

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Correspondence or Communications from Board and Staff**
5. **Corrections and Approval of the Previous Meeting Minutes**

- [a.](#) December 17, 2024 Meeting (*correction to previously approved minutes*)
February 25, 2025 Meeting

6. **Public Hearing regarding Park, Fire, and Police Impact Fees Update**

7. **Public Comments**

The Board will receive information from the public under State Statute 19.84(2). Be advised that the board's discussion is limited to clarifying the information received. No action shall be taken under public comments. The general procedure is to allow each person three minutes to speak, although the President may grant extensions, reduce the time, or limit the number of like-minded speakers on the same topic. Anyone wishing to speak should register their name on the sign-in sheet before the start of the meeting.

8. **Proclamation**

- [a.](#) Proclamation for Darlene Bartlein

9. **Reports**

- [a.](#) Fire Rescue
 - [b.](#) Calumet County Sheriff's Dept.
 - [c.](#) Village Manager
Planning & Zoning Report
 - [d.](#) Finance Director/Treasurer
Budget & Financial Reports
 - [e.](#) Parks and Trails

- f. Public Works/Engineering
- g. Clerk
- h. Harrison Utilities

10. Approval of Bills and Claims

- a. Bills and Claims – February 2025

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

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

- a. Site Plan Review – New Harrison Fire Rescue Station – W5662 Manitowoc Rd – Parcel 39142
- b. Discussion regarding Drainage Issues on Mountain Ash Lane in the Cottonwood Estates Subdivision
- c. Repeal and Recreate Chapter 2 of the Municipal Code
- d. Proposed Amendment to the Village of Harrison Parking Regulations
- e. Ordinance V25-06, Amending Chapter 6, Section 6-3 Keeping of Fowls
- f. Award of Bids for the Emergency Generator at Village Hall
- g. Award of the Bids to Northeast Asphalt for the 2025 Asphalt Resurfacing Projects
- h. Award of Bids to Donald Hietpas & Sons, Inc. for Harrison Commerce Park Utility, Street, and Stormwater Pond Construction
- i. Resolution V2025-07 Amending Fee and Penalty Scheduled related to the Police, Fire, and Park Impact Fees
- j. Resolution V2025-08, Authorizing the Application of Grant Funding for Construction of the Old Highway Road Trail Project
- k. Discussion on Comprehensive Plan Update - Future Land Use Plan.
- l. Proposal to Install a Key Fob Security System at Harrison Utilities
- m. Discussion regarding Prior Closed-Session Protocols

13. Future Agenda Items

- a. Review of RS-2 Zoning (ML)(after Comp Plan)
Review Tree Policy (JB/DB added 11/12/24)
Review Social Media Policy (JB/DB added 12/17/24)
Discuss extending Eisenhower Drive to Woodland Road (ML/SH added 1/16/25)
Discuss a Remodel to Village Hall (ML/MB added 2/25/25)

14. Future Meetings

- a. April 29, 2025 Regular Meeting
May 27, 2025 Regular Meeting

15. Adjournment

Agenda posted and published: March 20, 2025

Agenda Amended and reposted/published: March 20, 2025

Harrison Village Hall and www.VillageofHarrison-WI.org

/s/ Vicki L. Tessen, Clerk

Accessibility:

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

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
December 17, 2024**

A regular session of the Village of Harrison Board was called to order at 6:00pm at the Harrison Municipal Building, W5298 State Road 114, Menasha, WI 54952 on Tuesday, December 17, 2024. After the Pledge of Allegiance was recited, roll call was taken.

1. Roll Call

Present: Trustee Baldwin, Trustee Bartlein, Trustee Brantmeier, Trustee Handschke, Trustee Lancaster, Trustee Van Hefty, and President Blackmer.

Staff: Interim Village Manager Russ Van Gompel, Assistant Manager Chad Pelishek, Operations Manager Jeff Funk, Fire Chief Jarred Gerl, Finance Director/Treasurer Alissa Van Eperen, Clerk Vicki Tessen, Utility Office Manager Brandon Barlow, Village Attorney Andy Micheletti and Village Engineer Lee Reibold.

Public: 5 Citizens and Times Villager reporter Judy Hebbe.

2. Public Hearing Imposing a Transportation Impact Fee per Wis. Stats Section 66.017.

MOTION: Handschke/Van Hefty to approve opening the Public Hearing at 6:02pm.

Motion passed 7-0

President Blackmer invited the public to speak on the proposed Transportation Impact Fee. After extending the offer to speak three times with no response, Blackmer entertained a motion to close the Public Hearing.

MOTION: Handschke/Baldwin to close the Public Hearing at 6:03pm and reconvene the Regular meeting.

Motion passed 7-0

3. Correspondence or Communications from Board and Staff

No correspondence or communications.

4. Corrections and Approval of the Previous Meeting Minutes

a) November 12, 2024

MOTION: Lancaster/Brantmeier to approve as amended the minutes for November 12, 2024.

Motion passed 7-0

5. Public Comments

The following made public comments per State Statute section 19.84(2):

- a) Ray Smith – N9536 Highline Rd.; item 10y) opposed.

6. Reports

The following reports are on file in the Clerk's office:

- a) Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Interim Village Manager
Budget Report through October 31, 2024
- d) Assistant Manager, Planning and Zoning
- e) Parks and Trails
- f) Public Works/Engineering
- g) Clerk & Treasurer
Financial Statement Summary
ARPA Report
- h) Harrison Utilities

7. Approval of Bills and Claims

- a) Bills and Claims - November 2024

MOTION: Bartlein/Van Hefty to approve the November 2024 bills and claims.

Motion passed 7-0

8. Appointments

- a) Appointment of Brandon Barlow to the Neenah Menasha Sewer Commission.

MOTION: Lancaster/Baldwin to confirm Brandon Barlow to represent the Village of Harrison on the Neenah Menasha Sewer Commission for the term from 1/1/2025 to 12/31/2027.

Motion passed 7-0

- b) Oath of Office - Village Treasurer - Alissa Van Eperen.
Clerk Tessen administered the oath of office to Treasurer Van Eperen.

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

No old business.

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

- a) Zoning Map Amendment (Rezoning) – Harrison Commerce Park – County N – Parcels 39138, 39144, 39142

MOTION: Lancaster/Handschke to approve the Zoning Map Amendments for Harrison Commerce Park, Parcels 39138, 39144, 39142, on County N to rezone it from Single-Family Residential [RS-1] with a Planned Development Overlay [PDO] and General Agriculture [AG] to Community Commercial [CC].

Motion passed 7-0

- b) Preliminary Plat – Harrison Commerce Park – County N – Parcels 39138, 39144, 39142

MOTION: Lancaster/Handschke to approve the Preliminary Plat for Harrison Commerce Park with the following conditions:

- 1. The sale and development of all lots are subject to the Commercial Development Design Guidelines Manual and the Harrison Commerce Park Protective Covenants and Restrictions.*
- 2. The wetlands on Lot 4 must be remediated or permitted prior to the sale of Lot 4.*

Motion passed 7-0

- c) Zoning Map Amendment (Rezoning) – North Shore Ridge LLC – Brick Lane – Part of Parcel 39652

MOTION: Baldwin/Van Hefty to approve the Zoning Map Amendments requested by North Shore Ridge LLC for part of Parcel 39652 on Brick Lane, from Business Park [BP] to Single-Family Residential (Suburban) [RS-1].

Motion passed 7-0

- d) Certified Survey Map (CSM) — North Shore Ridge, LLC – Firelane 10 – Parcel 39652

MOTION: Bartlein/Van Hefty to approve the Certified Survey Map (CSM) for North Shore Ridge, LLC as requested and submitted.

Motion passed 7-0

- e) Final Plat – Harrison Heights 3 – DeWitt Development, LLC – Parcel 33536

MOTION: Van Hefty/Bartlein to approve the Final Plat for Harrison Heights with the following conditions:

- 1. A finalized Development Agreement must be approved by the Village Board in conjunction with the final plat.*
- 2. Letter of credit as agreed to in the Development Agreement is received before the Village signs the final plat.*
- 3. Lots 75-77 Wetlands: Sale of lots shall not occur until wetland impacts are remediated by the WI Department of Natural Resources.*
- 4. Lots 78, 93-96, 98: Location of the wetlands on lots shall be disclosed prior to sale of lot, if impacts are not remediated.*
- 5. The ingress and egress for Lots 75 and 95 through 98 shall be from Killarney Lane and Cork Lane. There shall be no entrance of these lots off of Woodland Road.*
- 6. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.*

7. All lots shall have a storm sewer lateral provided for sump pump discharge.
8. All drainageways, drainage easements, and associated infrastructures shall be installed, graded and seeded prior to roadway acceptance.
9. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
10. The Village Board shall accept the roadway in a “graveled state”, with a temporary asphalt binder, prior to issuance of building permits and zoning permits.
11. If applicable, wetland determinations and/or studies shall be provided to the Village.
12. Benchmarks shall be established on all hydrant tag bolts.
13. Grading/Drainage Plan shall identify elevations of ground at the foundation.

Motion passed 7-0

- f) Certified Survey Map (CSM) – Bruce and Shirley Johnson – Town of Woodville – N9476 N Harwood Rd – Parcel 12135

MOTION: Lancaster/Baldwin to approve under extraterritorial platting (ETP) authority, the Certified Survey Map (CSM) request as submitted from Bruce and Shirley Johnson for parcel 12135 at N9476 Harwood Road in the Town of Woodville.

Motion passed 7-0

- g) Final Plat – Luniak Meadows 2 – Dercks DeWitt II LLC – Parcels 39138 & 46340

MOTION: Van Hefty/Baldwin to approve the Final Plat for Luniak Meadows 2, Parcels 39138 and 46340, with the following conditions:

1. Letter of credit as agreed to in the Development Agreement is received before the Village signs the final plat.
2. Lots 69, 70, 71, 72, 73, 78, 79, 93, 95, 105, and 108 Wetlands: Sale of lots shall not occur until wetland impacts are remediated by the WI Department of Natural Resources.
3. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
4. All lots shall have a storm sewer lateral provided for sump pump discharge.
5. All drainageways, drainage easements, and associated infrastructures shall be installed, graded and seeded prior to roadway acceptance.
6. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
7. The Village Board shall accept the roadway in a “graveled state”, with a temporary asphalt binder, prior to issuance of building permits and zoning permits.
8. If applicable, wetland determinations and/or studies shall be provided to the Village.
9. Benchmarks shall be established on all hydrant tag bolts.
10. Grading/Drainage Plan shall identify elevations of ground at the foundation.
11. Applicant shall work with the village on construction of the shared portion of Homestead Lane per the Development Agreement.

Motion passed 7-0

- h) Certified Survey Map (CSM) — Mike Wheeler – W6017 Cameo Ct – Parcels 33986 & 33984

MOTION: Lancaster/Brantmeier to approve the Certified Survey Map (CSM) request as submitted from Mike Wheeler for Parcels 33986 & 33984 at W6017 Cameo Court.
Motion passed 7-0

- i) Request to Purchase Additional Badger Books for Elections

MOTION: Lancaster/Brantmeier to approve the purchase of four Badger Books for elections at an amount not to exceed \$2,011.00 per machine.
Motion passed 7-0

- j) Approval of the Fuel Management System for \$30,592.45 for Village Hall Fuel Station utilizing remaining ARPA funds.

MOTION: Baldwin /Handschke to approve using any remaining ARPA funds towards the \$30,592.45 fuel management system and using CIP funds to fund any remaining balance.
Motion passed 7-0

MOTION: Handschke/Baldwin to approve in one motion all staff recommendations in the meeting packet for project Change Orders and Payment Requests.
Motion passed 7-0

(For documentation, each item and motion is included in the Minutes.)

- k) Approval of Change Order No. 2 for decrease of \$79,441.52 for final quantities and approval of Final Certificate for Payment for \$389,277.64 for State Park Road to MCC, Inc.

MOTION: Handschke/Baldwin to approve Change Order No. 2 for decrease of \$79,441.52 for final quantities and approval of Final Certificate for Payment for \$389,277.64 for State Park Road to MCC, Inc.
Motion passed 7-0

- l) Approval of Change Order No. 1 for decrease of \$53,442.03 for final quantities and approval of Final Certificate for Payment for \$25,358.05 for Creekside Estates Roadway Improvements to MCC, Inc.

MOTION: Handschke/Baldwin to approve Change Order No. 1 for decrease of \$53,442.03 for final quantities and approval of Final Certificate for Payment for \$25,358.05 for Creekside Estates Roadway Improvements to MCC, Inc.
Motion passed 7-0

- m) Approval of Change Order No. 2 for decrease of \$50,221.24 for final quantities and approval of Final Certificate for Payment for \$443,732.06 for the 2024 Asphalt Street Resurfacing Program II to MCC, Inc.

MOTION: Lancaster/Baldwin to approve Change Order No. 2 for decrease of \$50,221.24 for final quantities and approval of Final Certificate for Payment for \$443,732.06 for the 2024 Asphalt Street

*Resurfacing Program II to MCC, Inc.
Motion passed 7-0*

- n) Approval of Change Order No. 1 for decrease of \$78,262.56 for final quantities and approval of Final Certificate for Payment for \$22,565.76 for 2023 Asphalt Resurfacing Program to MCC, Inc.

*MOTION: Handschke/Baldwin to approve Change Order No. 1 for decrease of \$78,262.56 for final quantities and approval of Final Certificate for Payment for \$22,565.76 for 2023 Asphalt Resurfacing Program to MCC, Inc.
Motion passed 7-0*

- o) Approval of Change Order No. 1 for decrease of \$42,529.86 for final quantities and approval of Final Certificate for Payment for \$6,394.12 for Farmer's Field Paving Project to Northeast Asphalt, Inc.

*MOTION: Handschke/Baldwin to approve Change Order No. 1 for decrease of \$42,529.86 for final quantities and approval of Final Certificate for Payment for \$6,394.12 for Farmer's Field Paving Project to Northeast Asphalt, Inc.
Motion passed 7-0*

- p) Approval of Change Order No. 2 for decrease of \$297,878.93 for final quantities and approval of Final Certificate for Payment for \$10,000 for the 2024 Asphalt Street Resurfacing Program.

*MOTION: Handschke/Baldwin to approve Change Order No. 2 for decrease of \$297,878.93 for final quantities and approval of Final Certificate for Payment for \$10,000 for the 2024 Asphalt Street Resurfacing Program.
Motion passed 7-0*

- q) Approval of Certificate for Payment No. 2 for Darboy Park Lighting project by Quality Electric for \$39,773.49.

*MOTION: Handschke/Baldwin to approve Certificate for Payment No. 2 for Darboy Park Lighting project by Quality Electric for \$39,773.49.
Motion passed 7-0*

- r) Review of draft plans and estimated costs for natural playground at Rennwood Park.

*MOTION: Handschke/Brantmeier to approve supporting the draft plan and authorize staff to hold a public meeting and complete the bidding process.
Motion passed 7-0*

- s) Approval of Vacant Offer to Purchase from Earthwise Energies, LLC to purchase Lot 10 in the Crossroads Business Park.

MOTION: Lancaster/Handschke to approve Vacant Offer to Purchase from Earthwise Energies, LLC to purchase Lot 10 in the Crossroads Business Park in the amount of \$50,330.

Motion passed 7-0

- t) Approval to change insurance providers for the Village of Harrison to Cities and Villages Mutual Insurance Company (CVMIC) for 2025 and beyond.

MOTION: Bartlein/Baldwin to approve changing insurance providers for the Village of Harrison to Cities and Villages Mutual Insurance Company (CVMIC) for 2025 and beyond.

Motion passed 7-0

- u) Ordinance V24-15, An Ordinance amending Chapter 103, Article V, Sections 103-230 and 103-231; Regarding Impact Fee Refunds, Schedules and Calculations, and Creating Section 103-231 Sub d, Transportation Impact Fee.

MOTION: Handschke/Van Hefty to approve Ordinance V24-15 as presented.

Motion passed 7-0

- v) Resolution V2024-14 to Approve the 2025 Fee & Penalty Schedule regarding impact fees.

MOTION: Van Hefty/Baldwin to approve Resolution V2024-14 as presented.

Motion passed 7-0

- w) Approval of the Community Risk Reduction Officer Position Description in Harrison Fire Rescue.

MOTION: Van Hefty/Baldwin to approve the Community Risk Reduction Officer Position Description in Harrison Fire Rescue.

Motion passed 5-0-2 (Brantmeier and Lancaster abstained)

- x) Approval of a contract with Baird to provide general consulting services to complete economic feasibility analysis of the Village's TID's 1-6.

MOTION: Lancaster/Handschke to approve the contract with Baird to provide general consulting services to complete economic feasibility analysis of the Village's TID's 1-6.

Motion passed 7-0

- y) Amendment to Agreement for Breezy Meadows Subdivision.

MOTION: Lancaster/Baldwin to approve Amendment No. 1 to the Agreement for Breezy Meadows Subdivision.

Motion passed 7-0

- z) Approval of Development Agreement for Harrison Heights 3.

MOTION: Van Hefty/Bartlein to approve the Development Agreement for Harrison Heights 3.
Motion passed 7-0

- aa) Review of the Village's revised Wind Energy Systems Ordinance in comparison to Calumet County Ordinance.
No action was taken.

- ab) Consider Proposals for Engineering Service Contracts for Harrison Utilities.

MOTION: Lancaster/Bartlein to approve a contract with McMahon for engineering services for Harrison Utilities.
Motion passed 7-0

- ac) Sense of the Board regarding removal of the existing trees in the Village Right-of-Way.

MOTION: Lancaster/Bartlein to approve "grandfathering" any trees located in the village right-of-way as of December 17, 2024 from having to be removed as long as the property owner applies for and receives an approved right-of-way permit from village staff.
Motion passed 4-3 (Bartlein, Brantmeier, and Handschke opposed)

- ad) Approval of the Protective Covenants for Harrison Commerce Park- CTH N Corridor.

MOTION: Baldwin/Van Hefty to approve the Protective Covenants for Harrison Commerce Park- CTH Corridor.
Motion passed 7-0

- ae) Approval to purchase a Bobcat Compact Track Loader and 160G Excavator Replacement in the Department of Public Works.

MOTION: Baldwin/Van Hefty to approve the purchase of a Bobcat Compact Track Loader for \$89,328.72 and 135G Excavator, Tree Trimmer attachment and Trailer for \$269,460 for the Department of Public Works using Capital Improvement Funds.
Motion passed 7-0

- af) Contract with Ehlers to update the needs assessment related to the Park, Fire, and Law Enforcement Impact Fees.

MOTION: Lancaster/Handschke to approve the contract with Ehlers for \$22,500 to update the needs assessment related to the Park, Fire, and Law Enforcement Impact Fees.
Motion passed 7-0

- ag) Approval to contract with Ehlers in developing a Utility Capital Recovery Assistance Plan for Future Growth.

MOTION: Lancaster/Brantmeier to approve the contract with Ehlers to complete the recovery growth plan not to exceed \$8,250.

Motion passed 7-0

- ah) Review of Findings of Manitowoc Road Speed Study.
No action taken.

- ai) Resolution V2024-15 Establishing the Polling Locations and Combining Wards for the 2025 Election Cycle

MOTION: Lancaster/Handschke to approve Resolution V2024-15.

Motion passed 7-0

- aj) Resolution 2024-16 Authorizing the Borrowing of \$450,000 to Finance TID #5 Land Purchase for Harrison Commerce Park.

MOTION: Lancaster/Handschke to approve Resolution 2024-16 as presented.

Motion passed 7-0

11. Future Agenda Items

- Review of RS-2 Zoning (ML) (after Comp Plan)
- Amend Board rules/procedures for adding agenda items (JB/ML added 7/30/24)
- Plan Commission procedures (ML/JB added 8/27/24)
- New development process checklist (ML/SH added 8/27/24)
- Review Trail Map (ML/SH added 9/24/2024)
- Review Tree Policy (JB/DB added 11/12/24)
- Pursue Senior Living Development (JB/DB added 12/17/24)
- Social Media Policy for staff/boards/commissions (JB/DB added 12/17/24)

12. Future Meetings

- January 9, 2025 - Possible Special Board Meeting / Fire Station Tour
- January 16, 2025 - Possible Special Board Meeting
- January 28, 2025 - Regular Monthly Meeting
- February 25, 2025 - Regular Monthly Meeting

13. Closed Session

MOTION: Handschke/Brantmeier to convene in Closed Session to discuss the following two topics:

- a) Pursuant to Wis. State Stats. 19.85 (1)(c) for considering employment, promotion, compensation, or performance evaluation data on any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is a review of the responsibilities of the Clerk and the Finance Director/Treasurer.

Attendees included the Village President, Village Trustees, Interim Village Manager, Assistant Village Manager, and Finance Director/Treasurer.

and

- b) Per Wis. State Stats.19.85 (1) (g) for the purpose of discussing a development opportunity at the intersection of CTH N and KK.

Attendees included the Village President, Village Trustees, Village Manager, Asst. Village Manager, Baird Financial Advisor, and Finance Director/Treasurer

Motion passed unanimously by roll call vote 7-0

14. Adjournment

MOTION: Bartlein/Baldwin at 8:04 pm to adjourn from Closed Session without reconvening into Open Session.

Motion passed unanimously by roll call vote 7-0

Minutes Approved January 16, 2025
Correction to Minutes Approved March 25, 2025

Vicki L Tessen, Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: **Meeting Date:** March 25, 2025

Title: Proclamation

Issue:
Service Recognition for Trustee Bartlein

Background and Additional Information:

Attachments:

~Proclamation~

WHEREAS The Village of Harrison is governed by a Village Board composed of six Trustees and a Village President; and

WHEREAS These elected offices have the highest responsibility in the tradition of American democracy: they represent the will of the people; and

WHEREAS These elected offices set the policy for the Village, lend direction to Village staff and confront all major issues facing the community; and

WHEREAS The duties and responsibilities of these elected offices require dedication by the individuals who hold them, substantial commitments of time, a love of public service, a desire for justice and a passion for the Village, and;

WHEREAS The flourishing state of the community and its high quality of life are dependent upon residents who take the time to hold these offices and execute their duties; and

WHEREAS Darlene Bartlein held the office of Trustee on the Village Board for the Village of Harrison and Commission Member of the Waverly Sanitary District Board for the Town of Harrison from 2012 to 2025.

THEREFORE We, on behalf of the Village Board of the Village of Harrison, issue this PROCLAMATION OF COMMENDATION in recognition of the public service provided by

Darlene Bartlein

by serving on the Village Board for the Village of Harrison.

The Village Board of the Village of Harrison encourages all citizens of this great community to show recognition and support to Darlene in appreciation for her service to the people.

By order of the Village Board
of the Village of Harrison
this 25th day of March, 2025

Allison Blackmer
Village President

ATTEST:

Vicki Tessen
Village Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Jarred Gerl, Fire Chief

Meeting Date: March 28, 2025

Title:
Harrison Fire Rescue January Board Report

Issue:
None

Background and Additional Information:
Monthly Board Report

Budget Impacts:
N/A

Recommended Action:
No Action

Attachments:
Activity Report
Incident Report



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Section 9, Item a.

Village Board/Fire Commission Activity Report for February 2025

(Updated: 3/17/2025)

1. Emergency Response

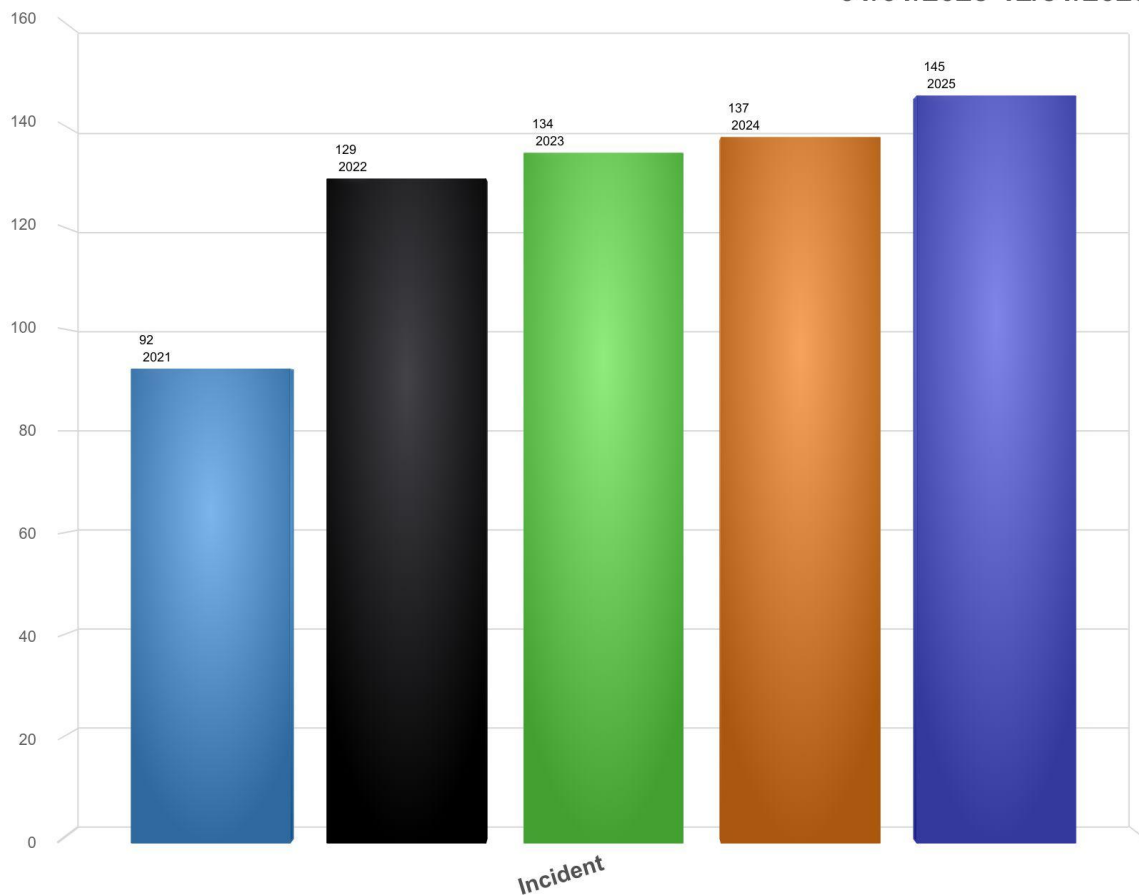
Harrison Fire Rescue was dispatched to 51 emergency incidents in February.

- As of February 28th, the Department responded to a total of 120 incidents.
- See attached Monthly Incidents Report.
- Attached graph as of 3/17/2025.

2021
2022
2023
2024
2025

Year to Year Comparison (Until Current Day of Year) - 5 Years

01/01/2025-12/31/2025



Total of Year: 637



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Section 9, Item a.

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.

- February 27th Lake Park Sportsman's Club Meeting

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.

- February 1st Ice Water Rescue Certification Class
- February 3rd Fire & EMS Training
 - Water Rescue
- February 10th Station 70 Facilities Committee
 - 5 Bugles
- February 10th EMS Meeting & Training
 - Oxygen Therapy & Airway Management
- February 12th Station 70 Facilities Committee
 - 5 Bugles
- February 16th Fire Department Training
 - Incident Command
 - 360's
 - Size-ups
- February 18th Station 70 Facilities Committee
 - 5 Bugles
- February 20th Hiring Committee
- February 27th Station 70 Facilities Committee
 - 5 Bugles
- February 28th Village Manager Meeting



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Section 9, Item a.

4. Chief Business/Items of Note

- February 4th Fire Commission
 - February 5th After the Fire – Homeowner Help Meeting
 - February 9th McMahon Architects Meeting at Station 60
 - February 13th Meeting with EPI Fireworks Representative
 - February 18th MacQueen – Station 70 Equipment
 - February 21st New Member Orientation
 - February 25th Village Board Meeting
-
- Annual flow testing has been completed on SCBA masks. All passed.
 - Firefighter Matt Woldt was hired for Station 60.

Respectfully Submitted,

Jarred Gerl

Chief – Harrison Fire Rescue





Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS
W5298 State Road 114 • Menasha, WI 54952 • (920) 989-1062



Section 9, Item a.

Monthly Incidents Report

Filter: Incident.Basic Details Incident Date within last month

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
02/01/2025	0072	N9645 Darboy DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/01/2025 06:23:22	02/01/2025 06:32:38	556.00
02/01/2025	0073	4131 S Woodendale WAY Village of Harrison	Village of Harrison	Brush or brush-and-grass mixture fire	02/01/2025 08:52:57	02/01/2025 09:07:17	860.00
02/03/2025	0074	W5160 Harbor CT Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/03/2025 11:01:58	02/03/2025 11:10:15	497.00
02/04/2025	0075	W5312 Mielke RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/04/2025 09:23:00	02/04/2025 09:30:54	474.00
02/04/2025	0076	N8636 County N Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/04/2025 10:20:30	02/04/2025 10:28:11	461.00
02/04/2025	0077	Castle DR / Knight DR Village of Sherwood	Village of Sherwood	Motor vehicle accident with injuries	02/04/2025 14:18:06	02/04/2025 14:28:24	618.00
02/05/2025	0079	W647 Knight DR Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/05/2025 12:01:44	02/05/2025 12:10:08	504.00
02/06/2025	0080	W4888 Spring Hill DR Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/06/2025 14:19:59	02/06/2025 14:23:54	235.00
02/06/2025	0081	N8770 Firelane 1 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/06/2025 19:51:15	02/06/2025 19:57:57	402.00
02/07/2025	0082	N9259 Bouquet DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/07/2025 13:57:47	02/07/2025 14:05:44	477.00
02/08/2025	0083	W6477 Harrison RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/08/2025 01:35:08	02/08/2025 01:55:22	1214.00
02/08/2025	0084	W459 Clifton RD Village of Sherwood	Village of Sherwood	Gas leak (natural gas or LPG)	02/08/2025 16:50:01	02/08/2025 17:01:06	665.00



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS
W5298 State Road 114 • Menasha, WI 54952 • (920) 989-1062



Section 9, Item a.

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
02/08/2025	0085	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/08/2025 19:43:16	02/08/2025 19:59:18	962.00
02/08/2025	0086	N9323 S Lake Park RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/08/2025 20:43:30	02/08/2025 20:49:17	347.00
02/08/2025	SK05	Fairy Springs RD Stockbridge	Stockbridge	Dispatched & canceled en route	02/08/2025 18:31:27		
02/08/2025	SK06	Fairy Springs RD Stockbridge	Stockbridge	Dispatched & canceled en route	02/08/2025 20:21:40		
02/09/2025	0087	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/09/2025 07:18:14	02/09/2025 07:32:23	849.00
02/09/2025	0088	W4878 Forest LN Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/09/2025 08:02:29	02/09/2025 08:10:32	483.00
02/09/2025	0089	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/09/2025 11:21:54	02/09/2025 11:35:00	786.00
02/10/2025	0090	W6363 Sonny DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/10/2025 09:51:04	02/10/2025 09:56:54	350.00
02/11/2025	0091	W5297 Waterview DR Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/11/2025 15:16:21	02/11/2025 15:22:45	384.00
02/11/2025	0092	W6909 Manitowoc RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/11/2025 17:34:00	02/11/2025 17:40:33	393.00
02/12/2025	0093	W5297 Waterview DR Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/12/2025 01:07:50	02/12/2025 01:10:00	130.00
02/12/2025	0094	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/12/2025 06:50:56	02/12/2025 06:53:00	124.00
02/14/2025	0096	N8770 Firelane 1 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/14/2025 18:23:13	02/14/2025 18:30:39	446.00



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS
W5298 State Road 114 • Menasha, WI 54952 • (920) 989-1062



Section 9, Item a.

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
02/14/2025	0097	W5718 Parker CT Village of Harrison	Village of Harrison	Dispatched & canceled en route	02/14/2025 19:09:40		
02/16/2025	0098	W6327 Arborvitae LN Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/16/2025 14:29:01	02/16/2025 14:40:00	659.00
02/16/2025	0099	W6144 Victorian DR Village of Harrison	Village of Harrison	Unintentional transmission of alarm, other	02/16/2025 14:56:37	02/16/2025 15:18:41	1324.00
02/16/2025	0100	W4774 Nature LN Village of Sherwood	Village of Sherwood	Assist police or other governmental agency	02/16/2025 15:33:37	02/16/2025 15:45:45	728.00
02/18/2025	0101	W5219 AMY Ave Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/18/2025 12:15:30	02/18/2025 12:28:46	796.00
02/18/2025	0102	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/18/2025 12:47:50	02/18/2025 12:48:58	68.00
02/18/2025	0103	Firelane 12 RD / Firelane 13 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/18/2025 15:00:26	02/18/2025 15:14:22	836.00
02/19/2025	0104	N9431 Snapdragon LN Village of Harrison	Village of Harrison	Alarm system sounded due to malfunction	02/19/2025 13:21:59	02/19/2025 13:41:36	1177.00
02/20/2025	0105	W6032 Cameo CT Village of Harrison	Village of Harrison	Smoke or odor removal	02/20/2025 03:55:50	02/20/2025 04:14:44	1134.00
02/20/2025	0106	W6301 Kimberly TRL Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/20/2025 07:26:52	02/20/2025 07:34:45	473.00
02/20/2025	0107	N9529 Andrew DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/20/2025 08:24:51	02/20/2025 08:33:06	495.00
02/20/2025	0108	W6077 Zach ST Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/20/2025 10:21:10	02/20/2025 10:27:32	382.00
02/20/2025	0109	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/20/2025 14:18:41	02/20/2025 14:29:00	619.00



Harrison Fire Rescue

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Section 9, Item a.

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
02/21/2025	0110	N7852 State Park RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/21/2025 06:14:36	02/21/2025 06:17:00	144.00
02/21/2025	0111	N Harwood RD / Schmidt RD Village of Harrison	Village of Harrison	Motor vehicle accident with injuries	02/21/2025 22:38:07	02/21/2025 22:51:14	787.00
02/22/2025	0112	W5142 Shorewood CT Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/22/2025 05:43:26	02/22/2025 06:00:00	994.00
02/23/2025	0113	W5302 Hwy 114 114 Village of Harrison	Village of Harrison	Dispatched & canceled en route	02/23/2025 19:59:26		
02/24/2025	0114	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/24/2025 06:18:06	02/24/2025 06:32:00	834.00
02/24/2025	0115	W6478 Sonny DR 46 Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/24/2025 08:34:45	02/24/2025 08:46:11	686.00
02/24/2025	0116	W6437 Sonny DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/24/2025 16:28:40	02/24/2025 16:35:12	392.00
02/24/2025	0117	W5012 Golf Course RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	02/24/2025 17:06:30	02/24/2025 17:13:47	437.00
02/25/2025	0118	W5981 Strawflower DR Village of Harrison	Village of Harrison	Smoke scare, odor of smoke	02/25/2025 00:59:11	02/25/2025 01:19:00	1189.00
02/25/2025	0119	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/25/2025 01:19:48	02/25/2025 01:22:00	132.00
02/25/2025	0120	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/25/2025 08:43:52	02/25/2025 08:55:00	668.00
02/26/2025	0121	N9023 Papermaker PASS Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/26/2025 16:06:07	02/26/2025 16:11:07	300.00
02/27/2025	0123	W5445 Trailwood LN Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	02/27/2025 08:03:24	02/27/2025 08:11:57	513.00

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Derek Bries, Chief Deputy CCSD

Meeting Date: March 28, 2025

Title:

Calumet County Sheriff’s Department January Board Report

Issue:

None

Background and Additional Information:

Monthly Board Report

Budget Impacts:

N/A

Recommended Action:

No Action

Attachments:

Last month’s activity report



CALUMET COUNTY SHERIFF

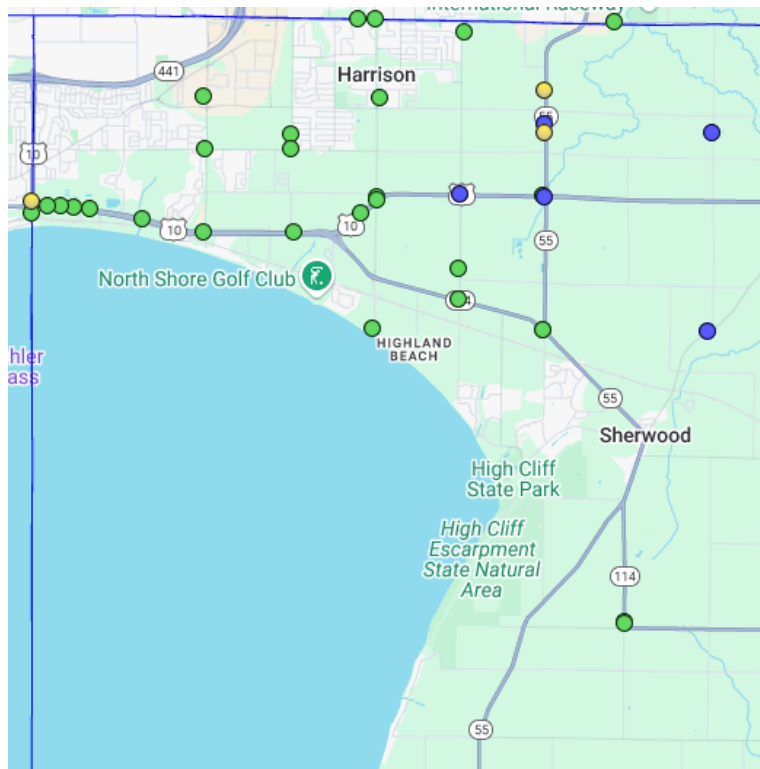
Section 9, Item b.

Brett J. Bowe, Sheriff
Derek Bries, Chief Deputy

206 Court Street | Chilton, WI 53014
(920) 849-2335 | (800) 442-9878 | Fax (920) 849-1431
www.calumetcounty.org

Harrison Report March 25, 2025

- With the internet upgrade, the hardware has been installed for deputies to upload videos at Harrison Village Hall.
- Meeting with Harrison Deputies was held on February 26.



● Fatality ● Injury (A) ● Injury (B) ● Injury (C)
● Property Damage

There were **38** total crashes reported resulting in **0** fatalities and **10** injuries. Of this total, **37** crashes are mapped. [\[More\]](#)

VILLAGE OF HARRISON (FEBRUARY - 2025)

Section 9, Item b.

OVERALL INCIDENT SUMMARY

911 HANG UP	12
ACCIDENT	19
ACCIDENT WITH INJURY	1
ALARM	1
ANIMAL	11
ASSIST AGENCY	3
ASSIST CITIZEN	8
BATTERY	0
CIVIL MATTER	1
CIVIL PROCESS	4
CRIME PREVENTION	0
DAMAGE TO PROPERTY	1
DISTURBANCE	2
DOMESTIC DISTURBANCE	0
DRUGS	2
EMERGENCY COMMITTAL	0
FIRE CALL	3
FRAUD	4
HARASSMENT	2
JAIL	0
JUVENILE COMPLAINTS	1
LOST / FOUND	0
MEDICAL	29
MISCELLANEOUS	2
MISSING PERSON	1
MOTORIST ASSIST	21
NOISE COMPLAINT	1
ORDINANCE	6
PARKING COMPLAINT	5
RECKLESS DRIVING	10
RUNAWAY	0
SUSPICIOUS PERSON	3
SUSPICIOUS SITUATION	7
SUSPICIOUS VEHICLE	11

THEFT	1
TRAFFIC HAZARD	4
TRAFFIC STOP	125
TRESPASSING	0
VIOLATE OF COURT ORDER	0
WEAPON	0
WELFARE CHECK	5

OVERALL

TOTAL INCIDENTS	306
CITATIONS	67
WARNINGS	154
ORDINANCES	8

ARRESTS

TOTAL ARRESTS 8

2/1/25 Disorderly Conduct

2/3/25 Possess Amphetamine/LSD

2/7/25 OWI

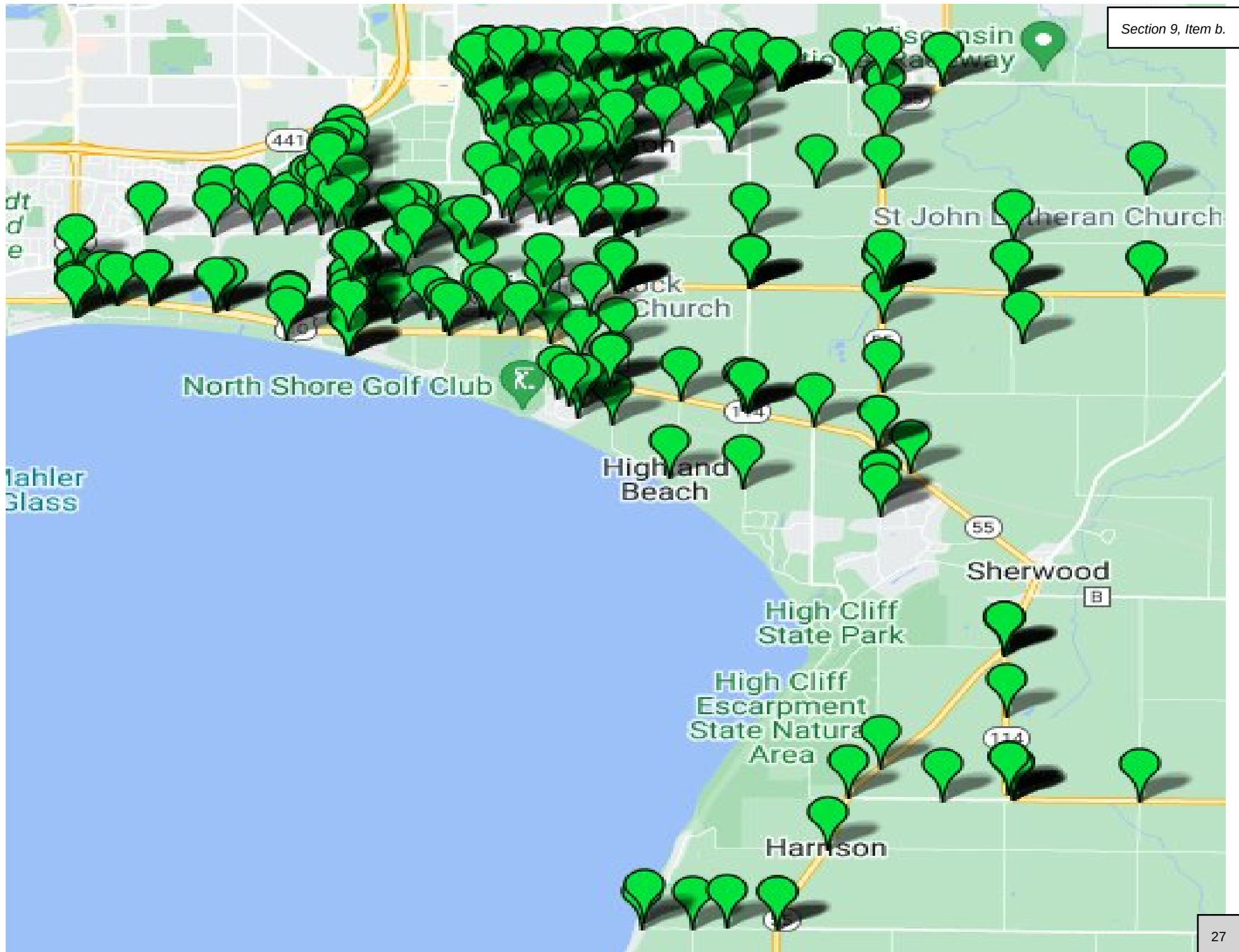
2/9/25 OWI 4th

2/10/25 Possess Drug Paraphernalia

2/10/25 Possess Cocaine

2/14/25 OWI

2/27/25 Possess Child Pornography



VILLAGE OF HARRISON (FEBRUARY - 2025)

Section 9, Item b.

CONTRACT SUMMARY

911 HANG UP	4
ACCIDENT	13
ACCIDENT WITH INJURY	1
ALARM	1
ANIMAL	7
ASSIST AGENCY	2
ASSIST CITIZEN	6
BATTERY	0
CIVIL MATTER	1
CIVIL PROCESS	0
CRIME PREVENTION	0
DAMAGE TO PROPERTY	1
DISTURBANCE	2
DOMESTIC DISTURBANCE	0
DRUGS	1
EMERGENCY COMMITTAL	0
FIRE ALARM	0
FIRE CALL	3
FRAUD	3
HARASSMENT	1
JAIL	0
JUVENILE COMPLAINTS	0
LOST / FOUND	0
MEDICAL	18
MISCELLANEOUS	0
MISSING PERSON	1
MOTORIST ASSIST	15
NOISE COMPLAINT	1
ORDINANCE	6
PARKING COMPLAINT	5
RECKLESS DRIVING	4
RUNAWAY	0
SUSPICIOUS PERSON	2
SUSPICIOUS SITUATION	6
SUSPICIOUS VEHICLE	9

THEFT	1
TRAFFIC HAZARD	3
TRAFFIC STOP	100
TRESPASSING	0
VIOLATE OF COURT ORDER	0
WEAPON	0
WELFARE CHECK	5

CONTRACT	
TOTAL	222
ARRESTS	5
CITATIONS	58
WARNINGS	131
ORDINANCES	8

TRAFFIC ACTIVITY DETAIL SUMMARY REPORT

Section 9, Item b.

2/1/2025	CITATION	PARKING/STANDING WHERE PROHIBITED
2/1/2025	CITATION	PARKING/STANDING WHERE PROHIBITED
2/1/2025	CITATION	PARKING/STANDING WHERE PROHIBITED
2/1/2025	CITATION	UNREASONABLE AND IMPRUDENT SPEED
2/1/2025	ORDINANCE	POSSESS DRUG PARAPHERNALIA 2003-5
2/1/2025	ORDINANCE	POSSESS MARIJUANA/THC (UNDER 25g) 1ST 2003-5
2/1/2025	ORDINANCE	DISORDERLY CONDUCT 2003-5
2/1/2025	ORDINANCE	DISORDERLY CONDUCT 2003-5
2/1/2025	ORDINANCE	DISORDERLY CONDUCT 2003-5
2/1/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/1/2025	WARNING	OPERATE W/O VALID LICENSE
2/1/2025	WARNING	DISPLAY FALSE VEHICLE REGISTRATION PLATE
2/1/2025	WARNING	OPERATE MOTOR VEHICLE W/O INSURANCE
2/1/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/2/2025	CITATION	SPEEDING ON CITY HIGHWAY (11-15 MPH)
2/2/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/2/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/2/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/2/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	OPERATE MOTOR VEHICLE W/O INSURANCE
2/2/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	OPERATE MOTOR VEHICLE W/O INSURANCE
2/2/2025	WARNING	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
2/3/2025	CITATION	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/3/2025	CITATION	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
2/3/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/3/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/3/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/3/2025	WARNING	OPERATING WHILE SUSPENDED
2/3/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/4/2025	CITATION	PARKING/STANDING WHERE PROHIBITED
2/4/2025	CITATION	NON-REGISTRATION OF AUTO, ETC
2/4/2025	CITATION	PARKING/STANDING WHERE PROHIBITED
2/4/2025	CITATION	OPERATING W/PAC (1ST)
2/4/2025	CITATION	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE

2/4/2025	WARNING	EQUIP MOTOR VEHICLE WITH ILLEGAL MUFFLER
2/4/2025	WARNING	OPERATING LEFT OF CENTER
2/4/2025	WARNING	UNREASONABLE AND IMPRUDENT SPEED
2/4/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/4/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/4/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/4/2025	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
2/4/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/4/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/4/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/5/2025	CITATION	OPERATE W/O VALID LICENSE
2/5/2025	CITATION	SPEEDING IN 55 MPH ZONE (20-24 MPH)
2/5/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/5/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/5/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/6/2025	CITATION	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/6/2025	CITATION	OPERATING WHILE SUSPENDED
2/6/2025	CITATION	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/6/2025	CITATION	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/6/2025	WARNING	HIT AND RUN-PROPERTY ADJACENT TO HIGHWAY
2/6/2025	WARNING	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/6/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/6/2025	WARNING	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
2/6/2025	WARNING	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/6/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/6/2025	WARNING	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/6/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/6/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/7/2025	CITATION	OPERATING WHILE UNDER THE INFLUENCE
2/8/2025	CITATION	NON-REGISTRATION OF AUTO, ETC
2/8/2025	WARNING	DRIVING WRONG WAY ON DIVIDED HIGHWAY
2/9/2025	CITATION	OWI (4TH)
2/9/2025	CITATION	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/9/2025	CITATION	SPEEDING IN 55 MPH ZONE (45+ MPH)
2/9/2025	CITATION	COVER/OBSTRUCT STOP LAMP LENSES
2/9/2025	CITATION	DISPLAY UNAUTH. VEH. REGISTRATION PLATE
2/9/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/10/2025	CITATION	SPEEDING IN 55 MPH ZONE (40-44 MPH)
2/10/2025	ORDINANCE	POSSESS MARIJUANA/THC (UNDER 25g) 1ST 2003-5

2/10/2025	ORDINANCE	POSSESS DRUG PARAPHERNALIA 2003-5
2/10/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/10/2025	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
2/10/2025	WARNING	FAIL/STOP AT STOP SIGN
2/11/2025	CITATION	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/11/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/11/2025	WARNING	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/11/2025	WARNING	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/11/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/11/2025	WARNING	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/11/2025	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
2/12/2025	CITATION	DRIVING TOO FAST FOR CONDITIONS
2/12/2025	WARNING	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/12/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/12/2025	WARNING	ILLEGIBLE LICENSE PLATES
2/12/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/13/2025	CITATION	OPERATING WHILE SUSPENDED
2/13/2025	WARNING	UNREASONABLE AND IMPRUDENT SPEED
2/13/2025	WARNING	DRIVING TOO FAST FOR CONDITIONS
2/13/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/13/2025	WARNING	OPERATE W/O CARRYING LICENSE
2/13/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/14/2025	CITATION	OPERATING WHILE UNDER THE INFLUENCE
2/14/2025	WARNING	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/15/2025	CITATION	UNSAFE CUTTING IN WHEN PASSING
2/15/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/15/2025	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
2/16/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/17/2025	CITATION	OPERATING WHILE SUSPENDED
2/17/2025	CITATION	AUTOMOBILE FOLLOWING TOO CLOSELY
2/17/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/17/2025	WARNING	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/17/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/17/2025	WARNING	OPERATE MOTOR VEHICLE W/O INSURANCE
2/17/2025	WARNING	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
2/17/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/17/2025	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
2/17/2025	WARNING	FRONT DRIVERS SIDE WINDOW NOT OPERATE
2/17/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED

2/17/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/18/2025	CITATION	OPERATE MOTOR VEHICLE W/O INSURANCE
2/18/2025	CITATION	OPERATE MOTOR VEHICLE BY PERMITTEE W/O INSTRUCTOR
2/18/2025	CITATION	FAIL/YIELD FOR YIELD SIGN
2/18/2025	CITATION	OPERATING W/PAC ≥ 0.15 (1ST)
2/18/2025	WARNING	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
2/18/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/18/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/20/2025	CITATION	OPERATING W/PAC (2ND)
2/20/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/21/2025	CITATION	OPERATING WHILE SUSPENDED
2/21/2025	WARNING	FAIL/DISPLAY VEHICLE LICENSE PLATES
2/21/2025	WARNING	OPERATE MOTOR VEHICLE W/O INSURANCE
2/21/2025	WARNING	NON-REGISTRATION OF AUTO, ETC
2/21/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/21/2025	WARNING	FAIL/STOP AT STOP SIGN
2/22/2025	CITATION	SPEEDING IN 55 MPH ZONE (16-19 MPH)
2/22/2025	CITATION	OPERATING W/PAC ≥ 0.15 (1ST)
2/22/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/23/2025	CITATION	OPERATING W/PAC ≥ 0.15 (1ST)
2/23/2025	CITATION	NON-REGISTRATION OF AUTO, ETC
2/23/2025	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
2/23/2025	WARNING	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
2/23/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/24/2025	CITATION	SPEEDING ON CITY HIGHWAY (16-19 MPH)
2/24/2025	CITATION	SPEEDING ON CITY HIGHWAY (11-15 MPH)
2/24/2025	CITATION	OPERATE W/O CARRYING LICENSE
2/24/2025	CITATION	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/24/2025	CITATION	SPEEDING IN 55 MPH ZONE (20-24 MPH)
2/24/2025	CITATION	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
2/24/2025	CITATION	FAIL/YIELD TO STOP FOR EMERGENCY VEHICLE
2/24/2025	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
2/24/2025	WARNING	OPERATE W/O CARRYING LICENSE
2/24/2025	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
2/24/2025	WARNING	FAIL/STOP AT STOP SIGN
2/24/2025	WARNING	IMPROPER STOP/STOP SIGN-NO STOP LINE
2/24/2025	WARNING	FAIL/DISPLAY VEHICLE LICENSE PLATES
2/24/2025	WARNING	FAIL/NOTIFY DMV OF ADDRESS/NAME CHANGE
2/24/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)

2/24/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/24/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/24/2025	WARNING	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/24/2025	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
2/25/2025	CITATION	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/25/2025	WARNING	OPERATING WHILE SUSPENDED
2/25/2025	WARNING	OPERATE MOTOR VEHICLE W/O INSURANCE
2/25/2025	WARNING	FAIL/DISPLAY VEHICLE LICENSE PLATES
2/25/2025	WARNING	SPEEDING ON CITY HIGHWAY (11-15 MPH)
2/25/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/25/2025	WARNING	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/26/2025	CITATION	OPERATOR VIOLATE RED TRAFFIC LIGHT
2/26/2025	CITATION	FAIL/STOP AT STOP SIGN
2/26/2025	CITATION	OPERATING W/PAC >=0.15 (1ST)
2/26/2025	CITATION	NON-REGISTRATION OF AUTO, ETC
2/26/2025	CITATION	NON-REGISTRATION OF AUTO, ETC
2/26/2025	WARNING	ILLEGIBLE LICENSE PLATES
2/26/2025	WARNING	OPERATE W/O VALID LICENSE B/C EXPIRATION
2/26/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/26/2025	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
2/26/2025	WARNING	OPERATE MOTOR VEHICLE W/O INSURANCE
2/26/2025	WARNING	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/26/2025	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
2/26/2025	WARNING	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
2/26/2025	WARNING	ILLEGIBLE LICENSE PLATES
2/26/2025	WARNING	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
2/26/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/26/2025	WARNING	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
2/26/2025	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/26/2025	WARNING	OPERATION W/O REQUIRED LAMPS LIGHTED
2/27/2025	CITATION	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/27/2025	CITATION	OPERATING WHILE SUSPENDED
2/27/2025	ORDINANCE	POSSESS MARIJUANA/THC (UNDER 25g) 1ST 2003-5
2/28/2025	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/28/2025	WARNING	OPERATING LEFT OF CENTER
2/28/2025	WARNING	FAIL/STOP AT STOP SIGN
2/28/2025	WARNING	In park after hours 10pm-6am
2/28/2025	WARNING	In park after hours 10pm-6am
2/28/2025	WARNING	In park after hours 10pm-6am

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WARNING
WARNING
WARNING

In park after hours 10pm-6am
In park after hours 10pm-6am
In park after hours 10pm-6am

County Deputy
Harrison Deputy

CITATIONS			
Date	Type	Violation Location	Violation
2/17/2025	CITATION	STH STH 55 NB 0.42 MI NORTH OF FARO SPRINGS	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/20/2025	CITATION	STH STH 114 EB 1218 FT WEST OF PIGEON RD IN	INATTENTIVE DRIVING
2/20/2025	CITATION	STH STH 114 EB 1218 FT WEST OF PIGEON RD IN	UNSAFE LANE DEVIATION
2/3/2025	CITATION	STH STH 114 WB 0.29 MI WEST OF S HARWOOD RD	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
2/17/2025	CITATION	STH STH 55 NB 67 FT SOUTH OF USH USH 10 EB	AUTOMOBILE FOLLOWING TOO CLOSELY
2/10/2025	CITATION	USH USH 10 WB 0.42 MI WEST OF N HARWOOD RD	SPEEDING IN 55 MPH ZONE (40-44 MPH)
2/9/2025	CITATION	USH USH 10 EB 0.48 MI EAST OF USH 10 EB IN	DISPLAY UNAUTH. VEH. REGISTRATION PLATE
2/9/2025	CITATION	USH USH 10 EB 0.48 MI EAST OF USH 10 EB IN	COVER/OBSTRUCT STOP LAMP LENSES
2/9/2025	CITATION	USH USH 10 EB 0.48 MI EAST OF USH 10 EB IN	SPEEDING IN 55 MPH ZONE (45+ MPH)
2/8/2025	CITATION	STH STH 114 EB 242 FT EAST OF FIRE LANE 13	NON-REGISTRATION OF AUTO, ETC
2/12/2025	CITATION	CTH KK EB 37 FT WEST OF WASHINGTON ST/ CTH	DRIVING TOO FAST FOR CONDITIONS
2/5/2025	CITATION	USH USH 10 WB 0.44 MI WEST OF PETERS RD IN	SPEEDING IN 55 MPH ZONE (20-24 MPH)
2/5/2025	CITATION	USH USH 10 WB 0.44 MI WEST OF PETERS RD IN	OPERATE W/O VALID LICENSE
2/3/2025	CITATION	USH USH 10 WB 0.37 MI EAST OF USH 10 WB IN	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
2/7/2025	CITATION	STH STH 114 WB 0.35 MI EAST OF ERTL RD IN V	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/18/2025	CITATION	STH STH 114 EB 150 FT SOUTH OF KEES RD IN V	OPERATING W/PAC ≥ 0.15 (1ST)
2/26/2025	CITATION	USH USH 10 WB 377 FT EAST OF FIRE LANE 6 IN	NON-REGISTRATION OF AUTO, ETC
2/26/2025	CITATION	MIDWAY RD 356 FT EAST OF N COOP RD IN VILLA	NON-REGISTRATION OF AUTO, ETC
2/21/2025	CITATION	USH USH 10 WB 155 FT NORTH OF OAK PARK DR I	OPERATING WHILE SUSPENDED
2/17/2025	CITATION	USH USH 10 WB 0.36 MI WEST OF STATE PARK RD	OPERATING WHILE SUSPENDED
2/9/2025	CITATION	S ONEIDA ST 149 FT NORTH OF FIRE LANE 2 IN	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/9/2025	CITATION	S ONEIDA ST 149 FT NORTH OF FIRE LANE 2 IN	OWI (4TH)
2/11/2025	CITATION	CTH KK EB 846 FT EAST OF SPEEDWAY LN IN VIL	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/26/2025	CITATION	USH USH 10 WB 694 FT EAST OF LAKE PARK RD I	OPERATING W/PAC ≥ 0.15 (1ST)
2/22/2025	CITATION	CTH KK EB 119 FT EAST OF STATE PARK RD IN V	OPERATE W/O VALID LICENSE
2/27/2025	CITATION	STH STH 55 SB 0.39 MI NORTH OF HIGH CLIFF R	OPERATING WHILE SUSPENDED
2/4/2025	CITATION	N COOP RD 448 FT SOUTH OF HEARTHSTONE DR IN	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/3/2025	CITATION	CTH KK EB 111 FT WEST OF OTTE CT IN VILLAGE	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/2/2025	CITATION	N COOP RD 416 FT SOUTH OF LORNA LN IN VILLA	SPEEDING ON CITY HIGHWAY (11-15 MPH)
2/1/2025	CITATION	STH STH 55 SB 0.34 MI SOUTH OF STH STH 114	UNREASONABLE AND IMPRUDENT SPEED
2/22/2025	CITATION	VETERANS AVE/ STH STH 55 NB 141 FT SOUTH OF	OPERATING W/PAC ≥ 0.15 (1ST)
2/20/2025	CITATION	STH STH 114 WB 224 FT EAST OF STATE PARK RD	OPERATING W/PAC (2ND)
2/4/2025	CITATION	STOMMEL RD 183 FT SOUTH OF P&R STOMMEL RD I	OPERATING W/PAC (1ST)
2/4/2025	CITATION	LILAC RD 475 FT WEST OF PAPERMAKER PASS IN	PARKING/STANDING WHERE PROHIBITED
2/24/2025	CITATION	USH USH 10 WB 1306 FT EAST OF KERNAN AVE IN	FAIL/YIELD TO STOP FOR EMERGENCY VEHICLE
2/24/2025	CITATION	MIDWAY RD 134 FT EAST OF NOE RD IN VILLAGE	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
2/24/2025	CITATION	USH USH 10 EB 790 FT EAST OF PETERS RD IN V	SPEEDING IN 55 MPH ZONE (20-24 MPH)
2/24/2025	CITATION	CTH N NB 756 FT NORTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/23/2025	CITATION	CTH KK EB 443 FT EAST OF PROSPERITY DR IN V	NON-REGISTRATION OF AUTO, ETC
2/22/2025	CITATION	USH USH 10 EB 0.32 MI WEST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (16-19 MPH)
2/15/2025	CITATION	STH STH 114 WB 491 FT WEST OF STATE PARK RD	UNSAFE CUTTING IN WHEN PASSING
2/14/2025	CITATION	PARKING LOT FIRE LANE 1 IN VILLAGE OF HARRI	OPERATING WHILE UNDER THE INFLUENCE
2/13/2025	CITATION	STH STH 55 SB 299 FT SOUTH OF HIGHLINE RD I	OPERATING WHILE SUSPENDED
2/7/2025	CITATION	VANS RD 111 FT EAST OF RUSTIC LN IN VILLAGE	OPERATING WHILE UNDER THE INFLUENCE
2/6/2025	CITATION	CTH N SB 129 FT NORTH OF HEARTHSTONE DR IN	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/6/2025	CITATION	MIDWAY RD 1128 FT WEST OF NOE RD IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/6/2025	CITATION	MIDWAY RD 1128 FT WEST OF NOE RD IN VILLAGE	OPERATING WHILE SUSPENDED
2/6/2025	CITATION	USH USH 10 WB 585 FT WEST OF EISENHOWER DR	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/4/2025	CITATION	CTH KK EB 412 FT EAST OF FRIENDSHIP RD IN V	NON-REGISTRATION OF AUTO, ETC
2/1/2025	CITATION	RUSTIC LN 309 FT WEST OF HICKORY DR IN VILL	PARKING/STANDING WHERE PROHIBITED
2/1/2025	CITATION	RUSTIC LN 70 FT WEST OF HANDEL DR IN VILLAG	PARKING/STANDING WHERE PROHIBITED
2/1/2025	CITATION	DUSTY DR 139 FT NORTH OF SCHMIDT RD IN VILL	PARKING/STANDING WHERE PROHIBITED
2/23/2025	CITATION	USH USH 10 WB 1117 FT EAST OF STH STH 114 W	OPERATING W/PAC ≥ 0.15 (1ST)
2/4/2025	CITATION	MUTZY WAY 220 FT EAST OF HANDEL DR IN VILLA	PARKING/STANDING WHERE PROHIBITED
2/6/2025	CITATION	STH STH 55 NB 0.71 MI NORTH OF HIGH CLIFF R	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/5/2025	CITATION	CTH KK WB 240 FT WEST OF BRUX RD IN VILLAGE	OPERATING WHILE SUSPENDED
2/8/2025	CITATION	USH USH 10 WB 203 FT EAST OF STH STH 55 NB	OPERATING W/PAC (2ND)
2/27/2025	CITATION	CTH N NB 103 FT NORTH OF VANS RD IN VILLAGE	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/26/2025	CITATION	OLD HIGHWAY RD AT LAKE PARK RD IN VILLAGE O	FAIL/STOP AT STOP SIGN
2/26/2025	CITATION	LAKE PARK RD 38 FT SOUTH OF USH USH 10 EB I	OPERATOR VIOLATE RED TRAFFIC LIGHT
2/25/2025	CITATION	NOE RD 136 FT SOUTH OF SWEET PEA DR IN VILL	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/24/2025	CITATION	OLD HIGHWAY RD AT LAKE PARK RD IN VILLAGE O	OPERATE W/O CARRYING LICENSE
2/24/2025	CITATION	NOE RD 151 FT NORTH OF MOONFLOWER DR IN VIL	SPEEDING ON CITY HIGHWAY (11-15 MPH)
2/24/2025	CITATION	NOE RD 82 FT SOUTH OF MOONFLOWER DR IN VILL	SPEEDING ON CITY HIGHWAY (16-19 MPH)
2/18/2025	CITATION	STH STH 55 NB AT STH 55 NB IN VILLAGE OF HA	FAIL/YIELD FOR YIELD SIGN

2/18/2025	CITATION	STH STH 55 SB 916 FT SOUTH OF SCHAEFER RD I	OPERATE MOTOR VEHICLE BY PERMITTEE W/O INSTRUCTOR
2/18/2025	CITATION	STH STH 55 SB 916 FT SOUTH OF SCHAEFER RD I	OPERATE MOTOR VEHICLE W/O INSURANCE

WARNINGS			
Date	Type	Violation Location	Violation
2/5/2025	WARNING	USH USH 10 EB 1192 FT EAST OF STH STH 55 NB	NON-REGISTRATION OF AUTO, ETC
2/16/2025	WARNING	AT IN VILLAGE OF HARRISON	FAILURE TO PROPERLY DISPLAY REGISTRATION DECAL OR TRAIL USE STICKER ON A SNOWMOBILE
2/9/2025	WARNING	FIRE LANE 8 AT LAKE PARK RD IN VILLAGE OF H	FAILURE TO PROPERLY DISPLAY REGISTRATION DECAL OR TRAIL USE STICKER ON A SNOWMOBILE
2/28/2025	WARNING	NOE RD 84 FT SOUTH OF STRAWFLOWER DR IN VIL	IN PARK AFTER HOURS
2/28/2025	WARNING	NOE RD 84 FT SOUTH OF STRAWFLOWER DR IN VIL	IN PARK AFTER HOURS
2/28/2025	WARNING	NOE RD 84 FT SOUTH OF STRAWFLOWER DR IN VIL	IN PARK AFTER HOURS
2/28/2025	WARNING	NOE RD 84 FT SOUTH OF STRAWFLOWER DR IN VIL	IN PARK AFTER HOURS
2/28/2025	WARNING	NOE RD 84 FT SOUTH OF STRAWFLOWER DR IN VIL	IN PARK AFTER HOURS
2/28/2025	WARNING	NOE RD 84 FT SOUTH OF STRAWFLOWER DR IN VIL	IN PARK AFTER HOURS
2/28/2025	WARNING	MIDWAY RD 47 FT EAST OF NOE RD IN VILLAGE O	FAIL/STOP AT STOP SIGN
2/28/2025	WARNING	MIDWAY RD 47 FT EAST OF NOE RD IN VILLAGE O	OPERATING LEFT OF CENTER
2/26/2025	WARNING	STH STH 114 EB 222 FT WEST OF FIRE LANE 13	OPERATION W/O REQUIRED LAMPS LIGHTED
2/26/2025	WARNING	USH USH 10 WB 89 FT NORTH OF FIRE LANE 2 IN	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/26/2025	WARNING	USH USH 10 WB 89 FT NORTH OF FIRE LANE 2 IN	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
2/18/2025	WARNING	MIDWAY RD 930 FT EAST OF N COOP RD IN VILLA	OPERATION W/O REQUIRED LAMPS LIGHTED
2/18/2025	WARNING	USH USH 10 WB 295 FT WEST OF FIRE LANE 6 IN	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/18/2025	WARNING	USH USH 10 WB 295 FT WEST OF FIRE LANE 6 IN	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
2/17/2025	WARNING	CTH N SB 87 FT SOUTH OF MARY DR IN VILLAGE	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/17/2025	WARNING	CTH N SB 87 FT SOUTH OF MARY DR IN VILLAGE	OPERATION W/O REQUIRED LAMPS LIGHTED
2/17/2025	WARNING	SUGAR MAPLE WAY 97 FT NORTH OF WOODLAND RD	FRONT DRIVERS SIDE WINDOW NOT OPERATE
2/17/2025	WARNING	SUGAR MAPLE WAY 97 FT NORTH OF WOODLAND RD	OPERATE VEHICLE W/O STOPPING LIGHTS
2/17/2025	WARNING	GOLDEN WAY 65 FT SOUTH OF CTH KK EB IN VILL	OPERATION W/O REQUIRED LAMPS LIGHTED
2/17/2025	WARNING	GARNET DR 66 FT EAST OF N COOP RD IN VILLAG	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
2/10/2025	WARNING	LAKE PARK RD 405 FT NORTH OF FIRE LANE 8 IN	FAIL/STOP AT STOP SIGN
2/21/2025	WARNING	CTH KK WB 266 FT WEST OF GOLDEN WAY IN VILL	FAIL/STOP AT STOP SIGN
2/21/2025	WARNING	USH USH 10 EB 0.31 MI EAST OF STH STH 55 NB	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/20/2025	WARNING	CTH N NB 207 FT NORTH OF VANS RD IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/12/2025	WARNING	AMY AVE 146 FT EAST OF STATE PARK RD IN VIL	NON-REGISTRATION OF AUTO, ETC
2/2/2025	WARNING	LAKE PARK RD 211 FT SOUTH OF ETHAN DR IN VI	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
2/5/2025	WARNING	STH STH 114 EB 0.38 MI NORTH OF KEES RD IN	SPEEDING IN 55 MPH ZONE (20-24 MPH)
2/25/2025	WARNING	STH STH 55 NB 227 FT NORTH OF ERTL RD IN VI	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/23/2025	WARNING	STH STH 55 NB 0.6 MI NORTH OF HIGH CLIFF RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/23/2025	WARNING	STH STH 114 EB 591 FT NORTH OF KEES RD IN V	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/23/2025	WARNING	STH STH 114 EB 591 FT NORTH OF KEES RD IN V	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/14/2025	WARNING	USH USH 10 EB 1275 FT WEST OF N HARWOOD RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/26/2025	WARNING	MANITOWOC RD 287 FT EAST OF BIRLING DR IN V	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/26/2025	WARNING	MANITOWOC RD 287 FT EAST OF BIRLING DR IN V	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
2/26/2025	WARNING	MANITOWOC RD 287 FT EAST OF BIRLING DR IN V	ILLEGIBLE LICENSE PLATES
2/26/2025	WARNING	MANITOWOC RD 287 FT EAST OF BIRLING DR IN V	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
2/26/2025	WARNING	N COOP RD 969 FT NORTH OF MIDWAY RD IN VILL	OPERATE VEHICLE W/O STOPPING LIGHTS
2/26/2025	WARNING	N COOP RD 969 FT NORTH OF MIDWAY RD IN VILL	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/26/2025	WARNING	USH USH 10 WB 377 FT EAST OF FIRE LANE 6 IN	OPERATE MOTOR VEHICLE W/O INSURANCE
2/26/2025	WARNING	USH USH 10 WB 377 FT EAST OF FIRE LANE 6 IN	IMPROPER/ATTACH REAR REG DECAL/TAG
2/26/2025	WARNING	MIDWAY RD 356 FT EAST OF N COOP RD IN VILLA	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/26/2025	WARNING	MIDWAY RD 356 FT EAST OF N COOP RD IN VILLA	OPERATE W/O VALID LICENSE B/C EXPIRATION
2/21/2025	WARNING	USH USH 10 WB 155 FT NORTH OF OAK PARK DR I	NON-REGISTRATION OF AUTO, ETC
2/21/2025	WARNING	USH USH 10 WB 155 FT NORTH OF OAK PARK DR I	OPERATE MOTOR VEHICLE W/O INSURANCE
2/21/2025	WARNING	USH USH 10 WB 155 FT NORTH OF OAK PARK DR I	FAIL/DISPLAY VEHICLE LICENSE PLATES
2/17/2025	WARNING	USH USH 10 EB 96 FT WEST OF FIRE LANE 4 IN	OPERATE MOTOR VEHICLE W/O INSURANCE
2/17/2025	WARNING	USH USH 10 EB 96 FT WEST OF FIRE LANE 4 IN	NON-REGISTRATION OF AUTO, ETC
2/17/2025	WARNING	CTH KK EB 261 FT WEST OF DARBOY DR IN VILLA	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/17/2025	WARNING	CTH KK EB 261 FT WEST OF DARBOY DR IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/12/2025	WARNING	CTH KK EB 299 FT WEST OF BRUX RD IN VILLAGE	ILLEGIBLE LICENSE PLATES
2/12/2025	WARNING	CTH KK EB 299 FT WEST OF BRUX RD IN VILLAGE	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/12/2025	WARNING	CTH KK EB 299 FT WEST OF BRUX RD IN VILLAGE	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/11/2025	WARNING	USH USH 10 WB 331 FT EAST OF FIRE LANE 7 IN	IMPROPER/ATTACH REAR REG DECAL/TAG
2/11/2025	WARNING	USH USH 10 WB 331 FT EAST OF FIRE LANE 7 IN	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/11/2025	WARNING	HEARTHSTONE DR 96 FT WEST OF JEFF CT IN VIL	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/11/2025	WARNING	HEARTHSTONE DR 96 FT WEST OF JEFF CT IN VIL	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/11/2025	WARNING	LAKE PARK RD 616 FT SOUTH OF MANITOWOC RD I	PLATE LAMP NOT FUNCTION OR MISSING-IL
2/10/2025	WARNING	USH USH 10 EB 311 FT SOUTH OF ZIRBEL DR IN	OPERATE VEHICLE W/O STOPPING LIGHTS
2/9/2025	WARNING	LAKE PARK RD 118 FT SOUTH OF ETHAN DR IN VI	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/8/2025	WARNING	USH USH 10 WB 101 FT WEST OF OLD HIGHWAY RD	DRIVING WRONG WAY ON DIVIDED HIGHWAY
2/3/2025	WARNING	USH USH 10 WB 633 FT EAST OF STH STH 114 WB	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE

2/3/2025	WARNING	USH USH 10 WB 633 FT EAST OF STH STH 114 WB	OPERATING WHILE SUSPENDED
2/2/2025	WARNING	LAKE PARK RD 110 FT NORTH OF ETHAN DR IN VI	OPERATE MOTOR VEHICLE W/O INSURANCE
2/2/2025	WARNING	LAKE PARK RD 110 FT NORTH OF ETHAN DR IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	MIDWAY RD 526 FT WEST OF NOE RD IN VILLAGE	OPERATE MOTOR VEHICLE W/O INSURANCE
2/2/2025	WARNING	MIDWAY RD 526 FT WEST OF NOE RD IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	MIDWAY RD 58 FT EAST OF NOE RD IN VILLAGE O	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/2/2025	WARNING	MIDWAY RD 58 FT EAST OF NOE RD IN VILLAGE O	NON-REGISTRATION OF AUTO, ETC
2/1/2025	WARNING	N COOP RD 72 FT NORTH OF LORNA LN IN VILLAG	NON-REGISTRATION OF AUTO, ETC
2/1/2025	WARNING	N COOP RD 72 FT NORTH OF LORNA LN IN VILLAG	OPERATE MOTOR VEHICLE W/O INSURANCE
2/1/2025	WARNING	N COOP RD 72 FT NORTH OF LORNA LN IN VILLAG	DISPLAY FALSE VEHICLE REGISTRATION PLATE
2/1/2025	WARNING	N COOP RD 72 FT NORTH OF LORNA LN IN VILLAG	OPERATE W/O VALID LICENSE
2/4/2025	WARNING	CTH KK EB 146 FT EAST OF HOPFENSBERGER RD I	IMPROPER DISPLAY OF LICENSE PLATE/TAG/DECAL
2/4/2025	WARNING	CTH KK EB 146 FT EAST OF HOPFENSBERGER RD I	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
2/28/2025	WARNING	CTH N NB 989 FT NORTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/22/2025	WARNING	CTH N NB 715 FT NORTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/11/2025	WARNING	N COOP RD 224 FT SOUTH OF LORNA LN IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/10/2025	WARNING	N COOP RD 251 FT SOUTH OF CAMRON DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/4/2025	WARNING	CTH N NB 1060 FT NORTH OF MANITOWOC RD IN V	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/4/2025	WARNING	N COOP RD 313 FT SOUTH OF CAMRON DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/4/2025	WARNING	N COOP RD 448 FT SOUTH OF HEARTHSTONE DR IN	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/3/2025	WARNING	N COOP RD 443 FT SOUTH OF LORNA LN IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/3/2025	WARNING	LAKE PARK RD 691 FT SOUTH OF MANITOWOC RD I	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	N COOP RD 281 FT SOUTH OF LORNA LN IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	N COOP RD 272 FT SOUTH OF LORNA LN IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	CTH N NB 593 FT SOUTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/2/2025	WARNING	STH STH 55 NB 0.42 MI NORTH OF SCHAEFER RD	NON-REGISTRATION OF AUTO, ETC
2/1/2025	WARNING	CTH N NB 1152 FT NORTH OF MANITOWOC RD IN V	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/25/2025	WARNING	USH USH 10 EB 1159 FT EAST OF PETERS RD IN	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/25/2025	WARNING	CTH KK WB 97 FT WEST OF HANDEL DR IN VILLAG	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/24/2025	WARNING	USH USH 10 WB 1306 FT EAST OF KERNAN AVE IN	IMPROPER/ATTACH REAR REG DECAL/TAG
2/24/2025	WARNING	USH USH 10 WB 1306 FT EAST OF KERNAN AVE IN	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/24/2025	WARNING	MIDWAY RD 134 FT EAST OF NOE RD IN VILLAGE	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/24/2025	WARNING	MIDWAY RD 134 FT EAST OF NOE RD IN VILLAGE	OPERATION W/O REQUIRED LAMPS LIGHTED
2/24/2025	WARNING	MIDWAY RD 301 FT WEST OF CTH N WB IN VILLAG	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/23/2025	WARNING	CTH KK EB 273 FT EAST OF HANDEL DR IN VILLA	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/23/2025	WARNING	CTH KK EB 443 FT EAST OF PROSPERITY DR IN V	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
2/23/2025	WARNING	CTH KK EB 443 FT EAST OF PROSPERITY DR IN V	OPERATE VEHICLE W/O STOPPING LIGHTS
2/16/2025	WARNING	USH USH 10 WB 361 FT NORTH OF PROVINCE LINK	NON-REGISTRATION OF AUTO, ETC
2/15/2025	WARNING	STH STH 55 NB 385 FT SOUTH OF CTH KK NB IN	OPERATE VEHICLE W/O STOPPING LIGHTS
2/15/2025	WARNING	STH STH 114 WB 491 FT WEST OF STATE PARK RD	NON-REGISTRATION OF AUTO, ETC
2/14/2025	WARNING	USH USH 10 WB 0.32 MI WEST OF N HARWOOD RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/13/2025	WARNING	LAKE PARK RD 54 FT NORTH OF WOODLAND RD IN	OPERATION W/O REQUIRED LAMPS LIGHTED
2/13/2025	WARNING	LAKE PARK RD 282 FT SOUTH OF ETHAN DR IN VI	OPERATE W/O CARRYING LICENSE
2/13/2025	WARNING	LAKE PARK RD 282 FT SOUTH OF ETHAN DR IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/13/2025	WARNING	USH USH 10 WB 522 FT WEST OF EISENHOWER DR	DRIVING TOO FAST FOR CONDITIONS
2/13/2025	WARNING	CTH KK WB 449 FT EAST OF NOE RD IN VILLAGE	UNREASONABLE AND IMPRUDENT SPEED
2/6/2025	WARNING	CTH KK WB 163 FT WEST OF PROSPERITY DR IN V	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/6/2025	WARNING	USH USH 10 EB 168 FT EAST OF FRONTAGE RD IN	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/6/2025	WARNING	USH USH 10 EB 168 FT EAST OF FRONTAGE RD IN	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/6/2025	WARNING	MIDWAY RD 1128 FT WEST OF NOE RD IN VILLAGE	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/6/2025	WARNING	USH USH 10 WB 209 FT WEST OF EISENHOWER DR	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/6/2025	WARNING	USH USH 10 EB AT OLD HIGHWAY RD IN VILLAGE	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
2/6/2025	WARNING	USH USH 10 EB AT OLD HIGHWAY RD IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
2/5/2025	WARNING	USH USH 10 WB 759 FT WEST OF FIRE LANE 2 IN	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/5/2025	WARNING	USH USH 10 WB 759 FT WEST OF FIRE LANE 2 IN	OPERATION W/O REQUIRED LAMPS LIGHTED
2/5/2025	WARNING	CTH N SB 375 FT SOUTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/4/2025	WARNING	LAKE PARK RD 116 FT SOUTH OF ETHAN DR IN VI	OPERATE VEHICLE W/O STOPPING LIGHTS
2/4/2025	WARNING	LAKE PARK RD 116 FT SOUTH OF ETHAN DR IN VI	OPERATION W/O REQUIRED LAMPS LIGHTED
2/4/2025	WARNING	USH USH 10 EB 766 FT EAST OF EISENHOWER DR	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/4/2025	WARNING	USH USH 10 EB 766 FT EAST OF EISENHOWER DR	OPERATION W/O REQUIRED LAMPS LIGHTED
2/4/2025	WARNING	USH USH 10 EB 1259 FT WEST OF FIRE LANE 2 I	UNREASONABLE AND IMPRUDENT SPEED
2/4/2025	WARNING	USH USH 10 EB 1259 FT WEST OF FIRE LANE 2 I	OPERATING LEFT OF CENTER
2/4/2025	WARNING	CTH KK EB 412 FT EAST OF FRIENDSHIP RD IN V	EQUIP MOTOR VEHICLE WITH ILLEGAL MUFFLER
2/3/2025	WARNING	LAKE PARK RD AT ETHAN DR IN VILLAGE OF HARR	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
2/28/2025	WARNING	USH USH 10 EB 653 FT WEST OF EISENHOWER DR	NON-REGISTRATION OF AUTO, ETC
2/28/2025	WARNING	USH USH 10 EB 653 FT WEST OF EISENHOWER DR	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
2/24/2025	WARNING	STH STH 55 NB 0.61 MI NORTH OF HIGH CLIFF R	FAIL/NOTIFY DMV OF ADDRESS/NAME CHANGE
2/24/2025	WARNING	STH STH 55 NB 0.61 MI NORTH OF HIGH CLIFF R	SPEEDING IN 55 MPH ZONE (16-19 MPH)
2/14/2025	WARNING	STH STH 55 NB 987 FT EAST OF FRIENDSHIP RD	FAIL/NOTIFY ADDRESS CHANGE
2/14/2025	WARNING	STH STH 55 NB 987 FT EAST OF FRIENDSHIP RD	OPERATION W/O REQUIRED LAMPS LIGHTED
2/14/2025	WARNING	STH STH 55 NB 987 FT EAST OF FRIENDSHIP RD	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/6/2025	WARNING	CTH KK EB 605 FT EAST OF HOPFENSBERGER RD I	ILLEGIBLE LICENSE PLATES

2/6/2025	WARNING	CTH KK EB 605 FT EAST OF HOPFENSBERGER RD I	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
2/6/2025	WARNING	CTH KK EB 605 FT EAST OF HOPFENSBERGER RD I	NON-REGISTRATION OF AUTO, ETC
2/6/2025	WARNING	STATE PARK RD 136 FT NORTH OF STH STH 114 W	IMPROPER DISPLAY OF LICENSE PLATE/TAG/DECAL
2/1/2025	WARNING	USH USH 10 WB 534 FT WEST OF PETERS RD IN V	SPEEDING IN 55 MPH ZONE (11-15 MPH)
2/26/2025	WARNING	CTH N NB 103 FT NORTH OF VANS RD IN VILLAGE	ILLEGIBLE LICENSE PLATES
2/25/2025	WARNING	NOE RD 136 FT SOUTH OF SWEET PEA DR IN VILL	SPEEDING ON CITY HIGHWAY (11-15 MPH)
2/25/2025	WARNING	DELTA DR 216 FT EAST OF NOE RD IN VILLAGE O	FAIL/DISPLAY VEHICLE LICENSE PLATES
2/25/2025	WARNING	DELTA DR 216 FT EAST OF NOE RD IN VILLAGE O	OPERATE MOTOR VEHICLE W/O INSURANCE
2/25/2025	WARNING	DELTA DR 216 FT EAST OF NOE RD IN VILLAGE O	OPERATING WHILE SUSPENDED
2/24/2025	WARNING	LAKE PARK RD 637 FT SOUTH OF ETHAN DR IN VI	FAIL/NOTIFY DMV OF ADDRESS/NAME CHANGE
2/24/2025	WARNING	LAKE PARK RD 637 FT SOUTH OF ETHAN DR IN VI	FAIL/DISPLAY VEHICLE LICENSE PLATES
2/24/2025	WARNING	LAKE PARK RD 637 FT SOUTH OF ETHAN DR IN VI	IMPROPER STOP/STOP SIGN-NO STOP LINE
2/24/2025	WARNING	OLD HIGHWAY RD AT LAKE PARK RD IN VILLAGE O	FAIL/STOP AT STOP SIGN
2/24/2025	WARNING	NOE RD 151 FT NORTH OF MOONFLOWER DR IN VIL	IMPROPER/ATTACH REAR REG DECAL/TAG
2/24/2025	WARNING	NOE RD 82 FT SOUTH OF MOONFLOWER DR IN VILL	OPERATE W/O CARRYING LICENSE
2/24/2025	WARNING	NOE RD 82 FT SOUTH OF MOONFLOWER DR IN VILL	OPERATE VEHICLE W/O STOPPING LIGHTS
2/6/2025	WARNING	CTH N SB 41 FT SOUTH OF USH USH 10 EB IN VI	FAILURE TO KEEP VEHICLE UNDER CONTROL
2/6/2025	WARNING	CTH N SB 41 FT SOUTH OF USH USH 10 EB IN VI	HIT AND RUN-PROPERTY ADJACENT TO HIGHWAY

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Village Manager Report.

Issue: None

Background and Additional Information:

Village staff continue to work on a number of major projects as detailed below:

1. New Station 70: Five Bugles continues to work with firefighters and staff on the specific design. Conversations are being had with TECC and CNS regarding IT and security for the new station. Plan Commission and Village Board will be reviewing the site plan for the station. Goal is bid the project in April/May
2. DPW Garage Expansion- Received approval on a variance waiver from the State regarding requirements on not needing to install fire suppression at the existing DPW garage. Project will be out to bid in April
3. All Board Members have/or will receive a new tablet for paperless meetings. The goal is start in April if possible.
4. The Village has only received two applicants to-date for the Plan Commission. Staff is reviewing surrounding communities per-diem to attend meetings to see if we can get any additional interest.
5. Staff continues to work with Russ on updating the municipal codes.
6. Wireless Mic System in board room has not shipped yet. Camera Corner believes it will be installed for the April meeting.
7. Crossroads Business Park: Contractor continues to fill the lots. In the coming weeks the contractor will be building the roadway. Once lots are filled and the roadway is in gravel state, staff will start closing on the land purchases with the Village Attorney.
8. Staff continue to implement new software. Working with our insurance company, we are implementing NeoGov which is a HR platform to streamlining HR processes into one integrated system. CVMIC provides this platform to its' members.
9. Continued review of financial/community development/building inspection/code enforcement software's, more details to come.
10. Former Darboy Club project will be breaking ground in April.

Budget Impacts: None

Recommended Action: None

Attachments:

a. None

Village of Harrison
February-25 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	4		9	\$ 2,385,000	\$ 5,285,000	6		14	\$ 2,981,000	\$ 7,181,000
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		2	\$ 0	\$ 45,300	1		1	\$ 70,000	\$ 70,000
Acc. Structures	2		4	\$ 112,000	\$ 184,200	0		1	\$ 0	\$ 1,000
Miscellaneous	4		9	\$ 33,600	\$ 64,000	6		10	\$ 50,800	\$ 77,600
Total Residential	10		24	\$ 2,530,600	\$ 5,578,500	13		26	\$ 3,101,800	\$ 7,329,600
Com./Ind.										
New	1		1	\$ 278,100	\$ 278,100	0		0	\$ 0	\$ 0
Additions	0		0	\$ 0	\$ 0	0		0	\$ 0	\$ 0
Acc. Structures	0		0	\$ 0	\$ 0	0		0	\$ 0	\$ 0
Miscellaneous	1		1	\$ 4,900	\$ 4,900	1		1	\$ 35,000	\$ 35,000
Total Com./Ind.	2		2	\$ 283,000	\$ 283,000	1		1	\$ 35,000	\$ 35,000
Combined Total	12		26	\$ 2,813,600	\$ 5,861,500	14		27	\$ 3,136,800	\$ 7,364,600



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:

March 25, 2025

Title:

Finance Director/Treasurer

- Budget Report through February 28, 2025
- February 2025 Investment Report
- Public Depository Investment Rate Results and Recommendation

Issue:

None.

Background and Additional Information:

- Staff met with the top candidate for credit card providers on March 13, and we are currently reviewing the information and finalizing last-minute questions before proceeding.
- Closed the Stargazer escrow account at Nicolet Bank with Lexington Homes, and released all but \$75,000 from their Jewel Box escrow account at Community First Credit Union.
- Received interest rate responses from public depositories and met with Chad to discuss our long-term investment strategy for Village and Utility funds, considering cash flow needs. (Attached are rates and the investment recommendation)
- Donna and I are finalizing the current audit requests for the 2024 annual audit and will soon shift focus to capital projects and asset management.
- Participated in software demonstrations for new Building Inspection software.
- Sent personal property delinquency letters in late February to collect outstanding prior-year balances. I plan to send a bi-monthly letter moving forward. Previously, Calumet County sent two letters per year to collect on behalf of the Village. We’ve already received one payment and several inquiries in response to the letter.
- Discussed with Utilities the implementation of direct pay for utility customers. More details will follow in the coming months after setup with Workhorse and our bank.

Budget Impacts:

None.

Recommended Action:

None.

Attachments:

Investment Overview

as of February 28, 2025

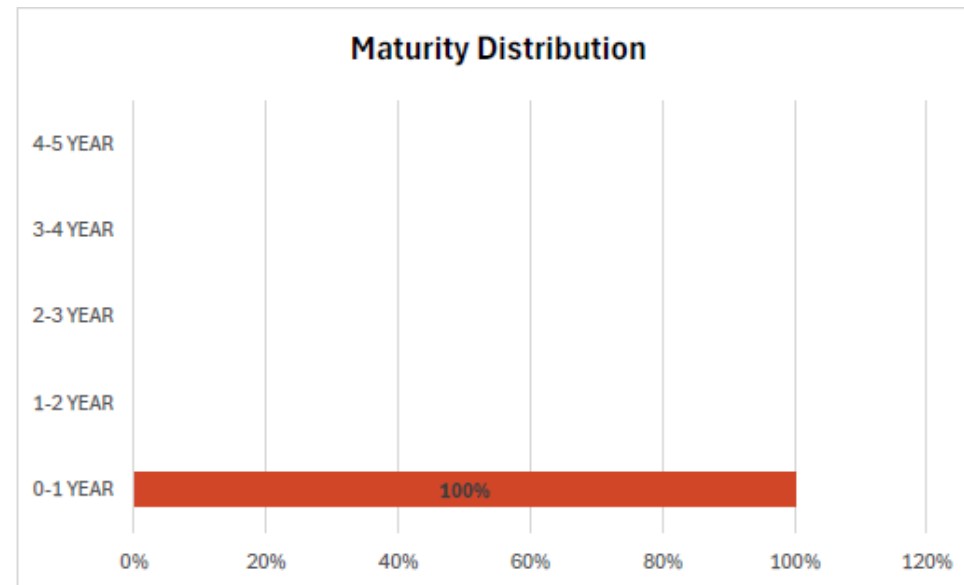
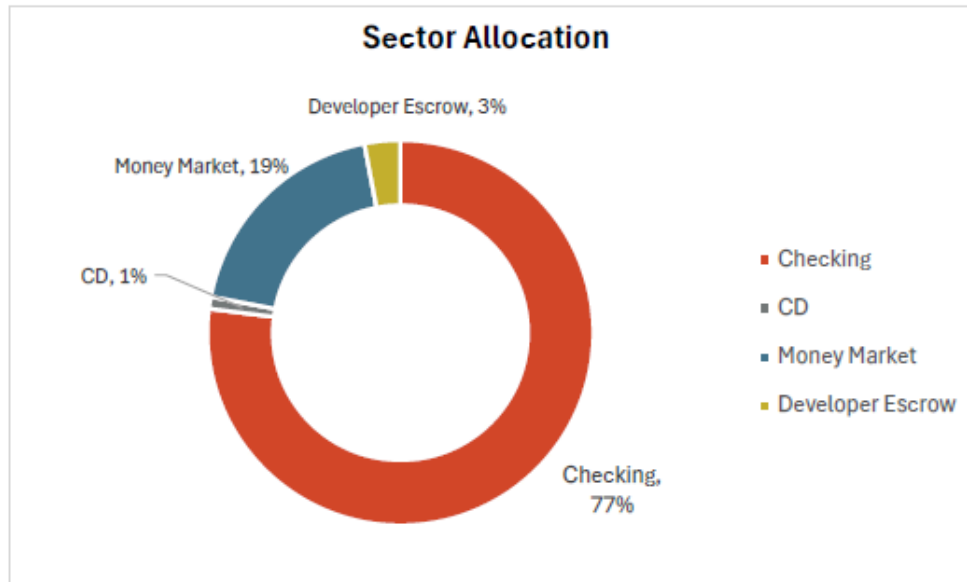
VILLAGE INVESTMENTS				
Type of Account	Bank	Maturity	Interest Rate	Amount
Checking Accounts	Nicolet National Bank (Tax)		4.46%	\$ 7,230,516.70
	Nicolet National Bank (Online)		4.44%	\$ 954,479.47
	Nicolet National Bank (Main Checking)		4.45%	\$ 4,510,594.23
	Nicolet National Bank (GO Debt)		4.45%	\$ 8,641,408.90
	Nicolet National Bank (TOWN)		0.00%	\$ 11,064.35
	Community First Credit Union (Membership)		0.00%	\$ 5.00
	TOTAL			\$ 21,348,068.65
Certificates of Deposit (CD)	East Wisconsin Savings Bank (9 month)	5/1/2025	4.90%	\$ 287,230.47
	TOTAL			\$ 287,230.47
Money Market	Nicolet National Bank		4.44%	\$ 4,980,475.55
	Community First Credit Union		0.00%	\$ -
	East Wisconsin Savings Bank		0.00%	\$ -
	Local Government Investment Pool		4.40%	\$ 282,223.25
	TOTAL			\$ 5,262,698.80
Developer Escrow	Nicolet National Bank - Stargazer		4.45%	\$ 414,450.88
	Community First Credit Union - Jewel Box		3.45%	\$ 460,799.87
	TOTAL			\$ 875,250.75
		GRAND TOTAL		\$ 27,773,248.67

UTILITY INVESTMENTS				
Type of Account	Bank	Maturity	Interest Rate	Amount
Checking Accounts	Nicolet National Bank		4.44%	\$ 672,009.71
	Community First Credit Union (Expenses)		0.40%	\$ 186,245.68
	TOTAL			\$ 858,255.39
Certificates of Deposit (CD)	Community First Credit Union (12 month)	10/31/2025	3.74%	\$ 551,256.21
	Community First Credit Union (14 month)	9/7/2025	5.08%	\$ 516,626.12
	TOTAL			\$ 1,067,882.33
Money Market	Nicolet National Bank		4.44%	\$ -
	Community First Credit Union (Customer Payments)		3.93%	\$ 942,451.57
	Community First Credit Union (Reserve)		3.98%	\$ 4,898,690.10
	TOTAL			\$ 5,841,141.67
		GRAND TOTAL		\$ 7,767,279.39

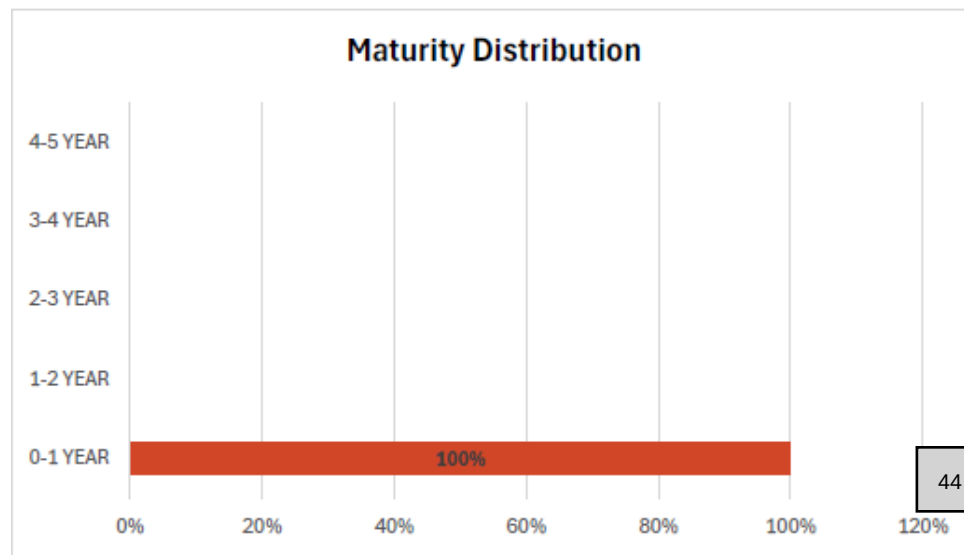
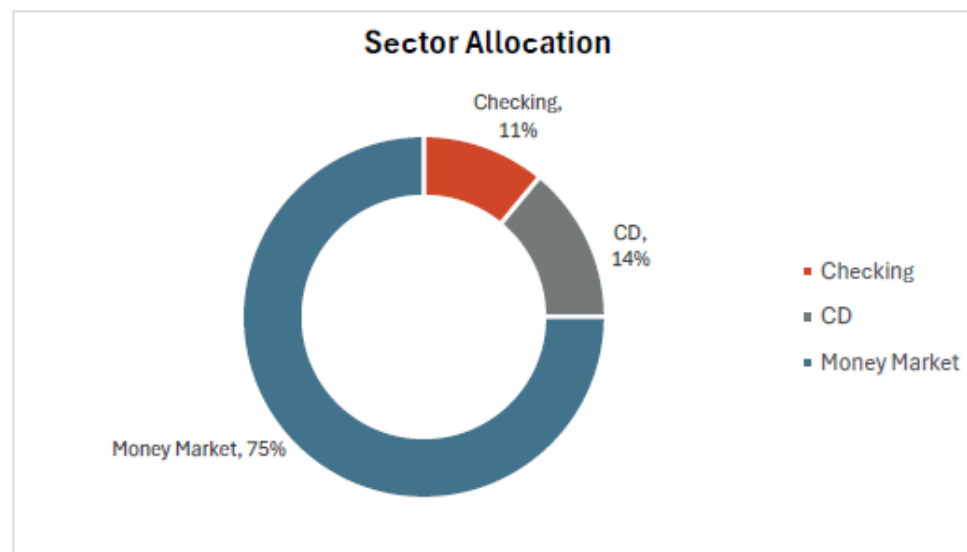
Investment Overview

as of February 28, 2025

Village Investments



Utility Investments



February 28, 2025 Public Depository Investment Rates Received

MONEY MARKETS		
Bank Name	Rate	Notes
American National	1.30%	\$500,000+
Associated Bank		
Bank of Chilton	4.50%	.10% over LGIP
BMO		
Capital Credit Union	3.55-4.05%	\$250,000-\$1,000,000+ (business select MM)
Charles Schwab	4.18-4.25%	US Treasuries 9 month to 5 year
Chase Bank		
Community First	4.00%	with active checking and balance of \$750,000
East Wisconsin	-	
Fox Communities	4.00%	\$1,000,000+
LGIP	4.40%	
Nicolet	4.29%	all Village funds collateralized
Prospera	3.20%	\$250,000+
US Bank		
Verve		

CERTIFICATE OF DEPOSIT								
Bank Name	3 month	6 month	9 month	12 month	15 month	18 month	24 month	Notes
American National		4.00%		4.00%				
Associated Bank								
Bank of Chilton		4.50%		4.00%			3.75%	
BMO								
Capital Credit Union	2.00%	2.50%	4.40%	3.00%	4.00%	3.25%	3.50%	
Charles Schwab	4.40%	4.30%	4.30%	4.40%			4.45%	3-5 year CD's are 4.55%
Chase Bank								
Community First	3.00%	3.25%	4.30%	3.80%	4.15%	3.90%	4.00%	
East Wisconsin		4.35%	4.25%		4.20%		4.00%	
Fox Communities	3.00%	3.00%	4.25%				4.25%	
LGIP								
Nicolet	3.50%	4.00%	4.00%	4.00%	4.00%	4.00%	4.25%	all Village funds collateralized
Prospera				4.40%			4.35%	
US Bank								
Verve								

denotes favorable rates based on investment strategy

Bank Balances as of 2/28/2025

VILLAGE INVESTMENTS				
Type of Account	Bank	Maturity	Interest Rate	Amount
Checking Accounts	Nicolet National Bank (Tax)		4.46%	\$ 7,230,516.70
	Nicolet National Bank (Online)		4.44%	\$ 954,479.47
	Nicolet National Bank (Main Checking)		4.45%	\$ 4,510,594.23
	Nicolet National Bank (GO Debt)		4.45%	\$ 8,641,408.90
	Nicolet National Bank (TOWN)		0.00%	\$ 11,064.35
	Community First Credit Union (Membership)		0.00%	\$ 5.00
	TOTAL			\$ 21,348,068.65
Certificates of Deposit (CD)	East Wisconsin Savings Bank (9 month)	5/1/2025	4.90%	\$ 287,230.47
		TOTAL		\$ 287,230.47
Money Market	Nicolet National Bank		4.44%	\$ 4,980,475.55
	Local Government Investment Pool		4.40%	\$ 282,223.25
	TOTAL			\$ 5,262,698.80
		GRAND TOTAL		\$ 26,897,997.92

UTILITY INVESTMENTS				
Type of Account	Bank	Maturity	Interest Rate	Amount
Checking Accounts	Nicolet National Bank		4.44%	\$ 672,009.71
	Community First Credit Union (Expenses)		0.40%	\$ 186,245.68
	TOTAL			\$ 858,255.39
Certificates of Deposit (CD)	Community First Credit Union (12 month)	10/31/2025	3.74%	\$ 551,256.21
	Community First Credit Union (14 month)	9/7/2025	5.08%	\$ 516,626.12
	TOTAL			\$ 1,067,882.33
Money Market	Community First Credit Union (Customer Payments)		3.93%	\$ 942,451.57
	Community First Credit Union (Reserve)		3.98%	\$ 4,898,690.10
	TOTAL			\$ 5,841,141.67
		GRAND TOTAL		\$ 7,767,279.39

Investment Recommendation

VILLAGE INVESTMENTS			
Account		Amount	
Nicolet National Bank MM	\$	(4,980,000.00)	4.44%
LGIP	\$	1,140,000.00	4.40%
Schwab 1 year CDs or Treasuries	\$	480,000.00	4.40%
Schwab 2 year CDs or Treasuries	\$	960,000.00	4.45%
Schwab 3 year CDs or Treasuries	\$	960,000.00	4.55%
Schwab 4 year CDs or Treasuries	\$	720,000.00	4.55%
Schwab 5 year CDs or Treasuries	\$	720,000.00	4.55%
	\$	-	

CD's per term
for \$240,000

UTILITY INVESTMENTS			
Account		Amount	
Community First Credit Union MM (Reserve)	\$	(4,500,000.00)	3.98%
Bank of Chilton MM	\$	1,120,000.00	4.50%
Bank of Chilton 7 month CD	\$	500,000.00	4.50%
Schwab 2 year CDs or Treasuries	\$	720,000.00	4.45%
Schwab 3 year CDs or Treasuries	\$	720,000.00	4.55%
Schwab 4 year CDs or Treasuries	\$	720,000.00	4.55%
Schwab 5 year CDs or Treasuries	\$	720,000.00	4.55%
	\$	-	

CD's per term
for \$240,000

Fund: 100 - GENERAL FUND

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-40000-000-000 State Lottery Credit	0.00	0.00	0.00	0.00	0.00
REVENUES	0.00	0.00	0.00	0.00	0.00
100-00-41110-000-000 General Property Taxes	0.00	725,639.40	1,800,000.00	-1,074,360.60	40.31
100-00-41140-000-000 Mobile Home Fees	0.00	0.00	0.00	0.00	0.00
100-00-41150-000-000 Forest Cropland/MFL Taxes	0.00	0.00	0.00	0.00	0.00
100-00-41210-000-000 Room Tax	0.00	0.00	0.00	0.00	0.00
100-00-41220-000-000 Sales Tax - Village Share	0.00	0.00	0.00	0.00	0.00
100-00-41320-000-000 Payments In Lieu of Taxes	0.00	14,338.66	60,000.00	-45,661.34	23.90
100-00-41800-000-000 Interest - Personal Prop. Tax	0.00	0.00	0.00	0.00	0.00
100-00-41900-000-000 Other Taxes	0.00	0.00	0.00	0.00	0.00
TAXES	0.00	739,978.06	1,860,000.00	-1,120,021.94	39.78
100-00-42000-000-000 Special Assessments	0.00	0.00	253,700.00	-253,700.00	0.00
100-00-42000-000-101 Connection Fees - Sewer	0.00	0.00	0.00	0.00	0.00
100-00-42100-000-000 S/W Agreement - Lexington Home	0.00	114,098.50	114,100.00	-1.50	100.00
100-00-42300-000-001 Sp. Assmts. - Sidewalks	0.00	0.00	3,400.00	-3,400.00	0.00
100-00-42300-000-002 Sp Assmts Rds -Hickory/Rustic	0.00	0.00	9,400.00	-9,400.00	0.00
100-00-42300-000-003 Sp Assmts Kimbly Hts 2022 Rds	0.00	0.00	41,500.00	-41,500.00	0.00
100-00-42300-000-004 Sp Assmts Hiddn Pines 2022 Rds	0.00	0.00	7,500.00	-7,500.00	0.00
100-00-42300-000-005 Sp Assmts Creekside Est 2023	0.00	0.00	39,700.00	-39,700.00	0.00
100-00-42400-000-001 Sp Assmts Hoelzel Hvns 2022	0.00	0.00	4,000.00	-4,000.00	0.00
100-00-42600-000-001 Sp. Assmts. - Sumac Ln.	0.00	0.00	0.00	0.00	0.00
SPECIAL ASSESS CONNECTION FEES	0.00	114,098.50	473,300.00	-359,201.50	24.11
100-00-43200-000-000 Federal Grants - CARES ACT	0.00	0.00	0.00	0.00	0.00
100-00-43400-000-000 State Shared Revenues	0.00	0.00	415,000.00	-415,000.00	0.00
100-00-43401-000-000 Personal Property Aid	0.00	0.00	2,600.00	-2,600.00	0.00
100-00-43410-000-000 State Fire Dues - Harrison	0.00	0.00	79,000.00	-79,000.00	0.00
100-00-43420-000-000 State Fire Dues - Shwd/Wood	0.00	0.00	18,300.00	-18,300.00	0.00
100-00-43430-000-000 Exempt Computer Aid	0.00	0.00	42,000.00	-42,000.00	0.00
100-00-43520-000-000 Public Safety Grant	0.00	0.00	0.00	0.00	0.00
100-00-43530-000-000 State Transportation Aids	0.00	128,693.80	450,000.00	-321,306.20	28.60
100-00-43531-000-000 Local Road Improvement Aid	0.00	0.00	11,000.00	-11,000.00	0.00
100-00-43532-000-000 Bridge Aid	0.00	0.00	0.00	0.00	0.00
100-00-43540-000-000 Recycling Grant	0.00	0.00	21,800.00	-21,800.00	0.00
100-00-43560-000-000 State General Relief Aid	0.00	0.00	0.00	0.00	0.00
100-00-43570-000-000 State Grant - Friendship Trail	0.00	0.00	0.00	0.00	0.00
100-00-43610-000-000 Payment for Municipal Services	0.00	0.00	0.00	0.00	0.00
100-00-43620-000-000 DNR	0.00	0.00	0.00	0.00	0.00
100-00-43650-000-000 Forest Cropland State Aids	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES	0.00	128,693.80	1,039,700.00	-911,006.20	12.38
100-00-44105-000-000 Liquor & Beverage Licenses	0.00	139.06	5,200.00	-5,060.94	2.67
100-00-44110-000-000 Operators Licenses	345.00	445.00	4,000.00	-3,555.00	11.13
100-00-44115-000-000 Cigarette Licenses	0.00	0.00	300.00	-300.00	0.00
100-00-44120-000-000 Cable Television Franchise Fee	0.00	0.00	95,000.00	-95,000.00	0.00
100-00-44205-000-000 Dog Licenses Fees	3,445.61	3,445.61	10,000.00	-6,554.39	34.46
100-00-44305-000-000 Building Permit Fee	2,735.00	8,410.00	52,000.00	-43,590.00	16.17
100-00-44305-001-000 Bldg Permit Fee - Admin.	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-44306-000-000 HVAC Permit	920.00	2,020.00	7,000.00	-4,980.00	28.86
100-00-44307-000-000 Plumbing Permit	620.00	2,150.00	10,000.00	-7,850.00	21.50
100-00-44308-000-000 Electrical Permit	940.00	2,710.00	13,000.00	-10,290.00	20.85
100-00-44309-000-000 Siding/Windows/Roof Permit	160.00	200.00	1,000.00	-800.00	20.00
100-00-44310-000-000 Pool Permit	0.00	0.00	1,000.00	-1,000.00	0.00
100-00-44311-000-000 Lot Grade Fee	2,580.00	10,320.00	40,000.00	-29,680.00	25.80
100-00-44312-000-000 Driveway Grade Fee	555.00	2,220.00	9,000.00	-6,780.00	24.67
100-00-44313-000-000 Culvert Permit	0.00	0.00	200.00	-200.00	0.00
100-00-44314-000-000 Street Opening Permit	0.00	0.00	0.00	0.00	0.00
100-00-44316-000-000 Demolition Permit	0.00	0.00	100.00	-100.00	0.00
100-00-44330-000-000 Utility Permit Fee	550.00	3,300.00	2,500.00	800.00	132.00
100-00-44336-000-000 Culvert Fee - Bldg Inspector	0.00	0.00	0.00	0.00	0.00
100-00-44400-000-000 Zoning Permit Fee	1,475.00	3,900.00	22,000.00	-18,100.00	17.73
100-00-44401-000-000 Erosion Permit	330.00	2,511.07	6,500.00	-3,988.93	38.63
100-00-44410-000-000 Plat and CSM Review Fee	0.00	75.00	2,000.00	-1,925.00	3.75
100-00-44415-000-000 Site Plan Review Fee	300.00	600.00	600.00	0.00	100.00
100-00-44900-000-000 Other License/Permit Fee	150.00	150.00	0.00	150.00	0.00
100-00-44905-000-000 Fireworks Permit	0.00	0.00	0.00	0.00	0.00
LICENSES AND PERMITS	15,105.61	42,595.74	281,400.00	-238,804.26	15.14
100-00-45105-000-000 Ordinance Violations	469.03	664.33	5,000.00	-4,335.67	13.29
100-00-45110-000-000 Parking Violations	160.00	390.00	1,000.00	-610.00	39.00
FINES, FORFEITS AND PENALTIES	629.03	1,054.33	6,000.00	-4,945.67	17.57
100-00-46100-000-000 Administrative Fee	1,205.00	3,410.00	20,000.00	-16,590.00	17.05
100-00-46105-000-000 Publication Fee - Liquor	0.00	0.00	0.00	0.00	0.00
100-00-46110-000-000 Real Estate Inquiry Fee	960.00	1,770.00	8,000.00	-6,230.00	22.13
100-00-46111-000-000 Photocopy Fee	0.00	0.00	0.00	0.00	0.00
100-00-46115-000-000 Merchandise Sales	0.00	0.00	0.00	0.00	0.00
100-00-46120-000-000 Credit Card Surcharge	129.36	378.17	700.00	-321.83	54.02
100-00-46210-000-000 Law Enforcement Charges	0.00	0.00	785,000.00	-785,000.00	0.00
100-00-46300-000-000 Transportation Utility Charges	0.00	0.00	0.00	0.00	0.00
100-00-46310-000-000 Road Department Revenue	4,725.00	4,945.00	2,000.00	2,945.00	247.25
100-00-46321-000-000 Street Lights Fee	0.00	0.00	1,200.00	-1,200.00	0.00
100-00-46321-000-001 Lights - North Shore Woods	0.00	0.00	0.00	0.00	0.00
100-00-46321-000-002 Lights - North Shore Golf Club	0.00	0.00	0.00	0.00	0.00
100-00-46324-000-000 Harrison Stormwater Util Fee	0.00	0.00	0.00	0.00	0.00
100-00-46328-000-000 Stormwater Drainage Fee	0.00	0.00	0.00	0.00	0.00
100-00-46420-000-000 Refuse Collection Fee (67%)	138.53	42.42	413,800.00	-413,757.58	0.01
100-00-46435-000-000 Recycling Collection Fee (33%)	-5.30	-68.90	259,700.00	-259,768.90	-0.03
100-00-46440-000-000 Weed & Nuisance Control Fee	0.00	0.00	1,000.00	-1,000.00	0.00
100-00-46445-000-000 Compost Site Sticker Fee	1,060.00	3,700.00	30,000.00	-26,300.00	12.33
100-00-46722-000-000 Park Shelter Rental Fee	355.45	710.90	2,500.00	-1,789.10	28.44
100-00-46740-000-000 Municipal Hall Rental Fee	473.95	1,232.27	2,000.00	-767.73	61.61
PUBLIC CHARGES FOR SERVICES	9,041.99	16,119.86	1,525,900.00	-1,509,780.14	1.06
100-00-47323-000-000 Fire Contracts-Sherwood/Wood	15,000.00	15,000.00	173,700.00	-158,700.00	8.64
INTERGOV'T CHARGES FOR SERV	15,000.00	15,000.00	173,700.00	-158,700.00	8.64
100-00-48110-000-000 Banking - Earned Interest	112,273.07	238,186.95	700,000.00	-461,813.05	34.03

Fund: 100 - GENERAL FUND

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-48120-000-000 Interest - Taxes	0.00	0.00	0.00	0.00	0.00
100-00-48130-000-000 Sp. Assmnt. - Earned Interest	0.00	0.00	5,000.00	-5,000.00	0.00
100-00-48302-000-000 Sales - Fire Equipment	0.00	0.00	0.00	0.00	0.00
100-00-48303-000-000 Sales - Public Works Equipment	0.00	0.00	0.00	0.00	0.00
100-00-48307-000-000 Sales - Recyclables	0.00	0.00	0.00	0.00	0.00
100-00-48400-000-000 Insurance Recoveries	0.00	0.00	5,000.00	-5,000.00	0.00
100-00-48500-000-000 Donations	431.52	1,123.04	0.00	1,123.04	0.00
100-00-48800-000-000 Treasurer - Cash Over	2.09	7.80	0.00	7.80	0.00
100-00-48900-000-000 Misc. Revenues	26,533.40	26,993.40	10,000.00	16,993.40	269.93
100-00-48905-000-000 Tipping Fee - Harrison Landfil	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUES	139,240.08	266,311.19	720,000.00	-453,688.81	36.99
100-00-49110-000-000 Proceeds from G.O. Bonds	0.00	0.00	0.00	0.00	0.00
100-00-49140-000-000 State Trust Fund Loan	0.00	0.00	0.00	0.00	0.00
100-00-49205-000-000 Transfer from Debt Serv. Fund	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
Total Revenues	179,016.71	1,323,851.48	6,080,000.00	-4,756,148.52	21.77

Fund: 100 - GENERAL FUND

Account Number		2025	2025	2025	Budget Status	% of Budget
		February	Actual 02/28/2025	Budget		
100-00-51100-100-000	Village Board - Wages	3,230.84	8,077.10	52,000.00	43,922.90	15.53
100-00-51100-105-000	Village Board - FICA	247.12	617.80	4,000.00	3,382.20	15.45
100-00-51100-115-000	Village Board-Training/Mileage	0.00	0.00	800.00	800.00	0.00
100-00-51100-300-000	Village Board-Per Diem	0.00	0.00	0.00	0.00	0.00
100-00-51100-310-000	Village Board-Dues	0.00	6,923.60	7,500.00	576.40	92.31
100-00-51100-400-000	Village Board-Supplies	0.00	20.00	1,000.00	980.00	2.00
100-00-51100-500-022	Village Board - Telephone	286.32	571.95	3,500.00	2,928.05	16.34
100-01-51101-100-001	Planning - Salary	8,461.04	19,862.63	62,500.00	42,637.37	31.78
100-01-51101-105-000	Planning - FICA	638.70	1,452.51	4,800.00	3,347.49	30.26
100-01-51101-200-000	Planning - Benefits	46.68	140.04	20,000.00	19,859.96	0.70
100-01-51101-205-000	Planning - Retirement	588.04	1,380.49	4,400.00	3,019.51	31.37
100-01-51101-300-000	Planning - Per Diem	0.00	0.00	3,500.00	3,500.00	0.00
100-01-51101-301-000	Planning - Dues	0.00	0.00	1,000.00	1,000.00	0.00
100-01-51101-304-000	Planning - Consultants	0.00	0.00	25,000.00	25,000.00	0.00
100-01-51101-305-000	Planning - Training/Mile/Exp.	0.00	0.00	3,500.00	3,500.00	0.00
100-01-51101-400-000	Planning - Supplies	0.00	830.00	1,000.00	170.00	83.00
100-01-51101-400-005	Planning - Postage	0.00	0.00	0.00	0.00	0.00
100-01-51101-800-000	Planning - Publications	93.96	93.96	800.00	706.04	11.75
100-01-51101-801-000	Planning - Capital	0.00	0.00	0.00	0.00	0.00
100-00-51300-000-000	Legal	0.00	0.00	120,000.00	120,000.00	0.00
100-09-51300-000-000	Hwy Dept - Legal	0.00	0.00	35,000.00	35,000.00	0.00
100-02-51400-100-000	Gen. Admin - Wages	27,149.56	67,480.33	516,000.00	448,519.67	13.08
100-02-51400-103-000	Gen. Admin - OT Wages	0.00	0.00	0.00	0.00	0.00
100-02-51400-105-000	Gen. Admin - FICA	1,929.22	4,967.76	39,200.00	34,232.24	12.67
100-02-51400-200-000	Gen. Admin - Benefits	9,001.70	36,201.59	195,000.00	158,798.41	18.56
100-02-51400-205-000	Gen. Admin - Retirement	1,886.90	4,617.23	35,700.00	31,082.77	12.93
100-02-51400-305-000	Gen. Admin - Training/Conf.	821.00	1,473.00	9,000.00	7,527.00	16.37
100-02-51400-310-000	Gen. Admin - Dues	186.00	316.00	1,500.00	1,184.00	21.07
100-02-51400-400-000	Gen. Admin - Supplies	532.75	1,038.29	20,000.00	18,961.71	5.19
100-02-51400-400-005	Gen. Admin - Postage	1,000.00	1,690.95	6,000.00	4,309.05	28.18
100-02-51400-400-006	Gen. Admin - Service Contracts	4,028.27	22,168.01	85,000.00	62,831.99	26.08
100-02-51400-800-000	Gen. Admin - Publications	2.14	2.14	2,000.00	1,997.86	0.11
100-02-51400-800-005	Gen. Admin - Newsltr & Postage	1,437.52	1,437.52	35,000.00	33,562.48	4.11
100-00-51440-000-000	Elections - Wages	0.00	0.00	14,500.00	14,500.00	0.00
100-00-51440-100-000	Elections-FICA	0.00	0.00	100.00	100.00	0.00
100-00-51440-200-000	Elections - Expenses/Training	0.00	0.00	200.00	200.00	0.00
100-00-51440-300-000	Elections - Service Contracts	0.00	1,480.46	3,500.00	2,019.54	42.30
100-00-51440-400-000	Elections - Supplies	0.00	0.00	3,500.00	3,500.00	0.00
100-00-51440-500-000	Elections - Postage	0.00	0.00	2,400.00	2,400.00	0.00
100-00-51440-600-000	Elections - Publications	121.97	121.97	1,000.00	878.03	12.20
100-05-51500-000-000	Assessor - Contract	24,540.00	32,720.00	41,000.00	8,280.00	79.80
100-04-51500-100-000	Treasurer - Wages	0.00	0.00	0.00	0.00	0.00
100-04-51500-105-000	Treasurer - FICA	0.00	0.00	0.00	0.00	0.00
100-04-51500-305-000	Treasurer - Mileage	0.00	0.00	0.00	0.00	0.00
100-04-51500-315-000	Treasurer - Service Contracts	0.00	0.00	10,000.00	10,000.00	0.00
100-04-51500-315-015	Treasurer - Accounting	0.00	0.00	30,000.00	30,000.00	0.00
100-04-51500-320-000	Treasurer - Cash Short	0.00	0.00	0.00	0.00	0.00
100-04-51500-400-000	Treasurer - Supplies	0.00	0.00	0.00	0.00	0.00
100-05-51500-400-000	Assessor - Supplies BOR	0.00	0.00	0.00	0.00	0.00
100-04-51500-400-005	Treasurer - Postage	0.00	0.00	0.00	0.00	0.00
100-04-51500-800-000	Treasurer - Publications	0.00	0.00	0.00	0.00	0.00
100-00-51600-400-000	Municipal Bldg - Supplies	0.00	0.00	5,000.00	5,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-51600-500-020	Municipal Bldg - Electric	689.00	689.00	5,800.00	5,111.00	11.88
100-00-51600-500-021	Municipal Bldg - Heat	1,407.20	1,407.20	5,200.00	3,792.80	27.06
100-00-51600-500-022	Municipal Bldg - Telephone	285.03	532.63	2,000.00	1,467.37	26.63
100-00-51910-000-000	Uncollectable Taxes	0.00	0.00	0.00	0.00	0.00
100-00-51932-000-000	Insurance - Property and Crime	0.00	19,242.90	34,100.00	14,857.10	56.43
100-00-51933-000-000	Insurance - Workers Comp.	0.00	29,516.00	29,300.00	-216.00	100.74
100-00-51938-000-000	Insurance - General and Auto	0.00	54,923.00	26,600.00	-28,323.00	206.48
100-00-51980-000-000	Memorial Expenses	0.00	0.00	500.00	500.00	0.00
GENERAL GOVERNMENT		88,610.96	321,996.06	1,509,400.00	1,187,403.94	21.33
100-00-52100-000-000	Law Enforcement - Contract	208.09	208.09	1,076,700.00	1,076,491.91	0.02
100-00-52101-000-000	Law Enforcement - Dog Pickups	0.00	0.00	0.00	0.00	0.00
100-00-52102-000-000	School Crossing Guard & Lights	0.00	0.00	2,000.00	2,000.00	0.00
100-06-52200-000-000	Fire Dept - Insurance	0.00	0.00	0.00	0.00	0.00
100-06-52200-100-000	Fire Dept - Wages	7,803.20	47,296.26	339,800.00	292,503.74	13.92
100-06-52200-105-000	Fire Dept - FICA	578.78	3,587.55	17,300.00	13,712.45	20.74
100-06-52200-200-000	Fire Dept - Benefits	2,496.35	8,341.49	50,800.00	42,458.51	16.42
100-06-52200-210-000	Fire Dept - Retirement	1,171.26	2,928.15	50,600.00	47,671.85	5.79
100-06-52200-300-000	Fire Dept - Per Diem	0.00	225.00	1,500.00	1,275.00	15.00
100-06-52200-304-000	Fire Dept - Consultants	0.00	0.00	35,000.00	35,000.00	0.00
100-06-52200-305-000	Fire Dept - Training/Mem	1,409.51	1,644.01	10,000.00	8,355.99	16.44
100-06-52200-306-000	Fire Dept - Fire Inspection	0.00	0.00	0.00	0.00	0.00
100-06-52200-400-000	Fire Dept - Supplies/Services	1,529.49	1,822.44	31,000.00	29,177.56	5.88
100-06-52200-401-000	Fire Dept - Physicals	0.00	0.00	5,000.00	5,000.00	0.00
100-06-52200-402-000	Fire Dept - Software	0.00	4,875.00	7,500.00	2,625.00	65.00
100-06-52200-403-000	Fire Dept - Appreciation Night	0.00	0.00	3,000.00	3,000.00	0.00
100-06-52200-404-000	Fire Dept - Annual Tests/Certs	4,319.75	4,319.75	10,000.00	5,680.25	43.20
100-06-52200-405-000	Fire Dept - 2% Dues Expenses	0.00	0.00	0.00	0.00	0.00
100-06-52200-500-020	Fire Dept - Electric	403.82	403.82	5,500.00	5,096.18	7.34
100-07-52200-500-020	Fire Station 70 - Electric	0.00	0.00	0.00	0.00	0.00
100-06-52200-500-021	Fire Dept - Heat	1,021.54	1,021.54	8,000.00	6,978.46	12.77
100-07-52200-500-021	Fire Station 70 - Heat	0.00	0.00	0.00	0.00	0.00
100-06-52200-500-022	Fire Dept - Telephone	89.37	178.72	2,400.00	2,221.28	7.45
100-07-52200-500-022	Fire Station 70 - Telephone	0.00	0.00	0.00	0.00	0.00
100-06-52200-500-023	Fire Dept - Water/Sewer	347.56	347.56	6,000.00	5,652.44	5.79
100-07-52200-500-023	Fire Station 70 - Water/Sewer	0.00	0.00	0.00	0.00	0.00
100-06-52200-505-000	Fire Dept - Bldg Maintenance	0.00	60.00	15,000.00	14,940.00	0.40
100-06-52200-600-000	Fire Dept - Vehicle Maint.	7,858.54	8,069.44	13,000.00	4,930.56	62.07
100-06-52200-700-000	Fire Dept - Equip Maintenance	0.00	0.00	5,500.00	5,500.00	0.00
100-06-52200-700-030	Fire Dept - Fuel	0.00	0.00	6,000.00	6,000.00	0.00
100-08-52300-000-000	1st Responders - Operating Exp	1,764.45	1,764.45	15,000.00	13,235.55	11.76
100-08-52300-100-000	1st Responders - Wages	0.00	0.00	0.00	0.00	0.00
100-08-52300-105-000	1st Responders - FICA	0.00	0.00	0.00	0.00	0.00
100-08-52300-210-000	1st Responder - Retirement	0.00	0.00	0.00	0.00	0.00
100-00-52400-000-000	Building Inspector - Contract	7,060.00	7,060.00	90,000.00	82,940.00	7.84
100-00-52400-100-000	Inspections - Wages	5,378.75	6,826.77	93,600.00	86,773.23	7.29
100-00-52400-105-000	Inspections - FICA	398.67	509.45	7,200.00	6,690.55	7.08
100-00-52400-200-000	Inspections - Grade Checks	0.00	0.00	25,000.00	25,000.00	0.00
100-00-52400-201-000	Inspections - Benefits	3,443.18	3,443.18	25,400.00	21,956.82	13.56
100-00-52400-205-000	Inspections - Retirement	373.82	474.46	6,600.00	6,125.54	7.19
100-00-52400-305-000	Inspections - Expense/Mileage/	50.00	50.00	5,000.00	4,950.00	1.00
100-00-52410-000-000	Erosion/Stormwater Plan Review	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-52601-000-000 911 Signs	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY	47,706.13	105,457.13	1,969,400.00	1,863,942.87	5.35
100-09-53311-000-000 Hwy Dept - Engineer/Consultant	0.00	0.00	30,000.00	30,000.00	0.00
100-09-53311-100-000 Hwy Dept - Wages	44,464.24	109,870.63	540,800.00	430,929.37	20.32
100-09-53311-100-901 Hwy Dept - Part Time Wages	2,833.25	4,736.75	100,000.00	95,263.25	4.74
100-09-53311-103-000 Hwy Dept - Overtime Wages	22,322.11	32,314.59	38,000.00	5,685.41	85.04
100-09-53311-105-000 Hwy Dept - FICA	4,906.17	10,326.52	52,000.00	41,673.48	19.86
100-09-53311-105-901 Hwy Dept - Part Time FICA	216.75	362.38	0.00	-362.38	0.00
100-09-53311-115-000 Hwy Dept - Unemployment Comp	0.00	0.00	0.00	0.00	0.00
100-09-53311-200-000 Hwy Dept - Benefits	13,305.69	50,841.40	186,700.00	135,858.60	27.23
100-09-53311-205-000 Hwy Dept - Retirement	4,641.67	9,881.88	40,300.00	30,418.12	24.52
100-09-53311-305-000 Hwy Dept - Training Expenses	0.00	0.00	4,000.00	4,000.00	0.00
100-09-53311-306-000 Hwy Dept - CDL/Testing	0.00	212.00	1,500.00	1,288.00	14.13
100-09-53311-320-000 Hwy Dept - Dues	0.00	0.00	0.00	0.00	0.00
100-09-53311-400-000 Hwy Dept - Supplies	1,360.71	4,208.32	35,000.00	30,791.68	12.02
100-09-53311-500-020 Hwy Dept - Electric	1,033.51	1,033.51	10,000.00	8,966.49	10.34
100-09-53311-500-021 Hwy Dept - Heat	0.00	0.00	0.00	0.00	0.00
100-09-53311-500-022 Hwy Dept - Telephone	349.88	700.44	3,500.00	2,799.56	20.01
100-09-53311-505-000 Hwy Dept - Building Maint	1,483.66	1,513.66	38,000.00	36,486.34	3.98
100-09-53311-600-030 Hwy Dept - Fuel	11,810.96	15,050.95	76,000.00	60,949.05	19.80
100-09-53311-600-600 Hwy Dept - Vehicle Maintenance	1,093.97	7,711.42	40,000.00	32,288.58	19.28
100-09-53311-700-000 Hwy Dept - Equip Maintenance	6,080.59	6,988.89	80,000.00	73,011.11	8.74
100-09-53311-800-000 Hwy Dept - Right-of-Way Restor	0.00	0.00	0.00	0.00	0.00
100-09-53311-900-000 Hwy Dept - Road Maintenance	123,398.50	123,398.50	214,100.00	90,701.50	57.64
100-09-53311-900-010 Hwy Dept - Contracts	0.00	0.00	0.00	0.00	0.00
100-09-53311-901-000 Hwy Dept - Ditching/Grading	229.12	229.12	40,000.00	39,770.88	0.57
100-09-53311-903-000 Hwy Dept - Salt & Sand	37,740.44	37,740.44	115,000.00	77,259.56	32.82
100-09-53312-100-000 Engineering Tech	0.00	0.00	0.00	0.00	0.00
100-09-53315-900-001 Hwy Dept - Eisenhower Dr.	0.00	0.00	0.00	0.00	0.00
100-09-53315-902-000 Hwy Dept - Signs	-55.00	-55.00	12,500.00	12,555.00	-0.44
100-00-53420-000-000 Street Lighting - General	3,897.74	3,897.74	6,500.00	2,602.26	59.97
100-00-53420-001-000 Street Lighting - North Shore	16.06	16.06	200.00	183.94	8.03
100-00-53420-004-000 Street Lighting - HAA	1,245.73	1,245.73	11,000.00	9,754.27	11.32
100-00-53420-006-000 Street Lighting - NS Woods	98.53	98.53	1,100.00	1,001.47	8.96
100-09-53430-000-000 Hwy Dept - Sidewalk Maint	0.00	0.00	10,000.00	10,000.00	0.00
100-00-53441-100-000 Illicit Discharge Program	0.00	0.00	5,000.00	5,000.00	0.00
100-00-53620-000-000 Refuse and Garbage Services	34,681.39	34,760.39	434,500.00	399,739.61	8.00
100-00-53635-000-000 Recycling Services	23,031.33	23,031.33	270,000.00	246,968.67	8.53
100-00-53635-100-000 Compost Site	20.73	20.73	10,000.00	9,979.27	0.21
100-00-53640-000-000 Weed and Nuisance Control	0.00	0.00	5,000.00	5,000.00	0.00
PUBLIC WORKS	340,207.73	480,136.91	2,410,700.00	1,930,563.09	19.92
100-00-54100-000-000 Humane Society - Contribution	0.00	0.00	0.00	0.00	0.00
100-00-54600-000-000 Fox Valley Transit Call a Ride	0.00	0.00	0.00	0.00	0.00
100-00-54910-000-000 Cemetery	0.00	0.00	0.00	0.00	0.00
100-00-54980-000-000 Other Health - HOVPP	0.00	0.00	500.00	500.00	0.00
HEALTH AND HUMAN SERVICES	0.00	0.00	500.00	500.00	0.00
100-00-55200-000-000 Parks - Maint. and Utilities	815.44	900.42	50,000.00	49,099.58	1.80
100-00-55200-105-000 Parks - Committee FICA	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
100-00-55200-120-000	Parks - Recreation Programs	0.00	0.00	30,000.00	30,000.00	0.00
100-00-55200-300-000	Parks - Committee Per Diem	0.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION AND EDU.		815.44	900.42	80,000.00	79,099.58	1.13
100-00-56600-000-000	Subdivision - Erosion Control	0.00	0.00	0.00	0.00	0.00
100-00-56700-000-000	Economic Development	0.00	0.00	0.00	0.00	0.00
100-00-56900-000-110	Development	38.80	38.80	10,000.00	9,961.20	0.39
100-00-56900-000-200	Incorporation	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		38.80	38.80	10,000.00	9,961.20	0.39
100-00-57190-000-000	Capital Outlay - General Gvmnt	1,779.77	1,779.77	0.00	-1,779.77	0.00
100-00-57220-000-000	Capital Outlay - Parks	0.00	0.00	0.00	0.00	0.00
100-06-57220-000-000	Fire Dept - Capital Outlay	-6,199.92	0.00	0.00	0.00	0.00
100-07-57220-000-001	Fire Dept - Equipment Escrow	0.00	0.00	0.00	0.00	0.00
100-00-57230-000-000	Capital Outlay - Trails	0.00	0.00	0.00	0.00	0.00
100-09-57324-000-000	Capital Outlay - Hwy. Equip	-112,465.72	0.00	0.00	0.00	0.00
100-09-57330-000-000	Capital Outlay - Road Projects	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		-116,885.87	1,779.77	0.00	-1,779.77	0.00
100-00-58210-000-000	Debt Issuance Costs	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
100-00-59900-000-000	Contingency	0.00	0.00	100,000.00	100,000.00	0.00
OTHER FINANCING USES		0.00	0.00	100,000.00	100,000.00	0.00
Total Expenses		360,493.19	910,309.09	6,080,000.00	5,169,690.91	14.97
Net Totals		-181,476.48	413,542.39	0.00	-413,542.39	

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
401-00-41110-000-000 Tax Increments - TID #1	0.00	439,445.30	1,257,319.00	-817,873.70	34.95
TAXES	0.00	439,445.30	1,257,319.00	-817,873.70	34.95
401-00-43401-000-000 Personal Property Aid - TID #1	0.00	0.00	3,203.00	-3,203.00	0.00
401-00-43430-000-000 TID Exempt Computer Aid	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES	0.00	0.00	3,203.00	-3,203.00	0.00
Total Revenues	0.00	439,445.30	1,260,522.00	-821,076.70	34.86

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
401-00-51500-000-000	Professional Services - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-51510-000-000	Administrative Costs - TID #1	0.00	0.00	150.00	150.00	0.00
GENERAL GOVERNMENT		0.00	0.00	150.00	150.00	0.00
401-00-56700-000-000	Site Preparation - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-56700-700-000	Grant-Toonen Development TID 1	0.00	0.00	393,000.00	393,000.00	0.00
401-00-56700-701-000	Grant-Gregorski 22 LLC	0.00	0.00	16,000.00	16,000.00	0.00
401-00-56700-702-000	Grant-Asterion LLC	0.00	0.00	190,000.00	190,000.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	599,000.00	599,000.00	0.00
401-00-57100-000-000	Property Acquisition - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-57200-000-000	Street Improvements - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-57300-000-000	Utility Improvements - TID #1	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
401-00-58100-000-000	G.O. Debt Principal - TID #1	0.00	0.00	85,000.00	85,000.00	0.00
401-00-58290-000-000	G.O. Debt Interest - TID #1	0.00	0.00	16,975.00	16,975.00	0.00
DEBT SERVICE		0.00	0.00	101,975.00	101,975.00	0.00
401-00-59100-000-000	Transfer Out	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	0.00	701,125.00	701,125.00	0.00
Net Totals		0.00	439,445.30	559,397.00	119,951.70	78.56

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
402-00-41110-000-000 Tax Increments - TID #2	0.00	209,945.38	623,200.00	-413,254.62	33.69
TAXES	0.00	209,945.38	623,200.00	-413,254.62	33.69
402-00-46850-000-000 Economic Development	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
402-00-49100-000-000 Transfer In	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	209,945.38	623,200.00	-413,254.62	33.69

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
402-00-51500-000-000	Professional Services-TID #2	0.00	0.00	20,000.00	20,000.00	0.00
402-00-51510-000-000	Administrative Costs - TID #2	0.00	865.00	150.00	-715.00	576.67
GENERAL GOVERNMENT		0.00	865.00	20,150.00	19,285.00	4.29
402-00-56700-000-000	Site Preparation - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-56700-700-000	Grant-Premier Harrison LLC	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
402-00-57100-000-000	Property Acquisition - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-57200-000-000	Street Improvements - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-57300-000-000	Utility Improvements - TID #2	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
402-00-58100-000-000	G.O. Debt Principal - TID #2	0.00	0.00	86,871.00	86,871.00	0.00
402-00-58290-000-000	G.O. Debt Interest - TID #2	0.00	0.00	85,011.00	85,011.00	0.00
DEBT SERVICE		0.00	0.00	171,882.00	171,882.00	0.00
Total Expenses		0.00	865.00	192,032.00	191,167.00	0.45
Net Totals		0.00	209,080.38	431,168.00	222,087.62	48.49

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
403-00-41110-000-000 Tax Increments - TID #3	0.00	0.00	0.00	0.00	0.00
TAXES	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
403-00-51500-000-000	Professional Services-TID #3	0.00	0.00	0.00	0.00	0.00
403-00-51510-000-000	Administrative Costs - TID #3	0.00	0.00	150.00	150.00	0.00
GENERAL GOVERNMENT		0.00	0.00	150.00	150.00	0.00
403-00-56700-000-000	Site Preparation - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-56700-700-000	Grant-Driscoll Properties LLC	0.00	0.00	40,000.00	40,000.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	40,000.00	40,000.00	0.00
403-00-57100-000-000	Property Acquisition - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-57200-000-000	Street Improvements - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-57300-000-000	Utility Improvements - TID #3	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	0.00	40,150.00	40,150.00	0.00
Net Totals		0.00	0.00	-40,150.00	-40,150.00	

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
404-00-41110-000-000 Tax Increments - TID #4	0.00	425,362.63	1,372,900.00	-947,537.37	30.98
TAXES	0.00	425,362.63	1,372,900.00	-947,537.37	30.98
Total Revenues	0.00	425,362.63	1,372,900.00	-947,537.37	30.98

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
404-00-51500-000-000	Professional Services-TID #4	0.00	0.00	0.00	0.00	0.00
404-00-51510-000-000	Administrative Costs - TID #4	0.00	0.00	150.00	150.00	0.00
GENERAL GOVERNMENT		0.00	0.00	150.00	150.00	0.00
404-00-56700-000-000	Site Preparation - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-56700-700-000	Grant-Quattro Development LLC	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
404-00-57100-000-000	Property Acquisition - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-57200-000-000	Street Improvements - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-57300-000-000	Utility Improvements - TID #4	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	0.00	150.00	150.00	0.00
Net Totals		0.00	425,362.63	1,372,750.00	947,387.37	30.99

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
405-00-41110-000-000 Tax Increments - TID #5	0.00	0.00	0.00	0.00	0.00
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TAXES	0.00	0.00	0.00	0.00	0.00
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Total Revenues	0.00	0.00	0.00	0.00	0.00
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Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
405-00-51500-000-000	Professional Services-TID #5	0.00	0.00	0.00	0.00	0.00
405-00-51510-000-000	Administrative Costs - TID #5	0.00	2,845.21	0.00	-2,845.21	0.00
GENERAL GOVERNMENT		0.00	2,845.21	0.00	-2,845.21	0.00
405-00-56700-000-000	Site Preparation - TID #5	1,275.00	4,496.00	0.00	-4,496.00	0.00
CONSERVATION AND DEVELOPMENT		1,275.00	4,496.00	0.00	-4,496.00	0.00
405-00-57100-000-000	Property Acquisition - TID #5	0.00	0.00	0.00	0.00	0.00
405-00-57200-000-000	Street Improvements - TID #5	0.00	0.00	0.00	0.00	0.00
405-00-57300-000-000	Utility Improvements - TID #5	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
405-00-58100-000-000	G.O. Debt Principal - TID #5	0.00	0.00	0.00	0.00	0.00
405-00-58290-000-000	G.O. Debt Interest - TID #5	0.00	0.00	27,530.00	27,530.00	0.00
DEBT SERVICE		0.00	0.00	27,530.00	27,530.00	0.00
Total Expenses		1,275.00	7,341.21	27,530.00	20,188.79	26.67
Net Totals		-1,275.00	-7,341.21	-27,530.00	-20,188.79	26.67

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
406-00-41110-000-000 Tax Increments - TID #6	0.00	1,901.21	5,400.00	-3,498.79	35.21
TAXES	0.00	1,901.21	5,400.00	-3,498.79	35.21
Total Revenues	0.00	1,901.21	5,400.00	-3,498.79	35.21

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
406-00-51500-000-000	Professional Services-TID #6	0.00	0.00	0.00	0.00	0.00
406-00-51510-000-000	Administrative Costs - TID #6	0.00	0.00	1,000.00	1,000.00	0.00
GENERAL GOVERNMENT		0.00	0.00	1,000.00	1,000.00	0.00
406-00-56700-000-000	Site Preparation - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-56700-700-000	Grant-WI Wealth Management	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
406-00-57100-000-000	Property Acquisition - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-57200-000-000	Street Improvements - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-57300-000-000	Utility Improvements - TID #6	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	0.00	1,000.00	1,000.00	0.00
Net Totals		0.00	1,901.21	4,400.00	2,498.79	43.21

Fund: 610 - WATER UTILITY

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
610-00-41900-000-000	Interest Income	8,374.36	17,363.05	111,920.00	-94,556.95	15.51
TAXES		8,374.36	17,363.05	111,920.00	-94,556.95	15.51
610-00-46101-000-000	Residential Metered Sales	77,825.17	164,849.37	1,020,910.00	-856,060.63	16.15
610-00-46102-000-000	Commercial Metered Sales	7,563.09	15,897.36	105,500.00	-89,602.64	15.07
610-00-46103-000-000	Industrial Metered Sales	0.00	0.00	0.00	0.00	0.00
610-00-46104-000-000	Public Authority Metered Sales	2,040.78	4,250.87	26,710.00	-22,459.13	15.91
610-00-46105-000-000	Multifamily Metered Sales	9,831.60	20,758.77	116,600.00	-95,841.23	17.80
610-00-46106-000-000	Irrigation Metered Sales	22.21	44.05	270.00	-225.95	16.31
610-00-46200-000-000	Private Fire Protection Servic	1,620.00	3,240.00	19,100.00	-15,860.00	16.96
610-00-46300-000-000	Public Fire Protection Service	18,634.46	36,907.09	219,840.00	-182,932.91	16.79
PUBLIC CHARGES FOR SERVICES		117,537.31	245,947.51	1,508,930.00	-1,262,982.49	16.30
610-00-47000-000-000	Forfeited Discounts	211.69	416.39	2,380.00	-1,963.61	17.50
610-00-47400-000-000	Other Water Revenue	75.00	625.00	4,670.00	-4,045.00	13.38
INTERGOV'T CHARGES FOR SERV		286.69	1,041.39	7,050.00	-6,008.61	14.77
Total Revenues		126,198.36	264,351.95	1,627,900.00	-1,363,548.05	16.24

Fund: 610 - WATER UTILITY

Account Number	2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
610-00-57408-000-000 Taxes	0.00	0.00	70,360.00	70,360.00	0.00
610-00-57601-000-000 Purchased Water - COA / FC	0.00	0.00	861,290.00	861,290.00	0.00
610-00-57640-000-000 Operation Labor	8,185.52	20,450.66	108,000.00	87,549.34	18.94
610-00-57641-000-000 Operation Supplies & Expenses	4,163.99	4,285.40	22,500.00	18,214.60	19.05
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	2,321.28	2,705.90	90,000.00	87,294.10	3.01
610-00-57653-000-000 Maintenance of Meters	0.00	0.00	7,000.00	7,000.00	0.00
610-00-57654-000-000 Maintenance of Hydrants	0.00	0.00	5,000.00	5,000.00	0.00
610-00-57901-000-000 Meter Reading Labor	0.00	0.00	0.00	0.00	0.00
610-00-57902-000-000 Accounting & Collecting Labor	4,228.80	10,572.00	63,000.00	52,428.00	16.78
610-00-57903-000-000 Supplies and Expenses	3,000.00	3,000.00	11,000.00	8,000.00	27.27
610-00-57920-000-000 Admin & General Salaries	2,814.40	6,371.44	33,000.00	26,628.56	19.31
610-00-57921-000-000 Office Supplies & Expenses	1,017.52	1,095.01	15,000.00	13,904.99	7.30
610-00-57923-000-000 Outside Services Employed	1,404.97	2,854.97	85,000.00	82,145.03	3.36
610-00-57924-000-000 Insurance Expense	0.00	9,946.55	13,750.00	3,803.45	72.34
610-00-57925-000-000 Payroll Tax - FICA	1,055.85	2,547.19	15,000.00	12,452.81	16.98
610-00-57926-000-000 Employee Pensions & Benefits	1,174.48	8,195.82	40,000.00	31,804.18	20.49
610-00-57928-000-000 Regulatory Commission Expenses	0.00	0.00	2,000.00	2,000.00	0.00
610-00-57930-000-000 Miscellaneous General Expense	196.98	254.15	10,000.00	9,745.85	2.54
610-00-57933-000-000 Transportation Expense	160.37	160.37	4,710.00	4,549.63	3.40
610-00-57935-000-000 Maintenance of General Plant	170.00	355.00	6,000.00	5,645.00	5.92
610-00-57950-000-000 Depreciation Expense	0.00	0.00	235,530.00	235,530.00	0.00
CAPITAL OUTLAY	29,894.16	72,794.46	1,713,140.00	1,640,345.54	4.25
Total Expenses	29,894.16	72,794.46	1,713,140.00	1,640,345.54	4.25
Net Totals	96,304.20	191,557.49	-85,240.00	-276,797.49	-224.73

Fund: 620 - SEWER UTILITY

Account Number		2025 February	2025 Actual 02/28/2025	2025 Budget	Budget Status	% of Budget
620-00-46221-000-000	Residential Measured Service	79,300.82	166,791.06	930,010.00	-763,218.94	17.93
620-00-46222-000-000	Commercial Measured Service	7,989.24	16,690.95	105,060.00	-88,369.05	15.89
620-00-46223-000-000	Industrial Measured Service	0.00	0.00	0.00	0.00	0.00
620-00-46224-000-000	Public Authority Measured Svc	2,812.83	5,466.98	27,580.00	-22,113.02	19.82
620-00-46225-000-000	Multifamily Measured Service	11,379.94	23,772.15	136,100.00	-112,327.85	17.47
PUBLIC CHARGES FOR SERVICES		101,482.83	212,721.14	1,198,750.00	-986,028.86	17.75
620-00-47631-000-000	Forfeited Discounts	178.62	350.00	1,980.00	-1,630.00	17.68
620-00-47635-000-000	Other Sewer Revenue	8,440.00	14,620.00	50,000.00	-35,380.00	29.24
620-00-47640-000-000	Interest Income	14,887.75	30,867.64	176,640.00	-145,772.36	17.47
INTERGOV'T CHARGES FOR SERV		23,506.37	45,837.64	228,620.00	-182,782.36	20.05
Total Revenues		124,989.20	258,558.78	1,427,370.00	-1,168,811.22	18.11

Fund: 620 - SEWER UTILITY

Account Number		2025	2025	2025	Budget Status	% of Budget
		February	Actual 02/28/2025	Budget		
620-00-57820-000-000	Supervision & Labor	8,572.88	21,270.96	130,000.00	108,729.04	16.36
620-00-57821-000-000	Fuel/Power Purchase - Pumping	2,280.41	2,280.41	26,660.00	24,379.59	8.55
620-00-57827-000-000	Operation Supplies & Expenses	2,005.81	2,417.24	17,500.00	15,082.76	13.81
620-00-57828-000-000	Transportation Expense	160.38	160.38	4,710.00	4,549.62	3.41
620-00-57829-000-000	Sewerage Treatment Charges	0.00	46,898.39	296,940.00	250,041.61	15.79
620-00-57831-000-000	Maintenance Sewage Collect Sys	0.00	0.00	115,000.00	115,000.00	0.00
620-00-57832-000-000	Maint Collection Syst Pumping	4,881.03	4,881.03	25,000.00	20,118.97	19.52
620-00-57834-000-000	Maintenance of General Plant	170.00	355.00	6,000.00	5,645.00	5.92
620-00-57840-000-000	Accounting & Collecting Labor	4,228.80	10,572.00	65,000.00	54,428.00	16.26
620-00-57842-000-000	Meter Reading Labor	0.00	0.00	0.00	0.00	0.00
620-00-57850-000-000	Admin & General Salaries	2,814.40	6,371.44	35,000.00	28,628.56	18.20
620-00-57851-000-000	Office Supplies & Expenses	4,029.61	4,107.11	27,500.00	23,392.89	14.93
620-00-57852-000-000	Outside Services Employed	1,594.98	3,044.98	85,000.00	81,955.02	3.58
620-00-57853-000-000	Insurance Expense	0.00	9,946.55	13,750.00	3,803.45	72.34
620-00-57854-000-000	Employee Pensions & Benefits	1,201.40	8,252.89	35,000.00	26,747.11	23.58
620-00-57855-000-000	Payroll Tax - FICA	1,085.36	2,607.43	15,500.00	12,892.57	16.82
620-00-57856-000-000	Miscellaneous General Expense	174.49	231.66	10,000.00	9,768.34	2.32
620-00-57870-000-000	NMSC Capital Charges-Int Exp	0.00	3,377.00	16,270.00	12,893.00	20.76
620-00-57875-000-000	NMSC Capital Charges-Amort Exp	0.00	13,633.00	83,400.00	69,767.00	16.35
620-00-57950-000-000	Depreciation Expense	0.00	0.00	288,690.00	288,690.00	0.00
CAPITAL OUTLAY		33,199.55	140,407.47	1,296,920.00	1,156,512.53	10.83
Total Expenses		33,199.55	140,407.47	1,296,920.00	1,156,512.53	10.83
Net Totals		91,789.65	118,151.31	130,450.00	12,298.69	90.57

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager & Jeff Funk,
Operations Manager

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Parks and Trails Report

Issue: None

Background and Additional Information:

1. Parks staff has been working with Public Works staff on removal and cleanup of trees along Harrison Road and the Fire Lanes.
2. Removal of trees and stumps from Village property for the future fire station.
3. Kickoff meeting with Kimberly School District, River of Surge, and McMahon to start design of the new park building at Farmers Field. The goal is to have concepts to review with High School Industrial Arts Team in two weeks and then start the detailed design.
4. 3-D design of Rennwood Park playground wrapped up beginning of April.
5. Pickle Ball nets scheduled to be installed around April 15, weather dependent. Normally they are not installed until May 1.
6. Exploring adding slats to the fencing at Pickle Ball courts to cut down the wind and be more durable.

Budget Impacts: None

Recommended Action: None

Attachments:

a. None

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager & Jeff Funk,
Operations Manager

VILLAGE OF HARRISON

Meeting Date: 2/25/25

Title: Public Works/Engineering

Issue: None

Background and Additional Information:

1. Pot hole patching
2. Culvert clean out of ice dams around the village
3. Prescribed burns on 1 of 3 pond locations completed.
4. New snowplow truck purchased in 2024 going to Monroe Truck to get salt box and brine sprayer system installed.
5. Tree and Brush cleanup around village
6. Grind compost at Yard Waste Site. Yard Waste Site opens March 31.
7. Follow-up on drainage concerns around the village.

Budget Impacts: None

Recommended Action: None

Attachments:

a. None

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: March 25, 2025

Title:

Clerk Report

Issue:

None

Background and Additional Information:

Besides enjoying a week of vacation, the Clerk worked on the following since the last report:

- Preparation for the Spring Election. This includes scheduling, creating and publishing election notices, approving and ordering ballot orders, maintaining the voter registrations, and programming and pre-testing the voting equipment.
 - 900+ absentee ballots have been mailed.
 - In-person absentee voting is during office hours March 18th through March 27th.
- Fulfilling six open records requests, most requesting historical or extensive records.
- Assisting with re-writing Municipal Code Ch 2 - reviewing multiple drafts, researching statutes and related ordinances, and suggesting edits.
- Supporting co-workers by proofing documents, locating information, and proposing ideas and solutions in various situations.
- Providing information to be updated on the website.
- Doing follow-up tasks from the last board meeting.
- Attending various meetings – CVMIC, auditor, weekly dept. heads, and managers.

Budget Impacts:

None

Recommended Action:

None

Attachments:

None

VILLAGE BOARD MEETING

From:

Brandon Barlow, Utilities Office Manager

VILLAGE OF HARRISON

Meeting Date:

March 25, 2025

Title:

Harrison Utilities

Issue:

Monthly Report to the Board

Background and Additional Information:

1. **2025 Meter Change, Clear Water Inspection, and Residential Cross Connection Survey Program:** Staff continue to schedule and complete the appointments for the program. Third notices were mailed out to those customers who had not yet responded as of 3/10/25. As of 3/17/25, 114 of the 147 (78%) planned appointments for 2025 have been completed.
2. **Generator Maintenance & Upgrades:** Harrison Utilities has standby generators at the three primary sanitary sewer lift stations (#1, #4, & #6). These generators automatically turn on when a loss of power occurs at a lift station to ensure that the pumps continue to operate. There are also two towable generators which can be brought to the remaining lift stations (#2 & #3), as those stations do not have accommodations for a standby generator. Routine maintenance was conducted by Critical Power Services LLC on the generator at LS #1 as well as the two towable generators. Additionally, the wiring on one of the towable generators was upgraded to three phase power in order to make it compatible with the wiring at all the lift stations.
3. **Neenah-Menasha Sewerage Commission (NMSC):** A regular meeting of the NMSC was held on Tuesday, March 25th. Agendas and minutes for the meetings of the Neenah-Menasha Sewerage Commission are available at www.nmscwwtp.com
4. **Permits Issued in February:**
 - 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)	3	0	0
Total	3	0	0

- b. Sanitary Sewer & Watermain Permit: *None*

Budget Impacts:
None

Recommended Action:
None

Attachments:
None

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Village Clerk and
Alissa Van Eperen, Finance Director

Meeting Date: 3/25/2025

Title: Bills and Claims – February 2025.

Issue: None

Background and Additional Information:

Budget Impacts:

None

Recommended Action:

Motion to approve the Bills and Claims for February 2025.

Attachments:

February 2025 Check Registers

Bills & Claims - Village

Section 10, Item a.

3/19/2025 4:17 PM Reprint Check Register - Full Report - ALL Page: 1
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	2/03/2025	INTERNAL REVENUE SERVICE-PAYROLL TAXES	
		EMPLOYEE SOCIAL SECURITY 1/30/25	Manual Check
100-00-21020-000-000		Social Security Taxes Payable	5,441.76
		EMPLOYEE SOCIAL SECURITY 1/30/25	
100-00-21020-000-000		Social Security Taxes Payable	1,272.69
		EMPLOYEE MEDICARE 1/30/25	
100-00-21020-000-000		Social Security Taxes Payable	5,441.76
		EMPLOYER LIABILITY SOCIAL SEC 1/30/25	
100-00-21020-000-000		Social Security Taxes Payable	1,272.69
		EMPLOYER LIABILITY MEDICARE 1/30/25	
100-00-21030-000-000		U.S. Withholding Taxes Payable	4,582.05
		FED INCOME TAXES 1/30/25	
		Total	18,010.95
EFT	2/06/2025	PITNEY BOWES BANK INC RESERVE ACCOUNT	
		ADDING MONEY POSTAGE ACCOUNT 15025158	Manual Check
100-02-51400-400-005		Gen. Admin - Postage	1,000.00
		ADDING MONEY POSTAGE ACCOUNT 15025158	
		Total	1,000.00
EFT	2/04/2025	VOXTELESYS, LLC	
		TRUNK UNLMTD SRVR HOST LOCALE911	Manual Check
100-02-51400-400-006		Gen. Admin - Service Contracts	246.68
		TRUNK UNLMTD SRVR HOST LOCALE911 462132	
		Total	246.68
EFT	2/03/2025	DELTA DENTAL	
		HWY DEPT FEB	Manual Check
100-09-53311-200-000		Hwy Dept - Benefits	842.89
		HWY DEPT FEB 2277235	
100-02-51400-200-000		Gen. Admin - Benefits	592.94
		CLERK MANAGER OFFICE ASST FEB 2277235	
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER FEB 2277235	
100-06-52200-200-000		Fire Dept - Benefits	120.57
		FIRE FEB 2277235	
100-00-14500-000-000		Due from Harrison Utilities	441.35
		UTILITIES FEB 2025 DELTA DENTAL 887171	
		Total	1,997.75

Bills and Claims - Tax Account

Section 10, Item a.

3/19/2025 4:19 PM Reprint Check Register - Full Report - ALL Page: 1
ACCT

TAX CHECKING NICOLET VOH

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
3144	2/12/2025	ALLAN OR RACHELLE VANLINN	
		2024 TAX REFUND PARCEL 41714	
100-00-12010-000-000		Current Prop. Taxes Receivable	2,683.07
		2024 TAX REFUND PARCEL 41714	
		Total	2,683.07
3145	2/12/2025	APPLETON SCHOOL DISTRICT	
		FEBRUARY 2025 SETTLEMENT TO APPLETON	
100-00-24045-000-000		Due to Appleton School - Taxes	511,484.01
		FEBRUARY 2025 SETTLEMENT TO APPLETON	
		Total	511,484.01
3146	2/12/2025	ASSOCIATED BANK	
		2024 TAX REFUND PARCEL 43498	
100-00-12010-000-000		Current Prop. Taxes Receivable	78.16
		2024 TAX REFUND PARCEL 43498	
		Total	78.16
3147	2/12/2025	BRANDON OR ELIZABETH LUNDT	
		2024 TAX REFUND PARCEL 45768	
100-00-12010-000-000		Current Prop. Taxes Receivable	4,720.10
		2024 TAX REFUND PARCEL 45768	
		Total	4,720.10
3148	2/12/2025	BRIAN KOLLATZ OR EMILY MENGERT	
		2024 TAX REFUND PARCEL 33400	
100-00-12010-000-000		Current Prop. Taxes Receivable	154.99
		2024 TAX REFUND PARCEL 33400	
		Total	154.99
3149	2/12/2025	CALUMET COUNTY TREASURER	
		FEBRUARY 2025 SETTLEMENT TO COUNTY	
100-00-24010-000-000		Due to County - Tax Apprtnmnt	2,447,070.76
		FEBRUARY 2025 SETTLEMENT TO COUNTY	
		Total	2,447,070.76
3150	2/12/2025	DARBOY SANITARY DISTRICT	
		2025 PUBLIC FIRE PROTECTION CHARGE	
100-00-24060-000-000		Due to Darboy Sanitary - Taxes	145,552.00
		2025 PUBLIC FIRE PROTECTION CHARGE	

Bills and Claims - Tax Account

Section 10, Item a.

3/19/2025 4:19 PM

Reprint Check Register - Full Report - ALL

Page: 2
ACCT

TAX CHECKING NICOLET VOH

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			145,552.00
3151	2/12/2025	DUSTIN OR MELINDA LIEBHABER	
2024 TAX REFUND PARCEL 35386			
100-00-12010-000-000		Current Prop. Taxes Receivable	1,974.08
2024 TAX REFUND PARCEL 35386			
Total			1,974.08
3152	2/12/2025	ERIC STECKER SIMON OR MICHAELA VANHANDEL	
2024 TAX REFUND PARCEL 38636			
100-00-12010-000-000		Current Prop. Taxes Receivable	3,437.89
2024 TAX REFUND PARCEL 38636			
Total			3,437.89
3153	2/12/2025	FIRST STATE BANK	
2024 TAX REFUND PARCEL 40344			
100-00-12010-000-000		Current Prop. Taxes Receivable	8,985.15
2024 TAX REFUND PARCEL 40344			
Total			8,985.15
3154	2/12/2025	FOX CROSSING UTILITIES	
J KNAACK,8786 N ONEIDA RD,10-131-3989400			
100-00-24066-000-000		Due to Fox Crossing - Taxes	794.40
J KNAACK,8786 N ONEIDA RD,10-131-3989400			
Total			794.40
3155	2/12/2025	FOX VALLEY TECHNICAL COLLEGE	
FEBRUARY 2025 SETTLEMENT TO FVTC			
100-00-24050-000-000		Due to Fox Valley Tech - Taxes	484,946.02
FEBRUARY 2025 SETTLEMENT TO FVTC			
Total			484,946.02
3156	2/12/2025	HARRISON UTILITIES	
2024 TAX ROLL ASSESS, DELINQ			
100-00-24055-000-000		Due to Harrison Utilities- Tax	2,035.53
2024 DELINQ WATER ON TAX ROLL			
100-00-24055-000-000		Due to Harrison Utilities- Tax	2,010.12
2024 DELINQ SEWER ON TAX ROLL			
100-00-24055-000-000		Due to Harrison Utilities- Tax	448.63
2024 DELINQ PUBLIC FIRE ON TAX ROLL			

Bills and Claims - Tax Account

Section 10, Item a.

3/19/2025 4:19 PM Reprint Check Register - Full Report - ALL Page: 3
ACCT

TAX CHECKING NICOLET VOH

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-24055-000-000	2/01/2025	Due to Harrison Utilities- Tax PARCEL 44078 D GRAY ASSESSMENT	1,230.00
100-00-24055-000-000	2/01/2025	Due to Harrison Utilities- Tax PARCEL 44076 N MORALES ASSESSMENT	1,230.00
Total			6,954.28
3157	2/12/2025	HILBERT SCHOOL DISTRICT FEBRUARY 2025 SETTLEMENT TO HILBERT	
100-00-24043-000-000	2/12/2025	Due to Hilbert School - Taxes FEBRUARY 2025 SETTLEMENT TO HILBERT	247,992.39
Total			247,992.39
3158	2/12/2025	JAMES OR JAMIE MCMAHON 2024 TAX REFUND PARCEL 37544	
100-00-12010-000-000	2/12/2025	Current Prop. Taxes Receivable 2024 TAX REFUND PARCEL 37544	2,450.63
Total			2,450.63
3159	2/12/2025	JEAN KESSLER 2024 TAX REFUND PARCEL 40664	
100-00-12010-000-000	2/12/2025	Current Prop. Taxes Receivable 2024 TAX REFUND PARCEL 40664	31.09
Total			31.09
3160	2/12/2025	JORDAN OR OLIVIA FISCHER 2024 TAX REFUND PARCEL 46272	
100-00-12010-000-000	2/12/2025	Current Prop. Taxes Receivable 2024 TAX REFUND PARCEL 46272	154.99
Total			154.99
3161	2/12/2025	KAUKAUNA SCHOOL DISTRICT FEBRUARY 2025 SETTLEMENT TO KAUKAUNA	
100-00-24042-000-000	2/12/2025	Due to Kaukauna School - Taxes FEBRUARY 2025 SETTLEMENT TO KAUKAUNA	727,573.99
Total			727,573.99
3162	2/12/2025	KIMBERLY SCHOOL DISTRICT FEBRUARY 2025 SETTLEMENT TO KIMBERLY	
100-00-24041-000-000	2/12/2025	Due to Kimberly School - Taxes FEBRUARY 2025 SETTLEMENT TO KIMBERLY	2,401,577.61

Bills and Claims - Tax Account

Section 10, Item a.

3/19/2025 4:19 PM

Reprint Check Register - Full Report - ALL

Page: 4
ACCT

TAX CHECKING NICOLET VOH

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			2,401,577.61
3163	2/12/2025	LAWRENCE OR CAROL KAUER	
2024 TAX REFUND PARCEL 39254			
100-00-12010-000-000		Current Prop. Taxes Receivable	791.78
2024 TAX REFUND PARCEL 39254			
Total			791.78
3164	2/12/2025	LERETA LLC	
2024 TAX REFUND PARCEL 33824			
100-00-12010-000-000		Current Prop. Taxes Receivable	4,265.01
2024 TAX REFUND PARCEL 33824			
Total			4,265.01
3165	2/12/2025	OSCAR NAVARRO	
2024 TAX REFUND PARCEL 36686			
100-00-12010-000-000		Current Prop. Taxes Receivable	5.74
2024 TAX REFUND PARCEL 36686			
Total			5.74
3166	2/12/2025	STOCKBRIDGE SCHOOL DISTRICT	
FEBRUARY 2025 SETTLEMENT TO STOCKBRIDGE			
100-00-24044-000-000		Due to Stockbrdge Schl - Taxes	3,144.09
FEBRUARY 2025 SETTLEMENT TO STOCKBRIDGE			
Total			3,144.09
3167	2/12/2025	TODD OR SARAH JOHNSON	
2024 TAX REFUND PARCEL 37820			
100-00-12010-000-000		Current Prop. Taxes Receivable	154.99
2024 TAX REFUND PARCEL 37820			
Total			154.99
3168	2/12/2025	WILLIAM PETERSON OR REBECCA WIEGMAN	
2024 TAX REFUND PARCEL 43110			
100-00-12010-000-000		Current Prop. Taxes Receivable	5.36
2024 TAX REFUND PARCEL 43110			
Total			5.36
3169	2/12/2025	ZACHARY PRENDERGAST	
2024 TAX REFUND PARCEL 44650			

Bills and Claims - Tax Account

Section 10, Item a.

3/19/2025 4:19 PM Reprint Check Register - Full Report - ALL Page: 5
ACCT

TAX CHECKING NICOLET VOH

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-12010-000-000		Current Prop. Taxes Receivable	48.00
		2024 TAX REFUND PARCEL 44650	
		Total	48.00
		Grand Total	7,007,030.58

Bills and Claims - Tax Account

Section 10, Item a.

3/19/2025 4:19 PM Reprint Check Register - Full Report - ALL Page: 6
ACCT

TAX CHECKING NICOLET VOH

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	7,007,030.58
Total Expenditure from all Funds	7,007,030.58

PAYROLL

Section 10, Item a.

3/19/2025 4:19 PM Reprint Check Register - Full Report - ALL Page: 34
ACCT

NICOLET (INVESTORS) BANK VOH Payroll Checks
Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	71,306.52
Total Expenditure from Fund # 610 - WATER UTILITY	15,228.72
Total Expenditure from Fund # 620 - SEWER UTILITY	15,616.08
Total Expenditure from all Funds	102,151.32

3/19/20254:21 PMReprint Check Register - Full Report - ALL

Page: 1
ACCT

UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 2/01/2025From Account:

Thru: 2/28/2025Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	2/03/2025	PSN INVOICE - UTILITIES	Ⓢ
JAN 2025 PSN Monthly Fee		Manual Check	
610-00-57923-000-000		Outside Services Employed	24.97
JAN 2025 PSN Monthly Fee		305907	
620-00-57852-000-000		Outside Services Employed	24.98
JAN 2025 PSN Monthly Fee		305907	
		Total	49.95
		Grand Total	49.95

3/19/20254:21 PMReprint Check Register - Full Report - ALL

Page:2

ACCT

UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From:2/01/2025From Account:

Thru:2/28/2025Thru 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

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM

Reprint Check Register - Full Report - ALL

Page: 1

ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	2/05/2025	ADVANCE AUTO PARTS	☺
1/2/25 F450 Oil & Filter		Manual Check	
610-00-57933-000-000		Transportation Expense	20.99
1/2/25 F450 Oil & Filter		6504500219443	
620-00-57828-000-000		Transportation Expense	21.00
1/2/25 F450 Oil & Filter		6504500219443	
		Total	41.99
EFT	2/05/2025	MARCO TECHNOLOGIES LLC - UTILITIES	☺
1/27/25 Copier Lease		Manual Check	
610-00-57921-000-000		Office Supplies & Expenses	90.87
1/27/25 Copier Lease		38422956	
620-00-57851-000-000		Office Supplies & Expenses	90.87
1/27/25 Copier Lease		38422956	
610-00-57921-000-000		Office Supplies & Expenses	58.88
1/27/25 Usage charges		38422956	
620-00-57851-000-000		Office Supplies & Expenses	58.89
1/27/25 Usage charges		38422956	
		Total	299.51
EFT	2/05/2025	KWIK TRIP - UTILITIES	☺
1/27/25 Fuel		Manual Check	
610-00-57933-000-000		Transportation Expense	139.38
1/27/25 Fuel		NP67815243	
620-00-57828-000-000		Transportation Expense	139.38
1/27/25 Fuel		NP67815243	
610-00-57641-000-000		Operation Supplies & Expenses	5.38
1/24/25 Ice for Samples		NP67815243	
		Total	284.14
EFT	2/05/2025	THE HOME DEPOT - UTILITIES	☺
9511018 1/2/25 CS Supplies		Manual Check	
610-00-57641-000-000		Operation Supplies & Expenses	9.94
9511018 1/2/25 CS Supplies			
610-00-57641-000-000		Operation Supplies & Expenses	20.06
1014458 1/30/25 Shop Supplies			
620-00-57827-000-000		Operation Supplies & Expenses	20.07
1014458 1/30/25 Shop Supplies			
		Total	50.07

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM

Reprint Check Register - Full Report - ALL

Page: 2

ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	2/07/2025	WE ENERGIES - 00003	
0705461764-00003		COA Mtr #2 - Electric	Manual Check
610-00-57641-000-000		Operation Supplies & Expenses	446.78
0705461764-00003		COA Mtr #2 - Electric 02072025-00003	
		Total	446.78
EFT	2/13/2025	WE ENERGIES - 00006	
0705461764-00006		Fox Crsng Mtr - Elec	Manual Check
610-00-57641-000-000		Operation Supplies & Expenses	19.29
0705461764-00006		Fox Crsng Mtr - Elec 02132025-00006	
		Total	19.29
EFT	2/13/2025	WE ENERGIES - 00010	
0705461764-00010		LS#4 - Gas	Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	80.97
0705461764-00010		LS#4 - Gas 02132025-00010	
		Total	80.97
EFT	2/24/2025	WE ENERGIES - 00007	
0705461764-00007		LS#6 Electric & Gas	Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	152.01
0705461764-00007		LS#6 Electric & Gas 02242025-00007	
		Total	152.01
EFT	2/24/2025	WE ENERGIES - 00004	
0705461764-00004		LS#3 Electric	Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	131.77
0705461764-00004		LS#3 Electric 02242025-00004	
		Total	131.77
EFT	2/25/2025	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 153078301020725	
620-00-57851-000-000		Office Supplies & Expenses	65.00
Acct# 8348 10 427 0026135		Internet 153078301020725	
		Total	129.99
EFT	2/25/2025	MENASHA UTILITIES	
ACCT#3266037-00		Elec Plank Rd-Meter Pit	Manual Check

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025

4:21 PM

Reprint Check Register - Full Report - ALL

Page: 3

ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
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	153.44
		ACCT#3265998-00 COA Water #1 Electric	
620-00-57821-000-000		Fuel/Power Purchase - Pumping	1,291.09
		ACCT#3265946-00 LS #4 Electric	
620-00-57827-000-000		Operation Supplies & Expenses	12.54
		ACCT#3265946-00 Storm Water Charge	
Total			1,468.41

EFT	2/26/2025	WE ENERGIES - 00005	
		0705461764-00005 HU Main - Gas	Manual Check
610-00-57921-000-000		Office Supplies & Expenses	211.89
		0705461764-00005 HU Main - Gas	02262025-00005
620-00-57851-000-000		Office Supplies & Expenses	211.90
		0705461764-00005 HU Main - Gas	02262025-00005
Total			423.79

EFT	2/26/2025	WE ENERGIES - 00002	
		0705461764-00002 LS#2 Electric	Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	86.16
		0705461764-00002 LS#2 Electric	02262025-00002
Total			86.16

EFT	2/26/2025	WE ENERGIES - 00001	
		0705461764-00001 LS#1 Electric & Gas	Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	538.41
		0705461764-00001 LS#1 Electric & Gas	02262025-00001
Total			538.41

EFT	2/26/2025	WE ENERGIES - 00009	
		0705461764-00009 HU Main - Electric	Manual Check
610-00-57921-000-000		Office Supplies & Expenses	393.35
		0705461764-00009 HU Main - Electric	02262025-00009
620-00-57851-000-000		Office Supplies & Expenses	393.35
		0705461764-00009 HU Main - Electric	02262025-00009
Total			786.70

EFT 2/24/2025 RELIANCE STANDARD LIFE INSURANCE COMPANY
UTILITIES MAR 2025 LIFE & DISABILITY Manual Check

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM Reprint Check Register - Full Report - ALL Page: 4
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57926-000-000		Employee Pensions & Benefits	116.08
		UTILITIES MAR 2025 LIFE & DISABILITY	
620-00-57854-000-000		Employee Pensions & Benefits	116.08
		UTILITIES MAR 2025 LIFE & DISABILITY	
Total			232.16
10912	2/05/2025	CITY OF MENASHA	
1/15/25		Share of 2024 Interceptor O&M	
			Previous Year Expense
620-00-57831-000-000		Maintenance Sewage Collect Sys	6,631.06
		1/15/25 Share of 2024 Interceptor O&M	
Total			6,631.06
10913	2/05/2025	CLEAN WATER TESTING LLC	
		Account #1505864	
610-00-57641-000-000		Operation Supplies & Expenses	134.40
		1/23/25 Monthly Water Bacteria Tests 9009830980	
610-00-57641-000-000		Operation Supplies & Expenses	518.00
		2/4/25 Quarterly DBP Samples 9009881423	
Total			652.40
10914	2/05/2025	COMMUNITY FIRST CU - VISA	
		1/29/25 Accts *7107, *6280, & *7123	
610-00-57921-000-000		Office Supplies & Expenses	24.67
		1/11/25 Amazon Office Supplies	
620-00-57851-000-000		Office Supplies & Expenses	24.68
		1/11/25 Amazon Office Supplies	
610-00-57641-000-000		Operation Supplies & Expenses	24.98
		1/11/25 Amazon Ops. Supplies	
620-00-57827-000-000		Operation Supplies & Expenses	24.99
		1/11/25 Amazon Ops. Supplies	
620-00-57827-000-000		Operation Supplies & Expenses	53.50
		1/1/25 AT&T LS1 Dialer	
620-00-57827-000-000		Operation Supplies & Expenses	53.50
		1/1/25 AT&T LS2 Dialer	
620-00-57827-000-000		Operation Supplies & Expenses	53.50
		1/1/25 AT&T LS3 Dialer	
610-00-57930-000-000		Miscellaneous General Expense	22.50
		1/21/25 Times-Villager Annual	

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM Reprint Check Register - Full Report - ALL Page: 5
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57856-000-000	1/21/25	Miscellaneous General Expense Times-Villager Annual	22.50
610-00-57921-000-000	1/22/25	Office Supplies & Expenses ADOBE MONTHLY SUBSCRIPTION	6.82
620-00-57851-000-000	1/22/25	Office Supplies & Expenses ADOBE MONTHLY SUBSCRIPTION	6.82
610-00-57921-000-000	1/20/25	Office Supplies & Expenses Costco Deposit Slips	13.56
620-00-57851-000-000	1/20/25	Office Supplies & Expenses Costco Deposit Slips	13.56
610-00-57641-000-000	1/15/25	Operation Supplies & Expenses Acme Tools	69.88
620-00-57827-000-000	1/15/25	Operation Supplies & Expenses Acme Tools	69.89
610-00-57641-000-000	1/22/25	Operation Supplies & Expenses Ebay Chlorine Meter Cover	44.63
Total			529.98
10915	2/05/2025	CRITICAL POWER SERVICES LLC 1/31/25 LS1 Generator Maint.	Ⓢ
620-00-57832-000-000	1/31/25	Maint Collection Syst Pumping LS1 Generator Maint. 1119	1,689.03
Total			1,689.03
10916	2/05/2025	DIGGERS HOTLINE, INC. Harrison Utilities WSD01	Ⓢ
610-00-57641-000-000	1/20/25	Operation Supplies & Expenses 2025 Prepayment Plan 250 1 34101 PREPAY	1,527.45
620-00-57827-000-000	1/20/25	Operation Supplies & Expenses 2025 Prepayment Plan 250 1 34101 PREPAY	1,527.45
Total			3,054.90
10917	2/05/2025	GFL ENVIRONMENTAL U30000172552	Ⓢ
610-00-57930-000-000		Miscellaneous General Expense COMMERCIAL TRASH DUMPSTER/RECY FEB U30000172552	61.32
620-00-57856-000-000		Miscellaneous General Expense COMMERCIAL TRASH DUMPSTER/RECY FEB U30000172552	61.32
Total			122.64

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM Reprint Check Register - Full Report - ALL Page: 6
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
10918	2/05/2025	MARTENSON & EISELE INC	Ⓢ
		Engineering Services through 12/31/24	Previous Year Expense
610-00-57923-000-000		Outside Services Employed	1,815.00
	1/9/25	HU Share Cedar View	
620-00-57852-000-000		Outside Services Employed	290.00
	1/9/25	HU Share Cedar View	
610-00-13143-000-000		Due from Developers	4,257.50
	1/9/25	Cedar View through 12/31/24	
620-00-13143-000-000		Due from Developers	4,257.50
	1/9/25	Cedar View through 12/31/24	
610-00-13143-000-000		Due from Developers	1,255.00
	1/9/25	Breezy Mdws through 12/31/24	
620-00-13143-000-000		Due from Developers	1,255.00
	1/9/25	Breezy Mdws through 12/31/24	
Total			13,130.00
10919	2/05/2025	POSTMASTER	Ⓢ
		Bulk Mailing Permit 68 Balance Reload	
610-00-57903-000-000		Supplies and Expenses	3,000.00
		POSTAGE FOR BILL CARD BULK MAILING	
620-00-57851-000-000		Office Supplies & Expenses	3,000.00
		POSTAGE FOR BILL CARD BULK MAILING	
Total			6,000.00
10920	2/05/2025	SERVICEMASTER BUILDING MAINTENANCE	Ⓢ
		2/1/25 FEB 2025 CLEANING SERVICE	
610-00-57935-000-000		Maintenance of General Plant	170.00
	2/1/25	FEB 2025 CLEANING SERVICE 46517	
620-00-57834-000-000		Maintenance of General Plant	170.00
	2/1/25	FEB 2025 CLEANING SERVICE 46517	
Total			340.00
10921	2/05/2025	TRUCK EQUIPMENT INC	Ⓢ
		Customer #99260 Village of Harrison	
610-00-18392-000-000		Transportation Equipment	862.50
	1/24/25	F-450 Safety Light Upgrade 1130630-00	
620-00-18393-000-000		Transportation Equipment	862.50
	1/24/25	F-450 Safety Light Upgrade 1130630-00	

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM Reprint Check Register - Full Report - ALL Page: 7
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-18392-000-000		Transportation Equipment	912.50
1/24/25 F-250		Safety Light Upgrade 1130629-00	
620-00-18393-000-000		Transportation Equipment	912.50
1/24/25 F-250		Safety Light Upgrade 1130629-00	
610-00-18392-000-000		Transportation Equipment	800.00
1/21/25 2023 F-150		Safety Light Upgrade 1130626-00	
620-00-18393-000-000		Transportation Equipment	800.00
1/21/25 2023 F-150		Safety Light Upgrade 1130626-00	
610-00-18392-000-000		Transportation Equipment	762.50
1/21/25 2015 F-150		Safety Light Upgrade 1130522-00	
620-00-18393-000-000		Transportation Equipment	762.50
1/21/25 2015 F-150		Safety Light Upgrade 1130522-00	
Total			6,675.00

10922	2/19/2025	CRANE ENGINEERING SALES INC	
1/30/25 LS#4		New Pumps & Check Valves	
620-00-18323-000-000		Electric Pumping Equipment	31,433.00
1/30/25 LS#4		New Pumps & Check Valves 482952-00	
Total			31,433.00

10923	2/19/2025	CRITICAL POWER SERVICES LLC	
2/6/25 Maint.		Towable Generators	
620-00-57832-000-000		Maint Collection Syst Pumping	3,192.00
2/6/25 Maint.		Towable Generators 1122	
Total			3,192.00

10924	2/19/2025	DONALD HIETPAS & SONS INC	
2/4/25 Repl.		Service N9188 Cedar Hollow	
610-00-57652-000-000		Maintenance of Services	2,321.28
2/4/25 Repl.		Service N9188 Cedar Hollow	
Total			2,321.28

10925	2/19/2025	MARTENSON & EISELE INC	
Engineering Services		through 1/31/25	
610-00-57923-000-000		Outside Services Employed	858.75
General Requests		through 1/31/25 64864	
620-00-57852-000-000		Outside Services Employed	858.75
General Requests		through 1/31/25 64864	
610-00-57923-000-000		Outside Services Employed	378.75
GIS Project		through 1/31/25 64865	

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM Reprint Check Register - Full Report - ALL Page: 8
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57852-000-000		Outside Services Employed	378.75
		GIS Project through 1/31/25	64865
610-00-13143-000-000		Due from Developers	1,028.75
		Breezy Meadows through 1/31/25	64854
620-00-13143-000-000		Due from Developers	1,028.75
		Breezy Meadows through 1/31/25	64854
610-00-13143-000-000		Due from Developers	3,345.00
		Cedar View Through 1/31/25	64855
620-00-13143-000-000		Due from Developers	3,345.00
		Cedar View Through 1/31/25	64855
610-00-13143-000-000		Due from Developers	368.75
		Woodland Lakes Cottages through 1/31/25	64863
620-00-13143-000-000		Due from Developers	368.75
		Woodland Lakes Cottages through 1/31/25	64863
Total			11,960.00

10926 2/19/2025 MCMAHON
Engineering Services through 1/31/25

Ⓢ

610-00-57923-000-000		Outside Services Employed	142.50
		General Eng. Services through 1/31/25	938118
620-00-57852-000-000		Outside Services Employed	332.50
		General Eng. Services through 1/31/25	938118
610-00-13143-000-000		Due from Developers	285.00
		Harrison Heights 3 Eng. through 1/31/25	938117
620-00-23242-000-000		Due to Developers	6,603.80
		Harrison Heights 3 Eng. through 1/31/25	938117
Total			7,363.80

10926 2/19/2025 MCMAHON
Reversal of 10926 to Correct Coding

Manual Check

610-00-57923-000-000		Outside Services Employed	-142.50
		General Eng. Services through 1/31/25	938118
620-00-57852-000-000		Outside Services Employed	-332.50
		General Eng. Services through 1/31/25	938118
610-00-13143-000-000		Due from Developers	-285.00
		Harrison Heights 3 Eng. through 1/31/25	938117
620-00-23242-000-000		Due to Developers	-6,603.80
		Harrison Heights 3 Eng. through 1/31/25	938117

Bills & Claims - Harrison Utilities

Section 10, Item a.

3/19/2025 4:21 PM Reprint Check Register - Full Report - ALL Page: 9
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025 From Account:
Thru: 2/28/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			-7,363.80

10926 2/19/2025 MCMAHON
General Eng. Services through 1/31/25

Manual Check

610-00-57923-000-000	Outside Services Employed	142.50
	General Eng. Services through 1/31/25 938118	
620-00-57852-000-000	Outside Services Employed	332.50
	General Eng. Services through 1/31/25 938118	
610-00-13143-000-000	Due from Developers	285.00
	Harrison Heights 3 Eng. through 1/31/25 938117	
620-00-13143-000-000	Due from Developers	6,603.80
	Harrison Heights 3 Eng. through 1/31/25 938117	
Total		7,363.80

10927 2/19/2025 MENARDS-APPLETON EAST
Account 31110431

②

610-00-57930-000-000	Miscellaneous General Expense	90.67
	1/23/25 Bathroom & Kitchen Supplies 69896	
620-00-57856-000-000	Miscellaneous General Expense	90.67
	1/23/25 Bathroom & Kitchen Supplies 69896	
610-00-57641-000-000	Operation Supplies & Expenses	57.48
	1/23/25 Misc Operation Supplies 69896	
620-00-57827-000-000	Operation Supplies & Expenses	57.49
	1/23/25 Misc Operation Supplies 69896	
610-00-57930-000-000	Miscellaneous General Expense	22.49
	1/27/25 Space Heater 70080	
620-00-57827-000-000	Operation Supplies & Expenses	22.50
	1/27/25 Space Heater 70080	
610-00-57641-000-000	Operation Supplies & Expenses	27.73
	2/4/25 Misc Operation Supplies 70488	
620-00-57827-000-000	Operation Supplies & Expenses	27.74
	2/4/25 Misc Operation Supplies 70488	
610-00-57641-000-000	Operation Supplies & Expenses	71.30
	2/6/25 Misc Operation Supplies 70576	
620-00-57827-000-000	Operation Supplies & Expenses	71.30
	2/6/25 Misc Operation Supplies 70576	
Total		539.37

3/19/2025

4:21 PM

Reprint Check Register - Full Report - ALL

Page:

10

ACCT

UTILITIES EXPENSE COMM FIRST CU			Accounting Checks	
Posted From:		2/01/2025	From Account:	
Thru:		2/28/2025	Thru Account:	
Check Nbr	Check Date	Payee		Amount
10928	2/19/2025	SENTINEL SECURITY LLC		Ⓢ
2/6/25 COA#2 Security Monitoring				
610-00-57641-000-000	Operation Supplies & Expenses			336.00
2/6/25 COA#2 Security Monitoring		23986		
Total				336.00
10929	2/19/2025	USABBLUEBOOK		Ⓢ
Customer No. 997628				
610-00-57641-000-000	Operation Supplies & Expenses			697.25
1/28/25 - Chlorine Colorimeter		606071		
Total				697.25
10930	2/19/2025	VILLAGE OF HARRISON		Ⓢ
2/5/25 - 2024 Mastic Program		Previous Year Expense		
610-00-57651-000-000	Maintenance of Mains			1,114.00
2/5/25 - 2024 Mastic Program				
620-00-57831-000-000	Maintenance Sewage Collect Sys			1,114.00
2/5/25 - 2024 Mastic Program				
Total				2,228.00
Grand Total				104,067.86

3/19/20254:21 PMReprint Check Register - Full Report - ALL

Page: 11
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 2/01/2025From Account:

Thru: 2/28/2025Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	29,180.23
Total Expenditure from Fund # 620 - SEWER UTILITY	74,887.63
Total Expenditure from all Funds	104,067.86

PLAN COMMISSION MEETING

VILLAGE OF HARRISON**From:**

Chad Pelishek, Village Manager

Meeting Date:

March 25, 2025

Title:

Site Plan Review – New Harrison Fire Rescue Station – W5662 Manitowoc Rd – Parcel 39142

Issue:

Should the Village Board approve the new Harrison Fire Rescue Station site plan?

Background and Additional Information:

The Village of Harrison, along with Wendall Architecture and Five Bugles Design, has submitted a proposal for a new fire rescue station located at the corner of County N and Manitowoc Rd, anchoring the south end of the Harrison Commerce Park. The proposed fire rescue station has been in the planning stage for over a year.

The stormwater and site plan has been prepared and reviewed by the village engineer and staff. A fire and rescue building is a permitted use under the Community Commercial [CC] zoning district

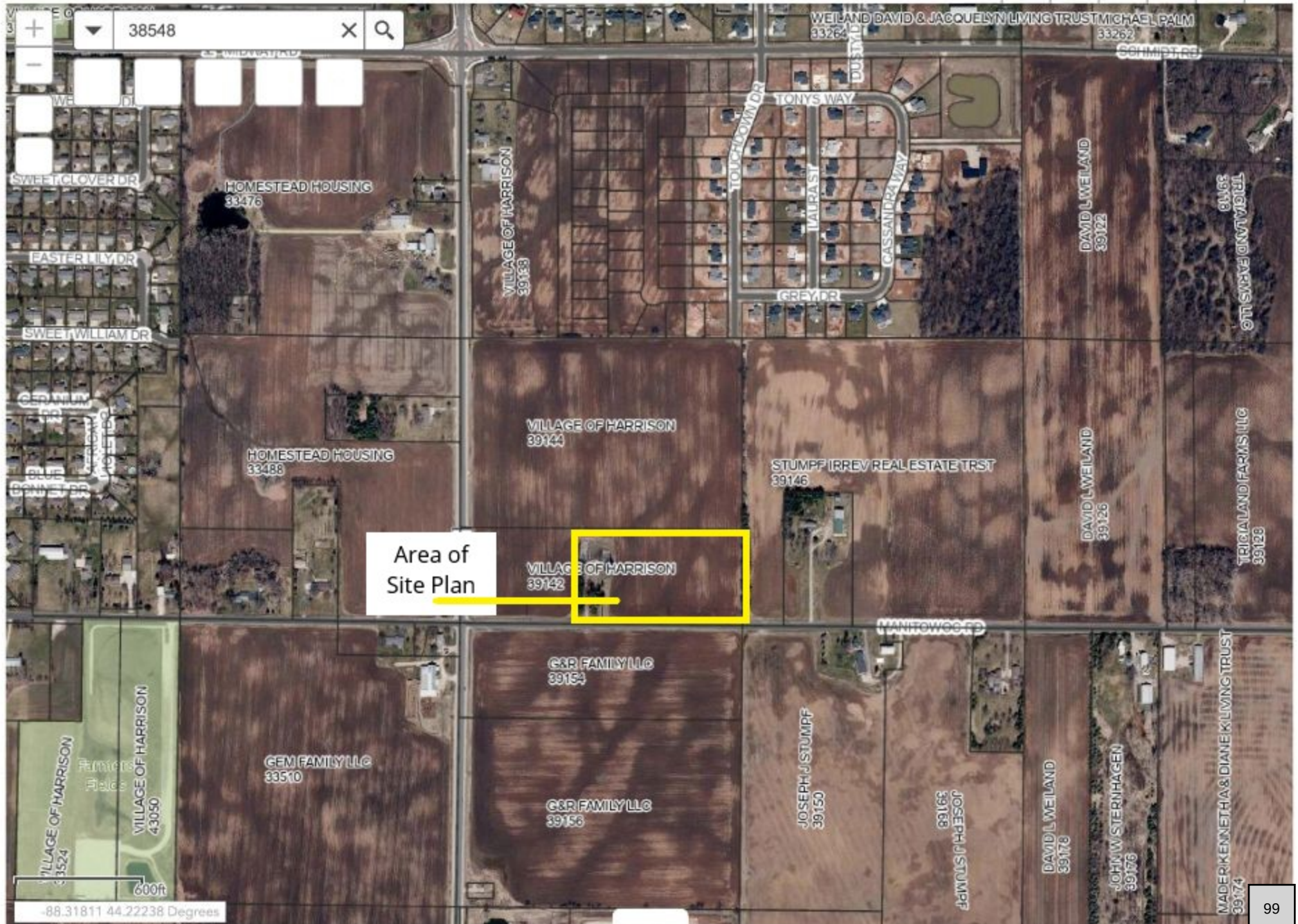
Recommended Action:

The Plan Commission recommends approval of the site plan with the following conditions. The conditions below must be met before the site plan permit is issued.

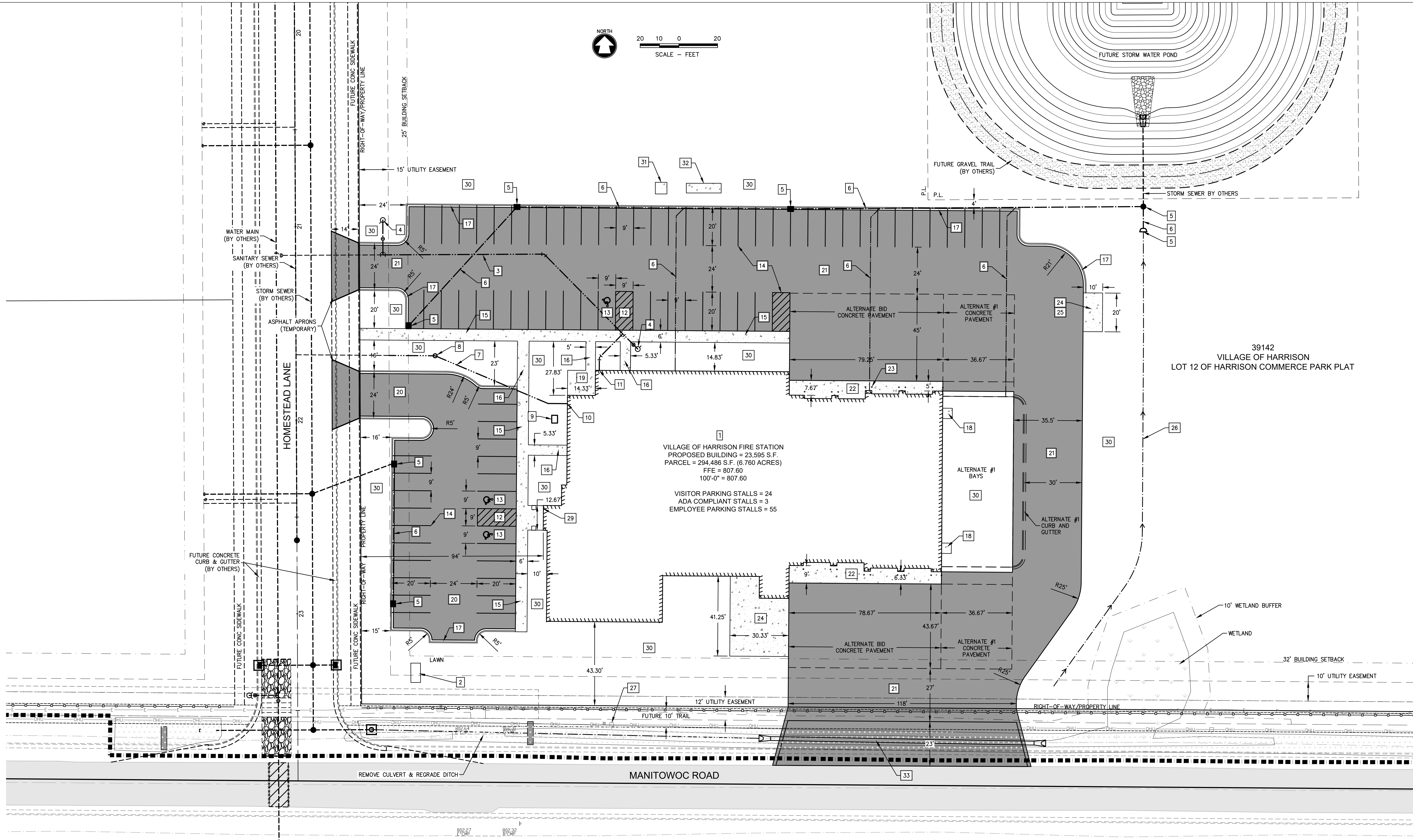
1. The Village Board consents to egress access points on Manitowoc Road, which is an access controlled road between Carpenter Street and State Park Road.
2. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of zoning and building permits.
3. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
4. A grading/drainage stormwater management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village staff.
5. Only those uses permitted in the applicable zoning district shall be allowed within the development.
6. All applicable local, County, and State rules, regulations, and ordinances shall be met.

Attachments:

- Aerial Map
- Site Plan



\\mchback\w\PROJECTS\W0906\092500118\CA00\Civil\Plan Sheets\Proposed Site Plan.dwg, proposed site plan, Plot Date: 3/5/2025 8:12 PM, xrefs:###



SITE PLAN KEY NOTES:

- 1 PROPOSED BUILDING. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR ADDITIONAL INFORMATION.
- 2 MONUMENT SIGN AND FLAG POLE
- 3 COMBINATION WATER SERVICE. REFER TO UTILITY PLAN.
- 4 FIRE HYDRANT. REFER TO UTILITY PLAN.
- 5 STORM SEWER STRUCTURE. REFER TO UTILITY PLAN.
- 6 STORM SEWER PIPE. REFER TO UTILITY PLAN.
- 7 SANITARY SEWER LATERAL. REFER TO UTILITY PLAN.
- 8 SANITARY SEWER CLEANOUT. REFER TO UTILITY PLAN.

- 9 GREASE TRAP. REFER TO BUILDING PLUMBING PLAN.
- 10 SANITARY SEWER LATERAL CONNECTION POINT. REFER TO BUILDING PLUMBING PLANS.
- 11 WATER SERVICE CONNECTION POINT AND FIRE DEPARTMENT CONNECTION. REFER TO BUILDING PLUMBING PLANS.
- 12 ADA ACCESSIBLE ROUTE. FINAL SLOPE NOT TO EXCEED 1:50.
- 13 ADA ACCESSIBLE PARKING STALLS. ADA ACCESSIBLE PARKING STALL SIGNS REQUIRED. REFER TO CONSTRUCTION DETAILS.
- 14 4" YELLOW PAINT STRIPE (TYPICAL)
- 15 CURB FACED CONCRETE SIDEWALK.

- 16 STANDARD CONCRETE SIDEWALK.
- 17 18" CONCRETE CURB AND GUTTER
- 18 CONCRETE STOOP. REFER TO STRUCTURAL PLANS.
- 19 CONCRETE PATIO
- 20 ASPHALT PAVEMENT (LIGHT DUTY)
- 21 ASPHALT PAVEMENT (HEAVY DUTY)
- 22 CONCRETE PAVEMENT APRON. REFER TO STRUCTURAL PLANS.
- 23 BOLLARD (TYPICAL)

- 24 CONCRETE PAD
- 25 REFUSE/RECYCLING COLLECTION AREA WITH ENCLOSURE. REFER TO ARCHITECTURAL PLANS.
- 26 DRAINAGE SWALE.
- 27 EXISTING POWER POLE.
- 28 LIGHT BASE/FIXTURE. REFER TO ELECTRICAL PLANS.
- 29 KNOX BOX LOCATION
- 30 LAWN/LANDSCAPE AREA
- 31 ELECTRIC SERVICE TRANSFORMER

- 32 EMERGENCY GENERATOR
- 33 CULVERT PIPE REFER TO UTILITY PLAN

SITE PLAN NOTES:

- REFER TO PLAN SHEET C001 FOR ADDITIONAL PARCEL DATA AND PROJECT INFORMATION
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY REQUIRES A SEPARATE PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS.
 - ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE COMPLETED IN ACCORDANCE WITH THE CURRENT EDITION OF THE VILLAGE OF HARRISON DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS.



VILLAGE OF HARRISON
FIRE-RESCUE STATION 70
MANITOWOC RD
HARRISON, WI, 54129

VILLAGE OF HARRISON
DESIGN DEVELOPMENT



204 E. Grand Avenue, Suite 200
Eau Claire, WI 54701
www.wendelcompanies.com
p.716.688.0766 f.777.293.6335

Wendel Architecture, P.C.

39142
VILLAGE OF HARRISON
LOT 12 OF HARRISON COMMERCE PARK PLAT

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03.05.2025
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CONSTRUCTION

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NO.	REVISIONS	DATE

PROPOSED SITE PLAN

DATE	03.05.2025
SCALE	As indicated
DWN.	BDJ
CHK.	MPK
PROJ. NO.	634501
DWG. NO.	

C003

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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



VILLAGE OF HARRISON
FIRE-RESCUE STATION 70
MANITOWOC RD
HARRISON, WI, 54129

VILLAGE OF HARRISON
DESIGN DEVELOPMENT



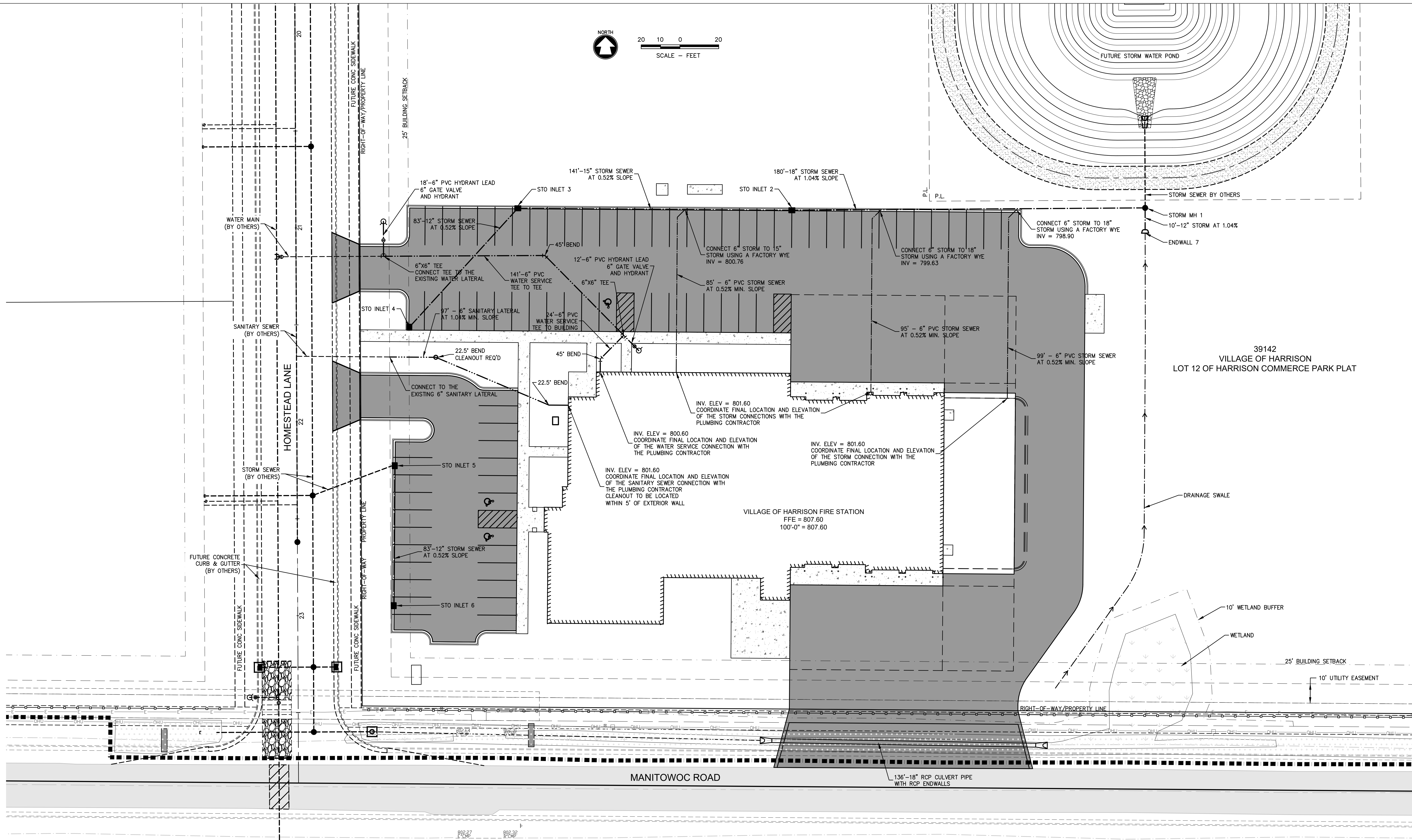
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Wendel Architecture, P.C.

39142
VILLAGE OF HARRISON
LOT 12 OF HARRISON COMMERCE PARK PLAT



20 10 0 20
SCALE - FEET



GENERAL UTILITY NOTES:

- ALL WORK RELATED TO THE SITE STORM SEWER, SITE WATERMAIN AND SITE SANITARY SEWER SHALL BE COMPLETED IN ACCORDANCE WITH THE WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES (DPS) CHAPTER SPS 382.
- ALL SITE UTILITIES TO INCLUDE TRACER WIRE.
- ALL WORK RELATED TO WATERMAIN AND SANITARY SEWER CONNECTIONS TO THE VILLAGE OF HARRISON MAINS IN HOMESTEAD LANE SHALL BE COMPLETED IN ACCORDANCE WITH VILLAGE OF HARRISON DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS, LATEST EDITION.
- INSTALL BENDS OR DEFLECT JOINTS ON THE WATER SERVICE TO MAINTAIN ALIGNMENT SHOWN.
- COORDINATE WATER SERVICE, SANITARY SEWER LATERAL AND STORM SEWER ENTRANCES INTO BUILDING STRUCTURE WITH THE PLUMBING CONTRACTOR.
- STORM SEWER 10-INCHES AND SMALLER SHALL BE PVC SDR 35. STORM SEWER 12-INCHES AND LARGER SHALL BE HDPE, TYPE S (DUAL WALL WITH OUTER CORRUGATED PIPE WALL AND SMOOTH INNER LINER) INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.
- CONTRACTOR SHALL USE PVC SDR 35 FOR ALL SANITARY SEWER.
- CONTRACTOR SHALL USE PVC AWWA C900 DR18 FOR ALL PROPOSED PRIVATE WATER MAIN.
- THE WATER SERVICE SHALL BE INSTALLED WITH MINIMUM 7.0' COVER FROM FINISHED SURFACE.
- ANY EXCAVATION WITHIN THE VILLAGE RIGHT-OF-WAY WILL REQUIRE AN EXCAVATION PERMIT SUBMITTED TO THE VILLAGE OF HARRISON DEPARTMENT OF PUBLIC WORKS. REQUIRED PERMIT IS THE RESPONSIBILITY OF THE CONTRACTOR.

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NO.	REVISIONS	DATE

DWG. TITLE

UTILITY PLAN



GENERIC SCALE BAR
SCALE BAR SHOWN IS TWO FEET ON THE ORIGINAL DRAWING.
IF NOT TWO FEET ON THIS SHEET, ADJUST ACCORDINGLY.

DATE 03.05.2025
SCALE As indicated
DWN. BDJ
PROJ. NO. 634501
DWG. NO.

McMAHON
ENGINEERS ARCHITECTS

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VILLAGE OF HARRISON
DESIGN DEVELOPMENT

Wendel Architecture, P.C.

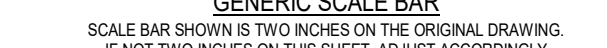
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- APPARATUS BAY
- APPARATUS SUPPORT
- CIRCULATION
- DECONTAMINATION
- MECHANICAL
- STAFF SUPPORT
- TRAINING AND COMMUNITY OUTREACH



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PRESENTATION FLOOR PLAN



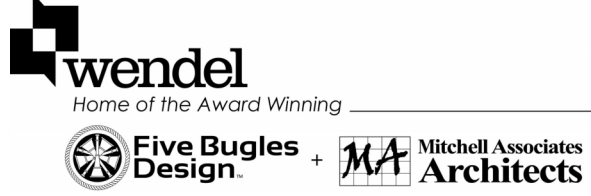
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SCALE	1/8" = 1'-0"		
DWN.	Author	CHK.	Checker
PROJ. No.	634501		
DWG. No.			

AP101



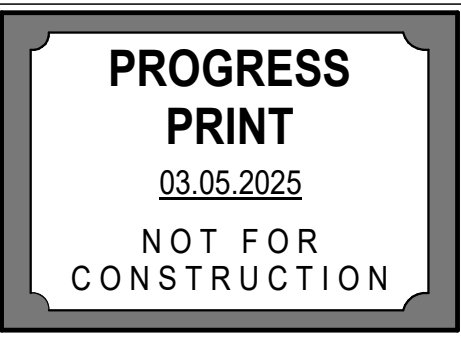
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VILLAGE OF HARRISON
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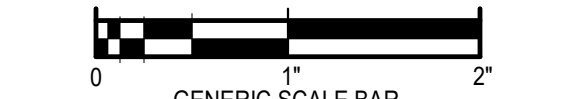
Wendel Architecture, P.C.



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NO.	REVISIONS	DATE

ISO VIEWS



SCALE BAR SHOWN IS TWO INCHES ON THE ORIGINAL DRAWING

IF NOT TWO INCHES ON THIS SHEET, ADJUST ACCORDINGLY

DATE 03.05.2025
SCALE 1 1/2" = 1'-0"
DWN. Author CHK. Checker
PROJ. No. 634501
DWG. No.

VILLAGE OF HARRISON
DESIGN DEVELOPMENT

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[illegible]

NO.	REVISIONS	DATE
DWG. TITLE		

ISO VIEWS



1st
GENERIC SCALE BAR

SCALE BAR SHOWN IS TWO INCHES ON THE ORIGINAL DRAWING.

DATE 03 OF 2025

SCALE 1 1/2" = 1'-0"

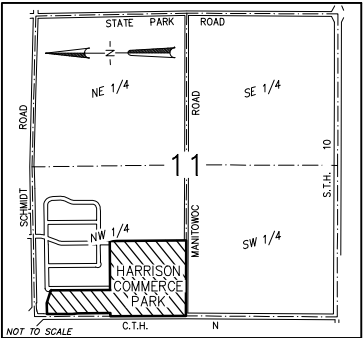
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FWIN	Author	CHK	Checker

OWN.	Author	CHK.	Checker
BROJ. No.	634501		

FMIG No.

HARRISON COMMERCE PARK

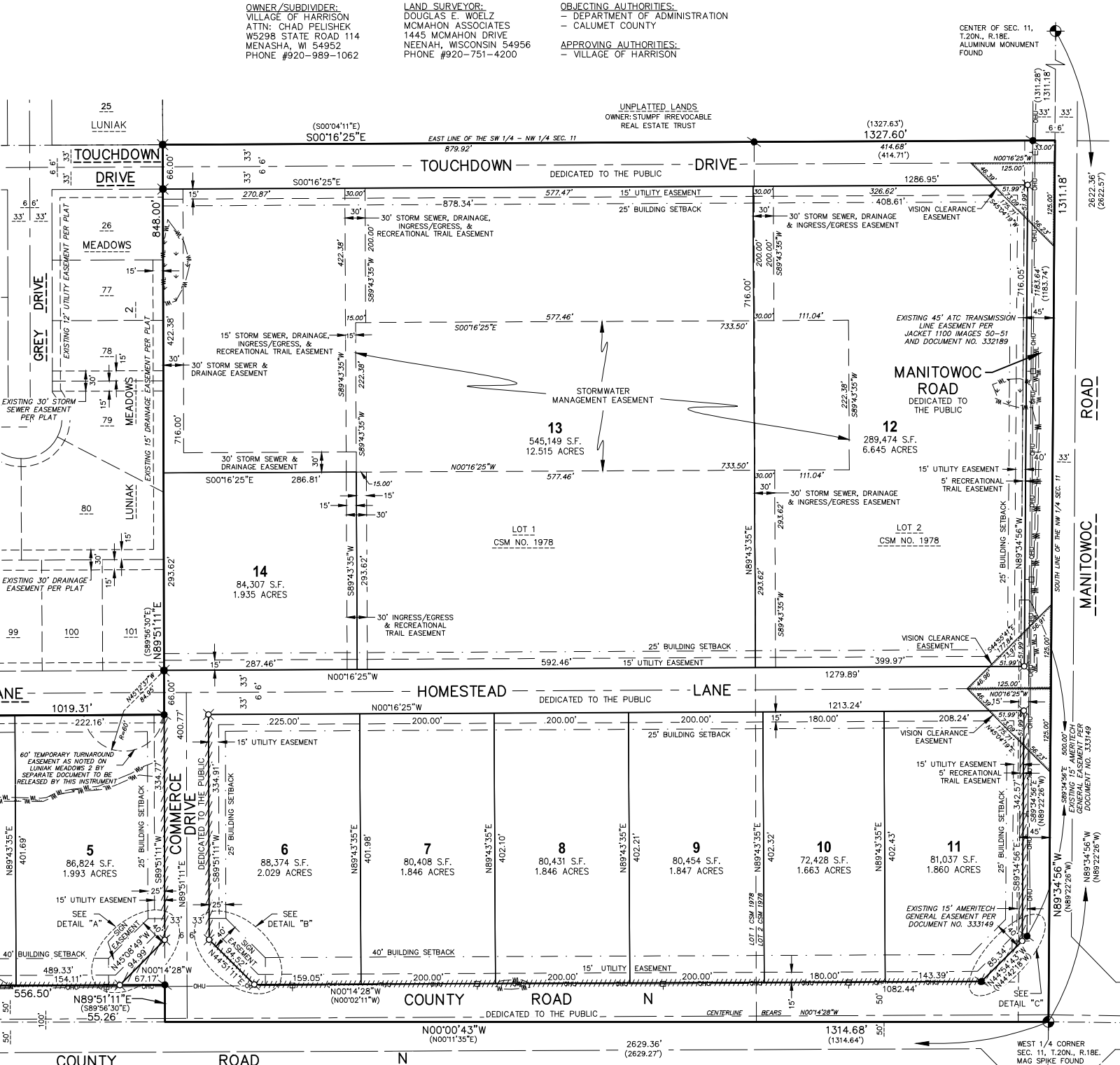
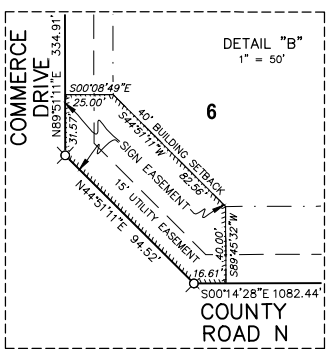
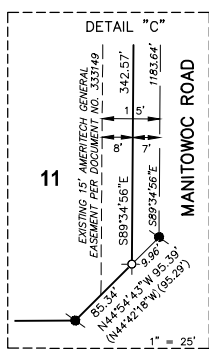
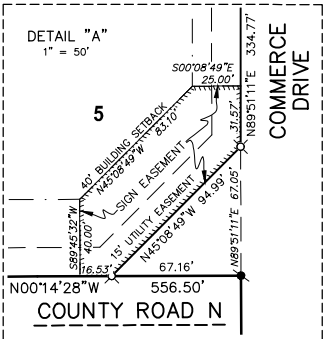
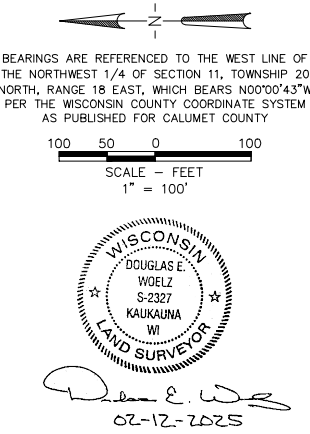
ALL OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP NO. 1978, RECORDED IN VOLUME 14 OF CERTIFIED SURVEY MAPS ON PAGES 123-125 AS DOCUMENT NO. 265890, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4; AND ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4075, RECORDED IN VOLUME 37 OF CERTIFIED SURVEY MAPS ON PAGES 296-299 AS DOCUMENT NO. 582769, BEING PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4; ALL IN SECTION 11, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN



LOCATION MAP
SECTION 11, TOWNSHIP 20 NORTH, RANGE 18 EAST,
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

LEGEND

- 1 1/4" x 18" ROUND STEEL REBAR WEIGHING 4.3 lbs./lineal ft. SET
- 1 1/4" REBAR FOUND
- 3/4" IRON REBAR FOUND
- ALL OTHER LOT CORNERS STAKED WITH 3/4" X 18" ROUND STEEL REBAR, WEIGHING 1.50 LBS./LIN. FT.
- CERTIFIED LAND CORNER CALUMET COUNTY
- S.F. - SQUARE FEET
- () - RECORDED BEARING AND/OR DISTANCE
- EXISTING POWER POLE
- EXISTING OVERHEAD UTILITY LINE
- RESTRICTED ACCESS (LOTS 1-11)
- RIGHT-OF-WAY (R.O.W.) LINE
- PROPERTY LINE
- SECTION LINE
- BUILDING SETBACK LINE
- UTILITY EASEMENT (15' UNLESS NOTED)
- WETLANDS AS DELINEATED BY TRAVIS A. STRUCK OF DAVEL ENGINEERING & ENVIRONMENTAL, INC., DATED JUNE 24, 2021 AND STACEY CAPLAN OF MCMAHON ASSOCIATES, INC. DATED FEBRUARY 13, 2024 (FIELD WORK COMPLETED ON MAY 15, 2023)



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

Certified _____, 20____

Department of Administration

CURVE DATA
C1
RADIUS = 60.00'
DELTA = 023°34'51"
LENGTH = 24.69'
CHORD = 54°06'52"E
TANGENT IN = S33°19'26"E
TANGENT OUT = S56°54'17"E

ACCESS RESTRICTED NOTE:
AS OWNER I HEREBY RESTRICT LOTS 1 THROUGH 11, IN THAT NO OWNER, POSSESSOR, USER, NOR LICENSEE, NOR OTHER PERSON SHALL HAVE ANY RIGHT OF DIRECT VEHICULAR INGRESS OR EGRESS WITH C.T.H. N, COMMERCE DRIVE AND MANITOWOC ROAD, AS SHOWN ON THE PLAT; IT BEING EXPRESSLY INTENDED THAT THIS RESTRICTION SHALL CONSTITUTE A RESTRICTION FOR THE BENEFIT OF THE PUBLIC ACCORDING TO S. 236.293, STATS., AND SHALL BE ENFORCEABLE BY THE VILLAGE OF HARRISON.

NOTES:
THIS SUBDIVISION IS ALL OF TAX PARCEL ID NUMBERS 39138, 39144 AND 39142.
SEE SHEET 2 FOR ADDITIONAL NOTES, RESTRICTIONS AND PROVISIONS.
THIS PLAT IS SUBJECT TO PROTECTIVE COVENANTS AND RESTRICTIONS PREPARED BY THE DEVELOPER AND RECORDED IN A SEPARATE INSTRUMENT.

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

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Discussion regarding drainage issues on Mountain Ash Lane in the Cottonwood Estates Subdivision.

Issue: Does the Village Board approve Village staff contracting to install ditch pans from N9129 to N9155 Mountain Ash Lane, Cottonwood Estates Subdivision?

Background and Additional Information:

Residents from N9129 Mountain Ash Lane to N9155 Mountain Ash Lane have expressed concerns of water standing and pooling in their ditch year-round from sump pumps. The request from residents is for the Village to fund the design and installation of the concrete ditch pans at the bottom of the ditch in this area to aid the sump pump water to draining and not pooling in this area.



Budget Impacts: Costs impacts would need to be determined.

Recommended Action: Motion as determined by the Board.

Attachments:

March 21, 20205
Harrison Village Hall
3PM

March 3, 2025

To: Allison Blackmer & Scott Handschke
RE: Ditch Pavers for west side of Mountain Ash Lane, Cotton Wood Creek III Subdivision

Dear Allison & Scott:

Your feedback & support is requested by a group of residents of Cottonwood Creek III Subdivision for a mutually agreeable solution to address the safety and sanitary problem of water pooling in the ditch for approximately seven residents on the west side of Mountain Ash Lane. These are the last seven properties furthest downstream on the Ditching/Resurfacing project completed in 2023.

Our understanding is that McMahon’s original proposal for the Ditching/Resurfacing project included storm sewers that the Village staff rejected due to expense. After the Cottonwood Creek project was completed, the Village and residents rejected a follow-up proposal to incur the additional expense and disruptions for a subsequent storm sewer project.

- “As was determined previously the issue with the ditches in the neighborhood is that they are flat. The Village did a survey and 70% of the neighbors that took the survey did not want to pay for storm sewer and the Village Board voted against adding storm sewer as well. So, at this stage, **I am not sure there isn’t much the Village staff can do.**” (Chad Pelishek, 12/17/24)

Village staff is saying residents cannot do anything to the ditches. My neighbors and I are forced to accept the pooling water that is unsanitary and inhibits our ability to safely maintain our properties. Our scope starts at N9123 Mountain Ash Lane where the village has installed concrete ditch pavers. A possible solution to extend the ditch pavers further upstream.

Would you support working with us to align on a mutually acceptable solution with limited scope that will enable us to address the pooling water concern?

Sincerely,

Greg Tomasik
N9143 Mountain Ash Lane
920-202-4199

March 21, 20205
Harrison Village Hall
3PM

March 10, 2025

Highlighted addendums were made after a face to face discussion with Scott Handshke on March 9

To: Allison Blackmer & Scott Handschke

RE: ~~Ditch Pavers~~ **Water pooling** on west side of Mountain Ash Lane, Cotton Wood Creek III Subdivision

Dear Allison & Scott:

Your feedback & support is requested by a group of residents of Cottonwood Creek III Subdivision for a mutually agreeable solution to address the safety and sanitary problem of water pooling in the ditch for approximately seven residents on the west side of Mountain Ash Lane. These are the last seven properties furthest downstream on the Ditching/Resurfacing project completed in 2023.

Our understanding is that McMahon’s original proposal for the Ditching/Resurfacing project included storm sewers that the Village staff rejected due to expense. **On July 3, 2024, the Village informed the property owners “...due to the amount of water that comes from sump pumps in this neighborhood, it was determined the best alternative to the problem is to install a mini-storm sewer system to handle sump pump water.”** -The Village and Cottonwood Creek III residents rejected a follow-up proposal to incur the additional expense and disruptions for a subsequent storm sewer project.

- “As was determined previously the issue with the ditches in the neighborhood is that they are flat. The Village did a survey and 70% of the neighbors that took the survey did not want to pay for storm sewer and the Village Board voted against adding storm sewer as well. So, at this stage, **I am not sure there isn’t much the Village staff can do.**” (Chad Pelishek, 12/17/24)

Village staff informed the residents they cannot do anything to the Village ditches. My neighbors and I are forced to accept the pooling water that is unsanitary and inhibits our ability to safely maintain our properties. Our scope starts at N9123 Mountain Ash Lane where the village has installed concrete ditch pavers. A possible solution is to extend the ditch pavers further upstream.

Would you support working with us to align on a mutually acceptable solution with limited scope that will enable us to address the pooling water concern?

Sincerely,

Greg Tomasik
N9143 Mountain Ash Lane
920-202-4199

March 21, 20205
Harrison Village Hall
3PM

March 11, 2025

To: Allison Blackmer, Village President, Scott Handschke, challenger

RE: Water pooling on west side of Mountain Ash Lane, Cotton Wood Creek III Subdivision

Dear Allison,

Concerned residents met with Scott Handschke this past Sunday to review the water pooling concerns outlined in the amended attachment dated March 10, 2025. Would you support working with us to align on a mutually acceptable solution with limited scope that will enable us to address this concern in 2025? We would like to hear from you in person or by teleconference.

Our Key take-away from Scott Handschke:

- As a Village Board member, Scott cannot bring issues to the Village Board
 - Residents are to contact Chad Pelishek to request the process to escalate concerns to the board. "This gets the ball rolling"
 - Scott agreed to give Chad a "heads-up" regarding this matter

Our Meeting Notes (3/10/25):

- **WE DO NOT WANT POOLING WATER IN OUR DITCHES**
 - **Residents feel it's unacceptable to live with unsafe, unsanitary conditions**
- We do want assurance and/or clarification that this initiative is exempt from the following:

"The Village Board approved a policy that stops the Village from giving financial help to residential development. People can submit residential projects, but the village won't provide any financial aid for them." (Source: Facebook group by Village of Harrison)
- We want a collaborative solution between the village and residents
 - Village Staff:
 - Review results of the most recent elevation survey completed by McMahon
 - Offer various solutions, explain the pros /cons of each
 - Help concerned residents align on plans that will address the overall concern of pooling water in ditches
 - If a resident chooses to do nothing, then help neighbors understand the cadence for which the village will maintain that ditch at that property owners expense
 - Residents: Work with neighbors
 - At a minimum, solutions require alignment between 3 adjacent neighbors
- This collaborative initiative with 6-7 concerned residents, may serve as a role model or a standard that the Village Staff can use to help others in our community who are facing similar challenges.

Sincerely,

Greg Tomasik
N9143 Mountain Ash Lane
920-202-4199

March 21, 20205
Harrison Village Hall
3PM

Draft Meeting Agenda

Attendees:

Chad Pelishek – Village Manager / Meeting Facilitator Greg Tomasik – Concerned Resident
Allison Blackmer - President Scott Handschke – Trustee / Challenger
Jeff Funk – Public Works Operations Manager Lee Leibold – Village Engineer, McMahan

Purpose:

- Safety & Sanitary problem with standing water in ditches on the west side of Mountain Ash Lane, Cottonwood Creek III Subdivision

Concerned Residents		Address
1	Joe & Paula	N9155 Mountain Ash Lane
2	Barry & Lori Stumpf	N9149 Mountain Ash Lane
3	Greg & Carrie Tomasik	N9143 Mountain Ash Lane
4	Scott & Phyllis Rieder	N9135 Mountain Ash Lane
5	Alex & Andrian	N9129 Mountain Ash Lane
6	Chad & Beth	*N9123 Mountain Ash Lane

*Village installed ditch pavers at N9123 to W6849 where a drain & culvert routes the subdivisions run-off to Manitowoc Road

Special assessment policy
Tuesday

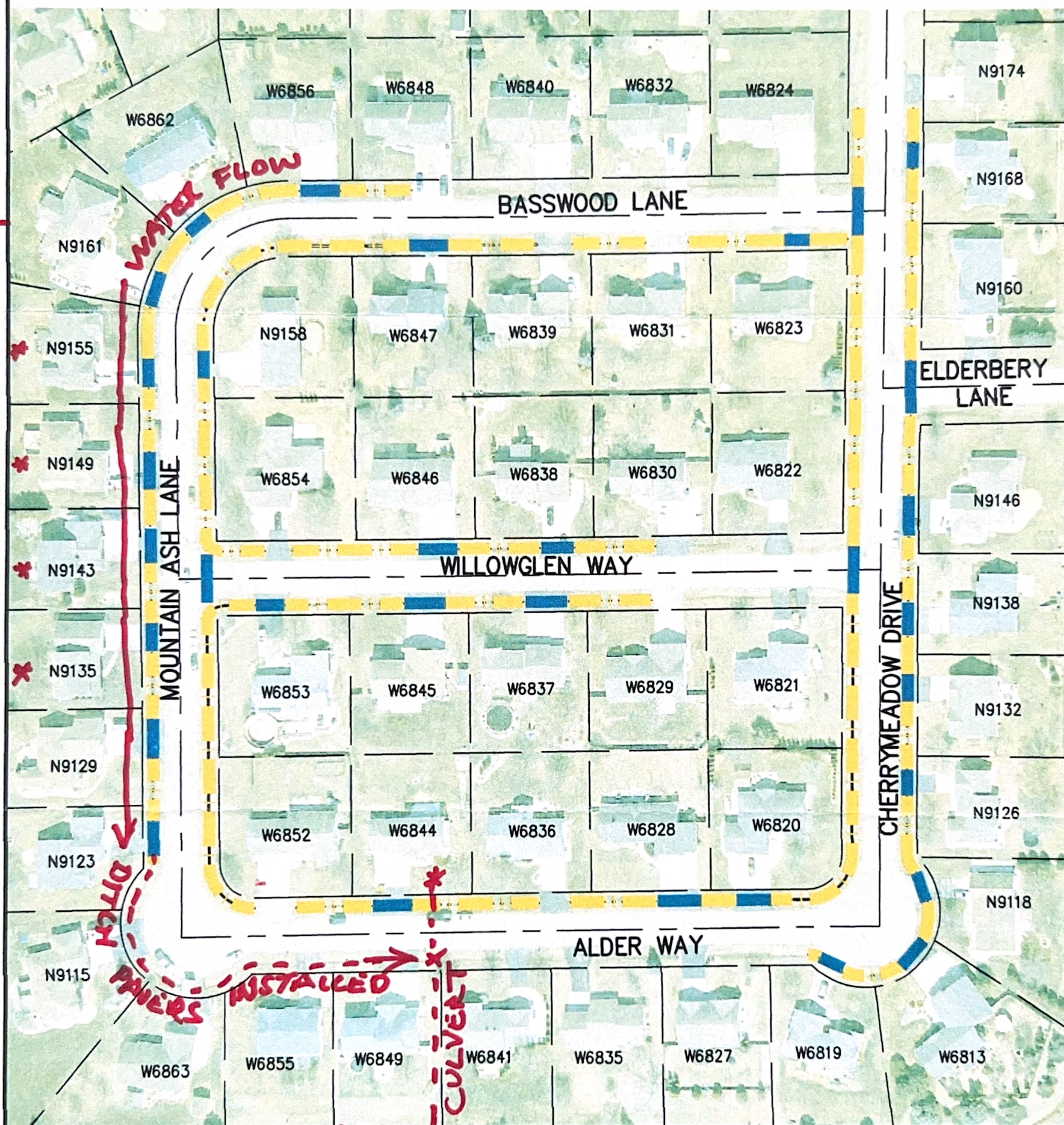
Process: Discussion / Information Sharing

- Fall 2023: Ditching & Resurfacing Project completed
- July 3, 2024: The Village informed the property owners“...due to the amount of water that comes from sump pumps in this neighborhood, it was determined the best alternative to the problem is to install a mini-storm sewer system to handle sump pump water.”
 - -The Village and Cottonwood Creek III residents rejected a follow-up proposal to incur the additional expense and disruptions for a subsequent storm sewer project.
- December 17, 2024: “As was determined previously the issue with the ditches in the neighborhood is that they are flat. The Village did a survey and 70% of the neighbors that took the survey did not want to pay for storm sewer and the Village Board voted against adding storm sewer as well. So, at this stage, I am not sure there isn’t much the Village staff can do.” (Chad Pelishek, 12/17/24)
- March 2025: Six concerned residents request the Village of Harrison fund a limited scope project to address the standing water in their ditch so that it can be more safely maintained.

Outcome:

- Alignment on what needs to be brought forward to the board meeting on March 25, 6PM
 - Overall Objective from Board Meeting: Resources & funding for a Village of Harrison 2025 project to address the Safety & Sanitary concerns for these concerned residents

   - RE-DITCHING AREA
 - REPLACE CULVERT



McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

MANITOWOL
RD.

Project No. H0006 09-22-00581 Date FEB., 2023 Scale _____

Drawn By _____ Field Book _____ Page _____

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284

File No.

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Repeal and Recreate Chapter 2 of the Harrison Municipal Code.

Issue: Does the Village Board wish to approve the re-write of the Chapter 2 of the Harrison Municipal Code?

Background and Additional Information:

Village staff is recommending that this item be held for review by the Village Board Members prior to adoption.

Chapter 2 focuses on Administration.

Two versions are being provided; the redlined version and the clean version.

The major changes include the following:

Adds language about Ethics and Conflict of Interest for both elected officials and staff. This was requested by Trustee Handschke and seconded by Trustee Lancaster. The original request from the Trustees was to have a separate policy, however, after reviewing other municipalities have the ethics section in your Municipal Code so it was added to this Chapter as it deals with Administration. Once this is officially adopted, the Village Manager will share with all employees since they will be affected as well.

Updates the Plan Commission and Fire Commission based on recent discussions.

Makes various other changes

Budget Impacts: None

Recommended Action: Motion to table until the April meeting to allow the Village Board Members to review the Chapter and provide staff comments prior to the April meeting.

Attachments:

Chapter 2

Subpart A - GENERAL ORDINANCES
CHAPTER 2 ADMINISTRATION

CHAPTER 2 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 2-1. Village powers adopted.

The village has adopted village powers conferred on village boards ~~under Wis. Stats. § 60.22(3),~~ pursuant to the authority ~~of said Village under granted under~~ Wis. Stats. § ~~60.10(2)(c), 61.34.~~
(Res. of 2-5-1990)

Secs. 2-2—2-0920. Reserved.

ARTICLE II. ETHICS CODE

Sec. 2-10. Statement of purpose.

- a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this article, a code of ethics for all village officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the village.
- b) The purpose of this ethics code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the village and by directing disclosure by such officials of private financial or other interests in matters affecting the village. The village board believes that a code of ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this village in their elected and appointed officials and employees. The village board hereby reaffirms that each elected and appointed official and employee holds their position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this ethics code and such rules and regulations as may be established are hereby declared to be in the best interests of the village.

Sec. 2-11. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Anything of value means any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.

Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages in profit-making activities.

Financial interest means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

Personal interest means the following specific blood or marriage relationships:

- 1. A person's spouse, mother, father, child, brother or sister; or
- 2. A person's relative by blood or marriage who receives, directly or indirectly, more than one-half support from such person or from whom such person received, directly or indirectly, more than one-half of support.

Public employee means any person excluded from the definition of a public official who is employed by the village.

Public official means those people serving in statutory elected or appointed offices provided for in chapter 61 of the Wisconsin Statutes (Wis. Stats. § 61.187 et seq.), and all members appointed to boards, committees and commissions established or appointed by the village president and/or village board pursuant to this Code, whether paid or unpaid.

Significant interest means owning or controlling, directly or indirectly, at least ten percent or \$5,000.00 of the outstanding stock of at least ten percent or \$5,000.00 of any business.

Sec. 2-12. Statutory standards of conduct.

a) Statutory provisions. There are certain provisions of state statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of state statutes, as from time to time amended, are made as part of this code of ethics and shall apply to public officials and employees whenever applicable, to wit:

- 1. Wis. Stats. § 946.10, bribery of public officers and employees.
- 2. Wis. Stats. § 946.11, special privileges from public utilities.
- 3. Wis. Stats. § 946.12, misconduct in public office.
- 4. Wis. Stats. § 946.13, private interest in public contract prohibited.

b) Compliance with state ethics law.

(1) State law prohibits public officials from using their offices or positions to obtain financial gain or anything of substantial value for the private benefit of themselves, their immediate families, or organizations for which they are associated. No person may offer or give, directly

or indirectly, anything of value if it could be reasonably expected to influence the official's actions or be reasonably considered an award for the official's action or inaction;

(2) The terms "substantial value" and "anything of value" shall be deemed to exclude any item from a single source having a fair market value of \$100.00 or less during any calendar year from any source for which there is no contemplated village board action to be taken either 12 months before or 12 months following any such exchange;

(3) The terms "substantial value" and "anything of value" shall be deemed to include anything with a fair market value in excess of \$1.00 from any source for which the village board has taken action or is expected to take action within a 12-month period before or after the date of any such transfer;

(4) Any trustee or officer in need of further interpretation of state law or this article shall seek such interpretation from the village president (at least seventy-two hours prior to a meeting in which the matter giving rise to a need for interpretation is agendaized), who, in turn, shall decide whether or not to obtain a written opinion of counsel regarding the ethics pertaining to either state law or the interpretation of this article; to the extent that an opinion of counsel is requested inside the above-referenced seventy-two hour window, or to the extent that an opinion is requested in good faith orally at a meeting, the affected trustee, officer, village president, or village counsel may request an adjournment of the subject matter until a future meeting to enable village counsel adequate time to research and prepare the subject opinion.

(5) Receipt of anything of substantial value or any other thing of value in excess of these restrictions under the circumstances provided herein shall be reported to the president and the village board or officer involved on the earlier of five days or at least 24 hours prior to any board action to which a transfer may be related.

Sec. 2-13. Responsibility of public office.

Public officials and employees are agents of ~~public purposes~~the village and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the state constitution and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

Sec. 2-14. Dedicated service.

(a) _____ Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

(b) _____ Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(c) _____ Members of the village staff are expected to follow their appropriate professional code of ethics.

Sec. 2-15. Fair and equal treatment.

(a) Use of public property. No official or employee shall use or permit the unauthorized use of village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as village policy for the use of such official or employee in the conduct of official business, as authorized by the village board or authorized board, commission or committee.

(b) Use of village stationery. Private correspondence written on village stationery is prohibited.

(c) Obligations to citizens. ~~No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.~~ No official or employee shall use or attempt to use their position with the village to secure any advantage, preference or gain, over and above their rightful remuneration and benefits, for themselves or for a member of their immediate family.

(d) Political contributions. No official shall personally solicit from any village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this article is a candidate or treasurer.

Sec. 2-16. Conflict of interest.

(a) Financial and personal interest prohibited.

(1) No official or employee of the village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this article or which would tend to impair independence of judgment or action in the performance of official duties.

(2) Any member of the village board who has a financial interest or personal interest in any proposed legislation before the village board shall disclose on the records of the village board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the board involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.

(3) Any nonelected official, other than a village employee, who has a financial interest or personal interest in any proposed legislative action of the village board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the village board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.

(4) Any village employee who has a financial interest or personal interest in any proposed legislative action of the village board or any board, commission or committee upon which the employee

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has any influence or input, or of which the employee is a member, who is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the records of the village board or the appropriate board, commission or committee the nature and extent of such interest.

(b) *Disclosure of confidential information.* Except as required by Wisconsin Open Records Law, Open Meetings Law, judicial orders, and other Wisconsin laws, no official or employees shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the village, nor shall such information be used to advance the financial or other private interests of the official or employee or others. The village board or village counsel may, from time to time, designate certain information as confidential.

(c) *Gifts and favors.*

(1) No official or employee, personally or through a member of their immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

(2) No official or employee personally, or through a member of their immediate family, shall accept any gift whether in the form of money, service, loan, thing or promise, from any person which may tend to impair their independence of judgment or action in the performance of duties or grant in the discharge of their duties any improper favor, service or thing of value.

(3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This subsection further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

(4) Gifts received by an official or employee or their immediate family under unusual circumstances shall be referred to the village administrator within ten days of receipt for recommended disposition. Any person subject to this article who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this subsection, shall, within ten days, disclose the details surrounding said offer to the village administrator. Failure to comply with this reporting requirement shall constitute an offense under this article.

(d) *Representing private interests before village agencies or courts.*

(1) Nonelected village officials and employees shall not appear on behalf of any private person (other than themselves, their spouse or minor children) before any village agency, board, commission or the village board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.

(2) Elected village officials may appear before village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic

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obligations. However, the disclosure requirements of subsection (a) of this section shall be applicable to such appearances.

(e) *Ad hoc committee exceptions.* No violation of the conflict of interest restrictions of this section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the village board that such interest exists.

(f) *Contracts with the village.* No village official or employee who, in capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on part shall enter into any contract with the village unless, within the confines of Wis. Stats. § 946.13:

(1) The contract is awarded through a process of public notice and competitive bidding, or the village board waives the requirement of this section after determining that it is in the best interest of the village to do so.

(2) The provisions of this subsection shall not apply to the designation of a public depository of public funds.

Sec. 2-17. Advisory opinions.

Any questions as to the interpretation of any provisions of this code of ethics article shall be referred for an advisory opinion pursuant to section 2-181(b)(4). Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

Sec. 2-18. Hiring relatives.

(a) This section governs the proposed hiring of individuals for full-time or part-time work as village employees who are members of the immediate family of village employees or elected officials. The term "immediate family" includes those relatives by blood or marriage defined in section 2-180 as personal interests.

(b) Hiring an immediate family member of any current village employee or elected village official is discouraged and will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. It is required that either the current employee or the relative seeking employment will make the personal interest relationship known to the hiring authority (department head, village administrator or village board) before a hiring decision is made; in every case, the decision to hire an immediate family member or former spouse will be subject to village administrator approval, with notice, before the new employee is permitted to begin work. Marriage between two individuals already employed by the village or their relatives will not be considered a violation of this policy.

(c) This section does not apply to nonelected officials who are asked to accept appointment as members of a village board, commission or committee; nonelected officials, however, will be expected

to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the village.

Secs. 2-19—2-20. Reserved.

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ARTICLE III. LEGISLATIVE BODY¹

Sec. 2-21. Five member board of supervisors created. The Village Board

A. *Constituted.* The Village Board shall consist of the Village President and six Trustees, all of whom shall be elected from the Village at large. Nomination papers shall be used for nomination to elective Village offices, pursuant to the procedures described in Wis. Stats. § 8.05(4).

B. *Term of Office.*

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(a) The six trustees elected at the first election shall serve their terms, as follows:

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(1) The term of office of the three candidates receiving the highest number of votes in the first election shall be two (2) years ending with the spring election in 2015.

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(2) The term of office of the three candidates receiving the remaining votes shall be for one (1) year ending with the spring election in 2014.

(3) Thereafter, the term of office of all Trustees shall be two (2) years with three (3) trustees being elected in even numbered years and three (3) trustees being elected in odd numbered years.

(b) The term of the Village President elected at the first election shall be for two (2) years ending with the spring election in 2015. Thereafter, the Village President shall be elected in odd numbered years for a term of two (2) years.

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¹State law reference(s)—Powers of village meeting, Wis. Stats. § 610.3410; ~~village board, increased size authorized, Wis. Stats. § 60.21; general powers and duties of village board, Wis. Stats. § 60.22; miscellaneous powers of village board, Wis. Stats. § 60.23.~~

As directed by the 2001 Annual Village Meeting pursuant to Wis. Stats. ~~55-60.10(2)(b)~~ and 60.21(2), the village board is hereby increased from a three-member board of supervisors to a five-member board of supervisors consisting of a village board chairperson and four village board supervisors.
(Ord. No. 02-85, 11-27-2002)

~~Sec. 2-22. Election of board of supervisors to be staggered.~~

The seats on the village board are not numbered, therefore pursuant to Wis. Stats. ~~§ 60.21(2)(c)~~ the village board chairperson and the two supervisors receiving the highest number of votes in the April 1, 2003, election will serve for a two-year term and the remaining two supervisors will serve one-year terms, with each subsequent election to be for two-year terms, so that elections occur in both odd-numbered and even-numbered years.
(Ord. No. 02-85, 11-27-2002)

~~Sec. 2-23. Increase in membership does not create vacancy.~~

Pursuant to Wis. Stats. ~~§ 60.21(e)~~, this increase in the membership of the village board does not create any vacancy on the village board prior to the April 1, 2003, election.
(Ord. No. 02-85, 11-27-2002)

Sec. 2-22. Meetings

Meeting of the Village Board shall be held pursuant to Charter Ordinance Section 1.02

Secs. 2-234—2-49. Reserved.

ARTICLE IV. OFFICERS AND EMPLOYEES

DIVISION 1. GENERALLY

Secs. 2-50. Appointed Officials

The Village shall appoint the following officials pursuant to Charter Ordinance Section 1.05;
Village Manager, Village Clerk, Villager Treasurer/Finance Director.

Secs. 2-510—2-7497. Reserved.

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Subpart A - GENERAL ORDINANCES
 CHAPTER 2 - ADMINISTRATION
 ARTICLE III. - OFFICERS AND EMPLOYEES
 DIVISION 2. VILLAGE CLERK

DIVISION 2. VILLAGE CLERK²

~~Sec. 2-72. Appointment.~~

The village may provide for the appointment of the village clerk by the village board, pursuant to Wis. Stats. § 60.30(1c).
 (Ord. No. 39, § 1, 4-9-1996)

~~Sec. 2-73. Term; reappointment; dismissal.~~

A person appointed to the office of village clerk shall serve for a term not to exceed three years that is set by the village board. The person may be reappointed and may be dismissed by the board only for cause, as defined in Wis. Stats. § 17.16(3).
 (Ord. No. 39, § 2, 4-9-1996)

~~Sec. 2-74. Return to system of electing.~~

Not sooner than two years after a person is appointed to office under section 2-72, the village board may enact an ordinance to return to a system of electing the village clerk without a vote or a village meeting.
 (Ord. No. 39, § 3, 4-9-1996)

~~Sec. 2-75. Qualifications and terms of employment.~~

The village board may establish the qualifications and terms of employment, which may include the residency of the employee pursuant to Wis. Stats. § 60.37.
 (Ord. No. 39, § 4, 4-9-1996)

~~Sec. 2-76. Duties.~~

The clerk must perform duties required by law, ordinance or the lawful direction of the village meeting or village board. These duties are set forth by Wis. Stats. § 60.33.
 (Ord. No. 39, § 5, 4-9-1996)

²State law reference(s) — Definition; procedure; disqualification, Wis. Stats. § 17.16(3); election, appointment of village officers; general provisions, Wis. Stats. § 60.30; duties of village clerk, Wis. Stats. § 60.33; removals; Village employees, Wis. Stats. § 60.37.

Secs. 2-77—2-97. Reserved.

ARTICLE IV. BOARDS, COMMISSIONS, AND COMMITTEES

DIVISION 1. GENERALLY

Secs. 2-98—2-122. Reserved.

DIVISION 2. PLAN COMMISSION²

Sec. 2-123. Village plan commission created.

- (a) ~~(a)~~ Authority. A Village Plan Commission is hereby created and shall operate as an advisory board under the provisions of Wis. Stats. §62.23.
- (b) Composition. The Plan Commission shall consist of seven members; one village board member, one being the village president and one being a village trustee, and six citizens. The members shall be people whose experience and qualifications are of such kind and nature as to prepare them to discharge the duties required of them.
- (c) Village Board Member. A village trustee shall be appointed by the Village President and approved by a majority vote at the first meeting of the Village Board held after the Spring Election and shall serve for one year term.
- (d) Citizen Members. The citizen members shall be appointed by the village president and confirmed by a simple majority vote of the Village Board. Citizen Members shall be citizens of the United States and residents of the Village of Harrison who are not Village elected or appointed officials. The terms shall be staggered from the succeeding May 1, so that no more than two citizen member terms expire in the same year. Thereafter, appointments shall be made in April for each term expiring May 1 and shall be for a term of three years. (e) (f) (c).
- (e) Presiding Officer. The Plan Commission members make a recommendation to the Village President on who should be the Presiding Officer. The Village President can decide to accept the recommendation or choose another member.
- (f) Vice-chair and Secretary. The Plan Commission shall select a Vice-chair and Secretary for a term of year.
- (g) Removal. Except as provided in Wis. Stat. sec. 60.30 (1e) (c) and (f), any appointed village officers may be removed, at pleasure, by a majority vote of all the members of the village board per Wis. Stat. sec. 17.13(1).
- (h) Vacancy. Should any vacancy occur among the members by reason of death, resignation, disability, removal, or otherwise, immediate notice thereof shall be given to the President and the Village Board. A replacement to fulfill the unexpired term shall be appointed as soon as feasibly possible.

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²~~State law reference(s) — Zoning authority if exercising village powers, Wis. Stats. § 60.62; village planning, Wis. Stats. § 61.35; plan commission, Wis. Stats. § 62.23.~~

~~— 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. 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.~~

~~(b) 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.~~

~~(c) 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.~~

(Ord. No. 76(Ser. 2001), 4-24-2001; Ord. No. 11-155, 4-26-2011; Ord. No. V17-14, 8-8-2017; Ord. No. V19-09, 9-24-2019) Ord No V25-05

Sec. 2-124. Duties and powers of officers.

The duties and powers of the officers of the planning commission shall be as follows:

- (a) *Chairman.*
 - (1) Preside at all meetings of the commission.
 - (2) Call special meetings of the commission in accordance with the bylaws.
 - (3) Sign documents authorized by the commission and the village board.
 - (4) Conduct all commission meetings in accordance with parliamentary law.
- (b) *Vice-chairman.* During the absence, disability or disqualification of the chairman, the vice-chairman shall exercise or perform all the duties and be subject to all responsibilities of the chairman.
- (c) ~~Recording Secretary; planner.~~
 - (1) Keep the minutes of all meetings of the commission in an appropriate minutes book.
 - (2) Give or serve all notices required by law or by the bylaws.
 - (3) Prepare the agenda for all meetings of the commission.
 - (4) Be custodian of commission records.
 - (5) Inform the commission of correspondence relating to business of the commission and distribute such correspondence.
 - (6) ~~Handle funds allocated to the commission in accordance with its directives, the law, and village regulations.~~
 - (6Z) Cosign official documents as required by the commission and the village board.

(Ord. No. 76(Ser. 2001), 4-24-2001; Ord. No. V17-14, 8-8-2017; Ord. No. V19-09, 9-24-2019)

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Secs. 2-125—2-130. Reserved.

DIVISION 3. COMMITTEE OF THE WHOLE⁴

Sec. 2-131. Committee of the whole created.

- (a) *Composition.* The committee of the whole shall be comprised of the village president as chairman and the entire village board. The village clerk and village manager shall be required to attend all committee of the whole meetings.
- (b) *Place of meeting.* All meetings of the committee of the whole shall be held in the Harrison Municipal Building.
- (c) *Quorum.* Four trustees, including the village president, shall constitute a quorum of the committee of the whole, but a lesser number may adjourn from time to time to compel the attendance of absent members.
- (d) *Nonofficial action.*
 - (1) The committee of the whole shall meet for the purpose of discussing all ~~matter~~matters pertinent to the Village of Harrison. Unless it may be noticed and recorded as a special meeting of the village board of trustees, a meeting of the committee of the whole shall not have the power or be construed to be official action of the village board of trustees.
 - (2) All actions of the committee of the whole, be they deliberations, recommendations or formal actions, shall be thereafter voted upon at regular or special meeting of the village board of trustees.

(Ord. No. 07-126, § 1, 6-26-2007; Ord. No. V14-01, 1-14-2014)

Secs. 2-132—2-140. Reserved.

DIVISION 4. BOARD OF REVIEW

Sec. 2-141. Board of review created.

- (a) *Membership.* The board of review shall consist of:
 - (1) The village president and ~~two~~ all of the village trustees. Two additional trustees will be appointed as alternatives.
 - (2) In addition to the ~~threes~~seven members, the village clerk shall serve as a non-voting member of the board.
 - (3) The village assessor shall attend all meetings of the board of review.
- (b) *Training.* No board of review may be constituted unless it includes at least one voting member who, within ~~one~~two years of the board's first meeting, has attended a training session under Wis. Stats. § ~~703.4603~~703.4603. The

⁴~~Editor's note(s) — The composition, duties, and powers of the village park committee were established by Ordinance No. 07-126, adopted June 26, 2007, and appear in the administration chapter of this Code.~~

village clerk shall provide an affidavit to the department of revenue stating whether the requirement has been fulfilled.

- (c) *Duties.* The duties and functions of the board of review shall be in accordance with Wis. Stats. § 70.47.
- (d) *Confidentiality of information.* Any information provided by a taxpayer about income and expenses to the assessor under Wis. Stats. § 70.47 shall be confidential information and is not subject to inspection and copying under section 19.35(1) unless ordered by a court of competent jurisdiction. Said information may be revealed to and used by persons in the discharge of duties imposed by law; in discharge of duties imposed by office, including but not limited to, use by the assessor in performance of official duties of the assessor's office and use by the board of review in performance of its official duties.

(Ord. No. V13-04, 5-14-2013)

Secs. 2-142—2-150. Reserved.

DIVISION 5. FIRE COMMISSION

Sec. 2-151. Fire commission created.

- (a) The Village of Harrison Board of Fire Commissioners, also known as the Village of Harrison Fire Commission, is hereby established pursuant to Wis. Stats. § 61.65(2)(b)(1).
- (b) *Commission membership.* The Village of Harrison Fire Commission shall consist of five citizen members, none of whom may simultaneously be elected or appointed officials of the village, nor may the members be employees of the village. Three members shall constitute a quorum.
- (c) *Appointment and terms of members.* The village president shall appoint, subject to confirmation of the village board, the members of the commission. Such appointments shall be made annually, initially with one appointment for approximately five years, one for approximately four years, one for approximately three years, one for approximately two years, and one for approximately one year. Thereafter, the village president shall annually, ~~at the April Village Board meeting between the last Monday of April and the first Monday of May,~~ appoint in writing to be filed with the secretary of the board, one member per year for the term of five years. All terms, including the initial terms described above, shall expire on their appointed year, on the date that the village president appoints new members. Members of the commission shall be compensated for their service ~~is with~~ paid per ~~diemsdiem~~ as per village policy. All vacancies shall be filled by appointment by the village president for the unexpired term subject to confirmation by the village board.
- (d) *Meetings.* The members of the commission shall meet within 30 days of the entire commission taking its oath of office for the initial selection of officers. Thereafter, there shall be a meeting within 30 days of the village president's regularly scheduled annual appointment of a new member, for the selection of officers. The commission shall meet at least one time per year as required herein for its organizational meeting and may meet more frequently thereafter as necessary to discharge its duties. The commission may adopt rules as allowed by law to more effectively conduct its affairs. All commission meetings shall be open to the public, except as provided by the Wisconsin Open Meetings Law, Wis. Stats. § 19.84 et seq., and Wis. Stats. § 62.13. The commission shall have the powers and duties as provided herein or otherwise provided by law, including Wis. Stats. § 62.13, with the exception of the optional powers enumerated in Wis. Stats. § 62.13(6).
- (e) *Officers.* Officers shall be elected by and from among the sitting commission members for a one-year term. There shall be a chairperson, a vice-chairperson and a secretary. Each of the five commission members shall have an equal vote for all matters brought before the commission for consideration. The commission members may appoint a non-commission person to act as assistant secretary, to assist in duties of secretary.

(Republication)

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(Ord. No. V13-05, 7-9-2013)

Sec. 2-152. Officers duties and responsibilities.

Board officers shall have the following duties and responsibilities:

(a) (1) *Chairperson*. The chairperson shall:

- a. Preside over all meetings and hearings and ensure their orderly conduct;
- b. Accept filing of written charges against chiefs and subordinates;
- c. Issue subpoenas for the attendance of witnesses at hearings pursuant to Wis. Stats. § 62.13(5)(d);
- d. Administer oaths to witnesses appearing before the board;
- e. Formally read the charge(s) to the accused at any hearing, including the provisions alleged to have been violated;
- f. Ask question and control questions asked by other board members during any hearing;
- g. Ensure standards for procedural due process are afforded the accused at any hearings; and
- h. Adjourn commission proceedings.

(2) *Vice-chairperson*. The vice-chairperson shall act in the capacity of chairperson whenever the chairperson is unavailable to act for any reason.

(3) *Secretary*. The secretary shall:

- a. Conduct all correspondence of the commission, send all notices required by law, ordinance or these rules, or as otherwise requested by the commission;
- b. Cause to be published such official notices as are required;
- c. Attend and keep a record of all commission proceedings, including the preservation of testimony and any evidence received by the commission at any hearings in a permanent record and to certify such record to the Circuit Court when required by law;
- d. Maintain the minutes of each meeting and hearing, with said minutes being signed by the secretary and chairperson upon approval by the commission;
- e. Provide copies of all commission minutes to each commission member as soon as possible and file a copy of said minutes with the village clerk;
- f. Accept filing of all appointments under Wis. Stats. § 62.13(1); and
- g. Accept for filing all findings and determinations of the commission relative to disciplinary actions and commission orders, all of which shall be filed within three (3) days of their adoption pursuant to Wis. Stats. § 62.13(5)(f).

(b) *Appointment of chiefs*. The ~~Fire Commission~~village president shall appoint the chief of the fire department subject to confirmation by the village board, who shall hold office during good behavior, subject to suspension or removal by the commission for just cause.

(c) *Subordinates, re-employment, disciplinary actions against subordinates and dismissals*.

- (1) The provisions of Wis. Stats. §§ 62.13(4) and 62.13(5) and all actions amendatory thereto so far as the same are applicable are hereby incorporated herein and shall be effective in the same manner as if set forth full herein.

(Republication)

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- (2) The chief of the fire department shall have the right to summarily suspend or remove any subordinate who is on probationary status without the necessity of granting said subordinate a hearing. In ~~addition~~~~addition~~, thereto, the commission may suspend or remove the chief summarily in the same manner, if said chief is employed on a probationary status.
- (d) *Removal of commissioners.* Commissioners may be removed by ~~three-fourths~~ majority vote of the village board at any time without cause ~~and without a hearing~~. Any commission vacancy created by removal or resignation shall be filled by appointment by the village president, subject to confirmation by the village board, for the remainder of the unexpired term.

(Ord. No. V13-05, 7-9-2013)

Secs. 2-153—2-160. Reserved.

DIVISION 6. STANDING JOINT REVIEW BOARD

Sec. 2-161. Standing joint review board created.

- (a) *How constituted.*
- (1) The joint review board shall consist of five ~~people~~~~erson~~ appointed as follows:
- a. One representative appointed by the school district that has power to levy taxes on the property within the TID.
 - b. One representative appointed by the technical college district that has power to levy taxes on the property within the TID.
 - c. One representative appointed by the county that has power to levy taxes on the property within the TID.
 - d. One representative appointed by the village. This representative shall be appointed by the president subject to confirmation by the village board.
 - e. One member of the general public. This member shall be appointed by majority vote of the other four members at the first meeting of the standing joint review board.
- (2) If more than one school district, more than one union high school district, more than one elementary school district, more than one technical college district, or more than one county has the power to levy taxes on the property within the TID, the unit in which is located property of the tax incremental district that has the greatest value shall choose that representative to the board.
- (3) Each entity identified in paragraphs (a)(1)a. and b. above shall be allowed to appoint a primary representative and one or more alternate to attend meetings of the joint review board. Any alternate member shall have the same voting authority as the primary member.
- (b) *Terms.* The joint review board shall remain in existence for the entire time that any TID exists in the village. Each entity required to appoint a member to the joint review board shall be responsible for creating its own procedure to appoint a representative to the joint review board. On or before June 1 of each year, each entity shall notify the village clerk in writing in order to identify the person that will be representing the entity at the upcoming annual meeting of the joint review board. That person shall be the person designated to receive notice of future joint review board meeting until the village clerk is notified in writing that an entity has appointed a different person.

(c) *Duties.*

- (1) The joint review board shall meet annually on or before July 1, or as soon as the annual report for any TID becomes available, in order to review the annual report(s) and to review the performance and status of each TID governed by the joint review board.
- (2) The joint review board shall meet at any time the village desires to create a new TID, amend an existing project plan, have an existing TID incremental base re-determined, or incur project costs as described in Wis. Stats. § 66.1105(2)(f)(1)-(n) for an area that is outside of the TID's boundaries.
- (3) In addition to the procedure set forth in paragraphs (c)(1) and (2) above, a meeting of the joint review board may be called upon by any member.
- (4) The joint review board shall appoint the public member and elect a chairperson at the first meeting of the standing joint review board. Subsequent appointments to fill vacancies of the public member or to re-elect a chairperson shall occur at the annual meeting or prior to the public hearing described under Wis. Stats. § 66.1105(4)(a) or (h)1. is held.

(Ord. No. V13-05, 7-9-2013; Ord. No. V17-15, 8-29-2017)

Secs. 2-162—2-165~~6~~. Reserved.

ARTICLE V. FINANCE⁵

Sec. 2-166. Purchasing and Disposal Policy.

A Purchasing and Disposal Policy to provide an efficient procurement process while maintaining the appropriate oversight of taxpayer funds shall be approved by the Village Board and is filed in the Finance Director/Treasurer's Office. The provisions of Wisconsin State Statute Section 62.15 shall take precedence over any portion of the policy if there is a conflict.

Sec. 2-167. Claims against Village~~Exception to village board approval of claims.~~

- a) Payments may be made from the Village treasury after the Treasurer or Clerk of the Village audits and approves each claim as proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:
 - (1) Funds are available pursuant to the budget.
 - (2) The item or service was duly authorized by the proper official or agency and has been received or rendered in accordance with the local procurement policy.
 - (3) The claim is accurate in amount, and a proper charge against the treasury.
- b) Village Board approval of claims.
 - (1) No claim or demand against the Village, except as provided in Subsection (c)C of this section, shall be paid until it has been approved by the Village Board and an order drawn on the Village Director of Finance. Every claim shall be itemized and certified as provided in Subsection (a)A.

⁵State law reference(s) — Claims against village, alternative procedure, Wis. Stats. § 60.44(2).

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(2) After auditing, the Village Board shall approve or disapprove each claim. The approval of the claims shall show to whom, for what purpose and the amount of every claim approved and shall be on record with the Director of Finance.

c) Special processing of claims.

(1) Many times due to the timing of Village Board meetings, claims may need to be settled prior to the next Village Board meeting. Additionally, many of the below-listed items are routine in nature, such as an electric bill. Due to these facts, the Finance Department is authorized to issue checks for the below-listed items. The Village Board shall be provided with a list of the claims at its next regularly scheduled Village Board meeting.

- (a) Bond payments.
- (b) Court-related payments.
- (c) Debt service payments.
- (d) Escrow releases.
- (e) Mobile home and hotel/motel tax payments.
- (f) Payroll/payroll liabilities.
- (g) Postage.
- (h) Refunds.
- (i) Sewage treatment plant expenses.
- (j) Tax liabilities, including settlements.
- (k) Utility bills (ex. telephone, electric, water, etc).
- (l) Insurance payments, such as workers' compensation or property insurance.
- (m) Miscellaneous purchases, \$0 to \$1,000 approved by the Director of Finance, \$1,000 to \$5,000 approved by the Manager, and \$5,000 to \$10,000 approved by the President.
- (n) Emergency purchases.

(2) When a verified emergency expenditure occurs which is declared by the Village President, the Manager has authorization to approve cash disbursements up to \$100,000. The Manager shall require written explanation/justification from the affected department head(s). The Director of Finance shall provide a list of such disbursements to the Village Board, along with the regular bills list, for the next regularly scheduled Village Board meeting.

d) Timely processing. Since the processing of claims needs to occur within the vendor's requirements to not incur penalty or interest on the outstanding claim, the Finance Department is authorized to process the necessary checks to ensure the Village does not incur finance charges on Village accounts or to take advantage of discounts. The Finance Department shall be required to submit a listing of all bills paid in this manner at the next Village Board meeting. The amount of the claims processed shall not be limited to the above dollar amounts.

e) Method of incurring claims. All actions which result in the appropriation of money or creating a charge against the Village, unless previously authorized by the Board through the budget process, including any claim that exceeds the budgeted amount, shall require a two-thirds vote of the entire membership of the Board. Additionally, all actions which result in a cost to the Village shall be discussed with the initial action and need to meet the aforementioned requirements. The action taken needs to incorporate the necessary budget transfer/amendment in the resolution appropriating the funds/charge.

Payments may be made from the village treasury pursuant to this section for bills or vouchers that are of a routine nature. Such bills include payroll, utility charges, and other routine charges, and a list of the routine charges shall be prepared by the village board and approved by resolution of the village board authorizing payment of routine claims.

[illegible]

~~Any routine claims, contained in the list specified above, where there is a bill and voucher not in excess of \$5,000.00 may be paid by the village treasurer of the village without approval of the village board, if the village clerk reviews and approves in writing each bill or voucher as a proper charge against the village treasury and after the village clerk determines:~~

- ~~(a) Funds are available under the village budget to pay the bill or voucher;~~
- ~~(b) The item or service covered by the bill or voucher has been duly authorized on a list as specified in this section, and that the bill has further been authorized by the village chairperson or the village administrator;~~
- ~~(c) The item or service covered by the bill or voucher has been supplied or rendered in conformity of the authorization; and the claim appears to be a valid claim against the village.~~

~~After determining that the above conditions have been met, the clerk shall indicate approval of the claim by placing his or her signature on the bill. Upon approval of a bill or voucher under this procedure, the clerk shall prepare and sign a check and have it countersigned by the village treasurer and the village chairperson pursuant to Wis. Stats. § 66.0607. The treasurer shall then mail or deliver complete checks to the appropriate parties.~~

~~At least monthly and prior to a regular meeting of the village board, the village clerk shall file with the village board a written list of claims approved pursuant to this section. The list shall include the date paid, name of the claimant, purpose and amount.~~

~~(Ord. No. 38, § 2, 4-11-1996; Ord. of 12-11-2008)~~

Sec. 2-168. Monthly report required.

The village clerk shall file, at least monthly, with the village board a written list of bills and claims approved, the date paid, the name of the claimant, the purpose and amount of the claim. The village clerk can demand proof of compliance with the provisions of section 2-167, noted prior to approval.

(Ord. No. 38, § 2, 4-11-1996)

Sec. 2-169. Retention of nominal overpayments absent demand and discharge of nominal underpayments.

- (a) For purposes of this section a "nominal" overpayment or underpayment shall be an amount which does not exceed a \$5.00 difference toward any tax, fee, or other obligation to the village or utility.
- (b) As an administrative convenience, the village or utility shall retain any nominal overpayment and shall not process a refund of the same absent appropriate demand for refund by the payer of the overpayment.
- (c) As an administrative convenience, the village or utility may opt to not pursue any nominal underpayment owed by a resident or utility customer or vendor.
- (d) A nominal overpayment or underpayment pursuant to the provisions of this section shall be credited or debited to the General Fund for village transactions and to the customer accounts funds for utility transactions pursuant to any regulations by the public service commission.

(Ord. No. V22-21, § 1, 12-13-2022)

~~**Secs. 2-170—2-189. Reserved.**~~

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Subpart A - GENERAL ORDINANCES
CHAPTER 2 - ADMINISTRATION
ARTICLE VI. ACCESS TO AND MAINTENANCE AND DESTRUCTION OF PUBLIC RECORDS

ARTICLE VI. ACCESS TO AND MAINTENANCE AND DESTRUCTION OF PUBLIC RECORDS⁶

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Sec. 2-190. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Authority means the Harrison Village Board as the authority responsible for village governmental records.

Custodian means that officer, department head or employee of the village designated under section 2-192, or otherwise responsible by law, to file, deposit, keep and preserve any village records in ~~their~~^{his} office; or who is lawfully in possession or entitled to possession of such public records and who is required by this article to respond to requests for access to such records.

Record means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.

- (a) The term "record" includes, but is not limited to, handwritten, typed or printed pages, e-mails, maps, charts, photographs, films, recordings, tapes, including computer tapes and computer printouts.
- (b) The term "record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to ~~their~~^{his} office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

Requester means any person who requests inspection or copies of a record.

(Ord. No. 07-124, § 1, 5-29-2007)

Sec. 2-191. Duty to maintain public records.

- (a) Except as provided under section 2-196, each officer and employee of the village shall safely keep and preserve all records received from ~~their~~^{his} predecessor or other persons and required by law to be filed, deposited or kept in ~~his~~^{their} office or which records are in the lawful possession or control of the officer or employee or ~~his~~^{their} deputies or to the possession or control of which he or they may be lawfully entitled as such officers or employees.
- (b) Upon the expiration of an officer's term of office, or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to ~~his~~^{their} successor all records then in ~~their~~^{his} custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the village clerk. If a vacancy occurs before a successor is selected

⁶State law reference(s)—Public records and property, Wis. Stats. §§ 19.21—19.39.

or qualifies, such records shall be delivered to and receipted for by the clerk on behalf of the successor to be delivered to such successor upon the latter's receipt.

(Ord. No. 07-124, § 2, 5-29-2007)

Sec. 2-192. Legal custodians.

- (a) Each elected official is the legal custodian of his records and the records of his office, but the official may designate an employee of the village to act as the legal custodian of said records.
- (b) Unless otherwise prohibited by law, the village clerk or his designee shall act as legal custodian for the village board and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the village board.
- (c) In all other cases, the village administrator, village attorney and each village department head shall be the legal custodian for all public records emanating from, deposited with, and relating to the work of said office or department.
- (d) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee.
- (e) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Wis. Stats. §§ 19.21 through 19.39, and under this article. The designation of a legal custodian does not affect the powers and duties of an authority under this article.
- (f) The following department heads are designated as records custodians for their respective departments; however, since it is impractical to name every record available in each department, the records listed below are meant to be a general example of records available:
 - (1) *Village administrator.* All personnel records, budgetary files, special projects, and special assessments.
 - (2) *Village clerk.* All records of the village pertaining to village board of supervisors' matters, payroll, accounts receivable and payable, and other legal records required by law to be maintained and kept by the clerk.
 - (3) *Village treasurer.* All records pertaining to tax bills, bank statements, investments and daily cash records.
 - (4) *Planning coordinator.* All statutory/legal matters pertaining to the village plan commission, including among other things, recommendations to the village board of supervisors for or against plat approvals, zoning, rezoning, layout of streets, and recommendations on matters referred to the village plan commission by the village board of supervisors or county planning department.
- (g) Public records may be requested, inspected and copies obtained during the regular business hours of the various departments where the record is maintained.

(Ord. No. 07-124, § 3, 5-29-2007)

Sec. 2-193. Public access to records.

- (a) Except as provided in section 2-195, any person has a right to inspect a record and ~~for to make or~~ receive a copy of any record as provided in Wis. Stats. § 19.35(1).
- (b) ~~Records will be available for inspection and copying during all regular office hours.~~

~~(c) A requester shall be permitted to use facilities comparable to those available to village employees to inspect, copy or abstract a record.~~

- (d) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record, if the record is irreplaceable or easily damaged.
- (e) A requester shall be charged a fee to defray the cost of locating and copying records.
- (f) The legal custodian may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.
- (g) Pursuant to Wis. Stats. § 19.34, and the guidelines therein listed, the authority shall adopt, prominently display, and make available for inspection and copying at its offices for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make request for records or obtain copies of records and the cost thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of this article.

(Ord. No. 07-124, § 4, 5-29-2007)

Sec. 2-194. Access procedures.

- (a) A request to inspect or copy a record shall be made to the legal custodian of the records affected by the request. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to the subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Wis. Stats. § 19.37. Except as provided hereinafter, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.
- (b) Each custodian, upon request for any records, shall as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the ~~reasons~~ reasons, therefore. If the legal custodian, after conferring with the village attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance.
- (c) A request for a record may be denied as provided in section 2-195. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Wis. Stats. § 19.37(1), or upon application to the attorney general or the district attorney.

(Ord. No. 07-124, § 5, 5-29-2007)

Sec. 2-195. Limitations on right to access.

- (a) As provided by Wis. Stats. § 19.36, the following records are exempt from inspection under this article:

- |
- (1) Records specifically exempted from disclosure by state or federal ~~law, or law or~~ authorized to be exempted from disclosure by state law.

(2) Any record relating to investigative information obtained for law enforcement purposes, if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state.

(3) Computer programs, although the material used as input for a computer program, or the material produced as a product of the computer program is subject to inspection.

(4) A record or any portion of a record containing information qualifying as a common-law trade secret.

(b) In responding to a request for inspection, or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the village attorney, may deny the request in whole or in part only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include but are not limited to the following:

(1) Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.

(2) Records of current deliberations after a quasi-judicial hearing.

(3) Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance or discipline of any village officer or employee or the investigation of charges against a village officer or employee, unless such officer or employee consents to such disclosure.

(4) Records concerning current strategy for crime detection or prevention.

(5) Records of current deliberations or negotiations on the purchase of village property, investing of village funds, or other village business whenever competitive or bargaining reasons require nondisclosure.

(6) Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.

(7) Communications between legal counsel for the village and any officer, agent, or employee of the village, when advice is being rendered concerning strategy with respect to current litigation in which the village or any of its officers, agents, or employees is or is likely to become involved or communications which are privileged under Wis. Stats. § 905.03.

(c) If a record contains information that may be made public and information that may not be made public, the custodian of the records shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the village attorney prior to releasing any such records and shall follow the guidance of the village attorney when separating out the exempt material. If, in the judgment of the custodian and the village attorney, there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

(Ord. No. 07-124, § 6, 5-29-2007)

Sec. 2-196. Destruction of records.

- (a) *Scope of authority.* As provided by Wis. Stats. § 19.21(4), the provisions of this section provide direction for the destruction of obsolete public records, except that no records may be destroyed:

-
- (1) After a request for inspection or copying a record has been received under section 2-193 and until the request is granted or until at least 90 days after the request is denied; or
 - (2) After written notice has been received that an action relating to a record has been commenced under Wis. Stats. § 19.37 and until all litigation and appeals regarding that action have concluded.
- (b) *Village records.* The village clerk, custodian or their designee, may destroy the following public records after the expiration of the designated retention periods. Except for village board minutes, ordinances and resolutions which are to be retained permanently, the state historical society has waived the required statutory notification prior to destruction of records per Wis. Stats. § 19.21(5)(d) for the records listed below:
- (1) Accounting records;
 - (2) Assessment records;
 - (3) Board of review records;
 - (4) Budget and audit records;
 - (5) Election records;
 - (6) Journal, registers and ledger;
 - (7) Licenses and permits;
 - (8) Municipal borrowing records;
 - (9) Payroll records;
 - (10) Real property records;
 - (11) Tax collection records;
 - (12) Treasurer's records;
 - (13) Utility records;
 - (14) Village board, committee and commission records.

(Ord. No. 07-124, § 7, 5-29-2007)

Sec. 2-197. Preservation through electronic measures~~microfilm~~.

Any village officer or the director of any department or division of village government may, subject to the approval of the village board, keep and preserve public records in this~~their~~ possession by means of microfilm or other electronic measures~~photographic reproduction method~~. Such records shall meet the standards for photographic set forth in Wis. Stats. § 16.61(7)(a), (b), and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying, according to the provisions of state law and of sections 2-193 and 2-194.

(Ord. No. 07-124, § 8, 5-29-2007)

CHAPTER 2 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 2-1. Village powers adopted.

The village has adopted village powers conferred on village boards pursuant to the authority granted under Wis. Stats. § 61.34.

(Res. of 2-5-1990)

Secs. 2-2—2-09. Reserved.

ARTICLE II. ETHICS CODE

Sec. 2-10. Statement of purpose.

- a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this article, a code of ethics for all village officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the village.
- b) The purpose of this ethics code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the village and by directing disclosure by such officials of private financial or other interests in matters affecting the village. The village board believes that a code of ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this village in their elected and appointed officials and employees. The village board hereby reaffirms that each elected and appointed official and employee holds their position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this ethics code and such rules and regulations as may be established are hereby declared to be in the best interests of the village.

Sec. 2-11. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Anything of value means any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.

Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages in profit-making activities.

Financial interest means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

Personal interest means the following specific blood or marriage relationships:

1. A person's spouse, mother, father, child, brother or sister; or
2. A person's relative by blood or marriage who receives, directly or indirectly, more than one-half support from such person or from whom such person received, directly or indirectly, more than one-half of support.

Public employee means any person excluded from the definition of a public official who is employed by the village.

Public official means those people serving in statutory elected or appointed offices provided for in chapter 61 of the Wisconsin Statutes (Wis. Stats. § 61.187 et seq.), and all members appointed to boards, committees and commissions established or appointed by the village president and/or village board pursuant to this Code, whether paid or unpaid.

Significant interest means owning or controlling, directly or indirectly, at least ten percent or \$5,000.00 of the outstanding stock of at least ten percent or \$5,000.00 of any business.

Sec. 2-12. Statutory standards of conduct.

- a) *Statutory provisions.* There are certain provisions of state statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of state statutes, as from time to time amended, are made as part of this code of ethics and shall apply to public officials and employees whenever applicable, to wit:
1. Wis. Stats. § 946.10, bribery of public officers and employees.
 2. Wis. Stats. § 946.11, special privileges from public utilities.
 3. Wis. Stats. § 946.12, misconduct in public office.
 4. Wis. Stats. § 946.13, private interest in public contract prohibited.
- b) *Compliance with state ethics law.*
- (1) State law prohibits public officials from using their offices or positions to obtain financial gain or anything of substantial value for the private benefit of themselves, their immediate families, or organizations for which they are associated. No person may offer or give, directly

or indirectly, anything of value if it could be reasonably expected to influence the official's actions or be reasonably considered an award for the official's action or inaction;

(2) The terms "substantial value" and "anything of value" shall be deemed to exclude any item from a single source having a fair market value of \$100.00 or less during any calendar year from any source for which there is no contemplated village board action to be taken either 12 months before or 12 months following any such exchange;

(3) The terms "substantial value" and "anything of value" shall be deemed to include anything with a fair market value in excess of \$1.00 from any source for which the village board has taken action or is expected to take action within a 12-month period before or after the date of any such transfer;

(4) Any trustee or officer in need of further interpretation of state law or this article shall seek such interpretation from the village president (at least seventy-two hours prior to a meeting in which the matter giving rise to a need for interpretation is agendaized), who, in turn, shall decide whether or not to obtain a written opinion of counsel regarding the ethics pertaining to either state law or the interpretation of this article; to the extent that an opinion of counsel is requested inside the above-referenced seventy-two hour window, or to the extent that an opinion is requested in good faith orally at a meeting, the affected trustee, officer, village president, or village counsel may request an adjournment of the subject matter until a future meeting to enable village counsel adequate time to research and prepare the subject opinion.

(5) Receipt of anything of substantial value or any other thing of value in excess of these restrictions under the circumstances provided herein shall be reported to the president and the village board or officer involved on the earlier of five days or at least 24 hours prior to any board action to which a transfer may be related.

Sec. 2-13. Responsibility of public office.

Public officials and employees are agents of the village and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the state constitution and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

Sec. 2-14. Dedicated service.

- (a) Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (c) Members of the village staff are expected to follow their appropriate professional code of ethics.

Sec. 2-15. Fair and equal treatment.

- (a) *Use of public property.* No official or employee shall use or permit the unauthorized use of village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as village policy for the use of such official or employee in the conduct of official business, as authorized by the village board or authorized board, commission or committee.
- (b) *Use of village stationery.* Private correspondence written on village stationery is prohibited.
- (c) *Obligations to citizens.* No official or employee shall use or attempt to use their position with the village to secure any advantage, preference or gain, over and above their rightful remuneration and benefits, for themselves or for a member of their immediate family.
- (d) *Political contributions.* No official shall personally solicit from any village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this article is a candidate or treasurer.

Sec. 2-16. Conflict of interest.

- (a) *Financial and personal interest prohibited.*
 - (1) No official or employee of the village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this article or which would tend to impair independence of judgment or action in the performance of official duties.
 - (2) Any member of the village board who has a financial interest or personal interest in any proposed legislation before the village board shall disclose on the records of the village board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the board involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.
 - (3) Any nonelected official, other than a village employee, who has a financial interest or personal interest in any proposed legislative action of the village board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the village board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
 - (4) Any village employee who has a financial interest or personal interest in any proposed legislative action of the village board or any board, commission or committee upon which the employee has any influence or input, or of which the employee is a member, who is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the

records of the village board or the appropriate board, commission or committee the nature and extent of such interest.

(b) *Disclosure of confidential information.* Except as required by Wisconsin Open Records Law, Open Meetings Law, judicial orders, and other Wisconsin laws, no official or employees shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the village, nor shall such information be used to advance the financial or other private interests of the official or employee or others. The village board or village counsel may, from time to time, designate certain information as confidential.

(c) *Gifts and favors.*

(1) No official or employee, personally or through a member of their immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

(2) No official or employee personally, or through a member of their immediate family, shall accept any gift whether in the form of money, service, loan, thing or promise, from any person which may tend to impair their independence of judgment or action in the performance of duties or grant in the discharge of their duties any improper favor, service or thing of value.

(3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This subsection further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

(4) Gifts received by an official or employee or their immediate family under unusual circumstances shall be referred to the village administrator within ten days of receipt for recommended disposition. Any person subject to this article who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this subsection, shall, within ten days, disclose the details surrounding said offer to the village administrator. Failure to comply with this reporting requirement shall constitute an offense under this article.

(d) *Representing private interests before village agencies or courts.*

(1) Nonelected village officials and employees shall not appear on behalf of any private person (other than themselves, their spouse or minor children) before any village agency, board, commission or the village board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.

(2) Elected village officials may appear before village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of subsection (a) of this section shall be applicable to such appearances.

(e) *Ad hoc committee exceptions.* No violation of the conflict of interest restrictions of this section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the village board that such interest exists.

(f) *Contracts with the village.* No village official or employee who, in capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on part shall enter into any contract with the village unless, within the confines of Wis. Stats. § 946.13:

(1) The contract is awarded through a process of public notice and competitive bidding, or the village board waives the requirement of this section after determining that it is in the best interest of the village to do so.

(2) The provisions of this subsection shall not apply to the designation of a public depository of public funds.

Sec. 2-17. Advisory opinions.

Any questions as to the interpretation of any provisions of this code of ethics article shall be referred for an advisory opinion pursuant to [section 2-181\(b\)\(4\)](#). Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

Sec. 2-18. Hiring relatives.

(a) This section governs the proposed hiring of individuals for full-time or part-time work as village employees who are members of the immediate family of village employees or elected officials. The term "immediate family" includes those relatives by blood or marriage defined in [section 2-180](#) as personal interests.

(b) Hiring an immediate family member of any current village employee or elected village official is discouraged and will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. It is required that either the current employee or the relative seeking employment will make the personal interest relationship known to the hiring authority (department head, village administrator or village board) before a hiring decision is made; in every case, the decision to hire an immediate family member or former spouse will be subject to village administrator approval, with notice, before the new employee is permitted to begin work. Marriage between two individuals already employed by the village or their relatives will not be considered a violation of this policy.

(c) This section does not apply to nonelected officials who are asked to accept appointment as members of a village board, commission or committee; nonelected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the village.

Secs. 2-19—2-20. Reserved.

ARTICLE III. LEGISLATIVE BODY¹

Sec. 2-21. The Village Board

A. *Constituted.* The Village Board shall consist of the Village President and six Trustees, all of whom shall be elected from the Village at large. Nomination papers shall be used for nomination to elective Village offices, pursuant to the procedures described in Wis. Stats. § 8.05(4).

B. *Term of Office.*

(a) The six trustees elected at the first election shall serve their terms, as follows:

(1) The term of office of the three candidates receiving the highest number of votes in the first election shall be two (2) years ending with the spring election in 2015.

(2) The term of office of the three candidates receiving the remaining votes shall be for one (1) year ending with the spring election in 2014.

(3) Thereafter, the term of office of all Trustees shall be two (2) years with three (3) trustees being elected in even numbered years and three (3) trustees being elected in odd numbered years.

(b) The term of the Village President elected at the first election shall be for two (2) years ending with the spring election in 2015. Thereafter, the Village President shall be elected in odd numbered years for a term of two (2) years.

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Sec. 2-22. Meetings

Meeting of the Village Board shall be held pursuant to Charter Ordinance Section 1.02

¹State law reference(s)—Powers of village meeting, Wis. Stats. § 61.34;.

Secs. 2-23—2-49. Reserved.

ARTICLE IV. OFFICERS AND EMPLOYEES

DIVISION 1. GENERALLY

Secs. 2-50. Appointed Officials

The Village shall appoint the following officials pursuant to Charter Ordinance Section 1.05;
Village Manager, Village Clerk, Villager Treasurer/Finance Director.

Secs. 2-51—2-97. Reserved.

Secs. 2-77—2-97. Reserved.

ARTICLE IV. BOARDS, COMMISSIONS, AND COMMITTEES

DIVISION 1. GENERALLY

Secs. 2-98—2-122. Reserved.

DIVISION 2. PLAN COMMISSION²

Sec. 2-123. Village plan commission created.

- (a) Authority. A Village Plan Commission is hereby created and shall operate as an advisory board under the provisions of Wis. Stats. §62.23.
- (b) Composition. The Plan Commission shall consist of seven members; one village board member; ~~one being the village president and one being a village trustee~~, and six citizens. The members shall be people whose experience and qualifications are of such kind and nature as to prepare them to discharge the duties required of them.
- (c) Village Board Member. A village trustee shall be appointed by the Village President and approved by a majority vote at the first meeting of the Village Board held after the Spring Election and shall serve for one year term.
- (d) Citizen Members. The citizen members shall be appointed by the village president and confirmed by a simple majority vote of the Village Board. Citizen Members shall be citizens of the United States and residents of the Village of Harrison who are not Village elected or appointed officials. The terms shall be staggered from the succeeding May 1, so that no more than two citizen member terms expire in the

same year. Thereafter, appointments shall be made in April for each term expiring May 1 and shall be for a term of three years. (e) (f) (c).

- (e) Presiding Officer. The Plan Commission members make a recommendation to the Village President on who should be the Presiding Officer. The Village President can decide to accept the recommendation or choose another member.
- (f) Vice-chair and Secretary. The Plan Commission shall select a Vice-chair and Secretary for a term of year.
- (g) Removal. Except as provided in Wis. Stat. sec. 60.30 (1e) (c) and (f), any appointed village officers may be removed, at pleasure, by a majority vote of all the members of the village board per Wis. Stat. sec. 17.13(1).
- (h) Vacancy. Should any vacancy occur among the members by reason of death, resignation, disability, removal, or otherwise, immediate notice thereof shall be given to the President and the Village Board. A replacement to fulfill the unexpired term shall be appointed as soon as feasibly possible.

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. (Ord. No. 76(Ser. 2001), 4-24-2001; Ord. No. 11-155, 4-26-2011; Ord. No. V17-14, 8-8-2017; Ord. No. V19-09, 9-24-2019) Ord No V25-05

Sec. 2-124. Duties and powers of officers.

The duties and powers of the officers of the planning commission shall be as follows:

- (a) *Chairman.*
 - (1) Preside at all meetings of the commission.
 - (2) Call special meetings of the commission in accordance with the bylaws.
 - (3) Sign documents authorized by the commission and the village board.
 - (4) Conduct all commission meetings in accordance with parliamentary law.
- (b) *Vice-chair.* During the absence, disability or disqualification of the chairman, the vice-chairman shall exercise or perform all the duties and be subject to all responsibilities of the chairman.
- (c) *Secretary.*
 - (1) Keep the minutes of all meetings of the commission in an appropriate minutes book.
 - (2) Give or serve all notices required by law or by the bylaws.
 - (3) Prepare the agenda for all meetings of the commission.
 - (4) Be custodian of commission records.
 - (5) Inform the commission of correspondence relating to business of the commission and distribute such correspondence.
 - (6) .
 - (6) Cosign official documents as required by the commission and the village board.

(Ord. No. 76(Ser. 2001), 4-24-2001; Ord. No. V17-14, 8-8-2017; Ord. No. V19-09, 9-24-2019)

Secs. 2-125—2-130. Reserved.

DIVISION 3. COMMITTEE OF THE WHOLE

Sec. 2-131. Committee of the whole created.

- (a) *Composition.* The committee of the whole shall be comprised of the village president as chairman and the entire village board. The village clerk and village manager shall be required to attend all committee of the whole meetings.
- (b) *Place of meeting.* All meetings of the committee of the whole shall be held in the Harrison Municipal Building.
- (c) *Quorum.* Four trustees, including the village president, shall constitute a quorum of the committee of the whole, but a lesser number may adjourn from time to time to compel the attendance of absent members.
- (d) *Nonofficial action.*
 - (1) The committee of the whole shall meet for the purpose of discussing all matters pertinent to the Village of Harrison. Unless it may be noticed and recorded as a special meeting of the village board of trustees, a meeting of the committee of the whole shall not have the power or be construed to be official action of the village board of trustees.
 - (2) All actions of the committee of the whole, be they deliberations, recommendations or formal actions, shall be thereafter voted upon at regular or special meeting of the village board of trustees.

(Ord. No. 07-126, § 1, 6-26-2007; Ord. No. V14-01, 1-14-2014)

Secs. 2-132—2-140. Reserved.

DIVISION 4. BOARD OF REVIEW

Sec. 2-141. Board of review created.

- (a) *Membership.* The board of review shall consist of:
 - (1) The village president and two village trustees. Two additional trustees will be appointed as alternatives.
 - (2) In addition to the three members, the village clerk shall serve as a non-voting member of the board.
 - (3) The village assessor shall attend all meetings of the board of review.
- (b) *Training.* No board of review may be constituted unless it includes at least one voting member who, within one year of the board's first meeting, has attended a training session under Wis. Stats. § 70.46. The village clerk shall provide an affidavit to the department of revenue stating whether the requirement has been fulfilled.
- (c) *Duties.* The duties and functions of the board of review shall be in accordance with Wis. Stats. § 70.47.
- (d) *Confidentiality of information.* Any information provided by a taxpayer about income and expenses to the assessor under Wis. Stats. § 70.47 shall be confidential information and is not subject to inspection and

copying under section 19.35(1) unless ordered by a court of competent jurisdiction. Said information may be revealed to and used by persons in the discharge of duties imposed by law; in discharge of duties imposed by office, including but not limited to, use by the assessor in performance of official duties of the assessor's office and use by the board of review in performance of its official duties.

(Ord. No. V13-04, 5-14-2013)

Secs. 2-142—2-150. Reserved.

DIVISION 5. FIRE COMMISSION

Sec. 2-151. Fire commission created.

- (a) The Village of Harrison Board of Fire Commissioners, also known as the Village of Harrison Fire Commission, is hereby established pursuant to Wis. Stats. § 61.65(2)(b)(1).
- (b) *Commission membership.* The Village of Harrison Fire Commission shall consist of five citizen members, none of whom may simultaneously be elected or appointed officials of the village, nor may the members be employees of the village. Three members shall constitute a quorum.
- (c) *Appointment and terms of members.* The village president shall appoint, subject to confirmation of the village board, the members of the commission. Such appointments shall be made annually, initially with one appointment for approximately five years, one for approximately four years, one for approximately three years, one for approximately two years, and one for approximately one year. Thereafter, the village president shall annually, at the April Village Board meeting , appoint in writing to be filed with the secretary of the board, one member per year for the term of five years. All terms, including the initial terms described above, shall expire on their appointed year, on the date that the village president appoints new members. Members of the commission shall be compensated for their service with paid per diem as per village policy. All vacancies shall be filled by appointment by the village president for the unexpired term subject to confirmation by the village board.
- (d) *Meetings.* The members of the commission shall meet within 30 days of the entire commission taking its oath of office for the initial selection of officers. Thereafter, there shall be a meeting within 30 days of the village president's regularly scheduled annual appointment of a new member, for the selection of officers. The commission shall meet at least one time per year as required herein for its organizational meeting and may meet more frequently thereafter as necessary to discharge its duties. The commission may adopt rules as allowed by law to more effectively conduct its affairs. All commission meetings shall be open to the public, except as provided by the Wisconsin Open Meetings Law, Wis. Stats. § 19.84 et seq., and Wis. Stats. § 62.13. The commission shall have the powers and duties as provided herein or otherwise provided by law, including Wis. Stats. § 62.13, with the exception of the optional powers enumerated in Wis. Stats. § 62.13(6).
- (e) *Officers.* Officers shall be elected by and from among the sitting commission members for a one-year term. There shall be a chairperson, a vice-chairperson and a secretary. Each of the five commission members shall have an equal vote for all matters brought before the commission for consideration. The commission members may appoint a non-commission person to act as assistant secretary, to assist in duties of secretary.

(Ord. No. V13-05, 7-9-2013)

Sec. 2-152. Officers duties and responsibilities.

Board officers shall have the following duties and responsibilities:

(a) (1) *Chairperson*. The chairperson shall:

- a. Preside over all meetings and hearings and ensure their orderly conduct;
- b. Accept filing of written charges against chiefs and subordinates;
- c. Issue subpoenas for the attendance of witnesses at hearings pursuant to Wis. Stats. § 62.13(5)(d);
- d. Administer oaths to witnesses appearing before the board;
- e. Formally read the charge(s) to the accused at any hearing, including the provisions alleged to have been violated;
- f. Ask question and control questions asked by other board members during any hearing;
- g. Ensure standards for procedural due process are afforded the accused at any hearings; and
- h. Adjourn commission proceedings.

(2) *Vice-chairperson*. The vice-chairperson shall act in the capacity of chairperson whenever the chairperson is unavailable to act for any reason.(3) *Secretary*. The secretary shall:

- a. Conduct all correspondence of the commission, send all notices required by law, ordinance or these rules, or as otherwise requested by the commission;
- b. Cause to be published such official notices as are required;
- c. Attend and keep a record of all commission proceedings, including the preservation of testimony and any evidence received by the commission at any hearings in a permanent record and to certify such record to the Circuit Court when required by law;
- d. Maintain the minutes of each meeting and hearing, with said minutes being signed by the secretary and chairperson upon approval by the commission;
- e. Provide copies of all commission minutes to each commission member as soon as possible and file a copy of said minutes with the village clerk;
- f. Accept filing of all appointments under Wis. Stats. § 62.13(1); and
- g. Accept for filing all findings and determinations of the commission relative to disciplinary actions and commission orders, all of which shall be filed within three (3) days of their adoption pursuant to Wis. Stats. § 62.13(5)(f).

(b) *Appointment of chiefs*. The Fire Commission shall appoint the chief of the fire department subject to confirmation by the village board, who shall hold office during good behavior, subject to suspension or removal by the commission for just cause.(c) *Subordinates, re-employment, disciplinary actions against subordinates and dismissals*.

- (1) The provisions of Wis. Stats. §§ 62.13(4) and 62.13(5) and all actions amendatory thereto so far as the same are applicable are hereby incorporated herein and shall be effective in the same manner as if set forth full herein.
- (2) The chief of the fire department shall have the right to summarily suspend or remove any subordinate who is on probationary status without the necessity of granting said subordinate a hearing. In addition, thereto, the commission may suspend or remove the chief summarily in the same manner, if said chief is employed on a probationary status.

- (d) *Removal of commissioners.* Commissioners may be removed by three-fourths majority vote of the village board at any time with cause . Any commission vacancy created by removal or resignation shall be filled by appointment by the village president, subject to confirmation by the village board, for the remainder of the unexpired term.

(Ord. No. V13-05, 7-9-2013)

Secs. 2-153—2-160. Reserved.

DIVISION 6. STANDING JOINT REVIEW BOARD

Sec. 2-161. Standing joint review board created.

- (a) *How constituted.*
 - (1) The joint review board shall consist of five people appointed as follows:
 - a. One representative appointed by the school district that has power to levy taxes on the property within the TID.
 - b. One representative appointed by the technical college district that has power to levy taxes on the property within the TID.
 - c. One representative appointed by the county that has power to levy taxes on the property within the TID.
 - d. One representative appointed by the village. This representative shall be appointed by the president subject to confirmation by the village board.
 - e. One member of the general public. This member shall be appointed by majority vote of the other four members at the first meeting of the standing joint review board.
 - (2) If more than one school district, more than one union high school district, more than one elementary school district, more than one technical college district, or more than one county has the power to levy taxes on the property within the TID, the unit in which is located property of the tax incremental district that has the greatest value shall choose that representative to the board.
 - (3) Each entity identified in paragraphs (a)(1)a. and b. above shall be allowed to appoint a primary representative and one or more alternate to attend meetings of the joint review board. Any alternate member shall have the same voting authority as the primary member.
- (b) *Terms.* The joint review board shall remain in existence for the entire time that any TID exists in the village. Each entity required to appoint a member to the joint review board shall be responsible for creating its own procedure to appoint a representative to the joint review board. On or before June 1 of each year, each entity shall notify the village clerk in writing in order to identify the person that will be representing the entity at the upcoming annual meeting of the joint review board. That person shall be the person designated to receive notice of future joint review board meeting until the village clerk is notified in writing that an entity has appointed a different person.
- (c) *Duties.*
 - (1) The joint review board shall meet annually on or before July 1, or as soon as the annual report for any TID becomes available, in order to review the annual report(s) and to review the performance and status of each TID governed by the joint review board.

- (2) The joint review board shall meet at any time the village desires to create a new TID, amend an existing project plan, have an existing TID incremental base re-determined, or incur project costs as described in Wis. Stats. § 66.1105(2)(f)(1)(n) for an area that is outside of the TID's boundaries.
- (3) In addition to the procedure set forth in paragraphs (c)(1) and (2) above, a meeting of the joint review board may be called upon by any member.
- (4) The joint review board shall appoint the public member and elect a chairperson at the first meeting of the standing joint review board. Subsequent appointments to fill vacancies of the public member or to re-elect a chairperson shall occur at the annual meeting or prior to the public hearing described under Wis. Stats. § 66.1105(4)(a) or (h)1. is held.

(Ord. No. V13-05, 7-9-2013; Ord. No. V17-15, 8-29-2017)

Secs. 2-162—2-165. Reserved.

ARTICLE V. FINANCE

Sec. 2-166. Purchasing and Disposal Policy.

A Purchasing and Disposal Policy to provide an efficient procurement process while maintaining the appropriate oversight of taxpayer funds shall be approved by the Village Board and is filed in the Finance Director/Treasurer’s Office. The provisions of Wisconsin State Statute Section 62.15 shall take precedence over any portion of the policy if there is a conflict.

Sec. 2-167. Claims against Village

- a) Payments may be made from the Village treasury after the Treasurer or Clerk of the Village audits and approves each claim as proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:
 - (1) Funds are available pursuant to the budget.
 - (2) The item or service was duly authorized by the proper official or agency and has been received or rendered in accordance with the local procurement policy.
 - (3) The claim is accurate in amount, and a proper charge against the treasury.
- b) Village Board approval of claims.
 - (1) No claim or demand against the Village, except as provided in Subsection (c) of this section, shall be paid until it has been approved by the Village Board and an order drawn on the Village Director of Finance. Every claim shall be itemized and certified as provided in Subsection (a).
 - (2) After auditing, the Village Board shall approve or disapprove each claim. The approval of the claims shall show to whom, for what purpose and the amount of every claim approved and shall be on record with the Director of Finance.
- c) Special processing of claims.
 - (1) Many times due to the timing of Village Board meetings, claims may need to be settled prior to the next Village Board meeting. Additionally, many of the below-listed items are routine in nature, such as an electric bill. Due to these facts, the Finance Department is authorized to issue checks for the below-listed

items. The Village Board shall be provided with a list of the claims at its next regularly scheduled Village Board meeting.

- (a) Bond payments.
- (b) Court-related payments.
- (c) Debt service payments.
- (d) Escrow releases.
- (e) Mobile home and hotel/motel tax payments.
- (f) Payroll/payroll liabilities.
- (g) Postage.
- (h) Refunds.
- (i) Sewage treatment plant expenses.
- (j) Tax liabilities, including settlements.
- (k) Utility bills (ex. telephone, electric, water, etc).
- (l) Insurance payments, such as workers' compensation or property insurance.
- (m) Miscellaneous purchases, \$0 to \$1,000 approved by the Director of Finance, \$1,000 to \$5,000 approved by the Manager, and \$5,000 to \$10,000 approved by the President.
- (n) Emergency purchases.

(2) When a verified emergency expenditure occurs which is declared by the Village President, the Manager has authorization to approve cash disbursements up to \$100,000. The Manager shall require written explanation/justification from the affected department head(s). The Director of Finance shall provide a list of such disbursements to the Village Board, along with the regular bills list, for the next regularly scheduled Village Board meeting.

- d) Timely processing. Since the processing of claims needs to occur within the vendor's requirements to not incur penalty or interest on the outstanding claim, the Finance Department is authorized to process the necessary checks to ensure the Village does not incur finance charges on Village accounts or to take advantage of discounts. The Finance Department shall be required to submit a listing of all bills paid in this manner at the next Village Board meeting. The amount of the claims processed shall not be limited to the above dollar amounts.
- e) Method of incurring claims. All actions which result in the appropriation of money or creating a charge against the Village, unless previously authorized by the Board through the budget process, including any claim that exceeds the budgeted amount, shall require a two-thirds vote of the entire membership of the Board. Additionally, all actions which result in a cost to the Village shall be discussed with the initial action and need to meet the aforementioned requirements. The action taken needs to incorporate the necessary budget transfer/amendment in the resolution appropriating the funds/charge.

)

Sec. 2-168. Monthly report required.

The village clerk shall file, at least monthly, with the village board a written list of bills and claims approved, the date paid, the name of the claimant, the purpose and amount of the claim. The village clerk can demand proof of compliance with the provisions of section 2-167, noted prior to approval.

(Ord. No. 38, § 2, 4-11-1996)

Sec. 2-169. Retention of nominal overpayments absent demand and discharge of nominal underpayments.

- (a) For purposes of this section a "nominal" overpayment or underpayment shall be an amount which does not exceed a \$5.00 difference toward any tax, fee, or other obligation to the village or utility.
- (b) As an administrative convenience, the village or utility shall retain any nominal overpayment and shall not process a refund of the same absent appropriate demand for refund by the payer of the overpayment.
- (c) As an administrative convenience, the village or utility may opt to not pursue any nominal underpayment owed by a resident or utility customer or vendor.
- (d) A nominal overpayment or underpayment pursuant to the provisions of this section shall be credited or debited to the General Fund for village transactions and to the customer accounts funds for utility transactions pursuant to any regulations by the public service commission.

(Ord. No. V22-21, § I, 12-13-2022)

ARTICLE VI. ACCESS TO AND MAINTENANCE AND DESTRUCTION OF PUBLIC RECORDS²

Sec. 2-190. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Authority means the Harrison Village Board as the authority responsible for village governmental records.

Custodian means that officer, department head or employee of the village designated under section 2-192, or otherwise responsible by law, to file, deposit, keep and preserve any village records in their office; or who is lawfully in possession or entitled to possession of such public records and who is required by this article to respond to requests for access to such records.

Record means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.

- (a) The term "record" includes, but is not limited to, handwritten, typed or printed pages, e-mails, maps, charts, photographs, films, recordings, tapes, including computer tapes and computer printouts.
- (b) The term "record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to their office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

Requester means any person who requests inspection or copies of a record.

²State law reference(s)—Public records and property, Wis. Stats. §§ 19.21—19.39.

(Ord. No. 07-124, § 1, 5-29-2007)

Sec. 2-191. Duty to maintain public records.

- (a) Except as provided under section 2-196, each officer and employee of the village shall safely keep and preserve all records received from their predecessor or other persons and required by law to be filed, deposited or kept in their office or which records are in the lawful possession or control of the officer or employee or their deputies or to the possession or control of which he or they may be lawfully entitled as such officers or employees.
- (b) Upon the expiration of an officer's term of office, or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to their successor all records then in their custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the village clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the clerk on behalf of the successor to be delivered to such successor upon the latter's receipt.

(Ord. No. 07-124, § 2, 5-29-2007)

Sec. 2-192. Legal custodians.

- (a) Each elected official is the legal custodian of his records and the records of his office, but the official may designate an employee of the village to act as the legal custodian of said records.
- (b) Unless otherwise prohibited by law, the village clerk or his designee shall act as legal custodian for the village board and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the village board.
- (c) In all other cases, the village administrator, village attorney and each village department head shall be the legal custodian for all public records emanating from, deposited with, and relating to the work of said office or department.
- (d) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee.
- (e) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Wis. Stats. §§ 19.21 through 19.39, and under this article. The designation of a legal custodian does not affect the powers and duties of an authority under this article.
- (f) The following department heads are designated as records custodians for their respective departments; however, since it is impractical to name every record available in each department, the records listed below are meant to be a general example of records available:
 - (1) *Village administrator.* All personnel records, budgetary files, special projects, and special assessments.
 - (2) *Village clerk.* All records of the village pertaining to village board of supervisors' matters, payroll, accounts receivable and payable, and other legal records required by law to be maintained and kept by the clerk.
 - (3) *Village treasurer.* All records pertaining to tax bills, bank statements, investments and daily cash records.
 - (4) *Planning coordinator.* All statutory/legal matters pertaining to the village plan commission, including among other things, recommendations to the village board of supervisors for or against plat approvals,

zoning, rezoning, layout of streets, and recommendations on matters referred to the village plan commission by the village board of supervisors or county planning department.

- (g) Public records may be requested, inspected and copies obtained during the regular business hours of the various departments where the record is maintained.
- (Ord. No. 07-124, § 3, 5-29-2007)

Sec. 2-193. Public access to records.

- (a) Except as provided in section 2-195, any person has a right to inspect a record and/or to receive a copy of any record as provided in Wis. Stats. § 19.35(1).
- (b)
- (d) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record, if the record is irreplaceable or easily damaged.
- (e) A requester shall be charged a fee to defray the cost of locating and copying records.
- (f) The legal custodian may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.
- (g) Pursuant to Wis. Stats. § 19.34, and the guidelines therein listed, the authority shall adopt, prominently display, and make available for inspection and copying at its offices for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make request for records or obtain copies of records and the cost thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of this article.

(Ord. No. 07-124, § 4, 5-29-2007)

Sec. 2-194. Access procedures.

- (a) A request to inspect or copy a record shall be made to the legal custodian of the records affected by the request. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to the subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Wis. Stats. § 19.37. Except as provided hereinafter, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.
- (b) Each custodian, upon request for any records, shall as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons, therefore. If the legal custodian, after conferring with the village attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance.
- (c) A request for a record may be denied as provided in section 2-195. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or in part,

the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Wis. Stats. § 19.37(1), or upon application to the attorney general or the district attorney.

(Ord. No. 07-124, § 5, 5-29-2007)

Sec. 2-195. Limitations on right to access.

- (a) As provided by Wis. Stats. § 19.36, the following records are exempt from inspection under this article:
 - (1) Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law.
 - (2) Any record relating to investigative information obtained for law enforcement purposes, if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state.
 - (3) Computer programs, although the material used as input for a computer program, or the material produced as a product of the computer program is subject to inspection.
 - (4) A record or any portion of a record containing information qualifying as a common-law trade secret.
- (b) In responding to a request for inspection, or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the village attorney, may deny the request in whole or in part only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include but are not limited to the following:
 - (1) Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
 - (2) Records of current deliberations after a quasi-judicial hearing.
 - (3) Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance or discipline of any village officer or employee or the investigation of charges against a village officer or employee, unless such officer or employee consents to such disclosure.
 - (4) Records concerning current strategy for crime detection or prevention.
 - (5) Records of current deliberations or negotiations on the purchase of village property, investing of village funds, or other village business whenever competitive or bargaining reasons require nondisclosure.
 - (6) Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
 - (7) Communications between legal counsel for the village and any officer, agent, or employee of the village, when advice is being rendered concerning strategy with respect to current litigation in which the village or any of its officers, agents, or employees is or is likely to become involved or communications which are privileged under Wis. Stats. § 905.03.
- (c) If a record contains information that may be made public and information that may not be made public, the custodian of the records shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the village attorney prior to releasing any such records and shall follow the guidance of the village attorney when

separating out the exempt material. If, in the judgment of the custodian and the village attorney, there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

(Ord. No. 07-124, § 6, 5-29-2007)

Sec. 2-196. Destruction of records.

- (a) *Scope of authority.* As provided by Wis. Stats. § 19.21(4), the provisions of this section provide direction for the destruction of obsolete public records, except that no records may be destroyed:
 - (1) After a request for inspection or copying a record has been received under section 2-193 and until the request is granted or until at least 90 days after the request is denied; or
 - (2) After written notice has been received that an action relating to a record has been commenced under Wis. Stats. § 19.37 and until all litigation and appeals regarding that action have concluded.
- (b) *Village records.* The village clerk, custodian or their designee, may destroy the following public records after the expiration of the designated retention periods. Except for village board minutes, ordinances and resolutions which are to be retained permanently, the state historical society has waived the required statutory notification prior to destruction of records per Wis. Stats. § 19.21(5)(d) for the records listed below:
 - (1) Accounting records;
 - (2) Assessment records;
 - (3) Board of review records;
 - (4) Budget and audit records;
 - (5) Election records;
 - (6) Journal, registers and ledger;
 - (7) Licenses and permits;
 - (8) Municipal borrowing records;
 - (9) Payroll records;
 - (10) Real property records;
 - (11) Tax collection records;
 - (12) Treasurer's records;
 - (13) Utility records;
 - (14) Village board, committee and commission records.

(Ord. No. 07-124, § 7, 5-29-2007)

Sec. 2-197. Preservation through electronic measures.

Any village officer or the director of any department or division of village government may, subject to the approval of the village board, keep and preserve public records in their possession by means of microfilm or other electronic measures. Such records shall meet the standards for photographic set forth in Wis. Stats. § 16.61(7)(a), (b), and shall be considered original records for all purposes. Such records shall be preserved along with other files

of the department or division and shall be open to public inspection and copying, according to the provisions of state law and of sections 2-193 and 2-194.
(Ord. No. 07-124, § 8, 5-29-2007)

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Proposed Amendment to the Village of Harrison Parking Regulations

Issue: Does the Village Board support amending the parking regulations from no parking on village streets year-round to no parking only from November 1 to May 1 and keeping the same timeframe currently in ordinance from 3:00AM to 7:00AM.?

Background and Additional Information:

A future agenda item from Trustee Lancaster, seconded by Trustee Handschke to review the Village parking regulations was added at the February meeting.

Village staff reviewed surrounding communities and found the following information:

Community	Parking Reg
Sherwood	2:30-6:30 am 11/1-4/1
Menasha	2-6 am 11/1-3/31
	April -Oct odd/even basis parking
Hilbert	3-7am 11/15-4/15 except physicians on emergency calls
Brillion	1-6 am 11/15-4/1 no parking without prior permission from the police dept
Kaukauna	2-6 am 12/1-3/31
	2-6 am 11/1-4/1 no more than 30 minutes allowed except emergency response vehicles
Grand Chute	
Buchanan	2-6 am 11/1-3/31

Village staff met with the Fire Department, Public Works Department, and Calumet County Sheriff's Department to review the findings and generate the recommendation. At this time, the group suggests the following changes be considered by the board:

1. Modify ordinance to restrict parking on all village streets from November 1 (11/1) to May 1 (5/1). The rest of the year parking would be allowed.
2. Keep the current hours of 3:00 AM to 7:00 AM.

Village staff is looking for input from Trustees on the proposed ordinance change and then recommend the Board table this item until the April agenda to allow for resident input prior to adoption.

Budget Impacts: None

Recommended Action: Motion to support the proposed change and table until the April board meeting to receive resident input.

Attachments:

None

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Ordinance V25-06, An ordinance amending Chapter 6, Section 6-3 Keeping of Fowls.

Issue: Does the Village Board approve amending the Keeping of Fowls ordinance to allow for 6 chickens, doves and expand the size of the enclosure and adding a run square footage.

Background and Additional Information:

A future board agenda items included reviewing the revisions to the keeping of fowls based on a resident request.

Village staff completed a review of the surrounding communities’ ordinances. The results of this review are below:

Municipality	Number of Chickens	Maximum size of coop	Setbacks to Res Structures	Notes	
Harrison	4	25 square feet	35 feet	A coop larger than 25 sq ft is permitted as an accessory building	
Buchanan	8	80 square feet	15 feet from property line		
Fox Crossing	4	NA	25 feet	Register with WI Dept of Ag	
Greenville	4	50 square feet	25 feet; 10 feet from lot line	Requires annual license	
Grand Chute	6	48 square feet	25 feet; 10 feet from lot line	Requires annual license	
Menasha	6	64 square feet	20 feet; 3 feet from lot line	Requires permit; inspection from Health Officer	
Appleton	6	100 feet including run	25 feet; 3 feet from lot line	Requires annual permit from Health Department	
Kaukauna	6	NA	100 feet ; 50 feet from lot lines	Only issues 10 Fowl permits per year; setbacks can be closer with approval from neighbors	
Calumet County	6	NA	40 feet; 15 feet from lot lines		

Staff recommendation is to allow 6 fowl up from the 4 previously allowed and to increase the inside coop to 30 square feet and no more than 60 square feet for a run.

The square footage change recommendation is based on backyard chicken chatter website: In the backyard chicken coop, standard size chickens will need 3 sqft per chicken. But if your hens are large chickens, you might want to up that to 4-5 sqft per bird. And for smaller bantam chickens, you can get away with less room with 2 square feet of space for each chicken.

Budget Impacts: None

Recommended Action: Motion to approve Ordinance V25-06 amending Chapter 6, Section 6-3, Keeping of Fowls as printed and circulated.

Attachments:

Ordinance V25-06

AN ORDINANCE AMENDING CHAPTER 6, SECTION 6-3 KEEPING OF FOWLS.

WHEREAS, Village ordinance 6-3, Keeping of Fowls adopted in 2015, states the limit to the keeping of up to total of four chickens, doves, poultry or fowl per property and up to a 25 square foot enclosure.

WHEREAS, there is public interest in increasing the total number of fowls per property and amending the size of the enclosures, and

WHEREAS, a review of the surrounding communities' fowl ordinances were used as part of the recommendation to amend the ordinance, and

WHEREAS, amending the size of the enclosure meets that standard based on the number of fowl and the square feet of space required for them.

NOW THEREFORE, BE IT ORDAINED, the Village Board of the Village of Harrison, Calumet County, State of Wisconsin, does hereby amend ordinance 6-3 as follows:

Sec. 6-3. Keeping of Fowls.

(c) Chicken coops and yards, dove cotes, and other buildings or yards permitted under this section shall be limited to the keeping of up to a total of ~~six~~ **four** chickens, doves, poultry, or fowl per property, and shall be subject to the following conditions:

(5) No enclosure shall be located closer than 35 feet to any residential structure on an adjacent lot and shall not exceed ~~30~~ **25**-square feet **for an inside coop and no more than 60 square feet run** unless permitted as an accessory building.

Adopted by the Village Board of the Village of Harrison, this 25th day of March 2025.

Allison Blackmer, Village President

Attest: Vicki Tessen, Clerk

Recorded Vote: ____ Ayes ____ Nays

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/7/2025

Title: Award of bids for the Emergency Generator at Village Hall

Issue: Does the Village Board approve awarding bids to VOE Power and Systems, LLC in the amount of \$213,770?

Background and Additional Information:

Currently the backup electric system at Village Hall consists of the portable generator that needs to be moved by staff and hooked up when the power goes out. The current project would install a new generator in the greenspace to the south of the south parking lot and install an automatic transfer switch that when the power goes out, it will automatically convert over to the generator power.

Budget Impacts: This project was included in the Village's Capital Improvement Plan. Funding will come from interest earnings on borrowed funds that needs to be allocated in during this year and savings from other CIP projects.

Recommended Action: Motion to award the contract to VOE Power and Systems, LLC in the amount of the \$213,770.

Attachments:

Memo from McMahon dated March 6, 2025



March 6, 2025

Village of Harrison
W5298 State Road 114
Harrison, WI 54952

Re: Village of Harrison
Municipal Standby Generator
Letter of Recommendation
McM. No. H0006-09-24-00512

On February 27, 2025, bids were received for the above referenced project. Three bids were received, ranging in price from \$219,770.00 to \$293,294.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract H0006-09-24-00512 to the low bidder, VOE Power & Systems LLC, in the amount of \$213,770.00. VOE Power & Systems LLC has selected a Generac generator from the approved list of manufacturers.

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

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

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Lee R. Reibold".

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

LRR:car

Enclosures: Notice of Award
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: VOE POWER & SYSTEMS LLC
301 N. Kensington Drive
Appleton, WI 54915

Contract No. H0006-09-24-00512

Project: MUNICIPAL STANDBY GENERATOR
For The
VILLAGE OF HARRISON | Calumet County, Wisconsin

You are notified that your Bid, dated February 27, 2025, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Municipal Standby Generator for the Village of Harrison, Calumet County, Wisconsin.

The Contract Price of your Contract is Two Hundred Thirteen Thousand Seven Hundred Seventy & no/100 Dollars (\$213,770.00).

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:	Municipal Standby Generator
Contract No.	H0006-09-24-00512
Bid Date / Bid Time:	February 27, 2025 @ 10:00 a.m.
Project Manager:	Lee Reibold, PE

	VOE POWER & SYSTEMS LLC 301 N. Kensington Drive Appleton, WI 54915
BASE BID Municipal Standby Generator L.S.	\$219,770.00
ALTERNATE BID – DEDUCT Remove Hard Surface Restoration L.S.	- \$6,000.00
Bid Security	5% Bid Bond

	FOLSKE ELECTRICAL SERVICES, LLC 4304 County N Oshkosh, WI 54904
BASE BID Municipal Standby Generator L.S.	\$277,086.00
ALTERNATE BID – DEDUCT Remove Hard Surface Restoration L.S.	N/A
Bid Security	5% Bid Bond

	PIEPER ELECTRIC, INC. 731 County Road DDD, Suite 200 Wrightstown, WI 54180
BASE BID Municipal Standby Generator L.S.	\$293,294.00
ALTERNATE BID – DEDUCT Remove Hard Surface Restoration L.S.	- \$13,800.00
Bid Security	5% Bid Bond

VILLAGE BOARD MEETING
From: Chad Pelishek

VILLAGE OF HARRISON
Meeting Date: 3/25/2025

Title: Award of the bids to Northeast Asphalt for the 2025 Asphalt Resurfacing Projects

Issue: Does the Village Board approve awarding the bid to the low bidder of Northeast Asphalt for the 2025 Asphalt Resurfacing Project in the amount of \$1,712,567.53?

Background and Additional Information:

Two bids were received from this bid: Northeast Asphalt for \$1,712,567.53
MCC for \$1,817,647.25

Project Name	Bid Amount	Borrowed Amount	Difference		
Cedar Ridge Estates	\$598,979.07	\$1,117,600	\$518,620.93	Borrowed Funds	
Haen Heights	\$841,501.96	\$1,260,000	\$418,498.04	Borrowed Funds	
Snapdragon/Strawflower	\$240,581.00	\$250,000	\$9,419.00	Borrowed Funds	
Rennwood Parking Lot	\$25,331.50		\$25,331.50	Developer Funded	
Municipal Parking Lot	\$6,174.00			Borrowed Funds/Generator Project	
	\$1,712,567.53		\$971,869.47		
		Generator Project	\$219,771.00	VH Generator Bid	
			\$752,098.47		
*Remaining \$752,098.47 + accrued interest to be applied to the Harrison Commerce Park project as only \$1,000,000 was borrowed for that project.					

Budget Impacts: \$1,712,567.63 from the 2024 Capital Improvement Borrowing and Rennwood Park Developer Contribution.

Recommended Action: Motion to approve the low bid of the \$1,712,567.53 to Northeast Asphalt for the 2025 Asphalt Resurfacing Projects.

Attachments:

Memo from McMahon dated March 12, 2025



March 12, 2025

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

Re: Village of Harrison
2025 Asphalt Street Resurfacing Program
Letter of Recommendation
McM. No. H0006-09-24-00403

Dear Chad:

On March 12, 2025, bids were received for the above referenced project. Two bids were received, ranging in price from \$1,712,567.53 to \$1,817,647.25 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract H0006-09-24-00403 to the low bidder, Northeast Asphalt, Inc., in the amount of \$1,712,567.53.

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

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

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Lee R. Reibold".

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

LRR:car

Enclosures: Notice of Award
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

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

Contract No. H0006-09-24-00402

Project: 2025 ASPHALT STREET RESURFACING PROGRAM
For The
VILLAGE OF HARRISON
Calumet County, Wisconsin

You are notified that your Bid, dated March 12, 2025, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the 2025 Asphalt Street Resurfacing Program for the Village of Harrison, Calumet County, Wisconsin.

The Contract Price of your Contract is One Million Seven Hundred Twelve Thousand Five Hundred Sixty-Seven & 53/100 Dollars (\$1,712,567.53).

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.

OWNER:

(authorized signature)

(title)

Witness: _____

BID TABULATION

Section 12, Item g.

OWNER: VILLAGE OF HARRISON
Project Name: 2025 Asphalt Street Resurfacing Program
Contract No. H0006-09-24-00403
Bid Date/Time: March 12, 2025 @ 10:00 a.m.
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

BASE BID | CEDAR RIDGE ESTATES

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
A-1	48	Ea.	Remove Existing Culvert	\$145.32	\$6,975.36	\$310.00	\$14,880.00
A-2	234	S.F.	Remove Concrete Pavement	\$1.55	\$362.70	\$0.95	\$222.30
A-3	1,592	L.F.	15" x 23" CMP	\$52.60	\$83,739.20	\$38.00	\$60,496.00
A-4	98	Ea.	15" x 23" CMP Flared End Section	\$210.80	\$20,658.40	\$240.00	\$23,520.00
A-5	12,000	S.Y.	Pulverize Existing Asphalt Pavement	\$0.55	\$6,600.00	\$0.95	\$11,400.00
A-6	400	C.Y.	Excavation Below Subgrade (EBS)	\$37.21	\$14,884.00	\$14.25	\$5,700.00
A-7	800	TON	Base Aggregate Dense, 3 Inch for EBS Areas	\$22.45	\$17,960.00	\$15.50	\$12,400.00
A-8	800	S.Y.	Type I Geogrid for EBS Areas	\$1.41	\$1,128.00	\$2.00	\$1,600.00
A-9	13,500	S.Y.	Fine Grading & Compaction of Road Base	\$1.85	\$24,975.00	\$0.90	\$12,150.00
A-10	100	L.F.	Miscellaneous 30 Inch Concrete Curb and Gutter Removal and Replacement	\$51.93	\$5,193.00	\$55.00	\$5,500.00
A-11	89	S.F.	4 Inch Concrete Sidewalk Replacement	\$8.44	\$751.16	\$8.00	\$712.00
A-12	1,680	TON	2-1/4 Inch HMA Pavement, 3 LT 58-28 S	\$64.40	\$108,192.00	\$67.50	\$113,400.00
A-13	1,300	TON	1-3/4 Inch HMA Pavement, 4 LT 58-28 S	\$69.40	\$90,220.00	\$75.25	\$97,825.00
A-14	550	L.F.	Sawing Asphalt (WisDOT Item #690.0150)	\$1.75	\$962.50	\$1.75	\$962.50
A-15	35	L.F.	Sawing Concrete (WisDOT Item #690.0250)	\$2.35	\$82.25	\$2.35	\$82.25
A-16	250	TON	1-1/4 Inch Base Aggregate Dense for Driveway Aprons	\$40.41	\$10,102.50	\$41.25	\$10,312.50
A-17	2,400	S.Y.	3 Inch HMA Driveway Pavement	\$25.00	\$60,000.00	\$20.00	\$48,000.00
A-18	84	Ea.	Driveway Apron Slope Paving	\$100.00	\$8,400.00	\$250.00	\$21,000.00
A-19	1	L.S.	Hydrant Relocation	\$5,400.00	\$5,400.00	\$3,750.00	\$3,750.00
A-20	12	Ea.	Sanitary Manhole Reconstruction	\$800.00	\$9,600.00	\$700.00	\$8,400.00
A-21	4,750	L.F.	Ditching Including Placement of Topsoil	\$10.14	\$48,165.00	\$23.75	\$112,812.50
A-22	1,400	S.Y.	Sod for Ditch Flow Line	\$9.21	\$12,894.00	\$11.50	\$16,100.00
A-23	23,000	S.Y.	Lawn Restoration Including Hydroseed / Hydromulch and Fertilizer	\$2.22	\$51,060.00	\$1.20	\$27,600.00
A-24	45	Ea.	Erosion Control Culvert Pipe Ditch Check	\$31.80	\$1,431.00	\$55.00	\$2,475.00
A-25	30	Ea.	Erosion Control Ditch Check	\$83.10	\$2,493.00	\$195.00	\$5,850.00
A-26	1	L.S.	Contractor Quality Control Testing	\$6,750.00	\$6,750.00	\$4,500.00	\$4,500.00
TOTAL (Items A-1 through A-26, Inclusive)				\$598,979.07		\$621,650.05	

BASE BID | HAEN HEIGHTS AREA

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
B-1	89	Ea.	Remove Existing Culvert	\$145.32	\$12,933.48	\$281.00	\$25,009.00
B-2	70	S.F.	Remove Concrete Pavement	\$1.38	\$96.60	\$3.15	\$220.50
B-3	88	L.F.	24 Inch CMP	\$56.70	\$4,989.60	\$35.25	\$3,102.00
B-4	6	Ea.	24 Inch CMP Flared End Section	\$342.08	\$2,052.48	\$357.75	\$2,146.50
B-5	2,260	L.F.	15" x 23" CMP	\$50.57	\$114,288.20	\$38.00	\$85,880.00
B-6	172	Ea.	15" x 23" CMP Flared End Section	\$210.80	\$36,257.60	\$240.00	\$41,280.00
B-7	15,300	S.Y.	Pulverize Existing Asphalt Pavement	\$0.55	\$8,415.00	\$0.96	\$14,688.00
B-8	550	C.Y.	Excavation Below Subgrade (EBS)	\$37.02	\$20,361.00	\$14.85	\$8,167.50
B-9	1,100	TON	Base Aggregate Dense, 3 Inch for EBS Areas	\$22.10	\$24,310.00	\$15.50	\$17,050.00
B-10	1,100	S.Y.	Type I Geogrid for EBS Areas	\$1.41	\$1,551.00	\$2.00	\$2,200.00
B-11	17,500	S.Y.	Fine Grading and Compaction of Road Base	\$1.85	\$32,375.00	\$0.87	\$15,225.00
B-12	2,050	TON	2-1/4 Inch HMA Pavement, 3 LT 58-28 S	\$64.40	\$132,020.00	\$67.50	\$138,375.00
B-13	1,600	TON	1-3/4 Inch HMA Pavement, 4 LT 58-28 S	\$69.40	\$111,040.00	\$75.25	\$120,400.00
B-14	1,300	L.F.	Sawing Asphalt (WisDOT Item #690.0150)	\$1.75	\$2,275.00	\$1.75	\$2,275.00
B-15	12	L.F.	Sawing Concrete (WisDOT Item #690.0250)	\$2.35	\$28.20	\$2.35	\$28.20
B-16	350	TON	1-1/4 Inch Base Aggregate Dense for Driveway Aprons	\$40.41	\$14,143.50	\$24.25	\$8,487.50
B-17	3,900	S.Y.	3 Inch HMA Driveway Pavement	\$25.00	\$97,500.00	\$20.00	\$78,000.00
B-18	162	Ea.	Driveway Apron Slope Paving	\$100.00	\$16,200.00	\$250.00	\$40,500.00
B-19	14	Ea.	Sanitary Manhole Reconstruction	\$800.00	\$11,200.00	\$700.00	\$9,800.00
B-20	8,450	L.F.	Ditching Including Placement of Topsoil	\$9.57	\$80,866.50	\$24.60	\$207,870.00
B-21	2,400	S.Y.	Sod for Ditch Flow Line	\$9.21	\$22,104.00	\$11.50	\$27,600.00
B-22	36,800	S.Y.	Lawn Restoration Including Hydroseed / Hydromulch and Fertilizer	\$2.22	\$81,696.00	\$1.20	\$44,160.00
B-23	91	Ea.	Erosion Control Culvert Pipe Ditch Check	\$31.80	\$2,893.80	\$55.00	\$5,005.00
B-24	50	Ea.	Erosion Control Ditch Check	\$83.10	\$4,155.00	\$195.00	\$9,750.00
B-25	1	L.S.	Contractor Quality Control Testing	\$7,750.00	\$7,750.00	\$4,500.00	\$4,500.00
TOTAL (Items B-1 through B-25, Inclusive)				\$841,501.96		\$911,719.20	

BASE BID | SNAPDRAGON LANE & STRAWFLOWER DRIVE

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
C-1	8,100	S.Y.	Pulverize Existing Asphalt Pavement	\$0.55	\$4,455.00	\$3.30	\$26,730.00
C-2	300	C.Y.	Excavation Below Subgrade (EBS)	\$39.15	\$11,745.00	\$17.50	\$5,250.00
C-3	600	TON	Base Aggregate Dense, 3 Inch for EBS Areas	\$22.10	\$13,260.00	\$15.50	\$9,300.00
C-4	600	S.Y.	Type I Geogrid for EBS Areas	\$1.41	\$846.00	\$2.00	\$1,200.00
C-5	900	L.F.	Miscellaneous 30 Inch Mountable Curb and Gutter Removal and Replacement	\$51.93	\$46,737.00	\$55.00	\$49,500.00
C-6	9	Ea.	Reconstruct Catch Basin	\$800.00	\$7,200.00	\$650.00	\$5,850.00
C-7	8,100	S.Y.	Fine Grading and Compaction of Road Base	\$2.70	\$21,870.00	\$1.10	\$8,910.00
C-8	80	L.F.	Sawing Asphalt (WisDOT Item #690.0150)	\$2.35	\$188.00	\$2.35	\$188.00
C-9	1,100	TON	2-1/4 Inch HMA Pavement, 3 LT 58-28 S	\$64.40	\$70,840.00	\$68.00	\$74,800.00
C-10	850	TON	1-3/4 Inch HMA Pavement, 4 LT 58-28 S	\$69.40	\$58,990.00	\$75.50	\$64,175.00
C-11	1	L.S.	Contractor Quality Control Testing	\$4,450.00	\$4,450.00	\$4,000.00	\$4,000.00
TOTAL (Items C-1 through C-11, Inclusive)				\$240,581.00		\$249,903.00	

BID TABULATION

Section 12, Item g.

OWNER: VILLAGE OF HARRISON
Project Name: 2025 Asphalt Street Resurfacing Program
Contract No. H0006-09-24-00403
Bid Date/Time: March 12, 2025 @ 10:00 a.m.
Project Manager: Lee Reibold PE

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

NORTHEAST ASPHALT, INC. MCC, INC.
W6380 Design Drive 2600 N. Roemer Road
Greenville, WI 54942 PO Box 1137
Appleton, WI 54912-1137

BASE BID | RENNWOOD PARK PARKING LOT

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
D-1	950	S.Y.	Fine Grading and Compaction of Aggregate Base	\$1.85	\$1,757.50	\$3.10	\$2,945.00
D-2	135	TON	2-1/4 Inch HMA Pavement, 3 LT 58-28 S	\$69.10	\$9,328.50	\$76.00	\$10,260.00
D-3	105	TON	1-3/4 Inch HMA Pavement, 4 LT 58-28 S	\$77.10	\$8,095.50	\$84.00	\$8,820.00
D-4	500	L.F.	Marking Line Epoxy 4 Inch	\$10.50	\$5,250.00	\$9.50	\$4,750.00
D-5	1	L.S.	Contractor Quality Control Testing	\$900.00	\$900.00	\$2,000.00	\$2,000.00
TOTAL (Items D-1 through D-5, Inclusive)				\$25,331.50		\$28,775.00	

BASE BID | MUNICIPAL BUILDING PARKING LOT

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
E-1	25	S.F.	7 Inch Concrete Pavement	\$15.00	\$375.00	\$10.00	\$250.00
E-2	10	L.F.	24 Inch Concrete Curb and Gutter	\$59.90	\$599.00	\$55.00	\$550.00
E-3	400	S.F.	4 Inch HMA Pavement	\$13.00	\$5,200.00	\$12.00	\$4,800.00
TOTAL (Items E-1 through E-3, Inclusive)				\$6,174.00		\$5,600.00	
TOTAL (A through E, Inclusive)				\$1,712,567.53		\$1,817,647.25	

Bid Security	5% Bid Bond	5% Bid Bond
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	Subcontractor	Subcontractor
Concrete Curb and Gutter	Sommers	Al Dix Concrete
Ditching	Calnin & Goss	MCC
Lawn Restoration	Signature Landscape	Highway Landscapers
Utilities	Billman Construction	AG Excavating
Pavement Markings	Century	Crowley Construction
Sawing	Hard Rock	Hard Rock
Traffic Control	N/A	Gordon Work Zones

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Award of bids to Donald Hietpas & Sons, Inc. for Harrison Commerce Park Utility, Street and Stormwater Pond Construction

Issue: Does the Village Board approve awarding the bid to the low bidder of Donald Hietpas & Sons, Inc for the Harrison Commerce Park Utility, Street and Stormwater Pond Construction.

Background and Additional Information:

Five bids were received for this project:

Donald Hietpas & Sons:	\$1,200,000.00
MCC, Inc	\$1,208,181.00
Gene Fredrickson	\$1,337,849.29
Carl Bowers & Sons	\$1,416,308.00
Reylco Plus	\$1,549,972.85

The low bid of \$1,200,000 plus Supplemental Bid #1 and 2 total: \$1,316,945.25. Supplemental Bid #1 is to complete Homestead Lane between Commerce Drive and Manitowoc Road and Supplemental #2 is to place the asphalt screenings under roadways the Village purchased from the former Darboy Club site.

The Village borrowed \$1,000,000 in 2024 for this project. The difference of \$316,945.25 will come from the savings of the Street Resurfacing Projects also 2024 borrowed funds and be refunded with TID increment.

Budget Impacts: \$1,316,945.25 from the 2024 Capital Improvement Borrowing

Recommended Action: Motion to approve the low bid of the \$1,316,945.25 to Donald Hietpas & Sons, Inc. for Harrison Commerce Park Utility, Street and Stormwater Pond Construction.

Attachments:

Memo from McMahon dated March 19, 2025



March 19, 2025

Village of Harrison
W5298 State Road 114
Harrison, WI 54952

Re: Village of Harrison
Commerce Park Plat
Utility, Street & Stormwater Pond Construction
Letter of Recommendation
McM. No. H0006-09-23-00309

On March 19, 2025, bids were received for the above referenced project. Five bids were received, ranging in base bid price from \$1,200,000.00 to \$1,549,972.85 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract H0006-09-23-00309 to the low bidder, Donald Hietpas & Sons, Inc., in the amount of \$1,316,945.25 (Base Bid plus Supplemental Bids #1 and #2).

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

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

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Lee R. Reibold", written over a horizontal line.

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: DONALD HIETPAS & SONS, INC.
1450 East North Avenue
PO Box 166
Little Chute, WI 54140

Contract No. H0006-09-23-00309

Project: COMMERCE PARK PLAT
UTILITY, STREET & STORMWATER POND CONSTRUCTION
For The VILLAGE OF HARRISON | Calumet County, Wisconsin

You are notified that your Bid, dated March 18, 2025, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for Commerce Park Plat Utility, Street & Stormwater Pond Construction for the Village of Harrison, Calumet County, Wisconsin.

The Contract Price of your Contract is One Million Three Hundred Sixteen Thousand Nine Hundred Forty-Five & 25/100 Dollars (\$1,316,945.25).

Base Bid	\$1,200,000.00
Supplemental Bid #1	\$106,254.40
<u>Supplemental Bid #2</u>	<u>\$10,690.85</u>
Contract Price.....	\$1,316,945.25

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.

Section 00 51 00.00 NOTICE OF AWARD

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

Section 12, Item h.

OWNER: VILLAGE OF HARRISON
Project Name: Commerce Park Plat Utility, Street & Stormwater Pond Construction
Contract No. H0006-09-23-00309
Bid Date/Time: March 19, 2025 @ 10:00 a.m.
Project Manager: Lee Reibold, PE

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

DONALD HIETPAS & SONS, INC. 1450 East North Avenue PO Box 166 Little Chute, WI 54140	MCC, INC. 2600 N. Roemer Road PO Box 1137 Appleton, WI 54912-1137	GENE FREDERICKSON TRUCKING 4450 Fieldcrest Drive Kaukauna, WI 54130	CARL BOWERS & SONS CONST. N1844 Maloney Road Kaukauna, WI 54130	RELYCO PLUS, LLC PO Box 5367 De Pere, WI 54115
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BASE BID | SANITARY SEWER

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	1,200	L.F.	8 Inch SDR 35 PVC Sanitary Sewer	\$41.00	\$49,200.00	\$46.00	\$55,200.00	\$46.00	\$55,200.00	\$52.00	\$62,400.00	\$68.00	\$81,600.00
2.	33	V.F.	48 Inch Sanitary Sewer Manhole	\$425.00	\$14,025.00	\$448.50	\$14,800.50	\$448.50	\$14,800.50	\$500.00	\$16,500.00	\$597.00	\$19,701.00
3.	336	L.F.	4 Inch SCH 40 PVC Sanitary Sewer Lateral	\$35.00	\$11,760.00	\$33.00	\$11,088.00	\$33.00	\$11,088.00	\$38.00	\$12,768.00	\$68.25	\$22,932.00
SUB-TOTAL (Items 1. through 3., Inclusive)				\$74,985.00		\$81,088.50		\$81,088.50		\$91,668.00		\$124,233.00	

BASE BID | WATER MAIN

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
4.	1,877	L.F.	8 Inch Water Main	\$55.00	\$103,235.00	\$53.00	\$99,481.00	\$53.00	\$99,481.00	\$52.00	\$97,604.00	\$76.25	\$143,121.25
5.	123	L.F.	6 Inch Water Main	\$50.00	\$6,150.00	\$35.00	\$4,305.00	\$35.00	\$4,305.00	\$50.00	\$6,150.00	\$48.50	\$5,965.50
6.	6	Ea.	8 Inch Resilient Wedge Gate Valve	\$2,650.00	\$15,900.00	\$2,830.00	\$16,980.00	\$2,830.00	\$16,980.00	\$3,100.00	\$18,600.00	\$3,056.00	\$18,336.00
7.	5	Ea.	6 Inch Resilient Wedge Gate Valve	\$1,900.00	\$9,500.00	\$2,055.00	\$10,275.00	\$2,055.00	\$10,275.00	\$2,250.00	\$11,250.00	\$2,112.00	\$10,560.00
8.	5	Ea.	Hydrant	\$5,915.00	\$29,575.00	\$5,760.00	\$28,800.00	\$5,760.00	\$28,800.00	\$6,000.00	\$30,000.00	\$6,123.00	\$30,615.00
9.	228	L.F.	1-1/2 Inch SDR 9 PE Water Lateral	\$28.00	\$6,384.00	\$23.00	\$5,244.00	\$23.00	\$5,244.00	\$28.00	\$6,384.00	\$58.00	\$13,224.00
10.	6	Ea.	1-1/2 Inch Corporation, Curb Stop and Stop Box	\$800.00	\$4,800.00	\$915.00	\$5,490.00	\$915.00	\$5,490.00	\$1,000.00	\$6,000.00	\$1,949.00	\$11,694.00
11.	70	L.F.	Bore or Jack Casing Pipe for Water Main	\$670.00	\$46,900.00	\$725.00	\$50,750.00	\$725.00	\$50,750.00	\$800.00	\$56,000.00	\$1,088.00	\$76,160.00
SUB-TOTAL (Items 4. through 11., Inclusive)				\$222,444.00		\$221,325.00		\$221,325.00		\$231,988.00		\$309,675.75	

BASE BID | STORM SEWER

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
12.	461	L.F.	12 Inch Storm Sewer	\$43.00	\$19,823.00	\$32.00	\$14,752.00	\$32.00	\$14,752.00	\$38.00	\$17,518.00	\$54.00	\$24,894.00
13.	292	L.F.	15 Inch Storm Sewer Lateral	\$46.00	\$13,432.00	\$41.00	\$11,972.00	\$41.00	\$11,972.00	\$43.00	\$12,556.00	\$59.25	\$17,301.00
14.	595	L.F.	15 Inch Storm Sewer Lateral	\$45.00	\$26,775.00	\$34.00	\$20,230.00	\$34.00	\$20,230.00	\$43.00	\$25,585.00	\$57.00	\$33,915.00
15.	1,060	L.F.	18 Inch Storm Sewer	\$48.00	\$50,880.00	\$39.00	\$41,340.00	\$39.00	\$41,340.00	\$45.00	\$47,700.00	\$58.75	\$62,275.00
16.	168	L.F.	18 Inch RCP Storm Sewer	\$57.30	\$9,626.40	\$52.00	\$8,736.00	\$52.00	\$8,736.00	\$52.00	\$8,736.00	\$70.00	\$11,760.00
17.	871	L.F.	24 Inch Storm Sewer	\$60.85	\$53,000.35	\$51.00	\$44,421.00	\$51.00	\$44,421.00	\$55.00	\$47,905.00	\$68.50	\$59,663.50
18.	139	L.F.	24 Inch RCP Storm Sewer	\$76.50	\$10,633.50	\$70.00	\$9,730.00	\$70.00	\$9,730.00	\$65.00	\$9,035.00	\$92.25	\$12,822.75
19.	140	L.F.	30 Inch RCP Storm Sewer	\$102.02	\$14,282.80	\$96.00	\$13,440.00	\$96.00	\$13,440.00	\$95.00	\$13,300.00	\$120.75	\$16,905.00
20.	351	L.F.	36 Inch RCP Storm Sewer	\$124.00	\$43,524.00	\$117.00	\$41,067.00	\$117.00	\$41,067.00	\$110.00	\$38,610.00	\$140.25	\$49,227.75
21.	3	Ea.	18 Inch RCP Flared End Section with Trash Guard	\$1,625.00	\$4,875.00	\$2,210.00	\$6,630.00	\$2,210.00	\$6,630.00	\$1,750.00	\$5,250.00	\$1,676.00	\$5,028.00
22.	2	Ea.	24 Inch RCP Flared End Section with Trash Guard	\$1,965.00	\$3,930.00	\$2,295.00	\$4,590.00	\$2,295.00	\$4,590.00	\$2,000.00	\$4,000.00	\$2,083.00	\$4,166.00
23.	1	Ea.	30 Inch RCP Flared End Section with Trash Guard	\$2,650.00	\$2,650.00	\$2,720.00	\$2,720.00	\$2,720.00	\$2,720.00	\$2,500.00	\$2,500.00	\$2,679.00	\$2,679.00
24.	1	Ea.	36 Inch RCP Flared End Section with Trash Guard	\$3,500.00	\$3,500.00	\$3,565.00	\$3,565.00	\$3,565.00	\$3,565.00	\$3,500.00	\$3,500.00	\$3,548.00	\$3,548.00
25.	1	Ea.	Pond Outlet Structure with Trash Racks	\$16,000.00	\$16,000.00	\$15,630.00	\$15,630.00	\$15,630.00	\$15,630.00	\$17,500.00	\$17,500.00	\$16,717.00	\$16,717.00
26.	1	L.S.	Pond Outlet Structure Modification	\$450.15	\$450.15	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$4,000.00	\$4,000.00	\$1,270.00	\$1,270.00
27.	89.88	V.F.	48 Inch Diameter Storm Manhole	\$560.00	\$50,332.80	\$625.00	\$56,175.00	\$625.00	\$56,175.00	\$500.00	\$44,940.00	\$717.25	\$64,466.43
28.	20.43	V.F.	60 Inch Diameter Storm Manhole	\$745.00	\$15,220.35	\$850.00	\$17,365.50	\$850.00	\$17,365.50	\$700.00	\$14,301.00	\$1,080.00	\$22,064.40
29.	7.62	V.F.	72 Inch Diameter Storm Manhole	\$935.00	\$7,124.70	\$1,015.00	\$7,734.30	\$1,015.00	\$7,734.30	\$850.00	\$6,477.00	\$1,579.00	\$12,031.98
30.	10	Ea.	Catch Basin	\$2,665.00	\$26,650.00	\$2,905.00	\$29,050.00	\$2,905.00	\$29,050.00	\$3,000.00	\$30,000.00	\$3,393.00	\$33,930.00
31.	500	L.F.	4 Inch Perforated Underdrain with Geotextile Sock	\$22.00	\$11,000.00	\$25.00	\$12,500.00	\$25.00	\$12,500.00	\$10.00	\$5,000.00	\$19.50	\$9,750.00
32.	3	Ea.	Yard Drain	\$1,975.00	\$5,925.00	\$2,210.00	\$6,630.00	\$2,210.00	\$6,630.00	\$2,500.00	\$7,500.00	\$2,992.00	\$8,976.00
SUB-TOTAL (Items 12. through 32., Inclusive)				\$389,635.05		\$370,377.80		\$370,377.80		\$365,913.00		\$473,390.81	

BID TABULATION

Section 12, Item h.

OWNER: VILLAGE OF HARRISON
Project Name: Commerce Park Plat Utility, Street & Stormwater Pond Construction
Contract No. H0006-09-23-00309
Bid Date/Time: March 19, 2025 @ 10:00 a.m.
Project Manager: Lee Reibold, PE

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

DONALD HIETPAS & SONS, INC.
1450 East North Avenue
PO Box 166
Little Chute, WI 54140

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

GENE FREDERICKSON TRUCKING
4450 Fieldcrest Drive
Kaukauna, WI 54130

CARL BOWERS & SONS CONST.
N1844 Maloney Road
Kaukauna, WI 54130

RELYCO PLUS, LLC
PO Box 5367
De Pere, WI 54115

BASE BID | GRADING & STREET CONSTRUCTION

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
33.	152,500	S.Y.	Strip and Stockpile Topsoil	\$1.08	\$164,700.00	\$1.10	\$167,750.00	\$0.56	\$85,400.00	\$1.40	\$213,500.00	\$0.95	\$144,875.00
34.	35,870	C.Y.	Common Excavation	\$4.40	\$157,828.00	\$4.90	\$175,763.00	\$8.10	\$290,547.00	\$7.00	\$251,090.00	\$7.36	\$264,003.20
35.	3,500	S.Y.	Clay Liner (2' Thick)	\$0.01	\$35.00	\$0.01	\$35.00	\$1.00	\$3,500.00	\$0.01	\$35.00	\$0.01	\$35.00
36.	1	L.S.	Geotechnical Engineer (Stormwater Pond)	\$3,065.35	\$3,065.35	\$5,400.00	\$5,400.00	\$78,100.00	\$78,100.00	\$10,000.00	\$10,000.00	\$4,500.00	\$4,500.00
37.	53	C.Y.	Heavy Rip Rap with Type HR Fabric	\$67.42	\$3,573.26	\$71.45	\$3,786.85	\$65.00	\$3,445.00	\$66.00	\$3,498.00	\$100.00	\$5,300.00
38.	53	C.Y.	Medium Rip Rap with Type HR Fabric	\$67.42	\$3,573.26	\$71.45	\$3,786.85	\$65.00	\$3,445.00	\$65.00	\$3,445.00	\$100.00	\$5,300.00
39.	1,600	TON	Base Aggregate Dense, 1-1/4 Inch for Pond Trail	\$13.54	\$21,664.00	\$13.40	\$21,440.00	\$16.10	\$25,760.00	\$15.00	\$24,000.00	\$18.40	\$29,440.00
40.	2,750	S.Y.	SAS Fabric for Pond Trail	\$1.52	\$4,180.00	\$1.50	\$4,125.00	\$1.25	\$3,437.50	\$2.00	\$5,500.00	\$2.00	\$5,500.00
41.	4,750	S.Y.	SAS Fabric for Roadway	\$1.52	\$7,220.00	\$1.50	\$7,125.00	\$1.25	\$5,937.50	\$2.00	\$9,500.00	\$2.00	\$9,500.00
42.	1,650	TON	Base Aggregate Dense, 1-1/4 Inch	\$12.78	\$21,087.00	\$12.65	\$20,872.50	\$15.10	\$24,915.00	\$14.75	\$24,337.50	\$17.40	\$28,710.00
43.	2,450	TON	Base Aggregate Dense, 3 Inch	\$12.78	\$31,311.00	\$12.65	\$30,992.50	\$15.10	\$36,995.00	\$14.75	\$36,137.50	\$17.40	\$42,630.00
44.	420	TON	1.5 Inch HMA Pavement, 3 LT 58-28 S (Temp)	\$93.93	\$39,450.60	\$93.00	\$39,060.00	\$99.45	\$41,769.00	\$100.00	\$42,000.00	\$99.45	\$41,769.00
45.	11,000	S.Y.	Placing Topsoil	\$1.06	\$11,660.00	\$1.10	\$12,100.00	\$0.58	\$6,380.00	\$1.40	\$15,400.00	\$0.95	\$10,450.00
46.	1.73	Ac.	Temporary Pond Seeding	\$3,333.00	\$5,766.09	\$3,300.00	\$5,709.00	\$2,163.00	\$3,741.99	\$2,200.00	\$3,806.00	\$2,163.00	\$3,741.99
47.	25.7	Ac.	Temporary Seeding	\$797.90	\$20,506.03	\$790.00	\$20,303.00	\$1,270.00	\$32,639.00	\$2,200.00	\$56,540.00	\$1,023.00	\$26,291.10
48.	2	Ea.	Tracking Pad	\$1,010.00	\$2,020.00	\$975.00	\$1,950.00	\$1,200.00	\$2,400.00	\$1,500.00	\$3,000.00	\$2,000.00	\$4,000.00
49.	13	Ea.	Inlet Protection	\$90.00	\$1,170.00	\$95.00	\$1,235.00	\$107.00	\$1,391.00	\$100.00	\$1,300.00	\$106.20	\$1,380.60
50.	4	Ea.	Temporary Ditch Check	\$84.84	\$339.36	\$84.00	\$336.00	\$135.00	\$540.00	\$100.00	\$400.00	\$133.10	\$532.40
51.	900	S.Y.	Erosion Mat Class 1 Type B	\$2.33	\$2,097.00	\$2.30	\$2,070.00	\$1.65	\$1,485.00	\$2.50	\$2,250.00	\$1.65	\$1,485.00
52.	7,000	L.F.	Silt Fence	\$1.67	\$11,690.00	\$1.65	\$11,550.00	\$1.89	\$13,230.00	\$3.00	\$21,000.00	\$1.89	\$13,230.00
SUB-TOTAL (Items 33. through 52., Inclusive)					\$512,935.95		\$535,389.70		\$665,057.99		\$726,739.00		\$642,673.29
TOTAL (Items 1. through 52., Inclusive)					\$1,200,000.00		\$1,208,181.00		\$1,337,849.29		\$1,416,308.00		\$1,549,972.85

SUPPLEMENTAL BID #1

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
S-1	2,000	C.Y.	Common Excavation (Roadway)	\$8.34	\$16,680.00	\$8.39	\$16,780.00	\$8.10	\$16,200.00	\$12.00	\$24,000.00	\$7.95	\$15,900.00
S-2	3,920	S.Y.	SAS Fabric for Roadway	\$1.52	\$5,958.40	\$1.55	\$6,076.00	\$1.25	\$4,900.00	\$2.00	\$7,840.00	\$2.00	\$7,840.00
S-3	1,350	TON	Base Aggregate Dense, 1-1/4 Inch	\$12.78	\$17,253.00	\$12.65	\$17,077.50	\$15.10	\$20,385.00	\$14.75	\$19,912.50	\$17.40	\$23,490.00
S-4	2,050	TON	Base Aggregate Dense, 3 Inch	\$12.78	\$26,199.00	\$12.65	\$25,932.50	\$15.10	\$30,955.00	\$14.75	\$30,237.50	\$17.40	\$35,670.00
S-5	350	TON	1.5 Inch HMA Pavement, 3 LT 58-28 S (Temp)	\$93.93	\$32,875.50	\$93.00	\$32,550.00	\$99.45	\$34,807.50	\$100.00	\$35,000.00	\$99.45	\$34,807.50
S-6	2,150	S.Y.	Placing Topsoil	\$2.38	\$5,117.00	\$1.00	\$2,150.00	\$0.58	\$1,247.00	\$1.40	\$3,010.00	\$0.95	\$2,042.50
S-7	2,150	S.Y.	Temporary Seeding	\$1.01	\$2,171.50	\$2.50	\$5,375.00	\$0.45	\$967.50	\$0.50	\$1,075.00	\$0.45	\$967.50
TOTAL (Items 1. through 16., Inclusive)					\$106,254.40		\$105,941.00		\$109,462.00		\$121,075.00		\$120,717.50

SUPPLEMENTAL BID #2

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
S2.1	1	L.S.	Load, Haul and Place Existing 1-1/4 Inch Aggregate Base (Est. at 1,280 C.Y.)	\$10,690.85	\$10,690.85	\$10,585.00	\$10,585.00	\$8,320.00	\$8,320.00	\$4,800.00	\$4,800.00	\$13,500.00	\$13,500.00

Bid Security	5% Bid Bond	5% Bid Bond	5% Bid Bond	5% Bid Bond	5% Bid Bond
Addendum Acknowledgement	Yes - #1, #2 and #3	Yes - #1, #2 and #3	Yes - #1, #2 and #3	Yes - #1, #2 and #3	Yes - #1, #2 and #3

Utility Construction
Earthwork
Landscaping
Asphalt

Subcontractor
Boremaster - Boring
MCC, Inc.
Pleasant Knoll Landscaping
N/A

Subcontractor
Feaker & Sons Co., Inc.
N/A
Pleasant Knoll Landscaping
N/A

Subcontractor
Feaker & Sons Co., Inc.
Self Perform
Signature Landscapes
Northeast Asphalt, Inc.

Subcontractor
N/A
N/A
N/A
Northeast Asphalt, Inc.

Subcontractor
N/A
N/A
Signature Landscapes
Northeast Asphalt, Inc.

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Resolution V2025-07, Resolution Amending Fee and Penalty Schedule regarding Park, Fire and Police Impact Fees.

Issue: Does the Village Board wish to approve the amended park, fire and police impact fees?

Background and Additional Information:

A public hearing was held earlier in the agenda. Village staff is recommending approval of the updated amending the Fee and Penalty Schedule based on the following changes:

Impact Fee	Existing Fee ⁽¹⁾	Proposed Fee	Change
Fire Impact Fee			
Multi-Family Units	\$673	\$681	\$8
Three Bedroom unit/Single-Family Home	\$727	\$734	\$7
Commercial Development per Square Foot	\$0.290	\$0.238	(\$0.052)
Industrial Development per Square Foot	\$0.220	\$0.179	(\$0.041)
Law Enforcement Impact Fee			
Multi-Family Units	\$79	\$93	\$14
Three Bedroom unit/Single-Family Home	\$86	\$101	\$15
Commercial Development per Square Foot	\$0.035	\$0.0330	(\$0.002)
Industrial Development per Square Foot	\$0.026	\$0.0250	(\$0.001)
Park Impact Fee			
Multi-Family Unit	\$1,100	\$1,227	\$127
Three Bedroom and Single-Family Home	\$1,187	\$1,323	\$136
Total Impact Fee for Single-Family Home	\$2,000	\$2,159	\$159

Notes:

(1) Source: Village of Harrison existing impact fee schedule.

Budget Impacts: None

Recommended Action: Motion to Resolution V2025-07 amending the Fee and Penalty Schedule as provided.

Attachments:

Fee and Penalty Schedule
Report from Ehlers on the Proposed Changes

RESOLUTION V2025-07
VILLAGE OF HARRISON
Calumet and Outagamie Counties

RESOLUTION AMENDING FEE & PENALTY SCHEDULE

The Village Board of the Village of Harrison does hereby resolve as follows:

WHEREAS, under the Municipal Code, the Village Board has the authority to establish fees, penalties, and charges; and

WHEREAS, the Village Board may review all fees & penalties and adopt any changes necessary by resolution; and

WHEREAS, the Village wishes to update impact fees for Parks, Fire and Police as part of the new building permits issued by the Village

NOW THEREFORE, the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin this 25th day of March 2025

By: _____
Allison Blackmer, Village President

Attest: _____
Vicki L. Tessen, Village Clerk

APPENDIX A Fee and Penalty Schedule		Proposed 3/17/2024
CODE SECTION	DESCRIPTION	AMOUNT
GENERAL PROVISIONS		
1.7(c)(1)	General Penalty - First Offense	\$1.00 - \$500.00
1.7(c)(2)	General Penalty - Second Offense	\$1.00 - \$1,000.00
1.7(g)(4)	Schedule of Deposit	per ordinance or statute
1.7(g)(4)	Schedule of Deposit - Absence of deposit amount by ordinance or statute	\$100 plus costs
ADMINISTRATION		
	Hard Copy (black and white)	\$0.05 per page
	Hard Copy (color)	\$0.15 per page
	Flash Drive	Actual Cost
	Mailing & Shipping	Actual Cost
	Paper to Digital	Fee Waived
	Digital to Digital	Fee Waived
	Minimum Research Cost/\$25 per hr	\$25.00
ALCOHOL BEVERAGE		
4.27(a)	Class "A" Fermented Malt Beverage License	\$150.00
4.27(b)(1)	Class "B" Fermented Malt Beverage License	\$100.00
4.27(c)	Temporary Class "B" Fermented Malt Beverage License	\$10.00
4.27(d)	Temporary "Class B" Wine License	\$10.00
4.27(e)	Fermented Malt Beverage Wholesalers' License	\$25.00
4.27(f)	"Class A" Intoxicating Liquor License	\$350.00
4.27(g)	"Class B" Intoxicating Liquor License	\$350.00
	"Class C" Wine License	\$100.00
	Reserve "Class B" License	\$10,000.00
4.28(d)	Publication Fee for Alcohol License	Actual Cost
4.65	Operator License	1 yr \$35 / 2 yr \$50
4.65	Provisional License	\$15.00
4.33(a)	Change of Agent	\$10.00
	Tobacco License	\$100.00
ANIMALS		
6.23(a)	Harboring Dangerous Animals	\$100.00
§ 174.07	Dogs Licensing	
6.42(a)(3)	Spayed or Neutered Dog	\$10.00
6.42(a)(3)	Unaltered Dog	\$15.00
6.42(a)(3)	Late Fee Applied after March 31	\$5.00
BUSINESS LICENSE		
	Business	\$5
	Non-Profit Organization	\$0
EMERGENCY MANAGEMENT		
10.25	Fire Inspector Duties	
10.28	Initial inspection where violation is found	No Charge
10.28	First re-inspection if violation still exists (by Fire Chief)	No Charge
10.28	Second re-inspection (by Fire Chief) and violation still exists	\$50/inspection/violation
10.28	Third and Fourth re-inspection (by Fire Chief) and violation still exists	\$100/inspection/violation
10.28	Fifth or more re-inspection (by Fire Chief) and violation still exists	\$150/inspection/violation
PARKS AND RECREATION		
18.7	Darboy Community Park Shelter Rental Fee (Resident)	\$75.00
18.7	Darboy Community Park Shelter Rental Fee (Non-Resident)	\$150.00
18.7	Village Hall Community Room Rental Fee	\$100.00
18.7	Street Closure Barricade Rental Fee	\$100.00
STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES		
22.160(a)	Right-of-Way (ROW) Permit	
22.92	New/Replace or Extend Culvert	\$150
22.94	Culvert Variance (with Village Approval)	\$150
22.159	Install/Replace Driveway Apron	\$50
22.250	Sump Pump Connection Violation	\$50 + court costs

22.191	Utility Permit - Base Fee + below	
22.191	Open Cut Paving	\$1,500
22.191	Open Cut Gravel	\$1,000
22.191	Per Foot Charge (per lineal foot)	\$0.10 / lin. Ft.
22.193 & 22.90	Utility Right-of-Way Repair Escrow	\$1,500
	Regrade/Clean/Obstruction of Ditch	\$50
22.160	Late Fee for After the Fact Permit	\$150
BUILDINGS AND BUILDING REGULATIONS		
103.10	Demolition or Removal of Buildings Permit	\$25
103.10	If Building with No Utilities or New Permit Obtained	No Charge
103.29	1 & 2 Family Building Permits and Inspections	
103.29	New Construction - up to 2400 sq. ft.	\$2,095
103.29	New Construction - 2401 to 3500 sq. ft.	\$2,195
103.29	New Construction - 3501 to 5000 sq. ft.	\$2,295
103.29	New Construction - over 5000 sq. ft.	\$2,395
103.29	Manufactured Homes	\$2,095
103.29	Additions - Remodeling	
103.29	Base Fee	\$150
103.29	Remodel greater than \$10,000 value	\$300
103.29	Remodel less than \$10,000 value	\$200
103.29	Erosion Control	\$100
103.29	Electrical Service	\$100
103.29	Electrical Permit	\$100
103.29	Plumbing Permit	\$100
103.29	HVAC Permit	\$100
103.29	One Time Inspection	\$100
103.29	Attached Garage	\$300
103.29	Basement Remodel	\$300
103.29	Siding/Windows/Roof	\$50
103.29	Pools Permit Fees - seasonal/permanent	\$50/\$150
103.29	Unattached Garage greater than 200 sq ft	\$100
103.29	Egress Window	\$100
103.29	Escrow	\$1,500
103.122	Multi-Family and Commercial Permit Fees	
103.122	Building Permit	\$0.08 per sq ft
103.122	Base Fee	\$200
103.122	Plumbing	
103.122	Fixture Count	\$8 per fixture
103.122	Base Fee	\$100
103.122	Electrical Permit	\$0.08 per sq ft
103.122	Base Fee	\$100
103.122	Electrical Service <200 amp	\$85
103.122	Electrical Service >200 amp - 3 phase	\$100
103.122	Electrical Service Temporary	\$85
103.122	HVAC Permit	\$0.08 per sq ft
103.122	Base Fee	\$100
22.21	911 Sign	\$25
103.29	Decks	\$200
103.197	Pool Permit Fees - seasonal/permanent	\$50/\$150
IMPACT FEES		
103.231(c)	Park Impact Fees	
103.231(c)(1)	Single-Family Residential Development - per dwelling unit	\$1,176
103.231(c)(1)	Multi-Family Residential Development - per dwelling unit	\$1,090
103.231(a)	Law Enforcement Impact Fees	
103.231(a)(1)	Single-Family Residential Development - per dwelling unit	\$85
103.231(a)(1)	Multi-Family Residential Development - per dwelling unit	\$79
103.231(a)(2a)	Commercial & Institutional - per sq ft	*\$0.035
103.231(a)(2b)	Industrial - per sq ft	*\$0.026

103.231(b)	Fire Impact Fees	
103.231(b)(1)	Single-Family Residential Development - per dwelling unit	\$727
103.231(b)(1)	Multi-Family Residential Development - per dwelling unit	\$673
103.231(b)(2a)	Commercial & Institutional - per sq ft	X \$0.29
103.231(b)(2b)	Industrial - per sq ft	X \$0.22
CONSTRUCTION SITE EROSION CONTROL ZONING		
105.1	Construction Site Erosion Control Permit	
105.1	Less than 1-ac Disturbed Area	\$225
105.1	1-ac or more Disturbed Area	\$275
105.1	Less than 1-ac Disturbed Area - Inspection	\$25/week
105.1	1-ac or more Disturbed Area - Inspection	\$250 + \$25/week
MOBILE HOMES AND MOBILE HOME COMMUNITIES		
107.32	Permit Fee	\$25
STORM WATER MANAGEMENT AND ILLICIT DISCHARGE		
113.139	Post-Construction Storm Water Management Permit	
113.139	Less than 20,000 sq ft impervious surface	\$225
113.139	20,000 or more sq ft impervious surface	\$525
113.139	Less than 20,000 sq ft impervious surface - Inspection	0
113.139	20,000 or more sq ft impervious surface - Inspection	\$500
113.104	Illicit Discharge Abatement	Cost of Abatement
113.5(b)	Stormwater Utility ERU	\$60 per ERU
SUBDIVISIONS		
115	Subdivision Control	
115.11	Preliminary Plat	\$200 + \$5/lot
115.12	Final Plat	\$100 + \$5/lot
115.13	Certified Survey Map	\$75
	Condominium Plat	\$300 + \$5/unit
SMALL WIND ENERGY SYSTEMS		
119.7(a)	Small Wind Energy System, per tower	\$100
SOLID WASTE		
	Garbage and Recycling service	per service contract
20.160	Yard Waste Site	
20.163(f)	Yard Waste Sticker	\$20
20.163(f)	Forfeiture - first offense	\$50 + clean-up & court costs
20.163(f)	Forfeiture - second offense	\$100 + clean-up & court costs
20.163(f)	Forfeiture - third offense and each additional offense	\$250 + clean-up & court costs
20.19	Littering	
20.25	Forfeitures are set pursuant to the State of Wisconsin Revised Uniform Deposit and Bail Schedule for Conservation, Environmental Protection, ATV/UTV, Boat, OHM, And Snowmobile Violations, current edition.	Per WI Revised Uniform Deposit and Bail Schedule
20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>first offense</i>	\$50 + court costs
20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>second offense</i>	\$100 + court costs
20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>third offense and each additional offense</i>	\$250 + court costs
HARRISON UTILITIES (FORMERLY KNOWN AS WAVERLY SANITARY DISTRICT) FEES & PENALTIES		
30-108(1)	First Offense, per violation, together with the cost of prosecution	Not Less Than \$100 Nor More than \$500
30-108(2)	Second Offense, per violation, together with the cost of prosecution, if within the prior five (5) years the person was previously found guilty of violating any provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder	Not Less Than \$500 Nor More than \$750

30-108(3)	Third Offense, per violation, together with the cost of prosecution, if with the prior five (5) years the person was previously found guilty two or more times of violating any provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder	Not Less Than \$750 Nor More than \$1,000
30-206(a)(4)	Sewer Connection Fee - Lakeshore Area -	
	Single Family and Duplex Per Connection	\$200
	Multi-Family - First Unit Per Connection	\$200
	Multi-Family - Each Additional Unit Per Connection	\$160
	Commercial, Industrial, Institutional - Per Acre	\$360
30-206(a)(4)	Sewer Connection Fee - Lift Station 4 Service Area: Village of Harrison -	
	Single Family and Duplex Per Connection	\$520
	Multi-Family - First Unit Per Connection	\$520
	Multi-Family - Each Additional Unit Per Connection	\$420
	Commercial, Industrial, Institutional - Per Acre	\$940
30-206(a)(4)	Sewer Connection Fee - Lift Station 4 Service Area: City of Menasha -	
	Single Family and Duplex Per Connection	\$270
	Multi-Family - First Unit Per Connection	\$270
	Multi-Family - Each Additional Unit Per Connection	\$220
	Commercial, Industrial, Institutional - Per Acre	\$490
30-206(a)(4)	Sewer Connection Fee - Lift Station 6 Service Area -	
	Single Family and Duplex Per Connection	\$2,060
	Multi-Family - First Unit Per Connection	\$2,060
	Multi-Family - Each Additional Unit Per Connection	\$1,650
	Commercial, Industrial, Institutional - Per Acre	\$3,710
30-216(c)	Sanitary Sewer Volume Charge Per 1,000 Gallons	\$4.86
30-216(c)	Sanitary Sewer Monthly Service Charge -	
	5/8" Meter	\$13.58
	1" Meter	\$33.95
	1 1/2" Meter	\$76.13
	2" Meter	\$108.65
	3" Meter	\$164.61
	4" Meter	\$202.68
30-216(f)	Sanitary Sewer Late Payment Charge	1% Per Month of Total Unpaid Balance
30-312(d)	Private Well Operation Permit	\$75.00
30-401(b)(1)	Sanitary Sewer & Watermain Permit Administration Fee	\$250 (Subdivision) \$100 (Multi-Family) \$100 (Commercial)
30-401(b)(2)	Sanitary Sewer & Watermain Permit Review and Inspection Fees	Actual Cost of Time and Materials
ZONING		
117.31(b)	Text Amendment	\$300
117.77(b)	Map Amendment	\$300
117.93(b)	Application for PDO District	\$400
117.127(c)	Home Business Permit	\$150
117.128(b)	Solar Energy System Permit	\$200
117.133(e)(1)	Adult Entertainment Establishment Permit	\$200
117.134©	Temporary Use & Structure Permit	\$100
117.184(c)(4)(b)	Sign Permit	\$100
117.185(b)(6)	Off- Premise Sign Application	\$25 + \$0.15/sq ft
117.186(b)(2)(	Temporary Sign Permit	\$50
117.186(b)(2)(	Temporary Sign Deposit	\$100
117.317	Conditional Use Permit	\$150
117.317(b)	Amending Public Hearing Notice	Same as Public Hearing
117.376	Site Plan Review	
117.376	Commercial	\$300

117.376	Industrial	
117.416	Zoning Permits	
117.416	New Construction or Replacement (residential, commercial, industrial or other)	\$250
117.416	Addition	\$100
117.416	Accessory Building (i.e. detach garage, shed, etc.)	\$50
117.416	Accessory Structure (i.e. driveway)	\$25
117.416	Deck	\$25
117.416	Fence	\$25
117.416(e)	Renewal Permit	1/2 new permit fee
117.418(b)(2)(f)	Winter Temporary Zoning Occupancy Permit	\$50
117.418(b)(2)(g)	Special 30-day Temporary Zoning Occupancy Permit	\$100
117.418(a)	Zoning Certificate of Occupancy (when no Zoning Permit is required)	\$25
117.362	Item Requiring a Public Hearing Notice	\$200
	Lot Grade & Driveway Grade Check	\$1,045
MISCELLANEOUS FEES		
	Fireworks Permit Application	\$50
	Real Estate Inquiry	\$30
	Real Estate Inquiry - Rush (2 business days)	\$60
	Group (10+ parcels) Tax Information Requests - Mortgage Holders	\$0.25 per parcel
28.178	WEEDS	reference 1.7
	Short Term Rental New Permit	\$400
	Short Term Rental Renewal Permit	\$200

February 25, 2025

2025 IMPACT FEE STUDY UPDATE:

Village of Harrison, WI



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Table of Contents

Section 1 – Background	3
A. Purpose of Impact Fees	3
B. Summary of Existing Impact Fees & Legislative Authority	3
C. Public Facilities Needs Assessment Requirements.....	4
D. Standards for Impact Fees	4
E. Time Period for Expending Impact Fees and Managing Revenues	5
Section 2 –Demographic Updates	5
A. Population Trends	5
Section 3 – Fire Protection Facilities Needs Assessment and Impact Fee Update .	7
A. Introduction	7
B. Inventory of Existing Facilities and Identification of Future Staffing and Vehicles	7
C. Deficiency/Growth Analysis	11
D. Facilities Capital Cost and Impact Fee Calculation	12
Section 4 – Law Enforcement Facilities Needs Assessment and Impact Fee Update	14
A. Introduction	14
B. Inventory of Existing and Identification of Future Staffing and Vehicles	14
C. Deficiency/Growth Analysis	16
D. Facilities Capital Cost and Impact Fee Calculation.....	17
Section 5 – Parks, Playground and Land for Athletic Fields Facilities Needs Assessment and Impact Fee Update.....	19
A. Introduction	19
B. Inventory of Existing Facilities.....	19
C. Deficiency/Growth Analysis	20
D. Facilities Capital Cost and Impact Fee Calculation.....	21
Section 6 – Impact Fee Summary and Effect of Impact Fees on Housing Affordability	22
A. Summary of Proposed Impact Fees	22
B. Effect of Impact Fees on Housing Affordability	23
Section 7 – Implementation and Continued Management.....	24

SECTION 1 – BACKGROUND

A. Purpose of Impact Fees

When land is developed, it creates a need for additional fire protection (“fire”), law enforcement (“police”) and park facilities. Impact fees are cash contributions, contributions of land or interests in land, or any other items of value that are imposed on a developer by a municipality for the purposes of providing new, expanded or improved public facilities to accommodate the land development. The Village of Harrison currently imposes impact fees for fire, police and park facilities. The Village is considering updating the impact fees to reflect changes in projects and costs for fire, police and park facilities.

B. Summary of Existing Impact Fees & Legislative Authority

The Village of Harrison has been collecting impact fees for parks since 2007 and amended the fee in 2019. The Village imposed a fire and police impact fee in 2019. The Village adopted a Transportation Impact Fee through a separate needs assessment in 2024. The purpose of this study is to update existing fire, police and park impact fees to be consistent with revised growth projections and updated capital cost estimates for fire and police facilities and park improvements.

A municipality may enact an ordinance under Wis. Stat. § 66.0617 that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development. Wis. Stat. § 66.0617 was enacted in 1993 by Wisconsin Act 305. A 1997 change in the law prohibited counties from assessing impact fees to recover costs related to transportation projects. The statute was also amended in 2006 by Wisconsin Acts 203 and 477, and finally in 2008 by Wisconsin Act 44. The more recent acts made several changes to the impact fee statute, most notably the time period for which municipalities have to spend impact fees and the facilities for which impact fees can be imposed.

Prior to enacting or amending an existing ordinance that imposes an impact fee, a municipality shall hold a public hearing on the proposed ordinance or amendment. A municipality shall prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities needs assessment or revised public facilities needs assessment shall be available for public inspection and copying in the office of the municipal clerk at least 20 days prior to the public hearing.

Public facilities mean highways, as defined in Wis. Stat. § 340.01(22), and other transportation facilities, traffic control devices, facilities for collecting and treating sewage, facilities for pumping, storing, and distributing water, parks, playgrounds, and land for athletic fields, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities, and libraries. Public facilities do not include facilities owned by a school district.

C. Public Facilities Needs Assessment Requirements

Wisconsin Statute §66.0617 requires the public facilities needs assessment to include the following:

1. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed.
2. An identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees be imposed. This identification shall be based on explicitly identified service areas and service standards.
3. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the municipality.

This needs assessment update complies with these requirements for all impact fees. The study update is based on several planning documents for the Village including, 2017 Comprehensive Plan, 2022 Comprehensive Outdoor Recreation Plan, 2024 Facilities Evaluation and Concept Planning, and 5-year Capital Improvement Planning.

D. Standards for Impact Fees

Impact fees must meet seven standards, outlined in Wis. Stat. § 66.0617(6), prior to imposition:

1. Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
2. May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.
3. Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded, or improved public facilities.
4. Shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public

- facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications or any other items of value.
5. Shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
 6. May not include amounts necessary to address existing deficiencies in public facilities.
 7. Shall be payable by the developer or the property owner to the municipality in full upon the issuance of a building permit by the municipality.

This update is completed to ensure that the impact fees that are currently in effect continue to comply with these standards.

E. Time Period for Expending Impact Fees and Managing Revenues

Wis. Stat. § 66.0617 states the following time periods for which impact fee revenues must be used or refunded to the current property owner with interest. Generally, impact fees must be spent within eight years from the time of collection.

Impact fees must be placed in a separate segregated account. The municipality should have a separate account for each impact fee. The impact fees and any interest accrued on the impact fees must be used for the facilities for which the impact fees were imposed.

SECTION 2 –DEMOGRAPHIC UPDATES

A. Population Trends

Table 1 shows the historical and projected population statistics for the Village of Harrison. This study update relied on the previous impact fee studies for historical population statistics and Wisconsin Department of Administration growth trends for the projections through 2045. The table shows the anticipated population growth from 2024 and 2045 of 7,958 persons.

Table 2 shows the historical and projected non-residential land growth by acre between now and 2045, as well as the estimated calculation of that land use growth by square foot over the planning period.

Table 1 - Historical Population Figures and Population Projections

Year	Historical and Projected Population Figures	Percent Change
1980 ⁽¹⁾	3,541	
1990 ⁽¹⁾	3,195	-10%
2000 ⁽¹⁾	5,756	80%
2005 ⁽¹⁾	8,223	43%
2010 ⁽¹⁾	10,838	32%
2014 ^{(1) (2)}	7,401	-32%
2018 ⁽³⁾	12,786	73%
2020 ⁽⁶⁾	12,418	-3%
2024 ⁽⁴⁾	15,364	24%
2040 ⁽⁵⁾	18,735	22%
2045 ⁽⁷⁾	23,322	24%
2024-2045 Estimated Population Growth		7,958

Notes:

(1) Source: Comprehensive Plan Update. Village of Harrison, February, 2017. Prepared by Vierbicher.

(2) Note that population figures prior to 2014 were for the Town of Harrison. The 2014 figure is for the Village of Harrison as are the projections moving forward.

(3) Source: WI Department of Administration Final 2018 Estimate.

(4) Source: WI Department of Administration Final 2024 Estimate.

(5) Source: WI Department of Administration.

(6) Source: US Census Bureau.

(7) Source: 2023 Village of Harrison Housing Study future household projections, and calculated based on 2.8 persons per household.

Table 2 - Projected Increases to Land Use Acreage

	<u>2024-2045 Increase Acreage⁽¹⁾</u>
Commercial	500
Industrial	360

	<u>2024-2045 Increase Sq. Footage⁽²⁾</u>
Commercial	4,356,000
Industrial	3,920,400

Notes:

(1) Source: Comprehensive Plan Update, Land Use Chapter, page 57. Village of Harrison, February, 2017. Prepared by Vierbicher.

(2) Assumes a floor coverage ratio of 20% for commercial development and 25% for industrial development.

SECTION 3 – FIRE PROTECTION FACILITIES NEEDS ASSESSMENT AND IMPACT FEE UPDATE

A. Introduction

The impact fees for fire protection were adopted in 2019. The original impact fee was to build a new fire station to replace Fire Station 70. The Village is still planning to build a new fire station but also needs to construct additional apparatus area to Fire Station 60 to accommodate growth. The purpose of this updates is to revise the impact fee based on new cost estimates as well as adding the cost of the apparatus area at Fire Station 60. The impact fee will be recalculated based on the new costs and updated population figures from Section 2 of this report.

B. Inventory of Existing Facilities and Identification of Future Staffing and Vehicles

Table 3 shows the existing facility square footage for the two existing fire stations Station 60 is slightly larger than Station 70 and is anticipated to remain in service after a new fire station would be constructed.

Table 4 is the existing vehicle inventory for the Fire Department, as well as the planned vehicle inventory in 2045. The Fire Department plans to add three additional vehicles through the year 2045, all of which would be housed at the new fire station.

Table 3- Inventory of Existing Fire Facility Space

	Square Feet
<i>Fire Station No. 60</i>	
Apparatus Space	4,160
Administration	1,300
Total Space	5,460
<i>Fire Station No. 70</i>	
Apparatus Space	3,125
Administration	1,875
Total Space	5,000
Total Apparatus Space	7,285
Total Office Space	3,175
Total Facility Space	10,460

Notes:

Source: Facility Evaluation and Concept Planning prepared for the Village of Harrison, January 31, 2024 by SEH.

Table 4 - Current and Future Fire Vehicle Inventory

<i>Number of Vehicles</i>			
Vehicle	2024	2025	
Station 60	5	5	
Station 70	8	0	
New Station	0	11	
Total	13	16	
Population	15,364	23,322	
Vehicles/1,000	0.85	0.69	

Notes:

Source: Village of Harrison Village Manager and Fire Chief, January 2024.

Table 5 shows the existing staffing levels for the Fire Department and the planned staffing levels in 2045. Currently the Fire Department maintains service level standards of 4.36 Paid-On-Call Firefighters and EMT's and .13 Full-Time positions per 1,000 residents. The department is projecting adding 13 additional Paid-On-Call Firefighters and EMT's and one additional Full-Time position and to accommodate the increase to population by 2045. The new service level standards will be 3.22 and .13, respectively.

Table 5 - 2024 and 2045 Fire/EMT Staffing Levels

Position	2024	2045
Full Time	2	3
Paid On-Call Firefighter & EMT	67	75
Total Staff	69	78
Population	15,364	23,322
Paid On-Call Firefighters & EMT/ 1,000	4.36	3.22
Full Time Staff/1,000	0.13	0.13

Notes:

Source: Village of Harrison Village Manager and Fire Chief, January 2024.

The Village has identified an approximate new station size of 24,295 square feet, although it has not yet conducted an architectural analysis. In addition, Fire Station 60 needs to add 8,984 to the apparatus bay area. The square footage breakdown for the new fire station as its currently estimated is shown on **Table 6**.

Table 6 - Future Fire Facility Space

	Square Feet
<i>New Fire Station</i>	
Apparatus Bay Area	7,195
Apparatus Bay Area (alternative)	3,245
Office Space	13,855
<i>Fire Station 60</i>	
Apparatus Bay Area	8,984
Total	33,279

Notes:

Source: Village of Harrison Village Manager, February 2024.



C. Deficiency/Growth Analysis

Table 7 shows the deficiency/growth analysis for a new fire station and Fire Station 60 addition. Wisconsin Statute 66.0617 states that an impact fee may not include amounts necessary to address existing deficiencies in public facilities. To that effect service level standards are established to identify existing deficiencies in facility space. **Table 7** uses the methodology of quantifying the standard of square feet per employee or vehicle for 2045 based on the total design square feet of total existing and planned facility spaces in the same year. The calculated standards can then be applied to the existing space to quantify existing deficiencies. As is shown on the table, approximately 70% of the planned space for the new station and addition to Fire Station 60 can be attributed to meeting existing deficiencies and the remaining 30% can be attributed to new growth and therefore recovered through the impact fee.

Table 7- Fire Deficiency/Growth Analysis

	<i>Existing and Future Space</i>			<i>Deficiency/Growth Analysis</i>					<i>Deficiency/Growth Allocation</i>	
	Current (Stations 60 Only) Facilities Sq. Feet ⁽¹⁾	Fire Stations New Square Feet	Total Design Square Feet	2045 Staffing/ Vehicle Levels	2045 Design Standard (Sq. Ft per EE or Vehicle)	2045 Staffing/ Vehicle Levels	Existing Required Square Footage	Existing Space Deficiency	Deficiency Percentage	Growth Percentage
Office Space	1,300	13,855	15,155	78	194	69	13,386	(12,086)	80%	20%
Apparatus Space	4,160	19,424	23,584	16	1474	13	19,162	(15,002)	64%	36%
Total	5,460	33,279	38,739				32,548	(27,088)	70%	30%

Notes:

(1) Station 70 will go away with new station construction.

D. Facilities Capital Cost and Impact Fee Calculation

Table 8 takes the estimated cost of the new fire station and addition to Fire Station 60 and applies the growth percentage from **Table 7** to identify the impact fee cost of the new fire station and additional bays projects, which is approximately \$3.77 million.

Table 9 is the calculation of the fire impact fee. In order to calculate the updated fee, the impact fee eligible project costs must be properly allocated to residential and non-residential growth, as both residential and non-residential development benefit from fire protection service. Step 1 on **Table 9** shows the allocation of impact fee eligible costs to residential and non-residential growth. Step 2 shows the calculation of the impact fee per capita for residential growth and per square foot of commercial and industrial development. Step 3 is a summary of the proposed impact fees for residential development based upon assumed persons per household, and impact fees per square foot for commercial and industrial development.

Table 8 - New Fire Station Cost Estimate and Impact Fee Portion

New Station Estimated Cost ⁽¹⁾	\$11,500,000
Fire Station 60 Additional Bays ⁽²⁾	\$1,033,160
Total Costs	\$12,533,160
Impact Fee Percentage of Cost	30%
Impact Fee Cost of Project	\$3,769,427
Remaining Cost Funded Via Other Sources	\$7,730,573

Notes:

(1) Source: Village of Harrison adopted 5-year Capital Improvement Plan.

(2) Source: Village of Harrison Village Manager, February 2024.

Table 9 - Calculation of Fire Impact Fees**Step 1: Allocation of Impact Fee Cost to Land Use**

Residential Dwelling Units	Current-2045 Incremental Development (units/Sq. Feet)	Value/Unit	Total Value	Percent of Total	Impact Fee Portion Allocated
Total Dwelling Units ⁽¹⁾	2,274	\$375,000	\$852,642,857	54%	\$2,031,240
Subtotal					
Industrial	3,920,400	\$75	\$294,030,000	19%	\$700,464
Commerical	4,356,000	\$100	\$435,600,000	28%	\$1,037,724
Totals			\$1,582,272,857		\$3,769,427

Step 2: Calculation of Impact Fees per Unit

	Impact Fee Portion Allocated	Development Increment (per capita/Sq. Feet)	Impact Fee Per Capita/Sq Feet
Residential Development	\$2,031,240	7,958	\$255
Commerical	\$1,037,724	4,356,000	\$0.238
Industrial	\$700,464	3,920,400	\$0.179

Step 3: Summary of Impact Fee Per Dwelling Unit or Square Foot of Development

Multi-Family Units ⁽²⁾	\$681
Three Bedroom unit/Single-Family Home ⁽²⁾	\$734
Commerical Development per Square Foot	\$0.238
Industrial Development per Square Foot	\$0.179

Total:

(1) Source: Population growth projection taken from Table 1 divided by 3.5 persons per household.

(2) Fees for type of residential development use 2.67 persons per household for two bedroom units and 2.88 persons per household for three bedroom/single-family home.

SECTION 4 – LAW ENFORCEMENT FACILITIES NEEDS ASSESSMENT AND IMPACT FEE UPDATE

A. Introduction

The impact fees for law enforcement were adopted in 2019. The original impact fee was to construct a substation for the Sheriff's Deputies to utilize within the Village. The Village still plans to construct the substation. The purpose of this update is to revise the fee based on new cost estimates. The impact fee will be recalculated based on the new costs and updated population figures from Section 2 of this report.

B. Inventory of Existing and Identification of Future Staffing and Vehicles

The Village currently contracts with the Calumet County Sheriff's Department for law enforcement services, and as such does not have any dedicated space for law enforcement activities. The Village anticipates continuing to contract with Calumet County through 2045. The current service level standard is .39 officers and .20 vehicles per 1,000 residents. The Village projects that the standard service level will change by 2045 to .60 officers and .43 vehicles per 1,000 residents. However, for the purpose of recalculating the police impact fee related to deficiency and growth, the staff and vehicle totals were calculated to remain at the same service level by 2045. This is shown in Table 10.

The Village has identified an approximate new substation size of 3,755 square feet, although it has not yet conducted an architectural analysis. The square footage breakdown as its currently estimated is shown on Table 11.

Table 10 - Police Services Existing and Future Staffing and Vehicle Estimates

	2024 ⁽¹⁾	Calculation at Current Service Level 2045	Planned Service Level 2045 ⁽¹⁾
Police Officers ¹	6	9	14
Police Vehicle ¹	3	5	10
Population	15,364	23,322	23,322
Officers/1,000	0.39	0.39	0.60
Vehicles/1,000	0.20	0.20	0.43

Notes:

(1) Source: Village of Harrison Manager's estimate of current and future staff and vehicle needs.

The Village has identified an approximate new substation size of 8,270 square feet, although it has not yet conducted an architectural analysis. The square footage breakdown as its currently estimated is shown on **Table 11**.

Table 11 - Estimated Police Substation Square Footage**Law Enforcement Substation Square Footage Estimate**

Office Space (sq. ft)	6,270
<u>Apparatus Space (sq. ft)</u>	<u>2,000</u>
Total	8,270

Notes:

Source: Facility Evaluation and Concept Planning prepared for the Village of Harrison, January 31, 2024 by SEH.



C. Deficiency/Growth Analysis

Table 12 shows the deficiency/growth analysis for a new law enforcement substation. Wisconsin Statute 66.0617 states that an impact fee may not include amounts necessary to address existing deficiencies in public facilities. To that effect service level standards are established to identify existing deficiencies in facility space. **Table 12** uses the same methodology for the fire impact fee, which is quantifying the standard of square feet per employee or vehicle for 2045 based on the total design square feet of total existing and planned facility space in the same year. The calculated standards can then be applied to the existing space to quantify existing deficiencies. As is shown on the table, approximately 65% of the planned space for the new station can be attributed to meeting existing deficiencies and the remaining 35% can be attributed to new growth and therefore recovered through the impact fee.

Table 12 - Police Deficiency/Growth Analysis

<i>Existing and Future Space</i>				<i>Deficiency/Growth Analysis</i>					<i>Deficiency/Growth Allocation</i>	
	Current Facilities Sq. Feet	Police Station New Square Feet	Total Design Square Feet	2045 Staffing/Vehicle Current Service Level Standard	2045 Design Standard (Sq. Ft per EE or Vehicle)	2044 Staffing/Vehicle Levels	Existing Required Square Footage	Existing Space Deficiency	Deficiency Percentage	Growth Percentage
Office Space	0	6,270	6,270	9	697	6	4,182	(4,182)	67%	33%
Apparatus Space	0	2,000	2,000	5	400	3	1,200	(1,200)	60%	40%
Total	0	8,270	8,270				5,382	(5,382)	65%	35%

D. Facilities Capital Cost and Impact Fee Calculation

Table 13 takes the estimated cost of the new substation from and applies the growth percentage from Table 12 to identify the impact fee cost of the substation project, which is approximately \$523,821.

Table 14 is the calculation of the law enforcement impact fee. In order to calculate the updated fee, the impact fee eligible project costs must be properly allocated to residential and non-residential growth, as both residential and non-residential development benefit from fire protection service. Step 1 on **Table 14** shows the allocation of impact fee eligible costs to residential and non-residential growth. Step 2 shows the calculation of the impact fee per capita for residential growth and per square foot of commercial and industrial development. Step 3 is a summary of the proposed impact fees for residential development based upon assumed persons per household, and impact fees per square foot for commercial and industrial development.

Table 13 - Police Sub Station Cost Estimate and Impact Fee Portion

Sub Station Estimated Cost ⁽¹⁾	\$1,500,000
Impact Fee Percentage of Cost	35%
Impact Fee Cost of Project	\$523,821
Remaining Cost Funded Via Other Sources	\$976,179

Notes:

(1) Source: Village of Harrison adopted 5-year Capital Improvement Plan.

Table 14 - Calculation of Law Enforcement Impact Fees**Step 1: Allocation of Impact Fee Cost to Land Use**

Residential Dwelling Units	Current-2045 Incremental Development (units/Sq. Feet)	Value/Unit	Total Value	Percent of Total	Impact Fee Portion Allocated
Total Dwelling Units ⁽¹⁾	2,274	\$375,000	\$852,642,857	54%	\$282,273
Subtotal					
Industrial	3,920,400	\$75	\$294,030,000	19%	\$97,340
Commerical	4,356,000	\$100	\$435,600,000	28%	\$144,208
Totals			\$1,582,272,857		\$3,769,427

Step 2: Calculation of Impact Fees per Unit

	Impact Fee Portion Allocated	Development Increment (per capita/Sq. Feet)	Impact Fee Per Capita/Sq Feet
Residential Development	\$282,273	7,958	\$35
Commerical	\$144,208	4,356,000	\$0.033
Industrial	\$97,340	3,920,400	\$0.025

Step 3: Summary of Impact Fee Per Dwelling Unit or Square Foot of Development

Two Bedroom Units ⁽²⁾	\$93
Three Bedroom unit/Single-Family Home ⁽²⁾	\$101
Commerical Development per Square Foot	\$0.033
Industrial Development per Square Foot	\$0.025

Total:

(1) Source: Population growth projection taken from Table 1 divided by 3.5 persons per household.

(2) Fees for type of residential development use 2.67 persons per household for two bedroom units and 2.88 persons per household for three bedroom/single-family home.

SECTION 5 – PARKS, PLAYGROUND AND LAND FOR ATHLETIC FIELDS FACILITIES NEEDS ASSESSMENT AND IMPACT FEE UPDATE

A. Introduction

The impact fees for parks, playgrounds and land for athletic fields were adopted in 2007 and updated in 2019. The 2007 and 2019 impact fee study calculated the park impact fee for park improvements as well as for land acquisition. This study updates the cost for the park improvement and land acquisition as well as adds projects from the Village's 5-year capital improvement plan. The impact fee will be recalculated based on the new project costs and updated population figures from Section 2 of this report.

B. Inventory of Existing Facilities

Table 15 shows the parkland within the Village as of 2024. The Village has one mini park, four neighborhood parks, and a number of special use park spaces. The existing park total for impact fees includes the neighborhood parks plus the Harrison Athletic Association Park.

Table 15 - Inventory of Existing Village Owned Park and Special Use Sites

Park Name	Total Acreage ⁽¹⁾	Type of Park
Dogwood Park	0.85	Mini-Park
Darboy Community Park	17.60	Neighborhood Park
Clover Ridge Park	6.50	Neighborhood Park
Farmers Field	18.50	Neighborhood Park
Rennwood	15.00	Neighborhood Park
Total Village Owned Park Acreage	58.45	
School Park Name	Total Acreage ⁽¹⁾	Type of Park
Woodland Elementary School	10	School
Sunrise Elementary School	10.86	School
Total School Acreage	20.86	
Special Use Park Name	Total Acreage ⁽¹⁾	Type of Park
Harrison Athletic Association Park	16.50	Special Use
Firelane 8 Boat Access	0.21	Special Use
Firelane 12 Access	0.29	Special Use
Firelane 13 Access	0.27	Special Use
Sherwood Boat Landing (State Park Road Boat Landing)	0.26	Special Use
Faro Springs Boat Landing	0.15	Special Use
Harrison Rd Lake Access (Ledgewood Acres Access)	0.72	Special Use
	1.9	
Total Parkland	81.21	

Source:

(1) Source: 2022 Comprehensive Outdoor Recreation Plan, Village of Harrison. Prepared by GRAEF.

C. Deficiency/Growth Analysis

Table 16 is the calculation of service level standards for parkland based upon the amount of parkland as it existed in 2024. **Table 16** shows the service level standards for park land and facilities based upon the standard of 5.00 acres of developed parkland per 1,000 residents to develop applicable deficiency and growth percentages. **Table 16** also shows the estimated amount of parkland needed based upon the 5.00 acres per 1,000 service level standard by the year 2045.

Table 16 - Service Level Standard and Deficiency/Growth Percentage for Parkland

Park Type	Existing Acres	Service Level		2024 Population	Acreage Needed	Surplus/ (Deficiency)	Deficiency %	Growth %
		Acres/1,000 Population ⁽¹⁾						
Total Village Parkland	74.10	5.00		15,364	76.82	(2.72)	4%	96%

Notes:

(1) Source: 2022 Comprehensive Outdoor Recreation Plan, Village of Harrison. Prepared by GRAEF.

D. Facilities Capital Cost and Impact Fee Calculation

Based on the 2022 Comprehensive Outdoor Recreation Plan approximately 25 acres of developed parkland is needed by 2045. The cost per acre of \$35,000 for each the acquisition of land and the development and improvements This is shown on **Table 17** for a total of \$875,000 each and includes additional improvements identified in the Village's 5-year capital improvement plan.

Table 17 is the calculation of updated park impact fee. The costs from **Table 17** and deficiency/growth percentages developed in **Table 16** were used to identify the impact fee eligible costs for each project. The recommended impact fee is then calculated per capita and then per dwelling unit as is shown on the bottom of the table. The impact fee for parks is only applicable to residential development. This is because while non-residential development may see a minor benefit from the parks in terms of increased property value, the primary beneficiaries of the park system are the residents of the Village. This is also consistent with the 2007 impact fee study and 2019 update.

Table 17 - Park Capital Costs and Impact Fee Calculation

Facility	Cost	Deficiency %	Deficiency Cost	Growth %	Growth Cost
Land Acquisition ⁽³⁾	\$875,000	4%	\$30,982	96%	\$844,018
Park Development and Improvement ⁽³⁾	\$875,000	4%	\$30,982	96%	\$844,018
Land Acquisition - Farmers Field	\$250,000	4%	\$8,852	96%	\$241,148
Concession Stand Building Design	\$50,000	4%	\$1,770	96%	\$48,230
Well/Septic System	\$30,000	4%	\$1,062	96%	\$28,938
Natural Playground Installation	\$100,000	4%	\$3,541	96%	\$96,459
Park Improvements	\$50,000	4%	\$1,770	96%	\$48,230
Emergency Access	\$65,000	4%	\$2,301	96%	\$62,699
Concession Stand Building Const.	\$350,000	4%	\$12,393	96%	\$337,607
Maintenance Storage Building	\$50,000	4%	\$1,770	96%	\$48,230
Trail Design	\$36,250	4%	\$1,284	96%	\$34,966
Basketball/Pickle Ball/Tennis Courts	\$100,000	4%	\$3,541	96%	\$96,459
Disc Golf Course	\$10,000	4%	\$354	96%	\$9,646
Trail Segment- CTH N to Pigeon Road	\$150,000	4%	\$5,311	96%	\$144,689
Skatepark	\$250,000	4%	\$8,852	96%	\$241,148
High Cliff Trail Connection	\$300,000	4%	\$10,622	96%	\$289,378
Old Highway Road Trail	\$250,000	4%	\$8,852	96%	\$241,148
Total			\$134,238		\$3,657,012

2024-2045 Population Growth 7,958

Impact Fee Per Capita \$459.54

Recommended Impact Fee Schedule

Multi-Family Unit \$1,227

Single Family Unit \$1,323

Notes:

(1) Multi-Family assumes 2.67 persons per household.

(2) Single-Family Unit assumes 2.88 persons per household.

(3) Assumption is 25 acres at \$35,000/acre for both land acquisition and park development/improvement per Village Manager, February 2025.

SECTION 6 – IMPACT FEE SUMMARY AND EFFECT OF IMPACT FEES ON HOUSING AFFORDABILITY

A. Summary of Proposed Impact Fees

The summary of the current and proposed impact fees is shown in **Table 18** below.

Table 18 - Summary of Proposed Impact Fees

Impact Fee	Existing Fee ⁽¹⁾	Proposed Fee	Change
Fire Impact Fee			
Multi-Family Units	\$673	\$681	\$8
Three Bedroom unit/Single-Family Home	\$727	\$734	\$7
Commercial Development per Square Foot	\$0.290	\$0.238	(\$0.052)
Industrial Development per Square Foot	\$0.220	\$0.179	(\$0.041)
Law Enforcement Impact Fee			
Multi-Family Units	\$79	\$93	\$14
Three Bedroom unit/Single-Family Home	\$86	\$101	\$15
Commercial Development per Square Foot	\$0.035	\$0.0330	(\$0.002)
Industrial Development per Square Foot	\$0.026	\$0.0250	(\$0.001)
Park Impact Fee			
Multi-Family Unit	\$1,100	\$1,227	\$127
Three Bedroom and Single-Family Home	\$1,187	\$1,323	\$136
Total Impact Fee for Single-Family Home	\$2,000	\$2,159	\$159

Notes:

(1) Source: Village of Harrison existing impact fee schedule.

B. Effect of Impact Fees on Housing Affordability

The effect of all impact fees on housing affordability is analyzed in **Table 19** below. The impact fee statute does not define affordable housing, however section 66.1105(2)(ab) of State Statutes defines affordable housing as costing no more than 30% of the household's gross monthly income. Under 66.0617(7) of Wisconsin Statutes, the Village Board has the authority to reduce, in whole or part, impact fees for low-cost housing provided it adopts an ordinance to that effect.

Table 19 - Impact on Housing Affordability

"Affordable House" \$300,000

Amount Financed¹

No Impact Fee	\$270,000
Existing Impact Fees	\$274,127
Proposed Impact Fees	\$275,099

Monthly Mortgage Payments²

		<u>Additional Monthly Cost</u>
No Impact Fee	\$1,843	\$0
Existing Impact Fees	\$1,866	\$23
Proposed Impact Fees	\$1,871	\$28

Notes:

1. The amount financed represents total cost of home less a 10% down payment.
2. Monthly mortgage payments include escrowing property tax payment and homeowners insurance.
3. Includes Transportation Impact Fee amount of \$2,940 for a single family home.

At \$300,000 per unit, the fee would increase the annual housing payments for a median value home by \$28 per month.

SECTION 7 – IMPLEMENTATION AND CONTINUED MANAGEMENT

To implement the proposed impact fees the Village will need to:

1. Have the impact fee study on file in the office of the Clerk and available 20 days prior to the public hearing to allow the public time to review the document.
2. Prepare a Class 1 hearing notice and publish it in the Village newspaper.
3. Conduct a public hearing on the proposed impact fees.
4. After the conclusion of the public hearing the Village Board may adopt the proposed impact fees.

It is also recommended that the Village continue to review its impact fees on a 5-year cycle, or as new information becomes available that would affect the fee calculations.

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Resolution V2025-08, Authorizing the Application of Grant Funding for Construction of the Old Highway Road Trail Project.

Issue: Does the Village Board wish to approve the resolution to apply for grant funding through the WI DNR Stewardship Fund for match funding to the DOT grant received for the Old Highway Road Trail Project?

Background and Additional Information:

The Community Foundation is funding a grant writer to work with Village Staff to apply for DNR Stewardship Grant Funding for the 20% match to the DOT grant the Village received for \$935,000 for the Old Highway Road recreational trail.

This resolution would authorize submitting the grant application for the May 1 grant submittal deadline.

Should the Village be allocated funding through this state program it would be a match to the previously received DOT grant and the project would be 100% funded.

Budget Impacts: None

Recommended Action: Motion to approve Resolution V2025-08, authorizing the application for grant funding for construction of the Old Highway Road Trail project.

Attachments:

Resolution V2025-08

RESOLUTION V2025-08
VILLAGE OF HARRISON
Calumet and Outagamie Counties

**RESOLUTION AUTHORIZING THE APPLICATION OF GRANT FUNDING FOR
CONSTRUCTION OF THE OLD HIGHWAY ROAD TRAIL PROJECT**

The Village Board of the Village of Harrison does hereby resolve as follows:

WHEREAS, the High Cliff Connection includes a segment of trail adjacent to Old Highway Road from Lake Park Road to CTH N; and,

WHEREAS, the Village of Harrison will complete the re-design of Old Highway Road in 2025, and reconstruct the roadway in 2026 with Village funds; and,

WHEREAS, the Village will be incorporating a trail bed in the right-of-way for future recreational trail as part of the design and construction in anticipation of the design for the trail being completed in 2026 and construction in 2027; and,

WHEREAS, the Village of Harrison is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources (DNR) for the purpose of construction the trail segment; and,

WHEREAS, the respondent attests to the validity and veracity of the statements and representations contained in the application; and,

WHEREAS, an Agreement/Contract is required to carry out the project; and,

NOW THEREFORE, BE IT RESOLVED, that the Village of Harrison Village Board authorizes the Village of Harrison will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes the Village President and the Clerk to sign all necessary documents on behalf of the Village of Harrison; commit to the matching portion of Harrison's contribution necessary to secure DNR Finance Aid; accepts the grants and spends such funds pursuant to the terms of the grant awards.

NOW THEREFORE, the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin this 25th day of March 2025.

By: _____
Allison Blackmer, Village President

Attest: _____
Vicki L. Tessen, Village Clerk

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Proposal to install a key-fob security system at Harrison Utilities.

Issue: Does the Village Board approve installation of a key fob system at Harrison Utilities building for additional security related to his entering/existing the building?

Background and Additional Information:

Village staff obtained a bid from TECC to install a key fob system at Harrison Utilities building. The key fobs would be managed through the current Virtual keypad technology the Village Manager monitors.

Currently the building is master keyed, however there is no way of monitoring who is entering/existing the building. Also, we do not have to manage who has keys to the facility.

TECC is the current vendor that does all security at Village facilities, therefore only one proposal was obtained for this project.

Budget Impacts: \$12,277.73 from Misc General Expense Fund Balance of Water/Sewer Enterprise Funds.

Recommended Action: Motion to approve the proposal from TECC for \$12,277.73 at Harrison Utilities building.

Attachments:

TECC proposal dated 02/26/2025



PO Box 7757
Appleton, WI 54912
920-969-9901 Fax 920-969-9904
www.teccsecurity.com

**** Proposal ****

Project Number: I9268

Section 12, Item I.

For :

Access Control Proposal

Project Site:

Harrison Utilities
Pelishek, Chad

N8722 Lake Park Road
Menasha, WI 54952

**** Proposal ** to:**

Harrison Utilities
Pelishek, Chad

N8722 Lake Park Road
Menasha, WI 54952
Tel: 920-989-1062 x108

Mfr-Part No.	Qty	Description	Unit Price	Extended
DIGMONPRO	1	XR150 Control Panel		
DIGMONPRO	1	LTE Cellular Communicator		
ADI	1	Access Control Power Supply		
DIGMONPRO	1	Thinline LCD Keypad with Prox Reader		
DIGMONPRO	5	Wiegand Interface Module		
ADI	4	Signo 20 Mullion Reader		
ADI	1	Signo 20 Keypad Mullion Reader		
ADI	1	Desk Door Release Push Button		
DIGMONPRO	2	Small Grey Enclosure		
TECSECSYS	1	Miscellaneous Parts (Conduit, Fittings)		
WINCITWIR	500	22-08 Shielded Wire		
WINCITWIR	1000	18-04 Unshielded Wire		
BATPLUS	2	12V 8AH Panel Battery		
				8,897.73
		Armor Lock Quote:		
		Install (4) HES 5000 Strikes with Face Plate, (2) Falcon T Lever		
		and (1) Adams Rite Deadlatch & Paddle Operator.		
				3,380.00
		Monthly Investment: \$27.49		
		Includes:		
		Virtual Keypad Software and App w/ Advanced Reports		
		Internet and/or Cellular Communications		

Mfr-Part No.

Qty Description

Unit Price

Section 12, Item 1.

Estimate is good for 60 Days.

This is a general estimation for work, without an onsite sales evaluation, to complete the project as described above. It does not include potential increases in labor or materials that may result should unforeseen circumstances arise once installation begins.

Terms Net 15

60% Down, 40% upon Completion

Down-payment required before we can proceed

Accepted Installation Payment forms include: Check, ACH and Credit Card (additional 3% Convenience Fee will be added to CC payments).

Panel requires (1) 110v Non-GFI outlet, Network requires direct connection, Cellular requires adequate (-50-80 dbm) signal strength.

Customer Signature: _____ Date: _____

TECC Signature: _____ Date: _____

Proposal Provided by:

2/26/2025

TECC Security Systems Inc

Project: I9268

This ** Proposal ** is Valid for 60 Days.

Project Total: \$12,217

217

Page 2 of 2

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 3/25/2025

Title: Discussion regarding closed session protocols.

Issue: Review of the closed session data prepared by Trustee Baldwin regarding past closed sessions of the Village Board.

Background and Additional Information:

Trustee Baldwin requested the agenda item seconded by Trustee Bartlein.

Trustee Baldwin plans to address the following items:

- Share data from the time period between April, 2023, and January, 2025, providing detail on the number of closed session meetings the board has held, how many trustees voted to enter closed session, attendees and a high level view of the topics that were addressed in closed session.
- Review the Wis State Statutes for the reasons a closed session is allowed
- Review the Wis State Statutes for which board/staff members can call for a closed session.
- Review Memo from Attorney Rossmeisl on the Oitzinger Case and the City of Marinette.

Budget Impacts: None

Recommended Action: Motion as determined by the Board.

Attachments:

Closed Session data April 2023 – January 2025

Closed Session Data, 04/25/2023 - 01/28/2025

	Date	Closed Session Y/N	Reason	Vote to Enter Closed Session		Board Members	Present during Closed Session
	04/25/2023	Y	Property Dr., Sherwood Sewer	7/7		All present	Staff and board present
	05/09/2023	Y	Litigation - Sewer fees	6/6		Baldwin excused	Staff, board and atty present
	5/30/2023	Y	Contract for Police services	6/6		Handschke excused	Staff, board present
	06/13/2023	Y	Litigation - Sewer fees	7/7		All present	Staff, board, 2 attorneys present
	07/25/2023	Y	Contract for police services	6/6		Bartlein - excused	Staff, board present
	08/29/2023	Y	Employment of Asst Village Mgr	7/7		All Present	Staff and board present
	09/07/2023	N				Van Hefty - excused	
	09/26/2023	Y	Police Services Contract, Harrison Developer Agreement	6/6		Bartlein - excused	Staff and board present
	10/13/2023	Y	Confer legal counsel re: ordinance, and resolutions	6/6		Van Hefty - excused	Staff, board and atty present
	10/24/2023	Y	Development opportunity on village property	7/7		all present	Staff and board present
	11/14/2023	N				All present	
	11/28/2023	Y	Possible Development on Sth114/Ush 10	7/7		All Present	Staff, board, atty present
	12/19/2023	Y	Development opportunity on parcel 43290, possible land purchase on Woodland Rd	7/7		All present	Staff, board and Village engineer and developer, village engineer
	01/30/2024	Y	Potential land purchase, CTH N and Lake Park Rd	6/6		Baldwin excused	Staff, board present
	02/27/2024	Y	Litigation - Creekside Assessments, purchase public property- Crossroads Development	7/7		All Present	Staff, Board, 2 attys present
	03/26/2024	N				Van Hefty - excused	
	04/23/2024	N				Van Hefty - excused	

Table 1-1

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Closed Session Data, 04/25/2023 - 01/28/2025

	Date	Closed Session Y/N	Reason	Vote to Enter Closed Session		Board Members	Notes		
	04/30/2024	Y	Land Development/ Hwy 55, Sale of land, Lake Park Rd, Village Mgr, performance	6/7		All Present	Staff, board, village atty, Baird TIF advisor		
	05/05/2024	N				All present			
	05/14/2024	Y	Employee separation,	7/7		All Present	Board and village atty		
	05/28/2024	Y	Hire Village mgr	7/7		All present	Board and village atty		
	06/25/2024	Y	Crossroads, Legal update Creekside assessment	7/7		All Present	Staff, board, village atty		
	07/30/2024	Y	Crossroads land	7/7		All Present	Staff, board, village atty		
	08/20/2024	N				All present			
	08/27/2024	Y	Crossroads Business park land sale/purchase	7/7		All present	Staff, board, village atty		
	09/10/2024	Y	Creekside Estates Litigation	7/7		All present	Staff, board,		
	09/24/2024	Y	Crossroads, personnel/hire finance mgr	7/7		All present	Staff, board, village atty		
	10/08/2024	Y	Hire finance director	7/7		All present	Staff, board		
	10/29/2024	Y	Deliberating/ negotiating public property	7/7		All present	Staff, board, village atty		
	11/12/2024	Y	Potential Litigation - Harrison Utilities	7/7		All present	Staff, board, village atty		
	12/17/2024	Y	Personnel- clerk/ Finance Director, land development, Hwy N/KK	7/7		All present	Staff, board, village atty		
	01/09/2025	N				All present			
	01/16/2025	Y	Promote Village Mgr, and issues at Harrison Utilities	7/7		All present	Staff, board, village atty		
	01/28/2025	Y	Personnel issues, development opportunity on KK/ Amy AV	7/7		All present	Staff, board, village atty		
	34 total Village Board Meetings, April 2023 - Jan 2025	27 Closed Sessions		26 Closed Sessions Voted unanimously to enter into closed session by Village Board			Minimum of 7 attendees in all closed session meetings		

MEMO

TO: Village of Harrison
FROM: ACM
DATE: March 17, 2025
RE: Closed Session

At the February 25, 2025 Village Board Meeting, there was some discussion regarding a recent Court of Appeals decision, and its impact on acceptable topics that may be discussed in closed session. The Village Manager requested an opinion summarizing the decision and its likely impact on future Village Board meetings.

Specifically, the case raised by Trustee Lancaster was *State ex rel. Oitzinger v. City of Marinette & Marinette Common Council* (the opinion is subject to further editing, accordingly, there is no formal citation yet) 2025WI517875 (hereinafter “*Oitzinger*”). The *Oitzinger* case addressed a particular exception to the Open Meetings Law allowing a governmental entity to go into closed session for the purpose of “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Wis. Stat. §19.85(1)(e).

Incidentally, along with Wis. Stat 19.85(1)(g) (which allows a board to convene in closed session for the purpose of conferring with legal counsel to receive advice on matters that are in or are likely to be in litigation), §19.85(1)(e) is one of the two most commonly-invoked exceptions to the Open Meetings Law used by the Village Board.

In *Oitzinger*, the Court of Appeals found that the City of Marinette violated the Open Meetings Law (by invoking Wis. Stat. §19.85(1)(e) as an excuse for the common council to meet in closed session to discuss a proposed agreement with Tyco, but then engaged in discussions far beyond what was required for “competitive or bargaining reasons”). The Court of Appeals noted that the proposed agreement with Tyco had already been negotiated by the time that it was presented to the council in closed session so there was little need for closed door deliberations or negotiations. The Court acknowledged that the council could have discussed terms of a possible counteroffer in closed session, but there was no need to have the entire meeting in closed session.

The *Oitzinger* Court recognized that boards often want to discuss sensitive topics in closed session, and boards can sometimes find an exception under Wis. Stat. §19.85(1) that arguably allows portions of said meeting to be held in closed session. But *Oitzinger* cited an earlier case (*State ex rel. Citizens for Responsible Development v. City of Milton*, 2007 WI App 114, 300 Wis. 2d 649, 731 N.W.2d 640 (hereinafter “*Milton*”)) to reiterate an important principal: even if some parts of some meetings on a particular topic may be eligible for closed session, not all parts of all meetings concerning the same topic are eligible for closed session. Indeed, under Wis. Stat. §19.85(1)(e), only the portions of a meeting where “competitive or bargaining reasons require a closed session” are eligible for closed session discussion. “Require” means situations where there is “no other reasonable alternative.”

In most cases going forward, discussion of an agenda item should begin in open session, shift to closed session as necessary for competitive and bargaining reasons, and resume in open session when discussion of the competitive and bargaining issues have been exhausted.

The Village has historically complied with the requirement to begin all closed sessions in open session. Agendas typically state a permissible statutory exception to the Open Meetings

Law and a summary of the items to be discussed in closed session. The agenda verbiage is read aloud in open session, and the Board decides to go into closed session via role-call vote. *Oitzinger* suggests that a better practice would be to have a more-detailed discussion of the subject matter in open session first. This general discussion could occur before a motion to convene is closed session is made, or it could occur after a motion and second are made.

For example, in a negotiation with a developer over TIF incentive payments, the best practice might be to begin discussion of a proposed development in open session (this means, unfortunately, that Village staff may be limited in its ability to honor a developer's request for confidentiality). When the discussion shifts to the permissible range of incentives that the manager is authorized to negotiate, perhaps the Board could go into closed session to discuss such ranges (e.g. "At this point in the discussion, I think we need to go into closed session so the Board can candidly discuss terms of a counterproposal to the developer's agreement"). But when the Board is ready to return to the merits of the development and developer's agreement, the Board would need to adjourn the closed session and return to open session to continue the conversation.

In some cases, a closed session may be agendized as a precautionary matter, but the Board may remain in open session if a valid reason to go into closed session is not articulated. For example, a closed session may be agendized to discuss a permissible range of development incentives, but if the board decides in open session that it is uninterested in entering into a developer's agreement in the first place, there would be no need to go into closed session to discuss the negotiation points.

In our opinion, the *Oitzinger* case addresses a very unique set of circumstances that are unlikely to be repeated in the Village. Adherence to *Oitzinger* won't necessarily change how the

Village Board invokes an exception to the Open Meetings Law, but it will require the Board to discuss non-essential topics in open session first and stay on topic while in closed session, limiting closed session discussion only to matters where “competitive or bargaining reasons require a closed session.” And when in closed session, if the conversation begins to drift back to the merits of a proposal, the Board should return to open session to continue the discussion.

It is worth noting that there will always be room for interpretation and *Oitzinger* does not identify the exact point in a discussion where closed session becomes impermissible (it only says that Marinette went too far). Village staff and Board members may question the Village Attorney before and during meetings anytime an opinion is sought.

Andrew C. Micheletti
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800 N. Lynndale Drive
Appleton, WI 54914
Phone: 920.739.7366
Fax: 920.739.6352