

## **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, July 31, 2018 at 7:00pm. The agenda is printed below.

1. Call to Order the Village Board Meeting for July 31, 2018
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
  - a) Bill Van Offeren- Drainage issue at W6838 Willowglen Way
  - b) Mark Wiegert- Calumet Co. Sheriff's Department
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) Payment of Bills and Claims
  - b) Applications for Operator's Licenses July 1, 2018-June 30, 2019
  - c) Discharge of Firearms Application- Jim Bodway on Manitowoc Road
7. Items Removed from Consent Agenda (if any)
8. Appointments
  - a) None
9. Unfinished Business from Previous Meetings for Consideration or Action
  - a) Authorize Accurate Appraisal to conduct revaluation in 2019
10. New Business for Consideration or Action
  - a) Certified Survey Map- Don Mielke
  - b) Development Agreement for Kambura Acres III

- c) Agreement for Professional Services for Ryford St. extension
- d) Street Tree Policy
- e) Contract with Ehlers for Impact Fees Study
- f) Installation of Storm Sewer and construction of Storm Water Pond at Farmers Field

**11. Reports**

- a) Calumet Co. Sheriff's Department
- b) Zoning Permits
- c) Harrison Fire Rescue
- d) Treasurer's Statement of Income and Expenses

**12. 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-Treasurer

Agenda Posted July 27, 2018 at [www.harrison-wi.org](http://www.harrison-wi.org) and Municipal Building lobby

Bill Van Offeren  
W6838 Willowglen Way  
920-809-6461

Bill,

I have attached the elevations of the ditch in front of your house. We gathered information from the downstream intersection (Mountain Ash) and worked past your east neighbor's driveway. All though the 6" tile that your ditch drains into is back pitched, it is only 0.01 feet. The larger problem is the ditch itself. In gathering elevation information of all the driveway culverts, that ditch is relatively flat. It is really flat in front of your house (only 0.28% slope). The entire ditch itself doesn't even have a 1% slope in it. With less than a 1% slope, it isn't going to take much to block flow and make the water pool. The other issue is that since the drain tile is installed higher than your ditch you don't have much of an option to improve the grading. To put it in perspective, when I design lot grades for new construction, I am not allowed to have less than 2% slope on the lot to ensure drainage. I suspect that is why all your downstream neighbors installed 6" tile as they probably dealt with the same thing you are now. I am not sure if you are in the Town of Harrison yet, or did you become part of the Village of Harrison? Whichever one, it may be on them to rectify the situation as the ditch was either poorly designed, or poorly constructed. Again, that is probably why your neighbors placed the drain tile in the ditches themselves.

I did speak with your neighbor across the street, and they seem to be dealing with same issue (have been for years I guess. The planner at the Village is Mark Mommaerts 920-989-1062. He might be able to give you some insight. I'm sure not the news you wanted, but at least now you know what is going on out there. Give me a call if you would like to discuss.

## **Steve De Jong**

**PLS, CFedS**

Meridian Surveying, LLC

N8774 Firelane 1

Menasha, WI 54952

Office: 920-993-0881

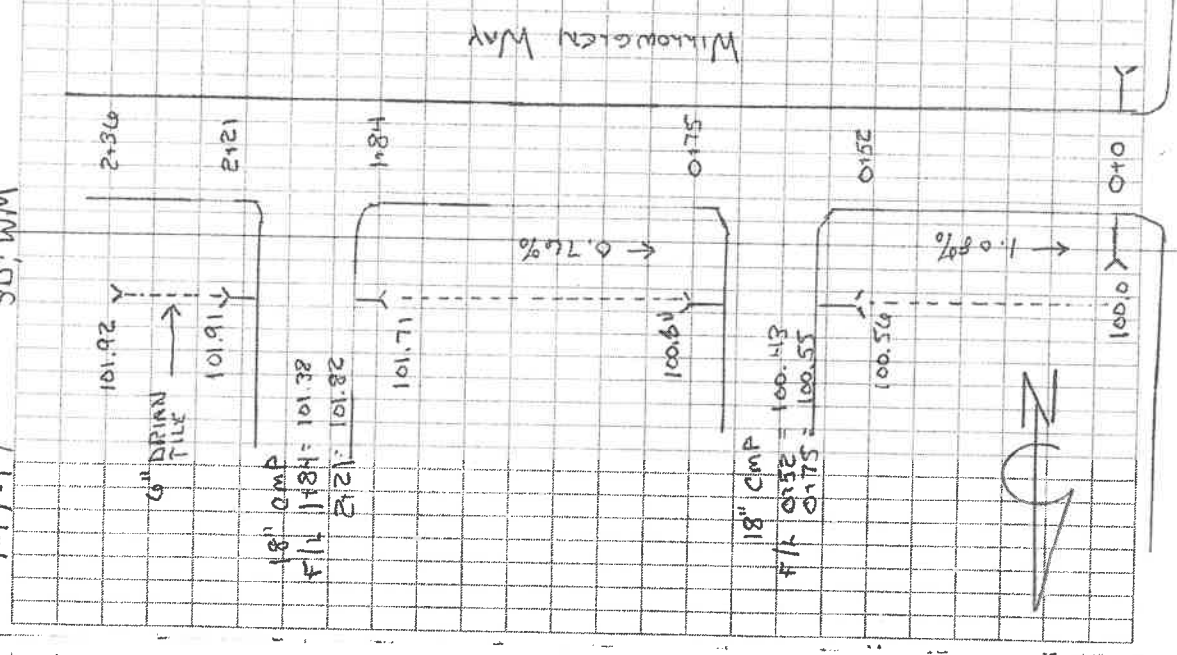
Cell: 920-427-6073

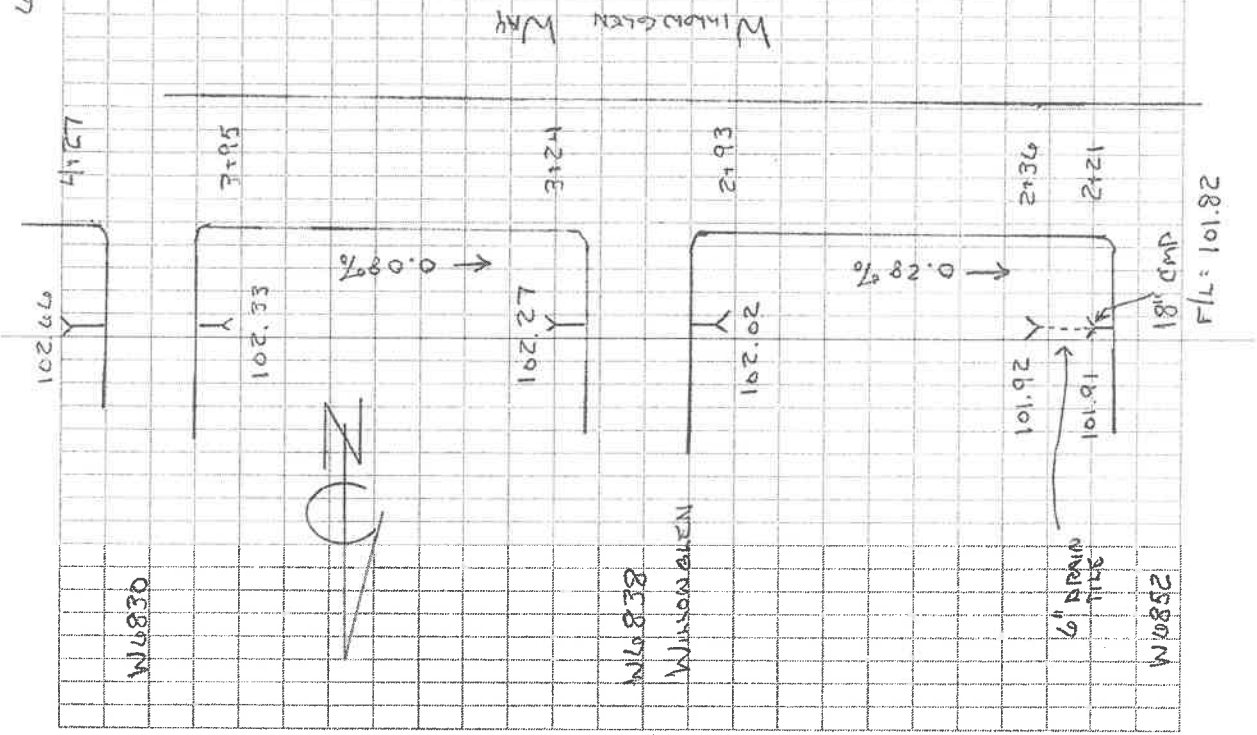
[sdejong@meridian-wi.com](mailto:sdejong@meridian-wi.com)

M-41 WILLOWGLEN WAY NORTH  
DITCH ELEVATIONS

F/L			
WILLOWGLEN			
↓ M <sub>PR</sub> ASH			
0+00	100.00	8.73	108.73
0+52			
6" PVC	8.17	100.56	
18" CMP	8.30	100.43	
0+75			
6" PVC	8.12	100.61	
18" CMP	8.18	100.55	
1+84			
6" PVC	7.02	101.71	
18" CMP	7.35	101.38	
2+21			
6" PVC	6.82	101.91	
18" CMP	6.91	101.82	

7-17-17 SD; WM 67





M-41				108.73
2136				
6" FVC	6.81	101.92		
2193				
18" CMP	6.71	102.02		
3121				
18" CMP	6.16	102.27		
3195				
18" CMP	6.10	102.33		
4127				
18" CMP	6.07	102.66		



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INVESTORS COMMUNITY BANK

Dated From: 6/22/2018

From Account:

Thru: 7/06/2018

Thru Account:

Check Nbr	Check Date	Payee	Amount
6580	7/06/2018	AMERICAN MESSAGING U1-860083SG	
100-09-53311-900-000		Hwy Dept - Road Maintenance U1860083SG FROM 7/1/18	15.00
Total			15.00
6581	7/06/2018	AMOS MIKKELSON CONF/CHARGERS REIMB, CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone JUNE CELL PHONE STIPEND	40.00
100-06-52200-301-000		Fire Dept - Petty Cash A MIKKELSON REIMB FOOD 6/19 TRK COMM MTG	28.25
100-06-52200-305-000		Fire Dept - Training/Mem A MIKKELSON REIMB MILEAGE CHIEF CONF6/21	117.72
100-08-52300-000-000		1st Responders - Operating Exp A MIKKELSON REIMB CHARGERS RADIOS 6/26	45.98
Total			231.95
6582	7/06/2018	BIRSCHBACH INSPECTION SERVICE, LLC BUILDING INSPECTIONS FOR JUNE 2018	
100-00-52400-000-000		Building Inspector - Contract BUILDING INSPECTIONS FOR JUNE 2018	9,730.00
Total			9,730.00
6583	7/06/2018	BRAD WELHOUSE MAY & JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone MAY CELL PHONE STIPEND	40.00
100-09-53311-500-022		Hwy Dept - Telephone JUNE CELL PHONE STIPEND	40.00
Total			80.00
6584	7/06/2018	BROOKS TRACTOR INC - SUN PRAIRIE D64672	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 6/28/18 BATTERY D64672	300.12
Total			300.12
6585	7/06/2018	CALUMET COUNTY TREASURER 059005	

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Dated From: 6/22/2018 From Account:  
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Check Nbr	Check Date	Payee	Amount
100-09-53311-900-000		Hwy Dept - Road Maintenance	1,746.45
		INV 059005 5/1 - 5/31 PAINT RR CROSSING	
		Total	1,746.45
6586	7/06/2018	CHAD BOESCH MAY & JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	40.00
		MAY CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	40.00
		JUNE CELL PHONE STIPEND	
		Total	80.00
6587	7/06/2018	DARBOY SANITARY DISTRICT BILLING PERIOD 03/31/18-06/30/18	
100-00-55200-000-000		Parks - Maint. and Utilities	60.34
		BILLING PERIOD 03/31/18-06/30/18	
		Total	60.34
6588	7/06/2018	DON JUNGEN JUNE CELL PHONE STIPEND	
100-08-52300-000-000		1st Responders - Operating Exp	30.00
		JUNE CELL PHONE STIPEND	
		Total	30.00
6589	7/06/2018	FOX VALLEY TECHNICAL COLLEGE TPB0000468167 CUST ID 200084718	
100-06-52200-305-000		Fire Dept - Training/Mem	375.00
		TPB0000468167 6/06/18 3 EMT EXAMS	
		Total	375.00
6590	7/06/2018	GRUETT'S 34703P	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	71.30
		FROM 6/20/18 34703P	
		Total	71.30
6591	7/06/2018	HARRISON UTILITIES ACCOUNT 000-2781-00	
100-07-52200-500-023		Fire Station 70 - Water/Sewer	28.38
		ACCOUNT 000-2781-00	



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Thru Account:

Check Nbr	Check Date	Payee	Amount
			<b>Total</b>
			<b>28.38</b>
6592	7/06/2018	HERRLING CLARK LAW FIRM LTD 14283-03M	
100-00-51300-000-000		Legal FOR SERVICES THROUGH 6/13/18	7,144.45
			<b>Total</b>
			<b>7,144.45</b>
6593	7/06/2018	J & E CONSTRUCTION CO INC 2018-722, 724, 732, 755	
100-00-57220-000-000		Capital Outlay - Parks 3", 3/4" CRUSH STONE 6/19 FARMERS FIELD 2018-724	3,554.80
100-00-57220-000-000		Capital Outlay - Parks FROM 6/27/18 STONE FARMERS FIELD 2018-722	4,803.04
100-00-57220-000-000		Capital Outlay - Parks FROM 6/28/18 STONE FARMERS FIELD 2018-732	1,233.72
100-00-57220-000-000		Capital Outlay - Parks FROM 6/26/18 3" STONE FARMERS FIELD 2018-755	1,080.54
			<b>Total</b>
			<b>10,672.10</b>
6594	7/06/2018	JEFF WISNET MAY & JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone MAY CELL PHONE STIPEND	40.00
100-09-53311-500-022		Hwy Dept - Telephone JUNE CELL PHONE STIPEND	40.00
			<b>Total</b>
			<b>80.00</b>
6595	7/06/2018	JEFFERSON FIRE & SAFETY 248872, 249352	
100-06-52200-400-000		Fire Dept - Supplies FROM 6/13/18 SOUTH PARK ADPT 248872	87.75
100-06-52200-400-000		Fire Dept - Supplies FROM 6/26/18 ADAPTER 249352	179.37
			<b>Total</b>
			<b>267.12</b>
6596	7/06/2018	KAATS WATER CONDITIONING INC. ACCOUNT 1130062	
100-09-53311-400-000		Hwy Dept - Supplies CHARGES THROUGH 6/15/18	26.76

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Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>26.76</b>
6597 7453	7/06/2018	KITZ & PFEIL - APPLETON	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	32.95
		CUST 812330 FROM 6/26/18 WEED EATER PART 7453	
<b>Total</b>			<b>32.95</b>
6598 65739	7/06/2018	LANGE ENTERPRISES, INC	
100-09-53315-902-000		Hwy Dept - Signs	905.89
		FROM 6/18 NEIGHBORHOOD SIGNS 65739	
<b>Total</b>			<b>905.89</b>
6599 22930	7/06/2018	LISOWE OIL	
100-09-53311-600-030		Hwy Dept - Fuel	1,774.18
		FROM 6/22/18 22930	
<b>Total</b>			<b>1,774.18</b>
6600 910282,910283,910284,910285,910431	7/06/2018	MCPAHON	
100-09-57330-000-000		Capital Outlay - Road Projects	2,977.05
		SCHMIDT RD CULVERT REPLACEMENT 0910282	
100-09-57330-000-000		Capital Outlay - Road Projects	1,659.26
		BLACK OAK SEWER & ROAD SONNY TO DOGWOOD 0910283	
401-00-57200-000-000		Street Improvements - TID #1	1,659.27
		BLACK OAK SEWER & ROAD SONNY TO DOGWOOD 0910283	
100-09-57330-000-000		Capital Outlay - Road Projects	3,902.37
		STREET CONST RUSTIC & HICKORY URBAN 0910284	
100-09-57330-000-000		Capital Outlay - Road Projects	4,031.05
		NEW ROADWAY OFF MIDWAY RD,SURVEY/DESIGN 0910285	
100-09-57330-000-000		Capital Outlay - Road Projects	619.42
		NEW ROADWAY OFF MIDWAY RD, CONST SERVICE 0910285	
100-00-57220-000-000		Capital Outlay - Parks	18,105.17
		MANITOWOC RD PARK, STORM/INFIL/CONST 0910431	
100-00-57220-000-000		Capital Outlay - Parks	1,663.00
		MANITOWOC RD PARK, MADER SEWER EASEMENT 0910431	
100-00-57220-000-000		Capital Outlay - Parks	1,308.30
		MANITOWOC RD PARK, MADER WETLAND DELIN 0910431	

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Check Nbr	Check Date	Payee	Amount
			<b>Total</b> 35,924.89
6601	7/06/2018	MIKE BRANTMEIER JUNE CELL PHONE STIPEND	
100-06-52200-500-022		Fire Station 60 - Telephone JUNE CELL PHONE STIPEND	30.00
			<b>Total</b> 30.00
6602	7/06/2018	MIKE NETT MAY & JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone MAY CELL PHONE STIPEND	40.00
100-09-53311-500-022		Hwy Dept - Telephone JUNE CELL PHONE STIPEND	40.00
			<b>Total</b> 80.00
6603	7/06/2018	MIKE'S ELECTRIC 10662	
100-00-55200-000-000		Parks - Maint. and Utilities BULB BALLAST FROM 6/26/18 10662	118.98
			<b>Total</b> 118.98
6604	7/06/2018	MTAW First Year Membership	
100-04-51500-400-000		Treasurer - Supplies First Year Membership	30.00
			<b>Total</b> 30.00
6605	7/06/2018	OFFICE DEPOT CREDIT PLAN BALANCE THROUGH 6/12/18	
100-02-51400-400-000		Gen. Admin - Supplies BALANCE THROUGH 6/12/18	324.20
			<b>Total</b> 324.20
6606	7/06/2018	PACKER CITY INTERNATIONAL TRUCKS R103014427:01	
100-06-52200-600-000		Fire Dept - Vehicle Maint. 2010 INTERNATIONAL REPAIRS R103014427:01	479.55
			<b>Total</b> 479.55

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6607	7/06/2018	PATRICK KLEIN CANDY FOR PARADES	
100-06-52200-400-000		Fire Dept - Supplies CANDY FOR PARADES	331.56
			Total 331.56
6608	7/06/2018	PREMIER PROMOTIONS 28375, 28376	
100-08-52300-000-000		1st Responders - Operating Exp CLOTHES 06/22/18 28375	267.00
100-06-52200-400-000		Fire Dept - Supplies CLOTHES 06/22/18 28376	405.00
			Total 672.00
6609	7/06/2018	RELIANT FIRE APPARATUS INC 118-19624	
100-06-52200-400-000		Fire Dept - Supplies FROM 6/25/18 UNDERBODY RINSER 118-19624	325.00
			Total 325.00
6610	7/06/2018	RIESTERER & SCHNELL, INC Chilton 1382984	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 6/25/18 GREASE 1382984	343.10
			Total 343.10
6611	7/06/2018	SERWE IMPLEMENT MUNICIPAL SALES CO, LLC 5166	
100-09-53311-700-000		Hwy Dept - Equip Maintenance CLAMP, TUBE FROM 06/25/18 5166	65.99
			Total 65.99
6612	7/06/2018	SHORT ELLIOT HENDRICKSON, INC 351693	
100-00-52400-200-000		Inspections - Grade Checks FOUNDATION GRADE CK, TEMPORARY GRADESTAKE 351693	5,330.00
			Total 5,330.00
6613	7/06/2018	SMT MANUFACTURING & SUPPLY LLC 0052914-IN	

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Check Nbr	Check Date	Payee	Amount
100-09-53311-700-000		Hwy Dept - Equip Maintenance	133.36
		5VX630 BELT FROM 07/02/18 0052914-IN	
		Total	133.36
6614	7/06/2018	SPECTRUM- 4901	
		607974901061818	
100-02-51400-400-006		Gen. Admin - Service Contracts	186.16
		SERVICE PERIOD 06/24-07/23	
		Total	186.16
6615	7/06/2018	SPECTRUM- 5101	
		607975101061818	
100-02-51400-400-006		Gen. Admin - Service Contracts	201.18
		SERVICE PERIOD 06/23-07/22	
		Total	201.18
6616	7/06/2018	STAMPS.COM	
		REF 64686201525504868	
100-02-51400-400-005		Gen. Admin - Postage	2,500.00
		METER 7434038 POSTAGE ON ACCOUNT 64686201525504868	
		Total	2,500.00
6617	7/06/2018	STUMPF CREATIVE LANDSCAPE	
		9819	
100-00-57220-000-000		Capital Outlay - Parks	3,875.00
		SILT FENCE FARMERS FIELD FROM 6/21/18 9819	
		Total	3,875.00
6618	7/06/2018	STUMPF EXCAVATING & TRUCKING	
		7803	
100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 07/02/18 7803	
		Total	240.00
6619	7/06/2018	SUBURBAN WILDLIFE SOLUTIONS LLC	
		3530	
100-00-53441-100-000		Illicit Discharge Program	2,700.00
		TRAP MUSKRATS ON PONDS THRU 05/25/18 3530	
		Total	2,700.00

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Check Nbr	Check Date	Payee	Amount
6620 46056	7/06/2018	TECC SECURITY SYSTEMS INC	
100-09-53311-505-000		Hwy Dept - Building Maint	121.24
		SERVICE ON 6/11/18, BATTERY & COVER 46056	
		Total	121.24
6621 HOVPP	7/06/2018	TOWN OF BUCHANAN	
100-00-54980-000-000		Other Health - HOVPP	700.00
		HOVPP 2018 INVOICE	
		Total	700.00
6622 5004905793	7/06/2018	WELLS FARGO FINANCIAL LEASING	
100-02-51400-400-006		Gen. Admin - Service Contracts	575.69
		COVERAGE PERIOD 06/17-07/16/18 5004905793	
		Total	575.69
6623 JUNE CELL PHONE STIPEND	7/06/2018	WESLEY POMPA	
100-07-52200-500-022		Fire Station 70 - Telephone	30.00
		JUNE CELL PHONE STIPEND	
		Total	30.00
6624 01-114092	7/06/2018	WEYERS EQUIPMENT	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	479.95
		FOOT GUARD FROM 06/27/18 01-114092	
		Total	479.95
		Grand Total	89,449.84

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	87,790.57
Total Expenditure from Fund # 401 - TAX INCREMENTAL DISTRICT #1	1,659.27
Total Expenditure from all Funds	89,449.84

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Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		87,790.57
	Total Expenditure - Fund # 100	87,790.57	
401-00-11100-000-000	SHARE OF CHECKING-TIF #1		1,659.27
	Total Expenditure - Fund # 401	1,659.27	
	Total	89,449.84	89,449.84



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Dated From: 7/06/2018 From Account:

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Check Nbr	Check Date	Payee	Amount
6626	7/18/2018	ADVANCED DISPOSAL B20000380529	
100-00-53620-000-000		Refuse and Garbage Services COMMERICAL TRASH DUMPSTER FOR JUNE	82.00
100-00-53635-000-000		Recycling Services COMMERICAL RECYCLING DUMPSTER for JUNE	56.00
100-00-53620-000-000		Refuse and Garbage Services FUEL FEE	0.00
100-00-53620-000-000		Refuse and Garbage Services RES TRASH 90 GALLON CARTS for JUNE	29,962.60
100-00-53635-000-000		Recycling Services LANDFILL TAX	0.00
100-00-53635-000-000		Recycling Services RES RECYCLING SINGLE STREAM JUNE	14,558.40
100-00-53620-000-000		Refuse and Garbage Services REPLACEMENT CART(S) -	0.00
100-00-53620-000-000		Refuse and Garbage Services SPRING PICK UP	0.00
100-00-53620-000-000		Refuse and Garbage Services BULKY ITEM PICKUP - N8393 ROYCE CT	50.00
100-00-53620-000-000		Refuse and Garbage Services RESID RECYCLE	0.00
100-00-53620-000-000		Refuse and Garbage Services RESIDENTIAL TRASH APPLIANCE/FREON 6/19	35.00
<b>Total</b>			<b>44,744.00</b>
6627	7/18/2018	BATTERIES PLUS BULBS #508 SALES RECEIPT #P3699839	
100-06-52200-400-000		Fire Dept - Supplies FIRE DEPT BATTERIES FROM 7/17/18 P3699839	43.20
<b>Total</b>			<b>43.20</b>
6628	7/18/2018	BENEFIT ADVANTAGE 410080	
100-02-51400-400-006		Gen. Admin - Service Contracts JULY BILLING 410080	35.00
<b>Total</b>			<b>35.00</b>

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Check Nbr	Check Date	Payee	Amount
6629 168714	7/18/2018	CARSTENS ACE HARDWARE	
100-06-52200-400-000		Fire Dept - Supplies	26.05
		FROM 7/17/18 CLEANER	
		168714	
		<b>Total</b>	<b>26.05</b>
6630 CPI073110	7/18/2018	CREATIVE PRODUCT SOURCE INC	
100-06-52200-400-000		Fire Dept - Supplies	179.22
		FROM 7/9/18 FIRE FIGHTER KID HATS	
		CPI073110	
		<b>Total</b>	<b>179.22</b>
6631	7/18/2018	HARRISON FIRE AUXILIARY INC	
		Fireworks \$ redirected to 100-yr event	
100-00-55200-120-000		Parks - Recreation Programs	3,000.00
		Fireworks \$ redirected to 100-yr event	
		<b>Total</b>	<b>3,000.00</b>
6632	7/18/2018	HARRISON UTILITIES	
		LABREC DELINQUENTS FROM 2017 TAX ROLL	
100-00-24055-000-000		Due to Waverly Sanitary - Tax	634.23
		LABREC DELINQUENTS FROM 2017 TAX ROLL	
		<b>Total</b>	<b>634.23</b>
6633 2018-778	7/18/2018	J & E CONSTRUCTION CO INC	
100-00-57220-000-000		Capital Outlay - Parks	2,810.64
		3" CRUSHED STONE 7/5/18	
		2018-778	
		<b>Total</b>	<b>2,810.64</b>
6634	7/18/2018	JARRED GERL	
		MILEAGE REIMBURSEMENT	
100-06-52200-400-000		Fire Dept - Supplies	45.62
		REIMBURSEMENT FOR MILEAGE 7/10/18	
		<b>Total</b>	<b>45.62</b>
6635 1718-167	7/18/2018	KIWANIS CLUB OF DARBOY, INC.	
100-00-55200-120-000		Parks - Recreation Programs	1,000.00
		TOUCH A TRUCK 6-27-18	

7/18/2018 3:00 PM

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ACCT

ALL Checks  
INVESTORS COMMUNITY BANK

Dated From: 7/06/2018 From Account:  
Thru: 7/18/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>1,000.00</b>
6636 269099	7/18/2018	L & S TRUCK CENTER	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	174.96
		TRUCK #20 FROM 6/29/18 269099	
<b>Total</b>			<b>174.96</b>
6637 22970, 5546	7/18/2018	LISOWE OIL	
100-09-53311-600-030		Hwy Dept - Fuel	1,864.30
		FROM 6/28/18 22970	
100-09-53311-505-000		Hwy Dept - Building Maint	388.37
		FROM 7/2/18 5546	
<b>Total</b>			<b>2,252.67</b>
6638 REIMBURSEMENT UPGRADE EMR TO EMT	7/18/2018	MARK GACKENHEIMER	
100-06-52200-305-000		Fire Dept - Training/Mem	392.40
		REMIB EXP UPGRADE FROM EMR TO EMT	
<b>Total</b>			<b>392.40</b>
6639 03070309, 03072740	7/18/2018	MEMORIAL FLORISTS & GREENHOUSES	
100-00-51980-000-000		Memorial Expenses	71.99
		FUNERAL ARRANGEMENT MICHAEL SAMBS 03070309	
100-02-51400-400-000		Gen. Admin - Supplies	203.98
		PATIO PLANTERS 03072740	
<b>Total</b>			<b>275.97</b>
6640 0425404-IN	7/18/2018	PAUL CONWAY SHIELDS	
100-06-52200-400-000		Fire Dept - Supplies	100.00
		ORDER #0333147 FROM 6/29/18 SAFETY VESTS 0425404-IN	
<b>Total</b>			<b>100.00</b>
6641 7985	7/18/2018	R&R TECHNOLOGIES INC	
100-09-53311-505-000		Hwy Dept - Building Maint	522.00
		VGA TO HDMI CONVERTER FROM 5/7/18 7985	

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ALL Checks  
INVESTORS COMMUNITY BANK

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ACCT

Dated From: 7/06/2018 From Account:  
Thru: 7/18/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
			<b>Total</b> 522.00
6642	7/18/2018	RENNERTS 39256	
100-06-52200-600-000		Fire Dept - Vehicle Maint. UNIT 65 1999 PIERCE SABER FROM 7/3/18 39256	347.59
			<b>Total</b> 347.59
6643	7/18/2018	SHERWOOD WATER & SEWER ACCTS 000-3055-00, 000-3050-00	
100-06-52200-500-023		Fire Station 60 - Water/Sewer ACCOUNT NUMBER 000-3050-00 STATION 60	178.23
100-06-52200-500-023		Fire Station 60 - Water/Sewer ACCOUNT NUMBER 000-3055-00 TOWN	581.92
			<b>Total</b> 760.15
6644	7/18/2018	SPECTRUM- 6401 606836401070218	
100-02-51400-400-006		Gen. Admin - Service Contracts ACC 606836401 SERVICE PERIOD 07/08-08/07	424.91
			<b>Total</b> 424.91
6645	7/18/2018	STAMPS.COM S1092618071	
100-02-51400-400-006		Gen. Admin - Service Contracts METER 7434038 SERVICE FEE 7/1-7/31 S1092618071	39.99
			<b>Total</b> 39.99
6646	7/18/2018	STRATEGIC INSIGHTS, INC. 18PLAN-IT-161	
100-02-51400-400-006		Gen. Admin - Service Contracts LICENSE FOR CAPITAL PLANNING SOFTWARE 18PLAN-IT-161	700.00
			<b>Total</b> 700.00
6647	7/18/2018	SUPERIOR VISION INSURANCE 0000170020	
100-02-51400-200-000		Gen. Admin - Benefits OFFICE VISION INSURANCE FOR AUG 0000170020	49.30
100-09-53311-200-000		Hwy Dept - Benefits SHOP VISION INSURANCE FOR AUG 0000170020	70.42

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ACCT

ALL Checks  
INVESTORS COMMUNITY BANK

Dated From: 7/06/2018 From Account:  
Thru: 7/18/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-01-51101-200-000		Planning - Benefits	24.65
		PLANNER VISION INSURANCE FOR AUG 0000170020	
100-00-14500-000-000		Due from Special Purpose Dist.	95.07
		UTILITIES VISION INSURANCE FOR AUG 0000170020	
Total			239.44
6648	7/18/2018	TECC SECURITY SYSTEMS INC 46136	
100-09-53311-505-000		Hwy Dept - Building Maint	258.74
		SERVICE 6/27/18 TRANSMITTER, DOOR CONTACT 46136	
Total			258.74
6649	7/18/2018	THEDACARE AT WORK 248746, 249561	
100-09-53311-306-000		Hwy Dept - CDL/Testing	68.00
		DOT CRL DOT - HEUS 248746	
100-06-52200-401-000		Fire Dept - Physicals	2,075.00
		PHYSICALS FIRE DEPT - 5 MEMBERS 249561	
Total			2,143.00
6650	7/18/2018	ULTIMATE CLEANING LIMITED 1830	
100-02-51400-400-006		Gen. Admin - Service Contracts	245.21
		AUGUST 2018 SERVICES 1830	
Total			245.21
6651	7/18/2018	VILLAGE OF KIMBERLY 4/25 Abs, 5/5 test, 5/19 Abs, 6/9 test	
100-00-51440-600-000		Elections - Publications	59.70
		4/25 Abs, 5/5 test, 5/19 Abs, 6/9 test	
Total			59.70
6652	7/18/2018	W.S. DARLEY & CO 17330234	
100-06-52200-400-000		Fire Dept - Supplies	21.55
		FROM 7/11/18 CAPS-LAKE PARK SPORTS ZONE 17330234	
Total			21.55
6653	7/18/2018	WI DEPT OF JUSTICE ACCOUNT G2028	

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ALL Checks

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ACCT

INVESTORS COMMUNITY BANK

Dated From: 7/06/2018 From Account:  
Thru: 7/18/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-000		Gen. Admin - Supplies	826.00
		ACCOUNT # G2028 6/1-6/30	
		Total	826.00
6654	7/18/2018	WISCONSIN MEDIA	
0001799246			
100-02-51400-800-000		Gen. Admin - Publications	37.80
		BILLING PERIOD JUN 1-JUN 30	
		0001799246	
		Total	37.80
		Grand Total	62,340.04

7/18/2018 3:00 PM

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ALL Checks  
INVESTORS COMMUNITY BANK

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ACCT

Dated From: 7/06/2018 From Account:  
Thru: 7/18/2018 Thru Account:

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	62,340.04
Total Expenditure from all Funds	62,340.04

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ALL Checks  
Posting Date: 7/18/2018

Page: 1  
ACCT

INVESTORS COMMUNITY BANK

Dated From: 7/06/2018  
Thru: 7/18/2018

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		62,340.04
	Total Expenditure - Fund # 100	62,340.04	
	Total	62,340.04	62,340.04



7/10/2018 8:24 AM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 1  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

Check Nbr	Check Date	Payee	Amount
1122	7/10/2018	JACK LEMKE	
		2017 TAX REFUND 41152, 41154 REPLACE CK	
100-00-21070-000-000		Overpayments Payable	71.67
		2017 TAX REFUND PARCEL 41154	
100-00-21070-000-000		Overpayments Payable	10.51
		2017 TAX REFUND PARCEL 41152	
		<b>Total</b>	<b>82.18</b>
		<b>Grand Total</b>	<b>82.18</b>

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Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 2  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	82.18
Total Expenditure from all Funds	82.18

7/10/2018 8:24 AM

Check Posting Control Report  
ALL Checks  
Posting Date: 7/10/2018

Page: 1  
ACCT

TAX CHECKING

Dated From:  
Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		82.18
	Total Expenditure - Fund # 100	82.18	
	Total	82.18	82.18



APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

Village of Harrison, Wisconsin

To the Board of the Village of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2019, 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: Ritchie First Name: Susan Middle I: R
Street Address: 336 N. Pine St. City: Kimberly Zip: 54136
Day Phone: 920-292-3659 Evening Phone:
Date of Birth: Where will you be working?: Darboy Corner Store
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:

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.

Table with 3 columns: Violation, County or Municipality, Approximate Date. Row 1: none in the past 5 years.

WITNESS SIGNATURE:

Subscribed and sworn to before me this 24th day of July 2018/19.

Susan Ritchie Applicant Signature

7/24/18 Date

Witness Signature

Witness Address: Village Hall

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

Background Check Course Completion



## Discharge of Firearms Application

Owner mailing address: W6673 MANITOWOC RD

I, Jim Bodway own 89 contiguous acres of land  
(name) (# of acres)

within the Village of Harrison, located at:

W6673 MANITOWOC RD MENASHA, WI 54952  
(address or description of property)

I acknowledge as the land owner, I

- am the only one who can give non-family members permission to fire or discharge firearms on the land.
- must request a waiver annually.
- that the waiver can be revoked for a violation of WI State Statute Chapter 167 or Chapter 941 relative to the use of firearms.

Jim Bodway  
Authorized Signature (Land Owner)

7-11-18  
Date





BOARD ACTION:  Approve  Deny  Date of Meeting

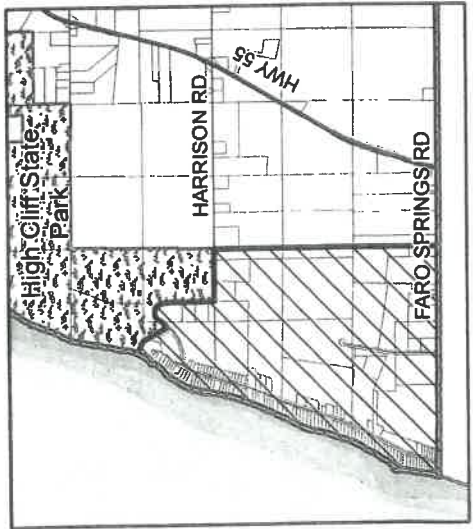
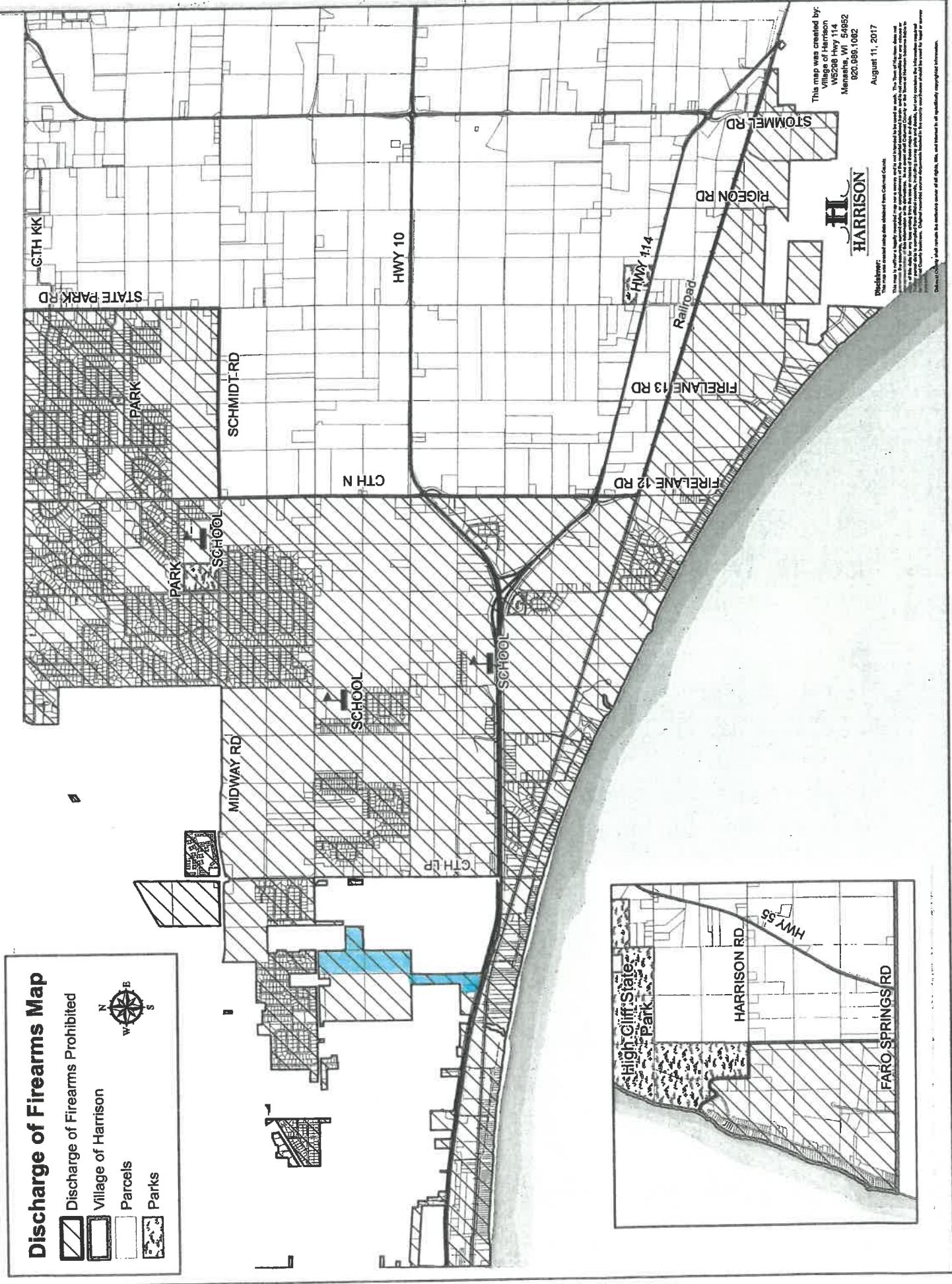
Land Owner  Calumet County Sheriff's Department  Municipal Copy

Staff Use Only:

Verification of Acres Listed Above: 65.49-ac jim

# Discharge of Firearms Map

-  Discharge of Firearms Prohibited
-  Village of Harrison
-  Parcels
-  Parks



This map was created by:  
 Village of Harrison  
 W5298 Hwy 114  
 Menasha, WI 54952  
 920.986.1062

August 11, 2017



**Disclaimer:**  
 This map is based on data obtained from various sources. The Village of Harrison does not warrant the accuracy, completeness, or timeliness of the information contained herein. The user assumes all liability for any use of this information. The user agrees to hold the Village of Harrison harmless for any use of this information. © 2017 Harrison. All rights reserved.

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**VILLAGE BOARD MEETING**

---

**VILLAGE OF HARRISON**

**From:**

Jennifer Weyenberg, Clerk-Treasurer

**Meeting Date:**

July 31, 2018

---

**Title:**

Authorize Accurate Appraisal to conduct revaluation in 2019

---

**Issue:**

Should the village have Accurate Appraisal conduct the revaluation in 2019 or wait until 2020 or 2021?

---

**Background and Additional Information:**

The board approved a 4-year contract with Accurate Appraisal in the amount of \$139,200 with one revaluation to be done in 2019, 2020, or 2021. The year was not determined when the contract was signed.

The revaluation year should now be determined. The village's current assessment ratio is 92%, and we believe that when the state releases its numbers in August, the village's assessed values will drop to approximately 85% of full value. This will put the village out of compliance with the 10% difference rule. Waiting to conduct the revaluation in 2020 or 2021 may increase the difference even more if housing sales continue as they have been. Falling further out of compliance also means that the state can step in and mandate a revaluation and we lose our contracted price with Accurate Appraisal.

The last revaluation was done in 2007.

---

**Budget/Financial Impact:**

Previously budgeted for.

---

**Recommended Action:**

Staff recommends that the revaluation be done in 2019. This is also the recommendation of Accurate Appraisal.

---

**Attachments:**

None



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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

July 31, 2018

---

**Title:**

Certified Survey Map - Mielke

---

**Issue:**

Should the Village Board approve the Certified Survey Map?

---

**Background and Additional Information:**

The property owner owns two agricultural parcels (ID 43796 & 43768) and plans to subdivide the property in accordance with the enclosed concept plan. The proposed lots will front onto Mielke Road. There is a future road proposed to access the remaining agricultural lands behind the lots. Lots can be created by Certified Survey Map (CSM), but are limited to four lots every five years. Staff does not have any issues with the concept plan.

The property owner is proposing a 2-lot Certified Survey Map (CSM) for the property located along Mielke Road. The property is zoned General Agricultural (AG). The purpose of the CSM is to create two single-family home sites. The AG zoning district currently allows single-family homes as a permitted use. It is unknown if the lots are suitable for private sanitary systems. Access will come from Mielke Road via culvert and private driveway to each lot.

---

**Budget Impacts:**

None

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**Recommended Action:**

The Plan Commission will meet prior to the Village Board to discuss and act on the Certified Survey Map. The Plan Commission decision will be presented at the meeting.

Staff recommends approval of the Certified Survey Map with the following condition:

1. Proof that each lot will be able to support a private sanitary system on the lot.

---

**Attachments:**

- Aerial Map
- CSM
- Concept Plan



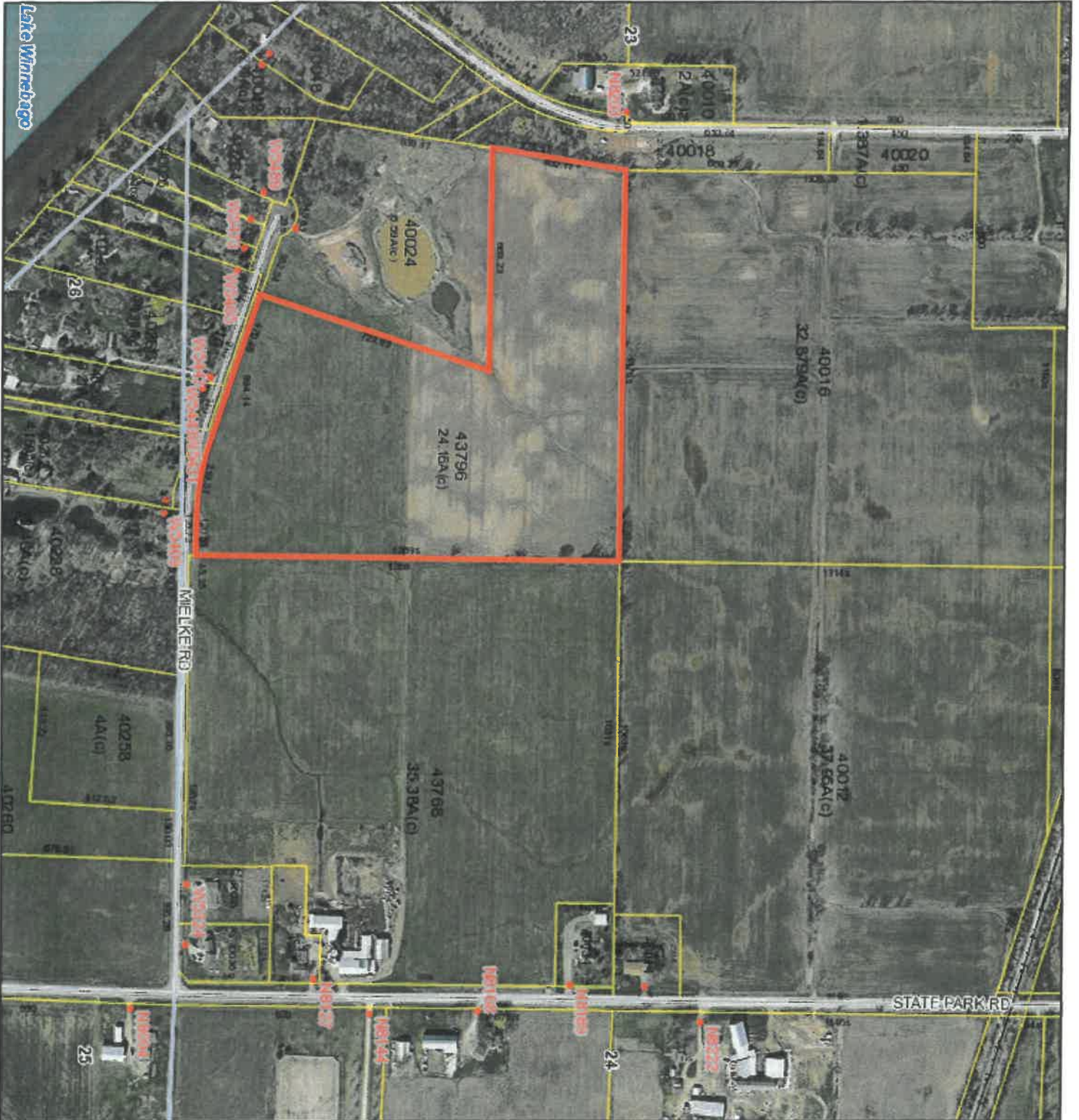
# Calumet County, WI

## 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: Band\_1
  - Green: Band\_2
  - Blue: Band\_3

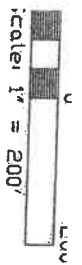


**DISCLAIMER:** This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



Author:		
Data Provider:	07/19/16 2:19 PM	
Sources:		

# Concept Plan



Platted Lands

Found 1" Iron Pipe  
 Found 3/4" Steel Rebar  
 ( ) Recorded As  
 AP Access point

Unplatted Lands

Unplatted Lands



Corner  
 T.20 N., R.18 E.  
 1/2 Mile Spike

Lot 1  
 C.S.M. No. 2625

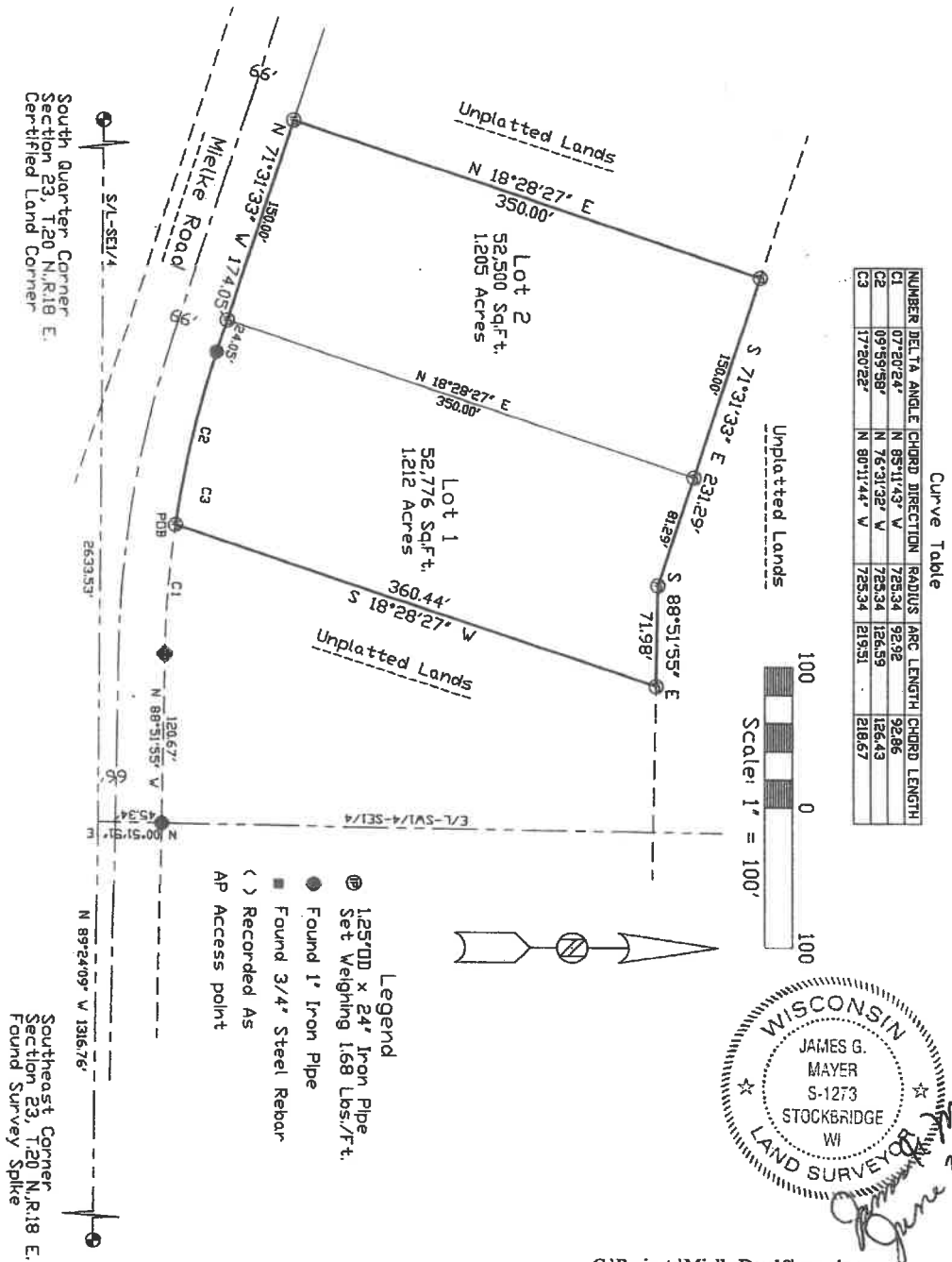
Lot 2  
 Southeast Corner  
 Section 23, T.20 N., R.18 E.  
 Found Survey Spike  
 Unplatted Lands

Survey No. 1959

Vol 85 Deed 237  
 E/L-SE1/4

ICELER TUCK ROAD

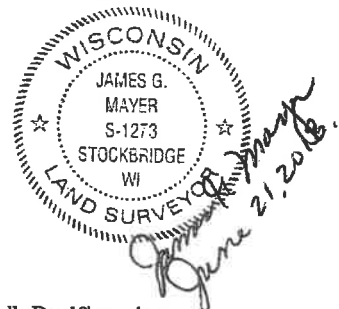
PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 23,  
TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, (FORMERLY TOWN OF  
HARRISON), CALUMET COUNTY, WISCONSIN.



MAYER LAND SURVEYING  
N 5698 LAKE SHORE DRIVE  
HILBERT, WI. 920-439-1761

SURVEYED FOR  
DONALD MIELKE  
W5484 MIELKE ROAD  
MENASHA, WI

C:\Projctets\MielkeDon18\csm.dwg  
BEARINGS REFERENCED TO COUNTY  
DATUM WEST LINE OF THE SOUTHEAST  
QUARTER BEARS NORTH 00°54'07" EAST.  
THIS INSTRUMENT DRAFTED BY J G. MAYER"  
NOTEBOOK NO.44 PAGE 39.



**SURVEYOR'S CERTIFICATE**

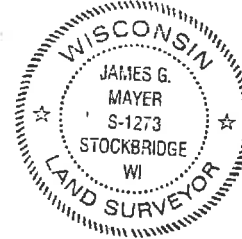
I, James G. Mayer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped under the direction of Donald R. Mielke, part of the Southwest Quarter of the Southeast Quarter of Section 23, Township 20 North, Range 18 East, Village of Harrison, (formerly Town of Harrison), Calumet County, Wisconsin containing 105,276 square feet or 2.417 acres of land and described as follows.

Commencing at the Southeast Corner of said Section 23, thence North 89°24'09" West a distance of 1,316.76 feet along the south line of the southeast quarter to the east line of the southwest quarter of the southeast quarter; thence North 00°51'51" East a distance of 45.34 feet to the north right-of-way line of Mielke Road; thence North 88°51'55" West a distance of 120.67 feet along the north right-of-way line to a point of curvature; thence 92.92 feet along the arc of a 725.34 foot radius curve to the right, with a chord bearing of North 85°11'43" West a distance of 92.86 feet and a central angle of 07°20'24" along the north right-of-way line to the point of beginning; thence 126.59 feet along the arc of a 725.34 foot radius curve to the right, with a chord bearing of North 76°31'32" West a distance of 126.43 feet and a central angle of 09°59'58" along the north right-of-way line to a point of tangency; thence North 71°31'33" West a distance of 174.05 feet; thence North 18°28'27" East a distance of 350.00 feet; thence South 71°31'33" East a distance of 231.29 feet; thence South 88°51'55" East a distance of 71.98 feet; thence South 18°28'27" West a distance of 350.00 feet to the point of beginning. Subject to all easements and restrictions of record. Liability hereunder is expressly limited to the cost of this survey.

That such map is a correct representation of all exterior boundaries of the land surveyed and the land division made thereof. That I have complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision Regulations of the Village of Harrison in surveying, dividing and mapping such lands.

Dated this 21st day of June, 2018.

James G. Mayer  
James G. Mayer, S-1273  
Wis. Professional Land Surveyor



**OWNER'S CERTIFICATE**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Donald R. Mielke, Owner

State of Wisconsin)  
Calumet County )ss

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, the above named owners to me known to be the person who executed the foregoing instrument and acknowledged the same.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public, Calumet County, Wisconsin

**VILLAGE BOARD CERTIFICATE**

Resolved that the above certified survey map in the Village of Harrison was approved by the Village Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Village Clerk

**VILLAGE TREASURER'S CERTIFICATE**

I being the duly elected qualified and acting village treasurer of the Village of Harrison, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of \_\_\_\_\_, 2018 on any of the lands included in this Certified Survey Map.

\_\_\_\_\_  
Village Treasurer

\_\_\_\_\_  
Date

**COUNTY TREASURER'S CERTIFICATE**

I being the duly elected qualified and acting treasurer of the County of Calumet, do hereby certify the records in my office show unredeemed tax sales and no unpaid taxes or special assessments as of \_\_\_\_\_, 2018 affecting the lands included in this Certified Survey Map.

\_\_\_\_\_  
County Treasurer

\_\_\_\_\_  
Date

Notes:

This CSM is part of tax parcel no. 43796. This CSM is contained wholly within the property described in the following recorded instrument: Doc. No. 356788. The property owner of record is Donald R. Mielke, W5484 Mielke Road, Menasha WI 54952.

WISCONSIN  
 JAMES G.  
 MAYER  
 S-1273  
 STOCKBRIDGE  
 WI  
 LAND SURVEYOR

*James G. Mayer*  
 June 21, 2018



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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

July 31, 2018

---

**Title:**

Kambura Acres III Development Agreement

---

**Issue:**

Should the Village Board approve the development agreement for Kambura Acres III?

---

**Background and Additional Information:**

As a part of the subdivision plat approval process, the Village requires a Development Agreement in order to assure all the public improvements are installed in the subdivision if the final plat is to be approved prior to all the improvements being completed. The standard agreements in the past have included language for street construction; sewer, water and storm sewer installation; terrace landscaping; and letter of credit in the amount to cover the cost of the improvements in case the developer did not.

Attached is a draft development agreement for Kambura Acres III. This agreement is similar to that for Phase 1 and Phase 2. There are several provisions that must be completed prior to the Village accepting the roadway in a graveled state, including but not limited to, all utilities being installed and all terraces and drainage swales and ditches being graded, seeded, and mulched/matted and inspected. The developer is working with a bank to secure the irrevocable letter of credit or cash escrow financial guarantee.

A couple of difference between this agreement and the agreements for Phase 1 & Phase 2 include provisions related to the sanitary lift station #6 project. The Board had previously agreed to pay sanitary sewer main oversizing costs and to install sanitary lateral risers as part of the lift station land dedication. Other provisions of that agreement include the Village not exercising the parkland dedication fee or fee in lieu of parkland dedication, which are incorporated into this agreement.

The final plat for Kambura Acres III will be submitted to the Board in the coming months. The timing of the agreement and utility/street construction is to coincide with the construction of the sanitary lift station #6 project. Under the terms of the agreement, no permits will be issued until the roads are accepted in a graveled state and the final plat is approved and recorded.

---

**Budget Impacts:**

Costs of sanitary sewer main oversizing and sanitary lateral risers, both of which can be rolled into the lift station #6 project.

---

**Recommended Action:**

Staff recommends approval of the development agreement for Kambura Acres III.

---

**Attachments:**

- Development Agreement

**SUBDIVISION DEVELOPMENT AGREEMENT  
KAMBURA ACRES III**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between RUSCH DEVELOPMENT PROPERTIES, LLC, hereinafter called "Subdivider", and the Village of Harrison, a municipal corporation of the State of Wisconsin, located in Calumet and Outagamie counties, hereinafter called "Village".

WHEREAS, Subdivider is the owner of approximately 19-acres of land in the Village, said lands being referred to as Kambura Acres III described as:

Part of the Southwest ¼ of the Northwest ¼ of Section 15, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin.

WHEREAS, Subdivider desires to subdivide and develop said land; and

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

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

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

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

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

NOW, THEREFORE, in consideration of the granting of approval of a final plat of the above-described lands and the development thereof by the Village Board, the Subdivider does hereby agree to subdivide and develop said lands as follows:

**SECTION 1 – IMPROVEMENTS**



All improvements shall be in accordance with the Village of Harrison standards and specifications as established by the Village's Engineer and the Land Division Ordinance of the Village of Harrison for sanitary sewer, water main, storm sewer and street construction.

**A. ROADS AND STREETS**      The Subdivider hereby agrees:

To furnish, construct, grade and surface all roads and streets in the subdivision, all in accordance with the FINAL plat, plans, specifications and drawings approved by the Village Board.

The Village has given consideration to the installation required and completion dates shall hereinafter be established and specified below. The completion dates are based upon the developer's installation in accordance with the land division ordinance and the FINAL plan specifications and drawings approved by the Village Board. The Subdivider agrees to pay for all costs associated with inspection of the street construction. Such inspection shall be provided by an inspector selected by the Village.

*After the inspecting engineer, as chosen by the Village and paid for by the Subdivider, has certified that the Village of Harrison standards have been met, the Village Board will review the engineer's certification and take action respectively, to accept the listed roads in a graveled state. Acceptance of a gravel road may only occur after the subgrade and gravel has been installed and inspected, all utilities (sanitary sewer, water, storm sewer, gas, electric, cable/phone, etc.) have been installed and inspected, and all terraces and primary drainage swales and ditches have been graded, seeded, and mulched and inspected. Once approved, the roads will sit in a gravel state for a period of not more than two (2) years after acceptance by the Village Board.*

*Prior to paving the road base shall be inspected to ensure the gravel is sufficient for paving. If the gravel is insufficient, the Subdivider shall bring the gravel base into compliance prior to paving. The Subdivider shall also cause the curb and gutter to be installed, the paving completed (including both lifts of asphalt), and the sidewalks and/or trails installed. Once the inspecting engineer, as chosen by the Village and paid for by the Subdivider, has certified that the Village of Harrison standards have been met, the Village Board will review the engineer's certification and take action respectively, to accept the listed roads in a finished state.*

*The Subdivider will be responsible for all maintenance and repairs (including but not limited to pothole repair, placement of extra gravel, gravel replacement, calcium chloride or other dust control methods, etc.) of the roadways until the roadways is accepted by the Village Board in a finished state, or as otherwise stated in this Agreement. If the Village performs any repair or maintenance work, the costs of such work will be billed to the Subdivider based on actual time and material costs. Village will perform snow plowing and ice removal upon the roadways after acceptance in a graveled state at no cost to the Subdivider.*

Any variation to the proposed schedule of the improvements as set forth in the contract below may be extended where requests are made by the developer for construction during periods within the determination of the Road Superintendent and the Village's Engineer, require extension of time periods to assure the Village that the improvements will not suffer from premature degeneration as a result of said construction.

For road construction between Nov. 15 and May 1st, there will be an additional warranty period of three years from gravel acceptance.

The schedule for construction shall be as follows:

<p><u>Timeframe Record</u>          To be completed by Village of Harrison designee</p>
<p>Final Subdivision approval _____</p>
<p>Gravel and Grade _____</p>
<p>Curb and Gutter/ Asphalt Binder/ Final Course Asphalt / Sidewalks _____</p>
<p>Final Compliance Date _____</p>

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

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

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

1. To furnish, construct and install sidewalks in accordance with the plat, plans, specifications and drawings and to complete said installation as set forth in the schedule above.

**D. SANITARY SEWER** The Subdivider & Village hereby agree:

1. The Subdivider agrees to furnish, construct, install and provide a complete sewerage systems throughout the entire subdivision, all in accordance with the plat plans, specifications and drawings *as per the requirements of Harrison Utilities.*
2. The Subdivider agrees to install separate sanitary sewer laterals to each lot within the subdivision.
3. The Village agrees to reimburse the Subdivider for the sanitary main oversizing difference between and 8-inch pipe and the 15-inch pipe installed in accordance with the Lift Station #6 sewer and water plans.
4. The Village agrees to reimburse the Subdivider for "risers" on the gravity flow sewer main for Lots 69-73 & 77-83 in accordance with the Land Dedication Agreement approved by all parties in 2017.
5. The Village Board will not accept the sanitary sewer system until the sanitary sewers have been installed and tested in accordance with the Village's specifications on file with the Department of Natural Resources and the Subdivider's plan specifications as approved by the Village and the Village's engineer.

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

1. To furnish, construct, install and provide a complete water distribution system throughout the entire subdivision, all in accordance with the plat, plans, specifications and drawings *as per the requirements of Harrison Utilities.*
2. To install separate water laterals to each lot within the subdivision.

3. The Village Board will not accept the water distribution system until the water distribution system has been installed and tested in accordance with Village specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by the Village and the Village's engineer.

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

1. To furnish, construct, install and provide adequate facilities for storm and surface water drainage throughout the entire subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village Board as well as all regulations of the County of Calumet and, where applicable, the Garners Creek Storm Water Utility and the Village of Harrison Storm Water regulations.
2. The Village Board will not accept the storm and surface water drainage improvements until the same have been installed and tested in accordance with the Village's specifications and the Subdivider's plans and specifications approved by the Village. The storm water and surface water drainage improvements shall be completed before a release of the performance guarantee specified by this contract.

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

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

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

1. To preserve to the maximum extent possible existing trees, shrubbery, vines and grasses not actually lying within public roadways, drainageways, building foundations sites, private driveways, solid absorption waste disposal areas, paths and trails by use of sound conservation practices.
2. To remove and lawfully dispose of all destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish.
3. To provide topsoil, seed, fertilizer and mulch for primary drainage swales and ditches and seed fertilizer and mulch for terrace areas in order to provide permanent growth of grass. Such landscaping restoration shall be completed after the installation of utilities (gas, electric, cable, phone, etc.); or if completed before utility installation, the Subdivider warrants that after such utility installation all primary drainage swales and ditches and terrace areas shall be further restored to the satisfaction of the Village Engineer and/or Road Superintendent.
4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

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

1. To allow for the Village to select an inspector for the purposes of inspecting the improvements to ensure compliance with the Standard Specifications Manual for the Village of Harrison.
2. To pay for all costs associated with the inspection of improvements within the subdivision development.

**J. PARKLAND DEDICATION** The Village hereby agrees:

1. The Village will not enforce its parkland dedication ordinance to said lands and will not require the Subdivider to pay a fee in lieu of parkland dedication for said land in accordance with the Land Dedication Agreement signed by all parties in 2017.

**SECTION II – MISCELLANEOUS REQUIREMENTS**

- A. Survey Monuments. The Subdivider hereby agrees to properly place and install all survey or other monuments required by statute and ordinance. The Village of Harrison agrees that monuments on Lots 41-83 may be placed after grading is complete; however, no building or zoning permits will be issued until such monuments are placed by a registered surveyor and a monumentation certification has been delivered to the Village of Harrison.
- B. Grade. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner, the final signed plan set showing the finished grade at each lot corner.
- C. Plans. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner all plans and specifications identified in the Land Division Ordinance of the Village of Harrison.
- D. Compliance with Ordinances and Statutes. The Subdivider hereby agrees to comply with the requirements and provisions of all Village and County ordinances and state statutes.
- E. Record Drawings. The Subdivider agrees to provide the Village with record drawings of the sanitary sewer, water main and storm sewer improvements showing location of all the appurtenances and features of the systems as required by the standard specifications.
- F. Locations for Laterals or Other Improvements. If locates are necessary for any reason prior to final acceptance, the developer shall either provide adequate record drawings to the Village or the developer shall provide the field locates of utilities (such as laterals).

**SECTION III – PUBLIC IMPROVEMENT GUARANTEE**

- A. The Village will not approve a final plat until such improvement is guaranteed as listed in A(1).
  1. The Subdivider shall provide an irrevocable letter of credit or cash escrow for an amount equal to the cost of furnishings, constructing, installing, staking, inspecting and testing the improvement as required by this contract. The amount shall include construction engineering costs and shall be subject to final approval by the Village. (Improvements are described in this contract in Section 1 – Part, A, B, C, D, E, F , G, H & I hereof) The improvements shall be guaranteed prior to the Village approving the final plat. Roads as listed/shown shall be graded and graveled and shall include the curb and gutter and asphalt paving of all roads.

That amount of the remaining improvements, as provided by the developer's engineer is \$ \_\_\_\_\_

A detail of the estimated cost shall be attached as Exhibit "B".

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

- C. The Subdivider hereby agrees to guarantee the improvements described in Section I hereof against defects due to faulty materials or workmanship which appear within a period of one year from the date of acceptance by the Village as herein provided and shall pay for any damages resulting therefrom to Village property.
- D. As improvements required by this Agreement are completed, approved and accepted by the Village, the Subdivider may request a reduction of the public improvement guarantee based upon a demonstration that there exists no necessity for a guarantee in the full amount as originally required. Reductions in the amount of the public improvement guarantee shall be solely within the discretion of the Village Board and shall be made only upon recommendation by the Road Superintendent and Village Engineer.
- E. That the public improvement guarantee provided hereunder shall in all respects require compliance with the land division ordinance and particularly the performance guarantee as required by Article IV entitled "Development Agreements".

#### **SECTION IV – BUILDING PERMITS**

- A. The Village will not allow building permits to be issued to any person in the said subdivision until all improvements required herein have been dedicated to and accepted by the Village. *Issuance of permits may commence upon the dedication and acceptance of the roadways in a graveled state.* The Village will perform no repair, maintenance or snow plowing upon said improvements until accepted by the Village.
- B. Building permits may be issued by the Village upon dedication acceptance, and verification by the Village that the provisions of this Agreement have been complied with.
- C. The Village shall also require verification that all improvements have been paid for, and upon recording of the final plat, provided that the Subdivider has filed a sufficient cash escrow or irrevocable letter of credit with the Village to cover the cost of remaining items. Should the Subdivider fail to complete any items pursuant to the terms of the contract by the date set forth herein, the Village shall have the right through either the cash escrow and irrevocable letter of credit provided by the Subdivider to complete the said improvement and the Village shall have unrestricted access to the Subdivider's land for said purpose.
- D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Road Superintendent, or Village's Engineer, that the Subdivider and/or its subcontractors installing said improvements have created a situation that is hazardous to the public and requires guarding improvement or repair, the Village may access the Subdivider's property for the purpose of making said repairs and any costs associated with the maintenance of roadways, filling of holes, removal of obstructions or other necessary work may be charged against the cash escrow or irrevocable letter of credit. The Road Superintendent shall make an effort to notify the Subdivider of the situation. The Road Superintendent and the Engineer in their judgment may determine the necessity of the repairs are urgent in nature and complete those repairs without notice to the Subdivider.

#### **SECTION V – AMENDMENTS**

The Village Board and Subdivider by mutual consent may amend this Agreement at any regularly scheduled meeting of the Village Board of the Village of Harrison. The Village Board shall not, however,

consent to an amendment until after having first received a recommendation from the Road Superintendent and/or the Village's Engineer.

The rest of this page is left blank intentionally.



EXHIBIT A

*Final Plat, Plans, and Drawings as approved by the Village.*



## Mark Mommaerts

---

**From:** Mary Jo Miller <maryjom@martenson-eisele.com>  
**Sent:** Monday, July 16, 2018 10:06 AM  
**To:** Mark Mommaerts  
**Cc:** bud rusch  
**Subject:** Kambura Acres, Phase III, Village of Harrison  
**Attachments:** Kambura Acres Plat Phase III Renumbered 7-16-18.pdf

Hello Mark. Attached is another copy of the map that I just emailed to you. The 12 lots that I highlighted yellow will be served by the deeper 15 inch sanitary sewer with the sanitary sewer risers. These are lots 69-73 and 77-83. Please let me know if you need additional information.

**Mary Jo Miller, P.E. CPESC**  
Project Engineer III  
[maryjom@martenson-eisele.com](mailto:maryjom@martenson-eisele.com)



Visit us at [www.martenson-eisele.com](http://www.martenson-eisele.com)

And Like us on  and 

1377 Midway Road, Menasha, WI 54952  
Phone 920-731-0381 Fax 920-733-8578

This information contained in this email is for the person or entity to which it is addressed and may be privileged or confidential. If you receive this transmission in error, please notify the sender and delete the message and any attachments. Thank you for your cooperation.

# KAMBURA ACRES

PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4,  
SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST,  
VILLAGE OF HARRISON, FORMERLY TOWN OF HARRISON,  
CALUMET COUNTY, WISCONSIN.

SECTION 15 CORNER  
SECTION 14 CORNER  
SECTION 16 CORNER  
SECTION 17 CORNER

BEFORE THE PROCEEDING TO THE CHAIRMAN  
COUNTY BOARDMAN COUNTY BOARD  
BY SECTION 15, RANGE 18 EAST, TOWNSHIP 20 NORTH,  
CALUMET COUNTY, WISCONSIN.

- LEGEND**
- ▲ 1-1/4" O.D. ROUND IRON PIPE SET, 14" LONG, INSTALLED WITHIN LOT
  - △ 1-1/4" O.D. ROUND IRON PIPE SET, 34" LONG, INSTALLED WITHIN LOT
  - 3/4" O.D. ROUND IRON PIPE SET, 14" LONG, INSTALLED WITHIN LOT
  - 1" O.D. ROUND IRON PIPE FOUND
  - ◇ ALUMINUM MONUMENT FOUND
  - ◇ GOVERNMENT CORNER
  - ( ) RECORDED AS

2024.45

2024.45

2024.45

2024.45

2024.45



OTHER THAN BUILDING SETBACKS AND 25 FEET THROUGHOUT THE VILLAGE OF HARRISON. ALL LITREAN MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE HUNDRETH OF A FOOT. ALL ANGULAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST 30 SECONDS OF AN ARC. THE OWNERS HEREBY WARRANT THAT THE EXISTENCE OF HAZARDOUS OR TOXIC MATERIALS OR OTHER SUBSTANCES ON ANY OF THE LOTS DESCRIBED HEREIN WAS KNOWN BY THE OWNERS/BUYER PRIOR TO THE COMMENCEMENT OF ANY OF THE PUBLIC IMPROVEMENTS DESCRIBED IN THIS PLAN. THE OWNERS/BUYER SHALL BE INDIVIDUALLY RESPONSIBLE FOR ANY ENVIRONMENTAL REMEDIATION REQUIRED DURING THE CONSTRUCTION OF ANY OF THE PUBLIC IMPROVEMENTS DESCRIBED IN THIS PLAN. THE OWNERS/BUYER SHALL BE RESPONSIBLE FOR THE COST OF THE CONSTRUCTION OF ANY OF THE PUBLIC IMPROVEMENTS DESCRIBED IN THIS PLAN. THE OWNERS/BUYER SHALL BE RESPONSIBLE FOR THE COST OF THE CONSTRUCTION OF ANY OF THE PUBLIC IMPROVEMENTS DESCRIBED IN THIS PLAN.

MAINTENANCE OF ALL DRAINAGE WAVERS AND ASSOCIATED STRUCTURES SHALL BE THE RESPONSIBILITY OF THE OWNER/BUYER UNLESS ACCEPTANCE BY THE VILLAGE OF HARRISON IS OBTAINED. THE VILLAGE OF HARRISON SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WITHIN ANY DRAINAGE BASIN SO THAT SUCH DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WILL REMAIN FUNCTIONAL AND SAFE AT ALL TIMES. THE VILLAGE OF HARRISON SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WITHIN ANY DRAINAGE BASIN SO THAT SUCH DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WILL REMAIN FUNCTIONAL AND SAFE AT ALL TIMES.

ALL LOTS SHALL BE ASSESSED FOR THE CONSTRUCTION OF DRAINAGE WAVERS AND ASSOCIATED STRUCTURES. THE VILLAGE OF HARRISON SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WITHIN ANY DRAINAGE BASIN SO THAT SUCH DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WILL REMAIN FUNCTIONAL AND SAFE AT ALL TIMES.

ACROSS EXISTING CHANGES TO EXISTING DRAINAGE WAVERS AND ASSOCIATED STRUCTURES SHALL BE THE RESPONSIBILITY OF THE OWNER/BUYER UNLESS ACCEPTANCE BY THE VILLAGE OF HARRISON IS OBTAINED. THE VILLAGE OF HARRISON SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WITHIN ANY DRAINAGE BASIN SO THAT SUCH DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WILL REMAIN FUNCTIONAL AND SAFE AT ALL TIMES.

A DRAINAGE PLAN HAS BEEN FILED WITH THE VILLAGE OF HARRISON. THE VILLAGE OF HARRISON SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WITHIN ANY DRAINAGE BASIN SO THAT SUCH DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WILL REMAIN FUNCTIONAL AND SAFE AT ALL TIMES.

THE VILLAGE OF HARRISON SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WITHIN ANY DRAINAGE BASIN SO THAT SUCH DRAINAGE WAVERS AND ASSOCIATED STRUCTURES WILL REMAIN FUNCTIONAL AND SAFE AT ALL TIMES.

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**Martenson & Eisele, Inc.**  
1877 Main Street  
Wausau, WI 54981  
Tel: (715) 791-1114  
Fax: (715) 791-1115  
www.martensoneisele.com  
900.71.0001 1.800.234.0001

Drawing No. 1-0358-01  
Sheet 1 of 2  
The instrument drawn by: Amy Gohler

U.S.H. "10" / S.I.H. "114"  
2024.13  
NOT-G-WAY WITH WAVERS  
S BR 131P E  
1312.07

2024.45  
2024.46

2024.45

2024.45

2024.45

**EXHIBIT B**

*Engineer's Cost Estimate for Improvements.*

EXHIBIT C

*Financial Guarantee*

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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

July 31, 2018

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**Title:**

Ryford Street Extension

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**Issue:**

Should the Village Board authorize staff to enter into an agreement for professional services with McMahon Associates to engineer the extension of Ryford Street?

---

**Background and Additional Information:**

Staff asked the Village engineer, McMahon Associates, to look into the design and permitting of a stream crossing for Ryford Street extending east from the Kambura Acres subdivision. The street layout is planned to follow the sewer and water main design as part of the sanitary lift station #6 project. The street extension will allow continued development to the east and north and will allow vehicular and pedestrian connection between the subdivision developments. At this time it is unknown what type of structure (e.g. bridge, concrete box culvert, corrugated metal culvert, etc.) will be required to cross the stream. The intent is to determine what type of crossing is needed and obtain DNR permits for future construction. The engineer's estimate is the DNR permitting will take up to 6 months once the topographic, street design, and floodplain analysis is complete.

---

**Budget Impacts:**

\$34,000 total (\$6,000 for topographic survey, \$6,000 for street design, \$18,000 for floodplain analysis, \$4,000 for permit application), this has not been budgeted. The street is planned to follow the sewer & water main design as part of the sanitary lift station #6 project.

---

**Recommended Action:**

Staff recommends proceeding with the project, either this fall if funds can be obtained or next spring as part of the 2019 budget. Costs may vary for 2019 work.

---

**Attachments:**

- Agreement for Professional Services

Village of Harrison  
Attn: Mark Mommaerts, AICP  
W5298 Hwy 114  
Menasha, WI 54952

Date: July 13, 2018

McM. No. M0032-9-18-00002

**PROJECT DESCRIPTION:**

The Village of Harrison desires to extend Ryford Street to the east approximately 650 feet. The new street will cross a navigable stream that is tributary to Lake Winnebago. A new culvert structure will need to be sized and installed to cross the stream. The purpose of this proposal is to provide services for designing the new street, conducting a floodplain analysis and preparing the Wisconsin Department of Natural Resources (DNR) Municipal Transportation permit related to the project. The floodplain analysis will start approximately 1,000 feet upstream of the proposed stream crossing and will extend approximately 200 feet downstream of the STH 114/USH 10 box culvert.

**SCOPE OF SERVICES:**

McMahon Associates, Inc. agrees to provide the following Scope Of Services for this project:

Topographic & Boundary Survey

- Research public records for previous property surveys and property deeds listed in the tax roll.
- Field survey and monument the proposed street right-of-way.
- Draft a property survey map of our field survey in accordance with WI. Administrative Code A-E 7 Minimum Standards for Property Surveys.
- Contact Diggers Hotline for field location of public utilities.
- Perform a topographic and location survey of property to extend from the centerline of proposed street and extending approximately 20 to 30 feet past right-of-way.
- Prepare AutoCAD base drawing to include property lines and topographic survey information

Street Design

- Coordination with public utility companies at initial project conception and completion of final plans. Coordination will consist of notifying utilities about the project, requesting information concerning existing utility locations, and requesting the proposed work plan for making modifications to their facilities which may be required to accommodate the proposed project.
- Meet with Town staff, when necessary, to review and discuss the engineering design and project.
- Prepare construction plans in accordance with Village requirements. The plans will consist of the following:
  - ▶ Title Sheet
  - ▶ General Notes & Erosion Control Plan
  - ▶ Horizontal Alignment & Survey Control Sheet
  - ▶ Plan and Profile Sheets
  - ▶ Miscellaneous Details Sheets
- Prepare an opinion of probable cost for the project.

---

## **SCOPE OF SERVICES:**

### Floodplain Analysis

- Perform supplemental topographic and location survey along the stream corridor, including:
  - ▶ Cross-sections of stream channel (centerline, top of banks & toe of banks) at 10 to 11 locations along creek. This work is scheduled during late fall/winter season for 'leaf-off' conditions.
  - ▶ Locate existing STH 114/USH 10 box culvert, including dimensions and material.
  - ▶ Establish benchmarks, horizontal control points and vertical control points.
  - ▶ Take photographs of waterway for floodplain analysis and permit applications.
- Create 1 foot contour base map that incorporates topographic survey information with Calumet County LIDAR information for floodplain analysis.
- Conduct field investigation of waterway, including review of topographic and aerial mapping.
- Prepare hydrologic models in accordance with NR 116 to determine regional flood flow discharge for waterway under study. The 25 and 100-year storm events will be evaluated. Since no gauging station is present, the following two techniques will be utilized:
  - ▶ TR-55 (HEC-HMS or XP-SWMM)
  - ▶ USGS empirical regression equations.
- Prepare hydraulic model in HEC-RAS for the existing condition.
- Evaluate hydraulic model in HEC-RAS for proposed condition(s).
  - ▶ Evaluate up to three proposed culvert sizes/materials/end treatments.
  - ▶ Discuss results and select culvert size/material/end treatments for permitting.
- Prepare final proposed hydraulic model in HEC-RAS for the proposed culvert as selected by Owner.
- Prepare Floodplain Analysis Report to summarize the hydrologic & hydraulic analysis in accordance with NR 116 requirements. Report will include 100-year floodplain maps for the existing and proposed conditions.

### Permit Applications

- Contact Wisconsin DNR transportation liaison to coordinate project permitting.
- Prepare and submit Municipal Transportation General Wetland & Waterway Permit (GP) to Wisconsin DNR, including the following supporting documents:
  - ▶ WRAPP Form
  - ▶ Project Narrative
  - ▶ Site maps / Photographs
  - ▶ Construction Plan Sheet
  - ▶ Wetland Practicable Alternatives Analysis
  - ▶ Culvert Sizing Worksheet(s)

### Items Not Included In The Scope Of Services:

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Stormwater management design and permitting (may be needed depending on final project length).
- Sanitary sewer & water main design.
- Pavement design.
- FEMA submittals.
- Wetland delineations/determinations.
- Archaeological, historical, endangered/threatened species investigations or reports.
- Soil borings, slope stability, geotechnical, groundwater and environmental site investigations.
- Surveys, plats, certified survey maps, easements and legal descriptions including roadway dedication.
- Bidding and construction services (may be provided upon request).

**SPECIAL TERMS:** (Refer Also To General Terms & Conditions - Attached)

The Scope Of Services and fee is based upon the understanding that the Owner will provide the following:

- Permission to access the property for site investigations and topographic survey.
- Fees and signatures associated with required permit applications.

The Village of Harrison agrees that the Project Description, Scope Of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon Associates, Inc.

**COMPENSATION:** (Does Not Include Permit Or Approval Fees)

McMahon Associates, Inc. agrees to provide the Scope Of Services described above for the following compensation:

- Rates Per Attached Fee Schedule – Time & Expense
  - ▶ Topographic Survey .....\$6,000
  - ▶ Street Design .....\$6,000
  - ▶ Floodplain Analysis .....\$18,000
  - ▶ Permit Applications .....\$4,000

**COMPLETION SCHEDULE:**

McMahon Associates, Inc. agrees to complete this project as mutually agreed upon by the Owner & McMahon Associates, Inc.

**ACCEPTANCE:**

The General Terms & Conditions And The Scope Of Services (Defined In The Above Agreement) Are Accepted, and McMahon Associates, Inc. Is Hereby Authorized To Proceed With The Services.

*The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.*

**VILLAGE OF HARRISON**  
Wisconsin

By:

\_\_\_\_\_  
(Authorized Signature)

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**McMAHON ASSOCIATES, INC.**  
Neenah, Wisconsin

By:

  
\_\_\_\_\_

Lee R. Reibold, P.E.

Title:

Associate / Project Engineer

Date:

July 13, 2018

*Please Return One Copy For Our Records*

Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956  
Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025  
PH 920-751-4200 ▪ FX 920-751-4284 ▪ WWW.MCMGRP.COM





# McMAHON ASSOCIATES, INC. GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
2. The stated fees and Scope Of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.
5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Owner has been notified and agrees to these costs.
6. McMAHON will maintain insurance coverage in the following amounts:
 

Worker's Compensation .....	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate .....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury .....	\$1,000,000
Property Damage .....	\$1,000,000
Professional Liability Coverage .....	\$2,000,000
- If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to \$1,000,000.
7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications, and represent our professional judgment.
13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
14. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. McMAHON shall have no responsibility for such issues or resulting damages.

**FEE SCHEDULE - 2018**

McMAHON ASSOCIATES, INC. | NEENAH, WISCONSIN DECEMBER 20, 2017

LABOR CLASSIFICATION	HOURLY RATE
Senior Project Manager	\$162.00
Senior Planning	\$162.00
Project Manager - I	\$149.00
Project Manager - II	\$135.00
Professional Administrative Services	\$110.00
Vice President / Surveyor	\$136.00
Senior Surveyor	\$105.00
Surveyor	\$96.00
Surveyor Assistant - I	\$85.00
Surveyor Assistant - II	\$75.00
Surveyor Apprentice	\$53.00
Senior Electrical Engineer	\$146.00
Senior Project Engineer	\$140.00
Project Engineer - I	\$132.00
Project Engineer - II	\$114.00
Project Engineer - III	\$112.00
Project Engineer - IV	\$98.00
Project Engineer - V	\$84.00
Senior Engineering Technician - I	\$111.00
Senior Engineering Technician - II	\$101.00
Engineering Technician - I	\$92.00
Engineering Technician - II	\$78.00
Engineering Technician - III	\$68.00
Environmental Specialist - I	\$98.00
Environmental Specialist - II	\$74.00
Environmental Specialist - III	\$71.00
Plumbing Designer Technician	\$99.00
Erosion Control Technician	\$73.00
Senior Landscape Architect	\$162.00
Senior Architect - I	\$165.00
Senior Architect - II	\$149.00
Architect	\$126.00
Architectural Designer	\$105.00
Architectural Designer - III	\$79.00
Architectural Intern - I	\$117.00
Architectural Intern - II	\$108.00
Architectural Intern - III	\$92.00
Architectural Intern - IV	\$50.00
Senior Ecologist	\$150.00
Senior Hydrogeologist	\$161.00
Senior G.I.S. Specialist	\$123.00
G.I.S. Specialist - I	\$79.00
G.I.S. Specialist - II	\$74.00
G.I.S. Technician	\$65.00
Environmental Scientist - I	\$146.00
Environmental Scientist - II	\$74.00
Environmental Scientist - III	\$69.00
Public Finance Specialist	\$113.00
Senior Draftsperson	\$106.00
Draftsperson	\$89.00
Draftsperson - I	\$77.00
Draftsperson - II	\$67.00
Graphic Designer	\$85.00
Grant Administrator	\$65.00
Senior Administrative Assistant	\$79.00
Administrative Assistant	\$64.00
Intern	\$51.00
On-Site Project Representative	\$64.00
Principal	\$212.00
Professional Witness Services	\$294.00

Services subcontracted will be billed to the Owner at invoice cost plus 12%.

Use of special equipment, such as computers, television and sewer cleaning devices, soil density testers, flow meters, samplers, dippers, etc., will be charged to the project per the standard Equipment Rate Schedule, which is available upon request.

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

**CORPORATE HEADQUARTERS**

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

**REIMBURSABLE EXPENSES SCHEDULE - 2018**

McMAHON ASSOCIATES, INC. | NEENAH, WISCONSIN

JANUARY 9, 2018

DESCRIPTION	RATE
<b>REIMBURSABLE EXPENSES:</b>	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,200.00/Day
Terrestrial Laser Scanner	\$600.00/½-day
<b>REIMBURSABLE UNITS:</b>	
Large Format Paper Copies:	
Black & White:	
▪ Up To 24" x 30"	\$0.60/Sheet
▪ 24" x 36"	\$0.70/Sheet
▪ 30" x 42"	\$1.00/Sheet
▪ 36" x 48"	\$1.35/Sheet
Color:	
▪ Color - 17" x 22"	\$5.00/sheet
▪ Color - 22" x 34"	\$10.00/sheet
▪ Color - 24" x 36"	\$10.00/Sheet
▪ Color - 36" x 48"	\$20.00/Sheet
Photocopy Charges - Black & White	\$0.07/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Computer Time	\$10.00/Hour
Computer Time - AutoCAD	\$15.00/Hour
Mileage	\$.62/Mile
Mileage - Truck/Van	\$0.85/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Global Positioning System (GPS) Mobilization	\$100/Each
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.30/Each
Survey Lath	\$0.52/Each
Survey Paint	\$4.50/Can
Survey Ribbon	\$2.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.00/Each
Survey Rebars - 5/8"	\$2.50/Each
Survey Iron Pipe - 1"	\$2.75/Each
Survey Plastic or Fiberglass Fence Post - 1"	\$2.50/Each
Survey Steel Fence Post - 1"	\$4.00/Each
Control Spikes	\$1.00/Each

**CORPORATE HEADQUARTERS**

Street Address:  
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NEENAH, WI 54956

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Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

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**VILLAGE BOARD MEETING**

**From:**

Mark J. Mommaerts, AICP, Planner

---

**VILLAGE OF HARRISON**

**Meeting Date:**

July 31, 2018

---

**Title:**

Street Tree Policy

---

**Issue:**

Should the Village explore an ordinance or policy to allow for trees in the terrace/right-of-way?

---

**Background and Additional Information:**

As Harrison continues to urbanize, staff has been asked more frequently whether or not street trees (trees planted within the road right-of-way, typically between the sidewalk and curb) are allowed in Harrison. Currently, there are no ordinances that allow for street trees so each property owner would have to request permission from the Village Board prior to planting. If the Village Board plans to allow street trees in the future, staff recommends that a standard policy for species, location, and size be developed. Attached to this memo are examples from different communities that allow street trees. Many communities allow street trees, however, many communities have a forester or parks department to maintain the trees.

Staff is looking for direction prior to proceeding. 1) Does the Board want to allow street trees? 2) If so, does the Board want a standard policy and permit system?

---

**Budget Impacts:**

Unknown

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**Recommended Action:**

Staff recommends exploring an ordinance or policy to allow for trees within the street right-of-way or terrace.

---

**Attachments:**

- Example – Arboricultural Specifications Manual (Village of Howard)
- Example – Street Tree Planting Policy (City of Manitowoc)
- Example – Street Trees within Road Right-of-Way Ordinance (Village of Fox Crossing)

## STREET TREE PLANTING POLICY

1. **Purpose:** The City of Manitowoc has ordinances regarding trees in the public right-of-way. In issuing a permit, the City will evaluate the location and ensure a good match between the type of tree and the planting site. For more information about the City's ordinances, see [www.manitowoc.org](http://www.manitowoc.org).

Street trees help make the City of Manitowoc a wonderful place to live by:

- (1) Removing air pollutants that can trigger respiratory illnesses,
- (2) Reducing storm water run-off,
- (3) Providing shade which keeps the city cooler during the summer and reduces energy costs,
- (4) Providing shelter and food for native birds and other wildlife,
- (5) Reducing carbon dioxide emissions that pollute the air, and
- (6) Enhancing the community, which increases property values and makes our community more inviting.

Emphasis should be placed on planting native trees, since these are best adapted to Wisconsin's climate and soils and are the best for our native birds and other animals. The City of Manitowoc encourages the use of native trees and highly recommends them for areas where growing space and soil type are conducive to healthy native tree development. By selecting an assortment of native trees, you can minimize your risk of losing all your trees should disease strike a particular species, and you can help ensure a healthy urban forest.

2. **Tree Species:** A list of suggested street trees is attached. Note the two lists of trees - one is comprised of tree species appropriate for terraces between four to seven feet wide or those with overhead utilities. The other list is comprised of tree species appropriate for terraces seven feet wide or more with no overhead utilities. *Please note that new tree plantings are prohibited in terraces less than four feet wide unless prior approval is given by the Municipal Tree Commission.*
3. **Tree Size:** Large tree species must be a minimum of 2 ½" in diameter. Small tree species must be a minimum of 2" in diameter. Tree diameters shall be measured at 6" above ground level.
4. **Tree Location:** Trees shall be planted in the terrace or if no sidewalk is present, within the right-of-way, with the following guidelines, subject to permit approval. Ideally new trees should be planted at least:
  - (1) 30' from any street corner
  - (2) 10' from a driveway
  - (3) 10' from a gas/water valve
  - (4) 20' from a street light or utility pole
  - (5) 10' from a fire hydrantTrees should also be planted an equal distance between the sidewalk (or proposed sidewalk) and back of curb (or proposed curb) in coordination with underground utilities.
5. **Planting Distances:** Small tree species should be planted a minimum of 25' apart from one another. Large tree species should be planted a minimum of 40' apart from one another.

6. **Other Planting Considerations:**

Shrubs, ground cover, or other plants whose growth exceeds 18" in height are prohibited in terrace areas less than 4' wide.

*The following brochures are available at the Parks Office to aid you in your tree planting project:*

*Benefits of Trees  
Tree Selection  
Buying High Quality Trees  
Tree Planting Basics  
Trees & Turf  
Avoiding Tree Damage during Construction  
Mature Tree Care  
Recognizing Tree Hazards  
Tree Values*

*Questions can be directed to:*

**City of Manitowoc – Parks & Forestry Division  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
E-mail: [forestry@manitowoc.org](mailto:forestry@manitowoc.org)  
Phone: 920-686-3580**



City of Manitowoc  
**Suggested Street Trees**

*Small tree species for use in narrow (4-7') terrace area*  
**OR**  
*Terrace area with overhead utilities*

<u>Scientific Name</u>	<u>Common Name</u>
Acer Ginnala	Amur Maple
<b>Acer Platanoides 'Globosum'</b>	<b>Globe Norway Maple</b>
Acer Tataricum	Tatarian Maple
<b>Amelanchier Spp.**</b>	<b>Serviceberry</b>
Carpinus Spp.	Hornbeam
<b>Crataegus laevigata 'Superba'</b>	<b>Crimson Cloud English</b>
Maackia Amurensis	Amur Maackia
Malus 'Spring Snow'	Spring Snow Crabapple
<b>Ostrya Virginiana</b>	<b>Ironwood, Hophornbeam</b>
Pyrus Calleryana**	Callery Pear
Syringa Reticulata	Japanese Tree Lilac

**\*Trees in bold print are native to the area or cultivars of native Wisconsin trees. The City of Manitowoc encourages the planting of native trees as they are best adapted to Wisconsin's climate and soils and are also the best trees for our native birds and other animals.**

**\*\* Many cultivars exist for these species. Cultivars are used for variety among species and improved performance through characteristics: i.e. shapes, structure, growth habit, insect/disease resistance, absence/persistence of fruit and color.**

City of Manitowoc  
**Suggested Street Trees**

*Large tree species for use in wide (7'+) terrace area  
with no overhead utilities.*

<u>Scientific Name</u>	<u>Common Name</u>
<b>Celtis Occidentalis</b>	<b>Hackberry</b>
Corylus Columna	Turkish Filbert (male only)
Gingko Biloba	Gingko (male only)
Phellodendron Amurense	Amur Corktree
<b>Quercus X Warei Long</b>	<b>Regal Prince Columnar Oak</b>
<b>Tilia Cordata</b>	<b>Little Leaf Linden</b>
<b>Tilia Americana cv 'Redmond'</b>	<b>Redmond Linden</b>
<b>Ulmus Americana cv**</b>	<b>American Elm (disease resistant)</b>
<b>Ulmus Americana "Princeton"</b>	<b>Princeton American Elm</b>
<b>Ulmus "Regal"</b>	<b>Regal Elm</b>

*Please note that any tree from the small species list may be planted in wide terrace.*

**\*Trees in bold print are native to the area or cultivars of native Wisconsin trees. The City of Manitowoc encourages the planting of native trees as they are best adapted to Wisconsin's climate and soils and are also the best trees for our native birds and other animals.**

\*\* Many cultivars exist for these species. Cultivars are used for variety among species and improved performance through characteristics: i.e. shapes, structure, growth habit, insect/disease resistance, absence/persistence of fruit and color.

Cv - abbreviation for Cultivar



City of Manitowoc  
**Trees Not Recommended For Street Tree Planting**

- **Coniferous Trees (Such as Cedars, Pine, Spruce, etc.)** - dense crown creates visual obstacle
- **Nut and Fruit Bearing Trees** - potential for litter problem
- **The following specific varieties:**

**Black Ash** (*Fraxinus Nigra*) – subject to Emerald Ash Borer

**Green Ash** (*Fraxinus Pennsylvanica*) – subject to Emerald Ash Borer

**White Ash** (*Fraxinus Americana*) – subject to Emerald Ash Borer

**Paper Birch** (*Betula papyrifera*) - insect problems, weak wood, drought intolerant

**Horse-chestnut, Buckeye** (*Aesculus spp.*) - large nuts create a litter problem

**Catalpa** (*Catalpa speciosa*) - flower, fruit, and leaf litter problems, large root flare

**Eastern Cottonwood** (*Populus deltoides*) – known for the massive release of seed-bearing cotton

**American Elm** (*Ulmus americana*) - subject to Dutch Elm Disease (disease resistant American Elms are now available)

**Siberian Elm** (*Ulmus pumila*) - weak wood, large buttress roots

**Black Locust** (*Robinia psuedoacacia*) - weak wood due to borer problems

**Box Elder Maple** (*Acer negundo*) - weak wood, sprawling crown

**Red Maple** (*Acer rubrum*) - requires acidic and sandy soil, iron chlorosis problems

**Silver Maple** (*Acer saccharinum*) - weak wood, large buttress roots

**Sugar Maple** (*Acer saccharum*) - salt intolerant

**Russian Olive** (*Elaeagnus angustifolia*) - subject to phomopsis blight, sprawling crown

**Black Walnut, Butternut Walnut** (*Juglans spp.*) - large nuts create litter problem

# Arboricultural Specification Manual

Third Revision – January 2011

Village of Howard, Wisconsin





# **Arboricultural Specification Manual**

## **3<sup>rd</sup> Revision – January 2011**

### **Village Policy: LPD-01**

Original Approved: December 1994

1<sup>st</sup> Revision: January 2001

2<sup>nd</sup> Revision: April 2004

## **Village of Howard**

### **Urban Forestry Division**

**A Division of the Public Works Department**  
**1336 Cornell Rd.**  
**Green Bay, WI 54313**

[www.villageofhoward.com](http://www.villageofhoward.com)

### **Arboricultural Specification Manual Prepared By:**

Christopher H. Clark

Village of Howard Park Superintendent / Village Forester

International Society of Arboriculture Certified Arborist (WI-0520A)

### **Approved By Village of Howard Tree Board:**

January 2011

### **Village of Howard Tree Board:**

Ellery Gulbrand (Chair)

Don Buntman

Dan Rocheleau

Carl Zuege

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## INTRODUCTION

**AUTHORITY:** Pursuant to the authority granted under the Village of Howard Municipal Code Chapter 38: Vegetation, §38-2, and the assistance and review of the Village of Howard Tree Board, the following serves as the Arboricultural Specifications and Standards of Practice for the Village of Howard, Wisconsin, and hereinafter referred to as the Arboricultural Specifications Manual.

**POLICY:** Village policy, LPD-01, is to regulate and control the planting, transplanting, removal, maintenance, and protection of public trees and shrubs in the Village in order to maximize utility and function of the urban forest and minimize and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks, or other property of the Village. It is also Village policy to promote and enhance the beauty and general welfare of the Village, and protect trees and shrubs located in the public areas from undesirable and unsafe planting, removal, treatment, and maintenance practices. (Exceptions - public school sites are not included.)

**FUNCTION:** The purpose of the Arboricultural Specifications Manual is to enable the Village of Howard to maintain and manage all trees located within the parkways, along village streets, and within the acres of public parks and recreational land by specifying proper treatments. This involves all phases of arboricultural work from planting to maintenance to removal. To carry out these functions, certain guiding policies and procedures have evolved and been adopted. Through these policies, the Forestry Division of the Department of Public Works makes every effort to produce maximum public service for the Village's urban forest.

**ORGANIZATION:** The Village's urban forestry effort is administered and managed by the Village Forester of the Forestry Division in the Department of Public Works. The Village Forester maintains an office at the Public Works Facility, 1336 Cornell Road, Howard, Wisconsin. Urban forestry guidance and input is provided by the Village of Howard Tree Board and the Director of Public Works.

**PERSONNEL:** The Forestry Division is supervised and managed by the Village Forester, with oversight by the Director of Public Works. The Division is staffed by utilizing Public Works Street Department personnel and seasonal employees.

*This document was funded in part by an urban forestry grant from the State of Wisconsin Department of Natural Resources Forestry Program as authorized under Wis. stat. 23.097*

# TREE PLANTING PROGRAM

## Tree Planting Plan

The Tree Planting Program guides the planting of trees on all Village owned public properties. This includes the street tree planting plan, tree planting standards and best practices, tree planting operations, and maintenance of newly planted trees. This document should be referenced for all inquiries regarding the Village's street tree planting program.

### 1. Master Tree Planting Plan

The purpose of the Master Tree Planting Plan (MTPP) is to establish guidelines for tree planting along streets and other public properties that are based on proper arboricultural industry best management practices and most recent scientific research. The MTPP should focus on tree species diversity, not only on the individual street level, but also on the village wide level. Having species diversity will greatly improve the health of the urban forest, reduce mortality, and reduce or eliminate other issues associated with monoculture tree planting.

Throughout the entire Village, no single genera should be allowed to exceed 10% of the entire street tree population. Also, no single species should be allowed to exceed 5% of the entire population. This broadens the genera and species base and assures that if an insect, disease, or other tree issue arises that may lead to the mortality of that genera or species, the amount of trees lost will be minimized. Species selection for tree plantings on street right-of-ways and other public properties should be directed by the Village Forester or Village Tree Board utilizing the Master Street Tree Planting List, the Tree Planting Standards, and the following criteria.

- a. **Local/Residential Streets:** Streets will have a minimum of two genera planted along the same street section or block. In most instances the two genera should be planted on an alternating basis. This will virtually eliminate the spread of tree diseases via root grafting between trees. In addition to having a minimum of two genera per street section/block, no more than three trees of the same genera will be planted side-by-side.
- b. **Collector Streets:** For these streets, unlike residential streets, uniform singular species, or alternating two species, plantings may be used to gain a corridor effect and aesthetic values on our main streets. These singular species plantings should be switched to a different genus after a maximum of 1000 linear feet or at prominent street intersection points.
- c. **Arterial Streets:** These streets are mainly county trunk roads that are maintained by the Brown County Highway Department. Planting permits must first be obtained prior to planting along these roadways within the Village. Again for these streets, uniform plantings may be used as with collector streets.

## 2. Street Tree Planting Programs

- a. New Subdivision – This program was established to plant trees in new subdivisions platted after 1999. Funding for this program is provided by developer monies charged at the establishment of the subdivision by the linear foot of frontage per Municipal Code §46-172 (8). Planting in these subdivisions, per Municipal Code §46-174, will begin once 75% of the lots are developed and will continue until all tree planting locations in the subdivision are filled. Tree sizes for this program will include 1 ½” – 1 ¾” bare root and 1 ¾” – 2 ½” balled and burlap depending on availability from nurseries.
- b. Neighborhood Tree Program (NTP) – This program is to allow older neighborhoods (platted before 1999) the opportunity to have the Village plant trees along their street. This is a cost share program where the property owner will purchase the tree thru the Village at wholesale cost and the Village will plant and maintain the tree for life. Property owners will have a choice of bare root or balled and burlap trees in the sizes indicated in 2.a. above.
- c. Street Reconstruction – When trees are removed in preparation for reconstruction or widening of any established street, new trees will be planted provided there is space in the terrace to support tree growth. The cost of replacing these trees will be at the expense of the Village, budgeted in the project fund for that street. Tree sizes for reconstruction planting will typically be 1 ¾” – 2 ½” balled and burlap depending on availability.
- d. Replacement – Removed trees will be replaced, if space provides, with 1 ¾” – 2 ½” balled and burlap stock at the expense of the Village. Exceptions are trees destroyed by vandalism, vehicles, lawn equipment, etc. Such trees shall be replaced at a cost to the person causing the damage, if known.
- e. Unimproved Streets – No trees shall be planted in the terrace or road right-of-way where no curb exists.
- f. Tree Planting Permit – Permits under Miscellaneous Maintenance Programs

## 3. Installation Time Periods

- a. Street tree plantings will take place during two time periods per season.
  - i. Spring: mid-April through May.
  - ii. Fall: mid-October through November.
- b. Some tree species can only be transplanted in the spring for optimal establishment so these species will only be available once per year.
- c. Evergreen trees, when planted, should only be planted in the spring or summer to ensure establishment prior to freezing weather in the fall. Because evergreens continue to transpire throughout winter they should not be planted in the fall since water will not be available for uptake by the tree.

## 4. Recommended Tree Species

Tree species selected for the Recommended Street Tree Planting List (Appendix E) are hardy for the 5a plant hardiness zone and adaptable to the less than perfect growing conditions in urban soils. This list is separated into three size breakdowns to accommodate various site locations and growing situations. This tree species list should be periodically updated as new tree varieties become available or when listed trees are no longer appropriate for planting.

## 5. Undesirable Tree Species

Undesirable tree species (Appendix F) are those that have been found to be poor selections for right-of-way plantings, have poor growth habits, have nuisance aspects, are susceptible to



insect or disease, and for safety reasons. This tree species list should be periodically updated as trees are no longer appropriate for planting.

## Tree Planting Standards

Tree planting operations on all Village of Howard owned properties shall follow the American National Standards Institute (*ANSI A300 - Part 6 Standard Practices* and the companion *Best Management Practices for Tree Planting*.

### 1. Condition

All trees must be in healthy conditions with evidence of vigorous growth during previous year. Shade trees must have single trunks, with a dominant central leader, which will develop into a desirable crown. Ornamental trees may have multiple leaders, in all areas except street right-of-ways. Select a healthy tree from a reputable nursery.

- a. Avoid plants that have damaged twigs, branches, trunk, and roots.
- b. Is the tree well anchored in the pot or burlap root ball?
- c. Don't buy plants that look unhealthy and have dried out roots.

### 2. Size

All trees planted along public streets must be of sufficient size to absorb the abuse and conditions common to street trees. Unless otherwise permitted for special reasons, the minimum size will be 1 ½" caliper and may not exceed 3" caliper. Bare root stock should not exceed 1 ¾" caliper while balled & burlap stock can be of any caliper as long as the proper root ball diameter corresponds to the proper industry standards.

### 3. Location

Select the right tree for the right site. Choose a tree species which matches, or is adaptable, to the growing conditions you have found during the site analysis. Carefully review all aspects of the site.

- a. How much physical space is available above ground and below ground. Will the tree you want fit within this space at maturity? Don't plant a tree that will grow to a large size under power lines.
- b. Closely review the soil. Find out about the ability of moisture to drain through the soil. What is the pH?
- c. Consider environmental factors such as exposure to the sun, drying winds, and pollution.

Generally all street trees shall be planted midway between the sidewalk and curb, following all guidelines listed below:

- a. 40' from an approach corner (corner as traffic is approaching intersection)
- b. 25' from a non-approach corner (corner that traffic is departing from intersection)
- c. 20' from a street light
- d. 10' from a driveway or carriage walk
- e. 10' from a fire hydrant
- f. 10' from underground utility valves and t's
- g. 25' from an approaching sign (front of sign)

h. 10' from a non-approach sign (back side of sign)

#### 4. Spacing

All small trees will be planted a minimum of 30' apart. Medium trees will be spaced a minimum of 40' apart and large trees will be spaced a minimum of 50' apart. Greater spacing maybe needed depending on each species mature form.

#### 5. Parkway/Terrace Width

No trees will be planted where the grassy terrace between the sidewalk and curb is less than 4 feet wide.

#### 6. Planting Hole Specification

The planting hole size should be two to three times larger than the root ball on balled & burlap trees and at least the root spread on bare root trees. The planting depth is determined by root collar. All new plantings should be placed so that the root collar is even with the soil surface or slightly higher, where conditions and species favor the tree being slightly above grade.

#### 7. Transplanted Trees

Care must be taken when planting bare root stock to prevent unnecessary injury to roots. All broken roots should be pruned at time of planting. When digging balled and burlap trees, the following guide should be used to determine the diameter of the ball:

<u>Tree Diameter</u>	<u>Root Ball Diameter</u>	<u>Approximate Root Ball Weight</u>
1 ½"	22"	270#
2"	24"	350#
2 ½"	28"	625#
3"	32"	850#
4"	42"	1250#
5"	54"	2500#

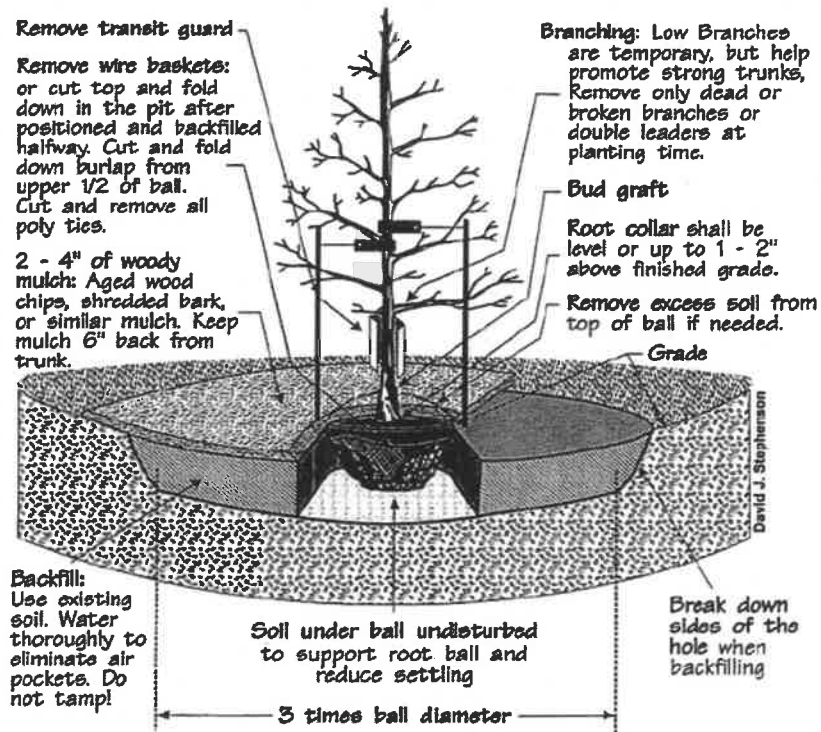
## Tree Planting Operations & Procedures

Tree planting operations are performed utilizing arboricultural industry Best Management Practices to ensure the long term survivability of the trees (see *Figure 1*).

- Prepare the site by digging a hole 1-3 inches shallower than the root ball/system and three times as wide. Leave a pedestal in the center of the hole to rest the root system on.
- Plant the tree with the root collar at grade or slightly higher. Remove excess soil from top of root ball.
- Remove at least ½ of the wire basket and burlap from the top part of the ball on balled and burlap trees and remove from hole.
- Use the soil removed from the hole as backfill. Discard any rocks, sod, and large objects from the soil before backfilling. Create a slight basin around the planting hole to hold water around the tree.
- Water the soil thoroughly to remove air pockets. Don't pack the soil down (water will do this naturally with the help of gravity). Fill in any voids with more soil after watering.
- Create a mulch bed using wood chips that extends from the trunk outward to at least the drip line of the canopy to a depth of 4". Do not pile the woodchips up around the trunk.
  
- Stake the tree only if it will not remain upright in a moderate wind. Stake all bare root trees.
  - If you must stake, use a wide belt-like material when supporting the tree to avoid injuring the bark.
  - Trees need to move in the wind. Make sure there is some play in the support system to allow the trunk to sway without being uprooted.
  - Check tree following one (1) year and remove stakes if tree is stable.
- Wrapping the trunk is not necessary. If rodent damage is a concern, place a plastic tree protector around trunk.
- Prune any broken, dead, or dying limbs without damaging the branch collar at the time of planting. Routine pruning to train branching structure should be started within two years after planting. Do not use pruning paint or wound dressing on the pruning cuts.
- Clean up site thoroughly before leaving site.
- Place a "Post Planting Care" informational door hanger at the residence.
- Wait until one year after planting to fertilize, if needed.

Figure 1.

## Proper Tree Planting Diagram



Wisconsin Dept. Of Natural Resources - Oct. 2000

## Maintenance of Newly Planted Trees

### 1. Soil Fertilization & Amendments

Fertilization of newly planted trees in the first year is not recommended. Typically a tree can be fertilized once it has become established usually 2 or 3 years after planting, however most homeowners will provide this when they fertilize their turf. Fertilization and amendments are typically applied in spring or fall. Sulfur is applied to bring down the soil pH and make up take of some nutrients possible. Typically the Village of Howard Forestry Division does not perform nutrient maintenance to street trees however the adjacent property owner is allowed to fertilize if they so wish.

### 2. Mulching

A layer of wood chip mulch around the base of the tree will help conserve the soil moisture, help protect the tree from lawn mower damage, and reduce competition from grass for nutrients. It will also decompose over the years to provide nutrients, organic matter, and improve soil structure. The mulch should not be piled around the trunk, known as “mulch volcanoes”. Piles of mulch at base of trees provide a home for small rodents that will chew bark and can cause damage to the trunk. Mulch also holds moisture by the trunk promoting fungal problems if decay is present and mulch against the trunk provides protection for insect pests.

### 3. Pruning

No pruning should occur at the time of planting. Pruning at this time will reduce the amount of stored energy that the tree contains and could cause added stress to the tree. The exceptions to this rule are the pruning of any broken, dead, or dying limbs without damaging the branch collar at the time of planting. Pruning to train branching structure should be started within two years after planting and continue every 3<sup>rd</sup> year for the first 15 years. Do not use pruning paint or wound dressing on the pruning cuts.

### 4. Staking/Guying

Stake only trees that are unstable and will not remain vertical in a wind. All bare root stock shall be staked at planting. Two to three steel T post or wooden stakes should be installed within the mulch ring and parallel to the street whenever possible. Wide bands of nylon strap, carpet, or canvas should be used to support the tree tied with rope or twine to the stake. Make sure that the tree has a small amount of room to move. Wire and a garden hose shall not be used to support trees. Stakes should be checked and removed after one year if tree is stable.

### 5. Trunk Protectors and Wrapping

Plastic tree guards will be put on at the time of planting and will remain on the tree until the bark thickens enough to prevent damage or mortality from trunk injuries. Tree wrap is unnecessary and should be avoided.

### 6. Watering

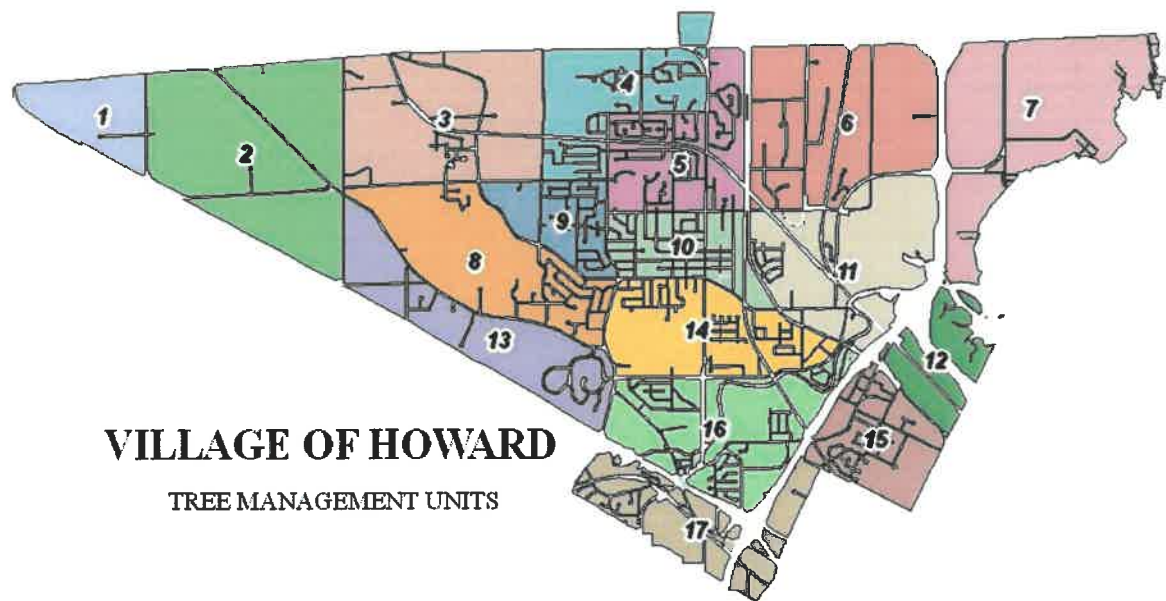
All trees are watered by the Village at the time of planting. Following planting the Village requests that the homeowner waters the tree for at least the first two years. The Forestry Division will install supplemental watering bags / devices on all non-residential trees. This will aid in watering efficiencies and prevent water runoff. In times of adverse dry periods and

drought, the Forestry Division will provide watering notices to residents through various media outlets.

### 7. Post Planting Care Information

The Forestry Division provides a "Post Planting Care" informational door hanger to homeowners at the time of planting. (Appendix G)

Figure 2.



# TREE PRUNING PROGRAM

## Tree Pruning Plan

The Village of Howard Pruning Plan relies on three different pruning operations; training pruning, routine pruning, and request pruning. The first two operations rely on a scheduled cycle, while the latter operation is typically scheduled monthly throughout the year. The Village is divided into 17 different forest management units (*Figure 2*) for management, maintenance, and to increased efficiency by reducing crew travel time to a minimum. To establish an orderly way of pruning street trees for an appearance of uniformity and tree health, a "Rotation Prune Schedule" will be put into operation (see table 2-2 in the Urban Forestry Management Plan for the five year pruning cycle schedule).

### 1. Training Pruning

Training pruning should begin within the first two years of planting and continue on a 2 to 3 year cycle for the first 15 years. The following pruning objectives should be followed when training pruning of young trees (trees less than 8" in diameter).

- Develop a central leader.
- Raise the crown.
- Establish good branch structure.
- Eliminate poor branch angles.
- Heading of temporary branches.
- Sanitation - Remove damaged, dead, or diseased branches.

### 2. Routine Pruning

Routine pruning of mature trees should be scheduled every 5 to 6 years after year 15. Pruning objectives for routine pruning include the following items (trees 8" in diameter and greater).

- Clearance – Prune for clearance over streets, sidewalks, structures, lights, and for vision safety.
- Sanitation / Clean – Remove dead, damaged, and diseased branches greater than 2" in diameter.
- Tree Structure – Prune for branch balance and spacing along stem. Remove interfering branches, crossing and rubbing branches, poor branch unions, and poorly structural branches.
- Storm Damage Repair – Preserve as much of the tree as possible and train new growth for future.
- Reduction – Prune to reduce branch length should be to a lateral branch at least 1/3 the diameter of the parent limb or leader.

### 3. Spot & Request Pruning

Spot and request pruning operations should be determined by the Village Forester for justification and scheduled accordingly. Typically legitimate request pruning should be scheduled within one month of initial site visit or as soon as possible should a hazard or nuisance exist as determined by the Village Forester. Exceptions would be to preserve the health and wellness of the tree due to insect or disease issues (i.e. Oak Wilt).



## Tree Pruning Standards

Tree pruning operations on all Village of Howard owned properties shall conform to the *ANSI A300 - Part 1 Standard Practices* and the companion *Best Management Practices for Tree Pruning*. In addition, all tree pruning operations shall conform to the *ANSI Z133.1 Safety Requirements*.

### 1. Clearance

Tree pruning for clearances over roadways, sidewalks, obstacles, and for vision should abide by the following minimum standards:

Street / Roadway	14 feet
Sidewalk	10 feet
Building	10 feet
Street Light	Sufficient branch wood for adequate street lighting on pavement and clearance of light photo eye.
Street Sign / Traffic Light	Clear line of site to signs / lights.
Vision Triangle	Clear line of site at street intersection for pedestrian and vehicular safety.

### 2. Structure

Pruning a tree for structure should include:

- a. Develop a central dominant leader; remove any co-dominant leaders.
- b. Removal of any weakly attached branches, crossing and rubbing branches, or branches with poor branch unions.
- c. Develop the lowest permanent scaffold limbs.
- d. Develop scaffold branch spacing along the parent stem. Spacing should be a minimum of 18" for large maturing trees and 12" for smaller trees. These scaffold branches should also be spread radial around the parent stem.

### 3. Sanitation

Sanitation pruning should include the removal of any dead, dying, diseased, or damaged branches two inches and larger in diameter throughout the crown.

### 4. Pruning Cuts

- a. All cuts should be made sufficiently close to the trunk or parent limb without cutting into the branch bark ridge or branch collar so that callus growth can readily start under normal conditions.
- b. Branches too large to support with one hand shall be precut (3 cut method) to avoid tearing or splitting of the bark. (see *Figure 3*)
- c. Removal of dead branches shall have the final cut outside of the collar of live tissue.
- d. All limbs 4" in diameter or larger should be lowered to the ground by proper ropes.
- e. No more than 1/4 of the foliage on mature trees should be removed within one growing season.
- f. Heading cuts should consist of cutting the parent branch back to a lateral branch at minimum 1/3 the size of the parent limb.
- g. Topping of trees shall not be allowed. Topping consists of cutting a branch between



lateral branches or pruning the parent limb to a lateral branch that is less than 1/3 the size of the parent limb.

#### **5. Wound Treatment**

- a. Pruning paints and wound dressings shall not be used to cover pruning cuts. Research has shown that wound dressings do not improve wound closure and may actually promote disease at site of application.
- b. Repairing of bark wounds should only include the removal of loose bark, disturbing as little of the live tissue as possible, and using rounded edges when possible.
- c. Tree cavities shall not be filled with concrete, bricks, wire, or any other non flexible substances. If cavity filling is required expandable foam should be used.

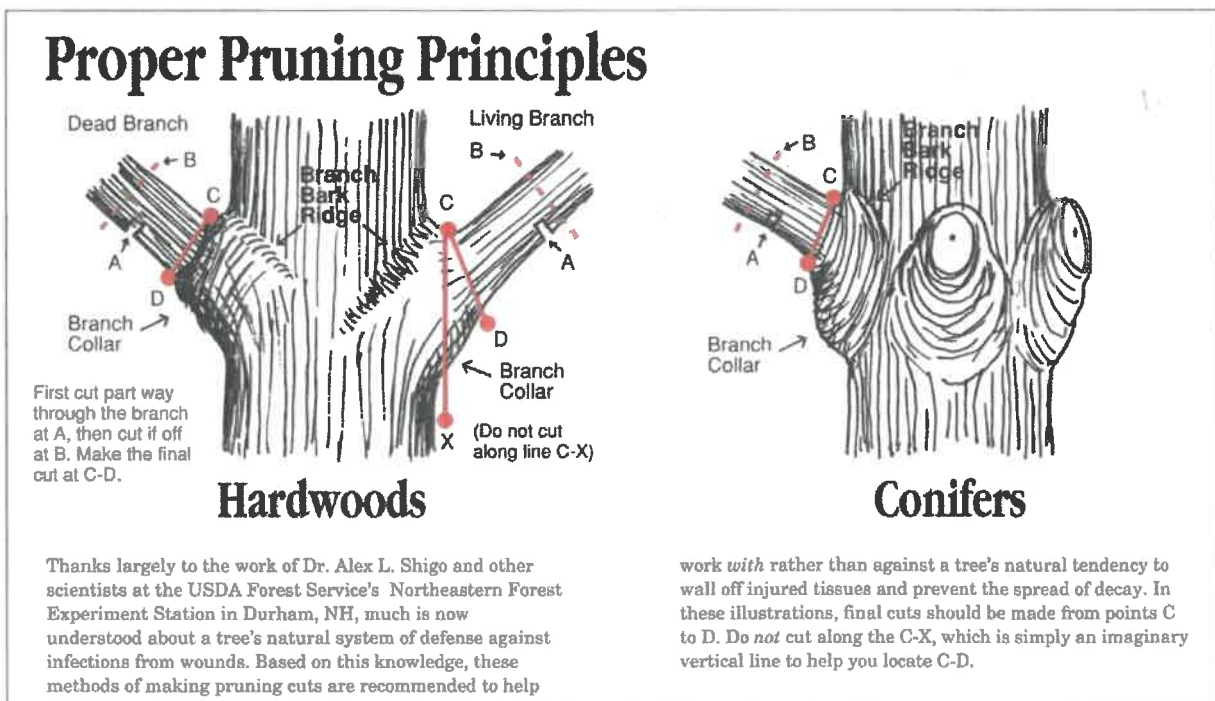
#### **6. Miscellaneous Pruning Standards**

- a. Climbing spikes or spurs shall not be used during pruning operations as they damage the cambium of the tree.
- b. On thin bark species, just enough limbs are to be removed to obtain necessary results. Sucker growth can result from too heavy pruning.
- c. All girdling roots visible to the eye, where practicable, should be treated with one of the following: Cutting of the root at either end, notching of the root in center with chisel, or removing the root without injury to bark or parent stem.
- d. Vehicle and pedestrian warning devices shall be properly placed prior to any tree work being performed.
- e. All wires are to be considered as "HOT" or "LIVE"; any branches that are within 10' should not be pruned. All tree workers shall abide by clearance standards outlined in the ANSI Z133.1 Standards. Contact the appropriate utility for assistance if necessary. Any branches which accidentally fall against or hang on wires must be removed by the appropriate utility.
- f. Holiday lighting – Homeowners are welcome to install holiday lighting in street trees however they should be removed in a timely manner after the holidays to facilitate tree maintenance and tree growth. Every effort will be made to accommodate such situations during pruning operations however tree maintenance takes priority over lighting.

## Tree Pruning Operations & Procedures

- Place proper traffic and pedestrian control devices prior to beginning work.
- Staff should wear the appropriate Personal Protective Equipment (PPE) for all pruning operations.
- Prune all trees following the requirements previously listed for the appropriate pruning operations.
- Use the most efficient method for pruning including, aerial truck, ladders, rope & saddle equipment, and extendable saws.
- Chip or clean up all debris generated during pruning operations prior to leaving the site.
- No equipment or debris shall be left on site overnight.
- If a tree has holiday lighting installed attempt to prune while leaving lights in place. If unable to do this, then gently remove lighting and place next to tree or make note of address and return at a later date to complete the pruning.

Figure 3.



## TREE REMOVAL PROGRAM

### Tree Removal Plan

Trees are removed for the safety and well being of the public, structures, and the urban forest. Many factors may contribute to the transformation of a tree from an asset in the urban forest to a liability. These factors shall be determined and verified by the Village Forester following the acceptable causes listed below.

### Acceptable Cause for Tree Removal

- Trees located in the Village right-of-way, parks, and other public property are removed only when they are declared a public nuisance per §38-140 of the Howard Municipal Code. The cost of removal will then be assumed by the Village of Howard.
- Public trees that must be removed due to street reconstruction will be determined by the Village Forester and cost of said removals shall be assumed by that reconstruction project funding.
- Damage to any public tree that is determined, by the Village Forester, to require removal shall be assumed by and charged to the individual causing damage, if known.
- Property owner requests for the removal of any public tree will be evaluated and a determination made by the Village Forester and/or the Village of Howard Tree Board. Cost of removal will be charged to the property owner.
- Removal of undesirable tree species will be determined by the Village Forester and/or the Village of Howard Tree Board.

### Un-Authorized Tree Removal

The Village of Howard shall be compensated for any tree removed from the road right-of-way or other public property without prior written authorization or permit by the Village of Howard Forestry Division (or other authorized Village representative). The party responsible for said tree removal shall compensate the Village for the value of the tree and may also be subject to a Municipal Court citation from the Village of Howard. The value of the tree shall be determined by the Village Forester utilizing the latest version of the *"Guide to Plant Appraisal"* published by the International Society of Arboriculture.

### Tree Removal Operations & Procedures

- Vehicle and pedestrian traffic must be adequately warned and controlled prior to and during removal operations according to the Village of Howard Safety Manual.
- If both lanes of traffic are to be closed in the removal operations, the Public Works Director, Police, Fire, and Rescue must be notified prior to work commencing.
- All safety standards shall be in accordance, but not limited to, ANSI Z133.1 Standards.
- Proper PPE shall be worn at all times while performing tree work.
- Note location of overhead power lines, utilities, homeowner obstruction, etc. and avoid.
- The tree shall be removed using the safest and most efficient arboricultural procedures.
- All precautions shall be made to prevent damage to any public or private property.
- Any limb that cannot be controlled by hand while being cut off shall have a rope or ropes attached for controlled lowering using the appropriate equipment and ropes.
- No equipment shall be left at the work site overnight.

- Climbing spikes or spurs may be used during the removal of a tree.
- At the end of each working day, all limbs, branches, twigs, and debris shall be cleaned up before leaving work area.
- Any wood generated from the removal process may be offered to the property owner at the location where the tree is being removed providing:
  - The wood is not to be left on the terrace overnight. The wood is to be placed off of the right-of-way for safety and liability reasons.
  - The Village employee is not to perform extra work for said property owner (i.e. cutting wood into firewood size pieces, stacking wood, etc.)
- If the property owner does not want the wood then it shall be cleaned up and hauled to the Village of Howard Public Works Facility prior to the end of each day. At no time is wood to be left in the right-of-way overnight or without safety cones during the work day.
- Report all unusual situations or conditions to the Village Forester as soon as possible.

## MISCELLANEOUS MAINTENANCE PROGRAMS

### Permits

#### 1. Planting Permit

Property owners who wish to plant trees in the Village right-of-way must first complete a planting permit application (Appendix A). Upon completion of an application, the Village Forester will accept or deny this application following a site inspection and administer a planting permit for such plantings (Appendix B). Planting permit recipients must follow the tree planting procedures as outlined within the permit.

#### 2. Tree Maintenance Permit

Property owners who wish to perform any maintenance to a tree in the road right-of-way must first complete a Tree Maintenance Permit application (Appendix C). Upon completion of an application, the Village Forester will accept or deny this application following a site inspection and administer a permit (Appendix D). Said maintenance may include but is not limited to removal, pruning, insect or disease treatment, root excavation or removal, and stump removal. Permit recipients must follow the procedures as outlined within the Tree Maintenance Permit. Homeowners are allowed and encouraged to water street trees without a permit.

### Root Pruning, Cutting, or Removal

The Village Forestry Division does not recommend or actively prune, cut, or remove tree roots. This practice may cause detrimental affects to the health or stability of a tree.

- If the cutting of tree roots is required, clean cuts shall be made with sharp hand tools only.
- No cutting of roots by mechanical means.
- No buttress roots shall be cut or damaged. This may compromise the stability of a tree.
- Exceptions are for removal of girdling roots that affect the health of a tree or during construction as outlined under Tree Protection During Construction.

### Stump Removal

The Village Forestry Division stump removal program consists of removal of stumps where trees were formally standing on the street right-of-away, in the Village Parks and on other public property within the Village.

- This operation will be performed by qualified Village of Howard employees or will be contracted out to a professional service.
- All precautions shall be made to limit flying debris from damaging private property.
- All stumps are to be removed completely or to a depth of 18" whichever is reached first.
- All surface roots and mounded turf shall be ground down to final grade for a 10' radius around the stump.
- Any stump grindings and holes that are not immediately cleaned up should be barricaded or coned to alert vehicles and pedestrians of a hazardous situation.
- All of the debris generated from stump grinding operations located outside of hole and at least ½ of the debris in the hole shall be removed from the site.
- Topsoil is placed in hole and graded to a finish grade.
- Initial seeding of the area is to be done by the Village, it is the responsibility of the property

owner to water to establish the grass and provide weed control if so desired in these locations.

## Tree Insect & Disease Issues

### 1. Dutch Elm Disease

Dutch Elm Disease is caused by the fungus *Ceratocystis ulmi* attacking American elms by infecting the water carrying xylem vessels resulting in wilting and eventual death of the tree. Spread of this disease is either via root grafts or from overland spread via sap feeding elm bark beetles. Stopping the spread is virtually impossible; however sanitation removals of dead elms to try and prevent the spread where practical can limit or slow the spread of Dutch Elm Disease. Wood from infected trees should either be debarked or destroyed to prevent further spread to new areas.

### 2. Gypsy Moth

The gypsy moth is an exotic insect that feeds on the leaves and can defoliate many tree species especially oaks. The Village of Howard has been monitoring numbers since 2001 and has been working with the WDNR to aerial spray *Bt* on high population areas since 2002. This is a cost share program in which the Village is reimbursed a portion of the money spent in monitoring and spraying for the gypsy moth. This insect is becoming established in our area and we will need to continue to monitor and control pockets of higher populations for a long time. The Forestry Division also applies soybean oil to egg masses on public trees and burlaps them during the caterpillar stage to aid in the control of the gypsy moth.

### 3. Oak Wilt

The Village of Howard Tree Board established an Oak Wilt Policy on August 11, 1993 which imposes a ban on the pruning or wounding of any Oak trees growing within the Village limits during the period from **April 1<sup>st</sup> to July 31<sup>st</sup>**. This ban is necessary to prevent the further spread of Oak Wilt Disease.

### 4. Emerald Ash Borer

The Emerald Ash Borer (EAB) is an exotic beetle from Asia that feeds on all ash (*Fraxinus spp.*) trees. The larvae of the EAB feed in the cambium between the bark and the wood, producing galleries that eventually girdle the branches killing them and the tree. EAB was first discovered in southeast Wisconsin in 2008. To date there has not been a positive find within the Village of Howard. When found, the Village of Howard Forestry Division's policy on EAB will follow the Emerald Ash Borer Preparedness Plan.



## **Tree Protection During Construction**

### **A. Bridging, Tunneling, Drilling, Etc**

The protection of trees shall involve bridging, tunneling, drilling or boring underneath the existing trees. The surface area directly adjacent to the tree shall not be disturbed under the following guidelines:

- a. 3" DBH trees or less – two feet on either side of tree with a minimum three foot depth
- b. 3" to 8" DBH trees – four feet on either side of tree with a minimum three foot depth
- c. 8" DBH trees and over – five feet on either side of tree with a four foot minimum depth

### **B. Removal of Sidewalk, Driveway, or Curb**

- a. Caution should be used during removal to avoid any unnecessary damage to the tree or its root system.
- b. Roots requiring removal shall not be cut by means of mechanical root cutting machines. If root removal is essential, roots shall be manually cut with sharp hand implements.
- c. Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than 9 inches below the finished grade of the new walk and not more than 5 inches from the edge of the new walk or driveway.
- d. Root systems on the curb side shall be cut not more than 12 inches behind the back of the new curb and not more than 18 inches in depth when constructing new curb and gutter.

### **C. Depositing Materials Near Trees**

No person shall place or maintain upon the ground in a public street or right-of-way of the Village of Howard any soil, stone, cement, lumber, or other substance or material which shall impede the free passage of water and air to any tree or shrub without leaving an open space of ground outside of said tree or the base of said shrub of an area not less than 16 square feet. Before depositing any such materials near to trees or shrubs, the person so depositing said material shall place such guards around the trees and shrubs as shall effectually prevent injury to them.

### **D. Trunks, Branches, and Root Zone**

Tree trunks shall be protected with wood slats, rubber tires, or snow fence wired in place where contractor's operation may scar the trunk or compact the root zone of the tree. The contractor shall exercise care to assure tree trunks, branches, and roots are not damaged by its operation. The contractor shall call the Village Forester at least 48 hours before start of construction to discuss problems with overhanging branches that might be damaged in spite of his/her exercising care in construction.

### **E. Root Care**

Exposed tree roots shall be covered with backfill as soon as possible to prevent drying out or desiccation. Root foundations must remain adequate to withstand heavy windstorms.

### **F. Moving of Buildings**

The contractor shall notify the Village Forester at least 48 hours in advance of moving any buildings. If any pruning is necessary as the building is being moved, the pruning will be coordinated by the Village Forester and costs absorbed by the contractor.

### **G. Tree Repair / Replacement**

Damage to branches of a tree due to the contractor's negligence will be repaired by the Village Forestry Division at the contractor's expense. If damage to a tree has been determined to be excessive, the Village Forester may remove and replace said tree at the contractor's expense.

### **Tree Support Systems**

Tree cabling, bracing, or guying shall be performed in accordance with the *ANSI A300 – Part 3 Support Systems Cabling, Bracing, and Guying Standards* and the companion *Best Management Practices for Tree Support Systems: Cabling, Bracing, and Guying*.

### **Nuisance / Hazardous Trees**

The Nuisance and Hazard Tree Policy is governed by Howard Municipal Code Chapter 38: VEGITATION; Article IV: PUBLIC NUISANCES.

## **DIGGERS HOTLINE & LOCAL UTILITIES**

Diggers Hotline shall be notified of all locations three days prior to any underground excavation. This is required by Wisconsin State Statute 182.0175 to prevent damage to underground utilities. Village staff shall locate all private utility services within parks or other Village properties. All staff performing underground excavations shall abide by the Digger's Hotline Excavator Safety Guide found at [www.diggershotline.com/images/10man.pdf](http://www.diggershotline.com/images/10man.pdf).

Any tree work performed above ground in close proximity to overhead power lines shall be performed by a qualified line clearance worker. The appropriate electric utility shall be notified of any tree work that is within the minimal approach distances found in Table 2 of the *ANSI Z133.1 Safety Standards*.



## REFERENCES

American National Standard Institute. *American National Standards for Arboricultural Operations – Pruning, Repairing, Maintaining and Removing Trees, and Cutting Brush – Safety Requirements (Z133.1-2006)*. International Society of Arboriculture, Champaign, IL.

American National Standards Institute. *American Standards for Nursery Stock, (Z60.1-2004)*. American Nursery and Landscape Association, Washington D.C.

American National Standard Institute. *American National Standards for Tree Care Operations – Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning) (A300, Part 1-2001)*. National Arborist Association, Manchester, NH.

American National Standard Institute. *American National Standards for Tree Care Operations – Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Support Systems a. Cabling, Bracing, and Guying) (A300, Part 3-2000)*. National Arborist Association, Manchester, NH.

Council of Tree and Landscape Appraisers, 2000. *Guide for Plant Appraisal*. International Society of Arboriculture, Champaign, IL.

Gilman, E. F. and S. Lilly. 2002. *Best Management Practices Tree Pruning*. International Society of Arboriculture, Champaign, IL.

Smiley, E.T. and S. Lilly. 2001. *Best Management Practices Tree Support Systems: Cabling, Bracing, and Guying*. International Society of Arboriculture, Champaign, IL.

Watson, G. and E.B. Himelick. 2005. *Best Management Practices Tree Planting*. International Society of Arboriculture, Champaign, IL.

## **APPENDICES**

- A. Planting Permit Application**
- B. Planting Permit**
- C. Maintenance Permit Application**
- D. Maintenance Permit**
- E. Recommended Street Tree Planting List**
- F. Undesirable Tree Planting List**
- G. Post Planting Care Information**





## VILLAGE OF HOWARD RIGHT-OF-WAY PLANTING PERMIT APPLICATION

As required by Ordinance Number §38.111

A planting permit is required before planting any tree, shrub, or other vegetation that at maturity will exceed 24" in height, within the Village Right-of Way or other Village owned properties. Typically this is the area from the curb to the back of the sidewalk (or where the sidewalk would be). The location of the sidewalk can often be seen in the driveways. If you are unsure please call and ask.

**Tree species and location or landscape designs MUST be approved by the Village Forester prior to any planting in the Village right-of-way.**

Site Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated date of planting \_\_\_\_\_

Species of tree(s) to be planted (choose from recommended street trees on back page) or landscape design.

\_\_\_\_\_

Specific location to be planted (i.e. number of feet from property line or driveway, left or right side, etc.) NOTE: Trees shall be planted ½ the distance from the curb to the street side of the sidewalk. No trees will be planted in a terrace that is three feet or less in width.

\_\_\_\_\_

Number of trees to be planted (estimate 30'-50' spacing) \_\_\_\_\_

Diameter (caliper) at 6" above the ground of the tree(s) to be planted. (1½" – 3") \_\_\_\_\_

Landscape design with location and names of shrubs or other vegetation (please attach). \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN TO: **VILLAGE OF HOWARD**  
Attn: Village Forester  
1336 Cornell Rd.  
Green Bay, WI 54307-2207

**GUIDELINES:** *(keep for your records)*

🌳 **No Evergreen Trees!**

🌳 Trees must be single stem form. No multi-stem specimens will be allowed.

🌳 Species selection recommended matching other street trees on your street for continuity.

🌳 **Minimum Clearances:**

🕒 10' from driveways or other property access points.

🕒 10' from fire hydrants.

🕒 10' from underground utility valves.

🕒 20'-30' from street lights.

🕒 40' from intersections (Note: this can vary depending on the intersection).

🕒 30'-50' spacing between trees depending on maturity size.

🌳 All trees shall be planted in the center of the terrace; ½ the distance between the curb and the street side of the sidewalk (or where the sidewalk would be).

🌳 The Village Forester will mark the planting location on the curb with a white "T".

🌳 Minimum caliper size is 1 ½" at 6" above the root collar.

🌳 Trees shall be planted with root collar at grade; contact Village Forester for proper tree planting procedures.

🌳 Trees shall be mulched to a depth of 3-4" and a diameter of 5' with wood mulch following planting. Mulch shall not be mounded around the tree trunk however.

🌳 If trees need to be staked contact the Village Forester for proper procedures.

🌳 Plastic trunk protectors can be obtained from the Village free of charge for street trees.

🌳 Obtain a "post planting care" informational handout from the Village Forester following tree planting or check on the website ([www.villageofhoward.com](http://www.villageofhoward.com)).

🌳 Trees become the property of the Village of Howard following planting and will be maintained by the Village for the life of the tree.

🌳 A landscape design must accompany the application for shrub or other vegetation plantings.

🌳 Landscaping in the right-of-way is not exempt from damage if underground maintenance of utilities is needed in that specific location.

**Before you dig please call  
Diggers Hotline 1-800-242-8511**



**VILLAGE OF HOWARD  
RIGHT-OF-WAY PLANTING PERMIT**

As required by Ordinance §38.111

Permit Number: 20xx-001

Name of Applicant:

Street Address:

City-State-Zip:

Phone:

Site Address: Same

Approved	<p>Tree Species:</p> <p>Quantity:                      Tree Caliper: (inches)</p> <p>Location of Planting:</p> <p>Comments:    The tree planting hole should be 2-3 times the diameter of the root ball. The tree is to be planted with the root collar at grade and access soil above the root collar removed. Twine, burlap, and wire basket shall be removed from the top ½ of the root ball at minimum. Staking of the tree shall be with flexible stapping material a minimum of ¾" wide; wire and garden hose will not be acceptable. Wood chip mulch placed around the tree is recommended for moisture preservation and weed control.</p> <p align="center">Allowable Planting Period (within 30 days of issuance):                      to</p>
----------	---

Denied	Reason for Denial:
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If work is not completed within this allowable planting period, and planting is still desired, another planting permit must be obtained.

CHRIS CLARK

Village Forester

Date





## VILLAGE OF HOWARD TREE MAINTENANCE PERMIT APPLICATION

As required by Ordinance Number §38-111

Permit No. \_\_\_\_\_

A tree maintenance permit is required prior to performing work on any tree within the Village Right-of Way or other Village owned properties. Typically this is the area from the curb to the back of the sidewalk (or where the sidewalk would be). The location of the sidewalk can often be seen in the driveways. If you are unsure please call and ask.

**Any maintenance or removal of trees MUST be approved by the Village Forester prior to any work being done.**

Site Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Contractor (if applicable) \_\_\_\_\_

Pesticide Applicator License # \_\_\_\_\_ Arborist Certification # \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated date of work: \_\_\_\_\_

Explanation of work to be performed on trees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific location and number of trees to have work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN TO: VILLAGE OF HOWARD  
Attn: Village Forester  
1336 Cornell Rd.  
Green Bay, WI 54313**

\* Certificate of Insurance enclosed?



## **VILLAGE OF HOWARD TREE PRUNING / REMOVAL GUIDELINES**

*(Keep for your records)*

### **Insurance and Workers Compensation**

No person without proper insurance may perform work on trees on any Village property. The Contractor shall furnish evidence of Workers Compensation, public liability and property damage insurance. Limits of liability shall not be less than:

1. Bodily Injury - \$1,000,000 each occurrence and \$1,000,000 aggregate
2. Property Damage - \$1,000,000 each occurrence and \$1,000,000 aggregate, including both injury and property damage caused by vehicles and machinery.

A certificate of insurance SHALL be filed with this application, listing the Village of Howard as an additional insured.

### **Tree Pruning Specifications**

Tree pruning to be performed on Village trees by a contractor shall be completed by an International Society of Arboriculture Certified Arborist.

All pruning activities shall conform to the standards listed below following the National Arborist Association Class II (Standard Pruning) and Class III (Hazard Pruning) standards and American National Standard Institute (ANSI) A300 standards.

1. All cuts on live branches shall be made as close as possible to the trunk or parent limb, without cutting into the branch bark ridge and branch collar, or leaving a protruding stub. Bark at the edge of all pruning cuts should remain firmly attached. Cuts on dead branches shall be made as close as possible, without causing injury to the callus tissue when evident.
2. When removing a parent leader of limb to a lateral branch, the final cut should be made as close to parallel as possible with the branch bark ridge and the lateral limb. The cut should be made as close to the bark ridge as possible without cutting into it. Care should be taken to avoid damaging the lateral limb when the final cut is made.
3. All branches too large to support with one hand shall be pre-cut to avoid splitting or tearing of the bark. Where necessary, ropes or other equipment should be used to lower large branches or stubs to the ground.
4. No more than 1/3 of the foliage shall be removed within one (1) growing season.
5. Equipment that will damage the bark and cambium layer shall not be used on or in the tree. For example, the use of climbing spikes (hooks, irons) is not acceptable work practice for pruning operations on live trees. Sharp tools shall be used so that clean cuts will be made at all times.
6. All cut limbs shall be removed from the crown upon completion of the pruning.
7. Wound dressing / pruning paints should not be used on pruning cuts.

### **Stump Grinding**

Any tree removed in the Village right-of-way shall have the stump ground out and the debris generated shall be removed. The hole shall be filled with soil and seeded with grass seed. If a replacement tree is desired, a tree planting permit shall be completed prior to planting.

### **Inspection**

The Village Forester shall inspect work periodically to insure that all specifications are adhered to.

### **Completion**

All work shall be completed within the pruning/removal window stated on the permit. If the work is not performed within this window and is still desired, another permit must be filled out and completed.

**Before you dig please call  
Diggers Hotline 1-800-242-8511**



**VILLAGE OF HOWARD  
RIGHT-OF-WAY TREE MAINTENANCE PERMIT**

As required by Ordinance §38.111

Permit Number: 20xx-001

Name of Applicant:

Street Address:

City-State-Zip:

Phone:

Site Address: Same

Approved	<p>Tree Species:</p> <p>Quantity:</p> <p>Work to be Performed:</p> <p>Location of Work:</p> <p>Allowable Maintenance Period (within 30 days of issuance): _____ to _____</p> <p>Contractor Name Performing Work (if applicable):</p> <p>Comments:</p>
----------	---

Denied	Reason for Denial:
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If work is not completed within this allowable period, and maintenance is still desired, another permit must be obtained.

CHRIS CLARK

Village Forester

Date



## RECOMMENDED STREET TREE PLANTING LIST

**SMALL TREES (30' Maximum Height)** - Acceptable trees for terraces w/overhead power lines and/or if terrace is 3-5 feet wide. Can be planted in wider terraces.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer ginnala</i>	Amur Maple (Tree Form)	
<i>Acer tataricum</i>	Tartarian Maple	
<i>Amalanchier canadensis</i>	Serviceberry	'Autumn Brillance'
<i>Carpinus caroliniana</i>	American Hornbeam	
<i>Crataegus crusgalli</i> var. <i>inermis</i>	Cockspur Thornless Hawthorn	
<i>Maackia amurensis</i>	Amur Maackia	
<i>Malus</i> spp.	Flowering Crab	'Bob White', 'David', 'Golden Raindrops', 'Harvest Gold', 'Indian Summer', 'Prairifire', 'Red Barron', 'Red Jade', 'Snowdrift', 'Spring Snow'
<i>Ostrya virginiana</i>	Ironwood	
<i>Prunus cerasifera</i>	Newport Plum	
<i>Prunus nigra</i>	Princess Kay Plum	'Princess Kay'
<i>Syringa reticulata</i>	Japanese Tree Lilac	'Ivory Silk', 'Summer Snow'

**MEDIUM TREES (30' - 45' Maximum Height)** - Acceptable trees for terraces that are 5-8 feet wide. Can be planted in wider terraces if desired.

<i>Acer miyabei</i>	Miyabe Maple	'State Street'
<i>Acer truncatum</i> x <i>platanoides</i>	Shantung Hybrid Maple	'Norwegian Sunset', 'Pacific Sunset'
<i>Corylus colurna</i>	Turkish Filbert	
<i>Cercidiphyllum japonicum</i>	Katsuratree	
<i>Phellodendron amurense</i>	Amur Cork Tree	
<i>Pyrus calleryana</i>	Callery Pear	'Autumn Blaze', 'Bradford', 'Cleveland Select'
<i>Sorbus alnifolia</i>	Korean Mountain Ash	

**LARGE TREES (50' Minimum Height) - Acceptable trees for terraces 8 foot and wider.**

<i>Acer x freemanii</i>	<b>Freeman Maple</b>	'Autumn Blaze', 'Celebration', 'Marmo', 'Sienna Glen'
<i>Acer platanoides</i>	<b>Norway Maple</b> (Limit use of this species due to overplanting)	'Cleveland', 'Crimson King', 'Crimson Sentry', 'Crystal', 'Deborah', 'Emerald Lustre', 'Emerald Queen', 'Globosum', 'Royal Red', 'Schwedleri', 'Superform'
<i>Acer saccharum</i>	<b>Sugar Maple</b>	'Green Mountain', 'Fairview', 'Goldspire'
<i>Aesculus hippocastanum</i>	<b>Horsechestnut</b>	'Baumannii', 'Ruby Red'
<i>Celtis occidentalis</i>	<b>Hackberry</b>	'Prairie Pride'
<i>Ginkgo biloba</i>	<b>Ginkgo (male)</b>	'Autumn Gold', 'Magyar', 'Princeton Sentry'
<i>Gleditsia triacanthos</i>	<b>Thornless Honeylocust</b>	'Imperial', 'Moraine', 'Shademaster', 'Skyline', 'Sunburst'
<i>Gymnocladus dioica</i>	<b>Kentucky coffeetree</b>	'Espresso', 'Prairie Titan'
<i>Liriodendron tulipifera</i>	<b>Tuliptree</b>	
<i>Platanus x acerifolia</i>	<b>London Planetree</b>	'Exclamation'
<i>Quercus alba</i>	<b>White Oak</b>	
<i>Quercus bicolor</i>	<b>Swamp White Oak</b>	
<i>Quercus macrocarpa</i>	<b>Bur Oak</b>	
<i>Quercus robur</i>	<b>English Oak</b>	'Skymaster'
<i>Quercus rubra</i>	<b>Northern Red Oak</b>	
<i>Tilia americana</i>	<b>American Linden</b>	'Redmond'
<i>Tilia cordata</i>	<b>Littleleaf Linden</b>	'Fairview', 'Glenleven', 'Greenspire', 'Prestige'
<i>Tilia tomentosa</i>	<b>Silver Linden</b>	
<i>Tilia x euchlora</i>	<b>Crimean Linden</b>	
<i>Ulmus x</i>	<b>Hybrid Elm</b>	'Accolade', 'Frontier', 'Homestead', 'Pioneer', 'Prospector', 'Regal'

## UNDESIRABLE TREE PLANTING LIST

<b>Nuisance Species – banned from planting in the right-of-way</b>		
<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
	<b>All Evergreen Species</b>	Obstruct visibility
<i>Acer negundo</i>	<b>Boxelder</b>	Weak wooded, attracts boxelder bug
<i>Fraxinus americana</i>	<b>White Ash</b>	Emerald Ash Borer (EAB)
<i>Fraxinus mandshurica</i>	<b>Manchurian Ash</b>	EAB
<i>Fraxinus nigra</i>	<b>Black Ash</b>	EAB
<i>Fraxinus pennsylvanica</i>	<b>Green Ash</b>	EAB
<i>Salix spp.</i>	<b>All Willow Species</b>	Weak wooded, diseased foliage
<i>Populus deltoides</i>	<b>Cottonwood</b>	Weak wooded, heaves pavement, heavy seed crop
<i>Robinia pseudoacacia</i>	<b>Black Locust</b>	Weak wooded, thorns, spread from root suckers

<b>Undesirable Species – unacceptable for planting in the right-of-way</b>		
<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
<i>Acer rubrum</i>	<b>Red Maple</b>	Intolerant of alkaline soils
<i>Acer saccharinum</i>	<b>Silver Maple</b>	Weak wooded, heaves pavement, heavy seed crop
<i>Betula papyrifera</i>	<b>Paper Birch</b>	Susceptible to insect & disease, intolerant of disturbed sites
<i>Betula pendula</i>	<b>European White Birch</b>	Susceptible to insect & disease, intolerant of disturbed sites
<i>Malus sylvestris</i>	<b>Common Apple</b>	Fruit tree
<i>Prunus domestica</i>	<b>Garden Plum</b>	Fruit tree
<i>Prunus serotina</i>	<b>Black Cherry</b>	Fruit tree
<i>Prunus virginiana</i>	<b>Canada Red Chokecherry</b>	Susceptible to black knot
<i>Pyrus communis</i>	<b>Common Pear</b>	Fruit tree
<i>Quercus palustris</i>	<b>Southern Pin Oak</b>	Intolerant of alkaline soils
<i>Sorbus americana</i>	<b>American Mountain Ash</b>	Susceptible to disease & fungal rot, heavy fruit set
<i>Sorbus aucuparia</i>	<b>European Mountain Ash</b>	Susceptible to disease & fungal rot, heavy fruit set



**REMEMBER**

- Watering is very important. Water seldom but heavily. Use a 5 gallon bucket with holes drilled in the bottom for easy watering.
- Protect the tree trunk from lawn mowers and string trimmers.
- Mulch “volcanoes” are not good for trees.
- ALL MAINTENANCE needed on the tree will be performed by the Village Forestry Division whether you call or not.
- This is a community tree, owned by all, and enjoyed by all.

If you have questions or notice any problems with the tree(s) please contact the Village Forester at 434-4060.

**THANK YOU**

**FORESTRY WEBSITE**

For even more information about the Village of Howard Forestry Division or general forestry information and links to other websites visit us at [www.villageofhoward.com](http://www.villageofhoward.com)



**FORESTRY DIVISION**

**INFORMATION ABOUT  
NEW STREET TREES**

**WATERING**

**MULCHING**

**FERTILIZING**

**STAKING**

**REPLACEMENT**

**PRUNING**

The Forestry Division has planted a new community tree on the terrace. In order for the tree to become established and be a valuable asset to your property, the following procedures are recommended.



## WATERING

Proper watering is the most important part of post-planting care. You can help insure establishment and continued growth by following these guidelines.

- Water tree(s) on an as needed basis, usually once per week.
- Apply 10 to 15 gallons of water slowly so that it can soak into the soil thoroughly.
- For easy watering, use a 5 gallon bucket with small holes drilled in the bottom.
- In periods of wet weather check the soil moisture to a depth of 6" to 8". If soil is wet **DO NOT WATER**. Over watering can kill a tree.
- Water tree for the first 2 years to ensure establishment and growth.

## MULCHING

All newly planted trees are mulched with woodchips. Please leave mulch around tree as this helps retain soil moisture and keeps lawn mowers / string trimmers away from the tender bark. Try to maintain a 4" layer of mulch; however **DO NOT** pile mulch around trunk as this will cause insects and disease to attack the trunk near the root collar.

## FERTILIZING

All newly planted trees should not be fertilized the first year while they become established.

## STAKING

The Forestry Division will stake the tree(s) at time of planting if it is required. Stakes that are placed on the tree are done so with wide strapping to prevent girdling of the trunk, and will be evaluated after 1 year for removal. If the tree is not growing straight please notify the Village Forester.

## REPLACEMENT

If the street tree(s) does not survive, the Village will replace it. Please notify the Village Forester if the tree appears to be dead and it will be inspected and replaced at no expense, as it is a community tree. Some trees may not be replaced within the year as they can only be planted in the spring. All others will try to be replaced by the next planting period.

## TREE PRUNING

The Forestry Division will prune and maintain the tree throughout its life. Dead or broken branches will be removed at time of planting. Future pruning of the tree will be performed on a periodic cycle. Please contact the Village Forester to report any damage or if the street tree needs pruning, and remember that over the life of the tree street and sidewalk clearances must be maintained.

- (5) All sump pump connections shall be installed to the property line, by the property owner in question, at the property owner's expense.
  - (6) The installation of the storm sewer in an unimproved street shall be provided for and paid for by the developer constructing the street.
  - (7) The Town of Menasha shall assess full or partial cost, less State and Federal funding, of storm sewer installations in improved streets to the abutting property owners following a public hearing.
  - (8) The installation of laterals from the storm sewer to the property line in an unimproved street shall be paid for by the developer constructing the street. The Town of Menasha shall assess full or partial cost, less State and Federal funding, of such installations in an improved street to the abutting property owners following a Public Hearing.
  - (9) Installation of a storm sewer on an existing improved street or in an easement may be ordered by a majority vote of the Town of Menasha Board of Supervisors members (three votes affirmative).
  - (10) Any and all existing provisions of the Town of Menasha Municipal Code in conflict with the provisions of this ordinance amendment are hereby repealed, and this amendment shall take effect upon passage and publication.
  - (11) shall designate an Engineering Consultant The Town of Menasha Board of Supervisors for every project.
  - (12) The Town shall issue permits for all lateral installations, and standards shall be created for each project.
  - (13) All storm sewer connections shall conform to the provisions of the General Specifications, of the Town of Menasha.
- (4) No street trees shall exist, be planted, or be placed upon any portion of the Town of Menasha Town road right-of-way in any development which does not have storm sewer. In addition, no street tree shall exist, be planted, or be placed within any ditch in the Town of Menasha.
  - (5) No street trees shall exist, be planted or be placed closer than four (4) feet from any curb, street pavement edge and/or sidewalk of any Town road within the Town of Menasha in any development which has storm sewer. In storm sewer developments only, street trees shall be allowed to be planted, placed or exist within any other portion of the street right-of-way, except for the four (4) feet area described above; however, the following conditions shall apply to all such trees:
    - (a) The following street trees shall not be planted:  
  
Catalpa, Chinese Elm, White Poplar, Lombardy Poplar, Ginkgobiloba, or any fruit tree.
    - (b) The following street trees shall be allowed to be planted, placed or exist within the Town right-of-way:  
  
LOCUST  
Continental Honey Locust, Skyline Honey Locust, Shademaster Honey Locust, Imperial Honey Locust, Halka Locust  
  
MAPLE  
Columnar Norway or Erectum Maple, Emerald Queen Maple, Cleveland Maple, Red Sunset Maple, Bowhall Maple, Sugar Maple, Crimson King Maple, Schwedler Maple, Jade Glen Maple, Summershade Maple, Superform Maple, Royal Red Maple, Green Mountain Maple, Parkway Maple  
  
ASH  
Hackberry, Autumn Purple Ash, Summit Ash, Marshall Seedless Ash, Patmore Ash, Rosehill Ash, Bergeson Ash  
  
LINDEN  
Redmond Linden, Littleleaf Linden, Greenspire Linden, Sentry Linden, June Bride Linden, Glenleven Linden  
  
OAK  
Pin Oak, Red Oak  
  
NUT  
All Nut Trees

#### 15.12 STREET TREES WITHIN ROAD RIGHT-OF-WAY

- (1) This ordinance shall regulate the placement of trees within the road right-of-way within the Town of Menasha. All provisions of Town Ordinance Section 8.04, are incorporated herein at length by reference as if set forth fully herein. *[Adopted 7/12/93]*
- (2) Town Ordinance Section 15.035, Ditch Maintenance, is incorporated herein at length by reference as if set forth herein.
- (3) "Street trees" are defined as any and all trees, shrubs, bushes and all other woody vegetation growing or planted between property lines on either side of all streets, avenues, boulevards, alleys or other public right-of-ways within the Town of Menasha.

(6) The owners of all street trees within the Town of Menasha right-of-way as described herein, shall be solely responsible for the trimming and maintenance of the street trees within the right-of-way at the sole cost of the owner. Furthermore, the owners of all street trees within Town right-of-way shall be liable for any and all damage, personal injury, or injuries resulting to property or person caused in any fashion by the street trees within the Town of Menasha right-of-way, and the property owner of the street trees shall hold harmless and indemnify the Town of Menasha from any and all liability whatsoever.

(7) Spacing of all street trees within Town right-of-ways shall be as follows:

All trees shall be spaced a minimum of forty (40) feet from one another.

(8) No street tree shall be planted, placed or exist within any portion of the Town right-of-way until such time that the property owner has obtained an approved Street Tree Permit. Applications for Street Tree Permits shall be made to the Town Clerk. The application shall be reviewed and approved by the Town Street Superintendent prior to the issuance of a Street Tree Permit. The Street Tree Permit shall be issued by the Street Superintendent.

(9) No street tree shall be planted closer than thirty-five (35) feet from any street corner measured from the point of the nearest intersecting curbs, curb lines or pavement edges. No street tree shall be planted closer than ten (10) feet from any fire plug. No street tree shall be planted within ten (10) lateral feet of any overhead utility wire or within five (5) lateral feet of any underground water line, sewer line, transmission line or other utility.

(10) It shall be unlawful to attach any wire or rope to any street tree within the Town right-of-way without the permission of the Town Street Superintendent. Furthermore, it shall be unlawful to attach any sign, advertisement or notice to any street tree on any Town right-of-way.

(11) The Town shall have the right to plant, prune, maintain or remove any street trees located within the Town right-of-way at the Town's sole discretion for the general protection of the Town residents and to maintain the safety, welfare, and best interests of the Town of Menasha residents. The Town may remove or cause or order to be removed any street tree which is in an unsafe condition or which by reason of its nature is potentially dangerous and injurious to sewers, electric power lines, gas lines, water lines or other public improvements, or is infected with any disease or insects, and shall order the property owner to remove the unsafe condition. In the event the property owner fails or refuses to remove the unsafe condition within thirty (30) days of notice of the Town of Menasha, then the Town shall have the right to remove the unsafe condition at the sole cost and

expense of the owner, and in the event the owner refuses or fails to pay the cost or expense, the Town may attach as a special assessment the cost or expense to the owner's real estate property as a special assessment.

(12) All stumps of street trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

(13) Any person, firm, corporation, partnership or any other entity violating any provision of this ordinance shall be fined an amount set forth in Appendix C Fines and Penalties, reference this code section, for each offense committed on each day, which each said day shall be a separate violation, plus costs of prosecution, and in default of payment of such forfeiture and cost, shall be imprisoned in the County jail until said forfeiture and cost of prosecution are paid but not to exceed 30 days. *[Amended 11/28/05]*

**Exhibit to 15.10(7)(f), 15.10(8)(f)**

**TOWN OF MENASHA  
SUBDIVISION IMPROVEMENT AGREEMENT  
WAIVER OF SPECIAL ASSESSMENT  
PROCEEDINGS**

This Agreement entered into effective the day of \_\_\_\_\_, 20\_\_ by and between the Town of Menasha, a Wisconsin Municipal Corporation, located in Winnebago County, Wisconsin, hereinafter called the "Town", and, \_\_\_\_\_, the owner of real estate being subdivided by Preliminary and Final Subdivision Plat (or certified survey map) within the Town, hereinafter called the "Owner".

**15.13 HEAVY TRAFFIC ROUTES**

(1) **Definitions.** The following definitions shall apply to this section:

**Heavy Traffic:** All vehicles not operating completely on pneumatic tires and all vehicles or combination of vehicles, other than motor buses, designed or used for transporting property of any nature and having a cross weight of more than 6,000 pounds.

**Street or Highway:** Any town road located in the Town of Menasha.

**Highway:** Any town road located in the Town of Menasha; highway also means all public ways and thoroughfares, including alleys, which are town roads located in the Town of Menasha.

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

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**Date:** July 31st, 2018

**Title:**

Approve Contracting with Ehlers for Impact Fees Study.

**Issue:**

Should the Village contract with Ehlers for an Impact Fees Study?

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**Background and Additional Information:**

The Village Board authorized funding in 2018 for an impact fee study that would review the current Park Impact Fee schedule and also study the possibility of charging impact fees for future public facilities.

Ehlers has worked with the Village in the past and was contacted to provide a quote to perform this type of study.

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**Budget/Financial Impact:**

This cost has been budgeted for.

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**Recommended Motion:**

Motion to approve contracting with Ehlers to conduct an impact fees study.

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**Attachments:**

Quote.



July 27, 2018

Travis Parish, Administrator  
Village of Harrison, Wisconsin  
W5298 Hwy 114  
Menasha, WI 54952

Re: Written Municipal Advisor Client Disclosure with the Village of Harrison ("Client") for 2018 Impact Fee Study ("Project" Pursuant to MSRB Rule G-42)

Dear Travis:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.
3. As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers

A handwritten signature in blue ink that reads "Jon Cameron".

Jon Cameron, CIPMA  
Municipal Advisor/Vice President

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<sup>1</sup> This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).



## Appendix A

### Disclosure of Conflicts of Interest/Other Required Information

#### Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

#### Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

#### Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

#### Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

#### Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

#### Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

#### Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

#### Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

#### **Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction**

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

#### **MSRB Contact Information**

The website address of the MSRB is [www.msrb.org](http://www.msrb.org). Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

## Appendix B

### Impact Fee Study

#### Scope of Service

Client has requested that Ehlers assist Client with a Park Impact Fee Study Update and development of Public Safety Impact Fees (“Project”). Ehlers proposes and agrees to provide the following scope of services:

1. Project Kickoff Meeting with Staff
  - a. Prior to the kickoff meeting we will request and review the following:
    - i. Any available cost and other information for new project costs.
    - ii. The Comprehensive Plan for the Village.
    - iii. The most current Park Impact Fee Study.
    - iv. A listing of parks projects from the latest impact fee study that have been completed to date and the updated cost of those projects. For projects listed in the impact fee study not yet completed, a listing of whether the projects will be completed, and the approximate timing of completion and updated cost estimates for completion.
    - v. All available planning information including development projections, documentation of new park improvement needs, public safety building improvements including timing and estimated costs.
    - vi. Any other available long-range capital improvement planning documents or other relevant information on upcoming capital improvement needs for the planning area that may be beneficial to complete the impact fee study.
    - vii. The amount of impact fees collected to date, by year, if available, since the adoption of the park impact fees.
    - viii. The current impact fee ordinance
  - b. We will meet with Village staff and officials to discuss the timing and cost of park and public safety facilities. For park facilities we will discuss the projects contained in the original impact fee study, identify whether those projects have been completed or not, and which projects should be included in the new study.
  - c. We will also discuss the timing of the completion of the impact fee study and procedures for adopting the new fees.
2. Perform Feasibility Analysis For Impact Fees
  - a. Review all available planning documents and work with Village staff to understand the nature of the proposed capital improvement projects for the area proposed to have impact fees imposed to determine the nature of the projects and growth-related components as applicable.
  - b. Review the Village’s Comprehensive Plan, and any other area specific planning documents for future growth and population projections.
  - c. Review the Village’s Capital Improvement Plan for identification of capital improvement projects that may be suitable candidates for impact fee recovery.
  - d. Prepare a memo to Village staff outlining the feasibility of continued collection of impact fees for parks and feasibility of impact fee collection for public safety facilities.
3. Develop Public Facilities Needs Assessment and Impact Fee Methodology



- a. For the facilities that are identified as viable candidates for impact fees, develop a methodology for proper allocation of deficiency and growth-related costs for each identified impact fee, and review with Village staff.
    - i. The development of proper methodologies for impact fee recovery will include identifying capital facilities and associated costs subject to impact fee recovery, identifying proper service level standards for each facility by which to measure existing deficiencies in capital facilities, and the allocation of deficiency and growth-related costs.
4. Impact Fee Calculation
- a. Based on the methodology developed above, calculate applicable impact fees for residential and non-residential development.
  - b. Develop detailed schedules for each impact fee each development type.
5. Prepare Impact Fee Report
- a. Prepare a draft written impact fee report that meets the requirements of Wisconsin Statute 66.0617 detailing the methodology and calculations of all impact fees.
  - b. Produce an electronic version (PDF) of both written reports and submit to the Village. We will also submit all supporting worksheets that are in the report to the Village in an Excel format.
  - c. We will produce paper copies of the reports upon request.

The project scope will include meeting with Village staff as necessary, one meeting with the Village Board to present the results of the study and attendance at the required public hearing for impact fee adoption.

**Scope of Service Limitations**

Notwithstanding the Scope of Services listed above, Ehlers’ engagement related to Project is expressly limited as follows:

- 1. Ehlers will assist the Village by reviewing the required impact fee ordinance to be prepared by the Village Attorney.

**Compensation**

In return for the services set forth in the “Scope of Service,” Client agrees to compensate Ehlers as follows:

Park Impact Fee Update	\$5,000
Police Impact Fee Study	\$4,500
Fire Facilities Impact Fee Study	\$4,500
<b>Total</b>	<b>\$14,000</b>

**Payment for Services**

Ehlers will invoice Client each month for the work completed in the prior month. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

---

**Date:** July 31st, 2018

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**Title:**

Authorize the installation of Storm Sewer and construction of Storm Water Pond at Farmers Field.

---

**Issue:**

Should the Village install the Storm Sewer and construct the Storm Water Pond at Farmers Field this year?

---

**Background and Additional Information:**

In 2017, the Village Board purchases 18 acres located off Manitowoc Rd. for a future park site that would include two championship sized soccer fields.

Currently, staff has installed a graveled road and begun grading the soccer fields. In order to complete this portion of the project, the Village will need to install a storm water pond and also construct the storm water piping for the parking lot and soccer fields.

The estimate for the construction of the storm water piping is \$164,917.80 for the complete project. If the project is done in phases, phase I would cost \$121,871.30.

The Village has also received a quote for Phase I at a cost of \$24,704.00 provided the Village buys the materials. The cost of the materials would be \$34,435.00, for a total cost of \$59,139.00.

This project would fall under the municipal bidding requirements.

---

**Budget/Financial Impact:**

The Village has budgeted \$100,000.00 for capital parks projects this year. Approximately \$59,942.93.00 remains in that account.

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**Recommended Motion:**

Motion to approve the installation of storm sewer and storm water pond.

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**Attachments:**

Engineer's Estimate  
Quote

VILLAGE OF HARRISON  
 FARMERS FIELD PARK  
 SITE CONSTRUCTION (STORM SEWER)  
 PRELIMINARY OPINION OF PROBABLE COSTS  
 McM No. H0006-9-17-00886

Item	Description	Qty	Unit	Unit Cost	Total Cost	Storm Sewer (Phase I)		Storm Sewer (Phase II)	
						Qty	Cost	Qty	Cost
1	Clearing and grubbing		L.S.	\$ 11,900.00	\$ -				
2	24-inch x 36-inch CMPA culvert	52	L.F.	\$ 69.25	\$ 3,601.00	52	\$ 3,601.00	0	\$ -
3	24-inch storm sewer	148	L.F.	\$ 52.70	\$ 7,799.60	148	\$ 7,799.60	0	\$ -
4	18-inch storm sewer	622	L.F.	\$ 50.10	\$ 31,162.20	622	\$ 31,162.20	0	\$ -
5	15-inch RCP storm sewer	164	L.F.	\$ 30.00	\$ 4,920.00	164	\$ 4,920.00	0	\$ -
6	15-inch storm sewer	370	L.F.	\$ 30.00	\$ 11,100.00	0	\$ -	370	\$ 11,100.00
7	12-inch storm sewer	628	L.F.	\$ 31.00	\$ 19,468.00	198	\$ 6,138.00	430	\$ 13,330.00
8	4-inch perforated drain tile	4460	L.F.	\$ 13.00	\$ 57,980.00	3520	\$ 45,760.00	940	\$ 12,220.00
9	19-inch x 30-inch HERCP storm sewer	94	L.F.	\$ 113.50	\$ 10,669.00	94	\$ 10,669.00	0	\$ -
10	19-inch x 30-inch HERCP flared end section	1	EACH	\$ 800.00	\$ 800.00	1	\$ 800.00	0	\$ -
11	24-inch RCP flared end section	1	EACH	\$ 825.00	\$ 825.00	1	\$ 825.00	0	\$ -
12	18-inch RCP flared end section	1	EACH	\$ 750.00	\$ 750.00	1	\$ 750.00	0	\$ -
13	15-inch RCP flared end section	1	EACH	\$ 600.00	\$ 600.00	1	\$ 600.00	0	\$ -
14	60-inch diameter storm sewer manhole	6.8	V.F.	\$ 350.00	\$ 2,380.00	6.8	\$ 2,380.00	0	\$ -
15	48-inch diameter storm sewer manhole	44.3	V.F.	\$ 225.00	\$ 9,963.00	28.74	\$ 6,466.50	15.54	\$ 3,496.50
16	Yard drain	2	EACH	\$ 1,450.00	\$ 2,900.00	0	\$ -	2	\$ 2,900.00
17	2-inch HMA Pavement 3 LT 58-28S		TONS	\$ 62.25	\$ -		\$ -		\$ -
18	1 3/4-inch HMA Pavement Restoration (3 LT 58-28S)		TONS	\$ 107.50	\$ -		\$ -		\$ -
19	1 3/4-inch HMA Pavement Restoration (4 LT 58-28S)		TONS	\$ 115.75	\$ -		\$ -		\$ -
20	Sawing asphalt (WDOT Item No. 690.0150)		L.F.	\$ 1.75	\$ -		\$ -		\$ -
21	Sawing concrete (WDOT Item No. 690.0250)		L.F.	\$ 3.00	\$ -		\$ -		\$ -
22	6-inch concrete driveway apron		S.F.	\$ 5.45	\$ -		\$ -		\$ -
23	Ditching		L.F.	\$ 3.15	\$ -		\$ -		\$ -
24	Lawn restoration		S.Y.	\$ 4.45	\$ -		\$ -		\$ -
25	Inlet protection		EACH	\$ 40.00	\$ -		\$ -		\$ -
26	Tracking pad		EACH	\$ 750.00	\$ -		\$ -		\$ -
27	Silt fence		L.F.	\$ 1.75	\$ -		\$ -		\$ -
28	Temporary ditch check		EACH	\$ 100.00	\$ -		\$ -		\$ -
29	Remove and reset mailboxes (approx. 20 mailboxes)		L.S.	\$ 1,000.00	\$ -		\$ -		\$ -
30	Utility Line Openings (ULO)		EACH	\$ 400.00	\$ -		\$ -		\$ -
31	Traffic control		L.S.	\$ 5,300.00	\$ -		\$ -		\$ -
					\$ 164,917.80		\$ 121,871.30		\$ 43,046.50

# Bartel Excavating

N4146 Market Rd  
 Shiocton, WI 54170  
 (920)858-4849

# Estimate

	Estimate #
7/24/2018	20181

Name / Address
Village of Harrison Farmer's Field Park

Description	Qty	Rate	Total
Outfall 15" RCP endwall 164' - 15" RCP outfall structure slurry bedding per plan anti-seep collar Pond to west 24" - RCP endwall 148' - 24" RCP MHA, MHAI, MHA2, MHA3 198' - 12" HDPE 522' - 18" HDPE yard drain B, C, & D Pond to NE 19" x 30" RCP endwall 94" - 19" x 30" RCP MHE & G 100' - 18" HDPE 1 - 18" endwall Estimated cost of materials to be purchased by Village \$34,435.00.  Machinery and Labor to install		24,704.00	24,704.00
<b>Total</b>			\$24,704.00

Dated From: 1/01/2018  
 Thru: 7/27/2018

From Account: 100-00-57220-000-000  
 Thru Account: 100-00-57220-000-000

Fund # 100 - GENERAL FUND

Debit

Credit

100-00-57220-000-000

Parks  
 Parks Capital Outlay

Posting Date	Type	Transaction Number	Date	Description	Debit	Credit
4/20/2018	DIS	6348	4/20/2018	AYRES ASSOCIATES MANITOWOC RD PARK PLAN 173866	1,833.00	
5/08/2018	DIS	6411	5/08/2018	MCMAHON MANITOWOC ROAD PARK STORMWATER DESIGN 0909613	4,461.55	
6/01/2018	DIS	6494	6/01/2018	J & E CONSTRUCTION CO INC 3" CLEAR, 3/4" CRUSHED FARMERS FIELD PRK 2018-594	1,156.17	
6/01/2018	DIS	6497	6/01/2018	MCMAHON MANITOWOC RD PARK CIVIL/STORMWATR DESIGN 0909918	4,893.50	
6/01/2018	DIS	6497	6/01/2018	MCMAHON MANITOWOC RD PARK INFILTRATION ANALYSIS 0909918	379.50	
6/01/2018	DIS	6497	6/01/2018	MCMAHON KAUKAUNA YOUTH BASEBALL POND IMPROVEMENT 0909920	285.00	
6/21/2018	DIS	6541	6/21/2018	BROOKS TRACTOR INC - SUN PRAIRIE FROM 6/11/18 FARMERS FIELD PARK DOZER C53289	8,500.00	
7/06/2018	DIS	6593	7/06/2018	J & E CONSTRUCTION CO INC 3", 3/4" CRUSH STONE 6/19 FARMERS FIELD 2018-724	3,554.80	
7/06/2018	DIS	6593	7/06/2018	J & E CONSTRUCTION CO INC FROM 6/27/18 STONE FARMERS FIELD 2018-722	4,803.04	
7/06/2018	DIS	6593	7/06/2018	J & E CONSTRUCTION CO INC FROM 6/28/18 STONE FARMERS FIELD 2018-732	1,233.72	
7/06/2018	DIS	6593	7/06/2018	J & E CONSTRUCTION CO INC FROM 6/26/18 3" STONE FARMERS FIELD 2018-755	1,080.54	
7/06/2018	DIS	6600	7/06/2018	MCMAHON MANITOWOC RD PARK, STORM/INFIL/CONST 0910431	18,105.17	
7/06/2018	DIS	6600	7/06/2018	MCMAHON MANITOWOC RD PARK, MADER SEWER EASEMENT 0910431	1,663.00	
7/06/2018	DIS	6600	7/06/2018	MCMAHON MANITOWOC RD PARK, MADER WETLAND DELIN 0910431	1,308.30	
7/06/2018	DIS	6617	7/06/2018	STUMPF CREATIVE LANDSCAPE SILT FENCE FARMERS FIELD FROM 6/21/18 9819	3,875.00	
7/18/2018	DIS	6633	7/18/2018	J & E CONSTRUCTION CO INC 3" CRUSHED STONE 7/5/18 2018-778	2,810.64	
				Ending Balance:	59,942.93	

# HARRISON JUNE 2018

HARRISON	821	841	824	825	826	827	820	829	830	832	833	834	835	836	838	839	840	TOTAL	JUNE	COMPLAINTS:	43 CITATIONS:	16
HOURS WORKED	21.2	6	10.6	11.1	3	2.3	3.7	25.6	8.1	14	2.8	11.5	15.5	8.1	18.5	23.6	13.5	199.1	HOURS WORKED	ROAD HAZARD	1 OAR	1
DAILY MILES	259	79	163	72	48	45	22	228	50	203	43	123	159	127	184	500	115	2420	DAILY MILES	SUSPICIOUS PERSON	4 NON-REGISTERED VEHICLE	1
COMPLAINT HRS	3.6	0.8	3.7	5.1	0.4	1.1	1.3	7.8	0.3	0.3	0.4	1.4	1.2	0.2	5.5	3.2	1	37.3	COMPLAINT HRS	SUSPICIOUS VEHICLE	8 OPERATE WHILE SUSPENDED	3
FOLLOW UP HRS															0.1	0.8		1.9	FOLLOW UP HRS	TRAFFIC	4 NO PROOF OF INSURANCE	2
ACCIDENT INV HRS	1.8														0.1	0.8		2.3	ACCIDENT INV HRS	JUVENILE	4 OWI - 6TH	1
ACC FOLLOW UP HRS																		0	ACC FOLLOW UP HRS	ANIMAL	4 REVOKED REGISTRATION	1
AGENCY ASSIST HRS				0.2												0.8		0	AGENCY ASSIST HRS	PARKING	3 FAIL TO WEAR SEATBELT	1
SHERIFF COMPL. INV.	5	1	3	2	1	2	1	8	1	3	1	2	2	1	6	3	1	43	SHERIFF COMPL. INV. <td>ALCOHOL</td> <td>1 OPERATING LEFT OF CENTER</td> <td>1</td>	ALCOHOL	1 OPERATING LEFT OF CENTER	1
SHERIFF FOLLOW UP															1	3	1	6	SHERIFF FOLLOW UP <td>HARRASSMENT</td> <td>2 SPEED</td> <td>2</td>	HARRASSMENT	2 SPEED	2
SHERIFF ASSIST	1						2	1			2				2	1	1	10	SHERIFF ASSIST <td>WELFARE</td> <td>4 FAIL TO STOP AT STOP SIGN</td> <td>1</td>	WELFARE	4 FAIL TO STOP AT STOP SIGN	1
REPORT ACCIDENT	1																	2	REPORT ACCIDENT <td>RECKLESS DRIVING</td> <td>2 OBSTRUCTING</td> <td>1</td>	RECKLESS DRIVING	2 OBSTRUCTING	1
NONREPORTABLE	1																	1	NONREPORTABLE <td>ORDINANCE</td> <td>1 OWI</td> <td>1</td>	ORDINANCE	1 OWI	1
ACCIDENT FOLLOW UP																		0	ACCIDENT FOLLOW UP <td>THEFT</td> <td></td> <td></td>	THEFT		
ACCIDENT ASSIST																		0	ACCIDENT ASSIST <td>DRUGS</td> <td></td> <td></td>	DRUGS		
AGENCY ASSIST																		2	AGENCY ASSIST <td>OPEN DOOR</td> <td></td> <td></td>	OPEN DOOR		
CITIZEN ASSIST																		1	CITIZEN ASSIST <td>DISTURBANCE</td> <td></td> <td></td>	DISTURBANCE		
MOTORIST ASSIST	1							1	1			1			1			5	MOTORIST ASSIST <td>911 HANG UP</td> <td></td> <td></td>	911 HANG UP		
PROPERTY CHECKS							2											3	PROPERTY CHECKS <td>SEXUAL</td> <td></td> <td></td>	SEXUAL		
ARRESTS																		3	ARRESTS <td></td> <td></td> <td></td>			
WARRANT ATTEMPT																		0	WARRANT ATTEMPT <td>ARRESTS:</td> <td></td> <td></td>	ARRESTS:		
TRAFFIC CITS.	1																	15	TRAFFIC CITS. <td>OAR</td> <td></td> <td></td>	OAR		
ORD. CITS.																		1	ORD. CITS. <td>OWI - 6TH</td> <td></td> <td></td>	OWI - 6TH		
JUV ALCOHOL CITS.																		0	JUV ALCOHOL CITS. <td>OWI</td> <td></td> <td></td>	OWI		
O. W. I. ARRESTS																		2	O. W. I. ARRESTS <td></td> <td></td> <td></td>			
WRITTEN WARNINGS	2							2										21	WRITTEN WARNINGS <td></td> <td></td> <td></td>			
15 DAYS																		4	15 DAYS <td></td> <td></td> <td></td>			
PARKING CITS.																		2	PARKING CITS. <td></td> <td></td> <td></td>			
HOUSE ALARM																		0	HOUSE ALARM <td>AGENCY ASSIST</td> <td></td> <td></td>	AGENCY ASSIST		
BUSINESS ALARM																		2	BUSINESS ALARM <td>APPLETON PD</td> <td></td> <td></td>	APPLETON PD		
ALARM ASSIST																		0	ALARM ASSIST <td>DNR</td> <td></td> <td></td>	DNR		
AMB. ASSIST	1																	3	AMB. ASSIST <td></td> <td></td> <td></td>			
FIRE ASSIST																		2	FIRE ASSIST <td></td> <td></td> <td></td>			

**Village of Harrison  
June-18 Zoning Permit Report**

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
<b>Residential</b>								
Single Family	7	41	\$ 1,530,000	\$ 10,548,445	6	31	\$ 1,237,000	\$ 7,828,586
Two Family (units)	0	0	\$ 0	\$ 0	0	0	\$ 0	\$ 0
Multi Family (units)	0	0	\$ 0	\$ 0	0	0	\$ 0	\$ 0
Additions	3	8	\$ 213,500	\$ 481,500	2	6	\$ 19,500	\$ 124,500
Acc. Structures	5	18	\$ 64,700	\$ 320,500	4	16	\$ 16,600	\$ 152,555
Miscellaneous	12	28	\$ 86,110	\$ 262,837	12	30	\$ 52,475	\$ 137,810
<b>Total Residential</b>	<b>27</b>	<b>95</b>	<b>\$ 1,894,310</b>	<b>\$ 11,613,282</b>	<b>24</b>	<b>83</b>	<b>\$ 1,325,575</b>	<b>\$ 8,243,451</b>
<b>Com./Ind.</b>								
New	0	0	\$ 0	\$ 0	0	1	\$ 0	\$ 300,000
Additions	0	0	\$ 0	\$ 0	0	0	\$ 0	\$ 0
Acc. Structures	0	0	\$ 0	\$ 0	0	1	\$ 0	\$ 2,500
Miscellaneous	0	1	\$ 0	\$ 2,100	0	3	\$ 0	\$ 23,480
<b>Total Com./Ind.</b>	<b>0</b>	<b>1</b>	<b>\$ 0</b>	<b>\$ 2,100</b>	<b>0</b>	<b>5</b>	<b>\$ 0</b>	<b>\$ 325,980</b>
<b>Combined Total</b>	<b>27</b>	<b>96</b>	<b>\$ 1,894,310</b>	<b>\$ 11,615,382</b>	<b>24</b>	<b>88</b>	<b>\$ 1,325,575</b>	<b>\$ 8,569,431</b>

Number of Vacant Lots Remaining 113





# Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



## ACTIVITY REPORT FOR JUNE 2018

1. Harrison Fire Rescue responded to 30 calls in June. There were 8 calls for the firefighters to respond to, including 2 calls to our mutual aid partners. Our Emergency Medical Responders (EMR's) responded to 22 calls for assistance.
2. 210 Total calls so far in 2018 through the end of June.
3. The department met on Monday, June 4th for its monthly business and staff meeting. Topics for discussion included information about the many events over the summer. Members discussed their involvement in the Backdraft Bike Tour, High Cliff Triathlon, Touch a Truck @ Darboy Park, and other upcoming events.
4. On Sunday, June 10<sup>th</sup>, HFR hosted a rest stop for the annual Backdraft Bike tour at fire station 60 in Sherwood. This is a change from past years where the tour stopped at the Sherwood Forest Golf Course. The feedback was all positive and HFR plans to be a host in future offerings. More than 400 cyclists participated and many stopped at Station 60 and enjoyed our facilities and equipment.
5. Monday June 11<sup>th</sup> was the EMR team meeting and training night. Members refreshed their skills on the Autopulse, a CPR device used by GCA to assist with Cardiac Arrest patients. Members also discussed the events that were happening in our community in June.
6. On Monday, June 18<sup>th</sup>, Harrison Fire Rescue members did rope training at High Cliff State Park.
7. Also on Monday, June 18<sup>th</sup>, Chief Mikkelson met with the Harrison Fire Commission and had six names approved to get physicals and potentially join Harrison Fire Rescue as Fire Fighters. They will be invited to join upon successful completions of their physicals.
8. On Tuesday, June 19<sup>th</sup>, the truck committee did a web conference with Custom Fire Apparatus to order the chassis for the new fire engine. The meeting lasted a little over four hours to ensure no details on the chassis were missed. A trip to Osceola, WI, to visit the Custom Fire Apparatus factory, is scheduled for July 30<sup>th</sup>. The plan is to go over and back in one day.
9. From Thursday, June 21<sup>st</sup> to Sunday, June 24<sup>th</sup>, Chief Mikkelson attended the Wisconsin Fire Chief's Association annual conference in Wisconsin Dells. It was a successful learning experience and Chief Mikkelson was able to make connections that will benefit HFR.
10. On Saturday, June 23<sup>rd</sup>, Harrison Firefighters and Emergency Medical Responders assisted with the High Cliff Triathlon.

## Treasurer's Report of Income and Expenses- June 2018

Investor's Community Bank Business Checking Account 0300 (GENERAL)	
Beginning Balance	\$2,302,207.03
Credit	\$183,592.89
Debit	-\$243,211.12
Ending Balance	\$2,242,588.80
Investor's Community Bank Checking Account 1753 (TAXES)	
Beginning Balance	\$904,093.59
Credit	\$0.00
Debit	\$0.00
Ending Balance	\$904,093.59
Investor's Community Bank Business Checking Account 8500 (TOWN)	
Beginning Balance	\$228,482.50
Credit	\$0.00
Debit	\$0.00
Ending Balance	\$228,482.50
BMO Harris Bank Checking Account 1189 (FIRE DEPARTMENT)	
Beginning Balance	\$8,664.83
Credit	\$0.00
Debit	-\$292.98
Ending Balance	\$8,371.85
Total Ending Balance of All Checking Accounts	<b>\$3,383,536.74</b>

Investor's Community Bank Money Market 0310	
Beginning Balance	\$351,423.49
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$544.75
Ending Balance	\$351,968.24
Investor's Community Bank Tax Money Market 1110	
Beginning Balance	\$836,355.23
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$1,296.47
Ending Balance	\$837,651.70
East Wisconsin Savings Bank Money Market 4895	
Beginning Balance	\$284,540.98
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$152.02
Ending Balance	\$284,693.00
Total Ending Balance of All Money Market Accounts	<b>\$1,474,312.94</b>

Local Government Investment Pool

Beginning Balance	\$239,210.91
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$369.10
Ending Balance	<b>\$239,580.01</b>

Community First Credit Union CD 4070

Beginning Balance	\$310,039.53
Interest Paid	\$354.21
Ending Balance	<b>\$310,393.74</b>