

**NOTICE OF VILLAGE BOARD MEETING**

**DATE:** Tuesday, February 25, 2020  
**TIME:** 7:00pm  
**PLACE:** Harrison Municipal Building  
W5298 State Road 114  
Harrison, WI 54952

Pursuant to Wis. Stats. §19.84, NOTICE is hereby given to the public that a Village of Harrison Board Meeting will be held on Tuesday, February 25, 2020 at 7:00pm. The agenda is listed below. This is a public meeting.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
5. Public Comments  
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Consent Agenda  
Items on Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the consent agenda, items may be removed at the request of any Trustee and addressed immediately following the motion to approve the remaining items.
  - a) Payments of Bills and Claims (Clerk-Treasurer)
  - b) Minutes from 01/28/20 and 02/11/20 (Clerk-Treasurer)
  - c) Certified Survey Map-Melvin Baeten-Amy Ave (Planner)
  - d) Certified Survey Map-Irvin Zahringer- Hwy 55 & Hwy 114 (Planner)
  - e) Certified Survey Map-Anthony Uitenbroek-W5857 County KK (Planner)
  - f) Certified Survey Map-Darboy Drive (Planner)
  - g) Premier Harrison, LLC & Premier Harrison II, LLC Tax Incremental Financing District #2 Agreement-Friendship Drive (Planner)

- h) Certificate of Payment #4 to PTS Contractors in the amount of \$28,747.79 for 2019 Road Improvements Project (Village Manager)

7. Items Removed from Consent Agenda (if any)

8. Appointments

- a) None

9. Unfinished Business from Previous Meetings for Consideration or Action

- a) Rules and Procedures for Board Meetings (Village Manager)

10. New Business for Consideration or Action

- a) Kimberly Heights 4 Subdivision Development Agreement- Schmidt Road (Planner)
- b) Southtowne Place Subdivision Development Agreement- Manitowoc Road (Planner)
- c) WDNR Municipal Separate Storm Sewer (MS4) Annual Report (Dir. Of Public Works)
- d) Public Works Fee Schedule (Dir. Of Public Works)
- e) Bids for Abandonment of Lift Station #5 (Village Manager)
- f) Contract for Self-Publishing Software for Municipal Ordinances (Village Manager)

11. Reports

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

12. Future Agenda Items

13. Closed Session

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 to address the following development agreements:

Driscoll Properties, LLC (Planner)

Pursuant to Wis. Stats. §19.85(1)(c), the Board will meet to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to address the following:

Match for certain firefighters for Service Award Program (Fire Chief)

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.

14. Adjournment

Jennifer Weyenberg, Village Clerk-Treasurer

Agenda posted 02/19/2020 and posted at [www.harrison-wi.org](http://www.harrison-wi.org) and Municipal Building lobby  
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.



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INVESTORS COMMUNITY BANK

Dated From: 1/21/2020

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
8956	1/31/2020	ANDERS AUTO PARTS, INC 1072474, 1072802	
100-06-52200-600-000		Fire Dept - Vehicle Maint. FILTERS FROM 1/17/20	108.41
		1072474	
100-09-53311-400-000		Hwy Dept - Supplies FILTER AND FUSEHOLDER FROM 1/24/20	28.24
		1072802	
		Total	136.65
8957	1/31/2020	ANDY WOLDT CONSTRUCTION LLC ESCROW RETURN FOR N8748 ZIRBEL DR	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N8748 ZIRBEL DR	1,500.00
		Total	1,500.00
8958	1/31/2020	BIG STATE INDUSTRIAL SUPPLY INC 1374378	
100-09-53311-400-000		Hwy Dept - Supplies FROM 1/17/20 FIRST AID KITS	511.63
		1374378	
		Total	511.63
8959	1/31/2020	BLUE PRINT SERVICE COMPANY 131597	
100-00-51440-400-000		Elections - Supplies ELECTION MAPS	279.46
		131597	
		Total	279.46
8960	1/31/2020	BOBCAT PLUS IA13256	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 1/27/20 BOBCAT PARTS	356.96
		IA13256	
		Total	356.96
8961	1/31/2020	BRAD WELHOUSE JAN CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JAN CELL PHONE STIPEND	30.00
		Total	30.00
8962	1/31/2020	BROOKS TRACTOR INC - SUN PRAIRIE C59861,D78498,D78619,C59872,D78855-56	

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Check Nbr	Check Date	Payee	Amount
100-09-53311-900-000		Hwy Dept - Road Maintenance	3,200.00
	FROM 1/15/20	RENTAL JOHN DEERE LOADER C59861	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	219.74
	FROM 1/16/20	FILTERS, MISC SUPPLIES D78498	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	813.82
	FROM 1/21/20	JD GRADER MISC SUPPLIES D78619	
100-09-57324-000-000		Capital Outlay - Hwy. Equip	3,400.00
	FROM 1/17/20	RENTAL GRADER 1/17-2/16 C59872	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	191.82
	FROM 1/29/20	CUTTING EDGE D78855	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	271.26
	FROM 1/29/20	HYDRAULIC OIL D78856	
<b>Total</b>			<b>8,096.64</b>

8963 1/31/2020 CARDMEMBER SERVICE  
4798510057423846

100-02-51400-400-000		Gen. Admin - Supplies	12.95
	FROM 12/12	CANVA GRAPHIC DESIGN	
100-04-51500-400-000		Treasurer - Supplies	55.00
	FROM 1/6	MUNICIPAL TREASURERS DUES	
100-09-53311-400-000		Hwy Dept - Supplies	333.46
	FROM 1/3	HOME DEPOT VAC, MISC SUPPLIES	
100-00-55200-000-000		Parks - Maint. and Utilities	404.97
	FROM 1/3	TOLEDO PHYSICAL VOLLEYBALL NETS	
<b>Total</b>			<b>806.38</b>

8964 1/31/2020 CHAD BOESCH  
JAN CELL PHONE STIPEND

100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JAN CELL PHONE STIPEND	
<b>Total</b>			<b>30.00</b>

8965 1/31/2020 CORPORATE NETWORK SOLUTIONS, INC  
61415

100-02-51400-400-006		Gen. Admin - Service Contracts	2,600.00
		CONTRACT LABOR BLOCK-20 HOURS 61415	
<b>Total</b>			<b>2,600.00</b>

8966 1/31/2020 CYPRESS HOMES INC  
ESCROW RETURN LESS FEE W5644 JONES WAY

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Check Nbr	Check Date	Payee	Amount
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN LESS FEE W5644 JONES WAY	1,400.00
		Total	1,400.00
8967	1/31/2020	EXECUTIVE DEVELOPERS ESCROW RETURN FOR N8544 FIRELANE #10	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N8544 FIRELANE #10	1,500.00
		Total	1,500.00
8968	1/31/2020	GRANT GORGES JAN CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JAN CELL PHONE STIPEND	30.00
		Total	30.00
8969	1/31/2020	HARWELL HOMES INC ESCROW RETURN FOR W6077 ZACH ST	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W6077 ZACH ST	1,500.00
		Total	1,500.00
8970	1/31/2020	HECKERT HOMES ESCROW RETURN FOR W5629 JONES WAY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5629 JONES WAY	1,500.00
		Total	1,500.00
8971	1/31/2020	INTERSTATE BATTERY OF GREEN BAY 90133577	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 1/22/20 90133577	359.85
		Total	359.85
8972	1/31/2020	JACOBS DESIGN HOMES ESCROW RETURN FOR W5561 HOELZEL WAY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5561 HOELZEL WAY	1,500.00
		Total	1,500.00

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8973	1/31/2020	JARRED GERL	
		REIMBURSE STATION 70 MONITOR & MOUSE	
		Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies	199.98
		REIMBURSE STATION 70 MONITOR & MOUSE	
		Total	199.98
8974	1/31/2020	JARRED GERL	
		JAN CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone	40.00
		JAN CELL PHONE STIPEND	
		Total	40.00
8975	1/31/2020	JASON SELIG HOMES LLC	
		ESCROW RETURN FOR N9343 VARSITY LN	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9343 VARSITY LN	
		Total	1,500.00
8976	1/31/2020	JEFF WISNET	
		JAN CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JAN CELL PHONE STIPEND	
		Total	30.00
8977	1/31/2020	JENNIFER WEYENBERG	
		JAN CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone	40.00
		JAN CELL PHONE STIPEND	
		Total	40.00
8978	1/31/2020	JOE'S POWER CENTER	
		60963	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	126.53
		FROM 1/29/20 CHAIN SAW PARTS	
		60963	
		Total	126.53
8979	1/31/2020	KAYLEE GREZINSKI	
		JAN CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JAN CELL PHONE STIPEND	



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Check Nbr	Check Date	Payee	Amount
			Total 30.00
8980 256564	1/31/2020	L & S TRUCK CENTER	
100-06-52200-600-000		Fire Dept - Vehicle Maint. FROM 1/16/20 FIRE TRUCK ENGINE FILTERS 256564	194.40
			Total 194.40
8981	1/31/2020	LAURA JUNGWIRTH JAN CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JAN CELL PHONE STIPEND	40.00
			Total 40.00
8982	1/31/2020	LEON AND CAROL BIESTERVELD ESCROW RETURN FOR W5678 HOELZEL WAY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5678 HOELZEL WAY	1,500.00
			Total 1,500.00
8983	1/31/2020	LISOWE OIL DIV OF ADVANCED FUEL SERV 21793, 21836, 21863, 21900	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 1/10/20 21793	1,660.72
100-09-53311-600-030		Hwy Dept - Fuel FROM 1/15/20 21836	1,242.12
100-09-53311-600-030		Hwy Dept - Fuel FROM 1/20/20 21863	1,435.42
100-09-53311-600-030		Hwy Dept - Fuel FROM 1/24/20 21900	1,282.56
			Total 5,620.82
8984	1/31/2020	MARK & MARLENE DERRICKS ESCROW RETURN FOR N9428 STATE PARK RD	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N9428 STATE PARK RD	1,500.00
			Total 1,500.00
8985	1/31/2020	MARK MOMMAERTS JAN CELL PHONE STIPEND	

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100-00-51600-500-022		Municipal Bldg - Telephone	40.00
		JAN CELL PHONE STIPEND	
Total			40.00

8986 1/31/2020 MCMAHON

917006-917008, 917010-917011, 917123

Previous Year Expense

100-09-57330-000-000		Capital Outlay - Road Projects	609.50
		DOGWOOD LANE EXTENSION ENGINEERS REPORT 917006	
100-09-57330-000-000		Capital Outlay - Road Projects	9,279.00
		SCHMIDT ROAD CULVERT REPLACEMENT 917006	
100-09-57330-000-000		Capital Outlay - Road Projects	815.00
		BLACK OAK SEWER & ROAD (SONNY TO DOGWOOD 917007	
100-09-57330-000-000		Capital Outlay - Road Projects	715.00
		KAMBURA ACRES II ROADWAY IMPROVEMENTS 917008	
100-09-57330-000-000		Capital Outlay - Road Projects	1,119.70
		HOLLY & HOPFENSBERGER MINI STORM SEWER 917010	
100-09-57330-000-000		Capital Outlay - Road Projects	1,592.80
		GINA & MICHELLE MINI STORM SEWER 917011	
100-00-53441-200-000		Stormwater Planning	1,945.00
		UNPS STORMWATER PLANNING 917123	
Total			16,076.00

8987 1/31/2020 MCMAHON

917009

100-09-57330-000-000		Capital Outlay - Road Projects	919.80
		2020 STREET URBANIZATION 0917009	
Total			919.80

8988 1/31/2020 MENARDS-APPLETON EAST

77026, 77100, 77116

100-09-53311-400-000		Hwy Dept - Supplies	11.98
		FROM 1/27/20 SHOP SUPPLIES 77026	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	63.96
		FROM 1/28/20 HOSE AND PARTS 77100	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	48.45
		FROM 1/28/20 NUTS, BOLTS, WASHERS, MISC 77116	
Total			124.39

8989 1/31/2020 MGD INDUSTRIAL CORPORATION

179115, 179515

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100-09-53311-400-000		Hwy Dept - Supplies	364.26
	FROM 1/13/20	MISC SUPPLIES	179115
100-09-53311-400-000		Hwy Dept - Supplies	133.20
	FROM 1/27/20	MISC SUPPLIES	179515
Total			497.46
<hr/>			
8990	1/31/2020	MIKE BRANTMEIER	
JAN CELL PHONE STIPEND			
100-06-52200-500-022		Fire Station 60 - Telephone	30.00
JAN CELL PHONE STIPEND			
Total			30.00
<hr/>			
8991	1/31/2020	MIKE NETT	
JAN CELL PHONE STIPEND			
100-09-53311-500-022		Hwy Dept - Telephone	30.00
JAN CELL PHONE STIPEND			
Total			30.00
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8992	1/31/2020	MONROE TRUCK EQUIPMENT, INC	
819461, 820106, 820437, 820438			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	138.38
	FROM 1/10/20	BELTING	819461
100-09-53311-700-000		Hwy Dept - Equip Maintenance	197.82
	FROM 1/16/20	LED WARNING LIGHT	820106
100-09-53311-700-000		Hwy Dept - Equip Maintenance	572.60
	FROM 1/22/20	BOSS CUTTINGEDGE PARTS	820437
100-09-53311-700-000		Hwy Dept - Equip Maintenance	429.96
	FROM 1/24/20	TRUCK #25 BOSS CUTTINGEDGE	820438
Total			1,338.76
<hr/>			
8993	1/31/2020	MORTON SALT	
5402009226			
100-09-53311-903-000		Hwy Dept - Salt & Sand	16,658.47
	FROM 1/17/20	BULK SAFE-T-SALT	5402009226
Total			16,658.47
<hr/>			
8994	1/31/2020	MUNICIPAL PROPERTY INSURANCE CO.	
AC 40000487 POLICY 5000348 1/1/20-1/1/21			
100-00-51932-000-000		Insurance - Property and Crime	9,052.00
AC 40000487 POLICY 5000348 1/1/20-1/1/21			

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			Total 9,052.00
8995	1/31/2020	OFFICE DEPOT BUSINESS CREDIT FROM 1/6/20 OFFICE SUPPLIES	
100-02-51400-400-000		Gen. Admin - Supplies FROM 1/6/20 OFFICE SUPPLIES	118.82
			Total 118.82
8996	1/31/2020	PACKER CITY INTERNATIONAL TRUCKS X103082885:01	
100-06-52200-600-000		Fire Dept - Vehicle Maint. FROM 1/16/20 FIRE TRUCK ENGINE FILTERS X103082885:01	171.46
			Total 171.46
8997	1/31/2020	PFILE HOMES INC ESCROW RETURN FOR W5574 HOELZEL WAY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5574 HOELZEL WAY	1,500.00
			Total 1,500.00
8998	1/31/2020	ROGER BOWERS CONSTRUCTION CO INC FROM 10/31/19 AMY AVE SEED TERRACE 10/23 Previous Year Expense	
100-09-57330-000-000		Capital Outlay - Road Projects FROM 10/31/19 AMY AVE SEED TERRACE 10/23	2,222.50
			Total 2,222.50
8999	1/31/2020	RUCON CONSTRUCTION MANAGEMENT ESCROW RETURN FOR N9316 MULHOLLAND LN	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N9316 MULHOLLAND LN	1,500.00
			Total 1,500.00
9000	1/31/2020	SCHAEFFERS MFG CO 781186-INV1	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 1/15/20 55 GAL SYNSHIELD 15W-40 781186-INV1	1,098.35
			Total 1,098.35
9001	1/31/2020	SERVICEMASTER BUILDING MAINTENANCE 32631	

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100-02-51400-400-006		Gen. Admin - Service Contracts	853.85
		FROM 1/7/20 JANITORIAL 1/6 - 1/31/20 32631	
		Total	853.85
9002	1/31/2020	SHORT ELLIOT HENDRICKSON, INC	
		379613, 379614	
		Previous Year Expense	
100-00-52400-200-000		Inspections - Grade Checks	5,286.00
		LOT GRADE,DRIVEWAY,TEMP GRADE,FOUNDATION 379613	
100-00-52400-200-000		Inspections - Grade Checks	2,525.00
		TEMP GRADE STAKE, FOUNDATION GRADE CHECK 379614	
		Total	7,811.00
9003	1/31/2020	SILVERCREST CONSTRUCTION LLC	
		ESCROW RETURN FOR W5505 FIRELANE 12	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR W5505 FIRELANE 12	
		Total	1,500.00
9004	1/31/2020	SPECTRUM- 4901	
		607974901012520	
100-02-51400-400-006		Gen. Admin - Service Contracts	202.42
		SERVICE PERIOD 1/24-2/23	
		Total	202.42
9005	1/31/2020	SPECTRUM- 6401	
		606836401010920	
100-02-51400-400-006		Gen. Admin - Service Contracts	424.91
		ACC 606836401 SERVICE PERIOD 1/8-2/7/20	
		Total	424.91
9006	1/31/2020	STEVE LITTLE	
		JAN CELL PHONE STIPEND	
100-08-52300-000-000		1st Responders - Operating Exp	30.00
		JAN CELL PHONE STIPEND	
		Total	30.00
9007	1/31/2020	STUMPF EXCAVATING & TRUCKING	
		8328, 8331	
100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANK 1/15/20 8328	

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100-09-53311-505-000		Hwy Dept - Building Maint	120.00
		PUMP HOLDING TANK SHOP 1/20/20 8331	
Total			360.00
9008	1/31/2020	SUPERIOR VISION INSURANCE	
361179			
100-02-51400-200-000		Gen. Admin - Benefits	98.60
		OFFICE VISION INSURANCE FOR FEB 20 361179	
100-09-53311-200-000		Hwy Dept - Benefits	49.28
		SHOP VISION INSURANCE FOR FEB 20 361179	
100-01-51101-200-000		Planning - Benefits	24.65
		PLANNER VISION INSURANCE FOR FEB 20 361179	
100-00-14500-000-000		Due from Special Purpose Dist.	88.03
		UTILITIES VISION INSURANCE FOR FEB 20 361179	
Total			260.56
9009	1/31/2020	TRAVIS PARISH	
		JAN CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone	40.00
		JAN CELL PHONE STIPEND	
Total			40.00
9010	1/31/2020	WELLS FARGO FINANCIAL LEASING	
5008933338			
100-02-51400-400-006		Gen. Admin - Service Contracts	575.69
		COVERAGE PERIOD 1/17-2/16/20 5008933338	
Total			575.69
9011	1/31/2020	WESLEY POMPA	
		JAN CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone	30.00
		JAN CELL PHONE STIPEND	
Total			30.00
Grand Total			96,425.74

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Total Expenditure from Fund # 100 - GENERAL FUND

96,425.74

Total Expenditure from all Funds

96,425.74

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Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		96,425.74
	Total Expenditure - Fund # 100	96,425.74	
	Total	96,425.74	96,425.74



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INVESTORS COMMUNITY BANK

Dated From: 2/04/2020

From Account:

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Thru Account:

Check Nbr	Check Date	Payee	Amount
9059 2000122	2/13/2020	ACCURATE FULL SERVICE VEHICLE CENTER	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	1,417.25
	FROM 1/21/20	2014 NAVISTAR REPAIRS 2000122	
			Total 1,417.25
9060 B20000439868	2/13/2020	ADVANCED DISPOSAL	
100-00-53620-000-000		Refuse and Garbage Services COMMERICAL TRASH DUMPSTER FOR JAN	85.00
100-00-53635-000-000		Recycling Services COMMERICAL RECYCLING DUMPSTER for JAN	58.00
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 JAN	32,563.98
100-00-53635-000-000		Recycling Services RES RECYCLING SINGLE STREAM JAN	14,941.79
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 ALLEY SERVICE N9153 JORDAN ST	11.00
100-00-53620-000-000		Refuse and Garbage Services BULKY ITEM PICKUP-N9547 CHADBURY LN	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	0.00
100-00-53635-000-000		Recycling Services COMM RECYCLING PARK DEC	0.00
100-00-53620-000-000		Refuse and Garbage Services ENERGY & ENVIRONMENTAL FEE PARK 11/30/19	0.00

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Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 11/30	0.00
Total			47,709.77
9061	2/13/2020	ADVANCED DISPOSAL B20000440860	
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 FEB	87.00
100-00-53635-000-000		Recycling Services COMM RECYCLING PARK FEB	49.00
100-00-53620-000-000		Refuse and Garbage Services ENERGY & ENVIRONMENTAL FEE PARK 1/31/20	52.57
100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 1/20	20.46
Total			209.03

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Dated From: 2/04/2020 From Account:  
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Check Nbr	Check Date	Payee	Amount
9062 1073425	2/13/2020	ANDERS AUTO PARTS, INC	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	31.58
		FILTER & FUSEHOLDERS FROM 2/7/20 1073425	
Total			31.58
9063 60862863	2/13/2020	AUTOMOTIVE SUPPLY CO - KAUKAUNA	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	75.00
		FROM 2/5/20 SUPPLIES 60862863	
Total			75.00
9064 11811416	2/13/2020	AUTOMOTIVE SUPPLY- APPLETON	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	46.34
		FROM 2/5/20 SUPPLIES 11811416	
Total			46.34
9065	2/13/2020	BIRSCHBACH INSPECTION SERVICE INC BUILDING INSPECTIONS FOR JANUARY 2020	
100-00-52400-000-000		Building Inspector - Contract	7,200.00
		BUILDING INSPECTIONS FOR JANUARY 2020	
100-00-21060-000-000		Building Escrows Payable	100.00
		W5644 JONES ESCROW DEDUCT CYPRESS HOMES	
Total			7,300.00
9066 D78985, D79079	2/13/2020	BROOKS TRACTOR INC - SUN PRAIRIE	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	172.08
		FROM 2/4/20 STROBE, LABEL D78985	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	261.60
		FROM 2/6/20 SPRAYS D79079	
Total			433.68
9067 129005	2/13/2020	CALUMET COUNTY TREASURER-HIGHWAY DEPARTMENT Previous Year Expense	
100-09-53311-903-000		Hwy Dept - Salt & Sand	335.10
		INVOICE 129005 12/1 - 12/31/19 SALTBRINE	
Total			335.10

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Dated From: 2/04/2020  
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From Account:  
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Check Nbr	Check Date	Payee	Amount
9068	2/13/2020	CORPORATE NETWORK SOLUTIONS, INC	
61199, 61322, 61646			
100-02-51400-400-000		Gen. Admin - Supplies	3,265.00
		MINI DESKTOPS, SURFACE AND SUPPLIES	61199
100-02-51400-400-006		Gen. Admin - Service Contracts	1,636.00
		BARRACUDA NETWORKS BACKUP 1 YEAR	61322
100-02-51400-400-000		Gen. Admin - Supplies	100.00
		FROM 2/3 CONVERTERS, CABLE	61646
			Total 5,001.00
9069	2/13/2020	GAT SUPPLY, INC	
358411-1 LESS SALES TAX			
100-09-53311-901-000		Hwy Dept - Ditching/Grading	185.22
		FROM 2/7/20 MEASURING WHEEL	358411-1
			Total 185.22
9070	2/13/2020	GLATFELTER SPECIALTY BENEFITS	
FIRE DEPARTMENT RETIREMENT			
100-06-52200-210-000		Fire Dept - Retirement	22,791.80
		FIRE DEPARTMENT RETIREMENT	
100-08-52300-210-000		1st Responder - Retirement	2,433.60
		1ST RESPONDER RETIREMENT	
			Total 25,225.40
9071	2/13/2020	HARRISON FIRE RESCUE	
PETTY CASH REIMBURSEMENTS SEP-FEB			
100-06-52200-301-000		Fire Dept - Petty Cash	1,521.83
		PETTY CASH REIMBURSEMENTS SEP-FEB	
			Total 1,521.83
9072	2/13/2020	HARRISON UTILITIES	
ACCOUNT 000-2781-00			
100-07-52200-500-023		Fire Station 70 - Water/Sewer	33.99
		ACCOUNT 000-2781-00	
			Total 33.99
9073	2/13/2020	INTERSTATE BATTERY OF GREEN BAY	
90133889, 90133890			
100-06-52200-700-000		Fire Dept - Equip Maintenance	73.95
		FROM 2/6/20 BATTERY FOR SNOWMOBILE	90133889

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Check Nbr	Check Date	Payee	Amount
100-09-53311-400-000		Hwy Dept - Supplies	15.60
	FROM 2/6/20	90133890	
		Total	89.55
9074	2/13/2020	INTERSTATE BATTERY OF GREEN BAY	
90001152		Previous Year Expense	
100-06-52200-400-000		Fire Dept - Supplies	67.80
	FROM 12/5/19	90001152	
		Total	67.80
9075	2/13/2020	JX ENTERPRISES INC	
1428423S			
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	2,897.08
	FROM 1/31/20 #10 PETERBILT TRK REPAIR	1428423S	
		Total	2,897.08
9076	2/13/2020	KAATS WATER CONDITIONING INC.	
ACCT 1130062			
100-09-53311-400-000		Hwy Dept - Supplies	53.52
	CHARGES THROUGH 1/21/20		
		Total	53.52
9077	2/13/2020	KIMBALL MIDWEST	
7638286, 7680966		CREDIT	
100-09-53311-400-000		Hwy Dept - Supplies	864.00
	FROM 1/2/20 CLEANERS	7638286	
100-09-53311-400-000		Hwy Dept - Supplies	-432.00
	FROM 1/21/20 CREDIT MEMO CLEANERS	7680966	
		Total	432.00
9078	2/13/2020	KITZ & PFEIL - APPLETON	
15710 /2			
100-09-53311-400-000		Hwy Dept - Supplies	31.22
	CUST 812330 FROM 2/4/20 EPOXY, CAULK	15710 /2	
		Total	31.22
9079	2/13/2020	LISOWE OIL DIV OF ADVANCED FUEL SERV	
21955, 21993			
100-09-53311-600-030		Hwy Dept - Fuel	1,261.92
	FROM 1/31/20	21955	

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Check Nbr	Check Date	Payee	Amount
100-09-53311-600-030		Hwy Dept - Fuel	898.73
	FROM 2/7/20	21993	
		Total	2,160.65
9080	2/13/2020	MCCLONE AGENCY INV 2266 ACCT HARRISO-01	
100-00-51933-000-000		Insurance - Workers Comp.	27,599.00
	20/21 WORKERS COMP	2266	
100-00-51932-000-000		Insurance - Property and Crime	2,229.00
	20/21 CRIME POLICY YEAR 1 OF 3	2266	
100-00-51938-000-000		Insurance - General and Auto	20,389.00
	20/21 GENERAL LIAB & AUTO PACKAGE	2266	
		Total	50,217.00
9081	2/13/2020	MENARDS-APPLETON EAST 77491, 77566	
100-09-53311-900-000		Hwy Dept - Road Maintenance	71.91
	FROM 2/4/20 POST COMBO, NUMBERS KIT	77491	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	79.24
	FROM 2/5/20 SUPPLIES	77566	
		Total	151.15
9082	2/13/2020	MGD INDUSTRIAL CORPORATION 179938	
100-09-53311-400-000		Hwy Dept - Supplies	372.97
	FROM 2/10/20 MISC SUPPLIES	179938	
		Total	372.97
9083	2/13/2020	MID-AMERICAN RESEARCH CHEMICAL 686910-IN	
100-09-53311-400-000		Hwy Dept - Supplies	378.00
	LINERS FROM 1/30/20	0686910-IN	
		Total	378.00
9084	2/13/2020	MIKE'S ELECTRIC 11584	
100-09-53311-505-000		Hwy Dept - Building Maint	11,366.92
	FROM 1/28/20 HEAT TAPE FOR GUTTERS	11584	
		Total	11,366.92

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INVESTORS COMMUNITY BANK

Dated From: 2/04/2020

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Check Nbr	Check Date	Payee	Amount
9085 44286	2/13/2020	MONROE TRUCK EQUIPMENT, INC	
100-09-53311-900-000		Hwy Dept - Road Maintenance	1,490.57
		FROM 1/30/20 SENSOR & CABLE 44286	
		Total	1,490.57
9086 5402022747	2/13/2020	MORTON SALT	
100-09-53311-903-000		Hwy Dept - Salt & Sand	17,549.99
		FROM 2/3/20 BULK SAFE-T-SALT 5402022747	
		Total	17,549.99
9087 1701932	2/13/2020	RIESTERER & SCHNELL, INC Chilton	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	48.09
		FROM 2/6/20 TOOLBOX 1701932	
		Total	48.09
9088 32767	2/13/2020	SERVICEMASTER BUILDING MAINTENANCE	
100-02-51400-400-006		Gen. Admin - Service Contracts	949.00
		FROM 2/1/20 JANITORIAL FEB, 1/11 BOARDRM 32767	
		Total	949.00
9089 607975101012420	2/13/2020	SPECTRUM- 5101	
100-02-51400-400-006		Gen. Admin - Service Contracts	129.29
		SERVICE PERIOD 1/23-2/22	
		Total	129.29
9090 S1092620021	2/13/2020	STAMPS.COM	
100-02-51400-400-006		Gen. Admin - Service Contracts	39.99
		METER 7434038 SERVICE FEE 2/1-2/29 S1092620021	
		Total	39.99
9091 8340, 8345	2/13/2020	STUMPF EXCAVATING & TRUCKING	
100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 2/4/20 8340	

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INVESTORS COMMUNITY BANK

Dated From: 2/04/2020

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Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-505-000		Hwy Dept - Building Maint	120.00
		PUMP HOLDING TANK SHOP 2/11/20	8345
Total			360.00
<hr/>			
9092	2/13/2020	TIMES-VILLAGER	
		RENEWAL VILLAGE OF HARRISON 3/12/20	
100-02-51400-400-000		Gen. Admin - Supplies	49.00
		RENEWAL VILLAGE OF HARRISON 3/12/20	
Total			49.00
<hr/>			
9093	2/13/2020	UW-GREEN BAY-GOVT	
		CLERKS & TREASURERS INSTITUTE 7/12-17	
100-02-51400-305-000		Gen. Admin - Training/Conf.	489.00
		CLERKS & TREASURERS INSTITUTE 7/12-17	
Total			489.00
<hr/>			
9094	2/13/2020	WI DEPT OF JUSTICE	
		ACCOUNT # G2028 1/1-1/31	
100-02-51400-400-000		Gen. Admin - Supplies	21.00
		ACCOUNT # G2028 1/1-1/31	
Total			21.00
Grand Total			178,868.98



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INVESTORS COMMUNITY BANK

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Amount

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Total Expenditure from Fund # 100 - GENERAL FUND	178,868.98
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Total Expenditure from all Funds	178,868.98
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Posting Date: 2/13/2020

INVESTORS COMMUNITY BANK

Dated From: 2/04/2020

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		178,868.98
	Total Expenditure - Fund # 100	178,868.98	
	Total	178,868.98	178,868.98

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INVESTORS COMMUNITY BANK

Dated From: 2/18/2020

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Check Nbr	Check Date	Payee	Amount
9095 D 46581	2/20/2020	BJ RICKEL	
100-09-53311-400-000		Hwy Dept - Supplies	167.99
	FROM 2/18/20	HAMMERDRILL D 46581	
		Total	167.99
9096 D79169	2/20/2020	BROOKS TRACTOR INC - SUN PRAIRIE	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	81.30
	FROM 2/10/20	REFLECTOR, SAFETY SIGN D79169	
		Total	81.30
9097 4798510057423846	2/20/2020	CARDMEMBER SERVICE	
100-02-51400-400-000		Gen. Admin - Supplies	12.95
	FROM 1/12	CANVA GRAPHIC DESIGN	
100-00-51440-400-000		Elections - Supplies	30.89
	FROM 1/22	OFFICE MAX SUPPLIES	
100-02-51400-400-000		Gen. Admin - Supplies	261.08
	FROM 1/22	OFFICE MAX TAX & MISC SUPPLIES	
100-02-51400-310-000		Gen. Admin - Dues	65.00
	FROM 2/6	WI MUNICIPAL CLERK DUES	
100-09-53311-305-000		Hwy Dept - Training Expenses	290.00
	FROM 1/17	FOX-WOLF WATERSHED CONFERENCE	
100-09-53311-305-000		Hwy Dept - Training Expenses	460.00
	FROM 1/17	NASECA EROSION CONTROL TRAININ	
100-09-53311-305-000		Hwy Dept - Training Expenses	295.00
	FROM 1/17	NASECA CONFERENCE & TRADE SHOW	
		Total	1,414.92
9098 REIMBURSE MAIL BOX DAMAGED	2/20/2020	JASON THOMASCHEFSKY	
100-09-53311-900-000		Hwy Dept - Road Maintenance	52.63
	REIMBURSE MAIL BOX DAMAGED		
		Total	52.63
9099 1428918S	2/20/2020	JX ENTERPRISES INC	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	1,117.59
	FROM 2/18/20	#10 PETERBILT TRK REPAIR 1428918S	

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Dated From: 2/18/2020

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Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>1,117.59</b>
9100 22037	2/20/2020	LISOWE OIL DIV OF ADVANCED FUEL SERV	
100-09-53311-600-030		Hwy Dept - Fuel	1,610.16
	FROM 2/13/20	22037	
<b>Total</b>			<b>1,610.16</b>
9101 0917415-0917418	2/20/2020	MCMAHON	
			Previous Year Expense
100-09-57330-000-000		Capital Outlay - Road Projects	1,851.00
		SCHMIDT ROAD CULVERT REPLACEMENT 0917415	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	38.34
		BLACK OAK SEWER & ROAD (SONNY TO DOGWOOD 0917416	
100-09-57330-000-000		Capital Outlay - Road Projects	129.00
		HOLLY & HOPFENSBERGER MINI STORM SEWER 0917417	
100-09-57330-000-000		Capital Outlay - Road Projects	129.00
		GINA & MICHELLE MINI STORM SEWER 0917418	
<b>Total</b>			<b>2,147.34</b>
9102 0917419	2/20/2020	MCMAHON	
100-09-57330-000-000		Capital Outlay - Road Projects	5,404.00
		2020 STREET URBANIZATION 0917419	
<b>Total</b>			<b>5,404.00</b>
9103 77981	2/20/2020	MENARDS-APPLETON EAST	
100-09-53311-900-000		Hwy Dept - Road Maintenance	58.49
	FROM 2/12/20	GENTRY POST MOUNT COMBO 77981	
<b>Total</b>			<b>58.49</b>
9104 1702644	2/20/2020	RIESTERER & SCHNELL INC NEENAH	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	4,325.39
	FROM 2/7/20	CARBIDE EDGE 1702644	
<b>Total</b>			<b>4,325.39</b>
9105 606836401020920	2/20/2020	SPECTRUM- 6401	

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Dated From: 2/18/2020  
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Check Nbr	Check Date	Payee	Amount
100-02-51400-400-006		Gen. Admin - Service Contracts	431.28
		ACC 606836401 SERVICE PERIOD 2/8-3/7/20	
		Total	431.28
9106	2/20/2020	STUMPF EXCAVATING & TRUCKING	
8347			
100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 2/15/20	
		8347	
		Total	240.00
9107	2/20/2020	WIL-KIL PEST CONTROL	
3844040-3844041			
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 60	
		3844040	
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 70	
		3844041	
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	0.00
		VILLAGE HALL	
		0	
		Total	84.00
		Grand Total	17,135.09

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Total Expenditure from Fund # 100 - GENERAL FUND

17,135.09

Total Expenditure from all Funds

17,135.09

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Check Nbr	Check Date	Payee	Amount
1273	1/29/2020	VILLAGE OF HARRISON TREASURER	
		Tax Bill 40160 Pay off Refuse-house down	
100-00-41110-000-000		General Property Taxes	140.00
		Tax Bill 40160 Pay off Refuse-house down	
100-00-41110-000-000		General Property Taxes	27.29
		Tax Bill 38138 Outlot charges	
100-00-42300-000-001		Sp. Assmts. - Sidewalks	1,130.16
		Tax Bill 38138 Sidewalk Papermaker Ridge	
100-00-41110-000-000		General Property Taxes	30.00
		Tax Bill 40124 POWTS fee	
100-00-41110-000-000		General Property Taxes	96.00
		Tax Bill 33944 Stormwater- history parce	
100-00-41110-000-000		General Property Taxes	849.75
		Tax Bill 38138 Tax on Papermaker Outlot	
100-00-41110-000-000		General Property Taxes	96.00
		Tax Bill 34110- Stormwater history parce	
Total			2,369.20
1274	1/29/2020	VILLAGE OF SHERWOOD	
		TAX BILL 13562 GARB/RECYC	
100-06-52200-400-000		Fire Dept - Supplies	155.00
		TAX BILL 13562 GARB/RECYC	
Total			155.00
Grand Total			2,524.20

1/29/2020 2:50 PM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 2  
ACCT

Dated From: 1/29/2020 From Account:  
Thru: 1/29/2020 Thru Account:

---

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	2,524.20
Total Expenditure from all Funds	2,524.20



1/29/2020 2:50 PM

Check Posting Control Report  
ALL Checks  
Posting Date: 1/29/2020

Page: 1  
ACCT

TAX CHECKING

Dated From: 1/29/2020  
Thru: 1/29/2020

Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		2,524.20
	Total Expenditure - Fund # 100	2,524.20	
	Total	2,524.20	2,524.20

*Tax Refunds*

1/31/2020 9:16 AM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 1  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

Check Nbr	Check Date	Payee	Amount
1275	1/31/2020	AMY OR MARK MADSEN 2019 TAX REFUND PARCEL 43164	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 43164	90.24
		Total	90.24
1276	1/31/2020	ANDY OR KRISTI WOLDT 2019 TAX REFUND PARCEL 44488	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 44488	409.57
		Total	409.57
1277	1/31/2020	BE OR MAY CHE YANG 2019 TAX REFUND PARCEL 38146	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 38146	3,790.18
		Total	3,790.18
1278	1/31/2020	EMILY RUSS 2019 TAX REFUND PARCEL 35974	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 35974	3,780.38
		Total	3,780.38
1279	1/31/2020	JOHN DAVID BEUHLER 2019 TAX REFUND PARCEL 41580	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 41580	880.28
		Total	880.28
1280	1/31/2020	JON OR SHARON GEENEN 2019 TAX REFUND PARCEL 42638	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 42638	439.93
		Total	439.93
1281	1/31/2020	MICHAEL OR DESIREE STOCKOV 2019 TAX REFUND PARCEL 37010	
100-00-21070-000-000		Overpayments Payable 2019 TAX REFUND PARCEL 37010	151.19

1/31/2020 9:16 AM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 2  
ACCT

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount	
			Total	151.19
			Grand Total	9,541.77

1/31/2020 9:16 AM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 3  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

Amount

---

Total Expenditure from Fund # 100 - GENERAL FUND	9,541.77
Total Expenditure from all Funds	9,541.77

1/31/2020 9:17 AM

Check Posting Control Report

Page: 1

ALL Checks

ACCT

Posting Date: 1/31/2020

TAX CHECKING

Dated From:

Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		9,541.77
	Total Expenditure - Fund # 100	9,541.77	
	<b>Total</b>	<b>9,541.77</b>	<b>9,541.77</b>

2/19/2020 8:30 AM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 1  
ACCT

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
1282	2/19/2020	APPLETON SCHOOL DISTRICT FEBRUARY 20, 2020 SETTLEMENT TO APPLETON	
100-00-24045-000-000		Due to Appleton School - Taxes FEBRUARY 20, 2020 SETTLEMENT TO APPLETON	463,070.43
			Total 463,070.43
1283	2/19/2020	CALUMET COUNTY TREASURER FEBRUARY 20, 2020 SETTLEMENT TO COUNTY	
100-00-24010-000-000		Due to County - Tax Apprtnmnt FEBRUARY 20, 2020 SETTLEMENT TO COUNTY	2,134,934.57
			Total 2,134,934.57
1284	2/19/2020	FOX VALLEY TECHNICAL COLLEGE FEBRUARY 20, 2020 SETTLEMENT TO FVTC	
100-00-24050-000-000		Due to Fox Valley Tech - Taxes FEBRUARY 20, 2020 SETTLEMENT TO FVTC	412,333.93
			Total 412,333.93
1285	2/19/2020	HILBERT SCHOOL DISTRICT FEBRUARY 20, 2020 SETTLEMENT	
100-00-24043-000-000		Due to Hilbert School - Taxes FEBRUARY 20, 2020 SETTLEMENT	215,393.66
			Total 215,393.66
1286	2/19/2020	KAUKAUNA SCHOOL DISTRICT FEBRUARY 20, 2020 SETTLEMENT TO KAUKAUNA	
100-00-24042-000-000		Due to Kaukauna School - Taxes FEBRUARY 20, 2020 SETTLEMENT TO KAUKAUNA	600,822.07
			Total 600,822.07
1287	2/19/2020	KIMBERLY SCHOOL DISTRICT FEBRUARY 20, 2020 SETTLEMENT TO KIMBERLY	
100-00-24041-000-000		Due to Kimberly School - Taxes FEBRUARY 20, 2020 SETTLEMENT TO KIMBERLY	1,942,443.32
			Total 1,942,443.32
1288	2/19/2020	STOCKBRIDGE SCHOOL DISTRICT FEBRUARY 20, 2020 SETTLEMENT TO STOCKBRI	
100-00-24044-000-000		Due to Stockbrdge Schl - Taxes FEBRUARY 20, 2020 SETTLEMENT TO STOCKBRI	8,204.52

2/19/2020 8:30 AM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 2  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 8,204.52
			Grand Total 5,777,202.50

2/19/2020 8:30 AM

Check Register - Full Report - ALL  
ALL Checks  
TAX CHECKING

Page: 3  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

Amount

---

Total Expenditure from Fund # 100 - GENERAL FUND

5,777,202.50

Total Expenditure from all Funds

5,777,202.50



2/19/2020 8:31 AM

Check Posting Control Report  
ALL Checks  
Posting Date: 2/19/2020

Page: 1  
ACCT

TAX CHECKING

Dated From:  
Thru:

Account Number	Account Code Description	Debit	Credit
100-00-11101-000-000	Tax Checking		5,777,202.50
	Total Expenditure - Fund # 100	5,777,202.50	
	Total	5,777,202.50	5,777,202.50

---

**VILLAGE BOARD MEETING**

---

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

February 25, 2020

---

**Title:**

Certified Survey Map – Baeten

---

**Issue:**

Should the Village Board approve the 4-lot Certified Survey Map?

---

**Background and Additional Information:**

The applicant is proposing a 4-lot Certified Survey Map (CSM) for the property located along the north side of Amy Avenue between Prosperity Drive and Highline Road. The purpose of the CSM is to create commercial lots for future business developments. Lots 2 & 3 are for an existing multi-tenant, multi-building development approved in 2018/19. Lots 1 & 4 for will for new business development.

---

**Budget Impacts:**

None

---

**Recommended Action:**

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

Staff recommends approval of the Certified Survey Map request as submitted.

---

**Attachments:**

- Aerial Map
- CSM

# Calumet County, WI

## Legend


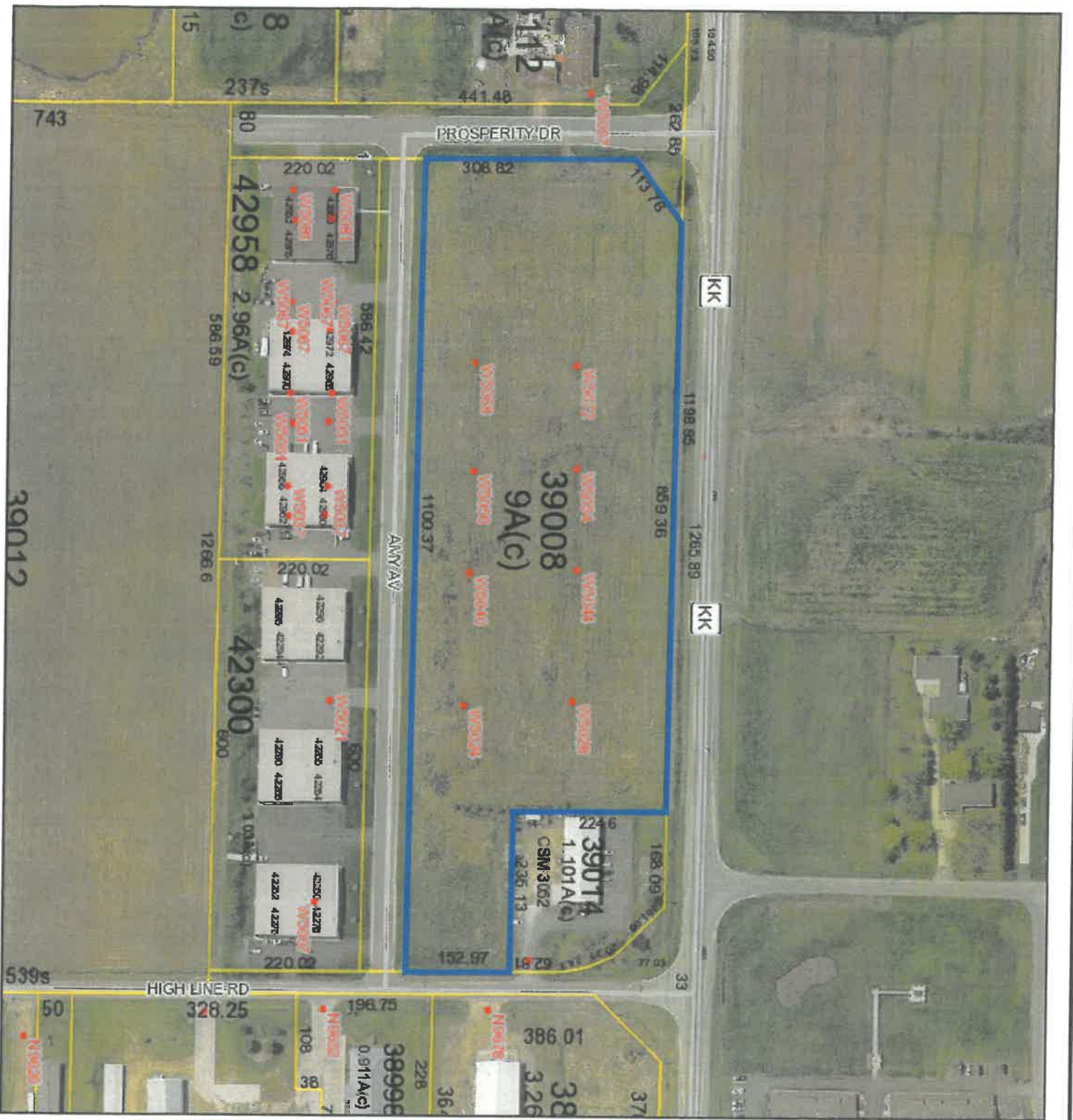
- Address Point
- ▭ County Boundary
- ▭ Wisconsin Water
- Unincorporated Community
- ▭ Town Boundary
- Point of Interest
- ▭ Parcel Boundary
- ▭ Property Hook
- ▭ PLSS Section
- ▭ State Parks
- ▭ County Parks
- ▭ Lake
- ▭ River and Stream
- ▭ Major Roads
- ▭ Local Roads
- ▭ Local Roads
- ▭ Municipal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

Color 2018  
 Red: Band\_1  
 Green: Band\_2  
 Blue: Band\_3

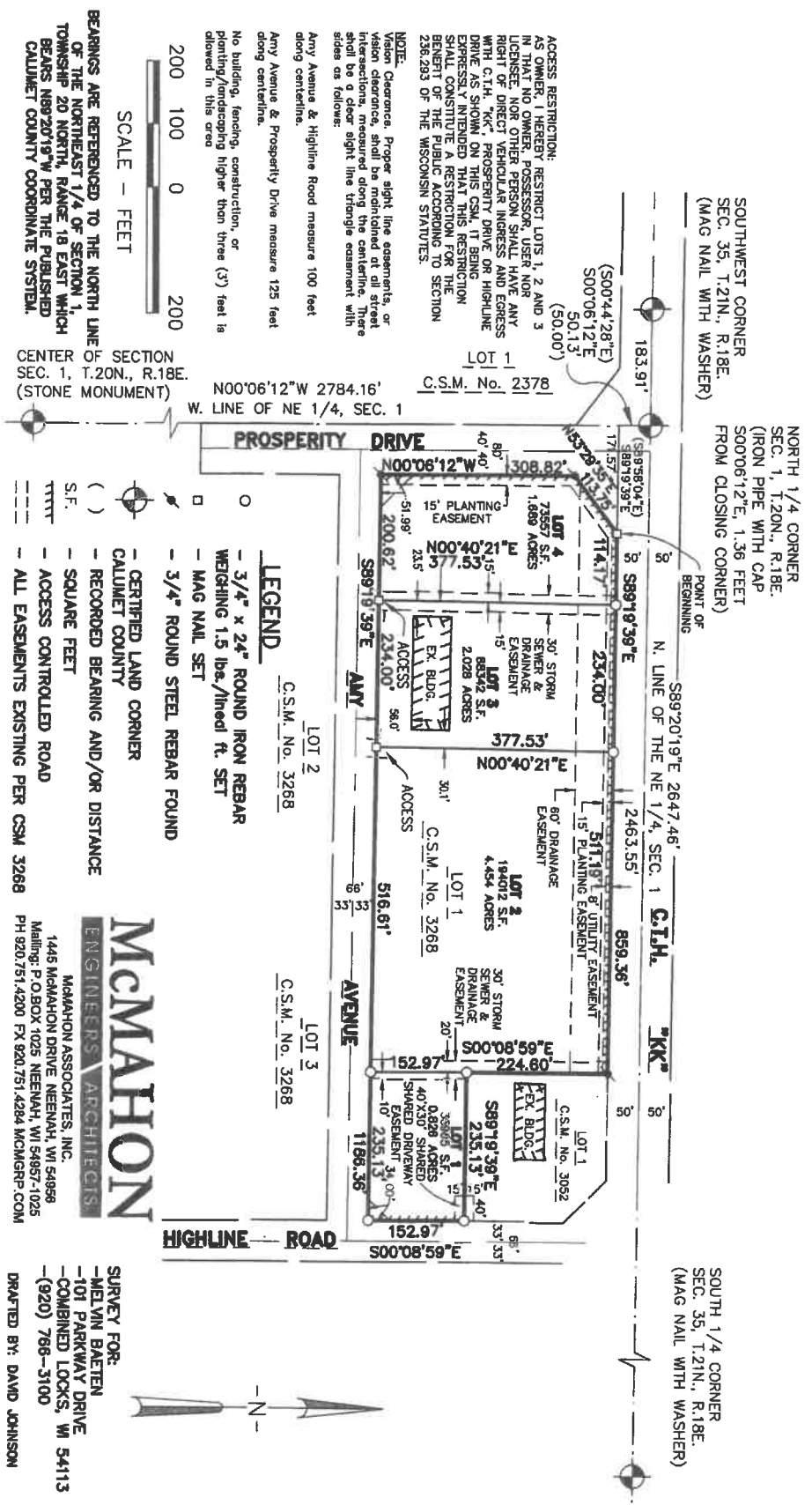


**DISCLAIMER:** This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Author:	
Date Printed:	6/21/20 10:56 AM
Sources:	

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3268, RECORDED IN VOLUME 28 OF MAPS ON PAGE 40 AS DOCUMENT NO. 465310, LOCATED IN THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHEAST 1/4 OF SECTION 1, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN



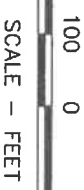
SOUTH 1/4 CORNER  
SEC. 35, T.21N., R.18E.  
(MAG NAIL WITH WASHER)

NORTH 1/4 CORNER  
SEC. 1, T.20N., R.18E.  
(IRON PIPE WITH CAP  
S00°06'12"E, 1.36 FEET  
FROM CLOSING CORNER)

SOUTH 1/4 CORNER  
SEC. 35, T.21N., R.18E.  
(MAG NAIL WITH WASHER)

ACCESS RESTRICTION:  
AS OWNER, I HEREBY RESTRICT LOTS 1, 2 AND 3  
IN THAT NO OWNER, POSSESSOR, USER NOR ANY  
IN THESE OTHER PERSON SHALL HAVE ANY  
RIGHT DIRECT OR INDIRECT CROSSING  
WITH C.T.H. "K" PROSPERITY DRIVE OR HIGHLINE  
DRIVE AS SHOWN ON THIS CSM. IT BEING  
EXPRESSLY INTENDED THAT THIS RESTRICTION  
SHALL CONSTITUTE A RESTRICTION FOR THE  
BENEFIT OF THE PUBLIC ACCORDING TO SECTION  
236.293 OF THE WISCONSIN STATUTES.

NOTE:  
Clearance, Proper sight line assessments, or  
vision clearance, shall be maintained at all street  
intersections, measured along the centerline. There  
shall be a clear sight line triangle easement with  
sides as follows:  
Amy Avenue & Highline Road measure 100 feet  
along centerline.  
Amy Avenue & Prosperity Drive measure 125 feet  
along centerline.  
No building, fencing, construction, or  
planting/landscaping higher than three (3') feet is  
allowed in this area



BEARINGS ARE REFERENCED TO THE NORTH LINE  
OF THE NORTHEAST 1/4 OF SECTION 1,  
TOWNSHIP 20 NORTH, RANGE 18 EAST WHICH  
BEARS N89°20'19"W PER THE PUBLISHED  
CALUMET COUNTY COORDINATE SYSTEM.

CENTER OF SECTION  
SEC. 1, T.20N., R.18E.  
(STONE MONUMENT)

- LEGEND
- — 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
  - — MAG NAIL SET
  - 3/4" ROUND STEEL REBAR FOUND
  - — CERTIFIED LAND CORNER CALUMET COUNTY
  - ( ) — RECORDED BEARING AND/OR DISTANCE
  - SQUARE FEET
  - ACCESS CONTROLLED ROAD
  - ALL EASEMENTS EXISTING PER CSM 3268

MCMAHON ENGINEERS ARCHITECTS  
MCMAHON ASSOCIATES, INC.  
1445 McMAHON DRIVE NEENAH, WI 54956  
MAILING: P.O. BOX 1025 NEENAH, WI 54957-1025  
PH 920/751-4200 FX 920/751-4284 MCMGRP.COM

SURVEY FOR:  
— MELVIN BAETEN  
— 101 PARKWAY DRIVE  
— COMBINED LOCKS, WI 54113  
— (920) 766-3100  
DRAFTED BY: DAVID JOHNSON

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3268, RECORDED IN VOLUME 28 OF MAPS ON PAGE 40 AS DOCUMENT NO. 465310, LOCATED IN THE NORTHWEST 1/4 OF THE FRACTIONAL NORTHEAST 1/4 OF SECTION 1, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Professional Land Surveyor S-1284, certify that I have surveyed, divided and mapped all of Lot 1 of Certified Survey Map 3268 as Recorded in Volume 28 of Certified Survey Maps on Page 40 as Document No. 465310, located in the Northwest 1/4 of the Fractional Northeast 1/4 of Section 1, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin containing 39,1876 square feet (8.996 acres) of land and described as follows:

All of Lot 1 of Certified Survey Map 3268

That I have made this survey by the direction of the Owners of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with section 236.34 of the Wisconsin Statutes and the Village of Harrison Subdivision Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
David M. Schmalz, Professional WI land Surveyor S-1284

NOTES

- THIS CSM IS ALL OF TAX PARCEL No. 39008.
- THE PROPERTY OWNERS OF RECORD ARE HIGHLINE BUSINESS PARK DEVELOPMENT INC.
- THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENT No. 528035.

djohnson, W:\PROJECTS\H0590\92000126\CADD\Civil3D\Survey Documents\CSM\Boeten 4--Lot Jan. 2020.dwg, sheet2\_legalcam, Plot Date: 1/29/2020 3:55 PM, xrefs:none



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

SHEET 4 OF 4

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3268, RECORDED IN VOLUME 28 OF MAPS  
ON PAGE 40 AS DOCUMENT NO. 465310, LOCATED IN THE NORTHWEST 1/4 OF THE  
FRACTIONAL NORTHEAST 1/4 OF SECTION 1, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE  
OF HARRISON, CALUMET COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Highline Business Park Development Inc., I/We hereby certify that I/we caused the land described on this Certified Survey Map to be surveyed, divided, and mapped as represented on this Certified Survey Map. I/We also certify that this Certified Survey Map is required by s. 236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following for approval.

Village of Harrison

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Melvin N. Baeten - President

\_\_\_\_\_  
Beatrice M. Baeten - Vice President

State of Wisconsin)  
\_\_\_\_\_)ss  
\_\_\_\_\_ County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

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

---

**VILLAGE BOARD MEETING**

**From:**

Mark J. Mommaerts, AICP, Planner

---

**VILLAGE OF HARRISON**

**Meeting Date:**

February 25, 2020

---

**Title:**

Certified Survey Map – Zahringer

---

**Issue:**

Should the Village Board approve the 3-lot Certified Survey Map?

---

**Background and Additional Information:**

The applicant is proposing a 3-lot Certified Survey Map (CSM) for the property located between Hwy 55 and Hwy 114, on the south side of the Village. The purpose of the CSM is to combine and adjust lot lines considering highway right-of-way and agricultural versus woodland areas. The CSM includes parcels 40934, 40936, and 40940. All properties are currently zoned General Agricultural [AG]. Proposed Lot 1 includes the wooded lands. Proposed Lots 2 & 3 include agricultural lands that are separated by Hwy 55.

---

**Budget Impacts:**

None

---

**Recommended Action:**

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

Staff recommends approval of the Certified Survey Map request as submitted.

---

**Attachments:**

- Aerial Map
- CSM



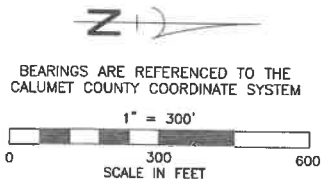


CERTIFIED SURVEY MAP NO. \_\_\_\_\_  
 ALL OF CERTIFIED SURVEY MAP NO. 328 AND ALL OF  
 THE SOUTH 1/2 OF THE SOUTH 1/2 OF THE  
 SOUTHEAST 1/4, SECTION 31, TOWNSHIP 20 NORTH,  
 RANGE 19 EAST, VILLAGE OF HARRISON,  
 CALUMET COUNTY, WISCONSIN.

SURVEY FOR:  
 JOSEPH ZHRINGER  
 N7332 HWY 55  
 MENASHA, WI 54952

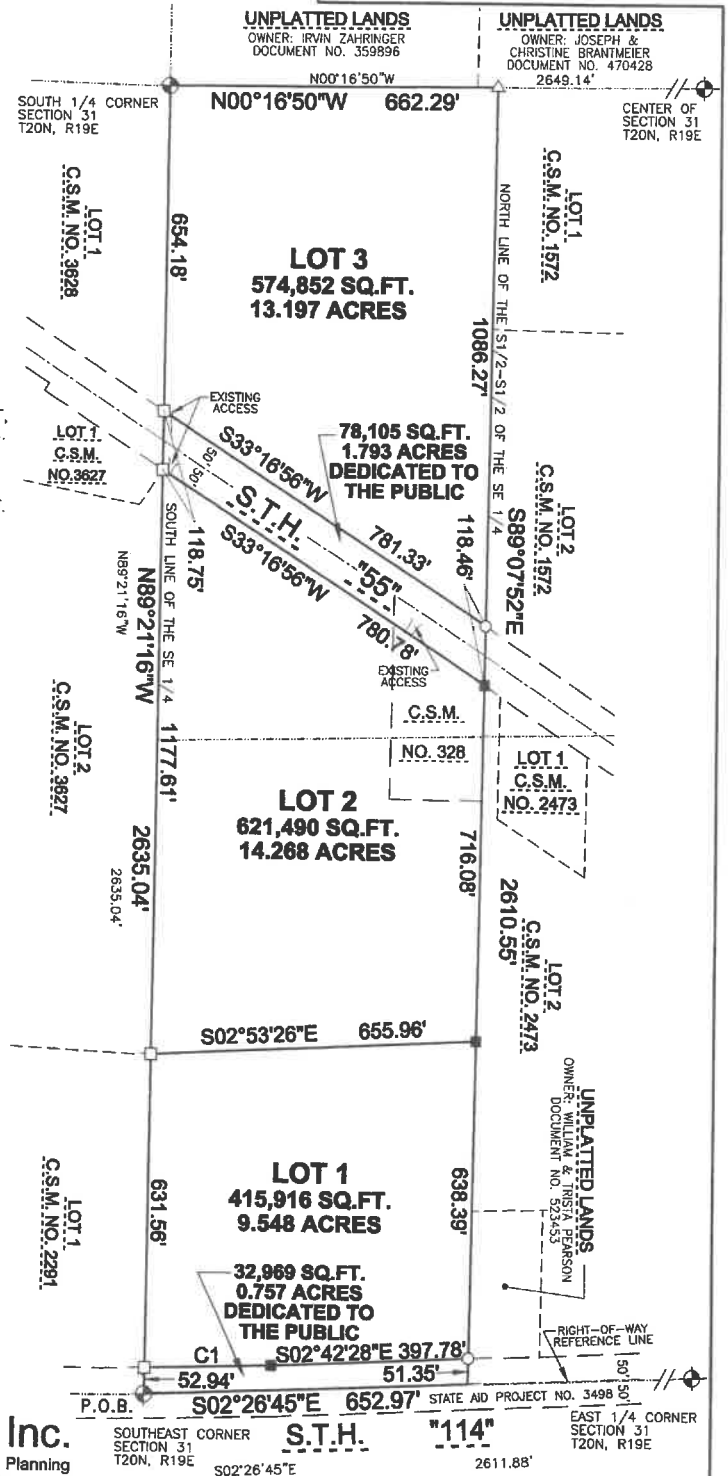
UNPLATTED LANDS  
 OWNER: IRVIN ZHRINGER  
 DOCUMENT NO. 359896

UNPLATTED LANDS  
 OWNER: JOSEPH &  
 CHRISTINE BRANTMEIER  
 DOCUMENT NO. 470428  
 2649.14'



- LEGEND**
- 1" O.D. ROUND IRON PIPE SET, 18" LONG, WEIGHING 1.13 LBS. PER LINEAL FOOT
  - △ PROPERTY CORNER FALLS IN TILLED FIELD. MONUMENT NOT SET PER CLIENT REQUEST.
  - 1" O.D. IRON PIPE FOUND
  - 3/4" O.D. REBAR FOUND
  - ⊕ GOVERNMENT CORNER
  - P.O.B. POINT OF BEGINNING

**CURVE DATA**  
 C1  
 RADIUS = 11410.17'  
 DELTA = 001°16'55"  
 LENGTH = 255.29'  
 CHORD = S 01°40'54.5" E 255.33'



**Martenson & Eisele, Inc.**



1377 Midway Road  
 Menasha, WI 54952  
 www.martenson-eisele.com  
 info@martenson-eisele.com  
 920.731.0381 1.800.236.0381

Planning  
 Environmental  
 Surveying  
 Engineering  
 Architecture

PROJECT NO. 1-0903-004  
 FILE 1-0903-004csm.dwg SHEET 1 OF 3  
 THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

CERTIFIED SURVEY MAP NO. \_\_\_\_\_  
ALL OF CERTIFIED SURVEY MAP NO. 328 AND ALL OF THE SOUTH 1/2 OF THE SOUTH 1/2  
OF THE SOUTHEAST 1/4, SECTION 31, TOWNSHIP 20 NORTH, RANGE 19 EAST,  
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**

I, GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:  
THAT I HAVE SURVEYED, MAPPED AND DIVIDED AT THE DIRECTION OF IRVIN ZHRINGER, ALL OF CERTIFIED  
SURVEY MAP NO. 328 AND ALL OF THE SOUTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4, SECTION 31,  
TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, MORE FULLY  
DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID SECTION 31; THENCE NORTH 89 DEGREES 21 MINUTES 16  
SECONDS WEST, ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SAID SECTION, A DISTANCE OF 2635.04  
FEET TO THE SOUTH 1/4 CORNER OF SAID SECTION 31; THENCE NORTH 00 DEGREES 16 MINUTES 50 SECONDS  
WEST, ALONG THE WEST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION, A DISTANCE OF 662.29 FEET;  
THENCE SOUTH 89 DEGREES 07 MINUTES 52 SECONDS EAST, ALONG THE NORTH LINE OF THE SOUTH 1/2 OF  
THE SOUTH 1/2 OF THE SOUTHEAST 1/4 OF SAID SECTION, A DISTANCE OF 2610.55 FEET; THENCE SOUTH  
02 DEGREES 26 MINUTES 45 SECONDS EAST, ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SAID  
SECTION, A DISTANCE OF 652.97 FEET TO THE POINT OF BEGINNING.  
CONTAINING 1,723,332 SQUARE FEET [39.563 ACRES].

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE  
VILLAGE OF HARRISON AND CALUMET COUNTY SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND  
MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND  
SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 20TH DAY OF JANUARY, 2020.

\_\_\_\_\_  
GARY A. ZHRINGER,  
PROFESSIONAL WI LAND SURVEYOR S-2098

**THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING  
RECORDED INSTRUMENTS**

OWNER OF RECORD:  
IRVIN ZHRINGER

RECORDING INFORMATION:  
DOCUMENT NO. 359896

PARCEL NUMBERS:  
131-0000-0000000-000-0-201931-00-430C  
131-0000-0000000-000-0-201931-00-430D  
131-0000-0000000-000-0-201931-00-440C

CERTIFIED SURVEY MAP NO. \_\_\_\_\_  
ALL OF CERTIFIED SURVEY MAP NO. 328 AND ALL OF THE SOUTH 1/2 OF THE SOUTH 1/2  
OF THE SOUTHEAST 1/4, SECTION 31, TOWNSHIP 20 NORTH, RANGE 19 EAST,  
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

**CERTIFICATE OF THE VILLAGE OF HARRISON:**

BE IT RESOLVED THAT THIS CERTIFIED SURVEY MAP, IN THE VILLAGE OF HARRISON HAS BEEN APPROVED AND ACCEPTED AS SURVEYED, MAPPED, DEDICATED AND DIVIDED BY THE OWNERS SHOWN HEREON,

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
VILLAGE PRESIDENT

\_\_\_\_\_  
VILLAGE CLERK

**TREASURER'S CERTIFICATE:**

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
VILLAGE TREASURER

\_\_\_\_\_  
DATE

**IRVIN ZHRINGER OWNER'S CERTIFICATE:**

AS OWNER, I THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, MAPPED, DIVIDED AND DEDICATED AS SHOWN AND REPRESENTED ON THIS MAP.

I ALSO FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR S236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF HARRISON

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
IRVIN ZHRINGER

STATE OF WISCONSIN)  
  )SS  
CALUMET COUNTY            )

PERSONALLY CAME BEFORE ME ON THE \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 2020, THE ABOVE OWNER  
TO ME KNOWN TO BE THE PERSON WHO EXECUTED  
THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF WISCONSIN  
MY COMMISSION (IS PERMANENT)  
(EXPIRES: \_\_\_\_\_)

---

**VILLAGE BOARD MEETING**

**From:**

Mark J. Mommaerts, AICP, Planner

---

**VILLAGE OF HARRISON**

**Meeting Date:**

February 25, 2020

---

**Title:**

Certified Survey Map – Uitenbroek – County KK  
Certified Survey Map – Uitenbroek – Darboy Drive

---

**Issue:**

Should the Village Board approve both Certified Survey Maps?

---

**Background and Additional Information:**

The applicant is proposing two Certified Survey Maps (CSM) for the property located at W5857 County KK, tax ID 33314 & 33694. The properties are currently zoned Single-Family Residential (Suburban) [RS-1]. The purpose of the CSMs is to divide the estate into 2 lots.

**CSM #1:**

CSM #1 creates 2-lots and leaves a remnant portion of tax ID 33694. Lot 1 will contain the existing house and accessory buildings. Lot 2 will be for future development. The remnant portion is included in CSM #2.

**CSM #2:**

CSM #2 combines the remnant portion of tax ID 33694 with the adjacent subdivision lots to the east (lots 39-42 of Darbroek Acres). This is a 4-lot CSM that enlarges the subdivision lots.

If approved, CSM #1 will be recorded first, then CSM #2 will be recorded.

---

**Budget Impacts:**

None

---

**Recommended Action:**

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

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

1. The Right-Of-Way for County KK shall be dedicated to the public.

---

**Attachments:**

- Aerial Map
- CSM

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



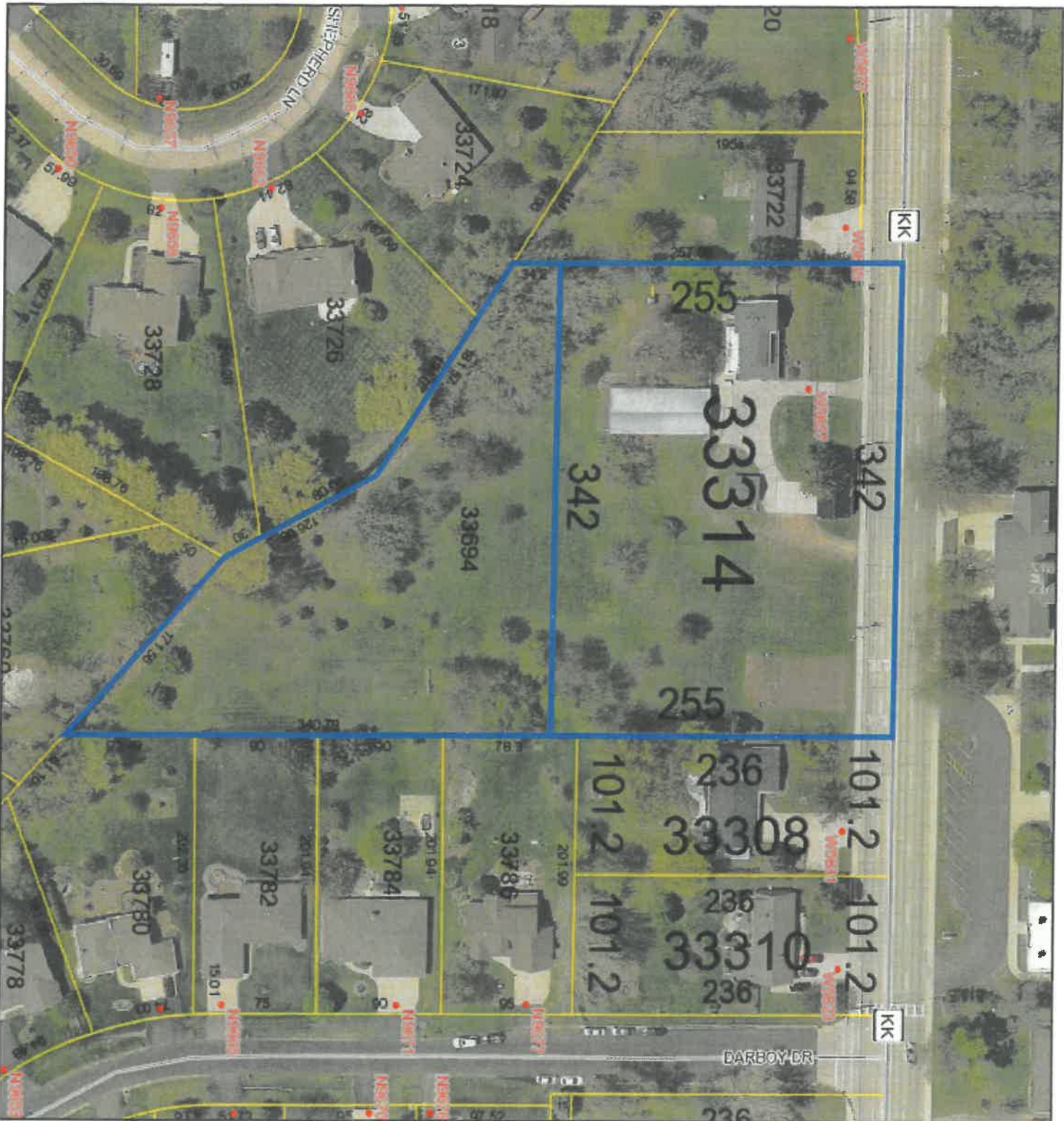
**DISCLAIMER:** This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Author:

Date Printed:

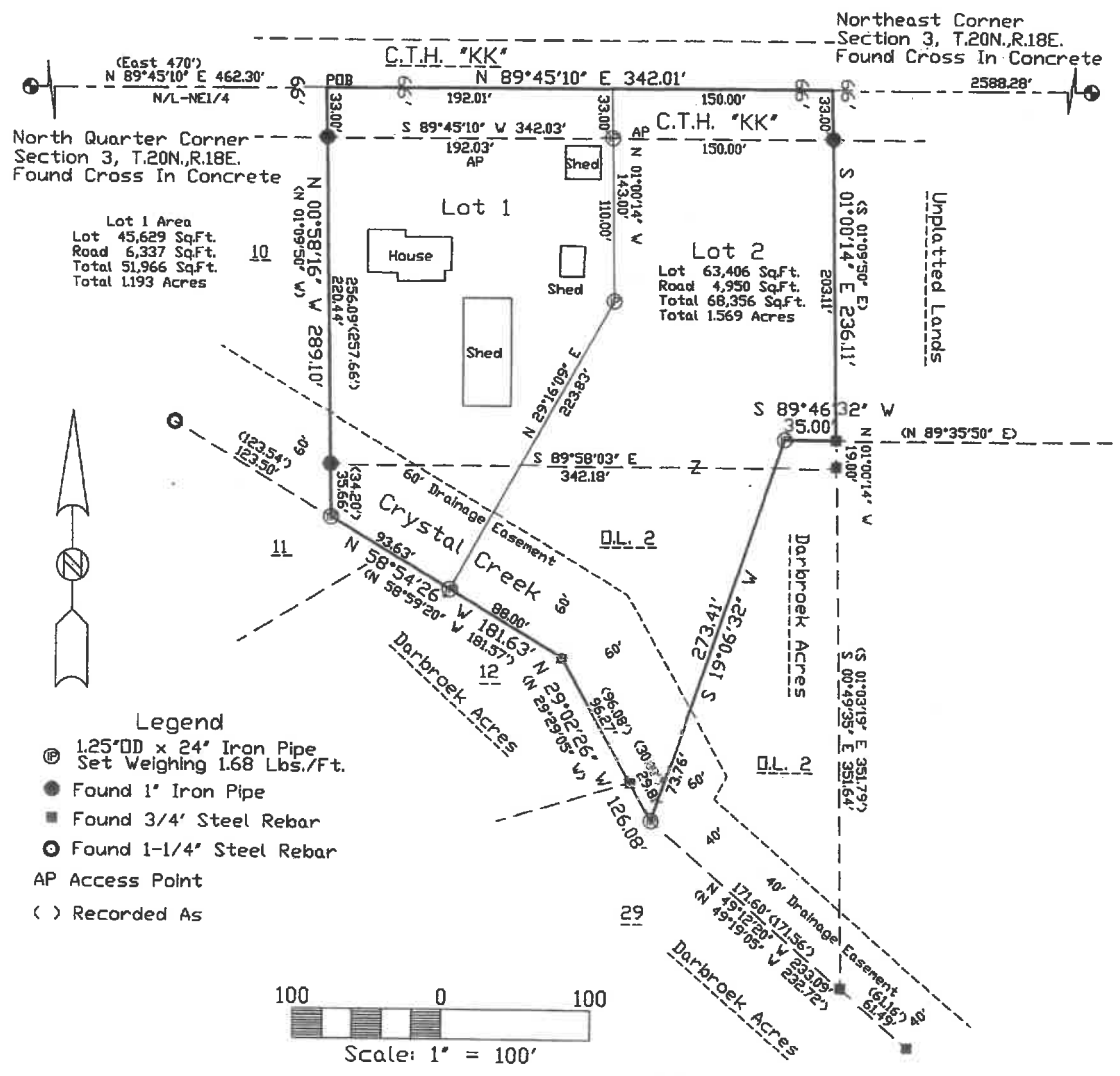
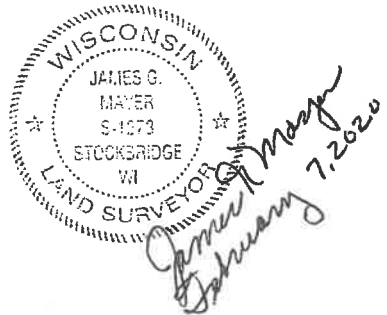
02/12/20 11:41 AM

Sources:



#1

PART OF OUTLOT 2, DARBROEK ACRES AND PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



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

SURVEYED FOR  
ANTHONY J. UITENBROEK  
384 HILL ROAD  
KAUKAUNA, WI

C:\Projctcs\Uitenbroek\Tony20\csm.dwg  
BEARINGS REFERENCED TO THE NORTH  
LINE OF THE NORTHEAST QUARTER,  
ASSUMED TO BEAR NORTH 89°45'10" EAST.  
THIS INSTRUMENT DRAFTED BY J.G. MAYER  
NOTEBOOK NO. PAGE .

**SURVEYOR'S CERTIFICATE**

I, James G. Mayer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped under the direction of a Anthony J. Uitenbroek, part of Outlot 2, Darbroek Acres and part of the Northwest Quarter of the Northeast Quarter of Section 3, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin containing 120,322 square feet or 2.762 acres of land and described as follows.

Commencing at the North Quarter Corner of Section 3, thence North 89°45'10" East a distance of 462.30 feet along the north line of the northeast quarter to the point of beginning; thence continuing North 89°45'10" East a distance of 342.01 feet along the north line; thence South 01°00'14" East a distance of 236.11 feet; thence South 89°46'32" West a distance of 35.00 feet; thence South 19°06'32" West a distance of 273.41 feet; thence North 29°02'26" West a distance of 126.08 feet; thence North 58°54'26" West a distance of 181.63 feet; thence North 00°58'16" West a distance of 289.10 feet to the point of beginning. Reserving the North 33.00 feet for road right-of-way purposes. Subject to all easements and restrictions of record. Liability hereunder is expressly limited to the cost of this survey.

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

Dated this 14 day of February, 2020.

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



**OWNER'S CERTIFICATE**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020 Paul P. Uitenbroek and Donna M. Uitenbroek  
Revocable Trust , Dated May 27, 2004.

\_\_\_\_\_  
Anthony J. Uitenbroek, Trustee

\_\_\_\_\_  
Jean E. Barnes, Trustee

State of Wisconsin)  
Outagamie County)ss

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the above named owners to me known to be the person who executed the foregoing instrument and acknowledged the same.

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

\_\_\_\_\_  
Notary Public, Outagamie County, Wisconsin



**VILLAGE BOARD CERTIFICATE**

Resolved that the above certified survey map in the Village of Harrison was approved by the Village Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

**VILLAGE TREASURER'S CERTIFICATE**

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

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

\_\_\_\_\_  
Date

**COUNTY TREASURER'S CERTIFICATE**

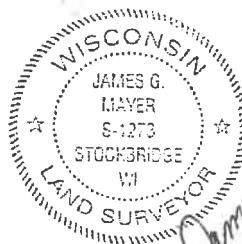
I being the duly elected qualified and acting treasurer of the County of Calumet, do hereby certify the records in my office show unredeemed tax sales and no unpaid taxes or special assessments as of \_\_\_\_\_, 2020 affecting the lands included in this Certified Survey Map.

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

\_\_\_\_\_  
Date

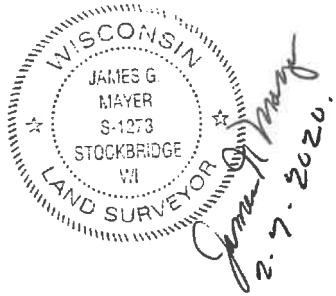
**Notes:**

This CSM is part of tax parcel no. 33314 and 33694. This CSM is contained wholly within the property described in the following recorded instrument: Doc. No. 378234 and partly in Doc. No. 378235 and Jacket 1968/7. The property owners of record are Anthony J. Uitenbroek and Jean E. Barnes, 384 Hill Road, Kaukauna, WI 54169.



*James G. Mayer*  
*February 7, 2020*

ALL OF LOTS 39 THRU 42 AND PART OF OUTLOT 2, DARBROEK ACRES AND PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

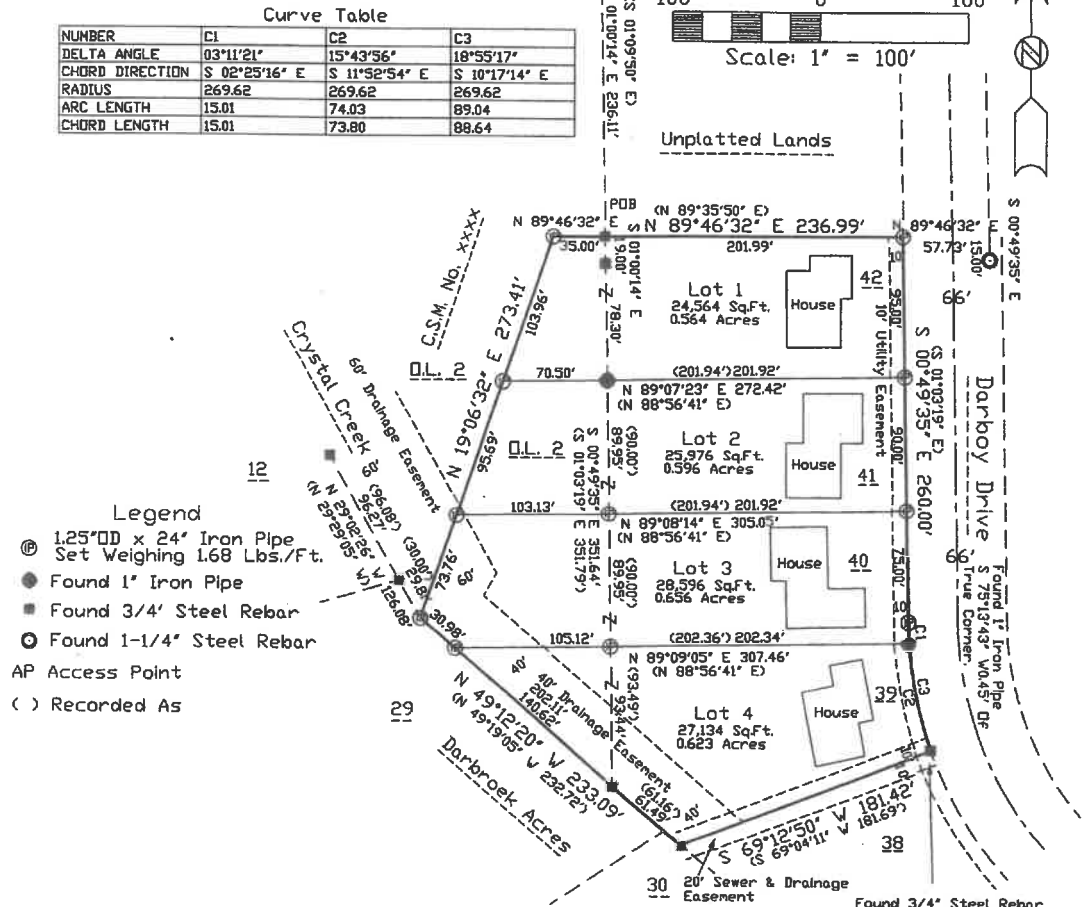
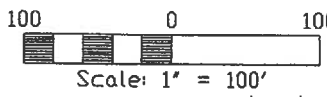


C.T.H. "KK"  
 N 89°45'10" E  
 N/L-ME1/4 804.31'  
 North Quarter Corner  
 Section 3, T.20N.,R.18E.  
 Found Cross In Concrete

Northeast Corner  
 Section 3, T.20N.,R.18E.  
 Found Cross In Concrete

Curve Table

NUMBER	C1	C2	C3
DELTA ANGLE	03°11'21"	15°43'56"	18°55'17"
CHORD DIRECTION	S 02°25'16" E	S 11°52'54" E	S 10°17'14" E
RADIUS	269.62	269.62	269.62
ARC LENGTH	15.01	74.03	89.04
CHORD LENGTH	15.01	73.80	88.64



- Legend
- ⊙ 1.25"OD x 24" Iron Pipe Set Weighing 1.68 Lbs./Ft.
  - Found 1" Iron Pipe
  - Found 3/4" Steel Rebar
  - Found 1-1/4" Steel Rebar
  - AP Access Point
  - ( ) Recorded As

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

SURVEYED FOR  
 ANTHONY J. UITENBROEK  
 384 HILL ROAD  
 KAUKAUNA, WI

C:\Projcets\Uitenbroek\Tony20\csm2.dwg  
 BEARINGS REFERENCED TO THE NORTH  
 LINE OF THE NORTHEAST QUARTER  
 ASSUMED TO BEAR NORTH 89°45'10" EAST.  
 THIS INSTRUMENT DRAFTED BY J.G. MAYER  
 NOTEBOOK NO. PAGE .

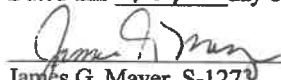
**SURVEYOR'S CERTIFICATE**

I, James G. Mayer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped under the direction of a Anthony J. Uitenbroek, all of Lots 39 thru 42 and part of Outlot 2, Darbroek Acres and part of Northwest Quarter of the Northeast Quarter of Section 3, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin containing 106,269 square feet or 2.439 acres of land and described as follows.

Commencing at the North Quarter Corner of Section 3, thence North 89°45'10" East a distance of 804.31 feet along the north line of the northeast quarter; thence South 01°00'14" East a distance of 236.11 feet to the point of beginning; thence North 89°46'32" East a distance of 236.99 feet; thence South 00°49'35" East a distance of 260.00 feet to a point of curvature; thence 89.04 feet along the arc of a 269.62 foot radius curve to the left, with a chord bearing of South 10°17'14" East a distance of 88.64 feet and a central angle of 18°55'17"; thence South 69°12'50" West a distance of 181.42 feet; thence North 49°12'20" West a distance of 233.09 feet; thence North 19°06'32" East a distance of 273.41 feet; thence North 89°46'32" East a distance of 35.00 feet to the point of beginning. Subject to all easements and restrictions of record. Liability hereunder is expressly limited to the cost of this survey.

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

Dated this 7th day of February, 2020.

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



**OWNER'S CERTIFICATE**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020 Paul A. Uitenbroek and Donna M. Uitenbroek  
Revocable Trust, Dated May 27, 2004.

\_\_\_\_\_  
Anthony J. Uitenbroek, Trustee

\_\_\_\_\_  
Jean E. Barnes, Trustee

State of Wisconsin)  
Outagamie County)ss

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the above named owners to me known to be the person who executed the foregoing instrument and acknowledged the same.

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

\_\_\_\_\_  
Notary Public, Outagamie County, Wisconsin

**OWNER'S CERTIFICATE**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Peter A. Scherer, Owner Lot 42

\_\_\_\_\_  
Susan M. Scherer, Owner Lot 42

\_\_\_\_\_  
Barbara Polakowski, Owner Lot 41

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Todd Johnson, Owner Lot 40

\_\_\_\_\_  
Tanya Johnson, Owner Lot 40

\_\_\_\_\_  
Kenneth E. Neumeier, Owner Lot 39

\_\_\_\_\_  
Cynthia J. Neumeier, Owner Lot 39

State of Wisconsin)  
Outagamie County)ss

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the above named owners to me known to be the person who executed the foregoing instrument and acknowledged the same.

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

\_\_\_\_\_  
Notary Public, Outagamie County, Wisconsin

**VILLAGE BOARD CERTIFICATE**

Resolved that the above certified survey map in the Village of Harrison was approved by the Village Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

**VILLAGE TREASURER'S CERTIFICATE**

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

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

**COUNTY TREASURER'S CERTIFICATE**

I being the duly elected qualified and acting treasurer of the County of Calumet, do hereby certify the records in my office show unredeemed tax sales and no unpaid taxes or special assessments as of \_\_\_\_\_, 2020 affecting the lands included in this Certified Survey Map.

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



Notes:

This CSM is part of tax parcel no. 33314 and 33694. This CSM is contained partly within the property described in the following recorded instrument: Document No. 378235 and Jacket 1968/7. The property owners of record are Anthony J. Uitenbroek and Jean E. Barnes, 384 Hill Road, Kaukauna, WI 54169.

This CSM is all of tax parcel no. 33786. This CSM is contained wholly within the property described in the following recorded instrument: Jacket 1603/22. The property owners of record are Peter A. Scherer and Susan M. Scherer, N9677 Darboy Drive, Appleton, WI 54915.

This CSM is all of tax parcel no. 33784. This CSM is contained wholly within the property described in the following recorded instrument: Document No. 530302. The property owners of record are Barbara Polakowski, N9671 Darboy Drive, Appleton, WI 54915.

This CSM is all of tax parcel no. 33782. This CSM is contained wholly within the property described in the following recorded instrument: Document No. 534204. The property owners of record are Todd Johnson and Tanya Johnson, N9665 Darboy Drive, Appleton, WI 54915.

This CSM is all of tax parcel no. 33780. This CSM is contained wholly within the property described in the following recorded instrument: jacket 1847/12. The property owners of record are Kenneth E. Neumeier and Cynthia J. Neumeier, N9659 Darboy Drive, Appleton, WI 54915.



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**VILLAGE BOARD MEETING**

---

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

February 25, 2020

---

**Title:**

Premier Harrison & Premier Harrison II TID #2 Development Agreement

---

**Issue:**

Should the Village Board approve the final draft of the Development Agreement for the Friendship Drive Apartments?

---

**Background and Additional Information:**

The Developer has agreed to the provisions proposed by the Village as part of the Tax Incremental Financing District #2 Development Agreement. The final draft of the agreement is included as part of this memo. The Developer has accepted the terms and signed the agreement.

---

**Budget Impacts:**

Varies by development. Many of the developments are in existing Tax Incremental Financing (TIF) Districts or are proposed to create one. TID revenues can be used for the incentives rather than monies out of the general fund.

---

**Recommended Action:**

Staff recommends approval of the TID #2 Development Agreement for Premier Harrison, LLC & Premier Harrison II, LLC.

---

**Attachments:**

- Final Draft Development Agreement

TAX INCREMENTAL FINANCING DISTRICT #2 (TID #2)  
PREMIER HARRISON, LLC AND PREMIER HARRISON II, LLC  
DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT, hereinafter referred to as "Agreement", is dated as of the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between PREMIER HARRISON, LLC, a Wisconsin limited liability company, and PREMIER HARRISON II, LLC, a Wisconsin limited liability company, hereinafter referred to as "Developer" and the VILLAGE OF HARRISON, a Wisconsin municipal corporation, hereinafter referred to as the "Village".

RECITALS

Developer and Village acknowledge the following:

- A. Developer has purchased real property located in the Village and identified on Exhibit A attached hereto, referred to as the "Property". The Property is currently vacant land.
- B. Effective January 1, 2019, the Village created Tax Increment District #2 (TID #2) pursuant to Section 66.1105, Wis. Stats. and approved a plan for the development of TID #2, also known as the TID #2 Project Plan. The Property is located entirely within the boundaries of TID #2.
- C. Subject to Developer receiving the financial assistance set forth herein, Developer intends to develop the Property as a multiple-family residential development to be developed as two phases, phase one being a 4-building (48-unit) development and phase two being a 6-building (72-unit) development (the "Project") that will increase the Property value and provide other tangible benefits to the surrounding area and to the Village as a whole. The Project is consistent with the TID #2 Project Plan.
- D. The Village desires to encourage economic development, expand its tax base, and create new jobs within the Village and the TID #2. The Village finds that the development of the Property and the fulfillment, generally, of the terms and conditions of this Agreement are in the vital and best interest of the Village and its residents and serve a public purpose.
- E. The Project would not occur without the use of Tax Increment Financing.
- F. The Village, pursuant to Village Board action dated \_\_\_\_\_, \_\_\_\_\_ has approved this Agreement and authorized the execution of the Agreement by the proper Village officers on the Village's behalf.
- G. The Developer has approved this Agreement and authorized the appropriate officers to execute this Agreement on the Developer's behalf.
- H. All terms that are capitalized but not defined in this Agreement and that are defined under Tax Increment Law shall have the definitions assigned to such terms by the Tax Increment Law.

## AGREEMENTS

NOW, THEREFORE, in consideration of the Recitals and the promises and undertakings set forth herein, the parties mutually agree and covenant as follows:

### ARTICLE I DEVELOPER OBLIGATIONS AND WARRANTIES

- A. Developer has received a Conditional Use Permit and Site Plan Review for the Project and shall complete such Project in accordance with the Conditional Use Permit, Site Plan Review approval, all applicable Village zoning and building codes, ordinances, and regulations.
- B. Developer warrants and represents to the Village that the anticipated assessment for the completed Project will be \$12,000,000, approximately \$100,000 per unit. Developer warrants that during the life of TID #2, neither Developer nor any successor in interest of the Developer will contest any assessment of \$12,000,000 or less or claim that the value of the land and improvements is less than \$12,000,000.
- C. Developer warrants and represents to the Village that, but for the assistance to be provided by the Village under Article II, herein, Developer would not be able to proceed with the Project.
- D. Developer warrants that to the extent any public improvements or infrastructure are included within the scope of work for the Project, Developer will complete the installation of same in accordance with Village specifications and dedicate same to the Village upon completion.
- E. During construction and prior to Project completion, Developer will provide the Village and Village Assessor (Accurate Appraisal) with any requested information so that the assessor can reach an accurate and defensible valuation of the Project for purposes of real and personal property taxation. Following project completion and occupancy permit issuance, Developer will provide the Village and Village Assessor with the necessary income and expense information annually for the accurate valuation of the Project during the life of TID #2 consistent with the type and quantity of information that is customarily provided to the Village Assessor for like properties.
- F. Developer warrants that if the Project does not meet the value agreed to herein, or if the Developer fails to perform or under-performs any additional requirements stated in this Agreement, the Developer shall repay the entire Village contribution or payment.

### ARTICLE II VILLAGE OBLIGATIONS

- A. Village shall cooperate with Developer throughout the development of the Project and shall promptly review and/or process all submissions and applications in accordance with applicable Village ordinances.



- B. Subject to all of the terms, covenants and conditions of this Agreement, and applicable provisions of law, and as an inducement by the Village to Developer to carry out the Project, the Village will provide cash grants to Developer solely from future Tax Increments to assist with and reimburse the Developer's Development Costs (hereinafter the cash grants shall be referred to as the "Village Contribution"). The Village Contribution shall not exceed a total of One Hundred Thousand Dollars (\$100,000). If assessed value of Project is less than \$12,000,000 the Village Contribution shall be reduced accordingly. Development Costs shall include costs for the construction of improvements including infrastructure improvements, environmental remediation costs, demolition, interior remodeling, and the clearing, grading and development of the Project. Project Costs shall not include any payments for leasing, or reimbursement, for any projects not located within the Property.
- C. As the sole source for payment of the Village Contribution, the Village agrees to pay Tax Increments allocable to the Property to Developer annually until the Expiration Date, herein defined, on the following terms: until Developer has been paid the Village Contribution, the Village shall pay eighty (80%) of any positive Tax Increment actually received and attributable to the Property, to the Developer, and the Village shall retain for other TID #2 expenses the remaining twenty percent (20%). The Expiration Date shall be the earliest to occur of: (i) the date on which the Village Contribution has been paid; or (ii) January 1, 2038. The Village Contribution, as evidenced by this Agreement, shall be a special and limited obligation of the Village and not a general obligation. Payments under this Agreement shall be due in annual installments on April 1 of each year for the previous year's Tax Increment, beginning on April 1 of the calendar year following the first tax year in which there is a positive Tax Increment and continuing on each April 1 thereafter until the Expiration Date. If Developer pays taxes in installments, payments shall be due on April 1 and October 1 of the calendar year based on the taxes paid during each installment. Payments under this Agreement shall be made solely from Tax Increments attributable to the Property actually received by the Village each year. In no event shall the Village's payment to Developer exceed the total amount of Tax Increments generated by the Property.
- D. Developer hereby acknowledges that, as a result of the special and limited nature of the Village's obligation to pay the Village's Contribution, Developer's recovery of the Village Contribution is not guaranteed and depends on factors including, but not limited to, future mill rates, changes in the assessed value of the Property, the failure of the Property to generate the Tax Increments at the rate expected, reduction in Tax Increments caused by revenue-sharing, changes in Tax Increment Law, and other factors beyond the Village's and/or Developer's control.
- E. Village agrees to issue occupancy permits on a building by building basis provided Developer satisfies all building, zoning, and other requirements for occupancy of a building.
- F. Village's payment of each installment of the Village Contribution is conditioned upon the following:

1. The Village's Planner annually determining that the Developer is proceeding with the Project and operating the Project.
2. Completion of the entire Project on or before December 31, 2023, unless an extension is granted by the Village.

ARTICLE III  
PAYMENT OF TAXES; PAYMENT IN LIEU OF TAXES

- A. Throughout the life of the TID #2, Developer will pay (or cause to be paid) all ad valorem property taxes properly assessed against the Property within the boundaries of the TID #2 on which the Project is located before such taxes become delinquent.
- B. Developer shall enter into a restrictive covenant in customary form requiring any owner of the Project to make payments in lieu of taxes, in an amount equal to the amount of property taxes which would otherwise be payable to all taxing jurisdictions, in the event that all or any portion of the Project site becomes tax exempt from ad valorem property taxes during the life of TID #2 and for 20 years thereafter. The covenant shall be recorded and shall run with the land for 20 years.

ARTICLE IV  
SALE OF PROPERTY

- A. Should the Developer convey the Property, or any portion of the Property, to any party (related or unrelated), all payments of Village Contributions shall cease and the Village's obligation to make any further payments shall be at an end.

[Signatures on following page.]



**EXHIBIT A: Property Legal Description**

**Being Lot 1 and Lot 2 of Certified Survey Map No. 3802 being part of the Northeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  and Southeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 1, Township 20 North, Range 18 East.**



February 7, 2020

Village of Harrison  
W5298 HWY '114'  
Menasha, WI 54952

Re: Village of Harrison  
2019 Storm Sewer & Drainage Improvements and  
Asphalt Paving Program  
Certificate For Payment #4  
McM. No. H0006-9-18-00913.08

Enclosed herewith is Certificate for Payment #4 for the above referenced project. This Certificate is issued to PTS Contractors, Inc. in the amount of \$28,747.79 for partial payment for work performed through January 29, 2020.

Please process the enclosed, and forward payment to PTS Contractors, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

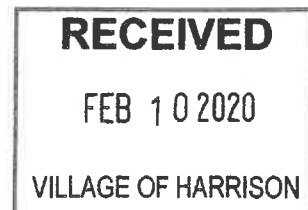
McMahon Associates, Inc.

Lee R. Reibold, P.E.  
Associate / Municipal & Civil Engineer

LRR:jlh

cc: PTS Contractors, Inc.

Enclosure: Certificate For Payment #4



# CERTIFICATE FOR PAYMENT

VILLAGE OF HARRISON  
W5298 HWY '114'  
Menasha, WI 54952

Contract No. H0006-9-18-00913  
Project File No. H0006-9-18-00913.08 / 9-18-00917.08  
Certificate No. Four (4)  
Issue Date: February 7, 2020  
Project: Village of Harrison  
2019 Storm Sewer & Drainage  
Improvements & Asphalt Paving

This Is To Certify That, In Accordance With The Contract Documents Dated: June 3, 2019

PTS CONTRACTORS, INC.  
4075 Eaton Road  
Green Bay, WI 54311

Is Entitled To Partial Payment For Work Performed Through: January 29, 2020

- Contractor's Application For Payment Attached.
- Itemized Cost Breakdown Attached.

Original Contract	<u>\$1,432,158.65</u>	Completed To Date	<u>\$1,387,912.36</u>
Net Change Orders	<u>\$0.00</u>	Retainage *	<u>\$20,000.00</u>
Current Contract Amount	<u>\$1,432,158.65</u>	Subtotal	<u>\$1,367,912.36</u>
		Previously Certified	<u>\$1,339,164.57</u>

\* Lump Sum Amount

**Amount Due This Payment: \$28,747.79**

Certified By:  
**McMAHON ASSOCIATES, INC.**  
**Neenah, Wisconsin**

  
Lee R. Reibold, P.E.  
Associate / Municipal & Civil Engineer

Village of Harrison  
 2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
 FINAL Project Costs Based Upon As-Constructed Quantities  
 MCM No. H0006-9-18-00913 | 9-18-00917

A. Gina Drive and Michelle Way:

Item	Description	Bid Qty	Unit	Unit Cost	Total Bid Cost	Certificate for Payment #4		Total Contract to Date	
						Qty	Cost	Qty	Cost
1	Remove existing culvert	31	EACH	\$ 155.00	\$ 4,805.00				
2	18-inch storm sewer	129	L.F.	\$ 66.00	\$ 8,514.00	3	\$ 465.00	33	\$ 5,115.00
3	18-inch RCP storm sewer	42	L.F.	\$ 68.00	\$ 2,856.00			134.5	\$ 8,877.00
4	18-inch RCP flared end section	1	EACH	\$ 527.00	\$ 527.00			43	\$ 2,924.00
5	12-inch storm sewer	482	L.F.	\$ 49.00	\$ 23,618.00			1	\$ 527.00
6	8-inch storm sewer	1,093	L.F.	\$ 39.00	\$ 42,627.00			471	\$ 23,079.00
7	48-inch storm sewer manhole	8.7	V.F.	\$ 722.00	\$ 6,281.40			1,087.5	\$ 42,412.50
8	36-inch storm sewer manhole	27.3	V.F.	\$ 410.00	\$ 11,193.00	(0.35)	\$ (252.70)	8.65	\$ 6,245.30
9	4-inch SCH 40 PVC storm sewer lateral	1,070	L.F.	\$ 35.00	\$ 37,450.00			27.51	\$ 11,279.10
10	4-inch cleanout	30	EACH	\$ 270.00	\$ 8,100.00	(14)	\$ (490.00)	1,056	\$ 36,960.00
11	Bore storm sewer lateral	8	EACH	\$ 1,818.00	\$ 14,544.00	(1)	\$ (270.00)	29	\$ 7,830.00
12	Storm sewer lateral connection	30	EACH	\$ 76.00	\$ 2,280.00	(4)	\$ (304.00)	9	\$ 16,362.00
13	15" x 23" CMP-Arch culvert	940	L.F.	\$ 64.00	\$ 60,160.00	(4)	\$ (256.00)	26	\$ 1,976.00
14	15" x 23" CMP-Arch flared end section	58	EACH	\$ 415.00	\$ 24,070.00	(1)	\$ (415.00)	946	\$ 60,544.00
15	Ditching	3,550	S.Y.	\$ 15.50	\$ 55,025.00			58	\$ 24,070.00
16	Lawn restoration	6,100	S.Y.	\$ 7.30	\$ 44,530.00	412.9	\$ 6,399.95	2,225	\$ 34,487.50
17	Inlet protection	1	EACH	\$ 205.00	\$ 205.00	3,107	\$ 22,681.10	5,783	\$ 42,215.90
18	Culvert pipe ditch check	31	EACH	\$ 155.00	\$ 4,805.00			1	\$ 205.00
19	Temporary ditch check	25	EACH	\$ 155.00	\$ 3,875.00	27	\$ 4,185.00	27	\$ 4,185.00
20	Pulverize existing asphalt pavement	5,150	S.Y.	\$ 0.57	\$ 2,935.50			12	\$ 1,860.00
21	30-inch concrete curb & gutter removal & replacement	55	L.F.	\$ 52.00	\$ 2,860.00			51.50	\$ 2,935.50
22	Fine grading & compaction of road base	6,000	S.Y.	\$ 1.45	\$ 8,700.00			55	\$ 2,860.00
23	Adjusting Manhole Covers (WISDOT Item No. 611.8110)	3	EACH	\$ 780.00	\$ 2,340.00			6,000	\$ 8,700.00
24	1 3/4-inch HMA pavement, 3 LT 58-28 S	540	TONS	\$ 55.00	\$ 29,700.00			3	\$ 2,340.00
25	1 3/4-inch HMA pavement, 4 LT 58-28 S	540	TONS	\$ 64.40	\$ 34,776.00			595.23	\$ 32,737.65
26	Sawing asphalt (WISDOT Item No. 690.0150)	250	L.F.	\$ 2.00	\$ 500.00			566.48	\$ 36,481.31
27	Sawing concrete (WISDOT Item No. 690.0250)	25	L.F.	\$ 4.00	\$ 100.00			0	\$ -
28	Base aggregate dense, 1 1/4-inch for driveway aprons	1,300	TONS	\$ 17.90	\$ 23,270.00			0	\$ -
29	3-inch HMA driveway pavement	17,500	S.F.	\$ 2.30	\$ 40,250.00			418.3	\$ 7,487.57
30	Driveway apron slope paving	27	EACH	\$ 213.00	\$ 5,751.00			17,553	\$ 40,371.90
31	Contractor Quality Control Testing	1	L.S.	\$ 2,960.00	\$ 2,960.00			30	\$ 6,390.00
					\$ 509,607.90		\$ 33,561.35	1	\$ 2,960.00
									\$ 474,418.23

Village of Harrison  
 2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
 FINAL Project Costs Based Upon As-Constructed Quantities  
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B. Handel Drive, Holly Street & Hopfensperger Road

Item	Description	Bid Qty	Unit	Unit Cost	Total Bid Cost	Certificate for Payment #4		Total to Date	
						Qty	Cost	Qty	Cost
1	Remove existing culvert	45	EACH	\$ 155.00	\$ 6,975.00	25	\$ 3,875.00	47	\$ 7,285.00
2	18-inch storm sewer	90	L.F.	\$ 70.00	\$ 6,300.00	(1)	\$ (70.00)	89	\$ 6,230.00
3	12-inch storm sewer	550	L.F.	\$ 49.00	\$ 26,950.00	15	\$ 735.00	562	\$ 27,538.00
4	8-inch storm sewer	1,670	L.F.	\$ 36.00	\$ 60,120.00		\$ -	1,657	\$ 59,652.00
5	6-inch storm sewer	105	L.F.	\$ 38.00	\$ 3,990.00	(16)	\$ (608.00)	159.5	\$ 6,061.00
6	6-inch cleanout	2	EACH	\$ 135.00	\$ 270.00		\$ -	2	\$ 270.00
7	48-inch storm sewer manhole	23.5	V.F.	\$ 582.00	\$ 13,677.00	(0.5)	\$ (291.00)	23.9	\$ 13,909.80
8	36-inch storm sewer manhole	37.5	V.F.	\$ 386.00	\$ 14,475.00	(0.8)	\$ (308.80)	37.2	\$ 14,359.20
9	4-inch SCH 40 PVC storm sewer lateral	1,200	L.F.	\$ 35.00	\$ 42,000.00	151.5	\$ 5,302.50	1,351.0	\$ 47,285.00
10	4-inch cleanout	33	EACH	\$ 270.00	\$ 8,910.00	16	\$ 4,320.00	37	\$ 9,990.00
11	Bore storm sewer lateral	13	EACH	\$ 1,820.00	\$ 23,660.00	3	\$ 5,460.00	16	\$ 29,120.00
12	Storm sewer lateral connection	33	EACH	\$ 77.00	\$ 2,541.00	(2)	\$ (154.00)	31	\$ 2,387.00
13	18" CMP culvert	82	L.F.	\$ 55.00	\$ 4,510.00		\$ -	85	\$ 4,675.00
14	18" CMP flared end section	2	EACH	\$ 415.00	\$ 830.00		\$ -	2	\$ 830.00
15	15" x 23" CMP-Arch culvert	1,150	L.F.	\$ 64.00	\$ 73,600.00	0.5	\$ 32.00	1,504	\$ 96,256.00
16	15" x 23" CMP-Arch flared end section	88	EACH	\$ 415.00	\$ 36,520.00		\$ -	88	\$ 36,520.00
17	Ditching	4,860	L.F.	\$ 15.50	\$ 75,330.00	(1,527)	\$ (23,668.50)	2,290	\$ 35,495.00
18	Lawr restoration	8,000	S.Y.	\$ 7.30	\$ 58,400.00	(1,723)	\$ (12,577.90)	6,277	\$ 45,822.10
19	Inlet protection	2	EACH	\$ 78.00	\$ 156.00		\$ -	2	\$ 156.00
20	Culvert pipe ditch check	44	EACH	\$ 155.00	\$ 6,820.00	(6)	\$ (930.00)	46	\$ 7,130.00
21	Temporary ditch check	28	EACH	\$ 155.00	\$ 4,340.00	4	\$ 620.00	4	\$ 620.00
22	Pulverize existing asphalt pavement	7,530	S.Y.	\$ 0.57	\$ 4,292.10		\$ -	7,530	\$ 4,292.10
23	30-inch concrete curb & gutter removal & replacement	25	L.F.	\$ 54.00	\$ 1,350.00		\$ -	20	\$ 1,080.00
24	Fine grading & compaction of road base	8,150	S.Y.	\$ 1.45	\$ 11,817.50		\$ -	8,150	\$ 11,817.50
25	Adjusting Manhole Covers (WISDOT Item No. 611.8110)	2	EACH	\$ 780.00	\$ 1,560.00		\$ -	2	\$ 1,560.00
26	1 3/4-inch HMA pavement, 3 LT 58-28 S	800	TONS	\$ 55.10	\$ 44,080.00		\$ -	872.66	\$ 48,083.57
27	1 3/4-inch HMA pavement, 4 LT 58-28 S	800	TONS	\$ 64.40	\$ 51,520.00		\$ -	877.48	\$ 56,509.71
28	Sawing asphalt (WISDOT Item No. 690.0150)	850	L.F.	\$ 2.00	\$ 1,700.00		\$ -	850	\$ 1,700.00
29	Sawing concrete (WISDOT Item No. 690.0250)	3	L.F.	\$ 4.00	\$ 12.00		\$ -	3	\$ 12.00
30	Base aggregate dense, 1 1/4-inch for driveway aprons	1,550	TONS	\$ 17.90	\$ 27,745.00		\$ -	1,174.42	\$ 2,101.82
31	3-inch HMA driveway pavement	21,000	S.F.	\$ 2.20	\$ 46,200.00		\$ -	19,825	\$ 43,615.00
32	Driveway apron slope paving	39	EACH	\$ 213.00	\$ 8,307.00		\$ -	37	\$ 7,881.00
33	Contractor Quality Control Testing	1	L.S.	\$ 2,960.00	\$ 2,960.00		\$ -	1	\$ 2,960.00
					\$ 671,917.60		\$ (18,263.70)		\$ 633,203.80



Village of Harrison  
 2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
 FINAL Project Costs Based Upon As-Constructed Quantities  
 MCM No. H0006-9-18-00913 | 9-18-00917

C. Handel Drive (Sumac Lane to Mile Long Drive)

Item	Description	Bid Qty	Unit	Unit Cost	Total Bid Cost	Certificate for Payment #4 Qty	Cost	Total to Date Qty	Cost
1	Pulverize existing asphalt pavement	2,120	S.Y.	0.57	\$ 1,208.40			2,464	\$ 1,404.48
2	30-inch concrete curb & gutter	120	L.F.	47.00	\$ 5,640.00			100	\$ 4,700.00
3	Fine grading & compaction of road base	2,120	S.Y.	1.45	\$ 3,074.00			2,464	\$ 3,572.80
4	Adjusting Manhole Covers (WISDOT Item No. 611.8110)	5	EACH	780.00	\$ 3,900.00			4	\$ 3,120.00
5	1 3/4-inch HMA pavement, 3 LT 58-28 S	230	TONS	55.00	\$ 12,650.00			219.40	\$ 12,067.00
6	1 3/4-inch HMA pavement, 4 LT 58-28 S	230	TONS	64.40	\$ 14,812.00			260.13	\$ 16,752.37
7	Sawing asphalt (WISDOT Item No. 690.0150)	90	L.F.	2.00	\$ 180.00			90	\$ 180.00
8	Contractor Quality Control Testing	1	L.S.	4,260.00	\$ 4,260.00			1	\$ 4,260.00
					\$ 45,724.40				\$ 46,056.65

E. Kambura Acres II - Zach Street

Item	Description	Bid Qty	Unit	Unit Cost	Total Bid Cost	Certificate for Payment #4 Qty	Cost	Total to Date Qty	Cost
1	30-inch concrete curb & gutter	1,925	L.F.	14.55	\$ 28,008.75	4	\$ 58.20	1,942	\$ 28,256.10
2	Excavation for 5-ft concrete sidewalk	350	C.Y.	26.00	\$ 9,100.00			381.2	\$ 9,911.20
3	Base aggregate dense 1 1/4-inch for sidewalk	350	TONS	18.70	\$ 6,545.00			619.4	\$ 11,582.78
4	4-inch concrete sidewalk (5-ft width)	7,800	S.F.	4.65	\$ 36,270.00	(191)	\$ (888.15)	6,422	\$ 29,862.30
5	6-inch concrete sidewalk (5-ft width)	1,500	S.F.	5.20	\$ 7,800.00	(130.5)	\$ (678.60)	2,700	\$ 14,040.00
6	Detectable warning field, natural patina	20	S.F.	42.00	\$ 840.00			16	\$ 672.00
7	6-inch concrete driveway apron	2,200	S.F.	5.20	\$ 11,440.00	146.1	\$ 759.72	4,336	\$ 22,547.20
8	Fine grading & compaction of road base	3,290	S.Y.	2.10	\$ 6,909.00			3,290	\$ 6,909.00
9	Adjusting Manhole Covers (WISDOT Item No. 611.8110)	7	EACH	780.00	\$ 5,460.00			16	\$ 12,480.00
10	1 3/4-inch HMA pavement, 3 LT 58-28 S	350	TONS	56.10	\$ 19,635.00			328.39	\$ 18,422.68
11	1 3/4-inch HMA pavement, 4 LT 58-28 S	350	TONS	64.40	\$ 22,540.00			331.05	\$ 21,319.62
12	Sawing asphalt (WISDOT Item No. 690.0150)	85	L.F.	2.00	\$ 170.00			85	\$ 170.00
13	Lawn restoration	1,600	S.Y.	8.40	\$ 13,440.00			1,397	\$ 11,734.80
14	Inlet protection	6	EACH	130.00	\$ 780.00			2	\$ 260.00
15	Contractor Quality Control Testing	1	L.S.	3,305.00	\$ 3,305.00			1	\$ 3,305.00
					\$ 172,242.75		\$ (748.83)		\$ 191,472.68

Village of Harrison  
 2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
 FINAL Project Costs Based Upon As-Constructed Quantities  
 MCM No. H0006-9-18-00913 | 9-18-00917

Alternate Bid #1: Jochman Drive Mini-Storm Sewer

Item	Description	Bid Qty	Unit	Unit Cost	Total Bid Cost	Certificate for Payment #4 Qty	Cost	Total to Date Qty	Cost
1	6-inch storm sewer	480	L.F.	\$ 33.00	\$ 15,840.00	9	\$ 297.00	489	\$ 16,137.00
2	4-inch SCH 40 PVC storm sewer lateral	40	L.F.	\$ 38.00	\$ 1,520.00	(26)	\$ (988.00)	41.5	\$ 1,577.00
3	6-inch cleanout	5	EACH	\$ 310.00	\$ 1,550.00	(1)	\$ (310.00)	4	\$ 1,240.00
4	4-inch cleanout	4	EACH	\$ 204.00	\$ 816.00	(1)	\$ (204.00)	4	\$ 816.00
5	Storm sewer inlet connection	2	EACH	\$ 200.00	\$ 400.00	(2)	\$ (400.00)	2	\$ 400.00
6	Bore 6-inch storm sewer	3	EACH	\$ 2,080.00	\$ 6,240.00		\$ -	3	\$ 6,240.00
7	Lawn restoration	750	S.Y.	\$ 8.40	\$ 6,300.00		\$ -	356	\$ 2,990.40
					\$ 32,666.00		\$ (1,605.00)		\$ 29,400.40
				<b>Subtotal Project Costs =</b>	<b>\$ 1,432,158.65</b>		<b>\$ 12,943.82</b>		<b>\$ 1,374,551.76</b>

\* Change Order Items

Item	Description	Bid Qty	Unit	Unit Cost	Total Bid Cost	Certificate for Payment #4 Qty	Cost	Total to Date Qty	Cost
1.1	Erosion Mat, Class I, Type A urban		S.Y.	\$ 2.30	\$ -		\$ -	5,672	\$ 13,045.60
1.2	4-inch drain tile (roof drain)		L.F.	\$ 10.50	\$ -		\$ -	5	\$ 52.50
1.3	Cut and shorten driveway culvert		L.S.	\$ 262.50	\$ -		\$ -	1	\$ 262.50
				<b>Total Project Costs =</b>	<b>\$ 1,432,158.65</b>		<b>\$ 12,943.82</b>		<b>\$ 1,387,912.36</b>

Completed to Date =	\$ 1,387,912.36
Project Retainage =	\$ 20,000.00
Subtotal =	\$ 1,367,912.36
Previously Certified =	\$ 1,339,164.57
Amount Due this Payment =	\$ 28,747.79

### Payment Request

Request for: Partial Payment No: 4 Date: 12/13/2019  
 (Partial/Final) REC'D 01/29/2020

Project: 2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program

Owner: Village of Harrison

Contractor: PTS Contractors, Inc. - 4075 Eaton Road - Green Bay, WI 54311

Original Contract Amount as Bid:	\$ 1,432,158.65
Net Add (Deduct) by Revised Quantities:	_____
Net Add (Deduct) by Change Order:	_____
<b>Total Contract This Date</b>	<b>\$ 1,432,158.65</b>

Value of Work Completed to Date:	\$ 1,387,912.36
Less <u>5</u> Per Cent Retainage: (Of the first 50%)	\$ 35,803.97
<b>Net Total</b>	<b>\$ 1,352,108.39</b>

Project on Schedule: XX Yes          No          97% Complete

**Record of Previous Pay Requests:**

1 <u>\$ 465,106.98</u>	6 _____
2 <u>\$ 472,163.86</u>	7 _____
3 <u>\$ 401,893.73</u>	8 _____
4 _____	9 _____
5 _____	

Amount Previously Billed	\$ 1,339,164.57
Amount Due This Request	\$ 12,943.82

*This is to certify that, in accordance with the terms of the Contract, the Contractor is entitled to a payment in the amount requested.*

By: *Mark C. Schaefer*  
 PTS Contractors, Inc.

Engineers Approval: By: \_\_\_\_\_

Date: 12/13/2019  
 \*See Attachments

Owner's Approval  
 for Payment: By: \_\_\_\_\_

PTS Contractors, Inc.  
 4075 Eaton Road - Green Bay, WI 54311  
 Phone: (920) 468-5217 Fax: (920) 468-4087

Village of Harrison  
 2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
 Payment Request

PTS JOB #19-738  
 Payment Request: \$1,387,912.36  
 Date: 12/13/2019

Bid	Description	Units	Qty	Scheduled		Previous Request		This Request		%	Total Completed		Balance to Finish	Qty
				Unit Price	Amount	Qty	Amount	Qty	Amount		Completed to Date	Amount		
A-01	REMOVE EXISTING CULVERT	EA	31	\$ 155.00	\$ 4,805.00	30.00	\$ 4,650.00	3.00	\$ 465.00	108%	33.00	\$ 5,115.00	\$ (310.00)	(2.00)
A-02	18" STORM SEWER	LF	129	\$ 66.00	\$ 8,514.00	134.50	\$ 8,877.00		\$ -	104%	134.50	\$ 8,877.00	\$ (363.00)	(5.50)
A-03	18" RCP STORM SEWER	LF	42	\$ 68.00	\$ 2,856.00	43.00	\$ 2,924.00		\$ -	102%	43.00	\$ 2,924.00	\$ (68.00)	(1.00)
A-04	18" RCP FLARED END SECTION	EA	1	\$ 527.00	\$ 527.00	1.00	\$ 527.00		\$ -	100%	1.00	\$ 527.00	\$ -	-
A-05	12" STORM SEWER	LF	482	\$ 49.00	\$ 23,618.00	471.00	\$ 23,079.00		\$ -	98%	471.00	\$ 23,079.00	\$ 539.00	11.00
A-06	8" STORM SEWER	LF	1,093	\$ 39.00	\$ 42,627.00	1,087.50	\$ 42,412.50		\$ -	99%	1,087.50	\$ 42,412.50	\$ 214.50	5.50
A-07	48" STORM SEWER MANHOLE	VF	9	\$ 722.00	\$ 6,281.40	9.00	\$ 6,498.00	-0.35	\$ (252.70)	99%	8.65	\$ 6,245.30	\$ 36.10	0.05
A-08	36" STORM SEWER MANHOLE	VF	27	\$ 410.00	\$ 11,193.00	27.51	\$ 11,279.10		\$ -	101%	27.51	\$ 11,279.10	\$ (86.10)	(0.21)
A-09	4" SCH 40 PVC STORM SEWER LATERAL	LF	1,070	\$ 35.00	\$ 37,450.00	1,070.00	\$ 37,450.00	-14.00	\$ (490.00)	99%	1,056.00	\$ 36,960.00	\$ 490.00	14.00
A-10	4" CLEANOUT	EA	30	\$ 270.00	\$ 8,100.00	30.00	\$ 8,100.00	-1.00	\$ (270.00)	97%	29.00	\$ 7,830.00	\$ 270.00	1.00
A-11	BORE STORM SEWER LATERAL	EA	8	\$ 1,818.00	\$ 14,544.00	8.00	\$ 14,544.00	1.00	\$ 1,818.00	113%	9.00	\$ 16,362.00	\$ (1,818.00)	(1.00)
A-12	STORM SEWER LATERAL CONNECTION	EA	30	\$ 76.00	\$ 2,280.00	30.00	\$ 2,280.00	-4.00	\$ (304.00)	87%	26.00	\$ 1,976.00	\$ 304.00	4.00
A-13	ARCH CULVERT	LF	940	\$ 64.00	\$ 60,160.00	950.00	\$ 60,900.00	-4.00	\$ (256.00)	101%	946.00	\$ 60,544.00	\$ (384.00)	(6.00)
A-14	ARCH FLARED END SECTIONS	EA	58	\$ 415.00	\$ 24,070.00	59.00	\$ 24,485.00	-1.00	\$ (415.00)	100%	58.00	\$ 24,070.00	\$ -	-
A-15	DITCHING	LF	3,550	\$ 15.50	\$ 55,025.00	1,812.10	\$ 28,087.55	412.90	\$ 6,398.95	63%	2,225.00	\$ 34,487.50	\$ 20,537.50	1,325.00
A-16	LAWN RESTORATION	SY	6,100	\$ 7.30	\$ 44,530.00	2,678.00	\$ 19,534.80	3,107.00	\$ 22,681.10	95%	5,783.00	\$ 42,215.90	\$ 2,314.10	317.00
A-17	INLET PROTECTION	EA	1	\$ 205.00	\$ 205.00	1.00	\$ 205.00		\$ -	100%	1.00	\$ 205.00	\$ -	-
A-18	CULVERT PIPE DITCH CHECK	EA	31	\$ 155.00	\$ 4,805.00		\$ -	27.00	\$ 4,185.00	87%	27.00	\$ 4,185.00	\$ 620.00	4.00
A-19	TEMPORARY DITCH CHECK	EA	25	\$ 155.00	\$ 3,875.00	12.00	\$ 1,860.00		\$ -	48%	12.00	\$ 1,860.00	\$ 2,015.00	13.00
A-20	PULVERIZE EXISTING ASPHALT PAVEMENT	SY	5,150	\$ 0.57	\$ 2,935.50	5,150.00	\$ 2,935.50		\$ -	100%	5,150.00	\$ 2,935.50	\$ -	-
A-21	30" CONCRETE CURB & GUTTER REMOVAL & REPLACEMENT	LF	55	\$ 52.00	\$ 2,860.00	55.00	\$ 2,860.00		\$ -	100%	55.00	\$ 2,860.00	\$ -	-
A-22	FINE GRADING & COMPACTION OF ROAD BASE	SY	6,000	\$ 1.45	\$ 8,700.00	6,000.00	\$ 8,700.00		\$ -	100%	6,000.00	\$ 8,700.00	\$ -	-
A-23	ADJUSTING MANHOLE COVERS (MISDOT # 611.8110)	EA	3	\$ 780.00	\$ 2,340.00	3.00	\$ 2,340.00		\$ -	100%	3.00	\$ 2,340.00	\$ -	-
A-24	3/4" HMA PAVEMENT 3 LT	TN	540	\$ 55.00	\$ 29,700.00	585.23	\$ 32,737.65		\$ -	110%	585.23	\$ 32,737.65	\$ (3,037.65)	(55.23)

PTS Contractors, Inc.  
4075 Eaton Road - Green Bay, WI 54311  
Phone# (920) 466-5217-Fax# (920) 466-4087

Village of Harrison  
2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
Payment Request

PTS JOB #19-738  
Date: 12/13/2019  
Payment Request: \$1,387,912.36

Bid	Description	Units	Qty	Scheduled		Previous Request Totals		This Request Totals		Total Completed		Balance to Finish		
				Unit Price	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty	
A-25	3/4" HMA PAVEMENT 4 LT	TN	540	\$ 64.40	\$ 34,776.00	566.48	\$ 36,481.31			566.48	\$ 36,481.31			
A-26	WIDOT #690.0150	LF	250	\$ 2.00	\$ 500.00									
A-27	WIDOT # 690.0250	LF	25	\$ 4.00	\$ 100.00									
A-28	Base Aggregate Dense 1-1/4" for Driveway Apron	TN	1,300	\$ 17.90	\$ 23,270.00	418.30	\$ 7,487.57			418.30	\$ 7,487.57			
A-29	3" HMA DRIVEWAY PAVEMENT	SF	17,500	\$ 2.30	\$ 40,250.00	17,553.00	\$ 40,371.90			17,553.00	\$ 40,371.90			
A-30	DRIVEWAY APRON SLOPE PAVING	EA	27	\$ 213.00	\$ 5,751.00	30.00	\$ 6,390.00			30.00	\$ 6,390.00			
A-31	TRACTOR QUALITY CONTROL TESTING	LS	1	\$ 2,990.00	\$ 2,990.00	1.00	\$ 2,990.00			1.00	\$ 2,990.00			
Handel Drive, Holly St., & Hopfensberger Rd														
B-01	REMOVE EXISTING CULVERT	EA	45	\$ 155.00	\$ 6,975.00	22.00	\$ 3,410.00	25.00	\$ 3,875.00	104%	47.00	\$ 7,285.00	\$ (310.00)	(2.00)
B-02	18" STORM SEWER	LF	90	\$ 70.00	\$ 6,300.00	90.00	\$ 6,300.00	-1.00	\$ (70.00)	99%	89.00	\$ 6,230.00	\$ 70.00	1.00
B-03	12" STORM SEWER	LF	550	\$ 49.00	\$ 26,950.00	547.00	\$ 26,803.00	15.00	\$ 735.00	102%	562.00	\$ 27,538.00	\$ (588.00)	(12.00)
B-04	8" STORM SEWER	LF	1,670	\$ 36.00	\$ 60,120.00	1,657.00	\$ 59,652.00		\$ -	98%	1,657.00	\$ 59,652.00	\$ 488.00	13.00
B-05	6" STORM SEWER	LF	105	\$ 38.00	\$ 3,990.00	175.50	\$ 6,689.00	-16.00	\$ (608.00)	152%	159.50	\$ 6,091.00	\$ (2,071.00)	(54.50)
B-06	6" CLEANOUT	EA	2	\$ 135.00	\$ 270.00	2.00	\$ 270.00		\$ -	100%	2.00	\$ 270.00	\$ -	-
B-07	48" STORM SEWER MANHOLE	VF	24	\$ 582.00	\$ 13,977.00	24.40	\$ 14,200.80	-0.50	\$ (291.00)	102%	23.90	\$ 13,909.80	\$ (232.80)	(0.40)
B-08	36" STORM SEWER MANHOLE	VF	38	\$ 386.00	\$ 14,475.00	38.00	\$ 14,688.00	-0.80	\$ (308.80)	99%	37.20	\$ 14,359.20	\$ 115.80	0.30
B-09	4" SCH 40 PVC STORM SEWER LATERAL	LF	1,200	\$ 35.00	\$ 42,000.00	1,199.50	\$ 41,982.50	151.50	\$ 5,302.50	113%	1,351.00	\$ 47,285.00	\$ (5,285.00)	(151.00)
B-10	4" CLEANOUT	EA	33	\$ 270.00	\$ 8,910.00	21.00	\$ 5,670.00	16.00	\$ 4,320.00	112%	37.00	\$ 9,990.00	\$ (1,080.00)	(4.00)
B-11	BORE STORM SEWER LATEAL	EA	13	\$ 1,820.00	\$ 23,660.00	13.00	\$ 23,660.00	3.00	\$ 5,460.00	123%	16.00	\$ 29,120.00	\$ (5,460.00)	(3.00)
B-12	STORM SEWER LATERAL CONNECTION	EA	33	\$ 77.00	\$ 2,541.00	33.00	\$ 2,541.00	-2.00	\$ (154.00)	94%	31.00	\$ 2,387.00	\$ 154.00	2.00
B-13	18" CMP CULVERT	LF	82	\$ 55.00	\$ 4,510.00	85.00	\$ 4,675.00		\$ -	104%	85.00	\$ 4,675.00	\$ (165.00)	(3.00)
B-14	18" CMP FLARED END SECTION	EA	2	\$ 415.00	\$ 830.00	2.00	\$ 830.00		\$ -	100%	2.00	\$ 830.00	\$ -	-
B-15	ARCH CULVERT	LF	1,150	\$ 64.00	\$ 73,600.00	1,503.50	\$ 96,224.00	0.50	\$ 32.00	131%	1,504.00	\$ 96,256.00	\$ (22,656.00)	(354.00)
B-16	ARCH FLARED END SECTION	EA	88	\$ 415.00	\$ 36,520.00	88.00	\$ 36,520.00		\$ -	100%	88.00	\$ 36,520.00	\$ -	-
B-17	DITCHING	LF	4,880	\$ 15.50	\$ 75,300.00	3,917.00	\$ 59,163.50	-1,527.00	\$ (23,698.50)		2,290.00	\$ 35,495.00	\$ 39,835.00	2,570.00

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Village of Harrison  
2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
Payment Request

PTS JOB #19-738

Payment Request: \$1,387,812.36  
Date: 12/13/2019 4

Bid Item #	Description	Units	Qty	Scheduled		Previous Request Totals		This Request Totals		Total Completed		Balance to Finish	
				Unit Price	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty
B-18	18" CMP FLARED END SECTION	SY	8,000	7.30	\$ 58,400.00	8,000.00	\$ 58,400.00	-1723.00	\$ (12,577.90)	6,277.00	\$ 45,822.10	\$ 12,577.90	1,723.00
B-19	INLET PROTECTION	EA	2	78.00	\$ 156.00	2.00	\$ 156.00		\$ -	2.00	\$ 156.00	\$ -	-
B-20	CULVERT PIPE DITCH CHECK	EA	44	155.00	\$ 6,820.00	52.00	\$ 8,060.00	-6.00	\$ (930.00)	48.00	\$ 7,130.00	\$ (310.00)	(2.00)
B-21	TEMPORARY DITCH CHECK	EA	28	155.00	\$ 4,340.00		\$ -	4.00	\$ 620.00	4.00	\$ 620.00	\$ 3,720.00	24.00
B-22	PULVERIZE EXISTING ASPHALT PAVEMENT	SY	7,530	0.57	\$ 4,292.10	7,530.00	\$ 4,292.10		\$ -	7,530.00	\$ 4,292.10	\$ -	-
B-23	30" CONCRETE CURB & GUTTER REMOVAL & REPLACEMENT	LF	25	54.00	\$ 1,350.00	20.00	\$ 1,080.00		\$ -	20.00	\$ 1,080.00	\$ 270.00	5.00
B-24	FINE GRADING & COMPACTION OF ROAD BASE	SY	8,150	1.45	\$ 11,817.50	8,150.00	\$ 11,817.50		\$ -	8,150.00	\$ 11,817.50	\$ -	-
B-25	ADJUST MANHOLE COVERS	EA	2	780.00	\$ 1,560.00	2.00	\$ 1,560.00		\$ -	2.00	\$ 1,560.00	\$ -	-
B-26	3/4" HMA PAVEMENT 3 LT	TN	800	55.10	\$ 44,080.00	872.66	\$ 48,083.57		\$ -	872.66	\$ 48,083.57	\$ (4,003.57)	(72.66)
B-27	3/4" HMA PAVEMENT 4 LT	TN	800	64.40	\$ 51,520.00	877.48	\$ 56,509.71		\$ -	877.48	\$ 56,509.71	\$ (4,989.71)	(77.48)
B-28	SAWING ASPHALT	LF	850	2.00	\$ 1,700.00	850.00	\$ 1,700.00		\$ -	850.00	\$ 1,700.00	\$ -	-
B-29	SAWING CONCRETE	LF	3	4.00	\$ 12.00	3.00	\$ 12.00		\$ -	3.00	\$ 12.00	\$ -	-
B-30	Base Aggregate Dense 1-1/4" for Driveway Apron	TN	1,550	17.90	\$ 27,745.00	117.42	\$ 2,101.82		\$ -	117.42	\$ 2,101.82	\$ 25,643.18	1,432.58
B-31	3" HMA DRIVEWAY PAVEMENT	SF	21,000	2.20	\$ 46,200.00	19,825.00	\$ 43,615.00		\$ -	19,825.00	\$ 43,615.00	\$ 2,585.00	1,175.00
B-32	DRIVEWAY APRON SLOPE PAVING	EA	39	213.00	\$ 8,307.00	37.00	\$ 7,881.00		\$ -	37.00	\$ 7,881.00	\$ 426.00	2.00
B-33	CONTRACTOR QUALITY CONTROL TESTING	LS	1	2,980.00	\$ 2,980.00	1.00	\$ 2,980.00		\$ -	1.00	\$ 2,980.00	\$ -	-
Herald Drive (Sumac Lane to Mile Long Rd)													
C-01	PULVERIZE EXISTING ASPHALT PAVEMENT	SY	2,120	0.57	\$ 1,208.40	2,464.00	\$ 1,404.48		\$ -	2,464.00	\$ 1,404.48	\$ (196.08)	(344.00)
C-02	30" MOUNTABLE CONCRETE CURB & GUTTER	LF	120	47.00	\$ 5,640.00	100.00	\$ 4,700.00		\$ -	100.00	\$ 4,700.00	\$ 940.00	20.00
C-03	FINE GRADING & COMPACTION OF ROAD BASE	SY	2,120	1.45	\$ 3,074.00	2,464.00	\$ 3,572.80		\$ -	2,464.00	\$ 3,572.80	\$ (498.80)	(344.00)
C-04	ADJUSTING MANHOLE COVERS	EA	5	780.00	\$ 3,900.00	4.00	\$ 3,120.00		\$ -	4.00	\$ 3,120.00	\$ 780.00	1.00
C-05	3/4" HMA PAVEMENT 3 LT	TN	230	55.00	\$ 12,650.00	219.40	\$ 12,067.00		\$ -	219.40	\$ 12,067.00	\$ 583.00	10.60
C-06	3/4" HMA PAVEMENT 4 LT	TN	230	64.40	\$ 14,812.00	260.13	\$ 16,752.37		\$ -	260.13	\$ 16,752.37	\$ (1,940.37)	(30.13)
C-07	SAWING ASPHALT	LF	90	2.00	\$ 180.00	90.00	\$ 180.00		\$ -	90.00	\$ 180.00	\$ -	-
C-08	CONTRACTOR QUALITY CONTROL TESTING	LS	1	4,280.00	\$ 4,280.00	1.00	\$ 4,280.00		\$ -	1.00	\$ 4,280.00	\$ -	-

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2019 Storm Sewer & Drainage Improvements & Asphalt Paving Program  
Payment Request

PTS JOB #19-738

Payment Request: \$1,387,912.38  
Date: 12/13/2019 4

Bid Item #	Description	Units	Qty	Unit Price	Amount	Previous Request Qty	Previous Request Amount	This Request Qty	This Request Amount	%	Total Completed		Balance to Finish	Qty
											Completed to Date	Amount		
D-01	6" STORM SEWER	LF	480	\$ 33.00	\$ 15,840.00	480.00	\$ 15,840.00	9.00	\$ 297.00	102%	489.00	\$ 16,137.00	\$ (297.00)	(9.00)
D-02	4" SCH 40 PVC STORM SEWER LATERAL	LF	40	\$ 38.00	\$ 1,520.00	67.50	\$ 2,565.00	-26.00	\$ (988.00)	104%	41.50	\$ 1,577.00	\$ (57.00)	(1.50)
D-03	6" CLEANOUT	EA	5	\$ 310.00	\$ 1,550.00	5.00	\$ 1,550.00	-1.00	\$ (310.00)	80%	4.00	\$ 1,240.00	\$ 310.00	1.00
D-04	4" CLEANOUT	EA	4	\$ 204.00	\$ 816.00	5.00	\$ 1,020.00	-1.00	\$ (204.00)	100%	4.00	\$ 816.00	\$ -	-
D-05	STORM SEWER INLET CONNECTION	EA	2	\$ 200.00	\$ 400.00	4.00	\$ 800.00	-2.00	\$ (400.00)	100%	2.00	\$ 400.00	\$ -	-
D-06	BORE 6" STORM SEWER	EA	3	\$ 2,080.00	\$ 6,240.00	3.00	\$ 6,240.00	-	\$ -	100%	3.00	\$ 6,240.00	\$ -	-
D-07	LAWN RESTORATION	SY	750	\$ 8.40	\$ 6,300.00	356.00	\$ 2,990.40	-	\$ -	47%	356.00	\$ 2,990.40	\$ 3,309.60	394.00
D-08	6" CONCRETE DRIVEWAY APRON	SF		\$ 6.25			\$ -		\$ -			\$ -	\$ -	-
Kembura Acres II - Zach St.														
E-01	30" MOUNTABLE CONCRETE CURB & GUTTER	LF	1,925	\$ 14.55	\$ 28,008.75	1,998.00	\$ 28,197.90	4.00	\$ 58.20	101%	1,942.00	\$ 28,256.10	\$ (247.35)	(17.00)
E-02	EXCAVATION FOR 5" CONCRETE SIDEWALK	CY	350	\$ 26.00	\$ 9,100.00	381.20	\$ 9,911.20	-	\$ -	109%	381.20	\$ 9,911.20	\$ (811.20)	(31.20)
E-03	Base Aggregate Dense 1-1/4" for Sidewalk	TN	350	\$ 18.70	\$ 6,545.00	619.40	\$ 11,582.78	-	\$ -	177%	619.40	\$ 11,582.78	\$ (5,037.78)	(288.40)
E-04	4" Sidewalk (5-ft wide)	SF	7,800	\$ 4.85	\$ 36,270.00	6,613.00	\$ 30,750.45	-191.00	\$ (888.15)	82%	6,422.00	\$ 29,862.30	\$ 6,407.70	1,378.00
E-05	6" Sidewalk (5-ft wide)	SF	1,500	\$ 5.20	\$ 7,800.00	2,830.50	\$ 14,718.60	-130.50	\$ (678.60)	180%	2,700.00	\$ 14,040.00	\$ (6,240.00)	(1,200.00)
E-06	DETECTABLE WARNING FIELD, NATURAL PATINA	SF	20	\$ 42.00	\$ 840.00	18.00	\$ 672.00	-	\$ -	80%	18.00	\$ 672.00	\$ 168.00	4.00
E-07	6" CONCRETE DRIVEWAY APRON	SF	2,200	\$ 5.20	\$ 11,440.00	4,189.90	\$ 21,787.48	146.10	\$ 758.72	197%	4,336.00	\$ 22,547.20	\$ (11,107.20)	(2,136.00)
E-08	FINE GRADING & COMPACTION OF ROAD BASE	SY	3,290	\$ 2.10	\$ 6,909.00	3,290.00	\$ 6,909.00	-	\$ -	100%	3,290.00	\$ 6,909.00	\$ -	-
E-09	ADJUSTING MANHOLE COVERS	EA	7	\$ 780.00	\$ 5,460.00	18.00	\$ 12,480.00	-	\$ -	229%	16.00	\$ 12,480.00	\$ (7,020.00)	(9.00)
E-10	3/4" HMA PAVEMENT 3 LT	TN	350	\$ 56.10	\$ 19,635.00	328.39	\$ 18,422.68	-	\$ -	94%	328.39	\$ 18,422.68	\$ 1,212.32	21.61
E-11	3/4" HMA PAVEMENT 4 LT	TN	350	\$ 64.40	\$ 22,540.00	331.05	\$ 21,319.62	-	\$ -	95%	331.05	\$ 21,319.62	\$ 1,220.38	18.95
E-12	SAWING ASPHALT	LF	85	\$ 2.00	\$ 170.00	85.00	\$ 170.00	-	\$ -	100%	85.00	\$ 170.00	\$ -	-
E-13	LAWN RESTORATION	SY	1,600	\$ 8.40	\$ 13,440.00	1,397.00	\$ 11,734.80	-	\$ -	87%	1,397.00	\$ 11,734.80	\$ 1,705.20	203.00
E-14	INLET PROTECTION	EA	6	\$ 130.00	\$ 780.00	2.00	\$ 260.00	-	\$ -	33%	2.00	\$ 260.00	\$ 520.00	4.00
E-15	CONTRACTOR QUALITY CONTROL TESTING	LS	1	\$ 3,305.00	\$ 3,305.00	1.00	\$ 3,305.00	-	\$ -	100%	1.00	\$ 3,305.00	\$ -	-





**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

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**Date:** February 25th, 2020

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**Title:**

Review/Approve Rules and Procedures for Village Board Meetings

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**Issue:**

Should the Village of Harrison modify the previously approved rules and procedures for Village Board meetings?

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**Background and Additional Information:**

The current rules and procedures for Village Board meetings was approved on September 30<sup>th</sup>, 2014 and includes procedures for both the Town of Harrison and the Village of Harrison. Since the Town Board no longer exists, the current policy has been reviewed and updated and all references to the town have been removed.

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**Budget/Financial Impact:**

None.

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**Motion:**

To approve the amended rules and procedures for board meetings. (2/3rds vote is needed amended the rules and procedures per the rules)

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**Attachments:**

Amended rules and procedures for village board members.

# VILLAGE OF HARRISON

## RULES AND PROCEDURES FOR BOARD MEETINGS

### Meetings

#### A. Regular Meetings.

1. Regular meetings of the board shall be held on the last Tuesday of the month.
2. Meeting dates and times may be changed by a majority vote of the board.

#### B. Special Meetings.

1. Any two trustees may call a special meeting by filing a written notice with the village clerk. The clerk, in turn, shall immediately notify each village board member of the date, time and purpose of the special meeting.
2. A special meeting may be requested by village staff if a time sensitive issue arises and a majority of the board members are able to attend.
3. A special meeting may be called, without notice, at regularly convened board meeting if all members are present. A special meeting may also be called if all members consent to the holding of such a meeting.
4. Special meetings shall be deemed regular meetings for the purpose of transacting any business that may be permitted by law.

#### C. Adjournment.

1. Any board member may move to adjourn a meeting. If any agenda item is not considered before a motion to adjourn is adopted, it shall automatically be referred to the board's next regular meeting, unless the motion provides for a specific date and hour.

### Quorum Required

A quorum is necessary for the transaction of any village board business. A majority of the members elect shall constitute a quorum.

### Call to Order

The village president shall at the hour appointed call the board to order. If the village president is absent from the meeting, the clerk shall call the board to order and preside until the board selects another trustee to preside at the meeting. Selection shall be determined by a majority vote of all board members who are present.

### Absence of Members

If a board member for any reason cannot attend a regularly scheduled meeting, he or she shall notify the clerk before the meeting.

## **Order of Business**

The business of the board shall be conducted in the following order:

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Correspondence.
5. Public Comments.
6. Consent Agenda.
7. Payment of Bills and Claims. (If not on consent agenda)
8. Appointments.
9. Unfinished Business from Previous Meeting.
10. New Business.
11. Reports.
12. Future Agenda Items.
13. Adjournment.

## **Introduction of Business**

### **A. Introduction Requirements.**

All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member, and prior to their consideration by the board, be delivered to the clerk. Any trustee may require at any time the reading in full of any matter while it is before the board.

### **B. Filing.**

Each proposed ordinance or resolution shall be filed in the office of the clerk at least 5 days prior to that scheduled board meeting at which the measure is to be introduced. If for good cause this pre-filing is impractical, the board may waive this requirement.

### **C. Reintroduction Restricted.**

No proposed ordinance or resolution, having once been defeated or passed, may again be introduced in the same or in the substantially same form until 90 days after the date when the ordinance or resolution was defeated or passed.

## **Presiding Officer**

### **A. Designation of.**

The village president shall preside at all meetings of the board. If the village president is absent, the clerk shall call the board to order and preside until the board selects another trustee to preside at the meeting.

### **B. Function.**

The presiding officer shall preserve order, conduct the proceedings of the board, and be its parliamentarian. If a board member does not follow the board's rules, the presiding

officer may, on his or her own motion, or shall, at a member's request, call the offending member to order. The board, if appealed to, shall decide the matter.

**C. Point of Order.**

Any board member may raise a question or point of order. The point of order must be raised at the time of the alleged breach of order occurs. The presiding officer shall, in turn, immediately rule on the question of order, subject to an appeal to the board. The appeal may be sustained by a majority vote of the members present, exclusive of the presiding officer.

**D. Motions and Votes**

The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the board for its consideration.

**Voting**

**A. Mode of Voting.**

1. Any board member may demand an aye or no vote on any matter.
2. No board member shall explain his or her vote during the calling of the ayes and noes. All aye and no votes shall be recorded in the minutes of the proceedings.

**B. Majority Vote Required.**

A majority vote of all members of the board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by law. In all other cases, a majority of the votes cast shall be necessary for board action, provided a quorum has voted.

**C. Abstentions.**

1. A board member shall not vote on any proposed ordinance, order, resolution or proposition in which he or she has a direct pecuniary or personal interest not common to other board members.
2. A board member who is required by law to abstain from voting on any particular matter shall not be counted for determining (a) the number of "members present" if passage of that measure requires a favorable vote by a majority or other fractional vote of the board members "present," or (b) the "presence" of a quorum for purposes of that particular vote.

**D. Vote Change.**

A board member may change his or her vote on a matter up to the time the results of the vote is announced. If the board member wishes to change their vote after the announcement of the votes, that board member must request that the board allow him/her to change their vote. The board shall then vote on allowing the requesting member to change their vote.

## **Reconsideration of Question**

Any member who voted with the prevailing side on any question may move for reconsideration of the vote immediately after the vote at the same meeting. Reconsideration is subject to time limits and cannot be taken up at subsequent meetings.

## **Ordinances**

### **A. Reading of Ordinances and Resolutions**

1. All proposed ordinances and resolutions shall be read:
  - a. At the time of its initial introduction (title only);
  - b. Immediately prior to the board's actual vote on it (title only).

## **Preparation of Agenda**

Village staff shall be responsible for determining those items which shall be placed on the agenda for each board meeting. Any board member may request in writing that any item appropriate for Village Board action be placed on the agenda for any meeting. The request must be made at least seven business days prior to the meeting. Whenever possible, the agenda shall be ready at least five business days prior to the meeting. Any amendments to the agenda shall be at the discretion of Village staff.

## **Consent Agenda**

### **A. Agenda.**

The Village Clerk may place any one or more items on a consent agenda which, in his or her judgment, are routine or otherwise likely to be approved by unanimous consent.

### **B. Procedure.**

1. No separate discussion or debate on matters on the consent agenda shall be permitted.
2. A single motion seconded and adopted by majority vote of the board, shall be sufficient to approve, adopt, enact or otherwise favorably resolve all matters listed on the consent agenda without separate discussion thereof.
3. Any trustee may request removal of any item from the consent agenda, and such item shall be removed without further debate or vote.
4. Any item or part thereof removed from the consent agenda by request of one or more trustees shall be considered separately at an appropriate time during the meeting as determined by the presiding officer.

## **Manner of Deliberation**

### **A. Method.**

No board member shall address the board until recognized by the presiding officer. The board member shall then address the presiding officer and keep all remarks to the question under discussion. The trustee shall refrain from engaging with the audience when debating an agenda item.

**B. Recognition of Board Member.**

When two or more members simultaneously seek recognition, the presiding officer shall name the member who spoke first.

**C. Motions.**

No motion shall be discussed or acted upon until it has been seconded, unless the rules specifically permit one trustee to initiate action. No motion shall be withdrawn without the consent of those trustees making and seconding he motion.

**D. Termination of Debate.**

Any member wishing to terminate the debate may move the previous question. The presiding officer shall then announce the question as, "Shall the question before the board now be put?" If two-thirds (2/3) of the members present vote in the affirmative, the question before the board shall be taken without further debate. The board would then votes on any pending amendments and then on the main question.

**Robert's Rules of Order to Govern Board**

In the absence of a standing rule, the board shall be governed by *Robert's Rules of Order Newly Revised*, unless contrary to state law.

**Suspension of Rules**

These rules or any part of them may be suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members present.

**Amending of Rules**

By a record vote of two-thirds (2/3) of all the members of the board, these rules or any part of them may be amended.

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**VILLAGE BOARD MEETING**

**From:**

Mark J. Mommaerts, AICP, Planner

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**VILLAGE OF HARRISON**

**Meeting Date:**

February 25, 2020

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**Title:**

Development Agreement for Kimberly Heights 4 Subdivision

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**Issue:**

Should the Village Board approve the development agreement for Kimberly Heights 4 subdivision?

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**Background and Additional Information:**

As a part of the subdivision plat approval process, the Village requires a Developers Agreement in order to assure all the public improvements are installed in the subdivision if the final plat is to be approved prior to all the improvements being completed. The standard agreements in the past have included language for street construction; sewer, water and storm sewer installation; terrace landscaping; and letter of credit in the amount to cover the cost of the improvements in case the developer did not. This agreement is mostly the same as the agreement approved for phase 1 - 3. This agreement includes billing rates for employee time inspecting the subdivision construction.

If a development agreement is not approved, then the final plat should not be approved until all improvements have been completed, in accordance with state statute.

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**Budget/Financial Impact:**

Upfront costs of curb & gutter, concrete paving, and sidewalks will be paid by the Village and then reimbursed through the special assessments as the lots sell/develop.

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**Recommended Action:**

Staff recommends approval of the development agreement for Kimberly Heights 4.

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**Attachments:**

- Draft Development Agreement

**SUBDIVISION DEVELOPMENT AGREEMENT  
KIMBERLY HEIGHTS 4**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, between Dercks DeWitt LLC, hereinafter called “Subdivider”, and the Village of Harrison, a municipal corporation of the State of Wisconsin, located in Calumet and Outagamie counties, hereinafter called “Village”.

WHEREAS, Subdivider is the owner of approximately 18.1532-acres of land in the Village, said land being referred to as “Kimberly Heights 4” described as:

*All of Lot 2 Certified Survey Map No. 3685 and all of Lot 2 Certified Survey Map No. 3795, located in part of the Southeast 1/4 of the Southwest 1/4 of Section 02, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin*

WHEREAS, Subdivider desires to subdivide and develop said lands;

WHEREAS, said lands are presently zoned or planned to be zoned as **RS-1 | Single-Family Residential (Suburban)** which permits the above development; and

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

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

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

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

NOW, THEREFORE, in consideration of the granting of approval of a final plat for **Kimberly Heights 4** and the development thereof by the Village Board, the Subdivider does hereby agree to subdivide and develop said lands as follows:



**SECTION 1 – IMPROVEMENTS**

All public improvements shall be in accordance with the Village of Harrison Standards and Specifications as established in the *Standard Specifications Manual*, the Land Division Ordinance, and all other ordinances for the Village of Harrison. All plans and specifications for the public improvements shall require approval from the Village Engineer and Public Works Director prior to proceeding with construction.

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

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

The Village has given consideration to the installation required and completion dates shall hereinafter be established and specified below. The completion dates are based upon the developer’s installation in accordance with the land division ordinance and the **FINAL** plan specifications and drawings approved by the Village.

*All street construction, including but not limited to, sanitary sewer, watermain, storm sewer and associated laterals, subgrade, gravel base, and 1½ ”asphalt binder shall be inspected by the Village, or their designee, in accordance with Section I, below.*

*Once the Village of Harrison standards have been met, the Village Board will take action respectively, to accept the listed roads. Acceptance of a gravel road may only occur after the subgrade, gravel, and 1½”asphalt binder has been installed and inspected by the Village, all utilities (sanitary sewer, water, storm sewer, gas, electric, cable/phone, etc.) have been installed, and all terraces and primary drainage swales and ditches have been graded, seeded, and mulched and inspected by the Village. Once approved, the roads will sit for a period not more than three (3) years after acceptance by the Village Board.*

*During the specified time period, the curb and gutter shall be installed, the concrete paving completed, and sidewalks and/or trails installed. The Village shall be responsible for the construction of the curb and gutter, concrete paving, and sidewalk and/or trail construction.*

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

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

For new utility or street construction between November 15th and May 1st, there will be an additional warranty period of three years from the layer of 1½”asphalt binder paving. Such warranty shall apply to all improvements in case of failure. Such warranty shall be in the form of a Performance Bond, Letter of Credit or Cash Escrow in an amount sufficient, as approved by the

Public Works Department and/or Village Engineer, to repair defects in the roadway. Repair of such defects shall be determined by the Public Works Department.

The schedule for construction shall be as follows:

<b>Timeframe Record</b>	
<b>Subdivision</b>	<b>Kimberly Heights 4</b>
Final Subdivision Approval	Spring 2020
Sanitary, Water, and Storm Sewers	Spring/Summer 2020
Utilities (Gas, Electric, Phone, Cable, etc.)	Spring/Summer 2020
Grade & Gravel	Spring/Summer 2020
Terraces	Spring/Summer 2020
1½" Asphalt Binder	No later than October 15, 2020
Landscape Berm with Plantings	June 2020
Concrete Integral Curb & Gutter	Summer/Fall 2023
7" Concrete Pavement	Summer/Fall 2023
Sidewalks/Trails	Summer/Fall 2023

If 80% of the property owners of the subdivision request an earlier timeframe for curb & gutter, concrete pavement, and sidewalks/trails to be installed, the Village Board may review such request.

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

1. To furnish, construct and install curb and gutter in accordance with the plat, plans, specifications and drawings attached hereto as Exhibit "A" and to complete said installation as set forth in the schedule above with such costs to be equally assessed to all lots within the subdivision.

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

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

**D. TRAILS** The **Subdivider** hereby agrees:

1. None are proposed.

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

1. To furnish, construct, install and provide a complete sewerage system throughout the entire subdivision, all in accordance with the plat plans, specifications and drawings *as per the requirements of the Darboy Sanitary District and the Standard Specifications Manual* for the Village of Harrison.

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

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

1. To furnish, construct, install and provide a complete water distribution system throughout the entire subdivision, all in accordance with the plat, plans, specifications and drawings *as per the requirements of the Darboy Sanitary District* and the *Standard Specifications Manual* for the Village of Harrison.
2. To install separate water laterals six (6') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.
3. The water distribution system will not be accepted until the water distribution system has been installed and tested in accordance with *Darboy Sanitary District's* specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by the *Darboy Sanitary District* and the Village's Engineer.

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

1. To furnish, construct, install and provide adequate facilities for storm and surface water drainage throughout the entire subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village and, where applicable, the Garners Creek Storm Water Utility, the Village of Harrison Storm Water regulations and the Wisconsin Department of Natural Resources (WDNR) Post-Construction Performance Standards.
2. All stormwater management facility construction, including but not limited to, retention/detention ponds, primary drainage swales, and associated piping systems shall be inspected by an on-site inspector designated by the Village, before acceptance by the Village.
3. To install separate storm sewer laterals six (6') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.
4. The Village Board will not accept the storm and surface water drainage improvements until the same have been installed and tested in accordance with the Village's specifications and the Subdivider's plans and specifications approved by the Village. The storm water and surface water drainage improvements shall be completed before a release of the performance guarantee specified by this contract.

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

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

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

1. To complete rough and fine grading along all primary drainage swales and ditches in the subdivision all in accordance with **FINAL** plat, plans specifications and drawings approved by the Village.
2. To complete rough grading along all property lines to the design grade.
3. To seed and establish a vegetative cover over all disturbed areas.

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

1. To preserve to the maximum extent possible existing trees, shrubbery, vines and grasses not actually lying within public roadways, easements, drainageways, building foundations sites, private driveways, solid absorption waste disposal areas, paths and trails by use of sound conservation practices.
2. To remove and lawfully dispose of all destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish.
3. To provide topsoil, seed, fertilizer and mulch for primary drainage swales and ditches and seed fertilizer and mulch for terrace areas in order to provide permanent growth of grass prior to acceptance of the street(s) in a graveled state.
4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

**K. LANDSCAPE BERMS** The **Subdivider** hereby agrees:

1. None are proposed.

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

1. To allow for the Village, or a third party selected by the Village, to inspect all improvements for the purpose of ensuring compliance with the *Standard Specifications Manual* for the Village of Harrison.
2. To pay for all costs associated with the inspection of improvements within the subdivision development. Cost of Village inspections to be billed at the following rates: \$52 per hour for Engineering Technician(Field Inspector), \$59 per hour for Public Works Lead Foreman, \$69 per hour for Operator, \$79 per hour for Public Works Director, plus

actual costs for incidental items, such as equipment, mileage, etc.. Costs of third party inspectors to be billed at actual costs to the Village.

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

1. To pay the Village a fee in lieu of parkland dedication in an amount equal to **\$17,715** prior to the Village signing the Final Plat. Fee in lieu of parkland is based on the following assumptions in the park impact fee and public needs assessment document: \$25,000 per acre of parkland, 6.65-acres of parkland per 1,000 residents, and 2.88 persons per household ( $\$25,000 * 6.65 / 1,000 * 2.88 =$  per lot fee). There are 37-lots in Kimberly Heights 4.

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

1. To furnish, construct, install and provide street lights at the intersections of Schmidt Road/Dusty Drive. Such streets lights are to be LED lights mounted on a black, smooth fiberglass pole approved by the Village. If conditions warrant, installation on an existing pole may be approved by the Village.

**SECTION II – MISCELLANEOUS REQUIREMENTS**

- A. Survey Monuments. The Subdivider hereby agrees to properly place and install all survey or other monuments required by statute and ordinance.
- B. Grade. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner, the final signed plan set showing the finished grade at each lot corner.
- C. Plans. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner all plans and specifications identified in the Land Division Ordinance of the Village of Harrison.
- D. Compliance with Ordinances and Statutes. The Subdivider hereby agrees to comply with the requirements and provisions of all Village ordinances and state statutes.
- E. Record Drawings. The Subdivider agrees to provide the Village with grade sheets, asphalt mix records, and record drawings of the sanitary sewer, water main, storm sewer improvements, and streets showing location of all the appurtenances and features of the systems as required by the Village of Harrison Standard Specifications.
- F. Locations for Laterals or Other Improvements. If locates are necessary for any reason prior to final acceptance, the developer shall either provide adequate record drawings to the Village or the developer shall provide the field locates of utilities (such as laterals).

**SECTION III – PUBLIC IMPROVEMENT GUARANTEE**

- A. The Village will not approve a final plat until such improvement is guaranteed as listed in A(1).

1. The Subdivider shall provide an irrevocable letter of credit, or cash escrow, together referred to as Financial Guarantee, of which the Village can draw from, for an amount equal to one hundred twenty percent (120%) of the cost of furnishing, constructing, installing, staking, inspecting and testing the improvement as required by this contract. The amount shall include construction engineering costs, inspection, and shall be subject to final approval by the Village. (Improvements are described in this contract in Section 1 – Part, A, B, C, D, E, F, G, H, I, J, K, L, M & N hereof) The improvements shall be guaranteed prior to the Village approving the final plat.

The Subdivider shall notify the Village a minimum of ninety (90) days prior to the expiration of the Financial Guarantee. The Subdivider shall cause the Financial Guarantee to automatically renew year after year until released fully by the Village. Failure to notify the Village in writing that the Financial Guarantee will expire will be deemed a violation of this Agreement and the Village Board shall have the authority to draw upon the Financial Guarantee at any time.

That amount of the public improvements, **as provided by the developer's engineer**, and verified by the Village engineer is \$ \_\_\_\_\_.

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

- B. The Subdivider shall furnish, construct, install, stake, inspect and test the improvement. The improvement shall be dedicated to and accepted by the Village prior to the Village approving any release of a public improvement guarantee.
- C. The Subdivider hereby agrees to guarantee the improvements described in Section I hereof against defects due to faulty materials or workmanship which appear within a period of two (2) years [or three (3) years if winter construction is utilized] from the date the final course of asphalt has been laid and shall pay for any damages resulting therefrom to Village property. The warranty shall be in the form of a , letter of credit, or cash escrow in an amount sufficient, as approved by the Public Works Department and/or Village Engineer, to repair such defect. Repair of such defect shall be determined by the Public Works Department. The amount of the warranty is \$ \_\_\_\_\_.
- D. As improvements required by this Agreement are completed, approved and accepted by the Village, the Subdivider may request a reduction of the public improvement guarantee based upon a demonstration that there exists no necessity for a guarantee in the full amount as originally required. Reductions in the amount of the public improvement guarantee shall be solely within the discretion of the Village Board and shall be made only upon recommendation by the Public Works Director and Village Engineer.
- E. That the public improvement guarantee provided hereunder shall in all respects require compliance with the land division ordinance and particularly the performance guarantee as required by Article IV entitled "Development Agreements".

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

- A. The Village will not allow building permits to be issued to any person in the said subdivision until all improvements required herein have been dedicated to and accepted

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

- B. Building permits may be issued by the Village upon all outstanding inspection and plan review fees or charges being paid and dedication acceptance and verification by the Village that the provisions of this Agreement have been complied with.
- C. The Village shall also require verification that all public improvements have been paid for in the form of Lien Waivers from all persons providing materials or performing work on the Public Improvements for which certification is sought, and upon recording of the final plat, provided that the Subdivider has filed a sufficient Financial Guarantee with the Village to cover the cost of remaining items. Should the Subdivider fail to complete any items pursuant to the terms of the contract by the date set forth herein, the Village shall have the right through the Financial Guarantee provided by the Subdivider to complete the said improvement and the Village shall have unrestricted access to the Subdivider's land for said purpose.
- D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Public Works Department, or Village's Engineer, that the Subdivider and/or its subcontractors installing said improvements have created a situation that is hazardous to the public and requires guarding improvement or repair, the Village may access the Subdivider's property for the purpose of making said repairs and any costs associated with the maintenance of roadways, filling of holes, removal of obstructions or other necessary work may be charged against the cash escrow or irrevocable letter of credit. The Public Works Department shall make an effort to notify the Subdivider of the situation. The Public Works Department and the Engineer in their judgment may determine the necessity of the repairs are urgent in nature and complete those repairs without notice to the Subdivider.

#### **SECTION V – AMENDMENTS**

The Village Board and Subdivider by mutual consent may amend this Agreement at any regularly scheduled meeting of the Village Board of the Village of Harrison. The Village Board shall not, however, consent to an amendment until after having first received a recommendation from the Public Works Director and/or the Village's Engineer.

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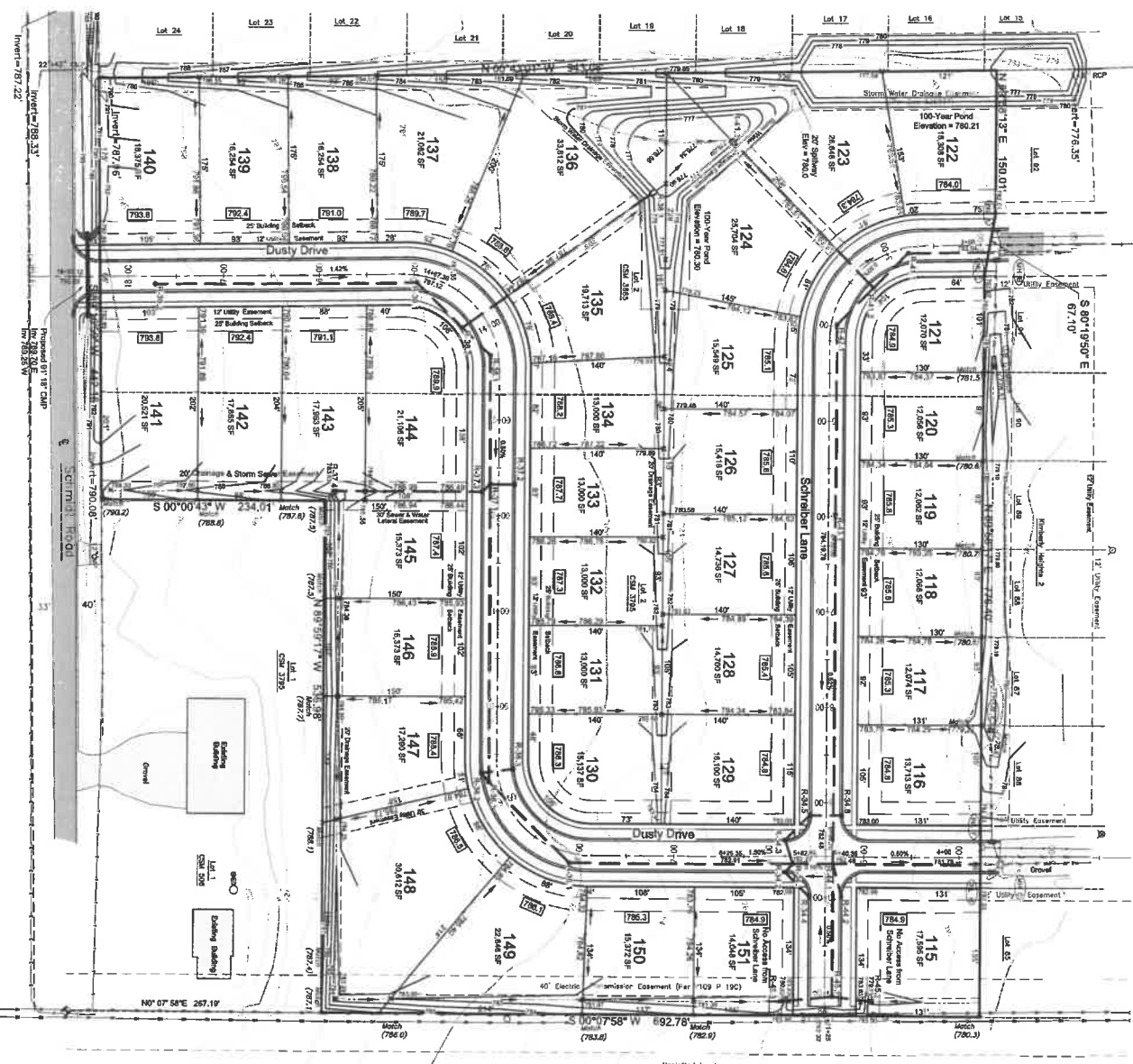


EXHIBIT A

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





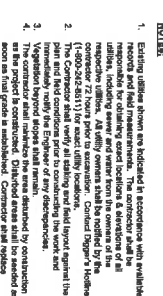


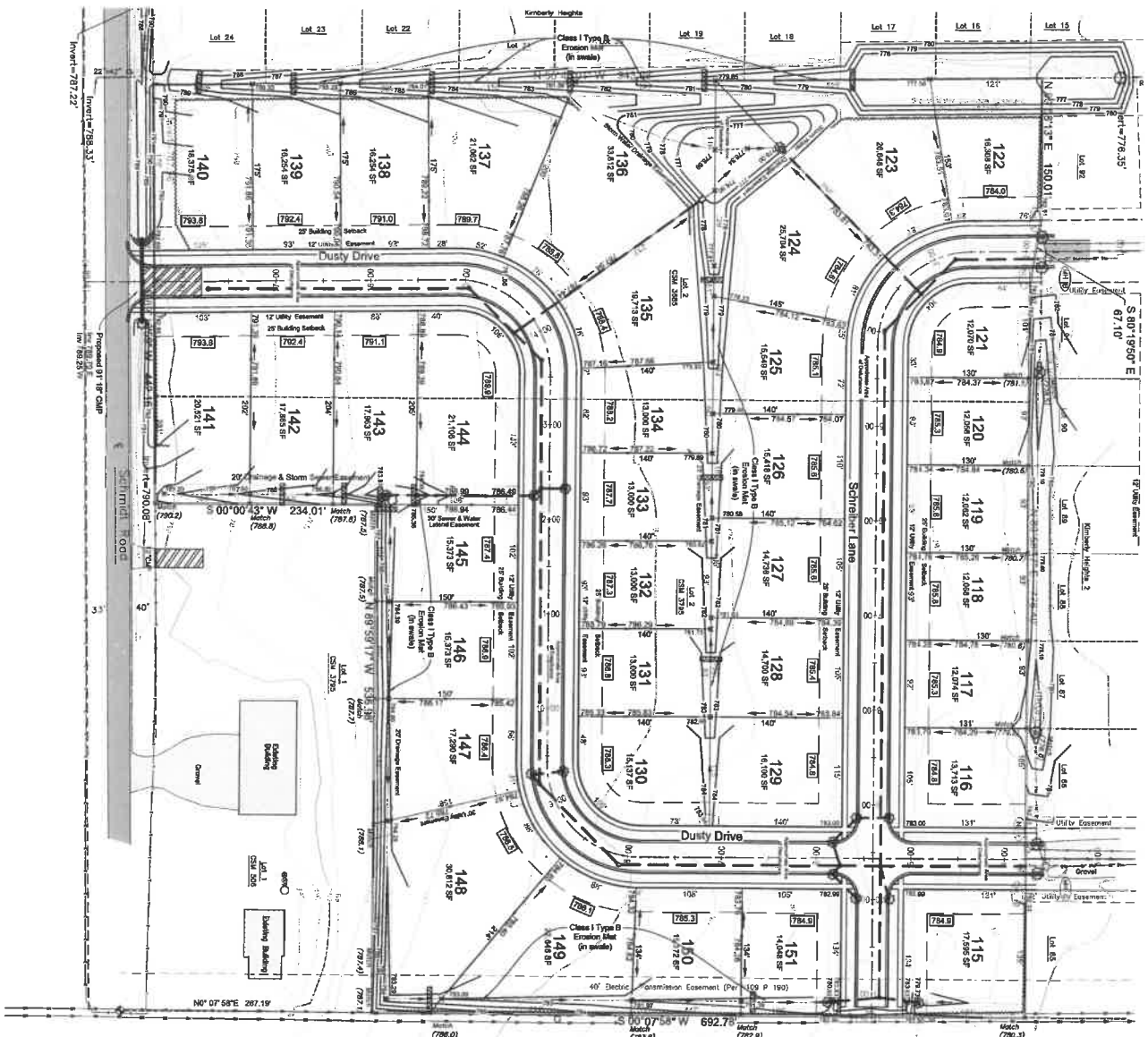
**LEGEND**

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- NOTICE**
- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for verifying the location, depth, and size of all utilities, including sewer and water lines, on the site of the project. All utility owners shall be notified by the contractor (100-300-2011) for exact utility locations.
  - The Contractor shall verify all existing and field layout against the information provided by the Engineer's survey and field notes. Any discrepancies shall be reported to the Engineer immediately.
  - Applicant/contractor shall obtain all necessary permits from the appropriate authorities before commencing any work.
  - As soon as a road grade is established, Contractor shall install and maintain a permanent control system and maintain it throughout the project. The control system shall be established as soon as a road grade is established. Contractor shall maintain a permanent control system and maintain it throughout the project.
  - Contractor shall remove all excess materials from the site.
  - As soon as a road grade is established, Contractor shall install and maintain a permanent control system and maintain it throughout the project. The control system shall be established as soon as a road grade is established. Contractor shall maintain a permanent control system and maintain it throughout the project.
  - Contractor shall verify all existing and field layout against the information provided by the Engineer's survey and field notes. Any discrepancies shall be reported to the Engineer immediately.
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- REMARKS (AMEND)**
- BM 0 Check in Coordinate (7290 N. 84W of Schreiber Rd) E/W 791.72
  - BM 10 Pine Hydrant, Top of Schreiber Lane, NW Corner May 5/04 E/W 791.80
  - BM 11 Pine Hydrant, Top of Schreiber Lane, NW Corner May 5/04 E/W 792.11
  - BM 21 Pine Hydrant, Top of Schreiber Lane, NW Corner May 5/04 E/W 792.27





**Unsettled Lands**

- 1) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 2) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 3) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 4) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.

- 5) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 6) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 7) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 8) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.

- 9) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 10) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 11) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 12) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.

- 13) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
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- 16) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.

- 17) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 18) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 19) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 20) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.

- 21) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 22) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 23) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 24) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.

- 25) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 26) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 27) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.
- 28) **Overlaid** - Indicated to show areas overlaid on the site plan. All areas overlaid shall be subject to the same conditions and restrictions as the underlying parcel.

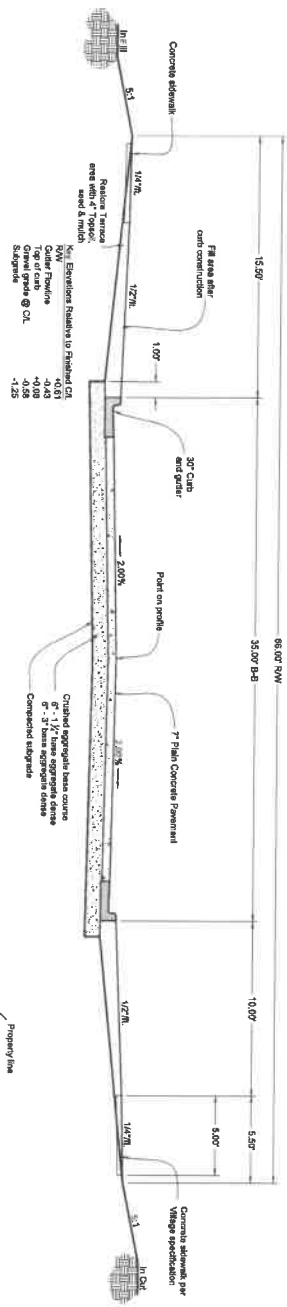
**LEGEND**

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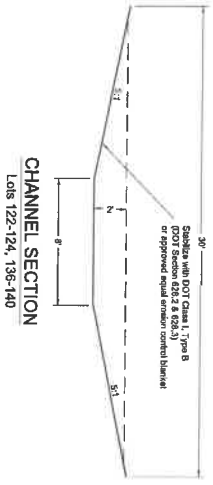
Kimberly Heights 4  
Village of Harrison, Calumet County, WI  
For: Dercks Dewitt, LLC

**EROSION & SEDIMENT  
CONTROL PLAN**

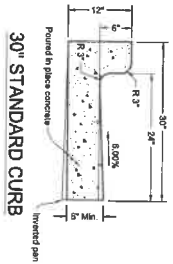
**DAVEL ENGINEERING &  
ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors  
1164 Provinta Terrace, Mecha, WI 54962  
Ph: 920-991-1868 Fax: 920-441-0904  
www.davelpro



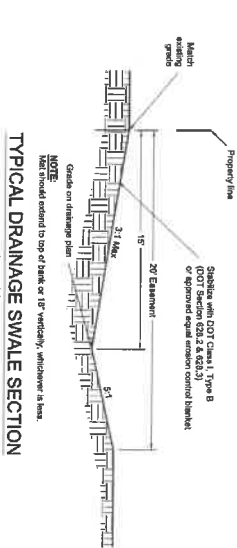
**TYPICAL STREET SECTION**



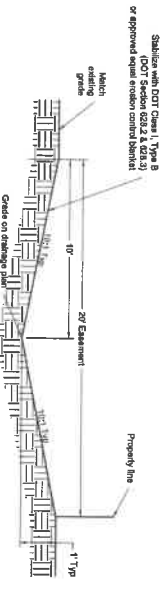
**CHANNEL SECTION**  
Lots 122-124, 135-140



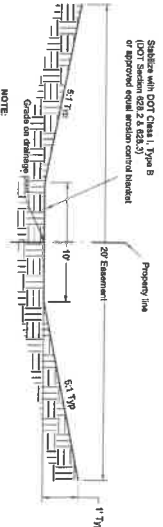
**30\"/>**



**TYPICAL DRAINAGE SWALE SECTION**  
Lots 145-151



**TYPICAL DRAINAGE SWALE SECTION**  
Lots 141-144



**TYPICAL DRAINAGE SWALE SECTION**  
Lots 125-135

02/13/2020

2/13/2020 4:06 PM J:\Project\564646\ch01\30\564646.dwg Printed by: mitch

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Author	564646.dwg
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Last Saved By	mitch
Page	2 of 1

**Kimberly Heights 4**  
Village of Harrison, Calumet County, WI  
For: Dercks Dewitt, LLC

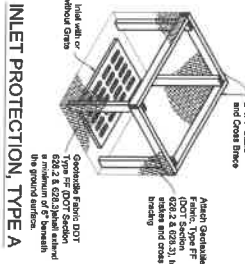
**CONSTRUCTION  
DETAILS**



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors  
1164 Provinta Terrace, Measha, WI 54652  
Ph: 920-991-1866 Fax: 920-441-0804  
www.davel.pro

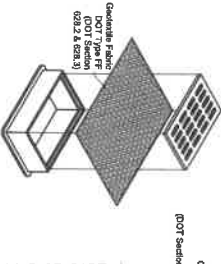
**GENERAL NOTES:**

1. Material and installation shall conform to the DOT Standard Specification for Erosion Control Measures, Section 202.01. All materials shall be approved and listed on the DOT Product Control List. All materials shall be approved and listed on the DOT Product Control List. All materials shall be approved and listed on the DOT Product Control List.



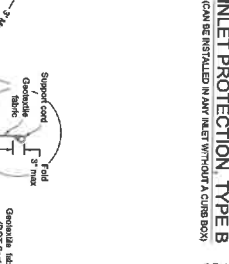
**INLET PROTECTION, TYPE A**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



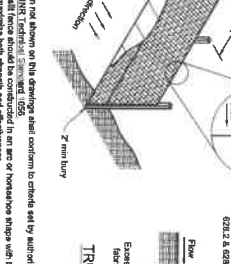
**INLET PROTECTION, TYPE B**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



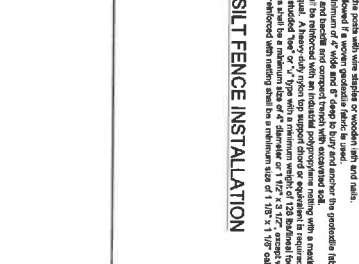
**INLET PROTECTION, TYPE C**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



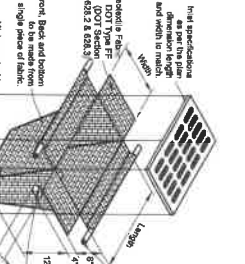
**INLET PROTECTION, TYPE D**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



**INLET PROTECTION, TYPE E**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



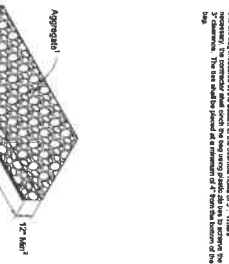
**INLET PROTECTION, TYPE F**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



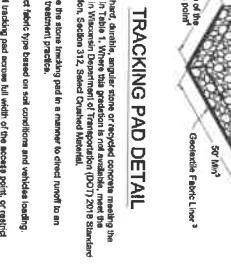
**INLET PROTECTION, TYPE G**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



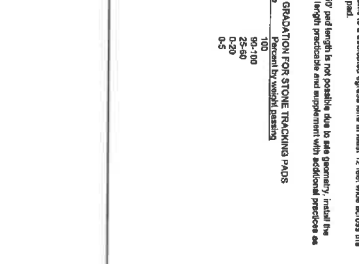
**INLET PROTECTION, TYPE H**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



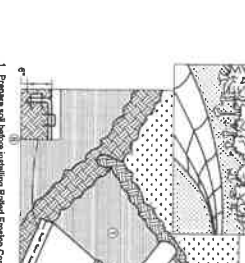
**INLET PROTECTION, TYPE I**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



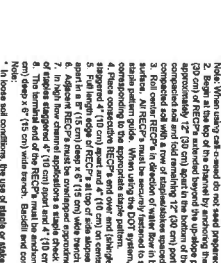
**INLET PROTECTION, TYPE J**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



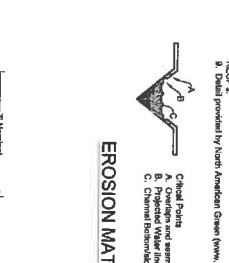
**INLET PROTECTION, TYPE K**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



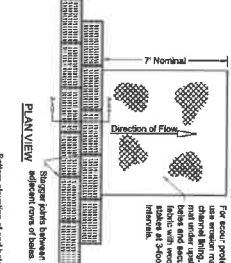
**INLET PROTECTION, TYPE L**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



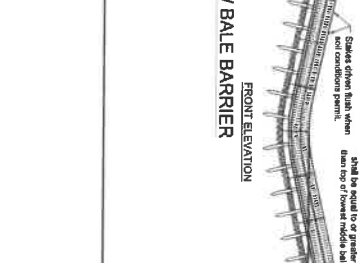
**INLET PROTECTION, TYPE M**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



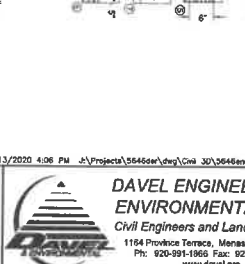
**INLET PROTECTION, TYPE N**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



**INLET PROTECTION, TYPE O**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



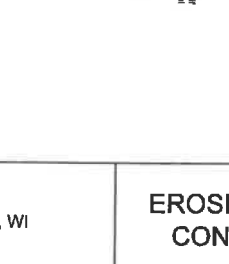
**INLET PROTECTION, TYPE P**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



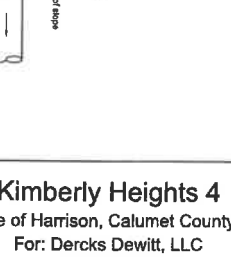
**INLET PROTECTION, TYPE Q**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



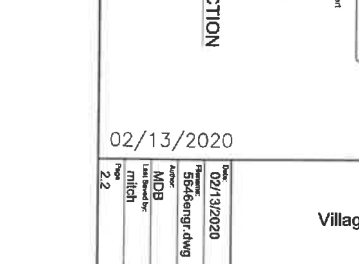
**INLET PROTECTION, TYPE R**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



**INLET PROTECTION, TYPE S**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.



**INLET PROTECTION, TYPE T**

Grate shall be made of 2" x 4" galvanized steel mesh with 1/2" openings. Grate shall be supported by a minimum of 2" thick concrete curb. Grate shall be supported by a minimum of 2" thick concrete curb.

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors  
1184 Providence Terrace, Memphis, TN 38102  
Phone: 901-991-1966 Fax: 901-441-0604  
www.davel.pro

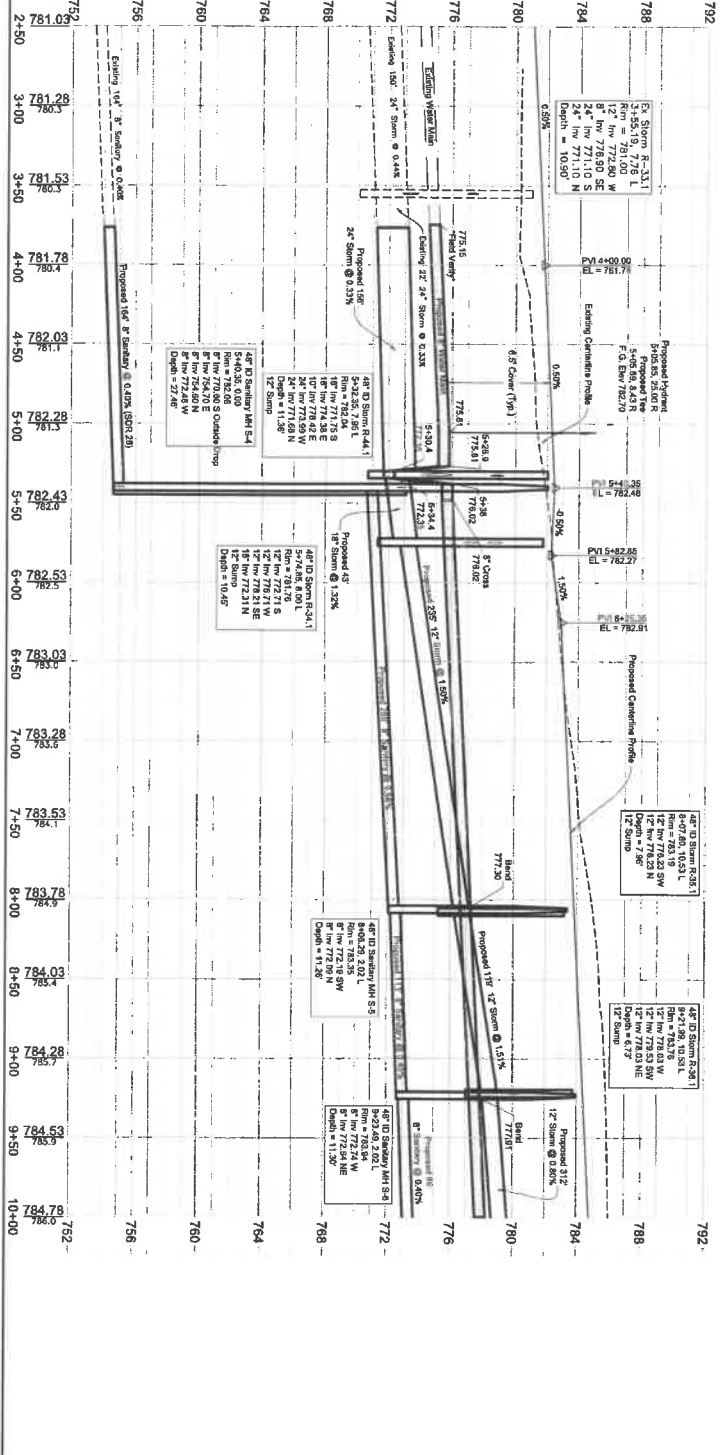
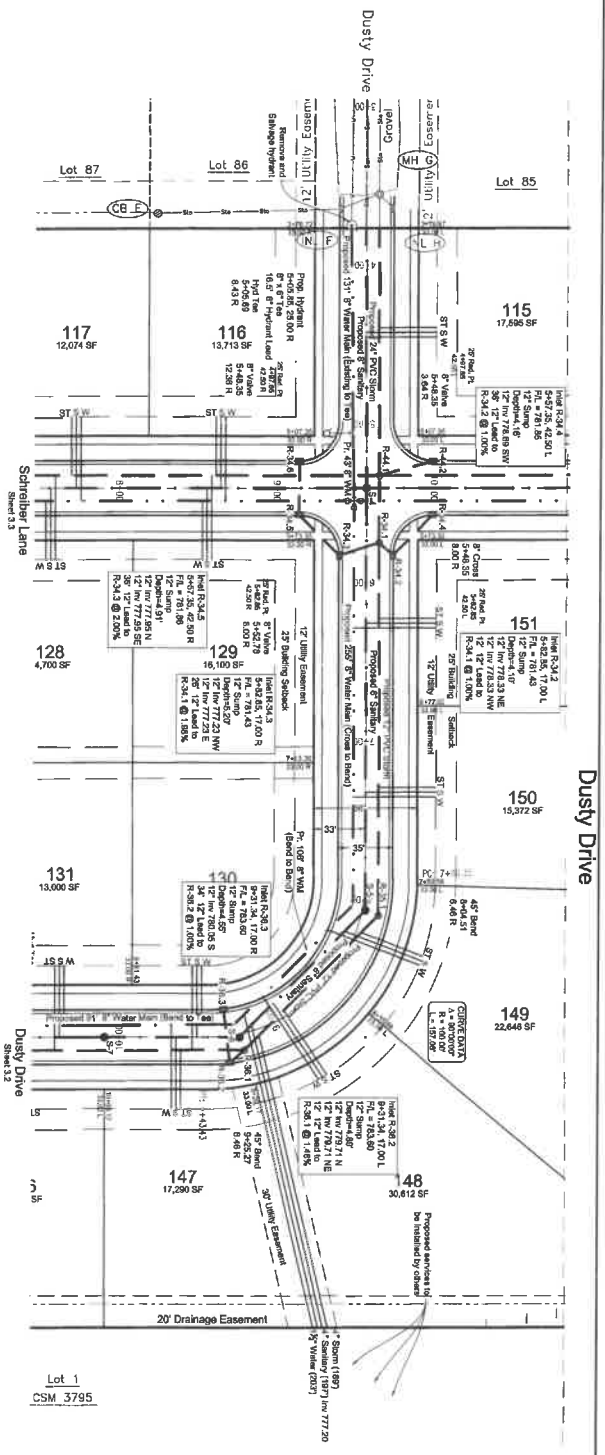
**EROSION & SEDIMENT CONTROL DETAILS**

Kimberly Heights 4  
Village of Harrison, Calumet County, WI  
For: Dercks Dewitt, LLC

Drawn	02/13/2020
Checked	5/6/2020
Author	MDB
1st Reviewer	MLC
2nd Reviewer	MLC
Scale	As Shown
Sheet	2.2





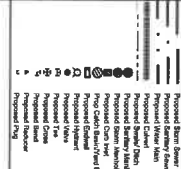


Dusty Drive

Lot 1  
CSM 3795

**NOTES:**  
 1. NOTES SHOWN IN 10 BLOCK OF CASE.  
 2. APPROVED DRAINAGE  
 3. REMOVALS ARE INCLUDED IN DRAINAGE LENGTH  
 4. CONTRIBUTION TO FIELD DRAINAGE ESTIMATED  
 5. UTILITIES FOR EXISTING UTILITIES FOR EXISTING UTILITIES FOR EXISTING UTILITIES FOR EXISTING  
 6. ALL STRUCTURES WITHIN IMPROVEMENT AREA  
 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

**LEGEND**



**Kimberly Heights 4**  
 Village of Harrison, Calumet County, WI  
 For: Dercks Dewitt, LLC

**IMPROVEMENT PLANS**  
 Dusty Drive  
 Sta 3+50 to 10+00

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 Civil Engineers and Land Surveyors  
 1184 Provincial Terrace, Marshfield, WI 54852  
 PH: 705-351-1866 Fax: 705-351-4118  
 www.davelinc.com



Drawn: SSK/DFD/dwl  
 Checked: SSK/DFD/dwl  
 Date: February 13, 2020  
 Scale: 3/1





**EXHIBIT B**

*Engineer's Cost Estimate for Improvements.*

EXHIBIT C

*Financial Guarantee.*

*EXHIBIT D*

*Waiver of Special Assessment.*

**RESOLUTION V2020-**  
**VILLAGE OF HARRISON**  
**CALUMET & OUTAGAMIE COUNTIES**

**A RESOLUTION FOR WAIVER OF SPECIAL ASSESSMENT NOTICE AND HEARING  
FOR CONSTRUCTION OF CONCRETE CURB & GUTTER, STREETS, AND SIDEWALKS  
AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTIES  
(Kimberly Heights 4 Subdivision)**

WHEREAS, the Developer of the property described as follows benefit from the proposed public improvement to construct concrete curb and gutter, concrete paving, and concrete sidewalks in the Kimberly Heights 4 subdivision:

Calumet County Tax Parcel ID Number: 33246 and 33250; Tax Parcel Number: 131-0000-0000000-000-0-201802-00-340A and 131-0000-0000000-000-0-201802-00-340C being described as:

All of Lot 2 Certified Survey Map No. 3685 and all of Lot 2 Certified Survey Map No. 3795, located in part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 02, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin.

WHEREAS, the owner of the property described above has requested future special assessments for the construction of concrete curb and gutter, concrete paving, and concrete sidewalks, hereinafter referred to as public improvement, in the Kimberly Heights 4 subdivision.

NOW, THEREFORE, for valuable consideration acknowledge by all parties, it is agreed as follows:

1. In consideration of the construction of the following described public improvement, we the undersigned, hereby admit that this improvement will benefit our above described property in the Village of Harrison and consent to the levying of special assessments against our premises under §66.0703, Wisconsin Statutes, for the cost of operation, maintenance, replacement, or other cost of such improvement.

Public improvement is described as construction of concrete curb and gutter, concrete paving, and 5-foot wide concrete sidewalks.

In accordance with §66.0703 Wisconsin Statutes, we hereby waive all special assessment notices and hearings required by §66.0703, Wisconsin Statutes, and we further agree and admit to the benefit to our properties from the construction of this improvement as described above.

2. That payment for the public improvement shall be made by assessing the cost to the property benefited as indicated above with the assessment being placed on the tax bill.

Such costs shall be equally assessed to all lots within the subdivision.

- 3. That the assessments represent an exercise of the police power, have been determined on a reasonable basis and are hereby confirmed and have been agreed to by the parties receiving said assessments who have signed this Resolution as a waiver of notice and hearing as to said special assessments.

DATED THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_ ACCEPTED BY ALL OWNERS OF PROPERTY DESCRIBED ABOVE;

**DERCKS DEWITT, LLC**

\_\_\_\_\_  
(Owner – Print Name) (Title) (Owner – Print Name) (Title)  
  
\_\_\_\_\_  
(Owner - Signature) (Date) (Owner - Signature) (Date)

NOW THEREFORE, BE IT RESOLVED, by the Village Board that the Village of Harrison intends to assess for the construction of concrete curb and gutter, concrete paving, and concrete sidewalks in the Kimberly Heights 4 subdivision.

Adopted by the Village Board of the Village of Harrison this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

By: \_\_\_\_\_  
Kevin Hietpas, Village President

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



---

**VILLAGE BOARD MEETING**

**From:**

Mark J. Mommaerts, AICP, Planner

---

**VILLAGE OF HARRISON**

**Meeting Date:**

February 25, 2020

---

**Title:**

Development Agreement for Southtowne Place Subdivision

---

**Issue:**

Should the Village Board approve the development agreement for Southtowne Place subdivision?

---

**Background and Additional Information:**

As a part of the subdivision plat approval process, the Village requires a Developers Agreement in order to assure all the public improvements are installed in the subdivision if the final plat is to be approved prior to all the improvements being completed. The standard agreements in the past have included language for street construction; sewer, water and storm sewer installation; terrace landscaping; and letter of credit in the amount to cover the cost of the improvements in case the developer did not. This agreement includes billing rates for employee time inspecting the subdivision construction. It also requires the Developer to provide a financial guarantee to cover the cost of curb & gutter, paving, sidewalks, and restoration after the road sits for several years.

If a development agreement is not approved, then the final plat should not be approved until all improvements have been completed, in accordance with state statute.

---

**Budget/Financial Impact:**

None.

---

**Recommended Action:**

Staff recommends approval of the development agreement for Southtowne Place.

---

**Attachments:**

- Draft Development Agreement

**SUBDIVISION DEVELOPMENT AGREEMENT  
SOUTHTOWNE PLACE**

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

WHEREAS, Subdivider is the owner of approximately 9.88-acres of land in the Village, said land being referred to as "Southtowne Place" described as:

*A PARCEL OF LAND BEING PART OF THE NORTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE WEST ¼ CORNER OF SECTION 9; THENCE S89°37'39"E, 1636.31 FEET ALONG THE NORTH LINE OF THE SOUTHWEST ¼ OF SECTION 9 TO THE EAST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3740 AND THE POINT OF BEGINNING; THENCE CONTINUING S89°37'39"E, 327.05 FEET ALONG SAID NORTH LINE; THENCE S00°28'35"W, 1315.94 FEET TO THE NORTH LINE OF WOODLAND TERRACE ESTATES; THENCE N89°40'51"W, 324.12 FEET ALONG SAID NORTH LINE TO THE NORTH LINE OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 3681; THENCE N89°44'49"W, 2.87 FEET ALONG SAID NORTH LINE TO THE EAST LINE OF HIDDEN PINES; THENCE N00°28'25"E, 1316.25 FEET ALONG SAID EAST LINE AND THE EAST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3740 TO THE POINT OF BEGINNING. SAID DESCRIBED PARCEL CONTAINS 9.8803 ACRES OF LAND MORE OR LESS. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD. RESERVING THAT PART PRESENTLY USED FOR ROAD PURPOSES..*

WHEREAS, Subdivider desires to subdivide and develop said lands;

WHEREAS, said lands are presently zoned or planned to be zoned as **RS-1 | Single-Family Residential (Suburban) and RT | Two-Family Residential** which permits the above development; and

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

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

WHEREAS, the developer/subdivider assures the Village and shall on the plat acknowledge:

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

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

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

**SECTION 1 – IMPROVEMENTS**

All public improvements shall be in accordance with the Village of Harrison Standards and Specifications as established in the *Standard Specifications Manual*, the Land Division Ordinance, and all other ordinances for the Village of Harrison. All plans and specifications for the public improvements shall require approval from the Village Engineer and Public Works Director prior to proceeding with construction.

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

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

The Village has given consideration to the installation required and completion dates shall hereinafter be established and specified below. The completion dates are based upon the developer’s installation in accordance with the land division ordinance and the **FINAL** plan specifications and drawings approved by the Village.

*All street construction, including but not limited to, sanitary sewer, watermain, storm sewer and associated laterals, subgrade, gravel base, and 1½” asphalt binder shall be inspected by the Village, or their designee, in accordance with Section I, below.*

*Once the Village of Harrison standards have been met, the Village Board will take action respectively, to accept the listed roads. Acceptance of a gravel road may only occur after the subgrade, gravel, and 1½”asphalt binder has been installed and inspected by the Village, all utilities (sanitary sewer, water, storm sewer, gas, electric, cable/phone, etc.) have been installed, and all terraces and primary drainage swales and ditches have been graded, seeded, and mulched and inspected by the Village. Once approved, the roads will sit for a period not more than three (3) years after acceptance by the Village Board.*

*During the specified time period, the curb and gutter shall be installed, the concrete paving completed, and sidewalks and/or trails installed. The Subdivider shall be responsible for the construction of the curb and gutter, concrete paving, and sidewalk and/or trail construction.*

*All costs for construction of the curb and gutter, the concrete paving, and sidewalks and/or trails shall be held in escrow, in the form of a Performance Bond, Letter of Credit, or Cash Escrow, payable to the Village of Harrison.*

Any variation to the proposed schedule of the improvements as set forth in the contract below may be extended where requests are made by the Subdivider for construction during periods

within the determination of the Public Works Director and the Village’s Engineer, require extension of time periods to assure the Village that the improvements will not suffer from premature degeneration as a result of said construction.

For new utility or street construction between November 15th and May 1st, there will be an additional warranty period of three years from the layer of 1½” asphalt binder paving. Such warranty shall apply to all improvements in case of failure. Such warranty shall be in the form of a Performance Bond, Letter of Credit or Cash Escrow in an amount sufficient, as approved by the Public Works Department and/or Village Engineer, to repair defects in the roadway. Repair of such defects shall be determined by the Public Works Department.

The schedule for construction shall be as follows:

| <b>Timeframe Record</b>                       |                                |
|---|--------------------------------|
| <b>Subdivision</b>                            | <b>Southtowne Place</b>        |
| Final Subdivision Approval                    | Spring 2020                    |
| Sanitary, Water, and Storm Sewers             | Spring/Summer 2020             |
| Utilities (Gas, Electric, Phone, Cable, etc.) | Spring/Summer 2020             |
| Grade & Gravel                                | Spring/Summer 2020             |
| Terraces                                      | Spring/Summer 2020             |
| 1½” Asphalt Binder                            | No later than October 15, 2020 |
| Landscape Berm with Plantings                 | N/A                            |
| Concrete Integral Curb & Gutter               | Summer/Fall 2023               |
| 7” Concrete Pavement                          | Summer/Fall 2023               |
| Sidewalks/Trails                              | Summer/Fall 2023               |

If 80% of the property owners of the subdivision request an earlier timeframe for curb & gutter, concrete pavement, and sidewalks/trails to be installed, the Village Board may review such request.

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

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

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

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

**D. TRAILS      The Subdivider hereby agrees:**

1. None are proposed.

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

1. To furnish, construct, install and provide a complete sewerage system throughout the entire subdivision, all in accordance with the plat plans, specifications and drawings *as per the requirements of Harrison Utilities* and the *Standard Specifications Manual* for the Village of Harrison.
2. To install separate sanitary sewer laterals six (6') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.
3. The sanitary sewer system will not be accepted until the sanitary sewers have been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and the Subdivider's plan specifications as approved by *Harrison Utilities* and the Village's Engineer.

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

1. To furnish, construct, install and provide a complete water distribution system throughout the entire subdivision, all in accordance with the plat, plans, specifications and drawings *as per the requirements of Harrison Utilities* and the *Standard Specifications Manual* for the Village of Harrison.
2. To install separate water laterals six (6') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.
3. The water distribution system will not be accepted until the water distribution system has been installed and tested in accordance with *Harrison Utilities* specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by the *Harrison Utilities* and the Village's Engineer.

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

1. The Subdivider agrees to pay a stormwater "buy-in" fee of \$4,585.85 per acre, for a total of **\$45,308.20**, for total suspended solids (TSS) stormwater treatment in the Lakeview Regional Pond.
2. To furnish, construct, install and provide adequate facilities for storm and surface water drainage throughout the entire subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village and, where applicable, the Garners Creek Storm Water Utility, the Village of Harrison Storm Water regulations and the Wisconsin Department of Natural Resources (WDNR) Post-Construction Performance Standards.
3. All stormwater management facility construction, including but not limited to, retention/detention ponds, primary drainage swales, and associated piping systems shall be inspected by an on-site inspector designated by the Village, before acceptance by the Village.
4. To install separate storm sewer laterals six (6') feet into each lot within the subdivision in accordance with the *Standard Specifications Manual* for the Village of Harrison.

5. The Village Board will not accept the storm and surface water drainage improvements until the same have been installed and tested in accordance with the Village's specifications and the Subdivider's plans and specifications approved by the Village. The storm water and surface water drainage improvements shall be completed before a release of the performance guarantee specified by this contract.

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

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

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

1. To complete rough and fine grading along all primary drainage swales and ditches in the subdivision all in accordance with **FINAL** plat, plans specifications and drawings approved by the Village.
2. To complete rough grading along all property lines to the design grade.
3. To seed and establish a vegetative cover over all disturbed areas.

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

1. To preserve to the maximum extent possible existing trees, shrubbery, vines and grasses not actually lying within public roadways, easements, drainageways, building foundations sites, private driveways, solid absorption waste disposal areas, paths and trails by use of sound conservation practices.
2. To remove and lawfully dispose of all destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish.
3. To provide topsoil, seed, fertilizer and mulch for primary drainage swales and ditches and seed fertilizer and mulch for terrace areas in order to provide permanent growth of grass prior to acceptance of the street(s) in a graveled state.
4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

**K. LANDSCAPE BERMS            The Subdivider hereby agrees:**

1. None are proposed.

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

1. To allow for the Village, or a third party selected by the Village, to inspect all improvements for the purpose of ensuring compliance with the *Standard Specifications Manual* for the Village of Harrison.
2. To pay for all costs associated with the inspection of improvements within the subdivision development. Cost of Village inspections to be billed at the following rates: \$52 per hour for Engineering Technician(Field Inspector), \$59 per hour for Public Works Lead Foreman, \$69 per hour for Operator, \$79 per hour for Public Works Director, plus actual costs for incidental items, such as equipment, mileage, etc.. Costs of third party inspectors to be billed at actual costs to the Village.

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

1. To pay the Village a fee in lieu of parkland dedication in an amount equal to **\$14,842.80** prior to the Village signing the Final Plat. Fee in lieu of parkland is based on the following assumptions in the park impact fee and public needs assessment document: \$25,000 per acre of parkland, 6.65-acres of parkland per 1,000 residents, and 2.88 persons per household ( $\$25,000 * 6.65 / 1,000 * 2.88 =$  per lot fee). There are 31-lots in Southtowne Place.

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

1. To furnish, construct, install and provide a streetlight at the intersection of Manitowoc Road/Southtowne Drive. Such street light to be LED lights mounted on a 30-foot, black, smooth fiberglass pole approved by the Village. If conditions warrant, installation on an existing pole may be approved by the Village.

**SECTION II – MISCELLANEOUS REQUIREMENTS**

- A. Survey Monuments. The Subdivider hereby agrees to properly place and install all survey or other monuments required by statute and ordinance.
- B. Grade. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner, the final signed plan set showing the finished grade at each lot corner.
- C. Plans. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner all plans and specifications identified in the Land Division Ordinance of the Village of Harrison.
- D. Compliance with Ordinances and Statutes. The Subdivider hereby agrees to comply with the requirements and provisions of all Village ordinances and state statutes.
- E. Record Drawings. The Subdivider agrees to provide the Village with grade sheets, asphalt mix records, and record drawings of the sanitary sewer, water main, storm sewer improvements, and streets showing location of all the appurtenances and features of the systems as required by the Village of Harrison Standard Specifications.
- F. Locations for Laterals or Other Improvements. If locates are necessary for any reason prior to final acceptance, the developer shall either provide adequate record drawings to the Village or the developer shall provide the field locates of utilities (such as laterals).

### SECTION III – PUBLIC IMPROVEMENT GUARANTEE

A. The Village will not approve a final plat until such improvement is guaranteed as listed in A(1).

1. The Subdivider shall provide an irrevocable letter of credit, or cash escrow, together referred to as Financial Guarantee, of which the Village can draw from, for an amount equal to one hundred twenty percent (120%) of the cost of furnishing, constructing, installing, staking, inspecting and testing the improvement as required by this contract. The amount shall include construction engineering costs, inspection, and shall be subject to final approval by the Village. (Improvements are described in this contract in Section 1 – Part, A, B, C, D, E, F, G, H, I, J, K, L, M & N hereof) The improvements shall be guaranteed prior to the Village approving the final plat.

The Subdivider shall notify the Village a minimum of ninety (90) days prior to the expiration of the Financial Guarantee. The Subdivider shall cause the Financial Guarantee to automatically renew year after year until released fully by the Village. Failure to notify the Village in writing that the Financial Guarantee will expire will be deemed a violation of this Agreement and the Village Board shall have the authority to draw upon the Financial Guarantee at any time.

That amount of the public improvements, **as provided by the developer's engineer**, and verified by the Village engineer is \$ \_\_\_\_\_.

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

- B. The Subdivider shall furnish, construct, install, stake, inspect and test the improvement. The improvement shall be dedicated to and accepted by the Village prior to the Village approving any release of a public improvement guarantee.
- C. The Subdivider hereby agrees to guarantee the improvements described in Section I hereof against defects due to faulty materials or workmanship which appear within a period of two (2) years [or three (3) years if winter construction is utilized] from the date the final course of asphalt has been laid and shall pay for any damages resulting therefrom to Village property. The warranty shall be in the form of a , letter of credit, or cash escrow in an amount sufficient, as approved by the Public Works Department and/or Village Engineer, to repair such defect. Repair of such defect shall be determined by the Public Works Department. The amount of the warranty is \$ \_\_\_\_\_.
- D. As improvements required by this Agreement are completed, approved and accepted by the Village, the Subdivider may request a reduction of the public improvement guarantee based upon a demonstration that there exists no necessity for a guarantee in the full amount as originally required. Reductions in the amount of the public improvement guarantee shall be solely within the discretion of the Village Board and shall be made only upon recommendation by the Public Works Director and Village Engineer.



- E. That the public improvement guarantee provided hereunder shall in all respects require compliance with the land division ordinance and particularly the performance guarantee as required by Article IV entitled “Development Agreements”.

**SECTION IV – BUILDING PERMITS**

- A. The Village will not allow building permits to be issued to any person in the said subdivision until all improvements required herein have been dedicated to and accepted by the Village. The Village will perform no repair, maintenance or snow plowing upon said improvements until full acceptance of the roadways by the Village.
- B. Building permits may be issued by the Village upon all outstanding inspection and plan review fees or charges being paid and dedication acceptance and verification by the Village that the provisions of this Agreement have been complied with.
- C. The Village shall also require verification that all public improvements have been paid for in the form of Lien Waivers from all persons providing materials or performing work on the Public Improvements for which certification is sought, and upon recording of the final plat, provided that the Subdivider has filed a sufficient Financial Guarantee with the Village to cover the cost of remaining items. Should the Subdivider fail to complete any items pursuant to the terms of the contract by the date set forth herein, the Village shall have the right through the Financial Guarantee provided by the Subdivider to complete the said improvement and the Village shall have unrestricted access to the Subdivider’s land for said purpose.
- D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Public Works Department, or Village’s Engineer, that the Subdivider and/or its subcontractors installing said improvements have created a situation that is hazardous to the public and requires guarding improvement or repair, the Village may access the Subdivider’s property for the purpose of making said repairs and any costs associated with the maintenance of roadways, filling of holes, removal of obstructions or other necessary work may be charged against the cash escrow or irrevocable letter of credit. The Public Works Department shall make an effort to notify the Subdivider of the situation. The Public Works Department and the Engineer in their judgment may determine the necessity of the repairs are urgent in nature and complete those repairs without notice to the Subdivider.

**SECTION V – AMENDMENTS**

The Village Board and Subdivider by mutual consent may amend this Agreement at any regularly scheduled meeting of the Village Board of the Village of Harrison. The Village Board shall not, however, consent to an amendment until after having first received a recommendation from the Public Works Director and/or the Village’s Engineer.

*The rest of this page left blank intentionally.*



EXHIBIT A

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

**EXHIBIT B**

*Engineer's Cost Estimate for Improvements.*

EXHIBIT C

*Financial Guarantee.*

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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Laura Jungwirth, P.E., Director of Public Works

**Meeting Date:**

2/25/2020

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**Title:**

WDNR Municipal Separate Storm Sewer System (MS4) Annual Report

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**Issue:**

Approval of Annual Report Required by Board

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**Background and Additional Information:**

Each municipality's storm water system is governed by the WDNR and shall comply with the requirements of its MS4 Permit. One of these requirements is that the Annual Report be completed and submitted to the WDNR. The WDNR will not accept the report until it is approved by the municipalities governing body (the board).

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**Budget Impacts:**

None

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**Recommended Action:**

Staff recommends approval of the report.

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**Attachments:**

- MS4 Annual Report



ePermitting

## Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is deleted.

- Home
- Contacts
- Measures
- Evaluation
- Assistance
- Attachments
- Submit

### Reporting Information

Will you be completing the Annual Report or other submittal type?  Annual Report  Other

**Project Name:** Village of Harrison Annual Report

**County:** Calumet ▾

**Municipality:** Harrison, Town & Village ▾

**Permit Number:** S050075

**Facility Number:** 31104

**Reporting Year:** 2019 ▾

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?  Yes  No

Continue to Next Section

### Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

#### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above

- Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report
  - Municipal Cooperation Attachment
  - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)
- Sign and Submit form





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Save

Do not close your work until you SAVE.



Close

- Home
- Contacts
- Measures
- Evaluation
- Assistance
- Attachments
- Submit

Form 3400-224 (08/19)

Municipality Contact Information- Complete

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Harrison, Town & Village

Facility ID # or (FIN): 31104

Updated Information:  Check to update mailing address information

Mailing Address: W5298 Hwy 114

Mailing Address 2:

City: Menasha

State: Wisconsin

Zip Code: 54952 XXXXX OF XXXXX-XXXX

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Laura

Last Name: Jungwirth

Select to **update** current contact information

Title: Dir. of Public Works

Mailing Address: W5298 State Road 114

Mailing Address 2:

City: Menasha

State: Wisconsin

Zip Code: 54952 XXXXX OF XXXXX-XXXX

Phone Number: 920-989-1062 Ext: XXX-XXX-XXXX

Email: ljungwirth@harrison-wi.org

Additional Contacts Information (Optional)

- Individual with responsibility for:  I&E Program  
 (Check all that apply)  IDDE Program  
 IDDE Response Procedure Manual  
 Municipal-wide Water Quality Plan  
 Ordinances  
 Pollution Prevention Program  
 Post-Construction Program  
 Winter roadway maintenance

**First Name:** Paul  
**Last Name:** Birschbach  
**Title:** Owner  
**Mailing Address:** 18 W. Main St  
**Mailing Address 2:**  
**City:** Chilton  
**State:** Wisconsin ▼  
**Zip Code:** 53014      XXXXX or XXXXX-XXXX  
**Phone Number:** 920-378-2857      **Ext:**      XXX-XXX-XXXX  
**Email:** pbirschbach@new.rr.com

- Individual with responsibility for:**  I&E Program  
**(Check all that apply)**  IDDE Program  
 IDDE Response Procedure Manual  
 Municipal-wide Water Quality Plan  
 Ordinances  
 Pollution Prevention Program  
 Post-Construction Program  
 Winter roadway maintenance

**First Name:** Jason  
**Last Name:** Weis  
**Title:** Project Manager  
**Mailing Address:** One Systems Drive  
**Mailing Address 2:**  
**City:** Appleton  
**State:** Wisconsin ▼  
**Zip Code:** 54914      XXXXX or XXXXX-XXXX  
**Phone Number:** 920-735-6900      **Ext:**      XXX-XXX-XXXX  
**Email:** jason.weis@omni.com

Add contact

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes    No

Public Education and Outreach: Northeastern Wisconsin Stormwater Consortium

Public Involvement and Participation:

Illicit Discharge Detection and Elimination: OMNNI Associates

Construction Site Pollutant Control: Birschbach Inspection Service LLC

Post-Construction Storm Water Management:

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes    No

**Missing Information**



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Save



Do not close your work until you SAVE. Close

|           |           |           |            |            |             |           |
|-----------|-----------|-----------|------------|------------|-------------|-----------|
| Home      | Contacts  | Measures  | Evaluation | Assistance | Attachments | Submit    |
| Section 1 | Section 2 | Section 3 | Section 4  | Section 5  | Section 6   | Section 7 |

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges

| Mechanism                                   | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
|---|---------------------|--------------------------------|--|
| Passive print media (brochures at front ▾   | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |
| Government event (public hearing, cou ▾     | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |
| Active distribution of print media (maili ▾ | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |

▾ Add activity

Select all applicable audiences targeted for this topic.

- Contractors  General Public  Public Employees  Residential  School Groups
- Business  Developers  Industries  Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

| Mechanism                                   | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
|---|---------------------|--------------------------------|--|
| Active distribution of print media (maili ▾ | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |
| Website ▾                                   | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |

▾ Add activity

Select all applicable audiences targeted for this topic.

- Contractors  General Public  Public Employees  Residential  School Groups
- Business  Developers  Industries  Other:

| <b>Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides</b> |                     |                                |  |
|--|---------------------|--------------------------------|--|
| Mechanism  | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
| Passive print media (brochures at front  | Select...           | Select...                      | <input type="radio"/> Yes <input type="radio"/> No |

Add activity

Select all applicable audiences targeted for this topic.

- Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups  
 Business 
  Developers 
  Industries 
  Other:

| <b>Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways</b> |                     |                                |  |
|--|---------------------|--------------------------------|--|
| Mechanism  | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
| Did not focus on this topic this reporting   | Select...           | Select...                      | <input type="radio"/> Yes <input type="radio"/> No |

Insert item

Select all applicable audiences targeted for this topic.

- Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups  
 Business 
  Developers 
  Industries 
  Other:

| <b>Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks</b> |                     |                                |  |
|---|---------------------|--------------------------------|--|
| Mechanism   | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
| Active distribution of print media (maili   | Select...           | Select...                      | <input type="radio"/> Yes <input type="radio"/> No |
| Website   | Select...           | Select...                      | <input type="radio"/> Yes <input type="radio"/> No |

Add activity

Select all applicable audiences targeted for this topic.

- Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups  
 Business 
  Developers 
  Industries 
  Other:

| <b>Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices</b> |                     |                                |  |
|--|---------------------|--------------------------------|--|
| Mechanism  | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
| Direct one-on-one communication  | Select...           | Select...                      | <input type="radio"/> Yes <input type="radio"/> No |

Add activity

Select all applicable audiences targeted for this topic.

- Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups  
 Business 
  Developers 
  Industries 
  Other:

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

| Mechanism | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional) |
|-----------|------------------------|-----------------------------------|--------------------------------|
|-----------|------------------------|-----------------------------------|--------------------------------|

Direct one-on-one communication    ▼    Select...    ▼    Select...    ▼     Yes     No

Add activity

Select all applicable audiences targeted for this topic.

Contractors     General Public     Public Employees     Residential     School Groups

Business     Developers     Industries     Other:

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

| Mechanism | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional) |
|-----------|------------------------|-----------------------------------|--------------------------------|
|-----------|------------------------|-----------------------------------|--------------------------------|

Direct one-on-one communication    ▼    Select...    ▼    Select...    ▼     Yes     No

Add activity

Select all applicable audiences targeted for this topic.

Contractors     General Public     Public Employees     Residential     School Groups

Business     Developers     Industries     Other:

**Topic:** Other (describe): \_\_\_\_\_

| Mechanism | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional) |
|-----------|------------------------|-----------------------------------|--------------------------------|
|-----------|------------------------|-----------------------------------|--------------------------------|

Select...    ▼    Select...    ▼    Select...    ▼     Yes     No

Add activity

Select all applicable audiences targeted for this topic.

Contractors     General Public     Public Employees     Residential     School Groups

Business     Developers     Industries     Other:

**b. Brief Public Education and Outreach program information for inclusion in the Annual Report.** If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

**Missing Information**

|   |      |                          |
|---|------|--------------------------|
| <a href="#">Press to Refresh Missing Fields</a> | Save | Continue to Next Section |
|---|------|--------------------------|



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|           |           |           |            |            |             |           |
|-----------|-----------|-----------|------------|------------|-------------|-----------|
| Home      | Contacts  | Measures  | Evaluation | Assistance | Attachments | Submit    |
| Section 1 | Section 2 | Section 3 | Section 4  | Section 5  | Section 6   | Section 7 |

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

| Topic: Storm Water Management Plan and/or updates |                     |                                |  |
|---|---------------------|--------------------------------|--|
| Mechanism   | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
| Presentation of Storm Water Informatio ▾          | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |
| Government Event (Public Hearing, Cou ▾           | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |

▾ Add activity

Select all applicable participants targeted for this topic.

- Contractors  General Public  Public Employees  Residential  School Groups
- Business  Developers  Industries  Other:

| Topic: Storm water related ordinance and/or updates |                     |                                |  |
|---|---------------------|--------------------------------|--|
| Mechanism   | Quantity (optional) | Est. People Reached (optional) | Regional Effort? (optional)                        |
| Government Event (Public Hearing, Cou ▾             | Select... ▾         | Select... ▾                    | <input type="radio"/> Yes <input type="radio"/> No |

▾ Add activity

Select all applicable participants targeted for this topic.

- Contractors  General Public  Public Employees  Residential  School Groups
- Business  Developers  Industries  Other:

| Topic: MS4 Annual Report |          |                     |                  |
|--------------------------|----------|---------------------|------------------|
| Mechanism                | Quantity | Est. People Reached | Regional Effort? |

|                                       |            |            |  |
|---------------------------------------|------------|------------|--|
|                                       | (optional) | (optional) | (optional)   |
| Government Event (Public Hearing, Cou | Select...  | Select...  | <input type="radio"/> Yes <input type="radio"/> No |

Insert item

Select all applicable participants targeted for this topic.

- Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups  
 Business 
  Developers 
  Industries 
  Other:

| <b>Topic: Volunteer Opportunities</b> |                        |                                   |  |
|---------------------------------------|------------------------|-----------------------------------|--|
| Mechanism                             | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional)                     |
| Clean-up events                       | Select...              | Select...                         | <input type="radio"/> Yes <input type="radio"/> No |

Add activity

Select all applicable participants targeted for this topic.

- Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups  
 Business 
  Developers 
  Industries 
  Other:

| <b>Topic: Other (describe) :</b> |                        |                                   |  |
|----------------------------------|------------------------|-----------------------------------|--|
| Mechanism                        | Quantity<br>(optional) | Est. People Reached<br>(optional) | Regional Effort?<br>(optional)                     |
| Select...                        | Select...              | Select...                         | <input type="radio"/> Yes <input type="radio"/> No |

Add activity

Select all applicable participants targeted for this topic.

- Contractors 
  General Public 
  Public Employees 
  Residential 
  School Groups  
 Business 
  Developers 
  Industries 
  Other:

**b. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.**

**Missing Information**

|   |                      |  |
|---|----------------------|--|
| <a href="#">Press to Refresh Missing Fields</a> | <a href="#">Save</a> | <a href="#">Continue to Next Section</a> |
|---|----------------------|--|



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|           |           |           |            |            |             |           |
|-----------|-----------|-----------|------------|------------|-------------|-----------|
| Home      | Contacts  | Measures  | Evaluation | Assistance | Attachments | Submit    |
| Section 1 | Section 2 | Section 3 | Section 4  | Section 5  | Section 6   | Section 7 |

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? 242  Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 35  Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? 0  Unsure
- d. How many illicit discharge complaints did the municipality receive? 0  Unsure
- e. From the complaint received, how many were confirmed illicit discharges? 0  Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? 0  Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.  Unsure

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

|   |      |                          |
|---|------|--------------------------|
| <a href="#">Press to Refresh Missing Fields</a> | Save | Continue to Next Section |
|---|------|--------------------------|





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|-----------|-----------|-----------|------------|------------|-------------|-----------|
| Home      | Contacts  | Measures  | Evaluation | Assistance | Attachments | Submit    |
| Section 1 | Section 2 | Section 3 | Section 4  | Section 5  | Section 6   | Section 7 |

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? 64  Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? 64  Unsure
- c. Do the above numbers include sites <1 acre?  Yes  No  Unsure
- d. How many erosion control inspections did the municipality complete in the reporting year? 83  Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- No Authority
- Verbal Warning 50
- Written Warning (including email) 0
- Notice of Violation 21
- Civil Penalty/ Citation 0
- Stop Work Order 0
- Forfeiture of Deposit 5
- Other - Describe below

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village Building Inspector is contracted to enforce construction site pollutant standards.

Missing Information



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|           |           |           |            |            |             |           |
|-----------|-----------|-----------|------------|------------|-------------|-----------|
| Home      | Contacts  | Measures  | Evaluation | Assistance | Attachments | Submit    |
| Section 1 | Section 2 | Section 3 | Section 4  | Section 5  | Section 6   | Section 7 |

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

**Minimum Control Measures - Section 5 : Complete**

**5. Post-Construction Storm Water Management**

a. How many sites with new structural storm water management facilities\* have received local approval? **5**  Unsure

\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

b. How many privately owned storm water management facilities were inspected in the reporting year? **2**  Unsure

Inspections completed by private land owners should be included in the reported number.

c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.  Unsure

- No Authority
- Verbal Warning **0**
- Written Warning (including email) **0**
- Notice of Violation **0**
- Civil Penalty/ Citation **0**
- Forfeiture of Deposit **0**
- Complete Maintenance
- Bill Responsible Party **0**
- Other - Describe below

d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

**Missing Information**



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|           |           |           |            |            |             |           |
|-----------|-----------|-----------|------------|------------|-------------|-----------|
| Home      | Contacts  | Measures  | Evaluation | Assistance | Attachments | Submit    |
| Section 1 | Section 2 | Section 3 | Section 4  | Section 5  | Section 6   | Section 7 |

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.)  Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities? 13  Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year? 0  Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? 73  Unsure
- d. What elements are looked at during inspections (250 character limit)?  
Erosion, muskrats, trash, structures are operational and not deteriorating.
- e. How many of these facilities required maintenance? 0  Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review)  Not Applicable

- f. How many inspections of municipal properties have been conducted in the reporting year? 2  Unsure
- g. Have amendments to the SWPPPs been made?  Yes  No  Unsure
- h. If yes, describe what changes have been made (200 character limit):

Collection Services - Street Sweeping / Cleaning Program  Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year?  Yes  No  Unsure
- j. If known, how many tons of material was removed?  Unsure
- k. Does the municipality have a low hazard exemption for this material?  Yes  No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  Yes  No - Explain  Not Applicable

Collection Services - Catch Basin Sump Cleaning Program  Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?  Yes  No  Unsure
- n. How many catch basin sumps were cleaned in the reporting year? 0  Unsure
- o. If known, how many tons of material was collected? 0  Unsure
- p. Does the municipality have a low hazard exemption for this material?  Yes  No
- q. If catch basin sump cleaning is identified as a storm water best management practice

in the pollutant loading analysis, was cleaning completed at the assumed frequency?

- Yes
- No - Explain \_\_\_\_\_
- Not Applicable

Collection Services - Leaf Collection Program  Not Applicable

- r. Does the municipality conduct curbside leaf collection?  Yes  No  Unsure
- s. Does the municipality notify homeowners about pickup?  Yes  No  Unsure
- t. Where are the residents directed to store the leaves for collection?
  - Pile on terrace  Pile in street  Bags on terrace  Unsure
  - Other - Describe \_\_\_\_\_
- u. What is the frequency of collection? Twice a year
- v. Is collection followed by street sweeping/cleaning?  Yes  No  Unsure

Winter Road Management  Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 95  Unsure
- x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

| Product         | Oct | Nov | Dec | Jan | Feb | Mar |
|-----------------|-----|-----|-----|-----|-----|-----|
| Salt/sand mix ▼ | 0   | 150 | 350 | 250 | 100 | 300 |

Insert item

Liquids (gallons) (ex. brine)

|         | Oct | Nov | Dec  | Jan  | Feb | Mar |
|---------|-----|-----|------|------|-----|-----|
| Brine ▼ | 0   | 600 | 1000 | 1100 | 900 | 850 |

Insert item

- y. Was salt applying machinery calibrated in the reporting year?  Yes  No  Unsure
- z. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No  Unsure

If yes, describe what training was provided (250 character limit):

When: \_\_\_\_\_ How many attended: \_\_\_\_\_

Internal (Staff) Education & Communication

- aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements?  Yes  No  Unsure

If yes, describe what training was provided (250 character limit):

When: \_\_\_\_\_ How many attended: \_\_\_\_\_

- ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Brief Pollution Prevention program information for inclusion in the Annual Report.

Municipal Officials

Brief Pollution Prevention program information for inclusion in the Annual Report.

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Weekly staff meetings to go over maintenance reports and cleanup activities.


- ac. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.



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|           |           |           |            |            |             |           |
|-----------|-----------|-----------|------------|------------|-------------|-----------|
| Home      | Contacts  | Measures  | Evaluation | Assistance | Attachments | Submit    |
| Section 1 | Section 2 | Section 3 | Section 4  | Section 5  | Section 6   | Section 7 |

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

### Minimum Control Measures - Section 7 : Complete

#### 7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?  Yes  No  Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

We anticipate having our Engineering Consultant complete storm sewer mapping as a part of our 2020 Urban Non-point Source Grant



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- Home
- Contacts
- Measures
- Evaluation
- Assistance
- Attachments
- Submit

Form 3400-224 (08/19)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

| Annual Expenditure Reporting Year | Budget Reporting Year | Budget Upcoming Year | Source of Funds |
|-----------------------------------|-----------------------|----------------------|-----------------|
|-----------------------------------|-----------------------|----------------------|-----------------|

Element: Public Education and Outreach

|      |      |      |                     |
|------|------|------|---------------------|
| 2019 | 2000 | 2000 | Storm water utility |
|------|------|------|---------------------|

Add Program Element

Element: Public Involvement and Participation

|      |      |      |                      |
|------|------|------|----------------------|
| 2019 | 1000 | 1000 | General revenue fund |
|------|------|------|----------------------|

Add Program Element

Element: Illicit Discharge Detection and Elimination

|      |      |       |                      |
|------|------|-------|----------------------|
| 2019 | 4000 | 19500 | General revenue fund |
|------|------|-------|----------------------|

Add Program Element

Element: Construction Site Pollutant Control

|      |      |      |                     |
|------|------|------|---------------------|
| 2019 | 4000 | 4000 | Storm water utility |
|------|------|------|---------------------|

Add Program Element

Element: Post-Construction Storm Water Management

|      |      |      |                     |
|------|------|------|---------------------|
| 2019 | 3000 | 3000 | Storm water utility |
|------|------|------|---------------------|

Add Program Element

Element: Pollution Prevention

|      |       |       |                     |
|------|-------|-------|---------------------|
| 2019 | 45000 | 25000 | Storm water utility |
|------|-------|-------|---------------------|

Add Program Element

Element: Storm Water Quality Management

|      |      |      |                     |
|------|------|------|---------------------|
| 2019 | 5000 | 5000 | Storm water utility |
|------|------|------|---------------------|

Add Program Element

Element: Storm Sewer System Map

|      |      |      |                     |
|------|------|------|---------------------|
| 2019 | 2000 | 2000 | Storm water utility |
|------|------|------|---------------------|

Add Program Element

Other (describe)

Select...

Add Program Element

Please provide a justification for a "0" entered in the Fiscal Analysis

### Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes  No  Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

### Total Maximum Daily Loads (TMDLs)

The permittee Harrison, Town & Village is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

Select one option below. The permittee intends to comply with the following permit requirement to show progress towards meeting the (Appendix A) TMDL:

- Request department concurrence that they are currently meeting the TMDL pollutant reductions in all applicable reachsheds (A.2).
- Demonstrate that they will meet the TMDL pollutant reductions in all applicable reachsheds by October 31, 2023 (A.4).
- Follow the TMDL Compliance Plan which received Department concurrence prior to April 30, 2019 (A.3.1).
- Participate in an approved Adaptive Management Project (A.3.2).
- Submit a TMDL Implementation Plan describing planned progress over current permit term by October 31, 2021 (A.5). Do you intend to select A.5.2 or A.5.3 to meet this permit requirement?
  - A.5.2 – Additional 20% Total Suspended Solids (TSS), 10% Total Phosphorus (TP) reduction from current ch. NR 151, Wis. Adm. Code, standards
  - A.5.3 – Optimize measures

### Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.



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|      |          |          |            |            |             |        |
|------|----------|----------|------------|------------|-------------|--------|
| Home | Contacts | Measures | Evaluation | Assistance | Attachments | Submit |
|------|----------|----------|------------|------------|-------------|--------|

Form 3400-224 (08/19)

**Requests for Assistance on Understanding Permit Programs**

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation



## 2019 Municipal Stormwater Permit Summary

### Village of Harrison

Paul Birschbach, Building Inspector

#### Construction Sites

- Number of permits issued
  - 6 land disturbing, 0 filling, 0 sites, 4 subdivisions, 62 single family lots, 11 shed/garage additions
- Number of sites inspected
  - 140 new sites, 64 existing sites
- Number of total site inspections
  - 7 inspections during active construction
- Number of "Warning Notices" issued
  - 50 onsite conversations and phone call follow ups
- Number "Notices of Violation" issued
  - 50-60
- Number of fines issued
  - 5
- Number of permits posted at construction sites
  - 64
- Number of erosion tips/complaints from the public
  - 10-12
- Number of erosion control educational materials distributed
  - 64 by Village
  - 0 handouts and contacts through NEWSC exhibiting

#### Post-Construction Sites

- Number of permits issued
    - 1
  - Number of maintenance agreements recorded with the register of deeds
    - 0
  - Number of sites with storm water management facilities
    - 1
  - Number of post-construction site inspections performed by Village to ensure proper maintenance of storm water facilities.
    - 20-30 private facilities
    - 10-20 public facilities (once a month and after 0.50" rainfall events)
  - Number of post-construction tips/complaints from public
    - 5-10
- Commercial → { Care Partners  
Bills Custom Conveying
- Subdivisions → { Kimberly Heights  
Creekside Estates  
Hidden Pines  
Kambura Acres
- Other → { We Energies (E.G. Permit)

---

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Laura Jungwirth, P.E., Director of Public Works

**Meeting Date:**

2/25/2020

---

**Title:**

Public Works Fee Schedule

---

**Issue:**

No complete fee schedule for Department of Public Works.

---

**Background and Additional Information:**

An Engineering Tech/Code Enforcement position was added last year to perform storm sewer and road inspections on our road reconstruction projects and in new subdivisions. In order to appropriately charge the developer for our time, we need to set staff bill-out rates.

Upon standardizing and updating our permit forms, it was noted that some fees were outdated, and other items were not being charged for previously. Therefore, an analysis of all Public Works Fees was completed.

---

**Budget Impacts:**

None

---

**Recommended Action:**

Approval of Fee Schedule

---

**Attachments:**

- Department of Public Works Fee Schedule
- Machinery Rental Rates



**2020**  
**Department of Public Works Fee Schedule**

|   | <b>2019</b>        | <b>2020</b>        |
|---|--------------------|--------------------|
|   | <b>Current Fee</b> | <b>Adopted Fee</b> |
| <b>Right of Way Permits</b>                               |                    |                    |
| <b>Culverts</b>   |                    |                    |
| Install New Culvert                                       | \$150.00           | \$150.00           |
| Replace or Extend Existing Culvert                        | \$50.00            | \$150.00           |
| Culvert Variance (with Director of Public Works Approval) | \$150.00           | \$150.00           |
| <b>Driveways</b>  |                    |                    |
| Install New Driveway Apron                                | N/A                | \$50.00            |
| Replace Existing Driveway Apron                           | N/A                | \$50.00            |
| <b>Utilities</b>  |                    |                    |
| Base Fee  | \$25.00            | \$50.00            |
| Open Cut Asphalt or Concrete                              | \$1,500.00         | \$1,500.00         |
| Open Cut Gravel   | \$1,000.00         | \$1,000.00         |
| Per Foot Charge   | \$0.10             | \$0.10             |
| <b>Right of Way Obstruction</b>                           | N/A                | \$75.00            |
| <b>After The Fact Permit Fee</b>                          | N/A                | \$150.00           |
| <b>Used Culvert Purchases (per linear foot)*</b>          | \$9.00             | \$9.00             |
| *5.5% sales tax shall be added to used culvert purchases  |                    |                    |
| <b>Staff Billing Rates (Hourly)</b>                       |                    |                    |
| Director of Public Works                                  | N/A                | \$79.00            |
| Operations Manager  | N/A                | \$69.00            |
| Public Works Lead Foreman                                 | N/A                | \$59.00            |
| Engineering Tech/Code Enforcement (Field Inspector)       | N/A                | \$52.00            |



**2020  
Machinery Rental Rates\***

|  | <b>Reg. \$</b> | <b>OT. \$</b> |
|--|----------------|---------------|
| Tandem Truck & Trailer                 | \$ 156.00      | \$ 178.00     |
| Grader                                 | \$ 122.00      | \$ 145.00     |
| Backhoe                                | \$ 110.00      | \$ 130.00     |
| Truck & Sweeper                        | \$ 135.00      | \$ 158.00     |
| Loader                                 | \$ 105.00      | \$ 126.00     |
| Bomag Roller                           | \$ 85.00       | \$ 105.00     |
| Truck, Steamer & 2 Operators           | \$ 140.00      | \$ 185.00     |
| Shoulder Machine & 2 Operators         | \$ 205.00      | \$ 225.00     |
| Mower Tractor & 2 Flails               | \$ 110.00      | \$ 132.00     |
| Skid Steer                             | \$ 80.00       | \$ 102.00     |
| Skid Steer & Snow Blower               | \$ 130.00      | \$ 152.00     |
| Skid Steer & Mower                     | \$ 130.00      | \$ 152.00     |
| Skid Steer & Grapple                   | \$ 130.00      | \$ 152.00     |
| Skid Steer & Post hole Auger           | \$ 130.00      | \$ 152.00     |
| 4310 Utility Tractor & Rototiller      | \$ 90.00       | \$ 110.00     |
| 4310 Utility Tractor & Aerator         | \$ 90.00       | \$ 110.00     |
| 4310 Utility Tractor & Brillion Seeder | \$ 90.00       | \$ 110.00     |
| 4310 Utility Tractor & Box Blade       | \$ 90.00       | \$ 110.00     |
| 4310 Utility Tractor & Gill            | \$ 90.00       | \$ 110.00     |
| Bale Chopper & 2 Operators             | \$ 90.00       | \$ 110.00     |
| Oshkosh 4X4 Plow Truck & 2 Operator    | \$ 190.00      | \$ 220.00     |
| Pick-up Truck and Sign Trailer         | \$ 50.00       | \$ 70.00      |
| 70" Ferris 3200 Mower                  | \$ 45.00       | \$ 70.00      |
| 60" Simplicity 4X4 Mower               | \$ 45.00       | \$ 70.00      |
| Pick-up Truck and Trailer              | \$ 100.00      | \$ 120.00     |
| Tandem Truck                           | \$ 90.00       | \$ 110.00     |

**\*An Operator is included with all items**

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

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**Date:** February 25th, 2020

**Title:**

Review/Approve Bids for Abandonment of Lift Station #5

**Issue:**

Should the Village of Harrison approve the bid for the abandonment of lift station #5?

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**Background and Additional Information:**

In 2018, the Village let out for bids the construction of lift station #6 and the abandonment of lift station #5. Lift station #5 was built as a temporary lift station for the North Shore Woods subdivision until a regional lift station (lift station #6) could be built.

At the time, the bids for both the construction and abandonment of the lift stations exceeded the budgeted amount for the project so the lift station #5 abandonment was removed from the project and only the construction of lift station #6 was approved.

Now, the abandonment of lift station #5 has been rebid for completion in 2020. The Village has received a low bid from De Groot, Inc. in the amount of \$536,521.65 to abandon lift station #5. The current bid is \$14,813.33 lower than the lowest bid received in 2018.

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**Budget/Financial Impact:**

This item has been budgeted for in the 2020 Harrison Utilities budget.

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**Recommendation:**

To approve the bid from De Groot, Inc. for the abandonment of lift station #5 in the amount of \$536,521.65.

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**Attachments:**

Recommendation letter from M&E.  
Bid table document.

# Martenson & Eisele, Inc.

Your Solution Professionals

Planning - Environmental - Surveying - Engineering - Architecture

February 19, 2020

Village Board Members  
Village of Harrison  
W5298 State Road 114  
Menasha, WI 54952

**Re: Abandon Lift Station No. 5, Village of Harrison**

Dear Board Members:

The Abandon Lift Station No. 5 project bid opening was held at 10:00 a.m. on Wednesday, February 19, 2020 at the Village of Harrison Hall. The project includes construction of approximately 2,400 linear feet of 8-inch, 12-inch and 15-inch sanitary sewer, along with casing pipe bored and jacked under roadways and under an existing culvert, and work needed to abandon the existing Lift Station No. 5 located in North Shore Woods in the Village of Harrison. Following completion of this project, wastewater that is currently pumped from Lift Station No. 5 will flow to the new Lift Station No. 6 located in the Kambura Acres Subdivision.

Attached is the Bid Tabulation. Note that five bids were received, as summarized below.

|   | <b>Bidder</b>  | <b>Proposal Amount</b> |
|---|--|------------------------|
| 1 | <b>DeGroot Inc.</b><br>Green Bay, WI                                     | \$536,521.65           |
| 2 | <b>PTS Contractors, Inc.</b><br>Green Bay, WI                            | \$558,622.00           |
| 3 | <b>Carl Bowers &amp; Sons Construction Company, Inc.</b><br>Kaukauna, WI | \$598,949.00           |
| 4 | <b>Dorner Inc.</b><br>Luxemburg, WI                                      | \$633,457.00           |
| 5 | <b>Advance Construction, Inc.</b><br>Green Bay, WI                       | \$642,327.00           |

DeGroot Inc. met the Bidders Prequalification Requirements set by Harrison Utilities. We have reviewed the qualifications of DeGroot Inc., and based upon their previous work, we feel they are capable of performing the work described in the plans and specifications for this project.

Project specifications note that all work on this project is to be complete by September 30, 2020. The bid documents state that the Village reserves the right to reject any or all bids if they choose to do so, and that bids will remain subject to acceptance for sixty days after the day of the bid opening.

If you have questions or need any additional information please feel free to contact me at (920) 731-0381.

Sincerely,



**Martenson & Eisele, Inc.**  
Mary Jo Miller, P.E.  
Project Engineer



Abandon Lift Station No. 5  
 Village of Harrison, Calumet County, Wisconsin  
 Project Number: 1-0038-037  
 Bid Opening: February 19, 2020; 10:00 a.m.  
 Engineer: Mary Jo Miller, P.E.



|   |   |          | DeGroot Inc.<br>Green Bay, WI |                     | PTS Contractors, Inc.<br>Green Bay, WI |                     | Carl Bowers & Sons<br>Construction Company, Inc.<br>Kaukauna, WI |                     | Dorner, Inc.<br>Luxemburg, WI |                     | Advance Construction, Inc.<br>Green Bay, WI |                     |
|---|---|----------|-------------------------------|---------------------|--|---------------------|--|---------------------|-------------------------------|---------------------|---|---------------------|
| Item  | Description   | Quantity | Unit Bid<br>Cost              | Total<br>Amount     | Unit Bid<br>Cost                       | Total<br>Amount     | Unit Bid<br>Cost   | Total<br>Amount     | Unit Bid<br>Cost              | Total<br>Amount     | Unit Bid<br>Cost                            | Total<br>Amount     |
| <b>Base Bid 1 - Sanitary Sewer Facilities To Abandon Lift Station No. 5</b> |   |          |                               |                     |  |                     |  |                     |                               |                     |   |                     |
| <b>General Work</b>   |   |          |                               |                     |  |                     |  |                     |                               |                     |   |                     |
| 1   | Lump Sum Mobilization   | 1.00     | \$4,545.00                    | \$4,545.00          | \$18,000.00                            | \$18,000.00         | \$25,000.00  | \$25,000.00         | \$20,000.00                   | \$20,000.00         | \$30,000.00                                 | \$30,000.00         |
| 2   | Lump Sum Installation and Maintenance of Traffic Control                    | 1.00     | \$6,888.20                    | \$6,888.20          | \$1,650.00                             | \$1,650.00          | \$2,000.00   | \$2,000.00          | \$13,333.00                   | \$13,333.00         | \$10,850.00                                 | \$10,850.00         |
| <b>General Work Subtotal</b>  |   |          |                               | <b>\$11,433.20</b>  |  | <b>\$19,650.00</b>  |  | <b>\$27,000.00</b>  |                               | <b>\$33,333.00</b>  |   | <b>\$40,850.00</b>  |
| <b>Erosion Control and Surface Restoration</b>                              |   |          |                               |                     |  |                     |  |                     |                               |                     |   |                     |
| 3   | Lump Sum Clearing and Grubbing  | 1.00     | \$3,535.00                    | \$3,535.00          | \$2,900.00                             | \$2,900.00          | \$2,000.00   | \$2,000.00          | \$1,111.00                    | \$1,111.00          | \$5,000.00                                  | \$5,000.00          |
| 4   | Lump Sum Topsoil Stripping, Stockpiling, Re-Spreading and Fine Grading      | 1.00     | \$12,625.00                   | \$12,625.00         | \$23,200.00                            | \$23,200.00         | \$15,000.00  | \$15,000.00         | \$15,000.00                   | \$15,000.00         | \$9,165.00                                  | \$9,165.00          |
| 5   | Each Stone Tracking Pad   | 1.00     | \$1,515.00                    | \$1,515.00          | \$2,000.00                             | \$2,000.00          | \$1,500.00   | \$1,500.00          | \$2,026.00                    | \$2,026.00          | \$1,500.00                                  | \$1,500.00          |
| 6   | Lump Sum Topsoil, Seed, Fertilize and Mulch                                 | 1.00     | \$24,745.00                   | \$24,745.00         | \$16,900.00                            | \$16,900.00         | \$16,000.00  | \$16,000.00         | \$35,000.00                   | \$35,000.00         | \$10,167.00                                 | \$10,167.00         |
| 7   | Square Yards Erosion Matting  | 810.00   | 3.03                          | \$2,454.30          | \$1.60                                 | \$1,296.00          | \$3.00   | \$2,430.00          | \$2.00                        | \$1,620.00          | \$1.50                                      | \$1,215.00          |
| 8   | Square Yards Gravel Shoulder Restoration with 3/4-inch Base Course Material | 200.00   | 25.76                         | \$5,152.00          | \$22.00                                | \$4,400.00          | \$20.00  | \$4,000.00          | \$18.00                       | \$3,600.00          | \$10.00                                     | \$2,000.00          |
| 9   | Lump Sum Remove and Replace Landscape Berm and Trees at North Shore Drive   | 1.00     | 5,555.00                      | \$5,555.00          | \$3,500.00                             | \$3,500.00          | \$10,000.00  | \$10,000.00         | \$6,577.00                    | \$6,577.00          | \$3,345.00                                  | \$3,345.00          |
| 10  | Lump Sum Erosion Control Monitoring, Record Keeping and Termination         | 1.00     | 2,525.00                      | \$2,525.00          | \$580.00                               | \$580.00            | \$1,000.00   | \$1,000.00          | \$1,389.00                    | \$1,389.00          | \$7,500.00                                  | \$7,500.00          |
| <b>Erosion Control and Surface Restoration Subtotal</b>                     |   |          |                               | <b>\$58,106.30</b>  |  | <b>\$54,776.00</b>  |  | <b>\$51,930.00</b>  |                               | <b>\$66,323.00</b>  |   | <b>\$39,892.00</b>  |
| <b>Sanitary Sewer Components</b>  |   |          |                               |                     |  |                     |  |                     |                               |                     |   |                     |
| 11  | Linear Feet 8-inch Sanitary Sewer   | 466.00   | \$80.80                       | \$37,652.80         | \$90.00                                | \$41,940.00         | \$80.00  | \$37,280.00         | \$114.00                      | \$53,124.00         | \$99.00                                     | \$46,134.00         |
| 12  | Linear Feet 12-inch Sanitary Sewer  | 1,039.00 | \$93.47                       | \$97,115.33         | \$109.00                               | \$113,251.00        | \$91.00  | \$94,549.00         | \$100.00                      | \$103,900.00        | \$99.00                                     | \$102,861.00        |
| 13  | Linear Feet 15-inch Sanitary Sewer  | 880.00   | \$104.07                      | \$91,581.60         | \$114.00                               | \$100,320.00        | \$98.00  | \$86,240.00         | \$100.00                      | \$88,000.00         | \$113.00                                    | \$99,440.00         |
| 14  | Linear Feet 24-inch Steel Casing Pipe- Bored and Jacked, with Appurtenances | 65.00    | \$601.07                      | \$39,069.55         | \$545.00                               | \$35,425.00         | \$650.00   | \$42,250.00         | \$700.00                      | \$45,500.00         | \$900.00                                    | \$58,500.00         |
| 15  | Linear Feet 30-inch Steel Casing Pipe- Bored and Jacked, with Appurtenances | 286.00   | \$514.86                      | \$147,249.96        | \$510.00                               | \$145,860.00        | \$700.00   | \$200,200.00        | \$640.00                      | \$183,040.00        | \$650.00                                    | \$185,900.00        |
| 16  | Vertical Feet Sanitary Manhole  | 145.00   | \$247.27                      | \$35,854.15         | \$240.00                               | \$34,800.00         | \$300.00   | \$43,500.00         | \$285.00                      | \$41,325.00         | \$350.00                                    | \$50,750.00         |
| 17  | Each Sanitary Manhole Casting   | 8.00     | \$729.22                      | \$5,833.76          | \$1,200.00                             | \$9,600.00          | \$750.00   | \$6,000.00          | \$489.00                      | \$3,912.00          | \$750.00                                    | \$6,000.00          |
| 18  | Lump Sum Abandon Existing Lift Station No. 5                                | 1.00     | \$12,625.00                   | \$12,625.00         | \$3,000.00                             | \$3,000.00          | \$10,000.00  | \$10,000.00         | \$15,000.00                   | \$15,000.00         | \$12,000.00                                 | \$12,000.00         |
| <b>Sanitary Sewer Components Subtotal</b>                                   |   |          |                               | <b>\$466,982.15</b> |  | <b>\$484,196.00</b> |  | <b>\$520,019.00</b> |                               | <b>\$533,801.00</b> |   | <b>\$561,585.00</b> |
| <b>TOTAL PROPOSAL- BASE BID 1</b>   |   |          |                               | <b>\$536,521.65</b> |  | <b>\$558,622.00</b> |  | <b>\$598,949.00</b> |                               | <b>\$633,457.00</b> |   | <b>\$642,327.00</b> |

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

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**Date:** February 25th, 2020

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**Title:**

Review/Approve Contract for Self-Publishing Software for Municipal Ordinances

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**Issue:**

Should the Village of Harrison contract for self-publishing software to update municipal ordinances?

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**Background and Additional Information:**

When the Village incorporated in 2013, per state statutes, the Village took over the current ordinances of the Town. The Village has been operating under these ordinances since that time. However, there are ordinances that only apply to the town and other ordinances that need to be updated or revised.

The self-publishing software would allow the Village to add or revise ordinances without having to send the ordinances to Municode for publication. These ordinances could be added to the ordinance book immediately upon approval.

The cost for the self-publishing software is \$2,450 per year. There is a one-time conversion fee of \$1,000 for a total cost of \$3,450 for the first year and \$2,450 thereafter.

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**Budget/Financial Impact:**

This item has been budgeted for.

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**Recommendation:**

To authorize the Village Manager to contract with Municode for the self-publishing software for municipal ordinances.

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**Attachments:**

Quote for Municode for Self-Publishing Software.



# SELF-PUBLISHING SOFTWARE

## Village of Harrison

February 7, 2020

(Quote Valid for 180 Days)



# municode

CONNECTING YOU & YOUR COMMUNITY



**Tracy Stevanov**

Midwest Regional Account Manager

Phone 800-262-2633 ext. 7105

Email [tstevanov@municode.com](mailto:tstevanov@municode.com)

PO Box 2235 Tallahassee, FL 32316

*This proposal will serve as **Exhibit A** to the attached Self-Publishing Software Agreement*



GovTech Top 100 Innovators in  
2016, 2017 & 2018

municode

CONNECTING YOU & YOUR COMMUNITY

# LETTER OF INTEREST

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February 7, 2020

Mr. Travis Parish  
Village Administrator  
Village of Harrison  
W5298 Highway 114  
Menasha, WI 54952

via email: [tparish@harrison-wi.org](mailto:tparish@harrison-wi.org)

Mr. Parish:

Thank you for speaking with Midwest Executive Tracy Stevanov regarding our Self-Publishing Software service. This service is an ideal solution for clients who prefer to maintain control of the updating of their Code of Ordinances (and additional publications) independently and in-house for a fixed annual cost.

Municode has been connecting our local government clients with their citizens since 1951! Whether it is through the legal codification process, our full-service or self-service code updating options, our robust suite of online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our clients with innovative products, superior technology and excellent customer service. We encourage you to visit our corporate website to explore our full suite of local government services: <https://www.municode.com/>

After the material is converted to Municode's database, authorized users can log in to the online code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. To view an online Code that is maintained and published by Municode via our Self-Publishing Software option, please visit the Alpine City, Utah Code: <https://alpine.municipalcodeonline.com/>

The following pages describe this software in more detail. You can also visit our website to request a demo, watch an informative Self-Publishing Software video and review the online Codes of many of our satisfied Self-Publishing Software clients.

To purchase this software, please indicate any additional services you are interested in on pages 2, 8 and 9 and return the attached signed Agreement to us for processing. If you have any questions, please let us know. In addition to email, Tracy can be reached at 828-280-2219. Thank you for the opportunity to submit this proposal!

Sincerely,



  
Bob Geiger  
Vice President of Sales  
Phone: 850-692-7132  
[bgeiger@municode.com](mailto:bgeiger@municode.com)

# PRICE QUOTATION SHEET

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## **SOFTWARE LICENSE, Code of Ordinances, annually** **\$2,450<sup>1</sup>**

The creation of the custom service/instance online enables users access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates
- ★ Legislative History Tool
- ★ PDF Ordinance/Resolution Storage<sup>2</sup>
- ★ Automatic PDF Generation for backup/printing
- ★ Online Training and Customer Service
- ★ Activation of any additional publication, as quoted below

## **DATABASE CONVERSION & SOFTWARE SETUP (Includes 3 hours training)** **\$1,000<sup>3</sup>**

Conversion to Self-Publishing Software empowers you to have a current Code and focus on present/future changes. Includes up to 1,500 pages of Code material, additional pages will be converted at 50¢ per page. If Code material is less than 1,500 pages, the remaining page count balance may be applied toward the conversion of any additional publication *during the first 3 months of the Agreement term*. All converted material will be posted online within 4 to 6 weeks of our receipt of the material in an editable electronic format.

## **CODE UPDATE SERVICES, per ordinance/resolution page** **\$18**

*During the initial Code conversion*, additional material such as ordinances, resolutions, or policies can be added into any *coded* publication upon request.

## **ADDITIONAL PUBLICATIONS, each, annually (Optional)** **\$295<sup>4</sup>**

Can include Minutes, Policies & Procedures, Handbooks, Manuals, Standards, Plans and more!

## **ADDITIONAL SERVICES AVAILABLE**

- |  |                                     |
|--|-------------------------------------|
| ★ Conversion, per additional publication (if added after the first 3 months) | <b>\$1,000</b>                      |
| ★ Code Update Services, <i>after</i> initial Code conversion, per hour       | <b>\$150<sup>5</sup></b>            |
| ★ Consultation Services, per hour  | <b>\$100<sup>6</sup></b>            |
| ★ Additional Training, per hour  | <b>\$150</b>                        |
| ★ Onsite Training  | <b>Quote available upon request</b> |
| ★ State Law Review, Legal Review, Recodification                             | <b>Quote available upon request</b> |
| ★ Renumbering of Code, quote based on Code material                          | <b>Quote available upon request</b> |

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<sup>1</sup> Includes 5 user licenses. Quotes for additional user licenses available upon request. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

<sup>2</sup> Data limitations may apply.

<sup>3</sup> Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion fee, annual licensing fee and any additional applicable fees are payable upon completion of data conversion to Municode's database. All material for conversion to Municode's database must be received within 30 days of receipt of signed Agreement. Complex or form-based graphics may be subject to an additional fee. We will contact you should this occur.

<sup>4</sup> Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

<sup>5</sup> Excludes legal services, Should legal services be desired, please contact us for a price quote.

<sup>6</sup> Excludes legal services. Can include amendments to signature setup, graphic design/digital imaging services, meeting attendance or special projects. Should legal services be desired, please contact us for a price quote.

# Municode Self-Publishing Software Agreement

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## Harrison, Calumet County, WI

**THIS LETTER OF ENGAGEMENT** (“Agreement”) is entered between the Village of Harrison, WI (“CLIENT”) and Municipal Code Corporation, DBA “Municode” (“CONSULTANT”). For the purpose of this Agreement, “USER” is defined as an employee, consultant, third-party contractor or agent to whom “CLIENT” has granted access to use the services provided under this Agreement. Municode’s proposal of February 7, 2020 will serve as **Exhibit A** to this Agreement.

The parties agree as follows:

**Term.** This Agreement commences on the date it is executed and shall continue until full performance by both parties, or until earlier terminated by one party under the terms of this Agreement. The initial term of this Agreement is for a period of (3) three years. This Agreement shall automatically renew on an annual basis, unless either party gives the other notice of non-renewal within thirty (30) days of the scheduled renewal period.

**Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in **Exhibit A**. Payment will be made to CONSULTANT within thirty (30) days of the receipt of the invoice for services rendered, unless otherwise indicated in **Exhibit A**, with the one-time database conversion fee (if applicable), the first recurring annual Software License fee, and any other applicable fees set forth in Exhibit A due within thirty (30) days of completion of data conversion to Municode’s database. Thereafter CONSULTANT shall invoice the CLIENT annually for the Software License Fee based upon the anniversary date of the initial online publication, and the anniversary date(s) of any additional publications added during the existing Agreement term.

1. **Consumer Price Index.** Following the initial Agreement term, CONSULTANT may increase fees by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.
2. **Scope of Services.** CONSULTANT’s services under this Agreement shall consist of services as detailed in **Exhibit A**. The Scope of Services may be amended or modified upon the mutual written agreement of the parties during the term of the Agreement.
3. **Use of Services.**
  - a. **CONSULTANT Responsibilities.** CONSULTANT shall: (i) provide to CLIENT initial software training and ongoing standard telephone and internet support for the purchased software services at no additional charge and shall (ii) use commercially reasonable efforts to make the purchased software services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which we shall give notice via the purchased software services or email and which CONSULTANT shall schedule to the extent practicable during the weekend hours from 9:00 p.m. Eastern time Friday to 6:00 a.m. Eastern time Monday), or (b) any unavailability caused by circumstances beyond CONSULTANT’S reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving CONSULTANT’S employees), failure or downtime in Third-Party or Internet service provider failures or delays, and (iii) provide the purchased services only in accordance with applicable laws and government regulations.
  - b. **CLIENT Responsibilities.** CLIENT shall (i) be responsible for USER’S compliance with this Agreement, (ii) be solely responsible for the accuracy, quality, integrity and legality of CLIENT Data and of the means by which CLIENT acquired said Data, (iii) use commercially reasonable efforts to prevent unauthorized

access to or use of the services and notify CONSULTANT promptly of any such unauthorized access or use, and (iv) use the services only in accordance with all applicable laws and government regulations. CLIENT shall not (a) make the services available to anyone other than USERS, (b) sell, resell, rent or lease the services, or (c) use the services to store or transmit infringing, libelous, or otherwise unlawful or tortious material.

- c. Usage Limitations. Services may be subject to other limitations, such as, for example, limits on disk storage space, on the number of calls CLIENT is permitted to make against CONSULTANT application programming interface, and, for services that enable CLIENT to provide public websites, on the number of page views by visitors to those websites.
4. **Integration.** This Agreement, along with the description of services to be performed attached as **Exhibit A**, and the additional products and services described therein contain the entire Agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions.
5. **Warranty.** CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).
6. **Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of this Agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this Agreement. CONSULTANT shall not be responsible for the legality of any material initially or subsequently published.
7. **Termination.** This Agreement shall terminate upon the CLIENT's providing CONSULTANT with thirty (30) days' advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid hosting and support fees (for the period from the date of the termination through to the end of the term).
8. **Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and remain at all times, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.
9. **Ownership of Product.**
  - a. Reservation of Rights. Subject to the limited rights expressly granted hereunder, CONSULTANT reserves all rights, title and interest in and to the services, including all related intellectual property rights. No rights are granted to CLIENT hereunder other than as expressly set forth herein.
  - b. Ownership of CLIENT Data. As between CONSULTANT and CLIENT, CLIENT exclusively owns all rights, title and interest in and to all of the CLIENT Data.
  - c. Suggestions. We shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the services any suggestions, enhancement requests, recommendations or other feedback provided by CLIENT, including USERS, relating to the operation of the services.
10. **Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

11. **Right to Purchase.** This Agreement enables CLIENT to purchase any additional services found in **Exhibit A** as an addendum hereto.
12. **Assignment.** Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.
13. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin without resort to any jurisdiction's conflicts of law, rules or doctrines.
14. **Service of Notices.** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the following addresses:

To CLIENT:

Village of Harrison, Calumet County, WI  
 Mr. Travis Parish  
 Village Administrator  
 Village of Harrison  
 W5298 Highway 114  
 Menasha, WI 54952

To CONSULTANT:

Municipal Code Corporation  
 ATTN: Steffanie Rasmussen, Vice President of Client Services  
 PO Box 2235  
 Tallahassee, FL 32316  
[info@municode.com](mailto:info@municode.com)

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**CONSULTANT Signature:** \_\_\_\_\_

Name and Title: \_\_\_\_\_

DATED: \_\_\_\_\_

**CLIENT Signature:** \_\_\_\_\_

Name and Title: \_\_\_\_\_ (please print)

DATED: \_\_\_\_\_

# HARRISON JANUARY 2020

| HARRISON            | 822   | 823 | 825   | 836  | 837 | 838  | 839  | TOTAL | JANUARY             | COMPLAINTS:                  | CITATIONS:                     |
|---------------------|-------|-----|-------|------|-----|------|------|-------|---------------------|------------------------------|--------------------------------|
| HOURS WORKED        | 124.5 | 2.2 | 149.4 | 166  | 0.5 | 16.6 | 16.6 | 475.8 | HOURS WORKED        | RECKLESS                     | 8 FAIL TO STOP AT STOP SIGN    |
| DAILY MILES         | 827   | 27  | 1309  | 1665 |     | 250  | 257  | 4335  | DAILY MILES         | HAZARD                       | 3 OWI - 1ST                    |
| COMPLAINT HRS       | 10    | 0.1 | 12.9  | 23.2 |     | 0.2  | 1    | 47.4  | COMPLAINT HRS       | THEFT                        | 2 SPEED                        |
| FOLLOW UP HRS       | 0.1   |     | 0.8   | 5.4  |     |      |      | 6.3   | FOLLOW UP HRS       | 911 HANGUP                   | 10 NON-REG OF VEHICLE          |
| ACCIDENT INV HRS    | 3.4   |     | 3.8   | 8.7  |     |      |      | 15.9  | ACCIDENT INV HRS    | SUSPICIOUS PERSON            | 2 OPERATE WHILE SUSPENDED      |
| ACC FOLLOW UP HRS   | 2.6   |     |       |      |     |      |      | 2.6   | ACC FOLLOW UP HRS   | SUSPICIOUS SITUATION         | 2 OPERATE W/O ADEQUATE MUFFLER |
| AGENCY ASSIST HRS   | 4     |     | 0.4   | 4.2  |     |      |      | 8.6   | AGENCY ASSIST HRS   | ANIMAL                       | 5 POSS DRUG PARAPHERNALIA      |
| SHERIFF COMPL. INV. | 17    | 1   | 15    | 29   |     | 1    | 2    | 65    | SHERIFF COMPL. INV. | DISTURBANCE                  | 9 DISORDERLY CONDUCT W/AUTO    |
| SHERIFF FOLLOW UP   | 2     |     | 3     | 12   |     |      |      | 17    | SHERIFF FOLLOW UP   | ORDINANCE                    | 1 OPERATE W/O LICENSE          |
| SHERIFF ASSIST      |       |     |       |      |     | 1    |      | 2     | SHERIFF ASSIST      | OPEN DOOR                    | 1 FAIL TO WEAR SEATBELT        |
| REPORT ACCIDENT     | 4     |     | 4     | 2    |     |      |      | 10    | REPORT ACCIDENT     | FRAUD                        | 4 OPERATE W/O INSURANCE        |
| NONREPORTABLE       | 1     |     | 1     |      |     |      |      | 2     | NONREPORTABLE       | SUSPICIOUS VEHICLE           | 5 FOLLOW TOO CLOSE             |
| ACCIDENT FOLLOW UP  | 1     |     | 1     |      |     |      |      | 2     | ACCIDENT FOLLOW UP  | MOTORIST                     | 1 RECKLESS DRIVING             |
| ACCIDENT ASSIST     | 2     |     | 1     |      |     |      |      | 3     | ACCIDENT ASSIST     | WELFARE                      | 4 FAIL TO YIELD RIGHT OF WAY   |
| AGENCY ASSISTS      | 4     |     | 2     | 8    |     |      |      | 14    | AGENCY ASSISTS      | HARASS                       | 1 OPERATE W/PAC>15             |
| CITIZEN ASSIST      |       |     | 1     | 2    |     |      |      | 3     | CITIZEN ASSIST      | TRESPASS                     | 1 INATTENTIVE DRIVING          |
| MOTORIST ASSIST     | 2     |     | 2     | 4    |     |      | 1    | 9     | MOTORIST ASSIST     | SEXUAL                       | 2                              |
| PROPERTY CHECKS     | 4     |     | 2     | 4    |     |      |      | 7     | PROPERTY CHECKS     | CIVIL                        | 1                              |
| ARRESTS             | 1     |     | 2     | 5    |     |      |      | 8     | ARRESTS             | NOISE                        | 1                              |
| WARRANT ATTEMPT     |       |     |       |      |     |      |      | 0     | WARRANT ATTEMPT     | PARKING                      | 1                              |
| TRAFFIC CITS.       | 3     |     | 15    | 6    |     | 7    | 5    | 36    | TRAFFIC CITS.       | TRAFFIC                      | 1                              |
| ORD. CITS.          | 1     |     | 2     |      |     |      |      | 3     | ORD. CITS.          |                              |                                |
| JUV ALCOHOL CITS.   |       |     |       |      |     |      |      | 0     | JUV ALCOHOL CITS.   | ARRESTS:                     | AGENCY ASSIST                  |
| O. W. I. ARRESTS    |       |     |       | 2    |     |      |      | 2     | O. W. I. ARRESTS    | OWI - 1ST                    | 2 MANITOWOC SHERIFF            |
| WRITTEN WARNINGS    | 5     |     | 21    | 1    |     | 4    |      | 31    | WRITTEN WARNINGS    | DC                           | 1 CALUMET SHERIFF              |
| 15 DAYS             |       |     | 7     |      |     | 2    |      | 11    | 15 DAYS             | DC JUV REFERRAL              | 1 APPLETON PD                  |
| PARKING CITS.       |       | 13  |       |      |     |      |      | 17    | PARKING CITS.       | DRUG PARAPHERNALIA           | 1 OUTAGAMIE COUNTY SHERIFF     |
| HOUSE ALARM         |       |     |       | 1    |     |      |      | 1     | HOUSE ALARM         | 2ND DEGREE RECKLESS ENDANGER | 1 STATE PATROL                 |
| BUSINESS ALARM      |       |     |       |      |     |      |      | 1     | BUSINESS ALARM      | DOMESTIC DC                  | 1 WINNEBAGO SHERIFF            |
| ALARM ASSIST        | 1     |     | 5     | 4    |     | 1    |      | 11    | ALARM ASSIST        | WARRANT                      | 1 NEEVAH PD                    |
| AMB. ASSIST         | 1     |     |       |      |     |      |      | 2     | AMB. ASSIST         |                              |                                |
| FIRE ASSIST         | 1     |     |       |      |     |      |      | 2     | FIRE ASSIST         |                              |                                |

**Village of Harrison  
January-20 Zoning Permit Report**

|                          | Current Year |             |                     |                     | Previous Year |             |                   |                    |
|--------------------------|--------------|-------------|---------------------|---------------------|---------------|-------------|-------------------|--------------------|
|                          | Permits      | YTD Permits | Estimated Value     | YTD Estimate Value  | Permits       | YTD Permits | Estimated Value   | YTD Estimate Value |
| <b>Residential</b>       |              |             |                     |                     |               |             |                   |                    |
| Single Family            | 5            | 5           | \$ 1,405,000        | \$ 1,405,000        | 4             | 4           | \$ 925,000        | \$ 925,000         |
| Two Family (units)       | 0            | 0           | \$ 0                | \$ 0                | 0             | 0           | \$ 0              | \$ 0               |
| Multi Family (units)     | 0            | 0           | \$ ( 0 )            | \$ 0                | 0             | 0           | \$ 0              | \$ 0               |
| Additions                | 0            | 0           | \$ 0                | \$ 0                | 0             | 0           | \$ 0              | \$ 0               |
| Acc. Structures          | 0            | 0           | \$ 0                | \$ 0                | 1             | 1           | \$ 10,000         | \$ 10,000          |
| Miscellaneous            | 3            | 3           | \$ 26,934           | \$ 26,934           | 0             | 0           | \$ 0              | \$ 0               |
| <b>Total Residential</b> | <b>8</b>     | <b>8</b>    | <b>\$ 1,431,934</b> | <b>\$ 1,431,934</b> | <b>5</b>      | <b>5</b>    | <b>\$ 935,000</b> | <b>\$ 935,000</b>  |
| <b>Com./Ind.</b>         |              |             |                     |                     |               |             |                   |                    |
| New                      | 0            | 0           | \$ 0                | \$ 0                | 0             | 0           | \$ 0              | \$ 0               |
| Additions                | 0            | 0           | \$ 0                | \$ 0                | 0             | 0           | \$ 0              | \$ 0               |
| Acc. Structures          | 0            | 0           | \$ 0                | \$ 0                | 0             | 0           | \$ 0              | \$ 0               |
| Miscellaneous            | 1            | 1           | \$ 7,600            | \$ 7,600            | 0             | 0           | \$ 0              | \$ 0               |
| <b>Total Com./Ind.</b>   | <b>1</b>     | <b>1</b>    | <b>\$ 7,600</b>     | <b>\$ 7,600</b>     | <b>0</b>      | <b>0</b>    | <b>\$ 0</b>       | <b>\$ 0</b>        |
| <b>Combined Total</b>    | <b>9</b>     | <b>9</b>    | <b>\$ 1,439,534</b> | <b>\$ 1,439,534</b> | <b>5</b>      | <b>5</b>    | <b>\$ 935,000</b> | <b>\$ 935,000</b>  |

Number of Vacant Lots Remaining  
191



## Treasurer's Report of Income and Expenses- January 2020

|  |  |                       |
|--|--|-----------------------|
| 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  |  | \$21,349.11           |
| Credit   |  | \$11,319.46           |
| Debit  |  | \$0.00                |
| Ending Balance   |  | \$32,668.57           |
| BMO Harris Bank Checking Account 1189 (FIRE DEPARTMENT)            |  |                       |
| Beginning Balance  |  | \$653.15              |
| Credit   |  | \$0.00                |
| Debit  |  | \$123.56              |
| Ending Balance   |  | \$529.59              |
| Total Ending Balance of All Checking Accounts                      |  | <b>\$9,095,022.95</b> |

|   |  |                       |
|---|--|-----------------------|
| Investor's Community Bank Money Market 0310       |  |                       |
| Beginning Balance                                 |  | \$1,851,337.99        |
| Credit  |  | \$0.00                |
| Debit   |  | \$0.00                |
| Interest Paid                                     |  | \$2,748.60            |
| Ending Balance                                    |  | \$1,854,086.59        |
| Investor's Community Bank Tax Money Market 1110   |  |                       |
| Beginning Balance                                 |  | \$466,841.89          |
| Credit  |  | \$0.00                |
| Debit   |  | \$0.00                |
| Interest Paid                                     |  | \$693.10              |
| Ending Balance                                    |  | \$467,534.99          |
| East Wisconsin Savings Bank Money Market 4895     |  |                       |
| Beginning Balance                                 |  | \$287,489.24          |
| Credit  |  | \$0.00                |
| Debit   |  | \$0.00                |
| Interest Paid                                     |  | \$158.28              |
| Ending Balance                                    |  | \$287,647.52          |
| Total Ending Balance of All Money Market Accounts |  | <b>\$2,609,269.10</b> |

|                   |   |                     |
|-------------------|---|---------------------|
|                   | <b>Local Government Investment Pool</b> |                     |
| Beginning Balance |   | \$247,629.55        |
| Credit            |   | \$0.00              |
| Debit             |   | \$0.00              |
| Interest Paid     |   | \$338.27            |
| Ending Balance    |   | <b>\$247,967.82</b> |

|  |   |                       |
|--|---|-----------------------|
|  | <b>Community First Credit Union CD 4070</b> |                       |
| Beginning Balance                      |   | \$318,630.27          |
| Interest Paid                          |   | \$0.00                |
| Ending Balance                         |   | \$318,630.27          |
|  | <b>State Bank of Chilton CD 0343</b>        |                       |
| Beginning Balance                      |   | \$124,524.92          |
| Interest Paid                          |   | \$0.00                |
| Ending Balance                         |   | \$124,524.92          |
|  | <b>State Bank of Chilton CD 1028</b>        |                       |
| Beginning Balance                      |   | \$307,320.21          |
| Interest Paid                          |   | \$0.00                |
| Ending Balance                         |   | \$307,320.21          |
|  | <b>State Bank of Chilton CD 0368</b>        |                       |
| Beginning Balance                      |   | \$257,079.60          |
| Interest Paid                          |   | \$0.00                |
| Ending Balance                         |   | \$257,079.60          |
|  | <b>East Savings CD 7150</b>                 |                       |
| Beginning Balance                      |   | \$255,691.88          |
| Interest Paid                          |   | \$0.00                |
| Ending Balance                         |   | \$255,691.88          |
| <b>Total Ending Balance of All CDs</b> |   | <b>\$1,263,246.88</b> |

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Jennifer Weyenberg, Clerk-Treasurer

## **VILLAGE MANAGER'S REPORT FEBRUARY 25<sup>TH</sup>, 2020**

### **Property on CTH LP**

The Village of Harrison has acquired the property located at the north west corner of Lake Park Rd. and Manitowoc Rd. This property was part of the agreement between the Town of Harrison and Calumet County in which the Town paid for a portion of the acquisition and tear down of the old building and in return this property was to be turned over to Harrison with the jurisdictional transfer of CTH LP. This has now occurred, and the Village has received the deed to the property. The parcel is approximately .57 acres.

### **Renn Property Sewer Service Amendment**

The Village and M&E Engineering have been working with the East Central Wisconsin Regional Planning Commission to amend the sewer service area to include the Renn property in the Harrison Utilities service area. Currently, the property is located in the Village of Harrison but is included in Appleton's sewer service area. Appleton has repeatedly stated that they will not provide sewer and water to the parcel with it being located in the Village of Harrison. Application materials have been submitted to the ECWRP and a hearing has been scheduled for March 11<sup>th</sup> at 10:00 am.

### **Buchanan/Combined Locks/Harrison Fire Study**

I have met twice with the Administrators in Buchanan and Combined Locks concerning the joint fire study. The first meeting was to review the RFP's that were received. There were five RFPs that were received. The administrators decided to interview four of the companies that submitted RFPs. The fifth RFP did not meet the requirements as outlined in the submittal form.

During the second meeting, interviews were conducted with three of the four

companies that had submitted RFPs. The fourth company called before the interviews and said that they would not be able to attend. From the companies that were interviewed, a consensus was reached, and a recommendation will be forwarded for the joint board meeting on Feb. 27<sup>th</sup>.

### **Harrison Utilities - PSC Refund**

The Village has contracted with Anita Gallucci from the Boardman Clark law firm to review the Public Service Commission's letter concerning the refunding of water connection fees going back to 1984. Staff has been in contact with her and she is currently reviewing past ordinances and any policies that the Waverly Sanitary District may have or had in effect during this timeframe. At her behest, the rate case study has been put on hold until this issue has been resolved.

### **CO-OP of Engineering Tech**

Recently, the Town of Buchanan approached the Village of Harrison concerning the possibility of the Town "co-oping" the use of the Harrison engineering tech. PW Director Jungwirth and myself talked with Administrator Brown from Buchanan about the possibility of Buchanan using our engineering tech to inspect some of their projects and how the Village would be reimbursed for this service. Some more information was needed by both sides, so another meeting will be scheduled once both sides have had a chance to review all information.

### **Village Center**

Village staff have been working with a developer who is interested in developing the multi-family component of the Village Center. We have met to discuss the possibility of re-arranging the current layout to better suit their planned development. They are also concerned with how soon sewer and water will be available to the site. If they move forward with their development, they would like to begin this year.