

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, January 28, 2020
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, January 28, 2020 at 7:00pm. The agenda is listed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
 - a) Thank you letter from Fox Cities Festival of Lights
 - b) Letter of Support for Farmers Field from Amanda Geiser
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 09/17/19 budget, 09/24/19 regular, 10/22/19 budget, 11/06/19 budget, 11/06/19 closed, 12/03/19 special, 01/14/20 regular
 - c) Application for Operator License (expiring June 30, 2020)- Amy Scherwinski, Shandra Shears
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) Update from Fox Cities Festival of Lights- Shaun Forslund
- b) Conditional Use Permit- Wireless Communication Tower-Tillman Infrastructure LLC- Hwy 10
- c) Conditional Use Permit- Driscoll Properties LLC- N Coop Road
- d) Certified Survey Map- Driscoll Properties LLC- N Coop Road
- e) Certified Survey Map- Bella- N6906 Ertl Road
- f) Resolution V2020-01 Approving Streets and Roads Special Assessment Policy
- g) Farmers Field Construction and Financing
- h) Changes to Employee Handbook
- i) Approve Organizational Chart
- j) Sewer and Water Extension for 3rd Addition to Woodland Hills (City of Menasha)
- k) Placement of Campaign and Electioneering materials on Village website
- l) Hire Boardman Clark to represent Village of Harrison to challenge Public Service Commission of Wisconsin's refund order

11. Reports

- a) Calumet County Sheriff's Department
- b) Zoning Permits
- c) Treasurer Statement of Income and Expenses

12. Closed Session

Village Manager's Employment Agreement: Pursuant to Wis. Stats. §19.85(1)(c), the Board will consider the employment, promotion compensation, or performance evaluation data of an employee.

Development Agreement Negotiations for Friendship Drive Apartment (Premier Real Estate Management) and Multiple Family Development (Lexington Homes): Pursuant to Wis. Stats. §19.85(1)(e), the Board will meet 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 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 01/24/2020 and posted at www.harrison-wi.org and Municipal Building lobby



*Fox
Cities
Festival
Of Lights*

Fox Cities Festival Of Lights
P. O. Box 693 Menasha WI 54952
Phone: 920-540-6546
Email: FCFestivalofLights@gmail.com

Dear Sponsors:

I would like to thank all of you for making Fox Cities Festival of Lights a huge success in its very first year!

With 25 sponsors, including our title sponsors, Fox Communities Credit Union, our organization was able to create a fun and unique holiday light display with 100,000 lights and displays, all custom built by our volunteers. 18,658 visitors walked through Darboy Community Park during the 16 nights we were open. Although this was a free community event, people donated \$30,653.91! \$14,568.13 of that went to 10 different nonprofit organizations that helped run the event each night. Those same groups also helped with set up, take down, and even came out to our shop to help build some of the displays.

Part of what made this light display so unique is that a large portion of the display was powered by solar panels. We believe we are the only commercial display in the country using renewable energy to do so thanks to Faith Technologies and Excellerate. For the 2020 season, we plan to be 100% solar powered!

Thanks to CN, Thrivent, Fox Cares and AZCO also because with their help, we were able to build some really big and unique displays including the train, Fox Cities PAC, our parade float, and the Little Chute Windmill.

Everybody that visited really loved the light display and suggested we keep doing this every year at the same location. In fact we did not have any negative comments from anyone. So for 2020, we plan to make many more displays including some really big ones and more with the Fox Cities theme. So again thank you for taking a chance on us in our first year and making this a wonderful holiday tradition for the community! If you would like to sponsor us again please let me know. Thank you!

Sincerely,

Shaun Forslund

Travis Parish

From: Darin and Amanda Geiser <darin.amanda@hotmail.com>
Sent: Thursday, January 23, 2020 1:30 PM
To: kevinhietpas@hotmail.com; Travis Parish
Subject: Farmers Field Park

Good Afternoon President Hietpas and Village Manager Parish,

I wanted to take this time to say thank you to the Village Board for approving the completion of Farmers Field Park in the 2020 budget! As a resident and parks and recreation professional, I've been following the progress of the park closely and was thrilled to see funds finally ear-marked for development in the 2020 budget process. I feel there is a severe lack of park space in the village and moving forward on this project shows that the Board is invested in the quality of life in this community.

I'm not naive to the fact that streets need attention and public safety is extremely important. But what often gets overshadowed in the discussion is that a quality park and recreation system is important. Of course I may be biased, but I've seen first-hand what happens when a community makes it a point to make parks a priority too. Personally, I feel that a large portion of Harrison's development has been spurred from being within the Kimberly Area School District boundaries. Why can't parks, trails and quality services also be a reason families and businesses relocate to our community?

While the return on investment won't always be seen in dollar figures, I can guarantee you that once Farmers Field Park is developed, there will be return. If the park is developed correctly, you'll be able to witness this first hand every time you visit it.

Again, thank you to the board and village staff for having a desire to do the right thing. Tough choices should be driven by the desire to make the community a better place to live and do business, and not driven by the desire to win an election.

Thank you,
Amanda Geiser
W5884 Blue Bonnet Dr.

Summary of Payments Approved By:

Summary of Payments:		November 29-January 21	
Check Register (general)			
#8743-8774		bills paid 12/04/19	40,354.49
#9775		check from 12/11/19 payroll	41.56
#8776-8804		bills paid 12/16/19	146,354.10
#8805-8836		bills paid 12/20/19	17,581.52
#8837-8879		voided due to printer error	0.00
#8880-8922		bills paid 01/06/2020	66,281.70
#8923-8955		bills paid 01/15/2020	133,498.99
Check Register (tax account)			
#1197-1265		refunds issued 01/10/20	44,668.27
#1266-1272		Settlement Checks Jan 15	6,844,473.51
Direct Pay			
Verizon Wireless		transaction 12/26/19	183.31
United HealthCare		transaction 12/11/19	14,810.23
United HealthCare		transaction 01/10/20	15,096.06
We Energies		transaction 12/26/19	4,293.75
Delta Dental		transaction 01/02/20	1,187.65
Delta Dental		transaction 12/02/19	1,187.65
Merchant's Choice		transaction 12/02/19	35.20
Merchant's Choice		transaction 01/02/20	336.71
Reliance Standard		transaction 12/20/19	740.30
Wisconsin Retirement		transaction 11/29/19	15,838.66
Wisconsin Retirement		transaction 12/31/19	11,497.28
Payroll			
Payroll #25 net pay by direct dep		12/12/2019	27,201.57
Payroll #26 net pay by direct dep		12/26/2019	44,131.95
Payroll #1 net pay by direct dep		1/8/2020	58,492.60
Payroll #2 net pay by direct dep		1/23/2020	28,937.81
TOTAL			7,517,224.87

President Kevin Hietpas

Trustee Jim Fochs

Trustee Gary Nickel

Trustee Tyler Moore

Trustee Darlene Bartlein

Trustee Buddy Lisowe

Trustee Lou Miller

Presented by: Jennifer Weyenberg, Clerk-Treasurer
Approved: January 28, 2020

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INVESTORS COMMUNITY BANK

Dated From:

From Account:

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Check Nbr	Check Date	Payee	Amount
8743 D 45021	12/04/2019	BJ RICKEL	
100-09-53311-400-000 FROM 11/26/19		Hwy Dept - Supplies CHUCK, TIRE GAUGE	47.08
		D 45021	
		Total	47.08
8744 C59320, D77082	12/04/2019	BROOKS TRACTOR INC - SUN PRAIRIE	
100-09-53311-900-000 FROM 11/15/19		Hwy Dept - Road Maintenance RENTAL LOADER	3,200.00
		C59320	
100-09-53311-700-000 FROM 11/18/19		Hwy Dept - Equip Maintenance BATTERIES, AIR FILTERS	386.01
		D77082	
		Total	3,586.01
8745 MFL DUES/TAXES, 2019 DOG SETTLEMENT	12/04/2019	CALUMET COUNTY TREASURER	
100-00-24015-000-000 MFL DUES/TAXES 20% TO COUNTY		Due to County - Forest Croplnd	6.48
100-00-24030-000-000 2019 DOG SETTLEMENT TO COUNTY		Due to County - Dog License	2,816.00
		Total	2,822.48
8746 REIMBURSE MILEAGE, PARK ELECTION ACADEMY	12/04/2019	CARIE KRAUSE	
100-02-51400-305-000 REIMBURSE MILEAGE, PARK ELECTION ACADEMY		Gen. Admin - Training/Conf.	72.06
		Total	72.06
8747 191008, 191522	12/04/2019	CARSTENS ACE HARDWARE	
100-09-53311-400-000 FROM 11/8/19		Hwy Dept - Supplies DUST & POLLEN MASK	6.29
		191008	
100-09-53311-400-000 FROM 11/18/19		Hwy Dept - Supplies GLASS CLEANER	10.77
		191522	
		Total	17.06
8748 195876, 208601	12/04/2019	CHRISTENSEN & WISNET	
100-09-53311-505-000 FROM 11/8/19		Hwy Dept - Building Maint STATION 60 REPAIR	75.00
		195876	

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Check Nbr	Check Date	Payee	Amount
100-09-53311-505-000		Hwy Dept - Building Maint	
	FROM 11/19/19	STATION 60 REPAIR 208601	217.61
Total			292.61
8749	12/04/2019	EAST CENTRAL WI REGIONAL PLANNING COMMISSION 0001296-IN	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	
	FROM 11/15/19	STATUTORY HOUSING REPORT 0001296-IN	1,375.00
Total			1,375.00
8750	12/04/2019	FAST SIGNS A121677, A40844	
100-02-51400-400-000		Gen. Admin - Supplies	
		PURPLE H STICKERS 2020- QTY 2000 A121677	638.00
100-09-53315-902-000		Hwy Dept - Signs	
	FROM 11/22/19	TRAFFIC CONE DECALS A40844	43.77
Total			681.77
8751	12/04/2019	GAT SUPPLY, INC 355846-1	
100-09-53311-400-000		Hwy Dept - Supplies	
	FROM 11/21/19	SAFETY FLAG 355846-1	196.93
100-09-53311-400-000		Hwy Dept - Supplies	
	FROM 11/25/19	FIELD BOOK 352019-1	40.00
Total			236.93
8752	12/04/2019	GRAINGER 9360206206	
100-09-53311-505-000		Hwy Dept - Building Maint	
	FROM 11/18/19	MATS, RUNNER 9360206206	533.12
Total			533.12
8753	12/04/2019	HARRISON UTILITIES ACCOUNT 000-2781-00	
100-07-52200-500-023		Fire Station 70 - Water/Sewer	
	ACCOUNT 000-2781-00		30.21
Total			30.21
8754	12/04/2019	JACOBS CONCRETE 12-1232	

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100-09-53311-505-000	12/04/2019	Hwy Dept - Building Maint	
	FROM 11/22/19	TRENCH DRAIN 12-1232	3,937.50
Total			3,937.50
8755	12/04/2019	JENNIFER WEYENBERG BRINGIT PLAN, MILEAGE/PARK ELECTION ACAD	
100-00-51440-400-000	12/04/2019	Elections - Supplies	49.95
		BRINGIT STANDARD YEARLY PLAN TO 11/26/20	
100-02-51400-305-000	12/04/2019	Gen. Admin - Training/Conf.	11.90
		REIMBURSE PARKING ELECTION ACADEMY	
100-02-51400-305-000	12/04/2019	Gen. Admin - Training/Conf.	126.67
		REIMBURSE MILEAGE ELEC ACADEMY JULY-DEC	
Total			188.52
8756	12/04/2019	JOSEPH R MADER EXCAVATING 2529	
100-00-57220-000-000	12/04/2019	Capital Outlay - Parks	2,450.00
		FROM 11/14/19 DOZER RENTAL PUSH OFF FILL 2529	
Total			2,450.00
8757	12/04/2019	KAATS WATER CONDITIONING INC. ACCT 1130062	
100-09-53311-400-000	12/04/2019	Hwy Dept - Supplies	345.21
		CHARGES THROUGH 11/26 WATER, COOLER	
Total			345.21
8758	12/04/2019	KAUKAUNA EYE CARE ACCT 17871	
100-06-52200-400-000	12/04/2019	Fire Dept - Supplies	120.00
		FROM 11/19/19 MSA MASK LENSES	
Total			120.00
8759	12/04/2019	KELLER INC 40629	
100-00-57190-000-000	12/04/2019	Capital Outlay - General Gvmnt	18,035.50
		FROM 11/15/19 COMPLETE BOARD ROOM REPAIR 40629	
Total			18,035.50
8760	12/04/2019	KREPLINE TRUCKING & EXCAVATING 6457	

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100-09-53311-901-000	12/04/2019	Hwy Dept - Ditching/Grading	103.13
		FROM 11/12/19 FIRE 8 WATER WAY DITCHING 6457	
		Total	103.13
8761	12/04/2019	LAURA JUNGWIRTH	
		REIMBURSE MILEAGE NOVEMBER	
100-09-53311-305-000	12/04/2019	Hwy Dept - Training Expenses	9.86
		NOVEMBER MILEAGE REIMBURSEMENT	
		Total	9.86
8762	12/04/2019	MCCLONE AGENCY	
		1528	
100-00-51938-000-000	12/04/2019	Insurance - General and Auto	2,056.00
		20/21 GROUP ACCIDENT YEAR 1 OF 3 1528	
		Total	2,056.00
8763	12/04/2019	MENARDS-APPLETON EAST	
		72682	
100-06-52200-700-000	12/04/2019	Fire Dept - Equip Maintenance	30.96
		FROM 11/18/19 STATION 60 WINTERIZATION 72682	
		Total	30.96
8764	12/04/2019	MGD INDUSTRIAL CORPORATION	
		177829	
100-09-53311-400-000	12/04/2019	Hwy Dept - Supplies	51.58
		FROM 11/18/19 MISC SUPPLIES 177829	
		Total	51.58
8765	12/04/2019	MIDWEST WORKWEAR	
		1118, 1119, 1120	
100-09-53311-400-000	12/04/2019	Hwy Dept - Supplies	240.04
		2019 LOGO WEAR J WISNET 1118	
100-09-53311-400-000	12/04/2019	Hwy Dept - Supplies	107.85
		2019 LOGO WEAR G GORGES 1119	
100-09-53311-400-000	12/04/2019	Hwy Dept - Supplies	133.89
		2019 LOGO WEAR C BOESCH 1120	
		Total	481.78
8766	12/04/2019	OFFICE DEPOT BUSINESS CREDIT	
		FROM 10/23-11/13 OFFICE SUPPLIES	

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100-02-51400-400-000		Gen. Admin - Supplies	698.47
		FROM 10/23-11/13 OFFICE SUPPLIES	
		Total	698.47
8767	12/04/2019	SERVICEMASTER BUILDING MAINTENANCE 32113	
100-09-53311-505-000		Hwy Dept - Building Maint	435.00
		FROM 11/22/19 SCRUB & REFINISH FLOORS 32113	
		Total	435.00
8768	12/04/2019	SMT MANUFACTURING & SUPPLY LLC 0061114-IN	
100-06-52200-700-000		Fire Dept - Equip Maintenance	14.87
		BEARING & KEYSTOCK SIDE BY SIDE ST 60 0061114-IN	
		Total	14.87
8769	12/04/2019	SPECTRUM- 4901 607974901112519	
100-02-51400-400-006		Gen. Admin - Service Contracts	203.70
		SERVICE PERIOD 11/24-12/23	
		Total	203.70
8770	12/04/2019	SPECTRUM- 5101 607975101112419	
100-02-51400-400-006		Gen. Admin - Service Contracts	129.88
		SERVICE PERIOD 11/23-12/22	
		Total	129.88
8771	12/04/2019	THE ELITE GROUP 340815	
100-02-51400-400-000		Gen. Admin - Supplies	499.76
		FALL '19 ORDER 340815	
		Total	499.76
8772	12/04/2019	WASTE OIL DOCTOR, LLC 4674	
100-09-53311-505-000		Hwy Dept - Building Maint	127.00
		FROM 11/19/19 4674	
		Total	127.00

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8773	12/04/2019	WELLS FARGO FINANCIAL LEASING	
5008158905			
100-02-51400-400-006		Gen. Admin - Service Contracts	575.69
		COVERAGE PERIOD 11/17-12/16/19	
		5008158905	
		Total	575.69
8774	12/04/2019	WIL-KIL PEST CONTROL	
3781773, 3781976, 3781977			
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 60	
		3781976	
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 70	
		3781977	
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	
		3781773	
		Total	165.75
		Grand Total	40,354.49

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	40,354.49
Total Expenditure from all Funds	40,354.49

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8743	12/04/2019	BJ RICKEL D 45021	
100-09-53311-400-000		Hwy Dept - Supplies FROM 11/26/19 CHUCK, TIRE GAUGE	47.08
		D 45021	
		Total	47.08
8744	12/04/2019	BROOKS TRACTOR INC - SUN PRAIRIE C59320, D77082	
100-09-53311-900-000		Hwy Dept - Road Maintenance FROM 11/15/19 RENTAL LOADER	3,200.00
		C59320	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 11/18/19 BATTERIES, AIR FILTERS	386.01
		D77082	
		Total	3,586.01
8745	12/04/2019	CALUMET COUNTY TREASURER MFL DUES/TAXES, 2019 DOG SETTLEMENT	
100-00-24015-000-000		Due to County - Forest Croplnd MFL DUES/TAXES 20% TO COUNTY	6.48
100-00-24030-000-000		Due to County - Dog License 2019 DOG SETTLEMENT TO COUNTY	2,816.00
		Total	2,822.48
8746	12/04/2019	CARIE KRAUSE REIMBURSE MILEAGE, PARK ELECTION ACADEMY	
100-02-51400-305-000		Gen. Admin - Training/Conf. REIMBURSE MILEAGE, PARK ELECTION ACADEMY	72.06
		Total	72.06
8747	12/04/2019	CARSTENS ACE HARDWARE 191008, 191522	
100-09-53311-400-000		Hwy Dept - Supplies FROM 11/8/19 DUST & POLLEN MASK	6.29
		191008	
100-09-53311-400-000		Hwy Dept - Supplies FROM 11/18/19 GLASS CLEANER	10.77
		191522	
		Total	17.06
8748	12/04/2019	CHRISTENSEN & WISNET 195876, 208601	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 11/8/19 STATION 60 REPAIR	75.00
		195876	

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Dated From: From Account:
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Check Nbr	Check Date	Payee	Amount
100-09-53311-505-000		Hwy Dept - Building Maint	217.61
	FROM 11/19/19	STATION 60 REPAIR 208601	
Total			292.61
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8749	12/04/2019	EAST CENTRAL WI REGIONAL PLANNING COMMISSION	
0001296-IN			
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	1,375.00
	FROM 11/15/19	STATUTORY HOUSING REPORT 0001296-IN	
Total			1,375.00
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8750	12/04/2019	FAST SIGNS	
A121677, A40844			
100-02-51400-400-000		Gen. Admin - Supplies	638.00
		PURPLE H STICKERS 2020- QTY 2000 A121677	
100-09-53315-902-000		Hwy Dept - Signs	43.77
	FROM 11/22/19	TRAFFIC CONE DECALS A40844	
Total			681.77
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8751	12/04/2019	GAT SUPPLY, INC	
355846-1			
100-09-53311-400-000		Hwy Dept - Supplies	196.93
	FROM 11/21/19	SAFETY FLAG 355846-1	
100-09-53311-400-000		Hwy Dept - Supplies	40.00
	FROM 11/25/19	FIELD BOOK 352019-1	
Total			236.93
<hr/>			
8752	12/04/2019	GRAINGER	
9360206206			
100-09-53311-505-000		Hwy Dept - Building Maint	533.12
	FROM 11/18/19	MATS, RUNNER 9360206206	
Total			533.12
<hr/>			
8753	12/04/2019	HARRISON UTILITIES	
ACCOUNT 000-2781-00			
100-07-52200-500-023		Fire Station 70 - Water/Sewer	30.21
		ACCOUNT 000-2781-00	
Total			30.21
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8754	12/04/2019	JACOBS CONCRETE	
12-1232			

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Check Nbr	Check Date	Payee	Amount
100-09-53311-505-000		Hwy Dept - Building Maint	3,937.50
	FROM 11/22/19	TRENCH DRAIN 12-1232	
		Total	3,937.50
8755	12/04/2019	JENNIFER WEYENBERG BRINGIT PLAN, MILEAGE/PARK ELECTION ACAD	
100-00-51440-400-000		Elections - Supplies	49.95
		BRINGIT STANDARD YEARLY PLAN TO 11/26/20	
100-02-51400-305-000		Gen. Admin - Training/Conf.	11.90
		REIMBURSE PARKING ELECTION ACADEMY	
100-02-51400-305-000		Gen. Admin - Training/Conf.	126.67
		REIMBURSE MILEAGE ELEC ACADEMY JULY-DEC	
		Total	188.52
8756	12/04/2019	JOSEPH R MADER EXCAVATING 2529	
100-00-57220-000-000		Capital Outlay - Parks	2,450.00
	FROM 11/14/19	DOZER RENTAL PUSH OFF FILL 2529	
		Total	2,450.00
8757	12/04/2019	KAATS WATER CONDITIONING INC. ACCT 1130062	
100-09-53311-400-000		Hwy Dept - Supplies	345.21
		CHARGES THROUGH 11/26 WATER, COOLER	
		Total	345.21
8758	12/04/2019	KAUKAUNA EYE CARE ACCT 17871	
100-06-52200-400-000		Fire Dept - Supplies	120.00
	FROM 11/19/19	MSA MASK LENSES	
		Total	120.00
8759	12/04/2019	KELLER INC 40629	
100-00-57190-000-000		Capital Outlay - General Gvmnt	18,035.50
	FROM 11/15/19	COMPLETE BOARD ROOM REPAIR 40629	
		Total	18,035.50
8760	12/04/2019	KREPLINE TRUCKING & EXCAVATING 6457	

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100-09-53311-901-000		Hwy Dept - Ditching/Grading	103.13
		FROM 11/12/19 FIRE 8 WATER WAY DITCHING 6457	
		Total	103.13
8761	12/04/2019	LAURA JUNGWIRTH	
		REIMBURSE MILEAGE NOVEMBER	
100-09-53311-305-000		Hwy Dept - Training Expenses	9.86
		NOVEMBER MILEAGE REIMBURSEMENT	
		Total	9.86
8762	12/04/2019	MCCLONE AGENCY	
		1528	
100-00-51938-000-000		Insurance - General and Auto	2,056.00
		20/21 GROUP ACCIDENT YEAR 1 OF 3 1528	
		Total	2,056.00
8763	12/04/2019	MENARDS-APPLETON EAST	
		72682	
100-06-52200-700-000		Fire Dept - Equip Maintenance	30.96
		FROM 11/18/19 STATION 60 WINTERIZATION 72682	
		Total	30.96
8764	12/04/2019	MGD INDUSTRIAL CORPORATION	
		177829	
100-09-53311-400-000		Hwy Dept - Supplies	51.58
		FROM 11/18/19 MISC SUPPLIES 177829	
		Total	51.58
8765	12/04/2019	MIDWEST WORKWEAR	
		1118, 1119, 1120	
100-09-53311-400-000		Hwy Dept - Supplies	240.04
		2019 LOGO WEAR J WISNET 1118	
100-09-53311-400-000		Hwy Dept - Supplies	107.85
		2019 LOGO WEAR G GORGES 1119	
100-09-53311-400-000		Hwy Dept - Supplies	133.89
		2019 LOGO WEAR C BOESCH 1120	
		Total	481.78
8766	12/04/2019	OFFICE DEPOT BUSINESS CREDIT	
		FROM 10/23-11/13 OFFICE SUPPLIES	

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100-02-51400-400-000		Gen. Admin - Supplies	698.47
		FROM 10/23-11/13 OFFICE SUPPLIES	
		Total	698.47
8767	12/04/2019	SERVICEMASTER BUILDING MAINTENANCE 32113	
100-09-53311-505-000		Hwy Dept - Building Maint	435.00
		FROM 11/22/19 SCRUB & REFINISH FLOORS 32113	
		Total	435.00
8768	12/04/2019	SMT MANUFACTURING & SUPPLY LLC 0061114-IN	
100-06-52200-700-000		Fire Dept - Equip Maintenance	14.87
		BEARING & KEYSTOCK SIDE BY SIDE ST 60 0061114-IN	
		Total	14.87
8769	12/04/2019	SPECTRUM- 4901 607974901112519	
100-02-51400-400-006		Gen. Admin - Service Contracts	203.70
		SERVICE PERIOD 11/24-12/23	
		Total	203.70
8770	12/04/2019	SPECTRUM- 5101 607975101112419	
100-02-51400-400-006		Gen. Admin - Service Contracts	129.88
		SERVICE PERIOD 11/23-12/22	
		Total	129.88
8771	12/04/2019	THE ELITE GROUP 340815	
100-02-51400-400-000		Gen. Admin - Supplies	499.76
		FALL '19 ORDER 340815	
		Total	499.76
8772	12/04/2019	WASTE OIL DOCTOR, LLC 4674	
100-09-53311-505-000		Hwy Dept - Building Maint	127.00
		FROM 11/19/19 4674	
		Total	127.00

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8773	12/04/2019	WELLS FARGO FINANCIAL LEASING	
5008158905			
100-02-51400-400-006		Gen. Admin - Service Contracts	575.69
		COVERAGE PERIOD 11/17-12/16/19	
		5008158905	
		Total	575.69
8774	12/04/2019	WIL-KIL PEST CONTROL	
3781773, 3781976, 3781977			
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 60	
		3781976	
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 70	
		3781977	
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	
		3781773	
		Total	165.75
		Grand Total	40,354.49

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Total Expenditure from Fund # 100 - GENERAL FUND	40,354.49
Total Expenditure from all Funds	40,354.49

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Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		40,354.49
	Total Expenditure - Fund # 100	40,354.49	
	Total	40,354.49	40,354.49

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Check Nbr	Check Date	Payee	Amount
8776	12/16/2019	ACCURATE FULL SERVICE VEHICLE CENTER 1916151	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 11/22/19 2005 TOWMASTER DOT INSPECT 1916151	225.45
			Total 225.45
8777	12/16/2019	ADVANCED DISPOSAL B20000433107, B20000434112	
100-00-53620-000-000		Refuse and Garbage Services COMMERICAL TRASH DUMPSTER FOR NOV	82.00
100-00-53635-000-000		Recycling Services COMMERICAL RECYCLING DUMPSTER for NOV	56.00
100-00-53620-000-000		Refuse and Garbage Services FUEL FEE	0.00
100-00-53620-000-000		Refuse and Garbage Services LANDFILL TAX	0.00
100-00-53620-000-000		Refuse and Garbage Services RES TRASH 90 GALLON CARTS for NOV	31,478.22
100-00-53635-000-000		Recycling Services RES RECYCLING SINGLE STREAM NOV	14,898.47
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	5,066.31
100-00-53620-000-000		Refuse and Garbage Services TV IN RECY CART-9652 HOPFENSBERGER	50.00
100-00-53620-000-000		Refuse and Garbage Services BULKY ITEM PICKUP-W5914 PEACEFUL LANE	50.00
100-00-53620-000-000		Refuse and Garbage Services BULKY PICKUP	0.00
100-00-53635-000-000		Recycling Services RESID RECYCLE	0.00
100-00-53620-000-000		Refuse and Garbage Services COMMERCIAL TRASH DUMPSTER PARK DEC	82.00
100-00-53635-000-000		Recycling Services COMM RECYCLING PARK DEC	46.00
100-00-53620-000-000		Refuse and Garbage Services ENERGY & ENVIRONMENTAL FEE PARK 11/30/19	49.39

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100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 11/30	19.67
Total			51,878.06
8778	12/16/2019	BEAR GRAPHICS INC 0836591	
100-02-51400-400-000		Gen. Admin - Supplies LASER CHECKS 0836591	218.80
Total			218.80
8779	12/16/2019	BIRSCHBACH INSPECTION SERVICE INC BUILDING INSPECTIONS FOR NOVEMBER 2019	
100-00-52400-000-000		Building Inspector - Contract BUILDING INSPECTIONS FOR NOVEMBER 2019	4,519.60
Total			4,519.60
8780	12/16/2019	BROOKS TRACTOR INC - SUN PRAIRIE D77181, D77505	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 11/20/19 SENSOR D77181	27.77
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/6/19 STROBE D77505	130.43
Total			158.20
8781	12/16/2019	BRUSH BOY CUSTOMS 0891	
100-09-53315-902-000		Hwy Dept - Signs 2 911 NUMBERS N9519, N9517	80.00
Total			80.00
8782	12/16/2019	CALUMET COUNTY TREASURER 109005	
100-09-53311-900-000		Hwy Dept - Road Maintenance INV 109005 10/1 - 10/31 SURFACE MAINT	2,457.87
100-09-53315-902-000		Hwy Dept - Signs INV 109005 10/1 - 10/31 SIGN WORK	6,123.02
100-09-53311-903-000		Hwy Dept - Salt & Sand INV 109005 10/1 - 10/31 SNOW & ICE CNTRL	516.65
Total			9,097.54

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8783	12/16/2019	CHRISTENSEN & WISNET 208210	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 12/4/19 STATION 70 REPAIR 208210	126.50
			Total 126.50
8784	12/16/2019	COUNTRY AUTO REPAIR 0004666, 0004667	
100-06-52200-600-000		Fire Dept - Vehicle Maint. FROM 12/2/19 F250 LIGHTS, SIREN, RADIO 0004666	431.00
100-06-52200-600-000		Fire Dept - Vehicle Maint. FROM 12/2/19 PIERCE AC, CONDENSOR, FAN 0004667	800.08
			Total 1,231.08
8785	12/16/2019	ELECTION SYSTEMS & SOFTWARE 1102723	
100-00-51440-300-000		Elections - Service Contracts FIRMWARE & HARDWARE FEES 1/1/20-12/31/20 1102723	1,350.00
			Total 1,350.00
8786	12/16/2019	FOX VALLEY TECHNICAL COLLEGE TPB0000552077	
100-06-52200-305-000		Fire Dept - Training/Mem TPB0000552077 10/16/19 GACKENHEIMER	222.35
			Total 222.35
8787	12/16/2019	GAT SUPPLY, INC 355846-2	
100-09-53311-900-000		Hwy Dept - Road Maintenance FROM 12/3/19 KILN DRY PINE 355846-2	123.04
			Total 123.04
8788	12/16/2019	GRANT GORGES REIMBURSE WORK BOOTS, CDL TEST	
100-09-53311-400-000		Hwy Dept - Supplies REIMBURSE WORK BOOTS	122.85
100-09-53311-306-000		Hwy Dept - CDL/Testing REIMBURSE CDL TEST	150.00
			Total 272.85

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8789	12/16/2019	JARRED GERL REIMBURSE WI ST FIRE CHIEFS ASSOC APPFEE	
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100-06-52200-400-000		Fire Dept - Supplies REIMBURSE WI ST FIRE CHIEFS ASSOC APPFEE	95.00
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Total			95.00
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8790	12/16/2019	LISOWE OIL DIV OF ADVANCED FUEL SERV 21499	
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100-09-53311-600-030		Hwy Dept - Fuel FROM 11/30/19	1,255.96
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21499

Total			1,255.96
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8791	12/16/2019	MCPMAHON 0916729-0916735	
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100-09-53311-000-000		Hwy Dept - Engineer/Consultant SCHMIDT ROAD CULVERT REPLACEMENT	3,673.00
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0916729

100-09-57330-000-000		Capital Outlay - Road Projects BLACK OAK SEWER & ROAD (SONNY TO DOGWOOD	734.95
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0916730

100-09-57330-000-000		Capital Outlay - Road Projects HOLLY & HOPFENSBERGER MINI STORM SEWER	1,904.90
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0916731

100-09-57330-000-000		Capital Outlay - Road Projects GINA & MICHELLE MINI STORM SEWER	1,783.90
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0916732

100-09-57330-000-000		Capital Outlay - Road Projects KAMBURA ACRES II ROADWAY IMPROVEMENTS	136.00
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0916733

100-09-53311-000-000		Hwy Dept - Engineer/Consultant 2020 STREET URBANIZATION	9,715.70
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0916734

100-09-53311-000-000		Hwy Dept - Engineer/Consultant NOE ROAD STREET URBANIZATION	3,033.75
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0916735

Total			20,982.20
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8792	12/16/2019	MENARDS-APPLETON EAST 73960, 74311	
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100-09-53311-400-000		Hwy Dept - Supplies FROM 12/6/19 SHOP SUPPLIES	173.80
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73960

100-09-53311-903-000		Hwy Dept - Salt & Sand FROM 12/12/19 VERTICAL FLOAT	109.99
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74311

Total			283.79
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8793	12/16/2019	MORTON SALT 5401976120	
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100-09-53311-903-000	12/16/2019	Hwy Dept - Salt & Sand	16,692.58
		FROM 12/5/19 BULK SAFE-T-SALT 5401976120	
		Total	16,692.58
8794	12/16/2019	MUNICIPAL CODE CORPORATION 00337431	
100-02-51400-400-006	12/16/2019	Gen. Admin - Service Contracts	275.00
		ADMIN SUPPORT FEE 12/1/19 - 11/30/20	
		Total	275.00
8795	12/16/2019	PETERS CONCRETE CO. CERTIFICATE OF PAYMENT #4 (BLACKOAK ST)	
100-09-57330-000-000	12/16/2019	Capital Outlay - Road Projects	18,396.10
		CERTIFICATE OF PAYMENT #4 (BLACKOAK ST)	
		Total	18,396.10
8796	12/16/2019	RIESTERER & SCHNELL INC NEENAH 1675706	
100-09-53311-900-000	12/16/2019	Hwy Dept - Road Maintenance	15,085.00
		FROM 12/4/19 SNOW WING 1675706	
		Total	15,085.00
8797	12/16/2019	SHERWOOD ELEVATOR 00097334	
100-09-53311-901-000	12/16/2019	Hwy Dept - Ditching/Grading	7.75
		FROM 11/6/19 WHEAT 97334	
		Total	7.75
8798	12/16/2019	STAMPS.COM S1092619121	
100-02-51400-400-006	12/16/2019	Gen. Admin - Service Contracts	39.99
		METER 7434038 SERVICE FEE 12/1-12/31 S1092619121	
		Total	39.99
8799	12/16/2019	STUMPF EXCAVATING & TRUCKING 8282	
100-09-53311-505-000	12/16/2019	Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 12/3/19 8282	
		Total	240.00

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8800 2568	12/16/2019	T & C SERVICES LLC	
100-09-53311-900-000		Hwy Dept - Road Maintenance	2,660.00
		FROM 11/25/19 STREET SWEEPING 10/22-26 2568	
Total			2,660.00
8801 279813	12/16/2019	THEDACARE AT WORK	
100-09-53311-306-000		Hwy Dept - CDL/Testing	156.00
		DOT POOL ANNUAL MEMB 279813	
Total			156.00
8802	12/16/2019	TROY GILLIS	
		REIMBURSE AUG BOOKS,ENG 65 MOUNT,HANGER	
100-06-52200-305-000		Fire Dept - Training/Mem	360.28
		REIMBURSE DRIVER OP & OFFICER I BOOKS	
100-06-57220-000-000		Fire Dept - Capital Outlay	127.23
		REIMBURSE ROTOPAX, FUELPAK, CB MIC HANGR	
Total			487.51
8803	12/16/2019	WI DEPT OF JUSTICE	
		ACCOUNT # G2028 11/1-11/30	
100-02-51400-400-000		Gen. Admin - Supplies	28.00
		ACCOUNT # G2028 11/1-11/30	
Total			28.00
8804	12/16/2019	WIL-KIL PEST CONTROL	
		3797370, 3797595, 3797596	
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 60 3797595	
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 70 3797596	
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 3797370	

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Check Nbr	Check Date	Payee	Amount
			Total 165.75
			Grand Total 146,354.10

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Total Expenditure from Fund # 100 - GENERAL FUND	146,354.10
Total Expenditure from all Funds	146,354.10

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Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		146,354.10
	Total Expenditure - Fund # 100	146,354.10	
	Total	146,354.10	146,354.10

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8805	12/20/2019	AMERICAN LEGAL PUBLISHING 2020 WISCONSIN LEGAL RESOURCES CD	
100-00-51100-400-000		Village Board-Supplies 2020 WISCONSIN LEGAL RESOURCES CD	155.00
		Total	155.00
8806	12/20/2019	BENEFIT ADVANTAGE 417844	
100-02-51400-400-006		Gen. Admin - Service Contracts DECEMBER BILLING 417844	35.00
		Total	35.00
8807	12/20/2019	BJ RICKEL D 45251	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/9/19 10 TON BODY FRAME KIT D 45251	450.00
		Total	450.00
8808	12/20/2019	BRAD WELHOUSE DEC CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DEC CELL PHONE STIPEND	30.00
		Total	30.00
8809	12/20/2019	CARDMEMBER SERVICE 4798510057423846	
100-02-51400-400-000		Gen. Admin - Supplies FROM 11/12 CANVA GRAPHIC DESIGN	12.95
100-02-51400-305-000		Gen. Admin - Training/Conf. FROM 11/22 GREEN BAY PARKING ELEC ACADEM	11.90
100-02-51400-400-000		Gen. Admin - Supplies FROM 11/22 APPL TROPHY NAME PLATES	56.00
100-09-53311-400-000		Hwy Dept - Supplies FROM 11/12 NORTHERN TOOL METAL BLADE	188.94
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/4 NORTH CENTRAL UTIL SUPPLIES	28.04
		Total	297.83
8810	12/20/2019	CHAD BOESCH DEC CELL PHONE STIPEND	

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100-09-53311-500-022		Hwy Dept - Telephone	30.00
		DEC CELL PHONE STIPEND	
		Total	30.00
8811	12/20/2019	GAT SUPPLY, INC	
		356674-1	
100-09-53311-400-000		Hwy Dept - Supplies	386.18
		FROM 12/16/19 GLASSES, GLOVES, PINE, STAKES 356674-1	
		Total	386.18
8812	12/20/2019	GRANT GORGES	
		DEC CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		DEC CELL PHONE STIPEND	
		Total	30.00
8813	12/20/2019	GRUETT'S	
		50550P LESS TAX	
100-06-52200-600-000		Fire Dept - Vehicle Maint.	79.98
		FROM 11/14/19 WHEELS 6" 50550P	
		Total	79.98
8814	12/20/2019	JARRED GERL	
		DEC CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone	40.00
		DEC CELL PHONE STIPEND	
		Total	40.00
8815	12/20/2019	JEFF WISNET	
		DEC CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		DEC CELL PHONE STIPEND	
		Total	30.00
8816	12/20/2019	JENNIFER WEYENBERG	
		DEC CELL PHONE STIPEND, BRINGIT, MILEAGE	
100-00-51600-500-022		Municipal Bldg - Telephone	40.00
		DEC CELL PHONE STIPEND	
100-00-51440-400-000		Elections - Supplies	49.95
		BRINGIT STANDARD YEARLY PLAN TO 10/26/20	

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100-02-51400-305-000		Gen. Admin - Training/Conf. REIMBURSE MILEAGE ELEC ACADEMY JUL-DEC	126.67
Total			216.62
8817	12/20/2019	KAYLEE GREZINSKI DEC CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DEC CELL PHONE STIPEND	30.00
Total			30.00
8818	12/20/2019	KITZ & PFEIL - APPLETON 15001 /2	
100-09-53311-400-000		Hwy Dept - Supplies CUST 812330 FROM 12/12/19 CORD EXTN 15001 /2	10.99
Total			10.99
8819	12/20/2019	LAURA JUNGWIRTH DEC CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DEC CELL PHONE STIPEND	40.00
Total			40.00
8820	12/20/2019	LEAGUE OF WI MUNICIPALITIES ID 34643	
100-00-51100-310-000		Village Board-Dues 2020 STANDARD DUES	3,915.78
Total			3,915.78
8821	12/20/2019	MARK MOMMAERTS DEC CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone DEC CELL PHONE STIPEND	40.00
Total			40.00
8822	12/20/2019	MIKE BRANTMEIER DEC CELL PHONE STIPEND	
100-06-52200-500-022		Fire Station 60 - Telephone DEC CELL PHONE STIPEND	30.00
Total			30.00

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8823	12/20/2019	MIKE NETT DEC CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DEC CELL PHONE STIPEND	30.00
Total			30.00
8824	12/20/2019	PACKER CITY INTERNATIONAL TRUCKS X103081474:01	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 12/9/19 TRUCK #20 DOOR LOCK X103081474:01	184.32
Total			184.32
8825	12/20/2019	PETTY CASH - VILLAGE OF HARRISON PETTY CASH	
100-00-11020-000-000		Petty Cash - Clerk PETTY CASH	500.00
Total			500.00
8826	12/20/2019	POMP'S TIRE SERVICE INC. 0320092611, 0320092630	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 11/15/19 TIRES 320092611	1,115.84
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 11/15/19 TIRES 320092630	2,771.84
Total			3,887.68
8827	12/20/2019	SECURA INSURANCE A MUTUAL CO ACCT 7282623	
100-00-51932-000-000		Insurance - Property and Crime HARRISON ATHLETIC ASSOC ACCT 7282623	1,979.00
Total			1,979.00
8828	12/20/2019	SI METALS AND SUPPLY 230568	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/9/19 SUPPLIES 230568	230.00
Total			230.00
8829	12/20/2019	SPECTRUM- 6401 606836401121019	

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100-02-51400-400-006		Gen. Admin - Service Contracts	424.91
		ACC 606836401 SERVICE PERIOD 12/8-1/7/20	
		Total	424.91
8830	12/20/2019	STEVE LITTLE	
		DEC CELL PHONE STIPEND	
100-08-52300-000-000		1st Responders - Operating Exp	30.00
		DEC CELL PHONE STIPEND	
		Total	30.00
8831	12/20/2019	TECC SECURITY SYSTEMS INC	
		50309	
100-02-51400-400-006		Gen. Admin - Service Contracts	718.58
		ANNUAL TEST & INSPECTION OF SYSTEM 50309	
		Total	718.58
8832	12/20/2019	TRAVIS PARISH	
		DEC CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone	40.00
		DEC CELL PHONE STIPEND	
		Total	40.00
8833	12/20/2019	WASTE OIL DOCTOR, LLC	
		4680	
100-09-53311-505-000		Hwy Dept - Building Maint	197.00
		FROM 12/9/19 4680	
		Total	197.00
8834	12/20/2019	WESLEY POMPA	
		DEC CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone	30.00
		DEC CELL PHONE STIPEND	
		Total	30.00
8835	12/20/2019	WEYERS EQUIPMENT	
		01-135152	
100-09-53311-900-000		Hwy Dept - Road Maintenance	2,579.41
		FROM 12/11/19 BOOM MOWER BLADES&HARDWARE 01-135152	
		Total	2,579.41

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8836	12/20/2019	WISCONSIN MEDIA	
0003021741			
100-02-51400-800-000		Gen. Admin - Publications	903.24
		BILL PERIOD NOV 1-NOV 30	
		0003021741	
		Total	903.24
		Grand Total	17,581.52

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Total Expenditure from Fund # 100 - GENERAL FUND	17,581.52
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Total Expenditure from all Funds	17,581.52
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Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		17,581.52
	Total Expenditure - Fund # 100	17,581.52	
	Total	17,581.52	17,581.52

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8880 2898	1/06/2020	ACCURATE APPRAISAL, LLC	
100-05-51500-000-000		Assessor - Contract	6,960.00
		2020 SETUP ASSESSORS CONTRACT 2898	
Total			6,960.00
8881 1916365	1/06/2020	ACCURATE FULL SERVICE VEHICLE CENTER Previous Year Expense	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	5,475.00
		FROM 12/11/19 #14 REPAIRS 1916365	
Total			5,475.00
8882 P22215003	1/06/2020	BATTERIES PLUS BULBS #508 Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies	77.04
		BATTERIES FROM 12/16/19 P22215003	
Total			77.04
8883 C59575, 379906	1/06/2020	BROOKS TRACTOR INC - SUN PRAIRIE Previous Year Expense	
100-09-53311-900-000		Hwy Dept - Road Maintenance	3,200.00
		FROM 12/15/19 TO 1/14/20 LOADER RENTAL C59575	
100-09-53311-900-000		Hwy Dept - Road Maintenance	611.26
		FROM 12/18/19 LOADER WIRING 379906	
Total			3,811.26
8884 119005	1/06/2020	CALUMET COUNTY TREASURER-HIGHWAY DEPARTMENT Previous Year Expense	
100-09-53311-903-000		Hwy Dept - Salt & Sand	1,466.29
		INVOICE 119005 11/1 - 11/30/19	
Total			1,466.29
8885 20191553	1/06/2020	CHRISTENSEN & WISNET Previous Year Expense	
100-09-53311-505-000		Hwy Dept - Building Maint	4,400.00
		FROM 12/11/19 FURNACE ST #70 20191553	
Total			4,400.00
8886	1/06/2020	DARBOY SANITARY DISTRICT BILLING PERIOD 09/30/19-12/31/19 Previous Year Expense	

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100-00-55200-000-000		Parks - Maint. and Utilities	22.01
		BILLING PERIOD 09/30/19-12/31/19	
		Total	22.01
8887	1/06/2020	DSPS	
		APPLICATION FOR INSPECTION AGENCY REG	
100-00-52400-000-000		Building Inspector - Contract	55.00
		APPLICATION FOR INSPECTION AGENCY REG	
		Total	55.00
8888	1/06/2020	ESRI INC.	
		93760616	
100-00-56900-000-110		Development	3,000.00
		ARC GIS MAINTENANCE 04/01 - 03/31	
		93760616	
		Total	3,000.00
8889	1/06/2020	FOX VALLEY TECHNICAL COLLEGE	
		TPB0000559027	
		Previous Year Expense	
100-06-52200-305-000		Fire Dept - Training/Mem	640.00
		FROM 12/5/19 8 COURSES	
		Total	640.00
8890	1/06/2020	FRANKS RADIO SERVICE INC	
		201902748	
		Previous Year Expense	
100-08-52300-000-000		1st Responders - Operating Exp	3,980.00
		FROM 12/30/19 MINITOR VI STORED VOICE	
		201902748	
		Total	3,980.00
8891	1/06/2020	GREEN BAY SCUBA	
		681	
		Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies	104.00
		FROM 12/30/19 FUSION 2 BOOTS	
		681	
		Total	104.00
8892	1/06/2020	HARRISON UTILITIES	
		ACCOUNT 000-2781-00	
100-07-52200-500-023		Fire Station 70 - Water/Sewer	29.02
		ACCOUNT 000-2781-00	
		Total	29.02

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8893 14283-03M	1/06/2020	HERRLING CLARK LAW FIRM LTD Previous Year Expense	
100-00-51300-000-000		Legal FOR SERVICES THROUGH 12/10/19	7,027.55
Total			7,027.55
8894 90133002	1/06/2020	INTERSTATE BATTERY OF GREEN BAY Previous Year Expense	
100-09-53311-400-000		Hwy Dept - Supplies FROM 12/18/19	321.65
Total			321.65
8895 9104596205	1/06/2020	J J KELLER & ASSOCIATES INC Previous Year Expense	
100-02-51400-400-006		Gen. Admin - Service Contracts FROM 12/9/19 OSHA COMPL, ENG COMBO	727.30
Total			727.30
8896 8 REIMBURSEMENTS 12/27/19	1/06/2020	JARRED GERL Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE STATION 70 CPU AND TONER	1,175.04
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE 3 STANLEY LED LUMEN SPOTLIGHTS	134.46
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE 5 STREAMLIGHT FLASHLIGHTS	261.75
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE 11 STREAMLIGHT FLASHLIGHTS	575.85
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE USB C ADAPTER	15.99
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE POSTAGE	18.90
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE USB DRIVE	15.99
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE MONITOR AT STATION 70	129.99
Total			2,327.97
8897	1/06/2020	JEREMY GACKENHEIMER REIMBURSE EMER SERV INSTRUCTOR BOOK Previous Year Expense	

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100-06-52200-305-000		Fire Dept - Training/Mem REIMBURSE EMERG SERV INSTRUCTOR BOOK	73.95
Total			73.95
8898	1/06/2020	JOANNE SIEMEK FLOWERS AND BULBS DARBOY COMM PARK 2019	Previous Year Expense
100-00-55200-000-000		Parks - Maint. and Utilities FLOWERS AND BULBS DARBOY COMM PARK 2019	16.67
Total			16.67
8899	1/06/2020	KAATS WATER CONDITIONING INC. ACCT 1130062	Previous Year Expense
100-09-53311-400-000		Hwy Dept - Supplies CHARGES THROUGH 12/23/19	40.14
Total			40.14
8900	1/06/2020	LAKESHORE SEPTIC SERVICE PORT A POTTY CLOVER RIDGE PRK 6/10-12/10	Previous Year Expense
100-00-57220-000-000		Capital Outlay - Parks PORT A POTTY CLOVER RIDGE PRK 6/10-12/10 12172019	400.00
Total			400.00
8901	1/06/2020	LISOWE OIL DIV OF ADVANCED FUEL SERV 21601	Previous Year Expense
100-09-53311-600-030		Hwy Dept - Fuel FROM 12/12/19	1,496.24
Total			1,496.24
8902	1/06/2020	MCCLONE AGENCY 1877	Previous Year Expense
100-00-51932-000-000		Insurance - Property and Crime 19/20 SHORT TERM TAX COLLECTOR BOND 1877	1,647.00
Total			1,647.00
8903	1/06/2020	MCMAHON 0916935	Previous Year Expense
100-00-53441-200-000		Stormwater Planning UNPS STORMWATER PLANNING	7,545.30
Total			7,545.30

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8904	1/06/2020	MENARDS-APPLETON EAST	
74679, 74705, 74793		Previous Year Expense	
100-09-53311-505-000		Hwy Dept - Building Maint	160.63
FROM 12/18/19		74679	
100-09-53311-505-000		Hwy Dept - Building Maint	26.96
FROM 12/18/19		SHOP PAINT 74705	
100-09-53311-400-000		Hwy Dept - Supplies	44.16
FROM 12/20/19		74793	
		Total	231.75
8905	1/06/2020	MGD INDUSTRIAL CORPORATION	
178550		Previous Year Expense	
100-09-53311-400-000		Hwy Dept - Supplies	310.30
FROM 12/17/19		178550	
		Total	310.30
8906	1/06/2020	MID-AMERICAN RESEARCH CHEMICAL	
0683568-IN		Previous Year Expense	
100-09-53311-505-000		Hwy Dept - Building Maint	174.43
FROM 12/13/19		CLEANER 0683568-IN	
		Total	174.43
8907	1/06/2020	MIDWEST WORKWEAR	
1312		Previous Year Expense	
100-09-53311-400-000		Hwy Dept - Supplies	277.16
2019 LOGO WEAR FUNK		1312	
		Total	277.16
8908	1/06/2020	MONROE TRUCK EQUIPMENT, INC	
818644		Previous Year Expense	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	1,011.72
FROM 12/18/19		PUMP, LIGHT 818644	
		Total	1,011.72
8909	1/06/2020	NORTHEAST WISCONSIN STORMWATER CONSORTIUM	
2000			
100-00-51100-310-000		Village Board-Dues	1,145.00
2020 NEWSC MEMBERSHIP		2000	
		Total	1,145.00

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8910	1/06/2020	OFFICE DEPOT BUSINESS CREDIT	
		FROM 11/21 TO 12/12 OFFICE SUPPLIES	Previous Year Expense
100-02-51400-400-000		Gen. Admin - Supplies	313.01
		FROM 11/21 TO 12/12 OFFICE SUPPLIES	
		Total	313.01
8911	1/06/2020	RENNERTS	
41591			Previous Year Expense
100-06-52200-600-000		Fire Dept - Vehicle Maint.	769.56
		FROM 11/26/19 SEAT BELT SWITCH DRIVER 41591	
		Total	769.56
8912	1/06/2020	ROCKET INDUSTRIAL	
IN00227798			Previous Year Expense
100-09-53311-400-000		Hwy Dept - Supplies	165.47
		FROM 12/20/19 TISSUE, ROLL, HAND TOWELS IN00227798	
		Total	165.47
8913	1/06/2020	SHORT ELLIOT HENDRICKSON, INC	
379078, 379080			Previous Year Expense
100-00-52400-200-000		Inspections - Grade Checks	875.00
		LOT GRADE AND DRIVEWAY CHECKS 379078	
100-00-52400-200-000		Inspections - Grade Checks	2,020.00
		TEMP GRADE STAKE, FOUNDATION GRADE CHECK 379080	
		Total	2,895.00
8914	1/06/2020	SPECTRUM- 4901	
607974901122519			Previous Year Expense
100-02-51400-400-006		Gen. Admin - Service Contracts	203.71
		SERVICE PERIOD 12/24-1/23	
		Total	203.71
8915	1/06/2020	SPECTRUM- 5101	
607975101122419			Previous Year Expense
100-02-51400-400-006		Gen. Admin - Service Contracts	129.89
		SERVICE PERIOD 12/23-1/22	
		Total	129.89
8916	1/06/2020	STUMPF EXCAVATING & TRUCKING	
8297, 8306			Previous Year Expense

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100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 12/17/19 8297	
100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 12/30/19 8306	
Total			480.00
<hr/>			
8917	1/06/2020	TECC SECURITY SYSTEMS INC	
50353, 50366		Previous Year Expense	
100-02-51400-400-006		Gen. Admin - Service Contracts	492.00
		SERVICE 12/23/19 COMMUNICATION ISSUES 50353	
100-00-52100-000-000		Law Enforcement - Contract	160.70
		SERVICE 12/27/19 PROGRAM FOBS 50366	
Total			652.70
<hr/>			
8918	1/06/2020	TOYS FOR TRUCKS MENASHA	
288460		Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies	200.00
		FROM 12/30/19 LINERS 288460	
Total			200.00
<hr/>			
8919	1/06/2020	TRI CITY GLASS INC	
I03071449		Previous Year Expense	
100-09-53311-505-000		Hwy Dept - Building Maint	389.12
		FROM 12/23/19 REKEY LOCKS, NEW KEYS I03071449	
Total			389.12
<hr/>			
8920	1/06/2020	W.S. DARLEY & CO	
280265 SO		Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies	1,263.80
		FROM 12/31/19 BOOTS 280265 SO	
Total			1,263.80
<hr/>			
8921	1/06/2020	WELLS FARGO FINANCIAL LEASING	
5008548368			
100-02-51400-400-006		Gen. Admin - Service Contracts	575.69
		COVERAGE PERIOD 12/17-1/16/20 5008548368	
Total			575.69
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8922	1/06/2020	WORKHORSE SOFTWARE SERVICES	
3894			

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100-02-51400-400-006		Gen. Admin - Service Contracts	3,450.00	
		2020 SUPPORT FOR SOFTWARE		
			Total	3,450.00
			Grand Total	66,281.70

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Total Expenditure from Fund # 100 - GENERAL FUND	66,281.70
Total Expenditure from all Funds	66,281.70

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100-00-11100-000-000	SHARE OF CHECKING-General		66,281.70
	Total Expenditure - Fund # 100	66,281.70	
	Total	66,281.70	66,281.70

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8923	1/15/2020	ADVANCED DISPOSAL B20000437498	
100-00-53620-000-000		Refuse and Garbage Services COMMERICAL TRASH DUMPSTER FOR DEC	0.00
100-00-53635-000-000		Recycling Services COMMERICAL RECYCLING DUMPSTER for DEC	0.00
100-00-53620-000-000		Refuse and Garbage Services FUEL FEE	0.00
100-00-53620-000-000		Refuse and Garbage Services LANDFILL TAX	0.00
100-00-53620-000-000		Refuse and Garbage Services RES TRASH 90 GALLON CARTS for DEC	0.00
100-00-53635-000-000		Recycling Services RES RECYCLING SINGLE STREAM DEC	0.00
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 BULKY PICKUP	0.00
100-00-53635-000-000		Recycling Services RESID RECYCLE	0.00
100-00-53620-000-000		Refuse and Garbage Services COMMERCIAL TRASH DUMPSTER PARK JAN	87.00
100-00-53635-000-000		Recycling Services COMM RECYCLING PARK JAN	49.00
100-00-53620-000-000		Refuse and Garbage Services ENERGY & ENVIRONMENTAL FEE PARK 12/31/19	52.48
100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 12/19	20.46
Total			208.94
8924	1/15/2020	ADVANCED DISPOSAL B20000436434	
			Previous Year Expense
100-00-53620-000-000		Refuse and Garbage Services COMMERICAL TRASH DUMPSTER FOR DEC	82.00

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Check Nbr	Check Date	Payee	Amount
100-00-53635-000-000		Recycling Services COMMERCIAL RECYCLING DUMPSTER for DEC	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 DEC	31,531.56
100-00-53635-000-000		Recycling Services LANDFILL TAX	0.00
100-00-53635-000-000		Recycling Services RES RECYCLING SINGLE STREAM DEC	14,923.74
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 ALLEY SERVICE W6150 WILD CHERRY CT	11.00
100-00-53620-000-000		Refuse and Garbage Services REFUND W5223 SCHAEFER RD ADDTL REFUSE 17	-140.00
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 DEC	0.00
100-00-53635-000-000		Recycling Services COMM RECYCLING PARK DEC	0.00
100-00-53620-000-000		Refuse and Garbage Services FUEL & ENVIRONMENTAL FEES PARK 11/30/18	0.00
100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 11/30	0.00
Total			46,464.30
8925	1/15/2020	BIRSCHBACH INSPECTION SERVICE INC BUILDING INSPECTIONS FOR DECEMBER 2019	
			Previous Year Expense
100-00-52400-000-000		Building Inspector - Contract BUILDING INSPECTIONS FOR DECEMBER 2019	5,655.00
Total			5,655.00

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8926	1/15/2020	BJ RICKEL D 45755, D 45915, D45916	
100-09-53311-400-000		Hwy Dept - Supplies FROM 1/7/20 DELUXE SOCKET SET D 45755	250.00
100-09-53311-400-000		Hwy Dept - Supplies FROM 1/14/20 FLEXVOLT, GRIP PICK SET D 45915	538.98
100-09-53311-400-000		Hwy Dept - Supplies FROM 1/14/20 FLOOR JACK D 45916	300.00
Total			1,088.98
8927	1/15/2020	BROOKS TRACTOR INC - SUN PRAIRIE D78141	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 1/6/20 O RING D78141	38.00
Total			38.00
8928	1/15/2020	CALUMET COUNTY TREASURER 9906899	
		Previous Year Expense	
100-02-51400-400-000		Gen. Admin - Supplies INV 9906899 4TH QUARTER PRINTING CHARGES	18.96
Total			18.96
8929	1/15/2020	DAWN OR DAVID VANELZEN REIMBURSE ADDTL 2017 REFUSE CHR G TAX BIL	
		Previous Year Expense	
100-00-53620-000-000		Refuse and Garbage Services REFUND ADDTL REFUSE CHARGE 2017 TAX BILL	140.00
Total			140.00
8930	1/15/2020	DOG WASTE DEPOT 317337	
100-00-55200-000-000		Parks - Maint. and Utilities 4 CASES DOG WASTE BAGS,5 CASES CAN LINER 317337	734.98
Total			734.98
8931	1/15/2020	EMERGENCY MEDICAL PRODUCTS, INC. 2124400	
		Previous Year Expense	
100-08-52300-000-000		1st Responders - Operating Exp FROM 12/30/19 SUPPLIES 2124400	3,885.66
Total			3,885.66

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8932	1/15/2020	HEARTLAND BUSINESS SYSTEMS	
330926-H, 336817-RTN		Previous Year Expense	
100-02-51400-400-006		Gen. Admin - Service Contracts	270.00
FROM 8/14/19 WEB & DNS HOSTING		330926-H	
100-02-51400-400-006		Gen. Admin - Service Contracts	-60.00
FROM 9/18/19 KENTICO ANN CREDIT SEP-NOV		336817-RTN	
		Total	210.00
8933	1/15/2020	JOE'S POWER CENTER	
59756		Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies	31.99
FROM 12/6/19 MOTO MIX		59756	
		Total	31.99
8934	1/15/2020	JOE'S POWER CENTER	
60823, 60825			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	105.97
FROM 1/10/20 20" BAR, CHAIN LOOP		60823	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	4.00
FROM 1/10/20 CHAIN LOOP EXCHANGE		60825	
		Total	109.97
8935	1/15/2020	LISOWE OIL DIV OF ADVANCED FUEL SERV	
21695		Previous Year Expense	
100-09-53311-600-030		Hwy Dept - Fuel	2,267.03
FROM 12/27/19		21695	
		Total	2,267.03
8936	1/15/2020	MEMORIAL FLORISTS & GREENHOUSES	
3119252		Previous Year Expense	
100-00-51980-000-000		Memorial Expenses	80.00
FUNERAL ARRANGEMENT ROGER HIETPAS		3119252	
		Total	80.00
8937	1/15/2020	MENARDS-APPLETON EAST	
75832, 75910			
100-09-53311-400-000		Hwy Dept - Supplies	101.23
FROM 1/8/20 SHOP SUPPLIES		75832	
100-09-53311-400-000		Hwy Dept - Supplies	14.70
FROM 1/9/20 TRASH BAGS		75910	

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			Total 115.93
8938 178807	1/15/2020	MGD INDUSTRIAL CORPORATION	
100-09-53311-400-000		Hwy Dept - Supplies	218.14
		FROM 1/2/20 MISC SUPPLIES 178807	
			Total 218.14
8939 1292	1/15/2020	MIDWEST WORKWEAR	
			Previous Year Expense
100-09-53311-400-000		Hwy Dept - Supplies	115.93
		2019 LOGO WEAR GREZINSKI 1292	
			Total 115.93
8940 819459	1/15/2020	MONROE TRUCK EQUIPMENT, INC	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	487.52
		FROM 1/6/20 MARKERS, VALVE 819459	
			Total 487.52
8941 818800	1/15/2020	MONROE TRUCK EQUIPMENT, INC	
			Previous Year Expense
100-09-53311-700-000		Hwy Dept - Equip Maintenance	495.72
		FROM 12/20/19 MOTOR 818800	
			Total 495.72
8942	1/15/2020	ROGER BOWERS CONSTRUCTION CO INC	
			Previous Year Expense
100-09-53311-900-000		Hwy Dept - Road Maintenance	2,074.90
		FROM 11/30/19 AMY AVE 11/25-11/26	
			Total 2,074.90
8943 SS082447	1/15/2020	SHERWIN INDUSTRIES, INC	
			Previous Year Expense
100-09-53311-900-000		Hwy Dept - Road Maintenance	1,316.56
		FROM 11/26/19 MANHOLE PROTECT RINGS SS082447	
			Total 1,316.56
8944	1/15/2020	SHERWOOD WATER & SEWER	
			ACCT 3050, 3055

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100-06-52200-500-023		Fire Station 60 - Water/Sewer	169.78
		ACCOUNT NUMBER 000-3050-00 STATION 60	
100-06-52200-500-023		Fire Station 60 - Water/Sewer	546.46
		ACCOUNT NUMBER 000-3055-00 TOWN	
		Total	716.24
8945	1/15/2020	SI METALS AND SUPPLY	
		231434	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	19.00
		FROM 1/7/20 SUPPLIES 231434	
		Total	19.00
8946	1/15/2020	SKID & PALLET SERVICE	
		14025	
100-00-53635-100-000		Compost Site	8,820.00
		FROM 1/10/20 COMPOST - SHREDDER 14025	
		Total	8,820.00
8947	1/15/2020	STAMPS.COM	
		S1092620011, U1092620011	
100-02-51400-400-006		Gen. Admin - Service Contracts	39.99
		METER 7434038 SERVICE FEE 1/1-1/31 S1092620011	
		Total	39.99
8948	1/15/2020	STAMPS.COM	
		U1092620011	
		Previous Year Expense	
100-02-51400-400-000		Gen. Admin - Supplies	292.93
		METER #7434038 SUPPLIES U1092620011	
		Total	292.93
8949	1/15/2020	STUMPF EXCAVATING & TRUCKING	
		8316	
100-09-53311-505-000		Hwy Dept - Building Maint	120.00
		PUMP HOLDING TANK SHOP 1/6/20 8316	
		Total	120.00
8950	1/15/2020	SUPERIOR VISION INSURANCE	
		349449	
100-02-51400-200-000		Gen. Admin - Benefits	49.30
		OFFICE VISION INSURANCE FOR JAN 20 349449	

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100-09-53311-200-000		Hwy Dept - Benefits	70.42
		SHOP VISION INSURANCE FOR JAN 20	349449
100-01-51101-200-000		Planning - Benefits	24.65
		PLANNER VISION INSURANCE FOR JAN 20	349449
100-00-14500-000-000		Due from Special Purpose Dist.	88.03
		UTILITIES VISION INSURANCE FOR JAN 20	349449
Total			232.40

8951 1/15/2020 THEDACARE AT WORK
282055

100-02-51400-400-006		Gen. Admin - Service Contracts	2,030.00
		EAP CONTRACT 2020	282055
Total			2,030.00

8952 1/15/2020 VILLAGE OF SHERWOOD
ACCT 000-0016-00

Previous Year Expense

100-09-57330-000-000		Capital Outlay - Road Projects	51,790.39
		11/30/19 KESLER RD & STATE PARK RD	
100-09-57330-000-000		Capital Outlay - Road Projects	3,091.31
		12/31/19 KESLER RD & STATE PARK RD	
Total			54,881.70

8953 1/15/2020 WI DEPT OF JUSTICE
ACCOUNT # G2028 12/1-12/31

Previous Year Expense

100-02-51400-400-000		Gen. Admin - Supplies	21.00
		ACCOUNT # G2028 12/1-12/31	
Total			21.00

8954 1/15/2020 WIL-KIL PEST CONTROL
3814184, 3814397, 3814398

100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 60	3814397
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 70	3814398
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

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100-02-51400-400-006		Gen. Admin - Service Contracts	81.75
		VILLAGE HALL	
		3814184	
		Total	165.75
8955	1/15/2020	WISCONSIN MEDIA	
3111249			
		Previous Year Expense	
100-02-51400-800-000		Gen. Admin - Publications	401.47
		BILL PERIOD DEC 1-DEC 31	
		3111249	
		Total	401.47
		Grand Total	133,498.99

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Total Expenditure from Fund # 100 - GENERAL FUND

133,498.99

Total Expenditure from all Funds

133,498.99

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Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		133,498.99
	Total Expenditure - Fund # 100	133,498.99	
	Total	133,498.99	133,498.99

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Check Nbr	Check Date	Payee	Amount
1197	1/10/2020	ALAN FREDERICKSON 2019 TAX REFUND PARCEL 42316	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42316	180.06
Total			180.06
1198	1/10/2020	ALAN OR REBECCA BERGSTROM 2019 TAX REFUND PARCEL 42544	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42544	148.35
Total			148.35
1199	1/10/2020	ALPHONSE BREIT 2019 TAX REFUND PARCEL 38916	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 38916	213.64
Total			213.64
1200	1/10/2020	AMY CRUM 2019 TAX REFUND PARCEL 43334	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 43334	148.35
Total			148.35
1201	1/10/2020	AMY ECKLOR OR MATTHEW VANDENHEUVEL 2019 TAX REFUND PARCEL 34926	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 34926	156.96
Total			156.96
1202	1/10/2020	ANDREW HULL 2019 TAX REFUND PARCEL 39648	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 39648	20.39
Total			20.39
1203	1/10/2020	ANDREW LAKE 2019 TAX REFUND PARCEL 36632	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 36632	7.28

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			Total 7.28
1204	1/10/2020	AZMINDA JONES 2019 TAX REFUND PARCEL 37248	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 37248	300.00
			Total 300.00
1205	1/10/2020	BARBARA SMITH 2019 TAX REFUND PARCEL 42728	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42728	287.70
			Total 287.70
1206	1/10/2020	BENJAMIN LAUNDRIE 2019 TAX REFUND PARCEL 37588	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 37588	3.33
			Total 3.33
1207	1/10/2020	BRAD HAGENS 2019 TAX REFUND PARCEL 42202	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42202	39.49
			Total 39.49
1208	1/10/2020	BRENDAN MOSS 2019 TAX REFUND PARCEL 34418	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 34418	8.34
			Total 8.34
1209	1/10/2020	BRENT MILLER 2019 TAX REFUND PARCEL 37514	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 37514	168.48
			Total 168.48
1210	1/10/2020	BRIAN OR JEANNE MARTENS 2019 TAX REFUND PARCEL 38510	

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100-00-21070-000-000		Overpayments Payable	
		2019 TAX REFUND PARCEL 38510	880.79
		Total	880.79
1211	1/10/2020	BRYAN OR VANESSA SCHALLER	
		2019 TAX REFUND PARCEL 42890	
100-00-21070-000-000		Overpayments Payable	148.35
		2019 TAX REFUND PARCEL 42890	
		Total	148.35
1212	1/10/2020	CHRISTOPHER OR MICHELLE PAULSON	
		2019 TAX REFUND PARCEL 41548	
100-00-21070-000-000		Overpayments Payable	78.51
		2019 TAX REFUND PARCEL 41548	
		Total	78.51
1213	1/10/2020	CHRISTOPHER ROTTIER	
		2019 TAX REFUND PARCEL 42884	
100-00-21070-000-000		Overpayments Payable	191.66
		2019 TAX REFUND PARCEL 42884	
		Total	191.66
1214	1/10/2020	CONNOR OR JENNIFER HEBSON	
		2019 TAX REFUND PARCEL 35284	
100-00-21070-000-000		Overpayments Payable	58.60
		2019 TAX REFUND PARCEL 35284	
		Total	58.60
1215	1/10/2020	COREY OR WENDY FELLNER	
		2019 TAX REFUND PARCEL 36106	
100-00-21070-000-000		Overpayments Payable	4,442.91
		2019 TAX REFUND PARCEL 36106	
		Total	4,442.91
1216	1/10/2020	DARA RAKUN	
		2019 TAX REFUND PARCEL 42716	
100-00-21070-000-000		Overpayments Payable	276.07
		2019 TAX REFUND PARCEL 42716	
		Total	276.07

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1217	1/10/2020	DAVID BRAUN	
		2019 TAX REFUND PARCEL 44416	
100-00-21070-000-000		Overpayments Payable	10.00
		2019 TAX REFUND PARCEL 44416	
		Total	10.00
1218	1/10/2020	DENIZ GURLER OR AVNI ENDER UTKUTAN	
		2019 TAX REFUND PARCEL 43910	
100-00-21070-000-000		Overpayments Payable	792.45
		2019 TAX REFUND PARCEL 43910	
		Total	792.45
1219	1/10/2020	DONALD OR JENNIFER JOSEFCHUK	
		2019 TAX REFUND PARCEL 43268	
100-00-21070-000-000		Overpayments Payable	104.47
		2019 TAX REFUND PARCEL 43268	
		Total	104.47
1220	1/10/2020	DUSTY OR COREY RESCHKE	
		2019 TAX REFUND PARCEL 43870	
100-00-21070-000-000		Overpayments Payable	148.35
		2019 TAX REFUND PARCEL 43870	
		Total	148.35
1221	1/10/2020	ERIC LATIMER	
		2019 TAX REFUND PARCEL 38266	
100-00-21070-000-000		Overpayments Payable	464.57
		2019 TAX REFUND PARCEL 38266	
		Total	464.57
1222	1/10/2020	FRANCES SMET	
		2019 TAX REFUND PARCEL 40848	
100-00-21070-000-000		Overpayments Payable	2.00
		2019 TAX REFUND PARCEL 40848	
		Total	2.00
1223	1/10/2020	GREGORY GARVENS	
		2019 TAX REFUND PARCEL 39590	
100-00-21070-000-000		Overpayments Payable	52.40
		2019 TAX REFUND PARCEL 39590	

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			Total 52.40
1224	1/10/2020	GREGORY KRAUSE 2019 TAX REFUND PARCEL 34878	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 34878	4.42
			Total 4.42
1225	1/10/2020	JACOB ZELINSKE 2019 TAX REFUND PARCEL 40038	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 40038	172.37
			Total 172.37
1226	1/10/2020	JAMES & BEVERLY VALENTINE 2019 TAX REFUND PARCEL 38516	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 38516	8.58
			Total 8.58
1227	1/10/2020	JANICE JANSEN 2019 TAX REFUND PARCEL 41730	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 41730	135.88
			Total 135.88
1228	1/10/2020	JAY OR KATHLEEN STEINKE 2019 TAX REFUND PARCEL 40086	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 40086	2,939.65
			Total 2,939.65
1229	1/10/2020	JAY STEPHAN 2019 TAX REFUND PARCEL 41526	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 41526	63.89
			Total 63.89
1230	1/10/2020	JESSICA OR RYAN RACETTE 2019 TAX REFUND PARCEL 38244	

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100-00-21070-000-000		Overpayments Payable	
		2019 TAX REFUND PARCEL 38244	1,274.46
		Total	1,274.46
1231	1/10/2020	JOEL WEEKS	
		2019 TAX REFUND PARCEL 33926	
100-00-21070-000-000		Overpayments Payable	3.02
		2019 TAX REFUND PARCEL 33926	
		Total	3.02
1232	1/10/2020	JON DIEDRICH	
		2019 TAX REFUND PARCEL 38722	
100-00-21070-000-000		Overpayments Payable	429.69
		2019 TAX REFUND PARCEL 38722	
		Total	429.69
1233	1/10/2020	JULIE OR DAVID SEEGER	
		2019 TAX REFUND PARCEL 35882	
100-00-21070-000-000		Overpayments Payable	3,519.41
		2019 TAX REFUND PARCEL 35882	
		Total	3,519.41
1234	1/10/2020	KARI OR JAMES FARRELL	
		2019 TAX REFUND PARCEL 42192	
100-00-21070-000-000		Overpayments Payable	34.56
		2019 TAX REFUND PARCEL 42192	
		Total	34.56
1235	1/10/2020	KRENKE REV TRST	
		2019 TAX REFUND PARCEL 41598	
100-00-21070-000-000		Overpayments Payable	217.92
		2019 TAX REFUND PARCEL 41598	
		Total	217.92
1236	1/10/2020	LAWRENCE WEST	
		2019 TAX REFUND PARCEL 42638	
100-00-21070-000-000		Overpayments Payable	439.93
		2019 TAX REFUND PARCEL 42638	
		Total	439.93

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Check Nbr	Check Date	Payee	Amount
1237	1/10/2020	LESLI SIMON 2019 TAX REFUND PARCEL 42720	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42720	276.07
		Total	276.07
1238	1/10/2020	LIRA MARTINEZ 2019 TAX REFUND PARCEL 34214	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 34214	55.31
		Total	55.31
1239	1/10/2020	LORI LEBLANC 2019 TAX REFUND PARCEL 42670	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42670	385.72
		Total	385.72
1240	1/10/2020	LORNA MARIE HILL 2019 TAX REFUND PARCEL 39576	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 39576	68.20
		Total	68.20
1241	1/10/2020	MARIA HERRERA 2019 TAX REFUND PARCEL 42742	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42742	284.61
		Total	284.61
1242	1/10/2020	MARY ROBERTS 2019 TAX REFUND PARCEL 42702	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42702	385.42
		Total	385.42
1243	1/10/2020	MATTHEW DILLENBURG 2019 TAX REFUND PARCEL 38288	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 38288	71.63

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			Total	71.63
1244	1/10/2020	MATTHEW GOODMAN 2019 TAX REFUND PARCEL 36044		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 36044	10.41	
			Total	10.41
1245	1/10/2020	MELISSA KETTER 2019 TAX REFUND PARCEL 41672		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 41672	121.33	
			Total	121.33
1246	1/10/2020	MICHAEL COBIA 2019 TAX REFUND PARCEL 35564		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 35564	6.22	
			Total	6.22
1247	1/10/2020	MICHAEL OR SHERI TREU 2019 TAX REFUND PARCEL 42554		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42554	139.76	
			Total	139.76
1248	1/10/2020	MICHAEL WICK 2019 TAX REFUND PARCEL 40166		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 40166	10.98	
			Total	10.98
1249	1/10/2020	MONA SNYDER 2019 TAX REFUND PARCEL 42762		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42762	2,214.47	
			Total	2,214.47
1250	1/10/2020	NICHOLAS HOOYMAN 2019 TAX REFUND PARCEL 34590		

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100-00-21070-000-000		Overpayments Payable	6.08
		2019 TAX REFUND PARCEL 34590	
		Total	6.08
1251	1/10/2020	PAMELA LEPLAVY	
		2019 TAX REFUND PARCEL 42734	
100-00-21070-000-000		Overpayments Payable	2,261.44
		2019 TAX REFUND PARCEL 42734	
		Total	2,261.44
1252	1/10/2020	PAUL WISNESKI	
		2019 TAX REFUND PARCEL 39470	
100-00-21070-000-000		Overpayments Payable	369.09
		2019 TAX REFUND PARCEL 39470	
		Total	369.09
1253	1/10/2020	PHILLIP PASTORELLI	
		2019 TAX REFUND PARCEL 35526	
100-00-21070-000-000		Overpayments Payable	3.31
		2019 TAX REFUND PARCEL 35526	
		Total	3.31
1254	1/10/2020	ROSE CASEY	
		2019 TAX REFUND PARCEL 42690	
100-00-21070-000-000		Overpayments Payable	260.24
		2019 TAX REFUND PARCEL 42690	
		Total	260.24
1255	1/10/2020	RYAN HELMINEN	
		2019 TAX REFUND PARCEL 42156	
100-00-21070-000-000		Overpayments Payable	7,393.95
		2019 TAX REFUND PARCEL 42156	
		Total	7,393.95
1256	1/10/2020	SCOTT MUSICH	
		2019 TAX REFUND PARCEL 34142	
100-00-21070-000-000		Overpayments Payable	9.69
		2019 TAX REFUND PARCEL 34142	
		Total	9.69

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Check Nbr	Check Date	Payee	Amount
1257	1/10/2020	STEVEN HOOYMAN 2019 TAX REFUND PARCEL 43352	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 43352	242.08
		Total	242.08
1258	1/10/2020	STEVEN OR DARLENE BOEGH 2019 TAX REFUND PARCEL 44530	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 44530	3,976.53
		Total	3,976.53
1259	1/10/2020	THOMAS OR SHEILA DANIELS 2019 TAX REFUND PARCEL 35690	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 35690	270.04
		Total	270.04
1260	1/10/2020	TIMOTHY & DEANN ELDRED 2019 TAX REFUND PARCEL 40034	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 40034	335.34
		Total	335.34
1261	1/10/2020	TRICIA LAND FARMS LLC 2019 TAX REFUND PARCEL 39130	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 39130	7.00
		Total	7.00
1262	1/10/2020	TROY CARLSON 2019 TAX REFUND PARCEL 38240	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 38240	89.54
		Total	89.54
1263	1/10/2020	WILLIAM BOLL 2019 TAX REFUND PARCEL 42224	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42224	63.92

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Check Nbr	Check Date	Payee	Amount	
			Total	63.92
1264	1/10/2020	WILLIAM OR APRIL HERSHMAN 2019 TAX REFUND PARCEL 42004		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42004	474.55	
			Total	474.55
1265	1/10/2020	ZACHARY STUMPF 2019 TAX REFUND PARCEL 43898		
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 43898	6,298.06	
			Total	6,298.06
			Grand Total	44,668.27

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	44,668.27
Total Expenditure from all Funds	44,668.27

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TAX CHECKING

Dated From:
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Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		44,668.27
	Total Expenditure - Fund # 100	44,668.27	
	Total	44,668.27	44,668.27

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Check Nbr	Check Date	Payee	Amount
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1266	1/13/2020	APPLETON SCHOOL DISTRICT JANUARY 15, 2020 SETTLEMENT TO APPLETON	
100-00-24045-000-000		Due to Appleton School - Taxes JANUARY 15, 2020 SETTLEMENT TO APPLETON	548,628.67
			Total 548,628.67
<hr/>			
1267	1/13/2020	CALUMET COUNTY TREASURER JANUARY 15, 2020 SETTLEMENT TO COUNTY	
100-00-24010-000-000		Due to County - Tax Apprtnmnt JANUARY 15, 2020 SETTLEMENT TO COUNTY	2,529,249.57
			Total 2,529,249.57
<hr/>			
1268	1/13/2020	FOX VALLEY TECHNICAL COLLEGE JANUARY 15, 2020 SETTLMNT TO FVTC	
100-00-24050-000-000		Due to Fox Valley Tech - Taxes JANUARY 15, 2020 SETTLMNT TO FVTC	488,517.94
			Total 488,517.94
<hr/>			
1269	1/13/2020	HILBERT SCHOOL DISTRICT JANUARY 15, 2020 SETTLEMENT	
100-00-24043-000-000		Due to Hilbert School - Taxes JANUARY 15, 2020 SETTLEMENT	255,190.43
			Total 255,190.43
<hr/>			
1270	1/13/2020	KAUKAUNA SCHOOL DISTRICT JANUARY 15, 2020 SETTLEMENT TO KAUKAUNA	
100-00-24042-000-000		Due to Kaukauna School - Taxes JANUARY 15, 2020 SETTLEMENT TO KAUKAUNA	711,831.70
			Total 711,831.70
<hr/>			
1271	1/13/2020	KIMBERLY SCHOOL DISTRICT JANUARY 15, 2020 SETTLEMENT TO KIMBERLY	
100-00-24041-000-000		Due to Kimberly School - Taxes JANUARY 15, 2020 SETTLEMENT TO KIMBERLY	2,301,334.79
			Total 2,301,334.79
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1272	1/13/2020	STOCKBRIDGE SCHOOL DISTRICT JANUARY 15, 2020 SETTLEMENT TO STOCKBRI	
100-00-24044-000-000		Due to Stockbrdge Schl - Taxes JANUARY 15, 2020 SETTLEMENT TO STOCKBRI	9,720.41

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Dated From:

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Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 9,720.41
Grand Total			6,844,473.51

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Dated From:
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From Account:
Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	6,844,473.51
Total Expenditure from all Funds	6,844,473.51

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ACCT

Posting Date: 1/13/2020

TAX CHECKING

Dated From:

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		6,844,473.51
	Total Expenditure - Fund # 100	6,844,473.51	
	Total	6,844,473.51	6,844,473.51

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
09/24/2019**

A regular meeting of the Village of Harrison Board was called to order 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 Kevin Hietpas, Trustees Lou Miller, Buddy Lisowe, Tyler Moore, Jim Fochs, Gary Nickel
Board excused: Trustee Darlene Bartlein
Staff present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth

Correspondence or Communications from Board and Staff

Property Tax Refund- W6359 Manitowoc Road: Wanda Rooyakkers, POA for her mother's estate, requested that a filing deadline for unlawful taxes of January 31st be extended to September 30th.

Public Comments

Phil Roberts on Pearl Drive requested information on the proposed storm sewer and curb/gutter project in his area.

Consent Agenda

Payment of Bills and Claims; Minutes from 09/10/19; Discharge of Firearms- Don Mielke, W5484 Mielke Road; Application for Operator Licenses for Shaun Culver, Julie Haywood, Sheila Butler, Katie Frewerd, Sara Verdon, Tara Karls; Certificate of Payment #2 to PTS Contractors, Inc in the amount of \$472,163.86

Discussion: None

Motion: Trustee Moore with second by Trustee Nickel to approve.

Vote: Motion carried 6-0.

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

None

New Business for Consideration or Action

a) \$200 donation to Venturing Crew 9135 for Halloween in the Park

Discussion: The Venturing Crew is organizing the event and asked for \$200 to buy candy and hot chocolate.

Motion: Trustee Moore with second by Trustee Miller to approve the request.

Vote: Motion carried 6-0.

b) Conditional Use Permit- Uecker Investments- W4954 Highline Rd

Discussion: The applicant is proposing an 8-building, multi-tenant development for the property at W4954 Highline Road.

Motion: Trustee Lisowe with second by Trustee Fochs to approve the conditional use permit with the following 14 conditions:

1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of a zoning permit.
2. Building materials and design shall be as required in the applicable zoning district as part of the Zoning Ordinance. 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. A planting landscape buffer, or berm, shall be provided to screen the development from adjacent properties.
5. All mechanical equipment (ground or roof-mounted) shall be screened from view from a public road.
6. Access to the development shall be from Highline Road. The existing driveway should be combined with the proposed access or abandoned once the proposed access is built.
7. The hours of operation for any business within the development shall be limited to 7:00am to 7:00pm Monday through Friday and 7:00am and 3:00pm on Saturdays. The Plan Commission may approve alternate hours upon request from the business.
8. Only those uses permitted in the applicable zoning district shall be allowed within the development.
9. 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.
10. Light manufacturing uses may be allowed after a map amendment (rezoning) to an appropriate zoning district has been approved.
11. All exterior lighting shall be direct cut-off fixtures.
12. All buildings and all units shall connect to public sewer & water within one year of public sewer & water being available to the site. Connections shall be in accordance with Darboy Sanitary District standards.
13. All applicable local, County, and State rules, regulations, and ordinances shall be met.
14. Sewer and water easements shall be extended through the property.

Vote: Motion carried 6-0.

c) Ordinance V19-08 Zoning Map Amendment- Uecker Investments- W4954 Highline Rd

Discussion: The applicant is requesting a zoning map amendment to rezone their property from Office & Retail [COR] to Business Park [BP].

Motion: Trustee Lisowe with second by Trustee Miller to approve the ordinance.

Vote: Motion carried 6-0.

d) Ordinance V19-09 to Repeal and Replace Article IV, Division 2, Plan Commission

Discussion: The ordinance will require at least 4 citizen (non-elected or appointed officials). The remaining 3 positions will be 2 Trustees and the Village President, who will serve as chair.

Motion: Trustee Moore with second by Trustee Miller to approve the ordinance.

Vote: Motion carried 6-0.

e) Certified Survey Map- Hopfensperger, Schmidt Road

Discussion: This item was postponed to October.

Motion: None

Vote: None

f) Purchase of New 2020 Ford F250 Utility Truck for Harrison Utilities

Discussion: Two quotes were received. Utility Sales and Service quoted \$57,627 and Olson Trailer and Body was \$62,972.

Motion: Trustee Nickel with second by Trustee Moore to accept the quote and purchase the vehicle from Utility Sales and Service at \$57,627.

Vote: Motion carried 6-0.

g) Payment in Lieu of Driveway Apron Paving for Ray Tritt

Discussion: Mr. Tritt had his driveway pavers removed in order to replace the culvert under his driveway. He removed the pavers himself and wishes to put them back in instead of having the apron poured in asphalt. He is asking the village to pay him what the cost would have been had the apron been paved in asphalt. The Village Engineer estimates the value to be \$1,225.00

Motion: Motion by Trustee Miller with second by Trustee Moore to award Mr. Tritt the \$1225.00

Vote: Motion carried 6-0.

h) Overnight Parking on Village Road Rules and Regulations

Discussion: Village Manager Travis Parish clarified the current ordinance on overnight parking in the village. There is no overnight parking year-round and no person shall park any vehicle on the road between 3:00am and 7:00am. There was no action taken on this issue.

Motion: None

Vote: None

i) Review Harrison Utilities Audit (item moved up on the agenda)

Discussion: This was informational only with the auditor reporting that the Utilities is in good standing.

Motion: None

Vote: None

j) Authorize Village Manager to Purchase a Used Motor Grader Not to Exceed \$275,000

Discussion: Village Manager T. Parish requested authorization to purchase a used grader should he find a good deal on the state's surplus and auction sites. He thought \$275,000 would be enough to purchase a quality piece of equipment.

Motion: Trustee Moore with second by Trustee Miller to authorize the purchase up to \$300,000.

Vote: Motion carried 4-2 with Trustees Nickel and Lisowe opposed.

Reports

Monthly reports for the Sheriff's Dept, Zoning, and Treasurer are on file.

Adjourn

Motion by Trustee Lisowe with second by Trustee Miller to adjourn the meeting.

Discussion: None

Vote: Motion carried 6-0.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated September 24, 2019

Approved by the Village Board on January 28, 2020

**VILLAGE OF HARRISON
BUDGET MEETING MINUTES
09/17/2019**

A budget meeting of the Village of Harrison Board was called to order at 6:00pm in the Harrison Municipal Building, W5298 State Road 114. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Kevin Hietpas, Trustees Lou Miller, Buddy Lisowe, Darlene Bartlein, Tyler Moore, Jim Fochs, Gary Nickel
Board excused: None
Staff present: Village Manager Travis Parish

Discuss Current Budget Status

Village Manager Parish explained to the board what the allowable levy limit would be in 2020. He also discussed the current assessed value and possible mill rate if the board decided to levy to the maximum allowable limit. Consensus of the board was to levy to the maximum allowable limit due to the number of projects in 2020.

Discuss Items for the 2020 Budget

The Village Board discussed options for Farmers Field and whether to include this in the 2020 budget. Majority of board members requested that the completion of Farmers Field be included in the budget.

Village Board proposed next budget meeting to be held on October 22nd, 2019 at 7:00 pm.

Motion to adjourn made by Trustee Moore and seconded by Trustee Lisowe.
Motion carried 7-0.

Travis Parish, Village Manager
Dated September 17, 2019
Approved by the Village Board on January 28, 2020

**VILLAGE OF HARRISON
BUDGET MEETING MINUTES
10/22/2019**

A budget meeting of the Village of Harrison Board was called to order at 7:04pm in the Harrison Municipal Building, W5298 State Road 114. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Kevin Hietpas, Trustees Lou Miller, Buddy Lisowe, Darlene Bartlein, Jim Fochs, Gary Nickel
Board excused: Trustee Tyler Moore
Staff present: Village Manager Travis Parish

Discuss Current Budget Status

Manager Parish explained where the Village is with the current budget. He explained that there are cost overages due to unplanned projects that the Village decided to proceed with during 2019. Notably the purchase of the Halverson property and the cost sharing of State Park and Kesler rd. with the Village of Sherwood. He explained that budget amendments will need to be done in the future to account for these overages.

Discuss Items for the 2020 Budget

A group of residents from the Golden Way and Emerald Ln. areas spoke concerning the proposed road improvements for that area. They expressed concerns for the costs of the project and how much they would be assessed.

Manager Parish gave the board the cost estimates for the proposed road improvement projects. The cost to reconstruct and urbanize the Emerald Ln. and Golden Way area in concrete and adding sidewalks is approximately \$ 2.6 million. The cost for reconstruction and urbanization with sidewalks in asphalt is \$ 2.2 million.

The police services contract was also discussed. It was determined that the Village should add the total cost for the services to the police fee.

It was agreed that the next meeting date would be Wednesday, November 6th, 2019 at 6:00 pm.

Motion to adjourn made by Trustee Nickel and seconded by Trustee Bartlein. Motion carried 6-0.

Travis Parish, Village Manager
Dated October 22, 2019
Approved by the Village Board on January 28, 2020

**VILLAGE OF HARRISON
BUDGET MEETING MINUTES
11/06/2019**

A budget meeting of the Village of Harrison Board was called to order at 6:09pm on November 6, 2019 in the Harrison Municipal Building, W5298 State Road 114. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Kevin Hietpas, Trustees Lou Miller, Buddy Lisowe, Darlene Bartlein, Jim Fochs, Gary Nickel
Board excused: Trustee Tyler Moore
Staff present: Village Manager Travis Parish

Presentation on Village Center design by Integrated Public Resources

Mike Martin and TJ Lamers from Integrated Public Resources were present to give a presentation on the design and estimated cost for a new municipal complex. The cost for utility installation was estimated to be \$ 3,268,882.50. The cost for the facility which would include a fire station, police station, and village hall was estimated to be between \$ 11 million and \$13 million dollars. No action was taken.

Discuss Items for the 2020 Budget

Residents from Golden Way and Emerald area were in attendance to discuss the proposed road project. Many were against urbanization, while some favored curb and gutter to help alleviate drainage problems, most notably along the courts. All residents in attendance stated that they did not want to pay for sidewalks.

The Village Board discussed reconstructing Noe Rd. The cost estimate to reconstruct the road was \$453,482.70 in asphalt and \$ 1,085,577.35 in concrete if sidewalks were included. The board also discussed Emerald Ln., Golden Way, Cameo Ct., Pearl Ct., and Coral Ct. It was determined that the Village would not have enough money to do all the road projects proposed for 2020. Majority of board proposed that Noe Rd. and Emerald Ln. be held over until 2021. They proposed that Golden Way and the courts be done in asphalt with curb and gutter and no sidewalks in 2020.

The Board also discussed the current transportation fee and whether to make changes to it. It was suggested that the transportation fee be based on addresses rather than parcels. Manager Parish stated that it could be a problem getting it converted over from parcels to addresses since tax bills go out according to parcels, not addresses and the county treasurer wanted everything in by Thanksgiving. Trustee Fochs had some concerns that the property owners would not have enough notice before receiving a big tax bill. Trustee Nickel said he wanted to pursue a transportation utility so other road costs could be included.

Closed Session

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

Roll Call Vote: Miller-aye
Lisowe- aye
Bartlein- aye
Hietpas- aye
Nickel- aye
Fochs- aye

Pursuant to Wis. Stats. §19.85(1)(c), the Board met in closed session to consider employment, promotion, compensation or performance evaluation data of an employee regarding compensation for the Public Works Director.

The board adjourned in closed session.

Travis Parish, Village Manager
Dated November 6, 2019
Approved by the Village Board on January 28, 2020

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
01/14/2020**

A regular meeting of the Village of Harrison Board was called to order at 7:00pm in the Harrison Municipal Building, W5298 State Road 114 on January 14, 2020. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Kevin Hietpas, Trustees Lou Miller, Buddy Lisowe, Darlene Bartlein, Tyler Moore, Jim Fochs, Gary Nickel
Board excused: None
Staff present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Director of Public Works Laura Jungwirth, Engineer Lee Reibold of McMahon

Correspondence or Communications from Board and Staff

- a) ECWRPC New Housing Fee Report- the report was distributed to board members in accordance with Wis. Stats. 66.10014. This new law requires cities and villages with a population of 10,000 or more prepare a report of their residential development fees. The village contracted with ECWRPC to prepare the report.

Public Comments

Dick McFaul on Emerald Lane asked that the village send out letters with estimated costs of urbanizing that area. They don't know if the petition circulated in 2019 had accurate information.

Ryan Vanlankvelt on State Park Court shared issues with the assisted living facility on Amy Avenue and asked about the berm that was supposed to be built.

Scott Handschke on Emerald Lane says he has spoken with some of the residents in that area and they still prefer a repaving project similar to Hopfensperger and Hearthstone instead of a full urbanization with special assessments.

Dave Lehner on Coral Court asked if he would be able to tap in his existing drainage pipes to the new system that is being proposed.

Emily Rach on Touchdown Drive spoke in favor of concrete streets- her family moved to Kimberly Heights subdivision knowing concrete streets and sidewalks were proposed in 2021 and hopes the village moves forward with those plans.

Wayne Beyer on Pearl Drive said he's also spoken to neighbors and some are in favor of upgrading to curb and gutter and others are unsure until they get more information on the costs of the project.

Consent Agenda

Discharge of Firearms- Corey Stumpf on Firelane 12, Applications for Operator Licenses- Dawn Philippsen, Stacey Boettcher, Samantha Ahrens

Discussion: None

Motion: Trustee Moore with second by Trustee Lisowe to approve.

Vote: Motion carried 7-0.

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) Cost Benefit Life Cycle Analysis for Asphalt and Concrete

Discussion: Director of Public Works Laura Jungwirth presented the pros and cons of both asphalt and concrete focusing on the costs, maintenance, and life-cycle performance of each.

Motion: Trustee Fochs with second by Trustee Moore to bid the Golden Way, Cameo Court, Coral Court and Pearl Court project in both asphalt and concrete.

Vote: Motion carried 7-0.

b) Special Assessment Policy (moved up on the agenda)

Discussion: Staff presented an updated special assessment policy with language that residential areas shall be assess 2/3 of the total project costs and the village shall pay the remaining 1/3 costs. Exceptions include corner lots, multiple frontage lots, agricultural lots, cul-de-sacs and triangular lots. Payment schedules are based on the total amount of the assessment. There was no consensus on how special assessment should be handled, and no action was taken on the policy.

Motion: None

Vote: None

New Business for Consideration or Action

a) Annual Compensation and Bonus Policy

Discussion: Staff presented an Annual Compensation and Bonus Policy. It would allow for all employees to be considered for a bonus based on (a) development of a significant cost savings operational procedure, (b) performance in a temporary work assignment at a higher level of responsibility, or (c) an unusually high workload. There were questions about how to effectively implement the policy and ensure that all departments were evaluated fairly. It was noted that setting performance goals in the private sector is different than public sector. Staff suggested that longevity bonuses be considered to reward employees who reach milestone anniversaries.

Motion: None

Vote: None

b) Sidewalk Policy

Discussion: Staff presented a sidewalk policy to establish guidelines for the installation of new sidewalks and the replacement of existing sidewalks in the Village of Harrison. It is the goal of the village to have curb, gutter and sidewalks on both sides on all existing and future streets. Some board members said they support sidewalks in new areas, some were opposed to 'retro-fitting', and others were in favor of installing sidewalks "where it makes sense." There was no consensus on the standards and priorities, and no action was taken on the policy.

Motion: None

Vote: None

Closed Session

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

Roll Call Vote: Miller-aye

Lisowe- aye

Bartlein- aye

Hietpas- aye

Moore- aye

Nickel- aye

Fochs- aye

Pursuant to Wis. Stats. §19.85(1)(c), the Board met in closed session to consider employment, promotion, compensation or performance evaluation data of an employee regarding a wage claim from the Operations Manager.

The Board also met in closed session under 19.85(1)(g) to confer with legal counsel about strategy regarding current or likely litigation in the assessment settlement with Gregorski 22 LLC.

At 10:55pm, the board reconvened in open session under 19.85(2) to take action on a matter discussed in closed session. [Motion by Trustee Nickel with second by Trustee Fochs- motion carried 7-0].

Motion by Trustee Lisowe with second by Trustee Nickel to deny the claim submitted by the Operations Manager. Motion to deny the claim was approved 5-0-0 with President Hietpas and Trustee Bartlein abstaining from the vote.

Motion by Trustee Lisowe with second by Trustee Miller to adjourn the meeting. Motion carried 7-0 at 11:05pm.

Jennifer Weyenberg, Village Clerk-Treasurer
Dated January 15, 2020
Approved by the Village Board on January 28, 2020



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, 2020, 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: Shears First Name: Shandra Middle I: M
 Street Address: ~~MOON~~ PO BOX 72 City: Stockbridge Zip: 53080
 Day Phone: (505) 267-1899 Evening Phone: _____
 Date of Birth: _____ Where will you be working?: Blu Saphires
 Driver's License Number: _____

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

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

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
DUI	Outagamie	2011-2010
POSS. Marijuana	Winnebago	2015

WITNESS SIGNATURE:

Subscribed and sworn to before me this 21st day
 of Jan 2019/2020.

Carol Kwan
 Witness Signature

Witness Address: Village Hall

X Shandra Shears 1/21/20
 Applicant Signature Date

Office Use Only: \$35.00

Reported to the Board:

Background Check

Course Completion

pa. cash



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: Scherwinski First Name: Amy Middle I: M
 Street Address: W2351 Greenspire City: Appleton Zip: 54915
 Day Phone: 920-428-2695 way Evening Phone: same
 Date of Birth: _____ Where will you be working?: Waverly Beach
 Driver's License Number: _____

Do you currently hold or have held an operator's license within the last 2 years? YES NO
 If yes, please list the municipality which issued your license: Town of VandenBroek

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
07-09-15	Marinette	07-09-15
Fishing w/out license		

WITNESS SIGNATURE:

Subscribed and sworn to before me this 10 day
 of January 2018/19. 2020

Deb Harrison
 Witness Signature

Witness Address: 512 Cortland Ct
Kimberly WI 54136

X Amy M. Scherwinski 01-10-2020
 Applicant Signature Date

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

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

January 28, 2020

Title:

Conditional Use Permit – Wireless Communications Facility

Issue:

Should the Village Board approve the Conditional Use Permit for a new wireless communications facility (cell tower)?

Background and Additional Information:

Tillmann Infrastructure is requesting a Conditional Use Permit (CUP) in order to construct a wireless communications facility on the property located along Hwy 10, between Hwy 114 and County N, Location ID 33536. The proposed wireless communications facility will consist of a 180-foot tall self support lattice tower with a 9-foot lightning rod for a total height of 189-feet. It will be located within a 100-foot by 100-foot lease area on the property. The proposed tower will be constructed, owned, and managed by Tillmann Infrastructure. Upon construction, Verizon Wireless will install equipment on the tower at the 170-foot level. The tower will be unstaffed and will only require service technicians periodically, about once a month. Typical service vehicles will be pick-up truck/van sized.

The property is currently zoned General Agricultural [AG]. Wireless communication facilities are a conditional use in the AG zoning district. The zoning ordinance has a special provisions section for wireless communication facilities, which is attached. State Statutes also cover mobile tower siting regulations, SS 66.0404, which is attached. With some provisions, State Statutes preempt Harrison's zoning, including tower height and financial guarantee amount. In these instances, State Statutes will prevail and Harrison's provisions are not applicable.

One of the provisions of Harrison's is in regards to co-locations, Section 117-132(f)(4). The codes states that no new tower shall be permitted unless the applicant can demonstrate that no existing tower can accommodate the applicant's proposed antenna by meeting any one of the six criteria listed (Harrison Zoning Ord attachment page 4&5). The applicant is stating that criteria #5 pertaining to fees, costs, or contractual provisions of an existing tower apply. The applicant has a sworn statement from Verizon Wireless regarding fees and contractual provisions that are 30%-40% higher at the existing tower than the proposed new tower. The sworn statement also states that the existing tower (SBA) is no longer viable from an economic standpoint. The sworn statement is also a requirement of State Statue 66.0404(2)(b)6.

Basis for Approval: *(from the Zoning Ordinance Section 117-319)*

1. *Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. Where there is an existing nonconforming structure, the design standards of the underlying zoning district may be waived by the plan commission and town board. Wireless Communication Towers are a conditional use in the AG Zoning District.*
2. *Plans. The proposed use conforms to the comprehensive plan and any other officially adopted plan. The Comprehensive Plan includes a goal to promote services and community facilities in order to meet the growing demand for such services.*
3. *Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. There is limited traffic accessing the site and the proposed use should not negatively affect the traffic on Hwy 10.*
4. *Landscaping and screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards. The applicant is proposing a 6-foot wide landscape buffer strip surrounding the lease area.*
5. *Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust. Currently there is limited development around the proposed lease area. The proposed use will have limited nuisance due to noise, odor, or dust, mostly during the construction process.*
6. *Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided. Roadway access must be granted by WisDOT. Stormwater Management must be reviewed and approved by the Village.*

Budget Impacts:

None

Recommended Action:

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

Staff recommends approval of the Conditional Use Permit for a new wireless communications tower request with the following conditions:

1. Please provide a site data table on the plans that outlines the total site area, disturbed area and the impervious area after construction. If the disturbed area is greater than one acre; a Notice of Intent shall be filed with the Wisconsin Department of Natural Resources. Please provide a copy of the application as well as the Certificate of Coverage when it is received, if required. Plans will not be approved until the Certificate of Coverage is received. If the proposed impervious area exceeds 20,000 square-feet, storm water treatment will be required as outlined in the Post-Construction Storm Water Management Ordinance Section 07 (3)(a)1, and Section 07(3)(b)1 that state, "For post-construction sites with 20,000 square-feet or more of impervious surface disturbance..." properties shall "reduce the total suspended solids load by 80% for new development"

and “the peak post-development discharge rate shall not exceed the pre-development discharge rate for the 2-year, 10-year, and 100-year, 24-hour design storms.”

2. It appears that a new driveway entrance is proposed to the site and a new fiber conduit and handhole are to be installed in the USH 10 Right-of-Way. Please note that a WisDOT Right of Way Permit and a WisDOT Utility Permit are required to be obtained for the proposed work to be performed within the right of way. WisDOT approval shall be supplied to the Village before plans are approved.
3. The site survey appears to indicate that the existing drainage pattern is southwest. The Compound Grading Plan shows proposed corner lot grades at the outer edge of the lease area, but none along the proposed access drive. Please provide proposed grades along the new driveway to ensure that drainage from the neighboring property to the northeast is not blocked with this development. (Sheet A-7)
4. A bond with a corporate surety in the amount of \$20,000.00 shall be provided in accordance with Section 117-132(f)(7) of the Harrison Zoning Ordinance.
5. All appropriate local, state, and federal permits shall be obtained prior to construction. Including but not limited too the following permits for the Village of Harrison: Site Plan Review, Zoning Permit, Building Permit, and Stormwater Management and Erosion Control Permit.
6. All plan/permit review comments and conditions from Village staff shall be included as a condition of approval under the Conditional Use Permit. The Plan Commission may hear appeals from staff review comments and/or condition and either uphold, modify, or eliminate any such comment and/or condition.
7. All applicable provisions of the Harrison Code of Ordinances, State Statutes, and Federal regulations shall be met.

Attachments:

- Aerial Map
- Harrison Zoning Ordinance – Sec 117-132
- State Statutes – 66.0404
- Application & Plan Set
- Economic burden letter
- 90-Day review extension letter

Calumet County, WI

Legend

- Address Point
- County Boundary
- Wisconsin Water
- Other Counties
- 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 2018

- Ref: 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:

Scale Printed:
11/16/19 2:48 PM

Source:



(a) *Purpose and intent.* The purpose of this section is to establish general guidelines for the siting of towers and antennas. The intent of this section is to:

- (1) Encourage the location of towers in nonresidential areas and minimize the total number of towers throughout the community.
- (2) Strongly encourage the joint use of new and existing tower sites.
- (3) Encourage users of towers and antennas to locate, to the extent possible, in areas where the adverse impact on the community is minimal.
- (4) Encourage users of towers and antennas to configure them in a way that minimizes the adverse visual impact of the towers and antennas.
- (5) Enhance the ability of the providers of wireless communication services to provide such services to the community quickly, effectively, and efficiently.

(b) *Definitions.* For the purposes of this section, the following terms are defined:

Alternative tower structure shall mean man-made structures such as light poles, elevated tanks, electric utility transmission line towers, nonresidential buildings, and similar alternative-design mounting structures that camouflage or conceal the presence of antennas or towers.

Antenna shall mean any exterior apparatus designed for telephonic, radio, or television communications through the sending and/or receiving of electromagnetic waves.

FAA shall mean the Federal Aviation Administration.

FCC shall mean the Federal Communications Commission.

Governing authority shall mean the governing authority of the town.

Height shall mean, when referring to a tower or other structure, the distance measured from grade at the base of the tower or structure to the highest point on the tower or structure, even if said highest point is an antenna.

Pre-existing towers and antennas shall have the meaning set forth in subsection (c)(4).

Tower shall mean any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, PCS towers, alternative tower structures, and the like.

(c) *Applicability.*

- (1) *District height limitations.* The requirements set forth in this section shall govern the location of towers that exceed, and antennas that are installed, at a height in excess of the height limitations specified for each zoning district. The height limitations applicable to buildings and structures shall not apply to towers and antennas, however, in no case shall any tower (including antennas), exceed a height of 100 feet or FAA limitations, whichever is less.
- (2) *Public property.* Antennas or towers located on property owned, leased, or otherwise controlled by the governing authority may be constructed to a height of 150 feet or FAA limitations, whichever is less, provided a license or lease authorizing such antennas or tower has been approved by the governing authority.

- (3) *Amateur radio: receive-only antennas.* This article shall not govern any tower, or the installation of any antenna under 40 feet in height and is owned and operated by a federally-licensed amateur radio station operator or exclusively as a receive-only antenna.
- (4) *Pre-existing towers and antennas.* Any tower or antenna for which a permit has been properly issued prior to the effective date of this chapter shall not be required to meet the requirements of this section, other than the requirements of subsections (d)(4) and (5) unless a previous permit was conditioned upon compliance with new regulations. Any such towers or antennas shall be referred to in this article as "pre-existing towers" or "pre-existing antennas".
- (d) *General guidelines and requirements.*
- (1) *Principal or accessory use.* Antennas and towers may be considered either principal or accessory uses. A different existing use or an existing structure on the same lot shall not preclude the installation of an antenna or tower on such lot. For purposes of determining whether the installation of a tower or antenna complies with district development regulations, including but not limited to setback requirements, lot coverage requirements, and other such requirements, the dimensions of the entire lot shall control, even though the antennas or towers may be located on leased parcels within such lots. Towers that are constructed and antennas that are installed, in accordance with the provisions of this chapter shall not be deemed to constitute the expansion of a nonconforming use or structure.
- (2) *Inventory of existing sites.* Each applicant for an antenna and or tower shall provide to the planning department an inventory of all existing towers that are within a three-mile radius of the proposed site, including specific information about the location, height, and design of each tower. The planning department may share such information with other applicants applying for administrative approvals or conditional use permits under this section, or other organizations seeking to locate antennas within the jurisdiction of the town, provided, however, that the planning department is not, by sharing such information, in any way representing or warranting that such sites are available or suitable.
- (3) *Aesthetics and lighting.* The guidelines set forth in this subsection shall govern the location of all towers and the installation of all antennas, provided, however, that the governing authority may waive these requirements if it determines that the intent of this section is better served thereby.
- a. Towers shall maintain a galvanized steel finish, or, be subject to any applicable standards of the FAA, be painted a neutral color so as to reduce visual obtrusiveness.
 - b. At a tower site, the design of the buildings and related structures shall, to the extent possible, use materials, colors, textures, screening, and landscaping that will blend the tower facilities to the natural setting and built environment.
 - c. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.
 - d. Towers shall not be artificially lighted, unless required by the FAA or other applicable authority. If lighting is required, the governing authority may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views.
 - e. Towers and antennas shall not be used for displaying any advertising. If FCC rules require that the owner's name be shown on the tower or antennae, it shall be posted no more than six feet above the ground on a placard no larger than two square feet.
- (4) *Federal requirements.* All towers must meet or exceed current standards and regulations of the FAA, the

FCC, and any other agency of the federal government with the authority to regulate towers and antennas. If such standards and regulations are changed, then the owners of the towers and antennas governed by this section shall bring such towers and antennas into compliance with such revised standards and regulations within six months of the effective date of such standards and regulations, unless a more stringent compliance schedule is mandated by the controlling federal agency. Failure to bring towers and antennas into compliance with such revised standards and regulations shall constitute grounds for the removal of the tower or antenna by the governing authority at the owner's expense.

- (5) *Building codes, safety standards.* To ensure the structural integrity of towers, the owner of a tower shall ensure that it is maintained in compliance with the standards contained in applicable state and local building codes, and the applicable standards for towers that are published by the Electronic Industries Association, as amended from time to time. If, upon inspection, the governing authority concludes that a tower fails to comply with such codes and standards and constitutes a danger to persons or property, then upon notice being provided to the owner of the tower, the owner shall have 30 days to bring such tower into compliance with such standards. If the owner fails to bring such tower into compliance within said 30 days, the governing authority may authorize removal of such tower at the owner's expense.

(e) *Permitted uses.*

- (1) *General.* The uses listed in this subsection are deemed to be permitted uses and shall not require a conditional use permit. Nevertheless, all such uses shall comply with subsection (d) and all other applicable sections. All permitted uses shall require staff review prior to issuance of any permit.
- (2) *Specific permitted uses.* The following uses are specifically permitted:
- a. Installing an antenna on an existing structure other than a tower (such as elevated tanks, electric utility transmission line towers, or nonresidential buildings), so long as said additional antenna adds no more than 20 feet to the height of said existing structure; and
 - b. Installing an antenna on an existing tower, including a pre-existing tower, and further including the placement of additional buildings or other supporting equipment used in connection with said antenna, so long as any accessory building does not exceed 150 square feet per user.

(f) *Conditional use permits.*

- (1) *General.* The following provisions shall govern conditional use permits:
- a. If the tower or antenna is not a permitted use under subsection (e)(2), then a conditional use permit, pursuant to the procedures in article XI, Conditional Use Permits, shall be required prior to construction of any tower, or the placement of any antenna.
 - b. Towers and antennas may only be located in the general agricultural (AG), community commercial (CC), business park (BP), and industrial and manufacturing (IM) zoning districts, except that amateur radio towers or antennas may be allowed in residential districts.
 - c. If a conditional use permit is granted, the governing authority may impose conditions to the extent the governing authority concludes such conditions are necessary to minimize any adverse effect of the proposed tower on adjoining properties.
 - d. Any information of an engineering nature that the applicant submits, whether civil, mechanical, or electrical shall be certified by a licensed professional engineer.
- (2) *Information required.* Each applicant requesting a conditional use permit under this section shall submit a scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate licensed professionals, showing the location and

dimensions of all improvements, including information concerning topography, frequency coverage, tower height requirements, setbacks, drives, parking, fencing, landscaping, adjacent uses, and other information deemed by the governing authority to be necessary to assess compliance with this section.

- (3) *Factors considered in granting conditional use permits.* The governing authority shall consider the following factors in determining whether to issue a conditional use permit, although the governing authority may waive or reduce the burden on the applicant of one or more of these criteria if the governing authority concludes that the purpose and intent of this section is better served thereby.
- a. Height of the proposed tower.
 - b. Capacity of the tower structure for additional antenna equipment to accommodate expansion, or to allow for co-location of another provider's equipment.
 - c. Proximity of the tower to residential structures and residential district boundaries.
 - d. Nature of uses on adjacent and nearby properties.
 - e. Surrounding topography.
 - f. Surrounding tree coverage and foliage.
 - g. Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
 - h. Proposed ingress and egress.
 - i. Availability of suitable existing towers and other structures as discussed in subsection (f)(4).
- (4) *Co-location.*
- a. Any proposed wireless communication tower and tower site shall be designed structurally, electrically, and in all respects to accommodate co-location of both the applicant's antenna(s) and comparable antenna(s) for at least two additional users. Towers and tower sites shall be designed to allow for future rearrangement of antennas upon the tower, to accept antennas mounted at varying heights, and to accommodate supporting buildings and equipment.
 - b. The holder of a permit for a tower, excepting amateur radio towers and sites, shall allow co-location for at least two additional users and shall not make access to the tower and tower site for the additional users economically unfeasible. If additional user(s) demonstrate (through independent arbitrator or other pertinent means) that the holder of a tower permit has made access to such tower and tower site economically unfeasible, then the permit shall become null and void.
 - c. No new tower, excepting amateur radio towers and sites, shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the governing authority that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of any of the following:
 1. No existing towers or structures are located within the geographic area required to meet applicant's engineering requirements.
 2. Existing towers or structures are not of sufficient height to meet applicant's engineering requirements.
 3. Existing towers or structures do not have sufficient structural strength to support applicant's proposed antenna and related equipment.
 4. The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would

cause interference with the applicant's proposed antenna.

5. The fees, costs, or contractual provisions required by the owner to share an existing tower or structure or to adapt an existing tower.
 6. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.
- (5) *Setbacks and separation.* The following setbacks and separation requirements shall apply to all towers and antennas for which a conditional use permit is required; provided, however, that the governing authority may, reduce the standard setbacks and separation requirements if the purpose and intent of this section would be better served thereby.
- a. Towers must be set back a distance equal to the height of the tower from any off-site residential structure.
 - b. Towers, guys, and accessory facilities must satisfy the minimum zoning district setback requirements.
- (6) *Landscaping.* The following requirements shall govern the landscaping surrounding towers for which a conditional use permit is required; provided, however, that the governing authority may waive such requirements if the purpose and intent of this section would be better served thereby.
- a. Tower facilities shall be landscaped with a mixture of deciduous and evergreen trees and shrubs that effectively screens the view of the tower compound from adjacent properties. The standard buffer shall consist of a landscaped strip at least six feet wide outside the perimeter of the compound.
 - b. In locations where the visual impact of the tower would be minimal, the landscaping requirement may be reduced or waived altogether by the governing authority.
 - c. Existing mature tree growth and natural land forms on the site shall be preserved to the maximum extent possible. In some cases, such as towers sited on large wooded lots, natural growth around the property perimeter may be sufficient buffer.
- (7) *Financial guarantee.* A bond with a corporate surety, duly licensed in the state, in the amount of \$20,000.00 per 100 feet of height shall be provided to assure that the applicant, its representatives, its agents, and its assigns will comply with all the terms, conditions, provisions, requirements, and specifications contained in this chapter, including abandonment. The bond amount shall be recalculated every five years based on the Consumer Price Index over that period of time. The town shall be named as obligee in the bond and must approve the bonding company.
- (g) *Removal of abandoned antennas and towers.* Any antenna or tower that is not operated for a continuous period of six months shall be considered abandoned, and the owner of such antenna or tower shall remove such antenna or tower and associated equipment and structures within 90 days of receipt of notice from the governing authority notifying the owner of such abandonment. If such antenna or tower is not removed within said 90 days, the governing authority may remove such antenna or tower at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.

66.0404 Mobile tower siting regulations. (1) DEFINITIONS. In this section:

- (a) “Antenna” means communications equipment that transmits and receives electromagnetic radio signals and is used in the provision of mobile services.
- (b) “Application” means an application for a permit under this section to engage in an activity specified in sub. (2) (a) or a class 2 collocation.
- (c) “Building permit” means a permit issued by a political subdivision that authorizes an applicant to conduct construction activity that is consistent with the political subdivision’s building code.
- (d) “Class 1 collocation” means the placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a free standing support structure for the facility but does need to engage in substantial modification.
- (e) “Class 2 collocation” means the placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a free standing support structure for the facility or engage in substantial modification.
- (f) “Collocation” means class 1 or class 2 collocation or both.
- (g) “Distributed antenna system” means a network of spatially separated antenna nodes that is connected to a common source via a transport medium and that provides mobile service within a geographic area or structure.
- (h) “Equipment compound” means an area surrounding or adjacent to the base of an existing support structure within which is located mobile service facilities.
- (i) “Existing structure” means a support structure that exists at the time a request for permission to place mobile service facilities on a support structure is filed with a political subdivision.
- (j) “Fall zone” means the area over which a mobile support structure is designed to collapse.
- (k) “Mobile service” has the meaning given in 47 USC 153 (33).
- (L) “Mobile service facility” means the set of equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment, that is necessary to provide mobile service to a discrete geographic area, but does not include the underlying support structure.
- (m) “Mobile service provider” means a person who provides mobile service.
- (n) “Mobile service support structure” means a freestanding structure that is designed to support a mobile service facility.
- (o) “Permit” means a permit, other than a building permit, or approval issued by a political subdivision which authorizes any of the following activities by an applicant:
1. A class 1 collocation.
 2. A class 2 collocation.
 3. The construction of a mobile service support structure.
- (p) “Political subdivision” means a city, village, town, or county.
- (q) “Public utility” has the meaning given in s. 196.01 (5).
- (r) “Search ring” means a shape drawn on a map to indicate the general area within which a mobile service support structure should be located to meet radio frequency engineering requirements, taking into account other factors including topography and the demographics of the service area.
- (s) “Substantial modification” means the modification of a mobile service support structure, including the mounting of an antenna on such a structure, that does any of the following:
1. For structures with an overall height of 200 feet or less, increases the overall height of the structure by more than 20 feet.
 2. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.

3. Measured at the level of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.

4. Increases the square footage of an existing equipment compound to a total area of more than 2,500 square feet.

(t) “Support structure” means an existing or new structure that supports or can support a mobile service facility, including a mobile service support structure, utility pole, water tower, building, or other structure.

(u) “Utility pole” means a structure owned or operated by an alternative telecommunications utility, as defined in s. 196.01 (1d); public utility, as defined in s. 196.01 (5); telecommunications utility, as defined in s. 196.01 (10); political subdivision; or cooperative association organized under ch. 185; and that is designed specifically for and used to carry lines, cables, or wires for telecommunications service, as defined in s. 182.017 (1g) (cg); for video service, as defined in s. 66.0420 (2) (y); for electricity; or to provide light.

(2) NEW CONSTRUCTION OR SUBSTANTIAL MODIFICATION OF FACILITIES AND SUPPORT STRUCTURES. (a) Subject to the provisions and limitations of this section, a political subdivision may enact a zoning ordinance under s. 59.69, 60.61, or 62.23 to regulate any of the following activities:

1. The siting and construction of a new mobile service support structure and facilities.

2. With regard to a class 1 collocation, the substantial modification of an existing support structure and mobile service facilities.

(b) If a political subdivision regulates an activity described under par. (a), the regulation shall prescribe the application process which a person must complete to engage in the siting, construction, or modification activities described in par. (a). The application shall be in writing and shall contain all of the following information:

1. The name and business address of, and the contact individual for, the applicant.

2. The location of the proposed or affected support structure.

3. The location of the proposed mobile service facility.

4. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications.

5. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.

6. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant’s search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.

(c) If an applicant submits to a political subdivision an application for a permit to engage in an activity described under par. (a), which contains all of the information required under par. (b), the political subdivision shall consider the application complete. If the political subdivision does not believe that the application is complete, the political subdivision shall notify the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant

may resubmit an application as often as necessary until it is complete.

(d) Within 90 days of its receipt of a complete application, a political subdivision shall complete all of the following or the applicant may consider the application approved, except that the applicant and the political subdivision may agree in writing to an extension of the 90 day period:

1. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.

2. Make a final decision whether to approve or disapprove the application.

3. Notify the applicant, in writing, of its final decision.

4. If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

(e) A political subdivision may disapprove an application if an applicant refuses to evaluate the feasibility of collocation within the applicant's search ring and provide the sworn statement described under par. (b) 6.

(f) A party who is aggrieved by the final decision of a political subdivision under par. (d) 2. may bring an action in the circuit court of the county in which the proposed activity, which is the subject of the application, is to be located.

(g) If an applicant provides a political subdivision with an engineering certification showing that a mobile service support structure, or an existing structure, is designed to collapse within a smaller area than the setback or fall zone area required in a zoning ordinance, that zoning ordinance does not apply to such a structure unless the political subdivision provides the applicant with substantial evidence that the engineering certification is flawed.

(h) A political subdivision may regulate the activities described under par. (a) only as provided in this section.

(i) If a political subdivision has in effect on July 2, 2013, an ordinance that applies to the activities described under par. (a) and the ordinance is inconsistent with this section, the ordinance does not apply to, and may not be enforced against, the activity.

(3) COLLOCATION ON EXISTING SUPPORT STRUCTURES. (a) 1. A class 2 collocation is a permitted use under ss. 59.69, 60.61, and 62.23.

2. If a political subdivision has in effect on July 2, 2013, an ordinance that applies to a class 2 collocation and the ordinance is inconsistent with this section, the ordinance does not apply to, and may not be enforced against, the class 2 collocation.

3. A political subdivision may regulate a class 2 collocation only as provided in this section.

4. A class 2 collocation is subject to the same requirements for the issuance of a building permit to which any other type of commercial development or land use development is subject.

(b) If an applicant submits to a political subdivision an application for a permit to engage in a class 2 collocation, the application shall contain all of the information required under sub. (2) (b) 1. to 3., in which case the political subdivision shall consider the application complete. If any of the required information is not in the application, the political subdivision shall notify the applicant in writing, within 5 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.

(c) Within 45 days of its receipt of a complete application, a political subdivision shall complete all of the following or the applicant may consider the application approved, except that the applicant and the political subdivision may agree in writing to an extension of the 45 day period:

1. Make a final decision whether to approve or disapprove the application.

2. Notify the applicant, in writing, of its final decision.

3. If the application is approved, issue the applicant the relevant permit.

4. If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

(d) A party who is aggrieved by the final decision of a political subdivision under par. (c) 1. may bring an action in the circuit court of the county in which the proposed activity, which is the subject of the application, is to be located.

(4) LIMITATIONS. With regard to an activity described in sub. (2) (a) or a class 2 collocation, a political subdivision may not do any of the following:

(a) Impose environmental testing, sampling, or monitoring requirements, or other compliance measures for radio frequency emissions, on mobile service facilities or mobile radio service providers.

(b) Enact an ordinance imposing a moratorium on the permitting, construction, or approval of any such activities.

(c) Enact an ordinance prohibiting the placement of a mobile service support structure in particular locations within the political subdivision.

(d) Charge a mobile radio service provider a fee in excess of one of the following amounts:

1. For a permit for a class 2 collocation, the lesser of \$500 or the amount charged by a political subdivision for a building permit for any other type of commercial development or land use development.

2. For a permit for an activity described in sub. (2) (a), \$3,000.

(e) Charge a mobile radio service provider any recurring fee for an activity described in sub. (2) (a) or a class 2 collocation.

(f) Permit 3rd party consultants to charge the applicant for any travel expenses incurred in the consultant's review of mobile service permits or applications.

(g) Disapprove an application to conduct an activity described under sub. (2) (a) based solely on aesthetic concerns.

(gm) Disapprove an application to conduct a class 2 collocation on aesthetic concerns.

(h) Enact or enforce an ordinance related to radio frequency signal strength or the adequacy of mobile service quality.

(i) Impose a surety requirement, unless the requirement is competitively neutral, nondiscriminatory, and commensurate with the historical record for surety requirements for other facilities and structures in the political subdivision which fall into disuse. There is a rebuttable presumption that a surety requirement of \$20,000 or less complies with this paragraph.

(j) Prohibit the placement of emergency power systems.

(k) Require that a mobile service support structure be placed on property owned by the political subdivision.

(L) Disapprove an application based solely on the height of the mobile service support structure or on whether the structure requires lighting.

(m) Condition approval of such activities on the agreement of the structure or mobile service facility owner to provide space on or near the structure for the use of or by the political subdivision at less than the market rate, or to provide the political subdivision other services via the structure or facilities at less than the market rate.

(n) Limit the duration of any permit that is granted.

(o) Require an applicant to construct a distributed antenna system instead of either constructing a new mobile service support structure or engaging in collocation.

(p) Disapprove an application based on an assessment by the political subdivision of the suitability of other locations for conducting the activity.

(q) Require that a mobile service support structure, existing structure, or mobile service facilities have or be connected to backup battery power.

(r) Impose a setback or fall zone requirement for a mobile service support structure that is different from a requirement that is imposed on other types of commercial structures.

(s) Consider an activity a substantial modification under sub. (1) (s) 1. or 2. if a greater height is necessary to avoid interference with an existing antenna.

(t) Consider an activity a substantial modification under sub. (1) (s) 3. if a greater protrusion is necessary to shelter the antenna from inclement weather or to connect the antenna to the existing structure by cable.

(u) Limit the height of a mobile service support structure to under 200 feet.

(v) Condition the approval of an application on, or otherwise require, the applicant's agreement to indemnify or insure the political subdivision in connection with the political subdivision's exercise of its authority to approve the application.

(w) Condition the approval of an application on, or otherwise require, the applicant's agreement to permit the political subdivision to place at or collocate with the applicant's support structure any mobile service facilities provided or operated by, whether in whole or in part, a political subdivision or an entity in which a political subdivision has a governance, competitive, economic, financial or other interest.

(4e) SETBACK REQUIREMENTS. (a) Notwithstanding sub. (4) (r), and subject to the provisions of this subsection, a political subdivision may enact an ordinance imposing setback requirements related to the placement of a mobile service support structure that applies to new construction or the substantial modification of facilities and support structures, as described in sub. (2).

(b) A setback requirement may apply only to a mobile service support structure that is constructed on or adjacent to a parcel of land that is subject to a zoning ordinance that permits single-family residential use on that parcel. A setback requirement does not apply to an existing or new utility pole, or wireless support structure in a right-of-way that supports a small wireless facility, if the pole or facility meets the height limitations in s. 66.0414 (2) (e) 2. and 3.

(c) The setback requirement under par. (b) for a mobile service support structure on a parcel shall be measured from the lot lines of other adjacent and nonadjacent parcels for which single-family residential use is a permitted use under a zoning ordinance.

(d) A setback requirement must be based on the height of the proposed mobile service support structure, and the setback requirement may not be a distance that is greater than the height of the proposed structure.

(5) APPLICABILITY. If a county enacts an ordinance as described under sub. (2) the ordinance applies only in the unincorporated parts of the county, except that if a town enacts an ordinance as described under sub. (2) after a county has so acted, the county ordinance does not apply, and may not be enforced, in the town, except that if the town later repeals its ordinance, the county ordinance applies in that town.

History: 2013 a. 20, 173; 2019 a. 14.

66.0405 Removal of rubbish. Cities, villages and towns may remove ashes, garbage, and rubbish from such classes of places in the city, village or town as the board or council directs. The removal may be from all of the places or from those whose owners or occupants desire the service. Districts may be created and removal provided for certain districts only, and different regulations may be applied to each removal district or class of property. The cost of removal may be funded by special assessment

against the property served, by general tax upon the property of the respective districts, or by general tax upon the property of the city, village or town. If a city, village or town contracts for ash, garbage or rubbish removal service, it may contract with one or more service providers.

History: 1993 a. 246; 1999 a. 150 s. 119; Stats. 1999 s. 66.0405.

66.0406 Radio broadcast service facility regulations.

(1) DEFINITIONS. In this section:

(a) "Political subdivision" means any city, village, town, or county.

(b) "Radio broadcast services" means the regular provision of a commercial or noncommercial service involving the transmission, emission, or reception of radio waves for the transmission of sound or images in which the transmissions are intended for direct reception by the general public.

(c) "Radio broadcast service facilities" means commercial or noncommercial facilities, including antennas and antenna support structures, intended for the provision of radio broadcast services.

(2) LIMITATIONS ON LOCAL REGULATION. Beginning on May 1, 2013, if a political subdivision enacts an ordinance, adopts a resolution, or takes any other action that affects the placement, construction, or modification of radio broadcast service facilities, the ordinance, resolution, or other action may not take effect unless all of the following apply:

(a) The ordinance, resolution, or other action has a reasonable and clearly defined public health or safety objective, and reflects the minimum practical regulation that is necessary to accomplish that objective.

(b) The ordinance, resolution, or other action reasonably accommodates radio broadcast services and does not prohibit, or have the effect of prohibiting, the provision of such services in the political subdivision.

(3) CONTINUED APPLICATION OF EXISTING REGULATIONS. If a political subdivision has in effect on May 1, 2013, an ordinance or resolution that is inconsistent with the requirements that are specified in sub. (2) for an ordinance, resolution, or other action to take effect, the existing ordinance or resolution does not apply, and may not be enforced, to the extent that it is inconsistent with the requirements that are specified in sub. (2).

(4) DENIAL OF PLACEMENT, CONSTRUCTION, OR MODIFICATION OF FACILITIES. If a political subdivision denies a request by any person to place, construct, or modify radio broadcast service facilities in the political subdivision, the denial may be based only on the political subdivision's public health or safety concerns. The political subdivision must provide the requester with a written denial of the requester's request, and the political subdivision must provide the requester with substantial written evidence which supports the reasons for the political subdivision's action.

History: 2013 a. 20; 2013 a. 173 s. 33.

66.0407 Noxious weeds. (1) In this section:

(a) "Destroy" means the complete killing of weeds or the killing of weed plants above the surface of the ground by the use of chemicals, cutting, tillage, cropping system, pasturing livestock, or any or all of these in effective combination, at a time and in a manner as will effectually prevent the weed plants from maturing to the bloom or flower stage.

(b) "Noxious weed" means Canada thistle, leafy spurge, field bindweed, any weed designated as a noxious weed by the department of natural resources by rule, and any other weed the governing body of any municipality or the county board of any county by ordinance or resolution declares to be noxious within its respective boundaries.

(3) A person owning, occupying or controlling land shall destroy all noxious weeds on the land. The person having immediate charge of any public lands shall destroy all noxious weeds on the lands. The highway patrolman on all federal, state or county trunk highways shall destroy all noxious weeds on that



TILLMAN INFRASTRUCTURE



**APPLICATION FOR CONDITIONAL USE PERMIT FOR
THE PROPOSED NEW TOWER
AT**

**TAX PARCEL NO. 33536
VILLAGE OF HARRISON, WISCONSIN 54952**

TILLMAN SITE # - TI-OPP-11894

Table of Contents

1. Letter of Application
2. Application Materials
3. Site Data Sheet
4. Legal Description
5. Narrative Overview
6. Statement of Compliance with State Statutes and Village of Harrison
7. Sworn Statement
8. Site Selection Affidavit
9. Fall Zone Letter
10. Inventory of Existing Sites
11. Zoning Map
12. Search Area Map
13. Existing Tower Map
14. Site Plan¹

¹ Included separately due to document size.

Letter of Application

October 9, 2019

Mark Mommaerts, AICP
Town & Village Planner of Harrison Wisconsin
W5298 Hwy 114
Menasha, WI 54952

RE: Tillman/Verizon Site Number: TI-OPP-11984

Parcel ID Number: 33536
Harrison, WI 54952

Dear Mr. Mommaerts:

Tillman Infrastructure has finalized a lease agreement with the owners of the above referenced property to construct a wireless telecommunications service facility. The proposed shared use facility is designed to house the equipment necessary to provide clear and uninterrupted wireless telecommunications services to the Town and Village of Harrison.

Tillman Infrastructure is making this request pursuant to the Sections 117-132 and 138 of the Village and Town of Harrison's Zoning Ordinance (the "Zoning Ordinance") and Wisconsin Statute § 66.0404. The proposed wireless telecommunications facility will consist of a 180'-0" tall self-support lattice tower with a 9'-0" lightning rod for a total height of 189'-0" to be located within a 100'-0" x 100'-0" lease area. The proposed tower will be erected, owned and managed by Tillman Infrastructure. Upon construction, Verizon Wireless will install their equipment on the tower at the 170'-0" level. The facility is unstaffed and will only require service technicians, in a pick-up/van sized vehicle, to visit the site approximately once per month.

The proposed mobile service facility is located in the AG (General Agriculture) District. As provided by Section 117-132(f) of the Zoning Ordinance, mobile service facilities are allowed in the AG District with a conditional use permit. Ord. No. 10-147, § 5.7, 7-27-2010.

On behalf of Tillman Infrastructure, LCC Telecom Services has submitted all required documentation for the proposed tower in accordance with Wis. Stat. § 66.0404 and the Zoning Ordinance. Should you have any questions please feel free to contact me. I look forward to working with you during the approval process in order to provide the residents of the Town and Village of Harrison the best possible Personal Communications Services coverage.

Sincerely,



Reid Seagren
Site Acquisition Manager
LCC Telecom Services

Application Materials

Village of Harrison

W5298 Hwy 114
 Harrison, WI 54952
 Phone: 920-989-1062

CONDITIONAL USE PERMIT APPLICATION

Applicant Information			
Applicant Name (Indiv., Org. or Entity) Tillman Infrastructure LLC		Authorized Representative Reid Seagren- LCC Telecom Services	
Mailing Address 10700 West Higgins Rd Ste 240		Title Site Acquisition Manager	
E-mail Address rseagren@lcc telecom.com		Telephone (include area code) (815) 621-9110	
City Rosemont		State IL	
Postal Code 60018		Fax (include area code) 847-608-1299	
Landowner Information (if different than Applicant)			
Name (Organization or Entity) Claudette L. Dietz		Contact Person Claudette L. Dietz	
Mailing Address N8842 Kasten Rd.		Title Owner	
E-mail Address N/A		Telephone (include area code) (920) 734-7968	
City Harrison		State WI	
Postal Code 54952		Fax (include area code) N/A	
Project or Site Location			
Site Name (Project): Citadel		Location ID(s): TI-OPP-11894	
Site Address / Location: PIN: 33536 in the City of Harrison, Calumet County, WI		Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input checked="" type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section: 15	
Township: 20		Range: 18	
Legal Description: See Legal Description in Attached Materials			
Current Zoning: General Agriculture (AG)		Proposed Zoning: No Rezoning	
Current Uses: Vacant		Proposed Uses: Placement of Cell Tower	
Lot Dimensions: Front: 718' Side: 776 Rear: 589 Side: 361 Lot Area: 26.3 <input checked="" type="checkbox"/> acres or <input type="checkbox"/> square feet			
Description of the Proposed Use for the Property (attach separate document if needed)			
Tillman Infrastructure proposes to install a 189' tall self supporting tower on the above described vacant parcel.			
For a more detailed explanation of Tillman's proposed use of the property, please see the attached Narrative Overview			
Development Plan			
<input checked="" type="checkbox"/> See reverse side for complete application submittal requirements.			
Fees			
<input checked="" type="checkbox"/> \$350.00			
Certification & Permission			
Certification: I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.			
Permission: As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances and to perform corrective actions after issuing proper notice to the landowner.			
Applicant Signature <i>Reid Seagren</i>		Date Signed 10/8/19	
Landowner Signature (required) <i>Claudette L. Dietz</i>		Date Signed 5-28-19	

LEAVE BLANK – FOR MUNICIPAL USE ONLY

Date Complete Application Received:	Fee Received \$	Receipt No:
	Date Paid:	Taken By:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services 5850 Waterloo Road, Suite 240 Columbia, MD 21045 410 480-4400	CONTACT NAME: Jennifer Burton
	PHONE (A/C, No, Ext): 410 480-4400 FAX (A/C, No): 866-548-4197 E-MAIL ADDRESS: jennifer.burton@mcgriffinsurance.com
INSURED Tillman Infrastructure Holdings LLC Tillman Infrastructure LLC 152 W. 57th Street, 27th Floor New York, NY 10019	INSURER(S) AFFORDING COVERAGE
	INSURER A : Hanover Insurance Company NAIC # 22292
	INSURER B : The American Insurance Company 21857
	INSURER C : Travelers Indemnity Co of America 25666
	INSURER D : Allmerica Financial Benefits 41840
	INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		LHQD18401002	03/01/2019	03/01/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		AWQD44545803	03/01/2019	03/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		UHQD18401302	03/01/2019	03/01/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
B	DED RETENTION \$		FHE00049097306	03/01/2019	03/01/2020	Ea Occ/Agg. \$15,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N N / A	UB5K012003	01/08/2019	01/08/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liab		LHQD18371302	03/01/2019	03/01/2020	\$2,000,000 Ea. Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

FOR INFORMATIONAL PURPOSES ONLY

CERTIFICATE HOLDER INSURED COPY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>David F. Saul</i>
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Site Data Sheet

Applicant: Tillman Infrastructure, LLC
152 West 57th Street
8th Floor
New York, New York 10019

Agent: Reid Seagren
LCC Telecom Services
10700 Higgins Road Suite 240
Rosemont, IL 60018
Phone: (815) 621-9110
Email: rseagren@lcc telecom.com

Tower Owner: Tillman Infrastructure, LLC
152 West 57th Street
8th Floor
New York, New York 10019

Applicant's Interest in the Property: Leasehold

Property Owner: Claudette Dietz
N8842 Kasten Rd.
Harrison, WI, 54952

Address of Property: Tax Parcel No. 33536 Harrison, WI 54952

Request: Tillman Infrastructure requests a Conditional Use Permit and any and all other approvals or permits necessary to construct a 180'-0" self-support lattice tower with a 9'-0" lightning rod for a total height of 189'-0" and associated mobile service facilities and equipment compounds to be located within a 100'-0" x 100'-0" lease area.

Legal Description

An interest in land, said interest being over a portion of the following described parent parcel:

The following described real estate in Calumet County, State of Wisconsin:

That part of the East half (E 1/2) of the Northeast Quarter (NE 1/4) of Section number fifteen (15), Township Number Twenty (20) North of Range Number Eighteen (18) East lying north of Highway 10. AND BEING the same property conveyed to Claudette L. Dietz from Leslie Kasten and Laverne Kasten by Warranty Deed dated August 15, 1972 and recorded August 17, 1972 in Deed Book 137, Page 6.

Tax Parcel No. 33536

Narrative Overview

Tillman Infrastructure, LLC (“Tillman Infrastructure”), seeks a Conditional Use Permit and any other permits or approvals necessary in order to install a mobile service facility on the property located at Tax Parcel No. 33536 Harrison, WI 54952. Tillman Infrastructure has an agreement with Verizon Wireless to develop this site on Verizon Wireless’ behalf for the installation of mobile service facilities and equipment compounds. In addition to Verizon Wireless, this site will be built to accommodate additional tenants and will be offered as a shared facility to any other communication carrier that has a need for a facility in the area. Verizon Wireless has acquired the necessary licenses from the Federal Communications Commission (“FCC”) to provide Personal Communications Services (“PCS”) coverage throughout the United States. These licenses include the Village and Town of Harrison.

The wireless telecommunications facility that Tillman Infrastructure is proposing to install on behalf of Verizon Wireless is needed to ensure that the Village and Town of Harrison continues to receive the best uninterrupted PCS services, including wireless telephone service, voice paging, messaging and wireless internet and broadband data transmission. PCS systems operate on a grid system with overlapping cells meshed together, forming a seamless network. No single site can function as a stand-alone entity as each site is interconnected, forming the network. The technical criteria for establishing cell sites are very exacting as to the location and height. The proposed site at Parcel No. 33536 Harrison, WI 54952 is within the geographic area deemed necessary by Verizon Wireless engineers. The location will also be made available as a shared use facility in order for other wireless telecommunications providers to provide uninterrupted services. Verizon Wireless’ technology operates at radio frequency bands allocated by the FCC as part of their license.

In accordance with Sections 117-132 and 117-138 of the Village and Town of Harrison’s Zoning Ordinance (the “Zoning Ordinance”) and Wisconsin Statute § 66.0404, Tillman Infrastructure is filing an application to install a mobile service facility. The facility will consist of a 180’-0” tall self-support lattice style tower with a 9’-0” lightning rod for a total height of 189’-0” to be located within a 100’-0” x 100’-0” lease area. The proposed facility will be sited in the Village and Town of Harrison’s AG (General Agriculture) District. As provided by Section 117-

132(f) of the Zoning Ordinance, mobile service facilities are allowed in the AG District with a conditional use permit.

The facility is unstaffed and will only require service technicians, in a pick-up/van sized vehicle, to visit the site approximately once per month. Access will be provided via an easement through an existing driveway off of US Highway 10. The site is entirely self-monitored using a sophisticated alarm system. The system alerts personnel to any equipment malfunction or breach of security. Additionally, the facility will only use power and landline telephone services, and will require no water or sanitation services and no additional police or fire services.

In accordance with FCC regulations, the mobile service facility will not interfere with any form of communication, including but not limited to, land-line phones, cable and satellite television and radio broadcasts. PCS technology has become a vital part of emergency services, aiding local residents and motorists in a variety of situations, thus helping to protect the general public's health, safety and welfare. The proposed wireless telecommunications facility at this site will further enhance goals of providing the most reliable network possible in this area and enhance emergency services, including E911.

The proposed mobile service facility will be designed and constructed to meet all applicable governmental and industry safety standards. Specifically, Tillman Infrastructure will comply with all FCC and FAA rules and regulations regarding construction requirements and technical standards. Any and all RF emissions are subject to the exclusive jurisdiction of the FCC. Any height, lighting or marking issues are subject to the exclusive jurisdiction of the FAA.

LCC Telecom Services, on behalf of Tillman Infrastructure, looks forward to working with the Town of Harrison to bring the benefits of the proposed service to the entire area. The addition of the mobile service facility will ensure the best continued wireless services for the Village and Town of Harrison. This application is complete and satisfies all standards required by Wisconsin Statute § 66.0404 and the Zoning Ordinance.

Statement of Compliance with Wisconsin State Statute and the Town of Harrison Zoning Ordinance.

The proposed facility is governed by § 66.0404 of the Wisconsin Statutes, entitled “Mobile Tower Siting Regulations” (the “State Statute”) which dictates the zoning and permit approval process for the facility. The proposed facility satisfies all the requirements of Wis. Stat. §66.0404.

The Village and Town of Harrison’s requirements for approval of a Conditional Use Permit for a wireless communication facility are stated in Sections 117-132 and 117-138 of the Village and Town of Harrison’s Zoning Ordinance (the “Zoning Ordinance”). This application complies with all of the applicable requirements, as outlined below.

Application Requirements- Wis. Stat. § 66.0404(2)(2)(b)(1-6)

§66.0404(2)(2)(b)(1-6) of the State Statute identifies six categories of information that may be required before an application to construct or substantially modify a new facility can be deemed complete. As the present application is for the construction of a new facility, five of the six categories are required for the instant application to be complete.

All six categories of information called for in §66.0404(2)(2)(b)(1-6) of the State Statute are identified below, with the required document or information described in bold below the requirement.

1. The name and business address of, and the contact individual for, the applicant. §66.0404(2)(2)(b)(1).

The applicant is Tillman Infrastructure, LLC whose address is 152 West 57th Street, 8th Floor, New York, New York 10019. Reid Seagren of LCC Telecom Services is the agent of and contact individual for Tillman Infrastructure. His business address is 10700 Higgins Road, Rosemont, IL 60018.

2. The location of the proposed or affected support structure. §66.0404(2)(2)(b)(2).

A support structure is defined in §66.0404(1)(l) of the State Statute as “a freestanding structure that is designed to support a mobile service facility.” In this case, the proposed support structure is a 180’-0” tall self-support lattice tower with a 9’-0” lightning rod for a total height of 189’-0”.

The support structure is proposed to be located on Tax Parcel No. 33536 Harrison, WI 54952. The support structure will be located within an equipment compound as defined in Wis. Stat. §66.0404(1)(h). This fenced lease area is part of a larger parent parcel at the above address. The location of the support structure is depicted on Sheet A-1 of the Site Plan (“Sheet A-1”) included as a part of this application.

3. The location of the proposed mobile service facility. §66.0404(2)(2)(b)(3).

A mobile service facility is defined in Wis. Stat. §66.0404(1)(l) as “a set of equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment, that is necessary to provide mobile service to a discreet geographic area.” In this case, the equipment consists of base station equipment cabinets on an 8’ x 10’ platform, along with antennas, transmitters, receivers, power supplies, cabling and associated equipment. All of the equipment is necessary to operate the mobile service facility.

The proposed mobile service facility is to be located to be located on Tax Parcel No. 33536 Harrison, WI 54952. The mobile service facility will be located within an equipment compound as defined in Wis. Stat. §66.0404(1)(h). This fenced lease parcel is part of a larger parent parcel at the above address. The location of the mobile service facility is depicted on Sheet A-1.

4. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling and related equipment associated with the proposed modifications. §66.0404(2)(2)(b)(4).

§66.0404(2)(2)(b)(4) of the State Statute only applies to substantial modification applications as defined in Wis. Stat. §66.0404(1)(s). This section applies only to modification of existing sites. As this application is for the construction of a new mobile service support structure this information is not required for the present application.

5. A construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure. §66.0404(2)(2)(b)(5).

The construction plan required for a new mobile service support structure and facility under §66.0404(2)(2)(b)(5) of the State Statute has been submitted in the Site Plan as part of this application. The Site Plan includes all of the elements required under the State Statute.

6. An explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider. §66.0404(2)(2)(b)(6).

Sworn Statement Required By Wis. Stat. § 66.0404(2)(2)(b)(6)

Wis. Stat. § 66.0404(2)(2)(b)(5) requires an explanation as to why the applicant did not choose collocation, including a sworn statement attesting to the reason underlying the decision.

The proposed location was selected based on search criteria provided by Verizon Wireless to LCC Telecom Services. These criteria included a 3,000' search radius within which the new tower could be located. This search radius was provided to ensure adequate coverage of the target area. This search area, and the location of the proposed tower within it, are shown on the attached Search Area Map. In addition to the proposed location being near the center of the search area, this location was selected, as it allowed the tower to be placed further than the 65' fall radius of the tower, as identified in the attached Fall Zone Letter, from neighboring structures and property lines. This location was also selected based on environmental factors, as it allows the tower to be placed further from Lake Winnebago than would other locations within the search area. For additional information about why this site was selected see the attached Site Selection Affidavit.

The applicant did not choose collocation here, because continued collocation on the existing tower, located to the West of the proposed location off of Highway 10, is economically burdensome to Verizon Wireless as is attested to in the attached Sworn Statement. SBA typically charges Verizon 30% to 40% more than Tillman Infrastructure, with annual increases in rent, to lease space on SBA's towers. A site-specific comparison of rent and lease terms on SBA's existing tower and Tillman's proposed tower cannot be provided due to the restrictive language of SBA's non-disclosure agreement with Verizon. Further, collocation on a different existing tower within Verizon's search area is not possible because there are no other towers within the search radius, as illustrated in the attached FCC Tower Inventory and Existing Tower Map included with this application.

Application Requirements for Conditional Use Permit- Town of Harrison

The Village and Town of Harrison's requirements for approval of a Conditional Use Permit for a wireless communication facility are identified in Sections 117-132 and 117-138 of the Zoning Ordinance. The information required by the Zoning Ordinance is identified below, with the required document or information described in bold below the requirement.

- The height limitations applicable to buildings and structures shall not apply to towers and antennas, however, in no case shall any tower (including antennas), exceed a height of 100 feet or FAA limitations, whichever is less. Harrison Town Zoning Ordinance § 17-132 (c)(1).

Under existing regulations, the proposed tower, with a total height of 189', would not satisfy the Zoning Ordinance. However, § 66.0404(4)(u) of the Wisconsin State Statute prohibits a locality from limiting the height of a mobile support structure to under 200'. Accordingly, the allowable height of the proposed tower would be 200' and the 189' total height is compliant.

- An inventory of all existing towers within a three-mile radius of the proposed site, including specific information about the location, height, and design of each tower. Harrison Town Zoning Ordinance § 17-132 (d)(2).

There are a total of 7 towers registered within a 3 mile radius of the proposed site. Please see attached exhibit entitled "Tower Inventory" for more detailed information.

- *Aesthetics and lighting.* The guidelines set forth in this subsection shall govern the location of all towers and the installation of all antennas, provided, however, that the governing authority may waive these requirements if it determines that the intent of this section is better served thereby. Harrison Town Zoning Ordinance § 17-132 (d)(3).
 - a. Towers shall maintain a galvanized steel finish, or, be subject to any applicable standards of the FAA, be painted a neutral color so as to reduce visual obtrusiveness.

The proposed tower will maintain a galvanized steel finish.

- b. At a tower site, the design of the buildings and related structures shall, to the extent possible, use materials, colors, textures, screening, and landscaping that will blend the tower facilities to the natural setting and built environment.

As shown on the sheets A-1, A-2, and A-8 of the Site Plan, the tower and facilities shall be screened by newly installed trees to blend the tower facilities to the natural setting and built environment.

- c. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.

The antenna shall be installed on a tower as shown on Sheet A-3 of the Site Plan.

- d. Towers shall not be artificially lighted, unless required by the FAA or other applicable authority. If lighting is required, the governing authority may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views.

The tower shall not be artificially lighted, as shown on Sheet A-3 of the Site Plan.

- e. Towers and antennas shall not be used for displaying any advertising. If FCC rules require that the owner's name be shown on the tower or antennae, it shall be posted no more than six feet above the ground on a placard no larger than two square feet.

The proposed tower and antennas will not be used for displaying any advertising, as shown on Sheet A-12 of the included Site Plan.

- Any proposed wireless communication tower and tower site shall be designed structurally, electrically, and in all respects to accommodate co-location of both the applicant's antenna(s) and comparable antenna(s) for at least two additional users. Towers and tower sites shall be designed to allow for future rearrangement of antennas upon the tower, to accept antennas mounted at varying heights, and to accommodate supporting buildings and equipment. Harrison Town Zoning Ordinance § 17-132 (f)(4)(a).

The proposed tower has been designed in all respects to accommodate co-location as illustrated on Sheets A-1 and A-3 of the Site Plan.

- No new tower, excepting amateur radio towers and sites, shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the governing authority that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of ... (t)he fees, costs, or contractual provisions required by the owner to share an existing tower or structure or to adapt an existing tower. Harrison Town Zoning Ordinance § 17-132 (f)(4)(C).

The applicant did not choose collocation here, because continued collocation on the existing tower, located to the West of the proposed location off of Highway 10, is economically burdensome to Verizon Wireless as is attested to in the attached Sworn Statement. SBA typically charges Verizon .30% to 40% more than Tillman Infrastructure, with regular increases, to lease space on SBA's towers. A site-specific comparison of rent and lease terms on SBA's existing tower and Tillman's proposed tower cannot be provided due to the restrictive language of SBA's non-disclosure agreement with Verizon. In addition, collocation on a different existing tower within Verizon's search area is not possible because there are no other towers within the search radius, as illustrated in the attached FCC Tower Inventory and Existing Tower Map included with this application.

- *Setbacks and separation.* The following setbacks and separation requirements shall apply to all towers and antennas for which a conditional use permit is required; provided, however, that the governing authority may, reduce the standard setbacks and separation requirements if the purpose and intent of this section would be better served thereby. Harrison Town Zoning Ordinance § 17-132 (f)(5).

- a. Towers must be set back a distance equal to the height of the tower from any off-site residential structure.

The proposed tower will be set back a distance equal to the height of the tower from any off-site residential structure as shown on Sheet A-1 and Sheet 1 of 2 of the Site Plan. See also section 66.0404(2)(g) of the Wisconsin State Statutes.

- b. Towers, guys, and accessory facilities must satisfy the minimum zoning district setback requirements.

Per §117-81 of the Zoning Ordinance, structures in the General Agriculture District must maintain setbacks of 50' from a municipal road, 60' from a county road, 75' from a state or federal road, 50' from the front and rear yard, and 25' from the side yard. As shown on Sheet A-1 of the Site Plan, the proposed tower is 154' to the front yard and right of way for U.S. Highway 10, 185' and 328' from the side yards, and 1097' from the rear yard.

- The following requirements shall govern the landscaping surrounding towers for which a conditional use permit is required; provided, however, that the governing authority may waive such requirements if the purpose and intent of this section would be better served thereby. Harrison Town Zoning Ordinance § 17-132 (f)(6).
 - a. Tower facilities shall be landscaped with a mixture of deciduous and evergreen trees and shrubs that effectively screens the view of the tower compound from adjacent properties. The standard buffer shall consist of a landscaped strip at least six feet wide outside the perimeter of the compound.

A landscaping buffer with a depth of 6' will be installed around the facilities as shown on sheets A-1 and A-8 of the Site Plan.

- Financial guarantee. A bond with a corporate surety, duly licensed in the state, in the amount of \$20,000.00 per 100 feet of height shall be provided to assure that the applicant, its representatives, its agents, and its assigns will comply with all the terms, conditions, provisions, requirements, and specifications contained in this chapter, including abandonment. The bond amount shall be recalculated every five years based on the Consumer Price Index over that period of time. The town shall be named as obligee in the bond and must approve the bonding company. Harrison Town Zoning Ordinance § 17-132 (f)(7).

A \$20,000 surety bond will be provided as a condition of approval of this application as permitted by Section 66.0404(4)(i) of the Wisconsin State Statutes.

- Operation plan. A narrative detailing the hours of operation, anticipated number of occupants and/or employees, whether there will be any outside storage of materials, equipment or vehicles, and plans for removal and control of waste and trash. Harrison Town Zoning Ordinance § 17-138 (1).

The proposed tower will be an unmanned communication site operating twenty-four hours a day, seven days a week as described in more detail in the Narrative Section of this application. No materials, equipment or vehicles will be stored at the site. Certain equipment used in the ongoing operation will be located in self-contained cabinets or small shelters located at the site as indicate on Sheets A-2, A-6, A-7, and A-8. The unmanned facility will not generate waste and trash.

- Building plan. The building plan shall show the layout of building(s), size and layout of rooms, design of building(s) façade, and any other materials or notes to properly depict the building(s). Harrison Town Zoning Ordinance § 17-138 (2).

This application does not include or contemplate the construction of any building, therefore there is no floor plan available. Sheet A-2 of the Site Plan illustrates the proposed development.

- Site plan. The site plan shall include a legal description of the property, the location of all existing and proposed streets, easements, building(s), parking areas, pedestrian and vehicular access points, and pedestrian walkways. A graphic outline of any development phasing and the land use and zoning classifications of adjacent properties shall also be indicated on the site plan. Harrison Town Zoning Ordinance § 17-138 (3).

A legal description of the property is provided in the section of this application entitled Legal Description. The location of all existing and proposed streets, easements, building(s), parking areas, pedestrian areas, pedestrian and vehicular access points, and pedestrian walkways are shown on sheets A-1 and Sheet A-2 included in attached Site Plan. No development phasing is planned, construction will occur in one phase.

The land use and zoning classifications of adjacent properties, as shown in the included Zoning Map, are as follows:

North: PID: 33530 at County N General Agriculture (AG); PID: 33534 at W5730 WOODLAND RD General Agriculture (AG).

East: PID: 33540 at W5719 WOODLAND RD. General Agriculture (AG); PID 33542 at W5732 HWY 10 General Agriculture (AG)

South: PID: 39440 at W5789 HWY 10 Single Family Residential (RS-1); PID: 39438 at N8813 COUNTY N Neighborhood Commercial (CN).

West: PID: 33544 at N8842 KASTEN DR General Agriculture (AG)

For further information see attached exhibit entitled Zoning Map.

- Drainage plan. A drainage plan shall show existing topography at two-foot intervals, spot elevations of existing and proposed buildings, and the approximate location of any proposed stormwater management facilities needed in order to meet the post-construction stormwater management requirements. Harrison Town Zoning Ordinance § 17-138 (4).

A grading and drainage plan is illustrated on Sheets A-6 and A-7 of the Site Plan. The proposed facility will be constructed within a small area, that will be covered in porous gravel. Topography is shown in 1' intervals on Sheet A-1 of the attached Site Plan.

- Landscape plan. The landscape plan shall identify the location of existing trees and land forms. The landscape plan shall also indicate the location, extent and type of all proposed plantings and shall also show the location, height, opaque characteristics, extent and type of any required screening. Harrison Town Zoning Ordinance § 17-138 (5).

A landscaping plan providing screening is depicted on sheets A-2, A-7, and A-8 of the Site Plan included with this application.

- Utility plan. The utility plan shall show the location of all utilities (storm, sanitary, water mains, electrical, natural gas and communication lines), exterior lighting, outdoor signs, and waste and trash collection areas. Areas for snow removal storage shall also be shown. Harrison Town Zoning Ordinance § 17-138 (6).

The electrical and communication utilities used at the site are shown on sheets A-1 and E-1 of the attached Site Plan. There will be no storm, sanitary, water or natural gas utilities utilized at the site.

Sworn Statement

**Network Real Estate
180 Washington Valley Rd.
Bedminster, NJ 07921**

September 10, 2019

To: Planning Commission
W5298 State Road 114
Harrison, WI 54952

Attn: Village Planner
Mr. Mark Mommaerts

**RE: *Proposed Tillman Wireless Facility at N8757 County Hwy N, Menasha, WI 54952
Verizon's Statement of Economic Burden***

To Whom It May Concern:

Please allow this letter to serve as evidence in the above-noted zoning matter, establishing the economic basis warranting approval of the pending application.

Verizon proposes to relocate its equipment from an existing wireless facility owned by SBA Communications to a proposed new tower owned and operated by Tillman Infrastructure and located at N8757 County Hwy N, Menasha, WI 54952 ("Tillman Tower"). Verizon will relocate to the Tillman Tower because the SBA tower is no longer viable from an economic standpoint.

The recurring fee (i.e. rent and other increases) assessed by SBA, which has escalated significantly from the starting figure provided in Verizon and SBA's original agreement, is excessive by today's standards in the industry and has rendered the status quo cost-prohibitive for Verizon. SBA's inflated license fee derives from an outdated real estate model that does not reflect terms and conditions that wireless providers are getting with other tower companies today. Continuing to pay excessive fees for use of the SBA tower is not a financially sustainable model for Verizon. To continue improving our cellular coverage and capacity in a financially sustainable way, Verizon must fundamentally change its tower strategy.

SBA's monthly fees are typically between 30% and 40% higher than Tillman's. SBA's prices automatically escalate on average between 3-4 % per year, whereas Tillman has no escalation for fifteen (15) years. Tillman's prices are all-inclusive, whereas SBA charges additional fees for almost every added or replaced piece of equipment. Tillman's new tower would immediately offer dedicated space to accommodate Verizon's needs for many years.



Network Real Estate
180 Washington Valley Rd.
Bedminster, NJ 07921

Corporate-level negotiations, aimed at reducing SBA rents and updating their leasing model, have not accomplished their intended objective. Relocation to the Tillman tower will result in a significant reduction in Verizon's recurring license fee. This allows for additional investment into our network and increases our ability to continuously improve the wireless experience for our customers. If the Village of Harrison approves the new Tillman tower, as we request, Verizon has committed to relocating onto this tower.

For these reasons, Verizon requests your approval to relocate from our current facility to obtain relief from SBA's excessive fees, facilitating our ability to continue to improve wireless service and to upgrade our network, for the benefit of the entire community.

Sincerely,



Margaret Salemi
Director,
Network Engineering and Operations
Verizon Wireless

Site Selection Affidavit

I, Reid Seagren, of the City of Naperville and DuPage County, having been duly sworn, state and depose as follows:

LCC Telecom Services is petitioning for approval of a Conditional Use Permit for a new wireless communications facility in the Village of Harrison (the "Village"). Tillman Infrastructure is working in partnership with Verizon Wireless to construct a new wireless facility to replace an existing site. A replacement site is required due to economically burdensome lease terms at the current location.

Based on radio frequency criteria supplied by Verizon Wireless, LCC Telecom Services was charged with finding an alternative location within a 3,000' search radius. This radius was provided to ensure that any new tower constructed would provide the Village with equal or better coverage than did the existing site. As is shown on the Existing Tower Map included with this application, the existing site is the only wireless support structure within the search radius. As a result, collocating on a separate support structure was not possible. The selected site is in an agricultural parcel, near the center of the search area, away from the nearby Lake Winnebago. Every effort was made to secure a location with a land use appropriate to the proposed facility

This statement is submitted pursuant to Wisconsin Statute 66.0404 Mobile Tower Siting Regulations, Section (2)(b)6. That section requires an explanation as to why construction of a new facility is necessary at the proposed location and why collocation within the applicant's search ring would not result in the same mobile service functionality, coverage and capacity; is technically infeasible; or is economically burdensome to the mobile service provider. As is described in more detail in the Sworn Statement included with this application, relocation to this parcel is necessary due to unreasonable and economically burdensome rent being charged at the existing site. In addition, the new facility was selected to ensure the uninterrupted provision of quality wireless communication services to the Village.

X 

Reid Seagren

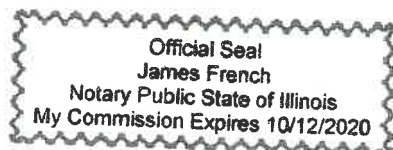
SUBSCRIBED AND SWORN Before Me on the

9th day of October, 2019

Signature  (Seal)

NOTARY PUBLIC

My Commission expires: 10/12/2020



Fall Zone Letter

April 9, 2019

Jill Castaneda
Tillman Infrastructure
152 W 57th Street, 27th Floor
New York, NY 10019

RE: Proposed 180' Sabre Self-Supporting Tower for TI-OPP-11894, WI

Dear Ms. Castaneda,

Upon receipt of order, we propose to design a tower for the above referenced project for an ASCE 7-16 Ultimate Wind Speed of 106 mph and 50 mph with 1.5" radial ice, Structure Class II, Exposure C, Topographic Category 1 in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-G, "Structural Standard for Antenna Supporting Structures and Antennas".

When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the tower will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within one or more of the tower members in the upper portion. This would result in a buckling failure mode, where the loaded member would bend beyond its elastic limit (beyond the point where the member would return to its original shape upon removal of the wind load).

Therefore, it is likely that the overall effect of such an extreme wind event would be localized buckling of a tower section. Assuming that the wind pressure profile is similar to that used to design the tower, the tower is most likely to buckle at the location of the highest combined stress ratio in the upper portion of the tower. This would result in the portion of the tower above the failure location "folding over" onto the portion of the tower below the failure location. ***Please note that this letter only applies to the above referenced tower designed and manufactured by Sabre Towers & Poles.*** In the unlikely event of total separation, this would result in collapse within a radius of 65 feet.

Sincerely,

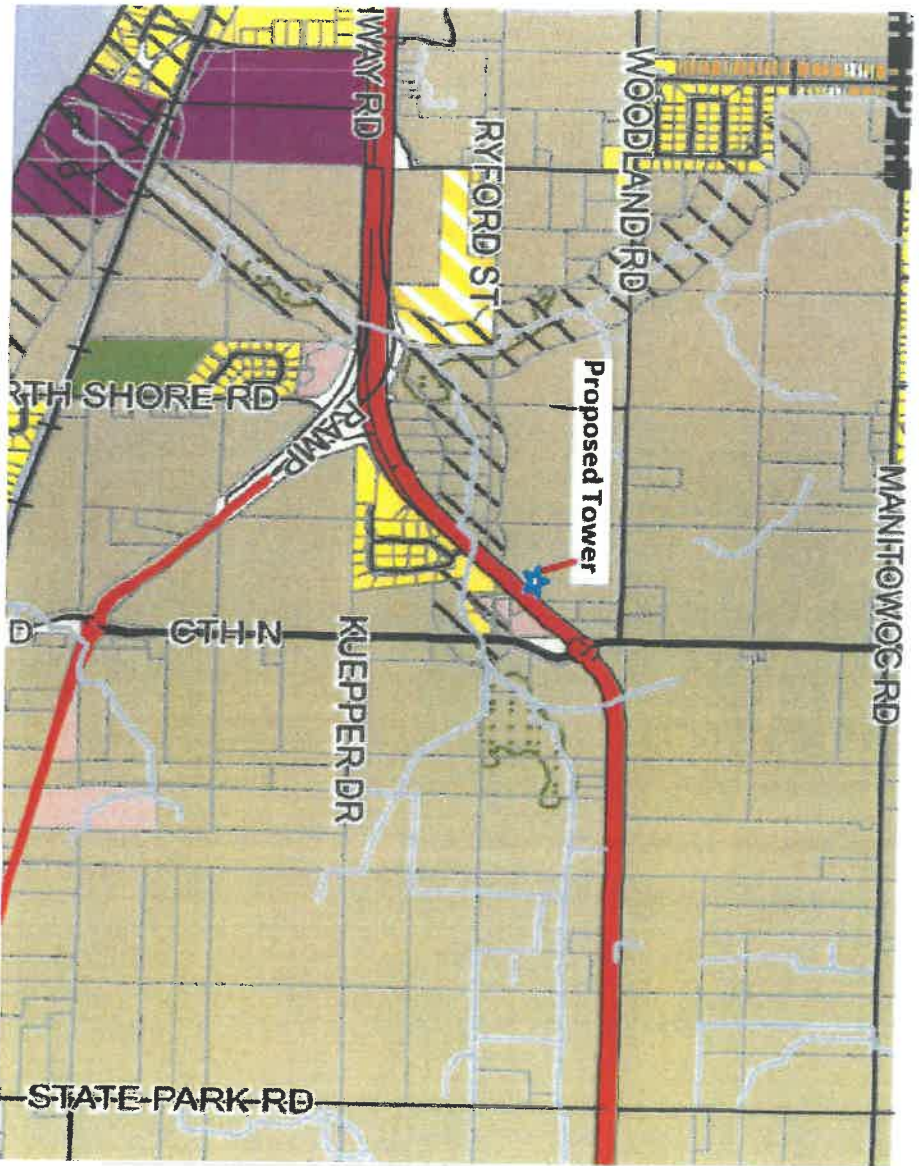
Amy R. Herbst, P.E.
Senior Design Engineer



Inventory of Existing Sites

	Registration No.	Status	File No.	Owner	Latitude/Longitude	City/State	AGL - Meters	Type
1	<u>1033863</u>	Constructed	A1129093	Alltel Corporation	44-13-32.4N 088-22-44.6W	APPLETON, WI	79.5	Free standing or Guyed Structure
2	<u>1052706</u>	Constructed	A1085185	Immaculate Heart Media, Inc.	44-14-49.0N 088-18-01.2W	KAUKAUNA, WI	73.8	3TA1 - Antenna Tower Array
3	<u>1052712</u>	Constructed	A1085184	Immaculate Heart Media, Inc.	44-14-53.0N 088-18-01.2W	KAUKAUNA, WI	73.8	3TA2 - Antenna Tower Array
4	<u>1052713</u>	Constructed	A1085183	Immaculate Heart Media, Inc.	44-14-54.0N 088-17-59.2W	KAUKAUNA, WI	73.8	3TA3 - Antenna Tower Array
5	<u>1221794</u>	Constructed	A0835478	SBA Structures, LLC		Menasha, WI	60.7	Free standing or Guyed Structure
6	<u>1239538</u>	Terminated	A0623650	Appleton Oshkosh Neenah MSA, LP d/b/a Alltel	44-14-49.3N 088-21-25.8W	APPLETON, WI	31.1	Mast
7	<u>1280080</u>	Constructed	A0819837	American Towers LLC	44-10-40.7N 088-17-04.8W	SHERWOOD, WI	33.2	Pole

Zoning Map



Zoning Map

Village of Harrison
 Calumet & Outagamie Counties
 Wisconsin

Town of Harrison
 Calumet County
 Wisconsin

Legend

Zoning Districts	Village of Harrison
A-2 Residential Agriculture	Town of Harrison
RS-1 Single Family Residential / Residential	Railroads
RS-2 Single Family Residential / Traditional	Semi-rural
RT-1 Two-Family Residential	County Highway
RM-1 Multiple Family Residential	State Highway
CM-1 Neighborhood Commercial	US Highway
COR-1 Office & Retail - outparcel	Private
CC-1 Community Commercial	
DP-1 Business Park	
M-1 Industrial & Manufacturing	
M-2 Medium & Conifer Forest	
M-3 Medium Hardwood Forest	
M-4 Medium Hardwood Forest	
PDC-1 Planned Development Overlay	
S-100 "Shoreland Overlay"	
S-200 "Shoreland Wetland Overlay"	

* Please note that the SMO & SWO boundaries are subject to be changed based on determinations of riparian watersheds.



This document created by
 Village of Harrison
 Year: 1995, 11e
 Amended: 03, 14, 05
 Edition: 11e

Adopted: July 27, 2010
 Effective: September 1, 2010
 Authority: Ord. No. 2010



Search Area Map



Existing Tower Map



TILLMAN INFRASTRUCTURE

PROJECT: NEW SITE BUILD
TILLMAN SITE NAME: HARRISON MENASHA RELO -B
TILLMAN SITE CASCADE: TI-OPP-11894-B

SITE ADDRESS: N8842 KASTEN ROAD
 HARRISON, WI 54952
SITE TYPE: 180' SELF SUPPORT

VICINITY MAP:



PROJECT INFORMATION:

SITE ADDRESS:
 N8842 KASTEN ROAD
 HARRISON, WI 54952
 CALUMET COUNTY

SITE COORDINATES:
 LATITUDE: 44.2115203
 LONGITUDE: -89.2371961

MUNICIPAL ID:
 BLOCK: N/A
 PARCEL #: 131-0900-000000-000-00-0015-00-1108
 ZONE: N/A

PROPERTY OWNER:
 CLAUDETTE L. DIETZ

APPLICANT:
 TILLMAN INFRASTRUCTURE
 PHONE: (648) 576-4364

SITE ACQUISITION:
 LOC TEL: ELECTROM SERVICES
 10700 HIGGINS ROAD, SUITE 240
 ROSEMONT, IL 60010
 CONTRACT: JOHN WALLACE
 PHONE: (647) 666-4300

A&E FIRM:
 RAMAKER & ASSOCIATES, INC.
 855 COMMUNITY DRIVE
 SAUK CITY, WI 53583
 CONTRACT: JASON PRADLER
 EMAIL: JPRADLER@RAMAKER.COM
 PHONE: (608) 643-4100

FIBER PROVIDER:
 AT&T FIBER

POWER PROVIDER:
 WISCONSIN ENERGY
 (608) 714-7777

REFERENCE DOCUMENTS:

REFS DESIGN DATE:	07/11/2019
STRUCTURAL ANALYSIS DATE:	TBD
MOIST ANALYSIS DATE:	TBD

CODE COMPLIANCE:

- ALL WORK SHALL BE PERFORMED AND MATERIALS INSTALLED IN ACCORDANCE WITH THE FOLLOWING GOVERNING REGULATIONS AND MATERIALS. THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNMENT NOT CONFORMING TO THESE CODES:
- 2015 INTERNATIONAL BUILDING CODE
 - INTERNATIONAL ELECTRICAL CODE
 - ANSI/UL722 STRUCTURAL STEEL ERECTION CODE
 - NFPA 780 - LIGHTNING PROTECTION CODE
 - NATIONAL ELECTRICAL CODE



APPROVALS:

CONSTRUCTION MANAGER:
 SITE ACQUISITION:
 LANDLORD:

SHEET INDEX

SHEET NUMBER	COVER SHEET	SHEET DESCRIPTION
T-1	NOTES	
N-1	NOTES	
N-2	NOTES	
N-3	NOTES	
1 OF 2	SURVEY	
2 OF 2	SURVEY	
A-1	OVERALL SITE PLAN	
A-2	ENLARGED SITE PLAN	
A-3	TOWER ELEVATION	
A-4	COMPOUND FENCE AND GATE DETAILS	
A-5	COMPOUND SIGN DETAILS	
A-6	COMPOUND SITE DETAILS, GRADING & EROSION CONTROL DETAILS	
A-7	COMPOUND GRADING PLAN	
A-8	COMPOUND TREE PLANTING DETAILS	
E-1	COMPOUND UTILITY PLAN	
E-2	TYPICAL GROUNDING DETAILS	
E-3	TYPICAL GROUNDING DETAILS	
E-4	TYPICAL GROUNDING DETAILS	
E-5	TYPICAL GROUNDING DETAILS	
VZM-1	VERIZON COVER SHEET	
VZM-2	VERIZON ANTENNA CONFIGURATION	
VZM-3	VERIZON ANTENNA CONFIGURATION	
VZM-4	VERIZON FRDS	
VZM-5	VERIZON FRDS	
VZM-6	VERIZON TOWER EQUIPMENT DETAILS	
VZM-7	VERIZON EQUIPMENT SHELTER LAYOUT	
VZM-8	VERIZON EQUIPMENT SHELTER ELEVATIONS	
VZM-9	VERIZON EQUIPMENT SHELTER ELEVATION AND ICE BARGE DETAIL	
VZM-10	VERIZON EQUIPMENT SHELTER GROUNDING PLAN	
VZM-11	VERIZON UTILITY PLAN	

11-26-2019 (LCC)
 meeting handout
 * change = 13'x16' shelter building

TILLMAN INFRASTRUCTURE

TELECOM SERVICES
 10700 HIGGINS ROAD, SUITE 240
 ROSEMONT, IL 60010
 OFFICE: (647) 383-4528

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 Woodruff Lake, NJ • Bryantown, PA

WISCONSIN PROFESSIONAL ENGINEER
 MICHAEL L. PINSKE
 36987 MIDDLETON, WI
 11/06/2019

1. TOWER: ADDED VERIZON EQUIPMENT DETAIL

MARK DATE: REVISION DATE: 08/05/2019
 PHASE: FINAL
 PROJECT TITLE: TI-OPP-11894-B

PROJECT INFORMATION:
 855 COMMUNITY DRIVE
 N8842 KASTEN ROAD
 HARRISON, WI 54952
 CALUMET COUNTY
 SHEET TITLE: TITLE SHEET

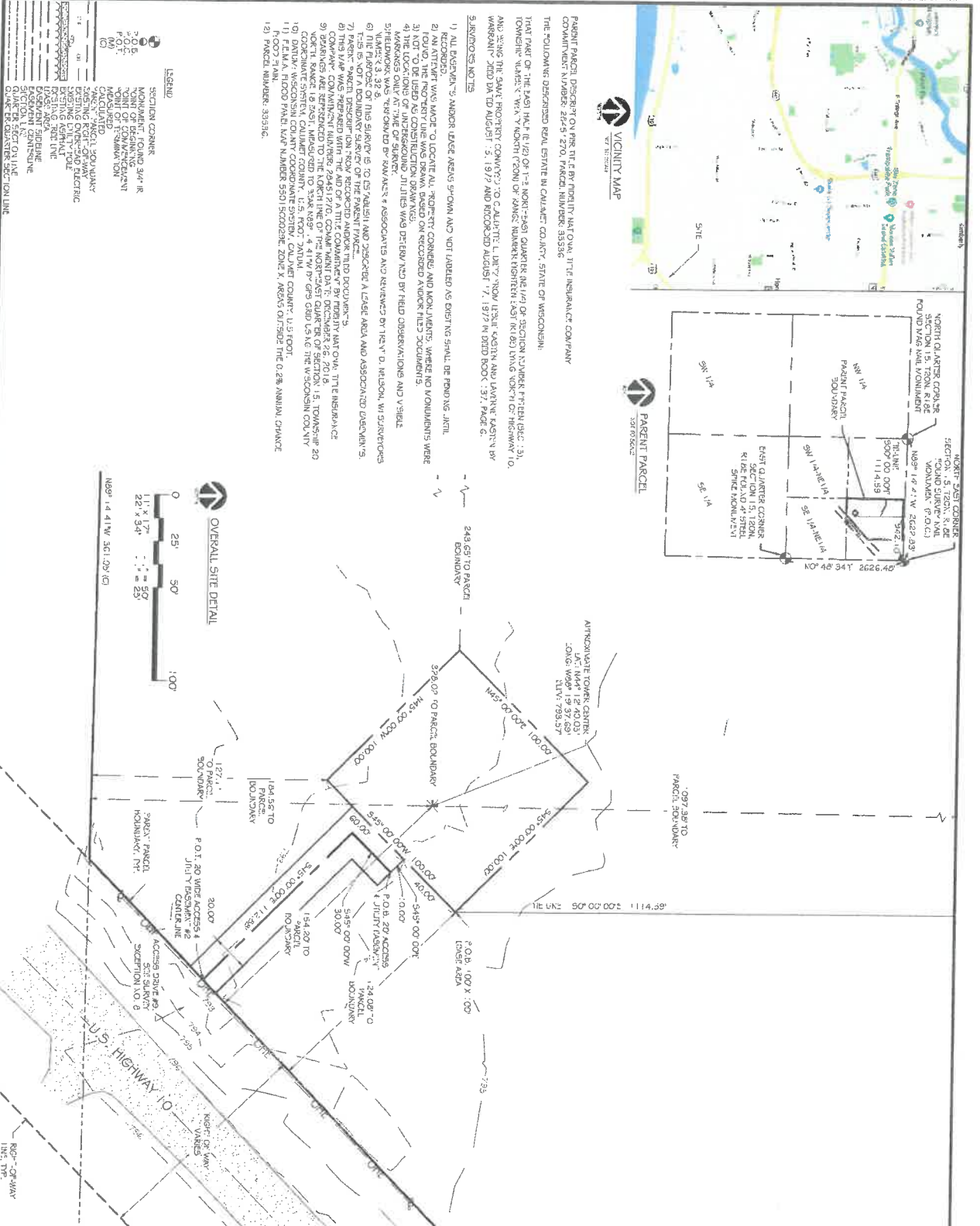
SCALE: NONE
 DRAWING NUMBER: 42279
 SHEET NUMBER: T-1

- A. TOWER**
- MINIMUM TEST SHALL BE WITH THREE GROUND RODS INSTALLED (MINIMUM FOUR IF THE TOWER FOUNDATION IS NOT CONNECTED TO THE EXTERNAL GROUND RING, FURNISH WIRE TO CONNECT TEMPORARY CLAMP) ALL THREE GROUND RODS TOGETHER TO TEST. IF ANY INDIVIDUAL ROD IS INDIVIDUALLY TESTED, THE CONTRACTOR AND OWNER'S REPRESENTATIVE SHALL NOTIFY THE CONTRACTOR AND OWNER'S REPRESENTATIVE THAT THE ROD CAN BE DRIVEN DEEPER UNTIL ALL THREE (3) RODS HAVE A RESISTANCE OF 10 OHMS OR LESS ON A DRY DAY.
 - SECOND TEST - SHALL BE WITH THE GROUND RODS CONNECTED WITH DRY SOIL AND WHEN NO STANDING WATER IS PRESENT FOR THE PAST TEN (10) DAYS. THE MAXIMUM RESISTANCE SHALL BE 10 OHMS. IF THE RESISTANCE OF THE ENTIRE SYSTEM EXCEEDS 10 OHMS, THE ELECTRICAL CONTRACTOR AND OWNER'S REPRESENTATIVE SHOULD BE NOTIFIED SO THAT EITHER ADDITIONAL AND/OR DEEPER RODS CAN BE INSTALLED.
- C. EQUIPMENT PAD AND TOWER**
- AFTER THE EQUIPMENT PAD AND TOWER GROUND RESISTANCE TESTS ARE COMPLETED, CONTRACTOR SHALL THE EQUIPMENT PAD RING TOGETHER, AFTER FIRST AND SECOND TESTS. ALL CONNECTIONS MUST BE MADE USING EXOTHERMIC WELD. NO LAPS OR JOINTS WILL BE ACCEPTED.
 - AFTER THE ABOVE TESTS ARE COMPLETED, THE CONTRACTOR SHALL COMPLETE A MEGGER TEST OF THE ENTIRE GROUNDING SYSTEM SHOULD BE DONE. THE MAXIMUM ALLOWABLE LEADING IS 5 OHMS TO GROUND. 10. GROUNDING RESISTANCE TEST - TESTER SHALL REPORT UPON COMPLETION OF THE TESTING FOR EACH SITE. A TEST REPORT SHALL BE SUBMITTED WITHIN ONE (1) WEEK OF WORK COMPLETION.
- 10. GROUNDING RESISTANCE TEST REPORT UPON COMPLETION OF THE CHIMS WITH AUXILIARY POTENTIAL ELECTRODES AT 7 FEET AND 10 FEET INTERVALS UNTIL THE AVERAGE RESISTANCE STARTS TO PROOF EITHER (1) ALSO NOTE THAT 10-15 PHOTOS MUST BE TAKEN TO PROOF EITHER (1) TESTS AND (2) SYSTEM BEFORE BACKFILL. TWO (2) SETS OF TEST DOCUMENTS ARE OF THE FOLLOWING TESTING SERVICE TO BE BOUND AND SUBMITTED WITHIN ONE (1) WEEK OF WORK COMPLETION.**

SECTION 1655 - POLES, POBTS, AND STANDARDS (SINGLE MAST AND SELF SUPPORTING TOWERS)

- 1. GENERAL**
- LIGHTNING ROD AND EXTENSION PIPE INCLUDING ALL APPURTENANCES, TO BE FURNISHED BY OWNER. IF REQUIRED.
 - PROVIDE TEMPORARY LIGHTING FOR TOWER AS PER F.A.A. REQUIREMENTS.
 - GROUNDING: GROUNDING CONSTRUCTION, IF REQUIRED, USING TINNED SOLID BARE COPPER CONDUCTOR CABLE PER TOWER BASE PLATE. TWO (2) GROUNDING LEADS PER TOWER BASE PLATE. NON-EXOTHERMIC WELDS SHALL BE ATTACHED DIRECTLY TO THE MONOPILE TOWER SHAFT.

<p>10700 HIGGINS ROAD, SUITE 240 ROSEMONT, IL 60018 OFFICE: (647) 383-4528</p>	
<p>855 Community Dr, Sauk City, WI 53583 608-843-4100 www.Ramaker.com Sauk City, WI • Willmar, MN PR Woodliff Lake, NJ • Babylon, NY</p>	
<p>Professional Engineer under the laws of the State of Wisconsin MICHAEL L. PINSKE MIDDLETON, WI PROFESSIONAL ENGINEER</p>	
<p>1 11/06/2019 MARK DATE: REVISION ISSUE FINAL PROJECT: VERIZON EQUIPMENT SHELTER DATE: 08/09/2019 PROJECT TITLE:</p>	<p>TI-OPP-11894-B</p>
<p>PROJECT INFORMATION: 7374060000000000000-0-20191515-001-108 18942 KASTEN ROAD HARRISON, WI 54952 CALUMET COUNTY</p>	
<p>SCALE: NONE</p>	
<p>PROJECT NUMBER: 42279 SHEET NUMBER: N-3</p>	



<p>RAMAKER & ASSOCIATES, INC. 855 Community Dr, Sauk City, WI 53583 608-643-4100 www.ramaker.com Sauk City, WI - Williams, MN Woodcliff Lake, NJ - Bayamon, PR</p> <p>TILLMAN INFRASTRUCTURE</p>		<p>DATE: 06/06/2019 TIME: 11:54:29 USER: SMR PROJECT: 422779 DRAWING: 001 APP: 001</p>
<p>WISCONSIN LAND SURVEYOR TRENT D NELSON LICENSE NUMBER: 3132-6 DATED 03/20/2019 EXPIRES: 03/20/2021</p>		<p>PROJECT: TOPO B APPLETON DATE: 06/06/2019</p>
<p>AS NOTED 2019100 1 OF 2</p>		<p>SCALE: AS SHOWN DATE: 06/06/2019</p>



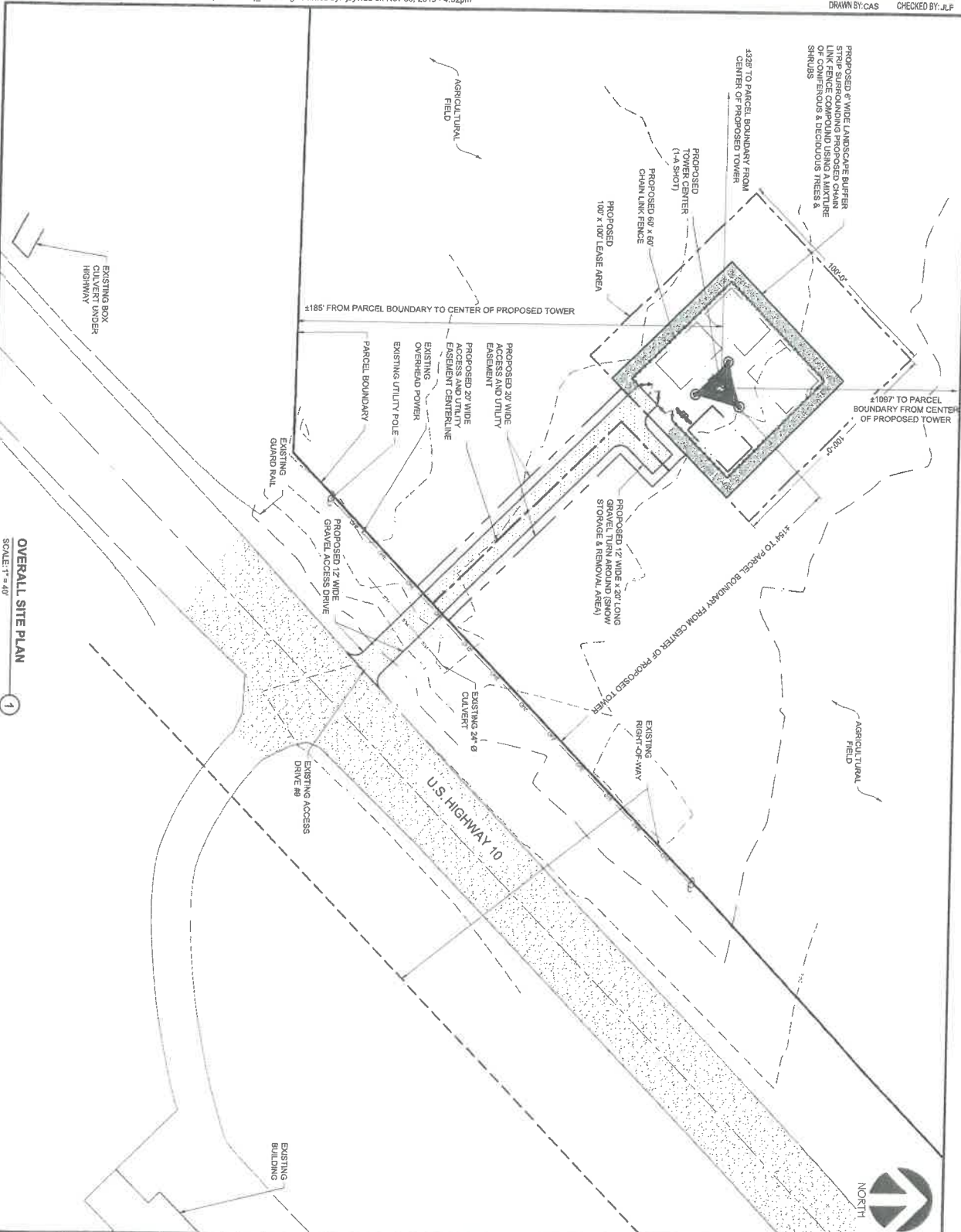
100' X 100' LEASE AREA DESCRIPTION
 A PORTION OF LAND IN THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, AND BEING FURTHER DESCRIBED AS FOLLOWS:
 COMMENCING AT A ROUND SURVEY NAIL LOCATING THE NORTHEAST CORNER OF SAID SECTION 15, THENCE N89° 14' 41.1\"/>

30' WIDE ACCESS AND UTILITY EASEMENT GENERAL DESCRIPTION
 A PORTION OF LAND IN THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, AND BEING FURTHER DESCRIBED AS FOLLOWS:
 COMMENCING AT A ROUND SURVEY NAIL LOCATING THE NORTHEAST CORNER OF SAID SECTION 15, THENCE 89° 14' 41.1\"/>

TITLE REVIEW
 TITLE BY TIDENT NATIONAL TITLE INSURANCE COMPANY
 COMMITMENT NUMBER 28531270
 SCHEDULE B - SECTION II, SURVEY RELATED EXCEPTIONS:
 3. EASEMENTS, OR CLAIMS OF EASEMENTS, NOT SHOWN BY THE PUBLIC RECORDS, GENERAL SURVEY EXCEPTION
 5. ANY ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OR ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THEREON, WHICH WOULD BE DISCLOSED BY AN ACCURATE AND COMPLETE LAND SURVEY OF THE LAND, GENERAL SURVEY EXCEPTION

8. AUTHORIZATION FOR ACCESS TO OR ACROSS A CONTROLLED ACCESS HIGHWAY RECORDED ON 12/19/2007 IN HENNING COUNTY, WISCONSIN, UNDER ACCESS #8, MEMORANDUM INSTRUMENT NO. 424178 IS SHOWN ON SURVEY SAID ACCESS #8 WILL NOT AFFECT PROPOSED EASEMENT OR ASSOCIATED EASEMENT.
 9. STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION FINDING, DETERMINATION AND DECLARATION FROM THE PROPERTY, THEREFORE NO EASEMENT OR ACCESS #8 FROM PROJECT NO. 42538 SHALL AFFECT THE PROPOSED LEASE AREA AND ASSOCIATED EASEMENT.

 855 Community Dr., Sauk City, WI 53583 608-643-4100 www.Ramaker.com Sauk City, WI • Williams, MN Woodcraft Lake, NJ • Bayamon, PR	
	PROJECT NUMBER: 42279 DATE: 06/06/2019 DRAWN BY: SMR CHECKED BY: TDN
User: DATE DESCRIPTION TDN: 06/06/2019: FINAL SURVEY SMR: 06/06/2019: ADDED OVERALL PROPERTY VIEW	
I hereby certify that this Survey Document was prepared and the related Survey Work was performed by me or under my direct personal supervision and that I am a duly Licensed Land Surveyor of the State of Wisconsin.	
TRENT D. NELSON 31228 W. WATSON WAUKESHA, WI 53186 AND SURVEYOR	
License Number: 3132-0 Date: 03/20/2019 Trent D. Nelson, PLS License Expires: 03/20/2021	SITE NAME: TLOPP-11994 APPLICANT: APPLITION B
ADDRESS: 19131-000-00000-8896-20181500-108 HARRISON, WI 53532 CALUMET COUNTY	SHEET TITLE: TOPOGRAPHIC SITE SURVEY SCALE: AS NOTED R14 NUMBER: 2019100 SHEET NUMBER: 2 OF 2



OVERALL SITE PLAN
SCALE: 1" = 40'
1



TILMAN
INFRASTRUCTURE

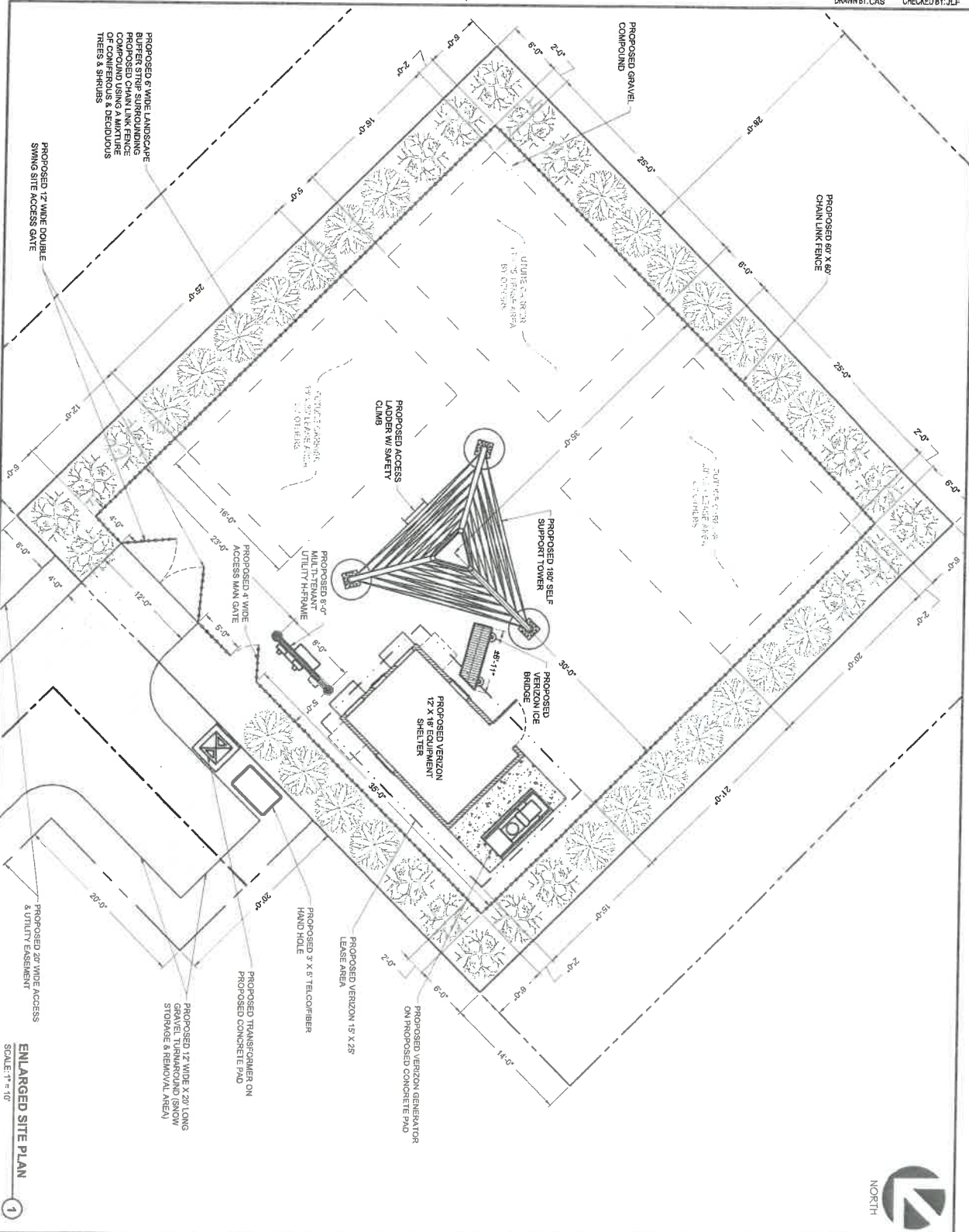
TELECOM SERVICES
10700 HIGGINS ROAD, SUITE 240
ROSEMONT, ILLINOIS 60018
OFFICE: (847) 593-4528

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Woodliff Lake, NJ • Bayamon, PR

WISCONSIN PROFESSIONAL ENGINEER
MICHAEL L. PINSKE
355287
MIDDLETON, WI

PROJECT INFORMATION	11894B	42200 VERIZON EQUIPMENT SHELTER
DATE	DATE	DATE
PHASE	FINAL	08/09/2019
PROJECT TITLE	T-OPP-11894-B	
PROJECT INFORMATION	88242 IOWA STEN ROAD HARRISON, WI 54852 CALUMET COUNTY	
OVERALL SITE PLAN		
DATE	4/22/19	A-1

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ENLARGED SITE PLAN
 SCALE: 1" = 10'
 1



TILLMAN
 INFRASTRUCTURE

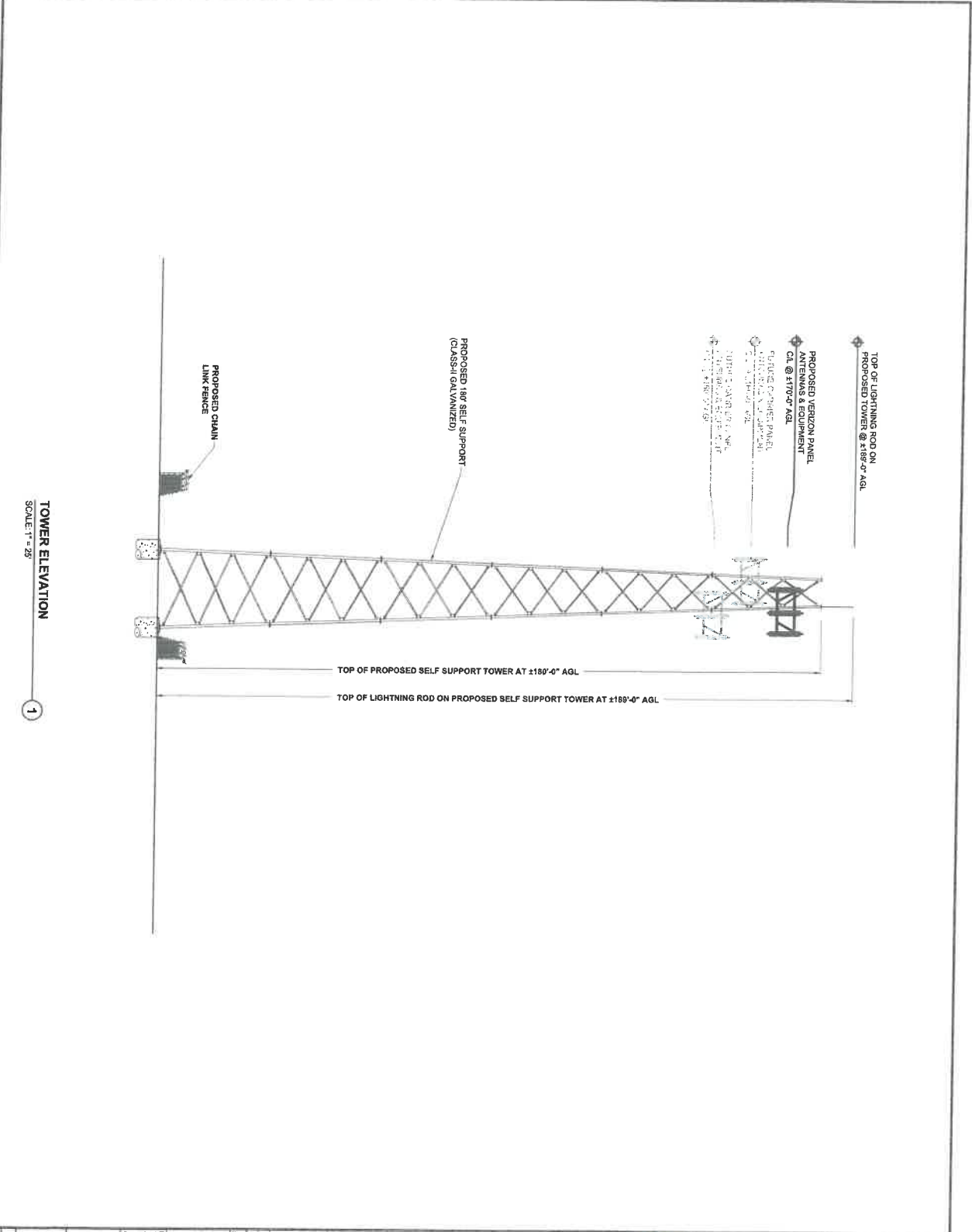
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 10700 HIGGINS ROAD, SUITE 240
 ROSEMONT, IL 60018
 OFFICE: (647) 393-4528

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 Woodville Lake, NJ • Bayamon, PR



PROJECT INFORMATION:
 PROJECT: TI-OPP-11894-B
 SHEET TITLE: ENLARGED SITE PLAN
 DATE: 08/05/2019

PROJECT INFORMATION:
 PROJECT: TI-OPP-11894-B
 SHEET TITLE: ENLARGED SITE PLAN
 DATE: 08/05/2019



TOWER ELEVATION
 SCALE: 1" = 25'
 1

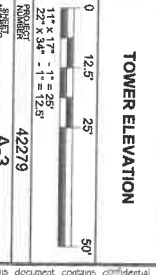


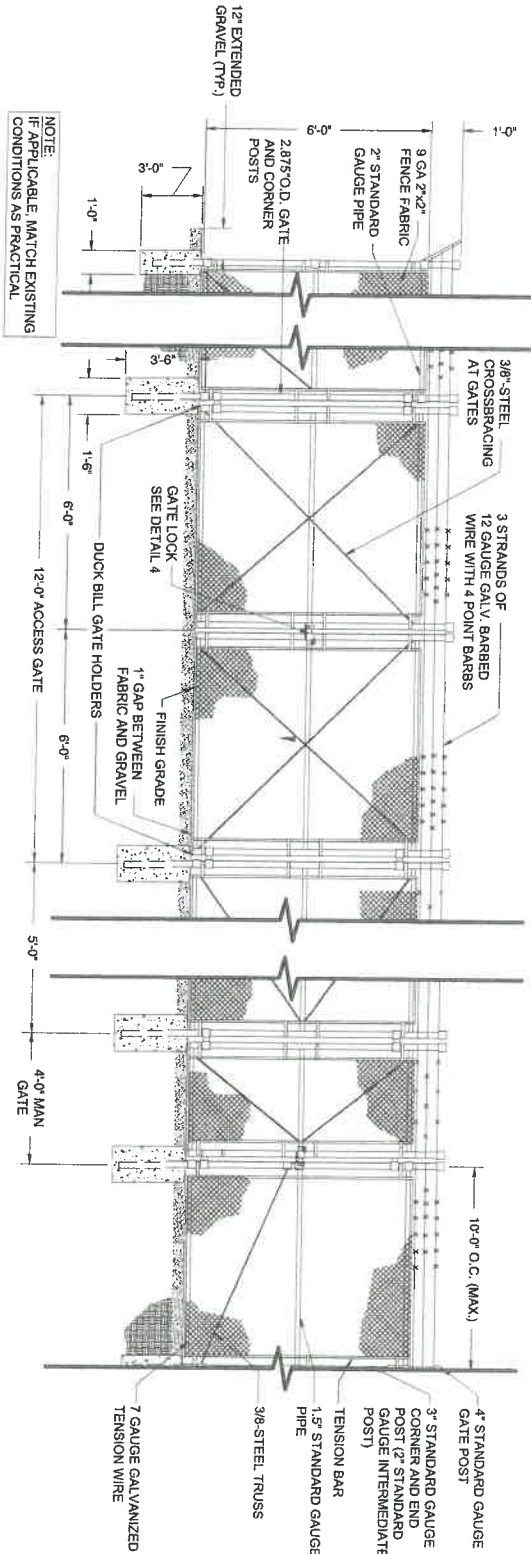
RAMAKER & ASSOCIATES, INC.
 TYPE: EMPLOYER'S OWNED
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 Sauk City, WI • Willmar, MN PR
 Woodcliff Lake, NJ • Baytown, TX



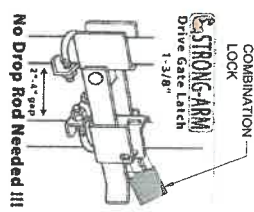
PROJECT:	PROPOSED VERIZON SHELTER
MARK DATE:	11/06/19
REVISION:	1. 11/06/19
DATE:	08/05/2019
PROJECT TITLE:	TI-OPP-11894-B

PROJECT ASSUMPTIONS:
 131-42000-0000000-000-0-201815-00-1108
 11894-KASTEN ROAD
 HARRISON, WI 53622
 HARRISON COUNTY
 SHEET TITLE:
TOWER ELEVATION





NOTE:
 IF APPLICABLE, MATCH EXISTING
 CONDITIONS AS PRACTICAL



No Drop Rod Needed !!!

FENCE AND GATE DETAIL
 SCALE: NTS

1

TILMAN
 INFRASTRUCTURE

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1	TYPICAL ADDED VERIZON EQUIPMENT SHELTER	DATE	REVISION
ISSUE	FINAL	DATE	08/05/2019
PROJECT TITLE	VERIZON EQUIPMENT SHELTER		
PROJECT NUMBER	TI-OPP-11894-B		
SCALE:	NONE		
PROJECT ADDRESS:	131-4000 WISCONSIN ROAD 131-4000 WISCONSIN ROAD N8242 KASTEN ROAD HARRISON, WI 53582 CALUMET COUNTY		

TILLMAN INFRASTRUCTURE
FCC TOWER REGISTRATION # TBD

SITE NAME: TBD
SITE NUMBER: 123456789
SITE ADDRESS:
1234 STREET
CITY, STATE, ZIP

NO TRESSPASSING
FOR LEASING INFORMATION:
800-821-5825

IN CASE OF EMERGENCY, DIAL 911

WHITE BACKGROUND
BLACK TEXT
RED TEXT

WHITE BACKGROUND, RED/BLACK LETTERING
MOUNTING LOCATION: GATE & BASE OF TOWER
QUANTITY: 1 OR 2
PROPERTY OF TILLMAN INFRASTRUCTURE
SCALE: NTS

INFORMATION

GREEN BACKGROUND
WHITE BACKGROUND
WHITE TEXT

WHITE/GREEN BACKGROUND, BLACK LETTERING
MOUNTING LOCATION: GATE & BASE OF TOWER
QUANTITY: 2
RF EXPOSURE INFORMATION SIGN
SCALE: NTS

NOTICE

Beyond this Point you are entering an area where RF Emissions may exceed the FCC General Population Exposure Limits. Follow all posted signs and guidelines for working in RF environment.

BLUE BACKGROUND
WHITE TEXT
WHITE BACKGROUND
BLACK TEXT

WHITE/BLUE BACKGROUND, BLACK/WHITE LETTERING
MOUNTING LOCATION: GATE & BASE OF TOWER
QUANTITY: 2
RF EXPOSURE NOTICE SIGN
SCALE: NTS

INFORMATION

FEDERAL COMMUNICATIONS COMMISSION
TOWER REGISTRATION NUMBER
1 2 3 4 5 6 7

GREEN BACKGROUND
BLACK TEXT
WHITE BACKGROUND
WHITE TEXT

WHITE/GREEN BACKGROUND, WHITE/BLACK LETTERING
MOUNTING LOCATION: GATE & BASE OF TOWER
QUANTITY: 2
FCC REGISTRATION SIGN
SCALE: NTS

CAUTION

On This Tower:
Radio Frequency fields near some antennas may exceed FCC rule for human exposure.
Personnel climbing this tower should be aware of radio frequency environment and use appropriate monitoring if working near active antennas.

YELLOW BACKGROUND
BLACK TEXT
WHITE BACKGROUND
BLACK TEXT

WHITE/YELLOW BACKGROUND, BLACK LETTERING
MOUNTING LOCATION: GATE & BASE OF TOWER
QUANTITY: 1
RF EXPOSURE CAUTION SIGN
SCALE: NTS

INFORMATION

ACTIVE ANTENNAS ARE MOUNTED ON THE OUTSIDE OF THIS BUILDING.
STAY BACK A MINIMUM OF 3 FEET FROM THESE ANTENNAS.
Contact Verizon and follow their instructions prior to performing any maintenance or repairs older than 3 feet from the antennas.
This is Verizon site.

GREEN BACKGROUND
BLACK TEXT
WHITE BACKGROUND
WHITE TEXT

WHITE/GREEN BACKGROUND, BLACK LETTERING
MOUNTING LOCATION: GATE & BASE OF TOWER
QUANTITY: 2
RF EXPOSURE INFORMATION SIGN
SCALE: NTS

WARNING

Beyond this point:
Radio Frequency fields at this site exceed the FCC rule for human exposure.
Failure to obey all posted signs and safe guidelines for working in radio frequency environment could result in serious injury.

RED BACKGROUND
BLACK TEXT
WHITE BACKGROUND
BLACK TEXT

WHITE/RED BACKGROUND, BLACK LETTERING
MOUNTING LOCATION: GATE & BASE OF TOWER
QUANTITY: 2
RF EXPOSURE WARNING SIGN
SCALE: NTS

- SIGNAGE NOTES:**
- SIGNS SHALL BE PARAPETED FROM CORROSION RESISTANT PRESSED METAL & PAINTED WITH LONG LASTING UV RESISTANT COATINGS
 - SIGNS (EXCEPT WHERE NOTED OTHERWISE) SHALL BE MOUNTED TO THE TOWER, GATE & FENCE USING A MINIMUM OF 8 GAUGE ALUMINUM WIRE HOG RINGS (FENCE) OR BRACKET'S, WHERE NECESSARY. BRACKET'S SHALL BE OF SIMILAR METALS AS THE STRUCTURE TO AVOID GALVANIC CORROSION
 - ADDITIONAL E911 ADDRESS AND FCC REGISTRATION SIGNS SHALL BE MOUNTED AT EACH ACCESS ROAD GATE LEADING TO THE COMPOUND AND AS WELL AS ON THE COMPOUND GATE ITSELF
 - CARRIER SITE # AND EMERGENCY CONTACT SIGNS SHALL BE MOUNTED ON THE EQUIPMENT CABINET WITH PERMANENT SET ADHESIVE. TWO SIDED TAPE SHALL BE APPLIED TO EACH CORNER OF THE BACKSIDE TO AVOID PLACEMENT UNTIL THE ADHESIVE SETS

TILLMAN INFRASTRUCTURE

TELECOM SERVICES

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ROSEMONT, IL 60018
OFFICE: (647) 383-4528

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Woodruff Lakes, WI • Baynton, PA

WISCONSIN PROFESSIONAL ENGINEER

MICHAEL L. PANSKE
36387
MIDDLETON, WI

11/06/2019

MARK	DATE	DESCRIPTION	DATE	REVISION
1	11/06/2019	ISSUE	08/05/2019	PROJEC FINAL

PROJECT TITLE: TOWER

PROJECT NUMBER: TI-OPP-11894-B

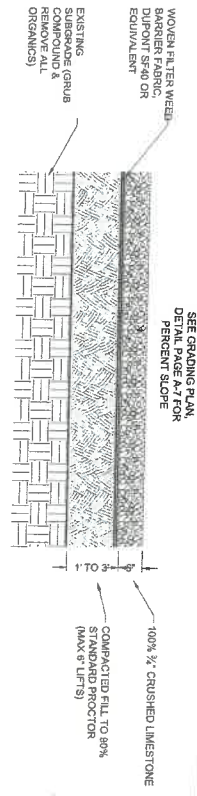
PROJECT LOCATION: 15151 VERIZON ROAD, SUITE 200, WISCONSIN, WI 53587

PROJECT CONTACT: M8842 KASTEN ROAD, HARRISON, WI 54882, CALANET COUNTY

SCALE: NONE

PROJECT NUMBER: 42279

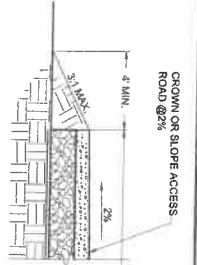
PROJECT NAME: A-5



COMPOUND SECTION

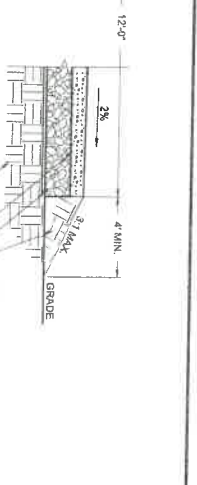
NOTES:
 THE FABRIC SHOULD BE PLACED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. INTERSECTIONS OF SHEETS MUST BE SEWN OR STAPLED TOGETHER AT LEAST 24 INCHES OR AS SPECIFIED BY THE MANUFACTURER. TO PREVENT PHYSICAL DAMAGE OF THE GEOTEXTILE PRIOR TO DURING AND AFTER INSTALLATION UTILITIES SHOULD BE CALLED BEFORE PLACING THE FABRIC.

COMPOUND GRAVEL 1

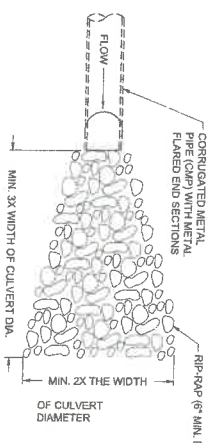


TYPICAL GRAVEL DRIVEWAY

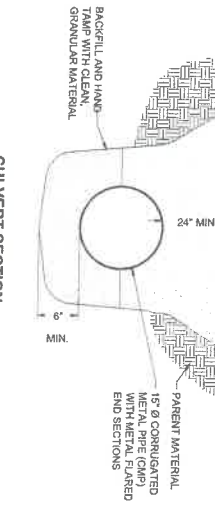
DRIVEWAY SECTION 2



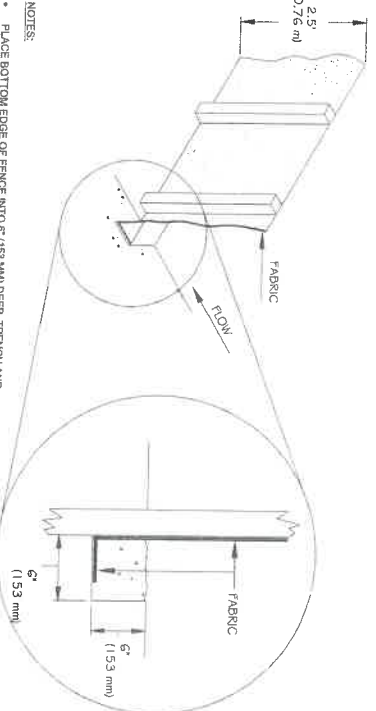
TYPICAL RIP-RAP DETAIL 3



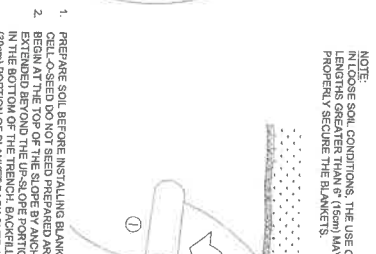
TYPICAL PIPE CULVERT RIP-RAP DETAIL 4



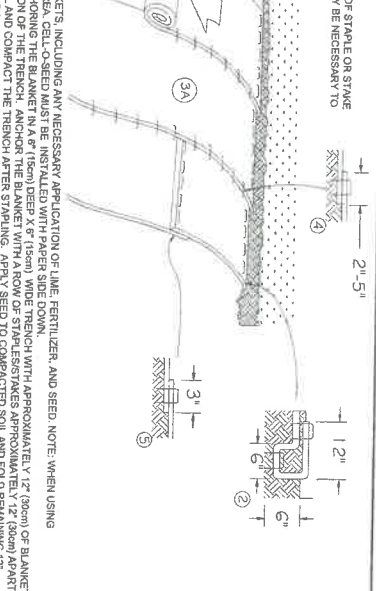
TYPICAL STAPLE PATTERN 5



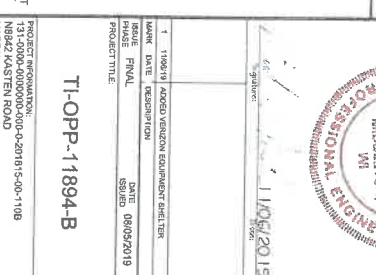
EROSION CONTROL FENCE 5



TYPICAL RIP-RAP DETAIL 3



TYPICAL PIPE CULVERT RIP-RAP DETAIL 4



TYPICAL STAPLE PATTERN 5

NOTES:
 1. PLACE BOTTOM EDGE OF FENCE INTO 6" (153 MM) DEEP TRENCH AND BACKFILL IMMEDIATELY.
 2. POSTS SHALL BE:
 * 4" (122 MM) ON CENTER
 * 2" (50.8 MM) HARDWOOD, PINE OR STEEL FENCE POSTS.
 * MINIMUM LENGTH 2' (60.1 CM) INTO THE GROUND.

NOTE:
 IN LOCAL SOIL CONDITIONS, THE USE OF STAPLE OR STAKE PROPERLY SECURE THE BLANKETS.

1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED. NOTE: WHEN USING SEED, BEGIN AT THE TOP OF THE SLOPE AND WORK DOWN.
2. EXTENDED BEYOND THE UP-SLOPE PORTION OF THE BLANKET IN A 6" (153MM) WIDE TRENCH WITH APPROXIMATELY 12" (305MM) OF BLANKET IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STRAPPING.
3. ROLL THE BLANKETS BACK OVER SEED AND COMPACT THE TRENCH AFTER STRAPPING.
4. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PINE, STAPLES/STAKES SHOULD BE USED TO SECURE THE SOIL SURFACE PATTERNS WHEN USING OPTIONAL DOT SYSTEM.
5. CONSECUTIVE BLANKETS SHOULD BE STAPLED TO SOIL SURFACE APPROXIMATELY 2'-5" (600-1250mm) OVERLAP DEPENDING ON BLANKET TYPE. TO ENSURE PROPER SEAM ALIGNMENT PLACE STAPLES OR THE OVERLAPPING BLANKET BEING INSTALLED ON TOP EVEN WITH THE COLORED SEAM STITCH ON THE PREVIOUSLY INSTALLED BLANKET.
6. FOLLOW MANUFACTURER'S RECOMMENDED STAPLE PATTERN FOR THE SLOPE FOR THE SPECIFIED BLANKET.

PROJECT INFORMATION:
 PROJECT NO. 000-0-00115-00-1108
 18242 KASTEN ROAD
 HARRISON, WI 54882
 CALHOUN COUNTY

COMPOUND SITE DETAILS,
 GRADING & EROSION CONTROL
 DETAILS

SCALE: NONE

DATE: 08/09/2019
 DRAWN BY: CAS
 CHECKED BY: JLF

PROJECT NUMBER: 42279
 SHEET NUMBER: A-6

TILMAN
 INFRASTRUCTURE

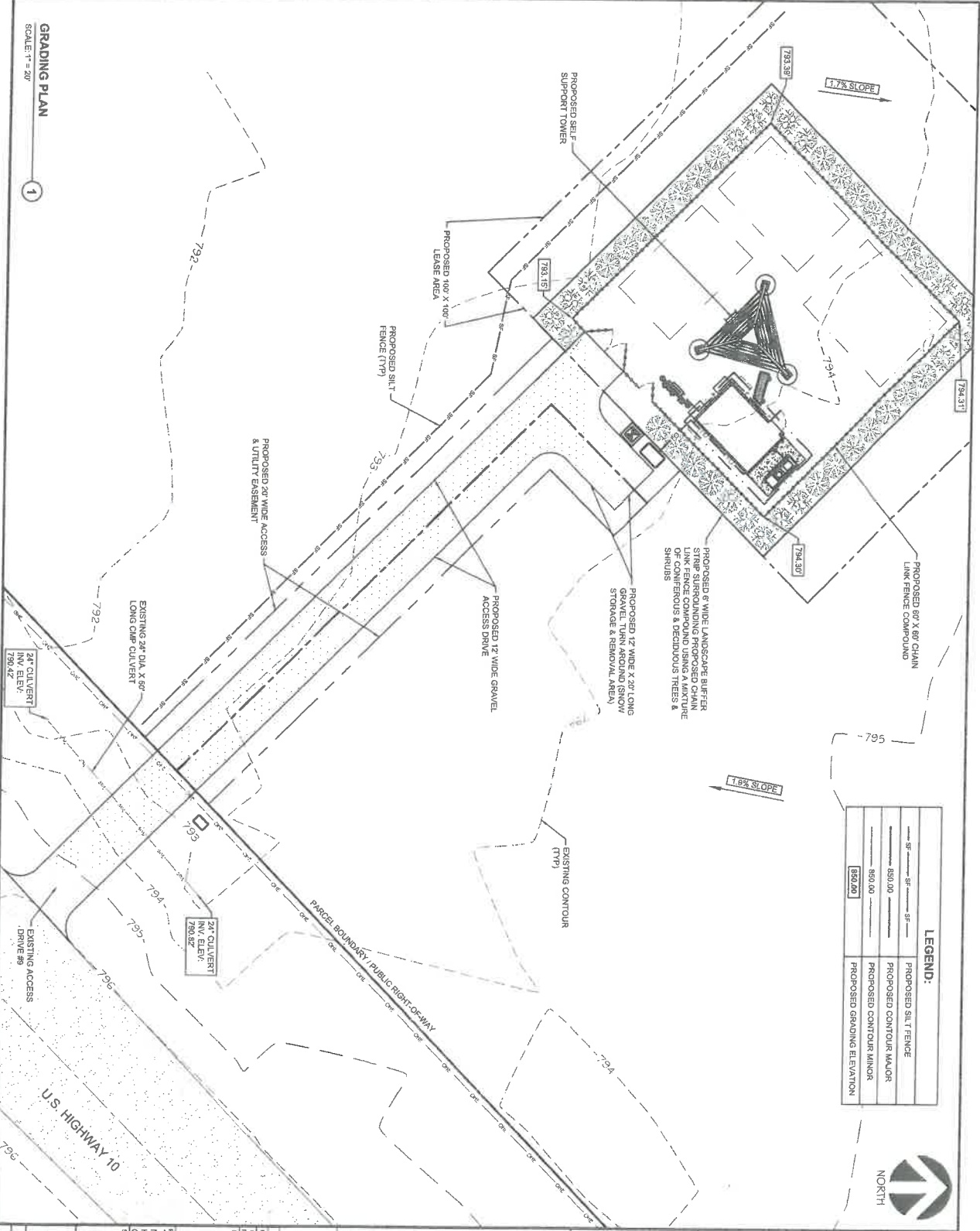
TELCON SERVICES
 10700 HIGGINS ROAD, SUITE 240
 ROSEMONT, IL 60018
 OFFICE: (847) 393-4528

RAMAKER & ASSOCIATES, INC.
 108th STREET OVERPASS
 855 Community Dr, Sauk City, WI 53583
 608-643-4100 www.Ramaker.com
 South City, WI • Winthrop, MN
 Woodliff Lake, NJ • Baytown, TX

Professional Engineer under the State of Wisconsin

WISCONSIN PROFESSIONAL ENGINEER
 MICHAEL L. PINSKE
 36587
 MIDDLETON, WI

DATE: 11/06/2019



GRADING PLAN
 SCALE: 1" = 20'

1

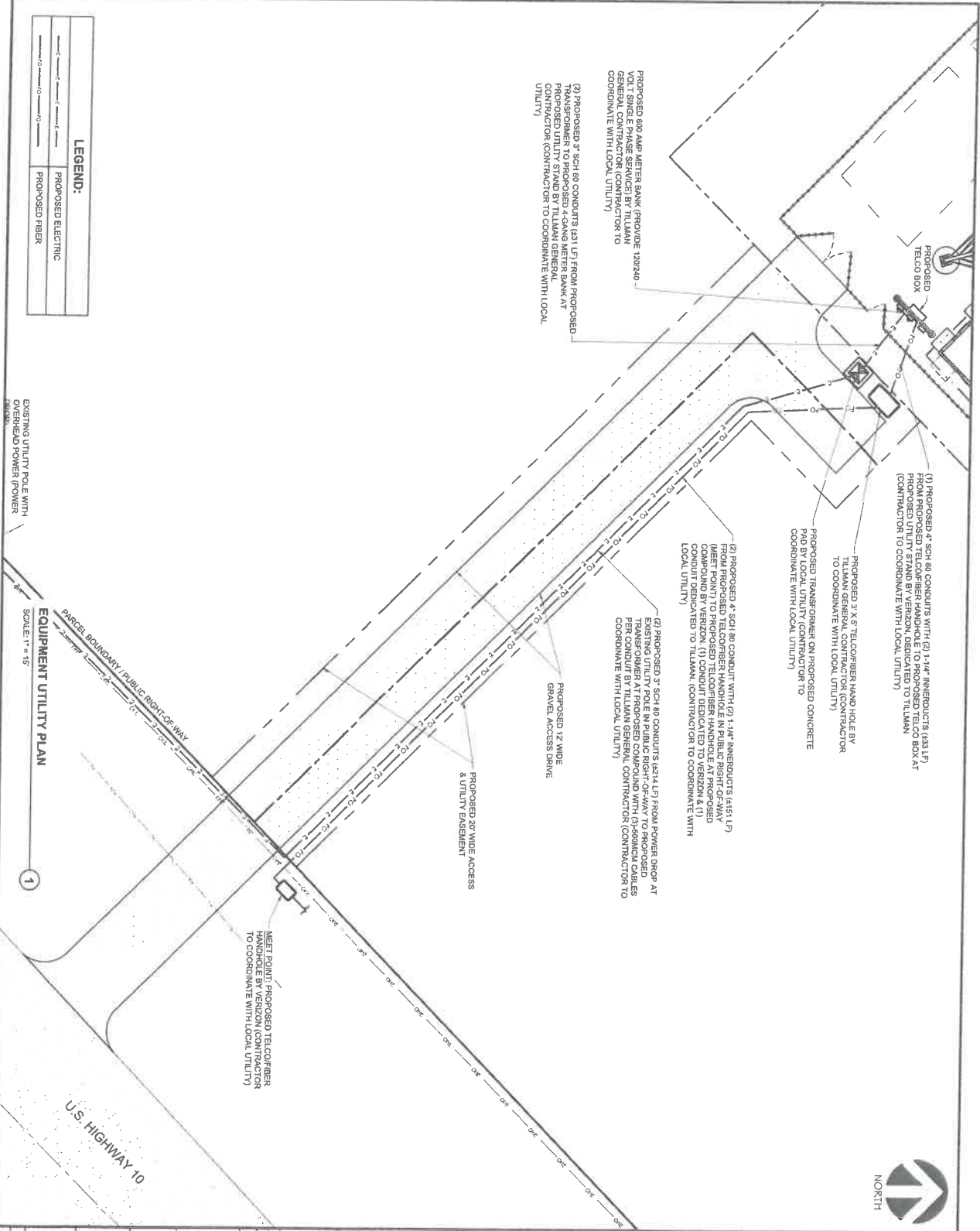
LEGEND:

--- SF ---	PROPOSED SILT FENCE
--- SF ---	PROPOSED CONTOUR MAJOR
--- SF ---	PROPOSED CONTOUR MINOR
--- SF ---	PROPOSED GRADING ELEVATION



<p>TILLMAN INFRASTRUCTURE</p>	<p>LCC</p> <p>TELECOM SERVICES 10700 HIGGINS ROAD, SUITE 240 ROSEMONT, IL 60018 OFFICE: (647) 393-4528</p>	<p>RAMAKER & ASSOCIATES, INC. 100% EMPLOYER-OWNED 855 Community Dr., Sauk City, WI 53583 608-643-4100 www.Ramaker.com Sauk City, WI • Willmar, MN Woodliff Lake, NJ • Boylston, PA</p> <p>WISCONSIN MICHAEL L PINSKE 36387 MIDDLETON, WI PROFESSIONAL ENGINEER</p> <p>11/06/2019</p>	<p>Considered that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Wisconsin.</p>	<p>1 TISSISIA ACQSD VERIZON EQUIPMENT SHELTER</p> <p>MARK DATE DESCRIPTION DATE RESUB</p> <p>ISSUE FINAL DATE 08/05/2019</p> <p>PROJECT TITLE</p>	<p>TI-OPP-11894-B</p> <p>PROJECT NUMBER</p> <p>PROJECT SHEET</p> <p>PROJECT TOTAL</p>
				<p>PROJECT INFORMATION</p> <p>131-0000-000000-000-000-000-000-1500-1188</p> <p>18842 KASTEN ROAD</p> <p>HARRISON, WI 54852</p> <p>SHELTER COUNTY</p> <p>SHEET TITLE</p>	<p>COMPUND GRADING PLAN</p> <p>0 10' 20' 40'</p> <p>11" x 17" - 1" = 20' 22" x 34" - 1" = 10'</p> <p>PROJECT NUMBER 42279</p> <p>PROJECT SHEET A-7</p>

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LEGEND:

	PROPOSED ELECTRIC
	PROPOSED FIBER

EXISTING UTILITY POLE WITH OVERHEAD POWER (POWER)

EQUIPMENT UTILITY PLAN

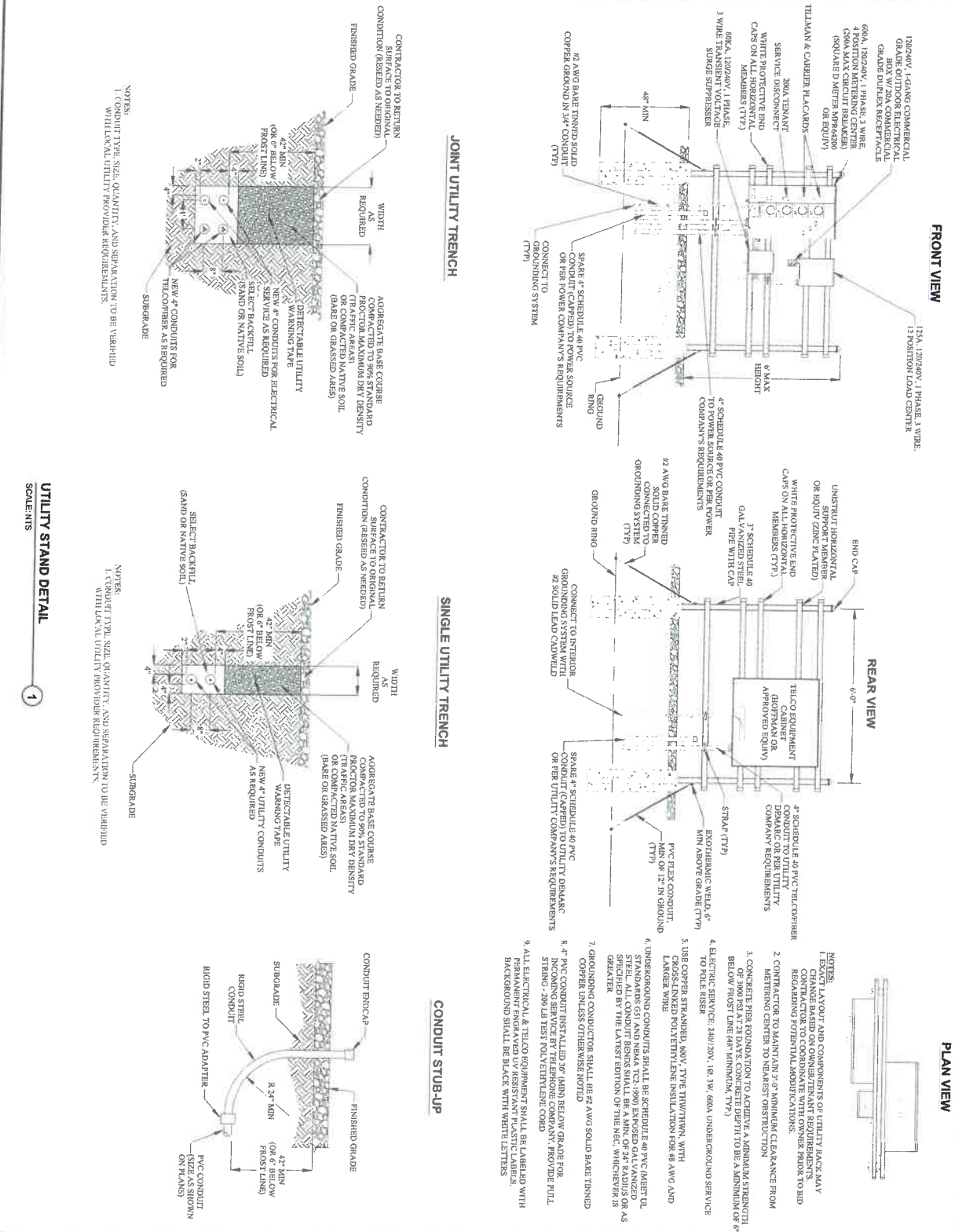
SCALE: 1" = 15'

1

U.S. HIGHWAY 10

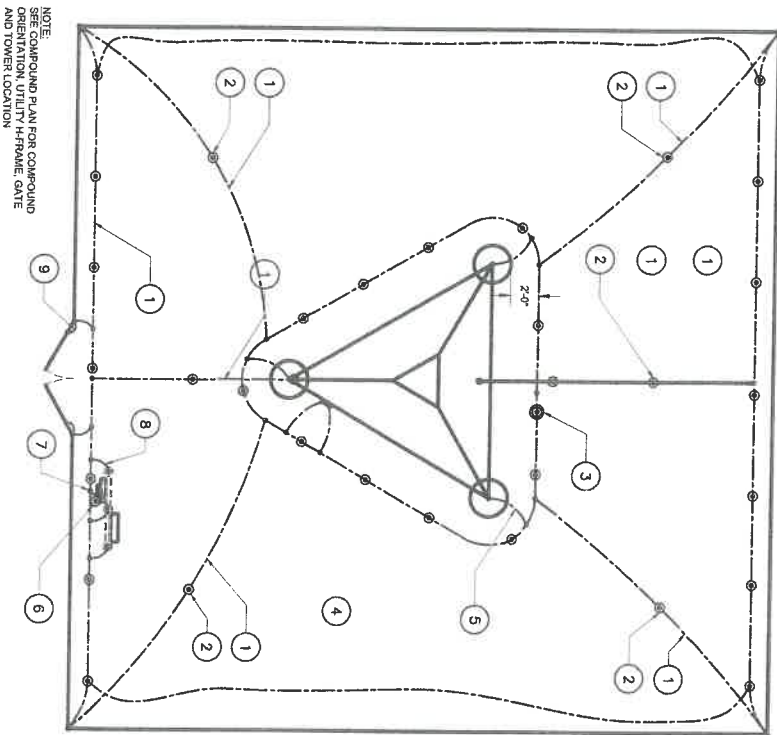


10700 HIGGINS ROAD, SUITE 240 ROSEMONT, IL 60018 OFFICE: (647) 393-4528		855 Community Dr, Sauk City, WI 53583 10001 LANTANA DRIVE - CLIVE, IA 508-643-4100 www.Ramaker.com Sauk City, WI - William, MN, PR Woodcliff Lake, NJ - Beyron, WI		PROJECT: VERIZON 131-07000-0000000-000-0-01615-00-1108 11894 KASTEN ROAD HARRISON, WI 53522 COUNTY: WISCONSIN SHEET TITLE: COMPUND UTILITY PLAN	
PROJECT NO: TI-OPP-11894-B		DATE: 08/05/2019 DRAWN BY: CAS CHECKED BY: JLF		PROJECT TITLE: TI-OPP-11894-B	
1 11/06/19 131-07000-0000000-000-0-01615-00-1108 11894 KASTEN ROAD HARRISON, WI 53522 COUNTY: WISCONSIN SHEET TITLE: COMPUND UTILITY PLAN		PROJECT NO: TI-OPP-11894-B		DATE: 08/05/2019 DRAWN BY: CAS CHECKED BY: JLF	
PROJECT NO: TI-OPP-11894-B		DATE: 08/05/2019 DRAWN BY: CAS CHECKED BY: JLF		PROJECT TITLE: TI-OPP-11894-B	
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10700 HIGGINS ROAD, SUITE 240 ROSEMONT, IL 60018 OFFICE: (847) 393-4528				855 Community Dr, Sauk City, WI 53583 608-643-4100 www.ramaker.com Sauk City, WI • Wilmot, WI Woodliff, IL, NJ • Bayamon, PR	
MICHAEL L. PINISKE PROFESSIONAL ENGINEER MADISON, WI 11/06/2019					
CONTRACTOR: VERIZON PROJECT NO: 42279 PROJECT TITLE: VERIZON EQUIPMENT RENTALS MARK DATE: 11/06/2019 DATE: 08/06/2019 PROJECT TITLE: TI-OPP-11894-B					
SCALE: NONE DRAWING NO: 42279 SHEET NO: E-2					

1. GROUND RING, #2 SOLID TINNED, BARE COPPER WIRE
2. 5/8" x 1/4" COPPER CLAD STEEL GROUND ROD SPACED MIN. 10'-0" MAX. 15'-0" APART
3. GROUND SYSTEM TEST WELL
4. #2 SOLID TINNED, BARE COPPER GROUND WIRE FROM LOWER TOWER GROUND BAR TO NEW GROUND RING (2 REQ'D)
5. #2 SOLID TINNED, BARE COPPER GROUND WIRE FROM TOWER BASE PLATE TO NEW GROUND RING
6. 5/8" x 1/4" COPPER CLAD GROUND ROD FOR ELECTRICAL SERVICE GROUND
7. #2 SOLID TINNED, BARE COPPER GROUND WIRE FROM ELECTRICAL SERVICE GROUND TO LIGHTNING PROTECTION GROUND RING
8. #2 SOLID TINNED, BARE COPPER GROUND WIRE, BOND UTILITY POST W/ VS TYPE CABLED. (1 PER POST REQ'D)
9. ALL T OR EQUAL 20 GROUNDING CONDUCTOR W/ BLACK NEOPRENE INSULATION & RISE-CAPPED ENDS ATTACHED TO GATE POST AND GATE FRAME W/ VS TYPE EXOTHERMIC. INSTALL W/ WELDS 1" ABOVE FINISH GRADE
10. IN THE EVENT A PROPER FOUNDATION IS INSTALLED, THE BURIED GROUND RING SHALL BE INSTALLED A MINIMUM 2 FT. FROM THE EDGE OF CONCRETE



COMPOUND GROUNDING PLAN
 SCALE: NONE

1

TILLMAN
 INFRASTRUCTURE

TELECOM SERVICES
 10700 HIGGINS ROAD, SUITE 240
 ROSEMONT, IL 60018
 OFFICE: (647) 393-4528

RAMAKER & ASSOCIATES, INC.
 10870 BARNHURST DRIVE, D
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 Woodcuff Lake, NJ • Baytown, TX

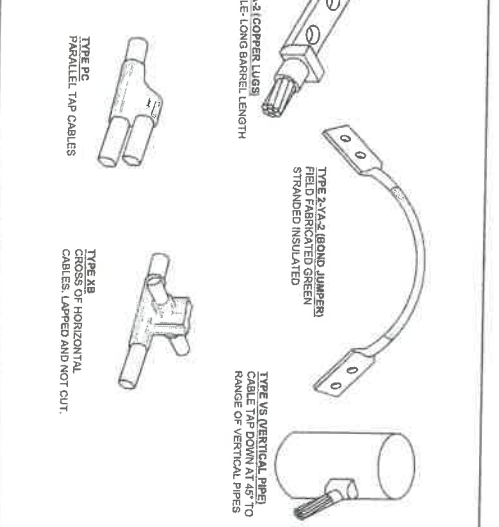
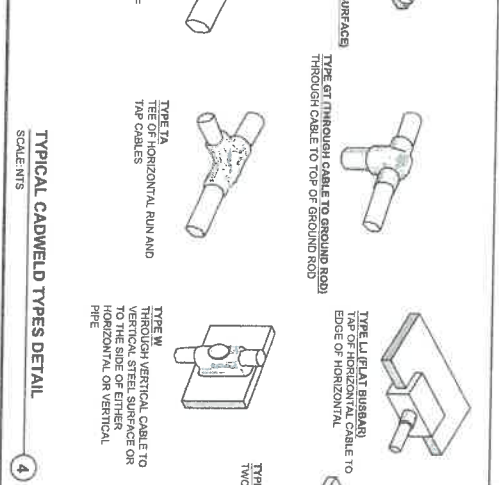
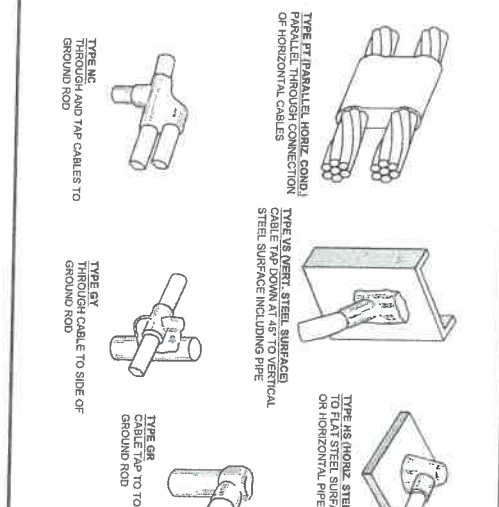
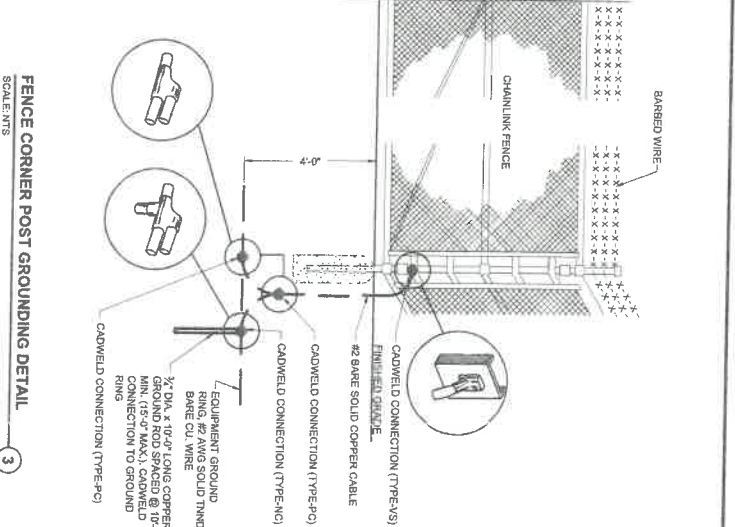
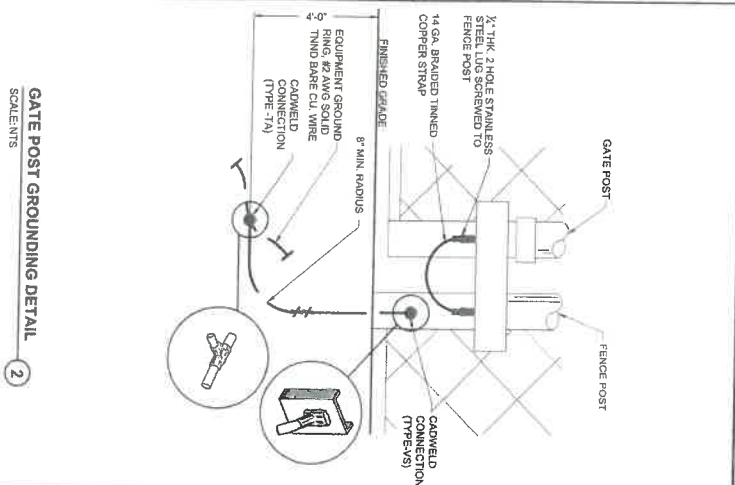
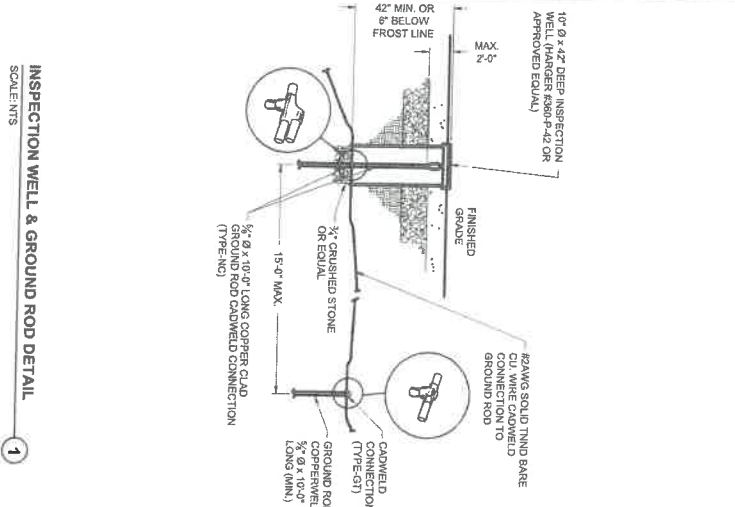


1	TOWER	ADJUST VERIZON EQUIPMENT SHELFER
MARK	DATE	DESCRIPTION
INVOICE	FINAL	DATE
PROJECT TITLE	NUMBER	REVISION
TI-OPP-11894-B		

PROJECT INFORMATION:
 PROJECT NUMBER: 11894-01-00-01-00-1-001
 PROJECT NAME: VERIZON
 PROJECT ADDRESS: 11894 EASTEN ROAD
 PROJECT CITY: HARRISON, WI 54982
 PROJECT COUNTY: CALUMET COUNTY

TYPICAL COMPOUND
 GROUNDING PLAN
 SCALE: NONE

PROJECT NUMBER	42279
PROJECT TITLE	E-3



10700 HIGGINS ROAD, SUITE 240
ROSEMONT, IL 60018
OFFICE: (631) 983-4528

855 Community Dr, Sauk City, WI 53583
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Woodhill Lake, NJ • Bayham, PR

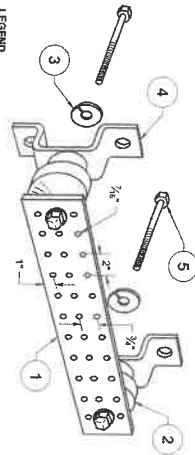
Contractor Risk
We are not an insurance company and do not provide insurance. We are a Professional Engineering firm and our services are not intended to be a substitute for insurance. We are not a broker or agent for any insurance company and do not sell insurance in Wisconsin.

PROJECT INFORMATION:
PROJECT: T1-OPP-11894-B
DATE: 08/06/2019
DRAWN BY: CAS
CHECKED BY: JLF

PROJECT INFORMATION:
PROJECT: T1-OPP-11894-B
DATE: 08/06/2019
DRAWN BY: CAS
CHECKED BY: JLF

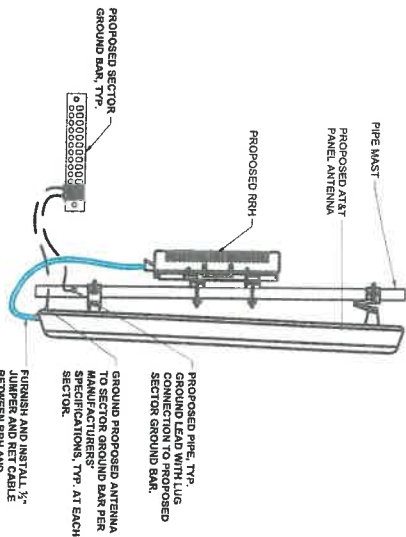
PROJECT INFORMATION:
PROJECT: T1-OPP-11894-B
DATE: 08/06/2019
DRAWN BY: CAS
CHECKED BY: JLF

- NOTES:**
1. ALL MOUNTING HARDWARE CAN BE USED ON 6" 12", 18", ETC. GROUND BARS.
 2. ENTIRE ASSEMBLY AVAILABLE FROM NEWTON INSTRUMENT CO. CAT. NO. 2108R0010 OR AS HARGER TGBH4420M.



- LEGEND**
- 1 TINNED COPPER GROUND BAR, 1/2" X 1/2" NEWTON CO. HARGER TGBH4420M, OR EQUIVALENT. HOLE CENTERS TO MATCH NEMA DOUBLE LUG CONFIGURATION.
 - 2 INSULATORS, INSTRUMENT CO. CAT. NO. 3951-4 OR HARGER EQUIVALENT.
 - 3 3/4" LOCKWASHERS, NEWTON INSTRUMENT CO. CAT. NO. 3918-8 OR EQUIVALENT.
 - 4 WALL MOUNTING BRACKET, NEWTON INSTRUMENT CO. CAT. NO. A-6896 OR HARGER EQUIVALENT.
 - 5 3/4" X 1/4" H.C.S. BOLTS, NEWTON INSTRUMENT CO. CAT. NO. 3912-1 OR HARGER EQUIVALENT.

TYPICAL GROUND BAR DETAIL
 SCALE: NTS 1



TYPICAL ANTENNA GROUNDING DETAIL
 SCALE: NTS 2

				 10700 HIGGINS ROAD, SUITE 240 ROSEMONT, IL 60018 OFFICE: (647) 383-4528	
 855 Community Dr, Sauk City, WI 53583 608-643-4100 www.ramaker.com Sauk City, WI • Wilmot, MN Woodliff Lake, NJ • Baytown, TX				CONSOLE: 2019 11/06/2019 DATE: 11/06/2019 TIME: 11:06:20 AM USER: jsyvud	
PROJECT INFORMATION: PROJECT NO: TI-OPP-11894-B PROJECT TITLE: VERIZON SHELTER EQUIPMENT SHELTER		PRODUCT INFORMATION: PROJECT NO: TI-OPP-11894-B PROJECT TITLE: VERIZON SHELTER EQUIPMENT SHELTER		REVISIONS: NO. DATE DESCRIPTION 1 11/06/19 ADDED VERIZON EQUIPMENT SHELTER	
DRAWN BY: CAS CHECKED BY: JLF		SCALE: NONE		TYPICAL GROUNDING DETAILS	

HUSCH BLACKWELL

Jake Remington
Attorney

555 East Wells Street, Suite 1900
Milwaukee, WI 53202
Direct: 414.978.5527
Fax: 414.223.5000
jake.remington@huschblackwell.com

November 27, 2019

VIA E-MAIL

Mark Mommaerts, AICP
Village Planner
Village of Harrison
W5298 Highway 114
Harrison, WI 54952

E-Mail: mmommaerts@harrison-wi.org

Re: Village of Harrison CUP
Proposed Tillman Wireless Facility on the property located along Hwy. 10,
between Hwy. 114 and Cnty. N, Location 33536

Dear Mr. Mommaerts:

This correspondence follows our meeting of November 26, 2019.

Cellco Partnership d/b/a Verizon Wireless ("Verizon Wireless") agrees to extend the 90-day period afforded the Village of Harrison (the "Village") to approve the Application under Wis. Stat. § 66.0404(2)(d). This extension is subject to these conditions:

- The Village and Verizon Wireless shall proceed with continued consideration of the Application at the Village Plan Commission and Board meetings on January 28, 2020.
- This extension under Wis. Stat. § 66.0404(2)(d) shall not extend beyond February 14, 2020. The Village and Verizon Wireless agree that the 90-day period to complete review of the Application shall expire on February 14, 2020.
- Any further extensions to the 90-day timeline in Wis. Stat. § 66.0404(2)(d), will be invalid unless waiver is granted in writing by the Village and Verizon Wireless detailing the extension to said Wis. Stat. § 66.0404(2)(d) timeline.

HUSCH BLACKWELL

Mark Mommaerts, AICP

November 27, 2019

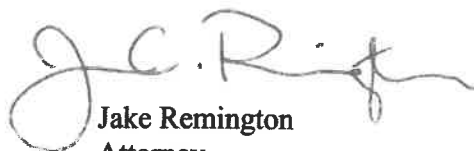
Page 2

If you have questions relative to the forgoing, please contact me. Otherwise, please execute and return a copy of this letter indicating the Village's consent to the terms and conditions set forth herein.

Thank you.

Best wishes,

HUSCH BLACKWELL



Jake Remington
Attorney

Agreed: _____
Mark Mommaerts

JCR



November 26, 2019

Village of Harrison Plan Commission and Board
W5298 State Road 114
Harrison, WI 54952

*RE: Village of Harrison CUP
Proposed Tillman Wireless Facility on the property located along Hwy. 10, between
Hwy. 114 and Cnty. N, Location 33536 at (the "CUP")
Cellco Partnership d/b/a Verizon Wireless ("Verizon") - Statement of Economic Burden*

Dear Members of Plan Commission and Board:

I am employed by Verizon and serve on its Network Real Estate Team. My job duties include oversight of high rent sites in the State of Wisconsin. Please allow this letter to serve as evidence in the above-noted zoning matter, establishing proof of the economic burden experienced by Verizon warranting approval of the CUP.

Verizon presently leases space on a tower owned by SBA Communications located at Highway 10 #11B, Menasha, Wisconsin (the "SBA Tower"). Verizon wishes to relocate its installation from the SBA Tower to the tower proposed to be owned and operated by Tillman Infrastructure which is the subject of the CUP (the "Tillman Tower").

Verizon does not relocate from existing sites without conducting a considerable amount of due diligence. After careful and deliberate consideration, Verizon requests approval of the Tillman Tower CUP.

SBA's economically burdensome monthly fees are approximately **180%** higher than the average rental rate on which Verizon is collocated within Calumet County. The monthly fees on the SBA Tower are dramatically higher than Tillman's. In the case of the SBA Tower, SBA's current rental fee charged to Verizon is approximately **250%** higher the rent Verizon would pay on the Tillman Tower, a price difference that would significantly grow over the years, given Tillman's far more flexible terms. For example, SBA's prices automatically escalate on average between 3-4 % per year, whereas Tillman has no escalation for fifteen (15) years. Tillman's prices are all-inclusive, whereas SBA charges additional fees for almost every technological upgrade -- whether Verizon seeks to add or replace its equipment. Due to SBA's cost-prohibitive escalation terms, Verizon has held off on modifications or upgrades to its equipment on the SBA Tower since 2014. The Tillman Tower and lease terms would immediately offer dedicated space to accommodate Verizon's needs for many years, as opposed to many older SBA towers that may require costly structural modifications, at Verizon's expense, to accommodate new equipment. At the current rate of rent increases, Verizon would be forced to spend over \$1,783,235.17 more

than Tillman's pricing on this site for a 25 year lease term. This \$1,783,235.17 figure assumes Verizon would perform no technological upgrades to its SBA Tower installation.

Verizon continuously upgrades equipment on its towers to improve service for its customers. The fact that Verizon has not recently upgraded its installation at the SBA Tower does not imply that Verizon desires to remain on this SBA tower, nor does it demonstrate that its installation is technologically updated. In fact, it confirms the monopoly power of SBA, as Verizon had no choice but to either capitulate to SBA or refrain from updating its installation at the SBA site.

Sincerely,

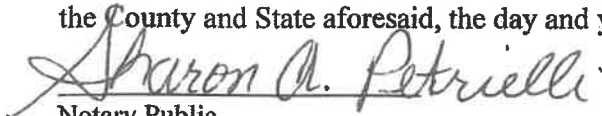
Cellco Partnership d/b/a Verizon Wireless

By: 
Michael J. Cosentino
Engineer III Spec-RE/Regulatory

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

On this 26th day of November, 2019, before me appeared Michael J. Cosentino, to me personally known, who, being by me duly sworn did say that he serves Cellco Partnership d/b/a Verizon Wireless, a limited partnership, in the capacity noted above and that the foregoing instrument was signed and sealed in behalf of said partnership, and he acknowledged said instrument to be the free act and deed of said partnership.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.


Notary Public
My Commission Expires:



VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Mark J. Mommaerts, AICP, Planner

Meeting Date:

January 28, 2020

Title:

Conditional Use Permit – Driscoll Properties

Issue:

Should the Village Board approve the Conditional Use Permit for a multiple-family residential development?

Background and Additional Information:

The applicant is proposing a multi-family residential development on property located along N Coop Road between Manitowoc Road and Midway Road. The development consists of 31 8-unit buildings (248-units) and 6 10-unit buildings (60-units) for a total of 308-units, all three-bedroom, two-bathroom units with attached garages. The developer is planned to complete the development in 5 phases. Phase 1 will consist of 5 8-unit buildings and 1 10-unit building (50-units total), entrance off Manitowoc Road and entrance off N Coop Road, associated driveways and garages, and a wet detention pond. Subsequent phases to have a varying number of units in each phase. A landscape buffer is proposed along N Coop Road and Manitowoc Road. A Comprehensive Plan Amendment and Zoning Map Amendment were approved for this development in October 2019.

Conditional Use Permit:

The zoning ordinance requires a Conditional Use Permit for any multiple-family development greater than 3-buildings or greater than 24-units. The applicant is proposing a total of 308-units. Landscaping and buffering are proposed along the single-family residential uses to the east and south. Access is planned from Manitowoc Road and N Coop Road at two locations, Nettie Drive and Dahlia Drive. Staff suggests that future access to future Eisenhower Drive be planned.

Basis for Approval: (from the Zoning Ordinance Section 117-319)

1. *Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. Where there is an existing nonconforming structure, the design standards of the underlying zoning district may be waived by the plan commission and town board. The proposed multi-family development is an allowable use in the MF zoning district.*
2. *Plans. The proposed use conforms to the comprehensive plan and any other officially adopted plan. The proposed multi-family development conforms to the Comprehensive Plan.*
3. *Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. Entrances are proposed*

onto Manitowoc Road and N Coop Road. East Central Wisconsin Regional Planning Commission identifies both Manitowoc Road and N Coop Road as 'Urban Collector' streets. Two-lane roads can often time handle daily traffic counts up to 8000-10,000. N Coop Road has average daily traffic counts around 1,800 and Manitowoc Road is around 2,200-2,700 (based on WisDOT TCMAP data). The level of service may decrease during peak traffic times, especially during school drop-off/pick-up. Staff suggest access point(s) to future Eisenhower Drive.

4. *Landscaping and screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards.* The development plans indicate a line of plantings along the south and east sides. The development proposes attached 2-car garages and minimal outdoor parking areas so any parking or lighting impacts from vehicles will be similar to a typical subdivision development.
5. *Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust.* The multi-family residential proposed will be a buffer between the commercial development along future Eisenhower Drive and the single-family homes to the east. Landscape screening and buffering should be utilized to further reduce potential conflicts. The development is mostly residential which is the predominant land use to the east.
6. *Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided.* Sanitary sewer and water can be provided to the site. Stormwater management is proposed on-site.

Budget Impacts:

None

Recommended Action:

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

Staff recommends approval the Conditional Use Permit with the following conditions:

1. Development shall receive Site Plan Review, Harrison Utility, Stormwater Management & Erosion Control, Zoning Permit, and Building Permit approvals prior to starting any construction.
2. Public sewer and water easements will be required through the development. Please work with the Public Works Department and Harrison Utilities to meet all utility specifications.
3. The water looping main shall be 10-inch water mains. Please work with the Public Works Department and Harrison Utilities to meet all utility specifications.
4. All exterior parking area lighting shall be direct cut-off fixtures to reduce/eliminate any glare.
5. Any dumpster enclosures shall be review and approved in accordance with zoning provisions (no dumpster enclosures are anticipated; single cart refuse is proposed).

6. Access to future Eisenhower Drive shall be planned. Upon construction of Eisenhower Drive, development owner agrees to construct access point(s) as approved by the Village within 1-year of Eisenhower Drive completion.
7. Additional landscape screening along Midway Road shall be provided.
8. Landscape berms shall be constructed as indicated on plan set and to be built according to phasing schedule, or sooner.
9. Please note that a Notice of Intent (NOI) shall be filed with the Wisconsin Department of Natural Resources. A permit application and the Certificate of Coverage will be required before site plan approval is granted.
10. It appears that some wetlands are to be filled/graded as a part of construction. Wetland fill permits may be required with the WDNR. Please provide approvals when they are received, if required.
11. Please ensure that a Storm Water Management Report is provided that will outline how the Post-Construction Storm Water Requirements for the development will be met. If not all detention facilities are to be installed as a part of the first phase, please ensure that each phase will meet the requirements as the site develops.
12. An Erosion Control Plan and site details (structures, detention basins, etc.) will be required for review. Please ensure that all information is provided for review.
13. Insets may be required for certain plan sheets for visibility; specifically the Drainage Plan and the Utility Plan.
14. All provisions of the zoning ordinance and all other Village ordinances shall be met.
15. Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.
16. All necessary permits shall be obtained prior to construction.

Attachments:

- Project Narrative
- Plan Set

Driscoll Luxury Properties

Project Narrative

Description:

The project consists of 31 eight unit apartments and six ten unit townhomes for a total of 308 units. The buildings all include 3 bedrooms, 2 baths and attached garages for all units. The plan also includes several supplemental garages for the residents. The intent is to provide luxury homes with premium finishes and appliances. The anticipated rents will be in the range of \$1,200 to \$1,700 per month. The apartments will be market rate and not be subsidized housing. The overall density of the project is 5.9 units per acre, which would be considered low density multi-family.

There will be an onsite manager with 8am to 5pm working hour during the week. The manager is on call 24/7 in the event of an emergency. Lawn care and snow removal maintenance will be contracted. Trash removal will be contracted for curb side pickup with a private hauler.

Traffic

If the entire 72 acres were developed as residential single family, it could be expected to yield up to 194 lots or homes. Average number of trips generated is 9.57 per home, or 1,856 per day. In comparison, a low rise apartment would generate 6.59 per home. A rental Townhome generates 5.86 trips per home. The total traffic generated from this project is then 1,986, which is only 7% more than potentially what is could be if single family homes. These estimates are based from the Institute of Transportation Engineers Trip Generation manual, 6th edition.

As planned, the site has one entrance/exit point onto Manitowoc Road and 2 from Coop Road. Midway Road along the north boundary is a restricted access County Highway. The County would allow a temporary construction access if requested prior to the development of Eisenhower. Since phasing begins on the south and will progress north, it is unclear at this point if the timing will allow for the developer to use Midway as a construction entrance, but if the timing allows, it will be pursued.

Sewer and Water Utilities

The project will be served by Harrison Utilities, but also borders City of Appleton on the north and Darboy Sanitary District on the east. It is proposed at this time that the sanitary sewer and water mains will be public within an easement with access granted to the district and Village for access to maintain the facilities. Since connection to water mains outside the district will be prohibited a second connection for water main is planned onto Eisenhower Drive when it becomes available.

Storm Water Management

The property will be served by two storm water ponds. The storm water ponds will be designed to treat storm water runoffs in accordance with State and Local regulations. In addition peak discharges will be analyzed at the point of discharge in consideration of safe outlets and potential for flooding.

Outside Storage

Each unit will have an attached garage and additional garage space will be made available to those who may desire; therefore outside storage materials, equipment, or vehicles will be prohibited. Guest parking is available in each unit's driveway. Parking would not be considered storage.

Driscoll Luxury Properties

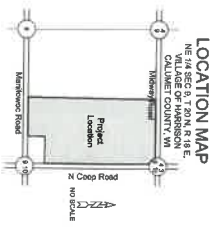
Village of Harrison, Calumet County, WI

For: Millennium Construction



LEGEND

- Existing Tree
- Proposed Landscaping
- Proposed Asphalt Paved
- Proposed Concrete Paved
- Proposed Storm Water
- Proposed Utility



Project Information

Site Address:
 247.207 SF (5.72%)
 247.207 SF (5.72%)
 463,511 SF (12.00%)
 329,653 SF (8.37%)
 2,583,543 SF (65.20%)
 Total Site Area = 4,021,514 SF (103.66%)

Site Address:
 852.298 SF (21.27%)
 247.207 SF (6.24%)
 463,511 SF (11.77%)
 329,653 SF (8.45%)
 2,583,543 SF (65.27%)
 Total Site Area = 4,021,514 SF (103.66%)

1. 31 apartment buildings with 10 units each.
2. 31 apartment buildings with 8 units each.
3. 31 apartment buildings with 6 units each.
4. Existing site area shall be improved to meet the Village of Harrison standards.
5. Final detailed site plan shall be submitted to the Village of Harrison for review.
6. Final detailed site plan shall be submitted to the Village of Harrison for review.

Owner:
 Driscoll Properties, LLC (Henry Chew)
 2022 W. Wisconsin Ave., Suite 102
 Appleton, WI 54911
 Phone: (920) 777-0200

General Contractor:
 Millennium Construction
 425 W. Wisconsin Ave.
 Appleton, WI 54911
 Phone: (920) 777-0200

SHEET INDEX

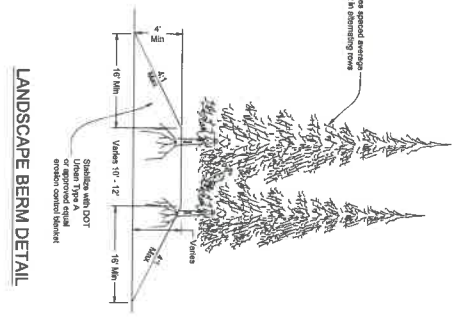
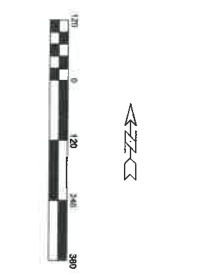
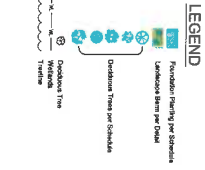
Sheet	Description	Page
C1.0	Site Plan	1
C1.1	Site Plan	2
C1.2	Site Plan	3
C1.3	Site Plan	4
C1.4	Site Plan	5



SITE PLAN

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 1804 Providence Drive, Appleton, WI 54912
 Phone: (920) 777-0200
 Fax: (920) 777-0201
 www.davelinc.com

Project Number 5775
 January 7, 2020



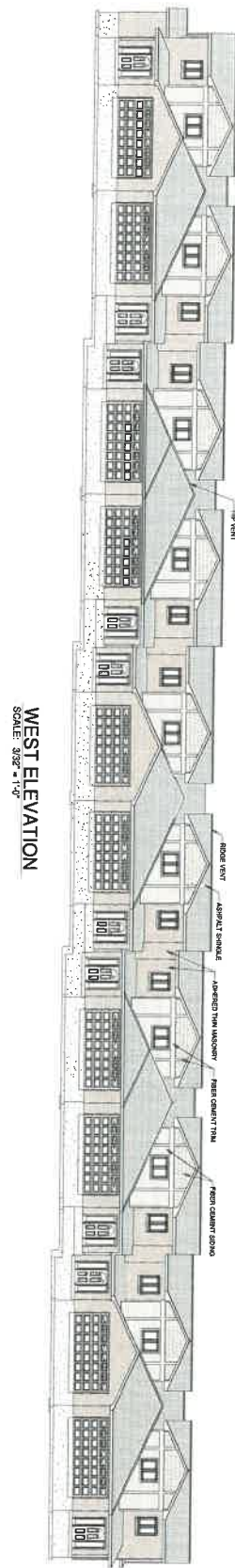
- Landscape Notes:**
1. Trees: All trees to be planted. Trees to be planted from 10' to 12' high. 3" dia. crotch of developed landscape medium of 3' depth and above.
 2. All other landscaping to be installed from the same time.
 3. All other landscaping to be installed from the same time (CMT) 1 (S) year.
 4. All other landscaping to be installed from the same time of planting.
 5. All other landscaping to be installed from the same time of planting.
 6. All other landscaping to be installed from the same time of planting.
 7. All other landscaping to be installed from the same time of planting.
 8. All other landscaping to be installed from the same time of planting.

Drawn:	01/17/2020
Checked:	01/17/2020
Scale:	AS SHOWN
Project:	Village of Harrison
Sheet:	CL 13

Driscoll Luxury Properties
 Village of Harrison, Calumet County, WI
 For: Millennium Construction

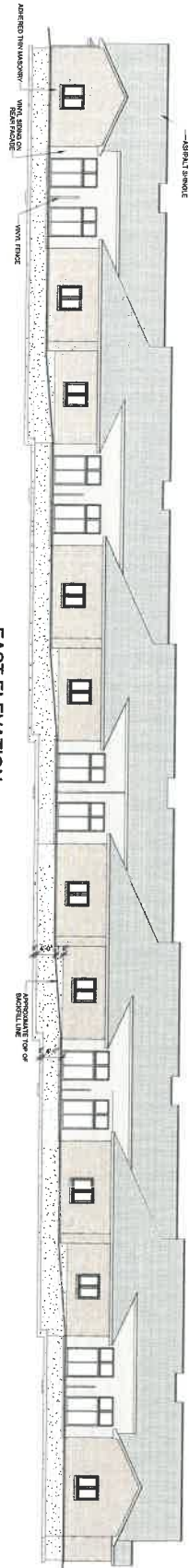
LANDSCAPE PLAN

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-891-1698 Fax: 920-441-0804
 www.davel-pro

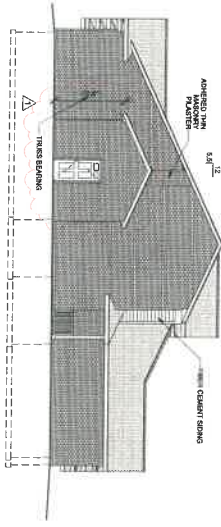


WEST ELEVATION
SCALE: 3/32" = 1'-0"

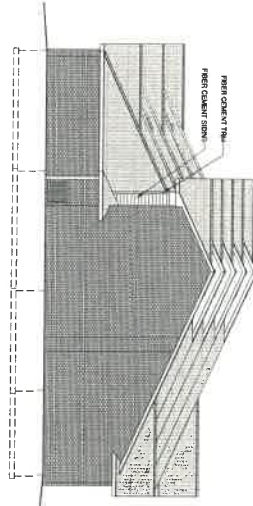
EXIST. DEPTH NOTE:
EXISTING FOUNDATION DEPTH IS 3'-6".
PROPOSED FINISH DEPTH IS 4'-6".



EAST ELEVATION
SCALE: 3/32" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

NOT FOR CONSTRUCTION

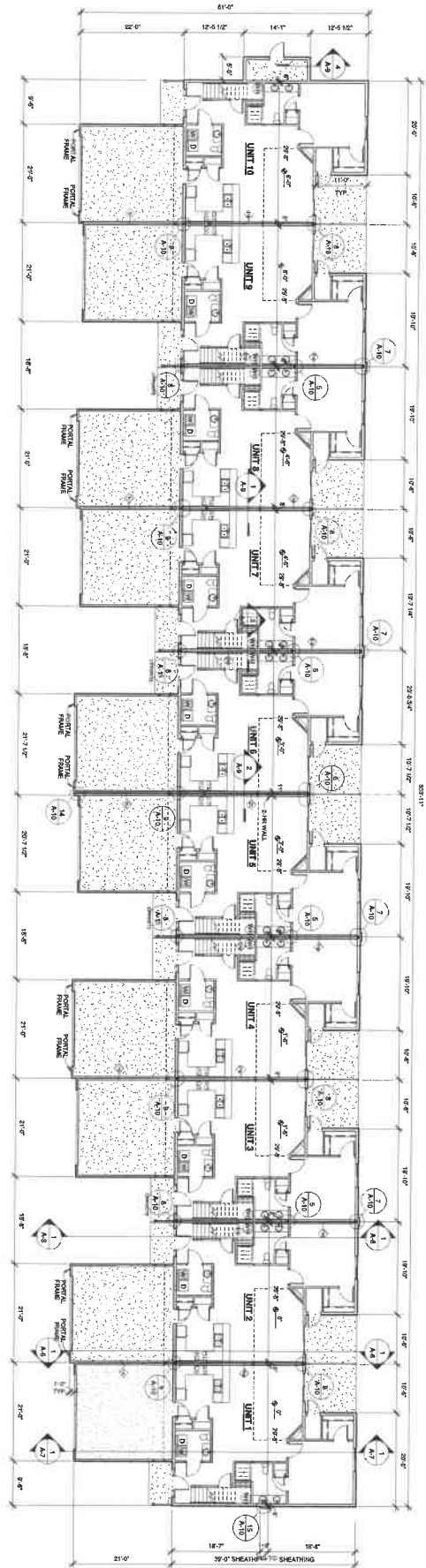
A-5
SHEET NO.

THOMAS KLOIBER & ASSOCIATES, Inc.
Architects - Designers - Planners
389 Welhouse Dr.
Kimberly, WI 54136
Ph: (920) 734-4972
Fx: (920) 882-7725

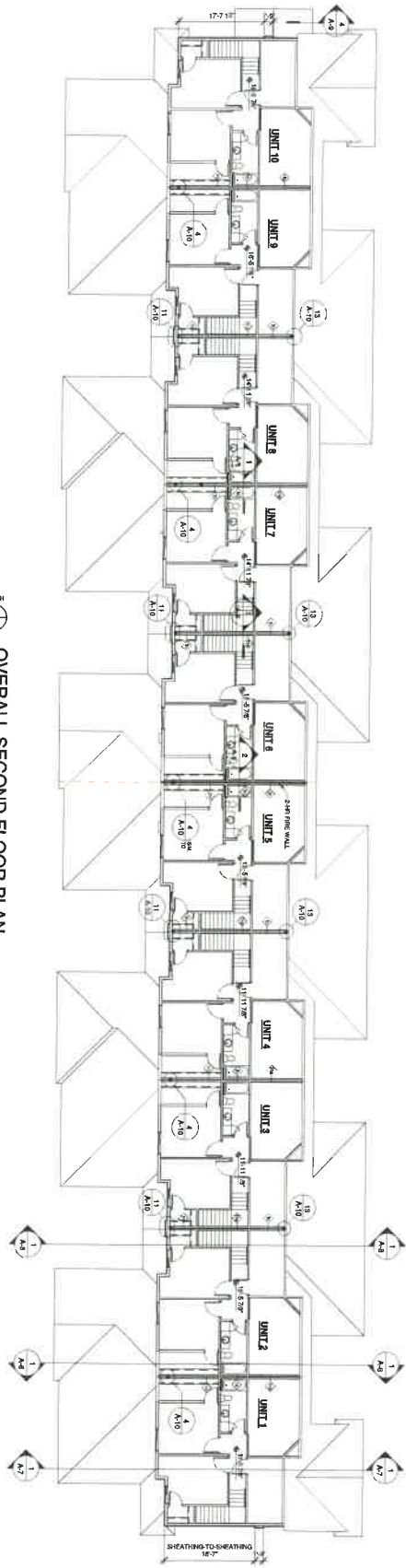
NO.	DATE	REVISION
1	5/22/2018	Revision 1

PROJECT
PROPOSED 10-UNIT TOWNHOUSE FOR DRISCOLL LUXURY PROPERTIES

Written dimensions on these drawings shall have precedence over scaled dimensions. Contractor shall verify and be responsible for all dimensions and conditions on the job. Kloiber & Associates shall be notified of any variations from the drawings and conditions shown by their drawings prior to the execution of any work. All design, design arrangements, and items published or represented by this drawing are owned by, and property of, Kloiber & Associates. None of the data, calculations, or items shall be used by or disclosed to any person, firm, or corporation for any purpose whatsoever without the written permission of Kloiber & Associates.



OVERALL FIRST FLOOR PLAN
SCALE: 3/32" = 1'-0"



OVERALL SECOND FLOOR PLAN
SCALE: 3/32" = 1'-0"

FLOOR PLAN GENERAL
1. DIMENSIONS FOR INTERIOR WALLS ARE BASED ON
2. DIMENSIONS FOR EXTERIOR WALLS ARE BASED ON
3. DIMENSIONS TO CENTERLINE UNLESS NOTED OTHERWISE

NOT FOR CONSTRUCTION

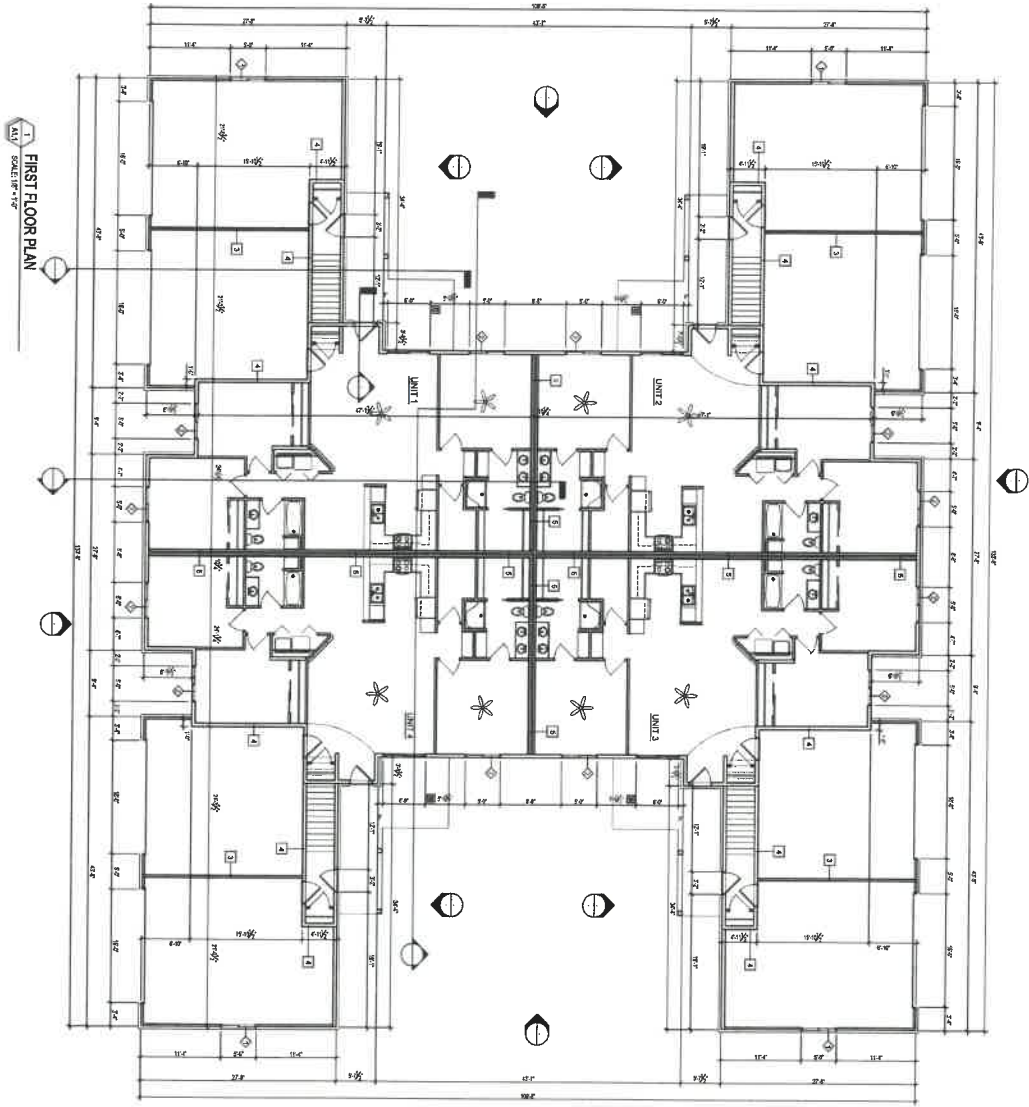
DATE: 5/22/2018
DRAWN BY: G.O.
CHECKED BY: A-2

THOMAS KLOIBER & ASSOCIATES, Inc.
389 Walhouse Dr.
Kimberly, WI 54136
Ph: (920) 734-4972
Fax: (920) 882-7725
Architects - Designers - Planners

PROJECT: PROPOSED 10-UNIT TOWNHOUSE BUILDING G
DRISCOLL LUXURY PROPERTIES

REVISION

When dimensions on these drawings shall have no indication of exact dimensions, Contractor shall verify and be responsible for all dimensions and locations on the job. Klobier & Associates shall be notified of any variations from the drawings and conditions shown by those dimensions prior to the execution of any work. All areas, design or arrangement, and shall be subject to or represented by the drawings are owned by, and property of Klobier & Associates. None of the lines, annotations, or plans shall be used by or disclosed to any person, firm, or corporation for any purpose whatsoever without the written permission of Klobier & Associates.



1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

GENERAL CONSTRUCTION NOTES

CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND AUTHORITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND AUTHORITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND AUTHORITIES.



428 W. WISCONSIN AVENUE
APPLETON, WISCONSIN 54911
TEL: 920.832.8888
FAX: 920.832.8889
WWW.MILLENNIUMCONSTRUCTION.COM

MILLENNIUM CONSTRUCTION, INC. HAS BEEN AWARDED THE CONTRACT FOR THE CONSTRUCTION OF THE DRISCOLL LUXURY PROPERTIES. THE PROJECT IS BEING DESIGNED BY ARCHITECTS AND ENGINEERS. THE PROJECT IS BEING DESIGNED BY ARCHITECTS AND ENGINEERS. THE PROJECT IS BEING DESIGNED BY ARCHITECTS AND ENGINEERS.

DRISCOLL LUXURY PROPERTIES

MANITOWOC ROAD AND N COOP ROAD | HARRISON, WI 54615

REVISIONS	DATE	DESCRIPTION

DRAWN	CHECKED

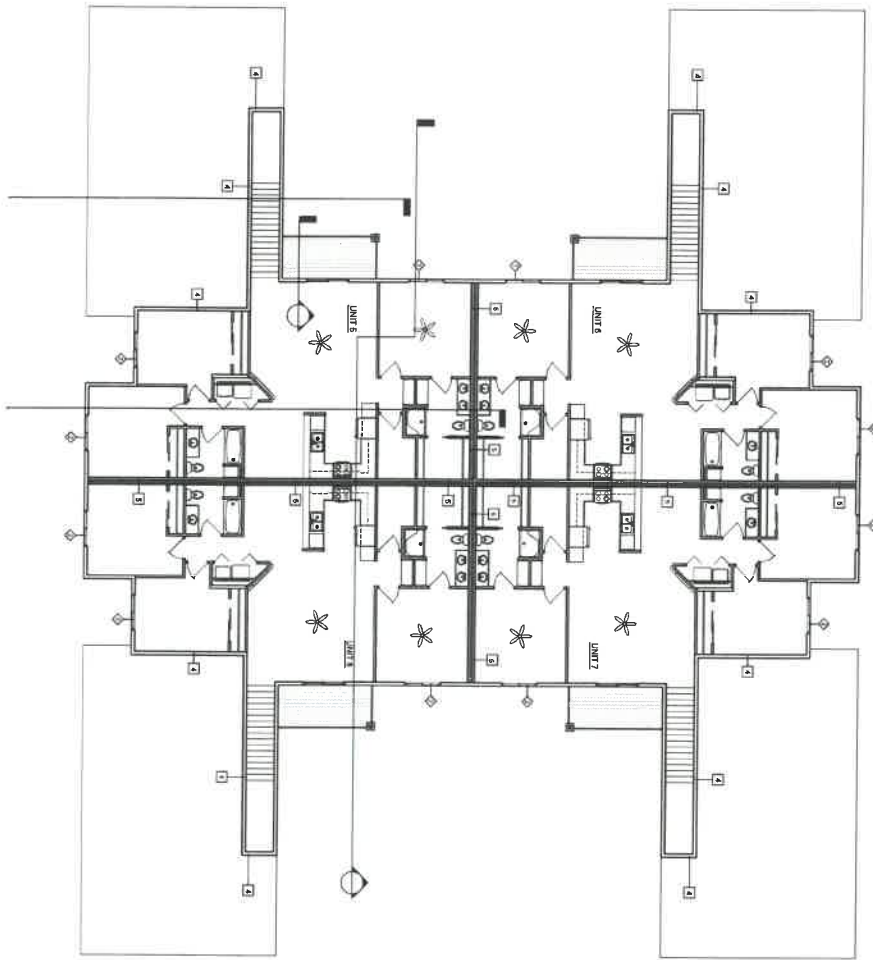
PROJECT NO.
140584033

DATE
01-07-2020

SHEET NO.
A1.1

PRELIMINARY
NOT FOR CONSTRUCTION

SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



GENERAL CONSTRUCTION NOTES

CONTRACTOR SHALL VERIFY DIMENSIONS TO FIELD ON EXISTING INTERIOR WALLS AND ALL EXISTING PARTITIONS AND TRIM. MAKE AS NOTED DIMENSIONS ON ALL EXISTING PARTS PER FINAL TAKEOFF.
 SEE EXISTING SECTION AND TRAIL SECTION FOR EXTERIOR WALL CONSTRUCTION OF THIS AND ADJACENT DEVELOPMENT AND DISCREPANCIES OF THIS SECTION EXTERIOR CONSTRUCTION SHALL BE CORRECTED TO THE APPLICABLE FINAL CONSTRUCTION.



425 W. WISCONSIN AVENUE
 APPLETON, WISCONSIN 54911
 TEL: 920.282.2898
 WWW.MILLENNIUMCONSTRUCTION.COM

MILLENNIUM CONSTRUCTION, INC. IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, ANCESTRY, COLOR, SEX, AGE, SEXUAL ORIENTATION, OR DISABILITY. WE ARE AN AFFIRMATIVE ACTION EMPLOYER.

DRISCOLL LUXURY PROPERTIES

MANITOWOC ROAD AND N COOP ROAD | HARRISON, WI 54915

REVISIONS

DATE	DESCRIPTION
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

DATE: 01-07-2020
 PROJECT NO: 140584003
 DRAWN: [] CHECKED: []
 SHEET NO: **A1.2**

PRELIMINARY
 NOT FOR CONSTRUCTION

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

January 28, 2020

Title:

CSM – Driscoll Properties

Issue:

Should the Village Board approve the CSM?

Background and Additional Information:

The applicant is proposing a 2-lot Certified Survey Map (CSM) as part of the multi-family residential development on property located along N Coop Road between Manitowoc Road and Midway Road. Lot 1 will be the commercial portion of the site and Lot 2 will be the multi-family residential development being proposed. The commercial area is adjacent to future Eisenhower Drive. The CSM dedicates portions of N Coop Road, Manitowoc Road, and future Eisenhower Drive to the public.

Budget Impacts:

None

Recommended Action:

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

Staff recommends approval of the Certified Survey Map.

Attachments:

- CSM
- Aerial Map

Calumet County, WI

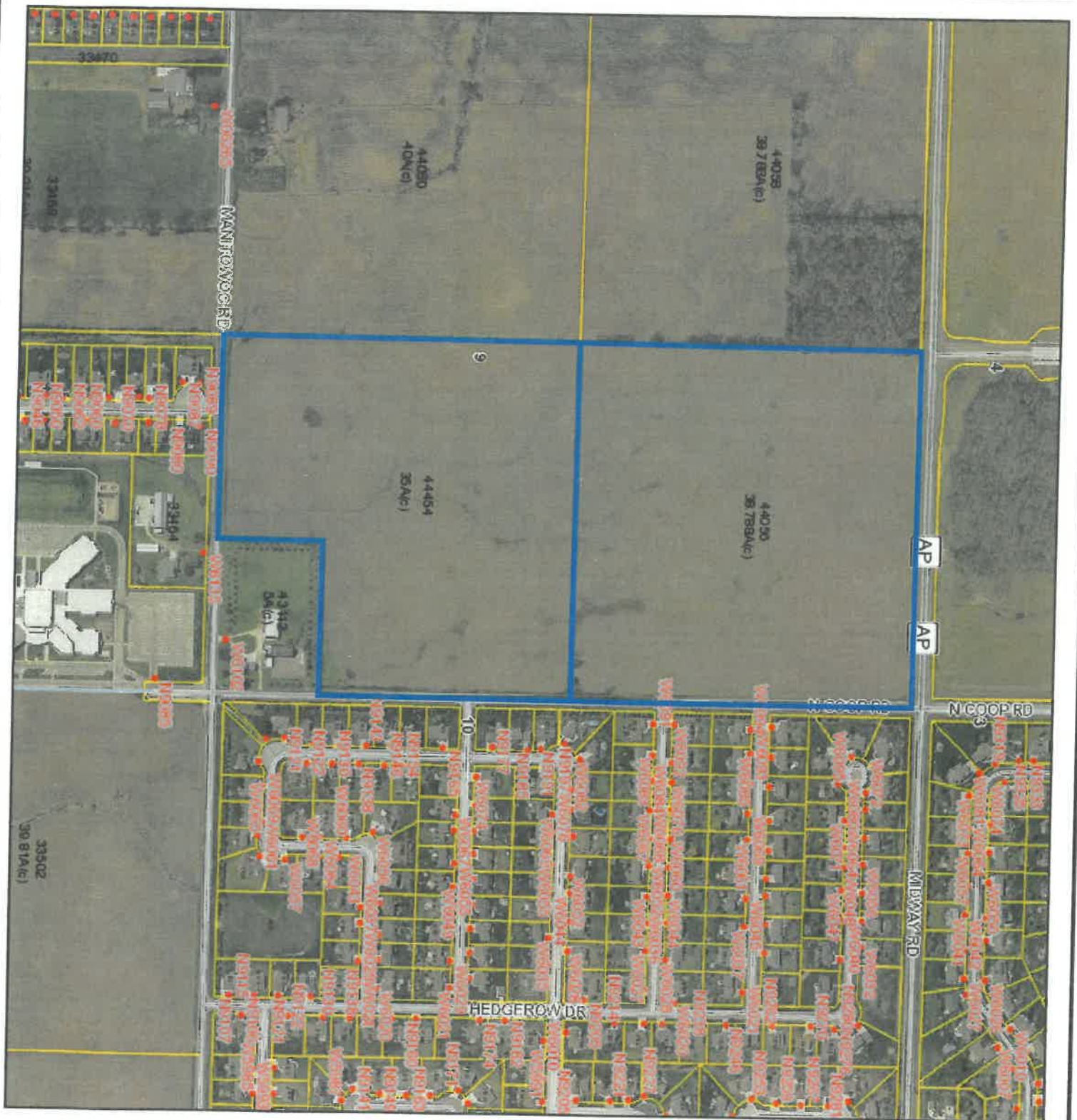
Legend

- Address Point
 - County Boundary
 - Wisconsin Water
 - Unincorporated Community
 - Town Boundary
 - Point of Interest
 - Parcel Boundary
 - PLSS Section
 - State Parks
 - County Parks
 - Lake
 - River and Stream
 - Major Roads
 - Local Roads
 - Local Roads
 - Municipal Streets
 - Trail
 - Railroad
- Color 2018
- Red: Bank_1
 - Green: Bank_2
 - Blue: Bank_3



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

Author:	
Data Printed:	01/21/20 1:32 PM
Sources:	



Certified Survey Map No. _____

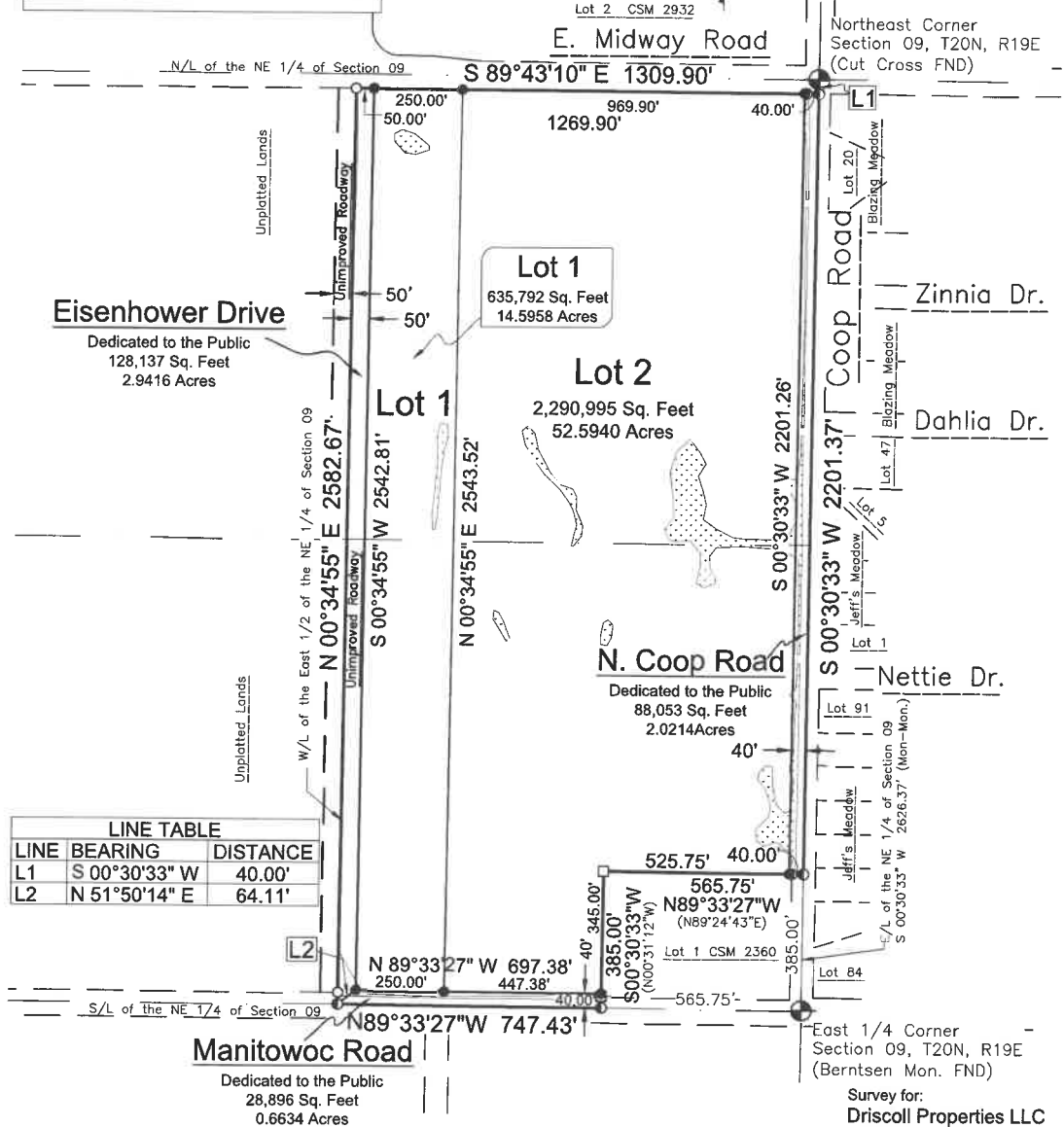
Part of the East 1/2 of the Northeast 1/4 of Section 09,
Township 20 North, Range 18 East Village of Harrison,
Calumet County, Wisconsin.

LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- ⊙ Masonry (PK) Nail SET
- 3/4" Rebar Found
- ⊕ Government Corner
- () Recorded As
- ▨ Wetland Boundary - Cedar Corp.

0 400 800

Bearings are referenced to the East line of the
Northeast 1/4, Section 09, T20N, R18E,
assumed to bear S00°30'33"W, base on the
Calumet County Coordinate System.



LINE TABLE

LINE	BEARING	DISTANCE
L1	S 00°30'33" W	40.00'
L2	N 51°50'14" E	64.11'



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Scott R. Andersen
Professional Land Surveyor No. S-3169
scott@davel.pro

Date _____
Survey for:
Driscoll Properties LLC
1358 Yorkshire Court
Neenah, WI 54956
Drafted by: scott
Sheet: 1 of 3

Certified Survey Map No. _____

Part of the East 1/2 of the Northeast 1/4 of Section 09,
Township 20 North, Range 18 East Village of Harrison,
Calumet County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Harrison, and under the direction of Driscoll Properties LLC, the property owners of said land, I have surveyed, divided, dedicated and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is located in part of the East 1/2 of the Northeast 1/4 of Section 09, all being in Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, containing 3,171,872 Square Feet (72.8162 Acres) of land described as follows:

Commencing at the Northeast 1/4 corner of Section 09; thence S00°30'33"W along the east line of the Northeast 1/4 of said Section 09, 40.00 feet to the point of beginning; thence continuing along said east line, S00°30'33"W, 2201.37 feet to the north line of Lot 1 of Certified Survey Map No. 2360; thence N89°33'27"W along said north line, 565.75 feet to the west line of said Lot 1; thence S00°30'33"W along said west line, 385.00 feet to the south line of the Northeast 1/4 of said Section 09; thence N89°33'27"W along said south line, 747.43 feet to the west line of the East 1/2 of the Northeast 1/4 of said Section 09; thence N00°34'55"E along said west line, 2582.67 feet to the south line of E. Midway Road; thence S89°43'10"E along said south line, 1269.90 feet to the point of beginning. Described parcel is subject to all existing easements, and restrictions of record.

Given under my hand this ____ day of _____, _____.

Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169
scott@davel.pro

Owner's Certificate of Dedication

Driscoll Properties, LLC, a limited liability company duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Village of Harrison Planning and Zoning Committee

In the presence of: Driscoll Properties, LLC

Hung-Liang Chou (Managing Member) _____ Date

State of Wisconsin)
)SS
_____) County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

My Commission Expires _____
Notary Public, Wisconsin

VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

January 28, 2020

Title:

CSM - Bella

Issue:

Should the Village Board approve the CSM?

Background and Additional Information:

The applicant is proposing a 1-lot Certified Survey Map (CSM) in order to combine 2 properties into 1. The applicant owns parcels 38418 & 38408. Both parcels are currently zoned General Agricultural [AG]. The CSM will dedicate the right-of-way (ROW) for Ertl Road.

Budget Impacts:

None

Recommended Action:

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

Staff recommends approval of the Certified Survey Map.

Attachments:

- CSM
- Aerial Map

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 2018
- Root: Band_1
 - Green: Band_2
 - Blue: Band_3



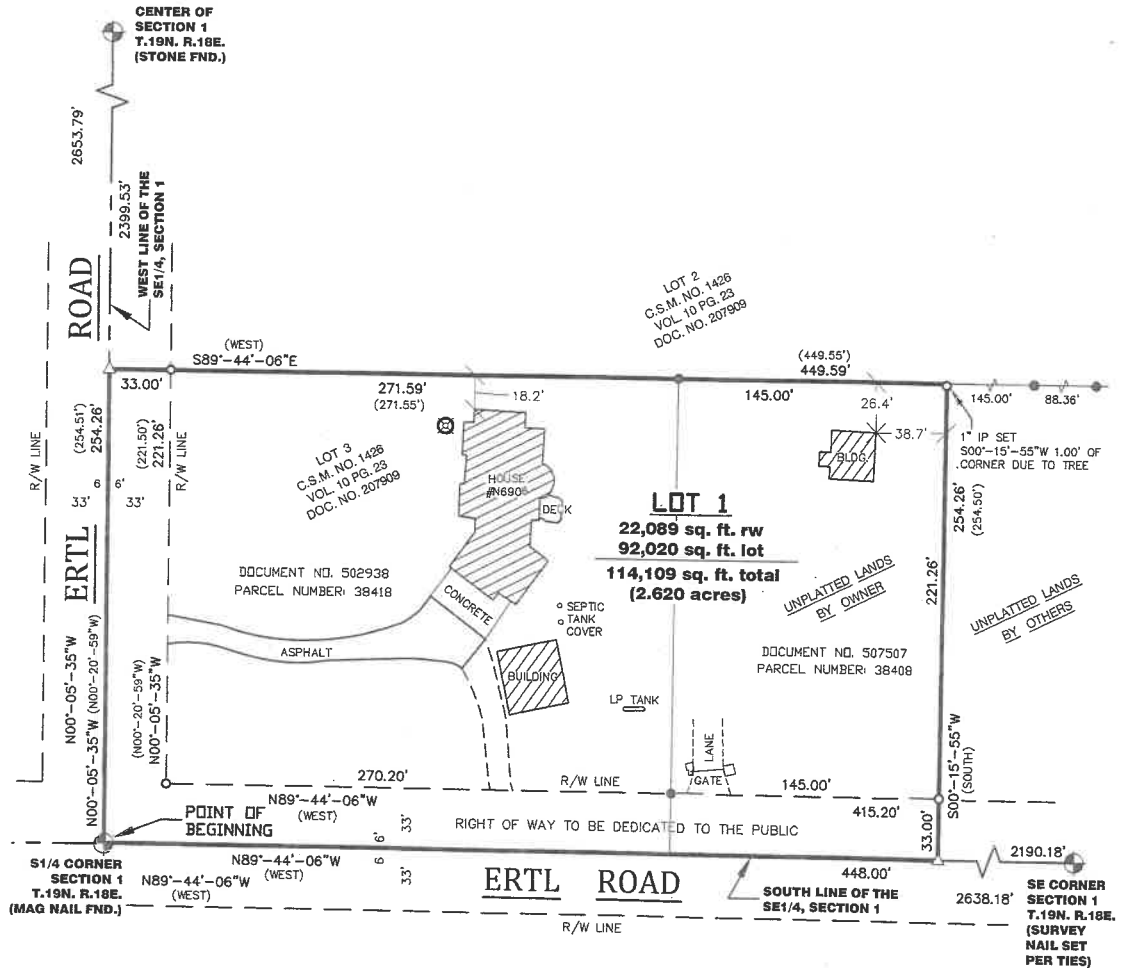
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Author: Date Printed: 01/27/20 8:51 AM Source:	
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CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 3 OF CERTIFIED SURVEY MAP NO. 1426, VOLUME 10, PAGE 23,
DOCUMENT NO. 207909 AND OTHER LANDS LOCATED IN THE SW1/4 OF THE SE1/4,
SECTION 1, T.19N., R.18E., VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

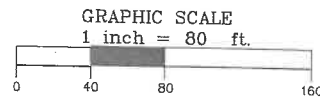


—LEGEND—

- = 1" X 18" IRON PIPE SET (1.130 LB./FT.)
- △ = "P.K." MASONRY NAIL SET
- = 3/4" REBAR FOUND
- ⊕ = COUNTY MONUMENT FOUND
- () = RECORDED INFORMATION
- ⊗ = WELL HEAD

SURVEYOR'S NOTES

—THE PURPOSE OF THIS SURVEY IS TO COMBINE TWO EXISTING PARCELS OF LAND.



BEARINGS REFERENCED TO THE CALUMET COUNTY COORDINATE SYSTEM AND THE SOUTH LINE OF THE SE1/4, SECTION 1, T.19N., R.18E., WHICH BEARS: N89°-44'-06"W



MERIDIAN SURVEYING, LLC <small>N9637 Friendship Drive Kaukauna, WI 54130 Office: 920-993-0881 Fax: 920-273-6037</small>	DRAWN BY: J.D.	FIELD WORK DATE: 11-20-19	SURVEYED FOR: RANDY AND DAWN BELLA N6908 ERTL ROAD MENASHA, WI 54952 PARCEL NUMBER: 38418 AND 38408
	CHECKED BY: C.A.K.	FIELD BOOK: M-54, PG. 39	
	JOB NO.: 11725	SHEET 1 OF 3	

STATE OF WISCONSIN)
CALUMET COUNTY) SS

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 3 OF CERTIFIED SURVEY MAP NO. 1426, VOLUME 10, PAGE 23, DOCUMENT NO.
207909 AND OTHER LANDS LOCATED IN THE SW1/4 OF THE SE1/4, SECTION 1, T.19N., R.18E.,
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN
(Sheet 2 of 3)

SURVEYOR'S CERTIFICATE

I, Craig A. Keach, Wisconsin Professional Land Surveyor of Meridian Surveying, LLC, certify that I have surveyed, combined, monumented, dedicated and mapped under the direction of Randall and Dawn Bella, All of Lot Three (3) of Certified Survey Map No. 1426, Volume 10, Page 23, Document No. 207909 of Calumet County Records and other lands located in the Southwest Quarter (SW1/4) of the Southeast Quarter (SE1/4) of Section One (1), Township Nineteen (19) North, Range Eighteen (18) East, Village of Harrison, Calumet County, Wisconsin containing 114,109 square feet (2.620 acres) of land and being described by:

Commencing at the South Quarter Corner of said Section 1 and the point of beginning; thence N00°-05'-35"W 254.26 feet (Recorded as N00°-20'-59"W 254.51 feet) along the West line of the SE1/4 of said Section 1 to the Northwest Corner of said Lot 3; thence S89°-44'-06"E 449.59 feet (Recorded as West 449.55 feet) along the North line of said Lot 3 extended east; thence S00°-15'-55"W 254.26 feet (Recorded as South 254.50 feet) to a point on the South line of the SE1/4 of said Section 1; thence N89°-44'-06"W (Recorded as West) 448.00 feet along the South line of the SE1/4 of said Section 1 to the point of beginning; being subject to any all easements and restrictions of record.

That such is a correct representation of all exterior boundaries of the land surveyed.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land Subdivision Ordinance of the Village of Harrison in surveying, combining, monumenting, dedicating and mapping the same.

Dated this _____ day of _____, 2020.

Wisconsin Professional Land Surveyor
Craig A. Keach, S-2333

Survey Notes:

- This survey is wholly contained within Document No. 502938 and 507507
- This survey is wholly contained within Calumet County Parcel No.'s 131-0000-0000000-000-0-191801-00-430H (Tax ID 38418) and 131-0000-0000000-000-0-191801-00-430C (Tax ID 38408)
- Property Owner of Record: Randall S. Bella and Dawn M. Bella, as Trustees of the Randall S. Bella and Dawn M. Bella Revocable Trust dated November 24, 2014.

COUNTY TREASURER'S CERTIFICATE:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands included in this minor subdivision as of this _____ day of _____, 2020.

Date

County Treasurer: Calumet County

STATE OF WISCONSIN)
CALUMET COUNTY) SS

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 3 OF CERTIFIED SURVEY MAP NO. 1426, VOLUME 10, PAGE 23, DOCUMENT NO.
207909 AND OTHER LANDS LOCATED IN THE SW1/4 OF THE SE1/4, SECTION 1, T.19N., R.18E.,
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN
(Sheet 3 of 3)

VILLAGE OF HARRISON CERTIFICATE

This Certified Survey Map in Section 1, Township 19 North, Range 18 East, Village of Harrison,
Calumet County, Wisconsin, is hereby approved.

Village of Harrison - President

Date

Village of Harrison - Clerk

Date

VILLAGE TREASURER'S CERTIFICATE

I being the duly elected qualified and acting treasurer of the Village of Harrison, do hereby certify that
in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this
_____ day of _____, 2020 on any lands included in this Certified Survey Map.

Date

Village of Harrison – Treasurer

OWNER'S CERTIFICATE

As owner's we hereby certify that we caused the land on this Certified Survey Map to be surveyed,
combined, monumented, dedicated & mapped as represented on this map. We also certify that this map
is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

Randall S. Bella

Date

Dawn M. Bella

Date

Trustees of the Randall S. Bella and Dawn M. Bella Revocable Trust dated November 24, 2014.

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 2020.

The above owner's to me known to be the person's who executed the foregoing instrument and
acknowledge the same.

Notary Public _____ County, Wisconsin.

My Commission Expires _____

RESOLUTION V2020-01
VILLAGE OF HARRISON
Calumet and Outagamie Counties

**RESOLUTION APPROVING STREETS AND ROADS SPECIAL ASSESSMENT
POLICY**

WHEREAS, the Village Board of the Village of Harrison, Calumet and Outagamie Counties, wishes to formalize any written or unwritten policy concerning streets and roads assessments; and

WHEREAS, the Village Board of the Village of Harrison at its January 14th, 2020 meeting discussed changes and modifications to its existing formal and informal assessment policy; and

WHEREAS, the Village Board has determined that a formal, written policy is in the best interest of the Village of Harrison to provide a fair and equitable way to distribute the costs of infrastructure improvements;

NOW, THEREFORE, BE IT RESOLVED by the Village of Harrison Village Board that the formal, written assessment policy for the Village of Harrison shall be as follows:

VILLAGE OF HARRISON
STREETS AND ROADS SPECIAL ASSESSMENT POLICY

I. GENERAL PROVISIONS

- A. Total Project Costs include, but are not limited to, construction costs, inspection costs, permit fees, administration costs, land acquisition costs, legal fees, and engineering fees.
- B. The Village Board has the right to assess projects in methods other than those stated in this policy if the Village Board determines that the benefit can be fairly distributed through said method.

II. STREET CONSTRUCTION AND RECONSTRUCTION

A. General

- 1. The Village of Harrison shall not assess the cost to repave or reconstruct the asphalt/concrete portions of the streets and roads located within the Village of Harrison.

2. The Village of Harrison shall not assess the cost to install storm water mains.
3. Assessments will be levied on an area wide basis if the Village Board determines that the benefit can be fairly distributed through this method. In deciding whether to special assess on an area wide basis rather than a front foot basis, the Board may consider whether or not benefiting properties have either no or minimal frontage on the subject street. Area wide assessments may be based on acreage, square feet of parcels or buildings, traffic generation, parking spaces, or any other basis that the Board believes will fairly distribute the benefit.
4. The standard street design will be based upon the Village of Harrison Streets Specification manual.
5. Publicly owned properties shall be included in any area wide assessment.

B. Items to be Assessed

1. The Village shall assess curb and gutter, laterals, restoration and any other item that improves the property except the paving of the road and any mains.

C. Exceptions to Assessment Rates

1. Corner Lots, Multiple Frontage Lots – will not be assessed for the frontages to which access is physically or legally precluded.

D. New Subdivisions

1. The cost for any new street or road, sewer or water main, storm water infrastructure or any other infrastructure items deemed necessary by the Village Board to be constructed in a new subdivision shall be paid 100% by the developer of the subdivision.

III. METHOD OF PAYMENT

- A.** The following is the payment schedule based upon the total amount of the assessment:

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$500.00 or less.

3. Three (3) equal installments if the total assessment is greater than \$500.00 but less than \$999.00.
4. Five (5) equal installments if the total assessment is at least \$1,000.00 but less than \$4,999.00.
5. Ten (10) equal installments if the total assessment is at least \$5,000.00 or greater.
6. The Village Board, at its discretion, may extended the timeline for the payment of special assessments, but at no time shall special assessments be greater than twenty (20) years.
7. The rate of interest on any outstanding special assessment shall be 2% above the current interest rate as found on the BCPL State Trust Fund Loan program website.

Adopted by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this 28th day of January, 2020.

VILLAGE OF HARRISON

By: _____
Kevin Hietpas, Village President

Attest: _____
Jennifer Weyenberg, Village Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: January 28th, 2020

Title:

Review Farmers Field Construction and Financing

Issue:

Should the Village go ahead with financing and bidding out the completion of Farmers Field?

Background and Additional Information:

In 2016, the Village of Harrison acquired approximately 18 acres on Manitowoc Rd. for a future park. In 2018, the Village began the filling and grading of the site for future park improvements. The Village did budget for borrowing approximately \$1.5 million for the completion of the park.

Attached is a possible bonding schedule including interest rate if the Village Board decides to move ahead with the financing of the park. Also attached are the items that have been completed and the items that need to be completed.

Village staff is looking for direction on whether to move ahead with the bidding out of all park related items and to work with Baird on possible bonding.

Budget/Financial Impact:

Total cost for all improvements approximately \$1,726,823.00. Village Board has budgeted to borrow \$1.5 million for this project.

Recommendation:

Staff recommends that the Village Board bid out the completion of all the improvements for Farmers Field and work with Baird on financing.

Attachments:

Farmers Field Master Plan Cost Estimates
Farmers Field Financing Option with Baird

FARMERS FIELD MASTER PLAN COST ESTIMATES

ITEM	ITEM COST	COMMENTS	STATUS
DEMOLITION			
1. Mobilization	\$ 50,000.00		Complete
2. General Site Clearing	\$ 30,000.00		Complete
3. Mass Grading	\$ 100,000.00		Complete
4. Erosion Control	\$ 650.00		Complete
5. Stormwater Facilities	\$ 60,000.00		Complete
6. Imported Fill	\$ 200,000.00		Complete
TOTAL	\$ 440,650.00		

HARDSCAPE			
7. Concrete pavement	\$ 42,000.00	4" concrete	Not Complete
8. Concrete base	\$ 4,608.00	6" concrete base	Not Complete
9. Road and parking lot asphalt	\$ 105,000.00	3.5" asphalt pavement	Not Complete
10. Road and parking lot base	\$ 45,702.00	8" base	Not Complete
11. Path asphalt	\$ 37,525.00	3" asphalt, 8' wide	Not Complete
12. Pavement striping	\$ 8,190.00	parking lot	Not Complete
TOTAL	\$ 243,025.00		

SITE AMENITIES			
13. Shelter with restrooms	\$ 500,000.00	kitchen area	Not Complete
14. Open shelters (3)	\$ 150,000.00		Not Complete
15. Playground	\$ 150,000.00		Not Complete
16. Playground surfacing	\$ 12,000.00		Not Complete
17. Basketball court	\$ 40,000.00	surfacing, equipment	Not Complete
18. Tennis court (2)	\$ 70,000.00	surfacing, striping	Not Complete
19. Baseball backstop	\$ 15,000.00		Not Complete
20. Soccer Goals (4)	\$ 10,000.00		Not Complete
21. Site furnishings	\$ 25,000.00	benches, picnic tables, trash bins	Not Complete
22. Site lighting	\$ 100,000.00	parking lot, roadway, buildings, trails	Not Complete
23. Regulatory signs	\$ 2,000.00	ADA signage	Not Complete
24. Park entry sign	\$ 15,000.00		Not Complete
25. Boardwalk	\$ 120,000.00		Not Complete
TOTAL	\$ 1,209,000.00		

UTILITIES			
26. Electrical system	\$ 40,000.00		Not Complete
27. Underdrain	\$ 24,000.00	soccer field	Complete
28. Well	\$ 15,000.00		Not Complete
29. Holding Tank	\$ 20,000.00		Not Complete
TOTAL	\$ 99,000.00		

LANDSCAPE			
30. Lawn seeding	\$ 109,778.00		Not Complete
31. Trees	\$ 26,500.00		Not Complete
32. Vegetative screening	\$ 20,000.00	west boundary line	Not Complete
33. Native plantings	\$ 19,520.00		Not Complete
TOTAL	\$ 175,798.00		

TOTAL COSTS \$ 1,726,823.00

The logo for BAIRD, featuring the word "BAIRD" in white, uppercase, sans-serif font, centered within a blue parallelogram shape that is wider at the top and tapers towards the bottom.

Village of Harrison

2020 Financing Discussion

January 28, 2020

Justin A. Fischer, Director

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Milwaukee, WI 53202

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Brian C. Ruechel, Director

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Village of Harrison

2020 Financing Discussion

January 28, 2020



Borrowing Amount / Structure / Purpose

Issue:	General Obligation Promissory Notes	General Obligation Refunding Bonds
Estimated Size:	\$1,500,000	\$1,290,000
Purpose:	2020 Capital Improvement Projects (Farmers Field)	Refinancing of 2015 State Trust Fund Loan (TID #1)
Structure:	Matures annually March 1, 2021-2030	Matures annually March 1, 2021-2035
First Interest:	March 1, 2021	March 1, 2021
Callable:	TBD	TBD
Estimated Interest Rate:	1.76%	2.21%
Estimated Savings (Includes Est. COJ):	N/A	\$146,942

Timeline

- Village Board considers Plan of Finance and Recommendation to Proceed January 28, 2020
- Village Board considers Initial Resolutions February 25, 2020
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Bond Rating
 - ✓ Marketing
- Village Board Considers Award Resolutions (finalizes terms and interest rate) March 31, 2020
- Closing of Notes/Bonds (funds available) April 21, 2020

Village of Harrison

2020 Financing Discussion

January 28, 2020

2020 Financing Illustration (Farmers Field)



		Farmers Field							
		\$1,500,000							
		G.O. PROMISSORY NOTES							
		<i>Dated April 21, 2020</i>							
		<i>(First Interest 3/1/21)</i>							
LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (Levy Supported)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC = 1.76%	LESS: HYPOTHEICAL BID PREMIUM	TOTAL	COMBINED DEBT SERVICE (Levy Supported)	COMBINED MILL RATE (A)	YEAR DUE
2019	2020	\$642,036	\$35,000	\$61,450	(\$61,450)	\$35,000	\$642,036	\$0.56	2020
2020	2021	\$625,309	\$165,000	\$42,008	(\$25,808)	\$181,199	\$660,309	\$0.56	2021
2021	2022	\$108,727	\$145,000	\$37,358		\$182,358	\$289,927	\$0.24	2022
2022	2023	\$105,579	\$150,000	\$32,933		\$182,933	\$287,937	\$0.24	2023
2023	2024	\$102,467	\$155,000	\$28,358		\$183,358	\$285,399	\$0.23	2024
2024	2025	\$99,283	\$160,000	\$23,633		\$183,633	\$282,640	\$0.22	2025
2025	2026	\$96,135	\$165,000	\$18,758		\$183,758	\$279,767	\$0.22	2026
2026	2027	\$48,650	\$170,000	\$13,733		\$183,733	\$232,408	\$0.18	2027
2027	2028	\$46,830	\$175,000	\$8,426		\$183,426	\$230,563	\$0.17	2028
2028	2029		\$180,000	\$2,835		\$182,835	\$183,426	\$0.13	2029
2029	2030						\$182,835	\$0.13	2030
		<u>\$1,875,016</u>	<u>\$1,500,000</u>	<u>\$269,489</u>	<u>(\$87,258)</u>	<u>\$1,682,231</u>	<u>\$3,557,247</u>		

(A) Mill rate based on 2019 Assessed Valuation (TID-OUT) of \$1,147,207,116 with annual growth of 2.00%.

Village of Harrison

2020 Financing Discussion

January 28, 2020

2020 Refinancing Illustration (TID #1)



Calendar Year	BEFORE REFINANCING			AFTER REFINANCING			TOTAL NEW DEBT SERVICE	POTENTIAL DEBT SERVICE SAVINGS
	PRINCIPAL (3/15)	RATE (3/15)	INTEREST (3/15)	PRINCIPAL (3/15)	INTEREST (3/15)	TOTAL (3/1 & 9/1)		
2020	\$51,200	3.750%	\$52,960	\$51,200	\$52,960	\$362,974	\$1,652,974	\$169,889
2021	\$55,300	3.750%	\$50,895	****	****	****	****	****
2022	\$59,300	3.750%	\$48,821	****	****	****	****	****
2023	\$63,600	3.750%	\$46,598	****	****	****	****	****
2024	\$68,000	3.750%	\$44,334	****	****	****	****	****
2025	\$72,800	3.750%	\$41,663	****	****	****	****	****
2026	\$77,700	3.750%	\$38,933	****	****	****	****	****
2027	\$82,800	3.750%	\$36,019	****	****	****	****	****
2028	\$88,100	3.750%	\$33,004	****	****	****	****	****
2029	\$93,800	3.750%	\$29,610	****	****	****	****	****
2030	\$99,700	3.750%	\$26,093	****	****	****	****	****
2031	\$105,800	3.750%	\$22,354	****	****	****	****	****
2032	\$112,100	3.750%	\$18,437	****	****	****	****	****
2033	\$118,900	3.750%	\$14,183	****	****	****	****	****
2034	\$126,000	3.750%	\$9,724	****	****	****	****	****
2035	\$133,300	3.750%	\$4,999	****	****	****	****	****
	\$1,408,400		\$518,623	\$51,200	\$52,960	\$1,290,000	\$1,757,133	\$169,889

TID #1 Supported Maturities callable 1/1 - 8/31 each year.

CALLABLE MATURITIES

REFINANCED WITH 2020 ISSUE

- (1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds +15bps as of 1/21/20. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.
- (2) Present value calculated using the All Inclusive Cost (AIC) of 2.36% as the discount rate.

ROUNDING AMOUNT.....	\$4,244
POTENTIAL GROSS SAVINGS.....	\$174,133
POTENTIAL PRESENT VALUE SAVINGS \$.....	\$146,942
POTENTIAL PRESENT VALUE SAVINGS %.....	10.827%

Interest Rate Sensitivity		
Change In Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	13.600%	\$184,582
-0.20%	12.715%	\$172,566
-0.10%	11.816%	\$160,364
+0.10%	10.092%	\$136,963
+0.20%	9.239%	\$125,389
+0.30%	8.392%	\$113,893



PERSONNEL MANUAL

*Approved March 31, 2009
Revised: January 28th, 2020*

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Dear Village Employee:

The purpose of this manual is to provide you with general guidelines regarding Village operations as well as your responsibilities as an employee. As the Village of Harrison continues to grow and prosper, it is hoped that our employees will do likewise. We shall continue to strive for cooperation and communication so that we can collectively be dependable, responsible and respected Village staff members.

This manual is designed to provide information and direction to all Village employees on a wide variety of personnel matters. The contents of this manual are presented as a guideline; they are not contracts of employment. The Village reserves the rights to modify, revoke, suspend, terminate or change any or all of such plans, policies or procedures in whole or in part, at any time, with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the Village and any one or all of its employees. No supervisor or other individual representative of the Village has the authority to make any agreement contrary to the above. Nor is anything in this handbook intended to alter the at will nature of your employment. You or the Village can choose to end employment at any time.

REGULATIONS AND BENEFITS

A. GENERAL PROVISIONS

1. Purpose

In accordance with the ordinance creating and establishing a personnel system, it is the purpose of this manual to establish normal procedures which will serve as a guide to administrative action concerning personnel activities and transactions. It is intended to indicate the customary and most reasonable methods whereby the aims of the personnel program, as defined by the personnel ordinance, can be carried out. Employees covered by this manual are required to comply with all aspects of the manual. Employees should direct any questions or concerns regarding the interpretation or application of this manual to their supervisor or department head.

2. Positions Covered

This manual shall cover all Village employees.

3. Administration

This manual shall be administered by the Village Manager. It is the discretionary right of administration to deviate from the established policies as circumstances may warrant.

4. Responsibility and Authority

The Village Board is responsible for the approval and amendment of this manual and all policies and procedures of the Village of Harrison. The Board is also responsible for providing direction regarding the application of the organization's policies and procedures, including this manual.

Village of Harrison trustees, department heads and Village Manager are responsible for enforcing the provisions of this manual and other Village policies and procedures in a consistent and impartial manner.

5. Equal Employment Opportunity

The Village of Harrison provides equal opportunity and treatment to all qualified applicants and employees. Discrimination against any person because of age, ancestry, arrest record, color, conviction record, creed, disability, marital status, military status, national origin, race, religion, sex, sexual orientation, use or nonuse of lawful products away from work, or any other characteristic protected by state or federal law is prohibited. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, discipline, termination and all other terms and conditions of employment. Employees can raise concerns and make complaints about discrimination in the workplace without fear of reprisal.

6. **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act, reasonable accommodations for qualified individuals with disabilities will be provided when requested, both during the application process and during employment. Such accommodations will be made unless an undue hardship would result.

7. **Nature of Employment**

This employee handbook is not an employment contract and neither the employee nor employer is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

8. **Conflicts of Interest**

Employees who conduct business with outside firms should not benefit from such transactions, nor should their relatives benefit. "Benefit" is defined as receiving direct or indirect financial returns as a result of significant ownership, kickbacks, fringe benefits or special consideration for employment. Employees must avoid and where necessary dissolve relationships that create actual or potential conflicts of interest.

9. **Outside Employment**

There is no prohibition on outside employment as long as it does not interfere with their work with the Village and does not cause a conflict of interest. The interests of the Village take priority over these of any outside employer.

10. **Confidentiality/Non Disclosure**

The protection of confidential information is critical to the sound and legal administration of the Village's affairs. Employees need to handle confidential information appropriately.

11. **Nepotism**

While it is not prohibited to have immediate family members working for the Village, spouses/relatives cannot hold a position where they would report to one another or hold a position of strong influence over each other. For purposes of the section, immediate family is defined as wife, husband, sister, brother, child, grandchild, guardian, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law. This section does not apply to elected officials, contractors, subcontractors, temporary part-time, seasonal employees, volunteers, and paid-on-call employees.

B. **PERFORMANCE EVALUATION AND COMPENSATION**

The wage and salaries of the Village employees are administrative/maintenance salaries that are evaluated and reviewed on a regular basis by the Department Heads. Wages of the administrative employees are recommended by the Village Manager and those recommendations are then reviewed and acted upon by the Village Board annually in conjunction with the adoption of the Village's annual fiscal budget.

The performance of employees will be reviewed ~~in November~~ utilizing the employee evaluation format approved by the Village Board. ~~The results of the annual evaluation will be used as a factor in determining the individual salary adjustment of employees.~~

1. Longevity Pay

Employees shall be entitled to longevity pay based on the following schedule:

<u>Five (5) years of continuous service</u>	<u>1% of base pay</u>
<u>Ten (10) years of continuous service</u>	<u>2% of base pay</u>
<u>Fifteen (15) years of continuous service</u>	<u>3% of base pay</u>
<u>Twenty (20) years of continuous service</u>	<u>4% of base pay</u>
<u>Twenty-Five (25) years or more of continuous service</u>	<u>5% of base pay</u>

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C. EMPLOYMENT CATEGORIES

1. Category Types

The following types of employment may be made: Full-Time, Regular Part-Time, Part-Time Casual, Seasonal Part-Time, Limited Term and Paid on Call Volunteer. Nothing in this section changes the at will nature of employment.

a) Full-Time Employee (32 - 40+ hours/week)

A full-time employee is a regular employee that has received appointment to a regular position that requires the employee to work a standard work year of not less than 1664 hours per calendar year. Full-Time employees are eligible for all benefits as outlined in this manual.

b) Permanent Part-Time Employee (20 - 31 hours/week)

A permanent part-time employee is a regular employee that has received appointment to a regular position that requires the employee to work a schedule of hours annually averaging less than the full-time schedule of the employing department, but average not less than twenty (20) hours per week, over the calendar year.

c) Part-Time Casual Employee (typically less than 20 hours/week)

A part-time casual employee is an employee hired on a part-time basis for certain on-going work needs.

e) Seasonal Employee

A seasonal employee is one who is normally scheduled to work on a full-time or part-time basis for certain periods of the year.

f) Limited Term Employee

A limited term employee is an employee hired for a specific project or on a temporary basis to fill a position of an employee on a leave of absence or whose work is unscheduled in the number of hours per week and/or number of weeks per year.

g) Paid-on-Call Volunteer

A paid-on-call volunteer is one who works in our fire and rescue department. They are compensated on an on-call basis and paid an hourly amount for training and calls and a stipend for officer positions.

h) Exempt and Non-Exempt Status

Employees determined to be exempt from the minimum wage and overtime provisions of the Federal and State Wage and Hours Laws are not eligible for overtime pay and shall be compensated on a salaried basis. Non-Exempt employees (those employees determined to be subject to overtime provisions of the Federal and State Wage and Hours Laws) shall receive overtime pay in accordance with the overtime policy as outlined in the Compensation/Overtime/Compensatory Time section of this Manual. Non-exempt employees will be compensated on an hourly basis.

D. RESIDENCY

There is no residency requirement for any village employee.

E. SEPARATION

1. Types of Separation

All separation of employees in administrative positions shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, layoff, and dismissal.

a) Resignations

An employee shall resign by submitting in writing the reasons therefore and the effective date to the department head as far in advance as possible. A minimum of two (2) weeks notice is required. Failure to comply with this requirement may be cause for denying future employment with the Village. The Village Manager shall give at least a four (4) weeks notice of resignation. Any employee giving insufficient notice will forfeit any accrued but unused paid time off.

b) Layoffs

Upon approval of the Village Manager, the department head may lay off an administrative employee. Layoffs may occur due to the abolition of the position, other material changes in the duties or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

c) Dismissal

Employees may be involuntarily terminated for poor performance, misconduct and any other reason we deem appropriate.

2. Rights of Employees

Employees will be required to return all records, assets, passwords and other village property upon demand or termination. Employees may be required to sign loan receipts in connection with the receipt of any such items and the value of these items may be deducted from final paycheck if not returned as directed.

F. GRIEVANCES

1. Policy

The most effective accomplishment of the work of the Village requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the Village to address grievances informally, and both department administrators and employees are expected to make every effort to resolve problems as they arise. However, in situations in which informal resolution hasn't been achieved, employees may request more formal review of their concerns as follows:

2. Definition

A grievance is a dispute relative to the application or interpretation of the provisions of this manual.

3. Procedure

- a) The employee who believes the provisions of this manual have not have been interpreted or applied correctly, may appeal. An employee is expected to discuss any grievance initially with the immediate supervisor. Then, if the matter is not settled, the employee may choose to discuss the matter with the department head.
- b) If an employee feels that the grievance has not been satisfactorily addressed by the department head, the grievance may be presented in writing to the Village Manager for consideration. The Village Manager shall promptly render a decision in writing and such decision shall be final. In rendering such a decision, the Village Manager shall conduct any investigation deemed necessary.

G. GENERAL RULES GOVERNING EMPLOYEE HOURS

1. Attendance Requirements and Records

All employees shall be in attendance at their regular work stations in accordance with the provisions of this manual and general department regulation. Hourly employees shall keep

timecards. Administrative supervisors shall present the signed bi-weekly work timesheets to the Clerk in a timely manner.

Hourly employees must record all hours worked in the manner designated by their department head. Each employee is responsible for recording their own time and shall not record time for or "clock in" another employee.

Salaried employees are not required to record their time on a daily basis, but must track all leave on forms designated for that purpose.

Any employee calling in an absence from work must do so before shift starts. The absence must be called in to direct supervisor by the employee themselves.

Employees inaccurately recording hours worked, not working scheduled hours or not following call-in procedures will be disciplined up to and including termination of employment.

2. **Office Hours**

Unless the Village Manager requires to the contrary, all offices in the Village Hall shall be open for business from 7:30am to 3:30 p.m. on all days except Saturdays, Sundays and legal holidays. Hours for the Road Department are generally Monday-Friday 7:00am-3:30pm. Other hours may be established based on the discretion of the Public Works Director and/or the Village Manager. Administrative staff is expected to work hours of employment above and beyond the normal hours of operation as appropriate.

3. **Working Hours**

Working hours of Village employees may vary by work assignment. All full-time employees, including administrative and supervisory, are expected to work a minimum of a standard day and standard work week.

4. **Irregular Work Schedule**

An employee whose duties require an irregular work schedule in either a standard work day or a standard work week shall work according to a schedule recommended by the department head and approved by the Village Manager.

H. **OVERTIME**

It is Village policy to comply with all applicable wage and hour laws and regulations, including the salary basis requirements of the Fair Labor Standards Act. Accordingly, no docking shall be made from the salaries of employees determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) unless provided for under State or Federal law.

With the exception of exempt (salaried) employees, the Village will pay all employees at the rate of time and one-half for all hours worked in excess of 40 hours per workweek. Employees may request to work overtime, or may be required to work overtime, but that in no case shall overtime be worked without pre-authorization or pre-approval. The employee's supervisor must approve all overtime in advance. Working on unauthorized overtime will result in discipline up to and including discharge.

Hours paid for time not worked, such as sick leave, vacation pay or holiday pay; count as hours worked for the purpose of computing overtime pay or compensatory time. Compensatory time does not count as hours worked for computing overtime pay or compensatory time.

1. Compensatory Time

In lieu of receiving pay for overtime hours worked, non-exempt employees are eligible to accumulate compensation time. Compensation time shall be calculated at the rate of time and one-half for all hours worked in excess of forty (40) per week. No compensation time shall be carried over year to year. Non-exempt employees shall be paid out for remaining accumulated compensation time at year-end.

2. Flextime

Exempt (salaried) employees are eligible to accumulate flextime. Flextime accumulated shall be based on hours worked beyond forty (40) hours per week on a straight time basis. Eligible exempt employees shall have the ability to take three consecutive flex days. All accumulated flextime must be used by the end of the year in which it is earned.

I. AUTHORIZED LEAVES

1. General Policy

- a) The following types of leaves are officially established: paid time off, military leave, jury duty, medical leave, family medical leave, compensatory days and leave without pay. All leaves may be granted by the supervisor in conformance with rules established for each type of leave and shall be subject to the approval of the Village Manager. The Village Manager shall be required to maintain permanent records of any absence from duty of employees.
- b) All absences of one-half day or more are to be approved by your direct supervisor.

2. Holidays with Pay

- a) Full-Time employees shall receive the following holidays with pay:

New Year's Day	Thanksgiving Day
Friday Immediately before Easter Sunday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
- b) When a holiday falls on a Saturday, the holiday shall be on the preceding Friday.
When a holiday falls on a Sunday, the holiday shall be on the following Monday.
- c) All non-exempt employees required to work on a holiday shall be compensated for all hours worked at the rate of one and one-half times their regular hourly rate.

- d) Department head / supervisory employees shall receive one and a half (1.5) hours off for every hour worked on a holiday.
- e) With the exception of preplanned vacation, in most cases, employees will be expected to work both their normally scheduled day before and the day after the holiday to be eligible for holiday pay. Calling in on either of these days may jeopardize an employee's ability to be paid for the holiday.
- f) Employees who are not full-time employees shall not be eligible for holiday pay.

3. **Paid Time Off**

Paid Time Off (PTO) provides an employee with the flexibility to use time off to meet personal needs, while recognizing one's individual responsibility to manage their paid time off. Employees will accumulate a specified amount of PTO each year that incorporates vacation time and sick leave. The PTO does not include Paid Holidays, Bereavement Time Off, Jury Duty, or Military Service Leave.

- a) Full-time employees shall receive paid time off based on their normal hourly workweek plus 56 hrs. for sick days plus 16 hrs. for two floating holidays. (For example a person whose normal hourly workweek is 40 hrs. per week would receive paid time off for 40 hrs. plus 56 hrs. of sick plus 16 hrs. for the floating holidays for a total of 112 hrs. of paid time off.)

Paid Time Off (PTO) shall be accrued on a lump sum basis at the first of the year. (For example, an employee with a 6th year anniversary on July 15th would receive an additional hours of PTO on January 1st.)

<u>Years of Service</u>	<u>Vacation Days</u>
Upon hire	Hourly workweek only
One year	Hourly workweek plus 72 hrs.
Two years	Two hourly workweeks plus 72 hrs.
Six years	Three hourly workweeks plus 72 hrs.
Twelve years	Four hourly workweeks plus 72 hrs.
Twenty years	Five hourly workweeks plus 72 hrs.

- b) Regular part-time employees (20-31 hours) will receive 20 hours of paid time off per year.
- c) All paid time off requests must be approved by supervisor in advance unless the PTO is used for legitimate, unexpected illnesses or emergencies. The supervisor has a right to deny requests due to organizational needs, staffing levels, workload, etc. Road Department employees are allowed to use only one week of continuous days off from

December 1st- April 1st. However, employees may take additional single days as approved by their supervisor.

- d) The minimum increment of time to be used for paid time off is one half (1/2) an hour.
- e) Paid Time Off is to be taken within the year in which it is earned for use on a calendar year basis. The Village shall pay for any unused paid time off at the end of the year. All paid time off shall be paid out on the last paycheck of the calendar year. There will be no unused paid time off carried over into the next year.
- f) If an employee's accrued PTO has been exhausted, additional time off, if granted and as allowed by FMLA, will be unpaid. Negative balances of PTO are not permitted. Any employee who has exhausted PTO and is not eligible for FMLA, may be subject to disciplinary action up to and including termination for any further absences.
- g) Upon retirement or resignation in good standing from Village service, employees who have worked at least six (6) months shall be paid for all accrued but unused PTO. Employees may not utilize planned PTO to extend an employee's last date of employment, nor may it apply towards the notice period which is intended as a working notice period. Employees who are discharged or who quit without a minimum of two (2) weeks' notice shall forfeit their accrued PTO leave.

4. Jury Duty

The Village of Harrison encourages employees to fulfill their civic responsibility by serving jury duty when required. Full-time employees may request up to 1 week of paid jury duty leave over any 1-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Village will also deduct the amount the employee may receive from the court for serving jury duty from any jury duty pay we may provide.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example PTO benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The Village or the employee may request an excuse from jury duty if in the Village's judgment the employee's absence would create serious operational difficulties.

The Village will continue to provide health insurance benefits until the end of the first full month of jury duty leave. At that time, employees will become responsible for electing COBRA continuation and paying the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by the Village according to the applicable plans.

Benefit accruals, such as PTO or holiday pay, will similarly be suspended at the end of the first full month of jury duty leave and will resume upon return to active employment.

6. **Witness Duty**

Employees summoned for witness duty shall notify their supervisor as soon as possible. Employees will be allowed unpaid time off or must use vacation. The Village will pay for time off for witness duty if the employee is being called by the Village for a case.

7. **Funeral or Bereavement Leave**

Full-Time employees are allowed paid leave for funeral/bereavement as follows:

<u>Relation</u>	<u>Number of Days</u>
Spouse, parent, parent of spouse or child (includes step child) Brother, Sister	3 consecutive days
Brother In- law & Sister-In-Law Son -in-law and Daughter-In-Law Grandparents Grandchildren Aunts, Uncles, Nieces, Nephews, Pallbearers	1 day

8. **Leave Without Pay**

a) **Application**

Full-Time Employees, who wish to absent themselves from employment for any reason not specifically provided for elsewhere in this manual, must make application for an unpaid leave of absence from the Village. The Village has the right to deny such requests due to organizational needs, staffing levels, workloads, etc.

b) **Notice**

All requests for leave of absence under this provision shall be made in writing at least thirty (30) days prior to the start thereof. In the event of emergency conditions, a shorter notice may be accepted.

c) **Duration**

An unpaid leave of absence will generally not exceed three (3) months, but may be renewed upon approval of the Village Board. Upon conclusion of an unpaid leave of absence, the Village will attempt to return the person to the same or similar job, if possible. The Village will try to reinstate employees returning from such leave, but cannot guarantee reinstatement in every case. If, on the date following expiration of the leave of absence, an employee has not returned to work and no extension was granted, the employee shall be considered to have resigned from Village employment.

d) **Reason**

The granting of such leaves of absence is at the discretion of the Village and the length of time for such leaves shall be contingent upon the reasons for the request. All sick leave and vacation time must be exhausted before a leave of absence for medical reasons may be approved.

e) Medical Insurance

The Village shall pay the medical insurance premium for a full-time employee on leave of absence for the balance of the calendar month in which the leave began. If said leave of absence is for medical reasons, the Village shall pay the medical insurance premium for said employee for three (3) calendar months succeeding the month in which the leave began. The employee will be responsible for the employee contribution for the medical premium.

9. Wisconsin / Federal Family Medical Leave Act (FMLA)

Qualifying employees will be granted unpaid leave under the State and/or Federal Family Medical Leave Act (FMLA). The purpose of this policy is to provide employees with a general understanding of FMLA leave available. Should an employee qualify for FMLA leave, more detailed information regarding the employee's individual leave will be provided. FMLA leave is covered by both State and Federal law, and each law has its own provisions. Leave qualifying under both the State and Federal FMLA's will be administered concurrently. If an employee suffers a work related injury that qualifies the employee for FMLA leave and is also covered by workers compensation laws, the leaves will be administered concurrently.

Should it be determined at any time that the Village is not required by law to provide FMLA leave, leave will no longer be provided under this policy.

Every attempt has been made to accurately reflect FMLA regulations, however, discrepancies or errors are possible. In the event of a discrepancy or error, State and Federal law shall prevail.

a) Employee Eligibility

In order to qualify for Federal FMLA leave employees must:

- (1) Have been employed by the Village for at least 12 months (need not be Consecutive);
- (2) Have worked for at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave; and
- (3) Have been employed at a worksite with 50 or more employees within 75 miles of that worksite.

In order to qualify for State FMLA leave employees must:

- (1) Have worked for the Village at least 52 consecutive weeks; and
- (2) Have worked at least 1,000 hours during the preceding 52 week period.

b) Types of Leave

Eligible employees are entitled to take leave as follows:

- (1) For the birth of a child;
- (2) For the placement of a child for adoption or foster care (leave for foster care is available under federal FMLA only);
- (3) To provide care for a parent, child or spouse with a serious health condition; or
- (4) For the employee's own serious health condition that renders the employee unable to perform the essential functions of his or her job.
- (5) For leave to attend to "qualifying exigencies" related to a covered family member's military service. A qualifying exigency includes attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings as defined in applicable Department of Labor regulations or to provide care for wounded military personnel (employees eligible to take military caregiver leave include the spouse, children, parents and next of kin of military personnel).
- (6) For leave to provide care for a covered family member injured while serving in the military.

Generally, a "serious health condition" is an injury, illness, pregnancy, chronic health condition, impairment or physical or mental condition that involves inpatient care or outpatient care requiring continuing treatment or supervision by a health care provider. The initial absence must be at least 3 days in length.

The State and Federal laws each provide different definitions of "child" and "parent". Any FMLA leaves approved will be administered in a manner consistent with those definitions.

c) Amount of Leave

(1) Federal FMLA:

Eligible employees are entitled to take up to 12 weeks of unpaid leave per calendar year. Leave for birth, foster care or adoption must be shared by spouses working for the Village. Intermittent leave is permitted for an employee's serious health condition or the serious health condition of a spouse, child or parent, when medically necessary. Leave to care for a newborn or newly placed child may not be taken intermittently (unless approved by the Village Manager) and must conclude within 12 months of the birth or placement of the child.

(2) State FMLA:

Eligible employees are entitled for leave on a calendar year basis as follows:

- (a) up to 6 weeks for the birth or adoption of a child
- (b) up to 2 weeks for the serious health condition of a parent, child or spouse

- (c) up to 2 weeks for the employee's own serious health condition

Intermittent leave is allowed in the same increments as other leave allowed by the Village. Leave for the birth or placement of a child must begin within 16 weeks of the child's birth or placement.

d) Leave Request

- (1) When the reason for leave is foreseeable, employees must request leave 30 days prior to the anticipated commencement of the leave. If the reason for leave is not foreseeable, employees must request leave as soon as is practicable, but not more than 2 days after knowing the need for leave. Requests for leave must be submitted to the department supervisor for processing and then forwarded to the Village Manager for consideration.
- (2) Employees are asked to complete a written request on forms designated for that purpose. Employees may be required to provide documentation of family relationship when leave is requested to care for a family member. Employees taking leave for their own or a family member's serious health condition are required to provide a medical certification form confirming the need for and duration of an FMLA leave. Employees only have 15 days to return the certification forms, any delay in doing so may cause the leave to not be protected by the FLMA until the certification is returned. Recertification of a serious health condition may be requested periodically.
- (3) Employees requesting FMLA will be notified in writing regarding the determination of their eligibility for the leave.

e) Employee Status and Benefits During Leave

- (1) Coverage under any group health plan will be maintained for the duration of an eligible employee's leave at the same level and under the same conditions as if the employee continued to work. Failure of the employee to continue his or her share of premium payments will result in loss of coverage. The employee will be required to deliver their share of the premium to the Village by the 1st of the month.

If an employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the Village for the payment of the employer's share of premiums, unless the failure to return is due to the continuation, recurrence or onset of an FMLA qualifying serious health condition or due to circumstances beyond the employee's control.
- (2) Upon return from leave, employees will be returned to the same or equivalent position that the employee held prior to the commencement of the leave.
- (3) An employee may be denied reinstatement if he/she is a "key employee" and such denial is necessary to prevent substantial and grievous economic injury to the employer's operations.

- (4) The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.
- (5) No accrual of benefits will occur for any unpaid leave taken under the FMLA.

f) Substitution

FMLA leave is unpaid. An eligible employee may substitute paid leave under certain circumstances as outlined below.

- (1) Under State FMLA, an employee may substitute any or all of his/her accrued sick leave, vacation, personal leave or compensatory time for up to six (6) weeks for the birth or adoption of a child; up to two (2) weeks for the serious health condition of the employee; and up to two (2) weeks for the serious health condition of the employee's child, spouse or parent. Please note use of these paid leaves will count against an employee's FMLA allotment.
- (2) If additional leave is necessary (under Federal FMLA) for the employee's own serious health condition, the Village will require an employee to use the balance of his/her accrued sick leave, vacation and compensatory time as part of such leave and take the remainder of the entitlement as unpaid leave. Employees on leave due to their own serious health condition must provide certification from their health care provider that they are fit to return to work.
- (3) If additional leave is necessary (under Federal FMLA), for the birth, adoption or foster placement of a child or for the serious health condition of an employee's family, the Village will require an employee to use his/her accrued vacation or compensatory time balance as part of such leave and take the remainder of the entitlement as unpaid leave. The employee will not be allowed to use his/her accrual of sick leave for a family member after the parameters set in subparagraph (1) unless such use would otherwise be allowed under the sick leave provisions of this manual.

10. Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees may request up to 1 week of partially paid military leave over any 1-year period. Upon presentation of satisfactory military pay verification data, military leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Village may also deduct the amount the employee may receive from the military from the pay we may provide.

The portion of any military leaves of absence in excess of 1 week will be unpaid. However, employees may use any available PTO for the absence.

Health insurance benefits will be terminated at the end of the first full month of military leave. However, such employees and their dependents will be given the opportunity to elect to continue their health insurance benefits as required by USERRA and/or COBRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Employees or dependents making such elections will normally be required to pay to 102% of the costs of the premiums for maintaining coverage through USERRA and/or COBRA.

Benefit accruals, such as PTO and holiday benefits, will be suspended at the end of the first full month of leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

J. NON-LEAVE BENEFITS

Employees should refer to the plan documents specific to each benefit and note that the plan documents supersede anything in the employee handbook.

1. Medical and Dental Insurance

- a) Upon election by the employee, all full-time employees may participate in the Village medical, dental and vision insurance plans. The premiums shall be paid as determined annually by the Village Board. An employee is eligible for medical, dental and vision coverage beginning the first of the month following their date of hire.
- b) Coverage shall be extended to the employees and their dependents to the extent allowed by the policy.
- c) No compensation or other consideration shall be afforded to the employees who elect not to participate in the medical or dental insurance plans provided.
- d) Termination
 - (1) Under the Consolidated Omnibus Reconciliation Act (COBRA), the Village must offer continuation coverage in certain circumstances where coverage would otherwise terminate. If an employee chooses continuation coverage, they must pay 100% of the premium plus an administrative fee. Employees who wish to learn more about COBRA rights they may have, should consult their plan document.
- e) The Village retains the right to modify the terms of the insurance, the carrier and the

premium payment at any time.

Medical Insurance for Part time employees

Any employee working at least 30 hours weekly on a continual basis may be offered medical insurance coverage. The Village may pay a certain % of the premium with the employee responsible for the balance. The employee portion will automatically be deducted from their paychecks.

2. Group Life Insurance

- a) All full-time employees will be provided with a term life insurance policy.
- b) The coverage shall be consistent with the provisions of the plan and shall be as determined by the Village Board.

3. Short Term and Long Term Disability

The Village provides both short term and long term disability for all full-time employees. Employees are eligible for this coverage when they become eligible for health insurance.

Short term disability will be provided up to 26 weeks to an eligible employee.

Long term disability will begin after 26 weeks of disability.

The Village provides a death and disability policy for all members of the Fire and Rescue Department. Accidental death, dismemberment, loss of sight, speech and hearing, short term disability and permanent disability are covered.

4. Employee Assistance Program

All full-time employees, part-time, Fire and Rescue Department volunteers and their family members are eligible to participate in the Village's employee assistance program (EAP). The EAP provides resources to assist employees and their families in resolving personal problems in a confidential manner. Services provided include assessment, counseling, referral, training and support. This program is provided at no cost to the employee or their family. Contact information for the EAP can be found in Appendix A of this manual.

5. Education Reimbursement

Full-Time administrative employees of the Village of Harrison are eligible for reimbursement of the cost of tuition, lab fees, books, materials and other miscellaneous fees indicated to educational pursuit. These costs must be approved by the employee's direct supervisor and the Village Manager. Any employee receiving education reimbursement shall sign a payroll deduction authorization form. Specific guidelines for Education Reimbursement can be found in Appendix B of this manual.

6. Retirement Plan

- a) The Village of Harrison participates in the Wisconsin Retirement System. The Village pays the employer's portion of the contribution rate and the employee pays the employees' portion of the contribution rate. A description of the WRS, its benefits and contribution requirements is available by contacting the WRS.
- b) The Village of Harrison offers employees the option of participating in the Wisconsin Deferred Compensation program. Participation is optional and paid in full by the employee. Deferred compensation monies will be deducted bi-weekly from the employee's paycheck. If an employee requests a change in deferred compensation status, they should notify payroll as soon as possible.

Length of Service Award (LOSA) is the retirement program for all Fire and Rescue Department members. The village contributes annually to each member's account; this amount is matched by the State of Wisconsin. The LOSA program includes a death and disability benefit as well.

7. CDL Reimbursement

The Village of Harrison will reimburse employees for the cost of their CDL license when it is due. A receipt for CDL license fee must be turned in to receive reimbursement.

8. Clothing and Work Boot Allowance

The Village of Harrison provides the Road Department, Fire Department, full-time office staff and part time employees with village logo embroidered clothing. See Appendix C for full policy.

All full-time road department employees are required to wear steel tip boots during all work hours. Steel tip boots are to be reimbursed through the clothing allowance provided to each employee. A receipt for boot purchase must be turned in to receive reimbursement.

K. USE OF VILLAGE EQUIPMENT AND SYSTEMS

1. Personal Use of Equipment Generally

Use of Village equipment, facilities, or systems by Village employees for the employee's personal use is strictly prohibited unless specifically authorized by the Village Board or this manual. Use of any village equipment or systems should not result in a conflict of interest, or be used for an employee's personal financial gain.

2. Personal Use of Motorized Equipment

Use of motorized equipment of any nature, for the employees' personal use is prohibited for both general and supervisory employees at any time without the written approval of the Village Board.

3. Personal Use of E-Mail, Internet and Computer Equipment

Access to the Internet is a privilege, not a right. Access entails responsibility. Users are responsible for their behaviors and communications when using Village equipment and systems and are expected to exercise common sense and good judgment.

Any use of the Village's equipment and systems is considered consent by the user to have his/her use monitored by the Village at its sole discretion with or without prior notice to the user. The use of private passwords or access codes shall not be considered a user's withdrawal of consent of such monitors. This policy is to ensure that employees have no expectation of privacy in regard to electronic communications, computers, internet use or data.

No computer hardware, software, peripheral equipment, documentation or data shall be removed from Village premises without express permission from the Administrator. All communications and information transmitted by, received from, or stored in the Village's system are Village records and the property of the Village.

The Internet and Email systems shall only be used by Village employees in the performance of their jobs. The limited use of the Internet and Email for personal purposes is permitted to the extent that such use does not compromise employee productivity or interfere with the conduct of Village business. Employees may not use Village equipment or systems for self-employment, employment with another employer or for activities resulting in profit to the employee.

Employees may not use the Village's resources to pay additional access or subscription fees without the authorization of the Village Manager. Employees should expect no privacy with respect to use of computers, this lack of privacy also extends to any purely personal use employees may make of village systems.

The following are prohibited activities:

- a) Jeopardizing the security of the Village's systems.
- b) Gaining unauthorized access to Village systems or records, remote computers or other systems.
- c) Using someone else's code or password without authorization.
- d) Enabling unauthorized third parties to have access or to use the Village's systems.
- e) Opening misaddressed E-mail.
- f) Illegal activities.
- g) Conducting non-work related private business.
- h) Participating in any gambling activities.
- i) Visiting pornographic sites.
- j) Engaging in political activities.
- k) Transmitting or creating comments/images that would offend on the basis of race, gender, national origin, sexual orientation, religion, political beliefs or disability, or that would otherwise violate the Village's harassment policy.

4. Use of Cell Phones

It is the purpose of this policy to provide eligible employees a cell phone stipend for business-related costs incurred when using their personal cell phones. Except at the discretion of the Village Board, the Village will not own cell phones for the use of individual employees.

Eligibility

- a) An employee may be eligible for a stipend if they are a Department Head required to answer their phone outside of normal work hours.
- b) An employee may be eligible for a stipend if they are an employee required to be on-call.
- c) An employee may be eligible for a stipend at the discretion of the Village Manager.

Stipend Plan

- a) Eligible employees may receive a stipend of \$40 for ~~a~~ department heads, operation manager, and public works foreman and \$30 for other staff required to use their phone for business.
- b) Once approved, the employee will be eligible to receive the stipend automatically each month.

Employees' Responsibilities

- a) The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of his/her choice. The employee is solely responsible for all payments to the service provider.
- b) To the extent allowed by law, the stipend provided is not considered taxable income.
- c) If the employee terminates their cell phone service plan at any point, he/she must notify his/her supervisor within 5 business days to terminate the stipend.
- d) The Village does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee.

Cancellation or Reduction

Any stipend will immediately cease or be reduced if:

- a) An employee's employment with the Village terminates;
- b) The Village Board and/or Village Manager determine that an employee is no longer eligible for a stipend.
- c) The eligible employee no longer has a cell phone or cell phone service plan; or
- d) The Village Board decides to eliminate or reduce the stipend.
- e) The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or university policy.

L. TRAVEL POLICY

When an employee carrying out his/her assigned responsibilities is delegated to attend conferences, seminars or education programs by the Village of Harrison, the employee shall:

- a) Be reimbursed for mileage at the rate per mile based on the allowance established by the IRS. Reimbursement reports shall be submitted and approved by the employee's direct administrative supervisor. Village of Harrison Expense Sheet shall be utilized to do so.

- b) Be compensated for meals when a receipt is turned in. The Village will not reimburse for any alcoholic beverages or tip. If the conference/seminar includes meals, the employee will not be reimbursed for those meals.

M. DRESS AND APPEARANCE CODE

The Village of Harrison expects that its employees dress in a professional manner becoming to the municipal standards. Whereas, Friday's are officially designated as "Casual Days", more casual attire is permitted. Good common sense and discretion on the part of our employees is expected.

It is important that all employees behave in a courteous, professional manner and present a well groomed and professional appearance. Extremes in appearance should be avoided, including extreme hair styles, make up, etc. Colognes and perfumes and jewelry should be kept to a minimum. All uniforms or work clothes must be cleaned, pressed and in good repair. An employee dressed inappropriately may be sent home without pay to change.

No employee while on duty or on official Village business shall, for the apparent purpose of influencing the outcome of any referendum, or improving the chance of election of a person seeking elective office:

1. Wear or display any campaign material.

2. Distribute any campaign literature.

3. Solicit, receive or give subscriptions, contributions or service for any candidate or referendum position.

4. Actively campaign for any candidate or any referendum position.

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N. HARASSMENT POLICY

The Village is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing or coercive. The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. Harassment on any of these bases is also illegal under state and federal law.

1) Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases outlined above.

a) **Sexual Harassment**

Sexual Harassment is one type of harassment and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

b) **Harassment on Any Basis**

Harassment on any basis (*race, sex, age, disability, etc.*) exists whenever

- (1) Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; or
- (3) The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

2) **Recognizing Harassment**

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed, men can harass men; women can harass other women. Harassers can be managers, supervisors, co-workers and non-employees such as clients or vendors.

3) **Examples of Harassment**

a) **Verbal**

Jokes, insults and innuendos (*based on race, sex, age, disability, etc.*) degrading sexual remarks, referring to someone as a stud, hunk or babe, whistling, cat calls, comments on a person's body or sex life, or pressures for sexual favors or dates.

b) **Non-Verbal**

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display or circulation of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

4) **Reporting Harassment**

The very nature of any form of harassment makes it difficult to detect unless the problem is reported. Any employee who believes he or she is being harassed, or any employee who becomes aware of harassment, should promptly notify his or her supervisor, department head or the Village Manager.

Employees who are experiencing unwelcome behavior are encouraged to inform the harasser directly that the conduct is unwelcome and must stop.

The Village will promptly respond to and investigate all incidents reported. If it is determined that an employee has engaged in harassing behavior, the employee will be subject to disciplinary action including termination as a possible outcome. The employee can be held individually liable for sexual harassment.

5) **Non-Retaliation**

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment.

6) **General**

An employee who engages in harassment, who permits employees under his/her supervision to engage in harassment or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include discipline or termination of employment.

O. **WORKPLACE VIOLENCE PREVENTION POLICY**

The Village is committed to providing a safe workplace and to reducing the risk of workplace violence. All employees should be treated with courtesy and respect at all times.

1. **Prohibited Conduct**

Employees are prohibited from making threats or engaging in violent or potentially violent behaviors. The following list, while not all inclusive, provides examples of behaviors that are prohibited.

- a) Engaging in "horseplay" or other conduct that may be dangerous to others;
- b) Causing injury to another person;
- c) Making threatening remarks;
- d) Aggressive or hostile behavior;
- e) Intentionally damaging property;
- f) Possession of unauthorized weapons, firearms or other dangerous or hazardous devices or substance on Village property or while conducting Village business;
- g) Conduct that threatens, intimidates or coerces another person.

2. **Reporting Prohibited Conduct**

Employees who witness or are aware of violent behaviors or threats of violent behaviors such as those listed above should report the details as soon as possible to their supervisor, department head or the Village Manager. This includes behaviors by co-workers, supervisors, the public, or vendors. Employees should also report all suspicious individuals or activities. Management will promptly respond to all incidents reported. Any employee involved in workplace violence will be subject to disciplinary action including termination as a possible outcome.

P. DRUG FREE WORKPLACE POLICY

1. Purpose and Goal

The Village of Harrison is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. Alcohol abuse and drug use pose a significant threat to Village goals. Accordingly, the Village has established a drug-free workplace policy and being under the influence of drugs or alcohol in any way is prohibited.

This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. Employees are encouraged to voluntarily seek help with drug or alcohol problems.

2. Covered Workers

All Village employees are covered by this policy.

3. Applicability

The drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the Village. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization and while on paid standby.

4. Prohibited Behavior

It is a violation of this drug-free workplace policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or intoxicants. All employees are prohibited from reporting to work or be subject to duty while their ability to perform their job duties is impaired due to on or off-duty use of alcohol or other drugs.

5. Notification of Conviction

Any employee who is convicted of a criminal drug violation in the workplace must notify the Village in writing within five calendar days of the conviction. The Village will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

6. Consequences

Employees who violate the policy will be subject to progressive disciplinary action including termination. The employee may be required to participate in a drug abuse assistance or rehabilitation program.

7. Assistance

The Village recognizes that alcohol and drug abuse and addiction are treatable illnesses. It is also recognized that early intervention and support improve the success of rehabilitation. To support Village employees, the drug-free workplace policy:

- a) Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- b) Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- c) Offers all employees and their family members, assistance with alcohol and drug problems through the Employee Assistance Program (EAP). Information regarding the EAP can be found in Appendix C.

8. Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are encouraged to:

- a) Be concerned about working in a safe environment.
- b) Support fellow workers in seeking help.
- c) Use the Employee Assistance Program.
- d) Report dangerous behavior to their supervisor.

9. Drug/Alcohol Screening

All Road Department employees will be required to participate in the DOT Drug/ Alcohol testing program. The Village's program follows all DOT rules and regulations for testing. A copy of DOT rules and regulations can be viewed upon request.

New full-time employees, fire fighters and first responders will be required to submit and pass drug/alcohol testing upon hire. All employees may be subject to drug/alcohol testing for reasonable suspicion or due to an accident.

Q. RULES OF CONDUCT/ DISCIPLINARY ACTION

The Village reserves the right to establish reasonable rules as circumstances indicate. Disciplinary action will be imposed for violations of rules of conduct. In general, the action taken will be dependent on the offense. There are certain acts of misconduct which will not be tolerated and which may result in immediate dismissal or discharge. Examples are reporting to work or working while under the influence of intoxicating beverages or drugs; possession or use of intoxicating beverages or illegal drugs on the premises; fighting on Village property; theft or malicious damage to the property of the Village or of other employees; interfering with work; filling out another employee's time card; unauthorized use, duplication or possession of the employer's keys; or leaving work without authorization. The above

offenses are given as examples and are not meant to be the only offenses which may result in immediate discharge.

The Village Manager may take disciplinary action involving oral and written reprimand as is deemed necessary for the good of Village operations and consistent with applicable State and Federal rules and regulations.

The Village Manager may recommend disciplinary action involving suspension or dismissal to the Village Board. In so doing, he/she shall advise the Board of the reasons for such action. The Village Board shall consider the recommendation prior to taking any action. Such actions shall be consistent with applicable State and Federal rules and regulations.

R. EMPLOYEE INFORMATION AND RECORDS

1) Change of Information

All employees shall be responsible for notifying the Village of any changes which affect their personal status including, but not limited to, change in address, telephone, name and information affecting the employee's benefits. Employees should immediately report any changes to the Village Manager. The obligation of the Village in connection with recalling an employee from layoff or in providing notice to an employee on any type of leave will end when a notice is sent to the employee's current address, as stated in Village records.

2) Employment Records

Personnel and employment records shall be maintained in a confidential manner. Access to personnel and payroll records should be limited to those employees who utilize official records in order to perform their assigned duties. Other people who are authorized access should obtain the records from those assigned responsibility for their maintenance.

In accordance with Wisconsin Statutes Section 103.13, any employee may make arrangements to view their own personnel records at a time mutually acceptable with management, but no later than seven (7) working days after the employee makes the request for inspection. Requests must be made in writing. Requests will be granted up to two (2) times per calendar year.

S. EMPLOYEE INJURY

1. Work Related Injury

Concern over job safety is a major responsibility for every employee. Employees are encouraged to forward suggestions regarding safety and should report any unsafe practices or conditions to his or her supervisor.

Employees who are injured on the job must report to their supervisor immediately. As soon as practical, the employee should complete a report detailing the circumstances of the injury on forms provided for that purpose. If warranted, the supervisor should secure necessary medical attention for the employee. The supervisor should forward all related reports and forms to the Village Manager's office.

2. Light Duty

The Village may assign an employee to light duty when an employee has returned to work with temporary physical limitation following a work-related or off-duty injury or illness. Work-related incidents will have priority in placement for light duty assignments. Light duty shall be defined as any assignment in which the employee is not required to meet all physical demands of his/her job or perform all essential functions which are normally a part of his/her job.

The assignment of light duty will be made at the sole discretion of the Village Manager subject to available work, the operational needs of the Village and any applicable State and Federal regulations. All light duty assignments are temporary. No employee will be permanently assigned to a light duty position.

APPENDICES

APPENDIX A

EMPLOYEE ASSISTANCE PROGRAM PROVIDER

APPENDIX B

EDUCATION REIMBURSEMENT FORM

APPENDIX C

CLOTHING ALLOWANCE

APPENDIX A

EMPLOYEE ASSISTANCE PROGRAM PROVIDER

All full-time employees, part-time, fire and rescue department volunteers and their family members are eligible to participate in the Village's Employee Assistance Program (EAP). The EAP provides resources to assist employees and their families in resolving personal problems in a confidential manner. Services provided include assessment, counseling, referral, training and support. This program is provided at no cost to the employee or their family. Contact information for the Village's EAP provider is listed below

**ThedaCare at Work Employee Assistance Program
(920)749-2390 or
1-800-236-3666**

APPENDIX B
VILLAGE OF HARRISON
EDUCATION REIMBURSEMENT FORM

Date: _____

Requested by:

Name: _____
Last First MI

Course Detail:

Name of Accredited School: _____

Course Title: _____

How course is related to present job: _____

Cost:

Tuition: \$ _____

Books: \$ _____

Lab Fees: \$ _____

Miscellaneous (Explain): _____

Approval:

Employer's Signature: _____
Date

Administrator's Signature: _____
Date

Successfully completed course on: _____
Payment made to employee on: _____
Check Number: _____

SUBJECT: EDUCATION REIMBURSEMENT

Policy

Full-time management employees of the Village of Harrison will be eligible for reimbursement of the cost of tuition, lab fees, books, materials and other miscellaneous fees incurred in the process of taking approved courses.

Purpose

To provide limited financial assistance for employees who desire to increase their level of education to present job performances.

Guidelines

1. Course must be directly related to the employee's current job and would improve their skills on the job.
2. Reimbursement will be made only after satisfactory completion of the course.
3. Eligible employees must first exhaust other forms of financial aid (*i.e.*, VA Ed Program, Scholarships, etc.)
4. A Tuition Aid Request form, obtained from the Village Manager, must be completed as far in advance as possible before close of registration for the course.
5. Final approval for reimbursement for the costs rests with the Village Board.
6. When the course is completed, a copy of the grade report, along with receipts for tuition and fees paid, should be submitted to the Village Manager for processing and refund. This must be done by the employee within thirty (30) days of notification of satisfactory completion of the course.
7. The employee will be reimbursed in a lump sum. However, should the employee terminate employment with the Village of Harrison within two (2) years of course completion, the reimbursement will be considered to be prorated over a 24-month period from the date of the course completion and the remainder will be withheld from the employee's last check.
8. All courses will be taken at a time other than the employee's regular work hours, unless vacation or compensatory time is used and Village approval has been given.
9. The Village will pay up to a maximum of \$500.00 per calendar year per employee. A maximum of \$2,000.00 per calendar year may be expended on a first-come, first-serve basis, to be determined by the date of the application.

This program can be discontinued or changed at any time at the discretion of the Village Board.

No employee will incur any rights to said policy. The discontinuance of said policy will not be considered prejudicial to anyone or any group.

APPENDIX C

CLOTHING ALLOWANCE

I. Full-Time Road Crew

The Village provides a clothing allowance to full time road crew employees with the stipulation that they always have to wear a shirt and/or outer jacket that has the logo and village name on it when at work.

The Village provides a stipend of \$325.00 each year that is to be used to purchase approved apparel items and steel toed boots. Any items purchased that total more than \$325.00 in a calendar year will be paid for by the employee unless the employee has an approved carryover balance.

II. Permanent Part-Time Employees

Permanent Part time employees will receive \$175.00 to purchase approved apparel and steel toed boots each year that they work. They can purchase additional apparel at their cost through the Village Hall. We would like the part time staff to also wear the Village apparel when they are working.

III. Office Staff

Office staff is entitled to receive \$250 each year that is to be used to purchase approved apparel items.

IV. Firefighters

Volunteer firefighters shall receive one free shirt each year they are on the department. They can purchase additional apparel at their cost through the Village Hall.

V. Fire Chief

The Village will provide clothing for the Fire Chief with the stipulation he/she always wear the uniform when working.

For the first year of employment, the Village will provide the following items:

(2) Uniform pants, (2) white uniform shirts, (2) Polo Shirts with logo, (2) Guard work shirt with logo, (2) blue t-shirts, (2) blue sweatshirts.

During the next years, the Village will provide a stipend of \$325.00 to purchase additional items. The Chief will be required to purchase black shoes, badges, etc. on his/her own.

VI. Carryover

Employees may carryover unused clothing allowance funds to the following year with the approval of the Village Manager

ACKNOWLEDGEMENT FORM

VILLAGE OF HARRISON PERSONNEL MANUAL

I understand that the information contained in the Village of Harrison Personnel Manual represents guidelines only and that the Village reserves the right to modify this manual or amend or terminate any policies, procedures or employee benefit programs at any time, or to require and/or increase contributions towards these benefit programs. I understand that it is my responsibility to familiarize myself with the contents of the manual and that I am required to comply with all aspects of the manual. I understand that failure to do so will result in discipline up to and including discharge.

I understand that the handbook is not a contract of employment between me and the Village and that I should not view it as such.

I further understand that no manager, supervisor or representative of the Village has any authority to enter into any agreement guaranteeing employment for any specified period of time and that any such agreement, if made, shall not be enforceable.

I acknowledge that using the Village's equipment and systems, including use of the Internet and Email is a privilege that may be revoked at the sole discretion of the organization for any reason, and that it automatically terminates when I leave the Village.

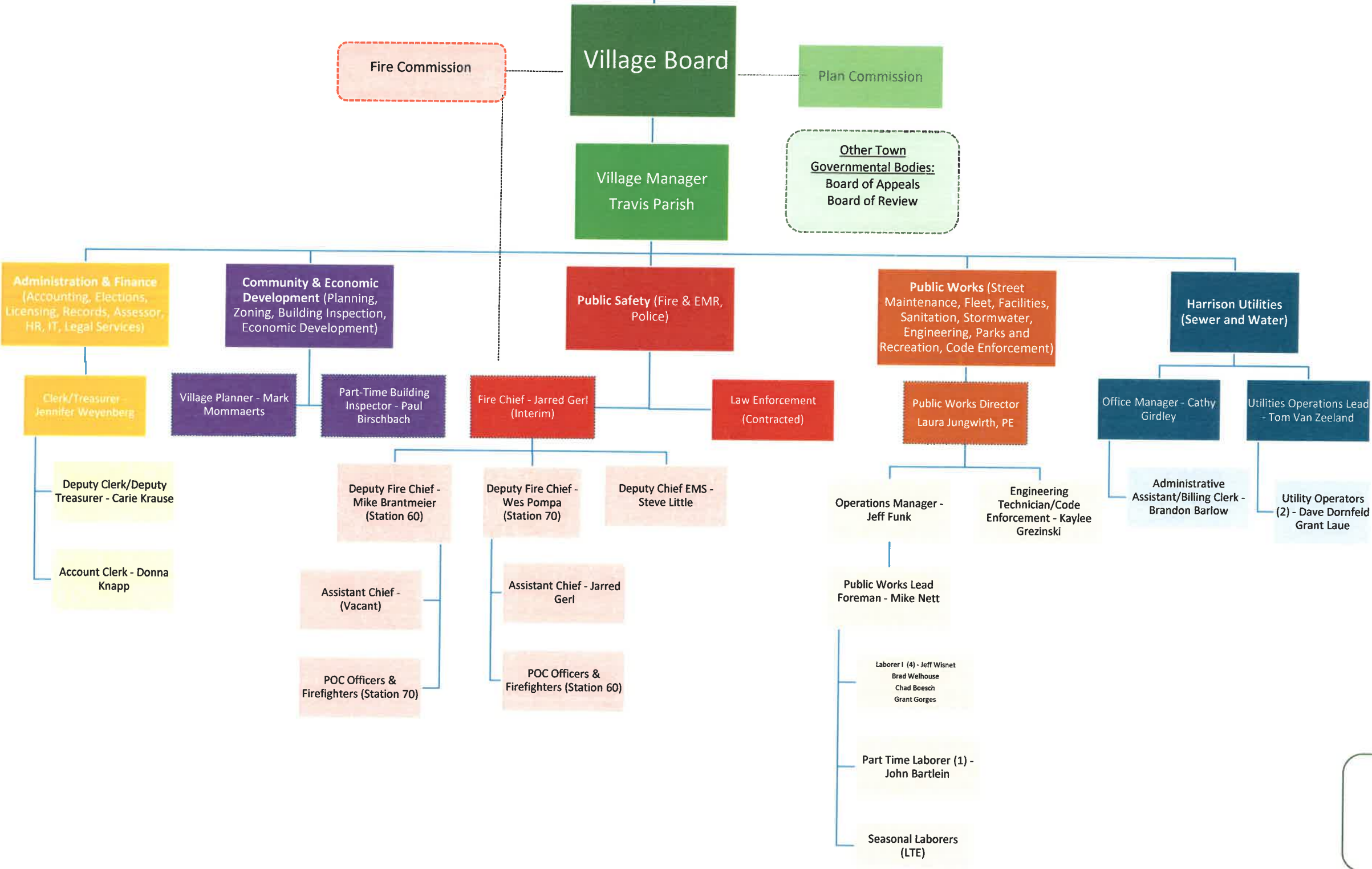
Employee Signature

Management Witness Signature

Date

Date

Harrison Residents



ADOPTED:

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: January 28th, 2020

Title:

Approve sewer and water extension to 3rd Addition to Woodland Hills (City of Menasha)

Issue:

Should the Village of Harrison approve sewer and water extension to 3rd Addition to Woodland Hills located in the City of Menasha?

Background and Additional Information:

The City of Menasha has requested that sewer and water be extended to the 3rd Addition to Woodland Hills subdivision located in the City of Menasha. Harrison Utilities had Martenson and Eisele review the sewer and water plans for the subdivision to make sure that they comply with our standard specifications.

The recommendation from M&E is to approve the sewer and water extension to the 3rd Addition of Woodland Hills in the City of Menasha

Budget/Financial Impact:

None.

Recommendation:

Staff recommends that the Village Board approve the sewer and water extension to the 3rd Addition of Woodland Hills in the City of Menasha.

Attachments:

Letter from M&E

Map

Martenson & Eisele, Inc.

Your Solution Professionals

Planning - Environmental - Surveying - Engineering - Architecture

January 16, 2020

Travis Parish, Administrator
Village of Harrison Utilities
W5298 STH 114
Menasha, WI 54952

**Re: 3rd Addition to Woodland Hills, City of Menasha, Harrison Utilities,
Sewer and Water Extension Revised Plans**

Dear Travis;

The above project consists of sewer and water, to serve 18 proposed lots in the City of Menasha. We have reviewed revised plans submitted by McMahon Associates, Inc. per the Village of Harrison Utility requirements. The revised plans now meet the Village of Harrison requirements and therefore, we recommend approval.

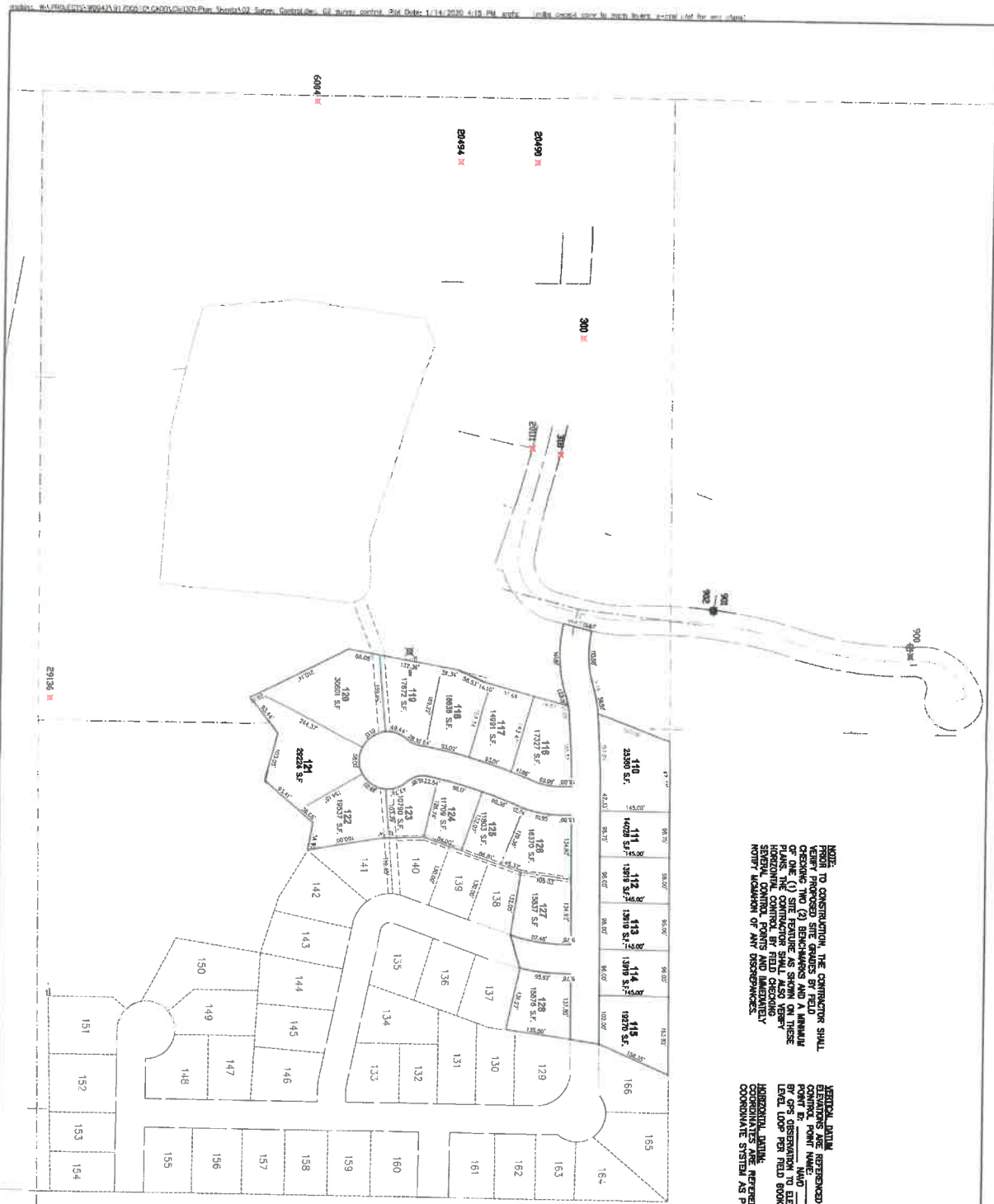
If you have any questions or need any additional information, please feel free to contact me.

Sincerely,
MARTENSON & EISELE, INC.


Michael S. Siewert, P.E.
Review Engineer

cc: Ron Wolf P.E., McMahon Associates, Inc.
Cathy Girdley, Harrison Utilities
Laura Jungwirth P.E. Director of Public Works





NOTE:
 BEFORE CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL MAINTAIN HORIZONTAL CONTROL BY FIELD CHECKING SEVERAL CONTROL POINTS AND IMMEDIATELY NOTIFY AGENCY OF ANY DISCREPANCIES.

HORIZONTAL DATUM:
 ELEVATIONS ARE REFERENCED TO MGS DATE. DATUM POINT IS _____ (ADJUSTMENT) LEVEL LOOP PER FIELD BOOK _____.

VERTICAL DATUM:
 ELEVATIONS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR _____ COUNTY.



HORIZONTAL CONTROL POINTS			
POINT #	NORTHING	EASTING	DESCRIPTION
1	544588.00	834724.07	SETBACK
200	544770.03	834071.00	IP1
318	544748.31	834318.74	IP1
502	545071.75	834630.08	FBWP
6004	544528.30	833564.47	RS2
20111	544687.27	834302.82	IP1
20480	544689.24	833707.18	RS5
20494	544634.27	833707.23	RS5
20972	544637.25	833167.24	RS5
20136	544667.07	834834.19	IP1
20988	544588.70	832532.24	RS5

VERTICAL BENCHMARK CONTROL			
POINT #	ELEVATION	DESCRIPTION	BMING
900	778.00	BMING	
901	771.75	BMING	

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: January 28th, 2020

Title:

Approve hiring Boardman Clark to represent the Village of Harrison to challenge the Public Service Commission of Wisconsin's refund order.

Issue:

Should the Village of Harrison hire the Boardman Clark law office to challenge the Wisconsin Public Service Commission's refund order?

Background and Additional Information:

Approximately a year ago, Harrison Utilities began a rate case study to place the public fire protection charge on the monthly water bills. As part of this process, the Public Service Commission does an in-depth review of the operations of the utility district.

While conducting this review, the PSC had questions concerning the construction of the building in 2002 and the charging of water connections fees since 1983. Neither of these items were approved by the PSC, which is a requirement.

The PSC is now requiring Harrison Utilities to refund approximately \$958,780.06 to the customers who paid the connection fees, going back to 1984, since the fees were not approved by the Commission.

The Village Attorney has recommended hiring Boardman Clark to resolve this issue since they have attorneys that specialize in this area.

Budget/Financial Impact:

Legal fees have been budgeted for.

Recommendation:

Staff recommends approval of hiring Boardman Clark to challenge the PSC's refund order.

Attachments:

Letter of engagement.

January 20, 2020

Via Email (ARossmeissl@herringclark.com)

Mr. Andrew J. Rossmeissl
HERRLING CLARK LAW FIRM LTD.
800 North Lynndale Drive
Appleton, WI 54914

RE: Engagement of Legal Service

Dear Andrew:

We appreciate the Village of Harrison's ("Harrison's") interest in engaging Boardman & Clark LLP as the attorneys to represent Harrison in challenging the Public Service Commission of Wisconsin's refund order in PSC Docket No. 6335-WR-103.

No Conflicts

We have performed a conflicts of interest check, and we have determined we have no current conflicts of interest that could affect our representation. If we should represent Harrison in another matter in the future, we may review that issue again.

Fees, Costs, Billing and Payment

Fees. Our fees are based principally on the time expended by our attorneys, paralegal assistants and law clerks that work on your representation. We have established an hourly rate for each attorney, paralegal assistant and law clerk in our firm. My hourly rate for this representation is \$305 (which is a discounted rate).

Typically, our fee is equal to our hourly rates multiplied by the hours worked. Hourly rates for work on your matter will range from \$75 to \$305. This includes the rates of attorneys, paralegals, legal assistants and clerks whom I may assign to work on this matter. Our firm reviews hourly rates periodically, and our rates may be adjusted from time to time. We typically review and change hourly rates effective January 1 of each year.

Other Fees, Costs and Expenses. Other out-of-pocket costs and expenses, such filing fees, transportation costs (including automobile mileage at the per-mile rate established by the firm), and other miscellaneous expenses identifiable to your matter will be billed monthly, and will be appropriately described on an invoice. Charges for certain of the above-listed expenses may be adjusted annually, on or about January 1.

Billing and Payment. Our standard practice is to bill each month for services we render during the previous month. Payment is due upon receipt of our billing invoice. Other payment arrangements can be made by mutual agreement, in writing.

The firm accepts credit cards for payment of invoices.

Additional Representation Terms

I will have primary responsibility for your representation and will coordinate the use of other attorneys, paralegal assistants, and clerks on your matter. Please direct to me any questions or concerns about bills or the services that we provide.

File Retention Notice. When I have completed all the legal work necessary for Harrison, I will close my file and return original documents to Harrison. I will then store the file for approximately eight years. I will destroy the file after that period of time unless Harrison instructs me in writing now to keep the file longer.

Firm's LLP Status

The Wisconsin Supreme Court has adopted a rule permitting law firms to practice as limited liability organizations. Our firm chose to become a limited liability partnership as of January 1, 2012. Limited liability status generally exempts the partners from personal responsibility for the firm's liabilities. The rule provides, however, that "Nothing in this rule ... shall relieve a lawyer from personal liability for any acts, errors or omissions of the lawyer arising out of the performance of professional services." The rule also requires the firm to maintain professional liability insurance coverage with a policy limit of at least \$10,000,000. If you have any questions regarding our status as a limited liability partnership, please call Richard Heinemann at (608) 257-9521.

Conclusion

We appreciate the opportunity to represent Harrison in this matter. If you have any questions or comments about the objectives and scope of our representation or about our billing and payment policies, please let me know. If the Village Board approves the engagement, please have the appropriate Village representative sign the acknowledgement below. Then, scan the document and email it back to me.

Sincerely,

BOARDMAN & CLARK LLP

/s/

Anita T. Gallucci

F:\DOCS\WD\40524\1\DOCS\A3676646.DOCX

JANUARY 20, 2020
PAGE 3

ACKNOWLEDGMENT AND CONSENT:
By:

Name and Title

Date: _____



Public Service Commission of Wisconsin

Rebecca Cameron Valcq, Chairperson
Ellen Nowak, Commissioner
Mike Huebsch, Commissioner

4822 Madison Yards Way
P.O. Box 7854
Madison, WI 53707-7854

December 11, 2019

Ms. Catherine M. Girdley, Office Manager
Harrison Utilities
N8722 County Road LP
Menasha, WI 54952

Re: Application of the Village of Harrison, Calumet County,
Wisconsin, as a Water Public Utility, for Authority to
Adjust Water Rates

6335-1, R-103

Dear Ms. Girdley:

Public Service Commission (Commission) staff has analyzed the Harrison Utilities' (Utility) application for a water rate increase. The application was received on June 27, 2019. The attached proposal contains Commission staff's proposed 2019 test year revenue requirement exhibit (Exhibit) and will serve as the basis for the cost of service study. Andrew Fisher, Rate Analyst, will soon develop the cost of service study and a proposed rate design. A copy of that exhibit will be sent separately upon completion. Commission staff will submit both proposals at the public hearing, which will be scheduled at a later date.

Please note the Commission staff proposal is based on an allowance of 6.00 percent of operation and maintenance expenses. This represents an allowance for earnings fluctuations consistent with past Commission decisions in rate cases in which there has been a low or no rate base to allow a rate of return. An allowance of \$64,552 will provide the municipality with sufficient earnings and will also maintain confidence in the Utility's financial integrity without resulting in rates to customers that are excessive.

During the review of the Utility's rate application, several issues were discovered which resulted in additional review and large adjustments. These adjustments are as follows:

- In 1997, the Utility constructed a meter pit and recorded it in Account 371, later renumbered to Account 390 (Structures and Improvements) in the General Plant category. It would be more appropriate to record this meter pit in Account 341 (Structures and Improvements) in the Transmission and Distribution Plant category. Please confirm that the Utility will reclassify this asset from Account 390 to Account 341. The Utility should then submit a revised 2018 PSC Annual Report that includes this adjustment prior to the public hearing in this case.
- The Utility has consistently reported \$1 in total labor payroll on page F-05 of the PSC Annual Reports. Water Operating Expenses means labor used to operate the Utility, both

in the field and in the office, and should be reported on line 1. In the future, the Utility should report total water utility labor on Page F-05.

- During review of the application, Commission staff discovered that the Utility had constructed a new building in 2002 without obtaining a Certificate of Authority from the Commission. Commission staff opened an investigation in docket 6335-WI-100 to review this issue. Commission staff will process the investigation separately from the rate case.
- During review of PSC Annual Reports, Commission staff discovered that the Utility funded the construction of two meter stations and several other smaller additions using Facilities Connection Fees collected from all new water customers. The Facilities Connection Fees were first established in 1983 when the original water system was constructed and have been updated several times between 1984 and 1997. The current Facilities Connection Fee is \$975, which includes \$399.75 for water facilities and \$575.25 for sewer facilities. Since the Commission regulates the water utility, all water charges must be authorized by the Commission. Public Utilities are not permitted to charge rates other than those on file at the Commission. (Wis. Stat. s. 196.22.) The Commission has not authorized the Facilities Connection Fee. As such, the Utility must stop charging the Facilities Connection Fee. In addition, it appears the Utility must refund the \$958,780.06 in water Facilities Connection Fees that have been collected from water customers.

Since the fees were not authorized by the Commission, the entries to record additions funded by the fees as Contributed Plant in 2009-2018 are not correct. The Commission staff revenue requirement includes adjustments to move the \$358,876 in assets from Contributed Plant to Utility Financed Plant. Related adjustments to Accumulated Depreciation subaccounts and Earned Surplus subaccounts are also included in the Commission staff revenue requirement and summarized on Schedule 5. The Utility should submit a revised 2018 PSC Annual Report that includes these adjustments prior to the public hearing in this case.

Attached as Schedule 4 is the list of depreciation rates that is the basis of Commission staff's estimated depreciation expense for the test year. Please note that some rates may be different than previously authorized. When the Final Decision is issued in this docket, these depreciation rates will be certified for use by the Utility effective January 1, 2019. Please note that the general service and public fire protection rates are typically effective within 90 days of the Final Decision.

Please review the attached exhibits. If you believe any adjustments were made in error or want to discuss them, please contact me within five business days of the date of this letter. If

Ms. Catherine M. Girdley
Docket 6335-WR-103
Page 3

Commission staff does not receive a response within that time, it will be assumed the Utility is in agreement and the revenue requirement summary will be forwarded to the rate analyst.

If you have any questions regarding the above, please contact me. If you have any questions regarding the status of your rate case, please contact Andrew Fisher at (608) 266-3905 or by email at Andrew.Fisher@wisconsin.gov.

Sincerely,



Kathleen Butzlaff
Audit Manager
Public Service Commission of Wisconsin
Division of Water Utility Regulation and Analysis
608.267.9817 | Kathleen.Butzlaff@wisconsin.gov

KAB;jac DL:01704618

Attachment

cc: Jason Vollrath, Erickson & Associates, S.C.
Pamela A. Captain, City of Menasha

HARRISON NOVEMBER 2019

HARRISON	841	825	836	TOTAL	NOVEMBER	COMPLAINTS:	CITATIONS:
HOURS WORKED	141.1	166	166	473.1	HOURS WORKED	RECKLESS DRIVING	2 OWI - 1ST
DAILY MILES	1125	1515	1899	4539	DAILY MILES	SUSPICIOUS VEHICLE	7 LITTERING
COMPLAINT HRS	10.5	15.6	9.7	35.8	COMPLAINT HRS	911 HANGUP	13 NO PROOF OF INSURANCE
FOLLOW UP HRS	5.3	5.6	2.2	13.1	FOLLOW UP HRS	SUSPICIOUS SITUATION	4 LEWD & LASCIVIOUS
ACCIDENT INV HRS	3.2	3.2	1.6	8	ACCIDENT INV HRS	WELFARE	8 SPEED
ACC FOLLOW UP HRS				0	ACC FOLLOW UP HRS	ORDINANCE VIOLATION	2 FAILURE TO KEEP CONTROL
AGENCY ASSIST HRS	3.5	3.7	3.8	11	AGENCY ASSIST HRS	ABANDONED PROPERTY	1 PAC
SHERIFF COMPL. INV.	15	26	17	58	SHERIFF COMPL. INV.	DISTURBANCE	3 FAIL TO STOP FOR SCHOOL BUS
SHERIFF FOLLOW UP	3	6	7	16	SHERIFF FOLLOW UP	HARASS	1 FAIL TO STOP AT STOP SIGN
SHERIFF ASSIST	5	1	2	8	SHERIFF ASSIST	FRAUD	1 UNDERAGED DRINKING
REPORT ACCIDENT	2	1	1	4	REPORT ACCIDENT	JUVENILE	1
NONREPORTABLE	2	2	2	6	NONREPORTABLE	HAZARD	2
ACCIDENT FOLLOW UP		1		1	ACCIDENT FOLLOW UP	THEFT	1
ACCIDENT ASSIST	1			1	ACCIDENT ASSIST	TRESPASS	2
AGENCY ASSISTS	3	3	8	14	AGENCY ASSISTS	ANIMAL	5
CITIZEN ASSIST		1		1	CITIZEN ASSIST	DOMESTIC	1
MOTORIST ASSIST	2	6		8	MOTORIST ASSIST	SEXUAL	1
PROPERTY CHECKS	2		4	6	PROPERTY CHECKS	MISSING	1
ARRESTS	1	1	1	3	ARRESTS	BATTERY	1
WARRANT ATTEMPT				0	WARRANT ATTEMPT	OPEN DOOR	1
TRAFFIC CITIS.	3	14	6	23	TRAFFIC CITIS.		
ORD. CITIS.			1	1	ORD. CITIS.		
JUV ALCOHOL CITIS.	6			6	JUV ALCOHOL CITIS.		AGENCY ASSIST
O. W. I. ARRESTS	1			1	O. W. I. ARRESTS		CALUMET COUNTY
WRITTEN WARNINGS	7	28	22	57	WRITTEN WARNINGS		CHILTON PD
15 DAYS	1	8		9	15 DAYS		MENASHA PD
PARKING CITIS.		7		7	PARKING CITIS.	ARRESTS:	APPLETON PD
HOUSE ALARM				0	HOUSE ALARM	OWI	1 BRILLION PD
BUSINESS ALARM		1	1	2	BUSINESS ALARM	BAIL JUMPING	1 GRAND CHUTE PD
ALARM ASSIST				0	ALARM ASSIST	WARRANT	2 WINNEBAGO SHERIFF
AMB. ASSIST	3	1	1	5	AMB. ASSIST		
FIRE ASSIST			2	2	FIRE ASSIST		

HARRISON DECEMBER 2019

HARRISON	841	825	833	836	843	TOTAL	DECEMBER	COMPLAINTS:	47	CITATIONS:	29
HOURS WORKED	141	108	8.3	41.5	91.3	390.1	HOURS WORKED	HAZARD	2	SPEED	8
DAILY MILES	1053	953	70	531	1281	3888	DAILY MILES	DISTURBANCE	4	FYR STOP SIGN CAUSE BODILY HARM	1
COMPLAINT HRS	13.6	9.6	1.5	2.6	3.8	31.1	COMPLAINT HRS	DRUGS	1	INATTENTIVE DRIVING	1
FOLLOW UP HRS	0.1	0.1			5.7	5.9	FOLLOW UP HRS	WELFARE	6	OPERATE WITH CONTROLLED SUBSTANCE	1
ACCIDENT INV HRS	1.4	4.4			2.1	7.9	ACCIDENT INV HRS	RUNAWAY	1	OPERATE AFTER REVOCATION	1
ACC FOLLOW UP HRS						0	ACC FOLLOW UP HRS	CIVIL	1	FAIL TO STOP AT STOP SIGN	3
AGENCY ASSIST HRS	1.6	5.8		1.1	3.6	12.1	AGENCY ASSIST HRS	FAMILY	1	OPERATE W/O INSURANCE	3
SHERIFF COMPL. INV.	18	12	1	5	11	47	SHERIFF COMPL. INV.	911 HANG UP	10	OPERATE W/O CARRYING LICENSE	2
SHERIFF FOLLOW UP	1	1			5	7	SHERIFF FOLLOW UP	ALCOHOL	1	OPERATE W/O ADEQUATE MUFLER	1
SHERIFF ASSIST	1				1	2	SHERIFF ASSIST	SUSPICIOUS VEHICLE	6	FAIL TO YIELD FROM ALLEY	1
REPORT ACCIDENT	1	3			1	5	REPORT ACCIDENT	SUSPICIOUS SITUATION	3	FAILURE TO KEEP CONTROL	1
NONREPORTABLE	1				1	2	NONREPORTABLE	FRAUD	2	FAIL TO YIELD TO PASSING VEHICLE	1
ACCIDENT FOLLOW UP						0	ACCIDENT FOLLOW UP	ANIMAL	3	OWI - 1ST	2
ACCIDENT ASSIST						0	ACCIDENT ASSIST	RECKLESS DRIVING	4	OPERATE LEFT OF CENTER	1
AGENCY ASSISTS	2	4		3	1	10	AGENCY ASSISTS	NOISE	1	NON-REGISTERED VEHICLE	1
CITIZEN ASSIST						0	CITIZEN ASSIST	ORDINANCE			1
MOTORIST ASSIST	1	3			4	8	MOTORIST ASSIST				
PROPERTY CHECKS						0	PROPERTY CHECKS				
ARRESTS	1	1			1	3	ARRESTS	ARRESTS:			
WARRANT ATTEMPT						0	WARRANT ATTEMPT	OWI - 1ST	2		
TRAFFIC CITS.	2	13		3	11	29	TRAFFIC CITS.	D/C	1		
ORD. CITS.						0	ORD. CITS.				
JUV ALCOHOL CITS.						0	JUV ALCOHOL CITS.	AGENCY ASSIST			
O. W. I. ARRESTS		1		1	1	3	O. W. I. ARRESTS	CALLUMET SHERIFF	5		
WRITTEN WARNINGS	6	7		3	19	35	WRITTEN WARNINGS	CHILTON	1		
15 DAYS		7			6	13	15 DAYS	OUTAGAMIE COUNTY	1		
PARKING CITS.	2	2				4	PARKING CITS.	NEENAH PD	1		
HOUSE ALARM						0	HOUSE ALARM	MENASHA PD	1		
BUSINESS ALARM						0	BUSINESS ALARM	APPLETON PD	1		
ALARM ASSIST						0	ALARM ASSIST				
AMB. ASSIST	2			1	2	5	AMB. ASSIST				
FIRE ASSIST	2				1	3	FIRE ASSIST				

**Village of Harrison
December-19 Zoning Permit Report**

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
Residential								
Single Family	2	61	\$ 500,000	\$ 17,798,005	0	77	\$ 0	\$ 21,196,445
Two Family (units)	0	(0)	\$ 0	\$ 0	0	(0)	\$ 0	\$ 0
Multi Family (units)	0	(0)	\$ 0	\$ 0	0	(0)	\$ 0	\$ 0
Additions	0	15	\$ 0	\$ 836,077	0	13	\$ 0	\$ 661,500
Acc. Structures	0	26	\$ 0	\$ 407,150	0	34	\$ 0	\$ 410,695
Miscellaneous	4	62	\$ 159,500	\$ 785,095	3	64	\$ 11,700	\$ 699,585
Total Residential	6	164	\$ 659,500	\$ 19,826,327	3	188	\$ 11,700	\$ 22,968,225
Com./Ind.								
New	0	3	\$ 0	\$ 5,567,000	0	0	\$ 0	\$ 0
Additions	0	0	\$ 0	\$ 0	0	2	\$ 0	\$ 75,000
Acc. Structures	0	0	\$ 0	\$ 0	0	0	\$ 0	\$ 0
Miscellaneous	0	4	\$ 0	\$ 70,750	0	7	\$ 0	\$ 50,150
Total Com./Ind.	0	7	\$ 0	\$ 5,637,750	0	9	\$ 0	\$ 125,150
Combined Total	6	171	\$ 659,500	\$ 25,464,077	3	197	\$ 11,700	\$ 23,093,375

Number of Vacant Lots Remaining 135

Treasurer's Report of Income and Expenses- November 2019

Investor's Community Bank Business Checking Account 0300 (GENERAL)	
Beginning Balance	\$629,641.89
Credit	\$289,015.35
Debit	\$846,591.16
Ending Balance	\$72,066.08

Investor's Community Bank Checking Account 1753 (TAXES)	
Beginning Balance	\$1,904,989.35
Credit	\$0.00
Debit	\$0.00
Ending Balance	\$1,904,989.35

Investor's Community Bank Business Checking Account 8500 (TOWN)	
Beginning Balance	\$241,349.11
Credit	\$0.00
Debit	\$220,000.00
Ending Balance	\$21,349.11

BMO Harris Bank Checking Account 1189 (FIRE DEPARTMENT)	
Beginning Balance	\$1,204.97
Credit	\$0.00
Debit	\$128.64
Ending Balance	\$1,076.33

Total Ending Balance of All Checking Accounts

\$1,999,480.87

Investor's Community Bank Money Market 0310	
Beginning Balance	\$1,845,282.02
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$3,129.40
Ending Balance	\$1,848,411.42

Investor's Community Bank Tax Money Market 1110	
Beginning Balance	\$864,421.52
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$1,465.97
Ending Balance	\$865,887.49

East Wisconsin Savings Bank Money Market 4895	
Beginning Balance	\$287,177.20
Credit	\$0.00
Debit	\$0.00
Interest Paid	\$153.42
Ending Balance	\$287,330.62

Total Ending Balance of All Money Market Accounts

\$3,001,629.53

	Local Government Investment Pool	
Beginning Balance		\$246,938.98
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$347.76
Ending Balance		\$247,286.74

	Community First Credit Union CD 4070	
Beginning Balance		\$317,045.36
Interest Paid		\$0.00
Ending Balance		\$317,045.36
	State Bank of Chilton CD 0343	
Beginning Balance		\$124,524.92
Interest Paid		\$0.00
Ending Balance		\$124,524.92
	State Bank of Chilton CD 1028	
Beginning Balance		\$303,873.54
Interest Paid		\$3,446.67
Ending Balance		\$307,320.21
	State Bank of Chilton CD 0368	
Beginning Balance		\$257,079.60
Interest Paid		\$0.00
Ending Balance		\$257,079.60
	East Savings CD 7150	
Beginning Balance		\$255,691.88
Interest Paid		\$0.00
Ending Balance		\$255,691.88
Total Ending Balance of All CDs		\$1,261,661.97

Jennifer Weyenberg, Clerk-Treasurer

Treasurer's Report of Income and Expenses- December 2019

Investor's Community Bank Business Checking Account 0300 (GENERAL)		
Beginning Balance		\$72,066.08
Credit		\$579,881.21
Debit		\$377,562.90
Ending Balance		\$274,384.39

Investor's Community Bank Checking Account 1753 (TAXES)		
Beginning Balance		\$1,904,989.35
Credit		\$6,898,458.46
Debit		\$16,007.41
Ending Balance		\$8,787,440.40

Investor's Community Bank Business Checking Account 8500 (TOWN)		
Beginning Balance		\$241,349.11
Credit		\$0.00
Debit		\$0.00
Ending Balance		\$241,349.11

BMO Harris Bank Checking Account 1189 (FIRE DEPARTMENT)		
Beginning Balance		\$1,076.33
Credit		\$0.00
Debit		\$423.18
Ending Balance		\$653.15

Total Ending Balance of All Checking Accounts

\$9,303,827.05

Investor's Community Bank Money Market 0310		
Beginning Balance		\$1,848,411.42
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$2,926.57
Ending Balance		\$1,851,337.99

Investor's Community Bank Tax Money Market 1110		
Beginning Balance		\$865,887.49
Credit		\$0.00
Debit		\$400,000.00
Interest Paid		\$954.40
Ending Balance		\$466,841.89

East Wisconsin Savings Bank Money Market 4895		
Beginning Balance		\$287,330.62
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$158.62
Ending Balance		\$287,489.24

Total Ending Balance of All Money Market Accounts

\$2,605,669.12

	Local Government Investment Pool	
Beginning Balance		\$247,286.74
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$342.81
Ending Balance		\$247,629.55

	Community First Credit Union CD 4070	
Beginning Balance		\$317,045.36
Interest Paid		\$1,584.91
Ending Balance		\$318,630.27
	State Bank of Chilton CD 0343	
Beginning Balance		\$124,524.92
Interest Paid		\$0.00
Ending Balance		\$124,524.92
	State Bank of Chilton CD 1028	
Beginning Balance		\$307,320.21
Interest Paid		\$0.00
Ending Balance		\$307,320.21
	State Bank of Chilton CD 0368	
Beginning Balance		\$257,079.60
Interest Paid		\$0.00
Ending Balance		\$257,079.60
	East Savings CD 7150	
Beginning Balance		\$255,691.88
Interest Paid		\$0.00
Ending Balance		\$255,691.88
Total Ending Balance of All CDs		\$1,263,246.88

Jennifer Weyenberg, Clerk-Treasurer