Village of HARRISON
WHERE OPPORTUNITY LIVES

# NOTICE OF VILLAGE OF HARRISON BOARD MEETING

**DATE:** **Tuesday, July 30, 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, July 30, 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**

3. **Corrections and Approval of the Previous Meeting Minutes**

   a) June 25, 2024

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. **Presentations**

   a) Update on the 20-Year Comprehensive Plan.

6. **Reports**

   a) Fire Rescue

   b) Calumet County Sheriff's Dept.

   c) Interim Village Manager
      Budget Report

   d) Planning & Zoning

   e) Parks and Trails

   f) Public Works/Engineering

g) Harrison Utilities

h) Clerk / Treasurer
Financial Statement Summary
ARPA Report

7. **Approval of Bills and Claims**

a) June 2024

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

a) Draft Position Descriptions for new Finance Director/Village Treasurer and Village Clerk positions.

b) Charter Ordinance No 3 to Separate the Clerk and Treasurer Roles

c) Authority of the Village President

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

a) V2024-10 Ordinance Zoning Map Amendment – Mel Baeten – Highline Rd – Parcels 39012, 39018, 39010 (Memo amended 7/25/24)

b) V2024-09 Ordinance Adopting the International Property Maintenance Code, 2024.

c) Certified Survey Map – Zahringer –Hwy 55– Parcel 40936

d) Certified Survey Map (CSM) – Craig Weborg – N8803 Kernan Ave – Parcels 42856 & 42860

e) Condominium Plat –Scott Doran – N9676 / N9678 Hopfensperger – Parcel 35286

f) Certified Survey Map – Village of Harrison – N8722 Lake Park Rd – Parcel 33648

g) Award of Bids for Farmers Field Paving Project Phase 1

h) Award of Bids for the Faro Springs Road Public Access Improvement Project.

i) Approval of Change Order No. 1 to Blazing Meadows Subdivision Project for $56,063 to include repaving the parking lot at Fire Station 60.

j) Approval of contract for design services for the expansion of the Department of Public Works Garage.

k) Award of contract for concrete pavement in front of overhead doors (rear of the building) at Fire Station 60.

l) Discussion regarding Board direction on building inspector position.

m) Special Event Permit / Block Party - Luniak Meadows

n) Special Event Permit / Block Party - Kimberly Heights

o) Consideration of additional compensation for Assistant Village Manager for remainder of 2024.

p) Initial Review of Ordinance Repealing and Recreating Municipal Code Chapter 30, Utilities.

q) Initial Review of the 5 - Year Road Paving Plan Review

r) Request from Tonya Erickson, N6788 Harrison Road, to install and maintain wagon wheels in the Village right-of-way.

s) Development Agreement between the Village of Harrison and Fairways, LLC.

t) Development Agreement for Cedar View Subdivision.

u) Proposed 2025 Budget Timeline

v) Approval of the 2023 Financial Statements and Audit by CLA.

w) Discussion and possible action on the Plan Commission board makeup.

x) Proposed Village Board Visioning Session for the 2025 Budget Process

y) Approval of CivicPlus Social Media Archiving software.

z) Acceptance of land donation from Marie Van Handel, Parcel No. 33225 for small park at recreational trail termination at CTH N.

aa) Village issued phone numbers for Board members.

ab) Open Records Request and Individual Trustee Phone and Email Contacts with Village Staff.

ac) Certificate of Payment # 1 and Change Order #1- 2024 Asphalt Street Resurfacing Program

ad) Update on Cottonwood Creek Subdivision Drainage Issues Survey.

ae) Approval of bid for Dead Ash Tree Removal at Darboy Community Park Forest.

10. **Future Agenda Items**
- RFQs for Station 60 (JB/DB) (August mtg)
- Public info meetings & website posts on facilities updates (in process) (JB/DB)
- Employee Handbook Update (MVH/ML)
- Review of RS-2 Zoning (ML/AB) (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)

11. **Future Meeting Dates**

*Board of Review - August 7, 2024 10:30am
Regular Meeting - August 27, 2024 6:00 pm
Regular Meeting - September 24, 2024 6:00pm

*BOR members only

12. **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 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.

b) 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 Lot 12.

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

13. **Adjournment**

Agenda posted and published:

July 25, 2024 at Harrison Village Hall and to www.VillageofHarrison-WI.org
*Vicki L. Tessen, Clerk*

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:**
Vicki Tessen, Clerk

**Meeting Date:**
July 30, 2024

**Title:**
June 25, 2024

**Issue:**
Minutes from the previous meeting are submitted for corrections and approval.

**Background and Additional Information:**

**Budget Impacts:**
none

**Recommended Action:**
Approve the minutes of the June 25, 2024 meeting as presented.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Update on the 20-Year Comprehensive Plan.

**Issue:**

**Background and Additional Information:**
Mitch Brouse from SRF Consulting will update the Board on progress thus far and discuss updates to the goals and objectives of the plan.

**Budget Impacts:**

**Recommended Action:**

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Jarred Gerl, Fire Chief

**Meeting Date:**
July 30, 2024

**Title:**
Fire Rescue

**Issue:**
Monthly Report

**Background and Additional Information:**

**Budget Impacts:**

**Recommended Action:**
None - Report

**Attachments:**

- 2024 JUNE Activity Report for July Board Meeting.pdf
- 2024 June Incidents Report for July Board Meeting.pdf

**Village Board/Fire Commission Activity Report for June 2024**
(Updated: 7/22/2024)

## 1. Emergency Response

Harrison Fire Rescue was dispatched to 45 emergency calls in June.

- See attached June 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.

- June 3rd — Sherwood Ice Cream Social
- June 12th — Harrison Ice Cream Social
- June 16th — Chilton Parade
- June 26th — Touch a Truck
- June 27th — Woodland Elementary Summer School

## 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.

- June 3nd — Staff Meeting
- June 10th — EMS Staff Meeting/Drill
  - Ambulance Familiarization
  - New Software Implementation
- June 17th — Fire Drill – Pre-Plans
  - Dick's Family Foods
  - Christ The Rock Church
- June 24th — Buchanan Water Movement Drill
- June 25th — Training Chiefs

**4. Chief Business/Items of Note**

- June 3rd Greenville Fire Station
- June 4th New Hire Meeting
- June 6th Oconto Falls Fire Station Tour
- June 11th ISO Meeting
- June 12th Gold Cross Debriefing
- June 13th Tomah Fire Department Tour
- June 17th Chilton Fire Department Tour
- June 18th Freedom Fire Department Tour
- June 20th EPR Software Systems Meeting
- June 24th Neenah Menasha Fire Rescue Meeting
- June 25th ISO Audit
- June 25th Village Board Meeting

Respectfully Submitted,
*Jarred Gerl*
Chief – Harrison Fire Rescue

# Monthly Incidents Report

Filter: Incident.Basic Details Incident Date within last month

| Incident Date | CAD Number | Incident Address | City | Main Incident Type | Alarm Time | Arrival | Response Time |
|---|---|---|---|---|---|---|---|
| 06/01/2024 | 24-0273 | W6123 Victorian DR Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/01/2024 09:38:22 | 06/01/2024 09:46:51 | 509.00 |
| 06/02/2024 | 24-0274 | N7630 County BB Woodville (Town) | Woodville (Town) | False Alarm & False Call | 06/02/2024 10:39:40 | 06/02/2024 10:53:35 | 835.00 |
| 06/02/2024 | 24-0275 | N9173 Kernan AVE Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/02/2024 12:35:14 | 06/02/2024 12:36:02 | 48.00 |
| 06/03/2024 | 24-0276 | W6123 Victorian DR Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/03/2024 15:48:43 | 06/03/2024 15:59:12 | 629.00 |
| 06/05/2024 | 24-0277 | W6318 Manitowoc RD Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/05/2024 15:40:27 | 06/05/2024 15:44:41 | 254.00 |
| 06/05/2024 | 24-0278 | W7170 Hwy 10/114 Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/05/2024 20:18:41 | 06/05/2024 20:22:57 | 256.00 |
| 06/06/2024 | 24-0280 | N9334 Noe RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/06/2024 21:03:41 | 06/06/2024 21:09:10 | 329.00 |
| 06/06/2024 | 24-0281 | N9367 S Lake Park RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/06/2024 21:09:59 | 06/06/2024 21:21:55 | 716.00 |
| 06/07/2024 | 24-0282 | N8331 Kesler RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/07/2024 19:38:40 | 06/07/2024 19:45:40 | 420.00 |
| 06/08/2024 | 24-0283 | N7994 Cypress CT Sherwood | Sherwood | Good Intent Call | 06/08/2024 12:38:55 | | |
| 06/08/2024 | 24-0284 | N8421 North Shore RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/08/2024 12:52:17 | 06/08/2024 13:00:25 | 488.00 |
| 06/08/2024 | 24-0285 | W5219 Amy AVE Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/08/2024 13:05:15 | 06/08/2024 13:11:36 | 381.00 |

| Incident Date | CAD Number | Incident Address | City | Main Incident Type | Alarm Time | Arrival | Response Time |
|---|---|---|---|---|---|---|---|
| 06/08/2024 | 24-0286 | W6559 Firelane 8 RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/08/2024 15:53:32 | 06/08/2024 16:00:41 | 429.00 |
| 06/08/2024 | 24-0287 | W6413 Sonny DR Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/08/2024 23:42:47 | 06/08/2024 23:55:31 | 764.00 |
| 06/10/2024 | 24-012W | Hwy 10 / 0 Town of Woodville | Town of Woodville | Rescue & Emergency Medical Service Incident | 06/10/2024 15:34:17 | 06/10/2024 15:47:34 | 797.00 |
| 06/10/2024 | 24-0288 | W5219 Amy AVE Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/10/2024 11:09:40 | 06/10/2024 11:10:01 | 21.00 |
| 06/10/2024 | 24-0289 | W5431 Mielke RD Harrison | Harrison | Hazardous Condition (No Fire) | 06/10/2024 22:50:33 | 06/10/2024 23:04:37 | 844.00 |
| 06/11/2024 | 24-0290 | W6628 Ethan DR Harrison | Harrison | Hazardous Condition (No Fire) | 06/11/2024 23:55:59 | 06/12/2024 00:08:43 | 764.00 |
| 06/13/2024 | 24-0291 | W5852 Hearthstone DR Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/13/2024 20:54:05 | 06/13/2024 20:59:43 | 338.00 |
| 06/14/2024 | 24-0292 | N9520 Silver CT Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/14/2024 11:01:40 | 06/14/2024 11:05:27 | 227.00 |
| 06/14/2024 | 24-0293 | W4719 Windsor CT Village of Sherwood | Village of Sherwood | Rescue & Emergency Medical Service Incident | 06/14/2024 13:38:12 | 06/14/2024 13:43:34 | 322.00 |
| 06/14/2024 | 24-6643 | County BB / Hwy 10 Woodville (Town) | Woodville (Town) | Fire | 06/14/2024 22:07:42 | 06/14/2024 22:21:55 | 853.00 |
| 06/16/2024 | 24-0294 | N8444 North Shore RD Harrison | Harrison | Fire | 06/16/2024 06:52:16 | 06/16/2024 07:15:16 | 1380.00 |
| 06/16/2024 | 24-0295 | W5219 Amy AVE Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/16/2024 09:11:21 | 06/16/2024 09:19:36 | 495.00 |
| 06/16/2024 | 24-0296 | W6165 Victorian DR Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/16/2024 16:44:24 | 06/16/2024 16:58:39 | 855.00 |
| 06/17/2024 | 24-0298 | N9158 Brenda DR Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/17/2024 13:55:58 | 06/17/2024 14:01:27 | 329.00 |

| Incident Date | CAD Number | Incident Address | City | Main Incident Type | Alarm Time | Arrival | Response Time |
|---|---|---|---|---|---|---|---|
| 06/17/2024 | 24-0299 | Hwy 10 / County N Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/17/2024 15:14:45 | 06/17/2024 15:19:27 | 282.00 |
| 06/17/2024 | 24-0300 | W5297 Sherwood | Sherwood | Rescue & Emergency Medical Service Incident | 06/17/2024 18:19:28 | 06/17/2024 18:24:50 | 322.00 |
| 06/19/2024 | 24-0301 | Hwy 114 / Firelane 13 RD Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/19/2024 07:00:32 | 06/19/2024 07:07:55 | 443.00 |
| 06/19/2024 | 24-0303 | W4685 Windsor CT Village of Sherwood | Village of Sherwood | Rescue & Emergency Medical Service Incident | 06/19/2024 15:33:50 | 06/19/2024 15:39:19 | 329.00 |
| 06/19/2024 | 24-0302 | N9625 Mary DR Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/19/2024 11:35:27 | 06/19/2024 11:44:23 | 536.00 |
| 06/20/2024 | 24-0305 | W5219 Amy AVE Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/20/2024 20:09:07 | 06/20/2024 20:20:21 | 674.00 |
| 06/22/2024 | 24-0306 | Hwy 114 / Firelane 13 RD Harrison | Harrison | Rescue & Emergency Medical Service Incident | 06/22/2024 00:11:19 | 06/22/2024 00:16:26 | 307.00 |
| 06/23/2024 | 24-0307 | W6254 Hwy 10 Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/23/2024 09:21:17 | 06/23/2024 09:23:42 | 145.00 |
| 06/23/2024 | 24-0308 | N8960 Firelane 6 RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/23/2024 17:10:04 | 06/23/2024 17:15:50 | 346.00 |
| 06/24/2024 | 24-0309 | County KK / Friendship DR Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/24/2024 17:12:08 | 06/24/2024 17:19:57 | 469.00 |
| 06/25/2024 | 24-0310 | N9642 Shepherd LN Harrison | Harrison | Hazardous Condition (No Fire) | 06/25/2024 03:46:59 | 06/25/2024 04:02:17 | 918.00 |
| 06/25/2024 | 24-0311 | Hwy 10 / N Harwood RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/25/2024 18:09:23 | 06/25/2024 18:12:01 | 158.00 |
| 06/25/2024 | 24-0312 | Hwy 10 / N Harwood RD Harrison | Harrison | Hazardous Condition (No Fire) | 06/25/2024 18:23:24 | 06/25/2024 18:26:47 | 203.00 |

| Incident Date | CAD Number | Incident Address | City | Main Incident Type | Alarm Time | Arrival | Response Time |
|---|---|---|---|---|---|---|---|
| 06/28/2024 | 24-0313 | W4878 Spring Hill DR Village of Sherwood | Village of Sherwood | Rescue & Emergency Medical Service Incident | 06/28/2024 17:55:09 | 06/28/2024 18:06:23 | 674.00 |
| 06/29/2024 | 24-0314 | N7896 Carriage CT Village of Sherwood | Village of Sherwood | Rescue & Emergency Medical Service Incident | 06/29/2024 06:31:59 | 06/29/2024 06:45:33 | 814.00 |
| 06/29/2024 | 24-0315 | W5219 Amy AVE Harrison | Harrison | False Alarm & False Call | 06/29/2024 18:55:42 | 06/29/2024 19:13:32 | 1070.00 |
| 06/30/2024 | 24-0316 | Hwy 55 / Manitowoc RD Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/30/2024 05:20:51 | 06/30/2024 05:26:20 | 329.00 |
| 06/30/2024 | 240-317 | W5848 Hwy 10 Harrison | Harrison | Good Intent Call | 06/30/2024 19:42:52 | | |
| 06/30/2024 | 24-0318 | W5219 Amy AVE Village of Harrison | Village of Harrison | Rescue & Emergency Medical Service Incident | 06/30/2024 20:27:07 | 06/30/2024 20:36:41 | 574.00 |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Derek Bries, Chief Deputy

**Meeting Date:**
July 30, 2024

**Title:**
Calumet County Sheriff's Dept.

**Issue:**
Monthly Report

**Background and Additional Information:**

**Budget Impacts:**

**Recommended Action:**
Monthly Report

**Attachments:**

- CCSD 2024 June Harrison Report.pdf

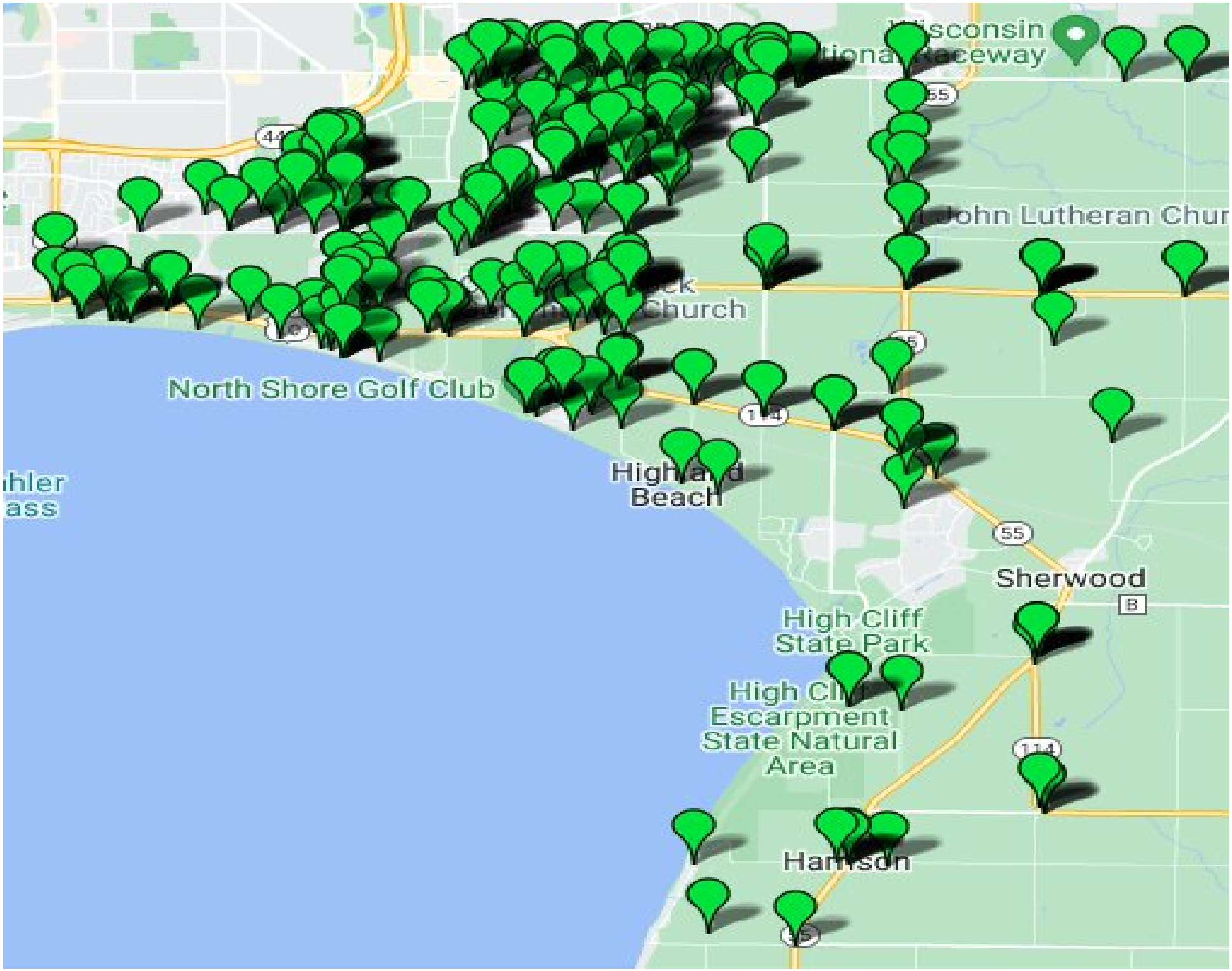
# VILLAGE OF HARRISON (JUNE - 2024)

## *OVERALL INCIDENT SUMMARY*

| | |
|---|---|
| 911 HANG UP | 15 |
| ACCIDENT | 19 |
| ACCIDENT WITH INJURY | 6 |
| ALARM | 7 |
| ANIMAL | 10 |
| ASSIST AGENCY | 7 |
| ASSIST CITIZEN | 13 |
| BATTERY | 0 |
| CIVIL MATTER | 2 |
| CIVIL PROCESS | 6 |
| CRIME PREVENTION | 3 |
| DAMAGE TO PROPERTY | 3 |
| DISTURBANCE | 3 |
| DOMESTIC DISTURBANCE | 2 |
| DRUGS | 1 |
| EMERGENCY COMMITTAL | 1 |
| FIRE ALARM | 1 |
| FIRE CALL | 3 |
| FRAUD | 5 |
| HARASSMENT | 4 |
| JAIL | 0 |
| JUVENILE COMPLAINTS | 4 |
| LOST / FOUND | 0 |
| MEDICAL | 18 |
| MISCELLANEOUS | 3 |
| MISSING PERSON | 0 |
| MOTORIST ASSIST | 14 |
| NOISE COMPLAINT | 1 |
| ORDINANCE | 10 |
| PARKING COMPLAINT | 2 |
| RECKLESS DRIVING | 14 |
| RUNAWAY | 0 |
| SUSPICIOUS PERSON | 6 |
| SUSPICIOUS SITUATION | 13 |
| SUSPICIOUS VEHICLE | 14 |
| THEFT | 1 |
| TRAFFIC HAZARD | 3 |
| TRAFFIC STOP | 90 |
| TRESPASSING | 4 |
| VIOLATE OF COURT ORDER | 0 |
| WEAPON | 1 |
| WELFARE CHECK | 8 |

| ***OVERALL*** | |
|---|---|
| *TOTAL INCIDENTS* | *317* |
| *CITATIONS* | 39 |
| *WARNINGS* | 83 |
| *ORDINANCE* | 4 |

| ***ARRESTS*** | |
|---|---|
| ***TOTAL ARRESTS*** | **6** |
| **6/3/24** Possess Drug Paraphernalia | |
| **6/10/24** Domestic Disorderly Conduct | |
| **6/10/24** Neglecting a Child | |
| **6/24/24** Probation Violation | |
| **6/26/24** Burglary | |
| **6/30/24** OWI | |


Wisconsin
North Shore Golf Club
Highland
Beach
Sherwood
B
High Cliff
State Park
Escarpment
State Natural
Area
Harrison
55
114

# VILLAGE OF HARRISON (JUNE - 2024)

## *CONTRACT SUMMARY*

| | |
|---|---|
| 911 HANG UP | 5 |
| ACCIDENT | 12 |
| ACCIDENT WITH INJURY | 3 |
| ALARM | 5 |
| ANIMAL | 6 |
| ASSIST AGENCY | 5 |
| ASSIST CITIZEN | 8 |
| BATTERY | 0 |
| CIVIL MATTER | 1 |
| CIVIL PROCESS | 1 |
| CRIME PREVENTION | 1 |
| DAMAGE TO PROPERTY | 2 |
| DISTURBANCE | 2 |
| DOMESTIC DISTURBANCE | 0 |
| DRUGS | 0 |
| EMERGENCY COMMITTAL | 0 |
| FIRE ALARM | 0 |
| FIRE CALL | 2 |
| FRAUD | 4 |
| HARASSMENT | 4 |
| JAIL | 0 |
| JUVENILE COMPLAINTS | 0 |
| LOST / FOUND | 0 |
| MEDICAL | 8 |
| MISCELLANEOUS | 1 |
| MISSING PERSON | 0 |
| MOTORIST ASSIST | 8 |
| NOISE COMPLAINT | 1 |
| ORDINANCE | 8 |
| PARKING COMPLAINT | 2 |
| RECKLESS DRIVING | 5 |
| RUNAWAY | 0 |
| SUSPICIOUS PERSON | 4 |
| SUSPICIOUS SITUATION | 8 |
| SUSPICIOUS VEHICLE | 5 |
| THEFT | 0 |
| TRAFFIC HAZARD | 1 |
| TRAFFIC STOP | 45 |
| TRESPASSING | 3 |
| VIOLATE OF COURT ORDER | 0 |
| WEAPON | 1 |
| WELFARE CHECK | 6 |

| ***CONTRACT*** | |
|---|---|
| *TOTAL* | 167 |
| *ARRESTS* | 4 |
| *CITATIONS* | 23 |
| *WARNINGS* | 38 |
| *ORDINANCE* | 4 |

| | | |
|---|---|---|
| 06/01/24 | CITATION | SPEEDING IN 55 MPH ZONE (11-15 MPH) |
| 6/3/2024 | CITATION | HIT AND RUN |
| 6/3/2024 | CITATION | FAILURE TO FILE ACCIDENT REPORT |
| 06/03/24 | CITATION | FAIL/YIELD WHILE MAKING LEFT TURN |
| 6/3/2024 | ORDINANCE | POSSESS DRUG PARAPHERNALIA 2003-5 |
| 6/4/2024 | CITATION | OPERATING W/PAC >=0.15 (1ST) |
| 6/3/2024 | WARNING | BICYCLIST/EPAMD FAIL/STOP AT STOP SIGN |
| 06/04/24 | WARNING | FAIL/DISPLAY VEHICLE LICENSE PLATES |
| 6/6/2024 | CITATION | EXCEEDING SPEED ZONES, ETC. (16-19 MPH) |
| 06/06/24 | CITATION | EXCEEDING SPEED ZONES, ETC. (20-24 MPH) |
| 6/6/2024 | WARNING | FAIL/NOTIFY ADDRESS CHANGE |
| 6/6/2024 | WARNING | OPERATE W/O CARRYING LICENSE |
| 6/6/2024 | WARNING | FAIL/STOP AT STOP SIGN |
| 6/6/2024 | WARNING | OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS |
| 6/6/2024 | WARNING | OPERATE VEHICLE W/O STOPPING LIGHTS |
| 6/9/2024 | ORDINANCE | POSSESS DRUG PARAPHERNALIA 2003-5 |
| 06/09/24 | ORDINANCE | POSSESS/CONSUME 17-20 1ST 2003-5 |
| 6/10/2024 | CITATION | INATTENTIVE DRIVING |
| 6/10/2024 | WARNING | OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE |
| 6/12/2024 | WARNING | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 06/13/24 | CITATION | NON-REGISTRATION OF AUTO, ETC |
| 6/13/2024 | CITATION | OPERATOR VIOLATE RED TRAFFIC LIGHT |
| 6/13/2024 | CITATION | IMPROPER LEFT TURN |
| 06/13/24 | CITATION | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 6/13/2024 | WARNING | OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE |
| 06/16/24 | CITATION | EXCEEDING SPEED ZONES, ETC. (1-10 MPH) |
| 6/16/2024 | CITATION | OPERATING WHILE SUSPENDED |
| 6/16/2024 | WARNING | FAIL/STOP AT STOP SIGN |
| 06/16/24 | WARNING | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 06/16/24 | WARNING | OPERATE W/O CARRYING LICENSE |
| 06/16/24 | WARNING | VEHICLE OPERATOR FAIL/WEAR SEAT BELT |
| 6/17/2024 | CITATION | COMMERCIAL DRIVING WHILE DISQUALIFIED |
| 06/17/24 | CITATION | HIT AND RUN-PROPERTY ADJACENT TO HIGHWAY |
| 6/17/2024 | WARNING | NON-REGISTRATION OF AUTO, ETC |
| 6/17/2024 | WARNING | FAIL/STOP AT STOP SIGN |
| 06/17/24 | WARNING | TRESPASS TO LAND |
| 6/18/2024 | CITATION | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 6/18/2024 | WARNING | FALSE ALARM |

| | | |
|---|---|---|
| 6/18/2024 | WARNING | NON-REGISTRATION OF OTHER VEHICLE |
| 6/18/2024 | WARNING | IMPROPER/ATTACH REAR REG DECAL/TAG |
| 6/18/2024 | WARNING | OPERATE VEHICLE W/O STOPPING LIGHTS |
| 06/18/24 | WARNING | TEXTING WHILE DRIVING |
| 6/19/2024 | CITATION | INATTENTIVE DRIVING |
| 6/19/2024 | ORDINANCE | TRESPASS TO DWELLING 943.14 |
| 6/22/2024 | CITATION | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 06/22/24 | CITATION | OPERATING WHILE SUSPENDED |
| 6/22/2024 | CITATION | FAILURE TO KEEP VEHICLE UNDER CONTROL |
| 6/22/2024 | WARNING | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 6/22/2024 | WARNING | ILLEGIBLE LICENSE PLATES |
| 6/22/2024 | WARNING | OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE |
| 6/22/2024 | WARNING | ILLEGIBLE LICENSE PLATES |
| 6/22/2024 | WARNING | OPERATION W/O REQUIRED LAMPS LIGHTED |
| 06/22/24 | WARNING | OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE |
| 06/23/24 | WARNING | FAIL/STOP AT STOP SIGN |
| 6/27/2024 | WARNING | BICYCLIST/EPAMD FAIL/STOP AT STOP SIGN |
| 6/27/2024 | WARNING | BICYCLIST/EPAMD FAIL/STOP AT STOP SIGN |
| 6/28/2024 | CITATION | OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE |
| 6/28/2024 | WARNING | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 06/28/24 | WARNING | EXCEEDING SPEED ZONES, ETC. (11-15 MPH) |
| 6/29/2024 | CITATION | IMPROPER/ATTACH REAR REG DECAL/TAG |
| 6/29/2024 | WARNING | NON-REGISTRATION OF AUTO, ETC |
| 6/29/2024 | WARNING | OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE |
| 6/29/2024 | WARNING | IMPROPER /ATTACH FRONT REG DECAL/TAG |
| 6/29/2024 | WARNING | NON-REGISTRATION OF AUTO, ETC |
| 6/29/2024 | WARNING | OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Russ Van Gompel, Interim Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Interim Village Manager
Budget Report

**Issue:**
None

**Background and Additional Information:**

I have been working on the following items since starting for the Village on July 8th:

- Meet with the Department Heads on a weekly basis on Monday to review current projects and issues.
- Review job descriptions for the Finance Director and Clerk and formulate their positions with the Pay Grade Plan.
- Review the 2024 Budget, develop a proposed 2025 Budget Calendar and start the planning process for the 2025 Budget.
- Reviewed the 2023 audit and meet with staff prior to the submittal to the Village Board. Overall, the Village is in good financial position at the end of 2023. However, there are two areas of concern that I discovered during my review and discussion with the auditors. First, 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 preliminary draft of the audit show the Debt Service shows the Debt Service Fund is a negative $356,710. I am researching the issue with this fund and will have my findings and potential solutions to the Board in August.
- The second area of concern is the Storm Water Special Revenue Fund. In the draft audit, 2023 is the first year of a sperate Special Revenue Fund for the Storm Water, even though the Village has been collecting storm water fees since 2014. Recording Storm Water activities as a Special Revenue Fun is a normal and customary practice. The draft audit has an ending balance in this fund of $73,990. The previous Village Manager reported a beginning balance in his 2024 budget of $668,466. I am working with staff to determine the correct ending amount (in 2023 and beginning amount in 2024) for the Storm Water Special Revenue.
- Contacted three consultants to obtain and present proposals for a Village Visioning Session.

- Meet with representative from Baird to review previous debt issues, and plan for future potential debt issues.

**Budget Impacts:**
None

**Recommended Action:**
None

**Attachments:**
- Budget Comparison - June 2024.pdf

Fund: 100 - GENERAL FUND

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 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 |
| 100-00-41150-000-000 | Forest Cropland/MFL Taxes | 18.11 | 18.11 | 0.00 | 18.11 | 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** | | 18.11 | 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 |
| 100-00-42100-000-000 | 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 Kimbrly Hts 2022 Rds | 0.00 | 20,990.27 | 47,263.00 | -26,272.73 | 44.41 |
| 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 | 0.00 | 24,502.95 | 0.00 | 24,502.95 | 0.00 |
| **SPECIAL ASSESS CONNECTION FEES** | | 0.00 | 159,591.72 | 324,110.00 | -164,518.28 | 49.24 |
| 100-00-43400-000-000 | State Shared Revenues | 0.00 | 0.00 | 413,946.00 | -413,946.00 | 0.00 |
| 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 | 0.00 | 0.00 | 65,350.00 | -65,350.00 | 0.00 |
| 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 | 0.00 | 0.00 | 45,000.00 | -45,000.00 | 0.00 |
| 100-00-43530-000-000 | State Transportation Aids | 0.00 | 249,975.14 | 435,000.00 | -185,024.86 | 57.47 |
| 100-00-43531-000-000 | Local Road Improvement Aid | 0.00 | 10,942.30 | 0.00 | 10,942.30 | 0.00 |
| 100-00-43540-000-000 | Recycling Grant | 0.00 | 21,857.52 | 21,650.00 | 207.52 | 100.96 |
| 100-00-43610-000-000 | Payment for Municipal Services | 0.00 | 0.00 | 60.00 | -60.00 | 0.00 |
| **INTERGOVERNMENTAL REVENUES** | | 0.00 | 288,671.89 | 999,333.00 | -710,661.11 | 28.89 |
| 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 | 860.00 | 2,985.00 | 4,000.00 | -1,015.00 | 74.63 |
| 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 | 0.00 | 47,558.09 | 100,750.00 | -53,191.91 | 47.20 |
| 100-00-44205-000-000 | Dog Licenses Fees | 410.00 | 9,130.00 | 12,750.00 | -3,620.00 | 71.61 |
| 100-00-44305-000-000 | Building Permit Fee | 2,665.00 | 29,783.55 | 52,000.00 | -22,216.45 | 57.28 |
| 100-00-44306-000-000 | HVAC Permit | 730.00 | 8,076.31 | 7,250.00 | 826.31 | 111.40 |
| 100-00-44307-000-000 | Plumbing Permit | 575.00 | 8,781.40 | 10,000.00 | -1,218.60 | 87.81 |
| 100-00-44308-000-000 | Electrical Permit | 815.00 | 13,348.60 | 13,000.00 | 348.60 | 102.68 |
| 100-00-44309-000-000 | Siding/Windows/Roof Permit | 160.00 | 1,440.00 | 750.00 | 690.00 | 192.00 |
| 100-00-44310-000-000 | Pool Permit | 120.00 | 840.00 | 1,000.00 | -160.00 | 84.00 |
| 100-00-44311-000-000 | Lot Grade Fee | 2,580.00 | 40,420.00 | 40,000.00 | 420.00 | 101.05 |
| 100-00-44312-000-000 | Driveway Grade Fee | 555.00 | 8,695.00 | 9,000.00 | -305.00 | 96.61 |
| 100-00-44313-000-000 | Culvert Permit | 0.00 | 150.00 | 150.00 | 0.00 | 100.00 |
| 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 | 10,861.40 | 2,500.00 | 8,361.40 | 434.46 |
| 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 | 1,775.00 | 17,775.00 | 22,000.00 | -4,225.00 | 80.80 |
| 100-00-44401-000-000 | Erosion Permit | 300.00 | 8,424.53 | 6,500.00 | 1,924.53 | 129.61 |
| 100-00-44410-000-000 | Plat and CSM Review Fee | 340.00 | 1,295.00 | 2,000.00 | -705.00 | 64.75 |

Fund: 100 - GENERAL FUND

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 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 | 0.00 | 360.00 | 0.00 | 360.00 | 0.00 |
| 100-00-44905-000-000 | Fireworks Permit | 50.00 | 50.00 | 0.00 | 50.00 | 0.00 |
| **LICENSES AND PERMITS** | | 13,635.00 | 215,935.04 | 289,950.00 | -74,014.96 | 74.47 |
| 100-00-45105-000-000 | Ordinance Violations | 410.99 | 4,181.88 | 7,000.00 | -2,818.12 | 59.74 |
| 100-00-45110-000-000 | Parking Violations | 20.00 | 550.00 | 1,000.00 | -450.00 | 55.00 |
| **FINES, FORFEITS AND PENALTIES** | | 430.99 | 4,731.88 | 8,000.00 | -3,268.12 | 59.15 |
| 100-00-46100-000-000 | Administrative Fee | 1,035.00 | 14,494.25 | 40,000.00 | -25,505.75 | 36.24 |
| 100-00-46105-000-000 | Publication Fee - Liquor | -204.15 | 62.96 | 0.00 | 62.96 | 0.00 |
| 100-00-46110-000-000 | Real Estate Inquiry Fee | 1,440.00 | 5,700.00 | 8,000.00 | -2,300.00 | 71.25 |
| 100-00-46120-000-000 | Credit Card Surcharge | 97.80 | 832.08 | 700.00 | 132.08 | 118.87 |
| 100-00-46210-000-000 | Law Enforcement Charges | 0.00 | 0.00 | 785,000.00 | -785,000.00 | 0.00 |
| 100-00-46310-000-000 | Road Department Revenue | 0.00 | 4,357.00 | 2,000.00 | 2,357.00 | 217.85 |
| 100-00-46321-000-000 | Street Lights Fee | 0.00 | 2,545.85 | 1,200.00 | 1,345.85 | 212.15 |
| 100-00-46420-000-000 | Refuse Collection Fee (67%) | 541.10 | 2,298.26 | 413,869.00 | -411,570.74 | 0.56 |
| 100-00-46435-000-000 | Recycling Collection Fee (33%) | 360.50 | 1,448.15 | 259,745.00 | -258,296.85 | 0.56 |
| 100-00-46440-000-000 | Weed & Nuisance Control Fee | 987.50 | 1,043.75 | 0.00 | 1,043.75 | 0.00 |
| 100-00-46445-000-000 | Compost Site Sticker Fee | 2,920.00 | 29,720.00 | 30,000.00 | -280.00 | 99.07 |
| 100-00-46722-000-000 | Park Shelter Rental Fee | 710.90 | 2,061.61 | 2,500.00 | -438.39 | 82.46 |
| 100-00-46740-000-000 | Municipal Hall Rental Fee | 0.00 | 1,232.27 | 2,500.00 | -1,267.73 | 49.29 |
| **PUBLIC CHARGES FOR SERVICES** | | 7,888.65 | 65,796.18 | 1,545,514.00 | -1,479,717.82 | 4.26 |
| 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 | 449,262.65 | 601,000.00 | -151,737.35 | 74.75 |
| 100-00-48130-000-000 | Sp. Assmnt. - Earned Interest | 0.00 | 758.90 | 5,000.00 | -4,241.10 | 15.18 |
| 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 | 0.00 | 1,424.00 | 0.00 | 1,424.00 | 0.00 |
| 100-00-48800-000-000 | Treasurer - Cash Over | 0.00 | 8.30 | 0.00 | 8.30 | 0.00 |
| 100-00-48900-000-000 | Misc. Revenues | 75.84 | 2,216.46 | 10,000.00 | -7,783.54 | 22.16 |
| 100-00-48905-000-000 | Tippage Fee - Harrison Landfil | 0.00 | 0.00 | 15,000.00 | -15,000.00 | 0.00 |
| **MISCELLANEOUS REVENUES** | | 75.84 | 453,670.31 | 636,000.00 | -182,329.69 | 71.33 |
| 100-00-49110-000-000 | Proceeds from G.O. Bonds | 0.00 | 0.00 | 1,400,000.00 | -1,400,000.00 | 0.00 |
| **OTHER FINANCING SOURCES** | | 0.00 | 0.00 | 1,400,000.00 | -1,400,000.00 | 0.00 |
| **Total Revenues** | | 22,048.59 | 4,035,198.11 | 8,644,146.00 | -4,608,947.89 | 46.68 |

Fund: 100 - GENERAL FUND

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 100-00-51100-100-000 | Village Board - Wages | 3,230.84 | 18,415.66 | 52,000.00 | 33,584.34 | 35.41 |
| 100-00-51100-105-000 | Village Board - FICA | 247.12 | 1,408.76 | 3,978.00 | 2,569.24 | 35.41 |
| 100-00-51100-115-000 | Village Board-Training/Mileage | 0.00 | 0.00 | 800.00 | 800.00 | 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 | 0.00 | 0.00 | 500.00 | 500.00 | 0.00 |
| 100-01-51101-100-001 | Planning - Salary | 7,218.70 | 46,921.55 | 98,861.00 | 51,939.45 | 47.46 |
| 100-01-51101-105-000 | Planning - FICA | 547.88 | 3,584.46 | 7,257.00 | 3,672.54 | 49.39 |
| 100-01-51101-200-000 | Planning - Benefits | 42.90 | 257.40 | 42,400.00 | 42,142.60 | 0.61 |
| 100-01-51101-205-000 | Planning - Retirement | 498.06 | 3,237.39 | 6,546.00 | 3,308.61 | 49.46 |
| 100-01-51101-300-000 | Planning - Per Diem | 0.00 | 900.00 | 4,000.00 | 3,100.00 | 22.50 |
| 100-01-51101-301-000 | Planning - Dues | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 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 | 46.86 | 234.83 | 1,000.00 | 765.17 | 23.48 |
| 100-01-51101-800-000 | Planning - Publications | 60.76 | 567.52 | 0.00 | -567.52 | 0.00 |
| 100-00-51300-000-000 | Legal | 48,197.96 | 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 | 36,104.00 | 186,691.44 | 332,405.00 | 145,713.56 | 56.16 |
| 100-02-51400-105-000 | Gen. Admin - FICA | 2,633.15 | 13,806.43 | 25,429.00 | 11,622.57 | 54.29 |
| 100-02-51400-200-000 | Gen. Admin - Benefits | 9,988.29 | 76,918.58 | 150,242.00 | 73,323.42 | 51.20 |
| 100-02-51400-205-000 | Gen. Admin - Retirement | 1,323.26 | 11,837.62 | 22,604.00 | 10,766.38 | 52.37 |
| 100-02-51400-305-000 | Gen. Admin - Training/Conf. | 30.00 | 2,374.89 | 4,400.00 | 2,025.11 | 53.97 |
| 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 | 819.47 | 7,599.21 | 20,000.00 | 12,400.79 | 38.00 |
| 100-02-51400-400-005 | Gen. Admin - Postage | -1,048.07 | 2,841.05 | 4,000.00 | 1,158.95 | 71.03 |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | 10,195.79 | 44,617.90 | 75,000.00 | 30,382.10 | 59.49 |
| 100-02-51400-800-000 | Gen. Admin - Publications | 343.17 | 798.35 | 500.00 | -298.35 | 159.67 |
| 100-02-51400-800-005 | Gen. Admin - Newsltr & Postage | 3,206.59 | 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 | 0.00 | 1,430.40 | 6,000.00 | 4,569.60 | 23.84 |
| 100-00-51440-400-000 | Elections - Supplies | 0.00 | 1,560.21 | 7,000.00 | 5,439.79 | 22.29 |
| 100-00-51440-500-000 | Elections - Postage | 1,048.07 | 2,012.79 | 9,000.00 | 6,987.21 | 22.36 |
| 100-00-51440-600-000 | Elections - Publications | 0.00 | 104.30 | 2,000.00 | 1,895.70 | 5.22 |
| 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 | 0.00 | 11,435.00 | 17,500.00 | 6,065.00 | 65.34 |
| 100-04-51500-400-000 | Treasurer - Supplies | 0.00 | 0.00 | 500.00 | 500.00 | 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 | 384.14 | 2,518.42 | 5,775.00 | 3,256.58 | 43.61 |
| 100-00-51600-500-021 | Municipal Bldg - Heat | 49.96 | 2,613.46 | 5,080.00 | 2,466.54 | 51.45 |
| 100-00-51600-500-022 | Municipal Bldg - Telephone | 151.26 | 806.72 | 1,750.00 | 943.28 | 46.10 |
| 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 |

Fund: 100 - GENERAL FUND

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| **GENERAL GOVERNMENT** | | 125,320.16 | 649,127.77 | 1,201,065.00 | 551,937.23 | 54.05 |
| 100-00-52100-000-000 | Law Enforcement - Contract | 71,846.47 | 502,925.29 | 862,158.00 | 359,232.71 | 58.33 |
| 100-00-52102-000-000 | School Crossing Guard & Lights | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 |
| 100-06-52200-100-000 | Fire Dept - Wages | 7,483.20 | 88,911.60 | 227,290.00 | 138,378.40 | 39.12 |
| 100-06-52200-105-000 | Fire Dept - FICA | 557.32 | 6,697.71 | 17,388.00 | 10,690.29 | 38.52 |
| 100-06-52200-200-000 | Fire Dept - Benefits | 2,009.65 | 15,484.53 | 0.00 | -15,484.53 | 0.00 |
| 100-06-52200-210-000 | Fire Dept - Retirement | 1,071.60 | 6,965.40 | 48,911.00 | 41,945.60 | 14.24 |
| 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 | 935.00 | 4,901.17 | 10,000.00 | 5,098.83 | 49.01 |
| 100-06-52200-400-000 | Fire Dept - Supplies/Services | 1,739.55 | 11,391.58 | 51,500.00 | 40,108.42 | 22.12 |
| 100-06-52200-401-000 | Fire Dept - Physicals | 850.00 | 1,204.00 | 5,000.00 | 3,796.00 | 24.08 |
| 100-06-52200-403-000 | Fire Dept - Appreciation Night | 0.00 | 2,442.24 | 0.00 | -2,442.24 | 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 | 157.83 | 892.37 | 2,500.00 | 1,607.63 | 35.69 |
| 100-07-52200-500-020 | Fire Station 70 - Electric | 182.25 | 920.85 | 3,000.00 | 2,079.15 | 30.70 |
| 100-06-52200-500-021 | Fire Station 60 - Heat | 13.70 | 1,166.50 | 4,000.00 | 2,833.50 | 29.16 |
| 100-07-52200-500-021 | Fire Station 70 - Heat | 49.53 | 1,046.16 | 4,000.00 | 2,953.84 | 26.15 |
| 100-06-52200-500-022 | Fire Station 60 - Telephone | 10.15 | 60.94 | 0.00 | -60.94 | 0.00 |
| 100-07-52200-500-022 | Fire Station 70 - Telephone | 35.55 | 187.94 | 0.00 | -187.94 | 0.00 |
| 100-06-52200-500-023 | Fire Station 60 - Water/Sewer | 281.00 | 1,299.03 | 4,500.00 | 3,200.97 | 28.87 |
| 100-07-52200-500-023 | Fire Station 70 - Water/Sewer | 80.77 | 420.98 | 1,000.00 | 579.02 | 42.10 |
| 100-06-52200-600-000 | Fire Dept - Vehicle Maint. | 2,279.26 | 6,177.17 | 13,000.00 | 6,822.83 | 47.52 |
| 100-06-52200-700-000 | Fire Dept - Equip Maintenance | 0.00 | 4,565.91 | 5,500.00 | 934.09 | 83.02 |
| 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 | 703.09 | 9,044.44 | 13,500.00 | 4,455.56 | 67.00 |
| 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 |
| 100-00-52400-000-000 | Building Inspector - Contract | 5,705.00 | 59,529.94 | 59,000.00 | -529.94 | 100.90 |
| 100-00-52400-200-000 | Inspections - Grade Checks | 3,541.45 | 20,121.75 | 30,000.00 | 9,878.25 | 67.07 |
| **PUBLIC SAFETY** | | 99,532.37 | 769,631.14 | 1,372,247.00 | 602,615.86 | 56.09 |
| 100-09-53311-000-000 | Hwy Dept - Engineer/Consultant | 4,292.50 | 6,557.96 | 40,000.00 | 33,442.04 | 16.39 |
| 100-09-53311-100-000 | Hwy Dept - Wages | 41,831.50 | 274,339.90 | 508,664.00 | 234,324.10 | 53.93 |
| 100-09-53311-100-901 | Hwy Dept - Part Time Wages | 11,745.50 | 24,892.27 | 85,500.00 | 60,607.73 | 29.11 |
| 100-09-53311-103-000 | Hwy Dept - Overtime Wages | 1,326.23 | 22,227.52 | 38,000.00 | 15,772.48 | 58.49 |
| 100-09-53311-105-000 | Hwy Dept - FICA | 3,127.26 | 22,187.68 | 41,820.00 | 19,632.32 | 53.06 |
| 100-09-53311-105-901 | Hwy Dept - Part Time FICA | 898.55 | 1,898.59 | 6,541.00 | 4,642.41 | 29.03 |
| 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 | 11,543.81 | 103,476.03 | 169,700.00 | 66,223.97 | 60.98 |
| 100-09-53311-205-000 | Hwy Dept - Retirement | 2,977.88 | 21,066.96 | 43,619.00 | 22,552.04 | 48.30 |
| 100-09-53311-305-000 | Hwy Dept - Training Expenses | 0.00 | 3,775.77 | 2,500.00 | -1,275.77 | 151.03 |
| 100-09-53311-306-000 | Hwy Dept - CDL/Testing | 123.00 | 246.00 | 1,500.00 | 1,254.00 | 16.40 |
| 100-09-53311-400-000 | Hwy Dept - Supplies | 3,349.45 | 26,318.06 | 25,000.00 | -1,318.06 | 105.27 |
| 100-09-53311-500-020 | Hwy Dept - Electric | 576.22 | 3,777.63 | 7,500.00 | 3,722.37 | 50.37 |
| 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 | 226.89 | 1,084.03 | 3,000.00 | 1,915.97 | 36.13 |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | 16,022.98 | 30,374.25 | 30,000.00 | -374.25 | 101.25 |
| 100-09-53311-600-030 | Hwy Dept - Fuel | 6,058.88 | 31,803.17 | 76,000.00 | 44,196.83 | 41.85 |
| 100-09-53311-600-600 | Hwy Dept - Vehicle Maintenance | 820.06 | 15,011.12 | 40,000.00 | 24,988.88 | 37.53 |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | 18,586.84 | 57,296.66 | 55,000.00 | -2,296.66 | 104.18 |

Fund: 100 - GENERAL FUND

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 100-09-53311-900-000 | Hwy Dept - Road Maintenance | 893.23 | 14,247.08 | 327,500.00 | 313,252.92 | 4.35 |
| 100-09-53311-901-000 | Hwy Dept - Ditching/Grading | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 0.00 |
| 100-09-53311-903-000 | Hwy Dept - Salt & Sand | 0.00 | 74,723.21 | 108,000.00 | 33,276.79 | 69.19 |
| 100-09-53315-902-000 | Hwy Dept - Signs | -50.00 | 4,666.39 | 10,000.00 | 5,333.61 | 46.66 |
| 100-00-53420-000-000 | Street Lighting - General | 398.84 | 1,994.26 | 6,500.00 | 4,505.74 | 30.68 |
| 100-00-53420-001-000 | Street Lighting - North Shore | 15.38 | 76.93 | 170.00 | 93.07 | 45.25 |
| 100-00-53420-004-000 | Street Lighting - HAA | 828.23 | 4,184.85 | 11,000.00 | 6,815.15 | 38.04 |
| 100-00-53420-006-000 | Street Lighting - NS Woods | 93.81 | 469.16 | 1,100.00 | 630.84 | 42.65 |
| 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 | 0.00 | 178,968.23 | 413,869.00 | 234,900.77 | 43.24 |
| 100-00-53635-000-000 | Recycling Services | 0.00 | 114,207.85 | 259,745.00 | 145,537.15 | 43.97 |
| 100-00-53635-100-000 | Compost Site | 18.49 | 9,061.03 | 10,000.00 | 938.97 | 90.61 |
| 100-00-53640-000-000 | Weed and Nusiance Control | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 0.00 |
| **PUBLIC WORKS** | | 125,705.53 | 1,050,264.09 | 2,385,228.00 | 1,334,963.91 | 44.03 |
| 100-00-54100-000-000 | Humane Society - Contribution | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 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 | 7,141.51 | 22,471.87 | 50,000.00 | 27,528.13 | 44.94 |
| 100-00-55200-120-000 | Parks - Recreation Programs | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| **CULTURE, RECREATION AND EDU.** | | 7,141.51 | 22,471.87 | 60,000.00 | 37,528.13 | 37.45 |
| 100-00-56900-000-110 | Development | 0.00 | 2,511.66 | 4,000.00 | 1,488.34 | 62.79 |
| **CONSERVATION AND DEVELOPMENT** | | 0.00 | 2,511.66 | 4,000.00 | 1,488.34 | 62.79 |
| 100-00-57190-000-000 | Capital Outlay - General Gvmnt | 990.18 | 990.18 | 60,000.00 | 59,009.82 | 1.65 |
| 100-00-57220-000-000 | Capital Outlay - Parks | 0.00 | 910.00 | 17,000.00 | 16,090.00 | 5.35 |
| 100-06-57220-000-000 | Fire Dept - Capital Outlay | 4,811.16 | 76,073.62 | 1,107,455.00 | 1,031,381.38 | 6.87 |
| 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 | 32,809.22 | 32,844.72 | 0.00 | -32,844.72 | 0.00 |
| 100-09-57324-000-000 | Capital Outlay - Hwy. Equip | 0.00 | 43,159.00 | 565,532.00 | 522,373.00 | 7.63 |
| 100-09-57330-000-000 | Capital Outlay - Road Projects | 32,112.68 | 298,254.62 | 3,101,220.00 | 2,802,965.38 | 9.62 |
| **CAPITAL OUTLAY** | | 70,723.24 | 452,232.14 | 5,415,966.00 | 4,963,733.86 | 8.35 |
| **Total Expenses** | | 428,422.81 | 2,946,238.67 | 10,440,706.00 | 7,494,467.33 | 28.22 |
| **Net Totals** | | -406,374.22 | 1,088,959.44 | -1,796,560.00 | -2,885,519.44 | -60.61 |

Fund: 401 - TAX INCREMENTAL DISTRICT #1

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 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 |
| Total Revenues | | 0.00 | 746,869.73 | 600,000.00 | 146,869.73 | 124.48 |

Fund: 401 - TAX INCREMENTAL DISTRICT #1

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 401-00-51500-000-000 | Professional Services - TID #1 | 1,490.34 | 1,490.34 | 0.00 | -1,490.34 | 0.00 |
| 401-00-51510-000-000 | Administrative Costs - TID #1 | 0.00 | 150.00 | 150.00 | 0.00 | 100.00 |
| **GENERAL GOVERNMENT** | | 1,490.34 | 1,640.34 | 150.00 | -1,490.34 | 1,093.56 |
| 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 |
| **Total Expenses** | | 1,490.34 | 487,782.35 | 599,150.00 | 111,367.65 | 81.41 |
| **Net Totals** | | -1,490.34 | 259,087.38 | 850.00 | -258,237.38 | 30,480.87 |

Fund: 402 - TAX INCREMENTAL DISTRICT #2

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 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 |
| Total Revenues | | 0.00 | 324,729.27 | 110,000.00 | 214,729.27 | 295.21 |

Fund: 402 - TAX INCREMENTAL DISTRICT #2

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 402-00-51500-000-000 | Professional Services-TID #2 | 1,476.74 | 1,476.74 | 0.00 | -1,476.74 | 0.00 |
| 402-00-51510-000-000 | Administrative Costs - TID #2 | 0.00 | 150.00 | 150.00 | 0.00 | 100.00 |
| **GENERAL GOVERNMENT** | | 1,476.74 | 1,626.74 | 150.00 | -1,476.74 | 1,084.49 |
| 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 |
| **Total Expenses** | | 1,476.74 | 1,626.74 | 100,150.00 | 98,523.26 | 1.62 |
| **Net Totals** | | -1,476.74 | 323,102.53 | 9,850.00 | -313,252.53 | 3,280.23 |

Fund: 403 - TAX INCREMENTAL DISTRICT #3

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 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 June | 2024 Actual 06/30/2024 | 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 |
| 403-00-56700-700-000 | 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 |
| **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 June | 2024 Actual 06/30/2024 | 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 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 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 |
| 404-00-56700-700-000 | 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 |
| **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 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 405-00-51500-000-000 | Professional Services-TID #5 | 7,730.73 | 24,909.08 | 20,000.00 | -4,909.08 | 124.55 |
| 405-00-51510-000-000 | Administrative Costs - TID #5 | 0.00 | 150.00 | 10,000.00 | 9,850.00 | 1.50 |
| **GENERAL GOVERNMENT** | | 7,730.73 | 25,059.08 | 30,000.00 | 4,940.92 | 83.53 |
| 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 |
| **Total Expenses** | | 7,730.73 | 25,059.08 | 40,000.00 | 14,940.92 | 62.65 |
| **Net Totals** | | -7,730.73 | -25,059.08 | -40,000.00 | -14,940.92 | 62.65 |

Fund: 406 - TAX INCREMENTAL DISTRICT #6

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 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 |
| **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 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 610-00-41900-000-000 | Interest Income | 0.00 | 48,968.18 | 144,510.00 | -95,541.82 | 33.89 |
| **TAXES** | | 0.00 | 48,968.18 | 144,510.00 | -95,541.82 | 33.89 |
| 610-00-46101-000-000 | Residential Metered Sales | 83,690.93 | 471,388.43 | 1,014,690.00 | -543,301.57 | 46.46 |
| 610-00-46102-000-000 | Commercial Metered Sales | 9,608.04 | 46,575.16 | 115,080.00 | -68,504.84 | 40.47 |
| 610-00-46104-000-000 | Public Authority Metered Sales | 2,093.58 | 13,279.06 | 31,910.00 | -18,630.94 | 41.61 |
| 610-00-46105-000-000 | Multifamily Metered Sales | 9,481.46 | 55,744.94 | 98,580.00 | -42,835.06 | 56.55 |
| 610-00-46106-000-000 | Irrigation Metered Sales | 18.95 | 123.93 | 410.00 | -286.07 | 30.23 |
| 610-00-46200-000-000 | Private Fire Protection Servic | 1,595.90 | 9,405.38 | 17,270.00 | -7,864.62 | 54.46 |
| 610-00-46300-000-000 | Public Fire Protection Service | 18,404.18 | 109,349.22 | 213,280.00 | -103,930.78 | 51.27 |
| **PUBLIC CHARGES FOR SERVICES** | | 124,893.04 | 705,866.12 | 1,491,220.00 | -785,353.88 | 47.33 |
| 610-00-47000-000-000 | Forfeited Discounts | 198.94 | 1,103.58 | 2,530.00 | -1,426.42 | 43.62 |
| 610-00-47400-000-000 | Other Water Revenue | 900.00 | 2,645.00 | 5,000.00 | -2,355.00 | 52.90 |
| **INTERGOV'T CHARGES FOR SERV** | | 1,098.94 | 3,748.58 | 7,530.00 | -3,781.42 | 49.78 |
| **Total Revenues** | | 125,991.98 | 758,582.88 | 1,643,260.00 | -884,677.12 | 46.16 |

Fund: 610 - WATER UTILITY

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 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 | 177,709.66 | 241,955.91 | 889,530.00 | 647,574.09 | 27.20 |
| 610-00-57640-000-000 | Operation Labor | 8,879.13 | 51,911.49 | 104,770.00 | 52,858.51 | 49.55 |
| 610-00-57641-000-000 | Operation Supplies & Expenses | 387.93 | 6,962.34 | 25,000.00 | 18,037.66 | 27.85 |
| 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 | 1,699.60 | 3,773.60 | 65,000.00 | 61,226.40 | 5.81 |
| 610-00-57653-000-000 | Maintenance of Meters | 0.00 | 1,846.70 | 5,000.00 | 3,153.30 | 36.93 |
| 610-00-57654-000-000 | Maintenance of Hydrants | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| 610-00-57902-000-000 | Accounting & Collecting Labor | 3,997.60 | 25,984.40 | 51,130.00 | 25,145.60 | 50.82 |
| 610-00-57903-000-000 | Supplies and Expenses | 1,980.00 | 1,980.00 | 0.00 | -1,980.00 | 0.00 |
| 610-00-57920-000-000 | Admin & General Salaries | 2,092.30 | 13,599.95 | 27,860.00 | 14,260.05 | 48.82 |
| 610-00-57921-000-000 | Office Supplies & Expenses | 1,155.76 | 7,949.48 | 22,500.00 | 14,550.52 | 35.33 |
| 610-00-57923-000-000 | Outside Services Employed | 6,747.28 | 25,647.78 | 60,000.00 | 34,352.22 | 42.75 |
| 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 | 1,043.20 | 6,416.11 | 14,058.00 | 7,641.89 | 45.64 |
| 610-00-57926-000-000 | Employee Pensions & Benefits | 1,063.84 | 12,206.23 | 93,450.00 | 81,243.77 | 13.06 |
| 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 | 2,255.79 | 4,768.08 | 10,000.00 | 5,231.92 | 47.68 |
| 610-00-57933-000-000 | Transportation Expense | 296.19 | 1,129.58 | 4,440.00 | 3,310.42 | 25.44 |
| 610-00-57935-000-000 | Maintenance of General Plant | 279.49 | 1,429.47 | 6,000.00 | 4,570.53 | 23.82 |
| 610-00-57950-000-000 | Depreciation Expense | 0.00 | 0.00 | 236,470.00 | 236,470.00 | 0.00 |
| **CAPITAL OUTLAY** | | 209,587.77 | 420,032.62 | 1,734,958.00 | 1,314,925.38 | 24.21 |
| **Total Expenses** | | 209,587.77 | 420,032.62 | 1,734,958.00 | 1,314,925.38 | 24.21 |
| **Net Totals** | | -83,595.79 | 338,550.26 | -91,698.00 | -430,248.26 | -369.20 |

Fund: 620 - SEWER UTILITY

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 620-00-46221-000-000 | Residential Measured Service | 76,171.32 | 460,885.68 | 923,890.00 | -463,004.32 | 49.89 |
| 620-00-46222-000-000 | Commercial Measured Service | 9,378.98 | 48,074.85 | 116,440.00 | -68,365.15 | 41.29 |
| 620-00-46224-000-000 | Public Authority Measured Srvc | 2,670.97 | 12,835.57 | 35,410.00 | -22,574.43 | 36.25 |
| 620-00-46225-000-000 | Multifamily Measured Service | 11,056.42 | 65,281.80 | 119,000.00 | -53,718.20 | 54.86 |
| **PUBLIC CHARGES FOR SERVICES** | | 99,277.69 | 587,077.90 | 1,194,740.00 | -607,662.10 | 49.14 |
| 620-00-47631-000-000 | Forfeited Discounts | 159.93 | 933.39 | 2,030.00 | -1,096.61 | 45.98 |
| 620-00-47635-000-000 | Other Sewer Revenue | 4,120.00 | 32,060.00 | 25,000.00 | 7,060.00 | 128.24 |
| 620-00-47640-000-000 | Interest Income | 0.00 | 74,758.49 | 144,510.00 | -69,751.51 | 51.73 |
| **INTERGOV'T CHARGES FOR SERV** | | 4,279.93 | 107,751.88 | 171,540.00 | -63,788.12 | 62.81 |
| **Total Revenues** | | 103,557.62 | 694,829.78 | 1,366,280.00 | -671,450.22 | 50.86 |

Fund: 620 - SEWER UTILITY

| Account Number | | 2024 June | 2024 Actual 06/30/2024 | 2024 Budget | Budget Status | % of Budget |
|---|---|---|---|---|---|---|
| 620-00-57820-000-000 | Supervision & Labor | 9,250.77 | 54,206.59 | 104,770.00 | 50,563.41 | 51.74 |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | 1,783.52 | 10,138.19 | 22,620.00 | 12,481.81 | 44.82 |
| 620-00-57827-000-000 | Operation Supplies & Expenses | 252.88 | 5,203.68 | 20,000.00 | 14,796.32 | 26.02 |
| 620-00-57828-000-000 | Transportation Expense | 296.21 | 1,129.62 | 4,440.00 | 3,310.38 | 25.44 |
| 620-00-57829-000-000 | Sewerage Treatment Charges | 19,919.41 | 148,753.45 | 254,690.00 | 105,936.55 | 58.41 |
| 620-00-57831-000-000 | Maintenance Sewage Collect Sys | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 0.00 |
| 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 | 279.50 | 2,104.50 | 6,000.00 | 3,895.50 | 35.08 |
| 620-00-57840-000-000 | Accounting & Collecting Labor | 3,997.60 | 25,984.40 | 51,130.00 | 25,145.60 | 50.82 |
| 620-00-57850-000-000 | Admin & General Salaries | 2,092.30 | 13,599.95 | 27,860.00 | 14,260.05 | 48.82 |
| 620-00-57851-000-000 | Office Supplies & Expenses | 1,170.63 | 8,024.91 | 22,500.00 | 14,475.09 | 35.67 |
| 620-00-57852-000-000 | Outside Services Employed | 10,205.55 | 56,550.36 | 85,000.00 | 28,449.64 | 66.53 |
| 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 | 1,089.49 | 12,364.54 | 61,210.00 | 48,845.46 | 20.20 |
| 620-00-57855-000-000 | Payroll Tax - FICA | 1,071.60 | 6,591.93 | 14,058.00 | 7,466.07 | 46.89 |
| 620-00-57856-000-000 | Miscellaneous General Expense | 4,108.82 | 6,411.21 | 10,000.00 | 3,588.79 | 64.11 |
| 620-00-57870-000-000 | Interest Expense - CWF Loan | 1,507.00 | 10,964.00 | 18,810.00 | 7,846.00 | 58.29 |
| 620-00-57875-000-000 | Amortization Expense-CWF Loan | 6,682.00 | 50,276.00 | 77,460.00 | 27,184.00 | 64.91 |
| 620-00-57950-000-000 | Depreciation Expense | 0.00 | 0.00 | 307,300.00 | 307,300.00 | 0.00 |
| **CAPITAL OUTLAY** | | 63,707.28 | 429,061.61 | 1,190,348.00 | 761,286.39 | 36.05 |
| **Total Expenses** | | 63,707.28 | 429,061.61 | 1,190,348.00 | 761,286.39 | 36.05 |
| **Net Totals** | | 39,850.34 | 265,768.17 | 175,932.00 | -89,836.17 | 151.06 |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Planning & Zoning

**Issue:**
Discussion only.

**Background and Additional Information:**
Updated listing of current projects is attached to this Memo.

Staff continues to issue approximately 6-10 new home permits per month including additional permits.

Staff is working a number of projects as well as following up on the commercial development leads.

The week of 7/15, finished porting over 17 cell phone lines from T Mobile to Verizon. All Village staff members are on Verizon service.

The week of 7/22, staff removed outdated files from the Storage Vault and will be arranging for a shredding truck to come on site and shred the documents.

McMahon is nearing completion on bid documents for Crossroads Business Park. Staff is reviewing borrowing options with Baird and timing of the bid issuance.

Completing mid-year performance reviews with DPW employees.

**Budget Impacts:**
None

**Recommended Action:**
Discussion only

**Attachments:**
- 2024 Projects Happening in the Village.pdf
- 2676_001.pdf

**2024 Projects Happening in the Village- 7-19-2024**

1. **State Park Road Reconstruction**
    a. Project to started on 7/17
    b. Notification sent to property owners
    c. Project Awarded to MCC
    d. DOT grant of $845,000 LRIP

~~**2. Payton Road Reconstruction**~~
    ~~a. Project Done~~

3. **Cedar Ridge Estates Road Reconstruction**
    a. Property Owner Letters sent
    b. Design in 2024, Construction in 2025
    c. McMahon working on design

4. **Haen Heights Subdivision**
    a. Property owner letters sent
    b. Fielding a lot of the emails and voicemails on drainage issues
    c. Need to have a public meeting in Fall to review preliminary plans.
    d. McMahon working on design

5. **2024 Asphalt Resurfacing Program and Clover Ridge**
    **a.** Pulverize and Repaving of Woodland Trails Subdivision started on 7/16

6. **Fire Station 60 Parking Lot Repairs**
    **a.** Two bids for asphalt replacement from MCC/NEA.
    **b.** Approval on 7/30 board agenda
    **c.** Concrete pavement replacement. Approval on 7/30 agenda.

7. **Fire Station 70 Construction**
    **a.** Kickoff meeting scheduled with Five Bugles

8. **Blazing Meadows Subdivision Resurfacing – Additional Project added in 2024**
    **a.** Project awarded to MCC
    **b.** Pre-construction held
    **c.** Letters sent by contractor.
    **d.** Curb/gutter replacement occurring.

9. **2024 Street Crack Filling**
    **a.** Project awarded to Precision Sealcoating
    **b.** All letters sent
    **c.** No timeline on work start yet.

10. **Rennwood Park Master Plan**
    a. Survey of Park sent to Playground Designer
    b. Kickoff meeting scheduled for 8/15.

**11. Farmers Field paving**

a. Bids received.
b. Approval of bid 7/30 Board meeting for approval.
c. Northeast Asphalt the low
d. Develop process to engage stakeholders on design of concession stands.

**12. Manitowoc Road Sidewalk Improvements**

a. On hold- Road needs an urbanization with curb/gutter and storm sewer in order to proceed. McMahon preparing cost estimates. Village staff will determine if TID can fund the project. Future board approval is needed.

**13. Stormwater Management Ponds- Depth checking**

a. McMahon working on during July 2024.

**14. Village Center Property Master Plan**

a. Reviewed concept plans
b. Staff is working on revisions
c. This could be future site for new public safety building.
d. Potential early sale of land for commercial business.
e. JRB to met on 7/23 to approve the amendment.
f. Waiting to purchase land from Scott DeWitt
g. Waiting for plans for Phase 2 project.

**15. 20-year Comprehensive Plan Update**

a. Consultant to present to the Village Board on 7/30 to establish goals.
b. Popup event to obtain public input at Flight Night 8/7

**16. Darboy Park Additional Lighting around stormwater ponds**

**a.** Submitted application to We Energies for new service. 4-5 weeks out.
**b.** Waiting on electric service timeline from We Energies
**c.** Plan to release to bid in August

**17. Crossroads Business Park**

**a.** TID 2 amendment completed
**b.** Under contract with McMahon for final design and bidding
**c.** Letter of intent from one investor for 5 acre development
    **a.** Will have an early stary off Friendship Drive
    **b.** Working with two other solid leads for development
**d.** City of Kaukauna agreement- no changes needed per Kaukauna City Atty.
**e.** Waiting on Board of Land Commissioners loan for $900,000
**f.** Hoping to close by July 30
**g.** Marketing Brochure underway
**h.** Looking at winter work for installation of utilities.
**i.** Need to finalize the Final Plat

**18. Harrison Athletic Association**

**a.** Waiting for HAA to renew LLC with State
**b.** Need to execute agreement yet.

**19. Utility Ordinance Rewrite**

- **a.** Ordinance reappeal on Board agenda 7/30?

**20. High Cliff Connection**

- **a.** Feasibility Study nearing completion.
- **b.** Trail alternatives being finalized

**21. Faro Springs Lake Access Project**

- **a.** Bid issued on 6/1
- b. Bids due 7/23
- c. Need to have public meeting or send letters explaining project to neighbors before award.

**22. Design Services re: permanent Generator and transfer switch at Village Hall**

- **a.** Board start to be soon

**23. W6016 Cameo Court Park Development**

- **a.** Closing occurred on 7/3/2024
- **b.** Survey sent to surrounding neighborhood to see what they would like to see there.
- **c.** May need help from McMahon to establish a master plan.

**24. Lake Park Site- Harrison Utilities property**

- **a.** Development Agreement sent Developer. Waiting for comments
- **b.** CSM on board agenda

**25. Breezy Meadows Subdivision (Intersection of Midway and Lake Park)**

- **a.** Development Agreement sent to Developer. Waiting for comments.
- **b.** Village and HU reviewing design drawings. Any updates on Village approvals?

**26. Kessler Road Sealcoating**

- **a.** Project moving forward. Scheduled
- **b.** Sherwood agreed to share in half of the cost approx. $11,000.

**27. Four-way Stop at Coop and Midway/CTH AP**

- **a.** Calumet County Traffic Safety Commission approved it on 7/17
- **b.** Calumet County working through their process.

**28. Cottonwood Creek Subdivision**

- **a.** Survey and letters send to all affected neighbors.
- **b.** Neighbors do not want to pay for storm sewer system.
- **c.** Staff unsure of what to do next.

**29. Transportation Impact Fee Study**

- a. Ehlers and McMahon working together

b. Plan to present options to VB at August meeting

**30. Cedar View Subdivision**

a. Developer Agreement – Approval at 7/30 board meeting
b. Developers agreement provided to the Developer. Waiting for comments.
c. Review of engineering drawings?

**31. DPW Building Expansion**

a. Plan to review with Village board at 7/30 meeting

**32. Park land donation by Marie Van Handel on CTH N**

a. Village board to consider acceptance at 7/30 meeting
b. Will need to work on closing docs and bench placement if approved.

**33. Dead Ash Tree Removal at Darboy Park Forest**

a. Staff met with three tree service companies.
b. Received one bid, waiting for two more
c. Hoping to get costs to the Board for consideration on 7/30

## Village of Harrison

## June-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 | 8 | 51 | $ 3,534,600 | $ 22,308,000 | 1 | 56 | $ 500,000 | $ 21,159,140 |
| Two Family (units) | 0 ( 0 ) | 0 | $ 0 | $ 0 | 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 | 12 | $ 29,000 | $ 179,500 | 5 | 16 | $ 72,200 | $ 252,600 |
| Miscellaneous | 16 | 69 | $ 137,700 | $ 669,650 | 22 | 61 | $ 328,000 | $ 746,360 |
| **Total Residential** | 26 | 137 | $ 3,701,300 | $ 23,348,150 | 28 | 138 | $ 900,200 | $ 22,515,600 |
| **Com./Ind.** | | | | | | | | |
| New | 0 | 1 | $ 0 | $ 650,000 | 1 | 2 | $ 400,000 | $ 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 | 4 | $ 0 | $ 75,000 | 0 | 3 | $ 0 | $ 12,695 |
| **Total Com./Ind.** | 1 | 5 | $ 0 | $ 725,000 | 1 | 9 | $ 400,000 | $ 1,372,695 |
| **Combined Total** | 27 | 142 | $ 3,701,300 | $ 24,073,150 | 29 | 147 | $ 1,300,200 | $ 23,888,295 |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager and Jeff Funk, Operations Manager

**Meeting Date:**
July 30, 2024

**Title:**
Parks and Trails

**Issue:**
Discussion Only

**Background and Additional Information:**
Parks staff continues to cut grass and complete general park maintenance projects.

Darboy Community Park: McMahon continues to work on the design of the lighting plan and future electrical service. An application was provided to We Energies for two service lines installations. One line would be at the "camping" area of the park and would service Festival of Lights request Plan to bid the lights around the pond in late July. Should be available for approval at the August meeting. Meeting with tree services to obtain quotes to remove the approx. 120 dead ash trees around the perimeter of the forest.

Farmers Field Park: All the electrical is installed. McMahon issued a request for bids for paving. A later agenda item will consider approval of this work. Staff is working with McMahon on a park shelter design. We will work with park stakeholders to understand the needs to be in the new building. Discussions are also happening on septic/well and water/sewer to service the new facility. The goal is to budget for this in the 2025 budget. Purchased benches for around the playground structures. Will be assembled and installed during rain days.

Rennwood Park: Kickoff meeting is scheduled for mid August.

W6016 Cameo Court: Closing occurred on 7/3. Waiting for We Energies to disconnect gas line. Bowers to cap water/sewer lines. DPW stockpiled clay for backfilling the basement at Yard waste site Demolition of the house is planned for late July. Survey and letters send to nearby neighborhood to understand the type of improvements that should be planned on site. Survey results will be provided to the Board at the August meeting.

**Budget Impacts:**
None

**Recommended Action:**
Discussion Only

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager and Jeff Funk, Operations Manager

**Meeting Date:**
July 30, 2024

**Title:**
Public Works/Engineering

**Issue:**
Discussion Only

**Background and Additional Information:**

- Staff continues to complete maintenance of parks and other greenspaces.
- Staff is on the second round of ditch cutting.
- Working on mini storm sewer line installation to deal with drainage issues in two neighborhoods including Hoelzel Way.
- Continued work on 2024 resurfacing program. Currently working on Woodland Trails subdivision, proof rolls at Harrison Heights 2, and curb/gutter and final pavement at Stargazer and Jewel Box.
- Hauled free clay soil to yard waste site to fill in basement at W6016 Cameo Ct.
- Water/sewer capped at Cameo court demolition. Waiting for clearance from We Energies that that the natural gas is disconnected and then demolition will occur.
- The week of 7/22, had mid-year performance evaluations with all staff in DPW.
- Numerous meetings on formulation of draft 5-year road paving plan.
- Meetings on development of Crossroads Business Park with Village Engineer.
- Maintenance at the stormwater detention ponds around the village.

**Budget Impacts:**
None

**Recommended Action:**
Discussion Only

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Brandon Barlow, Utilities Office Manager & Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Harrison Utilities

**Issue:**
Monthly Report to Board

**Background and Additional Information:**
*The items outlined below represent the noteworthy activities of the Utility since the prior report. Staff conducts the regular business of the Utility, the details of which can be reviewed upon request by the Board.*

1. **Annual Sewer Jetting and Televising Program Completed:** Great Lakes TV Seal has completed the jetting and televising of 46,022 linear feet of sanitary sewer infrastructure (approximately 20% of the district). The report of the findings, highlighting any potential deficiencies, has been provided to the Operators. The information for the report will be helpful in assessing the condition of the infrastructure as well as planning for any future maintenance, repair, or replacement activities.
2. **Update of Village Code Chapter 30 - Utilities:** Staff have been working with Village Attorney Rossmeissl as well as Attorney Lawrie Kobza of Boardman Clark regarding an update of the Utilities code chapter. Staff held meetings with the attorneys on 7/10/24 and 7/16/24 and have been consulting with the Department of Natural Resources (DNR) and the Public Service Commission (PSC) regarding regulatory considerations of the code update. A draft of the revised code will be presented later in this meeting for review by the Board.
3. **DNR Municipal Drinking Water System Sanitary Survey:** The DNR conducts a Municipal Drinking Water System Sanitary Survey at least once every three years. The survey was conducted by the regional representative of the Bureau of Drinking Water and Groundwater, Jamie Douglas, on 7/24/24. The survey examines a wide range of topics regarding water operations, including testing and maintenance procedures, emergency procedures, staff certifications, and system capacity evaluation. The DNR produces an overview of the process (attached) and will produce a report of the findings, which will be shared with the Board at a subsequent meeting.
4. **Engineering Report:** Report (attached) as submitted by Mary Jo Miller, P.E., Martenson & Eisele, Inc.
5. **Neenah-Menasha Sewerage Commission (NMSC):** A regular meeting of the NMSC was held on Tuesday, July 23rd. Agendas and minutes for the meetings of the Neenah-Menasha Sewerage Commission are available at www.nmscwwtp.com
6. **Permits Issued in June:**
    a. Sanitary Sewer Connection:

| Area | Single Family & Duplex | Multi-Family | Commercial |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Lakeshore (Harrison) | 0 | 0 | 0 |
| Lift Station #4 – Harrison | 0 | 0 | 0 |
| Lift Station #4 – Menasha | 0 | 0 | 0 |
| Lift Station #6 (Harrison) | 2 | 0 | 0 |

a. Sanitary Sewer & Watermain: None

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**Budget Impacts:**
None

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**Recommended Action:**
None

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**Attachments:**

- DNR - Preparing for A Municipal Drinking Water System Sanitary Survey.pdf
- 2024-07-24 Engineer Status Report w Attachment.pdf

# Preparing for a Municipal Drinking Water System Sanitary Survey

A sanitary survey is an inspection of drinking water system facilities, operations and records to ensure the delivery of safe and reliable drinking water. In Wisconsin, a representative of the Department of Natural Resources (department) conducts routine sanitary surveys of municipal drinking water systems at least once every three years.

While having a department representative on-site inspecting your facilities may seem somewhat intimidating, a little pre-planning and timely, up-to-date record-keeping can greatly improve the results and make the process run smoothly. The department wants your drinking water system sanitary survey to be successful and is providing the information below to help you understand the process to ensure a smooth and efficient review. The department is your partner in ensuring the delivery of safe drinking water.

## Why does the department do drinking water system sanitary surveys?

You already know that proper operation and maintenance of your municipal drinking water system is essential for providing safe drinking water to your community. State and federal regulations are in place to make sure you have adequate technical, financial and managerial capacity to provide a safe, high-quality and adequate supply of drinking water. The drinking water system sanitary survey process verifies the effectiveness of these elements.

State authority for conducting sanitary surveys is established in Sections 280.13(1)(c) and 281.97, Wis. Stats., which allow the department to inspect municipal drinking water systems, records and information to ascertain compliance with regulations. Section NR 809.35, Wis. Adm. Code, requires the department to perform sanitary surveys at municipal drinking water systems at least once every three years.

## What should I expect during the municipal drinking water system sanitary survey?

Typically, the department representative will contact the operator-in-charge or other knowledgeable staff to schedule a convenient time for the survey. They will need to visit every component of the water system. This includes wells, pumping stations, treatment plants, water storage structures, booster stations, etc. Be prepared to access these locations and navigate snow, rain and cold temperatures. The day will also include a review of required operation and maintenance records, monitoring protocols, ordinance implementation and financial reports. The survey will conclude with a discussion of the results and a plan and timetable for correcting any noted deficiencies.

**Elements of a Municipal Drinking Water System Sanitary Survey**

- ☐ Source
- ☐ Treatment
- ☐ Distribution System
- ☐ Finished Water Storage
- ☐ Pumps, Pump Facilities, Controls
- ☐ Monitoring and Reporting
- ☐ Water System Management and Operations
- ☐ Operator Certification

## What should I do to prepare for the municipal drinking water system sanitary survey?

During drinking water system sanitary surveys, the department evaluates the adequacy of the water source and examines the facilities, equipment, operation, maintenance, monitoring, record-keeping and any required public noticing.

Your department representative will request that the operator-in-charge be present for the survey as he/she is typically the most knowledgeable about the physical water system and its operation. In addition, any water system official that is involved with any part of the water system is encouraged to attend. See the insert on the previous page for the elements that will be covered. Gather staff that can address topics like those below. This may include a sanitary district or village president, mayor, director of public works, clerk, other operators or board members.

- Shortfalls and reliability of your water source
- Storage capacity and how the water is 'turned over' in the distribution system
- Pump capacity, booster pump control settings, recent maintenance work completed
- How your treatment process works and the reason you use the methods, chemicals and procedures (a process diagram is helpful)
- The procedure for flushing, boil water advisories, water main breaks, collecting water samples and analyzing chemical residuals
- The procedures used to perform and document operation and maintenance activities and the finances available to fund these activities
- Process used to collect, analyze, and report water samples for compliance with the Safe Drinking Water Act as well as those used to maintain the treatment processes
- Protocol for operator oversight of the water system
- Procedures used for communicating with consumers, including emergency notifications and complaint logs

Another step you can take to ensure your survey runs smoothly is to gather and organize all records ahead of time. This can save a lot of time by not having to search for paperwork during the survey. Being prepared with the information requested will enable you to answer questions knowledgeably and with confidence. One way to organize your records is to review the department requirements, looking for conditions that require action like: monitor, record, keep, maintain, inspect, log, calculate, replace, test, etc. Then look at the frequency required to complete the action along with the instructions for each action. Check to see whether you have been performing all required actions at the required frequencies and whether the documents include all items listed. Also make sure to note how long each record must be retained.

It is advised that you review the prior survey report for any previously identified deficiencies. The department representative will be interested in verifying the correction of previously identified deficiencies, so compiling documentation of when and how prior deficiencies were corrected will be helpful. Another way to access the list of prior deficiencies is through the department data system, as follows:

1. Navigate to dnr.wi.gov, search "PWS data viewer."
2. Click "Find Public Water System."
3. Enter your water system name or ID number in the search box.
4. Click the "+" symbol.

5. Click “PWS Data.”
6. Scroll to the bottom of the page; click “System Deficiencies.”

Thoroughly preparing for a sanitary survey may help you identify potential deficiencies ahead of time. If you find a deficiency, be proactive. Begin to correct anything you find that does not match the requirements. However, you may need to obtain plan approval prior to correcting a deficiency you identify, so keep your department representative informed. It is best to demonstrate a good faith effort to address any noncompliance. An issue can be resolved much more easily if you speak frankly with the department representative and are prepared with a plan to take corrective action.

The sanitary survey is also an opportunity for you to discuss your drinking water system with your department representative, ask questions, learn new strategies to optimize your operations and catch potential problems before they lead to unsafe drinking water or procedural violations. It is a good idea to make a list of any questions, comments or concerns you would like your department representative to resolve or be aware of, and either have them ready on the day of the survey or submit them beforehand so your department representative can be prepared to provide answers.

For more information on how to prepare, see the “Survey Preparation Checklist” at the end of this document.

## What’s next and what does it mean?

At the conclusion of the municipal drinking water system sanitary survey, your department representative will review any deficiencies identified and discuss allowable timeframes for corrections. Within 30 days of the survey, your department representative will send you a report, regardless of whether any deficiencies have been identified. If there are deficiencies that require corrective action, the report also serves as a Notice of Noncompliance. If there are any items in the survey report you don’t understand, don’t hesitate to contact your department representative. Keep these reports for future reference.

Set aside time to prepare a written response to the sanitary survey report by the due date included in the report. If any deficiencies are identified, you are required to respond to your department representative in writing. Failure to respond may result in additional enforcement action.

The following definitions explain terms that may be found in drinking water sanitary survey reports:

**“Significant Deficiencies”** indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers. This includes, but is not limited to, defects in design, operation or maintenance of a public water system. It also includes a failure or malfunction of or issue with the water source or the treatment, storage or distribution system that the department determines is introducing contamination into the water delivered to consumers or that is posing a health risk to consumers.

**“Deficiencies”** are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes.

**“Recommendations”** are intended to address problems in the drinking water system that hinder a public water system from consistently providing safe drinking water to consumers.

**“Non-conforming Features”** are drinking water system features that met code requirements at the time of a water system’s construction but do not meet current code. These are technically not deficiencies, but they are noted in the survey because they will need to be corrected when the system completes upgrades in the future. However, if the

department determines that a health risk exists due to the non-conforming feature, the department may require correction sooner, per s. NR 811.01, Wis. Adm. Code.

## Avoid these common deficiencies

(Review the referenced Administrative Code: https://legis.wisconsin.gov/ for details on how to comply.)

Department representatives commonly find that drinking water systems are not:

1. Implementing a comprehensive Cross-Connection Control Program because inspection reports are not being completed correctly, the inspections are not occurring at the required frequency, and/or public education materials are not distributed to customers every three years in lieu of full home inspections. (s. NR 810.15, Wis. Adm. Code)
2. Implementing a comprehensive Private Well Abandonment / Permitting Program. This may occur if the system has an expired permit or does not have a well filling and sealing report for all private wells within the water service area. Additional deficiencies may occur if neither the operator nor the well driller/pump installer is verifying that the well does not serve a fixture that is also connected to the public water system and/or the wells are not being inspected by a licensed well driller or licensed pump installer at least once every 10 years. (s. NR 810.16, Wis. Adm. Code)
3. Maintaining and practicing a comprehensive Emergency Operations Plan and/or an Emergency Chlorination Plan. This may occur because the plan does not include a means for establishing emergency communications or for sharing information with all customers. It may also be lacking a procedure for emergency water production and/or a current contact list including critical customers. (s. NR 810.23(2), Wis. Adm. Code)
4. Providing the department with a current, adequate distribution system map when changes are made. (s. NR 810.26(2), Wis. Adm. Code)
5. Properly storing and handling chemicals. Examples include unsealed or unlabeled chemical storage containers or lack of accurate chemical use measurement. (ss. NR 810.09(1)(d) and (f), NR 811.40, Wis. Adm. Code)
6. Maintaining the required valves and/or appurtenances on the well discharge piping. This may include unscreened air vacuum relief valve discharges, incorrect location of chemical injectors or failure to test and calibrate the master meter at least every two years. (ss. NR 811.37, 811.39, 810.13(2)(e), Wis. Adm. Code)
7. Conducting annual and 5-year water storage inspections. (s. NR 810.14, Wis. Adm. Code)
8. Operating and maintaining water storage reservoirs in accordance with chapter NR 811 requirements. Improper overflow configurations, missing screens, access tube gaps and uncorrected defects are often identified as deficiencies during 5-year inspections. (s. NR 811.64(4), (7), and (8), Wis. Adm. Code)
9. Implementing an adequate valve exercise program. (s. NR 810.13(2)(a), Wis. Adm. Code)
10. Testing auxiliary power monthly and under load quarterly and keeping a log book for this testing. (s. NR 810.13(1)(d), Wis. Adm. Code)

## Contact information

If you have any questions about the information in this document, contact your department representative or find the department Drinking Water and Groundwater staff assigned to your county: https://dnr.wisconsin.gov/sites/default/files/topic/DrinkingWater/CountyContacts.pdf.

## Additional resources

**Wisconsin Department of Natural Resources Drinking Water and Groundwater:** https://dnr.wi.gov/topic/drinkingwater/

**Wisconsin Rural Water Association (WRWA):** https://www.wrwa.org/

**Rural Community Assistance Partnership (RCAP)** main page: https://rcap.org/

**American Water Works Association (AWWA):** https://www.awwa.org/

- Common Source Water Deficiencies: https://wateroperator.org/blog/common-source-water-deficiencies
- Common Treatment Deficiencies: https://wateroperator.org/blog/common-treatment-deficiencies
- Common Distribution System Deficiencies: https://wateroperator.org/blog/common-distribution-system-deficiencies

**Wisconsin sanitary survey statutes and administrative codes**

- Section 280.13(1)(c), Wis. Stats. [exit DNR]
- Section NR 809.35, Wis. Adm. Code [exit DNR]

*This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by these agencies in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.*

*The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.*
*This publication is available in alternative format (large print, Braille, audiotape, etc.) upon request. Please call 608-266-1054 for more information.*

July 24, 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: Martenson & Eisele has converted existing AutoCAD maps to GIS, and continues to enter data into the GIS attribute tables. Harrison Utilities staff is collecting field data south of Highways 10/114 to verify the horizontal location of sanitary sewer and watermain components.

2. Improvements to Lift Station No. 3 Forcemain: Martenson & Eisele, Inc. has completed plans, specifications and railroad application materials for the Lift Station No. 3 Forcemain Improvements project and continues to review these documents with Harrison Utilities staff. The project will include excavating to remove approximately 2,200 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 600 linear feet of new 6-inch forcemain is proposed to be directional bored under a navigable waterway. Coordination with CN Railroad is ongoing.

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**
**July 18, 2024**

**HU = Harrison Utilities**
**DTHU - Delivered to Harrison Utilities**

Martenson & Eisele, Inc.
Plan It. Design It. Build It.
Planning - Environmental - Surveying - Engineering - Architecture

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

Village of HARRISON
WHERE OPPORTUNITY LIVES

**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 Project Name | Phase | Developer Name | Location | Municipality | Development Type | M&E Project Number | Designer | M&E Plan Review Status | S & W Construct. Status | Record Drawings Status | Accept Binder to HU | CAD | Systems Map Update Status | Additional Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Woodland Lakes Cottages | 2 | Atkins Dev. Group, LLC | S/O Phase 1, Closer to Hwy. 10/114 | Menasha | Resid. Subdiv. | 1-0038-054 | 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 | 2 | DeWitt Dev. LLC | E/O Creekside Estates | Harrison | Resid. Subdiv. | 1-0038-064 | Davel Eng. | Complete | Complete | Pending | N | N | Complete | Sewer & water complete. Expect Summer 2024 Completion. Acceptance Binder pending. |
| | | | Across Hwy 10 from Zirbel Dr. | | | | | | | | | | | |
| Breezy Meadows | | Vans | Midway Rd and Lake Park Rd. | Harrison | Resid. Subdiv. | 1-0038-069 | Davel Eng. | Pending | Pending | Pending | N | N | Future | Predevelopment Meeting was held on May 8, 2024. |
| | | | Parcel 46188 and 43840 | | | | | | | | | | | Plan review comments provided to Davel Engineering on July 10, 2024. |
| Cedar View | | Kent Gross | W. of Lilac Road, S. of Manitowoc | Harrison | Resid. Subdiv. | 1-0038-070 | Larson Eng. | Pending | Pending | Pending | N | N | Future | Predevelopment Meeting was held on June 6, 2024. |
| | | | Parcel 33418 and 33408 | | | | | | | | | | | Preliminary Plat approved by Village Board in June of 2024 |
| | | | | | | | | | | | | | | Plan review comments provided to Larson Engineering on July 16, 2024 |

| Future Projects Development Name | Phase | Developer Name | Location | Municipality | Development Type | M&E Project Number | Designer | M&E Plan Review Status | S & W Construct. Status | Record Drawings Status | Accept Binder to HU | CAD | Systems Map Update Status | Additional Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| None | | | | | | | | | | | | | | |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Vicki Tessen, Clerk / Treasurer

**Meeting Date:**
July 30, 2024

**Title:**
Clerk / Treasurer
Financial Statement Summary
ARPA Report

**Issue:**
Monthly Board Report

**Background and Additional Information:**

**Clerk Report**:
Staff tested the Real Estate Inquiry online form through the software program this month and then had a follow up meeting with the Granicus team to make some edits. We should expect round 2 testing to start soon. We also detailed the landing page for the forms portal and sent that work order to their programmers to design and create it. While they are doing that, our staff will be setting up the forms on our website. The challenge is making the process seamless and the forms as easy as possible, yet still make sure that the residents are getting the information/requirements they need in order to receive the requested service or permit successfully.

Chad, Vicki, and Christine met and determined the layout and subject matter for the next village newsletter; articles are due August 9th for delivery the end of August.

Work on the election has been going smoothly. The office team has been quick to process absentee ballot requests and record returns, and diligent in maintaining the voter registration records. The clerk team met with the chiefs and prepared their plans for election day. The Public Testing of the voting equipment will be held on Tuesday, August 6th at 10:30am. In-person absentee voting will start on Tuesday July 30th and end Thursday August 8th. The hours for Tuesdays and Thursdays will be 7:30am to 4:00pm, and the Wednesdays and the one Friday will be 8:00am to 5:00pm. Mondays will be dedicated to processing the mailed ballots and election prep work.

<u>Snapshot of election activity as of July 24, 2024:</u>
*New voter registrations:* 283 (June = 89) (July 1 to July 24 = 194)
*Absentee ballots issued:* 707
*Absentee ballots returned:* 289

The village assessor was at the village hall on July 18th for Open Book where he met with 8 homeowners regarding their assessment values.

Deputy Clerk Winkler attended the Clerk's Institute July 15th - 19th as part of her schooling towards her municipal clerk certification.

The Clerk and Deputy will attend the WMCA conference the end of August.

**Treasure's Report**:
The interim manager, assistant manager, treasurer, and accountant met with the auditor for a 2-hour review of the 2023 audit and then the treasurer, accountant, and auditor continued the meeting with an in depth discussion on journal entries and recording practices.

The treasurer provided additional information to the State to complete the audit of Harrison's Municipal Financial Report (MFR) and the quarterly and July annual reports were filed with the Department of Revenue.

The treasurer filed the borrowing application and documents with the BCPL State Trust Fund Loan Program for financing the TID 2 land purchase. Those funds should be available in a couple weeks.

The interim manager has provided department heads with his plan for the 2025 budget process and staff will work on this over the next few weeks around the election work.

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**Budget Impacts:**
none

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**Recommended Action:**
None - Report only

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**Attachments:**

- Account Statement Summary for Village Board.pdf
- ARPA Report for July Board Mtg.pdf

# 2024 VILLAGE Account Statement Summary for Village Board.xlsx

| 2024 - Village Accounts | April | May | June |
|---|---|---|---|
| **Vlg Mmbrship** QTRLY Inter | 0.996% | 0.996% | 0.996% |
| Beginning Balance | 11,283.71 | 11,283.71 | 11,283.71 |
| Credits | | | |
| Interest | | | 27.94 |
| Debits | | | |
| **Ending Balance** | **11,283.71** | **11,283.71** | **11,311.65** |
| | | | |
| **VLG CD** | 5.223% | 5.223% | 5.223% |
| Beginning Balance | 347,709.44 | 349,198.04 | 350,742.84 |
| Interest | 1,488.60 | 1,544.80 | 1,501.58 |
| **Ending Balance** | **349,198.04** | **350,742.84** | **352,244.42** |
| | | | |
| **Vlg MM** | 3.928% | 3.928% | 3.928% |
| Beginning Balance | 723,299.51 | 725,628.30 | 728,042.46 |
| Credits | | | |
| Interest | 2,328.79 | 2,414.16 | 2,344.06 |
| Debits | | | |
| **Ending Balance** | **725,628.30** | **728,042.46** | **730,386.52** |
| | | | |
| **Money Mrkt** | 0.30% | 0.30% | 0.30% |
| Beginning Balance | 292,066.56 | 292,138.38 | 292,212.61 |
| Credits | | | |
| Debits | | | |
| Interest | 71.82 | 74.23 | |
| **Ending Balance** | **292,138.38** | **292,212.61** | **292,212.61** |
| | | | |
| **Savings CD** | 4.80% | 4.80% | 4.80% |
| Beginning Balance | 272,704.52 | 272,704.52 | 272,704.52 |
| Interest | 3,197.62 | | |
| **Ending Balance** | **275,902.14** | **272,704.52** | **272,704.52** |
| | | | |
| **Local Gov't Investment Poc** | 5.38% | 5.38% | 5.42% |
| Beginning Balance | 269,581.71 | 270,769.44 | 272,002.63 |
| Interest | 1,187.73 | 1,233.19 | 1,209.15 |
| **Ending Balance** | **270,769.44** | **272,002.63** | **273,211.78** |
| | | | |
| **Checking General** | 5.35% | 5.35% | 5.35% |
| Beginning Balance | 2,524,643.50 | 1,255,008.88 | 515,402.13 |
| Credits | 446,310.07 | 164,530.13 | 574,732.43 |
| Debits | 1,725,411.48 | 907,604.25 | 639,885.87 |
| Interest | 9,466.79 | 3,467.37 | 1,425.00 |
| **Ending Balance** | **1,255,008.88** | **515,402.13** | **451,673.69** |
| | | | |
| **Money Mrkt Tax** | 5.35% | 5.35% | 5.35% |
| Beginning Balance | 6,966,817.90 | 6,999,495.14 | 7,031,299.70 |
| Credits | | | |
| Debits | | | 500,000.00 |
| Interest | 32,677.24 | 31,804.56 | 28,197.64 |
| **Ending Balance** | **6,999,495.14** | **7,031,299.70** | **6,559,497.34** |
| | | | |
| **Checking Taxes** | 5.35% | 5.35% | 5.35% |
| Beginning Balance | 6,648,881.51 | 6,681,586.91 | 6,712,296.98 |
| Credits | 1,517.41 | 349.36 | |
| Debits | | | |
| Interest | 31,187.99 | 30,360.71 | 27,600.90 |
| **Ending Balance** | **6,681,586.91** | **6,712,296.98** | **6,739,897.88** |
| | | | |
| **ONLINE Account** | 5.35% | 5.35% | 5.35% |
| Beginning Balance | 710,206.72 | 713,537.88 | 716,780.08 |
| Credits | | | |
| Debits | | | |
| Interest | 3,331.16 | 3,242.20 | 3,242.20 |
| **Ending Balance** | **713,537.88** | **716,780.08** | **720,022.28** |

# 2024 VILLAGE Account Statement Summary for Village Board.xlsx

| 2024 - Village Accounts | April | May | June |
|---|---|---|---|
| **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** |

| | April | May | June |
|---|---|---|---|
| **Village Accts Total:** | 17,574,548.82 | 16,902,767.66 | 16,403,162.69 |
| **Town Total:** | 11,064.35 | 11,064.35 | 11,064.35 |
| **All Funds Total:** | 17,585,613.17 | 16,913,832.01 | 16,414,227.04 |

# 2024 HARRISON UTILITIES Account Statement Summary for Village Board.xlsx

| 024 HARRISON UTILITIE | April | May | June |
|---|---|---|---|
| **Utility MM (customer payr** | 4.169% | 4.169% | 4.169% |
| Beginning Balance | $ 971,254.26 | $ 679,792.87 | $ 886,442.08 |
| Credits | $206,227.96 | $ 203,936.52 | $ 220,971.26 |
| Debits | $ 500,000.00 | $ 52.27 | $ 126.20 |
| Interest | $ 2,310.65 | $ 2,764.96 | $ 3,442.74 |
| **Ending Balance** | **$ 679,792.87** | **$ 886,442.08** | **$ 1,110,729.88** |

| **HU Expense account** | 0.399% | 0.399% | |
|---|---|---|---|
| Beginning Balance | $ 227,327.09 | $ 128,197.74 | $ 89,175.29 |
| Credits | $ 5,930.00 | $11,290.00 | $ 405,020.00 |
| Debits | $ 105,119.28 | $ 50,346.38 | $ 239,104.27 |
| Interest | $ 59.93 | $ 33.93 | $ 70.20 |
| **Ending Balance** | **$ 128,197.74** | **$ 89,175.29** | **$ 255,161.22** |

| **HU CD** | 4.889% | 4.889% | 4.889% |
|---|---|---|---|
| Beginning Balance | $ 529,249.17 | $ 531,370.07 | $ 533,570.45 |
| Interest | $ 2,120.90 | $ 2,200.38 | $ 2,138.22 |
| **Ending Balance** | **$ 531,370.07** | **$ 533,570.45** | **$ 535,708.67** |

| **Utility MM (Reserve Acct)** | 4.218% | 4.218% | 4.218% |
|---|---|---|---|
| Beginning Balance | $ 4,865,458.72 | $ 5,383,605.77 | $ 5,402,839.36 |
| Credits | $ 500,000.00 | | $ 400,000.00 |
| Debits | | | |
| Interest | $ 18,147.05 | $ 19,233.59 | $ 17,826.83 |
| **Ending Balance** | **$ 5,383,605.77** | **$ 5,402,839.36** | **$ 5,820,666.19** |

| **Checking Utilities** | 5.35% | 5.35% | 5.35% |
|---|---|---|---|
| Beginning Balance | $ 584,036.84 | $ 586,726.05 | $ 589,341.87 |
| Credits | $ 0.90 | | |
| Debits | $ 50.85 | $ 49.95 | $ 49.95 |
| interest | $ 2,739.16 | $ 2,665.77 | $ 2,418.54 |
| **Ending Balance** | **$ 586,726.05** | **$ 589,341.87** | **$ 591,710.46** |

| **Money Mrkt Utility** | 5.35% | 5.35% | 5.35% |
|---|---|---|---|
| Beginning Balance | $ 58,003.12 | $ 58,275.18 | $ 58,539.97 |
| Credits | | | |
| Debits | | | |
| Interest | $ 272.06 | $ 264.79 | $ 240.25 |
| **Ending Balance** | **58,275.18** | **58,539.97** | **58,780.22** |

| | April | May | June |
|---|---|---|---|
| **All Funds Total:** | 7,367,967.68 | 7,559,909.02 | 8,372,756.64 |

| Project | Project_Identification_Num | Allocated | Report Total | Rect Total thru 7/24/24 | Potential Final Over/Under | Receipts for 2025 Report |
|---|---|---|---|---|---|---|
| 61001 Rooftop Unit | 6.1.001 | $ 59,500.00 | $ 59,500.00 | $ 59,500.00 | $ - | |
| 61002 - Front Office Renovation | 6.1.002 | $ 12,000.00 | $ 11,617.90 | $ 11,956.96 | $ 43.04 | $ 339.06 |
| 61003 Front Office Laptop | 6.1.003 | $ 1,720.00 | $ 2,024.92 | $ 2,024.92 | $ (304.92) | |
| 61004 Election Software | 6.1.004 | $ 26,513.00 | $ 26,513.00 | $ 26,513.00 | $ - | |
| 61005 Covid Sick Pay | 6.1.005 | $ 60,000.00 | $ 3,146.46 | $ 12,477.67 | $ 47,522.33 | $ 9,331.21 |
| 61006 a Meeting Software | 6.1.006 a | $ 100,000.00 | $ 51,000.00 | $ 51,000.00 | $ - | |
| 61006 b Online Forms Software | 6.1.006 b | $ 97,392.00 | $ 68,696.23 | $ 68,696.23 | $ - | |
| 61006 c Website Conversion | 6.1.006 c | $ 60,000.00 | $ 60,000.00 | $ 60,000.00 | $ - | |
| 61007 Village Phone System | 6.1.007 | $ 11,193.00 | $ 11,193.00 | $ 11,193.00 | $ - | |
| 61008 Network Server Cell Phones | 6.1.008 | $ 22,000.00 | $ 21,196.64 | $ 21,196.64 | $ 803.36 | |
| 61009 Fire Dept Washer Extractors | 6.1.009 | $ 26,100.00 | $ 26,045.14 | $ 26,045.14 | $ 54.86 | |
| 61010 Fire Dept Polaris Ranger Skid Unit | 6.1.010 | $ 24,000.00 | $ 23,400.00 | $ 23,400.00 | $ 600.00 | |
| 61011 Clerk Office Computer | 6.1.011 | $ 1,075.00 | $ 1,075.00 | $ 1,075.00 | $ - | |
| 61012 Recreation Courts at Darboy Comm | 6.1.012 | $ 81,916.00 | $ 81,916.00 | $ 81,916.00 | $ - | |
| 61013 Safety Program | 6.1.013 | $ 5,000.00 | $ 4,646.01 | $ 4,646.01 | | |
| 61014 Playground Equip at Farmer's Field | 6.1.014 | $ 129,614.11 | $ 129,614.11 | $ 129,614.11 | $ - | |
| 61015 Gas Line Upgrade at Fire Dept | 6.1.015 | $ 3,051.00 | $ 3,051.00 | $ 3,050.65 | $ 0.35 | |
| 61016 Handicap Oper Doors | 6.1.016 | $ 8,690.82 | $ 8,690.82 | $ 8,690.82 | $ - | |
| 61017 Tablets for BoardsCmmsn | 6.1.017 | $ 7,000.00 | $ - | $ 1,776.00 | $ 5,224.00 | $ 1,776.00 |
| 61018 Road Safety Improvement | 6.1.018 | $ 206,667.00 | $ - | $ - | $ 71,354.00 | |
| 61019 Election Equipment | 6.1.019 | $ 37,485.00 | $ 37,485.00 | $ 37,485.00 | $ - | |
| 61020 Community Outreach | 6.1.020 | $ 26,334.45 | $ 26,334.45 | $ 26,334.45 | $ - | |
| 61021 Van's Road Pond Rec Trail | 6.1.021 | $ 46,861.00 | $ 46,861.00 | $ 46,860.75 | $ 0.25 | |
| 61022 Economic Development Resources | 6.1.022 | $ 10,000.00 | $ 3,767.94 | $ 10,112.85 | $ (112.85) | $ 6,344.91 |
| 61023 Comprehensive Plan Future Land Use | 6.1.023 | $ 4,956.00 | $ 3,092.13 | $ 4,956.00 | $ - | $ 1,863.87 |
| 61024 Radar Speed Display Board | 6.1.024 | $ 25,000.00 | $ 23,905.00 | $ 23,905.00 | $ 1,095.00 | |
| 61025 Video Conference Equipment | 6.1.025 | $ 3,800.00 | $ 3,055.00 | $ 3,055.00 | $ 745.00 | |
| 61026 Village Display Board Sign | 6.1.026 | $ 49,000.00 | $ 24,885.58 | $ 49,771.16 | $ (771.16) | $ 24,885.58 |
| 61027 Meeting Recording Equipment | 6.1.027 | $ 2,545.00 | $ - | $ 2,545.00 | $ - | $ 2,545.00 |
| 61028 Vlg Hall - Carpet for Board Room | 6.1.028 | $ 8,700.00 | $ - | $ - | | |
| 61029 Village - Speed & Message Board w/ | 6.1.029 | $ 19,000.00 | $ - | $ 18,849.13 | $ 150.87 | $ 18,849.13 |
| 61030 Public Works & Park Dept. - | 6.1.030 | $ 2,500.00 | $ - | $ 2,430.00 | $ 70.00 | $ 2,430.00 |
| 61031 Public Works - Asphalt Patcher / | 6.1.031 | $ 87,600.00 | $ - | $ - | | |
| 61032 Public Works - Brine Tank | 6.1.032 | $ 11,005.00 | $ - | $ 11,003.33 | $ 1.67 | $ 11,003.33 |
| 61033 Public Works - Truck | 6.1.033 | $ 58,800.00 | $ - | $ - | | $ - |
| 61034 Public Works - Trench Box / Excavation | 6.1.034 | $ 9,000.00 | $ - | $ - | | |
| 61035 Public Works - Tractor w/ Mower | 6.1.035 | $ 23,700.00 | $ - | $ 23,693.35 | $ 6.65 | $ 23,693.35 |
| 61036 Public Works - Field & Brush Mower | 6.1.036 | $ 4,800.00 | $ - | $ 4,599.99 | $ 200.01 | $ 4,599.99 |
| 61037 Fire Dept. - Pulse Oximeters (2) | 6.1.037 | $ 10,000.00 | $ - | $ 9,839.98 | $ 160.02 | $ 9,839.98 |
| 61038 Fire Dept. - 4-Gas Meter for Fire Dept. | 6.1.038 | $ 2,260.00 | $ - | $ 2,290.61 | $ (30.61) | $ 2,290.61 |
| 61039 Fire Dept. - Firefighter Boots | 6.1.039 | $ 13,300.00 | $ - | $ 12,068.00 | $ 1,232.00 | $ 12,068.00 |
| 61040 Fire Dept. - Positive Pressure Fans (2) | 6.1.040 | $ 11,400.00 | $ - | $ - | | |
| 61041 Vlg Hall - Surveillance System | 6.1.041 | $ 5,822.00 | $ - | $ 3,492.68 | | $ 3,492.68 |
| *61042 Vlg Hall - Design Service for Generator | 6.1.042 | $ 28,000.00 | $ - | $ - | | |
| | | | $ - | $ - | $ - | |
| **Totals** | | **$ 1,445,300.38** | **$ 762,712.33** | **$ 898,064.43** | **$ 128,043.87** | **135,352.70** |

| | | |
|---|---|---|
| **ARPA Received** | $ 1,293,494.00 | |
| **Unallocated Balance** | **$ (151,806.38)** | |
| **Potential Allocated Overage:** | $ 128,043.87 | |
| **All Funds have been Obligated:** | **$ (23,762.51)** | (unallocated + potential unspent) |

*Cost is $28,000; Resv Funds to cover balance after ARPA funds are exhausted.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Vicki Tessen, Treasurer

**Meeting Date:**
July 30, 2024

**Title:**
June 2024

**Issue:**
The bills and claims are presented to the Board for consideration.

**Background and Additional Information:**

**Budget Impacts:**

**Recommended Action:**
Approve bills and claims for June 2024 as presented.

**Attachments:**

- Bills & Claims June 2024.pdf

7/24/2024 2:34 PM Reprint Check Register - Full Report - ALL Page: 1
ACCT

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| EFT | 6/03/2024 | DELTA DENTAL | | | |
| CLERK MANAGER OFFICE ASST JUNE | | | | Manual Check | |
| 100-02-51400-200-000 | Gen. Admin - Benefits | | | | 554.21 |
| CLERK MANAGER OFFICE ASST JUNE | | | 2145538 | | |
| 100-09-53311-200-000 | Hwy Dept - Benefits | | | | 883.82 |
| HWY DEPT JUNE | | | 2145538 | | |
| 100-01-51101-200-000 | Planning - Benefits | | | | 0.00 |
| PLANNER JUNE | | | 2145538 | | |
| 100-06-52200-200-000 | Fire Dept - Benefits | | | | 120.57 |
| FIRE JUNE | | | 2145538 | | |
| 100-00-14500-000-000 | Due from Special Purpose Dist. | | | | 400.42 |
| UTILITIES JUNE 2024 DELTA DENTAL | | | 801932 | | |
| | | | | Total | 1,959.02 |
| EFT | 6/04/2024 | VOXTELESYS, LLC | | | |
| TRUNK UNLMTD SRVR HOST LOCALE911 | | | | Manual Check | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | | 244.26 |
| TRUNK UNLMTD SRVR HOST LOCALE911 | | | 353743 | | |
| | | | | Total | 244.26 |
| EFT | 6/03/2024 | 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 |
| EFT | 6/07/2024 | CHARTER COMMUNICATIONS- 78401 | | | |
| SERVICE PERIOD 5/24-6/23 | | | | Manual Check | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | | 119.99 |
| SERVICE PERIOD 5/24-6/23 | | | 153078401052124 | | |
| | | | | Total | 119.99 |
| EFT | 6/07/2024 | CHARTER COMMUNICATIONS- 78701 | | | |
| ACC 153078701 SERVICE 5/24-6/23 | | | | Manual Check | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | | 359.93 |
| ACC 153078701 SERVICE 5/24-6/23 | | | 153078701052124 | | |
| | | | | Total | 359.93 |
| EFT | 6/07/2024 | CHARTER COMMUNICATIONS- 97501 | | | |
| SERVICE PERIOD 5/24/24-6/23/24 | | | | Manual Check | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 131.98 |
| SERVICE PERIOD 5/24/24-6/23/24 | | 152897501052124 | | |
| | | | Total | 131.98 |
| EFT | 6/11/2024 | WI DEPT OF REVENUE-PAYROLL TAXES | | |
| STATE TAXES WT-6 FOR PAYROLL 5/23/24 | | | Manual Check | |
| 100-00-21040-000-000 | State Withholding Tax Payable | | | 2,259.70 |
| STATE TAXES WT-6 FOR PAYROLL 5/23/24 | | | | |
| | | | Total | 2,259.70 |
| EFT | 6/04/2024 | MERCHANT CHOICE CARD SERVICES | | |
| 5/1 -5/31 CREDIT CARD PROCESSING FEES | | | Manual Check | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 155.97 |
| 5/1 -5/31 CREDIT CARD PROCESSING FEES | | | | |
| | | | Total | 155.97 |
| EFT | 6/12/2024 | UNITED HEALTHCARE | | |
| SHOP JUN 2024 HEALTH INSURANCE | | | Manual Check | |
| 100-09-53311-200-000 | Hwy Dept - Benefits | | | 11,384.85 |
| SHOP JUN 2024 HEALTH INSURANCE | | 890630758952 | | |
| 100-02-51400-200-000 | Gen. Admin - Benefits | | | 9,980.07 |
| OFFICE JUN 2024 HEALTH INSURANCE | | 890630758952 | | |
| 100-01-51101-200-000 | Planning - Benefits | | | 0.00 |
| PLANNER JUN 2024 HEALTH INSURANCE | | 890630758952 | | |
| 100-06-52200-200-000 | Fire Dept - Benefits | | | 1,999.10 |
| FIRE JUN 2024 HEALTH INSURANCE | | 890630758952 | | |
| 100-00-14500-000-000 | Due from Special Purpose Dist. | | | 4,796.74 |
| UTILITIES JUN 2024 HEALTH INSURANCE | | 890630758952 | | |
| | | | Total | 28,160.76 |
| EFT | 6/14/2024 | CHARTER COMMUNICATIONS- 82914 | | |
| INTERNET SERVICE PERIOD 5/25-6/24 | | | Manual Check | |
| 100-00-55200-000-000 | Parks - Maint. and Utilities | | | 79.70 |
| INTERNET SERVICE PERIOD 5/25-6/24 | | 82914052524 | | |
| | | | Total | 79.70 |
| EFT | 6/18/2024 | VERIZON WIRELESS | | |
| IPAD FOR STATION 60 | | | Manual Check | |
| 100-06-52200-500-022 | Fire Station 60 - Telephone | | | 10.15 |
| IPAD FOR STATION 60 | | 9965178420 | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 100-07-52200-500-022 | | Fire Station 70 - Telephone | | 10.15 |
| IPAD FOR STATION 70 | | | 9965178420 | |
| 100-02-51400-400-006 | | Gen. Admin - Service Contracts | | 27.65 |
| PLAN ACCOUNT CHARGES 5/27-6/26 | | | 9965178420 | |
| | | | Total | 47.95 |
| EFT | 6/17/2024 | 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 |
| EFT | 6/24/2024 | RELIANCE STANDARD LIFE INSURANCE COMPANY | | |
| JULY 2024 LIFE & DISABILITY HWY DEPT | | | Manual Check | |
| 100-09-53311-200-000 | | Hwy Dept - Benefits | | 346.74 |
| JULY 2024 LIFE & DISABILITY HWY DEPT | | | | |
| 100-02-51400-200-000 | | Gen. Admin - Benefits | | 318.20 |
| JULY 2024 LIFE & DISABILITY OFFICE | | | | |
| 100-01-51101-200-000 | | Planning - Benefits | | 42.90 |
| JULY 2024 LIFE & DISABILITY PLANNER | | | | |
| 100-06-52200-200-000 | | Fire Dept - Benefits | | 62.36 |
| JULY 2024 LIFE & DISABILITY FIRE | | | | |
| | | | Total | 770.20 |
| EFT | 6/25/2024 | WI DEPT OF REVENUE-PAYROLL TAXES | | |
| STATE TAXES WT-6 FOR PAYROLL 6/6/24 | | | Manual Check | |
| 100-00-21040-000-000 | | State Withholding Tax Payable | | 2,757.22 |
| STATE TAXES WT-6 FOR PAYROLL 6/6/24 | | | | |
| | | | Total | 2,757.22 |
| EFT | 6/10/2024 | INTERNAL REVENUE SERVICE-PAYROLL TAXES | | |
| EMPLOYEE SOCIAL SECURITY 6/6/24 | | | Manual Check | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 4,281.41 |
| EMPLOYEE SOCIAL SECURITY 6/6/24 | | | | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 1,001.30 |
| EMPLOYEE MEDICARE 6/6/24 | | | | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 4,281.41 |
| EMPLOYER LIABILITY SOCIAL SEC 6/6/24 | | | | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 1,001.30 |
| EMPLOYER LIABILITY MEDICARE 6/6/24 | | | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 100-00-21030-000-000 | | U.S. Withholding Taxes Payable | | 6,044.61 |
| FED INCOME TAXES 6/6/24 | | | | |
| | | | Total | 16,610.03 |
| EFT | 6/06/2024 | WI DEFERRED COMP | | |
| UTILITIES DEF COMP PAYROLL 6/6/24 | | | Manual Check | |
| 100-00-21525-000-000 | | Wisc Deferred Comp Payable | | 430.00 |
| UTILITIES DEF COMP PAYROLL 6/6/24 | | | | |
| 100-00-21525-000-000 | | Wisc Deferred Comp Payable | | 825.00 |
| VILLAGE DEF COMP PAYROLL 6/6/24 | | | | |
| | | | Total | 1,255.00 |
| EFT | 6/24/2024 | INTERNAL REVENUE SERVICE-PAYROLL TAXES | | |
| EMPLOYEE SOCIAL SECURITY 6/20/24 | | | Manual Check | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 3,925.35 |
| EMPLOYEE SOCIAL SECURITY 6/20/24 | | | | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 918.02 |
| EMPLOYEE MEDICARE 6/20/24 | | | | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 3,925.35 |
| EMPLOYER LIABILITY SOCIAL SEC 6/20/24 | | | | |
| 100-00-21020-000-000 | | Social Security Taxes Payable | | 918.02 |
| EMPLOYER LIABILITY MEDICARE 6/20/24 | | | | |
| 100-00-21030-000-000 | | U.S. Withholding Taxes Payable | | 4,433.78 |
| FED INCOME TAXES 6/20/24 | | | | |
| | | | Total | 14,120.52 |
| EFT | 6/20/2024 | WI DEFERRED COMP | | |
| UTILITIES DEF COMP PAYROLL 6/20/24 | | | Manual Check | |
| 100-00-21525-000-000 | | Wisc Deferred Comp Payable | | 430.00 |
| UTILITIES DEF COMP PAYROLL 6/20/24 | | | | |
| 100-00-21525-000-000 | | Wisc Deferred Comp Payable | | 825.00 |
| VILLAGE DEF COMP PAYROLL 6/20/24 | | | | |
| | | | Total | 1,255.00 |
| EFT | 6/27/2024 | WE ENERGIES | | |
| ACCT 0716666446-00001 FIRE DEPT #2 ELEC | | | Manual Check | |
| 100-07-52200-500-020 | | Fire Station 70 - Electric | | 182.25 |
| ACCT 0716666446-00001 FIRE DEPT #2 ELEC | | | | |
| 100-00-53420-004-000 | | Street Lighting - HAA | | 828.23 |
| ACCT 0716666446-00003 General Lights | | | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|---|---|---|---|
| 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 | 93.81 |
| | | ACCT 0716666446-3 NorthShore Woods Sub. | |
| 100-00-53420-000-000 | | Street Lighting - General | 72.01 |
| | | ACCT 0716666446-00003 Harrisville Court | |
| 100-00-51600-500-021 | | Municipal Bldg - Heat | 49.96 |
| | | ACCT 0716666446-00004 HALL/SHOP GAS HEAT | |
| 100-00-55200-000-000 | | Parks - Maint. and Utilities | 310.27 |
| | | ACCT 0716666446-6 COMMUNITY PARK LIGHTS | |
| 100-09-53311-500-020 | | Hwy Dept - Electric | 576.22 |
| | | ACCT 0716666446-00007 ELECTRIC SHOP 60% | |
| 100-00-51600-500-020 | | Municipal Bldg - Electric | 384.14 |
| | | ACCT 0716666446-00007 TOWN HALL ELEC 40% | |
| 100-06-52200-500-021 | | Fire Station 60 - Heat | 13.70 |
| | | ACCT 0716666446-00008 FIRE DEPT #1 HEAT | |
| 100-00-53420-000-000 | | Street Lighting - General | 326.83 |
| | | ACCT 0716666446-9 LED STREET LIGHTING | |
| 100-00-55200-000-000 | | Parks - Maint. and Utilities | 51.21 |
| | | ACCT 0716666446-00010 Shelter-Noe Road | |
| 100-07-52200-500-021 | | Fire Station 70 - Heat | 49.53 |
| | | ACCT 0716666446-00011 FIRE DEPT #2 GAS | |
| 100-00-55200-000-000 | | Parks - Maint. and Utilities | 15.23 |
| | | ACCT0716666446-12 COMMPARK SPECIALEVENTS | |
| 100-06-52200-500-020 | | Fire Station 60 - Electric | 157.83 |
| | | ACCT 0716666446-00013 FIRE DEPT #1 ELEC | |
| 100-00-53635-100-000 | | Compost Site | 18.49 |
| | | ACCT 0716666446-00016 YARD WASTE | |
| 100-00-53420-000-000 | | Street Lighting - General | 0.00 |
| | | SERVICE CREDIT | |
| | | Total | 3,145.09 |

EFT 6/28/2024 WISCONSIN EMPLOYEE TRUST FUND (ETF)
VOH RETIREMENT MAY Manual Check

| | | | |
|---|---|---|---|
| 100-00-21520-000-000 | Wisconsin Retirement Payable | | 13,141.14 |
| | VOH RETIREMENT MAY | 305116 | |
| 100-00-21520-000-000 | Wisconsin Retirement Payable | | 3,895.22 |
| | UTILITIES RETIREMENT MAY | 305116 | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| | | | Total | 17,036.36 |
| 15208 | 6/05/2024 | PATRICK STUMPF | | |
| VOID CK 15208 5/8/24 PAYEE CHANGE | | | Manual Check | |
| 100-09-57330-000-000 | Capital Outlay - Road Projects | | | -3,500.00 |
| VOID CK 15208 STATE PRK RD ROW ACQ P 22 | | | | |
| | | | Total | -3,500.00 |
| 15278 | 6/05/2024 | BIRSCHBACH INSPECTION SERVICE INC | | |
| BUILDING INSPECTIONS FOR MAY 2024 | | | | |
| 100-00-52400-000-000 | Building Inspector - Contract | | | 5,705.00 |
| BUILDING INSPECTIONS FOR MAY 2024 | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | 100.00 |
| ESCROW DEDUCTION W5546 TONYS WAY | | | | |
| | | | Total | 5,805.00 |
| 15279 | 6/05/2024 | CALUMET COUNTY TREASURER-SHERIFFS DEPT CONTRA | | |
| 9910733 | | | | |
| 100-00-52100-000-000 | Law Enforcement - Contract | | | 71,846.47 |
| JULY 2024 | | 9910733 | | |
| | | | Total | 71,846.47 |
| 15280 | 6/05/2024 | CORPORATE NETWORK SOLUTIONS, INC | | |
| 76463 | | | | |
| 240-00-51400-000-000 | ARPA Expenses | | | 2,430.00 |
| 2 LENOVO THINKBOOKS PW, PARK 6.1.030 | | 76463 | | |
| | | | Total | 2,430.00 |
| 15281 | 6/05/2024 | Department of Ag, Trade & Consumer Protection | | |
| 115-0000033793 | | | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 750.00 |
| WIGHT/MEASURES INSPcontract thru 6/30/24 115-0000033793 | | | | |
| | | | Total | 750.00 |
| 15282 | 6/05/2024 | DICKS FAMILY FOODS | | |
| 136923-1, 158378-132 | | | | |
| 100-06-52200-400-000 | Fire Dept - Supplies/Services | | | 181.81 |
| FROM 4/29/24 SODA/GATORADE/WATER | | 136923-1 | | |
| 100-06-52200-400-000 | Fire Dept - Supplies/Services | | | 215.77 |
| FROM 4/28/24 SODA/GATORADE/WATER | | 158378-132 | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| | | | Total | 397.58 |
| 15283 | 6/05/2024 | FOX VALLEY TECHNICAL COLLEGE | | |
| TPB0000891297 | | | | |
| 100-06-52200-305-000 | | Fire Dept - Training/Mem | | 640.00 |
| 5/1 - 5/20 8 EXAMS FF 1,DRIVE/OPR PUMPER | | | | |
| | | | Total | 640.00 |
| 15284 | 6/05/2024 | HARRISON UTILITIES | | |
| ACCOUNT 000-2781-00 | | | | |
| 100-07-52200-500-023 | | Fire Station 70 - Water/Sewer | | 80.77 |
| ACCOUNT 000-2781-00 | | | | |
| | | | Total | 80.77 |
| 15285 | 6/05/2024 | KAATS WATER CONDITIONING INC | | |
| 55419TN, 55713TN | | | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | 34.00 |
| CHARGES FROM 5/7/24 | | 55419TN | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | 25.10 |
| CHARGES FROM 5/21/24 | | 55713TN | | |
| | | | Total | 59.10 |
| 15286 | 6/05/2024 | LEXINGTON HOMES INC | | |
| ESCROW RETURN W6548 STEAMBOAT | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | 1,500.00 |
| ESCROW RETURN W6548 STEAMBOAT LN | | | | |
| | | | Total | 1,500.00 |
| 15287 | 6/05/2024 | LTTJ PROPERTIES LLC | | |
| GRADING ESCROW RETURN N8067 STOMMEL RD | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | 1,500.00 |
| GRADING ESCROW RETURN N8067 STOMMEL RD | | | | |
| | | | Total | 1,500.00 |
| 15288 | 6/05/2024 | MIKE STANONIK | | |
| REIMBURSE ROPES CERT FOOD | | | | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | | 148.21 |
| REIMBURSE ROPES CERT FOOD | | | | |
| | | | Total | 148.21 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 15289 | 6/05/2024 | NELS ROSE | | |
| GRADING ESCROW RETURN W5645 FIRELANE 12 | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | 1,500.00 |
| GRADING ESCROW RETURN W5645 FIRELANE 12 | | | | |
| | | | Total | 1,500.00 |
| 15290 | 6/05/2024 | NORDON INC | | |
| 47569 | | | | |
| 100-09-53311-505-000 | | Hwy Dept - Building Maint | | 4,870.38 |
| PW 3 WKSTATION 4 CHAIRS PANELS/FILES 47569 | | | | |
| | | | Total | 4,870.38 |
| 15291 | 6/05/2024 | PATEK HOSPITALITY CONSULTANTS INC | | |
| CLIENT 568-2024 DATED 5/21/24 | | | | |
| 405-00-51500-000-000 | | Professional Services-TID #5 | | 4,000.00 |
| FROM 5/21/24 CONSULT HOTEL STUDY | | | | |
| | | | Total | 4,000.00 |
| 15292 | 6/05/2024 | PATRICK STUMPF | | |
| STATE PARK ROAD RIGHT OF WAY ACQUISITION | | | | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | 3,500.00 |
| STATE PARK RD RIGHT OF WAY ACQ PARCEL 22 | | | | |
| | | | Total | 3,500.00 |
| 15293 | 6/05/2024 | PFILE HOMES INC | | |
| ESCROW RETURN N9230 LAURA ST | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | 1,500.00 |
| ESCROW RETURN N9230 LAURA ST | | | | |
| | | | Total | 1,500.00 |
| 15294 | 6/05/2024 | PRINTING EXPRESS | | |
| 64716 | | | | |
| 100-08-52300-000-000 | | 1st Responders - Operating Exp | | 285.00 |
| FROM 5/31/24 EMS PATIENT REPORT FORMS 64716 | | | | |
| | | | Total | 285.00 |
| 15295 | 6/05/2024 | RENNERTS | | |
| 2350, 2351, 2352 | | | | |
| 100-06-52200-600-000 | | Fire Dept - Vehicle Maint. | | 520.00 |
| FRM5/21/24 PUMP TEST 2018 CUSTOM SPARTAN 2350 | | | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 100-06-52200-600-000 | Fire Dept - Vehicle Maint. | | | 350.00 |
| FRM5/21/24 PUMP TEST 2010CENTRAL SPARTAN 2352 | | | | |
| 100-06-52200-600-000 | Fire Dept - Vehicle Maint. | | | 350.00 |
| FRM5/21/24 PUMP TEST 1999 PIERCE SABER 2351 | | | | |
| | | | Total | 1,220.00 |
| 15296 | 6/05/2024 | SERVICEMASTER BUILDING MAINTENANCE | | |
| 45140 | | | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 1,083.00 |
| FROM 6/1/24 JANITORIAL JUNE 45140 | | | | |
| | | | Total | 1,083.00 |
| 15297 | 6/05/2024 | SHERWOOD WATER & SEWER | | |
| 000-3050-00, 000-3055-00 | | | | |
| 100-06-52200-500-023 | Fire Station 60 - Water/Sewer | | | 180.18 |
| ACCOUNT NUMBER 000-3055-00 STATION 60 | | | | |
| 100-06-52200-500-023 | Fire Station 60 - Water/Sewer | | | 100.82 |
| ACCOUNT NUMBER 000-3050-00 TOWN | | | | |
| | | | Total | 281.00 |
| 15298 | 6/05/2024 | T-MOBILE | | |
| 982400447 | | | | |
| 100-07-52200-500-022 | Fire Station 70 - Telephone | | | 25.40 |
| FROM 4/21/24-5/20/24 FIRE | | | | |
| | | | Total | 25.40 |
| 15299 | 6/05/2024 | T-MOBILE | | |
| 982397755 | | | | |
| 100-09-53311-500-022 | Hwy Dept - Telephone | | | 226.89 |
| FROM 4/21/24-5/20/24 HWY DEPT | | | | |
| 100-00-51600-500-022 | Municipal Bldg - Telephone | | | 151.26 |
| FROM 4/21/24-5/20/24 OFFICE | | | | |
| | | | Total | 378.15 |
| 15300 | 6/05/2024 | THEDACARE AT WORK | | |
| 354962, 355225 | | | | |
| 100-09-53311-306-000 | Hwy Dept - CDL/Testing | | | 123.00 |
| FROM 5/21/24 DS CRL DOT BUNDLE NETT 354962 | | | | |
| 100-06-52200-401-000 | Fire Dept - Physicals | | | 673.00 |
| FROM 5/28/24 B SCHNEIDER PHYSICAL 355225 | | | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| | | | Total | 796.00 |
| 15301 | 6/12/2024 | ACCURATE FULL SERVICE VEHICLE CENTER | | |
| 2406444 | | | | |
| 100-09-53311-600-600 | | Hwy Dept - Vehicle Maintenance | | 516.20 |
| FROM 5/21/24 2017 F550 OUTER TIE ROD | | 2406444 | | |
| | | | Total | 516.20 |
| 15302 | 6/12/2024 | ALL TRAFFIC SOLUTIONS INC | | |
| SIN040969 | | | | |
| 240-00-51400-000-000 | | ARPA Expenses | | 18,849.13 |
| PROJ 6.1.029 SPEED & MSG BOARD | | SIN040969 | | |
| | | | Total | 18,849.13 |
| 15303 | 6/12/2024 | CARSTENS ACE HARDWARE | | |
| 263974, 264267 | | | | |
| 100-09-53311-505-000 | | Hwy Dept - Building Maint | | 8.09 |
| FROM 6/4/24 STATION 60 TOILET REPAIR | | 263974 | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | 9.89 |
| FRM 6/10 DECK SCREW STAR 10X3 | | 264267 | | |
| | | | Total | 17.98 |
| 15304 | 6/12/2024 | CHRISTEL & HEIBERGER BUILDERS INC | | |
| GRADING ESCROW RETURN N9348 DUSTY DR | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | 1,500.00 |
| GRADING ESCROW RETURN N9348 DUSTY DR | | | | |
| | | | Total | 1,500.00 |
| 15305 | 6/12/2024 | CORY WUNDERLICH | | |
| GRADE ESCROW RETURN N9019 SOUTHTOWNE DR | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | 1,500.00 |
| GRADE ESCROW RETURN N9019 SOUTHTOWNE DR | | | | |
| | | | Total | 1,500.00 |
| 15306 | 6/12/2024 | DTAK, LLC | | |
| 62477 | | | | |
| 100-00-55200-000-000 | | Parks - Maint. and Utilities | | 3,080.00 |
| WOODFIBER 140 YDS 5/20 | | 62477 | | |
| | | | Total | 3,080.00 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 15307 | 6/12/2024 | EVERS CONSTRUCTION & REALTY | | |
| GRADE ESCROW RETURN N9075 SOUTHTOWNE DR | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | 1,500.00 |
| GRADE ESCROW RETURN N9075 SOUTHTOWNE DR | | | | |
| | | | Total | 1,500.00 |
| 15308 | 6/12/2024 | GORDON FLESCH CO. INC | | |
| IN14714016 | | | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 329.42 |
| BILL PERIOD 4/29-5/28/24 IMAGES | | IN14714016 | | |
| | | | Total | 329.42 |
| 15309 | 6/12/2024 | GRUETT'S | | |
| 98003P, 98317P, 99331P, 99332P | | | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | 139.36 |
| FROM 5/2 BLADE SET | | 98003P | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | 9.00 |
| FROM 5/11/24 TUBE | | 98317P | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | 51.96 |
| FRM 6/10 SOLENOID | | 99331P | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | 191.89 |
| FRM 6/10 MIRROR | | 99332P | | |
| | | | Total | 392.21 |
| 15310 | 6/12/2024 | HORST DISTRIBUTING INC | | |
| 108436-000 | | | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | 2,234.61 |
| FROM 6/7 FILTERS, TIRES, OIL, TIRE DISPO | | 108436-000 | | |
| | | | Total | 2,234.61 |
| 15311 | 6/12/2024 | JASON WACHTENDONK | | |
| GRADING ESCROW RETURN N9334 DUSTY DR | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | 1,500.00 |
| GRADING ESCROW RETURN N9334 DUSTY DR | | | | |
| | | | Total | 1,500.00 |
| 15312 | 6/12/2024 | JIM'S PLUMBING & HEATING | | |
| 38631 | | | | |
| 100-00-55200-000-000 | Parks - Maint. and Utilities | | | 414.85 |
| FRM 5/28 DARBY PRK DRINK FOUNTAIN REPAIR | | 38631 | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

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|---|---|---|---|---|
| | | | Total | 414.85 |
| 15313 | 6/12/2024 | KALLIE KRUEGER | | |
| GRADE ESCROW RETURN N8786 CONNOR CIRCLE | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | 1,500.00 |
| GRADE ESCROW RETURN N8786 CONNOR CIRCLE | | | | |
| | | | Total | 1,500.00 |
| 15314 | 6/12/2024 | KITZ & PFEIL - OSHKOSH | | |
| 40747/2 | | | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | 12.99 |
| CUST 812330 ST 60 VALVE FLUSH WATERSAVER 40747/2 | | | | |
| | | | Total | 12.99 |
| 15315 | 6/12/2024 | LINDE GAS & EQUIPMENT INC | | |
| 43028603 | | | | |
| 100-09-53311-400-000 | Hwy Dept - Supplies | | | 37.45 |
| FROM 5/22/24 CYLINDER RENT | | 43028603 | | |
| | | | Total | 37.45 |
| 15316 | 6/12/2024 | LISOWE OIL DIV OF ADVANCED FUEL SERV | | |
| 77058 | | | | |
| 100-09-53311-600-030 | Hwy Dept - Fuel | | | 3,534.46 |
| FROM 5/29/24 | | 77058 | | |
| | | | Total | 3,534.46 |
| 15317 | 6/12/2024 | LTTJ PROPERTIES LLC | | |
| GRADING ESCROW RETURN N9372 MULHOLLAND | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | 1,500.00 |
| GRADING ESCROW RETURN N9372 MULHOLLAND | | | | |
| | | | Total | 1,500.00 |
| 15318 | 6/12/2024 | MGD INDUSTRIAL CORPORATION | | |
| 226655 | | | | |
| 100-09-53311-400-000 | Hwy Dept - Supplies | | | 148.32 |
| FROM 5/28/24 GEL, GLASS CLEAN, FEND WASH 226655 | | | | |
| | | | Total | 148.32 |
| 15319 | 6/12/2024 | MICHAEL BURG | | |
| GRADE ESCROW RETURN W5964 EDGEWOOD DR | | | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

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| Check Nbr | Check Date | Payee | Amount |
|---|---|---|---|
| 100-00-21060-000-000 | | Building Escrows Payable | 1,500.00 |
| | | GRADE ESCROW RETURN W5964 EDGEWOOD DR | |
| | | Total | 1,500.00 |
| 15320 | 6/12/2024 | MIKE'S ELECTRIC | |
| 13381 | | | |
| 100-09-53311-505-000 | | Hwy Dept - Building Maint | 427.00 |
| | | FROM 5/23/24 PHONE LINE RUN FOR DATA DPW 13381 | |
| | | Total | 427.00 |
| 15321 | 6/12/2024 | NICOLET NATIONAL BANK | |
| CORP 233893 ACCT 8831 | | | |
| 100-02-51400-400-000 | | Gen. Admin - Supplies | 87.99 |
| | | FROM 5/9/24 DICK'S FOODS INTERGOV MTG | |
| 100-02-51400-400-000 | | Gen. Admin - Supplies | 37.82 |
| | | FRM 5/9 MUD CREEK INTERGOV MTG | |
| 100-02-51400-400-000 | | Gen. Admin - Supplies | 34.24 |
| | | FROM 5/1 DICK'S FOOD BOARD MTG 4/30 | |
| 405-00-51500-000-000 | | Professional Services-TID #5 | 9.23 |
| | | FROM 5/13 TAPESTRY LAND SEARCH | |
| 100-01-51101-400-000 | | Planning - Supplies | 46.86 |
| | | FROM 5/15 MR BREWS MTG PLANNER KAUKAUNA | |
| 100-02-51400-800-000 | | Gen. Admin - Publications | 28.12 |
| | | FRM 5/3 GAN-WI BD OR REVIEW LEGAL NOTICE | |
| 100-02-51400-305-000 | | Gen. Admin - Training/Conf. | 15.00 |
| | | FRM 5/14 WISC MUN CLRKS DISTRICT 5MTG VT | |
| 100-02-51400-305-000 | | Gen. Admin - Training/Conf. | 15.00 |
| | | FRM5/14 WISC MUN CLRKS DISTRICT 5 MTG MW | |
| 100-02-51400-400-000 | | Gen. Admin - Supplies | 16.00 |
| | | FROM 5/16/24 AMAZON 9X12 ENVELOPES | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | 107.54 |
| | | FRM 5/18 AMAZON DESK ORGANIZER & MATS | |
| 100-02-51400-400-000 | | Gen. Admin - Supplies | 20.99 |
| | | FRM 5/23/24 ADOBE ACROBAT PRO OFFICE COM | |
| 240-00-51400-000-000 | | ARPA Expenses | 339.06 |
| | | FRM 5/27 AMAZON 2 MONITR,2 STAND 6.1.002 | |
| 100-09-53311-700-000 | | Hwy Dept - Equip Maintenance | 419.84 |
| | | FROM 5/2 FLEETFARM HOSE, SPRAY, BOOM KIT | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

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|---|---|---|---|
| 100-09-53311-400-000 | | Hwy Dept - Supplies | 20.99 |
| | | FROM 5/3/24 ADOBE ACROBAT PRO CODE ENF | |
| 230-00-53441-200-000 | | Stormwater Plan / Munic Fees | 660.00 |
| | | FRM 5/8 ESRI ARCGIS SUBSCRIPTION | |
| 100-00-55200-000-000 | | Parks - Maint. and Utilities | 9.00 |
| | | FROM 5/8/24 REVEAL XTRA MAY 8 -JUNE 8 | |
| 100-06-52200-305-000 | | Fire Dept - Training/Mem | 95.00 |
| | | FROM 5/1 WI STATE FIRE CHIEF ASSOC DUES | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | 14.48 |
| | | FROM 5/2/24 MENARDS WIRING SUPPLIES | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | 19.89 |
| | | FROM 5/5/24 HOME DEPOT WIRE | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | 13.26 |
| | | FROM 5/5/24 HOME DEPOT RED/BLK WIRE | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | 184.24 |
| | | FROM 5/7 AMAZON 4 COLOR LED VEHICLE LGHT | |
| 100-08-52300-000-000 | | 1st Responders - Operating Exp | 364.99 |
| | | FRM 5/7 TRAUMAPAK SLINGPAK | |
| 100-08-52300-000-000 | | 1st Responders - Operating Exp | 53.10 |
| | | FRM5/8 AMAZON 4 COLOR TRIAGE TAPE | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | 998.75 |
| | | FROM 5/14 CANDY WAREHOUSE CANDY | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | 49.70 |
| | | FRM 5/21 AMAZON NIGHTSTICK SAFETY CONE | |
| | | Total | 3,661.09 |
| 15322 | 6/12/2024 | PATRICK KLEIN | |
| | | REIMBURSE FOOD-WOODLAND ELEMENTARY | |
| 100-06-52200-400-000 | | Fire Dept - Supplies/Services | 33.80 |
| | | REIMBURSE FOOD-WOODLAND ELEMENTARY 6/6 | |
| | | Total | 33.80 |
| 15323 | 6/12/2024 | RIESTERER & SCHNELL, INC Chilton | |
| 2618653 | | | |
| 100-09-53311-700-000 | | Hwy Dept - Equip Maintenance | 14,327.46 |
| | | FRM 5/28/24 JOHN DEERE6430 TRANS REPAIRS 2618653 | |
| | | Total | 14,327.46 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

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|---|---|---|---|---|---|
| 15324 | 6/12/2024 | ROGER BOWERS CONSTRUCTION CO INC | | | |
| 5/31/24 FOR 5/15 | | | | | |
| 100-09-53311-900-000 | Hwy Dept - Road Maintenance | | | | 540.00 |
| FROM 5/31/24 36 YDS PULVE TOP SOIL | | | | | |
| | | | | Total | 540.00 |
| 15325 | 6/12/2024 | S & A SEPTIC SERVICES | | | |
| 1399 | | | | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | | 130.00 |
| PUMP HOLDING TANK 5/1/24 | | | 1399 | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | | 260.00 |
| PUMP HOLDING TANKS 5/8/24 | | | 1399 | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | | 130.00 |
| PUMP HOLDING TANK 5/15/24 | | | 1399 | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | | 260.00 |
| PUMP HOLDING TANKS 5/22/24 | | | 1399 | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | | 130.00 |
| PUMP HOLDING TANK 5/29/24 | | | 1399 | | |
| | | | | Total | 910.00 |
| 15326 | 6/12/2024 | TRUGREEN LIMITED PARTNERSHIP | | | |
| 192742944, 193668018, 193668035 | | | | | |
| 100-00-55200-000-000 | Parks - Maint. and Utilities | | | | 620.25 |
| FROM 5/20 FARMERS FIELD LAWN SERVCE | | | 192742944 | | |
| 100-00-55200-000-000 | Parks - Maint. and Utilities | | | | 1,162.98 |
| FRM 5/31 DARBOY COMMUNITY PARK | | | 193668018 | | |
| 100-00-55200-000-000 | Parks - Maint. and Utilities | | | | 1,162.98 |
| FRM 5/31 CLOVER RIDGE PARK | | | 193668035 | | |
| | | | | Total | 2,946.21 |
| 15327 | 6/12/2024 | ULINE | | | |
| 178834834 | | | | | |
| 100-00-57220-000-000 | Capital Outlay - Parks | | | | 630.04 |
| FROM 5/31/24 STEEL DRUMS W/LID | | | 178834834 | | |
| 100-00-55200-000-000 | Parks - Maint. and Utilities | | | | 235.04 |
| FROM 5/31/24 BATH TISSUE | | | 178834834 | | |
| | | | | Total | 865.08 |
| 15328 | 6/12/2024 | WIL-KIL PEST CONTROL | | | |
| 4892671, 4892906, 4892907 | | | | | |

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NICOLET (INVESTORS) BANK VOH Accounting Checks

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| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 97.73 |
| FRM 6/3 VILLAGE HALL | | 4892671 | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 56.04 |
| FRM 6/3 FIRE STATION 60 | | 4892906 | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 56.04 |
| FRM 6/3 FIRE STATION 70 | | 4892907 | | |
| | | | Total | 209.81 |
| 15329 | 6/12/2024 | ZANDER PRESS INC | | |
| 112529 | | | | |
| 100-02-51400-800-005 | Gen. Admin - Newsltr & Postage | | | 3,206.59 |
| FROM 6/11/24 SUMMER NEWSLETTER | | 112529 | | |
| | | | Total | 3,206.59 |
| 15330 | 6/19/2024 | BORCHARDT HOMES LLC | | |
| GRADING ESCROW RETURN N9314 TOUCHDOWN | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | 1,500.00 |
| GRADING ESCROW RETURN N9314 TOUCHDOWN | | | | |
| | | | Total | 1,500.00 |
| 15331 | 6/19/2024 | BOUND TREE MEDICAL LLC | | |
| 85372742 | | | | |
| 240-00-51400-000-000 | ARPA Expenses | | | 9,839.98 |
| FRM 6/5 2 MASIMO RAD-57 OXIMETER 6.1.037 | | 85372742 | | |
| | | | Total | 9,839.98 |
| 15332 | 6/19/2024 | CALUMET COUNTY TREASURER | | |
| 20% OF $22.64 MFL DUE TO COUNTY | | | | |
| 100-00-41150-000-000 | Forest Cropland/MFL Taxes | | | 4.53 |
| 20% OF $22.64 MFL DUE TO COUNTY | | | | |
| | | | Total | 4.53 |
| 15333 | 6/19/2024 | CORPORATE NETWORK SOLUTIONS, INC | | |
| 76630, 76645 | | | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 739.20 |
| BITDEFENDER GRAVITY ZONE ANTIVIRUS 3 YR | | 76630 | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | 5,730.00 |
| SUPPORT BLOCK | | 76645 | | |
| | | | Total | 6,469.20 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

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|---|---|---|---|---|---|
| 15334 | 6/19/2024 | DR POWER EQUIPMENT | | | |
| 4284298 | | | | | |
| 240-00-51400-000-000 | ARPA Expenses | | | | 4,599.99 |
| DR BRUSH MOWER XD30 PROJ 6.1.036 | | | 4284298 | | |
| | | | | Total | 4,599.99 |
| 15335 | 6/19/2024 | EVERS CONSTRUCTION & REALTY | | | |
| GRADING 9055,9063/65,9083/85 SOUTHTOWNE | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| GRADING ESCROW RETURN N9055 SOUTHTOWNE | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| GRADING ESCROW RTN N9063/9065 SOUTHTOWNE | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| GRADING ESCROW RTN N9083/9085 SOUTHTOWNE | | | | | |
| | | | | Total | 4,500.00 |
| 15336 | 6/19/2024 | GFC LEASING - WI | | | |
| I00928786 | | | | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | | 274.96 |
| COVERAGE PERIOD 7/05/24 - 8/04/24 | | | i00928786 | | |
| | | | | Total | 274.96 |
| 15337 | 6/19/2024 | JEFFERSON FIRE & SAFETY | | | |
| IN315030 | | | | | |
| 100-06-52200-305-000 | Fire Dept - Training/Mem | | | | 200.00 |
| FRM 5/24 FIRECRAFT SENSIT CERT G2 CLASS | | | IN315030 | | |
| | | | | Total | 200.00 |
| 15338 | 6/19/2024 | JOE'S POWER CENTER INC | | | |
| 167910, 167911 | | | | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | | 115.70 |
| FROM 6/12/24 BELT | | | 167910 | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | | 148.52 |
| FROM 6/12/24 BEACON LIGHT | | | 167911 | | |
| | | | | Total | 264.22 |
| 15339 | 6/19/2024 | KL ENGINEERING | | | |
| 20240171, 0305, 0400, 0548, 0636 | | | | | |
| 100-00-57230-000-000 | Capital Outlay - Trails | | | | 2,280.41 |
| FR 2/21HIGHCLIFF TRAIL FEASIBILITY STUDY | | | 20240171 | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

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|---|---|---|---|---|---|
| 100-00-57230-000-000 | | Capital Outlay - Trails | | | 9,711.19 |
| | | FR 3/27HIGHCLIFF TRAIL FEASIBILITY STUDY | 20240305 | | |
| 100-00-57230-000-000 | | Capital Outlay - Trails | | | 9,585.83 |
| | | FR 4/18HIGHCLIFF TRAIL FEASIBILITY STUDY | 20240400 | | |
| 100-00-57230-000-000 | | Capital Outlay - Trails | | | 5,653.40 |
| | | FR 5/21HIGHCLIFF TRAIL FEASIBILITY STUDY | 20240548 | | |
| 100-00-57230-000-000 | | Capital Outlay - Trails | | | 5,540.65 |
| | | FR 6/18HIGHCLIFF TRAIL FEASIBILITY STUDY | 20240636 | | |
| | | | | Total | 32,771.48 |
| 15340 | 6/19/2024 | KLINK HYDRAULICS LLC | | | |
| 38701 | | | | | |
| 100-09-53311-505-000 | | Hwy Dept - Building Maint | | | 365.20 |
| | | FROM 6/14/24 HOSE, SOCKETS | 38701 | | |
| | | | | Total | 365.20 |
| 15341 | 6/19/2024 | LISOWE OIL DIV OF ADVANCED FUEL SERV | | | |
| 77116 | | | | | |
| 100-09-53311-600-030 | | Hwy Dept - Fuel | | | 2,524.42 |
| | | FROM 6/10/24 | 77116 | | |
| | | | | Total | 2,524.42 |
| 15342 | 6/19/2024 | MENARDS-APPLETON EAST | | | |
| 57732,57942,58037& 038,58265,58269,58387 | | | | | |
| 100-09-53311-505-000 | | Hwy Dept - Building Maint | | | 102.91 |
| | | FROM 5/30/24 DUCT FANS, DUCT CONNECTOR | 57732 | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | | 15.99 |
| | | FROM 6/3/24 STATION 60 TOLIET REPAIR | 57942 | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | | 260.81 |
| | | FROM 6/5/24 SHELF, CLEANER, HOSE CART | 58037 | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | | 245.69 |
| | | FROM 6/5/24 TAPE, FILTER, OSCIL TOOL KIT | 58038 | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | | -47.98 |
| | | FROM 6/10/24 RETURN FILTER INV 58038 | 58265 | | |
| 100-09-53311-505-000 | | Hwy Dept - Building Maint | | | 56.97 |
| | | FROM 6/10/24 VALVE, FILTER | 58269 | | |
| 100-09-53311-505-000 | | Hwy Dept - Building Maint | | | 356.08 |
| | | FROM 6/12/24 REBAR, STUDS, STAKES, TIES | 58387 | | |
| | | | | Total | 990.47 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

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|---|---|---|---|---|
| 15343 | 6/19/2024 | MGD INDUSTRIAL CORPORATION | | |
| 227084 | | | | |
| 100-09-53311-400-000 | Hwy Dept - Supplies | | | 155.93 |
| FROM 6/10/24 SCREWS, NUTS, GLOVES | | 227084 | | |
| | | | Total | 155.93 |
| 15344 | 6/19/2024 | MI T FENCE LLC | | |
| 3871 | | | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | 6,066.03 |
| FROM 6/12 REMAIN BAL 2 FENCE AREAS | | 3871 | | |
| | | | Total | 6,066.03 |
| 15345 | 6/19/2024 | MIKE'S ELECTRIC | | |
| 13406 | | | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | 147.33 |
| FROM 6/11/24 OUTLET SERVER ROOM VENT FAN | | 13406 | | |
| | | | Total | 147.33 |
| 15346 | 6/19/2024 | MONROE TRUCK EQUIPMENT, INC | | |
| 851939 | | | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | 668.32 |
| FROM 6/13/24 SURFACE MOUNT AMBER LIGHTS | | 851939 | | |
| | | | Total | 668.32 |
| 15347 | 6/19/2024 | NUTRITION SERVICE COMPANY | | |
| 141636 | | | | |
| 100-09-53311-900-000 | Hwy Dept - Road Maintenance | | | 57.00 |
| FROM 5/22/24 FERTILIZER | | 141636 | | |
| | | | Total | 57.00 |
| 15348 | 6/19/2024 | SPEEDY CLEAN | | |
| 83220 | | | | |
| 230-00-53441-000-000 | Storm Sewer Maint / Ponds | | | 945.00 |
| FRM 5/29 PAYTON ST STORM CATCH-MANHOLE | | 83220 | | |
| | | | Total | 945.00 |
| 15349 | 6/19/2024 | WI DEPT OF TRANSPORTATION | | |
| 395-0000353455 | | | | |
| 100-00-57230-000-000 | Capital Outlay - Trails | | | 37.74 |
| PROJ 39544790400 FEAS STUDY HIGHCLIFF TR | | 395-0000353455 | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| | | | Total | 37.74 |
| 15350 | 6/26/2024 | AL DIX CONCRETE INC | | |
| INVOICE DATED 6/20/24 | | | | |
| 100-09-53311-505-000 | Hwy Dept - Building Maint | | | 2,700.00 |
| FROM 6/20/24 SLAB AT VILLAGE HALL | | | | |
| | | | Total | 2,700.00 |
| 15351 | 6/26/2024 | AUTOMOTIVE SUPPLY- APPLETON | | |
| 12134675, 60994064 | | | | |
| 100-09-53311-600-600 | Hwy Dept - Vehicle Maintenance | | | 61.80 |
| FROM 6/20/24 TRUCK #29 OIL | | 12134675 | | |
| 100-09-53311-600-600 | Hwy Dept - Vehicle Maintenance | | | 242.06 |
| FROM 6/18/24 POLICE CARS LUBE, OIL | | 60994064 | | |
| | | | Total | 303.86 |
| 15352 | 6/26/2024 | BRIAN WARNER CONSTRUCTION | | |
| ESCROW RETURN N8778 CONNOR CIR | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | 1,500.00 |
| ESCROW RETURN N8778 CONNOR CIR | | | | |
| | | | Total | 1,500.00 |
| 15353 | 6/26/2024 | CALUMET COUNTY REGISTER OF DEEDS | | |
| RECORDING FEE EASEMENT TO DRAINAGE DITCH | | | | |
| 230-00-53441-200-000 | Stormwater Plan / Munic Fees | | | 30.00 |
| RECORDING FEE KASD WOODLAND EASEMENT | | | | |
| | | | Total | 30.00 |
| 15354 | 6/26/2024 | CITY OF APPLETON | | |
| 14343 | | | | |
| 100-09-57330-000-000 | Capital Outlay - Road Projects | | | 315.46 |
| COOP/MIDWAY INTERSECTION STUDY | | 14343 | | |
| | | | Total | 315.46 |
| 15355 | 6/26/2024 | FIRST AMERICAN TITLE INS CO-EVANS TITLE DIV | | |
| FILE NO 3180738 W6016 CAMEO CT PURCHASE | | | | |
| 201-00-57220-000-000 | Capital Outlay - Park Impact | | | 100,261.63 |
| PURCHASE W6016 CAMEO CT | | | | |
| | | | Total | 100,261.63 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| 15356 | 6/26/2024 | GANNETT WISCONSIN LOCALiQ | | | |
| 6414297 | | | | | |
| 100-02-51400-800-000 | Gen. Admin - Publications | | | | 40.84 |
| BILLING 5/1-5/31 NOXIOUS WEEDS NOTICE | | | 6414297 | | |
| 100-02-51400-800-000 | Gen. Admin - Publications | | | | 188.58 |
| BILLING 5/1-5/31 BIDS ASPHALT BLAZ MEAD | | | 6414297 | | |
| 100-01-51101-800-000 | Planning - Publications | | | | 60.76 |
| BILLING 5/1-5/31 PLAN COMM | | | 6414297 | | |
| 100-02-51400-800-000 | Gen. Admin - Publications | | | | 85.63 |
| BILLING 5/1-5/31 JOINT REVIEW TID 2 | | | 6414297 | | |
| 100-00-46105-000-000 | Publication Fee - Liquor | | | | 204.15 |
| BILLING 5/1-5/31 LICENSE APPLICATIONS | | | 6414297 | | |
| | | | | Total | 579.96 |
| 15357 | 6/26/2024 | GAT SUPPLY, INC | | | |
| 433317-1 | | | | | |
| 100-09-53311-400-000 | Hwy Dept - Supplies | | | | 86.58 |
| FROM 6/21/24 SFTY GLASSES,BROOM,BUSHING | | | 433317-1 | | |
| | | | | Total | 86.58 |
| 15358 | 6/26/2024 | GRUETT'S | | | |
| 36137P | | | | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | | 131.38 |
| FROM 6/12 2022 FERRIS MOWER REPAIR | | | 36137P | | |
| | | | | Total | 131.38 |
| 15359 | 6/26/2024 | HERRLING CLARK LAW FIRM LTD | | | |
| 14283-03M, 14283-04M | | | | | |
| 100-00-51300-000-000 | Legal | | | | 1,382.16 |
| FOR SERVICES THROUGH 6/7/2024 TRAFFIC | | | | | |
| 100-00-51300-000-000 | Legal | | | | 46,815.80 |
| FOR SERVICES THRU 6/14/2024 MUNICIPAL | | | | | |
| | | | | Total | 48,197.96 |
| 15360 | 6/26/2024 | JACK DIEDRICH CONSTRUCTION | | | |
| ESCROW RETURN W4501 SCHMIDT RD | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| ESCROW RETURN W4501 SCHMIDT RD | | | | | |
| | | | | Total | 1,500.00 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| 15361 | 6/26/2024 | JASON SELIG HOMES LLC | | | |
| GRADING ESCROW RETURN N9240 TOUCHDOWN DR | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| GRADING ESCROW RETURN N9240 TOUCHDOWN DR | | | | | |
| | | | | Total | 1,500.00 |
| 15362 | 6/26/2024 | JEREMY OR EMILY BEIRL | | | |
| GRADING ESCROW RETURN W5546 TONYS WAY | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| GRADING ESCROW RETURN W5546 TONYS WAY | | | | | |
| | | | | Total | 1,500.00 |
| 15363 | 6/26/2024 | JOE'S POWER CENTER INC | | | |
| 168563 | | | | | |
| 100-09-53311-400-000 | Hwy Dept - Supplies | | | | 92.99 |
| FROM 6/19/24 PRO TRIMMER LINE | | | 168563 | | |
| | | | | Total | 92.99 |
| 15364 | 6/26/2024 | KEN MADER CONSTRUCTION | | | |
| ESCROW RETURN N8804 S COOP RD | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| ESCROW RETURN N8804 S COOP RD | | | | | |
| | | | | Total | 1,500.00 |
| 15365 | 6/26/2024 | KIMBALL MIDWEST | | | |
| 102314236 | | | | | |
| 100-09-53311-400-000 | Hwy Dept - Supplies | | | | 1,792.80 |
| FROM 6/12/24 PAINT | | | 102314236 | | |
| | | | | Total | 1,792.80 |
| 15366 | 6/26/2024 | LEXINGTON HOMES INC | | | |
| ESCROW RTNS W6519, 6539, 6555 STEAMBOAT | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| ESCROW RETURN W6519 STEAMBOAT LN | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| ESCROW RETURN W6539 STEAMBOAT LN | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| ESCROW RETURN W6555 STEAMBOAT LN | | | | | |
| | | | | Total | 4,500.00 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 15367 | 6/26/2024 | LINDE GAS & EQUIPMENT INC | | |
| 43630629 | | | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | 38.20 |
| | | FROM 6/22/24 CYLINDER RENT | 43630629 | |
| | | | Total | 38.20 |
| 15368 | 6/26/2024 | MCMAHON | | |
| 935261 - 935275, 935334 | | | | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | 3,013.10 |
| | | COTTONWOOD CREEK/HAEN HEIGHTS RESURFACE | 935261 | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | 1,091.62 |
| | | STATE PK RESRFCNG BIKE LNS SCMIDT-US10 | 935262 | |
| 405-00-51500-000-000 | | Professional Services-TID #5 | | 2,679.00 |
| | | CTH N SITE | 935263 | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | 7,287.05 |
| | | PAYTEN ST ROADWAY IMPROVEMENTS | 935264 | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | 595.00 |
| | | CEDAR RIDGE ESTATES ROADWAY IMPROVEMENTS | 935265 | |
| 201-00-57220-000-000 | | Capital Outlay - Park Impact | | 350.00 |
| | | FARMERS FIELD PARK-ELECTRICAL SERVC PLAN | 935266 | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | 5,641.68 |
| | | 2024 ASPHALT RESURFACING PROGRAM | 935267 | |
| 100-09-53311-900-000 | | Hwy Dept - Road Maintenance | | 296.23 |
| | | 2024 CRACK SEAL PROGRAM | 935268 | |
| 100-09-53311-000-000 | | Hwy Dept - Engineer/Consultant | | 350.00 |
| | | 2024 GEN ENGINEER MONTHLY STAFF MEETING | 935269 | |
| 230-00-53441-200-000 | | Stormwater Plan / Munic Fees | | 350.00 |
| | | GEN ENG HARR HEIGHTS LOT 29 DRAIN REVIEW | 935269 | |
| 100-09-53311-000-000 | | Hwy Dept - Engineer/Consultant | | 3,942.50 |
| | | 2024 GEN ENG BLACK OAK ST C&G STAKING | 935269 | |
| 201-00-57220-000-000 | | Capital Outlay - Park Impact | | 4,447.50 |
| | | DARBOY COMM PARK TRAIL LIGHTING | 935270 | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | 1,725.00 |
| | | HAEN HEIGHTS AREA ROADWAY IMPROVEMENTS | 935271 | |
| 402-00-51500-000-000 | | Professional Services-TID #2 | | 1,476.74 |
| | | TID #2 UPDATE BOUNDARY LEGAL DESCRIPTION | 935272 | |
| 405-00-51500-000-000 | | Professional Services-TID #5 | | 1,042.50 |
| | | TID #5 UPDATE BOUNDARY LEGAL DESCRIPTION | 935273 | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| 230-00-53441-200-000 | | Stormwater Plan / Munic Fees | | | 1,684.00 |
| 24 STREET STORM SEWER BREEZY MEADOWS SUB 935274 | | | | | |
| 100-00-52400-200-000 | | Inspections - Grade Checks | | | 3,541.45 |
| 2024 LOT GRADE REVIEW & CHECK | | | 935275 | | |
| 401-00-51500-000-000 | | Professional Services - TID #1 | | | 1,490.34 |
| LAKE PARK CSM TID1 N8722 HU LOT SPLIT | | | 935334 | | |
| | | | | Total | 41,003.71 |
| 15369 | 6/26/2024 | N.E.W. PRINTING | | | |
| 163578 | | | | | |
| 100-02-51400-400-000 | | Gen. Admin - Supplies | | | 382.88 |
| #10 REGULAR ENVELOPES FROM 6/19/24 | | | 163578 | | |
| | | | | Total | 382.88 |
| 15370 | 6/26/2024 | NICOLE BERLOWSKI | | | |
| GRADING ESCROW RETURN N9244 CASSANDRA | | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | | 1,500.00 |
| GRADING ESCROW RETURN N9244 CASSANDRA | | | | | |
| | | | | Total | 1,500.00 |
| 15371 | 6/26/2024 | OFFICE DEPOT BUSINESS CREDIT - VOH | | | |
| 6011568517636189 | | | | | |
| 100-02-51400-400-000 | | Gen. Admin - Supplies | | | 137.97 |
| FROM 6/4 PAPER | | | | | |
| | | | | Total | 137.97 |
| 15372 | 6/26/2024 | PFILE HOMES INC | | | |
| ESCROW RETURN N9033 SOUTHTOWNE | | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | | 1,500.00 |
| ESCROW RETURN N9033 SOUTHTOWNE | | | | | |
| | | | | Total | 1,500.00 |
| 15373 | 6/26/2024 | POMP'S TIRE SERVICE INC. | | | |
| 320152713, 320153562 | | | | | |
| 100-06-57220-000-000 | | Fire Dept - Capital Outlay | | | 4,811.16 |
| FROM 6/12 E71 TIRES | | | 320152713 | | |
| 100-06-52200-600-000 | | Fire Dept - Vehicle Maint. | | | 1,019.20 |
| FROM 6/17/24 RAM TIRES | | | 320153562 | | |
| | | | | Total | 5,830.36 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| 15374 | 6/26/2024 | RED POWER DIESEL SERVICE INC | | | |
| 4702 | | | | | |
| 100-06-52200-600-000 | Fire Dept - Vehicle Maint. | | | | 40.06 |
| FROM 6/19/24 SWITCH, TOGGLE | | 4702 | | | |
| | | | | Total | 40.06 |
| 15375 | 6/26/2024 | RIESTERER & SCHNELL INC - Pulaski | | | |
| 2634175 | | | | | |
| 100-09-53311-700-000 | Hwy Dept - Equip Maintenance | | | | 148.80 |
| FROM 6/17/24 GREASE | | 2634175 | | | |
| | | | | Total | 148.80 |
| 15376 | 6/26/2024 | RIESTERER & SCHNELL INC - Pulaski | | | |
| PURAGREE 10467571 QUOTE 307554 JD TRACTR | | | | | |
| 240-00-51400-000-000 | ARPA Expenses | | | | 23,693.35 |
| JOHN DEERE TRACTOR/MOWER 6.1.035 | | 10467571 | | | |
| | | | | Total | 23,693.35 |
| 15377 | 6/26/2024 | SCHMIDT BROS CUSTOM HOMES INC | | | |
| GRADING ESCROW W5563 TONYS, N9271 LAURA | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| GRADING ESCROW RETURN W5563 TONYS WAY | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| GRADING ESCROW RETURN N9271 LAURA ST | | | | | |
| | | | | Total | 3,000.00 |
| 15378 | 6/26/2024 | SCHMIDT BROS CUSTOM HOMES INC | | | |
| ESCROW RETURNS W5873, 5807 EDGEWOOD | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| ESCROW RETURN W5873 EDGEWOOD | | | | | |
| 100-00-21060-000-000 | Building Escrows Payable | | | | 1,500.00 |
| ESCROW RETURN W5807 EDGEWOOD | | | | | |
| | | | | Total | 3,000.00 |
| 15379 | 6/26/2024 | SRF CONSULTING GROUP INC | | | |
| 17329.00-4 | | | | | |
| 240-00-51400-000-000 | ARPA Expenses | | | | 482.64 |
| COMPREHENSIVE PLAN UPDATE 6.1.023 | | 17329.00-4 | | | |
| 100-00-57190-000-000 | Capital Outlay - General Gvmnt | | | | 990.18 |
| COMPREHENSIVE PLAN UPDATE | | 17329.00-4 | | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| | | | | Total | 1,472.82 |
| 15380 | 6/26/2024 | STAPLES | | | |
| 6004629730, 6004629731, 6004629732 | | | | | |
| 100-02-51400-400-000 | Gen. Admin - Supplies | | | | 65.55 |
| OFFICE SUPPLIES 6/15/24 | | | 6004629730 | | |
| 100-02-51400-400-000 | Gen. Admin - Supplies | | | | 8.61 |
| OFFICE SUPPLIES 6/15/24 | | | 6004629731 | | |
| 100-02-51400-400-000 | Gen. Admin - Supplies | | | | 27.42 |
| OFFICE SUPPLIES 6/15/24 | | | 6004629732 | | |
| | | | | Total | 101.58 |
| 15381 | 6/26/2024 | SUBURBAN WILDLIFE SOLUTIONS LLC | | | |
| 7241 | | | | | |
| 230-00-53441-000-000 | Storm Sewer Maint / Ponds | | | | 15,881.13 |
| PONDS 3/4 WORK DONE DATED 5/22/24 | | | 7241 | | |
| | | | | Total | 15,881.13 |
| 15382 | 6/26/2024 | SUPERIOR VISION INSURANCE | | | |
| 830683 | | | | | |
| 100-09-53311-200-000 | Hwy Dept - Benefits | | | | 150.16 |
| SHOP VISION INSURANCE JUL 24 | | | 830683 | | |
| 100-02-51400-200-000 | Gen. Admin - Benefits | | | | 119.15 |
| OFFICE VISION INSURANCE JUL 24 | | | 830683 | | |
| 100-01-51101-200-000 | Planning - Benefits | | | | 0.00 |
| PLANNER VISION INSURANCE JUL 24 | | | 830683 | | |
| 100-06-52200-200-000 | Fire Dept - Benefits | | | | 25.64 |
| FIRE VISION INSURANCE JUL 24 | | | 830683 | | |
| 100-00-14500-000-000 | Due from Special Purpose Dist. | | | | 91.56 |
| UTILITIES VISION INSURANCE JUL 24 | | | 830683 | | |
| | | | | Total | 386.51 |
| 15383 | 6/26/2024 | TASC | | | |
| IN3130508 | | | | | |
| 100-02-51400-400-006 | Gen. Admin - Service Contracts | | | | 39.62 |
| JUNE 2024 BILLING | | | IN3130508 | | |
| | | | | Total | 39.62 |
| 15384 | 6/26/2024 | THEDACARE AT WORK | | | |
| 356137 | | | | | |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| 100-06-52200-401-000 | | Fire Dept - Physicals | | | 177.00 |
| FROM 6/18/24 CLINIC INJ/VACC K CLANCY | | | 356137 | | |
| | | | | Total | 177.00 |
| 15385 | 6/26/2024 | UECKER PROPERTIES LLC | | | |
| ESCROW RETURNS W5868, 5823 EDGEWOOD | | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | | 1,500.00 |
| ESCROW RETURN W5868 EDGEWOOD | | | | | |
| 100-00-21060-000-000 | | Building Escrows Payable | | | 1,500.00 |
| ESCROW RETURN W5823 EDGEWOOD | | | | | |
| | | | | Total | 3,000.00 |
| 15386 | 6/26/2024 | ULINE | | | |
| 179457062, 179520829 | | | | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | | 287.92 |
| FROM 6/17/24 TRASH LINERS | | | 179457062 | | |
| 100-09-53311-400-000 | | Hwy Dept - Supplies | | | 37.23 |
| FROM 6/17/24 FREIGHT | | | 179520829 | | |
| | | | | Total | 325.15 |
| 15387 | 6/26/2024 | WE ENERGIES 800 | | | |
| WORK REQUEST 5001969 N8970 STATE PARK RD | | | | | |
| 100-09-57330-000-000 | | Capital Outlay - Road Projects | | | 12,443.77 |
| STATE PARK RD UTILITY RELOCATE N8970 | | | | | |
| | | | | Total | 12,443.77 |
| | | | | Grand Total | 612,121.33 |

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| | Amount |
|---|---|
| Total Expenditure from Fund # 100 - GENERAL FUND | 416,580.11 |
| Total Expenditure from Fund # 201 - PARK IMPACT FEES | 105,059.13 |
| Total Expenditure from Fund # 230 - STORM WATER UTILITY FEES | 19,550.13 |
| Total Expenditure from Fund # 240 - FEDERAL FUNDS - ARPA | 60,234.15 |
| Total Expenditure from Fund # 401 - TAX INCREMENTAL DISTRICT #1 | 1,490.34 |
| Total Expenditure from Fund # 402 - TAX INCREMENTAL DISTRICT #2 | 1,476.74 |
| Total Expenditure from Fund # 405 - TAX INCREMENTAL DISTRICT #5 | 7,730.73 |
| Total Expenditure from all Funds | 612,121.33 |

NICOLET (INVESTORS) BANK VOH Payroll Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| | Amount |
|---|---|
| Total Expenditure from Fund # 100 - GENERAL FUND | 66,533.42 |
| Total Expenditure from Fund # 610 - WATER UTILITY | 14,969.03 |
| Total Expenditure from Fund # 620 - SEWER UTILITY | 15,340.67 |
| Total Expenditure from all Funds | 96,843.12 |

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ACCT

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| EFT | 6/03/2024 | PSN INVOICE - UTILITIES | | |
| May 2024 PSN Monthly Fee | | | Manual Check | |
| 610-00-57923-000-000 | Outside Services Employed | | | 24.97 |
| May 2024 PSN Monthly Fee | | 294851 | | |
| 620-00-57852-000-000 | Outside Services Employed | | | 24.98 |
| May 2024 PSN Monthly Fee | | 294851 | | |
| | | | Total | 49.95 |
| | | | Grand Total | 49.95 |

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| | Amount |
|---|---|
| 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 |

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ACCT

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| EFT | 6/06/2024 | WE ENERGIES - 00003 | | | |
| 0705461764-00003 \| COA Mtr #2 - Electric | | | | Manual Check | |
| 610-00-57641-000-000 | Operation Supplies & Expenses | | | | 98.40 |
| 0705461764-00003 \| COA Mtr #2 - Electric | | 06062024-00003 | | | |
| | | | | Total | 98.40 |
| EFT | 6/11/2024 | KWIK TRIP - UTILITIES | | | |
| 05/27/24-FUEL | | | | Manual Check | |
| 610-00-57933-000-000 | Transportation Expense | | | | 256.26 |
| 05/27/24-FUEL | | NP66502649 | | | |
| 620-00-57828-000-000 | Transportation Expense | | | | 256.27 |
| 05/27/24-FUEL | | NP66502649 | | | |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | | | | 40.30 |
| 05/27/24-FUEL | | NP66502649 | | | |
| | | | | Total | 552.83 |
| EFT | 6/11/2024 | MARCO TECHNOLOGIES LLC - UTILITIES | | | |
| 05/27/24 Copier Lease | | | | Manual Check | |
| 610-00-57921-000-000 | Office Supplies & Expenses | | | | 90.87 |
| 05/27/24 Copier Lease | | 36661222 | | | |
| 620-00-57851-000-000 | Office Supplies & Expenses | | | | 90.87 |
| 05/27/24 Copier Lease | | 36661222 | | | |
| | | | | Total | 181.74 |
| EFT | 6/12/2024 | WE ENERGIES - 00010 | | | |
| 0705461764-00010 \| LS#4 - Gas | | | | Manual Check | |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | | | | 13.63 |
| 0705461764-00010 \| LS#4 - Gas | | 06122024-00010 | | | |
| | | | | Total | 13.63 |
| EFT | 6/12/2024 | WE ENERGIES - 00006 | | | |
| 0705461764-00006 \| Fox Crsng Mtr - Elec | | | | Manual Check | |
| 610-00-57641-000-000 | Operation Supplies & Expenses | | | | 14.73 |
| 0705461764-00006 \| Fox Crsng Mtr - Elec | | 06122024-00006 | | | |
| | | | | Total | 14.73 |
| EFT | 6/24/2024 | WE ENERGIES - 00004 | | | |
| 0705461764-00004 \| LS#3 Electric | | | | Manual Check | |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | | | | 99.23 |
| 0705461764-00004 \| LS#3 Electric | | 06242024-00004 | | | |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| | | | Total | 99.23 |

EFT 6/24/2024 RELIANCE STANDARD LIFE INSURANCE COMPANY
UTILITIES JULY 2024 LIFE & DISABILITY Manual Check

| | | | |
|---|---|---|---|
| 610-00-57926-000-000 | Employee Pensions & Benefits | | 101.81 |
| | UTILITIES JULY 2024 LIFE & DISABILITY | | |
| 620-00-57854-000-000 | Employee Pensions & Benefits | | 101.82 |
| | UTILITIES JULY 2024 LIFE & DISABILITY | | |
| | | Total | 203.63 |

EFT 6/25/2024 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 | 153078301060724 | |
| 620-00-57851-000-000 | Office Supplies & Expenses | | 65.00 |
| | Acct# 8348 10 427 0026135 Internet | 153078301060724 | |
| | | Total | 129.99 |

EFT 6/25/2024 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 | | 28.45 |
| | ACCT#3265998-00 | COA Water #1 Electric | | |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | | 1,115.50 |
| | ACCT#3265946-00 | LS #4 Electric | | |
| 620-00-57827-000-000 | Operation Supplies & Expenses | | 11.39 |
| | ACCT#3265946-00 | Storm Water Charge | | |
| | | Total | 1,166.68 |

EFT 6/25/2024 AT&T - UTILITIES
ACCT#920-380-0991 MTR STN #2 DIALER Manual Check

| | | | |
|---|---|---|---|
| 610-00-57641-000-000 | Operation Supplies & Expenses | | 26.04 |
| | ACCT#920-380-0991 MTR STN #2 DIALER | 920380099106-24 | |
| 620-00-57827-000-000 | Operation Supplies & Expenses | | 42.59 |
| | ACCT#920-380-0977 LS#3 DIALER | 920380099106-24 | |
| 620-00-57827-000-000 | Operation Supplies & Expenses | | 42.59 |
| | ACCT#920-380-0982 LS#2 DIALER | 920380099106-24 | |
| 620-00-57827-000-000 | Operation Supplies & Expenses | | 42.59 |
| | ACCT#920-380-0987 LS#1 DIALER | 920380099106-24 | |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 610-00-57641-000-000 | Operation Supplies & Expenses | | | 42.40 |
| ACCT#920-380-0992 MTR STN #1 DIALER | | 920380099106-24 | | |
| 620-00-57827-000-000 | Operation Supplies & Expenses | | | 0.00 |
| ACCT#920-380-0996 LS#4 DIALER | | 920380099106-24 | | |
| | | | Total | 196.21 |
| EFT | 6/26/2024 | WE ENERGIES - 00001 | | |
| 0705461764-00001 \| LS#1 Electric & Gas | | | Manual Check | |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | | | 316.77 |
| 0705461764-00001 \| LS#1 Electric & Gas | | 06262024-00001 | | |
| | | | Total | 316.77 |
| EFT | 6/26/2024 | WE ENERGIES - 00009 | | |
| 0705461764-00009 \| HU Main - Electric | | | Manual Check | |
| 610-00-57921-000-000 | Office Supplies & Expenses | | | 347.94 |
| 0705461764-00009 \| HU Main - Electric | | 06262024-00009 | | |
| 620-00-57851-000-000 | Office Supplies & Expenses | | | 347.94 |
| 0705461764-00009 \| HU Main - Electric | | 06262024-00009 | | |
| | | | Total | 695.88 |
| EFT | 6/26/2024 | WE ENERGIES - 00005 | | |
| 0705461764-00005 \| HU Main - Gas | | | Manual Check | |
| 610-00-57921-000-000 | Office Supplies & Expenses | | | 10.07 |
| 0705461764-00005 \| HU Main - Gas | | 06262024-00005 | | |
| 620-00-57851-000-000 | Office Supplies & Expenses | | | 10.07 |
| 0705461764-00005 \| HU Main - Gas | | 06262024-00005 | | |
| | | | Total | 20.14 |
| EFT | 6/26/2024 | WE ENERGIES - 00002 | | |
| 0705461764-00002 \| LS#2 Electric | | | Manual Check | |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | | | 85.92 |
| 0705461764-00002 \| LS#2 Electric | | 06262024-00002 | | |
| | | | Total | 85.92 |
| EFT | 6/27/2024 | WE ENERGIES - 00007 | | |
| 0705461764-00007 \| LS#6 Electric & Gas | | | Manual Check | |
| 620-00-57821-000-000 | Fuel/Power Purchase - Pumping | | | 112.17 |
| 0705461764-00007 \| LS#6 Electric & Gas | | 06272024-00007 | | |
| | | | Total | 112.17 |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 10730 | 6/05/2024 | BOARDMAN & CLARK LLP | | |
| 5/23/24 ORDINANCE REWRITE PROGRESS BILL | | | | |
| 610-00-57923-000-000 | Outside Services Employed | | | 3,750.00 |
| 5/23/24 ORDINANCE REWRITE PROGRESS BILL 2894988 | | | | |
| 620-00-57852-000-000 | Outside Services Employed | | | 3,750.00 |
| 5/23/24 ORDINANCE REWRITE PROGRESS BILL 2894988 | | | | |
| | | | Total | 7,500.00 |
| 10731 | 6/05/2024 | BRANDON BARLOW | | |
| 2024 Q1 & Q2 Mileage Reimbursement | | | | |
| 610-00-57921-000-000 | Office Supplies & Expenses | | | 112.69 |
| 2024 Q1 & Q2 Mileage Reimbursement | | | | |
| 620-00-57851-000-000 | Office Supplies & Expenses | | | 112.70 |
| 2024 Q1 & Q2 Mileage Reimbursement | | | | |
| | | | Total | 225.39 |
| 10732 | 6/05/2024 | CITY OF APPLETON FINANCE DEPARTMENT | | |
| 2/6/24-4/30/24 300-936-500 (COA#1) | | | | |
| 610-00-57601-000-000 | Purchased Water - COA / FC | | | 82,258.06 |
| 2/6/24-4/30/24 300-936-500 (COA#1) | | | | |
| 610-00-57601-000-000 | Purchased Water - COA / FC | | | 9,325.50 |
| 2/6/24-4/30/24 Fire Protection | | | | |
| 610-00-57601-000-000 | Purchased Water - COA / FC | | | 86,126.10 |
| 2/6/24-4/30/24 300-937-500 (COA#2) | | | | |
| | | | Total | 177,709.66 |
| 10733 | 6/05/2024 | DANIELLE JACOBS | | |
| CREDIT BAL REFUND 101-0302-01 | | | | |
| 610-00-46101-000-000 | Residential Metered Sales | | | 4.30 |
| CREDIT BAL REFUND 101-0302-01 | | | | |
| 610-00-46200-000-000 | Private Fire Protection Servic | | | 1.66 |
| CREDIT BAL REFUND 101-0302-01 | | | | |
| 620-00-46221-000-000 | Residential Measured Service | | | 4.75 |
| CREDIT BAL REFUND 101-0302-01 | | | | |
| | | | Total | 10.71 |
| 10734 | 6/05/2024 | GRANT T LAUE | | |
| 2024 GTL CLOTHING REIMBURSEMENT | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 105.33 |
| 2024 GTL CLOTHING REIMBURSEMENT | | | | |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 620-00-57856-000-000 | | Miscellaneous General Expense | | 105.33 |
| | | 2024 GTL CLOTHING REIMBURSEMENT | | |
| | | | Total | 210.66 |
| 10735 | 6/05/2024 | JESSICA FLOHR | | |
| | | 2024 Q1 & Q2 Mileage Reimbursement | | |
| 610-00-57921-000-000 | | Office Supplies & Expenses | | 21.71 |
| | | 2024 Q1 & Q2 Mileage Reimbursement | | |
| 620-00-57851-000-000 | | Office Supplies & Expenses | | 21.71 |
| | | 2024 Q1 & Q2 Mileage Reimbursement | | |
| | | | Total | 43.42 |
| 10736 | 6/05/2024 | POMP'S TIRE SERVICE INC. | | |
| | | 5/28/24 F-250 Maintenance | | |
| 610-00-57933-000-000 | | Transportation Expense | | 39.93 |
| | | 5/28/24 F-250 Maintenance 320153020 | | |
| 620-00-57828-000-000 | | Transportation Expense | | 39.94 |
| | | 5/28/24 F-250 Maintenance 320153020 | | |
| | | | Total | 79.87 |
| 10737 | 6/05/2024 | SERVICEMASTER BUILDING MAINTENANCE | | |
| | | 6/1/24 - JUN 2024 CLEANING SERVICE | | |
| 610-00-57935-000-000 | | Maintenance of General Plant | | 162.50 |
| | | 6/1/24 - JUN 2024 CLEANING SERVICE 45146 | | |
| 620-00-57834-000-000 | | Maintenance of General Plant | | 162.50 |
| | | 6/1/24 - JUN 2024 CLEANING SERVICE 45146 | | |
| | | | Total | 325.00 |
| 10738 | 6/05/2024 | T-MOBILE | | |
| | | 982397755 | | |
| 610-00-57641-000-000 | | Operation Supplies & Expenses | | 37.81 |
| | | FROM 4/21/24-5/20/24 UTILITIES PHONES | | |
| 620-00-57827-000-000 | | Operation Supplies & Expenses | | 37.82 |
| | | FROM 4/21/24-5/20/24 UTILITIES PHONES | | |
| 610-00-57641-000-000 | | Operation Supplies & Expenses | | 44.10 |
| | | FROM 4/21/24-5/20/24 UTILITIES PADS | | |
| 620-00-57827-000-000 | | Operation Supplies & Expenses | | 44.10 |
| | | FROM 4/21/24-5/20/24 UTILITIES PADS | | |
| | | | Total | 163.83 |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 10739 | 6/12/2024 | COMMUNITY FIRST CU - VISA | | |
| 5/29/24 *7123 & *6280 | | | | |
| 610-00-57921-000-000 | Office Supplies & Expenses | | | 6.82 |
| 4/22/24 ADOBE MONTHLY SUBSCRIPTION | | | | |
| 620-00-57851-000-000 | Office Supplies & Expenses | | | 6.82 |
| 4/22/24 ADOBE MONTHLY SUBSCRIPTION | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 54.94 |
| 4/28/24 Amazon Misc. Supplies | | | | |
| 620-00-57856-000-000 | Miscellaneous General Expense | | | 54.95 |
| 4/28/24 Amazon Misc. Supplies | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 20.45 |
| 5/7/24 Amazon Misc. Supplies | | | | |
| 620-00-57827-000-000 | Operation Supplies & Expenses | | | 20.46 |
| 5/7/24 Amazon Misc. Supplies | | | | |
| | | | Total | 164.44 |
| 10740 | 6/12/2024 | DAVE DORNFELD | | |
| 5/22/24 Mileage Reimb. WRWA Training | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 106.53 |
| 5/22/24 Mileage Reimb. WRWA Training | | | | |
| | | | Total | 106.53 |
| 10741 | 6/12/2024 | ESRI INC. | | |
| 5/23/24-5/22/25 Annual Subsc. | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 275.00 |
| 5/23/24 ArcGIS Creator Annual Subsc. | | 94730111 | | |
| 620-00-57856-000-000 | Miscellaneous General Expense | | | 275.00 |
| 5/23/24 ArcGIS Creator Annual Subsc. | | 94730111 | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 192.50 |
| 5/23/24 ArcGIS Mobile Annual Subsc. | | 94730111 | | |
| 620-00-57856-000-000 | Miscellaneous General Expense | | | 192.50 |
| 5/23/24 ArcGIS Mobile Annual Subsc. | | 94730111 | | |
| | | | Total | 935.00 |
| 10742 | 6/12/2024 | MENARDS-APPLETON EAST | | |
| 5/16/24 MISC SUPPLIES | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 79.65 |
| 5/16/24 MISC SUPPLIES | | 57089 | | |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| 620-00-57856-000-000 | | Miscellaneous General Expense | | | 79.65 |
| 5/16/24 MISC SUPPLIES | | | 57089 | | |
| | | | | Total | 159.30 |
| 10743 | 6/12/2024 | POSTMASTER | | | |
| POSTAGE FOR NEWSLETTER/CCR MAILING | | | | | |
| 610-00-57930-000-000 | | Miscellaneous General Expense | | | 389.83 |
| POSTAGE FOR NEWSLETTER/CCR MAILING | | | | | |
| 620-00-57856-000-000 | | Miscellaneous General Expense | | | 389.83 |
| POSTAGE FOR NEWSLETTER MAILING | | | | | |
| | | | | Total | 779.66 |
| 10744 | 6/19/2024 | CLEAN WATER TESTING LLC | | | |
| 6/12/24 Monthly Water Bacteria Tests | | | | | |
| 610-00-57641-000-000 | | Operation Supplies & Expenses | | | 96.00 |
| 6/12/24 Monthly Water Bacteria Tests | | | 9008977395 | | |
| | | | | Total | 96.00 |
| 10745 | 6/19/2024 | CORPORATE NETWORK SOLUTIONS, INC | | | |
| 76645 | | | | | |
| 610-00-57921-000-000 | | Office Supplies & Expenses | | | 385.00 |
| SUPPORT BLOCK | | | 76645 | | |
| 620-00-57851-000-000 | | Office Supplies & Expenses | | | 385.00 |
| SUPPORT BLOCK | | | 76645 | | |
| | | | | Total | 770.00 |
| 10746 | 6/19/2024 | MARTENSON & EISELE INC | | | |
| Engineering Services through 5/31/24 | | | | | |
| 610-00-57923-000-000 | | Outside Services Employed | | | 602.50 |
| General Requests through 5/31/24 | | | 64208 | | |
| 620-00-57852-000-000 | | Outside Services Employed | | | 602.50 |
| General Requests through 5/31/24 | | | 64208 | | |
| 620-00-57852-000-000 | | Outside Services Employed | | | 1,122.75 |
| LS3 FM Project through 5/31/24 | | | 64196 | | |
| 620-00-57852-000-000 | | Outside Services Employed | | | 2,335.50 |
| LT Planning through 5/31/24 | | | 64198 | | |
| 610-00-57923-000-000 | | Outside Services Employed | | | 2,369.81 |
| GIS Mapping Services through 5/31/24 | | | 64199 | | |
| 620-00-57852-000-000 | | Outside Services Employed | | | 2,369.82 |
| GIS Mapping Services through 5/31/24 | | | 64199 | | |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | | Amount |
|---|---|---|---|---|---|
| 610-00-13143-000-000 | | Due from Developers | | | 830.00 |
| | | North Shore Ridge through 5/31/24 | 64207 | | |
| 620-00-13143-000-000 | | Due from Developers | | | 830.00 |
| | | North Shore Ridge through 5/31/24 | 64207 | | |
| 610-00-13143-000-000 | | Due from Developers | | | 455.00 |
| | | Breezy Meadows through 5/31/24 | 64200 | | |
| 620-00-13143-000-000 | | Due from Developers | | | 455.00 |
| | | Breezy Meadows through 5/31/24 | 64200 | | |
| | | | | Total | 11,972.88 |
| 10747 | 6/19/2024 | WINNEBAGO PEST CONTROL LLC | | | |
| 6/11/24 Pesticide Appl. to Buildings | | | | | |
| 610-00-57935-000-000 | | Maintenance of General Plant | | | 87.50 |
| | | 6/11/24 Pesticide Appl. to Buildings | 20048 | | |
| 620-00-57834-000-000 | | Maintenance of General Plant | | | 87.50 |
| | | 6/11/24 Pesticide Appl. to Buildings | 20048 | | |
| | | | | Total | 175.00 |
| 10748 | 6/26/2024 | DAVE DORNFELD | | | |
| 6/14/24 Clothing Reimb. - Dick's | | | | | |
| 610-00-57930-000-000 | | Miscellaneous General Expense | | | 52.75 |
| | | 6/14/24 Clothing Reimb. - Dick's | | | |
| 620-00-57856-000-000 | | Miscellaneous General Expense | | | 52.75 |
| | | 6/14/24 Clothing Reimb. - Dick's | | | |
| | | | | Total | 105.50 |
| 10749 | 6/26/2024 | FERGUSON WATERWORKS #1476 | | | |
| Invoices 407823 and 418591 | | | | | |
| 610-00-57903-000-000 | | Supplies and Expenses | | | 1,980.00 |
| | | 5/30/24 Annual AMR Fees | 407823 | | |
| 620-00-57856-000-000 | | Miscellaneous General Expense | | | 1,980.00 |
| | | 5/30/24 Annual AMR Fees | 407823 | | |
| 610-00-57652-000-000 | | Maintenance of Services | | | 1,699.60 |
| | | 6/14/24 Curbstop Risers, Caps, and Rods | 418591 | | |
| | | | | Total | 5,659.60 |
| 10750 | 6/26/2024 | JOE'S POWER CENTER INC | | | |
| 6/5/24 Weed Trimmer Line | | | | | |
| 610-00-57935-000-000 | | Maintenance of General Plant | | | 29.49 |
| | | 6/5/24 Weed Trimmer Line | 167227 | | |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| Check Nbr | Check Date | Payee | | Amount |
|---|---|---|---|---|
| 620-00-57834-000-000 | Maintenance of General Plant | | | 29.50 |
| 6/5/24 Weed Trimmer Line | | 167227 | | |
| | | | Total | 58.99 |
| 10751 | 6/26/2024 | NEENAH-MENASHA SEWERAGE COMMISSION | | |
| JUL 2024 Bill Based on MAY 2024 Measures | | | | |
| 620-00-57829-000-000 | Sewerage Treatment Charges | | | 23,130.82 |
| JUL 2024 Bill Based on MAY 2024 Measures | | 2024-203 | | |
| 620-00-57829-000-000 | Sewerage Treatment Charges | | | -3,211.41 |
| 2023 Year-End Adjustment for Surplus | | 2024-203 | | |
| 620-00-57870-000-000 | Interest Expense - CWF Loan | | | 1,176.00 |
| JUL 2024 CWF Loan - Interest | | 2024-209 | | |
| 620-00-57875-000-000 | Amortization Expense-CWF Loan | | | 4,839.00 |
| JUL 2024 CWF Loan - Interest | | 2024-209 | | |
| 620-00-57870-000-000 | Interest Expense - CWF Loan | | | 331.00 |
| JUL 2024 SLDG BLDG LOAN INTEREST | | 2024-209 | | |
| 620-00-57875-000-000 | Amortization Expense-CWF Loan | | | 1,843.00 |
| JUL 2024 SLDG BLDG LOAN DEBT | | 2024-209 | | |
| | | | Total | 28,108.41 |
| 10752 | 6/26/2024 | TOM VAN ZEELAND | | |
| 6/20/24 Clothing Reimb. - Fleet Farm | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 162.50 |
| 6/20/24 Clothing Reimb. - Fleet Farm | | | | |
| 620-00-57856-000-000 | Miscellaneous General Expense | | | 162.50 |
| 6/20/24 Clothing Reimb. - Fleet Farm | | | | |
| | | | Total | 325.00 |
| 10753 | 6/26/2024 | ZANDER PRESS INC | | |
| 6/20/24 Newsletter & CCR Printing | | | | |
| 610-00-57930-000-000 | Miscellaneous General Expense | | | 816.31 |
| 6/20/24 Newsletter & CCR Printing | | 112619 | | |
| 620-00-57856-000-000 | Miscellaneous General Expense | | | 816.31 |
| 6/20/24 Newsletter Printing | | 112619 | | |
| | | | Total | 1,632.62 |
| | | | Grand Total | 241,205.42 |

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 6/01/2024 From Account:
Thru: 6/30/2024 Thru Account:

| | Amount |
|---|---|
| Total Expenditure from Fund # 610 - WATER UTILITY | 193,763.83 |
| Total Expenditure from Fund # 620 - SEWER UTILITY | 47,441.59 |
| Total Expenditure from all Funds | 241,205.42 |

Village of HARRISON
WHERE OPPORTUNITY LIVES

| VILLAGE BOARD MEETING | VILLAGE OF HARRISON |
|---|---|
| **From:** | **Meeting Date:** |
| Russ Van Gompel, Interim Village Manager | July 30, 2024 |

**Title:**
Draft Position Descriptions for new Finance Director/Village Treasurer and Village Clerk positions.

**Issue:**
Should the Village Board approve the position descriptions for the Finance Director/Village Treasurer and the Village Clerk positions?

**Background and Additional Information:**

At the June 25, 2024 meeting, the Village Board tabled this item until I had a chance to review the items. I have reviewed the draft position description and made a couple of minor changes. Attached is the revised job description for the Finance Director/Treasurer. I have not made any changes to the previously submitted job description for the Clerk's position.

After reviewing the job description, the next item to consider is where the two positions would fit internally with the Village's Pay Grade Plan. After reviewing the duties and responsibilities of the two positions and considering the existing internal positions, I am recommending that the Finance Director be placed in Pay Grade N and the Clerk be placed in Pay Grade I. Attached is the 2024 Pay Grade Plan.

After reviewing the current Pay Grade Plan, it is my opinion that the Village Board should consider updating the entire Pay Grade Plan. I am researching options to include this update in the 2025 Operating Budget.

I have spent some time creating a recruitment brochure for the Finance Director's position. Attached is the profile. I can post the position on the relative websites and collect applications as part of my Interim Manager's role. I can provide the Village Board with the list of applicants and lead the Village Board through the selection process. My experience includes preforming recruitment and hiring in numerous internal positions and I have lead selection process with elected officials in Mondovi WI (Administrator), New London WI (Administrator), Weyauwega, WI (Administrator), Hortonville WI (Administrator), Waupaca (Administrator) along with the Police Chief for the Fox Valley Metro with their Police Commission.

The Village Board should also decide how to proceed with the selection process for the Finance Director. Does the entire Board want to participate in the process or is the Board willing to delegate the selection process. I am anticipating that the selection process to occur in September with the final

candidate to be selected by September 19.

**Budget Impacts:**
I am anticipating that the Finance Director should start around November 1. There is no budget for two months of salary. Additional funds will be needed from Fund Balance to cover the remainder of 2024. Funds will be budgeted for 2025.

**Recommended Action:**

Motion to approve the position description for the Finance Director and Assign the position to Pay Grade N and approve the assignment of the Clerk's position to Pay Grade I.

**Attachments:**

- DRAFT Finance Director - Treasurer June 2024 (002).pdf
- Village Clerk June 2024.pdf
- Finance Director Profile_White Front Cover.pdf
- 2718_001.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

# VILLAGE OF HARRISON POSITION DESCRIPTION

| | |
|---|---|
| **Position:** | Finance Director/Village Treasurer |
| **Department:** | Administration |
| **Reports to:** | Village Manager |
| **FLSA Status:** | Exempt |
| **Pay Grade:** | Pay Grade N |
| **Benefits:** | Insurance (health, dental, vision, life, disability), Health Savings Account, WI Retirement System, Paid Time Off, and Holidays |
| **Created:** | June 2024 |

**Purpose of Position:**

The purpose of this position is to direct and administer accounting and financial management functions, policies and procedures, and oversee and manage the Village of Harrison's financial position, including stormwater, sewer and water utilities. The work is performed under the direction of the Village Manager.

**Essential Functions:**

- Perform the statutory duties of the Finance Director/Village Treasurer as provided in Wisconsin statute 61.26.
- Manages the annual budget and monitors budgeted revenues and expenditures for all funds. Prepare and publish statutory budget notices.
- Reconciles general ledger account and bank accounts
- Managers municipal/Utility funds, including general, debt service, capital projects, TIF, utility, and revolving loans.
- Prepares and reviews financial reports and information with the Village Board, Committees, and Commissions.
- Maintains the general financial ledger for the Village and Utilities
- Processing accounts receivable, payable and payroll
- Maintains files of completed form 1099 for all payee
- Manage village investments

- Manage debt and make debt service payments
- Oversees the audit of the Village financial statements
- Oversees the preparation of the tax roll, mailing of tax bills, tax bill collection, calculates tax rates, reconciles tax accounts, including tax settlement, prepares corresponding journal entries, and prepares paperwork for charge back of rescinded or refunded taxes
- Answers question from public about property assessment and property taxes.
- Manages and supervises Finance Department personnel; recruits and recommends hiring and trains new employees; plans, coordinates, assigns and reviews work; maintains standards; acts on problems, allocates personnel; evaluates performance and determines outcomes.
- Prepares higher level journal entries, cost reports and financial statements; closes financial books at end of year; prepares financial schedules; prepares and submits all required reports for the State and other agencies; prepares financial documents and reports for grants and bond issues.
- Oversees the preparation of all journal entries to comply with annual audit and preparation of the annual Public Service Commission (PSC) report: collects and submits data for the PSC report.
- Prepares for and assists with external audit of Finance Department; performs regular internal audits; addresses problems found by auditors; reviews all adjusting journal entries performed by the auditors and advises Village Manager of fiscal impact.
- Reviews and audits a variety of statements, claims, reports and spreadsheets for accuracy; audits claims before authorizing payments; monitors all accounts for budget versus actual expenditures
- Resolves all higher level finance related complaints and complicated issues; responds to all Wisconsin Public Service Commission complaints.
- Conducts annual financial analysis of the Water, Sewer, and Stormwater Utilities for items such as equity balances, depreciation balances, debt coverage, customer rates, etc.
- Analyzes and recommends to the Village Board various services, such as commercial line insurance, banking, investment, accounting/auditing, etc.
- Attend Village Board of Committee Meetings as required.

- Performs other duties as required by law, ordinance or under the direction of the Village Board or Village Manager

**Education and Experience:**

- Bachelor's Degree in Accounting, Finance, Business Administration, or a related field; Master's Degree or CPA preferred.

- At least six years of progressively responsible experience in governmental accounting, investing, and department management, including at least three years of supervisory experience.

**Knowledge, Skills and Abilities:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and governmental accounting standards.

- High level of customer service skill in person, on the phone, e-mail and mail.

- Requires the ability to multi-task and work with frequent interruptions.

- Skills in operation of office equipment and technology including computers, copy/fax machine, and related financial, word processing, spreadsheet, and database software (Microsoft Office Suite, Windows Operating System and Workhorse software)

- Requires proficiency in the 10-key numeric keypad.

- Ability to perform cashier duties accurately

- Ability to communicate effectively in person, by phone, and by email with all levels of management, elected officials, vendors, other employees, and the general public/

- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

- Ability to understand and follow instructions, prioritize demands, work independently, problem solve, and deal with numerous interruptions.

- Effective time management skills with the ability to multi-task and prioritize work to meet deadlines, while maintaining attention to detail.

- Maintain a professional appearance and attire

**Physical Requirements and Working Conditions**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, sitting and reaching with hands and arms and occasionally requires walking, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a
moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Certified Public Accountant (CPA)

Certified Municipal Treasurer of Wisconsin (CMTW)

In evaluating candidates for this position, the Village may consider a combination of education, training and experience, which provides the necessary knowledge, skills and abilities to perform the essential duties of the position.

Submit a resume and cover letter to:
Village of Harrison
W5298 State Road 114
Menasha, WI 54952
Or e-mail them to: adminassistant@harrison-wi.org

The position will remain open until filled. Initial interviews will be held the week of September 9, 2024.

The Village of Harrison is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Village of HARRISON
WHERE OPPORTUNITY LIVES

# VILLAGE OF HARRISON POSITION DESCRIPTION

| | |
|---|---|
| **Position:** | Village Clerk |
| **Department:** | Administration |
| **Reports to:** | Village Manager |
| **FLSA Status:** | Exempt |
| **Pay Grade:** | Pay Grade |
| **Benefits:** | Insurance (health, dental, vision, life, disability), Health Savings Account, WI Retirement System, Paid Time Off, and Holidays |
| **Created:** | June 2024 |

**Purpose of Position:**

The purpose of this position is to ensure the duties of the Village Clerk as provided in Wisconsin Statute 61.25, as well as the duties contained in Village ordinances, resolutions and policies that may be enacted by Village Board or Village Meeting are strictly followed.

**Essential Functions:**

- Provides administrative assistance to the Village Manager and Village President in meeting management, preparing agendas, assembling exhibits and agenda attachments and attends all regular and special Village Board meetings.
- Responsible for accurately recording the proceedings, preparing the minutes, filing and posting as necessary for public record.
- Files ordinances and resolutions of the Village Board and effectuates the codification of ordinances into the Municipal Code.
- Attest and sign all official documents.
- Performs all election duties as required by Wisconsin Statutes. Keeps and maintains all election records and all property used in conjunction with holding elections.
- Process applications and issue licenses for alcohol/liquor licenses, discharge of firearms, fireworks, tobacco, special events, solicitors, operator licenses, and other miscellaneous permits. Report to appropriate State agencies.
- Prepare a variety of legal notices, documents, correspondence, publication notices, monthly reports and other documents as necessary.

- Administers oath of office to public officials.
- Serves as a notary public.
- Serves as clerk for Board of Review, report to state and county any changes.
- Responsible for maintenance of the Village website.
- Adds special assessments, delinquent sewer/water/garbage/recycling bills to the tax roll
- Assist the Treasurer with collection of taxes.
- Manage information requests from the general public. Answer phones and wait on counter customers.
- Maintains and interprets record retention policy.
- Supervision of Clerk Office staff, including selection, training, performance evaluation, training and development
- Assists the general public in problems pertaining to village matters and handles general complaints either in person, on the phone or by email
- Takes deposits to the bank.
- Performs other duties as required by law, ordinance or under the direction of the Village Board or Village Manager

**Education and Experience:**

Associate or Bachelor degree in public administration or business with three to five years of municipal experience, or any combination of education and experience in a municipal clerk environment that provides equivalent knowledge, skills and abilities. Certification as a Wisconsin Municipal Clerk is highly preferred.

**Knowledge, Skills and Abilities,**

- Skills in operation of office equipment and technology including computers, copy/fax machine, and related financial, word processing, spreadsheet, and database software (Microsoft Office Suite, Windows Operating System and Workhorse software)
- Ability to perform cashier duties accurately

- Ability to communicate effectively in person, by phone, and by email with all levels of management, elected officials, vendors, other employees, and the general public/

- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

- Ability to understand and follow instructions, prioritize demands, work independently, problem solve, and deal with numerous interruptions.

- Effective time management skills with the ability to multi-task and prioritize work to meet deadlines, while maintaining attention to detail.

- Maintain a professional appearance and attire

- Ability to meeting the bonding requirements of the village

- Ability to obtain a notary commission from the State of Wisconsin

**Physical Requirements and Working Conditions**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and night vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

**Special Requirements**

Election Administration Certification by Wisconsin Elections Commission

Wisconsin Municipal Clerk Certification within five (5) years

Attendance at UW-Green Bay Municipal Clerk's/Treasurer's Institute

Valid driver's license in the state of Wisconsin.

Submit a resume and cover letter to:
Village of Harrison
W5298 State Road 114
Menasha, WI 54952
Or e-mail them to:

The position will remain open until filled. Initial interviews will be held the week of _____ _____

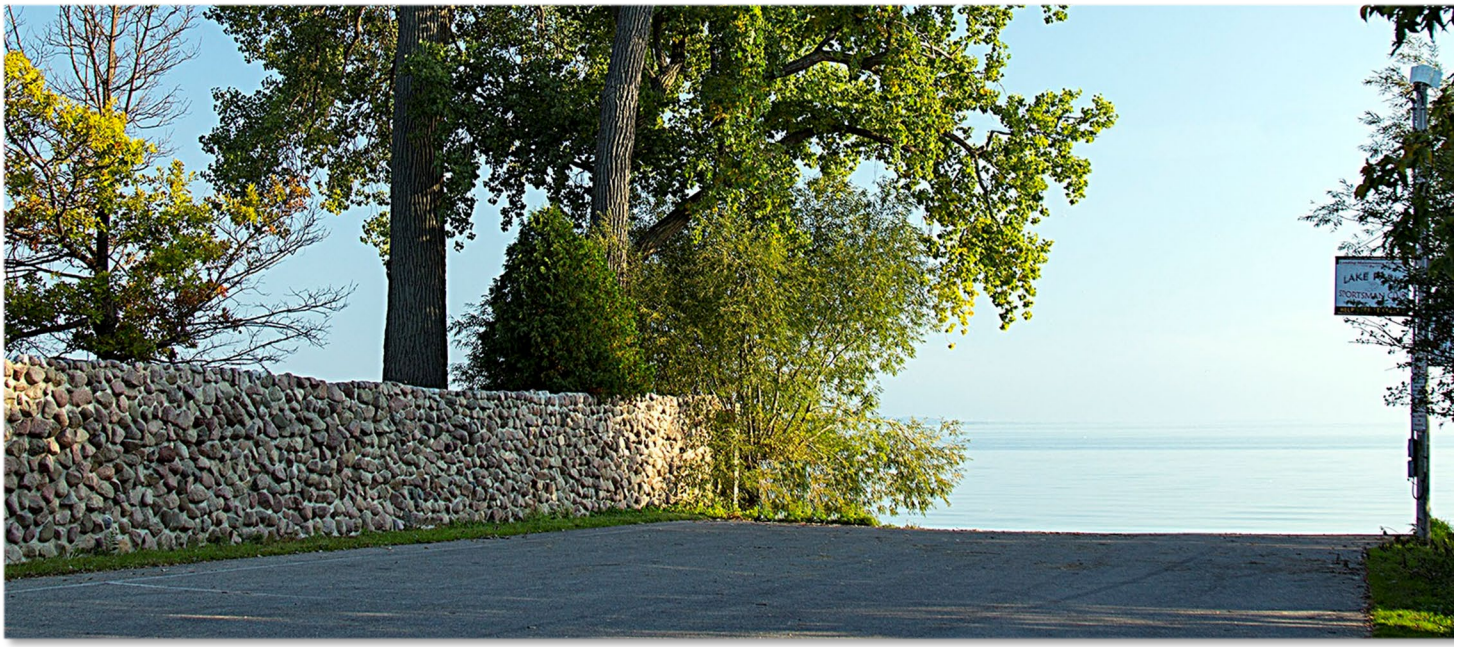
The Village of Harrison is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Village of HARRISON

WHERE OPPORTUNITY LIVES

# Finance Director/Treasurer

# Recruitment Announcement



The Village of Harrison, Wisconsin is pleased to announce the recruitment and selection process for the newly created Finance Director/Village Treasurer position. This profile provides background information on the Village of Harrison, surrounding communities, and the requirements and expected qualifications for the position.

The village is seeking a technically skilled and collaborative professional capable of managing fiscal activities and working alongside department managers to identify opportunities for improvement. The Financial Director/Village Treasurer will work under the direction of the Village Manager.

The starting salary range for this position is $83,100 – $94,900 depending on qualifications and experience. The village offers an excellent benefits package that includes health, dental and vision, ample PTO, holiday pay, and participation in the Wisconsin Retirement System.

Candidates interested in applying for the position should submit a resume, cover letter, and contact information for five work-related references by email before August 31, 2024. The email submittal shall be identified as Harrison Finance Director Recruitment and sent to rvangompel@harrison-wi.org.

The Village of Harrison is an equal-opportunity employer.

Russell Van Gompel
Interim Village Manager
Village of Harrison
W5298 State Road 114
Menasha, WI 54952

Village of HARRISON
WHERE OPPORTUNITY LIVES

# Position Summary

## Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

- Assist in preparing the annual budget.
- Maintain accounting and financial control records.
- Prepare, analyze, and review estimates of revenue, reimbursements, expenditures, and other accounts.
- Participate in the development of contracts and other agreements.
- Assist in the development of resolutions and fiscal notes.
- Gather data for a variety of reports.
- Develop operational procedures and policies to improve efficiency and productivity; maintain knowledge of current village policies and procedures, and village ordinances.

## Education/Certification/Experience Requirements

- Minimum bachelor's degree in accounting, finance, business administration, or a related field. A master's degree or CPA is preferred.
- Three to six years of progressively responsible experience in governmental accounting, investing, and department management including three years of supervisory experience.
- Or a combination of education, training, and experience may be considered.

## Required or Preferred Skills

- Able to supervise the activities and accounting personnel of the Finance Department.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and governmental accounting standards, with the ability to use and interpret accounting terminology.
- Detail and accuracy oriented.
- Able to work independently and as a team.
- Able to establish and maintain effective relationships using interpersonal skills.
- Able to maintain self-control under stressful situations without exhibiting negative behaviors.
- Knowledge of and ability to use proper grammar, spelling, punctuation, and basic math.
- Possess a high level of customer service skills in person, on the phone, by e-mail, and by mail.

# Community History and Background

Harrison is located on the scenic northeast shores of Lake Winnebago, incorporating a satisfying blend of urban and rural settings. It is located east of the City of Appleton and 28 miles southwest of the City of Green Bay. It was chartered in 1853 as the Town of Lima and became the Town of Harrison in 1858. Since the first Town meeting on the "Pratt farm" south of Sherwood, Harrison has become a growing community. In 2013, the residents of the Town voted to incorporate the Town into the Village of Harrison. Secretary of State, Douglas LaFollette, certified the incorporation on March 8th, 2013.

After the incorporation, both the Village of Harrison and the Town of Harrison entered into a boundary agreement that reunified both the Town of Harrison and the Village of Harrison into one community known as the Village of Harrison.

The Village of Harrison encompasses approximately 32 sq. miles and has a population of 15,090.

The metropolitan area at the north end of Lake Winnebago is comprised of the cities of Appleton, Kaukauna, Menasha, and Neenah; the villages of Combined Locks, Fox Crossing, Greenville, Harrison, Kimberly, and Little Chute; and the town of Grand Chute. Known as the Fox Cities, these communities straddle the Fox River and provide a mix of employment categories with manufacturing, retail trade, service businesses, and government, all providing substantial employment opportunities.

Appleton serves as the heart of the Fox River Valley and is home to Lawrence University, the Fox Cities Exhibition Center, Fox Cities Performing Arts Center, Fox River Mall, Fox Cities Stadium, Appleton International Airport, and the Valley's two major hospitals: St. Elizabeth Hospital and ThedaCare Regional Medical Center. Appleton also hosts annual regional events like Octoberfest and the Mile of Music.

The communities known as the Heart of the Valley include Buchanan, Combined Locks, Darboy, Freedom, Harrison, Hollandtown, Kaukauna, Kimberly, Little Chute, Sherwood, and Wrightstown.

The Heart of the Valley's service industry is key in providing a high quality of life to Harrison residents. Accountants, realtors, bankers, appraisers, childcare providers, landscape contractors, insurance agents, general contractors, financial planners, automobile shops, attorneys, personal care professionals, and technology assistants are ready to serve the needs of our community.

# The Harrison Learning Community

The Village of Harrison has five school districts within its borders (Appleton, Hilbert, Kaukauna, Kimberly, and Stockbridge) which offer comprehensive programs for students in grades pre-K to 12.

The Appleton Area School District, also known as AASD, serves 16,281 students in fifteen elementary schools, three middle schools, three high schools, and fourteen charter schools teaching grades PK–12.

The School District of Hilbert is a small, rural district serving approximately 500 students. Hilbert is located on the east side of Lake Winnebago. The newly renovated PK-12 campus can handle the demands of teaching and learning in today's educational landscape.

The Kaukauna Area School District (KASD) serves approximately 4,000 students and 450 staff members from early childhood through 12th grade. KASD is a vibrant K-12 public school district with seven schools, and hundreds of dedicated teachers and staff.

The Kimberly Area School District is a progressive public school district that is dedicated to student success. It is known for having a high quality of life and for the local support of public education. The district encompasses approximately 17 square miles and serves over 5,000 students within one 4K center, four elementary schools, two intermediate schools, one middle school, and one high school.

A small portion of Harrison is served by the award-winning Stockbridge School District. This rural district is located along the eastern shore of Lake Winnebago. Stockbridge School District has 209 students in grades PK-12 with a student-teacher ratio of 11 to 1.

# Recreational Opportunities

There are many recreational outlets in Harrison including ball fields, playground equipment, cross-country skiing, bicycle & pedestrian trails, boating, fishing, swimming, year-round events, and more.

Harrison's growing neighborhood parks include Darboy Community Park, Dogwood Park, Clover Ridge Park, Farmers Field Park, Harrison Athletic Association Field, and the upcoming Rennwood Park.

High Cliff State Park and Calumet County Park are local parks and recreation areas enjoyed by people near and far.

As Harrison continues to grow, developing and maintaining trail systems that connect residential areas to recreation facilities, schools, and businesses becomes increasingly important.

Currently, the village has two main multi-use trail connections: Highline (1.12 miles) and Noe Road (1.07 miles), while the Friendship State Trail is working to connect to Harrison. Additionally, there are snowmobile trails following an east-west direction mainly to the south of USH 10, then to High Cliff State Park and Lake Winnebago.

The Village of Harrison is working to expand and connect a multi-use bike and pedestrian trail along Old Highway Rd & Pigeon Rd to High Cliff State Park.

# Economic Development

The Village of Harrison is one of the fastest-growing communities in the Fox Valley. The estimated population in 2023 was 15,090 up 5.8% since 2020. Its population growth rate is second only to Kimberly's population growth of 7.2% over the past three years. The village also has a comparably younger population with a median age of 36.5 years. Compared to other age ranges, the 35-44 years of age cohort dominates the village. Comparable communities have median ages that range from 38.5 (Kaukauna) to 41. 1 (Hilbert). Nearly 46% of residents have a bachelor's degree or higher. Most residents (38%) are employed in the services industry which includes occupations such as professional, scientific, and technology services; management of companies or enterprises; health care and social assistance; and tourism-oriented occupations. The second largest industry that employs village residents is manufacturing (24%). The estimated median household income of the village is $113,004 while its comparable communities have median household incomes that range from $62,989 (Kimberly) to $76,426 (Kaukauna). Nearly 72% of households in the village earn more than $75,000 per year. The age and income level of current village residents are likely due to the significant amount of new residential development, the values of the housing stock, and the typical age of first-time home buyers.

The Village of Harrison's overarching vision is to create a more balanced economy between commercial and residential development. Residents want access to more goods and services within the village boundaries. By increasing the commercial property tax base in the village, less pressure will be on the residential tax base to cover village expenses and support the infrastructure needs of a growing community.

**Fox Cities Major Employers**

| Company Name | Type of Business | # of Employees |
|---|---|---|
| Oshkosh Corporation | Specialized trucks | 6,900 |
| Theda Care | Health Care Services | 6,800 |
| Amcor | Packaging | 3,900 |
| Affinity Health System | Health Care Services | 3,900 |
| JJ Keller & Associates | Commercial Printing & Publishing | 1,800 |
| Plexus Corporation | Electronic Manufacturing | 1,400 |
| US Bank | Financial Institution | 1,100 |

# Emergency Services

## Law Enforcement

The Calumet County Sheriff's Department provides law enforcement services to the Village of Harrison. Under their contract with the village, the Sheriff's Department provides the village with five full-time deputies. Other county deputies may be called upon when needed to assist at an incident or if the Harrison deputies are busy with another case.

## Fire Rescue

Harrison Fire Rescue is a volunteer, paid on-call fire department. All members have state certifications, and many hold advanced certifications such as Paramedic, EMT, Emergency Services Instructor, Fire Officer, Driver Operator, Fire Inspector, and Firefighter II.

Protecting roughly 52 square miles, Harrison Fire Rescue consists of two fire stations and an EMS squad that serve the Villages of Harrison, Sherwood, and the Town of Woodville. Each fire station has a roster of 30 firefighters, while the EMS Squad has approximately 18 members based out of Station 60.

The Department provides more than fire protection and emergency medical services. They also have specialty teams including rope rescue, water rescue, and jaws extrication. The Department enjoys providing public outreach through fire prevention and community education programs.

# Village Services

## Public Works

The Village of Harrison has approximately 100 miles of public roads, ditches, and trails as well as several ponds. The Department of Public Works oversees the maintenance and repairs of the village roads, ditches, public right-of-ways, public parks, and trail systems. The Public Works Department employs an Operations Manager, an Engineering Technician/Code Enforcement Officer, six full-time laborers, and many seasonal employees to manage Harrison's infrastructure and oversee the Yard Waste Site. The department performs maintenance on village-owned vehicles and equipment and is responsible for snow removal on village roads.

## Harrison Utilities

Harrison Utilities distributes water which is purchased from the City of Appleton Water Treatment Plant located on Manitowoc Rd. From there it travels through a network of over 52 miles of water mains through the district, reaching over 2,750 customer connections throughout portions of the Village of Harrison, the City of Menasha, and the City of Appleton.

Wastewater within the district is collected through an extensive system of over 52 miles of sewer mains where it is pumped via a system of lift stations until it reaches the Neenah-Menasha Wastewater Treatment Plant located on Garfield Avenue in Menasha.

## Finance

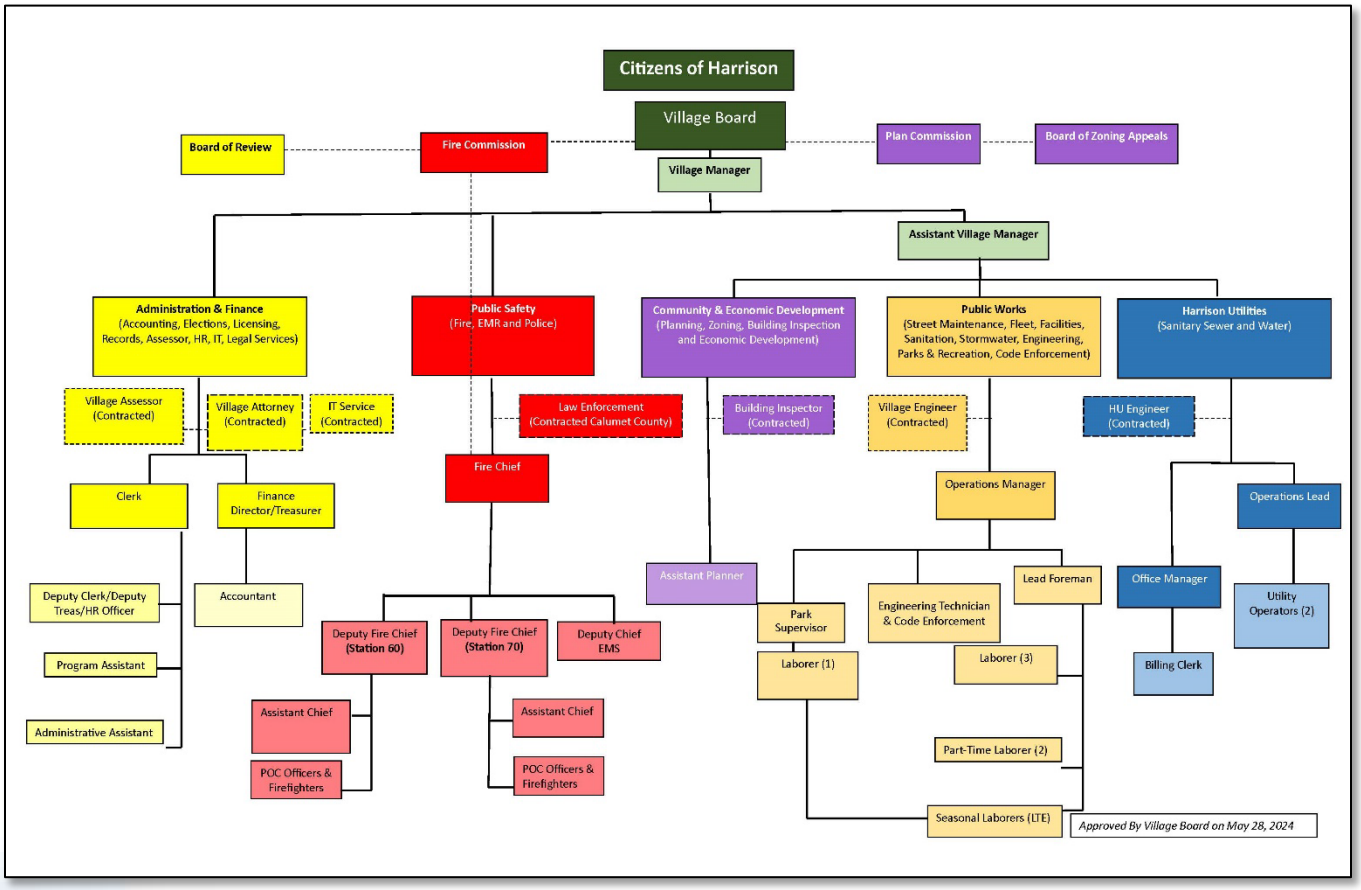
- Harrison is in good financial standing with a bond rating of Aa1 from Moody's Investor Services.
- The village has an operational budget of $15 million with a $5 million general fund budget.
- The village manages six strong Tax Increment Districts.
- Net new construction for 2023 was $107,967,600. Harrison ranked 16th in the state out of 1,913 Wisconsin communities.

# Village Government

The Village is governed by a board consisting of a President and six Trustees. Board members are elected for a two-year term. The Village Board meets the last Tuesday of the month at 6:00 pm at the Village Hall.

The Village Manager is appointed by the Village Board (by Charter Ordinance) for an indefinite term to serve as the Chief Administrative Officer of the Village.

## Organizational Chart



Village of Harrison

Nov 2023

## 2024 GRADE ORDER LIST: STEP PLAN (2023 Plan Increased 1.5%)

Increase all 1.5%
1.015

| Grade | Job Title | Dept | 87.50% Mimimum | 90% Step 2 | 92.50% Step 3 | 95% Step 4 | 97.50% Step 5 | Control Point 100% Step 6 | 101.25% Step 7 | 102.50% Step 8 | 103.75% Step 9 | 105% Step 10 | 106.25% Step 11 | 107.50% Step 12 | 108.75% Step 13 | 110% Step 14 | 111.25% Step 15 | 112.50% Step 16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Q | Village Manager | Adminstn | 48.16 | 49.54 | 50.92 | 52.29 | 53.67 | 55.05 | 55.73 | 56.42 | 57.11 | 57.80 | 58.48 | 59.18 | 59.86 | 60.55 | 61.24 | 61.93 |
| P | VACANT | | 44.63 | 45.91 | 47.18 | 48.46 | 49.74 | 51.01 | 51.65 | 52.28 | 52.92 | 53.56 | 54.20 | 54.84 | 55.47 | 56.11 | 56.74 | 57.39 |
| O | Assistant Village Manager | Adm/DPW/HU | 42.29 | 43.49 | 44.70 | 45.92 | 47.12 | 48.33 | 48.93 | 49.54 | 50.14 | 50.74 | 51.35 | 51.95 | 52.55 | 53.16 | 53.76 | 54.37 |
| N | Fire Chief | Fire | 39.93 | 41.07 | 42.21 | 43.36 | 44.50 | 45.64 | 46.21 | 46.77 | 47.34 | 47.91 | 48.49 | 49.06 | 49.63 | 50.20 | 50.77 | 51.34 |
| M | VACANT | | 37.58 | 38.65 | 39.72 | 40.80 | 41.87 | 42.94 | 43.48 | 44.02 | 44.56 | 45.09 | 45.63 | 46.16 | 46.70 | 47.24 | 47.78 | 48.32 |
| L | Village Planner (VACANT) | Planning | 35.22 | 36.23 | 37.23 | 38.24 | 39.25 | 40.25 | 40.76 | 41.26 | 41.76 | 42.26 | 42.77 | 43.28 | 43.77 | 44.28 | 44.78 | 45.28 |
| K | Operations Manager | DPW | 32.87 | 33.81 | 34.76 | 35.70 | 36.63 | 37.57 | 38.04 | 38.51 | 38.98 | 39.44 | 39.92 | 40.39 | 40.86 | 41.33 | 41.80 | 42.27 |
| J | Village Clerk/Treasurer<br>Utilities Operator Foreman | Adminstn<br>Utilities | 30.52 | 31.39 | 32.26 | 33.14 | 34.01 | 34.88 | 35.31 | 35.75 | 36.18 | 36.62 | 37.06 | 37.50 | 37.93 | 38.37 | 38.80 | 39.24 |
| I | Public Works Lead Foreman<br>Assistant Planner<br>Utilities Office Manager | DPW<br>Planning<br>Utilities | 28.16 | 28.97 | 29.78 | 30.58 | 31.38 | 32.19 | 32.59 | 33.00 | 33.40 | 33.79 | 34.20 | 34.60 | 35.00 | 35.41 | 35.81 | 36.21 |
| H | Engineering Tech/Code Enforcement<br>Utilities Operator<br>Parks Foreman (Proposed 2023) | DPW<br>Utilities<br>DPW | 25.81 | 26.55 | 27.28 | 28.03 | 28.76 | 29.50 | 29.87 | 30.23 | 30.60 | 30.97 | 31.34 | 31.71 | 32.07 | 32.45 | 32.82 | 33.18 |
| G | Public Works Laborer | DPW | 23.46 | 24.13 | 24.81 | 25.48 | 26.14 | 26.81 | 27.15 | 27.49 | 27.82 | 28.16 | 28.49 | 28.82 | 29.16 | 29.50 | 29.83 | 30.17 |
| F | Accounting Clerk<br>Deputy Clerk/Deputy Treasurer | Adminstn<br>Adminstn | 21.11 | 21.71 | 22.31 | 22.92 | 23.52 | 24.12 | 24.42 | 24.72 | 25.02 | 25.33 | 25.63 | 25.93 | 26.23 | 26.53 | 26.83 | 27.14 |
| E | Utilities Billing Clerk<br>Program Assistant | Utilities<br>Admin | 19.34 | 19.90 | 20.45 | 21.00 | 21.55 | 22.10 | 22.38 | 22.65 | 22.93 | 23.21 | 23.48 | 23.76 | 24.04 | 24.32 | 24.59 | 24.87 |
| D | VACANT | | 18.16 | 18.69 | 19.20 | 19.72 | 20.24 | 20.76 | 21.02 | 21.28 | 21.53 | 21.79 | 22.05 | 22.31 | 22.57 | 22.84 | 23.10 | 23.36 |
| C | Administrative Assistant | Adminstn | 16.99 | 17.48 | 17.95 | 18.44 | 18.93 | 19.41 | 19.65 | 19.90 | 20.14 | 20.39 | 20.62 | 20.87 | 21.11 | 21.36 | 21.60 | 21.83 |
| B | VACANT | | 15.81 | 16.26 | 16.71 | 17.17 | 17.61 | 18.07 | 18.29 | 18.52 | 18.74 | 18.97 | 19.19 | 19.42 | 19.65 | 19.88 | 20.10 | 20.32 |
| A | VACANT | | 14.64 | 15.05 | 15.48 | 15.89 | 16.32 | 16.73 | 16.94 | 17.14 | 17.36 | 17.57 | 17.78 | 17.98 | 18.19 | 18.41 | 18.61 | 18.82 |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Vicki Tessen, Clerk

**Meeting Date:**
July 30, 2024

**Title:**
Charter Ordinance No 3 to Separate the Clerk and Treasurer Roles

**Issue:**
Should the Board separate the clerk and treasurer positions?

**Background and Additional Information:**
During the May Board meeting there was discussion regarding potentially separating the Offices of the Clerk and Treasurer. The roles are combined through a charter ordinance and thus there are addition requirements, such as publication and a wait period, that must be met before any changes can occur.

Staff members were directed to conduct research, draft position descriptions, and draft an ordinance. The proposed ordinance was to include a clause to delay the effective date beyond the statutory requirements if necessary to allow for an appointment to both offices.

Draft Charter Ordinance no. 3 was introduced to the Board at the June 25, 2024 meeting. Village Attorney, Andy Micheletti then reviewed and approved the draft as presented. The next step is for the Board to make a motion and vote on the proposed charter ordinance change. A 2/3 majority approval is needed for the ordinance to pass and be adopted. The effective date will be at least 60 days after the ordinance is published in the Village's official newspaper and after acceptable candidates for both offices have been retained.

**Budget Impacts:**
Market salary and benefits of a FT position

**Recommended Action:**
Approve the Charter Ordinance No 3 to separate the offices of the Clerk and Treasurer with the conditions of effective date as printed and circulated.

**Attachments:**
- CHARTER ORDINANCE NO 3 Separation of Clerk and Treasurer Position.pdf

**CHARTER ORDINANCE NO. 3**
VILLAGE OF HARRISON
Calumet and Outagamie Counties

**AN ORDINANCE TO REPEAL AND RECREATE SECTION 1.05 (B) AND SECTION 1.05 (C) OF THE VILLAGE OF HARRISON CHARTER ORDINANCE NO. 1 RELATED TO THE SEPARATION OF THE OFFICES OF CLERK AND TREASURER**

**WHEREAS**, the Village of Harrison is an incorporated Wisconsin municipality operating under Chapter 61 of the Wisconsin State Statutes; and,

**WHEREAS**, the Village Board is desirous to separate the positions of Clerk and Treasurer as authorized under Wis. State Stats. §66.0101 and §61.195;

**WHEREAS,** it is in the best interest of the Village to allow for the effective separation date to occur after the effective date mandated by statute, if necessary to ensure that neither office of the Clerk nor the Treasurer would be vacant.

**NOW, THEREFORE**, pursuant to Wis. State Stats. §66.0101 and §61.195, and other applicable laws, the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin does hereby ordain as follows:

That section 1.05 (B) is hereby repealed.

Section 1.05 (B) and 1.05 (C) are hereby recreated to read as follows:

Section 1.05

B. Village Clerk

1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects to not be governed by those portions of Wis. State Stats. §61.19 and §61.23 which relate to the selection and tenure of the Village Clerk.

2. The Village Clerk shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Clerk may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

3. The powers and duties of the Village Clerk shall be as prescribed by Wis. State Stats. § 61.25.

C. Village Treasurer

1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects not to be governed by those portions of Wis. State Stats.

§61.19 and §61.23 which relate to the selection and tenure of the Village Treasurer.

2. The Village Treasurer shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Treasurer may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

3. The powers and duties of the Village Treasurer shall be as prescribed by Wis. State Stats.§ 61.26.

4. Annual audits shall be made of the records of the Treasurer with the audit to be made by a Certified Public Accountant.

All ordinances or parts of ordinances in direct conflict with this charter ordinance are hereby repealed.

**EFFECTIVE DATE** This is a charter ordinance and shall take effect after acceptable candidates for both offices have been retained and at least sixty (60) days after its passage and publication unless, within sixty (60) days after such publication, a referendum petition as provided for in Wis. State Stats. §66.0101 (5) shall be filed. In the event of the filing of such a petition in such a manner, this ordinance shall not take effect until it is submitted to a referendum of the electors and approved by a majority of the electors voting thereon and acceptable candidates for both offices have been retained.

**PASSED AND ADOPTED** by a 2/3 majority of votes of the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this day of .

VILLAGE OF HARRISON

By:_____
Allison Blackmer, Village President

ATTEST:

_____
Vicki L. Tessen, Village Clerk

Date Introduced: _____

Date Adopted: _____

Date Published: _____

Date Effected: _____

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Vicki Tessen, Clerk

**Meeting Date:**
July 30, 2024

**Title:**
Authority of the Village President

**Issue:**
Does the Board wish to review or amend any authorities granted the Village President?

**Background and Additional Information:**
This item was initiated at the June 25, 2024 Board meeting and tabled to the July 30, 2024 meeting.

During the previous discussion, trustees posed questions to the Village attorney and requested a formal legal opinion. Attached is a Memorandum from Atty. Andrew Micheletti, Herrling Clark Law Firm, regarding the Authority of  a Village President as his response to their request.

**Budget Impacts:**
none

**Recommended Action:**
Staff has no recommendations.

**Attachments:**
- Memorandum re. Authority of Village President.final (07247897x9CC42).pdf

# MEMORANDUM

TO: VILLAGE OF HARRISON BOARD

FROM: Atty. Andrew C. Micheletti

DATE: July 17, 2024

RE: Authority of Village President

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## INTRODUCTION

At the June 25, 2024 Village Board meeting, several questions were posed regarding the authority of the Village President. The specific questions posed were as follows:

(1) What is the President's authority to appear on behalf of the Village at certain meetings/functions without prior authorization from the Board?
(2) Can the President hold staff meetings with Village staff without the Board's approval?
(3) Can the President meet with developers and planners without the other Board members?
(4) Who is to act as parliamentarian at Village Board meetings?
(5) How is the agenda approved and how are items to be added to the agenda?
(6) What is the procedure for opening mail correspondence?

To answer these questions, it is imperative to review the authority expressly given to the Village President by statute and to review the Village's Charter Ordinance regarding the duties of the Village President.

## ANALYSIS OF PRESIDENT'S AUTHORIZED DUTIES

Wis. Stat. 61.24 states: "The president shall be by virtue of the office a trustee and preside at all meetings of the board and have a vote as trustee, sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted by the board and all orders drawn on the treasury except as provided by s 66.0607. The president shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the president shall deem necessary, who for the time being shall possess all the powers and rights of constables. The president shall have charge of the village jail, which the president shall conduct in the manner provided in s. 62.09(13)(c); but the president may delegate this duty to the constable or any police officer of the village."

Under Wis. Stat. §19.84(1)(b) it is a village president's duty to publish public notice of all meetings. Village presidents also have statutory authority to appoint election officials (Wis. Sta.t §7.30), planning commission members (Wis. Stat. §§61.35,62.23(1)) and zoning board of appeals (Wis. Stats. §§61.35,62.23(7)(e)(2)).

The duty and power to maintain peace and good order and enforce ordinances are executive powers and administrative powers, albeit more limited than the powers of a mayor or other chief executive officer.

The Wisconsin League of Municipalities has summarized the limited administrative and executive powers of a village president as follows:

> "The president is not designated a "chief executive officer," but has certain administrative responsibilities. The president presides at all board meetings, and signs all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted or authorized by the board and all orders drawn on the treasury except as provided by Wis. Stat. sec. 66.0607. In addition, the president must "maintain peace and good order, see that ordinances are faithfully obeyed… and have charge of the village jail" … <u>The president also has a leadership role in coordinating the inter-network of village government, responding to citizens, and representing the village at state and local events</u>."

Echoing the statute, the Village of Harrison Charter states that the Village President may call special meetings (see Section 1.02(B)(1)) and shall preside at all Village Board meetings (see Section 1.03(A). The President "shall preserve order and decorum, decide all questions of order and conduct for the proceedings of the meeting in accordance with parliamentary rules contained in the latest revision of Robert's Rules of Order and/or A Guide to Parliamentary Procedure for Local Governments in Wisconsin, unless otherwise provided by statute or by these rules." (1.03(B)).

Also echoing the statutes, the Village of Harrison Rules and Procedures for Board Meetings states that the presiding officer, which is the Village President, "shall preserve order, conduct the proceedings of the board, and be its parliamentarian. If a board member does not follow the board's rules, the presiding officer may, on his or her own motion, or shall, at a member's request, call the offending member to order. The board, if appealed to, shall decide the matter. The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the board for consideration."

With the above in mind, we can address each of the Board's concerns.

**WHAT IS THE PRESIDENT'S AUTHORITY TO REPRESENT THE VILLAGE AND/OR BOARD WITHOUT PRIOR BOARD AUTHORIZATION?**

There is no express language within the Statutes, Charter Ordinance, or the Rules and Procedures for Village Board meetings which either authorizes or prohibits the Village President from attending certain functions without first notifying the Board or seeking Board approval.

The specific example given at the June 25, 2024 meeting was a County function at which mayors, village presidents and town & village managers were specifically invited to attend. A copy of a periodical titled "Roles and Authority of Governing Body Members" was provided at

the June 25, 2024 meeting which states that a village president "serves as a figure-head of sorts for the village."

If the Village President specifically receives an invitation to an event to which board members are not otherwise invited to attend there is no obligation to first seek Board approval. Under the League's statutory interpretation, representation of a village at state and local events falls within the limited administrative and executive powers afforded to a village president. On the other hand, the best practice is for a village president to regularly report such meetings and events to the other trustees.

**CAN THE VILLAGE PRESIDENT CALL AND HOLD VILLAGE STAFF MEETINGS WITHOUT BOARD APPROVAL?**

Wis. Stat. §61.24 confers on a village president both administrative powers and limited executive powers. As a result, there is a presumption that a village president will have to work hand-in-hand with staff members to accomplish these duties and therefore, to the extent necessary to perform the statutory presidential duties and/or carry out courses of action set forth by the Board. As stated by the League, a village president is responsible for the coordination of the "inter-network of village government." To that end, in nearly every community a mayor, village president or town chairperson will work directly with staff to some extent.

Importantly, the President cannot direct staff to do anything contrary to a prior Board decision.

**CAN THE PRESIDENT MEET WITH DEVELOPERS AND PLANNERS WITHOUT THE OTHER BOARD MEMEBERS?**

There is nothing within the authority stated above that specifically authorizes or prohibits a president from meeting with anyone or requiring Board approval. Again, to the extent such meetings are necessary for a village president to conduct their duties or to perform actions as a result of decisions made by a board, the president would seem to have implied authority to meet with developers and/or planners.

On the other hand, a village president may not enter into binding agreements with developers or planners without Board approval. Any such agreements are void unless and until approved by the Board.

**SHOULD THE VILLAGE PRESIDENT OR ATTORNEY ACT AS PARLIAMENTARIAN AT BOARD MEETINGS?**

By state statute, the President presides over all board meetings. The Board cannot take any action that would contravene the statutory authority of the President. Furthermore, the duties of the President in the Charter Ordinance and the Rules and Regulations for Board Meetings specifically state that the President acts as the parliamentarian in all board meetings. As such, the President acts as the parliamentarian at all Village Board meetings.

As a practical matter, however, it is common for a village president to defer to legal counsel when a procedural issue is in question. The President may, for example, refer a point of order to the Village Attorney at any time. In some municipalities, this practice is so common that the municipal attorney may play the role of parliamentarian even though the power technically belongs to the presiding officer.

**HOW IS THE AGENDA APPROVED AND HOW ARE ITEMS TO BE ADDED TO AN AGENDA?**

Under Chapter 19, a "chief presiding officer" of a governmental body (in Harrison's case, the President) sets the agenda several days prior to a meeting. The chief presiding officer gets agenda-setting power under Wis. Stat. §19.84 (the open meetings law). A president will usually honor requests from board members to add items to an agenda. Harrison's Rules and Procedures for Board Meetings states that: ***"The Village President along with Village staff shall be responsible for determining those items which shall be placed on the agenda for each board meeting. Any two board members may request in writing that the Village President include any item appropriate for Village Board action on the agenda for any meeting. The request must be made at least five days prior to the meeting***."

We have always been a bit uncomfortable with the Village's rule allowing two trustees to request an agenda item in writing. The coordination of multiple written requests may amount to a "walking quorum" in certain situations. As the League has cautioned, "the statutory definition of a meeting, which provides that a meeting is presumed if one-half of the members of a governmental body are present at a meeting, may lull officers into a false sense of security. The trouble is that courts have interpreted the law to apply when there is less than one-half of the body present."

For this reason, most communities take a different approach. In most communities, in between meetings a trustee or board member can ask the presiding officer to add an agenda item as a courtesy. In many cases, the request will be honored. If the request is refused, a trustee can introduce a future agenda item live at a meeting, usually under "new business" or "future agenda items." If the motion receives a second (and in some communities, by rule, an affirmative vote), the agenda item would be added to the next agenda or a future agenda. Importantly, no discussion on the merits of the item and no vote on the merits could be entertained at the meeting where a future agenda item is introduced, because that would violate the open meetings law.

The Village might want to consider scrapping the current system in favor of the alternative system used in other communities.

**WHAT IS THE PROCEDURE FOR OPENING MAIL CORRESPONDENCE?**

There is a specific answer to this question within the Rules and Procedures for Board Meetings. It states: "***Mail correspondence addressed to the Board is to be opened by the Village President with another Trustee as a witness. Mail addressed to an individual board members (sic) are to be given to them to open***."

To the extent the Board requires further analysis of these or other questions, please feel free to request additional information.

**AMENDED 7/25/2024**

**VILLAGE BOARD MEETING** **VILLAGE OF HARRISON**

**From:** **Meeting Date:**

Chad Pelishek, Assistant Village Manager July 30, 2024

**Title:**

V2024-10 Ordinance Zoning Map Amendment – Mel Baeten – Highline Rd – Parcels 39012, 39018, 39010

**Issue:**

Does the Village Board approve the Zoning Map Amendment?

**Background and Additional Information:**

The applicant is proposing a zoning map amendment (rezoning) to rezone from General Agriculture [AG] to Single-Family Residential (Traditional) [RS-2] for the property located south of Amy Ave and west of Highline Rd, and wholly within parcels 39012, 39018, and 39010. The total area of the rezone is 52.1746 acres.

The purpose of the rezone is to accommodate a future residential subdivision. The applicant has communicated the concept plan is similar to previous plans shared with the Village Board but with the difference that the future proposal is all residential, however no concept plan was provided after requested by Village staff.

**Note: A preliminary plat and concept plans involving this area have previously gone before the Village Board. These iterations had mixed use of residential and commercial.**

The Comprehensive Plan and Future Land Use Map identifies this area as Single-Family Residential. The proposed rezone is consistent with the Comp Plan.

**Findings of Fact:**

- A Class 2 notice was published for the proposed zoning Map Amendment.
- Property owners within 300-feet of the subject property have been notified via first-class mail.

**Budget Impacts:**

None

**Recommended Action:**

The Plan Commission ~~recommends~~ **defers** to the Village Board for approval.

**Attachments:**

- V24-10 Zoning Map Amendment - Spranger Estates - Parcels 39012, 39018, 39010.pdf
- Rezoning Exhibit.pdf
- Aerial - Rezone.pdf
- Zoning Map.pdf

**ORDINANCE V24-10**

**AN ORDINANCE AMENDING THE VILLAGE OF HARRISON OFFICIAL ZONING MAP.** (Spranger Estates, Parcels 39012, 39018, & 39010)

**WHEREAS**, a public hearing on the zoning map amendment was held by the Harrison Plan Commission on July 23, 2024; and

**WHEREAS**, the Plan Commission found the proposed zoning map amendment to be consistent with the Comprehensive Plan; and

**WHEREAS**, the Plan Commission recommended to defer the decision to the Village Board of the zoning map amendment.

**THEREFORE, BE IT ORDAINED**, by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, that Article IV of the Village of Harrison Zoning Ordinance pertaining to zoning districts, and the map therein described, is hereby amended by rezoning the below described properties from General Agriculture [AG] and Rural Residential [RR] to Single-Family Residential (Traditional) [RS-2].

Land contained wholly within Parcels No. 39012, 39018 & 39010 and specifically described as:

CSM 2182 and Unplatted lands all being part of the Northwest ¼ of the Fractional Northeast ¼ and Unplatted lands being part of the Southwest ¼ of the Fractional Northeast ¼ of Section 01, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, containing 2,272,726 square feet (52.1746 acres) of land described as: Commencing at the North ¼ corner of Section 1; thence, along the West line of the Fractional Northeast ¼ of said Section 01, S00°06’12”E, 713.73 feet to the point of beginning; thence S89°19’39”E, 1299.53 feet to the East line of the Southwest ¼ of said Fractional Northeast ¼; thence, along said East line, S00°09’00”E, 1563.96 feet; thence, N89°36’44’’W, 830.29 feet; thence, S00°09’00”E, 500.02 feet to the South line of the Northeast ¼ of Section 1; thence, N89°36’44”W, 470.85 feet to said West line of the Fractional Northeast 1/4 ; thence, N00°06’12”W, 2070.42 feet to the point of beginning.

Subject to all easements and restrictions of record.

**EFFECT**. This ordinance shall be in force and effect upon passage as provided by law. Upon passage, the Village zoning administrator is authorized and directed to make necessary changes to the official zoning map of the Village of Harrison, all in accordance with this Ordinance.

Introduced, Approved, and Adopted by the Village Board of the Village of Harrison on this 30th day of July 2024.

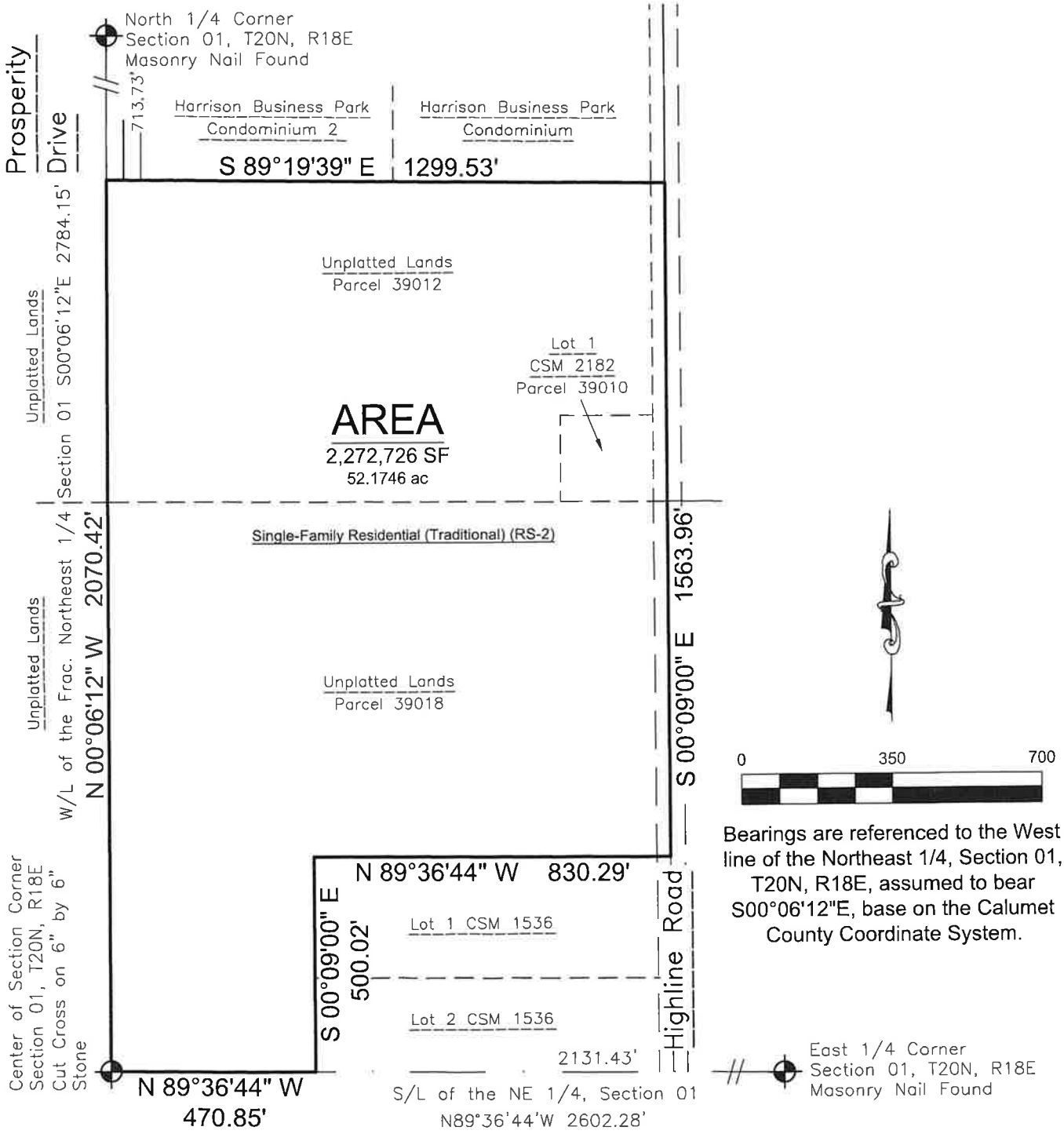
_____
Allison Blackmer, Village President

_____
Attest: Vicki L. Tessen, Village Clerk

Recorded Vote: ____ For ____ Against

# Sprangers Estates
# Rezoning Exhibit

CSM 2182 and Unplatted lands all being part of the Northwest 1/4 of the Fractional Northeast 1/4 and Unplatted lands being part of the Southwest 1/4 of the Fractional Northeast 1/4 of Section 01, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin




Bearings are referenced to the West line of the Northeast 1/4, Section 01, T20N, R18E, assumed to bear S00°06'12"E, base on the Calumet County Coordinate System.


*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


File: 7816Rezoning.dwg
Date: 06/06/2024
Drafted By: kristy
Sheet: 1 of 2



6/6/2024 8:44 AM J:\Projects\7816bae\dwg\Civil 3D\7816Rezoning.dwg Printed by: kristy

# Sprangers Estates
# Rezoning Description

CSM 2182 and Unplatted lands all being part of the Northwest 1/4 of the Fractional Northeast 1/4 and Unplatted lands being part of the Southwest 1/4 of the Fractional Northeast 1/4 of Section 01, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

Rezoning to Single-Family Residential (Traditional) (RS-2)

CSM 2182 and Unplatted lands all being part of the Northwest 1/4 of the Fractional Northeast 1/4 and Unplatted lands being part of the Southwest 1/4 of the Fractional Northeast 1/4f Section 01, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, containing 2,272,726 Square Feet (52.1746 Acres) of land described as follows:

Commencing at the North 1/4 corner of Section 1; thence, along the West line of the Fractional Northeast 1/4 of said Section 01, S00°06'12"E, 713.73 feet to the point of beginning; thence S89°19'39"E, 1299.53 feet to East line of the Southwest 1/4 of said Fractional Northeast 1/4; thence, along said East line, S00°09'00"E, 1563.96 feet; thence, N89°36'44"W, 830.29 feet; thence, S00°09'00"E, 500.02 feet to the South line of the Northeast 1/4 of Section 1; thence, N89°36'44"W, 470.85 feet to said West line of the Fractional Northeast 1/4; thence, N00°06'12"W, 2070.42 feet to the point of beginning.

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
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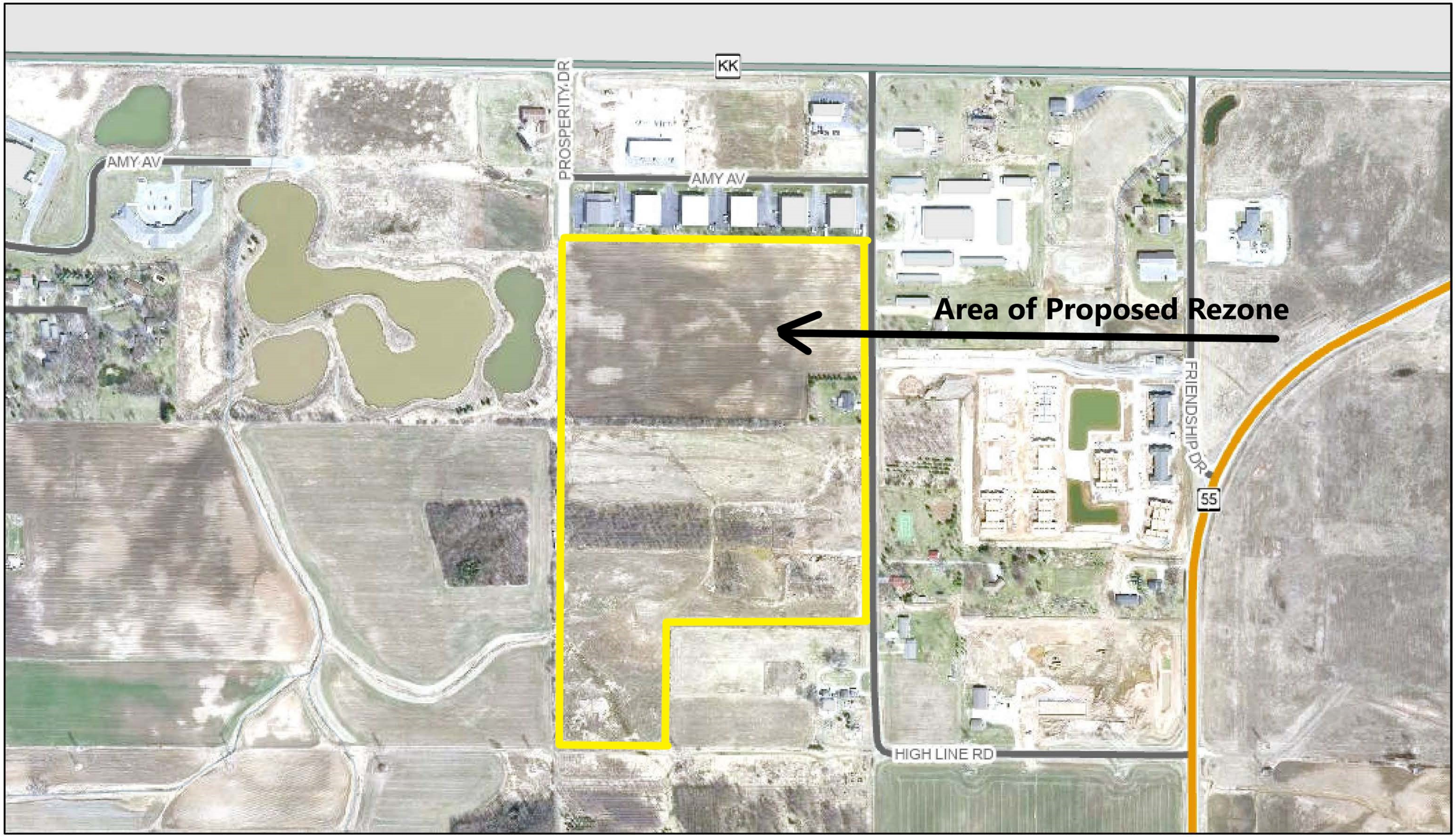
www.davel.pro

File: 7816Rezoning.dwg
Date: 06/06/2024
Drafted By: kristy
Sheet: 2 of 2

# ArcGIS Web Map




7/2/2024, 11:02:46 AM

County Boundary
Regional Counties
Building Footprint
Rivers and Streams Zoom

Calumet Roads Cartographic
State Highways
County Highways
Local Roads
City Streets

Municipal Boundary
Village Boundary
Regional Counties Outline

Calumet County 2021 Orthophoto
Red: Band_1
Green: Band_2
Blue: Band_3

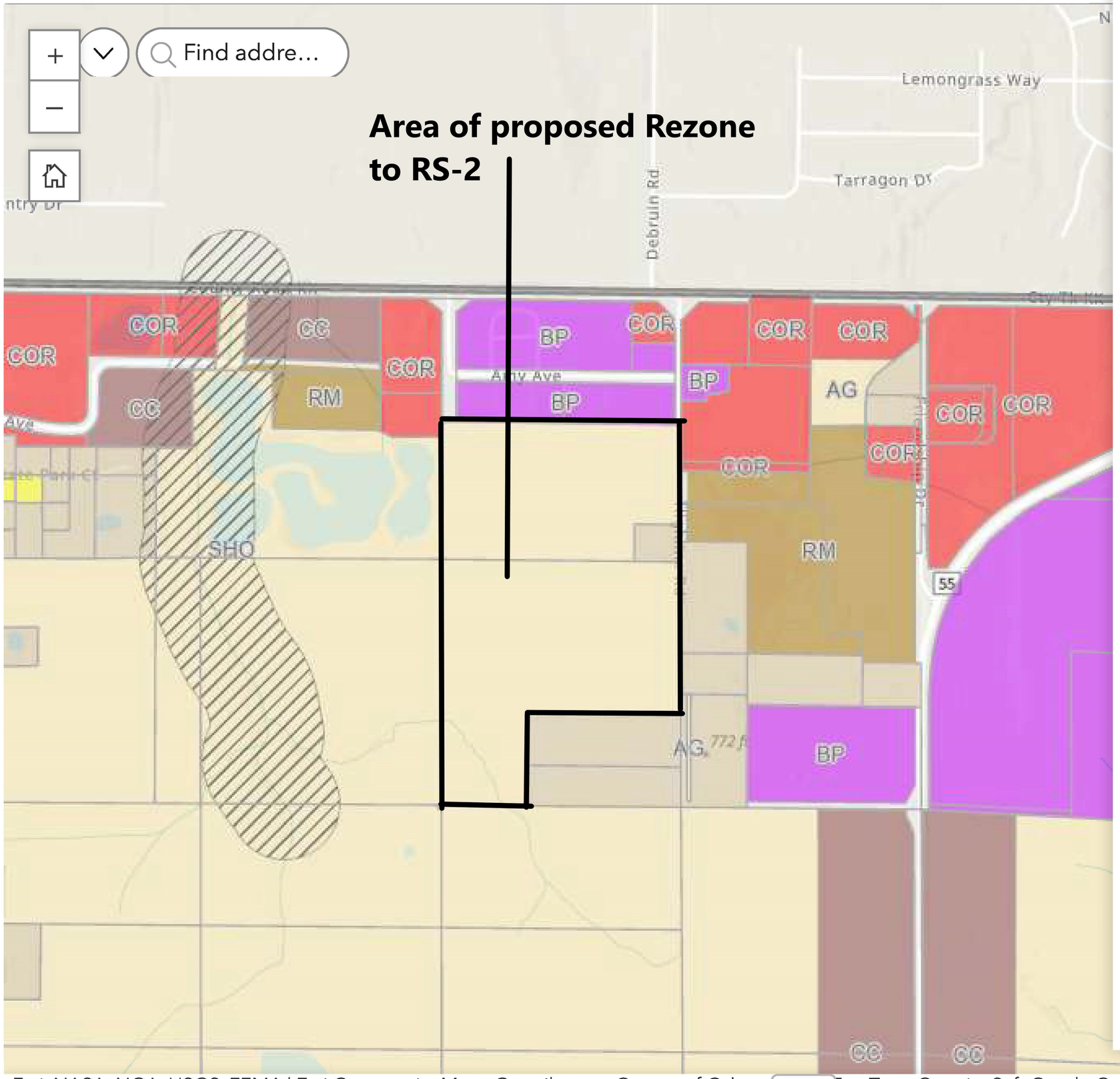
1:9,028
0 0.05 0.1 0.2 mi
0 0.07 0.15 0.3 km

ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information Office |

# Calumet County Zoning Map

Calumet County
WISCONSIN
Land Information Office




Legend

**Zoning Municipal**

Zoning Village Of Harrison

- General Agriculture
- Rural Residential
- Single Family Residential (Suburban)
- Single Family Residential (Traditional)
- Two Family Residental
- Multiple Family Residential
- Neighborhood Commercial
- Office and Retail Commercial
- Community Commercial
- Business Park
- Industrial and Manufacturing
- Natural and Conservancy
- Shoreland Overlay
- Shoreland-Wetland Overlay
- Planned Development Overlay

Zoning Village Of Sherwood

- A
- C-1

Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, County of Calume TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, … Powered by Esri

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
V2024-09 Ordinance Adopting the International Property Maintenance Code, 2024.

**Issue:**
Should the Village Board adopt the International Property Maintenance Code?

**Background and Additional Information:**
The International Property Maintenance Code® (IPMC) establishes minimum requirements for the maintenance of existing buildings through model code regulations that contain clear and specific property maintenance and property improvement provisions.

**Budget Impacts:**
None

**Recommended Action:**
Motion to approve the adoption of the International Property Maintenance Code, 2024.

**Attachments:**
- V2024-09 Adoption of the International Property Maintenance Code .pdf
- IPMC.pdf

**ORDINANCE V24-09**

**AN ORDINANCE AMENDING CHAPTER 103, ADDING SECTION 103-3 INTERNATIONAL PROPERTY MAINTENANCE CODE ADOPT**

**WHEREAS,** the Village of Harrison (hereinafter the "Village") desires to adopt the International Property Maintenance Code (hereinafter the "IPMC") to regulate and govern the conditions and maintenance of all property, buildings and structures within the Village,

**WHEREAS**, the Village finds that the IMPC will promote health, safety and welfare of the residents of the Village,

**WHEREAS,** the Village finds that this Ordinance will establish clear and specific property maintenance requirements.

**NOW THEREFORE BE IT RESOLVED,** the Village Board of the Village of Harrison, Wisconsin, does hereby adopt the following ordinance revisions.

(a) *Authority.* These regulations are adopted under the Village's police powers and all other authority afforded to the Village under Wisconsin law.
(b) *Purpose.* The purpose of this section is to promote the general, health, safety and welfare by enforcing the adopted codes.
(c) *Adoption of Codes.* The Village hereby adopts the most recent version of the International Property Maintenance Code, as hereafter amended from time to time, as if fully set forth herein.
(d) *Assistant Village Manager, Code Enforcement, and Zoning Administrator.* The Assistant Village Manager, Code Enforcement Technician and Zoning Administrator are authorized by the Village to enforce the adopted codes.
(e) *Penalties.* Enforcement of this section shall be by means of imposition of forfeitures and injunctive action. Forfeitures shall be determined by the Village of Harrison Fee and Penalty Schedule as a General Penalty.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 30th day of July, 2024.

_____
Allison Blackmer, Village President

_____
Attest: Vicki Tessen, Village Clerk

Recorded Vote: ____ For ____ Against

## CHAPTER TOPICS

| CHAPTERS | SUBJECTS | |
|---|---|---|
| 1 | Scope and Administration | |
| 2 | Definitions | |
| 3 | General Requirements | |
| 4 | Light, Ventilation and Occupancy Limitations | |
| 5 | Plumbing Facilities and Fixture Requirements | |
| 6 | Mechanical and Electrical Requirements | |
| 7 | Fire Safety Requirements | |
| 8 | Referenced Standards | |
| Appendix A | Boarding Standard | |
| Appendix B | Board of Appeals | |

### Chapter 1 Scope and Administration.

Chapter 1 establishes the limits of applicability of the code and describes how the code is to be applied and enforced. The provisions of Chapter 1 establish the authority and duties of the code official appointed by the authority having jurisdiction and also establish the rights and privileges of the design professional, contractor and property owner.

### Chapter 2 Definitions.

Chapter 2 is the repository of the definitions of terms used in the body of the code. The user of the code should be familiar with and consult this chapter because the definitions are essential to the correct interpretation of the code and because the user may not be aware that a term is defined.

### Chapter 3 General Requirements.

Chapter 3 includes a variety of requirements for the exterior property areas as well as the interior and exterior elements of the structure that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure. Chapter 3 provides specific criteria for regulating the maintenance of specific building components; vacant structures and land; interior and exterior of structures and all exterior property areas; and accessory structures. This chapter also contains requirements for protective barriers, and gates

### Chapter 4 Light, Ventilation and Occupancy Limitations.

Chapter 4 establishes the minimum environment for occupiable and habitable buildings through light and ventilation criteria and occupancy limitations based on room width, area and ceiling height.

### Chapter 5 Plumbing Facilities and Fixture Requirements.

Chapter 5 establishes requirements for the installation, maintenance and location of plumbing systems and facilities, including the water supply system, water heating appliances, sewage disposal system and related plumbing fixtures. Chapter 5 establishes these minimum criteria to verify that sanitary and clean conditions related to plumbing systems and facilities are maintained throughout the life of a building.

### Chapter 6 Mechanical and Electrical Requirements.

Chapter 6 establishes minimum criteria for the installation and maintenance of the following components and systems within existing buildings: heating and air-conditioning equipment, appliances and their supporting systems; water heating equipment, appliances and systems; cooking equipment and appliances; ventilation and exhaust equipment; gas and liquid fuel distribution piping and components; fireplaces and solid fuel-burning appliances; chimneys and vents; electrical services; lighting fixtures; electrical receptacle outlets; electrical distribution system equipment, devices and wiring; and elevators, escalators and dumbwaiters.

### Chapter 7 Fire Safety Requirements.

Chapter 7 addresses fire hazards associated with a building's occupancy and provides minimum requirements for fire safety issues most likely to arise in older buildings. This chapter also contains requirements for means of egress in existing buildings, including path of travel, required egress width, means of egress doors and emergency escape openings.

### Chapter 8 Referenced Standards.

Chapter 8 lists all of the product and installation standards and codes that are referenced throughout Chapters 1 through 7 and includes identification of the promulgators and the section numbers in which the standards and codes are referenced. As stated in Section 102.8, these standards and codes become an enforceable part of the code (to the prescribed extent of the reference) as if printed in the body of the code.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Certified Survey Map – Zahringer –Hwy 55– Parcel 40936

**Issue:**
Does the Village Board approve the Certified Survey Map?

**Background and Additional Information:**
The applicant is proposing to split a parcel into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is spit a 14-acre Ag parcel for future development or sale. The proposal would split the parcel in half, creating two parcels – Lot 1 at 7.268 acres with Lot 2 measuring 7.0 acres.

Parcel 40936 is located on the east side of Hwy 55, a half-mile south from the Hwy 55/Hwy 114 interchange. It's zoned General Agriculture. The applicant owns large tracts of Ag land to the west and south of the proposed split. There are residential homes on Hwy 55 to the north and south of the proposal.

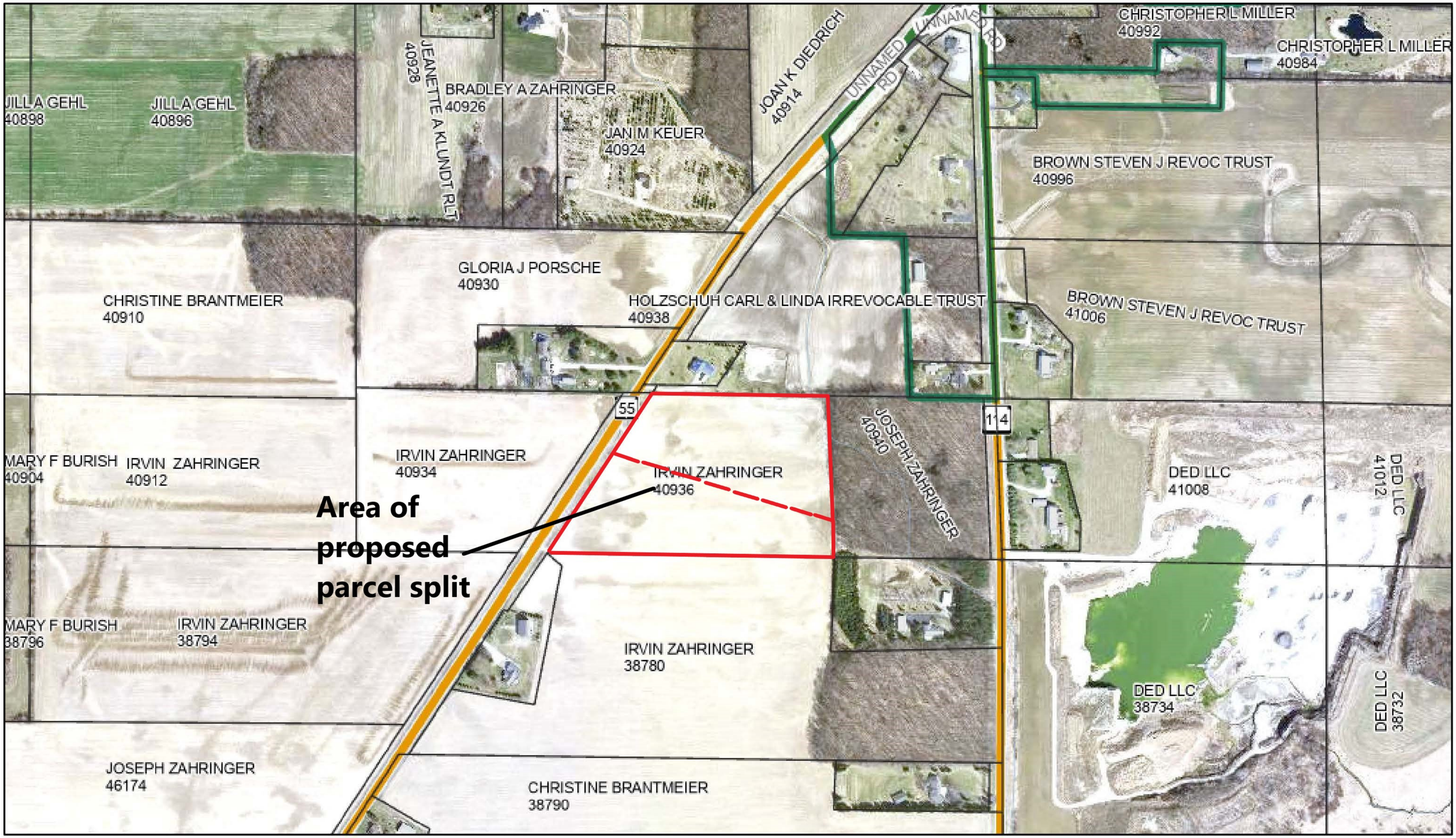
There is one existing access point to the area off of Hwy 55. The WI DOT would be responsible for approving any future access points.

**Budget Impacts:**
None

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

**Attachments:**
- Aerial Map.pdf
- Zahringer - CSM.pdf

# ArcGIS Web Map




7/12/2024, 2:24:52 PM

Parcels
County Boundary
Building Footprint
Rivers and Streams Zoom
Calumet Roads Cartographic
State Highways
City Streets
Municipal Boundary
Village Boundary
Calumet County 2021 Orthophoto
Red: Band_1
Green: Band_2
Blue: Band_3

1:9,028

0 0.05 0.1 0.2 mi

0 0.07 0.15 0.3 km

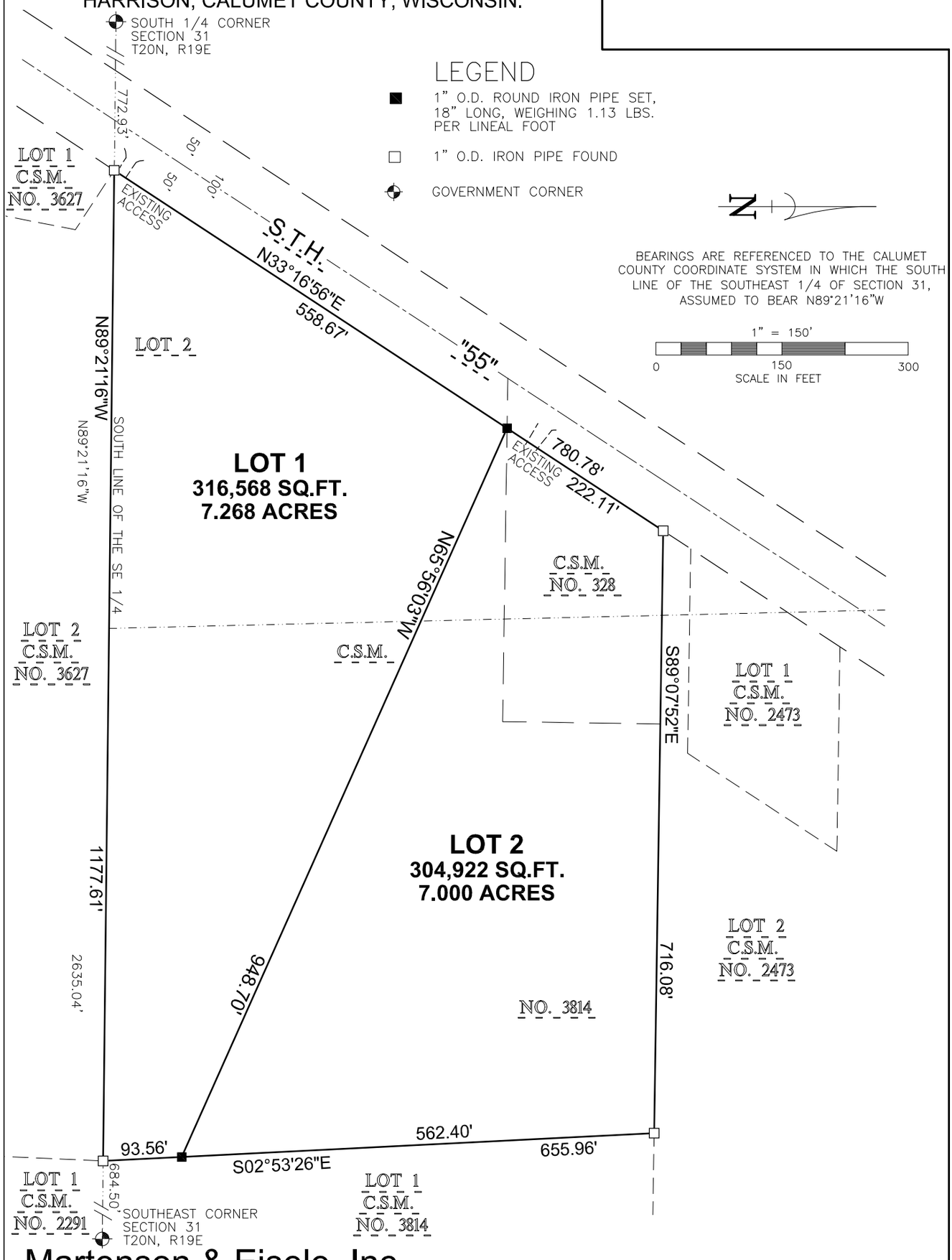
Calumet County Land Information Office

ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information Office |

# CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3814 BEING PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 31, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.





Martenson & Eisele, Inc.

1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture


SURVEY FOR:
JADIN SELL
115 W. FOSTER STREET
APPLETON, WI 54915

PROJECT NO. 1-1932-001
FILE 1-1932-001csm.dwg SHEET 1 OF 3
THIS INSTRUMENT WAS DRAFTED BY: L.LUCHT

# CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3814, BEING PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 31, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**
I, GARY A. ZAHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:
THAT I HAVE SURVEYED, MAPPED, AND DIVIDED AT THE DIRECTION OF IRVIN ZAHRINGER, ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3814, FILED IN THE OFFICE OF THE REGISTER OF DEEDS FOR CALUMET COUNTY, WISCONSIN IN VOLUME 34 OF CERTIFIED SURVEY MAPS ON PAGE 230, AS DOCUMENT NO. 547119, BEING PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 31, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN. CONTAINING 621,490 SQUARE FEET [14.268 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE VILLAGE OF HARRISON AND CALUMET COUNTY SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 20TH DAY OF JUNE, 2024.

_____
GARY A. ZAHRINGER,
PROFESSIONAL WI LAND SURVEYOR S-2098

**THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS**

| OWNER OF RECORD: | RECORDING INFORMATION: | PARCEL NUMBERS: |
|---|---|---|
| IRVIN ZAHRINGER | DOCUMENT NO. 359896 | 40936 |

**CERTIFICATE OF THE VILLAGE OF HARRISON:**
BE IT RESOLVED THAT THIS CERTIFIED SURVEY MAP, IN THE VILLAGE OF HARRISON HAS BEEN APPROVED AND ACCEPTED AS SURVEYED, MAPPED, DEDICATED AND DIVIDED BY THE OWNERS SHOWN HEREON,

THIS _____ DAY OF _____, 2024.

_____ _____
VILLAGE PRESIDENT VILLAGE CLERK

**TREASURER'S CERTIFICATE:**
I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

_____
VILLAGE TREASURER DATE

PROJECT NO. 1-1932-001
SHEET 2 OF 3

# CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3814, BEING PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 31, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

**IRVIN ZAHRINGER OWNER'S CERTIFICATE:**

AS OWNER, I THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, MAPPED, AND DIVIDED AS SHOWN AND REPRESENTED ON THIS MAP.

I ALSO FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR S236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF HARRISON

DATED THIS _____DAY OF _____, 2024.

_____
IRVIN ZAHRINGER

STATE OF WISCONSIN)
)SS
CALUMET COUNTY )

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF_____, 2024, THE ABOVE OWNER TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

_____
NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION (IS PERMANENT)
(EXPIRES:_____)

PROJECT NO. 1-1932-001
SHEET 3 OF 3

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Certified Survey Map (CSM) – Craig Weborg – N8803 Kernan Ave – Parcels 42856 & 42860

**Issue:**
Does the Village Board approve the Certified Survey Map?

**Background and Additional Information:**
The applicant is proposing to combine two parcels into one lot. The purpose of the CSM is to create one residential lot, which also allows the applicant to erect a free-standing solar energy system on the east side of the newly created parcel. The solar panels require separate zoning and building permit applications.

The proposal would combine Parcel 42860 (vacant lot) with parcel 42856 (which has a single-family home) to create one parcel at 2.253 acres. The applicant uses a gravel driveway on parcel 42860 to access the southern portion of parcel 42856. Both lots are zoned Single-Family Residential (suburban) [RS-1].

The area of the proposed parcel combination is bordered by the City of Menasha to the west and east. Parcel 42858 to the north is in the Village of Harrison. All other parcels to the north reside in the City of Menasha.

**Budget Impacts:**
None

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

**Attachments:**
- Aerial Map.pdf
- Certified Survey Map.pdf

# ArcGIS Web Map

**Area of parcels combination**

WOODLAND DEVELOPMENTS, LLC
WOODLAND DEVELOPMENTS, LLC
TIMOTHY J. PARSONS
TIMOTHY A. HOFF
841
KRISTON C. WEBORG
42858
KRISTON C WEBORG
N8807
KERNAN AV
BRAD C. BUNNOW
2464
CITY OF MENASHA
LAKE DR
42856
N8801
WEBORG CRAIG L IRREVOCABLE TRUST
JACOB MALZAHN
2455
2459
2463
CHARLES D. VALENTI-HEIN
STEVEN M. SCANLAN
ERIC ALVIN DURAND
JEFFREY J. REMINGTON
LORI A. VAN LAANEN
PAMELA A. CRAMER
GARY M. HURLEY
2408
2416
2424
2432
2440
2448
2471
42860
WILLIAM L. FITZPATRICK
WEBORG CRAIG L IRREVOCABLE TRUST
PAMELA A. CRAMER
TINA SEIBOLD, TRUSTEE OF THE ELDRED FAMI
LAKE COTTAGE CT
WILLIAM MICHAEL PETERSON
JACOB MALZAHN
LAKE COTTAGE CT
PAMELA A. CRAMER
DANIEL H GRAY
44078
W6864
114
10
114
10
LAWRENCE H ARNOLDUSSEN IRREVOCABLE REAL ESTATE TRUST
TERRANCE T WITTMANN
GUY H SUPER

7/15/2024, 9:29:06 AM

Address Point
Parcels
County Boundary
Trail
Building Footprint
Rivers and Streams Zoom

Calumet Roads Cartographic
Federal Highways
Local Roads
City Streets

City Streets
Municipal Boundary
City Boundary
Village Boundary

Calumet County 2021 Orthophoto
Red: Band_1
Green: Band_2
Blue: Band_3

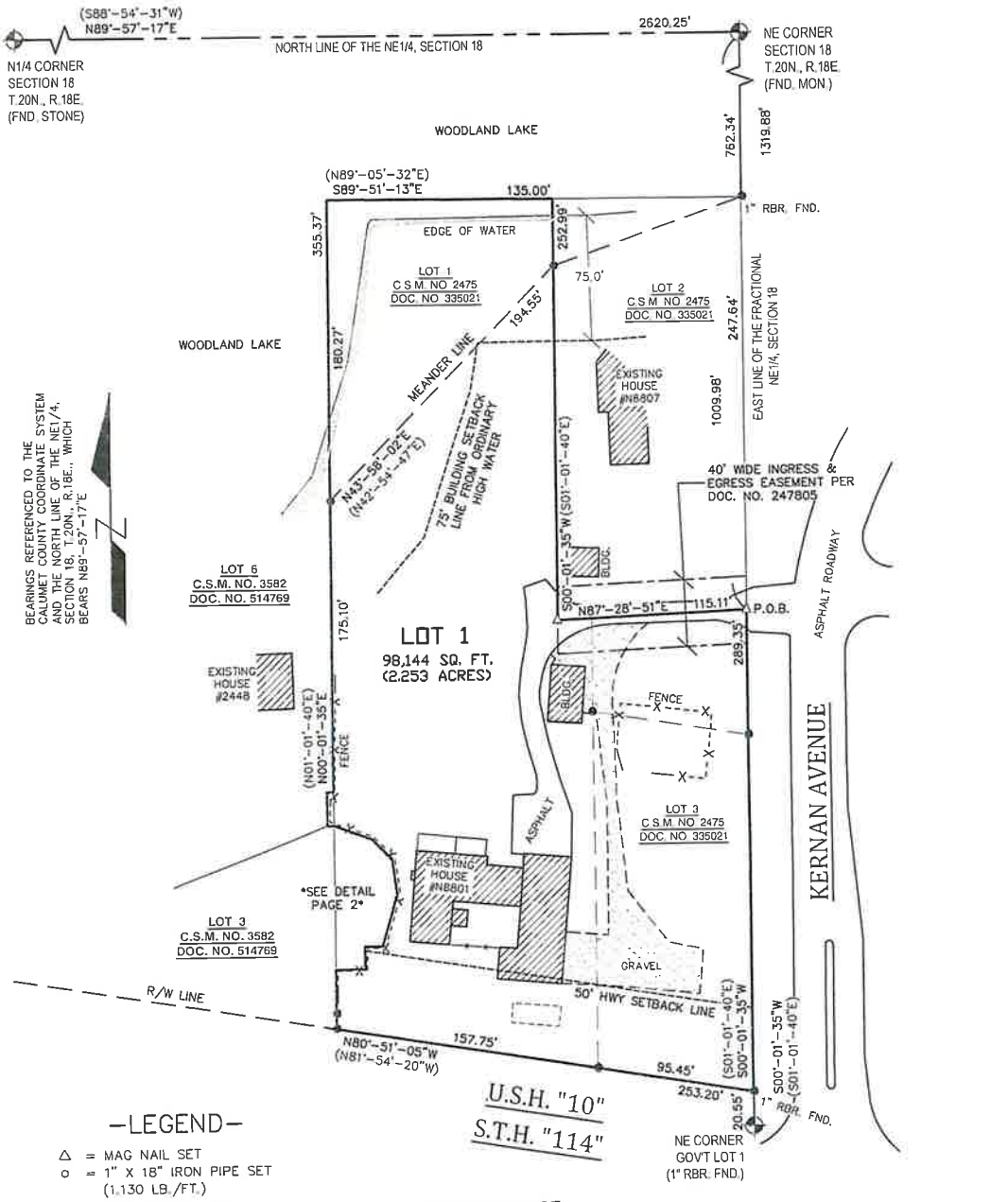
1:2,257
0 0.01 0.03 0.05 mi
0 0.02 0.04 0.08 km
Calumet County Land Information Office

ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information Office |

# CERTIFIED SURVEY MAP NO. ____

PART OF LOTS 1 AND 2 AND ALL OF LOT 3 OF C.S.M. NO. 2475, VOL. 19 PG. 117, DOC. NO. 335021, PLUS ADDITIONAL LANDS; BEING A PART OF THE NE1/4 OF THE FRACTIONAL NE1/4, SECTION 18, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN




-LEGEND-

- △ = MAG NAIL SET
- o = 1" X 18" IRON PIPE SET (1.130 LB./FT.)
- ● = 3/4" REBAR FOUND
- ( ) = RECORDED INFORMATION
- ⊕ = COUNTY MONUMENT FOUND
- P.O.B. = POINT OF BEGINNING

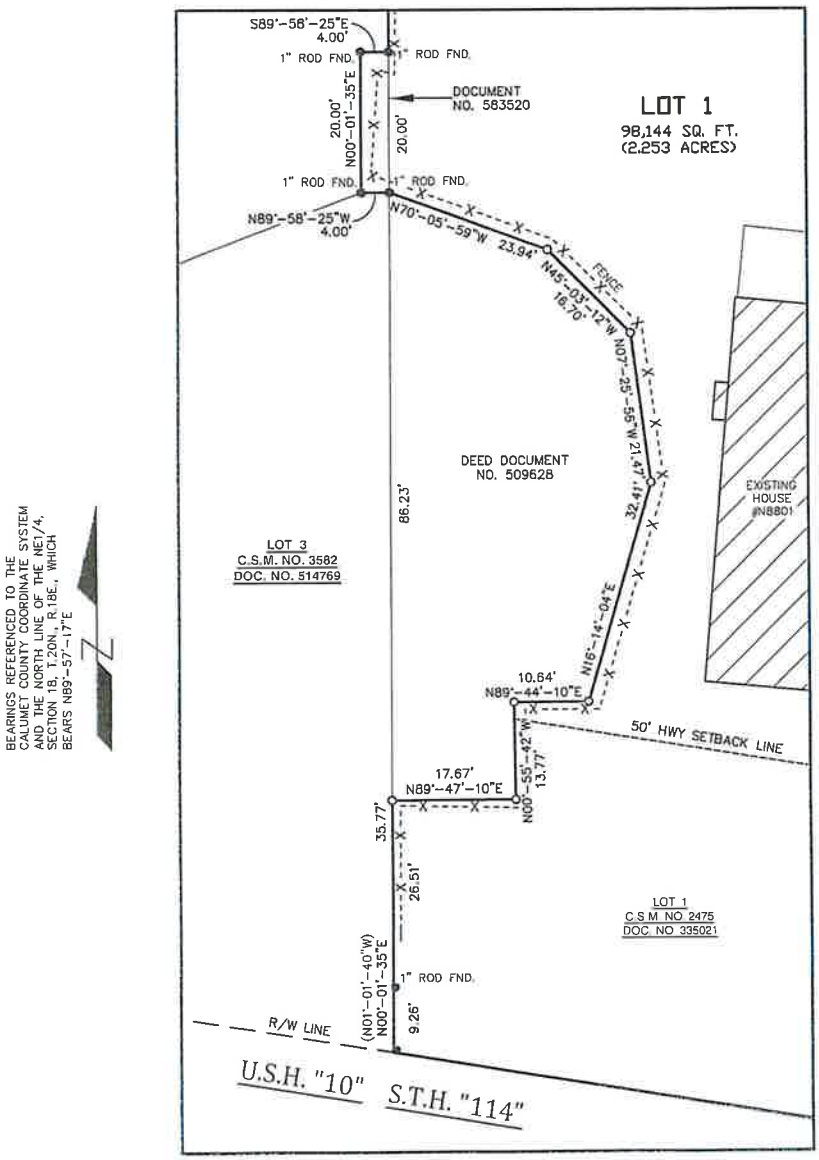
GRAPHIC SCALE
1 inch = 80 ft.
0 40 80 160


MERIDIAN SURVEYING, LLC
N9637 Friendship Drive Office: 920-993-0881
Kaukauna, WI 54130 Fax: 920-273-6037


| | | | |
|---|---|---|---|
| DRAWN BY: J.B. | FIELD WORK DATE: 6-21-24 | SURVEYED FOR: CRAIG WEBORG N8803 KERNAN AVE. MENASHA, WI 54952 |
| CHECKED BY: E.C.C. | FIELD BOOK: NOTES | |
| JOB NO.: 15469 | SHEET 1 OF 5 | |

# CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 1 AND 2 AND ALL OF LOT 3 OF C.S.M. NO. 2475, VOL. 19 PG. 117, DOC. NO. 335021, PLUS ADDITIONAL LANDS; BEING A PART OF THE NE1/4 OF THE FRACTIONAL NE1/4, SECTION 18, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN




## -LEGEND-

- △ = MAG NAIL SET
- o = 1" X 18" IRON PIPE SET (1.130 LB./FT.)
- ● = 3/4" REBAR FOUND
- ( ) = RECORDED INFORMATION
- ⌖ = COUNTY MONUMENT FOUND
- P.O.B. = POINT OF BEGINNING

GRAPHIC SCALE
1 inch = 20 ft.
0 10 20 40


MERIDIAN SURVEYING, LLC
N9637 Friendship Drive Office: 920-993-0881
Kaukauna, WI 54130 Fax: 920-273-6037


| | | | |
|---|---|---|---|
| DRAWN BY: J.B. | | FIELD WORK DATE: 6-21-24 | SURVEYED FOR: CRAIG WEBORG N8803 KERNAN AVE. MENASHA, WI 54952 |
| CHECKED BY: E.C.C. | | FIELD BOOK: NOTES | |
| JOB NO.: 15469 | | SHEET 2 OF 5 | |

**STATE OF WISCONSIN)**
**CALUMET COUNTY) SS**

# CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 1 AND 2 AND ALL OF LOT 3 OF C.S.M. NO. 2475, VOL. 19, PG. 117, DOC. NO. 335021, PLUS ADDITIONAL LANDS; BEING A PART OF THE NE1/4 OF THE FRACTIONAL NE1/4, SECTION 18, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



## SURVEYOR'S CERTIFICATE

I, Erik C Carr, Wisconsin Professional Land Surveyor of Meridian Surveying, LLC, certify that I have surveyed, divided, monumented and mapped under the direction of Craig Weborg, part of Lots One (1) and Two (2) and all of Lot Three (3) of Certified Survey Map No. 2475, recorded in Volume 19 of Certified Survey Maps, on Page 117, as Document No. 335021; being part of the Northeast Quarter (NE1/4) of the Fractional Northeast Quarter (NE1/4), Section Eighteen (18), Township Twenty (20) North, Range Eighteen (18) East, Village of Harrison, Calumet County, Wisconsin containing 98,144 square feet (2.253 acres) of land and being described by:

Commencing at the Northeast Corner of said fractional Section 18; thence S00°-01'-35"W 1009.98 feet along the East line of said fractional NE1/4 of Section 18 to the point of beginning; thence continue along said east line S00°-01'-35"W 289.35 feet to the Southeast Corner of said Lot 3 and the North Right of Way line of USH 10/STH 114; thence N80°-51'-05" W 253.20 feet along said North Right of Way line to the Southwest Corner of said Lot 1; thence N00°-01'-35"E 35.77 feet along the west line of said Lot 1; thence N89°-47'-10"E 17.67 feet; thence N00°-55-42"W 13.77 feet; thence N89°-44'-10"E 10.64 feet; thence N16°-14'-04" E 32.41 feet; thence N07°-25'-56"W 21.47 feet; thence N45°-03'-12"W 16.70 feet; thence N70°-05'-59"W 23.94 feet to point on the west line of said Lot 1; thence N89°-58'-25" W 4.00 feet; thence N00°-01'-35" E 20.00 feet; thence S89°-58'-25" E 4.00 feet to point on the west line of said Lot 1; thence N00°-01'-35" E 355.37 feet along said west line to the Northwest corner of said Lot 1; thence S89°-51'-13" E 135.00 feet along the North line of said Lot 1 to the Northeast corner; thence S00°-01'-35" W 252.99 feet along the east line of said Lot 1; thence N87°-28'-51" E 115.11 feet to the Point of Beginning; being subject to any and all easements and restrictions of record.

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, dividing, monumenting, and mapping the same.

Dated this _____ day of _____, 2024.

_____

Wisconsin Professional Land Surveyor
Erik C Carr, S-4002

Survey Notes:

- Surveyed lands are contained wholly within Parcel Numbers 42856 and 42860
- Surveyed lands are contained wholly within Document No. 581233
- Owner of Record: Craig L. Weborg

STATE OF WISCONSIN)
CALUMET COUNTY) SS

# CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 1 AND 2 AND ALL OF LOT 3 OF C.S.M. NO. 2475, VOL. 19, PG. 117, DOC. NO. 335021, PLUS ADDITIONAL LANDS; BEING A PART OF THE NE1/4 OF THE FRACTIONAL NE1/4, SECTION 18, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



## VILLAGE OF HARRISON CERTIFICATE

This Certified Survey Map in Fractional Section 18, 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. _____

PART OF LOTS 1 AND 2 AND ALL OF LOT 3 OF C.S.M. NO. 2475, VOL. 19, PG. 117, DOC. NO. 335021, PLUS ADDITIONAL LANDS; BEING A PART OF THE NE1/4 OF THE FRACTIONAL NE1/4, SECTION 18, T.20N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

(Sheet 5 of 5)

## OWNER'S CERTIFICATE

As owner, I hereby certify that I caused the land on this Certified Survey Map to be surveyed, divided, 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

_____ _____
Craig L. Weborg 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:**
July 30, 2024

**Title:**
Condominium Plat –Scott Doran – N9676 / N9678 Hopfensperger – Parcel 35286

**Issue:**
Does the Village Board approve the Condominium Plat?

**Background and Additional Information:**
The applicant is proposing to create a Condominium Plat involving a duplex located at N9676 and N9678 Hopfensperger Rd, parcel 35286. The purpose of the Plat is to divide the duplex under a limited common ownership.

The area is zoned Two-family Residential [RT]. There are duplexes and zero-lot lines to the west, north, and south of the proposal. A commercial parking lot borders the east side.

Condominium Plats involving duplex-like structures are found in other areas of the Village that are zoned Two-Family Residential.

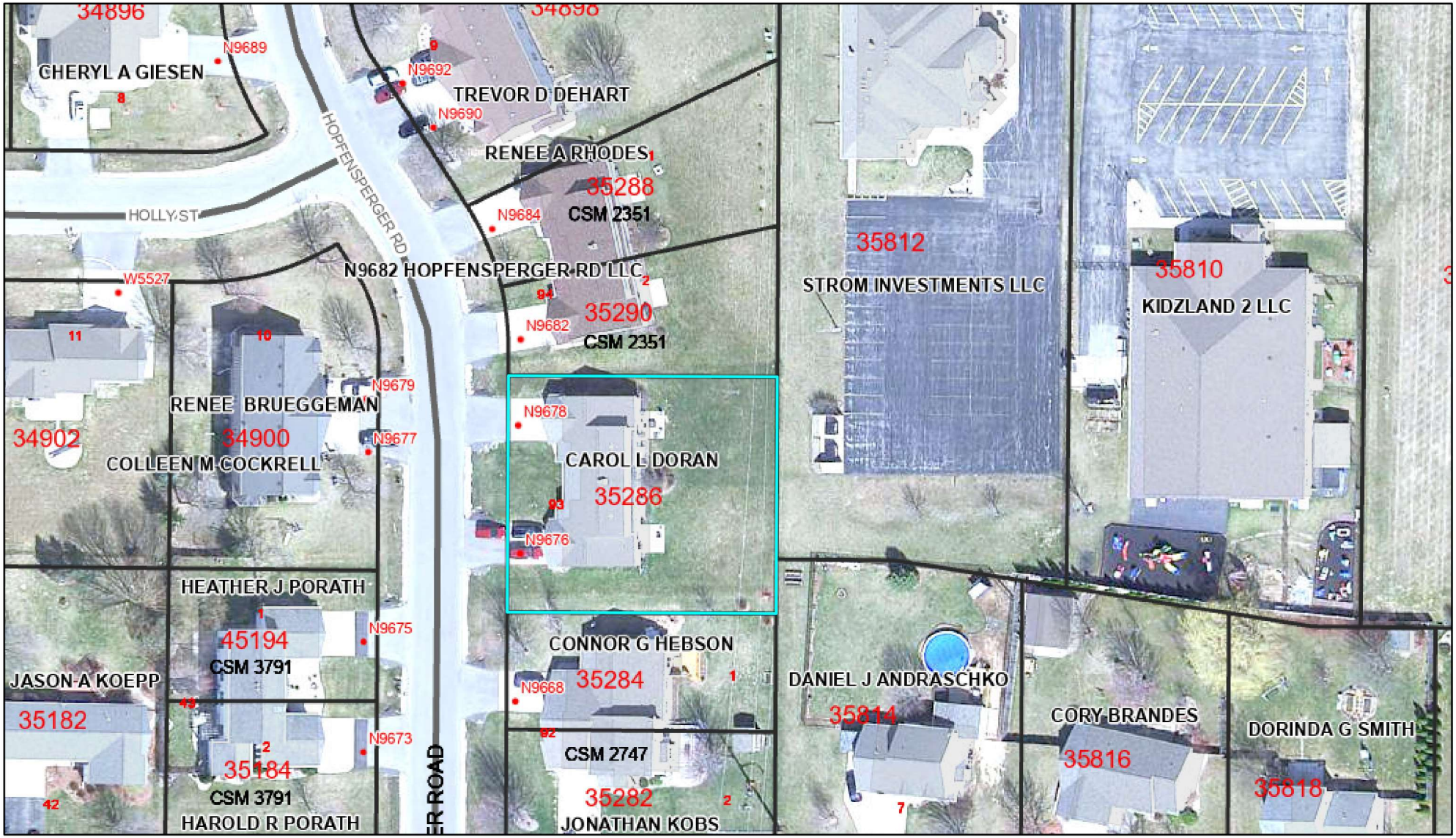
The Condominium Plat is subject to an inspection by the Village building inspector and must meet building code prior to the Village signing the Plat.

**Budget Impacts:**
None

**Recommended Action:**
The Plan Commission recommends approval of the Certified Survey Map (CSM) request as submitted with the condition that it passes a building inspection to meet building code. The Village will not sign the CSM until the building inspector has issued an occupancy permit.

**Attachments:**
- Aerial Map.pdf
- Condo Plat-24.pdf

# ArcGIS Web Map

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1:1,128

0 0.01 0.01 0.02 mi

0 0.01 0.02 0.04 km

Calumet County Land Information Office

- Address Point
- Parcels
- County Boundary
- Building Footprint
- Calumet Roads Cartographic
- City Streets
- Municipal Boundary
- Village Boundary
- Calumet County 2021 Orthophoto
- Red: Band_1
- Green: Band_2
- Blue: Band_3

ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information C

# "CCB APARTMENTS, LLC. CONDOMINIUM"

LOT NINETY-THREE (93), "FIRST ADDITION TO RED MAPLE MEADOW", LOCATED IN THE NORTHWEST 1/4 OF SECTION 2, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

LEGEND:
- ● = 1¼" x 18" O.D. ROUNBD IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
- Ⓡ = 3/4" SOLID ROUND IRON REBAR FOUND
- ○ = SATELLITE DISH
- ⊡ = ELECTRICAL SERVICE
- ◫ = TELEPHONE SERVICE
- ⋈ = GAS SERVICE

GRAPHIC SCALE: 1" = 20'

20 0 10 20 30 40

NORTH IS REFERENCED TO THOSE BEARINGS SHOWN ON THE RECORDED PLAT OF "FIRST ADDITION TO RED MAPLE MEADOW", LOCATED IN SECTION 2, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

UNIT AREA EXCLUDING GARAGE & UNFINISHED BASEMENT AREA:
UNIT 1 - 1,490 SQUARE FEET±
N9676 HOPFENSPERGER ROAD
UNIT 2 - 1,490 SQUARE FEET±
N9678 HOPFENSPERGER ROAD

NOTES:
- THE COMMON ELEMENT IS THE AREA AND FACILITIES INCLUDED IN THE CONDOMINIUM DESCRIPTION, EXCEPTING THE UNITS AND THEIR LIMITED COMMON ELEMENTS.
- THERE SHALL BE SUCH PERMANENT EASEMENTS THROUGH AND OVER THE PROPERTY AND EACH OF THE UNITS AS MAY BE NECESSARY FOR THE INSTALLATION, MAINTENANCE, REPLACEMENT AND REPAIR OF THE COMMON ELEMENTS, UTILITIES, SEWERS AND OTHER UNITS.
- CONDOMINIUM DECLARATION AND BY-LAWS AGREEMENT WILL BE RECORDED ALONG WITH THE CONDOMINIUM PLAT.

LEGAL DESCRIPTION:
LOT NINETY-THREE (93), "FIRST ADDITION TO RED MAPLE MEADOW", LOCATED IN SECTION 2, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN. SAID PARCEL CONTAINS 16,800 SQUARE FEET (0.3857 ACRES) OF LAND MORE OR LESS.

VILLAGE OF HARRISON APPROVAL:
THIS CONDOMINIUM PLAT MAP WAS APPROVED BY THE VILLAGE OF HARRISON ON THIS _____ DAY OF _____, 20____

_____ _____
VILLAGE PRESIDENT VILLAGE CLERK

VILLAGE TREASURER CERTIFICATE:
I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CONDOMINIUM PLAT AS OF THIS _____ DAY OF _____, 20___.

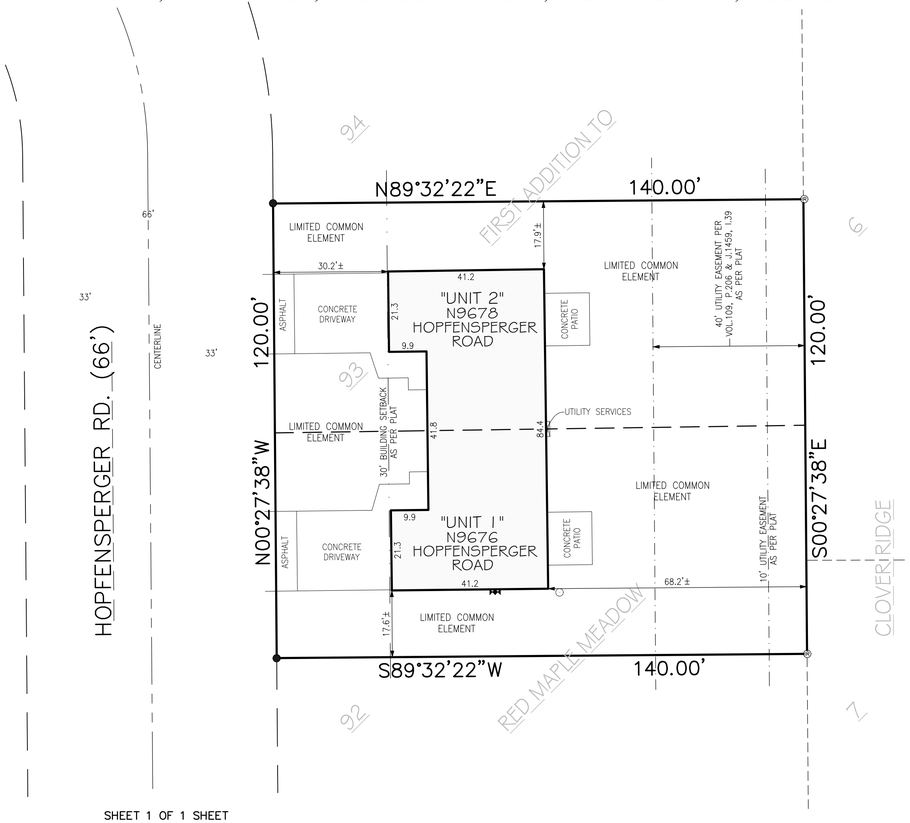
_____
VILLAGE TREASURER DATED

COUNTY TREASURER CERTIFICATE:
I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CONDOMINIUM PLAT AS OF THIS _____ DAY OF _____, 20___.

_____
COUNTY TREASURER DATED

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE CONDOMINIUM DESCRIBED AND THAT THE IDENTIFICATION AND LOCATION OF EACH UNIT AND COMMON ELEMENTS CAN BE DETERMINED FROM THE PLAT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____
CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDALE DRIVE, APPLETON, WISCONSIN 54912-1297
N5841 STATE HIGHWAY 47-55, SHAWANO, WISCONSIN 54166
PHONE: (920)731-4168
B1407.7CP-24 DATED: 7-11-2024




SHEET 1 OF 1 SHEET

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Certified Survey Map – Village of Harrison – N8722 Lake Park Rd – Parcel 33648

**Issue:**
Does the Village Board approve of the Certified Survey Map?

**Background and Additional Information:**
The applicant—which is the Village of Harrison—is proposing to split a parcel into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to create a new parcel (Lot 1) for future development.

The proposal splits current parcel 33648 into Lot 1 (1.817 acres), which is vacant, and Lot 2 (1.669 acres) which is the Harrison Utilities office and shop bay.

The final size of the lots was partly determined based on a 30-foot storm sewer easement as indicated on the CSM. The area is zoned Community Commercial [CC].

**Budget Impacts:**
None

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

**Attachments:**
- Aerial Map.pdf
- CSM- Harrison (Utility) - Lake Park.pdf

# ArcGIS Web Map

Area of proposed parcel split

CITY OF MENASHA
TB2, LLC
LAKE PARK SWIM & FITNESS LLC
700
3102
730
COMMUNITY FIRST CREDIT UNTION
3101
COMMUNITY FIRST CREDIT UNTION
690
CALUMET COUNTY
LAKESHORE RIDGE APARTMENTS LLC
COMMUNITY FIRST CREDIT UNTION
COMMUNITY FIRST CREDIT UNTION
670
GREGORSKI 22 LLC
NSAH INC
Harrison 2 Fire Department
42362
33648
HARRISON UTILITIES
VILLAGE OF HARRISON
N8722
N8714
33646
VILLAGE OF HARRISON
33644
VILLAGE OF HARRISON

7/15/2024, 10:28:12 AM

1:2,257

0 0.01 0.03 0.05 mi
0 0.02 0.04 0.08 km

Calumet County Land Information Office

- Address Point
- Parcels
- County Boundary
- Trail
- Building Footprint
- Rivers and Streams Zoom
- Calumet Roads Cartographic
- Federal Highways
- City Streets
- City Streets
- Municipal Boundary
- City Boundary
- Village Boundary
- Points Of Interest
- Fire Station
- Calumet County 2021 Orthophoto
- Red: Band_1
- Green: Band_2
- Blue: Band_3

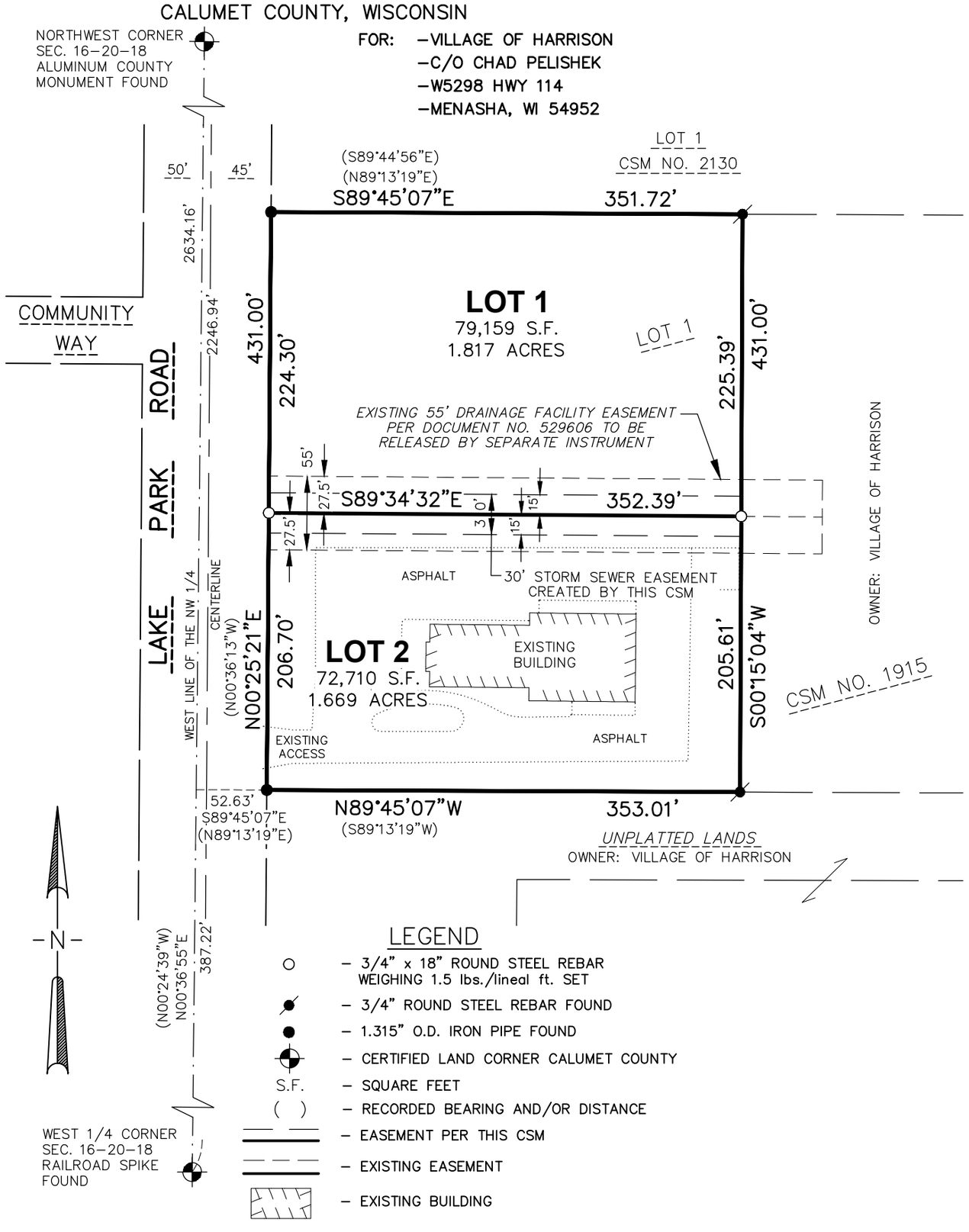
ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information Office |

**CERTIFIED SURVEY MAP NO. _____** SHEET 1 OF 4

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1915 RECORDED IN VOLUME 13 OF SURVEY MAPS ON PAGES 341–344, AS DOCUMENT NO. 259090, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

FOR: –VILLAGE OF HARRISON
–C/O CHAD PELISHEK
–W5298 HWY 114
–MENASHA, WI 54952




LEGEND

- O – 3/4" x 18" ROUND STEEL REBAR WEIGHING 1.5 lbs./lineal ft. SET
- – 3/4" ROUND STEEL REBAR FOUND
- – 1.315" O.D. IRON PIPE FOUND
- – CERTIFIED LAND CORNER CALUMET COUNTY
- S.F. – SQUARE FEET
- ( ) – RECORDED BEARING AND/OR DISTANCE
- – EASEMENT PER THIS CSM
- – EXISTING EASEMENT
- – EXISTING BUILDING

BEARINGS ARE REFERENCED TO THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 18 EAST, WHICH BEARS N00°36'55"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR CALUMET COUNTY

100 50 0 100
SCALE – FEET

DRAFTED BY: Amy Sedlar

osedlar, W:\PROJECTS\H0006\092400394\CADD\Civil3D\Survey Documents\CSM\LAKE PARK RD CSM.dwg Plot Date: 7/2/2024 8:05 AM

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1915 RECORDED IN VOLUME 13 OF SURVEY MAPS ON PAGES 341–344, AS DOCUMENT NO. 259090, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Douglas E. Woelz, Wisconsin Professional Land Surveyor S–2327, certify that I have surveyed, divided and mapped part of Lot 1 of Certified Survey Map No. 1915 recorded in Volume 13 of Survey Maps on Pages 341–344, as Document No. 259090, located in the Southwest 1/4 of the Northwest 1/4 of Section 16, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin containing 151,869 square feet (3.486 acres) of land being more particularly described as follows:

Commencing at the West 1/4 corner of said Section 16; Thence N00°36'55"E (recorded as N00°24'39"W), 387.22 feet along the West line of said Northwest 1/4 to the Westerly extension of the South line of Lot 1 of said Certified Survey Map No. 1915; Thence S89°45'07"E (recorded as N89°13'19"E), 52.63 feet along said extended South line to the East right–of–way line of Lake Park Road and the Point of Beginning; Thence N00°25'21"E (recorded as N00°36'13"W), 431.00 feet along said East right–of–way line to the North line of said Lot 1 and the Northwest corner thereof; Thence S89°45'07"E (recorded as N89°13'19"E and S89°44'56"E), 351.72 feet along said North line; Thence S00°15'04"W, 431.00 feet to the South line of said Lot 1; Thence N89°45'07"W (recorded as S89°13'19"W), 353.01 feet along said South line to the Point of Beginning.

That I have made this survey by the direction of the Owners of said land.

I further certify that this map is a correct representation of all exterior boundary lines of the land surveyed and the division of that land, and that I have complied with section 236.34 of the Wisconsin Statues and the Village of Harrison Subdivision Ordinance in surveying, dividing and mapping the same.

Dated this _____ day of _____, 20___.

_____

Douglas E. Woelz, WI Professional Land Surveyor S–2327

– THIS CSM IS ALL OF TAX IDENTIFICATION NO. 33648

– THE PROPERTY OWNER OF RECORD IS THE VILLAGE OF HARRISON

– THIS PROPERTY IS CONTAINED WHOLLY WITH IN LANDS DESCRIBED IN JACKET 3451 IMAGE 35

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1915 RECORDED IN VOLUME 13 OF SURVEY MAPS ON PAGES 341–344, AS DOCUMENT NO. 259090, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

CERTIFICATE OF VILLAGE BOARD

We hereby certify that the Village of Harrison Board of Trustees has approved this Certified Survey Map at their regular meeting on _____, with/without conditions as stated in the minutes. I hereby certify that all conditions were satisfied and the APPROVAL WAS GRANTED AND EFFECTIVE ON THIS _____ day of _____, 20___.

_____
Allison Blackmer, Village President Date

_____
Vicki L. Tessen, Village Clerk Date

CERTIFICATE OF VILLAGE TREASURER:

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un–paid taxes or un–paid special assessments on any of the lands included in this Certified Survey Map as of: _____ affecting the lands.

_____
Village Treasurer Date
Vicki L. Tessen

CERTIFICATE OF COUNTY TREASURER:

I, being the duly elected, qualified and acting Treasurer, do hereby certify that the records in my office show no unredeemed taxes and no un–paid taxes or un–paid special assessments on any of the lands included in this Certified Survey Map as of: _____ affecting the lands.

_____
County Treasurer Date
Michael Schlaak

**CERTIFIED SURVEY MAP NO. _____** SHEET 4 OF 4

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1915 RECORDED IN VOLUME 13 OF SURVEY MAPS ON PAGES 341–344, AS DOCUMENT NO. 259090, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Village of Harrison, as Owner(s), I/We hereby certify that I/we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and the granting of a Storm Sewer Easement as represented on this Certified Survey Map. I/We also certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval: Village of Harrison

Dated this _____ day of _____, 20___.

_____ _____

Allison Blackmer Village President — Village of Harrison

Vicki L. Tessen Village Clerk — Village of Harrison

State of Wisconsin)
)ss
Calumet County )

Personally appeared before me on the _____ day of _____, 20___, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

_____
Notary Public
Calumet County, Wisconsin
My commission expires_____

STORM SEWER EASEMENT PROVISIONS

An easement for Storm Sewer is hereby granted by VILLAGE OF HARRISON, Grantor, to *VILLAGE OF HARRISON* Grantee,

The Grantor, their respective lessees, successors, heirs, or assigns, shall have full use and enjoyment of the property referenced on this map provided that such use does not interfere with Grantee's right to install, replace, operate, maintain and repair said storm sewer and associated appurtenances. It is further agreed that after maintaining, repairing, replacing or relocating of said storm sewer and associated appurtenances Grantee shall restore unimproved surfaces such as grass, gravel, and dirt on said property, as closely as possible, to the condition previously existing. Grantee shall not be required to restore or compensate for any improvements or improved surfaces such as, but not limited to, curb and gutter, hard pavements, trees, shrubs and landscaping, disturbed as a result of the maintenance activities described herein. Grantee does hereby agree to compensate fully for any damage caused directly or indirectly from said maintenance, repair, replacement or relocation of said storm sewer and associated appurtenances, that occur outside of the above described easement area. Buildings or any other type of structure shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Storm Sewer Easement". Grantee agrees that it shall give timely notice to the Grantor of routine maintenance work.

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

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Award of Bids for Farmers Field Paving Project Phase 1

**Issue:**
Should the Village Board award the Farmers Field paving to Northeast Asphalt for $255,765?

**Background and Additional Information:**
The 2024 budget allocates $244,000 towards this project. Funding provided by Park Impact Fees.

**Budget Impacts:**
$255,765 Park Impact Fees

**Recommended Action:**
Motion to award the bid for Farmers Field Paving to Northeast Asphalt for $255,765 through a change order to the 2024 Resurfacing Program.

**Attachments:**
- 2604_001.pdf
- _Harrison Farmers Field Park Paving Ph I N-Award.pdf

NORTH

50 25 0 50
SCALE – FEET

YD–MH I
PROP RIM 806.70
EXIST RIM 805.65

YD–MH H
PROP RIM 805.20
EXIST RIM 803.73

YD–MH G
PROP RIM 804.00
EXIST RIM 803.49

YD–MH F
PROP RIM 803.50
EXIST RIM 803.06

YD–MH E
PROP RIM 807.00
EXIST RIM 806.46

YD–MH
PROP RIM
EXIST RIM 807.25

8–INCH YELLOW
EPOXY LINE (TYP.)

YD H1
RIM 804.00

SLEDDING
HILL

MANITOWOC ROAD

STORMWATER POND

8–INCH YELLOW
EPOXY LINE (TYP.)

YD–MH F1
PROP RIM 803.00
EXIST RIM 802.37

YD–MH A1
PROP RIM 805.50
EXIST RIM 804.76

YD–MH A
PROP RIM 805.50
EXIST RIM 804.86

YD–MH A3
PROP RIM 805.50
EXIST RIM 804.89

YD–MH A2
PROP RIM 805.50
EXIST RIM 804.77

YD–MH C
PROP RIM 804.00
EXIST RIM 803.68

YD–MH B
PROP RIM 804.75
EXIST RIM 804.46

8–INCH YELLOW
EPOXY LINE (TYP.)

SOCCER
FIELD 1

SOCCER
FIELD 2

YD–MH D
PROP RIM 804.50
EXIST RIM 804.08

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
MAILING: P.O. BOX 1026 NEENAH, WI 54957-1026
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

McMahon Associates, Inc. provides the attached plans and specifications in various formats. All instruments of service are the property of McMahon Associates, Inc. The reuse of these documents without the written permission of McMahon Associates, Inc. is prohibited by law and will be subject to the fullest extent permitted by law for the benefit of McMahon Associates, Inc. The recipient agrees to indemnify McMahon Associates, Inc. against all claims, damages, losses and expenses arising out of any unauthorized reuse of these documents. Any changes made to the original drawing or data without prior written consent by McMahon Associates, Inc.

| NO. | DATE | REVISION |
|---|---|---|

# FARMERS FIELD PARK PAVING PHASE I
## VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN
## PROPOSED PAVING PLAN

| DESIGNED | DRAWN |
|---|---|
| LRR | MJA |

PROJECT NO.
H0006 09–24–00472

DATE
06/2024

SHEET NO.
03



mabing, W:\PROJECTS\H0006\917008861\CADD\Civil3D\Plan Sheets\03 Proposed Paving Plan.dwg, 03 proposed site plan, Plot Date: 6/21/2024 1:03 PM, xrefs: topo manitowoc road park area, x–park bndry comps dew, x–aerial manitowoc road park, x–prop shade manitowoc road park)

McMAHON
ENGINEERS ARCHITECTS

July 3, 2024

Village of Harrison
Attn: Chad Pelishek, Assistant Village Manager
W5298 Highway 114
Harrison, WI 54952

Re: Village of Harrison
Farmers Field Park Paving – Phase I
Letter of Recommendation
McM. No. H0006-09-24-00472

Dear Chad:

On July 3, 2024, bids were received at the Village of Harrison for the above referenced project. Two bids were received, ranging in price from $255,765.00 to $259,690.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract H0006-09-24-00472 to the low bidder, Northeast Asphalt, Inc., in the amount of $255,765.00.

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: NORTHEAST ASPHALT, INC.
W6380 Design Drive
Greenville, WI 54942

Contract No. H0006-09-24-00472

Project: FARMERS FIELD PARK PAVING – PHASE I
For The VILLAGE OF HARRISON | Calumet County, Wisconsin

---

You are notified that your Bid, dated July3, 2024, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Farmers Field Park Paving – Phase I for the Village of Harrison, Calumet County, Wisconsin.

The Contract Price of your Contract is Two Hundred Fifty-Five Thousand Seven Hundred Sixty-Five & no/100 Dollars ($255,765.00).

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:** Farmers Field Park Paving - Phase I
Contract No. H0006-09-24-00472
Bid Date/Time: July 3, 2024 @ 10:00 a.m., local time
Project Manager: Lee Reibold, PE

**Engineer:** McMAHON ASSOCIATES, INC.
1445 McMahon Drive
PO Box 1025
Neenah, WI 54956 / 54957-1025

NORTHEAST ASPHALT, INC.
W6380 Design Drive
Greenville, WI 54942

MCC, INC.
2600 N. Roemer Road
PO Box 1137
Appleton, WI 54912-1137

| Item | Qty | Unit | Description | Unit Price | Total | Unit Price | Total |
|---|---|---|---|---|---|---|---|
| 1. | 13,350 | S.Y. | Find Grading and Compaction of Aggregate Base | $1.90 | $25,365.00 | $2.00 | $26,700.00 |
| 2. | 500 | TON | Base Aggregate Dense 1-1/4 Inch for Fine Grading | $15.70 | $7,850.00 | $16.00 | $8,000.00 |
| 3. | 5 | Ea. | Storm Sewer Manhole Casting Adjustment | $450.00 | $2,250.00 | $500.00 | $2,500.00 |
| 4. | 1,400 | TON | 1-3/4 Inch HMA Pavement, 3 LT 58-28S | $64.20 | $89,880.00 | $68.70 | $96,180.00 |
| 5. | 1,400 | TON | 1-3/4 Inch HMA Pavement, 4 LT 58-28S | $79.20 | $110,880.00 | $75.35 | $105,490.00 |
| 6. | 6,600 | L.F. | Marking Parking Stall Epoxy | $1.70 | $11,220.00 | $1.70 | $11,220.00 |
| 7. | 1,400 | L.F. | Marking Line Epoxy 8 Inch | $3.40 | $4,760.00 | $3.40 | $4,760.00 |
| 8. | 8 | Ea. | Marking Symbols Epoxy | $95.00 | $760.00 | $95.00 | $760.00 |
| 9. | 1 | L.S. | Contractor Quality Control Testing | $2,800.00 | $2,800.00 | $4,080.00 | $4,080.00 |
| | | | **TOTAL (Items 1. through 16., Inclusive)** | | **$255,765.00** | | **$259,690.00** |
| | | | Bid Security | 5% Bid Bond | | 5% Bid Bond | |

| | Subcontractor | Subcontractor |
|---|---|---|
| *Pavement Marking* | Crowley Construction | Crowley Construction |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Award of Bids for the Faro Springs Road Public Access Improvement Project.

**Issue:**
Does the Village Board support denying the bid received for the Faro Springs project?

**Background and Additional Information:**
Village staff finalized a bid package with Martenson and Eisele. Request for Bids was released on July 3, 2024 with a bid deadline of July 23, 2024.

Three bids were received as follows:

$90,000 Lunda Construction Company
$104,500 Radtke Contractors, Inc.
$155,420 Milbach Construction Services

The Village Board previously allocated $70,000 towards the project. Staff recommends denying the bids received and allow for re-bid during the winter to hope for costs to come in near the allocated budget amount. The project would not be built until Spring of 2025 and available for the 2026 winter season.

Staff has shared the information and recommendation with Tim Eldred who was spearheading this project previously. As of the printing of the agenda, no additional information was provided that private groups have committed the difference of $20,000 for the project.

**Budget Impacts:**
None

**Recommended Action:**
Motion to deny all the bids due to the project costs exceeding the allocated budget amount.

**Attachments:**
- 2714_001.pdf
- 2715_001.pdf
- 2716_001.pdf

**BID FORM**

**RFB# 1-1756-001**

The undersigned has carefully examined the specifications and will provide the products specified or approved equivalents for the following amounts:

Base Bid - Precast Panels Design $ 90,000.00

Base Bid Project Total in Words Ninety Thousand

Please Initial Here to Acknowledge that Work Can be Performed in Required Timeline: MH

In submitting this Proposal, the Provider represents, that the Provider has examined and carefully studied all Contract Documents and the following addenda, the receipt of which is hereby acknowledged:

| Addendum# | |
|---|---|
| | |
| | |

We have enclosed a X Bid Bond or ____ Cashier's Check as bid security. (Check one)

---

Bidder: Lunda Construction Company

Address: 620 Gebhardt Rd Black River Falls, WI 54615

Phone Number: 715-284-9491 Fax Number: 715-284-9146

Email: jhewins@Lundaconstruction.com

Signature:

Printed Name: Mike Hahn

Title Vice President Date: 7-23-2024

**BID FORM**

**RFB# 1-1756-001**

The undersigned has carefully examined the specifications and will provide the products specified or approved equivalents for the following amounts:

Base Bid - Precast Panels Design $ 104,500.00

Base Bid Project Total in Words ONE HUNDRED FOUR THOUSAND, FIVE HUNDRED DOLLARS

Please Initial Here to Acknowledge that Work Can be Performed in Required Timeline: JF

In submitting this Proposal, the Provider represents, that the Provider has examined and carefully studied all Contract Documents and the following addenda, the receipt of which is hereby acknowledged:

| Addendum# | |
|---|---|
| NA | |
| | |

We have enclosed a X Bid Bond or ___ Cashier's Check as bid security. (Check one)

---

Bidder: Radtke Contractors, Inc.

Address: 6408 Cross Rd, Winneconne, WI 54986

Phone Number: 920-582-4114 Fax Number: 920-582-4441

Email: ESTIMATING@RADTKECONTRACTORS.com

Signature: Jim Frederick

Printed Name: Jim Frederick

Title CFO Date: 7-22-24

**BID FORM**

**RFB# 1-1756-001**

The undersigned has carefully examined the specifications and will provide the products specified or approved equivalents for the following amounts:

Base Bid - Precast Panels Design $ 155,420.00

Base Bid Project Total in Words One hundred fifty five thousand four hundred twenty

Please Initial Here to Acknowledge that Work Can be Performed in Required Timeline: MJM

In submitting this Proposal, the Provider represents, that the Provider has examined and carefully studied all Contract Documents and the following addenda, the receipt of which is hereby acknowledged:

| Addendum# | |
|---|---|
| | |
| | |

We have enclosed a X Bid Bond or ____ Cashier's Check as bid security. (Check one)

---

Bidder: Milbach Construction Services, Co.

Address: 2651 Northridge Dr. Kaukauna, WI 54130

Phone Number: 920-993-0735 Fax Number: 920-993-0738

Email: milbconst@aol.com

Signature: Michael J Milbach

Printed Name: Michael J. Milbach

Title Owner Date: 7/23/2024

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Approval of Change Order No. 1 to Blazing Meadows Subdivision Project for $56,063 to include repaving the parking lot at Fire Station 60.

**Issue:**
Does the Village Board approve Change Order No. 1 for $53,063 to repave the parking lot at Fire Station 60?

**Background and Additional Information:**
Village staff worked with McMahon to obtain quotes from the existing paving contractors working on projects in the Village to repave the parking lot at Fire Station 60 after DPW staff repaired the storm sewer inlets. The low bid is MCC for $56,063. Staff plans to issue a change order to the Blazing Meadows Subdivision contract that MCC is already undertaking to reflect this addition. The area to be replaced is shown below. In a separate contact, the area in front of the overhead doors would be redone with new concrete pavement.

**Budget Impacts:**
2024 Capital Outlay

**Recommended Action:**
Motion to approve Change Order No. 1 to MCC for $56,063.

**Attachments:**
- 2024-07-11 Firestation 60 Parking Lot Paving Quote Tab.pdf
- ' Harrison Paving II - CO #1.pdf
- Fire Station 60 paving area.png

**Village of Harrison**
**Firestation 60 Parking Lot Paving**
**Schedule of Costs Based Upon Quote Results**
**McM No. H0006-09-24-00383**

| Item | Description | Bid Qty | Unit | Unit Cost | Total Cost | MCC Inc. Unit Cost | MCC Inc. Total Cost | Northeast Asphalt Inc. Unit Cost | Northeast Asphalt Inc. Total Cost |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Removing Asphalt Pavement | 2,400 | S.Y. | $ 1.50 | $ 3,600.00 | $0.48 | $ 1,152.00 | $3.75 | $ 9,000.00 |
| 2 | Fine grading & compaction of aggregate base | 2,400 | S.Y. | $ 2.50 | $ 6,000.00 | $3.85 | $ 9,240.00 | $2.90 | $ 6,960.00 |
| 3 | Sawing asphalt (WisDOT Item No. 690.0150) | 250 | L.F. | $ 1.50 | $ 375.00 | $1.48 | $ 370.00 | $1.75 | $ 437.50 |
| 4 | 2 1/4-inch HMA pavement, 3 MT 58-28 S | 330 | TONS | $ 85.00 | $ 28,050.00 | $70.20 | $ 23,166.00 | $78.90 | $ 26,037.00 |
| 5 | 1 3/4-inch HMA pavement, 4 MT 58-28 S | 260 | TONS | $ 85.00 | $ 22,100.00 | $78.50 | $ 20,410.00 | $89.15 | $ 23,179.00 |
| 6 | Storm Manhole Reconstruction | 3 | EACH | $ 750.00 | $ 2,250.00 | $575.00 | $ 1,725.00 | $590.00 | $ 1,770.00 |
| | | | | **Total =** | **$ 62,375.00** | | **$ 56,063.00** | | **$ 67,383.50** |

McMAHON
ENGINEERS ARCHITECTS

July 15, 2024

MCC, Inc.
2600 N. Roemer Road
P.O. BOX 1137
Appleton, WI 54912-1137

Re: Village of Harrison
2024 Asphalt Street Resurfacing Paving II
Change Order #1
McM. No. H0006-09-24-00257-B

Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase to the Contract in the amount of $56,063.00. The current Contract Price is $493,953.30.

Please review and sign in the space provided. **Return all copies to our office.** We will obtain the Owner's signature and distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

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

LRR:mck

Enclosure: Change Order #1

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

1445 MCMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200
FAX: 920.751.4284

# CHANGE ORDER

MCC, INC.
2600 N. Roemer Road
P.O. Box 1137
Appleton, WI 54912-1137

| | |
|---|---|
| Contract No. | H0006-09-24-00257-B |
| Project File No. | H0006-09-24-00257.10 |
| Change Order No. | One (1) |
| Issue Date: | July 15, 2024 |
| Project: | Village of Harrison - 2024 Asphalt Street Resurfacing Program II |

**You Are Directed To Make The Changes Noted Below In The Subject Contract:**

| | (Item Description) | (Price) |
|---|---|---|
| | ADD Fire Station #60 Parking Lot Paving Items as follows: | |
| 1.1 | Removing Asphalt Pavement .....2,400 Sq. Yds. @ $0.48 per S.Y. | +$1,152.00 |
| 1.2 | Fine Grading & Compaction of Aggregate Base..... 2,400 Sq. Yds. @ $3.85 per S.Y. | +$9,240.00 |
| 1.3 | Sawing Asphalt (WisDOT Item No. 690.0150) ..... 250 Lin. Ft. @ $1.48 per L.F. | +$370.00 |
| 1.4 | 2 ¼-inch HMA Pavement 3 MT 58-28S ..... 330 Tons @ $70.20 per TON | +$23,166.00 |
| 1.5 | 1 ¾-inch HMA Pavement 4 MT 58-28S ..... 260 Tons @ $78.50 per TON | +$20,410.00 |
| 1.6 | Storm Manhole Reconstruction..... 3 Each @ $575.00 per Ea. | +$1,725.00 |
| | | |
| | | |
| | | |
| | **TOTAL** | **+$56,063.00** |

**The Changes Result In The Following Adjustments:**

| | CONTRACT PRICE | TIME |
|---|---|---|
| Prior To This Change Order | $437,890.30 | - days |
| Adjustments Per This Change Order | +$56,063.00 | - days |
| Current Contract Status | **$493,953.30** | - days |

| Recommended: | Accepted: | Authorized: |
|---|---|---|
| **McMAHON ASSOCIATES, INC.** | **MCC, INC.** | **VILLAGE OF HARRISON** |
| Neenah, Wisconsin | Appleton, Wisconsin | Calumet County, Wisconsin |
| By: | By: | By: |
| Date: 07/15/2024 | Date: | Date: |

- ☐ OWNER Copy
- ☐ CONTRACTOR Copy
- ☐ ENGINEER Copy (Contract Copy)
- ☐ FILE COPY

Four (4) Copies Should Accompany This Change Order
***Execute And Return To ENGINEER For Distribution***

**CONTRACT No. H0006-09-24-00383**
**HARRISON FIRESTATION #60 PARKING LOT PAVING**
VILLAGE OF HARRISON | Calumet County

**HARRISON FIRESTATION 60 PARKING LOT PAVING**

| Item | Quantity / Unit | Description | Unit Price | Total |
|---|---|---|---|---|
| 1. | 2,400 sq yds Per S.Y.. | Removing Asphalt Pavement<br>Zero and 48/100 (words) | $ 0.48 (figures) | $ 1,152.00 (total) |
| 2. | 2,400 sq yds Per S.Y. | Fine Grading and Compaction of Aggregate Base<br>Three and 85/100 (words) | $ 3.85 (figures) | $ 9,240.00 (total) |
| 3. | 250 lin ft Per L.F. | Sawing Asphalt<br>One and 48/100 (words) | $ 1.48 (figures) | $ 370.00 (total) |
| 4. | 330 tons Per TON | 2 ¼-inch HMA Pavement 3 MT 58-28S<br>Seventy and 20/100 (words) | $ 70.20 (figures) | $ 23,166.00 (total) |
| 5. | 260 tons Per TON | 1 ¾-inch HMA Pavement 4 MT 58-28S<br>Seventy-eight and 50/100 (words) | $ 78.50 (figures) | $ 20,410.00 (total) |
| 6. | 3 each Per Ea. | Storm Manhole Casting Adjustment<br>Five hundred Seventy-five and 00/100 (words) | $ 575.00 (figures) | $ 1,725.00 (total) |
| | | TOTAL (Items 1. through 6, inclusive) | | $ 56,063.00 |

Notes:
1. Actual removal limits and location of saw cuts to be field located by the Village.
2. The asphalt area designated as future concrete pad is to remain in place and **NOT** be removed.

CLIFTON ROAD
W469
13568
VILLAGE OF HARRISON
13562
JOSEPH D BEACH

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Approval of contract for design services for the expansion of the Department of Public Works Garage.

**Issue:**
Does the Village Board approve the contract with McMahon to complete the preliminary design for the expansion of the Dept. of Public Works garage?

**Background and Additional Information:**
A future agenda item referenced an RFQ for a consultant to expand the DPW garage prior to budget time.

Village staff met with McMahon who is the Village Engineer and Perspective Design Group/CE Doyle (who is owned by Milis Flatwork, a Harrison company).

Both firms provided a proposal for the preliminary design:

| | |
|---|---|
| McMahon: | $46,000 |
| Perspective Design/CE Doyle: | $$75,835 |

Staff recommends proceeding with the Village Engineer (McMahon) proposal for $46,000.

The goal of the project to gather costs for the renovation to be included in future financing plan that may include the new Station 70 and renovations at Fire Station 60. Also should Fire Station 60 be renovated there may be a need to house trucks and men/equipment at DPW to be closer to Sherwood and the southern Village limits as there is limited garage space for the fire trucks.

**Budget Impacts:**
$46,000 Capital Outlay Fund Balance

**Recommended Action:**
Motion to approve McMahon for $46,000 as the Village Engineer to complete design services for the Department of Public Works Garage.

**Attachments:**
- 24_0703 Village of Harrison DPW PROPOSAL.pdf
- 24_0703 Village of Harrison PEMB Addition OPC.pdf
- Harrison DPW Scope and Budget Dwg Proposal 7-24-24.pdf

McMAHON
ENGINEERS ARCHITECTS

# AGREEMENT
## FOR PROFESSIONAL SERVICES

**VILLAGE OF HARRISON**
**Attn: Chad Pelishek – Assistant Village Manager**
**W5298 State Road 114**
**Harrison, WI 54952**

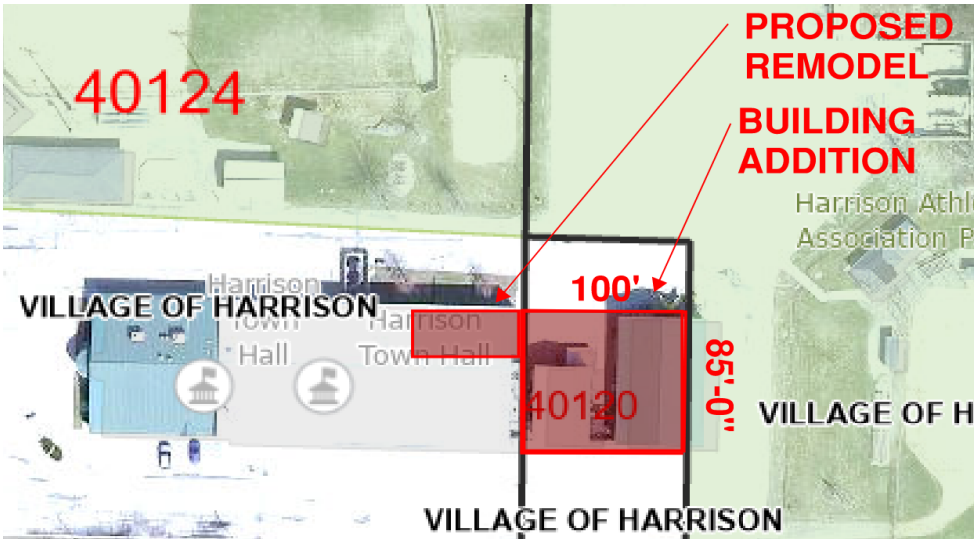
**JULY 3, 2024**
**McM. No. M0032-06-99-00001**
**VILLAGE GARAGE EXPANSION STUDY**

## PROJECT DESCRIPTION

The Village of Harrison is planning a future expansion to the existing Department of Public Works area at the existing Village Hall located at W5298 State Road 114. The scope of the project will include:

- The addition of three bays to the Department of Public Works Garage for vehicle storage.
- One drive through wash bay.
- Provide space for:
    - Four offices
    - New DPW restrooms with showers and locker areas for men and women.
    - New breakroom for up to 15 personnel.
    - Removal of existing salt storage building.
    - Relocation of existing post-frame structure to a to-be-determined location.
- Partial existing concrete floor replacement within the existing DPW vehicle storage area.

The basis for the scope for this proposal is based on the sketch below:




It is understood that the existing building is unsprinklered and water service is provided by an existing well and the existing building is on a septic system. The DPW area burns residents waste oil for heat in the shop area.

## PROJECT DESCRIPTION

McMahon Associates, Inc. (McMahon) has been requested to provide architectural & structural services to 50% level of completion, civil/site services to 25% of completion , mechanical, electrical, and plumbing design services for this project will be written narratives. All design services will be used for an Opinion of Probable costs to finalize this phase of design, with final design services in a later phase.

## SCOPE OF SERVICES

### A. GENERAL DESIGN SERVICES

1. Planning (Preliminary Design)
    a. The design team will conduct site visit for initial building and site verification.
    b. Provide conceptual/schematic planning.
    c. Develop a Basis of Design (per discipline).
    d. Attend up to two virtual meetings for preliminary design coordination as required.
    e. Coordinate preliminary design review meeting with Owner.
    **f. The Owner will Sign-off on preliminary plans prior to Design Phase**
2. Design
    a. Develop 50% documents (architecture & structural only) based on approved preliminary design.
    b. Develop 25% documents (civil / site) based on approved preliminary design.
    c. Mechanical, electrical, and plumbing services will be written narratives for the development of an Opinion of Probable Cost for the project.
    d. Drawings to be developed in AutoDesk Revit format or Civil 3D, taken to a maximum coordination level of LOD:300.
    e. Provide an Opinion of Probable Construction Cost (OPC).

### B. CIVIL / SITE DESIGN SERVICES

1. Planning (Preliminary Design)
    a. Review appliable zoning ordinances and provide a summary of requirements that apply to the site for the Basis of Design requirements.
    b. Prepare an AutoCAD base site drawing using available topographic information and aerial imagery.
    c. Develop schematic site plan.
    d. Provide preliminary grading plan.

# SCOPE OF SERVICES

## C. ARCHITECTURAL DESIGN SERVICES

1. Planning (Preliminary Design)
    a. Conduct programming exercise.
    b. Finalize schematic floor plans and elevations.
    c. Basis of Design for building shell and interior finishes.
    d. Initial code review.
2. Design
    a. Develop 50% architectural drawings
    b. Prepare preliminary energy calculations (ComCheck).
3. Drawings include: title sheet, architectural site plan, code sheet, floor and roof plans, building sections and elevations, typical wall sections, and door schedules.

## D. STRUCTURAL DESIGN SERVICES

1. Planning (Preliminary Design)
    a. Basis of Design establishing systems and design loads.
    b. Conceptual foundation systems design for PEMB.
    c. Typical foundation details for PEMB addition.
    d. Typical details for building renovations.

## E. PLUMBING DESIGN NARRATIVE FOR DESIGN / BUILD CONTRACTORS

1. Basis of Design to include standards, codes, fixture types and materials.
2. List of items to be demoed.
3. Describe new fixtures and approximate location.
4. Specify new potable water line route.
5. Call out locations requiring drains.
6. Provide one site visit to observe existing conditions.
7. Attend two Teams meetings.
8. Provide Opinion of Probable Cost for plumbing.

# SCOPE OF SERVICES

## F. HVAC DESIGN NARRATIVE FOR DESIGN / BUILD CONTRACTORS

1. Basis of Design to include standards, codes, fresh air requirements, exhaust, ventilation rates.
2. List of items to be demoed.
3. Description of new dedicated HVAC system.
    a. Equipment location.
    b. Equipment type and arrangement.
4. Provide parameters for sizing equipment.
5. Specify main ductwork route.
6. Specify HVAC fuel to be used.
7. Identify control systems options to be used.
8. Provide one site visit to observe existing conditions.
9. Attend two Teams meetings.
10. Provide Opinion of Probable Cost for HVAC.

## G. ELECTRICAL / LIGHTING DESIGN SERVICES

1. Planning (Preliminary Design)
    a. Written electrical narrative for design / build. Narrative to include power, lighting, fire alarm, voice / data, and security.
    b. Provide one site visit to observe existing conditions.
    c. Attend two Teams meetings.
    d. Assist with location / approximate size for electrical / IT rooms in the architectural floorplans.
    e. Provide opinion of probable cost for electrical.

## ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

### A. GENERAL

1. Redesign efforts necessitated by changes to site and building layout after planning phase approval or due to project budget reductions after bidding phase.
2. Final design of any disciplines note herein.
3. Submittal to local or state agencies for approvals.
4. Construction or bidding services.
5. Geotechnical services including soil borings & geotechnical report
6. Reproduction of plans and specifications (McMahon will invoice as a reimbursable expense if required).
7. LEED design services.
8. Project BIM coordination.

### B. SURVEY / CIVIL / SITE

1. CSM.
2. ALTA/NSPS Land Title Survey.
3. Title/easement searches.
4. Environmental site assessments.
5. Wetland Delineation Report.
6. Applications for DNR and/or wetland permits.
7. Landscape design and plan.
8. Private utility locates.
9. Sampling and testing of soil, air, groundwater, building materials, and/or other media on the subject property.
10. Design of new services and/or relocation/demolition of existing gas, electric, telephone, fiber, and cable; and coordination with the respective utility companies.
11. Applications for rezoning, Conditional Use Permit, and/or variances to the City Zoning Ordinance.
12. Construction staking services.

### C. ARCHITECTURAL/STRUCTURAL

1. Documentation of existing building conditions outside of the scope of work.
2. Finish color selections.
3. Renderings and animations.
4. Interior design services.

## ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

### D. HVAC / ELECTRICAL / PLUMBING

1. Plumbing DSPS submittal (under limit of 16 fixtures).
2. Design of mechanical systems not identified in HVAC services above such as compressed air system, solar panels (Photovoltaic system) atop roof, etc.
3. HVAC energy modeling of the buildings.
4. Design of voice/data and audio/visual systems.
5. Final electrical design (plans and specifications).
6. Full coordination between MEP trades.
7. Assistance during bidding and construction phases.
8. Design of replacement electrical service entrance and replacement of major electrical gear.

## CLIENT RESPONSIBILITIES

The Scope of Services and fee is based upon the understanding that the Village of Harrison will provide the following:

A. Project information in a timely manner regarding requirements for and limitations to the project which shall establish the Clients objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expansion requirements; equipment; systems and site requirements.

B. Identify a representative authorized to act on the Client's behalf with respect to the project. Client shall render decisions and submittal reviews by McMahon in a timely manner in order to avoid unreasonable delays in the orderly and sequential progress of McMahon's services.

C. Establish the overall project budget including the construction cost of the project, the Client's other costs, and reasonable contingency related to all these costs.

D. Geotechnical Report prepared by a Geotechnical Engineer stating the allowable soil bearing pressures and recommend foundation system.

E. Coordinate the services of its own consultants with those services provided by McMahon.

F. Sustainability requirements for the project.

G. Insurance underwriter project design criteria specific to the project.

H. Access to the site and existing drawings.

# SPECIAL TERMS & CONDITIONS

## A. AGREEMENT CONFIDENTIALITY

Client agrees that the Project Description, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of the McMahon Associates, Inc.

Refer also to the General Terms and Conditions attached to this Agreement.

# COMPENSATION

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following Lump Sum compensation.

## PLANNING SERVICES FEE

- Civil / Site Services.....$2,500.00
- Architectural Services.....$12,000.00
- Structural Services.....$8,000.00
- Plumbing Services.....$6,400.00
- HVAC Services.....$6,400.00
- Electrical Design Services.....$7,000.00
- Construction Services (OPC).....$3,600.00

**TOTAL PLANNING SERVICES FEE.....$45,900.00**

## ESTIMATED REIMBURSABLE EXPENSES

- Mileage.....$100.00

**TOTAL PROJECT FEES.....$46,000.00**

## COMPLETION SCHEDULE

McMahon Associates, Inc. agrees to complete this project as follows:

- Complete planning and design phase within six to eight weeks after authorization to proceed.

## ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon Associates, Inc. is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty days from date of this Agreement.

**VILLAGE OF HARRISON**
W5298 State Road 114
Harrison, WI 54952

*Authorized Signature*

Date

**McMAHON ASSOCIATES, INC.**
1445 McMahon Drive | PO Box 1025
Neenah, WI 54956 | 54957-1025
920.751.4200 | MGMGRP.COM

Michael A. Martin, AIA
Associate / Senior Architect

July 3, 2024
Date

Attachments: General Terms and Conditions
Reimbursable Schedule

McMAHON ENGINEERS ARCHITECTS

# McMAHON ASSOCIATES, INC.
# GENERAL TERMS & CONDITIONS

MAY 10, 2024

**1. STANDARD OF CARE**

1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.

1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

**2. PAYMENT AND COMPENSATION**

2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.

2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.

2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.

2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

**3. INSURANCE**

3.1 Limits: McMahon will maintain insurance coverage in the following amounts:

| | |
|---|---|
| Worker's Compensation | Statutory |
| General Liability | |
| Bodily Injury - Per Incident/Annual Aggregate | $1,000,000 / $2,000,000 |
| Automobile Liability | |
| Bodily Injury | $1,000,000 |
| Property Damage | $1,000,000 |
| Professional Liability Coverage | $2,000,000 |

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to $250,000.

3.2 Additional Insureds: Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

**4. CLAIMS AND DISPUTES**

4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.

4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.

4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

**5. TERMINATION OR SUSPENSION**

5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.

5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.

5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

**6. COPYRIGHTS AND LICENSES**

6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.

6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.

6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

**7. AGREEMENT CONDITIONS**

7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.

7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.

7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.

7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.

7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intensions and purposes in executing the Agreement.

7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

**8. MISCELLANEOUS PROVISIONS**

8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.

8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.

8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.

8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.

8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.

8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.

8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.

8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.

8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.

McMAHON
ENGINEERS ARCHITECTS

# REIMBURSABLE EXPENSE SCHEDULE * | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

| DESCRIPTION | RATE |
|---|---|
| **REIMBURSABLE EXPENSES:** | |
| Commercial Travel | 1.1 of Cost |
| Delivery & Shipping | 1.1 of Cost |
| Meals & Lodging | 1.1 of Cost |
| Review & Submittal Fees | 1.1 of Cost |
| Outside Consultants | 1.12 of Cost |
| Photographs & Models | 1.1 of Cost |
| Misc. Reimbursable Expenses & Project Supplies | 1.1 of Cost |
| Terrestrial Laser Scanner | $1,500.00 |
| **REIMBURSABLE UNITS:** | |
| Copy Charges - Black & White | $0.08/Image |
| Copy Charges - Color / 8½" x 11" | $0.45/Image |
| Copy Charges - Color / 8½" x 14" and 11" x 17" | $0.75/Image |
| Mileage | $0.75/Mile |
| Mileage - Truck/Van | $1.05/Mile |
| All-Terrain Vehicle | $100.00/Day |
| Global Positioning System (GPS) | $21.00/Hour |
| Hand-Held Global Positioning System (GPS) | $15.00/Hour |
| Robotic Total Station | $20.00/Hour |
| Survey Hubs | $0.45/Each |
| Survey Lath | $0.80/Each |
| Survey Paint | $6.00/Can |
| Survey Ribbon | $3.00/Roll |
| Survey Rebars - 1¼" | $10.00/Each |
| Survey Rebars - ¾" | $3.50/Each |
| Survey Rebars - ⅝" | $3.00/Each |
| Survey Iron Pipe - 1" | $4.50/Each |
| Survey Steel Fence Post - 1" | $7.75/Each |
| Control Spikes | $1.75/Each |

* This schedule is not all inclusive.


NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

McMAHON
ENGINEERS ARCHITECTS

## Village of Harrison - PEMB Vehicle Storage & Washbay Addition

2-Jul-24

**Opinion of Probable Cost**

Village of Harrison, Wisconsin

Comm. No. | Client No.

| | | | |
|---|---|---|---|
| **CONSTRUCTION COSTS** | | $ | 1,870,000.00 |
| **PEMB ADDITION** | | $ | 1,190,000.00 |
| General Contractor GC's & Fee | | | |
| Concrete Foundations - Gradebeam Slab | | | |
| Masonry Firewall Construction | | | |
| PEMB Structural Steel w/ Wall Panel & SS Roof to Match Exst'g | | | |
| PEMB Steel Structure & Insulation | | | |
| PEMB Erection | | | |
| Exterior Overhead & Hollow Metal Doors | | | |
| HVAC | | | |
| Plumbing | | | |
| Electrical | | | |
| **BUILDING ADDITION SITEWORK** | | $ | 170,000.00 |
| Sitework/Site Utilities | | | |
| Landscaping | | | |
| **INTERIOR OFFICES/BREAK/SHOWER & TOILETS** | | $ | 445,000.00 |
| Existing Concrete Floor REMOVE & REPAIR (Approx. 3,000 SF) | | | |
| Interior Offices/Break/Shower & Toilets (Approx. 2,625 SF) | | | |
| **EXISTING BUILDING DEMOLITION & RELOCATION** | | $ | 65,000.00 |
| Demolish Existing Building | | | |
| Relocate Existing Pole Building | | | |
| **ALLOWANCE FOR CONSTRUCTION CONTINGENCY** | **15.0%** | $ | 280,500.00 |
| **ALLOWANCE FOR FEES** | | $ | 170,000.00 |
| A/E Fee | | | |
| **OWNER PROJECT COSTS** | | $ | - |
| A/V | NA | $ | - |
| Furnishings/Equipment | NA | $ | - |
| Drapery and Related Items | NA | $ | - |
| Signage/Artwork | NA | $ | - |
| Owner Contingency | NA | $ | - |
| Relocation Cost | NA | $ | - |
| Security | NA | $ | - |
| Hazardous Materials Removal | NA | $ | - |
| **TOTAL PROJECT COST** | | **$** | **2,320,500.00** |

PERSPECTIVE
DESIGN, INC.
11525 W. North Avenue
Wauwatosa, WI 53226
Tel (414) 302-1780 Fax (414) 302-1781

June 24, 2024

Village of Harrison
Attn: Chad Pelishek
W5298 State Hwy 114
Harrison, WI 54952
Via e-mail: cpelishek@harrison-wi.org

Project: Scope of Work and Budget Design Documents – Depart of Public Works
Approx 10,700sf "Addition" and 5,000sf Renovation
W5298 State Hwy 114, Harrison, WI

Dear Mr Pelishek,

Thank you for allowing Perspective Design (PDI) to present the following proposal for limited architectural and engineering services for the referenced project. Please review the description of the services provided below:

- Scope of Project
  - We propose to prepare architectural and engineering documents with sufficient detail for CE Doyle to prepare a budget for the referenced project. The design documents and the budget pricing are intended to be used by the Village Board to assess the feasibility and cost of the project before authorizing further work.
  - An approx. 10,700sf "addition" is currently proposed. Due the size of the existing building and due to the fact that the building is not sprinkler protected, this addition will actually be a separate building, separated by a fire-wall.
    - Within the addition, we will incorporate a new "wash-bay" utilizing tilt-up concrete panels to provide a corrosion resistant structure.
    - The addition will also have two additional equipment storage bays separated from the adjacent uses by tilt-up concrete fire-barriers to allow the new addition to remain non-sprinklered.
    - Finally, the addition will also include two maintenance bays, a chemical storage area, compressor room, fabrication bay, and additional parts storage. This area is limited to 5,000sf in order to not require a sprinkler system.
    - The envelope of the addition is planned to be energy efficient tilt-up concrete panels with an insulated steel joist and deck roof.
  - The interior alteration of the existing building will include updated and modernized toilet/locker rooms, a break/conference room, and additional DPW office space. The existing DPW storage area will also be enlarged.
  - The condition of the existing concrete floor will be assessed and recommendations made for reconditioning/replacing the floor for continued use.
  - Site improvements will be proposed in order to support the new design. We will attempt to avoid area of the site that have existing improvements or steep grades.

- Design Services
    - Preliminary Design (PD) documents based on Client provided program, agreed upon schedule and approximate budget requirements.
        - We have included time to field measure existing building/site conditions to the extend necessary to prepare the budget drawings.
            - We will provide a current survey including topography and utility information to allow for the civil engineering design work to progress.
            - Client to provide a current title report with supporting documents for use by the surveyor.
            - Each engineering discipline will visit the site to access the existing conditions for their use during the design process.
        - This proposal is based on design drawings that we have already produced.
            - Reference drawings dated: 06/26/24.
        - We have included a total of (3) online Client meetings or conference calls to outline project scope and review initial design. Additional meetings will be billed as an Additional Service at our time and reimbursable rates.
        - We have included two minor revisions based on Client comments.
        - We will prepare a survey, site development plans, floor plans, building elevations, roof plan, mechanical concept documents, electrical concept documents, and plumbing concept documents.
            - Outline specifications to be provided on the drawings.
            - Landscape design is excluded.
            - Site lighting photometric is included.
            - Interior material finish types will be indicated; however, specific material selections will be completed during the future construction document phase of the project.
            - 2D color elevations are excluded. Refer to service schedule at the end of the proposal for services related to a 3D rendering.
            - Preparation of a final storm water management plan is excluded. However, guidance will be provided regarding how we intend to handle stormwater.
            - Traffic impact study is excluded.
            - Emergency lighting photometrics are excluded. Lighting calculations for energy code compliance are excluded.
            - It is the Village's option to either provide us with a current geotechnical report at your expense, or for our design team to make reasonable assumptions of the soil type and capacity for this preliminary design work. If a geotechnical report is not provided by the Village, there is the potential for changes to the civil and structural designs when the project progresses to construction documents.

        - We assume the project will utilize shallow, conventional foundations.
    - We will indicate exterior signage locations, if any; however, specific signage design, approvals and permits are excluded.
    - Submittal to any Planning Commission meetings, or other zoning or entitlement meetings is beyond the scope of this proposal.
    - Presentation of the design to the Village Board is not anticipated to be necessary and is excluded.
    - Environmental investigation and remediation services are excluded.
    - We will provide drawings to CE Doyle for preliminary estimating.
  - Construction Documents (CD) are beyond the scope of this proposal.
  - Please refer to the Service Schedule at the end of this proposal for a break-down of other services offered.
  - The following services are Additional Services and will be provided at our time and reimbursable rates if they become necessary or if requested by Client.
    - Phased release of documents, including phased release for plan approval or phased release of documents to accommodate the construction schedule.
    - Revisions to documents after the documents have been submitted for to the owner for approval; whether to incorporate comments or redlines of the Client, contractor or any other party.
    - Value engineering to modify the design or drawings to adjust design based on cost estimates after release of drawings.
- Construction Procurement Services (Bidding & Negotiation) is beyond the scope of this proposal.
  - This proposal is valid only if CE Doyle is retained to do the construction cost estimating.
- Reimbursable expenses and consultant fees to be billed at cost plus eight percent (8%).
  - Transportation including mileage.
  - Lodging and meals for out-of-town projects.
  - Government fees for securing approvals by jurisdiction authorities.
  - Reproduction, plots, postage, handling, and deliveries.
  - Overtime work, if requested by the Client.
  - Presentation documents (models, renderings, mock-ups) beyond those listed in this proposal, if requested by the Client.
  - Consultant services.

The scope of work and contract requirements for Consultant work listed in this proposal shall be governed by the Consultant's proposal to Perspective Design. No other services are planned for this project. Services not specifically listed in this proposal are excluded. Peter Ogorek is the licensed architect that will directly supervise the staff working on this project. Changes in service or circumstances that affect the architectural service will be made with written agreement, including adjustment of schedule and compensation. Any Additional Services for architectural work required, above and beyond the services outlined above, will be billed on a time and reimbursable expense basis at a rate of $125.00 per hour for Principals, $105.00 per hour for Senior

Project Managers, $85.00 per hour for Project Managers and $75.00 per hour for Project Assistants. Additional Services provided by consulting engineers will be per their fee schedule as listed in their proposal to PDI. Reimbursable expenses listed in this proposal are estimates only and are in addition to our proposed fees. Any estimates included in this proposal for government fees are estimates for plan review fees only; permit fees are excluded.

**Service Fee Schedule:**
**We propose to provide these services for a fixed fee (excluding reimbursables) as follows:**

**Surveying: $4,860**
**Civil Engineering: $6,000**
**Architectural Design: $29,975**
**Structural Engineering: $13,000**
**Mechanical Engineering: $6,500**
**Electrical Engineering: $6,500**
**Plumbing Engineering: $6,500**

**We estimate our reimbursable expenses to be approximately: $2,500.00**

**If requested, we propose to provide one 3-D rendering for a fixed fee (excluding reimbursables) of: $1,000.00 per image**

This proposal is held open for your consideration for a period of 30 days after which it shall be null and void. If necessary, Perspective Design would appreciate meeting with you to further discuss this proposal. If you find this proposal acceptable, please sign and return a copy for our records. We assume that the person executing this agreement is either the Owner or the Owner's Representative.

Sincerely,

Peter Ogorek
President
11525 W. North Avenue
Wauwatosa, WI 53226
Tele: (414) 302-1780
Fax: (414) 302-1781

Accepted by:

Signature _____

Printed Name _____

Date _____

See attachment for Standard Contract Terms for Professional Services.

# **Standard Contract Terms for Professional Services –** copyright 2022

This document has important legal consequences, consult with an attorney. The Client shall provide and keep up-to-date the following Project parameters: objective or use, physical parameters, program, legal parameters, financial parameters including overall budget for the Project, proposed procurement or delivery method for the Project and any other parameters provided to Architect. The Client shall provide the following Project team information: the Client's Designated Representative, persons or entities who are required to review the Architect's submittal to the Client and Client's other consultants and contractors. The Client and Architect may reasonably rely upon the information contained above in determining the Architect's compensation. The Client shall provide all information and render decisions in a timely manner. The Client shall procure the services of all consultants, including engineering, legal, insurance and accounting as necessary to complete the Project. The Architect is entitled to rely upon the accuracy and completeness of the information provided by the Client or the Client's consultants. The Client shall promptly notify the Architect of any inconsistencies in the documents.

This Agreement shall be governed by the laws of the State of Wisconsin and the County of Milwaukee. Definitions for terms in this Agreement shall be as defined by the current edition of the AIA Document A201 except that in this Agreement, the term Architect shall mean the Architect and any Consultants providing services under the Architect's contract with the Client. The Architect my have interest in other entities performing services for this Project. Architect will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same location under similar circumstances and for similar fees. In no event shall the statutes of limitations or repose commence to run any later than the date when the end-user begins to occupy the project or 30 days after Architect's final invoice whichever occurs first, the date of which shall be considered the completion of the Architect's service. The Client and Architect bind themselves, their partners, successors, assigns and legal representatives to the other party of this Agreement. The Client and Architect have agreed to the scope of services covered by this Agreement and any services not specifically identified in the Agreement are excluded. Architect's services rendered under this Agreement are being performed solely for the Client's benefit and no other party or entity shall have right to any claim against the Architect due to this Agreement. The Architect shall have no responsibility or liability for environmental conditions or hazardous materials related to this Project, including but not limited to mold, lead, PCB's and asbestos. The Architect shall have no obligation to inspect the work of any contractor or subcontractor and shall have no control or right of control over and shall not be responsible for the construction quality, means, methods, techniques, sequences, equipment or procedures of construction (including temporary bracing) or for safety precautions and programs in connection with the construction. The Architect is not a contractor and has no control over the cost of materials, equipment and labor necessary to complete the project; for this reason, the Architect does not warrant or represent that any estimates provided for the cost of the project will be accurate – any estimates provided shall not be relied upon by the Client. Also, the Architect shall have no obligation for any delays, defects or deficiencies or other acts or omissions of any contractor(s), subcontractor(s) or material supplier(s), or for the failure of any of them to carry out the construction in accordance with applicable laws or the contract documents, including the plans & specifications.

All documents prepared by the Architect (including electronic documents) are Instruments of Service for the sole use on this Project. The Architect is deemed the author, creator and owner of the Instruments of Service and retains all common law, statutory and other reserved rights to these documents including copyrights. Upon prompt payment of all sums due, the Architect may grant a one-time, non-transferable license to the Client for use of the Instruments of Service for this Project. If the Agreement between the Client and Architect is terminated the license to use the Instruments of Service shall be terminated and Client shall promptly return all Instruments of Service to the Architect. The Client shall not use the Instruments of Service for additions or alterations to this Project or for completion of this Project by others or on other Projects. Any unauthorized use of the Instruments of Service or use without the participation of the Architect is at the Client's sole risk and without liability to the Architect.

The scope of any review or other action taken by the Architect or their Consultants with respect to any contractor or supplier submittal, such as shop drawings, shall be for the limited purpose of determining if the submission generally conforms with the overall design intent of the work, but not for purposes of determining accuracy, completeness or other details such as dimensioning, quantities, or for substantiating applicability, instructions or performance of materials, equipment or systems. The Architect shall not be liable or responsible for any error, omission, defect or deficiency in any contractor or supplier submittal. The installing contractor or material supplier is responsible for determining that the material being installed is suitable for the application and the contractor is also responsible to install all products or materials per the manufacturer's recommendations, guidelines and instructions.

Changes to this Agreement shall be accomplished by a mutually agreeable, written change and shall not invalidate the original Agreement. The following items will require a written change: change in previous instruction or approval of the Client, enactment or revision of codes, laws, regulations or in interpretation of them, Client's failure to act in a timely manner, failure on the part of the Client's consultants or contractors, Architect's participation in dispute resolution or legal proceedings that the Architect is not a party.

Any disputes or claims shall be subject to Mediation as a condition precedent to Arbitration. Any disputes or claims unresolved by Mediation shall be subject to final and binding Arbitration. Demand for Mediation or Arbitration shall be made in a timely manner, but in no event shall a claim be made more than 10 years after the completion date of the Architect's service, and shall not include any additional individual or entity not a party to this Agreement unless agreed to by Architect. Mediation and/or Arbitration shall be administered by a mutually agreed upon Mediator or Arbitrator and will be conducted by rules agreeable to all parties to this Agreement. If Client and Architect fail to agree, then the Arbitrator and rules shall be governed by the rules of the American Arbitration Association. Client and Architect agree to equally share all Mediation and Arbitration fees. Any and all legal fees for each party will be the responsibility of each respective party. Pending Mediation or Arbitration shall not limit in any way the right for the Architect or their Consultant(s) to file lien notices or liens by the required deadlines. In the event of any dispute, Client agrees to make claim solely against the Architect's business entity and not against any owner, principal or employee of the business entity. Waiver of Consequential Damages - the Client and Architect waive all consequential damages arising out of claims or disputes relating to this Agreement. Waiver of Subrogation - the Client and Architect waive all rights against each other for losses and damages covered by insurance.

If Client or any other party are required by contract or otherwise afforded Additionally Insured coverage under Architect's insurance, the Architect shall only be liable to Client or any other party for losses caused in whole or substantially in part by Architect's professional acts or omissions. Architect shall not be liable for any claims that is not covered by Architect's insurance policies.

The Client agrees to limit Architect's (including Architect's Consultants) total liability to the Client, other Consultants, Contractors and Subcontractors on the Project and any other party, due to Architect's or their Consultants' professional negligent acts, errors, omissions, strict liability, breach of contract, or breach of warranty and for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause or causes, such that the total aggregate liability of Architect or Architect's Consultants to any party shall not exceed Ten Thousand Dollars ($10,000.00) or the Architect's total fee for services rendered under this Agreement, whichever is greater.

The Architect may suspend services and seek adjustment of the Contract Sum and Completion Date for failure of the Client or Client's Representatives to respond in a timely manner or for Client's failure to make timely payment. Upon seven days' written notice, the Architect may terminate services for the Client's failure to make timely payments. If the Project is suspended for more than 30 days, the Contract Sum and Completion Date shall be equitably adjusted. If the Project has been suspended for more than 90 days, upon seven days' written notice, the Architect may terminate this Agreement. Upon seven days' written notice, either party may terminate this Agreement for convenience without cause. If the Client suspends or terminates this Agreement for any reason, the Client shall compensate the Architect for the services performed (including reimbursable expenses and profit) to the date of suspension or termination.

Payments are due within 7 days of date of Architect's invoice or statement. Amounts outstanding after 15 days will be subject to 1% (12% annual) interest to accrue monthly. Reimbursable expenses will be billed at cost plus eight percent (8%). Third party costs (consultants, etc.) will be billed at cost plus eight percent (8%). For time and expense or cost-plus agreements, our fee schedule is $125.00 per hour for Principals, $105.00 per hour for Senior Project Managers $85.00 per hour for Project Managers and $75.00 per hour for Project Assistants, which includes direct personnel expenses and profit. Client agrees to pay Architect for all expenses incurred, including attorney's fees, for recovery of unpaid balances.

This Agreement constitutes the entire agreement between the parties, all prior oral or written agreements and negotiations and other representations are superseded by this Agreement. Client and Architect consent that this document represents a "meeting of the minds" with relation to this Agreement. If another agreement form is used, including any AIA Standard Agreement, these Standard Contract Terms shall become a part of that agreement by this reference. In the event of another agreement between the Client and Architect, conflicts shall be resolved in favor of this Agreement. In the event that any term, provision or condition of this Agreement is unenforceable under the law, the balance of the Agreement shall remain in full force and affect.

As required by Wisconsin Lien Law, Architect hereby notifies the Client that persons or companies furnishing labor for design or observation of the construction on Owner's land, may have lien rights on Owner's land and building if not paid. Those entitled to lien rights, in addition to the Architect are those who give Client and/or Owner notice within 60 days after they furnish labor or material for the design or construction. Accordingly, Client and/or Owner will likely receive notices from those who furnish labor or materials for the Project and Client must provide a copy of each notice received to the Owner and mortgage lender, if any. If Client is not the property owner, it is Client's responsibility, on behalf of the Architect, to promptly notify the Owner of these lien rights. Architect agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien claimants are duly paid, if applicable.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Award of contract for concrete pavement in front of overhead doors (rear of the building) at Fire Station 60.

**Issue:**
Does the Village Board approve low bid to install concrete pavement outside of Fire Station 6, overhead doors?

**Background and Additional Information:**
Prior to repaving the parking lot at Station 60, new concrete pavement would be added immediately outside of the overhead doors of the fire station to handle the weight of the rigs as well as a giving a stable area where trucks can be parked. Currently asphalt goes up to the doors and is badly rutted from turning of trucks and the weight of newer equipment. .

The pavement will be poured in sections as to not affect operations of the station. There may a few days that the equipment needs to be outside during the installation, but the contractor is aware of the situation with the fire station.

**Budget Impacts:**
$49,528- Milis Flatwork, Capital Outlay

**Recommended Action:**
Motion to award the contract to the low bidder of Milis Flatwork (Harrison Company) for $49,528.

**Attachments:**
- Milis Flatwork Bid.pdf
- Est_4534_from_Scott_Lamers_Construction_LLC_8692.pdf

MILIS FLATWORK

# Quote

7/11/2024
Expiration Date: 8/11/2024
Project #5882

To:
Attn:

From: Milis Flatwork
W4567 Cty Rd KK
Kaukauna WI 54130
920-949-1482
max@milisflatwork.com

| Salesperson | Estimator | Job | Payment Terms | Due Date |
|---|---|---|---|---|
| Max Van Boxel | | Station 60 Apron - Sherwood, WI | NET 15 | |

| Qty | Description | Unit Price | Line Total |
|---|---|---|---|
| | **Site Paving** | | **$ 49,528.00** |
| 3,160 | 6" Concrete Pavement | | |
| 3,160 | Milling and Disposal of Existing Asphalt | | |
| 15 | 6" Concrete Bollards (Bollard, Setting and Pouring Included) | | |
| | **Concrete Add Options** | | |
| 62 | 1.5#/CY Fiber Reinforcement - **ADD($806.00)** | | |
| 62 | Enduropave: Upgrade Concrete Paving Options - **ADD($1,550.00)** | | |
| 62 | 9 Bag Concrete Mix - **ADD($2,600.00)** | | |
| | 2 Additional Mobilizations to Maintain Full Access - **ADD ($6,500.00)** | | |
| | Site Survey (Recommended to Make Existing Drainage Issues Known and To Accuratly Develop a Plan to Ensure Proper Drainage) - **ADD($3,500.00)** | | |

**Includes**

Line Striping
4500 PSI Concrete
Curing Compound
Design per ACI Specifications
Pumping/Conveying

*Does Not Include : Landscaping, Subgrade Remediation, Backfill, Concrete Demo or Removal, Excavation/Grading for Any Current Improper Drainage, Permitting*

| | | |
|---|---|---|
| Subtotal | $ | 49,528.00 |
| Sales Tax | | |
| **Total** | **$** | **49,528.00** |

Quotation Presented By: Max Van Boxel

To Accept This Quotation, Sign Here & Return: _____

## Thank You For Your Business!

Scott Lamers
CONSTRUCTION, LLC.
W4527 Cty Rd KK
Kaukauna WI 54130

# Estimate

| Date | Estimate # |
|---|---|
| 7/24/24 | 4534 |

| Name / Address |
|---|
| Village of Harrison<br>W5298 HWY 114<br>Menasha, WI 54952<br>Attn: Jeff Funk |

| Phone # | Fax # |
|---|---|
| 920-759-9775 | 920-759-1289 |

| Terms | Project |
|---|---|
| Net 30 | Fire Station Concrete |

| Item | Description | Qty | Cost | Total |
|---|---|---|---|---|
| Time a... | Saw and remove 60 feet by 100 feet of Asphalt | 6,000 | 2.00 | 12,000.00 |
| Time a... | Provide and place 6 Guard posts ( Boulards) Plastic covers NOT included | 6 | 1,000.00 | 6,000.00 |
| Time a... | Provide and place 6 inch thick concrete with rerod 2 foot on center concrete | 6,000 | 9.00 | 54,000.00 |
| | Will use " 3 day concrete" | | | |
| | Expansion joint along building | | | |
| | Saw and seal | | | |

**Total** $72,000.00

| E-mail | Web Site |
|---|---|
| scott@scottlamers.com | www.scottlamers.com |

Signature _____

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Discussion regarding Board direction on building inspector position.

**Issue:**
Should the Village consider hiring a full-time building inspector?

**Background and Additional Information:**
Paul Birschbach has notified staff that he intends to retire in 2025. Currently the Village contracts with Birschbach Inspection Services for all building, electrical and plumbing inspections required by the state for both commercial and residential in the Village.

Under the current agreement 80% of the permit fees collected get paid to Birschbach Inspections Services and the Village retains 20%. An estimate of yearly inspection fees is about $280,000 to $300,000, although there are a number of permit fees that have never been increased and need to be evaluated as part of the 2025 budget cycle.

Village staff has prepared a few options for the board to consider:

1. Consider hiring a full-time inspector that could handle residential building inspections and potential commercial in the future. Contract for residential/commercial electrical and plumbing and backup to the full-time inspector (Paul's team would be interested in the portion of the work during 2025). This position could also assist the Fire Department in the future with commercial inspections that volunteers are currently handling. It should also be noted that there are a number of times throughout the day that residents are looking to talk to the building inspector. Also, erosion control inspections follow-up has lagged recently.

| | | | |
|---|---|---|---|
| Kaukauna | Full Time | $77,918 - $91,051 | Public Sector |
| Fox Crossing | Full Time | $76,549 - $95,686 | Public Sector |
| General Engineering Comp | Full Time | $60,000 - $80,000 | Private Sector |

2. Issue request for proposals for all disciplines including residential and commercial, and building, electrical, and plumbing.

3. Continue discussions with neighboring communities like Sherwood about sharing an inspector.

4. Others as determined by the board.

In light of the Birschbach Inspection Services contract expiring as of 12/31/2024, Village staff is interested in the discussion with the board to determine the best plan forward.

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**Budget Impacts:**
None

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**Recommended Action:**
Discussion only.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Vicki Tessen, Clerk

**Meeting Date:**
July 30, 2024

**Title:**
Special Event Permit / Block Party - Luniak Meadows

**Issue:**
Does the board wish to approve an application for a block party for Luniak Meadows?

**Background and Additional Information:**
The application meets the requirements for a Special Event Permit / Block Party. The date is August 3, 2024 from 3pm to 10pm. They request being able to close off a section of Grey Drive that abuts three properties, all of which support the closure. Neighbors can still exit the subdivision via an alternate road. The applicant understands they have to leave a 10ft opening for emergency vehicles. The applicant further understands their music and party noise can not be a nuisance to surrounding neighbors. The neighborhood has held similar block parties in previous years without incidents or complaints.

**Budget Impacts:**
$0

**Recommended Action:**
Approve the Special Event application for the Luniak Meadows subdivision to partial close a section of Grey Drive and hold a Block Party on August 3, 2024 from 3pm - 10pm.

**Attachments:**
- Luniak Meadows Block Party application.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

# Special Event Application

## Section 1- Event Information

Name of Event: Lunialc Meadows Block Party

Event Date and Time: 8/3/24 3pm - 10pm

Event Description: Neighborhood Block Party

Estimated Attendance: 75-100

Will there be amplified music? Yes

Will there be street closures? If possible, area outside of N5529 Grey Dr

## Section 2- Contact Information

Contact Name: Nicole Berkowski

Address: N9244 Cassandra Way

Phone: 920- [redacted] Email: [redacted]

Organization Name:

Is the organization a 501 (c)(3)? Exempt Cert. #:

## Section 3- Legal Notice

**I understand** the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers and participants must comply with all applicable ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

**I have read** the general information and requirements for this application.

Sponsor Signature & Date: Nicole Berkowski 4/29/24

*OFFICE USE ONLY*

*Recommendation from Village of Harrison:*

☑ Recommend **approval** of the permit

☑ Recommend **refusal** of the permit

*Reasons if refusal:*

*Clerk Signature:*

*Approved on this date:*

*Valid Dates*

Music – playlist amplified using small speakers.
Neighborhood notification – Facebook group posting, including Board meeting date.
Street closure - map below, own blockades, allowing 10ft emergency clearance.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Vicki Tessen, Clerk

**Meeting Date:**
July 30, 2024

**Title:**
Special Event Permit / Block Party - Kimberly Heights

**Issue:**
Does the board wish to approve an application for a block party for Kimberly Heights?

**Background and Additional Information:**
The application meets the requirements for a Special Event Permit / Block Party. The date is September 14, 2024 from 2pm to 7pm. They request being able to close off a section of Mulholland Street that abuts 18 properties, all of which support the closure. Neighbors can still exit the subdivision via an alternate road. The applicant understands they have to leave a 10ft opening for emergency vehicles. The applicant further understands their music and party noise can not be a nuisance to surrounding neighbors. The neighborhood has held similar block parties in previous years. A check by CCSD resulted in no incidents or complaints found.

**Budget Impacts:**
$0

**Recommended Action:**
Approve the Special Event application for the Kimberly Heights subdivision to partial close a section of Mulholland Street and hold a Block Party on Saturday September 14, 2024 from 2pm - 7pm.

**Attachments:**
- Special Event - Kimberly Hgts.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

# Special Event Application

## Section 1- Event Information

Name of Event: Kimberly Heights Sub Division Block Party

Event Date and Time: Sept 14 (Saturday) 2pm - 7pm

Event Description: Block Party

Estimated Attendance: 200

Will there be amplified music? DJ from his driveway on Mulholland

Will there be street closures? yes — w/accessibility for emergency vehicles

## Section 2- Contact Information

Contact Name: Bobbi Lanser

Address: W5644 Jones Way

Phone: [redacted]

Organization Name:

Is the organization a 501 (c)(3)? no Exempt Cert. #:

## Section 3- Legal Notice

**I understand** the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers and participants must comply with all applicable ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

**I have read** the general information and requirements for this application.

Sponsor Signature & Date: [redacted] 7/15/2024

***OFFICE USE ONLY***

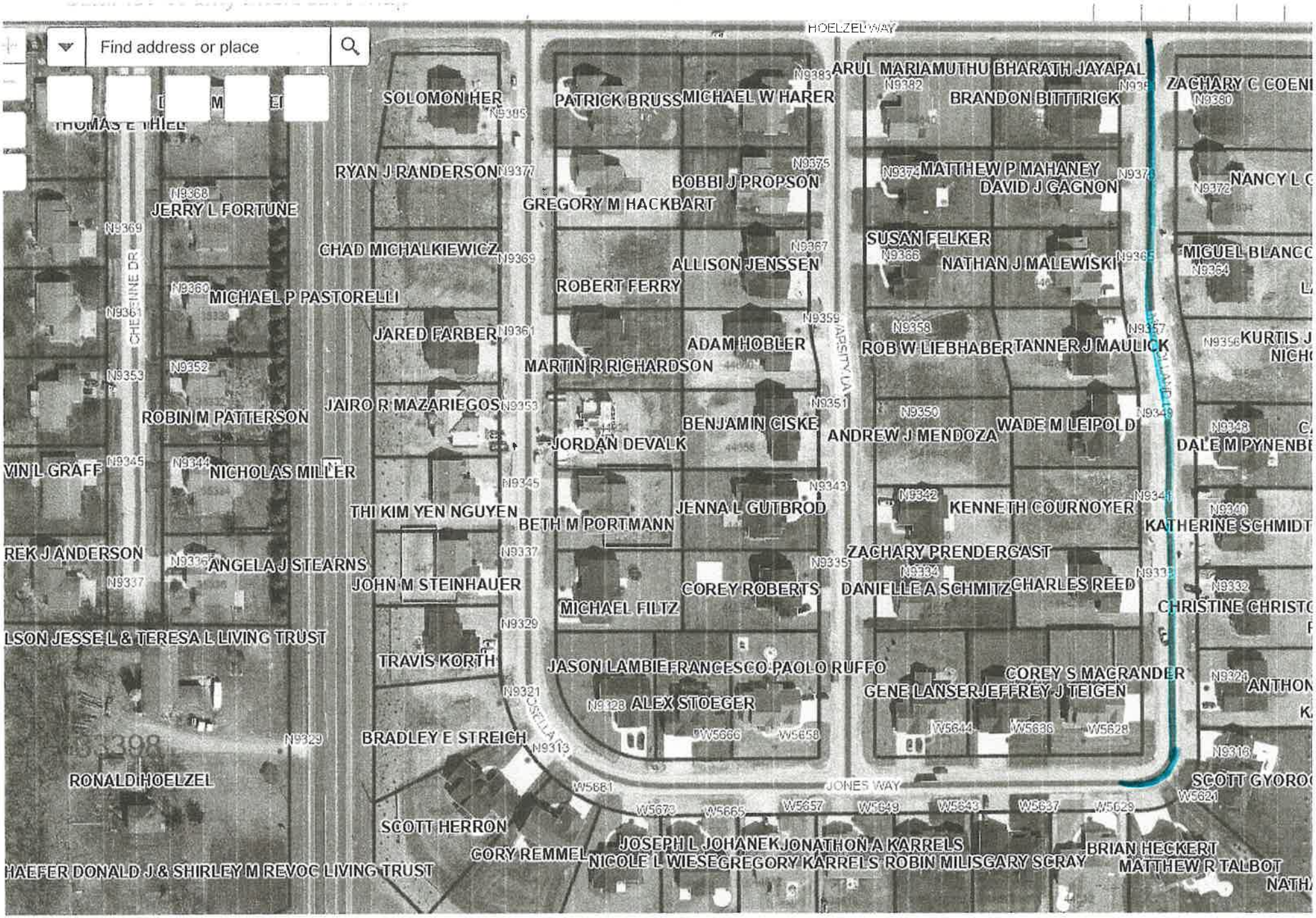
***Recommendation from Village of Harrison:***

- ☐ Recommend **approval** of the permit
- ☐ Recommend **refusal** of the permit

***Reasons if refusal:***

***Clerk Signature:*** ***Approved on this date:***

***Valid Dates***


Find address or place
HOELZEL WAY
SOLOMON HER
PATRICK BRUSS
MICHAEL W HARER
ARUL MARIAMUTHU BHARATH JAYAPAL
BRANDON BITTTRICK
ZACHARY C COENI
RYAN J RANDERSON
BOBBI J PROPSON
MATTHEW P MAHANEY
DAVID J GAGNON
NANCY L
JERRY L FORTUNE
GREGORY M HACKBART
CHAD MICHALKIEWICZ
SUSAN FELKER
NATHAN J MALEWISKI
MIGUEL BLANCO
ALLISON JENSSEN
ROBERT FERRY
MICHAEL P PASTORELLI
CHEYENNE DR
JARED FARBER
ADAM HOBLER
ROB W LIEBHABER
TANNER J MAULICK
KURTIS J
MARTIN R RICHARDSON
JAIRO R MAZARIEGOS
ROBIN M PATTERSON
BENJAMIN CISKE
WADE M LEIPOLD
ANDREW J MENDOZA
JORDAN DEVALK
DALE M PYNENBE
VIN L GRAFF
NICHOLAS MILLER
THI KIM YEN NGUYEN
JENNA L GUTBROD
KENNETH COURNOYER
KATHERINE SCHMIDT
BETH M PORTMANN
REK J ANDERSON
ANGELA J STEARNS
ZACHARY PRENDERGAST
JOHN M STEINHAUER
COREY ROBERTS
DANIELLE A SCHMITZ
CHARLES REED
MICHAEL FILTZ
CHRISTINE CHRIST
LSON JESSE L & TERESA L LIVING TRUST
TRAVIS KORTH
JASON LAMBIE
FRANCESCO PAOLO RUFFO
COREY S MACRANDER
GENE LANSER
JEFFREY J TEIGEN
ANTHON
ALEX STOEGER
BRADLEY E STREICH
RONALD HOELZEL
JONES WAY
SCOTT GYORO
SCOTT HERRON
JOSEPH L JOHANEK
JONATHON A KARRELS
BRIAN HECKERT
CORY REMMEL
NICOLE L WIESE
GREGORY KARRELS
ROBIN MILIS
GARY SCRAY
MATTHEW R TALBOT
HAEFER DONALD J & SHIRLEY M REVOC LIVING TRUST
210
100ft

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Allison Blackmer, Village President

**Meeting Date:**
July 30, 2024

**Title:**
Consideration of additional compensation for Assistant Village Manager for remainder of 2024.

**Issue:**
Does the Village Board approve an additional two weeks of vacation for the Assistant Village Manager for the additional duties during the interim period from July to December?

**Background and Additional Information:**
The Assistant Village Manager Chad Pelishek is handling the day-to-day operations of the Village in the interim period from July to December. Due to the additional workload around managing the staff, consideration of additional reimbursement is being proposed. Discussion was had about increasing his salary or giving him additional vacation. Mr. Pelishek is willing to accept an additional two weeks of paid vacation (approximately $3,800) for the additional duties.

**Budget Impacts:**
$3,800 General Fund

**Recommended Action:**
Motion as determined by the Board.

**VILLAGE BOARD MEETING** **VILLAGE OF HARRISON**

**From:** **Meeting Date:**

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

July 30, 2024

**Title:**

Initial Review of Ordinance Repealing and Recreating Municipal Code Chapter 30, Utilities.

**Issue:**

Staff have been working with Attorney Rossmeisl and Attorney Lawrie Kobza regarding a rewriting of the Utilities Chapter (Chapter 30) of the Harrison Village Code. The Code as it currently exists is a conglomeration of the Ordinances passed by the Waverly Sanitary District prior to 2017 as well as those passed more recently by the Village Board. However, a comprehensive review of the definitions, applicability, compliance with state statutes and regulatory administrative code, as well as alignment with current best practices has not been conducted in recent years.

While the general framework of the Chapter has been preserved, the body of the text has been reorganized and rewritten in such a way that staff thought it would be most readable when presented in a "clean" format rather than a "redlined" version due to the extensive changes. Additionally, given the amount and scope of the material contained, staff thought it would be advisable to present the material in a draft format at this meeting in order to give the Board an opportunity to review the information and ask questions of staff or the the attorneys on the matters contained.

The Fee and Penalty Schedule will need to be updated to reflect revised Code. A draft of the revised schedule pertaining to the Utilities is also presented for review.

**Background and Additional Information:**

**Budget Impacts:**

**Recommended Action:**

Motion to postpone the approval of Ordinance V24-10, Repealing and Recreating Municipal Code, Utilities until the Village Board meeting to be held on 8/27/24.

**Attachments:**

- 2024.07.19 - Harrison Utilities Ordinance Draft.pdf
- 2024.07.24 - Draft Fee & Penalty Schedule HU Updates.pdf

# CHAPTER 30
# WATER AND SEWER UTILITIES

## SUBCHAPTER I
## GENERAL

30-101 Harrison Utilities
30-102 Harrison Utilities Service Area
30-103 Definitions Applicable to Chapter 30
30-104 Authority to Acquire, Construct and Own Facilities
30-105 Adoption of Other Rules
30-106 Severability
30-107 Citation Authority
30-108 Enforcement; Penalties
30-109 Utility Service by Other Providers

## SUBCHAPTER II
## SEWER

30-201 Intent of Subchapter II
30-202 Definitions Applicable to Subchapter II
30-203 Maintenance of Sewer Service
30-204 Mandatory Sewer Hook-up
30-205 Use Of Public Sewers Required
30-206 Installation of Sewer Laterals
30-207 Extension of Sanitary Sewer Mains
30-208 Disconnection of Abandoned Sewer Laterals
30-209 Rules, Regulations and Conditions of Sewer Service
30-210 Wastewater Discharge Requirements
30-211 General Discharge Prohibitions
30-212 Inspection Authority
30-213 Repair of Damaged Sewer Laterals
30-214 Protection of Sewer Facilities; Damages
30-215 Clear Water Inspection
30-216 Sewer User Charges; Rates
30-217 Enforcement; Disconnection

## SUBCHAPTER III
## WATER

30-301 Intent of Subchapter III
30-302 Public Service Commission Regulation
30-303 Maintenance of Water Service
30-304 Mandatory Water Hook-up
30-305 Installation of Water Laterals

30-306 Extension of Water Mains
30-307 Disconnection of Abandoned Water Laterals
30-308 Rules, Regulations and Conditions of Water Service
30-309 Repair of Damaged Water Laterals
30-310 Protection of Water Facilities; Damages
30-311 Cross-Connections Prohibited
30-312 Private Well Permitting and Abandonment
30-313 Water Services Rates
30-314 Payment of Bills
30-315 Enforcement

**SUBCHAPTER IV**

**SEWER AND WATER MAIN EXTENSIONS IN PLATTED SUBDIVISIONS**

30-401 Sanitary Sewer and Water Main Permitting Requirements, Procedures and Fees

DRAFT

## SUBCHAPTER I
## GENERAL

30-101 Harrison Utilities
30-102 Harrison Utilities Service Area
30-103 Definitions Applicable to Chapter 30
30-104 Authority to Acquire, Construct and Own Facilities
30-105 Adoption of Other Rules
30-106 Severability
30-107 Citation Authority
30-108 Enforcement; Penalties
30-109 Utility Service by Other Providers

### 30-101 Harrison Utilities

The Village of Harrison d/b/a Harrison Utilities (hereinafter "Harrison Utilities") may provide public sewer service within the Harrison Utilities' Sewer Service Area and public water service within the Harrison Utilities' Water Service Area. The management, operation, and control of the sewer system and water system for Harrison Utilities is vested in the Village of Harrison Board of Trustees. The Assistant Village Manager, or his or her designee, shall have primary responsibility for the operations of and the decisions to be made by Harrison Utilities. All records, minutes and all written proceedings thereof shall be kept by the Village Clerk. The Harrison Utilities Office Manager and Village Treasurer shall keep all financial records.

### 30-102 Harrison Utilities Service Area

(a) *Harrison Utilities' Sewer Service Area.* The service area for the Harrison Utilities' sewer system shall be (i) all areas inside the Village not currently provided with sewer service from a different wastewater utility, and (ii) all areas outside the Village included in the Harrison Utilities' sewer service area designated by the East Central Wisconsin Regional Planning Commission. Harrison Utilities may, but is not obligated to, extend sewer service to an unserved area within this Sewer Service Area. It is contemplated the Harrison Utilities' Sewer Service Area will change and grow over time.

(b) *Harrison Utilities' Water Service Area.* The service area for the Harrison Utilities water system shall be (i) all areas inside the Village not currently provided with water service from a different public water supplier, and (ii) all areas outside of the Village where Harrison Utilities is authorized by the Public Service Commission to provide water. Harrison Utilities may, but is not obligated to, extend water service to an

unserved area within this Water Service Area. It is contemplated that the Harrison Utilities' Water Service Area will change and expand over time.

## 30-103 Definitions Applicable to Chapter 30

The following definitions are applicable to this Chapter:

*Easement* shall mean an acquired legal right for the specific use of land owned by others.

*May* is permissive (see "shall").

*Person* shall mean any and all persons, including any individual, firm, company, municipal or private corporation, association, society, institution, enterprise, governmental agency, or other entity.

*Shall* is mandatory (see "may").

*Village* shall mean the Village of Harrison.

*Village Fee Schedule* shall mean a schedule of fees adopted and updated by the Village from time to time.

## 30-104 Authority to Acquire, Construct and Own Facilities

(a) *Construction.* Harrison Utilities shall have the power to construct sewer and water lines for public use, and shall have the power to lay sewer and water pipes in and through the alleys, streets, and public grounds of the Harrison Utilities service areas; and generally, to do all such work as may be found necessary or convenient in the management of the Harrison Utilities sewer and water systems.

(b) *Acquisition.* Harrison Utilities shall have power to purchase and acquire for Harrison Utilities all real and personal property which may be necessary for construction of the sewer and water systems, or for any repair, remodeling, or additions thereto.

(c) *Condemnation.* If in the judgment of Harrison Utilities any real estate or easement is necessary for construction or operation of the sewer or water system of Harrison Utilities and if an agreement for the purchase of such real estate or easement cannot be made with the owner thereof, Harrison Utilities shall have the power to proceed with all necessary steps to take such real estate or easement by condemnation in accordance with applicable state and federal law.

(d) *Title to Real Estate and Personalty.* All property, real, personal, and mixed, acquired for the construction of the Harrison Utilities sewer and water systems, and all plans, specifications, diagrams, papers, books and records connected therewith, and all buildings, machinery, and fixtures pertaining thereto, shall be the property of Village of Harrison

**30-105 Adoption of Other Rules**

All State of Wisconsin rules and regulations are adopted and incorporated herein insofar as the same are applicable to Harrison Utilities:

**30-106 Severability**

If any section, subsection, sentence, clause or phrase of the ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**30-107 Citation Authority**

The Assistant Village Manager, as the individual with primary responsibility for Harrison Utilities, is authorized to issue citations with respect to violations of this Chapter 30. The Assistant Village Manager may delegate citation authority to a Harrison Utilities employee as appropriate.

**30-108 Enforcement; Penalties**

(a) Any person, or any officer, agent or employee thereof who shall violate any of the provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder, shall be subject to a penalty upon conviction as follows:

(1) First Offense. The amount specified in the Village Fee Schedule per violation, together with the cost of prosecution.

(2) Second Offense. The amount specified in the Village Fee Schedule 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.

(3) Third Offense. The amount specified in the Village Fee Schedule 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.

(b) Each violation and each day a violation continues or occurs, shall constitute a separate offense.

(c) In the event of a default in payment of such forfeiture and cost of prosecution, Harrison Utilities may pursue any legal method of collection.

**30-109 Utility Service by Other Providers**

If a property within the Village receives public sewer or water service from another municipality, the Village agrees to require the served property to comply with the serving municipality's utility ordinances to the extent applicable. For purposes of this Section, the term "municipality" is defined as provided in Wis. Stat. § 66.0301(1)(a).

## SUBCHAPTER II
## SEWER

30-201 Intent of Subchapter II
30-202 Definitions Applicable to Subchapter II
30-203 Provision of Sewer Service
30-204 Mandatory Sewer Hook-up
30-205 Use Of Public Sewers Required
30-206 Installation of Sewer Laterals
30-207 Extension of Sanitary Sewer Mains
30-208 Disconnection of Abandoned Sewer Laterals
30-209 Rules, Regulations and Conditions of Sewer Service
30-210 Wastewater Discharge Requirements
30-211 General Discharge Prohibitions
30-212 Inspection Authority
30-213 Repair of Damaged Sewer Laterals
30-214 Protection of Sewer Facilities; Damages
30-215 Clear Water Inspection
30-216 Sewer User Charges; Rates
30-217 Enforcement; Disconnection

**30-201 Intent of Subchapter II**

The intent and purpose of Subchapter II is to provide specific enforceable rules and regulations pertaining to the regulation of the design, construction and use of sewer mains and facilities, the building of sewers and connections thereof, and the discharge of waters

and wastes into Harrison Utilities sewer system. It is acknowledged that all or most sewage received by Harrison Utilities will flow downstream to a treatment plant owned and managed by the Neenah-Menasha Sewerage Commission. The contents of Subchapter II may be enforced in addition to and in conjunction with any related or comparable provision in the NMSC Ordinances and all NMSC Ordinances are adopted by reference as if fully set forth herein.

## 30-202 Definitions Applicable to Subchapter II

The following definitions are applicable to this Subchapter:

*Biochemical Oxygen Demand (BOD)* shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter in five (5) days at 20 degrees Centigrade, expressed as milligrams per liter. Quantitative determination of BOD shall be made in accordance with procedures set forth in "Standard Methods."

*Building Drain* shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer by gravity flow.

*Building Sewer* shall mean the extension from the building drain to the public sewer or other place of disposal beginning outside the inner face of the building wall, also called a house connection or sewer lateral.

*Combined Sewer* shall mean a sewer intended to receive both wastewater and storm or surface water.

*Floatable Oil* is oil, fat, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

*Garbage* shall mean the residue from the preparation, cooking, and dispensing of food, and from the handling, storage, and sale of food products and produce.

*Industrial Waste* shall mean the wastewater from industrial process, trade, or business, as distinct from sanitary sewage, including cooling water and the discharge from sewage pretreatment facilities.

*Natural Outlet* shall mean any outlet, including storm sewers and combined sewer overflows, into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

*Neenah-Menasha Sewerage Commission (NMSC)* shall include the Sewer Treatment Plant and interceptors under jurisdiction of the Commission which transport and treat sewage from the Members of NMSC.

*NMSC Manager* shall mean the manager of the wastewater treatment works of NMSC, or his/her authorized deputy, agent, or representative.

*NMSC Ordinances* shall mean the ordinances adopted by the NMSC.

*Normal Domestic Strength Wastewater* means wastewater that does not exceed a BOD concentration of over 250 mg/l or a suspended solids concentration of over 250 mg/l.

*pH* shall mean the logarithm of the reciprocal of the hydrogen ion concentration. The concentration is the weight of the hydrogen ions, in grams per liter of solution, Neutral water, for example, has a pH value of 7 and hydrogen ion concentration of 10-7.

*Properly Shredded Garbage* shall mean the wastes from the preparation, cooking, and dispensing of foods that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch (1.27 centimeters) in any dimension.

*Public Sewer* shall mean a common sewer controlled by a governmental agency or public utility.

*Sanitary Sewer* shall mean a sewer that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with minor quantities of ground, storm and surface waters that are not admitted intentionally.

*Separator* is a device or structure designed and installed so as to retain deleterious, hazardous or undesirable matter from normal wastes while permitting normal sewage or liquid wastes to discharge into the sanitary sewer system by gravity. A "separator" is sometimes called an "interceptor" but is not to be confused with "interceptor sewers" which are used to convey large amounts of sewage.

*Sewage* is the spent water of a community. The preferred term is "wastewater".

*Sewer* shall mean a pipe or conduit that carries wastewater or drainage water.

*Sewer Lateral* has the same meaning as Building Sewer.

*Sewer System* means Wastewater Facilities including Public Sewers.

*Slug* shall mean any discharge or change in rate of discharge of water, wastewater or pollutant concentrations from any source to the sanitary sewer system which causes or may cause physical damage or interferes with the treatment processes or results in violation of effluent limitations.

*Standard Methods* shall mean the examination and analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water, Sewage, and Industrial Wastes" published jointly by the American Public Health Association, the American Water Works Association, and the Federation of Sewage and Industrial Wastes Associations.

*Storm Drain* (sometimes termed "storm sewer") shall mean a drain or sewer for conveying water, ground water, subsurface water or unpolluted water from any source.

*Storm Water* is that water which originates from rainfall and/or snowmelt.

*Suspended Solids* shall mean solids that either float on the surface of, or are in suspension in, water, wastewater, or other liquids, and that is removable by laboratory filtering as prescribed in "Standard Methods for Examination of Water and Wastewater" and is referred to as nonfilterable residue.

*Unpolluted Water* is water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

*Wastewater* shall mean the spent water of a community. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions; together with any ground water, surface water, and stormwater that may be present, but not intentionally admitted.

*Wastewater Facilities* shall mean the structures, equipment and processes required to collect, carry away and treat domestic and industrial wastes and dispose of the effluent.

*Wastewater Treatment Works* shall mean an arrangement of devices and structures for treating and disposing wastewater, industrial wastes, and sludge. Sometimes used as synonymous with “waste treatment plant” or “wastewater treatment plant” or “waste pollution control plant.”

*Watercourse* shall mean a natural or artificial channel for the passage of water either continuously or intermittently.

*Wisconsin Pollutant Discharge Elimination System (WPDES) Permit* is a document issued by the Wisconsin State Department of Natural Resources which establishes effluent limitations and monitoring requirements for the municipal wastewater treatment facility.

**30-203 Maintenance of Sewer Service**

(a) Harrison Utilities shall be responsible for maintaining existing public sewers within the limits of the Harrison Utilities' Sewer Service Area from the street main to the property line.

(b) All sewer services from the point of maintenance by Harrison Utilities to and throughout any premises located beyond the point of maintenance must be maintained free of defective conditions, by and at the expense of the owner or occupant of the property.

**30-204 Mandatory Sewer Hook-up**

(a) The owner of each parcel of land adjacent to a Harrison Utilities sewer main on which there exists a building useable for human habitation or in a block through which such system is extended, shall connect to such sewer system within 90 days after the date of official notice to do so. The cost of the sewer lateral, including the sewer tap, from the sewer mains, shall be paid in full by the property owner. Harrison Utilities may in its sole discretion grant an exception on an individual basis to the hook-up time in the case of unusual and special circumstances.

(b) In instances of new construction of buildings useable for human habitation where an existing sewer main is located within 1500 linear feet of said new construction, the owner of any parcel on which new building is located shall petition Harrison Utilities to extend said sewer main to the property line which shall be funded in accordance with Subchapter II, and said owner shall connect any such building to said sewer main as a condition precedent to the Village's issuance of a occupancy certificate. Harrison Utilities may in its sole discretion grant an exception on an individual basis in the case of unusual and special circumstances.

(c) If a property owner fails to make such connection, Harrison Utilities may cause such connection to be made and bill the property owner for such costs. If such costs are not paid within thirty (30) days, such notice shall be assessed as a special tax lien against

the property, pursuant to Section 281.45, Wisconsin Statutes. The owner may file a written request with the Village Treasurer within thirty (30) days after the completion of the work, asking that the amount be levied as a special tax in not more than five (5) equal installments, with interest at the rate of 6% per annum, beginning on the date of the completion of the work.

## 30-205 Use Of Public Sewers Required

(a) It shall be unlawful to discharge to any natural outlet within the Village, any wastewater or other polluted waters; except where suitable treatment has been provided in accordance with this ordinance.

(b) It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the Village, any human or animal excrement, garbage or other objectional sanitary waste.

(c) It shall be unlawful to construct any privy, privy vault, septic tank, cesspool, private sewage disposal system or other facility intended or used for the disposal of sewage within the Village without Village approval.

(d) It shall be unlawful to maintain any unpermitted privy, privy vault, septic tank, cesspool, private sewage disposal system or other facility intended or used for the disposal of sewage within the Village.

## 30-206 Installation of Sewer Laterals

(a) *Permit Required.*

(1) A property owner must obtain a written permit from Harrison Utilities before installing a sewer lateral, or uncovering, opening, connecting to, using, altering or disturbing any public sewer main or appurtenances thereto.

(2) An application for a permit must be submitted on the form approved by and obtained from Harrison Utilities. The application must state all proposed uses of the Harrison Utilities sewer system. Only identified and approved uses will be allowed except upon further application to and approval by Harrison Utilities. If the applicant is not the owner of the premises, the written consent of the owner must accompany the application. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of Harrison Utilities.

(3) Harrison Utilities may charge a permit fee to cover the cost of permit administration and inspections in accordance with the Village Fee Schedule. All fees shall be paid to Harrison Utilities at the time the application is filed.

(4) Harrison Utilities may charge a connection fee for a new sewer connection as a contribution towards the cost of existing wastewater infrastructure. Connection fees are set forth on the Village Fee Schedule and shall be paid to Harrison Utilities at the time the application is filed.

(5) The issuance of a permit is subject to the review and approval of Harrison Utilities and may also be subject to the review and approval of the Neenah-Menasha Sewerage Commission as provided by the NMSC Ordinances. Harrison Utilities may reject the application if Harrison Utilities determines it cannot provide adequate sewer service for the applied uses. If Harrison Utilities approves the application, it shall issue a permit for services as shown on the application.

(6) The permit shall be subject to the terms and conditions set forth in the permit, this ordinance, and any applicable provisions in the NMSC Ordinances.

(7) By accepting a permit, the permit holder agrees to indemnify Harrison Utilities for any cost, loss or damage that may directly or indirectly be occasioned by the installation of the sewer laterals, including any damages resulting from trenching, open cutting or tunneling. Harrison Utilities may require the permit holder to post a bond and/or provide a certificate of insurance naming Harrison Utilities as an additional insured with coverages and limits acceptable to Harrison Utilities to cover the cost of any damages.

(8) No permit shall be issued for a sewer connection to Harrison Utilities unless the property will receive both sewer service and water service from Harrison Utilities.

(b) *Costs.* All costs and expenses incident to the installation of sewer laterals, the connection of sewer laterals to sewer mains, and the connection of sewer laterals to building plumbing, and the inspections of such work, shall be borne by the owner or the owner's agent.

(c) *Excavations.*

(1) All excavations for sewer lateral installations shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks,

parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to Harrison Utilities.

(2) In making excavations in streets or highways for laying, repairing or replacing sewer laterals, the paving and earth removed must be deposited in a manner that will occasion the least inconvenience to the public.

(3) After excavation, restoration of the excavated area must be completed to restore the area to as good of a condition as it was before it was disturbed. In refilling the excavation, the earth must be laid in layers of not more than nine inches in depth, and each layer thoroughly compacted to prevent settling. Sidewalks, ballast and street paving must be restored to the satisfaction of Harrison Utilities.

(4) No opening of the streets for tapping the pipes will be permitted when the ground is frozen.

(d) *Construction Requirements*

(1) All building sewers, connections and appurtenances shall be designed and constructed in accordance with the latest edition of (i) the Wisconsin Statutes and applicable codes thereof, and (ii) Harrison Utilities Standard Specifications for Sanitary Sewer & Water Main Construction (a copy of which is available at the Utility's office).

(2) No plumber, pipe fitter, or other personnel will be permitted to do any plumbing or pipe fitting work in connection with the Harrison Utilities sewer system without first receiving a license from the State of Wisconsin.

(3) The size and slope of building sewers must be approved Harrison Utilities. The slope of such pipe shall be not less than one-eighth (1/8) inch per foot.

(4) Whenever possible the building sewers shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

(5) All sewer lateral joints and connections must be gas-tight and water-tight.

(6) Plumbers installing residential backwater valves must glue the riser to the backwater valve for a watertight installation to the basement floor level.

(7) Building sewers serving manufacturing, or industrial processing plants or service stations (gas and oil) must include a manhole for periodic sewage sampling purposes. The design of the manhole must be approved by Harrison Utilities. The manhole must be located on public right-of-way where possible. When manholes are installed on private property they shall be readily accessible at all times.

(8) Roof downspouts, foundation drains, sump pump discharges, areaway drains, or other sources of surface runoff or groundwater may not be connected to a building sewer or building drain which in turn is connected directly or indirectly to the Harrison Utilities sewer system.

(e) *Inspections.*

(1) All construction must be witnessed and inspected by a Harrison Utilities' representative.

(2) All sewer laterals must be pressure tested and approved by a Harrison Utilities' representative before connecting to the Harrison Utilities sewer system.

(3) No sewer lateral installation or hook-up, to the premises shall be covered until completion of a satisfactory inspection by Harrison Utilities.

(4) The property owner or permit holder shall notify Harrison Utilities when the sewer lateral is ready for inspection and shall again notify Harrison Utilities when the sewer lateral is ready for connection to the public sewer. The connection shall be made under the supervision of Harrison Utilities, or its representative.

**30-207 <u>Extension of Sanitary Sewer Mains</u>**

(a) Sewer mains extended for new customers will be extended on the following basis:

(1) Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set forth under Section 66.0703 of the Wisconsin Statutes will apply.

(2) Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:

a. The applicant(s) will advance as a contribution in aid of construction the total amount equivalent to that which would have been assessed for all property under (1).

b. Part of the contribution required in (2)a. will be refundable as provided in Wisconsin Statute § 66.0821(2(a)2. and Chapter PSC 187, Wisconsin Administrative Code. If and when additional customers are connected to the extended main within 3 years of the date of completion, contributions in aid of construction will be collected equal to the amount which would have been assessed under (1) for the abutting property being served. This amount will be refunded to the original contributor(s) to the extent the original contributor can be located with reasonable efforts. If the original contributor cannot be located using reasonable efforts in the discretion of Harrison Utilities, any such refunds shall be subject to Wisconsin's Uniform Unclaimed Property Act. In no case will the contributions received from additional customers exceed the proportionate amount which would have been required under (1) nor will it exceed the total assessable cost of the original extension.

(b) Sewer mains extensions by a third-party must be completed pursuant to and in accordance with Subchapter IV.

**30-208 <u>Disconnection of Abandoned Sewer Laterals</u>**

(a) A property owner must notify Harrison Utilities if any building, home or cottage connected to the Harrison Utilities sewer system is to be torn down or abandoned. A property owner must make arrangements with a qualified contractor to disconnect the building sewer from the Harrison Utilities sewer main at the point of connection. The disconnection must be completed within thirty (30) days from either the date that any building, home or cottage is torn down or abandoned, or within thirty (30) days from the date of notification by Harrison Utilities,

(b) All costs associated with the disconnection shall be borne by the property owner.

(c) In the event that the property owner fails to complete the disconnection, Harrison Utilities shall undertake the disconnection and all costs shall be charged to the property owner and be assessed as a special charge against the property, pursuant to Section 66.0627, Wisconsin Statutes. Harrison Utilities may also seek to impose penalties for the violation pursuant to Section 30-108 of this Ordinance.

(d) The property owner shall be responsible for any damages to the Harrison Utilities sewer system resulting from the failure to timely complete the disconnection.

**30-209 Rules, Regulations and Conditions of Sewer Service**

(a) *Ordinance as Condition of Service.*

(1) Every person receiving sewer service from the Harrison Utilities sewer system is bound by the rules, regulations, and sewer rates set forth in this ordinance. Compliance with this ordinance is a condition of receiving sewer service.

(2) The Village reserves the right to revise the rules, regulations, and sewer rates included in this ordinance from time to time as they may deem advisable; and to make special rates and contracts in all proper cases.

(3) This ordinance adopts and incorporates by reference the rules and regulations of the Neenah-Menasha Sewerage Commission, including but not limited to NMSC's requirements for industrial users set forth in the NMSC Ordinance.

(b) *Continuing Obligations.*

(1) All persons shall keep their own service pipes in good repair and protected from frost, at their own risk and expenses, and shall prevent any unnecessary overburdening of the sewer system.

(2) No person shall allow others or other services to connect to the Harrison Utilities sewer system through their sewer lateral.

(3) After sewer connections have been introduced into any building or upon any premises, no owner, contractor, agent, or plumber shall make any alterations, extensions, or attachments without a permit from Harrison Utilities approving such work.

(4) Each building requires a separate sewer service. If two or more buildings are currently on one service, separate sewer services shall be required when any sewer service is to be relaid.

(5) A user shall permit Harrison Utilities, or its duly authorized agent, to enter their premises or building at all reasonable hours of the day, to examine the pipes, drains, fixtures and sewer connections on the property. A user must provide Harrison Utilities with complete answer to all questions put to them relative to its use.

(c) *Discontinuing Service.* Harrison Utilities must be notified in writing whenever premises served by the Harrison Utilities sewer system are to be vacated, or whenever any person desires to discontinue service from the system.

(d) *No Liability of Village or Harrison Utilities.* By receiving sewer service, a user agrees that no claim shall be made against the Village or Harrison Utilities due to the breaking, clogging, stoppage, backup, or freezing of any service pipes; nor from any damage arising from repairing mains, jetting, making connections or extensions or any other work that may be deemed necessary. Each user is advised to obtain appropriate insurance coverage for any such damages and/or to install appropriate devices to prevent said damages (e.g. a sewer backflow valve).

(e) *Repairs by Harrison Utilities.* Harrison Utilities may temporarily shut off sewer service at any time for the purpose of repairing the Harrison Utilities sewer system or for any other necessary purpose. Harrison Utilities shall attempt to provide advance notification to users within the affected area of the time when such service will be shut off.

## 30-210 Wastewater Discharge Requirements

(a) *Normal Domestic Strength Wastewater.* A person may only discharge normal domestic strength wastewater into the Harrison Utilities sewer system unless approval from Harrison Utilities and the NMSC is first received. A user may not use dilution as a means to achieve a lower concentration of BOD or suspended solids.

(b) *Industrial Users.* No industrial user required to become a Contracting Industrial User under NMSC Ordinances may discharge its wastewater to the Harrison Utilities sewer system without first meeting the requirements of the NMSC Ordinances.

(c) *Testing.* Harrison Utilities reserves the right to test the sewage of any user.

## 30-211 General Discharge Prohibitions

(a) No user shall contribute or cause to be contributed, directly or indirectly, any substance, pollutant, or wastewater into the Harrison Utilities sewer system which causes pass through or interference with the Harrison Utilities collection system or the NMSC Wastewater Treatment Facility. This general prohibition and the specific prohibitions included in this Section apply to each user discharging to Harrison Utilities sewer system, whether or not the user is subject to other National Pretreatment Standards or any national, State, or local Pretreatment Requirements.

(b) No person shall discharge or cause or allow to be discharged any waters such as storm water, groundwater, roof runoff, subsurface drainage, or cooling water to any sanitary sewer. All such waters shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the local government agency and other State regulatory agencies. Unpolluted cooling water or process waters may be discharged, on approval of the local government agency, to a storm sewer or natural outlet. If the local government agency grants approval to discharge to a natural outlet, approval from other regulatory agencies may also be required.

(c) No person shall discharge or cause to be discharged any of the following described substances or wastes to any public sewers:

(1) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid solid, or gas.

(2) Any waters containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance, cause the effluent from the wastewater treatment plant to violate effluent permit requirements, or create any hazard in the receiving water by the wastewater treatment plant.

(3) Any water or wastes having a pH lower than 5.5, higher than 10.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of Harrison Utilities and/or NMSC.

(4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the lift stations and wastewater facilities, such as, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, un-ground garbage, whole blood, paunch manure, hair and fleshings, entrails and non-dissolving products such as disposable diapers, cups, containers, etc., either whole or ground by garbage grinders.

(d) The following described substances, materials, waters, or wastes shall be limited in discharges to municipal systems to concentrations or quantities which will not harm either the sewers, lift stations, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream, and will not otherwise endanger life, limb, public property, or constitute a nuisance. Harrison Utilities staff and/or the NMSC Manager may set limitations lower than the limitations established in the regulations below if in his/her opinion such more severe limitations are necessary to meet the above objectives. In forming his/her opinion as to the acceptability, Harrison

Utilities staff and/or the NMSC Manager will give consideration to such factors as to the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sewers, the wastewater treatment process employed, capacity of the wastewater treatment plant, degree of treatability of the waste in the wastewater treatment plants, and other pertinent factors. The limitations or restrictions on materials or characteristics of waste or wastewaters discharged to the sanitary sewer which shall not be exceeded without approval of the Harrison Utilities and the NMSC Manager are as follows:

(1) Wastewater or vapor having a temperature higher than 150 degrees Fahrenheit (65 degrees Celsius).

(2) Any water or waste containing fats, wax, grease, or oils whether emulsified or not, in excess of one hundred (100) mg/I or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150 degrees F) (0 and 65 degrees C).

(3) Wastewater containing floatable oils, fat, or grease.

(4) Any garbage that has not been properly shredded as required by this Ordinance. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.

(5) Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the wastewater treatment works exceeds the limits established by Harrison Utilities and/or the NMSC Manager for such materials.

(6) Any waters or wastes containing odor-producing substances exceeding the limits which may be established by Harrison Utilities and/or the NMSC Manager.

(7) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by Harrison Utilities and/or the NMSC Manager in compliance with applicable state or federal regulations.

(8) Quantities of flow, concentrations, or both which constitute a "slug" as defined herein.

(9) Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

(10) Any water or wastes which, by interaction with other water or wastes in the public sewer system, release obnoxious gases, form suspended solids which interfere with the collection system, or create a condition deleterious to structures and treatment processes.

(e) If any waters or wastes are discharged or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Subparagraph (d) above, and which in the judgment of Harrison Utilities staff and/or the NMSC Manager, may have a deleterious effect upon the wastewater facilities, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, Harrison Utilities staff and/or the NMSC Manager may:

(1) Reject the wastes,

(2) Require pretreatment to an acceptable condition for discharge to the public sewers,

(3) Require control over the quantities and rates of discharge, and/or

(4) Require payment to cover added cost of handling and treating the wastes not covered by sewer charges under the provisions of the regulations of Harrison Utilities.

(5) Pursue enforcement under Section 30-108.

(f) When considering the above alternatives, Harrison Utilities staff and/or the NMSC Manager shall give consideration to the economic impact of each alternative on the discharger. If Harrison Utilities staff and the NMSC Manager permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of Harrison Utilities staff and the NMSC Manager. Proposed increase of discharges to NMSC as the result of changes in existing commercial or industrial development shall be reported to Harrison Utilities prior to the date of change. No such discharges shall begin until Harrison Utilities has given approval of the quality and quantity of the proposed discharge.

(g) Grease, oil, and sand separators shall be provided when, in the opinion of Harrison Utilities staff and/or the NMSC Manager, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients; except that such separators shall not be required for private living quarters or dwelling units. All separators shall be of a type and capacity approved by Harrison Utilities staff and the NMSC Manager. Any removal and hauling of the collected materials not performed by the owner's personnel must be performed by currently licensed wastes disposal firms.

(h) Where pretreatment or flow equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner(s) at his expense.

(i) When required by Harrison Utilities staff and/or the NMSC Manager, the owner of any property serviced by a building sewer carry industrial wastes shall install a suitable structure-together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such structure, when required, shall be accessibly and safely located and shall be constructed in accordance with plans approved by Harrison Utilities staff and the NMSC Manager. The structure shall be installed by the owner at his expense and shall be maintained by him so as to be safe and accessible at all times. The structure shall be at all times in compliance with the State of Wisconsin Administrative Rules and Regulations issued by the Wisconsin Department of Natural Resources and shall further be in compliance with the Wisconsin Pollution Discharge Elimination System (WPDES) permit issued to NMSC.

(j) Harrison Utilities and/or NMSC Manager may require a user of sewer services to provide information needed to determine compliance with this Ordinance. These requirements may include the following:

(1) Wastewater's discharge peak rate and volume over a specified time period.

(2) Analyses of wastewaters.

(3) Information on raw materials, processes, and products affecting wastewater volume and quality.

(4) Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials important to sewer use control.

(5) A plot plan of sewers on the user's property showing sewer and pretreatment facility locations.

(6) The annual submittal of grease trap maintenance/cleaning records to Harrison Utilities - N8722 Lake Park Rd, Menasha, WI 54952. Submittal deadline: January 31 of each year.

(7) Details of wastewater pretreatment facilities.

(8) Details of systems to prevent and control the losses of materials through spills to the municipal sewer.

(k) Only those wastewaters and pollutants which are authorized in this Ordinance shall be discharged into the sanitary wastewater facilities, providing also, however, that these wastewaters and pollutants must be discharged only into the sanitary wastewater facilities, and into no other place, system or area.

(l) Incorporated by reference in this Section are the conditions and provisions of the Rules and Regulations of the State of Wisconsin Department of Natural Resources and as further provided in the Wisconsin Pollution Discharge Elimination System (WPDES) permit issued or to the permit issued to NMSC. Authority is hereby given to Harrison Utilities personnel to assist the NMSC Manager as needed to comply with this permit.

(m) All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this Ordinance shall be determined in accordance with the latest edition of "Standard Methods". Sampling methods, location, times, durations, and frequencies are to be determined on an individual basis subject to approval by Harrison Utilities staff and/or the NMSC Manager.

(n) No statement contained in this Section shall be construed as preventing any special agreement or arrangement between Harrison Utilities or NMSC and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by Harrison Utilities or NMSC for treatment.

(o) Harrison Utilities may pursue enforcement of a violation of any provision of this Section under Section 30-108 of this Ordinance.

**30-212 <u>Inspection Authority</u>**

(a) A duly authorized employee of Harrison Utilities or the NMSC, bearing proper credentials and identification, shall be permitted to enter all properties for the



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purposes of inspection, observation, measurement, sampling, and testing to determine compliance with this ordinance.

(b) A duly authorized employee of Harrison Utilities or the NMSC is authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system.

(c) A duly authorized employee of Harrison Utilities or the NMSC, bearing proper credentials and identification, shall be permitted to enter all private properties for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance or any portion of the wastewater facilities lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved. To the extent entry is refused, Harrison Utilities may obtain a special inspection warrant.

## 30-213 Repair of Damaged Sewer Laterals

(a) A damaged sewer lateral shall be repaired or replaced by the owner or occupant of the property within 30 days of the date of notification by Harrison Utilities.

(b) If a property owner fails to timely repair or replace a damaged sewer lateral, Harrison Utilities may cause such repair or replacement to be made and bill the property owner for such costs. If such costs are not paid within thirty (30) days, such notice shall be assessed as a special charge against the property, pursuant to Section 66.0627, Wisconsin Statutes.

(c) In the event of an emergency or dangerous condition, Harrison Utilities shall have the authority to immediately stop sewer service to the affected property, without providing the aforementioned thirty (30) day notice. The municipal sewer service shall not be again made available to the affected property until appropriate repairs or replacements have been made to the damaged sewer lateral. Harrison Utilities shall inspect the repairs or replacement of the sewer lateral in question and shall determine in their discretion when the dangerous condition has been abated so that service may be reinstated to the affected property.

## 30-214 Protection of Sewer Facilities; Damages

(a) No person shall maliciously, willfully, or negligently break, damage, destroy, cover, uncover, deface, or tamper with any structure, appurtenance or equipment which is a part of the wastewater facilities of Harrison Utilities. Negligence includes

carelessness on the part of a property owner, and his or her assigns, agents, contractors or tenants.

(b) Any wastewater facility or part thereof located in public property or in an easement shall not be disturbed, covered, have the surfacing or grade changed or in any other way be encroached upon, modified or destroyed without the approval of Harrison Utilities.

(c) No private or utility owned buildings or any other structures shall be constructed in any public property or easements for wastewater facilities, without the approval of Harrison Utilities.

(d) Harrison Utilities shall have the right to recover costs and expenses incurred to repair or replace any part of its wastewater facilities damaged by the actions or inactions of a person or person's agent from the person responsible for such action or inaction.

(e) If an owner, or the owner's agents, assigns, contractors or tenants, is responsible for the introduction of clear water into a sanitary sewer lateral clean out where such introduction of clear water is a violation of this ordinance, the owner shall indemnify Harrison Utilities for any sewerage treatment costs related directly or indirectly to the clear water introduction.

**30-215 Clear Water Inspection**

(a) Harrison Utilities may conduct an inspection of each premises to determine compliance with the provisions of this Section as it relates to illegal surface and groundwater connections into the Harrison Utilities sewer system.

(b) A notice of noncompliance shall be issued by Harrison Utilities to the owner of record of any building to be found not in compliance with the provisions of this Section. This notice shall set forth areas of noncompliance and shall order the owner to bring the building into compliance within an established period of time.

(c) An inspection finding compliance only indicates that, so far as can be reasonably determined by the visual inspection of the premises and review of Harrison Utilities records, the premises meets the requirements of this Section. Harrison Utilities and its agents do not assume any liability in the inspection findings, whether compliant or not, and there is no guarantee or warranty of the condition of the premises inspected.

(d) Harrison Utilities will not be liable for any unsafe or unsanitary condition that may exist in any building that is being inspected for clear water compliance. However, if such conditions exist and are noticed, orders to correct such conditions may be issued.



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## 30-216 Sewer User Charges; Rates

(a) The Village Board's policy is to establish a system of user charges to obtain sufficient revenues from Harrison Utilities' sewer user rates to pay the costs of (i) the annual debt retirement payment on any bonded indebtedness, (ii) any required cash reserve account payment, (iii) operation and maintenance of the wastewater facilities, and (iv) a replacement fund. The system shall assure that each user of the sewage works pays a proportionate share of the cost of such works.

(b) Sewer users shall be classified by the utility as (i) residential, (ii) multi-family residential, (iii) commercial, (iv) public authority, or (v) industrial.

(c) User charges shall be approved by the Village Board from time to time and shall consist of (i) a minimum monthly fixed charge, (ii) a unit price per volume of water utilized, and (iii) for industrial customers, a strength charge.

(d) Water meter readings shall be used to determine the actual water volume used. Harrison Utilities may develop and implement a system to account for non-sewered uses during the summer months (e.g. swimming pools, cooling water, and irrigation). All other sewer bills will be based on actual water used. Where it is not possible to obtain a water meter reading, or in cases where no water meter exists, the customer shall be assigned an average water volume by Harrison Utilities, based on previous meter readings, and this shall be stated on the bill. The difference shall be adjusted when the meter is again read.

(e) If a portion of the water furnished to any customer is not discharged into the sewer system, the quantity of such water will be deducted in computing the sewer charge, provided a separate meter has been installed by Harrison Utilities to measure such water not discharged to sewer. The customer must at the customer's own expense make necessary changes in the water piping and install couplings so that a separate meter can be set. A charge for the actual cost of providing an additional meter shall be paid by the customer.

(f) Bills for sewer service are rendered monthly and become due and payable upon issuance following the period for which service is rendered. A late payment charge of 1 percent per month will be added to bills not paid within 20 days of issuance. This late payment charge will be applied to the total unpaid balance for utility service, including unpaid late payment charges. The late payment charge is applicable to all customers. The utility customer may be given a written notice that the bill is overdue no sooner than 20 days after the bill is issued. A failure to receive a bill shall not excuse non-payment.

(g) *Unpaid Charges are a lien on Property*. All unpaid sewer service charges, and special assessments shall be a lien on a lot, part of a lot or land on which sewer services were supplied. All sums which have accrued during the preceding year and which are unpaid by the first day of October and any year, shall be certified and filed with the clerk of the governmental body in which the property is located to be placed on the tax roll for collection as provided by Wisconsin Statutes Section 66.0809(3).

**30-217 Enforcement; Disconnection**

(a) Harrison Utilities may discontinue sewer service to a property if any provision of Subchapter II or any rule, regulation or order made hereunder, or any permit issued hereunder, is violated by the property owner or occupant. Service shall not be re-established except by order of Harrison Utilities after the violation has been resolved. The property owner shall be responsible for the charges of shutting off and putting on service. Disconnection shall not bar Harrison Utilities from pursuing penalties for the violation as provided in (b).

(b) Harrison Utilities may pursue enforcement of a violation of any provision of Subchapter II or any rule, regulation or order made hereunder, or any permit issued hereunder pursuant to Section 30-108 of this Ordinance.

## SUBCHAPTER III
## WATER

30-301 Intent of Subchapter III
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**30-301 Intent of Subchapter III**

The intent and purpose of Subchapter III is to provide specific enforceable rules and regulations pertaining to the design, construction and use of water mains, laterals and related facilities and equipment and the provision of water service.

## 30-302 Public Service Commission Regulation

The Harrison Utilities water system is a public utility as defined in Wis. Stats. § 196.01(5). The provisions of Wis. Stats. ch. 196 and Wis. Admin. Code PSC 185, all as may be amended from time to time, are hereby adopted by reference and incorporated into Subchapter III as if fully set forth herein. If there is a conflict between this Subchapter and Wis. Stats. ch. 196 and Wis. Admin. Code PSC 185, then the Wisconsin Statutes and Wis. Admin. Code PSC 185 shall control.

## 30-303 Maintenance of Water Service

(a) Harrison Utilities shall be responsible for maintaining existing public water mains and water laterals within the limits of the Harrison Utilities' Water Service Area from the street main through the curbstop.

(b) All water services from the point of maintenance by Harison Utilities to and throughout the premises must be maintained free of defective conditions, by and at the expense of the owner or occupant of the property.

## 30-304 Mandatory Water Hook-up

(a) The owner of each parcel of land adjacent to a Harrison Utilities water main on which there exists a building useable for human habitation or in a block through which such system is extended, shall connect to such water system within 90 days after the date of official notice to do so. The cost of the water lateral, including the water tap, from the water main through the curbstop, shall be paid in full by the property owner. In addition, the property owner shall be responsible to install the water lateral from the curbstop to the building. Harrison Utilities may in its sole discretion grant an exception on an individual basis to the hook-up time in the case of unusual and special circumstances.

(b) If a property owner fails to make such connection, Harrison Utilities may cause such connection to be made and bill the property owner for such costs. If such costs are not paid within thirty (30) days, such notice shall be assessed as a special tax lien against the property, all pursuant to Section 281.45, Wisconsin Statutes. The owner may file a written request with the Village Treasurer within thirty (30) days after the completion of the work asking that the amount be levied as a special tax in not more

than five (5) equal installments, with interest at the rate of 6% per annum, beginning on the date of the completion of the work.

**30-305 Installation of Water Laterals**

(a) *Permit Required.*

(1) A property owner must obtain a written permit from Harrison Utilities before installing a water lateral from the curbstop to the premises, or uncovering, opening, connecting to, using, altering or disturbing any public water main, public water lateral or appurtenances thereto.

(2) An application for a permit must be submitted on a form furnished by Harrison Utilities. The form may cover both water and sewer work. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of Harrison Utilities.

(3) Harrison Utilities may charge a permit fee to cover the cost of permit administration and inspections. All fees shall be paid to Harrison Utilities at the time the application is filed.

(4) The issuance of a permit is subject to the review and approval of Harrison Utilities.

(5) The permit shall be subject to the terms and conditions set forth in the permit and this ordinance.

(6) By accepting a permit, the permit holder agrees to indemnify Harrison Utilities for any cost, loss or damage that may directly or indirectly be occasioned by the installation of the water laterals, including any damages resulting from trenching, open cutting or tunneling. Harrison Utilities may require the permit holder to post a bond with Harrison Utilities to cover the cost of any damages.

(b) *Costs.* A property owner shall be responsible for the cost and expense incident to the installation of a water lateral from the main through the curbstop and the connection of the water lateral to the water main as provided in Harrison Utilities' authorized rates and regulations on file with the PSC. In addition, a property owner shall be responsible for all costs and expenses incident to the installation of a water lateral from the curbstop to the premises, the connection of a water lateral to building plumbing, the installation of a water meter and the inspections of such work.

(c) *Excavations.* The requirements applicable to excavations for the installation of sewer laterals shall also apply to excavations for the installation of water laterals.

(d) *Construction Requirements.*

(1) All water laterals must be installed in accordance with the latest edition of (i) the State of Wisconsin's building and plumbing code, and (ii) Harrison Utilities Standard Specifications for Sanitary Sewer & Water Main Construction (a copy of which is available at the Utility's office).

(2) No underground valve or curb stop may be installed by any owner or agent of an owner.

(3) A separate and independent water lateral must be provided for every building. Harrison Utilities may authorize an exception to this requirement where one building stands at the rear of another on an interior lot and no water lateral is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, in which case the water lateral from the front building may be extended to the rear building and the whole considered as one water lateral. Harrison Utilities may also authorize an exception in specific, unique situations based upon the exigencies of that situation and when not contrary to the interests of the general public.

(e) *Connection to Curbstop.* The permit holder shall notify Harrison Utilities when the water lateral is ready for connection to the curbstop. The connection shall be made under the supervision of Harrison Utilities, or its representative.

(f) *Meters.* The property owner shall provide a clean, easily accessible location for the water meter inside of the building premises. The meter location must be acceptable to Harrison Utilities. Meter installation must meet the requirements of the latest edition of Harrison Utilities Standard Specifications for Sanitary Sewer & Water Main Construction.

(g) *Inspection.*

(1) No water lateral installation or water lateral connection to the premises shall be covered until completion of a satisfactory inspection by Harrison Utilities.

(2) The building's water line shall be inspected upon completion of placement of the pipe and before backfilling and, tested before or after backfilling.

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(3) The permit holder shall notify Harrison Utilities when the water lateral is ready for inspection.

**30-306 Extension of Water Mains**

(a) If a request for an extension to the Harrison Utilities water system is granted, the cost for such extension including laterals, will be paid for by the requestor as provided in Harrison Utilities' authorized rates and regulations on file with the PSC.

(b) Water mains may be extended by a third-party in a platted subdivision as provided by and in accordance with Subchapter IV. Upon inspection and approval by Harrison Utilities, the extension will be dedicated to Harrison Utilities.

**30-307 Disconnection of Abandoned Water Laterals**

(a) A property owner must notify Harrison Utilities if any building connected to the Harrison Utilities water system is to be torn down or abandoned. A property owner must make arrangements with a qualified contractor to disconnect the building 's water lateral from the Harrison Utilities' water system at the point of connection. The disconnection must be completed within thirty (30) days from either the date that any building is torn down or abandoned, or within thirty (30) days from the date of notification by Harrison Utilities.

(b) All costs associated with the disconnection shall be borne by the property owner.

(c) In the event that the property owner fails to complete the disconnection, Harrison Utilities shall undertake the disconnection and all costs shall be charged to the property owner and be assessed as a special charge against the property, pursuant to Section 66.0627, Wisconsin Statutes. Harrison Utilities may also seek to impose penalties for the violation pursuant to Section 30-108 of this Ordinance.

(d) The property owner shall be responsible for any damages to the Harrison Utilities sewer system resulting from the failure to timely complete the disconnection.

**30-308 Rules, Regulations and Conditions of Water Service**

(a) *Ordinance as Condition of Service.*

(1) Every person receiving water service from Harrison Utilities is bound by the rules and regulations set forth in this ordinance. Compliance with this ordinance is a condition of receiving water service.

(2) The Village reserves the right to revise the rules, regulations, and water rates included in this ordinance from time to time, subject to the authority of the Wisconsin Public Service Commission.

(b) *Continuing Obligations.*

(1) All persons shall keep their own service pipes in good repair and protected from frost, at their own risk and expenses, and shall prevent any unnecessary waste of water.

(2) No water user shall allow others or other services to connect to the water system through his, her, or its water lateral.

(3) After water connections have been introduced into any building or upon any premises, no plumber shall make any alterations, extensions, or attachments, without a permit from Harrison Utilities approving such work.

(4) Every user shall permit Harrison Utilities, or their duly authorized agent, at all reasonable hours of the day, to enter their premises or building to examine the pipes and fixtures, and the manner in which the water is used on the property. A user must provide Harrison Utilities with complete answers to all questions put to them relative to its water use.

(c) *Discontinuing Service.* Harrison Utilities must be notified in writing whenever premises served by the Harrison Utilities water system are to be vacated, or whenever any person desires to discontinue service from the system.

(d) *No Liability of Village or Harrison Utilities.* By receiving water service, a user agrees that no claim shall be made against the Village or Harrison Utilities due to the breaking, clogging, stoppage, or freezing of any service pipes; nor from any damage arising from repairing mains, making connections or extensions or any other work that may be deemed necessary.

(e) *Repairs by Harrison Utilities.* Harrison Utilities may temporarily shut off water service at any time for the purpose of repairing the Harrison Utilities water system or for any other necessary purpose. Harrison Utilities shall attempt to provide advance notification to users within the affected area of the time when such service will be shut off.

**30-309 Repair of Damaged Water Laterals**

(a) A damaged water lateral shall be repaired or replaced by the owner or occupant of the property within 15 days of the date of notification by Harrison Utilities.

(b) If a property owner fails to timely repair or replace a damaged water lateral, Harrison Utilities may cause such repair or replacement to be made and bill the property owner for such costs. If such costs are not paid within thirty (30) days, such notice shall be assessed as a special charge against the property, pursuant to Section 66.0627, Wisconsin Statutes. Harrison Utilities may also seek to impose penalties for the violation to timely repair pursuant to Section 30-108 of this Ordinance.

(c) In the event of an emergency or dangerous condition, Harrison Utilities shall have the authority to immediately shut off the municipal water supply to the affected property consistent with Section PSC 185.37, Wisconsin Administrative Code, without providing the aforementioned fifteen (15) day notice. The municipal water supply shall not be again made available to the affected property until appropriate repairs or replacements have been made to the damaged water lateral. Harrison Utilities shall inspect the repairs or replacement of the water lateral in question and shall determine in their discretion when the dangerous condition has been abated so that service may be reinstated to the affected property.

**30-310 Protection of Water Facilities; Damages**

(a) No person shall maliciously, willfully, or negligently break, damage, destroy, cover, uncover, deface, or tamper with any structure, appurtenance or equipment which is a part of Harrison Utilities' water system. Negligence includes carelessness on the part of a property owner, and his or her assigns, agents, contractors or tenants.

(b) Any part of Harrison Utilities' water system located in public property or in an easement shall not be disturbed, covered, have the surfacing or grade changed or in any other way be encroached upon, modified or destroyed without the approval of Harrison Utilities.

(c) No private or utility owned buildings or any other structures shall be constructed in any public property or easements for water facilities, without the approval of Harrison Utilities.

(d) Harrison Utilities shall have the right to recover costs and expenses incurred to repair or replace any part of its water system damaged by the actions or inactions of a person or person's agent from the person responsible for such action or inaction. Harrison Utilities may also seek to impose penalties pursuant to Section 30-108 of this Ordinance if such damage was caused by a violation the provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder,

(e) Owners or operators of motor vehicles will be held liable for the cost of repair of any hydrant damaged by them and Harrison Utilities will not be responsible for the damage due the motor vehicle by reason of such accident.

**30-311 Cross-Connections Prohibited**

(a) *Cross Connection Prohibited.* No person shall establish, or permit to be established, or maintain, or permit to be maintained, any cross connections of Harrison Utilities Water Utility Water System to a private water supply. No interconnection shall be established whereby potable water from a private, or auxiliary or emergency water supply, other than the public water supply of the utility, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply have been approved by the utility and the Wisconsin Department of Natural Resources.

(b) *Definitions.*

(1) *Backflow.* An undesirable flow of water or mixtures of water and other liquids, solids, gases, or other substances under position or reduced pressure into Harrison Utilities' water system from any source.

(2) *Backflow Prevention.* A means designed to prevent backflow caused by backpressure or back-siphonage; most commonly categorized as air gap, reduced pressure principle backflow assembly, double check valve assembly, pressure vacuum breaker assembly, back-siphonage backflow vacuum breaker (spill resistant pressure vacuum breaker) assembly, pipe applied atmospheric vacuum breaker, flush tank bullock, laboratory faucet backflow preventer, backflow preventer for carbonated beverage machine, vacuum breaker wall hydrants (freeze resistant automatic draining type), chemical dispensing machine, hose connection vacuum breaker, hose connection backflow preventer, backflow preventer with intermediate atmospheric vent and barometric loop.

(3) *Backpressure.* An elevation of pressure in the downstream piping system (i.e., pump, elevation of piping or steam and/or air pressure) above the utility supply pressure, which would cause or tend a reversal of the normal direction of flow.

(4) *Back-siphonage.* The flow of water or other liquids, mixtures or substances into the utility's potable water system from any source caused by the sudden reduction of pressure in Harrison Utilities' water system.

(5) *Cross Connection.* Any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the Harrison Utilities' water system, and the other containing water from a private source, water of unknown or questionable safety, or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.

(6) *Cross Connection Control Manual.* Policies and procedure for cross connection control and backflow prevention for Harrison Utilities.

(c) *Inspections*

(1) Harrison Utilities shall cause surveys to be made of properties served by Harrison Utilities' water system. Residential properties shall be surveyed every 10 years or on a schedule matching meter replacements.

(2) All non-residential properties served by the Harrison Utilities' water utility shall be surveyed on an interval not exceeding two years.

(3) Harrison Utilities may, but is not required to, perform the cross connection control survey of the customer's property. Harrison Utilities may require the property owner, at their own expense, to have their property's water piping system surveyed for cross connections by a trained surveyor acceptable to Harrison Utilities.

(e) *Right of Entry.* Upon presentation of credentials, a representative of the Harrison Utilities shall have the right to request entry at any reasonable time to examine property served by a connection to Harrison Utilities' water system for cross connections or other violations of Subchapter III. If entry is refused, such representatives may obtain a special inspection warrant under Section 66.0119, Wisconsin Statutes, disconnect water to the subject property, or pursue other legal remedies. Harrison Utilities may also pursue penalties pursuant to Section 30-108 of this Ordinance.

(f) *Owner Responsibility.* The property owner shall be responsible for eliminating all cross connections on their premises. The owner shall, at their own expense, install, maintain, test, correct, repair and replace any and all backflow preventers on their premises in compliance with Harrison Utilities' Cross Connection Control Manual and applicable State of Wisconsin regulations.

(g) *Discontinuance of Service*

(1) Subject to sub. (4), Harrison Utilities is authorized to discontinue water service to any property wherein any connection in violation of this Section exists and to take such other precautionary measures deemed necessary to eliminate any damage or contamination of Harrison Utilities' potable water system. Water service shall be discontinued if the means of backflow prevention required by Harrison Utilities is not installed, tested, maintained and/or repaired in compliance with this ordinance, or if it is found that the means of backflow prevention required by this ordinance has been removed or bypassed.

(2) Except as provided in sub. (3), water service shall be discontinued under sub. (1) only after reasonable notice and opportunity for hearing under Chapter 68, Wisconsin Statutes. Such a hearing shall be before the Village Board and shall conform to all existing due process requirements.

(3) If Harrison Utilities determines that a cross connection or an emergency endangers public health, safety, or welfare and requires immediate action, service may be immediately discontinued, provided an opportunity for a hearing that meets the requirements of Chapter 68, Wisconsin Statues, is provided ten (10) days of such emergency discontinuance.

(4) Water service to any property disconnected under provisions of this ordinance shall not be restored until the cross connection(s) has been eliminated or a backflow prevention means, approved by Harrison Utilities, has been installed in compliance with the provision of this Section.

(h) *Additional Protection.* If Harrison Utilities determines that additional protection is needed to protect the Harrison Utilities' water system, Harrison Utilities may require a property owner to install an approved air gap or reduced pressure principle backflow assembly at the service connection.

(i) *Enforcement.* If a property owner violates this Section, Harrison Utilities may cause such required action to be taken and bill the property owner for such costs. If such costs are not paid within thirty (30) days, such notice shall be assessed as a special charge against the property, pursuant to Section 66.0627, Wisconsin Statutes. Harrison Utilities may also seek to impose penalties for the violation pursuant to Section 30-108 of this Ordinance.

## 30-312 Private Well Permitting and Abandonment

(a) *Abandonment Requirement.* All private wells located on premises served by Harrison Utilities' water system shall be abandoned in accordance with the terms of this ordinance and Chapter NR 812, Wisconsin Administrative Code, no later than 1-year

from the date of connection of the premises served by the Harrison Utilities' water system, unless the owner or occupant of the premises obtains a well operation permit from Harrison Utilities.

(b) *Notice of Private Well.* After a premises is hooked up to Harrison Utilities' water system, Harrison Utilities shall issue a private well notice request to the owner or occupant of the premises to determine whether a private well is located on the premises. Completion of the Harrison Utilities' private well notice request by the owner or occupant of the premises is required.

(c) *Safe Water Test.* If a private well is located on the premises, the owner or occupant of the premises must provide Harrison Utilities with a "safe water test" by a recognized well water testing service. Harrison Utilities shall keep a copy of the safe water test on file. Additional safe water tests shall be required at the time of each renewal of a well permit.

(d) *Well Operation Permit.* Harrison Utilities may grant a permit to a private well owner or user to operate a well for a period not to exceed 5-years. The permit may be renewed for subsequent 5-year periods provided the conditions required by Wisconsin Administrative Code and this ordinance are met. The following conditions must be met for issuance or renewal of a Well Operation Permit:

(1) The well must be inspected by a licensed well inspector upon the initial permit issuance and every 10 years thereafter.

(2) The well and pump installation meet or are upgraded to meet the requirements of Chapter NR 812, Wisconsin Administrative Code.

(3) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by 2 samplings taken a minimum of 2 weeks apart, but no more than 2 months apart. No exception to this condition may be made for an unsafe well, unless the Department of Natural Resources approves, in writing, the continued use of the well.

(4) There are no cross-connections between the well and pump installation and Harrison Utilities' water system.

(5) The well and pump installation are used for non-potable purposes such as filling swimming pools, lawn care and maintenance, home and auto/boat/motor vehicle washing.

(e) *Abandonment Procedures.*

(1) All wells abandoned under this Ordinance shall be abandoned according to the procedures and methods of Chapter NR 812, Wisconsin Administrative Code.

(2) The owner of the well, or the owner's agent, shall notify Harrison Utilities at least 48 hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by a representative of Harrison Utilities.

(3) An abandonment report form, supplied by the Department of Natural Resources, shall be submitted by the well owner to Harrison Utilities and the Department of Natural Resources with 10 days of the completion of the well abandonment.

(f) *Enforcement.* If a property owner violates this Section, the Village or Harrison Utilities may cause the well abandonment to be performed and bill the property owner for the costs of the well abandonment. If such costs are not paid within thirty (30) days, the costs shall be assessed as a special charge against the property, pursuant to Section 66.0627, Wisconsin Statutes. The Village or Harrison Utilities may also seek to impose penalties for the violation pursuant to pursuant to Section 30-108 of this Ordinance.

## 30-313 Water Services Rates

(a) The rates of the Harrison Water Utility are developed through a rate-making process between the Village and the Public Service Commission of Wisconsin (PSC). The result of the rate-making process is an order from the PSC for water rates and public fire protection charges as authorized under Wis. Stats. §§ 197.01, 196.03 and 196.20.

(b) The rates and regulations of the Harrison Water Utility in effect at any time are the authorized rates and regulations on file with the PSC. Copies of these rates and regulations are available from the Village at the Harrison Municipal Building at N8722 Lake Park Rd., Menasha, WI 54952 and the PSC. Copies may also be posted on the Village website and/or the PSC website.

(c) Customers of the Harrison Water Utility are informed of new rates as they become effective as required by Wis. Adm. Code PSC 185.33(1), as may be amended from time to time.

## 30-314 Payment of Bills

(a) All water services, charges and special assessments shall be a lien on the lot, part of a lot, or land on which water services were supplied. All sums which have accrued during the preceding year, and which are unpaid by the first day of October of any year, shall be certified to the Village of Harrison to be placed on the tax roll for collection as provided by Section 66.0821 of Wisconsin Statutes.

### 30-315 Enforcement

(a) Harrison Utilities may pursue enforcement of a violation of any provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder pursuant to Section 30-108 of this Ordinance.

## SUBCHAPTER IV
## SEWER AND WATER MAIN EXTENSIONS IN PLATTED SUBDIVISIONS

### 30-401 Sanitary Sewer and Water Main Permitting Requirements, Procedures and Fees

(a) *Permit Required.* No person, developer, business, or entity may undertake sanitary sewer or water main and lateral construction activity in a platted subdivision without receiving a Sanitary Sewer and Water Main Plan Review permit from Harrison Utilities prior to commencing the proposed activity.

(b) *Permit Application and Fees.* Any responsible party desiring a permit shall submit to Harrison Utilities a permit application made on a form provided by Harrison Utilities for that purpose.

(1) A permit application must be accompanied by a sanitary sewer and water main and lateral plan and a nonrefundable permit administration fee. The permit administration fee shall be established by the Village Board and set forth in the Village Fee Schedule.

(2) Permit review fees and inspection fees will be billed for actual cost of time and materials by Harrison Utilities, or its engineer.

(3) The sanitary sewer and water main and lateral plan shall be prepared to meet the current requirements of Harrison Utilities Standard Specifications for Sanitary Sewer & Water Main Construction (a copy of which is available from the Utilities Office).

(c) *Review and Approval of Permit Application.* Harrison Utilities shall review any permit application that is submitted with a sanitary sewer and water main and lateral plan

and the required fee. Harrison Utilities may request an applicant submit additional information to assist in Harrison Utilities' review. If the application and plan are approved, Harrison Utilities shall issue the permit. If the permit application, and plan, is disapproved, Harrison Utilities shall provide in writing the reasons for disapproval.

(d) *Permit Requirements.* All permits issued under this Section shall be subject to the following conditions, and holders of permits issued under this Section shall be deemed to have accepted these conditions.

(1) The responsible party shall design and install all structural and non-structural sanitary sewer and water main and lateral infrastructure in accordance with the approved sanitary sewer and water main plans and this permit.

(2) The responsible party shall notify Harrison Utilities at least ten (10) business days before commencing any work in conjunction with the sanitary sewer and water main and lateral plan.

(3) The responsible party shall maintain all sanitary sewer and water main and lateral infrastructure in accordance with the sanitary sewer and water main and lateral plan until the infrastructure is dedicated to Harrison Utilities.

(4) Upon completion of the project, the responsible party shall submit "as built" plans to Harrison Utilities in a manner acceptable, both digitally and hardcopy, to Harrison Utilities.

(5) The responsible party shall permit property access to Harrison Utilities or its designee for the purpose of inspecting the property for compliance with the approved sanitary sewer and water main and lateral plan and the permit prior to Harrison Utilities accepting the dedication of the property.

(6) Compliance with the permit does not relieve the responsible party of the responsibility to comply with other applicable federal, state, and local laws and regulations.

(e) *Inspections.* All sanitary sewer and water main and lateral construction activities shall be inspected by Harrison Utilities, or a third party selected by Harrison Utilities. Inspection fees will be billed for actual cost of time and materials by Harrison Utilities, or its third party.

(f) *Enforcement.* All sanitary sewer and water main and lateral construction shall be as per approved sanitary sewer and water main and lateral plans and permit. If a

responsible party violates a permit condition, Harrison Utilities may suspend or revoke the permit.

(g) *Permit Duration.* Permits issued under this Section shall be valid from the date of issuance through the date Harrison Utilities notifies the responsible party that all sanitary sewer and water main and lateral infrastructure have passed the required final inspection.

(h) *Connection to Harrison Utilities.* Sanitary sewer and water main and lateral infrastructure constructed pursuant to a permit under this Section must be dedicated to Harrison Utilities before it may be connected to Harrison Utilities' infrastructure.

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| APPENDIX A | Fee and Penalty Schedule | |
|---|---|---|
| **CODE SECTION** | **DESCRIPTION** | **AMOUNT** |
| | **UTILITY 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(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lakeshore Area - Single Family and Duplex Per Connection | $200 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lakeshore Area - Multi-Family - First Unit Per Connection | $200 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lakeshore Area - Multi-Family - Each Additional Unit Per Connection | $160 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lakeshore Area - Commercial, Industrial, Instiutional - Per Acre | $360 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: Village of Harrison - Single Family and Duplex Per Connection | $520 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: Village of Harrison - Multi-Family - First Unit Per Connection | $520 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: Village of Harrison - Multi-Family - Each Additional Unit Per Connection | $420 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: Village of Harrison - Commercial, Industrial, Instiutional - Per Acre | $940 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: City of Menasha - Single Family and Duplex Per Connection | $270 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: City of Menasha - Multi-Family - First Unit Per Connection | $270 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: City of Menasha - Multi-Family - Each Additional Unit Per Connection | $220 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 4 Service Area: City of Menasha - Commercial, Industrial, Instiutional - Per Acre | $490 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 6 Service Area - Single Family and Duplex Per Connection | $2,060 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 6 Service Area - Multi-Family - First Unit Per Connection | $2,060 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 6 Service Area - Multi-Family - Each Additional Unit Per Connection | $1,650 |
| 30-206(b)(4) and Resolution V2023-07 | Sewer Connection Fee - Lift Station 6 Service Area - 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 |
| 30-216(c) | Sanitary Sewer Monthly Service Charge - 1" Meter | $33.95 |
| 30-216(c) | Sanitary Sewer Monthly Service Charge - 1 1/2" Meter | $76.13 |
| 30-216(c) | Sanitary Sewer Monthly Service Charge - 2" Meter | $108.65 |
| 30-216(c) | Sanitary Sewer Monthly Service Charge - 3" Meter | $164.61 |
| 30-216(c) | Sanitary Sewer Monthly Service Charge - 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)<br>$100 (Multi-Family)<br>$100 (Commercial Development) |
| 30-401(b)(2) | Sanitary Sewer & Watermain Permit Review and Inspection Fees | Actual Cost of Time and Materials |

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Initial Review of the 5 - Year Road Paving Plan Review

**Issue:**
Does the Village Board approve the 5-year Road Paving Plan Update?

**Background and Additional Information:**
Staff has met multiple times to generate this plan including the Village Engineer. The revised 2025-2029 plan was based off 2023 PASER ratings. The items highlighted in yellow were added to the plan this year. Other projects were modified to complete the design the first year and reconstruction the second year especially if the project requires right-of-way acquisition and/or wetland delineations.

Another new feature of the plan is the potential funding source category. Staff reviewed each project for possible grants, TID funds, impact fees, and capital borrowing.

TID 3 which was created for the Driscoll project will have excess increment after the development incentive is paid off by 2029 or sooner and could be used to fund reconstruction of Manitowoc Road, Eisenhower (to meet the terms of the development agreement- Manitowoc to Midway) and Midway (N. Coop to Noe).

Projects were also added to the plan that may be longer than 5 years out for grant application purposes since most grants ask if the project is in a plan.

Staff encourages Trustees to review the plan and call the Assistant Village Manager with questions/comments prior to the next board meeting.

**Budget Impacts:**
None

**Recommended Action:**
Motion to hold item to the August meeting to allow board members time to review plan and ask questions of staff.

**Attachments:**
- CIP (Road Plan) 2025-2029 DRAFT 7-11-24.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

# 5-Year Proposed Road Plan DRAFT
## 2025-2029

| Item | Description | Potential Funding Source | 2023 Paser Rating | Funding Years 2025 *** | 2026 | 2027 | 2028 | 2029 or later | Total Project Cost |
|---|---|---|---|---|---|---|---|---|---|
| Cedar Ridge Estates & Ashland Hollows 1st Add. (Christopher Ln, Elmview Dr, Oak Lawn Dr, 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 Subdivsion (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 | $158,500 | | | | | |
| 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, Red Clove Tr, Hartford Ln, Chadbury Ln, Cumblerland 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 pedestrial trail, add bike lanes. | Capital/Transp Impact Fee/ STP-U | 6 | | | | | $10,000,000 | $ 10,000,000 |
| **Totals (2024 costs)** | | | | $3,136,100 | $ 3,923,100 | $ 1,617,354 | $ 3,192,000 | $22,850,877 | $ 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. $1M savings from 2024
Yellow Highlighting reflects new project added to the 5-year plan

**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

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek

**Meeting Date:**
July 30, 2024

**Title:**
Request from Tonya Erickson, N6788 Harrison Road, to install and maintain wagon wheels in the Village right-of-way.

**Issue:**
Does the Village Board accept the installation and maintenance of wagon wheels in the right-of-way?

**Background and Additional Information:**
There has been some ongoing property line dispute between neighbor with properties on Harrison Road. Village staff had informed Ms. Erickson that wagon wheels in the right of way are not approved under the current right of way permitting and the only way to receive approval to install and maintain them in the right of way is ask the Village Board for special approval.

**Budget Impacts:**
None

**Recommended Action:**
Motion as determined by the Board.

**Attachments:**
- 2622_001.pdf
- $R1C4PRP.jpg

## Chad Pelishek

**From:** Tonya Erickson <erickson_tl@icloud.com>
**Sent:** Monday, July 8, 2024 10:51 AM
**To:** Jeff Funk; Josh Sherman; Chad Pelishek
**Subject:** Request for approval

Hello,

I am writing to request permission to install two wagon wheels on my property egress.
These would be installed one on each side of my asphalt approach in line with the drainage ditch.
They would be installed using rebar in which the metal wagon wheel would be attached to.
They will be secure to prevent hazard but also removable in the case that the village should ever need to conduct work here.

The wheels are 36 inches round. I would like to place them in line with the drainage ditch, one on each side of my driveway. I will also attach reflective lights to them as there are no street lights in the area and this will serve as a marker for my property entrance.

Can you please add my request to the next board meeting.

Thank you

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Development Agreement between the Village of Harrison and Fairways, LLC.

**Issue:**
Does the Village Board approve the TID 2 Development Agreement for Fairways, LLC?

**Background and Additional Information:**
The Village Board reviewed this agreement in November 2021. The board at the time supported approval in closed session with additional conditions being met. The previous planner communicated in an email that the agreement needed to be amended to include the additional conditions and the final agreement approved by the Board. The revised agreement was never brought back to the board. The developer has since built the building with the understanding that they would be reimbursed as a pay-go TID incentive.

After extensive research into this issue, no information was found on the additional conditions. Village staff has reviewed the project as of today, including the value of building permits and believes the incentive amount is acceptable and the TID can support it, so staff is recommending approval of the attached agreement.

**Budget Impacts:**
$30,000 Pay-GO TID 2

**Recommended Action:**
Motion to approve the development agreement between the Village of Harrison and Fairways, LLC.

**Attachments:**
- Fairways Lawn Care Snow Removal - TID #2 Dev Agr.pdf

TAX INCREMENTAL FINANCING DISTRICT #2 (TID #2)
FAIRWAYS, LLC (FAIRWAYS LAWN CARE & SNOW REMOVAL)
DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT, hereinafter referred to as "Agreement", is dated as of the ___ day of _____, 20___, by and between FAIRWAYS, LLC, a Wisconsin limited liability company, hereinafter referred to as "Developer" and the VILLAGE OF HARRISON, a Wisconsin municipal corporation, hereinafter referred to as the "Village".

RECITALS

Developer and Village acknowledge the following:

A. Developer has purchased real property located in the Village and identified on Exhibit A attached hereto, referred to as the "Property". The Property is currently vacant land.
B. Effective January 1, 2019, the Village created Tax Increment District #2 (TID #2) pursuant to Section 66.1105, Wis. Stats. and approved a plan for the development of TID #2, also known as the TID #2 Project Plan. The Property is located entirely within the boundaries of TID #2.
C. Subject to Developer receiving the financial assistance set forth herein, Developer intends to develop the Property as a multi-tenant commercial development to be developed as two phases, phase one being a 5,100 square foot building for the Developer and phase two being a 3,500 square foot addition for additional tenants (the "Project") that will increase the Property value and provide other tangible benefits to the surrounding area and to the Village as a whole. The Project is consistent with the TID #2 Project Plan.
D. The Village desires to encourage economic development, expand its tax base, and create new jobs within the Village and the TID #2. The Village finds that the development of the Property and the fulfillment, generally, of the terms and conditions of this Agreement are in the vital and best interest of the Village and its residents and serve a public purpose.
E. The Project would not occur without the use of Tax Increment Financing.
F. The Developer has approved this Agreement and authorized the appropriate officers to execute this Agreement on the Developer's behalf.
G. All terms that are capitalized but not defined in this Agreement and that are defined under Tax Increment Law shall have the definitions assigned to such terms by the Tax Increment Law.

AGREEMENTS

NOW, THEREFORE, in consideration of the Recitals and the promises and undertakings set forth herein, the parties mutually agree and covenant as follows:

ARTICLE I
DEVELOPER OBLIGATIONS AND WARRANTIES

A. Developer has received a Conditional Use Permit and agrees to obtain Site Plan Review approval for the Project and shall complete such Project in accordance with the Conditional Use Permit, Site Plan Review approval, all applicable Village zoning and building codes, ordinances, and regulations.
B. Developer warrants and represents to the Village that the anticipated assessment for the completed Project will be $800,000. Developer warrants that during the life of TID #2, neither Developer nor any successor in interest of the Developer will contest any assessment of $800,000 or less or claim that the value of the land and improvements is less than $800,000.
C. Developer warrants and represents to the Village that the temporary wall (north side of phase 1 building) will be clad in final building materials by July 27, 2026, within five (5) years of Conditional Use Permit approval granted on July 27, 2021.
D. Developer warrants and represents to the Village that, but for the assistance to be provided by the Village under Article II, herein, Developer would not be able to proceed with the Project.
E. Developer warrants that to the extent any public improvements or infrastructure are included within the scope of work for the Project, Developer will complete the installation of same in accordance with Village specifications and dedicate same to the Village upon completion.
F. During construction and prior to Project completion, Developer will provide the Village and Village Assessor (Accurate Appraisal) with any requested information so that the assessor can reach an accurate and defensible valuation of the Project for purposes of real and personal property taxation. Following project completion and occupancy permit issuance, Developer will provide the Village and Village Assessor with the necessary income and expense information annually for the accurate valuation of the Project during the life of TID #2 consistent with the type and quantity of information that is customarily provided to the Village Assessor for like properties.
G. Developer warrants that if the Project does not meet the value agreed to herein, or if the Developer fails to perform or under-performs any additional requirements stated in this Agreement, or if the Developer fails to operate the business during the payback period, the Developer shall repay the entire Village contribution or payment.

ARTICLE II
VILLAGE OBLIGATIONS

A. Village shall cooperate with Developer throughout the development of the Project and shall promptly review and/or process all submissions and applications in accordance with applicable Village ordinances.
B. Subject to all of the terms, covenants and conditions of this Agreement, and applicable provisions of law, and as an inducement by the Village to Developer to carry out the Project, the Village will provide cash grants to Developer solely from future Tax Increments to assist with and reimburse the Developer's Development Costs (hereinafter the cash grants shall be referred to as the "Village Contribution"). The Village Contribution shall not exceed a total of Thirty Thousand Dollars ($30,000). If assessed value of Project is less than $800,000 the Village Contribution shall be reduced accordingly. Development Costs shall include costs for the construction of improvements including infrastructure improvements, environmental remediation costs, demolition, interior remodeling, and the clearing, grading and development of the Project. Project Costs shall not include any payments for leasing, or reimbursement, for any projects not located within the Property.
C. As the sole source for payment of the Village Contribution, the Village agrees to pay Tax Increments allocable to the Property to Developer annually until the Expiration Date, herein defined, on the following terms: until Developer has been paid the Village Contribution, the Village shall pay eighty (80%) of any positive Tax Increment actually received and attributable to the Property, to the Developer, and the Village shall retain for other TID #2 expenses the remaining twenty percent (20%). The Expiration Date shall be the earliest to occur of: (i) the date on which the Village Contribution has been paid; or (ii) January 1, 2038. The Village Contribution, as evidenced by this Agreement, shall be a special and limited obligation of the Village and not a general obligation. Payments under this Agreement shall be due in annual installments on April 1 of each year for the previous year's Tax Increment, beginning on April 1 of the calendar year following the first tax year in which there is a positive Tax Increment and continuing on each April 1 thereafter until the Expiration Date. If Developer pays taxes in installments, payments shall be due on April 1 and October 1 of the calendar year based on the taxes paid during each installment. Payments under this Agreement shall be made solely from Tax Increments attributable to the Property actually received by the Village each year. In no event shall the Village's payment to Developer exceed the total amount of Tax Increments generated by the Property.
D. Developer hereby acknowledges that, as a result of the special and limited nature of the Village's obligation to pay the Village's Contribution, Developer's recovery of the Village Contribution is not guaranteed and depends on factors including, but not limited to, future mill rates, changes in the assessed value of the Property, the failure of the Property to generate the Tax Increments at the rate expected, reduction in Tax

Increments caused by revenue-sharing, changes in Tax Increment Law, and other factors beyond the Village's and/or Developer's control.

E. Village agrees to issue occupancy permits provided Developer satisfies all building, zoning, and other requirements for occupancy of a building.
F. Village's payment of each installment of the Village Contribution is conditioned upon the following:
    1. The Village's Planner annually determining that the Developer is proceeding with the Project and operating the Project.
    2. Completion of the entire Project on or before December 31, 2023, unless an extension is granted by the Village.

## ARTICLE III
## PAYMENT OF TAXES; PAYMENT IN LIEU OF TAXES

A. Throughout the life of the TID #2, Developer will pay (or cause to be paid) all ad valorem property taxes properly assessed against the Property within the boundaries of the TID #2 on which the Project is located before such taxes become delinquent.
B. Developer shall enter into a restrictive covenant in customary form requiring any owner of the Project to make payments in lieu of taxes, in an amount equal to the amount of property taxes which would otherwise be payable to all taxing jurisdictions, in the event that all or any portion of the Project site becomes tax exempt from ad valorem property taxes during the life of TID #2 and for 20 years thereafter. The covenant shall be recorded and shall run with the land for 20 years.

## ARTICLE IV
## SALE OF PROPERTY

A. Should the Developer convey the Property, or any portion of the Property, to any party (related or unrelated), all payments of Village Contributions shall cease and the Village's obligation to make any further payments shall be at an end.

[Signatures on following page.]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year as stated herein.

**FAIRWAYS, LLC**

BY: _____

Printed Name: Jeffrey Feistel

Title: Sole Member

STATE OF WISCONSIN )
) SS
COUNTY OF WAUKESHA )

Personally came before me this _____ day of _____, 20__ , 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___.

By: _____

, Village President

Attest: _____

Vicki Tessen, Village Clerk

EXHIBIT A: Property Legal Description

Lot 1 of Certified Survey Map #3174 being in the Northwest 1/4 of the Northwest 1/4 of Section 1, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Development Agreement for Cedar View Subdivision.

**Issue:**
Does the Village Board approve the developer's agreement for Cedar View Subdivision?

**Background and Additional Information:**
Lou Mar, LLC is planning a 12-lot subdivision off Manitowoc Road between Southtowne Place and Paper Trails. The agreement follows the Villages template used in recent subdivisions like Harrison Heights 2.

The developer will be responsible for all infrastructure and roadway construction. The subdivision will have sidewalks. It will not have a trail system around the detention pond due to grades and the size of the lot being restricted. The agreement also allows for reimbursement of water main looping by Harrison Utilities. The agreement also requires a payment in lieu of parkland dedication.

The agreement previously reviewed templates that were approved by the Village Attorney and Village Engineer.

Staff recommends approval of the agreement.

**Budget Impacts:**
None

**Recommended Action:**
Motion to approve the Development Agreement for Cedar View Subdivision as presented.

**Attachments:**
- Cedar View Developers Agreement (003).pdf

**SUBDIVISION DEVELOPMENT AGREEMENT**
**CEDAR VIEW**

THIS AGREEMENT, made this _____ day of _____, 20___, between LouMar Properties, LLC 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 5.5-acres of land in the Village, said land being referred to as "Cedar View" described as:

> *A parcel of land being part of Lot One, Lot Two and part of Outlot One of Certified Survey Map #1096, in Volume 7 of Survey Maps on Page 342 as Document #176379, being part of the Northeast ¼ of the Southwest ¼ of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County.*

WHEREAS, Subdivider desires to subdivide and develop said lands;

WHEREAS, said lands are presently zoned or planned to be zoned as **RS-1 | Single-Family Residential (Suburban)** 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 **Cedar View** 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. <u>ROADS AND STREETS</u>** 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 <u>1½"temporary asphalt binder</u> 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 temporarily approved, the roads will sit for a period not less than two (2) freeze/thaw cycles but no more than three (3) years.*

*After the specified time period, the mountable curb and gutter shall be installed, the 4-inch (2 ¾ binder and 1 ¼ finish coat) asphalt paving completed. The Subdivider shall be responsible for the construction of the mountable curb and gutter, asphalt paving, and sidewalk/aprons 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, and sidewalks/aprons 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** | **Cedar View** |
| Final Plat Approval | August 2024 |
| Sanitary, Water, and Storm Sewers | November 2024 |
| Utilities (Gas, Electric, Phone, Cable, etc.) | December 2024 |
| Grade & Gravel | November 2024 |
| Terraces | October 2026 |
| 1½" Temporary Asphalt Binder | November 2024 |
| Concrete Mountable Curb & Gutter | October 2026 |
| 4" Asphalt Pavement | October 2026 |
| Sidewalks | October 2026 |

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 apron.

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

1. Due to constraints of the storm water detention pond serving the development, no trails are being planned around the detention pond outlot.

**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.

4. *Harrison Utilities* agrees to cover the costs of the 8' water main installation and gate values to extend the water main to loop the Papermaker Subdivision at a cost of $20,122.50. Exhibit D includes the cost estimate and plan for the work.

**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 twelve (12') 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.

5. To remove the existing trees along the east and west property lines where the trees are in drainage easements.

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

1. None

**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. Harrison Utilities shall cover the cost of third-party inspections related to the approximate 189 lineal feet of 8" water main and valve installation.

**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 $5,745. 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 12 lots in Cedar View.

**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.

**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 contractors**, and verified by the Village staff is $184,046.

   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__.

**LOUMAR PROPERTIES, LLC**

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__.

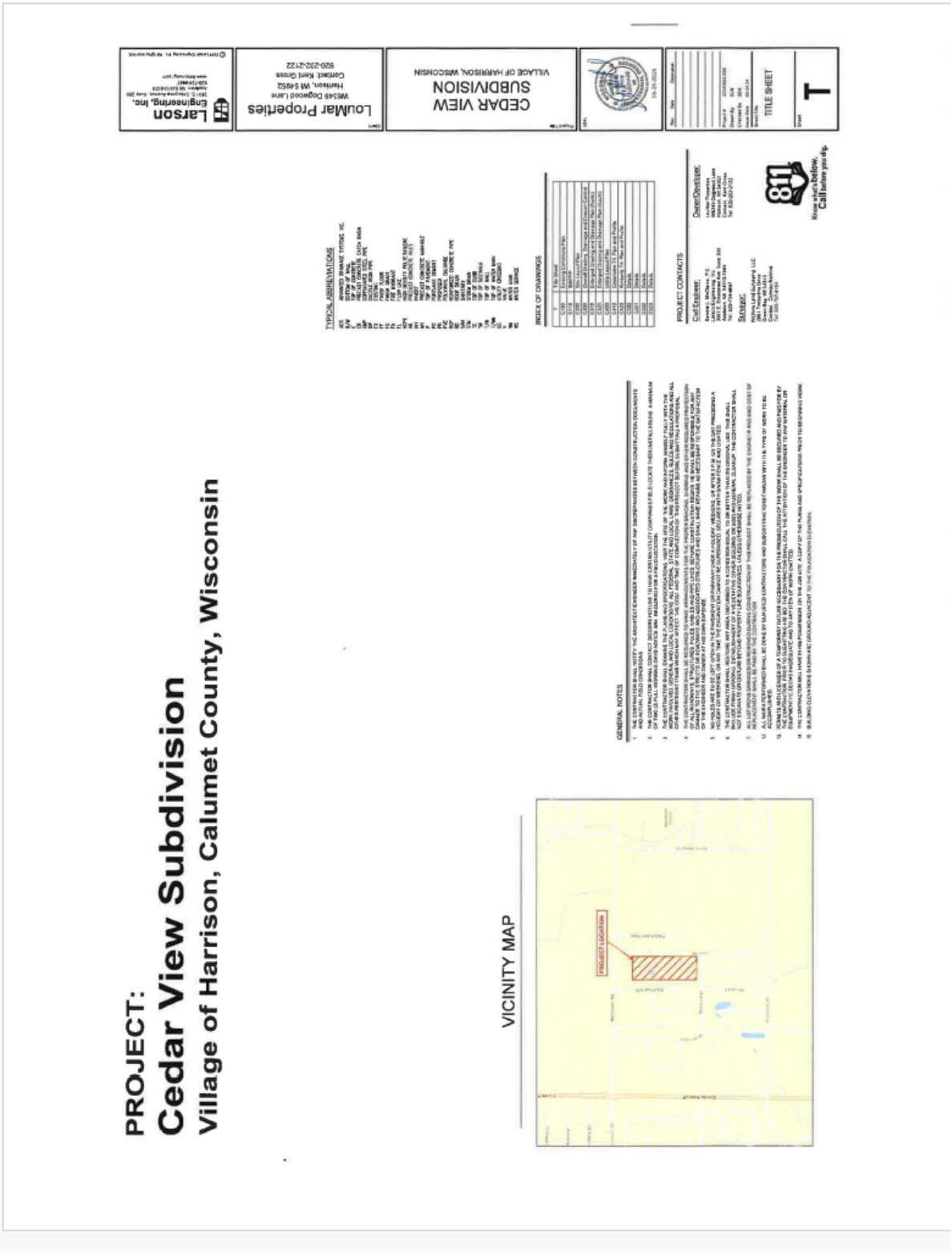
**VILLAGE OF HARRISON**

By: _____
Allison Blackmer, Village President

Attest: _____
Vicki Tessen, Village Clerk

EXHIBIT A

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



Larson Engineering, Inc.
3331 E. Calumet, Suite 200
Appleton, WI 54915-8609
920-731-4467
www.larsoneng.com
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Client
LouMar Properties
W8349 Dogwood Lane
Harrison, WI 54952
Contact: Kent Gross
920-202-2122

Project Title
CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN

SEAL
WISCONSIN
KYLE M. HOLTZ
E-38400
PROFESSIONAL ENGINEER
05-31-2024

| Rev. | Date | Description |
|---|---|---|
| | | |

Project # 3224005.000
Drawn By KLH
Checked By KHK
Issue Date 05.03.24

## GENERAL STORMWATER POLLUTION PREVENTION

## POLLUTION CONTROL

## EROSION CONTROL

## SEDIMENT CONTROL

## RIP RAP

## PERIMETER SEDIMENT CONTROL

## STONE TRACKING PAD (CONSTRUCTION ENTRANCE)

## TEMPORARY SEDIMENT BASINS

## DEWATERING

## INSPECTION AND MAINTENANCE

## GENERAL SOIL STABILIZATION

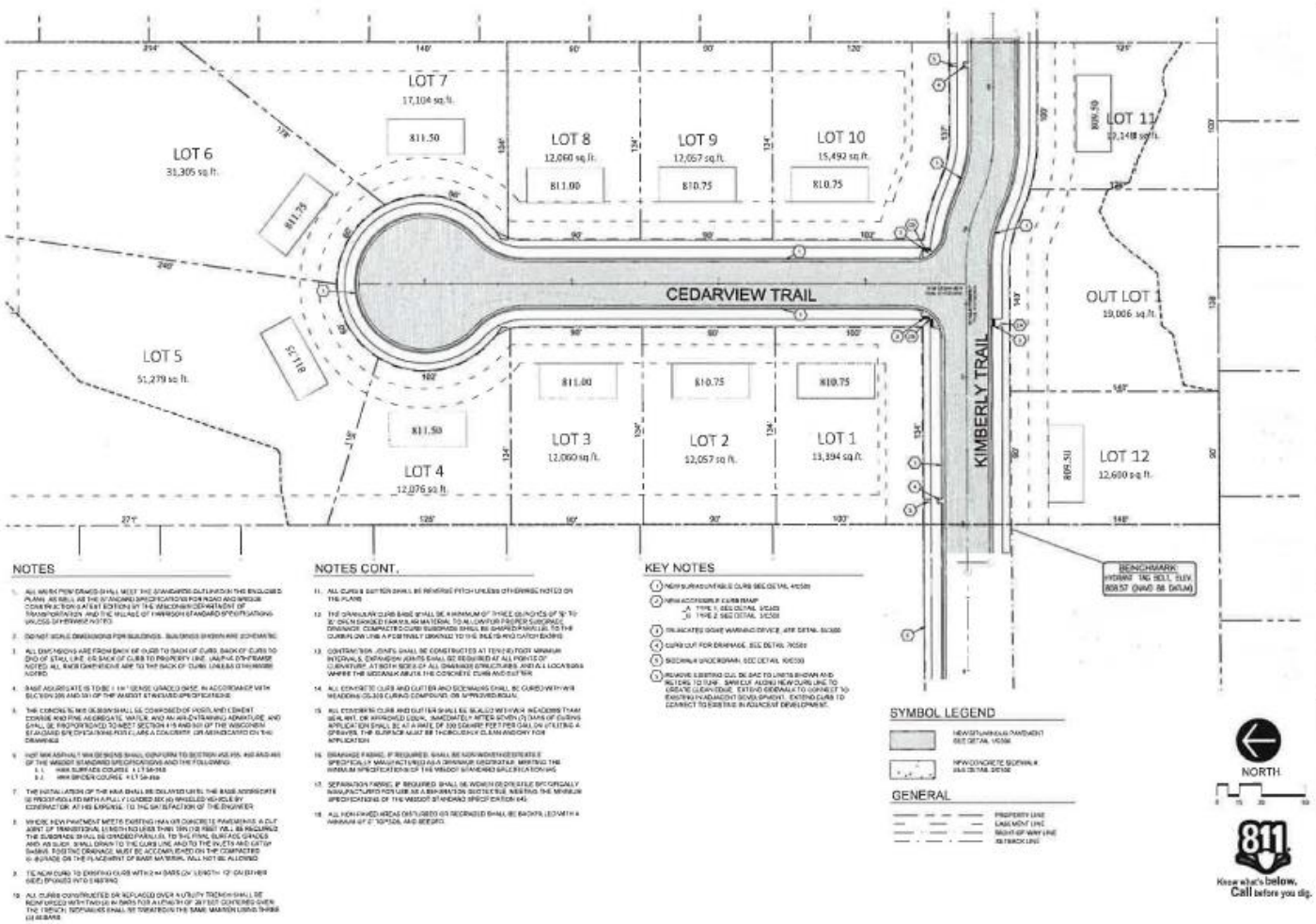

Larson Engineering, Inc.


LouMar Properties
Walsh Dogwood Lane
Harrison, Wi 54952
Contact: Ken Gross
920-209-2122

CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN

STORMWATER POLLUTION PREVENTION PLAN

Sheet
C110


LOT 7
17,104 sq.ft.
LOT 6
31,305 sq.ft.
LOT 8
12,060 sq.ft.
LOT 9
12,057 sq.ft.
LOT 10
15,492 sq.ft.
LOT 11
12,148 sq.ft.
CEDARVIEW TRAIL
KIMBERLY TRAIL
OUT LOT 1
19,006 sq.ft.
LOT 5
51,279 sq.ft.
LOT 3
12,060 sq.ft.
LOT 2
12,057 sq.ft.
LOT 1
13,394 sq.ft.
LOT 12
12,600 sq.ft.
LOT 4
12,076 sq.ft.
BENCHMARK
HYDRANT TAG BOLT, ELEV.
808.57 (NAVD 88 DATUM)
NOTES
NOTES CONT.
KEY NOTES
SYMBOL LEGEND
GENERAL
NORTH
Know what's below.
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LouMar Properties
W5348 Dogwood Lane
Harrison, WI 54952
Contact: Kent Gross
920-202-2122
CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN
05-31-2024
SITE LAYOUT
C200

CEDARVIEW TRAIL
KIMBERLY TRAIL
KIMBERLY TRAIL
STORMWATER NOTES
STORM PIPE SIZING NOTES
SYMBOL LEGEND
NORTH
811
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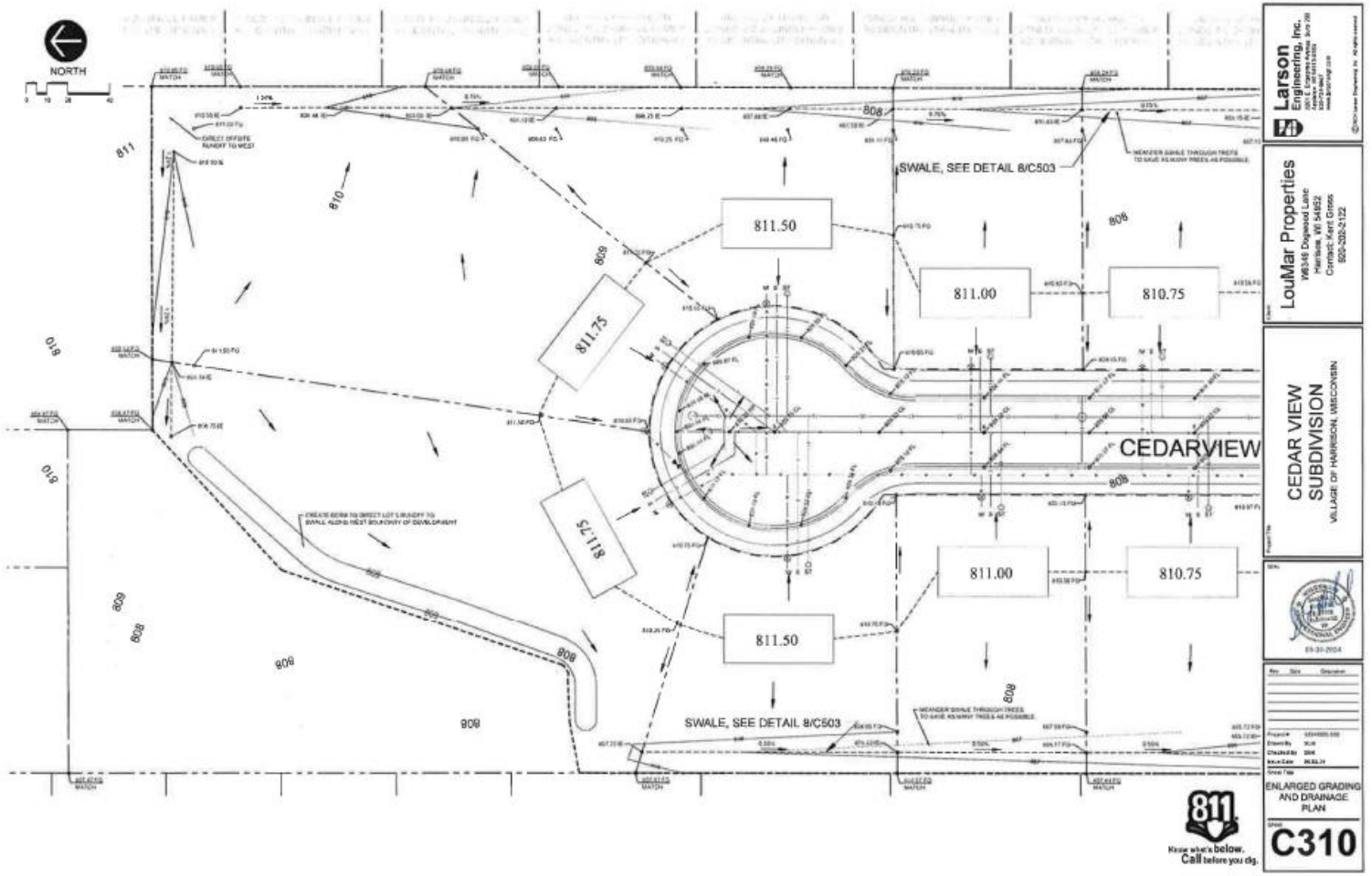
Larson Engineering, Inc.
LouMar Properties
CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN
OVERALL GRADING, DRAINAGE AND EROSION CONTROL PLAN
C300


NORTH
SWALE, SEE DETAIL 8/C503
811.50
811.00
810.75
811.75
CEDARVIEW
811.00
810.75
811.50
SWALE, SEE DETAIL 8/C503
Larson Engineering, Inc.
LouMar Properties
W8346 Dogwood Lane
Harrison, WI 54952
Contact: Kent Gross
920-202-2122
CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN
05-30-2024
ENLARGED GRADING AND DRAINAGE PLAN
C310
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## GRADING NOTES

1. ALL WORK PERFORMED SHALL MEET THE STANDARDS OUTLINED IN THE ENCLOSED PLANS, AS WELL AS THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (LATEST EDITION) BY THE WISCONSIN DEPARTMENT OF TRANSPORTATION AND THE VILLAGE OF HARRISON STANDARD SPECIFICATIONS UNLESS OTHERWISE NOTED.
2. THE CONTRACTOR SHALL VERIFY ALL ELEVATIONS PRIOR TO THE START OF WORK. ANY DISCREPANCIES FOUND SHALL BE IMMEDIATELY REPORTED TO THE ARCHITECT/ENGINEER AND NO FURTHER WORK SHALL BE PERFORMED UNTIL THE DISCREPANCY IS CHECKED AND CORRECTED BY THE ENGINEER.
3. ELEVATIONS ARE USGS NAVD88 DATUM.
4. ALL PROPOSED ELEVATIONS SHOWN ON PLAN ARE FINISHED SURFACE ELEVATIONS. CONTRACTOR TO ADJUST ALL EXISTING STRUCTURES TO MEET NEW FINISHED GRADE'S. BUILDING ELEVATIONS SHOWN ARE PROPOSED GRADE ADJACENT TO THE FOUNDATION ELEVATION.
5. IN ALL AREAS WHERE DETAILED SPOT GRADES ARE NOT SHOWN, FINISHED ASPHALT SURFACE ELEVATIONS SHOULD MEET EXISTING GUTTER FLAGE NO MAIN EXISTING SURFACE SLOPES TO ENSURE POSITIVE DRAINAGE TO CATCH BASINS.
6. BOB MAN SLOPES THROUGHOUT THE PROJECT AREA SHALL NOT EXCEED 2.0% CROSS SLOPE AND 5.0% RUNNING SLOPE.
7. UNSUITABLE MATERIAL ENCOUNTERED IN EXCAVATING FOR PAVEMENT SUBGRADES SHALL BE SEPARATED AND REPLACED WITH SUITABLE MATERIAL TO THE LIMITS APPROVED BY THE ENGINEER. UNSUITABLE MATERIAL THAT IS EXCAVATED SHALL BE DISPOSED OF AT THE CONTRACTOR'S EXPENSE.
8. TOPSOIL EXCAVATED SHALL BE STOCKPILED ON THE SITE IN AREAS DESIGNATED BY THE ENGINEER UNTIL SUCH TIME THAT THE TOPSOIL CAN BE USED FOR FINAL GRADING.
9. DEWATERING
   A. PREVENT SURFACE WATER AND GROUNDWATER FROM ENTERING EXCAVATIONS, FROM PONDING ON PREPARED SUBGRADES, AND FROM FLOODING PROJECT SITE AND SURROUNDING AREA.
   B. PROTECT SUBGRADES FROM SOFTENING, UNDERMINING, WASHOUT, AND DAMAGE BY RAIN OR WATER ACCUMULATION.
      - DRY OUT SURFACE WATER BY DITCH AWAY FROM EXCAVATED AREAS. DO NOT ALLOW WATER TO ACCUMULATE IN EXCAVATIONS. DO NOT USE EXCAVATED TRENCHES AS TEMPORARY DRAINAGE DITCHES.
      - INSTALL DEWATERING SYSTEM AS REQUIRED TO KEEP SUBGRADES DRY AND LOWER GROUNDWATER AWAY FROM EXCAVATIONS. MAINTAIN UNTIL DEWATERING IS NO LONGER REQUIRED. REFER TO AFOREMENTIONED GEOTECHNICAL REPORT FOR INFORMATION RELATED TO GROUNDWATER ELEVATIONS.
      - DEWATERING SYSTEMS TO INCLUDE MEASURES TO PREVENT SEDIMENT TRANSPORT IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCE TECHNICAL STANDARD 1061.

## FILL PLACEMENT NOTES

1. BEFORE PLACING ANY FILL WITHIN PAVEMENT OR STRUCTURE AREAS, THE EXISTING SUBGRADE SHALL BE COMPACTED AS INDICATED IN THE "COMPACTION" SECTION OF THESE SPECIFICATIONS. SOFT OR OTHERWISE UNSUITABLE MATERIALS SHALL BE REMOVED AS INDICATED IN THESE SPECIFICATIONS.
2. SUITABLE STRUCTURAL FILL MATERIALS SHALL BE OF A NATURE THAT WILL COMPACT AND DEVELOP A STABILITY SATISFACTORY TO THE GEOTECHNICAL ENGINEER. SUCH MATERIALS SHALL NOT CONTAIN FROZEN MATERIAL OR ANY MATERIAL WHICH, BY DECAY OR OTHERWISE, MIGHT CAUSE SETTLEMENT.
3. MATERIAL TYPES FOR STRUCTURAL FILL PURPOSES
   A. SUITABLE FINE-GRAINED SOILS - SOIL MATERIALS THAT COMPLY WITH ASTM D 2487 SOIL CLASSIFICATION GROUP CL AND MEET THE FOLLOWING REQUIREMENTS:
      - LABORATORY MODIFIED DRY DENSITY OF 110 PCF OR GREATER WHEN DETERMINED IN ACCORDANCE WITH ASTM D1557
      - PLASTICITY INDEX OF GREATER THAN 12
      - LIQUID LIMIT LESS THAN 45
      - PARTICLE SIZE DISTRIBUTION WITH GREATER THAN 50% PASSING THE NO. 200 SIEVE.
   B. SUITABLE COARSE-GRAINED SOILS - SOIL MATERIALS THAT COMPLY WITH ASTM D2487 SOIL CLASSIFICATION GROUPS GW, GP, SW, SP AND SC.
   C. UNSUITABLE FILL - SOIL MATERIALS THAT DO NOT MEET THE STATED CRITERIA FOR SUITABLE SOILS SHALL NOT BE USED AS STRUCTURAL FILL.
   D. BITUMINOUS CONCRETE AND GRANULAR BASE MATERIALS REMOVED FROM EXISTING PAVEMENT AREAS MAY BE USED AS STRUCTURAL FILL SUBJECT TO GRADATION, PLACEMENT AND COMPACTION CONTROL BY THE GEOTECHNICAL ENGINEER.
4. INSTALLED FILL LAYERS SUBJECTED OR OTHERWISE DAMAGED BY RAIN, PONDED WATER, OR CONSTRUCTION ACTIVITIES SHALL BE SCARIFIED, DRIED AND RECOMPACTED OR REMOVED AND REPLACED. THIS WORK SHALL BE PERFORMED AFTER LIFT OR FULL ACCEPTANCE, SHALL BE INCIDENTAL TO THE VARIOUS PORTIONS OF THE WORK.
5. UNSUITABLE SUBGRADE CONDITIONS
   A. WITHIN AREAS OF NEW OR RECONSTRUCTED PAVEMENTS, SOFT OR OTHERWISE UNACCEPTABLE SUBGRADE MATERIALS SHALL TYPICALLY BE REMOVED TO A DEPTH WHERE THE MINIMUM IN-SITU UNCONFINED COMPRESSIVE STRENGTH IS 2.0 TSF AND THE MOISTURE CONTENT IS NO MORE THAN 3 PERCENTAGE POINTS ABOVE THE OPTIMUM MOISTURE CONTENT PER ASTM D1557. WHEN THE DEPTH OF UNSUITABLE MATERIAL IS EXCESSIVE, AND DOES NOT WARRANT COMPLETE REMOVAL, REMEDIAL PROCEDURES WILL TYPICALLY REQUIRE PLACEMENT OF A GEOTEXTILE FABRIC (MIRAFI 600X OR APPROVED EQUAL) AND SUBSEQUENT WINDROW-STYLE, 11.2" CRUSHED GRADED AGGREGATE PER WISDOT 305, OR ALTERNATE ACCEPTABLE GRANULAR MATERIAL ON THE REMAINING MATERIAL TO ENABLE THE INSTALLATION OF PROPERLY COMPACTED EARTHFILL TO THE REQUIRED SUBGRADE LEVEL. ALTERNATIVE PROCEDURES MAY BE REQUIRED DEPENDING ON THE CONDITIONS ENCOUNTERED. SPECIFIC REQUIREMENTS FOR REMOVAL AND REMEDIAL PROCEDURES SHALL BE AS DIRECTED BY THE GEOTECHNICAL ENGINEER DURING THE EARTHWORK OPERATIONS.
   B. REMOVAL OF UNSUITABLE MATERIALS AND INSTALLATION OF REPLACEMENT FILL MATERIAL UNDER AND ADJACENT TO PROPOSED BUILDINGS AND STRUCTURES SHALL BE AS SPECIFIED BY THE GEOTECHNICAL ENGINEER.
6. SUITABLE FILL MATERIALS SHALL BE PLACED AS COMPACTED STRUCTURAL FILL UNDER PROPOSED PAVEMENTS, BUILDINGS AND STRUCTURES WHERE FILL IS NECESSARY. COMPACTED FILL SHALL BE PLACED TO ELEVATIONS REQUIRED TO INSTALL THE SPECIFIED FINISHED AND RETAINING THE INDICATED SURFACE ELEVATIONS OF THE PAVEMENTS AND GROUND SURFACES INDICATED ON THE PLANS.
7. UNSUITABLE MATERIALS MAY BE PLACED WITHIN ADJACENT OPEN SPACE AREAS ONLY WHERE FILL IS REQUIRED TO OBTAIN FINAL SUBGRADE LEVELS. IF BORROW PITS ARE USED TO OBTAIN STRUCTURAL FILL MATERIAL, UNSUITABLE MATERIALS MAY BE USED TO BRING THE BORROW AREAS TO GRADE. DISPOSAL OF SUCH MATERIALS SHALL BE LIMITED TO AREAS AND DEPTHS AUTHORIZED BY THE GEOTECHNICAL ENGINEER. IF SUFFICIENT ACCEPTABLE PLACEMENT AREAS ARE NOT AVAILABLE, REMAINING UNSUITABLE AND UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF.
8. IF NECESSARY, THE CONTRACTOR SHALL PROVIDE SUFFICIENT SUITABLE STRUCTURAL FILL MATERIAL FROM OFF-SITE SOURCES AS NECESSARY TO COMPLETE EARTHWORK OPERATIONS TO THE REQUIRED LEVELS AND ELEVATIONS. THE SUITABILITY OF MATERIALS SUPPLIED BY THE CONTRACTOR SHALL BE AS DEFINED IN PARAGRAPH (B) OF THESE SPECIFICATIONS. THE CONTRACTOR SHALL PROVIDE THE GEOTECHNICAL ENGINEER ACCESS TO THE PROPOSED OFF-SITE SOURCES TO TAKE SAMPLES AND EVALUATE THE MATERIALS.

## COMPACTION NOTES

1. FILL MATERIAL SHALL BE PLACED IN LAYERS (LIFTS) AND COMPACTED IN ACCORDANCE WITH THE FOLLOWING SPECIFIED REQUIREMENTS. TYPICAL LIFT THICKNESS SHALL NOT EXCEED 8 INCHES (LOOSE CONDITION) AND THE FILL MATERIAL (WHEN COMPACTED) SHALL HAVE A MOISTURE CONTENT WITHIN THE LIMITS OF +1 TO +3 PERCENTAGE POINTS OF ITS OPTIMUM VALUE. NOTWITHSTANDING LIFT THICKNESSES AND MOISTURE CONTENTS SHALL BE AS DETERMINED BY THE GEOTECHNICAL ENGINEER TO OBTAIN THE REQUIRED COMPACTION AND STRENGTH OF MATERIAL IN PLACE.
2. UNPAVED AREAS: COMPACT TOP 6 INCHES OF SUBGRADE AND EACH SUCCESSIVE LAYER (NOT EXCEEDING 12-INCH THICKNESS) OF LOOSE MIXTURE OF RACK FILL OR FILL MATERIAL TO A MINIMUM OF 70% RELATIVE DENSITY FOR FREE-DRAINING COHESIONLESS SOILS (ASTM D4253 & D4254) AND 95% MAXIMUM DENSITY FOR COHESIVE SOIL MATERIAL, AS DETERMINED BY THE MODIFIED PROCTOR METHOD (ASTM D1557).
3. PAVEMENT AREAS: COMPACT TOP 8 INCHES OF SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL TO A MINIMUM OF 90% RELATIVE DENSITY FOR FREE-DRAINING COHESIONLESS SOILS (ASTM D4253 & D4254) AND 95% MAXIMUM DRY DENSITY FOR COHESIVE SOILS AND WELL GRADED GRANULAR SOIL, AS DETERMINED BY THE MODIFIED PROCTOR METHOD (ASTM D1557).

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Green Bay, WI 54304
920.617.0047
920.617.0407
www.larsonengr.com

Client: LouMar Properties
W6345 Dogwood Lane
Harrison, WI 54952
Contact: Kent Gross
920-850-2122

Project Title: CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN

05-28-2024

| No. | Date | Description |
|---|---|---|

Project # 22-0503.000
Drawn By SLW
Checked By DEW
Issue Date 05.28.24
Sheet Title: ENLARGED GRADING AND DRAINAGE PLAN
Sheet: C320

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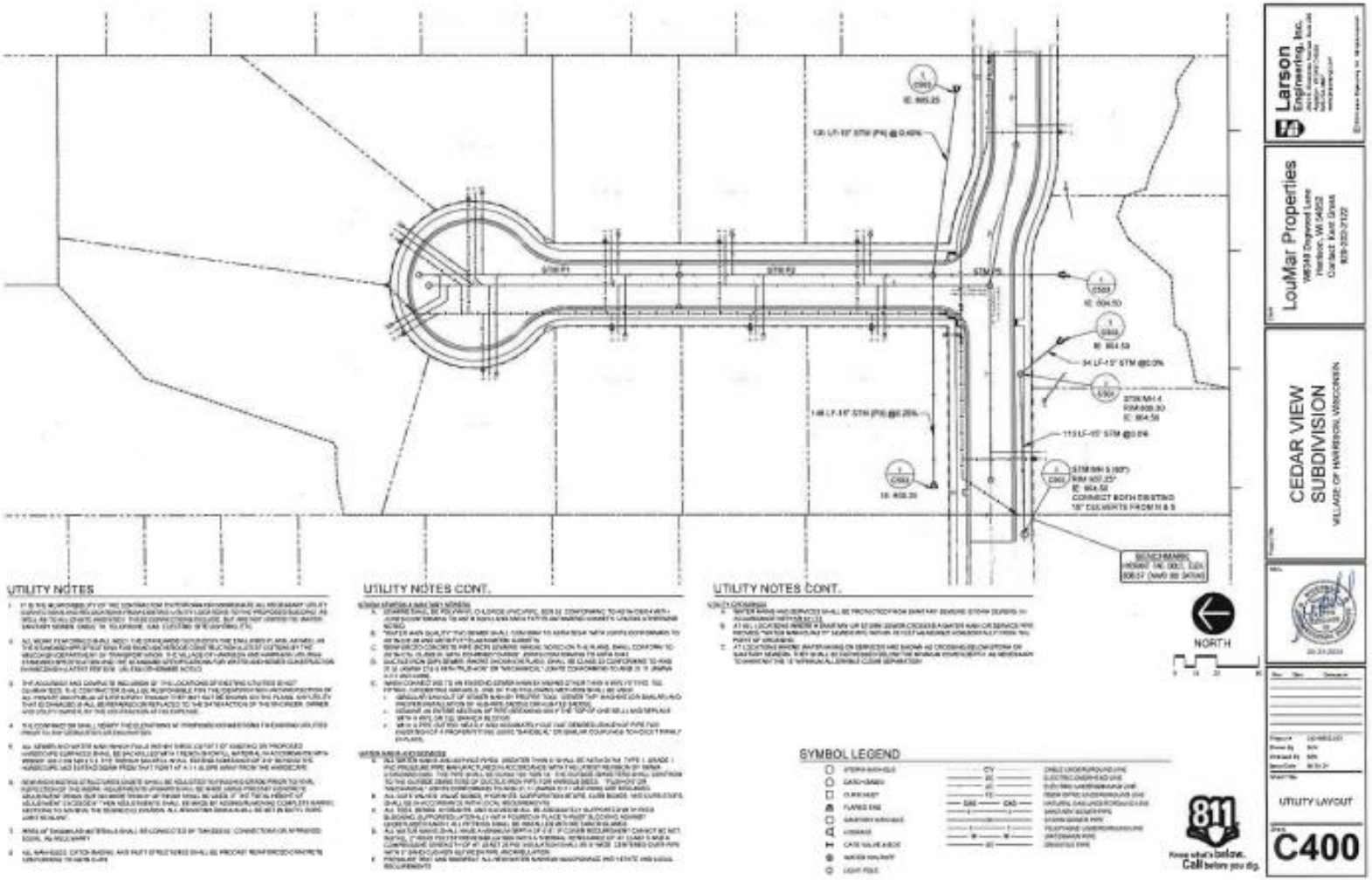
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LouMar Properties
CEDAR VIEW SUBDIVISION
VILLAGE OF HAYWARD, WISCONSIN
UTILITY LAYOUT
C400
NORTH
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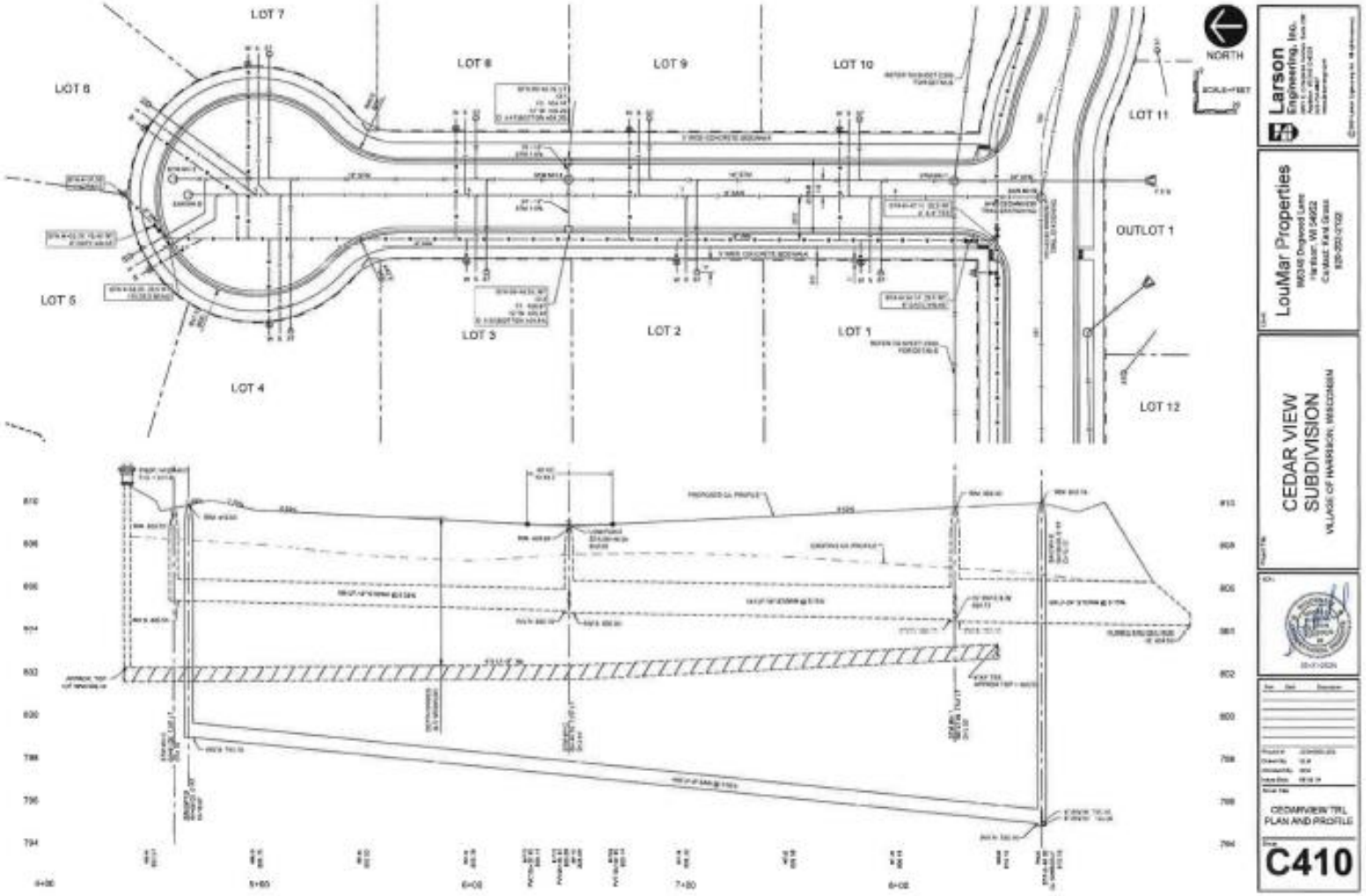
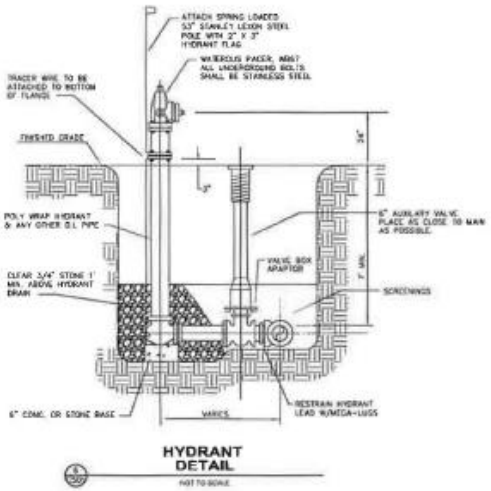
811
UTILITY NOTES
UTILITY NOTES CONT.
UTILITY NOTES CONT.
SYMBOL LEGEND


LOT 7
LOT 8
LOT 9
LOT 10
LOT 11
LOT 6
LOT 5
LOT 4
LOT 3
LOT 2
LOT 1
LOT 12
OUTLOT 1
NORTH
Larson Engineering, Inc.
LouMar Properties
CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN
CEDARVIEW TRL PLAN AND PROFILE
C410

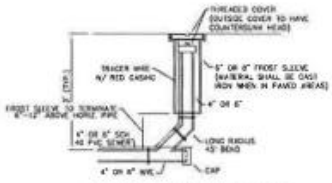
LOT 1
LOT 10
LOT 12
OUTLOT 1
LOT 11
NORTH
SCALE-FEET
Larson Engineering, Inc.
LouMar Properties
W6349 Dignoit Lane
Harrison, WI 54952
Contact: Kent Gross
920-202-2122
CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN
KIMBERLY TRL PLAN AND PROFILE
C420

TYPICAL
STREET SECTION
TYPE 2 RAMP
TYPE 2 RAMP
DETAIL
TYPE 1 ACCESSIBLE
RAMP DETAIL
SIDEWALK
CONSTRUCTION DETAIL
SECTION A-A
SECTION B-B
CURB CUT DETAIL
TRUNCATED DOMES
TRUNCATED DOME
WARNING FIELD DETAIL
30" MOUNTABLE CURB
AND GUTTER DETAIL
ASPHALT
CONSTRUCTION DETAIL
Larson
Engineering, Inc.
LouMar Properties
CEDAR VIEW
SUBDIVISION
VILLAGE OF HARTFORD, WISCONSIN
DETAILS
C500



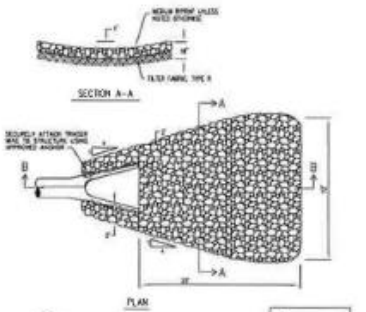

**HYDRANT DETAIL**

NOT TO SCALE



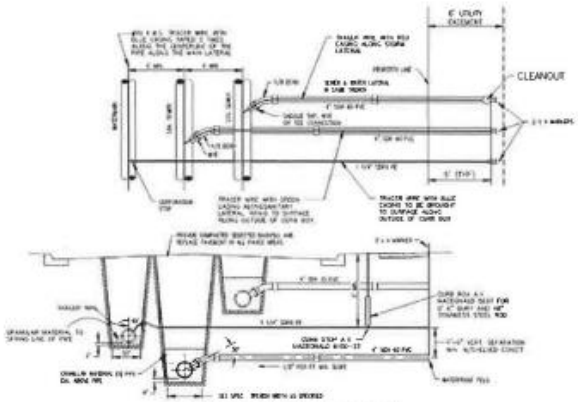

**STORM SEWER LATERAL CLEANOUT DETAIL**

NOT TO SCALE



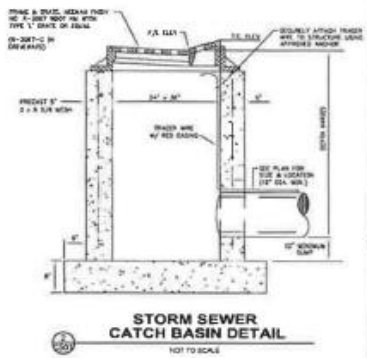

**RIP RAP AT STORM SEWER DETAIL**

NOT TO SCALE



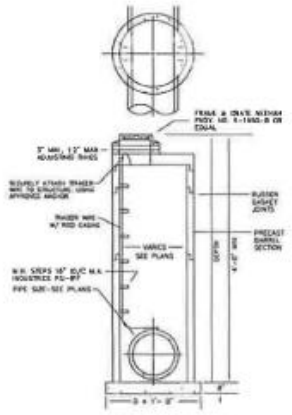

**TYPICAL UTILITY LATERAL CONSTRUCTION DETAILS**

NOT TO SCALE




**STORM SEWER CATCH BASIN DETAIL**

NOT TO SCALE




**STORM SEWER MANHOLE DETAIL**

NOT TO SCALE

Larson Engineering, Inc.
2421 N. Keystone Avenue Suite 200
Sheboygan, WI 53083-2253
(920) 457-3417
www.larsonengr.com

Client
LouMar Properties
W8349 Dogwood Lane
Harrison, WI 54952
Contact: Kent Gross
920-209-2122

Project Title
CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN

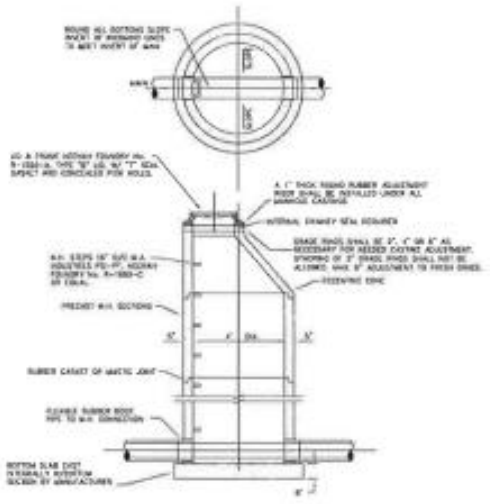
Seal

09-01-2020

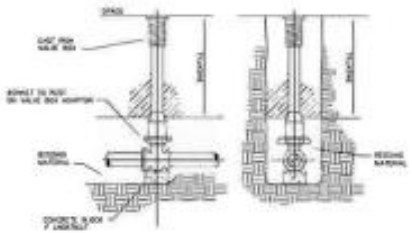
| Rev. | Date | Description |
|---|---|---|
| | | |

Project #
Drawn By
Checked By
Issue Date
Sheet Title
DETAILS

Sheet
C501

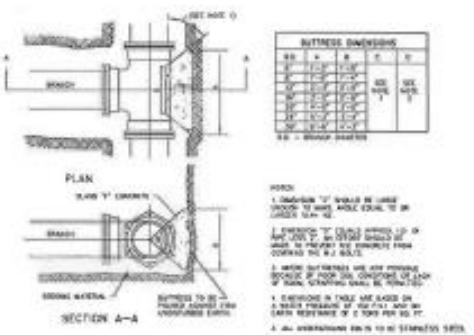


SANITARY SEWER MANHOLE DETAIL



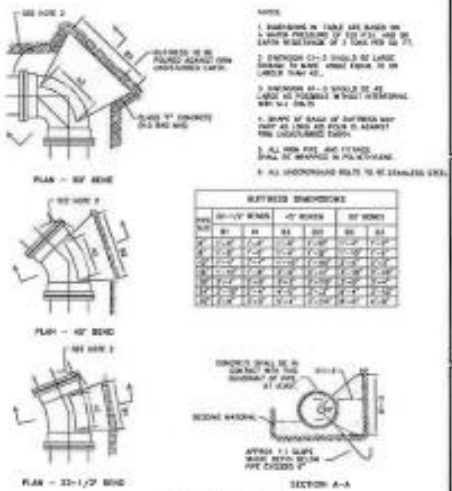
SIDE VIEW FRONT VIEW

VALVE AND VALVE BOX DETAIL



SECTION A–A

BLOCKING DETAIL FOR TEES



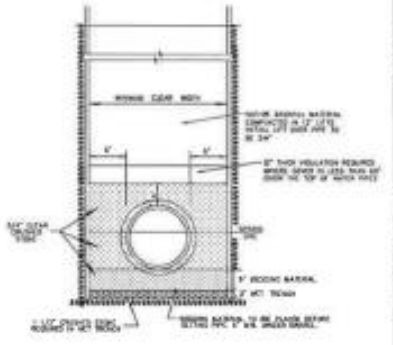
PLAN – 90° BEND

PLAN – 45° BEND

PLAN – 22-1/2° BEND

SECTION A–A

BLOCKING DETAIL FOR BENDS



CLASS "B" BEDDING FOR PVC PIPE

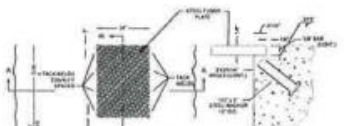
Larson Engineering, Inc.

LouMar Properties
W8348 Dogwood Lane
Hamilton, WI 54652
Contact: Kurt Gross
608-269-9720

CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN

DETAILS

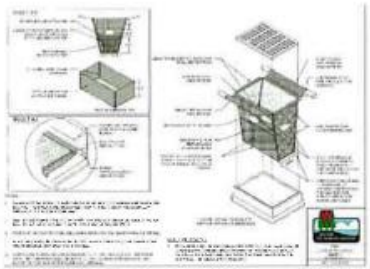
C502



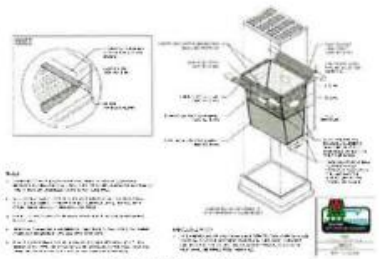
SIDEWALK
UNDERDRAIN DETAIL
NOT TO SCALE

TYPICAL SWALE
DETAIL
NOT TO SCALE

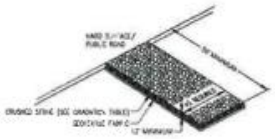
SPILLWAY CROSS-SECTION
NOT TO SCALE



INLET PROTECTION
TYPE D-M DETAIL
NOT TO SCALE

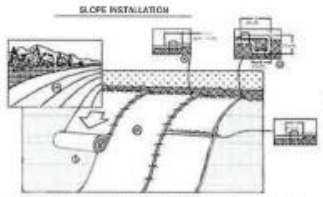


INLET PROTECTION
TYPE D-HR DETAIL
NOT TO SCALE



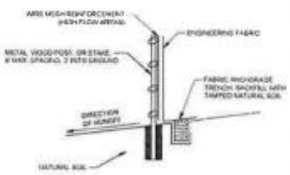
| STONE SIZE | PERCENT PASSING |
|---|---|
| 2" | 100 |
| 1 1/2" | 90—100 |
| 1 1/2" | 25—60 |
| 3/4" | 0—20 |
| 3/8" | 0—5 |

ROCK CONSTRUCTION
ENTRANCE
NOT TO SCALE

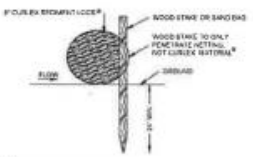


SLOPE INSTALLATION

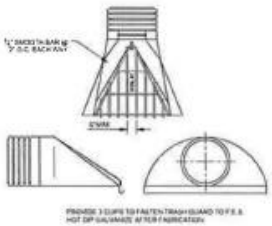
EROSION CONTROL BLANKET
NOT TO SCALE



SILT FENCE
INSTALLATION DETAIL
NOT TO SCALE



SEDIMENT LOG DETAIL
NOT TO SCALE



FLARED END
SECTION DETAIL
NOT TO SCALE

Larson Engineering, Inc.

LouMar Properties
W6349 Dogwood Lane
Harrison, WI 54952
Contact: Kent Gross
920-202-2122

CEDAR VIEW
SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN

DETAILS

C503

EXHIBIT B

*Engineer's Cost Estimate for Improvements.*

**Asphalt Paving, Curb/Gutter, and Sidewalks/Aprons = $153,372 + $30,674 = $184,046**

**Chad Pelishek**

**From:** Kent Gross <klgmmhg@yahoo.com>
**Sent:** Monday, July 22, 2024 10:31 PM
**To:** Chad Pelishek
**Subject:** Re: Calculating the Letter of Credit
**Attachments:** NE Asphalt.pdf; Sommers Constr. Concrete Curb & Gutter, sidewalk.pdf

Chad,
Our estimate for Asphalt paving, Curb & Gutter & Sidewalks/Aprons is: **$153,372**

In addition, I'd like to propose a little different option than we discussed earlier today for the Board to consider regarding the paving requirements and time frame for paving.

***We'd propose that the 1-1/2" Temporary Binder requirement be waived and that roads would be accepted in gravel state in November 2024.***

***We would then complete all final paving to include: Asphalt paving, Curb & Gutter & Sidewalks/Apron by October 2025.***

***We would in turn provide an additional 1-year warranty on the roadways. (Through October 2026) Which would cover the second year of the freeze/thaw cycle requirement as stated in the middle section of page 2 of the development agreement.***

The above would be our preferred option. Our secondary option would be the time schedule that you and I went over today.

Let me know if your have questions.
Otherwise, I'll look for your updated agreement and review it as soon as possible.

Thanks,
Kent

On Monday, July 22, 2024 at 03:31:58 PM CDT, Chad Pelishek <cpelishek@harrison-wi.org> wrote:

Great. I need to the costs to calculate the letter of credit amount.

---

**From:** Kent Gross <klgmmhg@yahoo.com>
**Sent:** Monday, July 22, 2024 3:31 PM
**To:** Chad Pelishek <cpelishek@harrison-wi.org>
**Subject:** Re: Calculating the Letter of Credit

Chad,

The paving work will be done by other contractors. I will email the estimate for this work this evening as I don't have that information with me.

Yahoo Mail: Search, Organize, Conquer

1

# RE: NEA Contact

From: Matt Werner (mwerner@walbecgroup.com)

To: klgmmhg@yahoo.com

Date: Monday, March 18, 2024 at 04:41 PM CDT

Kent, thank you for being patient. Here are some budgets numbers based on your description below.

2024 would be $35,000 for fine grading and 1.5" temp lift.
2026 would be $80,000 for pulverize, fine grading, 4" paving.
2027 would be $85,000 for pulverize, fine grading, 4" paving.

Please let me know if you have more questions.

Northeast Asphalt
A WALBEC COMPANY

**Matt Werner**
**Project Manager**
920.404.1359
walbecgroup.com
*An Equal Opportunity & Affirmative Action Employer*

**From:** Kent Gross <klgmmhg@yahoo.com>
**Sent:** Friday, March 8, 2024 9:01 AM
**To:** Matt Werner <MWerner@walbecgroup.com>
**Subject:** Re: NEA Contact

You don't often get email from klgmmhg@yahoo.com. Learn why this is important

**Warning:** External Email

Matt,

Please provide estimate based on asphalt paving to be 30' x 730', to include cul-de-sac bulb. (gutter to gutter)

**Village of Harrison requirements**

First year: 1 1/2' Binder The binder install would be late this fall.

Third year: 4" Final Paving

From my understanding, because the initial 1 1/2" will not have curb & gutter if would need to be pulverized, curb & gutter installed then a new 4" final paving. (3 years Later)

Thanks,

Kent Gross

LouMar Properties, LLC

920-202-2122

On Friday, March 8, 2024 at 07:58:54 AM CST, Matt Werner <mwerner@walbecgroup.com> wrote:

Hi Kent, please send over what you have that will help with putting together a budget number for you.

Kind regards,

**Matt Werner**
**Project Manager**
920.404.1359
walbecgroup.com
*An Equal Opportunity & Affirmative Action Employer*

# Sommers Construction Company, Inc.

*Street & Highway Contractor*
*W7841 Smith Street*
*Shiocton, WI 54170*

Phone: (920) 986-3301
Fax: (920) 986-3484


*Equal Opportunity Employer*

| | |
|---|---|
| **LOCATION:** | Town of Harrison WI |
| **PROJECT DESCRIPTION:** | **Subdivision Addition** |
| **COUNTY:** | Calumet |
| **HIGHWAY:** | By Kimberly Trail |
| **BID DATE:** | 03.06.24 |
| **PROJECT NO:** | |
| **Addenda Recognized:** | |

**Budget Numbers Only**

| ITEM# | ITEM DESCRIPTION | UNIT | QUANTITY | $/UNIT | AMOUNT |
|---|---|---|---|---|---|
| 1 | **30" Mountable Curb & Gutter**<br>**Price per LF** | LF | 1 | $18.20 | $18.20 |
| 2 | **4" Concrete Sidewalk**<br>**Price per SF** | SF | 1 | $6.50 | $6.50 |

**Staking & Layout to be Provided by Others**

**Quote Does Not Include Gravel Base - Items are Fine Grade Only**

**CONDITIONS TO FOLLOW:**

1. **Quoted prices firm for 30 days.**
2. **Items not included in quote: Terracing, CABC, Sawing/Conc. Removals, Walls, Bike Racks, Flag Pole, Signage, Staking, Restoration.**
3. **Quoted concrete items do not include any material under them. We will fine grade on your base.**
4. **Payment based on actual work performed and measured.**
5. **Quote based on (1) mobilizations.**
6. **Sommers Construction will participate in liquidated damages only if the following conditions are met:**
   1. **The delay is a direct result of performance by Sommers Construction crews.**
   2. **The project is turned over to Sommers Construction with adequate time to perform our work which will be determined and agreed upon during the scheduling phase of the project.**

EXHIBIT C

*Financial Guarantee.*

To be provided after board approval.

EXHIBIT D

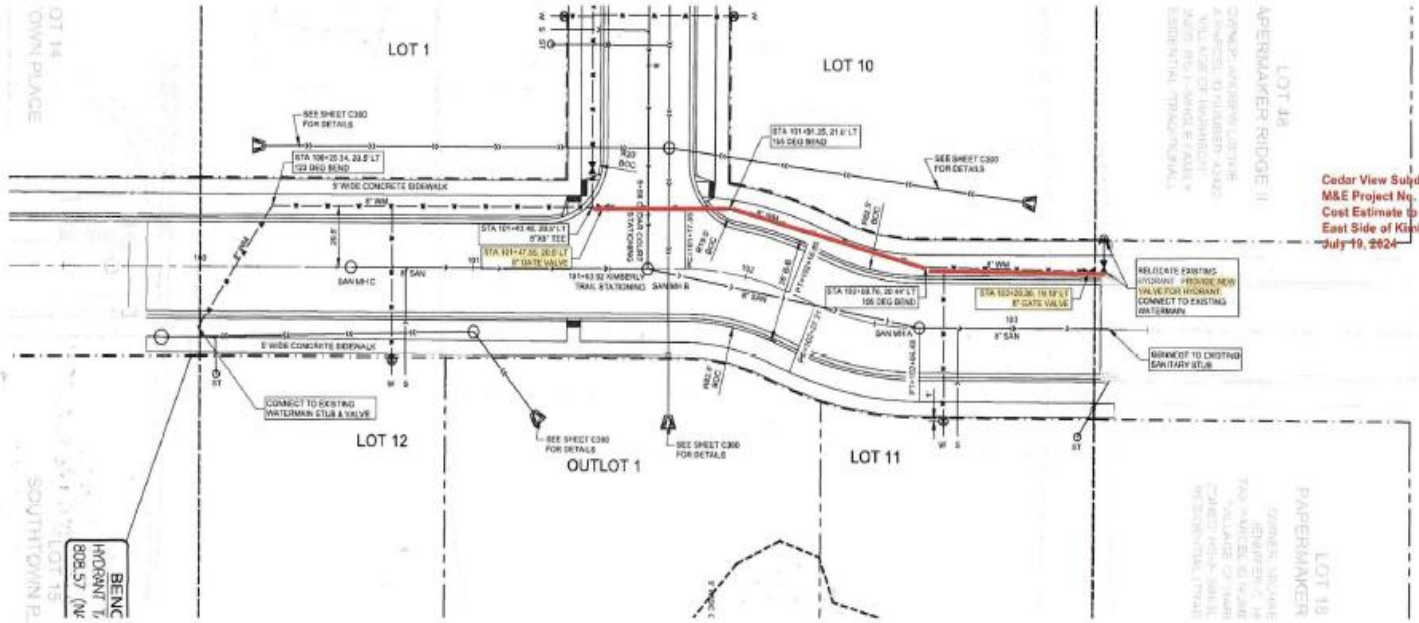
*Watermain Looping Costs to Papermaker Subdivision*

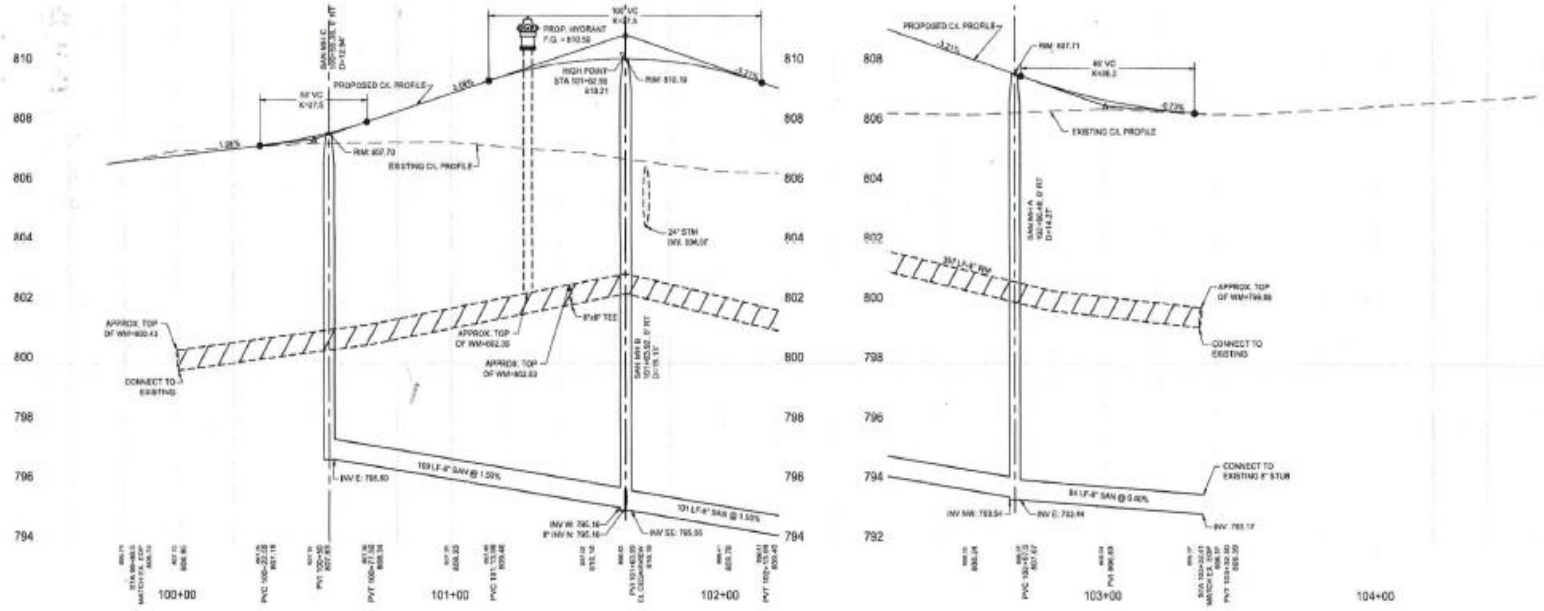
Cedar View Subdivision, Village of Harrison Estimated Cost
to Connect to Existing Watermain East Side of Kimberly Trail
M&E Project No. 1-0038-070

**July 19, 2024**

| Watermain Component | Unit | Quantity | Unit Cost | Total Cost |
|---|---|---|---|---|
| 8" Watermain | Linear Feet | 189 | $52.50 | $9,922.50 |
| 8" Gate Valve | Each | 2 | $3,600.00 | $7,200.00 |
| 6" Gate Valve | Each | 1 | $3,000.00 | $3,000.00 |
| **TOTAL** | | | | **$20,122.50** |

Note: Unit costs provided by Roger Bowers, July 18, 2024.




PRELIMINARY NOT FOR CONSTRUCTION

Larson Engineering, Inc.

Client: LouMar Properties
W6349 Dogwood Lane
Harrison, WI 54952
Contact: Kent Gross
920-202-2122

Project Title: CEDAR VIEW SUBDIVISION
VILLAGE OF HARRISON, WISCONSIN

| Rev. | Date | Description |
|---|---|---|
| A | 06/18/2024 | WAWC Submittal |
| B | 07/19/2024 | HU Submittal for Water and Sanitary Sewer |

Project #: 324R0010.000
Drawn By: SLM
Checked By: SDK
Issue Date: 07.19.24
Sheet Title: KIMBERLY TRL PLAN AND PROFILE
Sheet: C420

Village of HARRISON
WHERE OPPORTUNITY LIVES

| VILLAGE BOARD MEETING | VILLAGE OF HARRISON |
|---|---|
| **From:** | **Meeting Date:** |
| Russ Van Gompel, Interim Village Manager | July 30, 2024 |

**Title:**
Proposed 2025 Budget Timeline

**Issue:**
None

**Background and Additional Information:**

Budget season is upon the Village once again. One of my deliverables is to lead the Village through the budget process. Based on my experience, the first step is to develop a "Budget Calendar". Attached is a proposed "Budget Calendar".

There are a number of variables to factor into a potential schedule. The first portion of the calendar involves some preliminary steps for Departments to submit their requests to me to assemble a proposed or recommend budget to presented to the Village Board. My proposed calendar calls for the "Propose Budget to be presented to the Village Board at its September 24th Village Board meeting.

Once the proposed budget is presented, it is prudent to allow time for Trustees to review the budget prior to holding a budget work session or sessions. It is my understanding that in the past the Village Board has held a number of budget work sessions. It is my goal to try and plan and schedule one work session in mid-October to review the entire budget. Using this approach, I would schedule a discussion of the major areas of the budget in 20 – 30 minute blocks and I am hoping to complete the work session in less than three hours. If the Village Board needs a second work session, the proposed calendar has a second special meeting on October 10. However I would like to complete the Village Board discussions on one night if possible.

I would also like to propose a suggestion that the Village Board consider holding a public hearing prior to adopting the budget. In my experience there are two different philosophies, one is to adopt the budget on the same night as the public hearing. This was the practice I used early in my career. A second thought (one that I have be accustomed to recently) is to hold a public hearing and wait a week or so to adopt the budget. This would allow time to incorporate any suggestions that may develop during the public hearing.

Using this second approach, I am suggesting the Village Board consider a special Village Board

meeting to adopt the “2025 Budget” on November 12.

**Budget Impacts:**
None

**Recommended Action:**
Motion to adopt the proposed 2025 budget timeline as presented.

**Attachments:**

- proposed 2025 Budget Calendar.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

# 2025 Budget Calendar

| | |
|---|---|
| August 5 | Distribute YTD 2024 $ and Budget Forms |
| August | Village Board Visioning Session |
| August 28 | Departments submit Budget Requests |
| September 9 -11 | Internal meetings to review Budgets |
| September 24 | Distribute proposed 2025 Budget to Village Board |
| October 1 - 7 | Finance receive State Revenue Information |
| October 8, 10* | Village Board work Session(s) |
| October 11 | Notice of Public Hearing is Published |
| October 29 | Hold Public Hearing |
| November 12 | Adopt the Budget |

*October 10 is listed if needed.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Vicki Tessen, Treasurer

**Meeting Date:**
July 30, 2024

**Title:**
Approval of the 2023 Financial Statements and Audit by CLA.

**Issue:**
Does the Village Board approve the 2023 Financial Statements and Audit prepared by CLA?

**Background and Additional Information:**
Assistant Manager Pelishek, Treasurer Tessen, Accountant Knapp, and HU Office Manager Barlow provided final comments to CLA related to the 2023 audit.

No other comments were received from the Board Members.

Staff recommends adoption.

**Budget Impacts:**
none

**Recommended Action:**
Motion to approve the final draft of the 2023 Financial Statements and Audit prepared by CLA.

**Attachments:**
- Final Draft 2023 FS.pdf
- Rep letter.pdf

**VILLAGE OF HARRISON, WISCONSIN**

**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**

**YEAR ENDED DECEMBER 31, 2023**

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VILLAGE OF HARRISON, WISCONSIN
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# INDEPENDENT AUDITORS' REPORT

Village Board
Village of Harrison
Harrison, Wisconsin

## Report on the Audit of the Financial Statements

### *Opinions*

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Harrison, Wisconsin, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Village of Harrison's basic financial statements as listed in the table of contents.

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Not to be Relied Upon or Shared or Disclosed to Any Other Person or Entity
For Internal Review Only

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Harrison, as of December 31, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof and budgetary comparison information for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village of Harrison and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village of Harrison's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Village of Harrison's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Village of Harrison's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

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***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the schedules relating to pensions as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Harrison's basic financial statements. The combining fund statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the combining fund statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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**CliftonLarsonAllen LLP**

Wauwatosa, Wisconsin
Report Date

**VILLAGE OF HARRISON, WISCONSIN**
**STATEMENT OF NET POSITION**
**DECEMBER 31, 2023**

| | Governmental Activities | Business-Type Activities | Total |
|---|---|---|---|
| **ASSETS** | | | |
| Cash and Investments | $ 19,559,258 | $ 6,977,865 | $ 26,537,123 |
| Receivables: | | | |
| Taxes and Special Charges | 4,704,290 | - | 4,704,290 |
| Accounts, Net | 272 | 212,052 | 212,324 |
| Special Assessments | 1,505,507 | 1,074 | 1,506,581 |
| Due from Other Governments | 67,722 | 523,415 | 591,137 |
| Prepaid Expenses | 995,115 | - | 995,115 |
| Inventory | - | 29,781 | 29,781 |
| Internal Balances | - | - | - |
| Capital Assets, Nondepreciable | 4,126,188 | 112,156 | 4,238,344 |
| Capital Assets, Depreciable | 20,409,419 | 19,653,965 | 40,063,384 |
| Total Assets | 51,367,771 | 27,510,308 | 78,878,079 |
| **DEFERRED OUTFLOWS OF RESOURCES** | | | |
| Pension Related Amounts | 1,225,269 | 218,392 | 1,443,661 |
| Total Deferred Outflows of Resources | 1,225,269 | 218,392 | 1,443,661 |
| **LIABILITIES** | | | |
| Accounts Payable | 1,398,886 | 150,798 | 1,549,684 |
| Accrued and Other Current Liabilities | 74,589 | 67,722 | 142,311 |
| Due to Other Governments | - | - | - |
| Unearned revenue | 594,793 | - | 594,793 |
| Accrued Interest Payable | 17,522 | - | 17,522 |
| Special Deposits | 1,016,396 | - | 1,016,396 |
| Long-Term Obligations: | | | |
| Due Within One Year | 1,208,682 | 43,682 | 1,252,364 |
| Due in More Than One Year | 4,851,318 | 393,737 | 5,245,055 |
| Net Pension Liability | 327,464 | 56,552 | 384,016 |
| Total Liabilities | 9,489,650 | 712,491 | 10,202,141 |
| **DEFERRED INFLOWS OF RESOURCES** | | | |
| Property Taxes Levied for Subsequent Year | 8,813,132 | - | 8,813,132 |
| Pension Related Amounts | 692,055 | 119,516 | 811,571 |
| Total Deferred Inflows of Resources | 9,505,187 | 119,516 | 9,624,703 |
| **NET POSITION** | | | |
| Net Investment in Capital Assets | 22,501,081 | 19,766,121 | 42,267,202 |
| Restricted | 3,135,941 | - | 3,135,941 |
| Unrestricted | 7,961,181 | 7,130,572 | 15,091,753 |
| Total Net Position | $ 33,598,203 | $ 26,896,693 | $ 60,494,896 |

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*See accompanying Notes to Basic Financial Statements.*

# VILLAGE OF HARRISON, WISCONSIN
# STATEMENT OF ACTIVITIES
# YEAR ENDED DECEMBER 31, 2023

| Functions/Programs | Expenses | Program Revenues: Charges for Services | Program Revenues: Operating Grants and Contributions | Program Revenues: Capital Grants and Contributions | Net (Expense) Revenue and Changes in Net Position: Governmental Activities | Net (Expense) Revenue and Changes in Net Position: Business-Type Activities | Net (Expense) Revenue and Changes in Net Position: Total |
|---|---|---|---|---|---|---|---|
| **GOVERNMENTAL ACTIVITIES** | | | | | | | |
| General Government | $ 1,515,558 | $ 329,932 | $ 381,593 | $ - | $ (804,033) | $ - | $ (804,033) |
| Public Safety | 1,374,613 | 854,564 | 79,561 | - | (440,488) | - | (440,488) |
| Public Works | 3,481,364 | 2,923,114 | - | 434,861 | (123,389) | - | (123,389) |
| Health and Human Services | - | - | 21,662 | - | 21,662 | - | 21,662 |
| Culture and Recreation | 121,053 | 81,195 | - | - | (39,858) | - | (39,858) |
| Conservation and Development | 1,500,009 | - | 69,853 | - | (1,430,156) | - | (1,430,156) |
| Interest and Fiscal Charges | 143,713 | - | - | - | (143,713) | - | (143,713) |
| Total Governmental Activities | $ 8,136,310 | $ 4,188,805 | $ 552,669 | $ 434,861 | (2,959,975) | - | (2,959,975) |
| **BUSINESS-TYPE ACTIVITIES** | | | | | | | |
| Water Utility | 1,510,243 | 1,471,597 | - | 726,251 | - | 687,605 | 687,605 |
| Sewer Utility | 1,022,576 | 1,180,420 | - | 752,865 | - | 910,709 | 910,709 |
| Total Business-Type Activities | 2,532,819 | 2,652,017 | - | 1,479,116 | - | 1,598,314 | 1,598,314 |
| Total | 10,669,129 | 6,840,822 | 552,669 | 1,913,977 | (2,959,975) | 1,598,314 | (1,361,661) |
| **GENERAL REVENUES** | | | | | | | |
| Taxes: | | | | | | | |
| Property Taxes | | | | | 3,701,843 | - | 3,701,843 |
| Tax Increments | | | | | 947,412 | - | 947,412 |
| Other Taxes | | | | | 522,889 | - | 522,889 |
| Federal and State Grants and Other Contributions | | | | | | | 0 |
| Not Restricted to Specific Functions | | | | | 136,321 | - | 136,321 |
| Interest and Investment Earnings | | | | | 719,500 | 299,065 | 1,018,565 |
| Miscellaneous | | | | | 39,613 | - | 39,613 |
| Total General Revenues | | | | | 6,067,578 | 299,065 | 6,366,643 |
| **CHANGE IN NET POSITION** | | | | | 3,107,603 | 1,897,379 | 5,004,982 |
| Net Position - Beginning of Year | | | | | 30,490,600 | 24,999,314 | 55,489,914 |
| **NET POSITION - END OF YEAR** | | | | | $ 33,598,203 | $ 26,896,693 | $ 60,494,896 |

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*See accompanying Notes to Basic Financial Statements.*

# VILLAGE OF HARRISON, WISCONSIN
# BALANCE SHEET – GOVERNMENTAL FUNDS
# DECEMBER 31, 2023

| | General | Debt Service | Capital Projects | Other Governmental Funds | Total |
|---|---|---|---|---|---|
| **ASSETS** | | | | | |
| Cash and Investments | $ 11,997,847 | $ 203,061 | $ 2,655,474 | $ 4,702,876 | $ 19,559,258 |
| Receivables: | | | | | |
| Taxes and Special Charges | 2,956,208 | 640,229 | - | 1,107,853 | 4,704,290 |
| Accounts, Net | 272 | - | - | - | 272 |
| Special Assessments | 1,505,507 | - | - | - | 1,505,507 |
| Prepaid Expenses | 995,115 | | | | 995,115 |
| Due from Other Funds | 847,206 | - | - | - | 847,206 |
| Due from Other Governments | 67,722 | - | - | - | 67,722 |
| Assets held for sale | - | - | - | - | - |
| Total Assets | $ 18,369,877 | $ 843,290 | $ 2,655,474 | $ 5,810,729 | $ 27,679,370 |
| **LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES** | | | | | |
| **LIABILITIES** | | | | | |
| Accounts Payable | $ 1,395,373 | $ - | $ - | $ 3,513 | $ 1,398,886 |
| Accrued and Other Current Liabilities | 74,589 | - | - | - | 74,589 |
| Due to Other Funds | - | - | - | 847,206 | 847,206 |
| Unearned revenue | - | - | - | 594,793 | 594,793 |
| Due to Other Governments | - | - | - | - | - |
| Special Deposits | 1,016,396 | - | - | - | 1,016,396 |
| Total Liabilities | 2,486,358 | - | - | 1,445,512 | 3,931,870 |
| **DEFERRED INFLOWS OF RESOURCES** | | | | | |
| Property Taxes and Special Charges Levied for Subsequent Year | 5,536,650 | 1,200,000 | - | 2,076,482 | 8,813,132 |
| Special Assessments | 1,099,628 | - | - | - | 1,099,628 |
| Total Deferred Inflows of Resources | 6,636,278 | 1,200,000 | - | 2,076,482 | 9,912,760 |
| **FUND BALANCES** | | | | | |
| Nonspendable | 1,842,321 | - | - | - | 1,842,321 |
| Restricted | - | - | 2,655,474 | 3,135,941 | 5,791,415 |
| Assigned | - | - | - | - | - |
| Unassigned | 7,404,920 | (356,710) | - | (847,206) | 6,201,004 |
| Total Fund Balances | 9,247,241 | (356,710) | 2,655,474 | 2,288,735 | 13,834,740 |
| Total Liabilities, Deferred Inflows of Resources, and Fund Balances | $ 18,369,877 | $ 843,290 | $ 2,655,474 | $ 5,810,729 | $ 27,679,370 |

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**VILLAGE OF HARRISON, WISCONSIN**
**BALANCE SHEET – GOVERNMENTAL FUNDS (CONTINUED)**
**DECEMBER 31, 2023**

| | |
|---|---|
| Total Fund Balances as Shown on Previous Page | $ 13,834,740 |
| Amounts reported for governmental activities in the statement of net position are different because: | |
| Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds. | 24,535,607 |
| Other long-term assets are not available to pay current period expenditures and therefore are deferred in the funds. | |
| Special Assessments | 1,099,628 |
| Net Pension Asset | - |
| Some deferred outflows and inflows of resources reflect changes in long-term liabilities and are not reported in the funds. | |
| Deferred Outflows Related to Pensions | 1,225,269 |
| Deferred Inflows Related to Pensions | (692,055) |
| Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. | |
| Notes Payable | (6,060,000) |
| Net Pension Liability | (327,464) |
| Accrued Interest on Long-Term Obligations | (17,522) |
| Net Position of Governmental Activities as Reported on the Statement of Net Position | $ 33,598,203 |

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# VILLAGE OF HARRISON, WISCONSIN
## STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS
## YEAR ENDED DECEMBER 31, 2023

| | General | Debt Service | Capital Projects | Other Governmental Funds | Total |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Taxes | $ 2,889,135 | $ 819,368 | $ - | $ 1,470,271 | $ 5,178,774 |
| Special Assessments | 874,207 | - | - | - | 874,207 |
| Intergovernmental | 740,723 | - | - | 381,593 | 1,122,316 |
| Licenses and Permits | 407,312 | - | - | 163,466 | 570,778 |
| Fines and Forfeits | 11,316 | - | - | - | 11,316 |
| Public Charges for Services | 1,979,193 | - | - | 447,995 | 2,427,188 |
| Intergovernmental Charges for Services | 174,349 | - | - | - | 174,349 |
| Miscellaneous | 756,723 | - | - | - | 756,723 |
| Total Revenues | 7,832,958 | 819,368 | - | 2,463,325 | 11,115,651 |
| **EXPENDITURES** | | | | | |
| Current: | | | | | |
| General Government | 941,228 | - | - | 390,895 | 1,332,123 |
| Public Safety | 1,257,088 | - | - | - | 1,257,088 |
| Public Works | 2,405,740 | - | - | 72,836 | 2,478,576 |
| Culture and Recreation | 40,882 | - | - | - | 40,882 |
| Conservation and Development | 108,015 | - | - | 1,137,777 | 1,245,792 |
| Debt Service: | | | - | | |
| Principal | - | 830,000 | - | - | 830,000 |
| Interest and Fiscal Charges | - | 109,909 | 33,125 | - | 143,034 |
| Capital Outlay | 1,198,440 | - | 1,400,000 | 511,502 | 3,109,942 |
| Total Expenditures | 5,951,393 | 939,909 | 1,433,125 | 2,113,010 | 10,437,437 |
| **EXCESS OF REVENUES OVER (UNDER) EXPENDITURES** | 1,881,565 | (120,541) | (1,433,125) | 350,315 | 678,214 |
| **OTHER FINANCING SOURCES** | | | | | |
| Long-Term Debt Issued | - | - | 1,400,000 | - | 1,400,000 |
| Premium on Debt Issued | - | - | 2,391 | - | 2,391 |
| Transfers In | | 0 | | - | - |
| Transfers Out | - | - | | - | - |
| Total Other Financing Sources | - | - | 1,402,391 | - | 1,402,391 |
| **NET CHANGE IN FUND BALANCES** | 1,881,565 | (120,541) | (30,734) | 350,315 | 2,080,605 |
| Fund Balances - Beginning of Year | 7,365,676 | (236,169) | 2,686,208 | 1,938,420 | 11,754,135 |
| **FUND BALANCES - END OF YEAR** | $ 9,247,241 | $ (356,710) | $ 2,655,474 | $ 2,288,735 | $ 13,834,740 |

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## VILLAGE OF HARRISON, WISCONSIN
## RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
## YEAR ENDED DECEMBER 31, 2023

| | |
|---|---|
| Net Change in Fund Balances as Shown on Previous Page | $ 2,080,605 |
| Amounts reported for governmental activities in the statement of activities are different because: | |
| Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. | |
| Capital Assets Reported as Capital Outlay in Governmental Fund Statements | 2,868,669 |
| Loss on Disposal of Assets | (53,192) |
| Depreciation Expense Reported in the Statement of Activities | (1,243,248) |
| Governmental funds do not present revenues that are not available to pay current obligations. In contrast, such revenues are reported in the statement of activities when earned. | |
| Special Assessments | 125,871 |
| Net Pension Asset | (837,677) |
| Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. | |
| Long-Term Debt Issued | (1,400,000) |
| Principal Repaid | 830,000 |
| Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds: | |
| Accrued Interest on Long-Term Debt | (679) |
| Deferred Outflows of Resources Related to Pensions | 226,179 |
| Deferred Inflows of Resources Related to Pensions | 511,075 |
| Change in Net Position of Governmental Activities as Reported in the Statement of Activities | $ 3,107,603 |

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**VILLAGE OF HARRISON, WISCONSIN**
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND**
**YEAR ENDED DECEMBER 31, 2023**

| | Budget | | | Variance Final Budget - Positive |
|---|---|---|---|---|
| | Original | Final | Actual | (Negative) |
| **REVENUES** | | | | |
| Taxes | $ 2,817,412 | $ 2,817,412 | $ 2,889,135 | $ 71,723 |
| Special Assessments | 1,128,474 | 1,128,474 | 874,207 | (254,267) |
| Intergovernmental | 670,672 | 670,672 | 740,723 | 70,051 |
| Licenses and Permits | 304,753 | 304,753 | 407,312 | 102,559 |
| Fines and Forfeits | 6,500 | 6,500 | 11,316 | 4,816 |
| Public Charges for Services | 1,927,809 | 1,927,809 | 1,979,193 | 51,384 |
| Intergovernmental Charges for Services | 185,701 | 185,701 | 174,349 | (11,352) |
| Miscellaneous | 28,100 | 28,100 | 756,723 | 728,623 |
| Total Revenues | 7,069,421 | 7,069,421 | 7,832,958 | 763,537 |
| **EXPENDITURES** | | | | |
| Current: | | | | |
| General Government | 918,119 | 918,119 | 941,228 | (23,109) |
| Public Safety | 1,300,893 | 1,300,893 | 1,257,088 | 43,805 |
| Public Works | 2,312,660 | 2,312,660 | 2,405,740 | (93,080) |
| Health and Human Services | 2,200 | 2,200 | - | 2,200 |
| Culture and Recreation | 60,000 | 60,000 | 40,882 | 19,118 |
| Conservation and Development | 185,191 | 185,191 | 108,015 | 77,176 |
| Capital Outlay | 4,023,397 | 4,023,397 | 1,198,440 | 2,824,957 |
| Total Expenditures | 8,802,460 | 8,802,460 | 5,951,393 | 2,851,067 |
| **EXCESS OF REVENUES OVER (UNDER) EXPENDITURES** | (1,733,039) | (1,733,039) | 1,881,565 | 3,614,604 |
| **OTHER FINANCING SOURCES** | | | | |
| Long-Term Debt Issued | 1,600,000 | 1,600,000 | - | (1,600,000) |
| Proceeds from Sale of Capital Assets | - | - | - | - |
| Total Other Financing Sources (Uses) | 1,600,000 | 1,600,000 | - | (1,600,000) |
| **NET CHANGE IN FUND BALANCE** | (133,039) | (133,039) | 1,881,565 | 2,014,604 |
| Fund Balance - Beginning of Year | 7,365,676 | 7,365,676 | 7,365,676 | - |
| **FUND BALANCE - END OF YEAR** | $ 7,232,637 | $ 7,232,637 | $ 9,247,241 | $ 2,014,604 |

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**VILLAGE OF HARRISON, WISCONSIN**
**STATEMENT OF NET POSITION – PROPRIETARY FUNDS**
**YEAR ENDED DECEMBER 31, 2023**

| | Water Utility | Sewer Utility | Total |
|---|---|---|---|
| **ASSETS** | | | |
| Current Assets | | | |
| Cash and Investments | $ 2,484,534 | $ 4,493,331 | $ 6,977,865 |
| Accounts Receivable - municipalities and county | 80,075 | 443,340 | 523,415 |
| Accounts Receivable - customers | 119,270 | 93,856 | 213,126 |
| Prepaid Expenses | - | - | - |
| Materials and Supplies | 19,143 | 10,638 | 29,781 |
| Total Current Assets | 2,703,022 | 5,041,165 | 7,744,187 |
| Net Pension Asset | | | 0 |
| Non-Depreciable Capital Assets | 70,720 | 41,436 | 112,156 |
| Depreciable Capital Assets | 12,118,525 | 15,578,955 | 27,697,480 |
| Accumulated Depreciation | (3,643,657) | (4,399,858) | (8,043,515) |
| Total Non-Current Assets | 8,545,588 | 11,220,533 | 19,766,121 |
| TOTAL ASSETS | 11,248,610 | 16,261,698 | 27,510,308 |
| **DEFERRED OUTFLOWS OF RESOURCES** | | | |
| Pension Related Amounts | 109,196 | 109,196 | 218,392 |
| Total Deferred Outflows of Resources | 109,196 | 109,196 | 218,392 |
| **LIABILITIES** | | | |
| Current Liabilities | | | |
| Accrued connection fees refund | $ - | $ - | $ - |
| Other accrued liabilities | 67,722 | - | 67,722 |
| Accounts payable | 135,232 | 15,566 | 150,798 |
| Total Current liabilities | 202,954 | 15,566 | 218,520 |
| Long-Term Obligations: | | | |
| Due Within One Year | - | 43,682 | 43,682 |
| Due in More Than One Year | - | 393,737 | 393,737 |
| Net Pension Liability | 28,276 | 28,276 | 56,552 |
| Total Liabilities | 231,230 | 481,261 | 712,491 |
| **DEFERRED INFLOWS OF RESOURCES** | | | |
| Pension Related Amounts | 59,758 | 59,758 | 119,516 |
| Total Deferred Inflows of Resources | 59,758 | 59,758 | 119,516 |
| **NET POSITION** | | | |
| Net investment in capital assets | 8,545,588 | 11,220,533 | 19,766,121 |
| Restricted | - | - | - |
| Unrestricted | 2,521,230 | 4,609,342 | 7,130,572 |
| Total net position | $ 11,066,818 | $ 15,829,875 | $ 26,896,693 |

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# VILLAGE OF HARRISON, WISCONSIN
# STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION – PROPRIETARY FUNDS
# YEAR ENDED DECEMBER 31, 2023

| | Water Utility | Sewer Utility | Total |
|---|---|---|---|
| **OPERATING REVENUES** | | | |
| Charges for Services | $ 1,467,126 | $ 1,169,809 | $ 2,636,935 |
| Miscellaneous Revenue | 4,471 | 10,611 | 15,082 |
| Total Operating Revenues | 1,471,597 | 1,180,420 | 2,652,017 |
| **OPERATING EXPENSES** | | | |
| Sewage Service | - | 763,332 | 763,332 |
| Water Service | 1,297,919 | - | 1,297,919 |
| Depreciation Expense | 212,324 | 259,244 | 471,568 |
| Total Operating Expenses | 1,510,243 | 1,022,576 | 2,532,819 |
| **OPERATING INCOME** | (38,646) | 157,844 | 119,198 |
| **NONOPERATING REVENUES (EXPENSES)** | | | |
| Interest Income | 149,552 | 149,513 | 299,065 |
| Total Nonoperating Revenues (Expenses) | 149,552 | 149,513 | 299,065 |
| **INCOME BEFORE CONTRIBUTIONS AND TRANSFERS** | 110,906 | 307,357 | 418,263 |
| **CAPITAL CONTRIBUTIONS** | 726,251 | 752,865 | 1,479,116 |
| **CHANGE IN NET POSITION** | 837,157 | 1,060,222 | 1,897,379 |
| Net Position - Beginning of Year | 10,229,661 | 14,769,653 | 24,999,314 |
| **NET POSITION - END OF YEAR** | $ 11,066,818 | $ 15,829,875 | $ 26,896,693 |

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**VILLAGE OF HARRISON, WISCONSIN**
**STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS**
**YEAR ENDED DECEMBER 31, 2023**

| | Water Utility | Sewer Utility | Total |
|---|---|---|---|
| **CASH FLOWS FROM OPERATING ACTIVITIES** | | | |
| Receipts from Customers | $ 1,209,016 | $ 1,259,377 | $ 2,468,393 |
| Payments to Suppliers | (1,060,951) | (559,869) | (1,620,820) |
| Interfunds | (199,775) | (82,652) | (282,427) |
| Payments to Employees | (235,202) | (233,450) | (468,652) |
| Net Cash Provided (Used) by Operating Activities | (286,912) | 383,406 | 96,494 |
| **CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES** | | | |
| Acquisition and construction of capital assets | (90,336) | (121,120) | (211,456) |
| Principal Paid on Long-Term Debt | - | (42,556) | (42,556) |
| Transfer from Other Funds | - | - | - |
| Interest Paid on Long-Term Debt | - | - | - |
| Net Cash Provided (Used) by Capital and Related Financing Activities | (90,336) | (163,676) | (254,012) |
| **CASH FLOWS FROM INVESTING ACTIVITIES** | | | |
| Interest Received | 149,552 | 149,513 | 299,065 |
| Net Cash Provided by Investing Activities | 149,552 | 149,513 | 299,065 |
| **NET INCREASE IN CASH AND CASH EQUIVALENTS** | (227,696) | 369,243 | 141,547 |
| Cash and Cash Equivalents - Beginning of Year | 2,712,230 | 4,124,088 | 6,836,318 |
| **CASH AND CASH EQUIVALENTS - END OF YEAR** | $ 2,484,534 | $ 4,493,331 | $ 6,977,865 |

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**VILLAGE OF HARRISON, WISCONSIN**
**STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS**
**YEAR ENDED DECEMBER 31, 2023**

| | Water Utility | Sewer Utility | Total |
|---|---|---|---|
| **CASH FLOWS FROM OPERATING ACTIVITIES** | | | |
| Operating Loss | $ (38,646) | $ 157,844 | $ 119,198 |
| Adjustments to Reconcile Operating Loss to Net Cash Provided (Used) by Operating Activities: | | | |
| Depreciation | 212,324 | 259,244 | 471,568 |
| Allocated Depreciation | 23,154 | (22,816) | 338 |
| Effects of Changes in Operating Assets and Liabilities: | | | |
| Receivables | 10,512 | 78,957 | 89,469 |
| Prepaids | 5,004 | 5,004 | 10,008 |
| Inventories | 92 | 38 | 130 |
| Deferred Outflows | (63,162) | (63,162) | (126,324) |
| Pension Asset | 48,590 | 48,590 | 97,180 |
| Accounts Payable and Other Current Liabilities | (273,706) | (32,312) | (306,018) |
| Due to Other Funds | (222,929) | (59,836) | (282,765) |
| Deferred Inflows | | | - |
| Deferred Inflows | 11,855 | 11,855 | 23,710 |
| Net Cash Provided (Used) by Operating Activities | $ (286,912) | $ 383,406 | $ 96,494 |
| **CASH AND CASH EQUIVALENTS AT DECEMBHER 31 ARE RECONCILED FROM THE BALANCE SHEET AS FOLLOWS:** | | | |
| Cash and Cash Equivalents | $ 2,484,534 | $ 4,493,331 | $ 6,977,865 |
| Restricted Cash and Cash Equivalents | - | - | - |
| Total Cash and Cash Equivalents | $ 2,484,534 | $ 4,493,331 | $ 6,977,865 |

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*See accompanying Notes to Basic Financial Statements.*

**VILLAGE OF HARRISON, WISCONSIN**
**STATEMENT FIDUCIARY NET POSITION – CUSTODIAL FUNDS**
**YEAR ENDED DECEMBER 31, 2023**

| | |
|---|---|
| **ASSETS** | |
| Cash and Investments | $ 8,509,585 |
| Receivables: | |
| Taxes and Special Charges | 9,732,700 |
| Total Assets | 18,242,285 |
| **LIABILITIES** | |
| Due to Other Governments | - |
| Total Liabilities | - |
| **DEFERRED INFLOWS OF RESOURCES** | |
| Property Taxes Levied for Subsequent Year | 18,242,285 |
| Total Deferred Inflows of Resources | 18,242,285 |
| **NET POSITION - RESTRICTED** | $ - |

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*See accompanying Notes to Basic Financial Statements.*

**VILLAGE OF HARRISON, WISCONSIN**
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION – CUSTODIAL FUNDS**
**DECEMBER 31, 2023**

| | |
|---|---|
| **ADDITIONS** | |
| Tax collections | $ 18,242,285 |
| Total Additions | 18,242,285 |
| **DEDUCTIONS** | 18,242,285 |
| Total Deductions | 18,242,285 |
| **CHANGE IN NET POSITION** | - |
| Net Position - Beginning of Year | - |
| **NET POSITION - END OF YEAR** | $ - |

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*See accompanying Notes to Basic Financial Statements.*

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Village of Harrison, Wisconsin (the Village), have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Village are described below:

### A. Reporting Entity

The Village is a municipal corporation governed by an elected seven-member board (the Village Board). In accordance with U.S. GAAP, the basic financial statements are required to include the Village and any separate component units that have a significant operational or financial relationship with the Village. The Village has not identified any component units that are required to be included in the basic financial statements.

### B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Village. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services.

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The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Governmental funds include general, special revenue, debt service and capital projects funds. Proprietary funds include enterprise and internal service funds. The Village has no internal service funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

General Fund

This is the Village's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### B. Government-Wide and Fund Financial Statements (Continued)

Debt Service Fund

Used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Projects Fund

Used to account for the accumulation of resources for, and the payment of, general capital projects of the Village.

The Village has the following major enterprise funds:

Harrison Utilities

Harrison Utilities operates a water and sewer utility serving customers in the Village of Harrison and surrounding communities.

In addition, the Village reports Custodial funds to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, and /or other governmental units. The Villages reports tax roll collection activity in the custodial fund.

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### C. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues such as licenses and permits, fines and forfeits and miscellaneous revenues are recognized when received in cash or when measurable and available.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### C. Measurement Focus and Basis of Accounting (Continued)

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources, as they are needed.

### D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance

#### 1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

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#### 2. Property Taxes and Special Charges Receivable

Property taxes and special charges consist of taxes on real estate and personal property and user charges assessed against Village properties. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes and special charges are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement. Delinquent personal property taxes remain the collection responsibility of the Village. Special charges not paid by January 31 are held in trust by the County and remitted to the Village, including interest, when collected by the County.

#### 3. Accounts Receivable

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements.

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance (Continued)

#### 4. Special Assessments

Assessments against property owners for public improvements are generally not subject to full settlement in the year levied. Special assessments are placed on tax rolls on an installment basis. Revenue from special assessments recorded in governmental funds is recognized as collections are made within the period of availability.

#### 5. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “Due from Other Funds” and “Due to Other Funds” in the fund financial statements.

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#### 6. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Village as assets with an initial, individual costs of $5,000 or higher and an estimated useful life in excess of a year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Village are depreciated using the straight-line method over the following estimated useful lives:

| | |
|---|---|
| Land Improvements | 20 to 40 Years |
| Buildings and Improvements | 25 Years |
| Machinery and Equipment | 5 to 20 Years |
| Infrastructure | 25 Years |

#### 7. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net assets by the government that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net assets by the government that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses or expenditures and revenues are deferred until the future periods to which the outflows and inflows are applicable.

Governmental funds may report deferred inflows of resources for unavailable revenues. The Village reports unavailable revenues for special assessments. These inflows are recognized as revenues in the government-wide financial statements.

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance (Continued)

#### 8. Long-Term Obligations

In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

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#### 9. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### 10. Fund Equity

Governmental Fund Financial Statements

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable Fund Balance: Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.

Restricted Fund Balance: Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance (Continued)

#### 10. Fund Equity (Continued)

Committed Fund Balance: Amounts that are constrained for specific purposes by action of the Village Board. These constraints can only be removed or changed by the Village Board using the same action that was used to create them.

Assigned Fund Balance: Amounts that are constrained for specific purposes by action of Village management. The Village Board has authorized the Village Manager to assign fund balance. Residual amounts in any governmental fund, other than the General Fund, are also reported as assigned.

Unassigned Fund Balance: Amounts that are available for any purpose. Positive unassigned amounts are only reported in the General Fund.

The Village has not adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. When a policy does not specify the spend-down policy, GASB Statement No. 54 indicates that restricted funds would be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

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Government-Wide and Proprietary Fund Statements

Equity is classified as net position and displayed in three components:

Net Investment in Capital Assets: Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.

Restricted Net Position: Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position: Net position that is neither classified as restricted nor as net investment in capital assets.

### E. Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### F. Changes in Accounting Policies

The Village adopted Statement of Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, as of January 1, 2022. Implementation of this standard did not have a material impact on these financial statements.

## NOTE 2 STEWARDSHIP AND COMPLIANCE

### A. Budgets and Budgetary Accounting

The Village follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. During October, Village management submits to the Village Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Village Board action.

2. Budgets are adopted on a basis consistent with U.S. GAAP for all governmental funds, except for the Tax Incremental District No. 1 and Tax Incremental District No. 2. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.

3. During the year, formal budgetary integration is employed as a management control device for the governmental funds adopting a budget.

4. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the Village. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Village Board.

5. Encumbrance accounting is not used by the Village to record commitments related to unperformed contracts for goods or services.

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## NOTE 2 STEWARDSHIP AND COMPLIANCE (CONTINUED)

### B. Deficit Fund Equity

The following funds had a deficit fund balance as of December 31, 2023:

| | Deficit Fund Balance |
|---|---|
| Fund: | |
| Debt Service | $ (356,710) |
| TIF District No. 5 | (596,206) |
| TIF District No. 6 | (251,000) |
| Total | $ (952,916) |

The Village anticipates future tax increments will finance the deficit of the tax incremental districts.

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### C. Property Tax Levy Limit

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2023 budget year, Wisconsin Statutes limit the increase in the maximum allowable tax levy to the change in the Village's January 1 equalized value as a result of net new construction. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

## NOTE 3 CASH AND INVESTMENTS

The Village maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed on the financial statements as "Cash and Investments." Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

- Time deposits
- Repurchase agreements
- Securities issued by federal, state, and local governmental entities
- Statutorily authorized commercial paper and corporate securities
- Wisconsin local government investment pool

The carrying amount of the Village's cash and investments totaled $29,424,821 December 31, 2023 as summarized below:

| | | |
|---|---|---|
| Petty Cash and Cash on Hand | $ | 323 |
| Deposits with Financial Institutions | | 34,780,384 |
| Investments: | | |
| Wisconsin Local Government Investment Pool | | 266,000 |
| Total | $ | 35,046,707 |

## NOTE 3 CASH AND INVESTMENTS (CONTINUED)

### Fair Value Measurements

The Village categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The Village currently has no investments that are subject to fair value measurement.

Deposits and investments of the Village are subject to various risks. Presented below is a discussion of the Village's deposits and investments and the related risks.

### Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Village does not have an additional custodial credit policy.

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Deposits with financial institutions within the state of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of $250,000 for the combined amount of all time and savings deposits and $250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the state of Wisconsin are insured by the FDIC in the amount of $250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Deposits with credit unions are insured by the National Credit Union Share Insurance Fund (NCUSIF) in the amount of $250,000 per credit union member. Also, the state of Wisconsin has a State Guarantee Fund which provides a maximum of $400,000 per public depository above the amount provided by an agency of the U.S. government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2023, $2,584,141 of the Village's deposits with financial institutions were in excess of federal and state depository insurance limits and uncollateralized.

## NOTE 3 CASH AND INVESTMENTS (CONTINUED)

### Custodial Credit Risk (Continued)

The Village has investments in the Wisconsin local government investment pool of $248,996 at December 31, 2023. The Wisconsin local government investment pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2023, the fair value of the Village's share of the LGIP's assets was substantially equal to the carrying value.

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investments in securities to the top two ratings assigned by nationally recognized statistical rating organizations. The Village does not have an additional credit risk policy. The Village's investment in the Wisconsin local government investment pool is not rated.

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### Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Village does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Local Government Investment Pool has a weighted average maturity of 17 days.

### Credit Risk

Credit risk is the risk that an issue or other counterparty to an investment will not fulfill its obligations. The Village's investment policy does not address credit risk for investments. The Village holds investments in LGIP, which is not rated.

## NOTE 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2023 was as follows:

| | Beginning Balance | Increases | Decreases | Ending Balance |
|---|---|---|---|---|
| **Governmental Activities:** | | | | |
| Capital Assets, Not Being Depreciated: | | | | |
| Land | $ 2,565,180 | | $ - | $ 2,565,180 |
| Construction in Progress | 131,386 | 1,695,829 | 266,207 | 1,561,008 |
| Total Capital Assets, Not Being Depreciated | 2,696,566 | 1,695,829 | 266,207 | 4,126,188 |
| Capital Assets, Being Depreciated: | | | | |
| Land Improvements | 3,265,004 | 426,306 | 37,589 | 3,653,721 |
| Buildings and Improvements | 2,673,499 | 117,709 | - | 2,791,208 |
| Machinery and Equipment | 6,934,402 | 578,696 | 87,876 | 7,425,222 |
| Infrastructure | 17,550,413 | 316,336 | 66,245 | 17,800,504 |
| Subtotals | 30,423,318 | 1,439,047 | 191,710 | 31,670,655 |
| Less Accumulated Depreciation for: | | | | |
| Land Improvements | 755,530 | 128,616 | 27,567 | 856,579 |
| Buildings and Improvements | 1,174,537 | 70,215 | - | 1,244,752 |
| Machinery and Equipment | 3,929,467 | 345,435 | 66,832 | 4,208,070 |
| Infrastructure | 4,296,972 | 698,982 | 44,119 | 4,951,835 |
| Subtotals | 10,156,506 | 1,243,248 | 138,518 | 11,261,236 |
| Total Capital Assets, Being Depreciated, Net | 14,334,427 | 195,799 | 53,192 | 20,409,419 |
| Governmental Activities Capital Assets, Net | $ 17,030,993 | $ 1,891,628 | $ 319,399 | 24,535,607 |
| Less: Capital Related Debt | | | | (4,690,000) |
| Add: Unspent Bond Proceeds | | | | 2,655,474 |
| Net Investment in Capital Assets | | | | $ 22,501,081 |

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Depreciation expense was charged to functions of the Village as follows:

| | |
|---|---|
| Governmental Activities: | |
| General Government | $ 102,282 |
| Public Safety | 113,032 |
| Public Works | 947,763 |
| Culture and Recreation | 80,171 |
| Total Depreciation Expense - Governmental Activities | $ 1,243,248 |

## NOTE 4 CAPITAL ASSETS (CONTINUED)

| | | | | |
|---|---|---|---|---|
| **Water Utility** | | | | |
| Capital Assets, Not Being Depreciated: | | | | |
| Land | $ 70,720 | $ - | $ - | $ 70,720 |
| Construction in Progress | - | - | - | - |
| Total Capital Assets, Not Being Depreciated | 70,720 | - | - | 70,720 |
| Capital Assets, Being Depreciated: | | | | |
| Supply Mains | - | 22,180 | - | 22,180 |
| Tran/Dist-Structures & Improve | - | 336,515 | - | 336,515 |
| Transmission and Distribution | 6,777,671 | 456,259 | 22,180 | 7,211,750 |
| Service Connections | 1,656,749 | 180,692 | - | 1,837,441 |
| Meters | 805,008 | 63,878 | 14,590 | 854,296 |
| Hydrants | 1,161,821 | 91,108 | - | 1,252,929 |
| Misc Structure and Improv. | 699,835 | - | 336,515 | 363,320 |
| Office Furniture and Equip. | 61,208 | - | - | 61,208 |
| Computers | 40,774 | 4,138 | - | 44,912 |
| Transportation | 92,177 | 20,399 | 11,824 | 100,752 |
| Store Equipment | - | 3,553 | - | 3,553 |
| Other General Plant | 33,098 | 124 | 25,093 | 8,129 |
| Power Operated Equipment | - | 21,540 | - | 21,540 |
| Subtotals | 11,328,341 | 1,200,386 | 410,202 | 12,118,525 |
| Less Accumulated Depreciation for: | | | | |
| Supply Mains | | | | - |
| Tran/Dist-Structures & Improve | | | | - |
| Transmission and Distribution | 1,450,489 | 65,810 | - | 1,516,299 |
| Service Connections | 702,655 | 50,666 | - | 753,321 |
| Meters | 344,984 | 45,631 | 14,590 | 376,025 |
| Hydrants | 395,526 | 26,562 | - | 422,088 |
| Misc Structure and Improv. | 306,133 | 16,213 | - | 322,346 |
| Office Furniture and Equip. | 64,757 | 3,550 | - | 68,307 |
| Computers | 48,583 | 11,399 | - | 59,982 |
| Transportation | 85,561 | 12,830 | 11,814 | 86,577 |
| Store Equipment | - | 2,817 | - | 2,817 |
| Other General Plant | 35,895 | - | - | 35,895 |
| Power Operated Equipment | | | | - |
| Subtotals | 3,434,583 | 235,478 | 26,404 | 3,643,657 |
| Total Capital Assets, Being Depreciated, Net | 14,334,427 | 964,908 | 383,798 | 8,474,868 |
| Water Utility Capital Assets, Net | $ 14,405,147 | $ 964,908 | $ 383,798 | 8,545,588 |
| Less: Capital related debt | | | | - |
| Net Investment in Capital Assets | | | | $ 8,545,588 |

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## NOTE 4 CAPITAL ASSETS (CONTINUED)

**Sewer Utility**

| | | | | |
|---|---|---|---|---|
| Capital Assets, Not Being Depreciated: | | | | |
| Land | $ 41,436 | $ - | $ - | $ 41,436 |
| Total Capital Assets, Not Being Depreciated | 41,436 | - | - | 41,436 |
| Capital Assets, Being Depreciated: | | | | |
| Service Connections | 1,429,501 | 240,025 | - | 1,669,526 |
| Collecting Mains | 9,200,153 | 613,652 | 26,992 | 9,786,813 |
| Force mains | 1,529,258 | - | - | 1,529,258 |
| Electrical Pumping Equipment | 8,325 | 22,649 | - | 30,974 |
| Lift Stations | 1,898,413 | - | 12,390 | 1,886,023 |
| Misc. Structure and improvements | 405,988 | - | - | 405,988 |
| Office furniture and equipment | 106,258 | 124 | 40,775 | 65,607 |
| Computer Equipment | - | 44,913 | - | 44,913 |
| Transportation equipment | 92,177 | 20,399 | 11,824 | 100,752 |
| Other General Plant | 59,101 | - | - | 59,101 |
| Subtotals | 14,729,174 | 941,762 | 91,981 | 15,578,955 |
| Less Accumulated Depreciation for: | | | | |
| Service Connections | 565,443 | 20,144 | - | 585,587 |
| Collecting Mains | 2,270,336 | 106,063 | 12,390 | 2,364,009 |
| Force mains | 386,020 | 29,056 | - | 415,076 |
| Electrical Pumping Equipment | 416 | 1,965 | - | 2,381 |
| Lift Stations | 486,813 | 37,844 | - | 524,657 |
| Misc. Structure and improvements | 200,143 | 10,150 | - | 210,293 |
| Office furniture and equipment | 113,366 | 10,833 | 11,814 | 112,385 |
| Transportation equipment | 101,227 | 14,470 | - | 115,697 |
| Other General Plant | 63,870 | 5,903 | - | 69,773 |
| Subtotals | 4,187,634 | 236,428 | 24,204 | 4,399,858 |
| Total Capital Assets, Being Depreciated, Net | 10,541,540 | 705,334 | 67,777 | 11,179,097 |
| Business-Type Activities Capital Assets, Net | $ 10,582,976 | $ 705,334 | $ 67,777 | 11,220,533 |
| Less: Capital Related Debt | | | | - |
| Net Investment in Capital Assets | | | | $ 11,220,533 |

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## NOTE 5 INTERFUND RECEIVABLE, PAYABLES, AND TRANSFERS

Interfund receivables and payables between individual funds of the Village, as reported in the fund financial statements, as of December 31, 2023 are detailed below:

| | Interfund Receivables | Interfund Payables |
|---|---|---|
| Temporary Cash Advances to Finance Operating Cash Deficits: | | |
| Governmental Funds: | | |
| General Fund | $ 847,206 | $ - |
| TIF District No. 5 | - | 596,206 |
| TIF District No. 6 | - | 251,000 |
| Total | $ 847,206 | $ 847,206 |

## NOTE 6 LONG-TERM OBLIGATIONS

The following is a summary of changes in long-term obligations of the Village for the year ended December 31, 2023:

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| | Beginning Balance | Issued | Retired | Ending Balance | Due Within One Year |
|---|---|---|---|---|---|
| Governmental Activities: | | | | | |
| General Obligation Debt | | | | | |
| Direct Placements: | | | | | |
| Notes | $ 5,490,000 | $ 1,400,000 | $ 830,000 | $ 6,060,000 | $ 1,208,682 |
| State Trust Fund Loans | - | - | - | - | - |
| Governmental Activities Long-Term Obligations | $ 5,490,000 | $ 1,400,000 | $ 830,000 | $ 6,060,000 | $ 1,208,682 |
| Business-Type Activities: | | | | | |
| General Obligation Debt | | | | | |
| Direct Placements: | | | | | |
| Clean Water Fund Loans (1) | $ 479,975 | $ - | $ 42,556 | $ 437,419 | $ 43,682 |
| Governmental Activities Long-Term Obligations | $ 479,975 | $ - | $ 42,556 | $ 437,419 | $ 43,682 |

Interest paid during the year on long-term debt totaled $81,794.

(1) The proceeds of the Village of Harrison Sewer Utility's 2013 Sewer Clean Water Fund Loan were paid directly to the Neenah-Menasha Sewerage Commission for expansion of the regional plant. Principal and interest payments on this debt will be paid by the Neenah-Menasha Sewerage Commission under an agency agreement. The debt service is recovered by Neenah-Menasha Sewerage Commission as part of its annual use charges. The resulting due from other governments and revenue bonds of a like amount has been recorded by the Village of Harrison Sewer Utility and will be reduced as payments are made.

## NOTE 6 LONG-TERM OBLIGATIONS (CONTINUED)

### General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

| | Date of Issue | Final Maturity | Interest Rates | Original Indebtedness | Balance 12/31/23 |
|---|---|---|---|---|---|
| General Obligation Notes | 2/13/13 | 5/1/32 | | $ 816,856 | $ 437,419 |
| General Obligation Notes | 11/17/20 | 3/1/30 | 4% | 1,425,000 | 1,195,000 |
| General Obligation Notes | 11/17/20 | 3/1/35 | 2% | 1,880,000 | 1,370,000 |
| General Obligation Notes | 12/31/21 | 6/30/22 | 4% | 500,000 | - |
| General obligation notes | 3/31/22 | 9/1/32 | 2% | - | 970,000 |
| General obligation notes | 11/15/22 | 9/1/32 | 4-5% | - | 1,125,000 |
| General obligation notes | 12/14/23 | 3/1/33 | 5% | 1,400,000 | 1,400,000 |
| Total Outstanding General Obligation Debt | | | | | $ 6,497,419 |

Annual principal and interest maturities of the outstanding general obligation debt on December 31, 2023 are detailed below:

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| | Governmental Activities | | Business-Type Activities | |
|---|---|---|---|---|
| Year Ended December 31, | Principal | Interest | Principal | Interest |
| 2024 | $ 1,165,000 | $ 134,500 | $ 43,682 | $ 10,996 |
| 2025 | 560,000 | 123,730 | 44,838 | 9,825 |
| 2026 | 570,000 | 108,780 | 46,024 | 8,623 |
| 2027 | 585,000 | 92,905 | 47,242 | 7,389 |
| 2028 | 600,000 | 76,655 | 48,492 | 6,123 |
| 2029 - 2033 | 2,345,000 | 166,481 | 207,142 | 11,140 |
| 2034 - 2035 | 235,000 | 4,750 | - | - |
| Total | $ 6,060,000 | $ 707,801 | $ 437,420 | $ 54,096 |

### Legal Margin for New Debt

The Village's legal margin for creation of additional general obligation debt on December 31, 2023 was $74,892,220 as follows:

| | |
|---|---|
| Equalized Valuation at the Village | $ 1,906,862,300 |
| Statutory Limiation Percentage | (x) 5% |
| General Obligation Debt Limiation, Per Section 67.03 of the Wisconsin Statutes | 95,343,115 |
| Total Outstanding General Obligation Debt Applicable to Debt Limitation | 6,497,420 |
| Legal margin for New Debt | $ 88,845,695 |

General obligation notes are direct placements in which the full faith and is secured by the Village's taxing authority. These notes are not subject to any special terms related to events of default, termination events or escalation clauses. The Clean Water Fund loan is a private placement which contains a subjective acceleration clause that allows the lender to accelerate payment of the entire principal amount to be come immediately due if the lender determines that a material adverse change occurs. The Clean Water Fund Loan is secured by the Village's taxing authority.

## NOTE 7 PENSION PLAN

### Plan Description

The WRS is a cost-sharing, multiple-employer, defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible state of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone WRS Financial Report, which can be found at https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements.

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

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Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

## NOTE 7 PENSION PLAN (CONTINUED)

### Postretirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement.

The Core and Variable annuity adjustments granted during recent years are as follows:

| Year | Core Fund Adjustment | Variable Fund Adjustment |
|---|---|---|
| 2013 | (9.6)% | 9.0 % |
| 2014 | 4.7 % | 25.0 % |
| 2015 | 2.9 % | 2.0 % |
| 2016 | 0.5 % | (5.0)% |
| 2017 | 2.0 % | 4.0 % |
| 2018 | 2.4 % | 17.0 % |
| 2019 | - % | (10.0)% |
| 2020 | 1.7 % | 21.0 % |
| 2021 | 5.1 % | 13.0 % |
| 2022 | 7.4 % | 15.0 % |

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### Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and executives and elected officials. Starting on January 1, 2016, the executives and elected officials category was merged into the general employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remained of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the year ended December 31, 2023, the WRS recognized $91,778 in contributions from the Village.

## NOTE 7 PENSION PLAN (CONTINUED)

Contribution rates as of December 31, 2023 are:

| Employee Category | Employee | Employer |
|---|---|---|
| General (Including Teachers) | 6.50 % | 6.50 % |
| Protective with Social Security | 6.50 % | 12.00 % |
| Protective without Social Security | 6.50 % | 16.40 % |

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At December 31, 2023, the Village reported a liability of $384,016 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2022, and the total pension asset used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2021 rolled forward to December 31, 2023.

No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net pension asset was based on the Village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the Village's proportion was .00724874%, which was an increase of 0.00041462% from its proportion measured as of December 31, 2021.

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For the year ended December 31, 2023, the Village recognized pension expense of $196,174.

At December 31, 2023, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|---|---|
| Differences Between Expected and Actual Experience | $ 611,618 | $ 803,531 |
| Net Differences Between Projected and Actual Earnings on Pension Plan Investments | 652,357 | |
| Changes in Assumptions | 75,513 | - |
| Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions | 3,430 | 8,040 |
| Employer Contributions Subsequent to the Measurement Date | 100,743 | - |
| Total | $ 1,443,661 | $ 811,571 |

$100,743 reported as deferred outflows related to pension resulting from the Village's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2024.

## NOTE 7 PENSION PLAN (CONTINUED)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

| Year Ending December 31, | | |
|---|---|---|
| 2024 | $ | 22,190 |
| 2025 | | 109,484 |
| 2026 | | 111,599 |
| 2027 | | 288,074 |
| Total | $ | 531,347 |

### Actuarial Assumptions

The total pension liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

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| | |
|---|---|
| Actuarial Valuation Date: | December 31, 2021 |
| Measurement Date of Net Pension Liability (Asset): | December 31, 2022 |
| Actuarial Cost Method: | Entry Age Normal |
| Asset Valuation Method: | Fair Market Value |
| Long-Term Expected Rate of Return: | 6.8% |
| Discount Rate: | 6.8% |
| Salary Increases: | |
| Inflation | 3.0% |
| Seniority/Merit | 0.1% - 5.6% |
| Mortality | 2020 WRS Experience Mortality Table |
| Postretirement Adjustments* | 1.7% |

** No postretirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the postretirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2019 that covered a three-year period from January 1, 2016 to December 31, 2018. The Total Pension Liability for December 31, 2020 is based upon a roll-forward of the liability calculated from the December 31, 2019 actuarial valuation.

### Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

## NOTE 7 PENSION PLAN (CONTINUED)

### Long-Term Expected Return on Plan Assets (Continued)

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

| | Current Asset Allocation % | Expected Nominal Rate of Return % | Expected Real Rate of Return % |
|---|---|---|---|
| Core Fund Asset Class: | | | |
| Global Equities | 48.0 % | 7.6 % | 5.0 % |
| Fixed Income | 25.0 | 5.3 | 2.7 |
| Inflation Sensitive Assets | 19.0 | 3.6 | 1.1 |
| Real Estate | 8.0 | 5.2 | 2.6 |
| Private Equity/Debt | 15.0 | 9.6 | 6.9 |
| Total Core Fund | 115.0 % | 7.4 | 4.8 |
| Variable Fund Asset Class: | | | |
| U.S. Equities | 70.0 % | 7.2 | 4.6 |
| International Equities | 30.0 | 8.1 | 5.5 |
| Total Variable Fund | 100.0 % | 7.7 | 5.1 |

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New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.4%

Asset allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

### Single Discount Rate

A single discount rate of 7.00% was used to measure the total pension liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 2.00% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2020. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities). Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan members contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members.

## NOTE 7 PENSION PLAN (CONTINUED)

### Sensitivity of the Village's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Village's proportionate share of the net pension liability December 31, 2023 calculated using the discount rate of 7.0%, as well as what the Village's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one-percentage-point lower (6.0%) or one-percentage-point higher (8.0%) than the current rate:

| | 1% Decrease to Discount Rate (5.80%) | Current Discount Rate 6.80%) | 1% Increase to Discount Rate (7.80%) |
|---|---|---|---|
| Village's Proportionate Share of the Net Pension Liability (Asset) | $ 1,274,539 | $ 384,016 | $ (228,586) |

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### Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements.

### Payables to the Pension Plan

At December 31, 2023, the Village reported a payable of $24,202 for the outstanding amount of contributions to the pension plan.

## NOTE 8 FUND EQUITY

### Restricted Fund Balance

In the fund financial statements, portions of governmental fund balances are not available for appropriation or are legally restricted for use for a specific purpose. At December 31, 2023, restricted fund balance was as follows:

| | | |
|---|---|---|
| Special Revenue Funds: | | |
| Restricted for: | | |
| Park Improvements | $ | 954,708 |
| Law Enforcement Impact | | 94,370 |
| Fire Department Impact | | 801,380 |
| Stormwater | | 73,990 |
| Total Special Revenue Fund Restricted Fund Balance | | 1,924,448 |
| Capital Project Funds: | | |
| Restricted for: | | |
| TIF Project Costs | | 1,211,493 |
| Capital Projects | | 2,655,474 |
| Total Capital Project Funds | | 3,866,967 |
| Total Restricted Fund Balance | $ | 5,791,415 |

## NOTE 8 FUND EQUITY (CONTINUED)

### Net Position

The Village reports restricted net position at December 31, 2023 as follows:

| | | |
|---|---|---|
| Governmental Activities: | | |
| Restricted for: | | |
| Park Improvements | $ | 954,708 |
| Law Enforcement Impact | | 94,370 |
| Fire Department Impact | | 801,380 |
| Stormwater | | 73,990 |
| Capital Projects | | 1,211,493 |
| Total Restricted Net Position | $ | 3,135,941 |

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## NOTE 9 OTHER INFORMATION

### A. Tax Incremental Financing Districts

The Village has established separate capital projects funds for Tax Incremental District (TID) No. 1 and Tax Incremental District (TID) No. 2, Tax Incremental District (TID) No. 3, and Tax Incremental District (TID) No. 4, which were created by the Village in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the District was created, the property tax base within the District was “frozen” and increment taxes resulting from increases to the property tax base are used to finance District improvements, including principal and interest on long-term debt issued by the Village to finance such improvements. The Statutes allow eligible project costs to be incurred up to five years prior to the maximum termination date. The Village’s District is still eligible to incur project costs.

Since creation of the above Districts, the Village has provided various financing sources to the TIDs. The foregoing amounts are not recorded as liabilities in the TID capital project funds but can be recovered by the Village from any future excess tax increment revenues.

### B. Risk Management

The Village is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The Village completes an annual review of its insurance coverage to ensure adequate coverage. The Village has not made significant changes to coverage from the previous year. The Village’s losses have not exceed coverage in any of the prior three years.

## NOTE 9 OTHER INFORMATION (CONTINUED)

### C. Contingencies

From time-to-time, the Village is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and the Village Attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

### D. Commitments and Contingent Liabilities

The Village has a contract with the City of Appleton to pay for half the cost of the storm sewer, paving, grade and gravel, and temporary asphalt paving for certain properties located in the Village boundaries and the City's utility service area. The payments are subject to certain terms and conditions as agreed upon between the Village and the City, and continue through the year December 31, 2025. The Village also has an agreement with a developer to reimburse the Village for these costs. The Village received from the developer and paid to the City $114,099 in 2023 in accordance with this agreement.

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**VILLAGE OF HARRISON, WISCONSIN**
**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) – WISCONSIN RETIREMENT SYSTEM**
**LAST TEN FISCAL YEARS**

| Plan Year Ending | Proportion of the Net Pension Liability (Asset) | Proportionate Share of the Net Pension Liability (Asset) | Covered Payroll (Plan Year) | Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll | Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset) |
|---|---|---|---|---|---|
| 12/31/16 | 0.00433812 % | $ 35,756 | $ 657,314 | 5.44 % | 99.12 % |
| 12/31/17 | 0.00438854 | (130,300) | 657,579 | 19.82 | 102.93 |
| 12/31/18 | 0.00523332 | 186,185 | 1,023,633 | 18.19 | 96.45 |
| 12/31/19 | 0.00589879 | (190,203) | 1,051,708 | 18.09 | 102.96 |
| 12/31/20 | 0.00693660 | (433,061) | 1,257,777 | 34.43 | 105.26 |
| 12/31/21 | 0.00683412 | (550,842) | 1,069,387 | 0.52 | 106.02 |
| 12/31/22 | 0.00724874 | 384,016 | 1,335,011 | 0.29 | 95.72 |

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**VILLAGE OF HARRISON, WISCONSIN**
**SCHEDULE OF CONTRIBUTIONS – WISCONSIN RETIREMENT SYSTEM**
**LAST TEN FISCAL YEARS**

| Fiscal Year Ending | Contractually Required Contributions | Contributions in Relation to the Contractually Required Contributions | Contribution Deficiency (Excess) | Covered Payroll (Fiscal Year) | Contributions as a Percentage of Covered Payroll |
|---|---|---|---|---|---|
| 12/31/16 | $ 43,383 | $ 43,383 | $ - | $ 657,314 | 6.60 % |
| 12/31/17 | 44,716 | 44,716 | - | 657,579 | 6.80 |
| 12/31/18 | 68,583 | 68,583 | - | 1,023,633 | 6.70 |
| 12/31/19 | 68,887 | 68,887 | - | 1,051,708 | 6.55 |
| 12/31/20 | 84,900 | 84,900 | - | 1,257,777 | 6.75 |
| 12/31/21 | 72,184 | 72,184 | - | 1,069,387 | 6.75 |
| 12/31/22 | 91,777 | 91,777 | - | 1,335,011 | 7% |
| 12/31/23 | 100,743 | 100,743 | - | 1,481,503 | 7% |

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*See accompanying Notes to Required Supplementary Information.*

**NOTE 1**

There were no changes of benefit terms or assumptions for any participating employer in the WRS.

The Village is required to present the last ten fiscal years of data; however, accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

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# VILLAGE OF HARRISON, WISCONSIN
# COMBINING BALANCE SHEET – NONMAJOR GOVERNMENTAL FUNDS
# DECEMBER 31, 2023

| | Special Revenue | | | | | | Capital Projects | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Park Impact Fees Fund | Law Enforcement Impact Fees | Fire Department Impact Fees | Fire Department | Stormwater | ARPA | Tax Incremental District No. 1 | Tax Incremental District No. 2 | Tax Incremental District No. 3 | Tax Incremental District No. 4 | Tax Incremental District No. 5 | Tax Incremental District No. 6 | Total |
| **ASSETS** | | | | | | | | | | | | | |
| Cash and Investments | $ 957,327 | $ 94,370 | $ 801,380 | $ - | 74,884 | $ 594,793 | $ 1,275,225 | $ 411,476 | $ 145,862 | $ 347,559 | $ - | $ - | $ 4,702,876 |
| Receivables: | | | | | | | | | | | | | |
| Taxes and Special Charges | - | - | - | - | | - | 506,407 | 228,422 | 69,851 | 303,173 | - | - | 1,107,853 |
| Assets held for sale | | | | | | | | | | | - | - | - |
| Total Assets | $ 957,327 | $ 94,370 | $ 801,380 | $ - | $ 74,884 | $ 594,793 | $ 1,781,632 | $ 639,898 | $ 215,713 | $ 650,732 | $ - | $ - | $ 5,810,729 |
| **LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES** | | | | | | | | | | | | | |
| **LIABILITIES** | | | | | | | | | | | | | |
| Accounts Payable | $ 2,619 | $ - | $ - | $ - | 894 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 3,513 |
| Unearned revenue | - | - | - | - | | 594,793 | - | - | - | - | - | - | 594,793 |
| Due to Other Funds | - | - | - | - | | - | - | - | - | - | 596,206 | 251,000 | 847,206 |
| Total Liabilities | 2,619 | - | - | - | 894 | 594,793 | - | - | - | - | 596,206 | 251,000 | 1,445,512 |
| **DEFERRED INFLOWS OF RESOURCES** | | | | | | | | | | | | | |
| Property Taxes Levied for Subsequent Year | - | - | - | - | | - | 949,174 | 428,138 | 130,924 | 568,246 | - | | 2,076,482 |
| Total Deferred Inflows of Resources | - | - | - | - | | - | 949,174 | 428,138 | 130,924 | 568,246 | - | | 2,076,482 |
| **FUND BALANCES** | | | | | | | | | | | | | |
| Restricted | 954,708 | 94,370 | 801,380 | - | 73,990 | - | 832,458 | 211,760 | 84,789 | 82,486 | - | | 3,135,941 |
| Unassigned | - | - | - | - | - | - | - | - | - | - | (596,206) | (251,000) | (847,206) |
| Total Fund Balances | 954,708 | 94,370 | 801,380 | - | 73,990 | - | 832,458 | 211,760 | 84,789 | 82,486 | (596,206) | (251,000) | 2,288,735 |
| Total Liabilities, Deferred Inflows of Resources, and Fund Balances | $ 957,327 | $ 94,370 | $ 801,380 | $ - | $ 74,884 | $ 594,793 | $ 1,781,632 | $ 639,898 | $ 215,713 | $ 650,732 | $ - | $ - | $ 5,810,729 |

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# VILLAGE OF HARRISON, WISCONSIN
# COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS
# YEAR ENDED DECEMBER 31, 2023

| | Special Revenue | | | | | | Capital Projects | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Park Impact Impact Fees | ARPA Grant | Law Enforcement Impact Fees | Fire Department Impact Fees | Fire Department | Storm Water | Tax Incremental District No. 1 | Tax Incremental District No. 2 | Tax Incremental District No. 3 | Tax Incremental District No. 4 | Tax Incremental District No. 5 | Tax Incremental District No. 6 | Total |
| **REVENUES** | | | | | | | | | | | | | |
| Taxes | $ - | $ - | $ - | $ - | $ - | $ - | $ 947,412 | $ 126,364 | $ 128,432 | $ 268,063 | $ - | $ - | $ 1,470,271 |
| Intergovernmental | - | 381,593 | - | - | - | - | - | - | - | - | - | - | 381,593 |
| Licenses and Permits | 78,422 | - | 8,879 | 76,165 | - | - | - | - | - | - | - | - | 163,466 |
| Public Charges for Service | - | - | - | - | - | 447,995 | - | - | - | - | - | - | 447,995 |
| Miscellaneous | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Revenues | 78,422 | 381,593 | 8,879 | 76,165 | - | 447,995 | 947,412 | 126,364 | 128,432 | 268,063 | - | - | 2,463,325 |
| **EXPENDITURES** | | | | | | | | | | | | | |
| Current: | | | | | | | | | | | | | |
| General Government | - | 381,593 | - | - | - | - | - | - | - | - | 9,302 | - | 390,895 |
| Public Safety | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Public Works | - | - | - | - | - | 72,836 | - | - | - | - | - | - | 72,836 |
| Conservation and Development | - | - | - | - | - | - | 564,593 | 97,054 | 39,083 | 182,500 | 3,547 | 251,000 | 1,137,777 |
| Debt Service: | | | | | | | | | | | | | |
| Principal | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Interest and Fiscal Charges | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Capital Outlay | 210,333 | - | - | - | - | 301,169 | - | - | - | - | - | - | 511,502 |
| Total Expenditures | 210,333 | 381,593 | - | - | - | 374,005 | 564,593 | 97,054 | 39,083 | 182,500 | 12,849 | 251,000 | 2,113,010 |
| **OTHER FINANCING SOURCES** | | | | | | | | | | | | | |
| Transfer in | - | - | - | - | - | - | - | 0 | - | - | - | - | - |
| Transfer out | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Long-Term Debt Issued | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Premium on Long-Term Debt | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Other Financing Sources | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **NET CHANGE IN FUND BALANCES** | (131,911) | - | 8,879 | 76,165 | - | 73,990 | 382,819 | 29,310 | 89,349 | 85,563 | (12,849) | (251,000) | 350,315 |
| Fund Balances - Beginning of Year | 1,086,619 | - | 85,491 | 725,215 | - | - | 449,639 | 182,450 | (4,560) | (3,077) | (583,357) | - | 1,938,420 |
| **FUND BALANCES - END OF YEAR** | $ 954,708 | $ - | $ 94,370 | $ 801,380 | $ - | $ 73,990 | $ 832,458 | $ 211,760 | $ 84,789 | $ 82,486 | $ (596,206) | $ (251,000) | $ 2,288,735 |

Draft - Preliminary
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July 23, 2024

CliftonLarsonAllen LLP
10401 W Innovation Dr. Suite 300
Wauwatosa, WI 53226

This representation letter is provided in connection with your audit of the financial statements of Village of Harrison, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of July 23, 2024, the following representations made to you during your audit of the financial statements as of and for the year ended December 31, 2023.

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 20, 2024, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

4. Significant assumptions used by us in making accounting estimates are reasonable.

5. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.

6. Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7. All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

8. You have proposed adjusting journal entries that have been posted to the entity's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.

9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.

10. Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.

11. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.

12. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

13. We believe that the actuarial assumptions and methods used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.

14. We have implemented GASB Statement No. 96, *SBITAS,* during the audit period. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the standard. We have sufficient and appropriate documentation supporting all estimates and judgments underlying the amounts recorded and disclosed in the financial statements.

**Information Provided**

1. We have provided you with:

    a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.

    b. Additional information that you have requested from us for the purpose of the audit.

    c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

2. All transactions have been recorded in the accounting records and are reflected in the financial statements.

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

    a. Management;

    b. Employees who have significant roles in internal control; or

    c. Others when the fraud could have a material effect on the financial statements.

5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.

6. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or waste or abuse whose effects should be considered when preparing financial statements.

7. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.

8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.

9. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

10. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.

11. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to Village of Harrison, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

12. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

13. The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.

14. We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.

15. We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources $750,000 or more. For this representation, “award” means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.

16. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.

17. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.

18. The financial statements properly classify all funds and activities.

19. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

20. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

21. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.

22. Provisions for uncollectible receivables have been properly identified and recorded.

23. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

24. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

25. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

26. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly valued and disclosed.

27. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

28. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

29. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

30. We acknowledge our responsibility for presenting the required supplementary information (RSI). in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.

31. As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes. We have also ensured that the entity's data and records are complete and received sufficient information to oversee the service.

32. We understand that as part of your audit, you prepared the adjusting journal and acknowledge that we have reviewed and approved those entries and accepted responsibility for them. We have also ensured that the entity's data and records are complete and received sufficient information to oversee the service.

33. We have evaluated the adequacy and results of the depreciation services performed and accept responsibility for the results. We acknowledge our responsibility for our depreciation schedules and have determined the methods and rates of depreciation and the salvage values used in the calculations. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your depreciation services; have made all significant management judgments and decisions; and have assumed all management responsibilities. We have also ensured that the entity's data and records are complete and received sufficient information to oversee the service.

Signature: _____ Title: _____

Signature: _____ Title: _____

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Discussion and possible action on the Plan Commission board makeup.

**Issue:**
Should the Village Board change the makeup of the Plan Commission effective April 2025?

**Background and Additional Information:**
The Harrison Municipal Code provides the following language related to the Village Plan Commission Created:

2-123 Village Plan Commission Created

1. The village board hereby ordains as follows: to create for the village a plan commission operating within the statutory framework of Wis. Stats. § 62.23.
2. The village plan commission, being an advisory board under the provisions of Wis. Stats. § 62.23, shall consist of seven members, at least two of whom shall be village board members and at least four of whom shall be citizen members who are not village elected or appointed officials. The village board of trustees shall elect at least two members, which shall hold office in accordance with their elected board term. The citizen members shall be appointed by the village president and confirmed by the village board. The presiding officer shall be the village president. Citizen members shall hold office for a three-year term. The initial appointment of citizen members and annual appointments of citizen members thereafter shall be staggered, so that each year a new citizen member is appointed by the village board. Appointment shall be made in April for each term expiring May 1. All appointees to the commission shall be residents of the village.
3. The village plan commission shall have all of the rights, duties and obligations established for it, pursuant to Wis. Stats. § 62.23, and shall operate within the rules of that statute and the interpretations thereof.

Village staff also received an opinion from the Village Attorney on the requirements in State Statute. The Village Attorney response:

Per the discussion of the planning commission make up last night, Village planning commissions are authorized by Wis. Stat. § 61.35, which authorizes village planning boards under the requirements of Wis. Stat. § 62.23. Notably, § 62.23(1) requires a seven-member board, chosen by the board president, with at least three citizen members who are not city officials….the President shall also choose the presiding officer of the planning commission. The president may appoint himself/herself to the commission and may appoint other city elected or appointed officials.

The statute does not require any board members to be on the commission…the only requirement is that 3 of the 7 members are citizen members who are not city officials.

**Budget Impacts:**

None

**Recommended Action:**
Motion as determined by the Board.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Russ Van Gompel, Interim Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Proposed Village Board Visioning Session for the 2025 Budget Process

**Issue:**

Should the Village Board approve a contract to conduct a Visioning Session prior to completion of the 2025 Budget?

**Background and Additional Information:**

While attending the June 25 Village Board meeting and listening to the Board along with preparing for the Budget, I felt it would be helpful to schedule and hold a Village Board Visioning Session. The objectives of a visioning session would be to help clarify the role of the village board and staff, to define the boundaries between policy and administration, to emphasize the collective governance of the board, to foster a positive culture and engaged employees, to provide a framework for moving forward and to establish mechanisms for effective feedback and oversight.

This visioning session could be held in August, prior to work on the 2025 budget and could provide some strategic initiatives which could be incorporated in the budget process. I have collected three proposals from different facilitators who could assist with the development of the process. Attached are proposals from Allyson Brunette Consulting, Bold Path Consulting, and CP2 Consulting.

After reviewing all three proposals and considering the submitted costs, it is my recommendation to award a proposal to Allyson Brunette Consulting. I prefer the method of conducting one-on-one interviews to start the process and including a with a 90-minute workshop in person to be followed up with a final report on the Mission Vision and Values. Allyson is very familiar with the Village while working with the City of Kaukauna and has conducted several projects listed on her qualifications.

**Budget Impacts:**
$3,805.78 General Administration

**Recommended Action:**
Motion to accept the proposal from Allyson Brunette Consulting with a not to exceed amount of $3,805.78.

**Attachments:**

- Harrison WI Mission Vision Values.pdf
- Harrison Civic Health Check Proposal.pdf

- Harrison - Proposed Outline for Village Board Visioning Session.pdf

# Village of Harrison

## Organizational Mission, Vision, Values Development Proposal

July 2024

CORY PORIS PLASCH
CP2 CONSULTING

CP2 CONSULTING

July 16, 2024

Russ Van Gompel
Village of Harrison
W5298 State Road 114
Menasha, WI 54952

RE: Organizational Mission, Vision, Values Facilitation Proposal

Dear Russ,

Based upon your interest in assistance to develop Harrison's organizational Mission, Vision, and Values the attached proposal is submitted for your consideration.

The proposal specifically addresses the organization's desired outcomes as I understand them:

- Demonstrating the importance of establishing Mission, Vision and Values to guide a public sector organization and confirming the role of the elected body in determining the Mission, Vision, and Values.

- Determining Mission, Vision, and Values based upon a facilitated process with the governing body using small and large group exercises.

My career has been almost entirely in the public sector and in support of the public sector and I have facilitated hundreds of work sessions in the last two decades. I am deeply committed to fostering communication, engaging groups in strategic thinking, promoting transparency, and establishing healthy group dynamics.

Thank you for the opportunity to provide these services to the Village of Harrison.

Yours truly,

Cory Poris Plasch
CP2 Consulting

## Project Approach

The following is a description of the proposed process:

# Project Plan

| STEP | SAMPLE DATES* | ACTIVITIES |
|---|---|---|
| Project Initiation | August 1-7 | Project planning including timeline development |
| Develop workshop activity plan | August 7-14 | Develop specific workshop activities based on client input |
| Retreat Session(s). The retreat can be one longer session or two shorter sessions | August 23-24 | Data analysis, development of draft Mission, Vision, and Values using a collaborative process |
| Summary report | August 30 | Report preparation |

*Timeline is for illustrative purposes only.

Develop Workshop Activity Plan

A semi-custom activity plan is developed based on the needs of the organization. Any past work on Vision, Mission and Values will be reviewed, and prior team building activities explored. Specific workshop activities will be developed based on organizational needs and participant preferences but will include large and small group activities. Organizational culture and aspirations for the organization will be discussed to maximize time spent during the retreat session(s).

a. Review current organizational status
b. Discuss current organizational culture and aspirations
c. Draft customized Workshop Activity Plan

Retreat Session- Examine Data, Identify Draft Organizational Mission, Vision and Values

This session includes the governing board and will focus on discussing organizational standards and goals to determine prevalent themes. The importance of Mission, Vision, and Values to guide a public sector organization will be established. A facilitated process is held to develop organizational Mission, Vision, and Values based on the customized Workshop Activity Plan.

a. Develop meeting process
b. Discuss the role of Mission, Vision and Values for municipal organizations
c. Facilitate session and group exercises
d. Summarize results into final report

## References:

CP2 Consulting has worked with numerous clients on strategic plans that include formulation of Vision, Mission and Values, as well as stand-alone Vision, Mission and Values projects. Current and recent Wisconsin clients include Burlington, Whitefish Bay, Mukwonago, Shorewood Hills, and Franklin EDC.

References include:

Anna Christopherson, Assistant Village Manager, Whitefish Bay, WI
E-mail: A.Christopherson@wfbvillage.gov 414-962-6690 (O)

Matt Harline, Village Manager, Villa Park, IL
E-mail: mharline@invillapark.com 630-592-6052 (O)

Tim Blakeslee, City Administrator/Utilities Manager, Plymouth, WI
E-mail: TBlakeslee@plymouthwi.gov 920-893-3745 (O)

Michael Walters Young, Chief Budget and Performance Officer, Franklin TN
E-mail: michael.waltersyoung@franklintn.gov 615-550-6687 (O)
(Standalone Values, Vision, and Mission workshops)

## Proposed Fee

Initial Organizational Culture Survey and Retreat is: $6,500
-Travel (lodging) billed at cost if two sessions chosen

Payments shall occur according to the following schedule:

1. Payments shall occur according to the following schedule:
2. Fifty percent (59%), upon execution of this agreement.
3. Fifty percent (50%) upon completion of retreat
4. Payments shall be made upon receipt of an itemized invoice
5. Travel shall be included on appropriate invoices if needed

If this proposal is acceptable, please sign below and return one copy to Cory Poris Plasch at cory@cp2consulting.net.

Cory Poris Plasch, Date

**Approval:**

for Harrison, WI Date

# CIVIC HEALTH CHECK™ COMMUNITY AUDITS

Village of HARRISON
WHERE OPPORTUNITY LIVES

Proposal Released:
July 16, 2024

Prepared for:
Interim Village Manager, Russ Van Gompel

ALLYSON BRUNETTE CONSULTING

July 16, 2024

Russ Van Gompel
Village of Harrison
W5298 State Rd 114
Harrison, WI 54952

**Delivered Electronically**

ALLYSON BRUNETTE CONSULTING

**PRINCIPAL CONTACT:**

**Allyson Brunette**
**Owner, Allyson Brunette Consulting, LLC**
**1644 Glen Road, Green Bay. WI 54313**
**920-371-9797**
**allyson@allysonbrunette.com**

Dear Mr. Van Gompel:

I am genuinely excited about the prospect of working with the Village of Harrison. As the community continues to grow into a premier residential community in Calumet County, the "growing pains" of shifting from Town service delivery to Village service delivery and operations can be a challenge to navigate.

My company was established in 2021 and is rooted in my passion for **empowering leaders**. I am a former public servant and a champion for high-functioning public and independent sector organizations, my company works exclusively with the public and non-profit sectors. Since starting my company in 2021, I've worked with communities in five states, but love to work with clients close to "home" in Northeast Wisconsin.

My proprietary Civic Health Check™ process sets my firm apart from other firms in this consulting landscape because I am committed to not selling clients products that they don't need. I invest in building relationships with my client communities and focus heavily on my core value of **Listening Loudly**. By engaging with your staff and Village board members over the course of 6-8 weeks, I can help you to diagnose the most pressing challenges for your organization and advise on a short-term course of action. My goal is for this product to be transparent, affordable, and accessible.

What sets Allyson Brunette Consulting apart from other firms in this consulting landscape are the building blocks of my business:

- I serve **mission-driven clients only**, including non-profits and local governments.
- I am a **respected thought leader** and regular writer on topics of innovation in workplaces.
- I provide my clients with **living deliverables and ongoing support** well after the ink is dry on their strategic plans or other organizational documents. My implementation approach includes robust strategies, toolkits, reporting mechanisms, and a process to support your organization in revisiting your strategic plan on a monthly (or more frequent) basis, as well as post-plan check-in visits in the years following plan development.

My business's building blocks help to bring strong synergy and a personal touch to my clients. Thank you for your consideration of my proposal – I hope to earn your business in the coming year.

Sincerely,

Allyson Brunette
Owner
Allyson Brunette Consulting

# TEAM QUALIFICATIONS

**Allyson Watson Brunette**
**Owner, Allyson Brunette Consulting**
**www.allysonbrunette.com**
**Role: Project Lead**

## EDUCATION

- Master of Public Administration, Marist College School of Management, Poughkeepsie, NY
- Bachelor of Arts in Economics and Political Science, Rider University, Lawrenceville, NJ

## EXPERIENCE

- After a decade spent working in the public and non-profit sector, Allyson started her own company in 2021 with a focus on public and non-profit sector facilitation, for both internal organizational planning and external engagement efforts within communities. Allyson Brunette Consulting is certified by the State of Wisconsin as a Women-Owned Business Enterprise.
- Allyson has been formally trained in the Bryson Method of Strategic Planning (through the University of Wisconsin-Madison) since 2015. She successfully facilitated and wrote plans for more than a dozen organizations from 2015-2021 during her time working in the public sector.
- Allyson is also a trained group facilitator with experience working with dozens of local government departments, groups of elected officials, and non-profit boards in meaningful discussions of topics ranging from space needs analysis, service delivery, and workforce challenges to shifting missions and visions for organizations.
- Allyson has substantial experience working through processes for Wisconsin County governments through her experience working for UW Extension Brown County, Outagamie County, and Winnebago County. Past analysis efforts have been focused on county-wide parks and recreation planning, county library system needs analysis, land and water conservation long-range planning, and supporting deployment of health and human services departmental resources.
- Allyson writes professionally for organizations including the League of Wisconsin Municipalities, Engaging Local Government Leaders (ELGL), and the Thomson Reuters Institute – a Washington, DC think tank focused on the future of government. Her focus area is in workplace culture and the future of diverse, equitable, and digital governance.

## RECENT CLIENTS

- Town of Ledgeview, WI
- City of Fitchburg, WI
- City of Ludington, MI
- Kalamazoo County, MI
- Village of Kimberly, WI
- City of Petoskey, MI
- Village of DeForest, WI
- City of Ripon, WI
- Oneida County, WI
- City of Grandview Heights, OH
- City of Baraboo, WI
- City of Keene, NH

# PROPOSAL NARRATIVE

## A. Project Timeframe

We would be available to begin working with the Village of Harrison in Q3 of 2024. More specific dates will be available in late August. Civic Health Check™ processes take anywhere from 6-8 weeks, depending on client availability for interviews.

## B. Breakdown of Costs

A project estimate with a breakdown of costs is included as Appendix I of this proposal. Civic Health Check™ is a flat fee product with a fee of $2,500. The additional requested Mission Vision and Values Workshop and associated expenses is separated as a line item on the project estimate. The total not-to-exceed project estimate is $3,805.78, which includes all service hours and related project expenses.

## C. Communication with the Client

We ask that the client define a primary point of contact and a secondary point of contact (should an issue arise and the primary is not available for any reason). We preschedule bi-weekly check-ins with the primary point of contact throughout the plan development timeline. This consists of a 30-45-minute check-in meeting by phone or video conference.

## D. Pre-Planning and Information Gathering

Our information gathering process is time-intensive, but it is critical to our effectiveness as facilitators. One of our organization's core values is to **Listen Loudly**. We pride ourselves on truly listening to what your board and staff members have to say. Information gathering takes place first through either leadership only surveys or membership-wide online surveys and is followed by remote, confidential, one-on-one interviews (30-45 minutes per person), with up to 15 individuals of your choosing. This is time-intensive, but it is invaluable to ensure that we accurately understand your organization's needs.

The final report will include a SWOT Analysis, and some high level strategies and suggestions for short-term (1-2 year) implementation.

## E. Mission Vision and Values Workshop

We will facilitate a 90-minute Mission Vision and Values workshop in-person with the Harrison Village Board and department heads following the completion of the survey and confidential interviews. This workshop helps to build consensus between leaders and to set the tone for the level of service delivery the organization provides. This workshop can be conducted within a regular Village Board meeting or as a standalone meeting.

## F. Final Report Generation

A final report will be delivered electronically to the Village Board summarizing the findings of the Civic Health Check™ process and the outcomes from the Mission Vision and Values workshop. Delivery of the final report can generally be expected within 1-2 weeks following the workshop. We will be glad to present the final report in-person to the Harrison Village Board.

# VILLAGE OF DEFOREST STRATEGIC PLAN CASE STUDY

## BACKGROUND

The Village of DeForest (pop. 10,884) is a premier, fast-growing community in the Madison metropolitan area. As the community urbanizes, there are desires which sometimes clash between maintaining natural spaces and a "small town feel" and providing contemporary amenities and larger city recreational programming. Residents are sensitive to both the rising costs of housing and the tax burden of community improvements. Our team helped DeForest leadership to garner community input on priority areas and facilitate conversations around increased collaboration between staff and elected officials.

## THE DELIVERABLES

Our firms developed for the client the following key deliverables to guide their organization over the next five years:

1. Community SWOT Analysis.
2. Community Mission and Vision Statements.
3. Strategic Planning Framework for the Village.
4. Culture recommendations on communications, leadership development, and enhancing community-wide civility.

## THE CHALLENGES

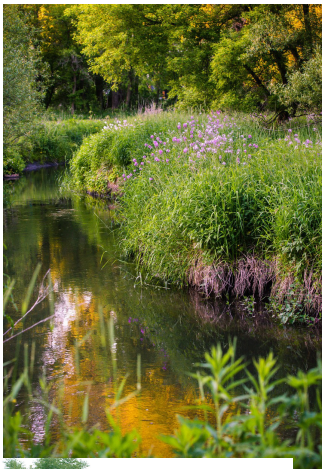
Our strategic planning process focused on both internal and external organizational challenges for the Village including:

1. Decreasing tension between elected officials and staff
2. Addressing increasing community basic needs in tandem with housing market challenges.
3. Need for departments to develop formal policies and procedures.
4. Garner greater interest in local government participation.

## CLIENT TESTIMONIAL

**"The [process] sparked so much ongoing conversation in a very positive direction. I really appreciated the process that we went through to get to this point. We sometimes disagree on how we're going to get to one specific area, but we're all going in the same direction. We all have the same heart for this Village and that was really encouraging to me... I got to know people on the staff a lot more than I knew before, and I even got to know some of my fellow Trustees better than before."**

**- Rebecca Witherspoon, Village of DeForest Trustee**



ALLYSON BRUNETTE CONSULTING
WWW.ALLYSONBRUNETTE.COM

# LEDGEVIEW, WI STRATEGIC PLAN CASE STUDY

## BACKGROUND

The Town of Ledgeview (pop. 7,983) has grown rapidly over the past two decades from a rural township to high-growth, high value, premier residential community in one of the region's top school districts.

## THE CHALLENGE

The Town desired a strategy to manage future growth, maintain their distinct community identity, and plan for staffing and service delivery adjustments over the next decade. Our process in Ledgeview involved deep-dive engagement efforts to ensure that our recommendations aligned with the community's values and ideals. Listening Loudly is what sets our firm apart.

- 18 one-on-one interviews with staff, contractors, and elected officials.
- 3 strategic planning workshops focused on mission, vision, values, and strategic solutions.

## THE DELIVERABLES

Our firm developed for the client the following key deliverables to guide their organization over the next decade:

1. Community SWOT Analysis.
2. Staffing Model Analysis.
3. Strategic Planning Framework.
4. Phased Organizational Chart Modeling.

Ledgeview
Set your sights high.

## CLIENT TESTIMONIAL

**"Allyson Brunette Consulting brought forward a variety of engaging tools to stimulate effective discussion that really allowed for full staff and board participation in our most recent strategic plan update. Beyond that Allyson delivered a top-notch product that will help catapult Ledgeview into the future - all within the required timeframe and within budget."**

**- Sarah Burdette, Ledgeview Town Administrator**

ALLYSON BRUNETTE CONSULTING
WWW.ALLYSONBRUNETTE.COM

# VILLAGE OF KIMBERLY STRATEGIC PLAN CASE STUDY

## BACKGROUND

The Village of Kimberly (pop. 7,465) is a stable residential community in the Fox Cities region of Northeast Wisconsin. The undustry of the community was tied to papermaking for more than a century. Kimberly today offers accessibly-priced neighborhoods, high quality schools, exceptional greenspace and recreational programming, and a high quality public library.

## THE DELIVERABLES

Our firm developed for the client the following key deliverables to guide their organization over the next decade:

1. Community and Library SWOT Analysis.
2. Community and Library Mission and Vision statements.
3. Strategic Planning Framework for Village and Library.
4. Demographic, growth trends, and service delivery analysis for neighboring municipalities.

## THE CHALLENGES

Our strategic planning process focused on both internal and external organizational challenges for both the Village and the Library including:

1. Meeting service delivery expectations across different generational cohorts.
2. Managing staff turnover and burnout.
3. Strengthening community connections for the Library.
4. Shifting community mindset on contemporary Library services.

## CLIENT TESTIMONIAL

**"The strategic planning that Allyson Brunette Consulting provided to our community was customized and provided us with critical insights and information to guide us moving forward to continue to be a great place to live, learn, work, and play."**

**- Maggie Mahoney, Former Village Administrator**

ALLYSON BRUNETTE CONSULTING
WWW.ALLYSONBRUNETTE.COM

KIMBERLY Public Library

# ONEIDA COUNTY MANAGEMENT ANALYSIS CASE STUDY

## BACKGROUND

Oneida County is a rural Northern Wisconsin county with a population of approximately 40,000 residents. The county is a destination for both forestry and tourism. Oneida Coutny has the second largest number of lakes in the state. The county follows the Administrativ Coordinator form of government presently and wanted to further explore the County Administrator model.

Our consulting team worked with Oneida County Supervisors and department heads to develop a SWOT analysis and identify process and human capital solutions to enhance county efficiency. Two alternative organizational models were developed for Oneida County leadership to evaluate.

## THE DELIVERABLES

Our firms worked with Oneida County to complete the following exercises:

1. Complete one-on-one interviews wtih all stakeholders.
2. Develop a comprehensive organizational SWOT analysis.
3. Evaluate process and human capital solutions across two workshops.
4. Develop and evaluate organizational chart changes under two different management models.

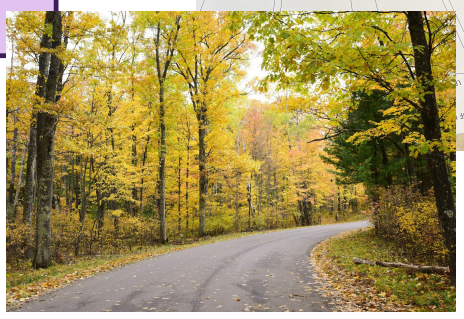
## CLIENT CONSIDERATIONS

It was important for our client that we meet their unique regional and organizational culture considerations in our final recommendations:

1. Management model changes should have a conservative impact on the annual Oneida County budget.
2. Department Heads should maintain autonomy in their departmental management, but a management model change should help find efficiencies.
3. A high level of democratic representation for townships at the Supervisor level is important, but mechanisms that increase elected official knowledge and effectiveness are welcomed.

## CLIENT TESTIMONIAL

**"Allyson Brunette Consulting has presented a welcome 360 degree view of Oneida County's Strengths, Weaknesses, Opportunities, and Threats to our operation. Her ability to summarize the candid opinions of ALL the Board members and County management gave us a unique perspective that would not have been available to us wtihout her professional skills in interviewing, contextualizing, and leading us in prioritizing our unique needs."**
**- Linnaea Newman, Oneida County Supervisor**



ALLYSON BRUNETTE CONSULTING
WWW.ALLYSONBRUNETTE.COM

From

**Allyson Brunette Consulting**
1644 Glen Road
Green Bay, WI 54313
allyson@allysonbrunette.com
EIN: 87-4759824

Estimate ID **1038**
Issue Date 07/15/2024
Subject Village of Harrison Civic Health Check

Estimate For

**Village of Harrison**
Attn: Russ Van Gompel
W5298 State Rd 114
Harrison, WI 54952

| Item Type | Description | Quantity | Unit Price | Amount |
|---|---|---|---|---|
| Service | Civic Health Check™ Process including all team meetings, interviews, and report generation. | 1.00 | $2,500.00 | **$2,500.00** |
| Service | Mission Vision Values Workshop preparation, facilitation, and report generation | 7.00 | $170.00 | **$1,190.00** |
| Product | Up to three round trips to Harrison, WI from Green Bay, WI (136 miles roundtrip) at federal mileage rate for 2023. | 172.80 | $0.67 | **$115.78** |

**Estimate Total** **$3,805.78**

# Proposed Outline for Village Board Visioning Session

## Objective

- Clarify the roles and responsibilities of the Village Board and the Village Manager.
- Establish mechanisms for effective feedback and oversight.
- Foster a positive workplace culture and engaged employees.
- Define the boundaries between policy and administration and address inevitable overlap.
- Emphasize the collective governance of the Village Board and the depth of their ongoing work.

## Training Structure

1) **Introduction**
   a) **Purpose and Overview of Training:** Outline the session's goals, emphasizing the importance of role clarity, effective oversight, fostering a positive workplace culture, defining the boundaries between policy and administration, and collective governance of the Village Board.
2) **Understanding Roles and Responsibilities**
   a) **Role of the Village Board:**
      i) Governance: Policy-making, strategic planning, and budget approval.
      ii) Oversight: Monitoring and evaluating the Village Manager's performance.
      iii) Collective Governance:
         (1) Emphasizing that the Village Board governs as a collective body, not as individual members.
         (2) No individual member, including the chair, has the authority to dictate actions unless explicitly empowered by the Village Board.
   b) **Role of the Village Manager:**
      i) Management: Day-to-day operations, implementing Village Board policies, managing staff, and holding department heads accountable.
      ii) Employee Engagement: Fostering a positive workplace culture and engaged employees.

Confidential Draft

iii) Reporting: Providing regular updates to the Village Board on village operations.

3) **Defining Policy and Administration**

a) **Policy:**

i) Definition: Decisions made by the Village Board that set the direction for the village, including goals, strategies, and rules.

ii) Examples: Budget approval, long-term planning, and establishing ordinances.

b) **Administration:**

i) Definition: Implementation of Village Board policies and management of daily operations by the Village Manager and staff.

ii) Examples: Enforcing ordinances, managing village services, and supervising employees.

4) **Handling Overlap between Policy and Administration**

a) **Establishing Clear Definitions:**

i) Group discussion to agree on definitions of policy and administration.

ii) Documenting these definitions for future reference.

b) **Managing Overlap:**

i) Creating guidelines for when and how the Village Board and Village Manager should collaborate.

ii) Developing a decision-making framework to handle situations where policy and administration intersect.

5) **Emphasizing the Depth of Village Board Work**

a) **Strategic Planning:**

i) The Village Board's ongoing role in setting long-term goals and strategies for the village.

b) **Community Engagement:**

i) Maintaining strong relationships with community members and stakeholders.

ii) Gathering input and feedback from residents to inform decision-making.

c) **Policy Development:**

i) Continuously reviewing and updating village policies to ensure they meet current and future needs.

d) **Budget Oversight:**

i) Detailed involvement in the budgeting process and financial planning.

e) **Performance Review:**

i) Regularly evaluating the effectiveness of village programs and services.

6) **Effective Communication**

a) **Setting Communication Protocols:**

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i) Regular Meetings: Establishing a schedule for board-manager meetings.

ii) Communication Channels: Defining preferred methods of communication (e.g., email, in-person meetings).

b) **Transparency and Openness:**

i) Encouraging open dialogue and regular updates.

ii) Ensuring all Village Board members have access to the same information.

**7) Feedback Mechanisms**

a) **Constructive Feedback:**

i) Guidelines for providing feedback in a constructive and respectful manner.

ii) Examples of effective feedback.

b) **Performance Evaluations:**

i) Developing an annual evaluation process for the Village Manager.

ii) Setting clear performance goals and metrics.

**8) Oversight Processes**

a) **Monitoring Progress:**

i) Regularly reviewing progress towards strategic goals.

ii) Utilizing reports and dashboards to track key performance indicators.

b) **Accountability:**

i) Establishing clear consequences for not meeting expectations.

ii) Creating a process for addressing issues and making improvements.

**9) Fostering a Positive Workplace Culture**

a) **Engaged Employees:**

i) Strategies for the Village Manager to foster employee engagement and create a positive workplace culture.

ii) Examples of successful employee engagement initiatives.

b) **Village Board Support:**

i) Establishing "rules of engagement" to handle problems or disagreements constructively.

ii) Preventing public attacks or undermining of employees to maintain a positive work environment.

c) **Addressing the Scarcity of Employees:**

i) Discuss the importance of retaining employees in today's competitive job market.

ii) Creating supportive policies and practices to attract and retain talent.

**10) Action Plan**

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a) **Developing an Action Plan:**
   i) Setting specific, measurable goals for both the Village Board and the Village Manager.
   ii) Assigning responsibilities and deadlines for action items.
b) **Follow-Up:**
   i) Scheduling follow-up meetings to review progress.
   ii) Adjusting the action plan as needed based on feedback and results.

**11) Conclusion**

a) **Recap Key Points:** Summarize the main takeaways from the training session.
b) **Next Steps:** Outline the next steps for implementing the action plan.

## Proposed Fee

$2,500 for research, preparation, and delivery of a 3-hour workshop for the Village Board. Due to the relative proximity of the Village, travel expenses and travel time are included.

Confidential Draft

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Approval of CivicPlus Social Media Archiving software.

**Issue:**
Does the Village Board approve CivicPlus Social Media Archiving software to allow the Village to fulfil open records request information related to the Village's social media platforms?

**Background and Additional Information:**
The Village's prescence on social media is increasing. Social media like other Village documents is subjected to Wisconsin open records law. Currently, the Village does not have means to store social media and website archives to be able to provide them for open records request. Staff has had a webinar with this company and they back up these sites weekly to allow easy access to old social media posts.

This company was recommended by Corporate Network Solutions, the Village's IT contractor. CivicPlus provides services to Little Chute, Kimberly, Green Bay, Appleton and other WI cities.

The cost per year is $7,188. This would be a year budgeted expense.

**Budget Impacts:**
$7,188- General Administration yearly cost

**Recommended Action:**
Motion to approve $7,188 for the yearly subscription to CivicPlus Social Media Archiving software.

**Attachments:**
- Village of Harrison, WI_7188_OrderForm.pdf
- Village of Harrison, WI - The Case for Archiving.pdf

**CivicPlus**
302 South 4th St. Suite 500
Manhattan, KS 66502
US

**Order Form**
**Quote #:** Q-78981-1
**Date:** 7/5/2024 10:32 AM
**Expires On:** 7/12/2024

**Client:**
Village of Harrison, WI

**Bill To:**
HARRISON VILLAGE (CALUMENT COUNTY), WISCONSIN

| SALESPERSON | Phone | EMAIL | DELIVERY METHOD | PAYMENT METHOD |
|---|---|---|---|---|
| John Tate | | john.tate@civicplus.com | | Net 30 |

One-time(s)

| QTY | PRODUCT NAME | DESCRIPTION |
|---|---|---|
| 1.00 | ArchiveSocial Provisioning Fee - Standard | ArchiveSocial Account Activation and Setup |

Recurring Service(s)

| QTY | PRODUCT NAME | DESCRIPTION |
|---|---|---|
| 1.00 | ArchiveSocial - Standard | Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots |

| | |
|---|---|
| Total Investment - Initial Term | USD 4,388.86 |
| Annual Recurring Services (Subject to Uplift) | USD 7,188.00 |

| | |
|---|---|
| Initial Term | 7/12/2024 - 12/31/2024, Renewal Term 1/1 each calendar year |
| Initial Term Invoice Schedule | 100% Invoiced upon Acceptance Date |

| | |
|---|---|
| Annual Uplift | 5% to be applied in year 2 |

DRAFT

This Order Form sets forth the commercially binding terms of the Client's (as defined above) usage of the ArchiveSocial services (the "Services"). By accepting this Order Form, which may be evidenced by your return of this completed Order Form, written acceptance (e-mail is sufficient), or Client's access and use of the Services, you, on behalf of the Client, are representing that you are authorized to bind the Client listed herein to the pricing and term stated in this Order Form

DRAFT

Please note that if you plan to issue a purchase order, we request you include the following language on the front of the PO:

*ArchiveSocial's maximum liability under this purchase order is limited to the total amount of fees received during the 12-month period preceding the event giving rise to the liability, except that such limitation of liability will not apply to ArchiveSocial's indemnification for intellectual property infringement or personal injury.*

Organization Legal Name:

_____

Billing Contact:
Title:

_____

Billing Phone Number:

_____

Billing Email:

_____

Billing Address:

_____

_____

Mailing Address: (If different from above)

_____

_____

PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

DRAFT

ArchiveSocial
social media archiving
POWERED BY CIVICPLUS

Overview

# Protecting the Village of Harrison with Social Media Archiving

# Why Do We Need to Archive?

**Our social media is creating public records.**

- Open records laws maintain that we need to be able to produce social media records—*both from our own content, and from content our constituents create*—in response to records requests.
- Social media is a mission-critical part of our communication strategy, and our constituents are creating, editing, and deleting records on a daily basis.

**If we do not preserve our social media records, we are potentially out of compliance with state records regulations.**

**Beyond public records responsibilities, we will increasingly need to produce records for a variety of other types of requests.**

- Requests from internal stakeholders
- E-discovery requests

> "With the public records law in Massachusetts, it is critical to capture all of the records produced by social media. You are protecting your community, your employees and complying with the law."

NICHOL FIGUEIREDO
Public Information Records Access Officer & Webmaster
Framingham, MA

# Wisconsin Social Media Records Guidance

**Wisconsin Public Records Law Compliance Guide**
**Wisconsin Department of Justice Attorney General**
**Brad D. Schimel – November, 2015**

Electronically stored information generally constitutes a “record” within the meaning of the public records law so long as the recorded information is created or kept in connection with official business. The substance, not the format, controls whether it is a record or not.

Electronic records include content posted by or on behalf of authorities to social media sites, such as Facebook and Twitter, to the extent that the content relates to government business. If an authority uses social media, the content must be produced if it is responsive to a public records request. This includes not only currently “live” content, but also past content.

Excerpt from Wisconsin Public Records Law Compliance Guide, page 53

https://www.doj.state.wi.us/sites/default/files/dls/2015-PRL-Guide.pdf

# Why Do We Need an Archiving Solution – is There Another Way?

**We cannot rely on the social networks to archive for us.**

- The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features
- The social networks are not bound to public records laws, and have no legal obligation to retain records

**We cannot rely on "manual" archiving, or screenshots**

- Screenshots are only a snapshot in time, do not capture deleted or revised content, and are not searchable
- Screenshots have no metadata attached to them, and are not effective in court

**We cannot just make our social media "one-way"**

- There's no way to consistently block users from generating content on our social media pages
- For example, on Facebook, we cannot disable users' ability to comment on our posts

"I can't even begin to explain how much simpler and easier ArchiveSocial has made things. It's not something I even have to think about now."

SGT. CHRISTOPHER FULCHER
Chief Technology Officer
*Vineland, NJ Police Department*

# How Much Does it Cost, and What is Involved with Implementation?

**Pricing is designed to fit under discretionary budgets.**

- Pricing designed to scale predictably as your social media grows.
- The pricing is based on average monthly record counts.

**Most agencies fully connect in 20 minutes.**

- The system is cloud-based, and all it requires is connecting our social media accounts.
- No IT resources are required.

**ArchiveSocial never has access to our social network passwords, and can only "read" our content.**

"I can't even begin to explain how much simpler and easier ArchiveSocial has made things. It's not something I even have to think about now."

SGT. CHRISTOPHER FULCHER
Chief Technology Officer
*Vineland, NJ Police Department*

# Why Should We Do This Now?

- It gives us confidence that we are in compliance with state records laws, and can easily respond to records requests.
- Without it, we are losing records daily, through deleted and edited content.

**As engagement on our social media increases, it gives us insurance in case of unexpected events.**

- It gives us confidence to moderate content in accordance with our social media policy, confident that we have the records to defend ourselves.
- It gives us the ability to conduct reviews, if needed for internal stakeholders or external parties.

> "If you don't have something like ArchiveSocial for your social media, you're playing Russian roulette with your daily public records responsibilities — and that's not a good idea."

**REBECCA MEDINA STEWART**
Director of Public Affairs and Marketing *City of Deerfield Beach, FL*

# Why CivicPlus?

**The industry leader- working with more than 7,000 agencies nationwide.**

- From small towns to the largest cities, including NYC, Chicago, and San Francisco.
- Currently working with agencies in all 50 states including places around you like Appleton, Kimberly, Little Chute, Greenville, Green Bay, etc.

**It gives us the highest level of compliance.**

- CivicPlus preserves more content than any other solution.
- Search and replay features that enable us to easily respond to records requests.

**They are in the top 1% of customer satisfaction scores for software companies, with a US-based customer support team ready to assist us.**

> "ArchiveSocial's functionality, ease-of-use, compliance, and reporting features are better than their competitors. I was impressed by how simple it was to add accounts and to pull up records. Brilliant!"

DAVID BRAUHN
Communications Manager
*City of Walla Walla, WA*

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Acceptance of land donation from Marie Van Handel, Parcel No. 33225 for small park at recreational trail termination at CTH N.

**Issue:**
Does the Village Board accept the donation of land for a small park on Parcel Number 33225?

**Background and Additional Information:**
Marie Van Handel's son contacted Village Staff about Marie's interest in donating a small piece of land adjacent to CTH N as shown on the attached image. Village staff supports the request since the land surrounding this location is owned by the Village as a recreational trail.

The Village would need to cover all costs with the transfer of the land as well as put a memorial bench on the land per the family's request. Village staff believes this would be a nice area in the future for a small open air park shelter with a few picnic tables at the CTH N.

The property has previously been marketed as commercial, however driveway access to CTH N has been restricted.

**Budget Impacts:**
$1,700 for a memorial bench and $1,500 closing costs- Park Impact Fees

**Recommended Action:**
Motion to approve donation of Parcel Number 33225 from Marie Van Handel.

**Attachments:**
- 2674_001.pdf
- 2675_001.pdf

## Chad Pelishek

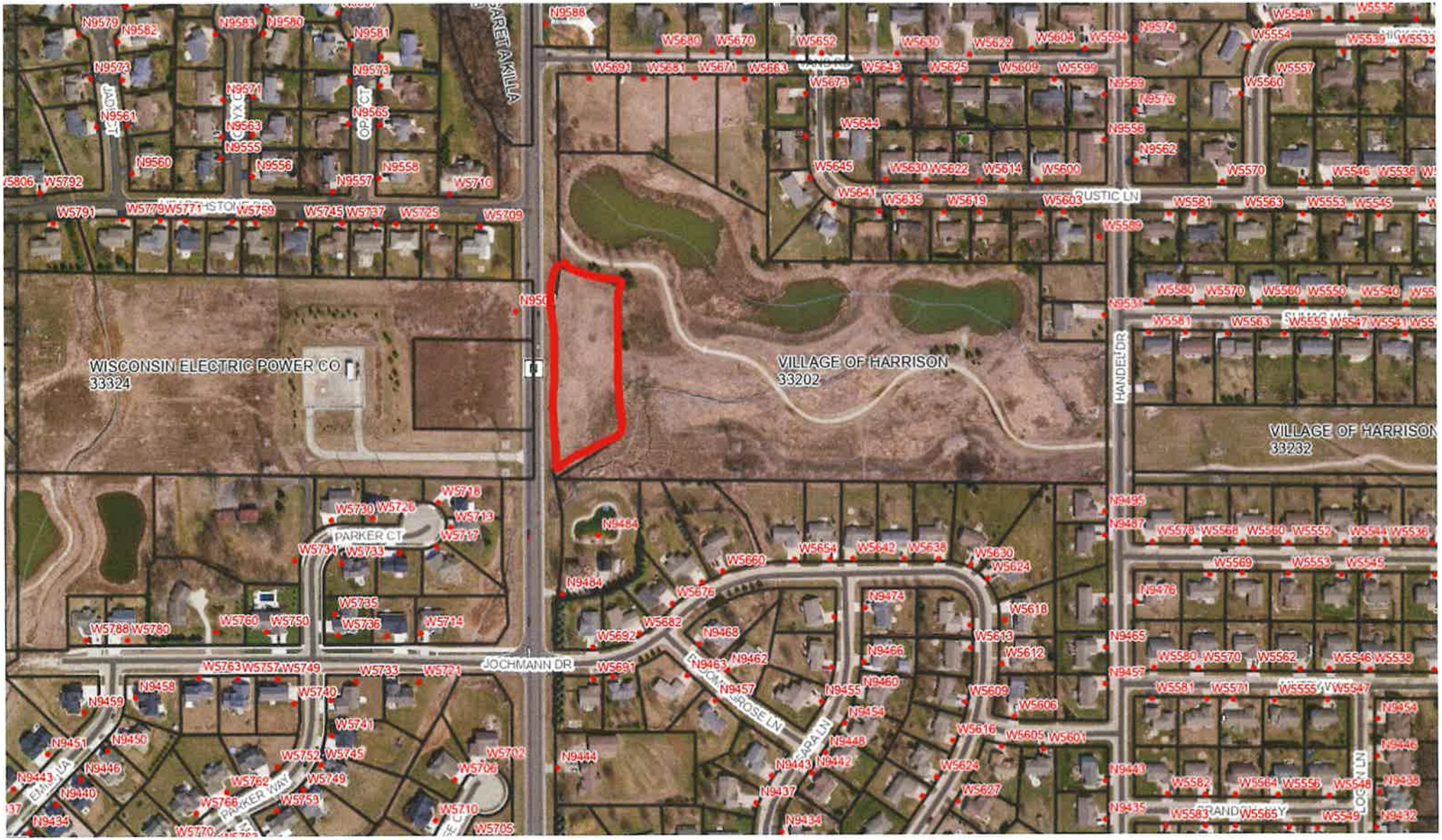
**From:** Karen Chavlovich <karenchav@aol.com>
**Sent:** Monday, July 15, 2024 1:47 PM
**To:** Barney; Chad Pelishek
**Subject:** Re: Land Parcel 33225 town of Harrison

Sent from the all new AOL app for iOS

On Monday, July 15, 2024, 12:29 PM, Karen Chavlovich <karenchav@aol.com> wrote:

> This email is sent to inform the town of Harrison that my late husband and I would like to donate parcel number 33225 to the town of Harrison to provide for a small park at the end of the trail that this land is adjacent to.
> I agree to donate this land with the following stipulations:
>
> 1. I, Marie Van Handel, will not incur any expenses for donating this land, or any lawyers fees, or closing costs that this transaction may incur.
> 2. I would like the town to place a bench on this land with a plaque that reads:
>
> "Hello World"
>
> Rog and Mutz Van Handel
>
> I am pleased to have the opportunity to
> "Pay it Forward " and I hope this new resting spot will, bring joy to others in the future.
>
> Sincerely,
> Marie Van Handel

Sent from the all new AOL app for iOS


WISCONSIN ELECTRIC POWER CO
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VILLAGE OF HARRISON
33232
JOCHMANN DR
PARKER CT
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LOCUST LN
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**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Village issued phone numbers for Board members.

**Issue:**
Does the Village Board members support village issued phone numbers for the Village website?

**Background and Additional Information:**
To comply with future open records request, staff is recommending Board members be assigned a village issue phone number that would be posted on the Village website. The numbers can be forwarded to the private cell numbers, but would provide a tracking mechanism for incoming calls related to the village business should the Village receive an open records request.

According to Corporate Network Solutions, there is eight unassigned numbers available for assigning.

**Budget Impacts:**
None

**Recommended Action:**
Motion authorize staff to issue village phone numbers to board members for future open records requests.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Trustee Julene Baldwin

**Meeting Date:**
July 30, 2024

**Title:**
Open Records Request and Individual Trustee Phone and Email Contacts with Village Staff.

**Issue:**
None

**Background and Additional Information:**
See memo from Trustee Baldwin dated July 30, 2024.

**Budget Impacts:**
None

**Recommended Action:**
Motion as determined by Board.

**Attachments:**

- Memo from Trustee Baldwin.pdf
- 2706_001.pdf
- 2707_001.pdf

## Agenda Item - July 30, 2024 Meeting

### Discuss Open Records Request and Share Number of Individual Trustee Phone and Email Contacts with Village Staff

On 5-16-2024, Trustee Baldwin filed an open records request with the Clerk-Treasurer requesting counts of emails and phone calls from village board members to the Village Manager, Assistant Village Manager, Clerk-Treasurer and the DPW Operations Manager. This request was made to determine how often board members are communicating with key village staff, outside of board meetings. There was no request for the number of in-person visits to the village hall. The timeframe for the data requested was from March, April and May MTD (approximately, 5-16-2024);, a timeframe of about 2 1/2 months.

During previous board meetings, legal guidance was requested to clarify the actions, responsibilities and limitations of the board president's position. To ensure every member of the Village of Harrison board is abiding by statutory guidelines and adhering to the principal that "trustees do not have authority in their individual capacity", it is important that we are each "playing our positions" and providing the village staff the responsibility and autonomy to do their jobs, while board members focus on theirs.

The requested data has been compiled. Individual trustee names are not included. At this point, this information is being shared to bring awareness to the board that there is disparity in the level of contact between individual trustees and village staff. It may be appropriate to further discuss this issue so it can be decided by the board if we find it acceptable for trustees to contact the Village Staff at high rates of frequency; potentially impacting their ability to conduct their day-to-day operations. In the June 2019 publication from the League of Wisconsin Municipalities it states;

***"Individual governing body members do not have supervisory authority over municipal employees, and, as such, should refrain from directing municipal staff"***

During our January 31, 2023 board meeting, one of our trustees, Matt Lancaster shared his concerns about individual board members providing direction to village staff. In the letter (see attached), he writes:

***"While it is certainly okay to ask questions, share opinions, or information with staff, at no time should any individual board member(s) be giving "direction" to staff. Doing so undermines the collective decision-making process we have ALL been entrusted with. Each of our voices carries the SAME amount of weight and asking staff to act on any one's personal "direction" outside of board direction is problematic. It can be viewed as undermining our collective voice and puts our staff in an unnecessary stressful situation."***

Following is the raw data provided by the Clerk-Treasurer in response to the open records request. The content of each email and phone call has not been examined, but the total number of contacts over a 2 1/2 month time frame should provide directionally accurate information as to the varying levels of contact between individual trustees and village staff. The village president's total contacts are also included and the number is considerably higher than other board members. However, in the LWM publication of June 2019, it states:

***"As a practical matter, however, in many villages, the village president has more regular contact with the staff than other trustees and does serve as a bridge between staff and the village board.***

**Calls and emails to Village Staff by board members between March 1, 2024 and May 16, MTD)**

**Trustee 1** - **Total contacts with staff = 163 (**8 calls and 155 emails)

**Trustee 2 - Total contacts with staff = 147**
(70 calls—(includes 16 calls to DPW Operations Manager's personal phone), and 77 emails

**Trustee 3 - Total contacts with staff = 36** (6 calls and 30 emails)

**Trustee 4 - Total contacts with staff = 21** (11 calls and 10 emails)

**Trustee 5 - Total contacts with staff = 19** (9 calls and 10 emails)

**Trustee 6 - Total contacts with staff = 17** (15 calls (includes 6 calls to DPW Operations Manager's personal phone, and 2 emails)

**Trustee 7 - Total contacts with staff = 15** (11 calls and 4 emails)

The Village of Harrison staff members are competent, caring, and responsive. They are committed to effectively handling residents issues. When trustees direct constituents to village staff, in all but exceptional circumstances, it will build confidence and reliance on staff, as opposed to breeding dependency on board members. In the vast majority of situations, there should be no need for a trustee to insert themselves as a middle man. Eliminating unnecessary contact between trustees and village staff will, as Trustee Lancaster wrote, preclude individual trustees from "undermining our collective voice" and avoid "putting our staff in unnecessary stressful situations". Eliminating excessive contact between staff and trustees will likely improve staff productivity and help residents trust our staff and help them realize that the involvement of a board member is *not* the only way to secure a solution to their concerns.

# Roles and Authority of Governing Body Members

Maria Davis, Assistant Legal Counsel and Claire Silverman, Legal Counsel, League of Wisconsin Municipalities

League attorneys frequently receive requests for information explaining the duties and authority of governing body members (common council and village board members). Most often, these requests are prompted by situations where a governing body member's authority has been, or is being, questioned. Although the Wisconsin Statutes detail statutory authority and responsibilities for certain governing body members, such as mayors and village presidents, the statutes do not particularly detail or define the responsibilities of alderpersons and trustees.

## Mayor

The statutes provide that the mayor and alderpersons shall be the common council.[1] A mayor is the city's chief executive officer.[2] As that title denotes, mayors possess executive authority, though they exercise administrative authority as well. As the chief executive, the mayor is responsible for ensuring that city ordinances and state laws are observed and enforced, overseeing day-to-day operations, and making sure that all city officers and employees discharge their duties.[3] Although mayors do not possess legislative authority (that is reserved for the council, as discussed below), the statutes do provide mayors with certain executive authority relating to the legislative branch. For example, a mayor shall, from time to time, give the council information and make recommendations that the mayor deems advantageous to the city.[4] As executive, the mayor also presides at council meetings.[5] Mayors do not have voting authority on matters before the council, unless there is a tie, in which case the mayor may vote to break the tie. However, the mayor does have the ability to veto acts/decisions of council – though, this is subject to council override.[6] As chief executive, the mayor is also head of the city's police and fire departments – unless the city's police and fire commission has optional powers.[7] The statutes also authorize the mayor to make various appointments, which are subject to confirmation by the council unless otherwise provided by law.[8]

## Village President

In villages, the village president is a trustee, with a vote on all matters, and shares executive authority with the entire board of trustees. In contrast to mayors, village presidents are not statutorily designated as the village's chief executive officer. However, it's worth noting that there are some statutory references in statutes pertaining to cities, villages, and towns, that refer to "chief executive" and include a corresponding provision defining "chief executive" to include village president.[9] Some references do not contain a definition and simply refer to the chief executive office of a village.[10] In those instances, it is reasonable to infer the legislature is referring to the village president.

Although the president is not generally considered a chief executive officer, the president does have certain unique, statutory duties and also serves as a figure-head of sorts for the village. A village president's statutory duties include presiding at all board meetings and signing ordinances, bylaws, regulations, licenses, etc. authorized by the board.[11] The president also maintains peace and good order; sees that ordinances are faithfully obeyed; and in case of disturbance, riot or other apparent necessity may appoint as many special marshals as the president deems necessary.[12] Additionally, the president has charge of the village jail, which includes certain recordkeeping duties, but may delegate this responsibility to the village constable or a village police officer.[13] Unlike mayors, village presidents do not have veto power – because they always have voting authority. The statutory default affords village boards the power to appoint "other officers."[14] However, some statutes specifically give the village president appointing authority for certain offices – e.g., election officials,[15] plan commission,[16] and zoning board of appeals.[17]

▶ p.19

1. Wis. Stat. sec. 62.11(1).
2. Wis. Stat. § 62.09(8)(a).
3. Wis. Stat. § 62.09(8)(a).
4. Wis. Stat. § 62.09(8)(b).
5. Wis. Stat. § 62.09(8)(b).
6. Wis. Stat. § 62.09(8)(c).
7. Wis. Stat. § 62.09(8)(d).
8. Wis. Stat. § 62.09(3)(e).
9. E.g., Wis. Stat. §§ 66.1007(1)(c), 66.1109(1)(c).
10. E.g., Wis. Stat. § 30.37(3).
11. Wis. Stat. § 61.24
12. Wis. Stat. § 61.24.
13. Wis. Stat. § 61.24.
14. Wis. Stat. § 61.19.
15. Wis. Stat. § 7.30.
16. Wis. Stat. §§ 61.35, 62.23(1).
17. Wis. Stat. §§ 61.35, 62.23(7)(e)2.

### Alder & Trustee

Common councils and village boards are legislative bodies. Alders and trustees are leaders, responsible for setting policy and charting the future of the municipality. Although the statutes provide some detail as to the duties and powers of city mayors and village presidents, the statutes provide *no* detail regarding the duties and authority of alders and trustees. This lack of detail reflects the fact that alders and trustees do not have authority in their individual capacity. Instead, the statutes address the responsibilities and powers of village boards and common councils as a whole. This is because the governing body's authority is collective; it holds power as a unit rather than through its individual members. This does not mean individual governing body members are prohibited from doing anything related to their roles outside of the common council or village board meeting setting. They may still carry out certain functions of their role as an alder or trustee. For example, governing body members can and should function as a liaison between the municipality and the members' constituents. Alders and trustees may engage with their constituents – e.g., hold listening sessions, write newsletters, survey constituents. However, certain actions remain outside the scope of the role as alder or trustee. For example, individual governing body members do not have supervisory authority over municipal employees and, as such, should refrain from directing municipal staff. While it's not necessarily inappropriate to request information from staff, governing body members should not demand that certain information be provided or actions taken unless local law authorizes governing body members to do so – such actions stray into executive authority territory.

Because there are no statutory provisions offering direction for individual governing body members, municipalities may want to consider establishing guidelines and/or developing materials to help governing body members more fully understand their roles and responsibilities. This could include a code of conduct and a training/resource manual for new (and returning) governing body members.

### Legislative, Executive, and Administrative Power

In order for governing body members to stay within their respective roles and avoid overstepping their authority, it's helpful to understand the difference between legislative, executive, and administrative powers. Here are some

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relatively clear examples of the different types of authority:

Legislative

Enactment of legislation (e.g., adopting budget, ordinance regulating keeping of animals, determining what services the municipality will provide, enacting land use regulations).

Executive

Directing staff, developing details relating to delivery of services the governing body has determined to provide, decisions relating to matters where legislation is silent as to details.

Administrative

Signing checks, carrying out specific directions.

Although the above examples are fairly clear, the line between legislative and executive authority is not always clear. In distinguishing between legislative and executive actions, a prominent municipal treatise provides as follows:

> Municipal corporations ordinarily are vested with legislative and executive powers, the latter being sometimes referred to as administrative or ministerial powers or duties. Legislative power, as distinguished from executive power, is the authority to make laws, but not to enforce them, or appoint the agents charged with the duty of such enforcement. If it can be shown that the particular act could not have been done without a law or ordinance, such act is considered as legislative. The crucial test for determining what is legislative and what is administrative has been said to be whether the ordinance is one making a new law, or one executing a law already in existence.

2A McQuillin Mun. Corp. sec. 10:6 (3d ed.) (footnotes omitted).

In Governing Bodies 392, the League was asked to weigh in on the difference between legislative and executive authority in a situation where the council and mayor gave staff conflicting instructions. The fire department had already used the amount appropriated as a line item in the city budget for fire department overtime. The mayor instructed the fire chief to eliminate overtime unless urgent or necessary. In response, the council instructed the fire chief to *not* take action to reduce overtime and to maintain current staffing levels. We opined that the common council is a legislative, policy-making body and may not, by simple directive or order, countermand lawful orders of the mayor as chief executive that relate to the day-to-day operations of the city. The mayor was executing the budget as enacted by the council. However, the council could exercise its legislative authority and establish a new general policy (e.g., amend the budget to appropriate additional funds for overtime). The mayor would then be required to exercise his or her executive authority within the bounds of the newly established policy.

Executive authority can also include filling in details when existing legislation is silent on how the policy is accomplished.

> [T]he complexities of modern life often impel legislatures to confer on executive and administrative departments the authority to make rules and regulations in order to enforce and achieve the policy intended. Thus, the making of such rules and regulations by executive and administrative departments sometimes become not a matter of mere law enforcement but of secondary law creation. However, so long as the determination of the legislative principle remains within the control of the legislative body, the determination of the secondary structure that ensures and assists the establishment of the principle is not legislation. The idea is that the creative element delegated is exclusively limited to arrangements and procedures consistent with the substantive principle. Further, when administrative agencies are delegated regulatory power, legislative action by the agency to establish general rules and guidelines may be necessary as a condition precedent to exercise the powers in individual cases.

2A McQuillin Mun. Corp. sec. 10:6 (3d ed.) (footnotes omitted).

The following scenario may be helpful in demonstrating the differences between the various types of power and how these powers are exercised by elected governing body members in cities and villages:

1. Following a snow storm, Alderperson Smith receives several calls from angry constituents on Elm Street who are upset to see public works employees removing snow from the nearby city park when their residential street has not yet been plowed. These constituents are upset because they are waiting to leave for work and frustrated that clearing snow from the park has apparent priority over plowing Elm Street. Question: What are appropriate ways for Alderperson Smith to respond?

a. Alderperson Smith calls the city's Director of Public Works (DPW) and tells the Director that plowing residential streets is more important than removing snow from city park areas, and Elm Street needs to be plowed immediately.

b. Alderperson Smith calls the Mayor, explains the situation, and asks the Mayor to have the DPW get Elm Street plowed right away.

c. Alderperson Smith pursues legislative policy setting priority for snow removal in the City.

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Answer: B and C are appropriate ways for the alderperson to respond. As a legislator, it is appropriate for Smith to communicate constituent concerns to the mayor and ask the mayor, as chief executive officer, to direct city staff. It is also appropriate for the alderperson to pursue legislation that sets priority for snow removal. It is not appropriate for the alderperson to direct city staff.

2. What if the above scenario occurs in a village and, instead of Alderperson Smith, we have Trustee Smith and, instead of Mayor, we have the Village President?

Trustee Smith can communicate constituent concerns to public works staff but, like Alderperson Smith, lacks authority to direct staff individually. The trustee can appropriately pursue legislative policy setting priority for snow removal. The main difference in a village is that unlike the mayor, a village president is not a chief executive officer and shares executive authority with the village board. So technically speaking, the village president also lacks authority to unilaterally direct employees. As a practical matter, however, in many villages the village president has more regular contact with the staff than other trustees and does serve as a bridge between staff and the village board. In that case, it may be appropriate for the trustee to have the village president communicate the constituents' concerns to public works staff.

Hopefully a better understanding of respective roles and authority will help all governing body members be more effective leaders.

**Governing Bodies 409**

About the Authors:

Maria Davis is Assistant Legal Counsel for the League of Wisconsin Municipalities. Maria joined the League staff in 2018 after working in the City of Madison's Office of Real Estate Services upon graduating law school in 2015. Contact Maria at mdavis@lwm-info.org

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ADDENDUM A



**We need to address a growing concern:**
Staff are receiving orders from individual member(s) of the board.

While it is certainly okay to ask questions, share opinions or information with staff, at no time should any individual board member(s) be giving "direction" to staff.

Doing so undermines the collective decision-making process we have **ALL** been entrusted with. Each of our voices carries the **SAME** amount of weight and asking staff to act on any one's personal "direction" outside of Board direction is problematic. It can be viewed as undermining our collective voice and puts our staff in an unnecessary stressful situation.

Any direction given to staff NEEDS to be discussed in an open forum by the Village Board as a governing body. It is the Board which then provides direction through consensus or an official motion and vote.

Recent examples:

1) Board member involved in negotiations for a stop light.
    a) I am not saying a stop light is not needed. However, if a board member(s) is going to be involved, then it should be the Board who decides who attends and their level of involvement. This is something we learned after the fact.

2) Village Manager Heiser was asked to come up with costs for a public safety building and staffing for a full-time fire department. Again, this is something we learned after the fact.
    a) This request was made by a single board member outside of Board authority and the open discussion process. It was never talked about and I'm concerned that these types of requests are creating unnecessary busy work for our staff.
        i) What purpose does this information serve?
        ii) IF staff want to explore whatever possibilities to help move the Village forward, that is well within their right as leaders. My concern is that the items just mentioned are not coming from staff or the Fire Department leadership.

in ch. 61, Stats. Compare sec. 62.09(1)(b), Stats., with sec. 61.19-29, Stats. However, both cities and villages are authorized to create additional offices not listed in the statutes and eliminate offices listed in the statutes. Other statutory city officers that are not mentioned as village officers in ch. 61, Stats., include comptroller, attorney, engineer, local health officer or local board of health, street commissioner and board of public works. Except for the offices of city attorney and health commissioner, these offices may be eliminated and their duties transferred as provided under sec. 62.09(l)(b), Stats.

Village presidents under sec. 61.31, Stats., and trustees are officers of the peace, and may suppress riotous or disorderly conduct in public places and may command the assistance of private citizens. Formerly, city council members were given such powers by sec. 62.09(14), Stats. That section, however, was repealed by the legislature in 1983.

The extraterritorial zoning and plat approval jurisdiction of first, second and third class cities extends to the unincorporated area within 3 miles of their corporate limits. Fourth-class cities and villages have extraterritorial zoning and plat approval jurisdiction for only 1.5 miles beyond their corporate boundaries. Secs. 62.23(7a)(a) and 236.02(5), Stats.

## Village Boards

In villages, a majority of the members-elect constitutes a quorum of the village board. Sec. 61.32, Stats. The village president, being a trustee is counted in determining whether a quorum is present. In cities, two-thirds of the members of the common council constitutes a quorum, except that in cities having not more than 5 alder persons a majority constitutes a quorum. Sec. 62.11(3)(b), Stats. While the mayor is considered a member of the common council, the mayor is not counted in determining whether a quorum is present at a meeting. Sec. 62.11(l), Stats.

- Cities, but not villages, are expressly authorized by sec. 66.0923, Stats., to jointly construct or otherwise acquire, equip, operate and maintain a county-city auditorium.
- Cities, but not villages, are expressly authorized by sec. 66.0925, Stats., to jointly construct or otherwise acquire, equip, operate and maintain a county-city safety building.

## Library Boards

Village library boards consist of 5 members while library boards in cities of the fourth class consist of 7 members and library boards in cities of the second or third class consist of 9 members. Sec. 43.54(1)(a), Stats. Library boards in first class cities consist of 12 members as specified in sec. 43.54(1)(am), Stats.

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Certificate of Payment # 1 and Change Order #1- 2024 Asphalt Street Resurfacing Program

**Issue:**
Does the Village Board approve Certificate of Payment #1 for $403,449.20 and Change Order #1 for $40,809.40 to Northeast Asphalt for the 2024 Asphalt Street Resurfacing Program?

**Background and Additional Information:**
The reason for the change order is to change storm basin castings to the standard type in Woodland Trails subdivision had five different styles of catch basin castings and the Village has a standard type so this change order will standardize the grates.

**Budget Impacts:**
$403,449.20 + $40,809.40- General Fund- Capital Projects

**Recommended Action:**
Motion to approve Certificate of Payment #1 and Change Order #1 with Northeast Asphalt.

**Attachments:**
- ' Harrison-Asphalt Cert Pay 01.pdf
- 2024 Asphalt Resurfacing CO 01 to Owner.pdf

McMAHON
ENGINEERS ARCHITECTS

July 24, 2024

Village of Harrison
W5298 Highway 114
Harrison, WI 54952

Re: Village of Harrison
Attn: Chad Pelishek, Assistant Village Manager
2024 Asphalt Street Resurfacing Program
Certificate for Payment #1
McM. No. H0006-09-24-00257

Dear Chad:

Enclosed herewith is Certificate for Payment #1 for the above referenced project. This Certificate is issued to Northeast Asphalt, Inc. in the amount of $403,449.20 for partial payment for work performed through June 30, 2024.

Please process the enclosed, and forward payment to Northeast Asphalt, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

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

LRR:mck

cc: Northeast Asphalt, Inc.

Enclosure: Certificate for Payment #1

McMAHON
ENGINEERS \ ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 MCMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025
TELEPHONE: 920.751.4200
FAX: 920.751.4284

# CERTIFICATE FOR PAYMENT

VILLAGE OF HARRISON
W5298 Highway 114
Harrison, WI 54952

| | |
|---|---|
| Contract No. | H0006-09-24-00257 |
| Project File No. | H0006-09-24-00257 |
| Certificate No. | One (1) |
| Issue Date: | July 24, 2024 |
| Project: | Village of Harrison – 2024 Asphalt Street Resurfacing Program |

This Is To Certify That, In Accordance With The Contract Documents Dated: May 1, 2024

NORTHEAST ASPHALT, INC.
W5380 Design Drive
Greenville, WI 54942

Is Entitled To **Partial** Payment For Work Performed Through: June 30, 2024

☒ Contractor's Application For Payment Attached.
☒ Itemized Cost Breakdown Attached.

| | | | |
|---|---|---|---|
| Original Contract | $1,118,263.80 | Completed To Date | $424,683.37 |
| Net Change Orders | $40,809.40 | Retainage 5% | $21,234.17 |
| Current Contract Amount | **$1,159,073.20** | Subtotal | **$403,449.20** |
| | | Previously Certified | $0.00 |

**Amount Due This Payment: $403,449.20**

Certified By:
**McMAHON ASSOCIATES, INC.**
**Neenah, Wisconsin**

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

**Village of Harrison**
**2024 Asphalt Resurfacing Program**
**Payment Certificate #1 Summary**
**McM No. H0006-09-24-00257.02**

## A. Woodland Trails Subdivision

| Item | Description | Bid Qty | Unit | Unit Cost | Total Cost | Payment Certificate #1 Quantity | Payment Certificate #1 Total Cost |
|---|---|---|---|---|---|---|---|
| 1 | Pulverize existing asphalt pavement | 34,000 | S.Y. | $ 1.15 | $ 39,100.00 | 26,261 | $ 30,200.15 |
| 2 | Excavation below subgrade (EBS) | 750 | C.Y. | $ 14.50 | $ 10,875.00 | | $ - |
| 3 | Base aggregate dense, 3-inch for EBS areas | 1,500 | TONS | $ 18.00 | $ 27,000.00 | | $ - |
| 4 | Type I Geogrid for EBS areas | 1,500 | S.Y. | $ 3.25 | $ 4,875.00 | | $ - |
| 5 | Miscellaneous 30-inch mountable reinforced curb & gutter replacen | 2,700 | L.F. | $ 56.00 | $ 151,200.00 | 1,510 | $ 84,560.00 |
| 6 | Fine grading & compaction of aggregate base | 34,000 | S.Y. | $ 2.50 | $ 85,000.00 | 26,261 | $ 65,652.50 |
| 7 | Sawing asphalt (WisDOT Item No. 690.0150) | 250 | L.F. | $ 1.25 | $ 312.50 | | $ - |
| 8 | 2 1/4-inch HMA pavement, 3 LT 58-28 S | 4,690 | TONS | $ 56.15 | $ 263,343.50 | | $ - |
| 9 | 1 3/4-inch HMA pavement, 4 LT 58-28 S | 3,650 | TONS | $ 59.90 | $ 218,635.00 | | $ - |
| 10 | Sanitary Manhole Reconstruction | 26 | EACH | $ 600.00 | $ 15,600.00 | | $ - |
| 11 | Storm Manhole Reconstruction | 16 | EACH | $ 600.00 | $ 9,600.00 | | $ - |
| 12 | Catch Basin Reconstruction | 18 | EACH | $ 553.00 | $ 9,954.00 | 35 | $ 19,355.00 |
| 13 | Contractor Quality Control Testing | 1 | L.S. | $ 8,000.00 | $ 8,000.00 | | $ - |
| | | | | **Total A =** | **$ 843,495.00** | | **$ 199,767.65** |

## B. Amy Avenue (State Park Road to east of Theda Care driveway)

| Item | Description | Bid Qty | Unit | Unit Cost | Total Cost | Payment Certificate #1 Quantity | Payment Certificate #1 Total Cost |
|---|---|---|---|---|---|---|---|
| 1 | Pulverize existing asphalt pavement | 1,650 | S.Y. | $ 1.15 | $ 1,897.50 | 1,650 | $ 1,897.50 |
| 2 | Excavation below subgrade (EBS) | 200 | C.Y. | $ 14.50 | $ 2,900.00 | | $ - |
| 3 | Base aggregate dense, 3-inch for EBS areas | 400 | TONS | $ 18.00 | $ 7,200.00 | | $ - |
| 4 | Type I Geogrid for EBS areas | 400 | S.Y. | $ 3.25 | $ 1,300.00 | | $ - |
| 5 | Miscellaneous 30-inch reinforced curb & gutter replacement | 200 | L.F. | $ 56.00 | $ 11,200.00 | 62 | $ 3,472.00 |
| 6 | 30-inch curb & gutter | 65 | L.F. | $ 56.00 | $ 3,640.00 | 53 | $ 2,968.00 |
| 7 | Fine grading & compaction of aggregate base | 1,650 | S.Y. | $ 4.00 | $ 6,600.00 | 1,650 | $ 6,600.00 |
| 8 | Sawing asphalt (WisDOT Item No. 690.0150) | 100 | L.F. | $ 1.25 | $ 125.00 | 100 | $ 125.00 |
| 9 | 2 1/4-inch HMA pavement, 3 LT 58-28 S | 230 | TONS | $ 68.95 | $ 15,858.50 | 200.00 | $ 13,790.00 |
| 10 | 1 3/4-inch HMA pavement, 4 LT 58-28 S | 180 | TONS | $ 73.25 | $ 13,185.00 | 178.48 | $ 13,073.66 |
| 11 | Catch Basin Reconstruction | 2 | EACH | $ 553.00 | $ 1,106.00 | 4 | $ 2,212.00 |
| 12 | Contractor Quality Control Testing | 1 | L.S. | $ 950.00 | $ 950.00 | 1 | $ 950.00 |
| | | | | **Total B =** | **$ 65,962.00** | | **$ 45,088.16** |

## C. Clover Ridge Park Trail

| Item | Description | Bid Qty | Unit | Unit Cost | Total Cost | Payment Certificate #1 Quantity | Payment Certificate #1 Total Cost |
|---|---|---|---|---|---|---|---|
| 1 | Fine grading & compaction of aggregate base | 475 | S.Y. | $ 3.00 | $ 1,425.00 | 475 | $ 1,425.00 |
| 2 | 3-inch HMA pavement, 4 LT 58-28 S | 75 | TONS | $ 95.00 | $ 7,125.00 | 66 | $ 6,270.00 |
| 3 | Lawn Restoration | 200 | S.Y. | $ 9.85 | $ 1,970.00 | 0 | $ - |
| 4 | Contractor Quality Control Testing | 1 | L.S. | $ 1.00 | $ 1.00 | 1 | $ 1.00 |
| | | | | **Total C =** | **$ 10,521.00** | | **$ 7,696.00** |
| | | | | **Total A through C =** | **$ 919,978.00** | | **$ 252,551.81** |

## D. Payten Street

| Item | Description | Bid Qty | Unit | Unit Cost | Total Cost | Payment Certificate #1 Quantity | Payment Certificate #1 Total Cost |
|---|---|---|---|---|---|---|---|
| 1 | Remove existing concrete curb & gutter | 150 | L.F. | $3.00 | $ 450.00 | 150 | $ 450.00 |
| 2 | Remove existing concrete pavement | 165 | S.F. | $1.00 | $ 165.00 | 165 | $ 165.00 |
| 3 | Remove existing catch basin | 1 | EACH | $500.00 | $ 500.00 | 1 | $ 500.00 |
| 4 | Remove existing small pipe culvert | 1 | EACH | $500.00 | $ 500.00 | 1 | $ 500.00 |
| 5 | 15-inch x 21-inch CMP-Arch culvert | 80 | L.F. | $74.00 | $ 5,920.00 | 80 | $ 5,920.00 |
| 6 | 15-inch x 21-inch CMP-Arch flared end section | 2 | EACH | $300.00 | $ 600.00 | 2 | $ 600.00 |
| 7 | 12-inch RCP Storm Sewer | 127 | L.F. | $104.00 | $ 13,208.00 | 140 | $ 14,560.00 |
| 8 | 12-inch RCP Flared End Section | 1 | EACH | $500.00 | $ 500.00 | 2 | $ 1,000.00 |
| 9 | Catch Basin | 3 | EACH | $3,100.00 | $ 9,300.00 | 3 | $ 9,300.00 |
| 10 | 4-inch Geotextile Wrapped Underdrain | 125 | L.F. | $40.00 | $ 5,000.00 | 125 | $ 5,000.00 |
| 11 | Medium riprap | 5 | C.Y. | $200.00 | $ 1,000.00 | 0 | $ - |
| 12 | Pulverize existing asphalt pavement | 2,000 | S.Y. | $1.15 | $ 2,300.00 | 2,000 | $ 2,300.00 |
| 13 | Excavation below subgrade (EBS) | 200 | C.Y. | $14.50 | $ 2,900.00 | 0 | $ - |
| 14 | Base aggregate dense, 3-inch for EBS areas | 400 | TONS | $18.00 | $ 7,200.00 | 0 | $ - |
| 15 | Type I Geogrid for EBS areas | 400 | S.Y. | $3.25 | $ 1,300.00 | 0 | $ - |
| 16 | 30-inch mountable reinforced curb & gutter | 1,150 | L.F. | $15.42 | $ 17,733.00 | 1,192 | $ 18,380.64 |
| 17 | 6-inch concrete pavement | 188 | S.F. | $6.60 | $ 1,240.80 | 190 | $ 1,254.00 |
| 18 | Fine grading & compaction of aggregate base | 2,000 | S.Y. | $3.00 | $ 6,000.00 | 2,000 | $ 6,000.00 |
| 19 | 1-1/4-inch Base Aggregate Dense | 300 | TONS | $18.00 | $ 5,400.00 | 300.00 | $ 5,400.00 |
| 20 | 2 1/4-inch HMA pavement, 3 LT 58-28 S | 270 | TONS | $64.80 | $ 17,496.00 | 246.86 | $ 15,996.53 |
| 21 | 1 3/4-inch HMA pavement, 4 LT 58-28 S | 210 | TONS | $69.80 | $ 14,658.00 | 200.00 | $ 13,960.00 |
| 22 | Sanitary Manhole Reconstruction | 1 | EACH | $600.00 | $ 600.00 | 2 | $ 1,200.00 |
| 23 | Lawn Restoration | 2,000 | S.Y. | $6.40 | $ 12,800.00 | 1,800 | $ 11,520.00 |
| 24 | Inlet Protection | 5 | EACH | $105.00 | $ 525.00 | 0 | $ - |
| 25 | Temporary Ditch Check | 2 | EACH | $84.00 | $ 168.00 | 2 | $ 168.00 |
| 26 | Silt Fence | 1,100 | L.F. | $2.00 | $ 2,200.00 | 1,100 | $ 2,200.00 |
| 27 | Sawing asphalt (WisDOT Item No. 690.0150) | 200 | L.F. | $1.25 | $ 250.00 | 200 | $ 250.00 |
| 28 | Contractor Quality Control Testing | 1 | L.S. | $950.00 | $ 950.00 | 1 | $ 950.00 |
| | | | | **Total D =** | **$ 130,863.80** | | **$ 117,574.17** |
| | | | | **Total A through D =** | **$ 1,050,841.80** | | **$ 370,125.98** |

**Village of Harrison**
**2024 Asphalt Resurfacing Program**
**Payment Certificate #1 Summary**
**McM No. H0006-09-24-00257.02**

**Supplemental Bid #1: Evan Street**

| Item | Description | Bid Qty | Unit | Unit Cost | Total Cost | Payment Certificate #1 Quantity | Payment Certificate #1 Total Cost |
|---|---|---|---|---|---|---|---|
| 1 | Pulverize existing asphalt pavement | 2,100 | S.Y. | $ 1.15 | $ 2,415.00 | 2,100 | $ 2,415.00 |
| 2 | Excavation below subgrade (EBS) | 200 | C.Y. | $ 14.50 | $ 2,900.00 | 0 | $ - |
| 3 | Base aggregate dense, 3-inch for EBS areas | 400 | TONS | $ 18.00 | $ 7,200.00 | 0 | $ - |
| 4 | Type I Geogrid for EBS areas | 400 | S.Y. | $ 3.25 | $ 1,300.00 | 0 | $ - |
| 5 | Miscellaneous 30-inch mountable curb & gutter replacement | 200 | L.F. | $ 56.00 | $ 11,200.00 | 246 | $ 13,776.00 |
| 6 | Fine grading & compaction of road base | 2,100 | S.Y. | $ 3.00 | $ 6,300.00 | 2,100 | $ 6,300.00 |
| 7 | Sawing asphalt (WisDOT Item No. 690.0150) | 30 | L.F. | $ 2.00 | $ 60.00 | 30 | $ 60.00 |
| 8 | 2 1/4-inch HMA pavement, 3 LT 58-28 S | 290 | TONS | $ 64.80 | $ 18,792.00 | 240.00 | $ 15,552.00 |
| 9 | 1 3/4-inch HMA pavement, 4 LT 58-28 S | 225 | TONS | $ 69.80 | $ 15,705.00 | 213.53 | $ 14,904.39 |
| 10 | Sanitary Manhole Reconstruction | 1 | EACH | $ 600.00 | $ 600.00 | 1 | $ 600.00 |
| 11 | Contractor Quality Control Testing | 1 | L.S. | $ 950.00 | $ 950.00 | 1 | $ 950.00 |
| | | | | **Supplemental Bid #1 Total =** | **$ 67,422.00** | | **$ 54,557.39** |
| | | | | **Total A through D + Supplemental Bid #1 =** | **$ 1,118,263.80** | | **$ 424,683.37** |

**Change Order Items:**

| Item | Description | Bid Qty | Unit | Unit Cost | Total Cost | Payment Certificate #1 Quantity | Payment Certificate #1 Total Cost |
|---|---|---|---|---|---|---|---|
| 1.1 | ADD Replacement catch basin casting | | EACH | $ 700.00 | $ - | 0 | $ - |
| 1.2 | ADD Replacement driveway catch basin casting | | EACH | $ 900.00 | $ - | 0 | $ - |
| 1.3 | ADD 30-inch mountable curb & gutter @ Woodland & Manitowoc | | L.F. | $ 56.00 | $ - | 0 | $ - |
| 1.4 | ADD Concrete flumes @ Woodland & Manitowoc | | S.F. | $ 6.60 | $ - | 0 | $ - |
| | | | | **Change Order Items Total =** | **$ -** | | **$ -** |

| | | |
|---|---|---|
| **Completed to Date =** | | **$ 424,683.37** |
| **Project Retainage =** | **5%** | **$ 21,234.17** |
| **Subtotal =** | | **$ 403,449.20** |
| **Previously Certified =** | | **$ -** |
| **Amount Due this Payment =** | | **$ 403,449.20** |

McMAHON
McMahon Associates, Inc.
ENGINEERS ARCHITECTS
SCIENTISTS LAND SURVEYORS

1445 McMahon Drive
Neenah, WI 54956

Telephone: (920)751-4200
FAX: (920)751-4284

P.O. Box 1025
Neenah, WI 54957-1025

# APPLICATION

(OWNER)
Village of Harrison
W5298 SR 114
Menasha, WI 54952

| | |
|---|---|
| PROJECT: | 2024 Asphalt St Resurf Program |
| CONTRACTOR | Northeast Asphalt, Inc. |
| Contract No. | H0006-09-24-00257 |
| Project No. | H0006-09-24-00257 |
| Application No. | 1 |
| Application Date | July 22, 2024 |
| Period From | _____ To July 2024 |

Application Is Made For Payment In Connection With The Above Contract.
*The following documents are attached:*

- ☐ Schedule Of Values
- ☑ Schedule Of Unit Prices
- ☐ Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

| | | | | |
|---|---|---|---|---|
| Original Contract | $ 1,118,263.80 | Completed to date | $424,683.37 | $ ~~426,295.37~~ |
| Net Change Orders | | Retainage | $21,234.17 | $ ~~42,629.54~~ |
| Current Contract Amount | $ 1,118,263.80 | Sub-total | $403,449.20 | $ ~~383,665.83~~ |
| | | Previous Payments | | |

**Amount Due This Application:** $403,449.20 **$ ~~383,665.83~~**

The undersigned Contractor hereby swears, under penalty of perjury, that 1) All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 7/22/2024

Northeast Asphalt, Inc.
*(contractor)*

BY _____
Jon Wurzer, Agent

COUNTY OF Outagamie
STATE OF Wisconsin } SS

MARY J JORGENSEN
Notary Public
State of Wisconsin

Before me on this 22ND day of July 2024, personally appeared Jon Wurzer, Agent known to me, who being duly sworn, did depose and say that he/she is the Area Manager of the Contractor above mentioned; that he/she executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 3-3-2027

_____
*(Notary Public)*

**Northeast Asphalt, Inc.**
W6380 Design Drive
Greenville, WI 54942
USA

**Invoice:** 709983-001
**Invoice Date:** 07-19-2024
**Job:** 709983
**Application No:** 1
**Period To:** 06-30-2024

**Customer:** HARRISON VILLAGE OF
W5298 SR 114
MENASHA, WI 54952
US

**Project:** V/O HARRISON 2024 HMA 709983UP
W5298 SR 114
MENASHA, WI 54952
US

**Attention:**

**Project Manager:** Matt Werner

| Item | Description | Qty | Unit | Unit Price $ | Estimated Amount $ | Quantities | | | Amounts | | | Retainage $ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Previous | Current | To Date | Previous $ | Current $ | To Date $ | |
| 90000000 | Holding Account Item | 0.010 | DL | 1.000 | 0.01 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001010 | Pulverize Existing Asphalt Pavement | 26,261.000 | SY | 1.150 | 30,200.15 | 0.000 | 26,261.000 | 26,261.000 | 0.00 | 30,200.15 | 30,200.15 | 3,020.02 |
| 90001020 | Excavation Below Subgrade (EBS) | 750.000 | CY | 14.500 | 10,875.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001030 | Base Aggregate Dense, 3 Inch for | 1,500.000 | TN | 18.000 | 27,000.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001040 | Type I Geogrid for EBS Areas | 1,500.000 | SY | 3.250 | 4,875.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001050 | Miscellaneous 30 Inch Mountable | 2,700.000 | LF | 56.000 | 151,200.00 | 0.000 | 1,510.000 | 1,510.000 | 0.00 | 84,560.00 | 84,560.00 | 8,456.00 |
| 90001060 | Fine Grading & Compaction of | 26,261.000 | SY | 2.500 | 65,652.50 | 0.000 | 26,261.000 | 26,261.000 | 0.00 | 65,652.50 | 65,652.50 | 6,565.25 |
| 90001070 | Sawing Asphalt (WisDOT Item No. | 250.000 | LF | 1.250 | 312.50 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001080 | 2-1/4 Inch HMA Pavement, 3 LT 58- | 3,151.000 | TN | 56.150 | 176,928.65 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001090 | 1-3/4 Inch HMA Pavement, 4 LT 58- | 2,626.000 | TN | 59.900 | 157,297.40 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001100 | Sanitary Manhole Reconstruction | 26.000 | EA | 600.000 | 15,600.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001110 | Storm Manhole Reconstruction | 16.000 | EA | 600.000 | 9,600.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90001120 | Catch Basin Reconstruction | 18.000 | EA | 553.000 | 9,954.00 | 0.000 | 35.000 | 35.000 | 0.00 | 19,355.00 | 19,355.00 | 1,935.50 |
| 90001130 | Contractor Quality Control Testing | 1.000 | LS | 8,000.000 | 8,000.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90002010 | Pulverize Existing Asphalt Pavement | 1,650.000 | SY | 1.150 | 1,897.50 | 0.000 | 1,650.000 | 1,650.000 | 0.00 | 1,897.50 | 1,897.50 | 189.75 |
| 90002020 | Excavation Below Subgrade (EBS) | 200.000 | CY | 14.500 | 2,900.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90002030 | Base Aggregate Dense, 3 Inch for | 400.000 | TN | 18.000 | 7,200.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90002040 | Type I Geogrid for EBS Areas | 400.000 | SY | 3.250 | 1,300.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90002050 | Miscellaneous 30 Inch Reinforced | 200.000 | LF | 56.000 | 11,200.00 | 0.000 | 62.000 | 62.000 | 0.00 | 3,472.00 | 3,472.00 | 347.20 |
| 90002060 | 30 Inch Reinforced Curb & Gutter | 65.000 | LF | 56.000 | 3,640.00 | 0.000 | 53.000 | 53.000 | 0.00 | 2,968.00 | 2,968.00 | 296.80 |
| 90002070 | Fine Grading & Compaction of | 1,650.000 | SY | 4.000 | 6,600.00 | 0.000 | 1,650.000 | 1,650.000 | 0.00 | 6,600.00 | 6,600.00 | 660.00 |
| 90002080 | Sawing Asphalt (WisDOT Item No. | 100.000 | LF | 1.250 | 125.00 | 0.000 | 100.000 | 100.000 | 0.00 | 125.00 | 125.00 | 12.50 |
| 90002090 | 2-1/4 Inch HMA Pavement, 3 LT 58- | 198.000 | TN | 68.950 | 13,652.10 | 0.000 | 200.000 | 200.000 | 0.00 | 13,790.00 | 13,790.00 | 1,379.00 |
| 90002100 | 1-3/4 Inch HMA Pavement, 4 LT 58- | 165.000 | TN | 73.250 | 12,086.25 | 0.000 | 178.480 | 178.480 | 0.00 | 13,073.66 | 13,073.66 | 1,307.37 |

| Item | Description | Qty | Unit | Unit Price $ | Estimated Amount $ | Quantities | | | Amounts | | | Retainage $ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Previous | Current | To Date | Previous $ | Current $ | To Date $ | |
| 90002110 | Catch Basin Reconstruction | 2.000 | EA | 553.000 | 1,106.00 | 0.000 | 4 ~~8.000~~ | 4 ~~8.000~~ | 0.00 | $2,212.00 ~~4,424.00~~ | $2,212.00 ~~4,424.00~~ | 442.40 |
| 90002120 | Contractor Quality Control Testing | 1.000 | LS | 950.000 | 950.00 | 0.000 | 1.000 | 1.000 | 0.00 | 950.00 | 950.00 | 95.00 |
| 90003010 | Fine Grading & Compaction of | 475.000 | SY | 3.000 | 1,425.00 | 0.000 | 475.000 | 475.000 | 0.00 | 1,425.00 | 1,425.00 | 142.50 |
| 90003020 | 3 Inch HMA Pavement, 4 LT 58-28 S | 66.000 | TN | 95.000 | 6,270.00 | 0.000 | 66.000 | 66.000 | 0.00 | 6,270.00 | 6,270.00 | 627.00 |
| 90003030 | Lawn Restoration | 200.000 | SY | 9.850 | 1,970.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90003040 | Contractor Quality Control Testing | 1.000 | LS | 1.000 | 1.00 | 0.000 | 1.000 | 1.000 | 0.00 | 1.00 | 1.00 | 0.10 |
| 90004010 | Remove Existing Concrete Curb & | 150.000 | LF | 3.000 | 450.00 | 0.000 | 150.000 | 150.000 | 0.00 | 450.00 | 450.00 | 45.00 |
| 90004020 | Remove Existing Concrete Pavement | 165.000 | SF | 1.000 | 165.00 | 0.000 | 165.000 | 165.000 | 0.00 | 165.00 | 165.00 | 16.50 |
| 90004030 | Remove Existing Catch Basin | 1.000 | EA | 500.000 | 500.00 | 0.000 | 1.000 | 1.000 | 0.00 | 500.00 | 500.00 | 50.00 |
| 90004040 | Remove Existing Small Pipe Culvert | 1.000 | EA | 500.000 | 500.00 | 0.000 | 1.000 | 1.000 | 0.00 | 500.00 | 500.00 | 50.00 |
| 90004050 | 15 Inch x 21 Inch CMP-Arch Culvert | 80.000 | LF | 74.000 | 5,920.00 | 0.000 | 80.000 | 80.000 | 0.00 | 5,920.00 | 5,920.00 | 592.00 |
| 90004060 | 15 Inch x 21 Inch CMP-Arch Flared | 2.000 | EA | 300.000 | 600.00 | 0.000 | 2.000 | 2.000 | 0.00 | 600.00 | 600.00 | 60.00 |
| 90004070 | 12 Inch RCP Storm Sewer | 127.000 | LF | 104.000 | 13,208.00 | 0.000 | 140.000 | 140.000 | 0.00 | 14,560.00 | 14,560.00 | 1,456.00 |
| 90004080 | 12 Inch RCP Flared End Section | 1.000 | EA | 500.000 | 500.00 | 0.000 | 2.000 | 2.000 | 0.00 | 1,000.00 | 1,000.00 | 100.00 |
| 90004090 | Catch Basin | 3.000 | EA | 3,100.000 | 9,300.00 | 0.000 | 3.000 | 3.000 | 0.00 | 9,300.00 | 9,300.00 | 930.00 |
| 90004100 | 4 Inch Geotextile Wrapped | 125.000 | LF | 40.000 | 5,000.00 | 0.000 | 125.000 | 125.000 | 0.00 | 5,000.00 | 5,000.00 | 500.00 |
| 90004110 | Medium Rip-Rap | 5.000 | CY | 200.000 | 1,000.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90004120 | Pulverize Existing Asphalt Pavement | 2,000.000 | SY | 1.150 | 2,300.00 | 0.000 | 2,000.000 | 2,000.000 | 0.00 | 2,300.00 | 2,300.00 | 230.00 |
| 90004130 | Excavation Below Subgrade (EBS) | 200.000 | CY | 14.500 | 2,900.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90004140 | Base Aggregate Dense, 3 Inch for | 400.000 | TN | 18.000 | 7,200.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90004150 | Type I Geogrid for EBS Areas | 400.000 | SY | 3.250 | 1,300.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90004160 | 30 Inch Mountable Reinforced Curb | 1,150.000 | LF | 15.420 | 17,733.00 | 0.000 | 1,192.000 | 1,192.000 | 0.00 | 18,380.64 | 18,380.64 | 1,838.06 |
| 90004170 | 6 Inch Concrete Pavement | 188.000 | SF | 6.600 | 1,240.80 | 0.000 | 190.000 | 190.000 | 0.00 | 1,254.00 | 1,254.00 | 125.40 |
| 90004180 | Fine Grading & Compaction of | 2,000.000 | SY | 3.000 | 6,000.00 | 0.000 | 2,000.000 | 2,000.000 | 0.00 | 6,000.00 | 6,000.00 | 600.00 |
| 90004190 | 1-1/4 Inch Base Aggregate Dense | 300.000 | TN | 18.000 | 5,400.00 | 0.000 | 300.000 | 300.000 | 0.00 | 5,400.00 | 5,400.00 | 540.00 |
| 90004200 | 2-1/4 Inch HMA Pavement, 3 LT 58- | 240.000 | TN | 64.800 | 15,552.00 | 0.000 | 246.860 | 246.860 | 0.00 | 15,996.53 | 15,996.53 | 1,599.65 |
| 90004210 | 1-3/4 Inch HMA Pavement, 4 LT 58- | 200.000 | TN | 69.800 | 13,960.00 | 0.000 | 200.000 | 200.000 | 0.00 | 13,960.00 | 13,960.00 | 1,396.00 |
| 90004220 | Sanitary Manhole Reconstruction | 1.000 | EA | 600.000 | 600.00 | 0.000 | 1.000 | 1.000 | 0.00 | 600.00 | 600.00 | 60.00 |
| 90004230 | Lawn Restoration | 2,000.000 | SY | 6.400 | 12,800.00 | 0.000 | 1,800.000 | 1,800.000 | 0.00 | 11,520.00 | 11,520.00 | 1,152.00 |
| 90004240 | Inlet Protection | 5.000 | EA | 105.000 | 525.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90004250 | Temporary Ditch Check | 2.000 | EA | 84.000 | 168.00 | 0.000 | 2.000 | 2.000 | 0.00 | 168.00 | 168.00 | 16.80 |
| 90004260 | Silt Fence | 1,100.000 | LF | 2.000 | 2,200.00 | 0.000 | 1,100.000 | 1,100.000 | 0.00 | 2,200.00 | 2,200.00 | 220.00 |
| 90004270 | Sawing Asphalt (WisDOT Item No. | 200.000 | LF | 1.250 | 250.00 | 0.000 | 200.000 | 200.000 | 0.00 | 250.00 | 250.00 | 25.00 |
| 90004280 | Contractor Quality Control Testing | 1.000 | LS | 950.000 | 950.00 | 0.000 | 1.000 | 1.000 | 0.00 | 950.00 | 950.00 | 95.00 |
| 90005010 | Pulverize Existing Asphalt Pavement | 2,100.000 | SY | 1.150 | 2,415.00 | 0.000 | 2,100.000 | 2,100.000 | 0.00 | 2,415.00 | 2,415.00 | 241.50 |
| 90005020 | Excavation Below Subgrade (EBS) | 200.000 | CY | 14.500 | 2,900.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90005030 | Base Aggregate Dense, 3 Inch for | 400.000 | TN | 18.000 | 7,200.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |

| Item | Description | Qty | Unit | Unit Price $ | Estimated Amount $ | Quantities | | | Amounts | | | Retainage $ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Previous | Current | To Date | Previous $ | Current $ | To Date $ | |
| 90005040 | Type I Geogrid for EBS Areas | 400.000 | SY | 3.250 | 1,300.00 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 90005050 | Miscellaneous 30 Inch Mountable | 200.000 | LF | 56.000 | 11,200.00 | 0.000 | 246.000 | 246.000 | 0.00 | 13,776.00 | 13,776.00 | 1,377.60 |
| 90005060 | Fine Grading & Compaction of | 2,100.000 | SY | 3.000 | 6,300.00 | 0.000 | 2,100.000 | 2,100.000 | 0.00 | 6,300.00 | 6,300.00 | 630.00 |
| 90005070 | Sawing Asphalt (WisDOT Item No. | 30.000 | LF | 2.000 | 60.00 | 0.000 | 30.000 | 30.000 | 0.00 | 60.00 | 60.00 | 6.00 |
| 90005080 | 2-1/4 Inch HMA Pavement, 3 LT 58- | 252.000 | TN | 64.800 | 16,329.60 | 0.000 | 240.000 | 240.000 | 0.00 | 15,552.00 | 15,552.00 | 1,555.20 |
| 90005090 | 1-3/4 Inch HMA Pavement, 4 LT 58- | 210.000 | TN | 69.800 | 14,658.00 | 0.000 | 213.530 | 213.530 | 0.00 | 14,904.39 | 14,904.39 | 1,490.44 |
| 90005100 | Sanitary Manhole Reconstruction | 1.000 | EA | 600.000 | 600.00 | 0.000 | 1.000 | 1.000 | 0.00 | 600.00 | 600.00 | 60.00 |
| 90005110 | Contractor Quality Control Testing | 1.000 | LS | 950.000 | 950.00 | 0.000 | 1.000 | 1.000 | 0.00 | 950.00 | 950.00 | 95.00 |
| | | | | Project Total: | 931,952.46 | | | | 0.00 | ~~426,295.37~~ | ~~426,295.37~~ | ~~42,629.54~~ |

**Work Completed To Date:** ~~**426,295.37**~~ $424,683.37

Less Retainage: ~~42,629.54~~ $21,234.17

Less Previous Estimate: 0.00

**Total Amout Due This Estimate:** ~~**383,665.83**~~ $403,449.20

McMAHON
ENGINEERS ARCHITECTS

July 24, 2024

Village of Harrison
Attn: Chad Pelishek, Assistant Village Manager
W5298 Highway 114
Harrison, WI 54952

Re: Village of Harrison
2024 Asphalt Street Resurfacing Program
Change Order #1
McM. No. H0006-09-24-00257

Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase in the Contract in the amount of $40,809.40. The current Contract Price is $1,159,073.20.

Please review and sign in the space provided. **Return <u>all</u> copies to our office,** and we will distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

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

LRR:mck

Enclosure: Change Order #1

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

1445 MCMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200
FAX: 920.751.4284

# CHANGE ORDER

NORTHEAST ASPHALT, INC.
W6380 Design Drive
Greenville, WI 54942

| | |
|---|---|
| Contract No. | H0006-09-24-00257 |
| Project File No. | H0006-09-24-00257 |
| Change Order No. | One (1) |
| Issue Date: | July 19, 2024 |
| Project: | Village of Harrison - 2024 Asphalt Street Resurfacing Program |

**You Are Directed To Make The Changes Noted Below In The Subject Contract:**

| | (Item Description) | (Price) |
|---|---|---|
| 1.1 | ADD Replacement Catch Basin Casting..... 32 each @ $700.00 per Ea. | +$22,400.00 |
| 1.2 | ADD Replacement Driveway Catch Basin Casting..... 3 each @ $900.00 per Ea. | +$2,700.00 |
| 1.3 | ADD 30-Inch Mountable Curb & Gutter @ Woodland & Manitowoc..... 250 Lin. Ft. @ $56.00 per L.F. | +$14,000.00 |
| 1.4 | ADD Concrete Flumes @ Woodland & Manitowoc ..... 259 Sq. Ft. @ $6.60 per S.F. | +$1,709.40 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | **TOTAL** | **+$40,809.40** |

**The Changes Result In The Following Adjustments:**

| | CONTRACT PRICE | TIME |
|---|---|---|
| Prior To This Change Order | $1,118,263.80 | - days |
| Adjustments Per This Change Order | +$40,809.40 | - days |
| Current Contract Status | **$1,159,073.20** | - days |

Recommended:
**McMAHON ASSOCIATES, INC.**
Neenah, Wisconsin

By:
Date: 07/19/2024

Accepted:
**NORTHEAST ASPHALT, INC.**
Greenville, Wisconsin

By:
Date: 7/22/2024

Authorized:
**VILLAGE OF HARRISON**
Calumet County, Wisconsin

By:
Date:

☐ OWNER Copy
☐ CONTRACTOR Copy
☐ ENGINEER Copy (Contract Copy)
☐ FILE COPY

Four (4) Copies Should Accompany This Change Order
***Execute And Return To ENGINEER For Distribution***

## Lee Reibold

**From:** Matt Werner <MWerner@walbecgroup.com>
**Sent:** Friday, July 19, 2024 12:02 PM
**To:** Lee Reibold
**Subject:** Harrison Sommers Extra Work

Here's what I have:

32 Regular head castings @$700/each
3 Driveway head castings @$900/each
86 LF of C&G at Spring Valley Rd and Manitowoc @$56/LF
54 SF of Flumes at Spring Valley Rd and Manitowoc @$6.60/SF
85 LF of C&G at Spring Valley Rd and Woodland @$56/LF
110 SF of Flumes at Spring Valley Rd and Woodland @$6.60/SF
79 LF of C&G at Sugar Maple and Woodland @$56/LF
95 SF of Flumes at Sugar Maple and Woodland @$6.60/SF

Would you like to send over formal CO for all of this?

Northeast Asphalt
A WALBEC COMPANY

**Matt Werner**
**Project Manager**
920.404.1359

walbecgroup.com
*An Equal Opportunity & Affirmative Action Employer*

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Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Update on Cottonwood Creek Subdivision Drainage Issues Survey.

**Issue:**
Does the Village Board support not further corrective actions and authorize the Public Works Dept. to mow all the ditches in the subdivision twice year?

**Background and Additional Information:**
The previous Village Board meeting, discussion occurred about communicating with the residents of the subdivision about installing the storm sewer system and assessing homeowners for the costs.

Village staff created a survey through Survey Monkey and sent letters along with a survey link to all residents in this subdivision. 52 letters were sent and 36 people took the survey.

A copy of the survey results is attached.

62% of residents do not support installation of a mini-storm collective system and 94% do not support special assessments. Based on the open ended comments received there is a mix of residents that understand the ditches will be wet, some have concerns on the design of the ditches, others have concerns for residents that are not maintaining them.

Overall staff recommendation is not to install the mini-storm collective system at this time and have the Public Works department mow the ditches two times a year to make sure the water can flow through the ditches.

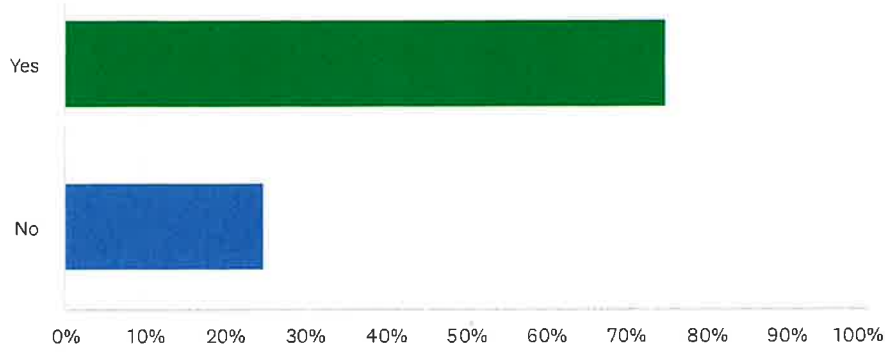
**Budget Impacts:**
None

**Recommended Action:**
Motion to not proceed with repairs at this time.

**Attachments:**
- 2721_001.pdf

# Q1 Are you experiencing water standing in your ditch in front of your house?

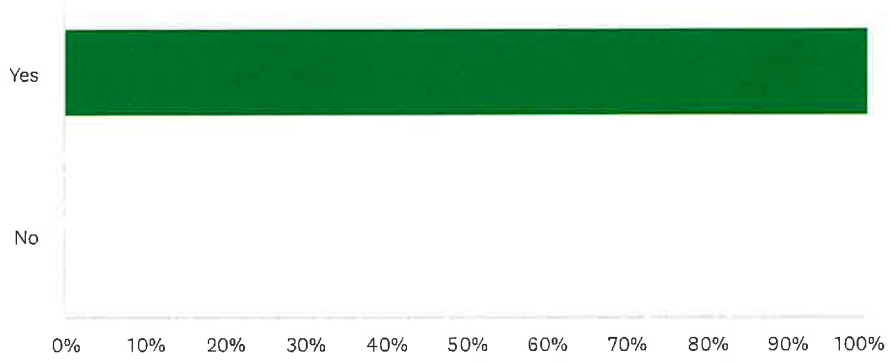
Answered: 36 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 75.00% | 27 |
| No | 25.00% | 9 |
| TOTAL | | 36 |

# Q2 Do you have a sump pump?

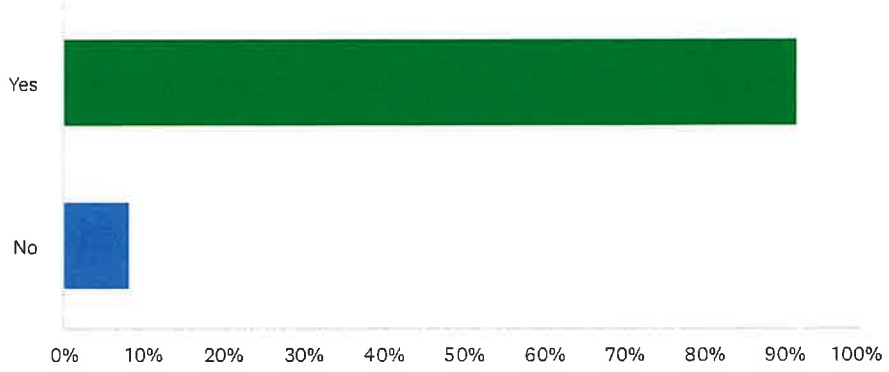
Answered: 36 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 100.00% | 36 |
| No | 0.00% | 0 |
| TOTAL | | 36 |

## Q3 If yes, does your sump pump discharge directly into the road ditch?

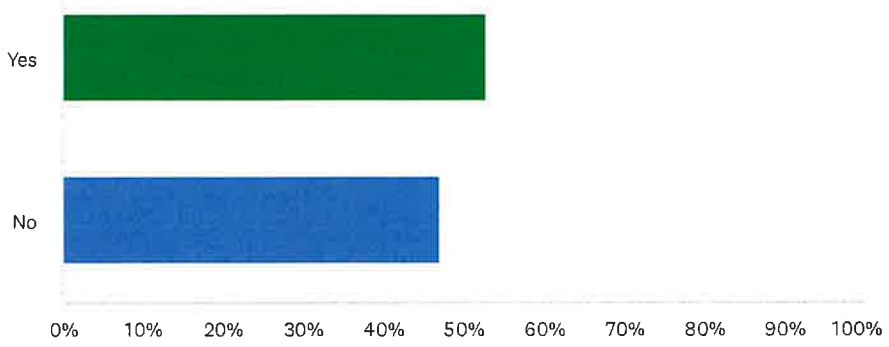
Answered: 36 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 91.67% | 33 |
| No | 8.33% | 3 |
| TOTAL | | 36 |

## Q4 Does your sump pump run alot?

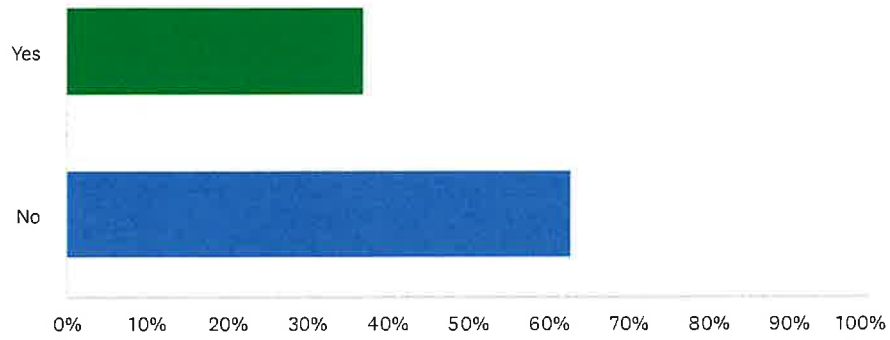
Answered: 36 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 52.78% | 19 |
| No | 47.22% | 17 |
| TOTAL | | 36 |

## Q5 Would you support the installation of a mini-storm collective system in back of the ditch to connect your sump pumps? (Note: this is not an urbanization of the street, ditches would still be used)

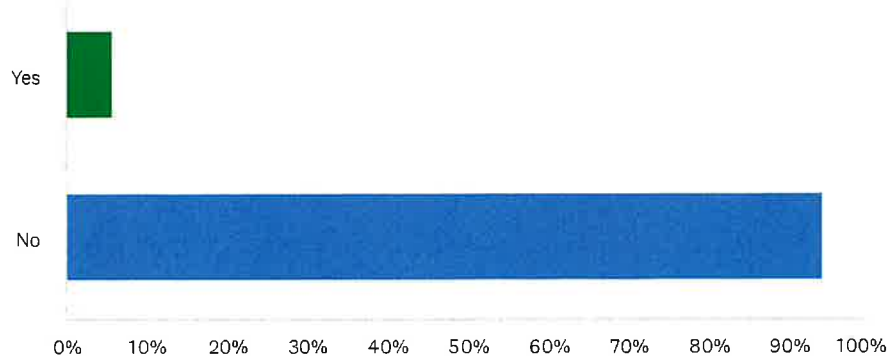
Answered: 35 Skipped: 1




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 37.14% | 13 |
| No | 62.86% | 22 |
| TOTAL | | 35 |

## Q6 Installing a mini-storm collective system is estimated to be $500,000. Would you be willing to pay a special assessment charge for the mini storm collective system of approximately $8,020.43 over a number of years on your tax bill?

Answered: 35 Skipped: 1



| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 5.71% | 2 |
| No | 94.29% | 33 |
| TOTAL | | 35 |

# Q7 Do you have any other concerns Village staff should be aware of related to drainage in the subdivision?

Answered: 32 Skipped: 4

| # | RESPONSES | DATE |
|---|---|---|
| 1 | In receiving your letter regarding the Ditching/Resurfacing project we disagree with your assessment. We live on a corner lot with our house facing south. Our sump pump goes into the ditch in front of our house which was not affected by the ditching project, therefore does not cause the water in the east ditch. Before the contractors redid the east ditch, the only issue we had was two low spots that needed back fill, and we were able to mow the ditch without difficulty. Since the project the ditch has not even been close to being dry in order to mow without sinking in, and then the steepness of the ditch makes it difficult to mow. All you need to do is look at these ditches and know that the majority of them do not run the direction they should be going, this is the failure of the contractors and the expense should not be put on the residents. | 7/21/2024 5:02 PM |
| 2 | More water is in the ditch after the street improvements than before. Most of the the standing water is at the edge of the culvert which is before my sump pump. | 7/21/2024 4:03 PM |
| 3 | Its been a wet start to summer. Water does not drain like in the past and pools in places Our culvert seems to be lower than the culvert down stream. The ditches were not contoured for mowing especially for our older residents steep side walls | 7/19/2024 4:13 PM |
| 4 | Some years ago, my neighbor and I were having problems with standing water in our ditches. Harrison workers came out to see what might alleviate the problem. At that time, they noticed that my culvert and that of my next-door neighbor had risen about 4 or 5 inches, due to what they said was "frost heave". Harrison crews came out and removed both of our culverts, and re-established the proper depth of the culverts. They reinstalled both culverts and reapplied the gravel and asphalt, which fixed the water flow problem. When our subdivision was repaved last year (2023), I watched the McMann engineering crews checking road grades and ditch levels. Apparently, they found a lot of ditches that were in need of regrading and they did that. The ditch problems were apparently alleviated for the time being. Now the problems are that ditches are not properly maintained. There appears to be a number of ditches that are not properly cleaned of high grass, weeds, cattails, etc. If the ditches were properly maintained, I believe the water would flow and we home owners would not be facing an unneeded $8,000 bill for a ditch sump pump system. | 7/17/2024 3:10 PM |
| 5 | Of course there is standing water in the ditches, we have had quite a bit of rain this year. The problem is the homeowners waited TOO LONG to mow their ditches once the grass started growing in this year. I have been mowing mine consistently and there have been times when there was quite a bit of water to mow or weed wack around. Because the six homes after my ditch did NOT MOW, the row of sod down the middle of my ditch is now mud. It is due to lack of care that water is not flowing correctly. I noticed some of the homeowners on Lydia Ln and Jordan St put pipes down the middle of their ditches, covered with dirt and sod. Is that an option in our subdivision? | 7/16/2024 7:51 PM |
| 6 | Constant standing water in the ditch and the newly installed pan is not high enough to allow water to flow through the culvert to move on to the next downstream yard. Also seeing pan on downstream side of culvert not high enough to allow water to flow through neighbor's ditch which leaves large pond of water. | 7/16/2024 4:40 PM |
| 7 | 1. My husband just had knee surgery and with the ditches never drying out, it is muddy and slippery when mowing. He wears mud boots and still slips while mowing. It isn't safe for | 7/16/2024 12:06 PM |

| | | |
|---|---|---|
| | anyone in these conditions. 2. What other options are there? | |
| 8 | Are there other options for property owners? Could we also have the concrete installed in the ditches similar to other property owners? | 7/14/2024 6:20 PM |
| 9 | How about the usage of cement blocks? | 7/14/2024 12:04 PM |
| 10 | Re: Qu, 6 number of years (10 years @ approx. $800 per year ?) Re: I realize that we have had a lot of rain this year. However, since fall and through early spring, my drainage was much worse along the length and width of the ditch in spite of a winter with very little snowfall. At no time was the ditch ever dry and the standing water at the ends of the culverts never dried up at any time since the project was completed last year . . . even though the sump pump was RUNNING MUCH LESS until the rains began this spring. | 7/12/2024 3:13 PM |
| 11 | I do not think we should be responsible for poor planning and horribly executed work. Our house is located at almost the end of the street where all the street's water accumulates by the house and pools for days. This invites insects and pests which is very alarming. The contractor did a horrendous job on the grading and also did a horrible job fixing the lawn. There is barely any grass on the constructed lawn. The contracting company should be held liable and accountable to fix all the drainage and quality related issues. | 7/12/2024 10:24 AM |
| 12 | I believe the reason the sump pump is going off more often is due to the amount of rain we have been receiving lately. I anticipate that the village will see similar events in the future so if there are more costs effective options in the future to consider vs. the $8K assessment tax I'm willing to listen. | 7/11/2024 8:34 PM |
| 13 | Why should our neighborhood have to pay for your mistake? | 7/11/2024 1:44 PM |
| 14 | We did not have this problem before the project so I don't believe we should have to pay to get it resolved. McMahon said they proposed this before the project but it got voted down. | 7/9/2024 6:06 PM |
| 15 | Our drainage and standing water is not just from sump pump. The ditch and drain tile under driveway is not pitched correctly. The drain tile is also higher on both sides so water sits in there and cannot drain | 7/9/2024 7:55 AM |
| 16 | We need a special meeting where the village can tell us to our faces why the project made things worse creating a bathtub where our sump pumps recirculate the water from the ditch through our sump pumps back to the ditch and now we need to pay to have a minin storm drain that will still use our pumps to drain the bathtub that was created. Maybe figure out who didn't know how to read a transit and make them fix what wasn't broken. And personally my property's ditch side walls were repitched to the point were they won't hold a mower. So mowing them is impossible especially with a foot of water in the bottom of it. | 7/8/2024 7:55 PM |
| 17 | There was never an issue before the ditching project happened in 2023. The ditch is completely eroding and you cannot even walk on the edges/sides of the ditch as it's so soft and muddy. We can't even grow grass. Again, this was never an issue before and it drained better previously than it does now. The sump pumps don't run any more than what they used to prior to the ditching project, so saying it's a sump pump issue is just a cover up for a poor job done. The village should get another opinion rather than the engineer who works for the village. Residents should not be held financially liable for negligence, especially considering there was never an issue before. Admit your fault and fix it. | 7/8/2024 7:54 PM |
| 18 | Concrete tiles seem to work in the area. Many people don't maintain their ditch. | 7/8/2024 5:35 PM |
| 19 | The ditches have been worse since the road work was done last year. This work should be fully or partially be covered by the Village. Plan the mini storm as a future project | 7/7/2024 1:13 PM |
| 20 | Didn't have this issue until the ditches were redone last year. The purpose of the ditches being redone we to improve drainage flow and that did not happen, it made it worse and now you want us to pay for it to be fixed....that is just wrong. | 7/6/2024 3:40 PM |
| 21 | 1. How is the drain lines going to run across the drive ways. I do not want my newly paved drive way cut and patched. 2. Before the road work there was not a problem with the drainage what changed. Sump pumps are still discharging into ditch what is different failed engineering? 3. Is the total divide by the number of affected homes? 4.How many years to pay back and is there interest applied. 5.What is the total cost per house hold up front 6.Need more answers before completing survey | 7/6/2024 1:25 PM |
| 22 | I have so many questions about the assumption that standing water is a result of constant | 7/6/2024 11:25 AM |

| | | |
|---|---|---|
| | pumping of sumps into the ditch. I wouldn't consider the amount of in my ditch to be excessive and I believe my sump pump rarely runs. Where is the water table in relation to where the pumps were installed? My lot is high was the last to be built on. From the beginning our neighbors discovered that their lots weren't at the correct depth for proper drainage. So this has been an issue from the beginning of the subdivision. I thought replacement of the culverts was supposed to help the situation. Did it make it worse? What about the inconsistencies in how the ditch is maintained from one house to the next. Could that contribute to drainage issues? | |
| 23 | I feel that a small amount of water in an open ditch is perfectly normal and part of living in an area with open ditches. | 7/5/2024 9:14 PM |
| 24 | Our sump pump does not drain into the ditch, so we will not support. Part of the reason we have water standing in our ditch is because our neighbor drains their gutter into the ditch along with their sump pump at our lot line. The water should flow through our ditch to their's. This should have been done properly last year so it wouldn't have to be corrected. None of the water in our ditch is our water because our sump pump water does not drain there. | 7/5/2024 8:23 PM |
| 25 | Several years ago, the Village dug up our driveway culverts and front ditches at our and our neighbor's property to fix the standing water issue in this corner. Concrete trays were laid, culverts replaced. It did help a bit. Actually the most recent work done in the subdivision did not include any changes at our properties. The water level has been better. But, with that being said, it still does not drain totally at our property as our culvert was replaced HIGHER than the cement tray that drains into it. That is not helpful. Some property owners in this subdivision do not tend to their ditches, they don't mow, they don't pick up the garbage that gets caught in it. This was before the most recent work to fix the subdivision, and still continues after all that work was done. We feel that is causing the drainage issue. If the water could flow, regardless of the source, it would. The fact that we have standing water in our ditch, we contribute to poorly placed culvert. And then also the poorly maintained ditches down the road. This is why we do not support this plan. | 7/5/2024 7:37 PM |
| 26 | This wasn't a problem before the culvert work was done last year. | 7/5/2024 4:21 PM |
| 27 | We didn't experience this kind of water retainment until the new ditch was installed. | 7/5/2024 3:43 PM |
| 28 | I dont really understand what the problem is. In the last two years of lighter rain the ditches were mostly dry - sometimes damp. Of course this year there is a lot more rain so we see more water. I see no reason to spend this much money to fix what I dont even really see as an issue. | 7/5/2024 3:37 PM |
| 29 | It's a rainy summer And a small amount of extra water is to be expected with this amount of rain. and a small amount of extra water is to be expected with this amount of rain. Also Our road and Replaced culverts were just Replaced less than a year ago. I do not support this | 7/5/2024 1:47 PM |
| 30 | The ditch drained fine before the construction. Water on my corner stays a foot deep and does not go anywhere. My neighbor dug the grass out of his ditch and now it drains fine. Like before. | 7/5/2024 1:19 PM |
| 31 | None. The water table is high in this neighborhood and the water in the ditches is normal. This "issue" has nothing to do with the resurfacing/ditching completed in 2023. | 7/5/2024 12:37 PM |
| 32 | Can downspouts that are currently piped to the ditch also be connected to the storm drain? | 7/5/2024 12:35 PM |

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
Approval of bid for Dead Ash Tree Removal at Darboy Community Park Forest.

**Issue:**
Does the Village Board approve Treeo's to remove dead ash trees around the perimeter of the Darboy Park forest for safety reasons?

**Background and Additional Information:**
The Village Board has requested staff to contact tree service companies and obtain bids for the removal of dead ash trees on the perimeter of the Darboy Park Forest along the recreational trails to prevent the trees from falling on the trails. Staff met with three companies to obtain quotes. Summary of the quotes is listed below:

| | |
|---|---|
| Treeo's, 936 Appleton Road, Menasha | $31,762 |
| Huisman Tree Service, LLC, 817 Milwaukee Street, Menasha | $55,000 |
| Jacks Landscape, N8910 Oneida Road, Menasha | No Bid submitted in time for board meeting |

Staff recommends proceeding with Treeo's as the low bidder. Treeo's estimates the removal of approximately 250 trees, hauling away the debris and cleaning up the areas, leaving the stumps in place close to the ground.

**Budget Impacts:**
$31,762- Fund Balance?

**Recommended Action:**
Motion to award bid to low bidder of Treeo's for $31,762.00.

**Attachments:**
- T- Darboy Park - Village of Harrison - N9334 Noe Rd, Harrison, WI 54952 - 7-18-
- 2024.pdf Darboy Park.pdf

Phone: 920-215-6274

Email: mail@treeos.net

Website: treeos.net

936 Appleton Road

Menasha, WI 54952

# TREEO'S

**Proposal For:**

| | |
|---|---|
| Name: Jeff Funk - Village of Harrison | Estimator: Fran |
| Address: Darboy Park - N9334 Noe Rd | Date: 7 / 18 / 2024 |
| Harrison, WI 54952 | Phone: (920) 378 - 1736 |
| | Email: cpelishek@harrison-wi.org |

| We hereby propose to furnish materials and perform labor necessary for the completion of: | Price |
|---|---|
| Project Scope: Tree Removal & Site Cleanup | $31,250 |
| - Tree Removal: Remove approximately 250 trees | |
| - Debris Management: Haul out all wood & debris from Tree Removal | |
| - Cleanup: Clean up area thoroughly post-removal | |
| - Cut all stumps as close to ground level without damaging equipment | |
| | |
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| | |
| | |
| | |
| Fuel Surcharge | $500 |
| Misc. Shop and Environmental Fee | $12.00 |

Estimates Valid for 30 Days from Date Written

Call ahead to schedule ☐ Yes ☐ No

**Terms of Payment:** Payment is due upon completion of work, unless specified otherwise. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

| | |
|---|---|
| Subtotal | |
| Tax(es) | |
| Total | |

## ACCEPTANCE OF PROPOSAL

Our goal is to not damage your lawn, however with our equipment damage may occur. We will do our best to reduce the amount of damage. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payments will be made as outlined above.

**Signature:** _____ **Date:** _____

06282024

# Estimate and Contract Statement

Huisman Tree Service LLC
817 Milwaukee st
menasha 54952
(920) 422-2440

**DATE** 7/18/24

**CUSTOMER** Village of Harrison

**Job Site** Darboy Community Park
N9334 Noe Rd Harrison, WI 54952

| SERVICE | Cone off walkways so no body comes near working area | LINE TOTAL |
|---|---|---|
| | Cut down all DEAD Ash trees in the first 20 feet on east | |
| | west and south sides of wooded area. | |
| | Remove all brush | |
| | Remove all logs | |
| | Clean up area | |
| | | |
| | approximately 144 trees | |
| | | $ 55,000.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Total $ | $55,000.00 |

**Prices are good for 20 days from date sent till signed and returned**

Cash or Checks only.
We do not exept cards or Internet pay sites
Time frame subject to change due to weather or rental availability
Prices subject to change due to unexpected changes / problems.
There is a 25% down payment requirment to get on the schedule.
The down payment is non refundable if costumer cancels job one week before the estimated start date.
To accept quote please sign here and return _____

**THANK YOU**

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
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.

**Issue:**

**Background and Additional Information:**

**Budget Impacts:**

**Recommended Action:**
Motion as determined by the Board.

Village of HARRISON
WHERE OPPORTUNITY LIVES

**VILLAGE BOARD MEETING** | **VILLAGE OF HARRISON**

**From:**
Chad Pelishek, Assistant Village Manager

**Meeting Date:**
July 30, 2024

**Title:**
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 Lot 12.

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

**Issue:**

**Background and Additional Information:**

**Budget Impacts:**

**Recommended Action:**