



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, on Tuesday, October 10, 2017 at 7:00pm. The agenda is printed below.

1. Call to Order the Village Board Meeting for October 10, 2017
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
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) Permission to Occupy Drainage Easement at W6307 Kimberly Trail
 - b) Applications for Operator Licenses (expiring June 30, 2018)
7. Items removed from Consent Agenda (if any)
8. Appointments
 - a) None
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) Approve Agreement for Assessment Services with Accurate Appraisal
10. New Business for Consideration or Action
 - a) Approve change in Fire Dept. Bank Accounts
 - b) Reimbursement of \$1630.00 to volunteer firefighter for damage to personal vehicle
 - c) Resolution V2017-07 Papermaker Ridge II Sidewalk Assessments
 - d) Approve Manitowoc Road Park Master Plan
11. Reports of Ad Hoc Committees and Departments
12. Closed Session- The Village Board will meet in closed session pursuant to Wis. State Stats. §19.85 (1)(b) to consider dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter in regards to bartender application denials. The Village Board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session.
13. Adjournment

Agenda is posted at Harrison Municipal Building and 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.

Jennifer Weyenberg, Village Clerk
Posted October 6, 2017



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Jennifer Weyenberg, WCMC

Date:
October 6, 2017

Title:
Consent Agenda- Occupy Drainage Easement at W6307 Kimberly Trail, New Operator Licenses

Issue:
n/a

Background and Additional Information:

* Agreement to Place Wall & Landscaping in Drainage Easement- The property owner at W6307 Kimberly Trail is requesting permission to place stone retaining wall and patio within a drainage easement along the rear (south side) of the property. The property is Lot 17 of the Papermaker Ridge subdivision. There is a 30-foot drainage easement along the south side of the property. This easement captures runoff from the west side of the subdivision and conveys it to the east.

The applicant is proposing to construct a stone retaining wall in the drainage easement in order to build a patio coming out from the house. The wall is proposed to be only 2-4 feet within the drainage easement and should not affect the flowline of the ditch. The slope is fairly significant between the house and the bottom of the ditch, roughly a 6-foot height difference over 20-feet. The height of the retaining wall will be approx. 5-feet.

The zoning ordinance requires approval from the easement holder prior to issuance of a zoning permit for the wall. In this case, the Village Board must decide if a wall is allowed in the easement. The adjacent property at W6301 Kimberly Trail was approved to have a wall within the drainage easement.

Staff does not have a concern about the wall in the easement as long as the wall is located as indicated on the plan. Staff recommends that the standard Permission to Occupy Drainage Easement Agreement be signed and recorded with the Calumet County Register of Deeds prior to a wall permit being issued.

* New Operator Licenses- The background check on the bartender application for Michelle Vander Velden was processed. The applicant has completed the required Responsible Serving class or currently holds a valid license and paid the required fees. Staff recommends approval.

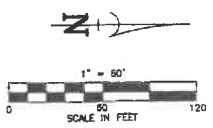
Budget/Financial Impact:
n/a

Recommended Action:

Staff recommends approval of all items on the consent agenda.

Attachments:

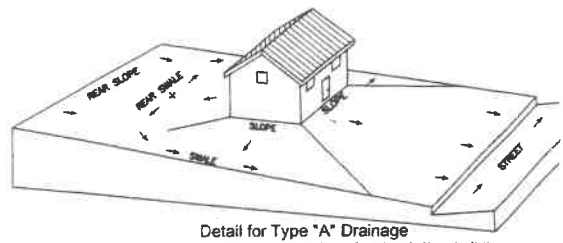
- Subdivision Drainage Plan
- Aerial Image
- Site Plan
- Draft Agreement
- Bartender application



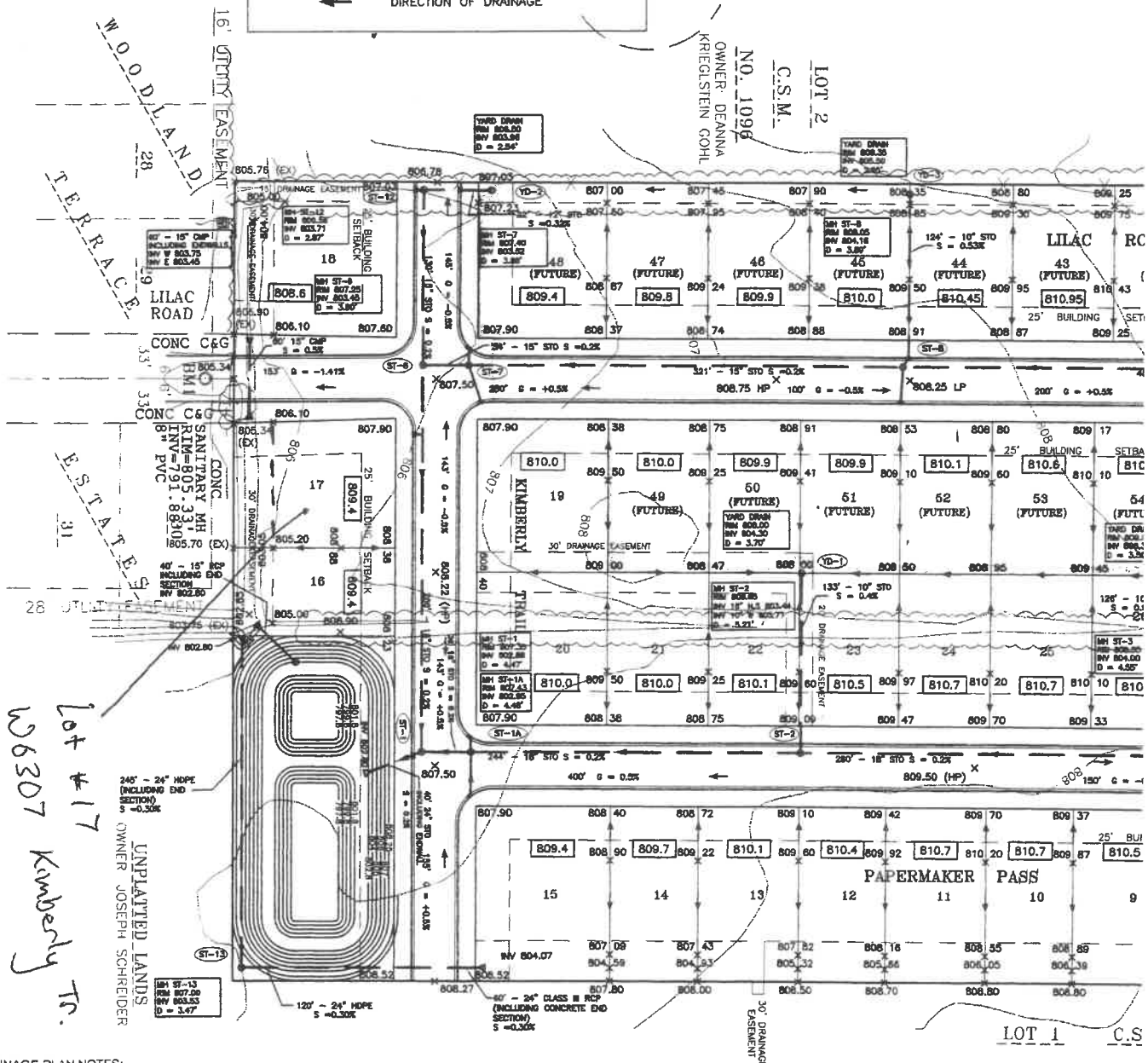
BENCHMARKS
 BM1
 RIM OF SANITARY MANHOLE LOCATED AT THE NORTH END OF LILAC ROAD
 ELEVATION = 805.33' USGS
 BM2
 SOUTH INVERT OF 24" CMP LOCATED AT THE NORTHEAST PROPERTY CORNER
 ELEVATION = 809.96' USGS

DRAINAGE PLAN LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- STORM SEWER MAIN
- STORM MANHOLE
- 2' x 3' PRECAST STORM INLET
- PROPOSED ELEVATION
- EXISTING ELEVATION
- PROPOSED GROUND AT FOUNDATION
- DIRECTION OF DRAINAGE



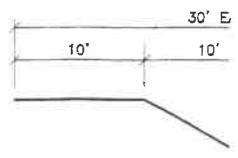
Detail for Type "A" Drainage
 All drainage is directed to the front of the building.



DRAINAGE PLAN NOTES:

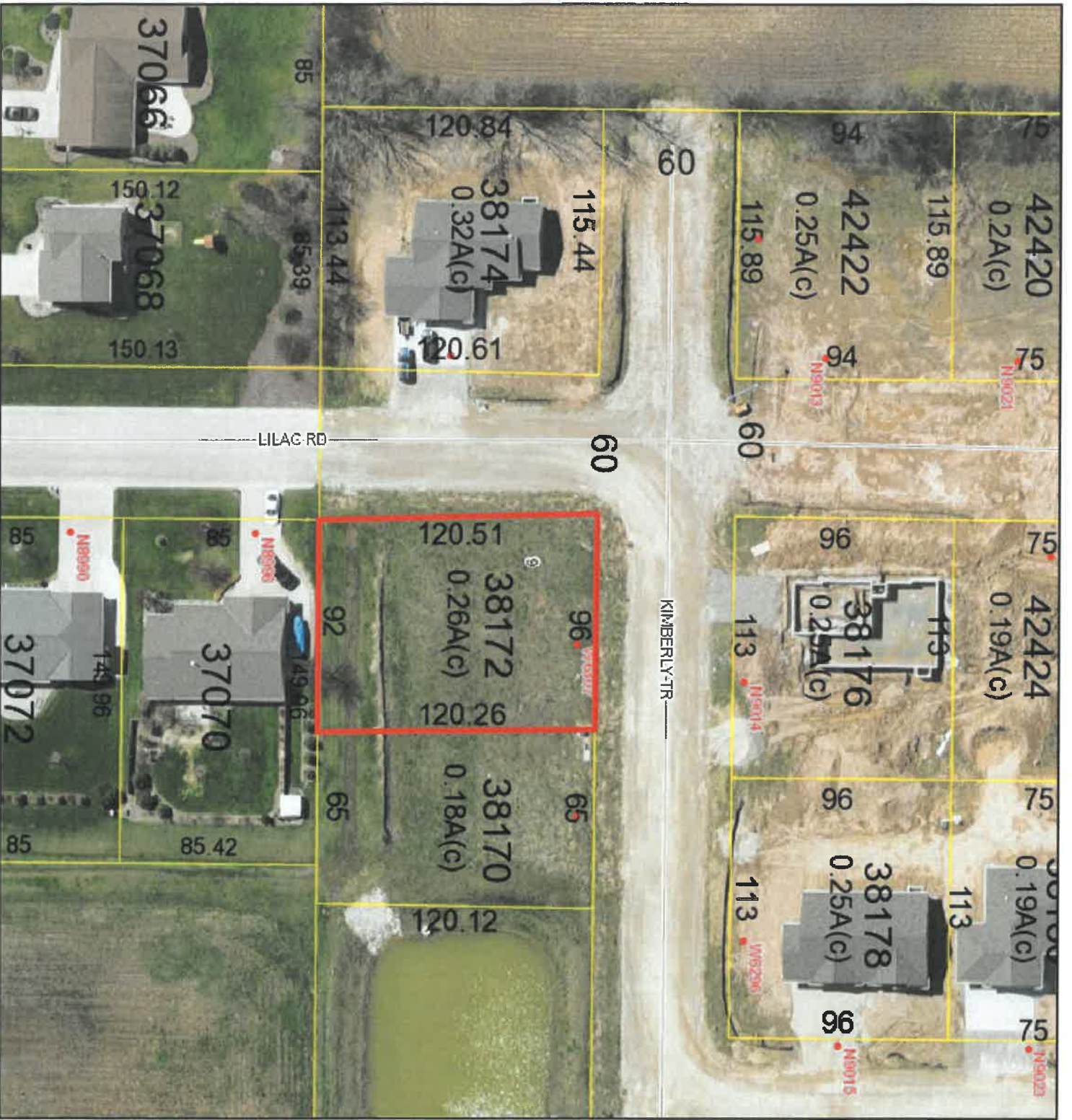
1. THE LOCATION OF EXISTING UTILITY FACILITIES AS SHOWN ON THE PLAN ARE APPROXIMATE. THERE MAY BE OTHER UTILITIES WITHIN THE PROJECT AREA THAT ARE NOT SHOWN. THE CONTRACTOR SHALL HAVE ALL FACILITIES LOCATED PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY IF A CONFLICT WITHIN THE WORK IS DISCOVERED.
2. ALL WORK UNDER THIS CONTRACT SHALL BE DONE IN ACCORDANCE WITH THE TOWN OF HARRISON STANDARD SPECIFICATIONS, ALONG WITH THE LATEST EDITION OF THE STATE OF WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION.
3. THIS FINAL DRAINAGE PLAN INDICATES DRAINAGE ALONG LOT LINES, MAJOR DRAINAGE SWALES AND CONCEPTUAL DRAINAGE FOR EACH LOT. THE SITE PLANNER FOR EACH INDIVIDUAL HOME SITE SHOULD DESIGN DETAILED DRAINAGE FOR THE INTERIOR OF THE LOT BASED ON THIS INFORMATION. GRADE AT FOUNDATION ELEVATIONS MAY VARY SIGNIFICANTLY DEPENDING UPON ARCHITECTURE. THE SITE PLANNER SHOULD CONSULT AN ENGINEER TO DETERMINE GRADE AT FOUNDATION ELEVATION.
4. THE PROPOSED ELEVATIONS SHOWN ON THE DRAINAGE PLANS THAT ARE ADJACENT TO ABUTTING PROPERTIES MAY VARY FROM 5' TO 10' FROM THE PROPERTY CORNERS.
5. PER WI. ADMIN. CODE, COMW 21.12: THE FINISHED GRADE OF THE SOIL SHALL SLOPE AWAY FROM THE DWELLING AT A RATE OF AT LEAST 1/4-INCH PER FOOT FOR A MINIMUM DISTANCE OF 10 FEET, OR TO THE LOT LINE, WHICHEVER IS LESS.
6. THE LANDSCAPER SHALL UTILIZE THE PROPOSED ELEVATIONS. THE LANDSCAPER SHALL NOT GRADE UP TO ANY PEDESTAL OR ANY OTHER STRUCTURE TO DETERMINE ELEVATION.
7. ALL WORK SHALL COMPLY WITH O.S.H.A. STANDARDS.
8. THE CONTRACTOR AND/OR OWNER SHALL NOT PROCEED WITH CONSTRUCTION ACTIVITIES UNTIL APPROPRIATE PERMITS/APPROVALS ARE OBTAINED.
9. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY PERMITS FOR CONSTRUCTION.
10. THE CONTRACTOR SHALL CLEAN UP ALL EXCESS MATERIAL AND DEBRIS CAUSED AS A RESULT OF WORK UNDER THIS CONTRACT.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGE RESULTING FROM THE PERFORMANCE OF THE WORK UNDER THIS CONTRACT.
12. CONTRACTOR SHALL DISPOSE OF NON-SUITABLE MATERIAL OFF-SITE.
13. LOTS WITH AN EXCESS FILL HEIGHT OF 3' SHALL BE STRIPPED OF TOPSOIL AND COMPACT EACH LAYER TO 95 PERCENT OF MAXIMUM DENSITY, OR MORE, BEFORE PLACING SUBSEQUENT LAYER.

UNPLATTED
 OWNER: JOSEPH



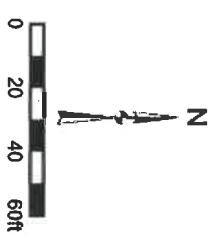
DITCH
 TYPE

Calumet County, WI



Legend

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
- Local Roads
- Municipal Streets
- Trail
- Railroad
- Color 2014
 - Red: Bnd_1
 - Green: Bnd_2
 - Blue: Bnd_3



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

Author:	
Date Printed:	10/6/17 8:18 AM
Sources:	

HOUSE

PRIVATE WOOD WELL

DITCH/ROBERT W/ WELL

EST 3/6"

30' DRAINAGE SET BACK

16'x16'
PARTO

15'

32'

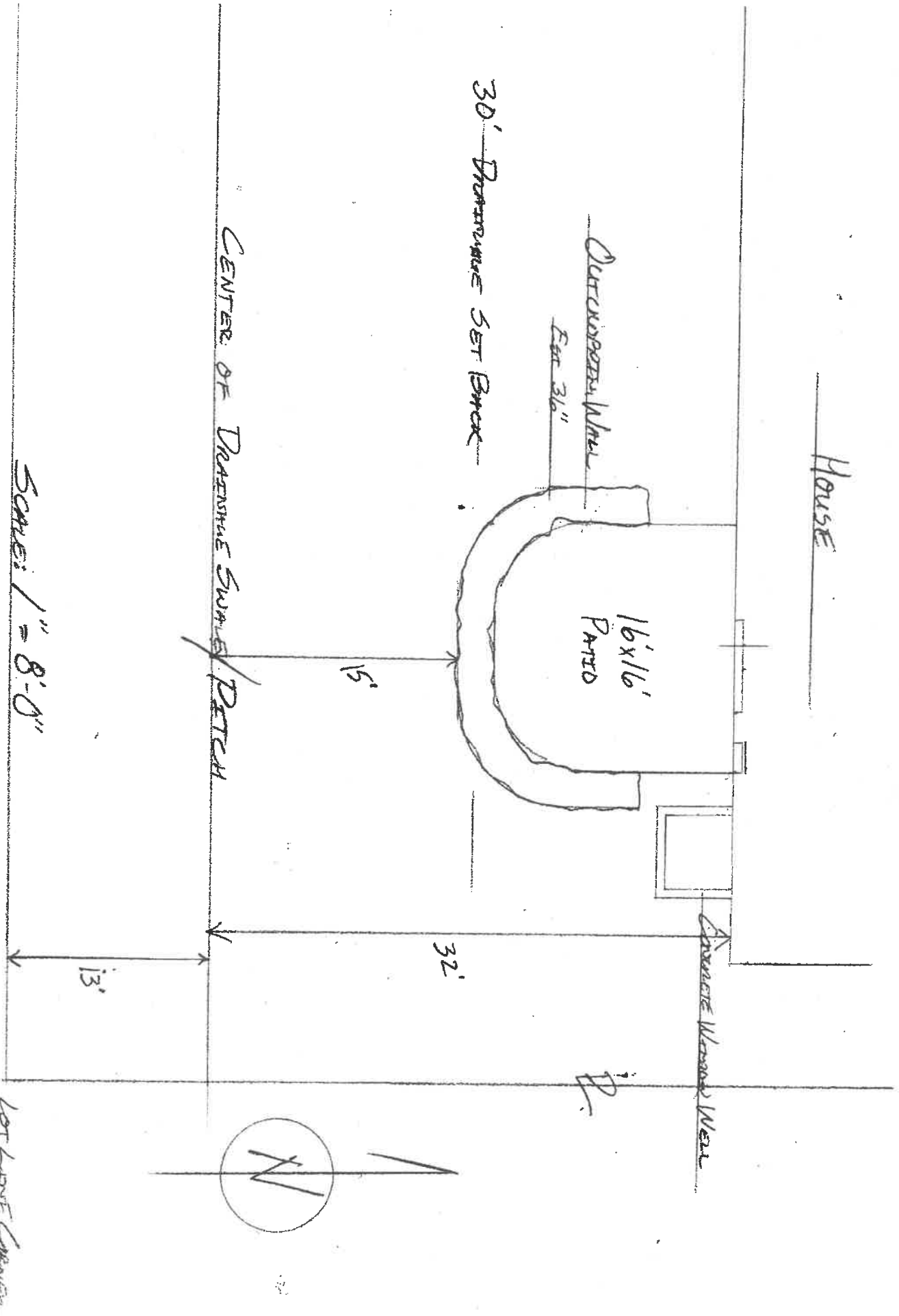
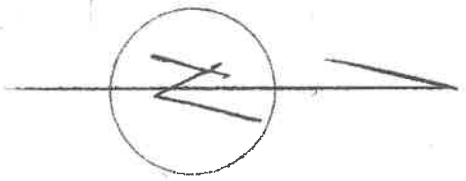
CENTER OF DRAINAGE SWATH/PITCH

13'

Some 1" = 8'-0"

6307 KIMBERLY TERR

LOT LINE CORNER



VILLAGE OF HARRISON
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

Permission to Occupy Drainage Easement Agreement

This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and Yuewen Xu, hereinafter referred to as "Owner", owners of property described as Lot 17 of Papermaker Ridge, 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 W6307 Kimberly Trail.

This agreement authorizes the Owner to place a stone retaining wall (no taller than 5-feet in height) approximately 27-feet from the south property line and a patio on the high side of the wall, 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.

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

Parcel No.(s): 131-0675-000170A-000-0-201809-00-4200

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.

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APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

Village of Harrison, Wisconsin Town of Harrison, Wisconsin

To the Board of the Village of Harrison, WI or Town of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2018, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitation imposed by Section 125 of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I understand that any falsification, omissions, or misleading information on this application is grounds for denial of my license application or revocation of any license issued.

Last Name: Vander Velden First Name: Michelle Middle I: R
 Street Address: N9442 Sasa Lane City: Appleton Zip: 54915
 Day Phone: (920) 470-1538 Evening Phone: _____
 Date of Birth: _____ Where will you be working?: Spur
 Driver's License Number: _____

Do you currently hold or have held an operator's license within the last 2 years? YES / NO

If yes, please list the municipality which issued your license: Kaukauna

List any offenses you have been convicted of in the last 5 years which were felony, misdemeanor, or local ordinance. Include juvenile convictions and alcohol related traffic violations (drunk driving, open intoxicant in vehicle, etc.) Failure of full disclosure may prohibit approval of license.

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:

Subscribed and sworn to before me this 21st day of Sept 2017.

[Signature]
Witness Signature

Witness Address: Village Hall

X [Signature] 9-21-17
Applicant Signature Date

Office Use Only: \$25.00 -
Reported to the Board:

Background Check
Course Completion

E2017-18

\$35



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Request Date: 9/21/2017

Report Date: 9/21/2017

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau

Name: **VANDER VELDEN, MICHELLE R**

Date of Birth:

Alias Names:

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see [Statute 111.335](#) and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in a arrest record, and
2. The process for submitting a challenge

The applicant should submit his or her challenge to CIB on Form DJ-LE-247. Form DJ-LE-247 is available free of charge on [The Department of Justice website](#) or by calling [\(608\) 266-7314](#). A challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record below.

NO RECORD FOUND

An arrest record search based only on a name, date of birth, and other identifying data that is not unique to a particular person (like "sex" or "race") may result in:

1. Identification of criminal history records for multiple persons as potential matches for the identifying data submitted, or
2. Identification of an arrest history record belonging to a person whose identifying information is similar in some way to the identifying data that was submitted to be searched, but is not the same person whose identifying data was submitted for searching. The Crime Information Bureau



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: October 10th, 2017

Title:

Approve Agreement for Assessment Services with Accurate Appraisal.

Issue:

Should the Village of Harrison enter into a four year agreement with Accurate Appraisal for Assessment services and one revaluation?

Background and Additional Information:

At the September 12th Village Board meeting, the Village Board directed the Village Manager to work with Accurate Appraisal to come up with an agreement for assessment services including one revaluation.

The attached agreement provides for a four year maintenance agreement with Accurate Appraisal in the amount of \$139,200. The agreement also provides for one revaluation in the year 2019, 2020, or 2021.

The yearly cost for assessment services for the Village per the agreement is \$34,800 for the next four years.

Budget/Financial Impact:

This cost would be budgeted for in the 2018 budget.

Recommendation:

Manager recommends that the Board approve the attached assessment services agreement with Accurate Appraisal in the amount of \$139,200 payable in payments of \$34,800 yearly for four years.

Attachments:

Agreement for Maintenance



Agreement for Assessment Services

Prepared for:

Village of Harrison

By

Accurate Appraisal, LLC



Section I

Agreement for Maintenance

Provided by Accurate Appraisal LLC.

For

Village of Harrison, Outagamie and Calumet Counties for the assessment years of 2018 - 2021

Dated this _____ day of _____ 2017.

Agreement completion date of August 30th of each maintenance year
Agreement completion date of September 30th of the Market
Revaluation year

Fee for services rendered:

Accurate shall be paid the sum of:

3 Years of Maintenance
1 Year Market Revaluation (2019, 2020, or 2021)
For \$139,200

Jim Danielson
Member
Accurate Appraisal LLC

Date

James Salm
Village President
Village of Harrison

Date



Section II

This agreement made this _____ day of _____, 2017 by and between the Village of Harrison, Outagamie and Calumet Counties, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate".

SCOPE OF SERVICES

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the 2018 – 2021 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits.
2. Accurate shall prepare and mail personal property blotters from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned personal property blotters from the merchants in order to establish the proper assessment.
3. Accurate shall, without additional expense to the Client, be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed no later than the agreement date specified in Section III of this agreement.



Our Process Values Your Assessments

4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property blotters will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
8. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning January 1st, 2018 and ending December 31st, 2021. It is expected the work will commence with the mailing of personal property blotters and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.
9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.
11. Accurate shall complete its Open Book hearings under this agreement no later than the agreement date, specified in Section III of this agreement, except for delays caused by the Client, county, or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.



Our Process Values Your Assessments

12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
14. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuations, Global Valuation Systems or Accurate's Assessing Software will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of either program will be at no additional cost to the Client. The data will be available to the public on accurateassessor.com; building data and appointment scheduling will also be available at no additional expense to the Client.
15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc...., will be at no additional expense to the Client.
17. Accurate will promote understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.



Section III

Municipality: Village of Harrison

Services for Maintenance portion of contract to be completed by August 30th of each maintenance year

Services for Market Revaluation to be completed by September 30th of Market Revaluation year

	Blended Contract
Description of Service	3 Years of Maintenance 1 Year Market Revaluation (2019, 2020, or 2021)
Yearly Cost	\$34,800
Term of Contract	4 Years
Total Contract	\$139,200



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Amos J. Mikkelson, Fire Chief

Date:

October 10th, 2017

Title:

Change Fire Department Bank Accounts

Issue:

Add New Fire Chief's name to Bank Accounts

Background and Additional Information:

Currently, there are two bank accounts at BMO Harris bank, managed by Harrison Fire Rescue. The first is an account where fund raised dollars are deposited and is used to purchase equipment. The second is where the petty cash line item in the budget is deposited. The Fire Chief's current designee is Assistant Chief Jarred Gerl. He still has full access to the accounts.

After the New Fire Chief was hired, an attempt was made to add his name to the accounts for management. The Fire Chief was informed that the accounts could not be changed due to both accounts being connected to a Tax ID that is connected to the Town of Harrison, not the Village of Harrison.

Budget/Financial Impact:

None

Recommended Action:

Approve the Fire Chief opening two new bank accounts at BMO Harris bank to serve the same purpose as the two existing accounts, and then close the existing accounts that are linked to the Town of Harrison.

Attachments:

- None

Harrison, Calumet Co, Wisconsin, Code of Ordinances >> PART I - CODE OF ORDINANCES >> **Chapter 10 - EMERGENCY MANAGEMENT AND SERVICES >> ARTICLE IV. - FIRE DEPARTMENT FUNDRAISING >>**

ARTICLE IV. - FIRE DEPARTMENT FUNDRAISING

[Sec. 10-80. - Deposit of funds.](#)

[Sec. 10-81. - Control of funds.](#)

[Sec. 10-82. - Limitations and requirements.](#)

[Sec. 10-83. - Town funds.](#)

[Sec. 10-84. - Penalty.](#)

[Secs. 10-85—10-111. - Reserved.](#)

Sec. 10-80. - Deposit of funds.

The town board authorizes the town fire chief or his designee to deposit volunteer funds of the department in an account in the name of the fire department in any public depository approved by the town board.

(Ord. No. 08-133, § 1, 6-12-2008)

Sec. 10-81. - Control of funds.

The town volunteer fire department, through its fire chief or his designee, is granted control over the maintenance and expenditure of funds of the department. This authority is granted without limitation as to amount or type of funds. It is subject to the limitations and requirements hereinafter set forth.

(Ord. No. 08-133, § 2, 6-12-2008)

Sec. 10-82. - Limitations and requirements.

The following limitations and requirements shall apply to the maintenance and disbursement of funds from the account:

- (1) *Expenditures.* Expenditures withdrawn from the account may be made only upon a majority vote of fire department members present at a duly noticed meeting of the department. Such withdrawals and expenditures may be made for any purpose that promotes the ability of the fire department to provide services for which it is organized.
- (2) *Accounting.* The fire chief shall provide the town board with a statement at the end of the fiscal year. This statement shall be provided within 30 days of the end of the fiscal year. This statement shall include a detailed itemization of all receipts, expenditures, and the balance on hand at the end of the fiscal year. The source of all funds and the identity of the payee for each disbursement shall be set forth.
- (3) *Audit.* Fire department accounts shall be included in all audits of town funds. They shall be audited in the same manner as other town funds.

(Ord. No. 08-133, § 3, 6-12-2008)

Sec. 10-83. - Town funds.

Pursuant to the authority granted under Wis. Stats. § 66.0608(4), the funds collected by the town volunteer emergency services department shall be considered to be owned by the town until disbursed pursuant to Wis. Stats. § 66.0608(4).

Ord. No. 10-231, § 4, 8-13-2010

Sec. 10-84. - Penalty.

Any person who shall violate any provision of this article or any order, rule or regulation made hereunder, and any firefighter who shall neglect or refuse to perform any duty required hereunder shall be subject to a penalty for each violation whether a violation has occurred and shall be determined by the town board.

Ord. No. 10-231, § 5, 8-13-2010

Secs. 10-85—10-111. - Reserved.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: October 10th, 2017

Title:

Reimbursement of \$1630.00 to volunteer firefighter for damage to personal vehicle.

Issue:

Should the Village of Harrison reimburse a volunteer firefighter for damage to his vehicle in the amount of \$1630.00?

Background and Additional Information:

Per the Fire Chief's memo, a volunteer firefighter hit a deer while responding to Fire Station 70 for a fire call. The firefighter did report the accident, but no report was filed. The member has a \$250 deductible but has chosen not to file a claim. The estimated cost for repairs is \$1630.00.

There is a discrepancy between the Firefighter's training manual and the Standard Operating Procedures of the Fire Department. The Firefighter's training manual states that the Town of Harrison will pay the deductible of \$5000 if a driver is involved in an accident en route to an emergency.

The Standard Operating Guidelines states that the member's auto policy would be the "primary" coverage, and if limits are exhausted, the Township's policy would cover the over and above expenses. The town's insurance company would reimburse the deductible, which in this case would be \$250.00.

The Village Board will need to determine which policy should be applied.

Budget/Financial Impact:

The cost would be \$1630.00. This was not budgeted for.

Recommendation:

Manager recommends that the Village Board decide which policy will be in effect or if a new policy should be created.

If Board determines to reimburse the firefighter, per the recommendation of the Fire Chief, then it is recommended that the firefighter have the repair shop send the bill to the Village of Harrison for payment.

Attachments:

Fire Chief Memo
Estimates
Policies



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



To: Travis Parish, Village Administrator
From: Fire Chief Amos Mikkelson
Re: Nick Laszewski Vehicle Accident
Attached: Two repair estimates
Date: September 25, 2017

On Saturday, September 2, 2017, Firefighter Nick Laszewski hit a deer while responding to Fire Station 70. Harrison Fire Rescue had been dispatched to provide automatic aid per our agreement, to a fire alarm at Pick & Save in Buchanan, N135 Stoney Brook Rd. Appleton.

The accident was reported to me immediately upon returning from the call, and firefighter Laszewski provided pictures. Firefighter Laszewski did contact Calumet County Sheriff to report the accident, but no report was filed.

Firefighter Laszewski does have full coverage on his vehicle with a \$250.00 deductible. Under the benefits section of the firefighter's manual, it indicates that a firefighter is eligible for reimbursement of up to \$5000.00 of deductible as long as the member has full insurance coverage on their vehicle.

Firefighter Laszewski would prefer to not file a claim and have his insurance rates increase over such a small amount. He has obtained two estimates to verify the cost of the repair. I am requesting that Firefighter Laszewski be reimbursed the entire amount of the cost of the repair, which is estimated to be under \$1630.00 (see attached).



**DREHER COLLISION CENTER -
APPLETON**

Workfile ID: 8e2ccda4
Federal ID: 27-4389579
Federal EPA: N/A
State EPA: N/A

"When you need someone who cares take it to
Dreher's!"

N 456 SPEEL SCHOOL RD., APPLETON, WI 54915
Phone: (920) 734-7676
FAX: (920) 738-7676

Preliminary Estimate

Customer: Laszewski, Nick

Job Number:

Written By: Derek Dreher

Insured: Laszewski, Nick
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
Laszewski, Nick
w6042 strawflower dr
appleton, WI 54915
(920) 419-8003 Cell

Inspection Location:
DREHER COLLISION CENTER - APPLETON
N 456 SPEEL SCHOOL RD.
APPLETON, WI 54915
Repair Facility
(920) 734-7676 Business

Insurance Company:

VEHICLE

2009 DODG Ram 1500 Sport Quad Cab 140.5" WB 4WD 4D P/U 8-5.7L Gasoline SMPI

VIN: 1D3HV18T39S806285
License:
State: IA

Interior Color:
Exterior Color:
Production Date:

Mileage In:
Mileage Out:
Condition:

Vehicle Out:
Job #:

TRANSMISSION

4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Privacy Glass
Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Keyless Entry
Message Center
Steering Wheel Touch Controls
Home Link

RADIO

AM Radio
FM Radio
Stereo
Search/Seek

CD Player
Auxiliary Audio Connection
Satellite Radio

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags

SEATS

Cloth Seats

Bucket Seats

WHEELS

20" Or Larger Wheels
Locking Wheels

PAINT

Clear Coat Paint

OTHER

Fog Lamps
Signal Integrated Mirrors

TRUCK

Rear Step Bumper
Power Rear Window

Get live updates at www.carwise.com/e/3hTLNL

Preliminary Estimate

Customer: Laszewski, Nick

Job Number:

2009 DODG Ram 1500 Sport Quad Cab 140.5" WB 4WD 4D P/U 8-5.7L Gasoline SMPT

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER					
2		O/H front bumper				2.9	
3	Repl	Upper cover primed	1JL39TZZAA	1	262.00	Incl.	1.6
4		Add for Clear Coat					0.6
5	Repl	Bumper chrome w/fog lamps	68088186AA	1	640.00	Incl.	
6		Add for fog lamps				0.4	
7	Repl	Filler panel w/tow hooks	68088193AA	1	66.50	Incl.	
8	Repl	Air deflector	55112616AA	1	152.00	Incl.	
9	#	Subl HAZARDOUS WASTE		1	5.00		
SUBTOTALS					1,125.50	3.3	2.2

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,125.50
Body Labor	3.3 hrs @	\$ 60.00 /hr	198.00
Paint Labor	2.2 hrs @	\$ 60.00 /hr	132.00
Paint Supplies	2.2 hrs @	\$ 40.00 /hr	88.00
Subtotal			1,543.50
Sales Tax	\$ 1,543.50 @	5.0000 %	77.18
Grand Total			1,620.68
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			1,620.68

MOTOR VEHICLE REPAIR PRACTICES ARE REGULATED BY CHAPTER ATCP 132, WIS. ADM. CODE, ADMINISTERED BY THE BUREAU OF CONSUMER PROTECTION, WISCONSIN DEPT. OF AGRICULTURE, TRADE AND CONSUMER PROTECTION, P.O. BOX 8911, MADISON, WISCONSIN 53708-8911.

Preliminary Estimate

Customer: Laszewski, Nick

Job Number:

2009 DODG Ram 1500 Sport Quad Cab 140.5" WB 4WD 4D P/U 8-5.7L Gasoline SMPI

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR3TM09, CCC Data Date 9/11/2017, and potentially other third party sources of data; and (b) the parts presented are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2017 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blend=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

DREHER COLLISION CENTER - APPLETON

N 456 SPEEL SCHOOL RD., APPLETON, WI 54915

Phone: (920) 734-7676, Fax: (920) 738-7676

Image Report

Owner:	Laszewski, Nick	Insurance:	Estimator:	Derek Dreher	Vehicle Out:	
Job Number:		Claim Number:				
Year:	2009	Color:	License Plate:		Production Date:	
Make:	DODG	Body Style:	4D P/U	State:	IA	Mileage In:
Model:	Ram 1500 Sport Q...	Engine:	8-5.7L Gasoline S...	VIN:	1D3HV18T39S806285	Condition:



9/13/2017
Comments:



9/13/2017
Comments:



9/13/2017
Comments:



9/13/2017
Comments:



9/13/2017
Comments:

**BERGSTROM BODY SHOP -
APPLETON CHEVY**

Workfile ID: dafd825c
Federal ID: 391430055

2245 W. COLLEGE AVE., APPLETON, WI 54914
Phone: (920) 749-5800
FAX: (920) 749-5817

Preliminary Estimate

Customer: LASZEWSKI, NICK

Job Number:

Written By: Robby Robinson

Insured: LASZEWSKI, NICK
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
LASZEWSKI, NICK

W6042 STRAWFLOWER DR
APPLETON, WI 54915
(920) 419-8003 Business

Inspection Location:
BERGSTROM BODY SHOP - APPLETON
CHEVY

2245 W. COLLEGE AVE.
APPLETON, WI 54914
Repair Facility
(920) 749-5800 Business

Insurance Company:

VEHICLE

2009 DODG Ram 1500 Sport Quad Cab 140.5" WB 4WD 4D P/U 8-5.7L Gasoline SMPI

VIN: 1D3HV18T39S806285
License:
State:

Interior Color:
Exterior Color:
Production Date:

Mileage In:
Mileage Out:
Condition:
Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Privacy Glass

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Keyless Entry
Message Center
Steering Wheel Touch Controls
Home Link

RADIO

AM Radio
FM Radio
Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

Satellite Radio

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags

SEATS

Cloth Seats

Bucket Seats

WHEELS

20" Or Larger Wheels
Locking Wheels

PAINT

Clear Coat Paint

OTHER

Fog Lamps
Signal Integrated Mirrors

TRUCK

Rear Step Bumper
Power Rear Window

Preliminary Estimate

Customer: LASZEWSKI, NICK

Job Number:

2009 DODG Ram 1500 Sport Quad Cab 140.5" WB 4WD 4D P/U 8-5.7L Gasoline SMPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER					
2		O/H bumper assy				2.9	
3	Repl	Upper cover primed	1JL39TZZAA	1	262.00	Incl.	1.6
4		Add for Clear Coat					0.6
5	Repl	Bumper chrome w/fog lamps	68088186AA	1	640.00	Incl.	
6		Add for fog lamps				0.4	
7	Repl	Filler panel w/tow hooks	68088193AA	1	66.50	Incl.	
8	Repl	Air deflector	55112616AA	1	152.00	Incl.	
9	#	Repl Hazardous waste removal		1	5.00 X		
10	#	Repl Flex additive		1	8.00 T		
SUBTOTALS					1,133.50	3.3	2.2

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,120.50
Body Labor	3.3 hrs @	\$ 60.00 /hr	198.00
Paint Labor	2.2 hrs @	\$ 60.00 /hr	132.00
Paint Supplies	2.2 hrs @	\$ 40.00 /hr	88.00
Miscellaneous			13.00
Subtotal			1,551.50
Sales Tax	\$ 1,551.50 @	5.0000 %	77.58
Grand Total			1,629.08
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			1,629.08

The above Estimate is based upon the visible damage at the time of initial inspection. This initial Estimate doesn't cover additional Parts, Labor, or Material that may be necessary to restore the vehicle to pre loss condition that are discovered after disassembly. Because of vehicle complexity, parts that are worn, broken, or damaged are not always visible during the initial inspection. The Parts and Labor pricing on this Estimate are current and SUBJECT TO CHANGE. The deductible portion of all collision repairs must be paid, and the release signed when the vehicle is delivered.

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Preliminary Estimate

Customer: LASZEWSKI, NICK

Job Number:

2009 DODG Ram 1500 Sport Quad Cab 140.5" WB 4WD 4D P/U 8-5.7L Gasoline SMPI

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Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



FIRE DEPARTMENT COMPENSATION / RETIREMENT

FIRE DEPARTMENT:

1. Training Outside of the Fire Department/First Responders: This type of training includes going to FVTC or taking a FVTC certification class such as FF1, FF2, Driver Operator, etc. This also would include attending outside seminars and classes. These types of classes must be approved by the Fire Chief prior to enrollment. **\$10 per hour.**
2. Drill within the Fire Department/First Responders: Drill is held the 3rd Monday of every month. Drill also may be held periodically on Saturdays based on time of year. Drill is a scheduled training event within the fire department. **\$10 per hour.**
3. Business Meetings for Fire Department/First Responders: Business meetings are held the 1st Monday of each month. Currently Fire and First Responders meet together. **\$0 – No Pay for monthly meetings.**
4. Emergency calls for Fire Department/First Responders: Each call that you attend you will receive **\$10 per hour.** Minimum of 1 hour paid in 1 hour increments up to 30 minutes. For example: You attend a call for 20 minutes – you receive \$10.
5. Monthly Station Assignments: Each month each member is assigned a station task. This task may be cleaning the training room, cleaning restrooms, or checking out a vehicle. This station assignment is designed to take approximately 1 hour. **\$10**
6. Fire Inspections: Each year fire inspectors are required to conduct bi-annual fire inspections. **\$10 per inspection for lead inspector. \$5 per hour if there is an assistant inspector present.**
7. Committee Assignments: Each member may or may not be on any given fire department committees. You are able to sign up for any committee that you choose. **\$0 for committee activities.**



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



8. Additional Pay for Fire and First Responder Officers:

<u>POSITION</u>	<u>COMPENSATION</u>
Deputy Fire Chief	\$1500
Assistant Fire Chief	\$500
Captain	\$300
Lieutenant	\$200
Secretary	\$200
Treasurer	\$200

9. Each year the Town of Harrison purchases one T-Shirt for each member of Harrison Fire Rescue. Each additional article of clothing purchased by the member is paid for by the member.

ADDITIONAL BENEFITS

1. LOSA: Length of Service Award. This is similar to a retirement account. Each year the Town of Harrison will put \$300 and the State of Wisconsin will match for a total of \$600 into an account in your name. Must maintain membership for 10 years to claim at least 50%. If you are a member for less than 10 years your account gets evenly distributed in each members account.
2. EAP: Employee Assistance Program. The Town of Harrison will pay for any Firefighter or First Responder, including family members to have access to counseling services.
3. Health Club Membership: The Kimberly School District offers free membership for all members of Harrison Fire Rescue. An application must be completed before utilizing.
4. Coverage for vehicles when en route to an emergency and involved in an accident. The Town of Harrison will pay the deductible of \$5000 if driver has full coverage on his/her personal vehicle.
5. Accidental death, dismemberment, loss of sight, speech, or hearing coverage as specified in the Town of Harrison insurance policy.

Harrison Fire Rescue Standard Operating Guidelines

SECTION: Vehicle Operation		SUBJECT: <u>Use of Personal Vehicles to and at scene</u>	POLICY #: 306
Definitions:			
306.1	General	Department members responding to an emergency call will use caution while driving to the Fire Station or the Scene. They will obey all State laws and Town and County ordinances. When proceeding to the station or scene, all drivers must execute due-regard, keeping in mind the safety of pedestrians, traffic conditions, road conditions, and safety in general.	
306.2	Driving Insurance	As the Town of Harrison could be held responsible for accidents of members responding to Alarms the following rules will applies to all members. <ol style="list-style-type: none"> 1. Department members possess proof of insurance document(s) for each personal vehicle used for fire department purposes. 2. Members are expected to provide proof of insurance at the request of the Fire Chief. 3. If a member loses their insurance, members must notify the Fire Chief within 72 hours of notice of cancellation or suspension. 	
306.3	Loss of License or Insurance	If the member fails to provide proof of insurance or if a member loses their driver's license or insurance: <ol style="list-style-type: none"> 1. the member will be restricted from driving department vehicles and/or utilizing personal vehicles during the course of duty. 2. Failure to comply with this restriction is a serious violation of policy and is subject to the disciplinary process outlined in the department by-laws. 	
306.4	Personal Vehicles at emergency scene	Personnel dispatched as firefighters are to respond first to their designated fire station, and be transported to the scene on a department apparatus. Personnel may respond directly to the emergency in their personal vehicle' <ol style="list-style-type: none"> 1. If all fire apparatus have already left the station - and - 2. The incident is NOT located on a busy highway, including Hwy KK, Cty N, 10, 55 or 114, unless ordered by the incident commander. - or - 3. The member is dispatched as a member of the EMS Squad - or - 4. Has approval to deviate from above as approved by the Fire Chief EMS members should respond directly to the incident scene in their personal vehicle and should exhibit extreme caution in parking at an emergency scene.	
306.5	Insurance coverage on personal Vehicle	Should a responder be involved in an accident which was determined to be the fault of the members, the member's personal auto policy would be the 'primary' coverage both for collision and liability, and if limits were exhausted, the Township's policy would cover the over and above expenses. The collision deductible would be reimbursed by the town's insurance company.	



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Mark J. Mommaerts, AICP, Planner

Meeting Date:
October 10, 2017

Title:
Resolution V2017-07 Final Assessment for Papermaker Ridge II sidewalks

Issue:
Should the Village Board approve the final resolution for the assessment of sidewalks in Papermaker Ridge II?

Background and Additional Information:

The Village and Van's Realty entered into an agreement in May 2014 for the construction of the Papermaker Ridge II subdivision. As part of this agreement, the Village agreed to reimburse Van's Realty for the cost of construction of sidewalks and to assess this cost back to the benefitting property owners in the subdivision.

In 2016, the Village voted to assess the property owners in the Papermaker Ridge subdivision by front footage with no credit given for corner lots. The engineering report follows this same method. The attached resolution is the final resolution for the special assessments before assessing the properties for their sidewalks. The terms of the assessment are per the agreement that the Village had with the developer of the subdivision.

Budget/Financial Impact:

None

Recommended Action:

Staff recommends approval of Resolution V2017-07.

Attachments:

- Resolution V2017-07
- Final Engineering Report

RESOLUTION V2017-07
VILLAGE OF HARRISON
Calumet and Outagamie County, Wisconsin

**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY IN THE VILLAGE
OF HARRISON, WISCONSIN**

WHEREAS, the Village of Harrison, Wisconsin, entered into a developer's agreement with Van's Realty for the development of the Papermaker Ridge II subdivision on May 22, 2014; and

WHEREAS, it was agreed between the parties that Van's Realty would waive the special assessment notice and hearing provisions per Wis. Stats. 66.0703 concerning the installation of sidewalks and the levying of those special assessments against benefitting property owners within the Papermaker Ridge II subdivision, and

WHEREAS, the Village has assumed the responsibility for the repayment of the construction of the sidewalks to Van's Realty and to assess those costs to the benefitting property owners per the agreement.

NOW, THEREFORE, BE IT RESOLVED, the Village Board of the Village of Harrison, Wisconsin, determines as follows:

1. The report of the Village Engineer, a copy of which is attached hereto and incorporated herein as if fully set forth herein, including the assessments set forth therein, is adopted and approved.
2. Van's Realty has constructed the improvements per the agreement entered into with the Village of Harrison on May 22, 2014.
3. Payment for the improvements shall be made by assessing the entire cost of the sidewalks to the property benefited as indicated in the report.
4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. Assessments shall be due by November 10, 2017. Assessments may be paid in cash or in five (5) annual installments to the Village Clerk. Installments shall be placed on the next tax roll after the due date for collection and shall bear interest at the rate of 5.5% per annum on the unpaid balance from January 1st of the year following the levy.

7. The Village Clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Dated _____

Signed _____
James Salm, Village President

Published _____

Attest _____
Jennifer Weyenberg, Village Clerk

Final Engineering Report

Papermaker Ridge – Phase II
Sidewalk Construction
Lilac Road & Champion Trail

Prepared For The

VILLAGE OF HARRISON
CALUMET COUNTY, WISCONSIN

SEPTEMBER 25, 2017

McM. No. H0006-9-17-00485.20

LRR:cw

McMAHON
ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE | NEENAH, WI 54956
Mailing P.O. BOX 1025 | NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

Final Engineering Report

(Pursuant to Sec. 66.0703(1)(b) Wisconsin Stats., as Amended)

Papermaker Ridge - Phase II
Sidewalk Construction
Lilac Road & Champion Trail

Prepared For The

VILLAGE OF HARRISON
CALUMET COUNTY, WISCONSIN

1. This Engineer's Report, submitted on behalf of the above-named municipality, is prepared in compliance with Section 66.0703(1)(b), Wisconsin Statutes, and Section 66.0703(3), Wisconsin Statutes, as amended.
2. That all preliminary and final plans and specifications for the aforementioned municipal project are on file with the clerk of the municipality.
3. That following hereinafter is an estimate of the entire cost of the proposed work or improvements, either based upon the Engineer's estimates or based upon actual bids received for said proposed work or improvements by the named municipality.
4. That hereinafter follows an estimate, as to each parcel of property affected, of the assessment of benefits to be levied against each affected parcel.
5. The same is attached hereto and incorporated herein as a schedule of proposed assessments.
6. That it has been determined by the governing body of the aforementioned municipality and the Engineers for the municipality, that the property against which the assessments are made are benefited from said proposed work, improvements and installation of the same, and that all assessments are pursuant to Sections 66.0703(1)(b) Police Powers, and that said assessments are based upon a reasonable basis, as determined by said government body, mainly being construction costs assessment, including actual cost of construction, engineering fees, legal fees, posting and publication expenses.

McMAHON

By:



Lee R. Reibold, P.E.
Associate / Project Engineer

McM. No. H0006-9-17-00485.20

**Village of Harrison
Papermaker Ridge-Phase II
Sidewalk Construction
FINAL Assessment Rate
McM No. H0006-9-17-00485.20**

Sidewalk Construction Costs:

-Stone Base for Sidewalk	\$ 9,419.95
-Concrete Sidewalk (4")	\$ 34,972.40
-Concrete Driveway Sidewalk (6")	<u>\$ 11,444.85</u>

Total Construction Costs	\$ 55,837.20
Administration Fee (2%)	<u>\$ 1,116.74</u>

Total Assessable Costs **\$ 56,953.94**

Total Assessable Frontage 2,392.00 Lin Ft

Sidewalk Assessment Rate **\$ 23.81 Per Lin Ft**

Village of Harrison
 Papermaker Ridge-Phase II
 Sidewalk Construction
 FINAL Assessment Role
 McM No. H0006-9-17-00485.20

Sidewalk Assessment Rate = \$ 23.81 per Lin Ft

Tax ID	Property Owner	Mailing Address	Property Address	Project Frontage	Sidewalk Assessment
42422	ANDREW LISOWE	N9013 LILAC RD	N9013 LILAC RD	94.00	\$ 2,238.16
38176	BETHANY G PARISH	ANDREW L PARRISH, ETAL	N9014 LILAC RD	96.00	\$ 2,285.78
38200	AMBER K BUCHHOLZ	N9079 PAPERMAKER PASS	N9079 PAPERMAKER PASS	113.00	\$ 2,690.55
38202	JOEL W SCHULZ	KIMBERLY E SCHULZ	W6298 CHAMPION TR	90.00	\$ 2,142.92
42420	STEVEN C KEMP	937 MAGELLAN CT	N9021 LILAC RD	75.00	\$ 1,785.76
42424	LISA M MAAS	MATTHEW R MAAS	N9022 LILAC RD	75.00	\$ 1,785.76
42426	OSCAR C SCHIELD	SHARON A SCHIELD	N9028 LILAC RD	67.50	\$ 1,607.19
42418	STEVEN C KEMP	937 MAGELLAN CT	N9027 LILAC RD	75.00	\$ 1,785.76
42428	CAITLIN M FERRY	ROBERT J FERRY	N9034 LILAC RD	75.00	\$ 1,785.76
42416	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9053 LILAC RD	75.00	\$ 1,785.76
42430	NICHOLE L MCCABE	DAVID J MCCABE	N9040 LILAC RD	67.50	\$ 1,607.19
42414	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9040 LILAC RD	67.50	\$ 1,607.19
42432	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9039 LILAC RD	75.00	\$ 1,785.76
42412	HEATHER M BRANDT	PHILLIP M BRANDT	N9046 LILAC RD	75.00	\$ 1,785.76
42434	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9047 LILAC RD	75.00	\$ 1,785.76
42410	CAREY A RICE	JASON R RICE	N9052 LILAC RD	67.50	\$ 1,607.19
42436	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9053 LILAC RD	82.00	\$ 1,952.43
42408	KRISTEN S SCHEUERMAN	CONSTRUCTION OF APPLETON INC	N9058 LILAC RD	75.00	\$ 1,785.76
42438	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9059 LILAC RD	82.00	\$ 1,952.43
42406	JAMES L FEAVEL	PATRICIA FEAVEL	N9065 LILAC RD	87.50	\$ 2,023.87
42440	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9065 LILAC RD	85.00	\$ 2,023.87
42404	SCOTT MATTMILLER	N9071 LILAC RD	N9066 LILAC RD	75.00	\$ 1,785.76
42442	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9071 LILAC RD	70.00	\$ 1,666.71
42402	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9072 LILAC RD	75.00	\$ 1,785.76
42444	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9077 LILAC RD	70.00	\$ 1,666.71
42400	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9078 LILAC RD	207.00	\$ 4,928.71
42392	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9083 LILAC RD	70.00	\$ 1,666.71
42394	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	W6302 CHAMPION TR	75.00	\$ 1,785.76
42398	NICHOLAS M CURRY	CONSTRUCTION OF APPLETON INC	W6308 CHAMPION TR	75.00	\$ 1,785.76
42396	VANS REALTY & CONSTRUCTION OF APPLETON INC	CONSTRUCTION OF APPLETON INC	N9087 LILAC RD	42.00	\$ 1,000.03
			W6312 CHAMPION TR	46.00	\$ 1,095.27
				2,392.00	\$ 56,953.94

Town of Harrison

MANITOWOC RD

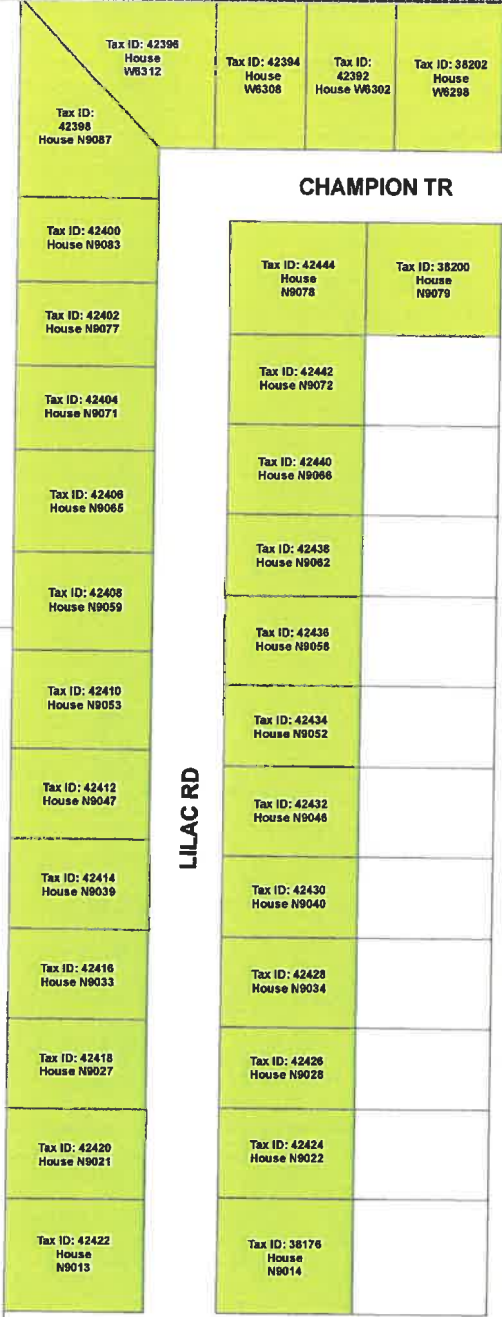
CHAMPION TR

Village of Harrison

PAPERMAKER PASS

LILAC RD

KIMBERLY TR



\\PROJECTS\H00069\77049520\CAD\GIS\LilacRoad\Property_B.mxd September 20, 2017 fck

- Mapped Features**
- Municipal Boundary
 - Parcel Line
 - Parcel to be Assessed



Source: Calumet County, 2017.
 Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



FIGURE 1
ASSESSED PARCELS
PAPERMAKER RIDGE PHASE II
VILLAGE OF HARRISON
CALUMET COUNTY, WISCONSIN



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Mark J. Mommaerts, AICP, Planner

Meeting Date:
October 10, 2017

Title:
Manitowoc Road Park Master Plan

Issue:
Should the Village Board approve the Park Master Plan for the park on Manitowoc Road?

Background and Additional Information:

The park consultant, Ayres Associates, completed the final draft of the Park Master Plan for the park on Manitowoc Road. The consultants developed a series of alternatives based on public input and public comments received at various points throughout the process. The three alternatives were further refined into one preferred plan. The preferred plan includes 2 full size soccer fields, a softball/baseball backstop adjacent to a flex recreational area, a shelter with restrooms near the soccer fields, tennis courts, basketball court, playground areas for different ages, sledding hill, trails/paths, and several open shelters. The plan also identifies additional tree plantings, wetland enhancements, and native plantings to provide a natural aspect to the park. A cost estimate was also included as part of the master plan.

The Park Committee has been involved with the process from the beginning and has reviewed the final draft. Additional information from the Park Committee can be provided at the meeting.

Budget/Financial Impact:
None

Recommended Action:
Staff recommends the Village Board approve the Park Master Plan.

Attachments:

- Park Master Plan for Manitowoc Road Park

PARK MASTER PLAN
for
MANITOWOC ROAD PARK
HARRISON, WI
August 2017



Table of Contents

- 1 Introduction**
- 2 Site Observations**
- 2 Public Process**
- 3 Design Program**
- 3 Public Participation**
- 4 Preliminary Concept Plans**
- 10 Master Plan Recommendations**
- 12 Preliminary Budget**
- 12 Implementation**
- 14 Appendix**
 - A Context Maps
 - B Site Photos
 - C Public Informational Meeting Comments
 - D Preliminary Concept Plans
 - E Master Plan
 - F Cost Estimate

Acknowledgments:

VILLAGE BOARD:

Jim Salm, Village President

Kevin Hietpas, Trustee

Dave La Shay, Trustee

Buddy Lisowe, Trustee

Tyler Moore, Trustee

Tamra Nelson, Trustee

Joe Sprangers, Trustee

PARK COMMITTEE:

Buddy Lisowe

Tyler Moore

Tamra Nelson

Wally Kussmann

VILLAGE STAFF:

Public Works Director, Bob Kesler

Village Clerk, Jennifer Weyenberg

Village Manager, Travis Parish

Village Planner, Mark Mommaerts

CONSULTANTS

Ayres Associates, Inc

Blake Theisen, ASLA, Project Manager

PLAN PREPARED BY:

Ayres Associates, Inc.

5201 E. Terrace Drive

Madison, WI 53718

www.ayresassociates.com



Manitowoc Road Park

Harrison, WISCONSIN

EXECUTIVE SUMMARY:

Manitowoc Road Park is the newest addition to the Village's Park system. Currently agriculture land, the site provides a blank slate to develop a park that fulfills the highest and best use of the land to serve the community. This Master Plan serves as a guide to plan and prioritize future investment and development in the park, making it a destination for recreation, gatherings and enhancing natural resources.

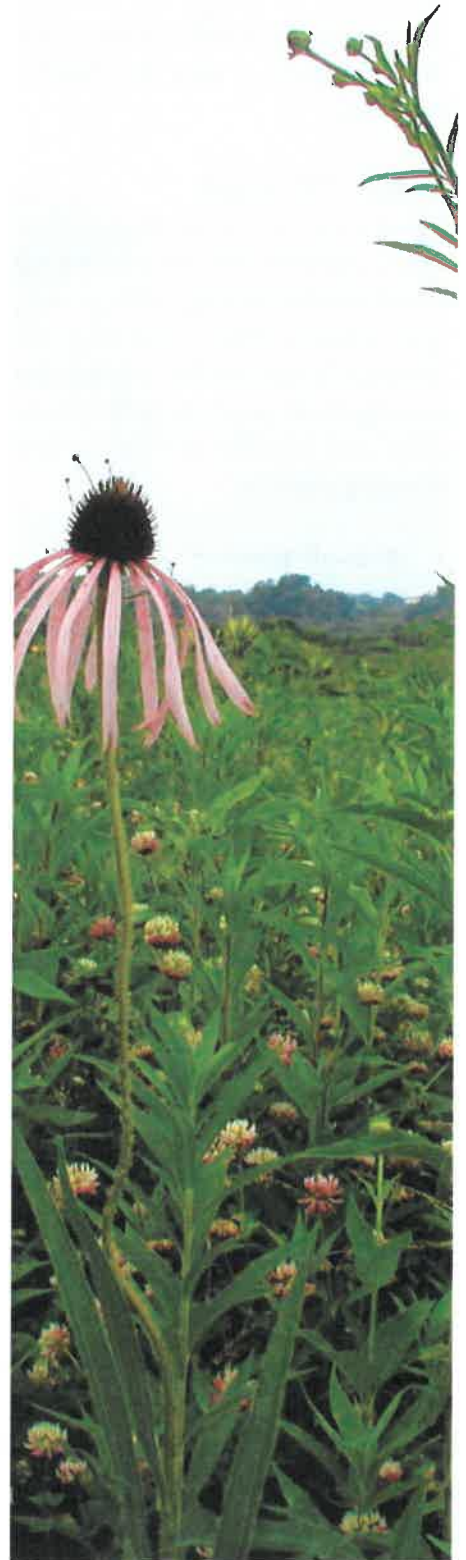
INTRODUCTION:

In 2015, the Village of Harrison purchased approximately 18 acres of land along Manitowoc Road between County Road N and North Coop Road with a future park in mind. The site is bordered by agriculture land to the east, west, south, and single family residential development to the north. Housing developments are located to the north and west of the site as well as Woodland Elementary to the west. There is potential for future expansion of the park into a parcel immediately to the west should the demand for additional recreational facilities increase based on continued growth in the community.

In October 2016, the Village issued a Request for Qualifications for the development of a Master Plan document for Manitowoc Road Park. On January 31st, 2017 the Village board voted unanimously to approve the consulting services of Ayres Associates to complete the Master Plan based on presentation, process and methodologies, time line, staff qualifications and cost.

Optimizing functionality while maintaining and improving the natural resources of the site was a primary goal throughout the process. Open communication with Village staff and the community was paramount to ensure the development of a space that would serve users of all ages, and abilities.

The following document outlines the analysis of the site, public process, and design evolution of Manitowoc Road Park. The process undertaken to develop this master plan involved a variety of people with differing interest and concerns. Their involvement in the process has helped to insure that the recreational needs of the community are satisfied for generations.



DESIGN PROGRAM

Overview

The design program statement is derived from public input, discussion with Village staff, existing conditions analysis, on-site observations, opportunities and constraints analysis, and design ideas from the consultant.

Purpose and Goal of the Project

This document is intended to provide a long range vision for the development and management of Manitowoc Road Park. This plan identifies community needs, addresses public expectations, and establishes a framework for future development of the park.

PUBLIC PARTICIPATION

The following lists represent broad topics identified as hopes and concerns expressed during the Public Information Meeting and follow up comments presented to the consultant. A complete list of written comments gathered throughout the process can be found in Appendix C.

Concerns

Reported common concerns associated with the current conditions and proposed uses of the park.

- Disruption to neighborhoods nearby
- Light pollution
- Safe access
- Preservation of natural space
- Loud Gatherings

Elements to be Preserved/Enhanced

Reported elements that should be preserved or enhanced that were identified during the public process.

- Natural features
- Wetlands

Future Opportunities

Reported potential uses and future opportunities that were identified during the public process.

- Open shelter/pavilion
- Soccer fields of various sizes
- Trails
- Possibilities playground
- Dog park
- Educational opportunities
- Tennis courts
- Basketball courts
- Tournaments or event hosting
- Music festivals
- Frisbee
- Picnic shelters
- Flexible open space

Aesthetics Desired

- Natural trails
- Prairie paths
- Trees
- Fishing Pond
- Screening of neighbors
- Wildlife Habitat





17.02.15 Scale: 0 50 100 200' 

MANITOWOC ROAD PARK - CONCEPT 1
 April 2015 30' x 10" and Single PostMaster #15010 • 1-800-255-0000 • 1-608-255-7700 • www.byeandbeyond.com • 25-1501



12.02.15

Scale: 0 10 20 400



MANITOWOC ROAD PARK - CONCEPT 2

April 2014 (2014) • 801 East Ridge Road • Manitowoc, WI 53188 • 920.236.7870 • 1.800.275.7777 • www.manitowocwi.gov • 122-1688



MANITOWOC ROAD PARK - CONCEPT 3
 April 11/2011 - 101 407 0000 P1 488420-01 01123 1 1 008 205 100 1 1 000 255 170 1 www.apr.com/01123 121 1088

provide year round interest. Relocating material from the creation of the stormwater area, a small sledding hill has been proposed in the southeast corner of the site near the main parking area.

Support Buildings

The master plan depicts four structures on the site, offering various levels of comfort services. The main shelter/restroom building located adjacent to the parking lot is envisioned to provide concessions, restrooms, and an open air pavilion housed under one roof. This structure will need utility services including sanitary sewer, water, gas, and electric.

Two auxiliary open air shelters are located in area to provide shade to park patrons. One is located by the court sports complex, one is located by the pond and sledding hill. The fourth structure is situated adjacent to the playground area and will provide open air shelter to the mid-park uses.

The four buildings should be of the same architectural style and be constructed of durable, commercial grade materials. Materials such as metal roofing, concrete or masonry walls provide robust and attractive design aesthetics.

PRELIMINARY BUDGET

An estimate of probable construction costs was assembled for the recommended improvements and can be found in Appendix F. The following section outlines the proposed phasing strategy.

IMPLEMENTATION

Currently, the site has no utility infrastructure. The development of the park shelter is predicated on the completion of a water and sewer main project to serve the site and future adjacent development. Future utilities would be provided from the southwest.

Phasing Strategy

Currently the park is approximately 18 acres but there is the possibility of expansion to the west if the Village could acquire the property. This would be a future phase of the park. Detailed design and engineering for each area should be completed prior to public bidding.



Funding Site Improvements

It is likely that the bulk of project funding will come from capital budgeting, however, the following section outlines a few potential sources for grant funding to supplement Village funds.

Wisconsin Department of Natural Resources Knowles –Nelson Stewardship Program

This program provides 50% matching funding for local park construction and renovation of nature (passive recreation) and water based facilities. These dollars can be requested for the park's general renovation work, access, trails, trailhead and shelter facilities, and water edge enhancements. The program also provides funds for acquisition of property for park development or expansion. Grant requests are typically due May 1 of each year.

Wisconsin Department of Natural Resources Urban Nonpoint Source and Storm Water Grants

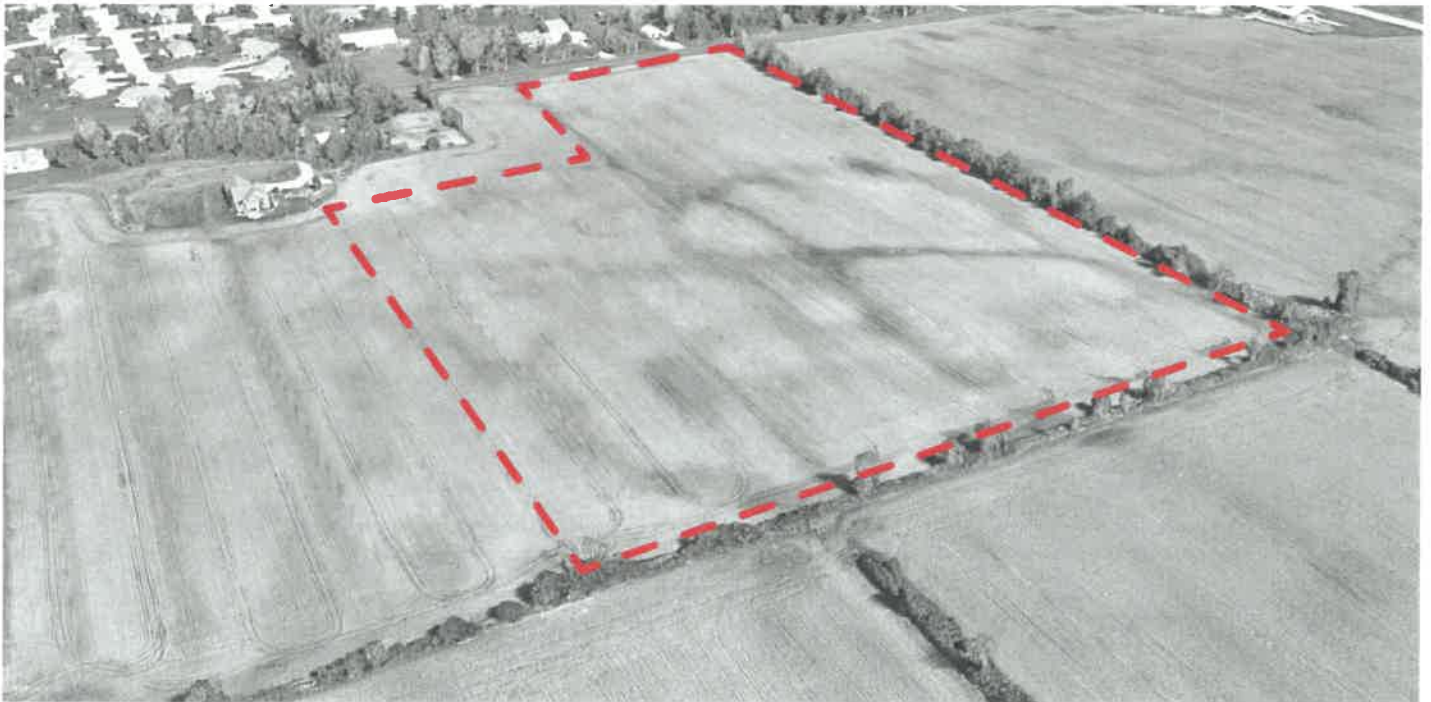
This program could be applicable to managing the off-site sources of runoff pollution impacting the water quality. It would also be applicable for addressing the runoff that will be part of the new parking, and hardscape area construction. Grant applications are due three times (May, June, and August) each fiscal year.

Wisconsin Department of Transportation Congestion Mitigation and Air Quality Improvement Program (CMAQ)

This program focuses on transportation alternatives that improved air quality. A 20% local match is required and funding is granted on a two year cycle.

Targeted project fund raising

Special one of a kind projects can often be funded (or partially funded) through targeted fund raising from local businesses, institutions, services clubs or foundations.



EXISTING SITE

Looking Northeast



PROPOSED PARK

Looking Northeast

Appendix A - Context Map



Harrison Park

Village of Harrison, Calumet County, Wisconsin



0214 | 2017

ID | 27-1088

Appendix B - Site Photos

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

Sports Fields	Drive-in Theater Capability	Grilling/Benches Area
Playground Equipment	Splash Pad	
Sledding Hill	Pavillion	
Zip Line	Logos Course	
Outdoor Amphitheater	Climbing Wall	

Opportunities (Spatial relationships? Connectivity?)

Trail Along Mantua^{new} Road to connect N to LP which connects to Woodland School
Walking Path connecting Activities in park
It is possible to rezone Mantua & install a trail on the south side of the road, the board member who stated you can't do it is only saying it to get votes from households on that side of the road

Programming (sports, festivals, education, etc.?)

Soccer & Baseball Tournaments
Music Festival
Park & Rec Dept.
Sand Camping Area - Fire Pit

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

NATURE TRAILS, BASKETBALL COURT, POND, TREES,

Opportunities (Spatial relationships? Connectivity?)

NATURE PRESERVE - TRAILS BACK FROM ROAD RATHER THAN ALONG ROAD

Programming (sports, festivals, education, etc.?)

PREFER NOT FESTIVALS OR LARGE SPORTING EVENTS. MAYBE SCIENCE/
NATURE EDUCATION.

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

more land for active uses - tennis courts
more passive uses - walking paths
more seating areas
more water features
more accessible paths
via fence or
over bridge

Opportunities (Spatial relationships? Connectivity?)

more seating areas
more water features
more accessible paths
via fence or
over bridge

Programming (sports, festivals, education, etc. ?)

NOT REPT

more seating areas
more water features
more accessible paths
via fence or
over bridge

Please look at

the map

attached

to see

the location

of the

park

and

the

proposed

improvements

to

the

park

have our

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

Soccer fields, Tennis Courts
Dog Park Exercise equipment
Fishing Pond

Opportunities (Spatial relationships? Connectivity?)

Trails or Paths for walking
Trees, Picnic tables, Pond w/ Stream

Programming (sports, festivals, education, etc.?)

Pavillions / Grilling
↓
Kitchenette w/ Power

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

Playground for Children
Shelter for picnic / parties
trails - walking
pond

Opportunities (Spatial relationships? Connectivity?)

Programming (sports, festivals, education, etc. ?)

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

Thousand Island, Pierce Park

Low Impact to environment

Low density usage

Opportunities (Spatial relationships? Connectivity?)

wildlife friendly layout

Do not disrupt existing residential

Programming (sports, festivals, education, etc. ?)

No loud festivals

No light pollution to existing parcels

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

We would like to see more open spaces. Biking paths to the park and w/in the park. Paths could also be used for jogging.

Opportunities (Spatial relationships? Connectivity?)

I would like to see more biking paths throughout the whole village. Roads are becoming busier w/ increase in development. A path connecting Woodhill School & the Woodland trails subdivision would be nice rather than just connecting the subdivision to the north.

Programming (sports, festivals, education, etc.?)

Soccer fields w/in the community are needed. This is a great opportunity for the village/town to meet that need. A catch and release fishing pond.

→ Full size and mid sized. Kimberly has enough smaller fields

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

Avillion

Opportunities (Spatial relationships? Connectivity?)

Meadow/wildlife area site to use land
universal playground

Programming (sports, festivals, education, etc. ?)

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

FISHING POND SPLASH PAD
SLEDDING HILL AMPITHEATER
ZIPLINE PAVILION
TENNIS COURT CLIMBING WALL
DOG PARK

Opportunities (Spatial relationships? Connectivity?)

TRAILS ON MANITOWOC
LEARNING AREA FOR STUDENTS (WETLAND, WILDFLOWERS)
SOCCER TOURNAMENTS

Programming (sports, festivals, education, etc.?)

SOCCER
SOFTBALL
MUSIC FESTIVALS
PICNIC AREA

Question 1:

What is your vision for the park in the future? What improvements should be made in terms of:

Land Use and Activities (Active uses? Passive uses?)

Opportunities (Spatial relationships? Connectivity?)

— PEDESTRIAN ELEVATED CROSS-WALK OVER
MANITOWOC RD

JAZZ FEST LOCATION

CHICKEN FEST LOCATION

OTHER FESTIVAL LOCATION OF SOME TYPE.

Programming (sports, festivals, education, etc.?)



17_0615

Scale: 0 50 100 200

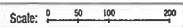


MANITOWOC ROAD PARK - CONCEPT 1

Ayres Associates | 101 east Badger Road Madison WI 53713 | 608.255.0800 | 608.255.7769 | www.ayresassociates.com | 1.27-1088



17_0515



MANITOWOC ROAD PARK - CONCEPT 3

Aynes Associates | 101 east Badger Road Madison WI 53713 | 1 608.255.0800 | 1 608.255.7750 | www.aynesassociates.com | 27-1068

Appendix E - Master Plan

Exhibit A-1



Project: Manitowoc Road Park Date: June 26, 2017
 Project Number: 27-1088 Estimated by: bt & n
 Cost Estimate Status: Master Plan Approved by: bt

Item	Qty.	Unit	Unit cost	Item Total	Comments
Demolition					
1 Mobilization	1	ls	\$50,000.00	\$50,000.00	
2 Demolition	1	ls	\$20,000.00	\$20,000.00	
3 General site clearing	1	ls	\$10,000.00	\$10,000.00	
4 Mass grading	1	ls	\$100,000.00	\$100,000.00	
5 Erosion control	1	ls	\$10,000.00	\$10,000.00	silt fence, inlet protection, tracking pad, maintenance
6 Erosion control mat	1,048	sy	\$1.00	\$1,048.00	Class II type B, sledging hill
7 Stormwater management facilities	1	ls	\$60,000.00	\$60,000.00	
8 Imported topsoil	1	ls	\$200,000.00	\$200,000.00	
Total				\$451,048.00	
Hardscape					
9 Concrete pavement	6,994	sf	\$6.00	\$41,964.00	4" concrete pavement
10 Concrete base	256	tn	\$18.00	\$4,608.00	6" base
11 Road and parking lot asphalt	1,161	tn	\$90.00	\$104,490.00	3.5" asphalt pavement
12 Road and parking lot base	2,539	tn	\$18.00	\$45,702.00	8" base
13 Path asphalt	395	tn	\$95.00	\$37,525.00	3" asphalt pavement, 8' wide
14 Path base course	1,007	tn	\$20.00	\$20,140.00	8" base
15 Pavement striping	1,638	lf	\$5.00	\$8,190.00	parking
16 Gravel path	740	tn	\$11.00	\$8,140.00	
Total				\$270,759.00	
Site Amenities					
17 Shelter with restrooms	1	ea	\$400,000.00	\$400,000.00	
18 Open shelter	3	EA	\$50,000.00	\$150,000.00	
19 Playground	1	ls	\$150,000.00	\$150,000.00	play elements, site furniture, install
20 Playground Surfacing	300	cy	\$40.00	\$12,000.00	EWf
21 Basketball court	1	ea	\$40,000.00	\$40,000.00	surfacing, equipment
22 Tennis court	2	ea	\$35,000.00	\$70,000.00	surfacing, equipment, striping
23 Baseball backstop	1	ea	\$15,000.00	\$15,000.00	
24 Soccer Goals	4	ea	\$2,500.00	\$10,000.00	
25 Site furnishing	1	ls	\$25,000.00	\$25,000.00	benches, picnic tables, trash bins
26 Site lighting	20	ea	\$4,000.00	\$80,000.00	Parking lots, roadway, buildings exterior
27 Regulatory sign & post	8	ea	\$250.00	\$2,000.00	ADA markings, signage
28 Park entry sign	1	ea	\$15,000.00	\$15,000.00	
29 Boardwalk	1	ls	\$120,000.00	\$120,000.00	
Total				\$1,089,000.00	
Utilities					
30 Electrical system	1	ls	\$40,000.00	\$40,000.00	
31 Underdrain	1,200	lf	\$20.00	\$24,000.00	4" pipe, soccer field and play area
32 Sanitary pipe	550	lf	\$55.00	\$30,250.00	extension from Southwest property line
33 Water Service	550	lf	\$60.00	\$33,000.00	extension from Southwest property line
34 Shelter utility connection	1	ea	\$15,000.00	\$15,000.00	
Total				\$142,250.00	
Landscape					
35 Lawn seeding	54,889	sy	\$2.00	\$109,778.00	repair, active recreation area
36 Stormwater area	1	ls	\$20,000.00	\$20,000.00	plugs, etc
37 Trees	53	ea	\$500.00	\$26,500.00	installed
37 Vegetative screening	1	ls	\$20,000.00	\$20,000.00	west boundary tree row
38 Native plantings	5	ac	\$4,000.00	\$19,520.00	
Total				\$195,798.00	
Total				\$2,148,855.00	
10% Contingency				\$214,886	
10% Design/Engineering				\$214,886	
				\$2,578,626	



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



ACTIVITY REPORT FOR SEPTEMBER 2017

1. 7 Fire & Rescue calls during September
Significant Calls: Shed fire on 9/11/17
Kitchen Fire on 9/27/17
2. 12 First Responder calls in September.
3. 273 Total calls through September 2017
Adjusted total: Added in mutual aid call that had not been the previous total. HFR has responded to 195 First Responder Calls, 78 Fire & Rescue calls including 13 Mutual or Automatic Aid calls to our neighboring communities.
4. On Tuesday, September 5, Firefighters met and performed hose testing. Turnout for this labor intensive task was great and all of the hose for station 60 was able to be tested. We were also able to test the Large Diameter Hose (LDH) for station 70 as well.
5. On September 11, the First Responders held their monthly meeting. The group went over all calls that occurred since the previous meeting. Training was on proper radio communication to the Calumet County Dispatch Center and between responders. In August, two members informed Chief Mikkelson and Deputy Chief Jungen that they would be unavailable for calls for six to eight weeks beginning in September. One had a medical reason and the other was dealing with a family situation. Deputy Chief Jungen and Chief Mikkelson discussed an application that Chief Mikkelson had received from Shelley Donner.

Shelley Donner is a Paramedic/Dispatcher with Gold Cross Ambulance who lives in Menasha, just across from the Village of Harrison border. He had served with Dale First Responders for about 10 years and was highly recommended by their membership. Mr. Donner could begin providing service to Harrison's citizens as soon as he was approved and had his physical done. Chief Mikkelson had Deputy Chief Jungen, EMS Captain Gackenhaimer, and EMS Lieutenant Little connect and assess if Mr. Donner would be a good fit for Harrison Fire Rescue. A survey was sent out the membership and was returned favorable. Chief Mikkelson requested that the Fire Commission convene and consider adding Mr. Donner to the membership of Harrison Fire Rescue. This was accomplished on September 25th. Mr. Donner has his physical on October 12th and will be ready upon the receiving of his results. Chief Mikkelson is confident that Mr. Donner will be a valuable asset to our community and believes his location will help fill a void in an area where better response is needed.



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



6. On Monday, September 18, the members met at Station 70 to test the remaining hose. Again turnout was good and the testing went well. We only had one section of hose fail and this section was able to be repaired rather than need to be replaced. Following the hose testing, a review of the September 11 shed fire done and an After Action Report was developed. The fire had gone well, so the lessons learned were limited.

7. On September 23rd & 24th, seven members of Harrison Fire Rescue participated in a twenty hour rope rescue course. Some past learned skills were reviewed as well as new techniques learned. Some of the members that participated are members of our rope rescue team and others have had limited experience with technical rescue, so much was learned. HFR brought in Pioneer Rescue again to do the training. The review and training proved valuable on October 1st, as we had three patients fall off the cliff at High Cliff State Park (see after action report).



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After Action Report

Incident Type: Technical Rescue

Incident Date: 10/01/2017

Report Date: 10/04/2017

Report Author: Chief Amos Mikkelson

Summary:

On Sunday, October 1, 2017, at 12:01 AM, Harrison Fire Rescue First Responders were dispatched for a juvenile who fell off the cliff at High Cliff State Park. Calumet County Sheriff's deputies were already on scene attempting to make contact with several juveniles for possible criminal activity that led directly to this incident. The deputies reported that it was three juveniles who fell off the cliff.

Upon the First Responders arrival, a request was made for technical rescue assistance from Harrison Fire Rescue. Firefighters were dispatched at 12:10 and the first company, Rescue 63, arrived at 12:15. Once the patients were located, a triage assessment occurred, as Harrison Fire Rescue has never had three patients all fall off the cliff at once. A determination was made to notify Theda Star. Based on the information on scene, it was believed that the patients fell about 25 feet off the cliff and none were wearing anything that might protect them.

The patients were all juvenile males who had never been to High Cliff State Park. They were there with a larger group and the remainder of their party did not have any injuries. During the rescue, one of the patients fathers arrived on scene and a Calumet County deputy was needed to keep them from interfering with rescue personnel.

The incident commander was Deputy Chief Brantmeier. Harrison Fire Rescue used a low angle raise technique and extricated the patients one at a time, removing the patient believed to have the greatest injuries first. Harrison Fire Rescue completed the patient removal at 1:53 AM. The First Responders completed their assistance to Gold Cross Ambulance at 2:30.

Identified Positive and Negative Elements:

At our normal business meeting on October 2, 2017, Harrison Fire Rescue did a Post Incident Analysis for the technical rescue at High Cliff State Park.



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POSITIVE:

Recent Rope Training

Seven members of Harrison Fire Rescue attended a rope and technical rescue training just one week before the call. Pioneer Rescue was brought in to review and update member's skills for exactly this type of call. Several of those members were at both the training and this call. Having those skills fresh in their minds helped expedite the extrication.

Turnout

Eighteen Firefighters and six First Responders were on scene providing assistance. Technical Rescue is a labor intensive process of setup and safety. Having a good turnout is a key element to a successful rescue.

Providing Direction

Firefighter Dave Breckheimer, who was driving Rescue 63 for this call, suggested that orange safety cones be laid out from near the entrance to the cliff road all the way to where the rescue operation was being set up. This allowed the Incident Commander to simply instruct incoming firefighters to simply "follow the cones" to the scene. It is believed this saved time and became an instant stress relief as one of our issues with High Cliff is often locating where the problems are.

Firefighter Injuries

Harrison Fire Rescue is proud to report that there were no injuries at the High Cliff technical rescue.

NEGATIVE:

Dispatch Information

Since this was initially a police matter, dispatchers only had the information that deputies gave them. In the confusion of event, initial information sounded like there was only one patient. Also, when someone falls off the cliff, more often than not, safely accessing that patient will be one of the largest challenges. Chief Mikkelson will work with Sheriff Mark Ott to consider automatically dispatching fire units when the information received by dispatch includes a possible fall from one of the cliffs at High Cliff State Park. If the patients injuries had been even more severe, the 8 to 9 minute delay between dispatching EMS and Fire may have had a larger impact on the outcome of the rescue.

Access and Use of Protective Equipment

EMS personnel were lowered down to the patients to render care. Some members did not do this wearing a helmet. Should a fall occur, our personnel could have added to the need rather than be part of the solution. The only helmets Harrison Fire Rescue had were with the



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Technical Rescue equipment. Chief Mikkelson will work with EMS Deputy Chief Jungen to determine if it makes sense to have additional helmets available for EMS personnel at technical rescues. The First Responders already have a significant amount of gear to maintain, so consideration needs to be made if adding this would be worthwhile.

Conclusion:

Harrison Fire Rescue successfully extricated three juvenile patients using our technical rescue training and equipment. High Cliff State Park continues to present opportunities for utilizing the specialized team skills that fire departments need in the twenty first century. Twenty four members of Harrison Fire Rescue made a difference in the young lives of three people on October 1, 2017.