VILLAGE BOARD AGENDA

Tuesday, September 30, 2025 at 6:00 PM

Harrison Village Hall
W5298 State Road 114
Menasha, WI 54952

AMENDED
9/26/2025

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**

Identify Potential Conflicts of Interest

4. **Correspondence or Communications from Board and Staff**
5. **Corrections and Approval of the Previous Meeting Minutes**
   - **a.** August 26, 2025 Budget Visioning Session Meeting Minutes
   - **b.** August 26, 2025 Meeting Minutes
   - **c.** September 9, 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. **Reports**
   - **a.** Fire Rescue
   - **b.** Calumet County Sheriff's Dept.
   - **c.** Village Manager

     Planning & Zoning Report
   - **d.** Finance Director/Treasurer

     Budget & Financial Reports

e. Public Works/Engineering/Parks/Trails

f. Clerk

g. Harrison Utilities

8. **Approval of Bills and Claims**

a. Bills and Claims – August 2025

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

a. No Old Business at this time.

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

a. Wage and Compensation Study Results by Public Administration Associates, LLC

b. Site Plan Review – Queen of Cleaning – W5006 Amy Avenue – Parcel 45302

c. Site Plan Review – Kelderman Plumbing – W4824 Crossroads Court– Parcel 47022 & 47024 – Crossroads Business Park

d. Certified Survey Map (CSM) –Village of Harrison – Ryford Street – Parcel 44944

e. Certified Survey Map (CSM) –Janice & Maurice Olson – Hwy 55 – Parcels 38640 & 38644

f. Developer's Agreement Approval- Forest Ridge Subdivision

g. Developer's Agreement Amendment- Cedar View Subdivision

h. Ordinance V25-12: Amend Sidewalks and Trails

i. Ordinance V25-14: Regulation of Electric Scooters/E-Bicycles

j. Ordinance V25-13: Unauthorized Presence on School Property

k. Municipal Code Update: Chapter 2- Administration, Chapter 4- Alcohol, Chapter 6- Animals, Chapter 12- Environment - Discussion Only

l. Proposed Ordinance: Sexual Offenders

m. 5-Year Road Paving Plan: Discussion

n. Equipment Purchase: 2018 Factory Cat Mag HD KE 1391 Floor Scrubber- Public Works

o. Soil Boring Contract Award: Old Highway Road Reconstruction Project

p. Change Orders: DPW Expansion Project

q. Progress Payments: 2025 Asphalt Street Resurfacing Project

r. Contract: Eisenhower Drive (Manitowoc to Midway) - McMahon

s. Contract: Extension of Utilities- Woodland Road- Gem Family, LLC- Harrison Utilities

t. Harrison Commerce Park: Commercial Broker Award

u. Harrison Commerce Park: Proposal for Development- Lot 5

v. Crossroads Business Park- Lot 4 Interested Purchaser

w. Fox Valley Snow Riders, Inc: Permission to use Village land for snowmobile trails

x. Thermal Imaging Camera Purchase - New Proposal

y. Special Event Permit Luniak Meadows Block Party

z. Open discussion and consideration to discuss possible litigation related to unpaid fire protection fees prior to potentially going into closed session to discuss strategy and bargaining authority for a possible lawsuit stemming from a 2019 contract to which the Village is a party.

11. Future Agenda Items

a. Future Agenda Items

None at this time.

12. Future Meetings

a. Future Meetings

October 7 - Possible Budget Meeting

October 28 - Village Board Meeting

November 11 - Veteran's Day Cookout (4:30 PM to 6:00PM)

Budget Adoption Meeting/Board Meeting (6:00 PM)

December 16 - Village Board Meeting

13. Closed Session

a. The Board may convene in Closed Session pursuant to Wis. Stat. sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the Village who will be rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically the Village Board will discuss a possible lawsuit stemming from a 2019 contract to which the Village is a party.

b. The Board may convene in Closed Session pursuant to Wis. Stat. s. 19.85(1)(c), for consideration of the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises

responsibility; specifically, if the Village Board goes into Closed Session, the Village Board will discuss the performance evaluation of the Village Manager.

14. Adjournment

Agenda posted and published:

September 25, 2025 at Harrison Village Hall, Harrison Utilities and to www.Harrision-WI.org

/s/ Meghan Winkler, Clerk

Accessibility:

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

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Jarred Gerl, Fire Chief

Meeting Date:
September 30, 2025

Title:
Harrison Fire Rescue Monthly Board Reports

Recommended Action:
N/A

Background and Additional Information:
N/A

Budget Impacts:
N/A

Attachments:
Activity Report
Incident Report

Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS

Village Board/Fire Commission Activity Report for August 2025

(Updated: 8/23/25)

1. Emergency Response

Harrison Fire Rescue was dispatched to 47 emergency incidents in August.

- As of September 22nd, the Department responded to a total of 444 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.

- August 13th — Flight Night
- August 16th — Sherwood Fireworks
- August 17th — Sherwood Summerfest
- August 26th — Calumet County Foster Care Program

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.

- August 4th — Fire Drill
  - Pump Operations
- August 5th — Fire Department Interviews
- August 9th — Training
  - Bus Extrication
- August 11th — EMS Training
  - Opioids
  - Radio Communications
- August 14th — Fire Department Interviews

Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS

- August 18th Fire Drill
  - Fire Investigations
  - Patient Packaging
  - First Aid/Burns

4. Chief Business/Items of Note

- August 7th CVMIC Leadership Training
- August 11th Meeting with McMahon Group
- August 12th 5 Bugles Meeting
- August 14th Fire Commission Meeting
- August 14th DSPS Training
- August 20th Local Emergency Planning Committee
  - Chilton EOC
- August 21st Station 70 Groundbreaking
- August 22nd New Hire Mentoring
- August 25th New Hire Mentoring
- August 25th Meeting with McMahon Group
- August 25th Village Board Meeting
- August 28th WE Energies Grant Award
- August 28th New Hire Mentoring

- Station 70 progress on track for completion in late June of 2026.
- New hire Graehem McCommons assigned to Station 60
- New hire Jeremy Honick assigned to Station 70

Respectfully Submitted,
Jarred Gerl
Chief – Harrison Fire Rescue

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

Monthly Incidents Report w/o Address

Filter: Incident.Basic Details Incident Date within last month

Incident Date	CAD Number	City	Incident Type Name	Alarm Time	Arrival	Response Time
08/01/2025	0362	Village of Harrison	Building fire	08/01/2025 10:56:27	08/01/2025 11:09:35	788.00
08/01/2025	0019	Town of Woodville	Off-road vehicle or heavy equipment fire	08/01/2025 15:27:45	08/01/2025 15:36:08	503.00
08/01/2025	0364	Village of Harrison	EMS call, excluding vehicle accident with injury	08/01/2025 18:48:52	08/01/2025 18:53:27	275.00
08/02/2025	0365	Village of Harrison	Motor vehicle/pedestria accident (MV Ped)	08/02/2025 10:21:37	08/02/2025 10:27:37	360.00
08/02/2025	0366	Village of Harrison	EMS call, excluding vehicle accident with injury	08/02/2025 18:59:35	08/02/2025 19:04:43	308.00
08/02/2025	0367	Village of Harrison	Special outside fire, other	08/02/2025 21:14:33	08/02/2025 21:32:37	1084.00
08/04/2025	0368	Village of Harrison	EMS call, excluding vehicle accident with injury	08/04/2025 12:53:09	08/04/2025 12:57:17	248.00
08/05/2025	0369	Village of Harrison	EMS call, excluding vehicle accident with injury	08/05/2025 15:18:30	08/05/2025 15:27:06	516.00
08/07/2025	0370	Village of Harrison	EMS call, excluding vehicle accident with injury	08/07/2025 02:50:11	08/07/2025 03:03:13	782.00
08/08/2025	0371	Village of Harrison	EMS call, excluding vehicle accident with injury	08/08/2025 17:32:08	08/08/2025 17:37:10	302.00
08/09/2025	0020	Village of Harrison	EMS call, excluding vehicle accident with injury	08/09/2025 17:43:33	08/09/2025 17:52:26	533.00
08/09/2025	0373	Village of Harrison	Unintentional transmission of alarm, other	08/09/2025 11:02:54	08/09/2025 11:17:10	856.00
08/10/2025	0374	Village of Sherwood	Dispatched & canceled en route	08/10/2025 12:49:08		
08/11/2025	0375	Village of Sherwood	EMS call, excluding vehicle accident with injury	08/11/2025 16:30:44	08/11/2025 16:37:05	381.00

Incident Date	CAD Number	City	Incident Type Name	Alarm Time	Arrival	Response Time
08/12/2025	0377	Brillion (Town)	EMS call, excluding vehicle accident with injury	08/12/2025 14:28:09	08/12/2025 14:42:21	852.00
08/13/2025	0378	Village of Harrison	EMS call, excluding vehicle accident with injury	08/13/2025 03:14:26	08/13/2025 03:21:57	451.00
08/13/2025	0379	Village of Harrison	EMS call, excluding vehicle accident with injury	08/13/2025 12:47:49	08/13/2025 12:54:42	413.00
08/13/2025	0380	Village of Harrison	EMS call, excluding vehicle accident with injury	08/13/2025 19:42:00	08/13/2025 19:42:01	1.00
08/14/2025	0381	Village of Harrison	EMS call, excluding vehicle accident with injury	08/14/2025 09:09:16	08/14/2025 09:15:00	344.00
08/14/2025	0382	Menasha	Building fire	08/14/2025 14:12:41	08/14/2025 14:43:28	1847.00
08/14/2025	0383	Village of Harrison	EMS call, excluding vehicle accident with injury	08/14/2025 22:32:55	08/14/2025 22:42:28	573.00
08/16/2025	0384	Village of Harrison	EMS call, excluding vehicle accident with injury	08/16/2025 14:11:12	08/16/2025 14:28:38	1046.00
08/16/2025	0386	Village of Harrison	EMS call, excluding vehicle accident with injury	08/16/2025 19:12:18	08/16/2025 19:16:54	276.00
08/17/2025	0387	Village of Harrison	EMS call, excluding vehicle accident with injury	08/17/2025 08:48:37	08/17/2025 08:54:27	350.00
08/17/2025	0388	Village of Harrison	EMS call, excluding vehicle accident with injury	08/17/2025 16:35:53	08/17/2025 16:41:12	319.00
08/17/2025	0389	Village of Sherwood	EMS call, excluding vehicle accident with injury	08/17/2025 17:18:22	08/17/2025 17:24:49	387.00
08/18/2025	0390	Village of Sherwood	EMS call, excluding vehicle accident with injury	08/18/2025 07:12:32	08/18/2025 07:21:29	537.00

Incident Date	CAD Number	City	Incident Type Name	Alarm Time	Arrival	Response Time
08/18/2025	0391	Village of Harrison	EMS call, excluding vehicle accident with injury	08/18/2025 09:10:24	08/18/2025 09:18:15	471.00
08/18/2025	0392	Village of Harrison	Power line down	08/18/2025 13:23:26	08/18/2025 13:39:45	979.00
08/18/2025	0393	Village of Harrison	EMS call, excluding vehicle accident with injury	08/18/2025 16:26:31	08/18/2025 16:29:39	188.00
08/18/2025	0394	Village of Harrison	Alarm system sounded due to malfunction	08/18/2025 19:58:16	08/18/2025 20:09:52	696.00
08/19/2025	0395	Village of Harrison	EMS call, excluding vehicle accident with injury	08/19/2025 10:11:18	08/19/2025 10:23:23	725.00
08/19/2025	0396	Village of Harrison	EMS call, excluding vehicle accident with injury	08/19/2025 15:41:39	08/19/2025 15:50:52	553.00
08/20/2025	0398	Village of Harrison	EMS call, excluding vehicle accident with injury	08/20/2025 19:36:56	08/20/2025 19:49:00	724.00
08/21/2025	0399	Town of Buchanan	Building fire	08/21/2025 14:24:49	08/21/2025 14:45:00	1211.00
08/22/2025	0400	Village of Harrison	EMS call, excluding vehicle accident with injury	08/22/2025 08:50:07	08/22/2025 08:54:53	286.00
08/23/2025	0401	Village of Harrison	Dispatched & canceled en route	08/23/2025 18:56:05		
08/23/2025	0402	Village of Sherwood	EMS call, excluding vehicle accident with injury	08/23/2025 20:18:23	08/23/2025 20:25:58	455.00
08/24/2025	0403	Village of Harrison	Unknown Type	08/24/2025 06:22:46	08/24/2025 06:38:06	920.00
08/24/2025	0018	Village of Harrison	EMS call, excluding vehicle accident with injury	08/24/2025 09:50:38	08/24/2025 09:55:42	304.00
08/24/2025	0404	Village of Harrison	EMS call, excluding vehicle accident with injury	08/24/2025 12:05:03	08/24/2025 12:12:00	417.00
08/25/2025	0405	Village of Harrison	EMS call, excluding vehicle accident with injury	08/25/2025 02:59:53	08/25/2025 03:08:05	492.00

Incident Date	CAD Number	City	Incident Type Name	Alarm Time	Arrival	Response Time
08/27/2025	0406	Village of Harrison	EMS call, excluding vehicle accident with injury	08/27/2025 18:39:20	08/27/2025 18:50:00	640.00
08/27/2025	0407	Village of Harrison	EMS call, excluding vehicle accident with injury	08/27/2025 19:19:34	08/27/2025 19:25:29	355.00
08/27/2025	0408	Village of Harrison	EMS call, excluding vehicle accident with injury	08/27/2025 23:45:21	08/27/2025 23:48:00	159.00
08/30/2025	0410	Village of Harrison	Carbon monoxide incident	08/30/2025 17:44:02	08/30/2025 17:54:07	605.00
08/30/2025	0411	Village of Harrison	EMS call, excluding vehicle accident with injury	08/30/2025 22:32:16	08/30/2025 22:46:21	845.00

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

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

Meeting Date:
September 30, 2025

Title:
Calumet County Sheriff's Department August Board Report

Recommended Action:
N/A

Background and Additional Information:
N/A

Budget Impacts:
N/A

Attachments:
August Monthly Report

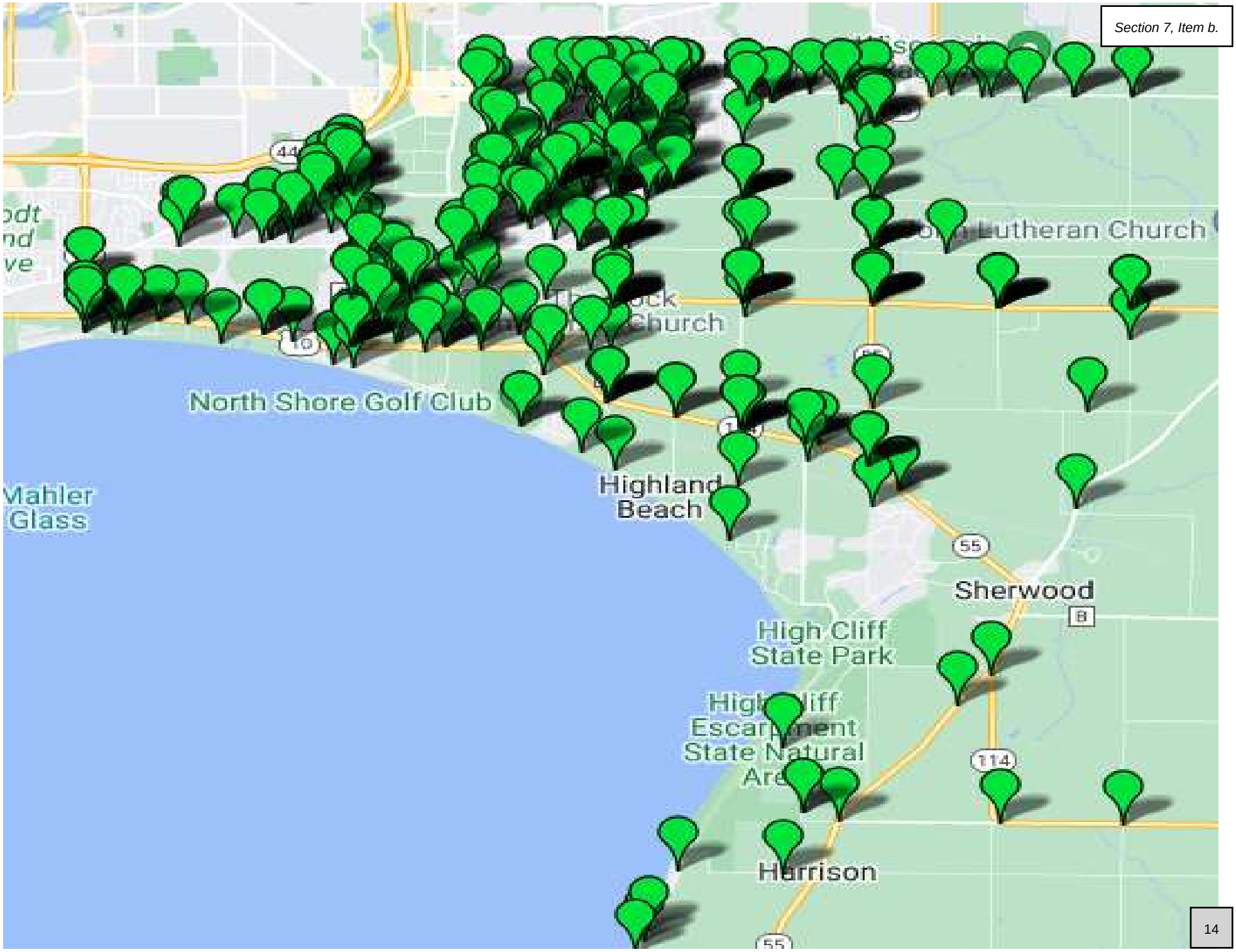
VILLAGE OF HARRISON (AUGUST - 2025)

OVERALL INCIDENT SUMMARY

911 HANG UP	26
ACCIDENT	15
ACCIDENT WITH INJURY	2
ALARM	8
ANIMAL	16
ASSIST AGENCY	12
ASSIST CITIZEN	13
BATTERY	0
CIVIL MATTER	0
CIVIL PROCESS	3
CRIME PREVENTION	1
DAMAGE TO PROPERTY	1
DISTURBANCE	3
DOMESTIC DISTURBANCE	0
DRUGS	0
EMERGENCY COMMITTAL	0
FIRE CALL	6
FRAUD	3
HARASSMENT	4
JAIL	1
JUVENILE COMPLAINTS	3
LOST / FOUND	2
MEDICAL	26
MISCELLANEOUS	3
MISSING PERSON	1
MOTORIST ASSIST	15
NOISE COMPLAINT	9
ORDINANCE	4
PARKING COMPLAINT	1
RECKLESS DRIVING	24
RUNAWAY	1
SUSPICIOUS PERSON	4
SUSPICIOUS SITUATION	13
SUSPICIOUS VEHICLE	11
THEFT	2
TRAFFIC HAZARD	15
TRAFFIC STOP	110
TRESPASSING	3
VIOLATE OF COURT ORDER	0
WEAPON	0
WELFARE CHECK	8

OVERALL	
TOTAL INCIDENTS	*369*
CITATIONS	52
WARNINGS	100
ORDINANCES	9

ARRESTS	
TOTAL ARRESTS	**4**
8/13/25 OWI	
8/14/25 Possess THC	
8/14/25 OWI	
8/16/25 OWI 3rd	


North Shore Golf Club
Highland Beach
Sherwood
High Cliff State Park
Harrison
Lutheran Church
Church
Glass
44
10
55
B
114

VILLAGE OF HARRISON (AUGUST - 2025)

CONTRACT SUMMARY

911 HANG UP	9
ACCIDENT	11
ACCIDENT WITH INJURY	1
ALARM	6
ANIMAL	9
ASSIST AGENCY	6
ASSIST CITIZEN	10
BATTERY	0
CIVIL MATTER	0
CIVIL PROCESS	1
CRIME PREVENTION	1
DAMAGE TO PROPERTY	1
DISTURBANCE	3
DOMESTIC DISTURBANCE	0
DRUGS	0
EMERGENCY COMMITTAL	0
FIRE ALARM	0
FIRE CALL	5
FRAUD	3
HARASSMENT	4
JAIL	0
JUVENILE COMPLAINTS	3
LOST / FOUND	0
MEDICAL	20
MISCELLANEOUS	2
MISSING PERSON	1
MOTORIST ASSIST	11
NOISE COMPLAINT	7
ORDINANCE	4
PARKING COMPLAINT	1
RECKLESS DRIVING	14
RUNAWAY	1
SUSPICIOUS PERSON	4
SUSPICIOUS SITUATION	12
SUSPICIOUS VEHICLE	9
THEFT	1
TRAFFIC HAZARD	10
TRAFFIC STOP	92
TRESPASSING	3
VIOLATE OF COURT ORDER	0
WEAPON	0
WELFARE CHECK	5

CONTRACT	
TOTAL	270
ARRESTS	3
CITATIONS	43
WARNINGS	82
ORDINANCES	9

County Deputy
Harrison Deputy

CITATIONS		
Date	**Violation Location**	**Violation**
8/1/2025	USH USH 10 WB 607 FT WEST OF PETERS RD IN V	SPEEDING IN 55 MPH ZONE (25-29 MPH)
8/2/2025	MANITOWOC RD 89 FT EAST OF LAKE PARK RD IN	FYR SIMILAR/SITUATED VEH IN ROUNDABOUT (BODILY HARM)
8/2/2025	LAKE PARK RD 458 FT SOUTH OF WINNIPEG ST IN	OPERATING WHILE SUSPENDED
8/3/2025	GINA DR 137 FT SOUTH OF CTH KK SB IN VILLAG	OPERATING WHILE SUSPENDED
8/3/2025	MIDWAY RD 73 FT EAST OF NOE RD IN VILLAGE O	OPERATING WHILE SUSPENDED
8/3/2025	STATE PARK RD 71 FT SOUTH OF LINDEN HILL DR	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
8/5/2025	STH STH 114 WB 0.27 MI WEST OF STH STH 55 N	OPERATING WHILE SUSPENDED
8/5/2025	STH STH 114 EB 753 FT EAST OF FIRE LANE 13	OPERATING W/PAC (2ND)
8/5/2025	CTH KK EB 130 FT WEST OF STATE PARK RD IN V	OPERATE MOTOR VEHICLE W/O INSURANCE
8/5/2025	CTH KK EB 130 FT WEST OF STATE PARK RD IN V	OPERATING WHILE SUSPENDED
8/5/2025	CTH KK EB 313 FT WEST OF STATE PARK RD IN V	INATTENTIVE DRIVING
8/6/2025	USH USH 10 EB 0.39 MI EAST OF PETERS RD IN	NON-REGISTRATION OF AUTO, ETC
8/7/2025	STATE PARK RD 382 FT SOUTH OF LINDEN HILL D	OPERATE MOTOR VEHICLE W/O INSURANCE
8/7/2025	N COOP RD 129 FT NORTH OF NETTIE DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/8/2025	STATE PARK RD 924 FT SOUTH OF SCHMIDT RD IN	FAILURE TO KEEP VEHICLE UNDER CONTROL
8/9/2025	STATE PARK RD 157 FT SOUTH OF SCHAEFER RD I	PERMIT UNAUTHORIZED PERSON TO DRIVE
8/9/2025	STATE PARK RD 156 FT SOUTH OF SCHAEFER RD I	FAIL/OBEY TRAFFIC SIGN/SIGNAL
8/9/2025	USH USH 10 EB 273 FT EAST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
8/12/2025	COLIN ST 398 FT EAST OF HANDEL DR IN VILLAG	OPERATING W/PAC >=0.15 (1ST)
8/12/2025	CTH KK EB 308 FT EAST OF WASHINGTON ST/ CTH	OPERATING W/PAC >=0.15 (1ST)
8/12/2025	CTH N NB 217 FT NORTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/13/2025	CTH KK WB 190 FT EAST OF HANDEL DR IN VILLA	OPERATING WHILE UNDER THE INFLUENCE
8/14/2025	STH STH 55 NB 1198 FT SOUTH OF HIGHLINE RD	OPERATING WHILE UNDER THE INFLUENCE
8/14/2025	STH STH 55 NB 1198 FT SOUTH OF HIGHLINE RD	SPEEDING IN 55 MPH ZONE (35-39 MPH)
8/15/2025	STH STH 114 WB AT CTH N SB IN VILLAGE OF HA	OPERATE MOTOR VEHICLE W/O INSURANCE
8/15/2025	STH STH 114 WB AT CTH N SB IN VILLAGE OF HA	FAIL TO YIELD RIGHT-OF-WAY IN ROUNDABOUT
8/16/2025	FARO SPRINGS RD AT FAIRY SPRINGS RD IN VILL	OPERATING WHILE UNDER THE INFLUENCE(3RD)
8/19/2025	USH USH 10 EB AT USH 10 EB IN VILLAGE OF HA	FAILURE TO YIELD RIGHT OF WAY
8/19/2025	STATE PARK RD 424 FT NORTH OF SCHMIDT RD IN	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
8/19/2025	USH USH 10 EB 0.5 MI EAST OF PETERS RD IN V	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
8/20/2025	STH STH 55 NB 373 FT NORTH OF SCHAEFER RD I	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
8/20/2025	USH USH 10 WB 0.41 MI WEST OF N HARWOOD RD	OPERATING WHILE SUSPENDED
8/21/2025	CTH KK EB 253 FT EAST OF WASHINGTON ST/ CTH	UNREASONABLE AND IMPRUDENT SPEED
8/21/2025	CTH KK EB 520 FT EAST OF HIGHLINE RD IN VIL	NON-REGISTRATION OF AUTO, ETC
8/21/2025	CTH KK EB 520 FT EAST OF HIGHLINE RD IN VIL	OPERATING WHILE SUSPENDED
8/22/2025	USH USH 10 EB 0.26 MI EAST OF STATE PARK RD	POSSESS OPEN INTOXICANTS IN MV-DRIVER
8/22/2025	USH USH 10 EB 0.26 MI EAST OF STATE PARK RD	FAIL/SLOW VEHICLE-PASSING STOP EMERG VEH
8/22/2025	USH USH 10 EB 0.26 MI EAST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (25-29 MPH)
8/22/2025	USH USH 10 EB 0.26 MI EAST OF STATE PARK RD	OPERATING WHILE UNDER THE INFLUENCE
8/22/2025	CTH N NB 496 FT NORTH OF MANITOWOC RD IN VI	SPEEDING ON CITY HIGHWAY (11-15 MPH)
8/23/2025	HARRISON RD 797 FT NORTH OF FARO SPRINGS RD	OPERATING WHILE SUSPENDED
8/23/2025	HARRISON RD 797 FT NORTH OF FARO SPRINGS RD	HIT AND RUN-PROPERTY ADJACENT TO HIGHWAY
8/23/2025	HARRISON RD 797 FT NORTH OF FARO SPRINGS RD	FAILURE TO KEEP VEHICLE UNDER CONTROL
8/23/2025	HARRISON RD 797 FT NORTH OF FARO SPRINGS RD	OPERATE MOTOR VEHICLE W/O INSURANCE
8/25/2025	STH STH 114 EB 387 FT WEST OF S HARWOOD RD	SPEEDING IN 55 MPH ZONE (1-10 MPH)
8/27/2025	USH USH 10 WB 751 FT WEST OF PETERS RD IN V	OPERATE AFTER REV/SUSP OF REGISTRATION
8/28/2025	USH USH 10 EB 977 FT WEST OF STH STH 55 NB	SPEEDING IN 55 MPH ZONE (25-29 MPH)
8/28/2025	USH USH 10 WB 0.31 MI WEST OF PETERS RD IN	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
8/29/2025	USH USH 10 WB 579 FT EAST OF STH STH 114 WB	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
8/30/2025	BLACKOAK ST 492 FT SOUTH OF WOODLAND RD IN	OPERATE MOTOR VEHICLE W/O INSURANCE
8/30/2025	VETERANS AVE/ STH STH 55 NB 744 FT SOUTH OF	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/30/2025	USH USH 10 WB 545 FT EAST OF STH STH 114 WB	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)

County Deputy
Harrison Deputy

WARNINGS		
Date	**Violation Location**	**Violation**
8/1/2025	USH USH 10 WB 607 FT WEST OF PETERS RD IN V	NON-REGISTRATION OF AUTO, ETC
8/1/2025	USH USH 10 WB 607 FT WEST OF PETERS RD IN V	OPERATE W/O CARRYING LICENSE
8/1/2025	NOE RD 220 FT SOUTH OF STRAWFLOWER DR IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/2/2025	LAKE PARK RD 458 FT SOUTH OF WINNIPEG ST IN	OPERATION W/O REQUIRED LAMPS LIGHTED
8/3/2025	CTH N SB 553 FT SOUTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/3/2025	USH USH 10 EB 0.47 MI WEST OF PETERS RD IN	ILLEGIBLE LICENSE PLATES
8/3/2025	STATE PARK RD 552 FT SOUTH OF MANITOWOC RD	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/3/2025	MIDWAY RD 73 FT EAST OF NOE RD IN VILLAGE O	OPERATE VEHICLE W/O STOPPING LIGHTS
8/3/2025	STH STH 114 WB 0.27 MI WEST OF STH STH 55 N	NON-REGISTRATION OF AUTO, ETC
8/3/2025	STH STH 114 WB 0.27 MI WEST OF STH STH 55 N	SPEEDING IN 55 MPH ZONE (16-19 MPH)
8/4/2025	MILITARY RD/ STH STH 55 NB 606 FT NORTH OF	SPEEDING IN 55 MPH ZONE (11-15 MPH)
8/4/2025	MILITARY RD/ STH STH 55 NB 606 FT NORTH OF	OPERATE W/O VALID LICENSE B/C EXPIRATION
8/4/2025	MILITARY RD/ STH STH 55 NB 606 FT NORTH OF	OPERATING LEFT OF CENTER
8/5/2025	CTH KK EB 222 FT EAST OF WASHINGTON ST/ CTH	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
8/5/2025	CTH KK EB 222 FT EAST OF WASHINGTON ST/ CTH	REAR WINDOW EXCESSIVE TINTING
8/5/2025	CTH KK EB 222 FT EAST OF WASHINGTON ST/ CTH	VENT/SIDE WINDOW EXCESSIVE TINTING
8/5/2025	CTH KK WB 136 FT EAST OF WASHINGTON ST/ CTH	NON-REGISTRATION OF AUTO, ETC
8/5/2025	CTH KK WB 136 FT EAST OF WASHINGTON ST/ CTH	OPERATION W/O REQUIRED LAMPS LIGHTED
8/6/2025	STATE PARK RD 607 FT NORTH OF MANITOWOC RD	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/6/2025	STH STH 55 SB 524 FT SOUTH OF MANITOWOC RD	PLATE LAMP NOT FUNCTION OR MISSING-IL
8/6/2025	STATE PARK RD 371 FT NORTH OF MANITOWOC RD	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/6/2025	STATE PARK RD 282 FT NORTH OF AMY AVE IN VI	NON-REGISTRATION OF AUTO, ETC
8/6/2025	USH USH 10 EB 0.49 MI WEST OF N HARWOOD RD	OPERATE AFTER REV/SUSP OF REGISTRATION
8/6/2025	USH USH 10 EB 0.39 MI EAST OF PETERS RD IN	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/6/2025	USH USH 10 EB 0.39 MI EAST OF PETERS RD IN	OPERATE MOTOR VEHICLE W/O INSURANCE
8/6/2025	USH USH 10 EB 1117 FT WEST OF N HARWOOD RD	OPERATION W/O REQUIRED LAMPS LIGHTED
8/7/2025	CTH N NB 463 FT NORTH OF ATLAS CT IN VILLAG	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
8/7/2025	CTH N NB 463 FT NORTH OF ATLAS CT IN VILLAG	OPERATE MOTOR VEHICLE W/O INSURANCE
8/7/2025	STATE PARK RD 382 FT SOUTH OF LINDEN HILL D	PLATE LAMP NOT FUNCTION OR MISSING-IL
8/7/2025	CTH N SB 397 FT SOUTH OF ATLAS CT IN VILLAG	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/8/2025	CTH N NB 633 FT SOUTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/9/2025	N COOP RD 126 FT NORTH OF CAMRON DR IN VILL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/9/2025	USH USH 10 WB 0.47 MI WEST OF STATE PARK RD	AUTOMOBILE FOLLOWING TOO CLOSELY
8/10/2025	USH USH 10 WB 583 FT WEST OF FIRE LANE 3 IN	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
8/11/2025	USH USH 10 WB 48 FT WEST OF STH STH 55 NB I	UNREASONABLE AND IMPRUDENT SPEED
8/11/2025	N COOP RD 325 FT NORTH OF HEARTHSTONE DR IN	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/11/2025	CTH KK WB 574 FT WEST OF PROSPERITY DR IN V	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
8/11/2025	CTH KK WB 574 FT WEST OF PROSPERITY DR IN V	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/12/2025	CTH N SB 348 FT NORTH OF HOELZEL WAY IN VIL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/12/2025	USH USH 10 WB 377 FT WEST OF EISENHOWER DR	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
8/12/2025	USH USH 10 WB 377 FT WEST OF EISENHOWER DR	SPEEDING IN 55 MPH ZONE (16-19 MPH)
8/13/2025	CTH KK WB 190 FT EAST OF HANDEL DR IN VILLA	OPERATION W/O REQUIRED LAMPS LIGHTED
8/14/2025	USH USH 10 EB 1244 FT WEST OF N HARWOOD RD	VENT/SIDE WINDOW EXCESSIVE TINTING
8/14/2025	USH USH 10 WB 0.42 MI EAST OF PETERS RD IN	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
8/16/2025	STH STH 114 WB 607 FT WEST OF PIGEON RD IN	SPEEDING IN 55 MPH ZONE (11-15 MPH)
8/17/2025	STH STH 114 WB 681 FT WEST OF PIGEON RD IN	OPERATION W/O REQUIRED LAMPS LIGHTED
8/18/2025	STATE PARK RD 226 FT NORTH OF USH USH 10 EB	OPERATE VEHICLE W/O STOPPING LIGHTS
8/18/2025	CTH N NB 864 FT NORTH OF MANITOWOC RD IN VI	NON-REGISTRATION OF AUTO, ETC
8/18/2025	USH USH 10 WB 1238 FT EAST OF PETERS RD IN	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
8/19/2025	STATE PARK RD 227 FT NORTH OF USH USH 10 EB	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
8/19/2025	MIDWAY RD 717 FT WEST OF NOE RD IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/19/2025	CTH N NB 675 FT SOUTH OF MANITOWOC RD IN VI	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)

8/19/2025	USH USH 10 EB 0.33 MI WEST OF N HARWOOD RD	OPERATE W/O VALID LICENSE B/C EXPIRATION
8/19/2025	USH USH 10 EB 0.33 MI WEST OF N HARWOOD RD	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/20/2025	CTH N SB 384 FT NORTH OF ATLAS CT IN VILLAG	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
8/20/2025	CTH N SB 384 FT NORTH OF ATLAS CT IN VILLAG	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/20/2025	CTH N NB 434 FT SOUTH OF JOCHMANN DR IN VIL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/20/2025	USH USH 10 EB 0.31 MI WEST OF STH STH 55 NB	SPEEDING IN 55 MPH ZONE (16-19 MPH)
8/20/2025	USH USH 10 WB 0.41 MI WEST OF N HARWOOD RD	SPEEDING IN 55 MPH ZONE (20-24 MPH)
8/20/2025	USH USH 10 WB 0.41 MI WEST OF N HARWOOD RD	FAIL/NOTIFY ADDRESS CHANGE
8/21/2025	USH USH 10 WB 1208 FT EAST OF USH 10 WB IN	SPEEDING IN 55 MPH ZONE (11-15 MPH)
8/21/2025	CTH N SB 336 FT NORTH OF SCHMIDT RD IN VILL	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
8/21/2025	N COOP RD 87 FT SOUTH OF DAHLIA DR IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/21/2025	CTH KK EB 520 FT EAST OF HIGHLINE RD IN VIL	OPERATE W/O CARRYING LICENSE
8/21/2025	CTH KK EB 520 FT EAST OF HIGHLINE RD IN VIL	OPERATE MOTOR VEHICLE W/O INSURANCE
8/21/2025	CTH KK EB 520 FT EAST OF HIGHLINE RD IN VIL	FAIL/DISPLAY VEHICLE LICENSE PLATES
8/21/2025	CTH KK EB 520 FT EAST OF HIGHLINE RD IN VIL	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
8/22/2025	USH USH 10 EB 647 FT EAST OF STATE PARK RD	VENT/SIDE WINDOW EXCESSIVE TINTING
8/23/2025	HARRISON RD 797 FT NORTH OF FARO SPRINGS RD	NON-REGISTRATION OF AUTO, ETC
8/23/2025	HARRISON RD 797 FT NORTH OF FARO SPRINGS RD	FAILURE TO FILE ACCIDENT REPORT
8/23/2025	MIDWAY RD 38 FT EAST OF MIDWAY RD/ CTH AP W	FAIL/STOP AT STOP SIGN
8/24/2025	USH USH 10 EB 585 FT WEST OF FIRE LANE 2 IN	NON-REGISTRATION OF AUTO, ETC
8/24/2025	USH USH 10 EB 585 FT WEST OF FIRE LANE 2 IN	OPERATION W/O REQUIRED LAMPS LIGHTED
8/24/2025	CTH KK EB 265 FT WEST OF GINA DR IN VILLAGE	OPERATE W/O VALID LICENSE B/C EXPIRATION
8/24/2025	CTH KK EB 265 FT WEST OF GINA DR IN VILLAGE	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/24/2025	CTH KK EB 54 FT EAST OF WASHINGTON ST/ CTH	IMPROPER LEFT TURN/INTERSECTION
8/25/2025	SCHMIDT RD 31 FT WEST OF STATE PARK RD IN V	FAIL/YIELD TO PEDESTRIAN/BICYCLIST
8/25/2025	ONEIDA ST AT BRIGHTON BEACH RD IN VILLAGE O	UNNECESSARY ACCELERATION
8/25/2025	CTH N NB 257 FT SOUTH OF HEARTHSTONE DR IN	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
8/27/2025	USH USH 10 WB 751 FT WEST OF PETERS RD IN V	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/27/2025	STATE PARK RD 60 FT SOUTH OF USH USH 10 EB	UNREASONABLE AND IMPRUDENT SPEED
8/28/2025	USH 10 EB AT USH USH 10 EB IN VILLAGE OF HA	FAILURE TO KEEP VEHICLE UNDER CONTROL
8/28/2025	USH USH 10 WB 639 FT EAST OF EISENHOWER DR	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
8/28/2025	USH USH 10 WB 445 FT WEST OF FIRE LANE 2 IN	OPERATING LEFT OF CENTER
8/29/2025	CTH N NB 435 FT SOUTH OF MIDWAY RD IN VILLA	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/29/2025	CTH N NB 371 FT SOUTH OF JOCHMANN DR IN VIL	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
8/29/2025	CTH N NB 371 FT SOUTH OF JOCHMANN DR IN VIL	OPERATE W/O CARRYING LICENSE
8/29/2025	CTH N NB 371 FT SOUTH OF JOCHMANN DR IN VIL	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/30/2025	PIGEON RD 0.27 MI SOUTH OF STH STH 114 EB I	FAIL/DISPLAY VEHICLE LICENSE PLATES
8/30/2025	PIGEON RD 0.27 MI SOUTH OF STH STH 114 EB I	FAIL/DISPLAY VEHICLE LICENSE PLATES
8/30/2025	USH USH 10 WB 0.27 MI EAST OF STATE PARK RD	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
8/30/2025	USH USH 10 WB 0.27 MI EAST OF STATE PARK RD	SPEEDING IN 55 MPH ZONE (11-15 MPH)
8/30/2025	N COOP RD AT DAHLIA DR IN VILLAGE OF HARRIS	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/30/2025	N COOP RD 676 FT NORTH OF MIDWAY RD/ CTH AP	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
8/30/2025	MIDWAY RD AT NOE RD IN VILLAGE OF HARRISON	FAIL/STOP AT STOP SIGN
8/30/2025	USH USH 10 WB 291 FT WEST OF EISENHOWER DR	NON-REGISTRATION OF AUTO, ETC
8/30/2025	USH USH 10 WB 291 FT WEST OF EISENHOWER DR	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
8/30/2025	USH USH 10 WB 545 FT EAST OF STH STH 114 WB	NON-REGISTRATION OF AUTO, ETC
8/31/2025	STH STH 114 WB 478 FT WEST OF S HARWOOD RD	PASSING IN NO-PASSING ZONE
8/31/2025	USH USH 10 WB 0.3 MI EAST OF PETERS RD IN V	UNSAFE LANE DEVIATION

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

August 2025
Harrison Report
September 30, 2025
Lt. Joseph Tenor

Deputy John McGuire has been promoted to Harrison Patrol Sergeant.
Start date of October 6

Deputy Nate Hersil will be moving to dayshift in Harrison.

Deputy Cody Northway will be moving from county patrol to a relief shift in Harrison.

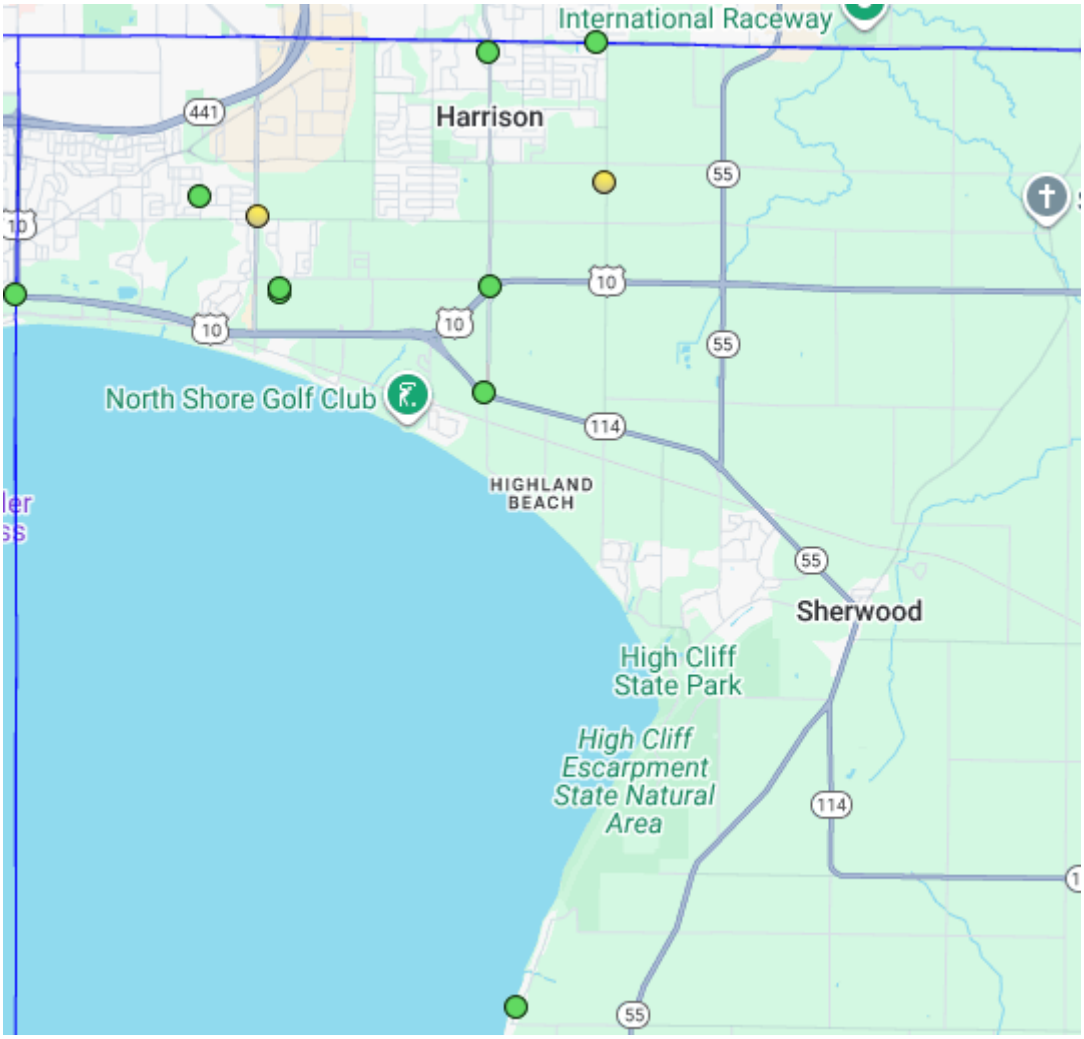
Deputy Manser provided security on August 13 for the assessment board of review.

Community Events

Lt. Joe Tenor, Deputy Matt Eberhardt, Deputy Dylan Olson, and Deputy Joel Nelson assisted with the Flight Night / Drone event at Darboy Community Park.

Deputy Mya Schallmo attended Sports and Games Night on August 27

August 2025 Crashes



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

There were **11** total crashes reported resulting in **0** fatalities and **2** injuries. Of this total, **11** crashes are mapped.

Impaired Driving Arrests

- August 2025 – 3
- Year to Date – 25
- Year to date – Impaired Driving Crashes – 7 crashes, 0 fatalities, 4 injuries

August Radar Board Locations

July 10-August 4 Mile Long Dr. (Eastbound)

August 5-15 Noe Rd. at Blazing Star (Southbound)

August 16-28 Firelane 10 Rd. (Northbound)

August 29-September 9 Spring Valley Rd. (Northbound)

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Village Manager Report

Issue: None

Background and Additional Information:

See attached report of status of Village projects.

Other items:

Village Owned Property on Ryford Street
Should the board approve the CSM later on in the agenda, Village staff plan to market the property for sale through WI Surplus Auction to keep the sale fair.

Accurate Assessors
Staff met with Accurate to review the additional items we would like to see if an upcoming contract.

- Office Hours during market update years
- Market Update every 3 years
- Additional contact assigned to be communicated with to make sure someone from Accurate follows up.
- Lori to remain as the assessor
- 60 day opt out clause in the 5 year agreement.

Accurate will be updating the contract with these items. Will be included on future agenda.

Farmers Field Field Usage Contract
Staff developed a new contract that includes a usage fee and select days that usage would be allowed and other days that can be used for maintenance of the fields. River Surge board is reviewing the revised contract.

Budget Impacts: None

Recommended Action: None

Attachments:
August Zoning Report

Village of Harrison

August-25 Zoning Permit Report

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
Residential								
Single Family	10	68	$ 3,482,000	$ 30,216,100	8	72	$ 3,162,000	$ 30,716,700
Two Family (units)	1 (0)	1	$ 850,000	$ 850,000	0 (0)	1	$ 0	$ 900,000
Multi Family (units)	0 (0)	0	$ 0	$ 0	0 (0)	0	$ 0	$ 0
Additions	1	8	$ 26,500	$ 482,400	2	7	$ 320,000	$ 511,000
Acc. Structures	4	19	$ 118,500	$ 850,400	7	21	$ 104,400	$ 297,900
Miscellaneous	15	120	$ 247,900	$ 1,344,198	14	96	$ 216,100	$ 1,148,250
Total Residential	31	216	$ 4,724,900	$ 33,743,098	31	197	$ 3,802,500	$ 33,573,850
Com./Ind.								
New	0	4	$ 0	$ 3,508,100	0	1	$ 0	$ 650,000
Additions	0	3	$ 0	$ 2,490,000	0	0	$ 0	$ 0
Acc. Structures	0	2	$ 0	$ 1,708,500	0	0	$ 0	$ 0
Miscellaneous	2	9	$ 14,000	$ 79,900	0	5	$ 0	$ 115,000
Total Com./Ind.	2	18	$ 14,000	$ 7,786,500	0	6	$ 0	$ 765,000
Combined Total	33	234	$ 4,738,900	$ 41,529,598	31	203	$ 3,802,500	$ 34,338,850

Current Project List – September 2025

1. **Fire Station 70 New Building**
    a. Construction underway
    b. Electric/Gas Appl submitted to WeEnergies
2. **Harrison Commerce Park**
    a. Construction Complete
    b. Electric/Gas apps submitted
    c. Also submitted decorative light app to We Energies
    d. Change order for dry hydrant status?
3. **DPW Garage Expansion**
    a. Pre-Engineered Metal building coming Oct 10
    b. Office construction slated to be completed end of October
4. **Fire Station 60 renovations**
    a. Meeting on 22nd with Station 60 committee to review plans.
    b. Opinion of value to be provided
    c. Final design to occur Summer 2026, bidding Fall of 2026
5. **Rennwood Park**
    a. Poured in place happening today
    b. Next up landscaping
6. **Farmers Field Park Shelter**
    a. Staking complete
    b. Foundation excavation Sept. 22
7. **Village Hall Generator Project**
    a. Conversion to generator October 10
8. **Haen Heights/Cedar Ridge Road Projects**
    a. Done
    b. Any remaining punch lists
9. **Crossroad Business Park**
    a. Work almost complete
    b. Working with tenants on site plan reviews and closings of land
    c. Lot 6 dirt pile moved?
    d. On-site meeting with We Energies.
10. ~~**Cottonwood Creek Drainage Issues**~~
    ~~**a.** Awarded bid to contract. Work scheduled for mid July.~~
    ~~**b.** Looking at adding three additional properties upstream.~~
11. **Fire Department Staff Study, Intergovernmental Agreement Analysis and Ambulance Review**
    a. Interviews with Village staff complete.

b. Working on meeting with fire department staff.
c. Working on cost share model

12. Wage Compensation Study RFP
a. Will be reviewing with Dept Heads and staff week of September 22

13. Old Highway Road Reconstruction
a. Design underway
b. Soil Borings
c. Alignment meeting with Trail consultant?
d. Scheduled for construction in 2026

~~**14. Darboy Park Dead Ash Tree removal in Forest**~~
~~**a.** Complete~~

15. Municipal Code Update
a. Year-long project to update the chapters.
b. Chapters 2, 4, and 6 going in for board review

16. Possible Manitowoc Road Urbanization around Woodland School
a. Establish limits and potential
b. Possible LRIP Supplemental funding (50/50)
c. Need Ballpark opinion of value for DOT Grant

17. Eisenhower Drive Extension Project
a. Need possible alignment
b. Need contract for board meeting approval

18. Fran Mader Utility Extension
a. Agreement signed
b. Finalizing Easement documents and design drawings
c. Need contract for board approval

19. North Shore HU Forcemain Extension Project
a. Waiting for North Shore to tell us a cost for the easement
b. Winter construction

20. PASER Ratings and 5- Year Road Plan
a. Draft of the plan will provided at September Board meeting
b. Need four project costs for Board meeting

21. HAA Playground Project
a. Ordered

22. HAA Fencing Replacement
a. Planned to start in October
b. Meeting next week with vendor on scheduling

23. Emerald Pond Trail
a. Village staff to work on this Fall.
b. Eagle Scout working on covered playground.

24. Dan Stumpf Drainage Improvements

a. Completed

25. Village Hall Office Design Project

a. Draft plan in review

26. HU Menasha Sandhill Subdivision Easement

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:
September 30, 2025

Title:
Finance Director/Treasurer

- Budget Reports through August 31, 2025
- August 2025 Investment Report

Recommended Action:
None.

Issue:
None.

Background and Additional Information:

- Significant time was spent on the 2026 Proposed Budget, making it more presentable and cohesive. It was distributed to staff and the board on September 22 ahead of the first workshop.
- Vendors have until October 1 to respond to unclaimed property letters before funds are turned over to the State of Wisconsin in October. So far, Finance has received 10 of 44 responses, with 1 undeliverable.
- Staff previewed and began testing the new credit card system. The final setup is targeted for completion by the end of September, with a go-live planned for mid-to-late October.
- The Administrative Assistant position was accepted by Grace Schmall, who starts on September 29, 2025.
- Donna and I attended the virtual MTAW conference (Sept 18–19), covering tax rolls, budgeting, and year-end audits.
- I also attended the WGFOA conference (Sept 25–26) in Manitowoc, which focused on levy limits, utility rate cases, referendums, CIPs, and health insurance.
- Staff met with CLA, our audit partner, to review the year and start discussions ahead of our 2025 year-end. For the September budget statements, all the applicable special revenues will be shown from the tax roll as we are fine-tuning a spreadsheet to use moving forward to more accurately depict the collections as they are received at each settlement period.

Budget Impacts:
None.

Attachments:

- August 2025 Budget Reports
- August 2025 Investment Report

Budget Comparison - Detail

Park Impact Fees	2025 Budget	2025 August	2025 Actual 08/31/2025	Budget Status	% of Budget
Beginning Fund Balance	**436,416.00**		**436,416.00**		
Revenues					
Park Impact Fee	150,000.00	19,845.00	154,264.44	4,264.44	102.84
Expenditures					
Capital Outlay - Park Impact	195,000.00	-	78,736.51	116,263.49	40.38
Ending Fund Balance	**391,416.00**		**511,943.93**		

Police Impact Fees	2025 Budget	2025 August	2025 Actual 08/31/2025	Budget Status	% of Budget
Beginning Fund Balance	**105,459.00**		**105,459.00**		
Revenues					
Police Impact Fees	9,000.00	1,515.00	9,637.03	637.03	107.08
Ending Fund Balance	**114,459.00**		**115,096.03**		

Transportation Impact Fees	2025 Budget	2025 August	2025 Actual 08/31/2025	Budget Status	% of Budget
Beginning Fund Balance	**-**		**-**		
Revenues					
Transportation Impact Fees	-	40,890.00	187,063.88	187,063.88	-
Ending Fund Balance	**-**		**187,063.88**		

Fire Impact Fees	2025 Budget	2025 August	2025 Actual 08/31/2025	Budget Status	% of Budget
Beginning Fund Balance	**894,872.00**		**894,872.00**		
Revenues					
Fire Impact Fees	80,000.00	11,010.00	61,989.23	(18,010.77)	77.49
Ending Fund Balance	**974,872.00**		**956,861.23**		

Storm Water Fees	2025 Budget	2025 August	2025 Actual 08/31/2025	Budget Status	% of Budget
Beginning Fund Balance	**369,052.00**		**369,052.00**		
Revenues					
Storm Water Utility Fees	450,000.00	-	(947.00)	(450,947.00)	(0.21)
Expenditures					
Storm Sewer Maint / Ponds	22,500.00	1,426.45	24,024.28	(1,524.28)	106.77
Pond Rip Rap	50,000.00	-	-	50,000.00	-
Stormwater Plan / Munic Fees	-	14,280.00	39,242.50	(39,242.50)	-
Storm Catch Basin Program	25,000.00	-	-	25,000.00	-
Cross Culvert Program	30,000.00	-	-	30,000.00	-
GIS Mapping	15,000.00	825.00	825.00	14,175.00	5.50
Capital Outlay - Storm Water	150,000.00	-	-	150,000.00	-
Ending Fund Balance	**526,552.00**		**304,013.22**		

Investment Overview

as of August 31, 2025

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE INVESTMENTS				
Type of Account	**Bank**	**Maturity**	**Interest Rate**	**Amount**
Checking Accounts	Nicolet National Bank (Tax)		4.33%	$ 8,347,298.80
	Nicolet National Bank (Main Checking)		4.33%	$ 2,377,516.34
	Nicolet National Bank (GO Debt)		4.33%	$ 7,275,379.78
	Nicolet National Bank (GO Debt - DPW/Fire)		4.33%	$ 8,539,192.49
		TOTAL		**$ 26,539,387.41**
Money Market	Local Government Investment Pool		4.36%	$ 1,450,353.50
		TOTAL		**$ 1,450,353.50**
Investment Firm	Charles Schwab (CD's, Money Market, and Treasuries)	**various**	**various**	$ 3,853,653.80
		TOTAL		**$ 3,853,653.80**
		GRAND TOTAL		**$ 31,843,394.71**

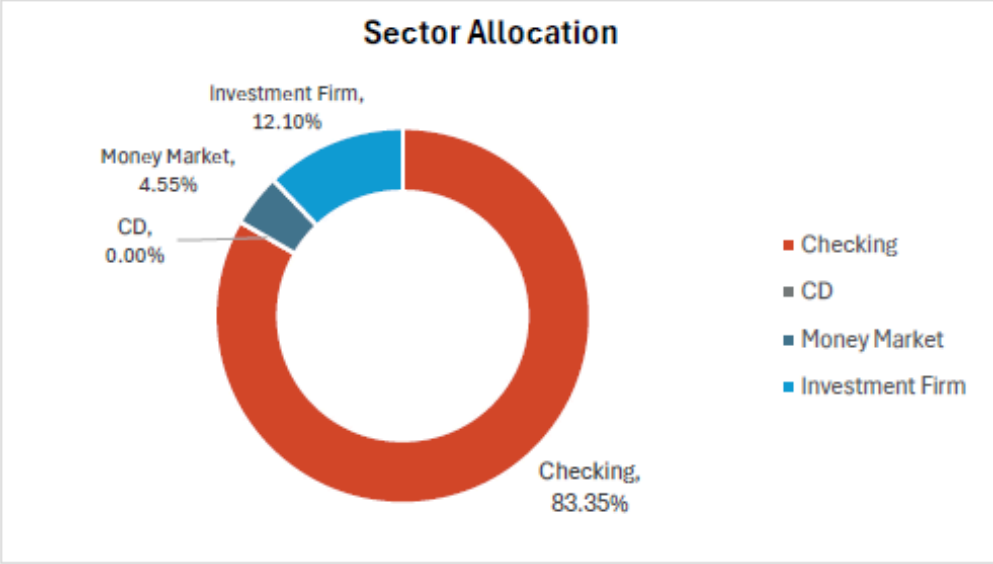
UTILITY INVESTMENTS				
Type of Account	**Bank**	**Maturity**	**Interest Rate**	**Amount**
Checking Accounts	Nicolet National Bank		4.33%	$ 2,486,339.34
	Community First Credit Union (Expenses)		0.40%	$ 71,277.37
		TOTAL		**$ 2,557,616.71**
Certificates of Deposit (CD)	Community First Credit Union (12 month)	10/31/2025	3.74%	$ 561,717.29
	Community First Credit Union (14 month)	9/7/2025	5.08%	$ -
	State Bank of Chilton (7 month)	10/19/2025	4.50%	$ 500,000.00
		TOTAL		**$ 1,061,717.29**
Money Market	State Bank of Chilton		4.46%	$ 1,142,976.33
		TOTAL		**$ 1,142,976.33**
Investment Firm	Charles Schwab (CD's, Money Market, and Treasuries)	**various**	**various**	$ 2,893,387.96
		TOTAL		**$ 2,893,387.96**
		GRAND TOTAL		**$ 7,655,698.29**

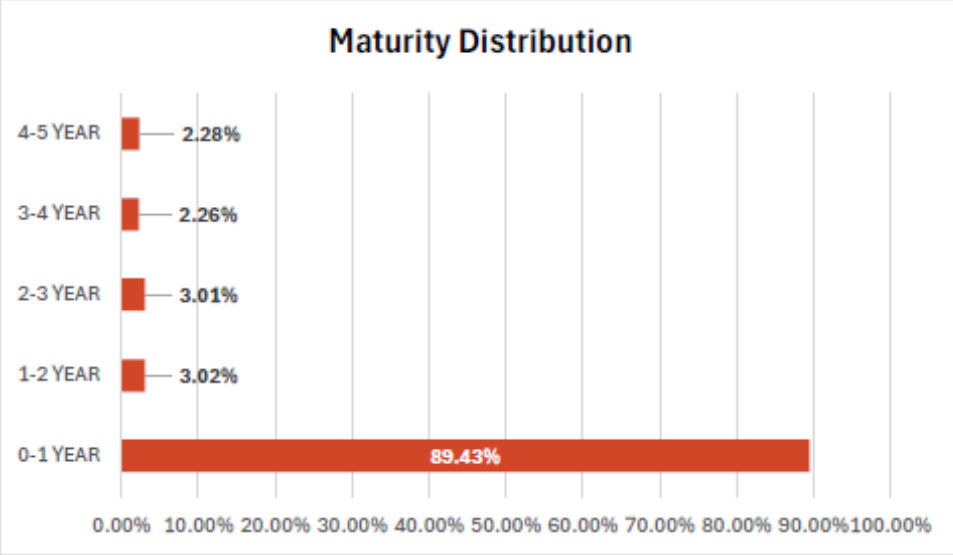
Investment Overview

as of August 31, 2025

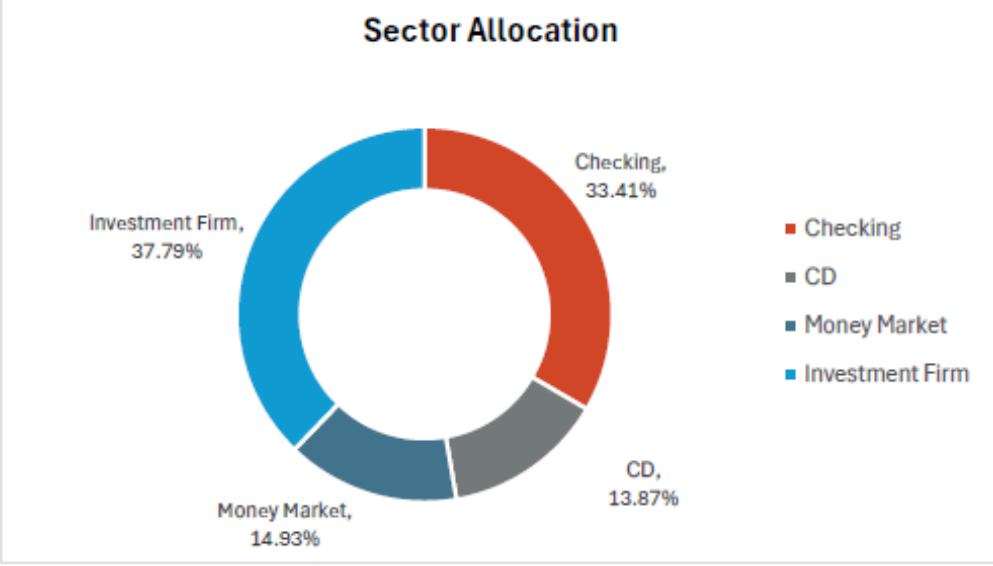
Village of HARRISON
WHERE OPPORTUNITY LIVES

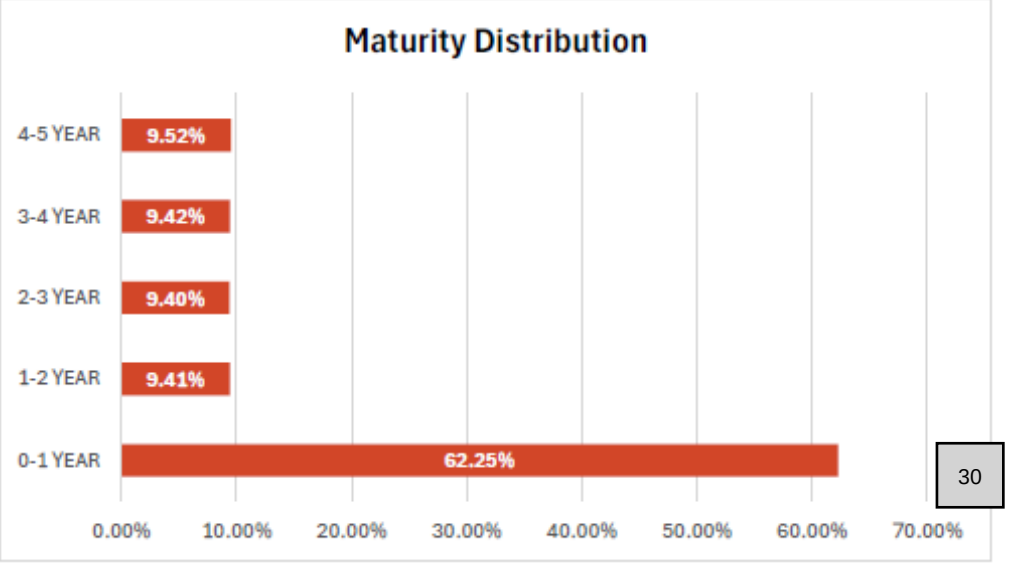
Village Investments





Utility Investments





Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
401-00-41110-000-000	Tax Increments - TID #1	0.00	866,300.67	1,257,319.00	-391,018.33	68.90
TAXES		0.00	866,300.67	1,257,319.00	-391,018.33	68.90
401-00-43401-000-000	Personal Property Aid - TID #1	0.00	7,917.12	3,203.00	4,714.12	247.18
401-00-43430-000-000	TID Exempt Computer Aid	390.58	390.58	0.00	390.58	0.00
INTERGOVERNMENTAL REVENUES		390.58	8,307.70	3,203.00	5,104.70	259.37
Total Revenues		390.58	874,608.37	1,260,522.00	-385,913.63	69.38

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
401-00-51510-000-000	Administrative Costs - TID #1	419.93	569.93	150.00	-419.93	379.95
GENERAL GOVERNMENT		419.93	569.93	150.00	-419.93	379.95
401-00-56700-700-000	Grant-Toonen Development TID 1	0.00	142,973.75	393,000.00	250,026.25	36.38
401-00-56700-701-000	Grant-Gregorski 22 LLC	0.00	1,103.22	16,000.00	14,896.78	6.90
401-00-56700-702-000	Grant-Asterion LLC	0.00	308,267.71	190,000.00	-118,267.71	162.25
CONSERVATION AND DEVELOPMENT		0.00	452,344.68	599,000.00	146,655.32	75.52
401-00-58100-000-000	G.O. Debt Principal - TID #1	0.00	85,000.00	85,000.00	0.00	100.00
401-00-58290-000-000	G.O. Debt Interest - TID #1	8,275.00	16,975.00	16,975.00	0.00	100.00
DEBT SERVICE		8,275.00	101,975.00	101,975.00	0.00	100.00
Total Expenses		8,694.93	554,889.61	701,125.00	146,235.39	79.14
Net Totals		-8,304.35	319,718.76	559,397.00	239,678.24	57.15

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
402-00-41110-000-000	Tax Increments - TID #2	0.00	413,875.91	623,200.00	-209,324.09	66.41
TAXES		0.00	413,875.91	623,200.00	-209,324.09	66.41
Total Revenues		0.00	413,875.91	623,200.00	-209,324.09	66.41

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
402-00-51500-000-000	Professional Services-TID #2	4,375.04	19,297.97	20,000.00	702.03	96.49
402-00-51510-000-000	Administrative Costs - TID #2	419.93	1,558.89	150.00	-1,408.89	1,039.26
GENERAL GOVERNMENT		4,794.97	20,856.86	20,150.00	-706.86	103.51
402-00-56700-000-000	Site Preparation - TID #2	88,971.45	88,971.45	0.00	-88,971.45	0.00
CONSERVATION AND DEVELOPMENT		88,971.45	88,971.45	0.00	-88,971.45	0.00
402-00-57200-000-000	Street Improvements - TID #2	61,761.44	383,917.35	0.00	-383,917.35	0.00
CAPITAL OUTLAY		61,761.44	383,917.35	0.00	-383,917.35	0.00
402-00-58100-000-000	G.O. Debt Principal - TID #2	0.00	86,870.85	86,871.00	0.15	100.00
402-00-58290-000-000	G.O. Debt Interest - TID #2	0.00	32,695.89	85,011.00	52,315.11	38.46
DEBT SERVICE		0.00	119,566.74	171,882.00	52,315.26	69.56
Total Expenses		155,527.86	613,312.40	192,032.00	-421,280.40	319.38
Net Totals		-155,527.86	-199,436.49	431,168.00	630,604.49	-46.25

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
403-00-51510-000-000	Administrative Costs - TID #3	419.93	569.93	150.00	-419.93	379.95
GENERAL GOVERNMENT		419.93	569.93	150.00	-419.93	379.95
403-00-56700-700-000	Grant-Driscoll Properties LLC	0.00	91,203.42	40,000.00	-51,203.42	228.01
CONSERVATION AND DEVELOPMENT		0.00	91,203.42	40,000.00	-51,203.42	228.01
Total Expenses		419.93	91,773.35	40,150.00	-51,623.35	228.58
Net Totals		-419.93	-91,773.35	-40,150.00	51,623.35	228.58

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
404-00-41110-000-000	Tax Increments - TID #4	0.00	838,538.78	1,372,900.00	-534,361.22	61.08
TAXES		0.00	838,538.78	1,372,900.00	-534,361.22	61.08
Total Revenues		0.00	838,538.78	1,372,900.00	-534,361.22	61.08

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
404-00-51510-000-000	Administrative Costs - TID #4	419.93	569.93	150.00	-419.93	379.95
GENERAL GOVERNMENT		419.93	569.93	150.00	-419.93	379.95
404-00-56700-700-000	Grant-Quattro Development LLC	0.00	865,195.61	0.00	-865,195.61	0.00
CONSERVATION AND DEVELOPMENT		0.00	865,195.61	0.00	-865,195.61	0.00
Total Expenses		419.93	865,765.54	150.00	-865,615.54	577,177.03
Net Totals		-419.93	-27,226.76	1,372,750.00	1,399,976.76	-1.98

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
405-00-49100-000-000	Proceeds from Debt	0.00	450,000.00	0.00	450,000.00	0.00
OTHER FINANCING SOURCES		0.00	450,000.00	0.00	450,000.00	0.00
Total Revenues		0.00	450,000.00	0.00	450,000.00	0.00

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
405-00-51500-000-000	Professional Services-TID #5	20,480.28	80,914.23	0.00	-80,914.23	0.00
405-00-51510-000-000	Administrative Costs - TID #5	419.93	3,726.94	0.00	-3,726.94	0.00
GENERAL GOVERNMENT		20,900.21	84,641.17	0.00	-84,641.17	0.00
405-00-56700-000-000	Site Preparation - TID #5	0.00	35,831.96	0.00	-35,831.96	0.00
CONSERVATION AND DEVELOPMENT		0.00	35,831.96	0.00	-35,831.96	0.00
405-00-57200-000-000	Street Improvements - TID #5	357,792.33	357,792.33	0.00	-357,792.33	0.00
CAPITAL OUTLAY		357,792.33	357,792.33	0.00	-357,792.33	0.00
405-00-58290-000-000	G.O. Debt Interest - TID #5	0.00	0.00	27,530.00	27,530.00	0.00
DEBT SERVICE		0.00	0.00	27,530.00	27,530.00	0.00
Total Expenses		378,692.54	478,265.46	27,530.00	-450,735.46	1,737.25
Net Totals		-378,692.54	-28,265.46	-27,530.00	735.46	102.67

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
406-00-41110-000-000	Tax Increments - TID #6	0.00	3,747.94	5,400.00	-1,652.06	69.41
TAXES		0.00	3,747.94	5,400.00	-1,652.06	69.41
Total Revenues		0.00	3,747.94	5,400.00	-1,652.06	69.41

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
406-00-51500-000-000	Professional Services-TID #6	0.00	506.77	0.00	-506.77	0.00
406-00-51510-000-000	Administrative Costs - TID #6	419.93	569.93	1,000.00	430.07	56.99
GENERAL GOVERNMENT		419.93	1,076.70	1,000.00	-76.70	107.67
Total Expenses		419.93	1,076.70	1,000.00	-76.70	107.67
Net Totals		-419.93	2,671.24	4,400.00	1,728.76	60.71

Fund: 100 - GENERAL FUND

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
100-00-41110-000-000	General Property Taxes	0.00	1,430,489.51	1,800,000.00	-369,510.49	79.47
100-00-41150-000-000	Forest Cropland/MFL Taxes	0.00	18.11	0.00	18.11	0.00
100-00-41210-000-000	Room Tax	0.00	31.29	0.00	31.29	0.00
100-00-41320-000-000	Payments In Lieu of Taxes	0.00	0.00	60,000.00	-60,000.00	0.00
100-00-41800-000-000	Interest - Personal Prop. Tax	0.00	28,009.55	0.00	28,009.55	0.00
TAXES		0.00	1,458,548.46	1,860,000.00	-401,451.54	78.42
100-00-42000-000-000	Special Assessments	0.00	0.00	253,700.00	-253,700.00	0.00
100-00-42100-000-000	S/W Agreement - Lexington Home	0.00	114,098.50	114,100.00	-1.50	100.00
100-00-42300-000-001	Sp. Assmts. - Sidewalks	0.00	0.00	3,400.00	-3,400.00	0.00
100-00-42300-000-002	Sp Assmts Rds -Hickory/Rustic	0.00	0.00	9,400.00	-9,400.00	0.00
100-00-42300-000-003	Sp Assmts Kimbrly Hts 2022 Rds	7,250.07	21,730.19	41,500.00	-19,769.81	52.36
100-00-42300-000-004	Sp Assmts Hiddn Pines 2022 Rds	0.00	0.00	7,500.00	-7,500.00	0.00
100-00-42300-000-005	Sp Assmts Creekside Est 2023	2,154.53	17,450.41	39,700.00	-22,249.59	43.96
100-00-42400-000-001	Sp Assmts Hoelzel Hvns 2022	0.00	0.00	4,000.00	-4,000.00	0.00
SPECIAL ASSESS CONNECTION FEES		9,404.60	153,279.10	473,300.00	-320,020.90	32.39
100-00-43400-000-000	State Shared Revenues	0.00	86,207.59	415,000.00	-328,792.41	20.77
100-00-43401-000-000	Personal Property Aid	0.00	13,266.12	2,600.00	10,666.12	510.24
100-00-43410-000-000	State Fire Dues - Harrison	0.00	87,347.58	79,000.00	8,347.58	110.57
100-00-43420-000-000	State Fire Dues - Shwd/Wood	25,078.79	25,078.79	18,300.00	6,778.79	137.04
100-00-43430-000-000	Exempt Computer Aid	-390.58	42,043.08	42,000.00	43.08	100.10
100-00-43525-000-000	State EMS Funding	0.00	66,740.76	0.00	66,740.76	0.00
100-00-43530-000-000	State Transportation Aids	0.00	386,081.40	450,000.00	-63,918.60	85.80
100-00-43531-000-000	Local Road Improvement Aid	0.00	364,205.33	11,000.00	353,205.33	3,310.96
100-00-43540-000-000	Recycling Grant	0.00	21,879.71	21,800.00	79.71	100.37
100-00-43570-000-000	State Grant - Trail	0.00	52,401.02	0.00	52,401.02	0.00
100-00-43620-000-000	DNR	0.00	3,080.98	0.00	3,080.98	0.00
100-00-43660-000-000	PILOT on State Conserv Land	0.00	2,503.72	0.00	2,503.72	0.00
INTERGOVERNMENTAL REVENUES		24,688.21	1,150,836.08	1,039,700.00	111,136.08	110.69
100-00-44105-000-000	Liquor & Beverage Licenses	0.00	5,654.06	5,200.00	454.06	108.73
100-00-44110-000-000	Operators Licenses	195.00	3,555.00	4,000.00	-445.00	88.88
100-00-44115-000-000	Cigarette Licenses	0.00	300.00	300.00	0.00	100.00
100-00-44120-000-000	Cable Television Franchise Fee	17,931.88	45,616.28	95,000.00	-49,383.72	48.02
100-00-44205-000-000	Dog Licenses Fees	0.00	3,445.61	10,000.00	-6,554.39	34.46
100-00-44305-000-000	Building Permit Fee	8,833.44	47,164.44	52,000.00	-4,835.56	90.70
100-00-44306-000-000	HVAC Permit	2,643.00	13,996.38	7,000.00	6,996.38	199.95
100-00-44307-000-000	Plumbing Permit	2,860.00	14,679.04	10,000.00	4,679.04	146.79
100-00-44308-000-000	Electrical Permit	3,703.00	20,693.26	13,000.00	7,693.26	159.18
100-00-44309-000-000	Siding/Windows/Roof Permit	560.00	2,120.00	1,000.00	1,120.00	212.00
100-00-44310-000-000	Pool Permit	240.00	720.00	1,000.00	-280.00	72.00
100-00-44311-000-000	Lot Grade Fee	12,900.00	60,200.00	40,000.00	20,200.00	150.50
100-00-44312-000-000	Driveway Grade Fee	2,775.00	12,950.00	9,000.00	3,950.00	143.89
100-00-44313-000-000	Culvert Permit	0.00	0.00	200.00	-200.00	0.00
100-00-44316-000-000	Demolition Permit	0.00	0.00	100.00	-100.00	0.00
100-00-44330-000-000	Utility Permit Fee	1,800.00	16,215.20	2,500.00	13,715.20	648.61
100-00-44400-000-000	Zoning Permit Fee	6,125.00	32,575.00	22,000.00	10,575.00	148.07
100-00-44401-000-000	Erosion Permit	5,186.83	12,347.90	6,500.00	5,847.90	189.97
100-00-44410-000-000	Plat and CSM Review Fee	660.00	1,420.00	2,000.00	-580.00	71.00
100-00-44415-000-000	Site Plan Review Fee	0.00	1,050.00	600.00	450.00	175.00

Fund: 100 - GENERAL FUND

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
100-00-44900-000-000	Other License/Permit Fee	500.00	2,760.00	0.00	2,760.00	0.00
100-00-44905-000-000	Fireworks Permit	0.00	50.00	0.00	50.00	0.00
LICENSES AND PERMITS		66,913.15	297,512.17	281,400.00	16,112.17	105.73
100-00-45105-000-000	Ordinance Violations	20.05	1,685.39	5,000.00	-3,314.61	33.71
100-00-45110-000-000	Parking Violations	0.00	555.00	1,000.00	-445.00	55.50
FINES, FORFEITS AND PENALTIES		20.05	2,240.39	6,000.00	-3,759.61	37.34
100-00-46100-000-000	Administrative Fee	4,774.76	25,345.38	20,000.00	5,345.38	126.73
100-00-46105-000-000	Publication Fee - Liquor	0.00	272.75	0.00	272.75	0.00
100-00-46110-000-000	Real Estate Inquiry Fee	1,540.00	9,070.00	8,000.00	1,070.00	113.38
100-00-46120-000-000	Credit Card Surcharge	131.41	1,188.10	700.00	488.10	169.73
100-00-46210-000-000	Law Enforcement Charges	0.00	0.00	785,000.00	-785,000.00	0.00
100-00-46310-000-000	Road Department Revenue	8,451.00	24,807.75	2,000.00	22,807.75	1,240.39
100-00-46321-000-000	Street Lights Fee	0.00	1,314.73	1,200.00	114.73	109.56
100-00-46328-000-000	Stormwater Drainage Fee	0.00	2,026.85	0.00	2,026.85	0.00
100-00-46420-000-000	Refuse Collection Fee (67%)	1,025.60	4,458.50	413,800.00	-409,341.50	1.08
100-00-46435-000-000	Recycling Collection Fee (33%)	583.00	2,305.50	259,700.00	-257,394.50	0.89
100-00-46440-000-000	Weed & Nuisance Control Fee	255.00	1,602.50	1,000.00	602.50	160.25
100-00-46445-000-000	Compost Site Sticker Fee	1,480.00	33,460.00	30,000.00	3,460.00	111.53
100-00-46722-000-000	Park Shelter Rental Fee	426.54	2,985.78	2,500.00	485.78	119.43
100-00-46740-000-000	Municipal Hall Rental Fee	94.79	2,085.38	2,000.00	85.38	104.27
PUBLIC CHARGES FOR SERVICES		18,762.10	110,923.22	1,525,900.00	-1,414,976.78	7.27
100-00-47323-000-000	Fire Contracts-Sherwood/Wood	0.00	203,112.00	173,700.00	29,412.00	116.93
INTERGOV'T CHARGES FOR SERV		0.00	203,112.00	173,700.00	29,412.00	116.93
100-00-48110-000-000	Banking - Earned Interest	121,723.09	776,128.89	700,000.00	76,128.89	110.88
100-00-48130-000-000	Sp. Assmnt. - Earned Interest	326.90	873.62	5,000.00	-4,126.38	17.47
100-00-48303-000-000	Sales - Public Works Equipment	0.00	8,425.50	0.00	8,425.50	0.00
100-00-48400-000-000	Insurance Recoveries	0.00	6,096.14	5,000.00	1,096.14	121.92
100-00-48500-000-000	Donations	2,545.00	6,447.40	0.00	6,447.40	0.00
100-00-48800-000-000	Treasurer - Cash Over	0.00	22.80	0.00	22.80	0.00
100-00-48900-000-000	Misc. Revenues	387.17	27,925.59	10,000.00	17,925.59	279.26
MISCELLANEOUS REVENUES		124,982.16	825,919.94	720,000.00	105,919.94	114.71
Total Revenues		244,770.27	4,202,371.36	6,080,000.00	-1,877,628.64	69.12

Fund: 100 - GENERAL FUND

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
100-00-51100-100-000	Village Board - Wages	3,461.64	28,353.00	52,000.00	23,647.00	54.53
100-00-51100-105-000	Village Board - FICA	264.76	2,168.61	4,000.00	1,831.39	54.22
100-00-51100-115-000	Village Board-Training/Mileage	0.00	285.00	800.00	515.00	35.63
100-00-51100-310-000	Village Board-Dues	0.00	6,923.60	7,500.00	576.40	92.31
100-00-51100-400-000	Village Board-Supplies	0.00	1,312.77	1,000.00	-312.77	131.28
100-00-51100-500-022	Village Board - Telephone	265.12	2,210.46	3,500.00	1,289.54	63.16
100-01-51101-100-001	Planning - Salary	8,461.04	70,298.75	62,500.00	-7,798.75	112.48
100-01-51101-105-000	Planning - FICA	638.70	5,395.41	4,800.00	-595.41	112.40
100-01-51101-200-000	Planning - Benefits	46.68	420.12	20,000.00	19,579.88	2.10
100-01-51101-205-000	Planning - Retirement	588.04	4,885.77	4,400.00	-485.77	111.04
100-01-51101-300-000	Planning - Per Diem	0.00	1,170.00	3,500.00	2,330.00	33.43
100-01-51101-301-000	Planning - Dues	0.00	0.00	1,000.00	1,000.00	0.00
100-01-51101-304-000	Planning - Consultants	1,500.00	1,500.00	25,000.00	23,500.00	6.00
100-01-51101-305-000	Planning - Training/Mile/Exp.	0.00	0.00	3,500.00	3,500.00	0.00
100-01-51101-400-000	Planning - Supplies	0.00	3,526.16	1,000.00	-2,526.16	352.62
100-01-51101-800-000	Planning - Publications	108.90	196.22	800.00	603.78	24.53
100-00-51300-000-000	Legal	0.00	29,540.23	120,000.00	90,459.77	24.62
100-09-51300-000-000	Hwy Dept - Legal	0.00	8,874.53	35,000.00	26,125.47	25.36
100-02-51400-100-000	Gen. Admin - Wages	23,302.82	216,937.71	516,000.00	299,062.29	42.04
100-02-51400-105-000	Gen. Admin - FICA	1,680.10	15,512.89	39,200.00	23,687.11	39.57
100-02-51400-200-000	Gen. Admin - Benefits	7,650.42	86,599.55	195,000.00	108,400.45	44.41
100-02-51400-205-000	Gen. Admin - Retirement	1,619.54	14,610.25	35,700.00	21,089.75	40.93
100-02-51400-305-000	Gen. Admin - Training/Conf.	0.00	2,413.57	9,000.00	6,586.43	26.82
100-02-51400-310-000	Gen. Admin - Dues	0.00	506.00	1,500.00	994.00	33.73
100-02-51400-400-000	Gen. Admin - Supplies	664.17	9,754.64	20,000.00	10,245.36	48.77
100-02-51400-400-005	Gen. Admin - Postage	1,000.00	2,865.21	6,000.00	3,134.79	47.75
100-02-51400-400-006	Gen. Admin - Service Contracts	10,269.11	118,992.59	91,670.00	-27,322.59	129.81
100-02-51400-800-000	Gen. Admin - Publications	0.00	648.25	2,000.00	1,351.75	32.41
100-02-51400-800-005	Gen. Admin - Newsltr & Postage	1,565.74	11,188.92	35,000.00	23,811.08	31.97
100-00-51440-000-000	Elections - Wages	140.00	12,072.50	14,500.00	2,427.50	83.26
100-00-51440-100-000	Elections-FICA	0.00	37.63	100.00	62.37	37.63
100-00-51440-200-000	Elections - Expenses/Training	0.00	0.00	200.00	200.00	0.00
100-00-51440-300-000	Elections - Service Contracts	0.00	4,803.00	3,500.00	-1,303.00	137.23
100-00-51440-400-000	Elections - Supplies	0.00	9,040.61	3,500.00	-5,540.61	258.30
100-00-51440-500-000	Elections - Postage	0.00	3,159.65	2,400.00	-759.65	131.65
100-00-51440-600-000	Elections - Publications	0.00	569.44	1,000.00	430.56	56.94
100-05-51500-000-000	Assessor - Contract	0.00	34,765.00	41,000.00	6,235.00	84.79
100-04-51500-315-000	Treasurer - Service Contracts	0.00	0.00	10,000.00	10,000.00	0.00
100-04-51500-315-015	Treasurer - Accounting	10,078.06	27,298.06	30,000.00	2,701.94	90.99
100-00-51600-400-000	Municipal Bldg - Supplies	142.50	754.38	5,000.00	4,245.62	15.09
100-00-51600-500-020	Municipal Bldg - Electric	467.28	4,034.03	5,800.00	1,765.97	69.55
100-00-51600-500-021	Municipal Bldg - Heat	26.25	3,885.01	5,200.00	1,314.99	74.71
100-00-51600-500-022	Municipal Bldg - Telephone	228.80	1,946.35	2,000.00	53.65	97.32
100-00-51932-000-000	Insurance - Property and Crime	0.00	19,242.90	34,100.00	14,857.10	56.43
100-00-51933-000-000	Insurance - Workers Comp.	0.00	39,705.00	29,300.00	-10,405.00	135.51
100-00-51938-000-000	Insurance - General and Auto	0.00	54,923.00	26,600.00	-28,323.00	206.48
100-00-51980-000-000	Memorial Expenses	0.00	0.00	500.00	500.00	0.00
GENERAL GOVERNMENT		74,169.67	863,326.77	1,516,070.00	652,743.23	56.95
100-00-52100-000-000	Law Enforcement - Contract	0.00	503,816.38	1,076,700.00	572,883.62	46.79
100-00-52102-000-000	School Crossing Guard & Lights	0.00	1,942.87	2,000.00	57.13	97.14
100-06-52200-100-000	Fire Dept - Wages	13,608.00	191,512.97	339,800.00	148,287.03	56.36

Fund: 100 - GENERAL FUND

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
100-06-52200-105-000	Fire Dept - FICA	989.04	14,361.51	17,300.00	2,938.49	83.01
100-06-52200-200-000	Fire Dept - Benefits	4,278.92	35,537.43	50,800.00	15,262.57	69.96
100-06-52200-210-000	Fire Dept - Retirement	2,042.56	14,412.91	50,600.00	36,187.09	28.48
100-06-52200-300-000	Fire Dept - Per Diem	0.00	765.00	1,500.00	735.00	51.00
100-06-52200-304-000	Fire Dept - Consultants	0.00	8,986.20	59,100.00	50,113.80	15.21
100-06-52200-305-000	Fire Dept - Training/Mem	105.00	5,667.00	10,000.00	4,333.00	56.67
100-06-52200-400-000	Fire Dept - Supplies/Services	4,035.16	14,339.18	31,000.00	16,660.82	46.26
100-06-52200-401-000	Fire Dept - Physicals	1,413.00	2,269.00	5,000.00	2,731.00	45.38
100-06-52200-402-000	Fire Dept - Software	0.00	4,875.00	7,500.00	2,625.00	65.00
100-06-52200-403-000	Fire Dept - Appreciation Night	0.00	2,065.04	3,000.00	934.96	68.83
100-06-52200-404-000	Fire Dept - Annual Tests/Certs	0.00	7,757.11	10,000.00	2,242.89	77.57
100-06-52200-405-000	Fire Dept - 2% Dues Expenses	1,262.00	3,622.00	0.00	-3,622.00	0.00
100-06-52200-406-000	Fire Dept - EMS FAP	4,804.40	55,744.40	0.00	-55,744.40	0.00
100-06-52200-500-020	Fire Dept - Electric	509.94	2,870.08	5,500.00	2,629.92	52.18
100-06-52200-500-021	Fire Dept - Heat	40.50	3,049.36	8,000.00	4,950.64	38.12
100-06-52200-500-022	Fire Dept - Telephone	124.06	1,202.47	2,400.00	1,197.53	50.10
100-06-52200-500-023	Fire Dept - Water/Sewer	331.90	2,373.64	6,000.00	3,626.36	39.56
100-06-52200-505-000	Fire Dept - Bldg Maintenance	126.63	841.72	15,000.00	14,158.28	5.61
100-06-52200-600-000	Fire Dept - Vehicle Maint.	261.94	16,668.41	13,000.00	-3,668.41	128.22
100-06-52200-700-000	Fire Dept - Equip Maintenance	837.12	5,044.33	5,500.00	455.67	91.72
100-06-52200-700-030	Fire Dept - Fuel	0.00	0.00	6,000.00	6,000.00	0.00
100-08-52300-000-000	1st Responders - Operating Exp	1,037.95	6,382.98	15,000.00	8,617.02	42.55
100-00-52400-000-000	Building Inspector - Contract	19,807.02	96,382.15	90,000.00	-6,382.15	107.09
100-00-52400-100-000	Inspections - Wages	6,302.40	46,329.96	93,600.00	47,270.04	49.50
100-00-52400-105-000	Inspections - FICA	468.26	3,441.33	7,200.00	3,758.67	47.80
100-00-52400-200-000	Inspections - Grade Checks	5,578.54	22,246.25	25,000.00	2,753.75	88.99
100-00-52400-201-000	Inspections - Benefits	1,781.74	15,678.69	25,400.00	9,721.31	61.73
100-00-52400-205-000	Inspections - Retirement	438.02	3,219.94	6,600.00	3,380.06	48.79
100-00-52400-305-000	Inspections - Expense/Mileage/	0.00	1,191.35	5,000.00	3,808.65	23.83
100-00-52400-310-000	Inspections - Dues	0.00	81.80	0.00	-81.80	0.00
100-00-52400-400-000	Inspections - Supplies	0.00	2,090.74	0.00	-2,090.74	0.00
PUBLIC SAFETY		70,184.10	1,096,769.20	1,993,500.00	896,730.80	55.02
100-09-53311-000-000	Hwy Dept - Engineer/Consultant	1,541.87	5,484.50	30,000.00	24,515.50	18.28
100-09-53311-100-000	Hwy Dept - Wages	44,464.24	372,693.49	540,800.00	168,106.51	68.92
100-09-53311-100-901	Hwy Dept - Part Time Wages	12,015.75	52,741.50	100,000.00	47,258.50	52.74
100-09-53311-103-000	Hwy Dept - Overtime Wages	1,732.52	42,597.07	38,000.00	-4,597.07	112.10
100-09-53311-105-000	Hwy Dept - FICA	3,331.04	30,075.77	52,000.00	21,924.23	57.84
100-09-53311-105-901	Hwy Dept - Part Time FICA	919.18	4,034.73	0.00	-4,034.73	0.00
100-09-53311-200-000	Hwy Dept - Benefits	13,305.69	130,018.69	186,700.00	56,681.31	69.64
100-09-53311-205-000	Hwy Dept - Retirement	3,210.69	28,854.63	40,300.00	11,445.37	71.60
100-09-53311-305-000	Hwy Dept - Training Expenses	0.00	0.00	4,000.00	4,000.00	0.00
100-09-53311-306-000	Hwy Dept - CDL/Testing	0.00	296.00	1,500.00	1,204.00	19.73
100-09-53311-400-000	Hwy Dept - Supplies	3,925.26	23,674.73	35,000.00	11,325.27	67.64
100-09-53311-500-020	Hwy Dept - Electric	700.92	6,051.07	10,000.00	3,948.93	60.51
100-09-53311-500-022	Hwy Dept - Telephone	325.72	2,709.32	3,500.00	790.68	77.41
100-09-53311-505-000	Hwy Dept - Building Maint	2,362.91	21,943.66	38,000.00	16,056.34	57.75
100-09-53311-600-030	Hwy Dept - Fuel	10,142.50	57,005.60	76,000.00	18,994.40	75.01
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance	122.58	19,809.94	40,000.00	20,190.06	49.52
100-09-53311-700-000	Hwy Dept - Equip Maintenance	5,197.36	28,967.76	80,000.00	51,032.24	36.21
100-09-53311-900-000	Hwy Dept - Road Maintenance	3,654.21	140,075.98	214,100.00	74,024.02	65.43
100-09-53311-900-010	Hwy Dept - Contracts	0.00	48.55	0.00	-48.55	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
100-09-53311-901-000	Hwy Dept - Ditching/Grading	1,666.96	1,896.08	40,000.00	38,103.92	4.74
100-09-53311-903-000	Hwy Dept - Salt & Sand	0.00	114,933.63	115,000.00	66.37	99.94
100-09-53315-902-000	Hwy Dept - Signs	10.00	9,000.39	27,835.00	18,834.61	32.33
100-00-53420-000-000	Street Lighting - General	312.44	6,181.02	6,500.00	318.98	95.09
100-00-53420-001-000	Street Lighting - North Shore	0.00	96.33	200.00	103.67	48.17
100-00-53420-004-000	Street Lighting - HAA	0.00	7,460.38	11,000.00	3,539.62	67.82
100-00-53420-006-000	Street Lighting - NS Woods	0.00	590.95	1,100.00	509.05	53.72
100-09-53430-000-000	Hwy Dept - Sidewalk Maint	0.00	0.00	10,000.00	10,000.00	0.00
100-00-53441-100-000	Illicit Discharge Program	0.00	1,797.50	5,000.00	3,202.50	35.95
100-00-53620-000-000	Refuse and Garbage Services	35,365.59	248,367.69	434,500.00	186,132.31	57.16
100-00-53635-000-000	Recycling Services	23,275.13	161,913.61	270,000.00	108,086.39	59.97
100-00-53635-100-000	Compost Site	19.53	4,873.58	10,000.00	5,126.42	48.74
100-00-53640-000-000	Weed and Nusiance Control	0.00	0.00	5,000.00	5,000.00	0.00
PUBLIC WORKS		167,602.09	1,524,194.15	2,426,035.00	901,840.85	62.83
100-00-54980-000-000	Other Health - HOVPP	0.00	0.00	500.00	500.00	0.00
HEALTH AND HUMAN SERVICES		0.00	0.00	500.00	500.00	0.00
100-00-55200-000-000	Parks - Maint. and Utilities	8,026.47	30,076.46	50,000.00	19,923.54	60.15
100-00-55200-120-000	Parks - Recreation Programs	2,000.00	27,000.00	30,000.00	3,000.00	90.00
CULTURE, RECREATION AND EDU.		10,026.47	57,076.46	80,000.00	22,923.54	71.35
100-00-56900-000-110	Development	303.99	478.47	10,000.00	9,521.53	4.78
CONSERVATION AND DEVELOPMENT		303.99	478.47	10,000.00	9,521.53	4.78
100-00-57190-000-000	Capital Outlay - General Gvmnt	0.00	3,549.61	0.00	-3,549.61	0.00
100-06-57220-000-000	Fire Dept - Capital Outlay	0.00	8,344.00	0.00	-8,344.00	0.00
100-09-57324-000-000	Capital Outlay - Hwy. Equip	0.00	236,083.00	0.00	-236,083.00	0.00
100-09-57330-000-000	Capital Outlay - Road Projects	0.00	317.50	0.00	-317.50	0.00
CAPITAL OUTLAY		0.00	248,294.11	0.00	-248,294.11	0.00
100-00-59900-000-000	Contingency	0.00	0.00	53,895.00	53,895.00	0.00
OTHER FINANCING USES		0.00	0.00	53,895.00	53,895.00	0.00
Total Expenses		322,286.32	3,790,139.16	6,080,000.00	2,289,860.84	62.34
Net Totals		-77,516.05	412,232.20	0.00	-412,232.20	

Fund: 610 - WATER UTILITY

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
610-00-41900-000-000	Interest Income	15,812.19	66,964.87	111,920.00	-44,955.13	59.83
TAXES		15,812.19	66,964.87	111,920.00	-44,955.13	59.83
610-00-46101-000-000	Residential Metered Sales	100,770.44	687,903.26	1,020,910.00	-333,006.74	67.38
610-00-46102-000-000	Commercial Metered Sales	11,742.29	77,534.86	105,500.00	-27,965.14	73.49
610-00-46104-000-000	Public Authority Metered Sales	1,764.82	16,056.74	26,710.00	-10,653.26	60.12
610-00-46105-000-000	Multifamily Metered Sales	10,181.80	79,954.47	116,600.00	-36,645.53	68.57
610-00-46106-000-000	Irrigation Metered Sales	-150.20	0.00	270.00	-270.00	0.00
610-00-46200-000-000	Private Fire Protection Servic	1,620.00	12,960.00	19,100.00	-6,140.00	67.85
610-00-46300-000-000	Public Fire Protection Service	18,601.09	149,017.49	219,840.00	-70,822.51	67.78
PUBLIC CHARGES FOR SERVICES		144,530.24	1,023,426.82	1,508,930.00	-485,503.18	67.82
610-00-47000-000-000	Forfeited Discounts	284.30	1,964.79	2,380.00	-415.21	82.55
610-00-47400-000-000	Other Water Revenue	125.00	4,097.69	4,670.00	-572.31	87.74
INTERGOV'T CHARGES FOR SERV		409.30	6,062.48	7,050.00	-987.52	85.99
Total Revenues		160,751.73	1,096,454.17	1,627,900.00	-531,445.83	67.35

Fund: 610 - WATER UTILITY

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
610-00-57408-000-000	Taxes	0.00	0.00	70,360.00	70,360.00	0.00
610-00-57601-000-000	Purchased Water - COA / FC	0.00	257,996.38	861,290.00	603,293.62	29.95
610-00-57640-000-000	Operation Labor	9,857.42	80,017.56	108,000.00	27,982.44	74.09
610-00-57641-000-000	Operation Supplies & Expenses	1,382.17	11,986.00	22,500.00	10,514.00	53.27
610-00-57651-000-000	Maintenance of Mains	809.00	5,618.70	15,000.00	9,381.30	37.46
610-00-57652-000-000	Maintenance of Services	1,024.00	7,082.32	90,000.00	82,917.68	7.87
610-00-57653-000-000	Maintenance of Meters	2,853.00	4,286.03	7,000.00	2,713.97	61.23
610-00-57654-000-000	Maintenance of Hydrants	0.00	2,414.84	5,000.00	2,585.16	48.30
610-00-57902-000-000	Accounting & Collecting Labor	4,228.80	38,059.20	63,000.00	24,940.80	60.41
610-00-57903-000-000	Supplies and Expenses	2,000.00	7,189.25	11,000.00	3,810.75	65.36
610-00-57920-000-000	Admin & General Salaries	2,814.40	24,665.04	33,000.00	8,334.96	74.74
610-00-57921-000-000	Office Supplies & Expenses	815.81	6,638.98	15,000.00	8,361.02	44.26
610-00-57923-000-000	Outside Services Employed	9,851.99	23,989.55	85,000.00	61,010.45	28.22
610-00-57924-000-000	Insurance Expense	0.00	9,946.55	13,750.00	3,803.45	72.34
610-00-57925-000-000	Payroll Tax - FICA	1,177.96	9,872.21	15,000.00	5,127.79	65.81
610-00-57926-000-000	Employee Pensions & Benefits	1,195.61	31,994.58	40,000.00	8,005.42	79.99
610-00-57928-000-000	Regulatory Commission Expenses	0.00	0.00	2,000.00	2,000.00	0.00
610-00-57930-000-000	Miscellaneous General Expense	352.98	7,615.95	10,000.00	2,384.05	76.16
610-00-57933-000-000	Transportation Expense	346.04	2,062.91	4,710.00	2,647.09	43.80
610-00-57935-000-000	Maintenance of General Plant	337.62	2,284.01	6,000.00	3,715.99	38.07
610-00-57950-000-000	Depreciation Expense	0.00	0.00	235,530.00	235,530.00	0.00
CAPITAL OUTLAY		39,046.80	533,720.06	1,713,140.00	1,179,419.94	31.15
Total Expenses		39,046.80	533,720.06	1,713,140.00	1,179,419.94	31.15
Net Totals		121,704.93	562,734.11	-85,240.00	-647,974.11	-660.18

Fund: 620 - SEWER UTILITY

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
620-00-46221-000-000	Residential Measured Service	83,561.00	653,500.25	930,010.00	-276,509.75	70.27
620-00-46222-000-000	Commercial Measured Service	11,461.23	77,431.62	105,060.00	-27,628.38	73.70
620-00-46224-000-000	Public Authority Measured Srvc	2,618.13	21,285.67	27,580.00	-6,294.33	77.18
620-00-46225-000-000	Multifamily Measured Service	11,703.49	92,242.22	136,100.00	-43,857.78	67.78
PUBLIC CHARGES FOR SERVICES		109,343.85	844,459.76	1,198,750.00	-354,290.24	70.45
620-00-47631-000-000	Forfeited Discounts	225.20	1,628.67	1,980.00	-351.33	82.26
620-00-47635-000-000	Other Sewer Revenue	9,340.00	66,577.94	50,000.00	16,577.94	133.16
620-00-47640-000-000	Interest Income	22,426.83	116,599.65	176,640.00	-60,040.35	66.01
INTERGOV'T CHARGES FOR SERV		31,992.03	184,806.26	228,620.00	-43,813.74	80.84
Total Revenues		141,335.88	1,029,266.02	1,427,370.00	-398,103.98	72.11

Fund: 620 - SEWER UTILITY

Account Number		2025 August	2025 Actual 08/31/2025	2025 Budget	Budget Status	% of Budget
620-00-57820-000-000	Supervision & Labor	9,636.98	80,119.17	130,000.00	49,880.83	61.63
620-00-57821-000-000	Fuel/Power Purchase - Pumping	1,870.20	13,336.18	26,660.00	13,323.82	50.02
620-00-57827-000-000	Operation Supplies & Expenses	401.06	6,721.84	17,500.00	10,778.16	38.41
620-00-57828-000-000	Transportation Expense	346.04	2,062.98	4,710.00	2,647.02	43.80
620-00-57829-000-000	Sewerage Treatment Charges	22,968.40	181,053.61	296,940.00	115,886.39	60.97
620-00-57831-000-000	Maintenance Sewage Collect Sys	0.00	35,063.16	115,000.00	79,936.84	30.49
620-00-57832-000-000	Maint Collection Syst Pumping	0.00	7,643.02	25,000.00	17,356.98	30.57
620-00-57834-000-000	Maintenance of General Plant	337.63	2,265.99	6,000.00	3,734.01	37.77
620-00-57840-000-000	Accounting & Collecting Labor	4,228.80	38,059.20	65,000.00	26,940.80	58.55
620-00-57850-000-000	Admin & General Salaries	2,814.40	24,665.04	35,000.00	10,334.96	70.47
620-00-57851-000-000	Office Supplies & Expenses	831.17	9,714.83	27,500.00	17,785.17	35.33
620-00-57852-000-000	Outside Services Employed	7,752.39	24,284.60	85,000.00	60,715.40	28.57
620-00-57853-000-000	Insurance Expense	0.00	9,946.55	13,750.00	3,803.45	72.34
620-00-57854-000-000	Employee Pensions & Benefits	1,180.28	32,001.79	35,000.00	2,998.21	91.43
620-00-57855-000-000	Payroll Tax - FICA	1,170.09	9,924.16	15,500.00	5,575.84	64.03
620-00-57856-000-000	Miscellaneous General Expense	2,353.01	10,392.67	10,000.00	-392.67	103.93
620-00-57870-000-000	NMSC Capital Charges-Int Exp	1,659.00	12,726.00	16,270.00	3,544.00	78.22
620-00-57875-000-000	NMSC Capital Charges-Amort Exp	6,703.00	51,437.00	83,400.00	31,963.00	61.68
620-00-57950-000-000	Depreciation Expense	0.00	0.00	288,690.00	288,690.00	0.00
CAPITAL OUTLAY		64,252.45	551,417.79	1,296,920.00	745,502.21	42.52
Total Expenses		64,252.45	551,417.79	1,296,920.00	745,502.21	42.52
Net Totals		77,083.43	477,848.23	130,450.00	-347,398.23	366.31

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Public Works/ Engineering/Parks/Trails Report

Issue: None

Background and Additional Information:

1. DPW staff completed the relocation of the culvert pipe and regrading the ditch on Manitowoc Road at Driscoll Apartments, to limit the amount of the water that flooded the homeowners yard.
2. DPW staff finished the gravel extension for crossing the road at Woodland/Coop.
3. Grass cutting, ditch cutting and maintenance work continues
4. DPW staff shouldered the roadway in Haen Heights and Cedar Ridge subdivisions
5. DPW/Parks staff has been working at Rennwood Park with final restoration including prairie and lawn seeding and preparation for the poured in place and wood chips.
6. Trucked soil from Lot 6 in the Crossroads Business Park to the yard waste site.
7. Foundation excavation for shelter at Farmers Field.
8. Brush and tree limb pickups
9. Mulch spreading in the Darboy Park forest.
10. Underbrush buckthorn removal at Darboy Park forest.
11. Painting in the new sign shop area in the old wash bay.
12. Village is still looking for winter laborers. Have ran multiple advertisements in Times Village and Tri County publications.
13. Continued code enforcement for weeds/tall grass and junk/debris.
14. Preparation for new fencing at Harrison Athletic Complex.

Budget Impacts: None

Recommended Action: None
Attachments:

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Meghan Winkler, Clerk/HR Manager

Meeting Date:
September 30, 2025

Title:
Clerk/HR Manager Monthly Report

Recommended Action:
None.

Background and Additional Information:

- For the Administrative Assistant position, the Finance Director, Fire Chief, and I reviewed 32 applications. We invited 9 candidates to interview, completed interviews with 7, and extended an offer, which has been accepted by Grace Schmall.
- Chad, Alissa and myself met with all employees to discuss the results of the Wage Compensation Study.
- The second of three modules of Neogov has been implemented allowing online onboarding. The final module is expected to start by the end of the year.
- I attended the virtual Municipal Treasurers Association of Wisconsin conference.
- After meeting with the maintenance team at Christ the Rock, they are excited to welcome us back for the 2026 elections.

Budget Impacts:
None

Attachments:

P:920.989.1062 F:920.989.1077 | W5298 State Road 114 • Harrison, WI 54952 | harrison-wi.org

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Brandon Barlow, Utilities Office Manager **Meeting Date:** 9/30/2025

Title: Harrison Utilities Monthly Report to the Board

Recommended Action: None

Background and Additional Information:

1. **Annual Lift Station Pump Maintenance Program:** The operators are working on the annual lift station pump maintenance program. The operators inspect and maintain each of the two pumps across each of the five lift stations. This work helps ensure that the pumps operate as reliably and efficiently as possible to reduce downtime and extend the life of the equipment.



Pump removal from the Lift Station #6 Wet Well Using the Truck-Mounted Crane

2. **Sewer Manhole Maintenance:** The operators are working on maintenance and repairs of manhole lids and chimney seals. This work, which includes replacing the lid gaskets and checking for leaks in the chimney seals, helps to reduce inflow and infiltration (I&I) into the sanitary system. Limiting I&I provides overall cost-savings to the system (and in turn the customers) as it reduces the amount of surface and groundwater entering the sanitary system which needs to be treated at the wastewater treatment plant.

3. **Budget and Capital Improvement Plan:** Staff continued work on the 2026 Budget and Capital Improvement Plan (CIP), including meeting with the Finance Director and Village Manager. The proposed budget and CIP are included within the overall budget for the Village.

4. **Neenah-Menasha Sewerage Commission (NMSC)**: Agendas and minutes for the meetings of the Neenah-Menasha Sewerage Commission are available at www.nmscwwtp.com

    a. **9/16/25 Special Meeting** – The Village Manager, Finance Director, and Utilities Office Manager attended a special meeting regarding financing options for the planned Phosphorus and UV Disinfection Projects at the wastewater treatment plant. The upgrades are required to meet more stringent DNR discharge regulations. The total cost of the project is estimated to be $35,000,000 plus financing costs. Construction is planned to take place from 2027-2029.

    The Commission is considering either issuing Revenue Bonds directly from the Commission or having the contracting municipalities (which includes the City of Neenah, City of Menasha, Village of Fox Crossing, and Town of Neenah Sanitary District) apply through the DNR's Clean Water Fund Program.

    The Village/Utilities share of the overall costs would be determined by the loadings sent to the plant over the course of repayment (20-25 years) but are estimated to be in the range of $4,300,000-$7,150,000 depending upon bid results, financing terms, and the overall share of the loadings sent to the plant.

    These costs, along with operational cost increases and capital outlay needs at the Utilities, will require an increase in customer rates. The sanitary sewer rates were last increased on 1/1/2019.

    b. **9/23/25 Regular Meeting** – The regular meeting included passage of the 2026 NMSC Budget as well as approval to submit the Facility Plan Amendment to the DNR for the Phosphorus and UV Disinfection Project.

5. **Permits Issued in August**:
    a. Sanitary Sewer Connection:

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

Lift Station #4 – Menasha	2	0	0
Lift Station #6 (Harrison)	1	0	0
Total	**6**	**0**	**0**

b. Sanitary Sewer & Watermain Permit: *None*

Budget Impacts: None

Attachments: None

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:
September 30, 2025

Title:
August 2025 Bills and Claims

Recommended Action:
Motion to Approve August's bills and claims for the Village and Harrison Utilities as presented.

Issue:
None.

Background and Additional Information:
Monthly Report

Budget Impacts:

Attachments:

- Village of Harrison August Check Register
- August Payroll Check Register
- Utilities August Check Register – Nicolet Bank

NICOLET (INVESTORS) BANK VOH Payroll Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	66,969.64
Total Expenditure from Fund # 610 - WATER UTILITY	16,900.62
Total Expenditure from Fund # 620 - SEWER UTILITY	16,680.18
Total Expenditure from all Funds	100,550.44

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
EFT	8/05/2025	PSN INVOICE - UTILITIES		
July 2025 PSN Monthly Fee			Manual Check	
610-00-57923-000-000	Outside Services Employed			24.97
July 2025 PSN Monthly Fee		313409		
620-00-57852-000-000	Outside Services Employed			24.98
July 2025 PSN Monthly Fee		313409		
			Total	49.95
EFT	8/07/2025	KWIK TRIP - UTILITIES		
ACCT# 2251587 - FUEL			Manual Check	
610-00-57933-000-000	Transportation Expense			346.04
ACCT# 2251587 - FUEL		NP68847446		
620-00-57828-000-000	Transportation Expense			346.04
ACCT# 2251587 - FUEL		NP68847446		
			Total	692.08
EFT	8/07/2025	THE HOME DEPOT - UTILITIES		
99004693 7/1/25 Shop Supplies			Manual Check	
610-00-57641-000-000	Operation Supplies & Expenses			37.01
99004693 7/1/25 Shop Supplies				
620-00-57827-000-000	Operation Supplies & Expenses			37.02
99004693 7/1/25 Shop Supplies				
			Total	74.03
EFT	8/08/2025	MARCO TECHNOLOGIES LLC - UTILITIES		
7/28/25 Copier Lease			Manual Check	
610-00-57921-000-000	Office Supplies & Expenses			99.36
7/28/25 Copier Lease		37771105		
620-00-57851-000-000	Office Supplies & Expenses			99.37
7/28/25 Copier Lease		37771105		
610-00-57921-000-000	Office Supplies & Expenses			37.86
7/28/25 Usage Charges		37771105		
620-00-57851-000-000	Office Supplies & Expenses			37.86
7/28/25 Usage Charges		37771105		
			Total	274.45
EFT	8/13/2025	WE ENERGIES - 00011		
0705461764-00001 LS #1 Electric & Gas			Manual Check	
620-00-57821-000-000	Fuel/Power Purchase - Pumping			287.38
0705461764-00001 LS #1 Electric & Gas		5554703870		

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
620-00-57821-000-000	Fuel/Power Purchase - Pumping			60.85
0705461764-00002 LS#2 Electric		5554691494		
610-00-57641-000-000	Operation Supplies & Expenses			20.21
0705461764-00003 COA Mtr #2 Electric		5554758342		
620-00-57821-000-000	Fuel/Power Purchase - Pumping			104.55
0705461764-00004 LS#3 Electric		5554179804		
610-00-57921-000-000	Office Supplies & Expenses			6.13
0705461764-00005 HU Main Gas		5555173416		
620-00-57851-000-000	Office Supplies & Expenses			6.14
0705461764-00005 HU Main Gas		5555173416		
610-00-57641-000-000	Operation Supplies & Expenses			39.84
0705461764-00006 Fox Crsng Mtr-Electric		5554114050		
620-00-57821-000-000	Fuel/Power Purchase - Pumping			99.48
0705461764-00007 LS#6 Eletric & Gas		5554865844		
610-00-57921-000-000	Office Supplies & Expenses			467.14
0705461764-00009 HU Main Electric		5555919557		
620-00-57851-000-000	Office Supplies & Expenses			467.15
0705461764-00009 HU Main Electric		5555919557		
620-00-57821-000-000	Fuel/Power Purchase - Pumping			20.69
0705461764-00010 LS#4 Gas		5554884159		
			Total	1,579.56
EFT 8/20/2025	HARRISON UTILITIES - 1-4005			
2025.07.29 001-4005-00 Utility Bill			Manual Check	
610-00-57921-000-000	Office Supplies & Expenses			43.00
001-4005-00 | Public Fire				
610-00-57921-000-000	Office Supplies & Expenses			66.51
001-4005-00 | Water Charge				
620-00-57851-000-000	Office Supplies & Expenses			124.83
001-4005-00 | Sewer Charge				
			Total	234.34
EFT 8/25/2025	MENASHA UTILITIES			
2025.06.30-2025.07.31			Manual Check	
620-00-57827-000-000	Operation Supplies & Expenses			13.40
ACCT#3266037-00 |Elec Plank Rd-Meter Pit				
610-00-57641-000-000	Operation Supplies & Expenses			18.97
ACCT#3265998-00 | COA Water #1 Electric				

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
620-00-57821-000-000	Fuel/Power Purchase - Pumping			1,297.25
ACCT#3265946-00 | LS #4 Electric				
620-00-57827-000-000	Operation Supplies & Expenses			12.54
ACCT#3265946-00 | Storm Water Charge				
			Total	1,342.16

EFT 8/27/2025 VERIZON WIRELESS
FROM 8/6-9/5 UTILITIES PHONES Manual Check

610-00-57641-000-000	Operation Supplies & Expenses			76.06
FROM 8/6-9/5 UTILITIES PHONES		6120286726		
620-00-57827-000-000	Operation Supplies & Expenses			76.06
FROM 8/6-9/5 UTILITIES PHONES		6120286726		
610-00-57641-000-000	Operation Supplies & Expenses			60.01
FROM 8/6-9/5 UTILITIES PADS		6120286726		
620-00-57827-000-000	Operation Supplies & Expenses			60.02
FROM 8/6-9/5 UTILITIES PADS		6120286726		
			Total	272.15

EFT 8/26/2025 CHARTER COMMUNICATIONS - UTILITIES
Acct# 153078301 Internet Manual Check

610-00-57921-000-000	Office Supplies & Expenses			65.00
Acct# 153078301 Internet		153078301080725		
620-00-57851-000-000	Office Supplies & Expenses			65.00
Acct# 153078301 Internet		153078301080725		
			Total	130.00

EFT 8/29/2025 VERIZON WIRELESS - UTILITIES
7/9/25-8/8/25 Manual Check

610-00-57641-000-000	Operation Supplies & Expenses			18.10
SHARE OF EMERGENCY PHONE		6120537403		
620-00-57827-000-000	Operation Supplies & Expenses			45.33
LS6 DIALER & SHARE OF EMERGENCY PHONE		6120537403		
			Total	63.43

EFT 8/28/2025 RELIANCE STANDARD LIFE INSURANCE COMPANY
UTILITIES SEP 2025 LIFE & DISABILITY Manual Check

610-00-57926-000-000	Employee Pensions & Benefits			116.08
UTILITIES SEP 2025 LIFE & DISABILITY				
620-00-57854-000-000	Employee Pensions & Benefits			116.08
UTILITIES SEP 2025 LIFE & DISABILITY				

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	232.16
23051	8/06/2025	CLEAN WATER TESTING LLC		
Quarterly DBP Samples				
610-00-57641-000-000	Operation Supplies & Expenses			259.00
7/28/25 Quarterly DBP Samples		9010596614		
610-00-57641-000-000	Operation Supplies & Expenses			259.00
7/25/25 Quarterly DBP Samples		9010592274		
			Total	518.00
23052	8/06/2025	CLIFTON LARSON ALLEN LLP		
L251445978				
610-00-57923-000-000	Outside Services Employed			5,249.02
FROM 7/21/25 FINAL BILLING 2024 AUDIT		L251445978		
620-00-57852-000-000	Outside Services Employed			3,149.41
FROM 7/21/25 FINAL BILLING 2024 AUDIT		L251445978		
			Total	8,398.43
23053	8/06/2025	COMMUNITY FIRST CU - VISA		
Accts *7107, *7123, & *6280				
610-00-57930-000-000	Miscellaneous General Expense			113.75
7/23/25 WRWA Training TGV & GTL				
620-00-57856-000-000	Miscellaneous General Expense			113.75
7/23/25 WRWA Training TGV & GTL				
610-00-57921-000-000	Office Supplies & Expenses			6.82
6/22/25 ADOBE MONTHLY SUBSCRIPTION				
620-00-57851-000-000	Office Supplies & Expenses			6.82
6/22/25 ADOBE MONTHLY SUBSCRIPTION				
			Total	241.14
23054	8/06/2025	FERGUSON WATERWORKS #1476		
Master Accounts 281588 & 957406				
610-00-18346-000-000	Meters			1,597.00
Replacement of Check 23002		442470		
610-00-18348-000-000	Hydrants			4,800.00
7/28/25 Replacement Hyd. Jordan/Johann		452803		
610-00-18348-000-000	Hydrants			230.00
7/28/25 Replacement Pipe Jordan/Johann		452803		
			Total	6,627.00

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee			Amount
23055	8/06/2025	GFL ENVIRONMENTAL			
U30000192871					
610-00-57930-000-000	Miscellaneous General Expense				62.04
COMMERCIAL TRASH DUMPSTER/RECY AUG		U30000192871			
620-00-57856-000-000	Miscellaneous General Expense				62.04
COMMERCIAL TRASH DUMPSTER/RECY AUG		U30000192871			
				Total	124.08
23056	8/06/2025	MCMAHON			
GIS Project through 7/19/25					
610-00-57923-000-000	Outside Services Employed				3,898.00
GIS Project through 7/19/25		939954			
620-00-57852-000-000	Outside Services Employed				3,898.00
GIS Project through 7/19/25		939954			
				Total	7,796.00
23057	8/06/2025	MORTON SAFETY			
Customer #0006152					
610-00-57641-000-000	Operation Supplies & Expenses				128.46
7/16/25 Replace Shop Eye Wash Fluid		234468			
620-00-57827-000-000	Operation Supplies & Expenses				128.46
7/16/25 Replace Shop Eye Wash Fluid		234468			
				Total	256.92
23058	8/06/2025	NEENAH-MENASHA SEWERAGE COMMISSION			
AUG 2025 Bill Based on JUN 2025 Measures					
620-00-57829-000-000	Sewerage Treatment Charges				22,968.40
AUG 2025 Bill Based on JUN 2025 Measures		2025-136			
620-00-57870-000-000	NMSC Capital Charges-Int Exp				1,163.00
AUG 2025 CWF Loan - Interest		2025-142			
620-00-57875-000-000	NMSC Capital Charges-Amort Exp				5,511.00
AUG 2025 CWF Loan - Debt		2025-142			
620-00-57870-000-000	NMSC Capital Charges-Int Exp				496.00
AUG 2025 SLDG BLDG LOAN INTEREST		2025-142			
620-00-57875-000-000	NMSC Capital Charges-Amort Exp				1,192.00
AUG 2025 SLDG BLDG LOAN DEBT		2025-142			
				Total	31,330.40
23059	8/06/2025	NORTHWOODS FIRE PROTECTION			
7/31/25 Annual Fire Protection Maint.					

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
610-00-57935-000-000	Maintenance of General Plant			102.62
7/31/25 Annual Fire Protection Maint.	51730			
620-00-57834-000-000	Maintenance of General Plant			102.63
7/31/25 Annual Fire Protection Maint.	51730			
			Total	205.25
23060	8/06/2025	POSTMASTER		
Mailing Permit PI68				
610-00-57903-000-000	Supplies and Expenses			2,000.00
Postage for Bill Card Bulk Mailing				
620-00-57856-000-000	Miscellaneous General Expense			2,000.00
Postage for Bill Card Bulk Mailing				
			Total	4,000.00
23061	8/06/2025	SERVICEMASTER BUILDING MAINTENANCE		
8/1/25 AUG 2025 CLEANING SERVICE				
610-00-57935-000-000	Maintenance of General Plant			170.00
8/1/25 AUG 2025 CLEANING SERVICE	47476			
620-00-57834-000-000	Maintenance of General Plant			170.00
8/1/25 AUG 2025 CLEANING SERVICE	47476			
			Total	340.00
23062	8/06/2025	SHERWIN-WILLIAMS		
Account 7983-8794-0				
610-00-57641-000-000	Operation Supplies & Expenses			28.22
7/28/25 Paint for T-Posts	0950-5			
620-00-57827-000-000	Operation Supplies & Expenses			28.23
7/28/25 Paint for T-Posts	0950-5			
			Total	56.45
23063	8/20/2025	AMAZON CAPITAL SERVICES		
Acct# A20A2BJMQA237Q				
610-00-57930-000-000	Miscellaneous General Expense			59.33
8/9/25 Kitchen and Misc. Supplies	11F6-1VWN-KWCL			
620-00-57856-000-000	Miscellaneous General Expense			59.34
8/9/25 Kitchen and Misc. Supplies	11F6-1VWN-KWCL			
610-00-57921-000-000	Office Supplies & Expenses			8.99
8/18/25 NNB Bank Deposit Stamp	1VXM-GPR1-DGHY			
620-00-57851-000-000	Office Supplies & Expenses			9.00
8/18/25 NNB Bank Deposit Stamp	1VXM-GPR1-DGHY			

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	136.66
23064	8/20/2025	CORPORATE NETWORK SOLUTIONS, INC		
79911				
610-00-57921-000-000		Office Supplies & Expenses		15.00
		FROM 7/31/25 HDMI AND PATCH CABLES	79911	
620-00-57851-000-000		Office Supplies & Expenses		15.00
		FROM 7/31/25 HDMI AND PATCH CABLES	79911	
			Total	30.00
23065	8/20/2025	FERGUSON WATERWORKS #1476		
Master Acct# 957406				
610-00-57651-000-000		Maintenance of Mains		809.00
		7/1/25 Stuffing Box Assemblies	449770	
610-00-57652-000-000		Maintenance of Services		150.00
		8/15/25 CS Riser Lids (6 ct)	455334	
610-00-57652-000-000		Maintenance of Services		874.00
		8/15/25 CS Tops (24ct) and Risers (14ct)	449154-2	
			Total	1,833.00
23066	8/20/2025	MCMAHON		
Engineering Services through 8/2/25				
610-00-57923-000-000		Outside Services Employed		680.00
		Woodland Rd Project through 8/2/25	940106	
620-00-57852-000-000		Outside Services Employed		680.00
		Woodland Rd Project through 8/2/25	940106	
610-00-13143-000-000		Due from Developers		110.39
		Sandhill Landing Project through 8/2/25	940107	
620-00-13143-000-000		Due from Developers		95.00
		Sandhill Landing Project through 8/2/25	940107	
			Total	1,565.39
23067	8/20/2025	MENARDS-APPLETON EAST		
Acct# 31110431				
610-00-57930-000-000		Miscellaneous General Expense		14.88
		7/29/25 Bathroom & Ops Supplies	79582	
620-00-57856-000-000		Miscellaneous General Expense		14.89
		7/29/25 Bathroom & Ops Supplies	79582	
610-00-57930-000-000		Miscellaneous General Expense		102.98
		8/5/25 Bathroom & Ops Supplies	79977	

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
620-00-57856-000-000	Miscellaneous General Expense			102.99
8/5/25 Bathroom & Ops Supplies		79977		
610-00-57641-000-000	Operation Supplies & Expenses			101.29
8/13/25 Misc Water Ops Supplies		80406		
			Total	337.03
23068	8/20/2025	PRECISION WATER METER TESTING		
8/8/25 Large Meter Testing (24qty)				
610-00-57653-000-000	Maintenance of Meters			2,853.00
8/8/25 Large Meter Testing (24qty)		053-25		
			Total	2,853.00
23069	8/20/2025	SENTINEL SECURITY LLC		
8/7/25 COA#1 Security Monitoring				
610-00-57641-000-000	Operation Supplies & Expenses			336.00
8/7/25 COA#1 Security Monitoring		24449		
			Total	336.00
23070	8/20/2025	WINNEBAGO PEST CONTROL LLC		
INV 23548 PARTIAL PAYMENT				
610-00-57935-000-000	Maintenance of General Plant			90.00
8/7 INSECT CNTRL HARRISON UTILITIES		23548		
620-00-57834-000-000	Maintenance of General Plant			90.00
8/7 INSECT CNTRL HARRISON UTILITIES		23548		
610-00-57935-000-000	Maintenance of General Plant			-25.00
CORRECT PAYMENT FROM 5/8 - NOT UTILITIES 22176				
620-00-57834-000-000	Maintenance of General Plant			-25.00
CORRECT PAYMENT FROM 5/8 - NOT UTILITIES 22176				
			Total	130.00
			Grand Total	72,059.06

UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	26,626.08
Total Expenditure from Fund # 620 - SEWER UTILITY	45,432.98
Total Expenditure from all Funds	72,059.06

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee			Amount
EFT	8/01/2025	DELTA DENTAL			
HWY DEPT AUG				Manual Check	
100-09-53311-200-000		Hwy Dept - Benefits			842.89
HWY DEPT AUG			2378831		
100-02-51400-200-000		Gen. Admin - Benefits			481.18
CLERK MANAGER OFFICE ASST AUG			2378831		
100-01-51101-200-000		Planning - Benefits			0.00
PLANNER AUG			2378831		
100-06-52200-200-000		Fire Dept - Benefits			241.14
FIRE AUG			2378831		
100-00-52400-201-000		Inspections - Benefits			120.57
BLDG INSP AUG			2378831		
100-00-14500-000-000		Due from Harrison Utilities			441.35
UTILITIES AUG 2025 DELTA DENTAL			952498		
				Total	2,127.13
EFT	8/01/2025	GARNISHMENT - PAYROLL			
VILLAGE GARNISHMENT PAYROLL 7/31/25				Manual Check	
100-00-21050-000-000		Garnishment Deductions Payable			92.31
VILLAGE GARNISHMENT PAYROLL 7/31/25					
				Total	92.31
EFT	8/01/2025	WI DEFERRED COMP			
UTILITIES DEF COMP PAYROLL 7/31/25				Manual Check	
100-00-21525-000-000		Wisc Deferred Comp Payable			430.00
UTILITIES DEF COMP PAYROLL 7/31/25					
100-00-21525-000-000		Wisc Deferred Comp Payable			1,038.00
VILLAGE DEF COMP PAYROLL 7/31/25					
				Total	1,468.00
EFT	8/04/2025	INTERNAL REVENUE SERVICE-PAYROLL TAXES			
EMPLOYEE SOCIAL SECURITY 7/31/25				Manual Check	
100-00-21020-000-000		Social Security Taxes Payable			6,435.68
EMPLOYEE SOCIAL SECURITY 7/31/25					
100-00-21020-000-000		Social Security Taxes Payable			1,505.09
EMPLOYEE MEDICARE 7/31/25					
100-00-21020-000-000		Social Security Taxes Payable			6,435.68
EMPLOYER LIABILITY SOCIAL SEC 7/31/25					

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-00-21020-000-000	Social Security Taxes Payable			1,505.09
EMPLOYER LIABILITY MEDICARE 7/31/25				
100-00-21030-000-000	U.S. Withholding Taxes Payable			5,530.75
FED INCOME TAXES 7/31/25				
			Total	21,412.29

EFT 8/05/2025 VOXTELESYS, LLC
TRUNK UNLMTD SRVR HOST LOCALE911 Manual Check

100-02-51400-400-006	Gen. Admin - Service Contracts			247.22
TRUNK UNLMTD SRVR HOST LOCALE911		564177		
			Total	247.22

EFT 8/06/2025 GFC LEASING - WI
COVERAGE PERIOD 8/05/25 - 9/04/25 Manual Check

100-02-51400-400-006	Gen. Admin - Service Contracts			274.96
COVERAGE PERIOD 8/05/25 - 9/04/25		I01037892		
			Total	274.96

EFT 8/07/2025 CHARTER COMMUNICATIONS- 78401
SERVICE PERIOD 7/24/25-8/23/25 Manual Check

100-02-51400-400-006	Gen. Admin - Service Contracts			119.99
SERVICE PERIOD 7/24/25-8/23/25		153078401072125		
			Total	119.99

EFT 8/07/2025 CHARTER COMMUNICATIONS- 78701
ACC 153078701 SERVICE 7/24/25-8/23/25 Manual Check

100-02-51400-400-006	Gen. Admin - Service Contracts			479.99
ACC 153078701 SERVICE 7/24/25-8/23/25		153078701072125		
			Total	479.99

EFT 8/07/2025 CHARTER COMMUNICATIONS- 97501
SERVICE PERIOD 7/24/25-8/23/25 Manual Check

100-02-51400-400-006	Gen. Admin - Service Contracts			131.99
SERVICE PERIOD 7/24/25-8/23/25		152897501072125		
			Total	131.99

EFT 8/11/2025 WI DEPT OF REVENUE-PAYROLL TAXES
STATE TAXES WT-6 FOR PAYROLL 7/17/25 Manual Check

100-00-21040-000-000	State Withholding Tax Payable			2,780.21
STATE TAXES WT-6 FOR PAYROLL 7/17/25				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-00-21040-000-000	State Withholding Tax Payable			2,988.43
STATE TAXES WT-6 FOR PAYROLL 7/31/25				
			Total	5,768.64
EFT	8/12/2025	FSA DEPENDENT CARE ACCOUNT		
G LAUE FSA DEP CARE REIMBURSEMENT			Manual Check	
100-00-21045-000-000	Health Insurance Payable			192.30
G LAUE FSA DEP CARE REIMBURSEMENT				
100-00-21045-000-000	Health Insurance Payable			192.30
B BARLOW FSA DEP CARE REIMBURSEMENT				
100-00-21045-000-000	Health Insurance Payable			352.00
C PELISHEK FSA LIM FLEX REIMBURSEMENT				
			Total	736.60
EFT	8/12/2025	UNITED HEALTHCARE		
SHOP AUG 2025 HEALTH INSURANCE			Manual Check	
100-09-53311-200-000	Hwy Dept - Benefits			13,239.47
SHOP AUG 2025 HEALTH INSURANCE		890633748578		
100-02-51400-200-000	Gen. Admin - Benefits			7,529.15
OFFICE AUG 2025 HEALTH INSURANCE		890633748578		
100-01-51101-200-000	Planning - Benefits			0.00
PLANNER AUG 2025 HEALTH INSURANCE		890633748578		
100-06-52200-200-000	Fire Dept - Benefits			4,296.91
FIRE AUG 2025 HEALTH INSURANCE		890633748578		
100-00-52400-201-000	Inspections - Benefits			1,761.56
BLDG INSP AUG 2025 HEALTH INSURANCE		890633748578		
100-00-14500-000-000	Due from Harrison Utilities			5,444.89
UTILITIES AUG 2025 HEALTH INSURANCE		890633748578		
			Total	32,271.98
EFT	8/04/2025	MERCHANT CHOICE CARD SERVICES		
7/1 -7/31 CREDIT CARD PROCESSING FEES			Manual Check	
100-02-51400-400-006	Gen. Admin - Service Contracts			154.50
7/1 -7/31 CREDIT CARD PROCESSING FEES				
			Total	154.50
EFT	8/13/2025	WE ENERGIES		
ACCT 0716666446-00026 Noe Road Trail			Manual Check	
100-00-55200-000-000	Parks - Maint. and Utilities			76.73
ACCT 0716666446-00026 Noe Road Trail				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee			Amount
				Total	76.73
EFT	8/13/2025	WE ENERGIES			
ACCT 0716666446-00027 Noe Rd Firepit				Manual Check	
100-00-55200-000-000	Parks - Maint. and Utilities				35.57
ACCT 0716666446-00027 Noe Rd Firepit					
				Total	35.57
EFT	8/14/2025	GARNISHMENT - PAYROLL			
VILLAGE GARNISHMENT PAYROLL 8/14/25				Manual Check	
100-00-21050-000-000	Garnishment Deductions Payable				92.31
VILLAGE GARNISHMENT PAYROLL 8/14/25					
				Total	92.31
EFT	8/14/2025	CHARTER COMMUNICATIONS- 82914			
INTERNET SERVICE PERIOD 7/25-8/24				Manual Check	
100-00-55200-000-000	Parks - Maint. and Utilities				109.99
INTERNET SERVICE PERIOD 7/25-8/24			82914072525		
				Total	109.99
EFT	8/18/2025	GORDON FLESCH CO INC			
BILL PERIOD 6/27-7/28/25 IMAGES				Manual Check	
100-02-51400-400-006	Gen. Admin - Service Contracts				202.06
BILL PERIOD 6/27-7/28/25 IMAGES			IN15261115		
				Total	202.06
EFT	8/18/2025	VERIZON WIRELESS			
IPAD FOR STATION 60				Manual Check	
100-06-52200-500-022	Fire Dept - Telephone				10.16
IPAD FOR STATION 60			6119564042		
100-06-52200-500-022	Fire Dept - Telephone				10.16
IPAD FOR STATION 70			6119564042		
100-06-52200-500-022	Fire Dept - Telephone				27.65
PLAN ACCOUNT CHARGES 7/27-8/26			6119564042		
				Total	47.97
EFT	8/14/2025	WI DEFERRED COMP			
UTILITIES DEF COMP PAYROLL 8/14/25				Manual Check	
100-00-21525-000-000	Wisc Deferred Comp Payable				430.00
UTILITIES DEF COMP PAYROLL 8/14/25					

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-00-21525-000-000		Wisc Deferred Comp Payable		1,038.00
VILLAGE DEF COMP PAYROLL 8/14/25				
			Total	1,468.00
EFT	8/18/2025	INTERNAL REVENUE SERVICE-PAYROLL TAXES		
EMPLOYEE SOCIAL SECURITY 8/14/25			Manual Check	
100-00-21020-000-000		Social Security Taxes Payable		4,302.95
EMPLOYEE SOCIAL SECURITY 8/14/25				
100-00-21020-000-000		Social Security Taxes Payable		1,006.32
EMPLOYEE MEDICARE 8/14/25				
100-00-21020-000-000		Social Security Taxes Payable		4,302.95
EMPLOYER LIABILITY SOCIAL SEC 8/14/25				
100-00-21020-000-000		Social Security Taxes Payable		1,006.32
EMPLOYER LIABILITY MEDICARE 8/14/25				
100-00-21030-000-000		U.S. Withholding Taxes Payable		5,166.83
FED INCOME TAXES 8/14/25				
			Total	15,785.37
EFT	8/20/2025	HARRISON UTILITIES		
ACCOUNT 000-2781-00 BILL 6/19-7/21			Manual Check	
100-06-52200-500-023		Fire Dept - Water/Sewer		74.40
ACCOUNT 000-2781-00 BILL 6/19-7/21				
			Total	74.40
EFT	8/25/2025	ASSOCIATED BANK GREEN BAY NA		
GO PROM NOTE INTEREST SEP 25 415-101			Manual Check	
301-00-58290-000-000		G.O. Debt Interest		8,515.00
GO PROM NOTE INTEREST SEP 25 415-101				
401-00-58290-000-000		G.O. Debt Interest - TID #1		8,275.00
GO PROM NOTE INTEREST SEP 25 415-102				
301-00-58290-000-000		G.O. Debt Interest		7,700.00
GO PROM NOTE INTEREST SEP 25 415-103				
301-00-58290-000-000		G.O. Debt Interest		19,450.00
GO PROM NOTE INTEREST SEP 25 415-104				
301-00-58290-000-000		G.O. Debt Interest		14,225.00
GO PROM NOTE INTEREST SEP 25 415-105				
301-00-58290-000-000		G.O. Debt Interest		174,825.00
GO PROM NOTE INTEREST SEP 25 415-106				
			Total	232,990.00

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee			Amount
EFT	8/26/2025	WI DEPT OF REVENUE-PAYROLL TAXES			
STATE TAXES WT-6 FOR PAYROLL 8/14/25				Manual Check	
100-00-21040-000-000	State Withholding Tax Payable				2,773.29
STATE TAXES WT-6 FOR PAYROLL 8/14/25					
				Total	2,773.29
EFT	8/26/2025	FSA DEPENDENT CARE ACCOUNT			
B BARLOW FSA DEP CARE REIMBURSEMENT				Manual Check	
100-00-21045-000-000	Health Insurance Payable				192.30
B BARLOW FSA DEP CARE REIMBURSEMENT					
100-00-21045-000-000	Health Insurance Payable				23.20
G LAUE FSA DEP CARE REIMBURSEMENT					
				Total	215.50
EFT	8/26/2025	WE ENERGIES			
ACCT 0716666446-00026 Noe Road Trail				Manual Check	
100-00-55200-000-000	Parks - Maint. and Utilities				29.87
ACCT 0716666446-00026 Noe Road Trail					
				Total	29.87
EFT	8/26/2025	WE ENERGIES			
ACCT 0716666446-00027 Noe Rd Firepit				Manual Check	
100-00-55200-000-000	Parks - Maint. and Utilities				34.26
ACCT 0716666446-00027 Noe Rd Firepit					
				Total	34.26
EFT	8/26/2025	VERIZON WIRELESS			
FROM 8/6-9/5 OFFICE				Manual Check	
100-00-51600-500-022	Municipal Bldg - Telephone				228.80
FROM 8/6-9/5 OFFICE		6120286726			
100-09-53311-500-022	Hwy Dept - Telephone				325.72
FROM 8/6-9/5 HWY DEPT		6120286726			
100-00-51100-500-022	Village Board - Telephone				265.12
FROM 8/6-9/5 BOARD		6120286726			
100-06-52200-500-022	Fire Dept - Telephone				76.09
FROM 8/6-9/5 FIRE		6120286726			
100-00-14500-000-000	Due from Harrison Utilities				272.15
FROM 8/6-9/5 HARRISON UTILITIES		6120286726			
				Total	1,167.88

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
EFT	8/28/2025	GARNISHMENT - PAYROLL		
VILLAGE GARNISHMENT PAYROLL 8/28/25			Manual Check	
100-00-21050-000-000	Garnishment Deductions Payable			92.31
VILLAGE GARNISHMENT PAYROLL 8/28/25				
			Total	92.31
EFT	8/28/2025	WI DEFERRED COMP		
UTILITIES DEF COMP PAYROLL 8/28/25			Manual Check	
100-00-21525-000-000	Wisc Deferred Comp Payable			430.00
UTILITIES DEF COMP PAYROLL 8/28/25				
100-00-21525-000-000	Wisc Deferred Comp Payable			1,038.00
VILLAGE DEF COMP PAYROLL 8/28/25				
			Total	1,468.00
EFT	8/28/2025	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	8/28/2025	RELIANCE STANDARD LIFE INSURANCE COMPANY		
SEP 2025 LIFE & DISABILITY HWY DEPT			Manual Check	
100-09-53311-200-000	Hwy Dept - Benefits			386.87
SEP 2025 LIFE & DISABILITY HWY DEPT				
100-02-51400-200-000	Gen. Admin - Benefits			279.73
SEP 2025 LIFE & DISABILITY OFFICE				
100-01-51101-200-000	Planning - Benefits			46.68
SEP 2025 LIFE & DISABILITY PLANNER				
100-06-52200-200-000	Fire Dept - Benefits			118.71
SEP 2025 LIFE & DISABILITY FIRE				
100-00-52400-201-000	Inspections - Benefits			55.29
SEP 2025 LIFE & DISABILITY BLDG INSP				
			Total	887.28
EFT	8/28/2025	WE ENERGIES		
ACCT 0716666446-00001 FIRE DEPT #2 ELEC			Manual Check	
100-06-52200-500-020	Fire Dept - Electric			283.37
ACCT 0716666446-00001 FIRE DEPT #2 ELEC				
100-00-53420-004-000	Street Lighting - HAA			0.00
ACCT 0716666446-00003 General Lights				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53420-001-000		Street Lighting - North Shore	0.00
ACCT 0716666446-3 NorthShore Golf Course			
100-00-53420-006-000		Street Lighting - NS Woods	0.00
ACCT 0716666446-3 NorthShore Woods Sub.			
100-00-53420-000-000		Street Lighting - General	0.00
ACCT 0716666446-00003 Harrisville Court			
100-00-51600-500-021		Municipal Bldg - Heat	26.25
ACCT 0716666446-00004 HALL/SHOP GAS HEAT			
100-00-55200-000-000		Parks - Maint. and Utilities	318.20
ACCT 0716666446-6 COMMUNITY PARK LIGHTS			
100-09-53311-500-020		Hwy Dept - Electric	700.92
ACCT 0716666446-00007 ELECTRIC SHOP 60%			
100-00-51600-500-020		Municipal Bldg - Electric	467.28
ACCT 0716666446-00007 TOWN HALL ELEC 40%			
100-06-52200-500-021		Fire Dept - Heat	10.68
ACCT 0716666446-00008 FIRE DEPT #1 HEAT			
100-00-53420-000-000		Street Lighting - General	312.44
ACCT 0716666446-9 LED STREET LIGHTING			
100-00-55200-000-000		Parks - Maint. and Utilities	85.62
ACCT 0716666446-00010 Shelter-Noe Road			
100-06-52200-500-021		Fire Dept - Heat	29.82
ACCT 0716666446-00011 FIRE DEPT #2 GAS			
100-00-55200-000-000		Parks - Maint. and Utilities	15.23
ACCT0716666446-12 COMMPARK SPECIALEVENTS			
100-06-52200-500-020		Fire Dept - Electric	226.57
ACCT 0716666446-00013 FIRE DEPT #1 ELEC			
100-00-53635-100-000		Compost Site	19.53
ACCT 0716666446-00016 YARD WASTE			
100-00-53420-000-000		Street Lighting - General	0.00
SERVICE CREDIT			
		Total	2,495.91
EFT	8/29/2025	WISCONSIN EMPLOYEE TRUST FUND (ETF)	
VOH RETIREMENT JULY		Manual Check	
100-00-21520-000-000		Wisconsin Retirement Payable	22,185.64
VOH RETIREMENT JULY		328569	
100-00-21520-000-000		Wisconsin Retirement Payable	6,435.40
UTILITIES RETIREMENT JULY		328569	

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	28,621.04
15834	8/15/2025	LORI KOLB		
VOID 15834 LOST			Manual Check	
100-00-21060-000-000	Building Escrows Payable			-1,500.00
VOID -GRADE ESCROW RETRN W6003 RYFORD ST				
			Total	-1,500.00
16668	8/06/2025	AMAZON CAPITAL SERVICES		
1T4J47QF694V, 1Q6RXK4J9NHH, 1D34G6WHWGXH				
100-02-51400-400-000	Gen. Admin - Supplies			38.97
FR 7/24 MONITOR STAND, C CARD MACH PAPER 1T4J-47QF-694V				
100-00-55200-000-000	Parks - Maint. and Utilities			25.44
FROM 7/28 SURVEILLANCE SIGNS		1Q6R-XK4J-9NHH		
100-02-51400-400-000	Gen. Admin - Supplies			55.79
FROM 7/28 AIRPLANES,GLOWSTICKS,STICKERS		1Q6R-XK4J-9NHH		
100-02-51400-400-000	Gen. Admin - Supplies			-50.99
FROM 8/3 CREDIT MEMO RTN PRIVACY SCREEN		1D34-G6WH-WGXH		
			Total	69.21
16669	8/06/2025	ANDREW OR MELISSA JAHNKE		
GRADING ESCROW RETURN N9266 CASSANDRA				
100-00-21060-000-000	Building Escrows Payable			1,500.00
GRADING ESCROW RETURN N9266 CASSANDRA				
			Total	1,500.00
16670	8/06/2025	ASPEN TREE SERVICE LLC		
7/21/25 STATEMENT				
100-09-53311-900-000	Hwy Dept - Road Maintenance			3,580.00
3/25 REMOVE DEAD ASH HARRISON RD		7-21-25		
			Total	3,580.00
16671	8/06/2025	AUTOMOTIVE SUPPLY- APPLETON		
61021934				
100-06-52200-700-000	Fire Dept - Equip Maintenance			7.58
FROM 7/23 SPARK PLUG, MINI BULB		61021934		
			Total	7.58
16672	8/06/2025	BATTERIES PLUS LLC		
P84349152				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-06-52200-600-000	Fire Dept - Vehicle Maint.			261.94
BATTERY FROM 7/29/25		P84349152		
			Total	261.94
16673	8/06/2025	BILLIE SABEL		
GRADING ESCROW RETURN N8870 DUBLIN PASS				
100-00-21060-000-000	Building Escrows Payable			1,500.00
GRADING ESCROW RETURN N8870 DUBLIN PASS				
			Total	1,500.00
16674	8/06/2025	BOUND TREE MEDICAL LLC		
85853155, 85856343				
100-08-52300-000-000	1st Responders - Operating Exp			196.74
FROM 7/22/25 PULSE OXIMETERS		85853155		
100-08-52300-000-000	1st Responders - Operating Exp			50.99
FROM 7/24/25 PULSE OXIMETER		85856343		
			Total	247.73
16675	8/06/2025	C & R PUMPERS INC		
I48922, I48923				
100-00-55200-000-000	Parks - Maint. and Utilities			150.00
FROM 7/23 PORTABLE TOLIET DOGWOOD PARK		I48922		
100-00-55200-000-000	Parks - Maint. and Utilities			400.00
FROM 7/23 PORTABLE TOLIETS DARBOY PARK		I48923		
			Total	550.00
16676	8/06/2025	CARSTENS ACE HARDWARE		
279728				
100-06-52200-505-000	Fire Dept - Bldg Maintenance			14.39
FROM 6/25 GRND CONNECTOR		279728		
			Total	14.39
16677	8/06/2025	CLIFTON LARSON ALLEN LLP		
L251445978				
100-04-51500-315-015	Treasurer - Accounting			10,078.06
FROM 7/21/25 FINAL BILLING 2024 AUDIT		L251445978		
401-00-51510-000-000	Administrative Costs - TID #1			419.93
FROM 7/21/25 FINAL BILLING 2024 AUDIT		L251445978		
402-00-51510-000-000	Administrative Costs - TID #2			419.93
FROM 7/21/25 FINAL BILLING 2024 AUDIT		L251445978		

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
403-00-51510-000-000		Administrative Costs - TID #3	419.93
FROM 7/21/25 FINAL BILLING 2024 AUDIT L251445978			
404-00-51510-000-000		Administrative Costs - TID #4	419.93
FROM 7/21/25 FINAL BILLING 2024 AUDIT L251445978			
405-00-51510-000-000		Administrative Costs - TID #5	419.93
FROM 7/21/25 FINAL BILLING 2024 AUDIT L251445978			
406-00-51510-000-000		Administrative Costs - TID #6	419.93
FROM 7/21/25 FINAL BILLING 2024 AUDIT L251445978			
		Total	12,597.64
16678	8/06/2025	DONALD HIETPAS & SONS INC	
H0006-09-23-00309			
405-00-57200-000-000		Street Improvements - TID #5	357,792.33
CERT PAY 1 COMMERCE PARK			
		Total	357,792.33
16679	8/06/2025	DRAKE HOMES	
N9237CASSANDRA,N8892DUBLIN,W5893WOODLND			
100-00-21060-000-000		Building Escrows Payable	1,500.00
GRADING ESCROW RETURN N9237 CASSANDRA			
100-00-21060-000-000		Building Escrows Payable	1,500.00
GRADING ESCROW RETURN N8892 DUBLIN			
100-00-21060-000-000		Building Escrows Payable	1,500.00
GRADING ESCROW RETURN W5893 WOODLAND			
		Total	4,500.00
16680	8/06/2025	EMMONS BUSINESS INTERIORS	
SALES AGREEMENT 7/30/25 50% DOWN DPWFURN			
400-00-57190-000-000		Capital Outlay - Genr'l Govt	3,892.35
7/30/25 50% DOWN DPW FURNITURE			
		Total	3,892.35
16681	8/06/2025	FACTORY MOTOR PARTS	
2-6950223			
100-09-53311-400-000		Hwy Dept - Supplies	21.54
FROM 7/17/25 COIN BATTERIES 2-6950223			
		Total	21.54
16682	8/06/2025	FARRELL EQUIPMENT & SUPPLY CO	
247079 LESS SALES TAX			

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-09-53311-400-000	Hwy Dept - Supplies			190.97
FROM 7/29 PRY BAR,GLOVES,CHISEL LESS TAX 247079				
			Total	190.97
16683	8/06/2025	FERGUSON WATERWORKS #1476		
451463				
400-00-57190-000-000	Capital Outlay - Genr'l Govt			552.00
FROM 7/15/25 PVC PIPE SHED		451463		
			Total	552.00
16684	8/06/2025	FIRST AMERICAN TITLE INS CO-EVANS TITLE DIV		
925-650294088 W7010 HWY 10 & 114				
400-00-57230-000-000	Capital Outlay - Trails			350.00
FILE 3188569 W7010 HWY 10&114 RPRT TITLE				
			Total	350.00
16685	8/06/2025	FRANKS RADIO SERVICE INC		
127845				
100-06-52200-400-000	Fire Dept - Supplies/Services			990.00
FROM 7/25/25 APX WIRELESS RSM		127845		
			Total	990.00
16686	8/06/2025	GAT SUPPLY, INC		
453901-1				
100-09-53311-400-000	Hwy Dept - Supplies			109.08
FROM 7/25/25 GLASSES, GLOVES		453901-1		
			Total	109.08
16687	8/06/2025	GENE FREDERICKSON TRUCKING & EXC INC		
H0006-09-24-00507				
402-00-57200-000-000	Street Improvements - TID #2			61,761.44
CERT PAY 9 CROSSROADS BUS PARK		H0006-09-24-00507		
			Total	61,761.44
16688	8/06/2025	GFL ENVIRONMENTAL		
U30000192691				
100-00-53620-000-000	Refuse and Garbage Services			129.00
COMMUNITY PARK TRASH PICKUP AUG+EXTRA		U30000192691		
			Total	129.00

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
16689	8/06/2025	GFL ENVIRONMENTAL		
U30000192871				
100-00-53620-000-000	Refuse and Garbage Services			34,864.80
RES TRASH FOR JUL			U30000192871	
100-00-53635-000-000	Recycling Services			23,214.00
RES RECYCLING FOR JUL			U30000192871	
100-00-53620-000-000	Refuse and Garbage Services			89.59
COMMERCIAL TRASH DUMPSTER VHALL JUL			U30000192871	
100-00-53635-000-000	Recycling Services			61.13
COMMERCIAL RECYCLING DUMPSTER VHALL JUL			U30000192871	
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			32.20
FUEL SURCHARGE VILLAGE HALL PICKUP			U30000192871	
100-00-53620-000-000	Refuse and Garbage Services			0.00
CONTAMINATION CHRG			NA	
100-00-53620-000-000	Refuse and Garbage Services			0.00
EXTRA PICKUP			NA	
100-00-53620-000-000	Refuse and Garbage Services			0.00
FALL YARD PICKUP			NA	
100-00-53620-000-000	Refuse and Garbage Services			50.00
BULKY ITEM PICKUP - W5646 VANS			U30000192871	
100-00-53620-000-000	Refuse and Garbage Services			0.00
SPRING YARD PICKUP			NA	
100-00-53620-000-000	Refuse and Garbage Services			100.00
BULKY ITEM PICKUP - N9160 S BERRYFIELD-3			U30000192871	
100-00-53620-000-000	Refuse and Garbage Services			50.00
BULKY ITEM PICKUP - N9194 JORDAN			U30000192871	
100-00-53620-000-000	Refuse and Garbage Services			50.00
BULKY ITEM PICKUP - N9681 HANDEL			U30000192871	
			Total	58,511.72
16690	8/06/2025	GRG PLAYSCAPES		
25-1684				
400-00-57220-000-000	Capital Outlay - Parks			70,000.00
RENNWOOD PARK NATURAL PLAYSCAPES 3RD DEP 25-1684				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	70,000.00
16691	8/06/2025	HORN FORD BRILLION		
55998				
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance			31.33
FR 7/22 2024 FORD F150 OIL,TIRE ROTATION 55998				
			Total	31.33
16692	8/06/2025	HORST DISTRIBUTING INC		
114953-000				
100-09-53311-700-000	Hwy Dept - Equip Maintenance			635.16
FROM 7/18 MOWER REPAIR,TIRE REPLACE		114953-000		
			Total	635.16
16693	8/06/2025	JESSICA OR BRANDON STEINHARDT		
GRADING ESCROW RETURN N9276 CASSANDRA				
100-00-21060-000-000	Building Escrows Payable			1,500.00
GRADING ESCROW RETURN N9276 CASSANDRA				
			Total	1,500.00
16694	8/06/2025	JOE'S POWER CENTER INC		
196370, 196506, 196507				
100-09-53311-700-000	Hwy Dept - Equip Maintenance			51.99
FROM 7/28 MOUNT BRKT PIVOT		196370		
100-09-53311-700-000	Hwy Dept - Equip Maintenance			161.90
FROM 7/30 OIL, FILTER		196506		
100-09-53311-700-000	Hwy Dept - Equip Maintenance			43.97
FROM 7/30 OIL, FILTER		196507		
			Total	257.86
16695	8/06/2025	KAATS WATER CONDITIONING INC		
64285TO, 64546TO, 64854TO				
100-09-53311-400-000	Hwy Dept - Supplies			30.27
CHARGES FROM 7/1/25		64285TO		
100-09-53311-400-000	Hwy Dept - Supplies			30.27
CHARGES FROM 7/15/25		64546TO		
100-09-53311-400-000	Hwy Dept - Supplies			21.05
CHARGES FROM 7/29/25		64854TO		
			Total	81.59

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
16696	8/06/2025	KIMBALL MIDWEST		
103598493				
100-09-53311-400-000	Hwy Dept - Supplies			671.58
FROM 7/28/25 CLEANER			103598493	
			Total	671.58
16697	8/06/2025	KLINK HYDRAULICS LLC		
47224				
100-09-53311-505-000	Hwy Dept - Building Maint			542.80
FROM 7/17/25 6" KANA FLEX HOSE			47224	
			Total	542.80
16698	8/06/2025	LEE RECREATION LLC		
17175-25				
100-00-55200-000-000	Parks - Maint. and Utilities			124.00
FROM 7/21 SPRING ANCHOR AND BOTTOM PLATE			17175-25	
			Total	124.00
16699	8/06/2025	LINDE GAS & EQUIPMENT INC		
51019111				
100-09-53311-400-000	Hwy Dept - Supplies			52.25
FROM 7/22/25 CYLINDER RENT			51019111	
			Total	52.25
16700	8/06/2025	LISOWE OIL DIV OF ADVANCED FUEL SERV		
79655, 79678, 79744, 79772, 06235				
100-09-53311-600-030	Hwy Dept - Fuel			1,150.10
FROM 7/14/25			79655	
100-09-53311-600-030	Hwy Dept - Fuel			2,331.29
FROM 7/18/25			79678	
100-09-53311-600-030	Hwy Dept - Fuel			1,013.21
FROM 7/25/25			79744	
100-09-53311-600-030	Hwy Dept - Fuel			3,225.13
FROM 7/31/25			79772	
100-09-53311-700-000	Hwy Dept - Equip Maintenance			79.00
FROM 7/31/25 SCHAFFERS GREASE			06235	
			Total	7,798.73
16701	8/06/2025	MACQUEEN EMERGENCY		
P52546				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-06-52200-700-000		Fire Dept - Equip Maintenance		451.54
FROM 7/30/25 SCBA REPAIRS			P52546	
			Total	451.54
16702	8/06/2025	MCMAHON		
603794,939733-37,39-40,42,50,54,56,839				
400-00-57190-000-000		Capital Outlay - Genr'l Govt		2,860.29
VILLAGE GARAGE EXPANSION STUDY			603794	
400-00-57330-000-000		Capital Outlay - Road Projects		1,680.00
OLD HIGHWAY RD CONSTR LAKE PARK TO 114			939733	
400-00-57190-000-000		Capital Outlay - Genr'l Govt		717.50
MUNICIPAL BUILDING STANDBY GENERATOR			939734	
402-00-51500-000-000		Professional Services-TID #2		3,175.04
CROSSROADS BUSINESS PARK			939735	
100-00-52400-200-000		Inspections - Grade Checks		406.00
2024 LOT GRADE REVIEW & CHECK			939736	
400-00-57330-000-000		Capital Outlay - Road Projects		5,325.36
HAEN HEIGHTS AREA ROADWAY IMPROVEMENTS			939737	
400-00-57330-000-000		Capital Outlay - Road Projects		1,570.00
CEDAR RIDGE ESTATES ROADWAY IMPROVEMENTS			939739	
400-00-57220-000-000		Capital Outlay - Parks		1,524.13
RENNWOOD PARK CONSTR SERV, PARK LOT			939740	
405-00-51500-000-000		Professional Services-TID #5		20,480.28
CTH N SITE			939742	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant		380.00
2025 GEN ENG MONTHLY STAFF MEETINGS			939750	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant		1,161.87
2025 PASER RATING UPDATE			939754	
100-00-52400-200-000		Inspections - Grade Checks		5,172.54
2025 LOT GRADE REVIEW & CHECK			939756	
230-00-53441-000-000		Storm Sewer Maint / Ponds		501.48
2025 ECOLOGICAL SERVICES - 2 PONDS			939839	
			Total	44,954.49
16703	8/06/2025	MENARDS-APPLETON EAST		
79263				
100-09-53311-400-000		Hwy Dept - Supplies		384.89
FROM 7/23 STEP LADDER, DRILLING HAMMER			79263	

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	384.89
16704	8/06/2025	MOTOROLA SOLUTIONS INC - 13108		
8282165097				
100-06-52200-406-000		Fire Dept - EMS FAP		4,804.40
20 MOTOROLA APX6000 CHARGERS & MICS 8282165097				
			Total	4,804.40
16705	8/06/2025	NORTHEAST ASPHALT INC		
H0006-09-24-00403				
400-00-57330-000-000		Capital Outlay - Road Projects		261,063.65
CERT PAY 1 2025 ASPHALT CEDAR RIDGE H0006-09-24-00403				
400-00-57330-000-000		Capital Outlay - Road Projects		2,068.15
CERT PAY 1 2025 ASPHALT HAEN HEIGHTS H0006-09-24-00403				
400-00-57330-000-000		Capital Outlay - Road Projects		213,924.85
CERTPAY 1 2025 ASPHALT SNAPDRAGN/STRAWFL H0006-09-24-00403				
			Total	477,056.65
16706	8/06/2025	OAKWOOD HOMES LLC		
GRADING ESCROW RETURN N8880 DUBLIN				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN N8880 DUBLIN				
			Total	1,500.00
16707	8/06/2025	PFILE HOMES INC		
GRADING ESCROW RETURN W5863 ROUNDSTONE				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN W5863 ROUNDSTONE				
			Total	1,500.00
16708	8/06/2025	PUBLIC ADMINISTRATION ASSOCIATES LLC		
C-72-25				
100-02-51400-400-006		Gen. Admin - Service Contracts		5,556.00
FROM 8/4 STUDY STAFF CLASS/COMP PLAN-2ND C-72-25				
			Total	5,556.00
16709	8/06/2025	RIESTERER & SCHNELL INC - Pulaski		
9124720, 9128747, 9130791				
100-09-53311-700-000		Hwy Dept - Equip Maintenance		214.48
FRM 7/21 BALL CLUB MOWER OIL,FILTER,BELT 9124720				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-09-53311-700-000	Hwy Dept - Equip Maintenance			146.18
FROM 7/25 FILTER ELEMENT, FUEL FILTER		9128747		
100-09-53311-700-000	Hwy Dept - Equip Maintenance			95.22
FROM 7/29 REVOLVING, KIT		9130791		
			Total	455.88
16710	8/06/2025	S & A SEPTIC SERVICES		
2008				
100-09-53311-505-000	Hwy Dept - Building Maint			130.00
PUMP HOLDING TANK 7/3/25		2008		
100-09-53311-505-000	Hwy Dept - Building Maint			260.00
PUMP HOLDING TANKS 7/10/25		2008		
100-09-53311-505-000	Hwy Dept - Building Maint			130.00
PUMP HOLDING TANK 7/17/25		2008		
100-09-53311-505-000	Hwy Dept - Building Maint			260.00
PUMP HOLDING TANKS 7/24/25		2008		
100-09-53311-505-000	Hwy Dept - Building Maint			130.00
PUMP HOLDING TANK 7/31/25		2008		
			Total	910.00
16711	8/06/2025	SERVICEMASTER BUILDING MAINTENANCE		
47473				
100-02-51400-400-006	Gen. Admin - Service Contracts			1,130.00
FROM 8/1/25 JANITORIAL AUG		47473		
			Total	1,130.00
16712	8/06/2025	SHERWIN INDUSTRIES, INC		
SS107955				
100-09-53311-400-000	Hwy Dept - Supplies			266.10
FROM 7/24 FAST DRY WHITE PAINT		SS107955		
			Total	266.10
16713	8/06/2025	SHERWIN-WILLIAMS BUCHANAN		
2268-4 LESS SALES TAX - EXEMPT				
100-09-53311-700-000	Hwy Dept - Equip Maintenance			112.80
FROM 7/31 LINE LAZER PARTS LESS SALESTAX 2268-4				
			Total	112.80
16714	8/06/2025	SHERWOOD WATER & SEWER		
000-3050-00, 000-3055-00				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
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
16715	8/06/2025	SIGHTLINE AERIAL CO		
1002				
100-01-51101-304-000	Planning - Consultants			1,500.00
FROM 8/4 JULY AERIAL COVERAGE HCP,CBP,RP 1002				
			Total	1,500.00
16716	8/06/2025	SUPERIOR VISION INSURANCE		
910164				
100-09-53311-200-000	Hwy Dept - Benefits			150.16
SHOP VISION INSURANCE AUG 25		910164		
100-02-51400-200-000	Gen. Admin - Benefits			109.88
OFFICE VISION INSURANCE AUG 25		910164		
100-01-51101-200-000	Planning - Benefits			0.00
PLANNER VISION INSURANCE AUG 25		910164		
100-06-52200-200-000	Fire Dept - Benefits			51.28
FIRE VISION INSURANCE AUG 25		910164		
100-00-52400-201-000	Inspections - Benefits			25.64
BLDG INSP VISION INSURANCE AUG 25		910164		
100-00-14500-000-000	Due from Harrison Utilities			91.56
UTILITIES VISION INSURANCE AUG 25		910164		
			Total	428.52
16717	8/06/2025	TASC		
IN3476568				
100-02-51400-400-006	Gen. Admin - Service Contracts			50.00
AUG 2025 BILLING		IN3476568		
			Total	50.00
16718	8/06/2025	TECC SECURITY SYSTEMS INC		
65681, 65746				
100-00-51600-400-000	Municipal Bldg - Supplies			142.50
FROM 7/24 SERVICE 7/2 LOAD CAMERA VIEWS 65681				
100-00-55200-000-000	Parks - Maint. and Utilities			152.50
FR 8/5 SERV 7/31 DARBOY PK VIRTUALKEYPAD 65746				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	295.00
16719	8/06/2025	THEDACARE AT WORK		
372227				
100-06-52200-401-000		Fire Dept - Physicals		580.00
FROM 7/29/25 PHYSICAL G MCCOMMONS		372227		
			Total	580.00
16720	8/06/2025	TRI CITY GLASS INC		
I03100585				
100-00-55200-000-000		Parks - Maint. and Utilities		355.39
FR 7/9 DARBOY PRK REPAIR RESTROOM DOOR		I03100585		
			Total	355.39
16721	8/06/2025	TRUCK EQUIPMENT INC		
1157360-00				
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance		22.23
FROM 7/17/25 TRAILER ADAPTOR		1157360-00		
			Total	22.23
16722	8/06/2025	ULINE		
195696896				
100-09-53311-400-000		Hwy Dept - Supplies		1,744.68
FROM 7/23 COVERALL, RESPIRATOR, HARNESS		195696896		
			Total	1,744.68
16723	8/06/2025	VOE POWER & SYSTEMS LLC		
H0006-09-24-00512				
400-00-57190-000-000		Capital Outlay - Genr'l Govt		57,215.45
CERT PAY 2 MUNICIPAL STANDBY GENERATOR		H0006-09-24-00512		
			Total	57,215.45
16724	8/06/2025	VON BRIESEN & ROPER SC		
499303				
100-02-51400-400-006		Gen. Admin - Service Contracts		168.40
FROM 7/17 HR LEGAL COUNSEL		499303		
			Total	168.40
16725	8/06/2025	WE ENERGIES 1699		
WORK REQ 5079216 & 5079218 CROSSROAD BUS				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
402-00-56700-000-000	Site Preparation - TID #2			56,447.91
REQ 5079216 CROSSROADS BUS PRK-ELECTRIC				
402-00-56700-000-000	Site Preparation - TID #2			32,523.54
REQ 5079218 CROSSROADS BUS PRK-GAS				
			Total	88,971.45
16726	8/06/2025	WITMER PUBLIC SAFETY GROUP INC		
INV721970				
100-06-52200-400-000	Fire Dept - Supplies/Services			166.61
FROM 7/25/25 CHINSTRAPS		INV721970		
			Total	166.61
16727	8/12/2025	POSTMASTER		
POSTAGE FOR NEWSLETTER FALL 2025				
100-02-51400-800-005	Gen. Admin - Newsltr & Postage			1,565.74
POSTAGE FOR NEWSLETTER FALL 2025				
			Total	1,565.74
16728	8/20/2025	AIR ONE EQUIPMENT, INC		
224037				
100-06-52200-700-000	Fire Dept - Equip Maintenance			378.00
FROM 7/25/25 FOLDING WHEEL CHOC		224037		
			Total	378.00
16729	8/20/2025	AMAZON CAPITAL SERVICES		
1CKW-GCYC-4LW6, 1QHT-VKFQ-CQW4				
100-02-51400-400-000	Gen. Admin - Supplies			135.01
FR 8/11 CARDSTK,PENS,FILEHLDR,LBLMKR,CLK 1CKW-GCYC-4LW6				
100-02-51400-400-000	Gen. Admin - Supplies			119.99
FROM 8/11 TALL OFFICE CHAIR		1QHT-VKFQ-CQW4		
			Total	255.00
16730	8/20/2025	AMAZON CAPITAL SERVICES		
1DLC-P93T-41XV				
100-08-52300-000-000	1st Responders - Operating Exp			332.00
FROM 8/4/25 DUST HALF MASK RESPIRATORS		1DLC-P93T-41XV		
			Total	332.00
16731	8/20/2025	AUTOMOTIVE SUPPLY- APPLETON		
61023490				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance		17.06
FROM 8/18 POLICE CAR 850 WIPER BLADES 61023490				
			Total	17.06
16732	8/20/2025	BIRSCHBACH INSPECTION SERVICE INC		
BUILDING INSPECTIONS FOR JULY 2025				
100-00-52400-000-000		Building Inspector - Contract		19,807.02
BUILDING INSPECTIONS FOR JULY 2025				
100-00-21060-000-000		Building Escrows Payable		100.00
ESCROW DEDUCTION W5889 DELTA				
			Total	19,907.02
16733	8/20/2025	BRUSH BOY CUSTOMS, LLC		
2812				
100-09-53315-902-000		Hwy Dept - Signs		70.00
FROM 8/6 NO PARKING 2812				
			Total	70.00
16734	8/20/2025	C & R PUMPERS INC		
I49179, I49316				
100-00-55200-000-000		Parks - Maint. and Utilities		350.00
FROM 8/1 PORTABLE TOLIETS FARMERS FIELD I49179				
100-00-55200-000-000		Parks - Maint. and Utilities		125.00
FROM 8/8 PORTABLE TOLIET CLOVER RIDGE PK I49316				
			Total	475.00
16735	8/20/2025	CARSTENS ACE HARDWARE		
281773				
100-09-53311-400-000		Hwy Dept - Supplies		16.72
FROM 8/7 CONSTRCTN ADHESIVE, GREAT STUFF 281773				
			Total	16.72
16736	8/20/2025	CORPORATE NETWORK SOLUTIONS, INC		
79931				
100-02-51400-400-006		Gen. Admin - Service Contracts		994.00
FROM 7/31 14 MICROSOFT BUS BASIC 1 YEAR 79931				
100-02-51400-400-006		Gen. Admin - Service Contracts		750.00
FROM 7/31 MICROSOFT 365 BUS STAND 1YR-5 79931				
			Total	1,744.00

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
16737	8/20/2025	DAVID HENDERSON AND LAUREL WELLS		
REPLACE TOWN 26842 UNCLAIMED				
100-00-11100-000-000	SHARE OF CHECKING-General			8.40
2013 TAX OVERPAYMENT REFUND PARCEL 42672				
			Total	8.40
16738	8/20/2025	DOG WASTE DEPOT		
778567				
100-00-55200-000-000	Parks - Maint. and Utilities			2,309.60
FROM 8/18 WASTE BAGS, CAN LINERS	778567			
			Total	2,309.60
16739	8/20/2025	FIRE SMART PROMOTIONS		
119534				
100-06-52200-405-000	Fire Dept - 2% Dues Expenses			350.00
FROM 8/12/25 COLORING BOOKS	119534			
			Total	350.00
16740	8/20/2025	GANNETT WISCONSIN LOCALIQ		
7210111				
100-01-51101-800-000	Planning - Publications			108.90
BILLING 7/1-7/31 PLAN COMM MTG	7210111			
			Total	108.90
16741	8/20/2025	GOLD CROSS AMBULANCE SERVICE		
9143				
100-08-52300-000-000	1st Responders - Operating Exp			389.50
FROM 8/18 MEDICAL SUPPLY-EPINEPHRINE	9143			
			Total	389.50
16742	8/20/2025	GREEN BAY HIGHWAY PRODUCTS LLC		
2582				
100-09-53311-901-000	Hwy Dept - Ditching/Grading			1,311.00
FROM 8/4/25 18" TEES, 18" DIMPLE BANDS	2582			
			Total	1,311.00
16743	8/20/2025	HORN FORD BRILLION		
24531				
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance			51.96
FR 8/18 POLICE CAR 850 BLADE ASY	24531			

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	51.96
16744	8/20/2025	JEAN KESSLER		
REPLACE OLD TAX 1366 UNCLAIMED				
100-00-11100-000-000	SHARE OF CHECKING-General			16.85
2020 TAX REFUND PARCEL 40664				
			Total	16.85
16745	8/20/2025	JEAN KLOEHN / KLOEHN SIGN		
2025-071				
402-00-51500-000-000	Professional Services-TID #2			1,200.00
FROM 8/14 HWY 55 & KK DEVELOPMENT SIGNS 2025-071				
			Total	1,200.00
16746	8/20/2025	JFTCO INC JOHN FABICK TRACTOR CO		
RIAP00020480 171692-01				
100-09-53311-505-000	Hwy Dept - Building Maint			322.75
FROM 8/5 RENTAL OF LIFT		171692-01		
			Total	322.75
16747	8/20/2025	JOE'S POWER CENTER INC		
194744, 195343				
100-09-53311-700-000	Hwy Dept - Equip Maintenance			254.19
FROM 7/16 POLE SAW REPAIR		194744		
100-09-53311-700-000	Hwy Dept - Equip Maintenance			79.95
FROM 7/16 BATTERY		195343		
			Total	334.14
16748	8/20/2025	KIWANIS CLUB OF DARBOY, INC.		
2225-301				
100-00-55200-120-000	Parks - Recreation Programs			1,000.00
JUNE 11 ICE CREAM SOCIAL				
100-00-55200-120-000	Parks - Recreation Programs			1,000.00
JUNE 25 TOUCH A TRUCK				
			Total	2,000.00
16749	8/20/2025	LISOWE OIL DIV OF ADVANCED FUEL SERV		
79829				
100-09-53311-600-030	Hwy Dept - Fuel			2,422.77
FROM 8/8/25		79829		

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	2,422.77
16750	8/20/2025	LORI KOLB		
REPLACE CK 15834 LOST				
100-00-21060-000-000	Building Escrows Payable			1,500.00
GRADING ESCROW RETURN W6003 RYFORD ST				
			Total	1,500.00
16751	8/20/2025	MADISON BLAKESLEE		
REFUND 1 YEAR BARTENDER LICENSE-PAID 2X				
100-00-44110-000-000	Operators Licenses			35.00
REFUND 1 YEAR BARTENDER LICENSE-PAID 2X				
			Total	35.00
16752	8/20/2025	MCMAHON		
603799				
400-00-57220-000-000	Capital Outlay - Parks			37,206.14
FARMERS FIELD PAVILION FINAL DESIGN		603799		
			Total	37,206.14
16753	8/20/2025	MICHAEL ZAGER		
GRADING ESCROW RETURN W5589 FIRELANE 12				
100-00-21060-000-000	Building Escrows Payable			1,500.00
GRADING ESCROW RETURN W5589 FIRELANE 12				
			Total	1,500.00
16754	8/20/2025	MOUNTAIN BAY SCUBA		
#000197				
100-06-52200-400-000	Fire Dept - Supplies/Services			1,759.05
FROM 8/5/25 TWO DIVER AIR INTERCOM		197		
			Total	1,759.05
16755	8/20/2025	NUTRITION SERVICE COMPANY		
SI-71867, SI-73945, SI-73517, SI-73935				
230-00-53441-000-000	Storm Sewer Maint / Ponds			199.98
FROM 7/8/25 AQUATIC ROUNDUP		SI-71867		
100-09-53311-901-000	Hwy Dept - Ditching/Grading			55.98
FROM 7/8 FERTILIZER		SI-73945		
100-09-53311-901-000	Hwy Dept - Ditching/Grading			299.98
FROM 7/21 LAWN SEED		SI-73517		

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
230-00-53441-000-000		Storm Sewer Maint / Ponds	724.99
		FROM 7/29 GENERIC & AQUATIC ROUNDUP SI-73935	
		Total	1,280.93
16756	8/20/2025	OUTAGAMIE COUNTY	
38389			
100-09-53311-505-000		Hwy Dept - Building Maint	474.36
		FRM 7/31 OLD SALT SHED MATERIAL-LANDFILL 38389	
		Total	474.36
16757	8/20/2025	PAUL KOSTKA	
STEEL TOE BOOT REIMBURSEMENT			
100-09-53311-400-000		Hwy Dept - Supplies	180.24
		REIMBURSEMENT FOR BOOTS	
		Total	180.24
16758	8/20/2025	PAUL WISNESKI	
REPLACE TOWN 25238 UNCLAIMED			
100-00-11100-000-000		SHARE OF CHECKING-General	20.49
		2012 TAX OVERPAYMENT REFUND PARCEL 37036	
		Total	20.49
16759	8/20/2025	PUBLIC SAFETY TRAINING CENTER	
FS25081103			
100-06-52200-305-000		Fire Dept - Training/Mem	105.00
		FROM 8/11 HEAVY RESCUE EXTRICATION CLASS FS25081103	
		Total	105.00
16760	8/20/2025	ROSS WETTSTEIN	
STEEL TOE BOOTS REIMBURSEMENT			
100-09-53311-400-000		Hwy Dept - Supplies	184.63
		STEEL TOE BOOTS REIMBURSEMENT	
		Total	184.63
16761	8/20/2025	SCOTT LAMERS CONSTRUCTION LLC	
6107			
230-00-53441-200-000		Stormwater Plan / Munic Fees	14,280.00
		DITCH LINER MOUNTAIN ASH TO BASSWOOD 6107	
		Total	14,280.00

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee			Amount
16762	8/20/2025	SERWE IMPLEMENT MUNICIPAL SALES LLC			
12343, 12351					
100-09-53311-700-000	Hwy Dept - Equip Maintenance				2,969.54
FROM 8/6/25 GROUND ROLLER PARTS,BROOMS			12343		
100-09-53311-700-000	Hwy Dept - Equip Maintenance				352.98
FROM 8/7/25 V BELTS			12351		
				Total	3,322.52
16763	8/20/2025	TAMMY OR JASON MILLER			
REPLACE OLD TAX 2625 UNCLAIMED					
100-00-11100-000-000	SHARE OF CHECKING-General				31.97
2021 TAX REFUND PARCEL 35648					
				Total	31.97
16764	8/20/2025	TECC SECURITY SYSTEMS INC			
65868					
100-00-55200-000-000	Parks - Maint. and Utilities				812.71
FR 8/15 60% INSTALL BSKTBLL COURT CAMERA			65868		
				Total	812.71
16765	8/20/2025	THE UNIFORM SHOPPE OF GREEN BAY INC			
10138					
100-06-52200-400-000	Fire Dept - Supplies/Services				600.00
FROM 8/6 SHOULDER EMBLEMS			10138		
				Total	600.00
16766	8/20/2025	THEDACARE AT WORK			
372295, 372882					
100-06-52200-401-000	Fire Dept - Physicals				241.00
FROM 8/1/25 WELLNESS G MCCOMMONS			372295		
100-06-52200-401-000	Fire Dept - Physicals				592.00
FROM 8/19 PHYSICAL J HONICK			372882		
				Total	833.00
16767	8/20/2025	TRUGREEN LIMITED PARTNERSHIP			
213890844, 213890853					
100-00-55200-000-000	Parks - Maint. and Utilities				1,203.68
FROM 7/31 DARBOY COMMUNITY PARK			213890844		
100-00-55200-000-000	Parks - Maint. and Utilities				1,203.68
FROM 7/31 CLOVER RIDGE PARK			213890853		

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	2,407.36
16768	8/20/2025	WINNEBAGO PEST CONTROL LLC		
23573				
100-09-53311-505-000		Hwy Dept - Building Maint		113.00
	8/7 INSECT CONTROL TOWN HALL		23573	
100-06-52200-505-000		Fire Dept - Bldg Maintenance		112.24
	8/7 INSECT CONTROL FIRE STATIONS		23573	
			Total	225.24
16769	8/20/2025	WINNEBAGO PEST CONTROL LLC		
I 23573 $50.00, I 23548 $50.00 REMAINING				
100-00-55200-000-000		Parks - Maint. and Utilities		50.00
	FR 8/7 INSECT CONTROL DARBOY PRK PAVILLN 23573			
100-00-55200-000-000		Parks - Maint. and Utilities		50.00
	DIFFERENCE OF INVOICE-PAYBK FOR 5/8 CHRG 23548			
			Total	100.00
			Grand Total	1,737,560.59

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	293,014.15
Total Expenditure from Fund # 230 - STORM WATER UTILITY FEES	15,706.45
Total Expenditure from Fund # 301 - DEBT SERVICE - GEN. OBLIGATION	224,715.00
Total Expenditure from Fund # 400 - CAPITAL PROJECTS	659,949.87
Total Expenditure from Fund # 401 - TAX INCREMENTAL DISTRICT #1	8,694.93
Total Expenditure from Fund # 402 - TAX INCREMENTAL DISTRICT #2	155,527.86
Total Expenditure from Fund # 403 - TAX INCREMENTAL DISTRICT #3	419.93
Total Expenditure from Fund # 404 - TAX INCREMENTAL DISTRICT #4	419.93
Total Expenditure from Fund # 405 - TAX INCREMENTAL DISTRICT #5	378,692.54
Total Expenditure from Fund # 406 - TAX INCREMENTAL DISTRICT #6	419.93
Total Expenditure from all Funds	1,737,560.59

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title:. Wage Compensation Study Results

Recommended Action: Motion to approve the Public Administration Associates (PAA), LLC Wage and Compensation Study including the 2026 Wage Scale as provided on Page 8.

Background and Additional Information:
David Tebo from PAA will be present at the Board meeting to present the findings of the compensation study. Village staff is requesting that the Board adopt the proposed 2026 wage scale.

Employee wage adjustments range from $1.00 to $5.06 per hour, aligning compensation with current market conditions to help Harrison retain and attract qualified employees. These adjustments are included in the proposed 2026 budget and will be formally adopted as part of that process.

A second phase of the study will involve updating job descriptions for Village staff. However, staff prioritized completing the wage adjustments early to ensure they are incorporated into the upcoming budget cycle.

As part of this update, improvements are also being made to the annual review process for all employees. Staff will be developing a goal-oriented performance plan, which will be presented to the board at a later date for review and adoption.

Budget Impacts: None, wage adjustments are included in the 2026 budget

Attachments: PAA Wage and Compensation Study dated September 24, 2025.

Village of HARRISON

WHERE OPPORTUNITY LIVES

Wage and Compensation Study

DRAFT

Prepared by

Principal Consultant: Dave Tebo

Associate Consultant: Kevin Brunner

September 24, 2025

Public Administration Associates, LLC

Preface

Public Administration Associates, LLC is pleased to submit this Wage and Compensation Study to the Village of Harrison. There are several observations that we would like to make about the study.

First, the study has been very much a cooperative venture between the Village of Harrison and Public Administration Associates. Initially, PAA worked closely with Village Manager Chad Pelishek to establish a focus for the study and prioritize research. He, and his team of Finance Director Alissa Van Eperen and Clerk/Treasurer Meghan Winkler also provided on-going direction and reviewed segments of the study as it evolved. All employees participated in a job questionnaire to help us further understand job duties so we could make wise comparisons with similar positions in other communities. Information from questionnaires also helped us determine if any issues of internal equity existed. PAA has been hired to write new job descriptions and the collected information will help us create accurate and up to date position descriptions. These will be completed for administrative review within the next couple of months.

Second, Public Administration Associates gathered and analyzed data according to established procedures. We have worked diligently to respond to the requirements and preferences of the Village within the limits of acceptable and prudent practices.

Finally, PAA appreciated the opportunity to work with Harrison and its staff. The Village, by funding this study, is clearly showing the value they place on their existing employees and the importance of establishing a fair and equitable compensation system. We are hopeful that with an updated compensation system in place the Harrison municipal organization can become a long-term magnet for innovative and talented employees, and not a short-term jumping off point to more lucrative positions in larger communities or the private sector.

David Tebo
Kevin Brunner

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I. Overview of the Report

Highly effective and efficient organizations recognize that their employees are their primary assets. These organizations clearly define work expectations and evaluate employee performance. They seek to recruit and retain highly qualified workers because they recognize the heavy cost of employee turnover, recruiting and training. To do this, effective and efficient organizations utilize compensation plans that are competitive in the market, internally equitable, and commensurate with the long-term work contribution of the employees. The Village of Harrison recognizes these facts and has commissioned PAA to undertake a wage and compensation study to help ensure valuable employees are treated fairly and equitably. Based on our study we have the following key recommendations and observations:

1. ***The Village of Harrison should adopt a compensation system for its staff that properly recognizes the added work value that comes with experience, up to the point individual employees have reached maximum performance levels. Fundamentally, this type of compensation system establishes a career ladder for compensation, in addition to annual adjustments for cost-of-living increases.*** At the early stages of their careers, employees begin on the lower rungs of the salary ladder. As they gain experience and perform at higher levels, they move step by step up the ladder. At the point when they have reached their maximum performance capabilities, they should be near the top step of the ladder. These salary points constitute the minimum salary, a series of salary steps, and a maximum salary;

2. ***Our report recommends the adoption of a compensation system based upon: (a) a survey of salary ranges and actual salaries paid in peer municipalities, (b) an evaluation of position content and internal equity, and (3) recognition of the value of experience;***

3. ***Due to the fact Harrison's supervisors will now be responsible for employee evaluations that will determine wage increases we are recommending the employee evaluation and compensation process focus on simple loosely-linked performance adjustments***. This approach would allow supervisors to establish general measures and goals that would help them to fairly easily determine the steps an employee might move on their compensation ladder each year. This model is recommended instead of the tightly-linked performance adjustment (pay for performance) which tends to demand a great deal of time and energy from staff for performance oversight and evaluation.

II. The Study Process

A. Initial Conversations with Study Partners

PAA's first formal discussion with Manager Pelishek, and his team, to strategize options for how best to move forward with the proposed Wage/Comp Study took place on May 15th, 2025, with a formal kick-off meeting. Topics on the agenda included a review of: project scope and consultant responsibilities; the PAA information gathering process; scheduled meetings with Village employees; proposed project schedule and milestones and needed public presentations. We offered a list of potential peer communities to be included in this study based on our experience of working in Northeastern Wisconsin for over thirty years. Some of the criteria considered in this selection process included: municipality type and structure, population, location in relation to nearby metro areas, likelihood of competing in the regional labor market and similar number of employees.

B. External Compensation Comparisons with Peer Municipalities

Nineteen Wisconsin municipalities were selected as comparison communities by PAA in consultation with the village using the criteria recommended, as well as our experience working with many of these communities in the past. Fifteen municipalities responded to our wage and benefit survey and they are listed below along with their estimated DOA populations.

City of Allouez (13,953)

Village of Bellevue (16,810)

Village of Fox Crossing (19,285)

Town of Grand Chute (24,294)

Village of Greenville (13,290)

Village of Hobart (10,905)

City of Kaukauna (18,250)

Village of Little Chute (12,164)

City of New London (7,587)

City of Plymouth (8,909)

City of Shawano (9,586)

Village of Suamico (13,271)

City of Waupaca (6,377)

City of Waupun (11,211)

City of Sturgeon Bay (9,979)

The first task was to establish the degree to which job positions in peer communities were comparable to the positions in Harrison. We thoroughly reviewed all available Harrison job descriptions and questionnaires to gain a clear understanding of total job responsibilities. Our salary survey, when possible, attempted to further define positions if clarity was needed and asked peer communities to share the closest title and salary when a specific requested position wage did not exist in their organization. If questions existed about a specific job comparison, we contacted peer communities for clarifications**. (Exhibit B, Page 25)**

We wanted to make sure accurate job and wage comparisons were being made. One benefit of doing wage surveys for smaller local governments in Wisconsin is that job titles and responsibilities tend to match up quite well across these municipalities of similar population. Also, most smaller communities, in our experience, typically ask a lot of their employees and expect multi-tasking to get the job done. These municipalities are often performing a balancing act as they attempt to save money and rely on existing employees to deal with the ever-growing demands of an expanding population and government regulations. This is just the current nature of public service work in smaller cities in Wisconsin.

There will obviously be variations in positions and responsibilities across communities. Some of the municipalities in our survey have passed a certain population threshold and started to become much more specific in their delegation of duties which can make it more difficult to analyze wage comparisons. When possible, to learn more about what those job differences might be and ensure we are making wise comparisons with Harrison, we seek further information about peer communities, such as:

1. What is expected of a certain position within the municipality? As an example, one community may require their Clerk to handle only statutory Clerk duties where another asks also for Treasurer, Human Resource or added supervisory responsibilities. Some of the answers to these questions can be found in the comments section of the wage survey summary;

2. Is this a growing community? A municipality with on-going development will tend to bring much more demand and stress to employees as the community tries to efficiently respond to developers and engage with citizens who are analyzing growth projects. They will also tend to have more annual development money available from net new construction to help fund needed salary positions despite state levy limits;

3. Has this community had a lot of employee turnover at the upper management level? A local government where major employee transition is taking place will tend to add job duties and pressure to every other position as job holes are being filled;

The value of a relatively large peer community sample is that the variations mentioned above in municipal size, complexity, job responsibilities, length of service, investment, etc. can be "averaged." We have developed a formula that allows us to capture the midpoint of wage data by using multiple salary range and point data for job positions.

The **first calculation** is a determination of an average of range midpoints based upon salary range data provided by several municipalities. The average of midpoints includes the midpoints of the (1) low range, (2) high range, (3) average of ranges, and (4) actual low and high salaries.

The **second calculation** is the average of the actual salaries from municipalities without ranges and only actual salaries.

The **third calculation** is the average of the first and second calculations, weighted for the number of municipalities in each category. This yields the external midpoint, also known as the market rate. **(See Exhibit C, Page 27)** for an example of how data was collected for the Manager position along with the computation for wage midpoint. This same collection and calculation was done for each position being studied.

The external midpoint is used to calculate the salary minimum and the salary maximum based on a percentage of the external midpoint. Percentage spreads commonly used by Wisconsin municipalities are 30-40 percent. Based on past practice and in agreement with the liaison team, we decided we utilize 85%-115% of midpoint for our Harrison wage computations. There are two major benefits to having a somewhat extended wage range: (1) It allows the Village to hire at the lower end of a wage range if there is a talented individual who may not have the education and experience to immediately perform at a high-level but there is a confidence that the individual can learn quickly and gain the certifications or education needed to do the job; (2) It presents an upper limit of the wage range that can be attractive to longer-term employees and those who might envision an extended working relationship with the Village.

The following example shows how these calculations have been used for the Manager position in the Village:

2025 Weighted Data Midpoint (100%) $135,298

Salary Minimum (85%) $118,453

Salary Maximum (115%) $155,593

The range between the salary minimum and salary maximum is known as the working range.

C. Salary Grid Options for Individual Employees

Once external comparison midpoints were established for each position, PAA worked with the Village liaison team to determine the best options for utilizing this information. Typically, communities will choose one of two general ways of presenting wage data and creating a compensation and performance evaluation system: 1. A Classification Matrix-showing all employees within a salary grid organized vertically by classification and wage rate; 2. An Individual Step System-organizing a step system for each employee individually based on data results. With input from the liaison team, we developed a classification matrix approach for Harrison's compensation structure modeled very closely after a wage matrix currently being utilized by the Village. The proposed final 2025 matrix is shown below including a 3% increase, to keep the wages relevant for 2026. **(See also Exhibit A, Page 24)** In our wage survey many of the communities who responded were proposing between a 2.5-3.25% wage increase for 2026.

Figure 1

Village of Harrison-2026 Pay Grad Step Plan(Preliminary)

Based on PAA Study of 15 Peer Communities completed August 2025 including 3% Adjustment for 2026

Code	Job Title	Step 1 85%	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Midpoint Step 8 100%	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16 115%
A	Village Manager	$ 56.95	$ 58.29	$ 59.63	$ 60.97	$ 62.31	$ 63.65	$ 64.99	$ 66.33	$ 67.67	$ 69.01	$ 70.35	$ 71.69	$ 73.03	$ 74.37	$ 75.71	$ 77.05
B	Fire Chief Finance Director/Treasurer	$ 48.37	$ 49.51	$ 50.65	$ 51.79	$ 52.93	$ 54.07	$ 55.21	$ 56.35	$ 57.49	$ 58.63	$ 59.77	$ 60.91	$ 62.05	$ 63.19	$ 64.33	$ 65.47
C	Operations Manager IT Manager	$ 39.93	$ 40.87	$ 41.81	$ 42.75	$ 43.69	$ 44.63	$ 45.57	$ 46.51	$ 47.45	$ 48.39	$ 49.33	$ 50.27	$ 51.21	$ 52.15	$ 53.09	$ 54.03
D	Village Clerk/HR Manager Building Inspector Comm. Risk Reduction Officer	$ 37.52	$ 38.40	$ 39.28	$ 40.16	$ 41.04	$ 41.92	$ 42.80	$ 43.68	$ 44.56	$ 45.44	$ 46.32	$ 47.20	$ 48.08	$ 48.96	$ 49.84	$ 50.72
E	Utilities Operator Foreman	$ 33.18	$ 33.96	$ 34.74	$ 35.52	$ 36.30	$ 37.08	$ 37.86	$ 38.64	$ 39.42	$ 40.20	$ 40.98	$ 41.76	$ 42.54	$ 43.32	$ 44.10	$ 44.88
F	Public Works Lead Foreman Associate Planner Parks Supervisor Engineer Tech/Code Enforcement	$ 30.72	$ 31.44	$ 32.16	$ 32.88	$ 33.60	$ 34.32	$ 35.04	$ 35.76	$ 36.48	$ 37.20	$ 37.92	$ 38.64	$ 39.36	$ 40.08	$ 40.80	$ 41.52
G	Utilities Operator Mechanic HU Office Manager Accountant/Deputy Treasurer	$ 27.66	$ 28.31	$ 28.96	$ 29.61	$ 30.26	$ 30.91	$ 31.56	$ 32.21	$ 32.86	$ 33.51	$ 34.16	$ 34.81	$ 35.46	$ 36.11	$ 36.76	$ 37.41
H	Public Works Crew	$ 25.74	$ 26.35	$ 26.96	$ 27.57	$ 28.18	$ 28.79	$ 29.40	$ 30.01	$ 30.62	$ 31.23	$ 31.84	$ 32.45	$ 33.06	$ 33.67	$ 34.28	$ 34.89
I	Deputy/Clerk	$ 24.68	$ 25.26	$ 25.84	$ 26.42	$ 27.00	$ 27.58	$ 28.16	$ 28.74	$ 29.32	$ 29.90	$ 30.48	$ 31.06	$ 31.64	$ 32.22	$ 32.80	$ 33.38
J	Program Assistant Utility Billing Clerk Administrative Assistant	$ 22.46	$ 22.99	$ 23.52	$ 24.05	$ 24.58	$ 25.11	$ 25.64	$ 26.17	$ 26.70	$ 27.23	$ 27.76	$ 28.29	$ 28.82	$ 29.35	$ 29.88	$ 30.41
K	Seasonal Employees (PT)	$ 19.00	$ 19.40	$ 19.80	$ 20.20	$ 20.60	$ 21.00	$ 21.40	$ 21.80	$ 22.20	$ 22.60	$ 23.00	$ 23.40	$ 23.80	$ 24.20	$ 24.60	$ 25.00

D. Internal Position Evaluation

External comparisons are important but internal evaluations of positions must also be conducted to determine if compensation rates are equitable among positions within the organization. The customary approach is to identify a series of job factors—items that are found to greater or lesser degrees in all positions, to assign weights to these factors, and finally to determine how much of a particular job factor there is in a position. For example, a job factor that might be assigned heavy weighting is knowledge/ education/certifications required. If a particular position required a master's degree, then that position would contain a high degree of the factor knowledge/education. If another position required a high school diploma, then that position would contain a low degree of the factor knowledge/education. For this study, eight widely used job factors were applied to all the positions. These factors also were weighted according to standard practices typically used by PAA:

1. Knowledge/education/certifications (20 % weighting)
2. Experience (20 % weighting)
3. Job complexity (20 % weighting)
4. Supervision exercised (10 % weighting)
5. Supervision received (10 % weighting)
6. Consequences of decisions (10 % weighting)
7. Interaction with other sets of people (5 % weighting)
8. Work environment (5 % weighting)

Because the analysis is of the job factors in the position and not in the performance of the employee, the position description was the starting point in the internal factor review and where updated descriptions did not exist, the job description questionnaire. Each employee was asked to respond to a questionnaire which included questions to help us learn of any concerns they had with the accuracy of their job descriptions, or jobs in general, and all were given an opportunity to meet with our consultants to discuss any issues. It was obvious employees took time to invest in the questionnaire and we received important feedback related to all dimensions of their jobs.

As mentioned, the job questionnaire poses a series of questions about the job factors listed above to help us gain a deeper understanding about specific job complexity, supervision exercised, consequences of decisions, job interactions, and work environment. (**Exhibit D, Page 28)** displays a copy of the questionnaire that was filled out by all employees. Also, the format of the questionnaire mimics the template of a job description and the information collected from employees will help us to create updated and standardized job descriptions.

While our ranking of employees attempts to be objective, a key component of understanding how employees are currently performing, and what equity issues might exist comes from a frank discussion with the liaison team. We were grateful for the openness and generosity of time offered by the Village Manager, Finance Director, and Clerk/Treasurer to share their observations on employee contribution within the organization.

E. Unique Wage Research Challenges

Some unique challenges emerged as we started our position wage research with peer communities. Despite receiving good wage data back from almost 80% of those we contacted there were several holes in our initial feedback worth mentioning:

1. **Finding good comparables for the Community Risk Reduction Officer (CRRO) position**-Very few Fire Departments state-wide have a similarly titled position so it was not easy to draw simple comparisons. Many larger departments would assign these duties to a full-time officer and compensation and wages varied widely. Only one community in our wage survey, the Village of Greenville, responded positively to having a match with the CRRO position. We are aware of the job duties of this full-time position in Greenville and feel this is a good match. The wage range is similar and the position is paid hourly. The City of Oshkosh, also has a Safety and Management Risk Officer with a wage range that is comparable to what is being proposed for the CRRO;

2. **Finding good wage comparables for the Utility Office Manager (UOM) position**-Only one community, the City of Plymouth, seemed to have a close position to the job duties of the UOM, an Accountant for Utilities. Most smaller communities have established a Utilities Superintendent position to handle the jobs performed by the UOM, in coordination with a Foreman and Operators. Harrison appears to rely on the UOM to perform a limited administrative role with heavy dependence on the Lead Utilities Foreman and Operators for practical accomplishment of job duties. The study liaison team also recognized a Grand Chute Office Coordinator position as a good wage comparable. The UOM wage range was established based on these comparables and an equity consideration with other positions in the proposed Code G classification;

3. **Finding good wage comparables for the Planner position** -It was determined early on in the study that we would use the Assistant Planner position title in the wage survey sent out to peer communities. None of the communities responded that they had positions titled Assistant Planner but did supply wage information for an Associate Planner position. We did also gather some wage data from communities for a Planner/Zoning Administrator position. In discussions with the study liaison team, and review of the PDQ, it was determined that the person in this position is playing a much more prominent role than just Assistant Planner, or entry level Planner, and in fact is doing staff review work often handled by a Community Development Director or Planner/Zoning Administrator. The proposed range for the newly titled Associate Director closely resembles similar positions in the Village of Fox Crossing, City of Kaukauna, Village of Bellevue, and City of Oshkosh. The position also fits equitably with other positions in Classification F;

4. **Finding good wage comparables for the Operations Manager position-** Overseeing the public works function in a Village like Harrison with its growing population and infrastructure is certainly a challenging task. But many of the peer communities in our wage survey have chosen to invest differently in their public works leadership or find themselves at different stages in community development, population and growth challenges, and maturity. Some have established a Director of Public Works position, with major administrative oversight and supervisory direction over a large staff, even holding engineering degrees. Some are attempting to meet their public works department needs with hands-on managers (similar to Harrison) but without the expectations for an advanced degree or managerial training. This great variety in DPW position requirements made figuring wage comparisons difficult. PAA recommended that the study liaison team review a wage survey we did earlier this year for NE Wisconsin cities with populations of 5-10,000, but who employed full-time Director of Public Works, tending more toward the Operations Manager approach in Harrison. The wage range we are proposing reflects the range established for Public Works Directors in this previous study. The Harrison position is paid hourly so with greater expectations for the Operations Manager to fulfill after-hours job duties, attend meetings, etc. will come an extra cost. The great majority of the peer communities responding to the wage survey had a Director of Public Works who was paid a salary, so this could be another reason for the inflated comparative wages collected;

5. **Finding good wage comparables for Seasonal Employees-** The responses to our wage survey for Part-time Seasonal Employees both in the Public Works and Utility displayed very low hourly rates and in our opinion reflects the use by peer communities of summer high-school and college workers. We are recommending a seasonal worker wage range already established by Harrison that is more representative of the Village's willingness to pay a little higher wage to ensure skilled personnel for heavy equipment use;

6. **Adding a couple of positions:** In our Step Plan proposal two positions have been added, suggested by the study liaison team, which did not appear in our original wage survey. The Mechanic position is well-placed in Classification G based on data collected by PAA earlier this year from other NE Wisconsin communities. The IT Manager position if Classification C provides a placeholder range and hiring for that position will likely depend on the experience and skill expected once a job description is created;

F. Making Equitable Employee Wage Adjustments Based on the Data from this Wage and Compensation Study

This Study offers the Village of Harrison the important information it needs to place its employees in a compensation range that reflects external parity with peer communities and internal equity between employees. **However, only Village management and staff have the detailed day-to-day background information and experience necessary to finally place the employees fairly within the established ranges**. **Past hiring and employment agreements, combination of duties in one position, years of experience inside and outside the organization, quality of current performance of essential duties, perceived value to the organization, and non-wage benefit comparisons are all factors that will play a role in any initial employee wage adjustments based on this study.** Some further guidance on these factors is discussed in greater detail here:

1. **Peer Municipality Compensation Adjustments**
   Peer municipality compensation data are used to calculate what is termed an external midpoint. As explained earlier, the external midpoint is based on salary ranges and actual salaries for comparable positions in peer municipalities. From this midpoint, the Harrison ranges are determined. For all studied positions, the minimum salary is calculated at 85 percent of the midpoint and the maximum salary is calculated at 115 percent of the midpoint. There are three possible adjustments than can be made from the calculated ranges. The primary adjustment occurs if the current position salary is below the position salary minimum. In this case, the current salary should be adjusted to at least the range minimum. The next adjustment occurs when the current position salary is above the position salary maximum. Management and staff need to decide how to deal with this type of outlier. One option is to hold the salary constant until the entire grid is adjusted upward, as a rule by cost-of-living increases. Finally, if a position salary is found to be within the range but much lower than midpoint, management and staff must determine if job performance dictates an adjustment upward to ensure external parity with peer communities.

2. **Combination of Duties Adjustments**
   In a couple of positions, there may be a combination of duties that require additional experience and training which are not fully reflected in the peer data. When possible, we have attempted to eliminate this discrepancy by only comparing peer positions with similar duty combinations and averaging wage data. If management and staff feel the combination of duties in a certain position still warrant a range or wage adjustment this can certainly be done.

3. **Internal Position Comparison Adjustments**
   Positions are reviewed internally and to the extent that it is possible to determine, jobs with similar training expectations, duties and job complexity should be compensated at similar rates.

4. **Initial Placement on Salary Grid**
   There are several ways to initially place employees on the new matrix. When a current position wage is located within the proposed range, established from peer communities, we recommend Harrison initially place employees on the new matrix at the step increment level closest to the current wage. Since the wage data collected is based on 2025 data it is important for the Village to apply a COLA to the established wage range for 2025 before initial wage adjustment for 2026. Once the COLA is applied employees should maintain the same step increment in the new schedule;

5. **Employment Experience Adjustments**
   Employment experience uses a different adjustment approach. It can be used to determine at what salary increment employees should be placed, considering the years of relevant experience they bring to the job. For example, this adjustment could recognize that a municipality in the past may not have adequately considered the new training and experience employees are bringing to their jobs every year. It may also consider past years where accurate cost-of-living increases were not applied to real wages for employees.

6. **Benefit Comparison Adjustments**
   Our study of peer communities has revealed that the benefits offered by the Village are generally in line with peer communities and no salary adjustments for positions will be necessary.

G. Performance Evaluation and Use of the Salary Grid

Once the salary grids are finalized and initial wage adjustments completed by management and staff the most important human resource work begins. Moving into the future the salary grid for positions offers a great deal of flexibility for the Village to recognize the performance of its employees fairly and sustainably. **The basic concept is that: performance as measured by an evaluation determines increment movement on the position salary grid.**

Implementation of a performance-based compensation system will require Harrison to develop a series of performance standards for each position that are linked to specific movements on the increment grid. For example, in what is termed a loosely-linked compensation system, an employee receiving a "satisfactory performance" evaluation might move one increment on the grid. An employee receiving an "exceeds performance requirements" could move multiple increments on the grid especially if their wage is currently below the midpoint A more tightly linked compensation system might allow "satisfactory" movement to the midpoint, but then require a higher "exceeds performance" standard for movement beyond the midpoint.

While we can offer recommendations and approaches to performance and position grid movement for Harrison to consider, we have found that most municipal staffs would like to work together to create measures and options they are most comfortable working with as a group. As former city managers, however, we recognize four very important practices are always present at the core of

any good performance evaluation system:

1. **There is regular communication between supervisors who are evaluating and employees who are being evaluated.** Regular communication and feedback about performance is always the most important factor in any evaluation system. Choosing a quality ranking approach can help improve the evaluation process, but is no substitute for consistent and regular engagement between supervisors and those they have responsibility to evaluate;

2. **Performance measures and goals are set for individual positions that meet the SMART standard (Specific, Measurable, Achievable, Realistic, Time-Bound)** in order to get the most out of regular evaluation meetings. Some communities attempt to link individual employee goals with their strategic planning documents;

3. **Clear guidelines are established for the annual administration and decision-making process governing how employees will be rewarded with step increases.** We highly recommend that a salary approval process be formalized ahead of time so all members of the Village Board understand and agree with how approvals will move forward. Of course, available budget funds will dictate the Village's ability to fully implement this compensation plan on an annual basis. It is important for the Board to recognize that the proposed 16-step classification system allows for an approximate 2.25% per step merit wage increase for employees. Also, the intention of this compensation approach is that the 2025 data presented be updated annually to reflect cost-of-living allowances. Whatever step increase model adopted (especially if contingent on available merit increase funds), should be clearly communicated to employees at the outset so as not to create confusion at a later point.

   The wage approval process likely to be successful will include: a. Department heads responsible for evaluating and ranking their employees and recommending if any step increase is warranted; b: A Village Manager responsible for collecting all evaluation data from Department heads, along with his or her own, and preparing a formal recommendation to the Board; c. A Village Board that accepts the data-driven and well-documented Manager's proposal and formally approves.

   While obviously the Village Board may have their own opinions on job performance it is important for the integrity of the created performance evaluation system that they recognize the significance of the evaluation data collected as primary in their decision-making. If the Board does make changes to the manager's and direct supervisor's proposed employee salary increases it is important the decision should be backed up with a data-driven argument, documented and reported back to impacted employees. We have seen in smaller communities where the integrity of the performance evaluation system suffers if the Board decides to make last minute changes to staff recommendations and there is not a good feedback communication loop back to employees to help them understand why those decisions were made. In some communities, rather than being directly involved in pay raise

decisions, the governing body may decide to budget a certain amount for wage increases and allow the Manager to make appropriate allocations based on evaluation results;

4. **Supervisors who are doing the evaluation process are prepared for their role as performance evaluator.** We recommend that all evaluators be involved in the development of the performance evaluation instrument that is to be used and well-versed in how it is to be implemented. If supervisors are helping to develop measures for their employees, they may need some training in thinking in a SMART way or need general guidance in how to develop their capacities as an evaluator.

H. A Comparison of Non-Wage Benefits as an Element of External Parity with Peer Communities

Wages are only one element of employee compensation so this study also compares non-wage benefits offered by peer communities. We analyzed responses from peer communities, some which are illustrated in the spreadsheets below. Although some seem to offer a much more robust choice of benefits, we did not think that these differences demanded extra compensation from the Village. This information can be further reviewed by management and staff to determine if they agree adequate benefit parity exists with peer communities. The Village should review some of the creative approaches offered by other communities as they seek unique ways to maintain longer-term or supervisory employees in the community. We also have a collected several personnel handbooks from the peer communities which we can send to Manager Pelishek if he is interested in reviewing them.

PAA has continually observed that most employees who work in local government are not in it only for the money, but get into the field because they have a certain amount of idealism about serving citizens and building communities. The more Village Board and upper management can create a work culture that: recognizes employee strengths and contributions, offers ways to improve work life-balance in what can be a stressful job setting and seeks to build an environment of camaraderie and partnership for solving hard community problems, the more Harrison will become a place where employees want to come and work and stay.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Allouez	Medical plan is through United HealthCare (HSA Plan) $2,000/$4000 in network deduct. $4,000/$8,000 out of network deductible. Co-insurance is 100% in network and 80% out of network Rx-Deductible then $10.00, 35.00 or $60.00 no preferred No contribution toward HSA or Risk Assessments Village pays 94% of premium. Village does not offer Flexible Spending Account. 2025 Health monthly rates-Family-$2,322.52, Employee + 1-$1,548.34 Employee + Children $1,393.51, Single $774.17 Dental plan offered with $1,000 Annual Deductible Village payss 95% of the premium. 2025 Dental monthly rates Family $107.90, EE + Spouse $65.82 Employee + Children $65.64, Single $32.91	Vision insurance offered 100% paid by employee. Village pays 50% for life insurance equal to previous year's wages for non-exempt Village pays 100% for life insurance equal to previous year's wages for exempt	Accrues at 4 hours per month. 48 hours per year able to carry over to the following years Use it or lose it upon termination	Less than 1 year-Prorated After 1 year- 13 days (104 hours) After 2 years-104 hours After 3 years-104 hours After 4 years-104 hours After 5 years-144 hours After 6 years-144 hours After 7 years-144 hours After 8 years-144 hours After 9 years-144 hours After 10 years-144 hours After 11 years-144 hours After 12 years-184 hour After 20 years-28 days (224 hours)	8 and 1/2 official 5 day bereavement spouse/children 3 day berevement for parent/in-laws, siblings, grandparents and grandchild Employee Assistance Program offered.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Grand Chute	Health - ETF, PO14 Town pays 88% of the low tier 1 in Outagamie County. Dental - Town pays 100% of premium Delta Dental $1000 Annual Max $25 Indivudal Deductible $75 Family Deductible Basic Services 50% Major Services 80% Orthodontic, dependant to age 19, $1000 lifetime max per person	Delta Vision - Employee pays 100% Mutual of Omaha Life Insurance Town pays for 1x employee salary Employee can pay premium up to 5X salary	One 8 hour sick day per month. Max. accumulation may not exceed 960 hours (120 days). New Hires are advanced 20 days of sick leave, they start to accrue the 21st month. Those retiring on an immediate WRS annuity can receive up to 720 hours of sick leave paid out. No pay out for other separations.	 Town allows carryover up to double accummulation.	Holiday - 9, plus 1 discretionary Bereavement - 3 days immediate family members, 1 day extended family members

Length of Continuous Employment	Annual Vacation Earning Rates	Accrual hours per pay period
New Hires	80 hours	3.08
After 3 years	120 hours	4.62
After 8 years	160 hours	6.16
After 15 years	200 hours	7.70
After 20 years	240 Hours	9.24

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Fox Crossing	Offers coverage through State's ETF insurance (P14) program for Wisconsin Public Employers. For permanent full-time employees, Village subsidize up to 85% of the premium of lowest qualified cost plan within Winnebago County. Low cost provider is Network Insurance, with total cost of: Family - $2,559.94/mo & Single $1,040.88/mo. This results in an employer cost of: Family - $2,175.95/mo & Single $884.75/mo. This health plan has a $1,000/Family & $500/single deductible. Prescription costs are not counted towards fulfilling the deductible. However, ETF has set prescription costs based on the prescription tier. For part-time WRS eligible employees, Fox Crossing pays a smaller portion of the medicial premiums. We pay based on annual budgeted position hours. For positions with 0 - 1,043 hrs, 25% is contributed. For positions with 1,044 - 2,079 hrs 50% is contributed towards the premium. Offers Dental Insurance coverage through Fox Crossing with Delta Dental. For permanent non-represented full-time employees, Village subsidizes 90% of the premium, with a total cost of: Family - $118.18/mo & Single - $40.05/mo. This results in an employer cost of: Family - $106.36/mo & Single - $36.46/mo. For permanent represented full-time employees, Village subsidizes 85% of the premium, resulting in an employer cost of: Family - $100.46/mo & Single - $34.42/mo. The plan covers an annual maximum of $1,200/Individual, with deductibles of: $150/Family $50/Individual. Please see the Delta Dental Summary of Benefits for the details on the plan. For dental premiums, an employee must be in at least a 1,040/hrs budgeted position for 50% dental premium contribution. Offers a Section 125 Cafeteria Plan for tax free employee health and dental insurance premium deductions. Offers Medical & Dependent Care FSA for employees, no employer contribution.	For full-time employees only, pays for $25,000 life insurance & AD&D coverage for employee, $2,000 coverage for spouse, and $1,000 for dependents. Offers voluntary employee paid vision Offers Voluntary employee paid long-term disability insurance, additional life insurance, accident insurance, and critical illness insurance through The Standard. Pays Short-term Disability insurance for all full-time employees	Full-time employee earn one 8 hour sick day per month. The maximum accumulation may not exceed 960 hours (120 days). Part-time employee earn sick leave on a pro rata basis. At a WRS eligible retirement, the cash value of the sick leave bank will be deposited into a HRA for the employee. The HRA is held and managed by North Shore Bank. If the employee's account continues to have a balance upon the death of the employee who does not have a spouse or eligible dependents, the remaining accumulation reverts to the Village of Fox Crossing.	All full-time and part-time employees who work more than 1,040 hrs a year receive paid vacation. For determining future vacation eligibility, the year of hire shall be treated as a full yr of service if the employee remains employed with the Village through 12/31 of the year of hire. Part-time employees receive vacation on a pro rata basis. Vacation is provided on 1/1 Year of Hire - 40hrs, prorated Yr after hire yr though 5th yr of continuous employment = 80 hrs After 5 yrs = 120 hours After 11 yrs = 160 hours After 18 yrs = 200 hours Village will credit an employee 50% of the # of full-time yrs of relevant work experience from a previous employer for calculating vacation benefits, as determined by the Village Manager	Has 9 standard holidays Employees required to work on the actual holiday will be paid double time, except scheduled police dept. Offers employees 2 floating holidays (8hrs each). Offers funeral leave to permentant full-time & part-time employees. Part-time benefits are based on a pro rata basis. 3 days off with up to 24 hours of regular pay in the event of death of the employee's spouse, child, stepchild, grandchild, parent, stepparent, grand parent, mother-in-law, father-in-law, son-in-law, daughter-in-law, sibling, step-sibling or legal guardian. 1 day off with up to 8 hours regular pay in the event of death of the employee's aunt, uncle, niece, nephew or those of their spouse; brother-in-law, sister-in-law and spouse's grandparents. Offers 2 Deferred Compensation Programs for employee retirement savings. Part of the Wisconsin Retirement System For the past 2 years, the Village has done summer hours for public availablity. Our normal office hours are M-F 8:00 - 4:30; however from Memorial Day to Labor Day our office hours are M-H 7:30 - 4:30 & F 7:30 - 11:30. For worker's compensation, the employer will pay the employee the same net check as they normally receive. Offers Longevity Payments upon completion of years of service (pro rated for part-time yrs): 5 yrs of service - $100, 10 yrs - $200, 15yrs - $300, 20 yrs - $500, 25 yrs - $750, 30 yrs - $1,000, 35 yrs - $1,250, 40 yrs - $1,500, 45yrs - $1,750, 50 yrs $2,000 Employee Assistance Program available for all employees, excluding seasonal employees

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Greenville	Medical Plan is the Local Deductible Plan through the State Deductible is $500 single and $1,000 family. No co-insurance after deductible is met. Village pays 88% of premium - $944.77 single, $2324.73 family. Dental Plan is offered through the State and paid by employee. Opt out of health insurance is 35% of the premium paid by Village.	Life insurance is 1 x annual wage.	Accrues at 8 hours per month. Maximum accumulation is 960 hrs. Hours Hours in excess of 960 hrs. are forfeited. If employees retire after 10 years of service in good standing, employee is eligible to convert sick time to pay health insurance up to 720 hours. Employee is eligible for a payout at current rate of pay up to a maxium of 720 hours upon retirement.	Start date - Year 8 (3 weeks vacation) Year 9 -Year 15 (4 weeks vacation) Years 16+ (5 weeks vacation)	8 holidays and 1 Floating Holiday 5 day bereavement for immediate family members. 3 day bereavement for grandparents, grandchild, or sibling of spouse. 1 day bereavement for aunt, uncle, or grandparent of employee's spouse. Employee Assistance Program offered.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Harrison	Medical plan is through United Health Care. $1,650/$3,300 in network deduct. and $3,000/$6,000 out of network deductible. Co-insurance is 0% in network and 20% out of network. Out of pocket max. for deductible, coinsurance and non-Rx copys is $3,500/$7,000 in network and $6,000/$12,000 out. Village pays 90% of premium. Village offers Flexible Spending Account. Dental plan offered and 90% paid by employer. Employer contributes $3,500 to employee's HSA account for employee/spouse and employee/children. $1,750 for single. Premium rates are dependent on age and gender.	Vision insurance is offered and the Village pays 90% of the premium. Village pays for life insurance.	no separate sick bank - all time is PTO	considered PTO Upon Hire - 112 hours (prorated) One Year - 152 hours Two Years - 192 hours Six Years - 232 hours Twelve Years - 272 hours Twenty Years - 312 hours time should be taken in the year it is earned for use on a calendar year basis. The Village will pay out any unused time off at the end of the year.	10 official holidays 3 days of bereavement for immediate family and 1 day for extended EAP offered

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Hobart	Medical Plan through United Health Care $2,000/$4,000 in-network deductible $4,000/$8,000 max out-of-pocket Village pays 88% of premium HCFSA: max contribution determined by law 20% carryover DCFSA: max contribution determind by law Health Reimbursement (HRA)L Employees are reimbursed for 1,500 per unit of deductible after initial 500 is paid. Dental Plan through Delta Dental Village pays 50%	Vison Plan through Delta Dental Employee pays 100% Group Life insurance through Employee Trust Funds (WRS) Village pays 100% of premium for one basic & one supplemental unit Employee pays 100% for additional and/or spouse/dependent units	Employees granted 6 days at beginning of the year May carry 2 days into subsequent year No pay out of sick time State and Federal Family and Medical Leave Acts as applicable to municipalities	Vacation granted at beginning of the year Year 1: 10 days (80 hrs) Year 2: 16 days (128 hrs) Years 3-10: 1 additional day/year Beyond Year 10: 25 days (200 hrs) Carry-over: 40 hours that must be used within first 6-months Vacation is prorated and paid out upon termination.	8 holidays Bereavement: 5 days for immediate family and 3 days extended family Military leave: limited differential pay paid for up to two weeks of service per calendar year after 3 months of employment with the Village Maternity, paternity, adoptive pre-adoptive foster, or comencement of legal guardianship care can be granted for up to 12 weeks upon written notice to department head at least 30-days before anticipated departure date. Employee Assistance Program

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
City of Kaukauna	Offers coverage through State's ETF insurance (PO14) program for Wisconsin Public Employers. City subsidize 88% of the premium of Tier 1 plan (take average if more than Tier 1 plan) within Outagamie County. Tier 1 plan provider is Network Insurance at total premium of $2641.74/mth/family or $1073.60/mth/single. Lowest cost provider is Dean Insurance at total premium of $2516.24/mth/family or $1023.40/mth/single. Highest cost provider is Robin With HealthPartners Insurance total premium of $3359.14/mth/family or $1360.56/mth/single. Employee may elect to reduce premium ~$30 by removing preventive dental on any plans. City outsources a Flex Savings Account and permits employees to contribute for dependent care and medical expenses. City does not contribute. City contributes to HRA. FT employee on family insurance receives $800 annually & $61 monthly. FT employee on single insruance receive $400 annually & $12 monthly. PT employee family receives $800 annually & no monthly. PT employee single receives $400 annually & no monthly. Optional Supplement Dental offered 100% paid by Employee (crowns & bridges, not preventative)	Vision insurance offered paid by employee. City pays for life insurance equal to previous year's wages.	day = normal scheduled hours in week divided by 5 days Accrue 1 day per month Max bank can contain 120 days	day = normal scheduled hours in week divided by 5 days <u>Vacation</u> Less than 1 year- Prorated 10 days 1st & 2nd year- 10 days 3rd through 7th year- 15 days 8th through 19th year- 20 days 20+ years- 25 days Max carry over 3 days per year <u>Personal</u> Less than 1 year: If hired Jan thru June = 2 days If hired July through Dec = 1 day More than 1 year- 2 days No carry over	8 holidays (Christmas Eve & Friday Thanksgiving) 3 days bereavement for immediate 1 day bereavement forextended Jury Duty paid for missed wages Military paid for missed wages up to two weeks $25 monthly Cell Phone reimbursement PT = 20-29hrs/week, FT=>30 hours/week Time off is rewarded for those who are scheduled to work more than 20 hours a week. Employee Assistance Program offered. Residency Incentive 6% of gross Tuition Reimbursment: $2,500 for FT and $1,250 for PT. Gym Membership Reimbursement: FT EE spend $400 gets $200. PT spend $200 get $100.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
City of New London	Medical Plan is through UnitedHealthcare Employees pay 4% of the premium, the city pays 96% Offer two plans, HDHP Low Deductible, HDHP Higher deductible Low deductible HP - deductible and out of pocket max for single is $3200, family is $6400. High deductible HP - deductible and out of pocket max for single is $5000, family is $10000 Premiums - Low Ded HP - Single - $11.40 per check, Family - $31.13 per check. High Ded HP - Single - $9.70 per check, Family - $26.47 per check HS.A contribution given to all employees enrolled in health plan. City contribution varies by year, in 2025 the city contributions were- Low Ded HP - Single - $1700, Family - $3400. For the High Ded HP - Single - $2700, Family - $5400 In 2026 starting incentive to give employees an additional $500 into their City HS.A contribution if the employee completes their annual physical. Payout offered to employees who are not enrolled in the City's health insurance program. Payout for a single plan is $73.08 per paycheck, payout for a family plan is $146.16 per paycheck Dental - through Delta Dental - city pays a portion of premium. Employee Deductions for Dental: Employee - $8.97/check, Employee&Spouse - $17.95/check, Employee and Child(ren) - $18.87/check, Family (EE,Spouse,Children) - $30.72	Vision insurance through Delta. Premium is 100% paid by employee City takes out $10,000 insurnace on each full time employee, AD&D ($5000 each). Voluntary term life insurance offered to the employees, Securian Life Insurance. Employer will pay 20% of premium.	Full time employees accrue 8 hours per month starting the first of the month after 30 days of employment. Sick leave is elgible to be paid out after 15 years of employment. Max payout is 960 hours. Sick leave can be carried over each year, no max amount that can be carried over.	After 6 months through 5 years of service is 2 work weeks per year 6 years-11 years is 3 weeks per year 12 years-17 years is 4 weeks per year 18 years-24 years is 5 weeks per year 25 years and up is 6 weeks per year 1 week = 40 hours Vacation for full time employees only	10 paid holidays per year Floating holidays offered for indivuduals who have to work on a regular holiday Holidays off paid only offered to FT employees **Bereavement -** 6 paid days (8 hour days) for spouse, child by birth or adoption, stepchild, father, mother, mother in law, father in law or any other person who is solely dependant upon the employee 3 days (8 hour days) for sister, brother, grandparent, or grandchild 1 day (8 hour day) for brother or sister in law, or an employees relative who is not a a member of the employees immediate family If additional time off is required, unused leave banks can be used after approval of Department head **Other-** Longevity pay after 5 years of service. $50 per year of service regular employees. $100 per year for PD. Non exempt employees can earn up to 40 hours per year of comp time, cannot roll it over to the next year.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Shawano	Offers coverage through State's ETF insurance (P07/17) program for Wisconsin Public Employers. City pays 88% of premium and employees pay 12% of lowest qualified cost plan within Shawano County. Low cost provider is Network Health at $3311.38/mth/family or $1341.46/mth/single. Since the City of Shawano just joined the state health plan, the premiums listed above include a surcharge of $1,000 per month per employee for a family plan and $400 per month per employee for a single plan. The surchage follows the same 88% employer and 12% employee split. The city does offer an HSA but does not make any contributions on behalf of the employee. Employee offers additional dental and vision plans that are 100% employee premiums. There are no benefits to the employees that opt out of the City's health plan. Annual deductible/out of pocket max for family is $3000/5000 and single is $1650/2500.	Vision insurance is a supplemental plan where premiums are paid 100% by the employee. The health insurance plan does include one basic eye exam per covered employee/dependent per year. City pays life insurance equal to prior year's wages. Employees can buy additional units, but the employee is responsbile for 100% of the premium on additonal units.	Employees accrue 8 hours of sick time per month with a maximum accumulation of 960 hours. Upon retirement, 60% of the sick leave balance is paid to the employee via a 401(a) account. If employees terminate employment for reasons other than retirement they forfeit any unused sick pay balance.	First year of employment: pro-rated Tier 1 = 96 hours (2-5 years) Tier 2 = 136 hours (6-10 years) Tier 3 = 176 hours (11-15 years) Tier 4 = 216 hours (16-25 years) Generally an employee will move tiers every 5 years of employment For each year past 25 years of employment, employees receive 8 hours per year with a maximum vacation allowance of 240 hours/yr. Starting tier is determined upon hire and is usually based on prior experience. Police officers that are part of the union do have a variation of this vacation structure as dictataed by their CBA. Unused vacation is not paid out	3 day bereavement for immediate family and 1 day for extended paid. 10 paid holidays. Employee Assistance Program offered. Longevity pay only for the police department employees under the CBA.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Suamico	Medical plan through Teamsters - Blue Cross BS Annual Deductible = $200/individual, $400/family Out of Pocket max/year = $1,000/individual, $2,000/family Copayment = $20 Village pays 90% of premium Dental included - $0 deductible Village offers FSA Premium Rate = $2,194/month regardless of family size No opt out allowed	Vision included with health $10 co-payment $150 allowance/year for frames $40 through Teamsters, one year salary through 3rd party AFLAC available for supplemental	No "sick" leave - see next column	1st year = vacation prorated 5 days 1st full year = 10 days 4th full year = 15 days 10th full year = 20 days (this is the max) Everyone also gets 5 "casual days" Department heads get an additional 5 casual days	8 holidays Immediate Family – Defined as Spouse, Child, Parent, Sibling, Stepchild, Stepparent and Grandchild-3 days. Other Family – Defined as In-laws (Mother, Father, Sister or Brother), Grandparents, Aunts, Uncles, Nieces and Nephews-1 day.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
City of Waupaca	Medical plan is through UMR/WCA Group Health Trust. $2,000/$4000 in network deduct. and $4000/$8000 out of network deductible. Co-insurance is 100% in network and 80% out of network. City has a Health Reimbursement Arrangement to help reimburse deductibles -$750 for single plan and $1500 for family plan. City pays 90% of premium. City offers Flexible Spending Account. Dental plan offered with cost borne by employee. Opt out payment for medical insurance possible ($5000) Payroll deductions (24 paychecks/year): Single-$38.11/check; Employee+1-$76.23/check; Family-$106.83/check	Vision insurance offered paid by employee. City pays for life insurance equal to two times previous year's wages. Additional life insurance available for purchase based on ETF/State rates.	Accrues at 8 hours per month. Pre 2011 employees may accrue to 150 days, post 2011 hires 90 days. Employees who reach maximum shall be paid $50 for each day acccumulated over the maximum. Cash payout for 100% of accumulated sick leave to employees in good standing at the following rates of pay: Pre-2016 hires: 1-5 yrs.-50% 6-10 yrs-60% 11-15 yrs-70% 16+years-100% Post-2016 hires: 10 years-50% 15+-75% Retirement-100%	Less than 1 year-80 hours After 1 year-100 hours After 2 years-120 hours After 3 years-128 hours After 4 years-136 hours After 5 years-144 hours After 6 years-152 hours After 7 years-160 hours After 8 years-168 hours After 9 years-176 hours After 10 years-184 hours After 11 years-192 hours After 12 years-200 hour After 13 years-208 hours After 14 years-216 hours After 15 years-224 hours After 16 years-232 hours After 17 years-240 hours After 18 years-248 hours After 19 years-256 hours After 20 years(MAX)-264 hours	9 and 1/2 official and 2 floating holidays 3 day bereavement for immediate family and 1 day for extended paid. For pre-2011 hires Paid-time off offered for part-timers who work 20 hours or more per week For post-2011 hires Paid-time off offered for part-timers who are WRS eligible. Employee Assistance Program offered.

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Bellevue	**Medical plan is through Anthem BCBS** **Village supports 85% of premium (24 per year)** **In Network:** $1600/$3200 Aggregate 90% after coinsurance Max 00P: $3000 individual/$6000 family Office Visit: 90% Preventative: 100% Diagnostic Services: 90% Mental Health: 90% Substance Abuse: 90% **Out of Network**: $3200/$6400 Aggregate 70% after coinsurance Max 00P: $3000 individual/$6000 family Office Visit: 70% Preventative: 70% Diagnostic Services: 70% Mental Health: 70% Substance Abuse: 70% **Premium Per Pay Period (24 per year)** Emp: 61.75 Emp & Spouse: 129.67 Emp & Child(ren): 117.33 Employee & Family: 185.25 **Annual HSA:** $1475 single $2225 family **(only if insured by Village)** **Insurance Buyout: $6000/yr (paid over 24 pay period)** **Dental: 85% employer/15% employee (Delta)**	**Vision: Delta Dental** **Premium: 100% Employee (24 per year)** Emp: 3.14 Emp & Spouse: 6.27 Emp & Child(ren): 6.40 Employee & Family: 9.54 **Village Stipend (all regular employees)** $200 per year for vision related expenses **Life Insurance** Village provides 1.0 employee annual salary Employee can add up to 4.0 additional units Additional coverage available for spouse/depen. **Other:** Worker comp insurance: 100% employer WI deferred comp: 100% employee WI ICI: 100% employee (fee holiday) Short Term Disability: 100% employer)	**PTO (annual)** Upon Initial Eligibility (14 days) After 2 years (18 days) After 7 years (23 days) After 15 years (28 days) After 25 years (33 days) Can Carry over: <7 years service: 10 days >7 years service: 15 days	**SEE PTO**	9 holidays 5 bereavement for Immedidate (3 other) EAP program (Village sponsored)

Exhibit A

Village of Harrison-2026 Pay Grad Step Plan(Preliminary)
Based on PAA Study of 15 Peer Communities completed August 2025 including 3% Adjustment for 2026

Code	Job Title	Step 1 85%	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Midpoint Step 8 100%	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16 115%
A	Village Manager	$ 56.95	$ 58.29	$ 59.63	$ 60.97	$ 62.31	$ 63.65	$ 64.99	$ 66.33	$ 67.67	$ 69.01	$ 70.35	$ 71.69	$ 73.03	$ 74.37	$ 75.71	$ 77.05
B	Fire Chief Finance Director/Treasurer	$ 48.37	$ 49.51	$ 50.65	$ 51.79	$ 52.93	$ 54.07	$ 55.21	$ 56.35	$ 57.49	$ 58.63	$ 59.77	$ 60.91	$ 62.05	$ 63.19	$ 64.33	$ 65.47
C	Operations Manager IT Manager	$ 39.93	$ 40.87	$ 41.81	$ 42.75	$ 43.69	$ 44.63	$ 45.57	$ 46.51	$ 47.45	$ 48.39	$ 49.33	$ 50.27	$ 51.21	$ 52.15	$ 53.09	$ 54.03
D	Village Clerk/HR Manager Building Inspector Comm. Risk Reduction Officer	$ 37.52	$ 38.40	$ 39.28	$ 40.16	$ 41.04	$ 41.92	$ 42.80	$ 43.68	$ 44.56	$ 45.44	$ 46.32	$ 47.20	$ 48.08	$ 48.96	$ 49.84	$ 50.72
E	Utilities Operator Foreman	$ 33.18	$ 33.96	$ 34.74	$ 35.52	$ 36.30	$ 37.08	$ 37.86	$ 38.64	$ 39.42	$ 40.20	$ 40.98	$ 41.76	$ 42.54	$ 43.32	$ 44.10	$ 44.88
F	Public Works Lead Foreman Associate Planner Parks Supervisor Engineer Tech/Code Enforcement	$ 30.72	$ 31.44	$ 32.16	$ 32.88	$ 33.60	$ 34.32	$ 35.04	$ 35.76	$ 36.48	$ 37.20	$ 37.92	$ 38.64	$ 39.36	$ 40.08	$ 40.80	$ 41.52
G	Utilities Operator Mechanic HU Office Manager Accountant/Deputy Treasurer	$ 27.66	$ 28.31	$ 28.96	$ 29.61	$ 30.26	$ 30.91	$ 31.56	$ 32.21	$ 32.86	$ 33.51	$ 34.16	$ 34.81	$ 35.46	$ 36.11	$ 36.76	$ 37.41
H	Public Works Crew	$ 25.74	$ 26.35	$ 26.96	$ 27.57	$ 28.18	$ 28.79	$ 29.40	$ 30.01	$ 30.62	$ 31.23	$ 31.84	$ 32.45	$ 33.06	$ 33.67	$ 34.28	$ 34.89
I	Deputy/Clerk	$ 24.68	$ 25.26	$ 25.84	$ 26.42	$ 27.00	$ 27.58	$ 28.16	$ 28.74	$ 29.32	$ 29.90	$ 30.48	$ 31.06	$ 31.64	$ 32.22	$ 32.80	$ 33.38
J	Program Assistant Utility Billing Clerk Administrative Assistant	$ 22.46	$ 22.99	$ 23.52	$ 24.05	$ 24.58	$ 25.11	$ 25.64	$ 26.17	$ 26.70	$ 27.23	$ 27.76	$ 28.29	$ 28.82	$ 29.35	$ 29.88	$ 30.41
K	Seasonal Employees (PT)	$ 19.00	$ 19.40	$ 19.80	$ 20.20	$ 20.60	$ 21.00	$ 21.40	$ 21.80	$ 22.20	$ 22.60	$ 23.00	$ 23.40	$ 23.80	$ 24.20	$ 24.60	$ 25.00

Exhibit B

Public Administration Associates, LLC

Wisconsin Community Wage Survey June 2025
Village of Fox Crossing*

Position	Salaried or Hourly ?	Min. Salary Wage Range	Max. Salary Wage Range	Ave.Salary or Current Salary	Years/Ave.Yrs. in current posit.	Any Additional Duties Outside of Normal Job Responsibilities	Your most Comparable position if not exact title	Estimated Wage inc. 2026	Total No. of FT Emp. In Community inc. Police and Fire
Administrator/Manager									
Village Manager	Salaried	126,034	157,542	133,000	18				
Finance Director/Treasurer	Salaried	112,170	140,212	115,000	3	Also in charge of Utility Billing - is the Utility Office Manager			
Clerk/HR Director									
Clerk	Salaried	74,599	93,249	80,030	5	No financial or HR duties			
HR Manager	Salaried	74,599	93,249	82,150	6	Handles all HR duties for Village			
Deputy Clerk/Treasurer									
Deputy Clerk	Hourly	55,745	69,681	58,300	5	Also Admin Asst to Village Manager			
Deputy Finance Director	Salaried	88,849	111,061	101,389	3	Was Finance Director for 22 yrs then stepped down to Deputy 3 years ago (was part-time, but back to full-time in 2025)			
Office/Accounting Assistant II/	Hourly	55,745	69,681	63,841	22		Accounting Tech II		
Accountant/AP, AR, Payroll	Hourly	55,745	69,681	65,042	37		Accounting Tech I		
Special Projects Coordinator/									
Program Assistant/Social Media Coord.									
Administrative Assistant	Hourly	46,804	58,506						
Finance Clerk				51,392	10	Answers the main Village phone, receipts most finance customers and also handles the utility customers, such as move ins and outs, along with other finance dept needs			
Admin Asst - Park/Rec/Street				52,242	2	Position was combined with Admin Asst Park & Admin Asst Street 1 year ago			
Admin Asst - Utility				54,704	9	Employee was Finance Clerk for many years prior to moving to Utility			
Admin Asst - Fire				50,879	2	This position is only 1560 hrs per yr; however, the salary listed is if full-time			
Community Development Director	Salaried	99,831	124,788	114,618	31	Job includes planning & zoning and oversees building inspections			
Planner/Zoning Administrator	N/A								
City Engineer	N/A					Engineering is Contracted			
Senior Engineering Tech/	Hourly	n/a	n/a	$15/hour	1	Positions are part-time in the Police Department, and handle most code	Community Service Officer		
Code Enforcement Officer						enforcement complaints. They are not sworn officers.			
Assistant Planner	Salaried	66,393	82,991	67,004	2		Associate Planner		
Building Inspector	Salaried	74,599	93,249	81,300	4	Was previous Deputy Building Inspector for 8 years)			
Munipal Services Director/Dir. of PW/	Salaried	112,170	140,212	115,000	1	Includes management of Street, Storm, Water & Sewer Departments, including garbage & recycling	Public Works Director		
Operations Manager/Working Manager						Has Stormwater Engineering background			
Assistant to the Dir. of Public Works/	Salaried	83,820	104,775	88,725	1	Manages the Water & Sewer laborers (was previous Sewer Superintendent)	Utlity Superintendent		
Program Assistant		83,820	104,775	88,725	1	Manages street & storm laborers, including yard waste, leaf & chipping programs (was previous Asst Street Superindendent)	Street Superintendent		
Administrative Assistant for PW Dept.									
See above Admin Assist.									
Administrative Assistant for Bldg. Insp./	Hourly	52,590	65,737	57,000	4	Does a few inspections when needed. Does not handle any community	Building Inspection Assistant		
Community Development						development issues			
Administrative Assistant for Assessing									
Dept.						Assessing is Contracted			
Public Works Foreman/Crew Supervisor								**Total Number**	
Water Plant Foreman	Hourly	66,393	82,991	78,054	2	Was previously Water Laborer, salary excluding the $0.45/hr for 3 water certifications			
Water Distribution Foreman	Hourly	66,393	82,991	71,728	2	Was previously Water Laborer, salary excluding the $0.45/hr for 3 water certifications			
Wastewater Foreman	Hourly	66,393	82,991	74,989	2	Was previously Wastewater Laborer, salary excluding the $0.45/hr for 3 water certifications			
Lift Station Operator	Hourly	59,090	73,862	63,814	1	Was previously Wastewater Laborer		**Public Works Crew**	
Public Works Crew		55,745	69,681	59,500	5	Handles Street/Storm/Yard Waste/Stormwater	Maintenance Worker-Street	7	
								In process of hiring a Storm Worker, not in count	
Parks Supervisor		66,393	82,991	76,375	8	Was previously Park Laborer	Park Foreman		
Seasonal PW Workers (Part-time)									

Exhibit B (cont.)

Village of Fox Crossing

Position	Salaried or Hourly ?	Min. Salary	Max. Salary	Ave Salary/ Current Salary	Years/Ave Yrs Current Posit.	Any Additional Duties Outside of Normal Job Responsibilities	Your most Comparable position if not exact title
Police Chief	Salaried	112,170	140,212	120,000	3	Was previously Police Lieutenant	
Assistant Police Chief	N/A						
Police Captain	Salaried	99,831	124,788	112,546	2	Was previously Police Lieutenant	
Police Lieutenant	Salaried	94,180	117,725	101,140	9	Position does sometimes receive overtime pay	
Police Office Manager	Hourly	55,745	69,681	58,595	5	Police Captain oversees Comm Techs, but Office Manager handles purchasing and office related jobs	Admin Asst - Police
Police Assistant to Office Manager	N/A						
Fire Chief	Salaried	105,820	132,276	110,000	1	Was previously Assistant Fire Chief	
Assistant Fire Chief	Salaried	88,849	111,061	92,513	1		
Community Risk Reduction Officer/ Fire Inspector/Safety Education							
Fire Dept. Admin. Assistant See Above							
Utility Office Manager See Finance Director							
Utility Billing Clerk	Hourly	52,590	65,737	53,073	1		Billing Specialist
Lead Utility System Operator See Public Works above							
Utility System Operator	Hourly	55,745	69,681	60,106	9	Water Maintenance Workers' salaries receives $0.45/hr for 3 water certifications, more than Wastewater Maintenance Workers	
Seasonal Utility Workers (PT)							

Total Number of Utility Operators
7

The Fox Crossing Utilities extends outside our municipal boarders into Town of Clayton, Town of Neenah, Town of Grand Chute, City of Neenah, City of Menasha, City of Appleton, and Village of Harrison. As of 12/31/24, we had 9,574 meters, with 1,675 outside the Village of Fox Crossing.

Exhibit C

POSITION Administrator/ Manager			Community (Est.Pop.)	Minimum	Maximum	Actual(2025)	Comments
			V. of Harrison (15,364)	103,194.00	132,678.00	140,000.00	6 months in current pos., Village Manager
Range Data	**Minimum Salary**	**Maximum Salary**					
1. Lowest Base Salary	94,467	141,702	**C. of Sturgeon Bay (9,979)**	99,032.00	148,584.00	133,901.00	9 yrs in current position of City Administrator
2. Highest Base Salary	136,260	177,132	**C. of Allouez (13,953)**	94,467.00	141,702.00	140,000.00	1 yr.in current pos., Village Administrator
3. Average of all	114,397	152,575	**V. of Bellevue (16,810)**	106,255.00	141,674.00	134,560.00	3 yrs in current pos., VillageAdministrator
			V. of Fox Crossing (19,285)	126,034.00	157,542.00	133,000.00	18 yrs in current pos., Village Manager
4. Lowest-Highest Salary	94,467	177,132	**T. of Grand Chute (24,294)**	135,200.00	173,826.00	150,634.00	1 yr in current pos. Town Administrator
5. Average of Items 1-4	109,898	162,135	**V. of Greenville(13,290)**	110,939.00	161,617.00	137,939.00	4 yrs in current pos., Village Administrator
			V. of Hobart (10,905)			134,715.00	8 yrs. in current pos., Village Administrator
6. Range midpoint of Item 5	136,017		**C. of Kaukauna (18,250)**				n.a.
			V. of Little Chute (12,164)	123,261.00	154,939.00		Village Administrator
7. Average of Actual Base	134,507		**C. of New London (7,587)**	110,647.00	141,637.00	118,971.00	17 yrs of experience, City Administrator
			C. of Plymouth (8,909)	136,260.00	177,132.00		City Administrator+Utilities Manager +electric
8. Weighted Data Midpoint 2025	135,298		**C. of Shawano (9,586)**			133,180.00	7 yrs in current position, City Administrator
Working range .85-1.15	115,003	155,593	**V. of Suamico (13,271)**			128,169.00	6 yrs in current position, Village Administrator
			C. of Waupaca (6,377)	110,897.00	144,181.00		City Administrator
9. Proposed Data Midpoint 2026	139,357		**C. of Waupun (11,211)**	105,373.00	135,491.00		Administrator/Economic Development
plus 3%							
Working range .85-1.15	118,453	160,260					
				1,258,365.00	1,678,325.00	1,345,069.00	

Exhibit D

Public Administration Associates, LLC

Village of Harrison
Position Description Questionnaire (7-30-25)

Dear Staff Member:

As many of you know Harrison is investing in a Wage and Compensation Study, performed by Public Administration Associates, for most employees. Your position is being reviewed as part of this effort. The purpose of the study is to help create a wage and compensation plan that will assure external wage and benefit equity with peer communities and internal wage and benefit equity for employees.

External wage/compensation equity can be understood by analyzing the wages and compensation for similar positions in peer communities and organizations and making sure compensation parity exists. Comparable communities have been selected for this analysis and data is now being collected. With this PDQ we will review your current job duties and responsibilities so that we can ensure similar positions are being compared in the peer communities.

Internal wage/compensation equity is another goal of this study, and to get a better idea about job pay equity within the organization, this PDQ has been developed. Our internal position evaluation consists of eight factors that are weighted: knowledge/education, experience, job complexity, supervision exercised, supervision received, consequences of decisions, interaction with other sets of people and work environment.

In order to complete our evaluation, we ask that you take a few minutes and complete the job questionnaire attached below! Please make a copy of this document when you are finished answering all questions, and retain it for yourself in case further review is necessary.

We ask that employees return this questionnaire to one of the addresses listed below as soon as possible.

If you can e-mail your response please send to:
dtebo.wi2@gmail.com.

If you would prefer to mail back your response, the address for returning questionnaires is:
PAA Associate
Dave Tebo
N1357 Tuckaway Court
Greenville, WI 54942

Thanks for your help.

Kevin Brunner
President, PAA

Dave Tebo
Associate, PAA (920-740-8804)

PAA will also make time to speak personally with any staff members who feel more discussion is needed to understand current job duties and issues. ZOOM interviews will be set up for those wishing to talk further.

to Title_____

Supervisor Name and Title _____
Date _____

1. **I have reviewed my current position description and have included it with my response:**

   ____ **The following items and/or tasks should be <u>added</u>:**

   a.

   b.

   c.

   ____ **The following items and/or tasks should be <u>deleted</u> (please list):**

   a.

   b.

   c.

   ____ **The following items and/or tasks should be <u>modified</u> as follows (please list):**

   a.

   b.

   c.

2. **Using the <u>left margin of your position description or this PDQ for your response</u>, please indicate the <u>approximate percentage of time</u> that you spend on each job task.**

If you do not have a current job description or job description template for review, please complete Question 3,4, 5, 6,7 in detail:

3. **List your MOST ESSENTIAL duties and responsibilities below followed by the approximate percentage of time spent on each major duty. The percentage should be calculated when analyzing activity over an annual period.**

a.

b.

c.

d.

e.

f.

g.

h.

i.

j.

4. **After reviewing your list of essential duties and responsibilities choose the three (3) that are the most significant? Under (d) below write a one to two sentence description or explanation of your job that your next-door neighbor would understand using these top three responsibilities as the main topic:**

   a.

   b.

   c.

   d.

5. **Please list the needed education, certifications, and amount of experience that you think would be important for someone in this position to have?**

6. **Please list the knowledge, skills, and abilities you think a person in this position should possess, both hard skills and personal characteristics. For example:**
   - **Knowledge of certain software or computer applications, other technology, specific laws and regulations, general accounting principles, mechanical systems, etc.;**
   - **Ability to work independently, analyze financial data, multi-task and be a good communicator, etc.)**

Question 6 (continued)

7. **Please explain if you think there are certain physical demands that an employee in this position must meet to adequately perform the job. For example:**
    - **Is there a certain amount of weight that must be lifted on a regular basis?**
    - **Is there frequent twisting and bending? The need to reach above shoulder height? Ability to sit at a keyboard for extended period of time?**
    - **What is the % sitting, standing, and moving?**
    - **What are the hours of work expected and is the position hourly or salaried?**

8. In terms of <u>overall</u> responsibilities and job complexity, what other position(s) in your organization (are) comparable to your position?

9. With whom do you interact on a regular basis?

		I initiate	**They initiate**	**Both initiate**
__	Employees in your department	_____	_____	_____
__	Employees in other departments	_____	_____	_____
__	Employees of other governmental units	_____	_____	_____
__	Village Board members	_____	_____	_____
__	Individual citizens	_____	_____	_____
__	Contractors, suppliers	_____	_____	_____
__	Others (please list) _____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

10. Do you supervise other employees?

_____ Yes _____ No

If yes, how many employees do you <u>directly</u> supervise ("They report to me.")? _____

If yes, how many employees do you <u>indirectly</u> supervise (They report to someone who reports to me.")? _____

11. Who supervises you? _____

Job title of supervisor

Generally, what is the nature of this supervision (please check one)?

____ General direction and performance review

____ Weekly work assignments

____ Daily work assignments

12. Please list your educational background.

____ High school

____ Post high school, including any degrees, diplomas, certifications, and licenses (continue list on last page if necessary)

_____

_____

_____

13. Please list your work experience.

a. Positions held before your current position and the number of years employed in each position. (Last 3 jobs only)

_____

_____

_____

b. Years employed in your current position. _____

14. If I made an error on a major aspect of my job,

____ it could have serious negative consequences (Examples: physical risks, major financial costs, major impact on other employees' jobs, major political fallout).

____ it might take some time to correct the error, but it would not have consequences as serious as those defined above.

____ it would not have serious consequences and probably no one would notice.

15. Are there any particular skills or knowledge that you bring to the job that are not recognized in your job description?

16. Is there anything else that we should know about your job?

17. Would you like to schedule a ZOOM meeting with us?

Additional Comments or Needed Info for Questionnaire:

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
Site Plan Review – Queen of Cleaning – W5006 Amy Avenue – Parcel 45302

Recommended Action:
Motio to approve the Site Plan for Queen of Cleaning- W5006 Amy Avenue with the following conditions:

1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of zoning and building permits.
2. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
3. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
4. Village staff recommends an exception to the 25-foot rear setback. This request is due to the unique site conditions: the rear of the property abuts a parking lot to the north, and as a corner lot, the site is subject to two 25-foot front yard setbacks, which already limits the buildable area.
5. Only those uses permitted in the applicable zoning district shall be allowed within the development.
6. All applicable local, County, and State rules, regulations, and ordinances shall be met.
7. No off-premise signs are allowed in village right-of-way.

Background and Additional Information:

The Plan Commission approved this item.

Queen of Cleaning has submitted a proposal for the development of a new multi-tenant facility located at W5006 Amy Avenue, Parcel 45302, being the northwest corner of Amy Avenue and Highline Road.

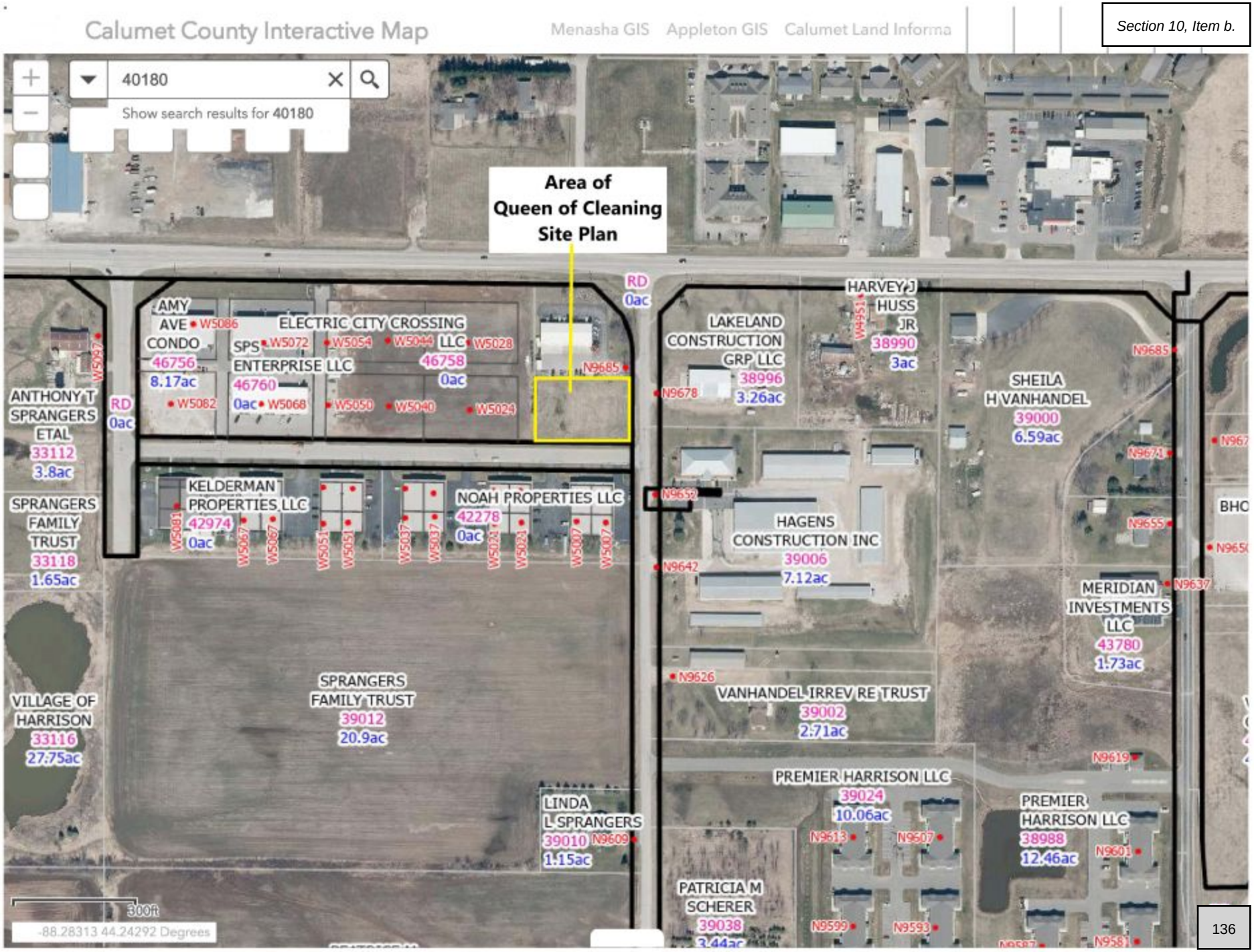
The proposed building will serve as headquarters of Queen of Cleaning with additional tenant spaces for lease. Queen of Cleaning specializes in residential cleaning services, including clutter removal and move-in/move-out cleaning. The business currently employs 35 staff members. Standard hours of operation are from 8:00 a.m. to 4:00 p.m. Monday through Friday. Minimal vehicles, which consist of standard-sized vans, will be stored outside.

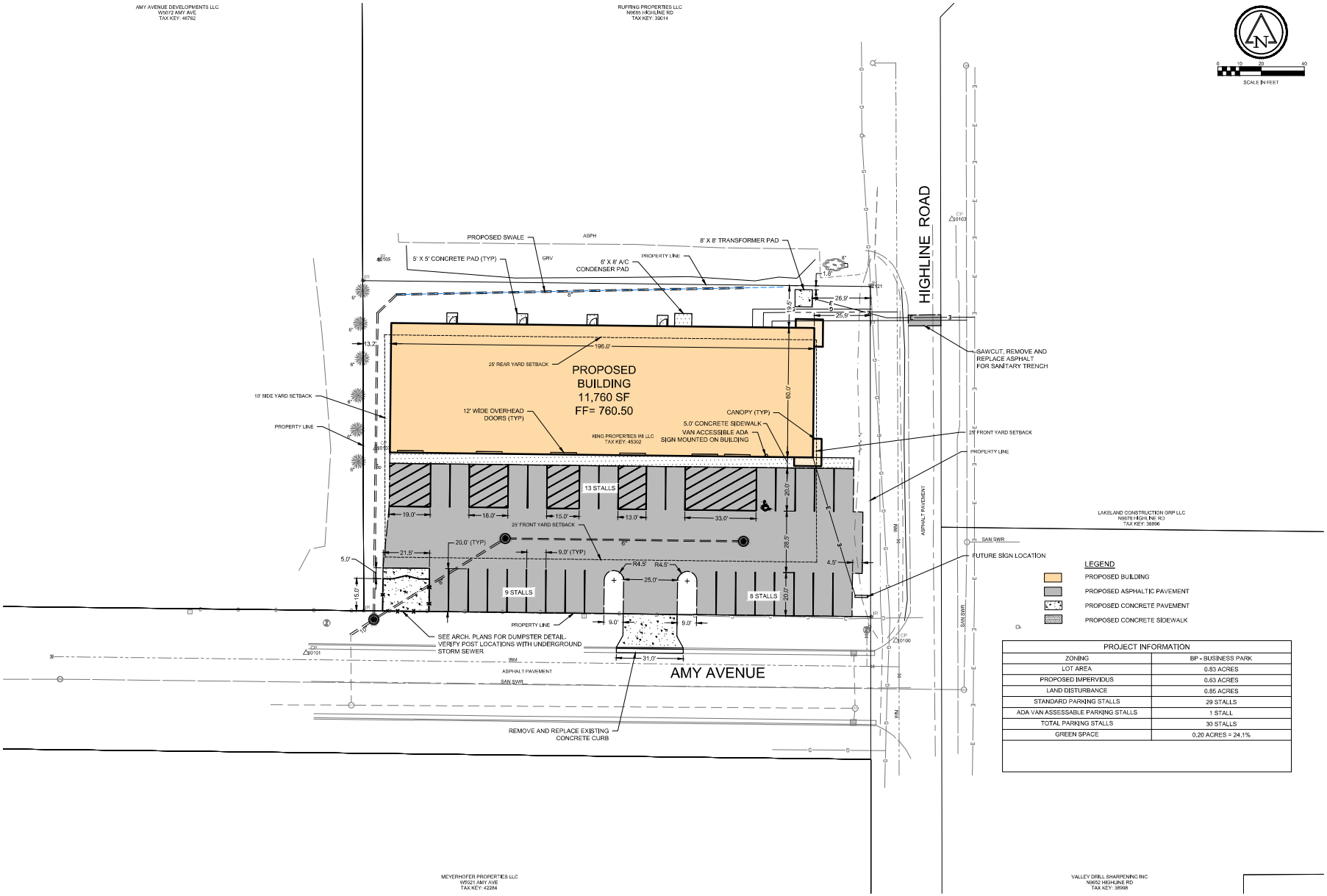
The proposed building is 11,760 square feet and features brick or stone detailing along the east and south elevations that border street frontages. Access into the front parking lot is off Amy Avenue.

The proposed development aligns with the existing pattern of multi-tenant buildings to the north, west and south

Attachments:

- Aerial Map
- Site Plan and Renderings


Calumet County Interactive Map
Menasha GIS
Appleton GIS
Calumet Land Informa
40180
Show search results for 40180
Area of Queen of Cleaning Site Plan
AMY AVE CONDO
46756
8.17ac
W5086
ELECTRIC CITY CROSSING LLC
46758
0ac
SPS ENTERPRISE LLC
46760
0ac
W5072
W5054
W5044
W5028
W5082
W5068
W5050
W5040
W5024
RD
0ac
ANTHONY T SPRANGERS ETAL
33112
3.8ac
SPRANGERS FAMILY TRUST
33118
1.65ac
KELDERMAN PROPERTIES LLC
42974
0ac
NOAH PROPERTIES LLC
42278
0ac
SPRANGERS FAMILY TRUST
39012
20.9ac
VILLAGE OF HARRISON
33116
27.75ac
LINDA L SPRANGERS
39010
1.15ac
N9609
LAKELAND CONSTRUCTION GRP LLC
38996
3.26ac
N9678
HARVEY J HUSS JR
38990
3ac
SHEILA H VANHANDEL
39000
6.59ac
N9685
N9671
N9652
HAGENS CONSTRUCTION INC
39006
7.12ac
N9642
MERIDIAN INVESTMENTS LLC
43780
1.73ac
N9637
N9626
VANHANDEL IRREV RE TRUST
39002
2.71ac
N9619
PREMIER HARRISON LLC
39024
10.06ac
N9613
N9607
PREMIER HARRISON LLC
38988
12.46ac
N9601
PATRICIA M SCHERER
39038
3.44ac
N9599
N9593
N9581
300ft
-88.28313 44.24292 Degrees



PROJECT INFORMATION	
ZONING	BP - BUSINESS PARK
LOT AREA	0.83 ACRES
PROPOSED IMPERVIOUS	0.63 ACRES
LAND DISTURBANCE	0.85 ACRES
STANDARD PARKING STALLS	29 STALLS
ADA VAN ASSESSABLE PARKING STALLS	1 STALL
TOTAL PARKING STALLS	30 STALLS
GREEN SPACE	0.20 ACRES = 24.1%

Ruekert • Mielke
Waukesha • Kenosha • Madison
Global Water Center • Fox Valley
www.ruekertmielke.com

RUEKERT/MIELKE TAKES NO RESPONSIBILITY FOR ANY UNDERGROUND STRUCTURES OR BURIED MATERIALS SUCH AS, BUT NOT LIMITED TO, FOUNDATIONS, WELLS, SEPTIC, HOLDING TANKS, UTILITIES, HAZARDOUS MATERIALS, OR ANY OTHER ITEMS OF WHICH NO EVIDENCE CAN BE FOUND ON THE SURFACE BY A REASONABLE INSPECTION.

PURSUANT TO WISCONSIN STATUTE 182.0175, AVAILABLE DATA ON UNDERGROUND STRUCTURES, CONDUIT AND PIPES HAS BEEN SHOWN ON THIS MAP. THE LOCATIONS SHOWN HAVE BEEN COMPILED FROM A COMBINATION OF EXISTING UTILITY MAPS AND MARKINGS PLACED IN THE FIELD FOR THE VARIOUS FACILITIES BY "DIGGERS HOTLINE" (TICKET NO. - & -) SHALL NOT BE TAKEN AS CONCLUSIVE. FIELD VERIFICATION SHALL BE REQUIRED BEFORE ANY EXCAVATION.

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
Phone (920)766-5795
1-800-236-2534
Fax (920)766-5004

MADISON
3308 Nursery Drive
Middleton, WI 53562
Phone (608)445-2245

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
Phone (262)250-9710
1-800-236-2534
Fax (262)250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
Phone (715)849-3141
Fax (715)849-3181

www.kellerbuilds.com

PROPOSED FOR:
QUEEN OF CLEANING
AMY AVE, KAUKAUNA, WISCONSIN 54130

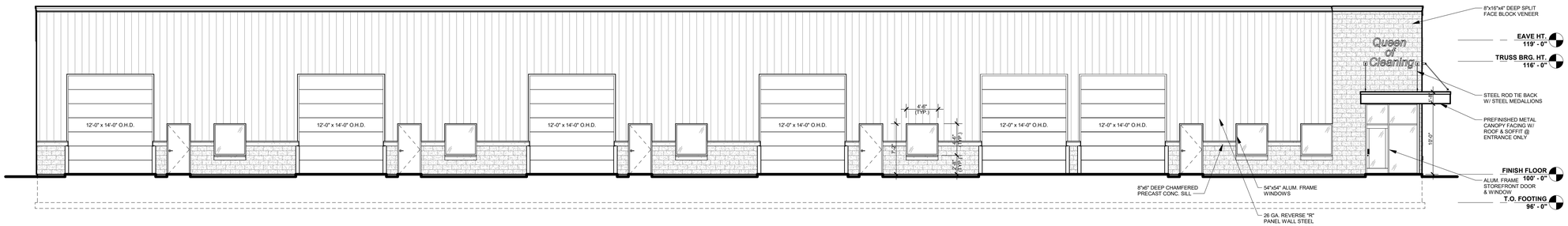
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REVISIONS

PROJECT MANAGER: G. FRAZIER
DESIGNER: C. MEISEL
DRAWN BY: G. DEPREY
EXPEDITOR: ------
SUPERVISOR: ------
PRELIMINARY NO: ------
CONTRACT NO: ------
DATE: 09/09/2025
SHEET: C5.0

SITE PLAN

"ISSUED NOT FOR CONSTRUCTION"



SOUTH ELEVATION
1/8" = 1'-0"

WEST ELEVATION
1/8" = 1'-0"

EAST ELEVATION
1/8" = 1'-0"

NORTH ELEVATION
1/8" = 1'-0"

DOOR & WINDOW VALUES		
WINDOWS:	U VALUE	0.--
	SHGC	0.--
	VT	0.--
DOORS: (SWINGING)	U VALUE	0.38
O.H. DOORS: (NON-SWINGING)	U VALUE	0.11
DOORS: (>50% GLAZING)	U VALUE	0.--
	SHGC	0.--
	VT	0.--

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

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PROPOSED FOR:
QUEEN OF CLEANING
AMY AVE.
KAUKAUNA, WISCONSIN 54130

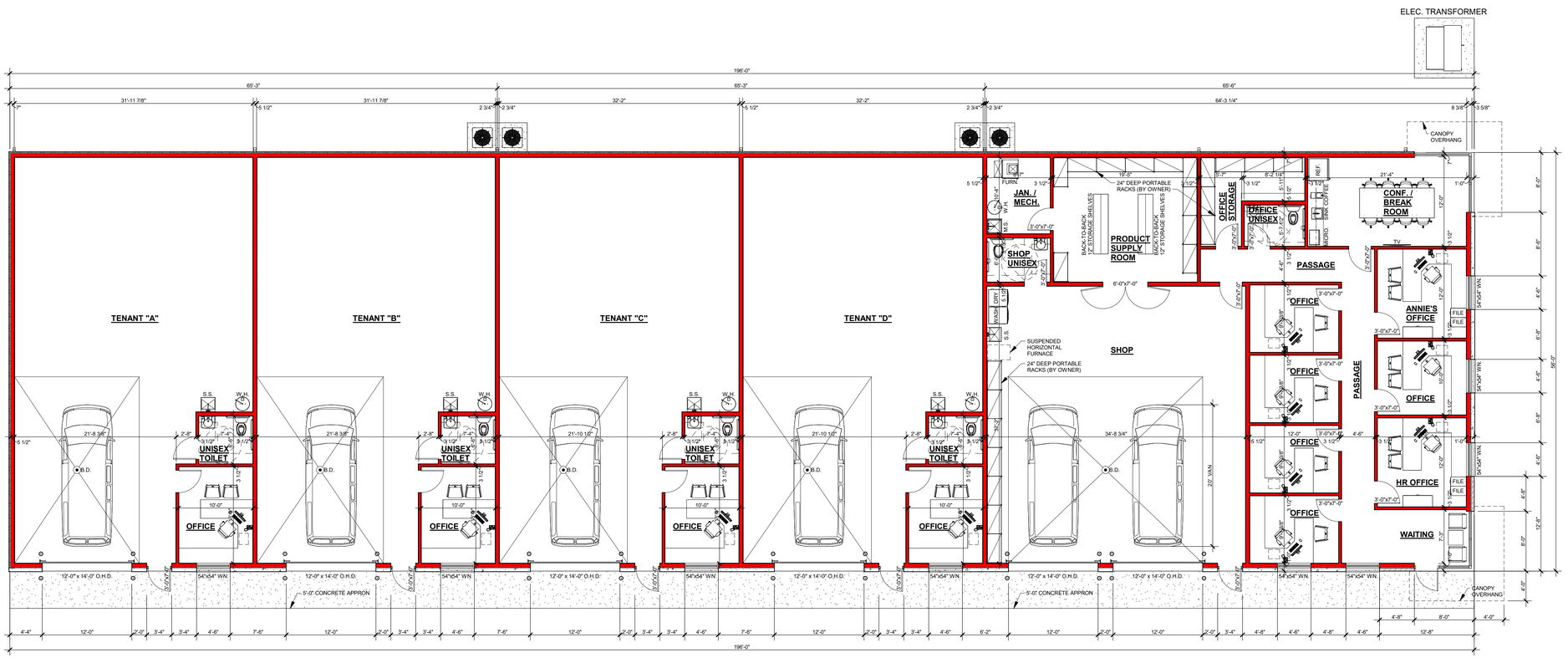
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REVISIONS

1		
2		
3		
4		
5		
6		

PROJECT MANAGER: G. FRAZER
DESIGNER: S. KLESSIG
INTERIOR DESIGNER: -------
DRAWN BY: J.R.S.
EXPEDITOR: -------
SUPERVISOR: -------
PRELIMINARY NO: P25171
CONTRACT NO: -------
DATE: 07.22.2025
SHEET: A2.0

PRELIMINARY - NOT FOR CONSTRUCTION



NORTH

FLOOR PLAN
1/8" = 1'-0"

WALL KEY

- NEW WALL/FURRING
- NEW MASONRY/ VENEER WALL
- NEW COOLER/ FREEZER WALLS
- NEW FOUNDATION WALL
- NEW IMP WALL
- NEW PRECAST WALL
- EXISTING MASONRY WALL
- TYPICAL EXISTING WALL
- DEMO MASONRY WALL
- DEMO WALLS
- FIRE WALL OR FIRE BARRIER

PRELIMINARY - NOT FOR CONSTRUCTION

Keller
PLANNERS | ARCHITECTS | BUILDERS

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Wausau, WI 54401
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PROPOSED FOR:
QUEEN OF CLEANING
AMY AVE.
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REVISIONS

1		
2		
3		
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6		

PROJECT MANAGER: G. FRAZER
DESIGNER: S. KLESSIG
INTERIOR DESIGNER: -------
DRAWN BY: J.R.S.
EXPEDITOR: -------
SUPERVISOR: -------
PRELIMINARY NO: P25171
CONTRACT NO: -------
DATE: 07.22.2025
SHEET: A1.0

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
Site Plan Review – Kelderman Plumbing – W4824 Crossroads Court– Parcel 47022 & 47024 – Crossroads Business Park

Recommended Action:
Motion to approve the site plan for Kelderman Plumbing- W4827 Crossroads Court- Crossroads Business Park with the following conditions:

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

Background and Additional Information:

The Plan Commission approved this item.

Keldermann Plumbing has submitted a proposal for a multi-tenant facility intended for trade and contractor use located at Lot 7 & 8 of Crossroads Business Park, W4824 and W4859 Crossroads Court. Kelderman Plumbing is currently under contract to purchase Lot 7 and 8 from the Village Harrison, with the agreement to comply with the protective covenants and restrictions governing the Crossroads Business Park.

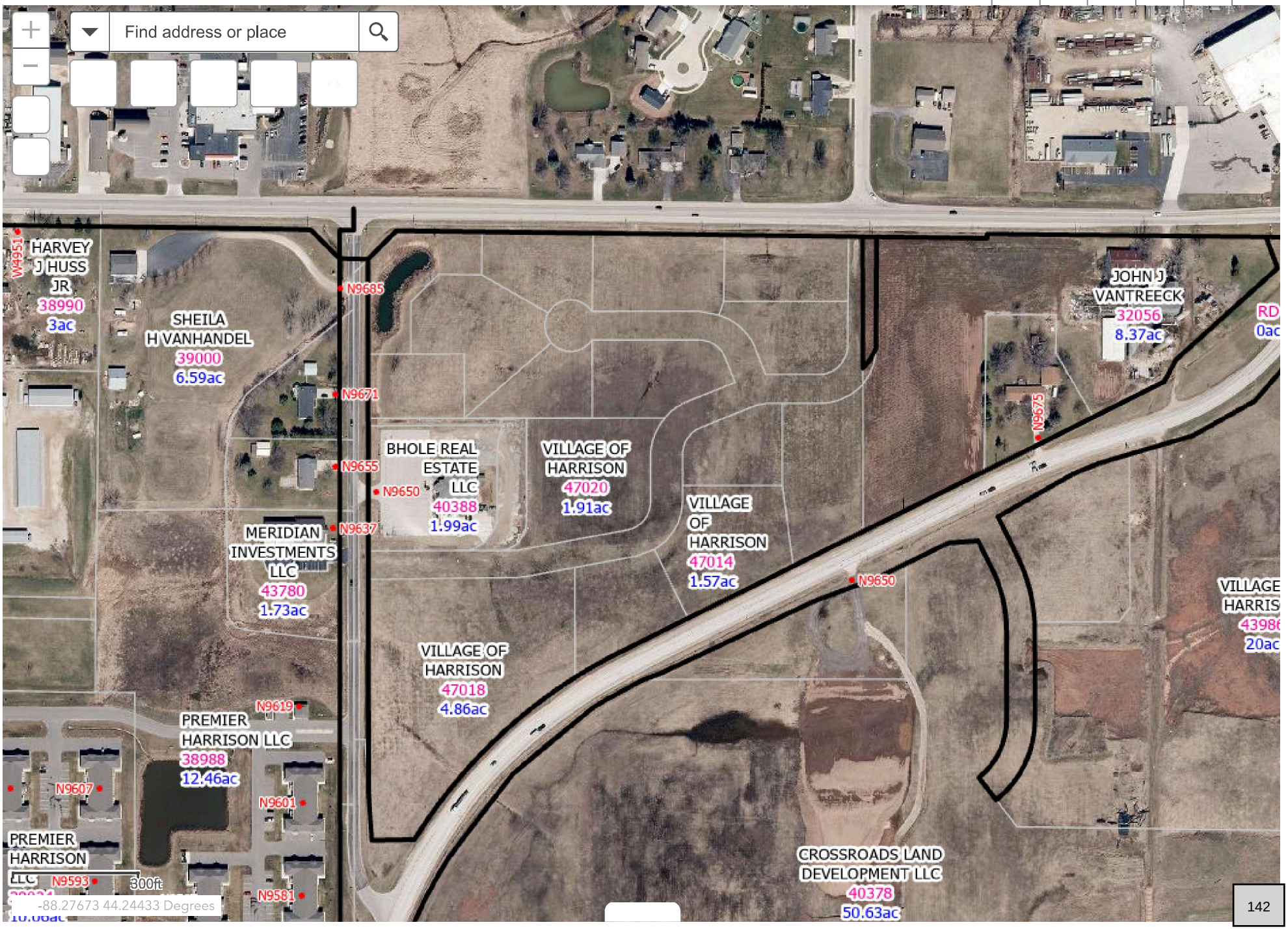
Kelderman Plumbing provides both commercial and residential plumbing services and is growing substantially and currently up to 30 employees. The submitted site plan includes a two buildings: eastern building that will house Kelderman Plumbing is 9,920 square feet and the storage building is 4.500 square feet.

The easternmost building will house Kelderman Plumbing and the western building will be expansion space for the business in the future and the possible tenants until that time.

Kelderman Plumbing is located in an existing facility on Amy Avenue that they are growing out of and will relocate to this new building in Crossroads Business Park.

Attachments:

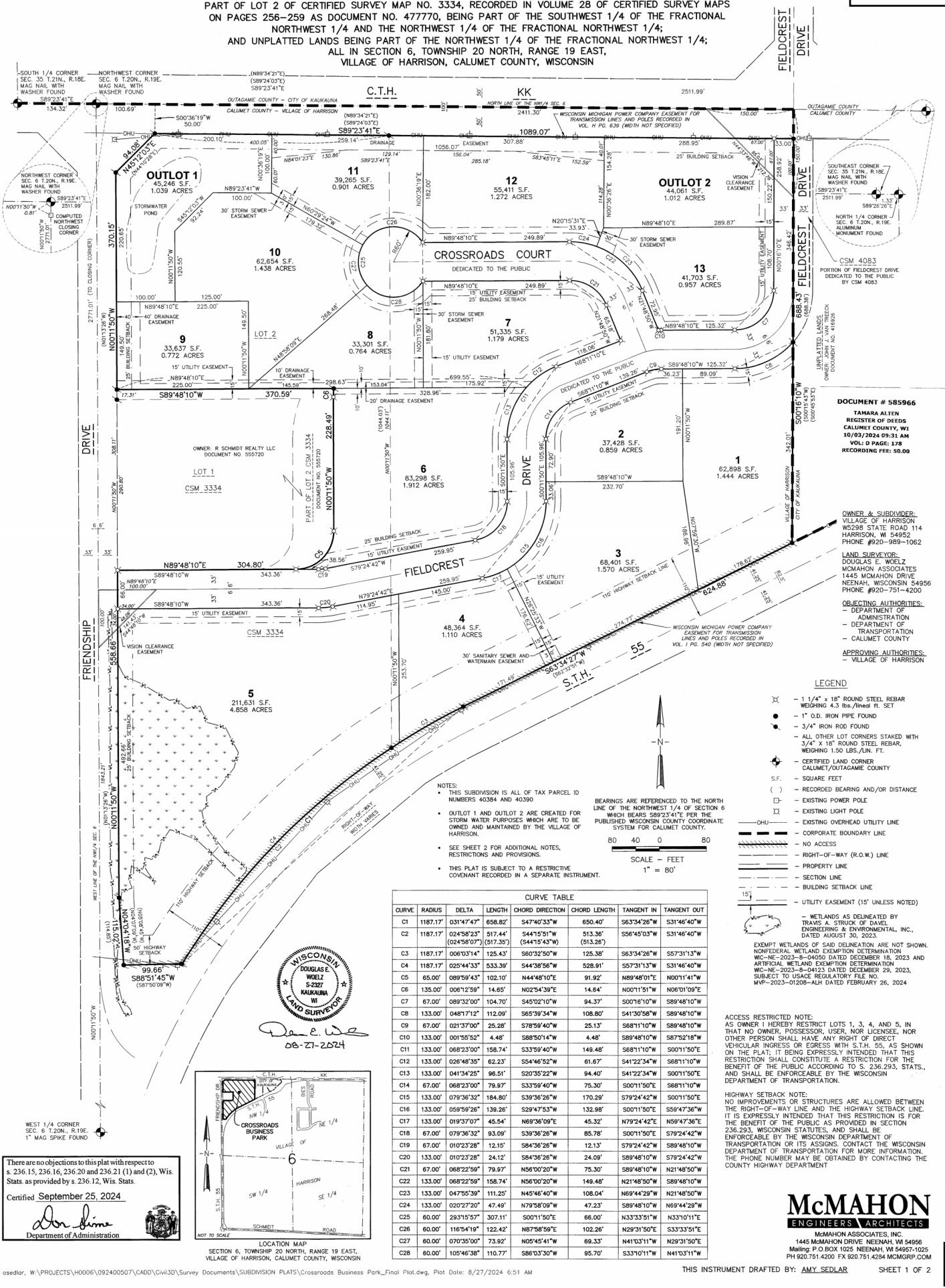
- Aerial Map
- Crossroad Business Park Plat
- Site Plan and Renderings


Calumet County Interactive Map
Menasha GIS
Appleton GIS
Calumet Land Informa
Find address or place
HARVEY J HUSS JR
38990
3ac
W4951
SHEILA H VANHANDEL
39000
6.59ac
N9685
N9671
N9655
N9650
BHOLE REAL ESTATE LLC
40388
1.99ac
VILLAGE OF HARRISON
47020
1.91ac
MERIDIAN INVESTMENTS LLC
43780
1.73ac
N9637
VILLAGE OF HARRISON
47014
1.57ac
N9650
VILLAGE OF HARRISON
47018
4.86ac
N9619
PREMIER HARRISON LLC
38988
12.46ac
N9607
N9601
PREMIER HARRISON LLC
N9593
N9581
300ft
-88.27673 44.24433 Degrees
JOHN J VANTREECK
32056
8.37ac
N9675
RD
0ac
VILLAGE
HARRIS
43986
20ac
CROSSROADS LAND DEVELOPMENT LLC
40378
50.63ac

UNOFFICIAL COPY

CROSSROADS BUSINESS PARK

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3334, RECORDED IN VOLUME 28 OF CERTIFIED SURVEY MAPS ON PAGES 256–259 AS DOCUMENT NO. 477770, BEING PART OF THE SOUTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4; AND UNPLATTED LANDS BEING PART OF THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4; ALL IN SECTION 6, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN



DOCUMENT # 585966
TAMARA ALTEN
REGISTER OF DEEDS
CALUMET COUNTY, WI
10/03/2024 09:31 AM
VOL: D PAGE: 178
RECORDING FEE: 50.00

OWNER & SUBDIVIDER:
VILLAGE OF HARRISON
W5298 STATE ROAD 114
HARRISON, WI 54952
PHONE #920-989-1062

LAND SURVEYOR:
DOUGLAS E. WOELZ
MCMAHON ASSOCIATES
1445 MCMAHON DRIVE
NEENAH, WISCONSIN 54956
PHONE #920-751-4200

OBJECTING AUTHORITIES:
- DEPARTMENT OF ADMINISTRATION
- DEPARTMENT OF TRANSPORTATION
- CALUMET COUNTY

APPROVING AUTHORITIES:
- VILLAGE OF HARRISON

LEGEND

- 1 1/4" x 18" ROUND STEEL REBAR WEIGHING 4.3 lbs./lineal ft. SET
- 1" O.D. IRON PIPE FOUND
- 3/4" IRON ROD FOUND
- ALL OTHER LOT CORNERS STAKED WITH 3/4" X 18" ROUND STEEL REBAR, WEIGHING 1.50 LBS./LIN. FT.
- CERTIFIED LAND CORNER CALUMET/OUTAGAMIE COUNTY
- S.F. – SQUARE FEET
- ( ) – RECORDED BEARING AND/OR DISTANCE
- EXISTING POWER POLE
- EXISTING LIGHT POLE
- OHU — EXISTING OVERHEAD UTILITY LINE
- CORPORATE BOUNDARY LINE
- NO ACCESS
- RIGHT-OF-WAY (R.O.W.) LINE
- PROPERTY LINE
- SECTION LINE
- BUILDING SETBACK LINE
- 15' — UTILITY EASEMENT (15' UNLESS NOTED)
- WETLANDS AS DELINEATED BY TRAVIS A. STRUCK OF DAVEL ENGINEERING & ENVIRONMENTAL, INC., DATED AUGUST 30, 2023.

EXEMPT WETLANDS OF SAID DELINEATION ARE NOT SHOWN. NONFEDERAL WETLAND EXEMPTION DETERMINATION WIC-NE-2023-8-04050 DATED DECEMBER 18, 2023 AND ARTIFICIAL WETLAND EXEMPTION DETERMINATION WIC-NE-2023-8-04123 DATED DECEMBER 29, 2023, SUBJECT TO USACE REGULATORY FILE NO. MVP-2023-01208-ALH DATED FEBRUARY 26, 2024

NOTES:
- THIS SUBDIVISION IS ALL OF TAX PARCEL ID NUMBERS 40384 AND 40390
- OUTLOT 1 AND OUTLOT 2 ARE CREATED FOR STORM WATER PURPOSES WHICH ARE TO BE OWNED AND MAINTAINED BY THE VILLAGE OF HARRISON.
- SEE SHEET 2 FOR ADDITIONAL NOTES, RESTRICTIONS AND PROVISIONS.
- THIS PLAT IS SUBJECT TO A RESTRICTIVE COVENANT RECORDED IN A SEPARATE INSTRUMENT.

BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 6 WHICH BEARS S89°23'41"E PER THE PUBLISHED WISCONSIN COUNTY COORDINATE SYSTEM FOR CALUMET COUNTY.

80 40 0 80
SCALE – FEET
1" = 80'

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD DIRECTION	CHORD LENGTH	TANGENT IN	TANGENT OUT
C1	1187.17'	031°47'47"	658.82'	S47°40'33"W	650.40'	S63°34'26"W	S31°46'40"W
C2	1187.17'	024°58'23" (024°58'07")	517.44' (517.35')	S44°15'51"W (S44°15'43"W)	513.36' (513.26')	S56°45'03"W	S31°46'40"W
C3	1187.17'	006°03'14"	125.43'	S60°32'50"W	125.38'	S63°34'26"W	S57°31'13"W
C4	1187.17'	025°44'33"	533.39'	S44°38'56"W	528.91'	S57°31'13"W	S31°46'40"W
C5	65.00'	089°59'43"	102.10'	N44°48'10"E	91.92'	N89°48'01"E	N00°11'41"W
C6	135.00'	006°12'59"	14.65'	N02°54'39"E	14.64'	N00°11'51"W	N06°01'09"E
C7	67.00'	089°32'00"	104.70'	S45°02'10"W	94.37'	S00°16'10"W	S89°48'10"W
C8	133.00'	048°17'12"	112.09'	S65°39'34"W	108.80'	S41°30'58"W	S89°48'10"W
C9	67.00'	021°37'00"	25.28'	S78°59'40"W	25.13'	S68°11'10"W	S89°48'10"W
C10	133.00'	001°55'52"	4.48'	S88°50'14"W	4.48'	S89°48'10"W	S87°52'18"W
C11	133.00'	068°23'00"	158.74'	S33°59'40"W	149.48'	S68°11'10"W	S00°11'50"E
C12	133.00'	026°48'35"	62.23'	S54°46'52"W	61.67'	S41°22'34"W	S68°11'10"W
C13	133.00'	041°34'25"	96.51'	S20°35'22"W	94.40'	S41°22'34"W	S00°11'50"E
C14	67.00'	068°23'00"	79.97'	S33°59'40"W	75.30'	S00°11'50"E	S68°11'10"W
C15	133.00'	079°36'32"	184.80'	S39°36'26"W	170.29'	S79°24'42"W	S00°11'50"E
C16	133.00'	059°59'26"	139.26'	S29°47'53"W	132.98'	S00°11'50"E	S59°47'36"W
C17	133.00'	019°37'07"	45.54'	N69°36'09"E	45.32'	N79°24'42"E	N59°47'36"E
C18	67.00'	079°36'32"	93.09'	S39°36'26"W	85.78'	S00°11'50"E	S79°24'42"W
C19	67.00'	010°23'28"	12.15'	S84°36'26"W	12.13'	S79°24'42"W	S89°48'10"W
C20	133.00'	010°23'28"	24.12'	S84°36'26"W	24.09'	S89°48'10"W	S79°24'42"W
C21	67.00'	068°22'59"	79.97'	N56°00'20"W	75.30'	S89°48'10"W	N21°48'50"W
C22	133.00'	068°22'59"	158.74'	N56°00'20"W	149.48'	N21°48'50"W	S89°48'10"W
C23	133.00'	047°55'39"	111.25'	N45°46'40"W	108.04'	N69°44'29"W	N21°48'50"W
C24	133.00'	020°27'20"	47.49'	N79°58'09"W	47.23'	S89°48'10"W	N69°44'29"W
C25	60.00'	293°15'57"	307.11'	S00°11'50"E	66.00'	N33°33'51"W	N33°10'11"E
C26	60.00'	116°54'19"	122.42'	N87°58'59"E	102.26'	N29°31'50"E	S33°33'51"E
C27	60.00'	070°35'00"	73.92'	N05°45'41"W	69.33'	N41°03'11"W	N29°31'50"E
C28	60.00'	105°46'38"	110.77'	S86°03'30"W	95.70'	S33°10'11"W	N41°03'11"W

ACCESS RESTRICTED NOTE:
AS OWNER I HEREBY RESTRICT LOTS 1, 3, 4, AND 5, IN THAT NO OWNER, POSSESSOR, USER, NOR LICENSEE, NOR OTHER PERSON SHALL HAVE ANY RIGHT OF DIRECT VEHICULAR INGRESS OR EGRESS WITH S.T.H. 55, AS SHOWN ON THE PLAT; IT BEING EXPRESSLY INTENDED THAT THIS RESTRICTION SHALL CONSTITUTE A RESTRICTION FOR THE BENEFIT OF THE PUBLIC ACCORDING TO S. 236.293, STATS., AND SHALL BE ENFORCEABLE BY THE WISCONSIN DEPARTMENT OF TRANSPORTATION.

HIGHWAY SETBACK NOTE:
NO IMPROVEMENTS OR STRUCTURES ARE ALLOWED BETWEEN THE RIGHT-OF-WAY LINE AND THE HIGHWAY SETBACK LINE. IT IS EXPRESSLY INTENDED THAT THIS RESTRICTION IS FOR THE BENEFIT OF THE PUBLIC AS PROVIDED IN SECTION 236.293, WISCONSIN STATUTES, AND SHALL BE ENFORCEABLE BY THE WISCONSIN DEPARTMENT OF TRANSPORTATION OR ITS ASSIGNS. CONTACT THE WISCONSIN DEPARTMENT OF TRANSPORTATION FOR MORE INFORMATION. THE PHONE NUMBER MAY BE OBTAINED BY CONTACTING THE COUNTY HIGHWAY DEPARTMENT

WISCONSIN
DOUGLAS E. WOELZ
S-2317
KAUKAUNA
WI
LAND SURVEYOR

08-27-2024

LOCATION MAP
SECTION 6, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

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

Certified September 25, 2024

Department of Administration

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

UNOFFICIAL COPY

CROSSROADS BUSINESS PARK

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3334, RECORDED IN VOLUME 28 OF CERTIFIED SURVEY MAPS ON PAGES 256–259 AS DOCUMENT NO. 477770, BEING PART OF THE SOUTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4; AND UNPLATTED LANDS BEING PART OF THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHWEST 1/4; ALL IN SECTION 6, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, Douglas E. Woelz, Wisconsin Professional Land Surveyor S–2327, certify that I have surveyed, divided and mapped part of Lot 2 of Certified Survey Map No. 3334, recorded in Volume 28 of Certified Survey Maps on Pages 256–259 as Document No. 477770, being part of the Southwest 1/4 of the fractional Northwest 1/4 and the Northwest 1/4 of the fractional Northwest 1/4; and unplatted lands being part of the Northwest 1/4 of the fractional Northwest 1/4; all in Section 6, Township 20 North, Range 19 East, Village of Harrison, Calumet County, Wisconsin, containing 1,060,168 square feet (24.338 acres) of land more or less and described as follows:

Commencing at the Northwest corner of said Section 6; Thence S89°23'41"E (recorded as S89°24'03"E and N89°34'21"E), 100.69 feet along the North line of the Northwest 1/4 of said Section 6; Thence S00°36'19"W, 50.00 feet to the South right–of–way line of C.T.H. KK and the Point of Beginning; Thence S89°23'41"E (recorded as S89°24'03"E and N89°34'21"E), 1089.07 feet along said South right–of–way line to the Northwest corner of Certified Survey Map No. 4083, recorded in Volume 38 of Certified Survey Maps on Pages 13–15 as Document No. 583418; Thence S00°16'10"W (recorded as S00°15'43"W and S00°45'53"E), 688.43 feet (recorded as 688.38 feet) along the West line of said Certified Survey Map No. 4083 and its Southerly extension to the Northerly right–of–way line of S.T.H. 55; Thence S63°34'27"W (recorded as S62°32'51"W), 624.88 feet along said Northerly right–of–way line to the start of a 1187.17 foot radius curve to the left; Thence 658.82 feet continuing along said Northerly right–of–way line being the arc of said curve having a 650.40 foot chord which bears S47°40'33"W; Thence S88°51'45"W (recorded as S87°50'09"W), 99.66 feet continuing along said Northerly right–of–way line to the East right–of–way line of Friendship Drive; Thence N04°04'18"W (recorded as N04°07'09"W and N05°08'45"W), 115.02 feet (recorded as 114.85 feet) along said East right–of–way line; Thence N00°11'50"W (recorded as N01°13'26"W), 558.66 feet continuing along said East right–of–way line to the Southwest corner of Lot 1 of Certified Survey Map No. 3334; Thence N89°48'10"E, 304.80 feet along the South line of said Lot 1 and lands described in Document No. 555720 to the start of a 65.00 foot radius curve to the left; Thence 102.10 feet continuing along said South line of lands described in Document No. 555720 being the arc of said curve having a 91.92 foot chord which bears N44°48'10"E; Thence N00°11'50"W, 228.49 feet along East line of said lands described in Document No. 555720 to the start of a 135.00 foot radius curve to the right; Thence 14.65 feet continuing along said East line being the arc of said curve having a 14.64 foot chord which bears N02°54'39"E to the Northeast corner of said lands described in Document No. 555720; Thence S89°48'10"W, 370.59 feet along the North line of said lands to the East right–of–way line of Friendship Drive; Thence N00°11'50"W (recorded as N01°13'26"W), 370.15 feet along said East right–of–way line to the South right–of–way line of C.T.H. KK; Thence N45°12'03"E (recorded as N44°10'28"E), 94.08 feet along said South right–of–way line to the Point of Beginning.

That I have made such survey, land division, and plat under the direction of the owners of said land. That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made. That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statues and the Subdivision regulations of the Village of Harrison in surveying, dividing and mapping the same.

Dated this 27th day of August, 2024

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

WISCONSIN DOUGLAS E. WOELZ S-2327 KAUKAUNA WI LAND SURVEYOR

OWNER'S CERTIFICATE OF DEDICATION

The Village of Harrison, as owner, does hereby certify that we caused the land described on this Plat to be surveyed, divided, mapped and dedicated as represented on the Plat. We also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

Department of Administration
Department of Transportation
Calumet County
Village of Harrison

WITNESS the hand and seal of said owner this 2nd day of October, 2024
In the Presence of:

Allison Blackmer, Village President

Vicki L. Tessen, Village Clerk

State of Wisconsin)
)SS
Calumet County)

Personally came before me this 02 day of October, 2024, the above named person(s) to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Notary Public, Calumet County, WI

My Commission Expires: 9/11/2026

MEGHAN WINKLER NOTARY PUBLIC STATE OF WISCONSIN

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, and communications service is hereby granted by
VILLAGE OF HARRISON, Grantor, to

WISCONSIN ELECTRIC POWER COMPANY and WISCONSIN GAS, LLC, Wisconsin corporations doing business as WE Energies, Grantee,
SBC, Grantee,
TDS METROCOM, LLC, Grantee,
AT&T WISCONSIN, a Wisconsin Corporation, Grantee,
TIME WARNER CABLE, Grantee, and
SPECTRUM MID–AMERICA, LLC, doing business as Charter Communications, Inc., Grantee,

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

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

NO UTILITY TRANSFORMERS OR PEDESTALS ARE TO BE SET WITHIN 2 FEET OF A LOT CORNER MONUMENT.

NO CONDUCTORS ARE TO BE BURIED WITHIN 1 FOOT OF A LOT CORNER MONUMENT.

SANITARY, STORM SEWER, DRAINAGE AND WATERMAIN EASEMENT PROVISIONS

An easement for sanitary sewer, storm sewer, drainage and watermain is hereby granted by
VILLAGE OF HARRISON, Grantor,
to
VILLAGE OF HARRISON, Grantee,

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

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

VISION CLEARANCE EASEMENT PROVISIONS

An easement for vision clearance is hereby granted by
VILLAGE OF HARRISON, Grantor,
to
VILLAGE OF HARRISON, Grantee,

The Grantor, their respective lessees, successors, heirs or assigns, shall have full use and enjoyment of the property referenced above provided that such use does not interfere with a clear sight line. No building, fencing, construction, or planting/landscaping higher than three feet is allowed within the easement area.

VILLAGE OF HARRISON APPROVAL:

Resolved, that the plat of Crossroads Business Park in the Village of Harrison, was hereby approved and accepted by the Village Board of the Village of Harrison, Calumet County, Wisconsin, on this 24th day of September, 2024.

Village President, Allison Blackmer — Date 10-02-2024

STATE OF WISCONSIN)
)ss
COUNTY OF CALUMET)

I, Vicki L. Tessen, being the duly elected, qualified and acting clerk of the Village of Harrison, Calumet County does hereby certify that the Village Board of the Village of Harrison passed by voice vote on this 24th day of September, 2024 authorizing me to issue a certificate of approval of Crossroad Business Park, Village of Harrison as owners, upon satisfaction of certain conditions, and I do also hereby certify that all conditions were satisfied and the APPROVAL WAS GRANTED AND EFFECTIVE ON THE 24th day of September, 2024.

Dated 10-02-2024

Village Clerk, Vicki L. Tessen

CERTIFICATE OF VILLAGE TREASURER

As duly appointed qualified and acting Treasurer of the Village of Harrison, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in Crossroads Business Park as of the date listed below:

Village Treasurer, Vicki L. Tessen — Date 10-02-2024

CERTIFICATE OF COUNTY TREASURER

I, Michael Schlaak, being the duly elected qualified and acting County Treasurer of the County of Calumet, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments affecting any of the lands included in Crossroads Business Park as of the date listed below:

County Treasurer, Michael Schlaak — Date 10-3-2024

Drainage and Stormwater Management Notes:

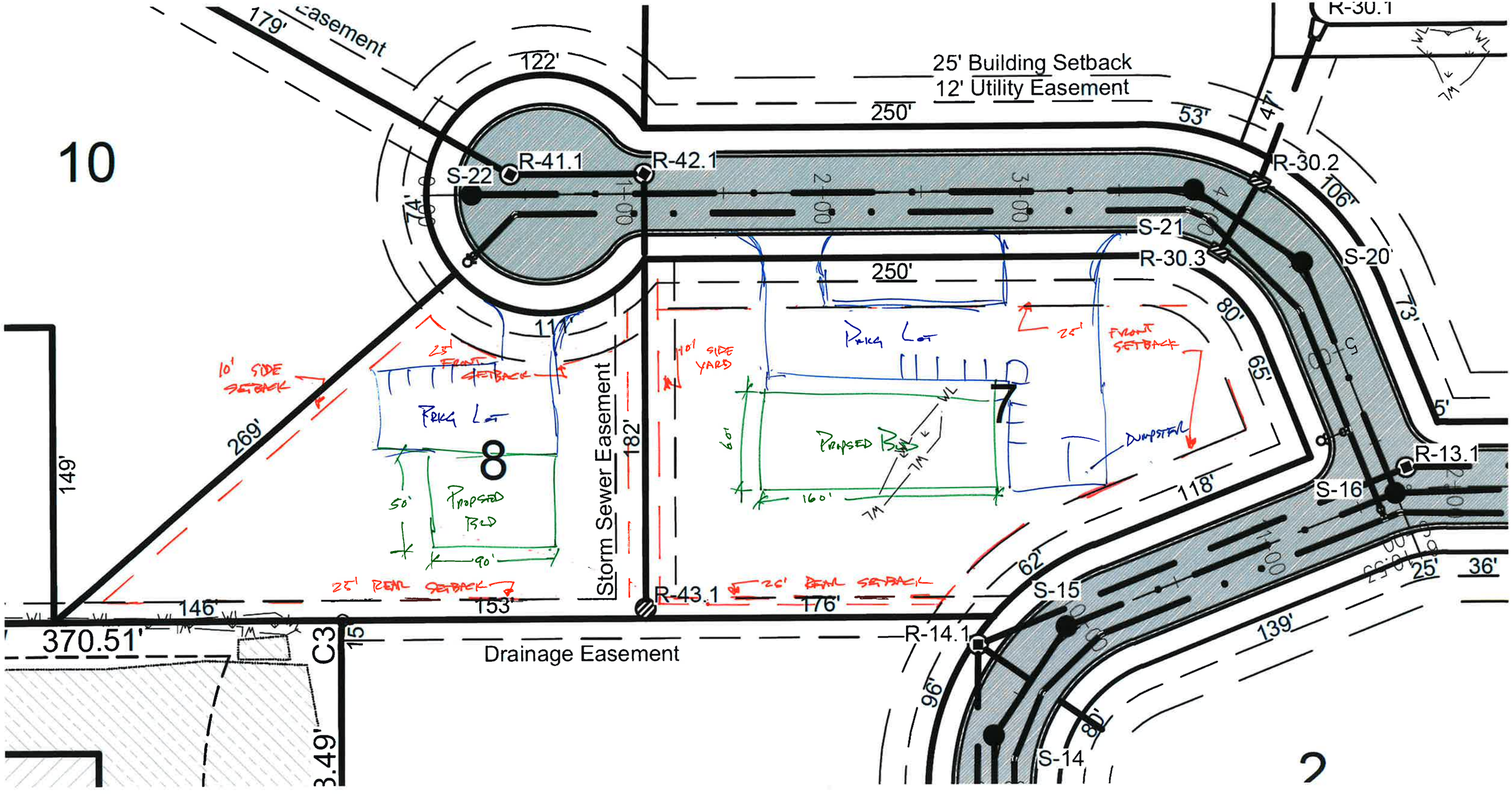
1. There are Ordinance regulations that have been passed by the Village of Harrison requiring the maintenance of lot drainage plans on a permanent basis. Said regulations have been recorded as Document Number 331468, Calumet County Register of Deeds and shall apply to all subdivisions approved after the 1st day of May, 2001. Said recording shall have the effect of deed restrictions requiring that permanent lawns be established in conformance with the lot drainage plan elevations within one year after initial occupancy of any house. Failure to maintain grades in accordance with storm water or drainage plans shall entitle the Village or representative thereof to direct compliance or upon failure of compliance to make said lands come into compliance. The costs and expenses shall be entered on the tax roll as a special charge against the property and collected with other taxes levied thereon.
2. Building permits and occupancy permits may be withheld for non–compliance with the plat or Village Ordinances relating to drainage and storm water management.
3. In the event that the surface drainage facilities required by the plat which are applicable to the lot for which a building permit has been applied, have not been complied with, the building inspector may withhold building permits required by the building code.
4. In the event that, after construction there is a failure to establish surface grades in accordance with the subdivision surface water plan, the building inspector may withhold the occupancy permit required by the building code.
5. Maintenance of all drainageways and associated structures within the plat or serving the plat is the sole responsibility of the Owner/Subdivider until acceptance by or dedication to the Village of Harrison.
6. Where the final drainage plan requires a storm inlet to adequately drain the rear portion of lots within blocks of the plat, the subdivider shall incorporate restrictive covenants in the deeds for the aforementioned lots that, the respective lot owners shall be responsible for maintaining a clear grate on any storm drainage inlets on their lot.
7. Upon failure of the Owner/Subdivider to perform maintenance of the drainageways and associated structures, the Village of Harrison retains the right to perform maintenance and/or repairs. The payments of said maintenance and/or repairs shall be equally assessed among the property owners of the plat.
8. A drainage plan has been filed with the Village of Harrison which states the required levels of maintenance for all the identified storm water management systems/facilities.
9. No obstruction may be constructed, planted or maintained within any drainage easement so that such obstruction impedes the natural flow of water and/or diminishes the natural aesthetic quality of the drainageway.

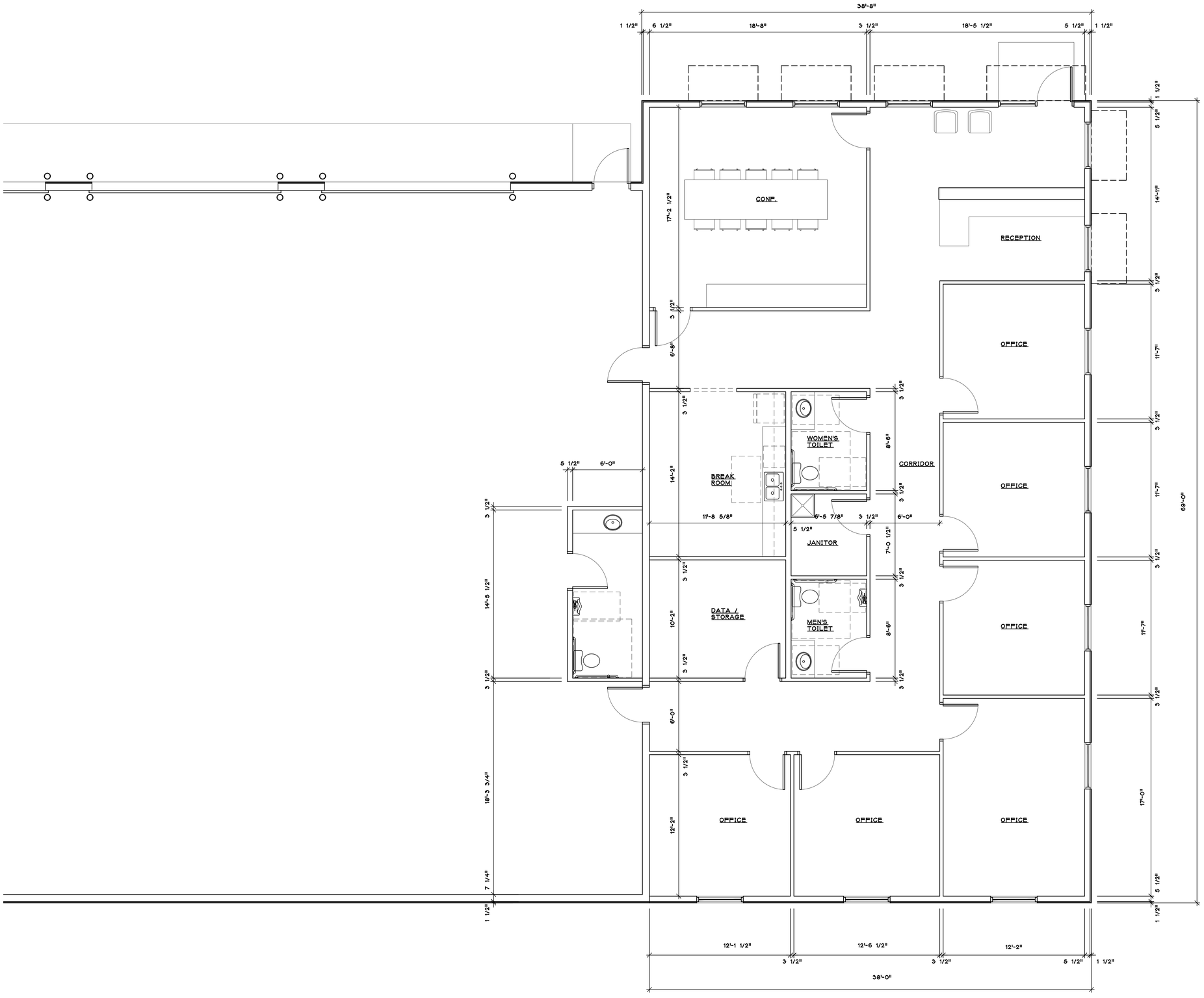
There are no objections to this plat with respect to s. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified September 25, 2024

Department of Administration

10


179'
Easement
122'
25' Building Setback
12' Utility Easement
250'
53'
47'
R-30.1
R-30.2
106'
S-20
73'
5'
R-41.1
R-42.1
S-22
S-21
R-30.3
250'
80'
65'
42'
269'
149'
146'
370.51'
C3
15
Drainage Easement
153'
R-43.1
176'
182'
Storm Sewer Easement
R-14.1
S-15
S-16
R-13.1
118'
139'
62'
96'
S-14
25'
36'
10' SIDE SETBACK
25' FRONT SETBACK
PARK LOT
8
50'
90'
PROPOSED BLD
25' REAR SETBACK
10' SIDE YARDS
60'
160'
7
20' REAR SETBACK
20'
FRONT SETBACK
DUMPSTER



FLOOR PLAN
SCALE: 1/4" = 1'-0"

NORTH

ACS
Architectural & Construction Services, llc.
327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TELE: 920-707-4226

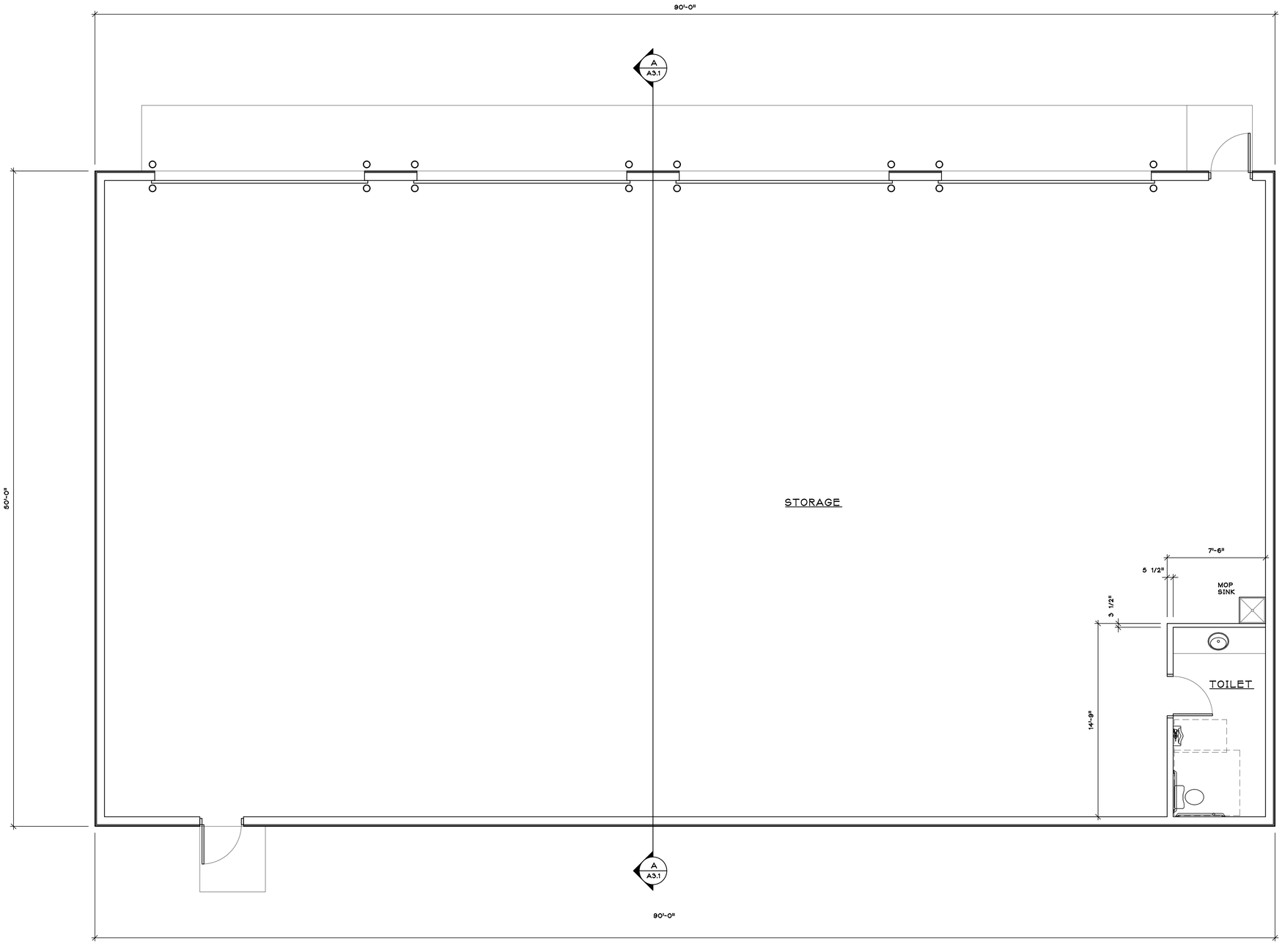
PROPOSED FACILTY FOR,

JASON KELDERMAN

HARRISON, WISCONSIN

DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
JOB: 25-046
REV. -----

A 1.1



FLOOR PLAN
SCALE: 1/4" = 1'-0"

NORTH

ACS
Architectural & Construction Services, llc.
327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TELE: 920-707-4226

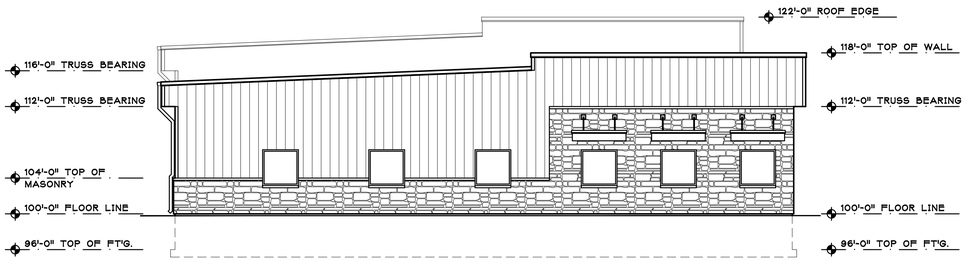
PROPOSED FACILTY FOR,

JASON KELDERMAN

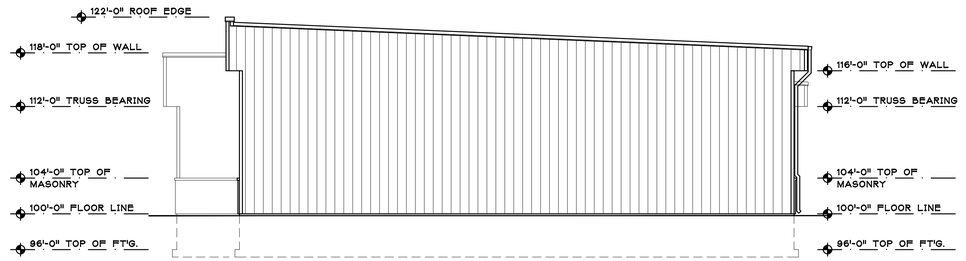
HARRISON, WISCONSIN

DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
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REV. -----

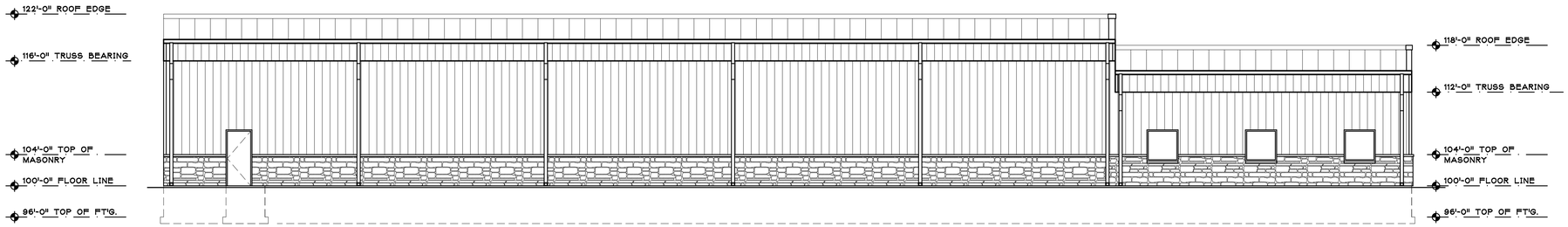
A
1.2



EAST ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"

ACS Architectural & Construction Services, Ltd.
327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TELE: 920-707-4226

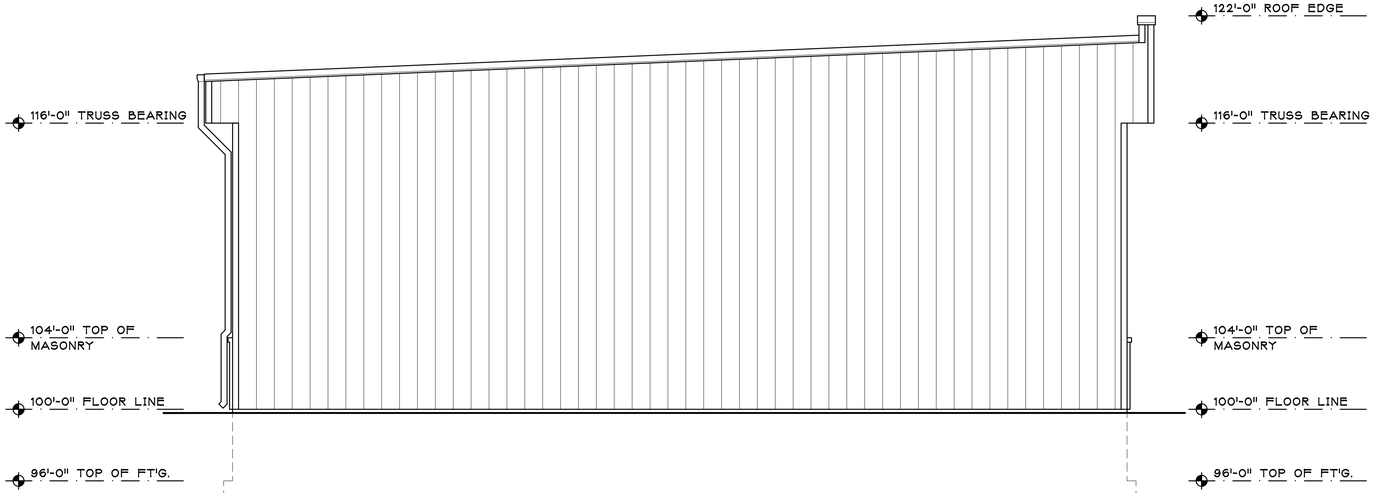
PROPOSED FACILTY FOR,

JASON KELDERMAN

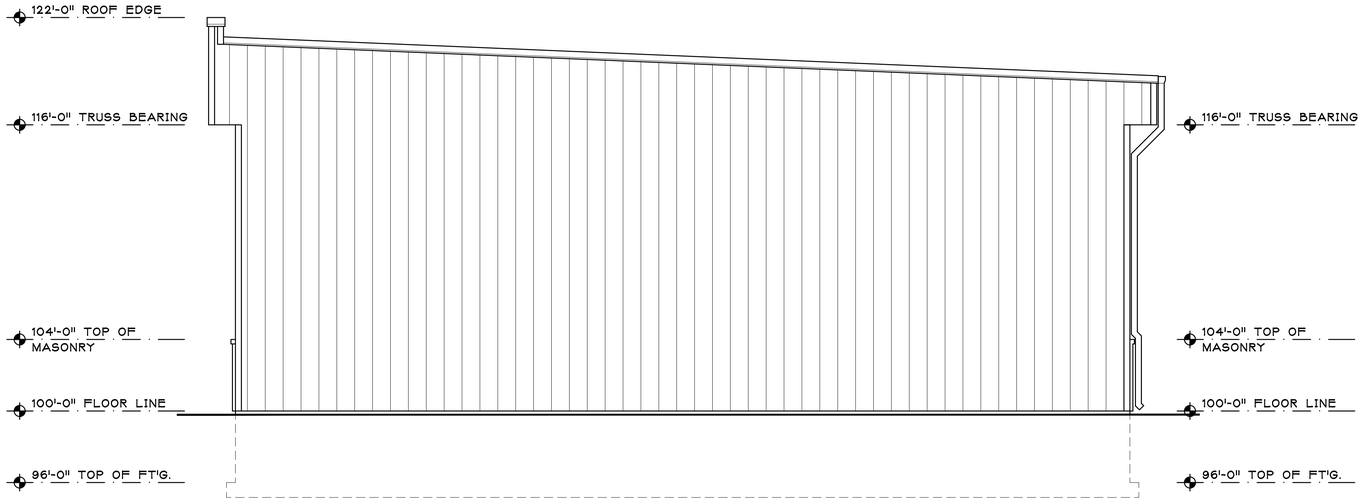
HARRISON, WISCONSIN

DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
JOB: 25-046
REV. -----

A 2.0



EAST ELEVATION
SCALE: 1/4" = 1'-0"



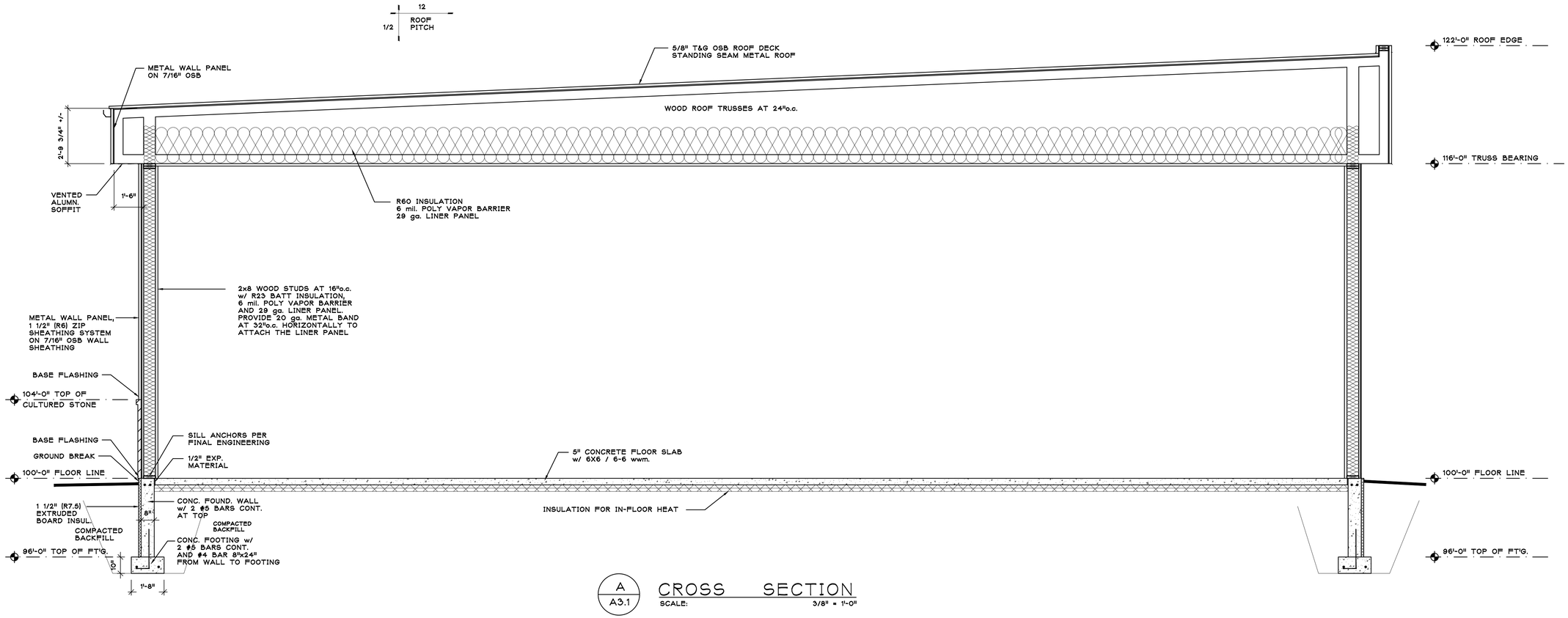
WEST ELEVATION
SCALE: 1/4" = 1'-0"

ACS
Architectural & Construction Services, llc.
327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TELE: 920-707-4226

PROPOSED FACILTY FOR,
JASON KELDERMAN
HARRISON, WISCONSIN

DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
JOB: 25-046
REV. -----

A 2.2



A
A3.1

CROSS SECTION

SCALE: 3/8" = 1'-0"

ACS
Architectural & Construction Services, llc.
327 RANDOLPH DRIVE - SUITE C
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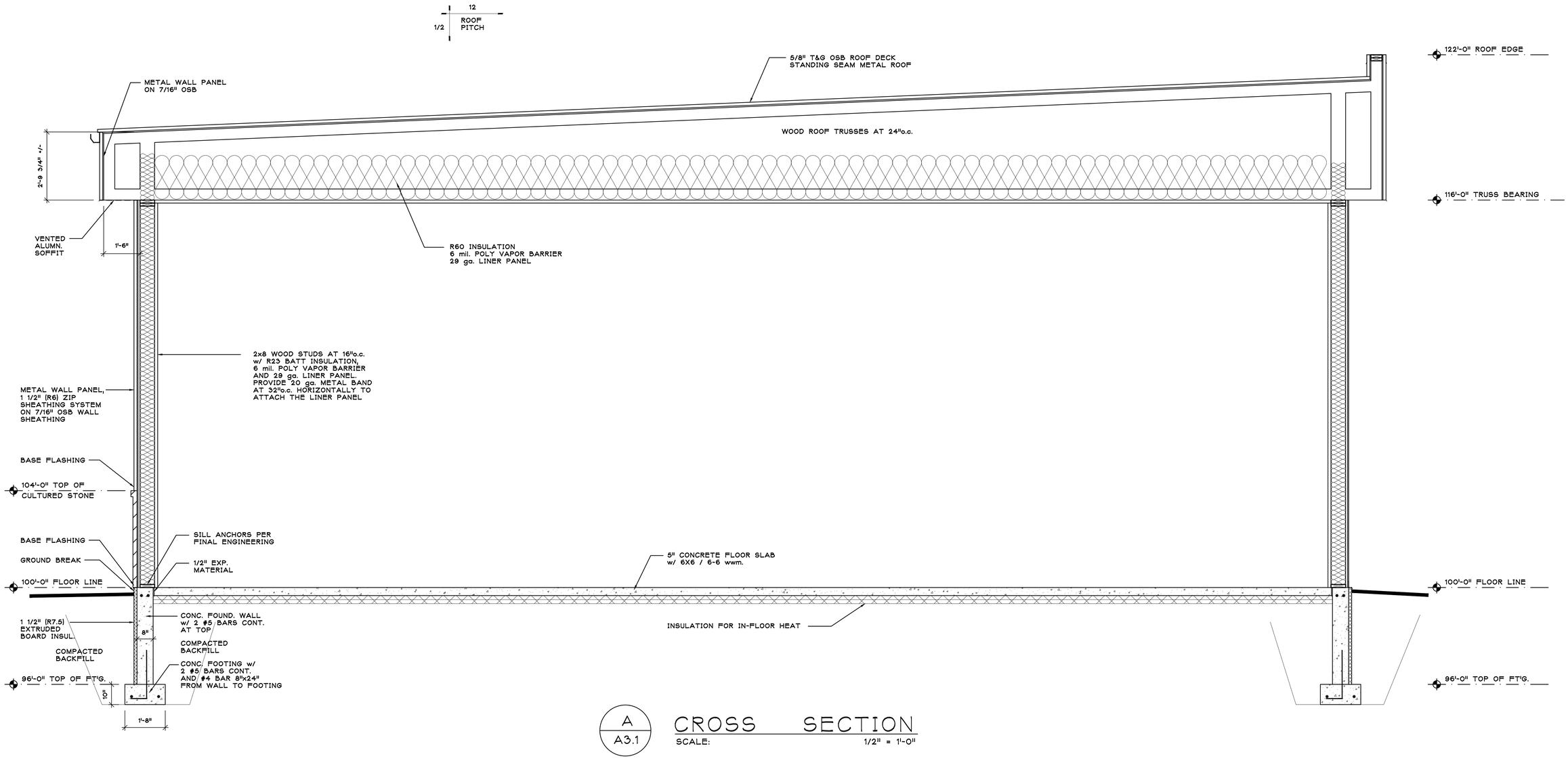
PROPOSED FACILITY FOR,

JASON KELDERMAN

HARRISON, WISCONSIN

DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
JOB: 25-046
REV. -----

A
3.0



A
A3.1

CROSS SECTION

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

ACS
Architectural & Construction Services, llc.
327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TELE: 920-707-4226

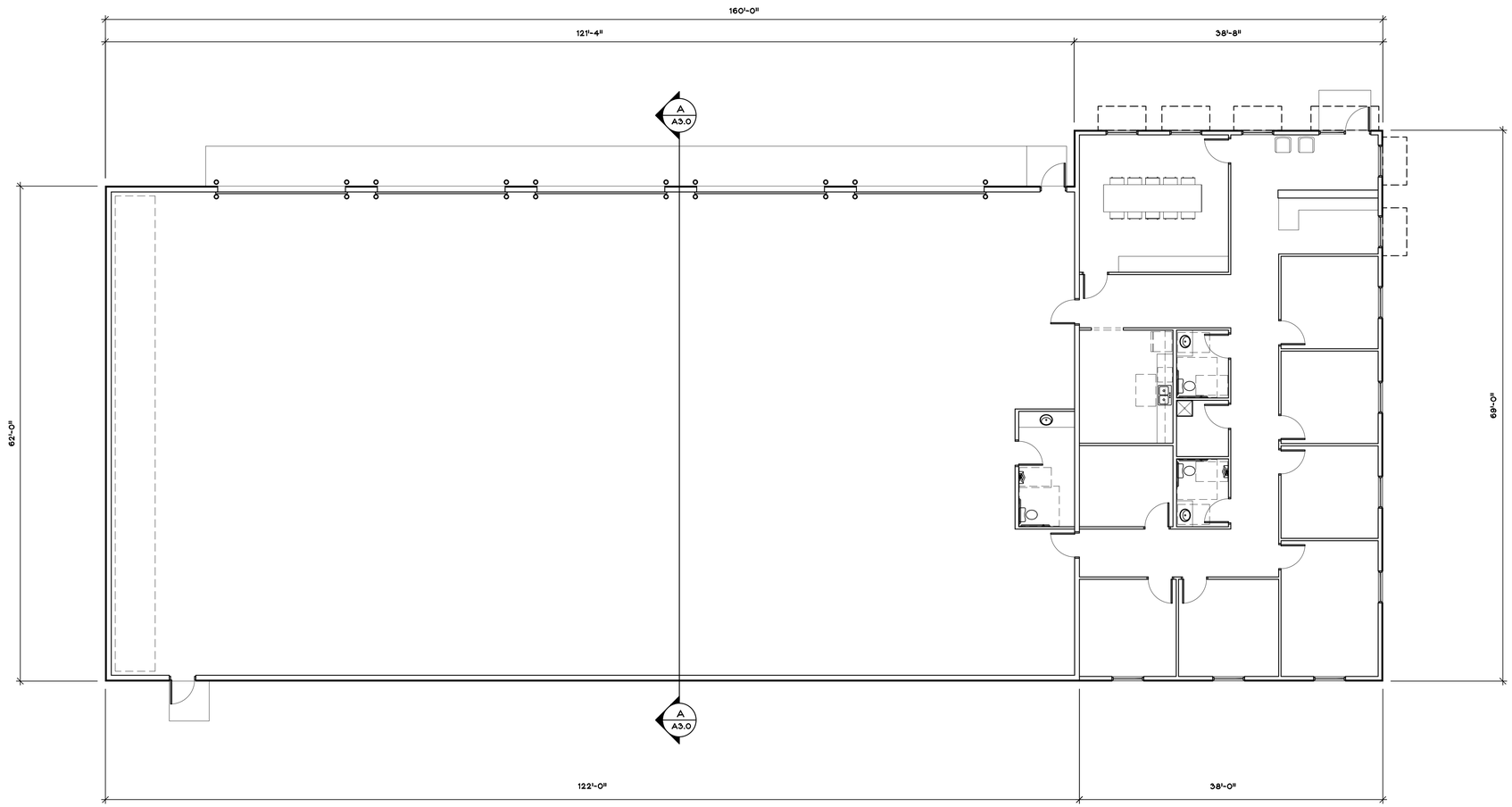
PROPOSED FACILTY FOR,

JASON KELDERMAN

HARRISON, WISCONSIN

DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
JOB: 25-046
REV. -----

A
3.1



FLOOR PLAN
SCALE: 1/8" = 1'-0"

NORTH

ACS
Architectural & Construction Services, llc.
327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TELE: 920-707-4226

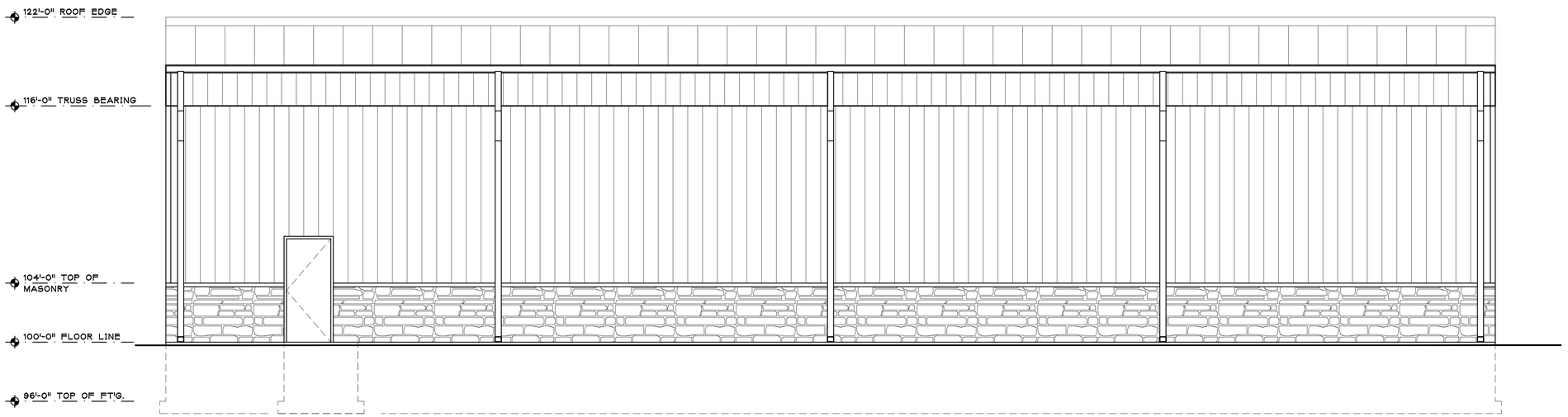
PROPOSED FACILTY FOR,

JASON KELDERMAN

HARRISON, WISCONSIN

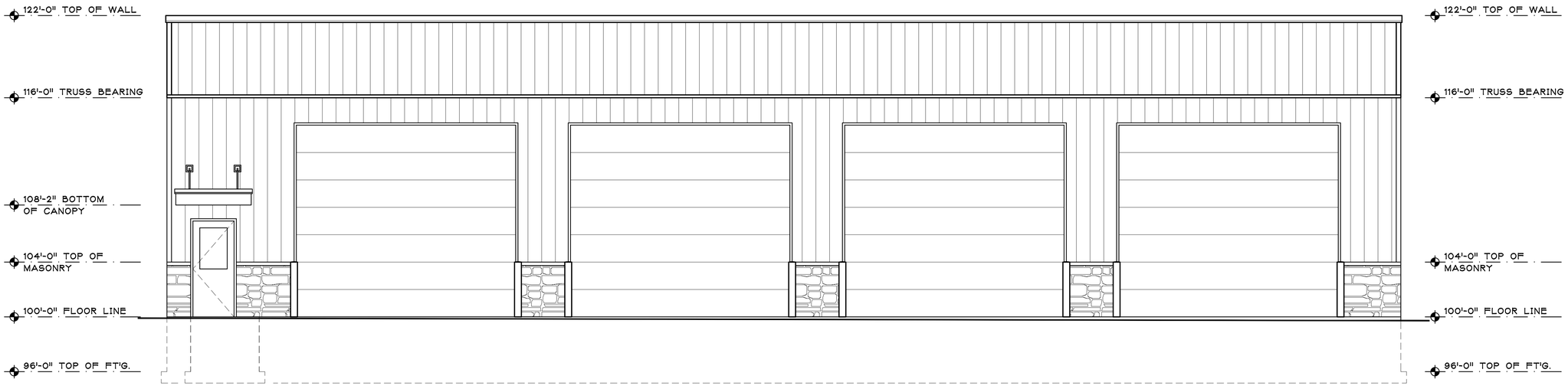
DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
JOB: 25-046
REV. -----

A
1.0



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"



NORTH ELEVATION

SCALE: 1/4" = 1'-0"

ACS Architectural & Construction Services, Ltd.
327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TELE: 920-707-4226

PROPOSED FACILTY FOR,

JASON KELDERMAN

HARRISON, WISCONSIN

DATE: MAY 30, 2025
ARCH. K. SPERL
D. BY: -----
JOB: 25-046
REV. -----

A 2.1

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
Certified Survey Map (CSM) –Village of Harrison – Ryford Street – Parcel 44944

Recommended Action:
Motion to approve the Certified Survey Map for Ryford Street- Parcel 44944

Background and Additional Information:

The Plan Commission approved this item.

The Village of Harrison proposes a Certified Survey Map (CSM) to subdivide Village-owned parcel 44944 into two lots.

Lot 1 would be approximately 40,965 square feet and is intended for residential sale. Due to the presence of floodplain/flood fringe along the eastern side and the minimum lot size requirements, buildability is limited, and the lot cannot be further subdivided.

Lot 2 would be approximately 5.19 acres and is significantly constrained by floodplain/flood fringe issues and wetland areas. The Village intends to retain this lot for potential future park development.

The CSM also serves to dedicate a portion of Ryford Street to the pubic. This portion of the roadway was not previously dedicated, as parcel 44944 was not included in the plats for either the Creekside Estates or Kambura Acres IV subdivisions.

Attachments:
- Aerial Map
- CSM


Calumet County Interactive Map
Menasha GIS
Appleton GIS
Calumet Land Informa
40160
Show search results for 40160
33566
9.75ac
VILLAGE OF HARRISON
44944
6.9ac
CHRISTOPHER THOMAS SUMMERS
33556
6.35ac
Area of CSM
RUSSELL J BROUILLARD
33554
3.2ac
JOSEPH H STUMPF
33552
4.15ac
JAMES REFFKE
33546
3.75ac
STEVEN D HALVERSON
33584
6.5ac
JOZETTE R LONDRE
33548
3.16ac
MOUNT CALVARY EVAN LUTH CHURCH
33578
15ac
VILLAGE OF HARRISON
43846
2.26ac
RD
0ac
DAVID KLEIN
39456
1.84ac
NORTH SHORE
NORTH SHORE GOLF CLUB INC
JESSE L KASPER
-88.33091 44.21200 Degrees

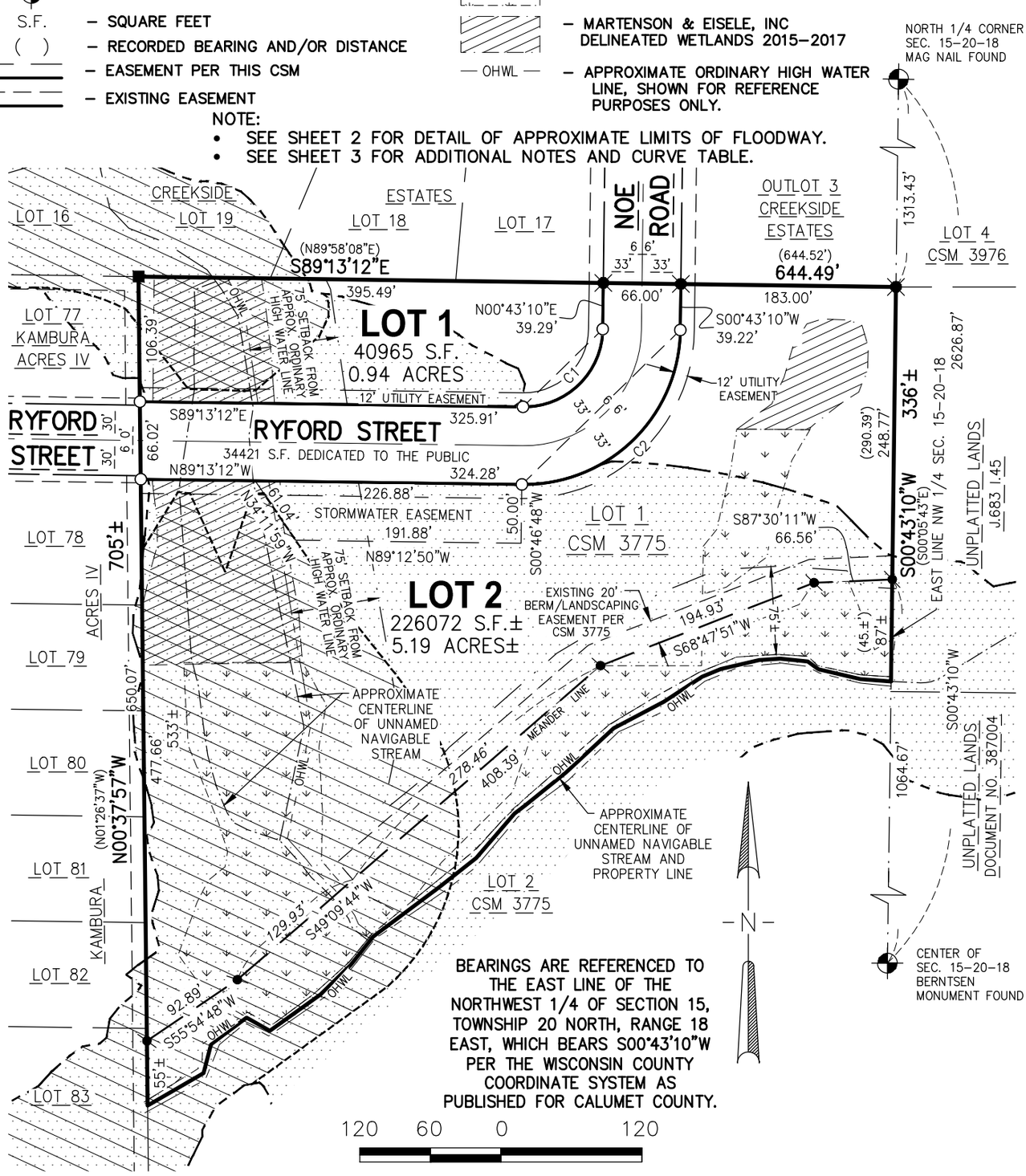
CERTIFIED SURVEY MAP NO. ____ SHEET 1 OF 5

ALL OF LOT 1 OF CERTIFIED SURVEY MAP 3775 RECORDED IN VOLUME 34 ON PAGES 91–94, AS DOCUMENT NO. 540556, LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

LEGEND

- ○ – 3/4" x 24" ROUND STEEL REBAR WEIGHING 1.5 lbs./lineal ft. SET
- ■ – BERNTSEN MONUMENT FOUND
- ⦿ – 3/4" ROUND STEEL REBAR FOUND
- ⊗ – 1 1/4" ROUND STEEL REBAR FOUND
- ⊕ – CERTIFIED LAND CORNER CALUMET COUNTY
- S.F. – SQUARE FEET
- ( ) – RECORDED BEARING AND/OR DISTANCE
- ——— – EASEMENT PER THIS CSM
- ——— – EXISTING EASEMENT
- – APPROXIMATE FLOODWAY FROM HYDROLOGIC AND HYDRAULIC (H&H) STUDY PREPARED BY McMAHON 2021
- – APPROXIMATE FLOODFRINGE FROM H&H STUDY STATED ABOVE.
- – McMAHON DELINEATED WETLANDS AUGUST 13, 2019
- – MARTENSON & EISELE, INC DELINEATED WETLANDS 2015–2017
- — OHWL — – APPROXIMATE ORDINARY HIGH WATER LINE, SHOWN FOR REFERENCE PURPOSES ONLY.

NOTE:
- SEE SHEET 2 FOR DETAIL OF APPROXIMATE LIMITS OF FLOODWAY.
- SEE SHEET 3 FOR ADDITIONAL NOTES AND CURVE TABLE.



BEARINGS ARE REFERENCED TO THE EAST LINE OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, WHICH BEARS S00°43'10"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR CALUMET COUNTY.

120 60 0 120

SCALE – FEET

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

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

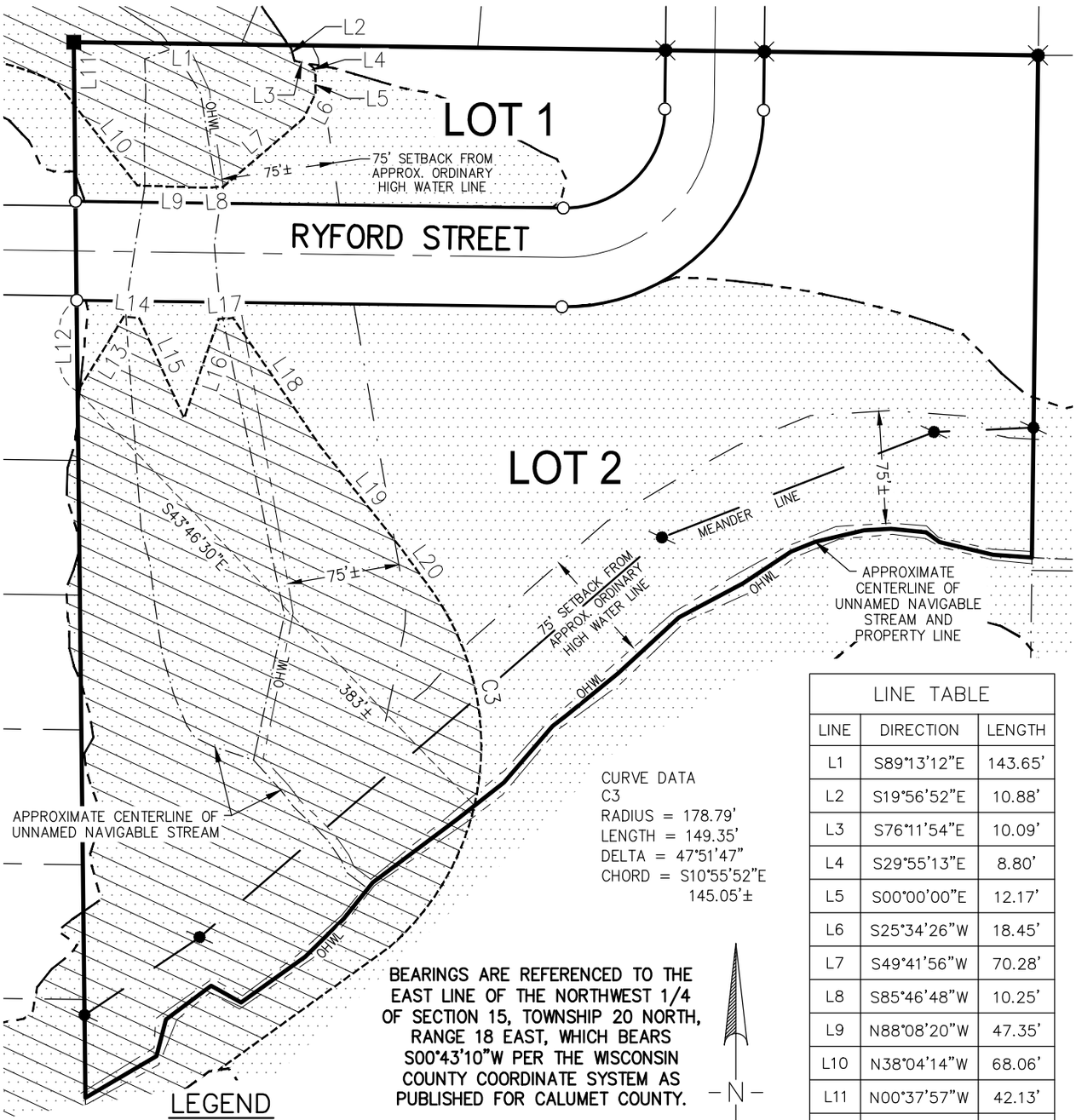
DRAFTED BY: Amy Sedlar

asedlar, W:\PROJECTS\H0006\0923007.40\CADD\Civil3D\Survey Documents\CSM\2 Lot CSM Ryford.dwg Plot Date: 1/15/2024 11:05 AM

CERTIFIED SURVEY MAP NO. _____ SHEET 2 OF 5

ALL OF LOT 1 OF CERTIFIED SURVEY MAP 3775 RECORDED IN VOLUME 34 ON PAGES 91–94, AS DOCUMENT NO. 540556, LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

DETAIL OF APPROXIMATE LIMITS OF FLOODWAY



CURVE DATA
C3
RADIUS = 178.79'
LENGTH = 149.35'
DELTA = 47°51'47"
CHORD = S10°55'52"E
145.05'±

LINE TABLE		
LINE	DIRECTION	LENGTH
L1	S89°13'12"E	143.65'
L2	S19°56'52"E	10.88'
L3	S76°11'54"E	10.09'
L4	S29°55'13"E	8.80'
L5	S00°00'00"E	12.17'
L6	S25°34'26"W	18.45'
L7	S49°41'56"W	70.28'
L8	S85°46'48"W	10.25'
L9	N88°08'20"W	47.35'
L10	N38°04'14"W	68.06'
L11	N00°37'57"W	42.13'
L12	S00°37'57"E	60.88'
L13	N31°46'56"E	58.84'
L14	S84°13'12"E	10.25'
L15	S24°07'14"E	73.33'
L16	N19°13'56"E	70.18'
L17	N85°46'48"E	9.62'
L18	S34°11'59"E	104.00'
L19	S38°24'38"E	86.80'
L20	S36°06'37"E	36.30'

BEARINGS ARE REFERENCED TO THE EAST LINE OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, WHICH BEARS S00°43'10"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR CALUMET COUNTY.

N

LEGEND

- ○ – 3/4" x 24" ROUND STEEL REBAR WEIGHING 1.5 lbs./lineal ft. SET
- ■ – BERNTSEN MONUMENT FOUND
- ● – 3/4" ROUND STEEL REBAR FOUND
- ● – 1 1/4" ROUND STEEL REBAR FOUND
- – H&H APPROXIMATE FLOODWAY
- – H&H APPROXIMATE FLOODFRINGE
- — OHWL — – APPROXIMATE ORDINARY HIGH WATER LINE, SHOWN FOR REFERENCE PURPOSES ONLY.

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

100 50 0 100
SCALE – FEET

CERTIFIED SURVEY MAP NO. _____ SHEET 3 OF 5

ALL OF LOT 1 OF CERTIFIED SURVEY MAP 3775 RECORDED IN VOLUME 34 ON PAGES 91–94, AS DOCUMENT NO. 540556, LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

CURVE TABLE							
CURVE	RADIUS	DELTA	LENGTH	CHORD DIRECTION	CHORD LENGTH	TANGENT–IN	TANGENT–OUT
C1	67.00'	090°03'38"	105.31'	N45°44'59"E	94.80'	S89°13'12"E	N00°43'10"E
C2	133.00'	090°03'38"	209.06'	S45°44'59"W	188.19'	N89°13'12"W	S00°43'10"W

NOTES

- THE ORDINARY HIGH WATER LINE AS SHOWN ON THIS MAP IS APPROXIMATE AND IS SHOWN FOR REFERENCE PURPOSES ONLY. "THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER LINE SHALL BE THE POINT ON THE BANK OF A NAVIGABLE STREAM OR ON THE SHORE OF A LAKE UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS SO CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER RECOGNIZED CHARACTERISTICS". CONTACT THE LOCAL REVIEW AUTHORITY OR APPROPRIATE DNR PERSONNEL TO FIELD LOCATE THE ORDINARY HIGH WATER LINE IF NEEDED.
- "ANY LAND BELOW THE ORDINARY HIGH WATER LINE OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION."
- THE WDNR SURFACE WATER VIEWER MAP IDENTIFIES WETLAND INDICATOR SOIL TYPES WITHIN LOTS 1 AND 2 OF THIS CSM. DUE TO WETLANDS INDICATOR SOILS, AND/OR WATERWAYS WITHIN THE SUBJECT PROPERTY, COORDINATE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES REGARDING POTENTIAL PROTECTIVE AREAS.
- THE DELINEATED WETLANDS SHOWN HEREON ARE SHOWN FOR REFERENCE PURPOSES ONLY, DELINEATED WETLANDS ARE VALID FOR 5 YEARS. MARTENSON & EISELE, INC. DELINEATED WETLANDS FROM 2015–2017 ARE NUGATORY. McMAHON ASSOCIATES, INC. DELINEATED WETLANDS EXPIRE AUGUST 13, 2024. PRIOR TO ANY DEVELOPMENT ON LOTS 1 OR 2 AN UPDATED WETLAND DELINEATION WILL BE REQUIRED BY A CERTIFIED WETLAND DELINEATOR, HIRED BY THE AFFECTED LANDOWNER.
- THE BERM LOCATED WITHIN THE BERM/LANDSCAPING EASEMENT AREA ON SHEET 1 OF 5 CANNOT BE REMOVED AND THE PLANTINGS ON THE BERM MUST BE REPLACED IF REMOVED.
- THE FLOODFRINGE BOUNDARIES SHOWN HEREON ARE APPROXIMATE.
- A HYDROLOGIC AND HYDRAULIC (H&H) STUDY PERFORMED BY McMAHON ASSOCIATES, INC. IN 2021 ON THE NORTH/SOUTH UNNAMED NAVIGABLE STREAM ESTABLISHES THE FLOODWAY AND BUILDABLE AREA FOR LOT 1 ONLY.
- A HYDROLOGIC AND HYDRAULIC (H&H) STUDY OF THE EAST/WEST UNNAMED NAVIGABLE STREAM IS REQUIRED TO ESTABLISH THE FLOODWAY BOUNDARY AND BUILDABLE AREA OF LOT 2.

– THIS CSM IS ALL OF TAX IDENTIFICATION No. 44944.

– THE PROPERTY OWNER OF RECORD IS THE VILLAGE OF HARRISON

– THIS PROPERTY IS CONTAINED WHOLLY WITH IN LANDS DESCRIBED IN DOCUMENT No. 540584.

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

CERTIFIED SURVEY MAP NO. _____ SHEET 4 OF 5

ALL OF LOT 1 OF CERTIFIED SURVEY MAP 3775 RECORDED IN VOLUME 34 ON PAGES 91–94, AS DOCUMENT NO. 540556, LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Douglas E. Woelz, Wisconsin Professional Land Surveyor S–2327, certify that I have surveyed, divided and mapped all of Lot 1 of Certified Survey Map No. 3775 recorded in Volume 34 on Pages 91–94, as Document No. 540556, located in part of the Southeast 1/4 of the Northwest 1/4 of Section 15, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin containing 301,458 square feet (6.9 acres) of land more or less.

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

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

Dated this _____ day of _____, 20___.

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

CERTIFICATE OF VILLAGE BOARD

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

_____
Allison Blackmer, Village President Date

_____
Vicki L. Tessen, Village Clerk Date

CERTIFICATE OF VILLAGE TREASURER:

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

_____
Village Treasurer Date
Vicki L. Tessen

CERTIFICATE OF COUNTY TREASURER:

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

_____
County Treasurer Date
Michael Schlaak

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

CERTIFIED SURVEY MAP NO. _____ SHEET 5 OF 5

ALL OF LOT 1 OF CERTIFIED SURVEY MAP 3775 RECORDED IN VOLUME 34 ON PAGES 91–94, AS DOCUMENT NO. 540556, LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

OWNER'S CERTIFICATE OF DEDICATION

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

Dated this _____ day of _____, 20___.

_____ _____

Allison Blackmer Village President
Village of Harrison

Vicki L. Tessen Village Clerk
Village of Harrison

State of Wisconsin)
)ss
_____County)

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

_____
Notary Public
Calumet County, Wisconsin
My commission expires_____

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas and communications service is hereby granted by the Village of Harrison, Grantor,

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

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

– NO UTILITY BOXES OR PEDESTALS ARE TO BE SET WITHIN 1 FOOT OF ANY PROPERTY CORNER.

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 **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
Certified Survey Map (CSM) –Janice & Maurice Olson – Hwy 55 – Parcels 38640 & 38644

Recommended Action:
Motion to approve the Certified Survey Map for Janice and Maurice Olson- Hwy 55, Parcels 38640 and 38644.

Background and Additional Information:

The Plan Commission approved this item.

The applicant proposes to create three new lots by subdividing two existing parcels via a Certified Survey Map (CSM). The CSM area is located along Hwy 55, just south of Harrison Road, and involves the division of parcels 38640 and 38644.

Parcel 38642—site address N6690 Hwy 55—is a residential property that is embedded within parcel 38640. It is not affected by the proposed CSM.

The proposed new lot sizes are:

- Lot 1: Approximately 21.266 acres, entirely derived from parent parcel 38640.
- Lot 2: Approximately 25.053 acres.
- Lot 3: Approximately 16.70 acres.

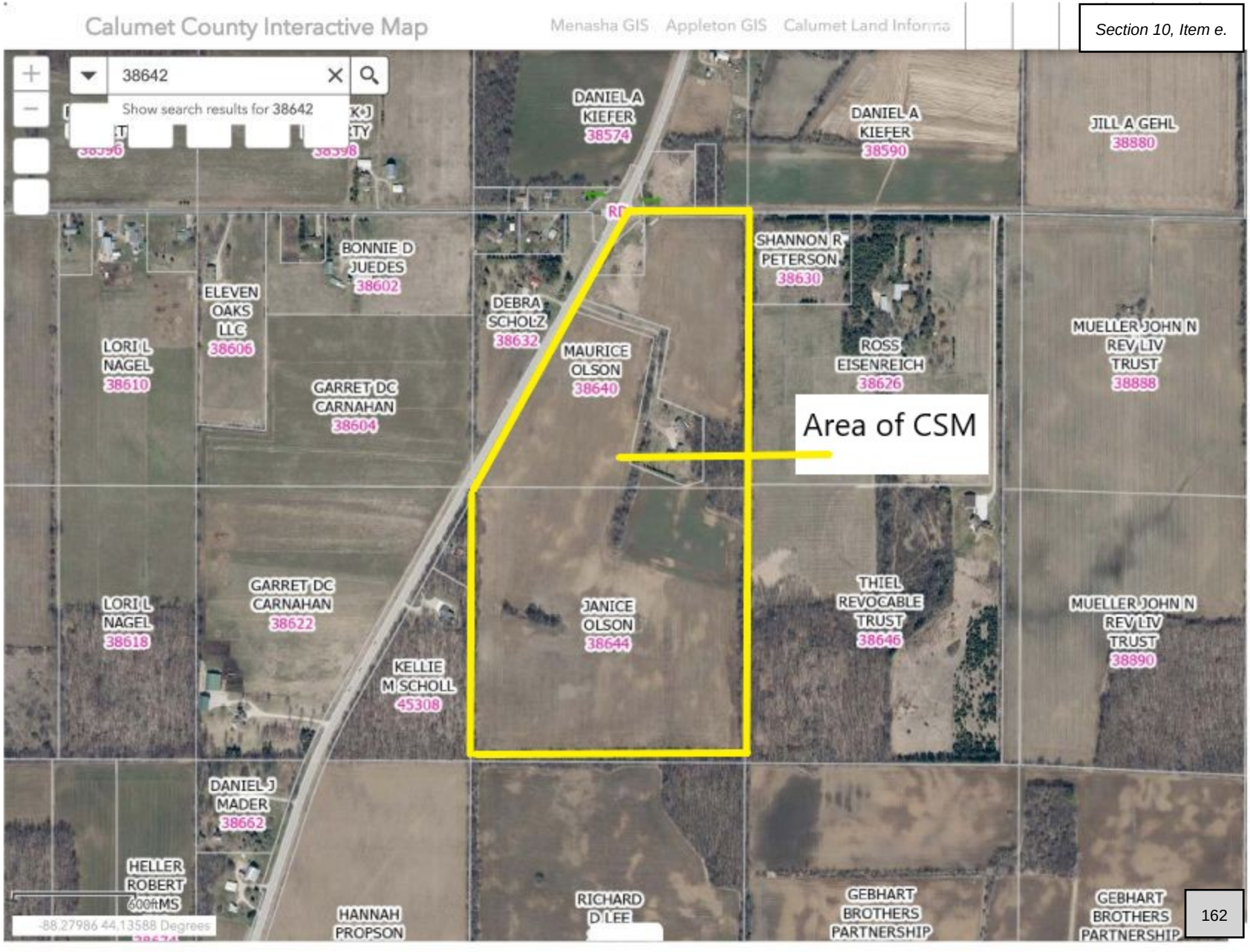
Lots 2 and 3 are composed primarily of land from parcel 38644, with additional acreage from parcel 38640. There is shared access for Lot 2 and 3, along the lot line, for agricultural use. The WI DOT will not permit a new driveway for separate entrances.

The intent of the CSM is to divide the jointly owned land into individually owned lots. According to the applicants, the land will remain in agricultural use, with no current plans for residential development.

Parcels 38640 and 38644 are both zoned General Agriculture.

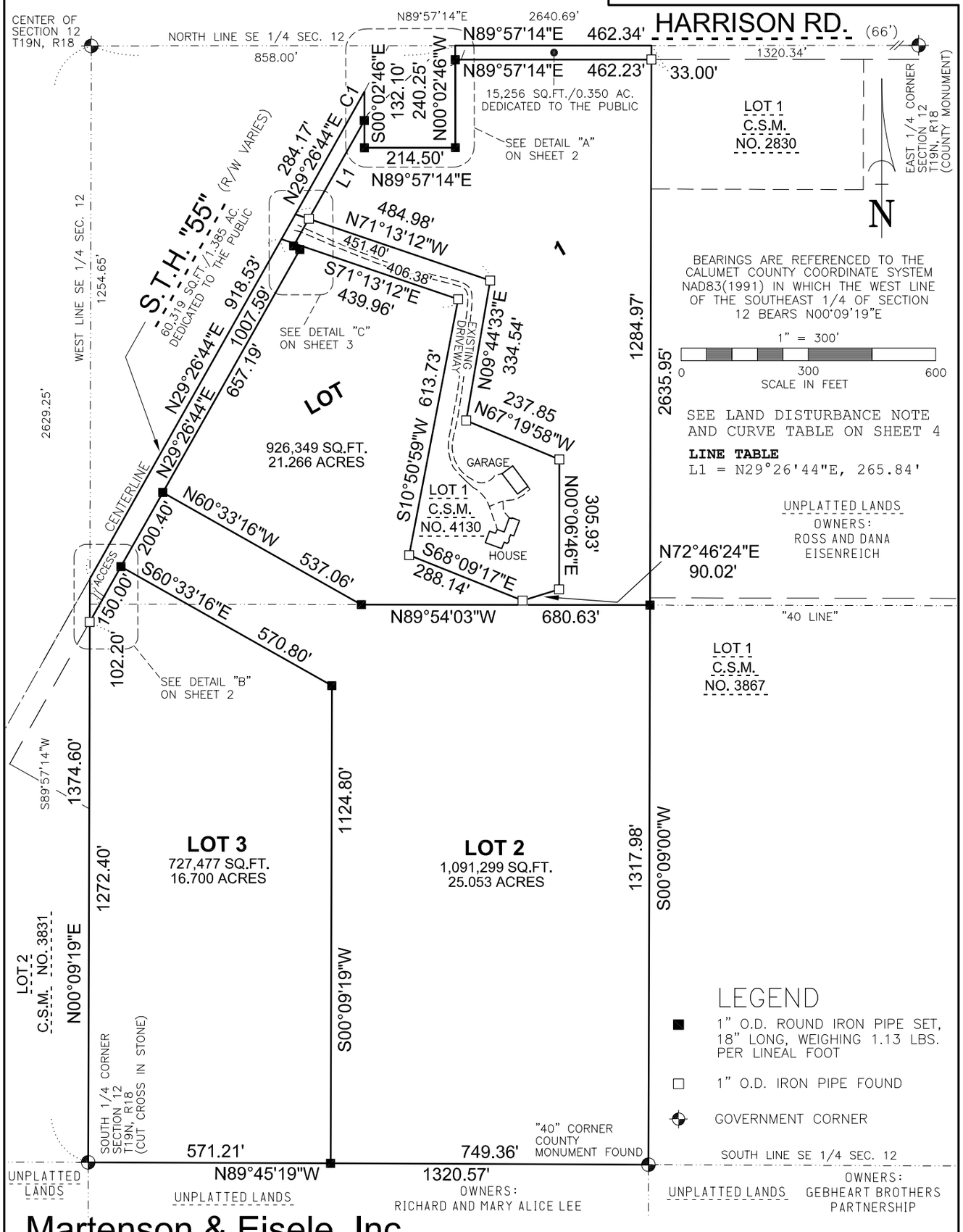
Attachments:

- Aerial Map
- CSM


Calumet County Interactive Map
Menasha GIS
Appleton GIS
Calumet Land Informa
38642
Show search results for 38642
DANIEL A KIEFER 38574
DANIEL A KIEFER 38590
JILL A GEHL 38880
BONNIE D JUEDES 38602
ELEVEN OAKS LLC 38606
LORI L NAGEL 38610
GARRET DC CARNAHAN 38604
DEBRA SCHOLZ 38632
MAURICE OLSON 38640
SHANNON R PETERSON 38630
ROSS EISENREICH 38626
MUELLER JOHN N REV LIV TRUST 38888
Area of CSM
LORI L NAGEL 38618
GARRET DC CARNAHAN 38622
KELLIE M SCHOLL 45308
JANICE OLSON 38644
THIEL REVOCABLE TRUST 38646
MUELLER JOHN N REV LIV TRUST 38890
DANIEL J MADER 38662
HELLER ROBERT
HANNAH PROPSON
RICHARD D LEE
GEBHART BROTHERS PARTNERSHIP
GEBHART BROTHERS PARTNERSHIP
600ftMS
-88.27986 44.13588 Degrees

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



Martenson & Eisele, Inc.
1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381
Planning
Environmental
Surveying
Engineering
Architecture

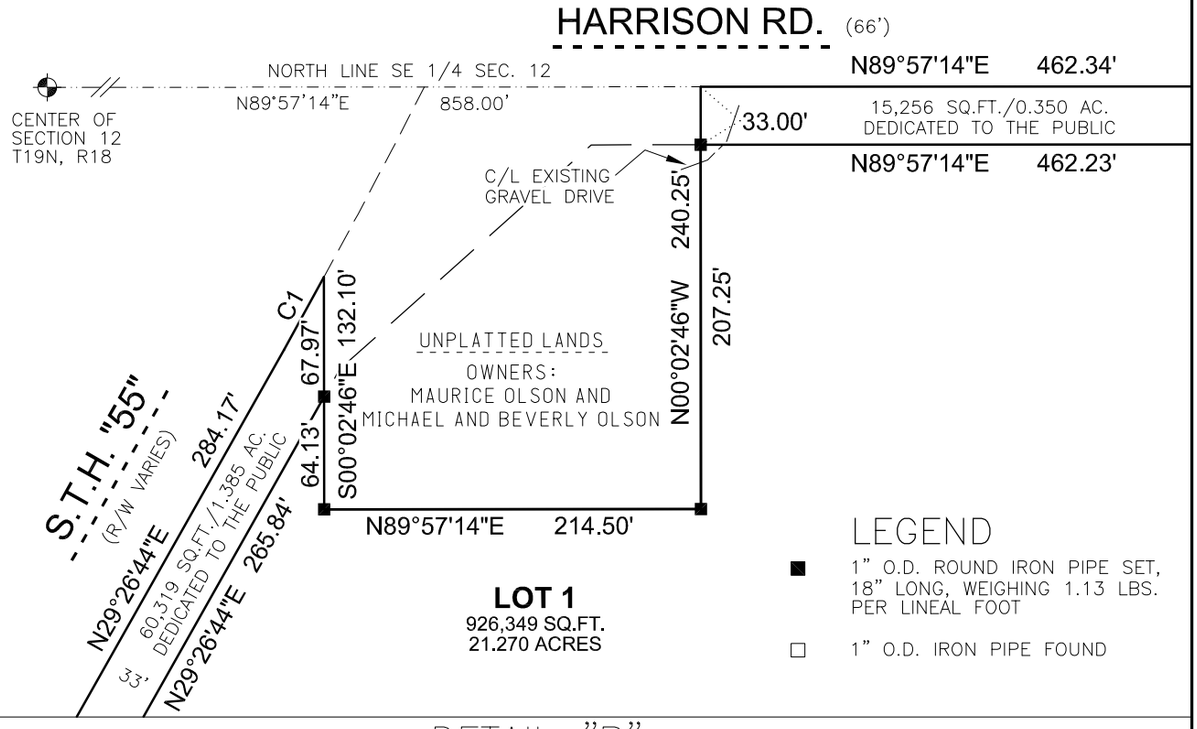
SURVEY FOR:
BRENDA OLSON
W4930 14TH COURT
SHERWOOD, WI 54169

PROJECT NO. 1-2058-001
FILE 1-2058-001csm.dwg SHEET 1 OF 6
THIS INSTRUMENT WAS DRAFTED BY: G.Sr

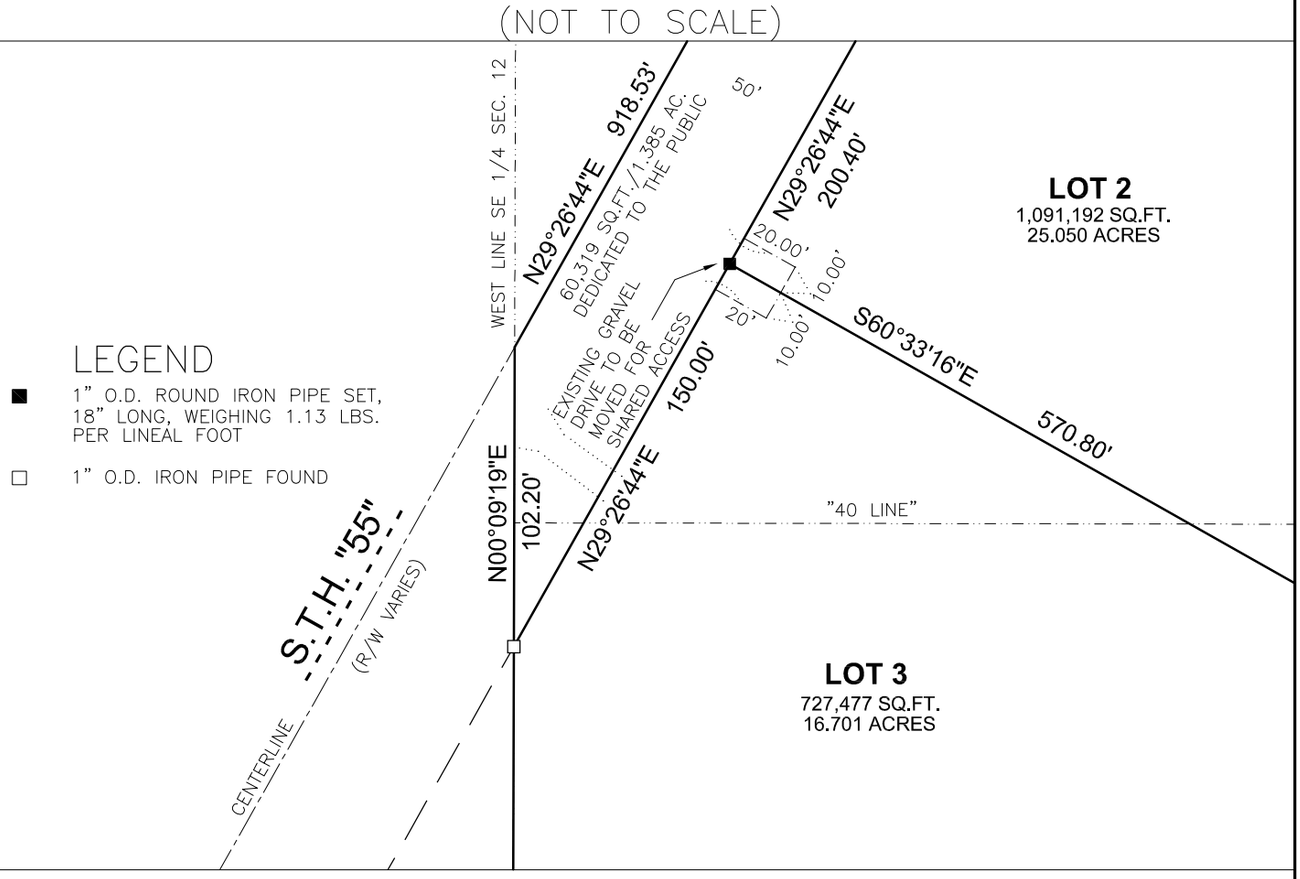
CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

DETAIL "A"
(NOT TO SCALE)



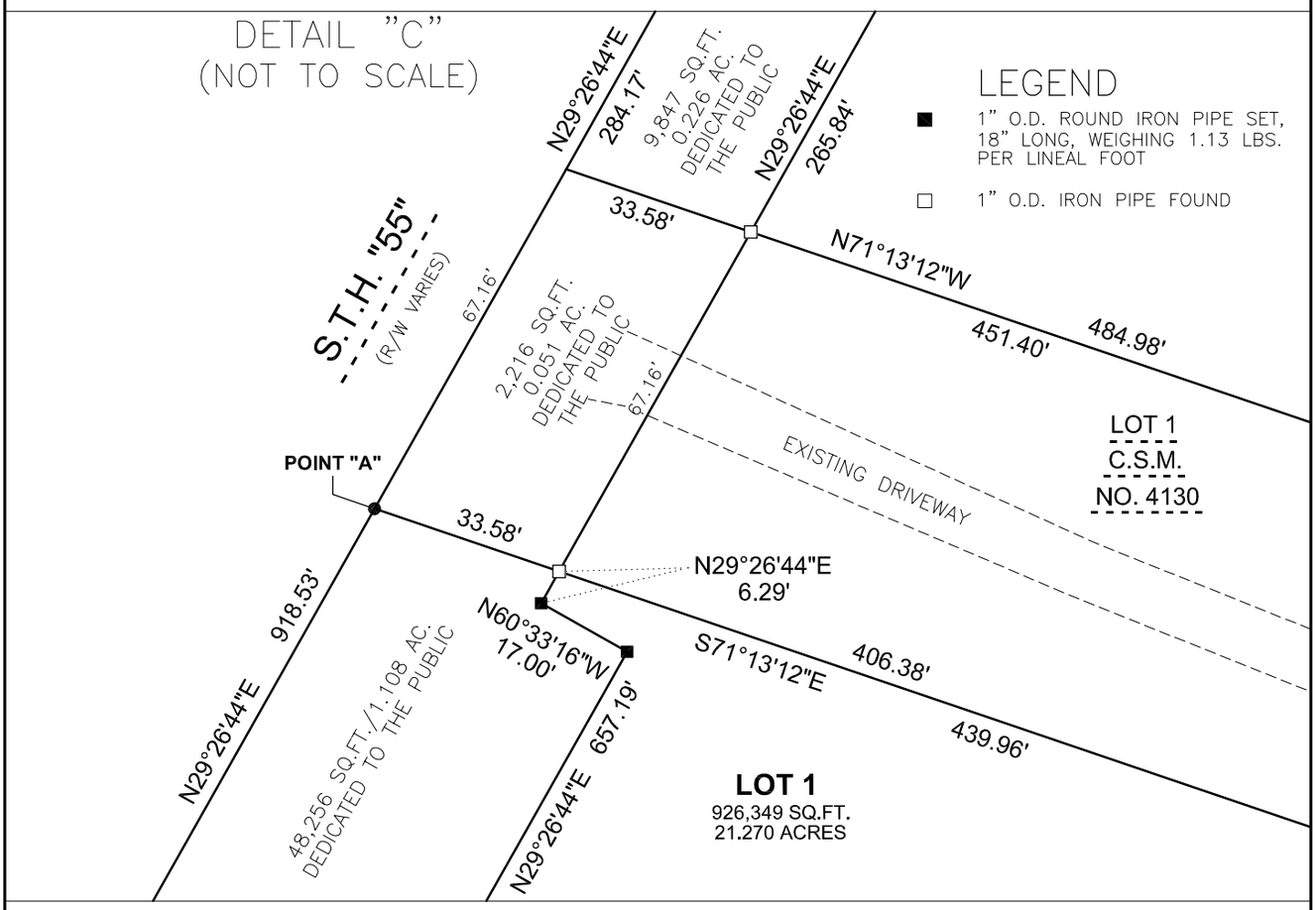
DETAIL "B"
(NOT TO SCALE)



PROJECT NO. 1-2058-001
SHEET 2 OF 6

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



PROJECT NO. 1-2058-001

SHEET 3 OF 6

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD	TANGENT IN	TANGENT OUT
1	4583.75'	000°35'18"	47.07'	N 28°52'59.0" E	47.07'	N 29°10'38" E	N 28°35'20" E

NOTE:
LOTS 1, 2, AND 3 ARE UNBUILDABLE UNTIL SUCH TIME THAT THEY COMPLY WITH VILLAGE ORDINANCES FOR POWTS WHICH WILL NEED SOIL TEST COMPLETED.

SURVEYOR'S CERTIFICATE:
I, GARY A. ZAHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:
THAT I HAVE SURVEYED, MAPPED, AND DIVIDED AT THE DIRECTION OF BRENDA OLSON, AND MAURICE AND JANICE OLSON, PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN. MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTH 1/4 CORNER OF SAID SECTION 12; THENCE NORTH 00 DEGREES 09 MINUTES 19 SECONDS EAST, ALONG THE WEST LINE OF OF THE SOUTHEAST 1/4 OF SAID SECTION 12, A DISTANCE OF 1374.60 FEET TO A POINT ON THE CENTERLINE OF S.T.H. "55", THENCE NORTH 29 DEGREES 26 MINUTES 44 SECONDS EAST, ALONG THE CENTERLINE OF SAID S.T.H. "55", A DISTANCE OF 918.53 FEET TO POINT "A"; THENCE SOUTH 71 DEGREES 13 MINUTES 12 SECONDS EAST, ALONG A SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4130, A DISTANCE OF 439.96 FEET; THENCE SOUTH 10 DEGREES 50 MINUTES 59 SECONDS WEST, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 613.73 FEET; THENCE SOUTH 68 DEGREES 09 MINUTES 17 SECONDS EAST, ALONG A SOUTH LINE OF SAID LOT 1, A DISTANCE OF 288.14 FEET; THENCE NORTH 72 DEGREES 46 MINUTES 24 SECONDS EAST, ALONG A SOUTH LINE OF SAID LOT 1, A DISTANCE OF 90.02 FEET; THENCE NORTH 00 DEGREES 06 MINUTES 46 SECONDS EAST, ALONG AN EAST LINE OF SAID LOT 1, A DISTANCE OF 305.93 FEET; THENCE NORTH 67 DEGREES 19 MINUTES 58 SECONDS WEST, ALONG A NORTH LINE OF SAID LOT 1, A DISTANCE OF 237.85 FEET; THENCE NORTH 09 DEGREES 44 MINUTES 33 SECONDS EAST, ALONG AN EAST LINE OF SAID LOT 1, A DISTANCE OF 334.54 FEET; THENCE NORTH 71 DEGREES 13 MINUTES 12 SECONDS WEST, ALONG A NORTH LINE OF SAID LOT 1, A DISTANCE OF 484.98 FEET TO A POINT ON THE CENTERLINE OF S.T.H. "55"; THENCE NORTH 29 DEGREES 26 MINUTES 44 SECONDS EAST, ALONG SAID CENTERLINE OF S.T.H. "55", A DISTANCE OF 284.17 FEET; THENCE 47.07 FEET ALONG THE ARC OF A CURVE TO THE RIGHT AND CONTINUING ALONG SAID CENTERLINE OF S.T.H. '55", HAVING A RADIUS OF 4583.75 FEET AND A CHORD THAT BEARS NORTH 28 DEGREES 52 MINUTES 59 SECONDS EAST, A DISTANCE OF 47.07 FEET; THENCE SOUTH 00 DEGREES 02 MINUTES 46 SECONDS EAST, A DISTANCE OF 132.10 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 14 SECONDS EAST, A DISTANCE OF 214.50 FEET; THENCE NORTH 00 DEGREES 02 MINUTES 46 SECONDS WEST, A DISTANCE OF 240.25 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 14 SECONDS EAST, ALONG THE NORTH LINE OF THE SOUTHEAST 1/4 OF SECTION 12, A DISTANCE OF 462.34 FEET; THENCE SOUTH 00 DEGREES 09 MINUTES 00 SECONDS WEST, ALONG THE EAST LINE OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 12 , A DISTANCE OF 2635.95 FEET TO A 40 CORNER SET BY CALUMET COUNTY; THENCE NORTH 89 DEGREES 45 MINUTES 19 SECONDS WEST, ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 12, A DISTANCE OF 1320.57 FEET TO THE POINT OF BEGINNING CONTAINING 2,818,484 SQUARE FEET [64.703 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

ALSO AN AREA INCLUDED TO BE DEDICATED MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE ABOVE DESCRIBED POINT "A", THENCE SOUTH 71 DEGREES 13 MINUTES 12 SECONDS EAST, ALONG A SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4130, A DISTANCE OF 33.58 FEET; THENCE NORTH 29 DEGREES 26 MINUTES 44 SECONDS EAST, A DISTANCE OF 67.16 FEET; THENCE NORTH 71 DEGREES 13 MINUTES 12 SECONDS WEST, ALONG A NORTH LINE OF CERTIFIED SURVEY MAP NO. 4130, A DISTANCE OF 33.58 FEET TO A POINT ON THE CENTERLINE OF S.T.H. "55"; THENCE SOUTH 29 DEGREES 26 MINUTES 44 SECONDS WEST, ALONG SAID CENTERLINE OF S.T.H. "55", A DISTANCE OF 67.16 FEET TO THE POINT OF BEGINNING CONTAINING 2,216 SQUARE FEET [0.051 ACRES].

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

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

GIVEN UNDER MY HAND THIS 20TH DAY OF JULY, 2025.

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

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

OWNER OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBERS:
BRENDA OLSON, MARUICE OLSON JANICE OLSON, BEVERLY OLSON MICHAEL OLSON MARY ANN E OLSON IRREVOCABLE TRUST	DOCUMENT NO. 520675	131-0000-0000000-000-0-191812-00-430A
JANICE OLSON, BEVERLY OLSON MICHAEL OLSON, BRENDA OLSON MARUICE OLSON MARY ANN E OLSON IRREVOCABLE TRUST	DOCUMENT NO. 587995	131-0000-0000000-000-0-191812-00-420E

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

TREASURER'S CERTIFICATE:

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

_____ _____

VILLAGE TREASURER DATE COUNTY TREASURER DATE

CERTIFICATE OF THE VILLAGE OF HARRISON:

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

THIS _____ DAY OF _____, 2025.

_____ _____

VILLAGE PRESIDENT VILLAGE CLERK

PROJECT NO. 1-2058-001

SHEET 5 OF 6

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

MARY ANN E. OLSON IRREVOCABLE TRUST OWNERS CERTIFICATE:
AS OWNER, I THE UNDERSIGNED, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, AND MAPPED AS SHOWN AND REPRESENTED ON THIS MAP.

I ALSO FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF HARRISON

DATED THIS _____ DAY OF _____, 2025

_____
TRUSTEE SIGNATURE

_____
PRINT NAME

STATE OF WISCONSIN)
)SS
CALUMET COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF _____, 2025, THE ABOVE OWNERS TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

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

OWNER'S CERTIFICATE:
AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED ON THIS MAP.

WE ALSO FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION:
VILLAGE OF HARRISON.

DATED THIS _____DAY OF _____, 2025.

_____ _____
MAURICE OLSON JANICE OLSON

_____ _____
BEVERLY A. OLSON MICHAEL W. OLSON

STATE OF WISCONSIN)
)SS
CALUMET COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF_____, 2025, THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

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

PROJECT NO. 1-2058-001
SHEET 6 OF 6

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Developer's Agreement Approval- Forest Ridge Subdivision

Recommended Action: Motion to approve the Developer's Agreement between the Village of Harrison and Dericks Dewitt, LLC for Forest Ridge subdivision

Background and Additional Information:
Village staff worked on the attached developer's agreement for Forest Ridge. Forest Ridge is located to the east of North Shore Road and the south of Old Highway Road. Forest Ridge will be a R-2 single-family development consisting of 65-lots. The following are special items included in the agreement:

-Subdivider is responsible for all roadway, utility and grading requirements.
-Subdivider shall install sidewalks as follows: northside of Marie Drive, southside of Decker Way and northside of Forest Run.
-Subdivider shall install sidewalk from Outlot 1 to the Old Highway Road right of way to connect to a future trail planned for 2027.
- Subdivider should install sidewalk along the lots fronting North Shore Road
- Subdivider should install an 8-foot trail around stormwater pond on Outlot 2.
- No fences shall be installed along the rear setback of the lots that front Old Highway Road.
- No sale of Lots 8, 31, 60 until permitting is approved by the DNR to fill wetlands.
- Subdivider shall mill 3 inches of asphalt off North Shore Road after all construction is completed and repave with 3 inches of asphalt from Lot 37 north to the right of way line of the Old Highway Road. If, however, Subdivider routes 100% of all construction-related traffic, including but not limited to all Developer-owned vehicles, all sub-contractor-owned vehicles, and all purchaser-affiliated construction vehicles to a temporary-access route so that none of said traffic uses North Shore Rd. to access the construction site, and if Developer signs an affidavit following construction confirming said fact, subject to the Village's confirmation of said fact, Developer may be excused by the Village from its responsibility to mill and repave under this paragraph. The Village shall take before construction photos/videos which will be used to document the current condition of the roadway.
- In lieu of paying a parkland dedication fee, Subdivider shall deed Lot 1to the Village of Harrison.

Budget Impacts: None

Attachments: Developer's Agreement

SUBDIVISION DEVELOPMENT AGREEMENT
FOREST RIDGE

THIS AGREEMENT, made this _____ day of _____, 20___, between DeWitt Development, LLC, hereinafter called "Subdivider", and the Village of Harrison, a municipal corporation of the State of Wisconsin, located in Calumet and Outagamie counties, hereinafter called "Village".

WHEREAS, Subdivider is the owner of approximately 39.65-acres of land in the Village, said land being referred to as "Forest Ridge" described as:

> *All of Lot 3 and Part of Lot 2, Certified Survey Map No. 3963, being located in the Southwest ¼ of the Southeast ¼ and Part of the Northwest ¼ of the Southeast ¼ of Section 15, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin*

WHEREAS, Subdivider desires to subdivide and develop said lands;

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

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

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

WHEREAS, the Subdivider assures the Village and shall on the plat acknowledge:

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

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

NOW, THEREFORE, in consideration of the forgoing recitals (which are incorporated by reference into this Agreement as if fully set forth herein) and in consideration of granting of approval of a final plat for **Forest Ridge** the development thereof by the Village Board, the Subdivider does hereby agree to subdivide and develop said lands as follows:

SECTION 1 – IMPROVEMENTS

All public improvements shown on the final plat, referenced herein this Agreement, or otherwise required by State law or Village ordinances shall be in accordance with the Village of Harrison Standards and
Specifications as established in the *Standard Specifications Manual,* Harrison Utilities *Standard Specification for Sanitary Sewer and Water Main Construction,* the Land Division Ordinance, and all other ordinances for the Village of Harrison. All plans and specifications for the public improvements shall require approval from the Village Engineer, Harrison Utilities Engineer, and Public Works Department prior to proceeding with construction.

A. <u>ROADS AND STREETS</u> The **Subdivider** hereby agrees:

To furnish, construct, grade and surface all roads and streets in the subdivision, all in accordance with the timelines set forth herein, in accordance with the inspection and acceptance procedures set forth herein and in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village.

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

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

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

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

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

Any variation to the proposed schedule of the improvements as set forth in the contract below may be extended where requests are made by the Subdivider for construction during periods within the determination of the Public Works Department and the Village's Engineer, require

extension of time periods to assure the Village that the improvements will not suffer from premature degeneration as a result of said construction.

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

The schedule for construction shall be as follows:

Timeframe Record	
Subdivision	**Forest Ridge**
Final Plat Approval	August 2025
Sanitary, Water, and Storm Sewers	Fall 2025
Utilities (Gas, Electric, Phone, Cable, etc.)	Fall 2025/Winter 2026
Grade & Gravel	Spring 2026
Terraces	Summer 2028
1½" Temporary Asphalt Binder	Spring 2028
Concrete Mountable Curb & Gutter	Spring 2028
4" Asphalt Pavement	Summer 2028
Sidewalks/Trails	Summer 2028

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

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

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

1. To furnish, construct and install concrete sidewalks/aprons in accordance with the Village Code, Village policies, and the plat, plans, specifications and drawings and to complete said installation as set forth in the schedule above. Sidewalks are to be constructed on the northside of Marie Drive, southside of Decker Way and northside of Forest Run. If a lot does not have a house constructed at final acceptance of the roadway, the homeowner should be responsible for the construction of the sidewalk/apron.

   Subdivider shall extend sidewalk from Marie Drive north along the west side of Outlot 1 to connect into the recreational trail to be constructed along Old Highway Road. Subdivider shall also install sidewalk along the lots fronting North Shore Road including Lot 37, 38, and 65.

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

1. To furnish, construct and install a graveled, 8-foot trail surrounding the stormwater detention pond with terminus on Decker Way within Outlot 2 in accordance with the plat,

plans, specifications and drawings and to complete said installation as set forth in the schedule above. Location of such trail to be approved by the Village.

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

1. To furnish, construct, install and provide a complete sewerage system throughout the entire subdivision, all in accordance with the plat plans, specifications and drawings *as per the requirements of Harrison Utilities and the Standard Specifications Manual for the Village of Harrison.*

2. To install separate sanitary sewer laterals twelve (12') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.

3. The sanitary sewer system will not be accepted until the sanitary sewers have been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and the Subdivider's plan specifications as approved by *Harrison Utilities* and the Village's Engineer.

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

1. To furnish, construct, install and provide a complete water distribution system throughout the entire subdivision, all in accordance with the plat, plans, specifications and drawings *as per the requirements of Harrison Utilities* and the *Standard Specifications Manual* for the Village of Harrison.

2. To install separate water laterals twelve (12') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.

3. The water distribution system will not be accepted until the water distribution system has been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by the *Harrison Utilities* and the Village's Engineer.

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

1. To furnish, construct, install and provide adequate facilities for storm and surface water drainage throughout the entire subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village and the Wisconsin Department of Natural Resources (WDNR) Post-Construction Performance Standards.

2. All stormwater management facility construction, including but not limited to, retention/detention ponds, primary drainage swales, and associated piping systems shall be inspected by an on-site inspector designated by the Village, before acceptance by the Village.

3. To install separate storm sewer laterals six (6') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.

4. The Village Board will not accept the storm and surface water drainage improvements until the same have been installed and tested in accordance with the Village's specifications and the Subdivider's plans and specifications approved by the Village. The storm water and surface water drainage improvements shall be completed before a release of the performance guarantee specified by this contract.

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

1. To install silt fence at the right-of-way line or install erosion matting within the right-of-way along all streets in the **FINAL** plat prior to acceptance of the street(s) in a graveled state. Silt fence or erosion matting to be installed in accordance with the WDNR Technical Standards.

2. Maintain silt fence along the right-of-way line until all land disturbances have been stabilized in accordance with WDNR Technical Standards until final acceptance.

3. Maintain all other erosion control practices for stormwater management facilities, environmental protections, etc., in accordance with WDNR Technical Standards.

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

1. To complete rough and fine grading along all primary drainage swales and ditches in the subdivision all in accordance with **FINAL** plat, plans specifications and drawings approved by the Village.

2. To complete rough grading along all property lines to the design grade.

3. To seed and establish a vegetative cover over all disturbed areas.

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

1. To preserve to the maximum extent possible existing trees, shrubbery, vines and grasses not actually lying within public roadways, easements, drainageways, building foundations sites, private driveways, solid absorption waste disposal areas, paths and trails by use of sound conservation practices.

2. To remove and lawfully dispose of all destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish.

3. To provide topsoil, seed, fertilizer and mulch for primary drainage swales and ditches and seed fertilizer and mulch for terrace areas in order to provide permanent growth of grass prior to acceptance of the street(s) in a graveled state.

4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

K. LANDSCAPE BERMS

None

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

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

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

3. Cost of third-party inspectors for Harrison Utilities and the Village of Harrison to be billed at actual costs to the Village

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

1. Subdivider shall deed Lot 1 to the Village in lieu of making a payment for parkland.

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

1. Subdivider shall install light fixture at intersection of Marie Drive and Northshore Road and Forest Run and Northshore Road. Electrical costs and future maintenance shall be the responsibility of Village of Harrison.

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

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

P. **WETLANDS**

No sale of Lots 8, 31, 60 until these wetland issues are remediated and documentation is provided to the Village.

Q. **NORTH SHORE ROAD REPAVEMENT**

Subdivider shall mill 3 inches of asphalt off North Shore Road after all construction is completed and repave with 3 inches of asphalt from Lot 37 north to the right of way line of the Old Highway Road. If, however, Subdivider routes 100% of all construction-related traffic, including but not limited to all Developer-owned vehicles, all sub-contractor-owned vehicles, and all purchaser-affiliated construction vehicles to a temporary-access route so that none of said traffic uses North Shore Rd. to access the construction site, and if Developer signs an affidavit following construction confirming said fact, subject to the Village's confirmation of said fact, Developer may be excused by the Village from its responsibility to mill and repave under this paragraph. The Village shall take before construction photos/videos which will be used to document the current condition of the roadway.

SECTION II – MISCELLANEOUS REQUIREMENTS

A. Survey Monuments. The Subdivider hereby agrees to properly place and install all survey or other monuments required by statute and ordinance.

B. Grade. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner, the final signed plan set showing the finished grade at each lot corner and will provide individual home grades as construction commences.

C. Plans. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner all plans and specifications identified in the Land Division Ordinance of the Village of Harrison.

D. Compliance with Ordinances and Statutes. The Subdivider hereby agrees to comply with the requirements and provisions of all Village ordinances and state statutes.

E. Record Drawings. The Subdivider agrees to provide the Village with grade sheets, asphalt mix records, and record drawings of the sanitary sewer, water main, storm sewer improvements, and streets showing location of all the appurtenances and features of the systems as required by the Village of Harrison Standard Specifications.

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

SECTION III – PUBLIC IMPROVEMENT GUARANTEE

A. The Village will not sign the final plat until such improvement is guaranteed as listed in A(1).

1. The Subdivider shall provide a performance bond, irrevocable letter of credit, *or* cash escrow, together referred to as Financial Guarantee, of which the Village can draw from, for an amount equal to one hundred twenty percent (120%) of the cost of furnishing, constructing, installing, staking, inspecting and testing the improvement as required by this contract. The amount shall include construction engineering costs, inspection, and shall be subject to final approval by the Village. (Improvements are described in this contract in Section 1 – Part, A, B, C, D, E, F , G , H, I , J, K, L, M & N hereof) The improvements shall be guaranteed prior to the Village approving the final plat.

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

The amount of the public improvements(Paving by Northeast Asphalt and Curb/gutter by Al Dix Concrete), **as provided by the Subdivider's engineer**, is $457,775.

B. The Subdivider shall furnish, construct, install, stake, inspect and test the improvement. The improvement shall be dedicated to and accepted by the Village prior to the Village approving any release of a public improvement guarantee.

C. The Subdivider hereby agrees to guarantee the improvements described in Section I hereof against defects due to faulty materials or workmanship which appear within a period of two (2) years [or three (3) years if winter construction is utilized] from the date the final course of asphalt has been laid and shall pay for any damages resulting therefrom to Village property. The warranty shall be in the form of a letter of credit, or cash escrow in an amount sufficient, as approved by the Public Works Department and/or Village Engineer, to repair such defect. Repair of such defect shall be determined by the Public Works Department.

D. As improvements required by this Agreement are completed, approved and accepted by the Village, the Subdivider may request a reduction of the public improvement guarantee based upon a demonstration that there exists no necessity for a guarantee in the full amount as originally required. Reductions in the amount of the public improvement guarantee shall be solely within the discretion of the Village Board and shall be made only upon recommendation by the Public Works Department and Village Engineer.

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

SECTION IV – BUILDING PERMITS

A. The Village will not allow building permits to be issued to any person in the said subdivision until all improvements required herein have been temporary accepted. The Village will perform no repair, maintenance or snow plowing upon said improvements until final acceptance of the roadways by the Village.

B. Building permits may be issued by the Village upon all outstanding inspection and plan review fees or charges being paid and dedication acceptance and verification by the Village that the provisions of this Agreement have been complied with.

C. The Village shall also require verification that all public improvements have been paid for in the form of Lien Waivers from all persons providing materials or performing work on the Public Improvements for which certification is sought, and upon recording of the final plat, provided that the Subdivider has filed a sufficient Financial Guarantee with the Village to cover the cost of remaining items. Should the Subdivider fail to complete any items pursuant to the terms of the contract by the date set forth herein, the Village shall have the right through the Financial Guarantee provided by the Subdivider to complete the said improvement and the Village shall have unrestricted access to the Subdivider's land for said purpose.

D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Public Works Department, or Village's Engineer, that the

Subdivider and/or its subcontractors installing said improvements have created a situation that is hazardous to the public and requires guarding improvement or repair, the Village may access the Subdivider's property for the purpose of making said repairs and any costs associated with the maintenance of roadways, filling of holes, removal of obstructions or other necessary work may be charged against the cash escrow or irrevocable letter of credit. The Public Works Department shall make an effort to notify the Subdivider of the situation. The Public Works Department and the Engineer in their judgment may determine the necessity of the repairs are urgent in nature and complete those repairs without notice to the Subdivider.

SECTION V – AMENDMENTS

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

The rest of this page left blank intentionally.

SUBDIVIDER

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

DEWITT DEVELOPMENT, LLC

BY: _____

Print Name: _____

Title: _____

BY: _____

Print Name: _____

Title: _____

STATE OF WISCONSIN)
) SS
COUNTY OF _____)

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

_____

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

VILLAGE OF HARRISON

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

VILLAGE OF HARRISON

By: _____
Scott Handschke, Village President

Attest: _____
Meghan Winkler, Village Clerk

EXHIBIT A

Final Plat (Plans, and Drawings to be added after approved by Village).

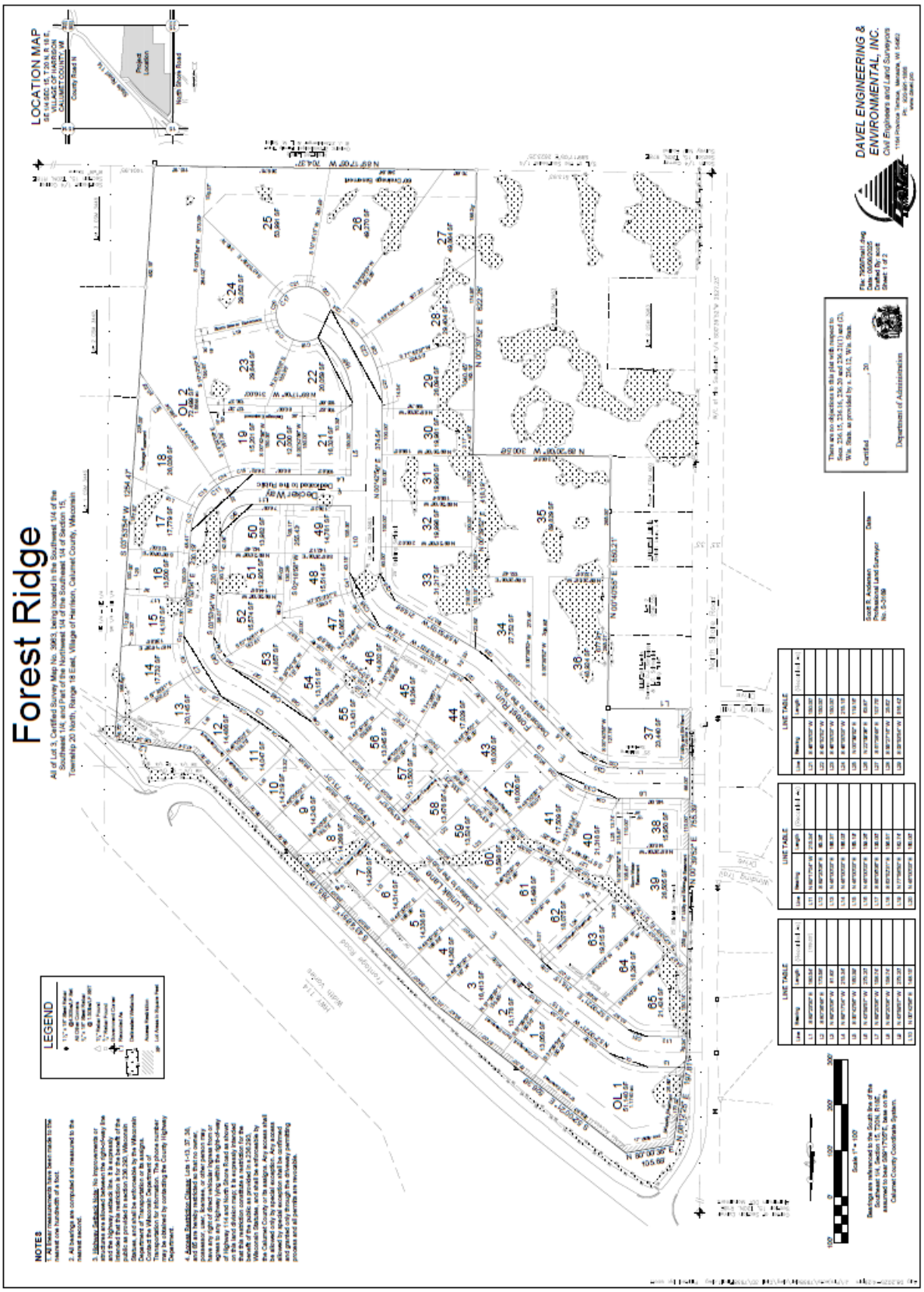

Forest Ridge
All of Lot 3, Certified Survey Map No. 3063, being located in the Southwest 1/4 of the Southeast 1/4, and Part of the Northwest 1/4 of the Southeast 1/4 of Section 15, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin
LOCATION MAP
LEGEND
NOTES
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
Department of Administration
Scott R. Anderson
Professional Land Surveyor
No. S-2159
Date
Scale: 1" = 100'
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.

EXHIBIT B

Financial Guarantee. (To be added after agreement is approved by the Village Board)

EXHIBIT C

Final Acceptance Checklist

Village of HARRISON
WHERE OPPORTUNITY LIVES

COMMERCIAL AND RESIDENTIAL SUBDIVISION FINAL ACCEPTANCE APPLICATION AND CHECKLIST

Owner/Applicant

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

Property Information

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

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

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

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

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

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

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

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

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

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

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

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

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

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Developer's Agreement Amendment- Cedar View Subdivision

Recommended Action: Motion to approve the Developer's Agreement Amendment No. 1 for the Cedar View Subdivision as printed and circulated.

Background and Additional Information:
Ceder View Subdivision has had some development-related delays and therefore the dates outlined in the developer's agreement are not accurate. To make sure agreement matches the actual timelines for completion of the roadway improvements, staff is recommending approval of Amendment No. 1.

Budget Impacts: None

Attachments: Amendment No. 1 to the Cedar View Subdivision Development Agreement.

AMENDMENT NO. 1 TO
SUBDIVISION DEVELOPMENT AGREEMENT
CEDARVIEW SUBDIVSION

THIS AMENDMENT, made this _____ day of _____, 20___, between LouMar Properties, LLC, hereinafter called "Subdivider", and the Village of Harrison, a municipal corporation of the State of Wisconsin, located in Calumet and Outagamie counties, hereinafter called "Village". The "Effective Date" is the date of this Amendment No. 1 as approved by the Village of Harrison Village Board.

WHEREAS, the Subdivider and Village entered into a Subdivision Agreement for Cedar View on July 30, 2024 and;

WHEREAS, the Subdivider and Village wish to update the timeframe record of dates due to unforeseen circumstances with construction and;

NOW, THEREFORE, for and in consideration of the premises and the mutual obligations of the parties hereto, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Village and the Developer, for themselves, their successors and assigns, hereby covenant and agree as follows:

Timeframe Record	
Subdivision	**Cedar View**
Final Plat Approval	August 2024
Sanitary, Water, and Storm Sewers	November 2024
Utilities (Gas, Electric, Phone, Cable, etc.)	~~December 2024~~ August 2025
Grade & Gravel	~~November 2024~~ July 2025
Terraces	~~October 2026~~ October 2027
1½" Temporary Asphalt Binder	~~November 2024~~ September 2025
Concrete Mountable Curb & Gutter	~~October 2026~~ October 2027
4" Asphalt Pavement	~~October 2026~~ October 2027
Sidewalks	~~October 2026~~ October 2027

SUBDIVIDER

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

LOUMAR PROPERTIES, LLC.

BY: _____

Print Name: _____

Title: _____

STATE OF WISCONSIN)
) SS
COUNTY OF _____)

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

_____

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

VILLAGE OF HARRISON

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

VILLAGE OF HARRISON

By: _____
Scott Handschke, Village President

Attest: _____
Meghan Winkler, Village Clerk

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Ordinance V25-12: Amend Sidewalks and Trails

Recommended Action: Motion to approve Ordinance V25-12 amending the sidewalk language in the ordinance to regarding installation of new sidewalks in new subdivisions on a case-by-case basis.

Background and Additional Information:
At the previous month's board meeting, the board recommended changes to the sidewalk policy/ordinance to allow staff to review the subdivision design and require sidewalks to be reviewed on a case-by-case basis. Should the ordinance be accepted, staff will incorporate new language in future developer agreements.

Budget Impacts: None

Attachments: Ordinance V25-12

VILLAGE OF HARRISON
CALUMET AND OUTAGAMIE COUNTIES

ORDINANCE V25-12

AN ORDINANCE TO REVISE SECTION 115-66 SIDEWALKS AND TRAILS

BE IT ORDAINDED by the Village Board of Trustees, Village of Harrison, Outagamie and Calumet Counties, Wisconsin as follows:

Sec. 115-66. - Sidewalks and trails.

The subdivider shall construct a ten-foot-wide asphalt trail along the frontage of all arterial and collector streets in accordance with the comprehensive plan, comprehensive outdoor recreation plan, or any other master plan or trail plan approved by the village or provide a fee in lieu of trail construction negotiated as part of the development agreement. Such trail construction shall be at the time of installation of final street paving and in accordance with the standard specifications manual approved by the village. The subdivider shall construct five-foot-wide sidewalks ~~on both sides of a local street in all new subdivisions at the time of installation of curb and gutter and in accordance with plans and standard specifications approved by the village~~ replace with "as determined appropriate by Village staff during the design phase of the subdivision whether sidewalks are required at all, or on one side of the street or two sides. The final determination shall be on a case-by-case basis."

(1) Generally, trails should be constructed on the north side of arterial or collector street. If the development occurs on the opposite side of the trail, a fee in lieu of trail construction shall be paid. Such fee shall be kept in escrow by the village for future trail construction. If a trail already exists along the arterial or collector street, such fee shall be used to compensate the entity that paid for the trail if the trail was constructed not more than ten years from approval of the final plat. If the trail was constructed more than ten years from final plat approval, such fee shall be held in escrow by the village to be used solely for trail construction in the village to fill in gaps within the village trail system.

(2) Generally, trails should be located within the existing street right-of-way, however, the subdivider may, with approval from the village, chose to provide additional right-of-way along the arterial or collector street to avoid filling in roadside ditches. The village may approval alternate routes of trails as requested by the subdivider.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 30h day of September 2025.

_____
Scott Handschke, Village President

_____
Attest: Meghan Winkler, Village Clerk

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Ordinance V25-14: Regulation of Electric Scooters/E-Bicycles

Recommended Action: Motion to table until the November meeting to gather public input on the proposed ordinance.

Background and Additional Information:
Trustee Lancaster, seconded by Trustee Brantmeier suggested a future agenda item related to regulation of the electric scooters/e-bicycles.

Village staff reviewed the recently approved Village of Ashwaubenon ordinance and determined the following items:

The State of WI does not recognize in statutes "Neighborhood Electric Vehicles" which Harrison's Municipal Code recognizes, so this language is proposed to be deleted and replaced with sections of the Regulation Electric Scooters/E-Bicycles and Low-Speed Vehicles, Helmets, Enforcement process and penalties.

Staff is recommending discussion only on this item to allow for public input to be gathered. The plan would be to bring the item back to the November 11 meeting for adoption. Once approved, the forfeiture amount of the $50 would need to be added to the Fee and Penalty Schedule.

This ordinance was reviewed by the Calumet County Sheriff's Office and Village Attorney, and they had no issues.

Budget Impacts: None

Attachments: Ordinance V25-13

VILLAGE OF HARRISON
CALUMET AND OUTAGAMIE COUNTIES

ORDINANCE V25-14

AN ORDINANCE REPEALING SEC 26-13 AND CREATING SEC 26-13 THROUGH SEC 26-17 RELATED TO THE REGULATION OF ELECTRIC SCOOTERS/E-BICYCLES

BE IT ORDAINDED by the Village Board of Trustees, Village of Harrison, Outagamie and Calumet Counties, Wisconsin as follows:

Remove existing Sec 26-13: Neighborhood Electric Vehicles:

~~(a) Definition. "Neighborhood electric vehicle" means a vehicle subject to Wis. Stats. § 340.01(26h).~~

~~(b) *Regulation.*~~

~~(1) A neighborhood electric vehicle may be operated on any roadway that has a speed limit of 35 miles per hour or less within the boundaries of High Cliff State Park for the purposes of official maintenance and operations to the state park only.~~
~~(2) A neighborhood electric vehicle may not be operated on a connecting highway or an intersection where the roadway crosses a state trunk highway.~~
~~(3) Each person operating a neighborhood electric vehicle on a roadway within the boundaries of High Cliff State Park, in the village shall be granted all of the rights and be subject to all of the duties applicable to a driver of any motor vehicle in the state, including maintaining insurance as required by state law, except as to the special regulations in this section and except as to those provisions which by their nature do not apply to the operation of a neighborhood electric vehicle.~~
~~(4) Each person operating a neighborhood electric vehicle on a roadway within the boundaries of High Cliff State Park shall observe all traffic laws and local ordinances regarding the rules of the road. A neighborhood electric vehicle shall not be operated on any public roadway with a posted speed limit greater than 35 miles per hour.~~
~~(5)The DNR shall create a brochure that outlines this section with a map of the park boundaries for visitor use.~~

~~(c) *Enforcement/maintenance.* Nothing in this section shall obligate the village to provide roadway maintenance, repair or similar services for the roadways, streets or paths within the boundaries of High Cliff State Park. Nor shall anything in this section obligate the village to provide law enforcement or other similar services within the boundaries of High Cliff State Park.~~

~~(d) *Penalties.*~~
~~(1) Any person who shall violate any state traffic law in a neighborhood electric vehicle may be issued a uniform traffic citation and be subject to the penalties provided by the Uniform State Traffic Deposit Schedule.~~

~~(2) The penalty for violation of any provision of this chapter shall be a forfeiture, together with the cost of prosecution imposed as provided together with the cost of prosecution as set forth in the state uniform bond/bail schedule, as amended from time to time~~.

Replace with the following language as Sec. 26-13: Definitions:

Bicycle, as defined in Wis. Stats. § 340.01 (5).

Electric bicycle, as defined in Wis. Stats. § 340.01 (15ph).

Electric personal assistive mobility device, as defined in Wis. Stats. § 340.01 (15pm).

Electric scooter, as defined in Wis. Stats. § 340.01 (15ps).

Golf cart, as defined in Wis. Stats. § 23.33(1)(fm)

Low-speed vehicle, as defined in Wis. Stats. § 340.01 (27h).

Moped, as defined in Wis. Stats. § 340.01 (29m).

Motor bicycle, as defined in Wis. Stats. § 340.01 (30).

Motorcycle, as defined in Wis. Stats. § 340.01 (32).

Add Sec. 26-14: Regulation of Electric Scooters/E-bicycles:

(a) Limitations of use on highways, streets or other roadways. As authorized pursuant to Wis. Stats. § 349.237 (1), No person shall operate or ride upon any electric scooter/E-Bicycle on public roads and highways within the village having a speed limit of more than 35 miles per hour, unless the street or road has a designated bicycle lane.

(b) Use on sidewalks, bicycle ways, and trails. A person may operate an electric scooter/e-bicycle upon any sidewalk, bicycle way, walking or recreational trail except as otherwise allowed by state law or this Chapter. Every person operating an electric scooter.e-bicycle upon a sidewalk, bicycle way, walking or recreational trail shall yield the right-of-way to any pedestrian or bicyclist and shall exercise due care and give an audible signal when passing a bicycle or other electric scooter or a pedestrian proceeding in the same direction.

(c) Parking restricted. As authorized pursuant to Wis. Stats. § 349.237 (3), no person shall park or cause to be parked electric scooters/e-bicycles on roadways, sidewalks, bicycle lanes or bicycle ways in the village.

(d) Short-term commercial rental. As authorized pursuant to Wis. Stats. § 349.237 (4), short-term commercial rental of electric scooters/e-bicycles is prohibited in the village.

(e) Single Rider Requirement. It shall be unlawful for more than one person to ride on a single electric scooter at any time, regardless of the scooter’s design or capacity. No operator of an electric scooter shall permit another person to ride on the scooter with them, whether standing, sitting, or otherwise positioned on the device.

Add Sec. 26-15: Regulation of Neighborhood Electric Vehicles and Low-Speed Vehicles

(a) Restricted from operation. As authorized pursuant to Wis. Stats. § 349.26 (1m), neighborhood electric vehicles and low-speed vehicles shall not be allowed to operate on public roads and highways within the village.

Add Sec. 26-16: Helmets

(a) Any person less than 16 years of age operating or riding on a bicycle, electric bicycle or electric scooter on a public roadway, bicycle way, or any other public right-of-way under the jurisdiction and control of the Village shall wear a protective helmet designed for bicycle safety. Such helmets shall meet or exceed the impact standards for protective bicycle helmets set by the American National Standards Institute (ANSI) or the Snell Memorial Foundation.

(b) A person under 16 years of age shall not operate a bicycle, unicycle, skateboard or scooter, nor shall he or she wear in-line or roller skates, nor ride upon a bicycle, unicycle, skateboard, scooter, or in-line or roller skates as a passenger, at a public skateboard recreation facility under the jurisdiction and control of the Village unless that person is wearing a properly fitted and fastened protective helmet that meets or exceeds the impact standards for bicycle helmets set by the American National Standards Institute (ANSI) or the Snell Memorial Foundation, or standards subsequently established by those entities.

(c) No parent or guardian of any child shall authorize or knowingly permit such child to violate any of the provisions of this section.

(d) This section applies to a child seated in an auxiliary child's seat or trailer designed for attachment to a bicycle.

Add Sec. 26-17: Enforcement Procedures

(a) Juveniles under 14 years of age. The following enforcement procedure shall apply to violations committed by juveniles under 14 years of age:

(1) *First Offense*. For a first offense, a bicycle violation warning ticket is issued. The child is released. Parents are notified by the public safety officer.

(2) Second offense, a bicycle violation warning ticket is issued. The child is released. Parents are notified by the designated safety officer. Parents are advised that they are responsible for their child's action and that future violations could result in the parent being cited into court under Wis. Stats. § 346.77.

(3) *Third Offense*. For a third offense, a bicycle violation ticket is issued. Parents are notified by the public safety officer.

(b) Juveniles 14—18 Years of Age. The following enforcement procedure shall apply to violations committed by juveniles 14—18 years of age:

(1) The officer may issue a warning.

(2) The officer may issue a municipal citation.

Add Sec. 26-18 Penalties

(a) In the case of municipal or traffic citations, penalties will be determined by using the Uniform State Traffic Deposit Schedule or the bond amount set by the village for municipal ordinance violations.

(b) Except as provided herein, violation of this section is punishable by a forfeiture of not more than $50. The parent or legal guardian having control or custody of a minor whose conduct violates this section shall be jointly and severally liable with the minor for the amount of a forfeiture imposed pursuant to this section.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 30h day of September 2025.

_____

Scott Handschke, Village President

_____

Attest: Meghan Winkler, Village Clerk

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Ordinance V25-13: Unauthorized Presence on School Property

Recommended Action: Motion to approve Ordinance V25-13: Unauthorized Presence on School Property

Background and Additional Information:
Based on a request from the School Resource Officer at Kimberly School District and the Calumet County Sheriff's Office, Harrison and Combined Locks are being requested to add this ordinance to protect schools and be able to install loitering signage. The Village of Kimberly already this ordinance in place.

This ordinance was reviewed by the Village Attorney and he had no issues.

Budget Impacts: None

Attachments: Ordinance V25-13

VILLAGE OF HARRISON
CALUMET AND OUTAGAMIE COUNTIES

ORDINANCE V25-13

AN ORDINANCE ADDING SECTION 16-7: UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY

BE IT ORDAINDED by the Village Board of Trustees, Village of Harrison, Outagamie and Calumet Counties, Wisconsin as follows:

ADD Section 16-7 in Chapter 16: Unauthorized presence on school property is hereby added and read as follows:

(a). It shall be unlawful for any person, except as provided in Subsection B hereof, to be present in, loiter or enter into any public school building, school parking lot or on any public school grounds without the permission of the school principal, custodian or other person in charge thereof between 7:30 a.m. and 4:30 p.m. on official school days.

(b) This section shall not apply to:

(1) Students regularly enrolled in public schools who have not been properly ordered by the school principal, custodian or other person in charge thereof to leave the school building or school grounds;

(2) Persons coming into the school building or school grounds for the purpose of attending scheduled school or civic functions or making use of the recreational facilities located upon or within school premises, but as to such attendance or use, this exception shall apply only to the portion of the premises on which facilities are located and during the hours such facilities are specifically open to the general public or an invited portion thereof; or

(3) Parents or legal guardians of a regularly enrolled student. However, such parent or legal guardian may be required to register at the school office.

(c)The exceptions set forth in Subsection B shall not apply to any person who, while in school buildings or on school grounds, commits or attempts to commit any act prohibited by statute or ordinance.

(d) All entrances to the school buildings shall be posted with a notice stating "Entry into School Building by Unauthorized Persons Prohibited." All school grounds shall be posted with a notice stating "Entry upon School Grounds by Unauthorized Persons Prohibited."

Adopted by the Village Board of the Village of Harrison, Wisconsin this 30h day of September 2025.

_____
Scott Handschke, Village President

_____
Attest: Meghan Winkler, Village Clerk

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Municipal Code Update: Chapter 2- Administration, Chapter 4- Alcohol, Chapter 6- Animals, Chapter 12- Environment - Discussion Only

Recommended Action: Motion to table until the November meeting to obtain public input.

Background and Additional Information:
The Village contracted with McMahon to assist in updating the municipal code. Staff and McMahon have reviewed four chapters. The chapters include, 2, 4, 6, and 12.

The attached chapters include the tracked changes of the changes made to each chapter.

Village staff is requesting this item be held until November. During this time, the four chapters will be posted on the Village website and social media posts will be released asking for public input prior to the November meeting. Going forward all future chapters will be posted on this page as well until all are completed and then they will be shared with Municode for incorporation into our code book.

Chapter 12 was expedited because it involves updates to long grass and weeds ordinance to allow staff to utilize the language sooner.

Budget Impacts: None

Attachments: Chapter 2, 4, 6 and 12

CHAPTER 2 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 2-1. Village powers adopted.

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

(Res. of 2-5-1990)

Secs. 2-2—2-09. Reserved.

ARTICLE II. ETHICS CODE

Sec. 2-10. Statement of purpose.

a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this article, a code of ethics for all village officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the village.

b) The purpose of this ethics code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the village and by directing disclosure by such officials of private financial or other interests in matters affecting the village. The village board believes that a code of ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this village in their elected and appointed officials and employees. The village board hereby reaffirms that each elected and appointed official and employee holds their position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this ethics code and such rules and regulations as may be established are hereby declared to be in the best interests of the village.

Sec. 2-11. - Definitions.

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

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

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

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

Personal interest means the following specific blood or marriage relationships:

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

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

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

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

Sec. 2-12. Statutory standards of conduct.

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

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

b) Compliance with state ethics law.

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

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

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

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

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

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

Sec. 2-13. Responsibility of public office.

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

Sec. 2-14. Dedicated service.

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

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

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

Sec. 2-15. Fair and equal treatment.

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

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

(c) *Obligations to citizens.* No official or employee shall use or attempt to use their position with the village to secure any advantage, preference or gain, over and above their rightful remuneration and benefits, for themself or for a member of their immediate family.

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

Sec. 2-16. Conflict of interest.

(a) Financial and personal interest prohibited.

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

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

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

(4) Any village employee who has a financial interest or personal interest in any proposed legislative action of the village board or any board, commission or committee upon which the employee has any influence or input, or of which the employee is a member, who is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the

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

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

(c) *Gifts and favors.*

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

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

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

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

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

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

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

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

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

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

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

(g) It shall not be a conflict of interest for Village Board Members that are members of Village of Harrison Fire Rescue to participate in debate or discussion and vote on various matters pertaining to the fire department, with the exception of any hourly wage changes that they are personally currently earning.

Sec. 2-17. Advisory opinions.

Any questions as to the interpretation of any provisions of this code of ethics article shall be referred for an advisory opinion from the village manager, who, in turn, shall decide whether or not to obtain a written opinion of counsel regarding the ethics pertaining to either state law or the interpretation of this article. Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

Sec. 2-18. Hiring relatives.

(a) This section governs the proposed hiring of individuals for full-time or part-time work as village employees who are members of the immediate family of village employees or elected officials. The term "immediate family" includes those relatives by blood or marriage defined in section 2-11 definition of personal interests.

(b) Hiring an immediate family member of any current elected village official for any full time position is prohibited.

(c) Hiring an immediate family member of any current village employee is discouraged and will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. It is required that either the current employee or the relative seeking employment will make the personal interest relationship known to the hiring authority (department head, village administrator or village board) before a hiring decision is made; in every case, the decision to hire an immediate family member or former spouse will be subject

to village manager approval, with notice, before the new employee is permitted to begin work. Marriage between two individuals already employed by the village or their relatives will not be considered a violation of this policy.

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

Secs. 2-19—2-20. Reserved.

ARTICLE III. LEGISLATIVE BODY[1]

Sec. 2-21. The Village Board

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

B. *Term of Office.*

(a) The six trustees term of office shall be two (2) years with three (3) trustees being elected in even numbered years and three (3) trustees being elected in odd numbered years.

(b) The Village President shall be elected in odd numbered years for a term of two (2) years.

Sec. 2-22. Meetings

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

Secs. 2-23—2-49. Reserved.

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

ARTICLE IV. OFFICERS AND EMPLOYEES

DIVISION 1. GENERALLY

Secs. 2-50. Appointed Officials

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

Secs. 2-51—2-97. Reserved.

Secs. 2-77—2-97. Reserved.

ARTICLE IV. BOARDS, COMMISSIONS, AND COMMITTEES

DIVISION 1. GENERALLY

Secs. 2-98—2-122. Reserved.

DIVISION 2. PLAN COMMISSION[2]

Sec. 2-123. Village plan commission created.

(a) Authority. A Village Plan Commission is hereby created and shall operate as an advisory board under the provisions of Wis. Stats. §62.23.

(b) Composition. The Plan Commission shall consist of seven members; one village board member and six citizens. The members shall be people whose experience and qualifications are of such kind and nature as to prepare them to discharge the duties required of them. Desirable qualifications include strong analytical skills (ability to read maps and plan proposals and assess potential land use impacts) and knowledge of diverse fields such as land use laws, real estate, construction, natural resources, economic development, local government, policy development, and other related fields.

(c) Village Board Member. A village trustee shall be appointed by the Village President and approved by a majority vote at the first meeting of the Village Board held after the Spring Election and shall serve for 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) (f) (c).

(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.

(f) Vice-chair and Secretary. The Plan Commission shall select a Vice-chair for a term of one year. The secretary shall be the Village Planner, Planning Assistant or their designee.

(g) Removal. Except as provided in Wis. Stat. sec. 60.30 (1e) (c) and (f), any appointed village officers may be removed, at pleasure, by a majority vote of all the members of the village board per Wis. Stat. sec. 17.13(1).

(h) Vacancy. Should any vacancy occur among the members by reason of death, resignation, disability, removal, or otherwise, immediate notice thereof shall be given to the President and the Village Board. A replacement to fulfill the unexpired term shall be appointed as soon as feasibly possible and a qualified individual is available.

The Village Plan Commission shall have all of the rights, duties and obligations established for it, pursuant to Wis. Stats. § 62.23 and shall operate within the rules of that statute and the interpretations thereof. (Ord. No. 76(Ser. 2001), 4-24-2001; Ord. No. 11-155, 4-26-2011; Ord. No. V17-14, 8-8-2017; Ord. No. V19-09, 9-24-2019) Ord No V25-05

Commented [C1]: If not selecting the vice-chair and secretary from the appointed commissioners:
1.Need to add that the Secretary is a non-voting member.
2.Except for the minutes (and that's only since 2021) the duties of the secretary have been the assistant planner's duties.

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

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

(a) *Presiding Officer.*

(1) Preside at all meetings of the commission.

(2) Call special meetings of the commission in accordance with the bylaws.

(3) Sign documents authorized by the commission and the village board.

(4) Conduct all commission meetings in accordance with Roberts Rules of Order.

(b) *Vice-chair.* During the absence, disability or disqualification of the chairman, the vice-chair shall exercise or perform all the duties and be subject to all responsibilities of the presiding officer.

(c) *Secretary.*

(1) Keep the minutes of all meetings of the commission in an appropriate minute book and forward to the Village Clerk.

(2) Give or serve all notices required by law or by the bylaws.

(3) Prepare the agenda for all meetings of the commission in coordination with the Village Planner/Assistant Planner.

(4) Be custodian of commission records.

(5) Inform the commission of correspondence relating to business of the commission and distribute such correspondence.

(6) Cosign official documents as required by the commission and the village board.

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

Secs. 2-125—2-130. Reserved.

DIVISION 3. COMMITTEE OF THE WHOLE

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

(a) *Composition.* The committee of the whole shall be comprised of the village president as chair~~man~~person and the entire village board. The village clerk and village manager shall be required to attend all committee of the whole meetings.

(b) *Quorum.* Four trustees, including the village president, shall constitute a quorum of the committee of the whole, but a lesser number may adjourn from time to time to compel the attendance of absent members.

(c) *Nonofficial action.*

(1) The committee of the whole shall meet for the purpose of discussing all matters pertinent to the Village of Harrison. Unless it may be noticed and recorded as a special meeting of the village board of trustees, a meeting of the committee of the whole shall not have the power or be construed to be official action of the village board of trustees.

(2) All actions of the committee of the whole, be they deliberations, recommendations or formal actions, shall be thereinafter voted upon at regular or special meeting of the village board of trustees.

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

Secs. 2-132—2-140. Reserved.

DIVISION 4. BOARD OF REVIEW

Sec. 2-141. Board of review created.

(a) *Membership.* The board of review shall consist of:

(1) Three village trustees. Additional trustees will be appointed as alternatives,.

(2) In addition to the three members, the village clerk shall serve as a non-voting member of the board.

(3) The village assessor shall attend all meetings of the board of review.

(b) *Training.* No board of review may be constituted unless it includes at least one voting member who, within one year of the board's first meeting, has attended a training session under Wis. Stats. § 70.46. The village clerk shall provide an affidavit to the department of revenue stating whether the requirement has been fulfilled.

(c) *Duties.* The duties and functions of the board of review shall be in accordance with Wis. Stats. § 70.47.

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

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

Secs. 2-142—2-150. Reserved.

DIVISION 5. FIRE COMMISSION

Sec. 2-151. Fire commission created.

(a) The Village of Harrison Board of Fire Commissioners, also known as the Village of Harrison Fire Commission, is hereby established pursuant to Wis. Stats. § 61.65(2)(b)(1).

(b) *Commission membership.* The Village of Harrison Fire Commission shall consist of five citizen members, none of whom may simultaneously be elected or appointed officials of the village, nor may the members be employees of the village. Three members shall constitute a quorum.

(c) *Appointment and terms of members.* The village president shall appoint, subject to confirmation of the village board, the members of the commission. The village president shall annually, at the April Village Board meeting , appoint in writing to be filed with the secretary of the Fire Commission, one member per year for the term of five years. All terms shall expire on their appointed year, on the date that the village president appoints new members. Members of the commission shall be compensated for their service with paid per diem as per village policy. All vacancies shall be filled by appointment by the village president for the unexpired term subject to confirmation by the village board.

(d) *Meetings.* The members of the commission shall meet within 30 days of the village president's regularly scheduled annual appointment of a new member, for the selection of officers. The commission shall meet at least one time per year as required herein for its organizational meeting and may meet more frequently thereafter as necessary to discharge its duties. The commission may adopt rules as allowed by law to more effectively conduct its affairs. All commission meetings shall be open to the public, except as provided by the Wisconsin Open Meetings Law, Wis. Stats. § 19.84 et seq., and Wis. Stats. § 62.13. The commission shall have the powers and duties as provided herein or otherwise provided by law, including Wis. Stats. § 62.13, with the exception of the optional powers enumerated in Wis. Stats. § 62.13(6).

(e) *Officers.* Officers shall be elected by and from among the sitting commission members for a one-year term. There shall be a chairperson, a vice-chairperson and a secretary. Each of the five commission members shall have an equal vote for all matters brought before the commission for consideration. The commission members may appoint a non-commission person to act as assistant secretary, to assist in the duties of secretary.

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

Sec. 2-152. Officers duties and responsibilities.

Board officers shall have the following duties and responsibilities:

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

a. Preside over all meetings and hearings and ensure their orderly conduct;

b. Accept filing of written charges against chiefs and subordinates;

c. Issue subpoenas for the attendance of witnesses at hearings pursuant to Wis. Stats. § 62.13(5)(d);

d. Administer oaths to witnesses appearing before the board;

e. Formally ready the charge(s) to the accused at any hearing, including the provisions alleged to have been violated;

f. Ask question and control questions asked by other board members during any hearing;

g. Ensure standards for procedural due process are afforded the accused at any hearings; and

h. Adjourn commission proceedings.

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

(3) *Secretary.* The secretary shall:

a. Conduct all correspondence of the commission, send all notices required by law, ordinance or these rules, or as otherwise requested by the commission;

b. Cause to be published such official notices as are required;

c. Attend and keep a record of all commission proceedings, including the preservation of testimony and any evidence received by the commission at any hearings in a permanent record and to certify such record to the Circuit Court when required by law;

d. Maintain the minutes of each meeting and hearing, with said minutes being signed by the secretary and chairperson upon approval by the commission;

e. Provide copies of all commission minutes to each commission member as soon as possible and file a copy of said minutes with the village clerk;

f. Accept filing of all appointments under Wis. Stats. § 62.13(1); and

g. Accept for filing all findings and determinations of the commission relative to disciplinary actions and commission orders, all of which shall be filed within three (3) days of their adoption pursuant to Wis. Stats. § 62.13(5)(f).

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

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

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

(2) The chief of the fire department shall have the right to summarily suspend or remove any subordinate who is on probationary status without the necessity of granting said subordinate a hearing. In addition, thereto, the commission may suspend or remove the chief summarily in the same manner, if said chief is employed on a probationary status.

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

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

Secs. 2-153—2-160. Reserved.

DIVISION 6. STANDING JOINT REVIEW BOARD

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

(a) *How constituted.*

(1) The joint review board shall consist of five people appointed as follows:

a. One representative appointed by the school district that has power to levy taxes on the property within the TID.

b. One representative appointed by the technical college district that has power to levy taxes on the property within the TID.

c. One representative appointed by the county that has power to levy taxes on the property within the TID.

d. One representative appointed by the village. This representative shall be appointed by the president subject to confirmation by the village board.

e. One member of the general public. This member shall be appointed by majority vote of the other four members at the first meeting of the standing joint review board.

(2) If more than one school district, more than one union high school district, more than one elementary school district, more than one technical college district, or more than one county has the power to levy taxes on the property within the TID, the unit in which is located property of the tax incremental district that has the greatest value shall choose that representative to the board.

(3) Each entity identified in paragraphs (a)(1)a. and b. above shall be allowed to appoint a primary representative and one or more alternate to attend meetings of the joint review board. Any alternate member shall have the same voting authority as the primary member.

(b) *Terms.* The joint review board shall remain in existence for the entire time that any TID exists in the village. Each entity required to appoint a member to the joint review board shall be responsible for creating its own procedure to appoint a representative to the joint review board. On or before June 1 of each year, each entity shall notify the village clerk in writing in order to identify the person that will be representing the entity at the upcoming annual meeting of the joint review board. That person shall be the person designated to receive notice of future joint review board meeting until the village clerk is notified in writing that an entity has appointed a different person.

(c) *Duties.*

(1) The joint review board shall meet annually on or before July 1, or as soon as the annual report for any TID becomes available, in order to review the annual report(s) and to review the performance and status of each TID governed by the joint review board.

(2) The joint review board shall meet at any time the village desires to create a new TID, amend an existing project plan, have an existing TID incremental base re-determined, or incur project costs as described in Wis. Stats. § 66.1105(2)(f)(1)(n) for an area that is outside of the TID's boundaries.

(3) In addition to the procedure set forth in paragraphs (c)(1) and (2) above, a meeting of the joint review board may be called upon by any member.

(4) The joint review board shall appoint the public member and elect a chairperson at the first meeting of the standing joint review board. Subsequent appointments to fill vacancies of the public member or to re-elect a chairperson shall occur at the annual meeting or prior to the public hearing described under Wis. Stats. § 66.1105(4)(a) or (h)1. is held.

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

Secs. 2-162—2-165. Reserved.

ARTICLE V. FINANCE

Sec. 2-166. Purchasing and Disposal Policy.

A Purchasing and Disposal Policy to provide an efficient procurement process while maintaining the appropriate oversight of taxpayer funds shall be approved by the Village Board and is filed in the Finance Director/Treasurer's Office. The provisions of Wisconsin State Statute Section 61.54 and 62.15 shall take precedence over any portion of the policy if there is a conflict.

Sec. 2-167. Claims against Village

a) Payments may be made from the Village treasury after the Treasurer or Clerk of the Village audits and approves each claim as proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:

(1) Funds are available pursuant to the budget.

(2) The item or service was duly authorized by the proper official or agency and has been received or rendered in accordance with the local procurement policy.

(3) The claim is accurate in amount, and a proper charge against the treasury.

b) Village Board approval of claims.

(1) No claim or demand against the Village, except as provided in Subsection (c) of this section, shall be paid until it has been approved by the Village Board and an order drawn by the Village Director of Finance. Every claim shall be itemized and certified as provided in Subsection (a).

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

c) Special processing of claims.

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

(a) Bond payments.

(b) Court-related payments.

(c) Debt service payments.

(d) Escrow releases.

(e) Mobile home and hotel/motel tax payments.

(f) Payroll/payroll liabilities.

(g) Postage.

(h) Refunds.

(i) Sewage treatment plant expenses.

(j) Tax liabilities, including settlements.

(k) Utility bills (ex. telephone, electric, water, etc).

(l) Insurance payments, such as workers' compensation or property insurance.

(m) Miscellaneous purchases as determined in the Village Purchasing Policy.

(n) Emergency purchases as determined by the Purchasing Policy

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

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

Sec. 2-168. Monthly report required.

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

(Ord. No. 38, § 2, 4-11-1996)

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

(a) For purposes of this section a "nominal" overpayment or underpayment shall be an amount which does not exceed a $5.00 difference toward any tax, fee, or other obligation to the village or utility.

(b) As an administrative convenience, the village or utility shall retain any nominal overpayment and shall not process a refund of the same absent appropriate demand for refund by the payer of the overpayment.

(c) As an administrative convenience, the village or utility may opt to not pursue any nominal underpayment owed by a resident or utility customer or vendor.

(d) A nominal overpayment or underpayment pursuant to the provisions of this section shall be credited or debited to the General Fund for village transactions and to the customer accounts funds for utility transactions pursuant to any regulations by the public service commission.

(Ord. No. V22-21, § I, 12-13-2022)

ARTICLE VI. ACCESS TO AND MAINTENANCE AND DESTRUCTION OF PUBLIC RECORDS[2]

Sec. 2-190. Definitions.

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

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

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

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

(a) The term "record" includes, but is not limited to, handwritten, typed or printed pages, e-mails, maps, charts, photographs, films, recordings, tapes, including computer tapes and computer printouts.

(b) The term "record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to their office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

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

(Ord. No. 07-124, § 1, 5-29-2007)

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

(a) Except as provided under section 2-196, each officer and employee of the village shall safely keep and preserve all records received from their predecessor or other persons and required by law to be filed, deposited or kept in their office or which records are in the lawful possession or control of the officer or employee or their deputies or to the possession or control of which he or they may be lawfully entitled as such officers or employees.

(b) Upon the expiration of an officer's term of office, or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to their successor all records then in their custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the village clerk. If a vacancy occurs before a successor is selected

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

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

(Ord. No. 07-124, § 2, 5-29-2007)

Sec. 2-192. Legal custodians.

(a) Each elected official is the legal custodian of their records and the records of their office, but the official may designate an employee of the village to act as the legal custodian of said records.

(b) Unless otherwise prohibited by law, the village clerk or his designee shall act as legal custodian for the village board and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the village board.

(c) In all other cases, the village manager, village attorney and each village department head shall be the legal custodian for all public records emanating from, deposited with, and relating to the work of said office or department.

(d) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee.

(e) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Wis. Stats. §§ 19.21 through 19.39, and under this article. The designation of a legal custodian does not affect the powers and duties of an authority under this article.

(f) Public records may be requested, inspected and copies obtained during the regular business hours of the various departments where the record is maintained.

(Ord. No. 07-124, § 3, 5-29-2007)

Sec. 2-193. Public access to records.

(a) Except as provided in section 2-195, any person has a right to inspect a record and/or to receive a copy of any record as provided in Wis. Stats. § 19.35(1).

(b) Notwithstanding par (c), the legal custodian shall impose upon the requestor a;; applicable fees for a requested record as permitted in Wis. Stats. 19.35(3), and as determined by the Village Fee and Penalty Schedule.

(c) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record, if the record is irreplaceable or easily damaged.

(d) Pursuant to Wis. Stats. § 19.34, and the guidelines therein listed, the authority shall adopt, prominently display, and make available for inspection and copying at its offices for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make request for records or obtain copies of records and the cost thereof. Each authority shall prominently display said notice in a public space within each of its buildings.

(Ord. No. 07-124, § 4, 5-29-2007)

Sec. 2-194. Access procedures.

(a) A request to inspect or copy a record shall be made to the legal custodian of the records affected by the request. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to the subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Wis. Stats. § 19.37. Except as provided hereinafter, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

(b) Each custodian, upon request for any records, shall as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons, therefore. If the legal custodian, after conferring with the village attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance.

(c) A request for a record may be denied as provided in section 2-195. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Wis. Stats. § 19.37(1), or upon application to the attorney general or the district attorney.

(Ord. No. 07-124, § 5, 5-29-2007)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Ord. No. 07-124, § 6, 5-29-2007)

Sec. 2-196. Destruction of records.

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

(1) After a request for inspection or copying a record has been received under section 2-193 and until the request is granted or until at least 90 days after the request is denied; or

(2) After written notice has been received that an action relating to a record has been commenced under Wis. Stats. § 19.37 and until all litigation and appeals regarding that action have concluded.

(3) Without providing at least sixty (60) days' notice in writing to the Wisconsin Historical Society (WHS), unless the requirement is waived per WHS in writing, or per Wis Stats. 19.21 (5) (d), or as noted by the Wisconsin Public Records Board in its General and Municipal Records Schedule.

(b) *Village records.* The village clerk, custodian or their designee, may destroy the following public records after the expiration of the designated retention periods. Except for village board minutes, ordinances and resolutions which are to be retained permanently, the state historical society has waived the required statutory notification prior to destruction of records per Wis. Stats. § 19.21(5)(d) for the records listed below:

(1) Wisconsin municipal and related records;

(2) Administrative and related records;

(3) Budget and related records;

(4) Financial and accounting and related records;

(5) Fleet and aircraft and related records;

(6) Human resources and related records;

(7) Payroll and benefits and related records;

(8) Purchasing and procurement and related records.

(Ord. No. 07-124, § 7, 5-29-2007)

Sec. 2-197. Preservation through electronic measures.

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

(Ord. No. 07-124, § 8, 5-29-2007)

CHAPTER 4 ALCOHOLIC BEVERAGES[1]

ARTICLE I. IN GENERAL

Sec. 4-1. Definitions.

As used in this chapter the terms "alcoholic beverages," "intoxicating liquor," "principal business," "legal drinking age," "premises," "sell," "sold," "sale," "restaurant," "club," "retailer," "person," "fermented malt beverages," "wholesalers," "retailers," "operators," and "non-intoxicating beverages" shall have the meaning given them by Wis. Stats. ch. 125.

(Ord. No. 105-2005, § 1(1.2), 1-25-2005)

Sec. 4-2. Penalties.

(a) Forfeitures for violations of Wis. Stats. §§ 125.07(1) through (4) and 125.09(2), adopted by reference in section 4-3, shall conform to the forfeiture penalty permitted to be imposed for violations of the comparable state statute, including any variations or increases for subsequent offenses.

(b) Any person who shall violate any provision of this chapter except as otherwise provided in subsection (a) of this section or who shall conduct any activity or make any sale for which a license is required without a license~~,~~ shall be subject to a forfeiture as provided in section 1-7.

(c) Nothing herein shall preclude or affect the power of the sentencing court to exercise additional authorities.

(Ord. No. 105-2005, § 3(3.1), 1-25-2005)

Sec. 4-3. State statutes adopted.

The provisions of Wis. Stats. ch. 125 relating to the sale of intoxicating liquor and fermented malt beverages, except provisions therein relating to penalties to be imposed, are hereby adopted by reference and made a part of this chapter as if fully set forth herein. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this chapter. Any future ~~amendment~~amendments, revisions or modifications of the statutes incorporated herein are intended to be made a part of this chapter in order to secure uniform statewide regulation of alcohol beverage control. A copy of the statutes referenced herein shall be maintained and made available for public inspection in the office of the village clerk.

(Ord. No. 105-2005, § 1(1.1), 1-25-2005)

State law reference(s)—Public records law, Wis. Stats. §§ 19.31—19-37.

Secs. 4-4—4-24. Reserved.

[1]State law reference(s)—Alcohol beverages, Wis. Stats. ch. 125.

ARTICLE II. FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR

Sec. 4-25. License required.

No person shall vend, sell, deal or traffic in or have in their~~his~~ possession with intent to vend, sell, deal or traffic in or, for the purpose of evading any law or ordinance, give away any intoxicating liquor or fermented malt beverage in any quantity whatsoever, or cause the same to be done, without having procured a license, as provided in this chapter nor without complying with all the provisions of this chapter, and all statutes and regulations applicable thereto, except as provided by Wis. Stats. §§ 125.16, 125.27, 125.28 and 125.51.

(Ord. No. 105-2005, § 1(1.3), 1-25-2005)

Sec. 4-26. Classes of licenses.

(a) *Reserve "Class B" licenses.* A reserve "Class B" license means a license that is not granted or issued by the village on December 1, 1997, and that is counted under Wis. Stats. § 125.51(4)(br), which, if granted or issued, authorized the sale of intoxicating liquor to be consumed by the glass only on the premises where sold, and also authorized the sale of intoxicating liquor in the original package or container in multiples not to exceed four liters at any one time, to be consumed off premises; except that wine may be sold in the original package or otherwise in any other quantity to be consumed off the premises.

(b) *Temporary Class "B" fermented malt beverage license.* Application for such license shall be signed by the president or corresponding officer of the society or association making such application and shall be filed with the village clerk together with the appropriate license fee for each day or up to three consecutive days for which the license is sought. The application shall identify all person(s) in charge of the event, who~~m~~ shall be subject to a criminal background check. Any person submitting false information on an application shall be subject to a forfeiture of $200.00 and will be ineligible to apply for a temporary Class "B" license for one year. The license shall specify the hours and dates of license validity. The application shall be filed a minimum of 15 days prior to the beginning of the proposed event. Applications from first-time applicants~~,~~ or previously approved applicants whose proposed event is different in any material way from the previously approved events, making substantial changes to previous plans, shall be reviewed by the village board. In all other cases, the village clerk may approve such an application. If the application is for a license to be used in a village park, the applicant shall specify the main point of sale facility.

(c) *Temporary "Class B" wine license.* Application for such license shall be signed by the president or corresponding officer of the society or association making such application and shall be filed with the village clerk together with the appropriate license fee for each day or up to three consecutive days for which the license is sought. The application shall identify all person(s) in charge of the event, who~~m~~ shall be subject to a criminal background check. Any person submitting false information on an application shall be subject to a forfeiture of $200.00 and will be ineligible to apply for a temporary "Class B" wine license for one year. The license shall specify the hours and dates of license validity. The application shall be filed a minimum of 15 days prior to the beginning of the proposed event. Applications from first-time applicants~~,~~ or previously approved applicants whose proposed event is different in any material way from the previously approved events, making substantial changes to previous plans, shall be reviewed by the village board. In all other cases, the village clerk may approve such an application. If the application is for a license to be used in a village park, the applicant shall specify the main point of sale facility.

(Ord. No. 105-2005, § 1(1.4), 1-25-2005; Ord. No. V17-06, 4-11-2017)

Sec. 4-27. License fees.

There shall be the following classes of licenses which, when issued by the village clerk under the authority of the village board, after payment of the license fee and publication costs hereinafter specified, which shall be within the statutory maximum and minimum, and shall permit the holder to sell, deal or traffic in intoxicating liquors or fermented malt beverages:

(a) *Class "A" fermented malt beverages retailer's license.* The annual fee for this license shall be in accordance with the village board's current fee schedule. The fee for a license for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license is issued.

(b) *Class "B" fermented malt beverage license.*

(1) The annual fee for this license shall be in accordance with the village board's current fee schedule. This license may be issued at any time for six months in any calendar year, for which 50 percent of the applicable license fee shall be paid; but such license shall not be renewable during the calendar year in which ~~issued~~it is issued. The fee for a license for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license is issued.

(2) A Class "B" fermented malt beverages license may also be issued to bona fide clubs, lodges or societies that have been in existence for at least six months before the date of application and to posts of veterans' organizations authorizing the sale of fermented malt beverages at a particular picnic or similar gathering and at a meeting of the post. The fee for the license shall be as prescribed by the village's fee schedule.

(c) *Temporary Class "B" fermented malt beverage license.* The fee for this license shall be per event in accordance with the village board's current fee schedule.

(d) *Temporary "Class B" wine license.* The fee for this license shall be per event in accordance with the village board's current fee schedule. However, there shall be no fee if the temporary wine license is obtained along with a temporary fermented malt beverage license.

(e) *Fermented malt beverage wholesalers' license.* The annual fee for this license shall be in accordance with the village board's current fee schedule.

(f) *"Class A" intoxicating liquor retailer's license.* The annual fee for this license shall be in accordance with the village board's current fee schedule.

(g) *"Class B" intoxicating liquor retailer's license.* The annual fee for this license shall be in accordance with the village board's current fee schedule. This license may be issued at any time for six months in any calendar year, for which 50 percent of the applicable license fee shall be paid, but such license shall not be renewable during the calendar year in which ~~issued~~it is issued.

(Ord. No. 105-2005, § 1(1.5), 1-25-2005)

Sec. 4-28. Application for license.

(a) *Contents.* Application for a license to sell or deal in intoxicating liquor or fermented malt beverages shall be made in writing on the form prescribed by the state department of revenue and shall be sworn to by the applicant as provided by Wis. Stats. §§ 887.01—887.03, and shall be filed with the village clerk not less than 15 days prior to the granting of such license. The premises shall be physically described to include every

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room and storage space to be covered by the license, including all rooms not separated by a solid wall or joined by connecting entrances.

(b) *Corporations.* Such application shall be filed and sworn to by the applicant, if an individual, or by the president and secretary, if a corporation.

(c) *Publication.* The village clerk shall publish each application for a Class "A," Class "B," or "Class C" license. There is no publication requirement for temporary Class "B" picnic beer licenses under Wis. Stats. § 125.26, or temporary "Class B" picnic wine licenses under Wis. Stats. § 125.51(10). The application shall be published in the official village newspaper for three consecutive days, unless a lesser timeframe is prescribed by Wis. Stats. ch. 125, and the costs of publication shall be paid by the applicant at the time the application is filed, as determined under Wis. Stats. § 985.08.

(d) *Amending application.* Whenever anything occurs to change any fact set out in the application of any licensee, such licensee shall file with the issuing authority a notice in writing of such change within ten days after the occurrence thereof.

(e) *License quotas.* Retail intoxicating liquor licenses issued by the village board shall be limited in number to the quota prescribed by state law.

(Ord. No. 105-2005, § 1(1.6), 1-25-2005)

Sec. 4-29. Qualifications of applicants and premises.

(a) *Residence requirements.* A retail Class "A" or Class "B" fermented malt beverage or "Class A," "Class B" or "Class B" Reserve intoxicating liquor license shall be granted only to persons, or their agents, who have been residents of the state continuously for at least 90 days prior to the date of the application.

(b) *Applicant to have a malt beverage license.* No retail "Class B" intoxicating liquor license shall be issued to any person who does not have or to whom is not issued a Class "B" retailer's license to sell fermented malt beverages.

(c) *Right to premises.* No applicant will be considered unless said applicant has the right to possession of the premises described in the application for the license period, by deed, lease, or purchase contract, which contract entails the eventual acquisition and possession of the premises.

(d) *Age of applicant.* Licenses related to alcoholic beverages shall only be granted to persons who have attained the legal drinking age.

(e) *Corporate restrictions.*

(1) No license may be issued to any corporation unless the corporation meets the qualifications under Wis. Stats. §§ 125.04(5)(a)1, 125.04(5) (a)4 and 125.04(5)(b), unless the agent of the corporation appointed under Wis. Stats. § 125.04(6) and the officers and directors of the corporation meet the qualifications of Wis. Stats. §§ 125.04(5)(a)1, 125.04(5)(a)3 and 125.04(5)(b) and unless the agent of the corporation appointed under Wis. Stats. § 125.04(6) meets the qualification under Wis. Stats. §§ 125.04(5)(a)2 and 125.04(a)5. The requirement that the corporation ~~meet~~meets the qualifications under Wis. Stats. §§ 125.04(5)(a)1 and 125.04(5)(b) does not apply if the corporation has terminated its relationship with all of the individuals whose actions directly contributed to the conviction.

(2) Each corporate applicant shall file with its application for such license a statement by its officers showing the names and addresses of the persons who are stockholders, together with the amount of stock held by such person. It shall be the duty of each corporate applicant and licensee to file with the village clerk a statement of transfers of stock within 48 hours after such transfer of stock.

(3) Any license issued to a corporation may be revoked in the manner and under the procedure established in Wis. Stats. § 125.12, when more than 50 percent of the stock interest, legal or beneficial, in such corporation is held by any person not eligible for a license under this chapter or under ~~the state~~state law.

(f) *Sales tax qualification.* All applicants for retail licenses shall provide proof, as required by Wis. Stats. § 77.61(11), that they are in good standing for sales tax purposes, i.e., hold a seller's permit, before they may be issued a license.

(g) *Separate license required for each place of sale.* A separate license shall be required for each stand, place, room or enclosure or for each suite of rooms or enclosures which are in a direct connection or communication where intoxicating liquor or fermented malt beverages are kept, sold or offered for sale; and no license shall be issued to any person, or association for the purpose of possession, selling or offering for sale any intoxicating liquors or fermented malt beverages in any dwelling house, flat or residential apartment.

(h) *Residential areas.* No Class "B" fermented malt beverage license may be issued for any premises where 40 percent or more of the property fronting on both sides of the same street in the same block whereon the premises is located is used for residence purposes, if a written objection is filed with the village clerk signed by owners of more than 80 percent of such residence property.

(i) *Off-street parking facilities.* No "Class B" intoxicating liquor license shall be issued for any premises~~,~~ unless said premises provide~~s~~ off-street parking stalls equal in number to 50 percent of the number of patrons which said premises may lawfully accommodate. This restriction shall not apply in the case of renewal licenses issued for premises licensed as of the date of the enactment of the ordinance from which this subsection was derived.

(j) *Connecting premises.* Except in the case of hotels, no person may hold both a "Class A" license and either a "Class B" license or permit, a Class "B" license or permit, or a "Class C" license for the same premises or for connecting premises. Except for hotels, if either type of license or permit is issued for the same or connecting premises already covered by the other type of license or permit, the license or permit last issued is void. If both licenses or permits are issued simultaneously, both are void.

(k) *Limitations on other business; Class "B" premises.* No Class "B" license or permit may be granted for any premises where any other business is conducted in connection with the premises, except that this restriction does not apply if the premises for which the Class "B" license or permit is issued is connected to premises where other business is conducted by a secondary doorway that serves as a safety exit and is not the primary entrance to the Class "B" premises. No other business may be conducted on premises operating under a Class "B" license or permit. These restrictions do not apply to any of the following:

(1) A hotel.

(2) A restaurant, whether or not it is a part of or located in any mercantile establishment.

(3) A combination grocery store and tavern.

(4) A combination sporting goods store and tavern in villages, villages and fourth-class cities.

(5) A combination novelty store and tavern.

(6) A bowling alley or recreation premises.

(7) A club, society~~,~~ or lodge that has been in existence for six months or more prior to the date of filing an application for the Class "B" license or permit.

(Ord. No. 105-2005, § 1(1.7), 1-25-2005)

Sec. 4-30. Investigation.

The village clerk shall notify appropriate law enforcement authorities and the fire inspector of each new application, and these officials shall inspect or cause to be inspected each application and the premises, together with such other investigations as shall be necessary to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto, including those governing sanitation in restaurants, and whether the applicant is a proper recipient of a license. A records check may also be requested from the sheriff's department. These officials shall furnish to the village ~~board,~~board the information derived from such investigation, accompanied by a recommendation as to whether a license should be granted or refused.

(Ord. No. 105-2005, § 1(1.8), 1-25-2005)

Sec. 4-31. Approval of application.

(a) No license shall be granted for operation on any premises or with any equipment for which taxes, assessments, forfeitures, or other financial claims of the village are delinquent and unpaid.

(b) No license shall be issued unless the premises conform to the sanitary, safety, and health requirements of the state building code, and the regulations of the state board of health and local board of health applicable to restaurants. The premises must be properly lighted and ventilated, must be equipped with separate sanitary toilet and lavatory facilities equipped with running water for each sex, and must conform to all ordinances of the village.

(c) Consideration for the granting or denial of a license will be based on the following:

(1) Arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322, and 111.335;

(2) The financial responsibility of the applicant;

(3) The appropriateness of the location and the premises where the licensed business is to be conducted; and

(4) Generally, the applicant's fitness for the trust to be reposed.

(d) An application may be denied based upon the applicant's arrest and conviction record, if the applicant has been convicted of a felony, unless duly pardoned, or if the applicant has habitually been a law offender. For purposes of this licensing procedure, the term "habitually been a law offender" is generally considered to be an arrest or conviction of at least two offenses, which are substantially related to the licensed activity, within the five years immediately preceding the license application. Because a license is a privilege, the issuance of which is a right granted solely to the village board, the village board reserves the right to consider the severity~~,~~ and facts and circumstances of the offense when making the determination to grant, deny, or not renew a license. Further, the board, at its discretion, may, based upon an arrest or conviction record of two or more offenses which are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more.

(Ord. No. 105-2005, § 1(1.9), 1-25-2005)

Sec. 4-32. Granting or denial of a license.

(a) In the event the application is for a "Class A" or a "Class B" intoxicating liquor license at a site not previously licensed under this chapter, the village clerk shall schedule public hearings before the village board on the

granting of the licenses and shall notify all property owners situated in the block of the site for which the license is sought and all property owners within a radius of 300 feet of the proposed site of the dates of the hearings. The notice shall be given at least ten days before the hearing and may be given by mail.

(b) Opportunity shall be given by the governing body to any person to be heard for or against the granting of any license. Upon the approval of the applicant by the village board, the village clerk shall issue to the applicant a license, upon payment by the applicant of the license fee to the village. The full license fee shall be charged for the whole or a fraction of any year.

(c) If the village board denies the license, the applicant shall be notified in writing, by registered mail or personal service, of the reasons for the denial. The notice shall also inform the applicant of the opportunity to appear before the village board and to provide evidence as to why the denial should be reversed. In addition, the notice shall inform the applicant that the reconsideration of the application shall be held in closed session, pursuant to Wis. Stats. § 19.85(1)(b), unless the applicant requests such reconsideration be held in open session and the village board consents to the request. Such written notice shall be mailed or served upon the applicant at least ten days prior to the village board meeting at which the application is to be reconsidered.

(Ord. No. 105-2005, § 1(1.10), 1-25-2005)

Sec. 4-33. Transfer and lapse of license.

(a) In accordance with the provisions of Wis. Stats. § 125.04(12), a license shall be transferable from one premises to another~~,~~ if such transfer is first approved by the village board. An application for transfer shall be made on a form furnished by the village clerk. Proceedings for such transfer shall be had in the same form and manner as the original application. The fee for such a transfer is $10.00.

Whenever a license is transferred, the village clerk shall forthwith notify the state D~~d~~epartment of R~~r~~evenue of such transfer. In the event of the sale of a business or the business premises of the licensee, the purchaser of such business or business premises must apply to the village for reissuance of said license, and the village, as the licensing authority, shall in no way be bound to reissue said license to said subsequent purchaser.

(b) Whenever the agent of a corporate holder of a license is for any reason replaced, the licensee shall give the village clerk written notice of said replacement, the reasons therefore, and the new appointment. Until the next regular meeting or special meeting of the village board, the successor agent shall have the authority to perform the functions and be charged with the duties of the original agent. However, said license shall cease to be in effect upon receipt by the village clerk of notice of disapproval of the successor agent by the state department of revenue or other peace officer of the municipality in which the license was issued. The corporation's license shall not be in force after receipt of such notice or after a regular or special meeting of the village board until the successor agent or another qualified agent is appointed and approved by the village.

(Ord. No. 105-2005, § 1(1.11), 1-25-2005)

Sec. 4-34. Numbering of the license.

All licenses shall be numbered in the order in which they are issued and shall state clearly the specific premises for which granted, the date of issuance, the fee paid, and the name of the licensee. The village clerk shall affix to the license their~~his~~ affidavit as provided by Wis. Stats. § 125.04(4).

(Ord. No. 105-2005, § 1(1.12), 1-25-2005)

Sec. 4-35. Posting licenses; defacement.

(a) Every person licensed in accordance with the provisions of this chapter shall immediately post such license and keep the same posted while in force in a conspicuous place in the room or place where said beverages are drawn or removed for service or sale.

(b) It shall be unlawful for any person to post such license or to be permitted to post it upon premises other than those mentioned in the application or knowingly to deface or destroy such license.

(Ord. No. 105-2005, § 1(1.13), 1-25-2005)

Sec. 4-36. Conditions of license.

All retail Class "A," Class "B," "Class A" and "Class B" licenses granted hereunder shall be granted subject to the following conditions, and all other conditions of this section, and subject to all other ordinances and regulations of the village applicable thereto:

(a) *Consent to entry.* Every applicant procuring a license thereby consents to the entry of police or other duly authorized representatives of the village at all reasonable hours for the purpose of inspection and search, and consents to the removal from said premises of all things and articles in violation of village ordinances or state laws, and consents to the introduction of such things and articles in evidence in any prosecution that may be brought for such offenses.

(b) *Employment of minors.* No retail "Class B" or Class "B" licenses shall employ any underage person, as defined in the state statutes, but this shall not apply to hotels and restaurants. Family members may work on the licensed premises but are not permitted to sell or dispense alcoholic beverages.

(c) *Disorderly conduct prohibited.* Each licensed premises shall, at all times, be conducted in an orderly manner, and no disorderly, riotous, or indecent conduct shall be allowed at any time on any licensed premises.

(d) *Licensed operator on premises.* There shall be upon premises operated under a "Class B" or Class "B" or "Class C" license, at all times, the licensee, members of the licensee's immediate family who have attained the legal drinking age, and/or some person who shall have an operator's license and who shall be responsible for the acts of all persons serving as waiters, or in any other manner, any fermented malt beverages to customers. No person other than the licensee shall serve fermented malt beverages in any place operated under a "Class B," Class "B" or "Class C" license unless he possesses an operator's license, or there is a person with an operator's license upon said premises at the time of such service.

(e) *Health and sanitation regulations.* The rules and regulations of the state board of health governing sanitation in restaurants shall apply to all "Class B" liquor or "Class C" licenses issued under this chapter. No "Class B" or "Class C" license shall be issued unless the premises to be licensed conforms to such rules and regulations.

(f) *Restrictions near schools and churches.* No retail Class "A," Class "B," "Class A" or "Class B" license shall be issued for premises, the main entrance of which is less than 300 feet from the main entrance of any established public school, parochial school, hospital, or church. Such distance shall be measured by the shortest route along the highway from the closest point of the maintenance entrance of such school, church, or hospital to the main entrance to such premises. This subsection shall not apply to premises licensed as such on June 30, 1947, nor shall it apply to any premises licensed as such prior to the occupation of real property within 300 feet thereof by any school building, hospital building or church building, or a restaurant located within 300 feet of a church or school, where the sale of alcohol beverages in the restaurant accounts for less than 50 percent of their gross receipts.

(g) *Clubs.* No club shall sell or give away any intoxicating liquors except to bona fide members and guests invited by members.

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(h) *Gambling prohibited.* Except as authorized by state law, no gambling or game of chance of any sort shall be permitted in any form upon any premises licensed under this chapter or the laws of the state.

(i) *Credit prohibited.* No retail Class "A," Class "B," "Class A" or "Class B" liquor or fermented malt beverage or "Class C" wine licensee shall sell or offer for sale any alcohol beverage to any person by extending credit, except hotel credit extended to a resident guest or a club to a bona fide member. It shall be unlawful for such licensee to sell alcoholic beverages to any person on a passbook or store order or to receive from any person any goods, ware, merchandise, or other articles in exchange for alcoholic beverages.

(j) *Licensee or permittee responsible for acts of help.* A violation of this chapter by a duly authorized agent or employee of a licensee under this chapter shall constitute a violation by the licensee. Whenever any licensee under this chapter shall violate any portion of this chapter, proceedings for the suspension or revocation of the license of the holder thereof may be instituted in the manner prescribed in this chapter.

(Ord. No. 105-2005, § 1(1.14), 1-25-2005)

Sec. 4-37. Closing hours.

Closing hours shall be established in conformance with Wis. Stats. § 125.32(3), and further restricted as follows:

(a) *Class "B" licenses.*

(1) No premises for which a retail "Class B" liquor or Class "B" fermented malt beverage license or "Class C" wine license has been issued shall be permitted to remain open for the sale of liquor or fermented malt beverages or for any other purpose between the hours of 2:00 a.m. and 6:00 a.m., Monday through Friday, and 2:30 a.m. and 6:00 a.m., Saturday and Sunday. There shall be no closing hours on January 1.

(2) Hotels and restaurants, the principal business of which is the furnishing of food or lodging to patrons, bowling alleys, indoor horseshoe-pitching facilities, curling clubs, golf courses and golf clubhouses, may remain open for the conduct of their regular business but shall not sell liquor or malt beverages during the closing hours of subsection (1)(a) of this section.

(b) *Carryout hours.* Between 9:00 p.m. and 8:00 a.m., no person may sell, remove, carry out or permit to be removed or carried out from any premises having a "Class A" or Class "B" license, intoxicating liquor in original unopened packages, containers or bottles or for consumption away from the premises; fermented malt beverages shall be similarly restricted between the hours of 12:00 a.m. midnight and 8:00 a.m.

(Ord. No. 105-2005, § 1(1.15), 1-25-2005)

Sec. 4-38. Restrictions on temporary fermented malt beverage or wine licenses.

It shall be unlawful for any person or organization, on a temporary basis to sell or offer to sell any alcohol beverage upon any village-owned property or privately owned property within the village, except through the issuance of a temporary Class "B" fermented malt beverage license or temporary "Class B" wine license issued by the village board in accordance with state statutes and as set forth in this section. A temporary Class "B" fermented malt beverage license or a temporary "Class B" wine license authorizing the sale and consumption of beer and/or wine on village-owned property or privately owned property may be authorized by the village board, provided the following requirements are met:

(a) *Compliance with eligibility standards.* The organization shall meet the eligibility requirements of a bona fide club, association, lodge, or society as set forth in Wis. Stats. § 125.26(6), and shall fully comply with the requirements of this section. Members of an organization thatwhich is issued a temporary license and who

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are issued operator's licenses for the event shall attend a pre-event informational meeting to learn what rules and regulations apply and what the responsibilities of the bartenders and the organization will be.

(b) *Posting of signs and licenses.* All organizations issued a temporary license shall post in a conspicuous location at the main point of sale and at all remote points of sale a sufficient number of signs stating that no fermented malt beverage shall be served to any underage person without proper identification.

(c) *Fencing.* If ~~necessary~~necessary, due to the physical characteristics of the site, the village board may require that organizations install a double fence around the main point of sale to control ingress and egress and continually station a licensed operator, security guard, or other competent person at the entrance for the purpose of checking age identification. Where possible, there shall be only one point of ingress and egress. When required, the double fence shall be a minimum of four feet high and a minimum of six feet between fences.

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(d) *Underage persons prohibited.* No underage persons, as defined by the state statutes, shall be allowed to assist in the sale of fermented malt beverages or wine at any point of sale, nor shall they be allowed to loiter or linger in the area of any point of sale.

(e) *Licensed operators requirement.* A licensed operator shall be stationed at all points of sale~~s~~ at all times.

(f) *Waiver.* The village board may waive or modify the requirements of this section due to the physical characteristics of the licensed site.

(g) *Insurance.* The applicant for a temporary fermented malt beverage or wine license may be required to indemnify, defend, and hold the village and its employees and agents harmless against all claims, death of any person or any damage to property caused by or resulting from the activities for which the license is granted. As evidence of the applicant's ability to perform the conditions of the license, the applicant may be required to furnish a certificate of comprehensive general liability insurance to~~with~~ the village. The applicant may be required to furnish a performance bond prior to being granted the license.

(Ord. No. 105-2005, § 1(1.16), 1-25-2005)

Sec. 4-39. Revocation and suspension of licenses; nonrenewal.

(a) *Procedure.* The procedure for revocation or suspension of licenses is as follows:

(1) The village shall follow the procedure outlined in Wis. Stats. § 125.12~~,~~ when taking suspension/revocation action against any alcohol beverage license issued by the village board.

(2) If the action is initiated by a citizen or a board member, the village board may take immediate action and, upon notice, hold a hearing under Wis. Stats. § 125.12.

(3) If the action is resulting from the arrest of a license holder, or agent thereof, and upon conviction in circuit court, the village board shall hold a hearing under Wis. Stats. § 125.12, for all second and subsequent convictions.

(b) *Violations; point system.*

(1) *Purpose.* The purpose of this subsection is to administratively interpret those portions of the village ordinances relating to alcohol beverage violations and to establish a system for suspension and revocation.

(2) *Point schedule.* The scheme of demerit points is listed according to the type of alcohol beverage violation. This demerit point system is used to identify habitually troublesome license holders who have repeatedly violated state statutes and this chapter for the purpose of recommending suspension or revocation of their alcohol beverage license:

Type of Violation	Demerit Points
Traffic to an underage person	80
Traffic to an intoxicated person	50
An ~~U~~underage person on the premises	50
Failure to be licensed	100
False statement on the application	50
Transfer of license without permission, including operating on another's license	90
Conducting unlawful business	40
Unlicensed bartender	40
Open after hours	40
No carryout after hours	25
Gambling	50
Nude or semi-nude entertainer employee visible outside	50
Nude or semi-nude entertainer employee visible inside	100
Failure to display a permit/license	25
The ~~L~~licensee selling controlled substances	130
Bartender selling controlled substances	100
Failure to continue residence or ownership statute during the license year	75

(c) *Violations; how calculated.* In determining the cumulative~~accumulative~~ demerit points against a licensee within 18 months, the village shall use the date each violation was committed as the basis for a determination, if there has been a conviction.

(d) *Suspension and revocation of license.* If the demerit point accumulation from the date of violation, which results in a conviction, meets or exceeds 75 points in a 12-month period, the village board~~,~~ shall hold a hearing, which shall operate as a warning. Should such accumulation of points exceed 125 points within a 12-month period, the suspension shall be for a period of not less than ten days nor more than 90 days. If the license from the date of violation, if convicted, exceeds 150 points in an 18-month period, the penalty shall be revocation.

(e) *Continuing business license requirements.*

(1) It shall be a condition of maintaining and keeping a license in the village that the licensee continues in business. Issuance of, or retention of, a license by a party not doing business or intending to resume doing business under conditions of this chapter, as defined in this section, is declared to be against public policy~~,~~ and thus lacking in usefulness.

(2) Any license issued pursuant to this chapter shall be subject to such further regulations and restrictions as may be imposed by the village board by amendments or by the enactment of new ordinances. If any licensee shall fail or neglect to meet the requirements imposed by such law restrictions and regulations, their~~his~~ license may be revoked in accordance with this chapter. In the event of revocation of any license or any violations of any provisions of this chapter, or by the court for any reasonable cause except the imposition of new restrictions, no refund shall be made of any part of the license fee.

(3) The term "business continuation" under a license is hereby defined to be 150 days per year.

(4) Holders of such licenses are required to possess the following: a premises or facility from which to conduct business, a sanitary permit, building permits, and conditional use permits (CUPs) when required in accordance with the county ordinances and/or the village zoning ordinance. Further, holders of such licenses must possess necessary federal ID numbers, state sales tax numbers, and shall

meet and continue to meet on an ongoing basis all other state and federal requirements. Approval by the village board must also be obtained.

(5) Exceptions to these requirements to continue to possess a necessary license would be any act of God, which may damage or destroy the facility for which the license has been issued to operate the business ~~from~~. In such cases, the holder of the license will be allowed a maximum of two years to repair damages or rebuild the damaged or destroyed facility and again resume operating the business from the premises for which the license issued was intended. The holder of a license of a damaged or destroyed business shall also be required to meet with the village board at that board's discretion to discuss the situation and progress. Again, the village board reserves the right to revoke such a~~such~~ license if, in its opinion, progress toward repair or rebuilding is not progressing in a timely manner. In such cases, the holder of the license has the express right to request a hearing, and any other appeal avenues that~~which~~ may be available to the license holder.

(6) In the event any licensed party violates this chapter, disciplinary action may be taken by the village board, including reprimand, suspension of the license for a specified number of days, with a maximum of 90 days, or revocation of the license. Any license that has been revoked shall not be reinstated within the following six months. Any disciplinary action taken shall follow notice to the licensee prior to a hearing. Both the hearing notice, which will specify the reason for the hearing, and the subsequent decision of the village board~~,~~ will be sent by first-~~-~~class mail to the last known address of the licensee or personally served, at the option of the village president~~chairperson~~.

(7) In the event disciplinary action is taken against a licensee, the state procedure mandated under present Wis. Stats. § 125.12, or its successor, will be followed. At present, said procedure requires personal service of the hearing notice, summons, and complaint, and a hearing within three to ten days thereafter.

(8) As specified by law, there shall be no refund of any license fee paid to a party whose license is revoked.

(9) In lieu of a hearing, the village board may accept surrender of the license, and the village board shall then determine the time period before another application for the same type of license will be accepted from the former licensee.

(10) Evidence and testimony at the hearing shall be done in open session. Pursuant to Wis. Stats. § 19.85(1)(a), the board may go into closed session to deliberate with regard to its decision, where that possibility and option have been properly and legally listed on the hearing notice posted and/or published. The village clerk shall see that the hearing notice is posted and/or published~~,~~ in a format acceptable to the village president~~chairperson~~.

(Ord. No. 105-2005, § 1(1.17), 1-25-2005)

Sec. 4-40. Non-alcoholic events for underage persons on licensed premises.

The presence of underage persons on a licensed premises, as provided under Wis. Stats. § 125.07(3)(a)10, shall be subject to the following:

(a) The licensee or agent of a corporate licensee shall notify the village clerk at least 48 hours in advance of the date of any event at which underage persons will be present on the licensed premises. Each ~~such nonalcohol~~non-alcoholic event notice shall specify the dates on which the event is to occur and the times of commencement. All notices shall be filed with the village clerk during normal working hours. After a non-alcoholic event notice has been given, the licensee may cancel an event only by giving like notice to the village in accordance with the provisions of this subsection. Regardless of the date given, all notices shall expire and be deemed cancelled no later than the date of expiration or revocation of the applicable retail Class "B" or "Class B" license.

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(b) During the period of any non-alcoholic event, a notice card prescribed by the village shall be posted at all public entrances to the licensed premises notifying the general public that no alcoholic beverages may be consumed, sold, or given away on or carried into the licensed premises during the event. Such notice cards shall be made available by the village to a requesting licensee.

(c) Once a non-alcoholic event has commenced, no alcoholic beverages may be consumed, sold, or given away on or carried into the licensed premises until the next day following the closing hours of the licensed premises.

(d) During the period of any non-alcoholic event, all alcohol beverages shall be stored in a locked portion of the licensed premises in a secure place out of the sight and physical reach of any patron present and shall be under the direct and immediate control and supervision of the licensee or a licensed bartender in the employ of the licensee. All beer taps and automatic dispensers of alcoholic beverages, speed guns, shall be either disconnected, disabled, or made inoperable.

(Ord. No. 105-2005, § 1(1.18), 1-25-2005)

Secs. 4-41—4-61. Reserved.

ARTICLE III. OPERATOR'S LICENSE

Sec. 4-62. Required.

(a) *Operator's license required.* Any premises holding a fermented malt beverage or alcohol license or permit~~,~~ shall have the licensee, permittee, agent, or a licensed operator on the premises during all hours of operation. Hours of operation shall refer to the hours, stated by statute or ordinance, in which fermented malt beverages or other intoxicating alcohol may be sold. The licensee, permittee, agent, or the licensed operator shall be responsible for the acts of all persons serving or selling any fermented malt beverages or intoxicating alcohol. No person shall sell or serve fermented malt beverages or intoxicating alcohol unless the person is the licensee, permittee, agent, a licensed operator, or is at least 18 years of age and is under the immediate supervision of the licensee, permittee, agent, or a licensed operator.

(b) *Provisional license.* The village clerk or designee may issue provisional operator's licenses in accordance with § 125.17(5), Wis. Stats. The provisional operator's license shall expire 60 days after its issuance, when an operator's license has been issued to the holder, or when the applicant has been denied, whichever is sooner. The village clerk or designee may, upon receiving an application for a provisional license, issue such a license without requiring the successful completion of the approved training course as described in § 125.17(6), Wis. Stats. A provisional license may not be issued to any person who has been denied an operator's license by the village manager~~administrator~~ or designee or who has had his/her operator's license revoked or suspended within the preceding 12 months. The village clerk may revoke the provisional license issued if he/she discovers that the holder of the license made a false statement on the application.

(Ord. No. 105-2005, § 2(2.1), 1-25-2005; Ord. No. V21-19, 11-16-2021)

Sec. 4-63. Procedure upon application.

(a) The village clerk may approve and issue an operator's license, which license shall be granted only upon application in writing on forms to be obtained from the village clerk or designee, only to persons 18 years of age or older, who are qualified to hold said license and have submitted the proper fee. Operator's licenses shall be operative only within the limits of the village.

(b) All applications are subject to an investigation by law enforcement authorities and/or other appropriate authorities to determine whether the applicant to be licensed complies with all regulations, ordinances, and laws applicable thereto. The investigation of the applicant may include, but is not limited to, requesting information from the state, counties, surrounding municipalities, or any community where the applicant has previously resided, concerning the applicant's arrest and conviction record. Based upon such investigation, the authorities may recommend, in writing to the village clerk, approval or denial of the application. If the authorities recommend denial, the authorities shall provide, in writing, the reasons for such recommendation.

(Ord. No. 105-2005, § 2(2.2), 1-25-2005; Ord. No. V20-05, 5-12-2020; Ord. No. V21-19, 11-16-2021)

Sec. 4-64. Duration.

Licenses issued under the provisions of this chapter shall be valid from the date of issuance and expire at 11:59 pm on the upcoming 30th day of June, or~~,~~ for an additional charge, the expiration date may be extended for a period of one year to the next 30th day of June.

(Ord. No. 105-2005, § 2(2.3), 1-25-2005; Ord. No. V21-19, 11-16-2021)

Sec. 4-65. Fees.

The fee for an operator's license or provisional license shall be as stated in the Village of Harrison's Fee Schedule, not to exceed limits set by statute.

(Ord. No. 105-2005, § 2(2.4), 1-25-2005; Ord. No. V21-19, 11-16-2021)

Sec. 4-66. Issuance or denial.

(a) Consideration for the granting or denial of a license will be based on the most current Village of Harrison Policy Guidelines for Operator Licenses approved by the board.

(b) After the village clerk approves the granting of an operator's license, the village clerk or designee shall issue the license. Such licenses shall be issued and numbered in the order they are granted, shall give the applicant's name, approval date, expiration date, and shall be~~is~~ signed by the clerk or designee.

(c) If the application is denied by the village clerk, the village clerk shall, in writing, inform the applicant of the denial, the reasons therefore, and of the process to appeal the decision to the village board. Such notice must be sent to the applicant's address listed on the application. At such an appeal hearing, the applicant may present evidence and testimony as to why the license should be granted.

(d) Within seven days following the appeal hearing, the village clerk shall notify the applicant in writing of the board's decision and reasons for denial if applicable. An applicant who is denied any license, after appealing to the village board, may apply to the circuit court, pursuant to Wis. Stats. § 125.12(2)(d), for review.

(Ord. No. 105-2005, § 2(2.5), 1-25-2005; Ord. No. V20-05, 5-12-2020; Ord. No. V21-19, 11-16-2021)

Sec. 4-67. Display of license.

Each license issued under the provisions of this chapter shall be posted on the premises or in the operator's possession whenever the operator dispenses beverages.

(Ord. No. 105-2005, § 2(2.7), 1-25-2005; Ord. No. V21-19, 11-16-2021)

Sec. 4-68. Revocation or suspension of a license.

Violation of any of the terms or provisions of the state law, of this chapter, or any offense substantially related to the licensed activity by a licensed operator may be cause for revocation of the license the village board to revoke or suspend the license.

(Ord. No. 105-2005, § 2(2.8), 1-25-2005; Ord. No. V21-19, 11-16-2021)

CHAPTER 6 ANIMALS

ARTICLE I. IN GENERAL

Sec. 6-1. State statutes adopted.

The rules and regulations pertaining to licensing, specifically Wis. Stats. §§ 174.001(2m), 174.05, 174.054, 174.055 and 174.07, together with any future additions, deletions or supplements thereto, are incorporated as part of this chapter and shall be enforced with the same force and effect as though set forth in full in this chapter.

Providing, however, that where such rules and regulations are less stringent than other provisions found in this chapter, the provision of this chapter shall apply.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-2. Definitions.

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

Animal means mammals, reptiles and birds.

At large means to be off the property of the owner or caretaker and not under restraint. A dog, cat, fowl, or Vietnamese potbellied pig/micro pig within an automobile, or in an automobile of any other persons with the consent of the owner of said animal, shall be deemed to be upon the owner's property.

Bodily harm means bodily injury including, but not limited to, a bruise, abrasion, scratch, bite mark, puncture, laceration, any fracture of a bone, a concussion, a loss or fracture of a tooth or any temporary loss of consciousness, sight or hearing.

Caretaker means any person who, in the absence of the owner, temporarily harbors, shelters, keeps or is in charge of a dog, cat, fowl, Vietnamese potbellied pig/micro pig or any other domesticated bird or animal.

Confined means restriction of an animal at all times by the owner to an escape-proof building, vehicle or other enclosure.

Cruel means causing unnecessary and excessive pain or suffering or unjustifiable injury or death. Additionally, it shall be unlawful to tease, annoy, disturb, molest or irritate an animal that is confined to the owner's property.

Dangerous animal means any of the following:

(a) Any animal which, when unprovoked, inflicts bodily harm on a person, domestic pet or animal on public or private property.

(b) Any animal which repeatedly chases or approaches persons in a menacing fashion or apparent attitude of attack, without provocation, upon the streets, sidewalks or any public grounds or on private property of another without the permission of the owner or person in lawful control of the property.

(c) Any animal with a known propensity, tendency or disposition to attack, to cause injury to, or otherwise threaten the safety of humans or other domestic animals.

Domestic animal means any animal which is normally considered tame or domesticated and suitable for home life with humans.

Dwelling unit means a building or portion thereof designed to be used exclusively for residential purposes.

Farm animal means any warm-blooded animal normally raised on farms in the United States and raised for food or fiber.

Kennel means any premises wherein any person engaged in the business of boarding, breeding, buying, letting for hire, training for a fee or selling of dogs or cats.

Law enforcement officer has that meaning as appears in Wis. Stats. § 967.02(5), and includes a humane officer under Wis. Stats. § ~~58.07~~173.03(3), but does not include a conservation warden appointed under Wis. Stats. § 23.10.

Licensing authority means the political body authorized to issue animal licenses.

Molest means excessive barking, squealing, running up to or charging, threatening, jumping on or otherwise harassing people or other domestic animals or the passing public that are in the public right-of-way or on public property, or on their own property or property of anyone other than the owner or custodian of the animal.

Owner means any individual that has the right of property in an animal or who keeps, harbors, cares for, acts as its caretaker or who knowingly permits an animal to remain on or about ~~his~~ their premises/property for five or more consecutive days.

Pet means any animal kept and treated as a pet.

Pet store means any retail establishment in a commercially zoned building whose business includes the sale of live animals.

Prohibited dangerous animal means any of the following:

(a) Any animal that, while off the owner's or custodian's property, has killed a domesticated animal without provocation.

(b) Any animal that, without provocation, inflicts serious bodily harm on a person on public or private property.

(c) Any animal brought from another city, village, village or county that has been declared dangerous or vicious by that jurisdiction.

(d) Any dog that is subject to being destroyed under Wis. Stats. § 174.02(3).

(e) Any dog trained, owned or harbored for the purpose of dog fighting.

Public nuisance animal means any animal which:

(a) Habitually pursues any vehicle or passerby upon any public street, alley or highway in the village.

(b) Molests people, domestic animals, or passing vehicles.

(c) Attacks persons or domestic animals without provocation when such persons or domestic animals are peacefully conducting themselves in a place where they are lawfully entitled to be.

(d) Is at large on school grounds, parks or cemeteries.

(e) Is repeatedly at large.

(f) Damages private or public property.

(g) Barks, whines, howls or squeals in an excessive, or continuous or untimely fashion.

(h) Does not have the current vaccination as required by section 6-~~36~~41.

(i) Is the subject of section 6-5.

(j) Is the subject of repeated violations under this chapter.

Restraint means that the animal is secured by a leash or lead, and under the control of a responsible person and obedient to that person's command, or within the real property limits of its owner or caretaker.

Render sterile refers to a surgical procedure that has been performed on an animal that renders it incapable of siring or bearing offspring. The term includes neutering and spaying.

Serious bodily harm means bodily harm which causes death, creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury requiring medical care or treatment.

Unrestrained animal is any animal not subject to restraint by the owner or lawful custodian.

Veterinary hospital or clinic means any establishment maintained and operated by a licensed veterinarian for surgery, diagnosis and treatment of disease and injuries of animals.

Wild animal means any nonhuman primate, raccoon, skunk, fox, wolf, or any animal which is in part of the canis lupis species, any animal raised for fur-bearing purposes or any other animal or hybrid thereof which can normally be found in the wild state, or poisonous reptiles, crocodilians and any other snake or reptile exceeding three feet in length.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-3. Keeping of fowls.

(a) No person shall keep or harbor any chickens, doves or other fowl or build, erect or maintain and use any chicken coop or yard, dove cote or other building or yard to keep or house any chickens, doves or other fowl anywhere within the village without registering the name and address of the owner and the approximate number of chickens, doves or other fowl to be kept by such owner with the zoning administrator or planner. The total number of chickens, doves or other fowl shall not exceed four per premises. This section does not apply to properties zoned General Agricultural [AG] as indicated in the Harrison Zoning Ordinance.

(b) All chicken coops and yards, dove cotes and other buildings or yards wherein any domestic animals are contained shall be kept in a clean, sanitary condition and free from all objectionable odors and shall be subject to the inspection and approval of the zoning administrator or planner. Approval shall be given upon a showing that such facilities are clean, in sanitary condition and free from all objectionable odors.

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

(1) The principal use of the property where a chicken coop and yards, dove cotes and other buildings or yards may be permitted is limited to single-family dwellings.

(2) No person shall keep any rooster.

(3) No person shall slaughter any chickens, doves, poultry or fowl.

(4) The chickens, doves, poultry or fowl shall be provided with a covered enclosure and must be kept in the covered enclosure or a fenced enclosure at all times.

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

(Ord. No. V15-01, 2-24-2015)

Sec. 6-4. Keeping of bees.

(a) Except on parcels zoned agricultural, it shall be unlawful for any person to establish or maintain any hive, stand or box where bees are kept or keep any bees in or upon any premises within the corporate limits of the village unless the bees are kept in accordance with the following provisions:

(1) No hive, stand or box where bees are kept shall be located closer than ten feet to any property boundary.

(2) If bee colonies are kept within 50 feet of any exterior boundary of the property on which the hive, stand or box is located, a barrier that will prevent bees from flying through it, no less than five feet high, shall be installed and maintained along said exterior boundary. Said barrier may be either a natural planting or artificial. Bees shall not be kept in a front yard area.

(3) Fresh, clean watering facilities for bees shall be provided on the said premises.

(4) The bees and equipment shall be kept in accordance with the provisions of the state statutes.

(b) Nothing in this section shall be deemed or construed to prohibit the keeping of bees in a hive, stand or box located within a school building for the purpose of study or observation. This section does apply to properties zoned General Agricultural [AG] as indicated in the Harrison Zoning Ordinance.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-5. Rabies quarantine.

(a) Dogs, cats, or Vietnamese potbellied pigs/micro pigs confined. If an area is quarantined for rabies, all dogs, cats, or Vietnamese potbellied pigs/micro pigs within the village shall be kept securely confined, tied, leashed or muzzled. Any dog, cat, or Vietnamese potbellied pig/micro pig not confined, tied, leashed or muzzled is declared a public nuisance animal and may be impounded. All officers shall cooperate in the enforcement of the quarantine. The village clerk shall promptly post in at least three public places in the village notices of quarantine.

(b) Exemption of vaccinated dog from village quarantine. A dog which is immunized currently against rabies, as evidenced by a valid certificate of rabies vaccination or other evidence, is exempt from the village quarantine provisions of subsection (a) of this section if a rabies vaccination tag or substitute tag is attached to the dog's collar.

(c) If any dog for which the owner holds a current rabies certificate is involved in a bite or scratch incident, the owner shall quarantine and confine the animal under the supervision of a licensed veterinarian for at least ten days from the date of the incident. The animal shall not be allowed to come in contact with other animals or people during the period of confinement. Supervision of a veterinarian includes, at a minimum, examination of the animal on the first day, on the tenth day, and on one intervening day.

(d) Any dog, cat, or Vietnamese potbellied pig/micro pig involved in a bite or scratch incident that has not been vaccinated or has not been revaccinated within the prescribed times must be confined at a veterinary hospital or a place designated by the police department.

(e) The owner of any dog, cat, or Vietnamese potbellied pig/micro pig involved in a bite or scratch incident is responsible for any expenses incurred.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-6. Restriction on keeping of animals.

(a) General restrictions. It shall be unlawful for any person within the village to own, harbor or keep any animal which has been determined to be a public nuisance as defined in section 6-2 or allow the animal to run at large in the village as determined in sections 6-30 through 6-34.

(b) The owner or custodian of any animal shall confine, restrain or maintain control over the animal so that the unprovoked animal does not run at large, attack, molest, or cause bodily harm to any person or domesticated animal.

(c) All owners and custodians shall exercise proper care and control of their animals under their ownership, possession, or custody to prevent them from becoming a public nuisance animal.

(d) Every female dog or cat in heat shall be confined in a building or secure enclosure, or otherwise restrained, in such a manner that such female dog or cat cannot come into contact with another unneutered male of the same species, except for planned breeding.

(e) Owner's liability for damage caused by dogs; penalties. The provision of Wis. Stats. § 174.02, relating to the owner's liability for damage caused by dogs together with the penalties therein set forth are hereby adopted and incorporated herein by reference.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-7. Impoundment of animals.

(a) Unrestrained and nuisance animals shall be taken by authorized village enforcement officer or county law enforcement officer and impounded in a temporary or permanent animal shelter and there confined in a humane manner.

(b) When an animal has become a public nuisance animal and its owner or custodian cannot be contacted at the time of the complaint, it may be impounded by village enforcement officer or county law enforcement officer after an attempt to contact the owner or custodian is unsuccessful. After impoundment, reasonable attempts shall be made to contact the owner.

(c) An owner or custodian reclaiming an impounded animal shall pay the accrued impoundment fee and comply with provisions of sections 6-~~35~~40 through 6-~~38~~43.

(d) Any animal not reclaimed by its owner or custodian within seven days becomes the property of the local government authority or humane society and shall be placed for adoption in a suitable home, or if a prohibited dangerous animal, humanely euthanized in lieu of placement for adoption.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-8. Report of animal bites and scratches.

All incidents occurring in the village in which any animal bites or scratches a person or another animal, or is suspected of such, shall immediately be reported to the calumet county sheriff department by any person having knowledge of such incident. If the bite or scratch is caused by an animal for which there is no rabies vaccine or known quarantine, the animal, at the discretion of the county sheriff department, may be euthanized and analyzed for rabies with all expenses incurred being the responsibility of the owner.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-9. Animal feces.

The owner or person in charge of any dog or other animal shall not permit solid fecal matter of such animal to deposit on any street, alley or other public or private property, unless such matter is immediately removed therefrom by said owner or person in charge. This section shall not apply to a person who is visually or physically handicapped.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-10. Injury to property by animals.

It shall be unlawful for any person owning or possessing an animal, dog, cat, or Vietnamese potbellied pig/micro pig to permit such animal, dog, cat, or Vietnamese potbellied pig/micro pig to go upon any parkway or private lands or premises without the permission of the owner of such premises and break, bruise, tear up, crush or injure any lawn, flower bed, plant, shrub, tree or garden in any manner whatsoever, or to defecate thereon.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-11. Barking dogs, crying cats, or squealing pigs.

It shall be unlawful for any person knowingly to keep or harbor any dog which habitually barks, howls or yelps, any cat which habitually cries or howls, or any Vietnamese potbellied pig/micro pig which habitually squeals to the great discomfort of the peace and quiet of the neighborhood or in such manner as to materially disturb or annoy persons in the neighborhood who are of ordinary sensibilities. Such animals are hereby declared to be a public nuisance. A dog, cat, or Vietnamese potbellied pig/micro pig is considered to be in violation of this section when two formal, written complaints are filed with the village board within a four week period.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-12. Prohibited wild animals and restricted species.

(a) No person shall keep or permit to be kept any wild animal as a pet.

(b) Wild and non-domesticated animals; prohibition on keeping. Except for state-licensed game farms located in properly zoned areas, it shall be unlawful for any person to keep, maintain or have in ~~his~~ their possession or under ~~his~~ their control within the village any poisonous reptile or any other dangerous or carnivorous wild animal, insect or reptile, any vicious or dangerous domesticated animal or any other animal or reptile of wild, vicious or dangerous propensities. Specifically, it shall be unlawful for any person to keep, maintain or have in ~~his~~ their possession or under ~~his~~ their control within the village any of the following animals, reptiles or insects:

(1) All poisonous animals and reptiles including rear-fang snakes.

(2) Apes; chimpanzees (Pan); gibbons (Hylobates); gorillas (Gorilla); orangutans (Pongo); ans siamangs (Symphalangus).

(3) Baboons (Papoi, Mandrillus).

(4) Bears (Ursidae).

(5) Cheetahs (Acinonyx jubatus).

(6) Crocodilians (Crocodilia).

(7) Constrictor snakes.

(8) Coyotes (Canis latrans).

(9) Game cocks and other fighting birds.

(10) Hyenas (Hyaenidae).

(11) Jaguars (Panthera onca).

(12) Leopards (Panthera pardus).

(13) Lions (Panthera leo).

(14) Lynxes (Lynx).

(15) Ostriches (Struthio).

(16) Pumas (Felis concolor); also known as cougars, mountain lions and panthers.

(17) Sharks (class Chondrichthyes).

(18) Snow leopards (Panthera uncia).

(19) Tigers (Panthera tigris).

(20) Poisonous insects and arachnids.

(21) Wolves or any dog which is part wolf (Canis lupis).

(c) No person shall exhibit or permit to be kept on their premises or any public place any wild animal for display or exhibition purposes, whether gratuitously or for a fee.

(d) The prohibitions in subsection (c) of this section do not apply when the creatures are in the care, custody or control of a veterinarian for treatment or pet shops.

(e) Public or private educational institutions, nonprofit organizations, itinerant or transient carnivals, circuses or other theatrical performances may seek, from the health officer and the village board, a limited exemption from this section provided the display will be of limited duration and meet any other requirements or conditions mandated by the health officer and the location complies with provisions of the Zoning Ordinance. The person or organization having custody and control of any animal permitted by this section shall be responsible for compliance with all other provisions of this chapter while the animal remains within the village limits.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-13. Providing proper food and drink to confined animals.

(a) No person owning or responsible for confining or impounding any animal may refuse or neglect to supply the animal with a sufficient supply of food and water as prescribed in this section.

(b) The food shall be sufficient to maintain all animals in good health.

(c) If potable water is not accessible to the animals at all times, it shall be provided daily and in sufficient quantity for the health of the animal.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-14. Providing proper shelter.

No person owning or responsible for confining or impounding any animal may fail to provide the animal with proper shelter as necessary for the animal to maintain good health. In the case of farm animals, nothing in this section shall be construed as imposing shelter requirements or standards more stringent than normally accepted husbandry practices in the particular county where the animal or shelter is located.

(a) Indoor standards. Minimum indoor standards of shelter shall include:

(1) *Ambient temperatures.* The ambient temperature shall be compatible with the health of the animal.

(2) *Ventilation.* Indoor housing facilities shall be adequately ventilated by natural or mechanical means to provide for the health of the animals at all times.

(b) *Outdoor standards.* Minimum outdoor standards of shelter shall include:

(1) *Shelter from sunlight.* When sunlight is likely to cause heat exhaustion of an animal tied or caged outside, sufficient shade by natural or artificial means shall be provided to protect the animal from direct sunlight. As used in this subsection, the term "caged" does not include farm fencing used to confine farm animals.

(2) *Shelter from inclement weather.*

a. *Animals generally.* Natural or artificial shelter appropriate to the local climatic conditions for the species concerned shall be provided as necessary for the health of the animal.

b. *Dogs.* If a dog is tied or confined unattended outdoors under weather conditions which adversely affect the health of the dog, a shelter of suitable size to accommodate the dog shall be provided.

(c) *Space standards.* Minimum space requirements for both indoor and outdoor enclosures shall include:

(1) *Structural strength.* The housing facilities shall be structurally sound and maintained in good repair to protect the animals from injury and to contain the animals.

(2) *Space requirements.* Enclosures shall be constructed and maintained so as to provide sufficient space to allow each animal adequate freedom of movement. Inadequate space may be indicated by evidence of debility, stress or abnormal behavior patterns.

(d) *Sanitation standards.* Minimum standards of sanitation for both indoor and outdoor enclosures shall include periodic cleaning to remove excreta and other waste materials, dire and trash so as to minimize health hazards.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-15. Neglected, abandoned and injured animals.

(a) *Neglected or abandoned animals.*

(1) No person may abandon any animal.

(2) Any law enforcement or humane officer may remove, shelter and care for an animal found to be cruelly exposed to the weather, starved or denied adequate water, neglected, abandoned or otherwise treated in a cruel manner and may deliver such animal to another person to be sheltered, cared for and given medical attention, if necessary. In all cases, the owner, if known, shall be immediately notified

and such officer, or other person, having possession of the animal shall have a lien thereon for its care, keeping and medical attention and the expense of notice.

(3) If the owner or custodian is unknown and cannot, with reasonable effort, be ascertained or does not, within seven days after notice, redeem the animal by paying the expenses incurred, it may be treated as a stray and dealt with as such.

(4) Whenever in the opinion of any such officer an animal is hopelessly injured or diseased so as to be beyond the probability of recovery, it shall be lawful for such officer to kill such animal and the owner thereof shall not recover damages for the killing of such animal unless he shall prove that such killing was unwarranted.

(5) Wis. Stats. § 173.10, Investigation of Cruelty Complaints, and Wis. Stats. § 173.24, ~~Expenses of Investigation~~Reimbursement for Expenses, are hereby adopted by reference and made a part of this chapter.

(b) *Injured animals.* No person who owns, harbors or keeps any animal shall fail to provide proper medical attention to such animal when and if such animal becomes sick or injured. In the event the owner of such animal cannot be located, the village or any animal control agency with whom the village has an agreement or contract shall have the authority to take custody of such animal for the purpose of providing medical treatment, and the owner thereof shall reimburse the person or organization for the costs of such treatment.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-16. Cruelty to animals and birds prohibited.

(a) *Acts of cruelty prohibited.* No person except a law enforcement officer or health or humane officer in the pursuit of ~~his~~ their duties shall, within the village, shoot or kill or commit an act of cruelty to any animal or bird.

(b) *Leading animal from motor vehicle.* No person shall lead any animal upon a village street from a motor vehicle or from a trailer or semitrailer drawn by a motor vehicle.

(c) *Use of poisonous and controlled substances.* No person may expose any pet animal owned by another to any known poisonous substance or controlled substance listed in Wis. Stats. § ~~161.14~~961.01, whether mixed with meat or other food or not, where it is reasonable to anticipate the substance may be eaten by such animal or for the purpose of harming the animal. This subsection shall not apply to poison used on ones' own premises and designed for the purpose of rodent and pest extermination, nor the use of a controlled substance used in accepted veterinarian practice or in research by persons or organizations regularly engaged in such research.

(d) *Use of certain devices prohibited.* No person may directly or indirectly, or by aiding, abetting or permitting the doing thereof either put, place, fasten, use or fix upon or to any animal used or readied for use for a work purpose or for use in an exhibition, competition, rodeo, circus or other performance any of the following devices; a bristle bur, tack bur or like device; or a poling device used to train a horse to jump which is charged with electricity or to which have been affixed nails, tacks or other sharp points.

(e) *Shooting at caged or staked animals.* No person may instigate, promote, aid or abet as a principal, agent, employee, participant or spectator, or participate in the earnings from or intentionally maintain or allow any place to be used for the shooting, killing or wounding with a firearm or any deadly weapon any animal that is tied, staked out, caged or otherwise intentionally confined in a manmade enclosure, regardless of size.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-17. Trapping of animals.

(a) This section shall prohibit the use of all traps other than live traps as described above, including, but not limited to, traps commonly known as leg traps, pan-type traps or other traps designed to kill, wound or close upon a portion of the body of an animal.

(b) All such traps set, placed or tended shall comply with Wis. Stats. ch. 29 (Wis. Stats. § 29.301 et seq.) as they relate to trapping.

(c) This section shall not apply to trapping within the confines of buildings or homes.

(d) Nothing in this section shall prohibit or hinder the village or its employees or agents from performing their official duties.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-18. Limitation on number of animals.

No person or household shall keep more than any of the following: three dogs, two rabbits, two Vietnamese potbellied pigs/micro pigs, on any village lot, land parcel, home or dwelling unit if in a multiple dwelling unit, with the exception of a litter of pups or kittens, which may be kept for a period of time not to exceed five months from birth. This section does not apply to premises holding a valid kennel license.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-19. Procedure for declaring an animal as a dangerous animal.

(a) Upon conducting an investigation a law enforcement officer may issue an order declaring an animal to be a dangerous animal. Whenever an owner or custodian wishes to contest an order, he or she shall, within 72 hours after receipt of the order, deliver to the village clerk a written objection to the order stating specific reasons for contesting the order. Upon receipt of the written objection, the matter shall be placed on the agenda for the village board to be reviewed at the next regular meeting. The village board shall act as a quasi-judicial body allowing the animal's owner or custodian an opportunity to present evidence as to why the animal should not be declared dangerous.

(b) After the hearing, the owner or custodian shall be notified in writing of the village board's determination. If the village board upholds the determination that the animal is dangerous, the owner or custodian shall comply with the requirements of section 6-20. If the owner or custodian further contests the determination, he or she may, within seven days of receiving the village board's decision, seek review of the decision by the circuit court.

(c) Upon an animal being declared dangerous, the owner or custodian shall immediately comply with leashing, muzzling and confinement requirements of section 6-20 with all other requirements in that section being satisfied within 30 days of the dangerous declaration or reaffirmation thereof, or within such time as established by the village board.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-20. Harboring dangerous animals.

(a) *Dangerous animals regulated.*

(1) No person may harbor or keep a dangerous animal within the village unless all provisions of this section are complied with. Any animal that is determined to be a prohibited dangerous animal under this division shall not be kept or harbored in the village.

(2) The issuance of a summons for a violation of this section need not be predicated on a determination that an animal is a dangerous animal.

(b) *Registration.* The owner of any animal declared dangerous, shall register it with the village clerk and Calumet County Sheriff Department upon disposition, and annually thereafter on or before April 1 of each year, by providing a current color photograph of the animal, payment of a registration fee as determined in Fee and Penalty Schedule, reference this code section, and proof of liability insurance as outlined in subsection (g).

(c) *Leash and muzzle.*

(1) No owner or custodian, harboring or having the care of a dangerous animal may permit such an animal to go outside its dwelling, kennel or pen unless the animal is securely restrained with a leash no longer than five feet in length.

(2) No person may permit a dangerous animal to be kept on a chain, rope or other type of leash outside its dwelling, kennel or pen unless a person who is 16 years of age or older, competent to govern the animal and capable of physically controlling and restraining the animal, is in physical control of the leash.

(3) A dangerous animal may be securely leashed or chained to an immovable object, with the owner or custodian being in the physical presence of the animal at all times when it is so leashed or chained.

(4) A dangerous animal outside of the animal's dwelling, kennel or pen shall be muzzled in a humane way by a muzzling device sufficient to prevent the animal from biting persons or other animals.

(d) *Confinement.*

(1) Except when leashed and muzzled, all dangerous animals shall be securely confined indoors or in a securely enclosed and locked pen or kennel that is located on the premises of the owner or custodian and constructed in a manner that does not allow the animal to exit the pen or kennel on its own volition.

(2) When constructed in a yard, the pen or kennel shall, at a minimum, be constructed to conform to the requirements of this paragraph. The pen or kennel shall be childproof from the outside and animal-proof from the inside. A strong metal double fence with adequate space between fences (at least two feet) shall be provided so that a child cannot reach into the animal enclosure. The pen, kennel or structure shall have secure sides and a secure top attached to all sides. A structure used to confine a dangerous animal shall be locked with a key or combination lock when the animal is within the structure. The structure shall either have a secure bottom or floor attached to the sides of the pen or the sides of the pen shall be embedded in the ground no less than two feet. All structures erected to house dangerous animals shall comply with all village zoning and building regulations. All structures shall be adequately lighted and ventilated and kept in a clean and sanitary condition.

(3) *Indoor confinement.* No dangerous animal may be kept on a porch, patio or in any part of a house or structure on the premises of the owner or custodian that would allow the animal to exit the building on its own volition. No dangerous animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacle preventing the animal from exiting the structure.

(e) *Signs.* The owner or custodian of a dangerous animal shall display, in prominent places on his or her premises near all entrances to the premises, signs in letters of not less than two inches high warning that there is a dangerous animal on the property. A similar sign is required to be posted on the kennel or pen of the animal.

In addition, the owner or custodian shall conspicuously display a sign with a symbol warning children of the presence of a dangerous animal.

(f) *Spay and neuter requirement.* Within 30 days after an animal has been designated dangerous, the owner or custodian of the animal shall provide written proof from a licensed veterinarian that the animal has been spayed or neutered.

(g) *Liability insurance.* The owner or custodian of a dangerous animal shall present to the village clerk and Calumet County Sheriff Department a certificate of insurance that the owner or custodian has procured liability insurance in an amount not less than $1,000,000.00 for any personal injuries inflicted by the dangerous animal. Whenever such policy is cancelled or not renewed, the insurer and animal's owner or custodian shall notify the village clerk and Calumet County Sheriff Department of such cancellation or non renewal in writing by certified mail.

(h) *Waiver by village board.* Upon request, by the owner or custodian, the village board may waive any requirement specified in subsections (a) through (g) that is deemed to be inappropriate for a particular dangerous animal.

(i) *Notification.* The owner or custodian shall notify the village clerk and Calumet County Sheriff Department within 24 hours if a dangerous animal is at large, is unconfined, has attacked another animal, has attacked a human being or has died. No person may sell or transfer possession of a dangerous animal to another person without first notifying the person to whom the dangerous animal is being sold or transferred of the fact that such animal is a dangerous animal and of any requirements imposed upon the selling or transferring party by this division. No person may sell or transfer possession of a dangerous animal to another person, agency, organization or the like without first notifying the village clerk and Calumet County Sheriff Department in writing, at least three days in advance of the sale or transfer of possession with the name, address and telephone number of the new owner of the dangerous animal. If the dangerous animal is sold or given away to a person residing outside the village, the owner or custodian shall present evidence to the village clerk and Calumet County Sheriff Department showing that he or she has notified the police department, or other law enforcement agency of the animal's new residence, including the name, address and telephone number of the new owner of the dangerous animal.

(j) *Euthanasia.* If the owner or custodian of an animal that has been designated a dangerous animal is unwilling or unable to comply with the regulations for keeping the animal in accordance with this section, he or she may have the animal humanely euthanized by an animal shelter, the humane society or a licensed veterinarian.

(k) *Waiver.* The village board may waive the provisions of subsections (b) through (g) for a law enforcement or military animal upon presentation by the animal's owner or handler of satisfactory arrangement for safe keeping of the animal.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-21. Certain animals not to be declared dangerous or prohibited dangerous.

Notwithstanding the definition of a dangerous animal or prohibited dangerous animal in section 6-2:

(a) No animal may be declared dangerous or prohibited dangerous if death, injury or damage is sustained by a person who, at the time such injury or damage was sustained, was committing a trespass on the land with criminal intent or criminal trespass on the dwelling upon the premises occupied by the owner or custodian of the animal; was teasing, tormenting, abusing or assaulting the animal; or was committing or attempting to commit a crime or violating or attempting to violate an ordinance which protects persons or property.

(b) No animal may be declared dangerous if the animal was protecting or defending a human being within the immediate vicinity of the animal from an unjustified attack or assault.

(c) No animal may be declared dangerous or prohibited dangerous for acts committed by the animal while being utilized by a law enforcement agency for law enforcement purposes while under the control and direction of a law enforcement officer.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-22. Prohibited Dangerous Animals/declaration, Destruction, And Enforcement.

(a) *Not allowed in village.* No person may bring into or keep in the village any animal that is a prohibited dangerous animal under this section.

(b) *Declaration of a prohibited dangerous animal.*

(1) A law enforcement official may declare an animal to be a prohibited dangerous animal whenever the law enforcement official finds that an animal meets the definition of prohibited dangerous animal or is a dangerous animal in noncompliance with any of the provisions of section 6-20.

(2) Upon conducting an investigation and finding an animal meets the definition of a prohibited dangerous animal, the law enforcement official may issue an order declaring an animal to be a prohibited dangerous animal. Whenever an owner or custodian wishes to contest an order, he or she shall, within 72 hours after receipt of the order, deliver to the village clerk a written objection to the order stating specific reasons for contesting the order. Upon receipt of the written objection, the matter shall be placed on the agenda for the village board to be reviewed at the next regular meeting. The village board shall act as a quasi-judicial body allowing the animal's owner or custodian an opportunity to present evidence as to why the animal should not be declared a prohibited dangerous animal.

(3) Pending the outcome of the hearing, the animal may be confined subject to Wis. Stats. § 173.21, or held at a location outside the limits of the village.

(4) After the hearing, the owner or custodian shall be notified in writing of the village board's determination. If a determination is made that the animal is a prohibited dangerous animal, the owner or custodian shall comply with subsection (a) within five days after the date of the determination. If the owner or custodian further contests the determination, he or she may, within five days of receiving the village board's decision, seek review of the decision by the circuit court.

(c) *Destruction.* Any dog that has caused bodily harm to a person, persons or a domestic animal on two separate occasions off the owner's premises, without reasonable cause, may be destroyed as a result of judgment rendered by a court of competent jurisdiction, as specified under Wis. Stats. § 174.02(3). The village attorney may petition an appropriate court to obtain a court order to destroy such a dog.

(d) *Enforcement.* The Calumet County Sheriff Department may make whatever inquiry is deemed necessary to ensure compliance with this section.

(e) *Waiver.* The village board may waive the provisions of this section for a law enforcement or military animal upon presentation by the animal's owner or handler of a satisfactory arrangement for safe keeping of the animal.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-23. Breeding or possession of animals for research or experimentation prohibited.

(a) No natural person, corporation, limited liability company, partnership, trust, or other legal entity shall maintain or operate any place or premises within the village where animals are used as one of the primary purposes of medical, surgical, or chemical investigation, experimentation, testing, or demonstration.

(b) No natural person, corporation, limited liability company, partnership, trust, or other legal entity shall maintain or operate any place or premises within the village where animals are bred, raised, or possessed, sold, or offered for sale for the purpose of sending the animals outside the village for the purpose of medical, surgical, or chemical investigation, experimentation, testing, or demonstration.

(c) Nothing in this section shall be interpreted to limit the ability of the owner of an animal residing in the village to enroll their pet animal in clinical trials of a medical or other form of rehabilitation nature which may provide benefit to the animal.

(d) Places, premises, and operations prohibited by this section are declared to be public nuisances greatly offending public morals and decency, having a negative effect on the physical and psychological health and general welfare of the residents of the village, as well as the health and humane welfare of animals subjected to the purposes prohibited by this section. Accordingly, violations of any section of this ordinance are hereby deemed a public nuisance coming within the definition of village ordinance section 28-19.

Sec. 6-~~23~~24. Penalty.

(a) Any person who violates this chapter, or Wis. Stats. ch. 174, shall be subject to a forfeiture in accordance with the Fee and Penalty Schedule, reference section 1-7(c)(1) for the first offense and reference section 1-7(c)(2) for any subsequent offenses. This section shall also permit the village attorney to apply to the court of competent jurisdiction for a temporary or permanent injunction restraining the person from violating any aspects of this chapter.

(b) Each day a violation occurs will constitute a separate occurrence. Each animal shall be considered a separate violation.

(c) This section shall also permit the village attorney to apply to the court of competent jurisdiction for a temporary or permanent injunction restraining the person from violating any aspects of this chapter or to affirmatively order conditions of confinement or destruction.

(Ord. No. V15-01, 2-24-2015)

Secs. 6-~~24~~25—6-29. Reserved.

ARTICLE II. RUNNING AT LARGE[1]

[1]State law reference(s)—Dogs running at large, Wis. Stats. §§ 59.54(20), 60.23(30), 174.01 and 174.042.

Sec. 6-30. Running at large.

It shall be unlawful for any person owning, keeping or harboring any animal to permit such animal to run at large within the limits of the village.

(Ord. No. 6, § 1, 6-8-1976; Ord. No. V15-01, 2-24-2015)

Sec. 6-31. Definition and exclusions.

Under the provisions of this article, an animal shall be considered as running at large when it is not on the premises of its owner, keeper, or harborer, unless it is within the immediate presence of such owner, keeper or harborer, or his servant. Working farm dogs, while so working, are excluded from this article.

(Ord. No. 6, § 2, 6-8-1976; Ord. No. V15-01, 2-24-2015)

Sec. 6-32. Implementation and enforcement.

The enforcement of this article shall be carried out by any village enforcement officer or county law enforcement officer. If the identity and ownership of the animal at large can be readily ascertained, the village enforcement officer or county law enforcement officer may forthwith notify and advise such owner of ~~his~~ their animal's transgressions. This shall not limit the authority of any village enforcement officer or county law enforcement officer to impound said animal pursuant to section 6-33, nor limit the authority of any village enforcement officer or county law enforcement officer to summarily destroy said animal pursuant to section 6-34.

(Ord. No. 6, § 3, 6-8-1976; Ord. No. V15-01, 2-24-2015)

Sec. 6-33. Impoundment and notice.

Any village enforcement officer or county law enforcement officer is hereby authorized to impound any animal running at large within the village. Said impoundment may be at the county humane society or such other place as said village enforcement officer or county law enforcement officer may determine adequate for impoundment of animals. If the person who owns, keeps or harbors the offending animal. in violation of the provisions of this article, can be readily ascertained, the village enforcement officer or county law enforcement officer who has impounded said animal shall immediately notify said person, by United States mail, that said animal has been impounded. Said animal shall be impounded for three days and any owner, keeper or harborer redeeming said animal shall pay to the village clerk for the costs of said impoundment. Should said animal not be redeemed within three days of seizure, then, and in that case, said animal shall be humanely disposed of. If the person owning, keeping or harboring said offending animal cannot be ascertained, then, and in that case, the village constable impounding said animal shall post a dated, written notice of said impoundment, describing the animal and its place of apprehension, within 48 hours after said seizure. Such notice shall be posted in three public places in the village, one of which shall be on the door of the village hall. Said animal shall be impounded for five days and any owner, keeper or harborer redeeming said animal shall pay to the village clerk for the costs of said impoundment. Should said animal not be redeemed within five days of the posting of said notice, Sundays excepted, then, and in that case, said animal shall be humanely disposed of. Redemption of animals shall not limit the authority of any village enforcement officer or county law enforcement officer to cause the prosecution of such owner, keeper or harborer as herein provided. The costs of impoundment shall be established by the village board, from time to time, and made available for public examination in the office of the village clerk.

(Ord. No. 6, § 4, 6-8-1976; Ord. No. V15-01, 2-24-2015)

Sec. 6-34. Summary disposal.

Any animal found running at large in the village is hereby declared a public nuisance and any village enforcement officer or county law enforcement officer is hereby authorized and empowered to kill and destroy such animal in a summary manner.

(Ord. No. 6, § 5, 6-8-1976; Ord. No. V15-01, 2-24-2015)

Secs. 6-35—6-39. Reserved.

ARTICLE III. LICENSING OF DOGS

Sec. 6-40. Dog licenses required.

It shall be unlawful for any person in the village to own, harbor or keep any dog of more than five months of age after April 1 of the license year without complying with the provisions of this chapter relating to the listing, licensing and tagging of the same.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-41. Rabies vaccination required for license.

(a) *Rabies vaccination.* The owner of a dog shall have the dog vaccinated against rabies by a veterinarian within 30 days after the dog reaches four months of age and revaccinated within one year after the initial vaccination. If the owner obtains the dog or brings the dog into the village after the dog has reached four months of age, the owner shall have the dog vaccinated against rabies within 30 days after the dog is brought into the village unless the dog has been vaccinated as evidenced by a current certificate of rabies vaccination. The certificate of vaccination shall meet the requirements of Wis. Stats. § 95.21(2).

(b) *Tag to be attached.* The owner shall attach the rabies vaccination tag or a substitute tag to a collar and a collar with the tag attached shall be kept on the dog at all times, but this requirement does not apply to a dog during completion or training, to a dog while hunting, to a dog securely confined indoors or to a dog securely confined in a fenced area. The substitute tag shall be of a durable material and contain the same information as the rabies vaccination tag. The requirements of this subsection do not apply to a dog which is not required to be vaccinated under subsection (a) of this section.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-42. Issuance of dog and kennel licenses.

(a) *Dog licenses.*

(1) It shall be unlawful for any person in the village to own, harbor or keep any dog more than five months of age without complying with the provisions of Wis. Stats. §§ 174.05 through 174.10, relating to the listing, licensing and tagging of the same.

(2) The owner of any dog more than five months of age on January 1 of any year, or five months of age within the license year, shall annually, or on or before the date the dog becomes five months of age, pay a license fee and obtain a license.

(3) The minimum license tax required under this section shall be established by Wis. Stats. § 174.05(2). Such fee shall be as set forth in Appendix A, Fee and Penalty Schedule, reference this code section.

(4) Upon payment of the required license fee and upon presentation of evidence that the dog is currently immunized against rabies, as required by section 6-40, the village shall complete and issue to the owner a license for such dog containing all information required by state law. The village shall also deliver to the owner, at the time of issuance of the license, a tag of durable material bearing the same serial number as the license, the name of the county in which issued and the license year.

(5) The owner shall securely attach the tag to a collar and the collar with the tag attached shall be kept on the dog for which the license is issued at all times, except as provided in section 6-41(b).

(6) The fact that a dog is without a tag attached to the dog by means of a collar shall be presumptive evidence that the dog is unlicensed. Any village enforcement officer or county law enforcement officer or humane officer shall seize, impound or restrain any dog for which a dog license is required which is found without such tag attached.

(b) *Kennel licenses.*

(1) Any person who keeps or operates a kennel may, instead of the license fee for each dog required by this chapter, apply for a kennel license for the keeping or operating of the kennel. Such person shall pay for the license fee established by Wis. Stats. § 174.053(1). Kennels may only be located in a General Agricultural [AG] or ~~Community Commercial [CC]~~Rural Residential [RR] zoning district pursuant to the village zoning regulations.

(2) The term "kennel" means any establishment wherein or whereon four or more dogs are kept, and/or is engaged in the business of boarding, breeding, buying, letting for hire, training for a fee, or selling of dogs and cats.

(3) Persons wishing to apply for a kennel license shall:

(a) Complete an application with the village clerk and pay the appropriate, nonrefundable kennel license fee to the clerk. The fee paid will cover the cost for the individual animals for the year covered by the license. The village clerk may charge a prorated fee for the license if the time covered by the license will be less than one calendar year.

(b) The completed and paid license application shall then be brought to the village building inspector where an appointment will be made to inspect the described property on the application.

(c) Upon completion of the inspection, the applicant shall be advised if they have passed or failed inspection.

(d) If inspection is completed and the property has passed inspection, the property owner shall be given a date to appear before the village board, if desired for the hearing on the permit application. The board shall then either approve or reject the application based upon the presented information at that meeting.

(e) If inspection failed, the property owner shall be given a reasonable time period in which to make necessary corrections in order to pass inspection. If the property owner fails to pass the inspection on the second attempt, the fee paid shall be forfeited and the application shall be rejected. Any future applications for inspection shall be started from the beginning, and a new fee will be required to start the process over.

(f) Both successful and rejected applications will be presented to the village board at the next appropriate board meeting and the property owner may appear at that meeting to present their side of the matter to the board. The village board may then either approve or deny the permit based on the information presented at the meeting.

(g) If the application is approved, the license will be good until the expiration date on the license application.

(4) No kennel license shall be issued to the keeper or operator of a kennel who fails to provide proper food and drink and proper shelter for the dogs in said kennel or who neglects or abandons said dogs. ~~The village board~~Law enforcement or other designated official shall investigate any complaints regarding the failure to maintain proper standards or investigate any kennel premises upon ~~his~~ their own initiative. Expressly incorporated by reference in this section as minimum standards for kennel keepers or operators are the relevant provisions of Wis. Stats. ch. 948.

(Ord. No. V15-01, 2-24-2015)

Sec. 6-43. Late fees.

The village treasurer shall assess and collect a late fee from every owner of a dog five months of age or over if the owner failed to obtain a license prior to April 1 of each year, or within 30 days of acquiring ownership of a licensable dog or if the owner failed to obtain a license on or before the dog reached licensable age. Said late fee shall be charged in addition to the required license fee. The amount of the late fee shall be stated in the Harrison Fee Schedule established by the village board, which may be amended from time to time, and made available for public examination in the office of the village clerk.

(Ord. No. V15-01, 2-24-2015)

CHAPTER 12 ENVIRONMENT

ARTICLE I. IN GENERAL

Secs. 12-1—12-18. Reserved.

ARTICLE II. AIR POLLUTION

DIVISION 1. GENERALLY

Secs. 12-19—12-39. Reserved.

DIVISION 2. REGULATION OF OPEN BURNING

Sec. 12-40. Open burning prohibited.

The Village regulates outdoor burning. No person shall build any outdoor fire within the village boundaries except as set forth in section 12-41. ~~Any permit is valid for one week or seven days.~~ This prohibition on burning includes burning of construction waste and debris at construction sites or demolition of any structures. Burning shall also be subject to the administrative rules of the state department of natural resources.

(Ord. No. 43, § 1, 5-8-1997; Ord. No. 81(Ser. 2002), § 1, 3-26-2002)

Sec. 12-41. Exceptions.

(a) ~~Outdoor cooking over a fire contained in a device, ground pit bordered with field or decorative stone or a structure designed for such use is permissible. Burning contained in a 55-gallon drum or similar device is permissible.~~ Fires fueled by natural gas, propane, or charcoal for social gatherings.

(b) ~~Burning of bags, twine, and other incidentals relating to agricultural operations is permissible when it is done in a controlled area under the supervision of the property owner or an agent of the property owner.~~ Fires contained within a ground pit or device having a maximum diameter of 40" lined with dirt or a non-combustible material (steel, stone, or masonry).

(c) ~~Controlled burning of grass or similar vegetation for environmental management purposes, with the prior written approval of a fire chief or his designee, may be permitted.~~ Burning bags, twine, and other incidentals relating to agricultural operations when done in a controlled area under the supervision of the property owner or an agent of the property owner.

(d) Other occasions of desirable outdoor burning not specified by this section, but not as an alternative to refuse or recycling removal or disposal of which other methods are available, may be granted single or multiple occasion permit approval ~~as in subsection (c) of this section.~~

(e) Whenever approval and ~~a special~~ permit are granted by a fire chief or ~~his~~ designee, ~~under subsection (c) or (d) of this section,~~ the permit shall be ~~valid between 7:00 a.m. and 7:00 p.m. and be~~ conditioned on observance of safety restrictions and insurance requirements set forth therein.

~~(f) Copies of all burning permits issued shall immediately be forwarded to the village fire department chief and the county sheriff's dispatch.~~

(Ord. No. 43, § 2, 5-8-1997; Ord. No. 81(Ser. 2002), § 2, 3-26-2002)

Sec. 12-42. Requirements.

(a) Prior to initiating the fire permit within this article, the property owner shall contact the village hall for official approval.

(b) Upon authorization verification and prior to igniting the fire, the property owner must inform the county sheriff's department~~, or such other official as may be directed by the village board,~~ of the date, time and location of fire.

(c) Permit burning shall be valid between 7:00 a.m. and 7:00 p.m.

(d) No fire shall be permitted within 20 feet of any structure or property line.

(e) There must be not less than two means of extinguishing any fire permitted herein.

(f) Burning must be attended at all times by a person at least eighteen (18) years of age.

(g) Applicants are encouraged to notify neighbors about their outdoor burning plans to minimize potential complaints. Nuisance complaints from neighbors could result in loss of permit.

(Ord. No. 43, § 3, 5-8-1997; Ord. No. 81(Ser. 2002), § 3, 3-26-2002)

Sec. 12-43. ~~Chief and village designee may prohibit~~Prohibitions.

The fire chief ~~and/or village~~or designee ~~is~~may ~~permitted to~~ prohibit any ~~or all bonfires and outdoor~~ fires when atmospheric conditions or local circumstances make such fires hazardous.

(Ord. No. 43, § 4, 5-8-1997; Ord. No. 81(Ser. 2002), § 4, 3-26-2002)

Sec. 12-44. Burning on streets.

No material may be burned upon any street, road, curb, gutter, open ditch or sidewalk.

(Ord. No. 43, § 5, 5-8-1997; Ord. No. 81(Ser. 2002), § 5, 3-26-2002)

Sec. 12-45. Liability.

~~Persons~~ Any person utilizing and maintaining outdoor fires may be responsible for any liability resulting from damage caused by ~~his~~ the fire.

(Ord. No. 43, § 6, 5-8-1997; Ord. No. 81(Ser. 2002), § 6, 3-26-2002)

Sec. 12-46. Penalty.

Any person in violation of this article shall be punished according to the general penalties described in section 1-7.

(Ord. No. 43, § 7, 5-8-1997; Ord. No. 81(Ser. 2002), § 7, 3-26-2002)

Secs. 12-47—12-65. Reserved.

DIVISION 3. SMOKING REGULATIONS[1]

Commented [LG1]: Suggest revising the entire Division 3 to that similar to Little Chute. See attached

Sec. 12-66. Purpose.

The village board recognizes the fact that there are people who prefer a smoke-free environment and that there are others who prefer to smoke. The board also recognizes that business owners should have the right to provide an environment consistent with the wishes of their customers. This division is enacted in order to provide for smoke-free dining areas, and to permit smoking in the bar areas of restaurants and taverns at the discretion of the business owners. It also provides for a means of enforcing no-smoking policies in other businesses and retail outlets.

(Ord. No. 06-118, § 1, 8-29-2006)

Sec. 12-67. Definitions.

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

Bar area means the area where drinks are served to the patrons by bartenders. The term "bar area" includes the area where food may be served to patrons, provided that the area is not separated from the bar by partitions or floor to ceiling walls.

Dining area means the area where patrons are seated at tables and food is served. The term "dining area" does not include the bar area where drinks are served.

Dual purpose room or area means a room or area that may be used for the purpose of dining and be smoke free. Also, the same room or area may be used for functions other than dining and not be smoke free.

Enclosed area means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows, exclusive of doorways or passageways, which extend from floor to ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid, other landscaping or similar structures.

Meal means any ready to eat food served or sold to the general public in individual or prepackaged single portions or servings for immediate on-premises consumption or transported off-premises in individual prepackaged carryout servings, or specifically preordered individual or multiple serving portions which are transported to an off-premises location for immediate consumption with or without further preparation. The term "meal" does not include soft drinks, ice cream, milk, milk drinks, ices and confections or free lunches served by taverns consisting of popcorn, cheese, crackers, pretzels, cold sausage, cured fish, or bread and butter. Nor does

[1]State law reference(s)—Smoking prohibited, Wis. Stats. § 101.123.

the term "meal" include food items sold by the weight, count or piece in individual packages requiring further preparation for consumption at another location.

Restaurant.

(a) The term "restaurant" means any building, room or enclosed place where meals are prepared or served or sold to transients or the general public.

(b) The term "restaurant" shall include any room or enclosed place where meals and beverages are prepared or served or sold to transients or the general public but shall not include other areas of a hotel/motel or convention establishment, including lodging rooms, private banquet rooms or halls, or taverns, as defined in this section.

(c) The term "restaurant" shall not include:

(1) The term "tavern," as defined in this section.

(2) Taverns that serve free snacks such as popcorn, cheese, crackers, pretzels, cold sausage, cured fish, or bread and butter.

(3) Churches, religious, fraternal, youth or patriotic organizations, service clubs and civic organizations which occasionally prepare, serve or sell meals to transients or the general public.

(4) Any bed and breakfast establishment that serves breakfast only to its lodgers.

(5) The serving of food or beverage through a licensed vending machine.

(6) A concession stand at a locally sponsored sporting event, such as a little league game.

(7) A temporary restaurant operated at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale or occasional sales promotion.

(8) Entire rooms or halls while being used for private functions.

Retail establishment means store or shop in which retail sales is the principal business conducted, except taverns and restaurants. The term does not include offices within retail establishments and other areas not accessible to the general public.

Smoking means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, plant, or other combustible substance in any manner or in any form.

Tavern means any establishment licensed pursuant to Wis. Stats. ch. 125 with a full service bar in which fermented malt beverages and/or intoxicating liquors are sold for consumption upon said premises and whose sale of alcohol beverages accounts for 50 percent or more of the establishment's gross receipts for meals and beverages, including alcohol beverages for the establishment's most recent license year.

(Ord. No. 06-118, § 2, 8-29-2006)

Sec. 12-68. Smoking prohibited in the enclosed dining area of restaurants.

Smoking shall be prohibited in the enclosed main dining area of all restaurants. Smoking may be permitted in a separate dining area not exceeding 30 percent of the total seating capacity of total dining area of the restaurant; provided that the area is a separate room with floor to ceiling walls and conspicuously labeled as "smoking permitted." This section does not prohibit smoking in bar areas.

(Ord. No. 06-118, § 3, 8-29-2006)

Sec. 12-69. Dual purpose room or area.

This room or area shall abide by the same rules and guidelines as a regular dining area while it is used for a dining purpose. Also, the same room or area shall be treated as bar area for other functions where food is not served.

(Ord. No. 06-118, § 4, 8-29-2006)

Sec. 12-70. Exception—Taverns.

Taverns, as defined in this division, shall be exempt from the provisions of this section, provided that every premises that claims to be a tavern shall:

(a) Provide to the village clerk a sworn, written statement attesting that the gross sales of alcoholic beverages at the establishment during the 12-month period prior to the effective date of the ordinance from which this division is derived exceeded 50 percent of the total gross sales for meals and beverages to be consumed on the premises of the establishment during that same period. This verification shall be provided to the village clerk not later than 60 days after the enactment of the ordinance from which this division is derived. No smoking shall be permitted in any establishment failing to timely file said documentation. Filing a false statement shall be deemed a violation of this section and upon conviction violators shall be required to forfeit not less than $500.00 and not more than $1,000.00, plus the costs of prosecution.

(b) Thereafter annually provide to the village clerk an additional sworn, written statement attesting that the gross sales of alcohol beverages during the preceding 12 months after the effective date of the ordinance from which this division is derived exceeded 50 percent of the total gross sales for meals and beverages to be consumed on the premises of the establishment during that same time period. This verification shall be provided annually and not later than 30 days after the end of the applicable 12-month period. No smoking shall be permitted in any establishment failing to timely file said documentation. Filing a false statement shall be deemed a violation of this section and upon conviction violators shall be required to forfeit not less than $500.00 and not more than $1,000.00, plus the costs of prosecution.

(c) Every new or remodeled establishment that requires a new occupancy permit for any reason or any business changing the nature of the business such that the gross sales of alcoholic beverages during the preceding three months exceeded 50 percent of the total gross sales for meals and beverages to be consumed on the premises of the restaurant during that same time period must comply with the verification and documentation provisions of this subsection for the first three months immediately following the time the final certificate of occupancy is issued by the village, and then annually thereafter as set forth in subsection (2) of this section.

(d) Upon receipt of the documentation required by this subsection, the village clerk shall make a determination whether the documentation satisfies the requirements of this section. If the requirements are met, the village clerk shall issue an exemption to said establishment for the following year. If the village clerk determines the documentation does not satisfy the requirements of this section, then no exemption shall be issued, and smoking shall be prohibited in said establishment. The establishment may reapply for an exemption, under this section, 12 months after the date on which the exemption was denied. The denial of an exemption by the village clerk may be appealed to the village board, if within 30 days of the date of denial.

(Ord. No. 06-118, § 5, 8-29-2006)

Sec. 12-71. Same—Restaurant hardship.

As a result of complying with this division, a restaurant which realizes a loss of gross receipts greater than 15 percent for the three months immediately following the effective date of the ordinance from which this division is derived when compared to the same three month period of the previous year, may apply to the village board for a one-time temporary hardship exemption. Upon granting of the hardship exemption, the restaurant shall be exempt from the requirements of this division for a period of one year. To obtain a hardship exemption, application to the village board must be made within 120 days after the ordinance from which this article is derived becomes effective by submitting the following:

(a) Written proof subscribed and sworn to by an accountant certifying that the gross receipts have declined by 15 percent for the time period indicated in this section.

(b) Written proof subscribed and sworn to by an accountant certifying that the restaurant has complied with this division and that the 15 percent decline in gross receipts is the direct result of complying with this division and not a result of other factors unrelated to this division.

(c) The village board shall make the determination regarding hardship within 30 days of receipt of a hardship application, or the application will be deemed granted. This hardship provision does not apply to any restaurant that is not in existence as of the effective date of the ordinance from which this division is derived.

(Ord. No. 06-118, § 6, 8-29-2006)

Sec. 12-72. Signs required; prohibition.

(a) The proprietor or other person having control of the restaurant or tavern shall post, in a conspicuous place at every building entrance and in prominent locations throughout the establishment, a sign not smaller than 11 by 8½ inches indicating whether the building permits smoking or whether it is totally smoke free. The signs shall be posted in such a manner that the public has reasonable notice of the establishment's smoking policy and must be present at any time that establishment is open for business.

(b) It shall be unlawful for any person to remove, deface, or destroy any sign required by this section, or to smoke in any place where any such sign prohibits smoking.

(Ord. No. 06-118, § 7, 8-29-2006)

Sec. 12-73. Smoking prohibited in all other retail establishments.

Smoking is prohibited in all other retail establishments unless the proprietor or other person having control posts, in a conspicuous place at every building entrance and in prominent locations throughout the establishment, a sign not smaller than 11 by 8½ inches indicating whether the building permits smoking or whether it is totally smoke free. The signs shall be posted in such a manner that the public has reasonable notice of the establishment's smoking policy and must be present at any time that establishment is open for business.

(Ord. No. 06-118, § 8, 8-29-2006)

Sec. 12-74. Enforcement.

(a) Any owner, manager, operator, or employee of any establishment regulated by this section shall inform persons violating this section of the appropriate provisions therein. Such person should ask any person who

smokes in areas where smoking is prohibited to refrain from smoking, and if the person does not refrain from smoking after being requested to do so, ask the person to leave.

(b) The owner, operator, manager, or other person having control of a restaurant shall remove all ashtrays, cigarette vending machines, and other smoking paraphernalia from any area where this section prohibits smoking.

(c) Notice of the provisions set forth in this section shall be given to all applicants for a restaurant license in the village.

(d) Any citizen who desires to register a complaint under this section may do so with the village board.

(e) The village inspector or the fire department shall, while an establishment is undergoing otherwise mandated inspections, inspect for compliance with this section.

(f) The village code inspectors, fire inspector, and affiliated agencies and officials shall have the power, whenever deemed necessary, to enter upon the premises of the establishments regulated by this section to inspect and ascertain compliance with the requirements of this section.

(g) Notwithstanding any other provision of this division, a private citizen may bring legal action to enforce this division.

(Ord. No. 06-118, § 9, 8-29-2006)

Sec. 12-75. Retaliation prohibited.

No person or employer shall retaliate in any manner against any customer because such customer exercises any right to a smoke-free environment, as required by this division.

(Ord. No. 06-118, § 10, 8-29-2006)

Sec. 12-76. Violation and penalties.

(a) A person who willfully violates any provision of this division after being advised by an employee of the facility that smoking in the area is prohibited shall upon conviction be punished according to the general penalties described in section 1-7.

(b) A person who owns, manages, operates or otherwise controls the use of an establishment subject to this division, who violates any provision of this division upon conviction shall be punished according to the general penalties described in section 1-7.

(c) Each day of violation shall constitute a separate violation.

(Ord. No. 06-118, § 11, 8-29-2006)

Sec. 12-77. Other applicable laws or regulations.

This section shall not be interpreted or construed to permit smoking where it is otherwise restricted by state or federal law or regulation. Nothing in this division is intended to prevent the owner or manager of a business from prohibiting smoking in other areas on ~~his~~ their property.

(Ord. No. 06-118, § 12, 8-29-2006)

Secs. 12-78—12-97. Reserved.

ARTICLE III. WEEDS[2]AND LAWNS

Sec. 12-98. Definition.

For purposes of this article, noxious weeds shall mean the weeds defined in Wis. Stats. § ~~66.0517~~66.0407, (Canada Thistle, Leafy Spurge, and Field Bindweed, Creeping Jenny), which is hereby adopted and made a part of this article, and shall also include common ragweed (*Ambrosia atemisiifolia*), Giant ragweed (*Ambrosia trifida*), Bull thistle, and Purple Loosestrife (*Lythrum salicaria* or *L. virgatum*). A copy of the above-referenced statute shall be kept on file in the village clerk's office, where it shall be available for public viewing during normal business hours.

(Ord. No. 42, § 1, 4-29-1997)

Sec. 12-99. ~~Destruction of noxious weeds required.~~

~~Every person shall destroy all noxious weeds on every parcel of land which he owns, occupies or controls.~~

~~(Ord. No. 42, § 2, 4-29-1997)~~

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[2]State law reference(s)—Noxious weeds, Wis. Stats. § 66.0407; weed commissioner, Wis. Stats. § 66.0517; special charges for current services, Wis. Stats. § 66.0627.

~~Sec. 12-100. Weed commissioner; destruction of weeds by village.~~

~~(a) The weed commissioner shall have the powers and duties enumerated in this article and in Wis. Stats. § 66.0517, except that he shall receive no compensation for his services.~~

~~(b) The weed commissioner shall destroy or cause to be destroyed noxious weeds, and he is further empowered to enter upon public and private lands and to cut or remove the accumulation or growth of weeds, grass, brush or other rank or offensive vegetation which has grown to a height greater than eight inches on improved land or ten inches on unimproved land.~~

~~(c) Noxious weeds shall be eliminated under the notice and charge provisions of Wis. Stats. § 66.0517. All other weed elimination or vegetation control shall be charged as a special charge for services rendered under Wis. Stats. § 66.0627 with or without notice to the property owner.~~

~~(Ord. No. 42, § 3, 4-29-1997)~~ Noxious weeds.

(a) At the direction of the village president, the village clerk shall annually on or before May 15 publish as required by state law a notice that every person is required by law to destroy all noxious weeds on lands in the village which he owns, occupies or controls. A joint notice with other towns or municipalities may be utilized.

(b) If the owner or occupant shall neglect to destroy any weeds as required by such notice, then the weed commissioner of the village shall give five days' written notice by mail to the owner or occupant of any lands upon which the weeds shall be growing to the effect that the said weed commissioner after the expiration of the five-day period will proceed to destroy or cause to be destroyed all such weeds growing upon said lands and that the cost thereof will be assessed as a tax upon the lands upon which such weeds are located under the provisions of Wis. Stats. § 66.0407. In case the owner or occupant shall further neglect to comply within such five-day notice, then the weed commissioner shall destroy such weeds or cause them to be destroyed in the manner deemed to be the most economical method and the expense thereof, including the cost of billing and other necessary administrative expenses, shall be charged against such lots and be collected as a special tax thereon. During the same growing season, there will be *no* other notice to property owners to abate. If a second complaint is received during the same growing season regarding the same parcel of land, and if the nuisance is not abated immediately, the village will cut the property and bill the owner for time, machinery, and administrative costs. The village board has indicated that they will have zero tolerance in this issue. The abatement is the owner's responsibility.

(c) As provided for in Wis. Stats. § 66.0407 the village shall require that all noxious weeds shall be destroyed prior to the time in which such plants would mature to the bloom or flower state. The growth of noxious weeds in excess of eight inches in height from the ground surface shall be prohibited within the village corporate limits. Noxious weeds shall include any weed, grass or similar plant growth which, if allowed to pollinate, would cause or produce hay fever in human beings or would cause a skin rash through contact with the skin.

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Secs. 12-101~~—12-128. Reserved.~~. Regulation – Length of lawns and grasses.

(a) *Purpose.* This section is adopted due to the unique nature of the problems associated with lawns, grasses and noxious weeds being allowed to grow to excessive length in the village.

(b) *Public nuisance declared.* The village board finds that lawns, grasses and noxious weeds on lots or parcels of land which exceed eight inches in length adversely affect the public health and safety of the public in that they tend to emit pollen and other discomforting bits of plants, constitute a fire hazard and a safety hazard in that debris can be hidden in the grass, interferes with the public convenience and adversely affects property values of other land within the village. For that reason, any lawn, grass or weed on a lot or other parcel of land which exceeds eight inches in length is hereby declared to be a public nuisance, except for property located in a designated floodplain area and/or wetland area or where the lawn, grass or weed is part of a natural lawn.

(c) *Nuisances prohibited.* No person, firm or corporation shall permit any public nuisance as defined in subsection (b) of this section to remain on any premises owned or controlled by him within the village.

(d) *Inspection.* The weed commissioner or his designee shall inspect or cause to be inspected all premises and places within the village to determine whether any public nuisance as defined in subsection (b) of this section exists.

(e) *Abatement of nuisance.*

(1) If the weed commissioner shall determine with reasonable certainty that any public nuisance as defined in subsection (b) of this section exists, he shall immediately cause written notice to be served that the village proposes to have the lot grass or lawn cut so as to conform with this section 1. During the same growing season, there will be no other notice to property owners to abate. If a second complaint is received during the same growing season regarding the same parcel of land, and if the nuisance is not abated immediately, the village will cut the property and bill the owner for time, machinery, and administrative costs as well as citations may be issued The abatement is the owner's responsibility.

(2) The notice shall be served at least five days prior to the date of the abatement and shall be mailed or served on the owner of the lot or parcel of land or, if he is not known and there is a tenant occupying the property, then the tenant shall be served.

(f) *Due process hearing.* If the owner believes that their grasses or weeds are not a nuisance, he may request a hearing before the village board. The request for said hearing must be in writing to the village administrator's office within the five days set forth in the weed commissioner's notice. Upon application for the hearing, the property owner must deposit a bond. The amount of the bond shall be established by the village board, from time to time, and appears in the fee schedule attached as appendix C to this Code. If a decision is rendered in the property owner's favor, the bond will be returned to the property owner. If the property owner fails to appear for the hearing or if the decision is rendered against the property owner, the deposit shall be forfeited and applied to the cost of village personnel abating the nuisance, if necessary. When a hearing is requested by the owner of the property, a hearing by the village board shall be held within seven days from the date of the owner's request. The property in question will not be mowed by the village until such time as the hearing is held by the board. At the hearing, the owner may appear in person or by their attorney, may present witnesses in their behalf and may cross examine witnesses presented by the village as well as subpoena witnesses for their own case. At the close of the hearing, the village board shall make its determination, in writing, specifying its findings, facts, and conclusions. If the village board determines that a public nuisance did exist, the board shall order the weed commissioner to mow the property in question unless the property has been mowed by the owner within 48 hours of the village board's decision. If the

owner does not abate the nuisance within the described 48 hours, the weed commissioner shall cause the same nuisance to be abated and cost in excess of the forfeited fee assessed accordingly.

(g) *Village's option to abate nuisance.* In any case where the owner, occupant or person in charge of the property shall fail to cut their lawn, grass or weeds as set forth in subsection (f) of this section, and in that event, the village may elect to cut said lawn, grass or weeds as follows:

(1) The written notice required in subsection (e) of this section shall inform said person that in the event of their failure to abate the nuisance within the prescribed time, the village shall abate the same and the cost thereof shall be assessed to the property owner as a special charge.

(2) The village shall cut or cause to be cut all grass and weeds from the subject's property and shall charge the expenses of so doing at a rate as established by resolution by the village board. The charges shall be set forth in a statement to the village clerk who, in turn, shall mail the same to the owner, occupant or person in charge of the subject premises. If said statement is not paid in full within 30 days thereafter, the village clerk shall enter the charges in the tax roll as a special tax against said lot or parcel of land, and the same shall be collected in all respects like other taxes upon real estate, or as provided under Wis. Stats. § 66.0907(3)(f).

(h) *Natural Landscapes.* Maintained natural landscapes and gardens around structures (i.e. fences and buildings) are exempt from the height limitations of this chapter.

(i) *Penalty.*

(1) Any person, firm or corporation which does not abate the nuisance within the required time period or who otherwise violates the provisions of the section shall be subject to a fine as established in the Village Fee and Penalty Schedule. . Each day of occurrence shall constitute a separate violation.

(2) In addition to any penalties herein provided, the village may issue stop work orders upon owners of lots where work is unfinished under a previously issued building permit for any violation of this section.

Secs. 12-102—12-128. Reserved.

ARTICLE IV. WELL ABANDONMENT REGULATION

Sec. 12-129. Purpose.

To prevent contamination of groundwater and to protect public health, safety and welfare by ensuring that unused, unsafe or noncomplying wells which may serve as conduits for contamination or wells which may be illegally cross connected to the municipal water system, are properly abandoned as directed by Wis. Admin. Code ch. NR 811.

(Ord. No. 26, § I, 5-10-1993)

Sec. 12-130. Applicability.

This article applies to all wells located on premises served by the Darboy Joint Sanitary District #1 municipal water system and the Harrison-Waverly Sanitary District.

(Ord. No. 26, § II, 5-10-1993)

Sec. 12-131. Definitions.

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

Municipal water system means a system for the provision to the public of piped water for human consumption when such system has at least 15 service connections or regularly serves at least 25 ~~yearround~~year-round residents owned or operated by a city, village, county, village, village sanitary district, utility district or public institution as defined in Wis. Stats. § 281.62(1)(a), or a privately owned water utility serving any of the above.

Noncomplying means a well or pump installation which does not comply with the provision of Wis. Admin. Code ch. NR 812, in effect at the time the well was constructed, a contamination source was installed, the pump was installed or work was done on either the well or pump installation.

Pump installation means the pump and related equipment used for withdrawing water from a well including the discharge piping, underground connections, pitless adapters, pressure tanks, pits, sampling faucets and well seals or caps.

Unsafe means a well or pump installation which produces water which is bacteriologically contaminated or contaminated with substances in excess of the standards of Wis. Admin. Code chs. NR 140, 809, or for which a health advisory has been issued by the department of natural resources.

Unused means a well or pump installation which is not in use or does not have a functional pumping system.

Well means an excavation or opening into the ground made by digging, boring, drilling, driving, or other methods for the purpose of obtaining groundwater for consumption or other use.

Well abandonment means the filling and sealing of a well according to the provisions of Wis. Admin. Code ch. NR 812.

(Ord. No. 26, § III, 5-10-1993)

Sec. 12-132. Abandonment required.

All wells located on premises served by the municipal water system shall be abandoned in accordance with the terms of this article and Wis. Admin. Code ch. NR 812, by December 31, 1991, or no later than one year from the date of connection to the municipal water system, whichever occurs last, unless a well operation permit has been obtained by the well owner from the village.

(Ord. No. 26, § IV, 5-10-1993)

Sec. 12-133. Well operation permit.

The village may grant a permit to a private well owner to operate a well for a period of not to exceed five years providing the conditions of this section are met. The village, or its agent, may conduct inspections or have water quality tests conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application or renewal. Permit application and renewal shall be made on forms provided by the clerk. The following conditions must be met for issuance or renewal of a well operation permit:

(a) The well and pump installation meet or are upgraded to meet the requirements of Wis. Admin. Code ch. NR 812;

(b) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by at least two samplings taken a minimum of two weeks apart. No exception to this condition may be made for unsafe wells, unless the department of natural resources approves, in writing, the continued use of the well;

(c) There are no cross connections between the well and pump installation and the municipal water system; and

(d) The proposed use of the well and pump installation can be justified as being necessary in addition to water provided by the municipal water system.

(Ord. No. 26, § V, 5-10-1993)

Sec. 12-134. Abandonment procedures.

(a) All wells abandoned under the jurisdiction of this article or rule shall be abandoned according to the procedures and methods of Wis. Admin. Code ch. NR 812. All debris, pump, piping, unsealed liners and any other obstructions which may interfere with sealing operations shall be removed prior to abandonment.

(b) The owner of the well, or the owner's agent, shall notify the clerk at least 48 hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by a representative of either the village, the Darboy Joint Sanitary District #1, or the Harrison-Waverly Sanitary District such representative to be appointed by either the village chairman or the business manager for the Darboy Joint Sanitary District #1.

(c) An abandonment report form, supplied by the department of natural resources, shall be submitted by the well owner to the clerk and the department of natural resources within ten days of the completion of the well abandonment.

(Ord. No. 26, § VI, 5-10-1993)

Sec. 12-135. Penalties.

Any well owner violating any provision of this article shall upon conviction be punished according to the general penalties described in section 1-7. If any person fails to comply with this article for more than ten days after receiving written notice of the violation, the village may impose a penalty and cause the well abandonment to be performed and the expense to be assessed as a special tax against the property.

(Ord. No. 26, § VII, 5-10-1993)

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Proposed Ordinance: Sexual Offender

Recommended Action: Motion to direct staff to work on a sexual offender ordinance.

Background and Additional Information:

Over the past month there were numerous concerns raised on social media about sexual offender living next to a public park. Surrounding municipalities have sexual offender ordinances including Appleton.

The Village Manager asked advice of the Village Attorney what the pros/cons of the such ordinance could be and to provide examples. The response of the Village Attorney is below:

It is true that at the state level, "sexually violent persons" on supervised release are not allowed to live in certain areas. For example, sexually violent persons on supervised release must be placed in their own county and they are not allowed to be within 1,500 feet of particular locations, like schools, premises, childcare facilities, public parks, places of worship and youth centers. Additionally, if the crime had to do with the elderly, they must live 1,500 feet from a nursing or assisted living facility.

As stated, those residency requirements, only apply to "sexually violent persons." Sexually violent persons are those who have been convicted of a sexually violent offense, including first, second and third degree sexual assault, first degree and second degree sexual assault of a child, repeat sexual assault of the same child, incest with a child, child enticement, and other violent crimes (homicide, battery, etc.) if they are sexually motivated including solicitation, conspiracy or attempt to commit any of the crimes listed previously. The definition does cover a wide range of offenses, but the Village is able to create additional measures outside of that statute if you so choose.

Importantly, non-violent offenders have no residency requirements at the state level. Municipalities instead are allowed and commonly do enact additional sex offender residency restriction ordinances. There are certain exceptions municipalities must include when creating these ordinances. For example, if the person has been told where to live based on supervised release and is in compliance with court orders, the village's ordinance will not apply to them.

<u>Other potential issues to keep in mind:</u>

- For the above-mentioned state law, the law does not apply retroactively to new structures. So, if it is a new school, or new nursing home, etc. then the law does not apply, and the person can still live there. You indicated that the park at issue is new, so even if the person involved here was a

"sexually violent person" they would have likely been exempt from the statute anyways if they lived there before the park was built.

- In addition, any new ordinance put in place now would not apply retroactively. If the issue is specific to a certain sex offender living near the new park, even if the ordinance were put in place tomorrow, it would not apply to anyone that established a permanent or temporary residence prior to the effective date of the ordinance.

Budget Impacts: None

Attachments: Ordinance example from Menomonee Falls

Chapter 9.34
SEX OFFENDER RESIDENCY RESTRICTIONS

Sections:

9.34.010 Findings and intent.
9.34.020 Definitions.
9.34.030 Residency restriction.
9.34.040 Original domicile residency restriction.
9.34.050 Residency restriction exceptions.
9.34.060 Protected area bordering the city of Brookfield.
9.34.070 Property owner liability.
9.34.080 Violations.
9.34.090 Appeal.

9.34.010 Findings and intent.

A. Whereas the common council has the power, through Section 62.11(5), Wisconsin Statutes, to enact legislation promoting the health, safety, and welfare of the public.

B. Whereas the common council has reviewed the holdings and findings of the following court cases Vill. Of Menomonee Falls v. Ferguson, 334 Wis.2d 131 (Wis. Ct. App. 2011); City of S. Milwaukee v. Kester, 347 Wis.2d 334 (Wis. Ct. App. 2013); Smith v. Doe, 123 S. Ct. 1140 (2003); McKune v. Lile, 122 S. Ct. 2017 (2002); Hoffman v. Vill. of Pleasant Prairie, 249 F. Supp. 3d 951 (E.D. Wis. 2017); Vasquez v. Foxx, 895 F.3d 515 (7th Cir. 2018); Doe v. Miller, 405 F.3d 700 (8th Cir. 2005); Evenstad v. City of West St. Paul, 306 F. Supp. 3d 1086 (D. Minn. 2018).

C. Whereas, based upon a 2003 study by the U.S. Department of Justice, Bureau of Justice Statistics, titled Recidivism of Sex Offenders Released from Prison in 1994, sex offenders released from prison were four times more likely to be rearrested for a sex crime as compared to non-sex offenders released from prison. Of those individuals included in the study, forty (40) percent of new sex crimes committed by those sex offenders released from prison had occurred within the first twelve (12) months of release. Further, child molesters who were released from prison were at least six times more likely to be rearrested for another sex crime against a child as compared to a non-sex offender released from prison.

D. Whereas the common council has conducted a review of other reports and studies related to creating and implementing specific desistance factors to reduce recidivism of sex offenders. The studies and reports that have been reviewed include the following: Tatar, J. & Jones, M. (August 2016). Recidivism after Release from Prison, State of Wisconsin Department of Corrections; Steiner, B., Makarios, M.D., & Travis, L.F. (2015). Examining the Effects of Residential Situations and Residential Mobility on Offender Recidivism. Crime and Delinquency, 61(3), 375-401; Kyle, D. (2016). Examining Sexual Offenses through a Sociological Lens: A Socio-Cultural Exploration of Casual and Desistance Theories, European Journal of Probation, 8(3), 170-184; Horney, J., Osgood, W., & Marshall, I.H. (1995). Criminal Careers in the Short-Term: Intra-Individual Variability in Crime and Its Relation to Local Life Circumstances. American Sociological Review, 60(5), 655-673; Mann, R.E., de Vries Robbe, M., Maruna, S., & Thornston, D. (2015). An Exploration of Protective Factors Supporting Desistance from Sexual Offending. Sexual Abuse; A Journal of Research and Treatment, 27 (1), 16-33.

E. Whereas the common council acknowledges that literature on sex offender recidivism, sex offender desistance, and sex offender residency restrictions contains studies which report varying effectiveness of certain strategies. The common council intends to use these strategies and studies to best create a regulatory framework which protects the children of the city of Brookfield (hereafter "city"), yet allows for a constructive and safe assimilation of designated sex offenders into the community.

F. The common council finds that the risk of recidivism decreases over time from the date of the last conviction, especially in circumstances where offenders have community connections, goals, and employment. The common council is also aware that absent a domicile clause, the city would have open doors for nonresident sex offender residency when other communities have closed doors, inviting a substantial increase in child sex offender placements, thereby increasing potential negative impacts on the health, safety, welfare, and additional cost to the city and its residents. Studies show increased recidivism rates for offenders who frequently move or do not have established community networks. These studies support maintaining a domicile clause thereby limiting designated offenders with no ties to the community and increasing the likelihood that a designated offender implements appropriate and existing community support while allowing the community to remain intelligently attentive, aware, and provide adequate and appropriate intervention if needed.

G. Accordingly, the common council has created this regulatory measure designed to protect the health and safety of the children in the city against the threat posed by certain designated sex offenders. Sex offenders who prey on children represent a substantial danger to victims, target a particularly vulnerable group within the community who are less able to articulate or report abuse, and create a significant impact on law enforcement time and community resources to investigate abuses and mitigate risks. This chapter is also intended to demonstrate the city's resolute goal of protecting children in areas of potential vulnerability and impart the community's confidence by demonstrating safe, productive, and law-abiding behavior while residing within the city. It is the intent of the common council that this regulatory scheme is civil and nonpunitive in order to serve the city's compelling interest to promote, protect, and improve the health, safety and welfare of all citizens of the city. (Ord. 2540-19 § 1 (part), 2019)

9.34.020 Definitions.

As used in this chapter and unless the context otherwise requires:

A. "Child" means a person under the age of sixteen (16) years old.

B. "Court mandated supervision" means a term of extended supervision, probation, community supervision, or similar programming as imposed on a criminal or juvenile offender by a court or probation agent.

C. "Designated offender" means any person who is required to register under Section 301.45, Wisconsin Statutes, for any offense against a child. This definition does not include a person who is released under Section 980.08, Wisconsin Statutes, so long as the person is subject to supervised release under Chapter 980, Wisconsin Statutes, the person is residing where he or she is ordered to reside under Section 980.08, Wisconsin Statutes, and the individual is in compliance with all court orders issued under Chapter 980, Wisconsin Statutes.

D. "Domicile" ("domiciled") means the true, fixed and permanent residence of the offender, and to which, whenever absent, the individual intends to return, except that no individual may have more than one domicile at any time. The domicile address shall not be a post office box or similar depository.

E. "Hospital" has the meaning given in Section 50.33(2)(a), Wisconsin Statutes.

F. "Residence" means the place where an offender sleeps, which may include more than one loc and may be mobile or transitory.

G. "Treatment facility" has the meaning given in Section 51.01(19), Wisconsin Statutes. (Ord. 2540-19 § 1 (part), 2019)

9.34.030 Residency restriction.

A designated offender shall not establish a residence in any location on a parcel of land, which, in whole or in part, is within one thousand four hundred (1,400) feet of the real property comprising any of the following uses:

A. Any facility for children, which means a public or private school, group home as defined in Section 48.02(7), Wisconsin Statutes, a residential care center for children and youth, as defined in Section 48.02(15)(d), Wisconsin Statutes, a shelter care facility as defined in Section 48.02(17), Wisconsin Statutes, a day care center licensed under Section 48.65, Wisconsin Statutes, a day care program established under Section 120.13(14), Wisconsin Statutes, a day care provider certified under Section 48.651, Wisconsin Statutes; and/or

B. Facility used for:

1. A public park as defined in Section 12.24.010 of the Brookfield Municipal Code (hereafter "BMC"). Recreational trails shall not constitute a public park except where the recreational trail is wholly within the confines of a public park.

2. A public swimming pool.

3. A public library operated pursuant to Chapter 43, Wisconsin Statutes.

4. School grounds as defined in Section 895.523(1)(g), Wisconsin Statutes, but also shall include such grounds of a "private school" as defined in Section 115.001(3)(r), Wisconsin Statutes.

5. A child care center as defined in Section 49.136(1)(ad), Wisconsin Statutes, a child care facility as defined in Section 980.01(1)(g), Wisconsin Statutes, or a home occupation permitted under the BMC.

6. The entire parcel of land containing the soccer fields located at Tax Key number BR C1025996 and commonly known as Voigt Soccer Park.

C. The distance shall be measured from the closest boundary line of the real property supporting the residence of a designated offender to the closest real property boundary line of the applicable above enumerated use(s). A map depicting the above-enumerated uses and the resulting residency restriction distances shall be created annually. Such map shall be the official map for purposes of this section until the new annual map is created and filed annually. The official map shall be on file in the office of the city clerk for public inspection. (Ord. 2730-20 § 1, 2020; Ord. 2540-19 § 1 (part), 2019)

9.34.040 Original domicile residency restriction.

In addition to any other restrictions imposed by this chapter, a designated offender shall not be permitted to establish a residence in the city unless that person was domiciled in the city at the time of the most recent offense which causes the person to be a designated offender. (Ord. 2540-19 § 1 (part), 2019)

9.34.050 Residency restriction exceptions.

A designated offender does not violate Sections 9.34.030 or 9.34.040 if any of the following apply:

A. The designated offender is serving a current sentence which requires the designated offender's commitment at a jail, prison, juvenile facility, or other correctional institution or facility that would otherwise violate this code.

B. The designated offender has established a residence prior to the effective date of the ordinance previously codified in this chapter, Ord. 2117-07, on December 28, 2007, and has continuously maintained said residence since that effective date, which is within one thousand four hundred (1,400) feet of any of the prohibitions of this chapter.

C. The designated offender has established a residence within one thousand four hundred (1,400) feet of the location(s) restricted in Section 9.34.030 prior to that restricted location existing.

D. The designated offender is a minor or ward under guardianship.

E. The designated offender's most recent offense, which falls under Section 9.34.020(C), occurred more than ten years ago and it has been at least ten years since the designated offender has completed any period of incarceration or court mandated supervision for any offense.

F. The residence is a hospital or treatment facility. (Ord. 2730-20 § 2, 2020; Ord. 2540-19 § 1 (part), 2019)

9.34.060 Protected area bordering the city of Brookfield.

If a municipality that is adjoining the city contains a facility that meets the criteria set forth in Section 9.34.030 and is within one thousand four hundred (1,400) feet of the city's border, the prohibited area around that facility will be measured by using the least restrictive residence restriction ordinance between the city and that of the adjoining municipality where the facility is located. (Ord. 2730-20 § 3, 2020; Ord. 2540-19 § 1 (part), 2019)

9.34.070 Property owner liability.

No property owner may allow a designated offender to reside on his or her property while in violation of this chapter unless the designated offender has been granted an exemption under Section 9.34.090. (Ord. 2540-19 § 1 (part), 2019)

9.34.080 Violations.

Any person who violates any provision in this chapter shall be subject to a forfeiture of not less than one hundred dollars ($100.00) nor more than one thousand dollars ($1,000.00) for each violation, together with the costs of prosecution. Each day a violation continues shall constitute a separate offense. In default of payment thereof, the person shall be imprisoned in the house of correction until such forfeiture and costs are paid, but not more than the number of days set forth in Section 800.095(1)(b)(1), Wisconsin Statutes. Additionally, the city attorney may bring an action in the name of the city in the Circuit Court for Waukesha County to permanently enjoin such residency as a public nuisance. Further, the city may undertake all other legal and equitable remedies to prevent or remove a violation of this chapter. (Ord. 2540-19 § 1 (part), 2019)

9.34.090 Appeal.

A designated offender may request an exemption from this chapter.

A. Procedure. A designated offender may request an exemption from this chapter by submitting a written request for exemption, including any pertinent rationale for an exemption, to the Brookfield police department prior to establishing a residence that would be in violation of this chapter or within thirty (30) days after notification that the designated offender is in violation of this chapter. The chief of police or

his/her designee shall conduct a review of the request for an exemption using any pertinent inform and the criteria set forth in subsection (C) of this section. The chief of police or his/her designee shall approve, approve an exemption subject to necessary conditions (hereafter “conditional exemption”), or deny the request. The chief of police or his/her designee shall issue the decision within thirty (30) days of receiving the request for exemption and shall provide a written copy of that decision to the designated offender, city clerk, and the city attorney’s office. Any request for an exemption which has not been approved, approved for a conditional exemption, or denied by the chief or his/her designee within thirty (30) days of the request shall be deemed to be denied for the purpose of this chapter.

B. The decision by the chief of police or his/her designee may be appealed by the designated offender within thirty (30) days by submitting a written appeal to the administrative appeals review board (hereafter “the board”) via the city clerk’s office. The board shall hold a hearing on each appeal, during which the board may review any pertinent information and may accept oral and written statements from any person.

C. The chief of police or his/her designee and/or the board shall base their decision upon any factors related to the city’s interest in promoting, protecting, and improving the health, safety, and welfare of the community, including, but not limited to:

1. The nature of the predicate offense causing the appellant to be a designated offender.
2. Police reports related to the predicate offense if available.
3. Proximity of the requested residence to the victim.
4. The age of the offense, offender, and victim.
5. Recommendation of the probation or parole officer, if one exists.
6. Recommendation of the police department.
7. Recommendation of any treatment practitioner.
8. Proposals for safety measures and assurances by the designated offender.
9. Conditions to be placed on any exception or variance from the requirements of this chapter.
10. Support systems in place by the designated offender.
11. Who the designated offender will be or is living with at the prohibited location.
12. Statements of the surrounding community or victim.
13. Treatment, sobriety, or rehabilitative measures taken by the designated offender.
14. The designated offender’s current employment or social activities.
15. The designated offender’s criminal history.
16. Whether the designated offender meets any of the exceptions listed in Section 9.34.050.

D. The board shall issue a decision by a majority vote. The board may decide to deny an exemption, issue an exemption, or issue a conditional exemption. A written copy of the decision shall be provided to the designated offender in person or by first-class mail at the designated offender’s last-known address. A designated offender must consent to the terms of the conditional exemption for the conditional exemption

to be valid, and must demonstrate acceptance of the terms of the conditional exemption by signing and dating a copy of the board's decision and conditions. The designated offender must provide a copy of the signed conditional exemption to the city clerk's office and the city of Brookfield police department. The designated offender will have fourteen (14) days from the date the written conditional exemption is issued to accept and return a signed copy to the appropriate locations or the conditional exemption will be deemed as void and the appeal denied by the board. A designated offender need not sign an exemption that has been denied by the board or an exemption approved without any necessary conditions by the board.

E. A conditional exemption may include, but is not limited to, the following terms:

1. Curfew restrictions.
2. Cohabitant restrictions or requirements.
3. Sobriety restrictions.
4. Conduct restrictions.
5. Residency restrictions.

F. If an exemption or conditional exemption is granted by the chief of police or his/her designee or the board that exemption will only apply to the specific designated offender who had applied for the exemption at the requested residence and shall not be transferable to any other or to any other location.

G. An exemption expires when the designated offender who was granted said exemption changes his/her domicile and/or changes his or her residence, whether within the city or outside the city.

H. An exemption or conditional exemption issued by the chief of police or his/her designee or the board may be revoked by the chief of police or his/her designee if the designated offender is found to have violated the conditions or there is probable cause to believe the designated offender has committed (an) additional act(s), which had occurred either before or after the exemption or conditional exemption was issued, that would cause a person to be classified as a designated offender. The chief of police or his/her designee shall provide written notice to the designated offender that the exemption or conditional exemption has been revoked. This notice shall be deemed properly delivered if sent by either first class mail to the designated offender's last known address or if delivered in person to the designated offender's last known address. If the designated offender cannot be located, the notice shall be deemed to be properly delivered if a copy is left at the designated offender's address which had been exempted in the presence of some competent member of the family at least fourteen (14) years of age or a competent adult currently residing there. If notice cannot be so served, it may be served by publishing a Class I notice. The revocation of an exemption may be appealed to the board pursuant to the above procedure.

I. For the purposes of this chapter, pursuant to Section 68.16, Wisconsin Statutes, the city of Brookfield is specifically electing not to be governed by Chapter 68, Wisconsin Statutes.

J. If the board denies the request for exemption or upholds a revocation of exemption or conditional exemption, the designated offender may appeal the decision within thirty (30) days to the circuit court.

K. Severability. If any part of this section is found to be unconstitutional or otherwise invalid, the validity of the remaining parts shall not be affected. (Ord. 2540-19 § 1 (part), 2019)

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ARTICLE III. - OFFENSES INVOLVING PUBLIC SAFETY[3]

--- (3) ---

State Law reference— *Public safety offenses, Wis. Stats. ch. 941.*

DIVISION 1. - GENERALLY

Sec. 62-51. - Sex offender residency restrictions; child safety zones.

(a) *Purpose and intent.*

(1) The village finds and declares that sex offenders are a serious threat to public safety. When convicted sex offenders re-enter society, they are much more likely than any other type of offender to be re-arrested for a new rape or sexual assault. Given the high rate of recidivism for sex offenders and that reducing opportunity and temptation is important to minimizing the risk of re-offense, there is a need to protect children where they congregate or play in public places in addition to the protections afforded by state law near schools and daycare centers. The village finds and declares that, in addition to schools and daycare centers, children congregate or play in a number of public places, including public parks and other facilities for children.

(2) This section is a regulatory measure aimed at protecting the health and safety of children in Menomonee Falls from the risk that convicted sex offenders may re-offend in locations close to their residences. It is the intent of this section not to impose a criminal penalty but rather to serve the village's compelling interest to promote, protect, and improve the health, safety, and welfare of the citizens of the village by creating areas around locations where children regularly congregate in concentrated numbers wherein certain sexual offenders and sexual predators are prohibited from establishing temporary or permanent residence; and by creating child safety zones where children regularly congregate in concentrated numbers wherein access by certain sexual offenders and sexual predators to such zones shall be restricted or excluded.

(3) This section seeks to balance the village's compelling interest of protecting the children of the village from recidivism with the constructive and safe assimilation of certain offenders into the community on an individualized exemption basis.

(b) *Definitions.* As used in this section and unless the context otherwise requires:

(1) *Crime against children* means any of the following offenses set forth within the Wisconsin Statutes, as amended, or the laws of this or any other state or the federal government, having like elements necessary for conviction and involving a person under the age of 18

years, respectively:

940.225(1) First Degree Sexual Assault;

940.225(2) Second Degree Sexual Assault;

940.225(3) Third Degree Sexual Assault;

940.22(2) Sexual Exploitation by Therapist;

940.30 False Imprisonment-victim was minor and not the offender's child;

940.31 Kidnapping-victim was minor and not the offender's child;

944.01 Rape (prior statute);

944.06 Incest;

944.10 Sexual Intercourse with a Child (prior statute);

944.11 Indecent Behavior with a Child (prior statute);

944.12 Enticing Child for Immoral Purposes (prior statute);

948.02(1) First Degree Sexual Assault of a Child;

948.02(2) Second Degree Sexual Assault of a Child;

948.025 Engaging in Repeated Acts of Sexual Assault of the Same Child;

948.05 Sexual Exploitation of a Child;

948.055 Causing a Child to View or Listen to Sexual Activity;

948.06 Incest with a Child;

948.07 Child Enticement;

948.075 Use of a Computer to Facilitate a Child Sex Crime;

948.08 Soliciting a Child for Prostitution;

948.095 Sexual Assault of a Student by School Instructional Staff;

948.11(2)(a) or (am) Exposing Child to Harmful Material-felony sections;

948.12 Possession of Child Pornography;

948.13 Convicted Child Sex Offender Working with Children;

948.31 Abduction of Another's Child;

971.17 Not Guilty by Reason of Mental Disease-of an included offense; and

975.06 Sex Crimes Law Commitment.

(2) *Facility for children* means a public or private school, a *group home,* as defined in Wis. Stats. § 48.02(7), a *residential care center for children and youth,* as defined in Wis. Stats. § 48.02(15d), a *shelter care facility,* as defined in Wis. Stats. § 48.02(17), a *foster home,* as defined in Wis. Stats. § 48.02(6), a *treatment foster home,* as defined in Wis. Stats. § 48.02(17q), a *daycare center licensed under Wis. Stats. § 48.65, a daycare program established under Wis. Stats. § 120.13(14), a daycare provider certified under Wis. Stats. § 48.651,* or a *youth center,* as defined in Wis. Stats. § 961.01(22).

(3) *Offender* means a person who has been convicted of or has been found delinquent of or has been found not guilty by reason of disease or mental defect of a sexually violent offense and/or a crime against children.

(4) *Permanent residence* means a place where the person sleeps, abides, lodges, or resides for 14 or more consecutive days.

(5) *Sexually violent offense* shall have the meaning as set forth in Wis. Stats. § 980.01(6), as amended from time to time.

(6) *Temporary residence* means residence or premise meeting either of the following criteria:

a. A place where the person sleeps, abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not that person's permanent residence as defined in (b)(4) above; or

b. A place where the person routinely sleeps, abides, lodges, or resides for a period of four or more consecutive or non-consecutive days in any month and which is not that person's permanent residence as defined in (b)(4) above.

(c) *Residency restrictions.*

(1) An offender shall not reside within 1,500 feet of real property that supports or upon which there exists any of the following uses:

a. Any facility for children;

b. A public park, parkway, parkland, park facility;

c. A public swimming pool;

d. A public library;

e. A recreational trail;

f. A public playground;

g. A school for children;

h. Athletic fields used by children;

i. A daycare center;

j. Any specialized school for children, including, but not limited to, a gymnastics academy, dance academy or music school; or

k. Aquatic facilities open to the public;

(2) *Measurement of distance.* The distance shall be measured from the closest boundary line of the real property supporting the residence of an offender to the closest boundary line of the real property that supports or upon which there exists any of the uses enumerated in (c)(1) above.

(3) *Residency restriction exceptions.* An offender residing within 1,500 feet of real property that supports or upon which there exists any of the uses enumerated in (c)(1) above does not commit a violation of this section if any of the following apply:

a. The offender is required to serve a sentence at a jail, prison, juvenile facility, or other correctional institution or facility.

b. The offender has established a permanent or temporary residence and reported and registered that residence pursuant to Wis. Stats. § 301.45 prior to the effective date of this section.

c. The use enumerated in (c)(1) above began after the offender established a permanent or temporary residence and reported and registered that residence pursuant to Wis. Stats. § 301.45.

d. The offender is a minor or ward under guardianship.

(4) Original domicile restriction. Subject to (c)(3) above, no offender shall be permitted to reside in the Village of Menomonee Falls, unless that person was domiciled in the Village of Menomonee Falls at the time of the most recent offense giving rise to that person's status as an offender.

(d) *Child safety zones.*

(1) No offender shall enter or be present upon any real property that supports or upon which there exists any facility used for or that supports any one or more of the following uses:

a. A public park, parkway, parkland, park facility;

b. A public swimming pool;

c. A public library;

d. A recreational trail;

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e. A public playground;

f. A school for children;

g. Athletic fields used by children;

h. A daycare center;

i. Any specialized school for children, including, but not limited to a gymnastics academy, dance academy or music school;

j. Aquatic facilities open to the public; or

k. Any facility for children.

(2) *Child safety zone exceptions.* An offender does not commit a violation of (d)(1) above, and may be allowed on the property used for or supporting a use enumerated in (d)(1) above if any of the following apply:

a. The property used for or supporting a use enumerated in (d)(1) above also supports a church, synagogue, mosque, temple or other house of religious worship (collectively "church"), subject to all of the following conditions:

1. The offender's entrance and presence upon the property occurs only during hours of worship or other religious program/service as posted to the public; and

2. The offender sends advance written notice to an individual designated by the church to be in charge and receives advance approval from that individual allowing the offender's attendance; and

3. The offender shall not participate in any religious education programs which include individuals under the age of 18.

b. The property used for or supporting a use enumerated in (d)(1) above also supports a use lawfully attended by an offender's natural or adopted child, which child's use reasonably requires the attendance of the offender as the child's parent upon the property, subject to all of the following conditions:

1. The offender's entrance and presence by the offender upon the property occurs only during hours of activity related to the use as posted to the public; and

2. The offender sends advance written notice to an individual designated by the property owner to be in charge of the property's enumerated use, and receives advance approval from that individual allowing the offender's attendance.

c. The property used for or supporting a use enumerated in subsection (d)(1) above also supports a polling location in a local, state or federal election; subject to all of the following conditions:

1. The offender is eligible to vote;

2. The designated polling place for the person is an enumerated use; and

3. The offender enters the polling place, proceeds to cast a ballot with wh usual and customary assistance is provided to any member of the electorate, and vacates the property immediately after voting.

d. The property used for or supporting a use enumerated in subsection (d)(1) above also supports an elementary or secondary school lawfully attended by an offender as a student, subject to the condition that the offender may only enter upon the property supporting the school at which the person is enrolled for such purposes and at such times as are reasonably required for the educational purposes of the school.

(e) *Penalties and remedies.*

(1) Forfeitures. Any person found guilty of violating this section shall be subject to a forfeiture as provided in section 1-7 of this Code. Each violation and each day a violation continues or occurs shall constitute a separate offence. Neither the issuance of a citation nor the imposition of forfeiture hereunder shall preclude the village from seeking or obtaining any or all other legal and equitable remedies to prevent or remove a violation of this section.

(2) Injunction.

a. *Violation of residency restrictions.* If an offender establishes a permanent or temporary residence in violation of subsection (c) above, the chief of police may refer the matter to the village attorney. The referral shall include a written determination by the chief of police that, upon all of the facts and circumstances and the purpose and intent of this section, such violation interferes substantially with the comfortable enjoyment of life, health, safety of another or others. Upon such referral, the village attorney shall bring an action in the name of the village in circuit court to permanently enjoin such residency as a public nuisance.

b. *Violation of child safety zones.* If an offender violates subsection (d)(1) above more than once in any twelve-month period, the chief of police may refer the matter to the village attorney. The referral shall include a written determination by the chief of police that, upon all of the facts and circumstances and the purpose and intent of this section, such violations interfere substantially with the comfortable enjoyment of life, health, safety of another or others. Upon such referral, the village attorney shall bring an action in the name of the village in circuit court to permanently enjoin such violations as a public nuisance.

(f) *Petition for exemption.*

(1) The chief of police may grant an offender an exemption from this section. An offender requesting an exemption from this section must submit a written request for exemption, including any pertinent rationale for an exemption, to the chief of police prior to establishing a residence that would be in violation of this section or within 30 days after

notification that the offender is in violation of this section. The chief of police or his/her desig conduct a review of the request for an exemption using any pertinent information and criteria set forth below. The chief of police shall approve, approve an exemption subject to necessary conditions (hereafter "conditional exemption"), or deny the request. The chief of police or his/her designee shall issue the decision within 30 days of receiving the request for exemption and shall provide a written copy of that decision to the offender, village clerk, and the village attorney's office. Any request for an exemption which has not been approved, approved for a conditional exemption, or denied by the chief of police within 30 days of the request shall be deemed to be denied for the purpose of this section.

(2) An offender may appeal the decision of the chief of police by submitting a written appeal to the village clerk's office within 30 days of the decision. The village clerk shall schedule a committee of the whole meeting for the appeal to be heard by the board of trustees during which any pertinent information and accept oral and written statements from any person may be reviewed and considered.

(3) The chief of police and/or the village board shall base their decision upon any factors related to the village's interest in promoting, protecting, and improving the health, safety, and welfare of the community, including, but not limited to:

a. The nature of the predicate offense causing the appellant to be an offender.
b. Police reports related to the predicate offense if available.
c. Proximity of the requested residence to the victim.
d. The age of the offense, offender, and victim.
e. Recommendation of the probation or parole officer, if one exists.
f. Recommendation of the police department.
g. Recommendation of any treatment practitioner.
h. Proposals for safety measures and assurances by the offender.
i. Conditions to be placed on any exception or variance from the requirements of this section.
j. Support systems in place by the offender.
k. Who the offender will be or is living with at the prohibited location.
l. Statements of the surrounding community or victim.
m. Treatment, sobriety, or rehabilitative measures taken by the offender.
n. The offender's current employment or social activities.
o. The offender's criminal history.

(4)

The village board shall issue a decision by a majority vote to deny an exemption, issue an exemption or issue a conditional exemption. A written copy of the decision shall be provided to the offender in person or by first-class mail at the offender's last-known address. An offender must consent to the terms of the conditional exemption for the conditional exemption to be valid, and must demonstrate acceptance of the terms of the conditional exemption by signing and dating a copy of the decision and conditions. The offender must provide a copy of the signed conditional exemption to the village clerk's office and the police department. The offender will have 14 days from the date the written conditional exemption is issued to accept and return a signed copy to the appropriate locations or the conditional exemption will be deemed as void and the appeal denied. An offender need not sign an exemption that has been denied by the village board or an exemption approved without any necessary conditions.

(5) A conditional exemption may include, but is not limited to, containing the following terms:

a. Curfew restrictions.

b. Cohabitation restrictions or requirements.

c. Sobriety restrictions.

d. Conduct restrictions.

e. Residency restrictions.

(6) Any exemption or conditional exemption issued under this section:

a. Only applies to the specific offender who applied for the exemption at the requested residence and shall not be transferable to any other or to any other locations.

b. Expires when the offender who was granted said exemption changes his/her domicile and/or changes his/her residence, whether within the village or outside the village.

(7) Revocation. An exemption issued pursuant to this section may be revoked by the chief of police if the offender is found to have violated the conditions or there is probable cause to believe the offender has committed an act, whether committed before or after the exemption was issued, that would cause a person to be classified as an offender. The chief of police shall provide written notice to the offender that the exemption or conditional exemption has been revoked. The notice shall be deemed properly delivered if sent by either first class mail to offender's last known address or if delivered in person to the offender's last known address. If the offender cannot be located, the notice shall be deemed to be properly delivered if a copy is left at the offender's address which had been exempted in the presence of some competent member of the family at least 14 years of age or a competent adult currently residing there. If notice cannot so be served, it may be served by publishing a class 1 notice. The revocation of an exemption by the chief of police may be appealed to the village board pursuant to the above procedure.

(8) For the purposes of this section, pursuant to Wis. Stats. § 68.16, the village is specifically electing not to be governed by Wis. Stats. ch. 68.

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(9) If the village board denies the request for exemption or upholds a revocation of exemption or conditional exemption, the offender may appeal the decision within 30 days to the circuit court.

(Ord. No. 380-O-07, § 1, 6-18-07; Ord. No. 835-O-21, §§ 1, 2, 10-18-21)

Sec. 62-52. - Unauthorized practice of massage or bodywork therapy.

(a) No person who is required to hold a license, certificate of registration or other credential pursuant to Wis. Stats. ch. 460 shall practice that profession within the corporate limits of the city unless that person holds a valid, unexpired license, certificate of registration or credential issued by the state.

(b) No person who is required to hold a license, certificate of registration or other credential pursuant to Wis. Stats. ch. 460 shall advertise the availability of services to be performed within the corporate limits of the city unless that person holds a valid, unexpired license, certificate of registration or credential issued by the state.

(c) No business whose employees are required to hold a license, certificate of registration or other credential pursuant to Wis. Stats. ch. 460 shall allow employees to practice that profession within the corporate limits of the city unless the employees hold a valid, unexpired license, certificate of registration or credential issued by the state.

(d) No business whose employees are required to hold a license, certificate of registration or other credential pursuant to Wis. Stats. ch. 460 shall advertise the availability of services to be performed within the corporate limits of the city unless the employees hold a valid, unexpired license, certificate of registration or credential issued by the state.

(Ord. No. 787-O-20, § 1, 4-6-20)

Secs. 62-53—62-65. - Reserved.

DIVISION 2. - FIREWORKS[4]

Footnotes:

*--- (**4**) ---*

Cross reference— *Fire prevention and protection, ch. 46.*

State Law reference— *Fireworks, Wis. Stats. § 167.10; local regulation of fireworks, Wis. Stats. § 167.10(5).*

Sec. 62-66. - Fireworks defined.

Pursuant to Wis. Stats. § 167.10(5)(a)1, the term "fireworks" shall be defined as including all items under Wis. Stats. § 167.10(1) (Intro.) and including all items under Wis. Stats. § 167.10(1)(k)—(1)(n). The terms "caps," "toy snakes" and "sparklers," as set forth in Wis. Stats. § 167.10(1)(e), (f) and (i) are

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
5-Year Road Paving Plan: Discussion

Recommended Action:
Discussion Only- Will be adopted as part of the 2026 budget.

Background and Additional Information:

The 5-Year Road Paving plan was updated as part of the 2025 PASER ratings reviews. The plan addresses all Village Streets that were rated at 6 or below. The potential funding source as well as the year is slated to be completed are also included.

A few changes from the previous plan provided to the last Board Budget Discussion for review, removes the double chip seal projects on Kueppler and Horn Roads and puts those items on the road maintenance general fund budget.

Also, it should be noted that Mile Long Road is shown twice. Should the bid numbers come in under budget for the 2026 road improvements, Mile Long would be added to use up the capital borrowed funds.

Attachments:

- 5- Year Road Paving Plan

Village of HARRISON
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5-Year Proposed Road Plan
2026-2030

Item	Description	Potential Funding Source	2025 Paser Rating	2026	2027	2028	2029	2030	Later	Total Project Cost
Ertl Road and Lakeshore Drive (STH 55 to termini)	Pulverize, Wedge Asphalt and Double Chip Seal	Capital	3	$ 180,000						$ 180,000
Mile Long Road (Evan St to Handel St)	Urban Resurfacing, spot curb and gutter replacement	Capital	4	$ 500,000	$500,000*					$ 500,000
Clover Ridge 1st and 2nd Addition/Linden Hills Subdivision (White Clove, Colin St, Red Clove Tr, Hartford Ln, Chadbury Ln, Cumblerland Dr, Amy Av, Hiddent Tr Ln, Linden Hill Dr.	Urban Resurfacing, spot curb and gutter replacement.	Capital	4	$ 2,300,000						$ 2,300,000
Old Highway Road (Firelane 8 to Hwy 114)	Rural Reconstruction w/trail.	Capital	1	$ 1,450,000						$ 1,450,000
Unison Way (STH 55 southeast)	New Construction- Rural Cross Section- Approximately 700 feet	TID 2	New Const	$ 1,007,000						$ 1,007,000
Mary Drive, Otte Street , Darboy Dr, Crystal Dr, Various Courts	Rural Resurfacing	TID 6	4			$ 362,000				$ 362,000
N Coop Road (Manitowoc Rd to Midway Road)	Urbanize roadway, add storm sewer, curb/gutter, trail, sidewalk.	TID 3	4		$ 776,644					$ 776,644
Firelane 12/Firelane 12 West, and Firelane 13	Rural Resurfacing.	Capital	4		$ 1,076,000					$ 1,076,000
Crossroads Business Park	Final Roadway Improvements	TID 2	New Const		$ 1,200,000					$ 1,200,000
Peaceful Valley and Woods Edge Subdivivsion per streets in next line	Design	Capital	5		$ 100,000					$ 100,000
Peaceful Valley Subdivision & Woods Edge Subdivision (Daisy Ct, Peaceful Ln, Rosebud Ln, Tranquil Ln, Valley Ln) (Greystone Ct, Valley Ln, Cameron Dr, Tranquil Way, Peaceful Ln, Paige Way, Snapdragon Ln)	Urban Resurfacing. No Sidewalks are proposed.	Capital	5			$ 1,780,000				$ 1,780,000
Harrison Road (Harwood Road to top of hill)	Mastic, crack fill and double chip seal	Capital	5				$300,000			$ 300,000
Mutzy Way, Brandon Way, Baily Dr, Logan Lane	Urban resufacing, spot curb/gutter replacement	Capital	4				$410,000			$ 410,000
Midway Road (N Coop Road to Noe) Design	Rural Resurfacing- Widen to add bike lanes/trail	TID 3	4		$ 100,000					$ 100,000
Midway Road (N Coop Rd to Noe Rd) Construction	Rural Resurfacing - Widen to add bike lanes/trail.	TID 3/LRIP	4			$740,000				$ 740,000
State Park Road (CTH KK to Schmidt Rd) Design	Design and R-O-W acquisition	Capital	5				$ 100,000			$ 100,000
State Park Road Construction (County KK to Schmidt Rd)	Urbanize (CTH KK to Amy Avenue), Rural resurfacing (Amy Ave to Schmidt Rd).	Capital/LRIP	5					$ 1,700,000		$ 1,700,000
State Park Road (USH 10 to Hwy 114) Design	Rural Resurfacing and widen to add bike lanes.	Capital/LRIP	5				$100,000			$ 100,000
State Park Road (USH 10 to Hwy 114) Construction	Rural Resurfacing and widen to add bike lanes.	Capital/LRIP	5					$ 650,000		$ 650,000
Firelane 2	Rural Resurfacing	Capital	5				$450,000			$ 450,000
Manitowoc Road (Lake Park Rd to Coop) Design	Design & construct stormwater facilities for Manitowoc Road project.	TID 3 &/or 5/ Transp Impact Fee,	4				$ 200,000			$ 200,000
Manitowoc Road (Lake Park to Coop) Construction	Urbanize roadway, add storm sewer, add ped. Trail, add bike lane. Local share assumes 80% grant.	TID 3 &/or 5/ Transp Impact Fee	4					$ 5,000,000		$ 5,000,000
Manitowoc Road (Coop to CTH N) Design	Urbanize roadway, add storm sewer, add ped. Trail, add bike lane. Local share assumes 80% grant.	TID 3 &/or 5/ Transp Impact	4					$ 200,000		$ 200,000
Manitowoc Road (Coop to CTH N) Construction	Urbanize roadway, add storm sewer, add ped. Trail, add bike lane. Local share assumes 80% grant.	TID 3 &/or 5/ Transp Impact	4						$ 5,000,000	$ 5,000,000
Eisenhower Drive (Manitowoc Road to Midway Road)	Rural Cross Section- New Construction	TID 3	New Const			$572,000				$ 572,000
Woodland Road (Lake Park to Coop) Design	Urbanize roadway, add storm sewer, add sidewalks, add pedestrial trail, add bike lanes.	Capital/Transp Impact Fee	6					$ 200,000		$ 200,000
Woodland Road (Lake Park to Coop) Construction	Urbanize roadway, add storm sewer, add sidewalks, add pedestrial trail, add bike lanes.	Capital/Transp Impact Fee	6						$ 5,000,000	$ 5,000,000
Woodland Road (Coop to CTH N) Design	Urbanize roadway, add storm sewer, add sidewalks, add pedestrial trail, add bike lanes.	Capital/Transp Impact Fee	6						$ 350,000	$ 350,000
Woodland Road (Coop to CTH N) Construction	Urbanize roadway, add storm sewer, add sidewalks, add pedestrial trail, add bike lanes.	Capital/Transp Impact Fee	6						$ 5,000,000	$ 5,000,000
Woodland Terrace (Arbor Vitae, Willow, Papermaker Pass	Urban resurfacing	Capital	5						$ 500,000	$ 500,000
North Shore Estates (Turnberry Dr, Murifield Way)	Urban resurfacing	Capital	5						$ 450,000	$ 450,000
Totals (2025 costs)				$ 5,437,000	$ 3,252,644	$ 3,454,000	$ 1,560,000	$ 7,750,000	$16,300,000	$ 37,753,644

*- If not completed in 2026 due to lack of borrowed funds

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

The criteria used to determine the streets in the 5-year road plan are as follows:
PASER Rating. The lower the PASER Rating the worse condition the road pavement. Generally, the roads listed in the 5-year road plan have PASER Ratings in the 4-6 range.
Traffic Counts. The amount of traffic on a road may warrant a higher priority over other roads of similar rating.
Trends of PASER Rating. The history of PASER Ratings may indicate that a road is deteriorating faster or holding steady for pavement condition.
Geography within Village. A balance of urban and rural roadway work is optimum. However, conditions of roads and other factors may cause for a perceived imbalance at times.
Subdivisions. Roads within a subdivision, constructed at the same time, should be grouped together to avoid disruption to the subdivision over multiple years and increased mobilization costs.
Unique Features. Some roads may have unique features (steep slope, bridge, etc.) that may increase the priority over other roads of similar ratings.
Availability of Grant Funds. The availability of state/federal grant funds may increase the priority over other roads of similar ratings.
Developing a 5-year road plan is not an exact science. While criteria is used to choose which roads are listed in the plan, the criteria cannot be utilized without using human judgement to determine the best cost/benefit for the Village. Please note that the plan can get amended each year and that some roads may move from year to year or

Village of HARRISON
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VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Equipment Purchase: 2018 Factory Cat Mag HD KE 1391 Floor Scrubber- Public Works

Recommended Action: Motion to approve purchase of used 2018 Factory Cat Mag HD KE 1391 Floor Scrubber for Public Works for $10,800.00.

Background and Additional Information:

Village staff has been researching a floor scrubber to use on the refinished floors in the Public Works garage. Klink Equipment, a current vendor to the Village and local business was contacted and stated they had a used 2018 Factory Cat floor scrubber that they could offer to the Village. This floor scrubber only has 3.6 hours. New models similar to the used one range from $15,000 to $18,000.

Village staff was able to use the scrubber on the new floor in the DPW garage and had no issues. The floor scrubber would make weekly cleaning of the floor more efficient than using a pressure washer and having to deal with overspray.

Budget Impacts: $10,800.00 from Capital Borrowings and savings from DPW expansion project

Attachments: Proposal from Klink Equipment

Klink Equipment LLC
302 Oak Grove Rd
Kaukauna, WI 54130
920-510-8451
Travis Schmechel

September 10, 2025

Village of Harrison
W5298 State Rd 114
Menasha, WI 54952

Dear Chad,

Klink Equipment is presenting the following used equipment quote for your review.

2018 Factory Cat MAG HD KE-1391

Type: Cylindrical 33 inch
Cylindrical Brush (Lite-Grit)
Chassis Construction Powder Coated Steel
Stainless Steel Cylindrical Deck and Hopper
Tank Solution Capacity: 35 Gal
Tank Recovery Capacity: 37 Gal
System Voltage Amps 24 VDC / 310 ah WET
Run Time: up to 5 hrs
Size: (LxWxH) 62"x31"x43"



New Batteries and Squeegee

Hours: 3.6

Price $10,800.00 Plus ~~Tax and Delivery~~

Acceptance as Contract of Sale

Village of Harrison
Chad Pelishek
Chad Pelishek
Date 9/11/25
*Pending Village Board Approval

Klink Equipment
Travis Schmechel

9-30-25

Subject to Prior Sale

All Equipment must be paid in full at delivery

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
Soil Boring Contract Award: Old Highway Road Reconstruction Project

Recommended Action:
Motion to award the soil boring contract to Professional Service Industries, Inc. (PSI) for soil borings for the reconstruction of Old Highway Road for $15,775.00.

Background and Additional Information:

McMahon contacted two preferred vendors that Village has recently worked with to obtain costs for soil borings for the Old Highway Road Reconstruction project to be completed in 2026. The two costs were:

1. PSI - $15,775.00
2. ECS - $18,185.00

Staff recommends proceeding with PSI to complete the work specified.

Attachments:
- Proposal from PSI
- Proposal from ECS

Professional Service Indu
3009 Vandenb
Kaukauna, Wisco
Phone: (920)-735-1200

September 17, 2025

Village of Harrison
W5298 Highway 114
Harrison, WI 54952

Attn: Mr. Chad Pelishek

Re: Proposal for Geotechnical Engineering Services

Road Reconstruction
Old Highway Road
Harrison, Wisconsin
PSI Proposal No. 0094-461451

Dear Mr. Pelishek:

Professional Service Industries, Inc. (PSI), an Intertek company, is pleased to submit a proposal to conduct a geotechnical exploration for the proposed Road Reconstruction along Old Highway Road in Harrison, Wisconsin. PSI thanks you for the opportunity to propose these geotechnical services. A review of project information, along with a proposed scope of services, schedule and fee are provided below.

PROJECT UNDERSTANDING

Based on PSI's review of the site plans provided by the McMahon Associates, Inc. on September 15, 2025, a summary of our understanding of the proposed project is provided below.

TABLE 1: PROJECT DESCRIPTION AND PROPOSAL BASIS

Roadway Reconstruction	The proposed project will consist of pavement reconstruction along a 2-mile segment of Old Highway Road extending from Lake Park Road to Highway 114. The reconstruction will consist of the excavation of the existing roadway and shifting the roadway alignment to accommodate the addition of a 10-foot-wide recreation trail.

The following table provides a generalized description of the existing site conditions based on available information.

TABLE 2: SITE DESCRIPTION

Site Location – **Old Highway Road**	Extending between Lake Park Road and Highway 114 for approximately 2 miles.
Existing Site Ground Cover	The site is anticipated to be covered with asphalt pavement, with underlying concrete pavement.

Ground Surface Soil Support Capability for Operational Stability and Site Access	Based on a review of aerial photos, it is anticipated that the project site will be accessible with standard drilling equipment and the soil borings for that project will be performed with a truck mounted drill rig.

Should the above information or assumptions be inconsistent with planned construction, the Client must contact the PSI office and allow necessary modifications to be made to the proposal.

SCOPE OF SERVICES

The geotechnical engineering scope of services will include the following items.

- Field exploration consisting of drilling and sampling of the subsurface materials and observation of current groundwater conditions at the test boring locations.
- Limited laboratory testing of the subsurface materials (where applicable). Three (3) Atterberg (where applicable) and grain size analysis by the mechanical method will be performed on bulk samples of the subgrade soils.
- Performing engineering evaluation and providing geotechnical recommendations in written report format.

Field Exploration

The table below summarizes the exploratory boring program as determined by the Village of Harrison.

TABLE 3: SUMMARY OF BORINGS

Design Element	Number of Borings	Boring Depth (ft)	Drilling Footage (feet)
Old Highway Road	35	10	350
TOTAL:	**35**	**---**	**350**

The borings will be located in the field and the surface elevations at the borings will be provided by McMahon Associates, Inc., the client's consultant.

Traffic control signage will be provided by PSI personnel. In addition, PSI has included the cost to provide one (1) flagger for traffic control.

This proposal assumes that permits (and associated fees) for performance of work within the public Right-of-Way will be waived for the PSI work, and thus does not include costs associated with obtaining permits. If permitting is required, PSI must be notified by the client. PSI can provide a cost for obtaining such permits, if desired.

- During the field activities, the subsurface conditions will be observed and logged by the drill crew.
- Final depths of the borings may be extended or reduced depending on the subsurface materials encountered during field activities.
- PSI will contact Digger's Hotline prior to the start of drilling activities. This proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to field activities (no cost for such is included herein).

- PSI will exercise reasonable caution to avoid damage to underground utilities by contacting Digger's Hotline prior to the field activities. However, private utility lines will not be located/marked by public utility companies or through their retained locating service e.g. Digger's Hotline. Therefore, PSI will not be responsible for damage to the site or any buried utilities that are not made known to us. Within a few days prior to our mobilization, the client must retain a private utility locating contractor to mark any private lines that are present in the area of the planned exploration. If desired, PSI can perform such a service for an additional fee. It must be recognized that private lines are often difficult to locate (even with private locating services) without prior knowledge of their presence. The client and/or owner must therefore inform PSI (and any retained private locating contractor) of all known or suspected utility lines within the planned areas of work.
- Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. The field crew will attempt to limit such damage, but no restoration other than backfilling and surface patching (in-kind) the borings in pavement areas is included in this proposal. Excess auger cuttings and drilling spoils would be disposed of by PSI. If contaminated soils are encountered, disposal of such soils will be provided by the client.

Table 4: Anticipated Field Exploration Description

Drilling Equipment	Truck-Mounted Drilling Equipment
Drilling Method	Hollow-Stem Augers
Field Testing	Hand Penetrometer, Standard Penetration Testing (ASTM D1586)
Sampling Procedure	Soils: ASTM D1587/1586
Sampling Frequency	Representative soil samples will be obtained at 2½-foot intervals to 10 feet and 5-foot intervals thereafter.
Frequency of Groundwater Level Measurements	During auger advancement and upon removal.
Boring Backfill Procedures	Soil cuttings or bentonite pellets dependent upon depth and subsurface conditions.
Sample Preservation and Transportation Procedure	General Accordance with ASTM D4220

The field exploration program will be performed in general accordance with the designated ASTM procedures considering local and regional standard of care practices.

Laboratory Testing

Representative soil samples obtained during the field exploration program will be transported to the PSI laboratory for testing. The nature and extent of this laboratory testing program will be dependent upon the subsurface conditions observed during the field exploration program. The laboratory program will be performed in general accordance with the applicable ASTM procedures considering local and regional standard of care practices. The laboratory program may include the following tests.

TABLE 5: LABORATORY TESTING GENERAL PROCEDURES

Laboratory Test	Applicable ASTM Procedures
Visual Classification	ASTM D2488
Moisture Content	ASTM D2216
Atterberg Limits	ASTM D4318
Material Finer than No. 200 Sieve	ASTM D1140
Rock Compression Strength Test	ASTM D7012 A, B, C or D
Unconfined Compression Strength	ASTM D2166

Portions of any samples that are not altered or consumed by laboratory testing will be retained for 30 days after the issuance of the geotechnical report and will then be discarded.

Engineering Analyses and Report

The results of the field exploration and laboratory testing will be used in the engineering analysis and in the formulation of the recommendations. The results of the subsurface exploration, including the recommendations and the data on which they are based, will be presented in a written geotechnical report. The geotechnical report may include the following items:

- Logs of test borings including soil layers visually classified in accordance with Unified Soil Classification System (USCS) and a boring location plan.
- General subgrade preparation recommendations.
- Recommendations for site excavation, fill compaction, and the use of on-site and imported fill material under pavements.
- Guidelines for subgrade preparation for the proposed roadway and for the selection and placement of structural fill in these areas.
- Construction considerations relating to subgrade preparation, site drainage, groundwater control, and excavations.
- Estimates of pavement subgrade design coefficients including visual AASHTO soil classification, design frost index, design group index, soil support value, and estimated subgrade modulus. Pavement section design is not included.

A pdf version of the geotechnical report will be prepared and submitted by email to the Client. If requested by the Client, hard copies can be provided. The geotechnical report will be reviewed and signed by a registered Professional Engineer in the State of Wisconsin.

FEE

PSI proposes that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, the lump sum total fee will be **$15,775.00.**

The estimated fee is based on the boring locations being accessible to truck mounted drilling equipment and the client obtaining and providing permission for PSI to enter and access the site. If

site conditions exist such that the use of a dozer, All-Terrain Rig (ATV) or other special equipment is required to access the sites (with the exception of the East North Avenue and Pheasant Run projects), an additional charge may be necessary. Likewise, in the event clearing of trees or debris is necessary and performed by PSI, an additional fee will be necessary. In either event, the client will be notified prior to further action on the part of PSI.

It should be noted that fees associated with locating private underground utilities, reviewing construction drawings, executing traffic control services, preparing construction specifications, attending special conferences, providing environmental consulting, and any other work requested after submittal of the report is not included in the proposed fee.

AUTHORIZATION

PSI will proceed with the work based on written authorization. The work will be performed pursuant to the attached General Conditions, enclosed and incorporated into this proposal.

Please sign and return one copy of this proposal. When returning the proposal, please complete the attached Project Data Sheet, and provide a scaled site plan so that PSI may best serve the project. By executing this authorization, permission is being provided for PSI to access the project site.

CLOSING

We at PSI appreciate the opportunity to offer professional services for this project and look forward to being part of the design team. If there are any questions, please feel free to contact us at your convenience.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Patrick Bray
Branch Manager

James M. Becco, P.E.
Principal Consultant

Attachments: Proposal Authorization and Payment Instructions
Project Data Sheet
General Conditions

Proposal Authorization & Payment Instructions

Authorization

To execute this proposal, please sign and complete the authorization information below, along with applicable payment instructions, and return one copy of the authorized proposal to the PSI office.

Authorized By (please print) _____ Signature _____

Title _____ Firm _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Email Address _____ Date _____ Purchase Order No. / Project Tracking No. (if applicable) _____

Payment Instructions

If invoice payment is to be made by a party other than the authorizing party above, please provide the following information for whom the invoices are to be billed:

Firm _____ Attention _____

Address _____ Title _____

City _____ State _____ Zip Code _____ Telephone _____

Authorizing Party's Relationship to Invoice Payment Party _____

If invoices are to be approved other than by the payment party above, please provide the following information for whom the invoices are to be mailed for approval:

Firm _____ Attention _____

Address _____ Title _____

City _____ State _____ Zip Code _____ Telephone _____

Authorizing Party's Relationship to Invoice Approval Party _____

Project Data Sheet

Please complete the following Project Data Sheet so that PSI may best serve your project.

Project Name

Architect | Project Manager | Phone Number

Structural Engineer | Project Manager | Phone Number

Civil Engineer | Project Manager | Phone Number

Construction Type | Plan Area | Number of Floors

Interior Column Spacing | Exterior Column Spacing

Exterior Column Load | Live | Dead

Interior Column Load | Live | Dead

Floor Slab Load | Slab-on-Grade | Basement/Depth

Will Elevation of site be raised by filling | How much?

Septic Tank | Storm Water Drainage

Pavement Type | Traffic Load | Traffic Type

Other pertinent Information/Subsurface Information

GENERAL CONDITIONS

1. **PARTIES AND SCOPE OF WORK**: Professional Service Industries Inc. ("PSI") shall include said company or its particular division performing the work. "Work" means the specific service to be performed by PSI as set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. **TESTS AND INSPECTIONS**: Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.

3. **PREVAILING WAGES**: This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.

4. **SCHEDULING OF WORK**: The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.

5. **ACCESS TO SITE**: Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.

6. **CLIENT'S DUTY TO NOTIFY ENGINEER**: Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.

7. **RESPONSIBILITY**: PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.

8. **SAMPLE DISPOSAL**: Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.

9. **PAYMENT**: The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.

GENERAL CONDITIONS

10. **ALLOCATION OF RISK**: CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI.

    SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PSI'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO $25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PSI'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PSI'S LIABILITY TO $250,000.00 OR THE AMOUNT OF PSI'S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR PSI'S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.

    NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).

    NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI, ARISING FROM OR RELATED TO PSI'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.

11. **INDEMNITY**: Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.

12. **TERMINATION**: This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.

13. **EMPLOYEES/WITNESS FEES**: PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.

14. **FIDUCIARY**: PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.

15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.

16. **CHOICE OF LAW AND EXCLUSIVE VENUE**: All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.

17. **PROVISIONS SEVERABLE**: The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

18. **ENTIRE AGREEMENT**: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.





ECS Midwest, LLC

Proposal for Subsurface Exploration and

Geotechnical Engineering Services

Proposed Old Highway Road Reconstruction

Old Hwy Road (Lake Park Road to Hwy 114)
Village of Harrison, Calumet County, Wisconsin

ECS Proposal Number 59:7373-GP

September 16, 2025

ECS MIDWEST, LLC
Geotechnical • Construction Materials • Environmental • Facilities

September 16, 2025

Mr. Chad Pelishek
Village Manager
W5298 Highway 114
Village of Harrison, WI 54952
Email: CPelishek@harrison-wi.gov

Cc: Mr. Lee R. Reibold, PE
McMahon, Inc.
Email : Lreibold@mcmgrp.com

ECS Proposal No. 59:7373-GP

Reference: Proposal for Subsurface Exploration and Geotechnical Engineering Services
Old Highway Road Reconstruction
Old Hwy Road (Lake Park Road to Hwy 114)
Village of Harrison, Calumet County, Wisconsin

Dear Mr. Pelishek:

As requested by Mr. Lee Reibold with McMahon, Inc., on September 15, 2025, ECS Midwest, LLC (ECS) is pleased to present the following lump sum proposal for providing geotechnical subsurface exploration and geotechnical engineering services for the above referenced project. This proposal outlines our understanding of the project, the proposed scope of services, activity schedule, fees, and authorization requirement.

In preparing this proposal, we have had the opportunity to review the Request for Proposal, Conceptual Site Plan with proposed boring locations available geologic and geotechnical information for the general site vicinity, aerial photography, and discuss the overall project with you.

PROJECT DESCRIPTION

The project site is located on the portion of Old Highway Road that extends from Lake Park Road to Lake Highway 114 in the Village of Harrison, Calumet County, Wisconsin. ECS understands the project will extend approximately 2 miles and will involve excavating the existing roadway and shifting the alignment to accommodate a new 10-foot-wide recreation trail.

A subsurface exploration consisting of a series of test borings will be performed at the site to evaluate the subsurface conditions within limits of the proposed construction. The scope of services proposed for this subsurface exploration and geotechnical engineering analysis is given in the following section.

BASE SCOPE OF SERVICES

Our integrated services will include drilling of test borings by drill crews guided by ECS, laboratory testing of representative soil samples for pertinent engineering properties, various engineering analyses and preparation of a factual geotechnical engineering report. Our proposed scope of services are as follows:

Field Exploration

- The proposed boring locations will be marked in the field by ECS or its subcontracted driller utilizing a handheld GPS unit and/or conventional measuring techniques.
- Digger's Hotline will be contacted to mark public utilities in the vicinity of the boring locations.
- Coordinate drilling schedule with the appointed site representative at least three (3) working days prior to beginning on-site services.
- Provide traffic control during drilling operations.
- Mobilize a truck mounted drilling rig to the site.
- As you requested, thirty-five (35) standard penetration test borings be performed for this exploration. Further, each of the borings will be advanced to a depth of 10 feet below the existing pavement grade, unless auger refusal causes them to be terminated at a shallower depth. No rock coring is anticipated for this project.
- Standard Penetration Tests in general accordance with ASTM D1586 will be performed in each soil boring at standard intervals. In conjunction with the penetration testing, split-spoon soil samples will be recovered at each test depth.
- Measure depth of groundwater within each borehole at the time of drilling and prior to backfilling.
- Upon completion of subsurface exploration drilling, each of the boreholes will be backfilled in accordance with Wisconsin Administrative Code NR141. In addition, we will patch the bore holes located in existing asphalt surfaces with a cold mix asphalt patch of an equivalent or greater thickness of asphalt. Borings advanced in concrete pavement areas will be patched with a non-shrink cement grout. Excess soil cuttings from the boring will be thin spread at the boring location. Our drill crew will minimize site disturbance as reasonably possible. Typically, we will not provide site repairs beyond what is outlined above unless specifically contracted.
- Upon completion of drilling operations, the collected representative samples will be returned to our laboratory for further identification and testing.

This proposal does not include environmental testing or sampling, or the use of special OSHA protections for hazardous drilling conditions. The client should inform ECS of known environmental site conditions which could affect the health and safety of the drill crew.

Complete rights-of-entry and access to the site are expected to be provided for us as a function of this proposal.

Laboratory Services

The subsurface exploration program will include limited laboratory testing, as we deem it necessary to evaluate the classification, strength, and other characteristics of the encountered subsurface materials.

As a minimum, we will perform calibrated hand penetrometer resistance tests on cohesive soil samples. The following laboratory tests will be performed, if necessary:

- (10) Percent Passing the #200 Sieve (ASTM D1140)
- (6) Organic Content (ASTM D2974)

Report

Upon completion of testing and geotechnical engineering analysis, we will prepare a written geotechnical engineering report that presents our findings and recommendations. The geotechnical engineering report will include the following items:

- Observations from our site reconnaissance including current site conditions, surface drainage features, and surface topographic conditions.
- A review of the published geologic conditions and their relevance to your planned development.
- A subsurface characterization and a description of the field exploration and laboratory tests performed by ECS.
- A summary of groundwater conditions encountered during the investigation including the observed groundwater levels within the boreholes and the presence of perched water levels at the bore hole locations.
- Records of the field exploration (test boring logs) prepared in accordance with the local standard practice for geotechnical engineering. The soils will be characterized using ASTM D2488 Unified Soil Classification System (USCS) and the American Association of State Highway and Transportation Officials (AASHTO) Soil Classification System as a guide.
- Recommendations for pavements including pavement subgrade preparation and drainage, as well as AASHTO pavement design parameters in accordance with the WDOT Facilities Design Manual (FDM) including soil classification, subgrade reaction modulus, resilient modulus, frost index, soil support value, and design group index.
- General design and construction recommendations for municipal utilities.
- Evaluation of the on-site soils for reuse as engineered fill to support pavements. We will also include recommendations for compaction, testing frequency, and general engineered fill material guidelines.
- Recommendations for additional testing and/or consultation that might be required to complete the geotechnical assessment and related geotechnical engineering for this project.

FEE

ECS will provide the above Base Scope of Services for a **total fee not to exceed $18,185.** Estimated fees for the Base Scope of Services are noted on Attachment A included with this proposal. Our fee anticipates

the site is accessible to a Truck mounted drill rig and the soil borings can be performed during normal work hours (Monday - Friday, 7am to 5pm).

If additional services are requested or required based on difficult drilling conditions (e.g., soils having SPT blow counts > 50 blows/6-inches or fill materials such as demolition debris, etc.), unreported contaminated materials, or differing site conditions, we will contact your office (or assigned representative) for verbal and written authorization for the additional services.

SCHEDULE

We understand the Village of Harrison would like to have the borings completed no later than November 30, 2025. In preparing this proposal, we anticipate the client will assist in the coordination of our access to the site with the current site owners/occupants. We anticipate being able to mobilize to the site within about 2 to 3 weeks after receiving authorization to proceed and notification that the appropriate on-site personnel have been informed and delineation of utility lines.

We anticipate that the drilling operations will require approximately 3 to 4 days, and that the laboratory testing and report preparation, after drilling is completed, will require approximately 10 days. Therefore, for time budget purposes, the base scope of services should take approximately 4 to 5 weeks from initial authorization through final report submission. Verbal comments on findings can typically be provided within 3 days of drilling completion, if requested. The above schedule values are estimates and are dependent on weather conditions and equipment/crew availability.

CLOSING

If other items are required because of unexpected field conditions or because of a request for additional services, they will be invoiced in accordance with our current Fee Schedule. Before modifying or expanding the extent of our exploration program, you would be informed of our intentions for both your review and authorization.

Our "Terms and Conditions of Service," which are included as an attachment to this letter, is an integral part of our proposal. These conditions represent the current recommendations of the GeoProfessional Business Association (GBA), the Consulting Engineers' Council, and the Geo-Institute of the American Society of Civil Engineers.

Our insurance carrier requires that we receive written authorization prior to initiation of our services, and a signed contract prior to the release of our work product. This letter is the agreement for our services. Your acceptance of this proposal may be indicated by signing and returning the enclosed copy to us. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,

ECS Midwest, LLC

Yadi Pineda
Geotechnical Project Manager II
ypineda@ecslimited.com

Matthew Meyer, P.E.
Department Manager
mmeyer@ecslimited.com

Enclosures: Proposal Acceptance Form
Terms and Conditions of Service

[/ https://ecslimited365.sharepoint.com/sites/59GreenBay/59 Data/{Proposals}/7300/7373 - Old High Way Road Reconstruction/7373 - Old high Hwy Road Reconstruction.docx]

PROPOSAL ACCEPTANCE FORM

Proposal No.:	59:7373-GP
Scope of Services:	Subsurface Exploration and Geotechnical Engineering Services
Project:	**Old Highway Road Reconstruction**
Location:	Village of Harrison, Calumet County, Wisconsin
Base Scope Fee:	**$18,185.00**

Client Signature: _____ Date: _____

Typed Name: _____ Title: _____

Please complete this page and return one copy of this proposal to ECS to indicate acceptance of this proposal and to initiate services on the above-referenced project. The Client's signature above also indicates that he/she has read or has had the opportunity to read the accompanying Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

BILLING INFORMATION

(Please Print or Type)

Name of Client: _____

Name of Contact Person: _____

Telephone No. of Contact Person: _____

Party Responsible for Payment: _____

Company Name: _____

Person/Title _____

Department: _____

Billing Address: _____

_____

_____

Telephone Number: _____

Fax Number: _____

Email: _____

Purchase Order Number: _____

Client Project/Account Number: _____

Special Conditions for Invoice: _____

Submittal and Approval: _____

ECS offers an array of services to assist you with *many* phases of your project, including but not limited to:

• *Phase I, II and III ESAs*	• *Third Party Mechanical, Electrical, Plumbing Inspections Services*	• *Building Envelope, Roofing, and Waterproofing Inspection and Consultation*
• *Archaeological Assessments*	• *Geotechnical Engineering Services*	• *Pre- and Post-Construction Condition Assessments*
• *Wetlands Delineations*	• *Construction Materials Testing*	• *Specialty Materials and Forensics Testing*
• *Asbestos/Lead Paint Services*	• *Septic/Drainfield Design Services*	• *LEED® Consulting Services*
• *Indoor Air Quality Mold Services*		

Proposal No. 59:7373-GP (hereinafter the "Proposal")

Client: Village of Harrison

ECS MIDWEST, LLC
TERMS AND CONDITIONS OF SERVICE

The professional services (the "Services") to be provided by ECS MIDWEST, LLC ["ECS"] pursuant to the Proposal shall be provided in accordance with these Terms and Conditions of Service ("Terms"), including any addenda as may be incorporated or referenced in writing shall form the Agreement between ECS and Client.

1.0 INDEPENDENT CONSULTANT STATUS - ECS shall serve as an independent professional consultant to CLIENT for Service on the Project, identified above, and shall have control over, and responsibility for, the means and methods for providing the Services identified in the Proposal, including the retention of Subcontractors and Subconsultants

2.0 SCOPE OF SERVICES - It is understood that the fees, reimbursable expenses and time schedule defined in the Proposal are based on information provided by CLIENT and/or CLIENT'S contractors and consultants. CLIENT acknowledges that if this information is not current, is incomplete or inaccurate, if conditions are discovered that could not be reasonably foreseen, or if CLIENT orders additional services, the scope of services will change, even while the Services are in progress.

3.0 STANDARD OF CARE

3.1 **In fulfilling its obligations and responsibilities enumerated in the Proposal, ECS shall be expected to comply with and its performance evaluated in light of the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity at that time in the region (the "Standard of Care"). Nothing contained in the Proposal, the agreed-upon scope of Services, these Terms and Conditions of Service or any ECS report, opinion, plan or other document prepared by ECS shall constitute a warranty or guaranty of any nature whatsoever.**

3.2 CLIENT understands and agrees that ECS will rely on the facts learned from data gathered during performance of Services as well as those facts provided by the CLIENT. CLIENT acknowledges that such data collection is limited to specific areas that are sampled, bored, tested, observed and/or evaluated. Consequently, CLIENT waives any and all claims based upon erroneous facts provided by the CLIENT, facts subsequently learned or regarding conditions in areas not specifically sampled, bored, tested, observed or evaluated by ECS.

3.3 If a situation arises that causes ECS to believe compliance with CLIENT'S directives would be contrary to sound engineering practices, would violate applicable laws, regulations or codes, or will expose ECS to legal claims or charges, ECS shall so advise CLIENT. If ECS' professional judgment is rejected, ECS shall have the right to terminate its Services in accordance with the provisions of Section 25.0, below.

3.4 If CLIENT decides to disregard ECS' recommendations with respect to complying with applicable Laws or Regulations, ECS shall determine if applicable law requires ECS to notify the appropriate public officials. CLIENT agrees that such determinations are ECS' sole right to make.

4.0 CLIENT DISCLOSURES

4.1 Where the Scope of Services requires ECS to penetrate a Site surface, CLIENT shall furnish and/or shall direct CLIENT'S consultant(s) or agent(s) to furnish ECS information identifying the type and location of utility lines and other man-made objects known, suspected, or assumed to be located beneath or behind the Site's surface. ECS shall be entitled to rely on such information for completeness and accuracy without further investigation, analysis, or evaluation.

4.2 "Hazardous Materials" shall include but not be limited to any substance that poses or may pose a present or potential hazard to human health or the environment whether contained in a product, material, by-product, waste, or sample, and whether it exists in a solid, liquid, semi-solid or gaseous form. CLIENT shall notify ECS of any known, assumed, or suspected regulated, contaminated, or other similar Hazardous Materials that may exist at the Site prior to ECS mobilizing to the Site.

4.3 If any Hazardous Materials are discovered, or are reasonably suspected by ECS after its Services begin, ECS shall be entitled to amend the scope of Services and adjust its fees to reflect the additional work or personal protective equipment and/or safety precautions required by the existence of such Hazardous Materials.

5.0 INFORMATION PROVIDED BY OTHERS - CLIENT waives, releases and discharges ECS from and against any claim for damage, injury or loss allegedly arising out of or in connection with errors, omissions, or inaccuracies in documents and other information in any form provided to ECS by CLIENT or CLIENT's agents, contractors, or consultants, including such information that becomes incorporated into ECS documents.

6.0 CONCEALED RISKS - CLIENT acknowledges that special risks are inherent in sampling, testing and/or evaluating concealed conditions that are hidden from view and/or neither readably apparent nor easily accessible, *e.g.*, subsurface conditions, conditions behind a wall, beneath a floor, or above a ceiling. Such circumstances require that certain assumptions be made regarding existing conditions, which may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of a building or component thereof. Accordingly, ECS shall not be responsible for the verification of such conditions unless verification can be made by simple visual observation. Client agrees to bear any and all costs, losses, damages and expenses (including, but not limited to, the cost of ECS' Additional Services) in any way arising from or in connection with the existence or discovery of such concealed or unknown conditions.

7.0 RIGHT OF ENTRY/DAMAGE RESULTING FROM SERVICES

7.1 CLIENT warrants that it possesses the authority to grant ECS right of entry to the Site for the performance of Services. CLIENT hereby grants ECS and its subcontractors and/or agents, the right to enter from time to time onto the property in order for ECS to perform its Services. CLIENT agrees to indemnify and hold ECS harmless from any claims arising from allegations that ECS trespassed or lacked authority to access the Site.

7.2 CLIENT warrants that it possesses all necessary permits, licenses and/or utility clearances for the Services to be provided by ECS except where ECS' Proposal explicitly states that ECS will obtain such permits, licenses, and/or utility clearances.

7.3 ECS will take reasonable precautions to limit damage to the Site and its improvements during the performance of its Services. CLIENT understands that the use of exploration, boring, sampling, or testing equipment may cause minor, but common, damage to the Site. The correction and restoration of such common damage is CLIENT'S responsibility unless specifically included in ECS' Proposal.

7.4 CLIENT agrees that it will not bring any claims for liability or for injury or loss against ECS arising from (i) procedures associated with the exploration, sampling or testing activities at the Site, (ii) discovery of Hazardous Materials or suspected Hazardous Materials, or (iii) ECS' findings, conclusions, opinions, recommendations, plans, and/or specifications related to discovery of contamination.

8.0 UNDERGROUND UTILITIES

8.1 ECS shall exercise the Standard of Care in evaluating client-furnished information as well as information readily and customarily available from public utility locating services (the "Underground Utility Information") in its effort to identify underground utilities. The extent of such evaluations shall be at ECS' sole discretion.

8.2 CLIENT recognizes that the Underground Utility Information provided to or obtained by ECS may contain errors or be incomplete. CLIENT understands that ECS may be unable to identify the locations of all subsurface utility lines and man-made features.

8.3 CLIENT waives, releases, and discharges ECS from and against any claim for damage, injury or loss allegedly arising from or related to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to ECS' attention in writing by CLIENT, not correctly shown on the Underground Utility Information and/or not properly marked or located by the utility owners, governmental or quasi-governmental locators, or private utility locating services as a result of ECS' or ECS' subcontractor's request for utility marking services made in accordance with local industry standards.

9.0 SAMPLES

9.1 Soil, rock, water, building materials and/or other samples and sampling by-products obtained from the Site are and remain the property of CLIENT. Unless other arrangements are requested by CLIENT and mutually agreed upon by ECS in writing, ECS will retain samples not consumed in laboratory testing for up to sixty (60) calendar days after the issuance of any document containing data obtained from such samples. Samples consumed by laboratory testing procedures will not be stored.

9.2 Unless CLIENT directs otherwise, and excluding those issues covered in Section 10.0, CLIENT authorizes ECS to dispose of CLIENT'S non-hazardous samples and sampling or testing process by-products in accordance with applicable laws and regulations.

10.0 ENVIRONMENTAL RISKS

10.1 When Hazardous Materials are known, assumed, suspected to exist, or discovered at the Site, ECS will endeavor to protect its employees and address public health, safety, and environmental issues in accordance with the Standard of Care. CLIENT agrees to compensate ECS for such efforts.

10.2 When Hazardous Materials are known, assumed, or suspected to exist, or discovered at the Site, ECS and/or ECS' subcontractors will exercise the Standard of Care in containerizing and labeling such Hazardous Materials in accordance with applicable laws and regulations, and will leave the containers on Site. CLIENT is responsible for the retrieval, removal, transport and disposal of such contaminated samples, and sampling process byproducts in accordance with applicable law and regulation.

10.3 Unless explicitly stated in the Scope of Services, ECS will neither subcontract for nor arrange for the transport, disposal, or treatment of Hazardous Materials. At CLIENT'S written request, ECS may assist CLIENT in identifying appropriate alternatives for transport, off-site treatment, storage, or disposal of such substances, but CLIENT shall be solely responsible for the final selection of methods and firms to provide such services. CLIENT shall sign all manifests for the disposal of substances affected by contaminants and shall otherwise exercise prudence in arranging for lawful disposal.

10.4 In those instances where ECS is expressly retained by CLIENT to assist CLIENT in the disposal of Hazardous Materials, samples, or wastes as part of the Proposal, ECS shall do so only as CLIENT'S agent (notwithstanding any other provision of this AGREEMENT to the contrary). ECS will not assume the role of, nor be considered a generator, storer, transporter, or disposer of Hazardous Materials.

10.5 Subsurface sampling may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or excavation/boring device moves through a contaminated zone and links it to an aquifer, underground stream, pervious soil stratum, or other hydrous body not previously contaminated, or connects an uncontaminated zone with a contaminated zone. Because sampling is an essential element of the Services indicated herein, CLIENT agrees this risk cannot be eliminated. Provided such services were performed in accordance with the Standard of Care, CLIENT waives, releases and discharges ECS from and against any claim for damage, injury, or loss allegedly arising from or related to such cross-contamination.

10.6 CLIENT understands that a Phase I Environmental Site Assessment (ESA) is conducted solely to permit ECS to render a professional opinion about the likelihood of the site having a Recognized Environmental Condition on, in, beneath, or near the Site at the time the Services are conducted. No matter how thorough a Phase I ESA study may be, findings derived from its conduct are highly limited and ECS cannot know or state for an absolute fact that the Site is unaffected or adversely affected by one or more Recognized Environmental Conditions. CLIENT represents and warrants that it understands the limitations associated with Phase I ESAs.

11.0 OWNERSHIP OF DOCUMENTS

11.1 ECS shall be deemed the author and owner (or licensee) of all documents, technical reports, letters, photos, boring logs, field data, field notes, laboratory test data, calculations, designs, plans, specifications, reports, or similar documents and estimates of any kind furnished by it [the "Documents of Service"] and shall retain all common law, statutory and other reserved rights, including copyrights. CLIENT shall have a limited, non-exclusive license to use copies of the Documents of Service provided to it in connection with the Project for which the Documents of Service are provided until the completion of the Project.

11.2 ECS' Services are performed and Documents of Service are provided for the CLIENT'S sole use. CLIENT understands and agrees that any use of the Documents of Service by anyone other than the CLIENT, it's licensed consultants and its contractors is not permitted. CLIENT further agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its contractors' use of ECS' Documents of Service.

11.3 CLIENT agrees to not use ECS' Documents of Service for the Project if the Project is subsequently modified in scope, structure or purpose without ECS' prior written consent. Any reuse without ECS' written consent shall be at CLIENT'S sole risk and without liability to ECS or to ECS' subcontractor(s). CLIENT agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its use of ECS' Documents of Service after any modification in scope, structure or purpose.

11.4 CLIENT agrees to not make any modification to the Documents of Service without the prior written authorization of ECS. To the fullest extent permitted by law, CLIENT agrees to indemnify, defend, and hold ECS harmless from any damage, loss, claim, liability or cost (including reasonable attorneys' fees and defense costs) arising out of or in connection with any unauthorized modification of the Documents of Service by CLIENT or any person or entity that acquires or obtains the Documents of Service from or through CLIENT. CLIENT represents and warrants that the Documents of Service shall be used only as submitted by ECS.

12.0 SAFETY

12.1 Unless expressly agreed to in writing in its Proposal, CLIENT agrees that ECS shall have no responsibility whatsoever for any aspect of site safety other than for its own employees. Nothing herein shall be construed to relieve CLIENT and/or its contractors, consultants or other parties from their responsibility for site safety. CLIENT also represents and warrants that the General Contractor is solely responsible for Project site safety and that ECS personnel may rely on the safety measures provided by the General Contractor.

12.2 In the event ECS assumes in writing limited responsibility for specified safety issues, the acceptance of such responsibilities does not and shall not be deemed an acceptance of responsibility for any other non-specified safety issues, including, but not limited to those relating to excavating, trenching, shoring, drilling, backfilling, blasting, or other construction activities.

13.0 CONSTRUCTION TESTING AND REMEDIATION SERVICES

13.1 CLIENT understands that construction testing and observation services are provided in an effort to reduce, but cannot eliminate, the risk of problems arising during or after construction or remediation. CLIENT agrees that the provision of such Services does not create a warranty or guarantee of any type.

13.2 Monitoring and/or testing services provided by ECS shall not in any way relieve the CLIENT'S contractor(s) from their responsibilities and obligations for the quality or completeness of construction as well as their obligation to comply with applicable laws, codes, and regulations.

13.3 ECS has no responsibility whatsoever for the means, methods, techniques, sequencing or procedures of construction selected, for safety precautions and programs incidental to work or services provided by any contractor or other consultant. ECS does not and shall not have or accept authority to supervise, direct, control, or stop the work of any contractor or consultant or any of their subcontractors or subconsultants.

13.4 ECS strongly recommends that CLIENT retain ECS to provide construction monitoring and testing services on a full time basis to lower the risk of defective or incomplete Work being installed by CLIENT'S contractor(s). If CLIENT elects to retain ECS on a part time basis for any aspect of construction monitoring and/or testing, CLIENT accepts the risks that a lower level of construction quality may occur and that defective or incomplete work may result and not be detected by ECS' part time monitoring and testing. Unless the CLIENT can show that the error or omission is contained in ECS' reports, CLIENT waives, releases and discharges ECS from and against any other claims for errors, omissions, damages, injuries, or loss alleged to arise from defective or incomplete work that was monitored or tested by ECS on a part time basis. Except as set forth in the preceding sentence, CLIENT agrees to indemnify and hold ECS harmless from all damages, costs, and attorneys' fees, for any claims alleging errors, omissions, damage, injury or loss allegedly resulting from Work that was monitored or tested by ECS on a part time basis.

14.0 CERTIFICATIONS - CLIENT may request, or governing jurisdictions may require, ECS to provide a "certification" regarding the Services provided by ECS. Any "certification" required of ECS by the CLIENT or jurisdiction(s) having authority over some or all aspects of the Project shall consist of ECS' inferences and professional opinions based on the limited sampling, observations, tests, and/or analyses performed by ECS at discrete locations and times. Such "certifications" shall constitute ECS' professional opinion of a condition's existence, but ECS does not guarantee that such condition exists, nor does it relieve other parties of the responsibilities or obligations such parties have with respect to the possible existence of such a condition. CLIENT agrees it cannot make the resolution of any dispute with ECS or payment of any amount due to ECS contingent [illegible] "certification."

15.0 BILLINGS AND PAYMENTS

15.1 Billings will be based on the unit rates, plus travel costs, and other reimbursable expenses as stated in the Professional Fees section of the Proposal. Any Estimate of Professional Fees stated in these Terms shall not be considered as a not-to-exceed or lump sum amount unless otherwise explicitly stated. CLIENT understands and agrees that even if ECS agrees to a lump sum or not-to-exceed amount, that amount shall be limited to number of hours, visits, trips, tests, borings, or samples stated in the Proposal.

15.2 CLIENT agrees that all Professional Fees and other unit rates shall be adjusted annually to account for inflation based on the most recent 12-month average of the Consumer Price Index (CPI-U) for all items as established by www.bls.gov when the CPI-U exceeds an annual rate of 2.0%.

15.3 Should ECS identify a Changed Condition(s), ECS shall notify the CLIENT of the Changed Condition(s). ECS and CLIENT shall promptly and in good faith negotiate an amendment to the Scope of Services, Professional Fees, and time schedule.

15.4 CLIENT recognizes that time is of the essence with respect to payment of ECS' invoices, and that timely payment is a material consideration for this agreement. All payment shall be in U.S. funds drawn upon U.S. banks and in accordance with the rates and charges set forth in the Professional Fees. Invoices are due and payable upon receipt.

15.5 If CLIENT disputes all or part of an invoice, CLIENT shall provide ECS with written notice stating in detail the facts of the dispute within fifteen (15) calendar days of the invoice. CLIENT agrees to pay the undisputed amount of such invoice promptly.

15.6 ECS reserves the right to charge CLIENT an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by Law, whichever is lower) of the invoiced amount per month for any payment received by ECS more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute. All payments will be applied to accrued interest first and then to the unpaid principal amount. Payment of invoices shall not be subject to unilateral discounting or set-offs by CLIENT.

15.7 CLIENT agrees that its obligation to pay for the Services is not contingent upon CLIENT'S ability to obtain financing, zoning, approval of governmental or regulatory agencies, permits, final adjudication of a lawsuit, CLIENT'S successful completion of the Project, settlement of a real estate transaction, receipt of payment from CLIENT'S client, or any other event unrelated to ECS provision of Services. Retainage shall not be withheld from any payment, nor shall any deduction be made from any invoice on account of penalty, liquidated damages, or other sums incurred by CLIENT. It is agreed that all costs and legal fees including actual attorney's fees, and expenses incurred by ECS in obtaining payment under this Agreement, in perfecting or obtaining a lien, recovery under a bond, collecting any delinquent amounts due, or executing judgments, shall be reimbursed by CLIENT.

15.8 Unless CLIENT has provided notice to ECS in accordance with Section 16.0 of these Terms, payment of any invoice by the CLIENT shall mean that the CLIENT is satisfied with ECS' Services and is not aware of any defects in those Services.

16.0 DEFECTS IN SERVICE

16.1 CLIENT, its personnel, its consultants, and its contractors shall promptly inform ECS during active work on any project of any actual or suspected defects in the Services so to permit ECS to take such prompt, effective remedial measures that in ECS' opinion will reduce or eliminate the consequences of any such defective Services. The correction of defects attributable to ECS' failure to perform in accordance with the Standard of Care shall be provided at no cost to CLIENT. However, ECS shall not be responsible for the correction of any deficiency attributable to CLIENT-furnished information, the errors, omissions, defective materials, or improper installation of materials by CLIENT's personnel, consultants or contractors, or work not observed by ECS. CLIENT shall compensate ECS for the costs of correcting such defects.

16.2 Modifications to reports, documents and plans required as a result of jurisdictional reviews or CLIENT requests shall not be considered to be defects. CLIENT shall compensate ECS for the provision of such Services.

17.0 INSURANCE - ECS represents that it and its subcontractors and subconsultants maintain Workers Compensation insurance, and that ECS is covered by general liability, automobile and professional liability insurance policies in coverage amounts it deems reasonable and adequate. ECS shall furnish certificates of insurance upon request. The CLIENT is responsible for requesting specific inclusions or limits of coverage that are not present in ECS insurance package. The cost of such inclusions or coverage increases, if available, will be at the expense of the CLIENT.

18.0 LIMITATION OF LIABILITY

18.1 CLIENT AGREES TO ALLOCATE CERTAIN RISKS ASSOCIATED WITH THE PROJECT BY LIMITING ECS' TOTAL LIABILITY TO CLIENT ARISING FROM ECS' PROFESSIONAL LIABILITY, I.E. PROFESSIONAL ACTS, ERRORS, OR OMISSIONS AND FOR ANY AND ALL CAUSES INCLUDING NEGLIGENCE, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, INJURIES, DAMAGES, CLAIMS, LOSSES, EXPENSES, OR CLAIM EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) RELATING TO PROFESSIONAL SERVICES PROVIDED UNDER THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW. THE ALLOCATION IS AS FOLLOWS.

18.1.1 If the proposed fees are $10,000 or less, ECS' total aggregate liability to CLIENT shall not exceed $20,000, or the total fee received for the services rendered, whichever is greater.

18.1.2 If the proposed fees are in excess of $10,000, ECS' total aggregate liability to CLIENT shall not exceed $50,000, or two (2) times the total fee for the services rendered, whichever is greater.

18.2 CLIENT agrees that ECS shall not be responsible for any injury, loss or damage of any nature, including bodily injury and property damage, arising directly or indirectly, in whole or in part, from acts or omissions by the CLIENT, its employees, agents, staff, consultants, contractors, or subcontractors to the extent such injury, damage, or loss is caused by acts or omissions of CLIENT, its employees, agents, staff,

consultants, contractors, subcontractors or person/entities for whom CLIENT is legally liable.

18.3 CLIENT agrees that ECS' liability for all non-professional liability arising out of this agreement or the services provided as a result of the Proposal be limited to $500,000.

19.0 INDEMNIFICATION

19.1 Subject Section 18.0, ECS agrees to hold harmless and indemnify CLIENT from and against damages arising from ECS' negligent performance of its Services, but only to the extent that such damages are found to be caused by ECS' negligent acts, errors or omissions, (specifically excluding any damages caused by any third party or by the CLIENT.) ECS does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, or any other statute.

19.2 To the fullest extent permitted by Law, CLIENT agrees to indemnify, and hold ECS harmless from and against any and all liability, claims, damages, demands, fines, penalties, costs and expenditures (including reasonable attorneys' fees and costs of litigation defense and/or settlement) ["Damages"] caused in whole or in part by the negligent acts, errors, or omissions of the CLIENT or CLIENT'S employees, agents, staff, contractors, subcontractors, consultants, and clients, provided such Damages are attributable to: (a) the bodily injury, personal injury, sickness, disease and/or death of any person; (b) the injury to or loss of value to tangible personal property; or (c) a breach of these Terms. The foregoing indemnification shall not apply to the extent such Damage is found to be caused by the sole negligence, errors, omissions or willful misconduct of ECS.

19.3 It is specifically understood and agreed that in no case shall ECS be required to pay an amount of Damages disproportional to ECS' culpability. **IF CLIENT IS A HOMEOWNER, HOMEOWNERS' ASSOCIATION, CONDOMINIUM OWNER, CONDOMINIUM OWNER'S ASSOCIATION, OR SIMILAR RESIDENTIAL OWNER, ECS RECOMMENDS THAT CLIENT RETAIN LEGAL COUNSEL BEFORE ENTERING INTO THIS AGREEMENT TO EXPLAIN CLIENT'S RIGHTS AND OBLIGATIONS HEREUNDER, AND THE LIMITATIONS, AND RESTRICTIONS IMPOSED BY THIS AGREEMENT. CLIENT AGREES THAT FAILURE OF CLIENT TO RETAIN SUCH COUNSEL SHALL BE A KNOWING WAIVER OF LEGAL COUNSEL AND SHALL NOT BE ALLOWED ON GROUNDS OF AVOIDING ANY PROVISION OF THIS AGREEMENT.**

19.4 **IF CLIENT IS A RESIDENTIAL BUILDER OR RESIDENTIAL DEVELOPER, CLIENT SHALL INDEMNIFY AND HOLD HARMLESS ECS AGAINST ANY AND ALL CLAIMS OR DEMANDS DUE TO INJURY OR LOSS INITIATED BY ONE OR MORE HOMEOWNERS, UNIT-OWNERS, OR THEIR HOMEOWNER'S ASSOCIATION, COOPERATIVE BOARD, OR SIMILAR GOVERNING ENTITY AGAINST CLIENT WHICH RESULTS IN ECS BEING BROUGHT INTO THE DISPUTE.**

19.5 **IN NO EVENT SHALL THE DUTY TO INDEMNIFY AND HOLD ANOTHER PARTY HARMLESS UNDER THIS SECTION 19.0 INCLUDE THE DUTY TO DEFEND.**

20.0 CONSEQUENTIAL DAMAGES

20.1 CLIENT shall not be liable to ECS and ECS shall not be liable to CLIENT for any consequential damages incurred by either due to the fault of the other or their employees, consultants, agents, contractors or subcontractors, regardless of the nature of the fault or whether such liability arises in breach of contract or warranty, tort, statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.

20.2 ECS shall not be liable to CLIENT, or any entity engaged directly or indirectly by CLIENT, for any liquidated damages due to any fault, or failure to act, in part or in total by ECS, its employees, agents, or subcontractors.

21.0 SOURCES OF RECOVERY

21.1 All claims for damages related to the Services provided under this agreement shall be made against the ECS Entity contracting with the CLIENT for the Services, and no other person or entity. CLIENT agrees that it shall not name any affiliated entity including parent, peer, or subsidiary entity or any individual officer, director, or employee of ECS, specifically including its professional engineers and geologists.

21.2 In the event of any dispute or claim between CLIENT and ECS arising out of in connection with the Project and/or the Services, CLIENT and ECS agree that they will look solely to each other for the satisfaction of any such dispute or claim. Moreover, notwithstanding anything to the contrary contained in any other provision herein, CLIENT and ECS' agree that their respective shareholders, principals, partners, members, agents, directors, officers, employees, and/or owners shall have no liability whatsoever arising out of or in connection with the Project and/or Services provided hereunder. In the event CLIENT brings a claim against an affiliated entity, parent entity, subsidiary entity, or individual officer, director or employee in contravention of this Section 21, CLIENT agrees to hold ECS harmless from and against all damages, costs, awards, or fees (including attorneys' fees) attributable to such act.

22.0 THIRD PARTY CLAIMS EXCLUSION - CLIENT and ECS agree that the Services are performed solely for the benefit of the CLIENT and are not intended by either CLIENT or ECS to benefit any other person or entity. To the extent that any other person or entity is benefited by the Services, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to the AGREEMENT. No third-party shall have the right to rely on ECS' opinions rendered in connection with ECS' Services without written consent from both CLIENT and ECS, which shall include, at a minimum, the third-party's agreement to be bound to the same Terms and Conditions contained herein and third-party's agreement that ECS' Scope of Services performed is adequate.

23.0 DISPUTE RESOLUTION

23.1 In the event any claims, disputes, and other matters in question arising out of or relating to these Terms or breach thereof (collectively referred to as "Disputes"), the parties shall promptly attempt to resolve all such Disputes through executive negotiation between senior representatives of both parties familiar with the Project. The parties shall arrange a mutually convenient time for the senior representative of each party to meet. Such meeting shall occur within fifteen (15) days of either party's written request for executive negotiation or as otherwise mutually agreed. Should this meeting fail to result in a mutually agreeable plan for res[illegible]T and ECS agree that either party may bring litigation.

23.2 CLIENT shall make no claim (whether directly or in the form of a third-party claim) against ECS unless CLIENT shall have first provided ECS with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such certificate shall be a precondition to the institution of any judicial proceeding and shall be provided to ECS thirty (30) days prior to the institution of such judicial proceedings.

23.3 Litigation shall be instituted in a court of competent jurisdiction in the county or district in which ECS' office contracting with the CLIENT is located. The parties agree that the law applicable to these Terms and the Services provided pursuant to the Proposal shall be the laws of the Commonwealth of Virginia, but excluding its choice of law rules. Unless otherwise mutually agreed to in writing by both parties, CLIENT waives the right to remove any litigation action to any other jurisdiction. Both parties agree to waive any demand for a trial by jury.

24.0 CURING A BREACH

24.1 A party that believes the other has materially breached these Terms shall issue a written cure notice identifying its alleged grounds for termination. Both parties shall promptly and in good faith attempt to identify a cure for the alleged breach or present facts showing the absence of such breach. If a cure can be agreed to or the matter otherwise resolved within thirty (30) calendar days from the date of the termination notice, the parties shall commit their understandings to writing and termination shall not occur.

24.2 Either party may waive any right provided by these Terms in curing an actual or alleged breach; however, such waiver shall not affect future application of such provision or any other provision.

25.0 TERMINATION

25.1 CLIENT or ECS may terminate this agreement for breach or these terms, non-payment, or a failure to cooperate. In the event of termination, the effecting party shall so notify the other party in writing and termination shall become effective fourteen (14) calendar days after receipt of the termination notice.

25.2 Irrespective of which party shall effect termination, or the cause therefore, ECS shall promptly render to CLIENT a final invoice and CLIENT shall immediately compensate ECS for Services rendered and costs incurred including those Services associated with termination itself, including without limitation, demobilizing, modifying schedules, and reassigning personnel.

26.0 TIME BAR TO LEGAL ACTION - Unless prohibited by law, and notwithstanding any Statute that may provide additional protection, CLIENT and ECS agree that a lawsuit by either party alleging a breach of this agreement, violation of the Standard of Care, non-payment of invoices, or arising out of the Services provided hereunder, must be initiated in a court of competent jurisdiction no more than two (2) years from the time the party knew, or should have known, of the facts and conditions giving rise to its claim, and shall under no circumstances shall such lawsuit be initiated more than three (3) years from the date of substantial completion of ECS' Services.

27.0 ASSIGNMENT - CLIENT and ECS respectively bind themselves, their successors, assigns, heirs, and legal representatives to the other party and the successors, assigns, heirs and legal representatives of such other party with respect to all covenants of these Terms. Neither CLIENT nor ECS shall assign these Terms, any rights thereunder, or any cause of action arising therefrom, in whole or in part, without the written consent of the other. Any purported assignment or transfer, except as permitted above, shall be deemed null, void and invalid, the purported assignee shall acquire no rights as a result of the purported assignment or transfer and the non-assigning party shall not recognize any such purported assignment or transfer.

28.0 SEVERABILITY - Any provision of these Terms later held to violate any law, statute, or regulation, shall be deemed void, and all remaining provisions shall continue in full force and effect. CLIENT and ECS shall endeavor to quickly replace a voided provision with a valid substitute that expresses the intent of the issues covered by the original provision.

29.0 SURVIVAL - All obligations arising prior to the termination of the agreement represented by these Terms and all provisions allocating responsibility or liability between the CLIENT and ECS shall survive the substantial completion of Services and the termination of the agreement.

30.0 TITLES; ENTIRE AGREEMENT

30.1 The titles used herein are for general reference only and are not part of the Terms and Conditions.

30.2 These Terms and Conditions of Service together with the Proposal, including all exhibits, appendixes, and other documents appended to it, constitute the entire agreement between CLIENT and ECS. CLIENT acknowledges that all prior understandings and negotiations are superseded by this agreement.

30.3 CLIENT and ECS agree that subsequent modifications to the agreement represented by these shall not be binding unless made in writing and signed by authorized representatives of both parties.

30.4 All preprinted terms and conditions on CLIENT'S purchase order, Work Authorization, or other service acknowledgement forms, are inapplicable and superseded by these Terms and Conditions of Service.

30.5 CLIENT's execution of a Work Authorization, the submission of a start work authorization (oral or written) or issuance of a purchase order constitutes CLIENT's acceptance of this Proposal and its agreement to be fully bound the foregoing Terms. If CLIENT fails to provide ECS with a signed copy of these Terms or the attached Work Authorization, CLIENT agrees that by authorizing and accepting the services of ECS, it will be fully bound by these Terms as if they had been signed by CLIENT.

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
Change Orders: DPW Expansion Project

Recommended Action:
Motion to approve Change Order No. 6 for $12,496.00 for the DPW expansion project.

Background and Additional Information:

The following change orders have been approved prior based on the purchasing policy which allows the Village Manager to approve purchases up to $5,000:

Change Order No. 1: ($5,284.84) to remove a fire alarm system as the Village worked with TECC Security.
Change Order No. 2: $2,887.50 to change columns for the pre-engineered building
Change Order No. 3: $1,882.50 to add a NEMA waterproof electrical enclosure
Change Order No. 4: $3,700 to remove rusted steel framing and sheets
Change Order No. 5: $4,000 to add metal sheets to enclose a doorway to meet state code.
Total: ***$7,185.16***

Change Order No 6: $12,496.00 to add conduit and low voltage wiring for the door fob system and fire alarm system and to repair an underground conduit that was cut during excavation that supplied electricity to the rear parking lot lights and was not shown on as-built drawings.

The total change orders to date is $19,681.16.

Change Order No. 7 ($22,600) to change the electrical service for Panel E in the office area resulting in a deduct to the contract.

Change Order No. 8: ($793) to remove hollow metal doors resulting in a deduct to the contract.

Current status of change orders: ($3,711.84)

Attachments:
- Letter from McMahon dated September 18, 2025 and September 24, 2025

McMAHON
ENGINEERS ARCHITECTS

September 18, 2025

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

Email: cpelishek@harrison-wi.org

Re: Village of Harrison
Garage & New Addition & Remodel
Change Order #6
McM. No. H0006-06-24-00138

Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase to the Contract in the amount of $12,496.00. The Contract Price after execution of this Change Order will be $1,809,726.16.

Please review and sign in the space provided. **Return copy to our office** and we will distribute accordingly.

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

Respectfully,
McMahon Associates, Inc.

Richard M. Lewandowski
Construction Project Manager

RML:lam

Enclosure: Change Order #6

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Change Order

PROJECT: *(Name and address)* Village of Harrison New Addition & Renovation W5298 State Road 114 Harrison, WI 54952	**CONTRACT INFORMATION:** Contract For: General Construction Date: April 29, 2025	**CHANGE ORDER INFORMATION:** Change Order Number: 006 Date: September 17, 2025
OWNER: *(Name and address)* Village of Harrison W5298 State Road 114 Harrison, WI 54952	**ARCHITECT:** *(Name and address)* McMahon Associates, Inc. 1445 McMahon Drive Neenah, WI 54956	**CONTRACTOR:** *(Name and address)* Bayland Buildings, Inc PO Box 13571 Green Bay, WI 54307

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Provide and install conduit and wire for TECC Security Systems door access and fire alarm per drawings E221, E222, Addendum A23 and A24.

NOT INCLUDED: Device installation or programming (by TECC).

ADD $7,480.00

Repair underground conduit damaged by concrete cutter for exterior light pole and install new contractors for exterior lights.

ADD $5,016.00

NOTE: This work has already been completed.

TOTAL ADD: $12,496.00

The original Contract Sum was	$	1,790,745.00
The net change by previously authorized Change Orders	$	6,485.16
The Contract Sum prior to this Change Order was	$	1,797,230.16
The Contract Sum will be increased by this Change Order in the amount of	$	12,496.00
The new Contract Sum including this Change Order will be	$	1,809,726.16

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract

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User Notes: (3B9ADA49)

Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

McMahon Associates, Inc.	Bayland Buildings, Inc.	Village of Harrison
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
	Brandon Yaeger Digitally signed by Brandon Yaeger DN: C=US, E=byaeger@baylandbuildings.com, O=Bayland Buildings, CN=Brandon Yaeger Date: 2025.09.18 06:48:32-05'00'	
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Richard M. Lewandowski, Construction Project Manager		
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA49)

BAYLAND BUILDINGS, INC.
Think Smart / Build Smart | ESOP Company

Phone: 920.498.9300 | **Fax:** 920.498.3033
Corporate: P.O. Box 13571 | Green Bay, WI 54307
Central, WI: P.O. Box 872 | Wausau, WI 54402
Southeast, WI: P.O. Box 510435 | Milwaukee, WI 53203

CHANGE ORDER

PROJECT: Village of Harrison Addition
W5298 STATE RD 114
HARRISON, WI 54952

CHANGE ORDER NO.: 6
DATE: 9/12/2025
BAYLAND PROJ. NO.: 25-6094

TO OWNER: VILLAGE OF HARRISON
Attn: SCOTT HANDSCHKE
W5298 STATE RD 114
HARRISON, WI 54952

CONTRACT FOR:

THE CONTRACT IS CHANGED AS FOLLOWS:

To provide and install conduit and wire for TECC Security Systems door access and fire alarm per drawings E221, E222, addendum A23 and A24. Add: $7,480.00 — 12,496.00

Not Included
- Device installation or programming (by TECC)

To repair underground conduit damaged by concrete cutter for exterior light pole and install new contactors for exterior lights. Add: $5,016.00
- Note: this work has already been completed.

The original Contract Sum was	$	1,790,745.00
The net change by previously authorized Change Orders	$	6,485.16
The Contract Sum will be changed by this Change Order in the amount of	$	12,496.00
The new Contract Sum including this Change Order will be	$	1,809,726.16

Not valid until signed by the Contractor and Owner

Proj. Manager _____ Owner _____

Date _____ Date _____

Bayland Buildings, Inc.
P.O. Box 13571
Green Bay, WI 54307-3571

McMAHON
ENGINEERS ARCHITECTS

September 24, 2025

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

Email: cpelishek@harrison-wi.org

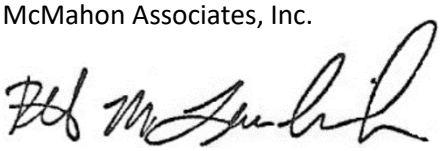
Re: Village of Harrison
Garage & New Addition & Remodel
Change Order #7
McM. No. H0006-06-24-00138

Enclosed herewith is Change Order #7 for the above referenced project. This change is a decrease to the Contract in the amount of $22,600.00. The Contract Price after execution of this Change Order will be $1,787,126.16.

Please review and sign in the space provided. **Return copy to our office** and we will distribute accordingly.

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

Respectfully,
McMahon Associates, Inc.



Richard M. Lewandowski
Construction Project Manager

RML:lam

Enclosure: Change Order #7

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Change Order

PROJECT: *(Name and address)* Village of Harrison New Addition & Renovation W5298 State Road 114 Harrison, WI 54952	**CONTRACT INFORMATION:** Contract For: General Construction Date: April 29, 2025	**CHANGE ORDER INFORMATION:** Change Order Number: 007 Date: September 24, 2025
OWNER: *(Name and address)* Village of Harrison W5298 State Road 114 Harrison, WI 54952	**ARCHITECT:** *(Name and address)* McMahon Associates, Inc. 1445 McMahon Drive Neenah, WI 54956	**CONTRACTOR:** *(Name and address)* Bayland Buildings, Inc PO Box 13571 Green Bay, WI 54307

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

* Current situation has a new main distribution panel is only rarted for 120/208v, 600amps
  - this panel was provided and installed by others.

* Current electrical drawings call for (1) 600amp for office and (1) 400amp for vehicle storage

Proposed Value Engineering for Electrical Gear

* To provide and install (2) 225amp panels
  - Panel D will be fed with 500mcm copper wires
  - Panel E will be fed with 400mcm copper wires

* Coordinate grounding conductor sizing & circuit breaker trip adjustment for Panel E overcurrent protection and provide in compliance with the requirements of the National Electric Code as it corresponds to the proposed modifications within this Change Order.

DEDUCT: $22,600.00

The original Contract Sum was	$	1,790,745.00
The net change by previously authorized Change Orders	$	18,981.16
The Contract Sum prior to this Change Order was	$	1,809,726.16
The Contract Sum will be decreased by this Change Order in the amount of	$	22,600.00
The new Contract Sum including this Change Order will be	$	1,787,126.16

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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User Notes: (3B9ADA4F)

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

McMahon Associates, Inc.	Bayland Buildings, Inc.	Village of Harrison
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Richard M. Lewandowski, Construction Project Manager		
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA4F)

BAYLAND BUILDINGS, INC.
Think Smart / Build Smart | ESOP Company

Phone: 920.498.9300 | F

Corporate: P.O. Box 13571 | Green Bay, WI 54307

Central, WI: P.O. Box 872 | Wausau, WI 54402
Southeast, WI: P.O. Box 510435 | Milwaukee, WI 53203

CHANGE ORDER

PROJECT: Village of Harrison Addition
W5298 STATE RD 114
HARRISON, WI 54952

TO OWNER: VILLAGE OF HARRISON
Attn: SCOTT HANDSCHKE
W5298 STATE RD 114
HARRISON, WI 54952

CHANGE ORDER NO.: 7
DATE: 9/19/2025
BAYLAND PROJ. NO.: 25-6094
CONTRACT FOR:

THE CONTRACT IS CHANGED AS FOLLOWS:

Please see the deduct below for value engineering the electrical gear per conversations between Current Electric and the McMahon engineers. -22,600.00

- Current situation has a new main distribution panel is only rated for 120/208v, 600amps
  -this panel was provided and installed by others

- Current electrical drawings call for (1) 600amp for office and (1) 400amp for vehicle storage

Proposed Value Engineering for Electrical Gear

- To provide and install (2) 225amp panels
  -Panel D will be fed with 500mcm copper wires
  -Panel E will be fed with 400mcm copper wires

The original Contract Sum was	$	1,790,745.00
The net change by previously authorized Change Orders	$	18,981.16
The Contract Sum will be changed by this Change Order in the amount of	$	-22,600.00
The new Contract Sum including this Change Order will be	$	1,787,126.16

Not valid until signed by the Contractor and Owner

Proj. Manager

Owner

Date

Date

McMAHON
ENGINEERS ARCHITECTS

September 24, 2025

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

Email: cpelishek@harrison-wi.org

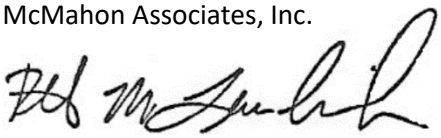
Re: Village of Harrison
Garage & New Addition & Remodel
Change Order #8
McM. No. H0006-06-24-00138

Enclosed herewith is Change Order #1 for the above referenced project. This change is a decrease to the Contract in the amount of $793.00. The Contract Price after execution of this Change Order will be $1,786,333.16.

Please review and sign in the space provided. **Return copy to our office** and we will obtain the Contractor's signature and distribute accordingly.

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

Respectfully,
McMahon Associates, Inc.



Richard M. Lewandowski
Construction Project Manager

RML:lam

Enclosure: Change Order #8

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)* Village of Harrison New Addition & Renovation W5298 State Road 114 Harrison, WI 54952	**CONTRACT INFORMATION:** Contract For: General Construction Date: April 29, 2025	**CHANGE ORDER INFORMATION:** Change Order Number: 008 Date: September 24, 2025
OWNER: *(Name and address)* Village of Harrison W5298 State Road 114 Harrison, WI 54952	**ARCHITECT:** *(Name and address)* McMahon Associates, Inc. 1445 McMahon Drive Neenah, WI 54956	**CONTRACTOR:** *(Name and address)* Bayland Buildings, Inc PO Box 13571 Green Bay, WI 54307

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Eliminate the supply of (4) power supplies for PEMB hollow metal doors by Lakeland Door.

DEDUCT $793.00

Bayland to provide additional change deduct for one missing power source.

The original Contract Sum was	$	1,790,745.00
The net change by previously authorized Change Orders	$	-3,618.84
The Contract Sum prior to this Change Order was	$	1,787,126.16
The Contract Sum will be decreased by this Change Order in the amount of	$	793.00
The new Contract Sum including this Change Order will be	$	1,786,333.16

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

McMahon Associates, Inc. **ARCHITECT** *(Firm name)*	Bayland Buildings, Inc. **CONTRACTOR** *(Firm name)*	Village of Harrison **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Richard M. Lewandowski, Construction Project Manager **PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA51)

BAYLAND BUILDINGS, INC.
Think Smart / Build Smart | ESOP Company

Phone: 920.498.9300 | F

Corporate: P.O. Box 13571 | Green Bay, WI 54307

Central, WI: P.O. Box 872 | Wausau, WI 54402
Southeast, WI: P.O. Box 510435 | Milwaukee, WI 53203

CHANGE ORDER

PROJECT: Village of Harrison Addition
W5298 STATE RD 114
HARRISON, WI 54952

TO OWNER: VILLAGE OF HARRISON
Attn: SCOTT HANDSCHKE
W5298 STATE RD 114
HARRISON, WI 54952

CHANGE ORDER NO.: 8
DATE: 9/19/2025
BAYLAND PROJ. NO.: 25-6094
CONTRACT FOR:

THE CONTRACT IS CHANGED AS FOLLOWS:

Eliminate the supply of (4) power supplies for PEMB hollow metal doors by Lakeland Door. -793.00

The original Contract Sum was	$	1,790,745.00
The net change by previously authorized Change Orders	$	-3,618.84
The Contract Sum will be changed by this Change Order in the amount of	$	-793.00
The new Contract Sum including this Change Order will be	$	1,786,333.16

Not valid until signed by the Contractor and Owner

Proj. Manager

Owner

Date

Date

Bayland Buildings, Inc.
P.O. Box 13571
Green Bay, WI 54307-3571

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 8/26/2025

Title:. Progress Payments: 2025 Asphalt Street Resurfacing Project

Recommended Action: Motion to approve the Certificate Payment No. 2 for Northeast Asphalt in the amount of $310,152.58.

Background and Additional Information:

Payment is for the street resurfacing of Haen Heights and Cedar Ridge Subdivisions.

Budget Impacts: Payment from Capital Fund- 2024 Capital Borrowing

Attachments: Memo from McMahon.

McMAHON
ENGINEERS ARCHITECTS

September 23, 2025

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

Re: Village of Harrison
2025 Asphalt Street Resurfacing Program
Certificate for Payment #2
McM. No. H0006-09-24-00403

Dear Chad:

Enclosed herewith is Certificate for Payment #2 for the above referenced project. This Certificate is issued to Northeast Asphalt, Inc. in the amount of $310,152.58 for partial payment for work performed through September 18, 2025.

Please process the enclosed, and forward payment to Northeast Asphalt, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.



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

LRR:car

cc: Northeast Asphalt, Inc.

Enclosure: Certificate for Payment #2

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 MCMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025
TELEPHONE: 920.751.4200
FAX: 920.751.4284

CERTIFICATE FOR PAYMENT

VILLAGE OF HARRISON
W5298 Highway 114
Harrison, WI 54952

Contract No.	H0006-09-24-00403
Project File No.	H0006-09-24-00403
Certificate No.	Two (2)
Issue Date:	September 23, 2025
Project:	Village of Harrison 2025 Asphalt Street Resurfacing Program

This Is To Certify That, In Accordance With The Contract Documents Dated: February 26, 2025

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

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

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

Original Contract	$1,712,567.53	Completed To Date	$828,641.30
Net Change Orders	+ $39,735.00	Retainage 5%	$41,432.07
Current Contract Amount	**$1,752,302.53**	Subtotal	**$787,209.23**
		Previously Certified	$477,056.65

Amount Due This Payment: $310,152.58

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



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

PROJECTS\H0006\092400403\CONSTR\CONTRACT\CERT PAYMENT\#2

Village of Harrison
2025 Asphalt Street Resurfacing Program
Certificate for Payment #2 Summary
McM No. H0006-09-24-00403

A. Cedar Ridge Estates:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2 Qty	Payment Certificate #2 Cost	Total Contract Qty	Total Contract Cost
1	Remove existing culvert	48	EACH	$ 145.32	$ 6,975.36		$ -	48	$ 6,975.36
2	Remove concrete pavement	234	S.F.	$ 1.55	$ 362.70	234	$ 362.70	234	$ 362.70
3	15-inch x 23-inch CMP	1,592	L.F.	$ 52.60	$ 83,739.20		$ -	1,586	$ 83,423.60
4	15-inch x 23-inch CMP flared end section	98	EACH	$ 210.80	$ 20,658.40		$ -	98	$ 20,658.40
5	Pulverize existing asphalt pavement	12,000	S.Y.	$ 0.55	$ 6,600.00	304	$ 167.20	12,304	$ 6,767.20
6	Excavation below subgrade (EBS)	400	C.Y.	$ 37.21	$ 14,884.00		$ -	28.44	$ 1,058.25
7	Base aggregate dense, 3-inch for EBS areas	800	TONS	$ 22.45	$ 17,960.00		$ -	0	$ -
8	Type I Geogrid for EBS areas	800	S.Y.	$ 1.41	$ 1,128.00		$ -	0	$ -
9	Fine grading & compaction of road base	13,500	S.Y.	$ 1.85	$ 24,975.00	563	$ 1,041.55	14,063	$ 26,016.55
10	Miscellaneous 30-inch concrete curb and gutter removal & replacement	100	L.F.	$ 51.93	$ 5,193.00		$ -	133.5	$ 6,932.66
11	4-inch concrete sidewalk replacement	89	S.F.	$ 8.44	$ 751.16		$ -	118	$ 995.92
12	2 1/4-inch HMA pavement, 3 LT 58-28 S	1,680	TONS	$ 64.40	$ 108,192.00	1,400	$ 90,160.00	1,400	$ 90,160.00
13	1 3/4-inch HMA pavement, 4 LT 58-28 S	1,300	TONS	$ 69.40	$ 90,220.00	1,000	$ 69,400.00	1,000	$ 69,400.00
14	Sawing asphalt (WisDOT Item No. 690.0150)	550	L.F.	$ 1.75	$ 962.50		$ -	513	$ 897.75
15	Sawing concrete (WisDOT Item No. 690.0250)	35	L.F.	$ 2.35	$ 82.25		$ -	54	$ 126.90
16	1-1/4-inch Base Aggregate Dense for Driveway Aprons	250	TONS	$ 40.41	$ 10,102.50	241.91	$ 9,775.58	491.91	$ 19,878.08
17	3-inch HMA driveway pavement	2,400	S.Y.	$ 25.00	$ 60,000.00		$ -	2,269	$ 56,725.00
18	Driveway apron slope paving	84	EACH	$ 100.00	$ 8,400.00		$ -	95	$ 9,500.00
19	Hydrant relocation	1	L.S.	$ 5,400.00	$ 5,400.00		$ -	1	$ 5,400.00
20	Sanitary Manhole Reconstruction	12	EACH	$ 800.00	$ 9,600.00		$ -	12	$ 9,600.00
21	Ditching including placement of topsoil	4,750	L.F.	$ 10.14	$ 48,165.00	1,000	$ 10,140.00	3,375	$ 34,222.50
22	Sod for Ditch Flowline	1,400	S.Y.	$ 9.21	$ 12,894.00	700	$ 6,447.00	700	$ 6,447.00
23	Lawn restoration incl. hydroseed/hydromulch, & fertilizer	23,000	S.Y.	$ 2.22	$ 51,060.00	5,000	$ 11,100.00	5,000	$ 11,100.00
24	Erosion control culvert pipe ditch check	45	EACH	$ 31.80	$ 1,431.00	45	$ 1,431.00	45	$ 1,431.00
25	Erosion control ditch check	30	EACH	$ 83.10	$ 2,493.00	30	$ 2,493.00	30	$ 2,493.00
26	Contractor Quality Control Testing	1	L.S.	$ 6,750.00	$ 6,750.00		$ -	1	$ 6,750.00
	Cedar Ridge Estates Total =				**$ 598,979.07**		**$ 202,518.03**		**$ 477,321.87**

B. Haen Heights Area:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2 Qty	Payment Certificate #2 Cost	Total Contract Qty	Total Contract Cost
1	Remove existing culvert	89	EACH	$ 145.32	$ 12,933.48	19	$ 2,761.08	19	$ 2,761.08
2	Remove concrete pavement	70	S.F.	$ 1.38	$ 96.60	70	$ 96.60	70	$ 96.60
3	24-inch CMP	88	L.F.	$ 56.70	$ 4,989.60	42	$ 2,381.40	42	$ 2,381.40
4	24-inch CMP flared end section	6	EACH	$ 342.08	$ 2,052.48	2	$ 684.16	2	$ 684.16
5	15-inch x 23-inch CMP	2,260	L.F.	$ 50.57	$ 114,288.20	485	$ 24,526.45	485	$ 24,526.45
6	15-inch x 23-inch CMP flared end section	172	EACH	$ 210.80	$ 36,257.60	36	$ 7,588.80	36	$ 7,588.80
7	Pulverize existing asphalt pavement	15,300	S.Y.	$ 0.55	$ 8,415.00	14,680	$ 8,074.00	14,680	$ 8,074.00
8	Excavation below subgrade (EBS)	550	C.Y.	$ 37.02	$ 20,361.00		$ -	0	$ -
9	Base aggregate dense, 3-inch for EBS areas	1,100	TONS	$ 22.10	$ 24,310.00		$ -	0	$ -
10	Type I Geogrid for EBS areas	1,100	S.Y.	$ 1.41	$ 1,551.00		$ -	0	$ -
11	Fine grading & compaction of road base	17,500	S.Y.	$ 1.85	$ 32,375.00		$ -	0	$ -
12	2 1/4-inch HMA pavement, 3 LT 58-28 S	2,050	TONS	$ 64.40	$ 132,020.00		$ -	0	$ -
13	1 3/4-inch HMA pavement, 4 LT 58-28 S	1,600	TONS	$ 69.40	$ 111,040.00		$ -	0	$ -
14	Sawing asphalt (WisDOT Item No. 690.0150)	1,300	L.F.	$ 1.75	$ 2,275.00		$ -	1,244	$ 2,177.00
15	Sawing concrete (WisDOT Item No. 690.0250)	12	L.F.	$ 2.35	$ 28.20		$ -	0	$ -
16	1-1/4-inch Base Aggregate Dense for Driveway Aprons	350	TONS	$ 40.41	$ 14,143.50	305.31	$ 12,337.58	305.31	$ 12,337.58
16	3-inch HMA driveway pavement	3,900	S.Y.	$ 25.00	$ 97,500.00		$ -	0	$ -
17	Driveway apron slope paving	162	EACH	$ 100.00	$ 16,200.00		$ -	0	$ -
18	Sanitary Manhole Reconstruction	14	EACH	$ 800.00	$ 11,200.00		$ -	0	$ -
19	Ditching including placement of topsoil	8,450	L.F.	$ 9.57	$ 80,866.50	3,750	$ 35,887.50	3,750	$ 35,887.50
20	Sod for Ditch Flowline	2,400	S.Y.	$ 9.21	$ 22,104.00	1,200	$ 11,052.00	1,200	$ 11,052.00
21	Lawn restoration incl. hydroseed/hydromulch, & fertilizer	36,800	S.Y.	$ 2.22	$ 81,696.00	7,500	$ 16,650.00	7,500	$ 16,650.00
22	Erosion control culvert pipe ditch check	91	EACH	$ 31.80	$ 2,893.80	91	$ 2,893.80	91	$ 2,893.80
23	Erosion control ditch check	50	EACH	$ 83.10	$ 4,155.00		$ -	0	$ -
24	Contractor Quality Control Testing	1	L.S.	$ 7,750.00	$ 7,750.00		$ -	0	$ -
	Haen Heights Area Total =				**$ 841,501.96**		**$ 124,933.37**		**$ 127,110.37**

C. Snapdragon Lane & Strawflower Drive:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2 Qty	Payment Certificate #2 Cost	Total Contract Qty	Total Contract Cost
1	Pulverize Existing Asphalt Pavement	8,100	S.Y.	$ 0.55	$ 4,455.00	-300	$ (165.00)	7,800	$ 4,290.00
2	Excavation Below Subgrade (EBS)	300	C.Y.	$ 39.15	$ 11,745.00		$ -	0	$ -
3	Base Aggregate Dense, 3-inch for EBS Areas	600	TONS	$ 22.10	$ 13,260.00		$ -	0	$ -
4	Type I Geogrid for EBS Areas	600	S.Y.	$ 1.41	$ 846.00		$ -	0	$ -
5	Miscellaneous 30-inch Mountable C&G Removal & Replacement	900	L.F.	$ 51.93	$ 46,737.00		$ -	1,127	$ 58,499.15
6	Reconstruct Catch Basin	9	EACH	$ 800.00	$ 7,200.00		$ -	9	$ 7,200.00
7	Fine Grading and Compaction of Road Base	8,100	S.Y.	$ 2.70	$ 21,870.00	-300	$ (810.00)	7,800	$ 21,060.00
8	Sawing Asphalt (WisDOT Item #690.0150)	80	L.F.	$ 2.35	$ 188.00		$ -	0	$ -
9	2-1/4-inch HMA Pavement, 3 LT 58-28 S	1,100	TONS	$ 64.40	$ 70,840.00		$ -	923.31	$ 59,461.16
10	1-3/4-inch HMA Pavement, 4 LT 58-28 S	850	TONS	$ 69.40	$ 58,990.00		$ -	778.08	$ 53,998.75
11	Contractor Quality Control Testing	1	L.S.	$ 4,450.00	$ 4,450.00		$ -	1	$ 4,450.00
	Snapdragon & Strawflower Total =				**$ 240,581.00**		**$ (975.00)**		**$ 208,959.06**

Village of Harrison
2025 Asphalt Street Resurfacing Program
Certificate for Payment #2 Summary
McM No. H0006-09-24-00403

D. Rennwood Park Parking Lot:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2 Qty	Payment Certificate #2 Cost	Total Contract Qty	Total Contract Cost
1	Fine grading and compaction of aggregate base	950	S.Y.	$1.85	$ 1,757.50		$ -	0	$ -
2	2 1/4-inch HMA Pavement 3LT 58-28S	135	TONS	$69.10	$ 9,328.50		$ -	0	$ -
3	1 3/4-inch HMA Pavement 4LT 58-28S	105	TONS	$77.10	$ 8,095.50		$ -	0	$ -
4	Marking Line Epoxy 4-inch	500	L.F.	$10.50	$ 5,250.00		$ -	0	$ -
5	Contractor Quality Control Testing	1	L.S.	$900.00	$ 900.00		$ -	0	$ -
	Rennwood Park Parking Lot Total =				**$ 25,331.50**		**$ -**		**$ -**

E. Municipal Building Park Lot

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2 Qty	Payment Certificate #2 Cost	Total Contract Qty	Total Contract Cost
1	7-inch Concrete Pavement	25	S.F.	$15.00	$ 375.00		$ -	0	$ -
2	24-inch Concrete Curb and Gutter	10	L.F.	$59.90	$ 599.00		$ -	0	$ -
3	4-inch HMA Pavement	400	S.F.	$13.00	$ 5,200.00		$ -	0	$ -
	Municipal Building Parking Lot Total =				**$ 6,174.00**		**$ -**		**$ -**
	Base Bid Total =				**$ 1,712,567.53**		**$ 326,476.40**		**$ 813,391.29**

Change Order Items

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2 Qty	Payment Certificate #2 Cost	Total Contract Qty	Total Contract Cost
1.1	ADD Replace Broken Inlet Casting (Snapdragon\Strawflower)	3	EACH	$1,450.00	$ 4,350.00		$ -	3	$ 4,350.00
1.2	ADD Replace Broken Inlet Casting (Snapdragon\Strawflower)	1	EACH	$1,000.00	$ 1,000.00		$ -	1	$ 1,000.00
1.3	ADD Manhole Casting Adjustments (Snapdragon\Strawflower)	12	EACH	$800.00	$ 9,600.00		$ -	12	$ 9,600.00
1.4	ADD Replace Broken Water Valve Box (Snapdragon\Strawflower)	1	EACH	$300.00	$ 300.00		$ -	1	$ 300.00
1.5	ADD Rennwood Park-3-inch HMA Trail Paving	83	TONS	$295.00	$ 24,485.00		$ -	0	$ -
	Change Order Items Total =				**$ 39,735.00**		**$ -**		**$ 15,250.00**
	Contract Total =				**$ 1,752,302.53**		**$ 326,476.40**		**$ 828,641.29**

Completed to Date		**$ 828,641.30**
Project Retainage	**5%**	**$ 41,432.07**
Subtotal		**$ 787,209.23**
Previously Certified		**$ 477,056.65**
Amount Due this Payment		**$ 310,152.58**

McMAHON
McMahon Associates, Inc.
ENGINEERS ARCHITECTS
SCIENTISTS LAND SURVEYORS

1445 McMahon Drive
Neenah, WI 54956

P.O. Box 1025
Neenah, WI 54957-1025

Telephone: (920)751-4200
FAX: (920)751-4284

APPLICATION

(OWNER)
Village of Harrison
W5298 State Road 114
Harrison, WI 54952

PROJECT:	2025 Asphalt Street Resurfacing Progr
CONTRACTOR	Northeast Asphalt, Inc.
Contract No.	H0006-09-24-00403
Project No.	H0006-09-24-00403
Application No.	2
Application Date	September 18, 2025
Period From	06/30/25 To 09/18/25

Application Is Made For Payment In Connection With The Above Contract.
The following documents are attached:

- ☑ Schedule Of Values
- ☐ Schedule Of Unit Prices
- ☐ Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	$ 1,712,567.53	Completed to date	$ 835,580.02
Net Change Orders	$ 39,735.00	Retainage	$ 41,779.00
Current Contract Amount	$ 1,752,302.53	Sub-total	$ 793,801.02
		Previous Payments	$ 483,870.50
		Amount Due This Application:	**$ 309,930.52**

The undersigned Contractor hereby swears, under penalty of perjury, that 1) All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through 2 inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 9/19/2025

Northeast Asphalt, Inc.
(contractor)

BY _____

MARY J JORGENSEN
Notary Public
State of Wisconsin

COUNTY OF Outagamie
STATE OF Wisconsin } SS

Before me on this 19th day of September, personally appeared Jon Wurzer known to me, who being duly sworn, did despose and say that he/she is the Agent of the Contractor above mentioned; that he/she executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 3-3-2027

_____
(Notary Public)

Northeast Asphalt, Inc.
W6380 Design Drive
Greenville, WI 54942
USA

Invoice: 710301-003
Invoice Date: 09-18-2025
Job: 710301
Application No: 3
Period To: 08-31-2025

Customer: HARRISON VILLAGE OF
W5298 SR 114
MENASHA, WI 54952
US

Project: V/O HARRISON 2025 RESURF PROGRAM
W5298 SR 114
MENASHA, WI 54952
US

Attention:

Project Manager: Matt Werner

Item	Description	Qty	Unit	Unit Price $	Estimated Amount $	Quantities			Amounts			Retainage $
						Previous	Current	To Date	Previous $	Current $	To Date $	
90000000	Holding Account Item	0.010	DL	1.000	0.01	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90001010	Remove Existing Culvert	48.000	EA	145.320	6,975.36	48.000	0.000	48.000	6,975.36	0.00	6,975.36	697.54
90001020	Remove Concrete Pavement	234.000	SF	1.550	362.70	0.000	234.000	234.000	0.00	362.70	362.70	36.27
90001030	15" x 23" CMP	1,592.000	LF	52.600	83,739.20	1,592.000	0.000	1,592.000	83,739.20	0.00	83,739.20	0.00
90001040	15" x 23" CMP Flared End Section	98.000	EA	210.800	20,658.40	98.000	0.000	98.000	20,658.40	0.00	20,658.40	0.00
90001050	Pulverize Existing Asphalt Pavement	12,304.000	SY	0.550	6,767.20	12,304.000	0.000	12,304.000	6,767.20	0.00	6,767.20	676.72
90001060	Excavation Below Subgrade (EBS)	400.000	CY	37.210	14,884.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90001070	Base Aggregate Dense, 3 Inch for	800.000	TN	22.450	17,960.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90001080	Type I Geogrid for EBS Areas	800.000	SY	1.410	1,128.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90001090	Fine Grading & Compaction of Road	14,063.000	SY	1.850	26,016.55	14,063.000	0.000	14,063.000	26,016.55	0.00	26,016.55	60.88
90001100	Miscellaneous 30 Inch Concrete Curb	100.000	LF	51.930	5,193.00	133.500	0.000	133.500	6,932.66	0.00	6,932.66	693.27
90001110	4 Inch Concrete Sidewalk	89.000	SF	8.440	751.16	118.000	0.000	118.000	995.92	0.00	995.92	99.59
90001120	2-1/4 Inch HMA Pavement, 3 LT 58-	1,477.000	TN	64.400	95,118.80	0.000	1,400.000	1,400.000	0.00	90,160.00	90,160.00	9,016.00
90001130	1-3/4 Inch HMA Pavement, 4 LT 58-	1,231.000	TN	69.400	85,431.40	0.000	1,000.000	1,000.000	0.00	69,400.00	69,400.00	6,940.00
90001140	Sawing Asphalt (WisDOT Item #690.	550.000	LF	1.750	962.50	513.000	0.000	513.000	897.75	0.00	897.75	89.78
90001150	Sawing Concrete (WisDOT Item	35.000	LF	2.350	82.25	54.000	0.000	54.000	126.90	0.00	126.90	12.69
90001160	1-1/4 Inch Base Aggregate Dense for	250.000	TN	40.410	10,102.50	250.000	241.910	491.910	10,102.50	9,775.58	19,878.08	1,987.81
90001170	3 Inch HMA Driveway Pavement	2,298.000	SY	25.000	57,450.00	2,269.000	0.000	2,269.000	56,725.00	0.00	56,725.00	0.00
90001180	Driveway Apron Slope Paving	84.000	EA	100.000	8,400.00	95.000	0.000	95.000	9,500.00	0.00	9,500.00	950.00
90001190	Hydrant Relocation	1.000	LS	5,400.000	5,400.00	1.000	0.000	1.000	5,400.00	0.00	5,400.00	540.00
90001200	Sanitary Manhole Reconstruction	12.000	EA	800.000	9,600.00	12.000	0.000	12.000	9,600.00	0.00	9,600.00	960
90001210	Ditching Including Placement of	4,750.000	LF	10.140	48,165.00	2,375.000	1,000.000	3,375.000	24,082.50	10,140.00	34,222.50	3,422
90001220	Sod for Ditch Flow line	1,400.000	SY	9.210	12,894.00	0.000	700.000	700.000	0.00	6,447.00	6,447.00	644
90001230	Lawn Restoration Including	23,000.000	SY	2.220	51,060.00	0.000	5,000.000	5,000.000	0.00	11,100.00	11,100.00	1,110

Item	Description	Qty	Unit	Unit Price $	Estimated Amount $	Quantities			Amounts			Retainage $
						Previous	Current	To Date	Previous $	Current $	To Date $	
90001240	Erosion Control Culvert Pipe Ditch	45.000	EA	31.800	1,431.00	0.000	45.000	45.000	0.00	1,431.00	1,431.00	143.10
90001250	Erosion Control Ditch Check	30.000	EA	83.100	2,493.00	0.000	30.000	30.000	0.00	2,493.00	2,493.00	249.30
90001260	Contractor Quality Control Testing	1.000	LS	6,750.000	6,750.00	1.000	0.000	1.000	6,750.00	0.00	6,750.00	675.00
90002010	Remove Existing Culvert	89.000	EA	145.320	12,933.48	0.000	19.000	19.000	0.00	2,761.08	2,761.08	276.11
90002020	Remove Concrete Pavement	70.000	SF	1.380	96.60	0.000	70.000	70.000	0.00	96.60	96.60	9.66
90002030	24 Inch CMP	88.000	LF	56.700	4,989.60	0.000	42.000	42.000	0.00	2,381.40	2,381.40	238.14
90002040	24 Inch CMP Flared End Section	6.000	EA	342.080	2,052.48	0.000	2.000	2.000	0.00	684.16	684.16	68.42
90002050	15" x 23" CMP	2,260.000	LF	50.570	114,288.20	0.000	485.000	485.000	0.00	24,526.45	24,526.45	2,452.65
90002060	15" x 23" CMP Flared End Section	172.000	EA	210.800	36,257.60	0.000	36.000	36.000	0.00	7,588.80	7,588.80	758.88
90002070	Pulverize Existing Asphalt Pavement	14,680.000	SY	0.550	8,074.00	0.000	14,680.000	14,680.000	0.00	8,074.00	8,074.00	807.40
90002080	Excavation Below Subgrade (EBS)	550.000	CY	37.020	20,361.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002090	Base Aggregate Dense, 3 Inch for	1,100.000	TN	22.100	24,310.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002100	Type I Geogrid for EBS Areas	1,100.000	SY	1.410	1,551.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002110	Fine Grading and Compaction of	16,320.000	SY	1.850	30,192.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002120	2-1/4 Inch HMA Pavement, 3 LT 58-	1,762.000	TN	64.400	113,472.80	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002130	1-3/4 Inch HMA Pavement, 4 LT 58-	1,468.000	TN	69.400	101,879.20	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002140	Sawing Asphalt (WisDOT Item #690.	1,300.000	LF	1.750	2,275.00	1,244.000	0.000	1,244.000	2,177.00	0.00	2,177.00	217.70
90002150	Sawing Concrete (WisDOT Item	12.000	LF	2.350	28.20	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002160	1-1/4 Inch Base Aggregate Dense for	350.000	TN	40.410	14,143.50	0.000	305.310	305.310	0.00	12,337.58	12,337.58	1,233.76
90002170	3 Inch HMA Driveway Pavement	3,753.000	SY	25.000	93,825.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002180	Driveway Apron Slope Paving	162.000	EA	100.000	16,200.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002190	Sanitary Manhole Reconstruction	14.000	EA	800.000	11,200.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002200	Ditching Including Placement of	8,450.000	LF	9.570	80,866.50	0.000	3,750.000	3,750.000	0.00	35,887.50	35,887.50	3,588.75
90002210	Sod for Ditch Flowline	2,400.000	SY	9.210	22,104.00	0.000	1,200.000	1,200.000	0.00	11,052.00	11,052.00	1,105.20
90002220	Lawn Restoration Including	36,800.000	SY	2.220	81,696.00	0.000	7,500.000	7,500.000	0.00	16,650.00	16,650.00	1,665.00
90002230	Erosion Control Culvert Pipe Ditch	91.000	EA	31.800	2,893.80	0.000	91.000	91.000	0.00	2,893.80	2,893.80	289.38
90002240	Erosion Control Ditch Check	50.000	EA	83.100	4,155.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90002250	Contractor Quality Control Testing	1.000	LS	7,750.000	7,750.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90003010	Pulverize Existing Asphalt Pavement	7,800.000	SY	0.550	4,290.00	7,800.000	0.000	7,800.000	4,290.00	0.00	4,290.00	429.00
90003020	Excavation Below Subgrade (EBS)	300.000	CY	39.150	11,745.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90003030	Base Aggregate Dense, 3 Inch for	600.000	TN	22.100	13,260.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90003040	Type I Geogrid for EBS Areas	600.000	SY	1.410	846.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90003050	Miscellaneous 30 Inch Mountable	900.000	LF	51.930	46,737.00	1,185.500	0.000	1,185.500	61,563.02	0.00	61,563.02	6,156
90003060	Reconstruct Catch Basin	9.000	EA	800.000	7,200.00	9.000	0.000	9.000	7,200.00	0.00	7,200.00	720
90003070	Fine Grading and Compaction of	7,800.000	SY	2.700	21,060.00	7,800.000	0.000	7,800.000	21,060.00	0.00	21,060.00	2,106
90003080	Sawing Asphalt (WisDOT Item #690.	80.000	LF	2.350	188.00	0.000	0.000	0.000	0.00	0.00	0.00	0
90003090	2-1/4 Inch HMA Pavement, 3 LT 58-	936.000	TN	64.400	60,278.40	923.310	0.000	923.310	59,461.16	0.00	59,461.16	5,946

Item	Description	Qty	Unit	Unit Price $	Estimated Amount $	Quantities			Amounts			Retainage $
						Previous	Current	To Date	Previous $	Current $	To Date $	
90003100	1-3/4 Inch HMA Pavement, 4 LT 58-	780.000	TN	69.400	54,132.00	778.080	0.000	778.080	53,998.75	0.00	53,998.75	5,399.88
90003110	Contractor Quality Control Testing	1.000	LS	4,450.000	4,450.00	1.000	0.000	1.000	4,450.00	0.00	4,450.00	445.00
90004010	Fine Grading and Compaction of	933.000	SY	1.850	1,726.05	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90004020	2-1/4 Inch HMA Pavement, 3 LT 58-	112.000	TN	69.100	7,739.20	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90004030	1-3/4 Inch HMA Pavement, 4 LT 58-	94.000	TN	77.100	7,247.40	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90004040	Marking Line Epoxy 4 Inch	500.000	LF	10.500	5,250.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90004050	Contractor Quality Control Testing	1.000	LS	900.000	900.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90005010	7 Inch Concrete Pavement	25.000	SF	15.000	375.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90005020	24 Inch Concrete Curb and Gutter	10.000	LF	59.900	599.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90005030	4 Inch HMA Pavement	325.000	SF	13.000	4,225.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90009001	CO1	1.000	LS	39,735.000	39,735.00	0.500	0.000	0.500	19,867.50	0.00	19,867.50	1,986.75
90009002	CO2 Snapdragon Manholes	1.000	EA	8,200.000	8,200.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
90009003	CO3 Various Patches	2.000	DL	11,500.000	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00
				Project Total:	1,687,554.04				509,337.37	326,242.65	835,580.02	64,905.00

Work Completed To Date:	**835,580.02**
Less Retainage:	64,905.00
Less Previous Estimate:	477,056.65
Total Amout Due This Estimate:	**293,618.37**

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title:. Contract: Eisenhower Drive (Manitowoc to Midway) - McMahon

Recommended Action: Motion to approve the contract with McMahon to complete engineering services for Eisenhower Drive for $21,000.

Background and Additional Information:
The project involves design services for the extension of Eisenhower Drive from Manitowoc to Midway within the 50 feet of the right of the way the Village currently owns. The roadway is planned to be a rural cross section.

Budget Impacts: TID 3: Street Improvements

Attachments: Contract from McMahon dated September 19, 2025

McMAHON
ENGINEERS ARCHITECTS

AGREEMENT
FOR PROFESSIONAL SERVICES

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

SEPTEMBER 19, 2025
McM. No. To Be Assigned
EISENHOWER DRIVE DESIGN
MIDWAY RD TO MANITOWOC RD

PROJECT DESCRIPTION

Design Phase Engineering Services for Eisenhower Drive, from Midway Road to Manitowoc Road, for the Village of Harrison. The Village currently has a 50-ft width right-of-way to construct Eisenhower Drive. The scope of this project is to design a rural section roadway that can be constructed within the existing 50-ft wide right-of-way.

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

DESIGN SERVICES

- Contact Diggers Hotline for public utility locates.
- Perform topographic survey of the area for design purposes, locating existing public utilities, landscape features that may be impacted with the roadway reconstruction.
- Prepare a preliminary typical section and roadway alignment able to be constructed within the existing 50-ft right-of-way.
- Prepare construction plan drawings including plan and profile sheets and construction detail drawings for a rural roadway section. The preliminary cross-section would include a 24-ft pavement with 2-ft aggregate shoulders. A maximum ditch depth of 2-ft (measured from roadway C/L) with 3:1 side slopes would be constructable within the existing 50-ft right-of-way. This typical section may require modification after completion of the topographic survey.
- Submit preliminary construction plan drawings to public utility companies (i.e., gas, electric, telephone, CATV) for utility impact coordination.
- Prepare roadway cross-sections showing existing and proposed roadway cross-sections at an interval of 100-ft (maximum).
- Conduct three progress design meetings with Village staff at 30% \ 60% \ 90% of final design.
- Prepare an erosion and sediment control plan per Village and Wisconsin Department of Natural Resources (DNR) requirements.
- Prepare and submit Wisconsin DNR Construction Site Stormwater Runoff General Permit application (NOI).
- Prepare an Opinion of Probable Costs based upon the final design plans.

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.

- Wetland Delineation Services: wetland delineation services were included in a separate service agreement.
- Permit application fees and other review or approving agency fees.
- Preparation and submittal of wetland fill permits.
- Preparation of a right-of-way plat.
- Preparation of easement documents.
- Bidding and construction administration services. The project schedule is to complete design for a tentative bidding and construction schedule in 2026.

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

The Village of Harrison 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 on a time and expense basis, per the attached fee schedule:

- Engineering Design Services, including:
  - Topographic Survey..... $5,000
  - Preliminary Typical Section and Roadway Alignment..... $1,000
  - Roadway Design..... $15,000

TOTAL Design Services = $21,000

COMPLETION SCHEDULE

McMahon agrees to complete this project as follows:

- The topographic survey work will be completed within 4-weeks of authorization.
- Wetland Delineation services have been started under a separate agreement, with the field work scheduled to be completed by September 30, 2025. The wetland report will be completed prior to December 31, 2025.
- Conduct the first of three progress meetings with Village Staff prior to December 1, 2025.
- Final design to be completed prior to February 28, 2026.

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

_____
Authorized Signature

_____
Date

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

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

09/23/2025
Date

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule

McMAHON ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.
GENERAL TERMS & 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' intensions and purposes in executing the Agreement.

7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.

8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.

8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.

8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.

8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.

8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.

8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.

8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.

8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.

McMAHON
ENGINEERS \ ARCHITECTS

FEE SCHEDULE | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

LABOR CLASSIFICATION	HOURLY RATE
Principal	$210.00
Senior Project Manager	$190.00 - $210.00
Project Manager	$140.00 - $180.00
Senior Engineer	$190.00 - $200.00
Engineer	$110.00 - $180.00
Senior Engineering Technician	$140.00 - $150.00
Engineering Technician	$80.00 - $130.00
Senior Architect	$175.00 - $195.00
Architect	$150.00 - $170.00
Senior Designer	$125.00 - $145.00
Designer	$95.00 - $115.00
Senior Land Surveyor	$135.00 - $180.00
Land Surveyor	$125.00
Land Surveyor Technician	$90.00 - $110.00
Surveyor Apprentice	$75.00
Erosion Control Technician	$95.00
Senior Hydrogeologist	$210.00
Senior Ecologist	$200.00
Environmental Scientist	$105.00 - $120.00
Senior G.I.S. Analyst	$180.00
G.I.S. Analyst	$100.00 - $120.00
Wetland Delineator	$120.00
Senior Wetland Delineator	$150.00
Municipal Planner	$170.00
Senior Public Management Specialist	$165.00
Public Management Specialist	$135.00
Senior Public Safety Specialist	$165.00
Public Safety Specialist	$135.00
Building Inspector Specialist	$135.00
Water / Wastewater Specialist	$110.00 - $140.00
Senior On-Site Project Representative	$125.00
On-Site Project Representative	$65.00 - $110.00
K-12 Administrative Specialist	$130.00
State Plan Reviewer	$150.00
Certified Grant Specialist	$150.00
Graphic Designer	$115.00
Senior Administrative Assistant	$95.00 - $105.00
Administrative Assistant	$85.00
Intern	$50.00 - $75.00
Professional Witness Services	$380.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS
Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956
Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025
Ph 920.751.4200 | Fax 920.751.4284
Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

McMAHON
ENGINEERS ARCHITECTS

REIMBURSABLE EXPENSE SCHEDULE * | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	$0.08/Image
Copy Charges - Color / 8½" x 11"	$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	$0.75/Image
Mileage	$0.81/Mile
Mileage - Truck/Van	$1.11/Mile
All-Terrain Vehicle	$100.00/Day
Global Positioning System (GPS)	$21.00/Hour
Hand-Held Global Positioning System (GPS)	$15.00/Hour
Robotic Total Station	$20.00/Hour
Survey Hubs	$0.50/Each
Survey Lath	$1.00/Each
Survey Paint	$7.15/Can
Survey Ribbon	$3.00/Roll
Survey Rebars - 1¼"	$10.00/Each
Survey Rebars - ¾"	$3.50/Each
Survey Rebars - ⅝"	$3.50/Each
Survey Iron Pipe - 1"	$4.50/Each
Survey Steel Fence Post - 1"	$7.75/Each
Control Spikes	$2.50/Each
Pin Flags	$0.30/Each

* This schedule is not all inclusive.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS
Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956
Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025
Ph 920.751.4200 | Fax 920.751.4284
Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title:. Contract: Extension of Utilities- Woodland Road- Gem Family, LLC- Harrison Utilities

Recommended Action: Motion to approve the contract with McMahon to complete design, bidding and construction phase engineering services for the extension of water/sewer through the GEM Family property to service properties along Manitowoc Road and the future pavilion at Farmers Field for $75,000.

Background and Additional Information:
The project involves the following items:

1. Design Services for sanitary sewer and water main construction
2. Surveying Services
3. Bidding
4. Construction Services
5. On-Site Representative Services during construction

Budget Impacts: Fund Balance of Water/Sewer Utility

Attachments: Contract from McMahon dated September 19, 2025

McMAHON
ENGINEERS ARCHITECTS

AGREEMENT
FOR PROFESSIONAL SERVICES

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

SEPTEMBER 19, 2025
McM. No. To Be Assigned
GEM FAMILY-SANITARY SEWER &
WM Design (North of Woodland Rd)

PROJECT DESCRIPTION

Design, Bidding and Construction Phase Engineering Services for a sanitary sewer and water main extension through the GEM Family, LLC property (Parcel #33528) north of Woodland Road to provide future sanitary sewer and water main service to Parcels #33502 and #33500 located along Manitowoc Road and Village Parcel #33524 (Farmers Field Park).

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

DESIGN SERVICES

- Prepare conceptual subdivision layout for GEM Family, LLC Parcels #33528, #33530, and #33510. The conceptual layouts will be provided to the GEM Family, LLC for review and comment. The conceptual subdivision layout for Parcel #33528 has been completed and reviewed and approved by the Mader Family. The approved conceptual layouts will be used to design the sanitary sewer and water main utility alignments through Parcel #33528 for future service of Parcel #33500 and Parcel #33524 (see attached parcel map).
- Contact Diggers Hotline for public utility locates.
- Perform topographic survey of the proposed sanitary sewer and water main utility alignment for design purposes, locating existing public utilities, landscape features.
- Design sanitary sewer (10" main) with lateral locations (based upon the prepared conceptual layout).
- Design water main (8" main) with lateral locations (based upon the prepared conceptual layout).
- Prepare plan and profile drawings for the sanitary sewer and water main design.
- Submit plans to local review agencies (ECWRPC and NMSC) for sanitary sewer extension.
- Prepare Wisconsin Department of Natural Resources (DNR) sanitary sewer and water main extension forms.
- Submit engineering plan drawings to the DNR for sanitary sewer and water main extension approval.
- Conduct three progress design meetings with Village staff at 30% \ 60% \ 90% of final design.
- Prepare an erosion and sediment control plan per Village and DNR requirements.
- Prepare and submit Wisconsin DNR Construction Site Stormwater Runoff General Permit application (NOI).
- Prepare an Opinion of Probable Costs based upon the final design plans.
- Prepare Engineer's Report including schedule of special assessments.
- Attend Public Hearing for Special Assessments.

SURVEYING SERVICES

- Prepare a permanent limited easement document for sanitary sewer and water main extensions as shown on the attached map labeled as Part A and Part B.
- Prepare a legal description and exhibit map of the easement area to be attached to the easement document.
- Provide originals of the easement document for grantors signatures.
- Record the easement document with Calumet County Register of Deeds office.

BIDDING PHASE SERVICES

- Prepare bid documents including construction specifications.
- Advertise the project in accordance with State Statutes.
- Answer questions posed by prospective bidders. Prepare and distribute any addenda, if necessary.
- Attend bid opening.
- Analyze bids received and prepare bid tabulation and letter of recommendation of award.

CONSTRUCTION PHASE SERVICES

- Prepare Contract Documents for execution between Village and successful bidder(s).
- Schedule and conduct Pre-Construction Conference.
- Review shop drawings and material submittals.
- Provide construction and control staking once for the contractors to establish location, alignment and elevation for sanitary sewer and water main and lateral utilities to be installed.
- Prepare construction elevation grade sheets.
- Review contractor payment applications and change orders as they are submitted. Issue payment certificates to Village for approval.
- Conduct periodic site visits to review progress of the work and answer questions.
- Conduct final walk-through and generate punch lists.
- Prepare utility record drawings upon completion of project.
- Add sanitary sewer and water main utility record information to the Harrison Utilities GIS system.

ON-SITE PROJECT REPRESENTATIVE SERVICES

- Provide full-time on-site personnel during the installation of the sanitary sewer and water main utilities including laterals.
- On-Site Services to be provided in accordance with the attached Exhibit A.

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.

- Wetland Delineation Services: wetland delineation services were included in a separate service agreement with GEM Family, LLC.
- Permit application fees and other review or approving agency fees.
- Preparation and submittal of wetland fill permits.
- Preparation of a Right-of-Way Plat or Subdivision Plat.

- Title/Easement searches.
- Property Survey and/or Certified Survey Map.
- Staking of sanitary sewer and water main easement corners.

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

The Village of Harrison 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 on a time and expense basis, per the attached fee schedule:

- Engineering Design Services, including:
  - Conceptual Subdivision Layout (3-parcels) $4,000
  - Topographic Survey $3,500
  - Sanitary Sewer and Water Main Design $10,000
  - Engineer's Report $3,500
  - Bidding Services $4,000
  - Surveying Services $2,500

  TOTAL Design Services $27,500
- Construction Phase Services $30,000
- On-Site Project Representative Services (estimated at 4-weeks) $17,500

COMPLETION SCHEDULE

McMahon agrees to complete this project as follows:

- The topographic survey work will be completed within 4-weeks of authorization.
- Wetland Delineation services have been started under a separate agreement, with the field work scheduled to be completed by September 30, 2025. The wetland report will be completed prior to December 31, 2025.
- Conduct the first of three progress meetings with Village Staff prior to November 15, 2025.
- Final design and preparation of bid documents to be completed for a tentative bid opening date of January 20, 2026 and January 27, 2026 Village Board bid award.

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

Authorized Signature

Date

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

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

09/23/2025
Date

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule

HARRISON UTILITIES

Mapped Features

- Proposed Sanitary Sewer Service Area (204 Acres)
- Proposed Part A Sanitary Sewer and Water Easement
- Proposed Part B Sanitary Sewer and Water Easement
- Existing Sanitary System
- Existing Water System
- Parcel Line
- Index Contour
- Index Depression Contour
- Intermediate Contour
- Intermediate Depression Contour

Source: Calumet County, 2022-24.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.

N

0 450 900 Feet

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

FIGURE 1
GEM FAMILY PROPERTY UTILITY EXTENSION
HARRISON UTILITIES
VILLAGE OF HARRISON
CALUMET COUNTY, WISCON

w:\PROJECTS\H0906\09250010\CADD\GIS\Util Extension aprx\Util_Extension_B July 22, 2025 kpk

Exhibit A
DUTIES, RESPONSIBILITIES & LIMITATIONS OF AUTHORITY OF RESIDENT PROJECT REPRESENTATIVE

I. GENERAL

A. Resident Project Representative is ENGINEER's Agent, will act as directed by and under the supervision of ENGINEER, and will confer with ENGINEER regarding their actions. Resident Project Representative's dealings in matters pertaining to the on-site work, in general, will only be with ENGINEER and CONTRACTOR, and dealings with Subcontractors will only be through or with the full knowledge of CONTRACTOR. Written communication with OWNER will only be through or as directed by ENGINEER.

II. DUTIES & RESPONSIBILITIES

A. Resident Project Representative

1. Schedules: Review the progress schedule with the CONTRACTOR and the ENGINEER on a regular basis.

B. Liaison

1. Serve as ENGINEER's liaison with CONTRACTOR, working principally through CONTRACTOR's Superintendent and assist CONTRACTOR's Superintendent in understanding the intent of the Contract Documents. Assist ENGINEER in serving as OWNER's liaison with CONTRACTOR.

2. As requested by ENGINEER, assist in obtaining from OWNER additional details or information, when required at the job site for proper execution of the work.

C. Review of Work, Rejection of Defective Work, Inspections & Tests

1. Conduct on-site observations of the work in progress to assist ENGINEER in determining if the work is proceeding in general accordance with the Contract Documents and that completed work will substantially conform to the Contract Documents.

2. Report to ENGINEER whenever Project Representative observes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of inspections, tests or approval required to be made or has been damaged prior to final payment; and advise ENGINEER when Project Representative believes work should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

3. Observe tests, equipment and systems start-ups and operating and maintenance instructions when conducted, as required by the Contract Documents.

4. Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the outcome of these inspections and report to ENGINEER.

D. Interpretation of Contract Documents: Transmit to CONTRACTOR ENGINEER's clarifications and interpretations of the Contract Documents.

E. Modifications: Consider and evaluate CONTRACTOR's suggestions for modifications in Drawings or Specifications and report them with recommendations to ENGINEER.

F. Records

1. Maintain at the job site files for reproductions of original Contract Documents, including all Addenda and other project-related documents.
2. Record names, addresses and telephone numbers of all CONTRACTORS, Subcontractors, and major suppliers of materials and equipment.

G. Reports

1. Furnish ENGINEER periodic reports, as required, of progress of the work and CONTRACTOR's compliance with the approved Progress Schedule and schedule of Shop Drawings submissions.
2. Consult with ENGINEER in advance of scheduled major tests, inspections or start of important phases of the work.
3. Report to ENGINEER upon the occurrence of any accident.

H. Payment Requisitions: Review Applications for Payment with CONTRACTOR for compliance with the established procedure for their submission, and forward them with recommendations to ENGINEER, noting work completed and materials and equipment delivered at the site but not incorporated in the work.

I. Completion

1. Before ENGINEER issues a Certificate of Substantial Completion, submit to CONTRACTOR a list of observed items requiring completion or correction.
2. Conduct final construction review in the company of ENGINEER, OWNER (if the OWNER so chooses) and CONTRACTOR and prepare a final list of items to be completed or corrected.
3. Verify that all items on final list have been completed or corrected as can best be determined and make recommendations to ENGINEER concerning acceptance.

III. LIMITATIONS OF AUTHORITY

A. Except upon written instruction of ENGINEER, Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Shall not exceed limitations on ENGINEER's authority, as set forth in the Contract Documents.
3. Shall not undertake any of the responsibilities of CONTRACTOR, Subcontractors or CONTRACTOR's Superintendent, or expedite the work.
4. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction, unless such is specifically called for in the Contract Documents.
5. Shall not advise on or issue directions as to safety precautions and programs in connections with the work.
6. Shall not authorize OWNER to occupy the project in whole or in part.
7. Shall not participate in specialized field or laboratory tests.

McMAHON ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.
GENERAL TERMS & 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' intensions and purposes in executing the Agreement.

7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.

8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.

8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.

8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.

8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.

8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.

8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.

8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.

8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.

McMAHON
ENGINEERS ARCHITECTS

FEE SCHEDULE | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

LABOR CLASSIFICATION	HOURLY RATE
Principal	$210.00
Senior Project Manager	$190.00 - $210.00
Project Manager	$140.00 - $180.00
Senior Engineer	$190.00 - $200.00
Engineer	$110.00 - $180.00
Senior Engineering Technician	$140.00 - $150.00
Engineering Technician	$80.00 - $130.00
Senior Architect	$175.00 - $195.00
Architect	$150.00 - $170.00
Senior Designer	$125.00 - $145.00
Designer	$95.00 - $115.00
Senior Land Surveyor	$135.00 - $180.00
Land Surveyor	$125.00
Land Surveyor Technician	$90.00 - $110.00
Surveyor Apprentice	$75.00
Erosion Control Technician	$95.00
Senior Hydrogeologist	$210.00
Senior Ecologist	$200.00
Environmental Scientist	$105.00 - $120.00
Senior G.I.S. Analyst	$180.00
G.I.S. Analyst	$100.00 - $120.00
Wetland Delineator	$120.00
Senior Wetland Delineator	$150.00
Municipal Planner	$170.00
Senior Public Management Specialist	$165.00
Public Management Specialist	$135.00
Senior Public Safety Specialist	$165.00
Public Safety Specialist	$135.00
Building Inspector Specialist	$135.00
Water / Wastewater Specialist	$110.00 - $140.00
Senior On-Site Project Representative	$125.00
On-Site Project Representative	$65.00 - $110.00
K-12 Administrative Specialist	$130.00
State Plan Reviewer	$150.00
Certified Grant Specialist	$150.00
Graphic Designer	$115.00
Senior Administrative Assistant	$95.00 - $105.00
Administrative Assistant	$85.00
Intern	$50.00 - $75.00
Professional Witness Services	$380.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
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952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

McMAHON
ENGINEERS ARCHITECTS

REIMBURSABLE EXPENSE SCHEDULE * | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	$0.08/Image
Copy Charges - Color / 8½" x 11"	$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	$0.75/Image
Mileage	$0.81/Mile
Mileage - Truck/Van	$1.11/Mile
All-Terrain Vehicle	$100.00/Day
Global Positioning System (GPS)	$21.00/Hour
Hand-Held Global Positioning System (GPS)	$15.00/Hour
Robotic Total Station	$20.00/Hour
Survey Hubs	$0.50/Each
Survey Lath	$1.00/Each
Survey Paint	$7.15/Can
Survey Ribbon	$3.00/Roll
Survey Rebars - 1¼"	$10.00/Each
Survey Rebars - ¾"	$3.50/Each
Survey Rebars - ⅝"	$3.50/Each
Survey Iron Pipe - 1"	$4.50/Each
Survey Steel Fence Post - 1"	$7.75/Each
Control Spikes	$2.50/Each
Pin Flags	$0.30/Each

* This schedule is not all inclusive.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS
Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956
Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025
Ph 920.751.4200 | Fax 920.751.4284
Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

Title:
Commercial Broker Award: Harrison Commerce Park

Recommended Action:
Motion to approve contracting with NAI Pfefferle to provide brokerage services for marketing of the Harrison Commerce Park.

Background and Additional Information:

The Village Manager released a request for proposals to five commercial brokerage firms on August 28, 2025 and a due date of September 12, 2025. There was also an advertisement in the Post Crescent.

Two firms submitted proposals: Drifka Group and NAI Pfefferle.

Drifka Group: proposed the following commission: 5% on final sales price and 6% if cooperating broker. The Drifka Group proposal did not share information on who would be team working with the Village, their experience, and similar project examples.

NAI Pfefferle: proposed the following commission: 7% if NAI secures the buyer or 8% if another party, however they include the team and experience, similar project, other clients, market demand information and a stronger reach to benefit the Village.

Although NAI Pfefferle's commission was higher, Village staff feel they have a well-defined strategy and reach to assist the Village in securing the tenants we are hoping to recruit for the Harrison Commerce Park.

Attachments:
- Drifka Group Proposal
- NAI Pfefferle Proposl

Prepared for:

Village of HARRISON
WHERE OPPORTUNITY LIVES

Chad Pelishek, Village Manager

Harrison Commerce Park
Village of Harrison

LISTING PROPOSAL



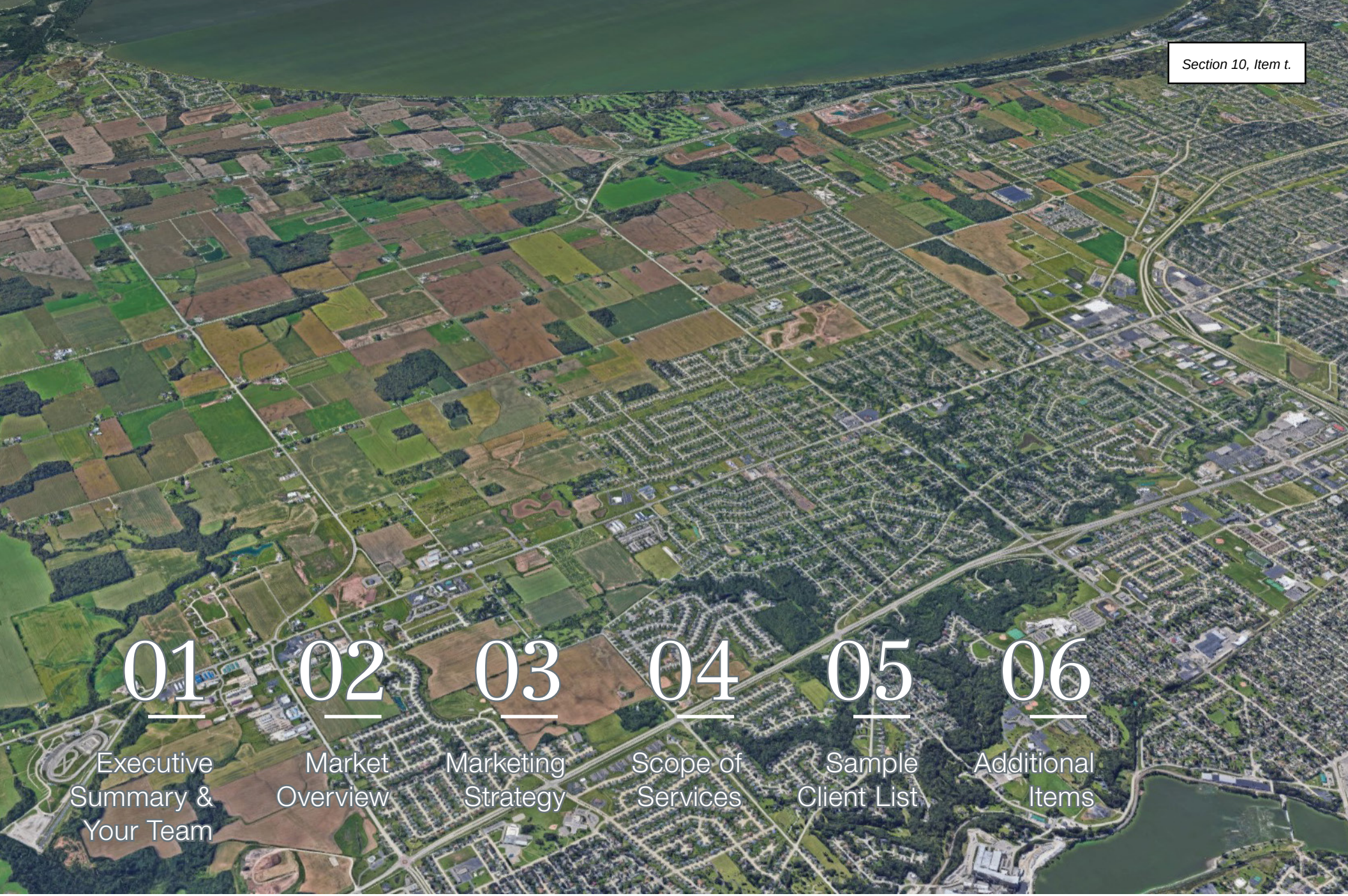
Prepared by:

NAIPfefferle

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05 Sample Client List

06 Additional Items

Prepared by:

NAIPfefferle



1 Executive Summary & Your Team

Via email

September 12, 2025

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

Dear Chad,

Thank you for the opportunity to respond to your Request for Proposal for the marketing and disposition of Harrison Commerce Park. Our team is excited to partner with you on this assignment and execute a proven, results-driven strategy.

With five offices, 27 licensed brokers, and more than 50 years in business, NAI Pfefferle is the largest and most experienced commercial real estate firm north of Milwaukee. We specialize in delivering best-in-market services for our clients, which range from local investors to national REITs to municipalities to multi-national corporations. Unlike other firms, NAI Pfefferle has a unique combination of skills. Our commercial brokers have decades of experience in the sales and leasing of commercial real estate throughout the entire state of Wisconsin; institutional and private capital investment expertise; strong relationships with local and national developers; and unmatched local market knowledge. In addition to our longstanding local presence, we are the only firm based in the region that provides national market reach through our affiliation with NAI Global, a network of more than 375 local offices across 50 states and 40 countries. We plan to leverage our experience, as well as our relationships with local and national real estate developers, site selectors, brokers and end-users, to successfully market the Village's land.

As we tell your story, we will build on the positive momentum and growth that the Fox Valley has experienced in the last decade. Selling your property will not come without its challenges. Availability of land is currently above average, and interest rates – along with the cost of construction – are impacting development.

We look forward to demonstrating our capacity to execute on the Village's needs and plans. As you move forward in your evaluation process, please do not hesitate to contact us directly if you have any additional questions or feedback.

Regards,

Manny Vasquez
Partner/VP, Business Development

Adam Figurin
Senior Commercial Real Estate Advisor

Teresa Knuth
Senior Commercial Real Estate Advisor

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Your Team



Adam Figurin

Senior Commercial Real Estate Advisor

- 5 years of commercial real estate experience
- Specializes in landlord and tenant representation and in sales transactions
- Previously employed with Colliers International, Fox Valley, as a sales associate
- Leverages vast local and statewide network, as well as NAI Global, on behalf of clients and projects
- Collaborates with our brokerage team to provide “boots on the ground” market engagement



Teresa Knuth

Senior Commercial Real Estate Advisor

- 9 years of commercial real estate experience
- Vast institutional real estate experience
- Works through transactions with a creative mindset resulting in better outcomes for her clients
- CoStar Power Broker



Manny Vasquez

Partner/VP, Business Development

- 9 years of commercial real estate experience
- Previously led the Fox Cities Regional Partnership
- Serves on several industry boards and committees, both local and statewide
- Vast network of real estate brokers, developers, investors and businesses

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Adam Figurin
Senior Commercial Real Estate Advisor
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adamf@naipfefferle.com

Career Summary

Adam Figurin is a senior commercial real estate advisor in NAI Pfefferle's Appleton office. He specializes in landlord and tenant representation and in sales transactions, working with a variety of clients in the Fox Valley and Green Bay area. Adam works collaboratively with the NAI Pfefferle brokerage team to provide his clients the best results and service.

Adam was previously employed with Colliers International, Fox Valley, as a sales associate. He has also worked for both Northwestern Mutual and Otis Elevator.

Education

- Bachelor of Science degree in marketing & professional sales from Illinois State University

Professional Affiliations

- CoStar Power Broker Award, 2024, 2021
- Commercial Association of Realtors (CARW)
- Vice chairman, Court Appointed Special Advocates (CASA), Fox Cities
- Make-A-Wish, Young Wish Makers of Wisconsin (YWOW)
- Leadership Fox Cities Alumni
- Appleton Northside Business Association

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Teresa Knuth
Senior Commercial Real Estate Advisor
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teresak@naipfefferle.com

Career Summary

Teresa Knuth is a dedicated commercial real estate broker specializing in office, industrial, retail, and land transactions. With a deep understanding of the local market, Teresa provides expert guidance to investors, business owners, and developers, helping them navigate complex transactions with confidence. Her commitment to client success, market knowledge, and strategic negotiation skills make her a trusted partner in commercial real estate. Whether buying, selling, or leasing, Teresa delivers tailored solutions to meet her clients' unique needs.

Bringing with her a substantial background in commercial brokerage, Teresa previously worked at Commercial Horizons in Appleton and Newmark Knight Frank and Colliers International in Minneapolis. Her experience in these roles has equipped her with valuable insights into the dynamics of the real estate industry.

Education

- Bachelor of Science degree in real estate studies from University of St. Thomas

Professional Achievements & Affiliations

- Fox Cities Chamber of Commerce Future 15, 2022
- CoStar Power Broker Award, 2022, 2021, 2019
- Finance & Commerce Rising Young Professional, 2018
- Minnesota Commercial Association of Real Estate (MNCAR) Rising Star Award, 2017
- Commercial Association of Realtors (CARW)
- Economic development committee, Appleton Downtown Inc.
- Advisory committee member, Pulse Young Professionals Network
- Engagement committee co-chair, Pulse Young Professionals Network
- Board member, Women's Fund for the Fox Valley Region, Inc.
- Committee member, Women's Fund for the Fox Valley Region, Inc.
- • Member, Brighter Female Futures, Women's Fund for the Fox Valley Region, Inc.
- Tourism development grant committee member, Fox Cities Convention and Visitors Bureau
- Member, Women in Commercial Real Estate

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Manny Vasquez
Partner / VP, Business Development
NAI Pfefferle
c 920.858.1075
mannyv@naipfefferle.com

Career Summary

Manny Vasquez is vice president of business development and partner at Pfefferle Companies, a full-service commercial real estate company founded in Wisconsin in 1971. He is responsible for managing relationships with a variety of clients, partners, and stakeholders, including businesses, real estate owners/developers/investors, municipalities, and economic development organizations. Manny works closely with the company's sales and leasing team (NAI Pfefferle), as well as its facilities and property management group (Pfefferle Management), to offer best-in-class real estate services with a focus on industrial, office, retail, multifamily and investment property throughout the state of Wisconsin. Manny also helps the company and their clients extend their market reach beyond the state of Wisconsin by leveraging Pfefferle's affiliation with NAI Global, a network of 300+ local commercial real estate offices around the world. He is actively involved in several non-profit organizations, which is a reflection of his and the company's investment in the communities it serves.

Prior to joining NAI Pfefferle, Manny led the Fox Cities Regional Partnership, a regional economic development organization focused on business recruitment, retention and expansion in one of Wisconsin's fastest-growing regions.

Education

- Master's degree in public administration from the University of Wisconsin-Oshkosh
- Bachelor of Arts degree in political science and international affairs from Marquette University

Professional Achievements

- Stephen Hintz MPA Award, University of Wisconsin-Oshkosh
- Rising Star Award, The Post Crescent
- 40 Under 40, New North Region
- Board of directors, Commercial Association of Realtors Wisconsin (CARW)
- Board of directors, Marquette University's Center for Real Estate
- Board of directors, Centergy (Central WI Economic Development)
- Board of directors, Greater Green Bay Chamber of Commerce
- Board of directors, Greater Oshkosh Economic Development Corporation

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Comparable For Sale Properties Listed by NAI Pfefferle

		ADDRESS	SALE PRICE	ACRES
1		Hwy 10 & Hwy 76 Town of Clayton	$75,000/acre	49.41 acres
2		Highway 15 / County CB Greenville	$45,000/acre - $75,000/acre	22.30 acres
3		I-41 & N Richmond Appleton	$174,240/acre - $435,600/acre	62 acres
4		W. American/Irish Road Fox Crossing	$68,528.80/acre	57.64 acres

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Local Government Clients

City Of Appleton

TOWN OF CHILTON
Calumet County, Wisconsin

TOWN OF CLAYTON
WINNEBAGO COUNTY
Wisconsin

Village of Denmark

FOX CROSSING
BRIDGING THE FOX CITIES

Grand Chute

VILLAGE OF GREENVILLE
EST. 1848

Ledgeview
Set your sights high

NEENAH
JOINT SCHOOL DISTRICT

SHAWANO
CITY ON THE WOLF

VILLAGE OF SHERWOOD

Village of Winneconne

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Why NAI Pfefferle?

KNOWLEDGE & EXPERIENCE

Superior knowledge of the market, combined with more than 45 years of experience, ensures that our clients work with Wisconsin's premier commercial real estate firm.

LOCAL COMMITMENT

We live, work and invest in the communities that we serve, and hold leadership positions in a number of local organizations including:

PERSONALIZED SERVICE

Your business is our business. We provide innovative and practical real estate answers focused on your objectives, to maximize value at each point of the process.

GLOBAL REACH

Through NAI Global, we are part of a worldwide network of commercial real estate firms. We leverage that network of 6,000+ professionals to offer our clients the best opportunities locally, nationally and internationally.

PASSION & PERFORMANCE

Our passion and dedication to our industry is evident in everything we do. We focus on the client first and solving our clients' needs, maximizing potential and value.

CENTERGY
Central WI Alliance for Economic Development

BOYS & GIRLS CLUB

GREATER GREEN BAY CHAMBER

FOX CITIES CHAMBER

GREATER OSHKOSH ECONOMIC DEVELOPMENT CORPORATION

the YMCA

United Way

GREATER WAUSAU CHAMBER OF COMMERCE

MARQUETTE UNIVERSITY
College of Business Administration
Center for Real Estate

new north

CARW
COMMERCIAL ASSOCIATION OF REALTORS®

WEDA
Wisconsin Economic Development Association

DOWNTOWN APPLETON ONE GREAT PLACE

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2 Market Overview

Fox Valley Market Overview

The Fox Cities is a stable, manufacturing-and-healthcare-anchored regional economy with outsized industrial demand, a soft-to-mixed office market, generally healthy retail performance, and a multi-family sector feeling national headwinds (rising vacancy / moderating rent growth). Workforce and housing supply are the top constraints for growth, while new industrial product is finally being delivered, keeping vacancy low but widening the quality gap between Class A and older product. Overall, the Fox Cities Chamber's 2025 Economic Outlook shows cautious optimism from local businesses, but flags workforce and housing as top concerns that could limit expansion.

Industrial

- Industrial is the tightest CRE sector in the Fox Valley. Reports through 2025 show positive absorption and vacancy remaining low (sub-3% in some Fox Valley industrial metrics), with new speculative Class A product being developed to satisfy tenant demand. However, lingering low vacancies continue to pose challenges for existing businesses that are looking for available space to lease. Major business parks (e.g., Southpoint Commerce Park) added significant modern space in recent years.
- Rents vary by submarket and product type. Class A distribution/warehouse commands meaningful premiums over older light-industrial space. New speculative buildings are being prioritized for larger footprints, higher clear heights and dock counts. Smaller buiildings (5,000-20,000 SF) are more challenging to find.

Retail

- Retail occupancy has been resilient locally. Traditional strong corridors (power centers, lifestyle nodes, grocery-anchored plazas) perform best, while tertiary strip centers without dominant anchors are under pressure. Q1 reports note retail as among the healthier CRE sectors nationally and locally.
- Experience-driven and service uses (health, fitness, dining) are taking the share of new demand, while ecommerce continues to reshape warehouse/last-mile logistics.

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Fox Valley Market Overview

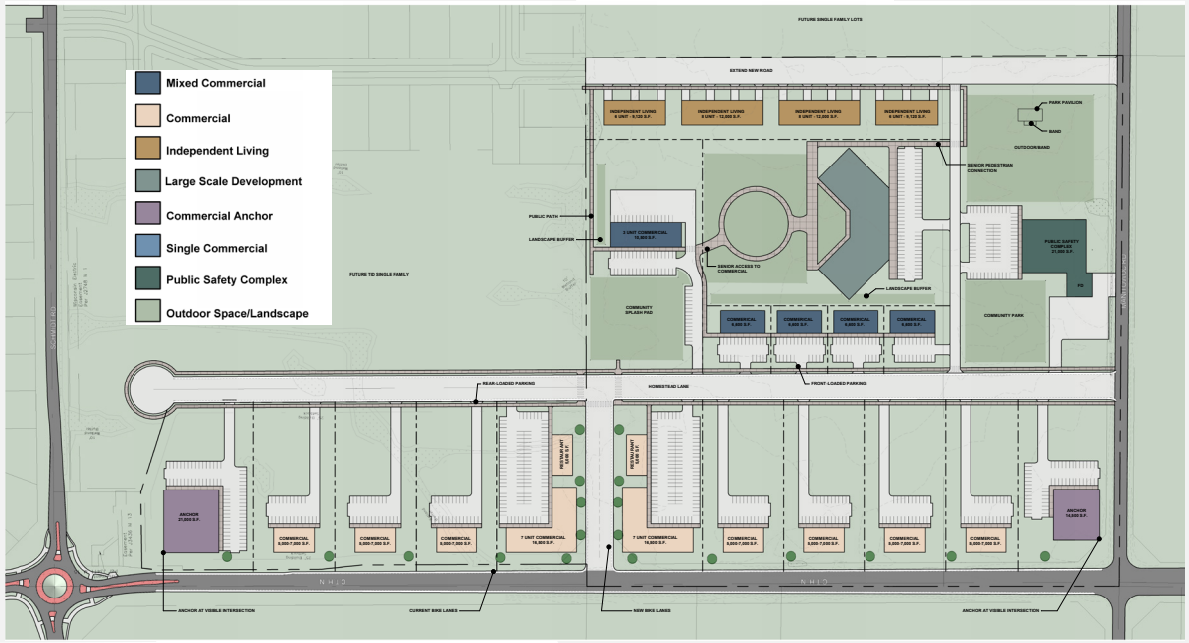
Office

- Office fundamentals are mixed. Downtowns like Appleton see concentrated professional and medical office demand, but suburban office faces tenant downsizing and greater sublease availability. Recent reports show elevated availability and modest rent growth in the office sector. Decent office leasing volume in the last 3 quarters.
- Tenants are consolidating into efficient, amenitized spaces. While office spaces might be smaller than in the past, they still play a critical role in companies' culture and productivity. Owners continue to pursue strategies to reposition underperforming buildings.

Multi-Family

- Nationally, multi-family saw softening rent growth and rising vacancy in early-to-mid 2025 as new supply was delivered and higher interest rates pressured returns. Locally, demand remains driven by workforce households, but housing studies and developers continie to note housing supply constraints (especially for workforce housing). Multi-family investors should expect more moderate rent growth and higher leasing periods versus 2021-22.

Your Property



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Comparable Sold Properties

		ADDRESS	SALE PRICE/ACRE	ACRES
1		State Highway 55 & County KK Kaukauna	$34,413	24.70
2		W2100 County Road KK Kaukauna	$28,963	37.98
3		114 Highway Menasha	$24,560	41.40
4		N9266 County Rd N Appleton	$34,423	29.05
5		W5971 Manitowoc Rd Appleton	$29,502	39.32
8		3420 Haas Rd Kaukauna	$25,000	20

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Comparable For Sale Properties

		ADDRESS	SALE PRICE	ACRES
1		State Park Road Village of Harrison	$22,500-$35,000/Acre	326.44
2		1-41 & State Road 55 Kaukauna	$55,000-$100,044/Acre	68.31
3		County Road CE Combined Locks	$150,000/Acre	18.92
4		I-41 & Richmond Street Appleton	$174,194/Acre	62
5		State Park Road Village of Harrison	$27,000/Acre	45.68
6		State Hwy 114 & Hwy 55 Harrison	$30,000-$150,000/Acre	17.59
7		Firelane 10 Sites 1 & 2	$53,000-$82,000/Acre	34 & 27
8		Highway 114 & Pigeon Rd Menasha	$44,983/Acre	38.57
9		Highway 114 & Pigeon Rd Sherwood	$24,900/Acre	29.5
10		S. Lakeland Drive Appleton	$89,793/Acre	6.86

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Select Land Deals (2020-2025)

	ADDRESS	SALE PRICE / DATE	ACRES
1	Greenville Drive Greenville Elizabeth Ringgold	$1,364,256 March 2021	35
2	311 Evergreen Drive Appleton Patrick Connor / John Roberts	$1,000,000 June 2021	7
3	1603 W 20th Avenue Oshkosh Adam Meyers	$820,000 July 2021	1
4	W2141 Hwy 32 Cedar Grove Greg Landwehr / Dane Checolinski	$1,422,730 August 2021	167
5	Horseshoe Bay Road Egg Harbor Tom Fisk / Tom Scheuerman	$875,000 August 2021	1
6	761 Pilgrim Way Ashwaubenon Tom Fisk	$2,800,000 May 2020	5
7	1905 & 1927 Webster Avenue Green Bay Tom Fisk / Patrick Connor	$1,375,000 August 2020	3
8	County Road U, Wrightstown Tom Fisk / Patrick Connor	$2,710,785 October 2020	117

	ADDRESS	SALE PRICE / DATE	ACRES
9	Evergreen & Lightning Appleton Elizabeth Ringgold	$1,578,832 October 2020	7
10	Bluemound Road Appleton Adam Figurin	$775,000 October 2020	3
11	Little Rapids Road Town of Lawrence Tom Fisk	$2,094,069 December 2020	100
12	Evergreen Drive Little Chute Greg Landwehr	$1,250,000 January 2022	20
13	I-41 & County Line Road, Wrightstown Tom Fisk	$2,625,000 October 2023	29
14	Stahl Road, Sheboygan Dane Checolinski	$1,584,000 September 2023	79.32
15	Webster Avenue Green Bay Tom Fisk / Patrick Connor	$1,700,000 September 2020	2.2
16	2475-2491 University Avenue Green Bay James Wheeler	$2,500,000 September 2022	4

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3 Marketing Strategy

We will achieve maximum exposure for Harrison Commerce Park by executing a comprehensive and multi-pronged marketing plan, designed to create immediate awareness of the property, Village and region. We will leverage our local market expertise to identify our target audience, as well as their needs and interests, set clear objectives and develop valuable content that will resonate with developers, investors, brokers and end-users. Marketing materials will be professionally designed by our internal marketing team and shared via several channels.

Electronic Marketing

- **LoopNet** - the leading online marketing platform viewable by brokers and the general public.
- **CoStar** - the leading verified research system used by brokers.
- **NAI Pfefferle** - the showcase of our listing portfolio.
- **CREXi** - an up and coming nationwide listing website viewable to the general public.
- **Social media (Facebook, LinkedIn, Twitter)** - highlights new listings and changes in listings. When appropriate, we will increase exposure and engagement with paid, targeted ads.
- **Featured Listing Report** - select properties are highlighted monthly on this report, which is emailed and posted on social media sites.
- **LocateInWisconsin** - sizable listings are marketed nationwide to economic development agencies, site selection consultants and municipalities.
- **Email** property to 2,000+ commercial brokers, developers and other interested parties.

Direct Marketing

Direct mailers will be sent to suitable prospects. Mailing lists are consistently updated and maintained by the company.

Networking

We will post information about the parcels on NAI Global's website and Daily Message Broadcast, which is viewable by 375+ offices consisting of 6,000+ local market professionals.

Brokers network with:

- Other commercial real estate brokers. This networking provides referrals of prospects who may be interested in your property.
- Business and professional groups
- Local and statewide economic development agencies
- Other government agencies

Property Flyer

Our expert marketing team will design a high-quality flyer highlighting the features of parcels 39144 & 43986. Information will include area maps, aerial view, area amenities, demographics, traffic counts and parking availability. The flyer is emailed to commercial brokers and other interested parties, and also included with your listing on several online platforms.

Signage

Signage will be professionally installed and utilized (with your permission) to advertise the availability of the property.

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4 Scope of Services

Delivering Results in Every Field

Brokerage Services

NAI Pfefferle has more than 27 licensed brokers with more than 400 years of combined commercial real estate experience, as well as a highly-skilled support team of broker assistants, in-house legal counsel, accountants, development specialists, marketing experts and more. We offer a full range of sales and leasing services to clients of all types and sizes, from local businesses to Fortune 500 companies, property owners to developers to tenants. Our specialties are **Industrial, Office, Retail, Land, Medical, Hospitality** and **Investment properties**.

Services include:

Landlord/Owner Representation
- Sale, Lease & Sublease
- Comprehensive Marketing Program
- Property & Facilities Management
- Single Buildings & Portfolios

Site Search
- Site Selection Criteria Development
- Analysis
- Selection
- Acquisition
- Due Diligence
- Environmental & Wetland Guidance
- Purchase Negotiations
- TIF Negotiations
- Annexation & Zoning
- Municipal Approvals

Tenant Representation
- Survey & Building Selection
- Lease Negotiations
- Lease Renewals
- Tenant Improvement Negotiations
- Expansions & Relocations
- Disposition of Excess Space/ Subleasing
- Sale/Leaseback

Value Added Services
- Purchase v. Lease Analysis
- Strategic & Space Planning
- Market Analysis
- Demographic & Location Analysis
- Broker Opinion of Value
- Consulting Services
- Local, State & Federal Incentives
- In-house legal counsel

CARW COMMERCIAL ASSOCIATION OF REALTORS®

CoStar™ POWER BROKER™ AWARD

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Industrial Services

Whether a client is looking to acquire, sell or lease 1,000 or 1,000,000 square feet, we provide the same level of attention. We fully understand and assess the details of every industrial transaction, from the sprinklers and lighting to the trailer position and parking, so you can focus on your core business. Our team has extensive experience with various types of industrial real estate including warehouse and distribution buildings, manufacturing, cold storage, flex, light manufacturing and R&D.

Office Services

Your office assignment is of critical importance, whether you are a first-time tenant or an experienced owner. That is why we cover each aspect of an office assignment in the greatest detail. Our unparalleled market knowledge and relationships with landlords, tenants and key players give our clients a powerful advantage and us the ability to proactively plan for new office leases, acquisitions, relocations, downsizings or expansions. Our clients range from institutions and multi-national corporations to private developers and non-profits, with needs as diverse as their organizations.

Retail Services

We have deep experience navigating the dynamic retail landscape with an eye for solutions that enhance our clients' competitive advantage and bottom line performance. Our local market experience allow us to serve all types of clients including local and national developers, institutions and property trusts, retailers, restaurateurs, private investors and owners. Whether it is managing a national retail expansion strategy for tenants, or creating value for property owners, our team innovates and delivers.

Land

We are viewed as a market leader in selling land for and to developers, owners and end-users. We specialize in commercial and multi-family land, from 1 to 1,000 acres and everything in between.

Property Valuation

We offer Broker Opinion of Value (BOV) services to clients who want to evaluate the leasing and sale potential of their property. Our BOVs utilize current market knowledge, such as lease/sale comparables and detailed market analytics, to determine property value.

Local Expertise

- 5 Offices
- 14+ Million Square Feet of Property Managed
- 27 Brokers
- 140 Employees
- 400+ Years of Combined Brokerage Experience

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Corporate Services

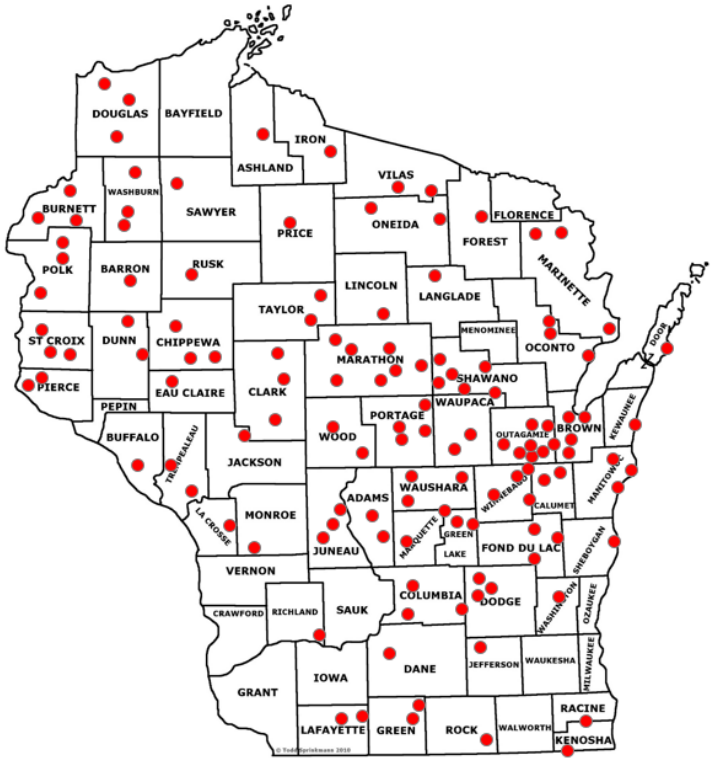
Because every client faces a unique combination of business and real estate challenges, we make it our primary focus to listen carefully and understand our clients' marketplace and needs. We provide multi-market services wherever our clients are or want to be. We leverage NAI Global's network of thousands of local market leaders to manage real estate transactions internationally and execute optimum portfolio management services, including property & facilities management and lease administration. The end result is global coverage with highly reputable local expertise in more markets, large and small.

Investment Services

Our team works with local and national investors, REITs, major corporations and institutions to facilitate the acquisition and disposition of investment properties, from individual buildings to large building portfolios. Properties range from single-tenant net leases to industrial, office, hotels, multi-family properties and multi-tenant shopping centers. We maintain relationships with buyers and continually track activity along product type, value range and geographic area.

Property Management

Keeping our clients' properties in optimum working order, inside and out, is a full-time job. That is why Pfefferle Management offers a full range of property and facilities management services to help maximize the value of our clients' properties, control operating costs and exceed tenants' expectations. Our experienced team of professionals consists of in-house property managers, legal counsel, accountants, medical maintenance technicians, HVAC technicians, electrical engineers, plumbers, among other trades – more than 100 strong, all over the state.

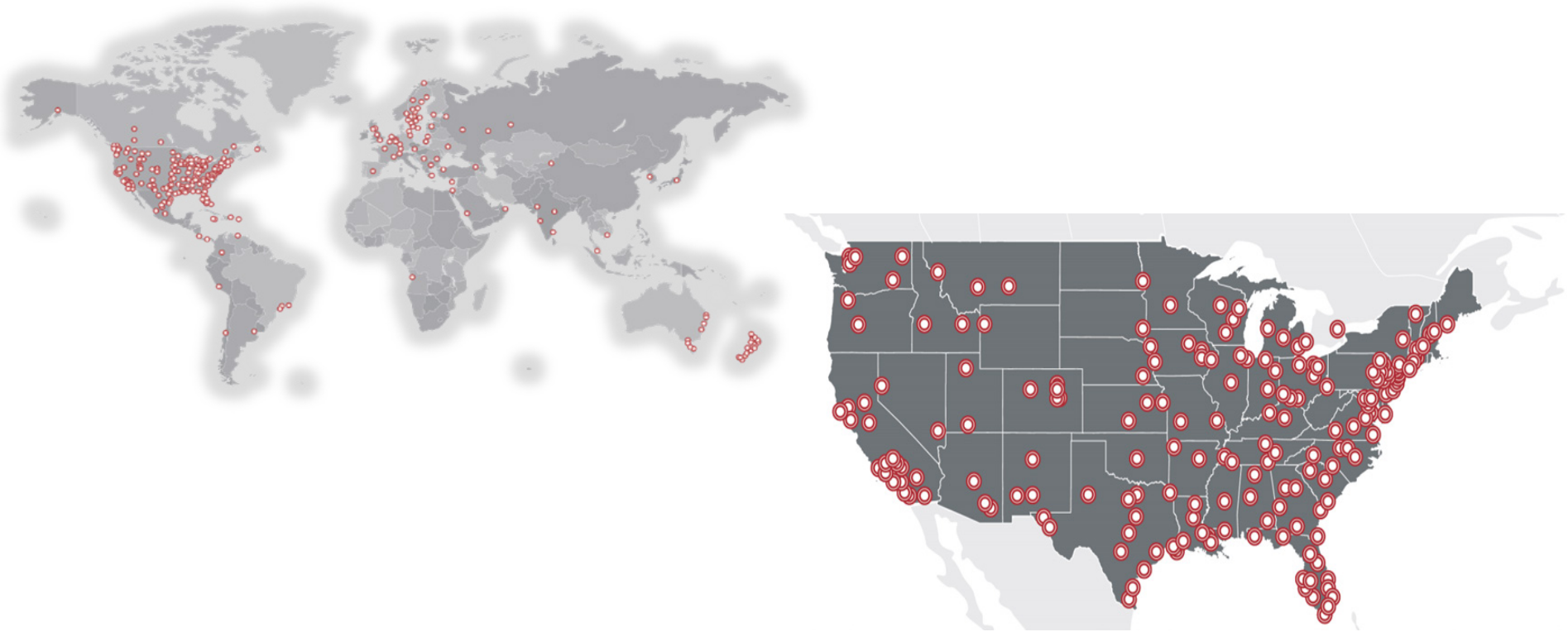


Boots on the ground like nobody's business

THE INFORMATION CONTAINED HEREIN HAS BEEN GIVEN TO US BY THE OWNER OF THE PROPERTY OR OTHER SOURCES WE DEEM RELIABLE, WE HAVE NO REASON TO DOUBT ITS ACCURACY, BUT WE DO NOT GUARANTEE IT. ALL INFORMATION SHOULD BE VERIFIED PRIOR TO PURCHASE OR LEASE.

Global Reach

Based in New York City, NAI Global is the single largest, most powerful global network of owner-operated commercial real estate firms. Through our affiliation with NAI Global, we are connected to a network of more than 375 local offices in 48 U.S. states and 45 countries. We leverage our local expertise with global relationships to offer our clients the best opportunities and solutions, both around the corner and around the globe.



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Recent NAI Pfefferle Transactions

ISG is thrilled to share that we have recently expanded to a new location in the heart of downtown Green Bay. The 15,000 square foot space, designed in-house, is located in the iconic Watermark building and has the opportunity to support up to 70 professionals as we continue to grow. This space was strategically chosen to pay tribute to the local history and support intentional efforts downtown. NAI Pfefferle understood our needs and goals from the beginning. Their team was instrumental in helping us negotiate a competitive lease and secure the perfect location. We are thrilled for this truly monumental opportunity for the firm and look forward to being a part of the transformational efforts in downtown Green Bay.

Mark Chambers, Principal & Green Bay Market Leader

ISG



Ascension Wisconsin & OSI

W. American Drive, Menasha, WI.

Size: 3.72 Acres

Price: $1,126,800



Village of Allouez

1905 S. Webster Avenue, Allouez, WI.

Size: 2.71 Acres

Price: $1,375,000



Azco

Highway 15, CB & GV, Greenville, WI.

Size: 32 Acres

Price: $40,000/Acre



Village of Egg Harbor (Beach)

Egg Harbor, WI.

Size: 1.17 Acres

Price: $875,000

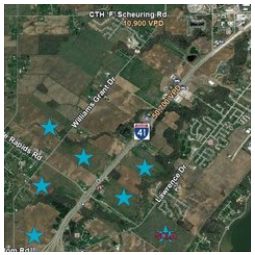


Bergstrom Suburu

761 Pilgrim Way, Green Bay, WI.

Size: 5.16 Acres

Price: $2,800,000



McMahon Group

I-41 & Little Rapids Rd, De Pere, WI.

Size: 95.82 Acres

Price: $2,093,300



Luther Group

Evergreen & Lightning, Appleton, WI.

Size: 6.57 Acres

Price: $1,580,000



Matriarch Ventures

Golf Course Drive, Kaukauna, WI.

Size: 109.63 Acres

Price: $1,400,000

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5. Sample Client List

Client List



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6 Additonal Items

Statement of Qualifications

NAI Pfefferle meets the requirements for participation in this RFP process, specifically:

Licensing: Adam Figurin and Teresa Knuth, licensed commercial real estate brokers at NAI Pfefferle and in good standing in the State of Wisconsin, will be the lead listing brokers on this project and your primary points of contact. They will be supported by a professional Pfefferle team across a variety of specialties.

Broker Experience: Mr. Figurin and Mrs. Knuth have completed several purchase and sale transactions in the Fox Valley area and across the state.

In addition to our brokers' individual accolades, NAI Pfefferle has been consecutively awarded CoStar's Annual PowerBroker Award across multiple categories since the award's inception in 2018, including Top Overall Sales & Leasing; Top Office Sales & Leasing; Top Industrial Sales & Leasing; and Top Retail Sales & Leasing.

Timeline

Given its size and the number of variables at play (i.e. interest rates, cost of construction, labor availability, economic headwinds, etc.), it is difficult to predict how long it will take to sell the entire site. That said, we do expect to generate activity in the first 90-180 days. Depending on your timeline, we will discuss market pressures and competition as we move forward, and adjust pricing (if needed) to reach your desired outcome.

Fee Proposal

Our success fee, when we find a buyer for your property, will be 7% if Adam Figurin or Teresa Knuth procures the buyer, and 8% if another party procures the buyer.

CoStar™
POWER BROKER™ AWARD

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NAI Pfefferle

Appleton
200 E. Washington Street, Suite 2A, Appleton, WI 54911
920.968.4700

Green Bay
480 Pilgrim Way, Suite 1520, Green Bay, WI 54304
920.884.5000

Milwaukee
2725 S. Moorland Road, Suite 100, New Berlin, WI 53151
414.424.8200

Sheboygan
3414 Mill Road, Sheboygan, WI 53083
920.783.6330

Wausau
327 N. 17th Avenue, Suite 303, Wausau, WI 54401
715.261.2922

1. Statement of Qualifications

Firm Overview

Drifka Group, LLC is a Wisconsin-based commercial real estate brokerage with extensive experience in the Fox Valley and surrounding markets. Led by owner and broker Jim Bunjovac, the firm brings together a team of highly skilled professionals including Tim Ceman and Neil Schiesl, who will directly manage this project.

Relevant Experience

- Proven track record of selling commercial and development properties in Appleton, Kaukauna, Oshkosh, Freedom, and surrounding municipalities.
- Hands-on experience with municipal and private-sector clients for the marketing and sale of land parcels intended for business parks and mixed-use development.
- Deep network of developers, investors, and business owners actively pursuing land in the Fox Cities region.
- Licensed Wisconsin brokerage with strong community and professional relationships, ensuring market credibility and reach.
- Extensive experience with land development in the Fox Cities, most recently developing land around Festival Foods in Menasha at the corner of Midway Road and Oneida Street.

2. Proposed Approach

Valuation & Pricing

Drifka Group will conduct a detailed market analysis of comparable land sales in Calumet, Outagamie, and Winnebago Counties, including absorption trends, recent demand drivers, and regional growth patterns. Based on these findings, Drifka Group will recommend a competitive pricing strategy that aligns with the Village's goals while reflecting fair market value.

Marketing Strategy

- Provide digital exposure on regional and national commercial real estate platforms;
- Execute personalized outreach to individuals and companies that acquired similar land within the past 24 months;
- Run targeted advertising across professional networks and business associations;
- Install on-site signage and branding to capture local market attention; and
- Collaborate with local economic development organizations to maximize visibility.

Buyer Qualification & Negotiation

Drifka Group will pre-qualify prospects for financial capacity and development readiness, and will lead negotiations to secure favorable terms that maximize value and align with the Village's long-term development objectives.

Transaction Management & Closing

Drifka Group will manage the transaction from offer through closing, coordinating with attorneys, title companies, and municipal staff. Clear, timely updates will be provided to the Village at each milestone to ensure transparency and efficiency.

Reporting

Drifka Group will deliver monthly progress reports to Village staff, including marketing activities, buyer feedback, showing activity, and transaction status.

Builder Introductions & Pre-Construction Pricing

Drifka Group will connect buyers with vetted local builders who specialize in building commercial properties. Existing working relationships will enable prompt site walks and early scoping so buyers can obtain accurate upfront pricing, preliminary timelines, and budgets to advance projects efficiently.

Financing Strategy & Lender Matchmaking

Drifka Group will introduce buyers to lenders aligned with their projects (local/regional banks, credit unions, SBA 504/7(a), construction-to-perm), guide buyers toward the appropriate lending niche, facilitate prequalification, and help compare term sheets to identify a strong fit.

3. Proposed Timeline

- Weeks 1–2: Market analysis, photography, and marketing material preparation
- Week 3: Listing launch and outreach campaigns begin
- Months 1–3: Buyer engagement, inquiries, property tours, and offers received
- Months 3–6: Negotiations, accepted offer, due diligence
- Months 6–8: Closing process and final reporting
- Timeline may be accelerated based on buyer activity and Village preference.

Note: Land typically takes longer to sell than residential real estate or improved commercial property, and it is not unusual for listings to remain on the market for 12‑24 months. However, Drifka Group does not take a passive approach, our targeted marketing strategy is designed to accelerate interest and shorten the sales timeline.

4. Fee Proposal

- 5% commission on the final sales price
- 6% commission if a cooperating broker is involved
- Standard marketing costs (signage, online advertising) included; optional enhanced campaigns will be presented to the Village for approval prior to implementation.

5. Compliance

Drifka Group operates in compliance with all Wisconsin and federal real estate regulations, including Fair Housing and anti-discrimination laws. The firm maintains general liability and errors & omissions insurance.

6. Why Drifka Group

- Local knowledge and proven experience in the Fox Cities commercial market;
- Direct access to a pipeline of qualified developers and businesses actively pursuing opportunities in the region;
- A hands-on, team-based approach led by Jim Bunjovac with dedicated support from Tim Ceman and Neil Schiesl;
- Commitment to transparency, responsiveness, and maximizing value for the Village of Harrison.

Contact

Jim Bunjovac, Owner/Broker

(920) 993-9065

jim@drifkagroup.com

Drifka Group, LLC

Appleton, WI

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

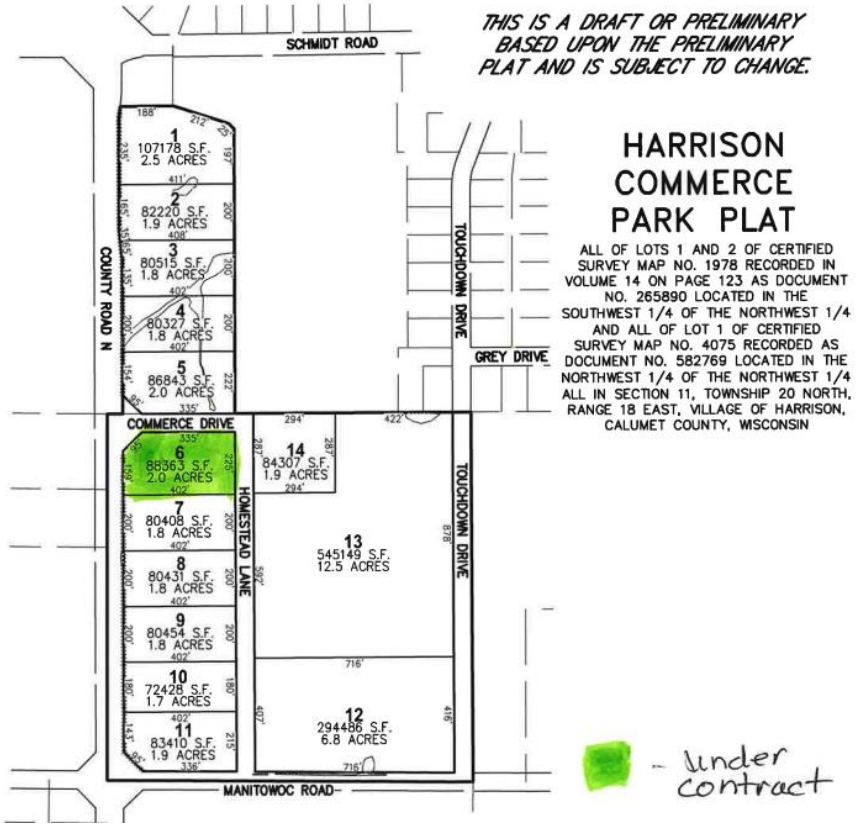
From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Harrison Commerce Park: Proposal for Development- Lot 5

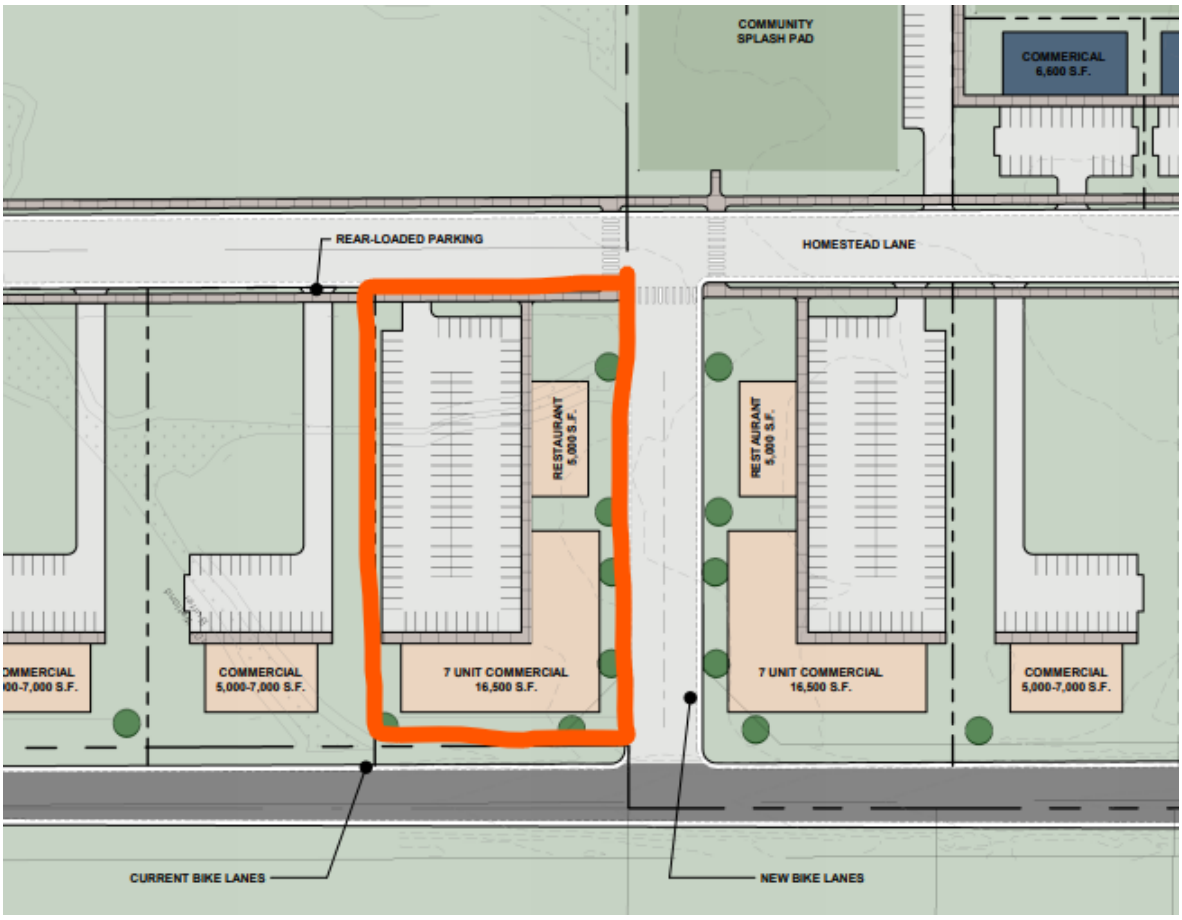
Recommended Action: Motion as determined by the Board.

Background and Additional Information:

Amanda and Andrew Furman, Furman Properties, LLC are proposing to build a multi-tenant 4,000-6,000 square foot building on Lot 5 of the Harrison Commerce Park. The space will include a self-serve wine bar anchor and micro commercial spaces. Phase 2 would include another building with additional spaces for a micro/small commercial space.



The Village Board should be aware that the master plan proposes a bookend development at this location and Lot 6 to be 16,000 square foot buildings 7-unit spaces. Should Phase 2 of this development not proceed, there may only be one 4,000-6,000 square foot building on this lot,



when the Developer working on Lot 6 is proposing two buildings close to the master plan layout. A master plan is concept of what the development could be, so it can be flexible. Should the board be interested in pursing this development on this lot, a 6 month letter of interest is proposed to allow the developers to finalize their plans and submit to the Village for review and approval.

Budget Impacts: None

Recommended Action: None

Attachments:
Proposal

Business Proposal

Harrison Commerce Park
Lot 5

Phase 1: 4,000-6,000sq ft Commercial Development with Self-Serve Wine Bar Anchor and micro commercial spaces (100-400sqft each) with common area.

Phase 2: Additional micro/small commercial spaces, Real Estate Office, phase 2 development guided by the evolving priorities and needs of the community. (Indoor sports practice facility?)

Submitted to: Village of Harrison Board

Submitted by: Amanda & Andrew Furman, Furman Properties LLC

Date: 9/23/25

---

1. Executive Summary

This proposal outlines the development of a multi-tenant, multi-phased, commercial building designed to support local entrepreneurship/small business, attract visitors, and enhance the vibrancy of the Village of Harrison. The development will feature micro-commercial spaces for small businesses and start-ups, anchored by a self-serve wine bar with small plates/cheese boards (emphasizing fresh, whole foods). This innovative concept will provide a community hub, foster local economic growth, and establish a unique destination for both residents and visitors.

---

2. Project Vision & Objectives

- Support Local Entrepreneurs: Provide affordable, flexible retail and service spaces for small businesses, artisans, and start-ups.
- Anchor Destination Experience: Establish a unique wine bar with a self-serve concept and wholesome food pairings to draw consistent traffic. Outdoor dining/patio area.
- Community Gathering Hub: Create a welcoming space where Harrison residents can gather, dine, shop, and connect.

- Economic Development: Increase foot traffic, sales tax revenue, entrepreneurship, and overall vibrancy within the Village of Harrison.
- Smart Growth: Maximize community benefit through a compact, thoughtfully designed development with shared resources.

---

3. Project Description

Building Concept

Phase 1:

- Size: Approx. 4,000-6,000sqft
- Design: Modern/industrial (clean lines, exposed ducting, brick, metal, wood) yet cozy, with flexible build-outs for 8–12 micro-commercial spaces (100–400 sq. ft. each).
- Common Areas: Shared seating, restrooms, and outdoor patio space.
- Parking: Adequate off-street parking with pedestrian-friendly access

Phase 2:

- Real Estate/Property management office
- Additional micro commercial, Real Estate office, sports practice facility?

Anchor Tenant:

Pour Collective or Pour Love

(working name)

- Concept: Self-serve wine bar featuring rotating selections of global wines on tap. A small selection of on tap bourbon and tequila, with a self serve style craft beer selection (bottled or canned).

- Food: Curated small plates — charcuterie boards, fresh dips, flatbreads, and seasonal desserts — with an emphasis on wholesome, minimally processed ingredients.

- Experience: Upscale yet approachable; cozy, modern interior design; a destination for date nights, social gatherings, and after-work meetups.

Micro-Commercial Spaces

- Target tenants include:
    - Local artisans and makers
    - Health/Beauty/Wellness (esthetician, barber, tattoo artist, nail tech, etc)
    - Service providers (counseling, coaching, financial advisor, plumber, electrician, etc.)

---

4. Market Opportunity

- Growing demand for small, flexible commercial spaces that reduce barriers for entrepreneurs.

- Increasing consumer interest in experiential dining and self-serve models.

- Harrison and the greater Fox Valley area lack a centralized community hub blending shopping, dining, and gathering space.

- Wine bars nationally have shown strong performance, particularly when paired with fresh, shareable food and curated ambiance.

---

5. Community Impact

- Job Creation: New employment opportunities for Village of Harrison residents, especially entrepreneurs.

- Economic Growth: Retains and circulates dollars locally by supporting small businesses.

- Tourism: Creates a destination that draws visitors into Harrison.
- Lifestyle: Enhances the cultural and social fabric of the community by offering new experiences in a safe, upscale environment.

---

6. Financial Outline

- Estimated Development Cost: $1.25-$1.75M
- Funding Sources: Combination of private investment and small business notes
- Revenue Streams:
    - Anchor wine bar sales
    - Rental income from micro-spaces
    - Event hosting opportunities

Submitted by:

Amanda & Andrew Furman

Furman Properties LLC

Furmanpropertieswisco@gmail.com

920-222-1068

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Chad Pelishek, Village Manager

Meeting Date:
September 30, 2025

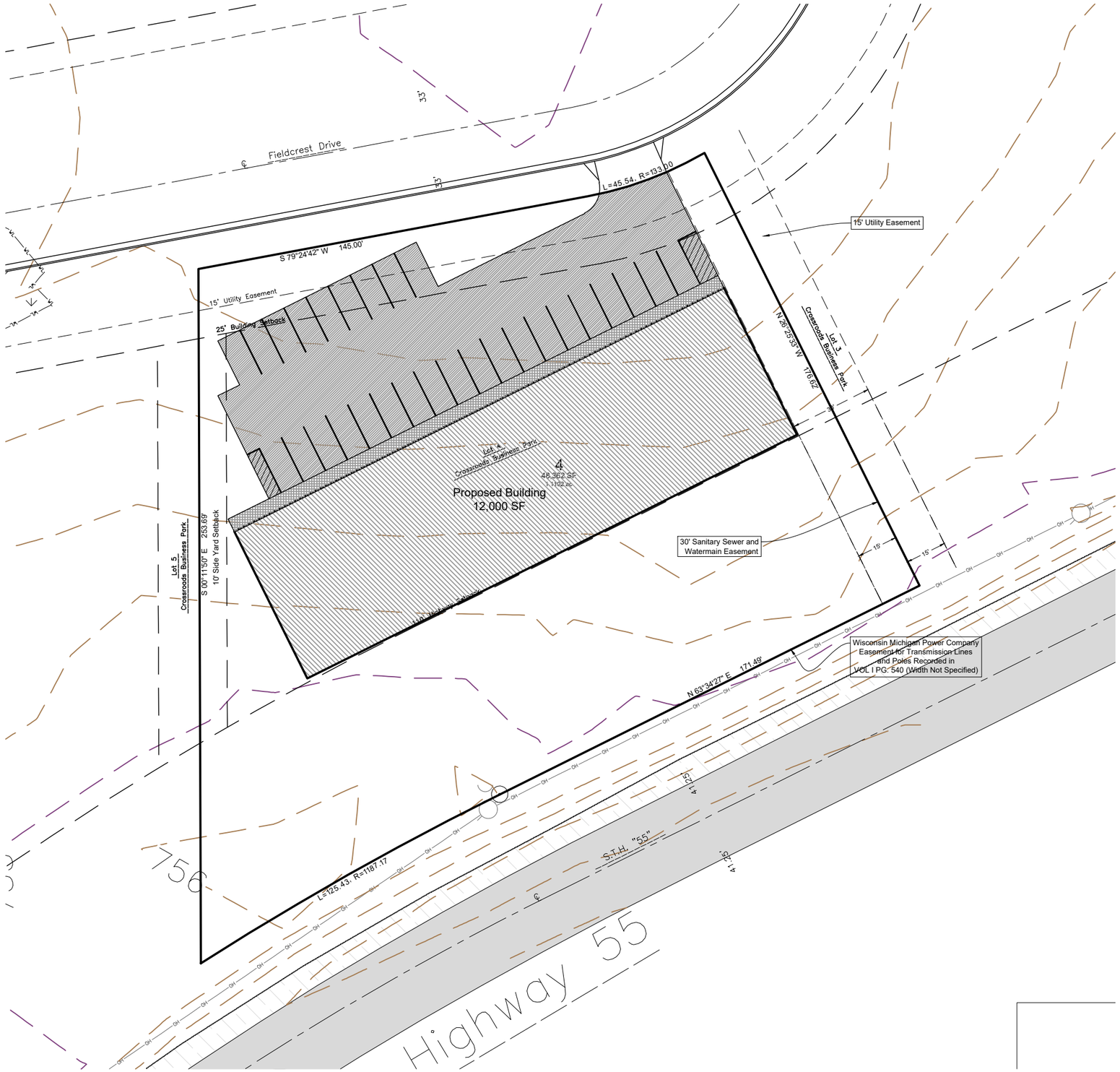
Title:
Crossroads Business Park- Lot 4 Interested Purchaser

Recommended Action:
Motion to grant a 6-month Letter of Intent from September 30, 2025 to March 30, 2025 for a new 12,000 square foot building on Lot 4 in the Crossroads Business Park.

Background and Additional Information:
Elegant Homes, LLC is interested in a letter of intent on Lot 4 in the Crossroads Business Park to construct a 12,000 square-foot building with parking that would house Elegant Homes, a carpet/tile retail location and warehousing for businesses.

Staff recommend a 6-month letter of intent as the developer is interested in breaking ground first thing in spring. The 6-month letter of intent would be from September 30 to March 30 if the land closing does not occur sooner.

Attachments:
- Proposed Site Plan


℄ Fieldcrest Drive
33'
L=45.54, R=133.00
S 79°24'42" W 145.00'
15' Utility Easement
25' Building Setback
15' Utility Easement
N 25°25'53" W 176.62'
Lot 3
Crossroads Business Park
Lot 4
Crossroads Business Park
4
46,362 SF
1.1102 ac
Proposed Building
12,000 SF
30' Sanitary Sewer and
Watermain Easement
Lot 5
Crossroads Business Park
S 00°11'50" E 253.69'
10' Side Yard Setback
N 63°34'27" E 171.49'
Wisconsin Michigan Power Company
Easement for Transmission Lines
and Poles Recorded in
VOL I PG. 540 (Width Not Specified)
L=125.43, R=1187.17
S.T.H. "55"
℄
Highway 55

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title: Fox Valley Snow Riders, Inc: Permission to use Village land for snowmobile trails

Recommended Action: Motion to authorize usage of Village owned property for snowmobile trails by the Fox Valley Snow Riders, Inc.

Background and Additional Information:
This is an annual request by the Fox Valley Snow Riders snowmobile club. The club requests to use village owned land along STH 55 near CTH KK and Fire Lane 12. Village staff does not see any issues with is request.

Budget Impacts: None

Attachments: Email dated 9/21/25

Chad Pelishek

From: Heidi Kavanaugh <bhkavanaugh@yahoo.com>
Sent: Sunday, September 21, 2025 7:24 PM
To: Chad Pelishek
Cc: Brian
Subject: Fox Valley Snow Riders

Good morning Chad

Brian Kavanaugh here with Fox Valley Snow Riders snowmobile club. I talked to you last year about permission for use of your land along highway 55 and KK heading to the Roundabout Bar. Also the use of Firelane 12, road access to the lake.

I'm reaching out for permission again this year, please feel free to call me at 920-810-8546.

Respectfully submitted,
Brian Kavanaugh, Trail Boss
Fox Valley Snow Riders, Inc.

Sent from my iPhone

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Jarred Gerl, Fire Chief

Meeting Date:
September 30, 2025

Title:
Thermal Imaging Camera Purchase – New Proposal

Recommended Action:
Purchase two Flir K53 thermal imaging cameras in the amount of $8,398.

Background and Additional Information:
The Board previously approved the purchase of 2 Flir K53 thermal imaging cameras at $6,970.40 but the vendor was unable to honor the quoted price. The cameras were not purchased. New quotes were obtained and the recommendation is to purchase the cameras at the next lowest price from another vendor.

Thermal imaging cameras are crucial for firefighting because they allow firefighters to "see" through smoke, darkness, and some materials, enabling them to locate victims, identify hotspots, and assess fire conditions in low-visibility situations. This capability enhances firefighter safety and improves the effectiveness of search and rescue operations, fire suppression, and ventilation strategies.

We will be moving the aging thermal imaging cameras on Engine 71 and 65 to reserve status on Engine 74 and Squad 63. The current cameras on that apparatus are defunct.

Budget Impacts:
Zero budget impact and no cost to taxpayers. The equipment will be paid for using 2% Fire Dues obtained from the State.

Attachments:
Quotes

AIR ONE EQUIPMENT, INC.

360 Production Drive
South Elgin, IL 60177
Phone: 847-289-9000
Fax: 847-289-9001
Email: airone@aoe.net

QUOTATION

Prices valid for 7 days only due to daily tariff increases.

Date	Quote #
9/20/2025	46883

Sold To	Ship To
HARRISON FIRE RESCUE W5298 STATE RD 114 MENASHA, WI 54952 Jarred Gerl	HARRISON FIRE RESCUE W5298 STATE RD 114 MENASHA, WI 54952

PLEASE DO NOT PAY OFF OF THIS QUOTE. A FINAL INVOICE WILL BE SENT ONCE ORDER IS COMPLETE.	Quoted By	P.O. No.	Terms	Salesman
	Scott Hazeltine		Net 30	SH

Item	Description	Qty	Cost	Amount
XMISC	FLIR K53 TIC, including Camera, battery & Charging cord	1	4,199.00	4,199.00
SHIPPING & HANDLING	SHIPPING & HANDLING CHARGES ARE ADDED AS APPLICABLE			0.00

Shipping and delivery charges are added when invoiced unless otherwise noted. At present, all quoted shipping/lead times are non-binding estimates only.

3% PROCESSING FEE FOR CREDIT CARD PAYMENTS OVER $500

Effective Jan 1, 2021, all returns after 30 days of delivery will incur a 20% restocking fee. Items ordered in connection with natural disasters, pandemic or like situations cannot be returned and orders for such items cannot be cancelled after 10 days of Seller's receipt.

Subtotal	$4,199.00
Sales Tax (0.0%)	$0.00

DO NOT PAY- INVOICE TO FOLLOW

Total	$4,199.00

Jefferson Fire Safety, Inc.
7620 Donna Drive
Middleton WI 53562
800-697-3473
www.jeffersonfire.com

Date: 8/28/2025

Order	
Quotation	XXXXXXXX
Deliver	
Ship	
Ship Compl.	
FOB Dest.	
FOB Mfr.	
Return	
Inventory Adj.	

Sold to:

Ship to:
Harrison FD
Attn: Jarred Gerl
W5298 Hwy 144
Menasha, WI 54952

Salesperson	P.O. Number	Phone	Email
Rich Janke		920-739-8226	jgerl@harrison-wi.org

Comments: SHIPPING NOT INCLUDED IN PRICE.

Qty	Part #	Description	Price	Amount
2	FLI 72203-0511	Flir K53 TIC Kit	4,199.20	8,398.40
2	FLI T198322ACC	Flir Truck Charger (K** Only)	478.00	956.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Subtotal	9,354.40
			Tax	$0.00
			Total	9,354.40

Darley

Quote

Darley

325 Spring Lake Dr Itasca, IL 60143
Toll Free: 1-800-323-0244
Phone: 1-630-735-3500
Fax: 630-735-3560
Email: edarleycustomerservice@darley.com

Quote Number	Quote Status
00001007	Approved

Requested Date	Expiration Date
08/14/2025	09/14/2025

BILL TO:

W5298 State Road 114
MENASHA Wisconsin
US

SHIP TO:

W5298 State Road 114
MENASHA Wisconsin
US

Product Name	SKU	Quantity	Unit Price	Total
FLIR K53 Thermal Imaging Camera with FSX	BN319	1	$4,500.00	$4,500.00

Quote Subtotal:	$4,500.00
Estimated tax:	$0.00
Estimated Shipping:	$24.95
Quote Total:	**$4,524.95**

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Meghan Winkler, Clerk/HR Manager

Meeting Date:
September 30, 2025

Title:
Special Event Permit Luniak Meadows Block Party

Recommended Action:
Staff recommends approving the Special Event Permit.

Background and Additional Information:

Nicole Berlowski has submitted a request for a Special Event Permit for Luniak Meadow Block Party to be held on Cassandra Way, October 18, 2025 from approximately 3:00 pm- Dusk.

They want to close off the street to general traffic by either using their own barricades. They will allow for emergency vehicle access. They are aware that they must comply with Village alcohol and noise ordinances.

If approved, staff will forward the application and memo to Calumet County Sheriff's Department for their reference.

Budget Impacts:
None

Attachments:
Special Event Permit Application
Map of Location

P:920.989.1062 F:920.989.1077 | W5298 State Road 114 • Harrison, WI 54952 | harrison-wi.org

Village of HARRISON
WHERE OPPORTUNITY LIVES

Special Event Application

Section 1- Event Information	
Name of Event: Luniak Meadows Block Party	
Event Date and Time: 10/18/25 3pm-dusk	
Event Description: Neighborhood Gathering	
Estimated Attendance: 50-100	
Will there be amplified music? No	Describe:
Will there be street closures? Yes	*(Include arial map showing barricaded area.)*

Section 2- Contact Information	
Contact Name: Nicole Berlowski	
Address: N9244 Cassandra Way Appleton WI 54915 United States	
Phone: (920) 279-0271	Email: nicole@nicoleberlowski.com
Organization Name: N/a	
Is the organization a 501 (c)(3)?	Exempt Cert. #: N/a

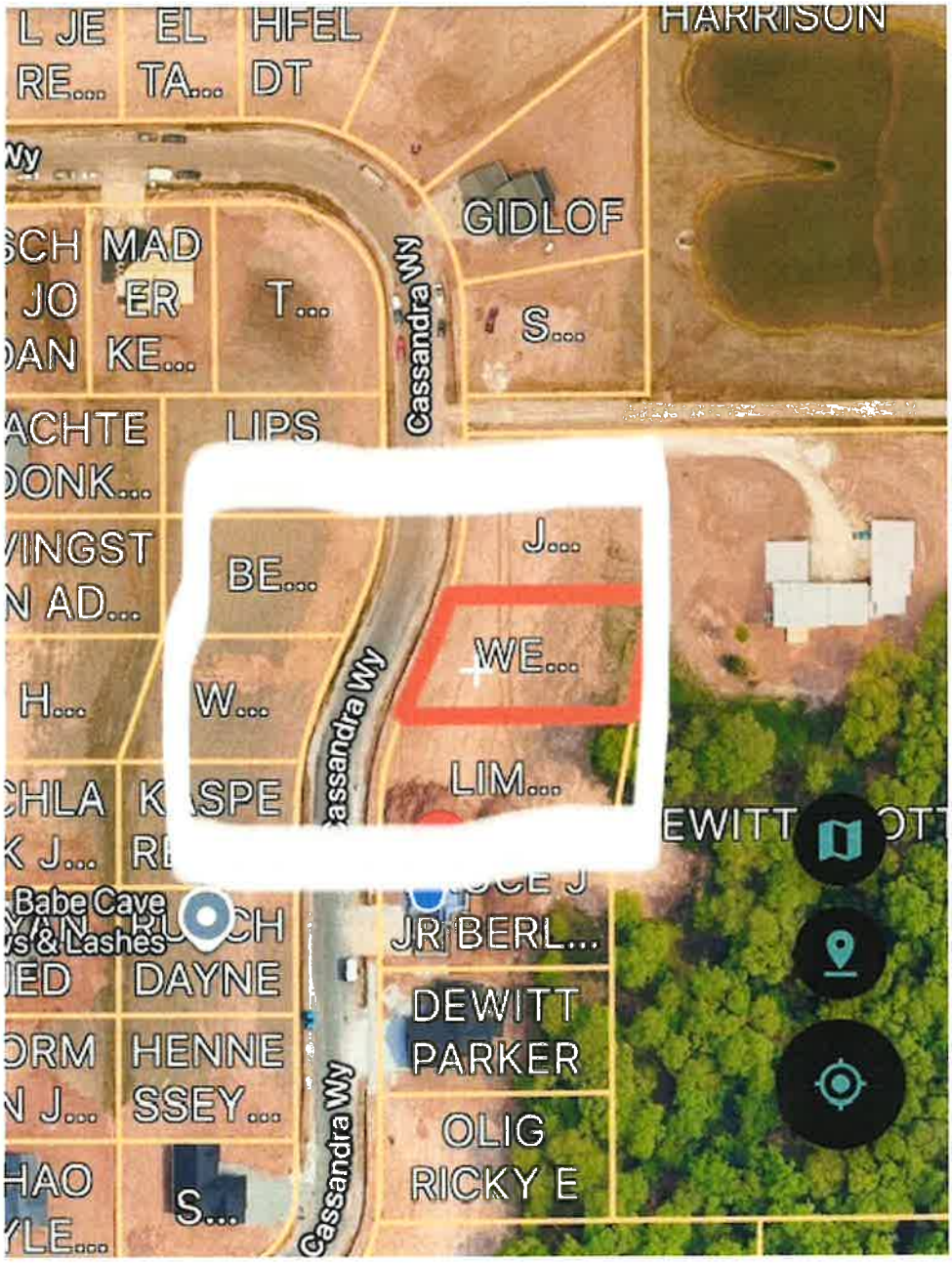
Section 3- Legal Notice

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. Agree

Sponsor Signature & Date: Nicole Berlowski digital

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	


HARRISON
GIDLOF
Cassandra Wy
LIPS
BE...
J...
WE...
W...
LIM...
Babe Cave
DAYNE
DEWITT
PARKER
OLIG
RICKY E
HENNE
S...

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager **Meeting Date:** 9/30/2025

Title:. Fire Protection Fees due from the City of Menasha

Recommended Action: Discussion only

Background and Additional Information:
Harrison Utilities has been carrying a receivable of $72,749.30 for unpaid fire protection fees owed by the City of Menasha, dating back to 2019. The fire protection had previously been on the City of Menasha tax bills, but was being transitioned to being added to the utility bills. Utility staff previously brought this issue to the attention of two former managers, but no action was taken. The timeframe for collecting these fees is now nearing its end based on statute of limitations.

Although correspondence and a prior lawsuit regarding the collection of these fees were discussed with the Public Service Commission (PSC), the PSC's ruling was not issued until 2021—believed to be beyond the allowable period to add the charges to the tax roll. The matter has also been recently reviewed with the Village Auditor.

Budget Impacts:

Attachments: Letter