

**NOTICE OF PUBLIC MEETING**

VILLAGE OF HARRISON, CALUMET (& OUTAGAMIE) COUNTY, WI

NOTICE IS HEREBY GIVEN that a Village of Harrison Board Meeting will be held at the Harrison Municipal Building, W5298 State Road 114, Menasha on Tuesday, April 11, 2017 at 7:00pm. The agenda is printed below.

1. Call to Order the Village Board Meeting for April 11, 2017
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
  - a) Sherwood Pride Lioness Club donation
  - b) Mike Huss request for soccer fields
5. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Consent Agenda
  - a) Minutes 03/28/17
  - b) Agreement to Place Fence in Drainage Easement- Nicholas Curry- N9087 Lilac Rd
7. Items removed from Consent Agenda (if any)
8. Appointments
  - a) None
9. Unfinished Business from Previous Meetings for Consideration or Action
  - a) Town of Buchanan to purchase limited number of yard waste stickers
10. New Business for Consideration or Action
  - a) Transfer the Sweet Pea- Midway Rd dry pond to Village (Ben Plauss, W5914 Sweet Pea Dr)
  - b) Review Eastshore Humane Association animal control services
  - c) Transfer drainage easement from Woodland School and Mike Hagens to the Village (Joe Harvey, Kimberly School District)
  - d) Resolution V2017-04 Concrete Streets Policy
  - e) Pave Noe Road Pond Trail
  - f) Authorize staff to get quotes for new logo
  - g) Review MS4 Permit Report
  - h) Ord V17-06 Amending Section 4-26 of the Code of Ordinances- Temporary Alcohol Sales
11. Reports of Ad Hoc Committees and Departments
  - a) None
12. Future Agenda Items
13. Adjournment

Agenda is posted at Harrison Municipal Building and [www.harrison-wi.org](http://www.harrison-wi.org). Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Sherwood Pride Lioness

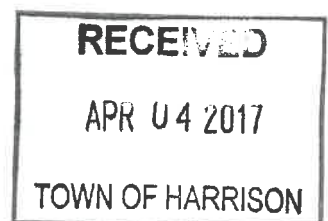


March 30, 2017

The Sherwood Pride Lioness Club would like to donate  
\$1,000 towards Harrison Fire and Rescue equipment needs.  
(Please deposit check promptly, our accounts will be closed June 1, 2017)

Thank You for all that you do,

Patricia Weber, Secretary



## Mark Mommaerts

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**From:** Mike Huss <hussmike@gmail.com>  
**Sent:** Thursday, April 06, 2017 8:04 AM  
**To:** Mark Mommaerts  
**Subject:** Manitowoc Rd Park

Hello Mr. Mommaerts,

I am a Harrison resident and I would love to attend the public information meeting on 4/25 about the park, but I am already double booked that night and one of the commitments is something I cannot miss. In the interest of full disclosure I am a coach on my daughter's soccer team plus I am a board member with KASA, so I have an interest in promoting the growth of soccer and soccer facilities in the area.

Last year we lost one of our best full size fields when Kimberly decided to make Kimberly Memorial Park a hole in the ground instead of putting the detention pond across the street on the old mill site. Then this spring we also lost three mid-size fields when Combined Locks decided to commandeer their Memorial Park for an afternoon t-ball and baseball program, even though they already have three baseball fields at that facility and we were reasonably heavy users of those soccer fields. Long story short, we are running out of fields and we are in a scheduling crunch for this spring due to losing those fields. We average 800 players each year between all levels of play, from youth U5-U19 and adult teams as well. Many of those families live in Harrison, about 250 Harrison residents are registered players with us so far this spring, yet all we will have in Harrison for soccer fields this year is a mid-size U12 field and two small U8 fields, all three at Darboy Park.

When the study was sent out a couple years ago about the comprehensive plan for the village I was a big proponent of a sports facility similar to USA Youth in Appleton or Akzo Nobel in Howard. As you know our village location has easy access from 441 in either direction, from the east on Hwy 10, from the south on 55, etc. That access is comparable to USA Youth and significantly better access than Akzo Nobel. If we were to have a sports facility even remotely similar to those places we would be able to host soccer tournaments, baseball tournaments, lacrosse tournaments, etc, all of which would bring money to the area for restaurants, hotels, gas stations, stores, etc.

We don't currently have the facilities to host anything like that now, as it is our league games are spread out on fields at Sunset Park and other small parks in Kimberly & Combined Locks, plus Darboy Park. Therefore, we were very excited when we heard about the village purchasing this land, but our excitement subsided when we found out it was only 18 acres. For reference USA Youth is roughly 70 acres, and Akzo Nobel is about 60, both of those include parking lots in the totals. One of the nicest facilities in the state for soccer is Reddan Park in Verona, they host multiple large tournaments every year on about 120 acres of fields and parking. If we just look at it from a selfish soccer-only perspective WI Rapids hosts a small tournament on a facility of about 30 acres, but it is in town and most of the parking is on-street. Similar with Menasha, they host a small tournament that uses about 25 acres of land for fields and limited parking. After reviewing those facilities I believe the minimum size for a "real" sports facility with parking is 40 acres, 80 would be ideal.

Back to reality I realize we are talking about 18 acres at this time, but I understand the potential exists to purchase more property around the subject property, so the future potential exists for a significant facility. Looking at the 18 acres, if we were able to provide our residents with a couple full size soccer/multipurpose fields on this park land it would be a huge step in the right direction, and that would provide a place to play for the ever-growing sport of soccer, plus fields for sports like the rapidly growing lacrosse and others.

Thanks for your time, please let me know if you would like any more information from me from the club perspective in regards to registrations in Harrison, I am a club registrar so I can get that information for you.

Thanks,

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
03/28/2017**

A regular meeting of the Village of Harrison was called to order on Tuesday, March 28, 2017 at 7:00pm in the Harrison Municipal Building with President Jim Salm presiding. After the Pledge of Allegiance was recited, the Clerk called the roll.

Board present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Tyler Moore, Kevin Hietpas, Dave La Shay, and Tammy Nelson

Staff present: Public Works Director Bob Kesler, Clerk Jennifer Weyenberg, Village Manager Travis Parish, Treasurer JoAnn Ashauer, Planner Mark Mommaerts

Correspondence or Communications from Board and Staff

(Not on the agenda) Trustee Nelson shared an email from Carol Steffin. Ms. Steffin has asked if there is a plan to pave the rest of the path around the pond by Darboy Community Park.

a) City of Appleton letter regarding membership on the Fox Cities Transit Commission – The Village ended its contract with Call-A-Ride in May 2016 and therefore will not have a seat on the Fox Cities Transit Commission.

Public Comments

Bob Kesler asked for an update on plans to increase building security at the Harrison Municipal Building.

Brandon Riley, N9094 Papermaker Pass spoke in favor of his request to place a fence in an easement.

Consent Agenda

a) Minutes 02/28/17

b) Payment of Bills and Claims

c) Bartender Licenses- Erin Kaye (Waverly Beach), Katherine Eagle (Countryside), Laura Engel (Waverly Beach), Taylor Collar (Countryside)

d) Agreement to Place Fence in Drainage Easement- Lisa Heraly- W5536 Colin St

e) Discharge of Firearms Application- Cathy Ott- N8222 State Park Rd

Motion: Trustee Nelson and second by Trustee Moore to approve the consent agenda.

Discussion: None

Vote: Motion to approve carried 7-0.

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) Certified Survey Map – Ralph Hopfensperger- Schmidt Rd

Motion: Trustee La Shay and second by Trustee Hietpas to approve the CSM for Ralph Hopfensperger provided that 1) a note on the face of the CSM read, “Only Lot

2 & Lot 3 will receive building permits or zoning permits until a public road is constructed from Schmidt Road to the south line of Lot 3”; 2) Schmidt Rd shall be dedicated with 40-foot width; 3) A note on the face of the CSM shall read, “All lots will have future assessments for sanitary sewer and water when available. There may be future assessments for storm sewer and roads”; 4) A note on the face of the CSM shall read, “The Village of Harrison may officially map a future roadway on Lot 2 & Lot 3”.

**Discussion:** The purpose of the CSM is to create two lots for new home development.

**Vote:** Motion to approve carried 7-0.

**b) Update on Lee Fredericks request- Sherwood Sewer and Water Connection**

**Motion:** None

**Discussion:** Village Manager Travis Parish informed the board that Mr. Fredericks intended to file a notice of claim on the Village of Sherwood. The board authorized Travis to send a letter to Sherwood in which it is made clear that Harrison does not intend to detach properties unless it is in the best interest of our village.

**Vote:** No action taken.

**New Business for Consideration or Action**

**a) Ordinance V17-04 Amending Official Zoning Map (Wilz Ct/S Coop Rd)**

**Motion:** Trustee La Shay and second by Trustee Nelson to approve Ordinance V17-04.

**Discussion:** The applicant is proposing a zoning map amendment from Gen Ag to Single-Family Residential for land at the curve intersection of Wilz Court and S. Coop Rd. The property will be split into 4 single-family lots.

**Vote:** Motion carried 7-0.

**b) Ordinance V17-05 Annexation of Territory (Mahn)**

**Motion:** Trustee Moore and second by Trustee Lisowe to adopt Ordinance V17-05.

**Discussion:** Property owners submitted a petition for unanimous direct annexation from the Town to the Village. The petition is for 12.69 acres of land on the SW corner of County LP and Manitowoc Rd.

**Vote:** Motion to approve carried 7-0.

**c) Certified Survey Map- Al Lamers Realty, Inc. – Wilz Ct/ S. Coop Rd**

**Motion:** Trustee La Shay and second by Trustee Nelson to approve the CSM to create 4 lots as proposed with the addition that a note be added stating there will be future assessments for sidewalks and roadway urbanization.

**Discussion:** The property is 8.7 acres and is currently used as farmland. The applicant will divide the land into 4 lots- each being 1.5 acres or larger.

**Vote:** Motion carried 7-0.

**d) Agreement to Place Fence in Drainage Easement-Brandon Riley- N9094 Papermaker Pass**

**Motion:** Trustee Nelson and second by Trustee Moore to approve the placement of a fence in the easement.

**Discussion:** The property owner is requesting to place a 6-foot high solid fence in a drainage/utility easement.

**Vote:** Motion carried 6-0 with Trustee Lisowe abstaining.

e) Calumet Co. Agreement to Reissue Corrected Tax Bills for Amount Not to Exceed \$25,000  
Motion: Trustee Nelson and second by Trustee Moore to approve the agreement between Calumet Co. and the Village of Harrison for the reissuance of corrected tax bills.

Discussion: \$265,337.22 was omitted from the tax roll this year, and the Village Board voted on 01/13/17 to have the County reissue the corrected tax bills. In order to do so, the County is asking the Village to enter into an agreement.

Vote: Motion to approve the agreement carried 6-1, with Trustee Hietpas voting against.

f) Resolution V2017-02 Submittal of Urban Non-Point Source and Storm Water Planning Grant

Motion: Trustee La Shay and second by Trustee Sprangers to approve Res. V2017-02.

Discussion: This resolution authorizes McMahon to submit a grant on the Village's behalf in conjunction with Town of Buchanan.

Motion: Motion carried 7-0.

g) Resolution V2017-03 Authorizing Village Manager to Act on behalf of Village for Management of Storm Water Planning Grant

Motion: Trustee Lisowe and second by Trustee Moore to authorize the Village Manager to act on behalf of the Village for the management of a storm water planning grant.

Discussion: The grant will assist the Village in the process of preparing a plan for the Kankapot Creek and Lake Winnebago watersheds.

Vote: Motion carried 7-0.

h) Review MS4 Permit Report

No action taken on this item; it will be discussed at a future meeting.

#### Reports of Ad Hoc Committees and Departments

Village Manager's Report

Village Clerk's Report

Public Works Director's Report

Planner's Report

Fire Chief's Report

Sheriff Department Monthly Log

#### Future Agenda Items

Trustee Moore reported that someone from DuTriRun may attend a future meeting to provide an update on future events; Trustee Hietpas requested that the board discuss the chip seal program; increase security and safety at the Municipal Building will be discussed.

#### Closed Session

Motion: Trustee Lisowe and second by Trustee La Shay to meet in closed session pursuant to Wis. State Stats. §19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public

**business whenever competitive or bargaining reasons require a closed session in regards to property on Manitowoc Road.**

**Discussion: None**

**Vote: Roll Call vote carried with Sprangers, Lisowe, Moore, Salm, Hietpas, Nelson and La Shay voting “aye”.**

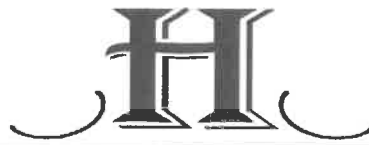
**The Village Board did not reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session. The board adjourned in closed session.**

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**Jennifer Weyenberg, Village Clerk**

**Dated March 29, 2017**

**Approved April 11, 2017**



**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Date:**

April 11, 2017

**Title:**

Agreement to Place Fence in Drainage Easement – Nicholas Curry – N9087 Lilac Road

**Issue:**

Should the Village Board approve the placement of a fence in a drainage easement?

**Background and Additional Information:**

The property owner at N9087 Lilac Road is requesting permission to place fence within a drainage easement along the rear (west side) of the property. The property is Lot 36 of Papermaker Ridge II. There is a 15-foot drainage and utility easement along the west side of the property. The property owner wishes to install a 6-foot high, solid fence in the easement.

The zoning ordinance requires approval from the easement holder prior to issuance of a zoning permit for the fence. In this case, WE Energies will have to grant approval for the utility easement and the Village Board must decide if a fence is allowed in the easement as it is also a drainage easement. The applicant has received permission from WE Energies to place a fence in the easement.

The applicant has been made aware of, and will be sent a copy of, the Permission to Occupy Drainage Easement Agreement.

**Budget/Financial Impact:**

None

**Recommended Action:**

Staff recommends the Village Board approve the Permission to Occupy Drainage Easement Agreement for Nicholas Currey at N9087 Lilac Road.

**Attachments:**

- Draft Permission to Occupy Drainage Easement Agreement
- Subdivision Plat
- Applicant’s Site Plan



# PAPERMAKER RIDGE II

PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HAWKINS, CALUMET COUNTY, WISCONSIN

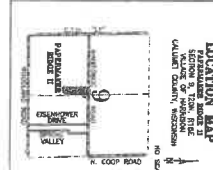
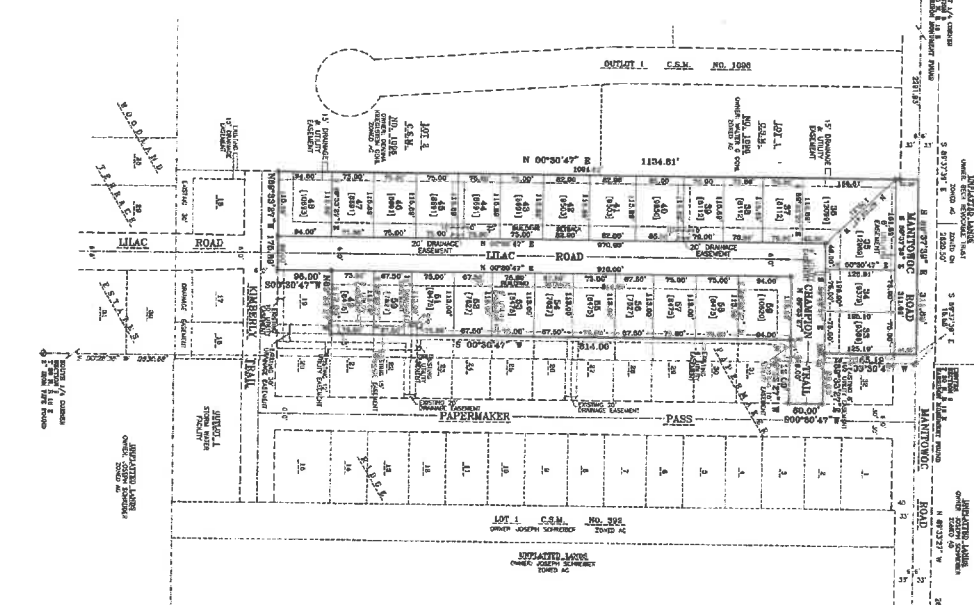


- LEGEND
- ▲ 1-1/4" O.D. IRON ROD WITH 1/4" DIA. POINT
  - 1-1/4" O.D. IRON ROD WITH 1/4" DIA. POINT
  - 2 1/2" O.D. IRON ROD
  - TOTAL LOT AREA IN SQUARE FEET
  - OBSERVATION CORNER
  - ( ) RECORD AS

RELATIVE MEASUREMENTS TO BE MADE ON THE SURFACE OF THE EARTH SHALL BE MADE BY THE MEASUREMENTS OF THE DISTANCE FROM THE POINT OF OBSERVATION TO THE POINT OF MEASUREMENT. THE DISTANCE FROM THE POINT OF OBSERVATION TO THE POINT OF MEASUREMENT SHALL BE MEASURED BY THE DISTANCE FROM THE POINT OF OBSERVATION TO THE POINT OF MEASUREMENT.

FROM THE POINT OF OBSERVATION TO THE POINT OF MEASUREMENT SHALL BE MEASURED BY THE DISTANCE FROM THE POINT OF OBSERVATION TO THE POINT OF MEASUREMENT.

THESE ARE THE CONDITIONS, RESTRICTIONS AND LIMITATIONS OF THE CONVEYANCE OF THE LAND DESCRIBED IN THIS INSTRUMENT. THE LAND DESCRIBED IN THIS INSTRUMENT IS TO BE CONVEYED TO THE GRANTEE SUBJECT TO THE CONDITIONS, RESTRICTIONS AND LIMITATIONS SET FORTH IN THIS INSTRUMENT. THE GRANTEE SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES OF THE STATE OF WISCONSIN. THE GRANTEE SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES OF THE STATE OF WISCONSIN.



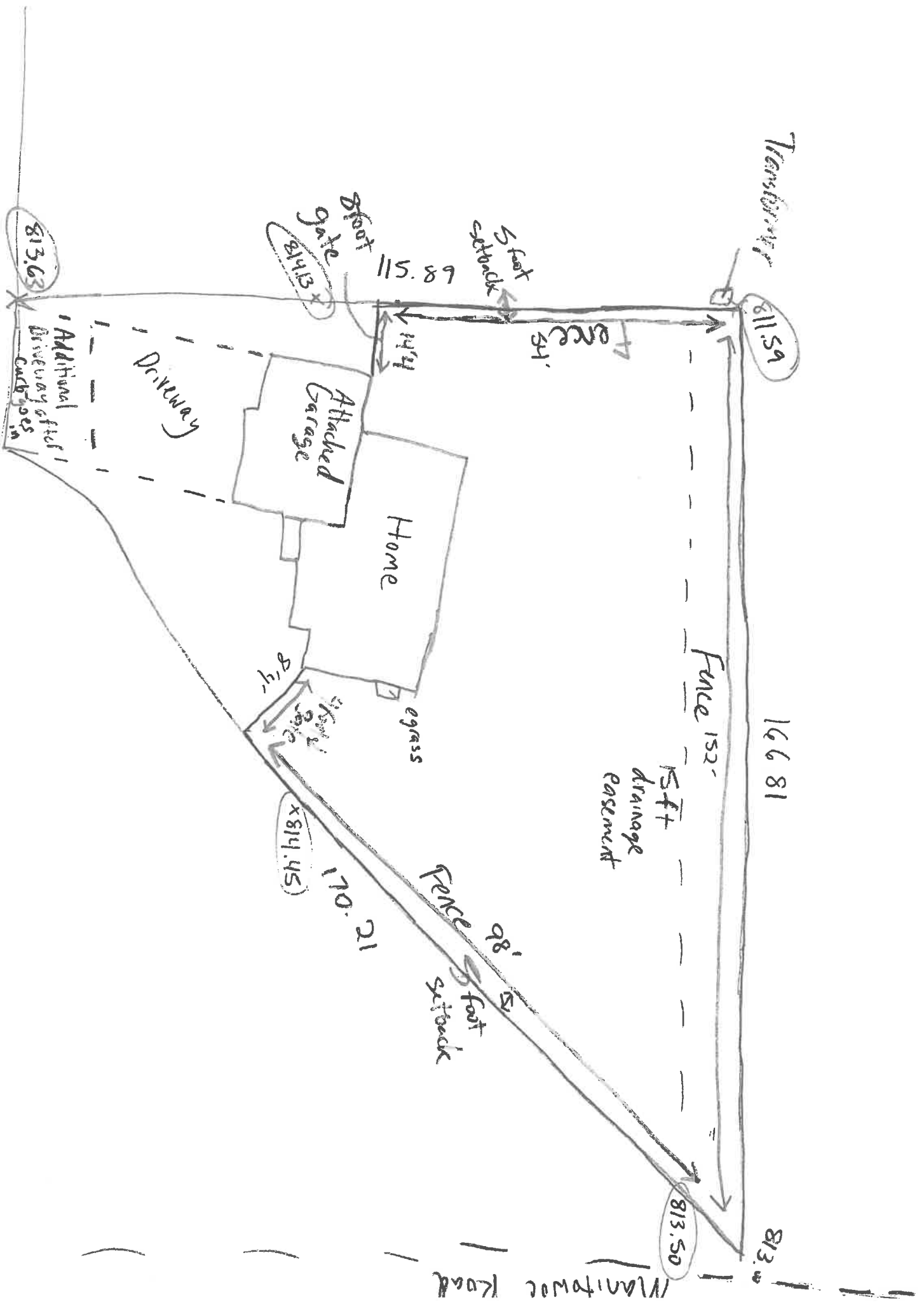
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DOCUMENT # 488218  
 VIKRAM ATR  
 ATTORNEY AT LAW  
 CALUMET COUNTY, WI  
 RECEIVED FOR RECORD  
 06/27/2014 10:30 PM  
 1601 W. WISCONSIN ST.  
 WISCONSIN 53091

Marlenson & Eisele, Inc.  
 477 West Third Street  
 Calumet County, Wisconsin  
 53001-1001

Lilac Road

Tombrow



Manitowoc Road



Mi T Fence LLC  
 W3206 Greiner Rd.  
 Appleton, WI 54913  
 920-731-6645  
 MitFence.com  
 Info@mitfence.com

# PROPOSAL/CONTRACT

Page 1  
 12/03/2016

**Customer Information:**

Nick and Brittany Curry  
 N9087 Lilac Road  
 Menasha, WI 54952

**Job Information:**

Customer contact # 920-370-3430

**Notes:**

Furnish and install 330' of Cedar solid board with two gates. All posts driven. \$7875.00

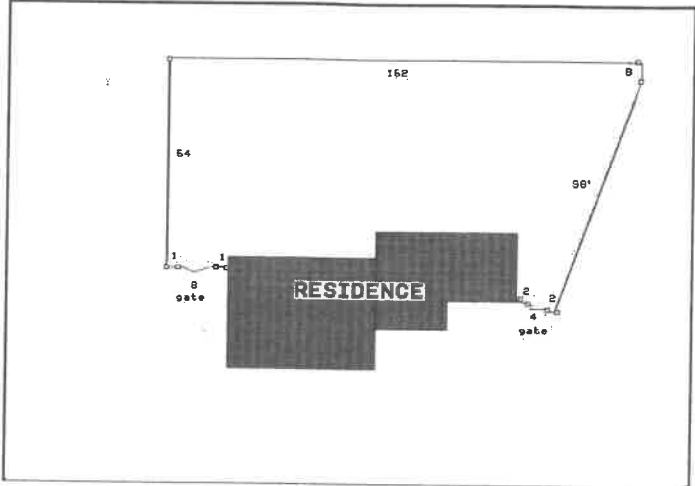
ALTERNATE 330' OF CEDAR BATTEN BOARD WITH TWO GATES STEEL POST DRIVEN. \$8660.00

- 2 3/8" X 10' SS20 PIPE POST
- 8' 2X4 CEDAR STRINGER
- 6' 1X6 DOG EAR CEDAR BOARD
- 2 3/8" DIE-CAST ALUMINUM DOME CAP
- END WOOD POST ADAPTER
- 8d. GALVANIZED NAIL
- 8" MAXIMA BLACK STRAP HINGE

Mi T Fence warrants to the original purchaser that all materials and labor will be free from defects that would affect the structural strength of the fence for a period of (3) years and Mi T Fence has the option to repair or replace any defective materials. An extended warranty period of (10) years on Materials Only is granted to the original purchaser. These products being All Red or White Cedar lumber. Other products will be covered by Manufacturers Limited Warranty. MI T FENCE IS NOT RESPONSIBLE FOR DAMAGE CAUSED BY NEGLIGENCE VANDALISM, WASHOUTS, FROST, NATURAL DISASTERS, ACT OF GOD, OR NATURAL AGING PROCESS OF LUMBER SUCH AS SPLITS AND WEATHER CHECKS UNLESS IT EFFECTS THE STRUCTURAL STRENGTH OF THE FENCE.

Mi T Fence LLC shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. Mi T Fence LLC will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does Mi T Fence LLC assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

Mi T Fence LLC will assume the responsibility for



having underground public utilities located and marked. However, Mi T Fence LLC assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Mi T Fence LLC to dig in the immediate vicinity of known utilities.

Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced.

A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of Mi T Fence LLC until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

**Approved & Accepted for Customer:**

\_\_\_\_\_  
 Customer Date

**Accepted for Mi T Fence LLC:**

\_\_\_\_\_  
 Mike Talbot Date

Contract Amount: \$ 7875.00  
 Down Payment: \$ 3900.00  
 Balance Due on Completion \$ 3975.00

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VILLAGE OF HARRISON  
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

**Permission to Occupy Drainage Easement Agreement**

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This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and Nicholas Curry, hereinafter referred to as "Owner", owners of property described as Lot 36 of Papermaker Ridge II, being part of the Northwest ¼ of the Southeast ¼ and part of the Northeast ¼ of the Southwest 1/4 of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, also known as N9087 Lilac Road.

This agreement authorizes the Owner to place a 6-foot tall, solid fence, hereinafter referred to as "Improvement", within the recorded drainage easement on their property subject to the following provisions and/or conditions:

1. The Owner agrees that if the Village determines that stormwater runoff is impeded or obstructed at any time because of the Improvement, then the Village may order the Owner to remove such Improvement and return the property grades/elevations to that of the approved grading/drainage plan. If the Owner fails to comply, the Village may cause removal of the Improvement and shall place the cost on the property tax bill as a special assessment.
2. The Owner agrees to remove the Improvement upon reasonable notice from the Village that work needs to be completed within the easement area or that access needs to be obtained through the easement area.
3. In case of emergency, the Village may remove the Improvement without giving notice to the Owner.
4. The Village is not responsible for any damage done during removal.
5. The Village will not replace the Improvement for any reason or reimburse Owner for removal of Improvement.
6. The Owner agrees to maintain the drainage easement, including but not limited to mowing and removal of debris, on both sides of the Improvement.

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Return to:  
Village of Harrison  
W5298 Hwy 114  
Menasha, WI 54952

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Parcel No.(s): 131-0683-000360A-000-0-201809-00-310A

This Agreement shall be binding upon the owner, its successors, assigns, and heirs, until such time as the Improvement is removed and the easement is restored to its original state.

*The rest of this page left blank intentionally.*

Signatures:

**Property Owner(s)**

\_\_\_\_\_  
Signature                                  Date                                  Print Name

\_\_\_\_\_  
Signature                                  Date                                  Print Name

STATE OF WISCONSIN      )  
  ) SS  
COUNTY OF CALUMET      )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, to me known to be the persons who executed the foregoing instrument.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Comm. Exp. \_\_\_\_\_

**Village of Harrison**

Approved by the **Village Board** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Village President                                  Print Name

\_\_\_\_\_  
Attest: Clerk    Print Name

Instrument drafted by the Village of Harrison.

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

**Date:** April 11<sup>th</sup>, 2017

**Title:**

Request from Town of Buchanan to purchase a limited number of yard waste stickers.

**Issue:**

Should the Village sell a limited number of stickers to Buchanan for the yard waste site?

**Background and Additional Information:**

The Town of Buchanan has contacted staff about the potential for the Village of Harrison to sell them 25-30 stickers so that Buchanan residents may drop off their compost at our site. They are asking if Harrison would be willing to sell them a limited number of stickers at \$25 a sticker. This would be on a trial basis for one year to see how much use the site would receive from Buchanan residents.

The Village Board at the December meeting asked staff to put together an estimate of the costs for operating the yard waste site. Public Works Director Kesler has put together the attached cost estimates for the site.

It should be noted that the site is operating at a deficit mostly due to the trucking of materials to the off site location on Peters Rd.

**Budget/Financial Impact:**

Increase in revenue of approximately \$750.00.

**Recommended Motion:**

Motion to authorize the selling of 30 compost site stickers to the Town of Buchanan at a cost of \$25 per sticker for the 2017 season.

**Attachments:**

Cost estimates.

# SUMMARY OF COMPOST SITE COSTS

SEASON LASTS 31 WEEKS

## EXPENSE

TO MAINTAIN AND HAUL MATERIALS WEEKLY 6 HOURS LOADER LOAD OUT x 31 WEEKS	18908.76
2 TANDEM DUMP TRUCKS HAULING 12 HOURS X 31 WEEKS	22176.08
BACK HAUL CHIPS & COMPOST 12 HOURS PER MONTH LOADER X 8 MONTHS	9759.36
ROLL COMPOST WINDROWS 8 TIMES A YEAR 14 HOURS 2 LOADERS	11385.92
HAUL BRUSH LAST WEEK OF EVERY MONTH	
9 HOURS LOADER	914.94
18 HOURS TANDEM TRUCKS	<u>1073.52</u>
X 8 MONTHS	8588.16
END OF YEAR GRINDING OF BRUSH & COMPOST	6950.00
2 LOADERS FEED AND CARRY 30 HOURS	3049.80
<b>TOTAL COST</b>	<b><u>\$80818.08</u></b>

## REVENUE

INCOME FROM STICKERS - 385 STICKERS X \$5EA.	1925.00
<b>TOTAL REVENUE</b>	<b><u>\$1925.00</u></b>



**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**Date:** April 11<sup>th</sup>, 2017

**Title:**

Request to transfer the Sweet Pea/Midway Rd. dry pond to the Village (Ben Plauss, W5914 Sweet Pea Dr.)

**Issue:**

Should the Village take over the dry pond located at W5909 Sweet Pea Dr. in order to ensure it is maintained?

**Background and Additional Information:**

The Town/Village of Harrison’s policy has been to accept the transfer of all stormwater ponds and dry ponds in subdivisions in order to ensure maintenance of those structures.

In this instance, the previous owner of the lot wished to keep the dry pond as part of his property. He maintained the pond up until the property went into foreclosure. While in foreclosure, the Village was forced to maintain the dry pond because the property management company did not mow the pond in a timely manner.

The new owner is now asking the Village to take over the pond. This would require a title transfer to the Village and the Village to maintain the pond moving forward.

**Budget/Financial Impact:**

Unknown. Cost increase for maintenance.

**Recommended Motion:**

Motion to authorize Village Manager to gain title to dry pond located at W5909 Sweet Pea Dr. in order to ensure maintenance of the stormwater facility.

**Attachments:**

Map





226.01

3

MIDWAY RD

NOE RD

117.63

170.02

36532

120

Village of Harrison

170

110.43

36540

W55014 110.43

110.43

170

36538

W55002 110.43

N



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



VILLAGE OF HARRISON

TOWN OF HARRISON

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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

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**Date:** April 11<sup>th</sup>, 2017

**Title:**

Review Eastshore Humane Association animal control services.

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**Issue:**

Should the Village continue to contribute to the Eastshore Humane Association?

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**Background and Additional Information:**

The Town/Village of Harrison has in the past contracted with the Eastshore Humane Association for animal control services.

Originally, the Town had a person who would go out and pick up stray dogs and cats and drop them off at the Sherwood Veterinary Clinic. The Eastshore Humane Associations would then send someone out to pick them up from the clinic and take them back to Chilton for housing.

The person who was performing this duty resigned and the Town was unable to find someone willing to be on call nights and weekends to pick up stray animals. For a time, staff was picking up strays and dropping them off at the clinic. This began to create problems for the clinic as often times the vet was called out afterhours due to the alarms being set off. Also a dog that was captured and housed at the clinic had fleas which infected all the other dogs of the clinic.

Due to these problems, the Town discontinued the use of staff for capturing stray animals. Now when a stray is captured, residents are directed to contact neighboring animal shelters for assistance.

The Town/Village has continued to contribute to the Eastshore Humane Association even though the services have changed.

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**Budget/Financial Impact:**

\$1,500 has been budgeted for in 2017 for this item.

---

**Recommended Motion:**

Motion to continue to contract with Eastshore Humane Association for animal control services.

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**Attachments:**

Letter from Eastshore Humane Association.



**EASTSHORE HUMANE ASSOCIATION, INC.**

1100 Park Street - P.O. Box 320

Chilton, WI 53014

Telephone/Fax: (920) 849-2390

Internal Revenue Code Section 501 ( c ) (3)

EIN: 39-1565423 - Date of Incorporation - October 1986

March 1, 2017

Travis Parish, Administrator  
Town & Village of Harrison  
W5298 State Highway 114  
Menasha, WI 54952

Contract animal control services with Eastshore Humane Association.

Animal control in Calumet County is handled in several different ways; some very well, some poorly and sometimes not at all.

Under Chapter 173 of the current Wisconsin statutes, the governing body of any political subdivision has the authority and implied responsibility to ("may") take custody of animals as described in 173.13 with provision for care, etc. as described in 173.15. Responsibility for related costs is also addressed in the statutes.

Eastshore Humane Association (ESHA) is a private, no-kill, non-profit animal shelter located in Chilton, Wisconsin. We rely on contributions, fund-raisers, grants, adoption and service fees to fund our operation. We are not affiliated with any national humane organization.

ESHA provides services to the public and contracting political subdivisions. These services are for humane care and control of small companion animals (primarily cats and dogs). ESHA also operates feral cat programs.

The public services include animal problem resolution, animal drop off/surrender, animal adoption and animal related programs. Animal drop off/surrender is requested for many reasons. The owners or providers no longer want them or can no longer care for them. People find animals they do not want but want to do what they perceive is "the right thing". Some people are mad or upset with an animal they describe as "it is not my animal" and want it taken off their property. Often, these requests are described as emergencies where the people believe the taxes they pay fund the service they want and will not pay a service fee. These people say "I want to

do the right thing.” and ask “what am I supposed to do?” If they choose not to use ESHA animal services, we recommend they contact the staff member in their municipality responsible for control of animals for help.

Some animals currently come into the shelter through services defined in contracts with political subdivisions. Under the current Wisconsin Statutes, Chapter 173 covering Animals: Humane Officers, “political subdivision” means a city, village, town or county. Political subdivisions with Eastshore Humane Association animal service contracts are not authorized to drop off/admit animals from other political subdivisions even when directed by the County Sheriff’s Department or other police officials, without prior agreement with ESHA. Residents in these municipalities seeking stray animal control should contact the proper political subdivision staff member and arrange for the service. The animal’s owner may have to pay a fine to the municipality and/or fees to the shelter.

The majority of the expense associated with these services is direct cost of staff, utilities, medical assistance, food and care for the animals. These costs are controlled at the lowest competitive level possible. The shelter operates with a volunteer board of directors and volunteer management. Our staff is highly qualified consisting of full-time and/or part-time employees as required.

For animal services not covered by contract, you may be asked questions about the animal’s history and temperament. You will be required to pay a relatively small surrender fee and sign a form transferring ownership of the animal to ESHA. Even in the case of a stray animal, you are acting as a representative of the owner until the owner is found.

The shelter may refuse admission of an animal. If refusing the animal will result in neglect, abuse or inhumane disposal, the animal may be admitted at the discretion of the shelter staff. These situations may be referred to the police.

Injured, diseased or vicious animals are not accepted. We will advise of appropriate disposition when contacted.

Animals in live traps are not accepted. Trapping of feral cats can be handled through the feral cat programs.

The shelter normally will not schedule admittance of animals by the public on weekends or holidays due to lack of available veterinary services and staff resources.

Dropping off/leaving animals on Eastshore Humane Association property without agreement with Eastshore Humane will be referred to the appropriate police agencies for handling. We consider this a punishable crime.

Abandoned animals on or in rental properties are not stray animals. They have owners.

Political subdivisions in Calumet County with contracts for ESHA animal services in 2016 are listed below:

<u>Cities</u>	<u>Towns</u>	<u>Villages</u>
Brillion, Chilton, Kiel, New Holstein	Harrison, New Holstein	Hilbert, Potter

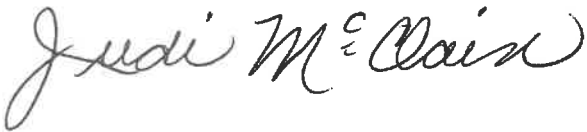
Each of these will be contacted concerning continuation or revision of those contracts when necessary.

For those wishing to contract animal services with ESHA, please contact:

David McClain  
Shelter Operations  
(920) 585-5184

Very truly yours,

EASTSHORE HUMANE ASSOCIATION, INC.



Judi McClain  
Board of Directors

Copies: Todd Romenesko, Calumet County Administrator  
Mark Ott, Calumet County Sheriff



**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**Date:** April 11<sup>th</sup>, 2017

**Title:**

Request to transfer drainage easement from Woodland School and Mike Hagens to the Village.  
(Joe Harvey, Kimberly School District)

**Issue:**

Should the Village take over the drainage easement located between Woodland School and the Woodland Trails subdivision?

**Background and Additional Information:**

The Town of Harrison approved the Woodland Trails II subdivision and drainage plan. As part of this approval, the developer, Mike Hagens, entered into an agreement with the Kimberly School District to gain a stormwater detention and drainage easement on school property. This easement allows for the construction, repairing, and maintenance of a stormwater and surface water drainageway. Under this agreement, the maintenance of the drainageway would be the responsibility of the the developer, Woodland Trails Investments, LLC.

The current issue is that this easement is not being maintained by the developer. Cattails have overgrown the drainageway and ditch checks have not been removed. This is causing the water to backup and flood up stream which causes problems for neighboring property owners.

In order to make sure that the drainageway is maintained properly, the Kimberly School District is asking the Village to take ownership of the drainageway.

**Budget/Financial Impact:**

Unknown. Cost of maintenance of drainageway.

**Recommended Motion:**

Motion to authorize the Village Manager to gain title to drainage easement in order to maintain the drainageway.

**Attachments:**

Stormwater and drainage easement agreement.  
Map.

Manitowoc Rd  
Coop Rd  
Easement

Document #: 361359



Register of Deeds  
Calumet County, WI

Received for Record  
Date: 7/18/03 13:00  
Ellen Prapson

Document Number

**STORM WATER  
DETENTION  
AND  
DRAINAGE  
EASEMENT**

**DRAINAGE EASEMENT AND STORM WATER EASEMENT**

THIS EASEMENT, MADE BY THE

Jerry Schmalz, GRANTOR AND  
Jerry Schmalz  
Gary Kvasnica, GRANTOR  
Gary Kvasnica, Director of Business  
Kimberly Area School District

GRANTS A DRAINAGE EASEMENT AND  
A STORM WATER EASEMENT TO

x Michael H. Hagens, GRANTEE,  
Woodland Trails Investments, LLC  
Michael H. Hagens, Member

FOR THE SUM OF \$1.00 (ONE DOLLAR) AND OTHER  
VALUABLE CONSIDERATION FOR THE PURPOSE OF  
CONSTRUCTING, INSTALLING, REPAIRING,  
MAINTAINING A STORM SEWER AND/OR SURFACE  
WATER DRAINAGE WAY WITHIN THE FOLLOWING  
DESCRIBED LAND:

This space reserved for recording data

Return to:

Martenson & Eisele, Inc.  
1919 American Court  
Neenah, WI 54956

Parcel Identification Number

A STRIP OF LAND 36 FEET IN WIDTH BEING PART OF LOTS 1 AND 2 OF  
CERTIFIED SURVEY MAP NO. 2354, BEING PART OF THE NORTHEAST 1/4  
OF THE SOUTHEAST 1/4 OF SECTION 9, TOWN 20 NORTH, RANGE 18 EAST,  
TOWN OF HARRISON, CALUMET COUNTY, WISCONSIN, CENTERLINE DESCRIBED  
AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 9; THENCE SOUTH 00 DEGREES 36  
MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF  
1273.19 FEET; THENCE SOUTH 89 DEGREES 21 MINUTES 58 SECONDS WEST, 372.00  
FEET; THENCE NORTH 00 DEGREES 36 MINUTES, 00 SECONDS WEST, 18.00 FEET TO THE  
POINT OF BEGINNING OF SAID CENTERLINE; THENCE SOUTH 89 DEGREES 21 MINUTES 58  
SECONDS WEST, 477.73 FEET; THENCE NORTH 00 DEGREES 34 MINUTES 35 SECONDS  
WEST, 1054.54 FEET; THENCE NORTH 31 DEGREES 29 MINUTES 28 SECONDS EAST,  
121.42 FEET; THENCE NORTH 57 DEGREES 03 MINUTES 54 SECONDS EAST, 109.27 FEET  
TO THE POINT OF TERMINATION FOR SAID CENTERLINE, POINT ALSO BEING ALONG THE  
SOUTH RIGHT-OF-WAY LINE OF MANITOWOC ROAD.

AND ALSO

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 2354, BEING PART OF THE  
NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWN 20 NORTH,  
RANGE 18 EAST, TOWN OF HARRISON, CALUMET COUNTY, WISCONSIN,  
DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 9; THENCE SOUTH 00 DEGREES 36  
MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF  
971.19 FEET TO THE POINT OF BEGINNING; THENCE ALONG SAID EAST LINE OF LOT 2  
OF CERTIFIED SURVEY MAP NO. 2354, SOUTH 00 DEGREES 36 MINUTES, 00 SECONDS  
EAST, 302.00 FEET; THENCE SOUTH 89 DEGREES 21 MINUTES 58 SECONDS WEST,  
372.00 FEET; THENCE NORTH 00 DEGREES 36 MINUTES 00 SECONDS WEST, 302.00  
FEET; THENCE NORTH 89 DEGREES 21 MINUTES 58 SECONDS EAST, 372.00 FEET TO THE  
POINT OF BEGINNING.

STORM WATER  
DETENTION  
AND  
DRAINAGE  
EASEMENT

Document Number

This space reserved for recording date

Return to:

Martenson & Eisele, Inc.  
1919 American Court  
Neenah, WI 54956

Parcel Identification Number

IN WITNESS THEREOF, THE SAID GRANTOR(S) HAVE CAUSED THESE PRESENTS TO BE  
SIGNED THIS 11th DAY OF July, 2003.

Jerry Schmalz  
Jerry Schmalz

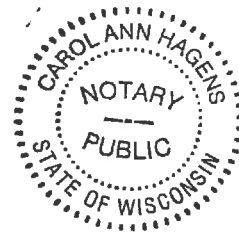
STATE OF WISCONSIN )  
Outagamie ) SS  
COUNTY)

PERSONALLY CAME BEFORE ME THIS 11th DAY OF July, 2003  
THE ABOVE NAMED GRANTOR(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED  
THE FOREGOING DOCUMENT AND ACKNOWLEDGED THE SAME.

Carol Ann Hagens  
Notary Public Carol Ann Hagens

Outagamie COUNTY, WI

MY COMMISSION EXPIRES September 4, 2005



IN WITNESS THEREOF, THE SAID GRANTOR(S) HAVE CAUSED THESE PRESENTS TO BE  
SIGNED THIS 11th DAY OF July, 2003.

Gary Kvasnica  
Gary Kvasnica, Director of Business  
Kimberly Area School District

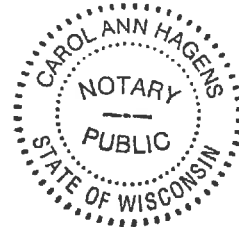
STATE OF WISCONSIN )  
Outagamie ) SS  
COUNTY)

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Carol Ann Hagens  
Notary Public Carol Ann Hagens

Outagamie COUNTY, WI

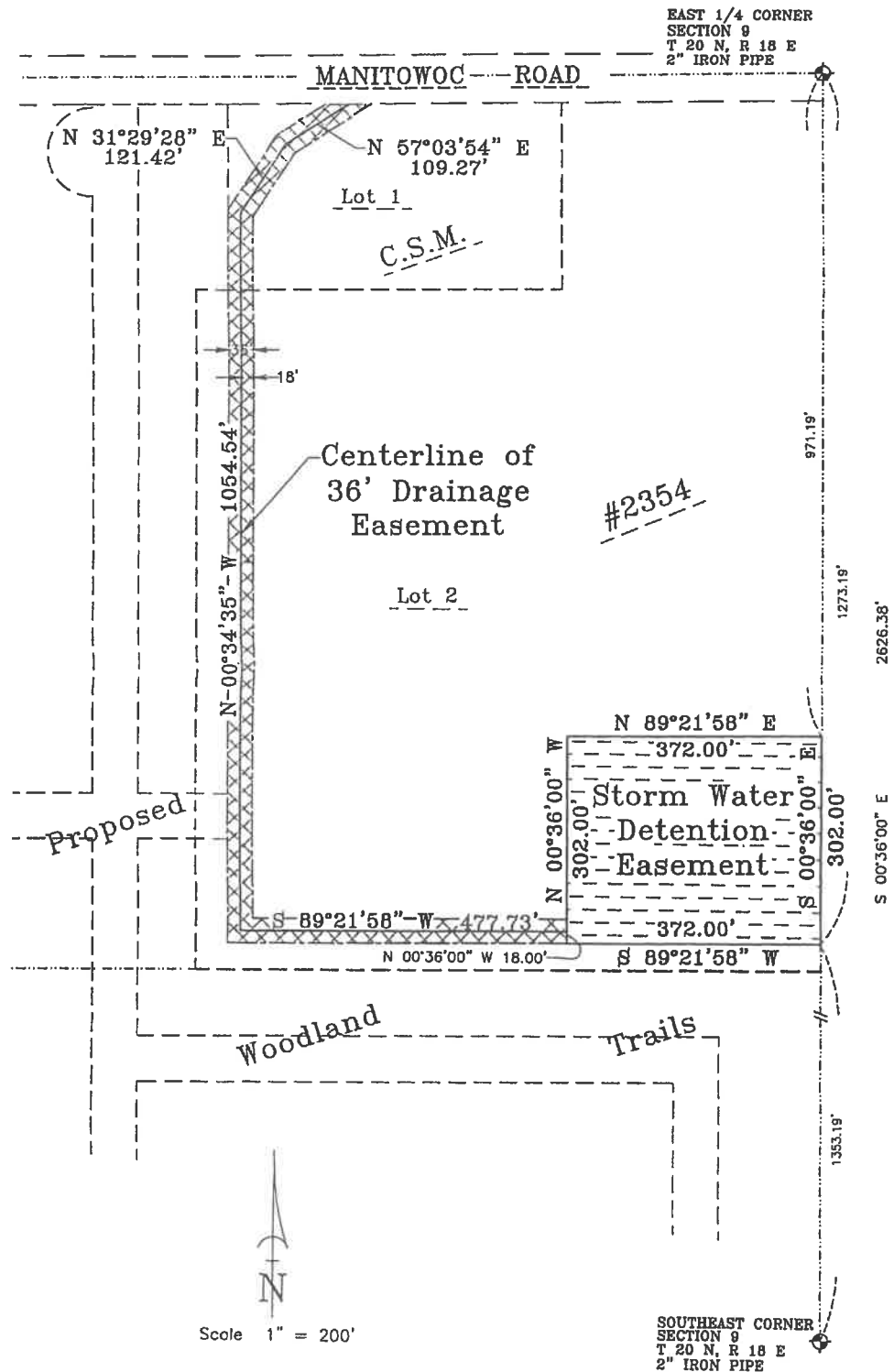
MY COMMISSION EXPIRES September 4, 2005





# Reference Drawing

## 36' Drainage Easement Storm Water Detention Easement



**M.E.** **Martenson & Eisele, Inc.**  
 Planning - Surveying - Engineering - Architecture  
 1919 American Court, Neenah, WI 54956  
 Phone (920) 731-0381 Fax (920) 733-8578  
[www.martenson-eisele.com](http://www.martenson-eisele.com)  
[info@martenson-eisele.com](mailto:info@martenson-eisele.com)

PROJECT NO. 643-001  
 FILE 643001WMeose SHEET 3 OF 3  
 This instrument was drafted by: A.Sedlar





**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**Date:** April 11<sup>th</sup>, 2017

**Title:**  
Resolution V2017-04 Concrete Streets Policy

**Issue:**  
Should the Village create a policy that concrete be used for all new streets and any streets that are reconstructed in the urbanized area?

**Background and Additional Information:**  
The Ad Hoc Public Works committee has discussed the possibility of requiring all new roads to be constructed of concrete instead of asphalt. Staff has talked with the Village of Kimberly about the benefits of concrete vs. asphalt roads. The Village of Kimberly hopes to have all their streets concrete by the year 2018. The committee and staff also met with a representative from the Wisconsin Concrete Association to discuss the specifications required for the use of concrete.

After much research and discussion, the Ad Hoc Public Works committee determined that it would be very beneficial and cost effective if the Village of Harrison began to require concrete streets in all new subdivisions and street reconstructions whenever possible.

The attached resolution will require all new subdivisions and any street reconstructions in the urban area to be concrete.

**Budget/Financial Impact:**  
None at this time.

**Recommended Motion:**  
Motion to approve resolution V2017-04 Concrete Streets Policy.

**Attachments:**  
Resolution V2017-04.

**RESOLUTION NO. V2017-04**  
**VILLAGE OF HARRISON**  
Calumet and Outagamie Counties, Wisconsin

**CONCRETE STREETS POLICY**

WHEREAS, the Village Board of the Village of Harrison, located in Calumet and Outagamie Counties, Wisconsin have limited funds for the construction, maintenance and repairing of streets and roads; and

WHEREAS, the Village has contacted other communities with regards to the best type of pavement for longevity and performance; and

WHEREAS, the Ad Hoc Public Works committee has determined that concrete streets would provide the Village with the most cost effective and longest lasting street surface; and

WHEREAS, the Village Board wishes to create a policy to ensure that concrete is used in the urbanized area for all new subdivision, as well as, street reconstruction projects where appropriate;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin does hereby create a concrete street policy as follows:

1. All new streets in the urbanized area shall conform to the Village of Harrison Standard Specifications manual and be of concrete construction and shall include integral curb and gutter and storm water control.
2. All streets reconstructed within the urbanized area, shall be reconstructed with concrete pavement and integral curb and gutter whenever possible. If lack of stormwater facilities prevents curb and gutter from being installed, then it will be up to the discretion of the Village Board whether or not to allow the streets to be reconstructed using concrete pavement.
3. Whenever possible, the Village Board shall require concrete pavement be used on all street projects.

Adopted by the Village of Harrison Village Board this 11th day of April, 2017.

By: \_\_\_\_\_  
Jim Salm, Village President

Attest: \_\_\_\_\_  
Jennifer Weyenberg, Village Clerk



**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**Date:** April 11<sup>th</sup>, 2017

**Title:**

Request to pave Noe Rd. Pond Trail.

**Issue:**

Should the Village pave the Noe Rd. Pond Trail?

**Background and Additional Information:**

At a previous Village Board meeting, a resident had requested that the Noe Rd. Pond Trail be paved to match the other trails around the park. Since this is a Garners Creek pond, the Village Board asked staff to contact the Garners Creek Stormwater Utility to see if they would be willing to pave the trail around the pond.

Staff did attend the Garners Creek meeting to inquire whether or not the trail could be paved. The commission expressed some concerns about paving the trail. First, they did not want to set precedent by paving trails around their stormwater ponds. Second, they were concerned about pavement being damaged when the ponds would need to be dredged. Third, they didn't feel that the commission should be involved with the paving of trails.

However, the commission did indicate that they would be willing to allow the Village to pave and maintain the trail if the Village Board felt that it was appropriate.

**Budget/Financial Impact:**

Unknown. Would need to get an estimate of the cost of paving. Item was not budgeted for.

**Recommended Motion:**

Motion to get cost estimates for the paving of the trail around the Noe Rd. pond.

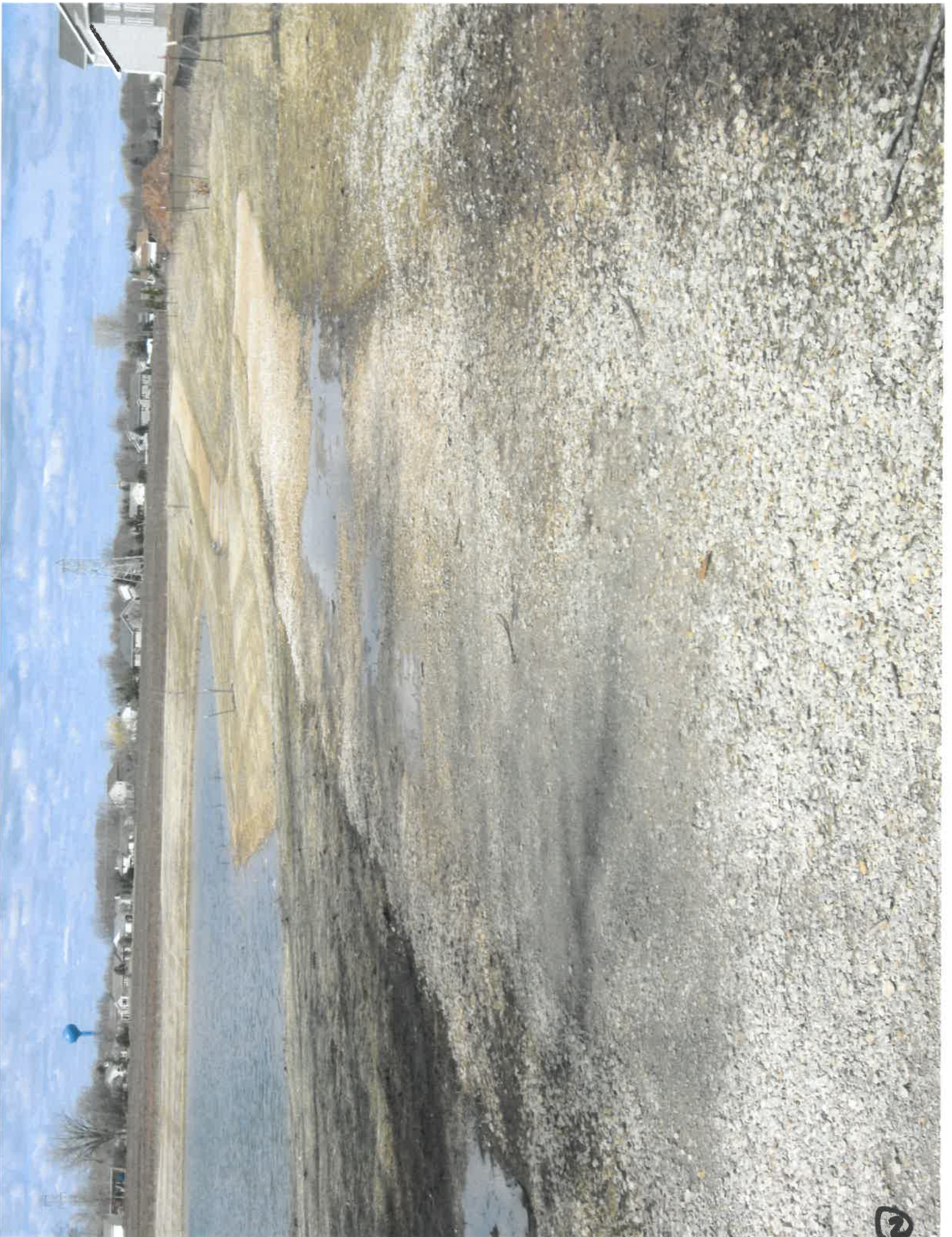
**Attachments:**

Pictures of current trail.









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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**Date:** April 11<sup>th</sup>, 2017

**Title:**

Authorize staff to get quotes for new logo design.

**Issue:**

Should the Village create a new logo?

**Background and Additional Information:**

During the budget meetings, it was discussed about the possibility of creating a new logo and marketing the Village of Harrison. Currently, the Village is operating with an in-house designed logo, letterhead and business cards. Staff feels that these items do not project a professional appearance, especially when dealing with the public, businesses and developers.

Staff would like authorization to get quotes for a new logo design that could be added to business cards, letterhead and other signage or branding for the Village of Harrison.

**Budget/Financial Impact:**

Unknown. Would need to get an estimate of the cost of logo design.

**Recommended Motion:**

Motion to authorize staff to get quotes for logo design.

**Attachments:**

None.



VILLAGE OF HARRISON

TOWN OF HARRISON

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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

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**Date:** April 11th, 2017

**Title:**

Review MS4 Permit Report

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**Issue:**

Review Only.

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**Background and Additional Information:**

About 245 municipalities in Wisconsin are currently required to have a Municipal Separate Storm Sewer System (MS4) permit under NR 216, Wis. Adm. Code. A MS4 permit is required for a municipality that meets one of the following criteria:

1. It is located within a federally-designated Urbanized Area.
2. Its population equals 10,000 or more based on the latest decennial census; or
3. When the Department of Natural Resources designates the municipality for permit coverage in accordance with s. NR 216.025.

The MS4 permits are effective for a period of up to five years, at which point the permits are updated and re-issued.

Each community with a MS4 permit is required to report annually to the WDNR how they are fulfilling their permit requirements.

The Village of Harrison has employed Nick Vande Hey with McMahon Associates to prepare our annual report.

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**Budget/Financial Impact:**

Budgeted.

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**Recommended Motion:**

None needed.

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**Attachments:**

Report

**Due by March 31, 2017**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2016.

**Instructions:** Complete each section of the form. If additional space is needed, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2017, to the appropriate address indicated on the last page of this form.

**Part I. Municipal Information**


Name of Municipality <b>Town &amp; Village of Harrison</b>		Facility ID No. (FIN) <b>31104</b>	
Mailing Address <b>W5298 Hwy 114</b>	City <b>Menasha</b>	State <b>WI</b>	ZIP Code <b>54952</b>
County(s) in which Municipality is located <b>Calumet</b>	Municipality Type: (select one) <input type="radio"/> County <input type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input checked="" type="radio"/> Other (specify) <b>Town and Village (hereafter Village to simplify text)</b>		

**Part II. Municipal Contact Information**

Name of Municipal Contact Person <b>Travis Parish</b>		Title <b>Town Administrator / Village Manager</b>	
Mailing Address (if different from above)	City	State <b>WI</b>	ZIP Code
Email <b>tparish@harrison-wi.org</b>	Phone Number (include area code) <b>(920) 989-1062</b>	Fax Number (include area code) <b>(920) 989-1077</b>	
Has the contact person changed in the last year? <input type="radio"/> Yes <input checked="" type="radio"/> No			

**Part III. Certification**

*I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.*

Authorized Representative Printed Name <b>Travis Parish</b>	Authorized Representative Title <b>Town Administrator / Village Manager</b>
Signature of Authorized Representative 	Date <b>3.3.17</b>
Email <b>tparish@harrison-wi.org</b>	Phone Number (include area code) <b>(920) 989-1062</b>
	Fax Number (include area code) <b>(920) 989-1077</b>

**Part IV. General Information**

a. Describe the municipality's efforts to invite the municipal governing body, interest groups, and general public to review and comment on the annual report.

The Annual Report for the Town and Village's MS4 Stormwater Permit will be presented during the April or May 2017 Town & Village Board meetings (hereafter "Village" to simplify the report text). During the public meetings, the Village Board and general public will be provided an opportunity to review and comment on the Annual Report. The meeting agenda will be posted as required by State Statute and placed on the Village's website. After the meeting, the Annual Report will be posted on the Village's website and made available in hard copy format at the Village Hall. The general public will be encouraged to review and comment on the Annual Report. Comments received from the public will be documented and considered as part of the next Annual Report.

b. Describe how the municipality has kept elected and municipal officials and appropriate staff (such as operators, department heads, and those that interact with the public) informed of the municipal storm water discharge permit and its requirements.

Village staff and elected officials attend meetings to learn about permit requirements, program development, and changes. Meetings attended include Village Board, Garners Creek Stormwater Utility, Northeast Wisconsin Stormwater Consortium, conferences / seminars, and informational sessions with Village Engineer. Elected officials have discussed permit requirements, program development, and changes throughout the year.



**Part IV. General Information (continued)**

c. Has the municipality prepared or updated its own municipal-wide storm water management plan during the reporting year?  
 Yes  No

If yes, provide the title and date of storm water management plan and list any updates:

If yes, has the information been submitted to the Department?  Yes  No

d. During the reporting year, has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:

The Village continues to be a member of the Northeast Wisconsin Stormwater Consortium (NEWSC). NEWSC develops education materials and performs outreach that the Village uses for its public education program. Please refer to the 2016 NEWSC Annual Permit Report on file with the DNR for a list of NEWSC activities.

The Village also relies upon the Garners Creek Stormwater Utility to satisfy water quality goals within the Garners Creek Watershed.

If yes, has the information been submitted to the Department?  Yes  No

e. If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?  Yes  No

If yes, provide web address:  
[www.harrison-wi.org](http://www.harrison-wi.org)

**Part V. Evaluation of Permit Conditions (Section 2 of General Permit)**

**Minimum Control Measures:** For each of the permit conditions listed below, provide an evaluation of program compliance with the general permit.

1. Public Education and Outreach (Section 2.1 of General Permit)

Description of Program(s)	The Village is implementing a public education and outreach program using its website, display racks, newsletters, and public meetings. The Village implements its program in tandem with NEWSC and Garners Creek Stormwater Utility regional activities. The NEWSC regional efforts are highlighted in the NEWSC Annual Report to DNR.
Measurable Goal(s)	The Village tracks the number of website "hits", number of educational materials taken from display racks, number of newsletters distributed to landowners with stormwater educational material, number of public meetings, and number of NEWSC or Garners Creek Stormwater Utility activities.
Result(s) Achieved	109,109 "hits" were recorded for the Village's website, 75 stormwater related educational materials were taken from Village display racks, two newsletters were distributed to landowners in the Village, and the Village held more than 25 public meetings. Please refer to the NEWSC Annual Report for a summary of regional results.
Describe any planned changes to program.	No changes are planned for 2017. Educational topics included within each of the Village's semi-annual newsletters will change, depending on NEWSC regional efforts and the upcoming seasonal activities that each newsletter discusses.

2. Public Involvement and Participation (Section 2.2 of General Permit)

Description of Program(s)	The Village is implementing a public involvement and participation program using public meetings, partnerships, and information from the public. The Village implements its program in tandem with NEWSC regional activities. These regional efforts are highlighted in the NEWSC Annual Report to DNR.
Measurable Goal(s)	The Village tracks the number of public meetings, partnerships, and tips / information / complaints submitted by the public.
Result(s) Achieved	The Village held more than 25 public meetings. The public was provided an opportunity to be educated and involved during the meetings. The Village maintained its partnership

**Part V. Evaluation of Permit Conditions** (continued)

	with NEWSC for its public education program and Garners Creek SW Utility for its stormwater quality management program. The public submitted stormwater tips, information, and complaints to the Village 7 times.
Describe any planned changes to program.	No changes are planned for 2017.

**3. Illicit Discharge Detection and Elimination (Section 2.3 of General Permit)**

Description of Program(s)	The Village is implementing an illicit discharge program using ordinances, storm sewer system mapping, and routine activities including ongoing field screening of outfalls, responding to illicit discharges and spills, enforcing the ordinance, responding to information submitted by the public, and educating the public.
Measurable Goal(s)	The Village monitors program implementation by tracking changes to ordinances and municipal storm sewer system maps. In addition, the Village tracks routine implementation activities including outfall field screening, responses to illicit discharges and spills, enforcement actions, information submitted by the public, and public education.
Result(s) Achieved	Field screening was performed for 31 outfalls. Two outfalls had a potential illicit discharge. One hazardous spill was investigated by the Village's Fire Department at State Park Pond. One illicit or spill notification was issued to Appleton Hazmat Team and Garners Creek SW Utility. No "warning notices", "notices of violation" or enforcement actions were issued. No illicit discharge tips or complaints were received from the public. No brochures were distributed during field screening.
Describe any planned changes to program.	No changes are planned for 2017.

**4. Construction Site Pollutant Control (Section 2.4 of General Permit)**

Description of Program(s)	The Village is implementing a construction site pollutant control program using ordinances, plan reviews, permitting, site inspections, enforcement actions, responding to information submitted by the public, and education.
Measurable Goal(s)	The Village monitors program implementation by tracking ordinance changes, plan reviews, permits issued, site inspections, enforcement actions, information submitted by the public, and education.
Result(s) Achieved	84 construction permits issued (84 single family homes, 0 commercial building, 0 general permit for Village, 0 land disturbing, 0 filling), 84 sites inspected, 588 total site inspections performed, 2 permits posted at construction sites, 7 erosion control tips received from the public, 347 verbal or written "warning notices" issued, 4 "stop work orders" issued, no fines issued, and 84 education materials (also see NEWSC Annual Report).
Describe any planned changes to program.	No changes are planned for 2017, except the Village plans to update its ordinance. As previously discussed with DNR, the Village's ordinance changes were delayed due to the regional nature of the Garners Creek Stormwater Utility member communities and the Town of Buchanan's statutory relationship with Outagamie County ordinances.

**5. Post-Construction Storm Water Management (Section 2.5 of General Permit)**

Description of Program(s)	The Village is implementing a post-construction stormwater management program using ordinances, plan reviews, permitting, site inspections, enforcement actions, responding to information submitted by the public, and education.
Measurable Goal(s)	The Village monitors program implementation by tracking ordinance changes, plan reviews, permits issued, site inspections, enforcement actions, information submitted by the public, and education.

**Part V. Evaluation of Permit Conditions** (continued)

Result(s) Achieved	2 post-construction site permits issued (Kambura Acres & WE Energies), 2 maintenance agreement recorded at County Register of Deeds, 2 sites inspected, 2 permits posted at a site, 4 tips / complaints received from the public, no verbal "warning notices" issued, no "notices of violation" issued, no fines issued, and some educational materials distributed (also see NEWSC Report).
Describe any planned changes to program.	No changes are planned for 2017, except the Village plans to update its ordinance. As previously discussed with DNR, the Village's ordinance changes were delayed due to the regional nature of the Garners Creek Stormwater Utility member communities and the Town of Buchanan's statutory relationship with Outagamie County ordinances.

**6. Pollution Prevention** (Section 2.6 of General Permit)

Description of Program(s)	The Village is implementing a pollution prevention program using grass swales, street sweeping, wet ponds, salt/deicer management, municipal facility SWPPPs, information from the public, and education. The Village implements its program in tandem with NEWSC regional activities. These regional efforts are highlighted in the NEWSC Annual Report to DNR.  The Village owns and operates a mix of streets with grass swales and curb and gutter. The Village does not own or operate catch basin sumps.
Measurable Goal(s)	The Village monitors program implementation by tracking inspections, street sweeping frequency, salt / deicer usage, curb-side collections (recycling, garbage, white goods, bulky items), and total suspended solids (TSS) and total phosphorus (TP) pollutant reductions for its developed urban area.
Result(s) Achieved	83 pond inspections performed. The Village performs high-efficiency sweeping of curb and gutter streets once every 4 weeks. The Village provided curb-side recycling and garbage collection once per week. White goods and bulky household items were collected curb-side about once every 3 months. The Village provided a 45% TSS reduction for its Village-wide developed urban area using NR 151.13 methodology.
Describe any planned changes to program.	No changes are planned for 2017.

• **Storm Water Management Facilities** (Section 2.6.1 of General Permit)

List any new municipality owned or operated structural storm water management facilities (ponds, biofilters, etc.) added in the last year.  
 None

• **Routine Inspection and Maintenance** (Section 2.6.2 – 2.6.4 of General Permit)

Does the municipality have an inspection and maintenance program for installed structural storm water management facilities?  
 Yes  No

Describe the inspection and maintenance program and any activities that have occurred for structural storm water management facilities in 2016. If available, attach any additional information on the inspection and maintenance program.  
 The Garners Creek Stormwater Utility owns and operates 10 wet ponds. The Village owns and operates two wet ponds and several dry ponds. The Utility and Village performed several pond inspections for each pond facility during 2016.

Describe the street sweeping and catch basin cleaning efforts, and the disposal of waste.  
 The Village performed high efficiency street sweeping once every 4 weeks in 2016. The Village does not currently own or operate any catch basin sumps.



Part V. Evaluation of Permit Conditions (continued)

• **Winter Road Management Activities** (Section 2.6.5 of General Permit)

Provide the name, title, and phone number of the individual(s) with overall responsibility for winter roadway maintenance.  
Bob Kesler, Road Superintendent, (920) 989-1139

Describe the types of products used for winter road management (e.g. deicing, pre-wetting, salting, etc.).  
Brine and salt.

Report the amount of product used by month over the last winter season (approx. November 2015 through April 2016).

2016	Brine	Salt
January	1,220 gallons	440 tons
February	1,220 gallons	240 tons
March	1,220 gallons	76 tons
April	0 gallons	0
November	1,220 gallons	100 tons
December	1,220 gallons	419 tons
TOTAL	6,100 gallons	1,275 tons

Report the snow disposal locations, if applicable.

The Village does not currently own or operate any snow storage sites.

Describe anti-icing, equipment calibration, and salt reduction strategies.

Monroe Truck Equipment calibrates the Village's equipment each fall. The Village follows the WisDOT recommendations for application rates. The Village's goal is to only apply what is recommended for public safety since salt and brine costs impact the Village's budget.

Describe any other additional data or information used to evaluate the winter road management activities.

The Village owns and operates 93 miles of roadway or 186 lane-miles in 2016. As such, brine use was 33 gallons/lane-mile and salt use was 6.9 tons/lane-mile for the calendar year.

• **Leaf Management** (Section 2.6.6 of General Permit)

Describe the management of leaves and grass clippings.

The Town does not currently provide curbside leaf, grass clipping and brush collection. Property owners are allowed to compost onsite, burn onsite, or dispose of yard waste at the Village's Yard Waste Site.

• **Municipal Pollution Prevention** (Section 2.6.7 of General Permit)

Provide the location (street address) of each facility (municipal yards and/or maintenance facilities) and contact information (name, title, and phone number) for the individual(s) with overall responsibility for each facility.

Village Hall, W5298 Hwy 114 and Village Yard Waste Site, W4476 Merbach Road  
Bob Kesler, Director of Public Works, (920) 989-1139

Map(s) included?  Yes  No - Include a map of each facility, drawn to scale and include the following features:

- Location of major activities and storage areas
- Identification of drainage patterns, potential sources of storm contamination and discharge points.
- Identification of nearby receiving waters or wetlands
- Identification of connections to the permittees's MS4

Describe the housekeeping activities and best management practices installed at municipal yards and/or maintenance facilities to reduce or eliminate storm water contamination.

1. Buildings are locked to prevent unauthorized access.
2. Vehicles and equipment are stored indoors, when feasible.

**Part V. Evaluation of Permit Conditions (continued)**

- 3. Vehicles and equipment are washed indoors. Wash water is stored in an underground tank. Wash water is hauled to wastewater plant.
- 4. Vehicles and equipment are maintained indoors, when feasible. Drip pans are used.
- 5. Adsorbent cleanup materials are kept onsite at all times for potential spills.
- 6. Vehicle fuel is stored onsite. Tanks designed to reduce leak potential and chain link fence is provided.
- 7. Please refer to the SWPPP report for each facility for a more detailed description.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and provide a timeline for installation and/or implementation of these recommendations.

No improvements are recommended at this time. If site inspections indicate the existing best management practices are inadequate, then the SWPPP report contains recommendations to reduce pollutants.

Provide information on facility inspections. Identify and address potential sources of storm water contamination. The Municipal Garage and Yard Waste Site are inspected by Village staff in accordance with the Storm Water Pollution Prevention Plan (SWPPP) developed for each facility.

Describe the municipal facility(s) employee training on storm water pollution prevention (frequency, duration, objectives, percentage of employees trained this year, etc.).

The Village has six full-time employees for its municipal public works operation. The employees are trained during meetings with the Village Engineer, MS4 Annual Report discussions, and WisDOT workshops. The Stormwater topics vary. Village staff were trained by the Village Engineer as part of SWPPP development.

Describe the spill prevention and response procedures in place at the municipal facility(s).

Adsorbent spill clean up materials are kept onsite, if needed. The Village's operation employees and the Village's volunteer fire fighters are trained on good housekeeping and spill response procedures. The spill response procedures are more fully described in Village's Stormwater Management Plan and SWPPPs on file with DNR.

**7. Storm Water Quality Management (Section 2.7 of General Permit)**

Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used SLAMM Version 9.2.1 Reduction (%) 45

If no, include a description of any actions the municipality has undertaken during 2016 to help achieve the 20% standard.

**8. Storm Sewer System Map (Section 2.8 of General Permit)**

Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

The Village updated its storm sewer system map.

**Part VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2016, and the budget for 2016 and 2017. A table to document fiscal information is provided on page 9.

The fiscal analysis provided in the table does not include Garners Creek Stormwater Utility funds.

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility  General fund  Other \_\_\_\_\_

c. Is adequate revenue generated to implement the storm water management program and meet permit requirements?

Yes  No

**Part VI. Fiscal Analysis** (continued)

Please provide a brief summary of the municipality's financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer the storm water management program.

Funding for MS4 Permit compliance is generated by the Village's General Fund, except funding for the Stormwater Quality Management within the Garners Creek Watershed is obtained from the Garners Creek Stormwater Utility fund. The funding for the Construction Site Pollutant Control program and Post-Construction Stormwater Management program are generated by permit or user fees. The Village anticipates a funding problem when the Upper Fox River TMDL is completed for Lake Winnebago, since the Village does not currently have a stormwater utility for this area.

**Part VII. Inspections and Enforcement Actions**

**Note: If an ordinance listed below has been submitted to the Department previously and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.**

- a. Has the municipality amended its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit during the reporting year?  Yes  No  
If yes, attach copy or provide web link to ordinance:
- b. Has the municipality amended its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit during the reporting year?  Yes  No  
If yes, attach copy or provide web link to ordinance:
- c. Has the municipality amended its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit during the reporting year?  Yes  No  
If yes, attach copy or provide web link to ordinance:
- d. Has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.) during the reporting year?  Yes  No  
If yes, attach copy or provide web link to ordinance:
- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.  
Please refer to illicit discharge, construction site, and post-construction stormwater management sections of this report for a summary.

**Part VIII. Water Quality Concerns**

- a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>)  Yes  No  
If yes, list:
- b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>)  Yes  No  
If yes, complete the following:
- Impaired waterbody to which the MS4 discharges:  
Garners Creek, Kankapot Creek and Lake Winnebago
  - Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:  
The Village developed and continues to implement a public education, public involvement, illicit discharge, construction site pollutant control, post-construction site stormwater management, pollution prevention, and

**Part VIII. Water Quality Concerns** (continued)

stormwater quality management program to reduce the discharge of excess total suspended solids and total phosphorus to Garners Creek, Kankapot Creek and Lake Winnebago.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

None

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

None

e. Does any part of the MS4 discharge to an approved Total Maximum Daily Load (TMDL) area (Section 1.5.4 of the general permit)?

Yes  No

If yes, fill out below. If no, disregard.

*Required reporting for TMDLs approved prior to the effective date of the permit for 2016:*

Name of TMDL: Lower Fox River Basin Date TMDL approved? 05/18/2012

Map(s) included?  Yes  No - Submit a storm sewer system map (may be the same map submitted under section V.6. of this form), which includes the TMDL reachshed boundaries and associated acreage within the municipality, and the MS4 drainage boundaries and associated acreage within the municipality.

**Part IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being considered for 2017 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The Village is planning to update its Construction Site Erosion Control and Post-Construction Stormwater Management ordinances during 2017. As previously discussed with DNR, the Village's ordinance changes were delayed due to the regional nature of the Garners Creek Stormwater Utility member communities and the Town of Buchanan's statutory relationship with Outagamie County ordinances.

**Part X. Other**

Any other municipal storm water program information for inclusion in the Annual Report regarding their storm water program may be added here or attached.

**Fiscal Analysis Table.** Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2016	Budget		Source of Funds
		2016	2017	
Public Education and Outreach	\$2,000	\$2,000	\$2,000	General Fund
Public Involvement and Participation	\$1,000	\$1,000	\$1,000	General Fund
Illicit Discharge Detection and Elimination	\$4,000	\$4,000	\$4,000	General Fund
Construction Site Pollutant Control	\$5,000	\$5,000	\$5,000	Permit Fees, General Fund
Post-Construction Storm Water Management	\$3,000	\$3,000	\$3,000	Permit Fees, General Fund
Pollution Prevention	\$50,000	\$50,000	\$50,000	General Fund
Storm Water Quality Management (including pollutant-loading analysis)	\$5,000	\$5,000	\$5,000	General Fund
Storm Sewer System Map	\$2,000	\$2,000	\$2,000	General Fund
Other:	\$5,000	\$5,000	\$5,000	General Fund

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100



VILLAGE OF HARRISON

TOWN OF HARRISON

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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Jennifer Weyenberg, WCMC

**Date:**

April 7, 2017

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**Title:**

Ordinance V17-06 Amending Sec. 4-26 of the Code of Ordinances

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**Issue:**

Shall the Village Board allow the Clerk to issue licenses to recurring applications for temporary sales of alcohol?

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**Background and Additional Information:**

The State of Wisconsin allows temporary Class "B" (picnic) beer licenses and temporary "Class B" (picnic) wine licenses to be issued to "bona fide clubs, to county or local fair associations or agricultural societies, to churches, lodges or societies that have been in existence for at least 6 months." These licenses allow the groups to sell fermented malt beverages or wine at a picnic, meeting, or similar gathering of limited duration.

Our current ordinance requires approval of the board for the license. Staff requests that the ordinance be amended to allow the Village Clerk to grant such license for any recurring applicant who is in good standing and for events that stay the same year to year. This would most likely affect ChickenFest, motorcycle rides, and church picnics.

Any new event or first-time applicant would require full board review and approval. The Clerk's approval would be specific only to the alcohol licensing; any issues related to park use, road signage, traffic control, monetary donations, etc. would still be reviewed by the board.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

Staff recommends approval of the ordinance.

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**Attachments:**

- Ordinance V17-06
- AT-315

**ORDINANCE V17-06**

**AN ORDINANCE AMENDING SECTION 4-26 OF THE CODE OF ORDINANCES  
TO ALLOW THE VILLAGE CLERK TO APPROVE RECURRING TEMPORARY ALCOHOL SALES  
LICENSES**

**WHEREAS**, State Statute 125.26 states a municipal governing body "...may authorize an official or body of the municipality to issue temporary Class "B" licenses" under sub. (6),"

**WHEREAS**, State Statute 125.51 states a municipal governing body "...may authorize an official or body of the municipality to issue temporary "Class B" licenses" under sub. (10),"

**WHEREAS**, the Village Board finds these licenses to recurring applicants in good standing to be of a routine nature,

**NOW, THEREFORE**, the Village Board of Harrison, Calumet County, Wisconsin, do ordain as follows:

**SECTION 1.** Subsection (b) of section 4-26 of the Code of Ordinances is hereby amended to read as follows:

**(b) Temporary Class "B" Fermented Malt Beverage License.**

**Application.** 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 (3) consecutive days for which the license is sought. The application shall identify all person(s) in charge of the event, whom shall be subject to a criminal background check. Any person submitting false information on an application shall be subject to a forfeiture of Two Hundred Dollars (\$200.00) and will be ineligible to apply for a temporary Class "B" license for one (1) year. The license shall specify the hours and dates of license validity. The application shall be filed a minimum of fifteen (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 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.

**SECTION 2.** Subsection (c) of section 4-26 of the Code of Ordinances is hereby amended to read as follows:

**(c) Temporary "Class B" Wine License.**

**Application.** 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 (3) consecutive days for which the license is sought. The application shall identify all person(s) in charge of the event, whom shall be subject to a criminal background check. Any person submitting false information on an application shall be subject to a forfeiture of Two Hundred Dollars (\$200.00) and will be ineligible to apply for a temporary "Class B" wine license for one (1) year. The license shall specify the hours and dates of license validity. The application shall be filed a minimum of fifteen (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 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.

**SECTION 3.** This ordinance shall take effect upon passage and publication as provided by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

VILLAGE OF HARRISON, WISCONSIN

\_\_\_\_\_  
James Salm  
President

ATTEST:

\_\_\_\_\_  
Jennifer Weyenberg  
Village Clerk

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_ Application Date: \_\_\_\_\_  
 Town  Village  City of \_\_\_\_\_ County of \_\_\_\_\_

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_  
\_\_\_\_\_

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number \_\_\_\_\_

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

## 3. Name of Event

(a) List name of the event \_\_\_\_\_

(b) Dates of event \_\_\_\_\_

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

\_\_\_\_\_  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

## Additional Information

### May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.