

## **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, April 10, 2018 at 7:00pm. The agenda is printed below.

1. Call to Order the Village Board Meeting for April 10, 2018
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. Unfinished Business from Previous Meetings for Consideration or Action
  - a) Select Name for Manitowoc Road Park Site
7. New Business for Consideration or Action
  - a) 6 Month Class "B" License for Harrison Athletic Association 2018 Season
  - b) New "Class B" Combination License for Two Pair of Dice, LLC (premise known as Countryside Bar and Grill)
  - c) Appoint Jessica Daul as Agent for Two Pair of Dice, LLC
  - d) Outdoor signage for Harrison Municipal Building and Harrison Utilities
  - e) Resolution V2018-08 Establishing Polling Places for the 2018 Special Election
8. Adjournment

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

Agenda Posted April 6, 2018 at [www.harrison-wi.org](http://www.harrison-wi.org) and Municipal Building lobby

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**VILLAGE BOARD MEETING**

**From:**

Jennifer Weyenberg, Village Clerk

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**VILLAGE OF HARRISON**

**Meeting Date:**

April 10, 2018

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**Title:**

6 month Class “B” license for the 2018 HAA Season

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**Issue:**

None

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**Background and Additional Information:**

The village board must approve the 6 month Class “B” license to Harrison Athletic Association, Inc. for their upcoming 2018 season.

The fees for the application have been waived.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

Staff recommends approval.

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**Attachments:**

- Application

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: May 1, 2018 ending: October 1, 2018  
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the:  Town of } Harrison  
 Village of }  
 City of }

County of Calumet Aldermanic Dist. No. X (if required by ordinance)

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Harrison Athletic Assoc  
 Address of Corporation/Limited Liability Company (if different from licensed premises) Hwy 114 State Park Rd  
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Kevin Lambic</u>	<u>W3062 Springfield Dr Appleton</u>	<u>54915</u>
Vice President/Member	<u>John Breaker</u>	<u>1222 Doctors Dr Neenah</u>	<u>54956</u>
Secretary/Member	<u>Brenda Stumpf</u>	<u>77879 Ridgeview Ct Sherwood</u>	<u>54169</u>
Treasurer/Member	<u>Rebecca Schaefer</u>	<u>W4982 Golf Course Rd Sherwood</u>	<u>54169</u>
Agent	<u>Becky Mader</u>	<u>78580 City M Menasha</u>	<u>54952</u>

C. 1. Trade Name Harrison Athletic Assoc Business Phone Number 989-1835  
 2. Address of Premises Hwy 114 State Park Rd Post Office & Zip Code Menasha 54952

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Pavillions

5. Legal description (omit if street address is given above):

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]  Yes  No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

## SUBSCRIBED AND SWORN TO BEFORE ME

this 13<sup>th</sup> day of May, 20 18

Rebecca Schaefer  
(Clerk/Notary Public)

My commission expires 10-15-21

Brenda Stumpf  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

Rebecca Mader  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>3/20/18</u>	Date reported to council/board <u>4/10/18</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

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**VILLAGE BOARD MEETING**

**From:**

Jennifer Weyenberg, Village Clerk

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**VILLAGE OF HARRISON**

**Meeting Date:**

April 10, 2018

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**Title:**

New "Class B" Combination License for Two Pair of Dice LLC

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**Issue:**

The owner of Countryside Bar and Grill has sold the business to a group from Chilton. The group intends to keep the business as is and operate it as a bar and grill.

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**Background and Additional Information:**

The village board must approve a new "Class B" license to Two Pair of Dice, LLC. The previous license for Countryside was issued to owner Daniel Harrell and will expire at the time of sale to the new owners.

The notice of application was published in the Post Crescent and all other requirements have been verified by the village clerk.

This license will expire June 30, 2018.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

Staff recommends approval.

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**Attachments:**

- Application

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

456-1028335920-02  
 Applicant's WI Seller's Permit No.: FE/In Number: 465121599

For the license period beginning 4/1/18 20 18 ;  
 ending \_\_\_\_\_ 20 \_\_\_\_\_

TO THE GOVERNING BODY of the:  Town of }  
 Village of } HARRISON  
 City of }

County of CALUMET Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): TWO PAIR OF DICE, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Robert Thomas Cullen</u>	<u>467E BREED ST</u>	<u>Chilton, WI 53014</u>
Vice President/Member	<u>Dalton James Payne</u>	<u>322 Cass St.</u>	<u>Chilton, WI 53014</u>
Secretary/Member	<u>Jessica Kathleen Dault</u>	<u>720 S. State St.</u>	<u>Chilton, WI 53014</u>
Treasurer/Member	<u>Jesse James Cullen</u>	<u>243 High St.</u>	<u>Chilton, WI 53014</u>
Agent	<u>Jessica Dault</u>	<u>920-378-6001</u>	

3. Trade Name Country Side Business Phone Number 920-989-1155

4. Address of Premises WS 302 State Rd 114 Post Office & Zip Code Menasha 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 3/18/17 of registration.  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Cheers in Chilton  Yes  No

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1st Floor 50x90, Porch + Patio. Excludes outbuilding

10. Legal description (omit if street address is given above): \_\_\_\_\_

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? \_\_\_\_\_

12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-800-937-8864]  Yes  No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].  Yes  No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

**SUBSCRIBED AND SWORN TO BEFORE ME**  
 this 22 day of March, 2018

Jennifer Wenzberg  
 (Clerk/Notary Public)  
 My commission expires 3/18/21

[Signature]  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

\_\_\_\_\_  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

\_\_\_\_\_  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>3/22/18</u>	Date reported to council/board <u>4/10/18</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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**VILLAGE BOARD MEETING**

**From:**

Jennifer Weyenberg, Village Clerk

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**VILLAGE OF HARRISON**

**Meeting Date:**

April 10, 2018

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**Title:**

Appoint Jessica Daul as Agent for Two Pair of Dice, LLC

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**Issue:**

All corporations or LLCs applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. This appointment must be approved by the village board.

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**Background and Additional Information:**

Two Pair of Dice, LLC has appointed Jessica Daul to act for the LLC with full authority and control of the premises and serve as their agent. A background check shows misdemeanor charges in 2013 related to operating with revoked license and tampering with the ignition interlock. These charges were dismissed. Staff does not consider these charges to be “recent” or “habitual”. Furthermore, Ms. Daul has been acting in this same capacity for Cheers bar in Chilton without issue and has completed the responsible beverage server course.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

Staff recommends approval of Jessica Daul as agent.

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**Attachments:**

- Application

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village of HARRISON County of CALUMET  
 City

The undersigned duly authorized officer(s)/members/managers of Two Pair of Dice, LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Country Side  
(trade name)

located at W5302 State Rd 114 Menasha, WI 54952

appoints Jessica Daul  
(name of appointed agent)  
720 S. State St. Chilton, WI 53014  
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
Cheers in Chilton

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 37 years

Place of residence last year 720 S. State St. Chilton, WI 53014

For: Two Pair of Dice, LLC  
(name of corporation/organization/limited liability company)

By: \_\_\_\_\_  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

Jessica Daul **ACCEPTANCE BY AGENT**, hereby accept this appointment as agent for the  
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Jessica Daul 3/22/18 Agent's age 37  
(signature of agent) (date)

720 S. State St. Chilton Date of birth 10/27/1980  
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY  
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chair, village president, police chief)

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Dawl</u>		(first name) <u>Jessica</u>		(middle name) <u>Kathleen</u>	
Home Address (street/route) <u>7205 State St.</u>		Post Office <u>Chilton</u>	City <u>Chilton</u>	State <u>WI</u>	Zip Code <u>53014</u>
Home Phone Number <u>920-378-4001</u>		Age <u>37</u>	Date of Birth <u>10/27/1980</u>	Place of Birth <u>Chilton, WI</u>	

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an individual.

A member of a partnership which is making application for an alcohol beverage license.

Jessica Dawl of Two Pair of Dice, LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 37 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.

- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)

- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify. Cheers 26 N State St Chilton, Calumet  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>Two Pair of Dice - self employed</u>	Employer's Address <u>26 N State St.</u>	Employed From <u>3/18/14</u>	To <u>present</u>
Employer's Name <u>Ledland Enterprises LLC self employed</u>	Employer's Address <u>26 N. State St</u>	Employed From <u>2003</u>	To <u>3/18/14</u>

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me  
this 22 day of March, 20 18  
Jennifer Weisberg  
(Clerk/Notary Public)

X  
(Signature of Named Individual)

My commission expires \_\_\_\_\_





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**VILLAGE BOARD MEETING**

**From:**

Jennifer Weyenberg, Village Clerk

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**VILLAGE OF HARRISON**

**Meeting Date:**

April 10, 2018

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**Title:**

Outdoor Signage for Harrison Municipal Building and Harrison Utilities

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**Issue:**

Staff continues to expand the new brand for the village along with the newly named Harrison Utilities (formerly known as Waverly Sanitary District). The outdoor marquee at the Municipal Building still reads as “Town of Harrison” and the name on the building at LP and 114 is currently “Waverly Sanitary District.”

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**Background and Additional Information:**

A2Z has submitted sign ideas for our consideration. The monument sign on the south side of the building has options of white, tan, or grey backgrounds. The brand would not work on the current green background unless we approve a reversed-out brand in all white, but their recommendation is to use the full color brand on a white background.

Staff is recommending that Village of Harrison be placed on the building as well. Currently, there is no name located on any parts of our building.

There are different options for the Harrison Utilities building. Appleton Sign Co. can fabricate and install a monument sign with faux block so that it would look similar to the monument sign here at the Municipal Building. It would fit in the landscaping bed near their flagpole. A2Z is recommending a stacked version of our logo as it would fit that space better and to use the white background with a full-color logo.

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**Budget/Financial Impact:**

The quote to replace the vinyl graphics on the monument sign at the Municipal Building is \$1,410.00

The quote to install aluminum letters to the Municipal Building is \$2,575.00.

The quote to install a monument sign with faux block base at the Utilities Building is \$9,496.00

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**Recommended Action:**

Staff recommends approval of the proposals submitted by Appleton Sign Co. and using the full-color logo on a white background when possible.

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**Attachments:**

- Proposal #28182 for \$9,496.00 (Harrison Utilities)
- Proposal #28183 for \$3,985.00 (Municipal Building)
- Graphics



C O R P O R A T E  
 2400 Holly Road  
 Neenah, WI 54956  
 Tel: 920.734.1601  
 Fax: 920.734.1622

# PROPOSAL

**Proposal #:** 28182  
**Proposal Date:** 03/28/18  
**Customer #:** 10326  
**Page:** 1 of 3

CLIENT:	JOB LOCATION:
VILLAGE OF HARRISON W5298 HWY 114 MENASHA WI 54952	HARRISON UTILITIES N8722 COUNTY RD LP MENASHA WI 54952  REQUESTED BY: JENNIFER WEYENBERG

Appleton Sign Company proposes to do the following for your consideration and approval:

1	QUOTE #11468 Fabricate and install one (1) d/f internally lit monument sign with faux block base. Design similar to Village of Harrison monument sign.	\$9,496.00	\$9,496.00
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**TOTAL PROPOSAL AMOUNT: \$9,496.00**

The proposal amount does not include sales tax, permits, obtainment fees, engineering, primary wiring, or final electrical connection unless specifically stated. All signs are wired at 120 volts unless otherwise specified in writing.

**PAYMENT TERMS: 50.0% down payment is required, balance due upon installation.**

We accept Visa, Mastercard and Discover credit card payments. There will be a 3.5% convenience fee added to each credit card transaction.

Sign project will be placed into production after receipt of all of the following: 1) signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client.

Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount.

Supplemental permits, if required by municipalities, are not reflected in this proposal. If applicable, and procured for Client by Appleton Sign Company, permit(s) will be billed at cost plus an applicable obtainment/processing fee in addition to the total proposal amount above.

Permit(s) to be obtained by (check one):  Client (CLIENT INITIALS \_\_\_\_\_) OR  Appleton Sign Company (CLIENT INITIALS \_\_\_\_\_)

This proposal does not become effective until signed and dated by Appleton Sign Company and may be withdrawn if not accepted within sixty (60) days. Appleton Sign Company shall also be entitled to withdraw any proposal presented in error if evidence of a typographical, pricing and/or similar error is discovered that would significantly change the scope of work, price or other material portion of the proposal. In such instance as a proposal is withdrawn, Appleton Sign Company shall present a revised proposal. Client has no obligation to accept any revised proposal.

The prices, specifications, terms and conditions contained herein are satisfactory and are hereby accepted. Appleton Sign Company is authorized to do the work as specified. Payment will be made in accordance with the terms above.

ACCEPTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



C O R P O R A T E  
 2400 Holly Road  
 Neenah, WI 54956  
 Tel: 920.734.1601  
 Fax: 920.734.1622

# PROPOSAL

**Proposal #:** 28183  
**Proposal Date:** 03/28/18  
**Customer #:** 10326  
**Page:** 1 of 3

CLIENT:	JOB LOCATION:
VILLAGE OF HARRISON W5298 HWY 114 MENASHA WI 54952	VILLAGE OF HARRISON W5298 HWY 114 MENASHA WI 54952  REQUESTED BY: JENNIFER WEYENBERG

Appleton Sign Company proposes to do the following for your consideration and approval:

1	QUOTE #11467 Fabricate and install new lexan faces with full coverage digital print vinyl graphics.	\$1,410.00	\$1,410.00
1	QUOTE #11467-1 Fabricate and install one (1) set of flat-cut aluminum letters, painted matte white, installed with spacers to avoid ridges in fascia material.	\$2,575.00	\$2,575.00
<b>TOTAL PROPOSAL AMOUNT:</b>			<b>\$3,985.00</b>

The proposal amount does not include sales tax, permits, obtainment fees, engineering, primary wiring, or final electrical connection unless specifically stated. All signs are wired at 120 volts unless otherwise specified in writing.

**PAYMENT TERMS: 50.0% down payment is required, balance due upon installation.**

We accept Visa, Mastercard and Discover credit card payments. There will be a 3.5% convenience fee added to each credit card transaction.

Sign project will be placed into production after receipt of all of the following: 1) signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client.

Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount.

Supplemental permits, if required by municipalities, are not reflected in this proposal. If applicable, and procured for Client by Appleton Sign Company, permit(s) will be billed at cost plus an applicable obtainment/processing fee in addition to the total proposal amount above.

Permit(s) to be obtained by (check one):  Client (CLIENT INITIALS \_\_\_\_\_) OR  Appleton Sign Company (CLIENT INITIALS \_\_\_\_\_)

This proposal does not become effective until signed and dated by Appleton Sign Company and may be withdrawn if not accepted within sixty (60) days. Appleton Sign Company shall also be entitled to withdraw any proposal presented in error if evidence of a typographical, pricing and/or similar error is discovered that would significantly change the scope of work, price or other material portion of the proposal. In such instance as a proposal is withdrawn, Appleton Sign Company shall present a revised proposal. Client has no obligation to accept any revised proposal.

The prices, specifications, terms and conditions contained herein are satisfactory and are hereby accepted. Appleton Sign Company is authorized to do the work as specified. Payment will be made in accordance with the terms above.



White



fan

grey





PHOTO COURTESY OF THE VILLAGE OF HARRISON. LEFT: PHOTO COURTESY OF THE VILLAGE OF HARRISON. RIGHT: PHOTO COURTESY OF THE VILLAGE OF HARRISON.



177 W. GRAND AVENUE  
 APPLETON, WI 53912  
 TEL: 920.835.1111  
 FAX: 920.835.1112  
 WWW.APPLETONWI.GOV

177 W. GRAND AVENUE  
 APPLETON, WI 53912  
 TEL: 920.835.1111  
 FAX: 920.835.1112  
 WWW.APPLETONWI.GOV

177 W. GRAND AVENUE  
 APPLETON, WI 53912  
 TEL: 920.835.1111  
 FAX: 920.835.1112  
 WWW.APPLETONWI.GOV











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**VILLAGE BOARD MEETING**

**From:**  
Jennifer Weyenberg, Village Clerk

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**VILLAGE OF HARRISON**

**Meeting Date:**  
April 10, 2018

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**Title:**  
Resolution V2018-08 Establishing Polling Locations

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**Issue:**  
A Special Election has been ordered for June 12, 2018 to fill the vacancy caused by the resignation of Rep. Frank Lasee, Senate District 1. If needed, a Special Primary will be held May 15, 2018.

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**Background and Additional Information:**  
Municipalities must establish polling locations and combine wards at least 30 days before an election. A typical election plan for the Village of Harrison calls for 9 reporting units, 16 poll books, and at least 13 inspectors per shift.

To reduce the number of supplies and inspectors needed for the Special Election, the election plan will be amended to combine Wards 3-18 and print a consolidated poll book divided by Last Name. All voting will take place at the Harrison Municipal Building. Under statutes, this must be done by resolution.

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**Budget/Financial Impact:**  
None

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**Recommended Action:**  
Approve Resolution V2018-08.

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**Attachments:**

- Resolution V2018-08.

**RESOLUTION V2018-08  
ESTABLISHING POLLING PLACES FOR THE  
2018 SPECIAL ELECTION**

Whereas Wisconsin Statute 5.25(3) require that polling places be established for each election at least 30 days before the election; and

Whereas, pursuant to a proclamation by the Governor of the State of Wisconsin, dated the 29<sup>th</sup> day of March 2018, that on Tuesday, June 12, 2018, a Special Election will be held in the wards of the 1<sup>st</sup> Senate District in the State of Wisconsin to fill the vacancy caused by the resignation of the Honorable Frank Lasee for the remainder of the term which expires on January 7, 2019; and

Whereas, a Special Primary, if necessary, will be held on Tuesday, May 15, 2018; and

Whereas, the electors of more than one ward in the same municipality may vote at a single polling place pursuant to Wisconsin Statute 5.25(5)(c).

NOW, THEREFORE, BE IT RESOLVED THAT the polling location for Village of Harrison Wards 1-18 be the Harrison Municipal Building, W5298 State Road 114. Reporting Unit 1 will consist of Wards 1-2 and Reporting Unit 2 will consist of Wards 3-18.

Adopted by the Village Board of the Village of Harrison this 10th day of April 2018.

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

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