# 10337262

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Accounting Checks

Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
100-09-57324-000-000		Capital Outlay - Hwy. Equip	21,995.00
		2024 B&D GRAPPLE 10337262	
		Total	21,995.00
15477	7/31/2024	BROOKS TRACTOR INC - SUN PRAIRIE D24518	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	284.81
		FROM 7/25/24 FITTINGS D24518	
		Total	284.81
15478	7/31/2024	CYPRESS HOMES INC ESCROW RETURN N9354 DUSTY DR	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN N9354 DUSTY DR	
		Total	1,500.00
15479	7/31/2024	DAVID OR SHERI ROEN GRADING ESCROW RETURN N6695 HARRISON RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N6695 HARRISON RD	
		Total	1,500.00
15480	7/31/2024	DICKS FAMILY FOODS 2-143797, 144110, 037, 150442, 1-168433	
100-06-52200-400-000		Fire Dept - Supplies/Services	105.05
		FROM 6/2/24 FOOD 2-00143797	
100-06-52200-400-000		Fire Dept - Supplies/Services	29.54
		FROM 6/3/24 FOOD 2-00144110	
100-06-52200-400-000		Fire Dept - Supplies/Services	45.35
		FROM 6/3/24 FOOD 2-00144037	
100-06-52200-400-000		Fire Dept - Supplies/Services	146.35
		FROM 7/2/24 GATORADE/WATER/SODA 2-00150442	
100-06-52200-400-000		Fire Dept - Supplies/Services	221.29
		FROM 7/12/24 GATORADE/WATER/SODA 1-00168433	
		Total	547.58
15481	7/31/2024	DRAKE HOMES ESCROW RETURN W5893 WOODLAND RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN W5893 WOODLAND RD	

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Accounting Checks

Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
Total			1,500.00
15482	7/31/2024	GANNETT WISCONSIN LOCALiQ 6477552, 6478064	
100-01-51101-800-000		Planning - Publications BILLING 6/1-6/30 JOINT REVIEW TID 5 6477552	202.78
100-01-51101-800-000		Planning - Publications BILLING 6/1-6/30 PLAN COMM 6477552	102.26
100-01-51101-800-000		Planning - Publications BILLING 6/1-6/30 JOINT REVIEW TID 2 6477552	76.33
100-01-51101-800-000		Planning - Publications BILLING 6/1-6/30 JOINT REVIEW TID ANNUAL 6477552	27.04
100-02-51400-800-000		Gen. Admin - Publications BILLING 6/1-6/30 BIDS-FARMERS PAVING 6477552	163.68
100-02-51400-800-000		Gen. Admin - Publications BILLING 6/1-6/30 ASSESS,OPEN BOOK,BOR 6477552	166.54
100-02-51400-800-000		Gen. Admin - Publications BILLING 6/1-6/30 BIDS STATE PARK PAVING 6478064	175.30
Total			913.93
15483	7/31/2024	GFL ENVIRONMENTAL U30000152762	
100-00-53620-000-000		Refuse and Garbage Services COMMUNITY PARK TRASH PICKUP AUG U30000152762	79.00
Total			79.00
15484	7/31/2024	GFL ENVIRONMENTAL U30000152978	
100-00-53620-000-000		Refuse and Garbage Services RES TRASH FOR JUL U30000152978	33,084.40
100-00-53635-000-000		Recycling Services RES RECYCLING FOR JUL U30000152978	22,047.15
100-00-53620-000-000		Refuse and Garbage Services COMMERCIAL TRASH DUMPSTER VHALL JUL U30000152978	89.59
100-00-53635-000-000		Recycling Services COMMERCIAL RECYCLING DUMPSTER VHALL JUL U30000152978	61.13
100-00-53620-000-000		Refuse and Garbage Services DAMAGED CARTS N/A	0.00

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NICOLET (INVESTORS) BANK VOH

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Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53620-000-000		Refuse and Garbage Services	0.00
		FUEL SURCHARGE RESIDENT PICKUP NA	
100-00-53620-000-000		Refuse and Garbage Services	33.25
		FUEL SURCHARGE VILLAGE HALL PICKUP U30000152978	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		CONTAMINATION CHRG - NA	
100-00-53620-000-000		Refuse and Garbage Services	50.00
		BULKY ITEM PICKUP - N9118 CHERRY MEADOW U30000152978	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		FALL YARD PICKUP NA	
100-00-53620-000-000		Refuse and Garbage Services	50.00
		BULKY ITEM PICKUP - W5582 BRANDON WAY U30000152978	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		SPRING YARD PICKUP NA	
100-00-53620-000-000		Refuse and Garbage Services	50.00
		BULKY ITEM PICKUP - W5821 HEARTHSTONE DR U30000152978	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
Total			55,465.52
<hr/>			
15485	7/31/2024	KL ENGINEERING	
20240785			
100-00-57230-000-000		Capital Outlay - Trails	483.02
		FR 7/23HIGHCLIFF TRAIL FEASIBILITY STUDY 20240785	
Total			483.02
<hr/>			
15486	7/31/2024	LEXINGTON HOMES INC	
ESCROW RTN W6535, 6545, 6549 STEAMBOAT			
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN W6535 STEAMBOAT LN	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN W6545 STEAMBOAT LN	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN W6549 STEAMBOAT LN	
Total			4,500.00

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

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Check Nbr	Check Date	Payee	Amount
15487 R35440	7/31/2024	LINCOLN CONTRACTORS SUPPLY, INC	
230-00-53441-000-000		Storm Sewer Maint / Ponds	246.21
		FROM 7/25/27 RIDER TRENCHER RENTAL R35440	
		Total	246.21
15488 44164561	7/31/2024	LINDE GAS & EQUIPMENT INC	
100-09-53311-400-000		Hwy Dept - Supplies	37.45
		FROM 7/23/24 CYLINDER RENT 44164561	
		Total	37.45
15489 898	7/31/2024	LISOWE OIL DIV OF ADVANCED FUEL SERV	
100-09-53311-600-030		Hwy Dept - Fuel	3,007.80
		FROM 7/24/24 898	
		Total	3,007.80
15490 352657	7/31/2024	MCC, INC	
100-09-53311-900-000		Hwy Dept - Road Maintenance	702.72
		FROM 7/22/24 ASPHALT MIX 352657	
		Total	702.72
15491 935734	7/31/2024	MCCMAHON	
230-00-53441-200-000		Stormwater Plan / Munic Fees	195.00
		2024 ECOLOGICAL SERVICES LAKEVIEW POND 935734	
		Total	195.00
15492 ESCROW RETURN W5551 GREY DR	7/31/2024	MIDWEST DESIGN HOMES INC	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN W5551 GREY DR	
		Total	1,500.00
15493 6011568517636189	7/31/2024	OFFICE DEPOT BUSINESS CREDIT - VOH	
100-02-51400-400-000		Gen. Admin - Supplies	200.25
		FROM 7/2 PAPER, ENVELOPES	

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
Total			200.25
15494	7/31/2024	ROBERT LIEBHABER GRADING ESCROW RETURN N9358 VARSITY LN	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9358 VARSITY LN	1,500.00
Total			1,500.00
15495	7/31/2024	RUCON CONSTRUCTION INC ESCROW RETURN N9231 LAURA ST	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN N9231 LAURA ST	1,500.00
Total			1,500.00
15496	7/31/2024	SCHMIDT BROS CUSTOM HOMES INC ESCROW RETURN N8881 DUBLIN PASS	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN N8881 DUBLIN PASS	1,500.00
Total			1,500.00
15497	7/31/2024	SCHMIDT BROS CUSTOM HOMES INC GRADING ESCROW RTN N9232, 9264 TOUCHDOWN	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9232 TOUCHDOWN	1,500.00
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9264 TOUCHDOWN	1,500.00
Total			3,000.00
15498	7/31/2024	SILVERTREE HOMES LLC ESCROW RETURN W5813 EDGEWOOD DR	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN W5813 EDGEWOOD DR	1,500.00
Total			1,500.00
15499	7/31/2024	STAPLES 6006931700	
100-02-51400-400-000		Gen. Admin - Supplies OFFICE SUPPLIES 7/17/24	23.65
		6006931700	
100-00-51100-400-000		Village Board-Supplies FROM 7/17/24 MINUTES/ORDS/RES BINDERS	78.75
		6006931700	

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
Total			102.40
15500	7/31/2024	TROY WILKER GRADING ESCROW RETURN W5671 VANS RD	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W5671 VANS RD	1,500.00
Total			1,500.00
15501	7/31/2024	WISCONSIN EMS ASSOCIATION STE-101-2024-16	
100-06-52200-305-000		Fire Dept - Training/Mem DEPARTMENT MEMBERSHIP	600.00
		STE101-2024-16	
Total			600.00
Grand Total			551,064.25

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 7/01/2024 From Account:
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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	426,323.26
Total Expenditure from Fund # 201 - PARK IMPACT FEES	10,007.37
Total Expenditure from Fund # 230 - STORM WATER UTILITY FEES	3,220.61
Total Expenditure from Fund # 240 - FEDERAL FUNDS - ARPA	28,854.62
Total Expenditure from Fund # 301 - DEBT SERVICE - GEN. OBLIGATION	65,565.00
Total Expenditure from Fund # 401 - TAX INCREMENTAL DISTRICT #1	646.29
Total Expenditure from Fund # 402 - TAX INCREMENTAL DISTRICT #2	2,133.60
Total Expenditure from Fund # 405 - TAX INCREMENTAL DISTRICT #5	14,313.50
Total Expenditure from all Funds	551,064.25

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NICOLET (INVESTORS) BANK VOH

Payroll Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	62,615.54
Total Expenditure from Fund # 610 - WATER UTILITY	14,924.53
Total Expenditure from Fund # 620 - SEWER UTILITY	15,296.17
Total Expenditure from all Funds	92,836.24

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
<hr/>			
EFT	7/01/2024	VERIZON WIRELESS - UTILITIES	
		SHARE OF EMERGENCY PHONE	
			Manual Check
610-00-57641-000-000		Operation Supplies & Expenses	17.21
		SHARE OF EMERGENCY PHONE 9966135089	
620-00-57827-000-000		Operation Supplies & Expenses	42.47
		LS6 DIALER & SHARE OF EMERGENCY PHONE 9966135089	
		Total	59.68
<hr/>			
EFT	7/09/2024	MARCO TECHNOLOGIES LLC - UTILITIES	
	06/25/24	Copier Lease	
			Manual Check
610-00-57921-000-000		Office Supplies & Expenses	90.87
		06/25/24 Copier Lease 36871900	
620-00-57851-000-000		Office Supplies & Expenses	90.87
		06/25/24 Copier Lease 36871900	
		Total	181.74
<hr/>			
EFT	7/09/2024	KWIK TRIP - UTILITIES	
	06/24/24	FUEL	
			Manual Check
610-00-57933-000-000		Transportation Expense	292.12
		06/24/24-FUEL NP66659375	
620-00-57828-000-000		Transportation Expense	292.13
		06/24/24-FUEL NP66659375	
		Total	584.25
<hr/>			
EFT	7/09/2024	OFFICE DEPOT BUSINESS CREDIT - HU	
	369939326001	06/03/24 Copier Paper	
			Manual Check
610-00-57921-000-000		Office Supplies & Expenses	19.76
		369939326001 06/03/24 Copier Paper	
620-00-57851-000-000		Office Supplies & Expenses	19.76
		369939326001 06/03/24 Copier Paper	
		Total	39.52
<hr/>			
EFT	7/09/2024	WE ENERGIES - 00003	
	0705461764-00003	COA Mtr #2 - Electric	
			Manual Check
610-00-57641-000-000		Operation Supplies & Expenses	28.49
		0705461764-00003 COA Mtr #2 - Electric 07092024-00003	
		Total	28.49
<hr/>			
EFT	7/15/2024	WE ENERGIES - 00010	
	0705461764-00010	LS#4 - Gas	
			Manual Check

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 7/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
620-00-57821-000-000		Fuel/Power Purchase - Pumping	13.55
		0705461764-00010 LS#4 - Gas	
		07152024-00010	
Total			13.55

EFT 7/15/2024 WE ENERGIES - 00006
0705461764-00006 | Fox Crsng Mtr - Elec **Manual Check**

610-00-57641-000-000		Operation Supplies & Expenses	22.91
		0705461764-00006 Fox Crsng Mtr - Elec	
		07152024-00006	
Total			22.91

EFT 7/24/2024 CHARTER COMMUNICATIONS - UTILITIES
Acct# 8348 10 427 0026135 Internet **Manual Check**

610-00-57921-000-000		Office Supplies & Expenses	64.99
		Acct# 8348 10 427 0026135 Internet	
		153078301070724	
620-00-57851-000-000		Office Supplies & Expenses	65.00
		Acct# 8348 10 427 0026135 Internet	
		153078301070724	
Total			129.99

EFT 7/24/2024 WE ENERGIES - 00004
0705461764-00004 | LS#3 Electric **Manual Check**

620-00-57821-000-000		Fuel/Power Purchase - Pumping	123.73
		0705461764-00004 LS#3 Electric	
		07242024-00004	
Total			123.73

EFT 7/25/2024 MENASHA UTILITIES
ACCT#3266037-00 |Elec Plank Rd-Meter Pit **Manual Check**

620-00-57827-000-000		Operation Supplies & Expenses	11.34
		ACCT#3266037-00 Elec Plank Rd-Meter Pit	
610-00-57641-000-000		Operation Supplies & Expenses	16.42
		ACCT#3265998-00 COA Water #1 Electric	
620-00-57821-000-000		Fuel/Power Purchase - Pumping	1,142.26
		ACCT#3265946-00 LS #4 Electric	
620-00-57827-000-000		Operation Supplies & Expenses	11.39
		ACCT#3265946-00 Storm Water Charge	
Total			1,181.41

EFT 7/24/2024 RELIANCE STANDARD LIFE INSURANCE COMPANY
UTILITIES AUG 2024 LIFE & DISABILITY **Manual Check**

610-00-57926-000-000		Employee Pensions & Benefits	101.81
		UTILITIES AUG 2024 LIFE & DISABILITY	

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57854-000-000		Employee Pensions & Benefits	101.82
		UTILITIES AUG 2024 LIFE & DISABILITY	
Total			203.63

EFT 7/26/2024 AT&T - UTILITIES
ACCT#920-380-0991 MTR STN #2 DIALER

Manual Check

610-00-57641-000-000		Operation Supplies & Expenses	23.48
		ACCT#920-380-0991 MTR STN #2 DIALER 920380099107-24	
620-00-57827-000-000		Operation Supplies & Expenses	42.59
		ACCT#920-380-0977 LS#3 DIALER 920380099107-24	
620-00-57827-000-000		Operation Supplies & Expenses	42.59
		ACCT#920-380-0982 LS#2 DIALER 920380099107-24	
620-00-57827-000-000		Operation Supplies & Expenses	42.59
		ACCT#920-380-0987 LS#1 DIALER 920380099107-24	
610-00-57641-000-000		Operation Supplies & Expenses	42.40
		ACCT#920-380-0992 MTR STN #1 DIALER 920380099107-24	
620-00-57827-000-000		Operation Supplies & Expenses	0.00
		ACCT#920-380-0996 LS#4 DIALER 920380099107-24	
Total			193.65

EFT 7/29/2024 WE ENERGIES - 00009
0705461764-00009 | HU Main - Electric

Manual Check

610-00-57921-000-000		Office Supplies & Expenses	486.99
		0705461764-00009 HU Main - Electric 07292024-00009	
620-00-57851-000-000		Office Supplies & Expenses	486.99
		0705461764-00009 HU Main - Electric 07292024-00009	
Total			973.98

EFT 7/29/2024 WE ENERGIES - 00005
0705461764-00005 | HU Main - Gas

Manual Check

610-00-57921-000-000		Office Supplies & Expenses	7.13
		0705461764-00005 HU Main - Gas 07292024-00005	
620-00-57851-000-000		Office Supplies & Expenses	7.13
		0705461764-00005 HU Main - Gas 07292024-00005	
Total			14.26

EFT 7/29/2024 WE ENERGIES - 00002
0705461764-00002 | LS#2 Electric

Manual Check

620-00-57821-000-000		Fuel/Power Purchase - Pumping	109.88
		0705461764-00002 LS#2 Electric 07292024-00002	

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			109.88
<hr/>			
EFT	7/29/2024	WE ENERGIES - 00001	
0705461764-00001	LS#1 Electric & Gas		Manual Check
620-00-57821-000-000	Fuel/Power Purchase - Pumping		351.16
0705461764-00001	LS#1 Electric & Gas 07292024-00001		
Total			351.16
<hr/>			
EFT	7/30/2024	WE ENERGIES - 00007	
0705461764-00007	LS#6 Electric & Gas		Manual Check
620-00-57821-000-000	Fuel/Power Purchase - Pumping		138.19
0705461764-00007	LS#6 Electric & Gas 07302024-00007		
Total			138.19
<hr/>			
EFT	7/30/2024	VERIZON WIRELESS - UTILITIES	
SHARE OF EMERGENCY PHONE			Manual Check
610-00-57641-000-000	Operation Supplies & Expenses		17.21
	SHARE OF EMERGENCY PHONE 9968568847		
620-00-57827-000-000	Operation Supplies & Expenses		42.65
	LS6 DIALER & SHARE OF EMERGENCY PHONE 9968568847		
Total			59.86
<hr/>			
EFT	7/31/2024	OFFICE DEPOT BUSINESS CREDIT - HU	
371744284001	6/21/24 Copier Paper		Manual Check
610-00-57921-000-000	Office Supplies & Expenses		19.99
	371744284001 6/21/24 Copier Paper		
620-00-57851-000-000	Office Supplies & Expenses		20.00
	371744284001 6/21/24 Copier Paper		
Total			39.99
<hr/>			
10754	7/10/2024	AIRGAS USA LLC	
6/20/24 Welding Gas for Wire Feed Welder			
610-00-57641-000-000	Operation Supplies & Expenses		51.06
	6/20/24 Welding Gas for Wire Feed Welder 9151055265		
620-00-57827-000-000	Operation Supplies & Expenses		51.06
	6/20/24 Welding Gas for Wire Feed Welder 9151055265		
Total			102.12
<hr/>			
10755	7/10/2024	COMMUNITY FIRST CU - VISA	
6/28/24 *7123 & *6280			

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Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57641-000-000	5/31/24	Operation Supplies & Expenses Amazon Kneeler Board	17.13
620-00-57827-000-000	5/31/24	Operation Supplies & Expenses Amazon Kneeler Board	17.14
610-00-57930-000-000	6/7/24	Miscellaneous General Expense Amazon Misc. Supplies	20.95
620-00-57856-000-000	6/7/24	Miscellaneous General Expense Amazon Misc. Supplies	20.96
610-00-57641-000-000	6/7/24	Operation Supplies & Expenses Amazon Humidifier Sensor	23.30
610-00-57641-000-000	6/18/24	Operation Supplies & Expenses Amazon Rhino Grip	38.12
620-00-57827-000-000	6/18/24	Operation Supplies & Expenses Amazon Rhino Grip	38.13
610-00-57641-000-000	6/18/24	Operation Supplies & Expenses Amazon Kneeler Boards	29.64
620-00-57827-000-000	6/18/24	Operation Supplies & Expenses Amazon Kneeler Boards	29.64
610-00-57930-000-000	6/24/24	Miscellaneous General Expense Amazon Misc. Supplies	20.89
620-00-57856-000-000	6/24/24	Miscellaneous General Expense Amazon Misc. Supplies	20.89
610-00-57930-000-000	6/3/24	Miscellaneous General Expense FVTC GTL Training	86.48
620-00-57856-000-000	6/3/24	Miscellaneous General Expense FVTC GTL Training	86.48
610-00-57641-000-000	6/19/24	Operation Supplies & Expenses Morton Safety Supplies	65.82
620-00-57827-000-000	6/19/24	Operation Supplies & Expenses Morton Safety Supplies	65.82
610-00-57921-000-000	4/22/24	Office Supplies & Expenses ADOBE MONTHLY SUBSCRIPTION	6.82
620-00-57851-000-000	4/22/24	Office Supplies & Expenses ADOBE MONTHLY SUBSCRIPTION	6.82
Total			595.03

10756 7/10/2024 FOX CROSSING UTILITIES
3/20/24-6/19/24 Water Base & Vol

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Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57601-000-000		Purchased Water - COA / FC	676.98
	3/20/24-6/19/24	Water Base & Vol	
Total			676.98

10757 7/10/2024 GFL ENVIRONMENTAL
U30000149707

610-00-57930-000-000		Miscellaneous General Expense	62.39
		COMMERCIAL TRASH DUMPSTER/RECY JUL U30000149707	
620-00-57856-000-000		Miscellaneous General Expense	62.40
		COMMERCIAL TRASH DUMPSTER/RECY JUL U30000149707	
Total			124.79

10758 7/10/2024 SERVICEMASTER BUILDING MAINTENANCE
7/1/24 - JUL 2024 CLEANING SERVICE

610-00-57935-000-000		Maintenance of General Plant	162.50
	7/1/24 - JUL 2024	CLEANING SERVICE 45324	
620-00-57834-000-000		Maintenance of General Plant	162.50
	7/1/24 - JUL 2024	CLEANING SERVICE 45324	
Total			325.00

10759 7/10/2024 SUPERIOR CHEMICAL LLC
Weed Control Products

610-00-57935-000-000		Maintenance of General Plant	149.80
	7/3/24	AERO KNOCK OUT (5GAL) 394969	
620-00-57834-000-000		Maintenance of General Plant	149.80
	7/3/24	AERO KNOCK OUT (5GAL) 394969	
610-00-57935-000-000		Maintenance of General Plant	39.01
	7/3/24	AERO TITANIC AQUATIC (1GAL) 394969	
620-00-57834-000-000		Maintenance of General Plant	39.01
	7/3/24	AERO TITANIC AQUATIC (1GAL) 394969	
Total			377.62

10760 7/10/2024 T-MOBILE
982397755

610-00-57641-000-000		Operation Supplies & Expenses	37.81
		FROM 5/21/24-6/20/24 UTILITIES PHONES	
620-00-57827-000-000		Operation Supplies & Expenses	37.82
		FROM 5/21/24-6/20/24 UTILITIES PHONES	
610-00-57641-000-000		Operation Supplies & Expenses	44.10
		FROM 5/21/24-6/20/24 UTILITIES PADS	

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Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57827-000-000		Operation Supplies & Expenses FROM 5/21/24-6/20/24 UTILITIES PADS	44.10
Total			163.83

10761 7/10/2024 VILLAGE OF HARRISON - UTILITIES REIMB
REIMBURSE 13% LEASE POSTAGE MACHINE

610-00-57921-000-000		Office Supplies & Expenses REIMBURSE 13% LEASE POSTAGE MACHINE	9.33
620-00-57851-000-000		Office Supplies & Expenses REIMBURSE 13% LEASE POSTAGE METER	9.33
610-00-57921-000-000		Office Supplies & Expenses REIMBURSE POSTAGE 2ND QTR	86.66
620-00-57851-000-000		Office Supplies & Expenses REIMBURSE POSTAGE 2ND QTR	86.66
Total			191.98

10762 7/17/2024 DIGGERS HOTLINE, INC.
7/13/24 Prepayment Net of Credit

610-00-57641-000-000		Operation Supplies & Expenses 7/13/24 Prepayment Net of Credit 240 7 34101 PP1	658.05
620-00-57827-000-000		Operation Supplies & Expenses 7/13/24 Prepayment Net of Credit 240 7 34101 PP1	658.06
Total			1,316.11

10763 7/17/2024 ENDURACLEAN, INC.
6/23/24 Utility Marking Paint & Flags

620-00-57827-000-000		Operation Supplies & Expenses 6/23/24 Green Utility Paint (2 Cases) 16193	249.78
610-00-57641-000-000		Operation Supplies & Expenses 6/23/24 Blue Utility Paint (6 Cases) 16193	749.34
610-00-57641-000-000		Operation Supplies & Expenses 6/23/24 Blue Utility Flags (2 CS 1,000) 16193	699.98
Total			1,699.10

10764 7/17/2024 MARTENSON & EISELE INC
Engineering Services through 6/30/24

610-00-57923-000-000		Outside Services Employed General Requests through 6/30/24 64297	225.00
620-00-57852-000-000		Outside Services Employed General Requests through 6/30/24 64297	225.00

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Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57852-000-000		Outside Services Employed	5,076.00
		LS3 FM Project through 6/30/24 64290	
610-00-57923-000-000		Outside Services Employed	2,114.43
		GIS Mapping Services through 6/30/24 64291	
620-00-57852-000-000		Outside Services Employed	2,114.44
		GIS Mapping Services through 6/30/24 64291	
610-00-13143-000-000		Due from Developers	300.00
		Cedar View through 6/30/24 64302	
620-00-13143-000-000		Due from Developers	300.00
		Cedar View through 6/30/24 64302	
610-00-13143-000-000		Due from Developers	150.00
		Breezy Meadows through 6/30/24 64300	
620-00-13143-000-000		Due from Developers	150.00
		Breezy Meadows through 6/30/24 64300	
Total			10,654.87

10765 7/17/2024 VILLAGE OF HARRISON
2023 Water PILOT

610-00-25236-000-000		Taxes Accrued	67,722.00
		2023 Water PILOT	
Total			67,722.00

10766 7/24/2024 CLEAN WATER TESTING LLC
7/19/24 Monthly Water Bacteria Tests

610-00-57641-000-000		Operation Supplies & Expenses	96.00
		7/19/24 Monthly Water Bacteria Tests 9009118119	
Total			96.00

10767 7/24/2024 CLIFTON LARSON ALLEN LLP
L241449018

610-00-57923-000-000		Outside Services Employed	8,000.00
		FROM 7/2/24 PROGRESS BILLING 2023 AUDIT L241449018	
620-00-57852-000-000		Outside Services Employed	5,610.00
		FROM 7/2/24 PROGRESS BILLING 2023 AUDIT L241449018	
Total			13,610.00

10768 7/24/2024 FERGUSON WATERWORKS #1476
7/17/24 1.5" Transmitters (3ct)

610-00-18346-000-000		Meters	1,098.00
		7/17/24 1.5" Transmitters (3ct) 419393	

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Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			1,098.00
10769	7/24/2024	GREAT LAKES TV SEAL INC	
	6/30/24	Jet/TV 46,022 LF	
620-00-57831-000-000		Maintenance Sewage Collect Sys	32,230.91
	6/30/24	Jet/TV 46,022 LF 22816	
Total			32,230.91
10770	7/24/2024	JACKS LAWN & LANDSCAPE	
	7/11/24	Restoration at W6675 FL6	
610-00-57652-000-000		Maintenance of Services	1,097.00
	7/11/24	Restoration at W6675 FL6 3746	
Total			1,097.00
10771	7/24/2024	POMP'S TIRE SERVICE INC.	
	7/16/24	F-150 Maintenance	
610-00-57933-000-000		Transportation Expense	52.80
	7/16/24	F-150 Maintenance 320154737	
620-00-57828-000-000		Transportation Expense	52.81
	7/16/24	F-150 Maintenance 320154737	
Total			105.61
10772	7/24/2024	VERIZON WIRELESS	
		9968328525	
610-00-57641-000-000		Operation Supplies & Expenses	112.64
	6/6-7/5	UTILITIES PHONES 9968328525	
620-00-57827-000-000		Operation Supplies & Expenses	112.64
	6/6-7/5	UTILITIES PHONES 9968328525	
610-00-57641-000-000		Operation Supplies & Expenses	110.04
	6/6-7/5	UTILITIES PADS 9968328525	
620-00-57827-000-000		Operation Supplies & Expenses	110.04
	6/6-7/5	UTILITIES PADS 9968328525	
Total			445.36
10773	7/31/2024	BOUCHER'S HEATING & COOLING, INC.	
	7/11/24	Motor & Service for A/C Unit	
610-00-57935-000-000		Maintenance of General Plant	304.77
	7/11/24	Motor & Service for A/C Unit i5360	
620-00-57834-000-000		Maintenance of General Plant	304.78
	7/11/24	Motor & Service for A/C Unit i5360	

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Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			609.55
10774	7/31/2024	GFL ENVIRONMENTAL U30000152978	
610-00-57930-000-000		Miscellaneous General Expense COMMERCIAL TRASH DUMPSTER/RECY AUG U30000152978	62.39
620-00-57856-000-000		Miscellaneous General Expense COMMERCIAL TRASH DUMPSTER/RECY AUG U30000152978	62.40
Total			124.79
10775	7/31/2024	NEENAH-MENASHA SEWERAGE COMMISSION AUG 2024 Bill Based on JUN 2024 Measures	
620-00-57829-000-000		Sewerage Treatment Charges AUG 2024 Bill Based on JUN 2024 Measures 2024-230	23,095.34
620-00-57870-000-000		Interest Expense - CWF Loan AUG 2024 CWF Loan - Interest 2024-236	1,007.00
620-00-57875-000-000		Amortization Expense-CWF Loan AUG 2024 CWF Loan - Debt 2024-236	4,268.00
620-00-57870-000-000		Interest Expense - CWF Loan AUG 2024 SLDG BLDG LOAN INTEREST 2024-236	291.00
620-00-57875-000-000		Amortization Expense-CWF Loan AUG 2024 SLDG BLDG LOAN DEBT 2024-236	1,619.00
Total			30,280.34
10776	7/31/2024	PRECISION WATER METER TESTING 7/23/24 LARGE METER TESTING	
610-00-57653-000-000		Maintenance of Meters 7/23/24 LARGE METER TESTING 047-24	2,448.00
Total			2,448.00
Grand Total			170,544.86

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Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 610 - WATER UTILITY	88,881.01
Total Expenditure from Fund # 620 - SEWER UTILITY	81,663.85
Total Expenditure from all Funds	170,544.86

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Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	7/02/2024	PSN INVOICE - UTILITIES	
	JUNE 2024	PSN Monthly Fee	
			Manual Check
610-00-57923-000-000		Outside Services Employed	24.97
	JUNE 2024	PSN Monthly Fee	296260
620-00-57852-000-000		Outside Services Employed	24.98
	JUNE 2024	PSN Monthly Fee	296260
		Total	49.95
		Grand Total	49.95

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 7/01/2024 From Account:
Thru: 7/31/2024 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 610 - WATER UTILITY	24.97
Total Expenditure from Fund # 620 - SEWER UTILITY	24.98
Total Expenditure from all Funds	49.95

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Asst. Village Manager

Meeting Date:

August 27, 2024

Title:

Confirm Appointment of Citizen Member to the Plan Commission - Partial Term

Issue:

Member of the Plan Commission has resigned and a new appointment needs Board confirmation.

Background and Additional Information:

Robert Mayfield notified the Village on August 7, 2024 that he was respectfully resigning from his Citizen Member seat on the Plan Commission effective immediately. He thanks the Village and the committee for allowing him to serve the Village of Harrison community over the past year.

As you may recall, Dennis Reed also resigned his citizen seat earlier this year. Therefore, there are two citizen member, partial term, vacancies; one term expires April 30, 2025 and the other expires April 30, 2026.

The office accepts applications for various boards, commissions, or appointments throughout the year for when this situation happens. Assistant Village Manager Pelishek reviewed the applications on file and reached out to two individuals that were strong candidates for the previous Plan Commission vacancy.

Michael Linzmeier quickly responded and affirmed that he is still interested in the appointment. Mr. Linzmeier is committed to the future of the Village, has lots of positive energy, and would bring another perspective to the Commission. Staff relayed this information to the Village President for her consideration to appoint him to fulfill the remainder of the term expiring on April 30, 2026.

Staff is expecting the appointment for the remaining vacated seat will be ready for confirmation at the Board's September meeting.

Budget Impacts:

none

Recommended Action:

Confirm the Village President's appointment of Michael Linzmeier to Citizen Member of the Plan Commission to complete the vacated term set to expire on April 30, 2026.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Brandon Barlow, Utilities Office Manager and Chad Pelishek, August 27, 2024
Assistant Village Manager

Meeting Date:

Title:

Ordinance V24-12, Repealing Chapter 30 of the Village of Harrison Municipal Code and Adopting New Revised Chapter 30 of Village of Harrison Municipal Code.

Issue:

Background and Additional Information:

A draft of the revised Chapter 30 Code was presented at the Village Board's public meeting on July 30th, 2024. A complete copy of which was included in the July 30, 2024 Meeting Packet and can be viewed on the Village website.

During the review period, there have been no revisions or edits to the draft's text. Therefore, the initial draft previously provided is the final draft to be considered for Board approval.

Budget Impacts:

None

Recommended Action:

Motion to approve Ordinance V24-12, to Repeal Village of Harrison Municipal Code Chapter 30 entitled "Utilities" and Adopt the New Revised Municipal Code Chapter 30 entitled "Water and Sewer Utilities" as presented.

Attachments:

- [Ordinance V24-12 Repealing Chapter 30 of The Village of Harrison Municipal Code and Adopting New Revised Chapter 30.pdf](#)

ORDINANCE V24-12

AN ORDINANCE REPEALING CHAPTER 30 OF THE VILLAGE OF HARRISON MUNICIPAL CODE AND ADOPTING NEW REVISED CHAPTER 30 OF VILLAGE OF HARRISON MUNICIPAL CODE

WHEREAS, the Village of Harrison (hereinafter the “Village”) has adopted a Code of Ordinances otherwise known as the “Harrison Village Code” (hereinafter the “Code”),

WHEREAS, Chapter 30 entitled “Utilities” currently exists under the Code,

WHEREAS, the current version of Chapter 30 of the Code was essentially copied from a previous code adopted by Waverly Sanitary District at such time that Waverly Sanitary District was dissolved and its operations were assumed by the Village,

WHEREAS, the Village Board of Trustees wishes to repeal existing Chapter 30 of the Code and replace it with an updated version of Chapter 30 to address outdated provisions, inconsistencies, nomenclature, and to otherwise improve Chapter 30 so that Harrison Utilities can be effectively administered by Village staff going forward.

NOW THEREFORE BE IT RESOLVED, the Village Board of the Village of Harrison, Wisconsin, does hereby ordain:

- 1) Existing Chapter 30 of the Code is hereby repealed.
- 2) A new version of Chapter 30, attached hereto as **Exhibit A** is hereby adopted and made a part of Code.
- 3) All official versions of the Code going forward shall omit the repealed version of Chapter 30, and shall include the newly adopted version of Chapter 30 attached hereto as **Exhibit A**.

SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

EFFECTIVE DATE

This ordinance shall be in force and effect upon passage and publication or posting by the Village Clerk as required under Wis. Stat. § 66.0103 and 61.50(1).

Introduced, Approved, and Adopted by the Village Board of the Village of Harrison, Wisconsin, this 27th day of August, 2024.

Allison Blackmer, Village President

Attest: Vicki Tessen, Village Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Adopting the 5-Year Road Paving Plan.

Issue:

Does the Village Board approve the 5-Year Road Paving Plan?

Background and Additional Information:

On August 5, 2024, the Village posted on Facebook and the Village Website the draft plan and asked residents to submit comments through August 19, 2024. Approximately 13 comments were submitted via email on the plan. A separate document is attached to this item with the comments. The majority of the comments centered around streets that currently under design not listed on the subdivision listing because of space issues.

The only change to the plan is adding Snapdragon and Strawflower to the 2025 project.

Staff recommends approval.

Budget Impacts:

None

Recommended Action:

Motion to approve the 5-year Road Paving Plan.

Attachments:

- [Comments received.pdf](#)
- [CIP \(Road Plan\) 2025-2029 8-27-24.pdf](#)

Comments received on Five-Year Road Paving Plan 2024

1. Please consider Colin St. **Response:** Colin St is part of Lindon Hills project. Added.
2. Cedar Hollow Ct and Jordan St **Response:** Planned for 2025, Cedar Ridge Est. Added to plan.
3. Please ensure Greystone is done is 2025 **Response:** Greystone is part of Woods Edge planned for 2028.
4. Like that Woodland Road is being planned and includes bike lanes and walking trails.
5. I don't see Jordan St on Plan **Response:** Jordan St is part of the Haen Heights- 2025. Added to plan.
6. State Park from 10 to 114 not until 2029 **Response:** Correct there is R-O-W acquisition and wetland mitigation that could take 2-3 years to complete.
7. Add Snapdragon and Strawflower as it appears these sections of streets were missed.
8. Appreciates the Road plan being shared with residents. Feel the addition of sidewalks and trails on Woodland and Manitowoc Roads should be done sooner than 2029.
9. Please consider Mutzy Way. **Response:** May be able to be added with Mile Long Road depending on costs
10. Please consider adding Moonflower Drive. **Response:** Moonflower is a 6 and not planned for reconstruction currently.
11. Where will the land come from on Manitowoc and Woodland Roads to add sidewalks and trails? **Response:** That will be determined as part of the design process.
12. Please add Sapphire Court to the five-year plan. **Response:** Staff will complete a site inspection and determine next steps.
13. Appreciate Manitowoc Road being considered for upgrades.
14. Consider adding Turnberry Court to the plan.



**5-Year Proposed Road Plan
2025-2029**

Item	Description	Potential Funding Source	2023 Paser Rating	Funding Years					Total Project Cost
				2025 ***	2026	2027	2028	2029 or later	
Strawflower (Rosebud to Snapdragon) & Snapdragon (Strawflower to Blazing Star)	Urban resurfacing, spot curb and gutter replacement	Capital	5	\$250,000					\$250,000
Cedar Ridge Estates & Ashland Hollows 1st Add. (Christopher Ln, Elmview Dr, Oak Lawn Dr, Cedar Hollow Ct, Jordan St, Cedar Ridge Dr)	Rural Resurfacing and Ditching. Moved up to 2025 from 2024 due extensive design needed.	Capital	4	\$1,117,600					\$ 1,117,600
Haen Heights Subdivision (Johann Drive, Berryfield Lane and Elderberry Lane)	Rural Resurfacing, Reditching and replacement of driveways and roadway culverts	Capital	4	\$1,260,000					
Ertl Road and Lakeshore Drive (Faro Springs to termini)	Rural Resurfacing	Capital	5		\$ 158,800				
High Cliff Road	Rural Resurfacing. Submitted for STP-Local - \$500,000	STP-Local	4	\$485,751*					\$ 485,751
Mile Long Road (Evan St to Handel St)	Urban Resurfacing, spot curb and gutter replacement	Capital/LRIP	5	\$500,000					
Clover Ridge 1st and 2nd Addition/Linden Hills Subdivision (White Clove, Colin St, Red Clove Tr, Hartford Ln, Chadbury Ln, Cumberlnd Dr, Amy Av, Hiddent Tr Ln, Linden Hill Dr.	Urban Resurfacing, spot curb and gutter replacement.	Capital	5		\$ 2,473,100				
Old Highway Road (Firelane 8 to Hwy 114) Design Only	Rural Reconstruction.	Capital	3	\$100,000					
Old Highway Road(Firelane 8 to Hwy 114)	Rural Reconstruction.	Capital/DNR	3		\$ 1,450,000				\$ 1,450,000
Mary Drive & Otte Street	Rural Resurfacing	TID 6	5				\$ 362,000		
N Coop Road (Manitowoc Rd to Midway Road)	Rural Resurfacing - Widen to add bike lanes.	TID 3	4		\$ 776,644				\$ 776,644
Firelane 12	Rural Resurfacing.	Capital	5		\$ 637,830				\$ 637,830
Prosperity Drive	New Urban Construction. Cost share with property owners. Year/Developer Timeline and Village contribution (if any) needs to be defined.	Developer/TID 2	NEW					\$\$\$	\$\$\$
Peaceful Valley Subdivision (Daisy Ct, Peaceful Ln, Rosebud Ln, Tranquil Ln, Valley Ln)	Urban Resurfacing. No Sidewalks are proposed.	Capital	5				\$ 580,000		\$ 580,000
Harrison Road (Harwood Road to top of hill)	Crack fill & Chip Seal and Cross Culvert.- Budgeted Road Maintenance Account	Capital	5		\$ 202,880				\$ 202,880
Midway Road (N Coop Road to Noe) Design	Rural Resurfacing- Widen to add bike lanes/trail	TID 3	5			\$ 100,000			\$ 100,000
Midway Road (N Coop Rd to Noe Rd) Construction	Rural Resurfacing - Widen to add bike lanes/trail.	TID 3/LRIP	5					\$ 740,000	\$ 370,000
State Park Road (USH 10 to Hwy 114) Design	Design and R-O-W acquisition	Capital	5				\$ 100,000		\$ 100,000
State Park Road Construction (County KK to Schmidt Rd)	Rural Resurfacing and widen to add bike lanes. Local share assumes 80% grant.	Capital/LRIP	5					\$ 1,700,000	\$ 340,000
State Park Road (USH 10 to Hwy 114)	Urbanize roadway, add storm sewer, add ped. trail, add sidewalk, add bike lane. Local share assumes 80% grant.	Capital/LRIP	5					\$ 637,397	\$ 3,186,983
Manitowoc Road (Lake Park Rd to CTH N) DESIGN	Design & construct stormwater facilities for Manitowoc Road project.	TID 3 &/or 5/ Transp Impact Fee, STP-U	4					\$ 573,480	\$ 573,480
Manitowoc Road (Lake Park to CTH N) Construction**	Urbanize roadway, add storm sewer, add ped. Trail, add bike lane. Local share assumes 80% grant.	TID 3 &/or 5/ Transp Impact Fee/ STP-U	4					\$ 10,000,000	\$ 10,000,000
Woods Edge Subdivision (Greystone Ct, Valley Ln, Cameron Dr, Tranquil Way, Peaceful Ln, Paige Way, Snapdragon Ln) Design	Rural Resurfacing, Reditching and replacement of driveways and roadway culverts	Capital	5		\$ 50,000				
Woods Edge Subdivision (Greystone Ct, Valley Ln, Cameron Dr, Tranquil Way, Peaceful Ln, Paige Way, Snapdragon Ln) Construction	Rural Resurfacing, Reditching and replacement of driveways and roadway culverts	Capital	5		\$1,200,000				\$ 1,200,000
Eisenhower Drive (Manitowoc Road to Midway Road)	New Urban Construction.	TID 3	NEW				\$2,000,000		
Woodland Road (CTH N to Lake Park Road)	Urbanize roadway, add storm sewer, add sidewalks, add pedestrian trail, add bike lanes.	Capital/Transp Impact Fee/ STP-U	6					\$ 10,000,000	\$ 10,000,000
Totals (2024 costs)				\$3,227,600	\$ 3,923,100	\$ 3,026,154	\$ 3,142,000	\$21,650,877	\$ 25,121,168

* only funded if DOT grant is received. Not included in the total.

** assumes TID 3 and TID 5 - 1/2 Mile Radius to cover most of the project. Approx

*** 2025 Projects could include approx. SIM savings from 2024

Funding Source Key: Capital = Capital Outlay, Developer- Developer Funded, TID 2 = Tax Incremental District 2, TID 3 = Tax Incremental 3, TID 5 = Tax Incremental District 5, Transp Impact Fee = Transportation Impact Fee, LRIP = WisDOT Local Road Improvement Program, STP-U, Surface Transportation Program- Urban

The criteria used to determine the streets in the 5-year road plan are as follows:

PASER Rating. The lower the PASER Rating the worse condition the road pavement. Generally, the roads listed in the 5-year road plan have PASER Ratings in the 4-6 range.

Traffic Counts. The amount of traffic on a road may warrant a higher priority over other roads of similar rating.

Trends of PASER Rating. The history of PASER Ratings may indicate that a road is deteriorating faster or holding steady for pavement condition.

Geography within Village. A balance of urban and rural roadway work is optimum. However, conditions of roads and other factors may cause for a perceived imbalance at times.

Subdivisions. Roads within a subdivision, constructed at the same time, should be grouped together to avoid disruption to the subdivision over multiple years and increased mobilization costs.

Unique Features. Some roads may have unique features (steep slope, bridge, etc.) that may increase the priority over other roads of similar ratings.

Availability of Grant Funds. The availability of state/federal grant funds may increase the priority over other roads of similar ratings.

Developing a 5-year road plan is not an exact science. While criteria is used to choose which roads are listed in the plan, the criteria cannot be utilized without using human judgement to determine the best cost/benefit for the Village. Please note that the plan can get amended each year and that some roads may move from year to

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Approval of Eagle Scout Service Project to install wood duck houses at Village-owned stormwater management ponds.

Issue:

Does the Village Board approve an Eagle Scout Service Project to install wood duck houses?

Background and Additional Information:

Lucas DesRochers, Harrison resident and Eagle Scout is interested in constructing and installing wood duck houses at Village-owned stormwater management ponds. Staff supports this project.

Budget Impacts:

None

Recommended Action:

Motion to approve installation of wood duck houses on village owned property.

Attachments:

- [Am Eagle Scout Service Project Proposal.pdf](#)



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

- 1. It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
- 2. It appears to be feasible.** You must show the project is realistic for you to carry out.
- 3. Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
- 4. Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
- 5. You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Project Description and Benefit

Briefly describe your project

My project involves leading scouts in building and installing nine wood duck houses. I plan to execute this project in two stages. In the first stage, I will bring all the supplies to a scout meeting where I will guide the scouts in constructing the duck houses. In the second stage, I will lead a group of scouts to install the completed duck houses above the water.

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

This initiative will benefit the community by integrating wildlife into the area. The Village of Harrison, which features several ponds, will see an enhancement of these spaces through the installation of wood duck houses. This development will improve the experience for both residents and wildlife, creating a more pleasant environment overall.

When do you plan to begin carrying out your project?

September/October 2024

When do you think your project will be completed?

November 2024

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

I plan to recruit most of the participants for my project from my troop. However, if additional help is needed, I have a few friends and family members who are willing to assist.

What do you think will be most difficult about leading them?

I believe the most challenging aspect of leading them will be keeping everyone occupied and focused on the project. While I anticipate that the younger scouts might be particularly problematic in this regard, I also feel that maintaining engagement will be a challenge for all age groups. To help overcome this challenge I will make a clear plan and set expectations before each section of the project.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

For building the duck houses, I will need the following:

- ten foot round poles for mounting the houses and securing them in the ground
- Lumber for constructing the houses I plan on building nine (Each house will be a pre cut kit)
- Chicken fencing to allow the ducks to climb out of the houses
- Bedding, I plan to use pine bedding.
- Screws and C-clamps to mount the house to the poles
- Nails to hold the boards together

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

I'll require water for the crew to drink, some snacks. Additionally, I'll need gas for the equipment and some garbage bags to dispose of any trash we encounter during installation.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Tool list:

- hammers
- battery power drills with Phillips head
- gas post pounder
- drill bits
- cresant wrench
- step ladder
- tape measures
- level
- battery operated sawzall with metal cutting blade
- safety glasses
- ear protection

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

As of now, I don't anticipate needing anything else to complete this project.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

I will not need any permissions or permits as I will have permission from the Village of Harrison. I will also contact Diggers Hotline.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below
(include sales tax if applicable)

Materials:	400
Supplies:	50
Tools:	0
Other:	0
Total Costs:	450

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

I'm planning to reach out to the Wisconsin Waterfowl Association (WWA) to see if they might be willing to donate materials for our project, as they have done in the past. If they're unable to assist, I'm considering organizing a fundraiser, like brat fry event.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Possible fundraiser phase if not able to get donations
2	Building phase
3	Intalling phase
4	
5	
6	
7	
8	
9	
10	

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

I will be able to transport all of the project materials, supplies, and tools, except of the poles. For those, I'll need to borrow either my uncle's truck or one of my friend's trucks, as the poles will be ten feet long. Regarding the helpers, I hope their parents will be able to transport them to the ponds, or they could drive themselves since the ponds are not far from where we have our weekly meetings.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "[Age Guidelines for Tool Usage](#)" at Scouting.org

Young scouts will be using hammers, while adults will operate power tools. A first aid kit will be available to address any minor injuries. During the installation of the duck houses, which will take place around open water, I will ensure that individuals who are involved are aware of and understand the associated risks are present. These individuals will be instructed to exercise caution.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Here are some action steps for my project:

1. Obtain permission from the Village of Harrison to install the wood duck houses in their ponds.
2. Contact the Wisconsin Waterfowl Association (WWA) to inquire if they can donate materials. If they are unable to contribute, ask if they can assist with planning the placement of the duck houses.
3. If donations are not forthcoming, organize a brat fry to raise funds for the project.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

August 27, 2024

Title:

Request for an Exception to the Discharge of Firearms Permit Criteria

Issue:

Does the Board wish to make an exception and approve these requests for Discharge of Firearms Waivers?

Background and Additional Information:

Two adjacent property owners are requesting Discharge of Firearms Waivers. Neither owner owns enough contiguous property to meet the Village Ordinance criteria requirement of 40 acres. However, together, the two owners own almost 54 acres of contiguous land. They are requesting the Board to consider their joint property as acceptable to conforming to the intent of the Ordinance.

Although, this situation is extremely uncommon and staff does not anticipate it causing any issues, it would create a precedence for future similar requests.

If the Board chooses to approve both waivers, staff recommends making them contingent upon the other. If one waiver is revoked by the Village for whatever reason, or if one waiver is surrendered by its owner due to a disagreement between the owners, sale of property, or any other reason, then both waivers become inactive.

Budget Impacts:

Recommended Action:

Approve Discharge of Firearms Waivers for both Linda Sprangers and Mel Baeten contingent upon both waivers remain active and in good standing.

Attachments:

- [Request for Discharge of Firearms Permit.pdf](#)

To whom it may concern:

Under the current municipal code, property owners with 40 or more continuous acres can apply for a discharge of firearms permit in the current "closed" areas. I currently have permission on two adjoining parcels that total 54 acres, however neither parcel on its' own has 40 acres. I'd like to submit the two adjoining properties for consideration as one area parcel for for **waterfowl hunting only during the months of Sept and Oct only**. No other ask throughout the year.

The two adjoining parcels total 54 acres and contain only one permanent dwelling, no through streets and no active public entrance or exits. The permanent dwelling is that of the land-owner of which I am a family member and have written permission.

The south boundary of the second parcel also borders hundreds of acres of open farmland which currently does not have a discharge prohibition.

I appreciate your consideration for my application.

Fred Sprangers

Permit Year: 2024
___ Initial Application Renewal

Village of Harrison Municipal Code 16-II-2 prohibits the discharge of firearms within 100 yards of any occupied, permanent, or seasonal dwelling, as well as, within the prohibited boundaries shown on the Harrison Discharge of Firearms Map. A **land owner** within the prohibited boundaries may apply for a waiver to discharge firearms in the prohibited area if their property consists of **40 or more** contiguous acres.

Land Owner Information

Name: Linda Sprangers Phone: [REDACTED]
Mailing Address: [REDACTED]

Application Information

1. Mark the property boundaries on the attached map.
2. Address or description of property: N 9609 Highline Rd. Kaukauna
3. Parcel ID #(s): 39010, 39012, 33118 Total acres: 23.5
4. For renewal applications, list any changes to property or surrounding properties in the past year:
NONE
5. Who will be discharging on your land: ___ land owner family ___ non-family guest

Acknowledgements:

- ◆ I am the only one who may give family and non-family members permission to discharge firearms on my land.
- ◆ I am responsible for all firearms discharged on my land and hold harmless the Village of Harrison.
- ◆ I must apply for a waiver annually.
- ◆ The waiver may be revoked for violations of WI State Statute Chapter 167 or Chapter 941 relative to the use of firearms.

Land Owner Signature: Linda Sprangers Date: 8-14-24

Staff Use:





Clerk review date: _____ Verification of acreage: _____

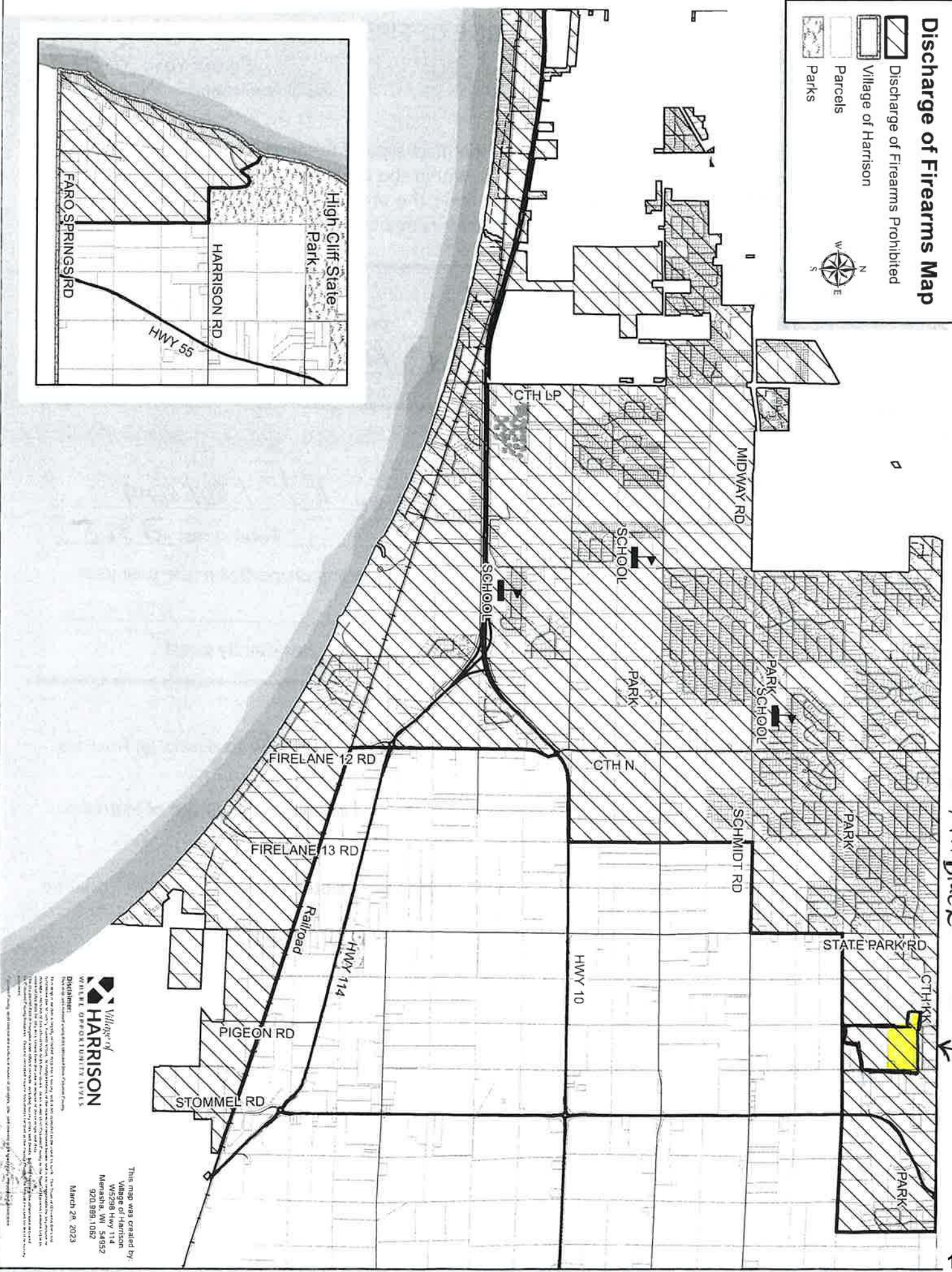
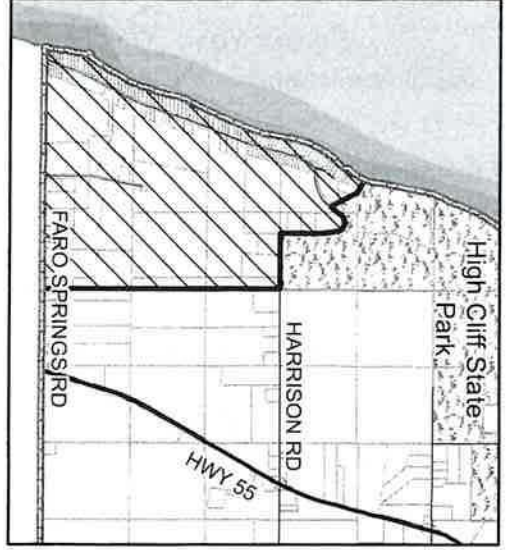
This application is: Approved Denied for: _____

Clerk Signature & Date

___ Landowner ___ Calumet County Sheriff's Dept. ___ Village/Original

Discharge of Firearms Map

-  Discharge of Firearms Prohibited
-  Village of Harrison
-  Parcels
-  Parks



Full Boundary in Black.
 23.5 Acres

Village of HARRISON
 WHEEL OPERABILITY LEVELS

This map was created by:
 Village of Harrison
 W5208 Hwy 114
 Menasha, WI 54952
 920.999.1082
 March 28, 2023

Permit Year: _____
___ Initial Application ___ Renewal

Village of Harrison Municipal Code 16-II-2 prohibits the discharge of firearms within 100 yards of any occupied, permanent, or seasonal dwelling, as well as, within the prohibited boundaries shown on the Harrison Discharge of Firearms Map. A land owner within the prohibited boundaries may apply for a waiver to discharge firearms in the prohibited area if their property consists of 40 or more contiguous acres.

Land Owner Information

Name: Mel Baeten Phone #: _____
Mailing Address: _____

Application Information

1. Mark the property boundaries on the attached map.
2. Address or description of property: Highline Rd, Kaukauna
3. Parcel ID #(s): 39018 1 Total acres: 30.47
4. For renewal applications, list any changes to property or surrounding properties in the past year:

5. Check mark who will be discharging on your land: ___land owner ___family non-family guest

Acknowledgements:

- ◆ I am the only one who may give family and non-family members permission to discharge firearms on my land.
- ◆ I am responsible for all firearms discharged on my land and hold harmless the Village of Harrison.
- ◆ I must apply for a waiver annually.
- ◆ The waiver may be revoked for violations of WI State Statute Chapter 167 or Chapter 941 relative to the use of firearms.

Melvin Baeten
Land Owner Signature

8/19/24
Date

Staff Use:

Clerk review date: _____ Verification of acreage: _____

This application is: Approved Denied for: _____

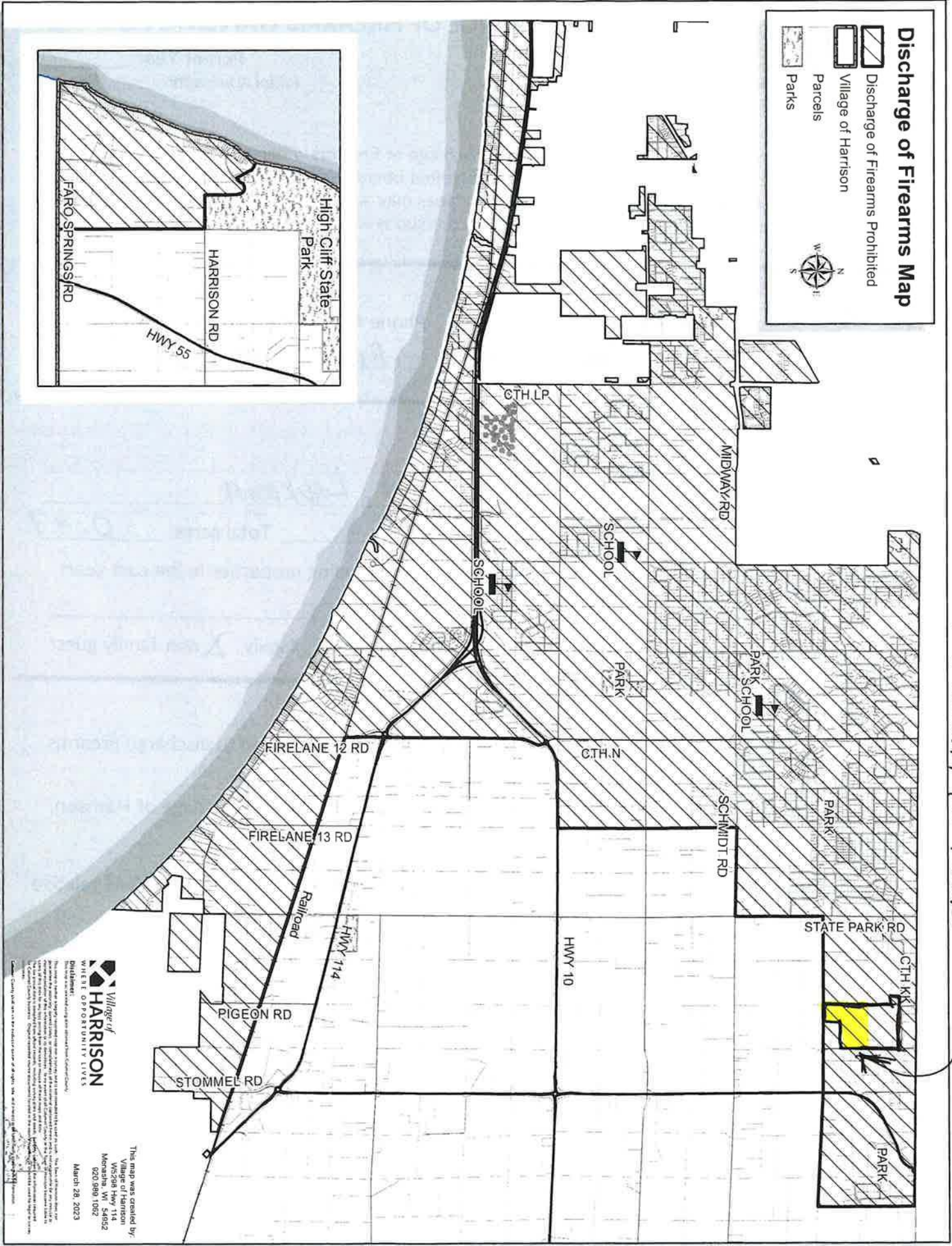
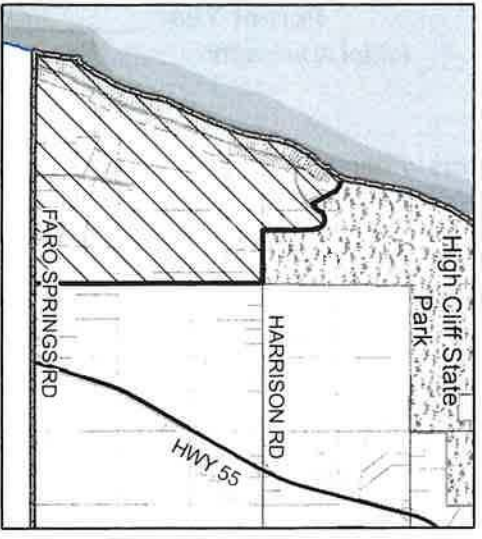
Clerk Signature & Date

___ Landowner ___ Calumet County Sheriff's Dept. ___ Village/Original

Full Boundary in Black 30 Acres

Discharge of Firearms Map

-  Discharge of Firearms Prohibited
-  Village of Harrison
-  Parcels
-  Parks



Village of HARRISON
 WHERE OPPORTUNITY LIVES

This map was created by:
 Wisconsin Dept. of Transportation
 Wisconsin Hwy 114
 Menasha, WI 54952
 920.989.1092
 March 28, 2023

This map is a technical drawing and is not intended to be used for any other purpose. The Village of Harrison does not warrant the accuracy of the information shown on this map. The Village of Harrison is not responsible for any errors or omissions on this map. The Village of Harrison is not responsible for any damages or losses resulting from the use of this map. The Village of Harrison is not responsible for any claims or lawsuits resulting from the use of this map. The Village of Harrison is not responsible for any claims or lawsuits resulting from the use of this map.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

August 27, 2024

Title:

Request by Festival of Lights to Reserve Darboy Community Park and for Rental Fees to be Waived

Issue:

Fox Cities Festival of Lights would like to reserve the Darboy Community Park from November 1, 2024 to January 20, 2025 to create a holiday display for the residents to enjoy. They would also like to have the park rental fees waived for their event and setup / tear down time.

Background and Additional Information:

Fox Cities Festival of Lights is now a tradition in Harrison at the Darboy Community Park. It is a positive community event presented by a non-profit group. Therefore, waiving the fees can be justified.

Their requested start date for reserving the park is the weekend after Halloween, thus there should not be any conflict if another group wanted to host a Halloween event in the park.

Budget Impacts:

Rental Fee

Recommended Action:

Approve Festival of Lights to reserve the Darboy Community Park from November 1, 2024 to January 20, 2025 and to waive the rental fee.

Attachments:

- [Request to Waive Park Rental Fees for Festival of Lights.pdf](#)



RECEIVED JUL 15 2024 VILLAGE OF HARRISON
RECEIVED JUL 5 2024 VILLAGE OF HARRISON

Darboy Community Park "Shelter Rental" Application
N9334 Noe Rd • Harrison • WI 54915

Name: Shawn Forslund Email: fcfestivaloflights@gmail.com

Address: [Redacted], Menasha, WI 54952

Home Phone: [Redacted] Cell Phone: [Redacted]

Rental Date: November 1 to January 20 Rental Hours: [Redacted]

Type of Event: Fox Citrus Festival of Lights Organization (if any): Fox Citrus Festival of Lights

Do you intend to have any of the following:
"Yes" to any of these may require special approval. Please allow 30 days for review.
1. Beer sales No [X] Yes ___ If yes, liquor license is required
2. Concession Sales No [X] Yes ___ If yes, contact Calumet Co. Health Dept.
3. Amplification/sound No ___ Yes [X] If yes, purpose/type holiday music along trails
4. Tents No [X] Yes ___ If yes, required to call in and pay for locates
5. Mechanical Rides No [X] Yes ___ If yes, Certificate of Insurance required
6. Admission Fee charge No [X] Yes ___
7. This is a public event No ___ Yes [X] If yes, Certificate of Insurance may be required

I agree to indemnify and save harmless the Town of Buchanan, Village of Harrison, and their employees and elected/appointed official and their agents from any and all liability from claims of bodily damage or any other nature whatsoever arising out of the use of the Community Park. I have received a copy of the facility Use Policies and Procedures attached to this contract and agree to abide by all the rules and regulations formulated for the use of the building and facilities located in the Village of Harrison.

Rental Signature [Signature] Date 7-15-24
(Applicant must be 18 years or older)

Village Staff Signature _____ Date _____

Return this completed form and two separate payments of \$75.00 rental fee (\$150.00 for non-residents) and \$150.00 security deposit and mail to:

Village of Harrison
W5298 Hwy 114
Harrison, WI 54952

The Park Pavilion is not reserved until this completed form, rental fee, & security deposit are received.

For Office Use
Rental Fee: _____ Key # Issued: _____
Security Deposit: _____ Date Key Returned: _____
Electrical Panel Fee: _____
Board Approval: _____
Certificate of Insurance/Licenses: _____

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Funding Request from the Festival of Lights

Issue:

Does the Village Board authorize a contribution to the Festival of Lights?

Background and Additional Information:

Shaun Forslund, Fox Cities Festival of Lights requested \$5,000 from the village for the 2024-25 Festival of Lights.

Budget Impacts:

\$5,000- General Fund

Recommended Action:

Motion as determined by the Board.

Attachments:

- [2821_001.pdf](#)

Chad Pelishek

From: Shaun Forslund <fcfestivaloflights@gmail.com>
Sent: Wednesday, July 31, 2024 5:48 PM
To: Chad Pelishek
Subject: Fcfl

Hi Chad,

How is your summer going? How are things coming along with that power panel in the back? Is that going to get finished this year?

I know the budget discussion is coming up for the village. Considering the village gives money to other organizations to put on events, I'd like to ask for \$5000 from the village. I know certain board members may not agree to it but we have not received any donations from them since our first year. Our expenses are going up and we would like to rent a different shop space which would be more expensive.

Let me know what you think. Thanks.

Shaun Forslund

Fox Cities Festival of Lights
P.O. Box 693
Menasha, WI 54952
www.foxcitiesfestivaloflights.org
920-540-6546

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

August 27, 2024

Title:

Request for Harrison to Sell a Reserve "Class B" Liquor License to Town of Buchanan

Issue:

Should the Village Board transfer one of its Reserve "Class B" liquor licenses?

Background and Additional Information:

The Town of Buchanan has someone interested in obtaining a "Class B" liquor license, but Buchanan has all their licenses in use. The Village transferred one of its Reserve "Class B" liquor license to the Town in June of 2022 for the State's minimum fee of \$10,000.

The Village of Harrison currently has:

- 13 Regular "Class B" liquor licenses; 9 are issued and in use by businesses, 4 are available.
- 22 Reserve "Class B" liquor licenses; 1 was transferred (2022), 21 are available.

The Village accrues another Reserve license with every population growth of 500 people (averaging 1 per year) and has a surplus of licenses that will meet all of Harrison's imaginable future liquor license establishments' needs.

A municipality is limited by statute to transfer only two (2) of its Reserve licenses. This being the last transfer Harrison could make *ever*, the Board may feel it is more valuable than the previous one we transferred. The State set the minimum fee at \$10,000 and it would be unusual for the State to reduce that amount in the future.

If the Village chooses to proceed with transferring the license to the Town, a formal Transfer Agreement will need to be signed by both municipalities' presidents and attested to by their clerks, swearing that their respective boards approve of the Agreement.

Budget Impacts:

minimum \$10,000

Recommended Action:

Authorize the transfer of one Reserve "Class B" liquor license to the Town of Buchanan for a fee in an amount that is reasonable for its value as determined by the Village Interim Manager and Assistant Manager.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Approval of additional funding towards the State Park Signalization Project.

Issue:

Does the Village Board accept an additional \$53,850.21 be provided to the Town of Buchanan for the signalization project at State Park Road and CTH KK?

Background and Additional Information:

The project was originally split between the Town of Buchanan, Calumet County and the Village of Harrison. The Town's contribution was higher due to some developer funding that was set aside prior to the current administrator taking the role. Recently, the Administrator went to the developer's bank to request the approximately \$108,000 and learned the funding was no longer available due to a real estate transfer.

The Town has contacted the Village and the County to ask for more funding. The original amount of Harrison's contribution was \$206,667. With the developer contribution, the Village's amount was \$118,310.61. Removing the developer contribution, the Village's amount is now \$172,160.82. A difference of \$53,850.21 is now being requested from the Town to cover the cost the developer will not be covering.

This project was budgeted in ARPA. When the costs savings were provided from the bid amount, the ARPA budget was reduced the funds were re-distributed to other projects. All of the other projects are already ordered or purchased so getting the additional funding from ARPA for \$53,850.21 is not an option.

Budget Impacts:

\$53,850.21- Capital Outlay

Recommended Action:

Motion to approve the additional \$53,850.21 toward the State Park Road Signalization Project.

Attachments:

- [Project Cost Tracking Harrison.pdf](#)

Budgeted/Estimated Current Cost Share Agreement	Total Estimated Cost	Calumet County	Town of Buchanan	Village of Harrison
Engineering	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
Improvements	\$ 700,000.00	\$ 206,667.00	\$ 286,666.00	\$ 206,667.00
Totals	\$ 800,000.00	\$ 206,667.00	\$ 386,666.00	\$ 206,667.00

Actual/Bid Costs-Current Cost Share	Total Actual/Bid	Calumet County	Town of Buchanan	Village of Harrison
Engineering	\$ 58,500.00	\$ -	\$ 58,500.00	\$ -
Improvements	\$ 457,982.45	\$ 118,310.61	\$ 221,361.24	\$ 118,310.61
Construction Administration	\$ 51,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Totals	\$ 567,482.45	\$ 118,310.61	\$ 279,861.24	\$ 118,310.61
Savings Estimate v. Bid/Actual	\$ 232,517.55	\$ 88,356.39	\$ 106,804.76	\$ 88,356.39

Actual/Bid Proposed Cost Share Splitting 3 Ways	Total Actual/Bid	Calumet County	Town of Buchanan	Village of Harrison
Engineering	\$ 58,500.00	\$ 19,500.00	\$ 19,500.00	\$ 19,500.00
Improvements	\$ 457,982.45	\$ 152,660.82	\$ 152,660.82	\$ 152,660.82
Construction Administration	\$ 51,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Totals	\$ 567,482.45	\$ 172,160.82	\$ 172,160.82	\$ 172,160.82
Savings Estimate v. Bid/Actual	\$ 232,517.55	\$ 34,506.18	\$ 214,505.18	\$ 34,506.18
Additional Cost to Community		\$ 53,850.21	\$ (107,700.42)	\$ 53,850.21

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Site Plan Review – Ark Data Center (Davel Engineering) – W6149 Old Highway Rd – Parcel 39566

Issue:

Does the Village Board approve the Ark Data Center site plan?

Background and Additional Information:

Davel Engineer submitted a site plan on August 6, 2024 for the addition and expansion of the Ark Data Center (formerly known as Involta), located at W6149 Old Highway Road, parcel 39566. Ark Data Centers purchased the property in December 2023 from Kimberly-Clark intending to expand the data center.

The site plan review process is required for every commercial and industrial project prior to issuance of building permits or development activity. Part of the site plan review process considers that public safety, traffic, overcrowding, and environment problems are minimized.

Phase 1 was an interior renovation to the existing building. Phase 2 is an addition to the south side of the existing building. Part of phase 2 is prepping the grading and stormwater for phase 3.

Phase 3 is construction of a large new building on the north end of the lot that will include entrance realignment and added parking. The building architecture of phase 3 is in development.

The site is 24.58 acres and zoned Business Park [BP]. It borders North Shore Ridge Subdivision to the south, which has vacant residential lots for sale, and North Shore Golf Course to the east. Open farmland sits to the west of the site.

Sanitary Sewer comes from the west off Fire Lane 10. The water main is from the east end of Old Highway Rd. Mechanicals and utility are located on the outside of the current building.

Staff held a predevelopment meeting with Davel Engineering on August 7 and is working through items such as landscaping, access for fire and emergency personal, and concerns of noise pollution and light spillage.

Budget Impacts:

None

Recommended Action:

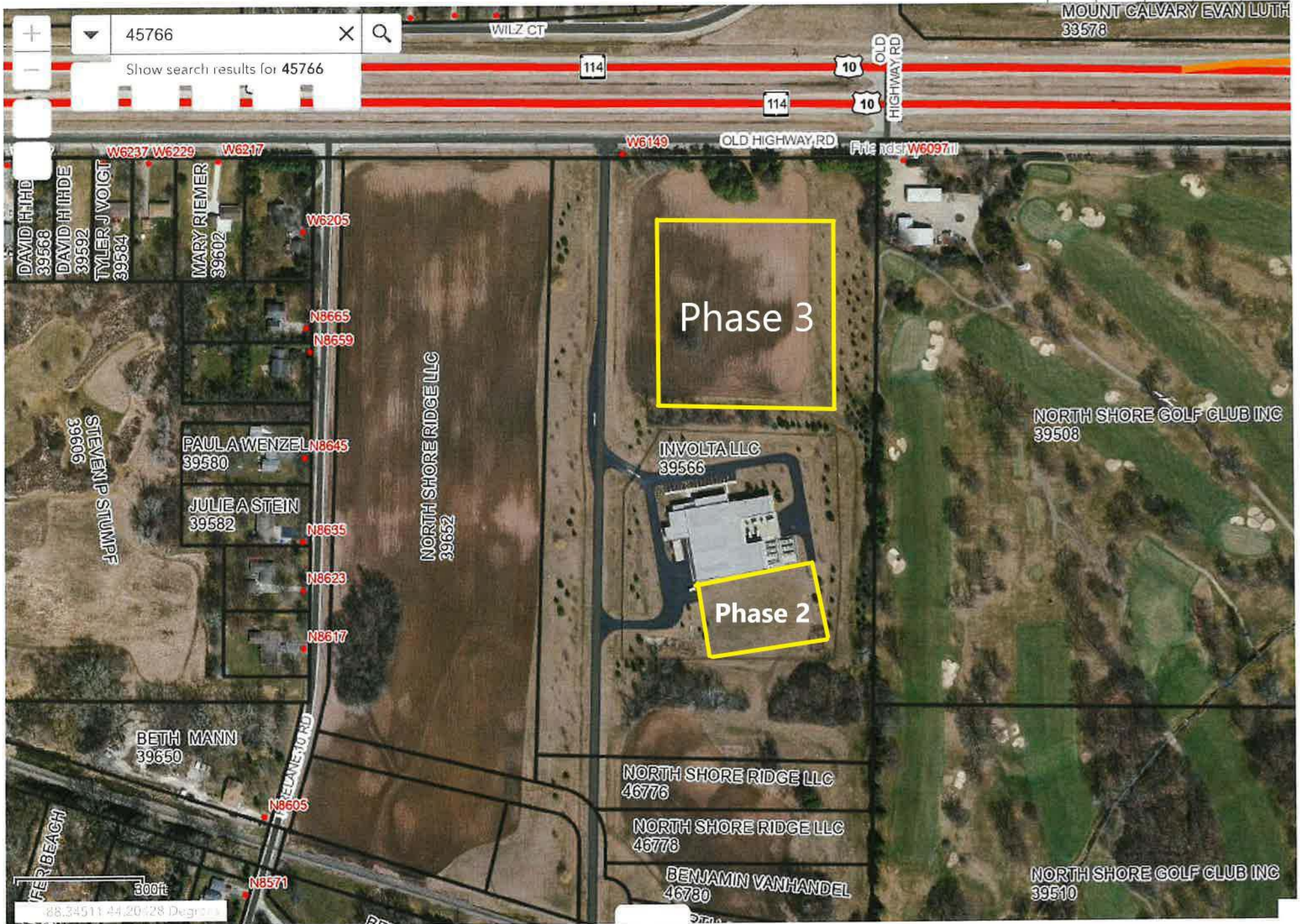
Motion to approve the site plan with the following conditions.

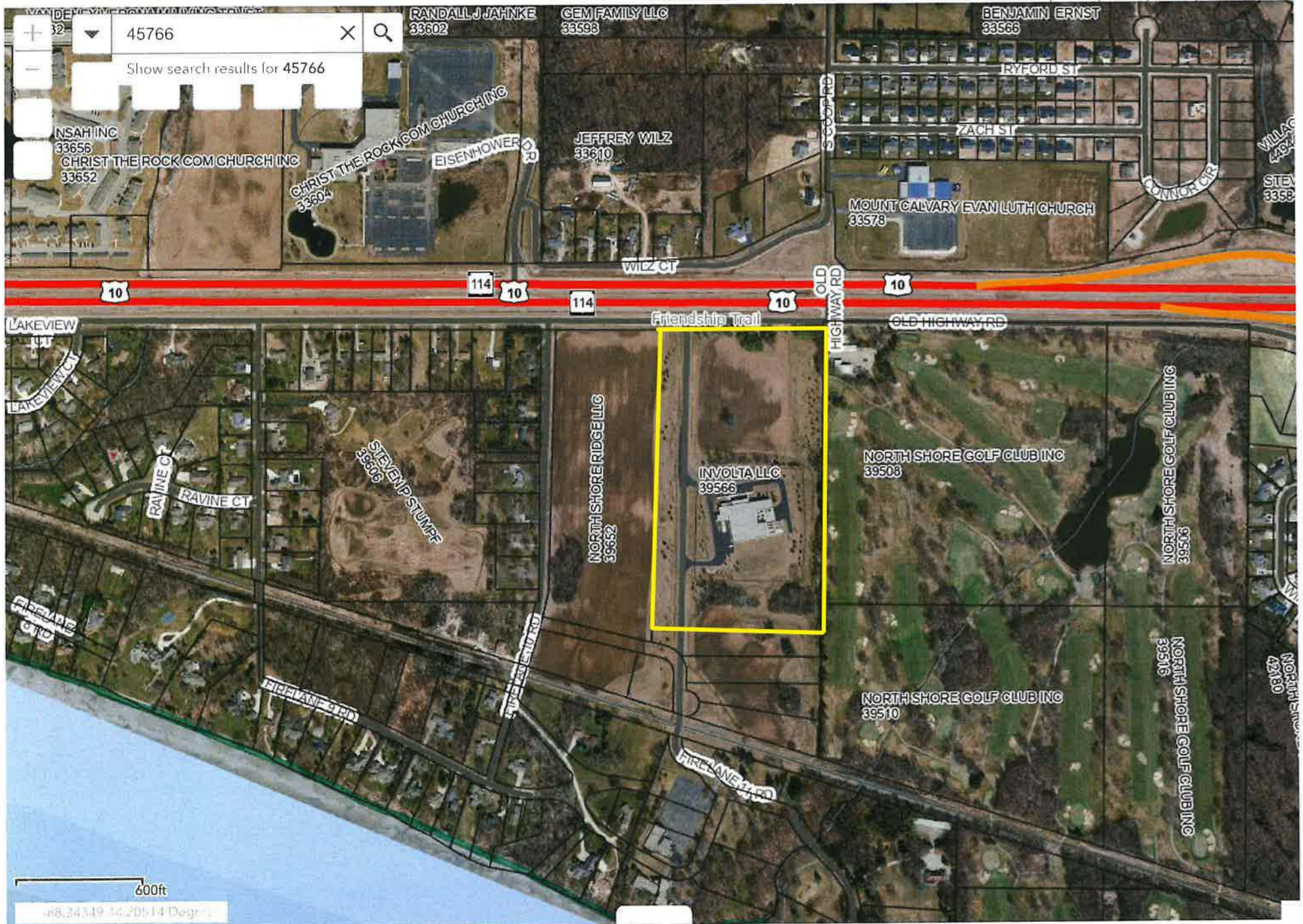
(The conditions below must be met before the site plan permit is issued)

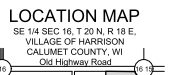
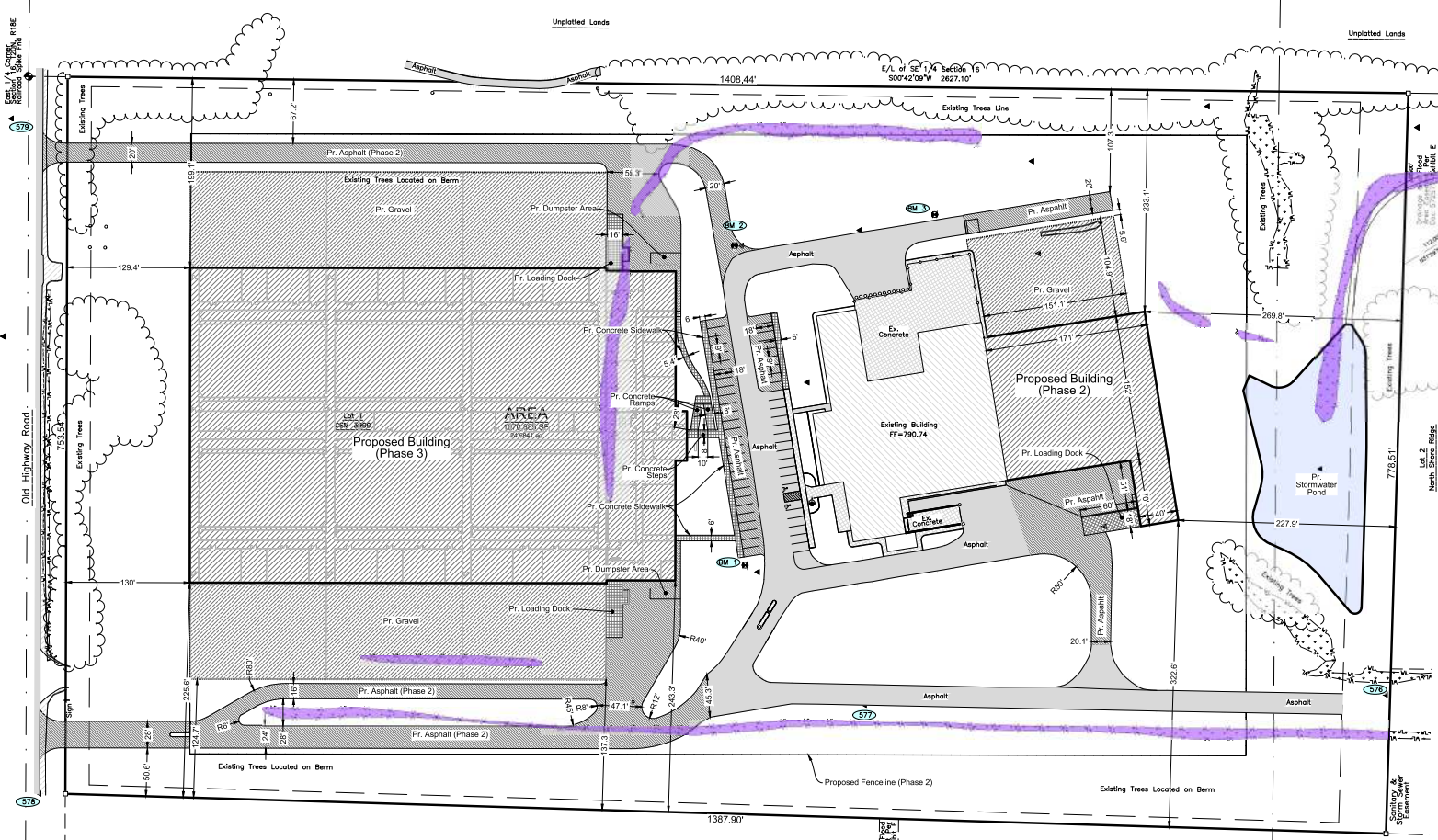
1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of zoning and building permits.
2. The site plan is subject to the review and recommendations of the Village of Harrison’s engineer(s) of record.
3. A grading/drainage stormwater management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village staff.
4. A comprehensive landscaping plan is submitted and approved.
5. The fire chief approves the site plan for emergency access.
6. Only those uses permitted in the applicable zoning district shall be allowed within the development.
7. All applicable local, County, and State rules, regulations, and ordinances shall be met.

Attachments:

- [Aerial 1.pdf](#)
- [Aerial 2.pdf](#)
- [Site Plan.pdf](#)







SITE INFORMATION:

Parcel #: 39566
 Current Zoning: BP - Business Park
 Adjacent Zoning:
 North - AG - General Agriculture &
 RS-1 - Single Family Residential (Suburban)
 South - RS-1 - Single Family Residential (Suburban)
 East - AG - General Agriculture
 West - RS-1 - Single Family Residential (Suburban)

Site Area:

Parcel Area: 1,070,885 SF (24.58 Acres)
 Existing Building Area: 31,410 SF
 Existing Pavement Area: 97,152 SF
 Total Existing Impervious: 128,562 SF (12%)
 Total Existing Greenspace: 942,323 SF (88%)

Proposed Building Area: 229,241 SF
 Proposed Pavement Area: 268,710 SF
 Total Proposed Impervious: 497,951 SF (46%)
 Total Proposed Greenspace: 582,934 SF (54%)

PROPERTY OWNER:

ark Data Centers
 PO Box 1869
 Cedar Rapids, IA 52406

ARCHITECT:

Solum Lang Architects, LLC
 At Buck
 1101 Old Marion Road NE
 Cedar Rapids, IA 52402
 Telephone: (319) 862-0384
 Email: sbuck@solumlangarchitects.com

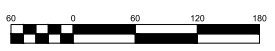
Wetland impact, for specified areas, are authorized per USACE file no. 2022-01565-34-K and 2024-0712 A-JD and Wisconsin DNR exemption EXE-NE-2024-8-02262.

SHEET INDEX:

Sheet	Page
Site Plan	C1.0
Topographic Survey	C1.1
Drainage and Grading Plan	C1.2
Erosion & Sediment Control Plan	C1.3
Utility Plan	C1.4
Demolition Plan	C1.5
Construction Details	C2.1
Erosion & Sediment Control Details	C2.2
Stormwater Pond Details	C2.3

LEGEND

- | | | |
|---------------------------------|--------------------------------|---------------------|
| Overhead Utility Lines | Sanitary MH / Tank / Base | Post / Guard Post |
| Sanitary Sewer (Pipe Size) | Clean Out / Full Box | Flag Pole |
| Storm Sewer (Pipe Size) | Storm Manhole | Deciduous Tree |
| Underground Electric | Catch Basin / Yard Drain | Coniferous Tree |
| Underground Telephone | Hydrant | Benchmark |
| Water Main (Pipe Size) | Utility Valve | Asphalt Pavement |
| Fence - Steel | Utility Pole / Signal | Concrete Pavement |
| Treatise | Light Pole / Signal | Gravel |
| Index Contour - Existing | Telephone Pedestal | Flag Pole Found |
| Intermittent Contour - Existing | Telephone Manhole | Government Corner |
| | +799.9 Ex Spot Elevation | |
| Proposed Storm Sewer | Proposed Sanitary Manhole | Proposed Reducer |
| Proposed Sanitary Sewer | Proposed Storm Manhole | Proposed Plug |
| Proposed Water Main | Proposed Curb Inlet | Proposed Water MH |
| Proposed Contour | Prop. Catch Basin / Yard Drain | Proposed Tee |
| Proposed Seals | Proposed Endwall | Proposed Cross |
| Proposed Culvert | Proposed Hydrant | Proposed 90° Bend |
| Proposed Building | Proposed Valve | Proposed 45° Bend |
| Proposed Asphalt | Proposed Curb Stop | Proposed 22.5° Bend |
| Proposed Concrete | Proposed Cleanout | |
| Proposed Gravel | | |
| Proposed Wetland Fill | | |



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Princes Terrace, Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-441-0804
 www.davelpe.com

SITE PLAN

W6149 Old Highway Road
 Village of Harrison, Calumet County, WI
 For: Solum Lang Architects, LLC

Date:	08/22/2024
Filename:	8235engr.dwg
Author:	TNW
Last Saved by:	jennifer
Page:	C1.0

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Certified Survey Map (CSM) – Jerry Lopas – W6362 Ravine Ct– Parcels 41486 & 41488.

Issue:

Does the Village Board approve the CSM?

Background and Additional Information:

The applicant is proposing to combine 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to keep the principal structure (house) on one lot. Currently, the house is divided by the lot line between parcels 41486 and 41488.

Combining the two parcels would create one lot measuring 1.901 acres. The area is zoned Single-Family Residential (Suburban) [RS-1], located off a cul-de-sac on Ravine Court, which comes off Firelane 9, north of the railroad tracks.

According to the assessor’s data the house was built in 1999, prior to the current zoning code

Budget Impacts:

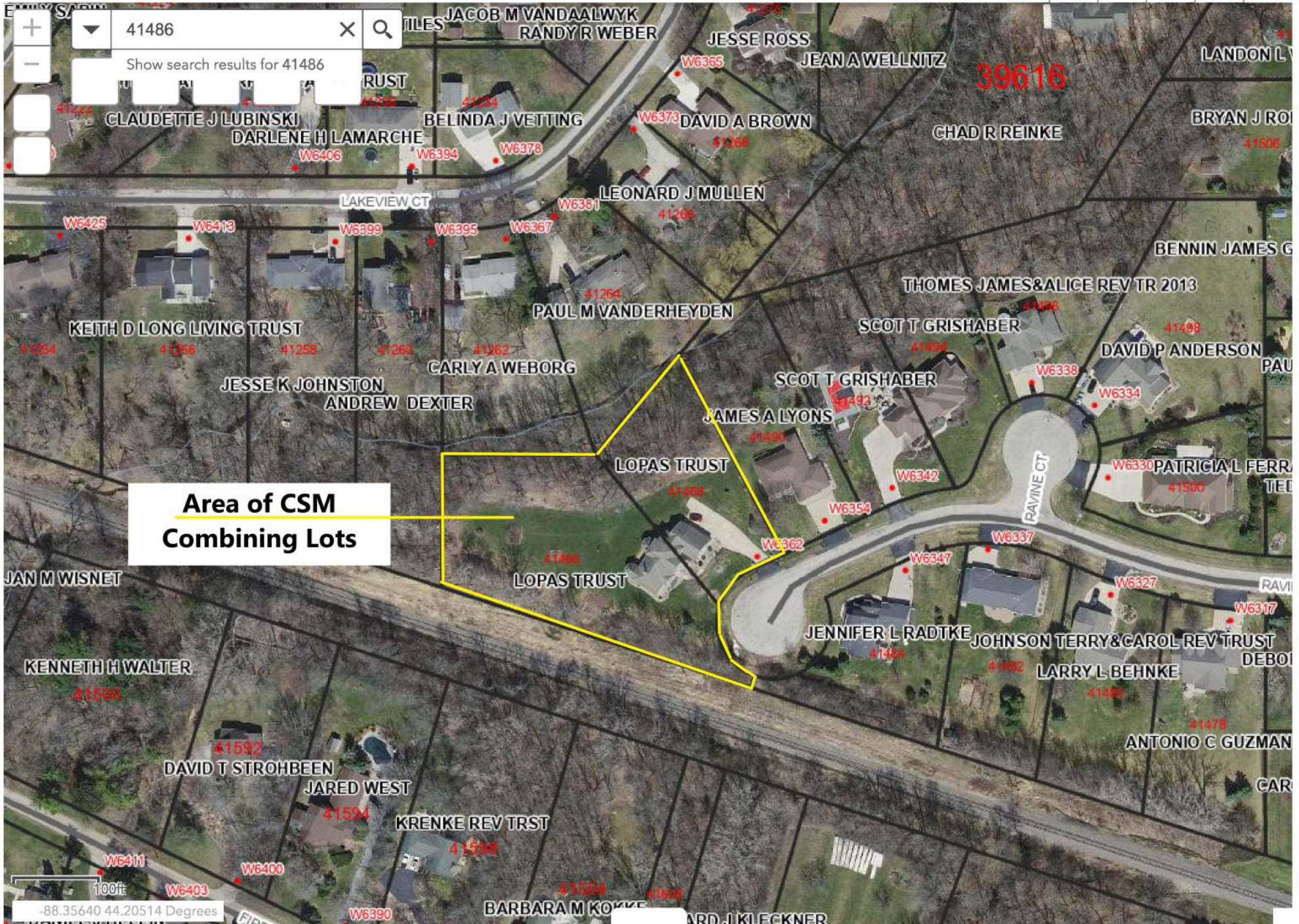
None

Recommended Action:

The Plan Commission recommends approval of the Certified Survey Map (CSM) request as submitted.

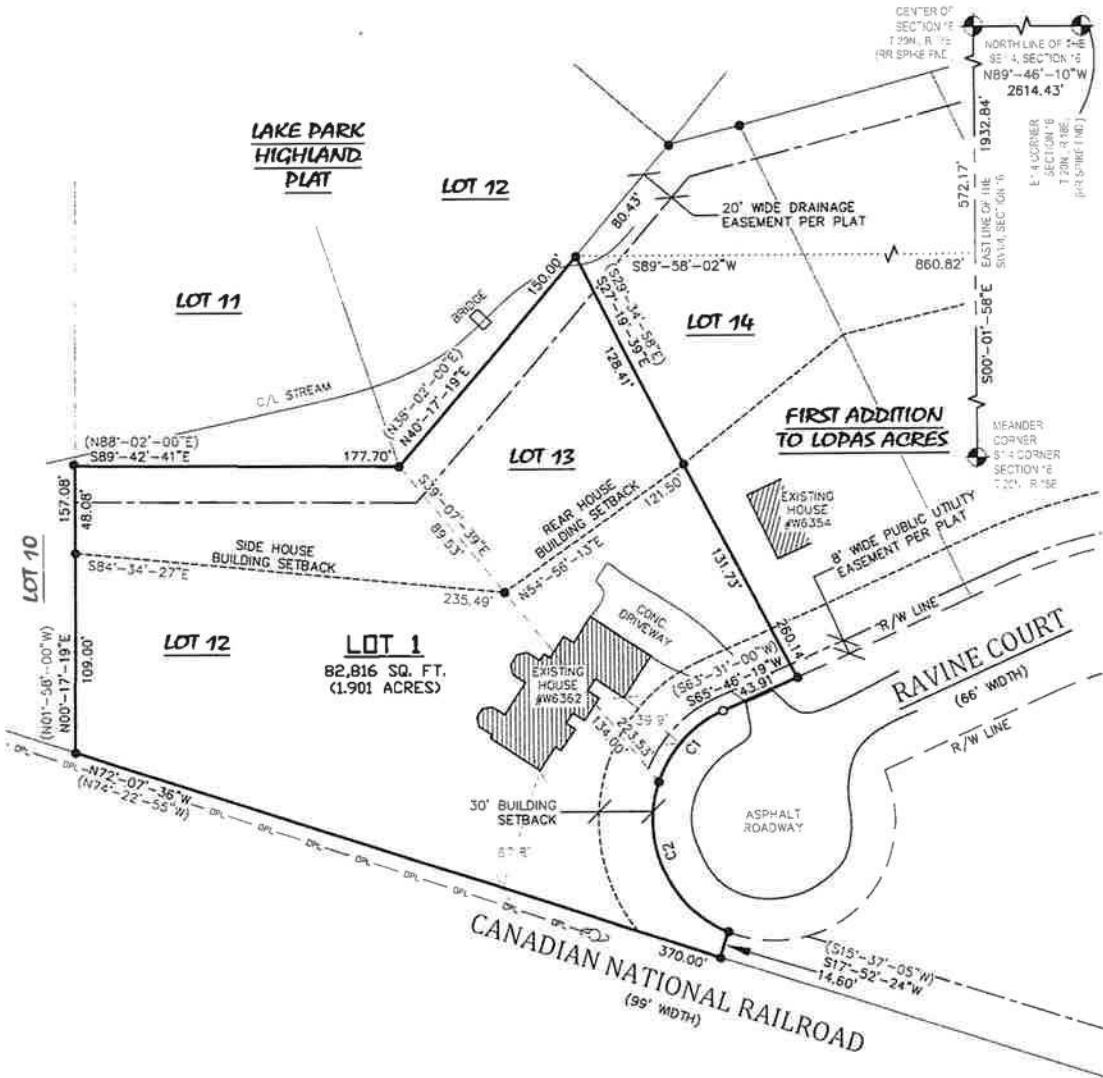
Attachments:

- [Aerial.pdf](#)
- [CSM - Lopas.pdf](#)



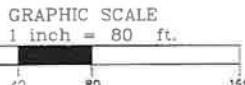
CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 12 AND LOT 13, 1ST ADDITION TO LOPAS ACRES:
 LOCATED IN THE NE1/4 OF THE FRACTIONAL SW1/4, SECTION 16,
 T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN



BEARINGS REFERENCED TO THE
 CALUMET COUNTY COORDINATE SYSTEM
 AND THE SOUTH LINE OF LOT 12 OF
 1ST ADDITION TO LOPAS ACRES WHICH
 BEARS N72°-07'-36"W

- LEGEND-**
- = 1" x 18" IRON PIPE SET (1,130 LB./FT.)
 - = 1" IRON PIPE FOUND
 - () = RECORDED INFORMATION
 - ⊕ = EXISTING POWER POLE



CURVE TABLE				
CURVE	RADIUS	LENGTH	CENTRAL ANGLE	CHORD BEARING CHORD
C1	66.00'	53.87	046°-45'-56"	S42°-23'-21"W 52.39'
				(S42°-08'-02"W)
C2	66.00'	99.58	086°-26'-32"	S24°-12'-53"E 90.40'
		(99.57)		(S26°-28'-12"E)
TOTAL	66.00'	153.45	133°-12'-42"	S00°-49'-55"E 121.15'

MERIDIAN SURVEYING, LLC N9637 Friendship Drive Office: 920-993-0881 Kaukauna, WI 54130 Fax: 920-273-6037	DRAWN BY: J.B.	FIELD WORK DATE: 7-19-22	SURVEYED FOR: JERRY LOPAS W6362 RAVINE CT. MENASHA, WI 54952
	CHECKED BY: S.C.D.	FIELD BOOK: X	
	JOB NO.: 15608	SHEET 1 OF 4	

STATE OF WISCONSIN)
CALUMET COUNTY) SS

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 12 AND LOT 13, 1ST ADDITION TO LOPAS ACRES, LOCATED IN THE NE1/4 OF THE FRACTIONAL SW1/4, SECTION 16, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

(Sheet 2 of 4)

SURVEYOR'S CERTIFICATE

I, Steven C. De Jong, Wisconsin Professional Land Surveyor of Meridian Surveying, LLC, certify that I have surveyed, combined, monumented and mapped under the direction of Jerome Lopas, all of Lot Twelve (12) and Lot Thirteen (13), First Addition to Lopas Acres as recorded in Document No. 227137, being located in the Northeast Quarter (NE1/4) of the Fractional Southwest Quarter (SW1/4), Section Sixteen (16), Township Twenty (20) North, Range Eighteen (18) East, Village of Harrison, Calumet County, Wisconsin containing 82,816 square feet (1.901 acres) of land.

That such is a correct representation of all exterior boundaries of the land surveyed. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land Subdivision Ordinance of the Village of Harrison in surveying, combining, monumenting, and mapping the same.

Dated this ____ day of _____, 2024.

Wisconsin Professional Land Surveyor
Steven C. De Jong, S-2791

Survey Notes:

- Surveyed lands are contained wholly within Parcel No. 41486 and 41488
- Surveyed lands are contained wholly within Document No. 546218
- Owner of Record: Lopas Trust of 1994 U/D/O July 18, 1994

STATE OF WISCONSIN)
CALUMET COUNTY) SS

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 12 AND LOT 13, 1ST ADDITION TO LOPAS ACRES, LOCATED IN THE NE1/4 OF THE FRACTIONAL SW1/4, SECTION 16, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

(Sheet 3 of 4)

VILLAGE OF HARRISON CERTIFICATE

This Certified Survey Map in Section 16, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, is hereby approved.

Village of Harrison - President

Date

Village of Harrison - Clerk

Date

VILLAGE TREASURER'S CERTIFICATE

I being the duly elected qualified and acting treasurer of the Village of Harrison, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this _____ day of _____, 2024 on any lands included in this Certified Survey Map.

Village of Harrison - Treasurer

Date

COUNTY TREASURER'S CERTIFICATE:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands included in this minor subdivision as of this _____ day of _____, 2024.

County Treasurer: Calumet County

Date

STATE OF WISCONSIN)
CALUMET COUNTY) SS

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 12 AND LOT 13, 1ST ADDITION TO LOPAS ACRES, LOCATED IN THE NE1/4 OF THE FRACTIONAL SW1/4, SECTION 16, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN,

(Sheet 4 of 4)

OWNER'S CERTIFICATE

As owner, I hereby certify that I caused the land on this Certified Survey Map to be surveyed, combined, monumented, & mapped as represented on this map. I also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

Jerome L. Lopas (Trustee)
Lopas Trust of 1994 U/D/O July 18, 1994

Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 2024.

The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

Notary Public _____ County, Wisconsin.

My Commission Expires _____

OWNER'S CERTIFICATE

As owner, I hereby certify that I caused the land on this Certified Survey Map to be surveyed, combined, monumented, & mapped as represented on this map. I also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

Julie A. Lopas (Trustee)
Lopas Trust of 1994 U/D/O July 18, 1994

Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 2024.

The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

Notary Public _____ County, Wisconsin.

My Commission Expires _____

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Conditional Use Modification –North Shore Golf Club (Davel Engineering) – N8421 North Shore Rd – Parcel 39918

Issue:

Does the Village Board approve the North Shore Golf Club Conditional Use Modification?

Background and Additional Information:

North Shore Golf Club and Davel Engineering have submitted project plans for club lakehouse and pool improvements. The proposed project replaces the existing pool with a new pool, consisting of a lowered pool deck, and constructs a two-level building addition on the east end of the lakehouse.

The building addition will match the existing lakehouse with a face brick veneer and concrete tile roofing. An outdoor covered bar will be located on the pool deck area east of the existing lakehouse.

Site work will involve re-grading the pool terrace to accommodate lowering of the pool deck. Significant fill will be required on the southeast corner of the new pool deck to accommodate construction. The total disturbed impervious is under 20,000 square feet. Landscaping and lighting photometrics are forthcoming and will be reviewed during the site plan review process.

The proposed area is located on the south end of the golf course, over 50 feet north of the Lake Winnebago Shoreline. North Shore Condominiums are roughly 500 feet east of the proposed renovation site. The landscaping along with shoreline is sloped and will remain such. The area is zoned General Agricultural [AG]. Golf courses are a conditional use under the zoning district.

Budget Impacts:

None

Recommended Action:

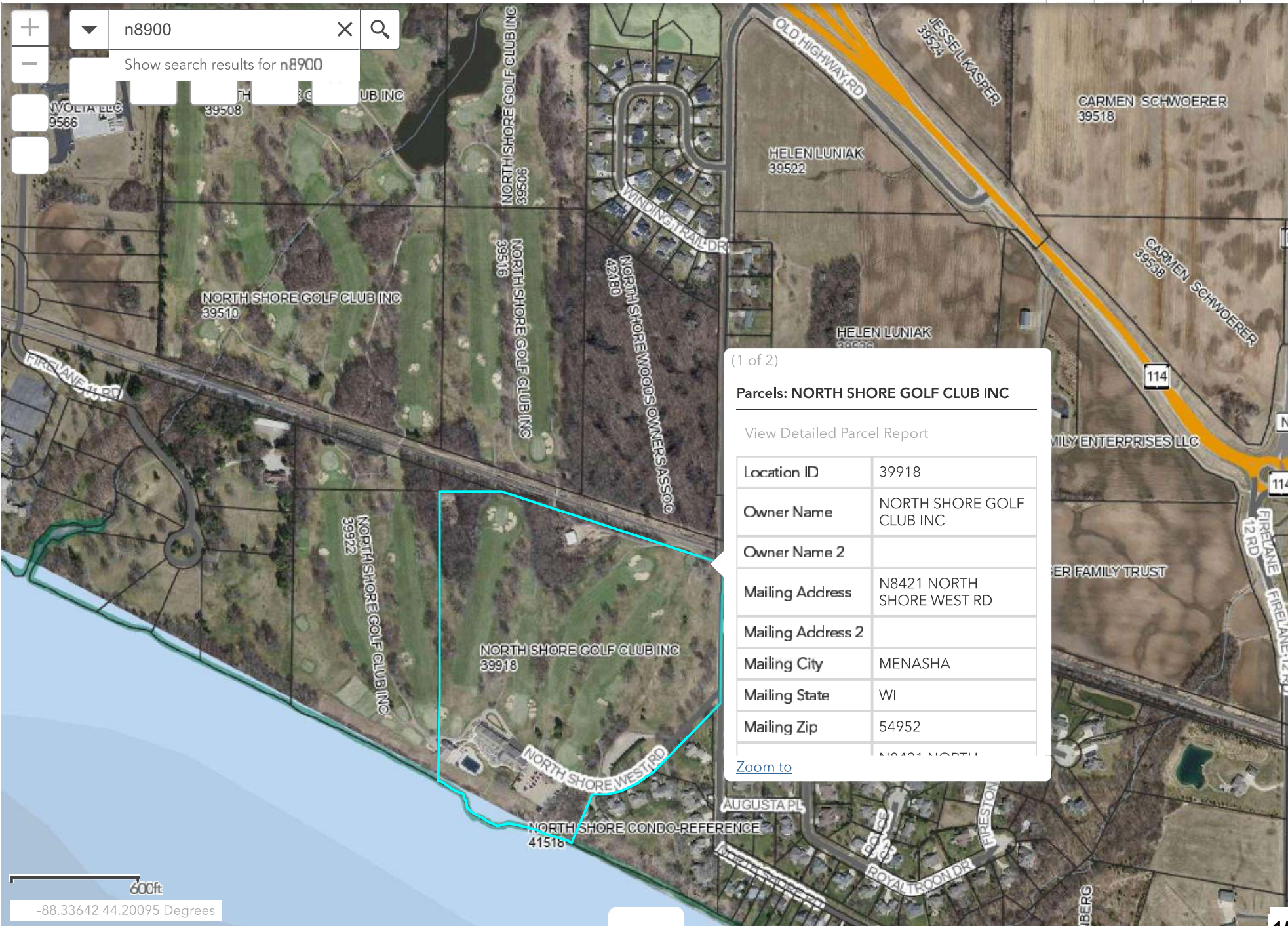
Motion to approve the conditional use modification with the following conditions:

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, State, and DNR rules, regulations, and ordinances shall be met.

Attachments:

- [Aerial Map.pdf](#)
- [Aerial - Area of Renovations.pdf](#)
- [Site plan and rendering.pdf](#)



(1 of 2)

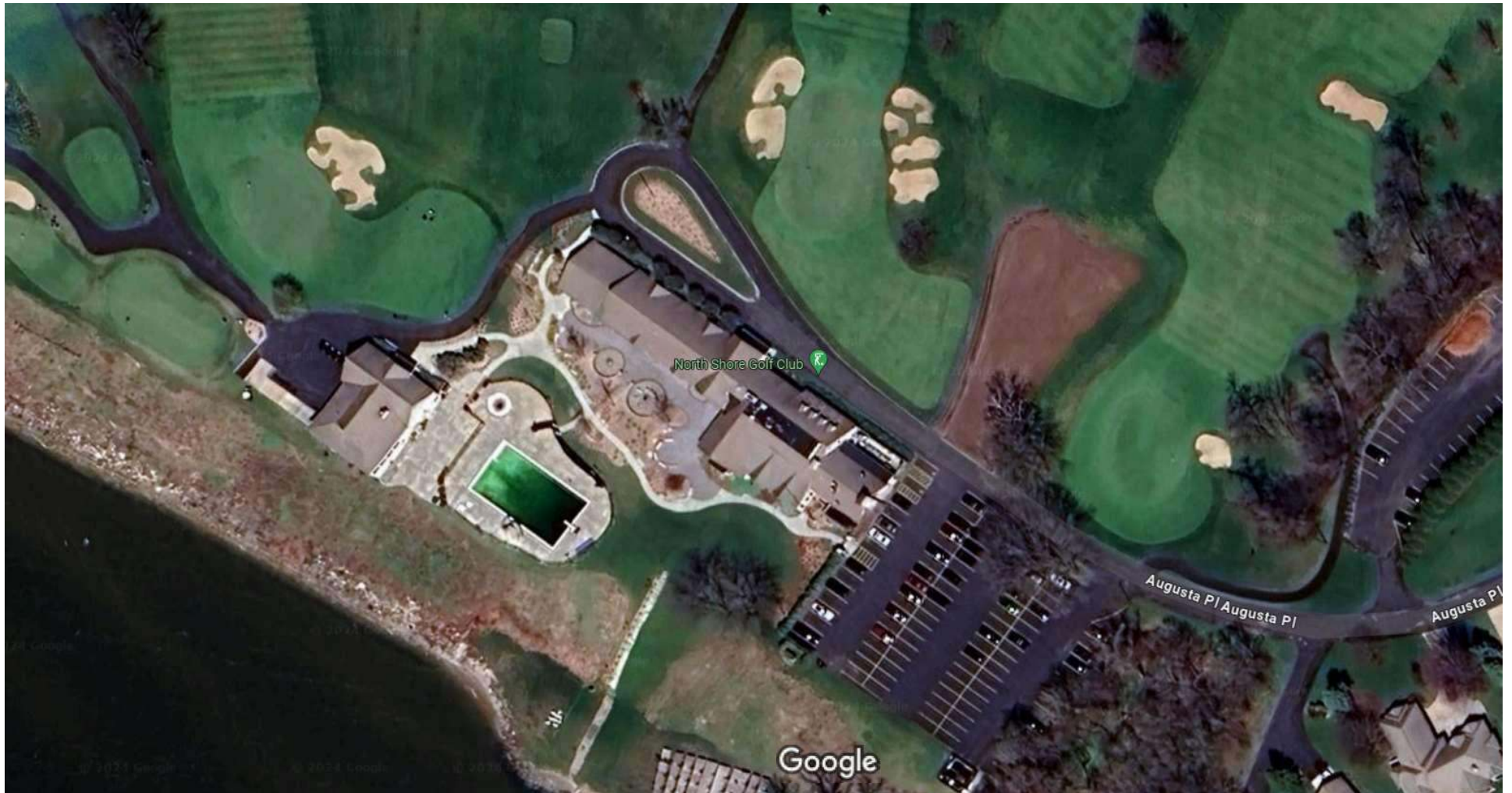
Parcels: NORTH SHORE GOLF CLUB INC

[View Detailed Parcel Report](#)

Location ID	39918
Owner Name	NORTH SHORE GOLF CLUB INC
Owner Name 2	
Mailing Address	N8421 NORTH SHORE WEST RD
Mailing Address 2	
Mailing City	MENASHA
Mailing State	WI
Mailing Zip	54952
Zoom to	N8421 NORTH



Area of Renovations -- Club Lakehouse and Pool

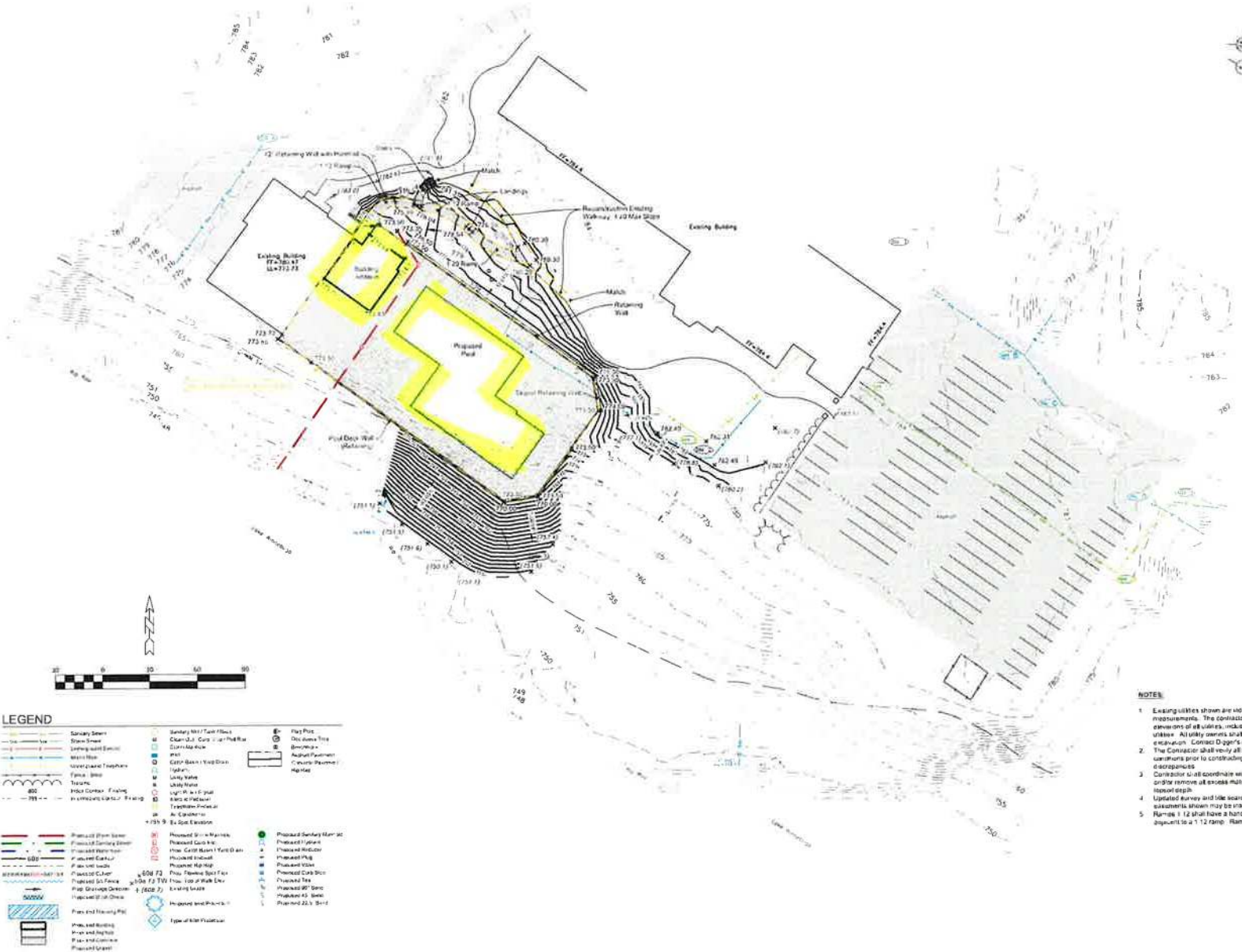


Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 50 ft

DRAINAGE & GRADING PLAN

N8421 North Shore Road
 Village of Harrison, Calumet County, WI
 For: North Shore Golf Club, Inc.

Date:	08/7/2024
Project:	8042enrg.dwg
Author:	TNW
Date Sent:	8/7/24
Page:	C1.2



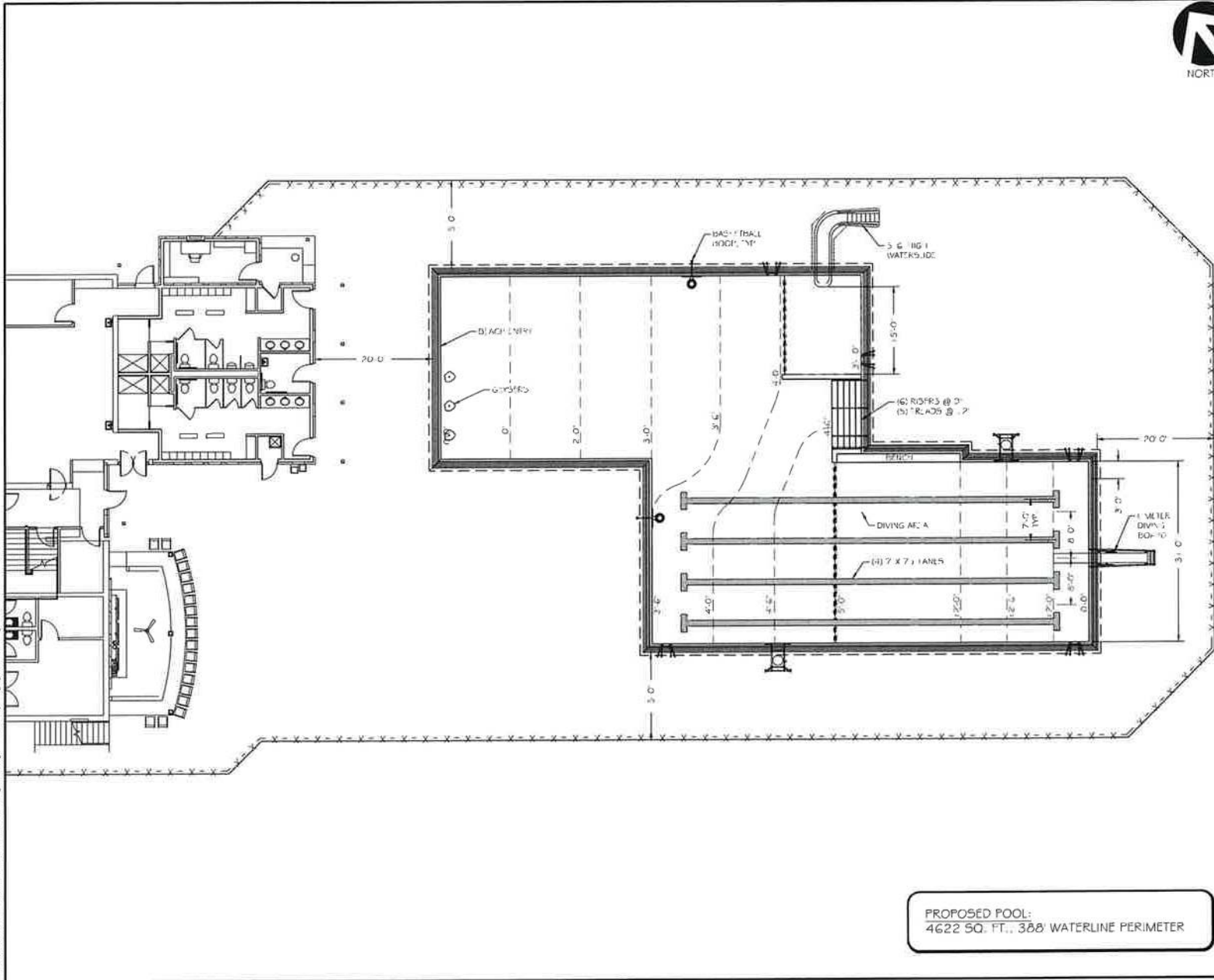
LEGEND

	Proposed Storm Sewer		Proposed 60" Storm Sewer		Proposed 12" Storm Sewer
	Proposed Storm Sewer		Proposed 18" Storm Sewer		Proposed 24" Storm Sewer
	Proposed Catch Basin		Proposed Manhole		Proposed 12" Storm Sewer
	Proposed 18" Storm Sewer		Proposed 24" Storm Sewer		Proposed 30" Storm Sewer
	Proposed 36" Storm Sewer		Proposed 42" Storm Sewer		Proposed 48" Storm Sewer
	Proposed 54" Storm Sewer		Proposed 60" Storm Sewer		Proposed 66" Storm Sewer
	Proposed 72" Storm Sewer		Proposed 78" Storm Sewer		Proposed 84" Storm Sewer
	Proposed 90" Storm Sewer		Proposed 96" Storm Sewer		Proposed 102" Storm Sewer
	Proposed 108" Storm Sewer		Proposed 114" Storm Sewer		Proposed 120" Storm Sewer
	Proposed 126" Storm Sewer		Proposed 132" Storm Sewer		Proposed 138" Storm Sewer
	Proposed 144" Storm Sewer		Proposed 150" Storm Sewer		Proposed 156" Storm Sewer
	Proposed 162" Storm Sewer		Proposed 168" Storm Sewer		Proposed 174" Storm Sewer
	Proposed 180" Storm Sewer		Proposed 186" Storm Sewer		Proposed 192" Storm Sewer
	Proposed 198" Storm Sewer		Proposed 204" Storm Sewer		Proposed 210" Storm Sewer
	Proposed 216" Storm Sewer		Proposed 222" Storm Sewer		Proposed 228" Storm Sewer
	Proposed 234" Storm Sewer		Proposed 240" Storm Sewer		Proposed 246" Storm Sewer
	Proposed 252" Storm Sewer		Proposed 258" Storm Sewer		Proposed 264" Storm Sewer
	Proposed 270" Storm Sewer		Proposed 276" Storm Sewer		Proposed 282" Storm Sewer
	Proposed 288" Storm Sewer		Proposed 294" Storm Sewer		Proposed 300" Storm Sewer
	Proposed 306" Storm Sewer		Proposed 312" Storm Sewer		Proposed 318" Storm Sewer
	Proposed 324" Storm Sewer		Proposed 330" Storm Sewer		Proposed 336" Storm Sewer
	Proposed 342" Storm Sewer		Proposed 348" Storm Sewer		Proposed 354" Storm Sewer
	Proposed 360" Storm Sewer		Proposed 366" Storm Sewer		Proposed 372" Storm Sewer
	Proposed 378" Storm Sewer		Proposed 384" Storm Sewer		Proposed 390" Storm Sewer
	Proposed 396" Storm Sewer		Proposed 402" Storm Sewer		Proposed 408" Storm Sewer
	Proposed 414" Storm Sewer		Proposed 420" Storm Sewer		Proposed 426" Storm Sewer
	Proposed 432" Storm Sewer		Proposed 438" Storm Sewer		Proposed 444" Storm Sewer
	Proposed 450" Storm Sewer		Proposed 456" Storm Sewer		Proposed 462" Storm Sewer
	Proposed 468" Storm Sewer		Proposed 474" Storm Sewer		Proposed 480" Storm Sewer
	Proposed 486" Storm Sewer		Proposed 492" Storm Sewer		Proposed 498" Storm Sewer
	Proposed 504" Storm Sewer		Proposed 510" Storm Sewer		Proposed 516" Storm Sewer
	Proposed 522" Storm Sewer		Proposed 528" Storm Sewer		Proposed 534" Storm Sewer
	Proposed 540" Storm Sewer		Proposed 546" Storm Sewer		Proposed 552" Storm Sewer
	Proposed 558" Storm Sewer		Proposed 564" Storm Sewer		Proposed 570" Storm Sewer
	Proposed 576" Storm Sewer		Proposed 582" Storm Sewer		Proposed 588" Storm Sewer
	Proposed 594" Storm Sewer		Proposed 600" Storm Sewer		Proposed 606" Storm Sewer
	Proposed 612" Storm Sewer		Proposed 618" Storm Sewer		Proposed 624" Storm Sewer
	Proposed 630" Storm Sewer		Proposed 636" Storm Sewer		Proposed 642" Storm Sewer
	Proposed 648" Storm Sewer		Proposed 654" Storm Sewer		Proposed 660" Storm Sewer
	Proposed 666" Storm Sewer		Proposed 672" Storm Sewer		Proposed 678" Storm Sewer
	Proposed 684" Storm Sewer		Proposed 690" Storm Sewer		Proposed 696" Storm Sewer
	Proposed 702" Storm Sewer		Proposed 708" Storm Sewer		Proposed 714" Storm Sewer
	Proposed 720" Storm Sewer		Proposed 726" Storm Sewer		Proposed 732" Storm Sewer
	Proposed 738" Storm Sewer		Proposed 744" Storm Sewer		Proposed 750" Storm Sewer
	Proposed 756" Storm Sewer		Proposed 762" Storm Sewer		Proposed 768" Storm Sewer
	Proposed 774" Storm Sewer		Proposed 780" Storm Sewer		Proposed 786" Storm Sewer
	Proposed 792" Storm Sewer		Proposed 798" Storm Sewer		Proposed 804" Storm Sewer
	Proposed 810" Storm Sewer		Proposed 816" Storm Sewer		Proposed 822" Storm Sewer
	Proposed 828" Storm Sewer		Proposed 834" Storm Sewer		Proposed 840" Storm Sewer
	Proposed 846" Storm Sewer		Proposed 852" Storm Sewer		Proposed 858" Storm Sewer
	Proposed 864" Storm Sewer		Proposed 870" Storm Sewer		Proposed 876" Storm Sewer
	Proposed 882" Storm Sewer		Proposed 888" Storm Sewer		Proposed 894" Storm Sewer
	Proposed 900" Storm Sewer		Proposed 906" Storm Sewer		Proposed 912" Storm Sewer
	Proposed 918" Storm Sewer		Proposed 924" Storm Sewer		Proposed 930" Storm Sewer
	Proposed 936" Storm Sewer		Proposed 942" Storm Sewer		Proposed 948" Storm Sewer
	Proposed 954" Storm Sewer		Proposed 960" Storm Sewer		Proposed 966" Storm Sewer
	Proposed 972" Storm Sewer		Proposed 978" Storm Sewer		Proposed 984" Storm Sewer
	Proposed 990" Storm Sewer		Proposed 996" Storm Sewer		Proposed 1002" Storm Sewer

NOTES

- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer and water, from the records of the respective utilities. All utility owners shall be notified by the contractor 72 hours prior to excavation. Contact Digpro's Hotline (1-800-242-8571) for exact utility locations.
- The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.
- Contractor shall coordinate with North Shore Golf Club staff for stakeline location and/or remove all excess materials from the site. Earthwork contractors shall verify stakeline length.
- Updated survey and site search have not been authorized and the boundary and easements shown may be inaccurate or incomplete.
- Ramps 1, 12 shall have a handrail on both sides of route and all landings within or adjacent to a 1:12 ramp. Ramps 1, 20 do not require handrails.

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PROPOSED POOL:
4622 SQ. FT., 308' WATERLINE PERIMETER



RAMAKER
employees owned
(608) 643-4100 www.ramaker.com

PRELIMINARY
FOR REVIEW
PURPOSES ONLY

DATE	DESCRIPTION
09/02/2024	PRELIMINARY REVIEW
PROJECT NO. 60620-09-CP-09-01	
PROJECT NAME NORTH SHORE GOLF CLUB - OUTDOOR SWIMMING POOL	
CLIENT NORTH SHORE GOLF CLUB INC. PROJECT LOCATION: MENASHA, WI	
CONCEPTUAL PLAN	
SCALE 1" = 16'	
PROJECT NO. 60620	
DRAWING NO. CP-09	

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LL PLAN



1ST FLR PLAN



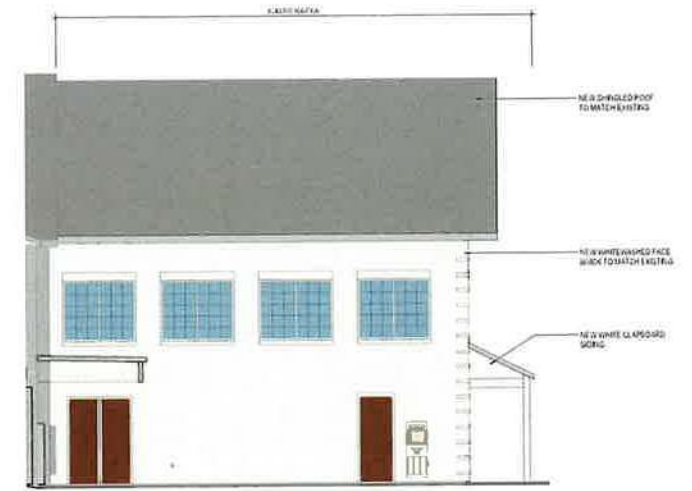
EXTERIOR RENDERING



1 NORTH ELEVATION



3 EAST ELEVATION



2 PARTIAL SOUTH ELEVATION

EXTERIOR ELEVATIONS

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Developer's Agreement for Breezy Meadows Subdivision.

Issue:

Does the Village Board approve the development agreement for Breezy Meadows subdivision for Van's Realty and Construction?

Background and Additional Information:

This agreement is similar to recent previously approved agreements with the following differences:

1. Developer will install a graveled 8-foot-wide trail surrounding the stormwater detention pond with terminus on Dylan Drive within Outlot 1.
2. Developer will maintain the landscape berm along Lake Park Road.
3. Wetlands: a few of the lots have wetlands that need to be dealt with. The Agreement restricts the developer from selling Lots 11, 23, 28 and 30 until wetland issues are remediated.

Given this agreement is substantially similar to others such as Cedar View, Village staff did not have the Village Attorney review prior to submittal to the Board.

Budget Impacts:

None

Recommended Action:

Motion to approve the development agreement between the Village and Van's Realty and Construction for Breezy Meadows Subdivision.

Attachments:

- [Breezy Meadows Developers Agreement.pdf](#)

**SUBDIVISION DEVELOPMENT AGREEMENT
BREEZY MEADOWS**

THIS AGREEMENT, made this ____ day of _____, 20____, between Van’s Realty & Construction of Appleton, Inc, hereinafter called “Subdivider”, and the Village of Harrison, a municipal corporation of the State of Wisconsin, located in Calumet and Outagamie counties, hereinafter called “Village”.

WHEREAS, Subdivider is the owner of approximately 12.7-acres of land in the Village, said land being referred to as “Breezy Meadows” described as:

All of Lot 1 and 2 of CSM 3975 and parts of Lot 1 of Certified Survey Map 2524, all located in the Northeast ¼ of the Northeast ¼ of Section 08, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin.

WHEREAS, Subdivider desires to subdivide and develop said lands;

WHEREAS, said lands are presently zoned or planned to be zoned as **RS-2 | Single-Family Residential (Traditional)** which permits the above development; and

WHEREAS, the Plan Commission has recommended to the Village Board that the proposed subdivision of the above-described lands be given final approval when the final plat thereof has been presented to the Village Board on the condition that the Subdivider enter into an agreement with the Village relative to the manner and method by which said lands are to be developed; and

WHEREAS, the Subdivider agrees to develop said land as herein described in accordance with this Agreement and in accordance with all of the ordinances and regulations of the Village of Harrison; and

WHEREAS, the developer/subdivider assures the Village and shall on the plat acknowledge:
“The owner/subdivider has no notice or knowledge of any environmental problems (the existence of hazardous or toxic substances) of any sort on the property being transferred. The owner/subdivider understands that it will pay for any costs to remediate any environmental problems encountered during construction of any of the public improvements required by the Village on the plat in the Developer’s Agreement. The owner/subdivider understand that they shall be individually responsible for any environmental problems found on the land, transferred to the Village on the Plat of Survey or Certified Survey Map during the construction of roads or other dedications and agree to hold the Village harmless until construction, installation or grading is complete.”; and

WHEREAS, the Village and Subdivider agree that the required dedications for surface water drainage and detention shall be dedicated with the plat acceptance, but shall be constructed by the developer as specified. Security for performance of the construction shall be secured by letter of credit or escrow. Security for performance shall not be released in full or in part, at the discretion of the Village, until performance is complete and sufficient development of the subdivision has occurred to satisfy the Village that further development related impairment or damage of surface water structures will not occur.

NOW, THEREFORE, in consideration of the granting of approval of a final plat for **Breezy Meadows** the development thereof by the Village Board, the Subdivider does hereby agree to subdivide and develop said lands as follows:

SECTION 1 – IMPROVEMENTS

All public improvements shall be in accordance with the Village of Harrison Standards and Specifications as established in the *Standard Specifications Manual*, *Harrison Utilities Standard Specification for Sanitary Sewer and Water Main Construction*, the Land Division Ordinance, and all other ordinances for the Village of Harrison. All plans and specifications for the public improvements shall require approval from the Village Engineer, Harrison Utilities Engineer, and Public Works Department prior to proceeding with construction.

A. ROADS AND STREETS The Subdivider and Village hereby agrees:

To furnish, construct, grade and surface all roads and streets in the subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village.

The Village has given consideration to the installation required and completion dates shall hereinafter be established and specified below. The completion dates are based upon the developer’s installation in accordance with the land division ordinance and the **FINAL** plan specifications and drawings approved by the Village.

All street construction, including but not limited to, sanitary sewer, watermain, storm sewer and associated laterals, subgrade, gravel base, and 1½” temporary asphalt binder shall be inspected by the Village, or their designee, in accordance with Section I, below.

Once the Village of Harrison standards have been met, the Village Board will take action respectively, to temporarily accept roads. Temporary acceptance of a gravel road may only occur after the subgrade, gravel, and 1½” temporary asphalt binder has been installed and inspected by the Village, all utilities (sanitary sewer, water, storm sewer, gas, electric, cable/phone, etc.) have been installed, and all terraces and primary drainage swales and ditches have been graded, seeded, and mulched and inspected by the Village. Once approved, the roads will sit for a period not less than two (2) freeze/thaw cycles but no more than three (3) years.

During the specified time period, the mountable curb and gutter shall be installed, the 4-inch asphalt paving completed, and trails installed. The Subdivider shall be responsible for the construction of the mountable curb and gutter, asphalt paving, and sidewalk/aprons and trail construction, at which time final acceptance may be granted.

Sidewalks/aprons shall be installed on a per lot basis, however prior to final acceptance the subdivider shall install any remaining sidewalks on lots that have not been sold to date.

All costs for construction of the curb and gutter, asphalt paving, sidewalks/aprons and trails shall be held in escrow, in the form of a Performance Bond, Letter of Credit, or Cash Escrow, payable to the Village of Harrison.

Any variation to the proposed schedule of the improvements as set forth in the contract below may be extended where requests are made by the Subdivider for construction during periods within the determination of the Public Works Department and the Village’s Engineer, require extension of time periods to assure the Village that the improvements will not suffer from premature degeneration as a result of said construction.

For new utility or street construction between November 15th and May 1st, there will be an additional warranty period of three years beginning from the acceptance of the “gravel road”. Such warranty shall apply to all improvements in case of failure. Such warranty shall be in the form of a Performance Bond, Letter of Credit or Cash Escrow in an amount sufficient, as approved by the Public Works Department and/or Village Engineer, to repair defects in the roadway. Repair of such defects shall be determined by the Public Works Department.

The schedule for construction shall be as follows:

Timeframe Record	
Subdivision	Breezy Meadows
Final Plat Approval	August 2024
Sanitary, Water, and Storm Sewers	Fall 2024
Utilities (Gas, Electric, Phone, Cable, etc.)	Fall 2025/Winter 2025
Grade & Gravel	Spring 2025
Terraces	Summer 2028
1½” Temporary Asphalt Binder	Spring 2025
Concrete Mountable Curb & Gutter	Spring 2028
4” Asphalt Pavement	Summer 2028
Sidewalks/Trails	Summer 2028

If 80% of the property owners of the subdivision request an earlier timeframe for curb & gutter, asphalt pavement, and sidewalks/trails to be installed, the Village Board may review such request.

B. CURB AND GUTTER The **Subdivider** hereby agrees:

1. To furnish, construct and install curb and gutter in accordance with the plat, plans, specifications and drawings attached hereto as Exhibit “A” and to complete said installation as set forth in the schedule above.

C. SIDEWALKS/APRONS The **Subdivider** hereby agrees:

1. To furnish, construct and install concrete sidewalks/aprons in accordance with the plat, plans, specifications and drawings and to complete said installation as set forth in the schedule above. Sidewalks are to be constructed on both sides of the street. If a lot does not have a house constructed at final acceptance of the roadway, the homeowner should be responsible for the construction of the sidewalk/apron.

D. TRAILS The **Subdivider** hereby agrees:

1. To furnish, construct and install graveled, 8-foot trail surrounding the stormwater detention pond with terminus on Dylan Drive within Outlot 1 in accordance with the plat, plans, specifications and drawings and to complete said installation as set forth in the schedule above. Location of such trail to be approved by the Village.

E. SANITARY SEWER The **Subdivider** hereby agrees:

1. To furnish, construct, install and provide a complete sewerage system throughout the entire subdivision, all in accordance with the plat plans, specifications and drawings as

per the requirements of Harrison Utilities and the Standard Specifications Manual for the Village of Harrison.

2. To install separate sanitary sewer laterals twelve (12') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.
3. The sanitary sewer system will not be accepted until the sanitary sewers have been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and the Subdivider's plan specifications as approved by *Harrison Utilities* and the Village's Engineer.

F. WATER The **Subdivider** hereby agrees:

1. To furnish, construct, install and provide a complete water distribution system throughout the entire subdivision, all in accordance with the plat, plans, specifications and drawings *as per the requirements of Harrison Utilities* and the *Standard Specifications Manual* for the Village of Harrison.
2. To install separate water laterals twelve (12') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.
3. The water distribution system will not be accepted until the water distribution system has been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by the *Harrison Utilities* and the Village's Engineer.

G. SURFACE WATER DRAINAGE The **Subdivider** hereby agrees:

1. To furnish, construct, install and provide adequate facilities for storm and surface water drainage throughout the entire subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village and the Wisconsin Department of Natural Resources (WDNR) Post-Construction Performance Standards.
2. All stormwater management facility construction, including but not limited to, retention/detention ponds, primary drainage swales, and associated piping systems shall be inspected by an on-site inspector designated by the Village, before acceptance by the Village.
3. To install separate storm sewer laterals six (6') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.
4. The Village Board will not accept the storm and surface water drainage improvements until the same have been installed and tested in accordance with the Village's specifications and the Subdivider's plans and specifications approved by the Village. The storm water and surface water drainage improvements shall be completed before a release of the performance guarantee specified by this contract.

H. EROSION CONTROL The **Subdivider** hereby agrees:

1. To install silt fence at the right-of-way line or install erosion matting within the right-of-way along all streets in the **FINAL** plat prior to acceptance of the street(s) in a graveled state. Silt fence or erosion matting to be installed in accordance with the WDNR Technical Standards.
2. Maintain silt fence along the right-of-way line until all land disturbances have been stabilized in accordance with WDNR Technical Standards until final acceptance.
3. Maintain all other erosion control practices for stormwater management facilities, environmental protections, etc., in accordance with WDNR Technical Standards.

I. GRADING The **Subdivider** hereby agrees:

1. To complete rough and fine grading along all primary drainage swales and ditches in the subdivision all in accordance with **FINAL** plat, plans specifications and drawings approved by the Village.
2. To complete rough grading along all property lines to the design grade.
3. To seed and establish a vegetative cover over all disturbed areas.

J. LANDSCAPING RESTORATION The **Subdivider** hereby agrees:

1. To preserve to the maximum extent possible existing trees, shrubbery, vines and grasses not actually lying within public roadways, easements, drainageways, building foundations sites, private driveways, solid absorption waste disposal areas, paths and trails by use of sound conservation practices.
2. To remove and lawfully dispose of all destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish.
3. To provide topsoil, seed, fertilizer and mulch for primary drainage swales and ditches and seed fertilizer and mulch for terrace areas in order to provide permanent growth of grass prior to acceptance of the street(s) in a graveled state.
4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

K. LANDSCAPE BERMS The **Subdivider** hereby agrees:

1. Maintain the existing landscape berm along Lake Park Road.

L. INSPECTIONS The **Subdivider** hereby agrees:

1. To allow for the Village, or a third party selected by the Village, to inspect all improvements for the purpose of ensuring compliance with the *Standard Specifications Manual and Harrison Utilities* for the Village of Harrison.

2. To pay for all costs associated with the inspection of improvements within the subdivision development. Cost of Village inspections to be billed at the following rates: \$52 per hour for Engineering Technician (Field Inspector), \$59 per hour for Public Works Lead Foreman, and \$69 per hour for Operator, plus actual costs for incidental items, such as equipment, mileage, etc.
3. Cost of third-party inspectors for Harrison Utilities and the Village of Harrison to be billed at actual costs to the Village

M. PAYMENT IN LIEU OF PARKLAND The **Subdivider** hereby agrees:

1. To pay the Village a fee in lieu of parkland dedication in an amount equal to \$16,279. Fee in lieu of parkland is based on the following assumptions in the park impact fee and public needs assessment document: \$25,000 per acre of parkland, 6.65-acres of parkland per 1,000 residents, and 2.88 persons per household ($\$25,000 * 6.65 / 1,000 * 2.88 =$ per lot fee). There are 34 lots in Breezy Meadows.

N. STREET LIGHTS The **Subdivider** hereby agrees:

1. None are proposed.

O. STREET/TRAFFIC SIGNS The **Subdivider** hereby agrees:

1. Street/traffic signs shall be installed by the Village, at the Developer's sole expense at an estimated amount of \$1,000.

P. WETLANDS

Per the May 8, 2024, meeting, the developer and/or its engineer will be applying for exemptions to fill the wetlands located on Lots 11, 23, 28 and 30 to be buildable. No sale of Lots 11, 23, 28 and 30 until these wetland issues are remediated.

SECTION II – MISCELLANEOUS REQUIREMENTS

- A. Survey Monuments. The Subdivider hereby agrees to properly place and install all survey or other monuments required by statute and ordinance.
- B. Grade. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner, the final signed plan set showing the finished grade at each lot corner and will provide individual home grades as construction commences.
- C. Plans. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner all plans and specifications identified in the Land Division Ordinance of the Village of Harrison.
- D. Compliance with Ordinances and Statutes. The Subdivider hereby agrees to comply with the requirements and provisions of all Village ordinances and state statutes.
- E. Record Drawings. The Subdivider agrees to provide the Village with grade sheets, asphalt mix records, and record drawings of the sanitary sewer, water main, storm sewer

improvements, and streets showing location of all the appurtenances and features of the systems as required by the Village of Harrison Standard Specifications.

- F. Locations for Laterals or Other Improvements. If locates are necessary for any reason prior to final acceptance, the developer shall either provide adequate record drawings to the Village or the developer shall provide the field locates of utilities (such as laterals).

SECTION III – PUBLIC IMPROVEMENT GUARANTEE

- A. The Village will not sign the final plat until such improvement is guaranteed as listed in A(1).
1. The Subdivider shall provide an irrevocable letter of credit, or cash escrow, together referred to as Financial Guarantee, of which the Village can draw from, for an amount equal to one hundred twenty percent (120%) of the cost of furnishing, constructing, installing, staking, inspecting and testing the improvement as required by this contract. The amount shall include construction engineering costs, inspection, and shall be subject to final approval by the Village. (Improvements are described in this contract in Section 1 – Part, A, B, C, D, E, F , G , H, I , J, K, L, M & N hereof) The improvements shall be guaranteed prior to the Village approving the final plat.

The Subdivider shall notify the Village a minimum of ninety (90) days prior to the expiration of the Financial Guarantee. The Subdivider shall cause the Financial Guarantee to automatically renew year after year until released fully by the Village. Failure to notify the Village in writing that the Financial Guarantee will expire will be deemed a violation of this Agreement and the Village Board shall have the authority to draw upon the Financial Guarantee at any time.

The amount of the public improvements, **as provided by the developer's engineer**, is \$257,247 (includes Future Road Construction section and Terrace Restoration from the Estimate of Quantities.).

Details of the estimated cost shall be attached as Exhibit "B".

- B. The Subdivider shall furnish, construct, install, stake, inspect and test the improvement. The improvement shall be dedicated to and accepted by the Village prior to the Village approving any release of a public improvement guarantee.
- C. The Subdivider hereby agrees to guarantee the improvements described in Section I hereof against defects due to faulty materials or workmanship which appear within a period of two (2) years [or three (3) years if winter construction is utilized] from the date the final course of asphalt has been laid and shall pay for any damages resulting therefrom to Village property. The warranty shall be in the form of a letter of credit, or cash escrow in an amount sufficient, as approved by the Public Works Department and/or Village Engineer, to repair such defect. Repair of such defect shall be determined by the Public Works Department.
- D. As improvements required by this Agreement are completed, approved and accepted by the Village, the Subdivider may request a reduction of the public improvement guarantee

based upon a demonstration that there exists no necessity for a guarantee in the full amount as originally required. Reductions in the amount of the public improvement guarantee shall be solely within the discretion of the Village Board and shall be made only upon recommendation by the Public Works Department and Village Engineer.

- E. That the public improvement guarantee provided hereunder shall in all respects require compliance with the land division ordinance and particularly the performance guarantee as required by Article IV entitled “Development Agreements”.

SECTION IV – BUILDING PERMITS

- A. The Village will not allow building permits to be issued to any person in the said subdivision until all improvements required herein have been temporary accepted. The Village will perform no repair, maintenance or snow plowing upon said improvements until final acceptance of the roadways by the Village.
- B. Building permits may be issued by the Village upon all outstanding inspection and plan review fees or charges being paid and dedication acceptance and verification by the Village that the provisions of this Agreement have been complied with.
- C. The Village shall also require verification that all public improvements have been paid for in the form of Lien Waivers from all persons providing materials or performing work on the Public Improvements for which certification is sought, and upon recording of the final plat, provided that the Subdivider has filed a sufficient Financial Guarantee with the Village to cover the cost of remaining items. Should the Subdivider fail to complete any items pursuant to the terms of the contract by the date set forth herein, the Village shall have the right through the Financial Guarantee provided by the Subdivider to complete the said improvement and the Village shall have unrestricted access to the Subdivider’s land for said purpose.
- D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Public Works Department, or Village’s Engineer, that the Subdivider and/or its subcontractors installing said improvements have created a situation that is hazardous to the public and requires guarding improvement or repair, the Village may access the Subdivider’s property for the purpose of making said repairs and any costs associated with the maintenance of roadways, filling of holes, removal of obstructions or other necessary work may be charged against the cash escrow or irrevocable letter of credit. The Public Works Department shall make an effort to notify the Subdivider of the situation. The Public Works Department and the Engineer in their judgment may determine the necessity of the repairs are urgent in nature and complete those repairs without notice to the Subdivider.

SECTION V – AMENDMENTS

The Village Board and Subdivider by mutual consent may amend this Agreement at any regularly scheduled meeting of the Village Board of the Village of Harrison. The Village Board shall not, however, consent to an amendment until after having first received a recommendation from the Public Works Department and/or the Village’s Engineer.

The rest of this page left blank intentionally.

SUBDIVIDER

IN WITNESS WHEREOF, the Subdivider has caused this Agreement to be signed this _____ day of _____, 20__.

VAN’S REALTY & CONSTRUCTION OF APPLETON, INC.

BY: _____
Print Name: _____
Title: _____

BY: _____
Print Name: _____
Title: _____

STATE OF WISCONSIN)
) SS
COUNTY OF _____)

Personally came before me this _____ day of _____, 20__, the above named _____ and _____, to me known to be the persons who executed the foregoing instrument.

Notary Public-State of Wisconsin
My Comm. Exp. _____

VILLAGE OF HARRISON

Adopted by the Village Board of the Village of Harrison this _____ day of _____, 20__.

VILLAGE OF HARRISON

By: _____
Allison Blackmer, Village President

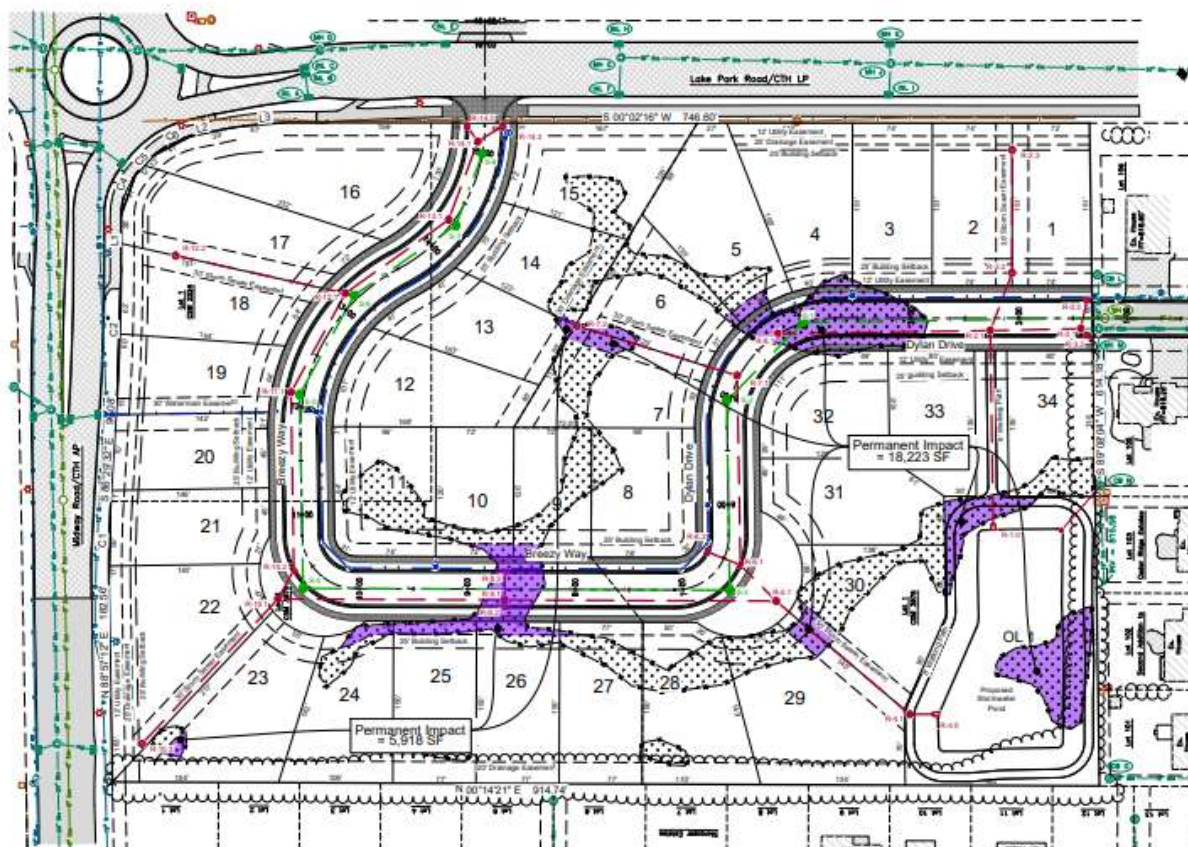
Attest: _____
Vicki Tessen, Village Clerk

EXHIBIT A

Final Plat, Plans, and Drawings as approved by the Village.

Breezy Meadows

Village of Harrison, Calumet County, WI
For: Van's Realty & Construction



Sewer and Water shall be constructed in accordance with the State of Wisconsin Standard Specifications for Sewer and Water Construction, and all Special Provisions of the Village of Harrison.

Storm shall be constructed in accordance with the State of Wisconsin Standard Specifications for Highway and Structures Construction, and all Special Provisions of the Village of Harrison.

Contractor shall locate all buried facilities prior to excavating. This plan may not correctly or completely show all buried utilities. The Contractor shall verify all existing and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.

The Contractor shall comply with all conditions of the Erosion Control Plan and the Storm Water discharge Permit. An Erosion Control shall be done in accordance with the Plan and Wisconsin DNR Technical Standards.

The contractor shall coordinate with provider for electric, gas, and telecommunications services connection and relocation.

Pipe lengths are measured to center of structure. Embeds are included in pipe length.

Water Main: 6" - 12" or larger to be PVC APRRA C900, DN 18 with ASTM F477 rubber gaskets, with minimum of 10 gauge, insulated (flex), single-conductor copper tracer wire, as equipment, per SPS 302.05 (9C).

Water Main components, including mechanical joint fittings, gate valves, & hydrants shall have stainless steel bolts.

Sanitary Sewer Main: 6" - 12" or larger to be PVC SDR35, ASTM D3324, HDPE, 6" - 12" or smaller to be PVC SDR 35, ASTM D3324 with minimum of 10 gauge, insulated (rigid), single-conductor copper tracer wire, as equipment, per SPS 302.05 (11B).

Storm Sewer Pipe: shall be PVC (NRE3), Reinforced Concrete Class II, or HDPE, ASTM D1248, Type II with all right joints, with minimum of 10 gauge, insulated (flex), single-conductor copper tracer wire, as equipment, per SPS 302.06 (7)(b)(4).

LEGEND

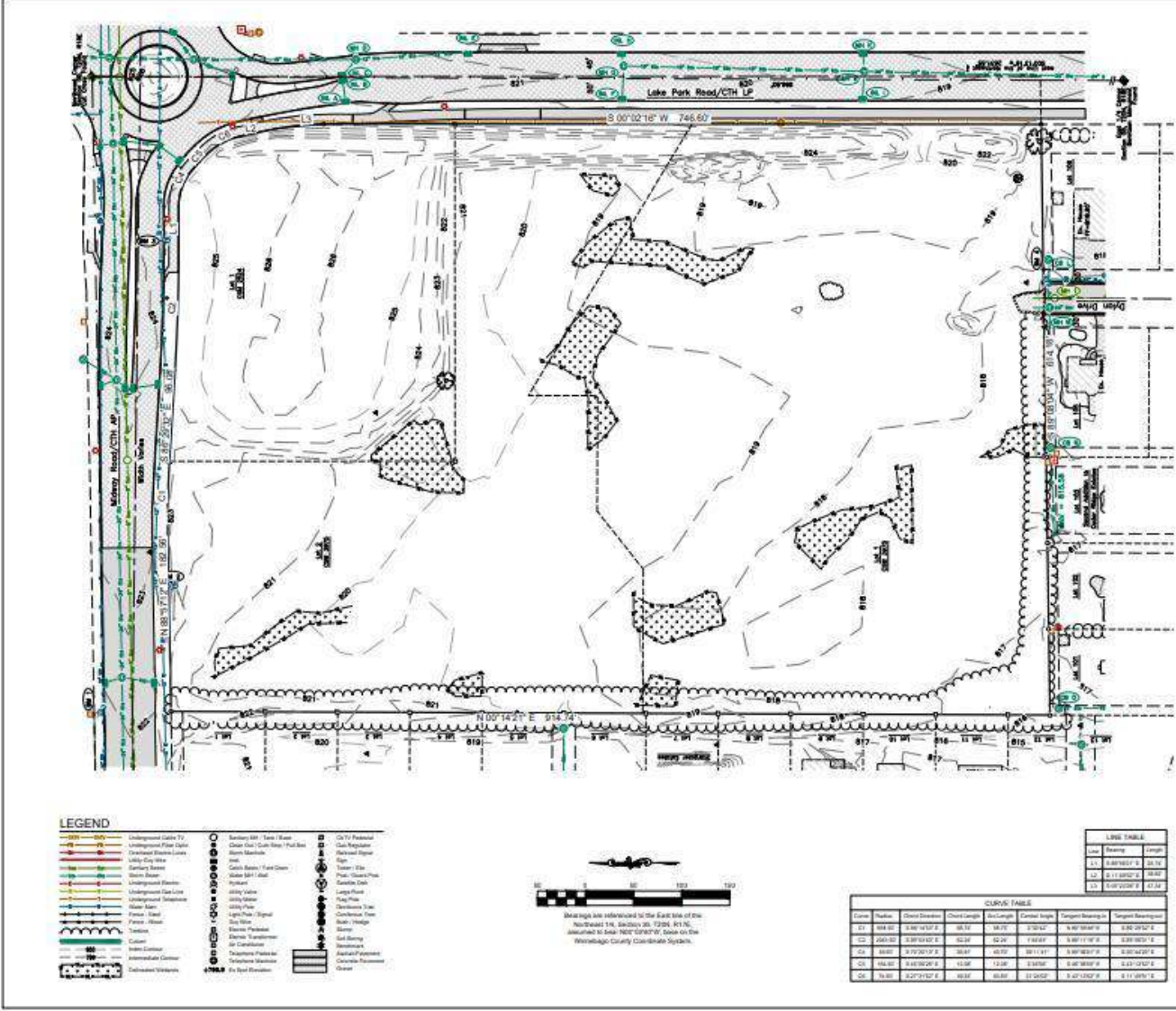
Undeveloped Land To Be Developed	Sanitary Sewer	6" - 12" or larger to be PVC APRRA C900, DN 18 with ASTM F477 rubber gaskets, with minimum of 10 gauge, insulated (flex), single-conductor copper tracer wire, as equipment, per SPS 302.05 (9C)	6" - 12" or larger to be PVC SDR35, ASTM D3324, HDPE, 6" - 12" or smaller to be PVC SDR 35, ASTM D3324 with minimum of 10 gauge, insulated (rigid), single-conductor copper tracer wire, as equipment, per SPS 302.05 (11B)
Proposed Water Main	Sanitary Sewer	6" - 12" or larger to be PVC APRRA C900, DN 18 with ASTM F477 rubber gaskets, with minimum of 10 gauge, insulated (flex), single-conductor copper tracer wire, as equipment, per SPS 302.05 (9C)	6" - 12" or larger to be PVC SDR35, ASTM D3324, HDPE, 6" - 12" or smaller to be PVC SDR 35, ASTM D3324 with minimum of 10 gauge, insulated (rigid), single-conductor copper tracer wire, as equipment, per SPS 302.05 (11B)
Proposed Storm Sewer	Sanitary Sewer	6" - 12" or larger to be PVC APRRA C900, DN 18 with ASTM F477 rubber gaskets, with minimum of 10 gauge, insulated (flex), single-conductor copper tracer wire, as equipment, per SPS 302.05 (9C)	6" - 12" or larger to be PVC SDR35, ASTM D3324, HDPE, 6" - 12" or smaller to be PVC SDR 35, ASTM D3324 with minimum of 10 gauge, insulated (rigid), single-conductor copper tracer wire, as equipment, per SPS 302.05 (11B)
Proposed Storm Sewer	Sanitary Sewer	6" - 12" or larger to be PVC APRRA C900, DN 18 with ASTM F477 rubber gaskets, with minimum of 10 gauge, insulated (flex), single-conductor copper tracer wire, as equipment, per SPS 302.05 (9C)	6" - 12" or larger to be PVC SDR35, ASTM D3324, HDPE, 6" - 12" or smaller to be PVC SDR 35, ASTM D3324 with minimum of 10 gauge, insulated (rigid), single-conductor copper tracer wire, as equipment, per SPS 302.05 (11B)
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SHEET INDEX

Sheet	Description
1.1	Improvement Plans
1.2	Drainage and Grading Plan
1.3	Utilities and Electrical Control Plan
1.4	Topographic Survey
1.5	Construction Details
2.1	Storm & Water Details
2.2	Storm & Water - Curbs and Curb Details
2.3	Stormwater Paved Driveway
2.4	Plan & Profile: Dylon Drive - Sta 0+00 to 0+00
2.5	Plan & Profile: Breezy Way - Sta 6+00 to 11+00
2.6	Plan & Profile: Breezy Way - Sta 11+00 to 10+02 11
2.7	Plan & Profile: Water Main Extension - Sta 0+00 to 2+45.23

IMPROVEMENT PLANS
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1364 Promena Terrace, Menasha, WI 54952
 P.O. Box 1011, 1000 P.O. Box 1011, 54952
 www.davel.com
 Project Number: 7098
 August 8, 2024





Storm Structures						
Structure #	Run	Inv.	Size	Material	Direction	
MS A	821.88	821.88	32"	PVC	W	
MS B	822.00	822.00	32"	PVC	W	
MS C	823.78	823.78	32"	PVC	SE	
MS D	823.85	823.85	32"	PVC	S	
MS E	825.88	825.88	32"	PVC	W	
MS F	826.32	826.32	32"	RCF	E	
MS G	826.84	826.84	24"	RCF	S	
MS H	827.26	827.26	32"	RCF	W	
MS I	828.26	828.26	32"	RCF	E	
MS J	829.53	829.53	24"	RCF	S	
MS K	829.25	829.25	32"	RCF	W	
MS L	829.88	829.88	32"	PVC	W	
MS M	829.47	829.47	24"	RCF	S	
MS N	829.09	829.09	32"	PVC	E	
MS O	828.40	828.40	24"	PVC	E	
MS P	827.41	827.41	32"	PVC	W	
MS Q	826.58	826.58	30"	PVC	S	

Sanitary Structures						
Structure #	Run	Inv.	Size	Material	Direction	
MS 1	827.00	827.00	8"	PVC	N	
MS 2	826.26	826.26	8"	PVC	S	

BENCHMARKS (AVG/OS)

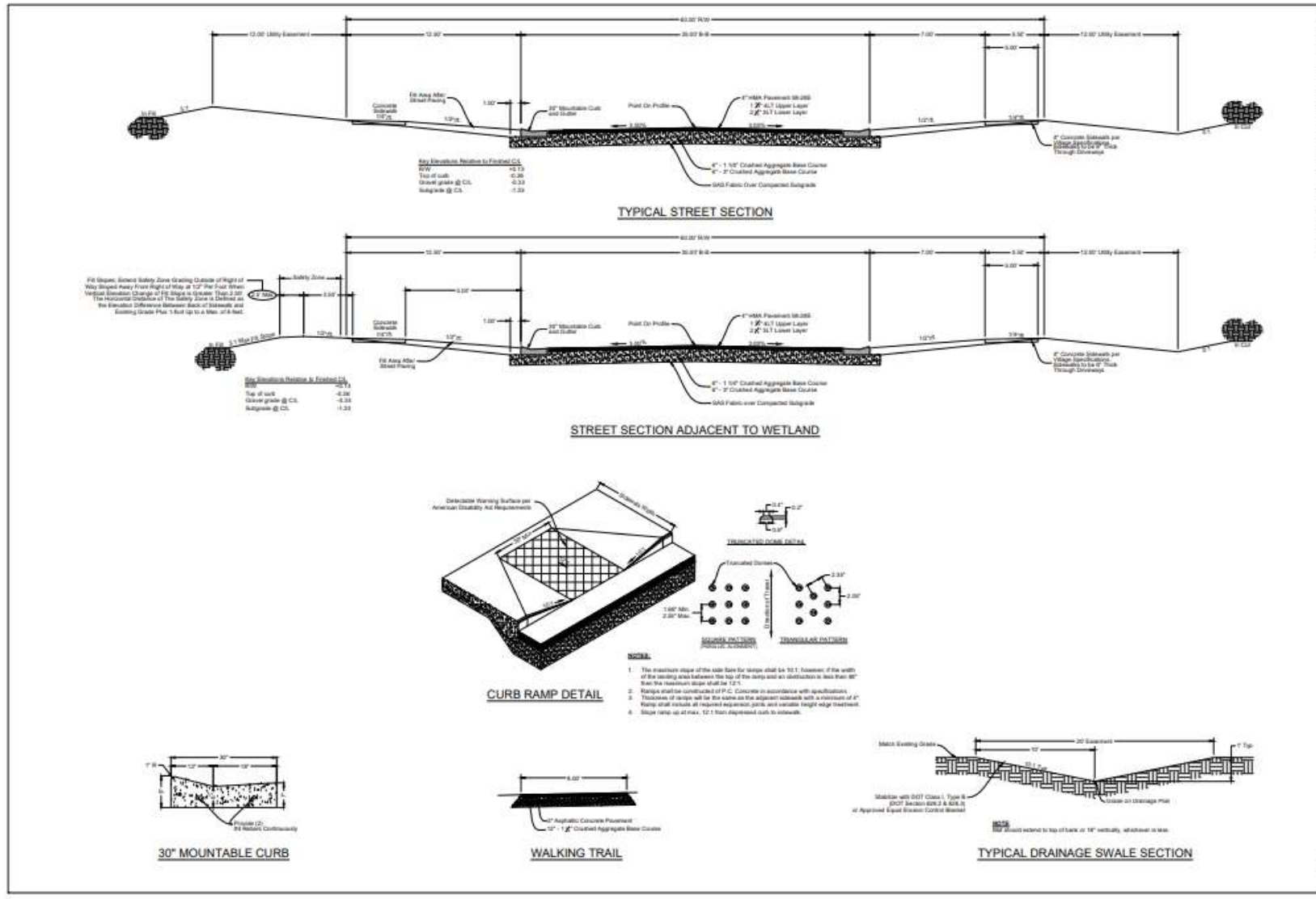
BM 1	N25 Monument (7251)	Case NW 1/4 Lake Park Rd	Inv: 788.58
BM 1	Fire Hydrant, Tap East	North 100' Midway Rd	Inv: 824.21
BM 2	Fire Hydrant, Tap East	South 100' Midway Rd, ± 130' E of HW Property Corner	Inv: 825.88
BM 3	Fire Hydrant, Tap East	South 100' Midway Rd, ± 389' E of BM 2	Inv: 825.82
BM 4	Fire Hydrant, Tap East	East 100' Midway Rd	Inv: 818.28

DATE: 07/3/2024
 DRAWN BY: JRS
 PROJECT: 7098Flat.dwg
 CLIENT: Jennifer

TOPOGRAPHIC SURVEY

Breezy Meadows
 Village of Harrison, Calumet County, WI
 For: Van's Realty & Construction

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 104 S. VAN DYKE STREET, SUITE 200
 WAUKESHA, WI 53186
 TEL: 262.546.4400 FAX: 262.546.4401
 WWW.DAVELINC.COM

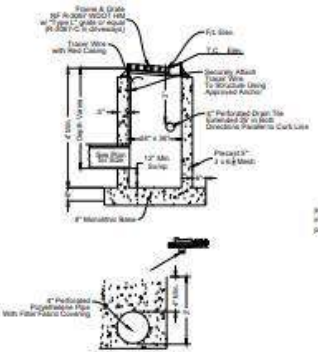


DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 10100 W. 12th St., Suite 100, Overland Park, KS 66211
 Phone: 913.241.1400
 Fax: 913.241.1401
 www.davel.com

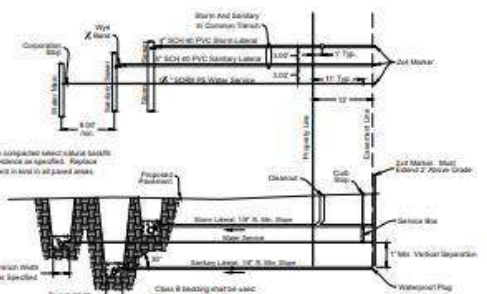
Breezy Meadows
 Village of Harrison, Calumet County, WI
 For: Van's Realty & Construction

CONSTRUCTION DETAILS

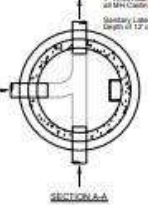
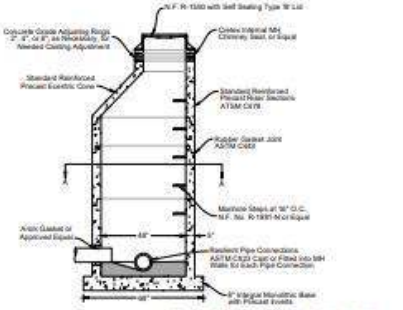
08/9/2024
 JRD
 7098eng.dwg
 Jennifer
 2.1



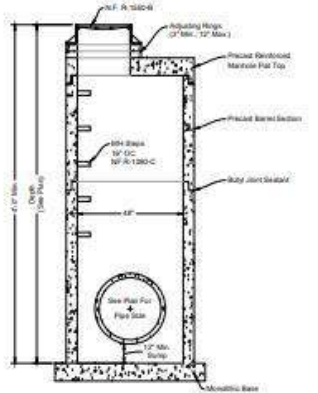
CURB INLET DETAIL



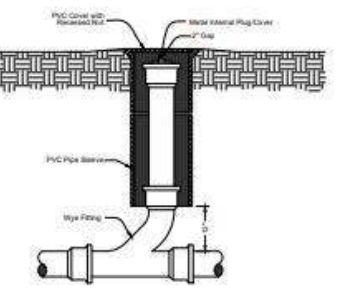
LATERAL DETAIL



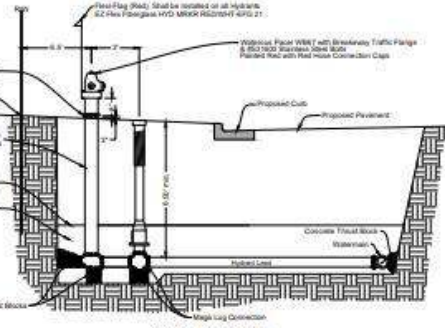
SANITARY MANHOLE



STANDARD STORM MANHOLE



STORM CLEANOUT



HYDRANT DETAIL



YARD DRAIN

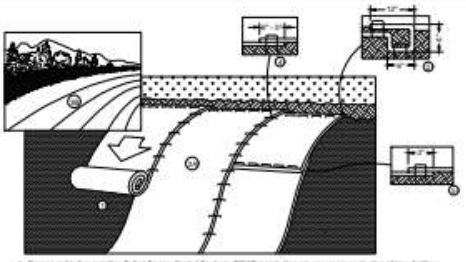
SPACED MANHOLE INFORMATION				LOT INFORMATION				EYEW				SANITARY SERVICES					
REACH	Size	DIR. INV.	DEPTH	PKWBL	LOT #	STREET	FINISHED GARAGE FLOOR	FOOTING ELEV.	WATER LATERAL LENGTH	WATER STORM	DISTANCE TO D.S. (H. INCR)	W/S INCR	4\"/>				
5-1-10	36x6	8	301.57	0.040	1	Dyer Dr	815.0	815.70	25	50	40	807.71	42	4.8	807.80	807.81	808.17
5-1-10	36x6	8	301.57	0.040	2	Dyer Dr	807.7	811.10	33	54	121	802.30	44	2.7	807.80	808.04	808.30
5-1-10	36x6	8	301.57	0.040	3	Dyer Dr	811.3	812.11	25	56	186	802.30	45	2.1	807.70	807.80	808.12
5-1-10	36x6	8	301.57	0.040	4	Dyer Dr	811.0	812.21	29	55	200	802.83	45	3.1	807.70	807.74	807.80
5-2-10	36x6	8	302.78	0.020	1	Dyer Dr	821.8	812.61	24	58	11	803.81	49	3.3	807.90	808.00	808.46
5-2-10	36x6	8	302.78	0.020	4	Dyer Dr	811.8	813.41	23	13	81	804.34	50	3.8	808.40	808.50	808.56
5-3-10	36x6	8	302.25	0.040	7	Dyer Dr	817.4	812.21	23	57	8	805.87	42	2.0	808.20	808.50	808.56
5-4-10	36x6	8	302.25	0.040	8	Dyer Dr	822.7	812.31	25	57	85	805.87	42	2.0	808.20	808.50	808.56
5-4-10	36x6	8	302.25	0.040	9	Breezy Way	822.2	812.41	22	52	162	806.70	42	2.0	810.20	810.44	810.70
5-4-10	36x6	8	302.25	0.040	10	Breezy Way	823.1	812.41	22	52	200	806.80	42	2.0	810.10	810.34	810.60
5-4-10	36x6	8	302.25	0.040	11	Breezy Way	823.7	812.41	22	52	211	807.29	42	4.8	810.70	810.84	811.20
5-4-10	36x6	8	302.25	0.040	12	Breezy Way	823.1	812.41	22	57	48	808.73	38	2.0	810.20	810.50	810.56
5-7-10	36x6	8	302.37	0.040	13	Breezy Way	825.1	812.51	22	53	57	809.20	40	2.2	810.00	810.20	810.56
5-8-10	36x6	8	302.84	0.040	14	Breezy Way	824.4	812.21	24	48	8	809.84	41	6.0	811.10	811.34	811.60
5-8-10	36x6	8	302.84	0.040	15	Breezy Way	822.6	812.41	22	57	83	809.84	42	6.0	810.97	811.21	811.47
5-7-10	36x6	8	302.37	0.040	16	Breezy Way	824.6	814.01	42	30	87	809.40	40	1.7	810.20	810.27	810.48
5-7-10	36x6	8	302.37	0.040	17	Breezy Way	823.7	814.01	42	38	78	809.73	42	2.8	810.00	810.34	810.56
5-8-10	36x6	8	302.84	0.040	18	Breezy Way	824.1	814.01	42	38	80	808.70	40	3.7	810.00	810.30	810.56
5-8-10	36x6	8	302.84	0.040	19	Breezy Way	825.1	814.01	42	30	77	808.50	42	4.0	810.20	810.41	810.56
5-8-10	36x6	8	302.84	0.040	20	Breezy Way	824.8	814.01	42	34	83	809.24	42	4.0	810.00	810.86	811.20
5-8-10	36x6	8	302.84	0.040	21	Breezy Way	825.3	814.01	42	34	84	807.87	40	3.8	810.27	810.81	810.77
5-8-10	36x6	8	302.84	0.040	22	Breezy Way	824.3	814.01	42	45	31	807.80	54	2.7	810.27	810.81	810.77
5-8-10	36x6	8	302.84	0.040	23	Breezy Way	823.7	814.01	42	30	90	807.83	42	2.2	810.81	811.85	812.11
5-8-10	36x6	8	302.84	0.040	24	Breezy Way	823.7	814.01	42	30	82	807.83	42	2.8	810.81	811.82	812.16
5-8-10	36x6	8	302.84	0.040	25	Breezy Way	823.7	814.01	42	30	81	807.83	42	2.0	810.81	811.80	812.15
5-8-10	36x6	8	302.84	0.040	26	Breezy Way	822.6	814.01	42	32	90	808.81	42	2.2	810.81	810.70	811.00
5-8-10	36x6	8	302.84	0.040	27	Breezy Way	821.8	814.01	42	32	82	809.84	42	1.6	808.80	810.80	810.28
5-8-10	36x6	8	302.84	0.040	28	Breezy Way	821.4	814.01	42	30	38	806.20	40	1.7	808.47	808.80	808.20
5-8-10	36x6	8	302.84	0.040	29	Breezy Way	820.7	814.01	42	30	170	805.20	40	8.7	808.04	808.80	808.44
5-8-10	36x6	8	302.84	0.040	30	Breezy Way	820.6	814.01	42	30	137	809.80	46	6.4	808.54	809.70	808.10
5-8-10	36x6	8	302.84	0.040	31	Dyer Dr	821.3	814.01	42	30	88	806.40	42	2.7	808.21	808.80	808.77
5-1-10	36x6	8	301.57	0.040	32	Dyer Dr	821.3	814.01	42	28	244	803.55	38	4.4	807.70	807.80	807.86
5-1-10	36x6	8	301.57	0.040	33	Dyer Dr	820.6	814.01	42	30	180	802.71	40	4.0	807.60	807.80	807.18
5-1-10	36x6	8	301.57	0.040	34	Dyer Dr	820.1	814.01	42	30	88	801.80	41	4.4	807.60	807.80	808.18
										Non-Spacer Total	2,688	1,443	1,504	08			



SEWER & WATER DETAILS

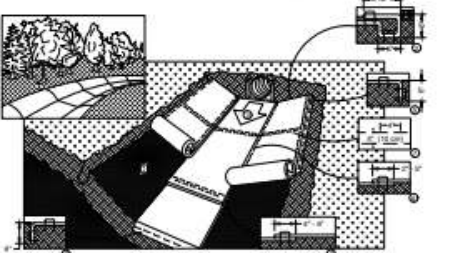
Breezy Meadows
Village of Harrison, Calumet County, WI
For: Van's Ready & Construction

08/9/2024
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JRD
Jennifer
2.2



1. Prepare soil before installing Rolled Erosion Control Products (RECPs) including any necessary application of lime, fertilizer and seed.
2. Begin at the top of the slope by anchoring the RECP to a 4" (10 cm) deep x 4" (10 cm) wide trench with approximately 12" (30 cm) of RECP extending beyond the average portion of the trench. Anchor the RECP with a row of staples/anchors approximately 12" (30 cm) apart at the bottom of the trench. Backfill and compact the trench after staking. Apply seed to exposed soil and soil remaining 12" (30 cm) portion of RECP. Back cover seed and compacted soil. Secure RECPs in an interlocking mat with a row of staples/anchors spaced approximately 12" (30 cm) across the width of the RECPs.
3. Roll the RECPs up the slope in the direction of water flow. RECPs can roll with appropriate force against the soil surface. All RECPs must be securely fastened to soil surface by placing staples/anchors in appropriate locations as shown in the stake pattern guide. When using the DOT system, staples/anchors should be placed through each of the fabric slots corresponding to the appropriate stake pattern.
4. The edges of joint RECPs must be secured with approximately 2" x 8" (5 cm x 12 cm) staples depending on RECP type.
5. Connective RECPs across down the slope must be placed end over end (stringer style) with an approximate 12" (3 cm) overlap. Staple through overlapping area, approximately 12" (30 cm) apart across entire RECPs width.
6. In loose soil conditions, the size of slope or stake length greater than 4" (10 cm) may be necessary to properly secure the RECPs.
7. Details provided by North American Green (www.nagreen.com)
8. For Non-erect Mats (TRMs) shall be installed in accordance with the above specifications for all RECPs. Anchoring size and pattern to be installed per manufacturer specifications for slope stabilization of slopes. All TRMs shall be tested (see website) and covered with a Class 2 Type II erosion mat in accordance with all manufacturer specifications.

EROSION/TURF REINFORCEMENT MAT SLOPE INSTALLATION
DNR TECHNICAL STANDARD 1052

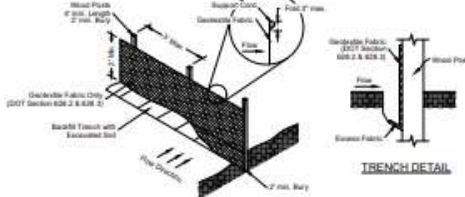


1. Prepare soil before installing Rolled Erosion Control Products (RECPs) including any necessary application of lime, fertilizer and seed.
2. Begin at the top of the channel by anchoring the RECP to a 4" (10 cm) deep x 4" (10 cm) wide trench with approximately 12" (30 cm) of RECP extending beyond the average portion of the trench. Anchor the RECP with a row of staples/anchors approximately 12" (30 cm) apart at the bottom of the trench. Backfill and compact the trench after staking. Apply seed to exposed soil and soil remaining 12" (30 cm) portion of RECP. Back cover seed and compacted soil. Secure RECPs in an interlocking mat with a row of staples/anchors spaced approximately 12" (30 cm) across the width of the RECPs.
3. Roll over RECPs in direction of water flow to bottom of channel. RECPs can roll with appropriate force against the soil surface. All RECPs must be securely fastened to soil surface by placing staples/anchors in appropriate locations as shown in the stake pattern guide. When using the DOT system, staples/anchors should be placed through each of the fabric slots corresponding to the appropriate stake pattern.
4. Place connective RECPs end over end (stringer style) with a 4" (10 cm - 15 cm) overlap. Use a double row of staples spaced 4" (10 cm) apart and 12" (30 cm) on center to secure RECPs.
5. Full length strip of RECPs at top of slope must be anchored with a row of staples/anchors approximately 12" (30 cm) apart at 4" (10 cm) deep x 4" (10 cm) wide trench. Backfill and compact the trench after staking.
6. Adjusted RECPs must be overlapped approximately 2" x 8" (5 cm x 12 cm) depending on RECP type and staple size.
7. In high flow channel applications a single check dam is recommended at 20-30 (10-15 m) intervals. Use a double row of staples staggered 4" (10 cm) apart and 4" (10 cm) on center line across width of the channel.
8. The terminal end of the RECPs must be anchored with a row of staples across approximately 12" (30 cm) apart at 4" (10 cm) deep x 4" (10 cm) wide trench. Backfill and compact the trench after staking.
9. In loose soil conditions, the size of slope or stake length greater than 4" (10 cm) may be necessary to properly anchor the RECPs.
10. Details provided by North American Green (www.nagreen.com)



EROSION MAT CHANNEL INSTALLATION
DNR TECHNICAL STANDARD 1053

- Notes:**
- Horizontal slope staking should be placed if necessary at 60-degree angles to secure the entire length along the channel surface.
 - In loose soil conditions, the size of slope or stake length greater than 4" (10 cm) may be necessary to properly anchor the RECPs.



- SILT FENCE INSTALLATION**
DNR TECHNICAL STANDARD 1055
- General Notes:**
1. Detail of construction not shown on this drawing shall conform to a fabric mat by manufacturer, being geotextile and to DNR Technical Standard 1055.
 2. When possible, the Silt Fence should be constructed in an arc or horizontal shape with the ends pointing upstream to maximize both strength and effectiveness.
 3. Anchor the fabric to the joints with wire staples or wooden stakes and nails.
 4. 6" (15 cm) post spacing allowed if a more geotextile fabric is used.
 5. Trench should be a minimum of 4" wide and 4" deep to bury and anchor the geotextile fabric. Post material to fit trench and backfill and compact trench with a standard soil.
 6. Geotextile fabric shall be anchored with an installed polypropylene netting with a maximum mesh spacing of 3" (7.5 cm) or equal. A heavy-duty nylon tie support should be equipped as required.
 7. Stake posts shall be standard "bar" or "T" type with a minimum length of 12" (30 cm) for bar (without anchor). Pin anchors shall be a minimum size of 1/2" diameter or 1/2" x 3/4" (12.5 mm x 19 mm) size or better.

SILT FENCE INSTALLATION
DNR TECHNICAL STANDARD 1055



INLET PROTECTION, TYPE A
(CAN BE INSTALLED IN ANY INLET WITHOUT A CURB OR BOX)



INLET PROTECTION, TYPE B
(CAN BE INSTALLED IN ANY INLET WITHOUT A CURB OR BOX)



INLET PROTECTION, TYPE C
(CAN BE INSTALLED IN ANY INLET WITHOUT A CURB OR BOX)



INLET PROTECTION, TYPE D
(CAN BE INSTALLED IN ANY INLET WITH OR WITHOUT A CURB OR BOX)



- TRACKING PAD DETAIL**
DNR TECHNICAL STANDARD 1057
- General Notes:**
1. Use hard, durable, angular stone or recycled concrete meeting the guidelines in Table 1. Where this guideline is not available, consult the guidelines in Wisconsin Department of Transportation (DOT) 2016 Standard Specifications, Section 312, Select Crushed Material.
 2. Slope the stone tracking pad in a manner to direct runoff to an approved treatment practice.
 3. Select fabric type based on soil conditions and vehicle loading.
 4. Protect tracking pad areas for width of the access point, or extend existing traffic to a dedicated egress lane of at least 12' foot wide across the top of the pad.
 5. If a 60' pad length is not practical due to site geometry, install the maximum length practicable and equipment with additional in-stone as needed.

TABLE 1. GRADATION FOR STONE TRACKING PADS

Stone Size	Percent by Weight
3/16"	95-100
1/4"	100
3/8"	0-20
3/4"	0-5

STAKE DETAILS
(NO TRENCH)



STAKE DETAIL
(FRONT VIEW)



SEDIMENT LOG DETAIL



GENERAL NOTES:

1. Manufacturer approved stone and sand on the DOT System Control.
2. Manufacturer approved stone and sand on the DOT System Control.
3. Manufacturer approved stone and sand on the DOT System Control.

INSTALLATION NOTES:

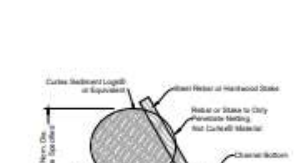
1. The contractor shall determine a method of protection, using a water bar, based on site conditions to prevent runoff from the site.
2. The contractor shall determine a method of protection, using a water bar, based on site conditions to prevent runoff from the site.

TYPE B & C

1. This section refers to the flow line to within 12" of the grade.
2. The contractor shall determine a method of protection, using a water bar, based on site conditions to prevent runoff from the site.

TYPE D

1. The contractor shall determine a method of protection, using a water bar, based on site conditions to prevent runoff from the site.



STAKE DETAILS
(WITH TRENCH)



STAKE DETAIL
(FRONT VIEW)



SEDIMENT LOG DETAIL



INSTALLATION NOTES:

1. The contractor shall determine a method of protection, using a water bar, based on site conditions to prevent runoff from the site.



EROSION & SEDIMENT CONTROL DETAILS

Breezy Meadows
Village of Harrison, Calumet County, WI
For: Van's Realty & Construction

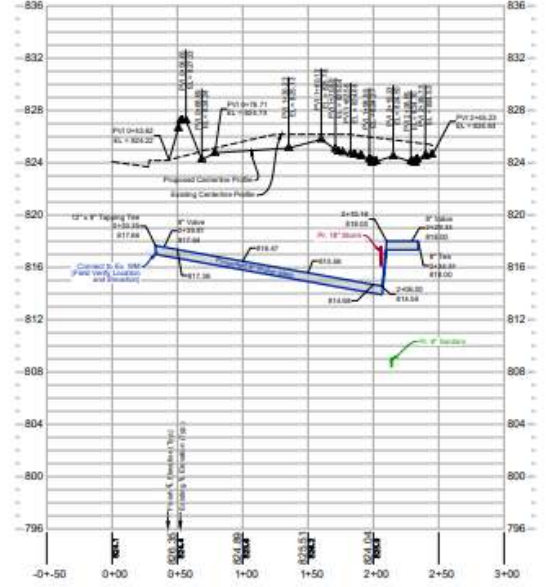
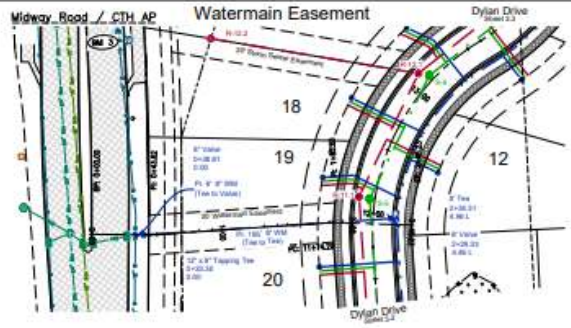
06/8/2024

709Beng.dwg

JRO

janifer

2.3



NOTES:
 1. REFER TO GENERAL TO BACK OF JOB.
 2. ALL STRUCTURES LOCATED WITHIN THE EASEMENT PROPERTY ARE SET TO CORNER, UNLESS OTHERWISE NOTED.
PLAN - PROPOSED ONLY
 3. DIMENSIONS ARE BELIEVED TO BE VERY CLOSE
 4. ALL STRUCTURES LOCATED WITHIN THE EASEMENT PROPERTY ARE SET TO CORNER, UNLESS OTHERWISE NOTED.



Breezy Meadows
 Village of Harrison, Calumet County, WI
 For: Van's Realty & Construction
IMPROVEMENT PLANS
 Water Main Easement
 Sta 0+00 to 2+45.23

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1111 W. Wisconsin Ave., Ste. 1014, Waukegan, IL 60087
 Tel: 847.931.1888 Fax: 847.931.1889
 www.davel.com
 Project No. 2024-001

20240622.dwg
 August 6, 2024
 JRD
 3.4

EXHIBIT B

Engineer's Cost Estimate for Improvements.

ESTIMATE OF QUANTITIES
 Breezy Meadows
 Village of Harrison, Calumet County, WI

No.	Description	Units	Total	Unit Price	Total
Sanitary Sewer					
1	8" Sanitary Sewer	l.f.	1398	\$46.00	\$64,308.00
2	48" Sanitary Manholes (less than 15' deep)	v.f.	114.83	\$425.00	\$48,802.75
3	Manhole Castings NF R-1550-A	each	8	\$995.00	\$7,960.00
4	4" Sanitary Riser	l.f.	1,546	\$29.00	\$44,834.00
5	4" Sanitary Laterals	v.f.	64	\$45.00	\$2,880.00
6	4" Sanitary Connections	each	34	\$200.00	\$6,800.00
					\$175,584.75
Water Main					
1	8" Water Main	l.f.	1583	\$52.30	\$82,790.90
2	1 1/4" Water Service Connections	each	34	\$695.00	\$23,630.00
3	2 1/4" Water Service Lateral	l.f.	1680	\$20.50	\$34,440.00
4	Tapping Tee & Valve	each	1	\$7,200.00	\$7,200.00
5	8" Valve	each	5	\$2,995.00	\$14,975.00
6	6" Hydrant Lead	l.f.	39	\$50.00	\$1,950.00
7	6" Valve	each	3	\$2,200.00	\$6,600.00
8	Salvage and Reuse Fire Hydrant	each	1	\$1,300.00	\$1,300.00
9	Fire Hydrants (New)	each	2	\$5,700.00	\$11,400.00
					\$184,285.90
Storm Sewer					
1	12" Storm Sewer	l.f.	891	\$44.00	\$39,204.00
2	15" Storm Sewer	l.f.	610	\$48.00	\$29,280.00
3	18" Storm Sewer	l.f.	501	\$63.00	\$31,563.00
4	24" Storm Sewer	l.f.	462	\$68.00	\$31,416.00
5	30" Storm Sewer	l.f.	189	\$75.00	\$14,175.00
6	48" Storm Manholes	v.f.	63.16	\$570.00	\$36,001.20
7	60" Storm Manholes	v.f.	4.85	\$850.00	\$4,122.50
8	72" Storm Manholes	v.f.	6.31	\$1,020.00	\$6,436.20
9	Manhole Casting	each	12.00	\$625.00	\$7,500.00
10	24" Yard Drain with Casting	each	5	\$2,400.00	\$12,000.00
11	18" Storm Endwall	each	1	\$450.00	\$450.00
12	30" Storm Endwall	each	1	\$925.00	\$925.00
13	2' x 3' Inlets with Castings	each	8	\$2,900.00	\$23,200.00
14	4" Storm laterals	l.f.	1,436	\$25.00	\$35,900.00
15	4" Storm Connections	each	34	\$200.00	\$6,800.00
					\$278,972.90
Site Work and Erosion Controls					
1	Tracking Pad	each	2	\$1,800.00	\$3,600.00
2	Silt Fence	l.f.	3,346	\$2.09	\$6,993.14
3	Ditch Checks	each	20	\$95.00	\$1,900.00
4	Inlet Protections	each	27	\$95.00	\$2,565.00
5	Swale Construction	l.f.	458	\$10.92	\$5,001.36
6	Pond Construction	l.s.	1	\$65,000.00	\$65,000.00
	excavation	c.y.	6,105		
	imported clay liner	c.y.	2,000		
	grading	s.y.	4,672		
	topsoil respread	s.y.	3,339		
7	Gravel Walking Path Around Pond	s.y.	800	\$19.00	\$15,200.00
8	Seed Fertilize and Mulch Graded Areas	s.y.	3,257	\$2.40	\$7,816.80
9	Erosion Mat - Class I Type B	s.y.	1,745	\$2.36	\$4,118.20
10	Erosion Mat - Urban Type B	s.y.	1,537	\$2.55	\$3,919.35
					\$116,113.85

ESTIMATE OF QUANTITIES
 Breezy Meadows
 Village of Harrison, Calumet County, WI

No.	Description	Units	Total	Unit Price	Total
Road Construction					
1	Top Soil Stripping	s.y.	9,460	\$1.65	\$15,609.00
2	Fine Grading	s.y.	12,853	\$2.70	\$34,703.10
3	Unclassified Excavation	c.y.	1,407	\$14.75	\$20,753.25
4	Geotextile Fabric	s.y.	6,520	\$2.00	\$13,040.00
5	Crushed Aggregate Base Course	ton	4,007	\$14.70	\$58,902.90
6	Terrace Restoration	s.y.	6,988	\$2.25	\$15,723.00
7	Silt Fence Along Right of Way	l.f.	2,860	\$2.25	\$6,435.00
8	1 1/2" Asphalt Pavement	tons	458	\$102.00	\$46,716.00
9	24" Concrete Curb & Gutter	l.f.	74	\$70.00	\$5,180.00
10	6" Concrete Pavement	s.f.	948	\$11.00	\$10,428.00
					\$227,490.25
Future Road Construction					
1	30" Mountable Curb and Gutter	l.f.	2977	\$16.00	\$47,632.00
2	4" Concrete Sidewalk	s.y.	1182	\$50.00	\$59,083.33
3	6" Concrete Sidewalk	s.y.	472	\$60.00	\$28,333.33
4	Asphalt Paving	ton	1183	\$90.00	\$106,475.60
					\$696,504.77
Other Utilities					
1	Gas	l.f.	1400	\$25.00	\$35,000.00
2	Street Lights	ea	4	\$3,200.00	\$12,800.00
3	Electric, Telephone, CATV	lot	34	\$1,000.00	\$34,000.00
					\$81,800.00
			Project Total		\$1,533,262.17

EXHIBIT C

Financial Guarantee.

To be provided after Board approval.

EXHIBIT D

Final Acceptance Checklist



COMMERCIAL AND RESIDENTIAL SUBDIVISION FINAL ACCEPTANCE APPLICATION AND CHECKLIST

Owner/Applicant

Name: _____
 Company: _____
 Address: _____
 City/St/Zip: _____
 Telephone: _____
 Email: _____

Property Information

Project Name: _____
 Site Address: _____
 Parcel No.(s): _____
 Project Acres: _____

The following applicable information must be submitted to the Village Planner, Village of Harrison, W5298 State Hwy 114, Harrison, WI 54952 at the end of construction and **prior** to any formal action by the Village to approve acceptance of the utilities and individual lot sales.

Subdivision Final Checklist – Include a copy of this checklist and all required documents described below with the checklist submittal. Submit to Village of Harrison, Village Planner, W5298 State Highway 114, Harrison, WI 54952

Certificate of Completion – The Engineer of Record shall submit a statement certifying that “All improvements and installations have been completed in accordance with the approved construction documents dated _____ and Village Specifications.”

Record Drawings (As-Builts) and Final Plat – Record drawings shall be submitted to the Village Planning and Development department for review and approval. Once received, the Village Planning staff will review with the Department of Public Works staff. All punch-list work items of deficiencies shall be completed/corrected before the Village will sign off.

Detention Basin As-Built Survey - Developer shall have an as-built survey conducted for any stormwater detention basin included in the project. Geotechnical reports of soil conditions during basin construction shall be provided.

Lots Monumented – A licensed surveyor shall furnish a certification letter that all Monuments have been placed on each corner angle point, and at the beginning and end of all curved segments of each lot or parcel. Developer shall also provide top of foundation elevations to the Village of Harrison as new homes are being built.

Final Inspection – A final inspection of the development **will not be scheduled until** all documents are submitted as outlined above. Contact the Operations Manager of the Department of Public Works at 920-989-1062 x 6 to schedule the final inspection. DPW shall include the Planning and Development staff as needed on the final inspection. The Department of Public Works should notify the Planning Department when final inspection is complete. Any final corrections or deficiencies must be completed

before approval of the Final Plat will be considered. The Developer may be charged for each additional inspection after two that may be required. The Developer shall provide a completed final inspection (completing all punch list items) form from the De with this application submittal.

Harrison Utilities or Darboy Sanitary District Final Inspections – shall be conducted on all water and sewer systems according to the Utilities standard specifications. To schedule an inspection with Harrison Utilities, contact Tom Van Zeeland, Lead Systems Operator at 920-850-6864 and for Darboy Sanitary District contact Pat Hennessey, Utilities Superintendent at 920-788-6048. Utilities will require developer to provide the following Test Reports: Manhole Test, TV Test, Bacteriological Test, Valve and Hydrant Test, Water Pressure Test, Low air pressure test, and others at determined by the utility prior to sign-off. Developer shall provide a completed final inspection (completing all punch list items) from the respective Utility with this application submittal.

Lien Waivers and Final Costs/Quantities - Provide copies of lien waivers and final costs/quantities as generated by the contractor(s) on this project.

Final Plat Approval – Provide one original signed of the Approved Final Plat drawings. Village signatures will sign-off and provide the original back to the developer for recording purposes.

Recording Fees – The Developer will be responsible for payment of filing fees for the final plats.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Final Plat – Breezy Meadows Subdivision – Vans Realty & Construction – Midway Rd/Lake Park Rd
Parcels 43838, 46188, 43840

Issue:

Does the Village Board approve the Final Plat of the Breezy Meadows Subdivision?

Background and Additional Information:

The applicant is proposing a 34-lot and 1-outlot final plat for the Breezy Meadows Subdivision. The subdivision is located west of the Midway Rd and Lake Park Rd roundabout. Access into the subdivision is from Lakepark Rd and Dylan Drive from the south,

The area encompasses roughly 6.4 acres, all within parcels 33408 and 33418.

The area is zoned Single-Family Residential (Traditional) [RS-2]. Average lot is between 10,000 and 12,000 square feet with larger lots near corner boundaries.

All roadways are proposed to be dedicated to the public at a width of 60-feet for the right-of-way, mirroring the neighboring subdivisions. Sewer and water will be extended through the subdivision.

Budget Impacts:

None

Recommended Action:

Motion to approve the Final Plat for Breezy Meadows Subdivision with the following conditions:

1. Finalized Developer's Agreement be approved by the Village Board in conjunction with the final plat.
2. Letter of credit as agreed to in the Developers Agreement is received before the Village signs the final plat.
3. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
4. All lots shall have a storm sewer lateral provided for sump pump discharge.
5. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
6. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
7. The Village Board shall accept the roadway in a “graveled state”, with a temporary asphalt binder, prior to issuance of building permits and zoning permits.
8. All final improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, and trails shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later

date.

9. If applicable, wetland determinations and/or studies shall be provided to the Village.

10. Benchmarks shall be established on all hydrant tag bolts.

11. Grading/Drainage Plan shall identify elevations of ground at the foundation.

12. Per the May 8, 2024, meeting, the developer and/or engineer shall apply for exemptions to fill the wetlands located on Lots 11, 23, 28 and 30 in order to be buildable prior to sale of the lots.

Attachments:

- [7098Final.pdf](#)
- [Aerial Map 1.pdf](#)
- [Aerial Map 2.pdf](#)



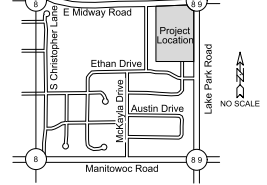
Bearings are referenced to the East line of the Northeast 1/4, Section 8, T20N, R18E, assumed to bear N00°03'40"W, base on the Calumet County Coordinate System.

Breezy Meadows

All of Lot 1 and 2 of Certified Survey Map No. 3975 and part of Lot 1 of Certified Survey Map No. 2524, all located in the Northeast 1/4 of the Northeast 1/4 of Section 08, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

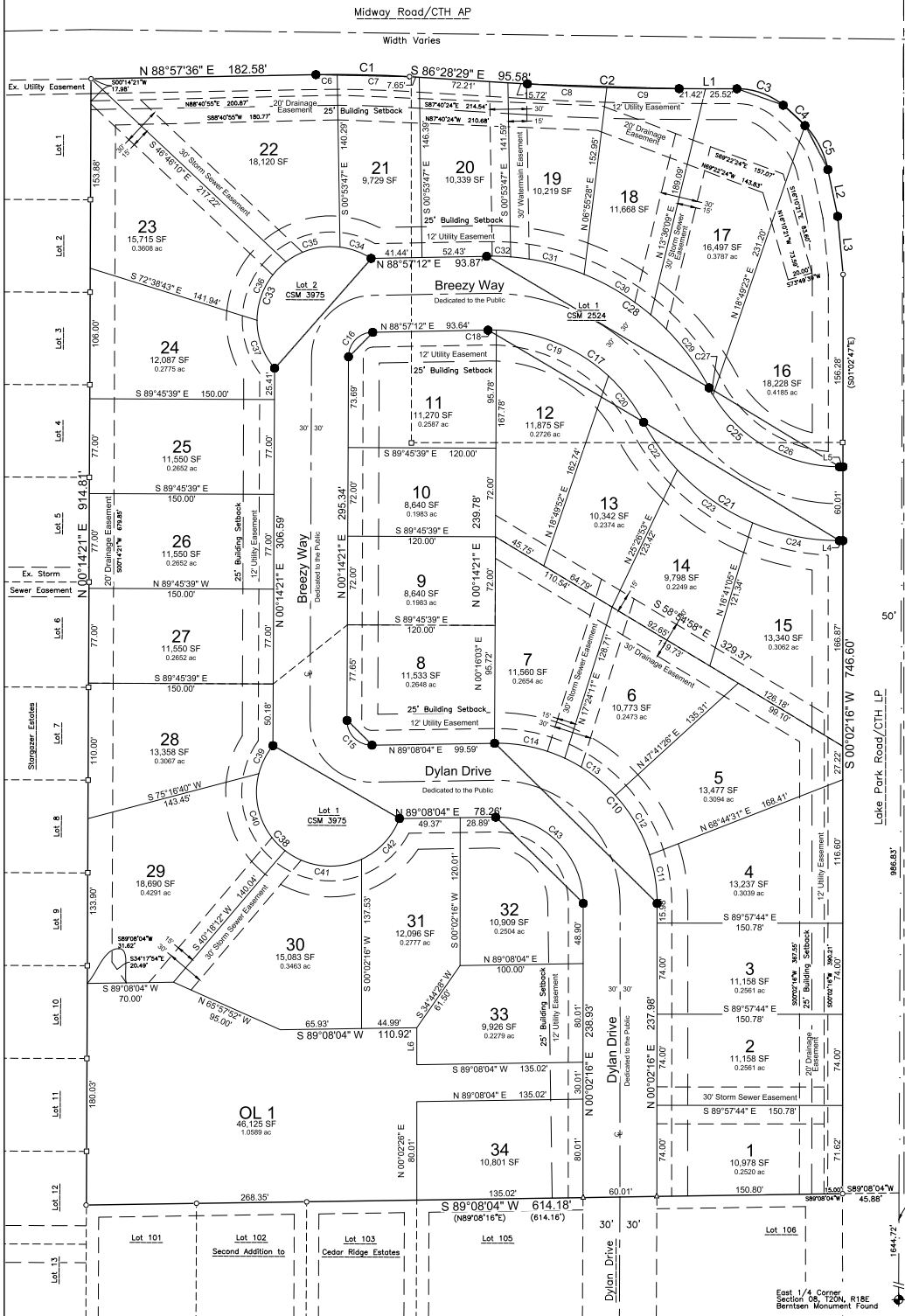
LOCATION MAP

NE 1/4 SEC 8, T 20 N, R 18 E, VILLAGE OF HARRISON, CALUMET COUNTY, WI



Northeast Corner Sec 8, T20N, R18E
Cut Cross Found

East 1/4 Corner Section 08, T20N, R18E
Bertin Monument Found



Village Notes:

- There are Ordinance regulations that have been passed by the Village of Harrison requiring the maintenance of lot drainage plans on a permanent basis. Said regulations have been recorded as Document Number 331468, Calumet County Register of Deeds and shall apply to all subdivisions approved after the 1st day of May, 2001. Said recording shall have the effect of deed restrictions requiring that permanent laws be established in conformance with the lot drainage plan elevations within one year after initial occupancy of any house. Failure to maintain grades in accordance with storm water or drainage plans shall entitle the Village or representative thereof to direct compliance or upon failure of compliance to make said lands come into compliance. The costs and expenses shall be entered on the tax roll as a special charge against the property and collected with other taxes levied thereon.
- Building permits and occupancy permits may be withheld for non-compliance with the plat or Village Ordinances relating to drainage and storm water management.
- In the event that the surface drainage facilities required by the plat which are applicable to the lot for which a building permit has been applied, have not been complied with, the building inspector may withhold building permits required by the building code.
- In the event that, after construction there is a failure to establish surface grades in accordance with the subdivision surface water plan, the building inspector may withhold the occupancy permit required by the building code.
- Maintenance of all drainage ways and associated structures within the plat or serving the plat is the sole responsibility of the Owner/Subdivider until acceptance by or dedication to the Village of Harrison. After said acceptance please refer to Note 9 for responsibility of owner for maintenance, restrictions and related cost of all Drainage Easements.
- Where the final drainage plan requires a storm inlet to adequately drain the rear portion of lots within blocks of the plat, the subdivider shall incorporate restrictive covenants in the deeds for the aforementioned lots that, "The respective lot owners shall be responsible for maintaining a clear grate on any storm drainage inlets on their lot."
- Upon failure of the Owner/Subdivider to perform maintenance of the drainage ways and associated structures, the Village of Harrison retains the right to perform maintenance and/or repairs. The payments of said maintenance and/or repairs shall be equally assessed among the property owners of the plat.
- Pursuant to the Village of Harrison Subdivision Improvements Policy, the developer and/or owner shall comply with the approved Drainage and Grading Plan as submitted to the Village of Harrison.
- Drainage Easement Notes:
 - All lands within areas labeled "Drainage Easement" are reserved for stormwater collection, conveyance, treatment, or infiltration. No buildings, fences, parking areas and landscaping or other structures are allowed in these areas. No grading or filling is allowed in these areas that may interrupt stormwater flows in any way.
 - Any improvement shall be allowed only by special exemption of the Village of Harrison Planner.
 - Landscaping/plantings shall be restricted to ground cover.
 - If Drainage Easements are not adequately maintained, the Village of Harrison may levy the cost and expenses of such inspections, maintenance, and/or repair related actions as a special charge against the property and collected as such in accordance with the procedures under Wis. Stats. 66.0627.
- There shall be no lower exposed openings on lots containing a drainage easement. Any egress windows will require a window well with a top elevation consistent with the top of the house foundation elevation.

NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All bearings are computed and measured to the nearest second.

LEGEND

- 1" x 18" Steel Rebar @ 3.00' o.c. SET
- All other corners
- ⊗ 1" x 18" Steel Rebar @ 1.50' o.c. SET
- ⊠ 1" Iron Pipe Found
- ⊡ 1" Rebar Found
- ⊕ Government Corner
- SP Lot Areas in Square Feet
- ac Lot Areas in Acres
- () Recorded As

LINE TABLE

Line	Bearing	Length
L1	S 89°58'01" E	46.84'
L2	S 11°49'52" E	38.82'
L3	S 05°23'28" E	47.34'
L4	S 89°51'43" E	2.99'
L5	N 89°59'27" E	2.89'
L6	N 00°02'16" E	30.00'

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Scott R. Andersen Date
Professional Land Surveyor S-3169
scott@davel.pro

Date

File: 7098Final.dwg
Date: 08/09/2024
Drafted By: scott
Sheet: 1 of 2

Breezy Meadows

All of Lot 1 and 2 of Certified Survey Map No. 3975 and part of Lot 1 of Certified Survey Map No. 2524, all located in the Northeast 1/4 of the Northeast 1/4 of Section 08, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

Utility Easement Provisions

An easement for electric, natural gas, public utilities and communications service is hereby granted by

Vans Realty & Construction, grantor
to:

Wisconsin Electric Power Company and Wisconsin Gas, LLC, Wisconsin corporations doing business as We Energies, Grantee,
SBC, Grantee,
Harrison Utilities, Grantee
Village of Harrison, Grantee
TDS Metrocom, Grantee
and
Time Warner Cable, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Vans Realty & Construction

Jason Haen, President

Date

Village Board Approval Certificate

Resolved, that the plat of Breezy Meadows in the Village of Harrison, Calumet County, Vans Realty & Construction, is hereby approved by the Village Board of the Village of Harrison.

Chairman

Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Harrison

Clerk

Date

Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurer's of the Village of Harrison and Calumet County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this plat.

Village Treasurer

Date

County Treasurer

Date

This Final Plat is contained wholly within the property described in the following recorded instruments:

the property owner of record:	Recording Information:	Parcel Number(s):
Vans Realty & Construction	Doc No. 581077	43838 (Lot 1 CSM 2524)
	Doc No. 581099	46188 & 43840 (Lot 1 & 2 CSM 3975)

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

File: 7098Final.dwg
Date: 08/09/2024
Drafted By: scott
Sheet: 2 of 2

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph. 920-991-1866 Fax: 920-441-0804
www.davel.pro

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Harrison, and under the direction of Vans Realty & Construction, owner of said land, I have surveyed, divided and mapped Breezy Meadows; that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is all of Lot 1 and 2 of Certified Survey Map No. 3975, Document No. 570793, and part of Lot 1 of Certified Survey Map No. 2524, Document No. 344340, all located in the Northeast 1/4 of the Northeast 1/4 of Section 08, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, containing 553,338 Square Feet (12,7029 Acres) of land, described as follows:

Commencing at the Northeast corner of Section 8, Township 20 North, Range 18 East; thence S00°13'16"W, along the East line of the Northeast 1/4 of said Section 8, 986.83 feet; thence, S89°08'04"W, 45.88 feet to the Northeast corner of Lot 106 of Cedar Ridge Estates and the southeast corner of Lot 1 Certified Survey Map No. 3975, said point being the point of beginning; thence, continuing S89°08'04"W, along the North line of Cedar Ridge Estates and the south line of Certified Survey Map No. 3975, 614.18 feet to the east line of Lot 12 of Stargazer Estates; thence N00°14'21"E along the east line of Lots 1-12 of Stargazer Estates, 914.81 feet to the South right-of-way of Midway Road; thence N85°57'12"E along said South right-of-way, 182.56 feet to a point of curvature of a curve to the right having a radius of 958.50 feet and a central angle of 04°33'55"; thence 76.37 feet easterly along said south right-of-way and the arc of a curve which has a chord that bears N88°45'27"E, 76.35 feet; thence S86°28'29"E along said south right-of-way 95.58 feet to a point of curvature of a curve to the left having a radius of 2043.50 feet and a central angle of 03°27'32"; thence 123.36 feet easterly along said south right-of-way line and the arc of a curve which has a chord that bears S08°12'15"E, 123.35 feet; thence S89°50'01"E along said south right-of-way line, 46.94 feet to a point of curvature of a curve to the right having a radius of 59.50 feet and a central angle of 39°11'01"; thence 40.89 feet easterly along said south right-of-way line and the arc of a curve which has a chord that bears S70°20'26"E, 39.90 feet to a point of curvature of a curve to the right having a radius of 184.50 feet and a central angle of 07°30'26", said point of curvature being a transition from the south right-of-way of Midway Road to the West right-of-way of Lake Park Road (CTH LP); thence 24.17 feet southeasterly along said west right-of-way and the arc of a curve which has a chord that bears S46°59'08"E, 24.16 feet to a point of curvature of a curve to the right having a radius of 74.50 feet and a central angle of 31°24'02"; thence 40.83 feet southeasterly along said west right-of-way and the arc of a curve which has a chord that bears S27°31'52"E, 40.32 feet; thence S11°49'52"E along said west right-of-way, 38.82 feet; thence S05°23'28"E along said west right-of-way, 47.34 feet; thence S00°02'16"W along said west right-of-way, 746.60 feet to the point of beginning. Described parcel is subject to all easements and restrictions of record.

Given under my hand this _____ day of _____, 20____.

Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169
scott@davel.pro

Owner's Certificate

Vans Realty & Construction, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Vans Realty & Construction, does further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Village of Harrison Planning and Zoning Committee
Calumet County Resource Department
Department of Administration

IN WITNESS WHEREOF, the said Vans Realty & Construction, has caused these presents to

be signed by its authorized representatives, located at _____, Wisconsin

this _____ day of _____, 20____.

In the Presence of: Vans Realty & Construction

Jason Haen, President

State of Wisconsin)

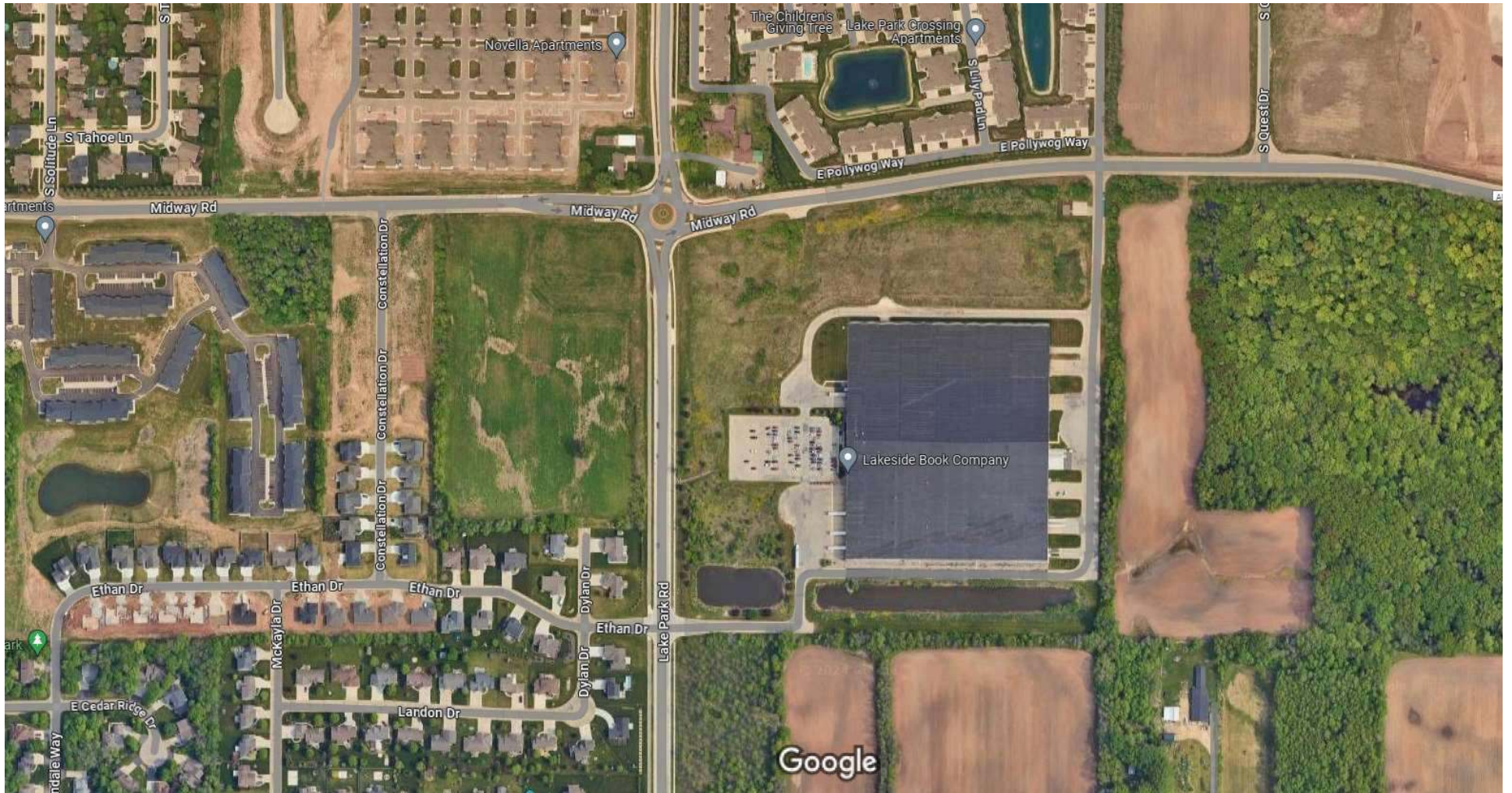
)ss

(County)

Personally came before me this _____ day of _____, 20____,
the above named to me known to be the persons who executed the foregoing instrument and acknowledged the same.

My commission expires: _____.

Notary Public, Wisconsin



Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 200 ft

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Request from Mike Bogard, W5756 Manitowoc Road, to maintain a concrete apron in the right-of-way where asphalt is required.

Issue:

Does the Village Board approve the exception to allow Mr. Bogard to have a concrete apron in the street right-of-way?

Background and Additional Information:

As can be seen from the attached email, Mr. Bogard was not aware of getting a right-of-way permit or the Village requirement that the driveway apron above the culvert should be asphalt versus concrete material. Mr. Bogard is requesting an exception to this requirement to continue to maintain his concrete apron. Staff is supportive of the exception with the following conditions:

1. Applicant understands that should the Village be completing work within the right-of-way, property owner shall remove the concrete apron and replace at their expense.
2. Should the concrete apron be damaged by village operations including snow clearing, the Village shall not be liable.
3. Mr. Bogard shall obtain a right-of-way permit and pay the penalty for not taking the permit prior to work starting.

Budget Impacts:

None

Recommended Action:

Motion to approve subject to execution of R-O-W permit, penalty and conditions.

Attachments:

- [3502_001.pdf](#)

Chad Pelishek

From: bogard5756 <bogard5756@aol.com>
Sent: Monday, August 5, 2024 1:27 PM
To: Chad Pelishek
Subject: Driveway culvert

Hi Chad, this is Mike Bogard.

As per our conversation about concreting over my culvert here are some pictures and a letter asking the village for a variance.

I was unaware a person should not concrete over their culvert. I am asking the Village of Harrison for a variance to allow me to keep the concrete over the culvert. If the village or anyone would ever need to trench through my driveway or replace the culvert I will sign a paper stating that I will cover all extra costs or remove the concrete at that time so the needed work could be done.



Sent from my U.S.Cellular® Smartphone

Please let me know that you received this, as I am not very tec save. Or if there is any other needed information.

Thank you
Mike Bogard
Bogard5756@aol.com
W5756 Manitowoc Rd
Appleton WI 54915

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Acceptance of \$935,489.34 from the WisDOT Transportation Alternative Program for Old Highway Road Trail project.

Issue:

Does the Village Board accept \$935,489.34 for Old Highway Road Trail?

Background and Additional Information:

The Village worked with East Central Planning Commission to obtain the grant. This project was one of the three projects being considered for the funding. Design of the trail will occur in 2026 with construction in 2027. The Village will need to reconstruct Old Highway Road prior. This grant reflects 80% of the project. We will still need to fund or find the 20%. Plan is to submit to the DNR recreational trails program.

Budget Impacts:

Recommended Action:

Motion to accept the grant in the amount of the \$935,489.34 for the Old Highway Road Trail (High Cliff Trail) project.

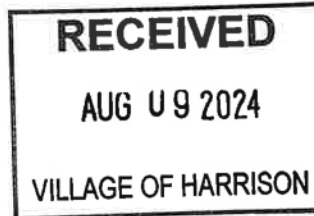
Attachments:

- [2786_001.pdf](#)
- [4479 06 00_70 V HARRISON, OLD HIGHWAY ROAD TRAIL ORG SMA 08122024.pdf](#)



Wisconsin Department of Transportation
 Office of the Secretary
 4822 Madison Yards Way, S903
 Madison, WI 53705

Governor Tony Evers
 Secretary Craig Thompson
wisconsin.gov
 Telephone: (608) 266-1114
 FAX: (608) 266-9912
 Email: sec.exec@dot.wi.gov



August 1, 2024

Chad Pelishek
 Village of Harrison
 W5298 State Road 114
 Harrison, WI 54952

Dear Chad Pelishek,

Congratulations! The Wisconsin Department of Transportation (WisDOT) has approved the following 2024-2028 Transportation Alternative Program (TAP) project(s) selected by the Appleton Transportation Management Area (TMA):

Project Title	Federal Award Limit
Old Highway Road Trail	\$935,489.34

Section 85.021 of the Wisconsin Statutes requires TAP projects to commence within four years of the project award date. **Please note that the date of this letter constitutes the project award date and as such begins the four-year commencement deadline.** A representative from the WisDOT region office will follow up with you regarding project execution.

It is important that you not incur any project costs until receipt of notification from WisDOT that your project is authorized to receive federal funding.

In the interim, if you have any questions, please contact WisDOT TAP/CMAQ Statewide Program Manager, Stephanie Mertens, at 608-266-9507 or stephanie.mertens@dot.wi.gov.

Thank you for participating in the WisDOT TAP program. We look forward to collaborating with your community to make this project successful.

Sincerely,

Craig Thompson
 Secretary, Wisconsin Department of Transportation

August 1, 2024

Date



STATE/MUNICIPAL AGREEMENT FOR AN INFRASTRUCTURE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT

Subprogram #: 290
Program Name: TAP

Date: August 12, 2024
I.D.: 4479-06-00/70
WisDOT UEI #: CBE4JHP1S8H7
Project Sponsor UEI #: TBD
FAIN ID: TBD
Project Title: V Harrison, Old Highway Road Trail
Location/Limit: Lake Park Road – STH 114
Project Length (if applicable): 1.8 miles
Project Sponsor: **Village of Harrison**
County: Calumet
MPO Area (if applicable): Appleton

The signatory, the **Village of Harrison**, hereinafter called the Project Sponsor, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State or WisDOT, to initiate and effect the transportation project hereinafter described.

Wisconsin Statute 85.021 authorizes the State to administer a program to award grants of assistance to certain political subdivisions, state agencies, counties, local government units, Indian tribes, consistent with federal law.

The authority for the Project Sponsor to enter into this State/Municipal Agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301(2) of the Wisconsin Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project will be submitted for approval in a federally funded program. The Project Sponsor agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: With the current rural roadway configuration and bicycle lanes, pedestrians do not have facilities and are utilizing the bike lanes as sidewalks and the bicycle lanes are not conducive for less-confident riders.

Proposed Improvement - Nature of work: The proposed improvement includes constructing a 1.8-mile off-road multimodal trail along the southside of Old Highway Road to connect in with the Lake Park Road multimodal trail. The trail begins at Lake Park Road and will extend to STH 114 where it will connect with the existing off-road Friendship Trail.

The Project Sponsor agrees to the following State Fiscal Year 2024-2028 TAP project funding conditions:

All Project Sponsors and processes, including real estate acquisition and environmental documentation, must comply with *A Sponsor's Guide to Non-Traditional Transportation Project Implementation* (Sponsor's Guide) and the current WisDOT Facilities Development Manual (FDM).

The subject project is funded with 80% federal funding up to a maximum of **\$935,489.34** for all federally funded project phases when the Project Sponsor agrees to provide funds in excess of the **\$935,489.34** federal funding maximum, in accordance with TAP guidelines. Non-participating costs are 100% the responsibility of the Project Sponsor. Any work performed by the Project Sponsor prior to federal authorization is not eligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.

The project is subject to a discretionary Disadvantaged Business Enterprise (DBE) goal assessment. The Catalogue of Federal Domestic Assistance (CDFA) number for this project is 20.205 – Highway Planning and Construction.

The subject project must be commenced within four (4) years of the project award date, or the grant is rescinded. Sec. 85.021, Wis. Stats.

- 1) For construction projects, a project is commenced when construction is begun.
- 2) For planning projects, a planning project is commenced when the planning study is begun.
- 3) For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the Project Sponsor, as noted on form DT1713 in the 'Date Received' field.
- 4) For design-only projects, a project is commenced when design is begun and/or when a contract is signed and executed with the consulting firm that has been selected to lead the project design effort.

Project Award date: 8/1/2024

Commencement deadline: 8/1/2028

Completion deadline: 6/30/2030

The project commencement deadline is fixed by statute and may not be extended.

The subject project must be completed by **6/30/2030**, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

In the summary funding table below, the federal share of the total estimated cost distribution indicates the maximum amount of federal funding available to the project, to be distributed across federally funded project phases. The final Project Sponsor share is dependent on the final federal participation, and the actual costs will be used in the final division of costs for billing and reimbursement.

SUMMARY OF COSTS					
PROJECT TYPE	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
ID 4479-06-00					
Preliminary Design	\$170,000	\$136,000	80%	\$34,000	20%+BAL
Design State Review	\$12,600	\$10,080	80%	\$2,520	20%+BAL
Design Subtotal	\$182,600	\$146,080	80%	\$36,520	20%+BAL
ID 4479-06-70					
Participating Construction	\$1,155,273.09	\$693,163.85	80%	\$462,109.24	20%+BAL
Construction Engineering	\$144,409.14	\$86,645.49	80%	\$57,763.65	20%+BAL
Construction State Review	\$16,000	\$9,600	80%	\$6,400	20%+BAL
Construction Subtotal	\$1,315,682.23	\$789,409.34	80%	\$526,272.89	20%+BAL
Total Est. Cost Distribution	\$1,498,282.23	\$935,489.34	MAX*	\$562,792.89	N/A

*This project has a TAP federal funding maximum of \$935,489.34. This maximum is cumulative for all federally funded project phases.

This request is subject to the terms and conditions that follow (pages 4–10) and is made by the undersigned under proper authority to make such request for the designated Project Sponsor and upon signature by the State shall constitute agreement between the Project Sponsor and the State. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived, or terminated orally but only by an instrument in writing duly executed by both parties to this State/Municipal Agreement.

Signed for and on behalf of Village of Harrison _____ (please sign in blue ink)		
_____	_____	_____
Name	Title	Date
Signed for and in behalf of the State _____ (please sign in blue ink)		
Scott Nelson, P.E.	Northeast Region SPO Manager	_____
<i>Name</i>	<i>Title</i>	<i>Date</i>

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding. The Project Sponsor will be notified by the State when/if each project phase or ID is authorized and available for charging.
3. The initiation and accomplishment of the project will be subject to the applicable federal and state regulations, as referenced in the document *A Sponsor's Guide to Non-Traditional Project Implementation*. The Project Sponsor, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in 23 U.S.C. 139 and the National Environmental Policy Act (42 U.S.C. 4321 et seq.).
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. Sec. 16.765. The Project Sponsor agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Project Sponsor agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Project Sponsor agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. All applicable DBE requirements that the State specifies.
 - d. Federal and state statutes that govern the Transportation Alternatives Program (TAP), including but not limited to and Wis. Stat. Sec. 85.021 and all applicable federal laws.
4. Additional applicable state and federal requirements may include, but are not limited to, the following:
 - a. Prevailing wage requirements, including but not limited to 23 U.S.C. 113.
 - b. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. Sec. 16.754.
 - c. Competitive bidding requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06.
5. TAP is a covered program under the Justice40 initiative. Justice40 is an opportunity to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of the benefits from many of our grants, programs, and initiatives flow to disadvantaged communities. More information about meeting Justice40 requirements can be found at the following link: <https://www.transportation.gov/equity-Justice40>

STATE RESPONSIBILITIES AND REQUIREMENTS:

6. Funding for the project is subject to inclusion in Wisconsin's approved Transportation Alternatives Program. Federal funding for approved projects will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, curb and gutter, sidewalk, and replacement of disturbed driveways in kind.

- b. Storm sewer mains necessary for the surface water drainage.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - d. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - e. Signing and pavement marking, including marking of detour routes. Detour routes and haul roads are not eligible on local projects.
 - f. New installations or alteration of street lighting and traffic signals or devices.
 - g. Landscaping.
 - h. Preliminary Engineering.
 - i. Real estate for the improvement.
 - j. State Review Services.
 - k. Other eligible TAP non-infrastructure items as enumerated in the approved application.
7. Project items purchased with federal funding are for the primary use of the Transportation Alternatives Program.
8. State Disbursements:
- a. Payment by the State to the Project Sponsor shall be made on a regular basis upon presentation of Reimbursement Requests for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
 - b. A final adjustment of State payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Project Sponsor shall refund to the State upon demand a sum equal to the overpayment.

PROJECT SPONSOR RESPONSIBILITIES AND REQUIREMENTS:

9. Work necessary to complete the TAP project to be financed entirely by the Project Sponsor or other utility or facility owner includes the items listed below, when applicable to the project:
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The Project Sponsor is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT FDM.

10. The work eligible for Federal and State participation will be administered by the Project Sponsor. The Project Sponsor is an eligible recipient of these grant funds pursuant to Wis. Stat. Sec. 85.021 and all applicable federal laws.
11. Where applicable, all contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06. Where applicable, all contracts for design related services shall be awarded and administered in accordance with the requirements of 23 CFR 172 and procedures published in the WisDOT FDM, Chapter 8, Consulting Services.
12. The Project Sponsor must receive, read, and agree to meet the requirements outlined in the *Sponsor's Guide to Non-Traditional Transportation Project Implementation*. The Project Sponsor must indicate this understanding and agreement by submitting the *Sponsor's Guide Acknowledgement Form*, which must be accepted by the State before approval of this State/Municipal Agreement shall be granted.
13. The Project Sponsor must complete and submit *Certification for Non-Traditional Project Administration and Delivery* documentation, and this documentation must be accepted by the State before approval of this State/Municipal Agreement shall be granted. The Project Sponsor, and all consultants and other entities working on behalf of the Project Sponsor, are required to comply with the federal and state rules and requirements for projects being administered through a local letting process.
14. The project, in accordance with its scope, must employ the services of a registered professional engineer, architect or landscape architect, to be responsible for design and construction engineering and related activities.
15. A copy of the plans, specifications, and estimates containing the engineer's, architect's, or landscape architect's seal as prepared for bidding purposes (in accordance with project scope) must be provided to the State for approval prior to advertising the project for bids.
16. The project will take place in accordance with the appropriate standards unless an exception to standards is granted by the State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Project Sponsor unless such exception is granted.
17. Work to be performed by the Project Sponsor without Federal funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Project Sponsor but must be coordinated with all other work undertaken during construction.
18. The Project Sponsor is responsible for financing administrative expenses related to Project Sponsor responsibilities.
19. The project is subject to a discretionary DBE goal assessment.
20. The Project Sponsor will not proceed with any State/Municipal Agreement revisions without first receiving prior approval from the State. A change order must be executed for revisions to the State/Municipal Agreement prior to the Project Sponsor's request for reimbursement for the revisions.
21. If reviews or audits show any of the work to be ineligible for Federal funding, the Project Sponsor will be responsible for any withdrawn costs associated with the ineligible work.
22. If the Project Sponsor should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project upon demand.
23. Sponsors of TAP projects within the Safe Routes to School eligibility category are required to conduct pre and post project/activity surveys using the SRTS Parent Survey and Student Tally Sheets. The results will be provided to the State at the conclusion of the project.
24. The Project Sponsor will assume all responsibility for retaining a complete project file that includes not only construction documentation but also copies of letting documents, all Local and State submittals and approvals contained in these instructions, and other pertinent documents to support project procurement, development,

implementation and cost and any other item required by Federal and State law and submitting such information, upon request, in order to receive reimbursement. The Project Sponsor will keep all project records and have them available for inspection by representatives of the Federal Government and the State and will furnish copies thereof when requested.

25. The Project Sponsor shall allow the State and US Department of Transportation auditors to have access to the Project Sponsor's records and financial statements as necessary for determining the presence of and compliance with all information and requirements specified in 2 CFR 200.332-(a) as amended effective November 12, 2020.
26. In connection with the performance of work under this State/Municipal Agreement, the Project Sponsor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Project Sponsor further agrees to take affirmative action to ensure equal employment opportunities. The Project Sponsor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the employment officer setting forth the provisions of the nondiscrimination clause.
27. The Project Sponsor will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.
28. When applicable to the project, the Project Sponsor will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, parking lanes, bicycle lanes, trails, and other facilities, sidewalks and other pedestrian facilities, and other project infrastructure) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 - e. Provide relocation orders and real estate plats and easements, as required by the project.
 - f. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - g. Provide maintenance and energy for lighting.
 - h. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism, or other cause.
29. It is further agreed by the Project Sponsor that:

- a. The Project Sponsor assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the project and relieves the State and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this State/Municipal Agreement.
 - b. The Project Sponsor assumes full responsibility for the plans and special provisions provided by their designer, or anyone hired, contracted, or otherwise engaged by the Project Sponsor. The Project Sponsor is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Project Sponsor will reimburse the State if the State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
 - c. The Project Sponsor will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
 - d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Project Sponsor or by others, will be in conformity with such "Manual on Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
30. The subject project must be completed by the project completion date, listed on page 2 of this State/Municipal Agreement, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

LEGAL RELATIONSHIPS:

31. Responsibility for Damage and Tort Claims: The Project Sponsor and the Project Sponsor's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Project Sponsor; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Project Sponsor; or because of any claims or amounts recovered for any infringement by the Project Sponsor of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the Project Sponsor's employees; or any other law, ordinance, order or decree relating to the Project Sponsor's operations. So much of the money due the Project Sponsor under and by virtue of the contract as shall be considered necessary by the State for such purposes, may be retained for the use of the State; or, in case no money or insufficient money is retained, the Project Sponsor's surety may be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the State; except that money due the Project Sponsor will not be withheld when the Project Sponsor produces satisfactory evidence that the Project Sponsor is adequately protected by public liability and property damage insurance. The Project Sponsor also shall comply with all of the above requirements indemnifying and saving harmless the county, town, or municipality in which the improvement is made and each of them separately or jointly and officers and employees.

The State shall not be liable to the Project Sponsor for damages or delays resulting from work by third parties. The State, also, shall be exempt from liability to the Project Sponsor for damages or delays resulting from injunctions or other restraining orders obtained by third parties except where the damage or delay is a direct result of an injunction or restraining order obtained by a citizen's action alleging violations of 42 U.S.C. 4331 - 4332, 23 U.S.C. 138 or Public Law 91-646.

It shall be the Project Sponsor's responsibility to see that all of the contract operations incident to the completion of the State/Municipal Agreement are covered by public liability and property damage liability insurance so the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of the contract operations. This requirement shall apply with equal force, whether the work is performed by the Project Sponsor, by a subcontractor or by anyone directly or indirectly employed by either of them.

It is the express intent of this provision that a Project Sponsor that is a county, town or municipality may and should contractually pass on this entire Responsibility for Damage and Tort Claims provision to any public and private entities with which it may subcontract any of the work covered by this State/Municipal Agreement.

- a. The word, "surety" in the above paragraphs refers to the issuer of a payment and performance bond under Wis. Stat. Sec. 779.14.
 - b. Nothing in this section should be construed as a waiver of any statutory defenses that may be available to any governmental party.
32. The Project Sponsor, also known as the primary participant, certifies to the best of its knowledge and belief, that it and its principals, in accordance with all applicable Federal and State statutory and regulatory requirements:
- a. Are not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State of Wisconsin or Federal department or agency;
 - b. Have not, within a three-year period preceding this State/Municipal Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated above;
 - d. Have not within a three-year period preceding this State/Municipal Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default; and
 - e. That all grantees, contractors, and suppliers, including what is also known as lower tier participants, have certified in writing that neither they nor their principals are currently debarred, suspended, proposed for debarment or suspension, have been declared ineligible, or have voluntarily been excluded from participating in this or any other Federal, State or Local transaction by any Federal, State or Local department, agency or official, as set forth in, but not limited to, the terms described in 2 CFR 200.214.
33. *Contract Modification:* This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived, or terminated orally.
34. *Binding Effects:* All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors, and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party beneficiary rights to be held by any person or entity who is not a party to this State/Municipal Agreement. Nor does it accord on any non-party the right of enforcement.
35. *Choice of Law and Forum:* This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and, in any deed, executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.
36. Nothing in this State/Municipal Agreement shall be construed as a waiver of the State's sovereign immunity.

PROJECT FUNDING CONDITIONS

37. Non-Appropriation of Fund: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Project Sponsor or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
38. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Project Sponsor, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Project Sponsor shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

Records pertaining to the performance of the State/Municipal Agreement are subject to disclosure pursuant to Wis. Stats. Sec. 19.31 et seq. and shall be preserved by the Project Sponsor.

39. The Project Sponsor agrees to the following State Fiscal Year 2024-2028 TAP project funding conditions: The maximum participation of federal funding will be limited to 80% of the actual eligible project cost or the total cost distribution of TAP funds shown on page 3 of this State/Municipal Agreement, whichever is less. The project federal funding maximum of **\$935,489.34** is cumulative for all federal funded project phases.
40. Federal Inactive List: Once a project has received its authorization to incur costs letter until the completion of the project, reimbursement requests must be submitted periodically. Failure to submit reimbursement requests may result in the project being placed on a federal inactive list and therefore, risks losing federal funding. As such, reimbursement requests should be submitted quarterly to indicate continued activity on the project.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
August 27, 2024

Title:
Award of Bids for Crossroads Business Park Utility and Roadway Construction.

Issue:
Does the Village Board accept the low bid amount of \$1,215,005.90 for utility and road development in Crossroads Business Park?

Background and Additional Information:
Eleven bids were received for the utility and roadway construction to service the Crossroads Business Park ranging from \$1.1M to \$1.5M. This bid will install all the water, sewer, storm sewer and new roadway up the gravel base. In a separate bid package next year, the curb/gutter, sidewalk and final pavement will be issued.

Engineers estimate for this project was \$1.1 million.

The Village is awarding supplemental bid item #2 (\$103,865) will be reimbursed by Darboy Sanitary District to put the utilities under STH 55 to service the east side of the STH 55.

Staff is not recommending award of Supplemental bid item #1 at this time. This involves filling the lots with soil. We want to wait to see how much soil is saved from utility construction and then a closer quantity/cost can be estimated and changed ordered into the project if needed.

Staff is working Baird on a long-term borrowing plan from TID 2 to fund these improvements. The timeline to borrow the funds is October/November.

Budget Impacts:
\$1,215,005.90- TID 2

Recommended Action:
Motion to approve the low bidder of Gene Fredrickson Trucking and Excavating, Inc. in the amount of \$1,215,005.90 for Crossroads Business Park.

Attachments:
• [N-Award.pdf](#)



August 21, 2024

Village of Harrison
Attn: Chad Pelishek, Assistant Village Manager
W5298 State Road 114
Menasha, WI 54952

Re: Village of Harrison
Crossroads Business Park Utility & Roadway Construction
Letter of Recommendation
McM. No. H0006-09-24-00507

On August 21, 2024, bids were received on-line via QuestCDN.com for the above referenced project. Eleven (11) bids were received, ranging in price from \$1,111,140.90 to \$1,508,438.03 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract H0006-09-24-00507 to the low bidder, Gene Frederickson Trucking & Excavating, Inc., in the amount of \$1,215,005.90.

Base Bid	\$1,111,140.90
Supplemental Bid #2	\$103,865.00
Contract Award	\$1,215,005.90

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

Lee R. Reibold, P.E.
Associate / Municipal & Civil Engineer

LRR:mck

Enclosures: Notice of Award / Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: GENE FREDERICKSON TRUCKING & EXCAVATING, INC.
4450 Fieldcrest Drive
Kaukauna, Wisconsin 54130

Contract No. H0006-09-24-00507

Project: CROSSROADS BUSINESS PARK
UTILITY & ROADWAY CONSTRUCTION
For The
VILLAGE OF HARRISON | Calumet County, Wisconsin

You are notified that your Bid, dated August 21, 2024, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for H0006-09-24-005074.

The Contract Price of your Contract is One Million, Two Hundred and Fifteen Thousand and Five & 90/100 Dollars (\$1,215,005.90).

Base Bid.....	\$1,111,140.90
<u>Supplemental Bid #2.....</u>	<u>\$103,865.00</u>
Contract Award.....	\$1,215,005.90

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

VILLAGE OF HARRISON | Calumet County, Wisconsin

(authorized signature)

(title)

Witness: _____

BID TABULATION

VILLAGE OF HARRISON
CROSSROADS BUSINESS PARK UTILITY & ROADWAY CONSTRUCTION
 Contract No. H0006-09-24-00567
 Bid Date/Time: Wednesday, August 13, 2014 / 10:00 a.m.
 Project Manager: Lee Reibold, P.E.

Engineer: **1645 McMath Drive
 PO Box 1025
 Neenah, WI 54956 / 54957-1025**

**GENE FREDERICKSON TRUCKING &
 EXCAVATING, INC.**
 4450 Fieldcrest Drive
 Kaukauna, WI 54130

DORRILL, INC.
 E506 Luernburg Road
 P.O. Box 139
 Luemuing, WI 54217

MCC, INC.
 2600 Roemer Road
 P.O. Box 1133
 Appleton, WI 54911

CALIN & GOSS, LLC.
 505 W. Eggenwood Drive
 Appleton, WI 54913

**CARL BOWERS & SONS
 CONSTRUCTION COMPANY, INC.**
 N1844 Maloney Road
 Kaukauna, WI 54130

PTS CONTRACTORS, INC.
 4075 Eaton Road
 Green Bay, WI 54311

KRUCZEK CONSTRUCTION
 3036 Kewanee Road
 Green Bay, WI 54311

DON HETPAS AND SONS INC.
 1450 E North Avenue
 Little Chute, WI 54140

JOSSEAT BROTHERS, INC.
 1682 Swan Road
 De Pere, WI 54115

DE GROOT, INC.
 4201 Champion Road
 Green Bay, WI 54311

VINTON CONSTRUCTION COMPANY
 1323 3rd Street
 P.O. Box 1137
 Two Rivers, WI 54241

BASE BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
1	2101	LF	8 inch Sanitary Sewer	\$61.00	\$128,210.00	\$61.00	\$128,210.00	\$62.22	\$136,664.40	\$65.95	\$138,597.70	\$72.00	\$151,216.00	\$61.75	\$127,687.50	\$70.00	\$147,150.00	\$60.00	\$126,420.00	\$64.41	\$135,261.61
2	83.8	VF	48 inch Sanitary Sewer Manhole Including Casting and Chimney Seal	\$662.00	\$55,799.60	\$662.00	\$55,799.60	\$675.24	\$57,935.92	\$639.18	\$54,841.64	\$500.00	\$42,000.00	\$653.00	\$54,483.23	\$550.00	\$47,100.00	\$625.00	\$53,225.00	\$744.75	\$63,899.55
3	655	LF	6 inch SCL 40 PVC Sanitary Sewer Lateral	\$41.00	\$26,855.00	\$41.00	\$26,855.00	\$40.78	\$27,392.00	\$46.70	\$30,588.10	\$52.00	\$34,040.00	\$46.25	\$30,423.75	\$50.00	\$32,750.00	\$37.00	\$24,265.00	\$46.00	\$30,230.00
4	50	LF	6 inch SCL 40 PVC Sanitary Sewer Lateral (Ext 9)	\$79.00	\$3,950.00	\$79.00	\$3,950.00	\$80.58	\$4,029.00	\$94.78	\$5,239.00	\$105.00	\$5,250.00	\$89.00	\$4,450.00	\$95.00	\$4,750.00	\$80.00	\$3,900.00	\$112.11	\$5,605.50
5	2250	LF	8 inch Water Main	\$66.00	\$148,500.00	\$66.00	\$148,500.00	\$67.32	\$151,470.00	\$66.26	\$149,885.00	\$68.00	\$153,000.00	\$71.00	\$159,750.00	\$78.00	\$176,550.00	\$70.00	\$157,500.00	\$76.47	\$173,057.50
6	6	EA	8 inch Reilliant Wedge Gate Valve	\$2,026.00	\$12,156.00	\$2,026.00	\$12,156.00	\$2,084.52	\$12,507.12	\$3,909.63	\$23,457.78	\$3,100.00	\$18,600.00	\$2,701.00	\$16,206.00	\$2,900.00	\$17,400.00	\$2,800.00	\$16,800.00	\$3,000.00	\$18,000.00
7	4	EA	6 inch Reilliant Wedge Gate Valve	\$2,123.00	\$8,492.00	\$2,123.00	\$8,492.00	\$2,165.46	\$8,661.84	\$2,467.89	\$9,869.56	\$2,400.00	\$9,600.00	\$1,975.00	\$7,900.00	\$2,000.00	\$8,000.00	\$1,975.00	\$7,900.00	\$2,100.00	\$8,400.00
8	4	EA	Hydrant	\$6,376.00	\$25,504.00	\$6,376.00	\$25,504.00	\$6,401.52	\$25,606.08	\$6,401.52	\$25,606.08	\$6,400.00	\$25,600.00	\$5,500.00	\$22,000.00	\$6,375.00	\$25,500.00	\$6,000.00	\$24,000.00	\$6,375.00	\$25,500.00
9	50	LF	6 inch Hydrant Lead	\$55.00	\$2,750.00	\$55.00	\$2,750.00	\$56.30	\$2,815.00	\$56.30	\$2,815.00	\$56.00	\$2,800.00	\$56.75	\$2,837.50	\$56.00	\$2,800.00	\$56.00	\$2,800.00	\$56.00	\$2,800.00
10	625	LF	2 inch SDN 9P Water Lateral	\$25.00	\$15,625.00	\$25.00	\$15,625.00	\$25.50	\$15,937.50	\$27.60	\$17,175.00	\$40.00	\$25,200.00	\$30.00	\$18,750.00	\$40.00	\$26,250.00	\$40.00	\$25,000.00	\$37.85	\$23,862.25
11	40	LF	2 inch SDN 9P Water Lateral (Ext 9)	\$66.00	\$3,360.00	\$66.00	\$3,360.00	\$67.32	\$3,493.20	\$81.32	\$4,052.80	\$45.00	\$2,250.00	\$50.00	\$2,500.00	\$50.00	\$2,500.00	\$50.00	\$2,500.00	\$50.00	\$2,500.00
12	13	EA	2 inch Corporation, Curb Stop & Stop Box	\$1,273.00	\$16,549.00	\$1,273.00	\$16,549.00	\$1,298.46	\$16,879.98	\$1,298.46	\$16,879.98	\$1,295.00	\$16,435.00	\$1,195.00	\$15,235.00	\$1,195.00	\$15,235.00	\$1,175.25	\$15,278.25	\$1,225.00	\$15,825.00
13	793	LF	36 inch RCP Storm Sewer	\$113.00	\$89,201.00	\$113.00	\$89,201.00	\$115.26	\$88,255.26	\$121.49	\$88,409.39	\$116.00	\$88,796.00	\$111.00	\$89,761.00	\$125.00	\$99,375.00	\$116.00	\$89,760.00	\$113.00	\$90,775.00
14	600	LF	30 inch RCP Storm Sewer	\$87.00	\$52,200.00	\$87.00	\$52,200.00	\$88.74	\$53,244.00	\$98.37	\$59,022.00	\$96.00	\$57,600.00	\$96.00	\$57,600.00	\$102.75	\$61,650.00	\$98.00	\$52,800.00	\$102.00	\$61,200.00
15	619	LF	24 inch RCP Storm Sewer	\$61.00	\$37,739.00	\$61.00	\$37,739.00	\$62.22	\$38,514.18	\$69.42	\$42,970.98	\$75.00	\$46,425.00	\$75.00	\$46,425.00	\$74.75	\$46,203.75	\$80.00	\$49,200.00	\$68.00	\$34,200.00
16	553	LF	24 inch Storm Sewer	\$53.00	\$29,091.00	\$53.00	\$29,091.00	\$54.06	\$29,885.18	\$57.47	\$31,787.91	\$71.00	\$39,101.00	\$71.00	\$39,101.00	\$68.00	\$37,640.00	\$80.00	\$44,000.00	\$75.00	\$34,500.00
17	351	LF	18 inch RCP Storm Sewer	\$47.00	\$16,497.00	\$47.00	\$16,497.00	\$47.94	\$16,826.34	\$50.41	\$17,693.51	\$61.00	\$21,306.00	\$61.00	\$21,306.00	\$59.25	\$19,743.75	\$70.00	\$24,700.00	\$54.00	\$18,945.00
18	67	LF	18 inch Storm Sewer	\$39.00	\$2,613.00	\$39.00	\$2,613.00	\$39.78	\$2,666.26	\$40.74	\$2,731.38	\$46.00	\$2,262.00	\$53.00	\$3,549.00	\$53.00	\$3,549.00	\$52.50	\$3,517.50	\$54.00	\$3,618.00
19	40	LF	18 inch RCP Storm Sewer	\$48.00	\$1,920.00	\$48.00	\$1,920.00	\$48.96	\$1,958.40	\$58.96	\$2,358.56	\$78.00	\$3,120.00	\$78.00	\$3,120.00	\$76.00	\$3,024.00	\$80.00	\$3,120.00	\$76.00	\$3,024.00
20	181	LF	15 inch Storm Sewer	\$38.00	\$6,878.00	\$38.00	\$6,878.00	\$38.76	\$7,015.56	\$51.14	\$9,256.34	\$66.00	\$11,946.00	\$66.00	\$11,946.00	\$50.00	\$5,950.00	\$55.00	\$5,950.00	\$68.00	\$12,318.00
21	10	EA	12 inch RCP Storm Sewer	\$45.00	\$6,480.00	\$45.00	\$6,480.00	\$46.90	\$6,659.00	\$53.82	\$5,381.80	\$61.00	\$6,720.00	\$76.00	\$8,580.00	\$55.00	\$5,500.00	\$55.00	\$5,500.00	\$57.00	\$5,700.00
22	87	LF	12 inch Storm Sewer	\$30.00	\$2,610.00	\$30.00	\$2,610.00	\$30.60	\$2,662.20	\$33.00	\$2,871.00	\$45.00	\$4,050.00	\$45.00	\$4,050.00	\$40.00	\$3,600.00	\$44.00	\$3,960.00	\$42.00	\$3,822.00
23	1	EA	36 inch RCP Flared End Section	\$5,035.00	\$5,035.00	\$5,035.00	\$5,035.00	\$5,135.70	\$5,135.70	\$5,872.46	\$5,872.46	\$5,500.00	\$5,500.00	\$6,114.00	\$6,114.00	\$5,400.00	\$5,400.00	\$5,780.00	\$5,780.00	\$5,000.00	\$5,000.00
24	1	EA	30 inch RCP Flared End Section	\$3,708.00	\$3,708.00	\$3,708.00	\$3,708.00	\$3,777.32	\$3,777.32	\$4,523.76	\$4,523.76	\$4,100.00	\$4,100.00	\$4,600.00	\$4,600.00	\$4,000.00	\$4,000.00	\$4,200.00	\$4,200.00	\$3,700.00	\$3,700.00
25	3	EA	18 inch RCP Flared End Section	\$1,948.00	\$5,844.00	\$1,948.00	\$5,844.00	\$1,986.96	\$5,960.88	\$1,487.89	\$4,463.67	\$2,500.00	\$7,500.00	\$2,835.00	\$8,505.00	\$2,400.00	\$7,200.00	\$2,600.00	\$7,800.00	\$2,350.00	\$7,050.00
26	2	EA	12 inch RCP Flared End Section	\$1,544.00	\$3,088.00	\$1,544.00	\$3,088.00	\$1,588.87	\$3,177.74	\$1,088.87	\$2,177.74	\$1,000.00	\$2,000.00	\$1,100.00	\$2,200.00	\$1,000.00	\$2,000.00	\$1,100.00	\$2,200.00	\$1,000.00	\$2,000.00
27	5.6	VF	84 inch Diameter Storm Sewer Manhole	\$1,487.00	\$8,323.20	\$1,487.00	\$8,323.20	\$1,515.74	\$8,494.14	\$1,866.25	\$10,545.50	\$1,400.00	\$7,840.00	\$1,635.00	\$9,157.50	\$1,500.00	\$8,400.00	\$1,400.00	\$7,800.00	\$1,773.04	\$9,938.64
28	1.6	VF	72 inch Diameter Storm Sewer Manhole	\$1,235.00	\$1,975.50	\$1,235.00	\$1,975.50	\$1,259.70	\$2,015.50	\$1,577.10	\$2,523.30	\$1,100.00	\$1,760.00	\$1,100.00	\$1,540.00	\$1,400.00	\$1,960.00	\$1,400.00	\$1,960.00	\$1,479.86	\$2,367.76
31	11.6	VF	60 inch Diameter Storm Sewer Manhole	\$900.00	\$10,440.00	\$900.00	\$10,440.00	\$937.18	\$10,869.86	\$1,166.04	\$13,528.68	\$825.00	\$9,525.00	\$905.00	\$10,507.50	\$825.00	\$9,525.00	\$825.00	\$9,525.00	\$905.00	\$10,507.50
30	15.4	VF	48 inch Diameter Storm Sewer Manhole	\$655.00	\$10,087.00	\$655.00	\$10,087.00	\$668.10	\$10,288.14	\$688.70	\$11,233.38	\$550.00	\$8,470.00	\$600.00	\$10,800.00	\$570.00	\$8,730.00	\$650.00	\$10,170.00	\$689.08	\$10,611.83
31	1	EA	36 inch Diameter Sand Pipe Outlet Structure with Trash Rack for Outlet 2 Pond	\$2,824.00	\$2,824.00	\$2,824.00	\$2,824.00	\$2,880.48	\$2,880.48	\$4,834.70	\$4,834.70	\$3,500.00	\$3,500.00	\$3,515.00	\$3,515.00	\$4,000.00	\$4,000.00	\$3,600.00	\$3,600.00	\$4,004.42	\$4,004.42
32	1	EA	Trash Rack for Outlet 1 Pond Outlet Structure	\$620.00	\$620.00	\$620.00	\$620.00	\$632.40	\$632.40	\$1,038.11	\$1,038.11	\$1,500.00	\$1,500.00	\$1,600.00	\$1,600.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,222.00	\$1,222.00
33	1	EA	Anti-Sepg Collar	\$515.00	\$515.00	\$515.00	\$515.00	\$525.30	\$525.30	\$1,646.89	\$1,646.89	\$1,000.00	\$1,000.00	\$2,215.00	\$2,215.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,515.00	\$1,515.00
34	12	EA	Catch Basin	\$2,207.00	\$27,684.00	\$2,207.00	\$27,684.00	\$2,233.14	\$27,197.68	\$2,490.25	\$29,883.00	\$2,000.00	\$24,000.00	\$2,450.00	\$29,400.00	\$2,000.00	\$24,000.00	\$2,000.00	\$24,000.00	\$2,000.00	\$24,000.00
35	600	LF	4 inch Perforated Underdrain with Geotextile Sock	\$16.00	\$9,600.00	\$16.00	\$9,600.00	\$16.32	\$9,792.00	\$20.79	\$12,474.00	\$16.00	\$9,600.00	\$16.00	\$9,600.00	\$16.00	\$9,600.00	\$16.00	\$9,600.00	\$16.00	\$9,600.00
36	3	EA	Vault Drain	\$2,052.00	\$6,156.00	\$2,052.00	\$6,156.00	\$2,093.04	\$6,279.12	\$2,419.00	\$7,257.00	\$1,000.00	\$3,000.00	\$2,405.00	\$7,215.00	\$1,000.00	\$3,000.00	\$2,000.00	\$6,000.00	\$1,534.80	\$4,534.80
37	1	EA	Utility Box Expansion Certification	\$12,786.00	\$12,786.00	\$12,786.00	\$12,786.00	\$12,992.76	\$12,992.76	\$9,945.58	\$9,945.58	\$12,786.00	\$12,786.00	\$14,000.00	\$14,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$14,000.00	\$14,000.00
38	1	EA	Common Pond Expansion (Estimated at 2,500 C.Y.)	\$36,242.00	\$36,242.00	\$41,497.00	\$41,497.00	\$52,000.00	\$52,000.00	\$22,689.05	\$22,689.05	\$22,000.00	\$22,000.00	\$24,000.00	\$24,000.00	\$24,700.00	\$24,700.00	\$47,700.00	\$47,700.00	\$41,929.34	\$41,929.34
39	1	EA	Barrow for Stormwater Inlets (Estimated at 2,110 C.Y.)	\$13,038.00	\$13,0																

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Award of Bids for Trail Lighting Improvements at Darboy Community Park.

Issue:

Does the Village Board accept the low bid of the \$125,507.95 for trail lighting along the Noe Road Stormwater Pond Trail?

Background and Additional Information:

The project involves installation of 32 bollards and two controller locations with electrical meters around the Noe Road Pond Trail and the trail to the east of Darboy Park forest.

The project is to be completed by November 1, 2024, although the Village recognizes that delivery time for bollard lights may be longer due to inventory concerns.

Three bids were received. The low bid is Quality Electric for \$125,507.95.

McMahon verified that the bid is correct and confirmed that to be accurate.

Budget Impacts:

\$125,507.95- Park Impact Fees

Recommended Action:

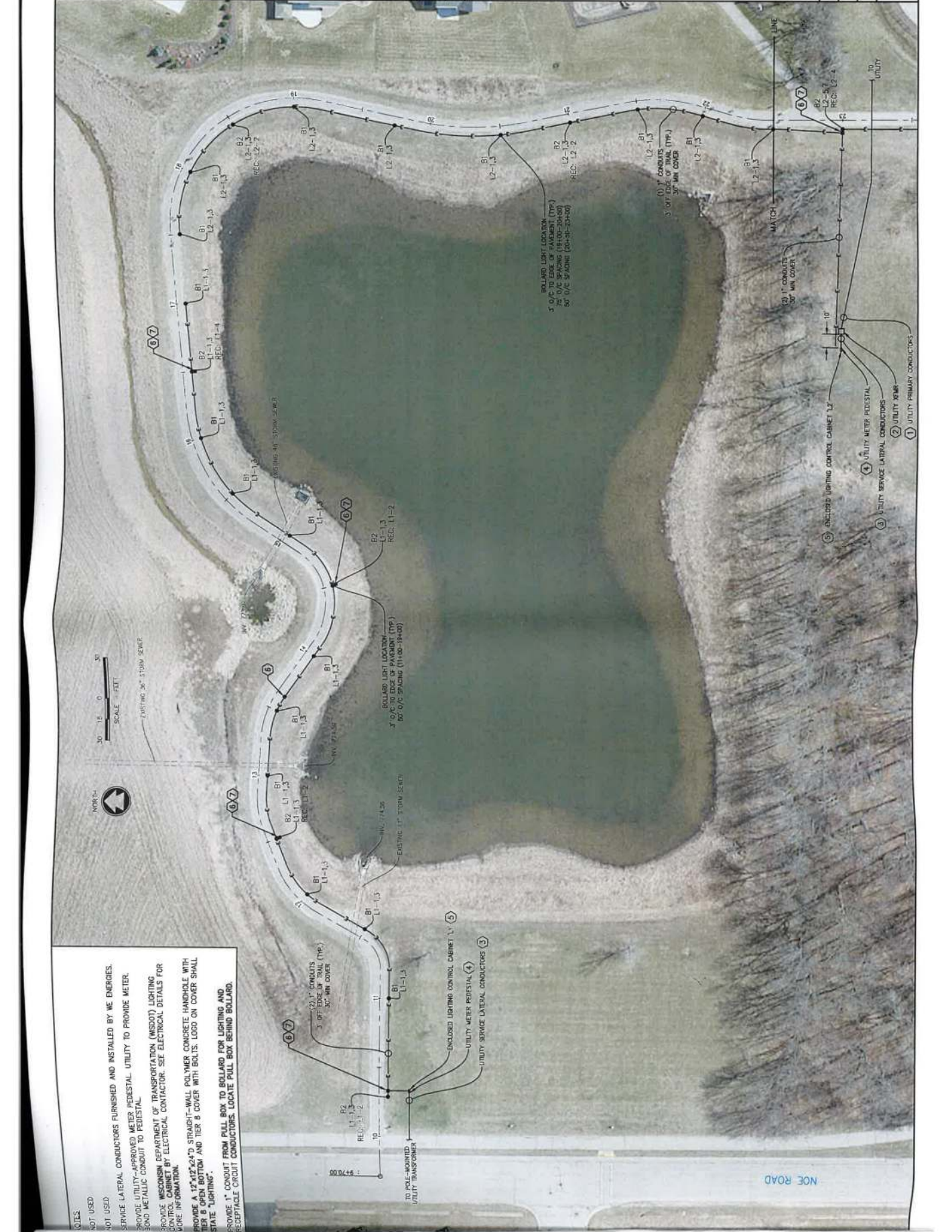
Motion to approve the low bid of \$125,507.95 to Quality Electric, Inc.

Attachments:

- [3517_001.pdf](#)
- [_Harrison Darboy Community Park Trail Lighting N-Award.pdf](#)

NO.	DATE	REVISION

DESIGNED	DATE
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE



NOTES:

- NOT USED
- NOT USED
- SERVICE LATERAL CONDUCTORS FURNISHED AND INSTALLED BY ME ENERGIES. PROVIDE UTILITY APPROVED METER PEDESTAL UTILITY TO PROVIDE METER. PROVIDE UTILITY APPROVED METER PEDESTAL TO PEDESTAL.
- PROVIDE WISCONSIN DEPARTMENT OF TRANSPORTATION (WISDOT) LIGHTING CONTROL CABINET BY ELECTRICAL CONTRACTOR. SEE ELECTRICAL DETAILS FOR MORE INFORMATION.
- PROVIDE A 12"x12"x24" STRAIGHT-WALL POLYMER CONCRETE HANDHOLE WITH TIE & OPEN BOTTOM AND TIE & COVER WITH BOLTS. LOGO ON COVER SHALL STATE "LIGHTING".
- PROVIDE 1" CONDUIT FROM PULL BOX TO BOLLARD FOR LIGHTING AND RECEPTACLE CIRCUIT CONDUCTORS. LOCATE PULL BOX BEHIND BOLLARD.

TO PILE-MOUNTED UTILITY TRANSFORMER

ENCLOSED LIGHTING CONTROL CABINET (1) (5)

UTILITY METER PEDESTAL (4)

UTILITY SERVICE LATERAL CONDUCTORS (3)

(2) 1" CONDUITS 5' OFF EDGE OF TRAIL (TYP.) 30" MIN COVER

BOLLARD LIGHT LOCATION (TYP.) 3' OFF EDGE OF TRAIL (TYP.) 30" O/C SPACING (18100-30160) 50" O/C SPACING (20410-32100)

BOLLARD LIGHT LOCATION (TYP.) 3' OFF EDGE OF TRAIL (TYP.) 30" O/C SPACING (18100-30160) 50" O/C SPACING (20410-32100)

ENCLOSED LIGHTING CONTROL CABINET (1) (5)

UTILITY METER PEDESTAL (4)

UTILITY SERVICE LATERAL CONDUCTORS (3)

UTILITY XEMER (2)

UTILITY PRIMARY CONDUCTORS (1)

ENCLOSED LIGHTING CONTROL CABINET (1) (5)

UTILITY METER PEDESTAL (4)

UTILITY SERVICE LATERAL CONDUCTORS (3)

UTILITY XEMER (2)

UTILITY PRIMARY CONDUCTORS (1)

TO UTILITY

MATCH LINE

NOE ROAD

McMahon Associates, Inc. is not responsible for the design or construction of any lighting system unless it is specifically noted on the drawings. The drawings are the property of McMahon Associates, Inc. and shall not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of McMahon Associates, Inc.

NO.	DATE	REVISION

DARBOY COMMUNITY PARK TRAIL LIGHTING
VILLAGE OF HARRISON, CALUMET COUNTY, WI
PROPOSED SITE PLAN

DESIGNED	DATE
DWG	JULY 2024
PROJECT NO.	
HOODS-09-24-0002	
SHEET NO.	C4
	216



UTILITY PRIMARY CONDUCTORS FURNISHED AND INSTALLED BY WE ENERGIES.
 TRANSFORMER AND PAD FURNISHED AND INSTALLED BY WE ENERGIES.
 TWICE LATRAL CONDUCTORS FURNISHED AND INSTALLED BY WE ENERGIES.
 NO METALLIC CONDUIT TO PEDESTAL.
 CHASE WISCONSIN DEPARTMENT OF TRANSPORTATION (MSDOT) LIGHTING CONTROL CABINET BY ELECTRICAL CONTRACTOR. SEE ELECTRICAL DETAILS FOR MORE INFORMATION.
 PROVIDE A 12"x12"x24" STRAIGHT-WALL POLYMER CONCRETE HANDHOLE WITH 3" x 8" OPEN BOTTOM AND TIE 8 COVER WITH BOLTS. LOAD ON COVER SHALL BE "LIGHTING".
 PROVIDE 1" CONDUIT FROM PULL BOX TO BOLLARD FOR LIGHTING AND SEPTABLE CIRCUIT CONDUCTORS. LOCATE PULL BOX BEHIND BOLLARD.



August 21, 2024

Village of Harrison
Attn: Chad Pelishek, Assistant Village Manager
W5298 State Road 114
Harrison, WI 54952

Re: Village of Harrison
Darboy Community Park
2024 Trail Lighting Improvements
Letter of Recommendation
McM. No. H0006-09-24-00402

Dear Chad:

On August 21, 2024, bids were received via QuestCDN vBid™ for the above referenced project. Three bids were received, ranging in price from \$125,507.95 to \$276,715.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract H0006-09-24-00402 to the low bidder, Quality Electric, in the amount of \$125,507.95.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

Lee R. Reibold, P.E.
Associate / Municipal & Civil Engineer

LRR:car

Enclosures: Notice of Awards
Bid Tabulation



SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: QUALITY ELECTRIC
709 Mill Street
PO Box 123
Reedsville, WI 54230

Contract No. H0006-09-24-00402

Project: DARBOY COMMUNITY PARK
2024 LIGHTING IMPROVEMENTS
For The VILLAGE OF HARRISON | Calumet County, Wisconsin

You are notified that your Bid, dated August 21, 2024, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Darboy Community Park 2024 Lighting Improvements for the Village of Harrison, Calumet County, Wisconsin.

The Contract Price of your Contract is One Hundred Twenty-Five Thousand Five Hundred Seven & 95/100 Dollars (\$125,507.95).

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

VILLAGE OF HARRISON | Calumet County, Wisconsin

(authorized signature)

(title)

Witness: _____

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: QUALITY ELECTRIC
709 Mill Street
PO Box 123
Reedsville, WI 54230

Contract No. H0006-09-24-00402

Project: DARBOY COMMUNITY PARK
2024 LIGHTING IMPROVEMENTS
For The VILLAGE OF HARRISON | Calumet County, Wisconsin

You are notified that your Bid, dated August 21, 2024, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Darboy Community Park 2024 Lighting Improvements for the Village of Harrison, Calumet County, Wisconsin.

The Contract Price of your Contract is One Hundred Two Thousand Seven Hundred Fifty-Seven & 95/100 Dollars (\$102,757.95).

Base Bid	\$125,507.95
Alternate Bid 1	- \$22,750.00
Total Contract.....	\$102,757.95

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

VILLAGE OF HARRISON | Calumet County, Wisconsin

(authorized signature)

(title)

Witness: _____

BID TABULATION

OWNER: VILLAGE OF HARRISON
Project Name: Darboy Community Park 2024 Trail Lighting Improvements
Contract No.: H0006-09-24-00402
Bid Date/Time: August 21, 2024 @ 9:30 a.m., local time
Project Manager: Lee Reibold, PE

Engineer: McMAHON ASSOCIATES, INC.
 1445 McMahon Drive
 PO Box 1025
 Neenah, WI 54956 / 54957-1025

QUALITY ELECTRIC
 709 Mill Street
 PO Box 123
 Reedsville, WI 54230

BODART ELECTRIC SERVICE, INC.
 1113 Orlando Drive
 De Pere, WI 54115

ELMSTAR ELECTRIC CORP.
 800 Eastline Road
 Kaukauna, WI 54130

BASE BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	1	L.S.	Lighting Control Cabinet L1 / Concrete Base / Meter Installation	\$7,854.22	\$7,854.22	\$11,165.00	\$11,165.00	\$15,990.00	\$15,990.00
2.	1	L.S.	Lighting Control Cabinet L2 / Concrete Base / Meter Installation	\$7,854.22	\$7,854.22	\$11,165.00	\$11,165.00	\$15,990.00	\$15,990.00
3.	24	Ea.	Light Bollard 'B1' with Base Complete	\$950.65	\$22,815.60	\$3,175.00	\$76,200.00	\$3,575.00	\$85,800.00
4.	8	Ea.	Light Bollard 'B2' with Base Complete	\$1,144.65	\$9,157.20	\$3,584.00	\$28,672.00	\$4,395.00	\$35,160.00
5.	6	Ea.	Polymer Concrete Handhold (12" x 12" 24"D) with Tier 8 Cover	\$904.97	\$5,429.82	\$1,950.00	\$11,700.00	\$1,950.00	\$11,700.00
6.	1	L.S.	1 Inch Schedule 40 PVC Conduit (Approx. 2,750 L.F.)	\$72,396.89	\$72,396.89	\$69,300.00	\$69,300.00	\$112,075.00	\$112,075.00
TOTAL (Items 1. through 6., Inclusive)					\$125,507.95		\$208,202.00		\$276,715.00

ALTERNATE BID 1

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total
A-1	1	L.S.	ADD / DEDUCT Trench/Excavate 1 Inch Schedule 40 PVC Conduit	-\$22,750.00	-\$22,750.00	-\$21,000.00	-\$21,000.00	-\$8,900.00	-\$8,900.00

Bid Security	5% Bid Bond	5% Bid Bond	5% Bid Bond
Addendum Acknowledgement	Yes - #1	Yes - #1	Yes - #1

Subcontractor	Subcontractor	Subcontractor
N/A	N/A	TNT Surveyors - Surveying

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Approval of Concept for CTH N Commercial Business Development Site.

Issue:

Does the Village Board accept Concept #1 for the CTH N proposed development between Schmidt and Manitowoc Roads?

Background and Additional Information:

The Village Board previously accepted a contract with McMahon to assist Village staff in developing a plan and design standards for the CTH N commercial corridor project. Staff has worked with McMahon on the design of Concept #1 to provide commercial sites, independent living options and potential senior housing complex as well as a dedicated site for the public safety facility.

A future meeting, staff will bring forward the design guidelines for the buildings that will be included in the sale of the lots for commercial development.

Budget Impacts:

None

Recommended Action:

Motion to approve Concept #1 for CTH N Commercial Business Development.

Attachments:

- [A027_Village of Harrison Concept 1.pdf](#)

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager and Jarred Gehl,
Fire Chief

Meeting Date:

August 27, 2024

Title:

Authorize Village Staff to issue Request for Proposals to Qualified Architects to renovate Fire Station 60.

Issue:

Does the Village Board authorize staff to issue a request for proposals for the renovations at Fire Station 60?

Background and Additional Information:

The Assistant Village Manager and Fire Chief partnered on a development of a request for proposals (RFP) to hire a qualified architect to work with village staff and the Administrator from the Village of Sherwood and potentially a representative from the Town of Woodville to develop a plan for the needed renovations at Fire Station 60.

Village staff feels it is important to include our financial partners early on in the planning process to allow for future discussions related to financial assistance towards the project.

It would be Village staff hope to have an architectural firm selected by the end of November in order to start the conceptual design process shortly thereafter.

Budget Impacts:

None

Recommended Action:

Motion to authorize staff to issue Request for Proposals for renovation of Fire Station 60.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Vicki Tessen, Clerk-Treasurer

Meeting Date:

August 27, 2024

Title:

Resolution V2024-09 Amending Fee and Penalty Schedule

Issue:

The Village Code CH 30 has been revised and therefore the Fee and Penalty Schedule needs to be updated.

Background and Additional Information:

The Fee and Penalty Schedule needs to be amended by resolution if the board chooses to add, change, or remove any fees, penalties, or charges that will affect residents or the Village. Chapter 30 of the Village Code regarding Utilities is being proposed for Board approval tonight.

The Village Fee and Penalty Schedule should be amended to include all fee or penalty items referenced in the new chapter.

Budget Impacts:**Recommended Action:**

Approve the Resolution amending the Fee and Penalty Schedule to include the Harrison Utilities as presented in the packet.

Attachments:

- [V2024-09 Amending Fee Schedule Proposed 8 27 2024.pdf](#)

RESOLUTION V2024-09
VILLAGE OF HARRISON
Calumet and Outagamie Counties

RESOLUTION AMENDING FEE & PENALTY SCHEDULE

The Village Board of the Village of Harrison does hereby resolve as follows:

WHEREAS, under the Municipal Code, the Village Board has the authority to establish fees, penalties, and charges; and

WHEREAS, the Village Board may review all fees & penalties and adopt any changes necessary by resolution; and

WHEREAS, the Village Board has repealed and adopted a new revised Chapter 30 of Village of Harrison Municipal Code entitled “Utilities”; and

WHEREAS, the Village Board wishes to incorporate the fees and penalties associated with the revised Chapter 30 into the Village Fee & Penalty Schedule; and

NOW THEREFORE, the Village of Harrison hereby amends the Fee & Penalty Schedule as shown in Appendix A which is attached hereto and hereby becomes incorporated as a part of this resolution.

This resolution shall be in force and effect upon passage and publication or posting as required under Wis. Stat. §66.0103 and 61.50(1).

Adopted by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this 27th day of August 2024.

By: _____
Allison Blackmer, Village President

Attest: _____
Vicki L. Tessen, Village Clerk

APPENDIX A		Fee and Penalty Schedule	Proposed 8/27/2024
CODE SECTION	DESCRIPTION	AMOUNT	
GENERAL PROVISIONS			
1.7(c)(1)	General Penalty - First Offense	\$1.00 - \$500.00	
1.7(c)(2)	General Penalty - Second Offense	\$1.00 - \$1,000.00	
1.7(g)(4)	Schedule of Deposit	per ordinance or statute	
1.7(g)(4)	Schedule of Deposit - Absence of deposit amount by ordinance or statute	\$100 plus costs	
ADMINISTRATION			
	Hard Copy (black and white)	\$0.05 per page	
	Hard Copy (color)	\$0.15 per page	
	Flash Drive	Actual Cost	
	Mailing & Shipping	Actual Cost	
	Paper to Digital	Fee Waived	
	Digital to Digital	Fee Waived	
	Minimum Research Cost/\$25 per hr	\$25.00	
ALCOHOL BEVERAGE			
4.27(a)	Class "A" Fermented Malt Beverage License	\$150.00	
4.27(b)(1)	Class "B" Fermented Malt Beverage License	\$100.00	
4.27(c)	Temporary Class "B" Fermented Malt Beverage License	\$10.00	
4.27(d)	Temporary "Class B" Wine License	\$10.00	
4.27(e)	Fermented Malt Beverage Wholesalers' License	\$25.00	
4.27(f)	"Class A" Intoxicating Liquor License	\$350.00	
4.27(g)	"Class B" Intoxicating Liquor License	\$350.00	
	"Class C" Wine License	\$100.00	
	Reserve "Class B" License	\$10,000.00	
4.28(d)	Publication Fee for Alcohol License	Actual Cost	
4.65	Operator License	1 yr \$35 / 2 yr \$50	
4.65	Provisional License	\$15.00	
4.33(a)	Change of Agent	\$10.00	
	Tobacco License	\$100.00	
ANIMALS			
6.23(a)	Harboring Dangerous Animals	\$100.00	
§ 174.07	Dogs Licensing State Statute 174.07		
6.42(a)(3)	Spayed or Neutered Dog	\$10.00	
6.42(a)(3)	Unaltered Dog	\$15.00	
6.42(a)(3)	Late Fee Applied after March 31	\$5.00	
BUSINESS LICENSE			
	Business	\$5	
	Non-Profit Organization	\$0	
EMERGENCY MANAGEMENT			
10.25	Fire Inspector Duties		
10.28	Initial inspection where violation is found	No Charge	
10.28	First re-inspection if violation still exists (by Fire Chief)	No Charge	
10.28	Second re-inspection (by Fire Chief) and violation still exists	\$50/inspection/violation	
10.28	Third and Fourth re-inspection (by Fire Chief) and violation still exists	\$100/inspection/violation	
10.28	Fifth or more re-inspection (by Fire Chief) and violation still exists	\$150/inspection/violation	
PARKS AND RECREATION			
18.7	Darboy Community Park Shelter Rental Fee (Resident)	\$75.00	
18.7	Darboy Community Park Shelter Rental Fee (Non-Resident)	\$150.00	
18.7	Village Hall Community Room Rental Fee	\$100.00	
18.7	Street Closure Barricade Rental Fee	\$100.00	

STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES		
22.160(a)	Right-of-Way (ROW) Permit	
22.92	New/Replace or Extend Culvert	\$150
22.94	Culvert Variance (with Village Approval)	\$150
22.159	Install/Replace Driveway Apron	\$50
22.250	Sump Pump Connection Violation	\$50 + court costs
22.191	Utility Permit - Base Fee + below	\$50
22.191	Open Cut Paving	\$1,500
22.191	Open Cut Gravel	\$1,000
22.191	Per Foot Charge (per lineal foot)	\$0.10 / lin. Ft.
22.193 & 22.90	Utility Right-of-Way Repair Escrow	\$1,500
	Regrade/Clean/Obstruction of Ditch	\$50
22.160	Late Fee for After the Fact Permit	\$150
BUILDINGS AND BUILDING REGULATIONS		
103.10	Demolition or Removal of Buildings Permit	\$25
103.10	If Building with No Utilities or New Permit Obtained	No Charge
103.29	1 & 2 Family Building Permits and Inspections	
103.29	New Construction - up to 2400 sq. ft.	\$2,095
103.29	New Construction - 2401 to 3500 sq. ft.	\$2,195
103.29	New Construction - 3501 to 5000 sq. ft.	\$2,295
103.29	New Construction - over 5000 sq. ft.	\$2,395
103.29	Manufactured Homes	\$2,095
103.29	Additions - Remodeling	
103.29	Base Fee	\$150
103.29	Remodel greater than \$10,000 value	\$300
103.29	Remodel less than \$10,000 value	\$200
103.29	Erosion Control	\$100
103.29	Electrical Service	\$100
103.29	Electrical Permit	\$100
103.29	Plumbing Permit	\$100
103.29	HVAC Permit	\$100
103.29	One Time Inspection	\$100
103.29	Attached Garage	\$300
103.29	Basement Remodel	\$300
103.29	Siding/Windows/Roof	\$50
103.29	Pools Permit Fees - seasonal/permanent	\$50/\$150
103.29	Unattached Garage greater than 200 sq ft	\$100
103.29	Egress Window	\$100
103.29	Escrow	\$1,500
103.122	Multi-Family and Commercial Permit Fees	
103.122	Building Permit	\$0.08 per sq ft
103.122	Base Fee	\$200
103.122	Plumbing	
103.122	Fixture Count	\$8 per fixture
103.122	Base Fee	\$100
103.122	Electrical Permit	\$0.08 per sq ft
103.122	Base Fee	\$100
103.122	Electrical Service <200 amp	\$85
103.122	Electrical Service >200 amp - 3 phase	\$100
103.122	Electrical Service Temporary	\$85
103.122	HVAC Permit	\$0.08 per sq ft
103.122	Base Fee	\$100
22.21	911 Sign	\$25
103.29	Decks	\$200

103.197	Pool Permit Fees - seasonal/permanent	\$50/\$150
IMPACT FEES		
103.231(c)	Park Impact Fees	
103.231(c)(1)	Single-Family Residential Development - per dwelling unit	\$1,176
103.231(c)(1)	Multi-Family Residential Development - per dwelling unit	\$1,090
103.231(a)	Law Enforcement Impact Fees	
103.231(a)(1)	Single-Family Residential Development - per dwelling unit	\$85
103.231(a)(1)	Multi-Family Residential Development - per dwelling unit	\$79
103.231(a)(2a)	Commercial & Institutional - per sq ft	x \$0.035
103.231(a)(2b)	Industrial - per sq ft	x \$0.026
103.231(b)	Fire Impact Fees	-
103.231(b)(1)	Single-Family Residential Development - per dwelling unit	\$720
103.231(b)(1)	Multi-Family Residential Development - per dwelling unit	\$667
103.231(b)(2a)	Commercial & Institutional - per sq ft	X \$0.29
103.231(b)(2b)	Industrial - per sq ft	X \$0.22
CONSTRUCTION SITE EROSION CONTROL ZONING		
105.1	Construction Site Erosion Control Permit	
105.1	Less than 1-ac Disturbed Area	\$225
105.1	1-ac or more Disturbed Area	\$275
105.1	Less than 1-ac Disturbed Area - Inspection	\$25/week
105.1	1-ac or more Disturbed Area - Inspection	\$250 + \$25/week
MOBILE HOMES AND MOBILE HOME COMMUNITIES		
107.32	Permit Fee	\$25
STORM WATER MANAGEMENT AND ILLICIT DISCHARGE		
113.139	Post-Construction Storm Water Management Permit	
113.139	Less than 20,000 sq ft impervious surface	\$225
113.139	20,000 or more sq ft impervious surface	\$525
113.139	Less than 20,000 sq ft impervious surface - Inspection	0
113.139	20,000 or more sq ft impervious surface - Inspection	\$500
113.104	Illicit Discharge Abatement	Cost of Abatement
113.5(b)	Stormwater Utility ERU	\$60 per ERU
SUBDIVISIONS		
115	Subdivision Control	
115.11	Preliminary Plat	\$200 + \$5/lot
115.12	Final Plat	\$100 + \$5/lot
115.13	Certified Survey Map	\$75
	Condominium Plat	\$300 + \$5/unit
SMALL WIND ENERGY SYSTEMS		
119.7(a)	Small Wind Energy System, per tower	\$100
SOLID WASTE		
	Garbage and Recycling service	per service contract
20.160	Yard Waste Site	
20.163(f)	Yard Waste Sticker	\$20
20.163(f)	Forfeiture - first offense	\$50 + clean-up & court costs
20.163(f)	Forfeiture - second offense	\$100 + clean-up & court costs
20.163(f)	Forfeiture - third offense and each additional offense	\$250 + clean-up & court costs
20.19	Littering	
20.25	Forfeitures are set pursuant to the State of Wisconsin Revised Uniform Deposit and Bail Schedule for Conservation, Environmental Protection, ATV/UTV, Boat, OHM, And Snowmobile Violations, current edition.	Per WI Revised Uniform Deposit and Bail Schedule

20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>first offense</i>	\$50 + court costs
20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>second offense</i>	\$100 + court costs
20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>third offense and each additional offense</i>	\$250 + court costs
HARRISON UTILITIES (FORMERLY KNOWN AS WAVERLY SANITARY DISTRICT) FEES & PENALTIES		
30.33	Sanitary Sewer & Watermain Permit	Per Your Utility's Approved Fees
30-108(1)	First Offense, per violation, together with the cost of prosecution	Not Less Than \$100 Nor More than \$500
30-108(2)	Second Offense, per violation, together with the cost of prosecution, if within the prior five (5) years the person was previously found guilty of violating any provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder	Not Less Than \$500 Nor More than \$750
30-108(3)	Third Offense, per violation, together with the cost of prosecution, if with the prior five (5) years the person was previously found guilty two or more times of violating any provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder	Not Less Than \$750 Nor More than \$1,000
30-206(a)(4)	Sewer Connection Fee - Lakeshore Area -	
	Single Family and Duplex Per Connection	\$200
	Multi-Family - First Unit Per Connection	\$200
	Multi-Family - Each Additional Unit Per Connection	\$160
	Commercial, Industrial, Instiutional - Per Acre	\$360
30-206(a)(4)	Sewer Connection Fee - Lift Station 4 Service Area: Village of Harrison -	
	Single Family and Duplex Per Connection	\$520
	Multi-Family - First Unit Per Connection	\$520
	Multi-Family - Each Additional Unit Per Connection	\$420
	Commercial, Industrial, Instiutional - Per Acre	\$940
30-206(a)(4)	Sewer Connection Fee - Lift Station 4 Service Area: City of Menasha -	
	Single Family and Duplex Per Connection	\$270
	Multi-Family - First Unit Per Connection	\$270
	Multi-Family - Each Additional Unit Per Connection	\$220
	Commercial, Industrial, Instiutional - Per Acre	\$490
30-206(a)(4)	Sewer Connection Fee - Lift Station 6 Service Area -	
	Single Family and Duplex Per Connection	\$2,060
	Multi-Family - First Unit Per Connection	\$2,060
	Multi-Family - Each Additional Unit Per Connection	\$1,650
	Commercial, Industrial, Instiutional - Per Acre	\$3,710
30-216(c)	Sanitary Sewer Volume Charge Per 1,000 Gallons	\$4.86
30-216(c)	Sanitary Sewer Monthly Service Charge -	
	5/8" Meter	\$13.58
	1" Meter	\$33.95
	1 1/2" Meter	\$76.13
	2" Meter	\$108.65
	3" Meter	\$164.61
	4" Meter	\$202.68
30-216(f)	Sanitary Sewer Late Payment Charge	1% Per Month of Total Unpaid Balance
30-312(d)	Private Well Operation Permit	\$75.00
30-401(b)(1)	Sanitary Sewer & Watermain Permit Administration Fee	\$250 (Subdivision) \$100 (Multi-Family) \$100 (Commercial)

30-401(b)(2)	Sanitary Sewer & Watermain Permit Review and Inspection Fees	Actual Cost of Time and Materials
ZONING		
117.31(b)	Text Amendment	\$300
117.77(b)	Map Amendment	\$300
117.93(b)	Application for PDO District	\$400
117.127(c)	Home Business Permit	\$150
117.128(b)	Solar Energy System Permit	\$200
117.133(e)(1)	Adult Entertainment Establishment Permit	\$200
117.134©	Temporary Use & Structure Permit	\$100
117.184(c)(4)(b)(2)	Sign Permit	\$100
117.185(b)(6)	Off- Premise Sign Application	\$25 + \$0.15/sq ft
117.186(b)(2)(b1)	Temporary Sign Permit	\$50
117.186(b)(2)(b2)	Temporary Sign Deposit	\$100
117.317	Conditional Use Permit	\$150
117.317(b)	Amending Public Hearing Notice	Same as Public Hearing
117.376	Site Plan Review	
117.376	Commercial	\$300
117.376	Industrial	\$500
117.416	Zoning Permits	
117.416	New Construction or Replacement (residential, commercial, industrial or other building)	\$250
117.416	Addition	\$100
117.416	Accessory Building (i.e. detach garage, shed, etc.)	\$50
117.416	Accessory Structure (i.e. driveway)	\$25
117.416	Deck	\$25
117.416	Fence	\$25
117.416(e)	Renewal Permit	1/2 new permit fee
117.418(b)(2)(a)	Winter Temporary Zoning Occupancy Permit	\$50
117.418(b)(2)(b)	Special 30-day Temporary Zoning Occupancy Permit	\$100
117.418(a)	Zoning Certificate of Occupancy (when no Zoning Permit is required)	\$25
117.362	Item Requiring a Public Hearing Notice	\$200
	Lot Grade & Driveway Grade Check	\$1,045
MISCELLANEOUS FEES		
	Fireworks Permit Application	\$50
	Real Estate Inquiry	\$30
	Real Estate Inquiry - Rush (2 business days)	\$60
-	Harrison Utility Inquiry	\$25
	Group (10+ parcels) Tax Information Requests - Mortgage Holders	\$0.25 per parcel
28.178	WEEDS	reference 1.7
30.215	Well Operation Permit	-
30.218	— Penalty	reference 1.7
	Short Term Rental New Permit	\$400
	Short Term Rental Renewal Permit	\$200

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Russ Van Gompel, Interim Manager

Meeting Date:

August 27, 2024

Title:

Debt Service Fund Transfer

Issue:

Should the Village Board approve the transfer of funds into the Debt Service Fund?

Background and Additional Information:

When the Audit was reported to the Village Board, I noticed and commented on the fact that the Debt Service Fund is in a negative position. The Debt Service Fund accounts for the payments of principal and interest on long term debt by the Village. Revenue for these payments is generated by taxes levied in the previous year. This fund should not be in a negative position. The audit shows the Debt Service Fund has a negative fund balance in the amount of \$356,710.

The Debt Service payments on the 2020 \$1,425,000 G.O. Refunding Bonds should have had an allocation to TID #1 in 2021, 2022, and 2023. The attached schedule from Baird illustrates the portion of the debt service payments which should be allocated to TID #1. For the years 2021, 2022, and 2023, \$281,150 should have been allocated to TID #1. Therefore, I am recommending that the Village Board transfer \$281,150 from TID #1 to the Debt Service to cover the debt service payments in those three years.

In 2024, and going forward, a portion of the debt service payments will be allocated directly to TID #1.

After the transfer into the Debt Service Fund of \$281,150, the Debt Service fund will still be in the negative position in the amount of \$75,560. To put the Debt Service Fund in a positive position, I am recommending that the Village Board transfer \$80,000 from the General Fund Balance into the Debt Service Fund.

There is no budget impact in the General Fund and the Debt Service Fund since the transfers are impacting the Fund Balance. There is an impact on the TID #1 Budget due to the fact that the Debt Service allocation was not budgeted, even though the payment was anticipated. The 2024 allocation for TID #1 was \$97,600.

Budget Impacts:

See above

Recommended Action:

Motion to approve the transfer of \$281,150 from TID #1 to the Debt Service Fund and to approve the transfer of \$80,000 from the General Fund to the Debt Service Fund.

Attachments:

- [Re-payments for TID 1 bond.pdf](#)

BOND DEBT SERVICE

**Village of Harrison (Aa2)
General Obligation Refunding Bonds (TID #1) - FINAL
BQ; Callable 3/1/2028 or any Date Thereafter**

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/17/2020					
03/01/2021	75,000	0.500%	5,474.44	80,474.44	
09/01/2021			9,287.50	9,287.50	89,761.94
03/01/2022	75,000	0.500%	9,287.50	84,287.50	
09/01/2022			9,100.00	9,100.00	93,387.50
03/01/2023	80,000	0.500%	9,100.00	89,100.00	
09/01/2023			8,900.00	8,900.00	98,000.00
03/01/2024	80,000	0.500%	8,900.00	88,900.00	
09/01/2024			8,700.00	8,700.00	97,600.00
03/01/2025	85,000	1.000%	8,700.00	93,700.00	
09/01/2025			8,275.00	8,275.00	101,975.00
03/01/2026	85,000	1.000%	8,275.00	93,275.00	
09/01/2026			7,850.00	7,850.00	101,125.00
03/01/2027	90,000	1.000%	7,850.00	97,850.00	
09/01/2027			7,400.00	7,400.00	105,250.00
03/01/2028	90,000	1.000%	7,400.00	97,400.00	
09/01/2028			6,950.00	6,950.00	104,350.00
03/01/2029	100,000	1.300%	6,950.00	106,950.00	
09/01/2029			6,300.00	6,300.00	113,250.00
03/01/2030	100,000	1.300%	6,300.00	106,300.00	
09/01/2030			5,650.00	5,650.00	111,950.00
03/01/2031	105,000	2.000%	5,650.00	110,650.00	
09/01/2031			4,600.00	4,600.00	115,250.00
03/01/2032	110,000	2.000%	4,600.00	114,600.00	
09/01/2032			3,500.00	3,500.00	118,100.00
03/01/2033	115,000	2.000%	3,500.00	118,500.00	
09/01/2033			2,350.00	2,350.00	120,850.00
03/01/2034	115,000	2.000%	2,350.00	117,350.00	
09/01/2034			1,200.00	1,200.00	118,550.00
03/01/2035	120,000	2.000%	1,200.00	121,200.00	
09/01/2035					121,200.00
	1,425,000		185,599.44	1,610,599.44	1,610,599.44

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Russ Van Gompel, Interim Village Manager

Meeting Date:

August 27, 2024

Title:

Selection Process for new Finance Director/Village Treasurer positions

Issue:

Should the Village Board approve the selection process for the Finance Director/Village Treasurer positions?

Background and Additional Information:

At the July 30, 2024 meeting, the Village Board requested that I present my recommendation on the process to select the new Finance Director/Village Treasurer.

The recruitment process is underway with the application deadline of August 30, 2024. The announcement has been placed at the League of Wisconsin Municipalities, Wisconsin City/County Manager Association, Wisconsin Government Finance Officers Association, Wisconsin Clerks Association, Wisconsin Treasurers Association and the Wisconsin Institute of CPAs websites and on LinkedIn and social media sites.

The Village Board should decide how to proceed with the selection process for the Finance Director/Village Treasurer. I will collect and rate the applications. Once that happens, I am hoping to have 3 – 5 candidates to come in for an interview. One option is to have the entire Village Board participate in the interviews. A second option would be to have a team of some elected officials along with some staff to conduct interviews.

I would like to recommend a third option. I would like to create a selection committee of all staff members to conduct the interviews. The selection committee would then present their recommendation to the Village Board. My proposed committee would include Chad Pelishek, Meghan Winkler, Donna Knapp, Brandon Barlow, and me. I am anticipating that the selection process to occur in September with the final candidate to be selected by September 19 and be presented to the Village Board on September 24.

Budget Impacts:

None

Recommended Action:

Motion to approve the creation of a staff selection committee and to direct them to interview candidates for the Finance Director/Village Treasurer and recommend a finalist for the Village Board to consider the appointment.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

August 27, 2024

Title:

Approval of the revisions to the Village of Harrison Employee Handbook.

Issue:

Does the Village Board approve the revisions to the Employee Handbook?

Background and Additional Information:

Thanks to Deputy Clerk/Human Resources Meghan Winkler for her work on updating this document over six months or so. All changes were reviewed in an all-staff mandatory meeting on August 19, 2024.

Summary of the revisions:

1. Pages 2 - 11 were updated with language provided by the League of WI Municipalities to meet current laws.
2. Page 12: On Call Pay- New added to the handbook to cover changes with DPW employees.
3. Page 12: Comp Time: Updated to include maximum number of hours allowed per FLSA (Fair Labor Standards Act)
4. Page 13: Flextime: Updated that the time must be used by end of the following month after accumulated.
5. Page 14: Emergency Response Calls: Updated to reflect current firefighters for Harrison Fire/Rescue as well as employees that are firefighters for departments outside of the Harrison Fire/Rescue.
6. Page 17-18: PTO: removed the designation of sick time/floating holidays, made a PTO bank for everything. Increased the PTO to reflect amounts being provided to new employees.
7. Page 23: Military Leave: Updated with language provided by the League.
8. Page 25: Lacion Policy: Added to the handbook.
9. Page 25: Voting Leave: added to the Handbook
10. Page 25: Leave without Pay: Updated from the League language.
11. Pages 25-29.: Updated from League
12. Pages 30-33: Travel Policy updated and clarified.
13. Pages 36- 48: Updated with League information and current practices.
14. Page 49: Social Media Policy added.

Budget Impacts:

None

Recommended Action:

Motion to approve the revisions to the Village of Harrison Employee Handbook.

Attachments:

- [DRAFT Handbook 8.22.2024.pdf](#)



VILLAGE OF HARRISON
PERSONNEL MANUAL

Approved March 31, 2009
Revised: November 27th, 2018
Revised: August 27, 2024

WELCOME

The Village of Harrison, WI is located on the scenic northeast shore of Lake Winnebago and covers nearly 32 square miles of urban and rural land located within Calumet County, Wisconsin. The Village is part of 5 school districts (Appleton, Kimberly, Kaukauna, Hilbert, and Stockbridge). High Cliff State Park, one of Wisconsin's most beautiful and utilized parks, is located within Harrison and provides over 1,100 acres of open space which include hiking, equestrian trails, spectacular lake vistas and sunsets. The Village of Harrison offers an excellent quality of life for its residents with easy access to all regional amenities for recreation, arts, entertainment, and dining.

IMPORTANT FACTS ABOUT THIS HANDBOOK

We are pleased to present you with this Employee Handbook containing information in summary form about our workplace, the major benefits available to you, and your obligations as an employee.

This handbook is for informational purposes only and does not constitute a guarantee of employment or of any right or benefit, nor is it a contract of employment, expressed or implied, and it does not eliminate or change the employment-at-will status of the relationship between you and the Village of Harrison.

We reserve the right to alter, change, delete, deviate from, suspend or discontinue any part or parts of the policies in this handbook, including but not limited to any employee benefit without prior notice. No one other than the administration may alter or change any of the policies in this handbook. Any alteration or modification by the administration must be in writing. No statement or promise by an elected official, administrator, department head, supervisor, agent or other representative may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

The Village Board is responsible for the approval and amendment of this manual and all policies and procedures of the Village of Harrison. The Board is also responsible for providing direction regarding the application of the organization's policies and procedures, including this manual.

This manual shall be administered by the Village Manager. It is the discretionary right of administration to deviate from the established policies as circumstances may warrant.

Should any provision of this handbook conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which the Village of Harrison is a party, the statute, law, ordinance, regulation or collective bargaining agreement shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.

It is your responsibility to read and become familiar with the information in the handbook and to follow the policies and procedures contained herein. If you have questions regarding the handbook or matters that are not covered in it, please discuss them with the Village Manager.

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EMPLOYMENT STATUS

Nature of Employment:

Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the Village of Harrison is not governed by any written or oral contract and is considered an “at will” arrangement. This means that an employee or the Village of Harrison can end the employment relationship at any time for any reason.

Residency:

There is no residency requirement for any village employee.

Employee Classifications:

We define an employee as a person who works for the Village of Harrison for compensation in the form of wages and excludes unpaid volunteers, independent contractors, elected officials and persons appointed to serve on boards, commissions, or committees. We use the following classifications to determine your employee benefits and eligibility for overtime.

a) Full-Time Employee (30 – 40+ hours/week)

A full-time employee is a regular employee that has received appointment to a regular position that requires the employee to work a standard work year of not less than 1560 hours per calendar year. Full-Time employees are eligible for all benefits as outlined in this manual.

b) Permanent Part-Time Employee (20 – 29 hours/week)

A permanent part-time employee is a regular employee that has received appointment to a regular position that requires the employee to work a schedule of hours annually averaging less than the full-time schedule of the employing department, but average not less than twenty (20) hours per week, over the calendar year.

c) Part-Time Casual Employee (typically less than 20 hours/week)

A part-time casual employee is an employee hired on a part-time basis for certain on-going work needs.

e) Seasonal Employee

A seasonal employee is one who is normally scheduled to work on a full-time or part-time basis for certain periods of the year.

f) Limited Term Employee

A limited term employee is an employee hired for a specific project or on a temporary basis to fill a position of an employee on a leave of absence or whose work is unscheduled in the number of hours per week and/or number of weeks per year.

g) Paid-on-Call Volunteer

A paid-on-call volunteer is one who works in our fire and rescue department. They are compensated on an on-call-basis and paid an hourly amount for performing duties related to fire department business.

h) Exempt and Non-Exempt Status

Employees determined to be exempt from the minimum wage and overtime provisions of the Federal and State Wage and Hours Laws are not eligible for overtime pay and shall be compensated on a salaried basis. Non-Exempt employees (those employees determined to be subject to overtime provisions of the Federal and State Wage and Hours Laws) shall receive overtime pay in accordance with the overtime policy as outlined in the Compensation/Overtime/Compensatory Time section of this Manual. Non-exempt employees will be compensated on an hourly basis.

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EQUAL OPPORTUNITY EMPLOYMENT

Equal Opportunity and Non-Discrimination: We are an equal opportunity employer. All employment decisions, including but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, and termination are made without regard to an individual's age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law.

- Supervisors will see that the provisions of this section are met. It is also the duty of every employee to help create a work environment that promotes equal opportunity. You must report any incident or situation you believe violates this policy using the Complaint Procedure outlined below.
- Anyone who engages in unlawful discrimination will be subject to disciplinary action or termination. The Village will not tolerate retaliation against another person for filing a complaint, reporting alleged discrimination, or participating in an investigation. Anyone who engages in retaliation will be subject to disciplinary action or termination.

Reasonable Accommodations for Disabilities:

The Village is committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others.

Employees should submit a request for workplace accommodations to their immediate supervisor. Any supervisor who receives a request for a workplace accommodation must forward it to the Village Manager immediately. After receipt of the request, the Village Manager will meet with the employee to discuss all of the facts and circumstances necessary to make an accommodation determination.

Harassment Policy:

The Village is committed to providing a professional work environment that maintains employee equality, dignity and respect. We strictly prohibit and will not tolerate discriminatory practices or harassment against our employees based on their protected class status by anyone, including elected officials, supervisors, co-workers, visitors, vendors, citizens or any other persons. Similarly, employees are prohibited from harassing or discriminating against any other persons based on their protected class status.

Any protected class harassment is unacceptable and will not be tolerated. Anyone who violates this policy will be subject to disciplinary action or termination.

Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of this policy.

Harassment can take many forms and may include, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating or hostile acts;
- denigrating jokes;
- verbal abuse;
- written or graphic material that denigrates or shows hostility or aversion toward a protected class;
- nonverbal conduct, such as staring or making denigrating gestures;
- physical conduct, such as stalking, assault, unwanted touching;
- any other type of verbal, physical, written or visual conduct.

Sexual Harassment:

This policy protects both male and female employees from sexual harassment. The policy prohibits all conduct, whether physical, verbal, written, or visual that is based on sex, including but not limited to:

- unwelcome sexual flirtations, compliments, advances, requests, or propositions;
- unwelcome touching, patting, pinching, brushing against another's body, attention to an individual's body, or physical assault; any sexual statements or referencing one's sexuality, gender, or sexual experience, sexual gestures, innuendoes, suggestions, "kidding," "teasing" or jokes;
- the display of sexually-related or suggestive pictures or objects including emails or other computer images.

Complaint Procedure:

The Village is committed to maintaining a workplace free of discrimination and harassment and take seriously all complaints or reports of harassing or discriminatory conduct by or against any of our employees, supervisors, elected officials, visitors, vendors, citizens, or any other party. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending prohibited conduct; therefore, the following procedures are in place to address prohibited conduct:

- If you believe you have experienced or witnessed conduct that violates this policy, report the matter as soon as possible to your supervisor, department head, the

Village Manager, or the highest ranking official with oversight for staff or any other member of management with whom you feel comfortable.

- Do not bring a complaint to your immediate supervisor first if the supervisor is the subject of the complaint, or if you feel more comfortable bringing the matter to the attention of one of the other designated representatives identified above.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated.
- The Village will take corrective action designed to end any harassment or discrimination in our workplace and prevent it from recurring.
- Corrective and preventive action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action we deem appropriate under the circumstances. Follow-up inquiries will be made to ensure the harassment or discrimination has not resumed.

The Village recognizes false allegations of harassment or discrimination may have a serious impact on innocent individuals, and appropriate actions against anyone who makes a false claim of harassment or discrimination will take place.

Confidentiality:

The Village understands matters of harassment or discrimination can be sensitive, and when possible, complaints and related information will be kept confidential. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

Retaliation:

Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against you for coming forward or participating in the investigatory process. If you believe you are the subject of retaliation, even if the behavior is subtle or you are unsure that the conduct is retaliation, report it immediately to your supervisor, department head, or the Village Manager, or the highest ranking official with oversight for staff. Anyone who violates this retaliation prohibition will be disciplined or terminated.

HOURS OF WORK, ATTENDANCE AND PAY POLICIES

Office Hours:

Village of Harrison regular office hours are 7:30 a.m. – 4:00 p.m. all days except Saturdays, Sundays and legal holidays.

Harrison Utilities regular office hours are 7:30 a.m.- 3:30 p.m. all days except Saturdays, Sundays and legal holidays.

The Public Works Department hours are generally Monday-Friday 6:30 a.m. – 2:30 p.m., with summer hours being 6:00 a.m. – 4:00 p.m. Monday-Thursday.

Other hours may be established based on the discretion of the Public Works Operations Manager and/or the Village Manager. Administrative staff is expected to work hours of employment above and beyond the normal hours of operation as appropriate.

Work Hours:

For most full-time staff, the regular work week will be 40 hours, performed in five, eight-hour workdays Monday through Friday. Specific hours of work shall be decided by your department head. Department heads may authorize variations in your work schedule to accommodate your or departmental needs, or to eliminate or reduce overtime.

Irregular Work Schedule:

An employee whose duties require an irregular work schedule in either a standard workday or a standard work week shall work according to a schedule recommended by the department head and approved by the Village Manager.

Time-Keeping for Non-Exempt Employees:

Non-exempt staff shall maintain a daily attendance record in the format provided. This record shall reflect daily start and end times, overtime hours worked, and all absences for vacation, illness, holidays, use of compensatory time, etc.

You must keep an accurate record of your time. You must certify the accuracy of your time report by signing it, and providing it for approval to your supervisor. If any corrections or modifications are to be made, both the employee and their supervisor must verify the accuracy of the changes by initialing the record at the time you are aware a change is needed.

- Reportable hours include any work performed out of the office, or outside of normal work hours, including but not limited to, texting, checking email or doing other job-related computer work or phone calls. Supervisors are not to knowingly permit

employees to perform work without recording the time. Failure to record time worked violates wage and hour laws and our policies and could lead to disciplinary action.

- However, employees must get permission from their supervisor before working any overtime. Failure to obtain advanced approval for overtime may result in disciplinary action.
- Altering, falsifying, or tampering with time records, or recording time on behalf of another without authorization from a supervisor, is prohibited and will lead to disciplinary action.

Time-Keeping for Exempt Employees:

Exempt employees must report use of accrued and personal time taken using a form designated for that purpose.

Attendance:

The Village requires regular attendance of all employees. Excessive absenteeism and tardiness interferes with the delivery of services and is prohibited.

- Reporting Absences/Tardiness: If you will be absent from or late for work you must notify your supervisor prior to the normal start of your work day. You must indicate a reason and an expected return to work. If the return to work date changes, you must notify your supervisor of the new date as soon as possible.
- Leaving During Work Hours: You must get permission from your supervisor prior to leaving during work hours, unless there is an emergency.
- If your time off was a covered FMLA absence, return to work provisions under the FMLA policy apply. FMLA absences are approved time off and are not counted against you. This attendance policy will be enforced consistent with the federal and state FMLA laws, and as set forth in our FMLA policy.
- Whenever the Village Manager believes a work release from your doctor is needed to ensure your ability to safely return to your job, or if your return will include certain restrictions that may require accommodation, you will be asked to provide a doctor's report. We may also request a doctor's report or fitness for duty certification in cases of suspected sick leave abuse or to determine fitness for duty when needed.

Seniority and the employment relationship shall be ended when an employee:

- Is absent from work without notification to their supervisor or other member of management, unless they cannot notify us with a valid reason;

- Fail to report to work within 10 days after having been recalled from layoff; or
- Fail to report for work at the termination of an authorized leave of absence.

Overtime:

The Village does not permit overtime without prior authorization from their supervisor or the Village Manager. If an employee works overtime hours without pre-authorization, they will be subject to disciplinary action.

- Department heads shall assign overtime work only as necessary and when circumstances prevent the accommodation of additional work through reassignment of work priorities or the rescheduling of hours within the same work week.
- Non-exempt employees shall receive overtime pay for any hours worked over 40 hours in a work week. Our work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday. Overtime will be calculated separately in each work week of the pay period. The Village pays overtime at 1.5 times their regular rate of pay.
- Public Works and Harrison Utilities System Operator staff are subject to calls outside of their normal work hours to handle emergencies; a refusal to work overtime may result in discipline where warranted.

On-Call Pay:

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater. Time worked while on call will be calculated at 1.5 times the employee's regular rate of pay.

- Village of Harrison Utilities Operators will receive \$15 a day for weekdays and \$30 a day for weekend and holidays to be on call.
- Village of Harrison Public Works employees will receive \$100 a week for each week they are on call.

Compensatory Time:

Non-exempt full-time employees may elect compensatory time instead of overtime pay subject to the provisions of this section.

- An employee will receive compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than 240 hours of compensatory time may be accumulated in their bank per calendar year. Any overtime hours worked beyond the 240 maximum will be paid as overtime compensation. Similarly, unused compensatory time will be paid out at the end of the calendar year.

FlexTime:

Exempt (salaried) employees are eligible to accumulate flextime. Flextime accumulated shall be based on hours worked beyond forty (40) hours per week on a straight time basis. Eligible exempt employees shall have the ability to take three consecutive flex days. All accumulated flextime must be used by the end of the following month in which it is earned.

Pay Policies:

You shall be compensated at your approved pay rate on a bi-weekly basis. Payday is the Thursday following the completion of the two-week pay period.

- Wages will be paid by direct deposit at no cost to you.
- Exempt Employees:
 - Salary Basis: We pay exempt employees on a “salary basis,” meaning you receive a pre-determined amount of compensation each pay period. By law, the pre-determined amount cannot be reduced because of variations in the quality or quantity of your work.
 - Deductions: Deductions from exempt employees’ salaries may occur under the following circumstances:
 - Absences of one or more full days for personal reasons the employee may elect not to substitute any accrued leave time with prior approval from the Village Manager;
 - Absences of one or more full days for sickness or disability if the deduction is made under a bona fide sick leave plan, policy or practice;
 - Unpaid FMLA absences;
 - To offset amounts you receive as jury or witness fees, or for military pay;
 - Disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct or safety rules;
 - As otherwise permitted by law.

If you believe that we have made an improper deduction to your salary, report this information as soon as possible to Human Resources. If we made an improper deduction, we will reimburse you at the next pay date and will take steps to ensure the improper deduction is rectified in the payroll system.

Harrison Fire Rescue Volunteer Personnel – Emergency Response Calls

Eligibility:

Any full-time Village of Harrison employee who regularly responds to emergency calls for Harrison Fire Rescue does not need to use accrued leave time for that absence from work.

The responding employee will need to notify their immediate supervisor they will be responding to an emergency response call and making sure they are not leaving their department short staffed by responding.

Benefit Payment:

The Village of Harrison will continue to pay the employee's regular pay while the employee responds to an emergency during regular working hours. The employee will not receive additional compensation from Harrison Fire Rescue for the same call and will receive no overtime pay.

Return to Work:

The employee will return to work as soon as able during normal working hours after responding to the emergency response call.

Non-Harrison Fire Rescue Volunteer Personnel – Emergency Response Calls

Eligibility:

Any full-time Village of Harrison employee who regularly responds to emergency calls for another fire department other than Harrison Fire Rescue are permitted to respond when Harrison Fire Rescue opens a MABAS Box Card for emergencies within its' protection jurisdiction.

Benefit Payment:

The Village will continue to pay the employee's regular pay while the employee responds to a Harrison MABAS call during regular working hours. The employee may not receive additional compensation from their designated department for the same call and will not receive overtime pay.

In the event an employee is paged out for an emergency call within their volunteer departments jurisdiction, the Village will allow volunteers to respond to their fire department with the understanding:

- Employees are required to confer with their immediate supervisor to make-up any missed work time due to the emergency call;
- In lieu of making up the time, employees may opt to utilize their accrued PTO;
- Employees responding to emergency calls must use personal vehicles;

Return to Work:

The employee will return to work as soon as able during normal working hours.

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RESIGNATION/RETIREMENT/FINAL PAY

Types of Separation:

All separation of employees in administrative positions shall be designated as one of the following types and shall be accomplished in the manner indicated:

- Resignations: An employee shall resign by submitting in writing the reasons and the effective date to the department head as far in advance as possible. A minimum of two (2) weeks notice is required. Failure to comply with this requirement may be cause for denying future employment with the Village. The Village Manager shall give at least a four (4) weeks notice of resignation. Any employee giving insufficient notice will forfeit any accrued but unused paid time off.
- Layoffs: Upon approval of the Village Manager, the department head may lay off an administrative employee. Layoffs may occur due to the abolition of the position, other material changes in the duties or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.
- Dismissal: Employees may be involuntarily terminated for poor performance, misconduct or any other reason deemed appropriate by the Village.
- Retirement: If you are retiring, please notify your supervisor at least 30 days prior to retirement or as far in advance as possible. Employees who provide the requested notice will be considered to have resigned in good standing.

Notice and Return of Property:

Employees will be required to return all records, assets, passwords, cellphone and other village property upon demand or termination. Employees may be required to sign loan receipts in connection with the receipt of any such items and the value of these items may be deducted from final paycheck if not returned as directed.

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TIME OFF AND LEAVE OF ABSENCE POLICIES

Holidays:

The following paid holidays will be granted to all benefited employees and the Village of Harrison offices will be closed on these days:

New Year's Day	Thanksgiving Day
Friday Immediately before Easter Sunday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

- When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday.
- All non-exempt employees required to work on a holiday shall be compensated for all hours worked at the rate of one and one-half times their regular hourly rate.
- Department head / supervisory employees shall receive one and a half (1.5) hours off for every hour worked on a holiday.
- With the exception of preplanned vacation, in most cases, employees will be expected to work both their normally scheduled day before and the day after the holiday to be eligible for holiday pay. Calling in on either of these days may jeopardize an employee's ability to be paid for the holiday.
- Employees who are not full-time employees shall not be eligible for holiday pay.

Paid Time Off:

Paid Time Off (PTO) provides an employee with the flexibility to use time off to meet personal needs, while recognizing one's individual responsibility to manage their paid time off. Employees will accumulate a specified amount of PTO each year that incorporates vacation time and sick leave, and does not include Paid Holidays, Bereavement Time Off, Jury Duty, or Military Service Leave.

- a) PTO shall be accrued on a lump sum basis at the first of the year. For example, an employee with a 6th year anniversary on July 15th would receive additional hours of PTO on January 1st.

<u>Years of Service</u>	<u>Paid Time Off</u>
Upon hire	112 hours (prorated)
One year	152 hours
Two years	192 hours
Six years	232 hours
Twelve years	272 hours
Twenty years	312 hours

- b) Regular part-time employees (20-29 hours will receive a prorated amount of PTO based upon budgeted hours worked.
- c) All paid time off requests must be approved by the supervisor in advance unless the PTO is used for legitimate, unexpected illnesses or emergencies. The supervisor has a right to deny requests due to organizational needs, staffing levels, workload, etc. Public Works employees are allowed to use only one week of continuous days off from December 1st- April 1st. However, employees may take additional single days as approved by their supervisor.
- d) The minimum increment of time to be used for paid time off is one half (1/2) an hour.
- e) PTO is to be taken within the year in which it is earned for use on a calendar year basis. The Village shall pay for any unused paid time off at the end of the year. All paid time off shall be paid out on the last paycheck of the calendar year. There will be no unused paid time off carried over into the next year.
- f) If an employee's accrued PTO has been exhausted, additional time off, if granted and as allowed by FMLA, will be unpaid. Negative balances of PTO are not permitted. Any employee who has exhausted PTO and is not eligible for FMLA, may be subject to disciplinary action up to and including termination for any further absences.
- g) Upon retirement or resignation in good standing from Village service, employees who have worked at least six (6) months shall be paid for all accrued but unused PTO. Employees may not utilize planned PTO to extend an employee's last date of employment, nor may it apply towards the notice period, which is intended as a working notice period. Employees who are discharged or who quit without a minimum of two (2) weeks' notice shall forfeit their accrued PTO leave.

Family and Medical Leave (FMLA):

This policy outlines the federal and Wisconsin Family and Medical Leave Acts (FMLA) and applicable rights and obligations. Should this policy conflict with the federal or Wisconsin law, the provisions of the law shall control. The Department of Labor's summary of the federal law follows our FMLA policy.

- We administer this FMLA policy on a calendar year basis, except for military caregiver leave.
- Definitions of terms such as "serious health condition," "child," "parent," "spouse," and "domestic partner" are applied as defined in Wisconsin and federal law.
- Both Wisconsin and federal family and medical leave will run concurrently with each other and concurrently with any other leave available to you under our policies or collective bargaining agreements, and under federal or Wisconsin law, including worker's compensation, to the extent such leave qualifies for FMLA.
- Leave taken under this Policy will not result in any disciplinary action.

Eligibility for Leave:

- Wisconsin - You are eligible for Wisconsin family or medical leave if you have worked at least 52 consecutive weeks and have worked at least 1,000 hours (paid leave counts) in the 52-week period before leave begins.
- Federal - You are eligible for federal family and medical leave if you have worked at least 12 months (not necessarily consecutive) and have worked 1,250 hours (only actual hours worked counts) in the 12-month period immediately before leave begins.

Type and Amount of Leave available:

- Wisconsin FMLA:
 - Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement;
 - Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition;
 - Up to 2 weeks for your own serious health condition;
 - Wisconsin Bone Marrow and Organ Donation Leave Act states you will receive up to 6 weeks as a bone marrow and/or organ donor upon written verification;

- Federal FMLA:
 - Up to 12 weeks of leave for:
 - the birth of a child and to care for the newborn within one year of birth;
 - The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - To care for your spouse, child, or parent who has a serious health condition;
 - A serious health condition that makes you unable to perform the essential functions of your job.

- Military Caregiver Leave:

You may take unpaid leave of up to 26 weeks to care for your parent, spouse, child or next of kin who is a covered service member and who sustains a serious illness or injury while on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation or therapy, whether inpatient or outpatient, or is assigned to the temporary disability retired list. The maximum 26 weeks of leave to care for a service member includes, and is not in addition to, all other FMLA leave.

- Qualifying Exigency:

Unpaid leave of up to 12 weeks may be taken by you for any “qualifying exigency” that arises because of your spouse, child or parent serving on active duty, or being notified of an impending call to active duty status to support a contingency operation. Federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member’s rest and recuperation, and attending post-deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active duty orders.

- Intermittent Leave:

You may be allowed to take FMLA leave on an intermittent or reduced schedule basis within the parameters set by law. Only the amount of leave taken will count against leave entitlements. Please contact the Village Manager to discuss the parameters of intermittent or a reduced schedule leave.

- Pay During FMLA Leave:

In general, both Wisconsin and federal FMLA leaves are unpaid. We may require you, or you may choose, to substitute paid leave (such as vacation days, sick leave, or compensatory time) for unpaid leave available under the federal FMLA; or, you may substitute any available accrued leave for unpaid Wisconsin FMLA.

- Notification of Your Need for FMLA Leave:

- You must notify us of your need for FMLA leave. You should request leave in writing on forms provided by the Village Manager. The information you provide must be sufficient to allow us to determine that the leave qualifies for FMLA.
- You will need to respond to our inquiries as needed so we may determine if an absence qualifies as FMLA. If you do not provide sufficient information to support a determination, the leave may be denied or delayed.
- You need to provide 30 days advance notice of FMLA leave when the need is foreseeable. If that is not possible, or the leave is not foreseeable, you must provide notice as soon as possible. If you cannot give 30 days' advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, your FMLA leave may be denied or delayed.

- Medical Certification:

- If leave is for your own serious health condition, the serious health condition of a covered family member, or a qualifying exigency, you may be required to provide a medical certification form completed by the health care provider. You must submit the certification form within 15 calendar days of the request. If you make a diligent good faith effort but cannot meet the 15 calendar day deadline, we will give you additional time to provide the certification. We may require you to provide updated medical certification forms periodically to the extent permitted by law.
- If you do not provide the medical certification form as requested, your leave (or the continuation of your leave) may be denied or delayed until you provide it. If you never produce a requested certification, the leave is not FMLA covered and will not be protected by FMLA laws.

- Genetic Information Nondiscrimination Act (GINA) Notice:

GINA prohibits employers and other covered entities from requesting or requiring your genetic information, except as allowed by law. Please do not provide any genetic information when responding to a request for a medical

certification. Genetic information includes your family medical history, the results of your or a family member's genetic tests, that you or a family member sought or received genetic services, and genetic information of a fetus carried by you or a family member or an embryo held by you for a family member receiving reproductive services.

- Insurance and Benefits:

You may continue to receive health, dental and vision insurance coverage while on FMLA on the same terms as if you continued to work. You must continue to pay your share of the premiums through payroll deduction or by direct payment on the first of the month. Subject to COBRA, FMLA, and any other applicable laws, our obligation to maintain health, dental and vision benefits will stop if you inform us of your intent not to return to work at the end of the leave period, if you fail to return to work when your leave entitlement is exhausted, or if you fail to make required payments while on leave. You will continue to earn accrued benefits while paid leave is substituted for unpaid FMLA time off.

- Return to Employment:

- When you return from FMLA for your own serious health condition, you must provide a return to work release signed by your treating physician showing you can return to duty with or without work restrictions. We will delay your return to work until it is received.
- At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return to work entitlement will be no greater than if you had continued in employment without taking leave.
- Under federal FMLA, the return to work entitlement does not apply to "key" employees. We will notify you regarding key employee status and its possible implications on job restoration at the time leave is requested.
- You must notify your immediate supervisor if your return to work date changes. If you want to return to work before leave is scheduled to end, and work is available, you must notify us at least 2 work days prior to the desired return date.
- If you do not return to work from an FMLA leave at the designated time, we will consider you to have voluntarily ended your employment, unless you were unable, because of an emergency, to notify us.
- If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should contact the Village Manager to discuss options, which will take into consideration the

circumstances of your particular situation and any obligation to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

Military Leave:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees may request up to 1 week of partially paid military leave over any 1-year period. Upon presentation of satisfactory military pay verification data, military leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Village may also deduct the amount the employee may receive from the military from the pay we may provide.

The portion of any military leave of absence in excess of 1 week will be unpaid. However, employees may use any available PTO for the absence.

Health insurance benefits will be terminated at the end of the first full month of military leave. However, such employees and their dependents will be given the opportunity to elect to continue their health insurance benefits as required by USERRA and/or COBRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Employees or dependents making such elections will normally be required to pay up to 102% of the costs of the premiums for maintaining coverage through USERRA and/or COBRA.

Benefit accruals, such as PTO and holiday benefits, will be suspended at the end of the first full month of leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Jury or Witness Duty:

The Village of Harrison encourages employees to fulfill their civic responsibility by serving jury duty when required. Full-time employees may request up to 1 week of paid jury duty leave over any 1-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Village will also deduct the amount the employee may receive from the court for serving jury duty from any jury duty pay we may provide.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example PTO benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The Village or the employee may request an excuse from jury duty if in the Village's judgment the employee's absence would create serious operational difficulties.

The Village will continue to provide health insurance benefits until the end of the first full month of jury duty leave. At that time, employees will become responsible for electing COBRA continuation and paying the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by the Village according to the applicable plans.

Benefit accruals, such as PTO or holiday pay, will similarly be suspended at the end of the first full month of jury duty leave and will resume upon return to active employment.

Employees summoned for witness duty shall notify their supervisor as soon as possible. Employees will be allowed unpaid time off or must use vacation. The Village will pay for time off for witness duty if the employee is being called by the Village for a case.

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Funeral Leave:

Full-Time employees are allowed paid leave for funeral/bereavement as follows:

<u>Relation</u>	<u>Number of Days</u>
Spouse, parent, parent of spouse or child (includes stepchild(ren)) Brother, Sister	3 consecutive days
Brother In-law & Sister-In-Law Son-in-law and Daughter-In-Law Grandparents Grandchildren Aunts, Uncles, Nieces, Nephews, Pallbearers	1 day

Lactation Policy:

Reasonable break times are granted to nursing mothers who desire to express milk while at work. The space provided will meet all the privacy requirements of the law and will not be in a restroom. Please contact the Village Manager to make arrangements concerning times and locations.

Voting Leave:

If you are eligible to vote, you may take up to 3 consecutive hours of leave on Election Day for the purpose of voting. You can use vacation, or compensatory time, or choose to take the time unpaid. You must notify your supervisor when you intend to vote prior to Election Day.

Leave Without Pay:

Full-Time Employees, who wish to absent themselves from employment for any reason not specifically provided for elsewhere in this manual, must make a written request for an unpaid leave of absence from the Village. The Village has the right to deny such requests due to organizational needs, staffing levels, workloads, etc.

All requests for leave of absence under this provision shall be made in writing at least thirty (30) days prior to the start thereof. In the event of emergency conditions, a shorter notice may be accepted.

An unpaid leave of absence will generally not exceed three (3) months but may be renewed upon approval of the Village Board. Upon conclusion of an unpaid leave of absence, the Village will attempt to return the person to the same or similar job, if possible. The Village will try to reinstate employees returning from such leave but cannot guarantee

reinstatement in every case. If, on the date following expiration of the leave of absence, an employee has not returned to work and no extension was granted, the employee shall be considered to have resigned from the Village of Harrison.

The granting of such leaves of absence is at the discretion of the Village Manager and the length of time for the leave shall be contingent upon the reasons for the request. All sick leave and vacation time must be exhausted before a leave of absence for medical reasons may be approved.

If the leave of absence is for medical reasons, the Village shall pay the medical insurance premium for said employee for three (3) calendar months, unless extended as discussed above, succeeding the month in which the leave began. The employee will be responsible for the employee contribution of the medical premium. The employee may choose to utilize PTO in a scheduled pay period to pay for their contribution to health benefits and any taxes owed, or they have the option to remit payment to the Village of Harrison for the employee portion of the health insurance premium. If after three (3) months of medical leave of absence, the employee shall have the option to continue employee health benefits at the employee's expense.

If said leave of absence is for non-medical reasons, the Village shall pay the medical insurance premium for the balance of the calendar month in which the leave began. Beginning the following month, the employee will have the option to continue employee health benefits at the employee's expense.

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EMPLOYEE BENEFITS

Employees should refer to the plan documents specific to each benefit and note the plan documents supersede anything in the employee handbook.

Medical, Dental and Vision Insurance:

- Upon election by the employee, all full-time employees may participate in the Village medical, dental and vision insurance plans. The premiums shall be paid as determined annually by the Village Board. An employee is eligible for medical, dental and vision coverage beginning the first of the month following their date of hire.
- Coverage shall be extended to the employees and their dependents to the extent allowed by the policy.
- No compensation or other consideration shall be afforded to the employees who elect not to participate in the medical or dental insurance plans provided.
- Termination
 - Under the Consolidated Omnibus Reconciliation Act (COBRA), the Village must offer continuation coverage in certain circumstances where coverage would otherwise terminate. If an employee chooses continuation coverage, they must pay 100% of the premium plus an administrative fee. Employees who wish to learn more about COBRA rights they may have, should consult their plan document.
- The Village retains the right to modify the terms of the insurance, the carrier and the premium payment at any time.

Medical Insurance for Part time employees:

Any employee working at least 30 hours weekly on a continual basis may be offered medical insurance coverage. The Village may pay a certain % of the premium with the employee responsible for the balance. The employee portion will automatically be deducted from their paychecks.

Group Life Insurance:

- All full-time employees will be provided with a term life insurance policy.
- The coverage shall be consistent with the provisions of the plan and shall be as determined by the Village Board.

Short Term Disability:

The short-term disability benefit provided by the Village of Harrison is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy or injury.

Eligibility: A regular, full-time employee effective the first of the month coinciding with or next following the day the person becomes eligible. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Medical Certification: The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to human resources, who will review the certification and make a determination on benefit qualification.

Benefit Payment: The short-term disability benefit payment is 60 percent of the employee's base weekly wages or salary calculated on average earnings in the previous six months, to a maximum benefit of \$1,000 per week. The benefit may be paid for a maximum of 13 weeks per calendar year.

The Village of Harrison shall pay the medical insurance premium for said employee for 13 weeks succeeding the month in which the leave began. The employee will be responsible for the employee contribution of the medical premium. If the leave crosses into a new calendar year, the employee shall be responsible by year end to submit payment for insurance premiums to the Village of Harrison.

Return to Work: The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance (if applicable) to human resources. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA.

Long Term Disability:

The long-term disability benefit provided by the Village of Harrison is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy or injury.

Eligibility: A regular, full-time employee effective the first of the month coinciding with or next following the day the person becomes eligible. This benefit begins after 26 weeks of disability. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the

employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Medical Certification: The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to human resources, who will review the certification and make a determination on benefit qualification.

Benefit Payment: The long-term disability benefit payment is 60 percent of the employee's base monthly wages or salary calculated on average earnings in the previous six months, to a maximum benefit of \$5,000 per month. The benefit duration will not accrue beyond the longer of: the Duration of Benefits or Normal Retirement Age; specified in our long-term disability policy.

Retirement:

- The Village of Harrison participates in the Wisconsin Retirement System. The Village pays the employer's portion of the contribution rate and the employee pays the employees' portion of the contribution rate. A description of the WRS, its benefits and contribution requirements is available by contacting the WRS.
- The Village of Harrison offers employees the option of participating in the Wisconsin Deferred Compensation program. Participation is optional and paid in full by the employee. Deferred compensation monies will be deducted bi-weekly from the employee's paycheck. If an employee requests a change in deferred compensation status, they should notify payroll as soon as possible.

Service Award Program (SAP):

SAP is the retirement program for Volunteer Fire and Rescue Department members. The Village contributes annually to each member's account; this amount is matched by the State of Wisconsin. The SAP program includes a death and disability benefit as well.

COBRA:

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your qualified beneficiaries the opportunity to continue insurance coverage under our plans when a "qualifying event" results in the loss of coverage. Under COBRA, you or your dependents pay the full cost of coverage at the group rates plus an administration fee. We provide written notice of COBRA rights and obligations when a qualifying event occurs.

Mileage:

When you must use your personal vehicle to travel as part of your duties from the work place to a destination other than home, you will be reimbursed for authorized travel at the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle at least annually or as requested by the Village Manager.

Training/Conference/Seminars:

Employees may be granted leave of absence from their regular duties with pay to attend professional conferences, participate in training courses and sessions that are specific to their work. Such leave with pay may be granted provided the employee is not being compensated by any other source during the period of absence.

Travel expenses, lodging, conference fees, tuition and similar expenses incurred during such leave may be paid in whole or part by the Village provided such fees are not paid by other sources.

All administrative leave must be approved in advance by the employee's supervisor. Those leaves that involve an overnight stay must be approved by the employee's Department Head.

Pay - Hourly (Non-Exempt):

The Village will pay for time attending such events but, since the Village cannot control the duration, location and resulting travel time to these events, the Village will pay using the Training/Conference/Seminar procedure. (see Department Head with questions)

Travel Reimbursement:

The Village shall reimburse an employee for actual, necessary and reasonable travel expenses incurred while on official authorized Village business. All such travel must be authorized by the Department Head in order to be eligible for reimbursement. Department Heads shall approve only travel expenses approved by the Village Board as included in the annual budget. Expenditures beyond the amount budgeted shall require the approval of the Village Manager.

Employees shall be required to complete a travel expense report before reimbursement will be made. Receipts are required for air, train, bus, lodging, and conference registration. Commuting expense between employee's residence and his/her normal place of employment is not reimbursable.

Lodging Expenses:

- Employees should make every attempt to secure lodging through the Village prior to booking on their own.
- The lodging charge should be in line with the average cost of a single room in that location. If the rate is out of line for the locality you are visiting, you should attempt to secure accommodations which are more in line with prevailing commercial and tourist rates. When securing lodging, employees should ask for the government rate. Many hotels have a special rate for government employees and require some type of government identification. Often it is necessary to guarantee hotel reservations. However, if an employee's plans change, notification should be given to the hotel in time to prevent the charge when possible. Employees should observe hotel check-out hours in order to avoid a charge for the day of departure.
- To protect yourself against overcharges, it is recommended you have a definite understanding in advance concerning the required length of stay and the rate to be paid.
- Lodging expenses must be supported by the original machine printed receipts, which are furnished by most hotels and motels, or an original handwritten receipt. The travel expense report cannot be paid without this receipt.

Meals

- If the conference/seminar includes meals, the employee will not be reimbursed for those meals.
- The allowance for meals should represent actual and reasonable costs expended for your own meals. It should take into consideration the locality in which the meal is obtained. Tips are reimbursable at 15% of the meal cost.
- Reimbursement for meals will be allowed on trips which do not necessitate an overnight stay only on the following conditions and if reasonable travel time is required:
 - Breakfast, provided the employee leaves home before 7:00 a.m.
 - Lunch, provided the employee leaves headquarters before 10:30 a.m. and returns after 1:30 p.m.
 - Dinner, provided the employee returns to home after 7:00 p.m.
- No reimbursement will be made for the cost of alcoholic beverages.

Village Owned Vehicles:

- The employee must drive carefully and observe all traffic laws and regulations, and be personally responsible to pay any fine or penalty for traffic or other violations.
- Employees should make all efforts to carpool whenever possible.

Public Transportation:

Transportation expenses incurred on necessary trips away from the Village are reimbursable regardless of the type of transportation used. In general, travel by public transportation (railroad, bus, or commercial airplane) should take preference if it is convenient and not too time consuming.

Air travel:

Reimbursement for air travel shall be limited to the fare for the lowest class reasonably available. The passenger coupon of the airline ticket shall be attached to the travel expense report. For other modes of travel, attach available receipts for tickets that have been purchased. Expenses for travel cannot be paid without this receipt. Insurance coverage for employees traveling by air is not allowable as a reimbursable expense. If reimbursable mileage results in transportation costs less than the air fare, reimbursement shall be at the lesser amount. Reimbursement for use of an employee's private aircraft is not allowed.

Use of Privately-Owned Automobiles:

The use of personal automobiles for out-of-town travel is to be limited to trips for short distances and situations where other modes of transportation involve excessive loss of time or where use of a common carrier is not otherwise practicable. Employees who are authorized to use their personal automobiles for Village business will be reimbursed at the rate prescribed by the Village auto mileage policy.

- An employee who operates a personal vehicle for Village business must provide proof of Liability Insurance. This requirement shall not be waived. The insurance on the vehicle shall be primary to any Village insurance coverage. Employees must provide a current copy of their Personal Auto Declarations page upon request in order to receive mileage reimbursement. Only automobiles as outlined in this policy are eligible for mileage reimbursement.
- The mileage allowance is reimbursable without regard to the number of passengers you may have with you. Department Heads should exercise careful supervision and endeavor to consolidate travel crews in as few automobiles as possible.
- In addition to mileage, the employee shall be reimbursed for overnight parking at hotels and road tolls.

- If mileage is allowed to the operator of a privately owned automobile, the employee should travel by the most direct route. Any person traveling by another route without adequate justification shall assume any additional expense incurred. Employees are also not covered by Worker's Compensation when pursuing personal activities.
- Charges for gasoline, oil, lubrication, repairs, antifreeze, tires, tire repair, towing and other similar expenditures will not be allowed as reimbursable expenditures when privately owned cars are used. It is required that Village employees on official business, driving personal autos, will be adequately protected by their own personal liability and property damage insurance. The Department Head should assure himself/herself on this point and insist on the use of Village-owned vehicles if the absence of such protection is known.
- Mileage allowance will be paid for business travel within the Village via the auto mileage policy.
- The only exception to the foregoing should be in cases where an employee combines a personal vacation with a business trip. In these cases, the allowance for the use of a personal automobile shall not exceed the lowest cost of the most practical means of public transportation between such points. Because of the time loss involved in traveling by bus and railroad, this is generally interpreted to mean the cost of coach air fare. In addition, reimbursement for meals and lodging shall not exceed what would ordinarily have been required if the most practical form of public transportation had been used.

Registration Fees:

Receipts are required for registration fees for conferences, conventions, seminars, etc. Convention brochures or schedules with a breakdown of convention costs should be attached to the travel expense report. It should show:

- Actual dates of the conference, convention or seminar.
- Breakdown of specific meals which were included with the registration fee.

Non Travel Expenses:

Receipts will be required for all miscellaneous and non-travel expenditures in excess of \$10.00 that are included with your travel expense report.

Travel Authorization:

All travel must be pre-authorized.

Traveling with a Spouse:

There is no objection to an employee inviting his/her spouse to travel with him/her on official Village business. No expenses for the travel by the spouse will be reimbursable. With respect to the cost of lodging, the amount reimbursable will be equal to the single room rate. The hotel clerk should be asked to write the single room rate on the receipt.

Cash Advance:

Travel advances for specific periods of time to employees traveling on Village business shall be authorized. In no event can the amount of the advance exceed the expected out-of-pocket expenses and no travel advance will be granted under \$100.00. This request should follow the regular procedure of any voucher submitted for payment.

Responsibility:

Compliance with these regulations is the responsibility of both the employee and the employee's direct supervisor. The Department Head, by signing the expense report, agrees the trip was necessary and the expenses shown are reasonable.

Preparation of Travel Expense Report:

All individuals should prepare their expense reports from daily receipts. All information required should be supplied. Receipts and other required supporting documents should be stapled to the upper left hand corner of the detail side of the expense report. Verify all computations and indicate travel advances, including prepaid lodging and registration fees, etc., should be deducted from the amount due you. Your expense report should be signed in the space provided before submission to your Department Head or designee.

Travel expense reports (original) shall be filed with the Finance Department within ten working days upon return to work by the employee.

Employee Assistance Program:

All full-time employees, part-time, Fire and Rescue Department volunteers and their family members are eligible to participate in the Village's employee assistance program (EAP). The EAP provides resources to assist employees and their families in resolving personal problems in a confidential manner. Services provided include assessment, counseling, referral, training and support. This program is provided at no cost to the employee or their family. Contact information for the EAP can be found in Appendix A of this manual.

Education Reimbursement:

Full-Time administrative employees are eligible for reimbursement of the cost of tuition, lab fees, books, materials and other miscellaneous fees indicated to educational pursuit. These costs must be approved by the employee's direct supervisor and the Village Manager. Specific guidelines for Education Reimbursement can be found in Appendix B of this manual.

CDL Reimbursement:

The Village of Harrison will reimburse employees for the cost of their CDL license when it is due. A receipt for the CDL license fee must be turned in to receive reimbursement.

Clothing and Work Boot Allowance:

The Village of Harrison provides the Public Works, Harrison Utilities Operators, Fire Department, full-time office staff and part time employees with village logo embroidered clothing. See Appendix C for full policy.

All full-time Public Works employees and Harrison Utilities Operators are required to wear safety boots during all work hours. Safety boots are to be reimbursed through the clothing allowance provided to each employee. A receipt for boot purchase must be turned in to receive reimbursement.

Worker's Compensation:

If you become ill or injured because of your job, worker's compensation benefits may cover you. You must notify your supervisor or the Village Manager immediately of any accidents, injuries or illnesses, and secure any necessary medical attention immediately.

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EMPLOYMENT POLICIES

Bulletin Boards:

Bulletin boards are used to inform you of important developments and legal rights. They are used only for official notices or announcements that are approved by the Village Manager. You must familiarize yourself with the information communicated on the bulletin boards.

Code of Ethics/Conflicts of Interest:

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between your personal interests and those of the organization. We expect the transactions you take part in are ethical and within the law, both in letter and in spirit. There is no way to develop a comprehensive detailed set of rules to cover every business situation. We require you to act ethically when performing your duties so your actions will reflect positively on you and on us. You must comply with all local, state, and federal laws.

Village policy and state law prohibit employees from engaging in the following conduct:

- Soliciting or receiving from any person or acting as a mediator for any fee, gift, or other thing of value in the course of your work, when such fee, gift, or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person.
- Threatening or attempting to use or using political influence, or giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence, change in pay or other tangible employment benefit.
- Engaging in political activity by making use of your position to further the candidacy of any person or engaging in political work during regular work hours. Nothing in this section shall be construed to interfere with your right to become a member of a political club, to attend political meetings, to express your opinion on political subjects, and to enjoy freedom from all interference in casting your vote.
- Accepting anything of value from any person, business, or organization if it may be viewed as a reward for any official action or inaction taken by you. State law also prohibits any local public official or public employee from accepting anything of value if it could reasonably be expected to influence your official actions or independent judgment.

Speak with your supervisor or the Village Manager regarding questions, concerns or issues addressed in or related to this policy.

Confidential Information:

Employees may have access to confidential Village of Harrison, resident, personnel or other sensitive information as a part of their job duties. The protection of confidential information is vital to our interests, and to the interests of our employees and citizens. You shall not disclose any confidential information to any Village of Harrison personnel who does not have a legitimate business need to know such information, or to any persons outside the Village of Harrison, without the authorization of the Village Manager. If you receive a request for information you know or should know is confidential, whether you are on or off duty, you will direct the person asking for the information to the Village Manager. Should employees improperly use or disclose confidential information, they will be subject to disciplinary action.

Driving Requirements and Practices:

The following policies cover operation of the Village of Harrison vehicles and personal vehicles used in performing your job. We reserve the right to make specific decisions regarding your ability to drive based on the particular circumstances of the situation.

- Employees assigned Village of Harrison owned vehicles are to use those vehicles for official business only; we do not permit personal use.
- Employees are to follow safe driving practices and will comply with all federal, state and local laws governing operation of motor vehicles and rules of the road. This includes taking all steps to ensure your total concentration and safe operation of vehicles. In addition, the following rules apply:
- Smoking is prohibited in any Village of Harrison vehicle; there are no exceptions to this policy.
- While the vehicle is moving there will be no manipulating radios, telephones, tablets, or other equipment. Employees will not talk on cell phones while the vehicle is moving, unless using a hands-free device or an emergency renders the use of such device impractical.
- Employees will not take their eyes off the road while the vehicle is moving.
- Employees will not operate a vehicle when their ability to react is impaired.
- Employees will not text in any manner on a cell phone, smart phone, tablet, or other device.
- Employees must keep headlights and seat belts on at all times.
- Employees must abide by all provisions of the Drug-Free and Alcohol-Free Policy in this handbook.
- Employees must maintain an acceptable driving record to drive for your job. You must report all infractions or violations incurred while driving, whether during work

time or personal time, to the Village Manager. We will also check driving abstracts through the Department of Motor Vehicles.

- Employees must get permission from your department head or the Village Manager to use your personal vehicle to travel for your job. If you use your personal vehicle, you must carry insurance coverage as required by Wisconsin law. You must submit a copy of your insurance card to the Village Manager annually or when your insurance coverage changes.
- Notify a supervisor immediately when a Village of Harrison vehicle is inoperable, unsafe, or damaged.
- You are responsible for all Village of Harrison vehicles you operate, and you shall not permit any non-employee to drive them.
- If you are involved in an accident:
 - Stay at the scene and turn on the four-way flashers;
 - Immediately contact law enforcement and your supervisor, department head, or the Village Manager;
 - When requested, give your name, address, Village of Harrison affiliation and show your driver's license and proof of insurance to the other party and law enforcement personnel;
 - Upon return to work, obtain and complete all necessary worker's compensation and incident report forms from your supervisor or administration.

Drug-Free and Alcohol-Free Workplace:

The Village will maintain a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can result if you are under the influence of drugs, alcohol or other substances at work.

- Conduct and Discipline: A violation of the following rules may result in disciplinary action or termination:
 - Employees are prohibited from using, possessing, manufacturing, selling, distributing, purchasing or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on Village of Harrison property, while performing your job duties or engaged in a Village of Harrison-sponsored activity, or while on Village of Harrison business.
 - Employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug, or having the prohibited level of alcohol or

an illegal drug/controlled substance in your system as indicated by a positive test result.

- Employees may not bring or consume any prescription drugs that are not prescribed for you, or impair your ability to do your job. You must notify your supervisor or the Village Manager before engaging in any work if your prescription medication could affect job performance and/or safety.
 - Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances/illegal drugs must be reported in writing to the Village Manager no later than 30 calendar days after such conviction.
 - If an employee refuses to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, they will be immediately placed on suspension pending investigation. Employees may not engage in any conduct that prevents completion of a test, or provide false information when tested, or attempt to falsify a test result.
 - Employees may not use any alcohol within 8 hours following an on-duty accident.
 - Employees must comply with requirements for treatment, after care, and return to duty, if applicable.
- Employee Assistance Program (EAP):

Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug problems. Contact and other information for the EAP provider is located in Appendix A. You are also encouraged to utilize any programs offered by our insurance programs.

The Village will require drug and/or alcohol testing under the following circumstances:

- All Public Works employees will be required to participate in the DOT Drug/ Alcohol testing program. The Village's program follows all DOT rules and regulations for testing. A copy of DOT rules and regulations can be viewed upon request.
- New full-time employees, fire fighters and first responders will be required to submit and pass drug/alcohol testing upon hire. All employees may be subject to drug/alcohol testing for reasonable suspicion or due to an accident.
 - Pre-Employment: Drug testing is part of the evaluative procedure for new and returning employees and will be conducted upon a conditional offer of employment.

- Reasonable Suspicion: Employees will be required to test if there is a reasonable suspicion they are impaired, under the influence of, or have drugs or alcohol in their system. “Reasonable suspicion” means observations of objective facts sufficient to lead a prudent person to conclude they may be under the influence or have a prohibited substance in your system.
- Post-Accident/Work Related Incident: We may require drug or alcohol testing following a work-related incident/accident.
- Random: Drug testing may be required on a random basis for those in any safety- sensitive positions.
- Return-to-Duty: Any employee found to have violated this policy and who is allowed to return to work will be required to test prior to returning to duty, and then randomly thereafter, for a one-year period.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

Emergency Closings:

When the Village Manager decides to close the Village of Harrison facilities due to an emergency like severe weather, fires, or power failures, several steps typically follow:

1. **Announcement**: The closure decision is communicated through various channels such as the village website, and social media platforms.
2. **Operational Adjustments**: Staff and departments are notified about the closure. Emergency protocols are activated to ensure essential services are maintained or managed effectively.
3. **Safety Measures**: Measures are put in place to ensure the safety of both employees and residents. This might include securing facilities, checking emergency supplies, and coordinating with emergency services.
4. **Rescheduling and Communication**: Any events, meetings, or services that were scheduled during the closure period are rescheduled or canceled. Residents are informed of any changes or rescheduling details.
5. **Updates**: Continuous updates are provided as the situation evolves. The Village Manager or designated spokesperson will keep the public informed about the reopening status and any further instructions.

These steps help ensure the community remains informed and essential services are managed effectively during emergencies.

Employees may elect to use accrued leave time to cover lost hours. If you choose not to use accrued leave time, or if you do not have any accrued time, the hours missed will be unpaid. If you cannot report to work due to the weather, you may substitute accrued time to compensate for hours not worked, otherwise, the time off will be unpaid.

Employee Conduct:

To ensure orderly operations and provide the best work environment, the Village expects employees to always conduct themselves in a manner that is respectful and will protect the interests and safety of all employees and the organization. This handbook cannot address every conceivable circumstance that may arise. We consider all of our employees to be professionals, and you are expected to exercise responsible judgment.

We reserve sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or termination as we determine appropriate.

It is not possible to list all the behavior that is unacceptable. The list below is illustrative and not intended to be all-inclusive. These are examples of infractions that may result in disciplinary action or termination:

- Any form of theft, dishonesty or inappropriate removal, use or possession of property;
- Falsification of timekeeping or other records or documents;
- Any form of violence;
- Verbal or physical abuse, discourteous, disrespectful, insulting or inflammatory language or conduct, or any other form of behavior that could be deemed “bullying” towards another person;
- Negligence or improper conduct leading to damage of Village of Harrison-owned property or property belonging to others, or injury to another person;
- Insubordination or other failure to follow directives or instructions;
- Violation of safety or health rules;
- Smoking in prohibited areas or Village of Harrison-owned buildings, equipment or vehicles;
- Possession of dangerous or unauthorized materials, such as explosives or firearms;

- Unacceptable attendance record;
 - Unauthorized use or misuse of telephones, mail system, computers, social media or other Village of Harrison-owned equipment;
 - Unsatisfactory or inappropriate performance or conduct;
 - Violation of any other policies/rules in this handbook.
- Corrective Action: The purpose of corrective action is to eliminate inappropriate conduct, violation of policies, improper behavior or performance problems. Corrective action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.

Employee Information:

It is important you notify the Village Manager and Human Resources of any change in your personal information, including any changes in name, mailing or email address, phone number, marital status, dependents, beneficiary designations, and emergency contact information.

Employment of Family Members or Close Friends:

While it is not prohibited to have immediate family members working for the Village, spouses/relatives cannot hold a position where they would report to one another or hold a position of strong influence over each other. For purposes of the section, immediate family is defined as wife, husband, sister, brother, child, grandchild, guardian, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law. This section does not apply to elected officials, contractors, subcontractors, temporary part-time, seasonal employees, volunteers, and paid-on-call employees.

Grievance Procedure:

Purpose and Scope: This grievance procedure implements the provisions required by Wisconsin Statute Section 66.0509(1m). Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the Village of Harrison.

- This grievance procedure applies only to issues concerning workplace safety, discipline and termination.
- For purposes of this policy, “workplace safety” means conditions of employment affecting physical health or safety, safe operation of workplace

equipment and tools, personal protective equipment, and workplace violence. “Workplace safety” does not include general working conditions unrelated to physical health and safety, such as hours, overtime, leaves of absence, work schedules, breaks, vacation, performance reviews, compensation, etc.

- For purposes of this policy, “termination” does not include layoff, workforce reductions, voluntary terminations including resignations and retirements, job abandonment, end of employment because of disability, lack of qualifications or licensure or other inability to perform job duties, and any other cessation of employment not involving involuntary termination.
- For purposes of this policy, “employee discipline” shall include any employment action that results in an unpaid disciplinary suspension, disciplinary reduction in pay or benefits, or disciplinary demotion; it includes verbal and written warnings. It shall not include plans of correction or performance improvement, performance evaluations or reviews, documentation of employee acts and/or omissions, counseling, coaching, meetings, or other pre-disciplinary action, administrative suspension with pay, administrative suspension without pay pending investigation of alleged misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, or any other action taken for non-disciplinary reasons.
- Every reasonable effort should be made by supervisors and employees to resolve questions, problems and complaints together. Thus, you should first discuss any issues concerning the subjects covered by this grievance procedure with your immediate supervisor.
- If the complaint is not resolved by your immediate supervisor, you may file a written grievance with the Village Manager no later than 7 workdays from the date you first knew, or should have known, of the condition or circumstance giving rise to your grievance. If the complaint involves the department head, submit the complaint to the Village Manager.
- The written grievance must include your name, job title, a statement of the grievance, the date of the event or circumstances giving rise to your grievance, identification of the policy/procedure/rule that is being challenged, your signature and date. Grievance forms are available from Administration.
- The department head may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of the department head’s receipt of the grievance. The department head will provide a written response within 10 workdays of receiving the grievance or within 10 workdays of the meeting. These same time requirements apply if the grievance is being considered by the Village Manager.

- The written decision of the department head shall be final unless you file a written request for review with the Village Manager no later than 5 workdays of the date from the written decision. The Village Manager may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of receiving the request for review. The Village Manager will provide a written response within 10 work days of either receipt of the request for review or the date of the meeting, whichever is later. If the Village Manager has already reviewed the matter as set forth above, the provisions of this paragraph do not apply, and the next step is before an impartial hearing officer.
- The written decision of the Village Manager shall be final unless you file a written request with Human Resources no later than 5 workdays after the date of the written decision, requesting a hearing before an impartial hearing officer (IHO) selected by us. The IHO shall not be a Village of Harrison employee. The hearing shall be held as soon as practicable.
- The hearing shall be transcribed only if one or both parties agree to bear the cost. Witnesses may provide oral information if they are present, but written witness statements in lieu of a personal appearance are prohibited. Written documents may be submitted.
- The IHO will determine which witnesses may speak and which documents will be accepted. The hearing is to be informal, and the rules of evidence do not apply; however, no factual finding can be based solely on hearsay. There shall be no discovery. The IHO may request oral or written arguments. The IHO may also decide a hearing is not necessary, and he or she can make a decision solely on submission of written documents.
- The sole question to be answered by the IHO is whether our decision was arbitrary and capricious. The grievant shall bear the burden of proof. The IHO must sustain or deny our decision; the IHO does not have the authority to modify the decision, nor to grant, in whole or part, the specific request of the grievant. The IHO shall provide a written decision within 30 calendar days of the hearing date or final submission of written documents.
- The decision of the IHO shall be final unless the grievant or the Village of Harrison files with the Clerk's office a written request for review by the Village of Harrison Board no later than 5 workdays from the date of the IHO's written decision. The Village Board shall review the matter as soon as practicable. Only the issues raised before the IHO may be appealed to and considered by the Village Board. The Village Board shall not hear from any witnesses or take any additional documents or any other evidence, but rather will limit its review based on the written record before the IHO. The Village Board is not to substitute its judgment for that of the IHO, but rather will

limit its determination to whether a rational basis exists for the IHO's decision. A simple majority vote of the Village Board shall decide the appeal. The Village Board decision shall be final and not subject to any further review.

- Failure of the grievant to process a grievance within the time limits, or pursuant to agreed-upon written extensions, shall constitute a termination of the grievance; it shall not be processed any further and cannot be re-filed. Our failure to meet the timelines shall cause the grievance to automatically move to the next step.
- All expenses incurred by either party in investigating, preparing, presenting or responding to a grievance shall be borne by the party incurring the expense. The cost of the IHO shall be borne by us.

Medical Privacy Policy:

We strive to protect personal and medical information of our employees and have adopted the following practices:

- Access is limited to the Village Manager, who is committed to taking all measures to ensure confidentiality.
- Medical records are not to be kept in any other location and are not to be kept by individual supervisors or department heads. All medical documentation is to be sent to the Village Manager, and no copies are to be retained in paper or electronic formats by any other person or department.
- Disclosure is limited to legitimate business purposes, such as administration of benefits, reasonable accommodation decisions, medical leave determinations, and any other purpose mandated by law.
- The Village limits disclosure of medical information to supervisors on a need to know basis when necessary to disclose a staff member's need for time off, work restrictions or needed accommodations.
- Under Wisconsin Statutes § 103.13, employees can request to see their medical records in accordance with the provisions outlined in that section.

Municipal Property:

Personal use of Village of Harrison resources, such as equipment, tools, physical spaces or buildings, and other items for personal reasons is prohibited. If you are contemplating the personal use of a Village of Harrison resource for a reason you believe is justified, you must get the written permission of the Village Manager prior to using the resource.

Cell Phone Policy:

The purpose of this policy is to provide a set of guidelines governing the provision and use of cellular telephones/smartphones for Village employees and Board members. This policy applies to all employees of the Village and Harrison Utilities. It also provides cell phones to the Village President if they desire one. See Appendix D for full policy.

Personal Use of E-Mail, Internet and Computer Equipment:

Access to the Internet is a privilege, not a right. Access entails responsibility. Users are responsible for their behaviors and communications when using Village equipment and systems and are expected to exercise common sense and good judgment.

Any use of the Village's equipment and systems is considered consent by the user to have his/her use monitored by the Village at its sole discretion with or without prior notice to the user. The use of private passwords or access codes shall not be considered a user's withdrawal of consent of such monitors. This policy is to ensure employees have no expectation of privacy in regard to electronic communications, computers, internet use or data.

No computer hardware, software, peripheral equipment, documentation or data shall be removed from Village premises without express permission from the Village Manager. All communications and information transmitted by, received from, or stored in the Village's system are Village records and the property of the Village.

The Internet and Email systems shall only be used by Village employees in the performance of their jobs. The limited use of the Internet and Email for personal purposes is permitted to the extent such use does not compromise employee productivity or interfere with the conduct of Village business. Employees may not use Village equipment or systems for self-employment, employment with another employer or for activities resulting in profit to the employee.

Employees may not use the Village's resources to pay additional access or subscription fees without the authorization of the Village Manager. Employees should expect no privacy with respect to use of computers; this lack of privacy also extends to any purely personal use employees may make of Village systems.

The following are prohibited activities:

- a) Jeopardizing the security of the Village's systems;
- b) Gaining unauthorized access to Village systems or records, remote computers or other systems;
- c) Using someone else's code or password without authorization;
- d) Enabling unauthorized third parties to have access or to use the Village's systems;

- e) Opening misaddressed E-mail;
- f) Illegal activities;
- g) Conducting non-work related private business;
- h) Participating in any gambling activities;
- i) Visiting pornographic sites;
- j) Engaging in political activities;
- k) Transmitting or creating comments/images that would offend on the basis of race, gender, national origin, sexual orientation, religion, political beliefs or disability, or would otherwise violate the Village's harassment policy.

Outside Employment:

There is no prohibition on outside employment as long as it does not interfere with their work with the Village and does not cause a conflict of interest. The interests of the Village take priority over these of any outside employer.

Job Posting:

The Village will post all positions internally for five business days, during which time current employees may apply for open positions before external candidates. The Village may post open jobs internally and externally simultaneously.

Each job posting that has been posted internally and externally will have a deadline date applications must be received by to be considered for the position.

Nepotism:

While it is not prohibited to have immediate family members working for the Village, spouses/relatives cannot hold a position where they would report to one another or hold a position of strong influence over each other. For purpose of this section, immediate family is defined as wife, husband, sister, brother, child, grandchild, guardian, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law. This section does not apply to election officials, contractors, subcontractors, temporary part-time, seasonal employees, volunteers, and paid-on-call employees.

Performance Assessments:

The wage and salaries of the Village employees are administrative/maintenance salaries are evaluated and reviewed on a regular basis by the Department Heads. Wages of the administrative employees are recommended by the Village Manager and those recommendations are then reviewed and acted upon by the Village Board annually in conjunction with the adoption of the Village's annual fiscal budget.

The performance of employees will be reviewed utilizing the employee evaluation format approved by the Village Board. The results of the annual evaluation will be used as a factor in determining the individual salary adjustment of employees.

Personal Appearance:

The Village expects its employees dress in a professional manner becoming to the municipal standards. Whereas, Friday's are officially designated as "Casual Days", more casual attire is permitted. Good common sense and discretion on the part of the employees is expected.

It is important all employees behave in a courteous, professional manner and present a well groomed and professional appearance. Extremes in appearance should be avoided, including extreme hair styles, make up, etc. Colognes and perfumes and jewelry should be kept to a minimum. All uniforms or work clothes must be cleaned, pressed and in good repair. An employee dressed inappropriately may be sent home without pay to change.

Personnel Records and Employment References:

Personnel records are the property of the Village and we restrict access to them. Access to your personnel records is governed by Wisconsin Statute § 103.13. Should you want to review your record under § 103.13, you must contact the Village Manager. All requests from sources outside the Village of Harrison for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the Village Manager.

Public Records:

Only Village designated records custodian(s) may respond to a records request. Should you receive a request, please forward it to the Village Clerk who will then determine the validity and if needed, contact the designated custodian.

Media Contact:

Village Manager or his/her designee will serve as the authorized media spokesperson for the Village. Any requests for comment or interviews must be directed to the Village Manager.

The Fire Chief or his/her Public Information Officer (PIO) designee will serve as the authorized media spokesperson for Harrison Fire Rescue regarding emergency incidents.

Safety:

Job safety is very important to all of us. The Village requires safe work practices of all employees and expect you to conduct yourself carefully and safely at all times. Employees are expected to observe all safety procedures and rules, and use required personal protective equipment (PPE).

All work areas must be kept clean and free from debris and clutter. Tools and equipment must be kept clean and in good repair. Any accident, hazard, or unsafe condition or equipment is to be corrected and reported to a supervisor. If you are involved in or witness an

accident while working, you must report it immediately to a supervisor. Supervisors must maintain a safe work environment, enforce safety rules, and train staff.

Social Media:

The Village encourages use of social media to further our goals and the mission of our departments. Departments may use social media to conduct departmental business, provided they follow the policies outlined below:

- Social media sites must be approved by the Village Manager prior to implementation. Unless approved otherwise, departmental use of social media will be for one-way communication only.
 - The Village website and citizen portal shall remain the Village of Harrison's primary and predominant Internet presence. Social media is used to disseminate time-sensitive information as quickly as possible, and to increase our ability to communicate with the widest audience. Where possible, content posted to social media sites will be posted to our website/citizen portal.
 - Social media sites shall comply with all other applicable policies and standards, including but not limited to, the Technology Policy, Code of Ethics, Anti-Harassment and Discrimination Policy, and Confidential Information Policy.
 - Social media sites are subject to the State of Wisconsin public records laws. Any content maintained in social media format that is related to our business, including a list of subscribers and posted communications, is a public record. Social media sites shall clearly indicate any articles and other content posted or submitted for posting are subject to public disclosure.
- Personal Use: Your personal use of social media sites is prohibited during work hours. You should have no expectation of privacy in use of social media accessed at work and/or via Village-owned technology resources.

Technology:

The Village provides you access to and use of information technology resources. These resources are provided to allow you to be more efficient, productive, and to access information necessary to carry out your responsibilities on our behalf. Personal use of our technology resources must be kept to a bare minimum and you should have no expectation of privacy.

Employees are expected and required to use these resources in a manner consistent with their position and work responsibilities and in a professional and respectful manner. We establish policies and monitor operations to protect them from creating legal liabilities and negative publicity for yourself and for us, either knowingly or unknowingly. We expect employees to act responsibly and always in our best interests. Use of our technology must comply with all applicable laws and municipal policies and ordinances.

Weapons Policy:

The Village intends to promote a safe environment for employees and other individuals who interact with our employees.

- A “weapon” is any device designed as or intended to be a weapon and capable of producing death or harm to another person including, but not limited to, firearms, handguns and explosive devices.
- The Village strictly prohibit the possession, control, use, or threatening the use of a weapon in the course of employment whether on or off our premises. This prohibition does not apply to law enforcement officers performing their official duties.
- Weapons stored in your personal vehicle while the vehicle is on our property or while the vehicle is being used in the course of your employment must be kept and secured in the vehicle.

Workplace Violence:

The Village is committed to providing a safe workplace and to reducing the risk of workplace violence. All employees should be treated with courtesy and respect at all times.

- **Prohibited Conduct:**

Employees are prohibited from making threats or engaging in violent or potentially violent behaviors. The following list, while not all inclusive, provides examples of behaviors that are prohibited.

- a) Engaging in “horseplay” or other conduct that may be dangerous to others;
- b) Causing injury to another person;
- c) Making threatening remarks;
- d) Aggressive or hostile behavior;
- e) Intentionally damaging property;
- f) Possession of unauthorized weapons, firearms or other dangerous or hazardous devices or substance on Village property or while conducting Village business;
- g) Conduct that threatens, intimidates or coerces another person.

- Reporting Prohibited Conduct:

Employees who witness or are aware of violent behaviors or threats of violent behaviors such as those listed above should report the details as soon as possible to their supervisor, department head or the Village Manager. This includes behaviors by co-workers, supervisors, the public, or vendors. Employees should also report all suspicious individuals or activities. Management will promptly respond to all incidents reported. Any employee involved in workplace violence will be subject to disciplinary action including termination as a possible outcome.

~ End of Handbook ~

APPENDICES

APPENDIX A	<u>EMPLOYEE ASSISTANCE PROGRAM PROVIDER</u>
APPENDIX B	<u>EDUCATION REIMBURSEMENT FORM</u>
APPENDIX C	<u>CLOTHING ALLOWANCE</u>
APPENDIX D	<u>VILLAGE OF HARRISON CELL PHONE POLICY</u>

APPENDIX A

EMPLOYEE ASSISTANCE PROGRAM PROVIDER

All full-time employees, part-time, fire and rescue department volunteers and their family members are eligible to participate in the Village's Employee Assistance Program (EAP). The EAP provides resources to assist employees and their families in resolving personal problems in a confidential manner. Services provided include assessment, counseling, referral, training and support. This program is provided at no cost to the employee or their family. Contact information for the Village's EAP provider is listed below

ThedaCare at Work Employee Assistance Program
(920)749-2390 or
1-800-236-3666

APPENDIX B

VILLAGE OF HARRISON
EDUCATION REIMBURSEMENT FORM

Date:_____

Requested by:

Name: _____
Last First MI

Course Detail:

Name of Accredited School:_____

Course Title:_____

How course is related to present job_____

Cost:

Tuition: \$_____

Books:\$_____

Lab Fees: \$_____

Miscellaneous (Explain):_____

Approval:

Employer's Signature:_____

Date:_____

Administrator's Signature:_____

Date:_____

Successfully completed course on: _____

Payment made to employee on: _____

Check Number: _____

SUBJECT: EDUCATION REIMBURSEMENT

Policy

Full-time employees of the Village of Harrison will be eligible for reimbursement of the cost of tuition, lab fees, books, materials and other miscellaneous fees incurred in the process of taking approved courses.

Purpose

To provide limited financial assistance for employees who desire to increase their level of education to present job performances.

Guidelines

1. Course must be directly related to the employee's current job and would improve their skills on the job.
2. Reimbursement will be made only after satisfactory completion of the course.
3. Eligible employees must first exhaust other forms of financial aid (*i.e., VA Ed Program, Scholarships, etc.*)
4. A Tuition Aid Request form, obtained from the Village Manager, must be completed as far in advance as possible before close of registration for the course.
5. Final approval for reimbursement for the costs rests with the Village Board.
6. When the course is completed, a copy of the grade report, along with receipts for tuition and fees paid, should be submitted to the Village Manager for processing and refund. This must be done by the employee within thirty (30) days of notification of satisfactory completion of the course.
7. The employee will be reimbursed in a lump sum. However, should the employee terminate employment with the Village of Harrison within two (2) years of course completion, the reimbursement will be considered to be prorated over a 24-month period from the date of the course completion and the remainder will be withheld from the employee's last check.
8. All courses will be taken at a time other than the employee's regular work hours, unless vacation or compensatory time is used and Village approval has been given.
9. The Village will pay up to a maximum of \$500.00 per calendar year per employee.

This program can be discontinued or changed at any time at the discretion of the Village Board.

No employee will incur any rights to said policy. The discontinuance of said policy will not be considered prejudicial to anyone or any group.

APPENDIX C

VILLAGE OF HARRISON CLOTHING ALLOWANCE

I. Full-Time Public Works and Utilities Operators

The Village provides a clothing allowance to full time road crew employees with the stipulation they always have to wear a shirt and/or outer jacket that has the logo and village name on it when at work.

The Village provides a stipend of \$350.00 each year that is to be used to purchase approved apparel items and steel toed boots (no pants). Any items purchased that total more than \$350.00 in a calendar year will be paid for by the employee unless the employee has an approved carryover balance.

II. Permanent Part-Time Employees

Permanent Part time employees will receive \$175.00 to purchase approved apparel and steel toed boots each year they work. They can purchase additional apparel at their cost through the Village Hall. We would like the part time staff to also wear the Village apparel when they are working.

III. Office Staff

Office staff is entitled to receive \$300 each year that is to be used to purchase approved apparel items.

IV. Firefighters

Volunteer firefighters shall receive one free shirt each year they are on the department. They can purchase additional apparel at their cost through the Village Hall.

V. Fire Chief

The Village will provide clothing for the Fire Chief with the stipulation he/she always wear the uniform when working.

For the first year of employment, the Village will provide the following items:

(2) Uniform pants, (2) white uniform shirts, (2) Polo Shirts with logo,
(2) Guard work shirt with logo, (2) blue t-shirts, (2) blue sweatshirts.

During the next years, the Village will provide a stipend of \$325.00 to purchase additional apparel items and black shoes.

VI. Carryover

Employees may carryover unused clothing allowance funds to the following year with the approval of the Village Manager.

APPENDIX D

VILLAGE OF HARRISON PERSONNEL POLICY – Village Cellular Telephones

1.0 Purpose

The purpose of this policy is to provide a set of guidelines governing the provision and use of cellular telephones/Smartphones for Village employees and Board members.

2.0 Scope

This policy applies to all employees of the Village and Harrison Utilities. It replaces the cell phone policy listed in the Personnel Manual (version updated November 2018). It also provides cell phones to the Village President if they desire one.

3.0 Policy Overview

3.1 Village Issued Phone

- A. The Village will provide one cellular phone or Smartphone device to the following positions:
 - 1. The Village Manager (1)
 - 2. The Assistant Village Manager (1)
 - 3. The Fire Chief (1)
 - 4. The Village Clerk/Treasurer (1)
 - 5. The Village Assistant Planner (1)
 - 6. The Deputy Clerk/Treasurer (1)
 - 7. All full time members of Public Works (8)
 - 8. All full time Operators in Harrison Utilities (3)
 - 9. Village Board President (1)
 - 10. Village Trustees (6)

- B. The Village will also provide one protective case and screen protector for such phone.

- C. The Village recognizes the advantages of using cellular phones and Smartphones to conduct Village business based on the following:
 - 1. Employee's position
 - 2. Whether the employee is out in the field as part of their regular duties
 - 3. Whether the employee regularly works in an "on call" capacity
 - 4. Whether the employee has a responsibility for key Village operations and is required to respond to emergency incidents Whether the employee is away from their desk or office (while working) for considerable periods of time, and the resulting lack of communication impacts their ability to perform their work

5. Whether the employee needs mobile communication for personal safety
 6. Necessity for the employee to respond to business related e-mails and/or text messages in real time
 7. Facilitate the storage of public records for Board members.
- D. Any anomalies or concerns regarding the usage of a Village provided cell phone shall be reported to the Department Head and/or Village Manager.

3.2 Use of Village Provided Cell Phones

- A. Employees are required to perform communication on Village-owned equipment. Village owned cell phones / Smartphones are primarily intended for Village business.
- B. Personal use of a Village cell phone / Smartphone is allowed. Employees/Board members must have no expectation of privacy or confidentiality in electronic communication sent, received, or accessed on Village issued cell phones or Smartphones. As such, the Village has the right to monitor, review, audit, and otherwise access the content of all electronic communication sent, received, or accessed on Village issued cell phones or Smartphones with or without prior notice to the employee for both non-investigative work-related reasons, and for investigation of employee misconduct. Employees making or receiving personal calls on a Village cell phone are expected to reimburse the Village for any costs or charges above or outside of its plan resulting from personal use of their cell phones (examples, overages and roaming charges). Any call that cannot be documented for a business purpose will be treated as a personal call.
- C. Employees are expected to use a Village cell or Smartphone responsibly and in accordance with this policy and any applicable work rules and policies. Use of a Village cell phone in violation of the Village's policies and work rules, may result in revocation of the cell phone or smartphone assignment and disciplinary action against the employee, up to and including termination.
- D. Employees are strongly discouraged from using handheld wireless telephones or data devices while driving or operating motorized equipment except in emergency situations. Instead, employees are encouraged to use hands-free accessories or pull over to the side of the road and/or shut down machinery until the call is complete.
- E. Any equipment issued by the Village of Harrison is Village property. Loss, theft or damage to a Village issued cell phone/device shall be reported immediately to the employee's direct supervisor. If the employee is found to be at fault for the loss of the Village issued cell phone due to gross negligence, this may result in disciplinary action. Each Department shall immediately contact the Village Manager upon receiving information of a loss, theft or damage to a Village issued cell phone/device. The Village Manager is authorized to clear all confidential Village information from

the phone. This may result in personal information being erased from the device as well.

- F. For employees the Village prohibits excessive personal calls, texts or other messaging during the workday regardless on who's device those phone calls take place. This interferes with employee productivity. Excessive personal communications may result in disciplinary action.
- G. Employees are prohibited from sending, receiving or accessing electronic communication that is insulting, profane, vulgar, lewd, indecent, sexually explicit, illegal, profit-making, political, unprofessional or in the violation of the Village policies while using a Village owned device.
- H. Employees approved to carry a cell phone or Smartphone for Village business are expected to make a reasonable effort to respond in a timely manner to Village business. This includes the response to urgent matters outside of normal business hours. Consistent failure to respond in a timely manner to business calls, texts or emails may result in discipline.
- I. Electronic communication made on Village issued cell phones or Smartphones involving government policy or business is subject to state record retention requirements and may be subject to the Wisconsin Public Records Law. The content of employee electronic communication may be subject to disclosure in litigation, audits, and other purposes. Users are authorized limited incidental use of the Village's issued cell phones for personal purposes, but employees/Board members have no expectation of privacy or confidentiality in such use. Communications of purely personal nature are exempt. Recipients are expected to sign a form acknowledging they understand the phone is part of the open records law.
- J. Employees may not provide the cellular phone number of any employee of the Village to a member of the public without the cell phone user's authorization.

3.3 Employee Separation from Employment

Employees/Board members shall return Village cell phone or Smartphone at the time of separation. The Village will discontinue the service. Failure of the employee to return the Village cell phone or Smartphone at the time of separation will result in the Village taking steps to download files from the device and wipe the device clean to avoid breaches of confidentiality

4.0 Effective Date

This policy is effective upon the first day of the month following approval of the Board.

ACKNOWLEDGEMENT FORM
Village of Harrison
Cell phone/Smartphone policy

Please check one of the following:

- I understand the Village issued cell phone/smartphone is a piece of government equipment and is subject to the Wisconsin Public Records Law and any incidental personal use could be captured as a public record.

- I understand the Village issued cell phone/smartphone is a piece of government equipment and is subject to the Wisconsin Public Records Law and choose to carry a personal phone for all personal business.

Signature

Date

Printed Name

ACKNOWLEDGEMENT FORM

VILLAGE OF HARRISON PERSONNEL MANUAL

I understand the information contained in the Village of Harrison Personnel Manual represents guidelines only and the Village reserves the right to modify this manual or amend or terminate any policies, procedures or employee benefit programs at any time, or to require and/or increase contributions towards these benefit programs. I understand it is my responsibility to familiarize myself with the contents of the manual and I am required to comply with all aspects of the manual. I understand failure to do so will result in discipline up to and including discharge.

I understand the handbook is not a contract of employment between me and the Village and I should not view it as such.

I further understand that no manager, supervisor or representative of the Village has any authority to enter into any agreement guaranteeing employment for any specified period of time and any such agreement, if made, shall not be enforceable.

I acknowledge using the Village's equipment and systems, including use of the Internet and Email is a privilege that may be revoked at the sole discretion of the organization for any reason, and it automatically terminates when I leave the Village.

Employee Signature

Printed Name

Date

