

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

- a. Consider Motion to Approve or Amend the Agenda

4. Correspondence or Communications from Board and Staff

5. Corrections and Approval of the Previous Meeting Minutes

- a. February 25, 2025 Meeting Minutes

- b. March 28, 2025 Meeting Minutes

6. Public Comments

The Board will receive information from the public in accordance with State Statute 19.84(2).

Be advised board discussion is limited to only clarify the information received.

No action shall be taken under public comments.

General procedure is to allow each person three-minutes to speak, although the President may grant extensions, reduce the time, or limit the number of like-minded speakers on the same topic.

Anyone wishing to speak should register their name on the sign-in sheet prior to the start of the meeting.

7. Presentations

- a. Presentation on Water and Sewer Capital Recovery Analysis by Ehlers.

8. 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

9. Approval of Bills and Claims

- a. Bills and Claims – March 2025

10. Appointments

- a. Confirmation of Appointments to Boards and Commissions.

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

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

- a. Certificate of Payment #5, Crossroads Business Park for \$43,873.20.
- b. Proposal from OnTech Systems to complete a Cyber Security Audit.
- c. Approval of Public Administration Associates to complete a Wage Compensation Study for \$16,670.
- d. Award McMahon contract to complete the Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation and Ambulance Service Analysis.
- e. Approval of Dead Ash Tree Removal in Darboy Park Forest by Lowney's Tree Service for \$26,500.
- f. Approval of the Village Trustee Handbook.
- g. Approval of a Social Networking Policy for the Village of Harrison.
- h. Approval of the New Home Construction Escrow Policy.
- i. Approval of the 30-day Review Process for all New Developments.
- j. Follow-up discussion on installation of ditch liners on Mountain Ash Lane in the Cottonwood Estates Subdivision.
- k. Preliminary Plat for Forest Ridge Subdivision (65 Lot) at intersection of STH 114 and North Shore Road.
- l. Acceptance by Harrison Utilities of the Water and Sanitary Sewer Infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha

- m. Review and approval on the final conceptual plan for inclusive playground infrastructure at Rennwood Park.
- n. Review and approval of proposed floor plan for new shelter at Farmers Field Park.
- o. Street closure request from Kiwanis Club for Noe Road on June 25, 2025 for Touch-a-Truck event.
- p. Street Closure Permit Request for Logan Ln. / Bailey Dr. Block Party.
- q. Park Rental Fee Waiver Request from Woodland School.
- r. Park Rental Fee Waiver Request from Scout Troop 135.
- s. 6-Month "Class B" Alcohol License application for Harrison Athletic Association.
- t. Ordinance V25-08 Amending Ch 2-123(b)(c)(e); Plan Commission Created.
- u. Ordinance V25-07 Amending Ch 26, Sec 26-99 Night Parking Restrictions.
- v. Resolution V2025-09, Amending Resolution V2025-02 Designating Public Depository and Authorizing Withdrawal of Municipal Funds.
- w. Letter of Intent from Legacy Hoops, LLC for Lots #1 and #2 in Crossroads Business Park.
- x. Acceptance of Vacant Land Offer to Purchase Lot #6 in the Harrison Commerce Park.
- y. Acceptance of Vacant Offer to Purchase from E Homes, LLC for Lots 4 and 11 in the Crossroads Business Park.
- z. Award of the Department of Public Works Addition and Expansion Project to Bayland Buildings for \$1,790,745.
- aa. Award of Security and Fire Systems Additions for DPW expansion project with TECC for \$21,344.78.
- bb. Confidentiality Agreement with Outagamie County; Re: Judiciary Privacy.
- cc. Approval of contract with McMahon for Farmers Field Pavilion Design for \$42,700.
- dd. Approval to fund a Supervisory Position dedicated to the Village of Harrison and amending the contract between the Calumet County Sheriff's office and Village of Harrison
- ee. Open discussion and consideration of request from EJJ Group regarding extension of the utilities to facilitate a single-family subdivision development on Manitowoc Road prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager.

- ff. Open discussion and consideration of request from Hidden Haven, LLC to discuss possible incentives for a commercial development prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager/Planner to use in negotiation of Developer's Agreement.

13. Closed Session

- a.** Motion to convene in closed session pursuant to Wis. Stat. section 19.85 (1)(e) for the purpose of deliberating or negotiating the investing of public funds, wherever competitive or bargaining reasons require a closed session; specifically, to discuss strategy and bargaining authority to be used by the Village Manager in negotiations over potential incentives and terms of Development Agreement with Hidden Haven, LLC.

Attendees will include the Board, Village Manager, Finance Director/Treasurer, Village Clerk, and Village Attorney

- b.** Motion to convene in closed session pursuant to Wis. Stat. section 19.85 (1)(e) for the purpose of deliberating or negotiating the investing of public funds, wherever competitive or bargaining reasons require a closed session; specifically, to discuss strategy and bargaining authority to be used by the Village Manager in negotiations of acquiring easements to extend utilities from Woodland Road to Manitowoc Road and terms of Development Agreement with EJJ Group for a possible single-family residential development.

Attendees will include the Board, Village Manager, Finance Director/Treasurer, Village Clerk, and Village Attorney

14. Open Session

The Board will reconvene into Open Session pursuant to §19.85(2) of the Wisconsin Statutes to continue with the remaining agenda items, and for possible action on items discussed in Closed Session.

15. Future Agenda Items

- a.** Review of Zoning Code Chapter (ML/MB)(after Comp Plan)
Review Tree Policy (JB/DB added 11/12/24)
Discuss extending Eisenhower Drive to Woodland Road (ML/SH added 1/16/25)

16. Future Meetings

May 27, 2025 - Board of Review 5:45 p.m., Monthly Board Meeting 6:00 p.m.
June 24, 2025 - Monthly Board Meeting 6:00 p.m.
July 29, 2025 - Monthly Board Meeting 6:00 p.m.

August 13, 2025 - Board of Review 10:30 a.m. - 12:30 p.m. (or later)

August 26, 2025 - Monthly Board Meeting 6:00 p.m.

17. Adjournment

Agenda posted and published:

April 24, 2025 at Harrison Village Hall and to 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 BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: Motion to Approve or Amend the Agenda

Issue:

Does the Board wish to amend the agenda for this meeting?

Background and Additional Information:

The agenda for this meeting was arranged according to Harrison’s meeting policy. The agenda is prescribed to consider Appointments before New Business items. However, an ordinance amendment under this meeting’s New Business section is regarding the Plan Commission membership, which would affect the appointments. Specifically, the amendment proposed changes the Plan Commission membership from consisting of the village president (as the presiding officer), one trustee, and five citizens, to one trustee and six citizens. Therefore, it would be beneficial to consider and rule on the ordinance amendment before confirming the appointments.

Budget Impacts:

none

Recommended Action:

Motion to amend the April 29, 2025 Village Board meeting agenda by moving “Appointments to Boards and Commissions” to occur after “New Business” instead of before.

Attachments:

none

VILLAGE BOARD MEETING

From: Vicki Tessen, Village Clerk

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Draft Minutes of Prior Meeting

Issue: None

Background and Additional Information:

Budget Impacts:

None

Recommended Action:

Motion to approve the minutes from prior meetings.

Attachments:

Draft Minutes

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Presentation on Water and Sewer Capital Recovery Analysis by Ehlers.

Issue:

Background and Additional Information:

Presented by Jon Cameron, Ehlers

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Budget Impacts:

Recommended Action:

Attachments:



MEMORANDUM

TO: Chad Pelishek and Brandon Barlow

FROM: Jon Cameron, Senior Municipal Advisor/Managing Director

DATE: April 15, 2025

SUBJECT: Water and Sewer Capital Recovery Analysis

Introduction

The Village of Harrison engaged Ehlers to make recommendations for water and sewer utility capital recovery for assets benefitting new development in the Village. This memo will outline the historical methods of capital recovery for both utilities, the options for future capital recovery, and develop initial recommendations for revising the fee structures for both utilities for new development in the future.

Historical Methods of Capital Recovery

The Village has predominately relied upon water and sewer connection fees and special assessments to recover capital costs for new development.

Sanitary Sewer

The Village currently charges sewer connection fees to new development upon the issuance of the building permit. The connection fees were last updated in 2023, and prior to that were last updated in 2020. The connection fee study identifies four distinct zones, each with assets that benefit specific geographic areas within the Village as well as a portion of the City of Menasha. According to the 2023 study, Harrison Utilities is served by five separate lift stations as summarized below.

Table 2 – Harrison Utilities Lift Stations

Lift Sta. No.	Location Relevant to Hwy. USH 10/STH 114	Location Nearest Roadway	Discharges to
1	South of Highway	Fire Lane 2	City of Menasha Sanitary Sewer System
2	South of Highway	Fire Lane 6	LS #1 Service Area
3	South of Highway	North Shore Road	LS #2 / LS #1 Service Areas
4	North of Highway	Snowberry Way	Village of Fox Crossing Sanitary Sewer System
5	North of Highway	ABANDONED Winding Trail Drive	ABANDONED Originally Discharged to LS #3/#2/#1 Area Currently Flows to LS #6
6	North of Highway	Connor Circle	LS #4 Service Area

*Source; 2023 Sewer Connection Fee Study. Performed by Martenson-Eisele.



For purposes of the connection fees, the utility is divided into four areas summarized below. Each area has its own connection fee.

- Connection Fee 1:** Lift Station No. 1 Service Area –
Lakeshore Area South of USH 10/STH 114
- Connection Fee 2:** Lift Station No. 4 Service Area –
Properties located in the Village of Harrison
- Connection Fee 3:** Lift Station No. 4 Service Area –
Properties located in the Cities of Menasha
- Connection Fee 4:** Lift Station No. 6 Service Area

*Source; 2023 Sewer Connection Fee Study. Performed by Martenson-Eisele.

The connection fees by area recover the proportionate share of the capital costs of lift station upgrades and oversizing, or new lift station facilities needed to serve new development. Some of the connection fees also include oversizing of sewer mains over 8" in size. In addition to sewer connection fees, the utility has also historically imposed special assessments in specific areas of the utility service area.

Water

The water utility has also historically relied on a combination of water connection fees and special assessments for the recovery of capital costs benefitting new development. As will be discussed below, water connection fees are not permissible in Wisconsin due to Public Service Commission (PSC) rules. The PSC did require the Village to stop imposing water connection fees in 2019 as part of its last conventional water rate case. Currently the water utility is not imposing any connection fees. It is our understanding that that the Village also has imposed water special assessments in the past for specific projects benefitting individual sections of the water service area.

Options for Capital Recovery

There are several options available for the recovery of capital assets from new development under State law. This section will provide a brief overview of each option along with a listing of the pros and cons of each.

Sewer Connection Fees

A connection fee is a one-time fee generally imposed at the issuance of the building permit designed to recover the proportionate share of utility related infrastructure that has been installed to service new development. The section of State Statutes pertaining to connection fees is 66.0821. This is the same section of Statues that allow municipalities to impose user fees to fund all or a part of the cost of construction, operation and maintenance of utility systems. Many municipalities have sewer connection fees in place. In many situations these fees are calculated on a "buy-in" basis, whereby the utility is quantifying the capacity in the sewerage system. New development is "buying into" their fair share of that excess capacity when they connect to the sewer system.

- Pros
 - Is generally easy to calculate and quantify.



- Utilities are not restricted to the use of the funds. Connection fees can be used to help pay debt on specific assets, be used to help keep the utility's revenue requirement low, or to cash fund specific capital projects.
- Connection fees are not beholden to specific time periods to spend or refund the money as are impact fees described below.
- Cons
 - The revenue from connection fees is reliant on the issuance of building permits and connection to the sewerage system. Revenues from connection fees can rise and fall annually depending on the pace of new development. The facilities funded in part with connection fees are often debt financed and user rates may need to increase if sewer connection fee revenues are not adequate in a situation where the pace of development slows.

Water Connection Fees

The PSC establishes water user rates for utilities in Wisconsin. The PSC does not allow water connection fees as part of the user rate structure. Therefore, utilities in Wisconsin are precluded from establishing water connection fees.

Impact Fees (Water and Sewer)

Wisconsin Statute 66.0617 allows municipalities to impose impact fees for water and sewer facilities (among many other types of public facilities). Impact fees are one time fees also generally imposed at the issuance of a building permit and designed to recover the proportionate share of the capital costs of new, expanded or improved public facilities. Prior to imposing impact fees a municipality must complete a public facilities needs assessment which requires an inventory of existing public facilities, an identification of any existing deficiencies in those facilities based upon identifiable service level standards, an identification of new, expanded or improved facilities that will be required because of land development for which the fees will be imposed, including the identification of the costs of those facilities. Once the proposed impact fee is calculated an analysis must also be prepared to quantify the cumulative effect all existing and proposed impact fees have on housing affordability within the Village. A public hearing is required prior to the adoption of an impact fee. Once the fees are established a municipality has eight years to spend the fees collected in any one given year. Impact fees for sewer facilities can be granted an extension to 10-years in the case of a hardship situation.

- Pros
 - The needs assessment process is fairly prescriptive and transparent on how the fees are calculated and for which facilities they are recoverable. This can generally lead to fewer legal challenges assuming the fees are calculated properly.
 - This section of Statute along with special assessments are generally the two primary methods for funding water system improvements related to new growth.
- Cons
 - The eight-year period for collecting impact fees requires municipalities to be very thoughtful with what facilities will be included in the calculation. If municipalities do



not use the impact fees within the eight-year period they are required to refund the fees.

- Impact fees can generally only be used for the facilities specified in the public facilities needs assessment. This can require more frequent updates to the impact fee calculation, which isn't necessarily a negative in itself, but unlike connection fees, impact fees are more rigid in their specified use.
- While the PSC does not govern water impact fees, they will require water utilities that have them to provide detailed documentation on their use during conventional rate cases. They also will not allow utilities to recovery any portion of costs of facilities that are meant to be collected with impact fees regardless of how quickly the impact fee revenue comes into the utility. This requires water utilities to be very careful on which facilities are included in impact fee studies and the growth percentage assigned to each facility.
- As with connection fees, the revenues from impact fees are reliant on the issuance of a building permit. This generally puts more risk on the utility and municipality in conducting up front financing for facilities that are meant to partially serve new growth over their lifespan if the growth does not materialize.

Special Assessments

Wisconsin Statute 66.0703 allows the Village to levy and collect special assessments for limited and determined areas for water and sewer improvements. The Village must prepare a report that includes the preliminary or final plans and specifications, the estimate of the cost of the improvements, a statement that the property against which the assessments are proposed is benefitted and a schedule of the proposed assessments. The use of special assessments is generally considered a use of police power and constitutes a lien on the property. Often times municipalities offer the benefitting property owners the ability to pay the assessment at the time it is levied, or in annual installments over a period specified years, usually with interest. The use of special assessments is often times used for specific public improvements that benefit definable areas only. In many cases it can be used to pay for the base cost, which is often times the 8" equivalent cost of a water or sewer main with oversizing costs being recovered through other development fees (impact and/or connection fees).

- Pros
 - The assessment constitutes a lien on the property which gives increased security of the revenue source, as opposed to impact and connection fees which are paid at the issuance of a building permit.
 - Allows only the benefitting property owners to pay for the facilities vs. recovering them through user rates or other capital recovery methods that are spread out to all utility customers.
- Cons
 - If any assessments are deferred until the time of development and connection to the system, this can put a financial strain on the utility as any debt associated with these assets will need to be paid in the interim period of time.



- Assessments require additional administrative work to administer on an annual basis and track over their lifespan.
- Depending on the magnitude of the assessment, the fees can be burdensome for property owners.

Proposed Capital Recovery Model

Sanitary Sewer

The proposed method for capital recovery is two-pronged utilizing sewer connection fees and special assessments. Continuing to utilize zone specific connection fees for larger regional lift station facilities and the oversizing of mains in new growth areas is preferred by Village and utility staff. The existing sewer connection fees were recently updated, and utility and Village staff is used to working with them. In addition, the fees are separated by zone such that new development is only paying for the lift station or oversizing improvements that benefits their geographic area. Utilizing connection fees by zone is also beneficial to the property within the City of Menasha that is connected to Harrison Utilities to be able to demonstrate to those property owners that they are only paying for facilities they will benefit from. The Village may chose to formally review the connection fees and possibly do away with, or updating zone 1 summarized on page 1 of this report as the capital facilities benefitting this zone have largely been recovered. Other lift station projects in the recently completed Sanitary Sewer and Lift Station Feasibility Study by Martenson & Eisele may be incorporated into future drafts of the report.

Levying special assessments in situations where the Village might be required to construct and install 8" (or smaller) main improvements for benefitting property owners is appropriate. In certain new development situations the developer may also be required to install these main improvements and pass the cost onto benefitting property owners, however in situations where the Village is installing these improvements, it may choose to levy these assessments onto the benefitting property owners. It is important to note that if the Village would special assess for a project, these property owners would also be subject to the connection fee for their specific zone of development. The special assessments can be levied as projects occur within benefitting areas of the Village.

Water

Similar to sewer, a two-pronged approach to capital recovery is also recommended for the water utility. With connection fees no longer being an option, implementing a water impact fee for regional facilities would be appropriate. The Village would need to go through the same public facilities needs assessment process it went through for its existing impact fees (parks, fire, police and transportation facilities). State Statutes allow for a municipality to implement area specific impact fees, which may be a beneficial option given the different zones on the sewer side. The Village and utility would need to weigh whether facilities benefit the utility as a whole and are applicable to all new development, or if they only benefit certain geographic areas of the Village. In reviewing the Village's 5-year Capital Improvement Plan (CIP) for the water utility, there are limited water projects identified that benefit new development. However, if the Village were to identify capital projects for new growth, these items could be evaluated during a formal impact fee study to determine an appropriate water impact fee in the Village.



The Village can also utilize water special assessments like what is proposed for the sewer utility for the 8" equivalent (or less) for water main improvements. The water utility also has a water main extension rule as part of its existing water tariff that does require either a special assessment in a water main extension situation, or where the utility is unwilling or unable to assess, the developer installs the mains and recovers that cost over a 10-year period. The special assessments can be levied as projects occur within benefitting areas of the Village.

Next Steps and implementation

Sanitary Sewer

The following recommendations are made for sewer capital recovery:

- Continue with the imposition of area specific sewer connection fees. The Village may chose to update the fee calculations to consolidate specific zones where warranted as well to as add additional projects from the recently completed Sanitary Sewer and Lift Station Feasibility Study.
- Consider levying special assessments in situations where the Village is required to extend 8" equivalent sewer mains into areas of new development. These assessments can be evaluated and implemented on a situational basis.

Water

The following recommendations are made for water capital recovery:

- Consider adopting a water impact fee for regional assets. The Village and the utility would need to first identify future water assets that are intended to be installed and have a benefit to new development. A public facilities needs assessment identifying existing facilities, quantifying existing deficiencies in facilities based on identifiable service level standards, identifying new assets to be recovered through impact fees, calculating effect on housing affordability would also need to be conducted. The Village through the impact fee study can also choose whether the water impact fees are area specific or applicable to the entire Village.
- Consider levying special assessments in situations where the Village is required to extend water mains into areas of new development. These assessments can be evaluated and implemented on a situational basis.

As it pertains to special assessments, the Village may choose to implement a special assessment policy. The policy can be a guide to current and future staff and Village Board members as to what situations special assessments will be considered and the desired methods for calculating special assessments.

VILLAGE BOARD MEETING

From: Jarred Gerl, Fire Chief

VILLAGE OF HARRISON

Meeting Date: April 29, 2025

Title:
Harrison Fire Rescue Monthly Board Report

Issue:
None

Background and Additional Information:
Report on activities and incidents from last month.

Budget Impacts:
N/A

Recommended Action:
No Action

Attachments:
Activity Report
Incident Report



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Section 8, Item a.

Village Board/Fire Commission Activity Report for March 2025

(Updated: 4/23/2025)

1. Emergency Response

Harrison Fire Rescue was dispatched to 46 emergency incidents in March.

- As of April 22nd, the Department responded to a total of 195 incidents.
- See attached Monthly Incidents Report.

2. Community Public Relations

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

- March 7th Holy Spirit “Principal for a Day” award
- March 7th Sunrise Elementary EMS presentation

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.

- March 3rd Staff Meeting
 - 6:00 Chiefs
 - 7:00 Officers
 - 8:00 Membership
- March 4th Community Risk Reduction Interviews
- March 6th Station 70 Facilities Committee
 - 5 Bugles
- March 10th EMS Training/Meeting
 - Oxygen Therapy Airway Emergencies
- March 18th Fire Department Training
 - High Cliff State Park



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Section 8, Item a.

4. Chief Business/Items of Note

- March 11th CVMIC Training
- March 12th McMahon Architects Meeting at Station 60
- March 15th Membership Appreciation Night
- March 17th New Hire Meeting
- March 20th Station 70 CNS Meeting
 - Data/AV
- March 21st Fire Commission
- The Fire Commission approved the hiring of Craig Majewski as our new Community Risk Reduction Officer.
- The Station 70 design process is on schedule for going out to bid in May with groundbreaking happening in June of 2025.

Respectfully Submitted,

Jarred Gerl

Chief – Harrison Fire Rescue



Monthly Incidents Report

Filter: Incident.Basic Details Incident Date within last month

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
03/01/2025	0124	N9522 Darboy CT Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/01/2025 10:16:00	03/01/2025 10:20:59	299.00
03/02/2025	0125	N8824 Hwy 10 Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/02/2025 04:43:46	03/02/2025 05:06:00	1334.00
03/03/2025	0126	N9540 Hickory DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/03/2025 06:46:59	03/03/2025 07:03:00	961.00
03/03/2025	0127	W4972 Hwy 10 Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/03/2025 09:38:51	03/03/2025 09:49:33	642.00
03/03/2025	0128	N8421 North Shore West RD Village of Harrison	Village of Harrison	Dispatched & canceled en route	03/03/2025 11:40:29		
03/03/2025	0129	N7630 County BB Town of Woodville	Town of Woodville	Dispatched & canceled en route	03/03/2025 15:38:52		
03/04/2025	0130	N8427 North Shore West RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/04/2025 08:00:12	03/04/2025 08:14:41	869.00
03/06/2025	0132	Oneida ST / 0 Village of Harrison	Village of Harrison	Motor vehicle accident with injuries	03/06/2025 12:32:58	03/06/2025 12:35:56	178.00
03/06/2025	0133	N9139 Petunia CT Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/06/2025 17:41:53	03/06/2025 17:48:21	388.00
03/08/2025	0135	W5875 Sweet Clover DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/08/2025 18:23:49	03/08/2025 18:29:43	354.00
03/09/2025	0136	W6433 Sonny DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/09/2025 08:13:04	03/09/2025 08:21:00	476.00
03/09/2025	0003	W3240 Dundas RD Town of Woodville	Town of Woodville	EMS call, excluding vehicle accident with injury	03/09/2025 18:39:11	03/09/2025 18:49:45	634.00



Harrison Fire Rescue

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



Section 8, Item a.

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
03/10/2025	0137	W6981 Firelane 3 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/10/2025 21:29:11	03/10/2025 21:34:15	304.00
03/11/2025	0016	W4567 Faro Springs RD Stockbridge	Stockbridge	Natural vegetation fire, other	03/11/2025 11:31:32	03/11/2025 11:55:00	1408.00
03/11/2025	0139	W5945 Easter Lily DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/11/2025 18:21:47	03/11/2025 18:27:45	358.00
03/11/2025	SK17	N6150 County EE Stockbridge	Stockbridge	Dispatched & canceled en route	03/11/2025 11:39:14		
03/13/2025	0140	W5737 Hearthstone DR Village of Harrison	Village of Harrison	Dispatched & canceled en route	03/13/2025 14:42:15		
03/14/2025	0100	W3141 Harlow RD Chilton	Chilton	Dispatched & canceled en route	03/14/2025 08:42:38		
03/14/2025	0141	Handel DR Village of Harrison	Village of Harrison	Natural vegetation fire, other	03/14/2025 22:14:08	03/14/2025 22:33:19	1151.00
03/15/2025	0142	N7770 Palisades TRL Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	03/15/2025 01:20:32	03/15/2025 01:30:37	605.00
03/15/2025	0006	N9565 Hartford LN Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/15/2025 09:54:36	03/15/2025 10:01:27	411.00
03/15/2025	0143	W5773 Hoelzel WAY Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/15/2025 14:55:16	03/15/2025 15:00:20	304.00
03/15/2025	0144	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/15/2025 16:54:04	03/15/2025 17:01:08	424.00
03/15/2025	0145	W6367 Lakeview CT Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/15/2025 21:47:29	03/15/2025 21:54:21	412.00
03/16/2025	0146	W5952 Daisy CT Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/16/2025 15:06:14	03/16/2025 15:11:23	309.00
03/17/2025	0147	N7639 Lower Cliff RD Village of Sherwood	Village of Sherwood	Dispatched & canceled en route	03/17/2025 17:20:11		



Harrison Fire Rescue

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



Section 8, Item a.

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
03/18/2025	2025-0007	W4297 County B Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	03/18/2025 00:56:57	03/18/2025 01:19:00	1323.00
03/19/2025	0148	N8350 Kesler RD Village of Harrison	Village of Harrison	Power line down	03/19/2025 20:20:59	03/19/2025 20:34:19	800.00
03/19/2025	0004	W3203 Dundas RD Town of Woodville	Town of Woodville	EMS call, excluding vehicle accident with injury	03/19/2025 21:32:36	03/19/2025 21:53:06	1230.00
03/19/2025	HI-01	114 / Elm Hilbert	Hilbert	Dispatched & canceled en route	03/19/2025 17:09:00		
03/20/2025	0149	N9372 Hwy 55 55 Village of Harrison	Village of Harrison	Electrical wiring/equipment problem, other	03/20/2025 21:39:22	03/20/2025 21:56:30	1028.00
03/21/2025	0150	W5219 Amy AVE Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/21/2025 10:38:11	03/21/2025 10:47:44	573.00
03/21/2025	0152	W6581 E Midway RD Village of Harrison	Village of Harrison	Gas leak (natural gas or LPG)	03/21/2025 21:03:36	03/21/2025 21:15:09	693.00
03/21/2025	0154	N8016 State Park RD Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	03/21/2025 22:18:40	03/21/2025 22:25:51	431.00
03/21/2025		W7170 Hwy 10/114 Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/21/2025 22:14:00	03/21/2025 22:22:00	480.00
03/22/2025	0155	W6447 Sonny DR Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/22/2025 15:40:49	03/22/2025 15:42:56	127.00
03/25/2025	0156	W5835 Skippers LN Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/25/2025 17:08:39	03/25/2025 17:21:36	777.00
03/26/2025	0157	W6623 E Midway RD Village of Harrison	Village of Harrison	Alarm system activation, no fire - unintentional	03/26/2025 12:29:08	03/26/2025 12:44:02	894.00
03/27/2025	0158	W6042 Paige WAY Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/27/2025 18:52:51	03/27/2025 18:59:12	381.00
03/28/2025	0159	692 Schmidt RD Town of Holland	Town of Holland	Dispatched & canceled en route	03/28/2025 15:35:39		



Harrison Fire Rescue

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



Section 8, Item a.

Incident Date	CAD Number	Incident Address	City	Incident Type Name	Alarm Time	Arrival	Response Time
03/29/2025	0009	N8474 Firelane 12 RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/29/2025 11:23:29	03/29/2025 11:31:15	466.00
03/30/2025	0160	N7751 Windswept LN Village of Sherwood	Village of Sherwood	EMS call, excluding vehicle accident with injury	03/30/2025 11:24:34	03/30/2025 11:35:40	666.00
03/30/2025	0161	N9520 Silver CT Village of Harrison	Village of Harrison	Dispatched & canceled en route	03/30/2025 12:50:16		
03/30/2025	0162	N8904 Lake Park RD Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/30/2025 15:09:59	03/30/2025 15:14:16	257.00
03/30/2025	0163	W6435 Sonny DR Village of Harrison	Village of Harrison	Smoke or odor removal	03/30/2025 22:14:09	03/30/2025 22:25:52	703.00
03/31/2025	0164	W4194 Hwy 10 Village of Harrison	Village of Harrison	EMS call, excluding vehicle accident with injury	03/31/2025 15:18:56	03/31/2025 15:28:48	592.00

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Derek Bries, Chief Deputy CCSD
Joseph Tenor, Lieutenant CCSD

Meeting Date: April 29, 2025

Title:

Calumet County Sheriff's Department Monthly Board Report

Issue:

None

Background and Additional Information:

Report on activities and incidents from the prior month.

Budget Impacts:

N/A

Recommended Action:

No Action

Attachments:

CCSD Board Memo

Activity Report

Incident Report



CALUMET COUNTY SHERIFF

Section 8, Item b.

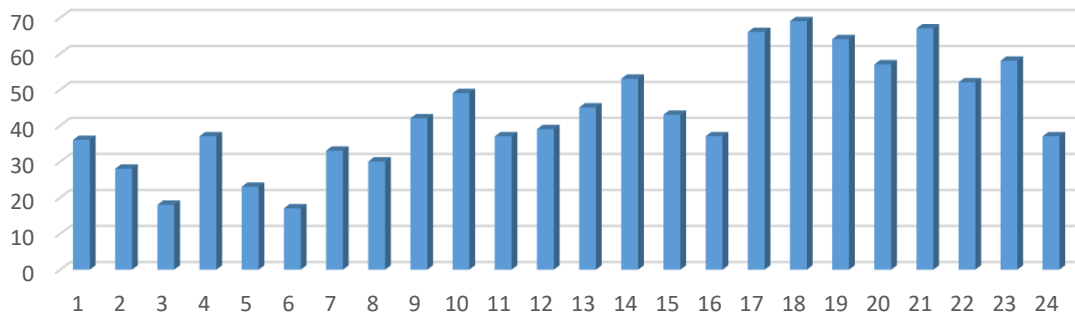
Brett J. Bowe, Sheriff
Derek Bries, Chief Deputy

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

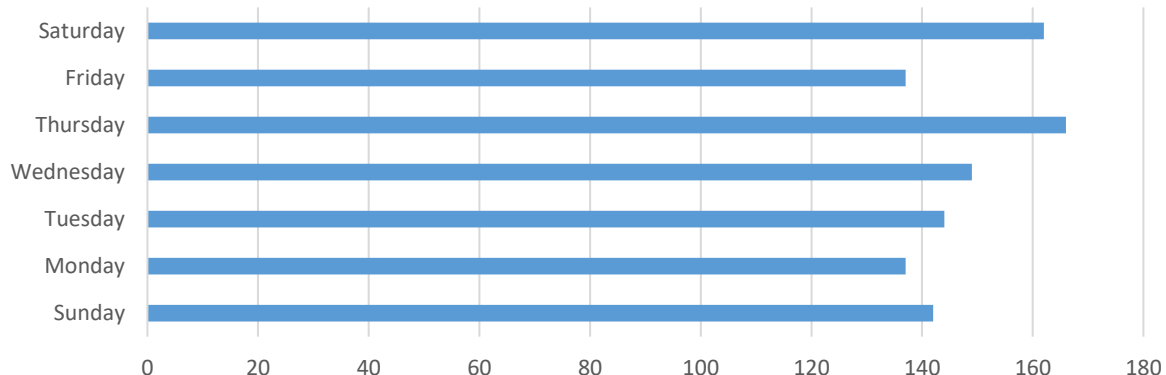
March 2025 Harrison Report April 29, 2025 Lt. Joseph Tenor

- March 14, Harrison Deputy Kussmann was parked at Darboy Community Park. I observed him talking to a young adult from our community. The young adult often needs assistance with mental health services. Like Deputy Kussmann, many of our officers have built a rapport with the individual. The individual approached Deputy Kussmann and had a 15-minute conversation. This is an example of the connections our Harrison officers have with our community.
- Harrison Deputies will be focusing on two or three traffic /enforcement areas each month as time allows. The locations will be based on several things including crash data, criminal activity, citizen complaints, and visibility.
- As the weather improves, the radar board will be deployed until winter.
- As of March 31, 2025, Harrison Deputies have made 10 impaired driving arrests.

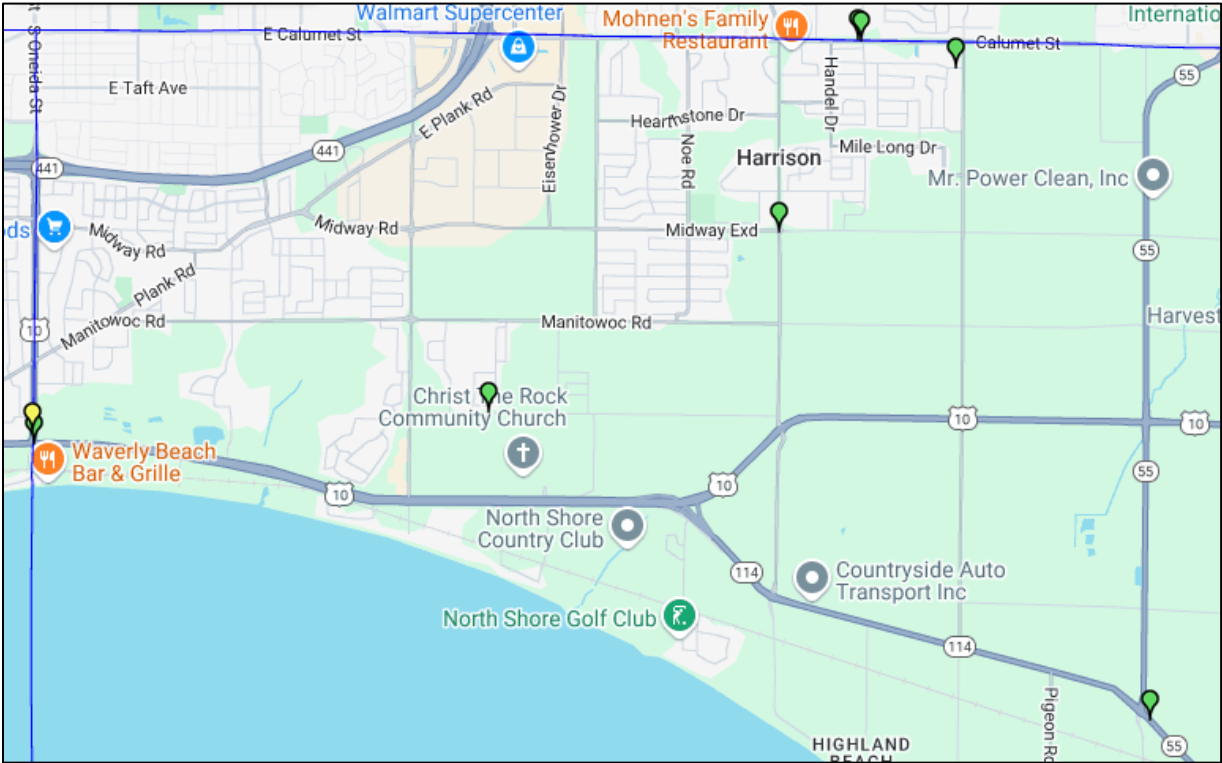
Call Volume by Hour 1/1/25 to 3/31/25



Call Volume by Day 1/1/25 to 3/31/25



March 2025 Crashes



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

There were **8** total crashes reported resulting in **0** fatalities and **2** injuries. Of this total, **8** crashes are mapped. [\[More\]](#)

March Traffic Focus Areas

Location	Stops 3/2024	Stops 3/2025	Citations	Warnings	Radar Minutes Logged	Notes
N. Coop Rd	10	15	5	6	38	
CTH KK / CTH N	15	33	7	28	245	

April Traffic Focus Areas

- CTH KK Otte Ct. to STH 55
- Noe / Midway
- Lake Park Rd.

**Hoelzel Way Traffic Complaint
March 26, 2025**

Deputy	Date	Time / Minutes of Radar Patrol	Stops	Citations	Warnings	Notes
Kussmann	03-26-25	2:27 PM 75 minutes	1	0	2	Vehicle Registration
Manser	03-26-25	9:27 PM 16 minutes	0	0	0	
Hersil	03-28-25	3:25 PM 60 minutes	0	0	0	27 vehicles observed, Top speed 31 mph. Average speed 25 mph.
Manser	04-03-25	5:20 PM 38 minutes	0	0	0	
Manser	04-05-25	7:14 PM 22 minutes	0	0	0	
McGuire	04-14-25	6:27 AM 32 minutes	0	0	0	
Totals		243 minutes	1	0	0	

The Radar board was deployed on Hoelzel and Rosella from April 10 until April 19, 2025. The board was facing east and picked up westbound traffic.

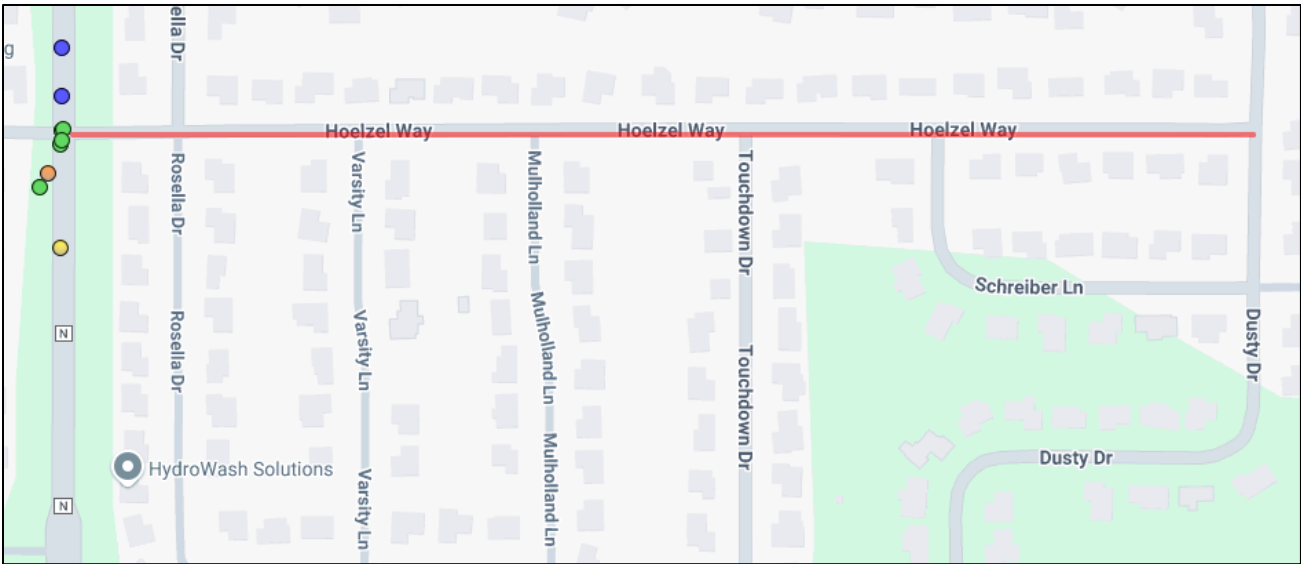
See the Compliance and Risk report attached for the week period of April 11 to April 18, 2025.

The radar board indicated the average speed during the week was 25.59 mph.

Compliant	Low Risk	Medium Risk	High Risk	Total Vehicles
	25-34 mph	35-44 mph	45+	
2649	2389	23	1	5062
52%	47%	0.4%	0.02%	

The findings from the Deputy's stationary radar and the radar board were similar to previous speed complaints in 2022. I was able to locate two previous speed-related traffic complaints on Hoelzel Way, both were from 2022 when CTH N was under construction.

Since 2022 there have been two speed-related written warnings, three stop sign written warnings, and two speed-related citations, as well as several other warnings from Hoelzel Way east of CTH N. Since 2019 there have been approximately 22 traffic stops called out on that stretch of roadway.



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

There were **10** total crashes reported
resulting in **0** fatalities and **5** injuries. Of this
total, **10** crashes are mapped. [\[More\]](#)

Searching back to 2010, there have been zero crashes on Hoelzel Way to the East of CTH N.

The bus company was contacted regarding the complaint about the illegal passing of school bus on the morning of March 26, 2025. The person I spoke with discussed the incident with the driver of the bus route. The vehicle turned past the bus. The bus driver signaled for the driver to stop, and the driver complied (stopping alongside the bus). Although it was not a legal stop, the bus driver did not obtain the license plate or report it to law enforcement. The bus driver appeared to be satisfied with the resolution which had been achieved that morning. The bus driver informed me of a different location to have our deputies monitor for violations. They are currently working on providing extra patrol on the other bus route.

We have reviewed the concerns recently shared on several Facebook groups. After investigation, our findings did not align with many aspects of the complaint.

It's important to note that a vehicle's perceived speed can often differ significantly from its actual speed. Our Deputies patrol many miles of roadway throughout the Village of Harrison and are also responsible for a wide range of duties beyond traffic enforcement.

As with any organization, our resources are limited, and we must prioritize complaints with the available personnel we have. We appreciate the community's understanding and continued cooperation.



Start: 2025-04-11
End: 2025-04-18
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Total Volumes)

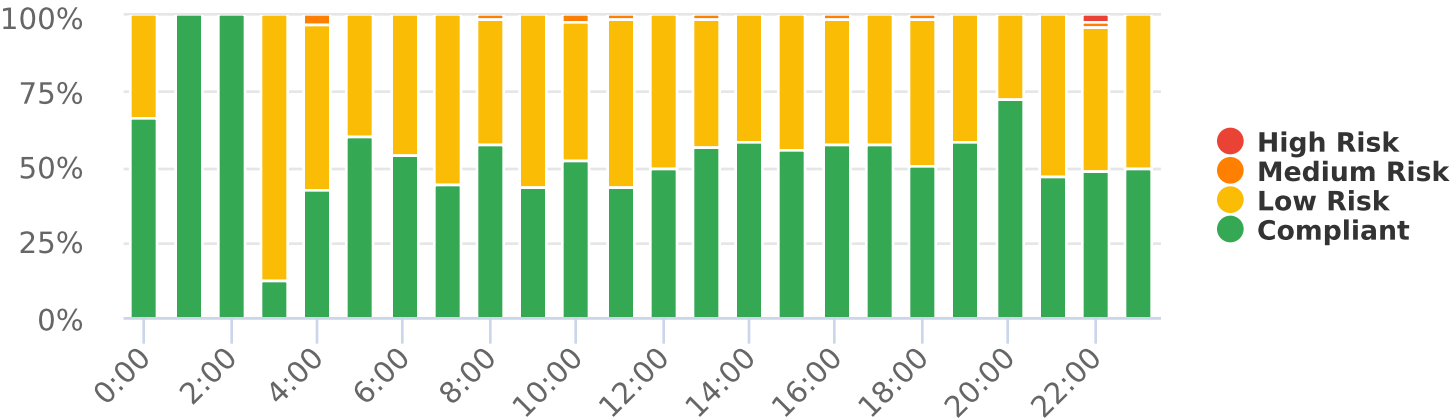
Time	Speed Limit	Mode	Compliant	Low Risk	Medium Risk	High Risk	Total Num Vehicles
0:00	25	Dependent Messages	4	2	0	0	6
1:00	25	Dependent Messages	1	0	0	0	1
2:00	25	Dependent Messages	1	0	0	0	1
3:00	25	Dependent Messages	3	21	0	0	24
4:00	25	Dependent Messages	17	22	1	0	40
5:00	25	Dependent Messages	63	42	0	0	105
6:00	25	Dependent Messages	166	143	1	0	310
7:00	25	Dependent Messages	252	311	1	0	564
8:00	25	Dependent Messages	189	138	3	0	330
9:00	25	Dependent Messages	137	177	1	0	315
10:00	25	Dependent Messages	161	141	5	0	307
11:00	25	Dependent Messages	149	195	2	0	346
12:00	25	Dependent Messages	143	148	0	0	291
13:00	25	Dependent Messages	145	107	3	0	255
14:00	25	Dependent Messages	162	116	0	0	278
15:00	25	Dependent Messages	181	143	1	0	325
16:00	25	Dependent Messages	197	145	2	0	344
17:00	25	Dependent Messages	214	159	0	0	373
18:00	25	Dependent Messages	173	170	2	0	345
19:00	25	Dependent Messages	106	76	0	0	182
20:00	25	Dependent Messages	94	35	0	0	129
21:00	25	Dependent Messages	55	63	0	0	118
22:00	25	Dependent Messages	25	24	1	1	51
23:00	25	Dependent Messages	11	11	0	0	22
Total			2649	2389	23	1	5062



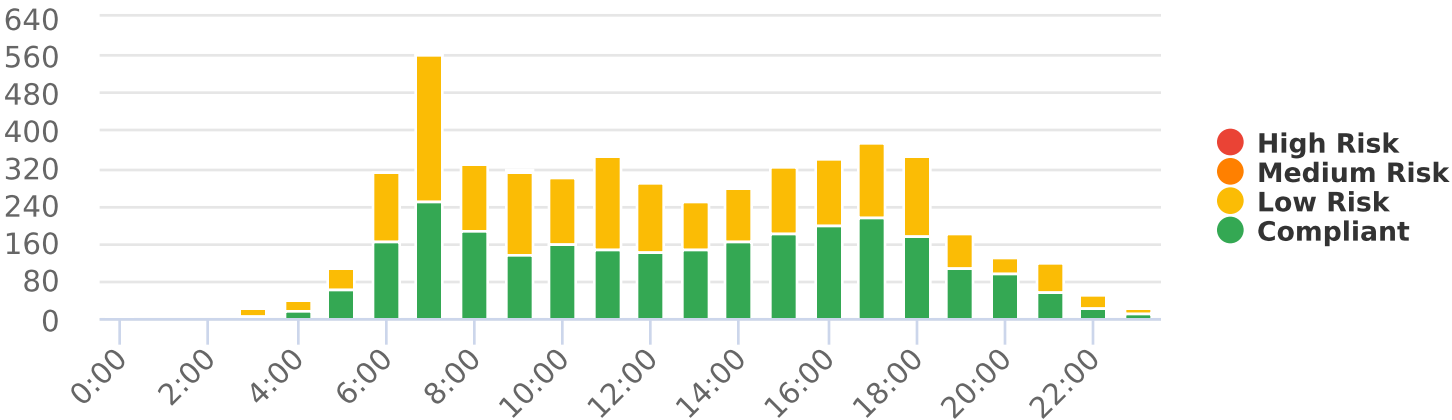
Start: 2025-04-11
End: 2025-04-18
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Total Volumes)

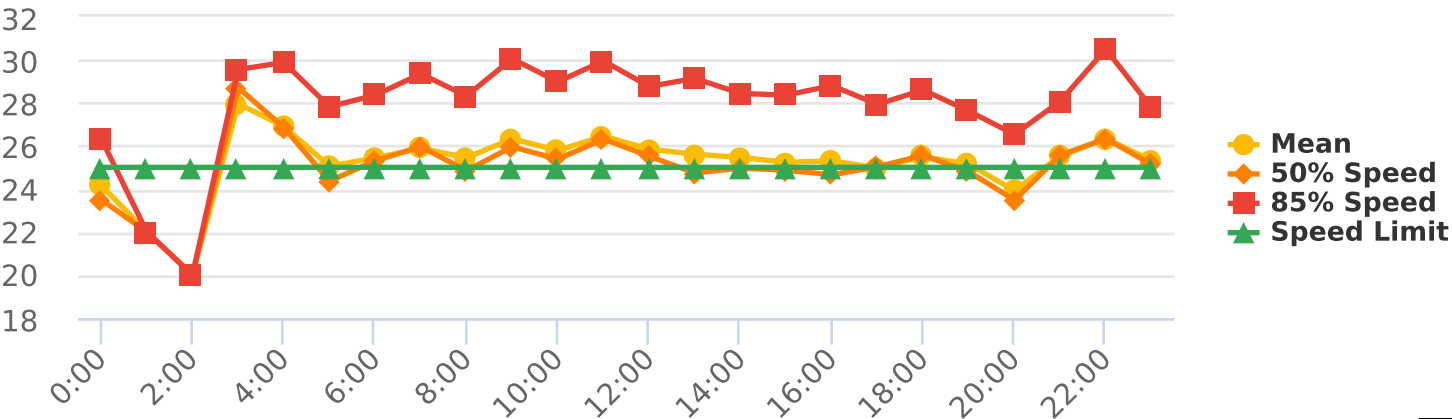
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds



VILLAGE OF HARRISON (MARCH - 2025)

Section 8, Item b.

OVERALL INCIDENT SUMMARY

911 HANG UP	13
ACCIDENT	27
ACCIDENT WITH INJURY	1
ALARM	0
ANIMAL	7
ASSIST AGENCY	9
ASSIST CITIZEN	4
BATTERY	0
CIVIL MATTER	0
CIVIL PROCESS	9
CRIME PREVENTION	1
DAMAGE TO PROPERTY	3
DISTURBANCE	6
DOMESTIC DISTURBANCE	0
DRUGS	0
EMERGENCY COMMITTAL	0
FIRE CALL	8
FRAUD	4
HARASSMENT	3
JAIL	0
JUVENILE COMPLAINTS	2
LOST / FOUND	1
MEDICAL	22
MISCELLANEOUS	0
MISSING PERSON	0
MOTORIST ASSIST	21
NOISE COMPLAINT	1
ORDINANCE	3
PARKING COMPLAINT	10
RECKLESS DRIVING	12
RUNAWAY	0
SUSPICIOUS PERSON	4
SUSPICIOUS SITUATION	8
SUSPICIOUS VEHICLE	5

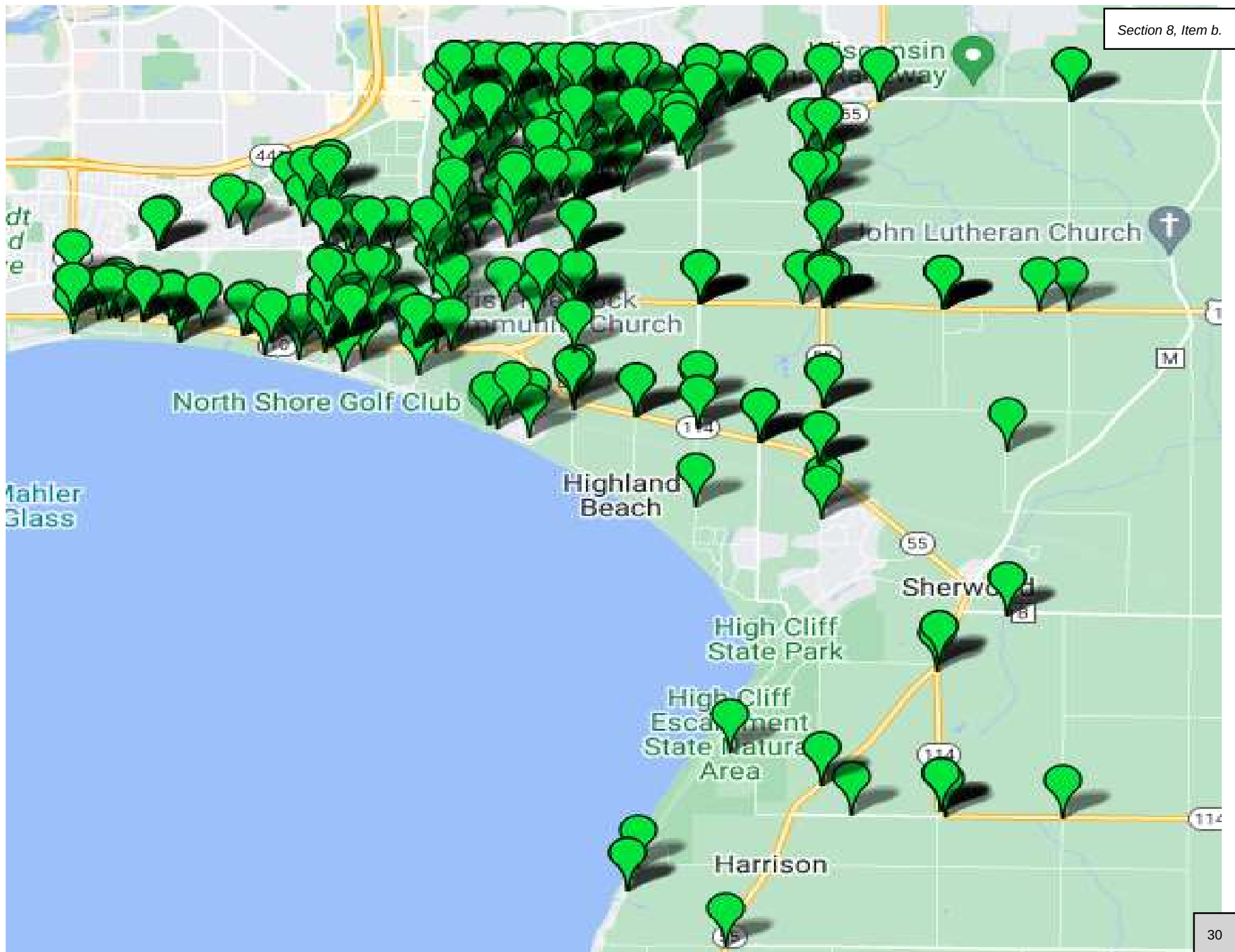
THEFT	1
TRAFFIC HAZARD	6
TRAFFIC STOP	146
TRESPASSING	0
VIOLATE OF COURT ORDER	2
WEAPON	0
WELFARE CHECK	10

OVERALL

TOTAL INCIDENTS	349
CITATIONS	56
WARNINGS	164
ORDINANCES	5

ARRESTS

TOTAL ARRESTS	9
3/2/25 Probation Violation	
3/2/25 OWI 3rd	
3/3/25 Theft	
3/6/25 OWI 3rd	
3/11/25 Possession of THC	
3/15/2025 Resisting/Obstructing an Officer	
3/17/25 4th Degree Sexual Assault	
3/20/25 Warrant	
3/28/25 Operating while Revoked	



VILLAGE OF HARRISON (MARCH - 2025)

Section 8, Item b.

CONTRACT SUMMARY

911 HANG UP	5
ACCIDENT	19
ACCIDENT WITH INJURY	0
ALARM	0
ANIMAL	4
ASSIST AGENCY	7
ASSIST CITIZEN	2
BATTERY	0
CIVIL MATTER	0
CIVIL PROCESS	0
CRIME PREVENTION	1
DAMAGE TO PROPERTY	3
DISTURBANCE	4
DOMESTIC DISTURBANCE	0
DRUGS	0
EMERGENCY COMMITTAL	0
FIRE ALARM	0
FIRE CALL	5
FRAUD	4
HARASSMENT	2
JAIL	0
JUVENILE COMPLAINTS	2
LOST / FOUND	0
MEDICAL	17
MISCELLANEOUS	0
MISSING PERSON	0
MOTORIST ASSIST	18
NOISE COMPLAINT	1
ORDINANCE	3
PARKING COMPLAINT	9
RECKLESS DRIVING	5
RUNAWAY	0
SUSPICIOUS PERSON	2
SUSPICIOUS SITUATION	4
SUSPICIOUS VEHICLE	5

THEFT	1
TRAFFIC HAZARD	5
TRAFFIC STOP	130
TRESPASSING	0
VIOLATE OF COURT ORDER	2
WEAPON	0
WELFARE CHECK	8

CONTRACT	
TOTAL	268
ARRESTS	7
CITATIONS	45
WARNINGS	151
ORDINANCES	5

County Deputy
Harrison Deputy

CITATIONS			
Date	Type	Violation Location	Violation
3/2/2025	ELCI	CTH KK EB 1104 FT WEST OF N HARWOOD RD IN V	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/2/2025	ELCI	CTH KK WB AT HOPFENSBERGER RD IN VILLAGE OF	FAIL/YIELD RIGHT/WAY FROM STOP SIGN
3/2/2025	ELCI	USH USH 10 EB 0.31 MI WEST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (25-29 MPH)
3/2/2025	ELCI	USH USH 10 EB 0.4 MI WEST OF PETERS RD IN V	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/2/2025	ELCI	CTH KK EB AT HOPFENSBERGER RD IN VILLAGE OF	OPERATING WHILE UNDER THE INFLUENCE(3RD)
3/4/2025	ELCI	STH STH 55 NB 0.37 MI SOUTH OF STH STH 114	DRIVING TOO FAST FOR CONDITIONS
3/4/2025	ELCI	USH USH 10 EB 716 FT EAST OF LAKE PARK RD I	OPERATE W/O VALID LICENSE
3/4/2025	ELCI	VANS RD 111 FT EAST OF RUSTIC LN IN VILLAGE	OPERATING W/PAC >=0.15 (1ST)
3/4/2025	ELCI	USH USH 10 EB 139 FT WEST OF STH STH 55 SB	OPERATE MOTOR VEHICLE W/O INSURANCE
3/4/2025	ELCI	USH USH 10 EB 139 FT WEST OF STH STH 55 SB	OPERATE W/O VALID LICENSE
3/6/2025	ELCI	CTH N NB 212 FT SOUTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
3/6/2025	ELCI	USH USH 10 EB 0.28 MI WEST OF FIRE LANE 2 I	POSSESS OPEN INTOXICANTS IN MV-DRIVER
3/6/2025	ELCI	USH USH 10 EB 0.28 MI WEST OF FIRE LANE 2 I	OPERATING WHILE UNDER THE INFLUENCE(3RD)
3/7/2025	ELCI	LAKE PARK RD 334 FT SOUTH OF S LAKE PARK RD	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
3/7/2025	ELCI	STH STH 114 WB 0.44 MI SOUTH OF MILITARY RD	NON-REGISTRATION OF AUTO, ETC
3/7/2025	ELCI	MIDWAY RD 349 FT EAST OF NOE RD IN VILLAGE	OPERATE W/O VALID LICENSE
3/7/2025	ELCI	NOE RD 169 FT SOUTH OF MOONFLOWER DR IN VIL	SPEEDING ON CITY HIGHWAY (1-10 MPH)
3/9/2025	ELCI	CTH N SB 295 FT NORTH OF HOELZEL WAY IN VIL	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
3/10/2025	ELCI	N COOP RD 237 FT SOUTH OF CAMRON DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/11/2025	ELCI	CTH KK WB 519 FT EAST OF PROSPERITY DR IN V	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
3/11/2025	ELCI	PARKING LOT FIRE LANE 1 IN VILLAGE OF HARRI	OPERATING W/PAC (1ST)
3/12/2025	ELCI	HIGH CLIFF RD 102 FT NORTH OF STH STH 55 SB	OPERATE W/O VALID LICENSE
3/13/2025	ELCI	CTH KK EB 152 FT WEST OF FIELDCREST DR IN V	OPERATE AFTER REV/SUSP OF REGISTRATION
3/13/2025	ELCI	CTH KK WB 216 FT WEST OF PROSPERITY DR IN V	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
3/14/2025	ELCI	USH USH 10 WB 244 FT NORTH OF STH STH 114 W	FAIL/YIELD WHILE MAKING LEFT TURN (RESULTING BODILY HARM)
3/14/2025	ELCI	USH USH 10 WB 244 FT NORTH OF STH STH 114 W	OPERATE MOTOR VEHICLE W/O INSURANCE
3/14/2025	ELCI	USH USH 10 WB 244 FT NORTH OF STH STH 114 W	LICENSE RESTRICTION VIOLATION-CLASS D OR M VEHICLE
3/15/2025	ELCI	USH USH 10 WB 244 FT NORTH OF STH STH 114 W	VEHICLE OPERATOR FAIL/WEAR SEAT BELT
3/15/2025	ELCI	S ONEIDA ST 135 FT NORTH OF FIRE LANE 2 IN	OPERATING W/PAC (4TH)
3/15/2025	ELCI	USH USH 10 WB 0.37 MI EAST OF STH STH 55 NB	SPEEDING IN 55 MPH ZONE (30-34 MPH)
3/19/2025	ELCI	CTH N EB 52 FT SOUTH OF SCHMIDT RD IN VILLA	DRIVING TOO FAST FOR CONDITIONS
3/19/2025	ELCI	N COOP RD 85 FT NORTH OF LORNA LN IN VILLAG	OPERATING WHILE SUSPENDED
3/19/2025	ELCI	USH USH 10 EB 46 FT EAST OF FIRE LANE RD IN	IMPROPER LEFT TURN
3/21/2025	ELCI	CTH N NB 228 FT NORTH OF SCHMIDT RD IN VILL	OPERATING WHILE SUSPENDED
3/23/2025	ELCI	STATE PARK RD 84 FT NORTH OF STH STH 114 WB	OPERATING WHILE SUSPENDED
3/23/2025	ELCI	USH USH 10 WB 1314 FT WEST OF FIRE LANE 2 I	OPERATING WHILE SUSPENDED
3/24/2025	ELCI	STH STH 55 NB 348 FT SOUTH OF STH STH 114 W	AUTOMOBILE FOLLOWING TOO CLOSELY
3/24/2025	ELCI	STH STH 114 WB 667 FT NORTH OF KEES RD IN V	FAILURE TO KEEP VEHICLE UNDER CONTROL
3/25/2025	ELCI	N COOP RD 574 FT NORTH OF GARNET DR IN VILL	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/25/2025	ELCI	N COOP RD 574 FT NORTH OF GARNET DR IN VILL	SPEEDING ON CITY HIGHWAY (16-19 MPH)
3/26/2025	ELCI	STH STH 55 SB 259 FT SOUTH OF MANITOWOC RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/27/2025	ELCI	N COOP RD 473 FT NORTH OF CAMRON DR IN VILL	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/27/2025	ELCI	CTH N NB 74 FT NORTH OF HOELZEL WAY IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/27/2025	ELCI	STATE PARK RD 46 FT SOUTH OF STH STH 114 WB	FAIL/STOP AT STOP SIGN
3/28/2025	ELCI	LAKE PARK RD 297 FT NORTH OF ETHAN DR IN VI	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
3/29/2025	ELCI	AMY AVE 268 FT EAST OF PROSPERITY DR IN VIL	OPERATING WHILE SUSPENDED
3/29/2025	ELCI	USH USH 10 EB 0.28 MI WEST OF FIRE LANE 2 I	OPERATING W/PAC (3RD)
3/29/2025	ELCI	CTH KK EB AT HOPFENSBERGER RD IN VILLAGE OF	OPERATING W/PAC (3RD)
3/30/2025	ELCI	WOODLAND RD 0.26 MI EAST OF NOE RD IN VILLA	WINDSHIELDS-TINTING-CRITICAL AREA
3/30/2025	ELCI	WOODLAND RD 0.26 MI EAST OF NOE RD IN VILLA	UNNECESSARY ACCELERATION
3/30/2025	ELCI	USH USH 10 EB 0.35 MI EAST OF STH STH 55 NB	OPERATE W/O VALID LICENSE
3/30/2025	ELCI	CTH N NB 396 FT SOUTH OF HEARTHSTONE DR IN	OPERATING WHILE SUSPENDED
3/30/2025	ELCI	CONSTELLATION DR 196 FT SOUTH OF MIDWAY RD/	PARKING/STANDING WHERE PROHIBITED
3/30/2025	ELCI	LAKE PARK RD 457 FT SOUTH OF WINNIPEG ST IN	OPERATE AFTER REV/SUSP OF REGISTRATION
3/30/2025	ELCI	LAKE PARK RD 457 FT SOUTH OF WINNIPEG ST IN	OPERATING WHILE SUSPENDED
3/30/2025	ELCI	USH USH 10 EB 0.29 MI EAST OF USH 10 EB IN	SPEEDING IN 55 MPH ZONE (20-24 MPH)

County Deputy
Harrison Deputy

WARNINGS

Date	Type	Violation Location	Violation
3/1/2025	Warning	CTH N NB 752 FT NORTH OF ATLAS CT IN VILLAG	NON-REGISTRATION OF AUTO, ETC
3/1/2025	Warning	CTH N NB 752 FT NORTH OF ATLAS CT IN VILLAG	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/1/2025	Warning	USH USH 10 WB 736 FT EAST OF EISENHOWER DR	OPERATE W/O CARRYING LICENSE
3/1/2025	Warning	USH USH 10 WB 736 FT EAST OF EISENHOWER DR	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/1/2025	Warning	USH USH 10 WB 519 FT EAST OF FIRE LANE 3 IN	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/1/2025	Warning	STH STH 114 WB 141 FT SOUTH OF KEES RD IN V	OPERATE MOTOR VEH. W/O ADEQUATE MUFFLER
3/1/2025	Warning	STH STH 114 WB 141 FT SOUTH OF KEES RD IN V	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
3/1/2025	Warning	N COOP RD 537 FT SOUTH OF LORNA LN IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/2/2025	Warning	LAKE PARK RD AT WOODLAND RD IN VILLAGE OF H	FAIL/STOP AT STOP SIGN
3/2/2025	Warning	USH USH 10 EB 1042 FT EAST OF STATE PARK RD	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/2/2025	Warning	STH STH 114 WB 713 FT NORTH OF FIRE LANE 12	EQUIP MOTOR VEHICLE WITH ILLEGAL MUFFLER
3/4/2025	Warning	STH STH 55 NB 0.37 MI SOUTH OF STH STH 114	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/4/2025	Warning	STH STH 55 NB 0.37 MI SOUTH OF STH STH 114	OPERATE W/O CARRYING LICENSE
3/4/2025	Warning	USH USH 10 EB 716 FT EAST OF LAKE PARK RD I	OPERATION W/O REQUIRED LAMPS LIGHTED
3/4/2025	Warning	USH USH 10 EB 716 FT EAST OF LAKE PARK RD I	OPERATE MOTOR VEHICLE W/O INSURANCE
3/4/2025	Warning	USH USH 10 EB 716 FT EAST OF LAKE PARK RD I	SPEEDING IN 55 MPH ZONE (16-19 MPH)
3/4/2025	Warning	CTH KK EB 377 FT EAST OF NOE RD IN VILLAGE	DISPLAY FALSE VEHICLE REGISTRATION PLATE
3/4/2025	Warning	CTH KK EB 377 FT EAST OF NOE RD IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/6/2025	Warning	N COOP RD 192 FT SOUTH OF CAMRON DR IN VILL	PLATE LAMP NOT FUNCTION OR MISSING-IL
3/6/2025	Warning	N COOP RD 192 FT SOUTH OF CAMRON DR IN VILL	NON-REGISTRATION OF AUTO, ETC
3/6/2025	Warning	USH USH 10 EB 0.28 MI WEST OF FIRE LANE 2 I	DISPLAY UNAUTH. VEH. REGISTRATION PLATE
3/7/2025	Warning	CTH N NB 216 FT SOUTH OF MANITOWOC RD IN VI	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/7/2025	Warning	CTH N NB 216 FT SOUTH OF MANITOWOC RD IN VI	OPERATION W/O REQUIRED LAMPS LIGHTED
3/7/2025	Warning	LAKE PARK RD 334 FT SOUTH OF S LAKE PARK RD	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
3/7/2025	Warning	STH STH 114 WB 0.44 MI SOUTH OF MILITARY RD	OPERATING WHILE SUSPENDED
3/7/2025	Warning	MIDWAY RD 349 FT EAST OF NOE RD IN VILLAGE	NON-REGISTRATION OF AUTO, ETC
3/7/2025	Warning	MIDWAY RD 349 FT EAST OF NOE RD IN VILLAGE	PLATE LAMP NOT FUNCTION OR MISSING-IL
3/7/2025	Warning	SONNY DR AT LAKE PARK RD IN VILLAGE OF HARR	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/7/2025	Warning	SONNY DR AT LAKE PARK RD IN VILLAGE OF HARR	FAIL/STOP AT STOP SIGN
3/7/2025	Warning	STRAWFLOWER DR AT NOE RD IN VILLAGE OF HARR	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/7/2025	Warning	STRAWFLOWER DR AT NOE RD IN VILLAGE OF HARR	FAIL/STOP AT STOP SIGN
3/7/2025	Warning	NOE RD 169 FT SOUTH OF MOONFLOWER DR IN VIL	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/7/2025	Warning	LAKE PARK RD 35 FT NORTH OF USH USH 10 IN V	OPERATOR VIOLATE YELLOW TRAFFIC SIGNAL
3/8/2025	Warning	MIDWAY RD 1112 FT WEST OF NOE RD IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/8/2025	Warning	USH USH 10 EB 119 FT EAST OF LAKE PARK RD I	FAIL/MAINTAIN STOP LAMP WIRING
3/8/2025	Warning	USH USH 10 EB 119 FT EAST OF LAKE PARK RD I	IMPROPER LEFT TURN
3/8/2025	Warning	USH USH 10 EB 119 FT EAST OF LAKE PARK RD I	FAIL/DISPLAY VEHICLE LICENSE PLATES
3/8/2025	Warning	CTH KK EB AT CTH N SB IN VILLAGE OF HARRISO	FAIL/EQUIP REQUIRED BUMPER
3/8/2025	Warning	CTH KK EB AT CTH N SB IN VILLAGE OF HARRISO	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/8/2025	Warning	CTH KK EB AT CTH N SB IN VILLAGE OF HARRISO	OPERATOR VIOLATE RED TRAFFIC LIGHT
3/8/2025	Warning	STH STH 55 SB 835 FT SOUTH OF USH USH 10 EB	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/8/2025	Warning	STH STH 55 SB 835 FT SOUTH OF USH USH 10 EB	OPERATE W/O CARRYING LICENSE
3/8/2025	Warning	STH STH 55 SB 835 FT SOUTH OF USH USH 10 EB	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
3/8/2025	Warning	USH USH 10 EB 0.27 MI EAST OF FIRE LANE RD	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/8/2025	Warning	USH USH 10 EB 0.27 MI EAST OF FIRE LANE RD	FAIL/DISPLAY VEHICLE LICENSE PLATES
3/8/2025	Warning	CTH KK EB 174 FT EAST OF DARBOY DR IN VILLA	ILLEGIBLE LICENSE PLATES
3/8/2025	Warning	CTH KK EB 174 FT EAST OF DARBOY DR IN VILLA	OPERATE VEHICLE W/O STOPPING LIGHTS
3/8/2025	Warning	CTH KK EB 174 FT EAST OF DARBOY DR IN VILLA	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
3/8/2025	Warning	STH STH 55 NB 612 FT SOUTH OF STH STH 114 W	UNSAFE LANE DEVIATION
3/8/2025	Warning	CTH P&R CTH N NB 106 FT EAST OF CTH N NB IN	ILLEGAL CAMPING ON HIGHWAYS
3/8/2025	Warning	LAKE PARK RD 242 FT SOUTH OF COMMUNITY WAY	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/8/2025	Warning	LAKE PARK RD 242 FT SOUTH OF COMMUNITY WAY	NON-REGISTRATION OF AUTO, ETC
3/9/2025	Warning	LAKE PARK RD 210 FT SOUTH OF COMMUNITY WAY	VENT/SIDE WINDOW EXCESSIVE TINTING
3/9/2025	Warning	LAKE PARK RD 210 FT SOUTH OF COMMUNITY WAY	NON-REGISTRATION OF AUTO, ETC
3/9/2025	Warning	MANITOWOC RD 136 FT EAST OF MORGAN TAYLOR C	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/9/2025	Warning	CTH N NB 788 FT SOUTH OF MIDWAY RD IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/10/2025	Warning	N COOP RD 114 FT NORTH OF LORNA LN IN VILLA	OPERATING LEFT OF CENTER
3/10/2025	Warning	N COOP RD AT CAMRON DR IN VILLAGE OF HARRIS	OPERATE MOTOR VEHICLE W/O INSURANCE
3/10/2025	Warning	USH USH 10 EB 0.25 MI WEST OF FIRE LANE 2 I	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/10/2025	Warning	USH USH 10 EB 0.25 MI WEST OF FIRE LANE 2 I	NON-REGISTRATION OF AUTO, ETC
3/10/2025	Warning	N COOP RD 530 FT SOUTH OF LORNA LN IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/11/2025	Warning	CTH N NB 63 FT NORTH OF JOCHMANN DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/11/2025	Warning	STH STH 55 SB 788 FT SOUTH OF SCHAEFER RD I	FAIL/MAINTAIN/EQUIP LAMPS/REFLECTORS
3/11/2025	Warning	USH USH 10 WB 0.26 MI WEST OF N HARWOOD RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/11/2025	Warning	CTH KK EB 140 FT EAST OF STATE PARK RD IN V	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)

3/12/2025	Warning	CTH N NB 462 FT NORTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/12/2025	Warning	USH USH 10 WB 89 FT EAST OF EISENHOWER DR I	NON-REGISTRATION OF AUTO, ETC
3/12/2025	Warning	STH STH 114 WB 0.38 MI NORTH OF KEES RD IN	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
3/12/2025	Warning	MIDWAY RD 220 FT EAST OF N COOP RD IN VILLA	NON-REGISTRATION OF AUTO, ETC
3/12/2025	Warning	MIDWAY RD 220 FT EAST OF N COOP RD IN VILLA	OPERATE W/O CARRYING LICENSE
3/12/2025	Warning	MANITOWOC RD 52 FT WEST OF MORGAN TAYLOR CT	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/12/2025	Warning	USH USH 10 EB 0.35 MI EAST OF STATE PARK RD	NON-REGISTRATION OF AUTO, ETC
3/12/2025	Warning	USH USH 10 EB 0.35 MI EAST OF STATE PARK RD	OPERATION W/O REQUIRED LAMPS LIGHTED
3/13/2025	Warning	USH USH 10 EB 318 FT EAST OF PETERS RD IN V	NON-REGISTRATION OF AUTO, ETC
3/13/2025	Warning	USH USH 10 EB 0.39 MI EAST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (16-19 MPH)
3/13/2025	Warning	USH USH 10 WB 0.32 MI WEST OF N HARWOOD RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/13/2025	Warning	CTH KK WB 265 FT WEST OF HOPFENSBERGER RD I	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/13/2025	Warning	CTH KK WB 265 FT WEST OF HOPFENSBERGER RD I	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/13/2025	Warning	MIDWAY RD 82 FT EAST OF NOE RD IN VILLAGE O	FAIL/STOP AT STOP SIGN
3/14/2025	Warning	CTH KK WB 165 FT EAST OF GINA DR IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
3/14/2025	Warning	CTH KK WB 101 FT WEST OF HANK DR IN VILLAGE	ILLEGIBLE LICENSE PLATES
3/14/2025	Warning	CTH KK WB 101 FT WEST OF HANK DR IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/14/2025	Warning	CTH KK WB AT FRIENDSHIP RD IN VILLAGE OF HA	OPERATION W/O REQUIRED LAMPS LIGHTED
3/15/2025	Warning	STH STH 114 WB 938 FT EAST OF STATE PARK RD	OPERATION W/O REQUIRED LAMPS LIGHTED
3/15/2025	Warning	STH STH 114 WB 1001 FT WEST OF STH STH 55 S	INATTENTIVE DRIVING
3/15/2025	Warning	USH USH 10 WB 1123 FT EAST OF KERNAN AVE IN	SPEEDING IN 55 MPH ZONE (1-10 MPH)
3/15/2025	Warning	USH USH 10 WB 1123 FT EAST OF KERNAN AVE IN	NON-REGISTRATION OF AUTO, ETC
3/15/2025	Warning	USH USH 10 WB 1123 FT EAST OF KERNAN AVE IN	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/17/2025	Warning	USH USH 10 EB 875 FT EAST OF STATE PARK RD	FAIL/MAINTAIN VEHICLE SPEEDOMETER
3/17/2025	Warning	USH USH 10 EB 875 FT EAST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/17/2025	Warning	N COOP RD 119 FT NORTH OF HEARTHSTONE DR IN	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
3/17/2025	Warning	STH STH 55 SB 159 FT NORTH OF HIGHLINE RD I	BIKE/EPAMD/ELECTRIC SCOOTER RULES-RIDING CLOSE TO CURB
3/17/2025	Warning	CTH KK EB 84 FT WEST OF NOE RD IN VILLAGE O	NON-REGISTRATION OF AUTO, ETC
3/17/2025	Warning	CTH KK EB 84 FT WEST OF NOE RD IN VILLAGE O	OPERATE MOTOR VEHICLE W/O INSURANCE
3/17/2025	Warning	MIDWAY RD 181 FT EAST OF NOE RD IN VILLAGE	NON-REGISTRATION OF AUTO, ETC
3/17/2025	Warning	MIDWAY RD 181 FT EAST OF NOE RD IN VILLAGE	PLATE LAMP NOT FUNCTION OR MISSING-IL
3/18/2025	Warning	N COOP RD 983 FT SOUTH OF CAMRON DR IN VILL	OBSTRUCTED LICENSE PLATES
3/18/2025	Warning	N COOP RD 983 FT SOUTH OF CAMRON DR IN VILL	PLATE LAMP NOT FUNCTION OR MISSING-IL
3/18/2025	Warning	MANITOWOC RD 234 FT WEST OF PAPERMAKER PASS	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
3/18/2025	Warning	LAKE PARK RD 425 FT SOUTH OF S LAKE PARK RD	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/18/2025	Warning	LAKE PARK RD 425 FT SOUTH OF S LAKE PARK RD	FAIL/DISPLAY VEHICLE LICENSE PLATES
3/18/2025	Warning	USH USH 10 EB 0.29 MI EAST OF STH STH 55 NB	SPEEDING IN 55 MPH ZONE (16-19 MPH)
3/19/2025	Warning	USH USH 10 EB 385 FT EAST OF OLD HIGHWAY RD	FAILURE TO KEEP VEHICLE UNDER CONTROL
3/19/2025	Warning	N COOP RD 85 FT NORTH OF LORNA LN IN VILLAG	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
3/19/2025	Warning	CTH P&R CTH N NB 106 FT EAST OF CTH N NB IN	POSSESS DRUG PARAPHERNALIA
3/19/2025	Warning	USH USH 10 EB 505 FT EAST OF FIRE LANE 6 IN	NON-REGISTRATION OF AUTO, ETC
3/19/2025	Warning	USH USH 10 EB 505 FT EAST OF FIRE LANE 6 IN	OPERATE AFTER REV/SUSP OF REGISTRATION
3/20/2025	Warning	N COOP RD 330 FT SOUTH OF LORNA LN IN VILLA	UNREASONABLE AND IMPRUDENT SPEED
3/21/2025	Warning	USH USH 10 WB 410 FT WEST OF EISENHOWER DR	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/21/2025	Warning	CTH KK WB 414 FT EAST OF HANDEL DR IN VILLA	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/21/2025	Warning	CTH KK WB 414 FT EAST OF HANDEL DR IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/21/2025	Warning	N COOP RD 191 FT SOUTH OF GARNET DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/21/2025	Warning	USH USH 10 WB 283 FT WEST OF EISENHOWER DR	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/21/2025	Warning	STH STH 55 NB 1311 FT NORTH OF HIGH CLIFF R	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/21/2025	Warning	CTH N EB 58 FT SOUTH OF CTH KK EB IN VILLAG	OPERATE W/O CARRYING LICENSE
3/21/2025	Warning	CTH N EB 58 FT SOUTH OF CTH KK EB IN VILLAG	FAIL/OBEY TRAFFIC SIGN/SIGNAL
3/21/2025	Warning	USH USH 10 EB 0.28 MI EAST OF STH STH 114 E	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/21/2025	Warning	USH USH 10 EB 0.28 MI EAST OF STH STH 114 E	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
3/21/2025	Warning	USH USH 10 WB 123 FT WEST OF EISENHOWER DR	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
3/22/2025	Warning	CTH KK WB 66 FT WEST OF WASHINGTON ST/ CTH	OBSTRUCTED DRIVERS VISION-REAR VIEW
3/22/2025	Warning	CTH KK WB 66 FT WEST OF WASHINGTON ST/ CTH	OPERATE VEHICLE W/ IMPROPER COLOR LIGHT TO REAR
3/22/2025	Warning	CTH KK WB 66 FT WEST OF WASHINGTON ST/ CTH	VENT/SIDE WINDOW EXCESSIVE TINTING
3/22/2025	Warning	USH USH 10 WB 191 FT EAST OF FIRE LANE 6 IN	DEVIATION FROM DESIGNATED LANE
3/22/2025	Warning	CTH KK EB 346 FT WEST OF GOLDEN WAY IN VILL	FAIL TO SIGNAL TURN
3/22/2025	Warning	LAKE PARK RD 158 FT NORTH OF WOODLAND RD IN	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/23/2025	Warning	STH STH 114 EB 0.4 MI NORTH OF KEES RD IN V	NON-REGISTRATION OF AUTO, ETC
3/23/2025	Warning	STH STH 114 EB 320 FT EAST OF FIRE LANE 12	OPERATE MOTOR VEH. W/O ADEQUATE MUFFLER
3/23/2025	Warning	USH USH 10 WB 1314 FT WEST OF FIRE LANE 2 I	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/24/2025	Warning	USH USH 10 WB 86 FT WEST OF EISENHOWER DR I	OPERATE AFTER REV/SUSP OF REGISTRATION
3/24/2025	Warning	CTH KK WB 110 FT WEST OF MAIN ST IN VILLAGE	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/24/2025	Warning	CTH KK WB 110 FT WEST OF MAIN ST IN VILLAGE	OPERATION W/O REQUIRED LAMPS LIGHTED
3/24/2025	Warning	CTH KK AT CTH N NB IN VILLAGE OF HARRISON	IMPROPER LEFT TURN
3/24/2025	Warning	CTH KK WB 38 FT WEST OF WASHINGTON ST/ CTH	IMPROPER LEFT TURN
3/24/2025	Warning	STH STH 55 NB 939 FT NORTH OF SCHAEFER RD I	FAILURE TO KEEP VEHICLE UNDER CONTROL
3/25/2025	Warning	CTH N NB 96 FT NORTH OF MARY DR IN VILLAGE	MIRROR NOT FUNCTIONING PROPERLY
3/25/2025	Warning	CTH N NB 96 FT NORTH OF MARY DR IN VILLAGE	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
3/25/2025	Warning	LAKE PARK RD 143 FT SOUTH OF SONNY DR IN VI	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE

3/26/2025	Warning	MANITOWOC RD 815 FT WEST OF CTH N SB IN VIL	OPERATION W/O REQUIRED LAMPS LIGHTED
3/26/2025	Warning	STH STH 55 SB 259 FT SOUTH OF MANITOWOC RD	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
3/26/2025	Warning	CTH N NB 313 FT SOUTH OF ATLAS CT IN VILLAG	FAIL/DISPLAY VEHICLE LICENSE PLATES
3/26/2025	Warning	USH USH 10 EB 235 FT WEST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
3/26/2025	Warning	CTH KK WB 146 FT WEST OF OTTE CT IN VILLAGE	OPERATION W/O REQUIRED LAMPS LIGHTED
3/26/2025	Warning	STH STH 55 NB 818 FT SOUTH OF STH STH 114 E	OPERATION W/O REQUIRED LAMPS LIGHTED
3/26/2025	Warning	HOELZEL WAY 93 FT WEST OF MULHOLLAND LN IN	ILLEGIBLE LICENSE PLATES
3/26/2025	Warning	HOELZEL WAY 93 FT WEST OF MULHOLLAND LN IN	IMPROPER/ATTACH REAR REG DECAL/TAG
3/26/2025	Warning	NORTH SHORE RD 583 FT NORTH OF MUIRFIELD WA	NON-REGISTRATION OF AUTO, ETC
3/27/2025	Warning	LAKE PARK RD 284 FT SOUTH OF ETHAN DR IN VI	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
3/27/2025	Warning	N COOP RD 473 FT NORTH OF CAMRON DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/27/2025	Warning	N COOP RD 637 FT SOUTH OF LORNA LN IN VILLA	SPEEDING ON CITY HIGHWAY (11-15 MPH)
3/27/2025	Warning	STATE PARK RD 46 FT SOUTH OF STH STH 114 WB	IMPROPER RIGHT TURN
3/28/2025	Warning	LAKE PARK RD 297 FT NORTH OF ETHAN DR IN VI	DISPLAY FALSE VEHICLE REGISTRATION PLATE
3/28/2025	Warning	LAKE PARK RD 297 FT NORTH OF ETHAN DR IN VI	NON-REGISTRATION OF AUTO, ETC
3/28/2025	Warning	CTH KK WB 153 FT WEST OF DARBOY DR IN VILLA	OPERATION W/O REQUIRED LAMPS LIGHTED
3/29/2025	Warning	AMY AVE 268 FT EAST OF PROSPERITY DR IN VIL	OPERATE VEHICLE W/O STOPPING LIGHTS
3/30/2025	Warning	WOODLAND RD 0.26 MI EAST OF NOE RD IN VILLA	VEHICLE TIRES W/LESS THAN 2/32 INCH TREAD
3/30/2025	Warning	WOODLAND RD 0.26 MI EAST OF NOE RD IN VILLA	OPERATE W/O CARRYING LICENSE
3/30/2025	Warning	N COOP RD 371 FT SOUTH OF LORNA LN IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/30/2025	Warning	CTH N NB 999 FT NORTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/30/2025	Warning	CTH N NB 396 FT SOUTH OF HEARTHSTONE DR IN	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/30/2025	Warning	STH STH 55 SB 1199 FT NORTH OF SCHMIDT RD I	SPEEDING IN 55 MPH ZONE (16-19 MPH)
3/30/2025	Warning	STH STH 114 EB 248 FT WEST OF S HARWOOD RD	SPEEDING IN 55 MPH ZONE (16-19 MPH)
3/31/2025	Warning	MIDWAY RD 142 FT WEST OF KRISSY DR IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
3/31/2025	Warning	USH USH 10 WB 0.45 MI EAST OF PETERS RD IN	UNSAFE LANE DEVIATION

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:

1. Attached to this report is the listing of status of current projects for 2025. This report will be provided monthly to keep the board informed.

Speed Limits in Village

2. Attached to this report is information from the existing speed reader board signs on post around the Village. This information has been shared with the Calumet County Sheriff's Office and the development of benchmarking to lower the number of speeders outside the current speed limit is being developed.
3. Also attached a map and key showing the location of the current speed limit signs.
4. Over the course of the next month, the Village Manager will be working to purchase and deploy two more speed signs to be installed on Lake Park Road between Manitowoc and Midway and Manitowoc Road between Coop and Lake Park. Information will continue to be provided to the board from the existing signs and the new ones to be installed.
5. The Village Manager is working with McMahon to do some cost estimating for modifications in the future to Village Hall to expand office space.
6. The Village of Harrison and Village of Sherwood submitted a grant to the Department of Revenue Innovation Grant program to study sharing in services for Information Technology and Building Inspection Services. Sherwood received the grant (see attachment). More information to follow.

Budget Impacts: None

Recommended Action: None

Attachments:

Current status of the Village projects

Speed Board Reports/Map/ and Legend

Grant Announcement

Current Project List – April 22, 2025

1. Fire Station 70 New Building

- a. Set to go to bid May 1
- b. Finalizing a lot of design related stuff, including network setup with CNS and security systems with TECC.
- c. A lot of the meetings to review design plans with architect.
- d. Borrowing for project in June- working with Baird

2. Harrison Commerce Park

- a. Work awarded to Donald Hieptas
- b. Working on scheduling of the work
- c. Construction slated to start in June
- d. Need to abandon well and septic on two properties
- e. Continuing to field- development interest in the lots.
- f. Marketing information available on the village website

3. DPW Garage Expansion

- a. Three bids received. Low bid Bayland Buildings for \$1.7 million.
- b. Goal to award in May, start construction in June/July
- c. Borrowing with Baird in June
- d. State plan approval May 15 for the new Clearly shed slab and expansion project.
- e. DPW starting site prep for new slab east of the ball diamond.
- f. DPW to remove all salt shed

4. First Station 60 renovations

- a. McMahon provided a draft plan
- b. Fire dept staff need to meet with Architect to discuss
- c. Project put on temporary hold until Fire Station 70 and DPW designs are done.

5. Rennwood Park

- a. Under contract with GRG Playscapes to develop and install the park structures
- b. Presenting plans to Village Board at the April meeting
- c. DPW will be site preparing and other landscaping work
- d. Majority funded with the developer contribution of \$300,000. Village contribution of owner purchased products about \$50,000.
- e. After board meeting will be sharing drawings with local neighborhood.
- f. DPW work to start in May. Inclusive playground

6. Farmers Field Park Shelter

- a. Two meetings with Kimberly School District, Village Staff and River of Surge.
- b. Draft design of a 3,500 sf shelter with gathering space for 75 people, concession stand, outdoor seating and restrooms.
- c. Design based on the skill set of the Kimberly High School Industrial Arts Class
- d. Moving into final design with McMahon
- e. Goal is to have footings and foundations installed this summer. Construction of building to start in September with the students.
- f. Working on obtaining costs for well and septic holding tank installation

7. Village Hall Generator Project

- a. Awarded to VOE Power Systems
- b. Contracts in place
- c. Generator ordered
- d. Work to begin soon

8. Haen Heights/Cedar Ridge Road Projects

- a. Awarded to Northeast Asphalt
- b. Working to scheduled Public Information Meeting with property owners in the next 2 weeks.
- c. Project may start in May

9. Crossroad Business Park

- a. Work scheduled to be completed by June 30, 2025
- b. Working with tenants on site plan reviews and closings of land
- c. Continue have interest in lots

10. Fuel Management System at VH

- a. Completed.

11. Wireless Mic System in Board Room

- a. Connecting Point is still waiting for equipment.
- b. Scheduled the week of June 16 for the installation and training on the system.

12. Cottonwood Creek Drainage Issues

- a. Village staff working waiting for contractor to provide estimate to install ditch pans to present to the village board.

13. Fire Department Staff Study, Intergovernmental Agreement Analysis and Ambulance Review

- a. Received three proposals
- b. Will be making recommendation to Village Board for April meeting

14. Wage Compensation Study RFP

- a. Received three proposals
- b. Recommending Public Administration Associates to complete the study.

15. Supervisor Proposal for Calumet County Sheriff's Dept.

- a. Working with CCSD to provide a proposal to bring a supervisor in Harrison that can manage and do public relations and community policing.

16. Comprehensive Plan Update

- a. Deadline to submit comments April 14
- b. Comment review with the Plan Commission and Village Board at May meetings
- c. Chapter write-ups sent will be shared with Plan Commission and Village Board for review

17. Old Highway Road Reconstruction

- a. McMahon to start survey work in mid- April
- b. Design to start afterwards
- c. Scheduled for construction in 2026

18. Security Vulnerability Assessment

- a. Village Board on April 29 will consider a contract to hire OnTech to complete a cyber security audit of the Village network system.

19. Darboy Park Dead Ash Tree removal in Forest

- a. Village Board will consider proposal to cut down dead ash trees in Darboy Park forest.

20. SeeClickFix Implementation

- a. Village staff working on implementation of software to all residents to submit help tickets to village offices.

21. NeoGov Implementation

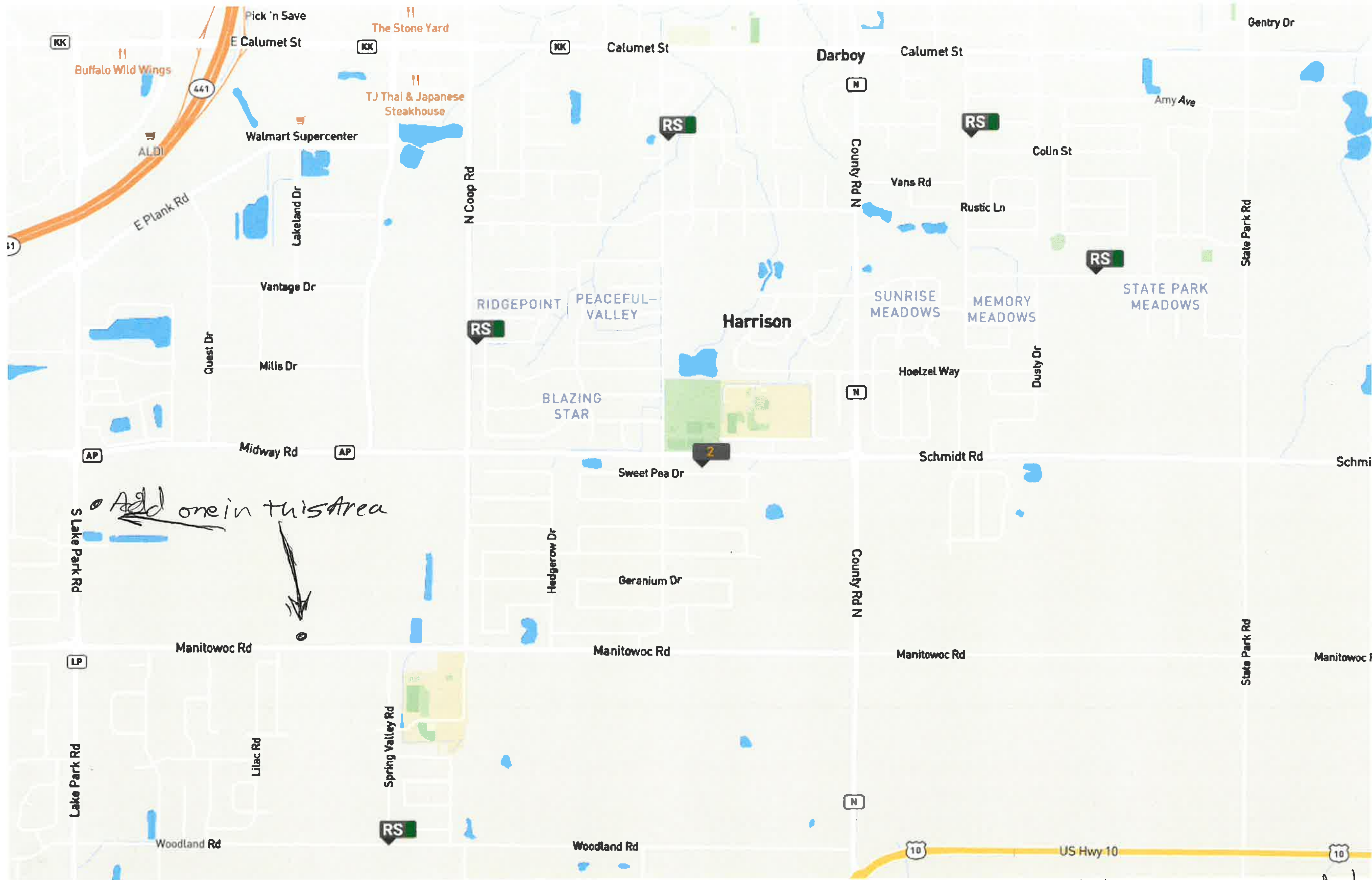
- a. Village staff is implementing NeoGov software for recruitment and onboarding for new employees.

22. DNR Grant for High Cliff Connection

- a. Working with Trail Strategies to submit a DNR grant for Old Highway Road trail project in 2027.

23. Municipal Code Update

- a. Year-long project to update the chapters.
- b. Working on Chapter 2- need board comments.



Locations of existing stationary speed boards

Handel Drive (at drainage easement) ...

Handel Drive (at drainage easement)

Section 8, Item c.

88

Midway E Bound (650' E. of Noe Rd) ...

Midway E Bound (650' E. of Noe Rd)

88

Midway W Bound (650'E of Noe Rd) ...

Midway W Bound (650'E of Noe Rd)

88

Mile Long Drive (in front of pond) ...

Mile Long Drive (in front of pond)

88

Noe Road S. Bound (N9611 Noe Rd) ...

Noe Road S. Bound (N9611 Noe Rd)

88

North Coop Road (250' N. Of Blazing

North Coop Road (250' N. Of Blazing Star Dr.)

88

Woodland Road E. Bound (75' W. of S... ...

Woodland Road E. Bound (75' W. of Spring Valley)

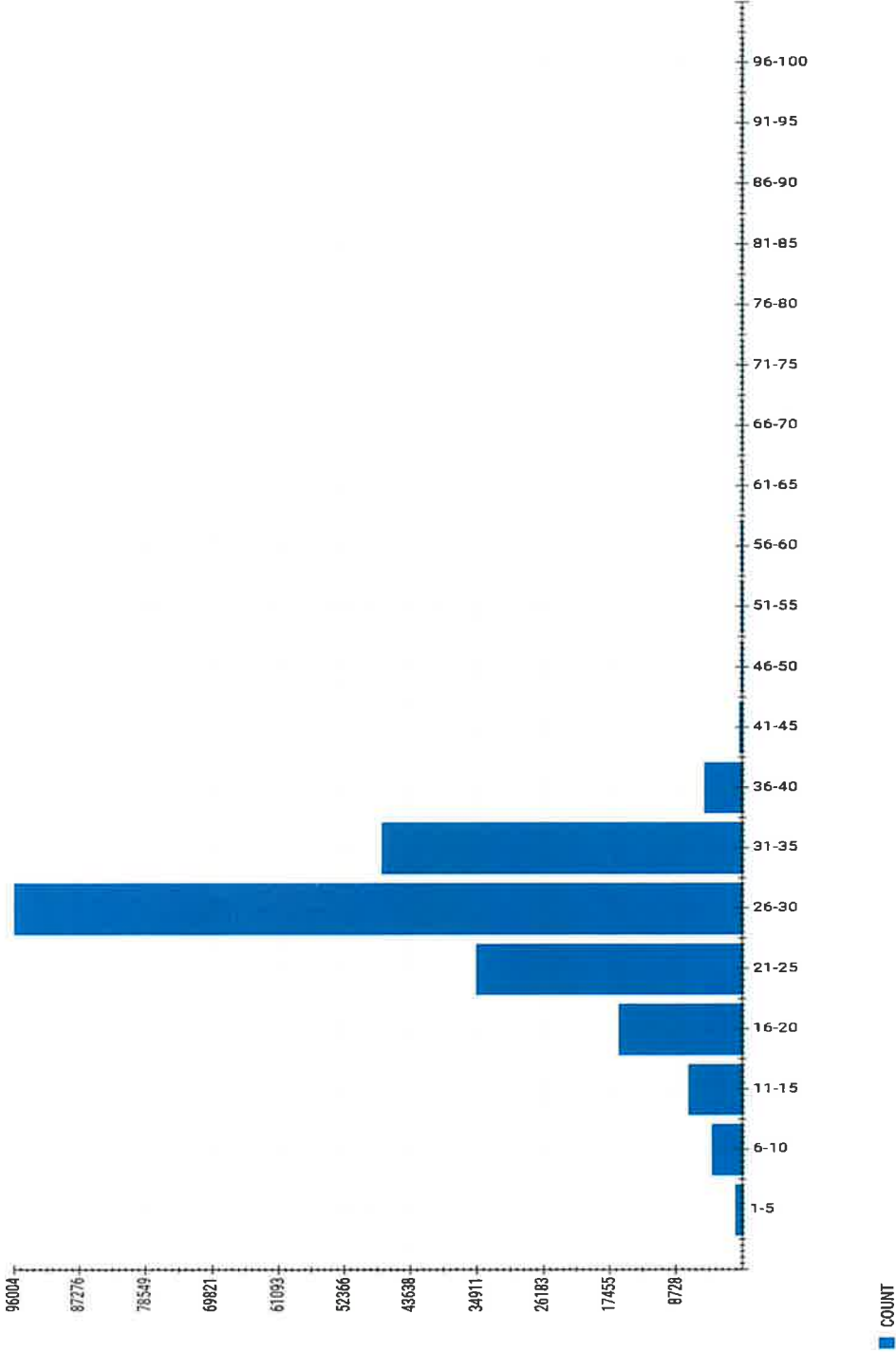
88

Count by Speed Range Report

Location: Handel Drive (at drainage easement)
Address: Handel Drive (at drainage easement)

Report period: 2024-04-09 to 2025-04-17

Count By Speed Range	
1-5	867
6-10	3942
11-15	6968
16-20	16126
21-25	34999
26-30	96004
31-35	47440
36-40	4972
41-45	325
46-50	61
51-55	21
56-60	9
61-65	4
66-70	2
71-75	2
76-80	1
81-85	0
86-90	1
91-95	0
96-100	0
Total	211744

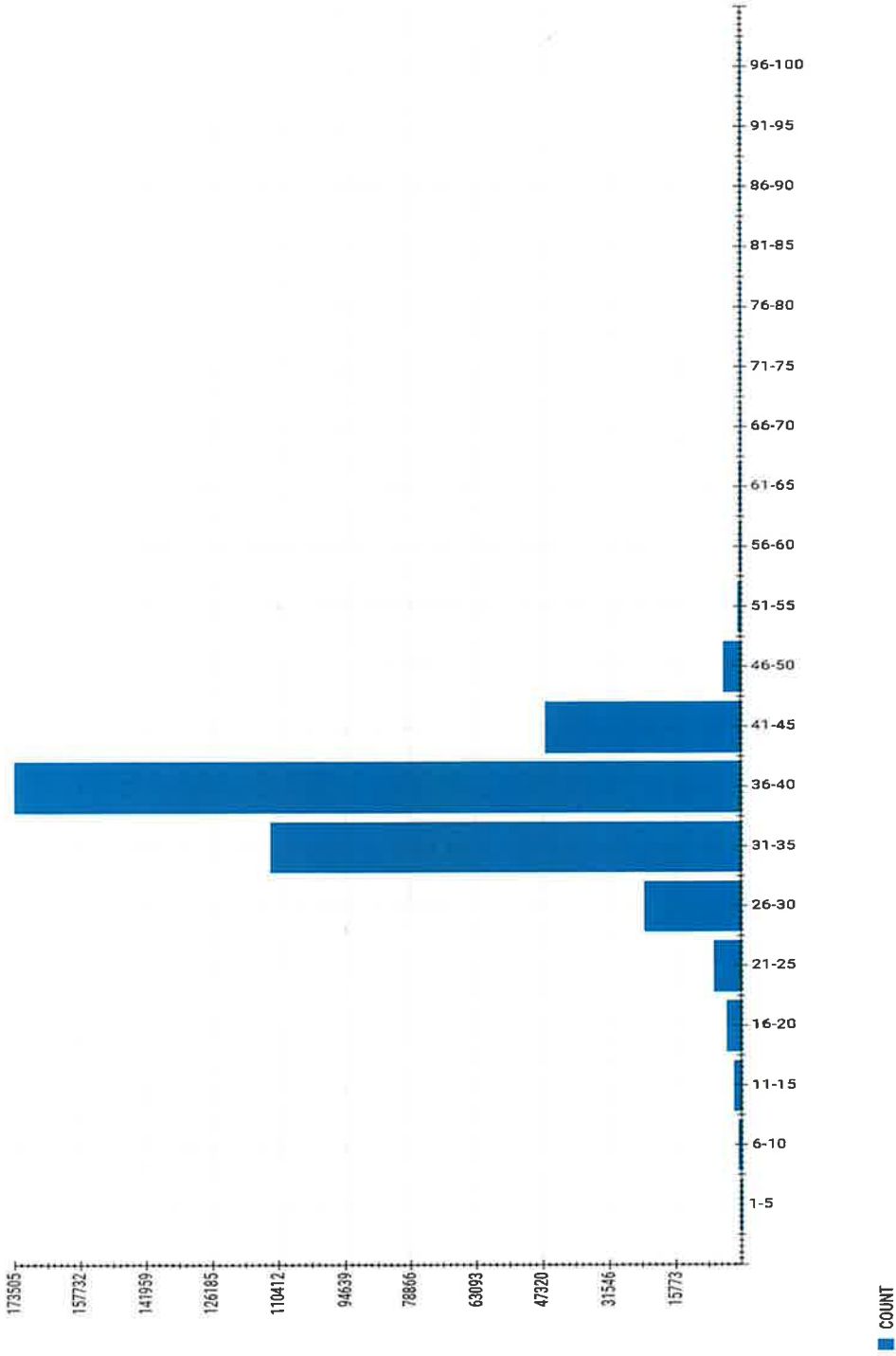


Count by Speed Range Report

Location: Midway E Bound (650' E. of Noe Rd)
Address: Midway E Bound (650' E. of Noe Rd)

Report period: 2024-04-09 to 2025-03-05

Count By Speed Range	
1-5	274
6-10	486
11-15	1581
16-20	3176
21-25	6264
26-30	23142
31-35	112145
36-40	173505
41-45	46456
46-50	4146
51-55	431
56-60	91
61-65	45
66-70	10
71-75	10
76-80	3
81-85	1
86-90	1
91-95	0
96-100	0
Total	371767



COUNT

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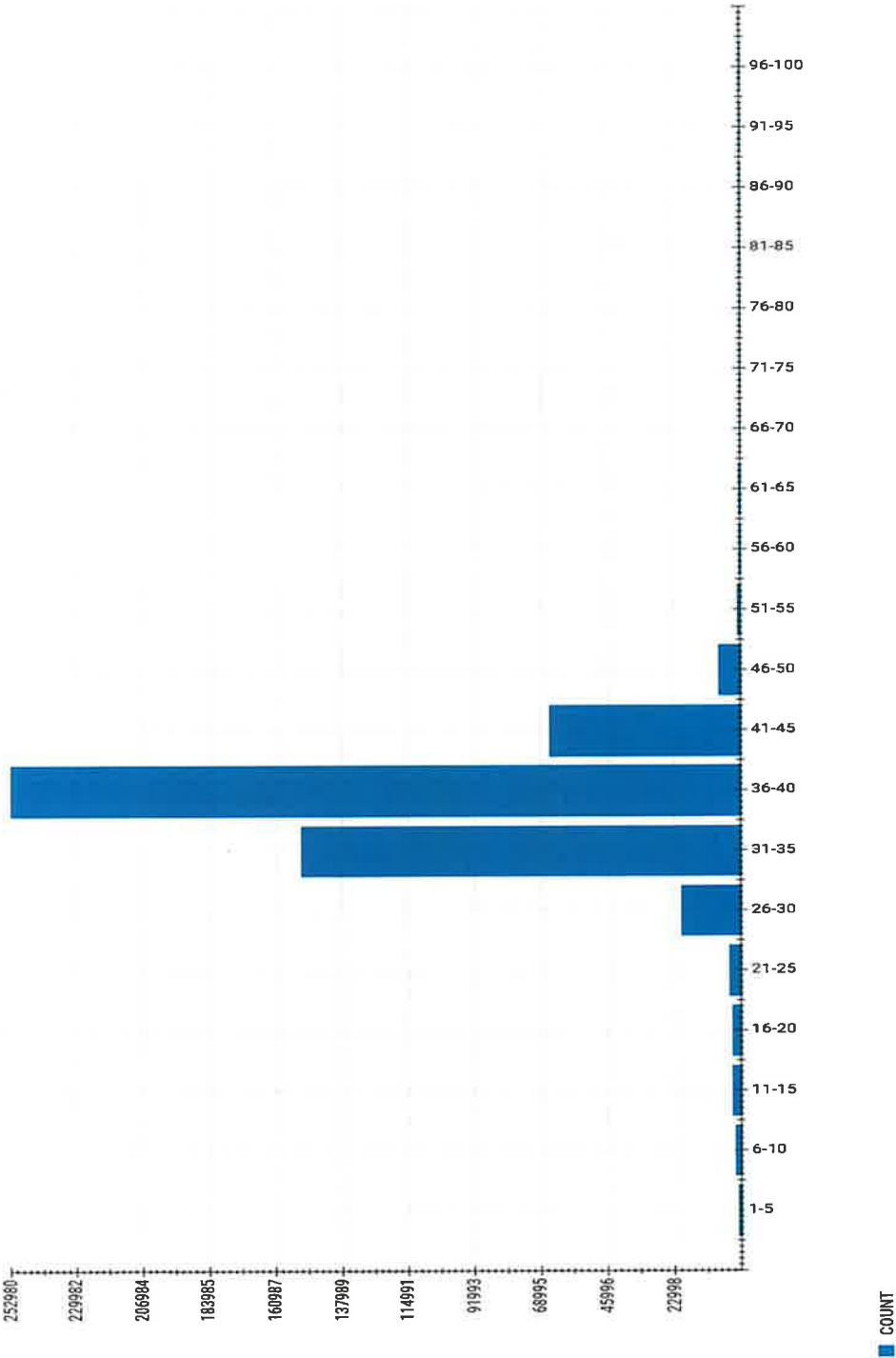
SafePace Cloud powered by Web Director

Count by Speed Range Report

Report period: 2024-04-09 to 2025-04-17

Location: Midway W Bound (650'E of Noe Rd)
Address: Midway W Bound (650'E of Noe Rd)

Count By Speed Range	
Speed Range	Count
1-5	751
6-10	1833
11-15	2798
16-20	2734
21-25	3553
26-30	20501
31-35	152276
36-40	252980
41-45	65638
46-50	7483
51-55	866
56-60	128
61-65	27
66-70	14
71-75	0
76-80	3
81-85	1
86-90	2
91-95	1
96-100	0
Total	511589



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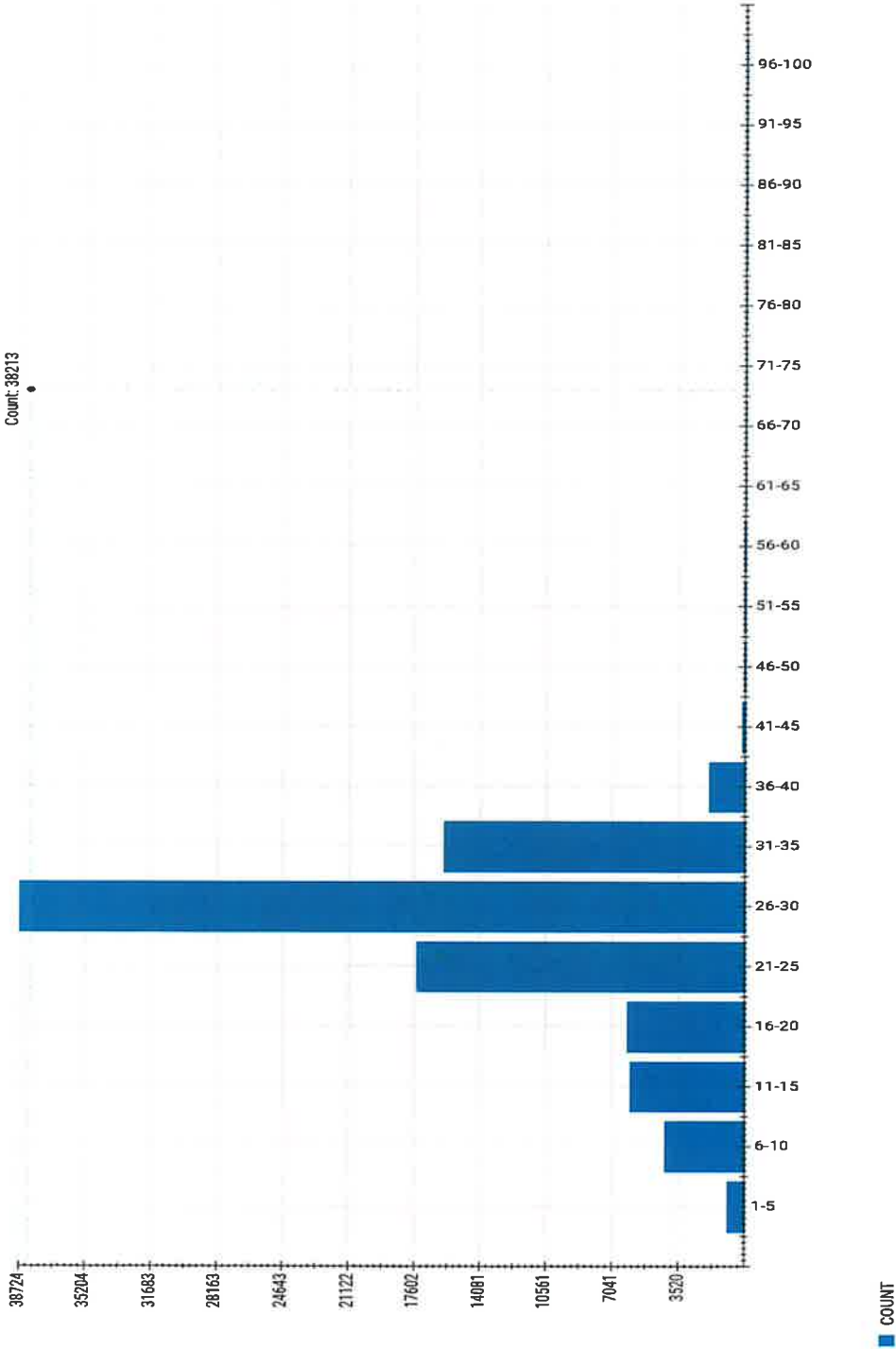
SafePace Cloud powered by Web Director

Count by Speed Range Report

Report period: 2024-04-09 to 2025-04-17

Location: Mile Long Drive (in front of pond)
Address: Mile Long Drive (in front of pond)

Count By Speed Range	
1-5	899
6-10	4182
11-15	6030
16-20	6218
21-25	17474
26-30	38724
31-35	16050
36-40	1930
41-45	156
46-50	17
51-55	3
56-60	3
61-65	2
66-70	1
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	91689

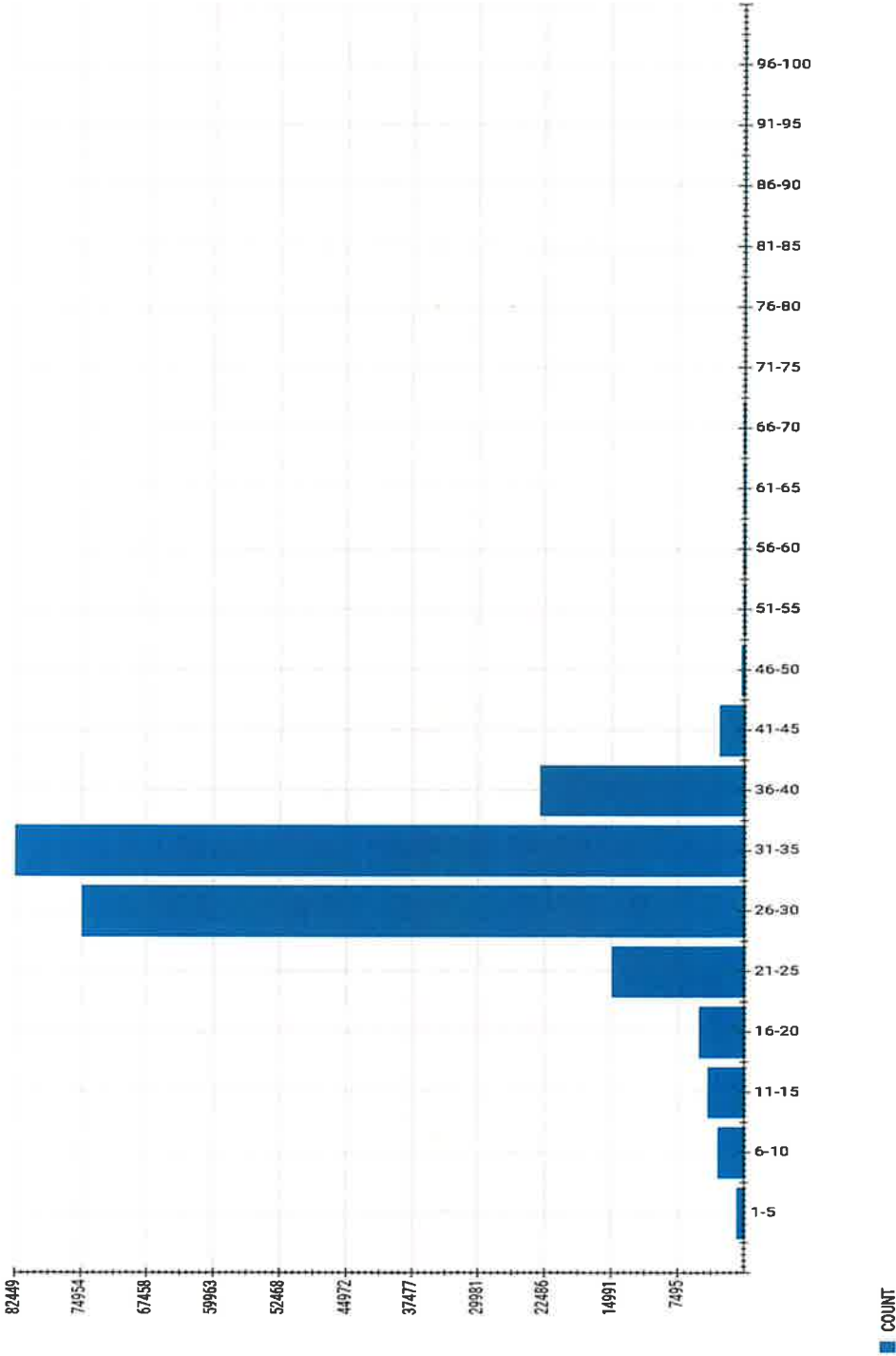


Count by Speed Range Report

Location: Noe Road S. Bound (N9611 Noe Rd)
Address: Noe Road S. Bound (N9611 Noe Rd)

Report period: 2024-04-09 to 2025-04-17

Count By Speed Range	
1-5	683
6-10	2813
11-15	3983
16-20	5067
21-25	14658
26-30	74848
31-35	82449
36-40	22948
41-45	2773
46-50	304
51-55	59
56-60	11
61-65	18
66-70	6
71-75	3
76-80	1
81-85	0
86-90	0
91-95	0
96-100	0
Total	210824



COUNT

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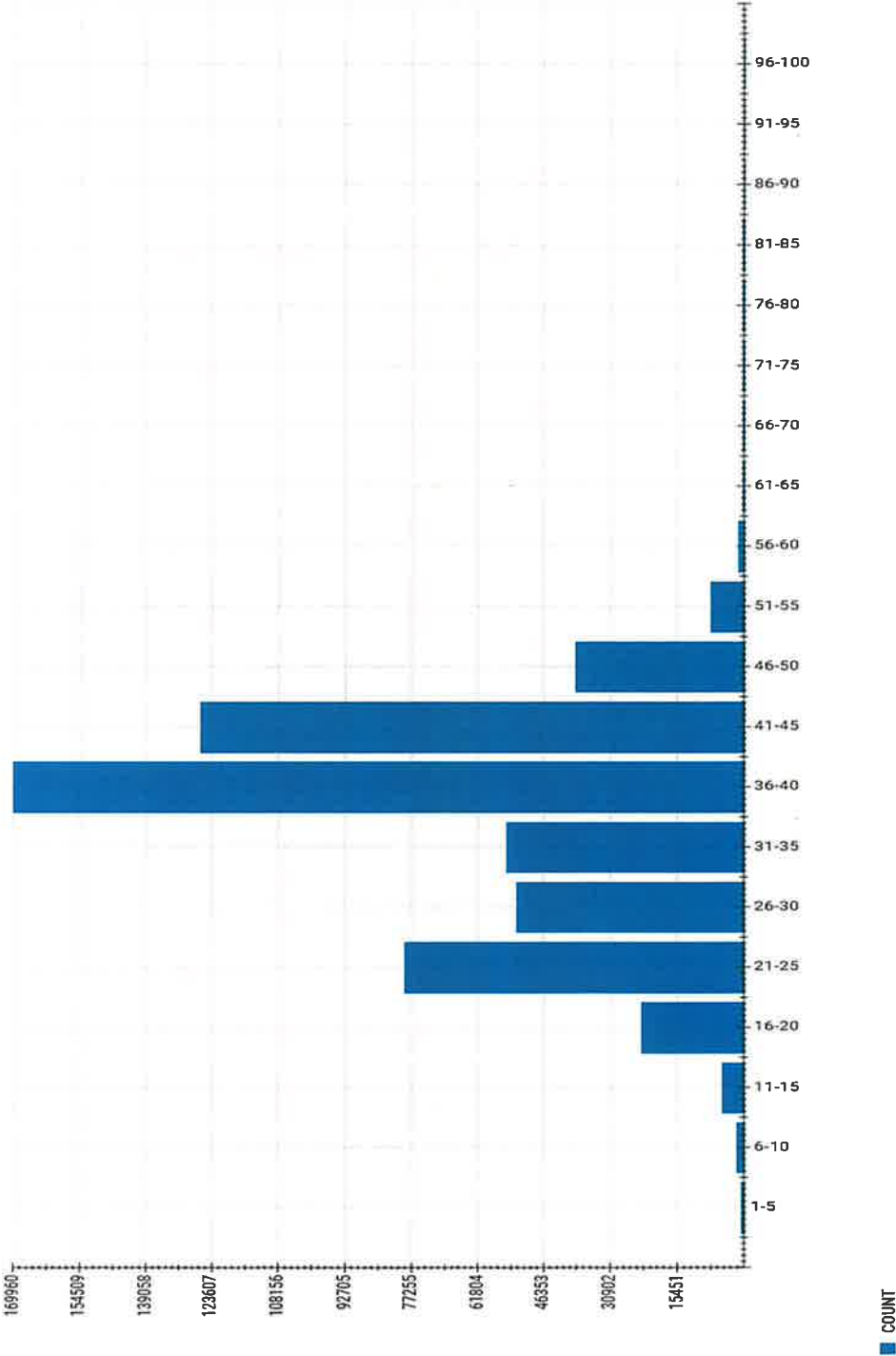
SafePace Cloud powered by Web Director

Count by Speed Range Report

Location: North Coop Road (250' N. Of Blazing Star Dr.)
Address: North Coop Road (250' N. Of Blazing Star Dr.)

Report period: 2024-04-09 to 2025-04-17

Count By Speed Range	
Speed Range	Count
1-5	480
6-10	1615
11-15	5003
16-20	23418
21-25	78931
26-30	52691
31-35	54961
36-40	169960
41-45	126364
46-50	38860
51-55	7505
56-60	1169
61-65	206
66-70	79
71-75	36
76-80	15
81-85	13
86-90	10
91-95	0
96-100	0
Total	561316



COUNT

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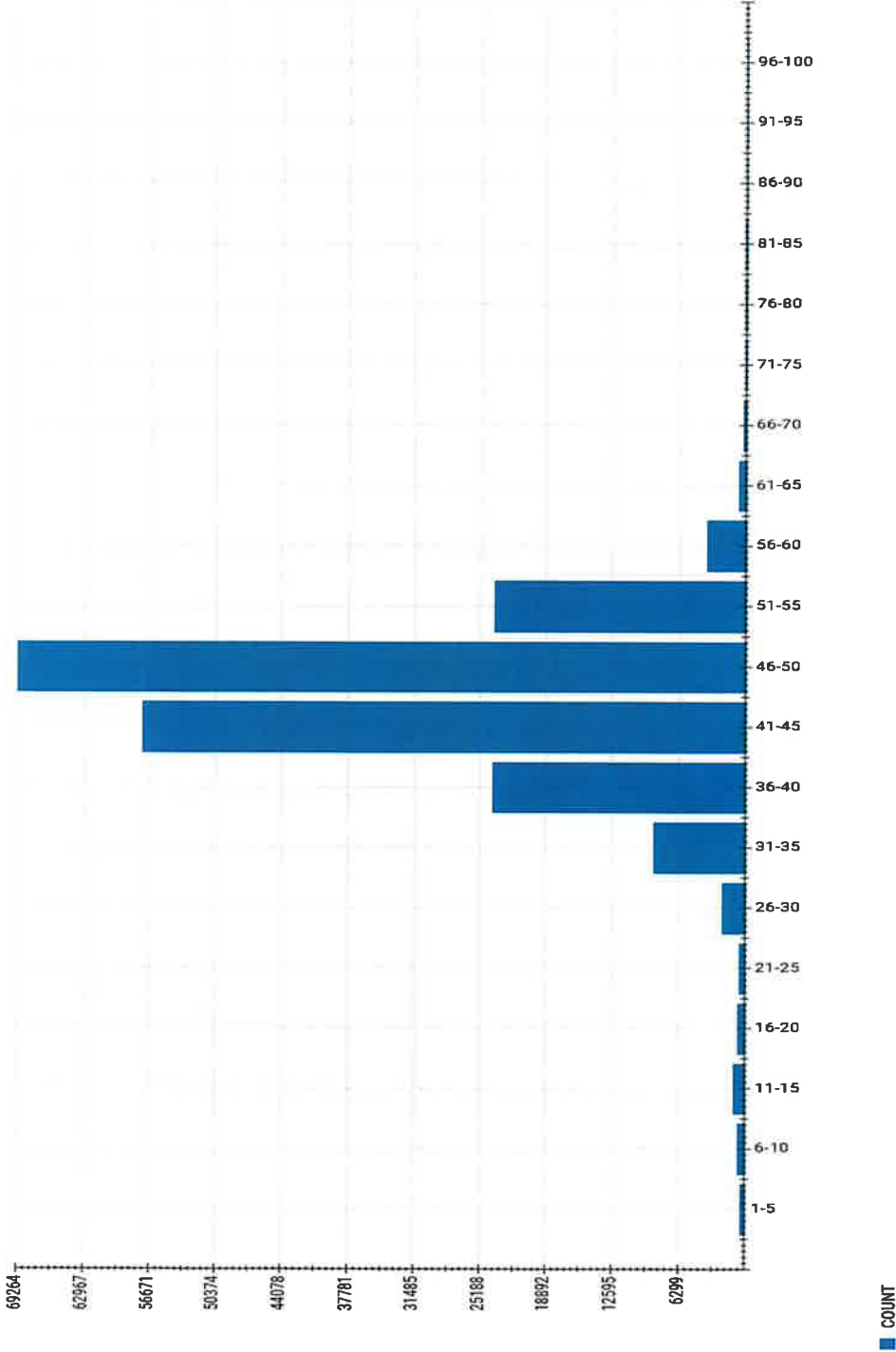
SafeSpace Cloud powered by Web Directo

Count by Speed Range Report

Location: Woodland Road E. Bound (75' W. of Spring Valley)
Address: Woodland Road E. Bound (75' W. of Spring Valley)

Report period: 2024-04-09 to 2025-04-17

Count By Speed Range	
Speed Range	Count
1-5	361
6-10	574
11-15	980
16-20	619
21-25	541
26-30	2081
31-35	8620
36-40	24026
41-45	57419
46-50	69264
51-55	23803
56-60	3628
61-65	643
66-70	186
71-75	59
76-80	16
81-85	9
86-90	2
91-95	3
96-100	3
Total	192837





State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF LOCAL GOVERNMENT SERVICES • 2135 RIMROCK RD MADISON, WI 53713

April 22, 2025

SADIE SLOTKE
VILLAGE OF SHERWOOD
PO BOX 279
SHERWOOD WI 54169-0279

Mailing Address:
PO Box 8971 #6-97
Madison WI 53708-8971
Fax: (608) 264-6887
lgs@wisconsin.gov

Notice of Determination – Innovation Planning Grant Approval

Notice Information

The Wisconsin Department of Revenue (DOR) appreciates your interest in the Innovation Planning Grant and is pleased to inform you that we approved your application for funding under sec. [79.038\(2\)](#), Wis. Stats.

District	VILLAGE OF SHERWOOD	County	CALUMET	District code	08179
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Grant Information

Project name	Comprehensive Plan for the Village of Sherwood to Transfer Information Technology and Inspection Ser
Service category	Housing, planning and zoning
Approved amount	\$35,000.00

Details:

- DOR will distribute the approved amount listed above within 30 days of this notice
- The distributed funds must be used for staffing and/or consultant expenses to develop an innovation plan under sec. [79.038\(1\)](#), Wis. Stats., that will transfer a service or duty to another governmental unit, non-profit organization, or private entity
- DOR expects the application for the Innovation Grant under sec. [79.038\(1\)](#), Wis. Stats., to be available in July 2025. We recommend you work to complete the development of your innovation plan by July 2025 to timely apply.
- If your district no longer wants to receive the approved grant amount listed above – contact lgs@wisconsin.gov immediately

Questions?

If you have questions, contact us at lgs@wisconsin.gov, (608) 266-5815 or (608) 266-1932.



VILLAGE BOARD MEETING

From:

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON

Meeting Date:

April 29, 2025

Title:

Finance Director/Treasurer

- Budget Report through March 31, 2025
- March 2025 Investment Report

Issue:

None.

Background and Additional Information:

- The 2024 audit began on April 7th with CliftonLarsonAllen (CLA). This year, a team from Green Bay was onsite handling the audit, replacing the Wauwatosa team that did the audit remotely in previous years. Overall, the process went smoothly, and they commended us on our organization and response to audit requests. It is anticipated that Amber, the Principal at CLA, will present the audited financial statements at the June meeting at the latest.
- Letters have been sent to owners who registered their dogs in prior years but have not yet completed registration for the 2025 licensing year. As of April 1st, a state-imposed late fee of \$5.00 applies.
- The 2024 Annual Room Tax Report has been filed. Notably, 2024 marks one of the first years the Village has included data in the report, as room tax revenue from home rental sites was recorded.
- The investment strategy was executed and completed between March and April. The May meeting will include an overview of the diversification strategy and the terms for extending investments into the five-year mark, as outlined in the Investment Report.
- Staff began planning and compiling articles for the summer newsletter.

Budget Impacts:

None.

Recommended Action:

None.

Attachments:

March 2025 Budget Report
March 2025 Investment Report

Investment Overview

as of March 31, 2025

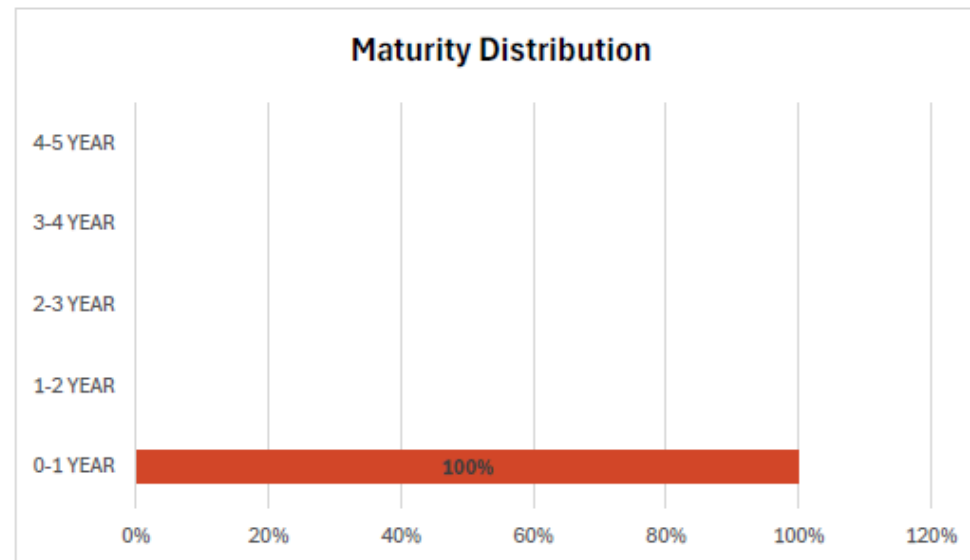
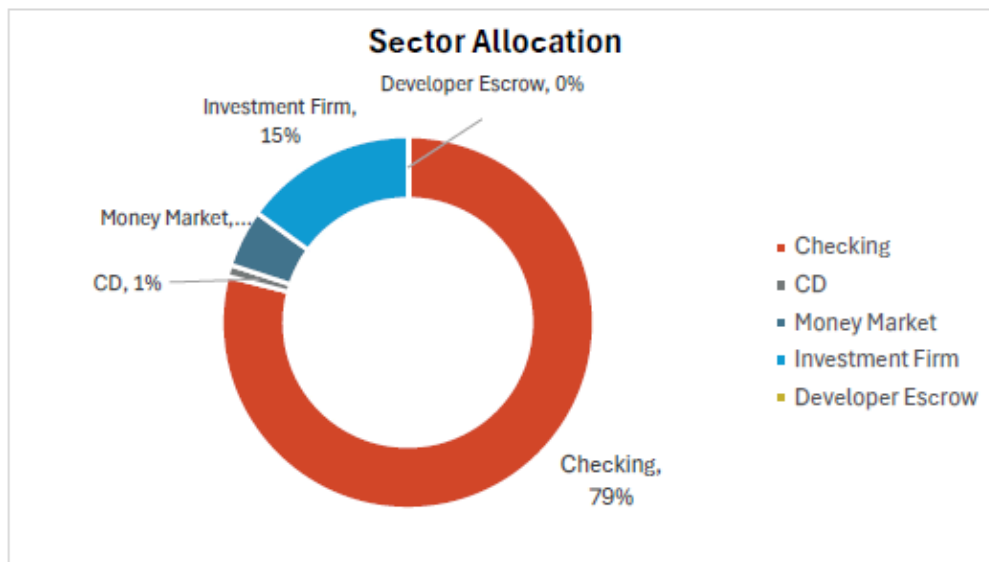
VILLAGE INVESTMENTS				
Type of Account	Bank	Maturity	Interest Rate	Amount
Checking Accounts	Nicolet National Bank (Tax)		4.38%	\$ 7,246,186.68
	Nicolet National Bank (Online)		4.38%	\$ 957,957.17
	Nicolet National Bank (Main Checking)		4.38%	\$ 3,956,339.52
	Nicolet National Bank (GO Debt)		4.38%	\$ 8,672,894.41
	Nicolet National Bank (TOWN)		0.00%	\$ 11,064.35
	Community First Credit Union (Membership)		0.00%	\$ 5.19
	TOTAL			\$ 20,844,447.32
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		0.00%	\$ -
	Local Government Investment Pool		4.39%	\$ 1,424,097.69
	TOTAL		\$ 1,424,097.69	
Investment Firm	Charles Schwab (CD's, Money Market, and Treasuries)	various	various	\$ 3,840,000.00
		TOTAL		\$ 3,840,000.00
Developer Escrow	Nicolet National Bank - Stargazer		0.00%	\$ -
	Community First Credit Union - Jewel Box		1.98%	\$ 75,638.70
	TOTAL		\$ 75,638.70	
		GRAND TOTAL		\$ 26,471,414.18

UTILITY INVESTMENTS				
Type of Account	Bank	Maturity	Interest Rate	Amount
Checking Accounts	Nicolet National Bank		4.38%	\$ 672,312.27
	Community First Credit Union (Expenses)		0.40%	\$ 162,686.66
	TOTAL			\$ 834,998.93
Certificates of Deposit (CD)	Community First Credit Union (12 month)	10/31/2025	3.74%	\$ 553,004.90
	Community First Credit Union (14 month)	9/7/2025	5.08%	\$ 518,855.11
	State Bank of Chilton (7 month)	10/19/2025	4.50%	\$ 500,000.00
	TOTAL			\$ 1,571,860.01
Money Market	Community First Credit Union (Customer Payments)		3.93%	\$ 1,344,476.64
	Community First Credit Union (Reserve)		0.00%	\$ -
	State Bank of Chilton		4.50%	\$ 1,121,658.07
	TOTAL			\$ 2,466,134.71
Investment Firm	Charles Schwab (CD's, Money Market, and Treasuries)	various	various	\$ 2,880,000.00
	TOTAL			\$ 2,880,000.00
		GRAND TOTAL		\$ 7,752,993.65

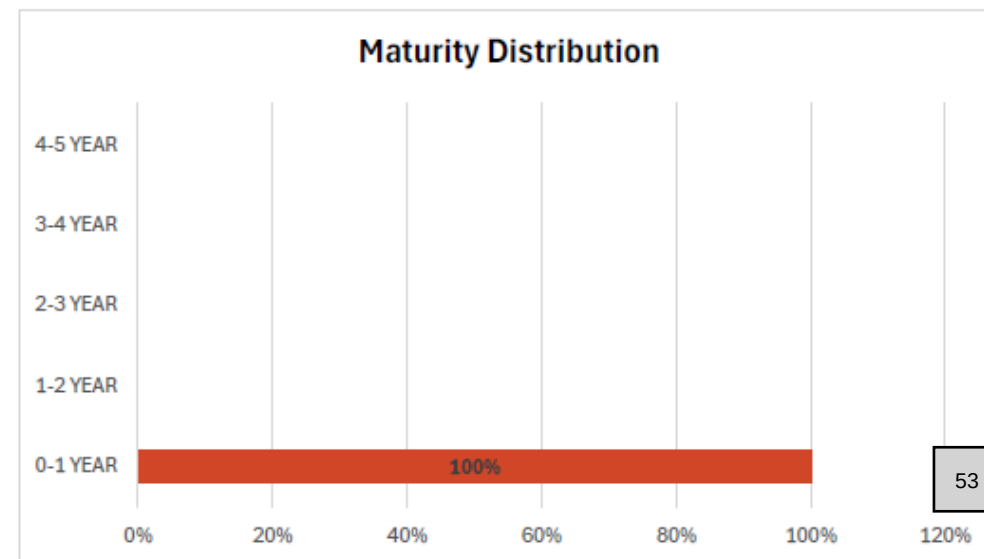
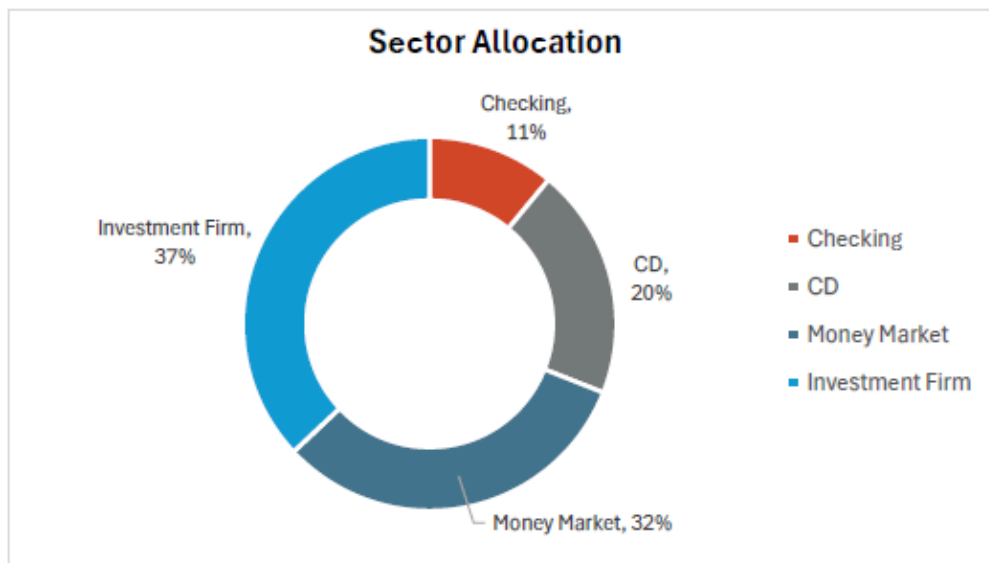
Investment Overview

as of March 31, 2025

Village Investments



Utility Investments



VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Parks and Trails Report

Issue: None

Background and Additional Information:

1. Parks staff have been cleaning up the parks.
2. Pickle ball court nets have installed. The Village recently contracted to have vinyl slats added to the chain link fence to break the wind as the tarps do not work.
3. Marked dead ash trees for the removal quote that will be later on the agenda.
4. Completed prescribed burning of the two stormwater management ponds.
5. Planning meetings related to Farmers Field Shelter and Rennwood Park.
6. Work to begin soon on preparation for Rennwood Parking Lot
7. Assisting streets crew with spring time projects.

Budget Impacts: None

Recommended Action: None

Attachments:

None

VILLAGE BOARD MEETING

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

VILLAGE OF HARRISON

Meeting Date: 04/29/2025

Title: Public Works/Engineering

Issue: None

Background and Additional Information:

1. Transition from snow plowing operations to summer operations.
2. Re-claiming the shoulders
3. Filling potholes
4. Getting ready for construction at DPW
5. Preparation of the slab for the Clearly Building
6. Resident drainage issues
7. Preparing compost and wood chips at Yard Waste Site
8. Right of Way Permits

Budget Impacts: None

Recommended Action: None

Attachments:

a. None

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: Clerk Report for April 2025

Board Update:

The Spring Election was held on April 1, 2025. Nearly 60% of Harrison's registered voters cast their ballots in this election. Harrison has approximately 9,700 residents registered to vote and 5,781 of them participated. Absentee voting by mail and in-person before election day was very popular again; 2,474 absentee ballots were processed by the election inspectors on election day. There were also 92 new or updated registrations at the polls on election day.

The additional Badger Books that were purchased in January were very helpful in keeping the polling lines moving and processing all those absentee ballots.

Alcohol License renewal packets were mailed out to business owners a couple weeks ago and are starting to be returned to the office. Staff will then complete the required background checks and publications, and they should be ready for Board consideration at the May meeting.

The clerk has been working with the assessor on educational/outreach materials regarding the market adjustment. There will be information in the next newsletter and on our website soon. The assessor has confirmed that he will host a Q&A session for our residents sometime between the new assessment letters being mailed and the start of Open Book. Staff is concerned that the village hall may not be large enough to hold the public Q&A session so we will be checking into possible alternative locations.

Open Book and Board of Review dates with the assessor have been scheduled.

Open Book – note it is 3 days (versus only 1 day during maintenance years)

Tuesday, July 8TH 8:00 am – NOON & 1:00 pm – 3:00 pm

Wednesday, July 9th 9:00 am – 1:00 pm & 2:00 pm – 6:00 pm

Thursday, July 10th 8:00 am - noon

The **initial Board of Review Meeting** is scheduled for Tuesday, May 27, 2025 at 5:45 pm
(This is the meeting held just to adjourn until the assessment roll is completed.)

The **Board of Review with Hearings** is scheduled for **Wednesday, August 13, 2025; 10:30am**. This meeting will be a minimum of 2 hours. At least one member of the BOR must complete the 3-hour training and be certified before the initial meeting. The clerk will set up the training for whoever is going to be certified this year.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Brandon Barlow, Utilities Office Manager

Meeting Date:
April 29, 2025

Title:
Harrison Utilities

Issue:
Monthly Report to the Board

Background and Additional Information:

- 2025 Meter Change, Clear Water Inspection, and Residential Cross Connection Survey Program:** The Department of Natural Resources (DNR) and Public Service Commission (PSC) require that utilities conduct programs to ensure safety and efficiency of water and sanitary sewer services. A key aspect of compliance with DNR and PSC regulations is the meter change, clear water inspection, and residential cross-connection survey program. Utilities Billing Clerk Jessi Flohr conducts the mailing of the notification letters and coordination of the appointment schedule, while the Operators carry out the appointments. The 2025 program included 147 customers and all but two of them have scheduled their appointments as of 4/22/25.

Notices of Disconnection were sent to the customers that had not yet responded and hanging tags have been placed on the door handles. They have been notified that their water service will be shut off 4/24/25, per PSC § 185.37(2)(f), for "refusal or failure to permit authorized utility personnel access to the base meter" if they do not schedule their appointment prior to that date.
- 2025 Sanitary Sewer Cleaning and Televising Program:** Harrison Utilities is in the 2nd year of a 5-year agreement with Great Lakes TV Seal whereby the entirety of the gravity-flow system (which excludes the lift stations and force mains) is being cleaned/jetted and televised. This program is important for general maintenance as well to identify infrastructure in need of repair or replacement. The results of the televising program are used to prioritize areas seeing elevated inflow and infiltration (I&I), which is groundwater entering the sewer system. The presence of this additional (unbilled) water drives up sewage treatment costs and can overwhelm the system during rainfall and other high-water events.
- Customer Direct Payment Plan:** Harrison Utilities has developed a Direct Payment Plan for customers to pay their monthly utility bills conveniently and free of charge (*form attached*). Harrison Utilities has used Payment Service Network (PSN), a third-party

billing and payment processing vendor to accept electronic payments. PSN charges customers a processing fee (\$1.10 for checking/savings and 3% + \$0.50 for debit/credit cards).

Plan availability is being rolled out in phases to allow staff to process the forms:

- ❖ April: Village accounts (completed)
 - ❖ May: Form available in the Utilities Office as well as to customers who have previously inquired about direct payment.
 - ❖ June: Form available online, at Village Hall, and sent to all Utilities customers in the 2025 Harrison Utilities Newsletter.
4. **Neenah-Menasha Sewerage Commission (NMSC)**: A regular meeting of the NMSC was held on Tuesday, April 29th. Agendas and minutes for the meetings of the Neenah-Menasha Sewerage Commission are available at www.nmscwwtp.com
5. **Permits Issued in March:**
- a. Sanitary Sewer Connection:

Area	Single Family & Duplex	Multi-Family	Commercial
Lakeshore (Harrison)	1	0	0
Lift Station #4 – Harrison	1	0	0
Lift Station #4 – Menasha	1	0	1
Lift Station #6 (Harrison)	6	0	0
Total	9	0	1

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

Budget Impacts:
None

Recommended Action:
None

Attachments:
Harrison Utilities Direct Payment Plan Authorization Form

Direct Payment Plan Authorization Form

- The Direct Payment Plan automatically withdraws the amount due from your bank account on the due date. Payments are adjusted for weekends and holidays.
- The Direct Payment Plan is free.
- Allow 15 days to process the authorization form. If your payment is due within that time, use another payment method.
- A separate form must be completed for each utility account number.
- Direct payments remain in effect until you notify us in writing at least 5 days before the due date.

Submit the authorization form:

- By mail
- In our office
- In our drop box
- Email: office@harrisonutilities.org

Questions: (920) 989-1062 x 801 or office@harrisonutilities.org

Authorization Enrollment Form

Name: _____

Account # (from bill)

Address: _____

Service Address:

____ Savings

Account: _____ Checking

Bank Name: _____

Routing #:

Bank Account #: _____

I authorize Harrison Utilities to instruct my financial institution to deduct my utility payment from my checking or savings account. If I decide to discontinue this payment service, I will notify Harrison Utilities in writing at least **five days before the due date**.

Signature: _____ Phone: _____ Date: _____

Return the completed form to:

VILLAGE BOARD MEETING

From: Vicki Tessen, Village Clerk

VILLAGE OF HARRISON

Meeting Date: April 29, 2025

Title:

Bills and Claims

Issue:

None

Background and Additional Information:

Monthly Board Report

Budget Impacts:

Recommended Action:

Approve last month's bills and claims for the Village and Harrison Utilities as presented.

Attachments:

Bills & Claims Detailed Report

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 1
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	3/03/2025	DELTA DENTAL	
HWY DEPT MAR			Manual Check
100-09-53311-200-000		Hwy Dept - Benefits	842.89
HWY DEPT MAR		2294274	
100-02-51400-200-000		Gen. Admin - Benefits	553.11
CLERK MANAGER OFFICE ASST MAR		2294274	
100-01-51101-200-000		Planning - Benefits	0.00
PLANNER MAR		2294274	
100-06-52200-200-000		Fire Dept - Benefits	120.57
FIRE MAR		2294274	
100-00-52400-201-000		Inspections - Benefits	120.57
BLDG INSP MAR		2294274	
100-00-14500-000-000		Due from Harrison Utilities	441.35
UTILITIES MAR 2025 DELTA DENTAL		897656	
Total			2,078.49

EFT	3/03/2025	INTERNAL REVENUE SERVICE-PAYROLL TAXES	
EMPLOYEE SOCIAL SECURITY 2/27/25			Manual Check
100-00-21020-000-000		Social Security Taxes Payable	4,631.00
EMPLOYEE SOCIAL SECURITY 2/27/25			
100-00-21020-000-000		Social Security Taxes Payable	1,083.03
EMPLOYEE MEDICARE 2/27/25			
100-00-21020-000-000		Social Security Taxes Payable	4,631.00
EMPLOYER LIABILITY SOCIAL SEC 2/27/25			
100-00-21020-000-000		Social Security Taxes Payable	1,083.03
EMPLOYER LIABILITY MEDICARE 2/27/25			
100-00-21030-000-000		U.S. Withholding Taxes Payable	6,587.91
FED INCOME TAXES 2/27/25			
Total			18,015.97

EFT	3/04/2025	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		474585	
Total			246.68

EFT 3/11/2025 WI DEPT OF REVENUE-PAYROLL TAXES
STATE TAXES WT-6 FOR PAYROLL 2/27/25 Manual Check

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 2
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21040-000-000		State Withholding Tax Payable	3,209.13
		STATE TAXES WT-6 FOR PAYROLL 2/27/25	
		Total	3,209.13

EFT 3/12/2025 UNITED HEALTHCARE
SHOP MAR 2025 HEALTH INSURANCE

Manual Check

100-09-53311-200-000		Hwy Dept - Benefits	13,239.47
		SHOP MAR 2025 HEALTH INSURANCE	
		890633534905	
100-02-51400-200-000		Gen. Admin - Benefits	8,795.09
		OFFICE MAR 2025 HEALTH INSURANCE	
		890633534905	
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER MAR 2025 HEALTH INSURANCE	
		890633534905	
100-06-52200-200-000		Fire Dept - Benefits	2,425.47
		FIRE MAR 2025 HEALTH INSURANCE	
		890633534905	
100-00-52400-201-000		Inspections - Benefits	3,397.29
		BLDG INSP MAR 2025 HEALTH INSURANCE	
		890633534905	
100-00-14500-000-000		Due from Harrison Utilities	5,444.89
		UTILITIES MAR 2025 HEALTH INSURANCE	
		890633534905	
		Total	33,302.21

EFT 3/11/2025 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 3/06/2025 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 3/14/2025 CHARTER COMMUNICATIONS- 82914
INTERNET SERVICE PERIOD 2/25-3/24

Manual Check

100-00-55200-000-000		Parks - Maint. and Utilities	109.99
		INTERNET SERVICE PERIOD 2/25-3/24	
		82914022525	
		Total	109.99

EFT 3/17/2025 VERIZON WIRELESS
IPAD FOR STATION 60

Manual Check

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 3
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-06-52200-500-022	3/01/2025	Fire Dept - Telephone	10.17
		IPAD FOR STATION 60 6107043935	
100-06-52200-500-022	3/01/2025	Fire Dept - Telephone	10.17
		IPAD FOR STATION 70 6107043935	
100-06-52200-500-022	3/01/2025	Fire Dept - Telephone	27.65
		PLAN ACCOUNT CHARGES 2/27-3/26 6107043935	
Total			47.99

EFT 3/11/2025 FSA DEPENDENT CARE ACCOUNT			
B BARLOW 2025 FSA DEP CARE REIMBURSEMENT Manual Check			
100-00-21045-000-000	3/11/2025	Health Insurance Payable	192.30
		B BARLOW 2025 FSA DEP CARE REIMBURSEMENT	
Total			192.30

EFT 3/11/2025 CHARTER COMMUNICATIONS- 78701			
ACC 153078701 SERVICE 2/24/25-3/23/25 Manual Check			
100-02-51400-400-006	3/11/2025	Gen. Admin - Service Contracts	607.94
		ACC 153078701 SERVICE 2/24/25-3/23/25 153078701022125	
Total			607.94

EFT 3/11/2025 CHARTER COMMUNICATIONS- 97501			
SERVICE PERIOD 2/24/25-3/23/25 Manual Check			
100-02-51400-400-006	3/11/2025	Gen. Admin - Service Contracts	131.98
		SERVICE PERIOD 2/24/25-3/23/25 152897501022125	
Total			131.98

EFT 3/11/2025 CHARTER COMMUNICATIONS- 78401			
SERVICE PERIOD 2/24/25-3/23/25 Manual Check			
100-02-51400-400-006	3/11/2025	Gen. Admin - Service Contracts	119.99
		SERVICE PERIOD 2/24/25-3/23/25 153078401022125	
Total			119.99

EFT 3/03/2025 MERCHANT CHOICE CARD SERVICES			
2/1 -2/28 CREDIT CARD PROCESSING FEES Manual Check			
100-02-51400-400-006	3/03/2025	Gen. Admin - Service Contracts	109.71
		2/1 -2/28 CREDIT CARD PROCESSING FEES	
Total			109.71

EFT 3/19/2025 PITNEY BOWES BANK INC RESERVE ACCOUNT			
ADDING MONEY POSTAGE ACCOUNT 15025158 Manual Check			

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 4
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-005	3/01/2025	Gen. Admin - Postage	1,000.00
		ADDING MONEY POSTAGE ACCOUNT 15025158	
		Total	1,000.00
EFT 3/18/2025		GORDON FLESCH CO. INC	Ⓢ
		BILL PERIOD 1/30-2/26/25 IMAGES	Manual Check
100-02-51400-400-006	3/18/2025	Gen. Admin - Service Contracts	297.24
		BILL PERIOD 1/30-2/26/25 IMAGES IN15069180	
		Total	297.24
EFT 3/10/2025		BOARD OF COMMISSIONERS OF PUBLIC LANDS	Ⓢ
		TID #2 LAND PURCHASE PRINCIPAL	Manual Check
402-00-58100-000-000	3/10/2025	G.O. Debt Principal - TID #2	86,870.85
		TID #2 LAND PURCHASE PRINCIPAL 0000021410	
402-00-58290-000-000	3/10/2025	G.O. Debt Interest - TID #2	32,695.89
		TID #2 LAND PURCHASE INTEREST 0000021410	
		Total	119,566.74
EFT 3/13/2025		WI DEFERRED COMP	
		UTILITIES DEF COMP PAYROLL 3/13/25	Manual Check
100-00-21525-000-000	3/13/2025	Wisc Deferred Comp Payable	430.00
		UTILITIES DEF COMP PAYROLL 3/13/25	
100-00-21525-000-000	3/13/2025	Wisc Deferred Comp Payable	850.00
		VILLAGE DEF COMP PAYROLL 3/13/25	
		Total	1,280.00
EFT 3/17/2025		INTERNAL REVENUE SERVICE-PAYROLL TAXES	
		EMPLOYEE SOCIAL SECURITY 3/13/25	Manual Check
100-00-21020-000-000	3/17/2025	Social Security Taxes Payable	3,829.65
		EMPLOYEE SOCIAL SECURITY 3/13/25	
100-00-21020-000-000	3/17/2025	Social Security Taxes Payable	895.62
		EMPLOYEE MEDICARE 3/13/25	
100-00-21020-000-000	3/17/2025	Social Security Taxes Payable	3,829.65
		EMPLOYER LIABILITY SOCIAL SEC 3/13/25	
100-00-21020-000-000	3/17/2025	Social Security Taxes Payable	895.62
		EMPLOYER LIABILITY MEDICARE 3/13/25	
100-00-21030-000-000	3/17/2025	U.S. Withholding Taxes Payable	4,817.03
		FED INCOME TAXES 3/13/25	
		Total	14,267.57

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM Reprint Check Register - Full Report - ALL Page: 5
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	3/24/2025	RELIANCE STANDARD LIFE INSURANCE COMPANY	
APR 2025 LIFE & DISABILITY HWY DEPT		Manual Check	
100-09-53311-200-000		Hwy Dept - Benefits	386.87
APR 2025 LIFE & DISABILITY HWY DEPT			
100-02-51400-200-000		Gen. Admin - Benefits	336.12
APR 2025 LIFE & DISABILITY OFFICE			
100-01-51101-200-000		Planning - Benefits	46.68
APR 2025 LIFE & DISABILITY PLANNER			
100-06-52200-200-000		Fire Dept - Benefits	64.75
APR 2025 LIFE & DISABILITY FIRE			
100-00-52400-201-000		Inspections - Benefits	55.29
APR 2025 LIFE & DISABILITY BLDG INSP			
		Total	889.71
EFT	3/25/2025	FSA DEPENDENT CARE ACCOUNT	
B BARLOW 2025 FSA DEP CARE REIMBURSEMENT		Manual Check	
100-00-21045-000-000		Health Insurance Payable	192.30
B BARLOW 2025 FSA DEP CARE REIMBURSEMENT			
		Total	192.30
EFT	3/26/2025	WI DEPT OF REVENUE-PAYROLL TAXES	
STATE TAXES WT-6 FOR PAYROLL 3/13/25		Manual Check	
100-00-21040-000-000		State Withholding Tax Payable	2,581.31
STATE TAXES WT-6 FOR PAYROLL 3/13/25			
		Total	2,581.31
EFT	3/26/2025	VERIZON WIRELESS	Ⓢ
FROM 3/6-4/5 OFFICE		Manual Check	
100-00-51600-500-022		Municipal Bldg - Telephone	246.92
FROM 3/6-4/5 OFFICE		6107761385	
100-09-53311-500-022		Hwy Dept - Telephone	349.88
FROM 3/6-4/5 HWY DEPT		6107761385	
100-00-51100-500-022		Village Board - Telephone	286.31
FROM 3/6-4/5 BOARD		6107761385	
100-06-52200-500-022		Fire Dept - Telephone	41.38
FROM 3/6-4/5 FIRE		6107761385	
100-00-14500-000-000		Due from Harrison Utilities	284.22
FROM 3/6-4/5 HARRISON UTILITIES		6107761385	
		Total	1,208.71

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 6

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	3/28/2025	WE ENERGIES	Ⓢ
ACCT 0716666446-00001	FIRE DEPT #2 ELEC	Manual Check	
100-06-52200-500-020	Fire Dept - Electric		197.36
ACCT 0716666446-00001	FIRE DEPT #2 ELEC		
100-00-53420-004-000	Street Lighting - HAA		1,228.07
ACCT 0716666446-00003	General Lights		
100-00-53420-001-000	Street Lighting - North Shore		16.06
ACCT 0716666446-3	NorthShore Golf Course		
100-00-53420-006-000	Street Lighting - NS Woods		98.50
ACCT 0716666446-3	NorthShore Woods Sub.		
100-00-53420-000-000	Street Lighting - General		74.82
ACCT 0716666446-00003	Harrisville Court		
100-00-51600-500-021	Municipal Bldg - Heat		1,178.29
ACCT 0716666446-00004	HALL/SHOP GAS HEAT		
100-00-55200-000-000	Parks - Maint. and Utilities		305.59
ACCT 0716666446-6	COMMUNITY PARK LIGHTS		
100-09-53311-500-020	Hwy Dept - Electric		1,121.45
ACCT 0716666446-00007	ELECTRIC SHOP 60%		
100-00-51600-500-020	Municipal Bldg - Electric		747.63
ACCT 0716666446-00007	TOWN HALL ELEC 40%		
100-06-52200-500-021	Fire Dept - Heat		481.40
ACCT 0716666446-00008	FIRE DEPT #1 HEAT		
100-00-53420-000-000	Street Lighting - General		331.43
ACCT 0716666446-9	LED STREET LIGHTING		
100-00-55200-000-000	Parks - Maint. and Utilities		35.73
ACCT 0716666446-00010	Shelter-Noe Road		
100-06-52200-500-021	Fire Dept - Heat		401.83
ACCT 0716666446-00011	FIRE DEPT #2 GAS		
100-00-55200-000-000	Parks - Maint. and Utilities		14.22
ACCT0716666446-12	COMMPARK SPECIALEVENTS		
100-06-52200-500-020	Fire Dept - Electric		218.20
ACCT 0716666446-00013	FIRE DEPT #1 ELEC		
100-00-53635-100-000	Compost Site		19.03
ACCT 0716666446-00016	YARD WASTE		
100-00-53420-000-000	Street Lighting - General		0.00
SERVICE CREDIT			
Total			6,469.61

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 7
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	3/31/2025	WISCONSIN EMPLOYEE TRUST FUND (ETF)	
VOH RETIREMENT FEB		Manual Check	
100-00-21520-000-000		Wisconsin Retirement Payable	16,694.40
VOH RETIREMENT FEB		320082	
100-00-21520-000-000		Wisconsin Retirement Payable	4,287.48
UTILITIES RETIREMENT FEB		320082	
Total			20,981.88
EFT	3/27/2025	WI DEFERRED COMP	
UTILITIES DEF COMP PAYROLL 3/27/25		Manual Check	
100-00-21525-000-000		Wisc Deferred Comp Payable	430.00
UTILITIES DEF COMP PAYROLL 3/27/25			
100-00-21525-000-000		Wisc Deferred Comp Payable	850.00
VILLAGE DEF COMP PAYROLL 3/27/25			
Total			1,280.00
EFT	3/31/2025	INTERNAL REVENUE SERVICE-PAYROLL TAXES	
EMPLOYEE SOCIAL SECURITY 3/27/25		Manual Check	
100-00-21020-000-000		Social Security Taxes Payable	3,856.65
EMPLOYEE SOCIAL SECURITY 3/27/25			
100-00-21020-000-000		Social Security Taxes Payable	901.93
EMPLOYEE MEDICARE 3/27/25			
100-00-21020-000-000		Social Security Taxes Payable	3,856.65
EMPLOYER LIABILITY SOCIAL SEC 3/27/25			
100-00-21020-000-000		Social Security Taxes Payable	901.93
EMPLOYER LIABILITY MEDICARE 3/27/25			
100-00-21030-000-000		U.S. Withholding Taxes Payable	4,880.60
FED INCOME TAXES 3/27/25			
Total			14,397.76
EFT	3/31/2025	PITNEY BOWES GLOBAL FINANCIAL SERV-METER INV	
POSTAGE METER 12/30/24 - 3/29/25		Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts	365.26
POSTAGE METER 12/30/24 - 3/29/25		3320414444	
100-00-14500-000-000		Due from Harrison Utilities	40.58
POSTAGE METER UTILITIES 12/30/24-3/29/25		3320414444	
Total			405.84
16200	3/05/2025	AMAZON CAPITAL SERVICES	
1P1YLWN9N4Q3,1V6YCVYKFCPW,19LNFMTYXVM			

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 8
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-000	Gen. Admin - Supplies		19.99
	FROM 2/11/25 WIRELESS MOUSE	1P1Y-LWN9-N4Q3	
100-00-52400-400-000	Inspections - Supplies		328.90
	FROM 2/11/25 TOOLS, BOOKS	1P1Y-LWN9-N4Q3	
100-02-51400-400-000	Gen. Admin - Supplies		46.97
	FROM 2/21/25 PENS, MONITOR STAND	1V6Y-CVYK-FCPW	
100-09-53311-400-000	Hwy Dept - Supplies		26.99
	FROM 2/24/25 CLEANING DUSTER	19LN-FMHT-YXVM	
Total			422.85
16201	3/05/2025	AMAZON CAPITAL SERVICES	
	1CY1-JXRC-6LP1		
100-06-52200-400-000	Fire Dept - Supplies/Services		146.94
	FRM 2/25 CLIPBOARD, HITCH REC, TOW STRAP	1CY1-JXRC-6LP1	
Total			146.94
16202	3/05/2025	AUTOMOTIVE SUPPLY- APPLETON	
	61011467, 61011159, 61012227		
100-09-53311-505-000	Hwy Dept - Building Maint		79.85
	FROM 2/17/25 GAL BOTTLE, CHEM-ADD	61011467	
100-06-52200-600-000	Fire Dept - Vehicle Maint.		6.16
	FROM 2/12 FIRE TRK 63 GENERATOR REPAIR	61011159	
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance		154.19
	FRM 2/28 POLICE CARS/SHOP OIL,LUBE,WIPER	61012227	
Total			240.20
16203	3/05/2025	BCI ENTERTAINMENT LLC	
	PAYMENT #1, JULY 16TH SHOW		
100-00-55200-120-000	Parks - Recreation Programs		6,250.00
	JULY 16 DRONE SHOW PARK EVENT		
Total			6,250.00
16204	3/05/2025	BRIAN WARNER CONSTRUCTION	
	REFUND OVERPAYMENT ON BLDG PERMIT 25-21		
100-00-44305-000-000	Building Permit Fee		10.00
	REFUND OVERPAYMENT ON BLDG PERMIT 25-21		
Total			10.00
16205	3/05/2025	BROOKS TRACTOR INC - SUN PRAIRIE	
	R31640, R31644, R31645		

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 9
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-900-000		Hwy Dept - Road Maintenance	4,500.00
	FROM 2/17/25 RENTAL JD LDR 2/16-3/17	R31640	
405-00-56700-000-000		Site Preparation - TID #5	3,500.00
	FRM 2/17/25 RENTAL JD EXC,TREN 2/17-2/23	R31644	
405-00-56700-000-000		Site Preparation - TID #5	3,500.00
	FROM 2/21 RENTAL JD EXC, TREN TO 3/11	R31645	
Total			11,500.00
16206	3/05/2025	BRUSH BOY CUSTOMS, LLC	
2260			
100-09-53315-902-000		Hwy Dept - Signs	295.00
	FRM 2/11 W6597 FIRE,LETTERING OFFICE,FL8	2260	
Total			295.00
16207	3/05/2025	CALUMET COUNTY REGISTER OF DEEDS	
	RECORDING FEE UPDATE NOTE CROSSROADS		
402-00-51510-000-000		Administrative Costs - TID #2	30.00
	RECORDING FEE UPDATE NOTE CROSSROADS		
Total			30.00
16208	3/05/2025	CHRIST THE ROCK COMMUNITY CHURCH	
000008			
100-00-51440-400-000		Elections - Supplies	115.00
	FROM 2/24 FEB ELECTION FOOD		
Total			115.00
16209	3/05/2025	CORPORATE NETWORK SOLUTIONS, INC	
77813, 78368, 78639			
100-02-51400-400-000		Gen. Admin - Supplies	125.00
	REPLACEMENT UPS BATTERY CARTRIDGE	77813	
100-02-51400-400-006		Gen. Admin - Service Contracts	1,232.00
	DUO SECURITY 22 ANNUAL SUBSCRIP, TOKENS	78368	
100-02-51400-400-006		Gen. Admin - Service Contracts	50.00
	FROM 2/27 BEYOND TRUST REMOTE ACCESS 1YR	78639	
Total			1,407.00
16210	3/05/2025	EZ GLIDE GARAGE DOORS & OPENERS	
189159-IN			
100-09-53311-505-000		Hwy Dept - Building Maint	3,680.00
	FROM 2/14/25 NEW GARAGE DOOR DPW	189159-IN	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 10

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			3,680.00
16211	3/05/2025	FINGER PUBLISHING INC	
BE263659T			
100-00-51440-400-000		Elections - Supplies	168.91
		FROM 2/6/25 SPRING ELECTION GROUP	
		BE263659T	
Total			168.91
16212	3/05/2025	GFL ENVIRONMENTAL	
U30000175459			
100-00-53620-000-000		Refuse and Garbage Services	79.00
		COMMUNITY PARK TRASH PICKUP MAR	
		U30000175459	
Total			79.00
16213	3/05/2025	GFL ENVIRONMENTAL	
U30000175638			
100-00-53620-000-000		Refuse and Garbage Services	34,482.72
		RES TRASH FOR FEB	
		U30000175638	
100-00-53635-000-000		Recycling Services	22,970.20
		RES RECYCLING FOR FEB	
		U30000175638	
100-00-53620-000-000		Refuse and Garbage Services	89.59
		COMMERCIAL TRASH DUMPSTER VHALL FEB	
		U30000175638	
100-00-53635-000-000		Recycling Services	61.13
		COMMERCIAL RECYCLING DUMPSTER VHALL FEB	
		U30000175638	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		DAMAGED CARTS	
		N/A	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		FUEL SURCHARGE RESIDENT PICKUP	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	31.66
		FUEL SURCHARGE VILLAGE HALL PICKUP	
		U30000175638	
100-00-53620-000-000		Refuse and Garbage Services	25.00
		CONTAMINATION CHRG - N9457 HANDEL	
		U30000175638	
100-00-53620-000-000		Refuse and Garbage Services	25.00
		CONTAMINATION CHRG - N9569 CLOVER RIDGE	
		U30000175638	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		FALL YARD PICKUP	
		NA	
100-00-53620-000-000		Refuse and Garbage Services	25.00
		BULKY ITEM PICKUP - W7090 SHEA RD	
		U30000175638	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 11

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53620-000-000		Refuse and Garbage Services	0.00
		SPRING YARD PICKUP NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
Total			57,710.30
16214	3/05/2025	GRG PLAYSCAPES	0
25-1640			
400-00-57220-000-000		Capital Outlay - Parks	45,000.00
		RENNWOOD PARK NATURAL PLAYSCAPES DEPOSIT 25-1640	
Total			45,000.00
16215	3/05/2025	HARRISON UTILITIES	0
000-2781-00			
100-06-52200-500-023		Fire Dept - Water/Sewer	78.85
		ACCOUNT 000-2781-00	
Total			78.85
16216	3/05/2025	HOTSY CLEANING SYSTEMS INC	0
20250219-115435198			
100-06-52200-700-000		Fire Dept - Equip Maintenance	678.77
		FRM 2/19/25 SOLENOID,ANTI-FREEZE,LABOR 20250219-115435198	
Total			678.77
16217	3/05/2025	HYDROCLEAN EQUIPMENT INC	0
29888			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	451.32
		FROM 2/28/25 BURNER ON TRAILER REPAIR 29888	
Total			451.32
16218	3/05/2025	J.D. OGDEN PLUMBING & HEATING INC	0
102541			
100-06-52200-404-000		Fire Dept - Annual Tests/Certs	210.00
		FROM 2/21/25 ANNUAL TESTING 102541	
Total			210.00

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 12

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
16219	3/05/2025	JASON GRUETZMACHER	
		REIMBURSE MILEAGE/EXPENSES 3 TESTS	
100-00-52400-305-000		Inspections - Expense/Mileage/ REIMBURSE MILEAGE/EXPENSES 3 TESTS	495.14
		Total	495.14
16220	3/05/2025	KEYSTONE HOMES & REMODELING LLC	
		ESCROW W5820 DELTA LESS DEDUCT SERV INSP	
100-00-21060-000-000		Building Escrows Payable ESCROW RTN W5820 DELTA DEDUCT EXTRA INSP	1,400.00
		Total	1,400.00
16221	3/05/2025	KL ENGINEERING	
		20250083	
400-00-57220-000-000		Capital Outlay - Parks 1/17 HIGHCLIFF TRAIL FEASIBILITY STUDY 20250083	2,518.49
		Total	2,518.49
16221	3/05/2025	KL ENGINEERING	
		REVERSE TO CORRECT GL NUMBER	
400-00-57220-000-000		Capital Outlay - Parks 1/17 HIGHCLIFF TRAIL FEASIBILITY STUDY 20250083	-2,518.49
100-00-57230-000-000		Capital Outlay - Trails 1/17 HIGHCLIFF TRAIL FEASIBILITY STUDY 20250083	2,518.49
		Total	0.00
16222	3/05/2025	KLINK HYDRAULICS LLC	
		43636	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FRM 2/19/25 HOSE, COUPLING, SOCKET, PLUG 43636	158.32
		Total	158.32
16223	3/05/2025	L & S TRUCK CENTER	
		321770, 423885	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 2/21/25 TRUCK 25 REAR BRAKE CALIBER 321770	4.66
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 2/26 2017 FORD F350 REPAIRS 423885	696.46
		Total	701.12

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 13

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
16224	3/05/2025	LINDA EISMANN	
REIMBURSE GARB & RECY CART 2024 P 40766			
100-00-46420-000-000		Refuse Collection Fee (67%)	95.52
REIMBURSE GARB & RECY 2024 P 40766			
100-00-46435-000-000		Recycling Collection Fee (33%)	63.60
REIMBURSE GARB & RECY 2024 P 40766			
Total			159.12
16225	3/05/2025	LINDE GAS & EQUIPMENT INC	
48180859			
100-09-53311-400-000		Hwy Dept - Supplies	44.08
FROM 2/22/25 CYLINDER RENT		48180859	
Total			44.08
16226	3/05/2025	LISOWE OIL DIV OF ADVANCED FUEL SERV	
78805			
100-09-53311-600-030		Hwy Dept - Fuel	2,022.97
FROM 2/24/25		78805	
Total			2,022.97
16227	3/05/2025	MCMAHON	
400894,603607,938025,938119-133,938202			
100-02-51400-400-006		Gen. Admin - Service Contracts	12,223.26
MANAGEMENT COUNSEL INTERIM MGR & FIN DIR 400894			
400-00-52200-000-000		Capital Outlay - Fire	2,535.00
HARRISON STATION 60 ADDITION & REMODEL		603607	
100-00-53441-100-000		Illicit Discharge Program	1,288.50
2024 ILLICIT DISCHARGE		938025	
100-00-52400-200-000		Inspections - Grade Checks	1,667.40
2025 LOT GRADE REVIEW & CHECK		938119	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	2,754.68
CEDAR VIEW ESTATES STORM ONSITE-BILL DEV		938120	
230-00-53441-200-000		Stormwater Plan / Munic Fees	887.50
DAN STUMPF DRAINAGE IMPROVMENTS		938121	
400-00-57190-000-000		Capital Outlay - Genr'l Govt	685.00
MUNICIPAL BUILDING STANDBY GENERATOR		938122	
402-00-51500-000-000		Professional Services-TID #2	2,965.70
CROSSROADS BUSINESS PARK		938123	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 14

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
230-00-53441-200-000		Stormwater Plan / Munic Fees	190.00
		24 STREET STORM SEWER NORTHSORE GC POOL 938124	
100-00-52400-200-000		Inspections - Grade Checks	1,957.51
		2024 LOT GRADE REVIEW & CHECK 938125	
400-00-57330-000-000		Capital Outlay - Road Projects	7,727.50
		HAEN HEIGHTS AREA ROADWAY IMPROVEMENTS 938126	
201-00-57220-000-000		Capital Outlay - Park Impact	675.50
		DARBOY COMM PARK TRAIL LIGHTING 938127	
400-00-57330-000-000		Capital Outlay - Road Projects	7,930.00
		CEDAR RIDGE ESTATE ROADWAY IMPROVEMENTS 938128	
400-00-57220-000-000		Capital Outlay - Parks	2,729.50
		RENNWOOD PARK 938129	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	95.00
		2024 GEN ENG CEDAR VIEW SUBD CONSTR SERV 938130	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	855.00
		2024 GEN ENG LUNIAK MEADOWS 2 CONST SERV 938130	
405-00-51500-000-000		Professional Services-TID #5	21,836.73
		CTH N SITE 938131	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	402.68
		2025 GEN ENG MONTHLY STAFF MEETINGS 938132	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	497.68
		2025 GEN ENG HARRISON HEIGHTS 3 CONS SER 938132	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	380.00
		2025 GEN ENG WOODLAND RD SPEED STUDY 938132	
100-09-57330-000-000		Capital Outlay - Road Projects	317.50
		STATE PK RESRFGNG BIKE LNS SCMDT-US10 938133	
230-00-53441-200-000		Stormwater Plan / Munic Fees	550.00
		GIS UPDATES 938202	
Total			71,151.64

16228 3/05/2025 MENARDS-APPLETON EAST
71475

Ⓢ

100-09-53311-400-000 Hwy Dept - Supplies
FRM 2/25/25 PUMP SPRAYER, TIE DOWNS 71475

34.91

Total 34.91

16229 3/05/2025 MGD INDUSTRIAL CORPORATION
234296

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Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 15

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-400-000		Hwy Dept - Supplies	144.85
		FRM 2/17/25 WASHERS, CABLE STRAPS, MISC 234296	
		Total	144.85
16230	3/05/2025	MIDWEST DESIGN HOMES INC	
		ESCROW N9276 CASSANDRA DEDUCT NO FOUNDAT	
100-00-21060-000-000		Building Escrows Payable	1,400.00
		ESCROW N9276 CASSANDRA DEDUCT NO WORK	
		Total	1,400.00
16231	3/05/2025	MIKE'S ELECTRIC	
15196			
400-00-57190-000-000		Capital Outlay - Genr'l Govt	252.86
		FRM 2/25 DATA WIRE SPEAKER WIRELESS MIC 15196	
		Total	252.86
16232	3/05/2025	MONROE TRUCK EQUIPMENT, INC	
856173			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	153.60
		FROM 2/12/25 BOSS PEDESTAL MOUNT KIT 856173	
		Total	153.60
16233	3/05/2025	MORTON SALT	
5403380625			
100-09-53311-903-000		Hwy Dept - Salt & Sand	37,814.46
		FROM 1/24/25 BULK SAFE-T-SALT 5403380625	
		Total	37,814.46
16234	3/05/2025	N.E.W. PRINTING	
166398, 166411			
100-02-51400-400-000		Gen. Admin - Supplies	58.07
		FROM 2/19/25 BUSINESS CARDS C PELISHEK 166398	
100-02-51400-400-000		Gen. Admin - Supplies	384.44
		#10 REGULAR ENVELOPES FROM 2/19/25 166411	
		Total	442.51
16235	3/05/2025	OFFICE DEPOT BUSINESS CREDIT - VOH	
6011568517636189			
100-02-51400-400-000		Gen. Admin - Supplies	222.63
		FROM 1/15 PAPER	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 16
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			222.63
16236	3/05/2025	PATRICK KLEIN	Ⓢ
REIMBURSE FOR AQUASEAL 2/14			
100-06-52200-400-000		Fire Dept - Supplies/Services	11.60
REIMBURSE AQUASEAL 2/14			
Total			11.60
16237	3/05/2025	PFILE HOMES INC	Ⓢ
ESCROW RETURN N8870 DUBLIN PASS			
100-00-21060-000-000		Building Escrows Payable	1,500.00
ESCROW RETURN N8870 DUBLIN			
Total			1,500.00
16238	3/05/2025	POSTMASTER	Ⓢ
POSTAGE FOR LAND USE PLAN POSTCARDS			
100-01-51101-400-000		Planning - Supplies	1,854.38
POSTAGE FOR LAND USE PLAN POSTCARDS			
Total			1,854.38
16239	3/05/2025	QUALITY ELECTRIC LLC	Ⓢ
H0006-09-24-00402			
201-00-57220-000-000		Capital Outlay - Park Impact	13,298.33
CERT PAY 4 DARBOY PARK TRAIL LIGHTING H0006-09-24-00402			
Total			13,298.33
16240	3/05/2025	RED POWER DIESEL SERVICE INC	Ⓢ
5523			
100-06-52200-600-000		Fire Dept - Vehicle Maint.	985.09
FRM 2/19/25 2005 KENWORTH REPAIRS 5523			
Total			985.09
16241	3/05/2025	REGISTRATION FEE TRUST	Ⓢ
LICENSE PLATE FEE 2025 FORD POLICE CAR			
100-00-52100-000-000		Law Enforcement - Contract	5.00
LICENSE PLATE FEE 2025 FORD POLICE CAR			
Total			5.00
16242	3/05/2025	ROY KNOTT TRUCKING LLC	Ⓢ
VOH2501			

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 17

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
405-00-56700-000-000		Site Preparation - TID #5	3,375.00
		FROM 2/27 TRUCKING HOUSE DEMO CTY N VOH2501	
		Total	3,375.00
16243	3/05/2025	S & A SEPTIC SERVICES	1737
100-09-53311-505-000		Hwy Dept - Building Maint	130.00
		PUMP HOLDING TANK 2/6/25 1737	
100-09-53311-505-000		Hwy Dept - Building Maint	260.00
		PUMP HOLDING TANKS 2/11/25 1737	
100-09-53311-505-000		Hwy Dept - Building Maint	130.00
		PUMP HOLDING TANK 2/19/25 1737	
100-09-53311-505-000		Hwy Dept - Building Maint	260.00
		PUMP HOLDING TANKS 2/21/25 1737	
100-09-53311-505-000		Hwy Dept - Building Maint	130.00
		PUMP HOLDING TANK 2/27/25 1737	
		Total	910.00
16244	3/05/2025	SCHMIDT BROS CUSTOM HOMES INC	ESCROW RETURN W5819 ROUNDSTONE
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN W5819 ROUNDSTONE	
		Total	1,500.00
16245	3/05/2025	SERVICEMASTER BUILDING MAINTENANCE	46670
100-02-51400-400-006		Gen. Admin - Service Contracts	1,130.00
		FROM 3/1/25 JANITORIAL MAR 46670	
		Total	1,130.00
16246	3/05/2025	STAPLES	6024127423
100-02-51400-400-000		Gen. Admin - Supplies	58.82
		FROM 2/11 COPY PAPER, CLASP ENVELOPES 6024127423	
		Total	58.82
16247	3/05/2025	SUPERIOR VISION INSURANCE	882053
100-09-53311-200-000		Hwy Dept - Benefits	150.16
		SHOP VISION INSURANCE MAR 25 882053	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 18

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-200-000		Gen. Admin - Benefits	126.47
		OFFICE VISION INSURANCE MAR 25 882053	
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER VISION INSURANCE MAR 25 882053	
100-06-52200-200-000		Fire Dept - Benefits	25.64
		FIRE VISION INSURANCE MAR 25 882053	
100-00-52400-201-000		Inspections - Benefits	25.64
		BLDG INSP VISION INSURANCE MAR 25 882053	
100-00-14500-000-000		Due from Harrison Utilities	113.56
		UTILITIES VISION INSURANCE MAR 25 882053	
Total			441.47
16248	3/05/2025	TASC	
IN3338058, IN3343283			
100-02-51400-400-006		Gen. Admin - Service Contracts	50.00
		FEB 2025 BILLING IN3338058	
100-02-51400-400-006		Gen. Admin - Service Contracts	50.00
		MAR 2025 BILLING IN3343283	
Total			100.00
16249	3/05/2025	THEDACARE AT WORK	
365705			
100-06-52200-401-000		Fire Dept - Physicals	592.00
		FRM 2/11/25 PHYSICAL M WOLDT 365705	
Total			592.00
16250	3/05/2025	TURN KEY BUSINESS PARK LLC	
REFUND STORMWATER FEE P46766,68,70,72			
230-00-41110-000-000		Storm Water Utility Fees	2,472.00
		REFUND STORMWATER FEE P46766,68,70,72	
Total			2,472.00
16251	3/05/2025	VON BRIESEN & ROPER SC	
484852			
100-02-51400-400-006		Gen. Admin - Service Contracts	1,322.50
		FROM 2/18 HUMAN RESOURCE LEGAL COUNSEL 484852	
Total			1,322.50
16252	3/05/2025	WINNEBAGO PEST CONTROL LLC	
21389			

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 19
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-505-000		Hwy Dept - Building Maint	90.00
	2/20	BAIT CHECK TOWN HALL, FIRE STATIONS 21389	
Total			90.00

16252 3/05/2025 WINNEBAGO PEST CONTROL LLC
CORRECT BREAKOUT TO DEPARTMENTS

Manual Check

100-09-53311-505-000		Hwy Dept - Building Maint	-90.00
	2/20	BAIT CHECK TOWN HALL, FIRE STATIONS 21389	
100-09-53311-505-000		Hwy Dept - Building Maint	30.00
	2/20	BAIT CHECK TOWN HALL 21389	
100-06-52200-505-000		Fire Dept - Bldg Maintenance	60.00
	2/20	BAIT CHECK FIRE STATIONS 21389	
Total			0.00

16253 3/19/2025 ACCURATE APPRAISAL, LLC
5298

100-05-51500-000-000		Assessor - Contract	2,045.00
		FROM 3/6/25 REVIEW 5298	
Total			2,045.00

16254 3/19/2025 ADRIAN STEEL OF IDAHO
4923

100-06-57220-000-000		Fire Dept - Capital Outlay	8,344.00
		FROM 3/7 EXTENDEBED LIGHT 60", PLATFORM 4923	
Total			8,344.00

16255 3/19/2025 AMAZON CAPITAL SERVICES
A20A2BJMQA237Q

100-00-51440-400-000		Elections - Supplies	5.97
		FROM 3/3/25 PAPER PLATES 1CMT-DXRG-7W9Q	
100-02-51400-400-000		Gen. Admin - Supplies	84.97
		FROM 3/3/25 PLATES, TONER 1CMT-DXRG-7W9Q	
100-00-51100-400-000		Village Board-Supplies	59.96
		FROM 3/7/25 TABLET CASES 13WN-R6MW-H6JX	
100-00-52400-400-000		Inspections - Supplies	179.00
		FROM 3/7/25 FLOOR MATS & CARGO LINER 13WN-R6MW-H6JX	
100-00-51100-400-000		Village Board-Supplies	14.99
		FROM 3/10/25 TABLET CASE 1V17-QJ1Q-6YPT	
100-02-51400-400-000		Gen. Admin - Supplies	31.79
		FROM 3/10/25 FLASH DRIVES 1V17-QJ1Q-6YPT	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 20

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-400-000		Hwy Dept - Supplies	13.89
	FROM 3/11/25	PENS 1FTK-HRDC-6LHK	
		Total	390.57
16256	3/19/2025	ARNDT TRUCKING LLC	
5172, 5173			
405-00-56700-000-000		Site Preparation - TID #5	660.00
	FROM 2/25/25	TRUCKING CTY N 5172	
405-00-56700-000-000		Site Preparation - TID #5	240.00
	FROM 2/27/25	TRUCKING CTY N 5173	
		Total	900.00
16257	3/19/2025	BATTERIES PLUS LLC	
P80934141			
100-08-52300-000-000		1st Responders - Operating Exp	75.60
	FROM 3/11/25	BATTERIES P80934141	
		Total	75.60
16258	3/19/2025	BIRSCHBACH INSPECTION SERVICE INC	
BUILDING INSPECTIONS FOR FEBRUARY 2025			
100-00-52400-000-000		Building Inspector - Contract	9,811.31
		BUILDING INSPECTIONS FOR FEBRUARY 2025	
		Total	9,811.31
16259	3/19/2025	BRUSH BOY CUSTOMS, LLC	
2270			
100-00-52400-400-000		Inspections - Supplies	270.00
	FRM 3/5	LETTERING FORD ESCAPE BLDG INSP 2270	
		Total	270.00
16260	3/19/2025	CHARLES SCHWAB	
INVEST VILLAGE FUNDS WITH CHARLES SCHWAB			
100-00-11134-000-000		Investment - Charles Schwab	3,840,000.00
		INVEST VILLAGE FUNDS WITH CHARLES SCHWAB	
		Total	3,840,000.00
16261	3/19/2025	CORPORATE NETWORK SOLUTIONS, INC	
78467, 78722, 78741			
100-02-51400-400-000		Gen. Admin - Supplies	15.00
	FROM 2/21/25	DOCKING STATION UPGRADE 78467	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 21

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-006		Gen. Admin - Service Contracts	66.00
		DUO SECURITY MONTHLY SUBSCRIP JAN 1-31 78722	
100-02-51400-400-000		Gen. Admin - Supplies	900.00
		FROM 3/7 HP PROBOOK NOTEBOOK CLERK 78741	
Total			981.00
16262	3/19/2025	CYPRESS HOMES INC	
		GRADING ESCROW RTNS N9342 & N9354 DUSTY	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N9342 DUSTY	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N9354 DUSTY	
Total			3,000.00
16263	3/19/2025	DICKS FAMILY FOODS	
		PURCHASES FROM 1/6-3/3 - FIRE DEPT	
100-06-52200-400-000		Fire Dept - Supplies/Services	111.92
		FROM 1/6/25 SODA & WATER 402595-33	
100-06-52200-400-000		Fire Dept - Supplies/Services	140.88
		FROM 2/3/25 SODA & WATER 409309-34	
100-06-52200-400-000		Fire Dept - Supplies/Services	203.78
		FROM 2/16/25 SODA, WATER, & GATORADE 192762-35	
100-06-52200-400-000		Fire Dept - Supplies/Services	318.01
		FROM 3/3/25 FOOD 199892-36	
Total			774.59
16264	3/19/2025	DRAKE HOMES	
		ESCROW RETURN N9237 CASSANDRA	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN N9237 CASSANDRA	
Total			1,500.00
16265	3/19/2025	ECS MIDWEST LLC	
		2035131	
405-00-56700-000-000		Site Preparation - TID #5	3,185.00
		FROM 3/6 SOIL BORINGS HARRISON COMM PARK 2035131	
Total			3,185.00
16266	3/19/2025	FABEL REPAIR CENTER	
		FT-23110	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 22

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-06-52200-700-000		Fire Dept - Equip Maintenance	268.35
		COOLANT TANK KIT	
		Total	268.35
16267	3/19/2025	FOX-WOLF WATERSHED ALLIANCE	
		NEWSC 2025	
230-00-53441-200-000		Stormwater Plan / Munic Fees	1,995.00
		2025 NEWSC MEMBERSHIP	
		Total	1,995.00
16268	3/19/2025	GANNETT WISCONSIN LOCALiQ	
		6944003	
100-00-51440-600-000		Elections - Publications	14.95
		BILLING 2/1-2/28 TEST VOTING EQUIPMENT 6944003	
100-02-51400-800-000		Gen. Admin - Publications	237.72
		BILLING 2/1-2/28 ADVERT BIDS GENERATOR 6944003	
100-02-51400-800-000		Gen. Admin - Publications	259.30
		BILL 2/1-2/28 BIDS COMM PRK UTIL/ST/POND 6944003	
100-02-51400-800-000		Gen. Admin - Publications	35.41
		BILLING 2/1-2/28 PUBLIC HEARING ORD CHNG 6944003	
100-00-51440-600-000		Elections - Publications	53.08
		BILLING 2/1-2/28 ABSENTEE VOTING NOTICE 6944003	
		Total	600.46
16269	3/19/2025	GRUETT'S	
		7061P	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	95.47
		FROM 3/14/25 BATTERY 7061P	
		Total	95.47
16270	3/19/2025	KAATS WATER CONDITIONING INC	
		61446TO, 61698TO	
100-09-53311-400-000		Hwy Dept - Supplies	30.27
		CHARGES FROM 2/11/25 61446TO	
100-09-53311-400-000		Hwy Dept - Supplies	25.10
		CHARGES FROM 2/25/25 61698TO	
		Total	55.37
16271	3/19/2025	KLINK HYDRAULICS LLC	
		44052	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 23
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-700-000		Hwy Dept - Equip Maintenance	157.95
	FRM 3/7/25	TAPE, GASKET SEALER, PIPE 44052	
Total			157.95
16272	3/19/2025	KRIS CLANCY	Ⓢ
REIMBURSE DOLLAR TREE 3/2/25			
100-06-52200-400-000		Fire Dept - Supplies/Services	11.25
		REIMBURSE DOLLAR TREE PLATES, FORKS, ETC	
Total			11.25
16273	3/19/2025	L & S TRUCK CENTER	Ⓢ
423907			
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	2,865.14
	FROM 2/27 2017	F550 LEAF SPRING REPAIR 423907	
Total			2,865.14
16274	3/19/2025	LEXINGTON HOMES INC	Ⓢ
ESCROW RETURN N9356 GEMSTONE			
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN N9356 GEMSTONE	
Total			1,500.00
16275	3/19/2025	LISOWE OIL DIV OF ADVANCED FUEL SERV	Ⓢ
78855			
100-09-53311-600-030		Hwy Dept - Fuel	2,590.76
	FROM 3/6/25	78855	
Total			2,590.76
16276	3/19/2025	LOCAL GOVERNMENT INVESTMENT POOL (LGIP)	Ⓢ
INVEST VILLAGE FUNDS WITH LGIP-GENERAL			
100-00-11100-000-000		SHARE OF CHECKING-General	1,140,000.00
		INVEST VILLAGE FUNDS WITH LGIP-GENERAL	
Total			1,140,000.00
16277	3/19/2025	MACQUEEN EMERGENCY	Ⓢ
P44877			
100-06-52200-404-000		Fire Dept - Annual Tests/Certs	534.48
	FRM 3/3/25	FACEPIECE AND BAG P44877	
100-06-52200-400-000		Fire Dept - Supplies/Services	-25.00
		CREDIT FOR OVERCHARGED FACEPIECE P44890	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 24

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			509.48
16278	3/19/2025	MCMAHON	Ⓞ
400853, 400906, 603634, 603643, 938346			
100-02-51400-400-006		Gen. Admin - Service Contracts	12,760.90
MGMT COUNSEL INTERIM MGR & FIN DIR -NOV 400853			
100-09-51300-000-000		Hwy Dept - Legal	3,964.91
FROM 3/10/25 CODE UPDATE 400906			
400-00-57190-000-000		Capital Outlay - Genr'l Govt	46,007.50
VILLAGE GARAGE EXPANSION STUDY 603634			
400-00-52200-000-000		Capital Outlay - Fire	975.00
HARRISON STATION 60 ADDITION & REMODEL 603643			
100-00-53441-100-000		Illicit Discharge Program	509.00
FROM 2/28/25 2024 ILLICIT DISCHARGE 938346			
Total			64,217.31
16279	3/19/2025	MENARDS-APPLETON EAST	Ⓞ
72189			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	75.96
FRM 3/11/25 PIPE ADAPTERS, ELBOWS, VALVE 72189			
Total			75.96
16280	3/19/2025	MGD INDUSTRIAL CORPORATION	Ⓞ
234758			
100-09-53311-400-000		Hwy Dept - Supplies	146.00
FRM 3/4/25 CLAMPS, BRAKE CLEAN, MISC 234758			
Total			146.00
16281	3/19/2025	MIKE'S ELECTRIC	Ⓞ
15181			
100-09-53311-505-000		Hwy Dept - Building Maint	481.88
FROM 3/11 MES WALLPACK 15181			
Total			481.88
16282	3/19/2025	MONROE TRUCK EQUIPMENT, INC	Ⓞ
856726			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	35.31
FROM 3/7/25 SHOVEL HOLDER 856726			
Total			35.31

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 25

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
16283 5403393160	3/19/2025	MORTON SALT	
100-09-53311-903-000		Hwy Dept - Salt & Sand	18,528.66
		FROM 3/3/25 BULK SAFE-T-SALT 5403393160	
		Total	18,528.66
16284 166936	3/19/2025	N.E.W. PRINTING	
100-00-52400-400-000		Inspections - Supplies	72.43
		FROM 3/12 BUSINESS CARDS J GRUETZMACHER 166936	
		Total	72.43
16285 CORP 233893 ACCT 8831	3/19/2025	NICOLET NATIONAL BANK	
100-00-56900-000-110		Development	51.74
		FROM 2/11 EL JARIPEO ECON DEV MTG	
100-02-51400-305-000		Gen. Admin - Training/Conf.	48.57
		FROM 2/13 KALAHARI CONF DINNER	
100-02-51400-400-000		Gen. Admin - Supplies	94.49
		FROM 2/17 ADOBE CREATIVE CLOUD LIC	
100-00-56900-000-110		Development	4.99
		FROM 2/22 GANNETT DIGITAL ACCESS	
100-00-51100-400-000		Village Board-Supplies	168.70
		FROM 2/22 ZOOM.COM ANNUAL SUB TO 2/21/26	
100-00-51440-400-000		Elections - Supplies	26.10
		FROM 2/10 FESTIVAL ELECTION SODA	
100-00-51440-400-000		Elections - Supplies	176.76
		FROM 2/17 FESTIVAL ELECTION FOOD	
100-09-53311-400-000		Hwy Dept - Supplies	20.99
		FROM 2/3/25 ADOBE ACROBAT PRO CODE ENF	
100-00-55200-000-000		Parks - Maint. and Utilities	9.00
		FROM 2/8/25 REVEAL XTRA FEB 8 -MAR 8	
100-06-52200-400-000		Fire Dept - Supplies/Services	216.94
		FRM 2/4 OFFICEMAX TAPE,PROTECT,LAM POUCH	
100-06-52200-400-000		Fire Dept - Supplies/Services	32.49
		FRM 2/5 OFFICE DEPOT WHITE ON BLACK TAPE	
100-02-51400-400-000		Gen. Admin - Supplies	12.98
		FRM 2/6 PICKNSAVE NIC BK TAX COLL THANKS	

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 26
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-000	3/01/2025	Gen. Admin - Supplies	13.99
		FRM 2/7 JERSEYBAG NIC BK TAX COLL THANKS	
100-02-51400-305-000	3/01/2025	Gen. Admin - Training/Conf.	20.00
		FROM 2/7 FOXCITCONV TOURISM BREAKFAST	
100-02-51400-310-000	3/01/2025	Gen. Admin - Dues	60.00
		FROM 2/26 MUNICIPAL TREAS MTAW DUES MW	
100-02-51400-310-000	3/01/2025	Gen. Admin - Dues	60.00
		FROM 2/26 MUNICIPAL TREAS MTAW DUES DK	
Total			1,017.74
16286	3/19/2025	OAKWOOD HOMES LLC	
		ESCROW RETURN N8880 DUBLIN PASS	
100-00-21060-000-000	3/19/2025	Building Escrows Payable	1,500.00
		ESCROW RETURN N8880 DUBLIN PASS	
Total			1,500.00
16287	3/19/2025	OUTAGAMIE COUNTY	
		36962	
405-00-56700-000-000	3/19/2025	Site Preparation - TID #5	14,240.96
		FROM 2/28/25 WASTE CTY N 36962	
Total			14,240.96
16288	3/19/2025	PACKER CITY INTERNATIONAL TRUCKS	
		X103150608:01	
100-06-52200-600-000	3/19/2025	Fire Dept - Vehicle Maint.	275.00
		FROM 3/7/25 ENG 65 FILTER.FUEL, PAC.FS X103150608:01	
Total			275.00
16289	3/19/2025	RENNERTS	
		3776	
100-06-52200-600-000	3/19/2025	Fire Dept - Vehicle Maint.	1,337.50
		FROM 3/7/25 UNIT 65 2018 SPARTAN REPAIRS 3776	
Total			1,337.50
16290	3/19/2025	ROGER BOWERS CONSTRUCTION CO INC	
		FEB 28, 2025	
405-00-56700-000-000	3/19/2025	Site Preparation - TID #5	1,250.00
		FRM 2/28 TRUCKING CTY N PROP TO LANDFILL	
Total			1,250.00

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 27

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
16291	3/19/2025	SHERWOOD WATER & SEWER	
000-3050-00, 000-3055-00			
100-06-52200-500-023		Fire Dept - Water/Sewer	174.27
ACCOUNT NUMBER 000-3055-00		STATION 60	
100-06-52200-500-023		Fire Dept - Water/Sewer	83.23
ACCOUNT NUMBER 000-3050-00		TOWN	
Total			257.50
16292	3/19/2025	SILVERTREE HOMES LLC	
ESCROW RETURN W5859 DELTA DR			
100-00-21060-000-000		Building Escrows Payable	1,500.00
ESCROW RETURN W5859 DELTA DR			
Total			1,500.00
16293	3/19/2025	SRF CONSULTING GROUP INC	
17329.00-11			
100-00-57190-000-000		Capital Outlay - General Gvmnt	1,769.84
COMPREHENSIVE PLAN UPDATE		17329.00-11	
Total			1,769.84
16294	3/19/2025	TASC	
IN3378447			
100-02-51400-400-006		Gen. Admin - Service Contracts	50.00
APR 2025 BILLING		IN3378447	
Total			50.00
16295	3/19/2025	UNITED PLASTIC FABRICATING	
INV02019729			
400-00-57324-000-000		Capital Outlay - Highway Equip	4,238.00
FROM 3/6/25 SPRAY BRINE TANK FOR TRK 38		INV02019729	
Total			4,238.00
16296	3/19/2025	WENDEL	
634501-5			
400-00-52200-000-000		Capital Outlay - Fire	90,627.61
FRM 3/12 PUBLIC SAFETY BUILDING STUDY		634501-5	
Total			90,627.61
16297	3/19/2025	WINNEBAGO PEST CONTROL LLC	
21398			

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 28

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-505-000	3/13	Hwy Dept - Building Maint BAIT CHECK TOWN HALL 21398	30.00
100-06-52200-505-000	3/13	Fire Dept - Bldg Maintenance BAIT CHECK FIRE STATIONS 21398	60.00
Total			90.00
16298	3/19/2025	ZANDER PRESS INC	Ⓢ
115109, 115130			
100-02-51400-800-005		Gen. Admin - Newsltr & Postage FROM 3/5/25 SPRING NEWSLETTER 115109	3,341.53
100-01-51101-400-000		Planning - Supplies FROM 3/10/25 COMPREHENSIVE PLAN POSTCARD 115130	801.94
Total			4,143.47
Grand Total			5,750,009.55

Bills & Claims - Village

Section 9, Item a.

4/23/2025 2:53 PM

Reprint Check Register - Full Report - ALL

Page: 29

ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	5,346,883.12
Total Expenditure from Fund # 201 - PARK IMPACT FEES	13,973.83
Total Expenditure from Fund # 230 - STORM WATER UTILITY FEES	6,094.50
Total Expenditure from Fund # 400 - CAPITAL PROJECTS	208,707.97
Total Expenditure from Fund # 402 - TAX INCREMENTAL DISTRICT #2	122,562.44
Total Expenditure from Fund # 405 - TAX INCREMENTAL DISTRICT #5	51,787.69
Total Expenditure from all Funds	5,750,009.55

PAYROLL

Section 9, Item a.

4/23/2025 2:54 PM Reprint Check Register - Full Report - ALL Page: 34
ACCT

NICOLET (INVESTORS) BANK VOH Payroll Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	57,392.78
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	88,237.58

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:57 PM Reprint Check Register - Full Report - ALL Page: 1
ACCT

UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	3/05/2025	VERIZON WIRELESS	Ⓢ
FROM 2/6-3/5 UTILITIES PHONES		Manual Check	
610-00-57641-000-000	Operation Supplies & Expenses		82.10
FROM 2/6-3/5 UTILITIES PHONES	6105298051		
620-00-57827-000-000	Operation Supplies & Expenses		82.10
FROM 2/6-3/5 UTILITIES PHONES	6105298051		
610-00-57641-000-000	Operation Supplies & Expenses		60.01
FROM 2/6-3/5 UTILITIES PADS	6105298051		
620-00-57827-000-000	Operation Supplies & Expenses		60.02
FROM 2/6-3/5 UTILITIES PADS	6105298051		
Total			284.23
EFT	3/04/2025	PSN INVOICE - UTILITIES	Ⓢ
March 2025 PSN Monthly Fee		Manual Check	
610-00-57923-000-000	Outside Services Employed		24.97
March 2025 PSN Monthly Fee	307146		
620-00-57852-000-000	Outside Services Employed		24.98
March 2025 PSN Monthly Fee	307146		
Total			49.95
EFT	3/14/2025	MARCO TECHNOLOGIES LLC - UTILITIES	Ⓢ
ACCT# 1168069 PRINTER/COPIER APR		Manual Check	
610-00-57921-000-000	Office Supplies & Expenses		90.87
ACCT# 1168069 PRINTER/COPIER APR	38644288		
620-00-57851-000-000	Office Supplies & Expenses		90.87
ACCT# 1168069 PRINTER/COPIER APR	38644288		
Total			181.74
Eft	3/17/2025	CHARTER COMMUNICATIONS - UTILITIES	Ⓢ
Acct# 153078301 Internet		Manual Check	
610-00-57921-000-000	Office Supplies & Expenses		65.00
Acct# 153078301 Internet	153078301030725		
620-00-57851-000-000	Office Supplies & Expenses		65.00
Acct# 153078301 Internet	153078301030725		
Total			130.00
EFT	3/27/2025	VERIZON WIRELESS	Ⓢ
FROM 3/6-4/5 UTILITIES PHONES		Manual Check	
610-00-57641-000-000	Operation Supplies & Expenses		82.09
FROM 3/6-4/5 UTILITIES PHONES	6107761385		

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:57 PM Reprint Check Register - Full Report - ALL Page: 2
ACCT

UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57827-000-000		Operation Supplies & Expenses	82.10
	FROM 3/6-4/5 UTILITIES PHONES	6107761385	
610-00-57641-000-000		Operation Supplies & Expenses	60.01
	FROM 3/6-4/5 UTILITIES PADS	6107761385	
620-00-57827-000-000		Operation Supplies & Expenses	60.02
	FROM 3/6-4/5 UTILITIES PADS	6107761385	
Total			284.22
EFT	3/25/2025	MENASHA UTILITIES	Ⓢ
ACCT#3266037-00	Elec Plank Rd-Meter Pit		Manual Check
620-00-57827-000-000		Operation Supplies & Expenses	11.34
	ACCT#3266037-00	Elec Plank Rd-Meter Pit	
610-00-57641-000-000		Operation Supplies & Expenses	118.67
	ACCT#3265998-00	COA Water #1 Electric	
620-00-57821-000-000		Fuel/Power Purchase - Pumping	1,006.93
	ACCT#3265946-00	LS #4 Electric	
620-00-57827-000-000		Operation Supplies & Expenses	12.54
	ACCT#3265946-00	Storm Water Charge	
Total			1,149.48
EFT	3/31/2025	VERIZON WIRELESS - UTILITIES	Ⓢ
SHARE OF EMERGENCY PHONE			Manual Check
610-00-57641-000-000		Operation Supplies & Expenses	18.11
	SHARE OF EMERGENCY PHONE	6108014318	
620-00-57827-000-000		Operation Supplies & Expenses	45.42
	LS6 DIALER & SHARE OF EMERGENCY PHONE	6108014318	
Total			63.53
Grand Total			2,143.15

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/20252:57 PMReprint Check Register - Full Report - ALLPage: 3
ACCT

UTILITIES EXPENSE NICOLETAccounting Checks

Posted From: 3/01/2025From Account:
Thru: 3/31/2025Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	601.83
Total Expenditure from Fund # 620 - SEWER UTILITY	1,541.32
Total Expenditure from all Funds	2,143.15

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:56 PM Reprint Check Register - Full Report - ALL Page: 1
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	3/03/2025	VERIZON WIRELESS - UTILITIES	
		SHARE OF EMERGENCY PHONE	
		Manual Check	
610-00-57641-000-000		Operation Supplies & Expenses	18.11
		SHARE OF EMERGENCY PHONE 6105546571	
620-00-57827-000-000		Operation Supplies & Expenses	45.42
		LS6 DIALER & SHARE OF EMERGENCY PHONE 6105546571	
		Total	63.53
EFT	3/10/2025	WE ENERGIES - 00003	
		0705461764-00003 COA Mtr #2 - Electric	
		Manual Check	
610-00-57641-000-000		Operation Supplies & Expenses	451.65
		0705461764-00003 COA Mtr #2 - Electric 03102025-00003	
		Total	451.65
EFT	3/14/2025	WE ENERGIES - 00006	
		0705461764-00006 Fox Crsng Mtr - Elec	
		Manual Check	
610-00-57641-000-000		Operation Supplies & Expenses	18.17
		0705461764-00006 Fox Crsng Mtr - Elec 03142025-00006	
		Total	18.17
EFT	3/14/2025	WE ENERGIES - 00010	
		0705461764-00010 LS#4 - Gas	
		Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping	77.15
		0705461764-00010 LS#4 - Gas 03142025-00010	
		Total	77.15
EFT	3/14/2025	KWIK TRIP - UTILITIES	
		02/24/25 Fuel	
		Manual Check	
610-00-57933-000-000		Transportation Expense	231.25
		02/24/25 Fuel 67970948550001	
620-00-57828-000-000		Transportation Expense	231.26
		02/24/25 Fuel 67970948550001	
		Total	462.51
EFT	3/24/2025	WE ENERGIES - 00004	
		0705461764-00004 LS#3 Electric	
		Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping	113.37
		0705461764-00004 LS#3 Electric 03242025-00004	
		Total	113.37

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:56 PM Reprint Check Register - Full Report - ALL Page: 2
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	3/24/2025	WE ENERGIES - 00007	
0705461764-00007		LS#6 Electric & Gas	
		Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping	141.39
0705461764-00007		LS#6 Electric & Gas 03242025-00007	
		Total	141.39

EFT	3/24/2025	RELIANCE STANDARD LIFE INSURANCE COMPANY	
UTILITIES APR 2025		LIFE & DISABILITY	
		Manual Check	
610-00-57926-000-000		Employee Pensions & Benefits	116.08
		UTILITIES APR 2025	
		LIFE & DISABILITY	
620-00-57854-000-000		Employee Pensions & Benefits	116.08
		UTILITIES APR 2025	
		LIFE & DISABILITY	
		Total	232.16

10931	3/05/2025	CITY OF APPLETON FINANCE DEPARTMENT	
11/1/24-1/31/25		300-936-500&300-937-500	
610-00-57601-000-000		Purchased Water - COA / FC	64,269.86
11/1/24-12/31/24		300-936-500 (COA#1)	
610-00-57601-000-000		Purchased Water - COA / FC	6,154.83
11/1/24-12/31/24		Fire Protection	
610-00-57601-000-000		Purchased Water - COA / FC	61,239.08
11/1/24-12/31/24		300-937-500 (COA#2)	
610-00-57601-000-000		Purchased Water - COA / FC	33,108.72
1/1/25-1/31/25		300-936-500 (COA#1)	
610-00-57601-000-000		Purchased Water - COA / FC	3,170.67
1/1/25-1/31/25		Fire Protection	
610-00-57601-000-000		Purchased Water - COA / FC	31,547.41
1/1/25-1/31/25		300-937-500 (COA#2)	
		Total	199,490.57

10932	3/05/2025	CLEAN WATER TESTING LLC	
2/19/25		Monthly Water Bacteria Tests	
610-00-57641-000-000		Operation Supplies & Expenses	192.00
2/19/25		Monthly Water Bacteria Tests 9009958769	
		Total	192.00

10933	3/05/2025	CRANE ENGINEERING SALES INC	
12/31/24		LS#4 New Sulzer Mixer	
620-00-18323-000-000		Electric Pumping Equipment	10,010.55
12/31/24		LS#4 New Sulzer Mixer 480265-00	

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:56 PM Reprint Check Register - Full Report - ALL Page: 3
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			10,010.55
10934	3/05/2025	CRITICAL POWER SERVICES LLC	
	2/26/25	Maint. Towable & Whisper Gens.	
620-00-57832-000-000		Maint Collection Syst Pumping	1,400.00
	2/26/25	Maint. Towable & Whisper Gens. 1125	
Total			1,400.00
10935	3/05/2025	FERGUSON ENTERPRISES LLC #3326	
		Master Account #: 957406	
610-00-57653-000-000		Maintenance of Meters	122.43
	2/20/25	Seal Wires (250ct) 0281731	
610-00-57653-000-000		Maintenance of Meters	78.00
	2/20/25	Meter Gaskets (300ct) 0281734	
Total			200.43
10936	3/05/2025	FERGUSON WATERWORKS #1476	
		Master Account #: 281588	
610-00-57653-000-000		Maintenance of Meters	66.00
	2/21/25	Meter Seal Pins (300ct) 0438831	
610-00-18346-000-000		Meters	796.00
	2/4/25	1" Transmitters (3ct) 0436947	
Total			862.00
10937	3/05/2025	GFL ENVIRONMENTAL	
		U30000175638	
610-00-57930-000-000		Miscellaneous General Expense	61.86
		COMMERCIAL TRASH DUMPSTER/RECY MAR U30000175638	
620-00-57856-000-000		Miscellaneous General Expense	61.86
		COMMERCIAL TRASH DUMPSTER/RECY MAR U30000175638	
Total			123.72
10938	3/05/2025	NEENAH-MENASHA SEWERAGE COMMISSION	
		MAR 2025 Bill Based on JAN 2025 Measures	
620-00-57829-000-000		Sewerage Treatment Charges	23,003.30
		MAR 2025 Bill Based on JAN 2025 Measures 2025-034	
620-00-57870-000-000		NMSC Capital Charges-Int Exp	1,165.00
		MAR 2025 CWF Loan - Interest 2025-040	
620-00-57875-000-000		NMSC Capital Charges-Amort Exp	5,523.00
		MAR 2025 CWF Loan - Debt 2025-040	

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:56 PM Reprint Check Register - Full Report - ALL Page: 4
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57870-000-000		NMSC Capital Charges-Int Exp	465.00
	MAR 2025	SLDG BLDG LOAN INTEREST 2025-040	
620-00-57875-000-000		NMSC Capital Charges-Amort Exp	1,118.00
	MAR 2025	SLDG BLDG LOAN DEBT 2025-040	
Total			31,274.30
10939	3/05/2025	POMP'S TIRE SERVICE INC.	Ⓢ
	2/21/25	F-250 Oil Change	
610-00-57933-000-000		Transportation Expense	46.75
	2/21/25	F-250 Oil Change 320162578	
620-00-57828-000-000		Transportation Expense	46.75
	2/21/25	F-250 Oil Change 320162578	
Total			93.50
10940	3/05/2025	WINNEBAGO PEST CONTROL LLC	Ⓢ
	21389		
610-00-57935-000-000		Maintenance of General Plant	15.00
	FROM 2/20	BAIT CHECK HARRISON UTILITIES 21389	
620-00-57834-000-000		Maintenance of General Plant	15.00
	FROM 2/20	BAIT CHECK HARRISON UTILITIES 21389	
Total			30.00
10941	3/19/2025	BOUCHER'S HEATING & COOLING, INC.	Ⓢ
	2/25/25	COA #2 Heater Repair	
610-00-57641-000-000		Operation Supplies & Expenses	160.00
	2/25/25	COA #2 Heater Repair i6137	
Total			160.00
10942	3/19/2025	CHARLES SCHWAB	Ⓢ
		CERTIFICATES OF DEPOSIT	
610-00-11134-000-000		Investment - Charles Schwab	1,440,000.00
		CERTIFICATES OF DEPOSIT	
620-00-11134-000-000		Investment - Charles Schwab	1,440,000.00
		CERTIFICATES OF DEPOSIT	
Total			2,880,000.00
10943	3/19/2025	COMMUNITY FIRST CU - VISA	Ⓢ
	2/26/25	Accts *7107, *7123, & *6280	
610-00-57641-000-000		Operation Supplies & Expenses	8.36
	2/13/25	Tractor Supply - Propane	

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:56 PM Reprint Check Register - Full Report - ALL Page: 5
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57827-000-000	2/13/25	Operation Supplies & Expenses Tractor Supply - Propane	8.37
610-00-57921-000-000	2/1/25	Office Supplies & Expenses Amazon Office Supplies	16.22
620-00-57851-000-000	2/1/25	Office Supplies & Expenses Amazon Office Supplies	16.23
610-00-57930-000-000	2/1/25	Miscellaneous General Expense Amazon Misc Supplies	12.88
620-00-57856-000-000	2/1/25	Miscellaneous General Expense Amazon Misc Supplies	12.89
620-00-57827-000-000	2/1/25	Operation Supplies & Expenses Amazon Ops. Supplies	41.97
610-00-57641-000-000	2/3/25	Operation Supplies & Expenses Amazon Ops Supplies	22.96
620-00-57827-000-000	2/3/25	Operation Supplies & Expenses Amazon Ops Supplies	22.97
620-00-57827-000-000	2/1/25	Operation Supplies & Expenses AT&T LS1 Dialer	53.50
620-00-57827-000-000	2/1/25	Operation Supplies & Expenses AT&T LS2 Dialer	53.50
620-00-57827-000-000	2/1/25	Operation Supplies & Expenses AT&T LS3 Dialer	53.51
610-00-57921-000-000	2/22/25	Office Supplies & Expenses ADOBE MONTHLY SUBSCRIPTION	6.82
620-00-57851-000-000	2/22/25	Office Supplies & Expenses ADOBE MONTHLY SUBSCRIPTION	6.82
610-00-57930-000-000	2/19/25	Miscellaneous General Expense Amazon Tap & Die Tool Set	47.48
620-00-57856-000-000	2/19/25	Miscellaneous General Expense Amazon Tap & Die Tool Set	47.48
610-00-57930-000-000	2/17/25	Miscellaneous General Expense AutoTrust Snow Plow Parts	359.13
620-00-57856-000-000	2/17/25	Miscellaneous General Expense AutoTrust Snow Plow Parts	359.13
610-00-57930-000-000	2/25/25	Miscellaneous General Expense DNR Operator License Renewal DWD	45.90
610-00-57935-000-000	1/1/25	Maintenance of General Plant Design Air - Air Filters	41.83

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:56 PM Reprint Check Register - Full Report - ALL Page: 6
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57834-000-000	1/1/25	Maintenance of General Plant Design Air - Air Filters	41.84
610-00-57921-000-000	1/31/25	Office Supplies & Expenses Office Depot-Copier Paper (2ct)	39.99
620-00-57851-000-000	1/31/25	Office Supplies & Expenses Office Depot-Copier Paper (2ct)	39.99
Total			1,359.77

10944 3/19/2025 FERGUSON WATERWORKS #1476
Master Account Number: 281588

610-00-57653-000-000	3/4/25	Maintenance of Meters Various Parts for Meter Maint.	1,413.60
610-00-18394-000-000	2/7/25	Tools, Shop & Garage Equipment Line Locator	4,200.00
Total			5,613.60

10945 3/19/2025 LOUMAR PROPERTIES
Reimb. for Cedar View per Dev. Agr.

610-00-18343-000-000		Transmission & Distrib Mains Reimb. for Cedar View per Dev. Agr.	20,122.50
Total			20,122.50

10946 3/19/2025 MCMAHON
Eng. Services through 2/28/25

610-00-57923-000-000		Outside Services Employed General Eng. Services through 2/28/25	332.50
620-00-57852-000-000		Outside Services Employed General Eng. Services through 2/28/25	522.50
610-00-13143-000-000		Due from Developers Harrison Heights 3 Eng. through 2/28/25	9,223.36
620-00-13143-000-000		Due from Developers Harrison Heights 3 Eng. through 2/28/25	1,610.00
Total			11,688.36

10947 3/19/2025 SERVICEMASTER BUILDING MAINTENANCE
3/1/25 MAR 2025 CLEANING SERVICE

610-00-57935-000-000	3/1/25	Maintenance of General Plant MAR 2025 CLEANING SERVICE	170.00
620-00-57834-000-000	3/1/25	Maintenance of General Plant MAR 2025 CLEANING SERVICE	170.00

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/2025 2:56 PM Reprint Check Register - Full Report - ALL Page: 7
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025 From Account:
Thru: 3/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			340.00
10948	3/19/2025	STATE BANK OF CHILTON	Ⓢ
RESERVES FUNDING			
610-00-11133-000-000		RESERVES Water	560,000.00
MONEY MARKET RESERVES FUNDING			
620-00-11133-000-000		RESERVES Sewer	560,000.00
MONEY MARKET RESERVES FUNDING			
610-00-11133-000-000		RESERVES Water	250,000.00
CERTIFICATE OF DEPOSIT RESERVES FUNDING			
620-00-11133-000-000		RESERVES Sewer	250,000.00
CERTIFICATE OF DEPOSIT RESERVES FUNDING			
Total			1,620,000.00
10948	3/19/2025	STATE BANK OF CHILTON	
REVERSE FOR CHANGE OF FUNDING ACCOUNTS			Manual Check
610-00-11133-000-000		RESERVES Water	-560,000.00
MONEY MARKET RESERVES FUNDING			
620-00-11133-000-000		RESERVES Sewer	-560,000.00
MONEY MARKET RESERVES FUNDING			
610-00-11133-000-000		RESERVES Water	-250,000.00
CERTIFICATE OF DEPOSIT RESERVES FUNDING			
620-00-11133-000-000		RESERVES Sewer	-250,000.00
CERTIFICATE OF DEPOSIT RESERVES FUNDING			
Total			-1,620,000.00
10948	3/19/2025	STATE BANK OF CHILTON	Ⓢ
CORRECTION OF FUNDING ACCOUNTS			Manual Check
620-00-11133-000-000		RESERVES Sewer	1,120,000.00
MONEY MARKET RESERVES FUNDING			
610-00-11133-000-000		RESERVES Water	250,000.00
CERTIFICATE OF DEPOSIT RESERVES FUNDING			
620-00-11133-000-000		RESERVES Sewer	250,000.00
CERTIFICATE OF DEPOSIT RESERVES FUNDING			
Total			1,620,000.00
10949	3/19/2025	WINNEBAGO PEST CONTROL LLC	Ⓢ
21398			
610-00-57935-000-000		Maintenance of General Plant	15.00
FROM 3/13 BAIT CHECK HARRISON UTILITIES 21398			

Bills & Claims - Harrison Utilities

Section 9, Item a.

4/23/20252:56 PMReprint Check Register - Full Report - ALL

Page: 8
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 3/01/2025From Account:

Thru: 3/31/2025Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57834-000-000		Maintenance of General Plant	15.00
		FROM 3/13 BAIT CHECK HARRISON UTILITIES 21398	
		Total	30.00
		Grand Total	4,784,551.23

4/23/20252:56 PMReprint Check Register - Full Report - ALL

Page:9
ACCT

UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From:3/01/2025From Account:

Thru:3/31/2025Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	1,927,942.40
Total Expenditure from Fund # 620 - SEWER UTILITY	2,856,608.83
Total Expenditure from all Funds	4,784,551.23

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Chad Pelishek, Manager
Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: President's Appointments to Boards and Commissions

Issue:

Does the Village Board wish to confirm the appointments to the boards and commissions for the new terms?

Background and Additional Information:

Besides the Plan Commission, re-appointments are needed for: one (1) Fire Commissioner, one (1) Weed Commissioner, and two (2) Zoning Board of Appeals seats.

There is also a vacancy on the Zoning Board of Appeals for an unexpired term caused by a recent resignation. Staff is recruiting a candidate to fill this position soon.

Plan Commission – Possible Scenarios

1. In January 2025, the Board amended the Plan Commission membership by transferring one of the two Trustee Seats to a Citizen Seat, therefore, there needs to be three (3) Citizen Seat appointments: 2 original expiring citizen terms + 1 transferred trustee seat.
2. If the Board decides tonight to amend the Plan Commission membership further, by transferring the President's Seat to a Citizen Seat and limiting the remaining Trustee Seat to a one-year term, then there needs to be four (4) Citizen Seat appointments: 2 original expiring citizen terms + 1 transferred trustee seat + 1 transferred president seat, and the remaining Trustee Seat for the new one-year term.

APPOINTMENTS:

Scenario 1 - The Plan Commission membership is NOT amended tonight:

Board/Commission Seat	President's Choice	Term Begins	Term Expires
Fire Commission	Robert Streck	May 1, 2025	April 30, 2030
Plan Commission - Citizen Seat	Tammy Frassetto	May 1, 2025	April 30, 2028
Plan Commission - Citizen Seat	Jim Apitz	May 1, 2025	April 30, 2028
Plan Commission - Citizen Seat	Tom Uitenbroek	May 1, 2025	*April 30, 2026
Weed Commissioner	Kaylee Grezinski	May 1, 2025	April 30, 2026
Zoning Board of Appeals	Dan Garber	May 1, 2025	April 30, 2028
Zoning Board of Appeals	Craig Majewski	May 1, 2025	April 30, 2028

Scenario 2 - The Plan Commission membership IS amended tonight:

Board/Commission Seat	President’s Choice	Term Begins	Term Expires
Fire Commission	Robert Streck	May 1, 2025	April 30, 2030
Plan Commission - Trustee Seat	Mark Van Hefty	May 1, 2025	April 21, 2026
Plan Commission - Citizen Seat	***Tammy Frassetto	May 1, 2025	April 30, 2028
Plan Commission - Citizen Seat	Jim Apitz	May 1, 2025	April 30, 2028
Plan Commission - Citizen Seat	Tom Uitenbroek	May 1, 2025	*April 30, 2026
Plan Commission - Citizen Seat	Dennis Parschbacher	May 1, 2025	**April 30, 2027
Weed Commissioner	Kaylee Grezinski	May 1, 2025	April 30, 2026
Zoning Board of Appeals	Dan Garber	May 1, 2025	April 30, 2028
Zoning Board of Appeals	Craig Majewski	May 1, 2025	April 30, 2028

*Prior trustee seat, prorated term to one year to properly stagger the terms.
** Prior president seat, prorated term to two years to properly stagger the terms.
*** Presiding Officer

Budget Impacts:
none

Recommended Action:
Staff recommends confirming the appointments based on the Board’s decision on ordinance to amend the Plan Commission membership.

Attachments:
Applications of Plan Commission candidates

APPLICATION FOR BOARDS & COMMISSIONS

Check Preference(s):

☐ VILLAGE BOARD

☐ ZONING BOARD OF APPEALS

☒ PLAN COMMISSION

☐ FIRE COMMISSION

Name: Tammy Frassetto Email: tammyfrassetto@gmail.com

Address: N9407 County Road N, Appleton, WI 54915

Resident of Harrison (# of years): 24 total Phone: (920) 851-5921

Occupation: Supervisor Work Phone: —

Name of Employer: State of Wisconsin

Education: (indicate the highest grade completed or degree and major course of study)

BS in Human Services

Civic and other activities: (list past and present civic activities and organizational memberships, especially those relevant to the board or commission you are applying for)

Village Trustee, Jaycees member, Kermis Chairperson,
Cheesefest Board of Directors, Chairperson of Sex Offender
Residence Review Board, FVTC SUD Advisory Board member

List any time constraints relative to the duties of the board or commission position:

I work 7:45 am to 4:30pm Monday through Friday.

What do you believe are the most important tasks or the basic mission of the board or commission you are applying for?

Balance. I believe a healthy balance of
sustainable growth that aligns with the com-
prehensive plan and accountability to taxpayers
to hold developer/builders to the village's standards
is key.

To the best of your knowledge, would there be any conflict of interest (personal business, investments, etc.) if you were appointed to a Harrison board or commission? If yes, why?

No conflicts of interest.

Comments: (briefly describe other qualifications, experience, and any information you would like the Village Board to consider or that you believe are relevant to the appointment you are seeking.)

I have a great deal of experience working with different committees, boards and civic organizations. I am a counselor who now provides supervision. I understand how to have calm, respectful debates/conversations. Also, I have two past terms as a trustee in another community and have worked with Planning Commissions in the past.

Tammy Frassetto
Signature

04/02/2025
Date

Return to:
Village of Harrison
W5298 State Road 114
Menasha, WI 54952
or
cpelishek@harrison-wi.org

Office:
Date Received: _____
Date Reported to Village Board: _____
Appointed: Yes ___ No ___
Term Dates: _____

3:30

Section 10, Item a.



Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

APPLICATION FOR BOARDS & COMMISSIONS

Check Preference(s):

2018

☐

VILLAGE BOARD

☒

PLAN COMMISSION

☐

ZONING BOARD OF APPEALS

☐

FIRE COMMISSION

Name: Jim Apitz Email: jimapitz@gmail.com

Address: N9154 Jonsch Drive

Resident of Harrison (# of years): 7 Phone: 920-213-1357

Occupation: Engineer Work Phone: 920-213-1357

Name of Employer: Encapsys

Education: (indicate the highest grade completed or degree and major course of study)

Bachelor of science - Chemical Engineering

Civic and other activities: (list past and present civic activities and organizational memberships, especially those relevant to the board or commission you are applying for)

None

List any time constraints relative to the duties of the board or commission position:

None

What do you believe are the most important tasks or the basic mission of the board or commission you are applying for?

To facilitate communication between the community and the village board in an effort to develop plans that grow the community while maintaining the quality of life and safety of existing residents.

To the best of your knowledge, would there be any conflict of interest (personal business, investments, etc.) if you were appointed to a Harrison board or commission? If yes, why?

No known conflicts of interest

Comments: (briefly describe other qualifications, experience, and any information you would like the Village Board to consider or that you believe are relevant to the appointment you are seeking.)

I have called Harrison home for the last seven years. My background is in engineering where I often have to assess impacts to changes with a cross functional team. Multiple view points and perspectives need to be considered to get the best solution. In addition to my professional experience, I am interested in being more engaged in my local government and community and participating as a citizen member of on the Village Plan Commission would allow me to serve my community.
Thank you for your consideration.

Jim Apitz
Signature

3/22/2025
Date

Return to:
Village of Harrison
W5298 State Road 114
Menasha, WI 54952
or
cpelishkek@harrison-wi.org

Office:
Date Received: _____
Date Reported to Village Board: _____
Appointed: Yes ___ No ___
Term Dates: _____

→ 3:15 PM - 9

Section 10, Item a.

RECEIVED

FEB 20 2025

VILLAGE OF HARRISON

APPLICATION FOR BOARDS, COMMITTEES OR COMMISSIONS

Preference (please check):

- ☐ VILLAGE BOARD ☒ PLAN COMMISSION ☐ ZONING BOARD OF APPEALS
☐ ELECTION INSPECTOR ☐ FIRE COMMISSION

Name: DENNIS J. PERSCHBACHER

Address: W6157 WILD CHERRY CT. HARRISON, WI.

Resident of Harrison (# of years): 20 YRS.

Occupation: RETIRED - LAW ENFORCEMENT SUPERVISOR

Phone: 920-428-1811

Email: djpersch@yahoo.com

Education (Please indicate the highest grade completed or highest degree and major course of study.)

Winnebago Sheriff
- ASSOCIATE DEGREE - POLICE SCIENCE FVTC
- BACHELOR'S DEGREE - CONCORDIA UNIVERSITY - POLICE ADM.

Civic and other activities (Please list past and present civic activities and organizational memberships, especially those which may be relevant to the appointment you are seeking.)

NONE CURRENTLY

Time constraints relative to the duties of the committee or commission position

NONE

 What do you believe to be the most important task or basic mission of the committee or commission in which you are interested?

TO MAKE OUR VILLAGE ATTRACTIVE TO FUTURE
GROWTH, BOTH IN RESIDENTIAL AND COMMERCIAL.
LISTEN TO OUR CITIZENS AND HOW TO SHAPE OUR
OPEN SPACES TO MAKE OUR COMMUNITY GROW.

To the best of your knowledge and belief, would there be any conflict of interest (personal business, investments, etc.) if you were appointed to a committee or commission? If yes, why?

NONE

Comments (Please briefly describe other qualifications, experience, and other information which you would like the Board to consider or which you believe are particularly relevant to the appointment you are seeking.)

- WORKING WITH GROUPS
- TALKING WITH AND COMMUNICATING WITH PEOPLE
- LISTENING SKILLS
- MAKING DECISIONS
- LIVING IN OUR VILLAGE/TOWNSHIP FOR 20 PLUS YEARS WATCHING IT GROW TO PRESENT FORM.

Devin J. Persenthal
Signature

02-18-25
Date

Return by mail to:
Village of Harrison
W5298 State Road 114
Menasha, WI 54952

Office:

Date Received: _____

Date Reported to Village Board: _____

Appointed: Yes / No

Term Dates: _____

APPLICATION FOR BOARDS & COMMISSIONS

Check Preference(s):

- ☐ VILLAGE BOARD
☐ ZONING BOARD OF APPEALS

- ☒ PLAN COMMISSION
☐ FIRE COMMISSION

RECEIVED

MAR 21 2025

VILLAGE OF HARRISON

Name: Tom Uitenbroek Email: Uitenbroek@aol.com

Address: N9551 State Park Rd Appleton WI 54915

Resident of Harrison (# of years): 50+ Phone: 920-209-3220

Occupation: Plastering Contractor Work Phone: _____

Name of Employer: Uitenbroek Plastering Inc

Education: (indicate the highest grade completed or degree and major course of study)

High School Graduate St. Mary Central HS
Various Fox Valley Tech courses and certificate in Fire Service

Civic and other activities: (list past and present civic activities and organizational memberships, especially those relevant to the board or commission you are applying for)

Harrison Fire Dept. 1999-2010 Deputy Fire Chief
On Original Group Station to Create Harrison Fire
Comprehensive Plan in the late 90s

List any time constraints relative to the duties of the board or commission position:

Available Late Afternoons Evenings and Weekends

What do you believe are the most important tasks or the basic mission of the board or commission you are applying for?

I believe Harrison needs smart growth with better
Plans for Traffic flow and safe passage on collector and
Carriag Streets. Better storm water plans throughout the
Village

To the best of your knowledge, would there be any conflict of interest (personal business, investments, etc.) if you were appointed to a Harrison board or commission? If yes, why?

No

Comments: (briefly describe other qualifications, experience, and any information you would like the Village Board to consider or that you believe are relevant to the appointment you are seeking.)

Grew up on a smaller dairy farm in the Town of Harrison. I understand the struggle of farmers to coexist with residential development. As Parkers Sanitary district before my dad was operator/inspector with them. He developed his farm and several others in partnerships with his brothers and friends. I understand the operation of the Sanitary districts and stormwater flows often helping setting grades and helping inspect new developments and homes.

Thomas J. Udenko

Signature

3/21/2025

Date

Return to:

Village of Harrison
W5298 State Road 114
Menasha, WI 54952

or

cpelishek@harrison-wi.org

Office:

Date Received: _____

Date Reported to Village Board: _____

Appointed: Yes ___ No ___

Term Dates: _____

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Certificate of Payment #5, Crossroads Business Park for \$43,873.20.

Issue: Does the Village Board approve Certificate of Payment #5 for Crossroads Business Park?

Background and Additional Information:

None

Budget Impacts: TID 2

Recommended Action: Motion to approve Certificate of Payment #5, Crossroads Business Park for \$43,873.20.

Attachments:

Certificate of Payment #5



February 26, 2025

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

Re: Village of Harrison
Crossroads Business Park Utility & Street Construction
Certificate for Payment #5
McM. No. H0006-09-24-00507

Dear Chad:

Enclosed herewith is Certificate for Payment #5 for the above referenced project. This Certificate is issued to Gene Frederickson Trucking & Excavating, Inc. in the amount of \$43,873.20 for partial payment for work performed through February 18, 2025.

Please process the enclosed, and forward payment to Gene Frederickson Trucking & Excavating, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

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

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

LRR:

cc: Gene Frederickson Trucking & Excavating, Inc.

Enclosure: Certificate for Payment #5

**CERTIFICATE FOR
PAYMENT**

Section 12, Item a.

VILLAGE OF HARRISON
W5298 Highway 114
Harrison, WI 54952

Contract No. H0006-09-24-00507
Project File No. H0006-09-24-00507
Certificate No. Five (5)
Issue Date: February 26, 2025
Project: Village of Harrison – Crossroads
Business Park Utility & Roadway Const

This Is To Certify That, In Accordance With The Contract Documents Dated: September 9, 2024

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

Is Entitled To **Partial** Payment For Work Performed Through: February 18, 2025

- ☒ Contractor's Application For Payment Attached.
☒ Itemized Cost Breakdown Attached.

Original Contract	<u>\$1,215,005.90</u>	Completed To Date	<u>\$1,074,347.16</u>
Net Change Orders	<u>\$129,054.53</u>	Retainage 2.5%	<u>\$33,601.51</u>
Current Contract Amount	<u>\$1,344,060.43</u>	Subtotal	<u>\$1,040,745.65</u>
		Previously Certified	<u>\$996,872.45</u>

Amount Due This Payment: \$43,873.20

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



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

Crossroads Business Park
Utility & Street Construction
Village of Harrison
Payment Certificate #5 Summary
McM No. H0006-09-24-00507

Base Bid:

Item	Qty	Unit	Description	Unit Price	Total	Payment Certificate #5		Contract to Date		Difference	
						Quantity	Total Cost	Quantity	Total Cost	Quantity	Total Cost
1.	2,103	LF	8 Inch Sanitary Sewer	\$61.00	\$ 128,283.00		\$ -	2,103	\$ 128,283.00	0	\$ -
2.	85.8	VF	48 Inch Sanitary Sewer Manhole Including Casting and Chimney Seal	\$662.00	\$ 56,799.60		\$ -	87.21	\$ 57,733.02	1.41	\$ 933.42
3.	655	LF	6 Inch SCH 40 PVC Sanitary Sewer Lateral	\$41.00	\$ 26,955.00		\$ -	654	\$ 26,814.00	-1	\$ (41.00)
4.	50	LF	6 Inch SCH 40 PVC Sanitary Sewer Lateral (Lot 9)	\$79.00	\$ 3,950.00		\$ -	64	\$ 5,056.00	14	\$ 1,106.00
5.	2,250	LF	8 Inch Water Main	\$66.00	\$ 148,500.00		\$ -	2,250	\$ 148,500.00	0	\$ -
6.	6	Ea	8 Inch Resilient Wedge Gate Valve	\$2,926.00	\$ 17,556.00		\$ -	4	\$ 11,704.00	-2	\$ (5,852.00)
7.	4	Ea	6 Inch Resilient Wedge Gate Valve	\$2,123.00	\$ 8,492.00		\$ -	4	\$ 8,492.00	0	\$ -
8.	4	Ea	Hydrant	\$6,376.00	\$ 25,504.00		\$ -	4	\$ 25,504.00	0	\$ -
9.	50	LF	6 Inch Hydrant Lead	\$55.00	\$ 2,750.00		\$ -	37	\$ 2,035.00	-13	\$ (715.00)
10.	625	LF	2 Inch SDR 9 PE Water Lateral	\$25.00	\$ 15,625.00		\$ -	625	\$ 15,625.00	0	\$ -
11.	60	LF	2 Inch SDR 9 PE Water Lateral (Lot 9)	\$66.00	\$ 3,960.00		\$ -	72	\$ 4,752.00	12	\$ 792.00
12.	13	Ea	2 Inch Corporation, Curb Stop & Stop Box	\$1,273.00	\$ 16,549.00	1	\$ 1,273.00	14	\$ 17,822.00	1	\$ 1,273.00
13.	731	LF	36 Inch RCP Storm Sewer	\$113.00	\$ 82,603.00		\$ -	731	\$ 82,603.00	0	\$ -
14.	600	LF	30 Inch RCP Storm Sewer	\$87.00	\$ 52,200.00		\$ -	600	\$ 52,200.00	0	\$ -
15.	619	LF	24 Inch RCP Storm Sewer	\$61.00	\$ 37,759.00		\$ -	619	\$ 37,759.00	0	\$ -
16.	53	LF	24 Inch Storm Sewer	\$53.00	\$ 2,809.00		\$ -	53	\$ 2,809.00	0	\$ -
17.	351	LF	18 Inch RCP Storm Sewer	\$47.00	\$ 16,497.00		\$ -	351	\$ 16,497.00	0	\$ -
18.	67	LF	18 Inch Storm Sewer	\$39.00	\$ 2,613.00		\$ -	67	\$ 2,613.00	0	\$ -
19.	40	LF	15 Inch RCP Storm Sewer	\$48.00	\$ 1,920.00		\$ -	40	\$ 1,920.00	0	\$ -
20.	181	LF	15 Inch Storm Sewer	\$38.00	\$ 6,878.00		\$ -	181	\$ 6,878.00	0	\$ -
21.	144	LF	12 Inch RCP Storm Sewer	\$45.00	\$ 6,480.00		\$ -	144	\$ 6,480.00	0	\$ -
22.	87	LF	12 Inch Storm Sewer	\$30.00	\$ 2,610.00		\$ -	87	\$ 2,610.00	0	\$ -
23.	1	Ea	36 Inch RCP Flared End Section	\$5,035.00	\$ 5,035.00		\$ -	1	\$ 5,035.00	0	\$ -
24.	1	Ea	30 Inch RCP Flared End Section	\$3,708.00	\$ 3,708.00		\$ -	1	\$ 3,708.00	0	\$ -
25.	3	Ea	18 Inch RCP Flared End Section	\$1,948.00	\$ 5,844.00		\$ -	3	\$ 5,844.00	0	\$ -
26.	2	Ea	12 Inch RCP Flared End Section	\$1,564.00	\$ 3,128.00		\$ -	2	\$ 3,128.00	0	\$ -
27.	5.6	VF	84 Inch Diameter Storm Sewer Manhole	\$1,487.00	\$ 8,327.20		\$ -	9.84	\$ 14,632.08	4.24	\$ 6,304.88
28.	9.7	VF	72 Inch Diameter Storm Sewer Manhole	\$1,235.00	\$ 11,979.50		\$ -	15.09	\$ 18,636.15	5.39	\$ 6,656.65
29.	31.6	VF	60 Inch Diameter Storm Sewer Manhole	\$909.00	\$ 28,724.40		\$ -	21.92	\$ 19,925.28	-9.68	\$ (8,799.12)
30.	15.4	VF	48 Inch Diameter Storm Sewer Manhole	\$655.00	\$ 10,087.00		\$ -	15.38	\$ 10,073.90	-0.02	\$ (13.10)
31.	1	Ea	36 Inch Diameter Stand Pipe Outlet Structure with Trash Rack for Outlet 2 Pond	\$2,824.00	\$ 2,824.00		\$ -	1	\$ 2,824.00	0	\$ -
32.	1	Ea	Trash Rack for Outlet 1 Pond Outlet Structure	\$620.00	\$ 620.00		\$ -	0	\$ -	-1	\$ (620.00)
33.	1	Ea	Anti-Sleep Collar	\$515.00	\$ 515.00		\$ -	1	\$ 515.00	0	\$ -
34.	12	Ea	Catch Basin	\$2,307.00	\$ 27,684.00		\$ -	12	\$ 27,684.00	0	\$ -
35.	600	LF	4 Inch Perforated Underdrain with Geotextile Sock	\$16.00	\$ 9,600.00		\$ -	500	\$ 8,000.00	-100	\$ (1,600.00)
36.	3	Ea	Yard Drain	\$2,052.00	\$ 6,156.00		\$ -	2	\$ 4,104.00	-1	\$ (2,052.00)
37.	1	LS	Utility Trench Compaction Certification	\$12,738.00	\$ 12,738.00		\$ -	1	\$ 12,738.00	0	\$ -
38.	1	LS	Common Pond Excavation (Estimated at 2,500 C.Y.)	\$36,242.00	\$ 36,242.00		\$ -	1	\$ 36,242.00	0	\$ -
39.	1	LS	Borrow for Stormwater Ponds (Estimated at 2,110 C.Y.)	\$3,108.00	\$ 3,108.00		\$ -	1	\$ 3,108.00	0	\$ -
40.	16	CY	Light Rip-Rap with Type HR Fabric	\$50.00	\$ 800.00		\$ -	16	\$ 800.00	0	\$ -
41.	31	CY	Medium Rip-Rap with Type HR Fabric	\$58.00	\$ 1,798.00		\$ -	31	\$ 1,798.00	0	\$ -
42.	50	CY	Heavy Rip-Rap with Type HR Fabric	\$65.00	\$ 3,250.00		\$ -	0	\$ -	-50	\$ (3,250.00)
43.	500	SY	Turf Reinforcement Mat, Class III, Type B	\$15.90	\$ 7,950.00		\$ -	250	\$ 3,975.00	-250	\$ (3,975.00)
44.	6,400	SY	Temporary Stabilization for Prairie Area (Temporary Seed and Mulch)	\$1.35	\$ 8,640.00		\$ -	3,200	\$ 4,320.00	-3,200	\$ (4,320.00)
45.	1	LS	Common Roadway Excavation (Estimated at 3,120 C.Y.)	\$12,340.00	\$ 12,340.00		\$ -	0	\$ -	-1	\$ (12,340.00)
46.	1	LS	Roadway Subgrade Preparation	\$41,795.00	\$ 41,795.00		\$ -	0	\$ -	-1	\$ (41,795.00)
47.	400	CY	Excavation Below Subgrade (EBS)	\$6.00	\$ 2,400.00		\$ -	0	\$ -	-400	\$ (2,400.00)
48.	1,200	SY	Type 1 Geogrid	\$1.70	\$ 2,040.00		\$ -	0	\$ -	-1,200	\$ (2,040.00)
49.	800	TON	Base Aggregate Dense 3 Inch for EBS Areas	\$13.60	\$ 10,880.00		\$ -	0	\$ -	-800	\$ (10,880.00)
50.	12,000	SY	SAS Fabric	\$1.25	\$ 15,000.00		\$ -	0	\$ -	-12,000	\$ (15,000.00)
51.	3,900	TON	Base Aggregate Dense 1-1/4 Inch	\$12.15	\$ 47,385.00		\$ -	0	\$ -	-3,900	\$ (47,385.00)
52.	6,850	TON	Base Aggregate Dense 3 Inch	\$13.80	\$ 94,910.00		\$ -	0	\$ -	-6,850	\$ (94,910.00)
53.	15,000	SY	Temporary Stabilization of Roadway R/W (Temporary Seed and Mulch)	\$1.10	\$ 16,500.00		\$ -	0	\$ -	-15,000	\$ (16,500.00)
54.	2	Ea	Tracking Pad	\$1,200.00	\$ 2,400.00		\$ -	2	\$ 2,400.00	0	\$ -
55.	15	Ea	Inlet Protection	\$110.00	\$ 1,650.00		\$ -	0	\$ -	-15	\$ (1,650.00)
56.	8	Ea	Temporary Ditch Check	\$125.00	\$ 1,000.00		\$ -	0	\$ -	-8	\$ (1,000.00)
57.	2,200	LF	Silt Fence	\$2.00	\$ 4,400.00		\$ -	2,200	\$ 4,400.00	0	\$ -
58.	60	SY	4 Inch HMA Pavement Restoration (Friendship Drive)	\$126.67	\$ 7,600.20	60	\$ 7,600.20	60	\$ 7,600.20	0	\$ -
59.	150	SY	Lawn Turf Restoration (Friendship Drive)	\$1.60	\$ 240.00		\$ -	0	\$ -	-150	\$ (240.00)
TOTAL (Items 1. through 59., Inclusive)						\$ 1,111,140.90	\$ 8,873.20	\$ 866,179.63	\$ (244,961.27)		

Supplemental Bid #2:

Item	Qty	Unit	Description	Unit Price	Total	Payment Certificate #5		Contract to Date		Difference	
						Quantity	Total Cost	Quantity	Total Cost	Quantity	Total Cost
S2-1.	60	LF	Bore 16 Inch Steel Casing Pipe Sanitary Sewer Under STH 55	\$708.00	\$ 42,480.00	0	\$ -	60	\$ 42,480.00	0	\$ -
S2-2.	97	LF	8 Inch Sanitary Sewer	\$29.00	\$ 2,813.00	0	\$ -	97	\$ 2,813.00	0	\$ -
S2-3.	60	LF	Bore 16 Inch Steel Casing Pipe for Water Main Under STH 55	\$611.00	\$ 36,660.00	0	\$ -	60	\$ 36,660.00	0	\$ -
S2-4.	106	LF	8 Inch Water Main	\$72.00	\$ 7,632.00	0	\$ -	106	\$ 7,632.00	0	\$ -
S2-5.	2	Ea	8 Inch Resilient Wedge Gate Valve	\$2,946.00	\$ 5,892.00	0	\$ -	2	\$ 5,892.00	0	\$ -
S2-6.	1	Ea	6 Inch Resilient Wedge Gate Valve	\$2,123.00	\$ 2,123.00	0	\$ -	1	\$ 2,123.00	0	\$ -
S2-7.	1	Ea	Hydrant	\$6,050.00	\$ 6,050.00	0	\$ -	1	\$ 6,050.00	0	\$ -
S2-8.	5	LF	6 Inch Hydrant Lead	\$43.00	\$ 215.00	0	\$ -	5	\$ 215.00	0	\$ -
Supplemental Bid #2 Total (Items S2-1. through S2-8., Inclusive)						\$ 103,865.00	\$ -	\$ 103,865.00	\$ -		
Total Base Bid + Supplemental Bid #2						\$ 1,215,005.90	\$ 8,873.20	\$ 970,044.63	\$ (244,961.27)		

Change Order Items:

Item	Qty	Unit	Description	Unit Price	Total	Payment Certificate #5		Contract to Date		Difference	
						Quantity	Total Cost	Quantity	Total Cost	Quantity	Total Cost
1.1	209	L.F.	ADD 28" x 46" HERCP Storm Sewer	\$179.08	\$ 37,427.72		\$ -	209	\$ 37,427.72	0	\$ -
1.2	283	L.F.	ADD 24" x 39" HERCP Storm Sewer	\$142.78	\$ 40,406.74		\$ -	283	\$ 40,406.74	0	\$ -
1.3	1	EACH	ADD 28" x 46" HERCP Flared End Section	\$5,163.07	\$ 5,163.07		\$ -	1	\$ 5,163.07	0	\$ -
1.4	14,190	C.Y.	ADD Borrow for Lots 10-13	\$7.00	\$ 99,330.00	5,000	\$ 35,000.00	10,654	\$ 74,578.00	-3,536	\$ (24,752.00)
1.5	209	L.F.	DEDUCT 36" RCP Storm Sewer	-\$113.00	\$ (23,617.00)		\$ -	209	\$ (23,617.00)	0	\$ -
1.6	283	L.F.	DEDUCT 30" RCP Storm Sewer	-\$87.00	\$ (24,621.00)		\$ -	283	\$ (24,621.00)	0	\$ -
1.7	1	EACH	DEDUCT 36" RCP Flared End Section	-\$5,035.00	\$ (5,035.00)		\$ -	1	\$ (5,035.00)	0	\$ -
TOTAL Change Order Items						\$ 129,054.53	\$ 35,000.00	\$ 104,302.53	\$ (24,752.00)		
Total Contract Amount =						\$ 1,344,060.43	\$ 43,873.20	\$ 1,074,347.16	\$ (269,713.27)		

Completed to Date =	\$ 1,074,347.16
Project Retainage = 2.5%	\$ 33,601.51
Subtotal =	\$ 1,040,745.65
Previously Certified =	\$ 996,872.45
Amount Due this Payment =	\$ 43,873.20

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO

PAGES

TO MCMAHON ASSOCIATED INC
1445 MCMAHON DRIVE
NEENAH WI 54956

PROJECT: CROSS ROADS BUSINESS PARK
VILLAGE OF HARRISON

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

PERIOD TO: 2/28/25

VIA ARCHITECT:

GENE FREDERICKSON TRUCKING & EXCAVATING, INC.

4450 FIELDCREST DRIVE

KAUKAUNA WI 54130

CONTRACT FOR:

PROJECT NOS:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 1,344,060.43
2. Net change by Change Orders \$ 129,054.53
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,473,114.96
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,074,347.16

5. RETAINAGE: a. 5 % of Completed Work \$ 34,949.51
(Column D + E on G703)
b. % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE \$ 34,949.51
(Line 4 Less Line 5 Total) \$ 1,039,397.65

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 996,872.45
8. CURRENT PAYMENT DUE \$ 42,525.20

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 433,717.31

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$129,054.53	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$129,054.53	\$0.00
NET CHANGES by Change Order	\$129,054.53	

CONTRACTOR: GENE FREDERICKSON TRUCKING & EXCAVATING, INC.

By:  Date: 
State of: WISCONSIN County of: OUTAGAMIE
Subscribed and sworn to before me this February 1, 2025
Notary Public: Catharine J. Pappas
My Commission expires: 12/31/2028

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA® - © 1992
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

PAGE 2 OF 2 PAGES

APPLICATION NO: 5
APPLICATION DATE: 2/18/25
PERIOD TO: 2/28/25
ARCHITECT'S PROJECT NO:

Section 12, Item a.

CONTINUATION SHEET

ALA DOCUMENT G703

PAGE 2 OF 11 PAGES

ALA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated in the nearest dollar.
Use Column 1 for Continues where variable rebarage for this item may apply.

APPLICATION NO: 5
APPLICATION DATE: 2/18/25
PERIOD TO: 2/28/25
ARCHITECTS PROJECT NO:

DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	SCHEDULED VALUE	QUANTITY FROM LAST PERIOD	PERIOD FROM APPLICATION (D-E)	WORK COMPLETED THIS PERIOD	THIS PERIOD	MATERIALS PREVIOUSLY ORDERED (DOTS IN DOR-E)	TOTAL COMPLETED TO DATE (D-E-F)	% (D+F)	BALANCE TO FINISH (C-D)	RETAINAGE (IF VARIABLE RATE)
15 INCH STORM SEWER	181 LF		\$38.00	\$6,878.00	181	\$6,878.00	0	\$0.00		\$6,878.00	100%	\$0.00	\$343.90
12 INCH RCP STORM SEWER	144 LF		\$45.00	\$6,480.00	144	\$6,480.00	0	\$0.00		\$6,480.00	100%	\$0.00	\$324.00
12 INCH STORM SEWER	87 LF		\$30.00	\$2,610.00	87	\$2,610.00	0	\$0.00		\$2,610.00	100%	\$0.00	\$130.50
36 INCH RCP FLARED END SECTION	1 EACH		\$5,035.00	\$5,035.00	1	\$5,035.00	0	\$0.00		\$5,035.00	100%	\$0.00	\$251.75
30 INCH RCP FLARED END SECTION	1 EACH		\$3,705.00	\$3,705.00	1	\$3,705.00	0	\$0.00		\$3,705.00	100%	\$0.00	\$185.40
18 INCH RCP FLARED END SECTION	3 EACH		\$1,945.00	\$5,834.00	3	\$5,834.00	0	\$0.00		\$5,834.00	100%	\$0.00	\$292.20
12 INCH RCP FLARED END SECTION	2 EACH		\$1,564.00	\$3,128.00	2	\$3,128.00	0	\$0.00		\$3,128.00	100%	\$0.00	\$156.40
84 INCH DIAMETER STORM SEWER MANHOLE	5.6 VF		\$1,487.00	\$8,327.20	9.84	\$14,632.08	0	\$0.00		\$14,632.08	176%	\$8,327.20	\$731.60
72 INCH DIAMETER STORM SEWER MANHOLE	9.7 VF		\$1,233.00	\$11,979.90	15.09	\$18,656.15	0	\$0.00		\$18,656.15	156%	\$11,979.90	\$931.81
60 INCH DIAMETER STORM SEWER MANHOLE	31.6 VF		\$999.00	\$31,734.40	21.92	\$19,925.28	0	\$0.00		\$19,925.28	63%	\$8,799.12	\$996.26
48 INCH DIAMETER STORM SEWER MANHOLE	15.4 VF		\$665.00	\$10,087.00	15.38	\$10,073.90	0	\$0.00		\$10,073.90	100%	\$12.10	\$503.70
36 INCH DIAMETER STAND PIPE OUTLET STRUCTURE W/ TRASH RACK FOR OUTLET 1 POND	1 EACH		\$2,834.00	\$2,834.00	1	\$2,834.00	0	\$0.00		\$2,834.00	100%		\$141.20
TRASH RACK FOR OUTLET 1 POND OUTLET STRUCTURE	1 EACH		\$620.00	\$620.00	0	\$0.00	0	\$0.00		\$0.00	0%	\$620.00	\$0.00
ANTI SLEEP COLLAR	1 EACH		\$515.00	\$515.00	1	\$515.00	0	\$0.00		\$515.00	100%		\$25.75
CATCH BASIN	12 EACH		\$2,307.00	\$27,684.00	12	\$27,684.00	0	\$0.00		\$27,684.00	100%		\$1,384.20
4 INCH PERFORATED UNDERDRAIN W/ GEOTEXTILE SOCK	600 LF		\$16.00	\$9,600.00	290	\$8,000.00	0	\$0.00		\$8,000.00	83%	\$1,600.00	\$400.00
YARD DRAIN	3 EACH		\$2,052.00	\$6,156.00	2	\$4,104.00	0	\$0.00		\$4,104.00	67%	\$2,052.00	\$205.20
UTILITY TRENCH COMPACTION CURE	1 LS		\$12,738.00	\$12,738.00	1	\$12,738.00	0	\$0.00		\$12,738.00	100%		\$636.90
COMMON POND EXCAVATION EST. 2500 CY	1 LS		\$36,242.00	\$36,242.00	1	\$36,242.00	0	\$0.00		\$36,242.00	100%		\$1,812.10
BORROW FOR STORMWATER EST. 2110 CY	1 LS		\$3,108.00	\$3,108.00	1	\$3,108.00	0	\$0.00		\$3,108.00	100%		\$155.40
LIGHT RIPRAP W/ TYPE III FIBRIC MARKING	16 CY		\$50.00	\$800.00	16	\$800.00	0	\$0.00		\$800.00	100%		\$40.00

Section 12, Item a.

CONTINUATION SHEET

AIA Document G703
PAGE 3 OF 3 PAGES

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated in the nearest dollar.
Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 5
APPLICATION DATE: 2/18/25
PERIOD TO: 2/28/25
ARCHITECT'S PROJECT NO:

DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	SUBMITTED VALUE	QUANTITY FROM LAST PERIOD	FROM PREVIOUS APPLICATION (D - E)	WORK COMPLETED THIS PERIOD	THIRD PERIOD	MATERIALS STORED PRESENTLY (COST B)	TOTAL COMPLETED AND STORED (D + E + F)	% (G + H)	BALANCE TO FINISH (I - G)	REFERENCE (IF VARIABLE RATE)
MEDIUM RUPRAP W/TYPE HR FABRIC	31 CY		\$55.00	\$1,795.00	31	\$1,795.00	0	\$0.00	\$0.00	\$1,795.00	100%	\$0.00	\$89.90
HEAVY RUPRAP W/TYPE HR FABRIC	50 CY		\$66.00	\$3,300.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$3,300.00	\$0.00
TURF REINFORCEMENT MAT CLASSII TYPE B	500 SY		\$15.90	\$7,950.00	250	\$3,975.00	0	\$0.00	\$0.00	\$3,975.00	50%	\$3,975.00	\$198.75
TEMPORARY STABILIZATION FOR PRAIRIE ARE TEMP SEED & MULCH	6,460 SY		\$1.35	\$8,640.00	3,200	\$4,320.00	0	\$0.00	\$0.00	\$4,320.00	50%	\$4,320.00	\$216.00
COMMON ROADWAY ENC. EST. 3120 CY	1 LS		\$12,340.00	\$12,340.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$12,340.00	\$0.00
ROADWAY SUBGRADE PREPARATION	1 LS		\$41,795.00	\$41,795.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$41,795.00	\$0.00
ERS	400 CY		\$6.00	\$2,400.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$2,400.00	\$0.00
TYPE I GEOGRID	1,200 SY		\$1.70	\$2,040.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$2,040.00	\$0.00
BASE AGGREGATE DENSE 3" FOR EBS AREAS	800 TONS		\$13.60	\$10,880.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$10,880.00	\$0.00
SAS FABRIC	12,000 SY		\$1.25	\$15,000.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	\$0.00
BASE AGG. DENSE 1 1/2"	3,900 TONS		\$12.15	\$47,385.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$47,385.00	\$0.00
BASE AGG. DENSE 3" REMOVAL	5,850 TONS		\$13.60	\$79,560.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$79,560.00	\$0.00
TEMP. STABILIZATION OF ROADWAY R/W TEMP. SEED & MULCH	15,000 SY		\$1.10	\$16,500.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$16,500.00	\$0.00
TRACKING PAD	2 EACH		\$1,200.00	\$2,400.00	2	\$2,400.00	0	\$0.00	\$0.00	\$2,400.00	100%	\$0.00	\$120.00
INLET PROTECTION	15 EACH		\$110.00	\$1,650.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$1,650.00	\$0.00
TEMP DITCH CHECK	8 EACH		\$125.00	\$1,000.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	\$0.00
SILT FENCE	2,200 LF		\$2.00	\$4,400.00	2,200	\$4,400.00	0	\$0.00	\$0.00	\$4,400.00	100%	\$0.00	\$220.00
4 INCH HMA PAVEMENT RESTORATION - FRIENDSHIP DRIVE	60 SY		\$126.67	\$7,600.20	0	\$0.00	60	\$7,600.20	\$0.00	\$7,600.20	100%	\$0.00	\$380.01
LAWN TURF REST. FRIENDSHIP DRIVE	150 SY		\$1.60	\$240.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0%	\$240.00	\$0.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 3 PAGES

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated in the nearest dollar.
Use Column 1 on Contracts where variable retainage for labor items may apply.

APPLICATION NO: 5
APPLICATION DATE: 2/18/25
PERIOD TO: 2/28/25
ARCHITECT'S PROJECT NO:

Section 12, Item a.

DOCUMENT G703, CONTINUATION SHEET FOR G703, 1995 EDITION, MAY 1997
AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-4322

121

DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	SCHEDULED VALUE	QUANTITY FROM LAST PERIOD	PREVIOUS APPLICATION (D-E)	WORK COMPLETED THIS PERIOD	THIS PERIOD	MATERIALS PREVIOUSLY APPLIED (NOT IN DOR E)	TOTAL COMPLETED AND TO DATE (D-E-F)	% (G+I)	BALANCE TO FINISH (C-I)	RETAINAGE IF VARIABLE RATE
SUPPLEMENTAL BID #2													
BORE 16 INCH STEEL CASING PIPE SANITARY SEWER UNDER STH 55	60	LF	\$705.00	\$42,300.00				0	\$0.00	\$42,300.00	100%	\$0.00	\$2,124.00
8 INCH SANITARY SEWER	97	LF	\$29.00	\$2,813.00				0	\$0.00	\$2,813.00	100%	\$0.00	\$140.65
BORE 16 INCH STEEL CASING PIPE FOR WATER MAIN UNDER STH 55	60	LF	\$611.00	\$36,660.00				0	\$0.00	\$36,660.00	100%	\$0.00	\$1,833.00
8 INCH WATER MAIN	106	LF	\$72.00	\$7,632.00				0	\$0.00	\$7,632.00	100%	\$0.00	\$381.60
8 INCH RESILIENT WEDGE GATE VALVE	2	EACH	\$5,992.00	\$5,992.00				0	\$0.00	\$5,992.00	100%	\$0.00	\$294.60
6 INCH RESILIENT WEDGE GATE VALVE	1	EACH	\$2,123.00	\$2,123.00				0	\$0.00	\$2,123.00	100%	\$0.00	\$106.15
HYDRANT	1	EACH	\$6,050.00	\$6,050.00				0	\$0.00	\$6,050.00	100%	\$0.00	\$302.50
6 INCH HYDRANT LEAD	5	LF	\$45.00	\$215.00				0	\$0.00	\$215.00	100%	\$0.00	\$10.75
29" X 45" INCH HERCUP STORM SEWER	209	LF	\$179.05	\$37,427.72				0	\$0.00	\$37,427.72	100%	\$0.00	\$1,871.39
24" X 38" INCH HERCUP STORM SEWER	283	LF	\$142.78	\$40,406.74				0	\$0.00	\$40,406.74	100%	\$0.00	\$2,020.34
29" X 45" INCH HERCUP FLARED END SEC ESTIMATED	1	EACH	\$5,165.07	\$5,165.07				0	\$0.00	\$5,165.07	100%	\$0.00	\$258.15
BOBROW FOR LOTS 16 THRU 13	14,190	CY	\$7.00	\$99,330.00				5,000	\$35,000.00	\$74,330.00	75%	\$24,352.00	\$3,728.90
36" RCP STORM SEWER	(209) LF		\$113.00	\$23,607.00				0	\$0.00	\$23,607.00	100%	\$0.00	\$1,180.35
30" RCP STORM SEWER	(283) LF		\$57.00	\$16,131.00				0	\$0.00	\$16,131.00	100%	\$0.00	\$806.55
36" RCP FLARED END SECTION	(1) EACH		\$5,035.00	\$5,035.00				0	\$0.00	\$5,035.00	100%	\$0.00	\$251.75
Grand Totals				\$1,344,060.45		\$1,004,473.96		\$45,871.29	\$0.00	\$1,050,345.25	80%	\$268,713.27	\$53,717.56

G703-1992

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Proposal from Ontech Systems to complete a Cyber Security Audit.

Issue: Does the Village Board authorizing contracting with OnTech Systems to complete a cyber security audit of the Village's network system?

Background and Additional Information:

OnTech Systems is a vendor of the Cities Village Mutual Insurance Company (CVMIC), the Village's insurance company.

CVMIC provides a 50% grant to members to complete a Cyber Security Audit of internal and external assets. The cost to complete the Vulnerability scan is \$6,000. CVMIC would pay \$3,000.

Additional services include Penetration Test, Security Awareness Training and Security Assessment test of users for \$8,150. CVMIC has a risk reduction grant that the Village is eligible for up to \$7,000. Village share of this cost could \$1,150.

Not knowing if a Cyber Security scan was ever completed, Village staff feel the time is right to make sure the Village will not face a ransomware attack. On-Tech would with the Village's current IT vendor Corporate Network Solutions.

Budget Impacts: Total cost to the Village- \$4,150 – Gen Admin- Service Contracts, CVMIC would cover \$10,000 in grant proceeds.

Recommended Action: Motion to approve proposal with OnTech Systems to complete a Cyber Security Audit of the Village's IT assets for \$14,150.

Attachments:

OnTech Systems proposal



Project - Security Assessment

Quote # KB016436
Version 1



Prepared for:
Village of Harrison

Chad Pelishek
cpelishek@harrison-wi.org

Prepared by:
Ontech Systems Inc.

Keegan Bolstad
keegan@ontech.com

Scope of Work

VILLAGE OF HARRISON SECURITY VULNERABILITY ASSESSMENT SCOPE OF WORK

OVERVIEW

Project Background and Description

Ontech Systems will perform a security vulnerability assessment on Village of Harrison internal and external assets. This process will identify security vulnerabilities in systems, applications and networks, and assess the potential impact and likelihood of exploitation. Ontech Systems will prioritize vulnerabilities based on risk and provide recommendations for remediation and mitigation to enhance Village of Harrison overall security posture.

Project Scope

Phase 1: Preparation, Deployment and Configuration

- Project Kickoff
 - Ontech Systems responsibilities
 - Vulnerability scan meeting between customer and security team.
 - Standard project kick-off agenda
 - Project team introductions
 - Scope review
 - Estimated scheduling
 - Client responsibilities
 - Network diagram (if possible)
 - Public and Private IP Addresses
 - VLAN Information
 - Domain Credentials
 - Firewall Credentials
 - M365 Credentials
- Phase 1 Requirements
 - Review of security project charter and customer security questionnaire.

Phase 2: Preparation, Deployment and Configuration

- Preparation for Onsite visit
 - Obtain network diagrams, IP addresses, VLAN information
 - Obtain credentials needed for scans
 - Create company in portal
- Ontech Systems backend setup (onsite)
 - Ontech Systems responsibilities

- Perform external asset scan
- Configure Firewall for scanning
- Configure Cloud Assessment\
- Install lightweight agents and probe agents
- Schedule asset scans
- Review asset scans to ensure accuracy
- Village of Harrison responsibilities
 - Contact for questions on network or assets.

Phase 3: Asset Scans

- Ensure scans are operating properly, tag critical assets and troubleshooting as needed

Phase 4: Report Consolidation and Documentation

- Collect and consolidate all reports and findings from vulnerability assessment
- Build Presentation with findings and recommendations and timeline for mitigation

Phase 5: Findings and Recommendations

- Present findings and recommendations on the next steps to Village of Harrison.

Roles and Responsibilities

- Ontech Systems:
 - Project Manager: Responsible for coordination and communication during project.
 - Account Manager: Responsible for assisting client and Village of Harrison engineering in facilitation of project.
 - Village of Harrison Engineering: Responsible for the technical work to complete the project
- Village of Harrison
 - Primary Contact: Responsible for interface with Village of Harrison for kick-off, weekly status, and closure calls. Responsible for providing network documentation and credentials needed for scanning.
 - Technical contact for project communication.

Milestones

- Kick Off.
- Site setup.
- Asset configuration.
- Asset scanning.
- Findings consolidation.
- Presentation and Recommendations.

Anticipated Impact

- Phase 1: No impact.
- Phase 2: Minimal impact to network and services during scan times.
- Phase 3: No impact.
- Steps will be taken to avoid unnecessary downtime or impact on the production environment.

Assumptions

- Labor estimated for time and materials is based on the below assumptions, and may be revised if these assumptions are not met:
 - Network diagram or network layout
 - Remote access or onsite visit based on tools available
 - Agent deployment to assets
 - Proper credentials
- Ontech Systems assumes our installation will not interfere with day-to-day operations. In the event an agent install disrupts production, please notify the project manager or Ontech Systems staff. Ontech Systems will implement a reversion strategy back to the last functional state.

Exclusions

- Additional services/offerings that have not been approved per the attached quote. Additional services/offerings can be added with a signed change order after the approval of this quote/scope.
- Standard support work will be considered outside the scope of this onboard project and billed as time and materials.
- Other items not specifically outlined above.

Vulnerability Assessment

Description	Price	Qty	Ext. Price
CVMIC Covered Assessment. 50% of Vulnerability Scan portion of project (excluding Pen Test) will be invoiced to Village the other 50% to CVMIC direct. Grant funds can be used for to cover pen test expense but that must be applied to through CVMIC grant program.			
Vulnerability Scanning Software (One-Time)	\$1,000.00	1	\$1,000.00
Security Assessment Labor Fixed Fee	\$5,000.00	1	\$5,000.00
Subtotal:			\$6,000.00

Optional Services

* Optional

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Ingram External Network Penetration Test Ingram Micro will provide its assessment services to identify system vulnerabilities and attempt to exploit them. The Penetration Test Assessment will be executed based on IP addresses provided to be assessed. An executive briefing and final report will be created as part of the assessment. 1. Footprint environment to gather data 2. Execute scans against the identified systems to identify vulnerabilities using a mix of manual and automated tools 3. Attempt to exploit vulnerabilities using a mix of automated and manual tools 4. Produce a report that will document the results of the Penetration Test Assessment and recommendations 5. Deliver the assessment report and its findings	\$0.00	\$7,250.00	1	\$0.00	\$7,250.00
Ingram External Network Penetration Test - 1IP			1		
Ingram External Network Penetration Test - Additional IP's Up to 20 IP's			5		
Social Engineering Campaigns (Phishing Simulation) Ingram Social Engineering Assessment	\$4.00	\$900.00	1	\$4.00	\$900.00
Security Awareness Training - Fully featured phishing simulator - Engaging and interactive training courses - Trackable, customizable training campaigns - Campaign and contact management - Reporting Center			1		

Optional Services

* Optional

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Security Assessment SAT Project • Configure Tenant • Configure User Group • Create 5-10 simulations over 30 days • Provide reporting to as part of Assessment • •			1		

* Optional Recurring Subtotal: \$4.00

* Optional Subtotal: \$8,150.00

Project - Security Assessment

Quote Information: Prepared for:
Quote #: KB016436 **Village of Harrison**
 Version: 1 W5298 State Road 114
 Delivery Date: Menasha, WI 54952
 03/14/2025 Chad Pelishek
 Expiration Date:
 05/09/2025 cpelishek@harrison-wi.org

Prepared by:
 **Ontech Systems Inc.**
 Keegan Bolstad
 (262) 522-8560
 keegan@ontech.com

Quote Summary

Description	Amount
Vulnerability Assessment	\$6,000.00
Subtotal:	\$6,000.00
Estimated Tax:	\$50.00
Total:	\$6,050.00

*Optional Expenses

Description	Recurring	One-Time
Optional Services	\$4.00	\$8,150.00
Optional Subtotals:	\$4.00	\$8,150.00

For full quote view with product descriptions, warranty information and disclaimers, please review PDF.
 Note: Quote is valid for 15 days.
 Note: Please do not pay from quote, invoice to follow.

Ontech Systems Inc.

Signature: 
 Name: Keegan Bolstad
 Title: Sales Manager
 Date: 03/14/2025

Village of Harrison

Signature: _____
 Name: Chad Pelishek
 Date: _____

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of Public Administration Associates to complete a Wage Compensation Study for \$16,670.

Issue: Does the Village Board support contracting with Public Administration Associates to complete a Wage Compensation Study for all Village employees for \$16,670.

Background and Additional Information:

The 2025 budget includes funding to complete a Wage Compensation Study for all Village employees to make sure wages are comparable to surrounding communities to retain quality staff

The Village previously completed a Wage study with Carlson and Dettman, now Cottingham and Butler in 2020/2021. It is recommended to update the study every five years.

In March 2025, the Village issued a Request for Proposals to five firms: Boldpath Consulting, Innovative Public Advisors, Cottingham and Butler, MGT, Public Administration Associates and Baker Tilly.

Three firms submitted proposals: Public Administration Associates (\$16,670), MGT (\$30,565) and Cottingham and Butler (\$34,250).

The scope of work to be completed involves reviewing job descriptions, making recommendations based on comparable communities on salary adjustments and completing a Federal Labor Standards (FLSA) Act review of all positions to make sure the ones that are salary and hourly meet the law requirements.

Staff is recommending Public Administration Associates (PAA) to complete the work. Staff called the references of PAA to verify the end products of the other wage studies and the two communities had no issues and provided very positive comments for PAA.

Budget Impacts: \$16,670

Recommended Action: Motion to approve Public Administration Associates to complete the Wage Compensation Study for \$16,670.

Attachments:

Proposal from Public Administration Associates

Proposal for Wage Compensation Study/Plan for the Village of Harrison



Submitted by
Public Administration Associates

April 22, 2025



Public Administration Associates



Public Administration Associates

April 22, 2025

Re: Proposal for Wage Compensation Study (Village of Harrison Positions)

Mr. Chad Pelishek, Manager
Village of Harrison
W5298 State Road 114
Menasha, WI 54952

Dear Mr. Pelishek:

On behalf of Public Administration Associates, LLC (PAA), I am pleased to submit the following proposal for the Village of Harrison's consideration that addresses your desire for an updated wage compensation study/plan to include 22 separate municipal position classifications (a total of 34 full-time employees and 7 part-time/seasonal employees).

As you may be aware, PAA has specialized in working with smaller municipalities in Wisconsin on organizational audits/management reviews, executive recruitment, and human resource-related studies since its founding in 1998. We are currently working on classification/compensation studies for the cities of Berlin and Sturgeon Bay, as well as the Village of Somers, however, we are completing several of these studies in the next few weeks and can take on additional work. We have a track record of success, and we encourage you to contact any of the 200-plus Wisconsin cities, counties, villages, and towns that we have served.

PAA would be extremely privileged and honored to work with the Village of Harrison. We know that our PAA partners and associates who will work with the Village on this project can provide significant value to your organization based on their extensive municipal experience and expertise.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner
President

cc-David Tebo, PAA Associate
Karl Frantz, PAA Associate

About Public Administration Associates

SINCE 1998

Taking Local Government
to New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled, and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to their clients, and the efficient use of client time and resources. PAA has built a sterling reputation earned from 28-plus years of municipal consulting and a combined 300+ years of public management experience.

A New Generation of PAA Leadership

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA, and the Fruehs and Hintz are PAA Associates along with approximately twelve other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2019, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. In early 2025, Swartz became a Senior Associate of the firm, and Susan McDade and Shawn Murphy became new partners with Brunner and Bretl. Brunner currently serves as the firm’s president, while Bretl serves as CEO/General Counsel, with McDade serving as vice-president and Murphy serving as Secretary/Treasurer.



Kevin Brunner-President/Partner

Kevin Brunner has over forty years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and

Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and recently stepped down after a six-year stint as chair of the Geneva Lake Conservancy, one of Wisconsin's largest land trusts. Brunner has been actively consulting with PAA since 2014.



David Bretl- Interim CEO/Legal Counsel

David Bretl has served local governments in Wisconsin for the past thirty-five years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he had held since 2003. He joined PAA as a partner in January 2020, but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities, and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county, and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed to develop public, non-profit, and private sector leaders. In 2005, he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.



Sue McDade – Vice President

Sue McDade has over 30 years of experience as a local government recreation and facilities administrator. She is currently the Community Services Director in Waunakee, Wisconsin, a fast-growing north Madison suburb. Responsibilities include recreational programming, supervision of the community center (including a fitness center, gymnasium, community room, and senior center), and development of the park system, currently consisting of over 200 acres of parkland. McDade obtained a master’s degree in Recreation and Park Administration from Penn State University. She is a past president of the Wisconsin Park and Recreation Association (WPRA), serving from 2014-2016. She is the recipient of numerous Wisconsin and regional honors and awards, including the prestigious WPRA Professional Award of Merit in 2010. McDade teaches courses in the Recreation Management Program at Madison Area Technical College.

Ms. McDade works on executive recruitment and park and recreation-related management studies for PAA.



Shawn Murphy – Secretary/Treasurer

Shawn Murphy has held positions in state and local government for over 30 years, with 26 years' experience as a Municipal Administrator. After obtaining his Bachelor's Degree in Business Administration from the University of Wisconsin-Eau Claire in 1986 and his Master's Degree in Public Administration from the University of Wisconsin-Milwaukee in 1990, Murphy began his career as a Budget & Program Coordinator for the Wisconsin Department of Transportation. Murphy served as Assistant Village Manager in Whitefish Bay from 1992-1997; Village Administrator in Prairie du Sac from 1997 to 2007; City Administrator in Verona from 2007 to 2010, and City Administrator in Portage from 2012 to 2023. Murphy has a strong track record of collaboration and was involved in the formation of the North Shore Fire Department, the reformation of a joint Police Department between Prairie du Sac and Sauk City; worked closely with the Sauk Prairie School District to create the Sauk Prairie Recreation Commission that includes 6 municipalities and was involved in the creation of a joint municipal court commission that includes 4 municipalities. In 2023, Murphy received a lifetime achievement award from the WCMA.

Mr. Murphy works on interim management assignments and executive recruitment projects for PAA.

Comprehensive Government Consulting Services



Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



Economic Development Services

Assisting communities in establishing and implementing economic development projects and programs, including downtown revitalization initiatives, redevelopment, tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in the development of boundary agreements and cooperative plans.

I. Proposed Methodology and Scope of Work

PAA is aware that the Village of Harrison has solicited proposals for the preparation of an updated Wage Compensation Plan that will evaluate current salaries and fringe benefits for 22 Village positions. In addition, current job descriptions are to be updated, and recommendations are to be made regarding Fair Labor Standards Act (FLSA) exempt/non-exempt status to be made as part of the Study.

The purpose of the study is to ensure the Village maintains a competitive standing with other similar government employers with a compensation system that is attractive, equitable, and effective. In addition, potential pay compression issues will be identified, with alternative solutions to be provided.

The general scope of work for the proposed study would consist generally of the steps listed below and can be fine-tuned and refined after meeting with Village representatives at the initiation of the project:

A. Review and analyze relevant organizational values and concerns. Determine current organizational needs concerning the updating of the current Harrison wage and compensation system.

PAA takes very seriously the importance of understanding current organizational values, needs, and concerns. PAA has found in its studies that each organization has a different set of values and concerns affecting the design of the classification and compensation system.

Organizational information will be obtained through discussions with the Village Manager, staff, and/or Village Board members if needed. Other important historical background materials will be reviewed that may have a bearing on an updated wage comp study, such as upcoming referendums, budgets, personnel policies, past plans, etc. After discussion with the Village Manager and other key staff to determine what issues might have arisen in the past, PAA will provide recommendations and options for ways the Village could move forward.

B. Engage employees in the process through a written explanation of steps for the Wage Compensation Study and an Employee Job Questionnaire. Allow for individual input and communication with project consultants.

We are sensitive to the fact that classification and compensation plans require buy-in from employees. Important information for PAA's evaluation of internal equity between positions is gained through the Employee Job Questionnaire and conversations with employees.

C. Review and recommend revisions to position descriptions.

PAA will review each position description and verify with each employee that the position description accurately and completely describes the current work being done and the requirements for the position. We utilize a survey form conforming to established human resource information standards to be completed by each employee. All discrepancies listed by employees are noted, and any proposed changes will be documented for the Village. It is expected that approximately 85% of the current Village position descriptions are accurate but that a number might need updating and that cost is reflected in our proposal.

D. Rank all positions using a point factor approach to determine internal position evaluation.

The internal position evaluation consists of eight factors that are weighted: knowledge/education (20%), experience (20%), job complexity (20%), supervision exercised (10%), supervision received (10%), consequences of decisions (10%), interaction with other sets of people (5%), and work environment (5%). The internal evaluation is based upon a thorough review of position descriptions and responses to the Employee Job Questionnaire.

E. *Establish an external peer group of 12-16 communities from which to obtain salary and benefit information for all designated positions.*

PAA develops the market peer group of communities and comparability factors in consultation with the Village. Factors typically compared include regional proximity, municipality size, organizational complexity, number of FTE's, equalized value, and per capita spending. Where appropriate private market data are available, they will also be used. PAA will create a survey instrument for Village approval that will capture the wage and benefit data they feel is most important to compare positions equitably across peer municipalities.

F. *Develop a wage range midpoint for each benchmark position surveyed and optional wage ranges for consideration by the Village at .8-1.20, .85-1.15, and .9-1.10 of the midpoint.*

One of the challenges confronting consultants in external compensation surveys is dealing with peer municipalities that have salary ranges and those that have single-point salaries without ranges. PAA uses a special methodology to capture both kinds of data, enabling the calculation of what is termed the **external midpoint**. We then establish a **working range**, consisting, for example, of 80% to 120% of the external midpoint. This is a commonly used range for municipalities. The actual range that is used depends on decisions by the community. PAA will calculate several working ranges using different minimum to maximum spreads.

G. *Identify various pay plan options. Discuss with community leadership the issue of pay progression with appropriate consideration for both length of service and performance. Make recommendations based on the identified pay philosophy, feasibility, and affordability.*

We believe that the performance evaluation of every employee should be conducted by a municipality. However, we recognize that there are different perspectives on the relationship of performance evaluation and salary/wage adjustments. Systems range from what we describe as loosely linked evaluation to salary approaches to tight pay for performance approaches. As requested, we will offer options for the Village might structure a compensation plan moving forward, especially to retain and attract top talent.

H. *Recommend final pay ranges for the requested 22 positions that are consistent with the Village's pay policy, internal equity scores, and reflect appropriate and competitive pay and benefit compensation practices for employees at these levels.*

I. *Prepare a written report for the Village outlining the findings of the compensation survey and an implementation plan for proposed changes.*

J. *Conduct compensation appeals following the adoption of a new updated Plan by the Village. Appeals must be submitted within 30 days of plan adoption.*

II. Schedule for Comprehensive Wage/Compensation Analysis

Public Administration Associates can begin this project in late May 2025. Based on the time-sensitive nature of compiling the wage and compensation data and to coordinate with the current PAA project workload, we recommend a two-phase approach.

Phase 1: (Estimated Completion Date- August 1, 2025)

Late May-July 15: Meet with Village Manager (and other appropriate Village officials) to prepare information about potential peer communities, establish criteria for comparisons, prepare wage and benefit surveys for approval, send out to peer communities, and follow up to ensure adequate participation and accurate comparisons. Collect and input data. Compute wage medians and prepare potential updated wage ranges for Village review. Identify potential pay compression issues and provide alternative solutions.

Phase 2: (Estimated Completion Date- September 30)

July 15-September 30: Meet with employees to discuss the purpose of a wage/comp study and review job questionnaires. Receive job questionnaires from employees. Conduct employee interviews where necessary. Create job descriptions if requested and included in the scope of our work. Review data with Village Manager and get agreement on approach for final study presentation. Finalize data, write report, and prepare for study presentation to Village Manager, Village Board, and affected Village Staff. Present findings in the final report to the Harrison Village Board and/or appropriate Village Committee.

III. Employee Involvement

PAA may request information from Harrison as we research background materials and historical documents related to the Wage Compensation Study. We will need employees to prepare a job description questionnaire and to participate in requested information sessions. Department heads may be involved in reviewing position description information. All external data and all analysis of internal and external data will be the responsibility of the PAA consultants.

IV. Meetings and Presentations (In-Person or Zoom if Needed)

PAA agrees to work closely with the Village and other Village officials (including the Village Board and/or appropriate Village Committee) and keep them updated on study progress. There will be a minimum of three official visits (in-person or zoom) by our consultants to Harrison: (1) An initial visit which would include-Meeting with the Village Manager, and any other requested participants to formally initiate the Harrison Wage Compensation Study project; (2) A second visit to include a meeting with all employees to discuss the purpose of the study and review job questionnaires; 3) A third visit for a formal presentation to the Village Board and/or appropriate Village Committee, Village Manager and Village staff members once the plan is completed to answer any questions about final study recommendations.

V. Proposed Fee Structure for Services

Phase 1: (Estimated Completion Date- July 15)

Meet with the Village Manager (and appropriate Village Committee if desired) to prepare information about potential peer communities, establish criteria for comparisons, prepare wage and benefit surveys for approval, send out to peer communities, and follow up to ensure adequate participation and accurate comparable municipalities. Collect and input data. Compute wage medians and prepare potential updated wage ranges for Village review.

Estimated Cost for Phase 1 = 82 hours x Consultant Fees of Avg. \$105.00/hr. = \$8,610

Phase 2: (Estimated Completion Date- September 30)

Meet with employees to discuss the purpose of a wage/comp study and review job questionnaires. Receive job questionnaires from employees. Conduct employee interviews where requested or necessary. Update all job descriptions based on job questionnaires and employee interviews conducted. Review data with Village Manager and get agreement on approach for final study presentation. Finalize data, write report, and prepare for study presentation to Village Board, Village Manager, and Village Staff.

Estimated Cost for Phase 2 = 72 hours x Consultant Fees of Avg. \$105.00/hr. = \$7,560

Allowance for Consultant Travel/Project Expenses-\$500

Total Not-to-Exceed Cost for Complete Study and Compensation Step Plan (including travel/mileage) = \$16,670

Quote good until May 1, 2025

Relevant Experience

Public Administration Associates, LLC, specializes in organizational and administrative studies for smaller municipalities in Wisconsin as well as municipal executive recruitment and strategic planning.

Organization and Management Studies Performed by PAA for Wisconsin Municipalities (Last Five-Year Period)

- Classification/Compensation Study, Village/Town of Somers, 2025
- Classification/Compensation Study, City of Sturgeon Bay, 2025
- Classification/Compensation Study, City of Berlin, 2025
- Municipal Consolidation Study, Village and Town of Stockbridge, 2025
- Fire Consolidation Negotiations, City of Waupun and Towns of Chester and Waupun, 2025
- Fire/EMS Consolidation Study, City of Hurley & Northern Iron County Towns, 2025
- Fire/EMS Consolidation Study, Town and Village of Sharon, 2025
- Fire/EMS Consolidation Study, City of Rhinelander & Town of Crescent, 2025
- Classification/Compensation Study, Village of Union Grove, 2024
- Fire/EMS Consolidation Study, Town of Troy/Village of East Troy, 2024-2025

- Municipal Governance Workshop, City of Burlington, 2024
- Fire/EMS Consolidation Study, Town of Linn/City of Lake Geneva, 2024
- Fire/EMS Staffing Study, City of Menomonie, 2024
- Fire/EMS Organizational Study, City of Ripon, 2024
- Classification/Compensation Plan, Town of Freedom, 2024
- Fire/Organizational Study, Village of Fontana, 2024
- Fire/EMS Organizational Study, City of Waupun, 2024
- Organization/Governance Study, Village of Maple Bluff, 2024
- Organizational Audit/Staffing Study, Town of Rome, 2024
- Railroad ROW Study, Village of Germantown, 2024
- Classification/Compensation Study, Village of Campbellsport, 2023
- Classification/Compensation Study, Village of Weston, 2023
- Classification/Compensation Study, Village of Dane, 2023
- Fire/Organizational Study, Village of Williams Bay, 2023
- Wage/Compensation Study, Village of Belleville, 2023
- Fire/EMS Organizational Study, City of Lake Geneva, 2023
- Fire/EMS Organizational Study, Town of Linn, 2023
- Classification/Compensation Study, Village of Shorewood Hills, 2022
- Classification/Compensation Study, Walworth County Metropolitan Sewerage District 2022/
Update 2024
- Fire/EMS Organizational Study, City of Park Falls, 2021
- Fire Department Organizational Study, Village and Town of Cottage Grove, 2021
- EMS Operational Study, Deer Grove EMS District, 2021
- DPW Organizational/Staffing Study, City of Columbus, 2021
- DPW Organizational and Planning Study, Village of Kronenwetter, 2021
- DPW Organizational Analysis; Village of Waunakee, 2020-21
- Organizational Study, Town of Little Suamico, 2021
- Organizational Audit/Staffing Study, Village of Hortonville, 2020
- Classification/Compensation Study Update, City of Mauston, 2020
- Fire Department Organizational Study/Space Needs Analysis, City of Platteville, 2020
- County Administration Study, Sauk County, 2020
- Fire/EMS Organizational Study, Village of Little Chute, 2019-2020
- DPW Organizational Analysis/Staffing Study, Village of Germantown, 2020
- Classification/Compensation Study, City of Park Falls, 2020
- Organizational Audit/Staffing Study and Employee Personnel Policies, City of Park Falls, 2020
- City of Marinette Legal Services Study/Reorganization, 2020
- Organizational Audit/Staffing Study, Village of Port Edwards, 2020
- Organizational Audit/Staffing Study and Employee Personnel Policies, Village of Merton,
2019
- Organizational Audit/Staffing Study, Town of Osceola, 2019
- Organizational Audit/Feasibility Study for Creation of City Administrator Position, City of

- Mineral Point, 2019
- Streetlighting Fee Feasibility Study, City of Oak Creek, 2019
- Classification/Compensation Study, City of Sturgeon Bay, 2019
- Organizational Audit/Feasibility Study for Creation of City Administrator Position, City of Park Falls, 2019
- Organizational Audit and Classification Study, Town and Village of Somers, 2019
- Lodi Fire/EMS District Organization and New Station Location Study, 2019
- Employee Personnel Manual Development, Village of Williams Bay, 2019
- Community Collaboration Planning Project- Cities of Marinette and Menominee, MI, 2019

References from Recent Comparable Municipal Consulting Projects

Jessi Balcom, Administrator, City of Berlin, 920-361-5400, Classification/Compensation Study, Current 2025 (June Completion)

Justin Carlson, Administrator, Town of Freedom, 920-788-4548, Wage and Compensation Study, Completed May 2024

Jami Gebert, Administrator, Village of Weston, 715-359-6114 (Ext. 2610), Wage and Compensation Study, Completed October 2023

Teresa Hughey Groves, Clerk-Treasurer, Village of Dane, 608-849-5422, Wage and Compensation Study, Completed September 2023

John Imes, President, Village of Shorewood Hills, 608-800-9920, Wage and Compensation Study, Completed June 2022

Neal Kolb, Administrator, Walworth County Metropolitan Sewerage District, 262-728-4140, Wage and Compensation Study, Completed, July 2022/Update April, 2024

Charlie Kudy, Administrator, Village of Campbellsport, 920-533-8321, Wage and Compensation Study, Completed September, 2023

Connor LaPointe, Administrator, Village of Union Grove, 262-878-1818, Classification/Compensation Study/Plan; Completed November, 2024

Jason Peters, Administrator, Village and Town of Somers, 262-859-2822, Classification/Compensation Plan, Completed January 2020, Current 2025 Update July Completion)

Josh Van Lieshout, Administrator, City of Sturgeon Bay, 920-746-2900 (O) Wage and Compensation Study, Completed December 2019/2021/2025 Update

Qualifications of PAA Consulting Team for Village of Harrison Wage Compensation Study

PAA will assign an interdisciplinary team to work with the City on this consulting assignment. Kevin Brunner will serve as Lead PAA Partner, and Dave Tebo will be the Project Leader. In addition, PAA Associate Karl Frantz will assist Tebo as Principal Consultant on the Harrison project.

Lead PAA Partner



Kevin Brunner-President/Partner

Kevin Brunner has over forty years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater, and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. Brunner has worked on over 25 local government classification/compensation projects for PAA.

Project Leader



Dave Tebo – Associate

Dave Tebo served as a Municipal Administrator in Wisconsin for over 30 years, most recently in the Village of Poynette (1994-2000) and Town of Greenville (2000-2017). Tebo has a master’s degree in Public Affairs & Administration from UW-Madison and a bachelor’s in Urban & Regional Studies from UW-Oshkosh. Dave is a Credentialed Manager (CM) by the International City Management Association (ICMA) and Certified Public Manager (CPM) by the State of Wisconsin. He is experienced in all local government management duties, including budgeting, financial analysis, human resources, community development, planning, and economic development. Project areas Dave had in-depth experience and success with in Greenville include: Land Use Planning, Sustainability, Land Stewardship (Creation of Two DATCP recognized Agricultural Enterprise Areas), Grant writing for Trail Construction and Administration (\$3 million in trail projects over the last 15 years), and Economic Development (TID Development and work with Fox Cities Regional Partnership). Tebo’s work in Greenville was featured in the book *The New Public Service-Serving, Not Steering* by Janet and Robert Denhardt in 2007.

Dave works on interim management assignments, executive recruitment, and classification/compensation studies for PAA. He has completed approximately 20 classification/compensation projects with PAA.

Project Consultant



Karl Frantz-Associate

Karl Frantz has over 35 years of municipal management experience, including 30 years as an administrator in the state of Wisconsin. Frantz obtained his bachelor’s degree in Political Science from the University of Minnesota and a master’s degree in Public Administration from the University of Washington’s Daniel Evans School of Public Affairs. He began his career as a Management Assistant for the City of Mercer Island, WA, before serving as the City Administrator for Renville, WA; Jefferson, WI, and Baraboo, WI. He retired in 2021 after 17 years of service as the Village Administrator of Shorewood Hills, WI.

Frantz has extensive experience in economic development and redevelopment, formation and administration of tax increment districts, zoning administration, long and short-term financial management/budgeting, human resources, and implementation of organizational change. Kark works on interim management assignments, human resources consulting, and classification/compensation projects with PAA. He has worked on five recent municipal classification/compensation studies, including for the nearby Town of Freedom.

Understanding

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully complete all tasks described in this proposal for the specified costs. PAA will invoice 33% of the total at contract acceptance, 33% on July 1, 2025, and 33% at project completion (presentation and acceptance of the Harrison Updated Wage Compensation Study by the Harrison Village Board).

**If PAA believes a specific task requested by the Village is beyond the agreed-upon scope of work, it will negotiate any potential extra charges with the Village.

Approval:

Offered by: Kevin M. Brunner 4/16/2025

Public Administration Associates, LLC Date

Accepted by: _____

Village of Harrison Date

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Chad Pelishek, Village Manager and Jarred Gehl, Fire Chief **Meeting Date:** 4/29/2025

Title: Award on consultant to complete the Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation and Ambulance Service Analysis.

Issue: Does the Village Board wish to approve McMahon to complete the Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation and Ambulance Service Analysis?

Background and Additional Information:

Village staff released a Request for Proposals on March 6, 2025, via email to five consultants: Fitch and Associates, Hanifen Associates, McMahon Group, MSA, and McGrath Consulting.

The deadline for submitting was April 4, 2025. Three proposals were received: Fitch and Associates, McMahon and Hanifen Associates. The study includes three parts, Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation and Ambulance Service Analysis.

The Village Manager and Fire Chief reviewed the proposals and shortlisted the Fitch and Associates and the McMahon. Fitch and Associates is based out of Missouri. McMahon's cost was \$59,100 and Fitch and Associates was \$50,000 with up to \$5,000 reimbursable expenses for each person per trip to travel here.

After connecting with references provided by both consultants, the decision was made to recommend McMahon to the Village Board based on the following: McMahon has substantial experience working with smaller to mid-sized communities, whereas Fitch and Associates provided references for studies completed on communities between 88,000 to 500,000 people. Although McMahon is about \$9,100 higher, the Staff felt the reimbursable expense cost of Fitch and Associates could be at least another \$10,000 or more. Also, the project manager on McMahon team is a former Harrison Fire/Rescue employee that understands the department.

The 2025 budget included \$35,000 in the Fire Department budget for this study. The difference in costs is that staff added the ambulance service cost analysis that originally was not planned to be completed, so the village is prepared should in the future Gold Cross proposes costs to the Village for the service, we would have a metric to compare future costs. This study will also span two budget years.

Budget Impacts: Fire/Rescue budget account number 100-01-52200-304-000. Difference from the Contingency line item in the budget.

Recommended Action: Motion to approve McMahon to complete the Fire Department Staffing Study, Intergovernmental Cost Share Analysis and Ambulance Service Analysis.

Attachments:
Proposal from McMahon Group

PROPOSAL

April 1, 2025

PUBLIC SAFETY & MUNICIPAL MANAGEMENT
PROFESSIONAL CONSULTING SERVICES



TABLE OF CONTENTS

- COVER LETTER
- QUALIFICATIONS
- METHODOLOGY
- SCOPE OF SERVICES
- FEE / SCHEDULE
- McMAHON TEAM/ RESUMES
- REFERENCES



**FIRE DEPARTMENT
STAFFING STUDY,
INTERGOVERNMENTAL COST
SHARE MODEL EVALUATION,
& AMBULANCE SERVICE
ANALYSIS**



VILLAGE OF HARRISON
CALUMET COUNTY, WI

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April 1, 2025

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

Re: Village of Harrison
Fire Department Staffing, Intergovernmental Cost Share Model Evaluation, & Ambulance Service Analysis

Dear Mr. Pelishek,

We are pleased to submit a Proposal to the Village of Harrison for a Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation, & Ambulance Service Analysis (Fire Study, Shared Evaluation, & Ambulance Analysis). Our Team's passion for Public Safety and working with fire and emergency medical services agencies provides the basis for our interest in submitting this Proposal. Municipal Consulting projects have become a major focus for McMahon Associates, Inc. (McMahon). Similar work in the past has included departments such as the Villages of Somers, Mukwonago, Germantown, and Waunakee.

McMahon's Public Safety & Municipal Management Group's focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. We have a Team of 10 consultants, who are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Village Administration.

Our extensive operational and strategic experience in the public safety area uniquely qualifies us for a project of this nature. The Team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience. Several members of the Team that will be assigned this project have vast experience in agencies serving multiple municipalities.

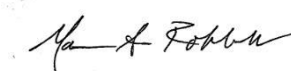
Thank you for the opportunity to submit this Proposal. If you have any questions or desire to schedule a meeting where we can present our Proposal in more detail and answer any questions, please feel free to contact me at 262-409-0476 or by email at rwhitaker@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.




Robert Whitaker
SENIOR PUBLIC SAFETY SPECIALIST




Mark A. Rohloff
DIVISION MANAGER

PROPOSAL

FIRE DEPARTMENT STAFFING STUDY, INTERGOVERNMENTAL COST SHARE MODEL EVALUATION, & AMBULANCE SERVICES ANALYSIS



QUALIFICATIONS

McMahon provides public management consulting that delivers professional, high quality public management consulting, project management, and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Fire Chiefs – Great Lakes Division
- Indiana Fire Chiefs Association
- Wisconsin City/County Management Association
- International City/County Management Association
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Professional Ambulance Association of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which include administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project Team members are also available throughout the duration of the project.



METHODOLOGY

Our approach to this project requires a clear understanding of the current fire and emergency medical services operations, staffing, and administration within the Village of Harrison. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the goals and objectives.
- A work plan that is comprehensive, well designed, practical, and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

CLIENT INPUT

To develop a comprehensive Fire Study, Shared Evaluation, & Ambulance Analysis and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the organization. Accordingly, our approach includes regular meetings with the Department and Village Administration.

PRACTICAL RECOMMENDATIONS

Our goal is to provide you with realistic recommendations for the administration and management of the fire department. These recommendations need to be based on sound practical standards and legal considerations.

PROJECT MANAGEMENT

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention, and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with the Village of Harrison.



SCOPE OF WORK

PROJECT KICKOFF

- Develop a Project Team of appropriate users and stakeholders to oversee and participate in the project. The Project Team will coordinate project schedules, evaluate findings and recommendations, and review and present the final documents.
- Prepare for and conduct Project Planning Meeting with McMahon Project Manager, the Project Team, and key project personnel. The purpose of the meeting will be to define scope and mission, discuss the work plans, establish liaison responsibilities, coordinate project schedules, and confirm other general arrangements.

INITIAL ASSESSMENT & OBSERVATIONS

- Obtain and review documentation pertaining to this project, such as existing fire department documentation, policies and procedures, job descriptions, detailed call volume statistics, community development plans, service contracts, surveys, capital improvement plans, and previous studies.
- Conduct on-site observation of fire department operations to gain a better understanding of future fire department needs.

CONTINUED ASSESSMENT & DOCUMENTATION

- Assess the current fire operations and begin to assess future needs by conducting interviews and on-site observations with representatives of all ranks in the municipalities and agency. The interviews and observations will be held in both group and individual settings with personnel from the following areas:
 - ▶ Fire Department
 - ◆ Administration
 - ◆ Fire Officers
 - ◆ Fire Fighters
 - ◆ Fire Inspectors
 - ▶ Village Administration
 - ▶ Economic Development

Interviews and observations will primarily focus on the following issues:

- ▶ Current Fire-EMS operations, staffing, and levels of service.
- ▶ Fire service workload call volume and activity.
- ▶ Fire operations and service expectations.
- ▶ Current and anticipated staffing, service, and budget issues.
- ▶ Major equipment needs.
- ▶ Economic development plans.
- ▶ Facilities.

- Prepare for and facilitate a project status meeting to discuss the results of the interviews and on-site observations and to review the next steps of the project.

ANALYSIS, PERFORMANCE REVIEW & RECOMMENDATIONS

- Review present Fire-EMS workflows and processes to analyze and develop potential organizational requirements. This review will be based on the Commission of Fire Accreditation International categories and criteria. The performance indicators that will be examined include the following:
 - ▶ Governance and Administration
 - ▶ Assessment and Planning
 - ▶ Goals and Objectives
 - ▶ Financial Resources
 - ▶ Community Risk Reduction Programs
 - ▶ Physical Resources
 - ▶ Human Resources
 - ▶ Training and Competency
 - ▶ Essential Resources
 - ▶ External Systems Relationships
 - ▶ Health and Safety
- Determine any changes, or future trends, for public safety industry standards related to operational and organizational requirements. During the development of all recommendations, McMahon will consider many factors and standards as a basis for recommendations, including:
 - ▶ State of Wisconsin Statutes and Administrative Code
 - ▶ National Highway Safety Traffic Administration (NHSTA)
 - ▶ Federal Emergency Management Agency (FEMA)
 - ▶ Local Related Ordinances
 - ▶ Commission on Fire Accreditation International (CFAI)
 - ▶ National Fire Protection Association (NFPA)
- Prepare for and facilitate a Recommendations Meeting to present preliminary findings and obtain feedback from the Project Team.
- Develop a comprehensive detailed Fire Study, Shared Evaluation, & Ambulance Analysis, utilizing the information provided by the documentation received, the interviews, and on-site observations. The projected growth and level of service needs will be considered during the development of these recommendations to include:
 - ▶ Evaluation of the current staffing model to include identification of current baseline services, costs, ISO rating, response times.
 - ▶ Evaluation of current facilities and major equipment.
 - ▶ The Department's ability to provide projected higher service demand in future years.
 - ▶ Identification of service level expectations (response times metrics and service expectations) from a review of data and engagement of the community, Village staff, and other stakeholders using community input from surveys and an open house.
 - ▶ Evaluation of multiple staffing scenarios including transitioning the fire department to a full-time department, a larger fire district, and maintaining the current model or other staffing models that may be recommended by the McMahon Team.
 - ▶ Recommendation of an optimal staffing model for the fire department that meets community

expectations. Proposed organizational charts, required administrative support, and the impact of leave time, training commitments, and programs on the provision of core services will be evaluated. Additionally, potential barriers to achieving desired service levels and possible methods to provide better service levels will be included as part of the Analysis.

- ▶ Evaluations of the financial impact of staffing changes, including any impact to apparatus or fleet, equipment, facilities, and capital demands.
- ▶ A review of current apparatus and equipment with recommendations regarding apparatus and equipment.
- ▶ A review of the cost sharing models used by other fire districts to determine the best model for the Village of Harrison.
- ▶ An analysis of potential revenue streams not currently used in the Fire Department's operations including recommendations on service charges for non-residents and how those charges should be determined.
- ▶ Evaluation of ambulance services provided to the community. This process will include a cost-benefit analysis to determine whether the Harrison Fire/Rescue Department providing ambulance service is financially prudent for the Village if the current provider ceases operations. The cost analysis will include a review of start-up costs and revenues that may arise should ambulance services be provided by another entity.
- ▶ Evaluation of the current intergovernmental cost share model used to divide costs for providing service to the Village of Sherwood and the Town of Woodville.

DOCUMENT PREPARATION & REVIEW

- List and describe the findings and recommendations with regards to scope of the study.
- Prepare budget impact estimates by implementation recommendations, identifying initial and recurring costs in a separate category for each resource.
- Assemble the Analysis document by performing a detailed quality assurance review of the document to ensure that the document meets the expectations of the Project Team and conforms to McMahon's standards.
- Prepare, produce, and deliver the draft Analysis to the Project Team for review. Facilitate a Report Delivery Meeting to review content as well as schedules and expectations for the remaining project steps.
- Facilitate an Analysis Review Meeting with the Project Team approximately one week after initial delivery to answer questions regarding the content of the Analysis. Make any changes to the Analysis based on the discussions at the Analysis Review Meeting. Produce and deliver final document copies to the Project Team.
- Facilitate an Analysis review presentation for the Village Board.



PROJECT FEE & SCHEDULE

PROJECT FEE

McMahon proposes to provide the Scope of Services described in this Proposal for the Fire Study, Shared Evaluation, & Ambulance Analysis as detailed in the separate document included with this Proposal.

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months’ time and expenses. Total invoices will not exceed the amount included in the separate Cost Proposal document as submitted.

The Project Scope included in the RFP is extensive. The Village may desire to complete the work over the course of two budget years or amend the scope to reflect budget capacity. McMahon is open to completing the work over the course of two years and/or amending the scope and amending the fee proposal to reflect the amended scope.

If the work were to be completed in two phases, McMahon recommends the following:

Phase 1:

- ▶ Evaluation of the current staffing model to include identification of current baseline services, costs, ISO rating, response times.
- ▶ Evaluation of current facilities and major equipment.
- ▶ A review of current apparatus and equipment with recommendations regarding apparatus and equipment.
- ▶ Identification of service level expectations (response times metrics and service expectations) from a review of data and engagement of the community, Village staff, and other stakeholders using community input from surveys and an open house.
- ▶ A review of the cost sharing models used by other fire districts to determine the best model for the Village of Harrison.
- ▶ Evaluation of the current intergovernmental cost share model used to divide costs for providing service to the Village of Sherwood and the Town of Woodville.
- ▶ The Department’s ability to provide projected higher service demand in future years and to meet service level expectations identified in Phase 1.

Phase 2:

- ▶ Evaluation of multiple staffing scenarios including transitioning the fire department to a full-time department, a larger fire district, and maintaining the current model or other staffing models that may be recommended by the McMahon Team.
- ▶ Recommendation of an optimal staffing model for the fire department that meets community

expectations. Proposed organizational charts, required administrative support, and the impact of leave time, training commitments, and programs on the provision of core services will be evaluated. Additionally, potential barriers to achieving desired service levels and possible methods to provide better service levels will be included as part of the Analysis.

- ▶ Evaluations of the financial impact of staffing changes, including any impact to apparatus or fleet, equipment, facilities, and capital demands.
- ▶ An analysis of potential revenue streams not currently used in the Fire Department’s operations including recommendations on service charges for non-residents and how those charges should be determined.
- ▶ Evaluation of ambulance services provided to the community. This process will include a cost-benefit analysis to determine whether the Harrison Fire/Rescue Department providing ambulance service is financially prudent for the Village if the current provider ceases operations. The cost analysis will include a review of start-up costs and revenues that may arise should ambulance services be provided by another entity.

PROJECT SCHEDULE

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience, it is estimated that this analysis will take approximately seven months to complete. This timeline is contingent upon data being readily available and in a format that facilitates analysis. The tentative timeline for a project completed in a single phase is below. Amending the project to multiple phases would result in amending the schedule below.

- Week 1: Project Kick-Off Meeting and submission of documentation request.
- Week 2-4: On-site evaluation of services, facilities, and equipment.
Interviews with fire staff and review of documents.
Determination of survey and open house dates.
- Week 5-6: Review of call data.
- Week 7: Preparation of survey/open house information.
Continuing review of documentation.
- Week 8-9: Public survey opening and open house held.
- Week 10: Close survey and begin definition of service expectations through interviews.
- Week 11-15: Begin defining service level expectations and developing organizational options.
Review options for ambulance services and other revenue sources.
Budget impact analysis.
- Week 16-18: Review cost sharing options for fire services.
- Week 19-21: Drafting of Analysis/Report including internal QA process.
- Week 22: Report Delivery Meeting
- Week 23-24: Analysis Review Meeting
- Week 25-26: Draft update based on Analysis Review Meeting
- Week 27-28: Presentation to Village Board

McMAHON PROJECT TEAM

Select McMahon staff are assigned to complete the project. The Project Manager supervises the Project Team and clerical personnel support the Team. The combined resources ensure that the client receives the best possible combination of professional attention.

KEVIN K. KLOEHN – PUBLIC SAFETY SPECIALIST

Kevin will serve as the Project Manager. He has over 31 years of experience in the fire, emergency medical, and emergency management fields. He recently retired as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department for 8 years, in which he consolidated two fire departments within a community. Kevin has experience on two major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

ROBERT C. WHITAKER – PUBLIC SAFETY TEAM LEADER

Robert will assist Kevin with project management. He has over 30 years of experience in the fire, emergency medical, and emergency management fields. He currently works as a Fire & EMS Chief/Administrator of a consolidated fire and emergency services department in Wisconsin. Before his position as Chief, he worked as a Deputy Chief of Administration, Battalion Chief, and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire service consolidation and shared service initiatives.

KEVIN BIERCE – PUBLIC SAFETY SPECIALIST

Chief Bierce has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions to include Assistant Chief, Division Chief of Prevention, Captain, and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

TIMM SCHABBEL – PUBLIC SAFETY SPECIALIST

Timm has nearly 40 years of service in the emergency services, including over 25 years as the executive chief of an internationally accredited fire department. As Fire Chief, he Initiated and led two successful fire department mergers, and transitioned from a traditional Township Fire Department to a Fire Territory that currently serves five separate governmental entities. He also served on the International Association of Fire Chiefs Board of Directors and the Indiana Fire Chief Association Board of Directors.

GERALD W. KUDEK – PUBLIC SAFETY SPECIALIST

Gerald is an experienced and dedicated public safety professional with over 38 years of experience in the fire service. Starting as a paid-on-call firefighter, he advanced to a full-time career and has served in every aspect of the fire department, from firefighter/EMT, Motor Pump Operator, Lieutenant in charge of Training, Battalion Chief, and to his last 10 years as Fire Chief. His strong leadership and relationship building skills were key as the department gained City Council approval of 9 new firefighter positions (without grant or referendum), as well as moving forward with new station construction and a station remodel. His areas of expertise include fiscal responsibility, problem solving, and innovative thinking.

JEFFERY ROEMER – PUBLIC SAFETY MANAGER

Jeff will assist the Project Team with review of project specific information and processes as well as advise on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMahon. He is a certified public manager and has been providing full-time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

MARK A. ROHLOFF - DIVISION MANAGER

Mark is a successful, results oriented public manager with over 40 years of diverse experience in strategic planning, budgeting, finance, continuous improvement, personnel, public works and utilities, economic development, and intergovernmental relations. He has served as a manager and administrator for 3 different Wisconsin cities and towns and has worked in cities ranging from 5,000 to 450,000 in population in Wisconsin, California, and Colorado. Mark has held leadership positions with the Wisconsin City-County Management Association, the League of Wisconsin Municipalities, and League Mutual Insurance, and has been a member of the adjunct faculty at UW Oshkosh.



REFERENCES

SHEBOYGAN COUNTY

Fire & EMS Sustainability Analysis
Bernard Rammer, Purchasing Agent
508 New York Avenue
Sheboygan, WI 53081

CITY OF GREEN BAY

Interim Fire Chief Services
501 S. Washington St. Street
Green Bay, WI 54301
(920) 448-3279

VILLAGE OF GERMANTOWN

Fire Management Counsel Services
Steven Kreklow, Village Administrator
skreklow@germantownwi.gov
N112W1701 Mequon Road
Germantown, WI 53022
(262) 250-4775

DOOR COUNTY

Interim EMS and Emergency Management
Director
Ken Pabich, County Administrator
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2339

VILLAGE OF MUKWONAGO

Fire Organizational Analysis
Village Administrator
440 River Crest Ct
Mukwonago, WI 53149
(262) 363-6420

HOLMEN FIRE DISTRICT

Fire Department Sustainability and Fire
Management Counsel
710 South Main Street,
Holmen, WI 54636
(608) 526-9363

VILLAGES OF MOUNT PLEASANT, STURTEVANT, AND CALEDONIA

Shared Services Feasibility Study
8811 Campus Drive
Mount Pleasant, WI 53406
(262) 664-7818

CITY OF DE PERE

Fire Dept. Organizational & Consolidation
Feasibility Analysis and Interim Fire Chief
Services
335 S. Broadway
De Pere, WI 54115
(920) 339-4044

CITY OF WAYZATA

Fire Organizational Analysis
Kevin Klapprich, Fire Chief
Kklapprich@wayzata.org
600 Rice Street East
Wayzata, MN 55391
(952) 404-5338

CITY OF LAKE ELMO

Fire Organizational Analysis
Kristina Handt, City Administrator
khandt@lakeelmo.org
3880 Laverne Avenue, Suite 100
Lake, Elmo, MN 55042
(651) 747-3905



FEE PROPOSAL

FIRE DEPARTMENT STAFFING STUDY, INTERGOVERNMENTAL SHARE MODEL EVALUATION, & AMBULANCE SERVICE ANALYSIS



PROJECT FEE

McMahon Associates, Inc. (McMahon) proposes to provide the Scope of Services described in this Proposal for the Fire/EMS Department Organizational Structure Assessment and Future Needs Analysis as follows:

Time & Expense Not To Exceed: \$59,100

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses. Total cost will not exceed the amount indicated above.

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of Dead Ash Tree Removal in Darboy Park Forest by Lowney's Tree Service for \$26,500.

Issue: Does the Village Board wish to award the proposal to Lowney's Tree Service for \$26,500?

Background and Additional Information:

The 2025 Capital Improvement Plan included a project for \$30,000 for dead ash tree removal in the Darboy Community Park Forest through tax levy. Approximately 250 dead trees were identified. Village staff marked the trees in the forest that need to be removed.

Three companies were contacted, and two provided estimates:

Lowney Tree Service for \$26,500
Treeo's for \$33,224

Budget Impacts: Capital Improvements Fund for \$26,500.

Recommended Action: Motion to approve the low bid of Lowney's for \$26,500.

Attachments:

Lowney Tree Service: \$26,500
Treeo's: \$33,224



Lowney's Tree Service
N3310 State Rd. 47
Appleton WI 54913 US

BILL TO
n9334 Noe Road
Appleton WI 54915 USA

SHIP TO
n9334 Noe Road
n9334 Noe Road
Jeff Funk
Appleton WI 54915 USA

ESTIMATE

DATE	DUE	ESTIMATE #
3/27/2025	4/6/2025	2168

Picture	DESCRIPTION	QTY	RATE	AMOUNT
	Tree Removal:Lift Tree Removal			
	Remove all the marked trees in the wooded park on Noe.			
	Chip brush into piles in the woods.	1.00	26,500.00	26,500.00
	Cut all stumps flush.			
	Remove all logs.			

TOTAL	26,500.00
--------------	------------------

Phone: 920-215-6274

Email: mail@treeos.net

Website: treeos.net

936 Appleton Road

Menasha, WI 54952



Proposal For:

Proposal For:	Estimator: Fran
Name: Village of Harrison - Chad Pelishek	Date: 02 / 27 / 25
Address: Darboy Park - Noe Rd	Phone: (920) 989 - 1062 EXT 8
Harrison, WI 54952	Email: Cpelishek@harrison-wi.org

We hereby propose to furnish materials and perform labor necessary for the completion of:		Price
Project Scope: Tree removal and Clean up		\$32,812.00
Remove 248 trees that are Marked by the Village		
Cut all stumps as close to ground as possible		
Remove all wood and debris		
Estimates Valid for 30 Days from Date Written Call ahead to schedule ☐ Yes ☐ No		Fuel Surcharge \$400.00
		Misc. Shop and Environmental Fee \$12.00
Terms of Payment: Payment is due upon completion of work, unless specified otherwise. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control.		Subtotal \$33,224.00
		Tax(es)
		Total \$33,244.00

ACCEPTANCE OF PROPOSAL

Our goal is to not damage your lawn, however with our equipment damage may occur. We will do our best to reduce the amount of damage. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payments will be made as outlined above.

Signature: _____ **Date:** _____

Date: _____

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of the Village Trustee Handbook

Issue: Does the Village Board wish to approve the Village Trustee Handbook?

Background and Additional Information:

A prior village manager hand created a Village Trustee Handbook. This handbook is created to assist in Trustee's transition to this position. It will provide an overview of Harrison and its government, as well as your primary responsibilities, and how elected and appointed officials as well as additional staff can work together in the most efficient and effective way to best serve the Harrison community.

While the handbook is designed to answer many of the commonly asked questions of new Board members, it cannot begin to address all the topics and knowledge required for you to successfully fulfill your position. It is important that you develop relationships with both the elected and appointed officials of Harrison and feel free to ask any questions you may have.

The handbook follows information provided by the League of WI Municipalities publications such as the power and duties of Wisconsin Village Presidents as well How to run a Village Board meeting. Other information was gathered from Roberts Rules of Order Newly Revised handbook.

Once the Future Landuse Map is completed for the Village, it will be added to the Handbook so trustees have easy access to landuse information.

Budget Impacts: None

Recommended Action: Motion to approve the 2025 version of the Village Trustee Handbook.

Attachments:

Village Trustee Handbook



VILLAGE TRUSTEE HANDBOOK

Edition: 2025

TABLE OF CONTENTS

1. Introduction	4
2. Form of Government	5
3. Roles and Responsibilities of Officials	6
4. Appointed Officials	8
5. Functions of Boards and Commissions	9
6. Guidelines for Board Members	11
7. Village Board Interactions	13
8. Village Board and Staff Interaction	16
10. Open Meetings Laws and Public Records	20
11. Rules of Parliamentary Procedure	21
12. Robert's Rules of Order Simplified	23
13. Public Hearings	24
14. Village Operations	26
15. Village Personnel	28
16. Village Board Roster	29
17. Code of Ethics for Village Board	30
18. Special Voting Requirements by State Law	31
19. Glossary	32
20. Village Harrison Rules	33

INTRODUCTION

Welcome to your new position as an elected official of the Village of Harrison Board of Trustees. You will find an elected position in municipal government can be both rewarding and challenging.

This handbook is designed to assist in your transition to this position. It provides an overview of Harrison and its government, outlines your primary responsibilities, and explains how elected and appointed officials, along with staff, can work together effectively to best serve the Harrison community.

In the various sections of this manual, information has been provided on the basic structure of village government, as well as some guidance on conducting board meetings, advice on how to govern the Village of Harrison effectively, descriptions of how the Village is organized, details of what is required for public hearings and information on creating a budget. In addition, some actions that public officials sometimes do not realize could create criminal liability are listed in the hope that such problems are best avoided through receiving good information.

The Village Board has established a number of committees, commissions and boards to review Village programs, projects and community issues. These groups provide greater community participation and can be a valuable source of information as they make recommendations to the Village Board on specific areas. These bodies are all organized either through Village ordinance or state statutes, which also prescribe their duties and authority.

While the handbook is designed to answer many of the commonly asked questions of new Board members, it cannot begin to address all the topics and knowledge required for you to successfully fulfill your position. It is important that you develop relationships with both the elected and appointed officials of Harrison and feel free to ask any questions you may have.

VILLAGE OF HARRISON FORM OF GOVERNMENT

Before 2013, the Village of Harrison was known as the Town of Harrison and operated under a town form of government. In 2012, a group of residents petitioned the State of Wisconsin to incorporate a portion of the town into a village. After a referendum was held in which residents overwhelmingly voted to become a Village, the State of Wisconsin approved the incorporation of the Village of Harrison on March 8, 2013.

As a Village, Harrison is now a municipal corporation with legislative authority vested in the Village Board and administrative authority vested in the Village Manager, per ordinance and state statutes. Harrison has the power to adopt their own rules of parliamentary procedures except where the State of Wisconsin has specifically prohibited that power.

Villages in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are “established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits.” Because municipalities were created by the state, they have been referred to as “creatures of the state.” As “creatures of the state,” municipalities have no inherent powers and have only the powers given them. Wisconsin villages are fortunate in that they have been granted extensive home rule powers. “Home rule” is the ability of villages to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) Constitutional and (b) statutory or legislative. For more information on home rule, see the Handbook of Wisconsin Municipal Officials located at Village Hall. Individual members of the Village Board have no authority to make decisions on behalf of the Village unless they have been given specific authority from the Village Board as a whole.

ROLES AND RESPONSIBILITIES OF ELECTED OFFICIALS

Village Board

A village is governed by a board consisting of a Village President and six Trustees who are elected at large. The Village Board exercises executive, legislative and administrative responsibilities. The Village President is a Village Trustee who presides at Village Board Meetings and votes on all matters before the board. The final determination of policy for the Village of Harrison rests with the Village Board.

A majority of the members elect constitute a quorum of the Village Board. As a Trustee, the Village President is counted in determining whether a quorum is present.

The Village Board appoints the Village Manager and all other department heads and employees and confirms appointments recommended by the President. It has authority for the management and control of Village property; management and control of Village finances and roads; the power to act for the government and good order of the Village, for its commercial benefit, and for the health, safety and welfare of the public. The Board enacts ordinances, resolutions and motions; creates committees, boards and commissions; approves and amends the annual budget; levies taxes, approves the paying of claims made against the Village; grants licenses issued by the Village; and enters into contracts on behalf of the Village. It may carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation and other necessary and convenient and legal means.

The Village Board does not enjoy executive (or administrative) powers of Village government, which are carried out by the Village Manager.

Village President

The Village President is a trustee, with a vote on all matters that come before the Board. The president is not designated “chief executive officer” but has certain administrative responsibilities. The president presides at all Village Board meetings and has a vote as Trustee, signs all ordinances, rules, bylaws, regulations, commissions, and resolutions adopted or authorized by the Board and all orders drawn on the treasury except as provided by Wis Stats. §66.0607. The Village President shall maintain peace and good order, see that the ordinances are faithfully obeyed and is responsible for conducting the Board meetings in accordance with local ordinance and other rules of procedures, deciding all questions of order, and preserving order and decorum. Village presidents do not have veto power. Village presidents are members of the Village Board and are counted in determining whether a quorum is present at the meeting. The Village President also has a leadership role in coordinating the inter-network of Village government, responding to citizens, and representing the Village at state and local events.

Village Trustee

Trustees are individual members of the Village Board charged with legislative and policy-making authority. Village Trustees are elected at large and represent all village residents rather than those living in a particular district. In contrast to other village officers, the statutes do not provide a list of duties for trustees. A Village Trustee has no power to act unilaterally and can only act on behalf of the Village when a quorum is present. The general powers of the Village Board can be found in the Wis. Stats. §61.34.

Board members are employees of the Village of Harrison and receive a W-2 after year-end. The Village President's pay is an annual salary of \$10,000. Village Trustee's currently receive an annual salary of \$7,000. Board members are eligible to receive mileage reimbursement for out-of-town meetings or training attended on behalf of the Village at the current federal mileage rate. Board members are paid on a bi-weekly basis.

APPOINTED OFFICIALS

Village Manager

The Village Manager is the chief administrative officer of the Village of Harrison per Wis. Stats. §64.15 and village ordinance. The Village Manager is appointed by the Village Board based on education, professional training, and experience in municipal management. The Manager possesses all administrative authority which is conferred by state statutes and the Village's charter ordinance. The Manager oversees the day-to-day operations of the village and is responsible for the discipline, suspension, or removal of any administrative officer of the village except the village attorney and the fire chief. The Village Manager reports to and is responsible only to the Village Board, as a whole.

Village Finance Director/Treasurer

The Village finance director/treasurer's responsibilities are set forth in Wis. Stats. §61.26. The finance director/treasurer directs and administers accounting, treasury, and financial management functions, policies and procedures, and oversees and manages the village's financials, including stormwater, sewer and water utilities as well as the village hall's support staff. The finance director/treasurer shall be appointed by the Village Board based upon a nomination or recommendation by either the Village president or Village Manager. The finance director/treasurer may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

Village Clerk

The Village clerk's responsibilities are set forth in Wis. Stats. §61.25. The clerk is required to attend all governing body meetings and to keep a full record of the proceedings. The clerk is responsible for maintaining the minute book, an "ordinance" book, and is also required to keep a record of all licenses and permits granted. The clerk keeps all papers and records in the clerk's office open for public inspection during business hours and responds to all open record requests. The clerk is responsible for the supervision of all elections in the village. The clerk draws and countersigns all checks. The clerk shall be appointed by the Village Board based upon a nomination or recommendation by either the Village president or Village Manager. The clerk may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

FUNCTIONS OF BOARDS AND COMMISSIONS

The State Statutes provide for a number of municipal boards and commissions. Some are mandatory while other are optional. Optional boards and commissions may be created at the discretion of the municipal body or are created when the municipality chooses to engage in a particular activity. The Village of Harrison has established the following committees and commissions:

Planning Commission

The Plan Commission operates within the statutory framework of Wis. Stats. §62.23 and is an advisory board. Plan Commissions have numerous functions and duties relating to land use planning and zoning and is responsible for the adoptions and amendments of a comprehensive plan. The Plan Commission also plays an important role in subdivision ordinances. In relationship of zoning matters, the Plan Commission reviews and recommends ordinances on amendments to the zoning code. The Plan Commission shall consist of seven members with at least two Village Board members and 5 citizen members. The citizen members shall be appointed by the Village President and confirmed by the Village Board. The presiding officer shall be the Village President. All appointees to the commission shall be residents of the Village.

Zoning Board of Appeals

The Zoning Board of Appeals is created under Wis. Stats. §61.35 and §62.23(7)(e). This board consists of five members appointed by the Village President subject to confirmation by the Village Board. The Village President must designate one of the members as chair. The Zoning Board of Appeals serves as an appellate and review body for decisions of zoning administrator or building inspector. It also hears and decides disputes concerning the district boundaries on the official floodplain zoning map and grants variances to the terms of the zoning ordinance.

Joint Review Board

The Joint Review Board shall remain in existence for the entire time that any Tax Increment District exists in the Village. Each entity required to appoint a member shall be responsible for creating its own procedure to appoint a representative to the Joint Review Board. The Joint Review Board shall consist of one representative from the school district that has power to levy taxes within the district, one representative from the technical college, one representative from the county, one representative appointed by the Village, and one member from the general public. The Village representative shall be appointed by the Village President subject to confirmation of the Village Board. The member from the general public shall be appointed by the other four members. The Joint Review Board shall meet annually on or before July 1 in order to the annual TID report and to review the performance and status of each TID in the Village. The Joint Review Board shall meet any time the Village creates a new TID, amends an existing project plan, has an existing TID increment base re-determined, or incur project costs outside of the TID boundary.

Board of Review

The Board of Review is a quasi-judicial body that hears and decides appeals by property owners dissatisfied with the value placed upon their property by the Assessor. The duties and functions of the Board of Review shall be in accordance with Wis. Stats. §70.47. The Board of Review consists of the Village President and two Village Trustees. Two additional Village Trustees serve as alternatives. The Village Clerk shall serve as a non-voting member of the Board. The Village Assessor shall attend meetings of the Board of Review.

Fire Commission

The Fire Commission was created pursuant to Wis. Stats. §61.65(2). The Commission shall consist of five citizens appointed by the Village President subject to the approval of the Village Board. None of the Commission members shall be elected or appointed officials of the Village nor may the members be employees of the Village. Three members shall constitute a quorum. The Commission shall have the powers and duties provided by Wis. Stats. § 62.13, with the exception of optional powers enumerated in Wis. Stats. § 62.13(6).

GUIDELINES FOR BOARD MEMBERS

Each Board member should work to establish a good relationship with other members. The success or failure of efforts may be dependent upon the degree of cooperation evident among the individual members of the Board.

Each member should keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members welcome and help them become acquainted with their duties. Strive to minimize polarization and factions among members.

Each Board member receives public input and citizen participation in Village government by the following means:

- Reviewing Recommendations. Board members receive information from committees and the public on matters spanning a wide range of interests and needs. Committee members review and make recommendations to the Village Board on matters within their scope of responsibility. They perform as a citizen's advisory arm of the Village Board, focusing attention on specific areas of the Village.
- Representing General Interests. The Village Board must be careful to represent the general interests of the Village, not special interest groups. Board members can make inquiries of department heads, however, it is recommended to work through the Village Manager, but they should not become directly involved in the administration or operation of Village departments. Village Board members shall not direct the administrative staff to initiate programs, conduct studies or establish official policy without approval of the Village Board as a whole. It is only the Village Board, as a whole, that trustees have the authority to implement operational policy. Trustees are encouraged to review and comment on relevant department programs as they affect the community.
- Holding Open Meetings. All meetings of the Village Board must be open to the public pursuant to the open meetings law. The intent of the law is to ensure action is taken openly and that deliberations are conducted openly. Furthermore, the Village Board must announce a time, place, and date for holding any regular or special meetings. (See the section on Open Meetings and Open Records in this handbook. If you have questions or concerns, please contact the Village Manager.)
- Participating. Election to the Village Board provides an opportunity for genuine public service. Although the specific duties of each Board, Committee, and Commission vary widely, there are certain responsibilities common to all members.

The following is a summary of important responsibilities that will assist in maximizing one's contribution to the Village.

Understanding the role and scope of responsibility of the Village Board can sometimes seem like a daunting task with the sometimes-conflicting goals of properly representing the Village, being concerned with the entire community, keeping the lines of communication open, being conscious of your relationship with the rest of the Village Board and Village staff, and establishing a good relationship with other members.

But by being open and honest at all times, while being aware that, in the public's eye, you represent the Village you serve, your ultimate contributions to policy decisions should express your sensitivity to the diverse viewpoints held in the Village.

Board Members Should Never:

- Talk too much and listen too little.
- Publicly criticize a Board decision that was voted on and passed by the majority of the Board, but that you did not specifically support.
- Demonstrate to fellow Board members that you have all the answers for every issue.
- Refuse to change your mind on any issue regardless of the evidence presented.
- Fail to read Board packets and prepare for the Board meetings.
- Divulge information from a closed Board meeting.
- Refuse to compromise when decisions have stalemated.
- Ridicule past Board members and the decisions made by the Board before you became a member.
- Hold grudges about fellow Board members when they do not agree with you.
- Try to dominate conversations at every Board meeting.
- Resent the salary of the Village President or any staff member because it is more than you or your spouse make.
- Arrive late and leave early.
- Remind fellow Board members "that it has always been this way in the past".
- Appear at park sites or facilities giving orders to employees.
- Want the Village to be a haven for hiring friends and the politically deserving.
- Constantly criticize and question Board policies and the executive decisions and compulsively dissent on almost every issue.

VILLAGE BOARD INTERACTIONS

The types of problems confronted by the Board can sometimes seem so burdensome that you wonder why you ever got involved. Try to keep in mind that the conflicts and problems you tackle are important to the community you serve. When you work out the problems as a group, you will make healthy decisions. Keep in mind, too, your commitment to the Board, your colleagues' commitment, the importance of your contribution, and the importance of making sound decisions.

As your Board tries to make the best possible decisions, use the following "rules of thumb" to help you get over the hurdles:

- **Separate the people from the problem.** You and your colleagues are not questioning each other's good intentions or personal integrity. You are discussing options for making the best possible decisions. Do not think about what you may not like about the person sitting across the table from you. Instead think about what he or she is saying, about the points that person is trying to make. If a colleague seems to be attacking your integrity, try to get that person on track by asking him or her to make the point.
 - **Focus on mutual interests and shared goals.** When your Board seems to have bogged down, sometimes it is helpful to step back and think about the goals you have set for it. Keep in mind that you all have agreed on these goals, that you do have mutual interests, and that you are all serving the same constituency. Remember what is important!
 - **Invent options for mutual gain.** Is there a compromise with which everyone will feel satisfied? Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated into a plan? Ask your colleagues why a particular approach is not satisfactory and why other approaches are.
 - **Be open, honest, and willing to listen.** Examine your own approach to dealing with conflict. Are you really listening to what your colleagues are saying? Are you thinking about the implications? Are you considering them? Do not be afraid to state your concerns. Be honest by revealing what you see as the options and by explaining what you see as shortcomings in the suggestions of others.
1. **Representing the Board.** Board members cannot individually commit the Village to positions without a vote or consent of the Board. Individual Board members should not insert themselves into or position the Board on issues without a Board vote. It is inappropriate to commit to things that the whole Board may not be aware of or approve. Members should refer such matters to the administrative staff for review and to be placed on the Village Board agenda.

2. Complaints from Citizens. When individual Board members receive citizen complaints, these should be referred to the administrative staff for investigation and resolution immediately. A vast majority of complaints concern enforcement issues, which must ultimately be addressed by the staff anyway. Board members should avoid involvement in enforcement or interpretation of ordinances, policies or laws that could subject the Board to later legal issues. The administrative staff enforces zoning, ordinances, basic services, personnel matters, etc. The Village Board's role is legislative only and through the separation of duties the administrative staff enforces the legislative mandates of the Board.
3. More on Handling Complaints. Do not wait to bring up citizen complaints at Board meetings. Complaints should be handled as quickly and routinely as possible by proper referral to staff. Do not "invite" complaints to be dealt with at meetings. The Board will not appreciate a "staged" show, and the complainant may not appreciate the delay involved.
4. Media Relations. From time to time the media (particularly the press) will ask for commentary about Village Board action or position on an issue. To the extent the Board has taken an action or position on an issue, the Village President or Village Manager will serve as spokesperson. In these situations, the "Board's" position is to be disclosed, as opposed to individual opinions. Of course, individual opinions are individual opinions and may not express the opinion of the Board as a whole.
5. Approval of Minutes. Board minutes are considered "action minutes". They convey action taken on items of business. They do not contain lengthy discourse from testimony given or all of this would be expensive, time-consuming, and unnecessary. Board members are not expected to "nit-pick" over such inclusions/exclusions.
6. Ordinance and/or Resolution Preparation. The Village Manager, Village Clerk, Finance Director/Treasurer and/or the Village Attorney prepare all ordinances and resolutions for Board consideration. The Board's concern in review of such legal documents should be whether or not they adequately convey the "substance" desired. The legal format of such instruments, code section numbering, etc., is not the Board's purview. Ordinances and/or resolutions should not be prepared at the meeting by the Board. Needless to say, "nit-picking" here is not necessary or needed.
7. Role in Discussions. The Village may get involved in discussions on a variety of subject matter, including personnel matters with employees, zoning, land acquisition, etc. The Board's proper role here is to provide policy direction to Village staff and legal counsel. The Board as a body and individual Board members do not conduct negotiations, nor should they

intercede in negotiations being conducted by Village staff.

8. Private Disputes. On occasion, individual Village residents or neighborhoods will come forth with problems of a purely private nature. These typically include nuisance complaints, work hours for contractors, boundary line disputes, etc. The Village should not get involved. Intercession in such matters will needlessly consume time and taxpayers' dollars and could potentially expose the Village to liability. If you are not clear whether a reported "problem" is properly within the Village's jurisdiction, the best thing to do is ask the staff for a determination and ask that they report back to the Board.
9. Policing Problems. It is the Board's responsibility to police and correct any problems among Board members. The Village Board should not expect the staff to do this for them.

Crisis Management

Sooner or later the Board could find itself in the middle of a crisis, a building fire, a staff scandal or a liability lawsuit. When a crisis strikes, unwanted public attention is sure to follow on its heels. And just as quickly, Board members will become the focus of public pressure to get the problem solved. The temptation for Board members to take immediate action is strong.

But a crisis shouldn't suddenly change the way your Board operates. It is not the time to make new policies during a crisis. It is time to fall back on policies you already have and let them work. Board members should ask themselves; can the Board really do anything about this situation by holding a quick meeting to try to make emergency decisions as a group?

What should the Board do when a crisis strikes?

- Keep yourself informed from the right source, your Village Manager. Of course, there will be public pressure on the Board to do something about the problem, this just means that the Board members need to make sure that they are accurately informed about the issue so they can tell the public what's being done.
- Support you're the Village Manager. Get questions out of the way at Board meetings and then back the Administrator during the crisis. Tell the Manager you appreciate the work being done to solve the problem and make sure the public sees the support.
- The Manager was hired to manage at all times, not just when things are going well. It doesn't make sense to pull that responsibility away. You need to support the Village Manager and not give him or her more problems.

Operate as a Board not as individuals. Designate one person, probably the Manager or the President, to be the media spokesperson. When you speak to the public, voice the official Board stand, not your own individual opinion. Board members can influence the public and help keep a crisis in hand or under control.

VILLAGE BOARD AND STAFF INTERACTION

It is important that the Village Board and Village staff work together in order to fulfill the goals and plans set forth by the Village Board. In order to accomplish this, it is important to maintain a chain of command with regards to directives to staff.

Two simple rules of thumb for the Board/staff relations are:

1. All communication between staff and Board should be channeled through the Village Manager.
2. Boards do not manage staff, department heads do.

Here are some basic dos and don'ts for individual Board members in your relationship with staff.

- Don't make commitments to staff. Only the **full Board** can do that.
- Don't act as a superior or supervisor to staff.
- Do show concern for the well-being of staff.
- Do remind staff members, when they contact you, that they should follow the chain of command when they have a problem and that they should not take their problems directly to the Board members.

Other guidelines to follow for both staff and Board members:

1. Everybody's Equal. All Board members will receive the same information about an issue, particularly as it relates to business items for consideration by the Board. No one will receive different or "special" information that would tend to put one Board member at an advantage over the others. Staff reports, per se, will be prepared for the entire Board to avoid such problems.
2. Favoritism. We all know that individual Board members may have more of an interest in some departmental functions than others. However, that should not give cause for staff to show special deference to certain Board members. Every Board member is to be treated equally; no favoritism is to be demonstrated. Be cooperative and responsive, but do not play favorites.
3. Board Orders. No Board member is to individually "order" the department heads, and others, to do anything.
4. Use of Resources. Staff resources are limited. Those resources are fully devoted to carrying out Board approved priorities and programs. There are no resources available to pursue individual Board members' special requests. Resources will be used as a means of establishing a proper relationship with the entire Board. There will be several occasions when a Board member will call and request information. To the extent that it is available, the information is to be furnished.

However, staff is not to launch into a special research effort that could divert limited resources from working on the priorities of the entire Board.

5. Incomplete Staff Work. There are always several proposals for various projects under consideration and review by staff before presentation to the Board for a decision. While these matters are "in process" at the staff level, it is inappropriate for the staff to "consult" with individual Board members on their "preference" for possible recommendations.

6. Board Member Involvement in Negotiation Meetings. At any one time, staff can be involved in various meetings with citizens, consultants, prospective developers, etc. The subject matter runs the gamut from complaints to research Board reports, possible development scenarios, and the like. The Board hires staff to perform these functions, and they have repeatedly reaffirmed this position. There may be a few situations that would call for meetings where a designated board member and a staff member would both be involved. These situations will be few, and the entire Board will/should formally authorize this approach. Otherwise, Board intercession in such staff meetings and negotiations is inappropriate.

7. Office Visits. Board members are welcome to visit the Village hall. Usually, these visits will be for business matters (to ask a question, forward a complaint, receive Board packets etc.). "Social" visits will be made from time to time. These are fine. However, "socializing" is discouraged to the extent that it interferes with staff's schedule or disrupts normal staff activities and workflow.

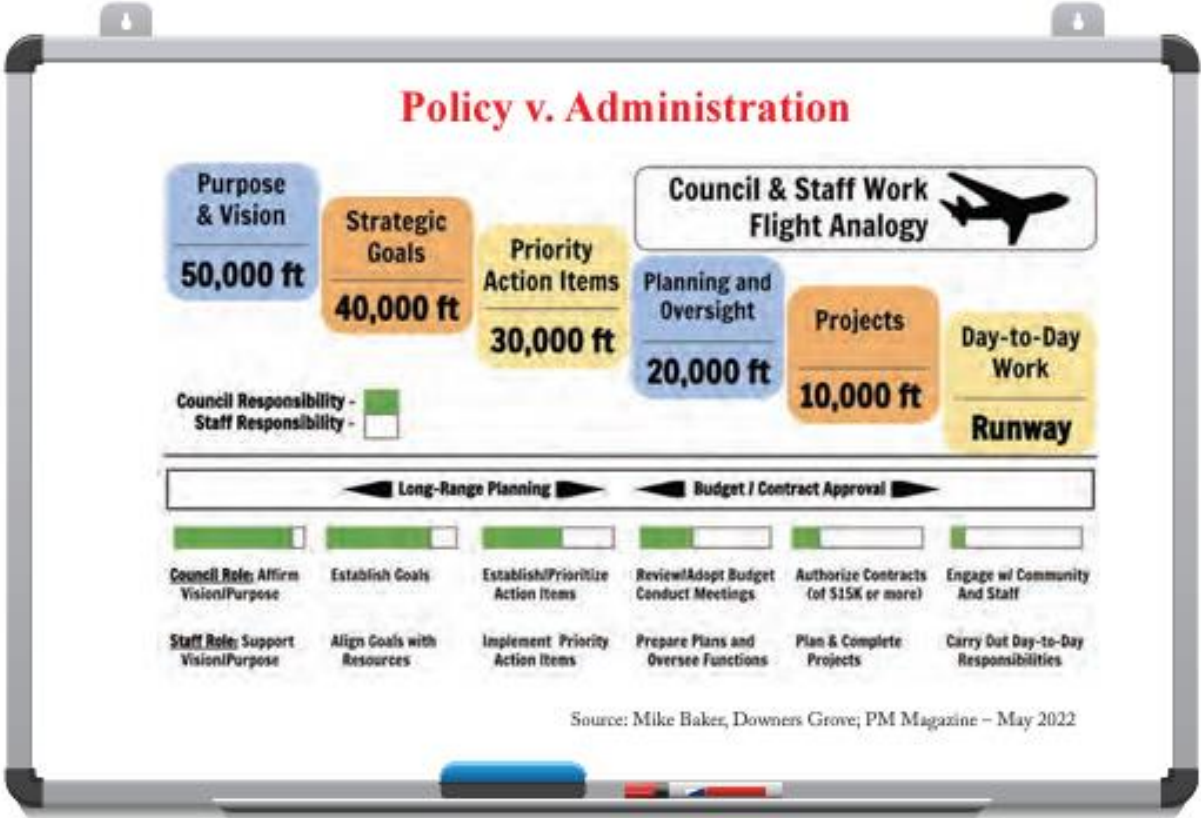
8. More on Visitations. It is not appropriate for Board members or Board/committee members to assume a "staff role" while you are in the Village Hall. Staff has a proper role, and elected officials have a proper role. Please do not, as a Board member, answer telephones, work behind the counter, review plans with developers and contractors, respond to inquiries or complaints, or try to operate as a "staffer".

9. Personnel Complaints. As a Board member, you may receive complaints about Village personnel. These complaints, however severe they may or may not seem, should be turned over to the Village Manager to investigate and resolve. In some cases, disciplinary action may be required, and protection of the village rights and employees' rights is a paramount consideration in dealing with employee complaints. Please turn over any employee complaint to the Village Manager for internal investigation and disposition.

Who's Responsible – The Board or the Manager?

Here are some recommendations for who should be responsible for the various activities and decisions made by your organization

AREA	BOARD	MANAGER
Long-Term goals (more than 1 year)	Approves	Recommends and provides input
Short-Term goals (less than 1 year)	Monitors	Establishes and carries out
Day-To-Day Operations	No Rule	Makes all management decisions
Budget	Approves	Develops and recommends
Capital Purchases	Approves	Prepares requests
Decisions on building, Renovation, leasing and Expansion	Makes decisions and Assumes responsibility	Recommends (could also sign contracts if given authority)
Supply Purchases	Establishes policy and Budget for supplies	Purchases according to board policy and maintains an adequate audit trail
Major Repairs	Approves	Obtains estimates and prepares recommendation
Minor Repairs	Policy should include amount that can be spent without board approval	Authorizes repairs up to prearranged amount
Emergency Repairs	Works with Administrator	Notifies President and acts with concurrence from President or Board
Cleaning and Maintenance	No Role (oversight only)	Sets up Schedule
Fees	Adopts Policy	Develops Fee Schedule
Billing, Credit and Collections	Adopts Policy	Proposes policy and implements policy
Hiring of Staff	Approves	Recommends all Hiring
Staff Deployment and Assignment	No Role	Establishes
Firing of Staff	No Role	Makes Final Termination Decisions
Staff Grievances	Considers extreme cases	The Grievances stop at the Administrator. Extreme cases go to the Board
Personnel Policies	Adopts	Recommends and administers
Staff Salaries	Allocates line item for salaries in budget. Approves annual resolution.	Approves salaries with recommendations from supervisory staff and per union contracts
Staff Evaluation	Evaluates only the Administrator Position	Evaluates all other staff



OPEN MEETINGS LAWS AND PUBLIC RECORDS

All Village meetings are subject to Wisconsin's Open Meeting Law. Meetings between any quorum of any Board, Committee, or Commission must have their agenda properly posted to avoid violating the open meeting law. Be careful, the telephone can serve as the link that constitutes a meeting. Be mindful of "walking quorums". This is a situation where one member talks to another member about their body's business. Then one of those members talks to a third member. Another thing to be mindful of is a "negative quorum". A negative quorum exists when members have discussed an item of business and reached a consensus that they will vote against a particular measure, and that they have enough power together to prevent that measure from passing.

Village Board meetings are held on the last Tuesday of every month, starting at 6:00 PM. These times may be adjusted as necessary to meet scheduling needs and the time demand of scheduled agenda items. The agenda and packets of backup information will be available online the Thursday prior to the scheduled meeting with the hard copy packet available for pick up the Friday prior to the meeting.

It is the responsibility of each Board member to come to the meetings fully prepared. This means you should be reading through the entire packet of information made available to you. If you have any questions regarding the information, please contact the Village Manager prior to the meeting, so that staff can provide the requested answers.

At times, the Board will convene in closed session. Confidentiality is extremely important and should be strictly adhered to. Items discussed in closed session should not be shared with other persons outside the realm of the Board Room. All closed-session documents should remain within the Village Hall and should be disposed of in a proper manner. Do not leave closed session documents on top of hall tables.

Board members will be appointed to committees. It is very important you develop open and regular communications with the appropriate department head, staff, and volunteer committee members in order to gather information to help you effectively chair that committee. You may take an active interest in what is going on behind the scenes of the departments, but by no means does this suggest you should boss the employees around. Rather, this means to talk to the employees to find out how you can better support them in their position for the overall benefit of the Village. The Village of Harrison is fortunate to have very dedicated, loyal, and intelligent employees who are extremely knowledgeable in their employment positions. Be supportive of all employees, they are the ones who make this Village operate smoothly on a daily basis.

Virtually all records associated with Village business are public record, including e-mails. Any interested person wishing to review such records can do so during normal working hours at the Village Clerk's office with a request in writing. Minutes of all Village meetings are maintained at the Village Clerk's office. All official acts, including ordinances and resolutions, are kept on file with the Village Clerk.

Rules of Parliamentary Procedure

Rules of procedure for individual governing bodies vary. However, most boards have adopted Robert's Rules of Order Newly Revised, or similar parliamentary rules.

What is Parliamentary Procedure? It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important? Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations, and other groups. So, it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to Order
2. Roll Call of Members Present
3. Approval of Minutes of Last Meeting
4. Special Orders - Important Business Previously Designated for Consideration at this Meeting
5. Committee Reports
6. Officer Reports
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership takes action on or a stand on an issue. Individual members can:

1. Call a Motion
2. Second Motions
3. Debate Motions
4. Vote on Motions

How are Motions Presented?

1. Obtaining the floor.
 - i. Wait until the last speaker is finished.
 - ii. Address the President by saying "Mr. President".
 - iii. Wait until the President recognizes you.
2. Make your motion.
 - i. Speak in a clear and concise manner.
 - ii. Always state a motion affirmatively. Say "I move that we " rather than "I move that we do not..... ".

- iii. Avoid personality and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion or the President will call for a second.
5. If there is no second to your motion it is lost.
6. The President or Clerk states your motion.
 - i. The President or Clerk will say "it has been moved and seconded that we ". Thus, placing your motion before the membership for consideration and action.
 - ii. The membership then either debates your motion or may move directly to a vote.
 - iii. Once the President presents your motion to the membership it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding your motion.
 - i. A time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - ii. The mover is always allowed to speak first.
 - iii. All comments and debate must be directed to the President.
 - iv. The mover may speak again only after other speakers are finished, unless called upon by the President.
8. Putting the question to the membership.
 - i. The President asks, "Are you ready to vote on the question?"
 - ii. If there is no more discussion, a vote is taken
 - iii. On a motion to move, the previous question may be adapted.
9. Voting on a motion.

The method to vote on any motion depends on the situation and the laws of policy of your organization. There are five (5) methods used to vote by most organizations, they are:

 - a. **By Voice** - The President asks those in favor to say "aye" and those opposed "no". Any member may move for an exact count.
 - b. **By Roll Call** - Each member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required.
 - c. **By General Consent** - When a motion is not likely to be opposed, the President says "If there is no objection ... " The membership shows agreement by their silence, however, if one member says "I object" the item must be put to a vote.

- d. **By Division** - This is a slight variation of a voice vote. It does not require a count unless the President so desires. Members raise their hands or stand.
- e. **By Ballot** - Members write their vote on a slip of paper. This method is used when secrecy is desired.

Robert's Rules of Order Simplified

A simplified description of Robert's Rules of Order is the motion; the second; the discussion, debate, and clarification; the vote; and a restatement of the motion. The next level of detail in Robert's Rule involves a situation in which the Board may want to make some changes in the original motion before the vote. In the course of the discussion it may become obvious that the motion doesn't quite say what the Board now has in mind. The following rules of order depict how a slightly more complicated scenario might unfold:

- The motion.
- The second.
- The President or Clerk restates the motion.
- Discussion, clarification, and debate.
- Someone moves that the original motion be amended, and another person seconds the idea. (At that point, the maker and seconder of the original or main motion will usually agree to the amendment even though a vote on the amendment has not been taken. Technically, once a motion has been made and seconded, it involves the whole assembly, but if no one offers objection to the amendment, no vote is usually taken.)
- If the persons who moved and seconded the original motion do not agree to the amendment or if anyone else voices objection, there is discussion, clarification, and debate on the amendment itself.
- After the group has adequately considered the amendment, the President restates the motion to amend, and the group votes on the amendment.
- Once the amendment has been accepted or rejected, the group returns its attention to the original motion.
- If the amendment passes, the main motion is now known as "the original motion as amended". If the amendment is defeated, the motion is simply the original motion.
- Debate then proceeds on the original motion. It could be amended again; in which case the new amendment would get informal or formal consideration.

- When the amendments have been disposed of, the Board votes on the original motion (as amended, if that's the case). Although the amendment process complicates the motion process slightly, it is simply the group's way of deciding whether the original motion needed some changes before it reflected the combined view of what should be done.
- When the motion is brought to a vote, members may abstain from voting. However, those members should explain for the record why they wish to abstain. The most common reason for abstaining is that a potential conflict of interest exists. The inability of a member to reach a decision is generally not an acceptable reason for abstaining.
- If the main motion is defeated, the same basic proposal cannot be brought forward again at the same meeting. This is designed to keep the losers from filibustering by bringing the same motion up again and again. (There is an exception. If one person who was on the winning side of the vote realizes that he or she may have made a mistake, such as misunderstanding what the motion called for, he or she can move for reconsideration, at which point the Board decides whether to allow reconsideration.)
- The motion to "table" is often used improperly to suppress a measure. You can, however, use this motion in the appropriate manner to your group's advantage. The group may wish to lay aside discussion and action on a question temporarily until some other question is disposed of. You may do this by moving that the question be "tabled". By so doing you retain the privilege of resuming consideration of the tabled question at any time.

Public Hearings

In their conduct of public business, governing bodies find it necessary or desirable to conduct investigations into matters of concern to determine the need for legislation and what its nature should be if required. Investigations and hearings into the conduct or affairs of municipal officers are also sometimes undertaken at the direction of the governing body. This chapter describes the general procedures and legal powers and duties of governing bodies or their committees in conducting investigations and administrative reviews.

One procedure frequently employed in investigating village affairs in preparation for final legislative or administrative action on matters of special concern is the public hearing. Of course, all meetings of the Village governmental bodies must be open to the public unless the subject matter falls within one of the exemptions prescribed by the Open Meetings Law, Sec. 19.85, Stats. However, public hearings are specifically required by certain state statutes. Some of these are listed in the following table:

State Statutes Requiring Public Hearings

- Removal of City Officers for Cause. Sec. 17.16.
- Disciplinary Actions Against Police and Certain Firefighters. Secs. 61.65(am), 62.13(5) and 62.13(6m).
- Amendment of Official Map. Sec. 62.23(6).
- Enactment and Amendment of Zoning Ordinance. Sec. 62.23(7).

- Enactment of Extraterritorial Zoning Ordinance. Sec. 62.23(7a).
- Adoption of Impact Fees. Sec. 66.0617
- Adoption of Budget. Sec. 65.90.
- Discontinuance of Streets and Alleys. Sec. 66.296.
- Modification of Development Plans. Sec. 66.43(10).
- Creation of a Tax Incremental District. Sec. 66.46(4).
- Levying Special Assessments. Sec. 66.60(7).
- Levying Special Assessments Under Alternate Procedure. Sec. 66.62(2).
- Assessment of Condemnation Benefits. Sec. 66.63(2).
- Property Assessment Board of Review. Secs. 70.47 and 70.48.
- Revocation or Suspension of, or Refusal to Renew, Alcohol Licenses. Sec. 125.12.
- Enactment of Subdivision Regulations. Sec. 236.45(4).

Conflict of Interest

It is important that Board members review ethical action. Each Trustee shall take care to avoid any circumstances that may cause them to have conflict in carrying out the duties of the Village Board; additionally, Trustees shall avoid those situations in which there appears to be a conflict of interest. A "conflict of interest" exists when there is a direct or indirect personal interest, generally of a financial nature, which is inconsistent with the proper performance of one's official duties that would tend to impair one's independence of judgment or action in the performance of official duties. When in doubt, do what's best for the Village.

No Trustee shall use his or her position to obtain preferential treatment or obtain financial gain for him or herself or immediate family or for any business with which they are associated.

No Trustee shall disclose or use inside information concerning the Village to promote a private financial gain.

No Trustee shall vote on any legislation in which he or she has a personal financial interest.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State, and to 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. Their conduct in both their official and private affairs should be above reproach so as to foster respect for government.

Cell Phone Policy

The Village Board is provided a Village issued cell phone for all Village related business. Trustees shall sign the Cell Policy and utilize the cell phone per the policy.

VILLAGE OPERATIONS

Budgeting and Taxes

The Village Board adopts an annual balanced budget each year. The Village tax levy is determined and included with the annual budget. When the budget is approved, the levy is also adopted to fund the following year's appropriation. The Village levy is then combined with levies supplied by the School District's, Fox Valley Technical College, Calumet County, and the State of Wisconsin, along with any special charges or assessments to generate tax bills.

Budget preparation begins with the preparation of a budget calendar. The first phase of budget preparation includes a review of the capital needs of the Village for at least the next five years. A Capital Improvement Plan (CIP) will be presented to the Village Board for their review and approval. The CIP should identify capital projects for street improvements, capital equipment, and infrastructure improvements anticipated during the period and the plan to finance said improvements. The first year of the CIP will be included in the annual budget. Each department's request for funding will be presented to the Village Manager for consideration. The Village Manager with input from the Finance Director will review requests along with anticipated revenue to develop a recommended budget for consideration by the Village Board. The recommended budget will be reviewed and discussed by the Village Board during a budget work session(s) prior to holding a statutory required public hearing. A public hearing is held to receive citizen input at least one week prior to the date of adoption of the budget. Once the public hearing has been held, the Village Board approves the annual budget and sets the current year tax levy.

Assessments

The Village contracts with Accurate Appraisal for assessor services. The Assessor values both new and remodeled residential and commercial properties in the Village. Residents have an opportunity to contest their property assessments annually at the Board of Review. The Board of Review is held in May or June of each year. Once the Board of Review has adjourned, the assessment roll is adopted and maintained in the Clerk's office. The assessment roll is used to assess real estate taxes within the Village.

Insurance

Insurance coverage for the Village is provided by Cities and Village Mutual Insurance Company for general liability, automobile liability, inland marine coverage, workers' compensation, and umbrella coverage (CVMIC). Property and Equipment Insurance is provided by Municipal Property Insurance Company (MPIC)

Public Safety

The Village of Harrison contracts with the Calumet County Sheriff's Department for public safety. CCSD has dedicated officers that are funded by the Village to service the Village. Fire and EMS service is provided by Harrison Fire/Rescue.

Zoning and Planning

The Village of Harrison employs an Assistant Village Planner and the Village Manager to review zoning and land division requests. After the staff review, the requests are then forwarded to the Planning Commission for review and then on to the Village Board for final approval. All zoning and platting must comply with ordinances.

Purchasing and Disposals

The Village usually receives quotes projects and purchases exceeding \$5,000 up to \$25,000. For construction projects over \$25,000, the Village issues request for bids pursuant to Wisconsin State Statutes. An example of this would be the purchase of a truck or piece of machinery, or seal coating of the streets. Staff follows the “Purchasing and Disposal Policy” and the provisions of Wis. Stats 62.15 to make the best use of the Village's resources.

Investments and Debt Management

The Finance Director/Treasurer invests in local banks and other investment instruments deemed legal by Wisconsin law. Wisconsin law only allows municipalities to invest money in ways that are absolutely secure (no way to lose any of the principle of the investment). Certificates of Deposit and passbook savings accounts are examples of secure investments. Borrowing is performed by Board Resolution and is limited by state and federal law. The State of Wisconsin limits the Village's general obligation borrowing capacity to 5% of the Village's equalized value.

Annual Audit

The Village contracts with a public accounting firm to perform the annual financial audit of the Village. The final audit report is presented to the Board for review.

Water and Sewer

The Village of Harrison is serviced with sewer and water by Harrison Utilities and the Darboy Joint Sanitary District. The Village of Harrison Board of Trustees oversees the operations of Harrison Utilities. The Darboy Sanitary District has an independent board of directors. The remaining portions of the village not serviced by private well (regulated by the Wisconsin DNR) and private septic systems (regulated by Calumet County.)

Village Attorney

The Village contracts with the Herrling and Clark Law Offices in Appleton. They provide advice and counsel when asked and serves at the discretion of the Village Board. It is best for Board members to get Village Board approval before speaking with the Village Attorney. Free legal advice is offered through the League of Wisconsin Municipalities.

VILLAGE PERSONNEL

The Village currently has the following full-time positions:

Administration:

- Village Manager
- Assistant Village Manager/Planner
- Finance Director/Treasurer
- Village Clerk
- Deputy Clerk/Deputy Treasurer/HR Officer
- Accountant
- Program Assistant
- Administrative Assistant

Fire:

- Fire Chief
- 3 Deputy Chief's (Part-Time)
- Community Risk Reduction Officer
- Fire/EMS Volunteers

Community Development:

- Assistant Planner
- Building Inspector

Public Works:

- Public Works Operation Manager
- Engineering Tech/Code Enforcement Officer
- Lead Public Works Foreman
- 3 Maintenance Workers
- Park Supervisor
- Parks Maintenance Worker
- Part-time Summer Help

Harrison Utilities:

- Utilities Office Manager
- Billing Clerk
- Operations Lead
- 2 Utility Operators

VILLAGE BOARD

1. Scott Handschke – Village President
N9608 Emerald Ln. Appleton,
WI 54915
Phone: 920-841-6415
2. Julene Baldwin – Trustee
N9275 Harwood Rd
Kaukauna, WI 54130
Phone: 920-841-1918
3. Frank Thiel - Trustee
W4909 Harrison Rd.
Hilbert, WI 54129
Phone: 920-841-7570
4. Mike Brantmeier - Trustee
N7686 State Road 114,
Menasha, WI 54952
Phone: 920-841-7076
5. VACANT – Trustee
6. Matt Lancaster - Trustee
W5828 Sweet William Dr.
Appleton, WI 54915
Phone: 920-841-7459
7. Mark Van Hefty - Trustee,
W5925 Moonflower Dr.
Appleton, WI 54915
Phone: 920-841-3818

CODE OF ETHICS FOR VILLAGE BOARD:

- I will be motivated primarily by an earnest desire to serve my municipality and the people of my community in the best way.
- I will endeavor to attend all Board meetings.
- I will recognize the expenditure of municipal funds is a public trust, and I will endeavor to see that all such funds shall be expended efficiently, economically and for the best interest of the municipality.
- I will not use the municipality or any part of a municipal program for my own personal advantage or for the advantage of my friends and family.
- I will do everything possible to maintain the integrity, confidence, and dignity of the office of a Board member.
- I will listen to what other members of the Village Board and other individuals or groups may have to say before making final decisions.
- I will endeavor to avoid rancor and bitterness, to observe proper decorum and behavior, to encourage full and open discussions in all matters with my fellow members of the Board, to treat them with respect and consideration and not withhold or conceal from them any information or matter in which they should be concerned.
- I will make no derogatory remarks, in or out of Board meetings, about members of the Board or their opinions, but I reserve the right to make honest and respectful criticism.
- I will recognize that authority rests with the Board in legal session and not with individual members of the Board.
- I will abide by majority decisions of the Board once they are made and will accept and support them as long as I remain a member of the Board.
- I will not discuss confidential business of the Board in my home, on the street, or in my office; the place for such discussions being the Board meeting or Committee meeting thereof.
- I will endeavor to keep informed on all local, state, and national developments of municipal significance.
- I will consider it unethical to pursue any procedure calculated to embarrass a fellow Board member, a member of the municipal staff, or another local government body.
- I will associate myself with members of the Boards both personally and in conferences for the purpose of discussing municipal problems and cooperating in the solution of them.

Special Voting Requirements Imposed by State Law

Majority of all members

- Spring primary: 8.05(4)(a)
- Removal of village officers by board: 17.13(1) and (2)
- Approval of deputy treasurer: 61.261
- Acquisition of public utility or bus system: 66.0803(2)(b)
- Creation of civic center: 66.0919(1)

2/3 of all members

- Reduction of library board in 2nd and 3rd class villages: 43.54(3) (2/3 vote only)
- Changing to 4th Class city: 61.189(1)
- Rejection of all public construction bids: 61.54(1)
- Budget alterations: 65.90(5)(a)
- Adoption of charter ordinances: 66.0101(2)
- Certain annexation ordinances and proceedings: 66.0217(2)(8)(a); 66.0219
- Authorization for clerk to issue check in excess of available or appropriated funds: 66.0607(7)
- Relief from conditions of gift or dedications to village: 66.1025
- Approval of urban redevelopment plan: 66.1303(4); blight elimination plan: 66.1333(6)(b)2; modifying redevelopment plan: 66.1333(11)(b); housing and community development authority: 66.1335
- Overnight parking restrictions without signs in each block: 349.13(1)

3/4 of all members

- Initial determination to pay salaries to the president and trustees: 61.32
- Zoning amendments when protest petition is filed: 61.35; 62.23(7)(d) (3/4 of members voting)
- Detachment of territory: 66.0227(2)
- Establishment of utility districts: 66.0827(3)

Definitions of Parliamentary Terms

The following definitions have been taken from the City of Madison's "Common Council Handbook," 1985 Edition, p. 37:

Accept, Adopt, Approved. Applied to reports and motions agreed upon; not to be confused with "received."

Adjourn. To bring the meeting to a close.

Agenda. The order of business to be brought up at a meeting,

Amend. To change or modify a motion by striking out, adding, or substituting.

Chair. The presiding officer at a meeting,

Commit. To refer to a committee.

Debate. To discuss the pros and cons of a motion

Floor, Obtain the. When a member is recognized by the Chair, he or she has the

floor. **Main Motion.** The motion that introduces the business or a proposal to the

body for action. **Majority.** More than half the votes cast.

Pending and Immediately Pending. The question before the body for discussion and action.

Point of Order. A question concerning a breach of parliamentary rules.

Postpone indermitely. A motion to suppress, eliminate or "kill" the main motion.

Precedence. Priority in rank.

Previous Question. A call to close debate and take the vote

Table a Motion. To put aside the pending question temporarily.

Ticket. A slate of candidates for office.

Yield. Concede to, to be outranked by, give way to.

VILLAGE OF HARRISON

RULES AND PROCEDURES FOR BOARD MEETINGS

Meetings

A. Regular Meetings.

1. Regular meetings of the board shall be held on the last Tuesday of the month in the Community Room at the Harrison Municipal Building, W5298 State Park Road at 6:00 pm.
2. Meeting dates and times may be changed by a majority vote of the board.
3. All meetings require an agenda.
4. All motions need to be based on agenda items.

B. Special Meetings.

1. Any two trustees/supervisors may call a special meeting by filing a written notice with the village clerk. The clerk, in turn, shall immediately notify each village board member of the date, time and purpose of the special meeting.
2. A special meeting may be called, without notice, at regularly convened board meeting if a quorum is present. A special meeting may also be called if all members consent to the holding of such a meeting.
3. Special meetings shall be deemed regular meetings for the purpose of transacting any business that may be permitted by law.

Preparation of Agenda

The Village President along with staff shall be responsible for determining those items which shall be placed on the agenda for each board meeting. Any two board members may request in writing that the Village President include any item appropriate for Village Board action on the agenda for any meeting. The request must be made at least five business days prior to the meeting.

Presiding Officer

The presiding officer shall preserve order, conduct the proceedings of the board, and be its parliamentarian. If a board member does not follow the board's rules, the presiding officer may, on his or her own motion, or shall, at a member's request, call the offending member to order. The board, if appealed to, shall decide the matter. The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the board for consideration.

Quorum Required

A quorum is necessary for the transaction of any village board business. A majority of the members elect shall constitute a quorum.

Call to Order

The village president shall at the hour appointed call the trustees to order. The village president shall preside at all meetings of the board. If the village president is absent from the meeting, the clerk shall call the board to order and preside until the board selects another trustee to preside at the meeting.

Absence of Members

If a board member for any reason cannot attend a regularly scheduled meeting, he or she shall notify the clerk or village president.

Reading of Ordinances

All proposed ordinances shall be read before the board may vote on any of them. Each ordinance shall be read:

1. At the time of its initial introduction (title only);
2. Immediately prior to the board's actual vote on it (title only).

Point of Order

Any board member may raise a question or point of order. The point of order must be raised at the time of the alleged breach of order occurs. The presiding officer shall in turn, immediately rule on the question of order, subject to an appeal to the board. The appeal may be sustained by a majority vote of the members present, excluding the presiding officer.

Adjournment.

Any board member may move to adjourn a meeting. If any agenda item is not considered before a motion to adjourn is adopted, it shall automatically be referred to the board's next regular meeting, unless the motion provides for a specific date and hour.

Reconsideration of Question

Any member who voted with the prevailing side on any question may move for reconsideration of the vote immediately after the vote at the same meeting.

Order of Business

The business of the board shall be conducted in the following order:

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Hearing (if any).
5. Correspondence or Communications from Board or Staff
6. Public Comments.
7. Reports
 - a) Harrison Fire and Rescue
 - b) Calumet County Sheriff's Dept.
 - c) Village Manager
 - d) Village Finance Director/Treasurer
 - e) Planning and Zoning
 - f) Parks and Trails
 - g) Public Works / Engineering
 - h) Harrison Utilities
 - i) Village Clerk
8. Corrections and Approval of the Previous Meeting Minutes
9. Payment of Bills and Claims.
10. Appointments.
11. Unfinished Business from Previous Meeting.
12. New Business for consideration or action.
13. Future Agenda Items.
14. Closed Session (if any).
15. Adjournment.

Oder of Action

1. Introduction
2. Opening Discussion
3. Motion
4. Final Discussion
5. Clerk to repeat the Motion
6. Vote

Introduction of Business

A. Introduction Requirements.

All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member, and prior to their consideration by the board, be delivered

to the clerk. Any trustee may require at any time the reading in full of any matter while it is before the board.

B. Filing.

Each proposed ordinance or resolution shall be filed in the office of the clerk at least 5 business days prior to that scheduled board meeting at which the measure is to be introduced. If for good cause this pre-filing is impractical, the board may waive this requirement. The village clerk is responsible for postings, minutes and records.

C. Reintroduction Restricted.

No proposed ordinance or resolution, having once been defeated, may again be introduced in the same or in the substantially same form until 90 days after the date when the ordinance or resolution was defeated.

D. Availability to the Board.

Agenda and packets are available online on Thursday prior to the meeting date. Hard copies are available to pick up on Monday prior to the meeting.

E. Unofficial Meeting Minutes

Board and/or staff are not to publicly disclose any items of a Village Board meeting until the meeting minutes are approve and published, outside of normal business.

F. Meeting Minutes.

The village clerk or designee is responsible for recording and maintaining all meeting minutes. Minutes are to be presented and approved at the following regular meeting and posted as timely as possible.

Voting**A. Termination of Debate.**

Any member wishing to terminate the discussion can ask to move a vote if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

B. Majority Vote Required.

A majority vote shall be necessary for passage or approval, unless a larger number is required by law. In all other cases, a majority of the votes cast shall be necessary for board action, provide a quorum has voted.

C. Abstentions.

1. A board member shall not vote on any proposed ordinance, order, resolution or proposition in which he or she has a direct pecuniary or

- personal interest not common to other board members.
2. A board member who abstains from voting shall not be counted for determining members present.

D. Vote Change.

A board member may change his or her vote on a matter up to the time the next item is introduced.

Manner of Deliberation

A. Method.

No board member shall address the board until recognized by the presiding officer. The board member shall then address the presiding officer and keep all remarks to the question under discussion. The trustee shall also avoid personal confrontation when speaking.

B. Recognition of Board Member.

When two or more members simultaneously seek recognition, the presiding officer shall name the member who spoke first.

No motion shall be withdrawn without the consent of those trustees making and seconding the motion.

C. Termination of Debate.

Any member wishing to terminate the debate if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

Suspension of Rules

These rules or any part of them may be suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members present.

Amending of Rules

By a record vote of two-thirds (2/3) of all the members of the board, these rules or any part of them may be amended.

Robert's Rules of Order to Govern Board

In the absence of a standing rule, the board shall be governed by *Robert's Rules of Order Newly Revised*, unless contrary to state law.

CHARTER ORDINANCE NO. 1
ORGANIZATION OF THE VILLAGE OF HARRISON

WHEREAS, on February 19, 2013, a referendum was held in which the majority of electors in the proposed Village of Harrison, Calumet County, Wisconsin, voted in favor of incorporating into a Village; and,

WHEREAS, on March 8, 2013, the Wisconsin Secretary of State issued a Certificate of Incorporation legally establishing and recognizing the Village of Harrison,

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

SECTION 1. ORGANIZATION OF THE VILLAGE OF HARRISON. The Village of Harrison shall be organized consistent with the following:

1.01 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. State Stats. §8.05(4).

B. Term of Office

1. The six trustees elected at the first election shall serve their terms, as follows:
 - a. 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.

- b. 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.
 - c. 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.
2. 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.

C. Compensation

- 1. The compensation for the Village Trustees and Village President shall be determined pursuant to Wis. State Stats. §61.193.

1.02 MEETINGS

A. Regular Meetings

Regular meetings of the Village Board shall be determined by majority vote of the Village Board.

B. Special Meetings

- 1. Special meetings of the Village Board may be called by the Village President or two members of the Village Board pursuant to Wis. State Stats. §61.32
- 2. Appropriate public notice of any such meeting shall be given according to Wisconsin State Statutes.
- 3. All meetings shall comply with the notice and other requirements of the Wisconsin Open Meeting Law.

1.03 PRESIDING OFFICER

A. Designated

The Village President shall preside at all Village Board meetings. In the absence of the President, the Village Clerk shall call the meeting to order and preside until the Trustees present elect one of their members as the temporary presiding officer. If the President appears while the meeting is in session, the temporary presiding officer shall vacate the chair.

B. Duties

The presiding officer shall preserve order and decorum, decide all questions of order and conduct for the proceedings of the meeting in accordance with the parliamentary rules contained in the latest revision of *Robert's Rules of Order* and/or *A Guide to Parliamentary Procedure for Local Governments in Wisconsin*, unless otherwise provided by statute or by these rules.

C. Decisions. Appeals From

Any member may appeal from a decision of the presiding officer. Such appeal is not debatable and shall be sustained by a $\frac{3}{4}$ majority vote of the members present, excluding the presiding officer.

1.04 ROLL CALL QUORUM

A. Roll Call: Procedure When Quorum Not in Attendance

As soon as the Village Board is called to order, the presiding officer shall proceed to call the names of the members, noting who is present and who is absent, and the result will be recorded the same in the proceedings of the Board. If there is not a quorum present, the fact shall be entered in the minutes and the Board will adjourn.

B. Quorum

A majority of the members of the Village Board shall constitute a quorum. The President shall be counted in computing a quorum. A majority vote of all members of the Board in favor of any proposed ordinance, resolution, or appointment shall be necessary for passage or approval, unless a larger number is required by statute, law, or other applicable rule.

1.05 APPOINTED OFFICIALS

A. Village Manager

1. There is hereby established the office of Village Manager for the Village of Harrison, Wisconsin. The Village Manager shall be appointed by the Village Board and shall be solely responsible to the Village Board. The Village Manager shall be appointed solely based on merit with due regard for training, experience, ability and general qualifications for performing the duties of the office.
2. Unless otherwise provided in a written agreement between the Village Board and the Village Manager, he/she shall be appointed by the Village Board for an indefinite term subject to termination at the discretion of either the Village Board or the Village Manager upon 60 days' prior written notice. The Village Manager may, at any time, be removed from office by a majority vote of the entire Village Board.
3. The Village Manager shall be the chief administrative officer of the Village responsible only to the Village Board. The Village Manager shall have authority, within statutory, ordinance, or policy limits, to assure the efficient and effective organization and operation of all Village departments and services. The Village Manager shall be responsible for the proper administration of the affairs of the Village, pursuant to statutes, ordinances, and resolutions of the

Village Board, with powers and duties as follows. The Village Manager shall:

- a. See that all laws, ordinances or resolutions of the Village Board subject to enforcement by him/her or by officers subject to his/her discretion and supervision are faithfully executed.
- b. Develop Village personnel policies and procedures, including a plan of administrative organization, and be responsible for all Village personnel functions, including appointment for merit, counseling, motivation, development, discipline and suspension or discharge of employees; provided however that the Village Manager may designate a department head to handle any of these duties within his/her respective department.
- c. Have the duty to make recommendations to the Village Board for the appointment of administrative officers appointed by the Village Board.
- d. Supervise and coordinate the functions and duties of all administrative officers and, when he/she deems it necessary, discipline, suspend or remove any administrative officer of the Village, except for the Village Attorney and Fire Chief; provided, however, that any appointed personnel who are so discharged shall have the right to request that the Administrative Committee review their discharge.
- e. Except for the purpose of inquiry, the Village Board and its members shall deal with the administrative services solely through the Manager, and neither the Board nor any Trustees shall give orders to any subordinate of the Village Manager either publicly or privately.

- f. Be an ex-officio member of all boards, commissions and committees appointed by the President or Village Board pursuant to law, but without a vote.
- g. Have authority to review all records, routines and working hours for all employees, administer fringe benefits plans and recommend to the Village Board administrative control routines that will best promote efficiency and economy.
- h. Recommend to the Village Board for adoption such measures as the Village Manager may deem necessary or expedient to carry out the terms and conditions of any contracts in which the Village is interested or in which it is a party.
- i. Be the purchasing agent for the Village and, in ordinary course of business, make or authorize the purchase of materials and supplies necessary for the Village, as provided for in the annual budget, following the procedures set forth in Wis. State Stats. §66.0901 and §66.0131.
- j. Prepare or cause to be prepared, plans, specifications, or estimates for public work, as directed by the Village Board.
- k. Prepare and submit the annual budget and capital improvement program to the Village Board.
- l. Keep the Board fully advised as to the financial condition of the Village through submission of periodic reports as requested by the Village Board.
- m. Be in charge of obtaining all outside financial assistance requested by the Village Board.
- n. Keep the Village Board advised concerning the needs of the Village, its administration, business and affairs, including such matters as pertain to its future growth and development.

- o. Have the responsibility for the operation and maintenance of all Village-owned property, lands, public buildings, public ways, improvements and equipment.
 - p. Perform such other duties as may be prescribed by this article or any other ordinance or resolution of the Village Board.
4. All officers and employees of the Village shall cooperate with and assist the Village Manager of the Village of Harrison so that the affairs of the Village will be most economically and harmoniously administered.

B. Village Clerk

- 1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects to not to be governed by those portions of Wis. State Stats. §61.19 and §61.23 which relate to the selection and tenure of the Village Clerk.
- 2. The Village Clerk shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Clerk may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.
- 3. The powers and duties of the Village Clerk shall be as prescribed by Wis. State Stats. § 61.25.

C. Village Treasurer

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

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

2. The Village Treasurer shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Treasurer may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.
3. The powers and duties of the Village Clerk shall be as prescribed by Wis. State Stats. § 61.26.

D. Village Assessor

1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects to not to be governed by those portions of Wis. State Stats. §61.19 and §61.23 which relate to the selection and tenure of the Village Assessor.
2. The Village Assessor shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Assessor may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.
3. The powers and duties of the Village Assessor shall be as prescribed by Wis. State Stats. § 61.27.

E. Police Services; Marshal/Constable

1. Pursuant to Wis. State Stats. § 61.195, the Village of Harrison hereby abolishes the offices of Marshal and Constable.

This Charter Ordinance shall take effect sixty (60) days after its passage and publication in the manner provided by Wis. State Stats. § 66.0101.

PASSED AND ADOPTED by a unanimous vote of the interim Village Board of the Village of Harrison, Calumet County, Wisconsin, this 26th day of March, 2013.

Date Introduced: 03/26/2013

Date Adopted: 03/26/2013

Date Published: 04/05/2013

By: John Slotten, Chairman

Attest: Jennifer Weyenberg, Clerk

EXHIBIT A: FUTURE LANDUSE PLAN (TO BE PROVIDED)

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of a Social Networking Policy for the Village of Harrison.

Issue: Does the Village Board wish to approve the Social Networking Policy for the Village of Harrison?

Background and Additional Information:

Trustee Baldwin requested a future agenda item related to a Social Media Policy at a previous meeting.

Village staff worked with CVMIC and the Village Attorney to draft the social media policy. Currently the Village has limited social media platforms with only two different people managing the platforms. More important is that this policy educates employees that work for the Village to cognizant of their personal posts in relation to their village employment.

The policy was generated based on a article in the League magazine about a Supreme Court ruling on Lindke v. Freed case. The Village Manager asked the Village Attorney if he was aware of Social Media Policies covering both staff and elected officials. The Village Attorney's response:

The best advice I could give any elected official would be to not use a personal account (of any kind whether email, social media, or otherwise) to conduct official governmental business.

In the Lindke v. Freed case, the governmental official at issue was a City Manager. This is typically a hired (unelected) position. Accordingly, I would characterize the City Manager as an employee.

Employees can be fired, suspended, or otherwise disciplined if they violate a policy. For the most part, elected officials cannot. This is why elected officials' conduct is more often controlled by rules of ethics rather than policies.

But even with a rule of ethics (presumably to prohibit an elected official from posting official govern business from their own accounts) can be problematic. Who would enforce? What would the penalties be?

In the past, the Village Attorney handled this sort of issue by providing advice. Specifically, the Village Attorney advised Board members that they can be personally sued if they use their personal accounts in a way that implies, they are doing business on behalf of the governmental entity. And any privacy expectations that they might have concerning their own personal accounts may be shortsighted if a court finds there has been a violation of any law.

Budget Impacts: None

Recommended Action: Motion to approve the Social Policy.

Attachments:
Social Media Policy

Village of Harrison Social Networking Policy

I. Purpose and Scope

The Village of Harrison has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the Village through the use of social media. This policy establishes guidelines for the establishment and use of social media by the Village of Harrison for conveying information about the Village and its events and activities. This policy also establishes guidance for employees acting in a personal capacity when using social media.

The Village’s intent is to create a “government speech forum” or a “limited forum” devoted exclusively to the Harrison’s postings to the public. Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws.

II. Policy

a. Village Website

The Village of Harrison website (<http://www.harrison-wi.org>) is the Village’s primary and predominant internet presence. All of Harrison’s website content and social media sites that are posted by departments and offices will be subject to approval by the Village Manager or designee. Social media use should complement rather than replace the Village’s primary website. Only employees authorized by the Village Manager or designee are authorized to post content on the Village website.

b. Social Media Provider Terms of Service

Social media is defined as the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups may create, organize, edit, comment on, combine, and share content. Social media providers offer web pages that provide a means for various forms of discussion and information-sharing and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social media providers are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual social media profile. Technologies associated with social media often include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of websites that host social media profiles include, but are not limited to, Facebook (social networking); YouTube (social networking and video sharing); and X (social networking and microblogging).

Each social media provider maintains a terms of use agreement for users. All posts and comments on any Harrison social media profile are bound by these terms and conditions. The Village has the right to report any user violation under the terms and conditions. This policy

does not modify the terms and conditions established by the social media provider. Nor does the Village assume any responsibility or liability for decisions made by the social media provider involving the conduct or absence of conduct by the social media provider or by the user.

The terms and conditions of the social media provider represent a binding contract. No employee may execute such terms of service or enter into an agreement on behalf of the Village without authorization from the Village Manager.

c. Social Media Posting

As a public entity, Harrison must abide by certain standards to serve all constituents in a civil and unbiased manner. Only employees authorized by the Village Manager are authorized to post content on an authorized Harrison social media profile on behalf of the Village. The Program Assistant, under the direction of the Village Manager, will maintain a list of social media profiles, including login and password information, approved for use by departments and employees for communicating the Village's business. Any social media profiles used by the Village, including any login information and passwords, are the property of Harrison, and not the property of an employee or other party. Any social media profile used by the Village must be capable of editing, removing, and archiving content from social media websites.

For each social media profile approved for use by the Village Manager, the following documentation will be developed and adopted:

- A list of authorized employees who may manage the social media profile
- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- Branding standards
- Design standards
- Standards for the administration of social media sites

Authorized employees representing the Village on social media must conduct themselves at all times as professional and dignified representatives of the Village of Harrison and in accordance with all policies, directives, and professional expectations.

Employees posting content on behalf of the Village must follow these guiding principles:

- Communication must be consistent with the goals, branding, mission, vision, and values of the Village of Harrison.
- Communications must be factual and accurate and not reflect opinions or biases.
- Communicate meaningful, respectful entries that are on topic while also recognizing that postings are widely accessible and not easily retractable.
- Communications must be written in plain business English with proper grammar and vocabulary and should avoid acronyms and jargon.

- Communications must comply with policy, directives, professional expectations, and respect for privacy, confidentiality, and applicable legal guidelines for external communication.
- Ensure that legal right exists to publish all materials, including photos and articles, and comply with all trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws.
- If identifying yourself, then maintain transparency by using your real name and job title and by being clear about your role regarding the subject. Write and post only about your area of expertise. Remember that your postings are your responsibility.
- Communications must never be for political purposes or in support of or opposition to political campaigns or ballot measures.
- Communications must never be for purposes of private business activity or commerce or for personal motivation or sharing of personal opinion or commentary.
- Communications must not promote, foster, or perpetuate discrimination, harassment, or retaliation on the basis of race, creed, color, age, religion, gender, marital status, national origin, disability, sexual orientation, or other protected status.
- Communications must not compromise the safety or security of the public, public systems, or public services.

Authorized employees posting on behalf of the Village may not post content to the Harrison social media profiles or engage in social networking activities related to publishing the Village business during personal time. All social media activity must be made as part of the Employees regular work activity.

An important part of social media use is restraint. While the Village desires to inform the community of the Village's business, the Village is not entering into a debate or discourse with those reading the social media profile. As such, "commenting," "liking," or "non-liking" of a post or comment by any other person is not permitted except in the following limited circumstances:

- An authorized employee may respond to a comment when the employee is providing contact information to the commenter to seek or provide further information.
- An employee may respond to a comment or post to direct the poster to the Village's website or to a previous social media post by the Village.

The employee's name and title should be made available in the responsive comment.

d. Reporting/Removal of Social Media Activity

A post, like, or comment by a member of the public on any Village of Harrison social media profile is the opinion of the commentator or poster only. Publication of a user's post, a like, or a comment does not imply endorsement of, or agreement by, the Village or reflect the opinions or policies of the Village. The Village of Harrison assumes no liability for any comment, like, or post made by another person.

The general position of the Village is to use social media that promotes one-way communication from the Village to the public and to make clear that the social media platform used is merely reserved for government speech to allow municipal officials to post notices and information.

If a forum allowing for two-way or multi-way communication is created, then an authorized employee may, with the approval of the Village Manager, regulate comments or posts made by other persons on the Village's social media profile as provided herein. The Village requires that authorized employees immediately notify the Village Manager if there is any posted material that may violate this policy, violates the terms of use of the social media provider, is illegal, or potentially infringes the copyrights or other rights of any persons. The Village Manager or designee will investigate and address the potential violation. If the comment or post violates the terms of use established by the social media provider, then the authorized employee may notify the social media provider and report the post or comment. If a comment or post demonstrates or incites unlawful behavior, then the authorized employee may notify law enforcement authorities. If the comment or post contains any of the following content, the comment may be subject to removal or restriction by the Village of Harrison:

- Obscene content;
- Content that is threatening or incites violence;
- Solicitation of commerce, including but not limited to, advertising of any non-Harrison related event, or business or product for sale;
- Conduct in violation of any federal, state or local law;
- Content that promotes, fosters or perpetuates unlawful activity;
- Content that infringes the intellectual property rights of others;
- Content that is malicious or harmful software or malware.

e. Blocking or Banning a User

When we determine that a user has violated these terms and conditions by delivering prohibited content on three or more occasions within a twelve-month rolling period, we may block or ban the offending user from the social media account where the violations occurred for 12 months. We may also block any other profiles created by that user for the same period. If we block or ban a user, we will reasonably attempt to notify the user and describe the violation. The user has the right to appeal this decision.

f. Record Retention

The Village of Harrison utilizes CivicPlus Social Media Archiving software for all social media content published by the Village for the purposes of public records retention as may be required by applicable law. Records required to be maintained pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the record

and is accessible. Any content removed by the Village based on these guidelines must be retained in accordance with the applicable retention schedule including the time, date and identity of the poster, when available.

g. Open Meetings Law Compliance

All conduct by officials serving on a governmental body must comply with Wisconsin’s Open Meetings Law. Officials should refrain from discussing business or actions of the governmental body with one another while using social media. Authorized employees publishing on the Village of Harrison social media profile should not engage officials serving on a governmental body when engaging in the Village’s social media activity.

h. Employee Personal Conduct

Like other members of the community, employees may use social media profiles not belonging to the Village of Harrison for the employees’ personal social media purposes. Employees must recognize that most uses of personal social media are still part of the public domain, regardless of privacy settings, and are easily replicated and published.

An employee’s personal social media profile or use must remain personal in nature and not be used to share the Village’s official government positions or views. In addition, employees should never use their Village e-mail account, login, or passwords in conjunction with a personal social media profile. Regardless of whether an employee identifies on a personal social media account that the employee works for the Village, employment with the Village is public record and members of the public may associate the employee with the Village. As such, employees must exercise care when posting and commenting on social media as personal views can be tied back to employment with the Village

Employees posting personal content on social media must follow these guiding principles:

- When commenting or posting on matters pertaining to the Village, the employee must make clear to other persons that the employee is speaking as a private citizen and not as an employee of the Village.
- Pause and think before posting with the understanding that postings are widely accessible, not easily retractable, easily shared, and replicated.
- Personal activity must comport with the Village policies, directives, and expectations.
- Personal activity is the personal responsibility of the employee, including the consequences that flow from such activity.

Nothing in this policy is meant to prevent an employee from exercising his or her right to make a complaint of unlawful discrimination or other workplace misconduct through the proper processes, to engage in lawful protected concerted activity, or to express a personal opinion on a matter of public concern which may be balanced against the interests of the Village.

i. Compliance with Policy

The Village of Harrison reserves the right to monitor and analyze social media use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to the use of social media, among other legitimate government interests. Failure to comply with this policy by any employee may result in disciplinary action up to and including termination of employment. Failure to comply with this policy by any officeholder may result in pursuit of any lawful action against any official in violation of policy.

j. Right of Appeal

If our staff hides or deletes a user’s comment or blocks or bans a user pursuant to these terms and conditions, that user has the right to appeal that decision by sending an email to office@harrison-wi.org, or by letter to Village of Harrison, W5298 State Road 114, Menasha, WI 54952, within five business days of our action.

Upon receipt of an appeal, our attorney will determine whether the content at issue is protected by the First Amendment. If the appeal is successful, the content may (if possible) be restored for public view, or the user may be permitted to repost the content. Upon a determination that the content was not protected by the First Amendment, the user will be notified that the appeal was denied. The return correspondence, sent within a reasonable amount of time, will provide the user with a legal explanation for the action taken.

If the appeal is successful and the user has not violated this policy three times within a rolling 12-month period, we will unblock or unban the user from the social media account. If the appeal is not successful, our decision will stand.

SOCIAL NETWORKING POLICY

Employee Acknowledgement Page

I understand that I must have approval from the Village Manager to use, engage, or post on the Village of Harrison's social media profiles and pages on behalf of the Village. I also understand that I am responsible for all postings made by me on the Village's social media profiles and pages, including those made in sections created for replies, comments, or other similar responses. I further understand that the Social Networking Policy applies to postings made by me via personal social media, and I agree to adhere to the guidelines in such Policy.

I acknowledge that all content on the Village of Harrison's social media is considered to be property of the Village and may be monitored by Village Staff. As such, I acknowledge and understand that I am obligated to promptly disclose any log-in names or passwords associated with the Village's social media profiles. I further understand that employees do not have privacy or personal rights in the use of the Village social media, and the postings, data, access to or distribution of such materials is subject to all applicable laws.

I authorize my image, likeness, voice, and work product to be published, used, and disclosed by the Village on its social media, and I waive any and all rights I may have to royalties and compensation. I understand the Village of Harrison retains sole right and discretion as to the use and ownership of information posted, published, used, and disclosed on its social media to the extent permitted by law.

I understand that I am obligated to report any suspected or perceived violations of the Social Networking Policy that I observe on the Village's social media to my immediate supervisor for further review and determination. I further understand that I must be authorized by the Village Manager to regulate comments or posts made by other persons on the Village's media profiles and pages or to regulate the access of private citizens to the Village's social media profiles and pages. To the extent I am authorized to regulate posts or comments made by other persons on the Village's social media profiles and pages or regulate the access of private citizens to the Village's social media profiles and pages, I agree to regulate such matters consistent with the restrictions set forth in the Social Networking Policy.

In complying with the Policy, I will abide by all security procedures as set forth by the Village of Harrison. I am aware that violations of the Policy may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

I acknowledge that I have read and understand the Policy and have been afforded an opportunity to ask questions regarding the Policy.

I have read and understand this Acknowledgement Form.

Signature of Employee

Date

Signature of Supervisor

Date

**AFTER SIGNING THIS ACKNOWLEDGEMENT FORM, BRING THE ORIGINAL
EXECUTED COPY OF THIS FORM TO HUMAN RESOURCES FOR PLACEMENT IN
THE PERSONNEL FILE.**

II. Adoption and Approval

The Social Networking Policy shall be formally approved and adopted by the Village Board and reviewed as needed.

Introduced, Approved, and Adopted by the Village Board of the Village of Harrison on this 29th day of April 2025.

By: _____
Scott Handschke, Village President

Attest: _____
Vicki Tessen, Village Clerk

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of the New Home Construction Escrow Policy.

Issue: Does the Village Board approve the New Home Construction Escrow Policy?

Background and Additional Information:

The Village has two escrows required for new home construction. The Building Escrow is received as part of the new home building permit process. The escrow is historically used when contractors do not follow the erosion control requirements at the building site such as maintaining a tracking pad, erosion control fencing, silt sock, etc. The building inspector has deducted a penalty against the escrow; however, the amount was not clearly defined. This escrow is typically reimbursed to the permittee after final occupancy is granted.

Likewise, the Grading Escrow is put in place to make sure that final grading and lawn/landscape restoration is done per the plan to elevate future drainage issues. This escrow comes into play when the Final occupancy permit is being issued. Over the past year, the Village has dealt with an increase in broken sidewalks, curb/gutter and no one takes responsibility. By establishing this policy, Village staff will communicate with applicants of the rights the Village has to correct outstanding issues, so they do not become a burden for the village.

Both escrows may be subject to a \$300 penalty for non-compliance. The Building Escrow will be charged by the Building Inspector, whereas, the Grading Escrow, may be charged by the Zoning Administrator, Engineering Technician or Building Inspector.

The policy also includes items that need to be completed by the contractor/homeowner prior to final grading escrow release.

Budget Impacts: None

Recommended Action: Motion to approve the New Home Construction Escrow Policy.

Attachments:

New Home Construction Policy

NEW HOME CONSTRUCTION ESCROW POLICY

In accordance with Village Municipal Code Section 103-1 Escrow, all new residential construction shall require financial security via a cash escrow, at permit issuance. If all site work requirements are not completed prior to issuance of the Certificate of Occupancy, additional escrow will be required.

The Village of Harrison has two escrows: \$1,500 Building Escrow and \$1,500 Grading Escrow. The Building Escrow is collected during the pre-building permit construction process and the Grading Escrow is charged at the time of the Certificate of Occupancy request.

The **Building Escrow** is used to remediate erosion control issues of general and sub-contractors during the construction process. Eligible items may include:

- Failure to install and maintain erosion control measures including but not limited to silt fence, silt sock, tracking pads, catch basin protections and storm sewer cleanliness. Should the Village order that these items need to be fixed and they are not remedied, the Village shall have the right to enter the property to complete the work or contract with a landscaper to complete the work on the Village's request.
- \$300 per day penalty charged by the Building Inspector for non-compliance against the general contractor and/or the subcontractor.

The **Grading Escrow** is used to guarantee that the final grading and lawn placement is completed per plan. Items that may be charged against the grading escrow include:

- Final grading and seeding of the lawn not installed per plan based on elevations obtained by Village staff.
- Public sidewalks, aprons and curb/gutter that are damaged during restoration process.
- \$300 per day penalty charged by the Zoning Administrator, Engineering Technician, or Building Inspector for not complying with the site/grading plan.

Final Grading Escrow Release Requirements

The following is a list of items that must be completed prior to final grading escrow release, but may not be all inclusive:

- Driveway complete
- Sidewalk, curb and other infrastructure free from damage.
- Curb and box, if applicable, are operational.

- Wetland buffer seeded
- All noxious weeds removed
- Required landscaping installed
- Temporary erosion control installed
- Sod installed and/or entire property seeded with a minimum of 70% established.
- Other site-specific items that may be required and communicated during the construction phase.

The grading escrow release process can take up to 30 days or more for approval and processing of the refund. Changes or alterations to your approved grading and site plans without prior approval may require corrections, further review, and/or re-inspections and could cause further delays.

Staff and consultant time used in review and/or inspections may be charged against the escrow per the adopted fee schedule.

As-Built Review and Final Grade Inspection

Once sod or seeding and landscaping is completed, a final grade as-built survey must be scheduled and completed by calling Village Hall at (920) 989-1062 and scheduling with the Engineering Technician.

No escrow release will occur until the final as-built survey is complete and constructed per plan and approved by Village staff and the Village Engineer.

Approved by the Village Board, _____, 2025.

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of the 30-day Review Process for all New Developments.

Issue: Does the Village Board wish to approve a 30-day hold on new subdivision plats and site plans for new/expanded businesses to allow the public time to be informed of upcoming developments?

Background and Additional Information:

At the request of the President Handschke, village staff determined a process to allow the public to be notified and informed on new subdivisions and site plans to be considered by the Plan Commission and Village Board for approval.

The process includes:

- 1) When village staff receives a preliminary plat/final plat or site plan for new development they will be posted on the next available agenda, with a hold to lay over to the next Plan Commission/Village Board meeting.
- 2) After the board meeting, staff will post the plats/plans on the page titled “New Developments in Harrison” page on the village website: [New Developments in Harrison | Village of Harrison Wisconsin](#)
- 3) Staff will then post a new post on the homepage of the website and on Facebook with a Contact Us button.
- 4) The following month the new development/site plan will be posted on the Plan Commission/Village Board agendas for consideration of approval.

Budget Impacts: None

Recommended Action: Motion to approve the new 30-day hold process on new subdivision plats and site plans.

Attachments:

None

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Follow-up discussion on installation of ditch liners on Mountain Ash Lane in the Cottonwood Estates Subdivision.

Issue: Does the Village Board wish to support the recommendation below for the Village to provide the ditch liners and the homeowners to pay to install them?

Background and Additional Information:

Village staff received an estimate from Scott Lamers Construction for \$11,760 to install the Village provided ditch liners and seed and mulch.

The Department of Public Works has ditch liners in storage from previous projects where they were removed that could be provided for this project.

Staff are recommending the Village provide the ditch liners and the homeowners are responsible for the costs of installation (approximately \$2,700) per property. The Village would contract with the contractor to complete the work, require the homeowners to pre-pay the installation cost and then work would proceed. Those that do not pay the fees would be added to their taxes.

Budget Impacts: \$11,760

Recommended Action: Motion to approve the quote from Scott Lamers Construction for \$11,760, invoicing each property owner their cost (price per lineal feet x amount installed) and Village providing the ditch liner tiles (that are currently owned).

Attachments:

Estimate from Scott Lamers Construction, LLC.

Scott Lamers CONSTRUCTION, LLC.

W4527 Cty Rd KK
Kaukauna WI 54130

Estimate

Date	Estimate #
4/23/25	4768

Name / Address
Village of Harrison W5298 HWY 114 Menasha, WI 54952 Attn: Jeff Funk

Phone #	Fax #
920-759-9775	920-759-1289

Terms	Project
Net 30	Mountain Ash Lane Ditch Liner

Item	Description	Qty	Cost	Total
	Village of Harrison Ditch Liner Project Location: N9123 Mountain Ash Lane to N9155 Mountain Ash Lane			
Time a...	Ditch Liner Installation Dig / Remove Soil / Grade areas between Driveways along Mountain Ash Lane Place 3/4 DB in area between Driveways figured at 3' wide and 6" deep Place Concrete Fixtures in Ditch Along Mountain Ash Lane ***Concrete Fixtures to be Provided by The Village of Harrison*** Provide Topsoil, Seed, and Final Grade ***No Culvert work was Figured into Estimate***	392	30.00	11,760.00
Disclai...	Labor, material, and equipment needed for described items is INCLUDED in pricing.			
Excluded	Excluded Soil Testing Private Utility Locations New Utility Excavation or Backfill Hazardous / Contaminated material Removal Landscaping Survey / Staking			
		Total		
		\$11,760.00		

E-mail	Web Site
scott@scottlamers.com	www.scottlamers.com

Signature _____

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Preliminary Plat for Forest Ridge Subdivision (65 Lot) at intersection of STH 114 and North Shore Road.

Issue: Staff recommend this item be held until the May, 2025, Plan Commission and Village Board agendas.

Background and Additional Information:

Should the Village Board approve the 30-day hold process for new subdivisions, this Preliminary Plat for Forest Ridge Subdivision would be held until the May 2025 Plan Commission and Village Board agendas.

Budget Impacts: None

Recommended Action: None, layover to May 2025

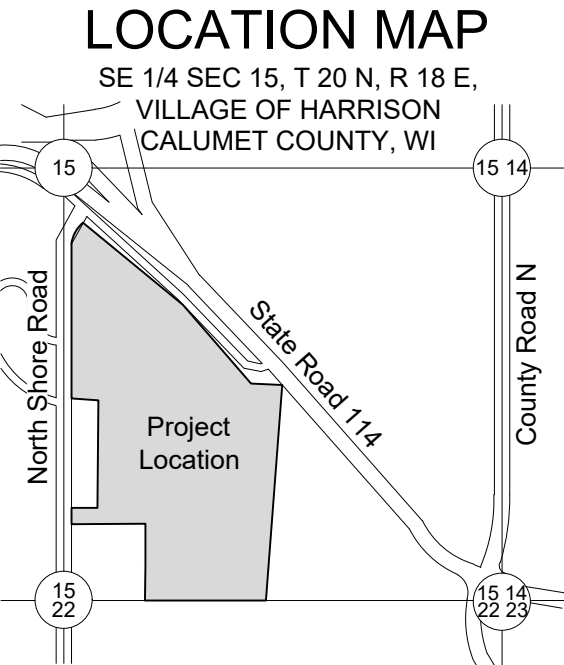
Attachments:

Preliminary Plat for Forest Ridge Subdivision
New Development Checklist

Preliminary Plat of

Forest Ridge

All of Lot 3 and Part of Lot 2, Certified Survey Map No. 3963, being located in the Southwest 1/4 of the Southeast 1/4; and Part of the Northwest 1/4 of the Southeast 1/4 of Section 15, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin



BENCHMARKS (Datum NAVD88)

BM 0	NGS Benchmark PID and Designation - DE7758 Elev 798.07
BM 1	Fire Hydrant, Tag Bolt Northwest corner Winding Trail Drive and North Shore Road across from west field entrance to site Elev 799.25
BM 2	Fire Hydrant, Tag Bolt Northwest corner Winding Trail Drive and North Shore Road ±355' north of west field entrance to site Elev 796.29
BM 3	Fire Hydrant, Tag Bolt ±260' Southwest of intersection Old Hwy Rd and North Shore Road On West R/W Elev 793.66
BM 4	Nail in Power Pole ±445' Southeast of intersection Old Hwy Rd and North Shore Road On South R/W Elev 796.85
BM 5	Nail in Power Pole ±1125' Southeast of intersection Old Hwy Rd and North Shore Road On South R/W Elev 799.05

Horizontal Control				
7958 Lunak Properties - (Village of Harrison)				
2025-03-04				
Davel Engineering and Environmental Horizontal Control (per Calumet County Coordinate System)				
Point Number	Northing	Easting	Elevation	Description
416	539737.12	846627.29	796.17	Control MAG
417	540441.45	846664.22	799.27	Control MAG
418	541338.40	846674.64	795.30	Control MAG
419	541901.85	846829.40	795.66	Control MAG
420	541024.13	847771.09	801.69	Control MAG
421	540853.065	847259.57	800.681	Control HUB
422	540009.922	847804.623	798.659	Control HUB

Sanitary Structures						
Structure #	Rim	Inv	Size	Material	Direction	
MH 1	792.74	770.94	12"	PVC	NW	
		771.14	12"	PVC	S	
MH 2	791.44	772.04	12"	PVC	N	
		772.04	12"	PVC	S	
MH 3	795.63	787.53	8"	PVC	S	
MH 4	798.11	786.49	8"	PVC	N	
		786.53	8"	PVC	S	

SUPPLEMENTARY DATA

Total Area = 1,727,374 SF (39.6551 acres)
R/W Area = 254,297 SF (5.8379 acres)
Net Area = 1,473,077 SF (33.8172 acres)
Number of Lots = 65 and 2 Outlots
Average Lot Size = 20,992 SF
Typical Lot Dimension = 90'x 150'
Lineal Feet of Street = 3,871 LF
Existing Zoning = AG
Proposed Zoning = RS-1

Approving Authorities:
Village of Harrison

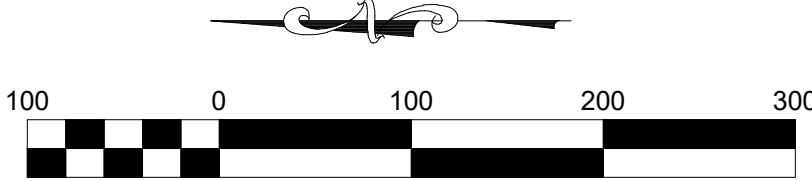
Objecting Authorities:
Department of Administration
Calumet County Land Services Department
Wisconsin Department of Transportation

NOTES:

- Utility and Drainage Easements will be shown on Final Plat

LEGEND

CATV — CATV	Underground Cable TV	Sanitary MH / Tank / Base	CATV Pedestal
FO — FO	Underground Fiber Optic	Hydrant	Sign
OH — OH	Overhead Utility Lines	Utility Valve	Post / Guard Post
— — — — —	Utility Guy Wire	Utility Pole	Benchmark
Son — Son	Sanitary Sewer (Pipe Size)	Light Pole / Signal	Asphalt Pavement
G — G	Underground Gas Line	Guy Wire	Concrete Pavement
W — W	Water Main (Pipe Size)	Telephone Pedestal	Gravel
— — — — —	Fence - Wood	Telephone Manhole	Index Contour - Existing
	Treeline	+799.9 Ex Spot Elevation	Intermediate Contour - Existing
	Culvert	3/4" Rebar Found	Delineated Wetlands
		1" Iron Pipe Found	
		Government Corner	



Bearings are referenced to the South line of the Southeast 1/4, Section 15, T20N, R18E, assumed to bear S89°17'05"E, base on the Calumet County Coordinate System.

SURVEYOR'S CERTIFICATE

I, Scott R. Andersen, hereby certify that this Preliminary Plat is a correct representation of all existing land divisions and features, and that I have complied with the preliminary plat requirements for the Village of Harrison.

Scott R. Andersen, P.L.S. No. S-3169

Date

Apr 21, 2025 - 02:05 PM J:\Projects\7958\dwg\Civil 3D\7958Plat.dwg Printed by: scott

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-981-1868
www.davel.pro



PRELIMINARY PLAT

Forest Ridge
Village of Harrison, Calumet County, WI
For: Dercks DeWitt LLC

Date:	04/16/2025
Filename:	7958Plat.dwg
Author:	SRA
Last Saved by:	scott
Page	1 of 1

SUMMARY CHECKLIST

ACTIVE DESIGN

- 1.NEIGHBORHOOD AMENITIES. How well does the project support access to neighborhood amenities (e.g., convenience store, dry cleaning, community center, café, etc.) within reasonable walking distance from residential developments? **N/A**
- 2.PARKS & OPEN SPACE. How well does the project incorporate a park or open space within reasonable walking distance of all residential development? **Within walking distance to North Shore golf course.**
- 3.PEDESTRIAN ENVIRONMENT. How well does the project contribute to creating a safe and comfortable pedestrian environment for residents of all ages? **Full sidewalks and adjacent to old highway rd. trail.**
- 4.SIDEWALKS. How well does the project create or contribute to a network of sidewalks? **Full sidewalks and adjacent to old highway rd. trail.**
- 5.FRONTAGE DESIGN. How well does the project incorporate attractive, pedestrian-scale exteriors and massing to encourage walkability for people of all ages? **N/A**
- 6.PHYSICAL ACTIVITY. How well does the project incorporate design features to promote the physical activity of all building occupants? **N/A**

CONNECTIVITY

- 7.NETWORK. How well does the project leverage public open space, sidewalks, pedestrian amenities, bicycle facilities, and multi-use trails to connect safely and comfortably to surrounding neighborhoods? **Full sidewalks and adjacent to old highway rd. trail.**

8.WALKABILITY. How well does the project enhance walkability by providing a highly connected street network? **Sidewalks planned for subdivision.**

9.BICYCLE CONNECTIVITY. How well does the project provide high levels of bicycle connectivity through a safe, well-marked and complete bicycle network? **Adjacent to old Highway Rd. trail**

PUBLIC SAFETY

10. INJURY PREVENTION. How well does the project foster injury prevention through the use of traffic calming features, such as bulb outs and speed humps, safe pedestrian crossings, and moderate roadway speeds? **Small self-contained subdivision. Slow traffic etc.**

11. SAFE ACCESS TO SCHOOLS. How well does the project incorporate safe access to schools within a reasonable walking distance? **N/A. No schools within safe walking distance**

12. LIGHTING. How well does the project provide adequate neighborhood lighting to prevent crime and increase safety? **Normal Village of Harrison subdivision entrance lighting planned.**

13. POLICE PROTECTION. How well does the project fit into surrounding neighborhoods with similar land use to minimize the need to expand police protection services? **Located adjacent to current residential area.**

14. FIRE PROTECTION. How well does the project minimize the need for additional fire protection or increased response times due to its location within the village? **Located within current fire coverage area.**

COMMUNITY COHESION

15. PASSIVE SPACES. How well does the project incorporate spaces that facilitate social engagement? **N/A**

16. RECREATIONAL SPACES. How well does the project incorporate facilities and access to a variety of recreational opportunities for all users? **N/A**

17. COMMUNITY SPACES. How well does the project incorporate facilities and access to a multi-purpose community space accessible to the public? **N/A**

ACCESS TO FOOD, JOBS, & SERVICES

18. GROCERY. How well does the project integrate access to a full-service grocery store (e.g., sells meat, dairy, fruits & vegetables) within a reasonable walking distance of all residents? **The Village does not have a full service grocery store.**

19. COMMUNITY GARDEN. How well does the project incorporate space for growing food onsite through community gardens, edible landscaping, or small-scale farming within a reasonable walking distance from residential development? **N/A**

20. FARMER'S MARKET. How well does the project designate space or provide access to a farmer's market within a reasonable walking distance? **No**

21. JOBS. How well does the project design promote shorter commutes and better access to jobs? **N/A**

22. CHILDCARE. How well does the project support increased access to affordable and high-quality childcare? **N/A**

STORMWATER MANAGEMENT

23. STORMWATER MANAGEMENT. Has the preliminary design been evaluated for stormwater management to ensure compliance with Village and DNR requirements? **Yes**

24. WATER RETENTION DESIGN. Does the project contain the maximum possible stormwater improvements on the project site? **Yes**

25. STORMWATER MANAGEMENT PONDS. Are stormwater detention ponds being considered for the project? **Yes**

TRAFFIC

26. TRAFFIC STUDY. Has a traffic study been completed to determine the amount of new traffic generated as a result of the project? **N/A**

27. TRAFFIC IMPACT. How well does the project minimize the impact of traffic on the existing village roads? **N/A**

CONFORMANCE TO VILLAGE COMPREHENSIVE PLAN AND RESIDENT FEEDBACK

28. COMPREHENSIVE PLAN CONFORMANCE. Does the project conform to the Village’s comprehensive plan? **Yes**

29. RESIDENT VISION AND PREFERENCES. Does the project align with the village’s residents and does not create additional concerns from a resident’s view? **Yes**

OTHER PUBLIC SERVICES IMPACTED

30. PUBLIC WORKS EXPANSION. Does the project require the addition of the public works staffing/additional equipment to address items such as street maintenance and snow plowing? **No**

31. INCREASED ADMINISTRATION STAFFING. Does the project require the addition of additional administrative staff? **No**

32. NEW TRAFFIC/ROAD COSTS. Does the project require new and future road costs for the village’s capital improvements program? **N/A**

REVENUES ANTICIPATED

32. ANNUAL TAX REVENUE CALCULATION: Expected Total Assessed Value
\$28,800,000/\$1,000 x \$3.57 = \$102,816 Annual Tax Revenue

Permits and impact fees: **\$473,135**

33. Are the Annual Tax Revenues sufficient to cover the additional costs the Village may see as a result of the development project? Yes/No **Yes**

OTHER NOTES

VILLAGE BOARD MEETING**From:**

Brandon Barlow, Utilities Office Manager

VILLAGE OF HARRISON**Meeting Date:**

April 29, 2025

Title:

Final Acceptance by Harrison Utilities of the Water and Sanitary Sewer Infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha

Issue:

Does the Village Board approve of the final acceptance of the water and sanitary sewer infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha?

Background and Additional Information:

Woodland Lakes Cottages is a 78-lot residential subdivision located in the City of Menasha. The water and sanitary sewer infrastructure for the development falls within the Harrison Utilities Service Area. The project has gone through approvals with the Department of Natural Resources (DNR), East Central Wisconsin Regional Planning Commission (ECWRPC), Neenah-Menasha Sewerage Commission (NMSC), as well as staff and engineering reviews.

Past practice has been for staff to coordinate with the developer, engineers, and contractors to ensure that the project is built to specifications, and that all applicable documentation has been received. Phase I of this project was accepted by staff as of 5/2/2023 (see attachment). The ownership and maintenance responsibilities of these “contributed assets” is then transferred to the Village of Harrison.

Due to the value of the assets as well as the extent of the coordination required throughout the project, staff has created a “Water and Sanitary Sewer Project Checklist” to ensure that all elements of the project are documented prior to acceptance. Acceptance of the infrastructure is a requirement of Harrison Utilities to issue sanitary sewer connection permits, which are in turn a requirement of the subject municipality for issuing building permits.

Staff, in consultation with the Village of Attorney and Village Engineer, have developed a process whereby “conditional acceptance” of project can be granted by staff to facilitate permitting in a timely manner, while a decision on “final acceptance” will now be made by the Village Board. This process would be implemented for all development projects going forward.

Budget Impacts:

None

Recommended Action:

Motion to approve the final acceptance of the water and sanitary sewer infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha.

Attachments:

2023.05.02 - HU Acceptance - Woodland Lakes Cottages Phase 1

2025.04.17 - HU Project Checklist - Woodland Lakes Cottages 2

2025.04.09 - Harrison Utilities Conditional Acceptance - Woodland Lakes Cottages 2



Harrison Utilities
N8722 Lake Park Rd
Menasha, WI 54952
(920) 989-1062 x801

April 9, 2025

Atkins Development Group LLC
2050 Sweetfern Dr
Green Bay, WI 54313

Re: Harrison Utilities' Conditional Acceptance of the Woodland Lakes Cottages Phase 2 Development

Mr. Atkins,

This letter is to inform you that Harrison Utilities has received all the pertinent information about the water and sanitary sewer infrastructure in the Woodland Lakes Cottages Phase 2 Development and is therefore issuing Conditional Acceptance. Harrison Utilities will be able to issue sanitary sewer connection permits upon request.

A recommendation for Final Acceptance will be presented to the Village Board at an upcoming public meeting. I will inform you of the Board's decision once it has been made.

If you have any questions, please contact me using the information below.

Best Regards,

Brandon Barlow

Utilities Office Manager
bbarlow@harrisonutilities.org
920-989-1062 x202

CC:

Ron Wolf, McMahon Associates (rwolf@mcmgrp.com)
Chad Pelishek, Village of Harrison (cpelishek@harrison-wi.org)
Lee Reibold, McMahon Associates (lreibold@mcmgrp.com)
Tom Van Zeeland, Harrison Utilities (tvanzeeland@harrisonutilities.org)
Corey Gordon, City of Menasha (cgordon@menashawi.gov)

Harrison Utilities
N8722 Lake Park Rd
Menasha, WI 54952
920-989-1062 Option 1



May 2, 2023

Atkins Development Group, LLC
2050 Sweetfern Dr
Green Bay, WI 54313

Re: Woodland Lakes Cottages Development

Atkins Development Group, LLC:

This letter is to inform you that Harrison Utilities has received all pertinent information related to the 1st Phase of the Woodland Lakes Cottages subdivision. Harrison Utilities will be able to issue connection permits upon request.

Sincerely,

Mark J. Mommaerts, AICP
Assistant Village Manager

CC: Aaron Sweat, Atkins Building Group (aaron@atkinsfamilybuilders.net)
Ron Wolf, McMahon Associates (rwolf@mcmgrp.com)
Mary Jo Miller, Martenson & Eisele (maryjom@martenson-eisele.com)
Jeffrey Schultz, Martenson & Eisele (jeffs@martenson-eisele.com)
Tom Van Zeeland, Harrison Utilities (tvanzeeland@harrisonutilities.org)
Brandon Barlow, Harrison Utilities (office@harrisonutilities.org)

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Review and approval on the final conceptual plan for playground infrastructure at Rennwood Park.

Issue: Does the Village Board support the conceptual plans and implementation plan for Rennwood Park?

Background and Additional Information:

The Village contracted with GRG Playscapes to complete a conceptual and final design for an inclusive natural playground at Rennwood Park. Attached to this memo are the proposed plans based on the comments from neighbors and the neighborhood child task force that was organized to provide input.

Both Village DPW and GRG Playscapes will be working together to implement the plan. The Village will response for site prep, berm construction, walking paths, boulders and stones, final seeding/mulching, parking lot, and tree planting (in future).

GRG will build and install the play structures and a small bridge. GRG estimates approximately \$280,000 for the construction and installation of the play structures. The Village portion may be about \$70,000. The Village would budget in future years to install the shade structure.

Lexington provided a \$300,000 contribution towards the park development. Those funds will be used as well as approximately \$50,000 extra from TID 4 to complete the project. The reason for TID 4 cash balance use versus Park Impact Fees is to reserve the Park Impact Fees for the Farmers Field Shelter project.

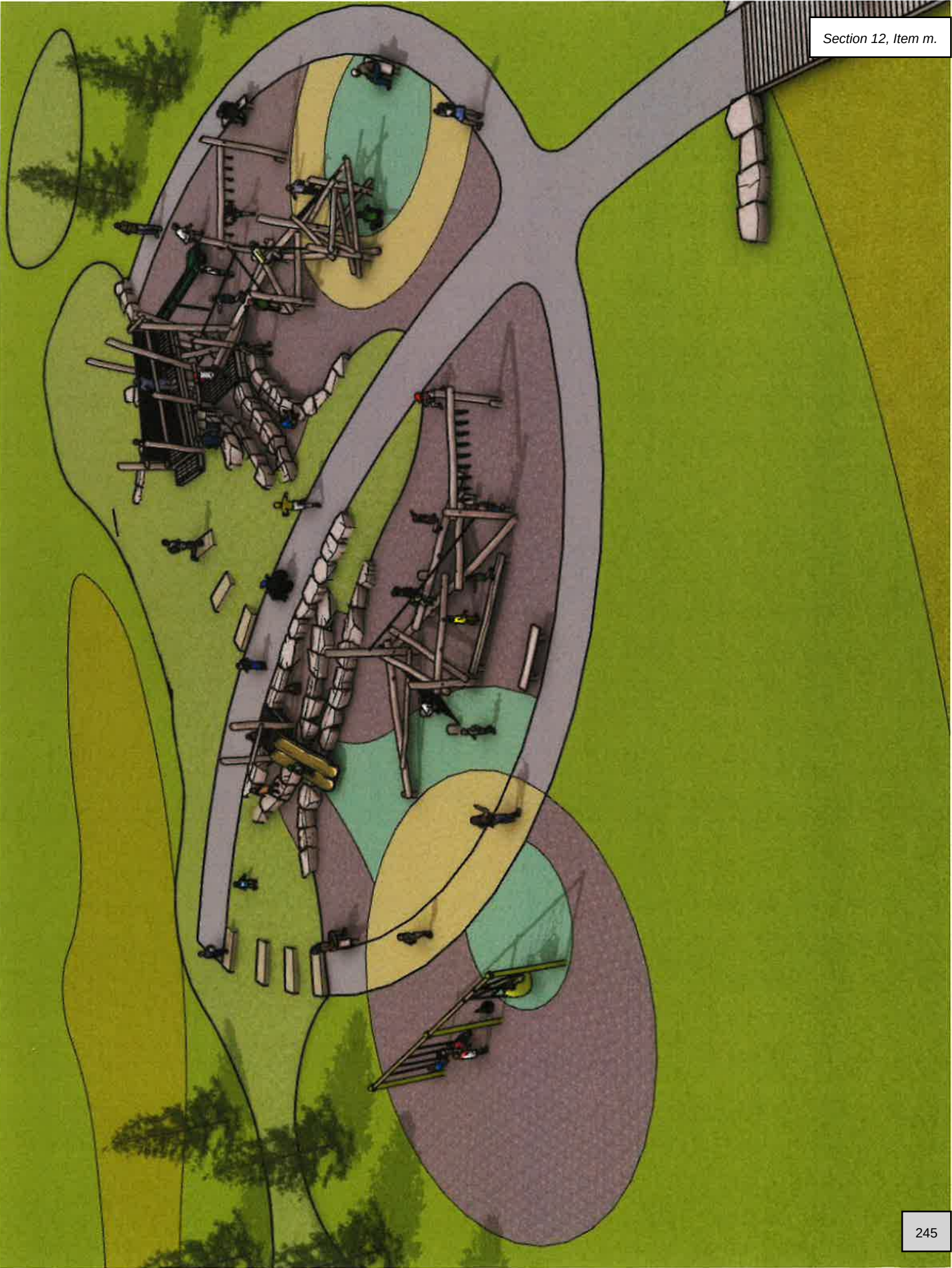
Village staff is looking for approval on the proposed budget (\$350,000) and the conceptual plans to allow staff to continue implementing the improvements.

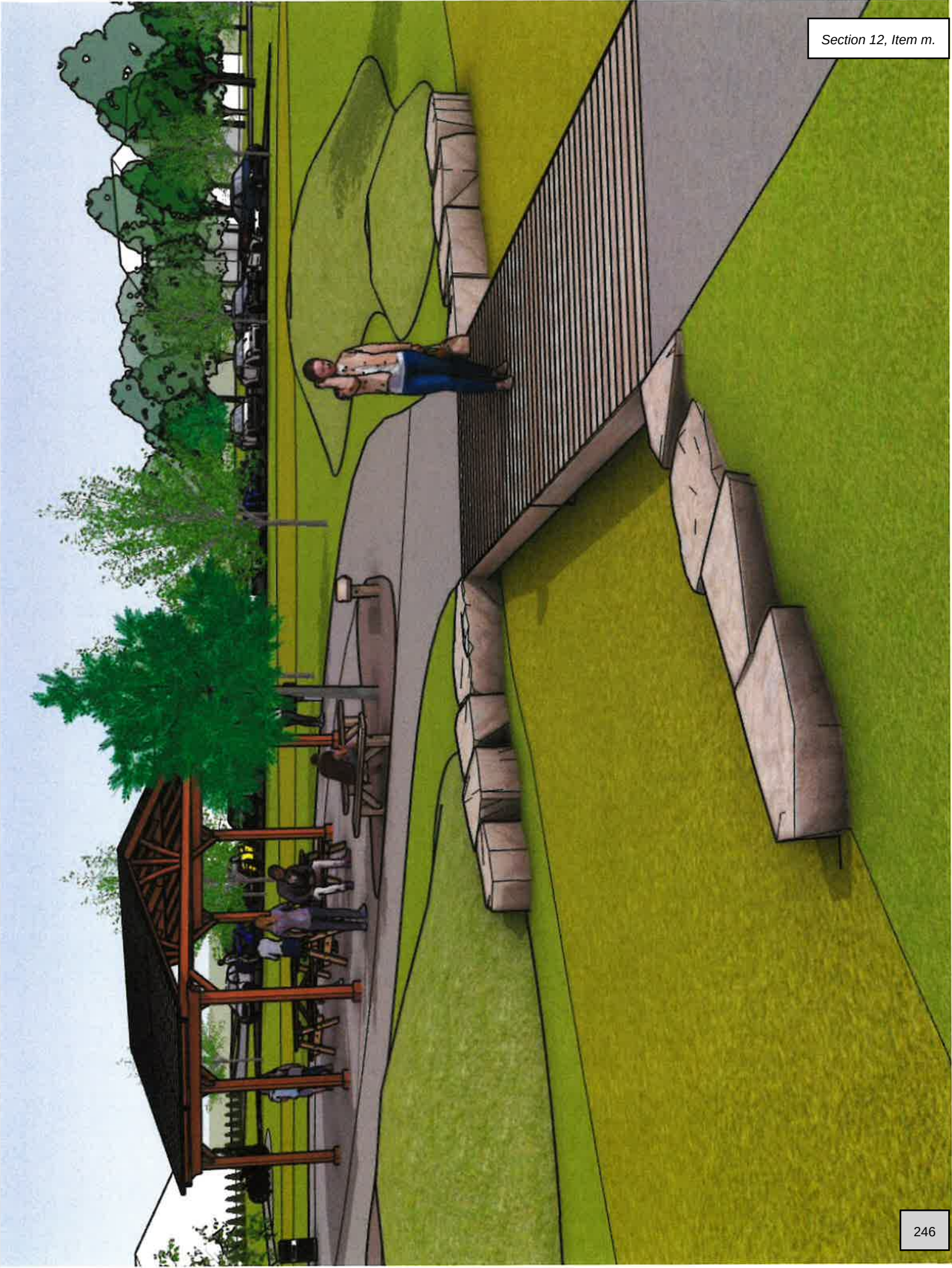
Budget Impacts: \$350,000: \$300,000 Developer Contribution and \$50,000 TID 4

Recommended Action: Motion to approve the proposed budget of \$350,000 for the project with \$300,000 developer contribution and remaining amount from TID 4 and conceptual plans and authorize staff to implement the project.

Attachments: Conceptual Plans













VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Review and approval of proposed floor plan for new shelter at Farmers Field Park.

Issue: Does the Village Board wish to approve the proposed floor plan and estimated costs for the new shelter with the labor being provided by Kimberly High School?

Background and Additional Information:

The Village of Harrison has partnered with McMahon and the Kimberly High School to design a shelter/concession stand/restroom building that can be built as part of the High Schools Industrial Arts Class over the Fall/Spring semesters of the 2025-26 school year.

Two meetings were held with the partners including the River of Surge soccer group to discuss project capabilities and designs.

The Village’s goal with the project is to construct a year-round gathering space for up to 75 people to serve birthday parties, graduations, baby showers, etc. This location will ultimately replace the community room rental at Village Hall to accommodate growing administration staff at Village Hall.

The floor plan of the building was designed to allow during warm months doors to be opened to utilize both the interior and exterior space. The school district will be working with some subcontractors that we are hopeful will either donate materials/labor for items that can be completed by the classes. The Village would then be responsible for purchasing the remaining materials over a two-year period.

We are working with a budgetary amount of approximately \$500,000 for materials. We have a small grant for \$25,000 from the Kiwanis Club and hope to get other donations of materials.

Budget Impacts: None

Recommended Action: Motion to approve the conceptual floor plan for the building working within a proposed budget of approximately \$500,000.

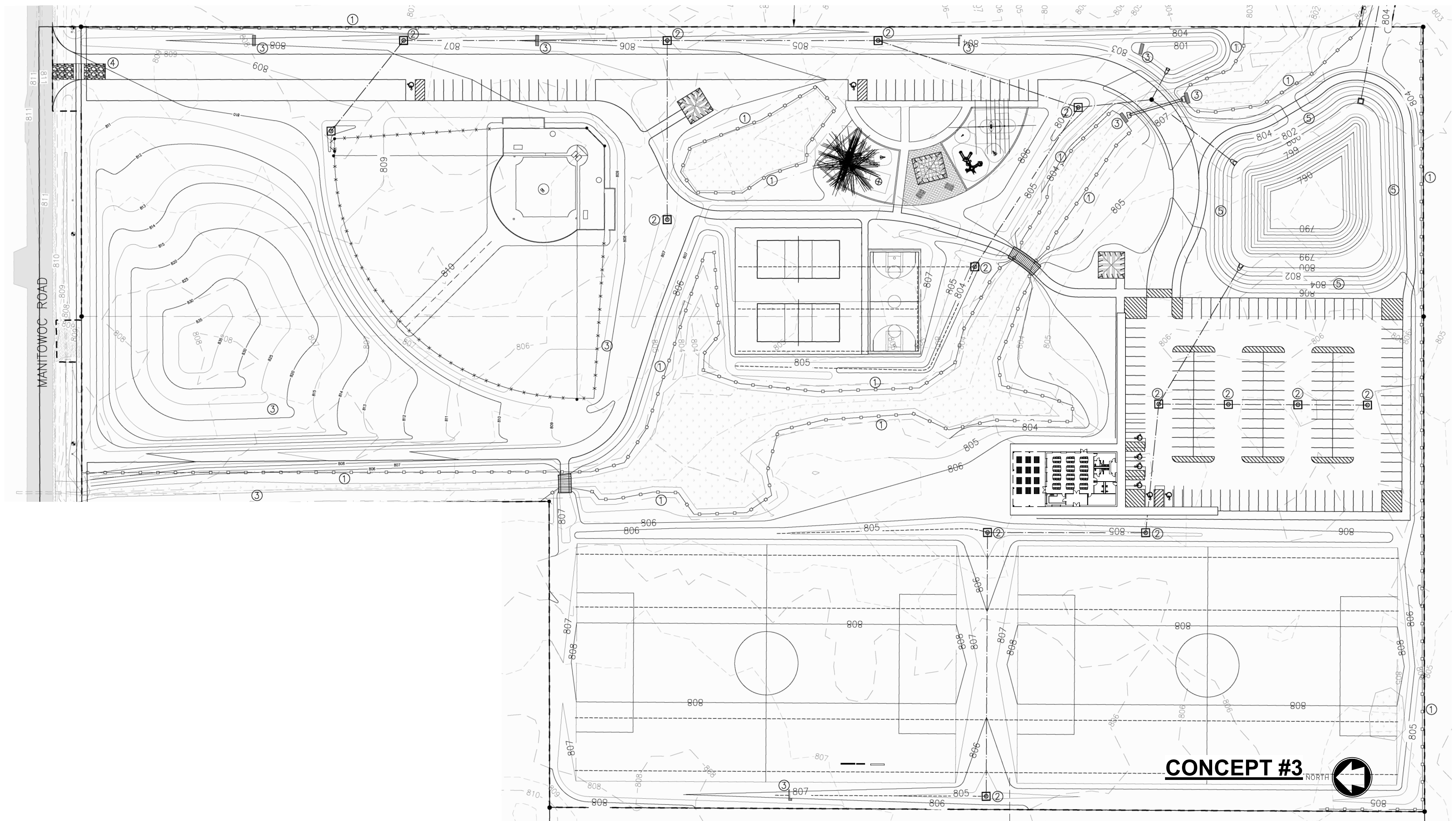
Attachments:

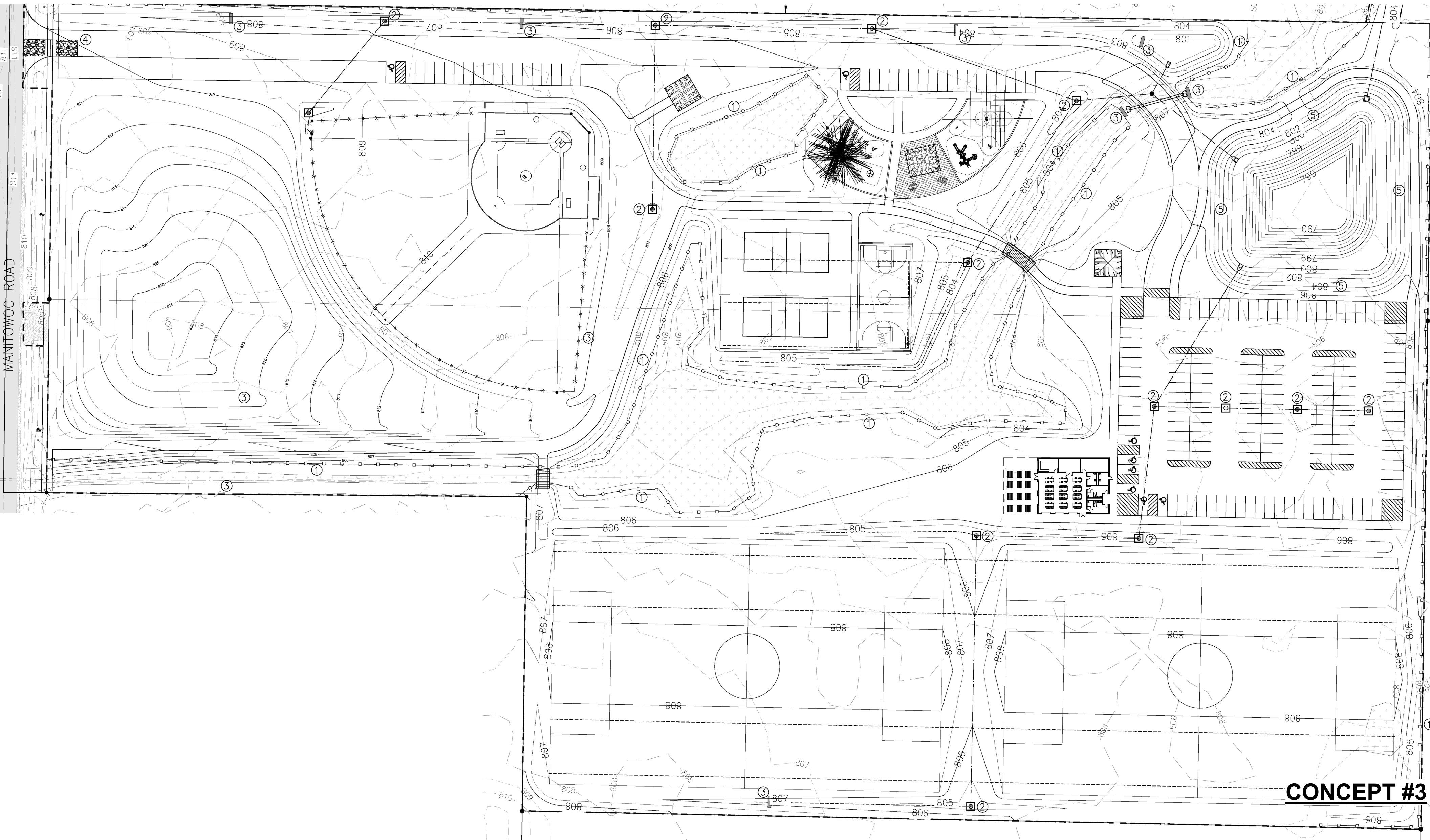
Floor Plan
Site Plan



CONCEPT #3
3,536 SF
1,600 SF CANOPY







CONCEPT #3

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Request from Kiwanis Club to close Noe Road for Touch-a-Truck event on June 25, 2025.

Issue: Does the Village Board wish to approve the request from the Kiwanis Club to close Noe Road for Touch-a-Truck event on June 25, 2025?

Background and Additional Information:

This is an annual request from the Darboy Kiwanis Club to close a portion of the Noe Road adjacent to Darboy Community Park for the annual Touch-a-Truck event to held on June 25, 2025.

The Public Works Department and Harrison Fire/Rescue has participated in this yearly event.

Budget Impacts: None

Recommended Action: Motion to request to close Noe Road adjacent to Darboy Community Park for Touch-a-Truck event on June 25, 2025.

Attachments:

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: Street Closure Permit Request for Logan Lane Block Party

Issue: Does the Board wish to approve the closing of Logan Lane and part of Bailey Drive for a block party?

Background and Additional Information:

The request is to block off the Logan Lane cul-de-sac and part of Bailey Drive from 1:00 pm to 10:00 pm on Saturday, June 7, 2025, for an annual block party. The event attendance is estimated to be around 30 people. They intend to have food, drinks, games, a bouncy house, and amplified music from a portable stereo in one of the garages.

The application was signed and filed by Ken Gast, who acknowledged understanding the rules and regulations for street closure and that the event must comply with all village ordinances.

Budget Impacts:

none

Recommended Action:

Staff recommends approving the Street Closure Permit to close a section of Logan Lane and Bailey Drive from 1:00pm to 10:00pm on Saturday June 7, 2025 for a neighborhood block party.

Attachments:

Application w/ map and notice to neighbors

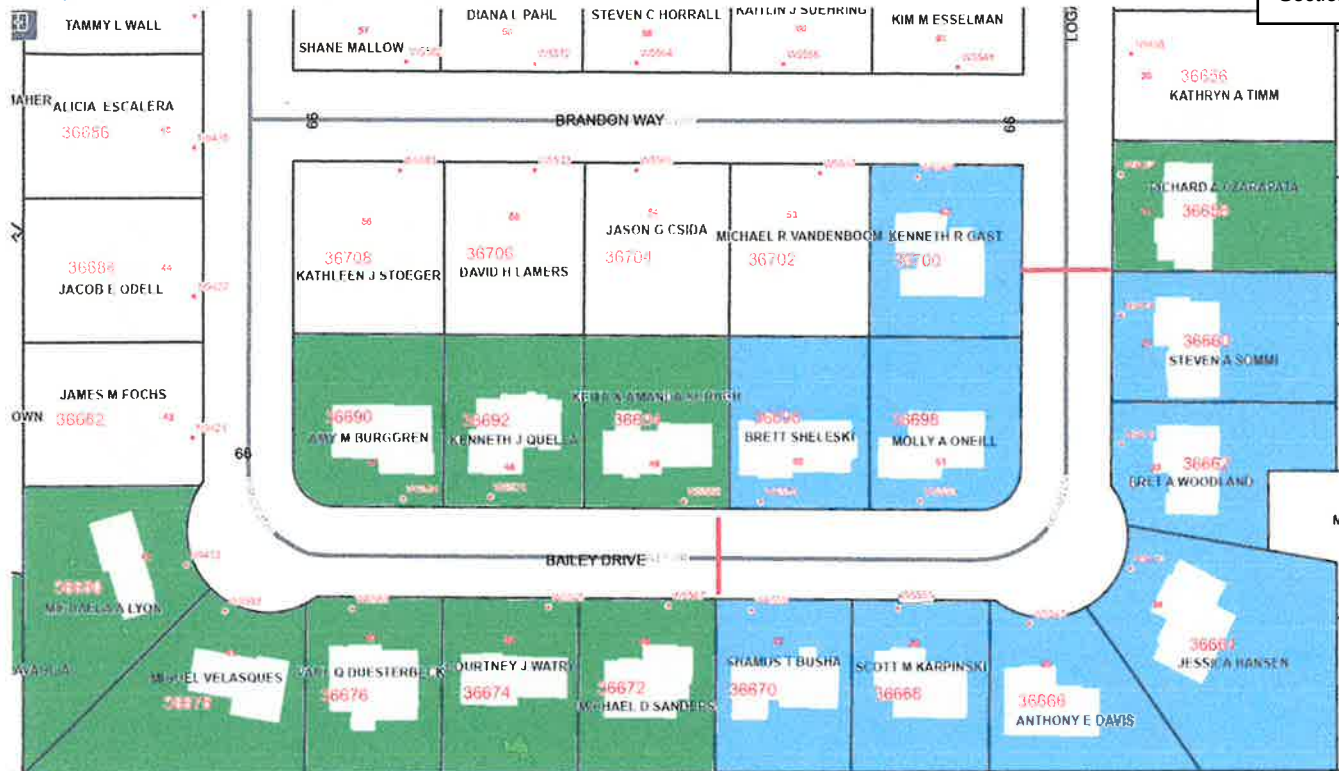
Special Event Application

Section 1- Event Information	
Name of Event: Neighborhood Block Party - Logan Ln and Bailey	
Event Date and Time: June 7, 2025 1pm-10pm	
Event Description: Neighborhood block party with games and activities for kids	
Estimated Attendance: 30	
Will there be amplified music? Yes	Describe: Portable stereo
Will there be street closures? Yes	(Include arial map showing barricaded area.)
Section 2- Contact Information	
Contact Name: Ken Gast	
Address: W5549 Brandon Way Appleton, Wi 54915	
Phone: 715-250-2800	Email: kengast@gmail.com
Organization Name: N/A	
Is the organization a 501 (c)(3)? No	Exempt Cert. #:
Section 3- Legal Notice	
I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers and participants must comply with all applicable ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event. I have read the general information and requirements for this application.	
Sponsor Signature & Date: <i>Ken Gast</i> 3/5/2025	

OFFICE USE ONLY	
Recommendation from Village of Harrison:	☒ Recommend approval of the permit ☐ Recommend refusal of the permit
Reasons if refusal:	
Clerk Signature:	Approved on this date:
Valid Dates	

Village of Harrison Road Closure permit for neighborhood block party 6/7/2025

Proposed Road Closure diagrams



Parcels adjacent to closed section | Parcels unaffected by closed section

Proposed placement of barricade

Attestation

By signing below I:

- confirm to be an affected homeowner, as indicated in the map above
- I understand that
 - emergency vehicle access will not be obstructed
 - the road section will be closed on 6/7/2025 from 1pm to 10pm.
 - There may be an attendance of 20-30 individuals.
 - Food, drinks, games, a bouncy house, amplified music, and fun will be present in the indicated area of the neighborhood at this time.
- approve of the village board passing the road closure permit

Parcel	Address	Owner Name	Homeowner Signature	Date
36696	W5558 BAILEY DR	Brett Sheleski	<i>Brett Sheleski</i>	3/5/25
36698	W5550 Bailey Dr	Molly O'Neill or Richard Pavloski	<i>Molly O'Neill</i>	3/9/25
36670	W5559 Bailey Dr	Shamus or Brenda Busha	<i>Brenda Busha</i>	3-5-25
36668	W5551 Bailey Dr	Scott Karpinski	<i>Scott Karpinski</i>	3/25/25
36666	W5543 Bailey Dr	Anthony or Charlotte Davis	<i>Anthony Davis</i>	3/26/25
36664	N9410 LOGAN LN	Joe or Jessica Hansen	<i>Joe Hansen</i>	3-5-25
36662	N9416 LOGAN LN	Bret or Mandy Woodland	<i>Bret Woodland</i>	3/9/25
36660	N9424 LOGAN LN	Steven Sommi	<i>Steven Sommi</i>	3/5/25

Witness:

Parcel	Address	Owner Name	Homeowner Signature	Date
36700	W5549 Brandon Way	Ken Gast	<i>Ken Gast</i>	3/26/25

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: Request to Waive Park Rental Fees by Woodland School

Issue:

Does the Board wish to waive the Darboy Park rental fees for a Woodland School class party?

Background and Additional Information:

Mr. Weyers' has held this end-of-year party for his Woodland School students at Darboy Park for many years without any issues.

Budget Impacts:

none

Recommended Action:

Staff recommends that the Board approve waiving park rental fees for Woodland School's end-of-year party.

Attachments:

Darboy Park Rental Application

Darboy Community Park "Shelter Rental" Application

N9334 Noe Rd • Harrison • WI 54915

Name: Bill Weyers Email: Bweyers@kimberly.k12.wi.us

Address: N9085 N Coop Rd, Appleton, WI 54915

Home Phone: (920) 730-0924 Cell Phone: _____

Rental Date: June 5 2025 Rental Hours: 8:30-2:30

(include set-up/clean-up)

Type of Event: School Activity Organization (if any): KASD

Do you intend to have any of the following:

"Yes" to any of these may require special approval. Please allow 30 days for review.

- | | | | | | |
|------------------------|----|--------------------------|-----|--------------------------|--|
| 1. Beer sales | No | ☐ | Yes | ☐ | If yes, liquor license is required |
| 2. Concession Sales | No | ☐ | Yes | ☐ | If yes, contact Calumet Co. Health Dept. |
| 3. Amplification/sound | No | ☐ | Yes | ☐ | If yes, purpose/type _____ |
| 4. Tents | No | ☐ | Yes | ☐ | If yes, required to call in and pay for locates |
| 5. Mechanical Rides | No | ☐ | Yes | ☐ | If yes, Certificate of Insurance required |
| 6. Admission Fee | No | ☐ | Yes | ☐ | |
| 7. Public event | No | ☐ | Yes | ☐ | If yes, Certificate of Insurance may be required |

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

Renter Signature William S Weyers Date 4-11-2025
(Applicant must be 18 years or older)

Staff Signature _____ Date _____

The Park Pavilion is not reserved until the completed form, and rental fee are received

Office Use

Rental Fee: _____

Key # Issued: _____

Security Deposit: _____

Date Issued: _____

Electrical Panel Fee: _____

Date Returned: _____

Office Staff Initials: _____

Board Approval: _____

Certificate of Insurance/Licenses: _____

Intentionally left blank

Park Shelter • Rental Policy, Procedures, & Guidelines

Park Rental Hours: 7:00 am to 11:00 pm

Public Access: Park property and the public restrooms are open to the public. The reservation gives exclusive use of the park shelter and concession area only.

Fees:

- Harrison and Buchanan residents: \$75.00 rental fee + \$150.00 refundable security deposit.
- Non-resident: \$150.00 rental fee + \$150.00 refundable security deposit.
- Security Deposits are paid at the Village Hall during the shelter key pick-up before the event. The security deposit will be returned per the Village Damage Policy and the shelter key is returned to the Village Hall

Reservations: Reservations for the park pavilion or facilities are on a first-come-first-served basis and may be made no more than one (1) year in advance. If the one-year reservation date falls on a day the Village Hall is closed, the earliest reservation shall be the next working day.

The park shelter is not reserved until the completed reservation form, and rental fee (\$75.00 resident, \$150.00 non-resident), are received at the Harrison Village Hall.

Dates and hours on the reservation form must include set-up, takedown, and cleaning time. The adult signing the reservation form is the duly authorized representative for any damages, missing items, and cleanup. The renter must clear and clean the facility after use; this includes removing garbage/recycling from the waste receptacles.

The shelter key must be picked up from the Village Hall before the event. There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up. The key must be returned to the Village Hall within two business days after the event; a 24-hour drop box is available to return the key after hours.

Sale of Concessions/Commercial Events: Sales of any kind are not permitted in the park unless authorized by persons authorized to issue the permit. Groups authorized to sell concessions; must secure all necessary permits for concession operations; provide all supplies, materials, and equipment to operate concessions; keep the area around the concession operation clean; and operate the concession in accordance with the satisfactory practices and abide by the laws and regulations governing same.

Music/Disc Jockeys/Noise: No person shall use or operate a P.A. system, amplifier or device which increases the volume of voice, music, or other sounds so loud as to disturb the public peace or the quiet and peacefulness of the surrounding neighborhood without prior approval from the Committee of the Whole.

Alcohol Policy: No alcoholic beverages, other than fermented malt beverages and wine are allowed in any park except by special permit from the person issuing this permit.

No person shall drink from, an open a container, or have in their possession a container of fermented malt beverage or intoxicating liquor in the park before 12:00 pm or after 9:00 pm except when permitted by a special exception stated on this permit. A liquor license is required for the **sale** of any alcohol.

Damage Policy: It is the renter's responsibility to inspect the facility and report any problems. If a park or facility is damaged due to an event or rental, the cost for the labor and materials used for repair will be charged to the renter. This amount will be deducted from the security deposit; the difference will be billed out if the assessed fine exceeds the amount paid for a security deposit.

Charges will be assessed for any damage, cleaning, lost locks, or other services required. Violations of Village Ordinances or of the rental agreement may result in the security deposit being withheld and denial of future reservation requests. **There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up before the event.**

Garbage from the waste receptacles must be removed and replaced with clean bags. Garbage bags are provided in the shelter. A \$75.00 fee will be charged if the garbage cans are not emptied.

No additions, alterations, or changes to the park grounds, structure, or buildings are permitted without written permission of the person issuing this permit.

Security and Liability: Security is the responsibility of the renter. The Village is not responsible for the safety of individuals attending or participating in an event. The Village and its staff shall not be liable for lost, stolen, or damaged property, personal injuries, or other loss at any reserved facility.

Certificate of Insurance: A certificate of insurance is required for rentals open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Harrison as an additional insured in the amount of \$2 million. The certificate of insurance must be on file 2 weeks before the rental to the Village of Harrison. A copy of an insurance policy is not acceptable.

Cancellation Policy: For events held between September 1 and May 31, a full refund of the park pavilion or facility rental fee shall be made only if canceled 30 or more days before the event date. **For events held in June, July, and August, there is a strict No Refund policy regardless of the cancellation notice date.**

The Village reserves the right to cancel and/or relocate any reservation if the reservation threatens the integrity of the park and/or facility due to misrepresentation or misinformation on application, unsafe facility conditions, or weather conditions.

All existing Park Rules and Village Ordinances, whether listed here or not, are to be observed. The Village reserves the right to revoke a reservation or special permit at any time when there is a violation of Park Rules or Village Ordinance.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: Request to Waive Park Rental Fees by Scout Troop 135

Issue:

Does the Board wish to waive the Darboy Park rental fees for Scout Troop 135 on two dates?

Background and Additional Information:

Scout Troop 135 has requested to reserve Darboy Park with the fees waived for two upcoming dates.

The first date is Tuesday, June 10th, for the troop's quarterly court of honor. The troop has held its June event at the park for the past several years with no issues. The purpose of the event is to enjoy a meal and honor the scouts for their achievements in the previous quarter.

The second date is Saturday, October 25th, for the annual Halloween in the Park, previously hosted by Pack 3061. The purpose of this free, open-to-the-public event is to bring scouting awareness to the community, encourage new membership, as well as have some Halloween fun. Tentative activities include trick-or-treating in the trails, a fire in the back area, entertainment in the pavilion area, small activities in the parking lot, and a food drive for the community.

Budget Impacts:

Recommended Action:

Staff recommends that the Board approve waiving park rental fees for events held on June 10 and October 25, 2025 by Scout Troop 135.

Attachments:

none

VILLAGE BOARD MEETING

From: Vicki Tessen, Clerk

VILLAGE OF HARRISON

Meeting Date: April 29, 2025

Title:

Harrison Athletic Association (HAA) 6-month “Class B” Combination License, Agent Assignment, and Operator Licenses.

Issue:

The HAA is requesting to renew their 6-month “Class B” Alcohol License with Becky L. Mader as the Agent. They are further requesting to receive the alcohol license and operator licenses complimentary.

Background and Additional Information:

The Association has had a long standing arrangement with the Village in that they maintain the field and park area in exchange for receiving the alcohol and operator licenses at no charge. This arrangement is equally beneficial to both parties.

Becky L Mader, N8580 Cty M, Menasha, WI has been the HAA agent with no issues. Other officers include Kevin Lambie, Rob Fredericks, Brenda Stumpf, and Nicholas Marquardt.

Budget Impacts:

Minimal – license application fees only

Staff Recommendation:

Motion to approve granting a 6-month “Class B” Alcohol License to Harrison Athletic Association, confirming Becky L. Mader as the Agent, and authorizing the Clerk to issue up to ten (10) operator licenses, all without charges to HAA.

Attachments:

None

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: Ordinance V25-08 Amending Ch 2-123 (b)(c)(e); Plan Commission Created

Issue:

Does the Board wish to make changes to the Plan Commission?

Background and Additional Information:

This ordinance amendment proposes 3 changes to the Plan Commission membership.

1. Currently, the PC consists of the village president (as the presiding officer), one trustee, and five citizens; this amendment changes it to one trustee and six citizens.
2. The amendment adds that the president can seek input from the PC members on who they want appointed as the presiding officer.
3. Currently, the trustee's term on the commission runs concurrently with his/her elected 2-year trustee term. This amendment would change that to a one-year term. This way, it's possible for a different trustee to be on the PC every year instead of always being one of the trustees who are elected in even years.

Currently, staff is reviewing and editing all of Municipal Code Chapter 2, including other parts of Section 2-123. However, the amendments proposed above affect appointments which are time sensitive and cannot wait until the full chapter is re-created and presented to the Board.

Budget Impacts:

none

Recommended Action:

Motion to approve Ordinance V25-08, amending Municipal Code Chapter 2, Section 123 Sub (b), (c) and (e) as presented in the packet.

Attachments:

Ordinance V25-08

ORDINANCE V25-08**AN ORDINANCE AMENDING CHAPTER 2, SECTION 2-123 (b), (c), and (e);
VILLAGE PLAN COMMISSION CREATED**

WHEREAS, Wisconsin State Statute 62.23(1), allows for a village board, by the passing of an ordinance, to create a “Village Plan Commission” to consist of seven members, and

WHEREAS, §62.23(1), further states the members shall be appointed by the president, and may consist of elected or appointed officials, except that the commission shall have at least three citizen members who are not village officials, and

WHEREAS, in January 2025, the Board approved Ordinance V25-05 to have the Plan Commission membership consist of the village president as the presiding officer, one trustee member, and five village resident members, and

WHEREAS, the Board has since confirmed that state statutes allow through municipal ordinance, but do not require, the village president be appointed as the presiding officer, and

WHEREAS, the Board deems it in the best interest of the Village to further amend the Plan Commission membership, starting with the 2025 appointments, by removing from the Village Code of Ordinances, the requirement for the village president to act as the presiding officer, and

WHEREAS, the Board deems it in the best interest of the Village to appoint another seat to a citizen, and

FURTHERMORE, allow the Plan Commission members to recommend who the village president should appoint to be its presiding officer, and

FURTHER STILL, reduce the trustee seat to a one-year term, thus allowing all trustees eligibility for appointment, regardless of their trustee term.

NOW THEREFORE, BE IT ORDAINED, the Village Board of the Village of Harrison, Calumet County, State of Wisconsin, does hereby amend Section 2-123(b), (c), and (e) to read as follows:

CHAPTER 2, ARTICLE IV, DIVISION 2 – PLAN COMMISSION**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; ~~two~~ **one** village board member; ~~one being the village president and one being a village trustee~~, and ~~five~~ **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. ~~The village president shall assume the role of the Plan Commission presiding officer and shall serve for the balance of their term in office.~~ 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 the balance of their term in office. ~~a 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) ~~Presiding Officer. The Village President is not the presiding officer of the Plan Commission. The Village President selects the presiding officer of the planning commission, with input from the planning commission, as desired.~~

EFFECT. This ordinance shall be in force and effect upon approval and adoption by the Village Board. All other provisions of the Code of Ordinances not specifically amended herein shall remain unmodified and with full force and effect.

ADOPTED by the Village Board of the Village of Harrison this 29th day of April, 2025.

Scott Handschke, Village President

Attest: Vicki L. Tessen, Clerk

Recorded Vote: Aye ____ Nay ____

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

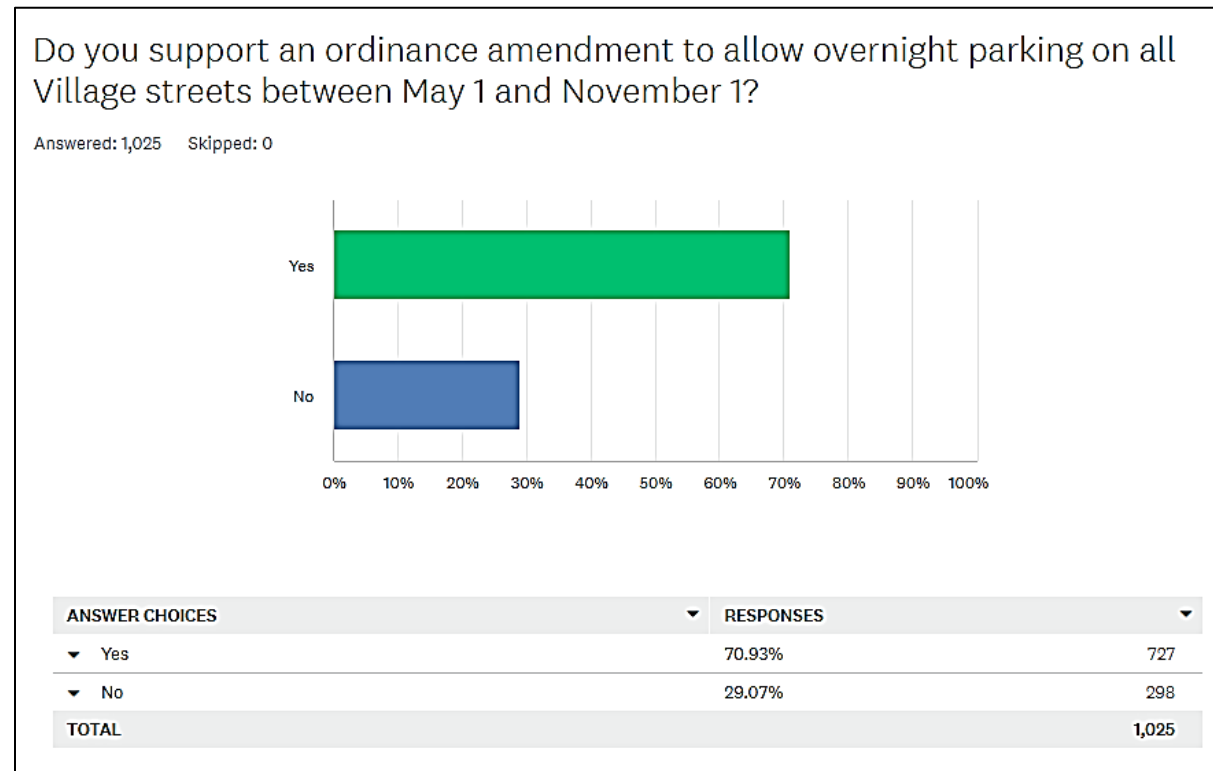
Title: Ordinance V25-07 Amending Municipal Code Section 26-99; Night Parking Restrictions

Issue: Does the Village Board wish to amend Municipal Code Section 26-99, prohibiting parking on village roadways between the hours of 3:00 a.m. and 7:00 a.m., from being in effect year-round to being in effect only during specific months?

Background and Additional Information:

At the March 2025 Board Meeting, Village staff proposed modifying the overnight parking restriction. Instead of prohibiting parking on the village streets between 3:00 a.m. and 7:00 a.m. year-round, the new proposal limits this parking restriction only from November 1 to May 1.

Over the past month, Village staff gathered feedback from residents through a survey, receiving 1,025 completed responses. The results are as follows:



Budget Impacts: None

Recommended Action:

Motion to approve Ordinance V25-07, amending Municipal Code Chapter 26 Section 26-99, which prohibits parking on village roadways between 3:00 a.m. and 7:00 a.m., by:

- 1) inserting language to limit the overnight parking restriction only from November 1 to May 1, and,
- 2) establishing a new parking restriction to limit the time a vehicle may be parked on a village roadway, in essentially the same location, to a maximum of seventy-two consecutive hours.

Attachments:

Ordinance V25-07 Amending Ch. 26 Section 26-99

ORDINANCE V25-07

AN ORDINANCE AMENDING CHAPTER 26, SECTION 26-99
NIGHT PARKING RESTRICTIONS on VILLAGE ROADS, STREETS, or HIGHWAYS

WHEREAS, Wisconsin State Statute §349.13(1e)(c)2 grants to municipalities the authority to prohibit, limit, or restrict vehicle parking during any hours between 12 midnight and 7 a.m., upon a two-thirds vote of its governing body, when official traffic signs have been placed or erected at or reasonably near the corporate limits of the municipality on all state and county trunk highways and connecting highways informing motorists that 24-hour parking limitations, night parking regulations or snow emergency regulations are in effect in the municipality, and

WHEREAS, the current Village of Harrison (the “Village”) Municipal Code Chapter 26, Article II, Division 3, Section 26-99, as passed in 2005, prohibits parking between the hours of 3:00 a.m. and 7:00 a.m. in the areas indicated on the required signs, and

WHEREAS, Village residents have requested the Village Board of Trustees (the “Board”) to prohibit overnight parking on Village streets only during the months likely to have a snow emergency, and

WHEREAS, many surrounding municipalities allow overnight parking during the months unlikely to have a snow emergency, without resulting in additional risk to the health or safety of their residents, and

WHEREAS, per the direction of the Board, Village staff solicited resident input via a survey publicized on the Village website, social media, and at the Spring Election polling locations on April 1, 2025, and

WHEREAS, 1,025 responses were received, with 70.93% in favor and 29.07 % in opposition to amending the village ordinance prohibiting parking overnight, and

WHEREAS, considering there is very minimal, if any, additional risk to health or safety of residents, and upon discovering a greater percentage of residents surveyed support allowing overnight parking part of the year, the Board deems it in the best interest of the Village to amend Chapter 26, Section 26-99 of the Village Code regarding overnight parking.

NOW THEREFORE, BE IT ORDAINED, Section 26-99 of the Code of Ordinances, Village of Harrison, Calumet County, State of Wisconsin, is hereby amended to read as follows:

CHAPTER 26 TRAFFIC AND VEHICLES
ARTICLE II. PARKING
DIVISION 3. PARKING REGULATIONS FOR HEAVY OR LARGE VEHICLES
SECTION 26-99. Night Parking Restrictions on Village Roads, Streets, or Highways.

- (a) When signs have been erected at, or reasonably near, the corporate Village limits, as provided in Wis. Stats. § 349.13, no person shall park any vehicle motor vehicle shall be parked upon any Village roadway in the areas indicated on the required signs,

between the hours of 3:00 a.m. and 7:00 a.m., between November 1 and May 1, without express permission from the Village or County Sheriff's Department,
(b) No motor vehicle parked on Village roadways may remain in the same space for more than seventy-two (72) continuous hours.

EFFECT. This ordinance shall be in force and effect upon passage and posting as provided by law. All other provisions of the Code of Ordinances not specifically amended herein, including but not limited to provisions in Sections 26-46, 26-50, and 26-73, shall remain unmodified and with full force and effect.

ADOPTED by the Village Board of the Village of Harrison this 29th day of April, 2025.

Scott Handschke, Village President

Attest: Vicki L. Tessen, Clerk

Recorded Vote: ____ For ____ Opposed

VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:

April 29, 2025

Title:

Resolution V2025-09 Designating Public Depository and Authorizing Withdrawal of Municipal Funds.

Issue:

Does the Board wish to amend Resolution V2025-02 to replace Allison K. Blackmer with Scott M. Handschke as Village President, effective April 15, 2025, and designate him as an authorized signer on all Village accounts?

Background and Additional Information:

On an annual basis, the Village should evaluate the current resolution that designates public depositories and the authority of withdrawal for any applicable updates, such as name changes, title changes, or updates to public depository institutions.

Budget Impacts:

None.

Recommended Action:

Motion to approve the resolution as presented and circulated.

Attachments:

Resolution V2025-09

RESOLUTION V2025-09
VILLAGE OF HARRISON
Calumet and Outagamie Counties

RESOLUTION AMENDING RESOLUTION V2025-02 DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF MUNICIPAL FUNDS

WHEREAS, Chapter 34.05(1), Wis. Stats., authorizes designation of public depositories; and

WHEREAS, The governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits subject to the limitations of s. 66.0603 (1m), demand deposits, or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure the repayment of such deposits. A designation of a public depository by the governing board shall be a designation of the public depository for all treasurers of the governing board and for all public depositors for which each treasurer shall act; and

WHEREAS, based on the April 1, 2025 election, Scott M. Handschke will replace Allison K. Blackmer as Village President effective April 15, 2025; and

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees that the following individuals are hereby named as authorized users and signers to any and all accounts in the name of the Village of Harrison, Town of Harrison, Harrison Utilities, and their aliases:

Village President, Scott M. Handschke
Village Clerk, Vicki L. Tessen
Village Finance Director/Treasurer, Alissa R. Van Eperen

BE IT FURTHER RESOLVED, the following institutions be public depository institutions for the Village of Harrison, Town of Harrison, and Harrison Utilities:

American National Bank
Associated Bank
Bank of Chilton
BMO
Capital Credit Union
Charles Schwab
Chase Bank
Community First Credit Union
East Wisconsin Savings Bank
Ehlers Investment Partners
Fox Communities Credit Union
Local Government Investment Pool (LGIP)

Nicolet National Bank
Prospera Credit Union
US Bank
Verve, a Credit Union

BE IT FURTHER RESOLVED, the financial institutions named above at any one or more of its offices or branches, is hereby designated as a depository for the funds of the Village, Town, and the Utilities, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies. And that the Financial Institution shall be and is authorized to honor and pay the same.

BE IT FURTHER RESOLVED, that any one of such authorized users and signers is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Village, Town, or Utilities for deposit with the Financial Institutions, or for collection or discount by the Financial Institutions; and to accept drafts and other items payable at the Financial Institutions.

BE IT FURTHER RESOLVED, that the above-named agents together are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Village, Town, or Utilities may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

BE IT FURTHER RESOLVED, the authority hereby conferred upon the above-named authorized users and signers shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. The Financial Institutions shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

BE IT CERTIFIED, the persons named above occupy the positions set forth in this Resolution; that the foregoing Resolution now stands of record on the books of the Village; that it is in full force and effect and has not been modified in any manner whatsoever.

Introduced, Approved, and Adopted by the Board of Trustees of the Village of Harrison on this 29th day of April 2025.

By: _____
Scott M. Handschke, Village President

Attest: _____
Vicki L. Tessen, Village Clerk

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Letter of Intent from Legacy Hoops, LLC for Lots #1 and #2 in Crossroads Business Park.

Issue: Does the Village Board wish to accept the letter of intent from Legacy Hoops for Lots #1 and 2 in the Crossroads Business Park?

Background and Additional Information:

Legacy Hoops, LLC is interested in a building to serve as a training facility for youth basketball. The Letter of Intent is for securing Lots #1 and 2 in the Crossroads Business Park for the facility and parking.

Budget Impacts: None

Recommended Action: Motion to approve the Letter of Intent for Legacy Hoops, LLC for Lots #1 and 2 in the Crossroads Business Park

Attachments: Letter of Intent

Letter of Intent to Purchase

April 15th, 2025

Ryan Giordana
Legacy Hoops LLC

RE: Legacy Hoops Land Purchase

Dear Village of Harrison,

We welcome the opportunity to submit a proposal to acquire lots #1 & #2 for a combined 2.303 acres located within the Crossroads Business Park, Village of Harrison WI as shown on the Crossroads Business Park Survey Map below. We are currently working with Keller, Inc in the design of our future building. The vision of Legacy Hoops is focused upon providing access and opportunity to the youth of our community to develop and expand their love of the game of basketball. The facility will offer multiple shooting lanes/cages, individual and group training, as well as summer camps. It will also feature multiple pickleball courts. This letter summarizes our proposal.

1. Purchase Price

An entity newly formed by Ryan Giordana ("Buyer") would purchase the land for a purchase price of eighty thousand six hundred five dollars (\$80,605).

2. Definitive Agreement

The closing will be subject to the negotiation and execution of definitive transaction documents that will include, among other things, customary representations, warranties, covenants, and indemnities by the Seller.

3. Closing Date

The parties acknowledge that time is important and that they will work towards closing the transaction as quickly as possible.

4. Conditions to Closing

The consummation of the Transaction will be subject to the satisfaction of customary conditions, including, without limitation, the following:

1. The negotiation, execution, and delivery of an offer to purchase specifying any timelines, restrictive easements and covenants, CSM or Plat, and contingencies such as zoning and site plan approvals, etc.

5. Binding Agreement

This letter is nonbinding and constitutes an indication of intent only and creates no liability or obligation of any nature whatsoever among the parties hereto with respect to any contemplated transaction or any other matter or action described or referred to herein. Legally binding obligations with respect to the contemplated transaction will only arise upon execution of a definitive agreement and related agreements with respect to the transaction.

If the foregoing is satisfactory, please indicate your agreement with the foregoing by countersigning a copy of this letter and returning it to our attention. We look forward to proceeding together on this transaction.

6. Broker Representation

We are currently being represented by Coldwell Banker Commercial Real Estate Group.

Ryan Giordana

Business Name: Legacy Hoops LLC

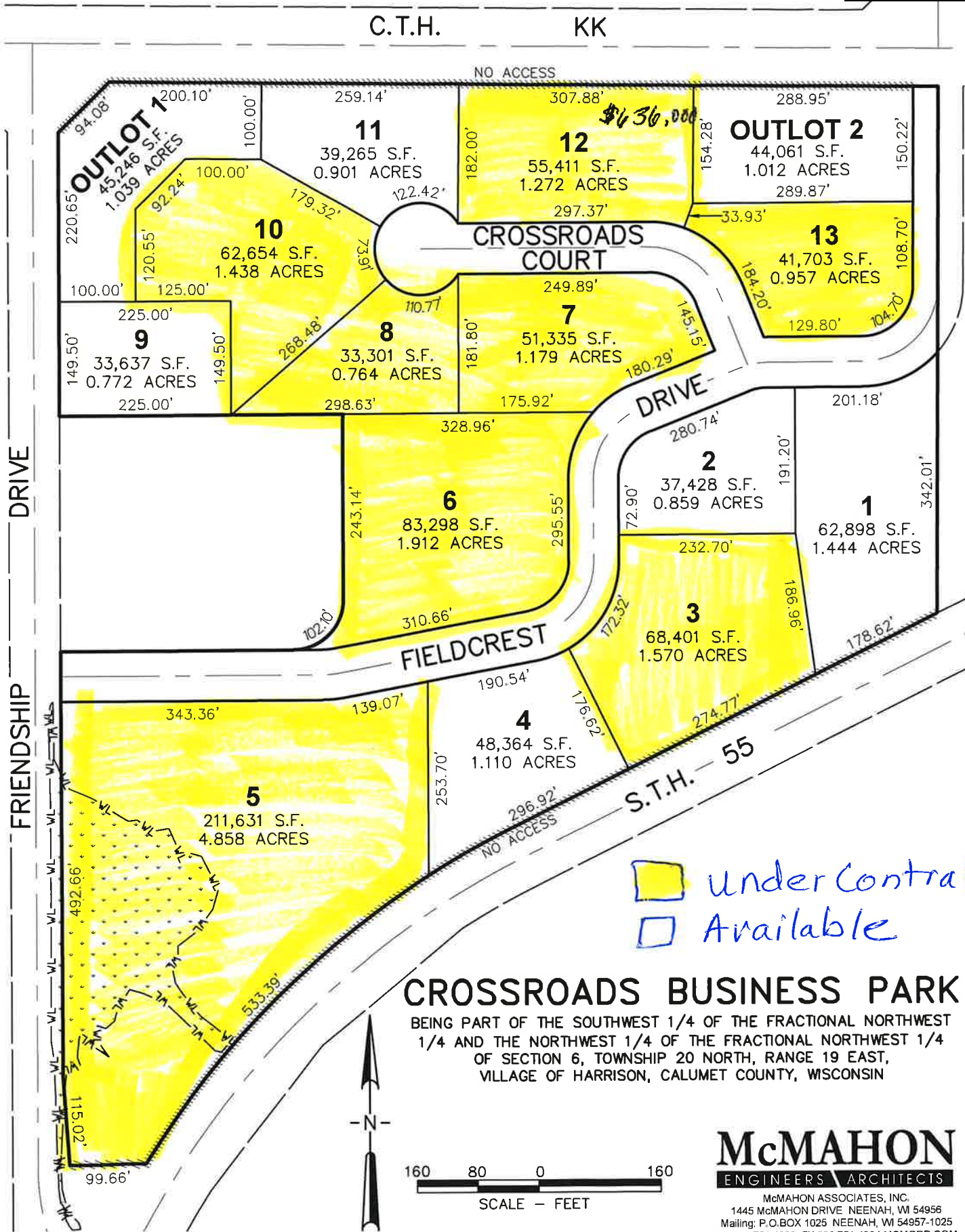
By:

	dotloop verified 04/15/25 9:12 AM CDT 4XR8-JK18-R8OO-OLTL
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Ryan Giordana

Village of Harrison

By: _____
Chad Pelishek
Its: _____



as of 1/28/25

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Acceptance of Offer to Purchase Lot #6 in the Harrison Commerce Park.

Issue: Does the Village Board wish to accept Lot # 6 in the Harrison Commerce Park to Scott DeWitt or Assigned, LLC.

Background and Additional Information:

Scott De Witt or Assigned, LLC is interested in purchasing Lot #6 in the Harrison Commerce Park to develop a retail/multi-use tenant center. Closing will not occur until the work is completed on the utilities, roads, and grading of the properties.

Budget Impacts: None

Recommended Action: Motion to approve offer to purchase for Lot #6 in the Harrison Commerce Park.

Attachments: WB-13 Vacant Land Offer to Purchase for Lot #6 – Harrison Commerce Park

Approved by the Wisconsin Real Estate Examining Board
7-1-24 (Optional Use Date) 8-15-24 (Mandatory Use Date)

DeWitt Londre LLC

Page 1 of 12, WB-13

WB-13 VACANT LAND OFFER TO PURCHASE

- 1 **LICENSEE DRAFTING THIS OFFER ON** April 17, 2025 **[DATE] IS (AGENT OF BUYER)**
 2 **(AGENT OF SELLER/LISTING FIRM) (AGENT OF BUYER AND SELLER) [STRIKE THOSE NOT APPLICABLE]**
 3 The Buyer, Scott DeWitt or Assigned llc
 4 offers to purchase the Property known as Lot 6 Homestead Lane
 5
 6 [e.g., Street Address, Parcel Number(s), legal description, or insert additional description, if any, at lines 655-660, or attach
 7 as an addendum per line 682] in the Village of Harrison, County
 8 of _____ Wisconsin, on the following terms:
 9 **[PURCHASE PRICE]** The purchase price is Ninety Thousand
 10 _____ Dollars (\$ 90,000.00).
 11 **[INCLUDED IN PURCHASE PRICE]** Included in purchase price is the Property, all Fixtures on the Property as of the date
 12 stated on line 1 of this Offer (unless excluded at lines 17-18), and the following additional items: Curb, asphalt and
 13 sidewalks. Utilities to site.
 14 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included**
 15 **or not included. Annual crops are not part of the purchase price unless otherwise agreed.**
 16 **[NOT INCLUDED IN PURCHASE PRICE]** Not included in purchase price is Seller's personal property (unless included at
 17 lines 12-13) and the following: _____
 18
 19 **CAUTION: Identify Fixtures that are on the Property (see lines 21-25) to be excluded by Seller or that are rented**
 20 **and will continue to be owned by the lessor.**
 21 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be
 22 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
 23 to the premises, items specifically adapted to the premises and items customarily treated as fixtures, including, but not
 24 limited to, all: perennial crops, garden bulbs; plants; shrubs and trees; fences; storage buildings on permanent foundations
 25 and docks/piers on permanent foundations.
 26 **CAUTION: Exclude any Fixtures to be retained by Seller or that are rented on lines 17-18 or at lines 655-660 or in**
 27 **an addendum per line 682.**
 28 **[BINDING ACCEPTANCE]** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer
 29 on or before April 30, 2025.
 30 Seller may keep the Property on the market and accept secondary offers after binding acceptance of this Offer.
 31 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**
 32 **[ACCEPTANCE]** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
 33 copies of the Offer.
 34 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term**
 35 **Deadlines running from acceptance provide adequate time for both binding acceptance and performance.**
 36 **[CLOSING]** This transaction is to be closed on _____
 37 Within 60 days of date lot is ready to build on.
 38 at the place selected by Seller, unless otherwise agreed by the Parties in writing. If the date for closing falls on a Saturday,
 39 Sunday, or a federal or a state holiday, the closing date shall be the next Business Day.
 40 **CAUTION: To reduce the risk of wire transfer fraud, any wiring instructions received should be independently**
 41 **verified by phone or in person with the title company, financial institution, or entity directing the transfer. The real**
 42 **estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or money**
 43 **transfer instructions.**
 44 **[EARNEST MONEY]**
 45 **■ EARNEST MONEY** of \$ _____ accompanies this Offer.
 46 If Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged.
 47 **■ EARNEST MONEY** of \$ _____ will be mailed, or commercially, electronically
 48 or personally delivered within _____ days ("5" if left blank) after acceptance.
 49 All earnest money shall be delivered to and held by (listing Firm) (drafting Firm) (other identified as _____)
 50 _____ **[STRIKE THOSE NOT APPLICABLE]**
 51 (listing Firm if none chosen; if no listing Firm, then drafting Firm; if no Firm then Seller).
 52 **CAUTION: If a Firm does not hold earnest money, an escrow agreement should be drafted by the Parties or an**
 53 **attorney as lines 56-76 do not apply. If someone other than Buyer pays earnest money, consider a special**
 54 **disbursement agreement.**
 55 **■ THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise agreed in writing.

56 ■ **DISBURSEMENT IF EARNEST MONEY HELD BY A FIRM:** If negotiations do not result in an accepted offer and the
57 earnest money is held by a Firm, the earnest money shall be promptly disbursed (after clearance from payer's depository
58 institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall
59 be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according
60 to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been
61 delivered to the Firm holding the earnest money within 60 days after the date set for closing, that Firm may disburse the
62 earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
63 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; (4)
64 upon authorization granted within this Offer; or (5) any other disbursement required or allowed by law. The Firm may retain
65 legal services to direct disbursement per (1) or to file an interpleader action per (2) and the Firm may deduct from the
66 earnest money any costs and reasonable attorneys' fees, not to exceed \$250, prior to disbursement.

67 ■ **LEGAL RIGHTS/ACTION:** The Firm's disbursement of earnest money does not determine the legal rights of the Parties
68 in relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by the Firm holding the earnest
69 money. At least 30 days prior to disbursement per (1), (4) or (5) above, where the Firm has knowledge that either Party
70 disagrees with the disbursement, the Firm shall send Buyer and Seller written notice of the intent to disburse by certified
71 mail. If Buyer or Seller disagrees with the Firm's proposed disbursement, a lawsuit may be filed to obtain a court order
72 regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of
73 residential property with one-to-four dwelling units. Buyer and Seller should consider consulting attorneys regarding their
74 legal rights under this Offer in case of a dispute. Both Parties agree to hold the Firm harmless from any liability for good
75 faith disbursement of earnest money in accordance with this Offer or applicable Department of Safety and Professional
76 Services regulations concerning earnest money. See Wis. Admin. Code Ch. REEB 18.

77 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
78 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in
79 this Offer except:

80 _____, If "Time is of the Essence" applies to a date or Deadline,
81 failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to a date
82 or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

83 **VACANT LAND DISCLOSURE REPORT** Wisconsin law requires owners of real property that does not include any
84 buildings to provide Buyers with a Vacant Land Disclosure Report. Excluded from this requirement are sales exempt from
85 the real estate transfer fee and sales by certain court-appointed fiduciaries, for example, personal representatives, who
86 have never occupied the Property. The form of the Report is found in Wis. Stat. § 709.033. The law provides: "§ 709.02
87 Disclosure . . . the owner of the property shall furnish, not later than 10 days after acceptance of a contract of sale . . . , to
88 the prospective buyer of the property a completed copy of the report . . . A prospective buyer who does not receive a report
89 within the 10 days may, within 2 business days after the end of that 10-day period, rescind the contract of sale . . . by
90 delivering a written notice of rescission to the owner or the owner's agent." Buyer may also have certain rescission rights if
91 a Vacant Land Disclosure Report disclosing defects is furnished before expiration of the 10 days, but after the Offer is
92 submitted to Seller. Buyer should review the report form or consult with an attorney for additional information regarding
93 rescission rights.

94 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has
95 no notice or knowledge of Conditions Affecting the Property or Transaction (lines 101-181) other than those identified in
96 Seller's Vacant Land Disclosure Report dated _____, which was received by Buyer prior to Buyer
97 signing this Offer and that is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
98 and _____

99 _____
100 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT**

101 "Conditions Affecting the Property or Transaction" are defined to include:

- 102 a. Flooding, standing water, drainage problems, or other water problems on or affecting the Property.
- 103 b. Impact fees or another condition or occurrence that would significantly increase development costs or reduce the value
104 of the property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 105 c. Brownfields (abandoned, idled, or underused land that may be subject to environmental contamination) or other
106 contaminated land on the property, or that contaminated soils on the property have been cleaned up under the Petroleum
107 Environmental Cleanup Fund Act (PECFA), a Wisconsin Department of Natural Resources (DNR) remedial or cleanup
108 program, the DATCP Agricultural Chemical Cleanup Program, or other similar program.
- 109 d. Subsoil conditions that would significantly increase the cost of development, including, but not limited to, subsurface
110 foundations or waste material; any type of fill; dumpsites where pesticides, herbicides, fertilizer, or other toxic or hazardous
111 materials or containers for these materials were disposed of in violation of manufacturer or government guidelines or other
112 laws regulating such disposal; high groundwater; adverse soil conditions, such as low load-bearing capacity, earth or soil
113 movement, settling, upheavals, or slides; excessive rocks or rock formations; or other soil problems.
- 114 e. Material violation of an environmental rule or other rule or agreement regulating the use of the Property.
- 115 f. Defects caused by unsafe concentrations of, or unsafe conditions relating to, radon, radium in water supplies, lead in

116 soil, or other potentially hazardous or toxic substances on the Property; manufacture of methamphetamine or other
117 hazardous or toxic substances on the Property; or high voltage electric (100 KV or greater) or steel natural gas transmission
118 lines located on but not directly serving the Property.

119 g. Defects caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic
120 substances on neighboring properties.

121 h. The Property is served by a joint well; Defects related to a joint well serving the Property; or Defects in a well on the
122 Property or in a well that serves the Property, including unsafe well water due to contaminants such as coliform, nitrates, or
123 atrazine, or any out-of-service wells or cisterns that are required to be abandoned (see § NR 812.26, Wis. Adm. Code) but
124 that are not closed or abandoned according to applicable regulations.

125 i. Defects in any septic system or other private sanitary disposal system on the Property; or any out-of-service septic
system serving the Property not closed or abandoned according to applicable regulations.

127 j. Underground or aboveground fuel storage tanks presently or previously on the Property for storage of flammable or
128 combustible liquids including, but not limited to, gasoline or heating oil; or Defects in the underground or aboveground fuel
129 storage tanks on or previously located on the Property. Defects in underground or aboveground fuel storage tanks may
130 include items such as abandoned tanks not closed in conformance with applicable local, state, and federal law; leaking;
131 corrosion; or failure to meet operating standards. (The owner, by law, may have to register the tanks with the Department
132 of Agriculture, Trade and Consumer Protection at P.O. Box 8911, Madison, Wisconsin, 53708, whether the tanks are in use
133 or not. Department regulations may require closure or removal of unused tanks.)

134 k. Existing or abandoned manure storage facilities located on the property.

135 l. Notice of property tax increases, other than normal annual increases, or pending Property tax reassessment;
136 remodeling that may increase the Property's assessed value; pending special assessments; or Property is within a special
137 purpose district, such as a drainage district, that has authority to impose assessments on the Property.

138 m. Proposed, planned, or commenced public improvements or public construction projects that may result in special
139 assessments or that may otherwise materially affect the Property or the present use of the Property; or any land division
140 involving the Property without required state or local permits.

141 n. The Property is part of or subject to a subdivision homeowners' association; or the Property is not a condominium unit
142 and there are common areas associated with the Property that are co-owned with others.

143 o. Any zoning code violations with respect to the Property; the Property or any portion thereof is located in a floodplain,
144 wetland or shoreland zoning area under local, state or federal regulations; or the Property is subject to a mitigation plan
145 required by Wisconsin Department of Natural Resources (DNR) rules related to county shoreland zoning ordinances, that
146 obligates the Property owner to establish or maintain certain measures related to shoreland conditions, enforceable by the
147 county.

148 p. Nonconforming uses of the Property (a nonconforming use is a use of land that existed lawfully before the current zoning
149 ordinance was enacted or amended, but that does not conform to the use restrictions in the current ordinance); conservation
150 easements (a conservation easement is a legal agreement in which a property owner conveys some of the rights associated
151 with ownership of his or her property to an easement holder such as a governmental unit or a qualified nonprofit organization
152 to protect the natural habitat of fish, wildlife, or plants or a similar ecosystem, preserve areas for outdoor recreation or
153 education, or for similar purposes); restrictive covenants or deed restrictions on the Property; or, other than public rights-of-
154 way, nonowners having rights to use part of the Property, including, but not limited to, private rights-of-way and easements
155 other than recorded utility easements.

156 q. All or part of the Property has been assessed as agricultural land; has been assessed a use-value assessment
157 conversion charge; or payment of a use-value assessment conversion charge has been deferred.

158 r. All or part of the Property is subject to, enrolled in, or in violation of a farmland preservation agreement, Forest Crop
159 Law, Managed Forest Law, the Conservation Reserve Program, or a comparable program.

160 s. A dam is totally or partially located on the Property; or an ownership interest in a dam not located on the Property will
161 be transferred with the Property because the dam is owned collectively by a homeowners' association, lake district, or
162 similar group of which the Property owner is a member.

163 t. No legal access to the Property; or boundary or lot line disputes, encroachments or encumbrances (including a joint
164 driveway) affecting the Property. Encroachments often involve some type of physical object belonging to one person but
165 partially located on or overlapping on land belonging to another; such as, without limitation, fences, houses, garages,
166 driveways, gardens, and landscaping. Encumbrances include, without limitation, a right or claim of another to a portion of
167 the Property or to the use of the Property such as a joint driveway, liens, and licenses.

168 u. Government agency, court order, or federal, state, or local regulations requiring repair, alteration or correction of an
169 existing condition.

170 v. A pier attached to the Property not in compliance with state or local pier regulations; a written agreement affecting
171 riparian rights related to the Property; or the bed of the abutting navigable waterway is owned by a hydroelectric operator.

172 w. Material damage from fire, wind, flood, earthquake, expansive soil, erosion, or landslide.

173 x. Significant odor, noise, water diversion, water intrusion, or other irritants emanating from neighboring property.

174 y. Significant crop damage from disease, insects, soil contamination, wildlife, or other causes; diseased or dying trees or
175 shrubs; or substantial injuries or disease in livestock on the Property or neighboring property.

176 z. Animal, reptile, or other insect infestations; drainage easement or grading problems; excessive sliding; or any other
177 Defect or material condition.

Property Address: Lot 6 Homestead Lane,

178 aa. Archeological artifacts, mineral rights, orchards, or endangered species, or one or more burial sites on the Property.
 179 bb. Owner is a foreign person as defined in the Foreign Investment in Real Property Tax Act in 26 IRC § 1445(f).
 180 cc. Other Defects affecting the Property such as any agreements that bind subsequent owners of the property, such as a
 181 lease agreement or an extension of credit from an electric cooperative.

182 **GOVERNMENT PROGRAMS:** Seller shall deliver to Buyer, within _____ days ("15" if left blank) after acceptance
 183 of this Offer, a list of all federal, state, county, and local conservation, farmland, environmental, or other land use programs,
 184 agreements, restrictions, or conservation easements, which apply to any part of the Property (e.g., farmland preservation
 185 agreements, farmland preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest,
 186 Conservation Reserve Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with
 187 disclosure of any penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This
 188 contingency will be deemed satisfied unless Buyer delivers to Seller, within 7 days after the deadline for delivery, a notice
 189 terminating this Offer based upon the use restrictions, program requirements, and/or amount of any penalty, fee, charge, or
 190 payback obligation.

191 **CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such**
 192 **programs, as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program**
 193 **such that Seller incurs any costs, penalties, damages, or fees that are imposed because the program is not**
 194 **continued after sale. The Parties agree this provision survives closing.**

195 **MANAGED FOREST LAND:** If all, or part, of the Property is managed forest land under the Managed Forest Law (MFL)
 196 program, this designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive
 197 program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders
 198 designating lands as managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the
 199 MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the
 200 Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL
 201 management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan
 202 compliance. Changes a landowner makes to property that is subject to an order designating it as managed forest land,
 203 or to its use, may jeopardize benefits under the program or may cause the property to be withdrawn from the program
 204 and may result in the assessment of penalties. For more information call the local DNR forester or visit
 205 <https://dnr.wisconsin.gov/topic/forestry>.

206 **USE VALUE ASSESSMENTS:** The use value assessment system values agricultural land based on the income that
 207 would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural
 208 land to a non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge.
 209 To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's
 210 Equalization Bureau or visit <http://www.revenue.wi.gov/>.

211 **FARMLAND PRESERVATION:** The early termination of a farmland preservation agreement or removal of land from such
 212 an agreement can trigger payment of a conversion fee equal to 3 times the per acre value of the land. Contact the
 213 Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management or
 214 visit <http://www.datcp.state.wi.us/> for more information.

215 **CONSERVATION RESERVE PROGRAM (CRP):** The CRP encourages farmers, through contracts with the U.S.
 216 Department of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant
 217 a protective cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent as well as
 218 certain incentive payments and cost share assistance for establishing long-term, resource-conserving ground cover.
 219 Removing lands from the CRP in breach of a contract can be quite costly. For more information call the state Farm Service
 220 Agency office or visit <http://www.fsa.usda.gov/>.

221 **SHORELAND ZONING ORDINANCES:** All counties must adopt uniform shoreland zoning ordinances in compliance with
 222 Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land within 1,000
 223 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum standards
 224 for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface standards (that
 225 may be exceeded if a mitigation plan is adopted and recorded) and repairs to nonconforming structures. Buyers must
 226 conform to any existing mitigation plans. For more information call the county zoning office or visit <https://dnr.wi.gov/>.
 227 Buyer is advised to check with the applicable city, town or village for additional shoreland zoning or shoreland-wetland
 228 zoning restrictions, if any.

229 **FENCES:** Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares
 230 where one or both of the properties is used and occupied for farming or grazing purposes.

231 **CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and**
 232 **occupied for farming or grazing purposes.**

233 **PROPERTY DEVELOPMENT WARNING:** If Buyer contemplates developing Property for a use other than the current use,
 234 there are a variety of issues that should be addressed to ensure the development or new use is feasible. Buyer is solely
 235 responsible to verify the current zoning allows for the proposed use of the Property at lines 251-255. Municipal and zoning
 236 ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses
 237 and therefore should be reviewed. Building permits, zoning or zoning variances, Architectural Control Committee approvals,
 238 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental
 239 audits, subsoil tests, or other development related fees may need to be obtained or verified in order to determine the
 240 feasibility of development of, or a particular use for, a property. Optional contingencies that allow Buyer to investigate certain
 241 of these issues can be found at lines 244-304 and Buyer may add contingencies as needed in addenda (see line 682).

Property Address: Lot 6 Homestead Lane,

242 Buyer should review any plans for development or use changes to determine what issues should be addressed in these
 243 contingencies.

244 **PROPOSED USE CONTINGENCIES:** This Offer is contingent upon Buyer obtaining, at Buyer's expense, the reports or
 245 documentation required by any optional provisions checked on lines 256-281 below. The optional provisions checked on
 246 lines 256-281 shall be deemed satisfied unless Buyer, within _____ days ("30" if left blank) after acceptance, delivers: (1)
 247 written notice to Seller specifying those optional provisions checked below that cannot be satisfied and (2) written evidence
 248 substantiating why each specific provision referred to in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice,
 249 this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingency provisions
 250 checked at lines 256-281.

251 **Proposed Use:** Buyer is purchasing the Property for the purpose of: _____

252 _____

253 _____ **[insert proposed use**
 254 **and type or style of building(s), size and proposed building location(s), if a requirement of Buyer's condition to**
 255 **purchase, e.g. 1400-1600 sq. ft. three-bedroom single family ranch home in northwest corner of lot].**

256 ☐ **ZONING:** Verification of zoning and that the Property's zoning allows Buyer's proposed use described at lines
 257 251-255.

258 ☐ **SUBSOILS:** Written evidence from a qualified soils expert that the Property is free of any subsoil condition that
 259 would make the proposed use described at lines 251-255 impossible or significantly increase the costs of such
 260 development.

261 ☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** Written evidence from a
 262 certified soils tester that: (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
 263 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of
 264 the Property as stated on lines 251-255. The POWTS (septic system) allowed by the written evidence must be one of
 265 the following POWTS that is approved by the State for use with the type of property identified at lines 251-255 **CHECK**

266 **ALL THAT APPLY** ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding
 267 tank; ☐ other: _____

268 ☐ **EASEMENTS AND RESTRICTIONS:** Copies of all public and private easements, covenants and restrictions
 269 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
 270 significantly delay or increase the costs of the proposed use or development identified at lines 251-255.

271 ☐ **APPROVALS/PERMITS:** Permits, approvals and licenses, as appropriate, or the final discretionary action by the
 272 granting authority prior to the issuance of such permits or building permit, approvals and licenses, for the following items
 273 related to Buyer's proposed use: _____

274 _____

275 ☐ **UTILITIES:** Written verification of the location of the following utility service connections (e.g., on the Property, at
 276 the lot line, across the street, etc.) **CHECK AND COMPLETE AS APPLICABLE**:

277 ☒ electricity To site _____; ☒ gas To site _____; ☒ sewer To site _____;

278 ☒ water To site _____; ☒ telephone To site _____; ☒ cable To site _____;

279 ☐ other _____

280 ☐ **ACCESS TO PROPERTY:** Written verification that there is legal vehicular access to the Property from public
 281 roads.

282 ☐ **LAND USE APPROVAL/PERMITS:** This Offer is contingent upon (Buyer)(Seller) **STRIKE ONE** ("Buyer" if neither
 283 stricken) obtaining the following, including all costs: a **CHECK ALL THAT APPLY** ☐ rezoning; ☐ conditional use permit;
 284 ☐ variance; ☐ other _____ for the Property for its proposed use described at lines 251-255.

285 Seller agrees to cooperate with Buyer as necessary to satisfy this contingency. Buyer shall deliver, within _____ days of
 286 acceptance, written notice to Seller if any item cannot be obtained, in which case this Offer shall be null and void.

287 ☐ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) **STRIKE ONE** ("Seller
 288 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by
 289 a registered land surveyor, within _____ days ("30" if left blank) after acceptance, at (Buyer's) (Seller's) **STRIKE ONE**
 290 ("Seller's" if neither is stricken) expense. The map shall show minimum of _____ acres, maximum of _____
 291 acres, the legal description of the Property, the Property's boundaries and dimensions, visible encroachments upon the
 292 Property, the location of improvements, if any, and: _____

293 _____

294 **STRIKE AND COMPLETE AS APPLICABLE** Additional map features that may
 295 be added include but are not limited to: staking of all corners of the Property; identifying dedicated and apparent streets; lot
 296 dimensions; total acreage or square footage; easements or rights-of-way.

297 **CAUTION: Consider the cost and the need for map features before selecting them. Also consider the time required**
 298 **to obtain the map when setting the deadline.**

299 This contingency shall be deemed satisfied unless Buyer, within 5 days after the deadline for delivery of said map, delivers
 300 to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information materially
 301 inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency. Upon delivery of
 302 Buyer's notice, this Offer shall be null and void. Once the deadline for delivery has passed, if Seller was responsible to

Property Address: Lot 6 Homestead Lane,

provide the map and failed to timely deliver the map to Buyer, Buyer may terminate this Offer if Buyer delivers a written notice of termination to Seller prior to Buyer's Actual Receipt of said map from Seller.

INSPECTIONS AND TESTING Buyer may only conduct inspections or tests if specific contingencies are included as a part of this Offer. An "inspection" is defined as an observation of the Property, which does not include an appraisal or testing of the Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source, which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building materials from the Property for laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors, testers and appraisers reasonable access to the Property upon advance notice, if necessary, to satisfy the contingencies in this Offer. Buyer or licensees or both may be present at all inspections and testing. Except as otherwise provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the test (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other material terms of the contingency.

Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller. Seller acknowledges that certain inspections or tests may detect environmental pollution that may be required to be reported to the Wisconsin Department of Natural Resources.

☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 305-319).

(1) This Offer is contingent upon a qualified independent inspector conducting an inspection of the Property after the date on line 1 of this Offer that discloses no Defects.

(2) This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing an inspection of _____

_____ (list any Property component(s) to be separately inspected, e.g., dumpsite, timber quality, invasive species, etc.) that discloses no Defects.

(3) Buyer may have follow-up inspections recommended in a written report resulting from an authorized inspection, provided they occur prior to the Deadline specified at line 333. Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.

Buyer shall order the inspection(s) and be responsible for all costs of inspection(s).

CAUTION: Buyer should provide sufficient time for the Property inspection and/or any specialized inspection(s), as well as any follow-up inspection(s).

This contingency shall be deemed satisfied unless Buyer, within _____ days ("15" if left blank) after acceptance, delivers to Seller a copy of the written inspection report(s) dated after the date on line 1 of this Offer and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.

For the purposes of this contingency, Defects do not include structural, mechanical or other conditions the nature and extent of which Buyer had actual knowledge or written notice before signing this Offer.

NOTE: "Defect" as defined on lines 553-555 means a condition that would have a significant adverse effect on the value of the Property; that would significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life of the premises.

RIGHT TO CURE: Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure the Defects.

If Seller has the right to cure, Seller may satisfy this contingency by:

(1) delivering written notice to Buyer within _____ ("10" if left blank) days after Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects;

(2) curing the Defects in a good and workmanlike manner; and

(3) delivering to Buyer a written report detailing the work done no later than three days prior to closing.

This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and:

(1) Seller does not have the right to cure; or

(2) Seller has the right to cure but:

(a) Seller delivers written notice that Seller will not cure; or

(b) Seller does not timely deliver the written notice of election to cure.

IF LINE 355 IS NOT MARKED OR IS MARKED N/A LINES 403-414 APPLY.

☐ **FINANCING COMMITMENT CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written _____ [loan type or specific lender, if any] first mortgage loan commitment as described

below, within _____ days after acceptance of this Offer. The financing selected shall be in an amount of not less than \$ _____ for a term of not less than _____ years, amortized over not less than _____ years. Initial

monthly payments of principal and interest shall not exceed \$ _____. Buyer acknowledges that lender's

required monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance premiums. The mortgage shall not include a prepayment premium. Buyer agrees

to pay discount points in an amount not to exceed _____ % ("0" if left blank) of the loan. If Buyer is using multiple loan

Property Address: Lot 6 Homestead Lane, ,

sources or obtaining a construction loan or land contract financing, describe at lines 655-660 or in an addendum attached per line 682. Buyer agrees to pay all customary loan and closing costs, wire fees, and loan origination fees, to promptly apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. Seller agrees to allow lender's appraiser access to the Property.

■ **LOAN AMOUNT ADJUSTMENT:** If the purchase price under this Offer is modified, any financed amount, unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 371 or 372.

☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____%.

☐ **ADJUSTABLE RATE FINANCING:** The initial interest rate shall not exceed _____%. The initial interest rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% ("2" if left blank) at the first adjustment and by not more than _____% ("1" if left blank) at each subsequent adjustment. The maximum interest rate during the mortgage term shall not exceed the initial interest rate plus _____% ("6" if left blank). Monthly payments of principal and interest may be adjusted to reflect interest changes.

■ **SATISFACTION OF FINANCING COMMITMENT CONTINGENCY:** If Buyer qualifies for the loan described in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of a written loan commitment.

This contingency shall be satisfied if, after Buyer's review, Buyer delivers to Seller a copy of a written loan commitment (even if subject to conditions) that is:

(1) signed by Buyer; or

(2) accompanied by Buyer's written direction for delivery.

Delivery of a loan commitment by Buyer's lender or delivery accompanied by a notice of unacceptability shall not satisfy this contingency.

CAUTION: The delivered loan commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide the loan. Buyer understands delivery of a loan commitment removes the Financing Commitment Contingency from the Offer and shifts the risk to Buyer if the loan is not funded.

■ **SELLER TERMINATION RIGHTS:** If Buyer does not deliver a loan commitment on or before the Deadline on line 357. Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of written loan commitment from Buyer.

■ **FINANCING COMMITMENT UNAVAILABILITY:** If a financing commitment is not available on the terms stated in this Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of unavailability.

☐ **SELLER FINANCING:** Seller shall have 10 days after the earlier of:

(1) Buyer delivery of written notice of evidence of unavailability as noted in lines 391-394; or

(2) the Deadline for delivery of the loan commitment on line 357,

to deliver to Buyer written notice of Seller's decision to (finance this transaction with a note and mortgage under the same terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly.

If Seller's notice is not timely given, the option for Seller to provide financing shall be considered waived. Buyer agrees to cooperate with and authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

IF THIS OFFER IS NOT CONTINGENT ON FINANCING COMMITMENT Within _____ days ("7" if left blank) after acceptance, Buyer shall deliver to Seller either:

(1) reasonable written verification from a financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient funds to close; or

(2) _____ [Specify documentation Buyer agrees to deliver to Seller].

If such written verification or documentation is not delivered, Seller has the right to terminate this Offer by delivering written notice to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written verification. Buyer may or may not obtain mortgage financing but does not need the protection of a financing commitment contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of access for an appraisal constitute a financing commitment contingency.

☐ **APPRAISAL CONTINGENCY:** This Offer is contingent upon Buyer or Buyer's lender having the Property appraised at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated subsequent to the date stated on line 1 of this Offer, indicating an appraised value for the Property equal to or greater than the agreed upon purchase price.

This contingency shall be deemed satisfied unless Buyer, within _____ days after acceptance, delivers to Seller a copy of the appraisal report indicating an appraised value less than the agreed upon purchase price, and a written notice objecting to the appraised value.

■ **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure.

If Seller has the right to cure, Seller may satisfy this contingency by delivering written notice to Buyer adjusting the purchase price to the value shown on the appraisal report within _____ days ("5" if left blank) after Buyer's delivery of the appraisal

Property Address: Lot 6 Homestead Lane, ,

425 report and the notice objecting to the appraised value. Seller and Buyer agree to promptly execute an amendment initiated
 426 by either party after delivery of Seller's notice, solely to reflect the adjusted purchase price.
 427 This Offer shall be null and void if Buyer makes timely delivery of the notice objecting to appraised value and the written
 428 appraisal report and:

429 (1) Seller does not have the right to cure; or

430 (2) Seller has the right to cure but:

431 (a) Seller delivers written notice that Seller will not adjust the purchase price; or

432 (b) Seller does not timely deliver the written notice adjusting the purchase price to the value shown on the appraisal
 433 report.

434 **NOTE: An executed FHA, VA or USDA Amendatory clause may supersede this contingency.**

435 ☐ **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of
 436 Buyer's property located at _____

437 no later than _____ (the Deadline). If closing does not occur by the Deadline, this Offer shall
 438 become null and void unless Buyer delivers to Seller, on or before the Deadline, reasonable written verification from a
 439 financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient funds to close
 440 or proof of bridge loan financing, along with a written notice waiving this contingency. Delivery of verification or proof of
 441 bridge loan shall not extend the closing date for this Offer.

442 ☐ **BUMP CLAUSE:** If Seller accepts a bona fide secondary offer, Seller may give written notice to Buyer that another
 443 offer has been accepted. If Buyer does not deliver to Seller the documentation listed below within _____ hours ("72" if
 444 left blank) after Buyer's Actual Receipt of said notice, this Offer shall be null and void. Buyer must deliver the following:

445 (1) Written waiver of the Closing of Buyer's Property Contingency if line 435 is marked;

446 (2) Written waiver of _____ (name other contingencies, if any); and

447 (3) Any of the following checked below:

448 ☐ Proof of bridge loan financing.

449 ☐ Proof of ability to close from a financial institution or third party in control of Buyer's funds which shall provide
 450 Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close.

451 Other: _____

452 _____
 453 [insert other requirements, if any (e.g., payment of additional earnest money, etc.)]

454 ☐ **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon
 455 delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer
 456 notice prior to any Deadline, nor is any particular secondary buyer given the right to be made primary ahead of other
 457 secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to
 458 delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days ("7"
 459 if left blank) after acceptance of this Offer. All other Offer Deadlines that run from acceptance shall run from the time this
 460 Offer becomes primary.

461 **HOMEOWNERS ASSOCIATION** If this Property is subject to a homeowners association, Buyer is aware the Property may
 462 be subject to periodic association fees after closing and one-time fees resulting from transfer of the Property. Any one-time
 463 fees resulting from transfer of the Property shall be paid at closing by (Seller) (Buyer) **STRIKE ONE** ("Buyer" if neither is
 464 stricken).

465 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values:
 466 real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners or homeowners
 467 association assessments, fuel and _____

468 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

469 Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

470 Real estate taxes shall be prorated at closing based on **CHECK BOX FOR APPLICABLE PRORATION FORMULA:**

471 ☐ The net general real estate taxes for the preceding year, or the current year if available (Net general real estate
 472 taxes are defined as general property taxes after state tax credits and lottery credits are deducted.) NOTE: THIS CHOICE
 473 APPLIES IF NO BOX IS CHECKED.

474 ☐ Current assessment times current mill rate (current means as of the date of closing).

475 ☐ Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior
 476 year, or current year if known, multiplied by current mill rate (current means as of the date of closing).

477 ☐ _____
 478 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be
 479 substantially different than the amount used for proration especially in transactions involving new construction,
 480 extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local
 481 assessor regarding possible tax changes.**

482 ☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on
 483 the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5
 484

Property Address: Lot 6 Homestead Lane, ,

485 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall
 486 re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation
 487 and is the responsibility of the Parties to complete, not the responsibility of the real estate Firms in this transaction.

488 **TITLE EVIDENCE**

489 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
 490 (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
 491 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
 492 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
 493 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's Vacant Land
 494 Disclosure Report and in this Offer, general taxes levied in the year of closing and _____

495 _____ (insert other allowable exceptions from title, if
 496 any) that constitutes merchantable title for purposes of this transaction. Seller, at Seller's cost, shall complete and execute
 497 the documents necessary to record the conveyance and pay the Wisconsin Real Estate Transfer Fee.

499 **WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements**
 500 **may prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates**
 501 **making improvements to Property or a use other than the current use.**

502 ■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of
 503 the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall
 504 pay all costs of providing title evidence to Buyer. Buyer shall pay the costs of providing the title evidence required by Buyer's
 505 lender and recording the deed or other conveyance.

506 ■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's)(Buyer's)
 507 **STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded
 508 after the commitment date of the title insurance commitment and before the deed is recorded, subject to the title insurance
 509 policy conditions, exclusions and exceptions, provided the title company will issue the coverage. If a gap endorsement or
 510 equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 516-
 511 523).

512 ■ **DELIVERY OF MERCHANTABLE TITLE:** The required title insurance commitment shall be delivered to Buyer's attorney
 513 or Buyer not more than _____ days after acceptance ("15" if left blank), showing title to the Property as of a date no more
 514 than 15 days before delivery of such title evidence to be merchantable per lines 489-498, subject only to liens which will be
 515 paid out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

516 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
 517 objections to title within _____ days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
 518 such event, Seller shall have _____ days ("15" if left blank) from Buyer's delivery of the notice stating title objections, to
 519 deliver notice to Buyer stating Seller's election to remove the objections by the time set for closing. If Seller is unable to
 520 remove said objections, Buyer shall have five days from receipt of notice thereof, to deliver written notice waiving the
 521 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
 522 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
 523 extinguish Seller's obligations to give merchantable title to Buyer.

524 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced
 525 prior to the date stated on line 1 of this Offer shall be paid by Seller no later than closing. All other special assessments
 526 shall be paid by Buyer. "Levied" means the local municipal governing body has adopted and published a final resolution
 527 describing the planned improvements and the assessment of benefits.

528 **CAUTION: Consider a special agreement if area assessments, property owners association assessments, special**
 529 **charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are**
 530 **one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)**
 531 **relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all**
 532 **sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact**
 533 **fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

534 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
 535 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
 536 (written) (oral) **STRIKE ONE** lease(s), if any, are _____

537 _____
 538 _____ Insert additional terms, if any, at lines 655-660 or attach as an addendum per line 682.

539 **DEFINITIONS**

540 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document
 541 or written notice physically in the Party's possession, regardless of the method of delivery. If the document or written notice
 542 is electronically delivered, Actual Receipt shall occur when the Party opens the electronic transmission.

543 ■ **BUSINESS DAY:** "Business Day" means a calendar day other than Saturday, Sunday, any legal public holiday under
 544 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive

Property Address: Lot 6 Homestead Lane, ,

545 registered mail or make regular deliveries on that day.

546 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by
 547 excluding the day the event occurred and by counting subsequent calendar days. The Deadline expires at Midnight on the
 548 last day. Additionally, Deadlines expressed as a specific number of Business Days are calculated in the same manner
 549 except that only Business Days are counted while other days are excluded. Deadlines expressed as a specific number of
 550 "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by
 551 counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific
 552 event, such as closing, expire at Midnight of that day. "Midnight" is defined as 11:59 p.m. Central Time.

553 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
 554 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
 555 significantly shorten or adversely affect the expected normal life of the premises.

556 ■ **FIRM:** "Firm" means a licensed sole proprietor broker or a licensed broker business entity.

557 ■ **PARTY:** "Party" means the Buyer or the Seller; "Parties" refers to both the buyer and the Seller.

558 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-8.

559 **INCLUSION OF OPTIONAL PROVISIONS** Terms of this Offer that are preceded by an OPEN BOX (☐) are part of
 560 this offer ONLY if the box is marked such as with an "X". They are not part of this offer if marked "N/A" or are left blank.

561 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, or total acreage or square
 562 footage figures, provided to Buyer by Seller or by a Firm or its agents, may be approximate because of rounding, formulas
 563 used or other reasons, unless verified by survey or other means.

564 **CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land**
 565 **dimensions, if material.**

566 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of
 567 the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the
 568 transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession
 569 data to multiple listing service sold databases; (iii) provide active listing, pending sale, closed sale and financing concession
 570 information and data, and related information regarding seller contributions, incentives or assistance, and third party gifts,
 571 to appraisers researching comparable sales, market conditions and listings, upon inquiry; and (iv) distribute copies of this
 572 Offer to the seller or seller's agent of another property that Seller intends on purchasing.

573 **MAINTENANCE** Seller shall maintain the Property and all personal property included in the purchase price until the earlier
 574 of closing or Buyer's occupancy, in materially the same condition it was in as of the date on line 1 of this Offer, except for
 575 ordinary wear and tear.

576 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** If, prior to closing, the Property is damaged in an
 577 amount not more than five percent of the purchase price, other than normal wear and tear, Seller shall promptly notify Buyer
 578 in writing, and will be obligated to restore the Property to materially the same condition it was in as of the date on line 1 of
 579 this Offer. Seller shall provide Buyer with copies of all required permits and lien waivers for the lienable repairs no later than
 580 closing. If the amount of damage exceeds five percent of the purchase price, Seller shall promptly notify Buyer in writing of
 581 the damage and this Offer may be terminated at option of Buyer. Should Buyer elect to carry out this Offer despite such
 582 damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit
 583 towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed
 584 by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring
 585 the Property.

586 **BUYER'S PRE-CLOSING WALK-THROUGH** Within three days prior to closing, at a reasonable time pre-approved by
 587 Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no
 588 significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and
 589 that any Defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

590 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in
 591 this Offer at lines 655-660 or in an addendum attached per line 682, or lines 534-538 if the Property is leased. At time of
 592 Buyer's occupancy, Property shall be free of all debris, refuse, and personal property except for personal property belonging
 593 to current tenants, or sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

594 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
 595 conditions of this Offer. A material failure to perform any obligation under this Offer is a default that may subject the defaulting
 596 party to liability for damages or other legal remedies.

597 If Buyer defaults, Seller may:

- 598 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
- 599 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual
- 600 damages.

601 If Seller defaults, Buyer may:

- 602 (1) sue for specific performance; or
- 603 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

Property Address: Lot 6 Homestead Lane, ,

604 In addition, the Parties may seek any other remedies available in law or equity. The Parties understand that the availability
605 of any judicial remedy will depend upon the circumstances of the situation and the discretion of the courts. If either Party
606 defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined above.
607 By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered by the
608 arbitration agreement.

609 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES**
610 **SHOULD READ THIS DOCUMENT CAREFULLY. THE FIRM AND ITS AGENTS MAY PROVIDE A GENERAL**
611 **EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR**
612 **OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT**
613 **CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

614 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
615 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds
616 and inures to the benefit of the Parties to this Offer and their successors in interest.

617 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
618 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.doc.wi.gov>
619 or by telephone at (608) 240-5830.

620 **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA)** Section 1445 of the Internal Revenue Code (IRC)
621 provides that a transferee (Buyer) of a United States real property interest must pay or withhold as a tax up to 15% of the
622 total "Amount Realized" in the sale if the transferor (Seller) is a "Foreign Person" and no exception from FIRPTA withholding
623 applies. A "Foreign Person" is a nonresident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign
624 estate. The "Amount Realized" is the sum of the cash paid, the fair market value of other property transferred, and the
625 amount of any liability assumed by Buyer.

626 **CAUTION: Under this law if Seller is a Foreign Person, and Buyer does not pay or withhold the tax amount, Buyer**
627 **may be held directly liable by the U.S. Internal Revenue Service for the unpaid tax and a tax lien may be placed**
628 **upon the Property.**

629 Seller hereby represents that Seller is a non-Foreign Person, unless (1) Seller represents Seller is a Foreign Person in a
630 condition report incorporated in this Offer per lines 94-97, or (2) no later than 10 days after acceptance, Seller delivers
631 notice to Buyer that Seller is a Foreign Person, in which cases the provisions on lines 637-639 apply.

632 **IF SELLER IS A NON-FOREIGN PERSON.** Seller shall, no later than closing, execute and deliver to Buyer, or a qualified
633 substitute (attorney or title company as stated in IRC § 1445), a sworn certification under penalties of perjury of Seller's
634 non-foreign status in accordance with IRC § 1445. If Seller fails to timely deliver certification of Seller's non-foreign status,
635 Buyer shall: (1) withhold the amount required to be withheld pursuant to IRC § 1445; or, (2) declare Seller in default of this
636 Offer and proceed under lines 601-608.

637 **IF SELLER IS A FOREIGN PERSON.** If Seller has represented that Seller is a Foreign Person, Buyer shall withhold the
638 amount required to be withheld pursuant to IRC § 1445 at closing unless the Parties have amended this Offer regarding
639 amounts to be withheld, any withholding exemption to be applied, or other resolution of this provision.

640 **COMPLIANCE WITH FIRPTA.** Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument,
641 affidavit, or statement needed to comply with FIRPTA, including withholding forms. If withholding is required under IRC
642 §1445, and the net proceeds due Seller are not sufficient to satisfy the withholding required in this transaction, Seller shall
643 deliver to Buyer, at closing, the additional funds necessary to satisfy the applicable withholding requirement. Seller also
644 shall pay to Buyer an amount not to exceed \$1,000 for actual costs associated with the filing and administration of forms,
645 affidavits, and certificates necessary for FIRPTA withholding and any withholding agent fees.

646 **Any representations made by Seller with respect to FIRPTA shall survive the closing and delivery of the deed.**

647 Firms, Agents, and Title Companies are not responsible for determining FIRPTA status or whether any FIRPTA exemption
648 applies. The Parties are advised to consult with their respective independent legal counsel and tax advisors regarding
649 FIRPTA.

650 ☐ **SELLER PAYMENT OF COMPENSATION TO BUYER'S FIRM:** Seller agrees to pay to Buyer's Firm the amount of
651 _____ (e.g., dollar amount, % of purchase price, etc.), toward Buyer's brokerage
652 fees at closing. Payment made under this provision represents an economic adjustment only and does not create any
653 agency relationship between Buyer's Firm and Seller, and the Parties agree Buyer's Firm is a direct and intended third party
654 beneficiary of this contract.

655 **ADDITIONAL PROVISIONS/CONTINGENCIES** _____
656 _____
657 _____
658 _____
659 _____
660 _____

661 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
662 written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at lines
663 664-679.

Property Address: Lot 6 Homestead Lane,

Page 12 of 12, WD-13

664 (1) **Personal**: giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at
 665 line 666 or 667.

666 Name of Seller's recipient for delivery, if any: _____

667 Name of Buyer's recipient for delivery, if any: _____

668 ☐ (2) **Fax**: fax transmission of the document or written notice to the following number:

669 Seller: (_____) Buyer: (_____) _____

670 ☐ (3) **Commercial**: depositing the document or written notice, fees prepaid or charged to an account, with a commercial
 671 delivery service, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's address at
 672 line 675 or 676.

673 ☐ (4) **U.S. Mail**: depositing the document or written notice, postage prepaid, in the U.S. Mail, addressed either to the
 674 Party, or to the Party's recipient for delivery, for delivery to the Party's address.

675 Address for Seller: _____

676 Address for Buyer: _____

677 ☒ (5) **Email**: electronically transmitting the document or written notice to the email address.

678 Email Address for Seller: cpelishhek@harrison-wi.org

679 Email Address for Buyer: flashdewitt@gmail.com

680 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
 681 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

682 ☐ **ADDENDA**: The attached _____ is/are made part of this Offer.

683 This Offer was drafted by [Licensee and Firm] _____

WIRE FRAUD WARNING! Wire Fraud is a real and serious risk. Never trust wiring instructions sent via email. Funds wired to a fraudulent account are often impossible to recover.

Criminals are hacking emails and sending fake wiring instructions by impersonating a real estate agent, Firm, lender, title company, attorney or other source connected to your transaction. These communications are convincing and professional in appearance but are created to steal your money. The fake wiring instructions may even be mistakenly forwarded to you by a legitimate source.

DO NOT initiate ANY wire transfer until you confirm wiring instructions IN PERSON or by YOU calling a verified number of the entity involved in the transfer of funds. Never use contact information provided by any suspicious communication.

Real estate agents and Firms ARE NOT responsible for the transmission, forwarding, or verification of any wiring or money transfer instructions.

DocuSigned by:

Scott Dewitt

4/17/2025

696 (x) _____
 697 Buyer's Signature ▲ Print Name Here ► Scott Dewitt or Assigned llc Date ▲

698 (x) _____
 699 Buyer's Signature ▲ Print Name Here ► _____ Date ▲

700 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS**
 701 **OFFER SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE**
 702 **PROPERTY ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A**
 703 **COPY OF THIS OFFER.**

704 (x) _____
 705 Seller's Signature ▲ Print Name Here ► _____ Date ▲

706 (x) _____
 707 Seller's Signature ▲ Print Name Here ► _____ Date ▲

708 This Offer was presented to Seller by [Licensee and Firm] _____

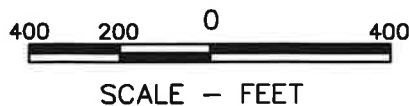
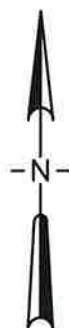
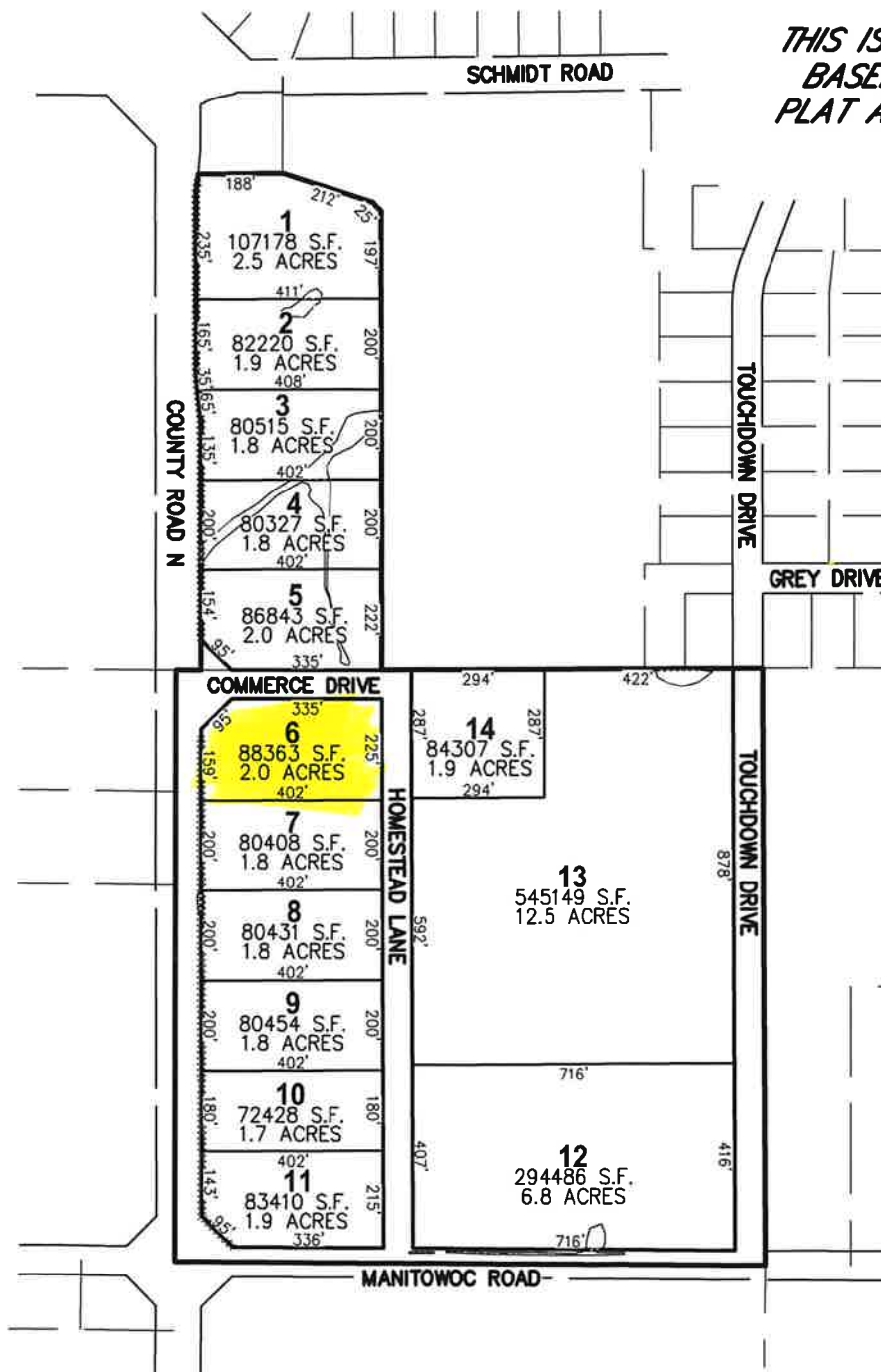
709 _____ on _____ at _____ a.m./p.m.

710 This Offer is rejected _____ This Offer is countered [See attached counter] _____
 711 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

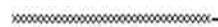
*THIS IS A DRAFT OR PRELIMINARY
BASED UPON THE PRELIMINARY
PLAT AND IS SUBJECT TO CHANGE.*

HARRISON COMMERCE PARK PLAT

ALL OF LOTS 1 AND 2 OF CERTIFIED
SURVEY MAP NO. 1978 RECORDED IN
VOLUME 14 ON PAGE 123 AS DOCUMENT
NO. 265890 LOCATED IN THE
SOUTHWEST 1/4 OF THE NORTHWEST 1/4
AND ALL OF LOT 1 OF CERTIFIED
SURVEY MAP NO. 4075 RECORDED AS
DOCUMENT NO. 582769 LOCATED IN 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



— WETLANDS



— ACCESS RESTRICTED

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: 4/29/2025

Title: Approval of Vacant Offer to Purchase from E Home, LLC for Lots 4 and 11 in the Crossroads Business Park.

Issue: Does the Village Board wish to approve the sale of Lots 4 and 11 in the Crossroads Business Park?

Background and Additional Information:

E Homes, LLC is interested in purchasing Lots 4 and 11 in the Crossroads Business Park. The developers plan to develop a 12,000 square foot building on each property that would be split in to four tenant spaces. The developer plans to move some of his businesses into the two buildings and then lease out the other tenant spaces.

Budget Impacts: None

Recommended Action: Motion to approve the Vacant Land Offer to Purchase with E Homes, LLC to purchase Lots 4 and 11 in the Crossroads Business Park.

Attachments:

Vacant Land Offer to Purchase
Map of Crossroad Business Park

WB-13 VACANT LAND OFFER TO PURCHASE

1 **LICENSEE DRAFTING THIS OFFER ON** 04/21/2025 **[DATE] IS (AGENT OF BUYER)**
 2 **(AGENT OF SELLER/LISTING FIRM) (AGENT OF BUYER AND SELLER) STRIKE THOSE NOT APPLICABLE**

3 The Buyer, E Homes LLC

4 offers to purchase the Property known as Crossroads Business Park Lots 4 & 11

6 [e.g., Street Address, Parcel Number(s), legal description, or insert additional description, if any, at lines 655-660, or attach
 7 as an addendum per line 682] in the Village of Harrison, County
 8 of Calumet Wisconsin, on the following terms:

9 **[PURCHASE PRICE]** The purchase price is Seventy thousand three hundred eighty-five and 00/100
 10 Dollars (\$ 70,385.00).

11 **[INCLUDED IN PURCHASE PRICE]** Included in purchase price is the Property, all Fixtures on the Property as of the date
 12 stated on line 1 of this Offer (unless excluded at lines 17-18), and the following additional items:

14 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included
 15 or not included. Annual crops are not part of the purchase price unless otherwise agreed.**

16 **[NOT INCLUDED IN PURCHASE PRICE]** Not included in purchase price is Seller's personal property (unless included at
 17 lines 12-13) and the following:

19 **CAUTION: Identify Fixtures that are on the Property (see lines 21-25) to be excluded by Seller or that are rented
 20 and will continue to be owned by the lessor.**

21 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be
 22 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
 23 to the premises, items specifically adapted to the premises and items customarily treated as fixtures, including, but not
 24 limited to, all: perennial crops, garden bulbs; plants; shrubs and trees; fences; storage buildings on permanent foundations
 25 and docks/piers on permanent foundations.

26 **CAUTION: Exclude any Fixtures to be retained by Seller or that are rented on lines 17-18 or at lines 655-660 or in
 27 an addendum per line 682.**

28 **[BINDING ACCEPTANCE]** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer
 29 on or before 04/30/2025.

30 Seller may keep the Property on the market and accept secondary offers after binding acceptance of this Offer.

31 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**

32 **[ACCEPTANCE]** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
 33 copies of the Offer.

34 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term
 35 Deadlines running from acceptance provide adequate time for both binding acceptance and performance.**

36 **[CLOSING]** This transaction is to be closed on 07/01/2025

38 at the place selected by Seller, unless otherwise agreed by the Parties in writing. If the date for closing falls on a Saturday,
 39 Sunday, or a federal or a state holiday, the closing date shall be the next Business Day.

40 **CAUTION: To reduce the risk of wire transfer fraud, any wiring instructions received should be independently
 41 verified by phone or in person with the title company, financial institution, or entity directing the transfer. The real
 42 estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or money
 43 transfer instructions.**

44 **[EARNEST MONEY]**

45 ■ EARNEST MONEY of \$ _____ accompanies this Offer.

46 If the Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged.

47 ■ EARNEST MONEY of \$ 1,000.00 will be mailed, or commercially, electronically
 48 or personally delivered within 5 days ("5" if left blank) after acceptance.

49 All earnest money shall be delivered to and held by (listing Firm) (drafting Firm) (other identified as _____)

50 **[STRIKE THOSE NOT APPLICABLE]**
 51 (listing Firm if none chosen; if no listing Firm, then drafting Firm; if no Firm then Seller).

52 **CAUTION: If a Firm does not hold earnest money, an escrow agreement should be drafted by the Parties or an
 53 attorney as lines 56-76 do not apply. If someone other than Buyer pays earnest money, consider a special
 54 disbursement agreement.**

55 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise agreed in writing.

56 ■ **DISBURSEMENT IF EARNEST MONEY HELD BY A FIRM:** If negotiations do not result in an accepted offer and the
 57 earnest money is held by a Firm, the earnest money shall be promptly disbursed (after clearance from payer's depository
 58 institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall
 59 be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according
 60 to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been
 61 delivered to the Firm holding the earnest money within 60 days after the date set for closing, that Firm may disburse the
 62 earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
 63 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; (4)
 64 upon authorization granted within this Offer; or (5) any other disbursement required or allowed by law. The Firm may retain
 65 legal services to direct disbursement per (1) or to file an interpleader action per (2) and the Firm may deduct from the
 66 earnest money any costs and reasonable attorneys' fees, not to exceed \$250, prior to disbursement.

67 ■ **LEGAL RIGHTS/ACTION:** The Firm's disbursement of earnest money does not determine the legal rights of the Parties
 68 in relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by the Firm holding the earnest
 69 money. At least 30 days prior to disbursement per (1), (4) or (5) above, where the Firm has knowledge that either Party
 70 disagrees with the disbursement, the Firm shall send Buyer and Seller written notice of the intent to disburse by certified
 71 mail. If Buyer or Seller disagrees with the Firm's proposed disbursement, a lawsuit may be filed to obtain a court order
 72 regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of
 73 residential property with one-to-four dwelling units. Buyer and Seller should consider consulting attorneys regarding their
 74 legal rights under this Offer in case of a dispute. Both Parties agree to hold the Firm harmless from any liability for good
 75 faith disbursement of earnest money in accordance with this Offer or applicable Department of Safety and Professional
 76 Services regulations concerning earnest money. See Wis. Admin. Code Ch. REEB 18.

77 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
 78 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in
 79 this Offer except: _____

80 _____ If "Time is of the Essence" applies to a date or Deadline,
 81 failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to a date
 82 or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

83 **VACANT LAND DISCLOSURE REPORT** Wisconsin law requires owners of real property that does not include any
 84 buildings to provide Buyers with a Vacant Land Disclosure Report. Excluded from this requirement are sales exempt from
 85 the real estate transfer fee and sales by certain court-appointed fiduciaries, for example, personal representatives, who
 86 have never occupied the Property. The form of the Report is found in Wis. Stat. § 709.033. The law provides: "§ 709.02
 87 Disclosure . . . the owner of the property shall furnish, not later than 10 days after acceptance of a contract of sale . . . to
 88 the prospective buyer of the property a completed copy of the report . . . A prospective buyer who does not receive a report
 89 within the 10 days may, within 2 business days after the end of that 10-day period, rescind the contract of sale . . . by
 90 delivering a written notice of rescission to the owner or the owner's agent." Buyer may also have certain rescission rights if
 91 a Vacant Land Disclosure Report disclosing defects is furnished before expiration of the 10 days, but after the Offer is
 92 submitted to Seller. Buyer should review the report form or consult with an attorney for additional information regarding
 93 rescission rights.

94 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has
 95 no notice or knowledge of Conditions Affecting the Property or Transaction (lines 101-181) other than those identified in
 96 Seller's Vacant Land Disclosure Report dated None Provided, which was received by Buyer prior to Buyer
 97 signing this Offer and that is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
 98 and _____

99 _____
 100 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT**

101 "Conditions Affecting the Property or Transaction" are defined to include:

- 102 a. Flooding, standing water, drainage problems, or other water problems on or affecting the Property.
- 103 b. Impact fees or another condition or occurrence that would significantly increase development costs or reduce the value
 104 of the property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 105 c. Brownfields (abandoned, idled, or underused land that may be subject to environmental contamination) or other
 106 contaminated land on the property, or that contaminated soils on the property have been cleaned up under the Petroleum
 107 Environmental Cleanup Fund Act (PECFA), a Wisconsin Department of Natural Resources (DNR) remedial or cleanup
 108 program, the DATCP Agricultural Chemical Cleanup Program, or other similar program.
- 109 d. Subsoil conditions that would significantly increase the cost of development, including, but not limited to, subsurface
 110 foundations or waste material; any type of fill; dumpsites where pesticides, herbicides, fertilizer, or other toxic or hazardous
 111 materials or containers for these materials were disposed of in violation of manufacturer or government guidelines or other
 112 laws regulating such disposal; high groundwater; adverse soil conditions, such as low load-bearing capacity, earth or soil
 113 movement, settling, upheavals, or slides; excessive rocks or rock formations; or other soil problems.
- 114 e. Material violation of an environmental rule or other rule or agreement regulating the use of the Property.
- 115 f. Defects caused by unsafe concentrations of, or unsafe conditions relating to, radon, radium in water supplies, lead in

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page

116 soil, or other potentially hazardous or toxic substances on the Property; manufacture of methamphetamine or other
117 hazardous or toxic substances on the Property; or high voltage electric (100 KV or greater) or steel natural gas transmission
118 lines located on but not directly serving the Property.

119 g. Defects caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic
120 substances on neighboring properties.

121 h. The Property is served by a joint well; Defects related to a joint well serving the Property; or Defects in a well on the
122 Property or in a well that serves the Property, including unsafe well water due to contaminants such as coliform, nitrates, or
123 atrazine, or any out-of-service wells or cisterns that are required to be abandoned (see § NR 812.26, Wis. Adm. Code) but
124 that are not closed or abandoned according to applicable regulations.

125 i. Defects in any septic system or other private sanitary disposal system on the Property; or any out-of-service septic
126 system serving the Property not closed or abandoned according to applicable regulations.

127 j. Underground or aboveground fuel storage tanks presently or previously on the Property for storage of flammable or
128 combustible liquids including, but not limited to, gasoline or heating oil; or Defects in the underground or aboveground fuel
129 storage tanks on or previously located on the Property. Defects in underground or aboveground fuel storage tanks may
130 include items such as abandoned tanks not closed in conformance with applicable local, state, and federal law; leaking;
131 corrosion; or failure to meet operating standards. (The owner, by law, may have to register the tanks with the Department
132 of Agriculture, Trade and Consumer Protection at P.O. Box 8911, Madison, Wisconsin, 53708, whether the tanks are in use
133 or not. Department regulations may require closure or removal of unused tanks.)

134 k. Existing or abandoned manure storage facilities located on the property.

135 l. Notice of property tax increases, other than normal annual increases, or pending Property tax reassessment;
136 remodeling that may increase the Property's assessed value; pending special assessments; or Property is within a special
137 purpose district, such as a drainage district, that has authority to impose assessments on the Property.

138 m. Proposed, planned, or commenced public improvements or public construction projects that may result in special
139 assessments or that may otherwise materially affect the Property or the present use of the Property; or any land division
140 involving the Property without required state or local permits.

141 n. The Property is part of or subject to a subdivision homeowners' association; or the Property is not a condominium unit
142 and there are common areas associated with the Property that are co-owned with others.

143 o. Any zoning code violations with respect to the Property; the Property or any portion thereof is located in a floodplain,
144 wetland or shoreland zoning area under local, state or federal regulations; or the Property is subject to a mitigation plan
145 required by Wisconsin Department of Natural Resources (DNR) rules related to county shoreland zoning ordinances, that
146 obligates the Property owner to establish or maintain certain measures related to shoreland conditions, enforceable by the
147 county.

148 p. Nonconforming uses of the Property (a nonconforming use is a use of land that existed lawfully before the current zoning
149 ordinance was enacted or amended, but that does not conform to the use restrictions in the current ordinance); conservation
150 easements (a conservation easement is a legal agreement in which a property owner conveys some of the rights associated
151 with ownership of his or her property to an easement holder such as a governmental unit or a qualified nonprofit organization
152 to protect the natural habitat of fish, wildlife, or plants or a similar ecosystem, preserve areas for outdoor recreation or
153 education, or for similar purposes); restrictive covenants or deed restrictions on the Property; or, other than public rights-of-
154 way, nonowners having rights to use part of the Property, including, but not limited to, private rights-of-way and easements
155 other than recorded utility easements.

156 q. All or part of the Property has been assessed as agricultural land; has been assessed a use-value assessment
157 conversion charge; or payment of a use-value assessment conversion charge has been deferred.

158 r. All or part of the Property is subject to, enrolled in, or in violation of a farmland preservation agreement, Forest Crop
159 Law, Managed Forest Law, the Conservation Reserve Program, or a comparable program.

160 s. A dam is totally or partially located on the Property; or an ownership interest in a dam not located on the Property will
161 be transferred with the Property because the dam is owned collectively by a homeowners' association, lake district, or
162 similar group of which the Property owner is a member.

163 t. No legal access to the Property; or boundary or lot line disputes, encroachments or encumbrances (including a joint
164 driveway) affecting the Property. Encroachments often involve some type of physical object belonging to one person but
165 partially located on or overlapping on land belonging to another; such as, without limitation, fences, houses, garages,
166 driveways, gardens, and landscaping. Encumbrances include, without limitation, a right or claim of another to a portion of
167 the Property or to the use of the Property such as a joint driveway, liens, and licenses.

168 u. Government agency, court order, or federal, state, or local regulations requiring repair, alteration or correction of an
169 existing condition.

170 v. A pier attached to the Property not in compliance with state or local pier regulations; a written agreement affecting
171 riparian rights related to the Property; or the bed of the abutting navigable waterway is owned by a hydroelectric operator.

172 w. Material damage from fire, wind, flood, earthquake, expansive soil, erosion, or landslide.

173 x. Significant odor, noise, water diversion, water intrusion, or other irritants emanating from neighboring property.

174 y. Significant crop damage from disease, insects, soil contamination, wildlife, or other causes; diseased or dying trees or
175 shrubs; or substantial injuries or disease in livestock on the Property or neighboring property.

176 z. Animal, reptile, or other insect infestations; drainage easement or grading problems; excessive sliding; or any other
177 Defect or material condition.

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page 4 of 12, WB-13

- 178 aa. Archeological artifacts, mineral rights, orchards, or endangered species, or one or more burial sites on the Property.
179 bb. Owner is a foreign person as defined in the Foreign Investment in Real Property Tax Act in 26 IRC § 1445(f).
180 cc. Other Defects affecting the Property such as any agreements that bind subsequent owners of the property, such as a
181 lease agreement or an extension of credit from an electric cooperative.

182 ☐ **GOVERNMENT PROGRAMS:** Seller shall deliver to Buyer, within _____ days ("15" if left blank) after acceptance
183 of this Offer, a list of all federal, state, county, and local conservation, farmland, environmental, or other land use programs,
184 agreements, restrictions, or conservation easements, which apply to any part of the Property (e.g., farmland preservation
185 agreements, farmland preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest,
186 Conservation Reserve Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with
187 disclosure of any penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This
188 contingency will be deemed satisfied unless Buyer delivers to Seller, within 7 days after the deadline for delivery, a notice
189 terminating this Offer based upon the use restrictions, program requirements, and/or amount of any penalty, fee, charge, or
190 payback obligation.

191 **CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such**
192 **programs, as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program**
193 **such that Seller incurs any costs, penalties, damages, or fees that are imposed because the program is not**
194 **continued after sale. The Parties agree this provision survives closing.**

195 **MANAGED FOREST LAND:** If all, or part, of the Property is managed forest land under the Managed Forest Law (MFL)
196 program, this designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive
197 program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders
198 designating lands as managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the
199 MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the
200 Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL
201 management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan
202 compliance. Changes a landowner makes to property that is subject to an order designating it as managed forest land,
203 or to its use, may jeopardize benefits under the program or may cause the property to be withdrawn from the program
204 and may result in the assessment of penalties. For more information call the local DNR forester or visit
205 <https://dnr.wisconsin.gov/topic/forestry>.

206 **USE VALUE ASSESSMENTS:** The use value assessment system values agricultural land based on the income that
207 would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural
208 land to a non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge.
209 To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's
210 Equalization Bureau or visit <http://www.revenue.wi.gov/>.

211 **FARMLAND PRESERVATION:** The early termination of a farmland preservation agreement or removal of land from such
212 an agreement can trigger payment of a conversion fee equal to 3 times the per acre value of the land. Contact the
213 Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management or
214 visit <http://www.datcp.state.wi.us/> for more information.

215 **CONSERVATION RESERVE PROGRAM (CRP):** The CRP encourages farmers, through contracts with the U.S.
216 Department of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant
217 a protective cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent as well as
218 certain incentive payments and cost share assistance for establishing long-term, resource-conserving ground cover.
219 Removing lands from the CRP in breach of a contract can be quite costly. For more information call the state Farm Service
220 Agency office or visit <http://www.fsa.usda.gov/>.

221 **SHORELAND ZONING ORDINANCES:** All counties must adopt uniform shoreland zoning ordinances in compliance with
222 Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land within 1,000
223 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum standards
224 for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface standards (that
225 may be exceeded if a mitigation plan is adopted and recorded) and repairs to nonconforming structures. Buyers must
226 conform to any existing mitigation plans. For more information call the county zoning office or visit <https://dnr.wi.gov/>.
227 Buyer is advised to check with the applicable city, town or village for additional shoreland zoning or shoreland-wetland
228 zoning restrictions, if any.

229 **FENCES:** Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares
230 where one or both of the properties is used and occupied for farming or grazing purposes.

231 **CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and**
232 **occupied for farming or grazing purposes.**

233 **PROPERTY DEVELOPMENT WARNING:** If Buyer contemplates developing Property for a use other than the current use,
234 there are a variety of issues that should be addressed to ensure the development or new use is feasible. Buyer is solely
235 responsible to verify the current zoning allows for the proposed use of the Property at lines 251-255. Municipal and zoning
236 ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses
237 and therefore should be reviewed. Building permits, zoning or zoning variances, Architectural Control Committee approvals,
238 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental
239 audits, subsoil tests, or other development related fees may need to be obtained or verified in order to determine the
240 feasibility of development of, or a particular use for, a property. Optional contingencies that allow Buyer to investigate certain
241 of these issues can be found at lines 244-304 and Buyer may add contingencies as needed in addenda (see line 682).

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page

242 Buyer should review any plans for development or use changes to determine what issues should be addressed in these
 243 contingencies.

244 **PROPOSED USE CONTINGENCIES:** This Offer is contingent upon Buyer obtaining, at Buyer's expense, the reports or
 245 documentation required by any optional provisions checked on lines 256-281 below. The optional provisions checked on
 246 lines 256-281 shall be deemed satisfied unless Buyer, within _____ days ("30" if left blank) after acceptance, delivers: (1)
 247 written notice to Seller specifying those optional provisions checked below that cannot be satisfied and (2) written evidence
 248 substantiating why each specific provision referred to in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice,
 249 this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingency provisions
 250 checked at lines 256-281.

251 **Proposed Use:** Buyer is purchasing the Property for the purpose of: Building a 4 plex commercial/light
 252 industrial building

253 _____ [insert proposed use
 254 and type or style of building(s), size and proposed building location(s), if a requirement of Buyer's condition to
 255 purchase, e.g. 1400-1600 sq. ft. three-bedroom single family ranch home in northwest corner of lot].

256 ☐ **ZONING:** Verification of zoning and that the Property's zoning allows Buyer's proposed use described at lines
 257 251-255.

258 ☐ **SUBSOILS:** Written evidence from a qualified soils expert that the Property is free of any subsoil condition that
 259 would make the proposed use described at lines 251-255 impossible or significantly increase the costs of such
 260 development.

261 ☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** Written evidence from a
 262 certified soils tester that: (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
 263 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of
 264 the Property as stated on lines 251-255. The POWTS (septic system) allowed by the written evidence must be one of
 265 the following POWTS that is approved by the State for use with the type of property identified at lines 251-255 **CHECK**

266 **ALL THAT APPLY:** ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding
 267 tank; ☐ other: _____

268 ☐ **EASEMENTS AND RESTRICTIONS:** Copies of all public and private easements, covenants and restrictions
 269 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
 270 significantly delay or increase the costs of the proposed use or development identified at lines 251-255.

271 ☐ **APPROVALS/PERMITS:** Permits, approvals and licenses, as appropriate, or the final discretionary action by the
 272 granting authority prior to the issuance of such permits or building permit, approvals and licenses, for the following items
 273 related to Buyer's proposed use: _____

275 ☐ **UTILITIES:** Written verification of the location of the following utility service connections (e.g., on the Property, at
 276 the lot line, across the street, etc.) **CHECK AND COMPLETE AS APPLICABLE:**

277 ☐ electricity _____; ☐ gas _____; ☐ sewer _____;
 278 ☐ water _____; ☐ telephone _____; ☐ cable _____;
 279 ☐ other _____

280 ☐ **ACCESS TO PROPERTY:** Written verification that there is legal vehicular access to the Property from public
 281 roads.

282 ☐ **LAND USE APPROVAL/PERMITS:** This Offer is contingent upon (Buyer)(Seller) **STRIKE ONE** ("Buyer" if neither
 283 stricken) obtaining the following, including all costs: a **CHECK ALL THAT APPLY** ☐ rezoning; ☐ conditional use permit;
 284 ☐ variance; ☐ other _____ for the Property for its proposed use described at lines 251-255.
 285 Seller agrees to cooperate with Buyer as necessary to satisfy this contingency. Buyer shall deliver, within _____ days of
 286 acceptance, written notice to Seller if any item cannot be obtained, in which case this Offer shall be null and void.

287 ☐ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) **STRIKE ONE** ("Seller
 288 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by
 289 a registered land surveyor, within _____ days ("30" if left blank) after acceptance, at (Buyer's) (Seller's) **STRIKE ONE**
 290 ("Seller's" if neither is stricken) expense. The map shall show minimum of _____ acres, maximum of _____
 291 acres, the legal description of the Property, the Property's boundaries and dimensions, visible encroachments upon the
 292 Property, the location of improvements, if any, and: _____

293 _____
 294 **STRIKE AND COMPLETE AS APPLICABLE.** Additional map features that may
 295 be added include but are not limited to: staking of all corners of the Property; identifying dedicated and apparent streets; lot
 296 dimensions; total acreage or square footage; easements or rights-of-way.

297 **CAUTION: Consider the cost and the need for map features before selecting them. Also consider the time required**
 298 **to obtain the map when setting the deadline.**

299 This contingency shall be deemed satisfied unless Buyer, within 5 days after the deadline for delivery of said map, delivers
 300 to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information materially
 301 inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency. Upon delivery of
 302 Buyer's notice, this Offer shall be null and void. Once the deadline for delivery has passed, if Seller was responsible to

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page 6 of 12, 12/18/10

303 provide the map and failed to timely deliver the map to Buyer, Buyer may terminate this Offer if Buyer delivers a written
 304 notice of termination to Seller prior to Buyer's Actual Receipt of said map from Seller.

305 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a
 306 part of this Offer. An "inspection" is defined as an observation of the Property, which does not include an appraisal or testing
 307 of the Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel
 308 source, which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or
 309 building materials from the Property for laboratory or other analysis of these materials. Seller agrees to allow Buyer's
 310 inspectors, testers and appraisers reasonable access to the Property upon advance notice, if necessary, to satisfy the
 311 contingencies in this Offer. Buyer or licensees or both may be present at all inspections and testing. Except as otherwise
 312 provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

313 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of**
 314 **the test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any**
 315 **other material terms of the contingency.**

316 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
 317 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to
 318 Seller. Seller acknowledges that certain inspections or tests may detect environmental pollution that may be required to be
 319 reported to the Wisconsin Department of Natural Resources.

320 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 305-319).

321 (1) This Offer is contingent upon a qualified independent inspector conducting an inspection of the Property after the date
 322 on line 1 of this Offer that discloses no Defects.

323 (2) This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing an
 324 inspection of _____

325 _____ (list any Property component(s)
 326 to be separately inspected, e.g., dumpsite, timber quality, invasive species, etc.) that discloses no Defects.

327 (3) Buyer may have follow-up inspections recommended in a written report resulting from an authorized inspection, provided
 328 they occur prior to the Deadline specified at line 333. Inspection(s) shall be performed by a qualified independent
 329 inspector or independent qualified third party.

330 Buyer shall order the inspection(s) and be responsible for all costs of inspection(s).

331 **CAUTION: Buyer should provide sufficient time for the Property inspection and/or any specialized inspection(s),**
 332 **as well as any follow-up inspection(s).**

333 This contingency shall be deemed satisfied unless Buyer, within _____ days ("15" if left blank) after acceptance, delivers
 334 to Seller a copy of the written inspection report(s) dated after the date on line 1 of this Offer and a written notice listing the
 335 Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

336 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

337 For the purposes of this contingency, Defects do not include structural, mechanical or other conditions the nature and extent
 338 of which Buyer had actual knowledge or written notice before signing this Offer.

339 **NOTE: "Defect" as defined on lines 553-555 means a condition that would have a significant adverse effect on the**
 340 **value of the Property; that would significantly impair the health or safety of future occupants of the Property; or**
 341 **that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life**
 342 **of the premises.**

343 **■ RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure the Defects.

344 If Seller has the right to cure, Seller may satisfy this contingency by:

345 (1) delivering written notice to Buyer within _____ ("10" if left blank) days after Buyer's delivery of the Notice of Defects
 346 stating Seller's election to cure Defects;

347 (2) curing the Defects in a good and workmanlike manner; and

348 (3) delivering to Buyer a written report detailing the work done no later than three days prior to closing.

349 This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and:

350 (1) Seller does not have the right to cure; or

351 (2) Seller has the right to cure but:

352 (a) Seller delivers written notice that Seller will not cure; or

353 (b) Seller does not timely deliver the written notice of election to cure.

354 **IF LINE 355 IS NOT MARKED OR IS MARKED N/A LINES 403-414 APPLY.**

355 ☒ **FINANCING COMMITMENT CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
 356 Conventional [loan type or specific lender, if any] first mortgage loan commitment as described
 357 below, within 65 days after acceptance of this Offer. The financing selected shall be in an amount of not less than \$
 358 53,608.00 for a term of not less than 5 years, amortized over not less than 20 years. Initial
 359 monthly payments of principal and interest shall not exceed \$ 471.00. Buyer acknowledges that lender's
 360 required monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance
 361 premiums, and private mortgage insurance premiums. The mortgage shall not include a prepayment premium. Buyer agrees
 362 to pay discount points in an amount not to exceed 0 % ("0" if left blank) of the loan. If Buyer is using multiple loan

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page

sources or obtaining a construction loan or land contract financing, describe at lines 655-660 or in an addendum attached per line 682. Buyer agrees to pay all customary loan and closing costs, wire fees, and loan origination fees, to promptly apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. Seller agrees to allow lender's appraiser access to the Property.

■ **LOAN AMOUNT ADJUSTMENT:** If the purchase price under this Offer is modified, any financed amount, unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 371 or 372.

☒ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____%.

☐ **ADJUSTABLE RATE FINANCING:** The initial interest rate shall not exceed _____%. The initial interest rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% ("2" if left blank) at the first adjustment and by not more than _____% ("1" if left blank) at each subsequent adjustment. The maximum interest rate during the mortgage term shall not exceed the initial interest rate plus _____% ("6" if left blank). Monthly payments of principal and interest may be adjusted to reflect interest changes.

■ **SATISFACTION OF FINANCING COMMITMENT CONTINGENCY:** If Buyer qualifies for the loan described in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of a written loan commitment.

This contingency shall be satisfied if, after Buyer's review, Buyer delivers to Seller a copy of a written loan commitment (even if subject to conditions) that is:

(1) signed by Buyer; or,

(2) accompanied by Buyer's written direction for delivery.

Delivery of a loan commitment by Buyer's lender or delivery accompanied by a notice of unacceptability shall not satisfy this contingency.

CAUTION: The delivered loan commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide the loan. Buyer understands delivery of a loan commitment removes the Financing Commitment Contingency from the Offer and shifts the risk to Buyer if the loan is not funded.

■ **SELLER TERMINATION RIGHTS:** If Buyer does not deliver a loan commitment on or before the Deadline on line 357. Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of written loan commitment from Buyer.

■ **FINANCING COMMITMENT UNAVAILABILITY:** If a financing commitment is not available on the terms stated in this Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of unavailability.

☐ **SELLER FINANCING:** Seller shall have 10 days after the earlier of:

(1) Buyer delivery of written notice of evidence of unavailability as noted in lines 391-394: or

(2) the Deadline for delivery of the loan commitment on line 357,

to deliver to Buyer written notice of Seller's decision to (finance this transaction with a note and mortgage under the same terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly.

If Seller's notice is not timely given, the option for Seller to provide financing shall be considered waived. Buyer agrees to cooperate with and authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

IF THIS OFFER IS NOT CONTINGENT ON FINANCING COMMITMENT Within _____ days ("7" if left blank) after acceptance, Buyer shall deliver to Seller either:

(1) reasonable written verification from a financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient funds to close; or

(2) _____ [Specify documentation Buyer agrees to deliver to Seller].

If such written verification or documentation is not delivered, Seller has the right to terminate this Offer by delivering written notice to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written verification. Buyer may or may not obtain mortgage financing but does not need the protection of a financing commitment contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of access for an appraisal constitute a financing commitment contingency.

☐ **APPRAISAL CONTINGENCY:** This Offer is contingent upon Buyer or Buyer's lender having the Property appraised at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated subsequent to the date stated on line 1 of this Offer, indicating an appraised value for the Property equal to or greater than the agreed upon purchase price.

This contingency shall be deemed satisfied unless Buyer, within _____ days after acceptance, delivers to Seller a copy of the appraisal report indicating an appraised value less than the agreed upon purchase price, and a written notice objecting to the appraised value.

■ **RIGHT TO CURE:** Seller (shall) (shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure.

If Seller has the right to cure, Seller may satisfy this contingency by delivering written notice to Buyer adjusting the purchase price to the value shown on the appraisal report within _____ days ("5" if left blank) after Buyer's delivery of the appraisal

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page 12 of 12

report and the notice objecting to the appraised value. Seller and Buyer agree to promptly execute an amendment initiated by either party after delivery of Seller's notice, solely to reflect the adjusted purchase price.

This Offer shall be null and void if Buyer makes timely delivery of the notice objecting to appraised value and the written appraisal report and:

(1) Seller does not have the right to cure; or

(2) Seller has the right to cure but:

(a) Seller delivers written notice that Seller will not adjust the purchase price; or

(b) Seller does not timely deliver the written notice adjusting the purchase price to the value shown on the appraisal report.

NOTE: An executed FHA, VA or USDA Amendatory clause may supersede this contingency.

☐ **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of Buyer's property located at _____ (the Deadline). If closing does not occur by the Deadline, this Offer shall

become null and void unless Buyer delivers to Seller, on or before the Deadline, reasonable written verification from a financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient funds to close or proof of bridge loan financing, along with a written notice waiving this contingency. Delivery of verification or proof of bridge loan shall not extend the closing date for this Offer.

☐ **BUMP CLAUSE:** If Seller accepts a bona fide secondary offer, Seller may give written notice to Buyer that another offer has been accepted. If Buyer does not deliver to Seller the documentation listed below within _____ hours ("72" if left blank) after Buyer's Actual Receipt of said notice, this Offer shall be null and void. Buyer must deliver the following:

(1) Written waiver of the Closing of Buyer's Property Contingency if line 435 is marked;

(2) Written waiver of _____

_____ (name other contingencies, if any); and

(3) Any of the following checked below:

☐ Proof of bridge loan financing.

☐ Proof of ability to close from a financial institution or third party in control of Buyer's funds which shall provide Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close.

Other: _____

[insert other requirements, if any (e.g., payment of additional earnest money, etc.)]

☐ **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior to any Deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days ("7" if left blank) after acceptance of this Offer. All other Offer Deadlines that run from acceptance shall run from the time this Offer becomes primary.

☐ **HOMEOWNERS ASSOCIATION** If this Property is subject to a homeowners association, Buyer is aware the Property may be subject to periodic association fees after closing and one-time fees resulting from transfer of the Property. Any one-time fees resulting from transfer of the Property shall be paid at closing by (Seller) (Buyer) **STRIKE ONE** ("Buyer" if neither is stricken).

☐ **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values: real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners or homeowners association assessments, fuel and _____

CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.

Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

Real estate taxes shall be prorated at closing based on **CHECK BOX FOR APPLICABLE PRORATION FORMULA:**

☒ The net general real estate taxes for the preceding year, or the current year if available (Net general real estate taxes are defined as general property taxes after state tax credits and lottery credits are deducted.) NOTE: THIS CHOICE APPLIES IF NO BOX IS CHECKED.

☐ Current assessment times current mill rate (current means as of the date of closing).

☐ Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior year, or current year if known, multiplied by current mill rate (current means as of the date of closing).

CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be substantially different than the amount used for proration especially in transactions involving new construction, extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local assessor regarding possible tax changes.

☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page

days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation and is the responsibility of the Parties to complete, not the responsibility of the real estate Firms in this transaction.

TITLE EVIDENCE

■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's Vacant Land Disclosure Report and in this Offer, general taxes levied in the year of closing and _____

_____ (insert other allowable exceptions from title, if any) that constitutes merchantable title for purposes of this transaction. Seller, at Seller's cost, shall complete and execute the documents necessary to record the conveyance and pay the Wisconsin Real Estate Transfer Fee.

WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates making improvements to Property or a use other than the current use.

■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all costs of providing title evidence to Buyer. Buyer shall pay the costs of providing the title evidence required by Buyer's lender and recording the deed or other conveyance.

■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's)(Buyer's) **STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the commitment date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy conditions, exclusions and exceptions, provided the title company will issue the coverage. If a gap endorsement or equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 516-523).

■ **DELIVERY OF MERCHANTABLE TITLE:** The required title insurance commitment shall be delivered to Buyer's attorney or Buyer not more than _____ days after acceptance ("15" if left blank), showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per lines 489-498, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of objections to title within _____ days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In such event, Seller shall have _____ days ("15" if left blank) from Buyer's delivery of the notice stating title objections, to deliver notice to Buyer stating Seller's election to remove the objections by the time set for closing. If Seller is unable to remove said objections, Buyer shall have five days from receipt of notice thereof, to deliver written notice waiving the objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not extinguish Seller's obligations to give merchantable title to Buyer.

■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced prior to the date stated on line 1 of this Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer. "Levied" means the local municipal governing body has adopted and published a final resolution describing the planned improvements and the assessment of benefits.

CAUTION: Consider a special agreement if area assessments, property owners association assessments, special charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments) relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).

LEASED PROPERTY If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) **STRIKE ONE** lease(s), if any, are _____

_____. Insert additional terms, if any, at lines 655-660 or attach as an addendum per line 682.

DEFINITIONS

■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or written notice physically in the Party's possession, regardless of the method of delivery. If the document or written notice is electronically delivered, Actual Receipt shall occur when the Party opens the electronic transmission.

■ **BUSINESS DAY:** "Business Day" means a calendar day other than Saturday, Sunday, any legal public holiday under Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive

Property Address: **Crossroads Business Park Lots 4 & 11, Harrison, WI 54915**

Page 10 of 12, WB-13

545 registered mail or make regular deliveries on that day.

546 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by
 547 excluding the day the event occurred and by counting subsequent calendar days. The Deadline expires at Midnight on the
 548 last day. Additionally, Deadlines expressed as a specific number of Business Days are calculated in the same manner
 549 except that only Business Days are counted while other days are excluded. Deadlines expressed as a specific number of
 550 "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by
 551 counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific
 552 event, such as closing, expire at Midnight of that day. "Midnight" is defined as 11:59 p.m. Central Time.

553 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
 554 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
 555 significantly shorten or adversely affect the expected normal life of the premises.

556 ■ **FIRM:** "Firm" means a licensed sole proprietor broker or a licensed broker business entity.

557 ■ **PARTY:** "Party" means the Buyer or the Seller; "Parties" refers to both the buyer and the Seller.

558 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-8.

559 **INCLUSION OF OPTIONAL PROVISIONS** Terms of this Offer that are preceded by an OPEN BOX (☐) are part of
 560 this offer ONLY if the box is marked such as with an "X". They are not part of this offer if marked "N/A" or are left blank.

561 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, or total acreage or square
 562 footage figures, provided to Buyer by Seller or by a Firm or its agents, may be approximate because of rounding, formulas
 563 used or other reasons, unless verified by survey or other means.

564 **CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land**
 565 **dimensions, if material.**

566 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of
 567 the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the
 568 transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession
 569 data to multiple listing service sold databases; (iii) provide active listing, pending sale, closed sale and financing concession
 570 information and data, and related information regarding seller contributions, incentives or assistance, and third party gifts,
 571 to appraisers researching comparable sales, market conditions and listings, upon inquiry; and (iv) distribute copies of this
 572 Offer to the seller or seller's agent of another property that Seller intends on purchasing.

573 **MAINTENANCE** Seller shall maintain the Property and all personal property included in the purchase price until the earlier
 574 of closing or Buyer's occupancy, in materially the same condition it was in as of the date on line 1 of this Offer, except for
 575 ordinary wear and tear.

576 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** If, prior to closing, the Property is damaged in an
 577 amount not more than five percent of the purchase price, other than normal wear and tear, Seller shall promptly notify Buyer
 578 in writing, and will be obligated to restore the Property to materially the same condition it was in as of the date on line 1 of
 579 this Offer. Seller shall provide Buyer with copies of all required permits and lien waivers for the lienable repairs no later than
 580 closing. If the amount of damage exceeds five percent of the purchase price, Seller shall promptly notify Buyer in writing of
 581 the damage and this Offer may be terminated at option of Buyer. Should Buyer elect to carry out this Offer despite such
 582 damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit
 583 towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed
 584 by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring
 585 the Property.

586 **BUYER'S PRE-CLOSING WALK-THROUGH** Within three days prior to closing, at a reasonable time pre-approved by
 587 Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no
 588 significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and
 589 that any Defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

590 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in
 591 this Offer at lines 655-660 or in an addendum attached per line 682, or lines 534-538 if the Property is leased. At time of
 592 Buyer's occupancy, Property shall be free of all debris, refuse, and personal property except for personal property belonging
 593 to current tenants, or sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

594 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
 595 conditions of this Offer. A material failure to perform any obligation under this Offer is a default that may subject the defaulting
 596 party to liability for damages or other legal remedies.

597 If **Buyer defaults**, Seller may:

- 598 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
 599 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual
 600 damages.

601 If **Seller defaults**, Buyer may:

- 602 (1) sue for specific performance; or
 603 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page

604 In addition, the Parties may seek any other remedies available in law or equity. The Parties understand that the availability
605 of any judicial remedy will depend upon the circumstances of the situation and the discretion of the courts. If either Party
606 defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined above.
607 By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered by the
608 arbitration agreement.

609 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES**
610 **SHOULD READ THIS DOCUMENT CAREFULLY. THE FIRM AND ITS AGENTS MAY PROVIDE A GENERAL**
611 **EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR**
612 **OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT**
613 **CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

614 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
615 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds
616 and inures to the benefit of the Parties to this Offer and their successors in interest.

617 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
618 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.doc.wi.gov>
619 or by telephone at (608) 240-5830.

620 **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA)** Section 1445 of the Internal Revenue Code (IRC)
621 provides that a transferee (Buyer) of a United States real property interest must pay or withhold as a tax up to 15% of the
622 total "Amount Realized" in the sale if the transferor (Seller) is a "Foreign Person" and no exception from FIRPTA withholding
623 applies. A "Foreign Person" is a nonresident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign
624 estate. The "Amount Realized" is the sum of the cash paid, the fair market value of other property transferred, and the
625 amount of any liability assumed by Buyer.

626 **CAUTION: Under this law if Seller is a Foreign Person, and Buyer does not pay or withhold the tax amount, Buyer**
627 **may be held directly liable by the U.S. Internal Revenue Service for the unpaid tax and a tax lien may be placed**
628 **upon the Property.**

629 Seller hereby represents that Seller is a non-Foreign Person, unless (1) Seller represents Seller is a Foreign Person in a
630 condition report incorporated in this Offer per lines 94-97, or (2) no later than 10 days after acceptance, Seller delivers
631 notice to Buyer that Seller is a Foreign Person, in which cases the provisions on lines 637-639 apply.

632 **IF SELLER IS A NON-FOREIGN PERSON.** Seller shall, no later than closing, execute and deliver to Buyer, or a qualified
633 substitute (attorney or title company as stated in IRC § 1445), a sworn certification under penalties of perjury of Seller's
634 non-foreign status in accordance with IRC § 1445. If Seller fails to timely deliver certification of Seller's non-foreign status,
635 Buyer shall: (1) withhold the amount required to be withheld pursuant to IRC § 1445; or, (2) declare Seller in default of this
636 Offer and proceed under lines 601-608.

637 **IF SELLER IS A FOREIGN PERSON.** If Seller has represented that Seller is a Foreign Person, Buyer shall withhold the
638 amount required to be withheld pursuant to IRC § 1445 at closing unless the Parties have amended this Offer regarding
639 amounts to be withheld, any withholding exemption to be applied, or other resolution of this provision.

640 **COMPLIANCE WITH FIRPTA.** Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument,
641 affidavit, or statement needed to comply with FIRPTA, including withholding forms. If withholding is required under IRC
642 §1445, and the net proceeds due Seller are not sufficient to satisfy the withholding required in this transaction, Seller shall
643 deliver to Buyer, at closing, the additional funds necessary to satisfy the applicable withholding requirement. Seller also
644 shall pay to Buyer an amount not to exceed \$1,000 for actual costs associated with the filing and administration of forms,
645 affidavits, and certificates necessary for FIRPTA withholding and any withholding agent fees.

646 **Any representations made by Seller with respect to FIRPTA shall survive the closing and delivery of the deed.**

647 Firms, Agents, and Title Companies are not responsible for determining FIRPTA status or whether any FIRPTA exemption
648 applies. The Parties are advised to consult with their respective independent legal counsel and tax advisors regarding
649 FIRPTA.

650 ☐ **SELLER PAYMENT OF COMPENSATION TO BUYER'S FIRM:** Seller agrees to pay to Buyer's Firm the amount of
651 _____ (e.g., dollar amount, % of purchase price, etc.), toward Buyer's brokerage
652 fees at closing. Payment made under this provision represents an economic adjustment only and does not create any
653 agency relationship between Buyer's Firm and Seller, and the Parties agree Buyer's Firm is a direct and intended third party
654 beneficiary of this contract.

655 **ADDITIONAL PROVISIONS/CONTINGENCIES**

656 _____
657 _____
658 _____
659 _____
660 _____

661 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
662 written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at lines
663 664-679.

Property Address: Crossroads Business Park Lots 4 & 11, Harrison, WI 54915

Page 12 of 12, WS 10

664 (1) **Personal**: giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at
 665 line 666 or 667.

666 Name of Seller's recipient for delivery, if any: Chad Pelishek

667 Name of Buyer's recipient for delivery, if any: William Frederickson

668 ☐ (2) **Fax**: fax transmission of the document or written notice to the following number:

669 Seller: () Buyer: ()

670 ☐ (3) **Commercial**: depositing the document or written notice, fees prepaid or charged to an account, with a commercial
 671 delivery service, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's address at
 672 line 675 or 676.

673 ☐ (4) **U.S. Mail**: depositing the document or written notice, postage prepaid, in the U.S. Mail, addressed either to the
 674 Party, or to the Party's recipient for delivery, for delivery to the Party's address.

675 Address for Seller: _____

676 Address for Buyer: _____

677 ☒ (5) **Email**: electronically transmitting the document or written notice to the email address.

678 Email Address for Seller: development@harrison-wi.org

679 Email Address for Buyer: bill@roghaven.com

680 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
 681 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

682 ☐ **ADDENDA**: The attached _____ is/are made part of this Offer.

683 This Offer was drafted by [Licensee and Firm] William Frederickson - Realty One Group Haven

684 **WIRE FRAUD WARNING!** Wire Fraud is a real and serious risk. Never trust wiring instructions
 685 sent via email. Funds wired to a fraudulent account are often impossible to recover.

686 Criminals are hacking emails and sending fake wiring instructions by impersonating a real estate
 687 agent, Firm, lender, title company, attorney or other source connected to your transaction. These
 688 communications are convincing and professional in appearance but are created to steal your
 689 money. The fake wiring instructions may even be mistakenly forwarded to you by a legitimate
 690 source.

691 DO NOT initiate ANY wire transfer until you confirm wiring instructions IN PERSON or by YOU
 692 calling a verified number of the entity involved in the transfer of funds. Never use contact
 693 information provided by any suspicious communication.

694 Real estate agents and Firms ARE NOT responsible for the transmission, forwarding, or
 695 verification of any wiring or money transfer instructions.

696 (x) Troy Hartl

697 Buyer's Signature ▲ Print Name Here ► E Homes LLC

04/23/2025

Date ▲

698 (x) _____

699 Buyer's Signature ▲ Print Name Here ► _____

Date ▲

700 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS**
 701 **OFFER SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE**
 702 **PROPERTY ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A**
 703 **COPY OF THIS OFFER.**

704 (x) _____

705 Seller's Signature ▲ Print Name Here ► _____

Date ▲

706 (x) _____

707 Seller's Signature ▲ Print Name Here ► _____

Date ▲

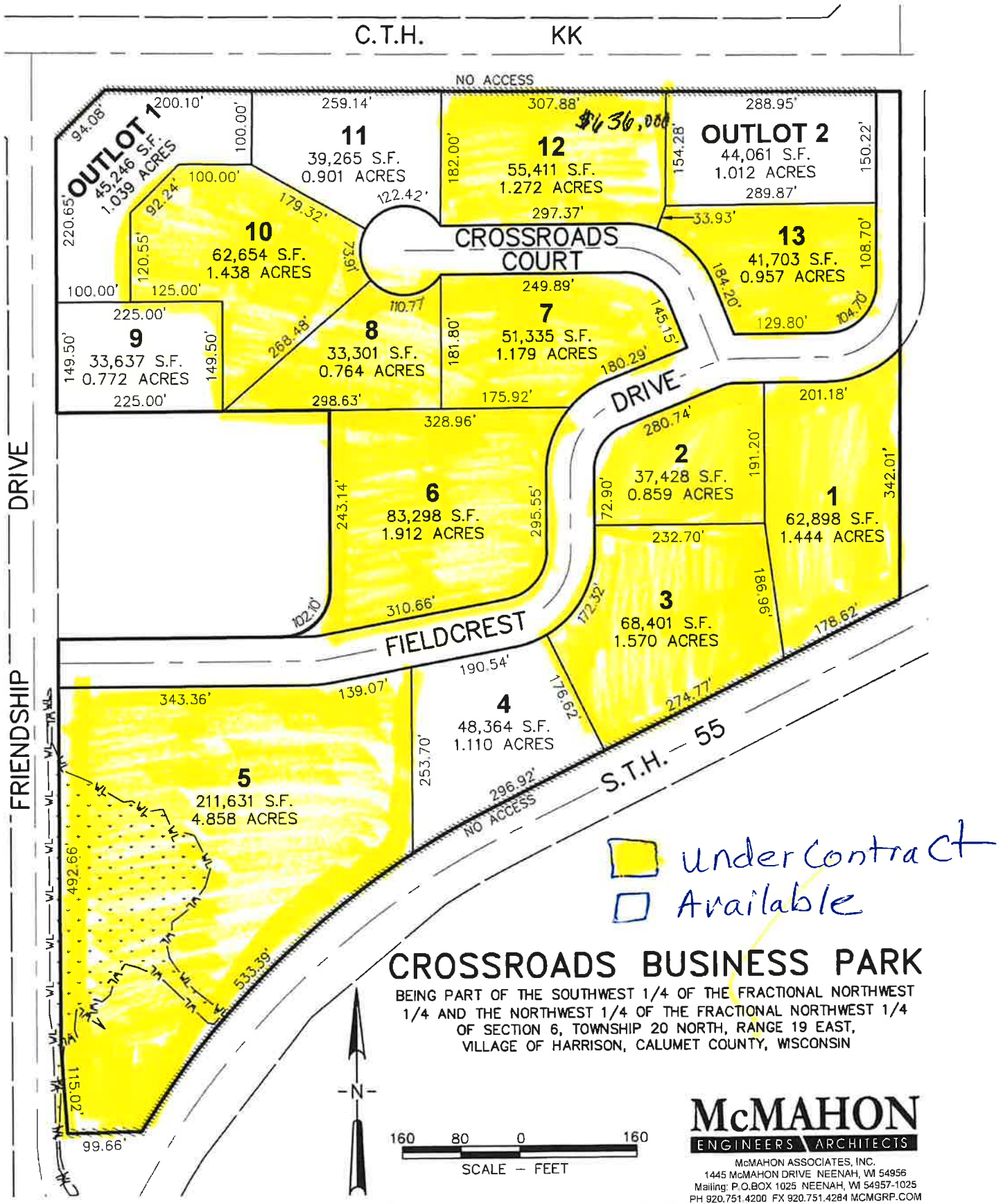
708 This Offer was presented to Seller by [Licensee and Firm] _____

709 _____ on _____ at _____ a.m./p.m.

710 This Offer is rejected _____ This Offer is countered [See attached counter] _____

711 Seller Initials ▲ Date ▲

Seller Initials ▲ Date ▲



AS of 4/15/25

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Award of the Department of Public Works Addition and Expansion Project to Bayland Buildings for \$1,790,745.

Issue: Does the Village Board wish to award the contract to expand the Department of Public Works garage and build out offices/breakroom to Bayland Buildings for \$1,790,745?

Background and Additional Information:

The Village worked over the past few months with McMahon to develop plans and specifications to design an expansion to the Village garage with three additional bays, a new wash bay and conversion of the existing wash bay into offices/breakroom and restrooms and a sign shop.

The architects estimate on the project was \$2.6M. Three bids were received with the low bid being \$1,790,745 including the two alternates. Given that this is \$809,255 less than budget, staff is recommending award to Bayland Buildings.

The alternatives include: upgrading the HVAC system in the current garage to be compliant with the current code for proper air circulation. This deficiency was identified in the Facilities Plan. Alternate #2 is stainless steel tracks for the new doors so they do not rust for moisture generated in the wash bay.

Staff recommends award to the low bidder of Bayland Buildings for a total amount of \$1,790,745.

Budget Impacts: \$1,790,745 + 10% contingency. Total borrowed amount requested: \$1,969,819.50

Recommended Action: Motion to approve the low bid of \$1,790,745 with Bayland Buildings for the DPW garage expansion project.

Attachments:

Memo from McMahon



April 23, 2025

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

Re: Village of Harrison
A New Addition & Renovation
Letter of Recommendation
McM. No. H0006-06-24-00138

On Thursday, April 17, 2025, bids were received for the above referenced project. Three bids were received, base bids ranging in price from \$1,691,968.00 to \$1,999,820.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract H0006-06-24-00138 to the low bidder, Bayland Buildings, Inc. as listed below:

Base Bid.....	\$1,691,968.00
Alternate #1 (Replace Existing Exhaust System).....	\$90,754.00
<u>Alternate #2 (Add Stainless Steel Track to New Overhead Doors)</u>	<u>\$8,023.00</u>

GRAND TOTAL\$1,790,745.00

If you agree with our recommendation, please date and sign the attached Notice 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.

Michael A. Martin, AIA
Associate / Senior Architect

MAM:lam

Enclosures: Notice of Award
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: BAYLAND BUILDINGS, INC.
3323 Bay Ridge Court
Hobart, WI 54155

Contract No. H0006-06-24-00138

Project: A NEW ADDITION AND RENOVATION
For The Village of Harrison
Harrison, Wisconsin

You are notified that your Bid, dated April 17, 2025, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Village of Harrison A New Addition and Renovation, Harrison, Wisconsin.

The Contract Price of your contract is One Million, Seven Hundred Ninety Thousand, Seven Hundred Forty-Five Dollars (\$1,790,745.00).

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 5.1) 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:

(authorized signature)

(title)

Witness: _____



Bid Tab

Owner:	Village of Harrison
Project Name:	A New Addition and Renovation
Contract No:	H0006-06-24-00138
Bid Date:	April 17, 2025
Bid Time:	10:00 a.m., local time
Project Manager:	Michael Martin

CONTRACTOR:	Bayland Buildings	Elite Builds, Inc.	Alliance Construction & Design
--------------------	-------------------	--------------------	--------------------------------

Base Bid	\$1,691,968.00	\$1,879,540.00	\$1,999,820.00
Alternate #1	\$90,754.00	\$71,000.00	\$62,892.00
Alternate #2	\$8,023.00	\$10,880.00	\$50,850.00
Bid Bond?	YES	YES	YES
Addenda A, B, C, D, E Acknowledgement	YES	YES	YES
Attendance at Pre-Bid & Walk-Through	YES	YES	YES

VILLAGE BOARD MEETING

From: Chad Pelishek

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Award of Security and Fire Systems Additions for DPW expansion project with TECC for \$21,344.78.

Issue: Does the Village Board wish to accept the proposals from TECC for fire and security additions as part of the expansion project for the DPW garage expansion project.

Background and Additional Information:

TECC is the Village's vendor for the fire and security systems at Village buildings. TECC has provided two quotes to the additional fire and security items needed at the Department of Public Works as part of the expansion of the garage area.

Proposal #1 is for \$12,689.99 for Fire System Additions at the Department of Public Works.
Proposal #2 is for \$8,654.79 for Access Control Additions at the Department of Public Works.

Budget Impacts: \$21,344.78 to be included in the upcoming capital borrowing for the project.

Recommended Action: Motion to approve the two proposals with TECC for fire and security additions for the Department of Public Works expansion project for \$21,344.78.

Attachments: Proposal # 1 for \$12,689.99 and Proposal #2 for \$8,654.79



PO Box 7757
 Appleton, WI 54912
 920-969-9901 Fax 920-969-9904
www.teccsecurity.com

**** Proposal ****

Project Number: I9346

Section 12, Item aa.

For :

Access Control Additions

**** Proposal ** to:**

Harrison Town Hall & Darboy Park
 Chad Pelishek

W5298 Highway 114
 Menasha, WI 54952
 Tel: (920) 989-1062

Project Site:

Harrison Town Hall & Darboy Park
 Chad Pelishek

W5298 Highway 114
 Menasha, WI 54952

Fax: 920-619-1342 CHAD

Mfr-Part No.	Qty	Description	Unit Price	Extended
DIGMONPRO	1	Large Enclosure with Transformers and Mounting Plate		
DIGMONPRO	5	Wiegand Interface Module		
ADI	5	Signo 40 Wall Mount Reader, Pigtail Connection, Black		
DIGMONPRO	5	Steel Door .75" Recessed Contact		
DIGMONPRO	5	Request to Exit Motion Detector (Brown)		
ADI	1	Industrial Overhead Door Contact 3" Gap		
				8,654.79

Estimate is good for 60 Days.

This estimate is for completing the project as described above, based on our initial evaluation. 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.

Scope of Work:

- TECC to provide and install all Access control equipment listed in proposal .
- TECC will program the new doors of Access into the existing DMP panel .
- Electronic Door Strikes shall be provided by door provider or by GC.
- Electrical Contractor will provide conduit, boxes and raceways for the new doors of access
- Electrical Contractor will need to provide and install 4 element Access control cable from Mech/Storage room to each door of access.

Section 12, Item aa.

Page 2 of 2



PO Box 7757
 Appleton, WI 54912
 920-969-9901 Fax 920-969-9904
www.teccsecurity.com

**** Proposal ****

Project Number: I9338

Section 12, Item aa.

For :

Town Hall Fire Additions

**** Proposal ** to:**

Harrison Town Hall & Darboy Park
 Chad Pelishek

W5298 Highway 114
 Menasha, WI 54952
 Tel: (920) 989-1062

Project Site:

Harrison Town Hall
 Chad Pelishek

W5298 Highway 114
 Menasha, WI 54952

Fax: 920-619-1342 CHAD

Mfr-Part No.	Qty	Description	Unit Price	Extended
ADI	1	Potter PSN-64 6A Conventional Power Supply with Outputs		
DIGMONPRO	1	Style W Notification Circuit Module		
ADI	4	Indoor Selectable Output Horn Strobe, 2-Wire Ceiling Mount		
ADI	1	Indoor Selectable Output Horn Strobe, 2-Wire Wall Mount		
SES	4	White Outdoor Horn/Strobe NEMA 4X and IP56		
ADI	3	Wall-Mount Strobe with LED, White		
ADI	1	Indoor Selectable Output Ceiling Mount Strobe White		
DIGMONPRO	1	16-Point Zone Expander (Powered)		
DIGMONPRO	17	Fire Zone Expansion Module		
DIGMONPRO	5	Manual Pull Station Single Action		
DIGMONPRO	5	Surface Mount Weatherproof Backbox		
CASTECHNO	12	Hermetically Sealed Tube Heat Detector		
				12,689.99

Estimate is good for 60 Days.

This estimate is for completing the project as described above, based on our initial evaluation. 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).

Scope of Work:

- TECC to provide and install all fire devices listed in proposal along with programming into existing DMP XR550 panel
- Electrical Contractors are to provide and install raceways, conduit, back boxes to all device locations per system plan
- Electrical Contractors are to provide 18-4 Wire to all Pull Stations and Heat detectors and 16-2 Wire from the New NAC to each notification device.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: April 29, 2025

Title: Confidentiality Agreement with Outagamie County – Judicial Privacy Act 235

Issue:

Does the Village wish to sign a confidentiality agreement with Outagamie County?

Background and Additional Information:

The message below to Village Clerk Tessen from Outagamie County Deputy Corporation Counsel explains why they are requesting the Village sign the Confidentiality Agreement. The Village attorney reviewed the agreement and made no recommendations for any changes.

From: Shaha, Dawn T. <Dawn.Shaha@outagamie.org>
Sent: Friday, April 11, 2025 11:49 AM
Subject: Judicial Security Act - Confidentiality Agreement

Dear Clerk –

On April 1, 2025, Act 235, the Judicial Privacy Act, went into effect. The basis of the law is to provide current and former judicial officers with statutory protection of their personal information and the personal information of their immediate family residing in their home. A requirement of the law is that every government agency is required to have signed confidentiality agreements with all 3rd parties who may have access to or receive such information. Attached is the Confidentiality Agreement Outagamie County created to meet this requirement. Please review the agreement, including with your counsel, if desired, sign, and return the agreement to me within the next two weeks. If you or your counsel have any questions, please do not hesitate to reach out.

Sincerely,
Dawn T. Shaha, JD (she/her/hers) (about pronouns)
Deputy Corporation Counsel
Outagamie County
320 S. Walnut Street, Appleton, WI 54911
920.832.2246
Dawn.Shaha@outagamie.org

Budget Impacts:

None

Recommended Action:

Approve the Village President to sign the confidentiality agreement with Outagamie County prohibiting any Village staff from sharing any personal information of past, current, or future judicial officers that staff may be privy to.

Attachments:

Confidentiality Agreement

CONFIDENTIALITY AGREEMENT
Re: 2023 Wisconsin Act 235; Judicial Privacy

THIS CONFIDENTIALITY AGREEMENT (this “Agreement”) is made and entered into as of **April 29, 2025**, between the **Village of Harrison**, a municipality located within Outagamie County (the “Municipality”) and **Outagamie County** (the “County”), with the parties hereinafter collectively known as “Government Agency”.

1. Purpose. Both the County and Municipality may possess “personal information” of certain “judicial officers” which is subject to a “written request” (each as defined in the hereinafter defined Act) which is protected under Wis. Stat. §§ 59.43(1r) and 757.07 (collectively, the “Act”). This Agreement is a “confidentiality agreement” within the meaning of the Act, which permit the County and Municipality to provide access to such personal information to each other. The Government Agency supplying information which may contain personal information of a judicial officer shall hereinafter be referred to as the “Sending Government Agency” and the Government Agency receiving the information shall be referred to as the “Receiving Government Agency”. In compliance with the Act, the Sending Government Agency desires to provide access to information which may contain personal information of a judicial officer that is subject to a written request under the Act to the Receiving Government Agency and the Sending Government Agency requires the Receiving Government Agency to treat such personal information as confidential.
2. Definitions. The definitions contained in Sec. 757.07(1), Wis. Stat., are at all times applicable to this Agreement. The following terms have the following definitions:
 - (a) “Confidential Information” means any personal information of a judicial officer that is subject to a written request under the Act and disclosed by the Sending Government Agency to the Receiving Government Agency, either directly or indirectly, in writing or by inspection of tangible objects (including without limitation documents, records, permits, back end website access, technical data, trade secrets, services, processes, designs, drawings, and/or financial information).
 - (b) “Personal Information” means any of the following with regard to a judicial officer or any immediate family member of a judicial officer, but does not include information regarding employment with a government agency:
 - i. Home address (including identification of a particular document recorded by a register of deeds)
 - ii. Home or personal mobile telephone number
 - iii. Personal email address
 - iv. Social security number, driver’s license number, federal tax identification number, or state tax identification number
 - v. Bank account, credit card or debit card information (except as required under Wis. Stat. Ch. 11)
 - vi. License plate number or other unique identifiers of a vehicle owned, leased, or regularly used

- vii. Identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer
 - viii. Full date of birth
 - ix. Marital status
3. Non-use and Non-disclosure. Receiving Government Agency agrees not to disclose any Confidential Information to third parties or to Receiving Government Agency's employees, except to those employees of the Receiving Government Agency who are required to have the information for a legitimate governmental purpose.
 4. Maintenance of Confidentiality.
 - (a) The Receiving Government Agency shall not use and/or disclose Confidential Information in any manner that may violate applicable laws and regulations, including, without limitation, the Act.
 - (b) The Receiving Government Agency shall implement safeguards to limit who has access, use, and/or the ability to disclose Confidential Information.
 - (c) The Receiving Government Agency shall report to the Sending Government Agency within 24 hours of the Recipient becoming aware of any use and/or disclosure of Confidential Information in violation of this Agreement or applicable laws or regulations, including, without limitation, the Act.
 5. No Warranty. All confidential information is provided "as is." The parties make no warranties, express, implied or otherwise, regarding its accuracy, completeness or performance.
 6. No License. Nothing in this Agreement grants the Receiving Government Agency any rights in or to the Confidential Information of the Sending Government Agency except as expressly set forth herein.
 7. Term. This Agreement may be terminated by either party at any time upon written notice. Notwithstanding the foregoing, the Recipient Government Agency agrees that its confidentiality, non-use, and nondisclosure obligations will survive the termination of this Agreement for the period of time any such Confidential Information retains its status as personal information protected under the Act.
 8. Hold Harmless and Indemnification. Both parties agree that each party shall be solely responsible for its own actions and activities and the actions and activities of its own officers, employees, and agency while acting in the scope of their employment. Subject to any limitations in Sec. 893.80, Wis. Stat., and any similar statute, each party agrees to hold the other harmless from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description, or damages to person or property arising out of or in connection with or occurring during the course of this Agreement where such liability is founded upon or grows out of the acts or omission of any of the officers, employees, or agents of the Government Agency while acting within the scope of their employment.

No provision of this Agreement is intended or shall be construed to be a waiver for any purpose by either party of the provisions of Sec. 893.80, Wis. Stat., or any other applicable limits on governmental liability. Any indemnification that a party gives under this Agreement is specifically limited by this paragraph such that the party shall not be liable in indemnification or contribution for any amount greater than the recoverable limits for claims against governmental entities established by Wisconsin Law.

9. Governing Law. This Agreement will be governed in all respects by the laws of the State of Wisconsin, excluding conflicts of law principles. Any action or proceeding brought by any party against another arising out of or related to this Agreement shall be brought in a state or federal court of competent subject matter jurisdiction located in Outagamie County.
10. Miscellaneous. This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. Neither party may assign and/or delegate any rights and/or obligations under this Agreement. This document contains the entire agreement between the parties with respect to the subject matter hereof. Any failure to enforce any provision of this Agreement shall not constitute a waiver thereof or of any other provision. This Agreement may not be amended, nor any obligation waived, except by a writing signed by both parties hereto.

The undersigned represent that they have the authority to enter into this Agreement on behalf of the person or entity listed above their names.

Outagamie County

Village of Harrison

By: _____
(signature)

By: _____
(signature)

Name: Thomas Nelson

Name: Scott Handschke

Title: Outagamie County Executive

Title: Harrison Village President

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of contract with McMahon for Farmers Field Pavilion Design for \$42,700.

Issue: Does the Village Board wish to contract with McMahon for \$42,700 for the design of the shelter at Farmers Field to be constructed by Kimberly High School?

Background and Additional Information:

McMahon donated the conceptual design contract of \$6,600 to meet with the partners and develop the conceptual plan for the building.

This contract is to complete the final design of the structure including architectural services, civil/design, and structural including mechanical, electrical and plumbing.

The drawing will allow for state approval of the plans and drawings for the school to use to build the structure.

Budget Impacts: Included in 2025 Capital Improvement budget for \$50,000, park impact fees.

Recommended Action: Motion to approve the contract with McMahon for final design of the pavilion at Farmers Field for \$42,700.

Attachments:

Contract from McMahon



AGREEMENT

FOR PROFESSIONAL SERVICES

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

APRIL 23, 2025
McM. No. M0032-06-99-00001
FARMERS FIELD PARK PAVILION

PROJECT DESCRIPTION

Architectural, structural and civil engineering services for a new park pavilion at Farmers Field Park, located at W5807 Manitowoc Road, Menasha, WI 54952. This is the final design phase to the previously completed conceptual design phase.

Mechanical, electrical, and plumbing design services will be design/build.

Conceptual Building Program (approximately 3,500 square feet), see attached conceptual plan:

- Concessions
- Toilet facilities
- Gathering space
- Storage
- Covered and uncovered seating

The Village of Harrison is partnered with the Kimberly High School Architecture, Construction, and Engineering (ACE) Academy for construction of the park pavilion.

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

GENERAL

1. Construction Documents
 - a. Review meetings with Owner and Kimberly's ACE Academy.
 - b. Final page-turn review meeting with Owner.
 - c. DSPS submittal.
 - d. Deliverables: drawing and sheet specifications in PDF.
2. Bidding / Material Procurement Services
 - a. Answer questions.
3. Construction Administration Services
 - a. Answer questions.
 - b. Review shop drawings and submittals
 - c. Compliance Statement

SCOPE OF SERVICES

CIVIL / SITE DESIGN SERVICES

1. Site layout plan with building elevation.

ARCHITECTURAL

1. Design
 - a. Floor plans, building and wall sections, roof plan, finish schedule, ceiling plan, details
 - b. Design meetings as needed to review progress
 - c. Code review to confirm that the facility is in compliance with Wisconsin Building Codes
 - d. One final rendering
2. Construction Documents
 - a. Drawings.
 - b. Sheet specifications.
 - c. DSPS submittal.

STRUCTURAL

1. Planning (Preliminary Design)
 - a. Conceptual framing and foundation systems.
 - b. Basis of Design establishing systems and design loads.
2. Design
 - a. Develop structural drawings and specifications.
 - b. Structural design calculations. Design of structural system will be based on current Wisconsin Building Code.
3. Design Assumptions
 - a. Frost depth foundations. 4'-0" +/- high CMU knee walls with conventional wood stud wall framing above.
 - b. Conventional Wood trusses (designed by wood truss supplier) at both open and enclosed roof structures.
4. Drawings to include outline specifications and schedules, foundation and framing plans, and foundation and framing details.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

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

- 3-D Animations.
- Mechanical, Electrical, Plumbing, and Fire Protection Scope of Work.
- Concessions and other equipment procurement.
- Permit / Review fees to municipal/state agencies, including review and recording fees (McMahon will invoices as a reimbursable expense if required).
- Geotechnical Services including soil borings, geotechnical report, and services during design.

CLIENT RESPONSIBILITIES

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

- The Client shall provide a single source contact and will provide information in a timely manner regarding requirements, goals, objectives, schedules, cost constraints, special equipment, systems, site requirements, and any other information for the Design Team to perform their scope of service.
- Cut sheets and / or other necessary information

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

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

COMPENSATION

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

DESIGN FEES

- Civil / Site Design Services.....\$2,000.00
- Architectural Design Services.....\$26,200.00
- Structural Design Services.....\$10,000.00

CONSTRUCTION ADMINISTRATION FEES

- Construction Administration Fees.....\$6,000.00

DESIGN & CA SERVICES FEE SUBTOTAL.....\$44,200.00

CONCEPTUAL DESIGN PHASE

- Conceptual Design Phase Fees.....(\$1,500.00)

DESIGN & CA SERVICES FEE TOTAL..... \$42,700.00

COMPLETION SCHEDULE

McMahon agrees to complete this project as follows:

Complete final design phase 6-8 weeks after authorization to proceed.

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

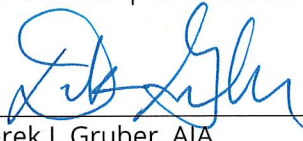
VILLAGE OF HARRISON

W5298 State Road 114
Harrison, WI 54952

McMAHON ASSOCIATES, INC.

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

Authorized Signature

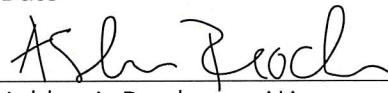


Derek J. Gruber, AIA
Associate / Senior Architect

Date

April 23, 2025

Date



Ashlee A. Prochnow, AIA
Architect

Attachments: General Terms and Conditions

1. STANDARD OF CARE

- 1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

- 2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

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

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

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

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

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

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

- 4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

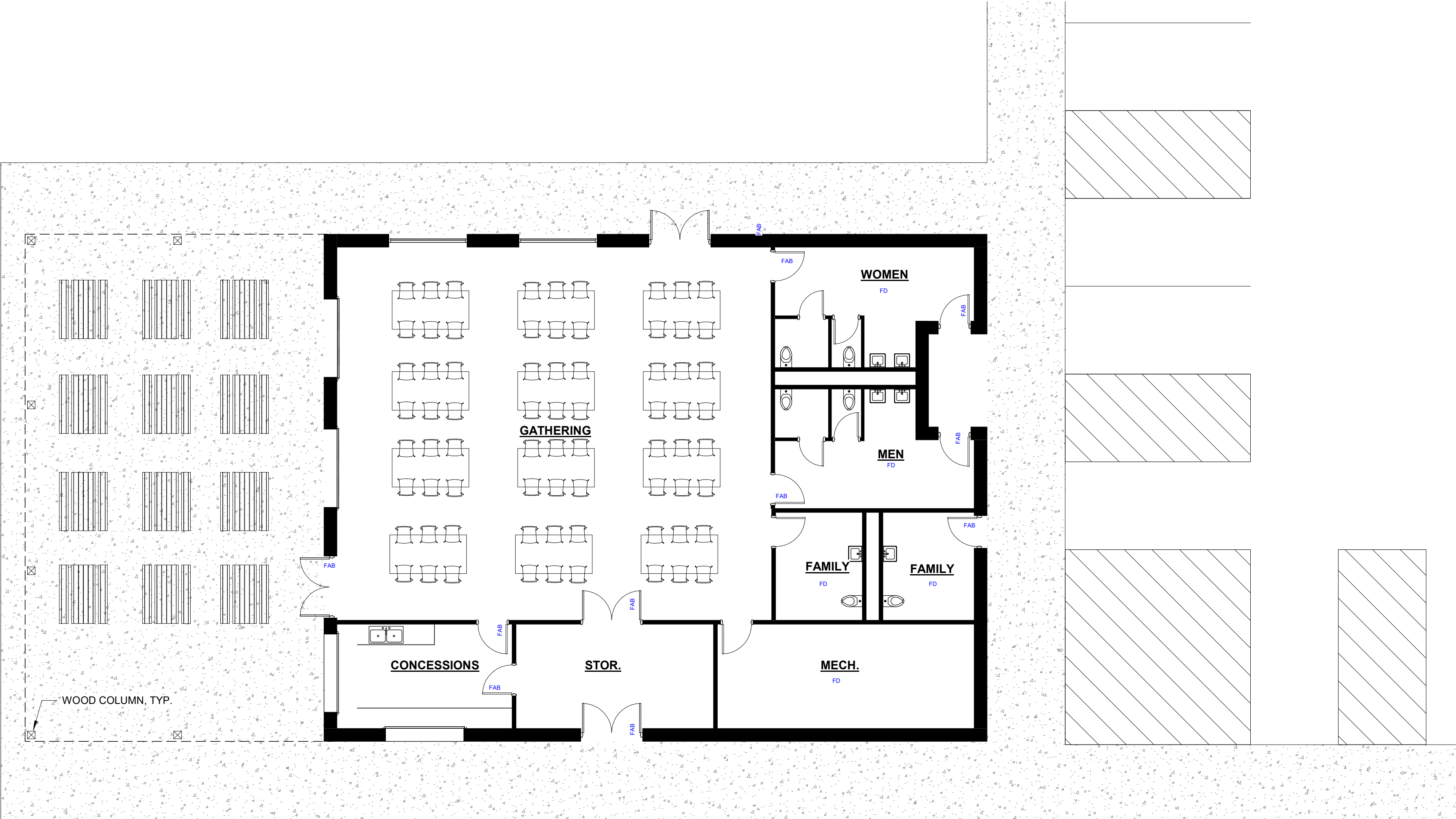
- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

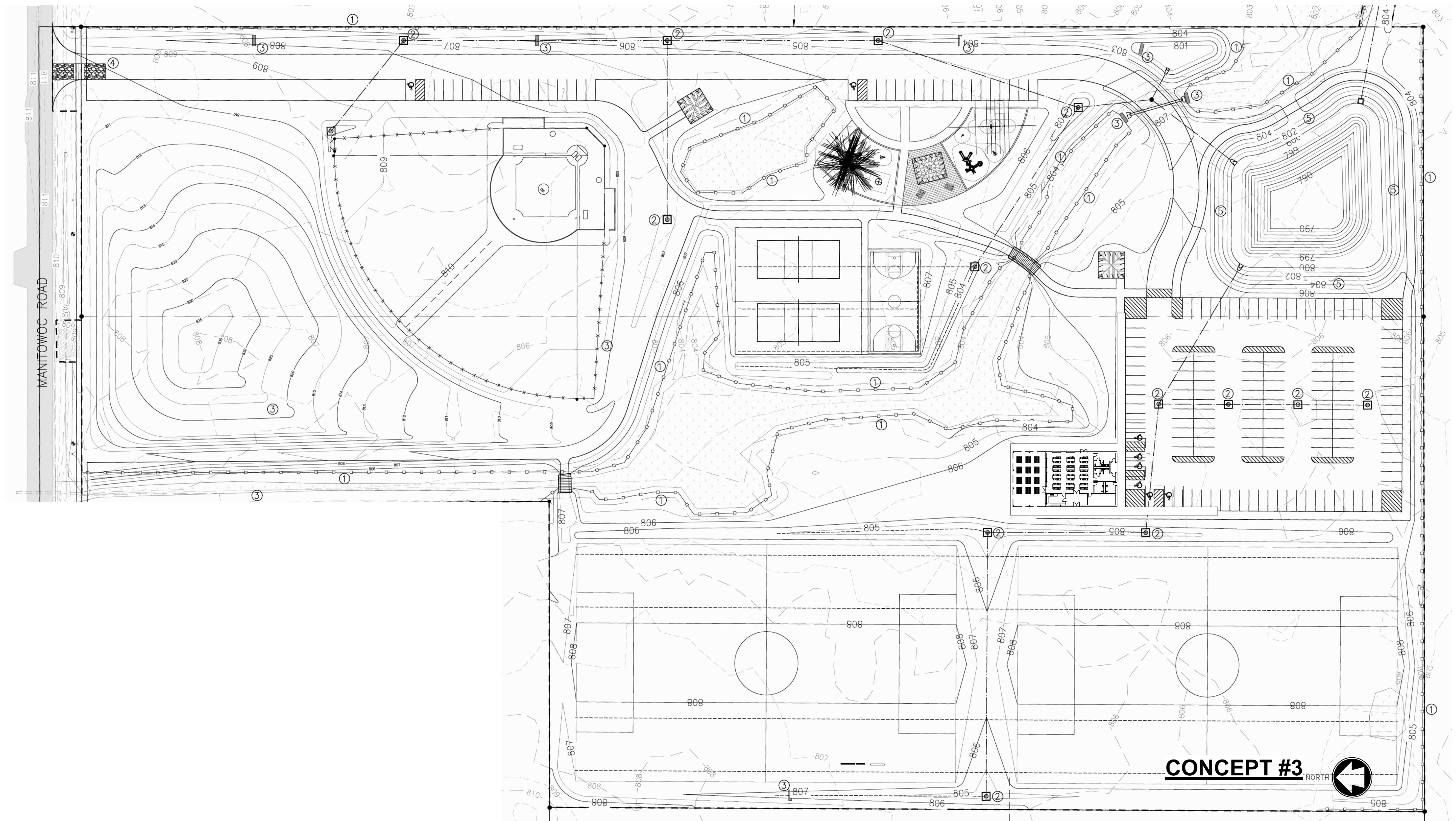
8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



CONCEPT #3
3,536 SF
1,600 SF CANOPY





VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval to fund a Supervisory Position dedicated to the Village of Harrison and amending the contract between the Calumet County Sheriff's office and Village of Harrison.

Issue: Does the Village Board wish to fund a Supervisory position (Patrol Sergeant) dedicated to managing current deputies and working with the Village Manager in Harrison?

Background and Additional Information:

The Village Manager has determined the need to have a supervisory position (Patrol Sergeant) dedicated to managing the patrol officers in Harrison and providing community policing type activities for both the residents and the Village staff.

The Village Manager worked with the Calumet County Sheriff's Department in determining the cost to add position.

Currently, there are six officers, and three squad cars dedicated to Harrison. In 2026, another officer will be added. These officers currently report the Patrol Lieutenant who operates out of the Sheriff's office in Chilton.

This new position would be the addition of a patrol sergeant that would be an hourly position, working five days on, two days off Monday through Friday. The sergeant would be stationed at Village Hall and work jointly with the Village Manager to address resident concerns.

The Village Manager would be involved in the hiring process and believes that incorporating more community policing activities like "Coffee with a Cop" would be beneficial to the residents to share concerns, educate and address hot topic items like speeding for example. Although the position would ultimately report to the Sheriff's Dept., the position would also collaborate day-to-day activities with the Village Manager.

The cost to add this position ranges from \$129,000 per year to \$155,000 depending on whether this position is promotion of an existing officer or a new hire. This position would be hired with about six months left in the year so the costs would be about \$80,000-100,000 to fund the supervisor.

Attached to the memo is the proposed job description, the cost of the position with benefits for three different pay grades (to be determined when hired), the yearly costs going forward that the Village would need to budget for, and then a breakdown of all costs per the contract.

The Village anticipates funding for this position from the savings of the Assistant Village Manager (budgeted at \$100,000, plus benefits). If the Board was to approve the addition of the position, a budget amendment would occur to transfer the funding from wages to the law enforcement budget.

Budget Impacts: \$80,000 – \$107,000 per year for salary and benefits

Recommended Action: Motion to approve funding the patrol sergeant position for up to \$107,000, depending on the pay scale of the chosen candidate to be dedicated to Harrison and authorizing staff to amend the agreement to reflect this addition?

Attachments:

-
- Cover letter from Chief Deputy Bries
Patrol Sergeant Budget Projection
 - Yearly Budget Impact Amounts
 - Job Description
-



CALUMET COUNTY
SHERIFF

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

DATE: 4/23/2025

TO: Chad Pelishek, Village Manager, Village of Harrison

FROM: Chief Deputy Bries

SUBJECT: Addition of Supervisory Position within the Village of Harrison

Mr. Pelishek,

We have previously spoken about the Village's desire to explore adding a supervisory position to the Village's existing law enforcement contract. If agreed upon by the Village of Harrison and Calumet County you were open to amending the current contract between the two parties to facilitate this addition.

After meeting with you and speaking with representatives from the county, we agree that adding a supervisory position would be beneficial to the continued successful operations of the Harrison law enforcement staff. Some of the areas that adding a law enforcement supervisor would benefit from are:

- Having a physically present point of contact in the Village to be the "go to" person for staff, deputies, and the community.
- Giving direction to the deputies in Harrison more effectively. The supervisor would be dedicated to Harrison issues and would be able to better manage problem areas/village needs.
- Managing, assigning, and attending community events/functions/requests for LE demonstrations in the Village.
- Managing day-to-day operations of village law enforcement: scheduling, report review, vehicle equipment issues, attending board/staff meetings as needed.

The Sheriff's Office is recommending adding a Sergeant position to the Village's existing contract with the County. The Sergeant would be capable of fulfilling the above-mentioned needs as well as assisting with calls as needed. The position can be flexible in nature to support the needs of the Village.

Attached to this letter are the job description of the Patrol Sergeant, a projected cost estimate for the additional Patrol Sergeant position based on a 2080-hour work year, and an updated "Appendix A". The projection includes wage and benefit information for a Patrol Sergeant at the base, mid, and top levels of the pay structure (with and without family benefit coverage). The ultimate costs would be dependent on who is selected for the position.

Please reach out if you have any questions about this proposal or any of the attached documents.

Respectfully,

A handwritten signature in black ink, appearing to read "Derek Bries".

Derek Bries
Chief Deputy

PATROL SERGEANT BUDGET PROJECTION					
			Family Benefits	Single Benefits	
PATROL SERGEANT	Step 1	35.98	DAY REGULAR	74,838.40	74,838.40
			CLOTHING (TAXABLE)	500.00	500.00
			DENTAL INS	525.00	180.00
			HLTH INS WELLNESS UN	33,204.60	12,050.28
			HSA CONTRIBUTION	2,000.00	1,000.00
			LIFE - PRE TAX	129.60	129.60
			MEDICARE	1,085.16	1,085.16
			PEHP - 05 UNION UNIV ACCT	414.44	414.44
			SOCIAL SECURITY	4,639.98	4,639.98
			WORKER'S COMP	598.71	598.71
			WRS - PROTECTIVE - COUNTY	11,188.34	11,188.34
			Total expense	129,124.23	106,624.91
			Family Benefits	Single Benefits	
PATROL SERGEANT	Step 6	41.12	DAY REGULAR	85,529.60	85,529.60
			CLOTHING (TAXABLE)	500.00	500.00
			DENTAL INS FAMILY	525.00	180.00
			HLTH INS FAM WELLNESS UN	33,204.60	12,050.28
			HSA CONTRIBUTION FAMILY	2,000.00	1,000.00
			LIFE - PRE TAX	148.61	148.61
			MEDICARE	1,240.18	1,240.18
			PEHP - 05 UNION UNIV ACCT	414.44	414.44
			SOCIAL SECURITY	5,302.84	5,302.84
			WORKER'S COMP	684.24	684.24
			WRS - PROTECTIVE - COUNTY	12,786.68	12,786.68
			Total expense	142,336.19	119,836.87
			Family Benefits	Single Benefits	
PATROL SERGEANT	Step 11	46.26	DAY REGULAR	96,220.80	96,220.80
			CLOTHING (TAXABLE)	500.00	500.00
			DENTAL INS FAMILY	525.00	180.00
			HLTH INS FAM WELLNESS UN	33,204.60	12,050.28
			HSA CONTRIBUTION FAMILY	2,000.00	1,000.00
			LIFE - PRE TAX	167.62	167.62
			MEDICARE	1,395.20	1,395.20
			PEHP - 05 UNION UNIV ACCT	414.44	414.44
			SOCIAL SECURITY	5,965.69	5,965.69
			WORKER'S COMP	769.77	769.77
			WRS - PROTECTIVE - COUNTY	14,385.01	14,385.01
			Total expense	155,548.13	133,048.81

NOTES:

Overtime is not part of the caluculations.

Wages are shown for 2025.

Benefits shown are for 2025, calculated at highest premium for county. We are expecting health insurance premiums to increase for 2026.

Life Insurance is calculated by age group. This will vary.

	2025 Current		2025 w/Sergeant		2026 Current		2026 w/Sergeant		2027 Current		2027 w/Sergeant		2028 Current		2028 w/Sergeant	
	\$1,076,666.90		\$1,183,549.01		\$1,270,640.02		\$1,351,159.45		\$1,306,430.59		\$1,396,685.33		\$1,343,274.52		\$1,439,137.42	
Increase	\$106,882.11				\$80,519.43				\$90,254.74				\$95,862.90			

Vehicle Maintenance

Average Deputy hourly rate \$61.27

6 Deputies with benefits

1948.8 hours of straight time

Average of 160 hours of overtime

Administration/Investigative support fee 10%

3 squad cars and equipment

Fuel

Vehicle Maintenance

Deputy Equipment

IT Charges

Harrison Sergeant

\$1,183,549.01

Barrison will be utilizing their own fuel system mid-year so this line will be removed in future years.

$$((61.27*1948.8)+(82.21*160))*6$$

WAGES*.10

Estimated 5% increase per year

Max Sergeant wages and family benefit plan included in this example

Section 12, Item dd.

2026					
EC	NT	TOTAL COSTS	YEARS OF USE	YEARLY COST	OFFICER EQUIPMENT
Sq		\$57,000.00	2	\$28,500.00	Cell Phone
Light	Push bumper	\$3,100.00	10	\$310.00	Taser
Cage		\$1,400.00	10	\$140.00	Gun
Radio		\$8,800.00	8	\$1,100.00	Vest
Radar		\$2,000.00	10	\$200.00	Portable
Video/Install		\$6,600.00	10	\$660.00	Holster
Center console		\$1,050.00	10	\$105.00	OC
Rifle		\$2,500.00	10	\$250.00	Uniform
Gun Lock		\$300.00	10	\$30.00	
PRT		\$650.00	6	\$108.33	
Door Tools		\$130.00	6	\$21.67	
Stop Sticks		\$500.00	10	\$50.00	
Tools			10	\$0.00	
Shovel			10	\$0.00	
Broom			10	\$0.00	
Binoculars			10	\$0.00	
Fire Extinguisher			10	\$0.00	
Fuses			10	\$0.00	
Rototape			10	\$0.00	
Steel Tape			10	\$0.00	
Defibrillator		\$2,400.00	10	\$240.00	
First Aid Bag			1	\$0.00	
				<u>\$31,715.00</u>	

Vehicle Maintenance	\$2,700.00	\$2,700.00
2026		

Anticipated average Deputy hourly rate \$63.01	
7 Deputies with benefits	
1948.8 hours of straight time	
Average of 160 hours of overtime	
Administration/Investigative support fee 10%	\$954,006.76
3 squad cars and equipment	\$111,733.23
Vehicle Maintenance	\$95,145.00
Deputy Equipment	\$2,700.00
IT Charges	\$17,954.51
Harrison Sergeant	\$6,294.41
	\$163,325.54
	Estimated 5% increase per year
	5% Increase (Wages and Benefits)

ESTIMATED COST \$1,351,159.45

Section 12, Item dd.

Section 12, Inventory							
EQUIPMENT	TOTAL COSTS	YEARS OF USE	YEARLY COST	OFFICER EQUIPMENT	COST	YEARS OF USE	YEARLY COST
Squad bumper	\$58,000.00	2	\$29,000.00	Cell Phone	\$39.99	1	\$479.88
Light	\$3,100.00	10	\$310.00	Taser	\$2,024.00	5	\$404.80
Cage	\$1,400.00	10	\$140.00	Gun	\$600.00	10	\$60.00
Radio	\$8,800.00	8	\$1,100.00	Vest	\$1,000.00	5	\$200.00
Radar	\$2,000.00	10	\$200.00	Portable	\$7,000.00	8	\$875.00
Video/install	\$6,600.00	10	\$660.00	Holster	\$140.00	10	\$14.00
Center console	\$1,050.00	10	\$105.00	OC	\$25.00	4	\$6.25
Rifle	\$2,500.00	10	\$250.00	Uniform	\$525.00	1	\$525.00
Gun Lock	\$300.00	10	\$30.00				
PBT	\$650.00	6	\$108.33				
Door Tools	\$130.00	6	\$21.67				
Stop Sticks	\$500.00	10	\$50.00				
Tools		10	\$0.00				
Shovel		10	\$0.00				
Broom		10	\$0.00				
Binooculars		10	\$0.00				
Fire Extinguisher		10	\$0.00				
Fuses		10	\$0.00	IT CHARGES			
Rototape		10	\$0.00	Hardware	\$4,075.66	1	\$4,075.66
Steel Tape		10	\$0.00	Software	\$2,596.42	1	\$2,596.42
Defibrillator	\$2,400.00	10	\$240.00				
First Aid Bag		1	\$0.00				
			\$32,215.00				\$6,672.08

Vehicle Maintenance	\$2,800.00	\$2,800.00
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2027

Anticipated average Deputy hourly rate \$65.10	
7 Deputies with benefits	
1948.8 hours of straight time	\$985,429.76
Average of 160 hours of overtime	\$115,692.16
Administration/investigative support fee 10%	\$96,645.00
3 squad cars and equipment	\$2,800.00
Vehicle Maintenance	\$17,954.51
Deputy Equipment	\$6,672.08
IT Charges	\$171,491.82
Harrison Sergeant	
	$((65.10 \times 1948.8) + (86.93 \times 160)) \times 7$
	WAGES * .10
	Estimated 6% increase per year
	5% Increase (Wages and Benefits)

ESTIMATED COST

\$1,396,685.33

Estimated 6% increase per year
5% Increase (Wages and Benefits)

Section 12, Item dd.

2028									
EQ	IT	TOTAL COSTS	YEARS OF USE	YEARLY COST	OFFICER EQUIPMENT	COST	YEARS OF USE	YEARLY COST	
Sq		\$59,000.00	2	\$29,500.00	Cell Phone	\$39.99	1	\$479.88	
Light	Push bumper	\$3,100.00	10	\$310.00	Taser	\$2,024.00	5	\$404.80	
Cage		\$1,400.00	10	\$140.00	Gun	\$600.00	10	\$60.00	
Radio		\$8,800.00	8	\$1,100.00	Vest	\$1,000.00	5	\$200.00	
Radar		\$2,000.00	10	\$200.00	Portable	\$7,000.00	8	\$875.00	
Video/Install		\$6,600.00	10	\$660.00	Holster	\$140.00	10	\$14.00	
Center console		\$1,050.00	10	\$105.00	OC	\$25.00	4	\$6.25	
Rifle		\$2,500.00	10	\$250.00	Uniform	\$525.00	1	\$525.00	
Gun Lock		\$300.00	10	\$30.00					
PBT		\$650.00	6	\$108.33					<u>\$2,564.93</u>
Door Tools		\$130.00	6	\$21.67					
Stop Sticks		\$500.00	10	\$50.00					
Tools			10	\$0.00					
Shovel			10	\$0.00					
Broom			10	\$0.00					
Binoculars			10	\$0.00					
Fire Extinguisher			10	\$0.00	IT CHARGES				
Fuses			10	\$0.00	Hardware	\$4,320.20	1	\$4,320.20	
Rolltape			10	\$0.00	Software	\$2,752.21	1	\$2,752.21	
Steel Tape			10	\$0.00					<u>\$7,072.41</u>
Defibrillator		\$2,400.00	10	\$240.00					
First Aid Bag			1	\$0.00					
				<u>\$32,715.00</u>					

Vehicle Maintenance	\$2,900.00	\$2,900.00
2028		

Anticipated average Deputy hourly rate \$66.98 (with assumed 3% increase for 2028)

7 Deputies with benefits		
1948.8 hours of straight time		
Average of 160 hours of overtime	\$1,013,629.50	((66.98*1948.8)+(89.21*160))*7
Administration/investigative support fee 10%	\$119,369.59	WAGES*.10
3 squad cars and equipment	\$98,145.00	
Vehicle Maintenance	\$2,900.00	
Deputy Equipment	\$17,954.51	
IT Charges	\$7,072.41	Estimated 6% increase per year
Harrison Sergeant	\$180,066.41	5% Increase (Wages and Benefits)

ESTIMATED COST \$1,439,137.42

Calumet County
Job Description

Job Title: Patrol Sergeant
Salary Level: Grade 11
FLSA Status: Exempt
Department: Sheriff's Office
Reports To: Lieutenant
Prepared By: Derek Bries, Chief Deputy
Prepared Date: May 5, 2023
Approved By: Michelle L. Wright, Human Resources Director and Todd Romenesko, County Administrator
Approved Date: October 16, 2023

Summary Under general direction of the Lieutenant, performs responsible law enforcement work; supervises, and monitors daily operation of those employees assigned to the Law Enforcement Division. Performs related duties as required.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

Works closely with Sheriff's Office administration to evaluate and ensure the safe, efficient, and effective operations of the Law Enforcement Division so as to provide appropriate law enforcement services to the public. Makes recommendations regarding such matters as personnel, enforcement of laws, adjustment of patrol strength on assigned areas, or support activities. Responds to management requests for assistance in maintaining the professional level of service to the public by the Sheriff's Office.

Conducts shift briefings, reviews training materials, and disseminates information of previous shift activities. Conducts orientation of new employees in accordance with appropriate procedures.

Supervises staff and assigns work tasks to deputies and utilizes other available resources to aid in the demands asked of the department. Ensures efficient completion of duties of assigned personnel on shift. Makes policy and procedural decisions when questions arise.

Provides guidance to deputies relating to day-to-day questions or problems that may arise from their own work responsibilities. Reviews reports of subordinates to ensure they are accurate and conform to Departmental standards. Responds to calls for assistance from patrol deputies.

Responds to criminal investigations, accidents, and death investigations per departmental policies and procedures. Monitors the activities of the department staff and takes appropriate action toward aiding any officer or emergency service provider exposed to danger or any situation where danger might be impending.

In the absence of a superior, calls out aid from fellow officers or other agencies to control any existing or potential emergency.

Conducts preliminary investigations of incidents as necessary; collects and preserves physical evidence, protects crime scenes, and reports and records all facts of an incident.

Responds to calls for service, acts upon information or otherwise addresses concerns of the public without undue delay. Handles all calls with tact, diplomacy, and with only the amount of force necessary. Prepares news releases and handles public relations activities as required.

Maintains personal contact and keeps an open line of communication with department personnel, including administrative, Law Enforcement/Investigative Divisions, dispatch, and jail personnel concerning laws, rules, policy, and procedures.

Inspects vehicles and other equipment issued to deputies to make sure all equipment is maintained to function as required and assigns maintenance of the same. May authorize emergency repairs as needed to essential equipment.

Supervises and participates in the enforcement of all county ordinances, state and federal laws, rules, and regulations, as well as departmental policies and procedures. Supervises and participates in the detection and apprehension of violators of the law, both municipal and criminal. Makes arrests and reports and enforces violations following recognized departmental policies and procedures.

Maintains relationship with other law enforcement agencies, courts, community groups, and others as assigned.

Observes all employees' appearance and conduct to ensure it meets department policy requirements.

Performs all normal patrol deputy tasks.

Reviews and prepares various reports on operations and activities.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

Manages subordinate employees in the Sheriff's Office Law Enforcement Division. This mid-level supervisory position is required to assist with the direction, coordination, and evaluation of the division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include making recommendations regarding the interviewing, hiring, and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Maintains minimum staffing levels and approving time off requests.

In the absence of other division supervisors, is responsible for department operations, addresses complaints, and resolves problems in accordance with the organization's policies and applicable laws.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Associate degree (A.A.) or equivalent from two-year college or technical school in police science or related field; three to five years patrol or investigative experience, at least two years of which should have been supervisory; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze and interpret general periodicals, professional manuals, technical procedures, and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from adversaries, other professionals, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to use and account for standard units of American money.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete and changing variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to perform all of the previously stated, under high stress environment or in the presence of extreme provocation.

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing software. Operates police communication and computer equipment to obtain, disseminate, and report information.

Certificates, Licenses, Registrations

Certified as a Law Enforcement Officer by the Training and Standards Board, Wisconsin Department of Justice.

Valid Wisconsin Driver's License.

Other Skills and Abilities

Good knowledge of the department policies and procedures.

Good knowledge of State and County laws, police powers and health and safety.

Good knowledge of evidence preparation and courtroom procedures.

Ability to supervise and train subordinate personnel.

Some knowledge of highway classification and of the various makes and types of motor vehicles.

Good knowledge of the methods and practices employed in the detention and apprehension of criminals.

Ability to explain and enforce state and county laws and ordinances clearly and courteously.

Ability to render first aid.

Skill in the use of firearms and other protective equipment.

Ability to establish and maintain effective working relations with other employees, County officials and officers, and the general public.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is frequently required to reach with hands and arms; to stand and walk. The employee is occasionally required to stoop, kneel, and crouch; and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee must use weapons or objects to defend him/herself and/or others; and use physical force to control, subdue or arrest combative individuals.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to verbal threats or assaults or physical assaults by suspects, arrested persons, inmates, or intoxicated individuals; and intense levels of stressful activities. While performing the duties of this job, the employee may be exposed to harsh environmental conditions including extreme cold, wind, rain, snow, and thunderstorms.

The noise level in the work environment is usually quiet to occasionally loud.

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Open discussion and consideration of request from EJJ Group regarding extension of the utilities to facilitate a single-family subdivision development on Manitowoc Road prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager.

Issue: Does the Village Board wish to authorize staff to explore Harrison Utilities by paying the initial cost of extending utilities to service future developments between Manitowoc and Woodland Roads?

Background and Additional Information:

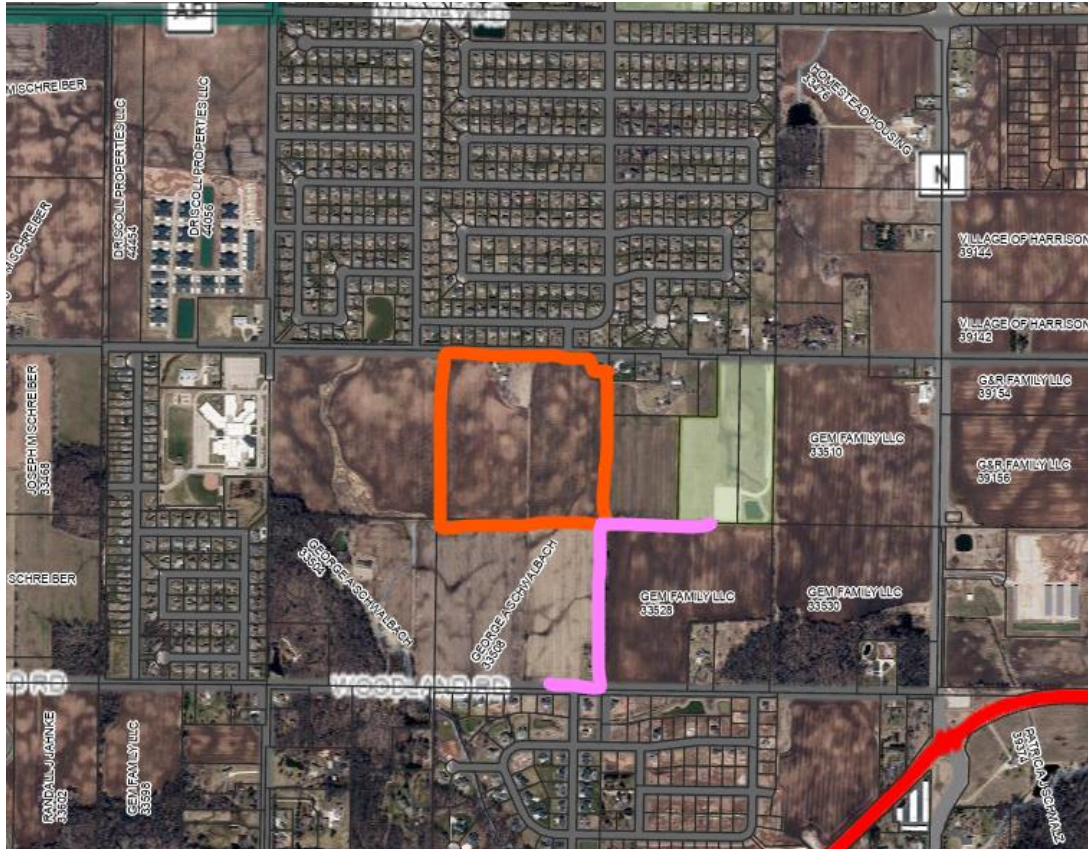
EJJ Group has purchased the parcel outline in orange for the single-family subdivision of approximately 74 lots. Manitowoc Road is the dividing line between the Harrison Utility District and Darboy Sanitary District. Manitowoc Road east of Coop does not have any utilities in the road. In order to serve the parcel, highlighted in orange, the utilities would need to come from Woodland Road (shown in pink).

Another previously planned subdivision to the east of the Woodland School did not move forward because of the utility extension issue and may proceed forward in the future if the utilities were extended to the area.

The question for the board is whether there is interest in Harrison Utilities extending utilities with the idea that a sewer interceptor and water main could assist with other in-fill parcels being serviced in the future and also the possibility of servicing Farmers Field versus the approximately \$38,000 to install a well and septic to service the new gathering space/restrooms.

The Village/Utility Engineer has determined the cost to extend a 10" sanitary sewer and 8" water main to serve this area to be about \$330,000. These costs could be covered by deferred assessments back to the property owners as presented at the meeting from Ehlers or by connection fees and not being funded by the ratepayers.

Should the board wish to discuss parameters for the Village Manager to work with adjacent properties to extend utilities, a closed session maybe warranted per a separate agenda item.



Budget Impacts: Estimated by the Village/Utility Engineer at \$300,000.

Recommended Action: The Board can consider going into closed session to discuss parameters for the Village Manager to acquire easements to extend utilities or another motion as determined by the board.

Attachments: None

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Open discussion and consideration of request from Hidden Haven, LLC to discuss possible incentives for a commercial development prior to potentially going into closed session to discuss strategy and bargaining authority for the Village Manager/Planner to use in negotiation of Developer's Agreement.

Issue: Does the Village Board wish to consider the proposed commercial development on STH 114 and provide incentives?

Background and Additional Information:

Hidden Haven, LLC is proposing a event center development on 14 acres near the intersection STH 114 and Pigeon Road. The investment for the project would be approximately \$3.9 million. The proposed development site is not serviced by water/sewer and therefore would need to utilize well and septic.

The Village's goal is diversifying the tax base and addition of this project could help with that. The estimated cost to install well, septic system and related items is estimated at \$517,000.

The developer has requested an incentive contribution towards the cost installing the well, septic and related items as they would not have these costs if water/sewer is available.

The location of the investment was chosen due to the semi-rural character of the property and the proximity to High Cliff State Park.

The Village could consider developing a TIF District to fund the incentives. Should a TIF District be created, funding for the future lag of the High Cliff Trail Connection could come from TIF. The Village Board has the option to go into closed session to discuss the financials/strategy for this project under a separate agenda item.

Budget Impacts: Based on the Village Boards interest in providing an incentive the impact is fluid.

Recommended Action: Motion as determined by the Board.

Attachments: None