

AMENDED 11.10.2025

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Identify Potential Conflicts of Interest**
5. **Correspondence or Communications from Board and Staff**
6. **Corrections and Approval of the Previous Meeting Minutes**
 - a. October 28, 2025 Meeting Minutes
7. **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.

8. **Approval of Bills and Claims**
 - a. Bills and Claims – October 2025
9. **Old Business for Discussion, Consideration, and/or Action**
 - a. None at this time.
10. **New Business for Discussion, Consideration, and/or Action**

- a. Resolution V2025-14 - Creating the 2026 Annual Budget and Property Tax Levy for the Village of Harrison
- b. Resolution V2025-15 - Amending the Fee and Penalty Schedule for the Village of Harrison for 2026
- c. Ordinance: Repeal and Recreate Chapter 2: Administration

- d. Ordinance: Repeal and Recreate Chapter 4: Alcoholic Beverages
- e. Ordinance: Repeal and Recreate Chapter 6: Animals
- f. Ordinance: Repeal and Recreate Chapter 12: Environment
- g. Darboy Shell Alcohol and Tobacco License Application for 2025-2026
- h. Swing Set Proposal- Lee Recreation, LLC- \$8,367.00
- i. Seasonal Laborer Position: Pay Adjustment
- j. Various Payment Requests:
 - 2025 Asphalt Resurfacing: Northeast Asphalt: \$237,093.49
 - Harrison Commerce Park: Donald Hietpas and Sons: \$99,636.30
 - Fire Station 70: Johnson and Jonet Mechanical: \$10,877.50
 - Fire Station 70: Miron: \$1,097,681.06
 - Fire Station 70: IKM Building Solutions: \$30,067.50
 - Fire Station 70: VOE Power and Systems: \$23,750.00
 - Rennwood Park: GRG Playscapes: \$70,000
- k. Change Order: Installation of Dry Hydrant at Fire Station 70 Site
- l. Modification of the Village of Harrison Rules and Procedures for Board Meetings
- m. Tour of the Department of Public Works Offices.

11. Future Agenda Items

- a.** None at this time.

12. Future Meetings

- a.** December 19, 2025 - Village Board Meeting
 - January 27, 2026 - Village Board Meeting
 - February 24, 2026 - Village Board Meeting

13. Adjournment

Agenda posted and published:

November 6, 2025 at Harrison Village Hall, Harrison Utilities and to www.Harrison-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 BOARD MEETING

From:

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON

Meeting Date:

November 11, 2025

Title:

October 2025 Bills and Claims

Recommended Action:

Motion to Approve October’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 September Check Register
- September Payroll Check Register
- Utilities September Check Register – Nicolet Bank

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT 10/01/2025 DELTA DENTAL			
HWY DEPT OCT Manual Check			
100-09-53311-200-000		Hwy Dept - Benefits	842.89
		HWY DEPT OCT 2412664	
100-02-51400-200-000		Gen. Admin - Benefits	481.18
		CLERK MANAGER OFFICE ASST OCT 2412664	
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER OCT 2412664	
100-06-52200-200-000		Fire Dept - Benefits	241.14
		FIRE OCT 2412664	
100-00-52400-201-000		Inspections - Benefits	120.57
		BLDG INSP OCT 2412664	
100-00-14500-000-000		Due from Harrison Utilities	441.35
		UTILITIES OCT 2025 DELTA DENTAL 974787	
Total			2,127.13
EFT 10/07/2025 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	
Total			192.30
EFT 10/07/2025 GFC LEASING - WI			
COVERAGE PERIOD 10/05/25 - 11/04/25 Manual Check			
100-02-51400-400-006		Gen. Admin - Service Contracts	274.96
		COVERAGE PERIOD 10/05/25 - 11/04/25 I01054535	
Total			274.96
EFT 10/03/2025 VOXTELESYS, LLC			
TRUNK UNLMTD SRVR HOST LOCALE911 Manual Check			
100-02-51400-400-006		Gen. Admin - Service Contracts	247.30
		TRUNK UNLMTD SRVR HOST LOCALE911 603018	
Total			247.30
EFT 10/09/2025 WI DEPT OF REVENUE-PAYROLL TAXES			
STATE TAXES WT-6 FOR PAYROLL 9/25/25 Manual Check			
100-00-21040-000-000		State Withholding Tax Payable	2,693.53
		STATE TAXES WT-6 FOR PAYROLL 9/25/25	
Total			2,693.53

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Posted From: 10/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
EFT 10/09/2025 WI DEFERRED COMP			
UTILITIES DEF COMP PAYROLL 10/9/25			Manual Check
100-00-21525-000-000		Wisc Deferred Comp Payable	430.00
UTILITIES DEF COMP PAYROLL 10/9/25			
100-00-21525-000-000		Wisc Deferred Comp Payable	850.00
VILLAGE DEF COMP PAYROLL 10/9/25			
100-00-21525-000-000		Wisc Deferred Comp Payable	438.00
VILLAGE ROTH PAYROLL 10/9/25			
Total			1,718.00
EFT 10/09/2025 GARNISHMENT - PAYROLL			
VILLAGE GARNISHMENT PAYROLL 10/9/25			Manual Check
100-00-21050-000-000		Garnishment Deductions Payable	92.31
VILLAGE GARNISHMENT PAYROLL 10/9/25			
Total			92.31
EFT 10/10/2025 UNEMPLOYMENT INSURANCE			
BENEFIT CHARGES SEPTEMBER			Manual Check
100-02-51400-200-000		Gen. Admin - Benefits	2,220.00
BENEFIT CHARGES SEPTEMBER			
Total			2,220.00
EFT 10/10/2025 UNITED HEALTHCARE			
SHOP OCT 2025 HEALTH INSURANCE			Manual Check
100-09-53311-200-000		Hwy Dept - Benefits	13,239.47
SHOP OCT 2025 HEALTH INSURANCE			890630267210
100-02-51400-200-000		Gen. Admin - Benefits	7,529.15
OFFICE OCT 2025 HEALTH INSURANCE			890630267210
100-01-51101-200-000		Planning - Benefits	0.00
PLANNER OCT 2025 HEALTH INSURANCE			890630267210
100-06-52200-200-000		Fire Dept - Benefits	4,296.91
FIRE OCT 2025 HEALTH INSURANCE			890630267210
100-00-52400-201-000		Inspections - Benefits	1,761.56
BLDG INSP OCT 2025 HEALTH INSURANCE			890630267210
100-00-14500-000-000		Due from Harrison Utilities	5,747.93
UTILITIES OCT 2025 HEALTH INSURANCE			890630267210
Total			32,575.02
EFT 10/08/2025 CHARTER COMMUNICATIONS- 78401			
SERVICE PERIOD 9/24/25-10/23/25			Manual Check

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Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-006	Gen. Admin - Service Contracts		119.99
	SERVICE PERIOD 9/24/25-10/23/25	153078401092125	
Total			119.99
EFT 10/08/2025	CHARTER COMMUNICATIONS- 97501		Ⓢ
	SERVICE PERIOD 9/24/25-10/23/25	Manual Check	
100-02-51400-400-006	Gen. Admin - Service Contracts		131.99
	SERVICE PERIOD 9/24/25-10/23/25	152897501092125	
Total			131.99
EFT 10/08/2025	CHARTER COMMUNICATIONS- 78701		Ⓢ
ACC 153078701	SERVICE 9/24/25-10/23/25	Manual Check	
100-02-51400-400-006	Gen. Admin - Service Contracts		479.99
	ACC 153078701 SERVICE 9/24/25-10/23/25	153078701092125	
Total			479.99
EFT 10/02/2025	MERCHANT CHOICE CARD SERVICES		Ⓢ
9/1 -9/30	CREDIT CARD PROCESSING FEES	Manual Check	
100-02-51400-400-006	Gen. Admin - Service Contracts		385.53
	9/1 -9/30 CREDIT CARD PROCESSING FEES		
Total			385.53
EFT 10/14/2025	CHARTER COMMUNICATIONS- 82914		Ⓢ
	INTERNET SERVICE PERIOD 9/25-10/24	Manual Check	
100-00-55200-000-000	Parks - Maint. and Utilities		109.99
	INTERNET SERVICE PERIOD 9/25-10/24	82914092525	
Total			109.99
EFT 10/14/2025	INTERNAL REVENUE SERVICE-PAYROLL TAXES		
EMPLOYEE SOCIAL SECURITY 10/9/25		Manual Check	
100-00-21020-000-000	Social Security Taxes Payable		4,119.55
	EMPLOYEE SOCIAL SECURITY 10/9/25		
100-00-21020-000-000	Social Security Taxes Payable		963.45
	EMPLOYEE MEDICARE 10/9/25		
100-00-21020-000-000	Social Security Taxes Payable		4,119.55
	EMPLOYER LIABILITY SOCIAL SEC 10/9/25		
100-00-21020-000-000	Social Security Taxes Payable		963.45
	EMPLOYER LIABILITY MEDICARE 10/9/25		
100-00-21030-000-000	U.S. Withholding Taxes Payable		4,995.13
	FED INCOME TAXES 10/9/25		

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Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			15,161.13
EFT 10/16/2025 GORDON FLESCH CO INC			Ⓢ
BILL PERIOD 9/3-10/1/25 IMAGES			Manual Check
100-02-51400-400-006	Gen. Admin - Service Contracts		295.86
BILL PERIOD 9/3-10/1/25 IMAGES IN15340447			
Total			295.86
EFT 10/16/2025 VERIZON WIRELESS			Ⓢ
IPAD FOR STATION 60			Manual Check
100-06-52200-500-022	Fire Dept - Telephone		10.16
IPAD FOR STATION 60 6124539902			
100-06-52200-500-022	Fire Dept - Telephone		10.16
IPAD FOR STATION 70 6124539902			
100-06-52200-500-022	Fire Dept - Telephone		27.65
PLAN ACCOUNT CHARGES 9/27-10/26 6124539902			
Total			47.97
EFT 10/21/2025 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			
Total			192.30
EFT 10/20/2025 HARRISON UTILITIES			Ⓢ
ACCOUNT 000-2781-00 BILL 8/21-9/18			Manual Check
100-06-52200-500-023	Fire Dept - Water/Sewer		77.84
ACCOUNT 000-2781-00 BILL 8/21-9/18			
Total			77.84
EFT 10/22/2025 RELIANCE STANDARD LIFE INSURANCE COMPANY			
NOV 2025 LIFE & DISABILITY HWY DEPT			Manual Check
100-09-53311-200-000	Hwy Dept - Benefits		386.87
NOV 2025 LIFE & DISABILITY HWY DEPT			
100-02-51400-200-000	Gen. Admin - Benefits		348.07
NOV 2025 LIFE & DISABILITY OFFICE			
100-01-51101-200-000	Planning - Benefits		46.68
NOV 2025 LIFE & DISABILITY PLANNER			
100-06-52200-200-000	Fire Dept - Benefits		118.71
NOV 2025 LIFE & DISABILITY FIRE			

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52400-201-000		Inspections - Benefits	55.29
		NOV 2025 LIFE & DISABILITY BLDG INSP	
Total			955.62

EFT 10/23/2025 GARNISHMENT - PAYROLL
VILLAGE GARNISHMENT PAYROLL 10/23/25

Manual Check

100-00-21050-000-000		Garnishment Deductions Payable	92.31
		VILLAGE GARNISHMENT PAYROLL 10/23/25	
Total			92.31

EFT 10/23/2025 WI DEFERRED COMP
UTILITIES DEF COMP PAYROLL 10/23/25

Manual Check

100-00-21525-000-000		Wisc Deferred Comp Payable	430.00
		UTILITIES DEF COMP PAYROLL 10/23/25	
100-00-21525-000-000		Wisc Deferred Comp Payable	775.00
		VILLAGE DEF COMP PAYROLL 10/23/25	
100-00-21525-000-000		Wisc Deferred Comp Payable	513.00
		VILLAGE ROTH PAYROLL 10/23/25	
Total			1,718.00

EFT 10/27/2025 INTERNAL REVENUE SERVICE-PAYROLL TAXES
EMPLOYEE SOCIAL SECURITY 10/23/25

Manual Check

100-00-21020-000-000		Social Security Taxes Payable	4,206.36
		EMPLOYEE SOCIAL SECURITY 10/23/25	
100-00-21020-000-000		Social Security Taxes Payable	983.74
		EMPLOYEE MEDICARE 10/23/25	
100-00-21020-000-000		Social Security Taxes Payable	4,206.36
		EMPLOYER LIABILITY SOCIAL SEC 10/23/25	
100-00-21020-000-000		Social Security Taxes Payable	983.74
		EMPLOYER LIABILITY MEDICARE 10/23/25	
100-00-21030-000-000		U.S. Withholding Taxes Payable	5,104.58
		FED INCOME TAXES 10/23/25	
Total			15,484.78

EFT 10/27/2025 WI DEPT OF REVENUE-PAYROLL TAXES
STATE TAXES WT-6 FOR PAYROLL 10/9/25

Manual Check

100-00-21040-000-000		State Withholding Tax Payable	2,683.26
		STATE TAXES WT-6 FOR PAYROLL 10/9/25	
Total			2,683.26

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Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	10/28/2025	WE ENERGIES	⌘
ACCT 0716666446-00001		FIRE DEPT #2 ELEC	Manual Check
100-06-52200-500-020		Fire Dept - Electric	158.49
ACCT 0716666446-00001		FIRE DEPT #2 ELEC	
100-00-53420-004-000		Street Lighting - HAA	1,196.97
ACCT 0716666446-00003		General Lights	
100-00-53420-001-000		Street Lighting - North Shore	14.82
ACCT 0716666446-3		NorthShore Golf Course	
100-00-53420-006-000		Street Lighting - NS Woods	89.43
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	26.69
ACCT 0716666446-00004		HALL/SHOP GAS HEAT	
100-00-55200-000-000		Parks - Maint. and Utilities	299.03
ACCT 0716666446-6		COMMUNITY PARK LIGHTS	
100-09-53311-500-020		Hwy Dept - Electric	437.53
ACCT 0716666446-00007		ELECTRIC SHOP 60%	
100-00-51600-500-020		Municipal Bldg - Electric	291.69
ACCT 0716666446-00007		TOWN HALL ELEC 40%	
100-06-52200-500-021		Fire Dept - Heat	10.01
ACCT 0716666446-00008		FIRE DEPT #1 HEAT	
100-00-53420-000-000		Street Lighting - General	283.96
ACCT 0716666446-9		LED STREET LIGHTING	
100-00-55200-000-000		Parks - Maint. and Utilities	56.02
ACCT 0716666446-00010		Shelter-Noe Road	
100-06-52200-500-021		Fire Dept - Heat	28.55
ACCT 0716666446-00011		FIRE DEPT #2 GAS	
100-00-55200-000-000		Parks - Maint. and Utilities	14.22
ACCT 0716666446-12		COMMPARK SPECIALEVENTS	
100-06-52200-500-020		Fire Dept - Electric	151.61
ACCT 0716666446-00013		FIRE DEPT #1 ELEC	
100-00-53635-100-000		Compost Site	18.13
ACCT 0716666446-00016		YARD WASTE	
100-00-55200-000-000		Parks - Maint. and Utilities	29.06
ACCT 0716666446-26		NOE RD TRAIL LIGHTS	
100-00-55200-000-000		Parks - Maint. and Utilities	32.02
ACCT 0716666446-27		COMM PARK FIREPIT	

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53420-000-000		Street Lighting - General	0.00
		SERVICE CREDIT	
Total			3,138.23

EFT 10/27/2025 VERIZON WIRELESS
FROM 10/6-11/5 OFFICE

Manual Check

100-00-51600-500-022		Municipal Bldg - Telephone	190.59
		FROM 10/6-11/5 OFFICE 6125256017	
100-09-53311-500-022		Hwy Dept - Telephone	326.66
		FROM 10/6-11/5 HWY DEPT 6125256017	
100-00-51100-500-022		Village Board - Telephone	265.38
		FROM 10/6-11/5 BOARD 6125256017	
100-06-52200-500-022		Fire Dept - Telephone	76.10
		FROM 10/6-11/5 FIRE 6125256017	
100-00-11100-000-000		SHARE OF CHECKING-General	272.26
		FROM 10/6-11/5 HARRISON UTILITIES 6125256017	
Total			1,130.99

EFT 10/31/2025 WISCONSIN EMPLOYEE TRUST FUND (ETF)
VOH RETIREMENT SEP

Manual Check

100-00-21520-000-000		Wisconsin Retirement Payable	14,713.46
		VOH RETIREMENT SEP 331783	
100-00-21520-000-000		Wisconsin Retirement Payable	4,291.64
		UTILITIES RETIREMENT SEP 331783	
Total			19,005.10

2062 10/01/2025 TODD BRAMLETTE
VOID CK 2062 UNCLAIMED 2014 TAX OVERPAY

Manual Check

100-00-11100-000-000		SHARE OF CHECKING-General	-93.80
		VOID CK 2062 UNCLAIMED 2014 TAX OVERPAY	
Total			-93.80

3473 10/01/2025 TODD BRAMLETTE
VOID CK 3473 UNCLAIMED 2015 TAX REFUND

Manual Check

100-00-11100-000-000		SHARE OF CHECKING-General	-19.58
		VOID CK 3473 2015 Tax Refund	
Total			-19.58

4666 10/15/2025 BRAD HAGENS
VOID CK 1/13/17 UNCLAIMED TO STATE

Manual Check

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Posted From: 10/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
100-00-11100-000-000		SHARE OF CHECKING-General	0.00
		VOID CK 1/13/17 UNCLAIMED TO STATE	
Total			0.00
4888	10/15/2025	ADAM WEGE	
		VOID CK 2/8/17 UNCLAIMED TO STATE	
		Manual Check	
100-00-11100-000-000		SHARE OF CHECKING-General	0.00
		VOID CK 2/8/17 UNCLAIMED TO STATE	
Total			0.00
5028	10/15/2025	ZACHARY THOMPSON	
		VOID CK 2/8/17 UNCLAIMED TO STATE	
		Manual Check	
100-00-11100-000-000		SHARE OF CHECKING-General	0.00
		VOID CK 2/8/17 UNCLAIMED TO STATE	
Total			0.00
5870	10/15/2025	BIRR INVESTMENTS LLC	
		VOID CK 12/28/17 UNCLAIMED TO STATE	
		Manual Check	
100-00-11100-000-000		SHARE OF CHECKING-General	0.00
		VOID CK 2/8/17 UNCLAIMED TO STATE	
Total			0.00
16869	10/01/2025	AMAZON CAPITAL SERVICES	
		1RJJ-MXPJ-4LL4	
100-02-51400-400-000		Gen. Admin - Supplies	155.36
		FR9/24 MOUSE/KEYBRD,KEYBRD TRAY,MOUSEPAD 1RJJ-MXPJ-4LL4	
Total			155.36
16870	10/01/2025	BOBCAT PLUS	
		LG06833	
100-09-53311-900-000		Hwy Dept - Road Maintenance	395.00
		FROM 9/16/25 RENTAL ANGLE BROOM LG06833	
Total			395.00
16871	10/01/2025	BOUND TREE MEDICAL LLC	
		85929189, 85931068	
100-08-52300-000-000		1st Responders - Operating Exp	946.72
		FROM 9/22/25 VAC HANDLE, CONNCTR, GLOVES 85929189	
100-08-52300-000-000		1st Responders - Operating Exp	814.50
		FROM 9/23/25 EXTRICATION COLLAR 85931068	

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Check Nbr	Check Date	Payee	Amount
Total			1,761.22
16872 D36198	10/01/2025	BROOKS TRACTOR INC - SUN PRAIRIE	⌘
100-09-53311-700-000		Hwy Dept - Equip Maintenance	432.16
	FROM 9/16	EXCAVATOR SIDE CUTTERS D36198	
Total			432.16
16873 I50108, I50117	10/01/2025	C & R PUMPERS INC	⌘
100-00-53635-100-000		Compost Site	125.00
	FROM 9/15	PORTABLE TOLIET COMPOST SITE I50108	
100-00-55200-000-000		Parks - Maint. and Utilities	125.00
	FROM 9/17	PORTABLE TOLIET DOGWOOD PARK I50117	
Total			250.00
16874 RECORDING FEE RYFORD ST CSM	10/01/2025	CALUMET COUNTY REGISTER OF DEEDS	⌘
100-01-51101-400-000		Planning - Supplies	30.00
	RECORDING FEE RYFORD ST CSM		
Total			30.00
16875 1517	10/01/2025	CALUMET COUNTY TREASURER-HIGHWAY DEPARTMENT	⌘
100-09-53315-902-000		Hwy Dept - Signs	2,486.75
	FR9/22	TAPCO BLINKER BEACONS COOP&MIDWAY 1517	
Total			2,486.75
16876 1536	10/01/2025	CALUMET COUNTY TREASURER-SHERIFFS DEPT CONTRA	⌘
100-00-52100-000-000		Law Enforcement - Contract	71,846.47
	SEPTEMBER 2025	1536	
Total			71,846.47
16877 ESCROW RETURN N8818 DUBLIN	10/01/2025	CORBETT CONSTRUCTION & REALTY LLC	⌘
100-00-21060-000-000		Building Escrows Payable	1,500.00
	ESCROW RETURN N8818 DUBLIN		
Total			1,500.00

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Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
16878 80280	10/01/2025	CORPORATE NETWORK SOLUTIONS, INC	Ⓢ
100-02-51400-400-006		Gen. Admin - Service Contracts	2,640.00
		FROM 9/19 BARRACUDA ESSENTL OFFICE365 1Y 80280	
		Total	2,640.00
16879 7677002500	10/01/2025	DARBOY SANITARY DISTRICT	Ⓢ
100-00-55200-000-000		Parks - Maint. and Utilities	166.43
		BILLING PERIOD 7/01/25-9/30/25	
		Total	166.43
16880 HARRISON FIRE DEPARTMENT	10/01/2025	DICKS FAMILY FOODS	Ⓢ
100-06-52200-400-000		Fire Dept - Supplies/Services	245.70
		FROM 6/27/25 SODA, WATER & GATORADE 001-00213777	
100-06-52200-400-000		Fire Dept - Supplies/Services	82.90
		FROM 7/5/25 SODA, WATER & GATORADE 00215043	
100-06-52200-400-000		Fire Dept - Supplies/Services	68.94
		FROM 7/22/25 WATER & GATORADE 002-00220663	
100-06-52200-400-000		Fire Dept - Supplies/Services	15.96
		FROM 7/28/25 WATER 003-00455845	
100-06-52200-400-000		Fire Dept - Supplies/Services	261.73
		FROM 8/8/25 SODA, WATER & GATORADE 003-00459259	
100-06-52200-400-000		Fire Dept - Supplies/Services	79.93
		FROM 9/9/25 SODA & WATER 001-00222581	
100-06-52200-400-000		Fire Dept - Supplies/Services	37.97
		FROM 9/16/25 SODA & GATORADE 003-00471155	
		Total	793.13
16881 ESCROW RETURN N9053 SOUTHTOWNE	10/01/2025	EVERS CONSTRUCTION & REALTY	Ⓢ
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN N9053 SOUTHTOWNE	
		Total	1,500.00
16882 18-Z34187	10/01/2025	FACTORY MOTOR PARTS	Ⓢ
100-09-53311-400-000		Hwy Dept - Supplies	278.06
		FROM 9/22/25 BATTERIES 18-Z34187	

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Check Nbr	Check Date	Payee	Amount
Total			278.06
16883	10/01/2025	FINGER PUBLISHING INC BE305366, BE306549	Ⓢ
100-09-53311-400-000		Hwy Dept - Supplies FROM 9/19/25 WINTER SEASONAL HELP AD BE305366	56.40
100-09-53311-400-000		Hwy Dept - Supplies FROM 9/26/25 WINTER SEASONAL HELP AD BE306549	56.40
Total			112.80
16884	10/01/2025	FRANKS RADIO SERVICE INC 128261, 128262	Ⓢ
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 9/25/25 TWO WAY RADIOS 128261	1,077.30
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 9/25 ANTENNA, INSTALL RADIO BACKHOE 128262	274.75
Total			1,352.05
16885	10/01/2025	GANNETT WISCONSIN LOCALIQ 7261328	Ⓢ
100-01-51101-800-000		Planning - Publications BILLING 8/1-8/31 PLAN COMM MTG 7261328	98.94
Total			98.94
16886	10/01/2025	GFL ENVIRONMENTAL U30000199779	Ⓢ
100-00-53620-000-000		Refuse and Garbage Services COMMUNITY PARK TRASH PICKUP OCT U30000199779	79.00
Total			79.00
16887	10/01/2025	GFL ENVIRONMENTAL U30000199964	Ⓢ
100-00-53620-000-000		Refuse and Garbage Services RES TRASH FOR SEP U30000199964	34,992.16
100-00-53635-000-000		Recycling Services RES RECYCLING FOR SEP U30000199964	23,298.80
100-00-53620-000-000		Refuse and Garbage Services COMMERCIAL TRASH DUMPSTER VHALL SEP U30000199964	89.59
100-00-53635-000-000		Recycling Services COMMERCIAL RECYCLING DUMPSTER VHALL SEP U30000199964	61.13

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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 U30000199964	
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	0.00
		BULKY ITEM PICKUP - NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		SPRING YARD PICKUP NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
Total			58,473.88
16888	10/01/2025	GRUETT'S	Ⓢ
13580P			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	43.70
		FROM 9/25/25 DECK PLATE 13580P	
Total			43.70
16889	10/01/2025	HERRLING CLARK LAW FIRM LTD	Ⓢ
14283-03M, 14283-04M			
100-00-51300-000-000		Legal	230.35
		FOR SERVICES THROUGH 8/21/2025 TRAFFIC	
100-00-51300-000-000		Legal	18,428.00
		FOR SERVICES THRU 9/15/2025 MUNICIPAL	
402-00-51500-000-000		Professional Services-TID #2	737.12
		FOR SERVICES THROUGH 9/15/25 MUNICIPAL	

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404-00-51500-000-000		Professional Services-TID #4 FOR SERVICES THRU 9/15/25 MUNICIPAL	368.56
Total			19,764.03
16890 115779-000	10/01/2025	HORST DISTRIBUTING INC	⌘
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 9/16 PROXIMITY SENSOR 115779-000	130.96
Total			130.96
16891 32941	10/01/2025	HYDROCLEAN EQUIPMENT INC	⌘
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 9/17 REEL HOSE, REEL, HOSE STOP 32941	1,136.00
Total			1,136.00
16892 2026-186	10/01/2025	J & E CONSTRUCTION CO INC	⌘
400-00-57330-000-000		Capital Outlay - Road Projects FR 9/18 SHOULDERING HAEN & CEDAR RIDGE 2026-186	3,701.10
Total			3,701.10
16893 TRACTOR, CULTIVATOR RENTAL RENNWOOD 9/26	10/01/2025	JEFF FUNK	⌘
400-00-57220-000-000		Capital Outlay - Parks TRACTOR, CULTIVATOR RENTAL RENNWOOD 9/26	990.00
Total			990.00
16894 MIAP00000400	10/01/2025	JFTCO INC JOHN FABICK TRACTOR CO	⌘
400-00-57324-000-000		Capital Outlay - Highway Equip FROM 9/10 PURCHASE GENIE LIFT MIAP00000400	14,475.00
Total			14,475.00
16895 2225-313	10/01/2025	KIWANIS CLUB OF DARBOY, INC.	⌘
100-00-55200-120-000		Parks - Recreation Programs JUNE 11 ICE CREAM SOCIAL REMAINING	1,000.00
100-00-55200-120-000		Parks - Recreation Programs JUNE 25 TOUCH A TRUCK REMAINING	1,000.00

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100-00-55200-120-000		Parks - Recreation Programs	2,000.00
		AUGUST 13 FLIGHT NIGHT	
100-00-55200-120-000		Parks - Recreation Programs	2,000.00
		AUGUST 27 SPORTS & GAME	
100-00-55200-120-000		Parks - Recreation Programs	375.00
		AUGUST 13 FLIGHT BALLOONISTS COST	
Total			6,375.00
16896	10/01/2025	LINDE GAS & EQUIPMENT INC	
52192848			
100-09-53311-400-000		Hwy Dept - Supplies	53.03
		FROM 9/23/25 CYLINDER RENT	
		52192848	
Total			53.03
16897	10/01/2025	LISOWE OIL DIV OF ADVANCED FUEL SERV	
80098, 80155			
100-09-53311-600-030		Hwy Dept - Fuel	2,792.01
		FROM 9/17/25	
		80098	
100-09-53311-600-030		Hwy Dept - Fuel	2,236.18
		FROM 9/24/25	
		80155	
Total			5,028.19
16898	10/01/2025	MCMAHON	
603844-45, 940540-48, 940550-51, 940636			
400-00-57190-000-000		Capital Outlay - Genr'l Govt	2,500.00
		VILLAGE HALL OFFICE RENOVATION STUDY	
		603844	
400-00-57190-000-000		Capital Outlay - Genr'l Govt	4,889.98
		VILLAGE GARAGE EXPANSION STUDY	
		603845	
400-00-57330-000-000		Capital Outlay - Road Projects	760.00
		CEDAR RIDGE ESTATES ROADWAY IMPROVEMENTS	
		940540	
201-00-57220-000-000		Capital Outlay - Park Impact	475.00
		DARBOY COMMUNIY PARK TRAIL LIGHTING	
		940541	
400-00-57330-000-000		Capital Outlay - Road Projects	760.00
		HAEN HEIGHTS AREA ROADWAY IMPROVEMENTS	
		940542	
230-00-53441-200-000		Stormwater Plan / Munic Fees	1,575.00
		STREET STORM SEWER NORTHSHORE GC POOL	
		940543	
402-00-51500-000-000		Professional Services-TID #2	3,422.82
		CROSSROADS BUSINESS PARK	
		940544	

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Check Nbr	Check Date	Payee	Amount
230-00-53441-200-000		Stormwater Plan / Munic Fees	1,466.75
		DAN STUMPF DRAINAGE IMPROVEMENTS 940545	
400-00-57330-000-000		Capital Outlay - Road Projects	3,002.50
		OLD HIGHWAY RD CONSTR LAKE PARK TO 114 940546	
402-00-51500-000-000		Professional Services-TID #2	760.00
		GEN ENG HIDDEN HAVEN WEDDING BARN 940547	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	403.49
		2025 GEN ENG MONTHLY STAFF MEETINGS 940547	
405-00-51500-000-000		Professional Services-TID #5	6,933.74
		CTH N SITE 940548	
100-00-52400-200-000		Inspections - Grade Checks	5,723.31
		2025 LOT GRADE REVIEW & CHECK 940550	
230-00-53441-200-000		Stormwater Plan / Munic Fees	2,340.00
		STREET STORM SEWER FOREST RIDGE SUBDIV 940551	
230-00-53441-000-000		Storm Sewer Maint / Ponds	1,473.59
		2025 ECOLOGICAL SERVICES - 5 PONDS 940636	
		Total	36,486.18
16899	10/01/2025	MENARDS-APPLETON EAST	
82588			
100-09-53311-400-000		Hwy Dept - Supplies	274.53
		FROM 9/22 SNOW FENCE, PRIMER, PVC, POST 82588	
		Total	274.53
16900	10/01/2025	MGD INDUSTRIAL CORPORATION	
240712			
100-09-53311-400-000		Hwy Dept - Supplies	453.25
		FR 9/15 SAWZALL BLADE, GLOVES, SCREWS 240712	
		Total	453.25
16901	10/01/2025	MONROE TRUCK EQUIPMENT, INC	
R47922			
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	9,069.68
		REPLACE OIL TANK ENCLOSURE,OIL,LIFT CYL R47922	
		Total	9,069.68
16902	10/01/2025	NORTHEAST ASPHALT INC	
H0006-09-24-00403			
400-00-57330-000-000		Capital Outlay - Road Projects	192,392.13
		CERT PAY 2 2025 ASPHALT CEDAR RIDGE H0006-09-24-00403	

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Check Nbr	Check Date	Payee	Amount
400-00-57330-000-000		Capital Outlay - Road Projects	118,686.70
		CERT PAY 2 2025 ASPHALT HAEN HEIGHTS H0006-09-24-00403	
400-00-57330-000-000		Capital Outlay - Road Projects	-926.25
		CERTPAY 2 2025 ASPHALT SNAPDRAGN/STRAWFL H0006-09-24-00403	
Total			310,152.58
16903	10/01/2025	PACKER CITY INTERNATIONAL TRUCKS	
R103033353:01			
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	1,708.61
		FROM 8/20/25 2014 INT 7600 REPAIRS R103033353:01	
Total			1,708.61
16904	10/01/2025	PUBLIC ADMINISTRATION ASSOCIATES LLC	
C-87-25			
100-02-51400-400-006		Gen. Admin - Service Contracts	5,556.00
		FR 9/25 STUDY STAFF CLASS/COMP PLAN-3RD C-87-25	
Total			5,556.00
16905	10/01/2025	SHERWIN-WILLIAMS	
2337-3, 2544-4		CREDIT	
100-09-53311-505-000		Hwy Dept - Building Maint	597.33
		FROM 9/16 ACRYLIC COATING, FLEXPOR HOSE 2337-3	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	-79.86
		FROM 9/22 FLEXPOR HOSE EXCHANGE 2544-4	
Total			517.47
16906	10/01/2025	SRF CONSULTING GROUP INC	
19086.00-1			
100-01-51101-304-000		Planning - Consultants	1,974.21
		ZONING ORDINANCE UPDATE 19086.00-1	
Total			1,974.21
16907	10/01/2025	SUPERIOR CHEMICAL LLC	
425899			
100-06-52200-400-000		Fire Dept - Supplies/Services	537.50
		FROM 9/24 VEHICLE WASH 425899	
100-06-52200-400-000		Fire Dept - Supplies/Services	-10.60
		FROM 8/16/23 CREDIT ON ACCOUNT 370870	
Total			526.90

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16908 923028	10/01/2025	SUPERIOR VISION INSURANCE	Ⓢ
100-09-53311-200-000		Hwy Dept - Benefits	150.16
		SHOP VISION INSURANCE OCT 25 923028	
100-02-51400-200-000		Gen. Admin - Benefits	109.88
		OFFICE VISION INSURANCE OCT 25 923028	
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER VISION INSURANCE OCT 25 923028	
100-06-52200-200-000		Fire Dept - Benefits	51.28
		FIRE VISION INSURANCE OCT 25 923028	
100-00-52400-201-000		Inspections - Benefits	25.64
		BLDG INSP VISION INSURANCE OCT 25 923028	
100-00-14500-000-000		Due from Harrison Utilities	91.56
		UTILITIES VISION INSURANCE OCT 25 923028	
Total			428.52
16909 I805375	10/01/2025	TAPCO TRAFFIC & PARKING CONTROL CO LLC	Ⓢ
100-09-53315-902-000		Hwy Dept - Signs	15,355.00
		FROM 7/11 SPEED RADAR BOARDS I805375	
Total			15,355.00
16910 66014	10/01/2025	TECC SECURITY SYSTEMS INC	Ⓢ
100-00-55200-000-000		Parks - Maint. and Utilities	541.80
		FR9/23 FINAL INSTALL BSKTBLLCOURT CAMERA 66014	
Total			541.80
16911	10/01/2025	TODD BRAMLETTE	
		REPLACE CKS 2062, 3473 UNCLAIMED TAX REF	
100-00-11100-000-000		SHARE OF CHECKING-General	93.80
		REPLACE CK 2062 UNCLAIMED 2014 TAX OVRPY	
100-00-11100-000-000		SHARE OF CHECKING-General	19.58
		REPLACE CK 3473 UNCLAIMED 2015 TAX REFND	
Total			113.38
16912	10/01/2025	TURN KEY BUSINESS PARK LLC	Ⓢ
		REFUND 2024 TAXES CORR ERROR 46766-46772	
402-00-41110-000-000		Tax Increments - TID #2	3,550.12
		REFUND 2024 TAXES CORR ERROR 46766-46772	

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100-00-46210-000-000		Law Enforcement Charges	147.40
		REFUND 2024 TAXES CORR ERROR 46766-46772	
Total			3,697.52
16913	10/01/2025	WASTE OIL DOCTOR, LLC	6172
100-09-53311-505-000		Hwy Dept - Building Maint	1,312.00
		FROM 9/18/25 FURNACE CLEANINGS 6172	
Total			1,312.00
16914	10/01/2025	WENDEL	634501-11, 634501A-5
400-00-52200-000-000		Capital Outlay - Fire	28,404.44
		FRM 9/23 PUBLIC SAFETY BUILDING STUDY 634501-11	
400-00-52200-000-000		Capital Outlay - Fire	19,045.00
		FROM 9/23 CM LABOR 634501A-5	
Total			47,449.44
16915	10/01/2025	KLINK HYDRAULICS LLC	940693
400-00-57324-000-000		Capital Outlay - Highway Equip	10,800.00
		FROM 10/1/25 FLOOR SWEEPER 940693	
Total			10,800.00
16916	10/10/2025	DARBOY SANITARY DISTRICT	SANITARY PERMIT FEE NEW FIRE STATION
400-00-52200-000-000		Capital Outlay - Fire	27,263.00
		SANITARY PERMIT FEE NEW FIRE STATION	
Total			27,263.00
16917	10/15/2025	ABEDNEGO FIRE PROTECTION LLC	153229
100-06-52200-404-000		Fire Dept - Annual Tests/Certs	1,980.00
		FROM 10/1 HYDROSTATIC TEST SCBA CYLINDER 153229	
Total			1,980.00
16918	10/15/2025	AIR ONE EQUIPMENT, INC	227079, 227256, 227324
100-06-52200-405-000		Fire Dept - 2% Dues Expenses	8,573.00
		FR 10/6 FLIR K53 THERMAL IMAGING CAMERA 227079	

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100-06-52200-400-000	10/10	Fire Dept - Supplies/Services FROM EXT RESCUE GLOVES 227256	753.00
100-06-52200-400-000	10/13	Fire Dept - Supplies/Services FROM EXT RESCUE GLOVES 227324	480.00
Total			9,806.00
16919	10/15/2025	AMAZON CAPITAL SERVICES 1R9M-DJCK-6GND	Ⓢ
100-02-51400-400-000	9/29	Gen. Admin - Supplies FROM FILE FOLDERS, COPY PAPER 1R9M-DJCK-6GND	70.13
100-00-51440-400-000	9/29	Elections - Supplies FROM MAGNETIC PUSH PINS 1R9M-DJCK-6GND	24.68
Total			94.81
16920	10/15/2025	BIRSCHBACH INSPECTION SERVICE INC BUILDING INSPECTIONS FOR SEP 2025	Ⓢ
100-00-52400-000-000		Building Inspector - Contract BUILDING INSPECTIONS FOR SEP 2025	32,267.44
Total			32,267.44
16921	10/15/2025	BOBCAT PLUS LG06868	Ⓢ
100-00-55200-000-000	10/2	Parks - Maint. and Utilities FRM RENTAL DARBOY PK MULCHER, LOADER LG06868	3,975.00
Total			3,975.00
16922	10/15/2025	BOUND TREE MEDICAL LLC 85951315	Ⓢ
100-08-52300-000-000	10/8	1st Responders - Operating Exp FROM ZOLL CPR STAT PADZ 85951315	959.92
Total			959.92
16923	10/15/2025	BRUSH BOY CUSTOMS, LLC 2820, 2827	Ⓢ
100-09-53315-902-000	8/20	Hwy Dept - Signs FROM 911 SIGN NUMBERING W4690 2820	60.00
100-09-53315-902-000	8/27	Hwy Dept - Signs FROM NOV 1 - MAY 1 STICKERS 2827	120.00
Total			180.00

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16924	10/15/2025	C & R PUMPERS INC	⌘
I50426, I50629			
100-00-55200-000-000		Parks - Maint. and Utilities	350.00
		FROM 9/26 PORTABLE TOLIETS FARMERS FIELD I50426	
100-00-55200-000-000		Parks - Maint. and Utilities	125.00
		FR 10/3 PORTABLE TOLIET CLOVER RIDGE PK I50629	
Total			475.00
16925	10/15/2025	CIVICPLUS LLC	⌘
342556, 342566, 342572, 349311			
100-02-51400-400-006		Gen. Admin - Service Contracts	4,914.00
		FROM 9/26/25 AGENDA & MEETING MANAGEMENT 342556	
100-02-51400-400-006		Gen. Admin - Service Contracts	4,885.65
		FROM 9/26/25 ULTIMATE WEB OPEN SUBSCRIP 342566	
100-02-51400-400-006		Gen. Admin - Service Contracts	6,670.88
		FROM 9/26/25 SERVICE REQUEST TOOL 342572	
100-02-51400-400-006		Gen. Admin - Service Contracts	5,066.25
		CODEBANK, ORDBANK, MUNIPR11/20/25-11/19/26 349311	
Total			21,536.78
16926	10/15/2025	CORPORATE NETWORK SOLUTIONS, INC	⌘
80250, 80521			
400-00-57190-000-000		Capital Outlay - Genr'l Govt	875.00
		FROM 9/16 COMPUTER REPLACEMENT FIRE 80250	
100-02-51400-400-006		Gen. Admin - Service Contracts	40.00
		9/30 NINJAONE REMOTE MONITOR-SERVER SEP 80521	
Total			915.00
16927	10/15/2025	DNR ACCOUNTS RECEIVABLE	⌘
370-0000043114			
100-06-52200-400-000		Fire Dept - Supplies/Services	567.32
		FROM 9/23 TRAFFIC CONES	
Total			567.32
16928	10/15/2025	ELECTION SYSTEMS & SOFTWARE	⌘
CD2127501			
100-00-51440-300-000		Elections - Service Contracts	1,837.50
		ANN MAIN, FIRMWARE 11/1/25-10/31/26 -5884 CD2127501	
Total			1,837.50

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16929	10/15/2025	ERIN OR ERICK REAB GRADING ESCROW RETURN W5963 GERANIUM	Ⓢ
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W5963 GERANIUM	1,500.00
Total			1,500.00
16930	10/15/2025	FERGUSON WATERWORKS #1476 459237, 459795	Ⓢ
100-09-53311-400-000		Hwy Dept - Supplies FROM 9/22/25 PVC PIPE SHERWOOD PROJECT 459237	270.00
100-09-53311-400-000		Hwy Dept - Supplies FROM 9/25 SUPPLIES SHERWOOD PIPE 459795	378.50
Total			648.50
16931	10/15/2025	GLACIAL RIDGE STONE LLC 795710	Ⓢ
404-00-56700-000-000		Site Preparation - TID #4 FROM 8/5/25 RUSTIC OUTCROP 795710	8,290.00
Total			8,290.00
16931	10/15/2025	GLACIAL RIDGE STONE LLC CORRECT GL ACCT	Manual Check
404-00-56700-000-000		Site Preparation - TID #4 CORRECT GL FROM 8/5/25 RUSTIC OUTCROP 795710	-8,290.00
400-00-57220-000-000		Capital Outlay - Parks FROM 8/5/25 RUSTIC OUTCROP RENNWOOD PK 795710	8,290.00
Total			0.00
16932	10/15/2025	HORST DISTRIBUTING INC 116105-000	Ⓢ
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 9/30 FILTER JACOBSEN 116105-000	82.16
Total			82.16
16933	10/15/2025	JEFFERSON FIRE & SAFETY IN332098	Ⓢ
100-06-52200-600-000		Fire Dept - Vehicle Maint. FROM 10/3 ROSENBAUER TURN SIGNAL LAMP IN332098	155.42
Total			155.42

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16934	10/15/2025	JOE'S POWER CENTER INC	Ⓢ
200710, 201539			
100-09-53311-901-000	Hwy Dept - Ditching/Grading		170.00
FROM 9/25 TRENCHER RENTAL SHERWOOD PIPE	200710		
100-09-53311-700-000	Hwy Dept - Equip Maintenance		97.99
FROM 10/6 COVER AIR CLEANER	201539		
Total			267.99
16935	10/15/2025	KAATS WATER CONDITIONING INC	Ⓢ
65683T0, 65989T0			
100-09-53311-400-000	Hwy Dept - Supplies		30.27
CHARGES FROM 9/9/25	65683T0		
100-09-53311-400-000	Hwy Dept - Supplies		25.10
CHARGES FROM 9/23/25	65989T0		
Total			55.37
16936	10/15/2025	KAMERON CERRONI	Ⓢ
GRADING ESCROW RETURN W5808 ROUNDSTONE			
100-00-21060-000-000	Building Escrows Payable		1,500.00
GRADING ESCROW RETURN W5808 ROUNDSTONE			
Total			1,500.00
16937	10/15/2025	L & S TRUCK CENTER	Ⓢ
322934			
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance		180.58
FROM 9/18 ELEMENT & GASKET, AIR CLEANER	322934		
Total			180.58
16938	10/15/2025	LEE RECREATION LLC	Ⓢ
17340-25			
400-00-57220-000-000	Capital Outlay - Parks		45,468.00
FROM 9/25 SURFACING RENNWOOD PARK	17340-25		
Total			45,468.00
16939	10/15/2025	LISOWE OIL DIV OF ADVANCED FUEL SERV	Ⓢ
80273, 06167, 80352			
100-09-53311-600-030	Hwy Dept - Fuel		2,266.29
FROM 10/2/25	80273		
100-09-53311-600-030	Hwy Dept - Fuel		585.38
FROM 10/9/25 DIESEL EXHAUST FLUID	06167		

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100-09-53311-600-030	Hwy Dept - Fuel		3,080.75
FROM 10/10/25		80352	
Total			5,932.42
16940	10/15/2025	LOWNEY'S TREE SERVICE	Ⓢ
33844			
400-00-57220-000-000	Capital Outlay - Parks		31,500.00
FROM 8/18 TREE REMOVAL DARBOY PARK WOODS		33844	
Total			31,500.00
16941	10/15/2025	MCMAHON	Ⓢ
401081, 401082, 603873			
100-09-51300-000-000	Hwy Dept - Legal		627.00
MANAGEMENT COUNSEL UPDATE MUNICIPAL CODE		401081	
100-06-52200-304-000	Fire Dept - Consultants		2,737.75
COST SHARE MODEL EVAL&AMBULANCE ANALYSIS		401082	
400-00-57220-000-000	Capital Outlay - Parks		1,656.10
FARMERS FIELD PAVILION FINAL DESIGN		603873	
Total			5,020.85
16942	10/15/2025	MENARDS-APPLETON EAST	Ⓢ
83061			
100-09-53311-400-000	Hwy Dept - Supplies		29.99
FROM 10/1 FORGED HEDGE SHEARS		83061	
Total			29.99
16943	10/15/2025	MGD INDUSTRIAL CORPORATION	Ⓢ
241128			
100-09-53311-400-000	Hwy Dept - Supplies		245.35
FR 9/29 HEX NUTS,ELEC TAPE,BLADE,GLOVES		241128	
Total			245.35
16944	10/15/2025	MID CON PRODUCTS INC	Ⓢ
10777			
400-00-57330-000-000	Capital Outlay - Road Projects		2,400.00
CONCR CHAN ROOF SLABS CHRISTOPHER HAEN		10777	
Total			2,400.00
16945	10/15/2025	MIDWEST WORKWEAR	Ⓢ
SI-135937			

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100-09-53311-400-000		Hwy Dept - Supplies	173.20
	FROM 9/26/25	CLOTHING T BORNEMANN SI-135937	
Total			173.20
16946	10/15/2025	PAO HOU ZENG HER	0
GRADING ESCROW RETURN W5843 DELTA			
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5843 DELTA	
Total			1,500.00
16947	10/15/2025	POMP'S TIRE SERVICE INC.	0
320171337			
100-06-52200-400-000		Fire Dept - Supplies/Services	1,031.40
	FROM 9/30	FIRE RAM TRUCK WHEELS 320171337	
Total			1,031.40
16948	10/15/2025	PROFESSIONAL SERVICE INDUSTRIES INC	0
996628			
400-00-52200-000-000		Capital Outlay - Fire	8,725.00
		HARRISON FIRE RESCUE #70 996628	
Total			8,725.00
16949	10/15/2025	RENNERTS	0
5038			
100-06-52200-600-000		Fire Dept - Vehicle Maint.	5,645.78
	FROM 10/9	UNIT 71 REPAIRS 5038	
Total			5,645.78
16950	10/15/2025	RIESTERER & SCHNELL INC - Pulaski	0
9176509			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	59.15
	FROM 10/6	SEEDER BRUSH 9176509	
Total			59.15
16951	10/15/2025	SCHMIDT BROS CUSTOM HOMES INC	0
GRADING ESCROW RETURN W5864 ROUNDSTONE			
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5864 ROUNDSTONE	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5862 DELTA	

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Total			3,000.00
16952 47803	10/15/2025	SERVICEMASTER BUILDING MAINTENANCE	Ⓢ
100-02-51400-400-006		Gen. Admin - Service Contracts	1,130.00
		FROM 10/1/25 JANITORIAL OCT 47803	
Total			1,130.00
16953 12602	10/15/2025	SERWE IMPLEMENT MUNICIPAL SALES LLC	Ⓢ
100-09-53311-700-000		Hwy Dept - Equip Maintenance	355.10
		FROM 10/13/25 SHEAVE IDLER MOWER 12602	
Total			355.10
16954 000-3055-00, 000-3050-00	10/15/2025	SHERWOOD WATER & SEWER	Ⓢ
100-06-52200-500-023		Fire Dept - Water/Sewer	179.50
		ACCOUNT NUMBER 000-3055-00 STATION 60	
100-06-52200-500-023		Fire Dept - Water/Sewer	83.89
		ACCOUNT NUMBER 000-3050-00 TOWN	
Total			263.39
16955 19086.00-2	10/15/2025	SRF CONSULTING GROUP INC	Ⓢ
100-01-51101-304-000		Planning - Consultants	3,307.46
		ZONING ORDINANCE UPDATE 19086.00-2	
Total			3,307.46
16956 426330	10/15/2025	SUPERIOR CHEMICAL LLC	Ⓢ
100-09-53311-505-000		Hwy Dept - Building Maint	1,766.52
		FROM 9/30 ICE MELT 426330	
Total			1,766.52
16957 66282	10/15/2025	TECC SECURITY SYSTEMS INC	Ⓢ
100-02-51400-400-006		Gen. Admin - Service Contracts	864.00
		FROM 10/14 ANNUAL MONITOR & VIRTUAL KEY 66282	
Total			864.00

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16958 10/15/2025 THE UNIFORM SHOPPE OF GREEN BAY INC 11419			Ⓢ
100-06-52200-400-000 Fire Dept - Supplies/Services FROM 10/6 ADD/REMOVE PATCHES 11419			49.00
		Total	49.00
16959 10/15/2025 THEDACARE AT WORK 374810			Ⓢ
100-06-52200-401-000 Fire Dept - Physicals FROM 10/1 SKIN TEST K BOTH 374810			31.00
		Total	31.00
16960 10/15/2025 THOMAS PROPSON GRADING ESCROW RETURN W5809 ROUNDSTONE			Ⓢ
100-00-21060-000-000 Building Escrows Payable GRADING ESCROW RETURN W5809 ROUNDSTONE			1,500.00
		Total	1,500.00
16961 10/15/2025 TRUGREEN LIMITED PARTNERSHIP 7007482399			Ⓢ
100-00-55200-000-000 Parks - Maint. and Utilities FROM 9/30 FARMERS FIELD PARK 7007482399			641.95
		Total	641.95
16962 10/15/2025 W.S. DARLEY & CO 17568926			Ⓢ
100-06-52200-400-000 Fire Dept - Supplies/Services FROM 10/9 GLOVES 17568926			1,597.50
		Total	1,597.50
16963 10/15/2025 WI DEPT OF JUSTICE ACCOUNT G2028			Ⓢ
100-02-51400-400-000 Gen. Admin - Supplies ACCT G2028 9/1-9/30 3 BARTENDER			21.00
		Total	21.00
16964 10/29/2025 ACP CREATIVIT LLC INV346231			Ⓢ
100-00-51100-400-000 Village Board-Supplies NFC CARD ADDON TO MIC SYSTEM-EQUIPMENT INV346231			274.00

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Total			274.00
16965	10/29/2025	AMAZON CAPITAL SERVICES 1R3Y-D7XK-YFHY, 117Q-J7L9-PQGQ	Ⓢ
100-02-51400-400-000		Gen. Admin - Supplies FROM 10/14 POSTCARDS & HEATERS 1R3Y-D7XK-YFHY	164.96
100-00-51100-400-000		Village Board-Supplies FROM 10/14 SCISSORS, RIBBON, PODIUM 1R3Y-D7XK-YFHY	134.17
100-02-51400-400-000		Gen. Admin - Supplies FROM 10/24 POSTAGE SEAL, CAMERA, SOAP 117Q-J7L9-PQGQ	255.07
100-00-51440-400-000		Elections - Supplies FROM 10/24 STAMPER 117Q-J7L9-PQGQ	18.99
100-00-51100-400-000		Village Board-Supplies FROM 10/24 MICROPHONE COVERS 117Q-J7L9-PQGQ	15.81
Total			589.00
16966	10/29/2025	AMAZON CAPITAL SERVICES 1PTK-VNLD-YNV7	Ⓢ
100-06-52200-400-000		Fire Dept - Supplies/Services FR 10/14 FILE ORGANZR, FIRE EXT PIN, TAMPR 1PTK-VNLD-YNV7	37.26
Total			37.26
16967	10/29/2025	ANDREW FEATHERSTONE REIMBURSE SUPPLIES PICNICTABLE SCOUTPROJ	Ⓢ
201-00-57220-000-000		Capital Outlay - Park Impact REIMB SUPPLIES PICNICTABLE SCOUT PROJECT	492.14
Total			492.14
16968	10/29/2025	AUTOMOTIVE SUPPLY- APPLETON 61027372	Ⓢ
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 10/14 OIL FILTERS POLICE CARS 61027372	31.76
Total			31.76
16969	10/29/2025	BAYLAND BUILDINGS INC H0006-06-24-00138 PROJ 25-6094	Ⓢ
400-00-57190-000-000		Capital Outlay - Genr'l Govt CERT PAY 1 GARAGE & NEW ADDITION	894,559.31
Total			894,559.31

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16970	10/29/2025	C & R PUMPERS INC I50793, I50863, I51046	⌘
100-00-53635-100-000		Compost Site FROM 10/13 PORTABLE TOLIET COMPOST SITE I50793	125.00
100-00-55200-000-000		Parks - Maint. and Utilities FROM 10/15 PORTABLE TOLIET DOGWOOD PK I50863	125.00
100-00-55200-000-000		Parks - Maint. and Utilities FR 10/24 PORTABLE TOLIETS FARMERS FIELD I51046	350.00
Total			600.00
16971	10/29/2025	CENTRAL TEMPERATURE EQUIPMENT SERVICE INC 0184436	⌘
100-00-51600-400-000		Municipal Bldg - Supplies IT ROOM EXHAUST FAN, THERMOSTAT, GRILLE 0184436	1,466.00
Total			1,466.00
16972	10/29/2025	CUB SCOUT PACK 3061 HALLOWEEN IN THE PARK DONATION	⌘
100-00-55200-120-000		Parks - Recreation Programs HALLOWEEN IN THE PARK DONATION	1,200.00
Total			1,200.00
16973	10/29/2025	DONALD HIETPAS & SONS INC H0006-09-23-00309	⌘
405-00-57200-000-000		Street Improvements - TID #5 CERT PAY 4 COMMERCE PARK	160,098.71
Total			160,098.71
16974	10/29/2025	ECKER FARMS & MATERIALS LLC 2025-123	⌘
201-00-57220-000-000		Capital Outlay - Park Impact FR 10/15 SAND SELF HAUL FARMERS FIELD PK 2025-123	283.36
Total			283.36
16975	10/29/2025	FIEDLER HOMES LLC GRADING ESCROW RETURN W5835 ROUNDSTONE	⌘
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W5835 ROUNDSTONE	1,500.00
Total			1,500.00

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16976	10/29/2025	FINGER PUBLISHING INC BE308312, BE309654, BE310799	Ⓢ
100-09-53311-400-000		Hwy Dept - Supplies FROM 10/3/25 WINTER SEASONAL HELP AD BE308312	56.40
100-09-53311-400-000		Hwy Dept - Supplies FROM 10/10/25 WINTER SEASONAL HELP AD BE309654	56.40
100-09-53311-400-000		Hwy Dept - Supplies FROM 10/17 WINTER SEASONAL HELP AD BE310799	56.40
Total			169.20
16977	10/29/2025	FOX VALLEY TECHNICAL COLLEGE CI019586, CI019588	Ⓢ
100-06-52200-305-000		Fire Dept - Training/Mem HAZARDOUS MATERIALS OPERATIONS Z SMITH	102.96
100-06-52200-305-000		Fire Dept - Training/Mem HAZARDOUS MATERIALS OPERATIONS M WOLDT	102.96
Total			205.92
16978	10/29/2025	GAT SUPPLY, INC 458396-1	Ⓢ
100-09-53311-400-000		Hwy Dept - Supplies FROM 10/16/25 HARDHAT LIGHT,BLADES,BROOM 458396-1	398.41
Total			398.41
16979	10/29/2025	GENE FREDERICKSON TRUCKING & EXC INC CERT PAY 10 FINAL CROSSROADS BUS PARK	Ⓢ
402-00-57200-000-000		Street Improvements - TID #2 CERT PAY 10 FINAL CROSSROADS BUS PARK H0006-09-24-00507	33,601.51
Total			33,601.51
16980	10/29/2025	GFL ENVIRONMENTAL U30000203336	Ⓢ
100-00-53620-000-000		Refuse and Garbage Services COMMUNITY PARK TRASH PICKUP NOV U30000203336	79.00
Total			79.00
16981	10/29/2025	GFL ENVIRONMENTAL U30000203516	Ⓢ
100-00-53620-000-000		Refuse and Garbage Services RES TRASH FOR OCT U30000203516	35,016.04

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100-00-53635-000-000		Recycling Services	23,314.70
		RES RECYCLING FOR OCT U30000203516	
100-00-53620-000-000		Refuse and Garbage Services	89.59
		COMMERCIAL TRASH DUMPSTER VHALL OCT U30000203516	
100-00-53635-000-000		Recycling Services	61.13
		COMMERCIAL RECYCLING DUMPSTER VHALL OCT U30000203516	
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 U30000203516	
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	0.00
		BULKY ITEM PICKUP - NA	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		SPRING YARD PICKUP NA	
100-00-53620-000-000		Refuse and Garbage Services	50.00
		BULKY ITEM PICKUP - W5964 EASTER LILY U30000203516	
100-00-53620-000-000		Refuse and Garbage Services	50.00
		BULKY ITEM PICKUP - W4690 HARRISON RD U30000203516	
100-00-53620-000-000		Refuse and Garbage Services	0.00
		BULKY ITEM PICKUP - NA	
Total			58,613.66
16982	10/29/2025	GOVOLUTION LLC	Ⓢ
INV009793			
100-02-51400-400-000		Gen. Admin - Supplies	250.00
		CREDIT CARD MACHINE (1-TIME FEE) INV009793	
Total			250.00
16983	10/29/2025	GREAT LAKES TESTING, INC	Ⓢ
129784			

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100-06-52200-404-000		Fire Dept - Annual Tests/Certs	569.00
		FROM 9/16/25 178 LINEAR FT GROUND LADDER 129784	
Total			569.00
16984	10/29/2025	GREEN BAY HIGHWAY PRODUCTS LLC 3012	Ⓢ
100-09-53311-901-000		Hwy Dept - Ditching/Grading	1,069.67
		FR 10/7 CULVERT PIPE GREYSTONE & ANDREW 3012	
Total			1,069.67
16985	10/29/2025	HORN FORD BRILLION 24732, 24811	Ⓢ
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	441.66
		FR 10/10 UNIT 37, 48, 49, 50 BLADE ASY 24732	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	119.40
		FROM 10/22 OIL FILTER KITS 24811	
Total			561.06
16986	10/29/2025	IKM BUILDING SOLUTIONS APP 742500901 FIRE RESCUE STATION 70	Ⓢ
400-00-52200-000-000		Capital Outlay - Fire	154,128.00
		APP 742500901 FIRE RESCUE STATION 70	
Total			154,128.00
16987	10/29/2025	J & E CONSTRUCTION CO INC 2026-367, 2026-439	Ⓢ
230-00-53441-400-000		Cross Culvert Program	208.40
		FR 10/8 STONE GRAYSTONE PIPE BACKFILL 2026-367	
201-00-57220-000-000		Capital Outlay - Park Impact	3,628.20
		FROM 10/15 3/4 CRUSHED FARMERS FIELD PK 2026-439	
Total			3,836.60
16988	10/29/2025	J & R SHOP SUPPLIES 73313131	Ⓢ
100-09-53311-400-000		Hwy Dept - Supplies	2,340.90
		FR 10/21 TIRE INFLATOR,FLOORJACK,WRENCH 73313131	
Total			2,340.90
16989	10/29/2025	JASON SELIG HOMES LLC GRADING ESCROW RETURN W5827 ROUNDSTONE	Ⓢ

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100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5827 ROUNDSTONE	
Total			1,500.00
16990	10/29/2025	JOE'S POWER CENTER INC	Ⓢ
201284, 202248			
400-00-52200-000-001		Capital Outlay - Fire Equipmen	6,244.62
		FROM 10/15 CHAIN SAWS,BATTERIES,CHAINS 201284	
400-00-52200-000-001		Capital Outlay - Fire Equipmen	307.66
		FR 10/27 MAKE ICE CUTTING SAW FROM MS462 202248	
Total			6,552.28
16991	10/29/2025	JOHNSON AND JONET MECHANICAL	Ⓢ
PROJ 634501		FIRE RESCUE STATION 70	
400-00-52200-000-000		Capital Outlay - Fire	9,357.50
		PROJ 634501 FIRE RESCUE STATION 70	
Total			9,357.50
16992	10/29/2025	KITZ & PFEIL - OSHKOSH	Ⓢ
48813/2			
100-00-55200-000-000		Parks - Maint. and Utilities	10.99
		CUST 812330 MEMORIAL TREE SIGN 48813/2	
Total			10.99
16993	10/29/2025	LINDE GAS & EQUIPMENT INC	Ⓢ
52788158			
100-09-53311-400-000		Hwy Dept - Supplies	52.25
		FROM 10/22/25 CYLINDER RENT 52788158	
Total			52.25
16994	10/29/2025	LISOWE OIL DIV OF ADVANCED FUEL SERV	Ⓢ
80409, 06189			
100-09-53311-600-030		Hwy Dept - Fuel	2,133.94
		FROM 10/20/25 80409	
100-09-53311-400-000		Hwy Dept - Supplies	125.00
		FROM 10/21 NEW DECALS ON TANKS 06189	
Total			2,258.94
16995	10/29/2025	MCAHON	Ⓢ
603893,896, 940902-904, 940906-912			

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Accounting Checks

Posted From: 10/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
400-00-57190-000-000		Capital Outlay - Genr'l Govt	956.00
		VILLAGE HALL OFFICE RENOVATION STUDY 603893	
400-00-57190-000-000		Capital Outlay - Genr'l Govt	3,424.18
		VILLAGE GARAGE EXPANSION STUDY 603896	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	380.00
		2025 GEN ENG MONTHLY STAFF MEETINGS 940902	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	570.00
		GEN ENG 5 YEAR CIP ROAD UPDATE (2026-30) 940902	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	275.00
		2025 PASER RATING UPDATE 940903	
405-00-51500-000-000		Professional Services-TID #5	8,865.47
		CTH N SITE 940904	
230-00-53441-200-000		Stormwater Plan / Munic Fees	3,415.00
		STREET STORM SEWER FOREST RIDGE SUBDIV 940906	
100-00-52400-200-000		Inspections - Grade Checks	6,630.94
		2025 LOT GRADE REVIEW & CHECK 940907	
400-00-57330-000-000		Capital Outlay - Road Projects	3,667.50
		OLD HIGHWAY RD CONSTR LAKE PARK TO 114 940908	
230-00-53441-200-000		Stormwater Plan / Munic Fees	380.00
		CEDAR VIEW ESTATES STORM SEWER 940909	
402-00-51500-000-000		Professional Services-TID #2	475.00
		CROSSROADS BUSINESS PARK 940910	
400-00-57330-000-000		Capital Outlay - Road Projects	1,469.49
		HAEN HEIGHTS AREA ROADWAY IMPROVEMENTS 940911	
400-00-57330-000-000		Capital Outlay - Road Projects	1,448.49
		CEDAR RIDGE ESTATES ROADWAY IMPROVEMENTS 940912	
Total			31,957.07
16996	10/29/2025	MENARDS-APPLETON EAST	Ⓢ
83790, 84147, 84247			
100-09-53311-400-000		Hwy Dept - Supplies	95.88
		FROM 10/15 BULBS, ANTIFREEZE 83790	
100-09-53311-400-000		Hwy Dept - Supplies	13.76
		FROM 10/21 MASONRY SCREWS, DRILL BIT 84147	
100-00-55200-000-000		Parks - Maint. and Utilities	76.79
		FROM 10/23 WINTERIZE PK ANTIFREEZE, PUMP 84247	
Total			186.43

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Posted From: 10/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
16997 10/29/2025 MGD INDUSTRIAL CORPORATION 241493			Ⓢ
100-09-53311-400-000 Hwy Dept - Supplies FR 10/13 CONNECTORS, DEGREASER, KROIL 241493			309.88
		Total	309.88
16998 10/29/2025 MICHAEL SWIFT GRADING ESCROW RETURN W5955 EDGEWOOD			Ⓢ
100-00-21060-000-000 Building Escrows Payable GRADING ESCROW RETURN W5955 EDGEWOOD			1,500.00
		Total	1,500.00
16999 10/29/2025 MIRON CONSTRUCTION CO INC PROJ 250890 FIRE RESCUE STATION 70			Ⓢ
400-00-52200-000-000 Capital Outlay - Fire PROJ 250890 FIRE RESCUE STATION 70			450,188.85
		Total	450,188.85
17000 10/29/2025 N.E.W. PRINTING 169748			Ⓢ
100-02-51400-400-000 Gen. Admin - Supplies FROM 10/17 #10 REGULAR ENVELOPES 169748			359.60
		Total	359.60
17001 10/29/2025 NORTHEAST ASPHALT INC H0006-09-24-00403			Ⓢ
400-00-57330-000-000 Capital Outlay - Road Projects CERT PAY 3 2025 ASPHALT CEDAR RIDGE H0006-09-24-00403			27,596.20
400-00-57330-000-000 Capital Outlay - Road Projects CERT PAY 3 2025 ASPHALT HAEN HEIGHTS H0006-09-24-00403			395,105.23
400-00-57330-000-000 Capital Outlay - Road Projects CERTPAY 3 2025 ASPHALT SNAPDRAGN/STRAWFL H0006-09-24-00403			4,814.68
400-00-57220-000-000 Capital Outlay - Parks CERT PAY 3 2025 ASPHALT RENNWOOD PK LOT H0006-09-24-00403			46,361.94
400-00-57190-000-000 Capital Outlay - Genr'l Govt CERTPAY 3 2025 ASPHALT MUNIC BLDG PK LOT H0006-09-24-00403			-154.35
		Total	473,723.70
17002 10/29/2025 NUTRITION SERVICE COMPANY SI82380 LESS SALES TAX, SI82539			Ⓢ

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Check Nbr	Check Date	Payee	Amount
400-00-57220-000-000		Capital Outlay - Parks	1,102.81
	FROM 9/8/25	LAWN SEED, FERTILIZER SI-82380	
400-00-57220-000-000		Capital Outlay - Parks	11.40
	FROM 9/9/25	WHEAT SI-82539	
Total			1,114.21
17003	10/29/2025	POMP'S TIRE SERVICE INC.	
320172207			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	447.27
	FROM 10/21	TRAILER 320172207	
Total			447.27
17004	10/29/2025	PREMIER PROMOTIONS LLC	
35394			
100-06-52200-400-000		Fire Dept - Supplies/Services	862.50
	FROM 10/20/25	T SHIRTS 35394	
Total			862.50
17005	10/29/2025	RIESTERER & SCHNELL INC - Pulaski	
9179225			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	316.80
	FROM 10/9	HAA MOWER REPAIR 9179225	
Total			316.80
17006	10/29/2025	ROBERT W BAIRD & CO	
PF-25015603			
401-00-51510-000-000		Administrative Costs - TID #1	1,250.00
	TID FINANCIAL OVERVIEW GENERAL CONSULT	PF-25015603	
402-00-51510-000-000		Administrative Costs - TID #2	1,250.00
	TID FINANCIAL OVERVIEW GENERAL CONSULT	PF-25015603	
403-00-51510-000-000		Administrative Costs - TID #3	1,250.00
	TID FINANCIAL OVERVIEW GENERAL CONSULT	PF-25015603	
404-00-51510-000-000		Administrative Costs - TID #4	1,250.00
	TID FINANCIAL OVERVIEW GENERAL CONSULT	PF-25015603	
405-00-51510-000-000		Administrative Costs - TID #5	1,250.00
	TID FINANCIAL OVERVIEW GENERAL CONSULT	PF-25015603	
406-00-51510-000-000		Administrative Costs - TID #6	1,250.00
	TID FINANCIAL OVERVIEW GENERAL CONSULT	PF-25015603	
Total			7,500.00

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Check Nbr	Check Date	Payee	Amount
17007	10/29/2025	ROGER BOWERS CONSTRUCTION CO INC	Ⓢ
		RIGHT OF WAY ESCROW RETURN N9537 HANDEL	
100-00-21061-000-000		Right of Way Escrow Payable	1,500.00
		RIGHT OF WAY ESCROW RETURN N9537 HANDEL	
Total			1,500.00
17008	10/29/2025	SCHMIDT BROS CUSTOM HOMES INC	Ⓢ
		GRADING ESCROW RETURN W5808 DELTA	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5808 DELTA	
Total			1,500.00
17009	10/29/2025	SI METALS AND SUPPLY	Ⓢ
		302221	
100-09-53311-505-000		Hwy Dept - Building Maint	185.00
		FROM 10/15/25 METAL PLATE 302221	
Total			185.00
17010	10/29/2025	SPEEDY CLEAN	Ⓢ
		87128	
230-00-53441-000-000		Storm Sewer Maint / Ponds	630.00
		FR 10/15 W5642 JOCHMANN SAG STORM LATERL 87128	
Total			630.00
17011	10/29/2025	SUBURBAN WILDLIFE SOLUTIONS LLC	Ⓢ
		7347	
230-00-53441-000-000		Storm Sewer Maint / Ponds	7,847.37
		PONDS 1/4 WORK DONE DATED 10/16/25 7347	
Total			7,847.37
17012	10/29/2025	SUPERIOR VISION INSURANCE	Ⓢ
		928682	
100-09-53311-200-000		Hwy Dept - Benefits	150.16
		SHOP VISION INSURANCE NOV 25 928682	
100-02-51400-200-000		Gen. Admin - Benefits	139.16
		OFFICE VISION INSURANCE NOV 25 928682	
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER VISION INSURANCE NOV 25 928682	
100-06-52200-200-000		Fire Dept - Benefits	51.28
		FIRE VISION INSURANCE NOV 25 928682	

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Accounting Checks

Posted From: 10/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
100-00-52400-201-000		Inspections - Benefits	25.64
		BLDG INSP VISION INSURANCE NOV 25 928682	
100-00-14500-000-000		Due from Harrison Utilities	91.56
		UTILITIES VISION INSURANCE NOV 25 928682	
Total			457.80
17013	10/29/2025	TASC	
IN3552155			
100-02-51400-400-006		Gen. Admin - Service Contracts	50.00
		NOV 2025 BILLING IN3552155	
Total			50.00
17014	10/29/2025	TECC SECURITY SYSTEMS INC	
66418			
100-02-51400-400-006		Gen. Admin - Service Contracts	664.09
		FROM 10/21 ANNUAL TEST/INSPECTION 10/15 66418	
Total			664.09
17015	10/29/2025	TTECH	
M8730			
100-02-51400-400-006		Gen. Admin - Service Contracts	350.00
		ANNUAL MAINTENANCE 3RD PARTY IMPORT M8730	
Total			350.00
17016	10/29/2025	VOE POWER & SYSTEMS LLC	
H0006-09-24-00512		INV 2561 & PROJ 634501	
400-00-52200-000-000		Capital Outlay - Fire	106,211.90
		PROJ 634501 FIRE RESCUE STATION 70 634501	
400-00-57190-000-000		Capital Outlay - Genr'l Govt	116,904.65
		CERT PAY 3 MUNICIPAL STANDBY GENERATOR H0006-09-24-00512	
Total			223,116.55
17017	10/29/2025	WINNEBAGO PEST CONTROL LLC	
24045			
100-09-53311-505-000		Hwy Dept - Building Maint	30.00
		10/15 BAIT CHECK VILLAGE HALL 24045	
100-06-52200-505-000		Fire Dept - Bldg Maintenance	60.00
		10/15 BAIT CHECK FIRE STATIONS 24045	
Total			90.00

NICOLET (INVESTORS) BANK VOHAccounting Checks

Posted From: 10/01/2025From Account:
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Check Nbr	Check Date	Payee	Amount
301488	10/15/2025	VOID	
VOID 301488	5/31/16	TIFFANY HOUK UNCLAIM	
100-00-11100-000-000		SHARE OF CHECKING-General	0.00
VOID 301488	5/31/16	TIFFANY HOUK UNCLAIM	
Total			0.00
Grand Total			3,524,042.78

NICOLET (INVESTORS) BANK VOHAccounting Checks
Posted From: 10/01/2025From Account:
Thru: 10/31/2025Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	524,151.16
Total Expenditure from Fund # 201 - PARK IMPACT FEES	4,878.70
Total Expenditure from Fund # 230 - STORM WATER UTILITY FEES	19,336.11
Total Expenditure from Fund # 400 - CAPITAL PROJECTS	2,749,363.76
Total Expenditure from Fund # 401 - TAX INCREMENTAL DISTRICT #1	1,250.00
Total Expenditure from Fund # 402 - TAX INCREMENTAL DISTRICT #2	43,796.57
Total Expenditure from Fund # 403 - TAX INCREMENTAL DISTRICT #3	1,250.00
Total Expenditure from Fund # 404 - TAX INCREMENTAL DISTRICT #4	1,618.56
Total Expenditure from Fund # 405 - TAX INCREMENTAL DISTRICT #5	177,147.92
Total Expenditure from Fund # 406 - TAX INCREMENTAL DISTRICT #6	1,250.00
Total Expenditure from all Funds	3,524,042.78

NICOLET (INVESTORS) BANK VOHPayroll Checks
Posted From: 10/01/2025From Account:
Thru: 10/31/2025Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	64,071.79
Total Expenditure from Fund # 610 - WATER UTILITY	15,637.22
Total Expenditure from Fund # 620 - SEWER UTILITY	16,024.58
Total Expenditure from all Funds	95,733.59

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UTILITIES EXPENSE NICOLET

Accounting Checks

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Check Nbr	Check Date	Payee	Amount
EFT 10/03/2025 PSN INVOICE - UTILITIES			⌘
September 2025 PSN Monthly Fee			Manual Check
610-00-57923-000-000	Outside Services Employed		24.97
September 2025 PSN Monthly Fee 315899			
620-00-57852-000-000	Outside Services Employed		24.98
September 2025 PSN Monthly Fee 315899			
Total			49.95
EFT 10/06/2025 VILLAGE OF HARRISON - UTILITIES REIMB			⌘
REIMBURSE 10% LEASE POSTAGE MACHINE 3RD			Manual Check
610-00-57921-000-000	Office Supplies & Expenses		20.29
REIMBURSE 10% LEASE POSTAGE MACHINE 3RD			
620-00-57851-000-000	Office Supplies & Expenses		20.29
REIMBURSE 10% LEASE POSTAGE METER 3RD			
610-00-57921-000-000	Office Supplies & Expenses		88.89
REIMBURSE POSTAGE 3RD QTR			
620-00-57851-000-000	Office Supplies & Expenses		88.90
REIMBURSE POSTAGE 3RD QTR			
Total			218.37
EFT 10/09/2025 FOX CROSSING UTILITIES			⌘
06/18/25-09/17/25 Water Base & Vol			Manual Check
610-00-57601-000-000	Purchased Water - COA / FC		671.62
06/18/25-09/17/25 Water Base & Vol			
Total			671.62
EFT 10/09/2025 MARCO TECHNOLOGIES LLC - UTILITIES			⌘
09/25/25 Copier Lease			Manual Check
610-00-57921-000-000	Office Supplies & Expenses		99.36
09/25/25 Copier Lease 40211904			
620-00-57851-000-000	Office Supplies & Expenses		99.37
09/25/25 Copier Lease 40211904			
Total			198.73
EFT 10/09/2025 KWIK TRIP - UTILITIES			⌘
ACCT# 2251587 - FUEL			Manual Check
610-00-57933-000-000	Transportation Expense		291.12
ACCT# 2251587 - FUEL N69192671			
620-00-57828-000-000	Transportation Expense		291.13
ACCT# 2251587 - FUEL N69192671			

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Check Nbr	Check Date	Payee	Amount
Total			582.25
EFT 10/09/2025	THE HOME DEPOT - UTILITIES		Ⓢ
1014083 9/17/25	Ops Supplies	Manual Check	
610-00-57641-000-000	Operation Supplies & Expenses		27.38
1014083 9/17/25	Ops Supplies		
620-00-57827-000-000	Operation Supplies & Expenses		27.38
1014083 9/17/25	Ops Supplies		
610-00-57935-000-000	Maintenance of General Plant		34.98
1014083 9/17/25	Repl. Exit Light		
620-00-57834-000-000	Maintenance of General Plant		34.99
1014083 9/17/25	Repl. Exit Light		
Total			124.73
EFT 10/14/2025	WE ENERGIES - 00011		Ⓢ
0705461764-00001	LS #1 Electric & Gas	Manual Check	
620-00-57821-000-000	Fuel/Power Purchase - Pumping		256.51
0705461764-00001	LS #1 Electric & Gas 5636890876		
620-00-57821-000-000	Fuel/Power Purchase - Pumping		51.20
0705461764-00002	LS#2 Electric 5636890876		
610-00-57641-000-000	Operation Supplies & Expenses		24.61
0705461764-00003	COA Mtr #2 Electric 5636890876		
620-00-57821-000-000	Fuel/Power Purchase - Pumping		90.78
0705461764-00004	LS#3 Electric 5636890876		
610-00-57921-000-000	Office Supplies & Expenses		6.50
0705461764-00005	HU Main Gas 5636890876		
620-00-57851-000-000	Office Supplies & Expenses		6.51
0705461764-00005	HU Main Gas 5636890876		
610-00-57641-000-000	Operation Supplies & Expenses		18.58
0705461764-00006	Fox Crsng Mtr-Electric 5636890876		
620-00-57821-000-000	Fuel/Power Purchase - Pumping		102.63
0705461764-00007	LS#6 Eletric & Gas 5636890876		
610-00-57921-000-000	Office Supplies & Expenses		460.58
0705461764-00009	HU Main Electric 5636890876		
620-00-57851-000-000	Office Supplies & Expenses		460.59
0705461764-00009	HU Main Electric 5636890876		
620-00-57821-000-000	Fuel/Power Purchase - Pumping		14.57
0705461764-00010	LS#4 Gas 5636890876		

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UTILITIES EXPENSE NICOLET

Accounting Checks

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Check Nbr	Check Date	Payee	Amount
Total			1,493.06
EFT 10/20/2025	HARRISON UTILITIES - 1-4005		Ⓢ
001-4005-00	Public Fire	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		62.78
001-4005-00	Water Charge		
620-00-57851-000-000	Office Supplies & Expenses		121.39
001-4005-00	Sewer Charge		
Total			227.17
EFT 10/22/2025	RELIANCE STANDARD LIFE INSURANCE COMPANY		
UTILITIES NOV 2025	LIFE & DISABILITY	Manual Check	
610-00-57926-000-000	Employee Pensions & Benefits		116.08
UTILITIES NOV 2025	LIFE & DISABILITY		
620-00-57854-000-000	Employee Pensions & Benefits		116.08
UTILITIES NOV 2025	LIFE & DISABILITY		
Total			232.16
EFT 10/24/2025	CHARTER COMMUNICATIONS - UTILITIES		Ⓢ
Acct# 153078301	Internet	Manual Check	
610-00-57921-000-000	Office Supplies & Expenses		65.00
Acct# 153078301	Internet	153078301100725	
620-00-57851-000-000	Office Supplies & Expenses		65.00
Acct# 153078301	Internet	153078301100725	
Total			130.00
EFT 10/24/2025	MENASHA UTILITIES		Ⓢ
ACCT#3266037-00	Elec Plank Rd-Meter Pit	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		19.95
ACCT#3265998-00	COA Water #1 Electric		
620-00-57821-000-000	Fuel/Power Purchase - Pumping		1,353.60
ACCT#3265946-00	LS #4 Electric		
620-00-57827-000-000	Operation Supplies & Expenses		12.54
ACCT#3265946-00	Storm Water Charge		
Total			1,399.49

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UTILITIES EXPENSE NICOLET

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Check Nbr	Check Date	Payee	Amount
EFT 10/28/2025 VERIZON WIRELESS			Ⓢ
FROM 10/6-11/5 UTILITIES PHONES			Manual Check
610-00-57641-000-000	Operation Supplies & Expenses		76.11
FROM 10/6-11/5 UTILITIES PHONES 6125256017			
620-00-57827-000-000	Operation Supplies & Expenses		76.12
FROM 10/6-11/5 UTILITIES PHONES 6125256017			
610-00-57641-000-000	Operation Supplies & Expenses		60.01
FROM 10/6-11/5 UTILITIES PADS 6125256017			
620-00-57827-000-000	Operation Supplies & Expenses		60.02
FROM 10/6-11/5 UTILITIES PADS 6125256017			
Total			272.26
EFT 10/29/2025 VERIZON WIRELESS - UTILITIES			Ⓢ
SHARE OF EMERGENCY PHONE			Manual Check
610-00-57641-000-000	Operation Supplies & Expenses		18.28
SHARE OF EMERGENCY PHONE 6125505987			
620-00-57827-000-000	Operation Supplies & Expenses		45.96
LS6 DIALER & SHARE OF EMERGENCY PHONE 6125505987			
Total			64.24
22291 10/15/2025 KARMEN JONES			
VOID CK 1/24/22 UNCLAIMED TO STATE			Manual Check
620-00-11131-000-000	CHECKING Nicolet Exp Sewer		0.00
VOID CK 1/24/22 UNCLAIMED TO STATE			
Total			0.00
23092 10/01/2025 AMAZON CAPITAL SERVICES			Ⓢ
Account# A20A2BJMQA237Q			
610-00-57641-000-000	Operation Supplies & Expenses		147.85
9/17/25 Grinder Die 14YW-WKK4-CGJW			
620-00-57827-000-000	Operation Supplies & Expenses		201.10
9/17/25 Grinder Die & Contact Adhesive 14YW-WKK4-CGJW			
610-00-57930-000-000	Miscellaneous General Expense		9.63
9/22/25 Coffee 13QM-R3XC-4FQC			
620-00-57856-000-000	Miscellaneous General Expense		9.63
9/22/25 Coffee 13QM-R3XC-4FQC			
610-00-57641-000-000	Operation Supplies & Expenses		4.46
9/22/25 Blue Highlighters 13QM-R3XC-4FQC			

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57851-000-000		Office Supplies & Expenses	4.46
	9/22/25	Blue Highlighters 13QM-R3XC-4FQC	
610-00-57641-000-000		Operation Supplies & Expenses	42.76
	9/22/25	Misc Ops Supplies 13QM-R3XC-4FQC	
620-00-57827-000-000		Operation Supplies & Expenses	42.77
	9/22/25	Misc Ops Supplies 13QM-R3XC-4FQC	
610-00-57921-000-000		Office Supplies & Expenses	40.96
	9/24/25	Copier Paper 14R9-LJG7-3NDG	
620-00-57851-000-000		Office Supplies & Expenses	40.96
	9/24/25	Copier Paper 14R9-LJG7-3NDG	
Total			544.58
23093	10/01/2025	CLEAN WATER TESTING LLC	⌘
	9/19/25	Monthly Bacti Samples	
610-00-57641-000-000		Operation Supplies & Expenses	192.00
	9/19/25	Monthly Bacti Samples 9010802193	
Total			192.00
23094	10/01/2025	GFL ENVIRONMENTAL	⌘
		U30000199964	
610-00-57930-000-000		Miscellaneous General Expense	62.04
		COMMERCIAL TRASH DUMPSTER/RECY OCT U30000199964	
620-00-57856-000-000		Miscellaneous General Expense	62.04
		COMMERCIAL TRASH DUMPSTER/RECY OCT U30000199964	
Total			124.08
23095	10/01/2025	HERRLING CLARK LAW FIRM LTD	⌘
		Legal Services through 9/22/25	
610-00-57923-000-000		Outside Services Employed	138.21
		Legal Services through 9/22/25	
620-00-57852-000-000		Outside Services Employed	1,013.54
		Legal Services through 9/22/25	
Total			1,151.75
23096	10/01/2025	JASON SELIG HOMES LLC	⌘
		001-9342-01 Credit Balance Refund	
610-00-46101-000-000		Residential Metered Sales	12.11
		001-9342-01 Credit Balance Refund	
610-00-46300-000-000		Public Fire Protection Service	5.47
		001-9342-01 Credit Balance Refund	

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-46221-000-000		Residential Measured Service	13.74
001-9342-01		Credit Balance Refund	
Total			31.32
23097	10/01/2025	KEYSTONE HOMES & REMODELING LLC	Ⓢ
001-9327-01		Credit Balance Refund	
610-00-46101-000-000		Residential Metered Sales	7.22
001-9327-01		Credit Balance Refund	
610-00-46300-000-000		Public Fire Protection Service	3.29
001-9327-01		Credit Balance Refund	
620-00-46221-000-000		Residential Measured Service	8.20
001-9327-01		Credit Balance Refund	
Total			18.71
23098	10/01/2025	MCMAHON	Ⓢ
GIS Project through 8/30/25			
610-00-57923-000-000		Outside Services Employed	467.50
GIS Project through 8/30/25		940664	
620-00-57852-000-000		Outside Services Employed	467.50
GIS Project through 8/30/25		940664	
Total			935.00
23099	10/01/2025	NEENAH-MENASHA SEWERAGE COMMISSION	Ⓢ
OCT 2025 Bill Based on AUG 2025 Measures			
620-00-57829-000-000		Sewerage Treatment Charges	23,305.50
OCT 2025 Bill Based on AUG 2025 Measures 2025-168			
620-00-57870-000-000		NMSC Capital Charges-Int Exp	1,101.00
OCT 2025 CWF Loan - Interest		2025-174	
620-00-57875-000-000		NMSC Capital Charges-Amort Exp	5,220.00
OCT 2025 CWF Loan - Debt		2025-174	
620-00-57870-000-000		NMSC Capital Charges-Int Exp	458.00
OCT 2025 SLDG BLDG Loan - Interest		2025-174	
620-00-57875-000-000		NMSC Capital Charges-Amort Exp	1,099.00
OCT 2025 SLDG BLDG Loan - Debt		2025-174	
Total			31,183.50
23100	10/01/2025	NORTHEAST ASPHALT INC	Ⓢ
200-0001-00 Credit Balance Refund			
610-00-46102-000-000		Commercial Metered Sales	21.82
200-0001-00 Credit Balance Refund		Credit Bal Refund	

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			21.82
23101	10/01/2025	PUBLIC SERVICE COMMISSION OF WISCONSIN Utility ID 6335	Ⓢ
610-00-57408-000-000	7/1/24-6/30/25	Taxes Net Remainder RA26-I-06335	-140.76
610-00-57408-000-000	7/1/25-6/30/26	Taxes Advance Assessment RA26-I-06335	1,684.95
Total			1,544.19
23102	10/01/2025	STEWART TITLE CO ASSOC CK 927 AC 001-3044-03 UNCLAIMED	Ⓢ
620-00-11131-000-000		CHECKING Nicolet Exp Sewer ASSOC CK 927 AC 001-3044-03 UNCLAIMED	61.40
Total			61.40
23103	10/01/2025	SUPERIOR CHEMICAL LLC Bill To # 7618	Ⓢ
610-00-57935-000-000	9/24/25	Maintenance of General Plant Ice Melter & Plow Wax 425894	173.62
620-00-57856-000-000	9/24/25	Miscellaneous General Expense Ice Melter & Plow Wax 425894	173.63
Total			347.25
23104	10/15/2025	APPLETON HYDRAULIC COMPONENTS, LLC 9/30/25 Replacement Hose Pressure Washer	Ⓢ
610-00-57935-000-000	9/30/25	Maintenance of General Plant Replacement Hose Pressure Washer 53180	26.21
620-00-57834-000-000	9/30/25	Maintenance of General Plant Replacement Hose Pressure Washer 53180	26.22
Total			52.43
23105	10/15/2025	BATTERIES PLUS LLC 9/29/25 Replacement Lawnmower Batttery	Ⓢ
610-00-57930-000-000	9/29/25	Miscellaneous General Expense Replacement Lawnmower Batttery P85903265	33.97
620-00-57856-000-000	9/29/25	Miscellaneous General Expense Replacement Lawnmower Batttery P85903265	33.98
Total			67.95

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
23106	10/15/2025	COMMUNITY FIRST CU - VISA	Ⓢ
	9/28/25	*7107, and *6280	
610-00-57921-000-000		Office Supplies & Expenses	13.50
	9/25/25	Costco - Deposit Slips	
620-00-57827-000-000		Operation Supplies & Expenses	13.50
	9/25/25	Costco - Deposit Slips	
610-00-57921-000-000		Office Supplies & Expenses	6.82
	9/22/25	ADOBE MONTHLY SUBSCRIPTION	
620-00-57851-000-000		Office Supplies & Expenses	6.82
	9/22/25	ADOBE MONTHLY SUBSCRIPTION	
Total			40.64
23107	10/15/2025	DAVE DORNFELD	Ⓢ
		2025 Clothing - Boots Reimbursement	
610-00-57930-000-000		Miscellaneous General Expense	70.68
		2025 Clothing - Boots Reimbursement	
620-00-57856-000-000		Miscellaneous General Expense	70.69
		2025 Clothing - Boots Reimbursement	
Total			141.37
23108	10/15/2025	DONALD HIETPAS & SONS INC	Ⓢ
	9/3/25	Repair Hydrant & Valve Southfield	
610-00-57654-000-000		Maintenance of Hydrants	3,071.68
	9/3/25	Repair Hydrant & Valve Southfield	
Total			3,071.68
23109	10/15/2025	FERGUSON WATERWORKS #1476	Ⓢ
	10/2/25	Misc Parts for Main Repairs	
610-00-57651-000-000		Maintenance of Mains	638.98
	10/2/25	Misc Parts for Main Repairs 460434	
610-00-57652-000-000		Maintenance of Services	291.36
	10/2/25	Misc Parts for Service Repairs 460434	
610-00-57653-000-000		Maintenance of Meters	83.61
	10/2/25	Misc Parts for Meter Repairs 460434	
610-00-18346-000-000		Meters	1,068.00
	10/7/25	1" Meters (2ct) 460656	
Total			2,081.95
23110	10/15/2025	GREAT LAKES TV SEAL INC	Ⓢ
	9/25/25	Manhole Rehabilitation (12ct)	

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-18313-000-000	9/25/25	Collecting Mains & Accessories Manhole Rehabilitation (12ct) 23694	62,986.61
Total			62,986.61

23111 10/15/2025 SERVICEMASTER BUILDING MAINTENANCE
10/1/25 OCT 2025 CLEANING SERVICE

Ⓢ

610-00-57935-000-000	10/1/25	Maintenance of General Plant OCT 2025 CLEANING SERVICE 47805	170.00
620-00-57834-000-000	10/1/25	Maintenance of General Plant OCT 2025 CLEANING SERVICE 47805	170.00
Total			340.00

23112 10/29/2025 AMAZON CAPITAL SERVICES
Acct# A20A2BJMQA237Q

Ⓢ

610-00-57930-000-000	10/27/25	Miscellaneous General Expense Misc. General Supplies 1FJD-T1VL-K4MC	23.16
620-00-57856-000-000	10/27/25	Miscellaneous General Expense Misc. General Supplies 1FJD-T1VL-K4MC	23.16
610-00-57921-000-000	10/27/25	Office Supplies & Expenses Misc. Office Supplies 1FJD-T1VL-K4MC	20.43
620-00-57851-000-000	10/27/25	Office Supplies & Expenses Misc. Office Supplies 1FJD-T1VL-K4MC	20.44
610-00-57641-000-000	10/27/25	Operation Supplies & Expenses Handcart Wheels 1FJD-T1VL-K4MC	14.49
620-00-57827-000-000	10/27/25	Operation Supplies & Expenses Handcart Wheels 1FJD-T1VL-K4MC	14.50
Total			116.18

23113 10/29/2025 EAGLE GRAPHICS, LLC
Customer # 6678

Ⓢ

610-00-57930-000-000	10/24/25	Miscellaneous General Expense 2025 GTL Clothing Allowance 353494	13.50
620-00-57856-000-000	10/24/25	Miscellaneous General Expense 2025 GTL Clothing Allowance 353494	13.50
Total			27.00

23114 10/29/2025 GFL ENVIRONMENTAL
U30000203516

Ⓢ

610-00-57930-000-000		Miscellaneous General Expense COMMERCIAL TRASH DUMPSTER/RECY NOV U30000203516	62.04
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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 10/01/2025 From Account:
Thru: 10/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57856-000-000		Miscellaneous General Expense	62.04
		COMMERCIAL TRASH DUMPSTER/RECY NOV U30000203516	
Total			124.08
23115	10/29/2025	MCMAHON	Ⓢ
Sandhill Landing Project through 9/27/25			
610-00-13143-000-000		Due from Developers	320.00
		Sandhill Landing Project through 9/27/25 940905	
620-00-13143-000-000		Due from Developers	95.00
		Sandhill Landing Project through 9/27/25 940905	
Total			415.00
23116	10/29/2025	MENARDS-APPLETON EAST	Ⓢ
Acct 31110431			
610-00-57641-000-000		Operation Supplies & Expenses	12.80
		9/24/25 Misc Water Ops Supplies 82724	
620-00-57827-000-000		Operation Supplies & Expenses	12.80
		9/24/25 Misc Sewer Ops Supplies 82724	
610-00-57641-000-000		Operation Supplies & Expenses	106.40
		10/22/25 Misc Water Ops Supplies 84203	
620-00-57827-000-000		Operation Supplies & Expenses	106.41
		10/22/25 Misc. Sewer Ops Supplies 84203	
610-00-57930-000-000		Miscellaneous General Expense	63.84
		10/22/25 Misc. Supplies 84203	
620-00-57856-000-000		Miscellaneous General Expense	63.85
		10/22/25 Misc. Supplies 84203	
Total			366.10
23117	10/29/2025	NEENAH-MENASHA SEWERAGE COMMISSION	Ⓢ
NOV 2025 Bill Based on SEP 2025 Measures			
620-00-57829-000-000		Sewerage Treatment Charges	13,382.36
		NOV 2025 Bill Based on SEP 2025 Measures 2025-187	
620-00-57870-000-000		NMSC Capital Charges-Int Exp	1,268.00
		NOV 2025 CWF Loan - Interest 2025-193	
620-00-57875-000-000		NMSC Capital Charges-Amort Exp	6,010.00
		NOV 2025 CWF Loan - Debt 2025-193	
620-00-57870-000-000		NMSC Capital Charges-Int Exp	526.00
		NOV 2025 SLDG BLDG Loan - Interest 2025-193	

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From:

10/01/2025

From Account:

Thru:

10/31/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57875-000-000		NMSC Capital Charges-Amort Exp	1,262.00
	NOV 2025	SLDG BLDG Loan - Debt	2025-193
Total			22,448.36
23118	10/29/2025	WINNEBAGO PEST CONTROL LLC	⌘
24045			
610-00-57935-000-000		Maintenance of General Plant	20.00
	FROM 10/15	BAIT CHECK HARRISON UTILITIES	24045
620-00-57834-000-000		Maintenance of General Plant	20.00
	FROM 10/15	BAIT CHECK HARRISON UTILITIES	24045
Total			40.00
Grand Total			134,138.98

UTILITIES EXPENSE NICOLETAccounting Checks
Posted From: 10/01/2025From Account:
Thru: 10/31/2025Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	11,234.69
Total Expenditure from Fund # 620 - SEWER UTILITY	122,904.29
Total Expenditure from all Funds	134,138.98



VILLAGE BOARD MEETING

From:

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON

Meeting Date:

November 11, 2025

Title:

Resolution V2025-14 - Creating the 2026 Annual Budget and Property Tax Levy for the Village of Harrison

Recommended Action:

Motion to approve the Proposed 2026 Budget for the Village of Harrison and Resolution V2025- to formally establish the tax levy.

Issue:

None.

Background and Additional Information:

The Village Board held a Public Hearing on Tuesday, October 28, to receive public comments on the Proposed 2026 Annual Budget. The complete budget document is available on the Village website. No changes were made to the proposal during or following the Public Hearing.

The proposed tax levy totals \$4,715,000, an increase of \$115,000 from the previous year. If adopted, the estimated tax rate would be \$2.34 per \$1,000 of assessed value. This represents a decrease in the rate from last year, primarily due to a Village-wide market revaluation.

For example, a home assessed at \$322,900 (reflecting an approximate 53.5% increase in value from 2024 due to the revaluation) would have an estimated Village tax bill of \$755.60, an increase of \$4.65 compared to the prior year.

Budget Impacts:

As proposed in the 2026 Budget

Attachments:

- 2026 Budget Summary
- V2025-14 Resolution

TAX LEVY								
	2024 Actual		2025 Budget		2026 Proposed Budget		Budget Change	Budget % Change
General Fund	\$	3,207,500	\$	1,800,000	\$	1,730,000	\$ (70,000)	-3.9%
Debt Service		1,200,000		1,300,000		1,825,000	\$ 525,000	40.4%
Capital Projects		-		1,500,000		1,160,000	\$ (340,000)	-22.7%
Total Tax Levy	\$	4,407,500	\$	4,600,000	\$	4,715,000	\$ 115,000	2.5%
Change from prev year	\$	717,350	\$	192,500	\$	115,000		
% Change		19.44%		4.37%		2.50%		

2026 GENERAL FUND PROPOSED BUDGET								
	2025 Budget		2025 Year-End Estimate		2026 Proposed Budget		Budget Change	Budget % Change
Beginning Fund Balance	\$	11,342,250	\$	11,342,250	\$	12,786,390		
Revenue								
Taxes	\$	1,860,000	\$	1,869,118	\$	1,799,118	\$ (60,882)	-3.27%
Special Assessments		473,300		300,779		147,325	\$ (325,975)	-68.87%
Intergovernmental		1,039,700		1,638,199		1,133,577	\$ 93,877	9.03%
License and Permits		281,400		434,420		456,500	\$ 175,100	62.22%
Fines and Forfeitures		6,000		2,750		1,500	\$ (4,500)	-75.00%
Charges for Services		1,699,600		2,091,094		2,299,665	\$ 600,065	35.31%
Miscellaneous		720,000		1,000,550		765,315	\$ 45,315	6.29%
Total Revenue	\$	6,080,000	\$	7,336,910	\$	6,603,000	\$ 523,000	8.60%
Expenditures								
General Government	\$	1,579,965	\$	1,328,346	\$	1,788,205	\$ 208,240	13.18%
Public Safety		1,994,000		1,991,335		2,200,810	\$ 206,810	10.37%
Public Works		2,426,035		2,259,794		2,531,910	\$ 105,875	4.36%
Parks and Trails		80,000		65,000		82,075	\$ 2,075	2.59%
Capital Outlay		-		248,295		-	\$ -	0.00%
Total Expenditures	\$	6,080,000	\$	5,892,770	\$	6,603,000	\$ 523,000	8.60%
Fund Balance Drawdown for Capital	\$	-	\$	-	\$	3,657,500		
Ending Fund Balance	\$	11,342,250	\$	12,786,390	\$	9,128,890		

2026 PROPOSED SUMMARY OF ALL OTHER FUNDS				
	2025 Projected YE Fund Balance	2026 Proposed Revenues	2026 Proposed Expenses	2026 Projected YE Fund Balance
Special Revenue Funds				
Park Impact Fees	496,416	150,000	530,000	116,416
Law Enforcement Impact	116,459	10,000	-	126,459
Transportation Impact	190,000	160,000	-	350,000
Fire Impact Fee	974,872	80,000	1,050,000	4,872
2% Fire Dues	384,000	115,000	22,500	476,500
Stormwater	766,052	500,000	552,500	713,552
Total Special Revenue Funds	\$ 2,927,799	\$ 1,015,000	\$ 2,155,000	\$ 1,787,799
Debt Service Fund	\$ 36	\$ 1,825,000	\$ 1,822,252	\$ 2,784
Capital Projects Funds				
General Capital Projects	3,682,109	5,867,500	9,562,500	(12,891)
TID #1	1,253,363	1,158,307	476,725	1,934,945
TID #2	851,356	540,500	1,223,642	168,214
TID #3	16,154	135,000	695,650	(544,496)
TID #4	342,834	1,250,000	1,000,650	592,184
TID #5	(883,255)	250,000	612,253	(1,245,508)
TID #6	(258,453)	5,250	721,650	(974,853)
Total Capital Projects	\$ 5,004,108	\$ 9,206,557	\$ 14,293,070	\$ (82,405)
Enterprise Funds (Net Position)				
Water Utility	13,194,585	1,692,810	1,797,966	13,089,429
Sewer Utility	18,274,506	1,526,930	1,349,765	18,451,671
Total Enterprise Funds	\$ 31,469,091	\$ 3,219,740	\$ 3,147,731	\$ 31,541,100

RESOLUTION V2025-14
VILLAGE OF HARRISON
Calumet and Outagamie Counties

**RESOLUTION CREATING THE 2026 ANNUAL BUDGET AND
PROPERTY TAX LEVY FOR THE VILLAGE OF HARRISON**

WHEREAS, the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin has reviewed the proposed revenues from all sources and the proposed expenditures for all governmental operations as prepared in the 2026 Annual Village Budget; and

WHEREAS, a Public Hearing on the Annual Budget was held on October 28, 2025, after due and proper notice of said Hearing having been given in accordance with the provisions of Section 65.90, Wis. Stats.; and

WHEREAS, it is necessary to levy a general property tax levy in the amount of \$4,715,000 to fund the expenses of the Village government as contained in the 2026 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, as follows:

1. That the 2026 Annual Village Budget, a summary of which is made a part hereof, shall be and is hereby approved.
2. That the property tax levy is hereby levied and placed upon the 2025 tax roll as follows:
General Fund \$1,730,000, Debt Service Fund \$1,825,000, and Capital Projects Fund \$1,160,000, for a total of \$4,715,000.
3. That the Village Clerk is hereby directed to prepare a tax roll for the year 2025 according to law for the Village of Harrison.

Adopted by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this 11th day of November, 2025.

VILLAGE OF HARRISON

By: _____
Scott Handschke, Village President

Attest: _____
Meghan Winkler, Village Clerk



VILLAGE BOARD MEETING

From:

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON

Meeting Date:

November 11, 2025

Title:

Resolution V2025-15 - Amending the Fee and Penalty Schedule for the Village of Harrison for 2026

Recommended Action:

Motion to approve Resolution V2025-15 for the Proposed 2026 Fee and Penalty Schedule for the Village of Harrison

Issue:

None.

Background and Additional Information:

While preparing the 2026 budget, staff reviewed all charges for services that the Village provides. Attached in green is an overview of the changes to the fee and penalty schedule that are proposed to take effect on January 1, 2026. The green highlights outline adjustments to existing fees, the introduction of new charges, and revisions to penalty structures to ensure consistency, transparency, and alignment with current operational costs and regulatory requirements.

Each year, this schedule must be reviewed at least once to ensure updates are made to maintain financial sustainability while continuing to provide high-quality services.

Budget Impacts:

As proposed in the 2026 Budget

Attachments:

- V2025-15 Resolution
- 2026 Proposed Fee and Penalty Schedule

RESOLUTION V2025-15

VILLAGE OF HARRISON

Calumet and Outagamie Counties

RESOLUTION AMENDING FEE & PENALTY SCHEDULE

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

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

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

WHEREAS, it is in the best interest of the Village to set fees for services at an amount that covers the costs associated with providing and sustaining said services.

NOW THEREFORE, the Village of Harrison hereby amends the Fee & Penalty Schedule as amended in Exhibit “A”.

This resolution shall be in force and effect upon passage and publication or posting, as required under Wis. Stat. §66.0103 and 61.50(1).

Adopted by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this 11th day of November 2025.

By: _____
Scott Handschke, Village President

Attest: _____
Meghan Winkler, Village Clerk

Exhibit "A" - Fee and Penalty Schedule

DESCRIPTION	2025 AMOUNT	PROPOSED 2026 AMOUNT
GENERAL PROVISIONS		
General Penalty - First Offense	\$1.00 - \$500.00	\$1.00 - \$500.00
General Penalty - Second Offense	\$1.00 - \$1,000.00	\$1.00 - \$1,000.00
Schedule of Deposit	per ordinance or statute	per ordinance or statute
Schedule of Deposit - Absence of deposit amount by ordinance or statute	\$100.00 plus costs	\$100.00 plus costs
ADMINISTRATION		
Hard Copy (black and white)	\$0.05 per page	\$0.25 per page
Hard Copy (color)	\$0.15 per page	\$0.50 per page
Hard Copy (black and white double-sided)		\$0.40 per page
Hard Copy (color double-sided)		\$0.90 per page
Flash Drive	Actual Cost	Actual Cost
Mailing & Shipping	Actual Cost	Actual Cost
Paper to Digital	Fee Waived	Fee Waived
Digital to Digital	Fee Waived	Fee Waived
Minimum Research Cost/\$25 per hr	\$25.00	\$25.00
ALCOHOL BEVERAGE		
Class "A" Fermented Malt Beverage License	\$150.00	\$150.00
Class "B" Fermented Malt Beverage License	\$100.00	\$100.00
Temporary Class "B" Fermented Malt Beverage License	\$10.00	\$10.00
Temporary "Class B" Wine License	\$10.00	\$10.00
Fermented Malt Beverage Wholesalers' License	\$25.00	\$25.00
"Class A" Intoxicating Liquor License	\$350.00	\$350.00
"Class B" Intoxicating Liquor License	\$350.00	\$350.00
"Class C" Wine License	\$100.00	\$100.00
Reserve "Class B" License	\$10,000.00	\$10,000.00
Publication Fee for Alcohol License	Actual Cost	Actual Cost
Operator License	1 yr \$35.00 / 2 yr \$50.00	1 yr \$35.00 / 2 yr \$50.00
Provisional License	\$15.00	\$15.00
Change of Agent	\$10.00	\$10.00
Tobacco License	\$100.00	\$100.00
ANIMALS		
Harboring Dangerous Animals	\$100.00	\$100.00
Dogs Licensing		
Spayed or Neutered Dog	\$10.00	\$10.00
Unaltered Dog	\$15.00	\$15.00
Late Fee Applied after March 31	\$5.00	\$5.00
Kennel License Fee (renewal/new)		\$75.00/\$100.00
Kennel License Late Fee		\$25.00
BUSINESS LICENSE		
Business	\$5.00	\$5.00
Non-Profit Organization	\$0.00	\$0.00
EMERGENCY MANAGEMENT		
Fire Inspector Duties		
Initial inspection where violation is found	No Charge	No Charge
First re-inspection if violation still exists (by Fire Chief)	No Charge	No Charge
Second re-inspection (by Fire Chief) and violation still exists	\$50.00/inspection/violation	\$250.00/violation
Third and Fourth re-inspection (by Fire Chief) and violation still exists	\$100.00/inspection/violation	\$250.00/violation daily until corrected
Continued noncompliance		
Fifth or more re-inspection (by Fire Chief) and violation still exists	\$150/inspection/violation	
PARKS AND RECREATION		
Darboy Community Park Shelter Rental Fee (Resident)	\$75.00	\$75.00
Darboy Community Park Shelter Rental Fee (Non-Resident)	\$150.00	\$150.00
Village Hall Community Room Rental Fee	\$100.00	\$100.00
Street Closure Barricade Rental Fee	\$100.00	\$100.00
Public Works Key Pickup Fee when Failure to Pickup in Advance	\$75.00	\$100.00
STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES		
Right-of-Way (ROW) Permit		
New/Replace or Extend Culvert	\$150.00	\$150.00
Culvert Variance (with Village Approval)	\$150.00	\$150.00
Install/Replace Driveway Apron	\$50.00	\$50.00
Sump Pump Connection Violation	\$50.00 + court costs	\$50.00 + court costs
Utility Permit - Base Fee + below	\$50.00	\$50.00

VILLAGE of HARRISON, CALUMET COUNTY, WISCONSIN

Section 10, Item b.

DESCRIPTION	2025 AMOUNT	PROPOSED 2026 AMOUNT
Open Cut Paving	\$1,500.00	\$1,500.00
Open Cut Gravel	\$1,000.00	\$1,000.00
Per Foot Charge (per lineal foot)	\$0.10 / lin. Ft.	\$0.10 / lin. Ft.
Utility Right-of-Way Repair Escrow	\$1,500.00	\$1,500.00
Regrade/Clean/Obstruction of Ditch	\$50.00	\$50.00
Late Fee for After the Fact Permit	\$150.00	\$150.00
BUILDINGS AND BUILDING REGULATIONS		
Demolition or Removal of Buildings Permit	\$25.00	\$25.00
If Building with No Utilities or New Permit Obtained	No Charge	No Charge
1 & 2 Family Building Permits and Inspections		
New Construction - up to 2000 sq. ft.	\$2,035.00	\$2,035.00
New Construction - 2001 to 3500 sq. ft.	\$2,135.00	\$2,135.00
New Construction - 3501 to 5000 sq. ft.	\$2,235.00	\$2,235.00
New Construction - over 5000 sq. ft.	\$2,335.00	\$2,335.00
Manufactured Homes	\$1,900.00	\$1,900.00
Additions - Remodeling		
Base Fee	\$150.00	\$150.00
Remodel greater than \$10,000 value	\$300.00	\$300.00
Remodel less than \$10,000 value	\$200.00	\$200.00
Erosion Control	\$110.00	\$110.00
Electrical Service	\$100.00	\$100.00
Electrical Permit	\$100.00	\$100.00
Plumbing Permit	\$100.00	\$100.00
HVAC Permit	\$100.00	\$100.00
One Time Inspection	\$100.00	\$100.00
Attached Garage	\$300.00	\$300.00
Basement Remodel	\$300.00	\$300.00
Siding/Windows/Roof	\$50.00	\$50.00
Decks	\$200.00	\$200.00
Pools Permit Fees - seasonal/permanent	\$50.00/\$150.00	\$50.00/\$150.00
Unattached Garage greater than 200 sq ft	\$100.00	\$100.00
Egress Window	\$100.00	\$100.00
Escrow	\$1,500.00	\$1,500.00
Multi-Family and Commercial Permit Fees		
Building Permit	\$0.10 per sq ft	\$0.10 per sq ft
Base Fee	\$200.00	\$200.00
Fire System Inspection Fee		\$75.00
Early Start		\$200.00
Plumbing		
Square Footage	\$0.10 per sq ft	\$0.10 per sq ft
Base Fee	\$100.00	\$100.00
Early Start		\$200.00
Electrical Permit	\$0.10 per sq ft	\$0.10 per sq ft
Base Fee	\$100.00	\$100.00
Electrical Service <200 amp	\$100.00	\$100.00
Electrical Service >200 amp - 3 phase	\$300.00	\$300.00
Electrical Service Temporary	\$100.00	\$100.00
HVAC Permit	\$0.10 per sq ft	\$0.10 per sq ft
Base Fee	\$100.00	\$100.00
911 Sign	\$60.00	\$60.00
IMPACT FEES		
Park Impact Fees		
Single-Family Residential Development - per dwelling unit	\$1,323.00	\$1,366.00
Multi-Family Residential Development - per dwelling unit	\$1,227.00	\$1,267.00
Law Enforcement Impact Fees		
Single-Family Residential Development - per dwelling unit	\$101.00	\$104.00
Multi-Family Residential Development - per dwelling unit	\$93.00	\$96.00
Commercial & Institutional - per sq ft	\$0.0330	\$0.0340
Industrial - per sq ft	\$0.0250	\$0.0260
Fire Impact Fees		
Single-Family Residential Development - per dwelling unit	\$734.00	\$758.00
Multi-Family Residential Development - per dwelling unit	\$681.00	\$703.00
Commercial & Institutional - per sq ft	\$0.2380	\$0.2500
Industrial - per sq ft	\$0.1790	\$0.1800
Transportation Impact Fees		

DESCRIPTION	2025 AMOUNT	PROPOSED 2026 AMOUNT
Single-Family Residential Development- per dwelling unit	\$2,940.00	\$3,035.00
Multi-Family Residential Development - per dwelling unit	\$2,726.00	\$2,814.00
Commerical & Institutional - per sq ft	x \$0.840	\$0.867
Industrial - per sq ft	x \$0.630	\$0.650
CONSTRUCTION SITE EROSION CONTROL ZONING		
Construction Site Erosion Control Permit		
Less than 1-ac Disturbed Area	\$225.00	\$225.00
1-ac or more Disturbed Area	\$275.00	\$275.00
Less than 1-ac Disturbed Area - Inspection	\$25.00/week	\$25.00/week
1-ac or more Disturbed Area - Inspection	\$250.00 + \$25.00/week	\$250.00 + \$25.00/week
MOBILE HOMES AND MOBILE HOME COMMUNITIES		
Permit Fee	\$25.00 per lot	\$25.00 per lot
STORM WATER MANAGEMENT AND ILLICIT DISCHARGE		
Post-Construction Storm Water Management Permit		
Less than 20,000 sq ft impervious surface	\$225.00	\$225.00
20,000 or more sq ft impervious surface	\$525.00	\$525.00
Less than 20,000 sq ft impervious surface - Inspection	\$250.00	\$250.00
20,000 or more sq ft impervious surface - Inspection	\$500.00	\$500.00
Illicit Discharge Abatement	Cost of Abatement	Cost of Abatement
Stormwater Utility ERU	\$60.00 per ERU	\$60.00 per ERU
SUBDIVISIONS		
Subdivision Control		
Preliminary Plat	\$200.00 + \$5.00/lot	\$200.00 + \$5.00/lot
Final Plat	\$100.00 + \$5.00/lot	\$100.00 + \$5.00/lot
Certified Survey Map	\$75.00	\$75.00
Condominium Plat	\$300.00 + \$5.00/unit	\$300.00 + \$5.00/unit
SMALL WIND ENERGY SYSTEMS		
Small Wind Energy System, per tower	\$100.00	\$100.00
SOLID WASTE		
Garbage and Recycling service	per service contract	per service contract
Yard Waste Site		
Yard Waste Sticker (1 year/2 year)	\$20.00	\$20.00/\$40.00
Yard Waste Replacement Sticker		\$5.00
Forfeiture - first offense	\$50.00 + clean-up & court costs	\$50.00 + clean-up & court costs
Forfeiture - second offense	\$100.00 + clean-up & court costs	\$100.00 + clean-up & court costs
Forfeiture - third offense and each additional offense	\$250.00 + clean-up & court costs	\$250.00 + clean-up & court costs
Littering		
Forfeitures are set pursuant to the State of Wisconsin Revised Uniform Deposit and Bail Schedule for Conservation, Environmental Protection, ATV/UTV, Boat, OHM, And Snowmobile Violations, current edition.	Per WI Revised Uniform Deposit and Bail Schedule	Per WI Revised Uniform Deposit and Bail Schedule
Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>first offense</i>	\$50.00 + court costs	\$50.00 + court costs
Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>second offense</i>	\$100.00 + court costs	\$100.00 + court costs
Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - <i>third offense and each additional offense</i>	\$250.00 + court costs	\$250.00 + court costs
HARRISON UTILITIES (FORMERLY KNOWN AS WAVERLY SANITARY DISTRICT) FEES & PENALTIES		
First Offense, per violation, together with the cost of prosecution	Not Less Than \$100.00 Nor More than \$500.00	Not Less Than \$100.00 Nor More than \$500.00
Second Offense, per violation, together with the cost of prosecution, if within the prior five (5) years the person was previously found guilty of violating any provision of this ordinance or any rule, regulation or order made hereunder, or any permit issued hereunder.	Not Less Than \$500.00 Nor More than \$750.00	Not Less Than \$500.00 Nor More than \$750.00
Third Offense, per violation, together with the cost of prosecution, if within the prior five (5) years, the person was found guilty two or more times of violating any provision of this ordinance, any rule, regulation, order, or permit issued hereunder.	Not Less Than \$750.00 Nor More than \$1,000.00	Not Less Than \$750.00 Nor More than \$1,000.00
Sewer Connection Fee - Lakeshore Area -		
Single Family and Duplex Per Connection	\$200.00	\$200.00
Multi-Family - First Unit Per Connection	\$200.00	\$200.00
Multi-Family - Each Additional Unit Per Connection	\$160.00	\$160.00
Commercial, Industrial, Institutional - Per Acre	\$360.00	\$360.00

VILLAGE of HARRISON, CALUMET COUNTY, WISCONSIN

Section 10, Item b.

DESCRIPTION	2025 AMOUNT	PROPOSED 2026 AMOUNT
Sewer Connection Fee - Lift Station 4 Service Area: Village of Harrison -		
Single Family and Duplex Per Connection	\$520.00	\$520.00
Multi-Family - First Unit Per Connection	\$520.00	\$520.00
Multi-Family - Each Additional Unit Per Connection	\$420.00	\$420.00
Commercial, Industrial, Institutional - Per Acre	\$940.00	\$940.00
Sewer Connection Fee - Lift Station 4 Service Area: City of Menasha -		
Single Family and Duplex Per Connection	\$270.00	\$270.00
Multi-Family - First Unit Per Connection	\$270.00	\$270.00
Multi-Family - Each Additional Unit Per Connection	\$220.00	\$220.00
Commercial, Industrial, Institutional - Per Acre	\$490.00	\$490.00
Sewer Connection Fee - Lift Station 6 Service Area -		
Single Family and Duplex Per Connection	\$2,060.00	\$2,060.00
Multi-Family - First Unit Per Connection	\$2,060.00	\$2,060.00
Multi-Family - Each Additional Unit Per Connection	\$1,650.00	\$1,650.00
Commercial, Industrial, Institutional - Per Acre	\$3,710.00	\$3,710.00
Sanitary Sewer Volume Charge Per 1,000 Gallons	\$4.86	\$4.86
Sanitary Sewer Monthly Service Charge -		
5/8" Meter	\$13.58	\$13.58
1" Meter	\$33.95	\$33.95
1 1/2" Meter	\$76.13	\$76.13
2" Meter	\$108.65	\$108.65
3" Meter	\$164.61	\$164.61
4" Meter	\$202.68	\$202.68
Sanitary Sewer Late Payment Charge	1% Per Month of Total Unpaid Balance	1% Per Month of Total Unpaid Balance
Private Well Operation Permit	\$75.00	\$75.00
Sanitary Sewer & Watermain Permit Administration Fee	\$250.00 (Subdivision) \$100.00 (Multi-Family) \$100.00 (Commercial)	\$250.00 (Subdivision) \$100.00 (Multi-Family) \$100.00 (Commercial)
Sanitary Sewer & Watermain Permit Review and Inspection Fees	Actual Cost of Time and Materials	Actual Cost of Time and Materials
ZONING		
Text Amendment	\$400.00	\$400.00
Map Amendment	\$400.00	\$400.00
Application for PDO District	\$400.00	\$400.00
Home Business Permit	\$150.00	\$150.00
Solar Energy System Permit	\$275.00	\$275.00
Adult Entertainment Establishment Permit	\$200.00	\$200.00
Temporary Use & Structure Permit	\$100.00	\$100.00
Sign Permit	\$100.00	\$100.00
Temporary Sign Permit	\$50.00	\$50.00
Temporary Sign Deposit	\$100.00	\$100.00
Conditional Use Permit	\$350.00	\$350.00
Amending Public Hearing Notice	Same as Public Hearing	Same as Public Hearing
Site Plan Review		
Commercial	\$300.00	\$300.00
Industrial	\$500.00	\$500.00
Zoning Permits		
New Construction or Replacement (residential, commercial, industrial or other)	\$250.00	\$250.00
Addition	\$100.00	\$100.00
Accessory Building (i.e. detach garage, shed, etc.)	\$100.00	\$100.00
Accessory Structure (i.e. driveway)	\$75.00	\$75.00
Deck/Patio	\$75.00	\$75.00
Fence	\$75.00	\$75.00
Renewal Permit	\$75.00	\$75.00
Item Requiring a Public Hearing Notice	\$200.00	\$200.00
Lot Grade & Driveway Grade Check	\$1,500.00	\$1,500.00
MISCELLANEOUS FEES		
Fireworks Permit Application	\$50.00	\$50.00
NSF Check	\$25.00	\$25.00
Real Estate Inquiry	\$30.00	\$30.00
Real Estate Inquiry - Rush (2 business days)	\$60.00	\$60.00
Group (10+ parcels) Tax Information Requests - Mortgage Holders	\$0.25 per parcel	
Weeds	labor + equipment cost	labor + equipment cost
Snow Removal		labor + equipment cost

DESCRIPTION	2025 AMOUNT	PROPOSED 2026 AMOUNT
Administrative Fee (added to invoices for weeds, snow removal, public works labor/repairs, wrongful garbage disposal)		Invoice + 5% fee with a maximum of \$200.00
Short Term Rental New Permit	\$400.00	\$400.00
Short Term Rental Renewal Permit	\$200.00	\$200.00

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title: Ordinance: Repeal and Recreate Chapter 2: Administration

Recommended Action:

Motion to approve V25-15 Repealing and Recreating Chapter 2 of the Harrison Municipal Code.

Background and Additional Information:

Village Staff requested public comment via the ordinance section posted on the Village website and social media posts directing residents to submit comments on the Chapter revisions. No public input was received.

Budget Impacts

None.

Attachments:

Ordinance V25-15 Repealing and Recreating Chapter 2: Administration

**VILLAGE OF HARRISON
CALUMET AND OUTAGAMIE COUNTIES**

ORDINANCE V25-15

**AN ORDINANCE REPEALING CHAPTER 2 OF THE VILLAGE OF HARRISON
MUNICIPAL CODE AND ADOPTING NEW REVISED CHAPTER 2 OF THE
VILLAGE OF HARRISON MUNICIPAL CODE**

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

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

Adopted by the Village Board of the Village of Harrison, Wisconsin this 11th day of November, 2025.

Scott Handschke, Village President

Attest: Meghan Winkler, Village Clerk

Subpart A - GENERAL ORDINANCES
CHAPTER 2 ADMINISTRATION

CHAPTER 2 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 2-1. Village powers adopted.

The village has adopted village powers conferred on village boards pursuant to the authority granted under Wis. Stats. § 61.34.
(Res. of 2-5-1990)

Secs. 2-2—2-09. Reserved.

ARTICLE II. ETHICS CODE

Sec. 2-10. Statement of purpose.

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

Sec. 2-11. - Definitions.

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

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

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

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

Personal interest means the following specific blood or marriage relationships:

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

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

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

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

Sec. 2-12. Statutory standards of conduct.

- a) *Statutory provisions.* There are certain provisions of state statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of state statutes, as from time to time amended, are made as part of this code of ethics and shall apply to public officials and employees whenever applicable, to wit:
 - 1. Wis. Stats. § 946.10, bribery of public officers and employees.
 - 2. Wis. Stats. § 946.11, special privileges from public utilities.
 - 3. Wis. Stats. § 946.12, misconduct in public office.
 - 4. Wis. Stats. § 946.13, private interest in public contract prohibited.

- b) *Compliance with state ethics law.*

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

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

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

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

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

(5) Receipt of anything of substantial value or any other thing of value in excess of these restrictions under the circumstances provided herein shall be reported to the 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 themselves or for a member of their immediate family.
- (d) *Political contributions.* No official shall personally solicit from any village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this article is a candidate or treasurer.

Sec. 2-16. Conflict of interest.

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

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

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

(c) *Gifts and favors.*

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

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

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

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

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

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

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

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

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

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

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

(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 BODY¹

Sec. 2-21. The Village Board

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

B. *Term of Office.*

(a) The six trustees 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.

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

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

ARTICLE IV. OFFICERS AND EMPLOYEES

DIVISION 1. GENERALLY

Secs. 2-50. Appointed Officials

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

Secs. 2-51—2-97. Reserved.

Secs. 2-77—2-97. Reserved.

ARTICLE IV. BOARDS, COMMISSIONS, AND COMMITTEES

DIVISION 1. GENERALLY

Secs. 2-98—2-122. Reserved.

DIVISION 2. PLAN COMMISSION²

Sec. 2-123. Village plan commission created.

- (a) Authority. A Village Plan Commission is hereby created and shall operate as an advisory board under the provisions of Wis. Stats. §62.23.
- (b) Composition. The Plan Commission shall consist of seven members; one village board member 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.

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.

The Village Plan Commission shall have all of the rights, duties and obligations established for it, pursuant to Wis. Stats. § 62.23 and shall operate within the rules of that statute and the interpretations thereof. (Ord. No. 76(Ser. 2001), 4-24-2001; Ord. No. 11-155, 4-26-2011; Ord. No. V17-14, 8-8-2017; Ord. No. V19-09, 9-24-2019) Ord No V25-05

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

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

- (a) *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 chairman ~~and~~ a 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 thereafter voted upon at regular or special meeting of the village board of trustees.

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

Secs. 2-132—2-140. Reserved.

DIVISION 4. BOARD OF REVIEW

Sec. 2-141. Board of review created.

- (a) *Membership.* The board of review shall consist of:
 - (1) 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);

(Republication)

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- 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, § 1, 12-13-2022)

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

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

Sec. 2-190. Definitions.

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

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

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

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

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

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

(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

²State 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.

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- (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;

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- (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)

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title: Ordinance: Repeal and Recreate Chapter 4: Alcoholic Beverages

Recommended Action:

Motion to approve V25-16 Repealing and Recreating Chapter 4: Alcoholic Beverages of the Harrison Municipal Code.

Background and Additional Information:

Village Staff requested public comment via the ordinance section posted on the Village website and social media posts directing residents to submit comments on the Chapter revisions. No public input was received.

Budget Impacts

None.

Attachments:

Ordinance V25-16 Repealing and Recreating Chapter 4: Alcoholic Beverages

VILLAGE OF HARRISON
CALUMET AND OUTAGAMIE COUNTIES

ORDINANCE V25-16

AN ORDINANCE REPEALING CHAPTER 4 OF THE VILLAGE OF HARRISON
MUNICIPAL CODE AND ADOPTING NEW REVISED CHAPTER 4 OF THE
VILLAGE OF HARRISON MUNICIPAL CODE

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

- 1) Existing Chapter 4 of the Code is hereby repealed.
- 2) A new version of Chapter 4, attached hereto as **Exhibit A**, is hereby adopted and made a part of the Code.
- 3) All official versions of the Code going forward shall omit the repealed version of Chapter 4, and shall include the newly adopted version of Chapter 4 attached hereto as **Exhibit A**.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 11th day of November, 2025.

Scott Handschke, Village President

Attest: Meghan Winkler, Village Clerk

CHAPTER 4 ALCOHOLIC BEVERAGES¹

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.

¹State law reference(s)—Alcohol beverages, Wis. Stats. ch. 125.

Subpart A - GENERAL ORDINANCES
CHAPTER 4 - ALCOHOL BEVERAGES
ARTICLE II. FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR

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 ~~an~~ 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 ~~an~~ 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 meetmeets 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](#) 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 provides 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 clerk in writing, who shall forward 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 Department of Revenue 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 alcohol~~ic~~ 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 alcohol~~ic~~ 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 ~~that~~which 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.
- (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 sales 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:

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Type of Violation	Demerit Points
Traffic to ~~an~~ underage person	80
Traffic to ~~an~~ intoxicated person	50
~~An U~~ nderage 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 U~~ icensee 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 as 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 ~~presidentchairperson~~.
- (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 ~~presidentchairperson~~.

(Ord. No. 105-2005, § 1(1.17), 1-25-2005)

Sec. 4-40. Non-alcohol~~ic~~ 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 nonalcoholnon-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-alcohol~~ic~~ 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-alcohol~~ic~~ic 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 alcohol~~ic~~ic beverages may be consumed, sold~~u~~u, 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-alcohol~~ic~~ic event has commenced, no alcohol~~ic~~ic beverages may be consumed, sold~~u~~u, 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-alcohol~~ic~~ic 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 alcohol~~ic~~ic beverages, speed guns, shall be either disconnected, disabled~~u~~u, 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~~y~~y 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~~s~~s 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~~ 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)

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title: Ordinance: Repeal and Recreate Chapter 4: Alcoholic Beverages

Recommended Action:

Motion to approve V25-17 Repealing and Recreating Chapter 6: Animals of the Harrison Municipal Code.

Background and Additional Information:

Village Staff requested public comment via the ordinance section posted on the Village website and social media posts directing residents to submit comments on the Chapter revisions. No public input was received.

Budget Impacts

None.

Attachments:

Ordinance V25-17 Repealing and Recreating Chapter 6: Animals

VILLAGE OF HARRISON
CALUMET AND OUTAGAMIE COUNTIES

ORDINANCE V25-17

AN ORDINANCE REPEALING CHAPTER 6 OF THE VILLAGE OF HARRISON
MUNICIPAL CODE AND ADOPTING NEW REVISED CHAPTER 6 OF THE
VILLAGE OF HARRISON MUNICIPAL CODE

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

- 1) Existing Chapter 6 of the Code is hereby repealed.
- 2) A new version of Chapter 6, attached hereto as **Exhibit A**, is hereby adopted and made a part of the Code.
- 3) All official versions of the Code going forward shall omit the repealed version of Chapter 6, and shall include the newly adopted version of Chapter 6 attached hereto as **Exhibit A**.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 11th day of November, 2025.

Scott Handschke, Village President

Attest: Meghan Winkler, Village Clerk

Subpart A - GENERAL ORDINANCES
CHAPTER 6 ANIMALS

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, 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); and siamangs (Symphalangus).
 - (3) Baboons (Papio, Mandrillus).
 - (4) Bears (Ursidae).
 - (5) Cheetahs (Acinonyx jubatus).
 - (6) Crocodilians (Crocodilia).

(Supp. No. 2, Update 1)

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- (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, dirt 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.*

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- (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 LARGE¹

¹State 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 harboring, unless it is within the immediate presence of such owner, keeper or harboring, 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 harboring 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 harboring 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 harboring 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.

(Supp. No. 2, Update 1)

- (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 the Village Clerk shall issue the license within 10 business days.~~
 - (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 R~~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.

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- (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-~~174.

(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)

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title: Ordinance: Repeal and Recreate Chapter 12: Environment

Recommended Action:

Motion to approve V25-18 Repealing and Recreating Chapter 12: Environment of the Harrison Municipal Code.

Background and Additional Information:

Village Staff requested public comment via the ordinance section posted on the Village website and social media posts directing residents to submit comments on the Chapter revisions. No public input was received.

Budget Impacts

None.

Attachments:

Ordinance V25-18 Repealing and Recreating Chapter 12: Environment

**VILLAGE OF HARRISON
CALUMET AND OUTAGAMIE COUNTIES**

ORDINANCE V25-18

**AN ORDINANCE REPEALING CHAPTER 12 OF THE VILLAGE OF HARRISON
MUNICIPAL CODE AND ADOPTING NEW REVISED CHAPTER 12 OF THE
VILLAGE OF HARRISON MUNICIPAL CODE**

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

- 1) Existing Chapter 12 of the Code is hereby repealed.
- 2) A new version of Chapter 12, attached hereto as **Exhibit A**, is hereby adopted and made a part of the Code.
- 3) All official versions of the Code going forward shall omit the repealed version of Chapter 12, and shall include the newly adopted version of Chapter 12 attached hereto as **Exhibit A**.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 11th day of November, 2025.

Scott Handschke, Village President

Attest: Meghan Winkler, Village Clerk

Subpart A - GENERAL ORDINANCES
CHAPTER 12 ENVIRONMENT

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)

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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***²

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

¹State 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)

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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)

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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

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(Supp. No. 2, Update 1)

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.

(Supp. No. 2, Update 1)

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Subpart A - GENERAL ORDINANCES
CHAPTER 12 - ENVIRONMENT
ARTICLE III. WEEDS

ARTICLE III. WEEDS²AND 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 artemisiifolia*), 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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²State 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.~~

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(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

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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.

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(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;

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- (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)

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VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Meghan Winkler, Clerk/HR Manager

Meeting Date:

November 11, 2025

Title:

Darboy Shell Alcohol and Tobacco License Application for 2025-2026

Recommended Action:

Staff recommends approval of the Alcohol and Tobacco License for Darboy Shell, LLC presented for a 2025-2026 alcohol and tobacco license effective December 1, 2025.

Background and Additional Information:

The required notice was published in the Appleton Area Post-Crescent on October 31, November 2, and November 3, 2025. No objections have been received to any of the applicants during the required 10-day public notice period.

CLASS A COMBINATION LIQUOR & BEER

Darboy Shell LLC

N9695 County Road N

Location: Darboy Shell, N9695 County Road N

CIGARETTE, TOBACCO, AND ELECTRONIC VAPING LICENSE

Darboy Shell, LLC

N9695 County Road N

Location: Darboy Shell, N9695 County Road N

Searches were completed for any outstanding monies owed to the Village. The searches revealed no outstanding debts.

Background checks were completed on all owners for any alcohol related crime or felony charge. The searches revealed no incidents.

Budget Impacts:

Prorated license fees will be received.

Attachments:

None

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title: Swing Set Proposal- Lee Recreation, LLC- \$8,367.00

Recommended Action:

Motion to approve the purchase of a swing set from Lee Recreation for Farmers Field for \$8,367.00.

Background and Additional Information:

Village staff received a quote from Lee Recreation under the state negotiated pricing for a 2-Bay Contemporary Swing Set with two tot seats and two belt seats for \$8,367 including installation and engineered fiber mulch surfacing material.



Would consist of the two of the above swing sets connected together.

Budget Impacts

This item is part of the 2026 Capital Improvement Plan and would come from Park Impact Fees.

Attachments:

Proposal dated October 3, 2025



DATE: October 3, 2025
TO: Village of Harrison
W5298 State Rd. 114
Harrison, WI 54952
FROM: Seth Westberg
RE: Playground Proposal, Swings

BCI BURKE “Play That Moves You”

OPTION 1: ____ Y / ____ N
1-#550-0124 2-Bay Contemporary Swing Assembly \$3,692.00
3-Way Swing, 8' Crossbeam

INCLUDES: 2-Tot Seats, 2-Belt Seats

Subtotal Equipment	\$3,692.00
Discount	(\$ 369.00)
Surfacing	\$3,294.00
Installation	\$1,200.00
Freight	\$ 550.00
TOTAL	\$8,367.00

SURFACING NOTE, Option 1:

- 61 yd³ Engineered Wood Fiber, Delivered & Installed

OPTION 2: ____ Y / ____ N
1-#550-0201 2-Bay Single Post Swing Assembly \$3,765.00
INCLUDES: 2-Tot Seats, 2-Belt Seats

Subtotal Equipment	\$3,765.00
Discount	(\$ 376.00)
Surfacing	\$2,700.00
Installation	\$1,200.00
Freight	\$ 550.00
TOTAL	\$7,839.00

SURFACING NOTE, Option 2:

- 50 yd³ Engineered Wood Fiber, Delivered & Installed

Quote Accepted by: _____ Date: _____

Terms: Net 20
Marking of Private Lines, Disposal of Garbage/Spoils, Site Preparation & Site Restoration is the Responsibility of the Customer.
Lead time: 10-12 Weeks Upon Receipt of Order
Quote Effective: **Until 11-2-2025**

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title:

Seasonal Winter Laborer Position: Pay Adjustment

Recommended Action:

Motion to approve Seasonal Labor Position Pay Adjustment to \$27.50/hour for newly hired CDL laborers and \$30.00/hour for returning CDL laborers.

Background and Additional Information:

Calumet County is hiring snowplow drivers at \$30.00 per hour. The Village has recruited a new seasonal snowplow driver with a CDL who asked for \$27.50 per hour based on the County amount of the \$30.00 per hour. The Village has one returning CDL driver who could go to the County for \$30.00 per hour. The Village Board previously approved \$25.00 per hour for drivers with a CDL. In order to stay competitive, Village staff believes we need to make this change.

Budget Impacts

Part-time wages will increase, but having part-time drivers will help reduce the amount of the overtime our full-time employees could potentially incur.

Attachments: None

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 11/11/2025

Title: Various Payment Requests

Recommended Action: Motion to approve the nine Application for Payments for various projects totaling \$1,545,355.80.

Background and Additional Information:

2025 Asphalt Resurfacing: Northeast Asphalt: \$237,093.49

Harrison Commerce Park: Donald Hietpas and Sons: \$99,636.30

Fire Station 70: Johnson and Jonet Mechanical: \$10,877.50

Fire Station 70: Miron: \$1,097,681.06

Fire Station 70: IKM Building Solutions: \$30,067.50

Fire Station 70: VOE Power Systems: \$23,750.00

Rennwood Park: GRG Playscapes: \$70,000

Budget Impacts: Payment from Capital Funds- 2024 Capital Borrowings, Rennwood Park- Parks Capital Funds

Attachments: Memos from Various Entities



November 3, 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 #4
McM. No. H0006-09-24-00403

Dear Chad:

Enclosed herewith is Certificate for Payment #4 for the above referenced project. This Certificate is issued to Northeast Asphalt, Inc. in the amount of \$237,093.49 for partial payment for work performed through October 31, 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.

A handwritten signature in black ink, appearing to read "L. Reibold", with a stylized flourish at the end.

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

LRR:car

cc: Northeast Asphalt, Inc.

Enclosure: Certificate for Payment #4

McMAHON**ENGINEERS ARCHITECTS**

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025TELEPHONE: 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.	Four (4)
Issue Date:	November 3, 2025
Project:	Village of Harrison 2025 Asphalt Street Resurfacing Program

This Is To Certify That, In Accordance With The Contract Documents Dated: February 26, 2025NORTHEAST ASPHALT, INC.
W6380 Design Drive
Greenville, WI 54942Is Entitled To Partial Payment For Work Performed Through: October 31, 2025

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

Original Contract	<u>\$1,712,567.53</u>	Completed To Date	<u>\$1,508,026.42</u>
Net Change Orders	<u>- \$204,541.11</u>	Retainage	<u>\$10,000.00</u>
Current Contract Amount	<u>\$1,508,026.42</u>	Subtotal	<u>\$1,498,026.42</u>
		Previously Certified	<u>\$1,260,932.93</u>

Amount Due This Payment:	\$237,093.49
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Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



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

Village of Harrison
2025 Asphalt Street Resurfacing Program
Certificate for Payment #4 Summary
McM No. H0006-09-24-00403

A. Cedar Ridge Estates:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #4 Qty	Cost	Total Contract Qty	Cost	Qty	Difference Cost
1	Remove existing culvert	48	EACH	\$ 145.32	\$ 6,975.36		\$ -	48	\$ 6,975.36		0 \$ -
2	Remove concrete pavement	234	S.F.	\$ 1.55	\$ 362.70		\$ -	234	\$ 362.70		0 \$ -
3	15-inch x 23-inch CMP	1,592	L.F.	\$ 52.60	\$ 83,739.20	6	\$ 315.60	1,592	\$ 83,739.20		0 \$ -
4	15-inch x 23-inch CMP flared end section	98	EACH	\$ 210.80	\$ 20,658.40		\$ -	98	\$ 20,658.40		0 \$ -
5	Pulverize existing asphalt pavement	12,000	S.Y.	\$ 0.55	\$ 6,600.00		\$ -	12,304	\$ 6,767.20	304	\$ 167.20
6	Excavation below subgrade (EBS)	400	C.Y.	\$ 37.21	\$ 14,884.00		\$ -	28.44	\$ 1,058.25	(371.56)	\$ (13,825.75)
7	Base aggregate dense, 3-inch for EBS areas	800	TONS	\$ 22.45	\$ 17,960.00	21.67	\$ 486.49	21.67	\$ 486.49	(778.33)	\$ (17,473.51)
8	Type I Geogrid for EBS areas	800	S.Y.	\$ 1.41	\$ 1,128.00	88	\$ 124.08	88	\$ 124.08	(712)	\$ (1,003.92)
9	Fine grading & compaction of road base	13,500	S.Y.	\$ 1.85	\$ 24,975.00		\$ -	14,063	\$ 26,016.55	563	\$ 1,041.55
10	Miscellaneous 30-inch concrete curb and gutter removal & replacement	100	L.F.	\$ 51.93	\$ 5,193.00		\$ -	133.50	\$ 6,932.66	33.50	\$ 1,739.66
11	4-inch concrete sidewalk replacement	89	S.F.	\$ 8.44	\$ 751.16	120	\$ 1,012.80	238	\$ 2,008.72	149	\$ 1,257.56
12	2 1/4-inch HMA pavement, 3 LT 58-28 S	1,680	TONS	\$ 64.40	\$ 108,192.00		\$ -	1,465.37	\$ 94,369.83	(214.63)	\$ (13,822.17)
13	1 3/4-inch HMA pavement, 4 LT 58-28 S	1,300	TONS	\$ 69.40	\$ 90,220.00		\$ -	1,189.87	\$ 82,576.98	(110.13)	\$ (7,643.02)
14	Sawing asphalt (WisDOT Item No. 690.0150)	550	L.F.	\$ 1.75	\$ 962.50		\$ -	513	\$ 897.75	(37)	\$ (64.75)
15	Sawing concrete (WisDOT Item No. 690.0250)	35	L.F.	\$ 2.35	\$ 82.25		\$ -	54	\$ 126.90	19	\$ 44.65
16	1-1/4-inch Base Aggregate Dense for Driveway Aprons	250	TONS	\$ 40.41	\$ 10,102.50		\$ -	491.91	\$ 19,878.08	241.91	\$ 9,775.58
17	3-inch HMA driveway pavement	2,400	S.Y.	\$ 25.00	\$ 60,000.00		\$ -	2,269	\$ 56,725.00	(131)	\$ (3,275.00)
18	Driveway apron slope paving	84	EACH	\$ 100.00	\$ 8,400.00		\$ -	95	\$ 9,500.00	11	\$ 1,100.00
19	Hydrant relocation	1	L.S.	\$ 5,400.00	\$ 5,400.00		\$ -	1	\$ 5,400.00	0	\$ -
20	Sanitary Manhole Reconstruction	12	EACH	\$ 800.00	\$ 9,600.00		\$ -	12	\$ 9,600.00	0	\$ -
21	Ditching including placement of topsoil	4,750	L.F.	\$ 10.14	\$ 48,165.00		\$ -	3,375	\$ 34,222.50	(1,375)	\$ (13,942.50)
22	Sod for Ditch Flowline	1,400	S.Y.	\$ 9.21	\$ 12,894.00		\$ -	704	\$ 6,483.84	(696)	\$ (6,410.16)
23	Lawn restoration incl. hydroseed/hydromulch, & fertilizer	23,000	S.Y.	\$ 2.22	\$ 51,060.00		\$ -	5,577	\$ 12,380.94	(17,423)	\$ (38,679.06)
24	Erosion control culvert pipe ditch check	45	EACH	\$ 31.80	\$ 1,431.00		\$ -	45	\$ 1,431.00	0	\$ -
25	Erosion control ditch check	30	EACH	\$ 83.10	\$ 2,493.00		\$ -	30	\$ 2,493.00	0	\$ -
26	Contractor Quality Control Testing	1	L.S.	\$ 6,750.00	\$ 6,750.00		\$ -	1	\$ 6,750.00	0	\$ -
Cedar Ridge Estates Total =					\$ 598,979.07		\$ 1,938.97		\$ 497,965.43		\$ (101,013.64)

Village of Harrison
2025 Asphalt Street Resurfacing Program
Certificate for Payment #4 Summary
McM No. H0006-09-24-00403

B. Haen Heights Area:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #4 Qty	Cost	Total Contract Qty	Cost	Difference Qty	Cost
1	Remove existing culvert	89	EACH	\$ 145.32	\$ 12,933.48		\$	19	\$ 2,761.08	(70)	\$ (10,172.40)
2	Remove concrete pavement	70	S.F.	\$ 1.38	\$ 96.60		\$	70	\$ 96.60	0	\$ -
3	24-inch CMP	88	L.F.	\$ 56.70	\$ 4,989.60	46	\$ 2,608.20	88	\$ 4,989.60	0	\$ -
4	24-inch CMP flared end section	6	EACH	\$ 342.08	\$ 2,052.48	4	\$ 1,368.32	6	\$ 2,052.48	0	\$ -
5	15-inch x 23-inch CMP	2,260	L.F.	\$ 50.57	\$ 114,288.20	1,773	\$ 89,660.61	2,258	\$ 114,187.06	(2)	\$ (101.14)
6	15-inch x 23-inch CMP flared end section	172	EACH	\$ 210.80	\$ 36,257.60	130	\$ 27,404.00	166	\$ 34,992.80	(6)	\$ (1,264.80)
7	Pulverize existing asphalt pavement	15,300	S.Y.	\$ 0.55	\$ 8,415.00		\$	14,680	\$ 8,074.00	(620)	\$ (341.00)
8	Excavation below subgrade (EBS)	550	C.Y.	\$ 37.02	\$ 20,361.00		\$	0	\$ -	(550)	\$ (20,361.00)
9	Base aggregate dense, 3-inch for EBS areas	1,100	TONS	\$ 22.10	\$ 24,310.00		\$	0	\$ -	(1,100)	\$ (24,310.00)
10	Type I Geogrid for EBS areas	1,100	S.Y.	\$ 1.41	\$ 1,551.00		\$	0	\$ -	(1,100)	\$ (1,551.00)
11	Fine grading & compaction of road base	17,500	S.Y.	\$ 1.85	\$ 32,375.00		\$	16,320	\$ 30,192.00	(1,180)	\$ (2,183.00)
12	2 1/4-inch HMA pavement, 3 LT 58-28 S	2,050	TONS	\$ 64.40	\$ 132,020.00		\$	1,856.49	\$ 119,557.96	(193.51)	\$ (12,462.04)
13	1 3/4-inch HMA pavement, 4 LT 58-28 S	1,600	TONS	\$ 69.40	\$ 111,040.00		\$	1,542.95	\$ 107,080.73	(57.05)	\$ (3,959.27)
14	Sawing asphalt (WisDOT Item No. 690.0150)	1,300	L.F.	\$ 1.75	\$ 2,275.00		\$	1,244	\$ 2,177.00	(56)	\$ (98.00)
15	Sawing concrete (WisDOT Item No. 690.0250)	12	L.F.	\$ 2.35	\$ 28.20		\$	0	\$ -	(12)	\$ (28.20)
16	1-1/4-inch Base Aggregate Dense for Driveway Aprons	350	TONS	\$ 40.41	\$ 14,143.50		\$	305.31	\$ 12,337.58	(44.69)	\$ (1,805.92)
17	3-inch HMA driveway pavement	3,900	S.Y.	\$ 25.00	\$ 97,500.00		\$	3,753	\$ 93,825.00	(147)	\$ (3,675.00)
18	Driveway apron slope paving	162	EACH	\$ 100.00	\$ 16,200.00		\$	162	\$ 16,200.00	0	\$ -
19	Sanitary Manhole Reconstruction	14	EACH	\$ 800.00	\$ 11,200.00		\$	15	\$ 12,000.00	1	\$ 800.00
20	Ditching including placement of topsoil	8,450	L.F.	\$ 9.57	\$ 80,866.50	2,928	\$ 28,020.96	6,678	\$ 63,908.46	(1,772)	\$ (16,958.04)
21	Sod for Ditch Flowline	2,400	S.Y.	\$ 9.21	\$ 22,104.00		\$	1,513	\$ 13,934.73	(887)	\$ (8,169.27)
22	Lawn restoration incl. hydroseed/hydromulch, & fertilizer	36,800	S.Y.	\$ 2.22	\$ 81,696.00		\$	14,772	\$ 32,793.84	(22,028)	\$ (48,902.16)
23	Erosion control culvert pipe ditch check	91	EACH	\$ 31.80	\$ 2,893.80		\$	91	\$ 2,893.80	0	\$ -
24	Erosion control ditch check	50	EACH	\$ 83.10	\$ 4,155.00		\$	50	\$ 4,155.00	0	\$ -
24	Contractor Quality Control Testing	1	L.S.	\$ 7,750.00	\$ 7,750.00		\$	1	\$ 7,750.00	0	\$ -
Haen Heights Area Total =				\$	841,501.96		\$	149,062.09	\$	685,959.71	\$ (155,542.25)

C. Snapdragon Lane & Strawflower Drive:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #4 Qty	Cost	Total Contract Qty	Cost	Difference Qty	Cost
1	Pulverize Existing Asphalt Pavement	8,100	S.Y.	\$ 0.55	\$ 4,455.00		\$	7,800	\$ 4,290.00	(300)	\$ (165.00)
2	Excavation Below Subgrade (EBS)	300	C.Y.	\$ 39.15	\$ 11,745.00		\$	0	\$ -	(300)	\$ (11,745.00)
3	Base Aggregate Dense, 3-inch for EBS Areas	600	TONS	\$ 22.10	\$ 13,260.00		\$	0	\$ -	(600)	\$ (13,260.00)
4	Type I Geogrid for EBS Areas	600	S.Y.	\$ 1.41	\$ 846.00		\$	0	\$ -	(600)	\$ (846.00)
5	Miscellaneous 30-inch Mountable C&G Removal & Replacement	900	L.F.	\$ 51.93	\$ 46,737.00	59.0	\$ 3,063.87	1,185.5	\$ 61,563.02	285.5	\$ 14,826.02
6	Reconstruct Catch Basin	9	EACH	\$ 800.00	\$ 7,200.00		\$	9	\$ 7,200.00	0	\$ -
7	Fine Grading and Compaction of Road Base	8,100	S.Y.	\$ 2.70	\$ 21,870.00		\$	7,800	\$ 21,060.00	(300)	\$ (810.00)
8	Sawing Asphalt (WisDOT Item #690.0150)	80	L.F.	\$ 2.35	\$ 188.00		\$	0	\$ -	(80)	\$ (188.00)
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	(176.69)	\$ (11,378.84)
10	1-3/4-inch HMA Pavement, 4 LT 58-28 S	850	TONS	\$ 69.40	\$ 58,990.00		\$	778.08	\$ 53,998.75	(71.92)	\$ (4,991.25)
11	Contractor Quality Control Testing	1	L.S.	\$ 4,450.00	\$ 4,450.00		\$	1	\$ 4,450.00	0	\$ -
Snapdragon & Strawflower Total =				\$	240,581.00		\$	3,063.87	\$	212,022.93	\$ (28,558.06)

Section 10, Item j.

Village of Harrison
2025 Asphalt Street Resurfacing Program
Certificate for Payment #4 Summary
McM No. H0006-09-24-00403

D. Rennwood Park Parking Lot:

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #4 Qty	Cost	Total Contract Qty	Cost	Difference Qty	Cost
1	Fine grading and compaction of aggregate base	950	S.Y.	\$1.85	\$ 1,757.50		\$	933	\$ 1,726.05	(17)	\$ (31.45)
2	2 1/4-inch HMA Pavement 3LT 58-28S	135	TONS	\$69.10	\$ 9,328.50		\$	110.44	\$ 7,631.40	(24.56)	\$ (1,697.10)
3	1 3/4-inch HMA Pavement 4LT 58-28S	105	TONS	\$77.10	\$ 8,095.50		\$	94	\$ 7,247.40	(11)	\$ (848.10)
4	Marking Line Epoxy 4-inch	500	L.F.	\$10.50	\$ 5,250.00		\$	535	\$ 5,617.50	35	\$ 367.50
5	Contractor Quality Control Testing	1	L.S.	\$900.00	\$ 900.00		\$	1	\$ 900.00	0	\$ -
Rennwood Park Parking Lot Total =				\$	25,331.50		\$		\$ 23,122.35		\$ (2,209.15)

E. Municipal Building Park Lot

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #4 Qty	Cost	Total Contract Qty	Cost	Difference Qty	Cost
1	7-inch Concrete Pavement	25	S.F.	\$15.00	\$ 375.00		\$	0	\$ -	(25)	\$ (375.00)
2	24-inch Concrete Curb and Gutter	10	L.F.	\$59.90	\$ 599.00		\$	0	\$ -	(10)	\$ (599.00)
3	4-inch HMA Pavement	400	S.F.	\$13.00	\$ 5,200.00		\$	0	\$ -	(400)	\$ (5,200.00)
Municipal Building Parking Lot Total =				\$	6,174.00		\$		\$ -		\$ (6,174.00)

Change Order Items

Base Bid Total =				\$	1,712,567.53		\$	154,064.93	\$ 1,419,070.42		\$ (293,497.11)
Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #4 Qty	Cost	Total Contract Qty	Cost	Difference Qty	Cost
1.1	ADD Replace Broken Inlet Casting (Snapdragon\Strawflower)	3	EACH	\$1,450.00	\$ 4,350.00		\$	3	\$ 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	\$ 1,000.00
1.3	ADD Manhole Casting Adjustments (Snapdragon\Strawflower)	12	EACH	\$800.00	\$ 9,600.00		\$	12	\$ 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	\$ 300.00
1.5	ADD Rennwood Park-3-inch HMA Trail Paving	83	TONS	\$295.00	\$ 24,485.00		\$	83	\$ 24,485.00	83	\$ 24,485.00
2.1	Culvert Replacement at Johann Dr & Manitowoc Rd	1	L.S.	\$6,086.00	\$ 6,086.00		\$	1	\$ 6,086.00	1	\$ 6,086.00
2.2	Hydrant Relocation @ Johann Drive & Jordan St	1	L.S.	\$5,400.00	\$ 5,400.00		\$	1	\$ 5,400.00	1	\$ 5,400.00
2.3	Water Valve Work as Requested by Harrison Utilities	1	L.S.	\$2,800.00	\$ 2,800.00		\$	1	\$ 2,800.00	1	\$ 2,800.00
2.4	Miscellaneous Asphalt Patches	1	L.S.	\$29,670.00	\$ 29,670.00		\$	1	\$ 29,670.00	1	\$ 29,670.00
2.5	Install Asphalt Apron to Cleary Building at Municipal Complex	1	L.S.	\$5,265.00	\$ 5,265.00		\$	1	\$ 5,265.00	1	\$ 5,265.00
Change Order Items Total =				\$	88,956.00		\$		\$ 88,956.00		\$
Contract Total =				\$	1,801,523.53		\$	203,285.93	\$ 1,508,026.42		\$ (204,541.11)

Completed to Date	\$ 1,508,026.42
Project Retainage L.S.	\$ 10,000.00
Subtotal	\$ 1,498,026.42
Previously Certified	\$ 1,260,932.93
Amount Due this Payment	\$ 237,093.49

McMAHON
McMahon Associates, Inc.
 ENGINEERS ARCHITECTS
 SCIENTISTS LAND SURVEYORS

1445 McMahon Drive

Neenah, WI 54956

Telephone: (920)751-4200

FAX: (920)751-4284

P.O. Box 1025

Neenah, WI 54957-1025

APPLICATION**(OWNER)**

Village of Harrison

W5298 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.	4	
Application Date	October 31, 2025	
Period From	10/07/25	To 10/31/25

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	\$ 1,508,026.42
Net Change Orders	\$ (204,541.11)	Retainage	\$ -
Current Contract Amount	\$ 1,508,026.42	Sub-total	\$ 1,508,026.42
		Previous Payments	\$ ~~787,209.23~~
			\$1,260,932.93

Amount Due This Application:	\$ ~~720,817.19~~
	\$247,093.49

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 4 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

October 31, 2025

Northeast Asphalt, Inc.

BY



(contractor)

 COUNTY OF
 STATE OF

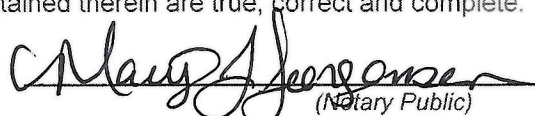
Outagamie
Wisconsin

} ss

 MARY J JORGENSEN
 Notary Public
 State of Wisconsin

Before me on this 31st day of October, personally appeared Jake Brucker
 known to me, who being duly sworn, did depose 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: 710301-006
Invoice Date: 10-27-2025
Job: 710301
Application No: 6
Period To: 09-30-2025

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	0.00
90001020	Remove Concrete Pavement	234.000	SF	1.550	362.70	234.000	0.000	234.000	362.70	0.00	362.70	0.00
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	0.00
90001060	Excavation Below Subgrade (EBS)	400.000	CY	37.210	14,884.00	0.000	28.440	28.440	0.00	1,058.24	1,058.24	0.00
90001070	Base Aggregate Dense, 3 Inch for	800.000	TN	22.450	17,960.00	0.000	21.670	21.670	0.00	486.49	486.49	0.00
90001080	Type I Geogrid for EBS Areas	800.000	SY	1.410	1,128.00	0.000	88.000	88.000	0.00	124.08	124.08	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	0.00
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	0.00
90001110	4 Inch Concrete Sidewalk	89.000	SF	8.440	751.16	118.000	120.000	238.000	995.92	1,012.80	2,008.72	0.00
90001120	2-1/4 Inch HMA Pavement, 3 LT 58-	1,477.000	TN	64.400	95,118.80	1,465.370	0.000	1,465.370	94,369.83	0.00	94,369.83	0.00
90001130	1-3/4 Inch HMA Pavement, 4 LT 58-	1,231.000	TN	69.400	85,431.40	1,189.870	0.000	1,189.870	82,576.98	0.00	82,576.98	0.00
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	0.00
90001150	Sawing Concrete (WisDOT Item	35.000	LF	2.350	82.25	54.000	0.000	54.000	126.90	0.00	126.90	0.00
90001160	1-1/4 Inch Base Aggregate Dense for	250.000	TN	40.410	10,102.50	491.910	0.000	491.910	19,878.08	0.00	19,878.08	0.00
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	0.00
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	0.00
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	0.00
90001210	Ditching Including Placement of	4,750.000	LF	10.140	48,165.00	3,375.000	0.000	3,375.000	34,222.50	0.00	34,222.50	0.00
90001220	Sod for Ditch Flow line	1,400.000	SY	9.210	12,894.00	704.000	0.000	704.000	6,483.84	0.00	6,483.84	0.00
901230	Lawn Restoration Including	23,000.000	SY	2.220	51,060.00	5,577.000	0.000	5,577.000	12,380.94	0.00	12,380.94	0.00

Section 10, Item j.

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	45,000	0,000	45,000	1,431.00	0.00	1,431.00	0.00
90001250	Erosion Control Ditch Check	30,000	EA	83.100	2,493.00	30,000	0,000	30,000	2,493.00	0.00	2,493.00	0.00
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	0.00
90002010	Remove Existing Culvert	89,000	EA	145.320	12,933.48	19,000	0,000	19,000	2,761.08	0.00	2,761.08	0.00
90002020	Remove Concrete Pavement	70,000	SF	1.380	96.60	70,000	0,000	70,000	96.60	0.00	96.60	0.00
90002030	24 Inch CMP	88,000	LF	56.700	4,989.60	42,000	46,000	88,000	2,381.40	2,608.20	4,989.60	0.00
90002040	24 Inch CMP Flared End Section	6,000	EA	342.080	2,052.48	2,000	4,000	6,000	684.16	1,368.32	2,052.48	0.00
90002050	15" x 23" CMP	2,260,000	LF	50.570	114,288.20	485,000	1,773,000	2,258,000	24,526.45	89,660.61	114,187.06	0.00
90002060	15" x 23" CMP Flared End Section	172,000	EA	210.800	36,257.60	36,000	130,000	166,000	7,588.80	27,404.00	34,992.80	0.00
90002070	Pulverize Existing Asphalt Pavement	14,680,000	SY	0.550	8,074.00	14,680,000	0,000	14,680,000	8,074.00	0.00	8,074.00	0.00
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	16,320,000	0,000	16,320,000	30,192.00	0.00	30,192.00	0.00
90002120	2-1/4 Inch HMA Pavement, 3 LT 58-	1,762,000	TN	64.400	113,472.80	1,856,490	0,000	1,856,490	119,557.96	0.00	119,557.96	0.00
90002130	1-3/4 Inch HMA Pavement, 4 LT 58-	1,468,000	TN	69.400	101,879.20	1,542,950	0,000	1,542,950	107,080.73	0.00	107,080.73	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	0.00
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	305,310	0,000	305,310	12,337.58	0.00	12,337.58	0.00
90002170	3 Inch HMA Driveway Pavement	3,753,000	SY	25.000	93,825.00	3,753,000	0,000	3,753,000	93,825.00	0.00	93,825.00	0.00
90002180	Driveway Apron Slope Paving	162,000	EA	100.000	16,200.00	162,000	0,000	162,000	16,200.00	0.00	16,200.00	0.00
90002190	Sanitary Manhole Reconstruction	14,000	EA	800.000	11,200.00	15,000	0,000	15,000	12,000.00	0.00	12,000.00	0.00
90002200	Ditching Including Placement of	8,450,000	LF	9.570	80,866.50	3,750,000	2,928,000	6,678,000	35,887.50	28,020.96	63,908.46	0.00
90002210	Sod for Ditch Flowline	2,400,000	SY	9.210	22,104.00	1,513,000	0,000	1,513,000	13,934.73	0.00	13,934.73	0.00
90002220	Lawn Restoration Including	36,800,000	SY	2.220	81,696.00	14,772,000	0,000	14,772,000	32,793.84	0.00	32,793.84	0.00
90002230	Erosion Control Culvert Pipe Ditch	91,000	EA	31.800	2,893.80	91,000	0,000	91,000	2,893.80	0.00	2,893.80	0.00
90002240	Erosion Control Ditch Check	50,000	EA	83.100	4,155.00	50,000	0,000	50,000	4,155.00	0.00	4,155.00	0.00
90002250	Contractor Quality Control Testing	1,000	LS	7,750.000	7,750.00	1,000	0,000	1,000	7,750.00	0.00	7,750.00	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	0.00
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	0.00
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	0.00
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	0.00
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	0.00
93090	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	0.00

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	0.00
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	0.00
90004010	Fine Grading and Compaction of	933.000	SY	1.850	1,726.05	933.000	0.000	933.000	1,726.05	0.00	1,726.05	0.00
90004020	2-1/4 Inch HMA Pavement, 3 LT 58-	112.000	TN	69.100	7,739.20	110.440	0.000	110.440	7,631.40	0.00	7,631.40	0.00
90004030	1-3/4 Inch HMA Pavement, 4 LT 58-	94.000	TN	77.100	7,247.40	94.000	0.000	94.000	7,247.40	0.00	7,247.40	0.00
90004040	Marking Line Epoxy 4 Inch	500.000	LF	10.500	5,250.00	535.000	0.000	535.000	5,617.50	0.00	5,617.50	0.00
90004050	Contractor Quality Control Testing	1.000	LS	900.000	900.00	1.000	0.000	1.000	900.00	0.00	900.00	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	1.000	0.000	1.000	39,735.00	0.00	39,735.00	0.00
90009002	CO2 Snapdragon Manholes	1.000	EA	8,200.000	8,200.00	0.000	1.000	1.000	0.00	19,551.00	19,551.00	0.00
90009003	CO3 Various Patches	2.000	DL	11,500.000	23,000.00	0.000	2.580	2.580	0.00	29,670.00	29,670.00	0.00
Project Total:					1,710,554.04				1,307,061.72	200,964.70	1,508,026.42	0.00

Work Completed To Date:
 Less Retainage: 0.00
 Less Previous Estimate: 1,241,708.63
Total Amount Due This Estimate: 266,317.79



November 4, 2025

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

Re: Village of Harrison
Commerce Park Plat
Utility, Street & Stormwater Pond Construction
Certificate for Payment #5
McM. No. H0006-09-23-00309

Dear Chad:

Enclosed herewith is Certificate for Payment #5 for the above referenced project. This Certificate is issued to Donald Hietpas & Sons, Inc. in the amount of \$99,636.30 for partial payment for work performed through November 3, 2025.

Please process the enclosed, and forward payment to Donald Hietpas & Sons, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in blue ink, appearing to read "L. Reibold", is written over a light blue rectangular background.

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

LRR:car

cc: Donald Hietpas & Sons, Inc.

Enclosure: Certificate for Payment #5

McMAHON**ENGINEERS ARCHITECTS**

McMAHON ASSOCIATES, INC.

1445 MCMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025TELEPHONE: 920.751.4200
FAX: 920.751.4284**CERTIFICATE FOR
PAYMENT**VILLAGE OF HARRISON
W5298 Highway 114
Harrison, WI 54952

Contract No.	H0006-09-23-00309
Project File No.	H0006-09-23-00309
Certificate No.	Five (5)
Issue Date:	November 4, 2025
Project:	Commerce Park Plat Utility, Street & Stormwater Construction

This Is To Certify That, In Accordance With The Contract Documents Dated: February 20, 2025DONALD HIETPAS & SONS, INC.
1450 East North Avenue
Po Box 166
Little Chute, WI 54140Is Entitled To Partial Payment For Work Performed Through: November 3, 2025

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

Original Contract	<u>\$1,316,945.25</u>	Completed To Date	<u>\$1,304,729.31</u>
Net Change Orders	<u>\$0.00</u>	Retainage 2.5%	<u>\$32,923.63</u>
Current Contract Amount	<u>\$1,316,945.25</u>	Subtotal	<u>\$1,271,805.68</u>
		Previously Certified	<u>\$1,172,169.38</u>

Amount Due This Payment:	\$99,636.30
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Please process and forward payment to Donald Hietpas & Sons, Inc.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



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

Commerce Park Plat
Utility & Street Construction
Village of Harrison/Darboy Joint S.D. No.1
Certificate for Payment #5 Summary
McM No. H0006-09-23-00309

Base Bid:

Item	Description	Bid Qty	Unit	Unit Price	Bid Total	Payment Certificate #5		Completed to Date		Difference	
						Quantity	Total	Quantity	Total	Quantity	Total
1	8-inch SDR 35 PVC sanitary sewer	1,200	L.F.	\$41.00	\$ 49,200.00		\$ -	1,204	\$49,364.00	4	\$164.00
2	48-inch sanitary sewer manhole	33.00	V.F.	\$425.00	\$ 14,025.00		\$ -	32.74	\$13,914.50	-0.26	-\$110.50
3	4-inch SCH 40 PVC sanitary sewer lateral	336	L.F.	\$35.00	\$ 11,760.00		\$ -	0	\$0.00	-336	-\$11,760.00
4	8-inch water main	1,877	L.F.	\$55.00	\$ 103,235.00	68	\$ 3,740.00	1,945	\$106,975.00	68	\$3,740.00
5	6-inch water main	123	L.F.	\$50.00	\$ 6,150.00		\$ -	62	\$3,100.00	-61	-\$3,050.00
6	8-inch resilient wedge gate valve	6	EACH	\$2,650.00	\$ 15,900.00		\$ -	6	\$15,900.00	0	\$0.00
7	6-inch resilient wedge gate valve	5	EACH	\$1,900.00	\$ 9,500.00		\$ -	5	\$9,500.00	0	\$0.00
8	Hydrant	5	EACH	\$5,915.00	\$ 29,575.00		\$ -	5	\$29,575.00	0	\$0.00
9	1-1/2-inch SDR 9 PE water lateral	228	L.F.	\$28.00	\$ 6,384.00		\$ -	227	\$6,356.00	-1	-\$28.00
10	1-1/2-inch corporation, curb stop & stop box	6	EACH	\$800.00	\$ 4,800.00		\$ -	6	\$4,800.00	0	\$0.00
11	Bore and Jack Casing Pipe for Watermain	70	L.F.	\$670.00	\$ 46,900.00		\$ -	80	\$53,600.00	10	\$6,700.00
12	12-inch Storm Sewer	461	L.F.	\$43.00	\$ 19,823.00		\$ -	463.00	\$19,909.00	2.0	\$86.00
13	15-inch Storm Sewer Lateral	292	L.F.	\$46.00	\$ 13,432.00		\$ -	384.50	\$17,687.00	92.5	\$4,255.00
14	15-inch Storm Sewer	595	L.F.	\$45.00	\$ 26,775.00		\$ -	597	\$26,865.00	2	\$90.00
15	18-inch Storm Sewer	1060	L.F.	\$48.00	\$ 50,880.00		\$ -	1,015	\$48,720.00	-45	-\$2,160.00
16	18-inch RCP Storm Sewer	168	L.F.	\$57.30	\$ 9,626.40		\$ -	216	\$12,376.80	48	\$2,750.40
17	24-inch Storm Sewer	871	L.F.	\$60.85	\$ 53,000.35		\$ -	872	\$53,061.20	1	\$60.85
18	24-inch RCP Storm Sewer	139	L.F.	\$76.50	\$ 10,633.50		\$ -	139.0	\$10,633.50	0.0	\$0.00
19	30-inch RCP Storm Sewer	140	L.F.	\$102.02	\$ 14,282.80		\$ -	145	\$14,792.90	5	\$510.10
20	36-inch RCP Storm Sewer	351	L.F.	\$124.00	\$ 43,524.00		\$ -	351	\$43,524.00	0	\$0.00
21	18-inch RCP Flared End Section w/Trash Guard	3	EACH	\$1,625.00	\$ 4,875.00		\$ -	3	\$4,875.00	0	\$0.00
22	24-inch RCP Flared End Section w/Trash Guard	2	EACH	\$1,965.00	\$ 3,930.00		\$ -	2	\$3,930.00	0	\$0.00
23	30-inch RCP Flared End Section w/Trash Guard	1	EACH	\$2,650.00	\$ 2,650.00		\$ -	1	\$2,650.00	0	\$0.00
24	36-inch RCP Flared End Section w/Trash Guard	1	EACH	\$3,500.00	\$ 3,500.00		\$ -	1	\$3,500.00	0	\$0.00
25	Pond Outlet Structure w/Trash Racks	1	EACH	\$16,000.00	\$ 16,000.00		\$ -	1	\$16,000.00	0	\$0.00
26	Pond Outlet Structure Modification	1	L.S.	\$450.15	\$ 450.15		\$ -	0	\$0.00	-1	-\$450.15
27	48-inch diameter Storm Manhole	89.88	V.F.	\$560.00	\$ 50,332.80		\$ -	86.93	\$48,680.80	-2.95	-\$1,652.00
28	60-inch diameter Storm Manhole	20.43	V.F.	\$745.00	\$ 15,220.35		\$ -	20.10	\$14,974.50	-0.33	-\$245.85
29	72-inch diameter Storm Manhole	7.62	V.F.	\$935.00	\$ 7,124.70		\$ -	7.45	\$6,965.75	-0.17	-\$158.95
30	Catch Basin	10	EACH	\$2,665.00	\$ 26,650.00		\$ -	10	\$26,650.00	0	\$0.00
31	4-inch perforated underdrain w/geotextile sock	500	L.F.	\$22.00	\$ 11,000.00		\$ -	500	\$11,000.00	0	\$0.00
32	Yard Drain	3	EACH	\$1,975.00	\$ 5,925.00		\$ -	3	\$5,925.00	0	\$0.00
33	Strip & Stockpile Topsoil	152,500	S.Y.	\$1.08	\$ 164,700.00		\$ -	152,500	\$164,700.00	0	\$0.00
34	Common Excavation	35,870	C.Y.	\$4.40	\$ 157,828.00		\$ -	35,870	\$157,828.00	0	\$0.00
35	Clay Liner (2' Thick)	3,500	S.Y.	\$0.01	\$ 35.00		\$ -	0	\$0.00	-3,500	-\$35.00
36	Geotechnical Engineer (Stormwater Pond)	1	L.S.	\$3,065.35	\$ 3,065.35		\$ -	1	\$3,065.35	0	\$0.00
37	Heavy Rip-Rap with Type HR Fabric	53	C.Y.	\$67.42	\$ 3,573.26		\$ -	53	\$3,573.26	0	\$0.00
38	Medium Rip-Rap with Type HR Fabric	53	C.Y.	\$67.42	\$ 3,573.26		\$ -	53	\$3,573.26	0	\$0.00
39	12-inch base aggregate dense 1 1/4-inch for Pond Trail	1,600	TONS	\$13.54	\$ 21,664.00		\$ -	0	\$0.00	-1,600	-\$21,664.00
40	SAS Fabric for Pond Trail	2,750	S.Y.	\$1.52	\$ 4,180.00		\$ -	2,750	\$4,180.00	0	\$0.00
41	SAS Fabric for Roadway	4,750	S.Y.	\$1.52	\$ 7,220.00		\$ -	4,750	\$7,220.00	0	\$0.00
42	Base aggregate dense 1 1/4-inch	1,650	TONS	\$12.78	\$ 21,087.00		\$ -	1,650	\$21,087.00	0	\$0.00
43	Base aggregate dense 3-inch	2,450	TONS	\$12.78	\$ 31,311.00	855	\$ 10,924.34	2,569.80	\$32,842.04	119.80	\$1,531.04
44	1.5-inch HMA pavement, 3LT 58-28S (temp)	420	TONS	\$93.93	\$ 39,450.60	431.85	\$ 40,563.67	431.85	\$40,563.67	11.85	\$1,113.07
45	Placing Topsoil	11,000	S.Y.	\$1.06	\$ 11,660.00		\$ -	0	\$0.00	-11,000	-\$11,660.00
46	Temporary Pond Seeding	1.73	ACRES	\$3,333.00	\$ 5,766.09		\$ -	1.73	\$5,766.09	0.00	\$0.00
47	Temporary Seeding	25.7	ACRES	\$797.90	\$ 20,506.03	2.40	\$ 1,914.96	29.00	\$23,139.10	3.30	\$2,633.07
48	Tracking pad	2	EACH	\$1,010.00	\$ 2,020.00		\$ -	2	\$2,020.00	0	\$0.00
49	Inlet protection	13	EACH	\$90.00	\$ 1,170.00		\$ -	13	\$1,170.00	0	\$0.00
50	Temporary Ditch Check	4	EACH	\$84.84	\$ 339.36		\$ -	4	\$339.36	0	\$0.00
51	Erosion Mat (WDOT Class I, Type B)	900	S.Y.	\$2.33	\$ 2,097.00	850	\$ 1,980.50	1,160	\$2,702.80	260	\$605.80
52	Silt fence	7,000	L.F.	\$1.67	\$ 11,690.00		\$ -	7,955	\$13,284.85	955	\$1,594.85
Subtotal =							\$ 59,123.47		\$ 1,172,859.73		\$ (27,140.27)

Supplemental Bid #1:

Item	Description	Bid Qty	Unit	Unit Price	Bid Total	Payment Certificate #5		Completed to Date		Difference	
						Quantity	Total	Quantity	Total	Quantity	Total
S-1	Common Excavation (Roadway)	2,000	C.Y.	\$8.34	\$ 16,680.00		\$ -	2,000	\$16,680.00	0	\$0.00
S-2	SAS Fabric for Roadway	3,920	S.Y.	\$1.52	\$ 5,958.40		\$ -	3,920	\$5,958.40	0	\$0.00
S-3	Base aggregate dense 1 1/4-inch	1,350	TONS	\$12.78	\$ 17,253.00		\$ -	1,652.15	\$21,114.48	302.15	\$3,861.48
S-4	Base aggregate dense 3-inch	2,050	TONS	\$12.78	\$ 26,199.00	597.60	\$ 7,637.33	2,050.00	\$26,199.00	0	\$0.00
S-5	1.5-inch HMA pavement, 3LT 58-28S (temp)	350	TONS	\$93.93	\$ 32,875.50	350	\$ 32,875.50	350	\$32,875.50	0	\$0.00
S-6	Placing Topsoil	2,150	S.Y.	\$2.38	\$ 5,117.00		\$ -	0	\$0.00	-2,150	-\$5,117.00
S-7	Temporary Seeding	2,150	S.Y.	\$1.01	\$ 2,171.50		\$ -	0	\$0.00	-2,150	-\$2,171.50
Subtotal =							\$ 40,512.83		\$ 102,827.38		\$ (3,427.02)

Supplemental Bid #2:

Item	Description	Bid Qty	Unit	Unit Price	Bid Total	Payment Certificate #5		Completed to Date		Difference	
						Quantity	Total	Quantity	Total	Quantity	Total
S-2.1	Load, Haul and Place Exist 1-1/4-inch Aggregate Base	1	L.S.	\$ 10,690.85	\$ 10,690.85		\$ -	1	\$10,690.85	0	\$0.00

Change Order Items:

Item	Description	Bid Qty	Unit	Unit Price	Bid Total	Payment Certificate #5		Completed to Date		Difference	
						Quantity	Total	Quantity	Total	Quantity	Total
1.1	ADD 6-inch SCH 40 Sanitary Sewer Lateral		L.F.	\$38.50	\$ -		\$ -	400	\$15,400.00	400	\$15,400.00
1.2	ADD 2-inch SDR 9 PE Water Lateral		L.F.	\$29.05	\$ -		\$ -	58	\$1,684.90	58	\$1,684.90
1.3	ADD 2-inch corporation, curb stop & stop box		EACH	\$1,266.45	\$ -		\$ -	1	\$1,266.45	1	\$1,266.45
Subtotal =							\$ -		\$ 18,351.35		\$18,351.35

Total = \$ 1,316,945.25 \$ 99,636.30 \$ 1,304,729.31 \$ (12,215.94)

Completed to Date	\$ 1,304,729.31
Project Retainage 2.5%	\$ 32,923.63
Subtotal	\$ 1,271,805.68
Previously Certified	\$ 1,172,169.38
Amount Due	\$ 99,636.30

**APPLICATION
FOR PAYMENT**

VILLAGE OF HARRISON

PROJECT:	2025 COMMERCE PARK PLAT UTILITY, STREET, POND CONSTRUCTION
CONTRACTOR	DONALD HIETPAS & SONS INC
Contract No.	H0006-05-23-00309
Project No.	H0006-05-23-00309
Application No.	5
Application Date	11/3/2025
Period From	9/30/2025 To 11/3/2025

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	\$ 1,316,945.25	Completed To Date	\$1,290,218.95
Net Change Orders	\$ 0	Retainage 2.5 %	\$32,255.47
Current Contract Amount	\$ 1,316,945.25	Subtotal	\$1,257,963.47
		Previous Applications	\$1,172,169.38

Amount Due This Application: \$85,794.09

The undersigned Contractor hereby swears, under penalty of perjury, that (1) All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 11/03 20 25DONALD HIETPAS & SONS INC

(contractor)

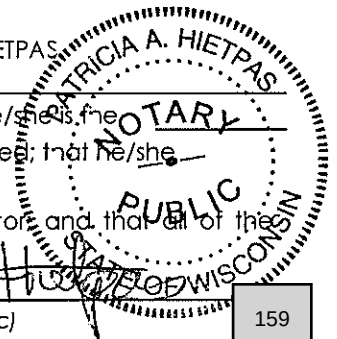
By

Stuart Hieter
(name & title)COUNTY OF
STATE OF

} ss

Before me on this 03 day of November 20 25personally appeared STUART HIETPASPRESIDENT

(title)

known to me, who being duly sworn did depose and say that he/she is the
of the Contractor above mentioned; that he/sheexecuted 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: 11/13/2026Patricia A. Hieter
(Notary Public)

REQUEST FOR PAYMENT 10/29/2025									
ESTIMATE # 5 PROJECT # H0006-09-2300309									
PROJECT NAME: COMMERCE PARK PLAT UTILITY, STREET & STORMWATER POND CONSTRUCTION									
BASE BID SANITARY SEWER									
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QTY.	UNIT PRICE	PREVIOUS REQUEST AMOUNT	THIS REQUEST QUANTITY	AMOUNT	TOTAL COMPLETED TO DATE QUANTITY	AMOUNT	
1	8" SANITARY SEWER	1200 LIN. FT.	\$ 41.00	1204 \$ 49,364.00	0	\$ -	1204	\$ 49,364.00	
2	48" SANITARY SEWER	33 VERT FT.	\$ 425.00	32.74 \$ 13,914.50	0	\$ -	32.74	\$ 13,914.50	
3	6" SCH 40 LATERAL	336 LIN.FT.	\$ 38.50	400 \$ 15,400.00	0	\$ -	400	\$ 15,400.00	
SUB TOTAL				\$ 78,678.50		\$ -		\$ 78,678.50	
BASE BID WATERMAIN									
4	8" WATER MAIN	1877 LIN.FT.	\$ 55.00	1945 \$ 106,975.00	0	\$ -	1945	\$ 106,975.00	
5	6" WATER MAIN	123 LIN.FT.	\$ 50.00	62 \$ 3,100.00	0	\$ -	62	\$ 3,100.00	
6	8" GATE VALVE	6 EA.	\$ 2,650.00	6 \$ 15,900.00	0	\$ -	6	\$ 15,900.00	
7	6" GATE VALVE	5 EA.	\$ 1,900.00	5 \$ 9,500.00	0	\$ -	5	\$ 9,500.00	
8	HYDRANT	5 EA.	\$ 5,915.00	5 \$ 29,575.00	0	\$ -	5	\$ 29,575.00	
9	1-1/2 INCH PE WATER LATERAL	228 LIN. FT.	\$ 28.00	227 \$ 6,356.00	0	\$ -	227	\$ 6,356.00	
10	1-1/2" CORP., CURB STOP, STOP BOX	6 EA.	\$ 800.00	6 \$ 4,800.00	0	\$ -	6	\$ 4,800.00	
11	BORE OR JACK CASING PIPE	70 L.F.	\$ 670.00	80 \$ 53,600.00	0	\$ -	80	\$ 53,600.00	
12	EXTRA 2" PE WATER LATERAL	0 L.F.	\$ 29.05	58 \$ 1,684.90	0	\$ -	58	\$ 1,684.90	
13	EXTRA 2" CORP., CURB STOP, STOP BOX	0	\$ 1,266.45	1 \$ 1,266.45	0	\$ -	1	\$ 1,266.45	
SUB TOTAL				\$ 232,757.35		\$ -		\$ 232,757.35	
BASE BID STORM SEWER									
12	12" STORM SEWER	461 LIN. FT.	\$ 43.00	430.5 \$ 18,511.50	0	\$ -	463	\$ 19,909.00	
13	15" STORM LATERAL	292 LIN.FT.	\$ 46.00	387.5 \$ 17,825.00	0	\$ -	384.50	\$ 17,687.00	
14	15" STORM MAIN	595 LIN.FT.	\$ 45.00	626 \$ 28,170.00	0	\$ -	597	\$ 26,865.00	
15	18" STORM SEWER	1060 LIN. FT.	\$ 48.00	1042 \$ 50,016.00	0	\$ -	1,015	\$ 48,720.00	
16	18" RCP STORM	168 LIN.FT.	\$ 57.30	218 \$ 12,491.40	0	\$ -	216	\$ 12,376.80	
17	24" STORM SEWER	871 LIN.FT.	\$ 60.85	848 \$ 51,600.80	0	\$ -	872	\$ 53,061.20	
18	24" RCP STORM SEWER	139 LIN.FT.	\$ 76.50	137.5 \$ 10,552.75	0	\$ -	139	\$ 10,633.50	
19	30" RCP STORM SEWER	140 LIN.FT.	\$ 102.02	142 \$ 14,482.84	0	\$ -	145	\$ 14,792.90	
20	36" RCP STORM SEWER	351 LIN.FT.	\$ 124.00	350 \$ 43,400.00	0	\$ -	351	\$ 43,524.00	
21	18" END WALL WITH TRASH GUARD	3 EA.	\$ 1,625.00	3 \$ 4,875.00	0	\$ -	3	\$ 4,875.00	
22	24" END WALL WITH TRASH GUARD	2 EA.	\$ 1,965.00	2 \$ 3,930.00	0	\$ -	2	\$ 3,930.00	
23	30" END WALL WITH TRASH GUARD	1 EA.	\$ 2,650.00	1 \$ 2,650.00	0	\$ -	1	\$ 2,650.00	
24	36" END WALL WITH TRASH GUARD	1 EA.	\$ 3,500.00	1 \$ 3,500.00	0	\$ -	1	\$ 3,500.00	
25	POND OUTLET STRUCTURE WITH TRASH GUARD	1 EA.	\$ 1,600.00	1 \$ 1,600.00	0	\$ -	1	\$ 1,600.00	\$16,000.00
26	POND OUTLET STRUCTURE MODIFICATION	1 EA.	\$ 450.15	0 \$ -	0	\$ -	0	\$ -	
27	48" STORM MANHOLE	89.88 V.F.	\$ 560.00	86.93 \$ 48,680.80	0	\$ -	86.92	\$ 48,680.80	
28	60" STORM MANHOLE	20.43 V.F.	\$ 745.00	20.1 \$ 14,974.50	0	\$ -	20.1	\$ 14,974.50	
29	72" STORM MANHOLE	7.62 V.F.	\$ 935.00	7.45 \$ 6,965.75	0	\$ -	7.45	\$ 6,965.75	
30	CATCH BASIN	10 EA.	\$ 2,665.00	10 \$ 26,650.00	0	\$ -	10	\$ 26,650.00	
31	4" DRAIN TILE	500 LIN.FT.	\$ 22.00	500 \$ 11,000.00	0	\$ -	500	\$ 11,000.00	
32	YARD DRAIN	3 EA.	\$ 1,975.00	3 \$ 5,925.00	0	\$ -	3	\$ 5,925.00	
SUB TOTAL				\$ 377,771.34		\$ -		\$ 377,771.34	
GRADING & STREET CONSTRUCTION									
33	STRIP & STOCKPILE TOP SOIL	152,500 SQ. YDS.	\$ 1.08	152500 \$ 164,700.00	0	\$ -	152,500	\$ 164,700.00	
34	COMMON EXCAVATION	35,870 CU.YDS	\$ 4.40	35870 \$ 157,828.00	0	\$ -	35,870	\$ 157,828.00	
35	CLAY LINER 4" THICK	3,500 SQ.YDS	\$ 0.01	0 \$ -	0	\$ -	0	\$ -	
36	GEOTECHNICAL ENGINEER POND	1 lump SUM	\$ 3,065.35	1 \$ 3,065.35	0	\$ -	1	\$ 3,065.35	
37	HEAVY RIP RAP	53 CU. YD.	\$ 67.42	53 \$ 3,573.26	0	\$ -	53	\$ 3,573.26	
38	MEDIUM RIP RAP	53 CU. YD.	\$ 67.42	53 \$ 3,573.26	0	\$ -	53	\$ 3,573.26	
39	BASE AGGREGATE POND TRAIL	1600 TONS	\$ 13.54	0 \$ -	0	\$ -	0	\$ -	
40	SAS FABRIC FOR POND	2700 SQ. YDS.	\$ 1.52	2750 \$ 4,180.00	0	\$ -	2,750	\$ 4,180.00	
41	SAS FABRIC FOR ROADWAY	4750 SQ.YD.	\$ 1.52	4750 \$ 7,220.00	0	\$ -	4,750	\$ 7,220.00	
42	BASE AGGREGATE DENSE	1650 TONS	\$ 12.78	1650 \$ 21,087.00	0	\$ -	1,650	\$ 21,087.00	
43	BASE AGGREGATE DENSE 3"	2450 TONS	\$ 12.78	1715 \$ 21,917.70	854.8	\$ 10,924.34	2569.80	\$ 32,842.04	
44	1.5 INCH PAVEMENT	420 TONS	\$ 93.93	0 \$ -	431.85	\$ 40,563.67	431.85	\$ 40,563.67	
45	PLACING TOP SOIL	11,000 SQ YDS	\$ 1.06	0 \$ -	0	\$ -	0	\$ -	
46	TEMPORARY POND SEEDING	1.73 ACRES	\$ 3,333.00	1.73 \$ 5,766.09	0	\$ -	1.73	\$ 5,766.09	
47	TEMPORARY SEEDING	25.7 ACRES	\$ 797.90	26.6 \$ 21,224.14	2.5	\$ 1,994.75	29	\$ 23,218.89	
48	TRACKING PAD	2 EACH	\$ 1,010.00	2 \$ 2,020.00	0	\$ -	2	\$ 2,020.00	
49	INLET PROTECTION	13 EACH	\$ 90.00	13 \$ 1,170.00	0	\$ -	13	\$ 1,170.00	
50	TEMPORARY DITCH CHECK	4 EACH	\$ 84.84	4 \$ 339.36	0	\$ -	4	\$ 339.36	
51	EROSION MAT TYPE B	900 SQ. YD.	\$ 2.33	310 \$ 722.30	850	\$ 1,980.50	1,160	\$ 2,702.80	
52	SILT FENCE	7000 LIN FT.	\$ 1.67	7955 \$ 13,284.85	0	\$ -	7,955	\$ 13,284.85	
TOTAL				\$ 431,671.31	0	\$ 55,463.26	0	\$ 487,134.57	
SUPPLEMENTAL BID #1									
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QTY.	UNIT PRICE	PREVIOUS REQUEST AMOUNT	THIS REQUEST QUANTITY	AMOUNT	TOTAL COMPLETED TO DATE QUANTITY	AMOUNT	
S-1	COMMON EXCAVATION (ROADWAY)	2000 CY	\$ 8.34	2000 \$ 16,680.00	0	\$ -	2000	\$ 16,680.00	
S-2	SAS FABRIC FOR ROADWAY	3920 SY	\$15.22	3920 \$ 60,358.40	0	\$ -	3920	\$ 60,358.40	\$5,958.40
S-3	BASE AGGREGATE DENSE 1 1/4-INCH	1350 TONS	\$12.78	1652.15 \$ 21,087.00	0	\$ -	1652.15	\$ 21,087.00	\$21,114.88
S-4	BASE AGGREGATE DENSE 3-INCH	2050 TONS	\$ 12.78	1452.4 \$ 18,561.67	597.6	\$ 7,637.33	2650	\$ 33,875.50	
S-5	1.5 INCH HMA PAVEMENT	350 TONS	\$ 93.93	0 \$ -	350	\$ 32,875.50	350	\$ 32,875.50	
S-6	PLACING TOPSOIL	2150 SY	\$ 2.38	0 \$ -	0	\$ -	0	\$ -	
S-7	TEMPORARY SEEDING	2150 SY	\$ 1.01	0 \$ -	0	\$ -	0	\$ -	
SUB TOTAL				\$ 62,673.51		\$ 40,512.83		\$ 103,186.34	
SUPPLEMENTAL BID #2									
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QTY.	UNIT PRICE	PREVIOUS REQUEST AMOUNT	THIS REQUEST QUANTITY	AMOUNT	TOTAL COMPLETED TO DATE QUANTITY	AMOUNT	
S-2.1	LOAD / HAUL / PLACE EXISTING 1-1/4" BASE	1	\$ 10,690.85	1 \$ 10,690.85	0	\$ -	1	\$ 10,690.85	
TOTAL COMPLETED TO DATE									
								\$ 1,290,218.95	
								\$ 32,255.47	
								\$ 1,322,474.42	
								\$ 1,721,149.38	
								\$ 85,754.09	

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
Village of Harrison
W5298 State Rd. 114
Menasha WI 54952
FROM CONTRACTOR:
Johnson and Jonet Mechanical
1800 Sal St.
Green Bay WI 54302

PROJECT:
Fire Rescue Station 70
W5662 Manitowac Rd.
Harrison, WI
VIA ARCHITECT:
Wendel Architects
204 E. Grand Ave
Eau Claire WI 54701

APPLICATION #: 2
PERIOD TO: 11/30/25
PROJECT NOS: 634501
CONTRACT DATE: 08/05/25

Distribution to:
Owner
Const. Mgr
Architect
Contractor

CONTRACT FOR: Village Of Harrison Fire Rescue Station 70 HVAC

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM-----	\$ 1,062,700.00
2. Net change by Change Orders-----	\$
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 1,062,700.00
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)	\$ 21,300.00

5. RETAINAGE:	
a. 5.0% of Completed Work (Columns D+E on Continuation Sheet)	\$ 1,065.00
b. 5.0% of Stored Material (Column F on Continuation Sheet)	\$
Total Retainage (Line 5a + 5b or	

Total in Column 1 of Continuation Sheet-----	\$ 1,065.00
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$ 20,235.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----	\$ 9,357.50
8. CURRENT PAYMENT DUE-----	\$ 10,877.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 1,042,465.00
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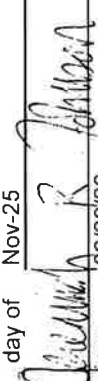
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

CONTRACTOR: 

By: _____ Date: 11/4/25

State of: Wisconsin
County of: Brown

Subscribed and sworn to before me this 4th day of Nov-25

Notary Public: 
My Commission expires: 06/29/26



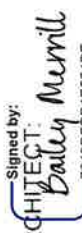
CERTIFICATE FOR PAYMENT

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

10,877.50

AMOUNT CERTIFIED ----- \$

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

Signed by:
ARCHITECT: 
By: 7643DFDB1E5540F...

Architect Date: 11/4/2025

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

DocuSigned by:


57309FB6F9ED431...

Sr Project Manager of Harrison Fire Station

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Fire Rescue Station 70
W5662 Manitowac Rd.
Harrison, WI

APPLICATION NUMBER:

APPLICATION DATE: 10/25/25
PERIOD TO 30-Nov-25
ARCHITECT'S PROJECT NO 634501

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G Total Completed And Stored To Date (D + E + F)	H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period				
1	Submittals	3,000.00					3,000.00	
2	Mobilize	1,495.00					1,495.00	
3	Pipe Fitter Labor	125,000.00					125,000.00	
4	Pipe Fitter Material	121,000.00					121,000.00	
5	HVAC Equipment	185,000.00					185,000.00	
6	Rentals	7,000.00					7,000.00	
7	Bonds	9,850.00	9,850.00			9,850.00		492.50
8	Permits	11,450.00		11,450.00		11,450.00		572.50
9	Controls Subcontractor	117,830.00					117,830.00	
10	Balancing Subcontractor	13,675.00					13,675.00	
11	Sheetmetal Sub Labor	89,907.00					89,907.00	
12	Sheetmetal Sub Material	120,933.00					120,933.00	
13	Insulation Subcontractor	53,560.00					53,560.00	
14	Demobilize	1,500.00					1,500.00	
15	Closeouts	1,500.00					1,500.00	
16	Temporary Heat Allowance	200,000.00					200,000.00	
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28	SUBTOTALS PAGE 2	1,062,700.00	9,850.00	11,450.00		21,300.00	1,041,400.00	1,065.00

Miron Construction Co., Inc.

CONTINUATION SHEET A/A DOCUMENT G703

Page: 2

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 2

In tabulation below, amounts are stated to the nearest cent.

APPLICATION DATE: 10/28/2025

PERIOD TO: 10/31/2025

PROJECT NO: 250890

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

INVOICE NO.: 250890-0002

Section 10, Item j.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD				
005	Contract 01 - Bonds	12,022.00	12,022.00	0.00	0.00	12,022.00	0.00	601.10
010	Contract 01 - Mobilization	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	500.00
015	Contract 01 - GC's/GR's	158,008.00	15,800.00	15,800.00	0.00	31,600.00	126,408.00	1,580.00
020	Contract 01 - Earthwork	306,064.00	31,000.00	130,500.00	0.00	161,500.00	144,564.00	8,075.00
025	Contract 01 - Asphalt Paving	167,420.00	0.00	0.00	0.00	0.00	167,420.00	0.00
030	Contract 01 - Concrete Sitework	79,000.00	0.00	0.00	0.00	0.00	79,000.00	0.00
035	Contract 01 - Pavement Markings	3,410.00	0.00	0.00	0.00	0.00	3,410.00	0.00
040	Contract 01 - Fencing	30,538.00	0.00	0.00	0.00	0.00	30,538.00	0.00
045	Contract 01 - Site Utilities	138,000.00	0.00	138,000.00	0.00	138,000.00	0.00	6,900.00
050	Contract 02 - Bonds	49,065.00	49,065.00	0.00	0.00	49,065.00	0.00	2,453.25
055	Contract 02 - Mobilization	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00	1,000.00
060	Contract 02 - GC's/GR's	374,918.75	37,491.00	37,491.00	0.00	74,982.00	299,936.75	3,749.10
065	Contract 02 - CIP Concrete Labor	311,671.00	99,500.00	80,477.00	0.00	179,977.00	131,694.00	8,998.85
070	Contract 02 - CIP Concrete Materials	275,000.00	76,025.00	90,000.00	0.00	166,025.00	108,975.00	8,301.25
075	Contract 02 - Precast Labor	15,525.00	0.00	15,525.00	0.00	15,525.00	0.00	776.25
080	Contract 02 - Precast Materials	58,077.12	0.00	58,077.12	0.00	58,077.12	0.00	2,903.86
085	Contract 02 - Masonry Labor	667,996.00	49,000.00	235,827.90	0.00	284,827.90	383,168.10	14,241.40
090	Contract 02 - Masonry Materials	450,004.00	73,980.00	217,660.94	0.00	291,640.94	158,363.06	14,582.04
095	Contract 02 - Steel Labor	229,440.75	0.00	0.00	0.00	0.00	229,440.75	0.00
100	Contract 02 - Steel Materials	484,480.75	0.00	100,000.00	0.00	100,000.00	384,480.75	5,000.00
105	Contract 02 - General Trades Labor	276,171.50	0.00	0.00	0.00	0.00	276,171.50	0.00
110	Contract 02 - General Trades Materials	121,725.00	0.00	0.00	0.00	0.00	121,725.00	0.00

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

Page: 3

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 2

Contractor's signed Certification is attached.

APPLICATION DATE: 10/28/2025

INVOICE NO.:

In tabulation below, amounts are stated to the nearest cent.

PERIOD TO: 10/31/2025

250890-0002

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

PROJECT NO: 250890

Section 10, Item j.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD				
115	Contract 02 - Architectural Casework	140,966.00	0.00	0.00	0.00	0.00	140,966.00	0.00
120	Contract 02 - Insulation	83,752.00	0.00	0.00	0.00	0.00	83,752.00	0.00
125	Contract 02 - Fire Safing	13,640.00	0.00	0.00	0.00	0.00	13,640.00	0.00
130	Contract 02 - Joint Sealants	26,958.00	0.00	0.00	0.00	0.00	26,958.00	0.00
135	Contract 02 - Roofing	343,677.00	0.00	0.00	0.00	0.00	343,677.00	0.00
140	Contract 02 - Metal Panels	64,449.00	0.00	0.00	0.00	0.00	64,449.00	0.00
145	Contract 02 - Doors and Hardware	216,181.13	0.00	0.00	0.00	0.00	216,181.13	0.00
150	Contract 02 - Doors and Hardware	290,626.00	0.00	0.00	0.00	0.00	290,626.00	0.00
155	Contract 02 - Aluminum Storefront/ Materials	90,383.00	0.00	0.00	0.00	0.00	90,383.00	0.00
160	Contract 02 - Aluminum Storefront/ Windows Labor	129,000.00	0.00	0.00	0.00	0.00	129,000.00	0.00
165	Contract 02 - Studs/ Gypsum Board Materials	244,695.00	0.00	0.00	0.00	0.00	244,695.00	0.00
170	Contract 02 - Studs/ Gypsum Board Materials	235,000.00	0.00	0.00	0.00	0.00	235,000.00	0.00
175	Contract 02 - Tile	104,767.00	0.00	0.00	0.00	0.00	104,767.00	0.00
180	Contract 02 - Ceilings Labor	50,665.00	0.00	0.00	0.00	0.00	50,665.00	0.00
185	Contract 02 - Ceilings Materials	41,990.00	0.00	0.00	0.00	0.00	41,990.00	0.00
190	Contract 02 - Flooring Labor	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00
195	Contract 02 - Flooring Materials	47,150.00	0.00	0.00	0.00	0.00	47,150.00	0.00
200	Contract 02 - Epoxy Flooring	15,963.00	0.00	0.00	0.00	0.00	15,963.00	0.00
205	Contract 02 - Painting Labor	59,136.00	0.00	0.00	0.00	0.00	59,136.00	0.00
210	Contract 02 - Painting Materials	25,344.00	0.00	0.00	0.00	0.00	25,344.00	0.00
215	Contract 02 - Signs	23,169.00	0.00	0.00	0.00	0.00	23,169.00	0.00
220	Contract 02 - Blinds and Shades	20,430.00	0.00	0.00	0.00	0.00	20,430.00	0.00

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

Page: 4

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest cent.

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

APPLICATION NUMBER: 2

APPLICATION DATE: 10/28/2025

PERIOD TO: 10/31/2025

PROJECT NO: 250890

INVOICE NO.:

250890-0002

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD				
225	Contract 02 - Metal Casework Labor	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
230	Contract 02 - Metal Casework Materials	6,975.00	0.00	0.00	0.00	0.00	6,975.00	0.00
235	Contract 01 - Unsuitable Soil Compacted Fill Allowance	122,380.00	0.00	35,094.79	0.00	35,094.79	86,285.21	1,804.74
240	Contract 01 - Open Ex Rock Removal Allowance	68,750.00	0.00	0.00	0.00	0.00	68,750.00	0.00
245	Contract 01 - Lean Concrete Fill Allowance	37,813.00	0.00	0.00	0.00	0.00	37,813.00	0.00
250	Contract 01 - Pier/ Trench Rock Removal Allowance	68,750.00	0.00	0.00	0.00	0.00	68,750.00	0.00
255	Contract 02 - Moisture Mitigation Allowance	24,720.00	0.00	0.00	0.00	0.00	24,720.00	0.00

Project Total	6,868,866.00	473,883.00	1,155,453.75	0.00	1,629,336.75	24	5,239,529.25	81,466.84
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AIA DOCUMENT G703 - APPLICATION AND CERTIFICATE FOR PAYMENT
THE AMERICAN INSTITUTE OF ARCHITECTS 1735 NEW YORK AVENUE NW WASHINGTON DC 20006

APPLICATION FOR PAYMENT

Project: Village of Harrison Fire Rescue Station 70
Contract For: Village of Harrison
Application No: 742500902
Application Date: 10/25/25
Period To: 10/31/25
Job No.: 7425009
Contract Date: 08/22/25
Customer No: 1065700
Contract No: 634501
Via Architect:
Architect's Project No:

Remit To: IKM Building Solutions
11217 West Becher Street
West Allis WI 53227

To: Village of Harrison
W5298 State Road 114
Menasha WI 54952

Distribution to:
OWNER
ARCHITECT
CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Schedule of Values is attached.

1. ORIGINAL CONTRACT SUM	662,001.00
2. NET CHANGE BY CHANGE ORDERS	0.00
3. CONTRACT SUM TO DATE (line 1 + 2)	662,001.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G of Schedule of Values)	193,890.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E of Schedule of Values)	9,694.50
b. % of Stored Material (Column F of Schedule of Values)	0.00
Total Retainage	9,694.50
6. TOTAL EARNED LESS RETAINAGE (Line 5a + 5b or Total of Column I of Schedule of Values)	184,195.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 4 less Line 5 Total)	154,128.00
8. CURRENT PAYMENT DUE (Line 6 from prior Application)	30,067.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	477,805.50

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

Contract For: IKM Building Solutions

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

CONTRACTOR: IKM Building Solutions
By: Michael Galley Date: 10/20/2025
State of: Wisconsin County of: Milwaukee
Notary Public: JEANNETTE WENZEL
My Commission expires: 02/22/2029
ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$30,067.50
(Attach explanation if the amount certified differs from the amount applied for in Line 8. Initial all figures on this Application and on the Schedule of Values that may change to conform to the amount certified.)

By: Michael Galley Architect Date: 11/3/2025
By: 75449F5B4E564BF
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract
DocuSigned by:

Michael Galley
Sr Project Manager
4/20/2025 Construction

AIA DOCUMENT G702

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE 1 OF 2

TO OWNER:
Village of Harrison
Menasha, WI 54952

PROJECT:
Harrison Fire-Rescue Station 70

FROM CONTRACTOR:
VOE Power & Systems LLC
Appleton, WI

VIA ARCHITECT:
Wendel Architecture, PC
Eau Claire, WI 54701

APPLICATION NO: 2

APPLICATION DATE: 10/16/25

PERIOD TO: 10/31/25

CONTRACT FOR: Electrical

CONTRACT DATE: 8/1/2025

PROJECT NOS: 634501

Distribution to:

X	ARCHITECT
	OWNER

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL SUBCONTRACT SUM 894,129.00
2. Net change by Change Orders -
3. SUBCONTRACT SUM TO DATE (Line 1 ± 2) 894,129.00
4. TOTAL COMPLETED & STORED TO DATE 136,802.00
(Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work \$6,840.10
(Column D + E on G703)
 - b. 5 % of Stored Material \$0.00
(Column F on G703)Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 6,840.10
6. TOTAL EARNED LESS RETAINAGE 6,840.10
(Line 4 Less Line 5 Total)
129,961.90
7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate) 106,211.90
8. CURRENT PAYMENT DUE 23,750.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE 764,167.10
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

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

CONTRACTOR: VOE Power & Systems LLC

By: [Signature] Date: 10/16/2025

State of: Wisconsin County of: Outagamie

Subscribed and sworn to before me this 16th Day Of October, 2025

Notary Public: [Signature]
My Commission expires: 07/16/2027

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 23,750.00

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

ARCHITECT: Wendel Architecture, PC Date: 10/24/2025

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

Project Manager: Wendel Architecture, PC
Project Manager: Wendel Architecture, PC
Project Manager: Wendel Architecture, PC

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Subcontractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
APPLICATION DATE: 10/16/25
PERIOD TO: 10/31/25
WENDEL PROJECT NUMBER: 634501

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G		H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED	%		
005	Bonds	\$12,000.00	\$12,000.00			\$12,000.00	100%		\$600.00
010	Submittals	\$15,000.00	\$15,000.00			\$15,000.00	100%		\$750.00
015	Site Pole Bases - M	\$20,000.00	\$20,000.00			\$20,000.00	100%		\$1,000.00
020	Pole Bases, Trench, Conduit - L	\$10,000.00	\$10,000.00			\$10,000.00	100%		\$500.00
025	Electrical - M	\$125,000.00	\$20,000.00	\$10,000.00		\$30,000.00	24%	\$95,000.00	\$1,500.00
030	Electrical - L	\$384,030.00	\$20,000.00	\$15,000.00		\$25,000.00	7%	\$359,030.00	\$1,250.00
035	Fire Alarm - M	\$9,623.00						\$9,623.00	\$0.00
040	Fire Alarm - L	\$20,000.00						\$20,000.00	\$0.00
045	Generator - M	\$57,094.00						\$57,094.00	\$0.00
050	Generator - L	\$25,000.00						\$25,000.00	\$0.00
055	Lighting - M	\$66,202.00						\$66,202.00	\$0.00
060	Lighting - L	\$60,000.00						\$60,000.00	\$0.00
065	Structured Cabling - M	\$17,298.00						\$17,298.00	\$0.00
070	Structured Cabling - L	\$17,000.00						\$17,000.00	\$0.00
075	Switchgear - M	\$40,882.00					61%	\$16,080.00	\$1,240.10
080	Switchgear - L	\$15,000.00	\$24,802.00			\$24,802.00		\$15,000.00	\$0.00
085									\$0.00
090									\$0.00
095									\$0.00
100									\$0.00
105									\$0.00
110									\$0.00
115									\$0.00
120									\$0.00
125									\$0.00
130									\$0.00
135									\$0.00
140									\$0.00
GRAND TOTALS		\$894,129.00	\$111,802.00	\$25,000.00	\$0.00	\$136,802.00	15%	\$757,327.00	\$6,840.10

INVOICE

GRG Playscapes

4121 S 6th St

Milwaukee, WI 53221-1705

lapointe@grgplayscapes.com

+1 (414) 219-9007

www.grgplayscapes.com



Village of Harrison Rennwood Park

Bill to

Chad Pelishek

Village of Harrison Renwood Park

W5298 State Road 114

Harrison, WI 54952 US

Ship to

Chad Pelishek

Village of Harrison Rennwood Park

W6640 Ethan Dr

Appleton, WI 54915 US

Invoice details

Invoice no.: 25-1725

Terms: Due on receipt

Invoice date: 11/05/2025

Due date: 11/05/2025

#	Product/service	Description	Amount
1.	Sales - Product	Playscape Features	\$160,984.00
2.	Installation - Softscaping & Product Installation	Installation	\$114,466.00
3.	Shipping Revenue	Shipping	\$4,550.00
4.	Contract Deposit	Initial Customer Deposit	-\$45,000.00
5.	Contract Deposit	Second Customer Deposit	-\$95,000.00
6.	Sales - Product	Playscape Features Payment	-\$25,738.00
7.	Installation - Softscaping & Product Installation	Installation Payment	-\$40,850.00
8.	Shipping Revenue	Shipping Payment	-\$3,412.00
Total			\$70,000.00

Please pay by check to avoid convenience fees. Thank you!

VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 11/11/2025

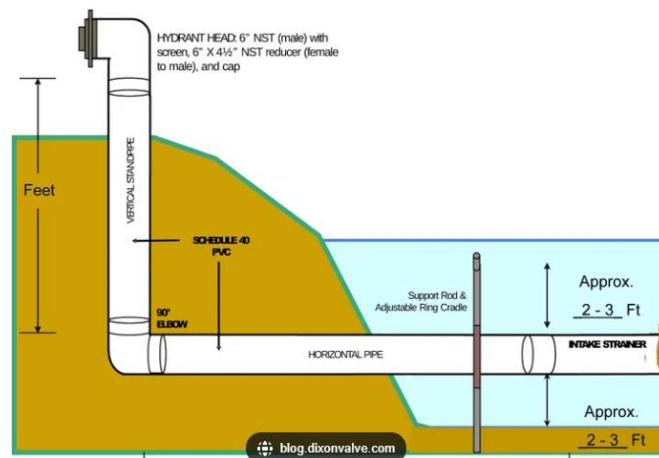
Title: Change Order: Installation of Dry Hydrant at Fire Station 70 Site/Stormwater Pond

Recommended Action: Motion to approve Change Order No. 1 to Donald Hietpas and Sons for \$14,500 for dry hydrant installation.

Background and Additional Information:

The Fire Department has requested the installation of dry hydrant into the village owned stormwater pond north of the new fire station for training purposes. The hydrant needs to be installed prior to the pond filling up water.

What is a dry hydrant? A dry hydrant is a permanently installed, unpressurized pipe that allows firefighters to access water from a nearby source, such as a lake or pond.



Budget Impacts: Payment would come either from 2% dues (waiting for pre-approval from the State) or 2025 contingency funds and account number 100-06-52200-400-000, supplies

Attachments: Memo from McMahon



November 5, 2025

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

Re: Village of Harrison
Commerce Park Plat
Utility, Street & Stormwater Construction
Change Order #1
McM. No. H0006-09-23-00309

Dear Chad:

Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase in the Contract in the amount of \$14,500.00. The current Contract Price is \$1,331,445.25.

Please review and sign in the space provided. Return the signed change order to our office, and we will distribute accordingly.

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

Respectfully,

McMahon Associates, Inc.

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

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

LRR:car

Enclosure: Change Order #1

CHANGE ORDER

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

Contract No. H0006-09-23-00309
Project File No. H0006-09-23-00309
Change Order No. One (1)
Issue Date: November 5, 2025
Project: Commerce Park Plat Utility, Street
& Stormwater Construction

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

	(Item Description)	(Price)
1.1	Install Dry Hydrant including 121-ft 8" PVC, Strainer, 90 Degree Adaptor and Rip-Rap 1 Lump Sum @ \$14,500.00 ADD	+ \$14,500.00
TOTAL		+\$14,500.00

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	\$1,316,945.25	- days
Adjustments Per This Change Order	+\$14,500.00	0 days
Current Contract Status	\$1,331,445.25	- days

Recommended:
McMAHON ASSOCIATES, INC.
Neenan, Wisconsin

Accepted:
DONALD HIETPAS & SONS, INC.
Little Chute, Wisconsin

Authorized:
VILLAGE OF HARRISON
Calumet County, Wisconsin

By: 
Date: November 5, 2025

By: 
Date: 11-5-2025

By: _____
Date: _____

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

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

Donald Hietpas & Sons, Inc.

Utility Construction

Section 10, Item k.



P.O. Box 166
1450 E. NORTH AVENUE
LITTLE CHUTE, WISCONSIN 54140
920-788-2568
FAX 920-788-4718

Village of Harrison
W5298 State Road 114
Harrison, Wi. 54952
Attn: Lee Reibold

Price Quote to Install 121' of 8" Dry Hydrant with Rip Rap, Strainer, and 90 Degree Adapter.

Lump Sum Quote **\$ 14,500.00**

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title:

Modification of the Village of Harrison Rules and Procedures for Board Meetings.

Recommended Action:

Motion to authorize Village staff to post meeting minutes within 72 hours after the meeting ends in a draft format until the next regularly scheduled board meeting and modifying the Rules and Procedures of Board Meetings document.

Background and Additional Information:

The previously approved Village of Harrison Rules and Procedures for Board Meetings includes the following:

Introduction of Business:

E. Unofficial Meeting Minutes

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

F. Meeting Minutes

Village Clerk or Designee is responsible for recording and maintaining all regular meeting minutes. Minutes are to be presented and approved at the following regular meeting and posted as timely as possible.

The two above sections are very confusing. Since the Village videotapes all the meetings and puts them YouTube, the information from the meeting is available.

To be more transparent, Village staff is requesting the board delete Item **E** and **F** from the Rules and approve posting draft minutes with 72 hours of the board meeting, clearly identifying the minutes at draft and then having the board approve them at their next regularly scheduled board meeting.

With more commercial development underway in the Village, developers are looking for draft minutes to share with their lenders to finalize borrowings. Waiting 30 days for the minutes to be posted and approved is not working to keep projects on task. Issues also come into plan related to zoning approvals as well.

Budget Impacts

N/A.

Attachments: None

VILLAGE OF HARRISON

RULES AND PROCEDURES FOR BOARD MEETINGS

Meetings

A. Regular Meetings

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

B. Special Meetings

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

Preparation of Agenda

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

Presiding Officer

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

Quorum Required

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

Call to Order

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

Absence of Members

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

Reading of Ordinances

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

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

Point of Order

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

Adjournment

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

Reconsideration of Question

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

Mail Correspondence

Mail correspondence addressed to the Board is to be opened by the Village President with another Trustee as a witness. Mail addressed to an individual board members are to be given to them to open.

Order of Business

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

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

Order of Action

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

Introduction of Business

A. Introduction of Requirements

All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member and prior to their consideration by the board, be delivered to the clerk. Any trustee may require at any time the reading in full of any matter while it is before the board.

B. Filing

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

C. Reintroduction Restricted

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

D. Availability to the Board

Agenda and Packets are to be made available to the Board at least 4 Business Days prior to the meetings.

E. Unofficial Meeting Minutes

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

F. Meeting Minutes

Village Clerk or Designee is responsible for recording and maintaining all regular meeting minutes. Minutes are to be presented and approved at the following regular meeting and posted as timely as possible.

Voting

A. Termination of Debate

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

B. Majority Vote Required

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

C. Abstentions

1. A board member shall not vote on a proposed ordinance, order, resolution or proposition in which he or she has a direct pecuniary or personal interest not common to other board members.
2. A board member who abstains from voting shall not be counted for determining members present.

D. Vote Change

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

Manner of Deliberation**A. Method**

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

B. Recognition of Board Member

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

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

C. Termination of Debate

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

Suspension of Rules

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

Amending of Rules

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

Robert's Rules of Order to Govern Board

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

Approved

2-23-2021

Village President

Kenn M. Heppner

Village Clerk

VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

November 11, 2025

Title:

Tour of the Department of Public Works Offices.

Recommended Action:

No Motion.

Background and Additional Information:

The DPW office remodel project is complete, and staff would like the board to see the improvements, so the Board will adjourn to the DPW shop and new offices.

Budget Impacts

N/A.

Attachments: None