

**NOTICE OF PUBLIC MEETING**

**DATE:** Tuesday, March 26, 2019  
**TIME:** 7:00pm  
**PLACE:** Harrison Municipal Building  
W5298 State Road 114  
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board Meeting will be held on Tuesday, March 26, 2019 at 7:00pm. The agenda is printed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
5. Public Comments  
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Consent Agenda
  - a) Payment of Bills and Claims
  - b) Minutes from 02/26/19
  - c) Operator License (expiring June 30, 2019) for Allison Kirchen, Marty Granius, Hannah Von Schondorf, Kyle Jones, Janice Giessel, William Ellingsworth, Hanna Bosquez, Taylor Ocasio
  - d) Permission to Occupy Drainage Easement- W6312 Champion Trail
  - e) Permission to Occupy Drainage Easement- W6570 Brittany Dr
7. Items Removed from Consent Agenda (if any)
8. Appointments
  - a) None
9. Unfinished Business from Previous Meetings for Consideration or Action
  - a) None

10. New Business for Consideration or Action

- a) Request for Funding from KYB for Ball Diamonds
- b) Draft Development Agreement- Hidden Pines Subdivision
- c) Draft Development Agreement- Creekside Estates Subdivision
- d) Preliminary Plat- Hidden Pines Subdivision
- e) Final Plat- Kambura Acres III Subdivision
- f) Discuss Bonding for Park Projects and Construction of Unison Way
- g) Review and Approve Engineering/Consulting Services with Sherwood for Roadway Improvements for State Park Road and Kesler Road
- h) Graphics for new Sheriff Department/Village police vehicles

11. Reports

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

12. Closed Session- TID #1 Development Agreement (Gregorski)

Please take notice, that pursuant to Wis. Stats. §19.85(1)(e), the Board will convene in closed session to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business when competitive or bargaining reasons require a closed session.

The Board may then reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

13. 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 March 22, 2019 at [www.harrison-wi.org](http://www.harrison-wi.org) and Municipal Building lobby

*Summary of Payments Approved By:*

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

\_\_\_\_\_  
 Trustee Tamra Nelson

\_\_\_\_\_  
 Trustee Gary Nickel

\_\_\_\_\_  
 Trustee Kevin Hietpas

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 Trustee Tyler Moore

\_\_\_\_\_  
 Trustee Buddy Lisowe

\_\_\_\_\_  
 Trustee Joe Sprangers

Presented by: Jennifer Weyenberg, Clerk-Treasurer  
 Approved March 26, 2019

<i>Summary of Payments:</i>			
Check Register (general)			
#7621-7655	from payroll #5		2,942.07
#7656-7668	posted 03/06/19		29,266.87
#7669	posted 03/11/19		522,179.36
#7670-7719	posted 03/15/19		126,103.90
#7720	from payroll #6		149.18
#7721-7738	posted 03/20/19		8,057.07
Check Register (tax account)			
#1181-1188	Feb 20th settlements		8,526,022.59
#1189-1190	posted 03/06/19		4,117.78
#1191-1192	posted 03/13/19		136,296.57
Direct Pay			
Verizon Wireless	not yet pulled for March		0.00
United HealthCare	pulled 02/12/19		15,562.31
United HealthCare	pulled 03/12/19		16,974.75
We Energies	pulled 02/25/19		4,756.76
Wisconsin Retirement	pulled 02/28/19		9,505.22
Delta Dental	pulled 03/01/19		1,418.37
Merchant's Choice	pulled 03/04/19		88.22
Reliance Standard	pulled 03/21/19		489.90
Tractor Supply	no purchases		0.00
We Energies	not yet pulled for March		0.00
Payroll			
Payroll #5 net pay by direct dep	3/7/2019		29,851.74
Payroll #6 net pay by direct dep	3/21/2019		25,981.73
		<b>TOTAL</b>	<b>9,459,764.39</b>

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INVESTORS COMMUNITY BANK

Dated From: 2/25/2019  
Thru:

From Account:  
Thru Account:

Check Nbr	Check Date	Payee	Amount
7656 184370-1	3/06/2019	5 ALARM	
100-06-52200-400-000		Fire Dept - Supplies	
		FROM 2/26/19 SPECTACLE KITS	
		184370-1	372.34
		Total	372.34
7657 U1860083TC	3/06/2019	AMERICAN MESSAGING	
100-09-53311-900-000		Hwy Dept - Road Maintenance	
		U1860083TC FROM 3/1/19	
			15.00
		Total	15.00
7658 060831145	3/06/2019	AUTOMOTIVE SUPPLY CO - KAUKAUNA	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	
		FROM 2/26/19	
		060831145	8.18
		Total	8.18
7659 REFUND REFUSE CHARGE 2018 TAX BILL	3/06/2019	CATHY OTT	
100-00-46420-000-000		Refuse Collection Fee (67%)	
		REFUND REFUSE CHARGE 2018 TAX BILL	
			140.00
		Total	140.00
7660 CPI077334	3/06/2019	CREATIVE PRODUCT SOURCE INC	
100-06-52200-400-000		Fire Dept - Supplies	
		FROM 2/13/19 FIRE FIGHTER KID HATS	
		CPI077334	318.38
		Total	318.38
7661 REFUND REFUSE CHARGE 2018 TAX BILL	3/06/2019	DAWN VANELZEN	
100-00-46420-000-000		Refuse Collection Fee (67%)	
		REFUND REFUSE CHARGE 2018 TAX BILL	
			140.00
		Total	140.00
7662 ACCT 1130062	3/06/2019	KAATS WATER CONDITIONING INC.	
100-09-53311-400-000		Hwy Dept - Supplies	
		CHARGES THROUGH 2/20/19	
			53.52

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INVESTORS COMMUNITY BANK

Dated From: 2/25/2019  
Thru:

From Account:  
Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 53.52
7663 3/06/2019 LISOWE OIL 24939, 24984, 24985, 25004, 02851			
100-09-53311-600-030		Hwy Dept - Fuel FROM 2/14/19	1,575.21
		24939	
100-09-53311-600-030		Hwy Dept - Fuel FROM 2/20/19	2,499.00
		24984	
100-09-53311-600-030		Hwy Dept - Fuel FROM 2/20/19	1,055.17
		24985	
100-09-53311-600-030		Hwy Dept - Fuel FROM 2/25/19	1,768.99
		25004	
100-09-53311-600-030		Hwy Dept - Fuel CREDIT FOR 275 GALLON TOTE	-150.00
		02851	
			Total 6,748.37
7664 3/06/2019 MCMAHON 913149, 913151, 913153-913156, 913229			
100-09-57330-000-000		Capital Outlay - Road Projects SCHMIDT ROAD CULVERT REPLACEMENT	4,899.00
		0913149	
100-00-57220-000-000		Capital Outlay - Parks MANITOWOC ROAD PARK	1,526.90
		0913151	
100-09-57330-000-000		Capital Outlay - Road Projects RUSTIC LANE & HICKORY LANE URBANIZATION	782.90
		0913153	
100-00-57220-000-000		Capital Outlay - Parks KAUKAUNA YOUTH BASEBALL SITE	6,415.60
		0913154	
100-09-57330-000-000		Capital Outlay - Road Projects HOLLY & HOPFENSBERGER MINI STORM SEWER	1,349.05
		0913155	
100-09-57330-000-000		Capital Outlay - Road Projects GINA DR & MICHELLE WAY MINI STORM SEWER	3,707.05
		0913156	
401-00-57200-000-000		Street Improvements - TID #1 BLACK OAK SEWER & ROAD (SONNY TO DOGWOOD	476.68
		0913229	
100-09-57330-000-000		Capital Outlay - Road Projects BLACK OAK SEWER & ROAD (SONNY TO DOGWOOD	476.68
		0913229	
			Total 19,633.86

7665 3/06/2019 OFFICE DEPOT CREDIT PLAN  
FROM 1/22/19 OFFICE SUPPLIES

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Dated From: 2/25/2019 From Account:  
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-000		Gen. Admin - Supplies	499.20
		FROM 1/22/19 OFFICE SUPPLIES	
100-04-51500-400-000		Treasurer - Supplies	159.95
		FROM 1/22/19 W-2 AND 1099 FORMS	
100-00-51440-400-000		Elections - Supplies	37.03
		FROM 1/22/19	
100-02-51400-400-000		Gen. Admin - Supplies	291.05
		FROM 2/8/19 OFFICE SUPPLIES	
Total			987.23
<hr/>			
7666	3/06/2019	OSHKOSH FIRE & POLICE EQUIPMENT	
176221			
100-06-52200-600-000		Fire Dept - Vehicle Maint.	599.60
		FROM 2/18/19 AUTO PUMP 120V	
		176221	
Total			599.60
<hr/>			
7667	3/06/2019	SPECTRUM- 5101	
607975101022419			
100-02-51400-400-006		Gen. Admin - Service Contracts	201.39
		SERVICE PERIOD 2/23-3/22	
Total			201.39
<hr/>			
7668	3/06/2019	TIMES-VILLAGER	
		RENEWAL VILLAGE OF HARRISON 3/12/19	
100-02-51400-400-000		Gen. Admin - Supplies	49.00
		RENEWAL VILLAGE OF HARRISON 3/12/19	
Total			49.00
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Grand Total			29,266.87

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Dated From: 2/25/2019  
Thru:

From Account:  
Thru Account:

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	28,790.19
Total Expenditure from Fund # 401 - TAX INCREMENTAL DISTRICT #1	476.68
Total Expenditure from all Funds	29,266.87

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Posting Date: 3/06/2019

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Dated From: 2/25/2019

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		28,790.19
	Total Expenditure - Fund # 100	28,790.19	
401-00-11100-000-000	SHARE OF CHECKING-TIF #1		476.68
	Total Expenditure - Fund # 401	476.68	
	Total	29,266.87	29,266.87



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INVESTORS COMMUNITY BANK

Dated From: 3/11/2019

From Account:

Thru: 3/11/2019

Thru Account:

Check Nbr	Check Date	Payee	Amount
7669	3/11/2019	CUSTOM FIRE APPARATUS INC 0018747-IN	
100-07-57220-000-001		Fire Dept - Equipment Escrow	522,179.36
	FROM 2/13/19	FIRE TRUCK 0018747-IN	
Total			522,179.36
Grand Total			522,179.36

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Dated From: 3/11/2019 From Account:  
Thru: 3/11/2019 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	522,179.36
Total Expenditure from all Funds	522,179.36

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Posting Date: 3/11/2019

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Dated From: 3/11/2019

Thru: 3/11/2019

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		522,179.36
	Total Expenditure - Fund # 100	522,179.36	
	Total	522,179.36	522,179.36

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Dated From: 3/07/2019

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
7670	3/15/2019	ADVANCED DISPOSAL B20000398292, B20000399363	
100-00-53620-000-000		Refuse and Garbage Services COMMERICAL TRASH DUMPSTER FOR FEB	82.00
100-00-53635-000-000		Recycling Services COMMERICAL RECYCLING DUMPSTER for FEB	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 FEB	31,211.52
100-00-53635-000-000		Recycling Services LANDFILL TAX	0.00
100-00-53635-000-000		Recycling Services RES RECYCLING SINGLE STREAM FEB	14,768.51
100-00-53620-000-000		Refuse and Garbage Services REPLACEMENT CART(S) -	0.00
100-00-53620-000-000		Refuse and Garbage Services FALL PICK UP	0.00
100-00-53620-000-000		Refuse and Garbage Services BULKY ITEM PICKUP -	0.00
100-00-53620-000-000		Refuse and Garbage Services RESID RECYCLE	0.00
100-00-53620-000-000		Refuse and Garbage Services COMMERCIAL TRASH DUMPSTER PARK MAR	82.00
100-00-53635-000-000		Recycling Services COMM RECYCLING PARK MAR	40.00
100-00-53620-000-000		Refuse and Garbage Services FUEL & ENVIRONMENTAL FEES PARK 2/28/19	46.18
100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 2/28	27.59
		Total	46,313.80
7671	3/15/2019	AMOS MIKKELSON REIMBURSE FOR CLOTHING FROM 3/12/19	
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE FOR CLOTHING FROM 3/12/19	480.00
		Total	480.00

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Check Nbr	Check Date	Payee	Amount
7672	3/15/2019	BAYCOM INC SRVCE000000018956	
100-06-52200-700-000		Fire Dept - Equip Maintenance FROM 2/28/19 RADIO REPAIR	136.62
		SRVCE000000018956	
		Total	136.62
7673	3/15/2019	BENEFIT ADVANTAGE 413832	
100-02-51400-400-006		Gen. Admin - Service Contracts JANUARY BILLING	48.50
		413832	
100-02-51400-400-006		Gen. Admin - Service Contracts FEBRUARY BILLING	35.00
		413832	
100-02-51400-400-006		Gen. Admin - Service Contracts MARCH BILLING	35.00
		413832	
		Total	118.50
7674	3/15/2019	BIRSCHBACH INSPECTION SERVICE, LLC BUILDING INSPECTIONS FOR FEBRUARY 2019	
100-00-52400-000-000		Building Inspector - Contract BUILDING INSPECTIONS FOR FEBRUARY 2019	4,765.00
100-00-21060-000-000		Building Escrows Payable W5805 HOELZEL ESCROW DEDUCT CYPRESS HOME	100.00
		Total	4,865.00
7675	3/15/2019	CALUMET COUNTY TREASURER 019005	
100-09-53311-903-000		Hwy Dept - Salt & Sand INV 019005 1/1 - 1/31 SNOW & ICE CONTROL	877.09
		Total	877.09
7676	3/15/2019	CALUMET COUNTY TREASURER Ch. 70.114- Aids from DNR	
100-00-26400-000-000		Payments in Lieu of Taxes Ch. 70.114- Aids from DNR	3,344.12
		Total	3,344.12
7677	3/15/2019	CYPRESS HOMES INC ESCROW N9433 EMILY, W5805, 5590 HOELZEL	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N9433 EMILY LN	1,500.00

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Check Nbr	Check Date	Payee	Amount
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5805 HOELZEL WAY	1,400.00
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5590 HOELZEL WAY	1,500.00
Total			4,400.00
7678 3/15/2019 DRAKE HOMES ESCROW RETURN FOR W5726, W5717 PARKER CT			
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5726 PARKER CT	1,500.00
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5717 PARKER CT	1,500.00
Total			3,000.00
7679 3/15/2019 EMERGENCY MEDICAL PRODUCTS, INC. 2052200			
100-08-52300-000-000		1st Responders - Operating Exp FROM 2/19/19 GLOVE HOLDERS 2052200	24.43
Total			24.43
7680 3/15/2019 FOX VALLEY TECHNICAL COLLEGE TPB0000505612, TPB0000505101			
100-06-52200-305-000		Fire Dept - Training/Mem TPB0000505612 2/15/19 7 COURSES & EXAMS	1,744.00
100-06-52200-305-000		Fire Dept - Training/Mem TPB0000505101 2/15/19 M LANCASTER COURSE	32.69
Total			1,776.69
7681 3/15/2019 FOX VALLEY TECHNICAL COLLEGE Ch. 70.114 Aids from DNR			
100-00-26400-000-000		Payments in Lieu of Taxes Ch. 70.114 Aids from DNR	657.54
Total			657.54
7682 3/15/2019 GENE FREDERICKSON TRUCKING & EXC., INC. 25110			
100-09-53311-903-000		Hwy Dept - Salt & Sand FROM 2/19/19 ROCK SALT DELIVERED 25110	3,369.80
Total			3,369.80

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Check Nbr	Check Date	Payee	Amount
7683	3/15/2019	HARRISON UTILITIES ACCOUNT 000-2781-00	
100-07-52200-500-023		Fire Station 70 - Water/Sewer ACCOUNT 000-2781-00	69.83
Total			69.83
7684	3/15/2019	HEARTLAND BUSINESS SYSTEMS 291131-A	
100-02-51400-400-006		Gen. Admin - Service Contracts ANNUAL KENTICO SUBSCRIPTION 291131-A	240.00
Total			240.00
7685	3/15/2019	HILBERT SCHOOL DISTRICT Ch. 70.114 Aids from DNR	
100-00-26400-000-000		Payments in Lieu of Taxes Ch. 70.114 Aids from DNR	7,331.02
Total			7,331.02
7686	3/15/2019	HYDROCLEAN EQUIPMENT INC SALES ORDER 378	
100-09-53311-400-000		Hwy Dept - Supplies FROM 2/4/19 HAND & SURFACE TOWELS SO 378	68.00
Total			68.00
7687	3/15/2019	KATEE GOFF REIMBURSE CRIME SCENE AWARENESS CLASS	
100-06-52200-305-000		Fire Dept - Training/Mem REIMBURSE CRIME SCENE AWARENESS CLASS	32.69
Total			32.69
7688	3/15/2019	KEN MADER CONSTRUCTION ESCROW RETURN FOR N8847 S COOP RD	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N8847 S COOP RD	1,500.00
Total			1,500.00
7689	3/15/2019	LISOWE OIL 25057, 25114	
100-09-53311-600-030		Hwy Dept - Fuel FROM 3/1/19 25057	1,363.73

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Dated From: 3/07/2019

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-600-030	3/8/19	Hwy Dept - Fuel	1,699.55
		FROM 3/8/19	
		25114	
Total			3,063.28
7690	3/15/2019	MCPMAHON	
0913352			
100-00-53441-200-000		Stormwater Planning	6,756.40
		UNPS STORMWATER PLANNING	
		0913352	
Total			6,756.40
7691	3/15/2019	MID-AMERICAN RESEARCH CHEMICAL	
0658645-IN			
100-09-53311-400-000		Hwy Dept - Supplies	277.41
		LINERS, ODOR NEUTRALIZER FROM 2/22/19	
		0658645-IN	
Total			277.41
7692	3/15/2019	MIDWEST DESIGN HOMES	
		ESCROW RETURN FOR W6035 ZACH ST	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR W6035 ZACH ST	
Total			1,500.00
7693	3/15/2019	MONROE TRUCK EQUIPMENT, INC	
804910			
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	153.43
		TRK #20 WING SIDE AIR BAG, #10 AIR VALVE 804910	
Total			153.43
7694	3/15/2019	MORTON SALT	
5401791438, 5401793080			
100-09-53311-903-000		Hwy Dept - Salt & Sand	2,702.77
		FROM 2/21/19 BULK SAFE-T-SALT	
		5401791438	
100-09-53311-903-000		Hwy Dept - Salt & Sand	1,411.95
		FROM 2/22/19 BULK SAFE-T-SALT	
		5401793080	
Total			4,114.72
7695	3/15/2019	NEWS PUBLISHING CO INC	
		ACCOUNT 99128366 TRANS 430875,431472	
100-02-51400-400-000		Gen. Admin - Supplies	191.00
		ACCOUNT 99128366 PUBLIC WORKS ADS	



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INVESTORS COMMUNITY BANK

Dated From: 3/07/2019

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>191.00</b>
7696 176377	3/15/2019	OSHKOSH FIRE & POLICE EQUIPMENT	
100-06-52200-400-000		Fire Dept - Supplies	560.00
		FROM 2/28/19 BOOTS 176377	
<b>Total</b>			<b>560.00</b>
7697	3/15/2019	PERRET HOMES ESCROW RETURN FOR N8614 PETERS RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N8614 PETERS RD	
<b>Total</b>			<b>1,500.00</b>
7698	3/15/2019	PFILE HOMES INC ESCROW RETURN FOR W5670 HOELZEL WAY	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR W5670 HOELZEL WAY	
<b>Total</b>			<b>1,500.00</b>
7699	3/15/2019	POMP'S TIRE SERVICE INC. 320082013, 320082481	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	135.00
		FROM 2/20/19 TRACTOR TIRE REPAIR 320082013	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	83.74
		FROM 2/28/19 TIRE REPAIR 320082481	
<b>Total</b>			<b>218.74</b>
7700	3/15/2019	RENNERTS 40434	
100-06-52200-600-000		Fire Dept - Vehicle Maint.	2,447.53
		UNIT 71 SERVICE FROM 3/6/19 40434	
<b>Total</b>			<b>2,447.53</b>
7701	3/15/2019	RIESTERER & SCHNELL, INC Chilton 1490360	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	46.23
		FROM 2/21/19 TRACTOR BEZEL 1490360	
<b>Total</b>			<b>46.23</b>

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Dated From: 3/07/2019

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Thru Account:

Check Nbr	Check Date	Payee	Amount
7702	3/15/2019	ROCKET INDUSTRIAL IN00186589	
100-09-53311-400-000		Hwy Dept - Supplies FROM 2/22/19 SHOP ROLL TOWELS	71.45
		IN00186589	
		Total	71.45
7703	3/15/2019	RUCON CONSTRUCTION MANAGEMENT ESCROW RETURN FOR N9347 TOUCHDOWN DR	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N9347 TOUCHDOWN DR	1,500.00
		Total	1,500.00
7704	3/15/2019	SHORT ELLIOT HENDRICKSON, INC 363661	
100-00-52400-200-000		Inspections - Grade Checks LOT GRADE CHECKS	722.00
		363661	
		Total	722.00
7705	3/15/2019	SILVERTREE HOMES LLC ESCROW RETURN FOR W5614 HOELZEL WAY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5614 HOELZEL WAY	1,500.00
		Total	1,500.00
7706	3/15/2019	SPECTRUM- 4901 607974901022519	
100-02-51400-400-006		Gen. Admin - Service Contracts SERVICE PERIOD 2/24-3/23	186.55
		Total	186.55
7707	3/15/2019	SPEEDY CLEAN 67252	
100-09-53311-900-000		Hwy Dept - Road Maintenance FROM 2/26/19 SUMP PUMP LINE BLOCKAGE	225.00
		67252	
		Total	225.00
7708	3/15/2019	STAMPS.COM S1092619031	
100-02-51400-400-006		Gen. Admin - Service Contracts METER 7434038 SERVICE FEE 3/1-3/31	39.99
		S1092619031	

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Dated From: 3/07/2019

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Check Nbr	Check Date	Payee	Amount
			Total 39.99
7709 7579	3/15/2019	STUMPF EXCAVATING & TRUCKING	
100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 3/5/19 7579	
			Total 240.00
7710 285612, 285613	3/15/2019	THE UNIFORM SHOPPE OF GREEN BAY INC	
100-06-52200-400-000		Fire Dept - Supplies	1,276.35
		BADGES FROM 2/25/19 285612	
100-06-52200-400-000		Fire Dept - Supplies	12.95
		A MOEHN NAME TAG FROM 2/25/19 285613	
			Total 1,289.30
7711 ESCROW RETURN N9649 BIES, W4663 DALLAS	3/15/2019	TRAVIS DE VALK BUILDERS LLC	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9649 BIES RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR W4663 DALLAS DR	
			Total 3,000.00
7712 N9062, 9072, 9077, 9033, 9039 LILAC DR	3/15/2019	VANS REALTY & CONSTRUCTION	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9062 LILAC RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9072 LILAC RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9077 LILAC RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9033 LILAC RD	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9039 LILAC RD	
			Total 7,500.00
7713 W6308, 6302 CHAMPION TR, N9196 DYLAN DR	3/15/2019	VANS REALTY & CONSTRUCTION	

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Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21060-000-000		Building Escrows Payable	
		ESCROW RETURN FOR W6308 CHAMPION DR	1,500.00
100-00-21060-000-000		Building Escrows Payable	
		ESCROW RETURN FOR W6302 CHAMPION DR	1,500.00
100-00-21060-000-000		Building Escrows Payable	
		ESCROW RETURN FOR N9196 DYLAN DR	1,500.00
		Total	4,500.00
7714	3/15/2019	W.S. DARLEY & CO	
17354891			
100-06-57220-000-000		Fire Dept - Capital Outlay	
		FROM 3/8/19 BOOTS	1,139.44
		17354891	
		Total	1,139.44
7715	3/15/2019	WELLS FARGO FINANCIAL LEASING	
5005940957			
100-02-51400-400-006		Gen. Admin - Service Contracts	
		COVERAGE PERIOD 2/17-3/16/19	575.69
		5005940957	
		Total	575.69
7716	3/15/2019	WI DEPT OF JUSTICE	
ACCOUNT # G2028	2/1-2/28		
100-02-51400-400-000		Gen. Admin - Supplies	
		ACCOUNT # G2028 2/1-2/28	35.00
		Total	35.00
7717	3/15/2019	WI DEPT OF REVENUE	
Municipal Fee- Manufacturing Assessment			
100-02-51400-400-006		Gen. Admin - Service Contracts	
		Municipal Fee- Manufacturing Assessment	1,864.07
		Total	1,864.07
7718	3/15/2019	WISCONSIN MEDIA	
0002311823			
100-02-51400-800-000		Gen. Admin - Publications	
		BILL PERIOD FEB 1-FEB 28	91.64
		0002311823	
100-00-51440-600-000		Elections - Publications	
		BILL PERIOD FEB 1- FEB 28 VOTING, SPRING	619.90
		0002311823	
		Total	711.54

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Thru Account:

Check Nbr	Check Date	Payee	Amount
7719 2665	3/15/2019	WSESI	
100-06-52200-305-000		Fire Dept - Training/Mem	70.00
	FROM 2/19/19 J GACKENHEIMER	WKBK 2665	
		Total	70.00
		Grand Total	126,103.90

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Dated From: 3/07/2019  
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Thru Account:

	Amount
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Total Expenditure from Fund # 100 - GENERAL FUND	126,103.90
Total Expenditure from all Funds	126,103.90

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Posting Date: 3/15/2019

INVESTORS COMMUNITY BANK

Dated From: 3/07/2019

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		126,103.90
	Total Expenditure - Fund # 100	126,103.90	
	Total	126,103.90	126,103.90

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Dated From: 3/01/2019

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
7721	3/20/2019	AIRGAS USA LLC 9086364030	
100-09-53311-400-000		Hwy Dept - Supplies FROM 3/8/19	216.19
		9086364030	
		Total	216.19
7722	3/20/2019	ANDERS AUTO PARTS, INC 001055390	
100-09-53311-505-000		Hwy Dept - Building Maint BELTS FORCED AIR VENTILATION FROM 3/4/19 1055390	12.36
		Total	12.36
7723	3/20/2019	HARRISON FIRE RESCUE PETTY CASH EXPENSES FOR 2019	
100-06-52200-301-000		Fire Dept - Petty Cash PETTY CASH EXPENSES FOR 2019	910.56
		Total	910.56
7724	3/20/2019	JFTCO INC JOHN FABICK TRACTOR CO C 219444, C 220189	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 3/6/19 ALTERNATOR, CORE, BELT 140G C 219444	514.96
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 3/6/19 CREDIT CORE RETURNED C 220189	-208.74
		Total	306.22
7725	3/20/2019	KATHERINE GOFF REIMBURSEMENT FOR CRAYONS	
100-06-52200-400-000		Fire Dept - Supplies REIMBURSEMENT FOR CRAYONS	28.21
		Total	28.21
7726	3/20/2019	KITZ & PFEIL - APPLETON 10780/2	
100-09-53311-505-000		Hwy Dept - Building Maint CUST 812330 FROM 3/7/19 H HARDWARE MISC 10780/2	66.58
		Total	66.58
7727	3/20/2019	L & S TRUCK CENTER 252945	



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Dated From: 3/01/2019

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Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	
		TRUCK #14 FROM 3/4/19 SIDE TURN LENS 252945	20.27
		Total	20.27
7728	3/20/2019	MCCLONE AGENCY	
257467			
100-00-51933-000-000		Insurance - Workers Comp.	
		18/19 WORKERS COMP AUDIT 257467	2,281.00
		Total	2,281.00
7729	3/20/2019	MENARDS-APPLETON EAST	
57049			
100-09-53311-400-000		Hwy Dept - Supplies	
		FROM 3/12/19 SHOP SUPPLIES 57049	52.80
		Total	52.80
7730	3/20/2019	MGD INDUSTRIAL CORPORATION	
170968			
100-09-53311-400-000		Hwy Dept - Supplies	
		FROM 3/18/19 PAINT, PRIMER 170968	233.52
		Total	233.52
7731	3/20/2019	MONROE TRUCK EQUIPMENT, INC	
43224, 43507			
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	
		TRK #20 CRYSTEEL HALF LABOR & PARTS 43224	1,326.00
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	
		TRK 17 CAN CABLE, TRK 23 WING SIDE AIRBAG 43507	903.18
		Total	2,229.18
7732	3/20/2019	ROCKET INDUSTRIAL	
IN00189280			
100-09-53311-400-000		Hwy Dept - Supplies	
		FROM 3/14/19 HAND TOWELS, SOAP IN00189280	129.50
		Total	129.50
7733	3/20/2019	SPECTRUM- 6401	
606836401031019			
100-02-51400-400-006		Gen. Admin - Service Contracts	
		ACC 606836401 SERVICE PERIOD 3/08-4/07	424.91

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INVESTORS COMMUNITY BANK

Dated From: 3/01/2019

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 424.91
7734	3/20/2019	STUMPF EXCAVATING & TRUCKING 7589	
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANKS 3/18/19 7589	240.00
			Total 240.00
7735	3/20/2019	SUPERIOR VISION INSURANCE OFFICE VISION INSURANCE FOR APR 19	
100-02-51400-200-000		Gen. Admin - Benefits OFFICE VISION INSURANCE FOR APR 19 0000254297	49.30
100-09-53311-200-000		Hwy Dept - Benefits SHOP VISION INSURANCE FOR APR 19 0000254297	95.07
100-01-51101-200-000		Planning - Benefits PLANNER VISION INSURANCE FOR APR 19 0000254297	24.65
100-00-14500-000-000		Due from Special Purpose Dist. UTILITIES VISION INSURANCE FOR APR 19 0000254297	88.03
100-02-51400-200-000		Gen. Admin - Benefits PENNY W UTILITIES REFUNDING NEXT BILL 0000254297	14.08
			Total 271.13
7736	3/20/2019	W.S. DARLEY & CO 17344265, 44917, 47074, 50857, 53937	
100-06-52200-400-000		Fire Dept - Supplies FROM 3/13/19 OUTSTANDING BAL NOV-FEB STMT 525837	141.89
			Total 141.89
7737	3/20/2019	WASTE OIL DOCTOR, LLC 4518	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 3/13/19 SERVICE CALL 4518	327.00
			Total 327.00
7738	3/20/2019	WIL-KIL PEST CONTROL 3593871, 3594115, 3594116	
100-02-51400-400-006		Gen. Admin - Service Contracts FIRE STATION 60 3594115	42.00
100-02-51400-400-006		Gen. Admin - Service Contracts FIRE STATION 70 3594116	42.00

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Dated From: 3/01/2019  
Thru:

From Account:  
Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		EXTERIOR INSECT FIRE STATION #60 NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		EXTERIOR INSECT FIRE STATION 70 NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		POWER SPRAY - VILLAGE HALL NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	81.75
		VILLAGE HALL 3593871	
Total			165.75
Grand Total			8,057.07

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INVESTORS COMMUNITY BANK

Dated From: 3/01/2019  
Thru:

From Account:  
Thru Account:

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	8,057.07
Total Expenditure from all Funds	8,057.07

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Posting Date: 3/20/2019

INVESTORS COMMUNITY BANK

Dated From: 3/01/2019

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		8,057.07
	Total Expenditure - Fund # 100	8,057.07	
	Total	8,057.07	8,057.07

# TAX CHECKING

3/06/2019 9:31 AM

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TAX CHECKING

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Dated From:  
Thru:

From Account:  
Thru Account:

Check Nbr	Check Date	Payee	Amount
1189	3/06/2019	AMPARO DJ CARLSEN 2018 TAX REFUND PARCEL 36738	
100-00-21070-000-000		Overpayments Payable 2018 TAX REFUND PARCEL 36738	3,892.20
			Total 3,892.20
1190	3/06/2019	JESSE L KASPER 2018 TAX REFUND PARCEL 39524	
100-00-21070-000-000		Overpayments Payable 2018 TAX REFUND PARCEL 39524	225.58
			Total 225.58
			Grand Total 4,117.78

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TAX CHECKING

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Dated From:  
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From Account:  
Thru Account:

Amount

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Total Expenditure from Fund # 100 - GENERAL FUND

4,117.78

Total Expenditure from all Funds

4,117.78

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ACCT

Posting Date: 3/06/2019

TAX CHECKING

Dated From:

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		4,117.78
	Total Expenditure - Fund # 100	4,117.78	
	Total	4,117.78	4,117.78



# TAX CHECKING

3/13/2019 2:52 PM

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TAX CHECKING

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Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
1191	3/13/2019	CALUMET COUNTY TREASURER PARCEL 36738 CARLSEN CK RTND, OVERPAY	
100-00-41110-000-000		General Property Taxes PARCEL 36738 CARLSEN CK RTND, OVERPAY	3,892.20
		Total	3,892.20
1192	3/13/2019	DARBOY SANITARY DISTRICT CERTIFICATION 2018 TAXES PAYBLE IN 2019	
100-00-24060-000-000		Due to Darboy Sanitary - Taxes CERTIFICATION 2018 TAXES PAYBLE IN 2019	132,404.37
		Total	132,404.37
		Grand Total	136,296.57

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TAX CHECKING

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Dated From:  
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From Account:  
Thru Account:

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	136,296.57
Total Expenditure from all Funds	136,296.57

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Posting Date: 3/13/2019

TAX CHECKING

Dated From:

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		136,296.57
	Total Expenditure - Fund # 100	136,296.57	
	Total	136,296.57	136,296.57

# TAX CHECKING

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## TAX CHECKING

ALL Checks

Posted From: 2/15/2019 From Account:  
Thru: 3/05/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
1181	2/15/2019	APPLETON SCHOOL DISTRICT FEBRUARY 20, 2019 SETTLEMENT TO APPLETON	548,160.76
1182	2/15/2019	CALUMET COUNTY TREASURER FEBRUARY 20, 2019 SETTLEMENT TO COUNTY	2,469,223.44
1183	2/15/2019	FOX VALLEY TECHNICAL COLLEGE FEBRUARY 20, 2019 SETTLEMENT TO FVTC	485,507.42
1184	2/15/2019	HILBERT SCHOOL DISTRICT FEBRUARY 20, 2019 SETTLEMENT	265,426.61
1185	2/15/2019	KAUKAUNA SCHOOL DISTRICT FEBRUARY 20, 2019 SETTLEMENT TO KAUKAUNA	671,013.66
1186	2/15/2019	KIMBERLY SCHOOL DISTRICT FEBRUARY 20, 2019 SETTLEMENT TO KIMBERLY	2,295,238.03
1187	2/15/2019	STOCKBRIDGE SCHOOL DISTRICT FEBRUARY 20, 2019 SETTLEMENT TO STOCKBRI	12,802.47
1188	2/28/2019	VILLAGE OF HARRISON TREASURER Move taxes received to general checking	1,778,650.20
		Grand Total	8,526,022.59

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TAX CHECKING

ALL Checks

Posted From: 2/15/2019 From Account:  
Thru: 3/05/2019 Thru Account:

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	8,526,022.59
Total Expenditure from all Funds	8,526,022.59

**VILLAGE OF HARRISON  
PUBLIC HEARING & BOARD MEETING MINUTES  
02/26/19**

A meeting of the Village of Harrison Board was called to order on Tuesday, February 26, 2019 at 7:00pm in the Harrison Municipal Building, W5298 State Road 114. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Tyler Moore, Kevin Hietpas, Gary Nickel, Tamra Nelson  
Board excused: None  
Staff present: Clerk Jennifer Weyenberg, Planner Mark Mommaerts, Village Manager Travis Parish

Correspondence or Communications from Board and Staff

Trustee Lisowe spoke on the following matters: (a) using plows with snow gates, (b) the sidewalk near the pond hasn't been shoveled, (c) should the village create a Facebook page, (d) should the speed on Blackoak St be lowered.

Public Comments

Resident Don Mielke asked that the village consider extending sewer and water to his property near Pigeon Rd and Hwy 114.

Presentation from Justin Fischer, Baird

Mr. Fischer presented a long-term capital improvement borrowing plan for the village.

Consent Agenda

Payment of Bills and Claims, Minutes from 02/12/19, Operator Licenses for Lorraine Bailey

Discussion: None

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

Vote: Motion carried 7-0.

Items Removed from Consent Agenda

None

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) None

New Business for Consideration or Action

a) Reconsider Bud Rusch request for reimbursement for oversizing pipes (denied at the Sept. 11, 2018 meeting)

Motion: Trustee Nelson with second by Trustee Hietpas to allow reconsideration.

Vote: Motion to reconsider approved 6-1 with Trustee Sprangers opposed.

Motion: Trustee Nelson with second by Trustee Hietpas to pay \$5,941.50 back to Mr. Rusch.

Vote: Motion carried 4-3 with President Salm, Trustee Sprangers, and Trustee Lisowe opposed.

b) Kiwanis Club of Darboy Donation

Discussion: The Kiwanis is looking to give a "Legacy" gift to the village. A one-time donation up to \$50,000 was approved by their board with the hopes that it can be used towards building a large shelter/playground equipment at the new Farmers Field Park, or replacing the park equipment at Darboy Community Park.

Motion: No motion was made. This was information only from representatives of the Kiwanis Club.

Vote: None taken.

c) Sewer & Water Request on Hwy 114- Don Mielke

Discussion: Mr. Mielke spoke under public comments. There was no action on this item.

d) Certified Survey Map- Don Mielke- Mielke Road (Tax ID 43796)

Discussion: The property owner has two agricultural parcels and plans to subdivide the property fronting Mielke Road into single-family lots. The owner is working with Calumet Co. Planning regarding the private sanitary systems. Access will come from Mielke Rd. via culvert and private driveway to each lot.

Motion: Trustee Lisowe and second by Trustee Hietpas to approve the CSM with the condition that a grading/drainage plan be reviewed and approved by the village.

Vote: Motion carried 7-0.

e) Certified Survey Map- Don Mielke- Mielke Road (Tax ID 43768)

Discussion: The owner is proposing a 2-lot CSM for the property located along Mielke Road for single-family home sites. The owner is working with Calumet Co. Planning regarding the private sanitary systems. Access will come from Mielke Rd. via culvert and private driveway to each lot.

Motion: Trustee Lisowe and second by Trustee Moore to approve the CSM with the condition that a grading/drainage plan be reviewed and approved by the village.

Vote: Motion carried 7-0.

f) Relocated Building Permit- Steven VerBust- Zirbel Drive

Discussion: The applicant is seeking to move a house from W5961 Woodland Road to a vacant lot on Zirbel Drive. The moving route is primarily through private farmlands and along Hwy 10. PW Department has no concerns about the house moving down Kasten Road as long as the ground is frozen and the Building Inspector has no concerns regarding the structural soundness of the house. A \$50,000 performance bond and proof of \$1,000,000 public liability insurance must be submitted.

Motion: Trustee Lisowe with second by Trustee Hietpas to approve the relocation in accordance with all required submittals and conditions of approval of the relocated building ordinance.

Vote: Motion carried 7-0.

g) Preliminary Plat- Hidden Pines Subdivision- Harrisville Lane

This item is postponed to the March meeting.

h) Ordinance V19-01 Zoning Map Amendment- Hidden Pines Subdivision- Harrisville Lane

Discussion: The current owner is requesting a zoning map amendment to rezone the property from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1] for Hidden Pines subdivision. Both staff and plan commission recommend approval.

Motion: Trustee Lisowe with second by Trustee Hietpas to approve Ordinance V19-01.

Vote: Motion carried 7-0.

i) Ordinance V19-02 Zoning Map Amendment- Amy Avenue Commercial Development- Amy Ave  
Discussion: The developer is requesting to rezone the property from Office & Retail Commercial [COR] to Business Park [BP]. This will allow for light manufacturing and trade/contractor storage offices. Staff and plan commission recommend approval.

Motion: Trustee Moore with second by Trustee Lisowe to approve Ordinance V19-02.

Vote: Motion carried 7-0.

j) Conditional Use Permit- Amy Avenue Commercial Development- Amy Ave

Discussion: The applicant is seeking a CUP to construct 8 commercial buildings for retail, trade and contractors, and light industrial uses along Amy Ave between Prosperity Drive and Highline Road. The total number of units will vary based on business needs, but approx. 36-42 units are proposed. There will be shared parking areas for the buildings, all materials will be stored inside, and garbage/recycling dumpsters will be stored in an enclosed area.

Motion: Trustee Lisowe with second by Trustee Nelson to approve the Conditional Use Permit with the following 13 conditions:

1. *A detailed site plan review, pursuant to Section 13.0 of the zoning ordinance, shall be completed prior to issuance of a zoning permit.*
2. *Building materials and design shall be as approved by the Plan Commission at the October 2018 meeting. Deviations from the approved elevations shall require review and approval by the Plan Commission.*
3. *No outside storage, including but not limited to materials, equipment, or products, shall be allowed for any business within the development.*
4. *All mechanical equipment (ground or roof-mounted) shall be screened from view from a public road.*
5. *Access to the development shall be from Amy Avenue.*
6. *The hours of operation for any business within the development shall be limited to 7:00am to 6:00pm Monday through Friday and 7:00am and 3:00pm on Saturdays. The Plan Commission may approve alternate hours upon request from the business.*
7. *Only those uses permitted in the applicable zoning district and trade or contractor uses shall be allowed within the development.*
8. *A Zoning Certificate of Occupancy shall be required for initial occupancy of a unit or a change of occupancy for each unit to ensure compliance with the zoning ordinance.*
9. *Light manufacturing uses may be allowed after a map amendment (rezoning) to an appropriate zoning district has been approved.*
10. *All exterior lighting shall be direct cut-off fixtures*
11. *One freestanding sign, that meets the requirements of the zoning ordinance, shall be allowed. All other business signage shall be wall-mounted and shall meet the requirements of the zoning ordinance.*
12. *All applicable local, County, and State rules, regulations, and ordinances shall be met.*
13. *Recycling/Garbage dumpsters must be kept in an enclosure.*

Vote: Motion carried 7-0.

k) Preliminary Plat- Creekside Estates Subdivision- Woodland Road

Discussion: The developer is proposing a 40-lot subdivision located on the south side of Woodland Road along Kasten Road and east of S. Coop Rd. Lot sizes will range from 0.5 – over 1.0 acre. Two cul-de-sacs are proposed due to the environmental conditions of existing wetlands and navigable streams.

Motion: Trustee Nelson with second by Trustee Nickel to approve the preliminary plat with the following conditions:



1. *A temporary turnaround shall be constructed on the southern stub of Edgewood Lane. The northern stub shall connect to Kasten Road.*
2. *Tower Drive shall be renamed to Noe Road.*
3. *Woodland Road to be dedicated with 40-feet of road right-of-way.*
4. *All lots shall have a storm sewer lateral provided for sump pump discharge.*
5. *Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction.*
6. *A Development Agreement shall be executed prior to approval of the final plat.*
7. *Parkland dedication or a fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.*
8. *An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village. A note, listing the improvements to be assessed, shall be added to the final plat indicating that the Village of Harrison will assess all lots equally.*
9. *A street light shall be installed at the intersection of Tower Drive and Woodland Road. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.*
10. *All streets to be concrete with 5-foot wide concrete sidewalks on both sides. Street construction to be in accordance with the Harrison Specifications Manual. The exception may be the cul-de-sac in the southwest corner, this street shall match that of the future street to the south.*
11. *High-back, integral concrete curb shall be utilized rather than the mountable curb.*
12. *Access to Outlot 1 and Outlot 2 shall be provided with the ability to avoid the wetlands.*
13. *Wetland concerns on Lots 3,5,6, 10 & 23 should be addressed to ensure the lots are buildable. Wetland fill permits granted for these lots shall be provided to the Village and recorded.*
14. *All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.*
15. *All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.*
16. *The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.*
17. *Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.*
18. *All other improvements, including but not limited to, curb & gutter, concrete paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.*
19. *All comments from the Village engineer shall be included in the Plan Commission discussion and decision.*
20. *Location of all sidewalk curb ramps shall be approved by Harrison staff.*
21. *A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.*
22. *Multiple benchmark locations shall be established for use during building construction and shall be identified on the final grading/drainage plan.*
23. *All environmental corridors shall be clearly identified and setback lines to be indicated.*
24. *Grading/Drainage Plan shall identify elevations of ground at the foundation.*
25. *Other comments from the Public Works Dept. and Village Engineer shall be included in the conditions of approval. These will be provided to the developer upon plan review completion.*
26. *A 12-foot Utility Easement shall be added to the front of all lots. All laterals shall be stubbed into the lot a minimum of 6-feet.*

Vote: Motion carried 7-0.

l) Ordinance V19-03 Zoning Map Amendment- Creekside Estates Subdivision- Woodland Road  
Discussion: The developer and current owner is requesting to rezone the property from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1] for Creekside Estates. Staff and plan commission recommend approval.

Motion: Trustee Moore with second by Trustee Lisowe to approve Ordinance V19-03.

Vote: Motion carried 7-0.

m) Resolution V2019-03 Payoff 2017 Snowplow Truck Loan

Discussion: The terms of the loan were for five years with the option to payoff at any time, and the village wishes to payoff the current loan before they replace a truck in 2020.

Motion: Trustee Lisowe with second by Trustee Nelson to approve Res. V2019-03.

Vote: Motion carried 7-0.

#### Reports

Activity reports for Calumet Co. Sheriff's Department, Zoning Permits, Harrison Fire Rescue and the Treasurer's Statement of Income and Expenses were distributed.

Closed Session – Jeff Marlowe of Lexington Homes, TID #1 Development Agreement (Gregorski);  
Hidden Pines Development Agreement, Purchase Property (Halverson)

Motion by Trustee Lisowe with second by Trustee Hietpas to enter closed session.

Roll Call Vote: Sprangers- aye

Lisowe- aye

Moore- aye

Salm- aye

Hietpas-aye

Nickel- aye

Nelson- aye

Pursuant to Wis. Stats §19.85(1)(e) the board met in closed session to deliberate or negotiate the purchase of public property, investment of public funds, or conduct other business when competitive or bargaining require a closed session.

The village board did not reconvene in open session. The meeting adjourned in closed session.

---

Jennifer Weyenberg, Village Clerk-Treasurer

Dated February 26, 2019

Approved by the Village Board on March 26, 2019



# 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: BOSQUEZ First Name: HANNAH Middle I: R  
 Street Address: 310 W. VALLEY RD. #14 City: APPLETON, WI Zip: 54915  
 Day Phone: (920) 257-6784 Evening Phone: \_\_\_\_\_  
 Date of Birth: 5/24/1994 Where will you be working?: BLU SAPPHIRES  
 Driver's License Number: B220-3369-4684-04

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: VILLAGE OF HORTONIA

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

Violation	County or Municipality	Approximate Date
UNDER AGE DRINKING	WINNEBAGO	JUNE 2015 ?
" "	WAUPAUCA	JULY 2015 .

WITNESS SIGNATURE:

Subscribed and sworn to before me this 26<sup>th</sup> day of February 2018/19.

Cand Kren  
 \_\_\_\_\_  
 Witness Signature

Witness Address: Village Hall

x Hannah Bosquez 2/26/2019  
 Applicant Signature Date

Office Use Only: \$35.00   
 Reported to the Board: +15 Prov.

Background Check   
 Course Completion



# APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

Village of Harrison, Wisconsin

To the Board of the Village of Harrison, WI:

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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: Ocasio First Name: Taylor Middle I: \_\_\_\_\_  
 Street Address: 9190 Crescent Ct City: Roscoe IL Zip: 61073  
 Day Phone: 202 215 8878 Evening Phone: \_\_\_\_\_  
 Date of Birth: 12-16-1971 Where will you be working?: Blue Sapphires Cabaret  
 Driver's License Number: 022080371957

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: Darien, WI Walworth Co.

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

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:

Subscribed and sworn to before me this 21<sup>st</sup> day of March 2018/19.

X Taylor Ocasio March 21, 19  
 Applicant Signature Date

Carmit Khan  
 Witness Signature

Witness Address: Village Hall

Office Use Only: \$35.00  Background Check   
 Reported to the Board: CC Course Completion



# 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: Kirchen First Name: Allison Middle I: E  
 Street Address: 996 3rd St Apt B City: Menasha Zip: 54952  
 Day Phone: 608-369-5077 Evening Phone: 608-369-5077  
 Date of Birth: 01/14/1995 Where will you be working?: Navenly Beach  
 Driver's License Number: W-625-0059-5514-09

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.

Violation	County or Municipality	Approximate Date
Party to a crime retail theft	Waubesa city	12/16/2017
Party to a crime retail theft	Columbia City	10/25/2017

WITNESS SIGNATURE:  
 Subscribed and sworn to before me this 13 day  
 of March 2018/19.

Debra Hausman  
 Witness Signature  
 Witness Address: 512 Curmand Ct  
Kimberly WI 54136

X [Signature] 3/13/19  
 Applicant Signature Date

Office Use Only: \$35.00  Background Check   
 Reported to the Board: Course Completion



# 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: Granius First Name: Marty Middle I: J  
 Street Address: 237 Butte Des Morts Dr City: Menasha Zip: 54952  
 Day Phone: (920) 243-3539 Evening Phone: same as at left  
 Date of Birth: 03/02/1961 Where will you be working?: Waverly Beach  
 Driver's License Number: G652-5506-1082-03

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: Winnebago County

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

Violation	County or Municipality	Approximate Date
None		
"		

WITNESS SIGNATURE:

Subscribed and sworn to before me this 12 day of March 2018/19.

Debra Harris  
 Witness Signature

Witness Address: 512 Cortland Ct.  
Kimberly WI 54136

X Marty J Granius 2019  
 Applicant Signature Date

Office Use Only: \$35.00

Reported to the Board:

Background Check

Course Completion

+ Prov...  
 \$15



# 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: Von Schondorf First Name: Hannah Middle I: E  
 Street Address: 1230 E Hanson Dr. City: Appleton Zip: 54915  
 Day Phone: ~~(920) 515-3440~~ (920) 515-3440 Evening Phone: (920) 515-3440  
 Date of Birth: 12/01/1999 Where will you be working?: Waverly Beach  
 Driver's License Number: V525-3259-9941-00  
 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.

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:

Subscribed and sworn to before me this 8 day of March 2018/19

x Hannah Von Schondorf 3/8/19  
 Applicant Signature Date

Deb Harrison  
 Witness Signature

Witness Address: 512 Curtland Ct  
Kimberly WI 54136

Office Use Only: \$35.00

Background Check

Reported to the Board:

Course Completion

+15  
 prov.



# 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: Jones First Name: Kyle Middle I: E  
 Street Address: 214 Royal CT APT 3 City: Appleton Zip: 54915  
 Day Phone: 330 705 0238 Evening Phone: Same  
 Date of Birth: 11/19/1997 Where will you be working?: Waverly Beach  
 Driver's License Number: J620 5059 7419 08

Do you currently hold or have held an operator's license within the last 2 years? (YES) / NO (Attached)  
 If yes, please list the municipality which issued your license: Village of Harrison

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

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:

Subscribed and sworn to before me this 12 day of March 2018/19.

X [Signature]  
Applicant Signature

03/12/19  
Date

[Signature]  
Witness Signature

Witness Address: 512 Cortland Ct.  
Kimberly WI 54136

Office Use Only: \$35.00

Reported to the Board:

+15  
prov

Background Check

Course Completion





# 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: Giessel First Name: Jamiee Middle I: L  
 Street Address: 324 N. Sidney St. City: Kimberly Zip: 54136  
 Day Phone: 920-392-3600 Evening Phone: \_\_\_\_\_  
 Date of Birth: 04/14/1988 Where will you be working?: Darby Corner Store  
 Driver's License Number: G7240-4328-8634-09

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: Kimberly

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

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:

Subscribed and sworn to before me this 25 day of Feb 2018/19

X Jamiee L. Giessel 02/25/19  
Applicant Signature Date

Jennifer Weisberg  
Witness Signature

Witness Address: Village Hall

Office Use Only: \$35.00   
Reported to the Board: \_\_\_\_\_

Background Check   
Course Completion



# 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: Ellingsworth First Name: William Middle I: A  
 Street Address: 400 N Richmond City: Appleton Zip: 54911  
 Day Phone: 715-252-6133 #325 Evening Phone: 715-252-6133  
 Date of Birth: 10-18-1963 Where will you be working?: Waverly Beach  
 Driver's License Number: E452-9216-3378-01

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.

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:

Subscribed and sworn to before me this 23 day  
of February 2018/19

Debi Harrison  
Witness Signature

Witness Address: 512 Cortland Ct.  
Kimberly, WI 54936

X William A Ellingsworth 2/23/2019  
Applicant Signature Date

Office Use Only: \$35.00  Background Check   
Reported to the Board: Course Completion

+ 15 provisional

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**VILLAGE BOARD MEETING**

---

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

March 26, 2019

---

**Title:**

Agreement to Place Fence in Drainage Easement – W6312 Champion Trail

---

**Issue:**

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

---

**Background and Additional Information:**

The property owner at W6312 Champion Trail is requesting permission to place a 6-foot solid wood fence within a drainage easement along the corner (northwest corner) of the property. The property is Lot 35 of the Papermaker Ridge II subdivision. There is a 15-foot drainage & utility easement along the west side of the property. The purpose of the fence is to provide an enclosed area of the back yard. The Village Board approved a fence on the adjacent property in 2017.

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

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**Budget Impacts:**

None

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**Recommended Action:**

If a fence is approved within the easement, staff recommends that the standard Permission to Occupy Drainage Easement Agreement be signed and recorded with the Calumet County Register of Deeds prior to a fence permit being issued.

---

**Attachments:**

- Request Letter with Site Plan
- Subdivision Plan
- Draft Agreement

Dear Mark,

A couple of weeks past we talked over the phone about my questions about a fence.

I am sending in my Zoning Permit Application.

I have a copy of the Project Plans for the fence.

As you can see, the neighbor on the Westside has a Good Neighbor fence up already.

I am requesting that I can put up a Solid Wood fence on the Northside facing Manitowoc Rd. with one gate. 161' fence.

Eastside will be a Good Neighbor fence with one gate. 80' fence.

Westside will be tying into neighbors' fence with one gate. 13' fence.

I will be working with WE Energies on the Set Back once the plans have been approved.

If you have, any questions please call anytime.

Thank You Mark.

Mike Wenger

W6312 Champion Trl.

Menasha, Wi 54952

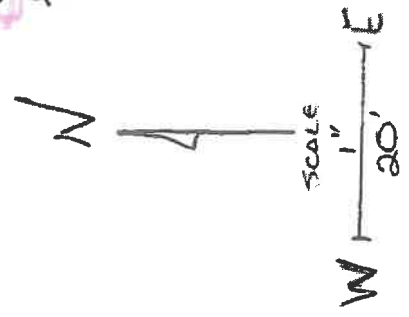
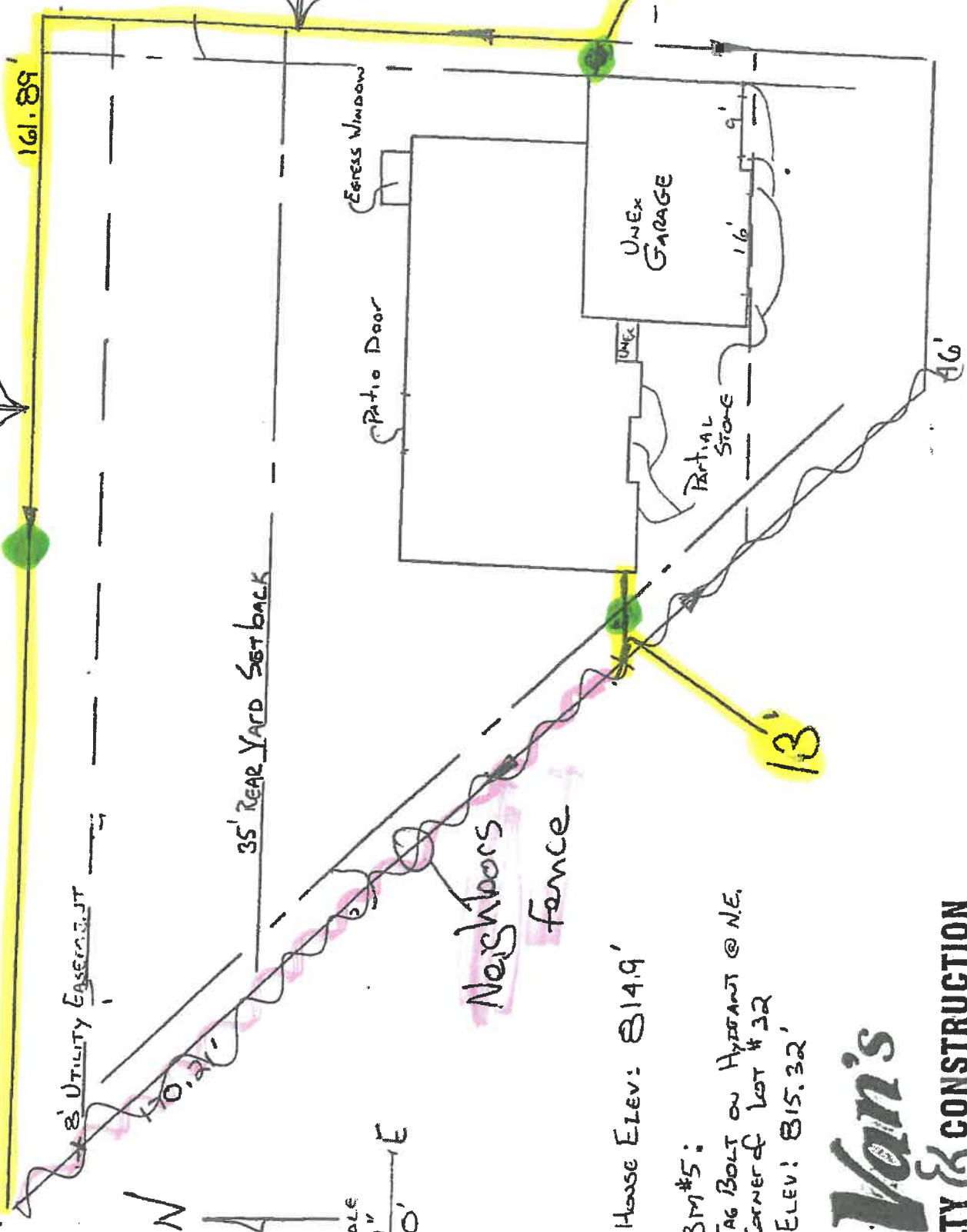
920-475-7059

- Gate
- fence

Solid  
Fence style

Shadow  
Box

Mantowoc Rd



House Elev: 814.9'

BM #5:  
TAG BOLT ON HYDRANT @ N.E.  
CORNER of LOT #32  
ELEV: 815.32'

**Van's**  
REALTY & CONSTRUCTION

W6312 Champion Trail

PS 611'



---

VILLAGE OF HARRISON  
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

**Permission to Occupy Drainage Easement Agreement**

---

This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and Michael & Sonjia Wenger, hereinafter referred to as "Owner", owners of property described as Lot 35 of Papermaker Ridge II, being part of the Northwest ¼ of the Southeast ¼ and part of the Northeast ¼ of the Southwest 1/4 of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, also known as W6312 Champion Trail.

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

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

---

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

---

Parcel No.(s): 131-0683-000350A-000-0-201809-00-310A

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

*The rest of this page left blank intentionally.*





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**VILLAGE BOARD MEETING**

---

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

March 26, 2019

---

**Title:**

Agreement to Place Fence in Drainage Easement – W6570 Brittany Drive

---

**Issue:**

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

---

**Background and Additional Information:**

The property owner at W6570 Brittany Drive is requesting permission to place a 4-foot solid vinyl fence within a drainage easement along the rear (north side) of the property. The property is Lot 144 of the Cedar Ridge Estates, 2<sup>nd</sup> Addition subdivision. There is a 8-foot drainage & utility easement along the north side of the property. The purpose of the fence is to provide an enclosed area of the back yard.

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

---

**Budget Impacts:**

None

---

**Recommended Action:**

If a fence is approved within the easement, staff recommends that the standard Permission to Occupy Drainage Easement Agreement be signed and recorded with the Calumet County Register of Deeds prior to a fence permit being issued.

---

**Attachments:**

- Request Letter with Site Plan
- Subdivision Plan
- Draft Agreement

## Mark Mommaerts

---

**From:** william dehn <b\_dehn\_us@yahoo.com>  
**Sent:** Friday, March 15, 2019 9:19 AM  
**To:** Mark Mommaerts  
**Subject:** Drainage waiver request

Mark,

This email is to request a drainage waiver along the north side of my residence in order to install a 4 foot vinyl fence. The address is W6570 Brittany Drive, Appleton 54915. The fence will encroach by approximately 5 feet but will not be installed along the property line.

A waiver has also been requested from WE Energies. Please let me know if any additional details are needed by the board.

Thanks for you time,  
Bill Dehn

Sent from my iPad

## Mark Mommaerts

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**From:** william dehn <b\_dehn\_us@yahoo.com>  
**Sent:** Friday, March 15, 2019 10:47 AM  
**To:** Mark Mommaerts  
**Subject:** Fw: Fw: Revised Fence Proposal  
**Attachments:** Bill Dehn Lakeview final.pdf

The quote has dimension for the size of the fence. I haven't found my back lot line but we are at least 3 feet inside of it to stay away from utilities and we are about 3 feet inside the property width.



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

# PROPOSAL/CONTRACT

Page 1  
 03/08/2019

**Customer Information:**

Bill Dehn  
 W6570 Brittany Dr  
 Appleton, WI 54915

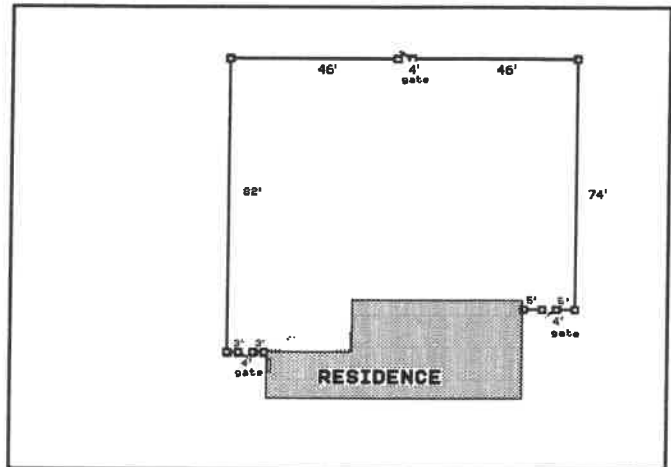
**Job Information:**

Customer contact: 903-491-4646  
 b\_dehn\_us@yahoo.com

**Notes:**

Furnish and install 276' of 4' High White PVC Lakeview with three 4x4' walk gates.

\$10,113.44



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

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

MI T FENCE LLC WILL ASSUME THE RESPONSIBILITY FOR HAVING UNDERGROUND UTILITIES LOCATED AND MARKED.

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

Additional charges for any extra work not covered in this

contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced. CANCELLATION OF CONTRACT WILL RESULT IN A 25% PERCENT RESTOCKING FEE ON ANY SPECIAL ORDER MATERIALS.

COMPLETED FENCE PAYMENT SHALL BE MADE UPON COMPLETION UNLESS PREVIOUS PAYMENT ARRANGEMENTS WERE MADE PRIOR TO AND IN ADVANCE.

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

Approved & Accepted for Customer:

Contract Amount: \$ 10113.44  
 Down Payment: \$ 5055.00  
 Balance Due on Completion \$ 5058.44

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

Accepted for Mi T Fence LLC:

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



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VILLAGE OF HARRISON  
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

**Permission to Occupy Drainage Easement Agreement**

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This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and William & Charlene Dehn, hereinafter referred to as "Owner", owners of property described as Lot 144, Cedar Ridge Estates, 2<sup>nd</sup> Addition, being all of Lot 2 of CSM No. 2305, as recorded in volume 17 or maps on page 129 as Document No. 306616, being a part of the Northeast ¼ and the Southeast ¼ of the Northeast ¼ of Section 8, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, located at W6570 Brittany Drive.

This agreement authorizes the Owner to place a four (4) foot vinyl fence, hereinafter referred to as "Improvement", within the recorded drainage easement on their property subject to the following provisions and/or conditions:

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

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

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Parcel No.(s): 131-0604-001440A-000-0-  
201808-00-1400

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

*The rest of this page left blank intentionally.*

Signatures:

**Property Owner(s)**

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

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

STATE OF WISCONSIN     )  
  ) SS  
COUNTY OF CALUMET    )

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

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

**Village of Harrison**

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

\_\_\_\_\_  
James Salm, Village President

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

Instrument drafted by the Village of Harrison.

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

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**Date:** March 26<sup>th</sup>, 2019

**Title:**

Discuss request for funding from KYB for ball diamonds.

**Issue:**

Should the Village of Harrison provide funding for the Baseball Complex in Harrison?

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**Background and Additional Information:**

Kaukauna Youth Baseball has been fund raising for the construction of a baseball complex on land owned by the Village of Harrison. Currently, the organization has raised over \$2 million in cash and in-kind donations for the construction of a four baseball diamond complex.

Many of these grants require that construction of the facilities begin in 2019. Also, a possible grant from the FCVB requires that the complex be completed with four diamonds before KYB would be able to receive the funding.

Due to some of these financial requirements, KYB is asking the Village of Harrison to provide some upfront financing in order to construct the facilities. Originally, the Village had pledged \$1 million dollars. Kaukauna Youth Baseball is requesting an additional \$949,489.00.

Members of Kaukauna Youth Baseball will be in attendance to discuss their financials.

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**Budget/Financial Impact:**

The cost would be roughly \$.14 per \$1000 as a stand alone project and if the Village bonds for the money. This would include the previously approved \$1 million plus the \$949,489.00 that is currently being requested.

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**Recommendation:**

If the Village Board wishes to have ball diamonds in the Village Harrison, staff recommends working with Kaukauna Youth Baseball to construct the ball diamonds.





Village of Harrison Board Members,

As you read through the attached packet of information, we want you to remember one thing above every fact, figure or bullet point. **Unison Park is your park, a Harrison park.**

Kaukauna Youth Baseball views this project as a partnership. We are gaining fields that serve our growing baseball program and Harrison is receiving the mutual benefit of park space and an amenity that can lead to more business and more residential growth. We imagine a future where the combination of recreation and business feed a virtuous cycle that contributes to an exceptional quality of life for Village of Harrison residents.

We are bringing an unprecedented amount of funds and in-kind contributions (\$1,878,450) to the project. This is 100 times the amount for a similar project in Waupun, which you will see highlighted in your packet, and we continue to fundraise. In fact, in the past week, we received another \$21,000 in donations. Unfortunately, the rising cost of construction is outpacing our efforts and the project is also at risk of losing \$250,000 in funding if we do not stay on track for a 2019 completion; that is why we are presenting this proposal today.

KYB leaders and volunteers recognize this is not the plan we set forth in 2017 when we first approached the village board. We are a team of volunteers who believe strongly in the benefits of this park for our youth and our community. Planning, budgeting, fundraising and construction are not our areas of expertise but we have put the time in to learn and persevere through many new challenges which have gotten us so close to our goals. Three years of time, millions of dollars raised, thousands of volunteer hours and now, one decision to determine the completion of Unison Park.

Your consideration is greatly appreciated.

Thank you,

The KYB Board of Directors

## Unison Park Budget & Fundraising Summary

Secured Cash: \$1,460,580

Secured In-Kind: \$417,870

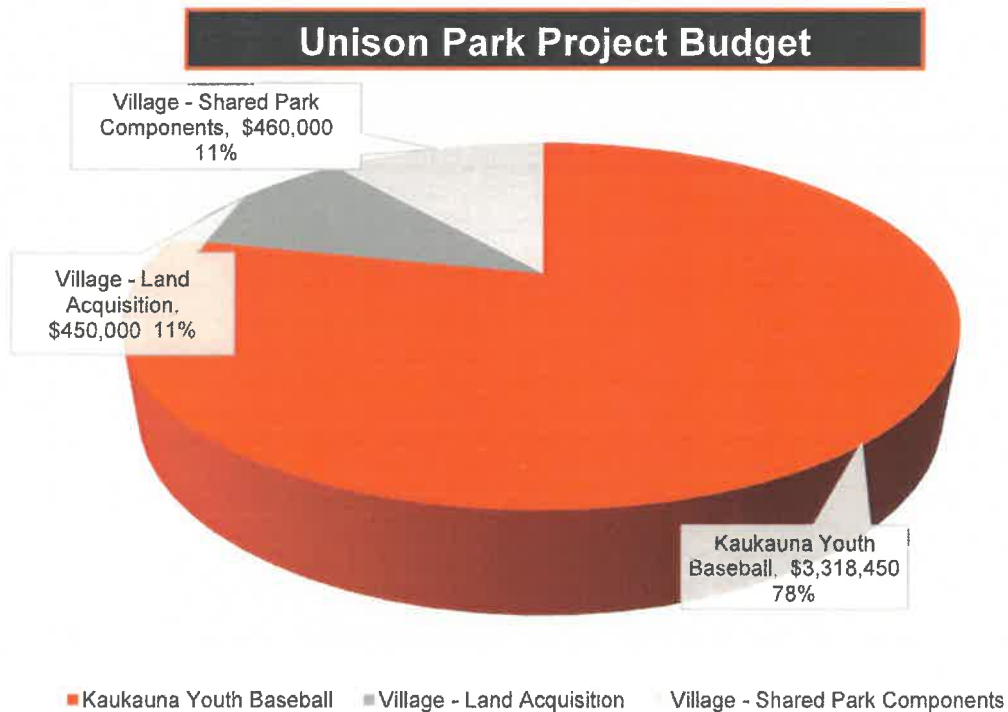
Village Land Acquisition \$450,000

Village Commitment (Sept 18) \$1,000,000

*Total Secured: \$3,318,450 (w/Sept 18 Village Loan Commitment)*

*Total Project Budget: \$4,277,939*

*Total Required to Complete: \$949,489*



### Problem Statement

Construction costs have risen and continue to rise, outpacing fundraising efforts.

Completion deadline for \$250,000 grant from FCCVB is December 2019.

Combined rising costs and potential loss of funding could result in forfeiture of entire project.

Phasing in fields puts the project at risk, as well:

- 80% of the total cost to construct goes into 2 fields
- KYB will not be eligible for FCCVB grant of \$250,000
- KYB will not be able to attract as many teams or 3<sup>rd</sup> party hosted tournaments which will drive the revenue needed for paying the Village back on the loan
- Potential to lose or delay sponsors of particular items if they are phased in (ex. 8 dugouts sponsors but only 4 dugouts **-\$80,000**)

## **Proposal**

In order to reach the mutual goal of completing Unison Park and providing an asset for the community, KYB proposes an additional investment from the Village be made to avoid further increase in construction costs and ensure completion in 2019.

Increase Village usage agreement dollar amount from \$1,000,000 to \$1,500,000

Increase term from 20 to 25 years

Kaukauna Youth Baseball will increase annual lease payment from \$50,000 to \$60,000 per year

The Village will pay \$500,000 which includes mainly the cost of the shared components of the park that allow for further expansion (parking lot, storm water, retention pond and green space). Approximate value not to exceed \$500,000.

KYB will make the first \$60,000 payment in 2020.

## **What does Unison Park mean for the Village and its residents?**

Provides a recreational offering to residents for a fraction of the investment; 78% funded by Kaukauna Youth Baseball.

Harrison will achieve long-term maintenance efficiencies as manpower and equipment will be provided by Kaukauna Youth Baseball.

Harrison residents can play in our well-run program without paying non-resident fees.

Twenty additional acres of park space helps meet recommended standards for park and green space. The Village is more marketable for homeowners and businesses with more amenities to boast.

Creates a catalyst for economic development. Youth sports tourism is the fastest growing segment in the travel industry. KYB will be welcoming thousands of fans from out of town. This type of traffic is attractive to potential business owners and can promote business in the less developed Northeast area of Harrison.

Serves as an impetus for future trail connection and more park access. With sewer, water, parking and retention ponds in place at Unison Park, park expansion is more affordable for the village than starting from vacant land.

KYB/Harrison partnership in development of Unison Park can serve as a model to construct future parks with contributions by other user groups. This approach allows for more community amenities with less investment from the Village.

Economic research has demonstrated that homes and properties located near parklands have higher value. Higher home values not only benefit home owners, but also add to the tax base.

Public survey ranks Sports Complex as 2<sup>nd</sup> most requested type of park in the community with Sport Fields ranked in the top 4 amenities.

After ballfields are funded and constructed, a playground will be phased in. (Working with WI/MN Play on grant opportunities)

## Summary of Comprehensive Outdoor Recreational Plan for Village of Harrison

East Central Wisconsin Regional Planning Commission Standards of 10 acres of publicly owned open space for every 1,000 residents provides a useful barometer for determining whether a community has adequate parkland to meet the recreational needs of its residents. Based on this standard, Harrison's park and open space acreage is about three times lower than the recommended minimum standard.

*At the time of the study, Harrison had 5.37 acres versus a regional average of 18.59. With the completion of Unison Park the Village brings the total park acres closer to the recommended standard.*

The study recommended a 5-year capital improvement of \$4 million. To meet the goals set forth, it was also recommended to share the cost of development and maintenance by jointly developing parks with user groups.

Partnership with KYB in funding Unison Park helps Harrison meet the changing needs of the community and sustain the growing village.

### Economic Impact Example-Waupun

Population 12,500

3-field complex built 2011

\$2.2 million community investment

\$18,000 in donations <1% of total cost to construct

New Businesses near park: AmericInn, Taco Bell, Dominoes, Eden Meats & Catering convenience store (\$3.6 million)

[https://www.wiscnews.com/bdc/news/local/baseball-complex-a-boon-for-business/article\\_90415080-9bde-11e1-b190-001a4bcf887a.html](https://www.wiscnews.com/bdc/news/local/baseball-complex-a-boon-for-business/article_90415080-9bde-11e1-b190-001a4bcf887a.html)

### Testimonial

“Silvertree Homes LLC is a general contracting company specializing in the construction of residential new construction in the Fox Valley. We have built seven homes in Harrison in the past few years and currently own four more lots in Harrison that will be built on within the next year. It is our opinion that further investment and support of the baseball complex by Harrison will pay dividends when families are making the tough decision on where to live in the Fox Valley. We also believe it will serve as a catalyst for future development of subdivisions and businesses within the Harrison boundaries. As a local business that supports the community and has invested time and money into the baseball complex we would encourage Harrison to aid the project as necessary to keep it moving forward so the families that we have built homes for and those we will build homes for in the future will have yet another reason to enjoy and be proud of where they call home.” – Brandon and Nicole Smith, Silvertree Homes

## Reference Material

### National Recreation and Parks Association

<https://www.nrpa.org/siteassets/nrpa-agency-performance-review.pdf>

<https://www.nrpa.org/siteassets/research/economic-impact-study-summary-2018.pdf>

### ICMA on the economic impact of Parks & Rec.

<https://icma.org/blog-posts/economic-impact-parks-and-recreation>

### CORP- Village of Harrison

[http://www.harrison-wi.org/getattachment/Community/Recreation-and-Parks/HarrisonCORP2015\\_2019\\_WEB-VERSION.pdf.aspx](http://www.harrison-wi.org/getattachment/Community/Recreation-and-Parks/HarrisonCORP2015_2019_WEB-VERSION.pdf.aspx)

### Economic Impact Sports Complexes/Sport Tourism

<https://opraonline.org/wp-content/uploads/2018/01/2018woolpert.pdf>

#### Page 17 (Mason Sports Park)

- \$6 million
- 5 fields
- Population 33,000
- 4 baseball tournament generated \$3 million in economic impact

#### Page 24 (Crooked Creek Park)

- \$5 million
- 4 fields (initially)
- Population 33,000
- 3 tournaments generated \$1.1 million in economic impact

### Hays Sports Complex Study

<https://law.marquette.edu/assets/sports-law/Sports%20Complex%20Final%20Report%20%281%29.pdf>

### Waupun Hotel Article – AmericInn built in 2014 (two years after fields opened)

[https://www.wiscnews.com/bdc/news/local/waupun-makes-pitch-for-a-new-hotel/article\\_86fab68c-7cb2-11e2-9ef6-0019bb2963f4.html](https://www.wiscnews.com/bdc/news/local/waupun-makes-pitch-for-a-new-hotel/article_86fab68c-7cb2-11e2-9ef6-0019bb2963f4.html)

## Baseball complex a boon for business

By HANK SNYDER Staff Reporter May 11, 2012

WAUPUN — Business owners are excited about the opening of Waupun's new baseball complex featuring four state-of-the-art baseball diamonds.

And although today is the grand opening, games have already been played there, and businesses have already reported an increase in sales.

"I'm pleased," said Steve Guth, owner of End of the Trail Candy Shoppe. "The first day they had a tournament I had no idea it was going on. Our place was busy all afternoon. People came, came to get drinks, came for everything," he said. "This is awesome. It's great. It will enhance the whole town. Everyone will benefit."

Culver's is a sponsor of the baseball complex.

"We didn't know there was a tournament scheduled that day," said Jason Zweifel, Culver's general manager. "It brought more sales in. Two or three busses came. People from Madison came. Having this new baseball complex will put Waupun back on the map."

People at Helen's Kitchen, a family owned restaurant at the far west end of town, also felt the effect of the surprise tournament.



“I remember it well,” said owner Marilyn Ford. “It was my weekend to work. Business was great — better than normal. I wondered what was going on. A lot of omelets went out.”

Subway also experienced an increase in business.

“We were hoppin,” said manager Mindy Wild, “and I was impressed with our staff that they adjusted so fast.”

Restaurants weren’t the only establishments experiencing an increase in business.

Walgreens assistant manager Juli Millikin remembers the day.

“I thought we were going crazy. We took in \$1,000 above normal.”

This is what Mayor Jodi Steger, city administrator Kyle Clark and the city council were hoping for.

“Our new baseball complex is a winning achievement for our community, and will serve Waupun for generations to come,” said Steger. “It’s good for the youths, our varsity teams as well as all of our businesses who will have thousands of new patrons visiting their establishments.”

It was well thought out, said Clark.

“About two years ago we made a list of Waupun’s strategic planning objectives. One was to promote Waupun as an excellent community for families and businesses. I’m thrilled to hear of an increase in business during tournaments. We want our businesses to prosper. I hope this is just a sampling of what we can expect.”

Council president Matt Hickmann was at that strategic planning session and helped set the goals for the city.

“This is exciting. It’s an honor to be part of it,” he said. “It’s exciting to see nonprofit and for-profit businesses growing. Hopefully this is an indicator of bigger things to come.”

“I think every business person in town should come to the grand opening Saturday,” said Guth.

[hsnyder@capitalnewspapers.com](mailto:hsnyder@capitalnewspapers.com)



<b>Donor</b>	<b>Amount Comitted</b>
Unison Credit Union	\$375,000
Scheels Foundation	\$250,000
Fox Cities Visitors Bureau	\$250,000
Gene Fredrickson	\$100,000
East Wisconsin Savings Bank	\$80,000
Fox Cities Stadium (Timber Rattlers)	\$50,000
High Tech Plastics	\$50,000
Fox Communities Credit Union	\$40,000
Aurora Bay Care	\$25,000
KYB Keep Er Movin Fundraiser	\$23,876
Ahlstrom Munksjo	\$20,000
Anonymous	\$20,000
Bank of Kaukauna	\$20,000
Haen Meats	\$15,000
KYB Throwback Fundraiser	\$12,000
CSM Cares	\$10,000
Gustman	\$10,000
Carl Bowers Construction	\$10,000
Bowers Family	\$10,000
Larry's Piggly Wiggly	\$7,500
Scheels Match	\$5,560
Bergstrom Automotive	\$5,000
Milwaukee Brewers	\$5,000
Kwik Trip	\$5,000
Brian and Jennifer Tetzlaff	\$5,000
Green Bay Packers	\$5,000
Bassett Mechanical	\$2,500
Drexel Building Supplies	\$2,500
McMahon	\$2,500
Piping Systems	\$2,500
Hogenson	\$2,190
McKay	\$2,000
Jim Steineke	\$1,700
Birthday Money (Johnson/Hieptas)	\$1,180
Interest	\$1,157
Cole - Tip Jar	\$1,817
Raffle throwbacks	\$1,050
Midvalley Industries	\$1,000
Kruczek Construction	\$1,000
Fox Valley Tool and Die	\$1,000
Trilliant	\$1,000
Bruce Specht Memorial	\$1,000
Larry and Diane Bender	\$1,000

Smart Move Realty	\$1,000
Kalupas	\$1,000
Hussins	\$1,000
Jenny Koerner	\$1,000
Marilyn Spieth	\$1,000
Silvertree	\$1,000
Thrivent	\$780
Coin Jars	\$784
Secura	\$700
Pizza Ranch	\$660
Seth/Lola Rottier	\$600
Verbs	\$583
Greg Waters	\$500
Sally Giordana	\$500
Chevy Test Drive	\$500
Luneau	\$500
Jenkins Birthday	\$500
Jean Ebben	\$500
Headway Marketing	\$500
Dot Mitchell	\$500
Jen Schuh	\$500
Adam Johnson	\$500
Shimek	\$500
Secura (1/11/19)	\$500
US Venture Match (Rottier)	\$500
mary martin	\$500
Cash from parents	\$480
Harmann Studios	\$478
Cash 11/17 Raffle	\$450
Hildebrands	\$350
Ghostown Fitness	\$300
Jim & Aubrey Landreman	\$280
Tennis Ball Toss	\$256
Thedacare (11/19)	\$250
Baisch	\$250
Pit Row	\$250
UA Local 400	\$250
Schmidt Docks	\$250
Schneider National match - VanDeloo	\$250
Ruffing Automotive	\$250
Albany International	\$250
Gary Landreman	\$250
AJ - Verbaten's	\$250
Ryan VanSchyndel	\$250

Jim and Cindy Blair	\$250
Thrivent (2/22/19)	\$250
Warning Lights	\$200
Becky VandeHey	\$150
Theda Match (1/11/19)	\$150
Coon	\$150
Linda Cummings	\$100
Schenk Business	\$100
ThedaCare match - Kress	\$100
Weinert Roofing	\$100
Aurora match- Mary Golden	\$160
Green Bay Bullfrogs	\$60
Ryan Romenesko	\$60
Rottier	\$50
Steve Magolski	\$50
Laurie Hiestad	\$50
Buechel	\$50
ThedaCare match - Maas	\$50
Jennine Newhouse	\$25
	<b>\$1,460,586</b>

**In - Kind**

Village of Harrison - Property	\$450,000
Gene Fredrickson	\$68,500
Math Fab	\$57,873
Northeast Asphalt	\$2,500
Bodart	\$120,000
	<b>\$698,873</b>

KYB Contingency from Bank Account	\$168,997
<b>Total</b>	<b>\$2,328,456</b>
<b>Loan from Village</b>	<b>\$1,000,000</b>
<b>Total Secure</b>	<b>\$3,328,456</b>
Total Needed	\$4,277,939
\$ to Goal	<b>(\$949,483)</b>

**COST SUMMARY SHEET**

Kaunakauna Youth Baseball - Baseball Complex Development  
February 27th, 2019



Division	Description	Quantity	Unit Price	% Complete	Total	Base Total
<b>I. General Site Division</b> (Gene Frederickson)						
	1 Site Demo	1	L.S. \$ 4,532.00 L.S.		\$4,532.00	
	2 6" Dense Graded Base/12" Breaker Run/Fabric	5,690	C.Y. \$ 23.14 C.Y.	0%	\$131,674.00	
	3 Erosion Control	1	L.S. \$ 27,560.00 L.S.	0%	\$27,560.00	
	4 Stripping Topsoil	1	L.S. \$ 10,492.00 L.S.	65%	\$10,492.00	
	5 Amended Topsoil	2,576	C.Y. \$ 43.59 C.Y.	0%	\$117,422.00	
	6 Placing Topsoil	1	L.S. \$ 17,778.00 L.S.	10%	\$17,778.00	
	7 Seed/Fertilize/Mulch Disturbed Areas	3,373	S.Y. \$ 17.65 S.Y.	0%	\$59,548.00	
	8 Site Grading	1	L.S. \$ \$340,088.00 L.S.	35%	\$340,088.00	
	9 Drainage Stone (6" and 1.5")	14,457	S.Y. \$ 3.21 S.Y.	0%	\$46,363.00	
	10 Nailer Board	2,525	L.F. \$ 5.09 L.F.	0%	\$12,865.00	
	11 Base Pad System	8	Each \$ 600.00 Each	0%	\$4,800.00	
	12 Detention Pond Construction	1	L.S. \$ 85,451.50 L.S.	100%	\$85,451.50	
	13 Miscellaneous Site Work / Materials	1	L.S. \$ 157,526.50 L.S.		\$157,526.50	\$1,016,100.00
<b>II. Site Utilities Division</b> (Gene Frederickson)						
	1 Flat Panel Underdrain	8,124	L.F. \$ 7.00 L.F.	0%	\$56,868.77	
	2 Storm Sewer Inlet	22	Each \$ 3,200.00 Each	90%	\$70,400.00	
	3 Storm Sewer	7,457	L.F. \$ 37.00 L.F.	65%	\$275,913.07	
	4 Water Main	527	L.F. \$ 50.00 L.F.	0%	\$26,350.00	
	5 4" Sanitary Main	550	L.F. \$ 56.00 L.F.	0%	\$30,803.92	
	6 Miscellaneous Utility Items	1	L.S. \$ 9,152.24 L.S.	0%	\$9,152.24	\$469,483.00
<b>III. Asphalt Paving Division</b> (Northeast Asphalt)						
	1 3.5" Asphaltic Pavement/Pavement Marking	1,922	TON \$ 80.35 TON	0%	\$154,393.33	\$154,393.33
<b>IV. Concrete Division</b> (Lorrigan Construction)						
	1 4" Concrete Pavement and Batching Cages	37,768	S.F.	0%	\$136,000.00	
	2 Dugout Slab	1	L.S. \$ 23,760.00 L.S.	100%	\$23,760.00	\$159,760.00
<b>V. Fencing Division</b> (Fortress Fence)						
	6' High Vinyl Coated Chainlink Fencing / Backstops and 1 Netting / Batching Cages / Foul and Flag Poles	1	L.S. \$ 342,312.00 L.S.	0%	\$342,312.00	\$342,312.00

**COST SUMMARY SHEET**

Kaukauna Youth Baseball - Baseball Complex Development

March 21, 2019



Division	Description	Quantity	Unit Price	% Complete	Total	Base Total
<b>VI. Irrigation Division</b> <i>(The Sprinkler Company)</i>	1 Irrigation Main and Controls	1	L.S. \$ 49,925.00	0%	\$49,925.00	\$49,925.00
<b>VII. Synthetic Turf Surfacing Division</b> <i>(Greenfields)</i>	1 1.75" Synthetic Turf Field	44,799	S.F. \$ 4.42	0%	\$198,000.00	\$198,000.00
<b>VIII. Electrical Division</b> <i>(Bodart Electric)</i>	1 Electrical Material 2 Electrical Labor	1	L.S. \$ 107,071.00	0%	\$107,071.00 \$120,000.00	\$227,071.00
<b>IX. Concession Building/Press Box/ Restroom</b> <i>(James J Calmes and Sons Inc.)</i>	1 Concession Building/Bathrooms/Press Box	1	L.S. \$ 520,000.00	0%	\$520,000.00	\$520,000.00
<b>X. Dugout</b> <i>(Miller Masonry)</i>	1 Standard Masonry Dugouts 2 Benches and Roof	8 8	Each \$ 6,546.00 Each \$ 3,000.00	0% 0%	\$52,368.00 \$24,000.00	\$76,368.00

**COST SUMMARY SHEET**

Kaukauna Youth Baseball - Baseball Complex Development

March 21, 2019



Division	Description	Quantity	Unit Price	% Complete	Total	Base Total
<b>XI. Plaza Entrance Signage</b> (TLC Sign)	1 Plaza Entrance Signage	1	L.S. \$ 16,000.00	0%	\$16,000.00	
	2 Donor Wall	1	L.S. \$ 40,000.00	0%	\$40,000.00	\$56,000.00
<b>XII. Complex Signage</b> (TLC Sign / Creative Sign)	1 Complex Signage (dugouts, entry, windscreen, etc)	1	L.S. \$ 35,000.00	0%	\$35,000.00	\$35,000.00
<b>XIII. Scoreboards</b> (Badger Scoreboards)	1 Scoreboards	4	Each \$ 11,707.00	0%	\$46,828.00	\$46,828.00
<b>XIV. Bleachers</b> (Miller and Associates)	1 Bleachers	8	Each \$ 2,650.00	0%	\$21,200.00	\$21,200.00
<b>XV. Plantings</b> (Luxury Landscape)	1 Trees/Shrubs	1	L.S. \$ 7,500.00	0%	\$7,500.00	\$7,500.00

**Subtotal** \$3,379,945.33

**Contingency (5%)** \$168,997.27

**CONSTRUCTION TOTAL** \$3,548,942.59

**COST SUMMARY SHEET**

Kaukauna Youth Baseball - Baseball Complex Development

February 27th, 2019



Division	Description	Quantity	Unit Price	% Complete	Total	Base Total
XVII. Construction Fees	1 Point of Beginning - 5% of Construction Cost				\$168,997.27	\$168,997.27
XVIII. Civil Design Fees	1 Point of Beginning				\$110,000.00	\$110,000.00
<b>XX. Land Purchase</b>	1 Land Purchase				\$450,000.00	\$450,000.00
<b>FEEES TOTAL</b>					<b>\$278,997.27</b>	
<b>LAND TOTAL</b>					<b>\$450,000.00</b>	
<b>PROJECT TOTAL</b>					<b>\$4,277,939.86</b>	

**COST SUMMARY SHEET**

Kaukauna Youth Baseball - Baseball Complex Development

February 27th, 2019



Division	Description	Quantity	Unit Price	% Complete	Total	Base Total
<b>XXI. Contributions/ Project Donations</b>	1 KYB Campaign Cash Commitments				\$1,460,580.00	
	2 KYB Financial Commitment \$50,000 Per Year x 20 Years				\$1,000,000.00	
	3 KYB Financial Commitment .05% Contingency				\$168,997.27	
	4 KYB Foul Poles Donation				\$30,200.00	
	5 KYB Flag Poles Donation				\$11,180.00	
	6 KYB Entry Signage Donation				\$16,493.50	
	7 KYB -Frederickson Footing Excavation				\$34,995.00	
	8 KYB-Frederickson Concrete Foundations and Floors/Buildings - Dugouts - Columns				\$33,505.00	
	9 Bodart Electrical Labor Donation				\$120,000.00	
	5 Northeast Asphalt				\$2,500.00	\$2,878,450.77
<b>XXII. Contributions Village of Harrison</b>	1 Land Purchase				\$450,000.00	\$450,000.00
	<b>CONTRIBUTIONS TOTAL</b>					<b>\$3,328,450.77</b>
<b>CONTRIBUTIONS REQUIRED</b>						<b>\$949,489.09</b>





Village of  
**HARRISON**  
WHERE OPPORTUNITY LIVES

**McMAHON**  
ENGINEERS ARCHITECTS



KAUKAUNA YOUTH BASEBALL

**McMAHON**  
ENGINEERS ARCHITECTS

Village of **HARRISON**  
WHERE OPPORTUNITY SHINES

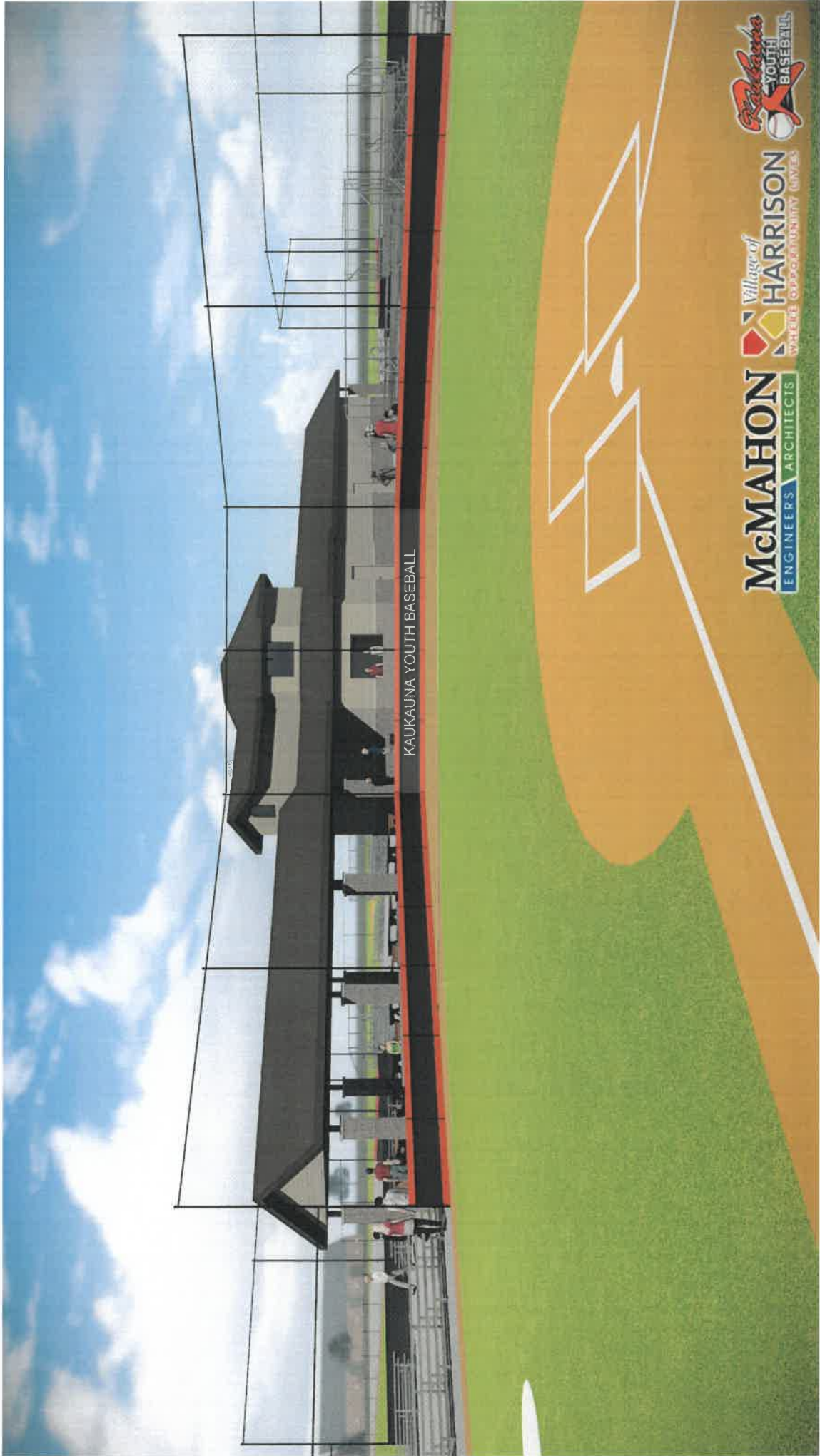




KAUKAUNA YOUTH BASEBALL







KAUKAUNA YOUTH BASEBALL

**McMAHON**  
ENGINEERS ARCHITECTS

Village of  
**HARRISON**  
WHERE OPPORTUNITY UNFOLDS

**Kaukauna**  
YOUTH  
BASEBALL

Village of Harrison Board Members,

I want to reach out to you regarding the Kaukauna Youth Baseball complex project in the Village of Harrison. I firmly believe that the board should continue their support of this project. There are many reasons why I believe in the project, but I want to focus on two of those reasons: investment in our community and investment in our youth.

This area of Harrison is poised to experience economic growth with a well thought out approach. Attracting businesses that will benefit from the many visitors to the baseball complex will spur this growth. It will build upon itself. Investing only a percentage of the overall cost of the project is a smart investment for the Village as well, and shows residents that the Board is working towards making our community better.

Our youth is our future. My children are very involved in different sports and activities. I see the value of providing good programs, with clear visions and the right messages, to our youth. KYB is a great example of this. My son and daughter have played in several different baseball programs in surrounding communities, and I have nothing but positive things to say about how KYB operates. This project will help provide greater opportunity to the youth of our Village within their program, and that is a positive for all involved.

Thank you for your time and consideration.

Tim Mullen  
W5890 Hearthstone Dr.



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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

March 26, 2019

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**Title:**

Hidden Pines Development Agreement

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**Issue:**

Should the Village Board approve the development agreement for Hidden Pines?

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**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 Hidden Pines. This agreement is different than past agreements in that the Village will be installing and assessing costs for concrete streets, concrete curb & gutter, and sidewalks before any building/zoning permits will be issued. The idea is that the Village can collect the assessments at the time of lot sales to help shorten the payback period. It will also allow property owners to roll the assessment amounts into their financing if they choose. The assessments are proposed to be split equally among on the lots, as in recent agreements. The developer is requesting the assessments be split with the stormwater pond outlot included, so 11 ways rather than 10.

Some other differences from recent agreements include:

- 1) That the Village will reimburse the developer for costs related to the design and construction of an oversized stormwater dry pond to accommodate adjacent lands for future development. The oversized pond will eliminate a potential lot that could be created (11 lots potentially rather than 10 lots proposed). The developer is requesting compensation for the lost land for the pond. The developer is proposing \$45,000. Staff is proposing \$35,000, the approximate cost the developer paid per acre for the land. (the total size of the pond is approx. ½-acre)
- 2) That the developer will pay a stormwater “buy-in” fee for the Lakeview Regional Pond. The final buy-in fee was calculated to be \$6,496.95 per acre (\$38,981.70 total). Staff previously quoted \$4,585.85 per acre (\$27,515.10 total) based on the engineers submittal, however, the engineer submittal did not include the cost of land acquisition and wetland plantings. The final buy-in includes all costs. The developer is requesting a buy-in of \$4,000 per acre (\$24,000 total).

- 3) That the Village will reimburse the developer for actual cost differences for the design and construction of a 15-inch storm sewer from the southern boundaries of the plat north to Manitowoc Road for future development purposes.

The preliminary plat for Hidden Pines has been submitted for review to the Board.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

Final terms and payment amounts should be confirmed. A final draft can be brought back for approval.

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**Attachments:**

- Development Agreement



**SUBDIVISION DEVELOPMENT AGREEMENT  
HIDDEN PINES**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between LOUMAR 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 6.0-acres of land in the Village, said land being referred to as "Hidden Pines" described as:

*Being all of Lot 2 of Certified Survey Map No. 3740 as recorded in Volume 33 of Certified Survey Maps, Page 240, as Document No. 535713, located in the Northeast ¼ of the Southwest ¼ of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin*

WHEREAS, Subdivider desires to subdivide and develop said lands;

WHEREAS, said lands are presently zoned or planned to be zoned as **RS-1 | Single-Family Residential (Suburban)** 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 lands are 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. 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 for **Hidden Pines** 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 public improvements shall be in accordance with the Village of Harrison standards and specifications as established in the *Standard Specifications Manual*, the Land Division Ordinance, and all other ordinances for the Village of Harrison. All plans and specifications for the public improvements shall require approval from the Village Engineer and Public Works Director prior to proceeding with construction.

### A. ROADS AND STREETS The Subdivider and Village 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.

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.

*All street construction, including but not limited to, sanitary sewer, watermain, storm sewer and associated laterals, subgrade, and gravel base shall be inspected by the Subdivider's engineer, in accordance with Section I below, with weekly reports provided to the Village.*

*Once the Village of Harrison standards have been met, the Village Board will take action respectively, to accept the listed roads. Acceptance of a gravel road may only occur after the subgrade, and gravel has been installed and inspected by the Village, all utilities (sanitary sewer, water, storm sewer, gas, electric, cable/phone, etc.) have been installed, and all terraces and primary drainage swales and ditches have been graded, seeded, and mulched and inspected by the Village. Once approved, the Village will construct the concrete streets, curb & gutter, sidewalks, and final restoration and place an assessment on the benefiting lots.*

*All costs for construction of the curb and gutter, the concrete paving, and sidewalks and/or trails shall be equally assessed to all lots within the subdivision. The Subdivider, prior to approval of the final plat, shall agree to a waiver of special assessment over all the lots. Payment of the special assessment for curb and gutter, the concrete paving, and sidewalks and/or trails shall be paid in accordance with the Village of Harrison assessment policy, or as approved by the Village Board. **The Subdivider is requesting that the costs be assessed to all lots and the outlot equally (11 total parcels).***

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 Subdivider for construction during periods within the determination of the Public Works Director 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 new utility or street construction between November 15th and May 1st, there will be an additional warranty period of three years beginning from the time the road is accepted by the Village. Such warranty shall apply to all improvements in case of failure. Such warranty shall be in the form of a Performance Bond, Letter of Credit or Cash Escrow in an amount sufficient, as approved by the Public Works Department and/or Village engineer, to repair defects in the roadway. Repair of such defects shall be determined by the Public Works Department.

The schedule for construction shall be as follows:

<b>Timeframe</b>	
<b>Subdivision</b>	<b>Hidden Pines</b>
Final Subdivision Approval	Spring 2019
Sanitary, Water, and Storm Sewers	To be completed by August 31, 2019
Utilities (Gas, Electric, Phone, Cable, etc.)	To be completed by August 31, 2019
Grade & Gravel	To be completed by August 31, 2019
Terraces	To be completed by August 31, 2019
1½ "Asphalt Binder	-
Concrete Integral Curb & Gutter	September 1-October 15, 2019
7" Concrete Pavement	September 1-October 15, 2019
Sidewalks/Trails	September 1-October 15, 2019
Final Terrace Restoration	September 1-October 15, 2019

**B. CURB AND GUTTER The Village 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 with such costs to be equally assessed to all lots within the subdivision. *The Subdivider is requesting that the costs be assessed to all lots and the outlot equally (11 total parcels).*

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

1. To furnish, construct and install concrete sidewalks in accordance with the plat, plans, specifications and drawings and to complete said installation as set forth in the schedule above with such costs to be equally assessed to all lots within the subdivision. Sidewalks are to be constructed on both sides of the street. *The Subdivider is requesting that the costs be assessed to all lots and the outlot equally (11 total parcels).*

**D. TRAILS None are proposed.**

**E. SANITARY SEWER The Subdivider hereby agrees:**

1. 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* and the Standards Specifications Manual for the Village of Harrison.
2. To install separate sanitary sewer laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
3. The sanitary sewer system will not be accepted until the sanitary sewers have been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and the Subdivider's plan specifications as *Harrison Utilities* and the Village's engineer.

**F. 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* and the Standards Specifications Manual for the Village of Harrison.
2. To install separate water laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
3. The water distribution system will not be accepted until the water distribution system has been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by *Harrison Utilities* and the Village's engineer.

**G. SURFACE WATER DRAINAGE      The Subdivider & Village hereby agrees:**

1. The Subdivider agrees to furnish, construct, install and provide a stormwater management pond sized large enough to capture and treat stormwater runoff in the Hidden Pines subdivision as well as the adjacent 20-acres directly to the east, Tax ID 33412 (commonly referred to as the Roebke property) and Tax IDs 33408, 33416, 33418 (commonly referred to as the Gohl property), and Tax ID 33410 (commonly referred to as the Palm property). In exchange, the Village will pay the Subdivider **\$35,000** and assess the Roebke, Gohl, and Palm properties their share of the pond cost. *The Subdivider is requesting \$45,000.*
2. The Village agrees to pay the Subdivider actual cost reimbursement for the difference of design, furnish, construct, install, and providing an enlarged stormwater facility as stated in #1 above versus the cost of a stormwater facility required to meet only the Subdivider's development.
3. The Subdivider agrees to design, furnish, construct, install, and provide a 15-inch storm sewer pipe from the southern boundaries of the Subdivision north to Manitowoc Road, located generally along the eastern property line of the Subdivision, extended to Manitowoc Road. The Village agrees to pay the Subdivider actual cost reimbursement for the difference of the 15-inch versus what the Subdivider is required to meet for only the Subdivision. The Subdivider agrees to provide 30-foot Storm Sewer Easements centered along the pipe route.
4. The Subdivider agrees to pay a stormwater "buy-in" fee of \$6,496.95 per acre, for a total of **\$38,981.70**, for total suspended solids (TSS) stormwater treatment in the Lakeview Regional Pond. *Staff previously quoted the Subdivider a buy-in cost of \$4,585.85 per acre (\$27,515.10 total). Staff was mistaken on the engineers submittal which did not include the plantings cost and land acquisition costs. The Subdivider is requesting \$4,000 per acres (\$24,000 total).*
5. The Subdivider agrees 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 and, where applicable, the Garners Creek Storm Water Utility and the Village of Harrison Storm Water regulations.

6. The Subdivider agrees that all stormwater management facility construction, including but not limited to, retention/detention ponds, primary drainage swales, and associated piping systems shall be inspected by the Subdivider's engineer, with all reports provided to the Village, before acceptance by the Village.
7. The Subdivider agrees to install separate storm sewer laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
8. The Subdivider agrees that 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.

**H. EROSION CONTROL      The Subdivider hereby agrees:**

1. To install silt fence at the right-of-way line along all streets in the **FINAL** plat prior to acceptance of the street(s) in a graveled state. Silt fence to be installed in accordance with the Wisconsin Department of Natural Resources (WDNR) Technical Standards.
2. Maintain silt fence along the right-of-way line until all land disturbances have been stabilized in accordance with WDNR Technical Standards.
3. Maintain all other erosion control practices for stormwater management facilities, environmental protections, etc., in accordance with WDNR Technical Standards.

**I. 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.
2. To complete rough grading along all property lines to the design grade.
3. To seed and establish a vegetative cover over all disturbed areas.

**J. 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 prior to acceptance of the street(s) in a graveled state.

4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

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

1. To provide an inspector on-site 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.
3. To provide written reports weekly of all activities occurring with regards to the improvements and to provide any other information that is reasonably requested by the Village.

**L. PAYMENT IN LIEU OF PARKLAND**      The **Subdivider** hereby agrees:

1. To pay the Village a fee in lieu of parkland dedication in an amount equal to **\$4,788** prior to the Village signing the Final Plat. Fee in lieu of parkland is based on the following assumptions in the park impact fee and public needs assessment document: \$25,000 per acre of parkland, 6.65-acres of parkland per 1,000 residents, and 2.88 persons per household ( $\$25,000 * 6.65 / 1,000 * 2.88 =$  per lot fee). There are 10-lots in Hidden Pines subdivision.

**M. STREET LIGHTS**      The **Subdivider** hereby agrees:

1. None proposed for this portion of the subdivision.

**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.
- 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, proposed grade around the foundation, and benchmarks on all hydrant tag bolts.
- 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 ordinances and state statutes.
- E. Record Drawings. The Subdivider agrees to provide the Village with grade sheets and record drawings of the sanitary sewer, water main, storm sewer improvements, and streets 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 sign off on the Final Plat until the terms of the agreement are met.
- 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 two (2) years [or three (3) years if winter construction is utilized] from the date the Village accepts the improvements and shall pay for any damages resulting therefrom to Village property.

### **SECTION IV – BUILDING & ZONING PERMITS**

- A. The Village will not allow building permits or zoning 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, including the construction of concrete streets, curb & gutter, and sidewalks. The Village will perform no repair, maintenance or snow plowing upon said improvements until full acceptance of the roadways by the Village.
- B. Building permits and zoning permits may be issued by the Village upon all outstanding inspection and plan review fees or charges being paid and 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 public improvements have been paid for in the form of Lien Waivers from all persons providing materials or performing work on the Public Improvements for which certification is sought, and upon recording of the final plat, provided that the Subdivider has filed a sufficient Financial Guarantee 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 to complete the said improvement and the Village shall have unrestricted access to the Subdivider's land for said purpose and assess any cost back to the benefitting properties.
- D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Public Works Department, 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 Public Works Department shall make an effort to notify

the Subdivider of the situation. The Public Works Department 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 Public Works Director and/or the Village's Engineer.

*The rest of this page left blank intentionally.*

Draft 3-20-19





**EXHIBIT A**

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

Draft 3-20-19

**EXHIBIT B**

*Engineer's Cost Estimate for Improvements.*

Draft 3-20-19

EXHIBIT C

*None.*

Draft 3-20-19

*EXHIBIT D*

*Waiver of Special Assessment.*

Draft 3-20-19

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

March 26, 2019

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**Title:**

Creekside Estates Development Agreement

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**Issue:**

Should the Village Board approve the development agreement for Creekside Estates?

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**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 Creekside Estates. This agreement is different than past agreements in that the Village will be installing and assessing costs for concrete streets, concrete curb & gutter, and sidewalks before any building/zoning permits will be issued. Therefore, all the streets and sidewalks will be in before any building occurs. The idea is that the Village can collect the assessments at the time of lot sales to help shorten the payback period. It will also allow property owners to roll the assessment amounts into their financing if they choose. The assessments are proposed to be split equally among all the lots, as in recent agreements.

The preliminary plat for Creekside Estates has been approved by the Board.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

Final terms and payment amounts should be confirmed. A final draft can be brought back for approval if any changes are made.

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**Attachments:**

- Development Agreement

**SUBDIVISION DEVELOPMENT AGREEMENT  
CREEKSIDE ESTATES**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between ATLAS DEVELOPMENTS AND CONSTRUCTION, 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 40.0-acres of land in the Village, said land being referred to as "Creekside Estates" described as:

*Being all of the Northeast 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 lands;

WHEREAS, said lands are presently zoned or planned to be zoned as **RS-1 | Single-Family Residential (Suburban)** 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 lands are 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. 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 for **Creekside Estates** 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 public improvements shall be in accordance with the Village of Harrison standards and specifications as established in the *Standard Specifications Manual*, the Land Division Ordinance, and all other ordinances for the Village of Harrison. All plans and specifications for the public improvements shall require approval from the Village Engineer and Public Works Director prior to proceeding with construction.

### A. ROADS AND STREETS The Subdivider and Village 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.

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.

*All street construction, including but not limited to, sanitary sewer, watermain, storm sewer and associated laterals, subgrade, and gravel base shall be inspected by the Subdivider's engineer, in accordance with Section I below, with weekly reports provided to the Village.*

*Once the Village of Harrison standards have been met, the Village Board will take action respectively, to accept the listed roads. Acceptance of a gravel road may only occur after the subgrade, and gravel has been installed and inspected by the Village, all utilities (sanitary sewer, water, storm sewer, gas, electric, cable/phone, etc.) have been installed, and all terraces and primary drainage swales and ditches have been graded, seeded, and mulched and inspected by the Village. Once approved, the Village will construct the concrete streets, curb & gutter, sidewalks, and final restoration and place an assessment on the benefiting lots.*

*All costs for construction of the curb and gutter, the concrete paving, and sidewalks and/or trails shall be equally assessed to all lots within the subdivision. The Subdivider, prior to approval of the final plat, shall agree to a waiver of special assessment over all the lots. Payment of the special assessment for curb and gutter, the concrete paving, and sidewalks and/or trails shall be paid in accordance with the Village of Harrison assessment policy, or as approved by the Village Board.*

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 Subdivider for construction during periods within the determination of the Public Works Director 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 new utility or street construction between November 15th and May 1st, there will be an additional warranty period of three years beginning from the time the road is accepted by the Village. Such warranty shall apply to all improvements in case of failure. Such warranty shall be in the form of a Performance Bond, Letter of Credit or Cash Escrow in an amount sufficient, as approved by the Public Works Department and/or Village engineer, to repair defects in the roadway. Repair of such defects shall be determined by the Public Works Department.

The schedule for construction shall be as follows:



<b>Timeframe</b>	
<b>Subdivision</b>	<b>Creekside Estates</b>
Final Subdivision Approval	April 2019
Sanitary, Water, and Storm Sewers	To be completed by August 31, 2019
Utilities (Gas, Electric, Phone, Cable, etc.)	To be completed by August 31, 2019
Grade & Gravel	To be completed by August 31, 2019
Terraces	To be completed by August 31, 2019
1½ "Asphalt Binder	-
Concrete Integral Curb & Gutter	September 1-October 15, 2019
7" Concrete Pavement	September 1-October 15, 2019
Sidewalks/Trails	September 1-October 15, 2019
Final Terrace Restoration	September 1-October 15, 2019

**B. CURB AND GUTTER The Village 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 with such costs to be equally assessed to all lots within the subdivision.

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

1. To furnish, construct and install concrete sidewalks in accordance with the plat, plans, specifications and drawings and to complete said installation as set forth in the schedule above with such costs to be equally assessed to all lots within the subdivision. Sidewalks are to be constructed on both sides of the street.

**D. TRAILS None are proposed.**

**E. SANITARY SEWER The Subdivider hereby agrees:**

1. 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* and the Standards Specifications Manual for the Village of Harrison.
2. To install separate sanitary sewer laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
3. The sanitary sewer system will not be accepted until the sanitary sewers have been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and the Subdivider's plan specifications as *Harrison Utilities* and the Village's engineer.

**F. 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* and the Standards Specifications Manual for the Village of Harrison.

2. To install separate water laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
3. The water distribution system will not be accepted until the water distribution system has been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by *Harrison Utilities* and the Village's engineer.

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

1. The Subdivider agrees to install separate storm sewer laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
2. The Subdivider agrees 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 and, where applicable, the Garners Creek Storm Water Utility and the Village of Harrison Storm Water regulations.
3. The Subdivider agrees that all stormwater management facility construction, including but not limited to, retention/detention ponds, primary drainage swales, and associated piping systems shall be inspected by the Subdivider's engineer, with all reports provided to the Village, before acceptance by the Village.
4. The Subdivider agrees that 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.

**H. EROSION CONTROL      The Subdivider hereby agrees:**

1. To install silt fence at the right-of-way line along all streets in the **FINAL** plat prior to acceptance of the street(s) in a graveled state. Silt fence to be installed in accordance with the Wisconsin Department of Natural Resources (WDNR) Technical Standards.
2. Maintain silt fence along the right-of-way line until all land disturbances have been stabilized in accordance with WDNR Technical Standards.
3. Maintain all other erosion control practices for stormwater management facilities, environmental protections, etc., in accordance with WDNR Technical Standards.

**I. 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.
2. To complete rough grading along all property lines to the design grade.
3. To seed and establish a vegetative cover over all disturbed areas.

**J. 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 prior to acceptance of the street(s) in a graveled state.
4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

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

1. To provide an inspector on-site 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.
3. To provide written reports weekly of all activities occurring with regards to the improvements and to provide any other information that is reasonably requested by the Village.

**L. PAYMENT IN LIEU OF PARKLAND The Subdivider hereby agrees:**

1. To pay the Village a fee in lieu of parkland dedication in an amount equal to **\$19,152** prior to the Village signing the Final Plat. Fee in lieu of parkland is based on the following assumptions in the park impact fee and public needs assessment document: \$25,000 per acre of parkland, 6.65-acres of parkland per 1,000 residents, and 2.88 persons per household ( $\$25,000 * 6.65 / 1,000 * 2.88 =$  per lot fee). There are 40-lots in Creekside Estates subdivision.

**M. STREET LIGHTS The Subdivider hereby agrees:**

1. To furnish, construct, install and provide street lights at the intersections of Woodland Road/Noe Road. Such streets lights are to be LED lights mounted on a black, smooth

fiberglass pole approved by the Village. If conditions warrant, installation on an existing pole may be approved by the Village.

## **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.
- 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, proposed grade around the foundation, and benchmarks on all hydrant tag bolts.
- 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 ordinances and state statutes.
- E. Record Drawings. The Subdivider agrees to provide the Village with grade sheets and record drawings of the sanitary sewer, water main, storm sewer improvements, and streets 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 sign off on the Final Plat until the terms of the agreement are met.
- 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 two (2) years [or three (3) years if winter construction is utilized] from the date the Village accepts the improvements and shall pay for any damages resulting therefrom to Village property.

## **SECTION IV – BUILDING & ZONING PERMITS**

- A. The Village will not allow building permits or zoning 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, including the construction of concrete streets, curb & gutter, and

sidewalks. The Village will perform no repair, maintenance or snow plowing upon said improvements until full acceptance of the roadways by the Village.

- B. Building permits and zoning permits may be issued by the Village upon all outstanding inspection and plan review fees or charges being paid and 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 public improvements have been paid for in the form of Lien Waivers from all persons providing materials or performing work on the Public Improvements for which certification is sought, and upon recording of the final plat, provided that the Subdivider has filed a sufficient Financial Guarantee 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 to complete the said improvement and the Village shall have unrestricted access to the Subdivider's land for said purpose and assess any cost back to the benefitting properties.
- D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Public Works Department, 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 Public Works Department shall make an effort to notify the Subdivider of the situation. The Public Works Department 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 Public Works Director and/or the Village's Engineer.

*The rest of this page left blank intentionally.*



**EXHIBIT A**

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

Draft 3-20-19

EXHIBIT B

*Engineer's Cost Estimate for Improvements.*

Draft 3-20-19



EXHIBIT C

*None.*

Draft 3-20-19

*EXHIBIT D*

*Waiver of Special Assessment.*

Draft 3-20-19

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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

March 26, 2019

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**Title:**

Hidden Pines Preliminary Plat

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**Issue:**

Should the Village Board approve the Preliminary Plat for Hidden Pines?

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**Background and Additional Information:**

The developer is proposing a 10-lot subdivision called Hidden Pines. The subdivision is located south of Manitowoc Road along Harrisville Lane. The subdivision will have lot sizes between 13,000 and 34,000 square feet. A street connection to Harrisville Lane is proposed. Stormwater management is proposed on Lot 10 as dry detention pond, sediment removal will be obtained via the Lakeview Regional Pond. The subdivision will be serviced by public sewer and water. All streets will have a 5-foot sidewalk on both sides.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

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

Staff recommends conditional approval of the Preliminary Plat for Hidden Pines with the following conditions:

1. A temporary turnaround shall be constructed until the east/west road is extended.
2. All lots shall have a storm sewer lateral provided for sump pump discharge.
3. Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction.
4. A Development Agreement shall be executed prior to approval of the final plat.
5. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.
6. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
7. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.

8. A note shall be added to the final plat indicating that the Village of Harrison will assess all lots for street improvements, including but not limited to, curb & gutter, concrete pavement, and sidewalks.
9. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
10. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
11. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
12. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
13. All other improvements, including but not limited to, curb & gutter, concrete paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.
14. All comments from the Village engineer shall be included in the Plan Commission discussion and decision.
15. Location of all sidewalk curb ramps shall be approved by Harrison staff.
16. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
17. Multiple benchmark locations shall be established for use during building construction.
18. All environmental corridors shall be clearly identified and setback lines to be indicated.
19. Grading/Drainage Plan shall identify elevations of ground at the foundation.
20. High-back, integral concrete curb shall be utilized rather than the mountable curb.
21. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots.
22. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet.
23. A 30-foot Storm Sewer Easement shall be provided along the east side of the subdivision. The easement is to be centered along the property line or can be entirely within the subdivision boundary.

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**Attachments:**

- Location Map
- Preliminary Plat

# Calumet County, WI

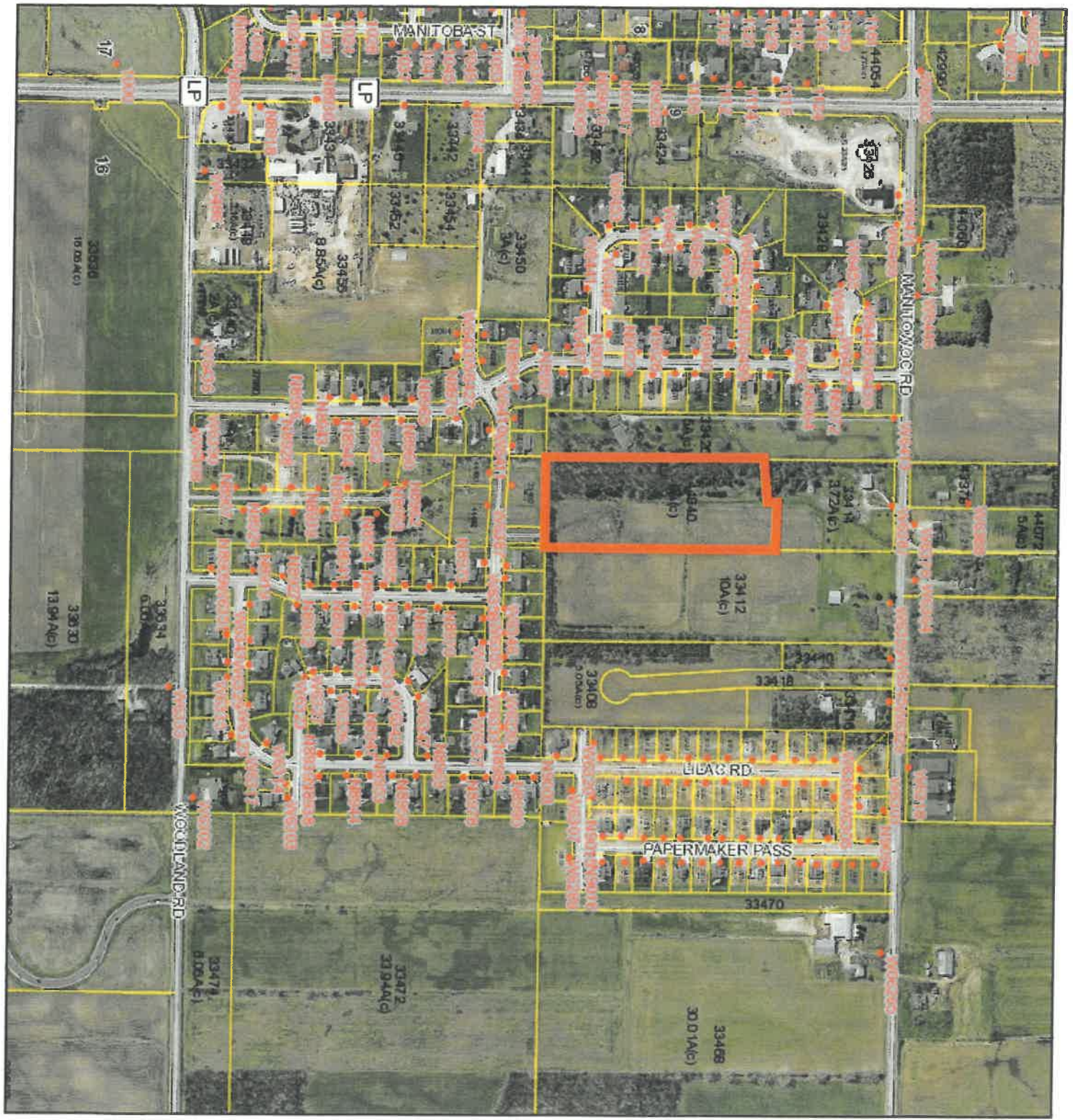
## Legend

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
- Local Roads
- Local Roads
- Municipal Streets
- Trail
- Railroad

- Color 2014
- Red: Band 1
  - Green: Band 2
  - Blue: Band 3



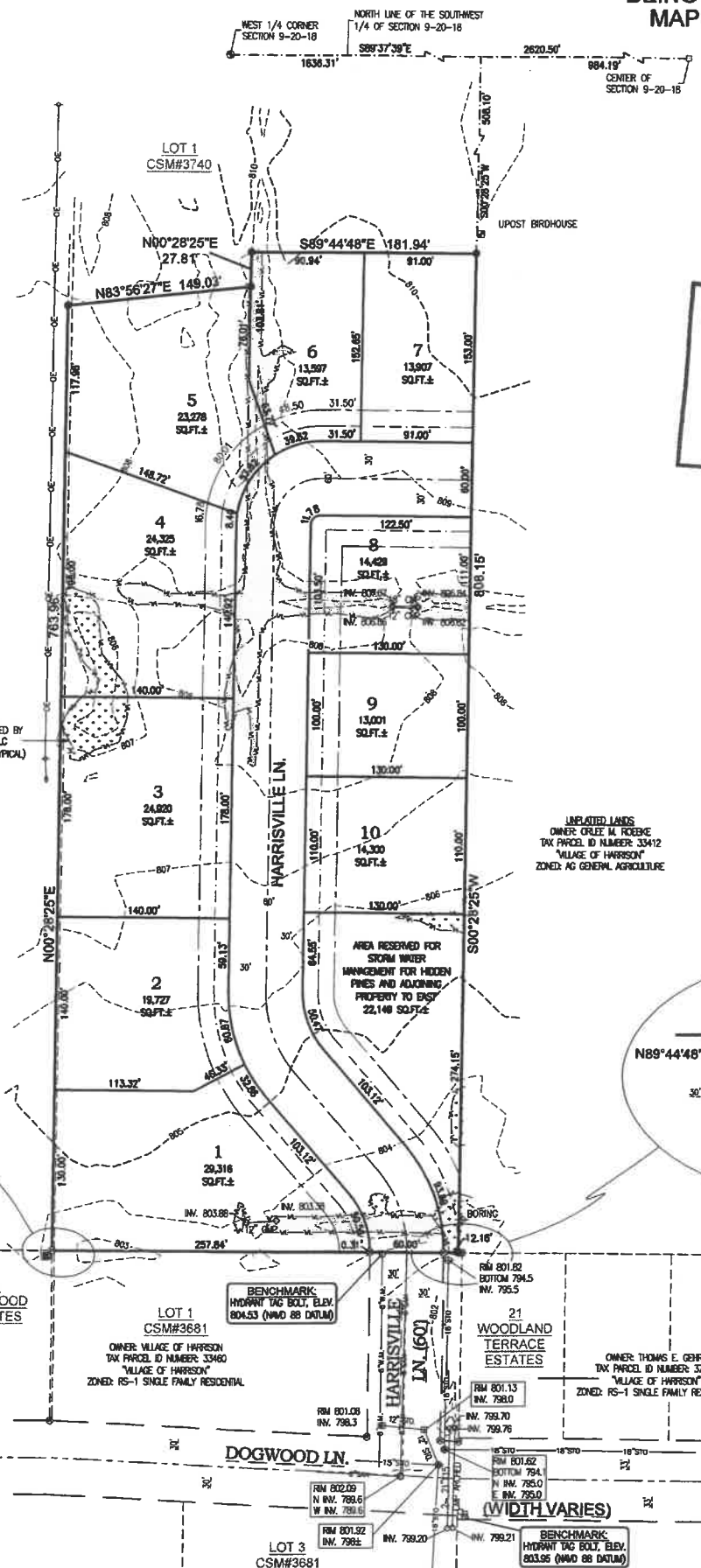
**DISCLAIMER:** This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



Author: Date Printed: October 13, 2014 Source:	
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# PRELIMINARY PLAT "HIDDEN PINES SUBDIVISION"

BEING ALL OF LOT TWO (2) OF CERTIFIED SURVEY MAP NO. 3740 AS RECORDED IN VOLUME 33 OF CERTIFIED SURVEY MAPS, PAGE 240, AS DOCUMENT NO. 535713, LOCATED IN NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



**RECEIVED**  
MAR 18 2019  
HARRISON PLANNING

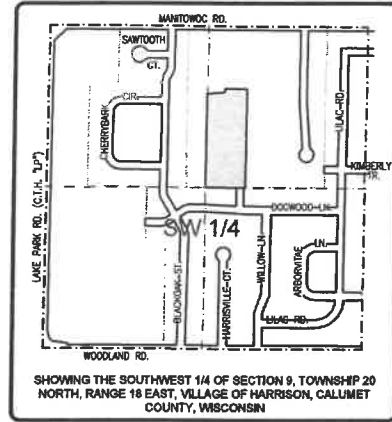
**OWNERS & SUBDIVIDER:**  
LOUMAR PROPERTIES, LLC  
76349 DOGWOOD LANE  
MENASHA, WISCONSIN 54952

**PRESENT ZONING:**  
AG GENERAL AGRICULTURE

**PROPOSED ZONING:**  
RS-1 SINGLE FAMILY RESIDENTIAL (SUBURBAN)

**SURROUNDING ZONING:**  
AG GENERAL AGRICULTURE  
RS-1 SINGLE FAMILY RESIDENTIAL (SUBURBAN)

**REVIEWING AGENCIES:**  
DEPARTMENT OF ADMINISTRATION  
VILLAGE OF HARRISON  
CALUMET COUNTY  
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
WISCONSIN ELECTRIC POWER COMPANY DSI&M ENERGIES,  
WISCONSIN GAS, LLC  
AT&T  
SPECTRUM



**LEGEND:**

- = COUNTY MONUMENT
- = 3/4" X 1/8" SOLID ROUND #6 IRON REBAR SET, WEIGHING 1,502 LBS. PER LIN. FT.
- = 3/4" SOLID ROUND IRON REBAR FOUND
- = P.K. NAIL FOUND
- = SANITARY MANHOLE
- = STORM MANHOLE
- = CATCH BASIN
- = CULVERT
- = WATER VALVE
- = FIRE HYDRANT
- = POWER POLE
- = DOWN GUY
- = GAS VALVE
- = ELECTRICAL PEDESTAL
- = TELEPHONE PEDESTAL
- = CABLE PEDESTAL
- = SIGN
- = SOIL BORING LOCATION
- ( ) = RECORDED AS BEARING/DISTANCE
- OE = OVERHEAD ELECTRICAL
- OEC = OVERHEAD ELECTRICAL & COMMUNICATIONS
- UC = UNDERGROUND COMMUNICATIONS

LIMIT OF WETLANDS AS DELINEATED BY EVERGREEN CONSULTANTS, LLC PROJECT NO.: CAL18-001-01 (TYPICAL)

ARTIFICIAL WETLAND EXCEPTION DETERMINATION PER THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES, EXE-NE-2016-8-02471, AUGUST 7, 2016

**GRAPHIC SCALE:**  
1" = 60'

60 30 15 0 30 60 90 120 150 180

NORTH IS REFERENCED TO THE NORTH LINE OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, WHICH BEARS S89°37'39"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM (CALUMET COUNTY)



3/4" X 3/4" SOLID ROUND #6 IRON REBAR SET AT ALL OTHER LOT CORNERS, 1,502 LBS. PER LIN. FT.

ALL DIMENSIONS COMPUTED AND MEASURED TO THE NEAREST 0.01 FOOT.

ALL BEARINGS COMPUTED AND MEASURED TO THE NEAREST SECOND.

FRONT YARD SETBACK TO BE 25' UNLESS NOTED OTHERWISE

--- DENOTES 12' UTILITY EASEMENT UNLESS NOTED OTHERWISE

**NOTES:**

- THE UNDERGROUND UTILITY INFORMATION AS SHOWN HEREON IS BASED, IN PART, UPON INFORMATION FURNISHED BY UTILITY COMPANIES AND THE LOCAL MUNICIPALITY. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED NOR CERTIFIED TO. PRIOR TO CONSTRUCTION DIGGERS HOTLINE MUST BE CALLED FOR FIELD LOCATION. DIGGERS HOTLINE WAS CONTACTED UNDER TICKET NO. 2018301850 AND 2018301653 AND THIS SURVEY DRAWING REPRESENTS THE LOCATION OF ALL UTILITIES MARK.
- ALTHOUGH EVERY EFFORT HAS BEEN MADE TO ENSURE ACCURACY WITHIN THIS DRAWING, INDIVIDUAL CONTRACTORS AND SUBCONTRACTORS MUST VERIFY CORRESPONDING DETAILS AND DIMENSIONS FOR THEIR TRADE AND BE RESPONSIBLE FOR THE SAME.
- ALL EASEMENTS TO BE SHOWN ON THE FINAL PLAT

**LEGAL DESCRIPTION:**  
LOT TWO (2) OF CERTIFIED SURVEY MAP NO. 3740 AS RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR CALUMET COUNTY, WISCONSIN ON DECEMBER 7, 2018 IN VOLUME 33 OF CERTIFIED SURVEY MAPS, PAGE 240, AS DOCUMENT NO. 535713; SAID MAP BEING PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

**SURVEYORS CERTIFICATE:**  
I, ROBERT F. REIDER, CERTIFY THAT THIS PRELIMINARY PLAT IS A CORRECT REPRESENTATION OF ALL EXISTING LAND DIVISIONS AND FEATURES AND THAT I HAVE FULLY COMPLIED WITH THE SUBDIVISION ORDINANCES OF THE VILLAGE OF HARRISON.

*Robert F. Reider* 3-18-2019  
ROBERT F. REIDER, PLS-1251 DATED

**SOIL BORING CERTIFICATION:**  
I, ROBERT F. REIDER, CERTIFY THAT THE SOIL TEST LOCATIONS SHOWN ON THIS PRELIMINARY PLAT AREA ARE ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*Robert F. Reider* 3-18-2019  
ROBERT F. REIDER, PLS-1251 DATED



**CAROW LAND SURVEYING CO., INC.**  
615 N. LYNDALLE DRIVE  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168 FAX: (920)731-5673

**LOUMAR PROPERTIES, LLC**  
ATTENTION: KENT GROSS  
6349 DOGWOOD LANE  
MENASHA, WISCONSIN 54952  
PROJECT: PRELIMINARY PLAT "HIDDEN PINES SUBDIVISION", VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

DESIGNED	DRAWN	CHECKED	REFR

SCALE: 1" = 60'  
DATE: 3-18-2019  
PROJECT NO.: C1808.10PP  
SHEET NO.:

---

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

March 26, 2019

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**Title:**

Kambura Acres III Plat

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**Issue:**

Should the Village Board approve the Final Plat for Kambura Acres III?

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**Background and Additional Information:**

The developer, Rusch Development Properties, has submitted a final plat, called Kambura Acres III, for phase three of the subdivision. This subdivision is located along S. Coop Road, and includes the extensions of Ryford Street and Zach Street. Kambura Acres III is a twenty (20) lot subdivision. The property is currently zoned Single-Family Residential (Traditional) [RS-2]. The final plat calls for a new road called Conor Circle to create a loop between Ryford Street and Zach Street. The Final Plat for Kambura Acres III substantially conforms to the Preliminary Plat.

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**Budget/Financial Impact:**

None

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**Recommended Action:**

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

Staff recommends approval of the Final Plat of Kambura Acres III with the following conditions:

1. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of Zach Street prior to issuance of building permits and zoning permits.
2. All lots shall have a storm sewer lateral provided for sump pump discharge.
3. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to issuance of building permits and zoning permits.
4. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to issuance of building permits and zoning permits.
5. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
6. All other improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.

---

**Attachments:**

- Location Map
- Preliminary Plat

# Calumet County, WI

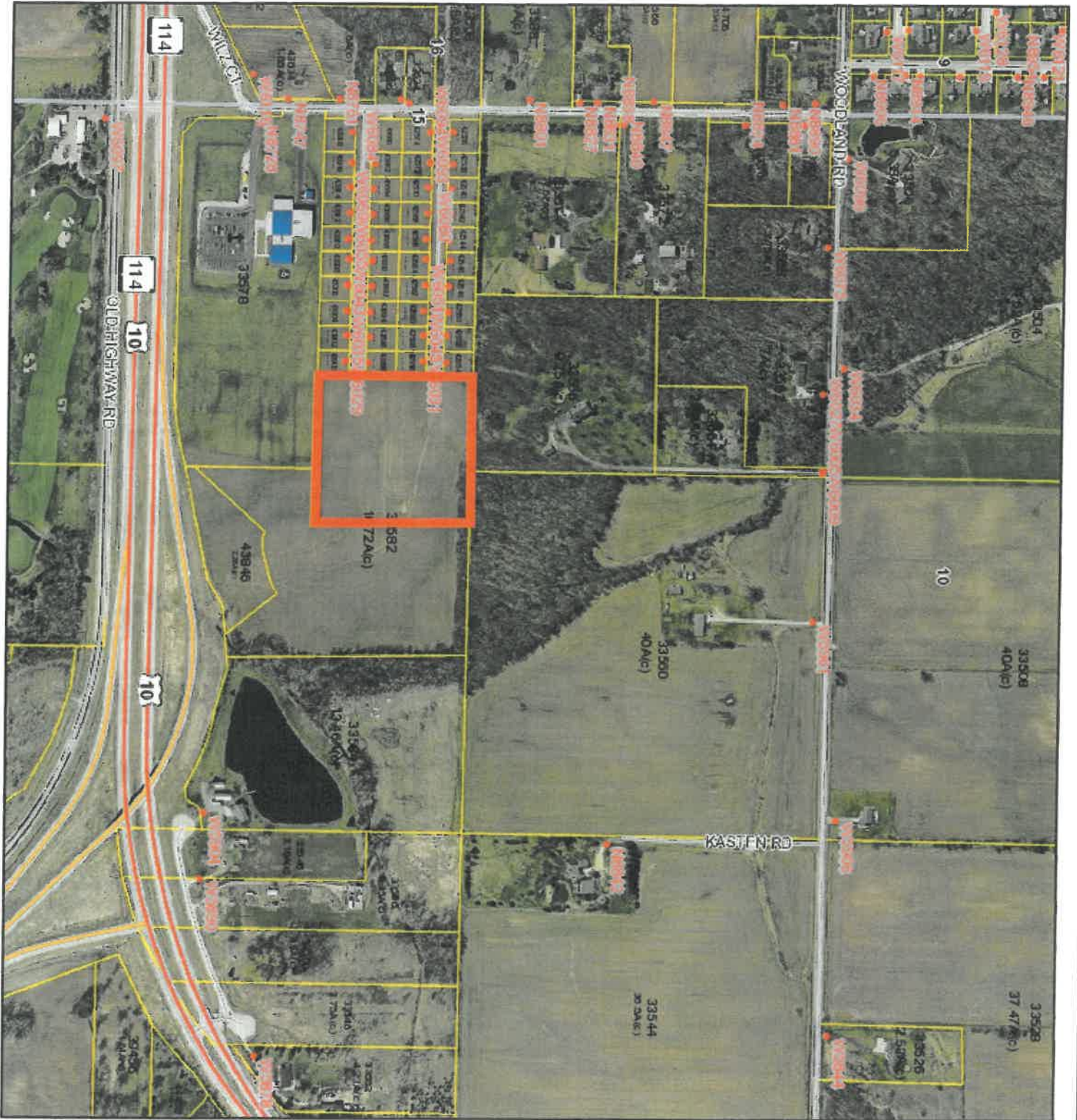
## Legend

- 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
  - ▭ Local Roads
  - ▭ Municipal Streets
  - ▭ Trail
  - ▭ Railroad
- Color 2014
- Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3



0 200 400 600ft

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

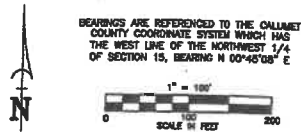


Author:	
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# KAMBURA ACRES III

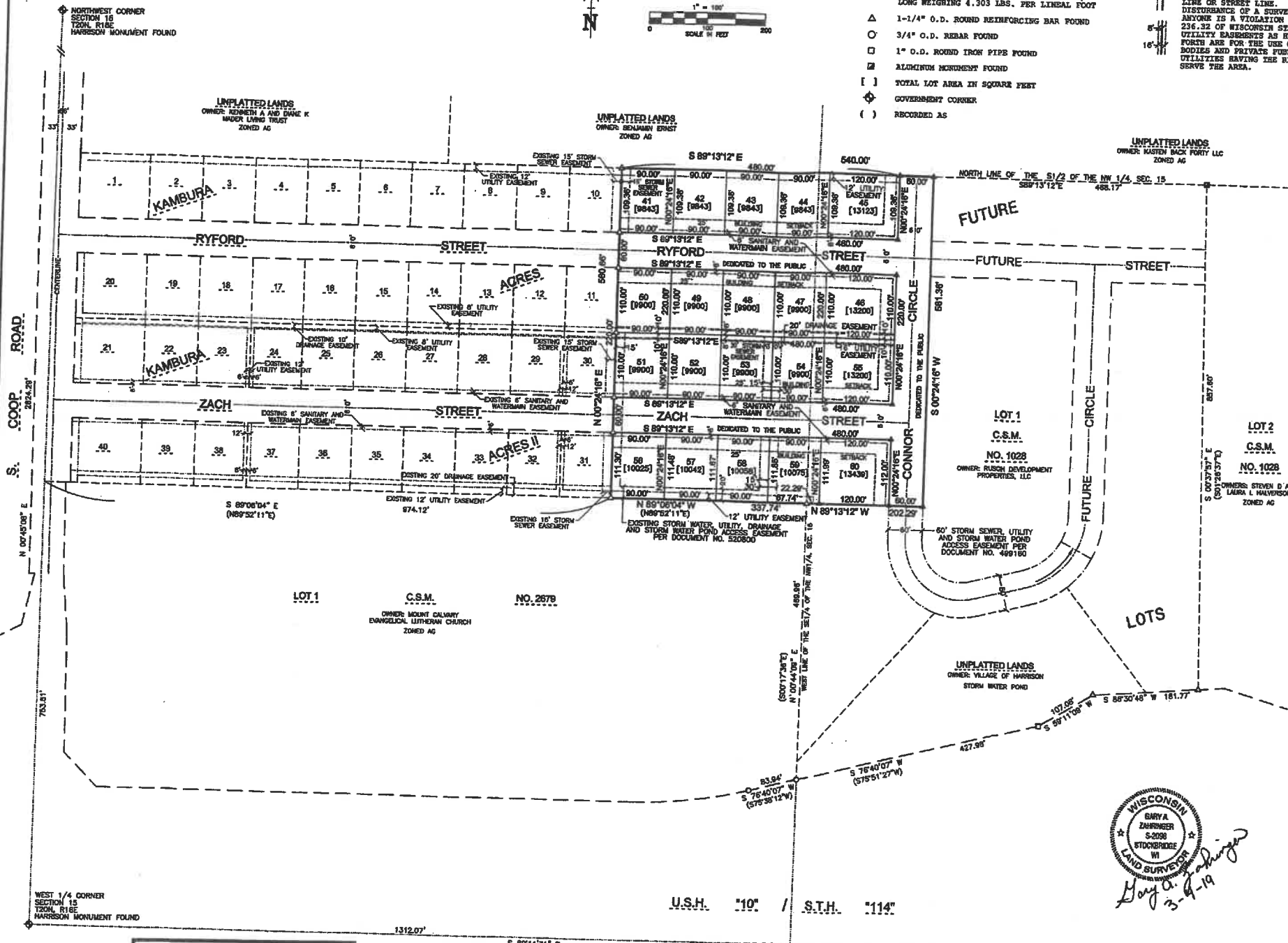
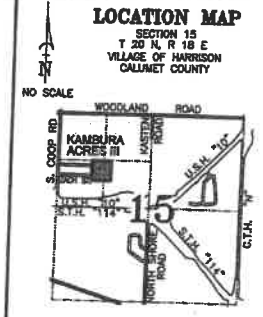
PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1028, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, ALL IN SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE CALUMET COUNTY COORDINATE SYSTEM WHICH HAS THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 15, BEARING N 00°40'08" E

- LEGEND**
- ▲ 1" O.D. ROUND IRON PIPE SET, 18" LONG, WEIGHING 1.13 LBS. PER LINEAL FOOT AT ALL OTHER LOT CORNERS
  - △ 1-1/4" O.D. ROUND REINFORCING BAR SET, 30" LONG WEIGHING 4.303 LBS. PER LINEAL FOOT
  - 3/4" O.D. REBAR FOUND
  - 1" O.D. ROUND IRON PIPE FOUND
  - ALUMINUM MONUMENT FOUND
  - [ ] TOTAL LOT AREA IN SQUARE FEET
  - ◇ GOVERNMENT CORNER
  - ( ) RECORDED AS

UTILITY EASEMENTS - NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF SECTION 236.32 OF WISCONSIN STATUTES. UTILITY EASEMENTS AS HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES SERVING THE RIGHT TO SERVE THE AREA.



NOTES  
FRONT YARD BUILDING SETBACKS ARE 25 FEET THROUGHOUT THE PLAT OF KAMBURA ACRES III.  
ALL LINEAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE HUNDREDTH OF A FOOT.  
ALL ANGULAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST 20 SECONDS AND COMPUTED TO THE NEAREST HALF SECOND.

THE OWNER/SUBDIVIDER HAS NO NOTICE OR KNOWLEDGE OF ANY ENVIRONMENTAL PROBLEM (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 REMEDY ANY ENVIRONMENTAL PROBLEMS ENCOUNTERED DURING CONSTRUCTION OF ANY OF THE PUBLIC IMPROVEMENTS REQUIRED BY THE VILLAGE ON THE PLAT OR IN THE DEVELOPER'S AGREEMENT. THE OWNER/SUBDIVIDER UNDERSTANDS THAT THEY SHALL BE INDIVIDUALLY RESPONSIBLE FOR ANY ENVIRONMENTAL PROBLEMS FOUND ON THE LAND, TRANSFERRED TO THE VILLAGE ON THE PLAT DURING THE CONSTRUCTION OF ROADS OR OTHER DEDICATIONS AND AGREE TO HOLD THE VILLAGE HARMLESS UNTIL CONSTRUCTION, INSTALLATION OR GRADING IS COMPLETE.

LOT LINE GRADES ESTABLISHED BY THE DRAINAGE PLAN FOR KAMBURA ACRES III ARE MANDATORY. IT IS THE RESPONSIBILITY OF THE LOT OWNER TO COMPLY WITH THESE ESTABLISHED ELEVATIONS.

NO ROOF DRAINS ARE ALLOWED TO BE DISCHARGED THROUGH STORM WATER LATERALS.

THERE ARE ORDINANCE REGULATIONS THAT HAVE BEEN PASSED BY THE VILLAGE OF HARRISON REQUIRING THE MAINTENANCE OF LOT DRAINAGE PLANS ON A PERMANENT BASIS. SAID REGULATIONS HAVE BEEN RECORDED AS DOCUMENT NUMBER 311469, CALUMET COUNTY REGISTER OF DEEDS AND SHALL APPLY TO ALL SUBDIVISIONS APPROVED AFTER THE 1ST DAY OF MAY, 2001. SAID RECORDING SHALL HAVE THE EFFECT OF DEED RESTRICTIONS REQUIRING THAT THE DRAINAGE PLAN ELEVATIONS WITHIN ONE YEAR AFTER INITIAL OCCUPANCY OF ANY HOUSE. FAILURE TO MAINTAIN GRADES IN ACCORDANCE WITH STORM WATER OR DRAINAGE PLANS SHALL ENTITLE THE VILLAGE OR REPRESENTATIVE THEREOF TO DIRECT COMPLIANCE OR UPON FAILURE OF COMPLIANCE TO MAKE SAID LANDS COME INTO COMPLIANCE. THE COSTS AND EXPENSES SHALL BE ENTERED ON THE TAX ROLL AS A SPECIAL CHARGE AGAINST THE PROPERTY AND COLLECTED WITH OTHER TAXES LEVIED THEREON.

BUILDING PERMITS AND OCCUPANCY PERMITS MAY BE WITHHELD FOR NON-COMPLIANCE WITH THE PLAT OR VILLAGE ORDINANCES RELATING TO DRAINAGE AND STORM WATER MANAGEMENT.

IN THE EVENT THAT, THE SURFACE DRAINAGE FACILITIES REQUIRED BY THE PLAT WHICH ARE APPLICABLE TO THE LOT FOR WHICH A BUILDING PERMIT HAS BEEN APPLIED, HAVE NOT BEEN COMPLETED WITHIN THE BUILDING INSPECTOR MAY WITHHOLD BUILDING PERMITS REQUIRED BY THE BUILDING CODE.

IN THE EVENT THAT, AFTER CONSTRUCTION THERE IS A FAILURE TO ESTABLISH SURFACE GRADES IN ACCORDANCE WITH THE SUBDIVISION SURFACE WATER PLAN, THE BUILDING INSPECTOR MAY WITHHOLD THE OCCUPANCY PERMIT REQUIRED BY THE BUILDING CODE.

MAINTENANCE OF ALL DRAINAGE WAYS AND ASSOCIATED STRUCTURES WITHIN THE PLAT OR SERVING THE PLAT IS THE SOLE RESPONSIBILITY OF THE OWNER/SUBDIVIDER UNTIL ACCEPTANCE BY OR DEDICATION TO THE VILLAGE OF HARRISON.

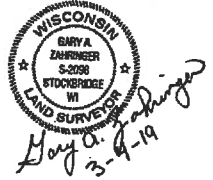
WHERE THERE IS A STORM INLET TO ADEQUATELY DRAIN THE REAR PORTION OF LOTS WITHIN BLOCKS OF THE PLAT, THE RESPECTIVE LOT OWNERS SHALL BE RESPONSIBLE FOR MAINTAINING A CLEAR GRADE ON ANY STORM DRAINAGE INLETS ON THEIR LOT.

UPON FAILURE OF THE OWNER/SUBDIVIDER TO PERFORM MAINTENANCE OF THE DRAINAGE WAYS AND ASSOCIATED STRUCTURES, THE VILLAGE OF HARRISON RETAINS THE RIGHT TO PERFORM MAINTENANCE AND/OR REPAIRS. THE EXPENSES OF SAID MAINTENANCE AND/OR REPAIRS SHALL BE EQUALLY ASSESSED AMONG THE PROPERTY OWNERS OF THE PLAT.

A DRAINAGE PLAN HAS BEEN FILED WITH THE VILLAGE OF HARRISON WHICH STATES THE REQUIRED LEVELS OF MAINTENANCE FOR ALL THE IDENTIFIED STORM WATER MANAGEMENT SYSTEMS/FACILITIES.

NO OBSTRUCTION MAY BE CONSTRUCTED, PLANTED OR MAINTAINED WITHIN ANY DRAINAGE EASEMENT SO THAT SUCH OBSTRUCTION IMPEDES THE NATURAL FLOW OF WATER AND/OR DIMINISHES THE NATURAL AESTHETIC QUALITY OF THE DRAINAGE WAY.

6" SANITARY AND WATERMAIN EASEMENT IS FOR THE PURPOSES OF THE VILLAGE OF HARRISON DISTRICT AND THE VILLAGE OF HARRISON TO MAINTAIN, REPAIR, AND/OR THE REPLACEMENT OF SANITARY OR WATER INFRASTRUCTURE AND ACCESS THERETO.



There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_ 20\_\_\_\_  
Department of Administration

**Martenson & Eisele, Inc.**  
1377 Midway Road  
Menasha, WI 54952  
www.martenson-eisele.com  
info@martenson-eisele.com  
920.751.0391 1.800.236.0391

Drawing No. 1-0308-005  
Sheet 1 of 2  
This instrument drawn by: Amy Sieder



---

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

---

**Date:** March 26<sup>th</sup>, 2019

**Title:**

Discuss bonding for park projects and Unison Way.

**Issue:**

Should the Village of Harrison bond to complete the park projects and Unison Way?

---

**Background and Additional Information:**

The Village has begun the construction of Farmers Field (\$1.5 million). The Village is also being asked to partner with KYB to construct ball diamonds (\$1.95 million). Also, a road will need to be constructed to access the property purchased by the Village for the ball diamonds (\$1.5 million).

The total costs of these projects are approximately \$5 million. If the Village decides to proceed with all the projects, then the Village will need to borrow the money either through bonding, the local bank, or the State Trust Fund.

---

**Budget/Financial Impact:**

The estimated breakdown to borrow \$5 million is as follows:

Mill Rate increase of \$.38 per \$1000.00.

Estimated tax rate of \$4.17 per \$1000 (This does not take into account net new growth or expenses in 2020.)

Current tax rate: \$3.79 per \$1000.

---

**Recommendation:**

Staff recommends bonding if the Village will be borrowing \$5 million.

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**Attachments:**

None.

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

---

**Date:** March 26<sup>th</sup>, 2019

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**Title:**

Review and approve engineering/consulting services with Sherwood for roadway improvements for State Park Rd. and Kesler Rd.

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**Issue:**

Should the Village of Harrison approve the engineering/consulting services agreement to reconstruct State Park Rd. and Kesler Rd.?

---

**Background and Additional Information:**

Trustees Lisowe and Hietpas have been working with Sherwood to begin the joint reconstruction of State Park Rd. and Kesler Rd. Initially, the Village Board had voted to replace the culverts under Kesler Rd., but since that time the discussion has turned to raising and reconstructing that road if possible.

The Village of Sherwood uses Cedar Corp. to design and bid their projects. The attached agreement describes the scope of work to be performed and the method of compensation to reconstruct State Park Rd. and Kesler Rd. Please note that Harrison has offered to replace the culverts under Kesler Rd. with the cost of materials being split with Sherwood.

The total cost for engineering work on this project would be approximately \$31,700.00.

---

**Budget/Financial Impact:**

This item has been budgeted for.

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**Recommendation:**

Staff recommends approval of the service contract with Cedar Corporation for the joint construction of State Park Rd. and Kesler Rd. with the Village of Sherwood.

---

**Attachments:**

Service Contract.

Cedar Project # 0980-0036  
Addendum No. 4-33  
Date March 11, 2019

**Attachment B**  
**Village of Sherwood**  
**Authorization to Perform Engineering/Consulting Services**

Services will be performed in accordance with the Agreement for Professional Services, dated February 9, 2015, and Addendum No. 4, dated April 21, 2016, between the Village of Sherwood (Owner) and Cedar Corporation (Engineer).

Engineer is hereby authorized to proceed with the project listed below. The engineering/consulting services are to be completed in a timely manner mutually agreeable with the Owner and Engineer.

**Project:** 2019 Paving Project – Phase II – Kesler Road and State Park Road

**Description:** Complete the Design/Bid/Construction Engineering Services for the 2019 Paving Project – Phase II per the letter dated March 4, 2019. Joint Project with the Village of Harrison.

Scope of Work	Method of Compensation	Cost Estimate
<input checked="" type="checkbox"/> Design (1.1)	<input checked="" type="checkbox"/> Hourly Estimate 1.3, 1.4	\$ 15,900 - \$ 16,800
<input checked="" type="checkbox"/> Bidding and Contract Award (1.2)	<input checked="" type="checkbox"/> Lump Sum 1.2 Base Design	\$ 14,900
<input checked="" type="checkbox"/> General Project Administration (1.3)		
<input checked="" type="checkbox"/> Resident Engineering (1.4)		
<input type="checkbox"/> Other Engineering (1.5)		
<input type="checkbox"/> Additional Services (1.6) –		

**Describe:** Schedule to be completed per letter dated March 4, 2019.

**Cedar Corporation**

By: 

Title: Director

Date: March 4, 2019

**Authorized by:**

**Village of Sherwood**

By: \_\_\_\_\_

Title: Administrator

Date: \_\_\_\_\_



engineering | architecture | environmental | surveying  
landscape architecture | planning | economic development

1695 Bellevue Street  
Green Bay, WI 54311

920-491-9081  
800-472-7372  
FAX 920-491-9020  
www.cedarcorp.com

March 4, 2019

Mr. Randy Friday, Administrator  
Village of Sherwood  
W482 Clifton Road  
Sherwood, WI 54169

RE: Proposal for Engineering Services  
2019 Paving Project – Phase II – Sherwood/Harrison Joint Project  
State Park Road and Kesler Road

Dear Randy:

Cedar Corporation (Cedar) appreciates the opportunity to provide the Village of Sherwood (Village) a proposal for Engineering Services to complete the 2019 Paving Project – Phase II, joint with the Village of Harrison for the State Park Road and Kesler Road areas within the two Villages.

Per our discussions with you, the CIP estimates completed and our field visit, it is our understanding that Cedar's services will include design, bidding, and construction engineering. The Design/Bidding Phase will include drawings and specifications for the purpose of securing competitive bids for the 2019 Paving Project – Phase II construction for the Villages.

The geotechnical services have not been completed; once completed, the information will provide additional data for the design of the roadway reconstruction. Based on the preliminary discussion on work to be completed, it appears there will be no impacts to the ditches. Therefore, no wetland delineation required at this time.

**The construction areas and work to be completed are as follows:**

- ◆ **State Park Road – Roadway Pavement Improvements:** From 200 feet south of Natures Way to the Village Limits at Mielke Road (2,220 feet). Improvements include pulverizing the existing pavement, no patching, cross road culvert replacement, if necessary, standard asphalt pavement section with a gravel shoulder and driveway patches to blend in to the road.
- ◆ **Kesler Road – Roadway Pavement Improvements:**
  - **Base Project** improvements include the proposed work provided by a Contractor to the Village of Harrison which includes overlaying approximately 1,000 feet of road, 22 feet wide thru the low area of which 525 feet of the real low section to include 3½ inches and the remaining area to be 2 inch overlay.
  - The **Alternate Project** improvements from CTH M east to the Village limits (1,325 feet) includes the pulverizing the existing pavement, full excavation, base

course, geogrid subgrade reinforcement, asphalt pavement section with a gravel shoulder and driveway patch at the Yard Waste Center to blend into the road.

- For both options, the crossroad culvert is to be replaced by the Village of Harrison with their staff and equipment.

**Work to be completed by the Contractor, as appropriate per area:**

- Install erosion control methods during construction.
- Remove/mill/pulverize the pavement for full excavation and reuse, where required.
- Remove and replace one cross road culvert – State Park Road.
- Excavate roadway for the entire road section - Kesler Road, where required.
- Culvert replacement – same size and length, if necessary.
- Adjust manholes and valves, as necessary.
- Construct base course and asphalt section.
- Construct gravel shoulder; widths will vary based on location.
- Pavement markings.

**Cedar proposes to complete the following Scope of Services:**

**DESIGN PHASE** — Section 1.1 of Addendum No. 4, including the additional scope as follows:

- Attend and administer a Kick-Off Meeting with both Villages to review each Project and define the design to be completed.
- Complete the field topographic survey to determine the existing conditions for the Design Phase.
- Complete the inspection of all crossroad culverts along the roads.
- Attend and administer one (1) design meeting 60% with both of the Villages.
- Prepare a set of documents including plan sheets and details as required for the pavement construction including specifications. The plans will be prepared at a 1" = 40' scale (11" x 17").
- Utilize the right of way from the County GIS data.
- Pavement marking plan.
- Complete a Preliminary Meeting with WDNR and County staff to follow up on any required permitting for the proposed Project on both roads.
- This Phase does not include any permitting for the culvert replacement or filling of the roadway (base course or asphalt pavement) on Kesler Road.

**BIDDING AND CONTRACT AWARD PHASE** — Section 1.2 of Addendum No. 4.

**GENERAL PROJECT ADMINISTRATION PHASE** — Section 1.3 of Addendum No. 4, including the additional scope as follows:

- Weekly updates during construction via e-mail to concerned residents.
- Attend Village Board Meetings, as necessary during the Project.

**RESIDENT ENGINEERING PHASE** — Section 1.4 of Addendum No. 4 to include services as noted below:

- Provide Resident Engineering Services as required assumed to be as follows:
  - Excavation, base course, and culvert construction – full time.
  - Paving construction – full time for paving operations, part time for prep work, shouldering, and final review.
- Provide pdf copies of all construction inspection documents.

**Village Responsibilities:**

- Provide a representative authorized to make decisions on behalf of the Village during the Project.
- Provide a location for all Public Meetings.
- Provide the publication of the Advertisement for Bids.
- Provide the plat and any legal property information.
- Provide the record drawing set of plans for the subdivision utility construction in electronic digital format.

***Optional Engineering Services:***

- Verify all property corners are in place prior to construction. Cedar has in the past, located property corners prior to the Contractor starting construction and after acceptance of the Project to determine if any were removed or damaged during the construction. This verification allows record keeping to be in place and prevents issues with property owners in the future.
- Culvert modeling on State Park Road, if the size is different than existing.
- Wetland delineation, if required for permitting.
- Traffic Control Plan, if a Detour is requested.
- Public Informational Meeting for residents prior to bidding or construction.
- Prepare the right of way based on legal documents from the County.
- Temporary Limited Easements and Permanent Easement preparation services, if necessary.



- WDNR permitting and modeling on Kesler Road for the culvert replacement and filling of the roadway including the appropriate fees.
- Prepare permits including the County Highway, WDNR NOI Storm Water Permit, if necessary.

**Compensation:**

We propose to complete the Design Phase and Bidding and Contract Award Phase for the **State Park Road and Kesler Road Base Project**, as noted above, for a lump sum cost of \$14,900.

We propose to complete the Design Phase and Bidding and Contract Award Phase for the **Kesler Road Alternate Project**, as noted above not including permitting due to the unknown permits necessary, for an additional lump sum cost of \$5,000.

The Construction Phase (comprises General Project Administration Phase and Resident Engineering Phase) Services are to be completed on an estimated hourly cost range of \$15,900 to \$16,800 for the **State Park Road and Kesler Road Base Project**. These costs are based on a 8 working day period for substantial completion and 3 working days for final completion of construction; however, it can range based on the final design characteristics and the Contractor awarded the bid.

The Construction Phase (comprises General Project Administration Phase and Resident Engineering Phase) Services are to be determined for the Kesler **Road Alternate Project** if selected.

These services, as noted above, will be completed as agreed upon by the Village Administrator.

*The Optional Engineering Services* will be determined, if necessary/when requested.

**Project Schedule:**

The proposed schedule is as follows:

Authorization to Proceed	March 11, 2019
Design Phase	March – May 2019
Bidding Phase	May – June 2019
Bid Opening	May - June 2019
Contract Award	June 10, 2019 1 <sup>st</sup> Village Board Meeting
Construction Phase	June 2019 – September 2019

*\* Time for completion will be based on the start date and time as noted above.*

Upon review and approval of these services at the March 11, 2019, Village Board Meeting, Cedar has enclosed a Letter of Authorization for execution. Please review and upon approval, scan a copy to me and we will proceed with the Design Phase.

Thank you for the opportunity to provide these services. If you have any questions, please call me.

Sincerely,

CEDAR CORPORATION



Thad Majkowski, P.E.  
*Director*

Enclosure: Letter of Authorization

CC: Roger Kaas, Village of Sherwood  
David Miller, Village of Sherwood  
Josh Gerrits, P.E., Cedar Corp

# HARRISON FEBRUARY 2019

HARRISON	841	824	825	826	820	829	832	833	834	835	836	838	839	840	TOTAL	FEBRUARY HOURS WORKED	COMPLAINTS:
HOURS WORKED	21.8	6.3	15.8	6.2	3.5	30.2	12.8	1	17.7	41.8	16	5.2	12.9	26	217.2	HAZARD	3
DAILY MILES	123	81	212	65	21	357	127	30	263	368	270	110	124	416	2567	SUSPICIOUS PERSON	1
COMPLAINT HRS	3.4		0.2		0.8	2.1	6.9		1	1.1	3.6			2.3	21.4	DAMAGE	1
FOLLOW UP HRS			0.6						0.8						1.4	DEATH	1
ACCIDENT INV HRS	0.7	1.8	4.4			4.9				0.9					12.7	THEFT	1
ACC FOLLOW UP HRS		0.5													0.5	ANIMAL	1
AGENCY ASSIST HRS		0.6	0.5										0.8	0.6	2.5	DISTURBANCE	2
SHERIFF COMPL. INV.	2		1		1	5	2		1	3	3			9	27	WELFARE	3
SHERIFF FOLLOW UP			1					2							3	911 HANG UP	6
SHERIFF ASSIST						2				1					3	RECKLESS DRIVER	2
REPORT ACCIDENT		1	1							1					3	SUSPICIOUS VEHICLE	4
NONREPORTABLE	2	1	7			6									16	ORDINANCE	1
ACCIDENT FOLLOW UP		1													1	PARKING	1
ACCIDENT ASSIST															0		
AGENCY ASSISTS		1	2										1	1	5	ARRESTS:	
CITIZEN ASSIST	1						1							2	2	WARRANT	1
MOTORIST ASSIST			1						1		1			2	5	D/C	1
PROPERTY CHECKS					1							3	1	5	5		
ARRESTS						1	1							2	2	CITATIONS	
WARRANT ATTEMPT														0	0	OAR	1
TRAFFIC CITS.		2	2			2								6	6	SUSPENDED REGISTRATION	1
ORD. CITS.														0	0	UNSAFE LANE DEVIATION	1
JUV ALCOHOL CITS.														0	0	NON REG OF VEHICLE	1
O. W. I. ARRESTS														0	0	FOLLOWING TOO CLOSELY	1
WRITTEN WARNINGS			4			6				2				1	13	TOO FAST FOR CONDITIONS	1
15 DAYS						2				1				4	4		
PARKING CITS.														0	0		
HOUSE ALARM									1	1				3	3		
BUSINESS ALARM			1											0	0	AGENCY ASSIST:	
ALARM ASSIST														0	0	STATE PATROL	2
AMB. ASSIST	2					1								2	5	OUSO	1
FIRE ASSIST	1													1	1	OSHKOSH PD	1

Village of Harrison

February-19 Zoning Permit Report

	Current Year			Previous Year		
	Permits	YTD Permits	Estimated Value	YTD Permits	Estimated Value	YTD Estimate Value
<b>Residential</b>						
Single Family	4	8	\$ 1,100,000	8	\$ 995,000	\$ 2,093,630
Two Family (units)	0	( 0 )	\$ 0	0	\$ 0	\$ 0
Multi Family (units)	0	( 0 )	\$ 0	0	\$ 0	\$ 0
Additions	2	3	\$ 85,000	0	\$ 0	\$ 0
Acc. Structures	0	0	\$ 0	1	\$ 0	\$ 3,500
Miscellaneous	0	0	\$ 0	2	\$ 28,997	\$ 28,997
<b>Total Residential</b>	<b>6</b>	<b>11</b>	<b>\$ 1,185,000</b>	<b>11</b>	<b>\$ 1,023,997</b>	<b>\$ 2,126,127</b>
<b>Com./Ind.</b>						
New	2	2	\$ 5,400,000	0	\$ 0	\$ 0
Additions	0	0	\$ 0	0	\$ 0	\$ 0
Acc. Structures	0	0	\$ 0	0	\$ 0	\$ 0
Miscellaneous	0	0	\$ 0	1	\$ 0	\$ 2,100
<b>Total Com./Ind.</b>	<b>2</b>	<b>2</b>	<b>\$ 5,400,000</b>	<b>1</b>	<b>\$ 0</b>	<b>\$ 2,100</b>
<b>Combined Total</b>	<b>8</b>	<b>13</b>	<b>\$ 6,585,000</b>	<b>12</b>	<b>\$ 1,023,997</b>	<b>\$ 2,128,227</b>

168

Number of Vacant  
Lots Remaining



# Harrison Fire Rescue

*Fire Station 60 • Fire Station 70 • EMS*



## ACTIVITY REPORT FOR FEBRUARY 2019

1. Harrison Fire Rescue responded to 36 calls in February. There were 7 calls for the firefighters to respond to. Our Emergency Medical Responders (EMR's) responded to 28 calls for assistance. There was an auto accident that required a full response from Fire and EMS personnel. (See attached list)
2. On Saturday, February 2<sup>nd</sup>, Harrison Fire Rescue had members stand by along the Walk Winnebago course. The event is put on by Paynes Point Hook and Spear Club in Neenah. Harrison covered the Calumet County portion of the walk, while Neenah Menasha Fire Rescue covered the Winnebago County portion.
3. February 4<sup>th</sup> was the bi-monthly business and staff meetings. Discussion was held on the Calumet County Investigators charging an annual fee for food, the station lighting proposal, the sale of old 76, 2019 clothing order, gear concerns, and training was done on the Multi-Purpose Device.
4. Monday, February 11<sup>th</sup> was the EMS meeting and training night. Training was held regarding accident scene protocol and procedures, as well as firefighters responding. All EMS calls were reviewed and discussed as necessary.
5. Monday, February 18<sup>th</sup> was drill night. Canadian National Railroad Dangerous Goods officer, Kenneth Collins, gave an informative class on responding to rail emergencies and talked about hazards that travel through our response area. Drill was held at Station 60.

# Harrison Fire Rescue

Menasha, WI

This report was generated on 3/12/2019 1:54:19 PM



## Incident Type and Street Name for Date Range

Incident Status: All | Start Date: 02/01/2019 | End Date: 02/28/2019

Incident Date	Address	Incident Type
02/01/2019	CTH KK, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
02/01/2019	Otte CT, Harrison, WI 54915	Emergency medical service, other
02/02/2019	Firelane 12 RD, Harrison, WI 54952	Dispatched & cancelled en route
02/02/2019	Firelane 1 RD, Harrison, WI 54952	No incident found on arrival at dispatch address
02/02/2019	Highway 114, Harrison, WI 54952	Motor vehicle accident with injuries
02/03/2019	Schaefer RD, Harrison, WI 54952	Emergency medical service, other
02/03/2019	Pigeon RD, Sherwood, WI 54169	Emergency medical service, other
02/03/2019	Timberline DR, Sherwood, WI 54169	Emergency medical service, other
02/04/2019	Schmidt RD, Harrison, WI 54130	Dispatched & cancelled en route
02/05/2019	Schmidt RD, Harrison, WI 54130	Emergency medical service, other
02/05/2019	Timberline DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
02/06/2019	Hwy 114 HWY, Harrison, WI 54952	Dispatched & cancelled en route
02/06/2019	Sonny DR, Harrison, WI 54952	Emergency medical service, other
02/07/2019	Basswood LN, Harrison, WI 54915	Emergency medical service, other
02/07/2019	Firelane 3 RD, Harrison, WI 54952	Emergency medical service, other
02/09/2019	Harrison RD, Harrison, WI 54129	EMS call, excluding vehicle accident with injury
02/12/2019	Arbor Vitae DR, Sherwood, WI 54169	CO detector activation due to malfunction
02/13/2019	Lilac RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
02/14/2019	Darboy DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
02/15/2019	Cliffview DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
02/15/2019	Firelane 3 RD, Harrison, WI 54952	Smoke detector activation, no fire - unintentional
02/16/2019	Military RD, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
02/18/2019	Silver CT, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
02/18/2019	Mustang DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
02/19/2019	Firelane 8 RD, Harrison, WI 54952	Alarm system activation, no fire - unintentional
02/19/2019	Highway 10, Brillion, WI 54110	Motor vehicle accident with injuries
02/19/2019	Victorian DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
02/22/2019	Shorewood CT, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
02/24/2019	Manitowoc RD, Harrison, WI 54952	Dispatched & cancelled en route
02/24/2019	Pond CT, Sherwood, WI 54169	Carbon monoxide incident
02/24/2019	Lower Cliff RD, Sherwood, WI 54169	Ice rescue
02/24/2019	Pond CT, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
02/25/2019	County Road KK, Woodville (Town of), WI 54130	Extrication of victim(s) from vehicle
02/26/2019	Bluffside CT, Sherwood, WI 54169	Good intent call, other
02/27/2019	Amy AVE, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
02/28/2019	Silver CT, Harrison, WI 54915	EMS call, excluding vehicle accident with injury

Total incidents: 36

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



## Treasurer's Report of Income and Expenses- February 2019

Investor's Community Bank Business Checking Account 0300 (GENERAL)	
Beginning Balance	\$831,315.47
Credit	\$3,291,666.78
Debit	\$1,066,890.52
Ending Balance	\$3,056,091.73
Investor's Community Bank Checking Account 1753 (TAXES)	
Beginning Balance	\$10,044,082.71
Credit	\$2,251,332.39
Debit	\$9,921,575.00
Ending Balance	\$2,373,840.10
Investor's Community Bank Business Checking Account 8500 (TOWN)	
Beginning Balance	\$231,056.72
Credit	\$0.00
Debit	\$0.00
Ending Balance	\$231,056.72
BMO Harris Bank Checking Account 1189 (FIRE DEPARTMENT)	
Beginning Balance	\$4,268.58
Credit	\$0.00
Debit	\$479.02
Ending Balance	\$3,789.56
<b>Total Ending Balance of All Checking Accounts</b>	<b>\$5,664,778.11</b>

Investor's Community Bank Money Market 0310	
Beginning Balance	\$1,811,220.21
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$3,541.06
Ending Balance	\$1,814,761.27
Investor's Community Bank Tax Money Market 1110	
Beginning Balance	\$848,465.29
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$1,658.81
Ending Balance	\$850,124.10
East Wisconsin Savings Bank Money Market 4895	
Beginning Balance	\$285,784.80
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$142.50
Ending Balance	\$285,927.30
<b>Total Ending Balance of All Money Market Accounts</b>	<b>\$2,950,812.67</b>

Local Government Investment Pool

Beginning Balance		\$242,682.90
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$457.28
Ending Balance		<b>\$243,140.18</b>

Community First Credit Union CD 4070

Beginning Balance		\$312,944.07
Interest Paid		\$445.07
Ending Balance		\$313,389.14

State Bank of Chilton CD 0343

Beginning Balance		\$123,666.38
Interest Paid		na
Ending Balance		\$123,666.38

State Bank of Chilton CD 1028

Beginning Balance		\$303,780.91
Interest Paid		na
Ending Balance		\$303,780.91

State Bank of Chilton CD 0368

Beginning Balance		\$255,297.42
Interest Paid		na
Ending Balance		\$255,297.42

East Savings CD 7150

Beginning Balance		\$250,000.00
Interest Paid		\$0.00
Ending Balance		\$250,000.00

Total Ending Balance of All CDs **\$1,246,133.85**



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Jennifer Weyenberg, Clerk-Treasurer