

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, July 28, 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, July 28, 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. Reports
 - a) Harrison Fire Rescue
 - b) Planning and Zoning
 - c) Public Works Department
 - d) Operations Manager
 - e) Statement of Income and Expenses
 - f) Harrison Utilities
5. Correspondence or Communications from Board and Staff
 - a) Ditch concern at N9061 Kernan Ave
6. 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.
7. Unfinished Business from Previous Meetings for Consideration or Action
 - a) Augusta Place Drainage Issues Update (Public Works)
8. New Business for Consideration or Action

- a) Fire Department By-Laws (Fire Chief)
- b) Addendum #1-Southtowne Place Development Agreement (Planner)
- c) Agreement for the 2020 Illicit Discharge Detection and Elimination Field Screening (Village Manager)
- d) Minutes from 07/14/2020 (Clerk-Treasurer)
- e) Minutes from 06/25/2020 (Clerk-Treasurer)
- f) Payments of Bills and Claims (Clerk-Treasurer)
- g) Discharge of Firearms Application- W6673 Manitowoc Rd (Clerk-Treasurer)
- h) Lift Station 5 Abandonment Certificate of Payment #3 (Public Works)
- i) Kambura Acres IV Gravel Road Acceptance (Public Works)
- j) Rental Agreement with Waverly Beach for November 3, 2020 Election (Clerk-Treasurer)
- k) Ordinance V20-07 Zoning Text Amendments- Fences in Drainage Easements (Planner)
- l) Request for Fence in Drainage Easement- W6042 Moonflower Dr (Planner)
- m) Request for Fence in Drainage Easement- W5553 Hoelzel Way (Planner)
- n) Ordinance V20-08 Repeal and Replace Harrison Utilities (F/K/A Waverly Sanitary District) Ordinance No. 20, No. 23, No. 27, and No. 28 pertaining to the Facilities Connection Fee (Village Manager)

9. Future Agenda Items

10. Adjournment

Agenda posted 07/24/2020 and posted at www.harrison-wi.org and Municipal Building lobby.



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Activity Report Harrison Village Board Meeting July 2020

1. Harrison Fire Rescue was dispatched to 43 incidents from June 21st – July 22nd
 - As of July 22nd, 2020, HFR has responded to a total of 260 incidents
 - All precautionary safety measures put into effect will remain in place until we deem it safe/practical to lax the restrictions. Should one of our responders unknowingly carry the COVID-19 virus, s/he could unknowingly expose or transmit the infection to our other emergency responders. With quarantine protocols in place, that has the potential to essentially shut down Village emergency response.

2. Members of HFR routinely donate service hours for the betterment of our community. These volunteers make our emergency services a visible presence and showcase the good our community has to offer by demonstrating both pride and commitment.
 - PR events remain suspended

3. With the ongoing pandemic, we have made significant modifications to both our response protocols and training schedules.
 - Business meetings continue with an option to participate online
 - Trainings continue with safety precautions in in place
 - On July 6th, Station 70 personnel trained on rope rescue techniques at High Cliff State Park
 - On July 6th, Station 60 personnel trained on pump operations
 - On July 13th, the EMS Squad met to discuss patient care and trainings
 - On July 20th, firefighters trained on alternate powered vehicles at their respective stations

4. Committee work is a huge part of the HFR operational structure. I believe providing opportunities for members to contribute their strengths and follow their interests allows for greater buy-in when people have skin in the game
 - The Hiring Committee discussed new applicants and met on July 16th to conduct interviews of 6 new applicants
 - A newly formed Pre-Plans Committee met on June 24th to discuss moving Harrison forward and has their second meeting scheduled for July 29th

5. Chief Meetings
 - On July 1st, Chief Gerl met with the Calumet County Fire Chiefs Association to discuss County fire and EMS operations.
 - On July 8th, Chief Gerl met with Buchanan Chief Mohr to discuss joint operations
 - On July 13th, Chief Gerl met with the fire chiefs and village administrators from Combined Locks and Buchanan to discuss findings of the RW Management study
 - Chief Gerl continues to meet weekly with Calumet County Emergency Operations



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



6. The Fire Commission met and approved an updated set of Bylaws on July 15th
7. HFR now has an updated set of SOG's

Respectfully Submitted,

Jarred Gerl

Jarred Gerl

Chief – Harrison Fire Rescue

Jgerl@harrison-wi.org

Harrison Fire Rescue

Menasha, WI

This report was generated on 7/23/2020 6:45:14 AM



Incident Type and Street Name for Date Range

Incident Status: All | Start Date: 06/21/2020 | End Date: 07/22/2020

Incident Date	Address	Incident Type
06/21/2020	County Highway D, Brillion (Town of), WI 54110	Motor vehicle accident with injuries
06/21/2020	State Park RD, Harrison, WI 54952	Motor vehicle/pedestrian accident (MV Ped)
06/25/2020	Verna RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
06/26/2020	Evan ST, Harrison, WI	Good intent call, other
06/26/2020	Robinhood WAY, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
06/26/2020	Old Highway RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
06/26/2020	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
06/26/2020	Cliffview DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
06/26/2020	Cherrybark CIR, Harrison, WI 54952	Good intent call, other
06/27/2020	State Park RD, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
06/28/2020	Bluffside CT, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
06/28/2020	Gina DR, Harrison, WI 54915	Dispatched & cancelled en route
06/29/2020	Kernan AVE, Harrison, WI 54915	Dispatched & cancelled en route
06/30/2020	Trailwood LN, Harrison, WI 54915	Outside rubbish, trash or waste fire
07/02/2020	Mile Long DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/02/2020	Brenda DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/03/2020	Lake Park RD, Harrison, WI 54952	Building fire
07/03/2020	Highway 114, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
07/04/2020	State Park RD, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
07/04/2020	Sonny DR, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
07/05/2020	Firelane 12 RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
07/05/2020	Amy AVE, Harrison, WI 54130	Carbon monoxide detector activation, no CO
07/05/2020	Highway 10, Harrison, WI 54952	Water vehicle fire
07/05/2020	Dundas RD, Woodville (Town of), WI 54130	EMS call, excluding vehicle accident with injury
07/06/2020	State Park RD, Buchanan (Town of), WI 54130	Building fire
07/06/2020	Kesler RD, Harrison, WI 54129	EMS call, excluding vehicle accident with injury
07/06/2020	Jade CT, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/07/2020	State Park RD, Harrison, WI 54952	Motor vehicle/pedestrian accident (MV Ped)
07/08/2020	Custer RD, Hilbert, WI 54129	Grass fire
07/08/2020	Hearthstone DR, Harrison, WI 54915	Detector activation, no fire - unintentional
07/11/2020	Faro Springs RD, Hilbert, WI 54129	EMS call, excluding vehicle accident with injury
07/13/2020	Sonny DR, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
07/13/2020	Rosebud LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/14/2020	County Trunk KK, Harrison, WI 54130	Vehicle accident, general cleanup
07/16/2020	Creekside DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
07/18/2020	Oakbrook CT, Buchanan (Town of), WI 54915	Dispatched & cancelled en route
07/18/2020	Hank DR, Buchanan (Town of), WI 54915	Building fire
07/19/2020	Cherry Meadow DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/19/2020	Daisy CT, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/19/2020	State Park RD, Sherwood, WI 54169	Search for person in water
07/19/2020	Lilac RD, Harrison, WI 54952	Good intent call, other

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

07/21/2020	State Park RD, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
07/21/2020	Pigeon RD, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
		Total incidents: 43

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

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

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
Residential								
Single Family	13	40	\$ 4,011,000	\$ 11,932,000	7	29	\$ 1,835,000	\$ 8,010,100
Two Family (units)	0	0	\$ 0	\$ 0	0	0	\$ 0	\$ 0
Multi Family (units)	1	1	\$ 3,500,000	\$ 3,500,000	0	0	\$ 0	\$ 0
Additions	3	7	\$ 77,000	\$ 285,500	0	6	\$ 0	\$ 236,077
Acc. Structures	8	18	\$ 45,700	\$ 183,200	3	12	\$ 69,200	\$ 117,450
Miscellaneous	29	57	\$ 176,438	\$ 420,096	9	29	\$ 4,800	\$ 178,780
Total Residential	54	123	\$ 7,810,138	\$ 16,320,796	19	76	\$ 1,909,000	\$ 8,542,407
Com./Ind.								
New	0	1	\$ 0	\$ 350,000	0	2	\$ 0	\$ 5,400,000
Additions	0	1	\$ 0	\$ 16,000	0	0	\$ 0	\$ 0
Acc. Structures	0	0	\$ 0	\$ 0	0	0	\$ 0	\$ 0
Miscellaneous	1	3	\$ 50,000	\$ 357,600	0	0	\$ 0	\$ 0
Total Com./Ind.	1	5	\$ 50,000	\$ 723,600	0	2	\$ 0	\$ 5,400,000
Combined Total	55	128	\$ 7,860,138	\$ 17,044,396	19	78	\$ 1,909,000	\$ 13,942,407

Number of Vacant Lots Remaining 182

Department of Public Works Updates July 28, 2020

Yard Waste Site

The Yard Waste Entry Sign has been installed and the site has been running smoothly. Per discussions at the previous board meeting, HI stickers will continue to be required for any drop-offs.

Calumet County Recycling Events

- Recycling events are run by Calumet County, but they reach out to local municipalities to take turns hosting each event. The Village of Harrison is hosting their July 25, 2020 Household Hazardous Waste Drop-Off Event in the Public Works Garage, which has been on our online calendar since early 2020. An additional event to replace the one cancelled in April due to COVID has been rescheduled for Saturday, October 3, 2020.
- Harrison will also be hosting the Calumet County Electronics Disposal Collection on Wednesday, August 5, 2020.

Lift Station 5 Abandonment Project

The Lift Station 5 Abandonment Project is nearing completion as the contractor completes final restoration on disturbed areas. A walk-through is scheduled for July 28, 2020 with the contractor, Engineer and Village Staff to begin finalizing the project.

2020 Asphalt Paving Project

The Bid Award to Northeast Asphalt, Inc. was granted by the Village Board at the July 14th meeting and ditch grading has continued by road crew staff. Follow-up letters to residents are being assembled and will be sent to all affected property owners updating them on our progress.

Crack Fill Program

A crack fill program is currently being finalized, a list of roads has been assembled and has been provided to the Engineer to complete documents for bidding. It is anticipated that the bidding process will begin within the next few weeks.

Schmidt Road Bridge Crossing

Staff met with our Engineer to discuss the status of the Schmidt Road Bridge Crossing project. Plans were finalized so they are now able to move ahead on completing the floodplain study and work with the DNR on permitting. Due to the layout of the culvert at the creek crossing, it was determined that easements are required to facilitate construction. Public Works Director Laura Jungwirth has been in contact with the abutting property owners about the overall project and explained the need for easements. They have been agreeable, so the Engineer is now in the process of drafting the easement documents.

Ryford Street Crossing

The Board approved moving ahead with having a culvert design, floodplain study, and cost estimates assembled to extend Ryford Street over the creek to bridge the Creekside Estates and Kambura Acres Subdivisions. Coordination has continued with the Engineer, and further information will be presented to the board as this process progresses.

Highway Crew

- The sledding hill and baseball diamond at Farmer's Field were rotor-tilled and are ready for seed and restoration. The sledding hill will be seeded down with a permanent seed blend and the baseball diamond will be temp seeded until such time that the project moves ahead, and the layout finalized. The pond was top soiled and seeded earlier in July and vegetative growth is already visible.
- Annually, the road crew monitors utility structures and notes any that may require repair. This year, there were approximately five curb inlets noted that were settling as the adjustment rings were deteriorating. These repairs are being completed within the next few weeks by Scott Lamers Construction.
- Potholing around the Village is ongoing and will continue throughout the summer as conditions allow.
- Staff has continued ditch grading activities, working upstream (north to south) on Golden Way. Coral Court, Pearl Drive and Emerald Way will follow in the coming weeks.
- Road washouts were observed at two separate locations on Schmidt Road the week of July 13-17th, 2020. Upon investigation, it was noted that the culverts crossing under the roadway were collapsing and required replacement. Both culverts have been replaced and the road backfilled. The asphalt patches over these repairs will remain temporary until our asphalt patching work occurs this fall.

Treasurer's Report of Income and Expenses- Statements Ending 06/30/20

Investor's Community Bank Business Checking Account 0300 (GENERAL)		
Beginning Balance		\$1,898,334.29
Credit		\$158,187.43
Debit		\$361,062.52
Ending Balance		\$1,695,459.20
Investor's Community Bank Checking Account 1753 (TAXES)		
Beginning Balance		\$2,912,120.00
Credit		\$598.38
Debit		\$0.00
Ending Balance		\$2,912,718.38
Investor's Community Bank Business Checking Account 8500 (TOWN)		
Beginning Balance		\$11,057.75
Credit		\$0.00
Debit		\$0.00
Ending Balance		\$11,057.75
BMO Harris Bank Checking Account 1189 (FIRE DEPARTMENT)		
Beginning Balance		\$1,456.08
Credit		\$0.00
Debit		\$104.60
Ending Balance		\$1,351.48
Total Ending Balance of All Checking Accounts		\$4,620,586.81

Investor's Community Bank Money Market 0310		
Beginning Balance		\$1,862,544.37
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$569.99
Ending Balance		\$1,863,114.36
Investor's Community Bank Tax Money Market 1110		
Beginning Balance		\$469,667.73
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$143.73
Ending Balance		\$469,811.46
East Wisconsin Savings Bank Money Market 4895		
Beginning Balance		\$288,200.03
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$129.93
Ending Balance		\$288,329.96
Total Ending Balance of All Money Market Accounts		\$2,621,255.78

Local Government Investment Pool

Beginning Balance		\$248,669.86
Credit		\$0.00
Debit		\$0.00
Interest Paid		\$29.28
Ending Balance		\$248,699.14

Community First Credit Union CD 70008

Beginning Balance		\$320,088.37
Dividend Paid		\$1,386.77
Ending Balance		\$321,475.14

State Bank of Chilton CD 0343

Beginning Balance		\$126,341.70
Interest Paid		\$0.00
Ending Balance		\$126,341.70

State Bank of Chilton CD 1028

Beginning Balance		\$311,361.95
Interest Paid		\$0.00
Ending Balance		\$311,361.95

State Bank of Chilton CD 0368

Beginning Balance		\$260,831.03
Interest Paid		\$0.00
Ending Balance		\$260,831.03

East Savings CD 7150

Beginning Balance		\$255,691.88
Interest Paid		\$0.00
Ending Balance		\$255,691.88

Total Ending Balance of All CDs		\$1,275,701.70
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 Jennifer Weyenberg, Clerk-Treasurer

From: Tom Marzahl <tmarzahl@new.rr.com>

Sent: Tuesday, July 21, 2020 12:45 PM

To: Travis Parish <TParish@harrison-wi.org>

Subject: Ditch concern

July 20, 2020

Hi Travis,

We're writing to express our concern about the depth and angles of our ditches. This is not a new concern. We've talked about them in the past and you also took the time to observe it yourself. Our goal is to get the ditches filled in, with the villages help and following the villages specifications.

Our house was the first one built when the trail to Ribble Security office was turned into Kernan Avenue. Little attention was given to the ditches steep grade. Originally, Kernan Avenue was a cul-de-zac. The ditches are deep and are at almost a 45 degree angle. When the road was extended to highway 10, there was talk about filling in the ditches. Some neighbors did it on their own. We were warned that we'd be fined if we filled ours in.

The subdivision has grown over the years. We're the last house in the Village of Harrison. Our neighbors to the south are in the city of Menasha. They have curb and gutter which solved their deep ditch problem. From the intersection of Manitowac Road south on Kernan, standing water can be seen in neighbors ditches. The grade doesn't allow it to flow to the sewer at the end of Village of Harrison's property line.

We'd be appreciative if you would share this continuing concern with the board. It's been over 20 years and we would like to see some action.

Thank YOU! Feel free to call if you have any questions.

Tom and Lori Marzahl

920-993-8621

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

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

Meeting Date:

7/28/2020

Title:

W5878 Augusta Place drainage update - carried over from June 30, 2020 Board Meeting

Issue:

The property owners on Augusta Place requested that the Village research into why there continues to be standing water in the ditch, even after the mini-storm project completion in 2014.

Investigation Information:

Laura Jungwirth and Jeff Funk went out on July 8, 2020 to collect grades along the entire corridor of Augusta Place within the ditch line. Grades were overlaid onto the original plan sheet for ease of viewing and based upon that information it appears that the ditch should generally drain with slopes ranging from 0.40%-0.60%. Upon our inspection during a dry period, it did appear that there were a few isolated areas of standing water.

The extended periods of standing water did not appear to be due to surface drainage issues based upon our survey, so to investigate further into the subsurface drainage, staff had the mini-storm pipe and private storm laterals televised. Based upon this report, there was found heavy amounts of mineral deposits and buildup in some laterals and in the mini-storm pipe. One particular property does not appear to have had their lateral connected to the mini-storm system at all, and a few other laterals have severe offsets at the connection from the existing sump pump to the new lateral. These blockages and offsets may be causing sump pump water to exit the pipe and into the ground just below the ditch.

Next Steps:

Correspondence and communication will be occurring with each individual property owner on any issues occurring with their personal lateral, which will vary from requests to clean out their lateral, televising laterals after blockages are removed, and potential repairs.

Due to the heavy mineral deposits, this mini-storm sewer (and individual laterals) may need to be routinely cleaned to avoid severe buildup and future blockages from occurring.

Attachments:

- Survey Grades on Original Mini-Storm Plan
- Ditch Photos from July 8, 2020
- Televising Photos from July 16, 2020

- BMP LEGEND**
- ① EROSION BALES/STONE DITCH CHECK
 - ② CULVERT PIPE DITCH CHECK

N8408 Muirfield Way

N8396 Muirfield Way

W5866 Royaltron Drive

Storm lateral installed & sump pump connected

Storm lateral installed & sump pump connected

Storm lateral installed & sump pump connected

Mineral deposits noted in mini-storm pipe at lateral connection

Mineral deposits noted in mini-storm pipe at lateral connection.

N. Culvert @ 896.44 (New Home Built-current apron not shown on this plan)

*Started survey at 0.00. Elevation correlated to 900.00 for ease of review, so 0.00 = 900.00. No benchmark on plan available to associate survey to.

Start Survey* @ 900.00 (Flowline of end of curb)

Road Culvert @ 897.85

Road Culvert @ 897.75

W5871 Royaltron Drive

Storm lateral installed & sump pump connected

N8411 Muirfield Way

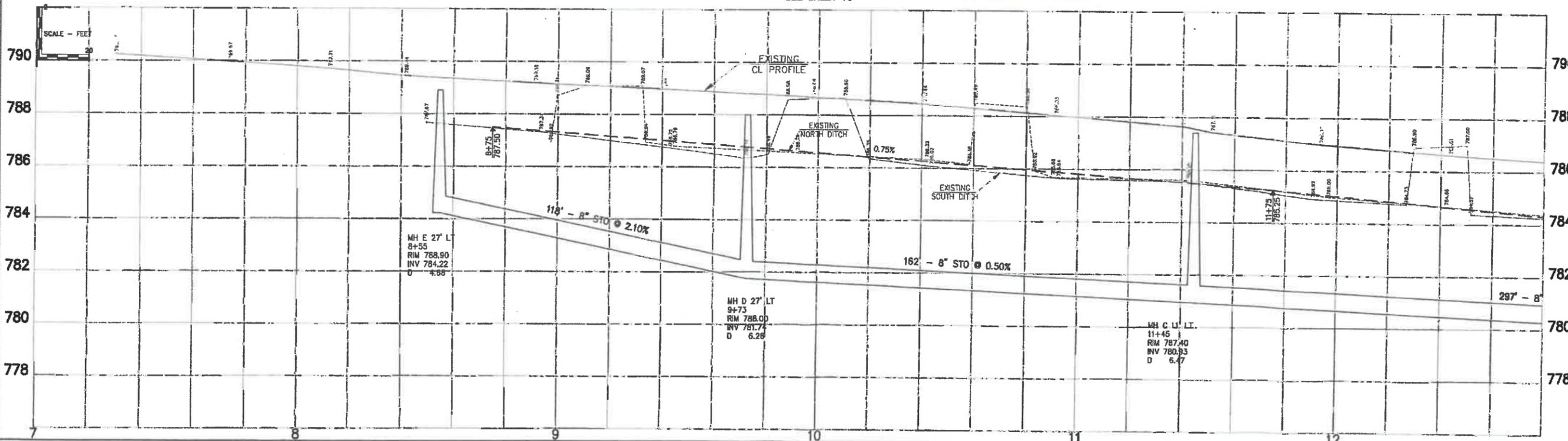
W5878 Augusta Place

W5867 Royaltron Drive



*-STORM SEWER LATERAL CONNECTION TO EXISTING SUMP PUMP LATERAL

SEE SHEET 10



SEE SHEET 12

McMAHON
 ENGINEERS & ARCHITECTS
 1445 INDIAN DRIVE NEENAH, WI 54956
 PHONE: (920) 791-4200 FAX: (920) 791-4201
 WWW.MCMAGP.COM

McMahon Engineers & Architects, Inc. is not responsible for the accuracy of the information provided in this drawing. The client and/or contractor shall be responsible for the accuracy of the information provided in this drawing. McMahon Engineers & Architects, Inc. is not responsible for the accuracy of the information provided in this drawing. The client and/or contractor shall be responsible for the accuracy of the information provided in this drawing.

NO.	DATE	REVISION

NORTH SHORE ESTATES
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN
MUIRFIELD WAY

DESIGNED LRR	DRAWN MJA
PROJECT NO. H0006-940741.04	
DATE 4/2014	
SHEET NO. 11	

Augusta Place Ditch Photos 7-8-2020



Looking west along the northern ditch of Augusta from Muirfield.



Looking west along the northern ditch of Augusta from W5878 Augusta driveway.



Looking west along the northern ditch of Augusta from the shared property line of W5878 Augusta and N8400 Northshore.



Looking east along the northern ditch of Augusta at N8400 Northshore.



Northeastern corner of Augusta and Northshore looking west on Augusta.



Looking north along the eastern ditch of Northshore Rd. There is a corrugated drain tile installed along this section of ditch that appears to be draining a sump discharge.



Looking south along the eastern ditch of Northshore at the Augusta intersection. This area had the most saturated ground on the entire section analyzed.



Looking east along the southern ditch of Augusta from Northshore.



Looking west at the southern ditch of Augusta from W5893 Augusta Pl.



Looking east along the southern ditch of Augusta from W5893 Augusta.



Looking west along the southern ditch of Augusta from W5883 Augusta.



Looking west along the southern ditch of Augusta from W5871 Augusta.



Looking east along the southern ditch line of Augusta from W5871 Augusta.

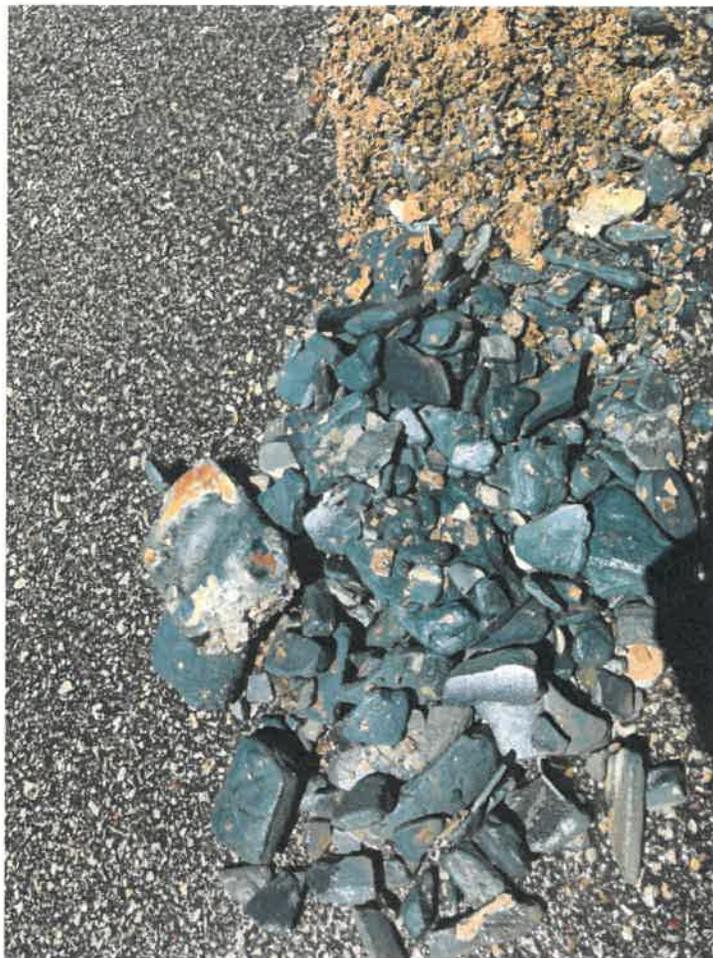


Looking south at the southwestern intersection of Royaltroon and Augusta. Just to the left of the dead spot in the grass is the roadside culvert.

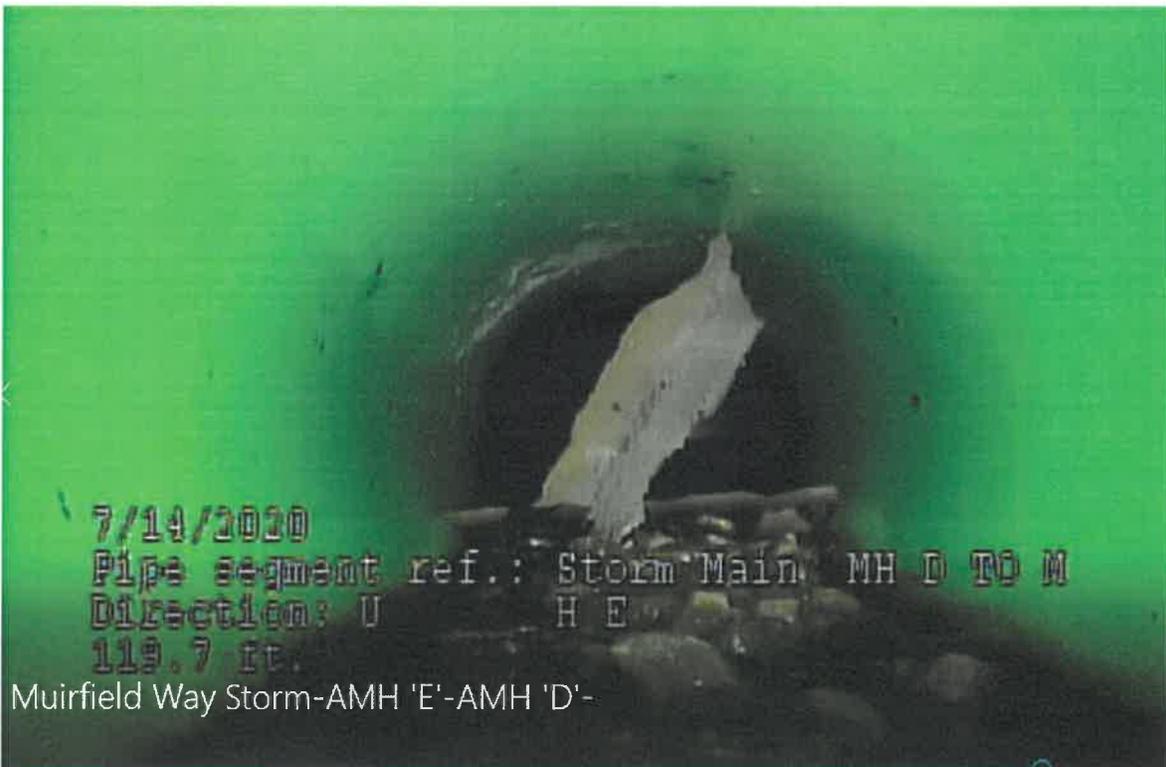
Augusta Place Storm Sewer Televising 7-16-2020

General observations:

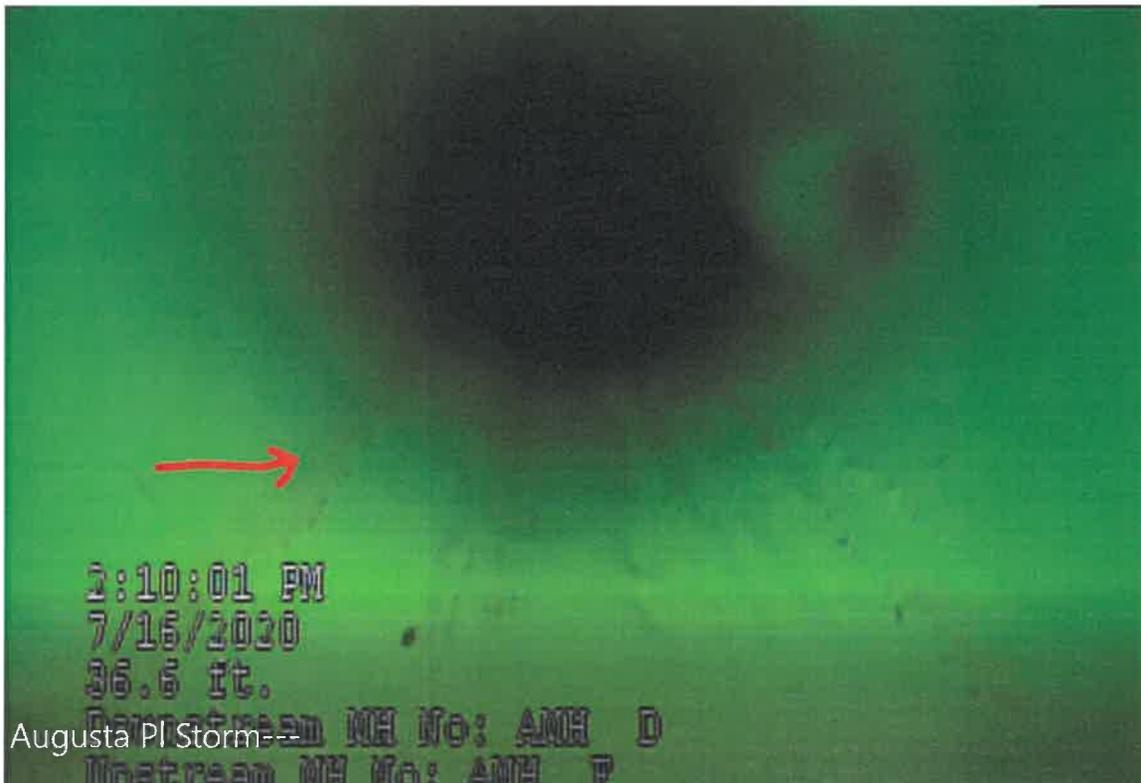
- Severe mineral deposits throughout the mini-storm pipe and within storm laterals. Mini storm had to be jetted to clear the pipe of blockages as the camera could not get through. Samples were collected and will be sent in for testing.
- Infiltration of water into the system was noted throughout the pipe system, especially at connections to structures and laterals.
- N8400 Northshore Road has a connected sump pump, but there may possibly be a secondary sump pump discharging into the Northshore Road ditch.
- A storm lateral was not installed at W5878 Augusta Place.



Mineral deposits removed from the mini-storm pipe.



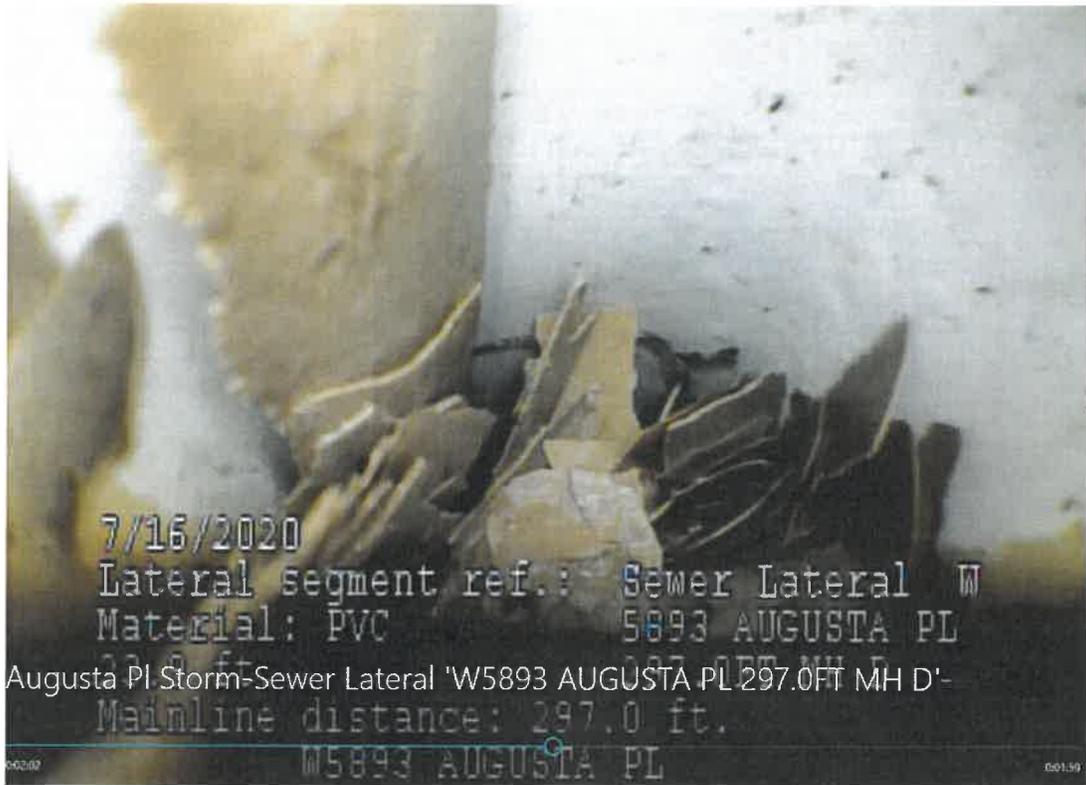
Mini-storm sewer pipe on Muirfield Way from Manhole D heading towards Manhole E. These deposits were noted near the storm lateral to N8408 Muirfield Way.



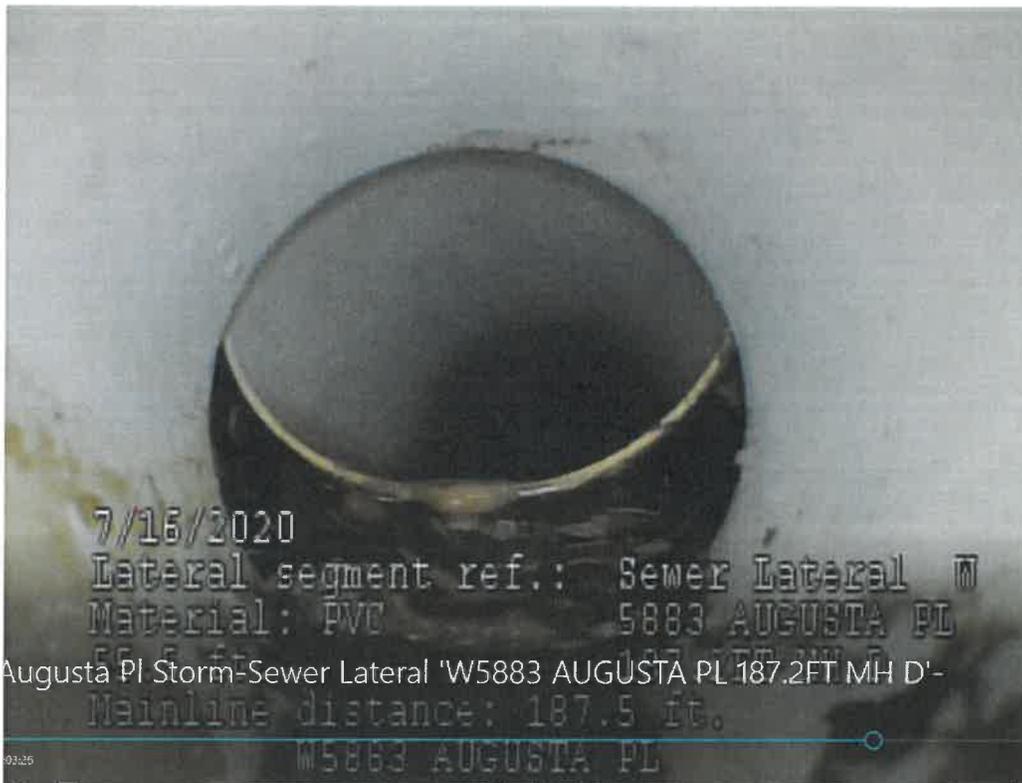
The drawn arrow indicates the elevated normal water line due to the mineral deposit buildup in the pipe. Pipe was jetted and material removed since camera could not get through. This was observed just past Manhole D traveling towards Manhole F on Augusta Place.



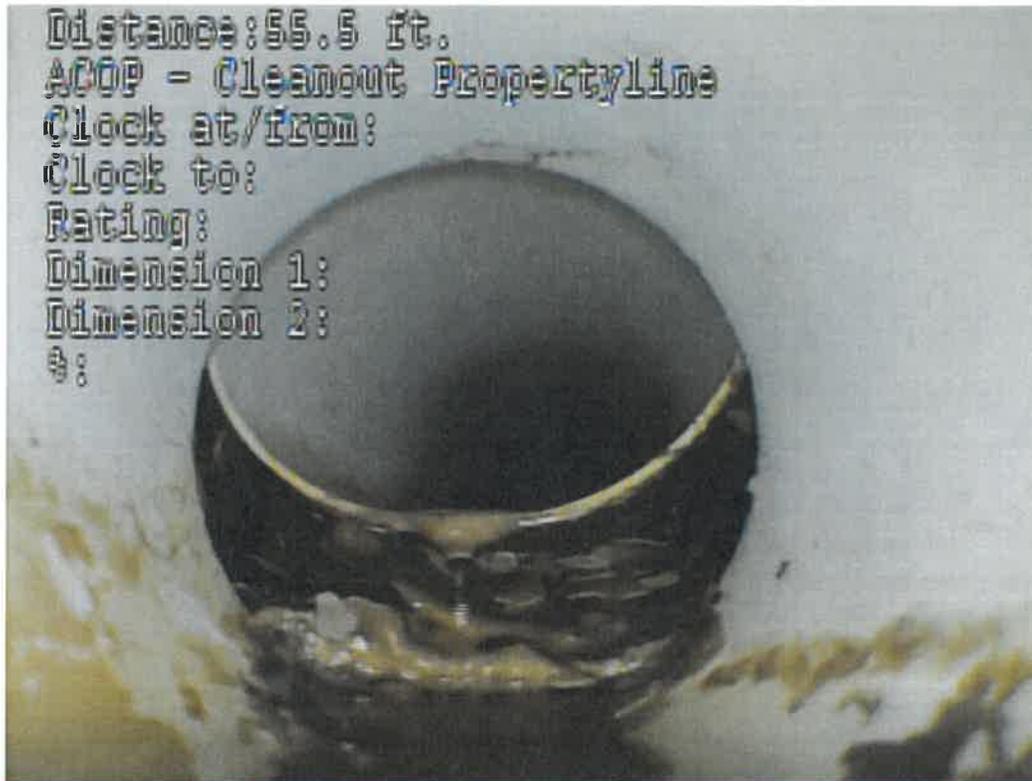
Infiltration visible near Manhole D at the corner of Muirfield and Augusta. The arrows point to the water infiltrating at the joint.



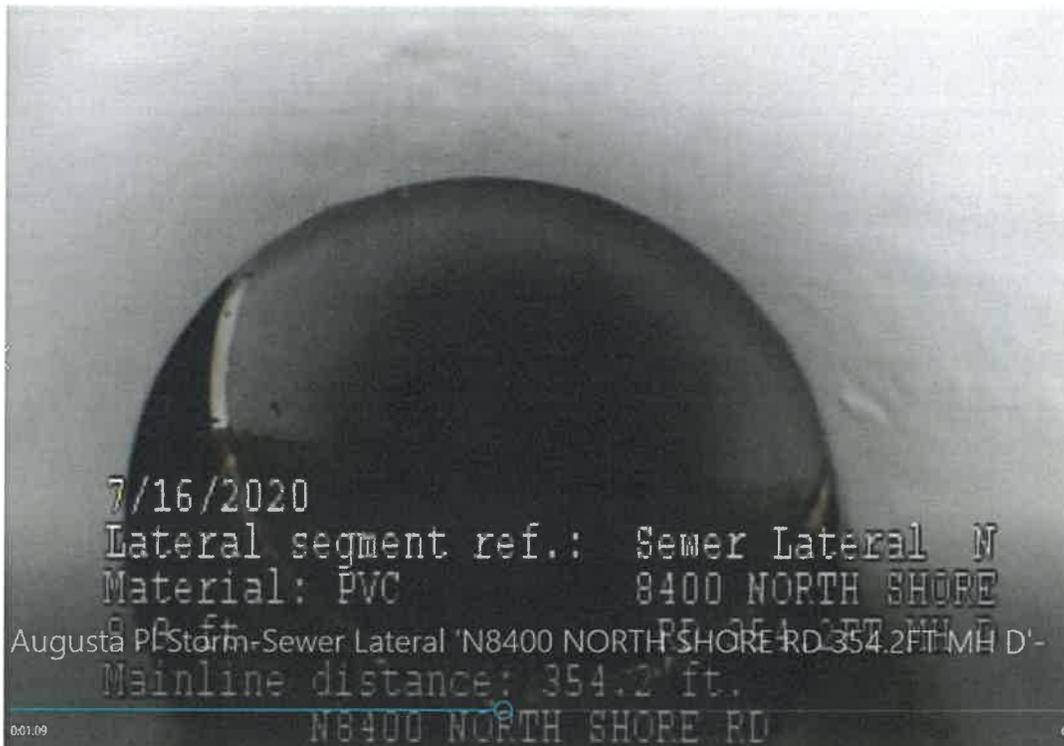
W5893 Augusta Place storm lateral. Lateral is active and connected, but severe scaling was noted at 25-feet into the lateral, so the entire lateral was unable to be televised.



W5883 Augusta Place storm lateral. Lateral is active and connected but offset in the connection was noted at approximately 55-feet into the property from the mini storm.



Close-up of the offset at W5883 Augusta Place. Slight scaling/mineral deposits are also visible.



N8400 Northshore Road storm lateral. Lateral is active and connected but offset in the pipe connection was noted at approximately 10-feet into the property from the mini storm.



Closeup of the offset at N8400 Northshore Road.



HARRISON FIRE RESCUE BYLAWS

Membership Adopted 6/1/2020
Revised 6/1/2020

Preface
Preamble
Mission

Article 1: Organizational Norms

Article 2: Membership

Section A: Equal Employment Opportunity
Section B: Application Process
Section C: Qualifiers
Section D: Training Requirements
Section E: State Compliance
Section F: Membership Retention
Section G: Points System
Section H: Emergency Call Requirements
Section I: Measurement Process
Section J: Probation
Section K: Leave

Article 3: Meetings

Section A: Officer Staff
Section B: Harrison Fire Rescue Business
Section C: Fire Staff
Section D: EMS Staff
Section E: Specially Called
Section F: Order of Business

Article 4: Member Duties

Article 5: Officers

Section A: Positions
Section B: Expectations
Section C: Qualifications
Section D: Job Qualifications, Descriptions & Requirements
D1: Lieutenant
D2: Captain
D3: Assistant Chief
D4: Deputy Chief
D5: Chief
D6: Secretary
D7: Treasurer
Section E: Promotions

Article 6: Discipline

Article 7: Continuing Education

Article 8: Amendments

Amendment A: Pay Scale

Amendment B: Probationary Evaluations

Amendment C: Discipline Reports

Amendment D: Employee Assistance Provider

PREFACE

The Village of Harrison has established a Fire Department pursuant to Wis. Stats. 61.65, to provide fire and emergency services for the Village. The statutory authorization provides that the Village Board appropriate the funds for the operation of the Department and make determinations as to the size of the Department, including Chiefs, Deputy Chiefs, and members. To these ends, the Village has authorized the Fire Rescue Department to establish By-Laws for the orderly and efficient operation of the Department. The bylaws must be approved by the Fire Rescue Department at a specifically noticed meeting by a 2/3 vote of the members present and then approved by the Harrison Fire Commission.

The By-Laws approved hereinafter are subject to review and revision as deemed necessary by the Harrison Fire Commission. These by-laws are intended to be internal regulations of the Fire Rescue Department and any approvals by the Fire Commission shall not be construed as creating any contractual obligations or in any way limiting the authority of the Fire Commission pursuant to Wisconsin Statutes.

When it is desired to alter or amend any part of these by-laws, a motion clearly stating the desired alteration shall be made at a regular business meeting and approved by a vote of 2/3 of the members present, it shall then be submitted to the Fire Commission for approval. Such amendment, if voted, shall take effect upon approval by the Fire Commission.

PREAMBLE

We, the members of Harrison Fire Rescue, in order to promote a more complete service, maintain a perfect union among ourselves, establish discipline, and promote the substance for which we are associated, do proclaim and establish these by-laws.

MISSION

We hereby declare our mission to be dedicated to preserving life and property throughout our entire community with a commitment to service, professionalism, and performance excellence.

ARTICLE 1 – ORGANIZATIONAL NORMS

The name of the organization shall be known as Harrison Fire Rescue, consisting of Harrison Station 60, Harrison Station 70, and Harrison EMS. The fire department can have up to 60 members on the active roster while the EMS Squad (generally known as Harrison Emergency Medical Responders), may consist of a number determined by the Chief with approval from the Fire Commission.

ARTICLE 2 - MEMBERSHIP

SECTION A – EQUAL EMPLOYMENT OPPORTUNITY

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

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

SECTION B – APPLICATION PROCESS

Any person desiring to become a member of Harrison Fire Rescue shall file an application with the Chief. Every applicant must have attained the age of eighteen for employment. The applicant must live within one mile (as measured by public roadway) of any Village fire or EMS district unless endorsed at the recommendation of the interview panel and approved by the Chief.

The Chief and the members of the interview committee shall communicate their recommendations to the membership for consideration and endorsement. Upon review of the membership, the Chief will send a recommendation of the applicant to the Fire Commission for final confirmation.

SECTION C – QUALIFIERS

All applicants shall be required to pass the Village of Harrison “Emergency Services” physical, which shall be administered by a Village of Harrison appointed physician. The Village of Harrison will pay for the expense of the physical and shall execute an individual background check with any other Village of Harrison hiring requirements.

SECTION D – TRAINING REQUIREMENTS

An applicant for the Fire Department is required to successfully complete the *Firefighter-1 State Certification* within one year of Village approval. Members who have not completed the State of Wisconsin minimum requirements for fire training may not participate in any front-line firefighting activities as set forth by Wisconsin Law.

An applicant for the Emergency Medical Responders is required to successfully complete the State of Wisconsin Emergency Medical Responder certification within one year of Village approval. Optionally, the member may hold EMT, Advanced EMT or Paramedic License. License requirements are governed by Wisconsin Administrative Code HFS 110-113 and scope of care is governed through the Wisconsin EMS Scope of Practice, the NHTSA National Scope of Practice, local protocols as put forth by Medical Direction and rules implemented by Harrison Fire Rescue. Non-licensed members cannot be the first or only member of the squad on the call. Non-licensed members must wait until a full, non-probationary member is on-scene prior to becoming involved. Once licensure is complete, the member must complete a total of fifteen patient contacts. At the conclusion of these requirements, the candidate will be reviewed by the members of the squad for endorsement to become a full member. The Chief will approve full membership after reviewing the recommendation from the EMS squad.

Members who do not complete the required training within one year of Village approval, may be dismissed and may need to reapply to the Department.

SECTION E – STATE COMPLIANCE

All members of Harrison Fire Rescue are required to comply with the State of Wisconsin regulations and laws related to Firefighting and/or Emergency Medical Services.

SECTION F – MEMBER RETENTION

Members of Harrison Fire Rescue are required to meet the following minimum requirements to retain membership:

1. For Firefighters joining after May 1, 2008, successful completion of Firefighter 1 and State Certification.
2. For EMS personnel, members must maintain Emergency Medical Responder Certification according to State licensure guidelines.
3. Achieve the minimum required points in each 12-month period as defined in the points system described below.
 - a. Firefighter minimum requirement is 16 points.
 - b. EMS minimum requirement is 12 points.
4. Achieve the minimum acceptable percent of dispatched calls as outlined in **SECTION H: Emergency Call Requirements**.
5. Maintain residency within one mile (as measured by public roadway) of the fire or EMS district unless approved by the Chief. The Chief shall review exceptions on a periodic basis and has ability to revoke approval at any time.
6. It is the member's responsibility to report any change in contact information (address, phone, email) to the Chief.

7. Members serving as both a Emergency Medical Responder and a Firefighter must achieve all the requirements for each role as outlined.

SECTION G - POINTS SYSTEM

Members shall earn one point each toward the minimum membership requirement of points per calendar year.

1. Attend Business Meetings. To be counted in the attendance, members must be at roll call.
2. Participate in a minimum of 4 drills/practices. *Note: drills/practices lasting four hours in duration or longer will earn two points.*
3. Complete a minimum of four assigned station work responsibilities (fire only).
4. Complete an additional four points in any of the above categories or participate in any of the following areas:
 - a. Special practices approved by the Chief
 - b. Active participation in official committee meetings
 - i. Safety, Truck, SOG, Pub Ed, Etc.
 - c. Active participation in Specialized Teams
 - i. Extrication, RIT, Pump Ops, Rope Rescue, Water Rescue
 - d. Participation in approved outside agency events such as
 - i. Safety League Meetings
 - ii. Fire Investigator's Meeting
 - iii. Public Education Events
 - iv. Calumet County Dive Team Meeting/Drill
 - v. EMS Trainings

NOTE: Excused absences do not count toward the minimum requirements.

SECTION H - EMERGENCY CALL REQUIREMENTS

Members of Harrison Fire Rescue will be held to the following performance measures:

1. Firefighters shall respond to a minimum of 20% of dispatched calls annually.
2. Emergency Medical Responders must respond to a minimum of 20% of dispatched EMS calls annually.
3. A documented exception to the minimum requirements can be granted on a case-by-case basis at the discretion of the Chief when extenuating circumstances exist.

SECTION I - MEASUREMENT PROCESS

The Deputy Chiefs shall evaluate the participation of each member to ensure the minimum requirements are being achieved when quarterly departmental payroll is executed. Each member must meet the minimum requirements for the calendar year or will be notified and may be placed on probation for 6 months. After 6 months of probation, the member will either make the bi-annual requirements (20% of calls and points) or be subject to termination.

The official data source of record shall be the incident call reports as entered into the department call tracking software. Attendance reports filed with the Chief for training, meeting, and committee participation shall also be used.

SECTION J – PROBATION

Any member that does not complete the minimum requirements in any twelve-month period will be placed on probation by the Chief for a six month period. Once on probation, the member shall demonstrate the desire to remain a member by achieving the minimum requirements before the conclusion of the probation period. Upon successful completion as determined by the Chief, the member may be removed from probationary status.

Members unable to meet the minimum requirements by the conclusion of the probation period shall be subject to dismissal on recommendation of the Chief to the Village.

SECTION K – LEAVE

The Chief has the authority to grant a leave of absence request. A member may apply for a leave of absence from Harrison Fire Rescue for a period not to exceed one year. The member must submit their leave request in writing to the Chief with an acceptable reason.

Any member called into military active duty will automatically qualify for a leave of absence for the duration of their deployment.

ARTICLE 3 - MEETINGS

SECTION A – Officer Staff Meetings

Harrison Fire Rescue Officer staff meetings shall be held on the first Monday of scheduled months at Station 60 with a start time of 7:00 p.m.

SECTION B – Harrison Fire Rescue Business Meetings

Posted meetings of Harrison Fire Rescue shall be held on the first Monday of scheduled months at Station 60 with a start time of 8:00 p.m.

SECTION C – Fire Staff Meetings

Fire Department staff meetings shall be held on the first Monday of scheduled months immediately following the Harrison Fire Rescue business meeting at Station 60.

SECTION D – EMS Staff Meetings

EMS staff meetings shall be held on the second Monday of scheduled months at Station 60 with a start time of 7:00 p.m.

SECTION E – Specially Called Meetings

The Chief may call special meetings whenever deemed necessary, or when requested in writing by any ten members stating reasons why such a meeting should be held.

SECTION F – Order of Business

A majority of members present per the official roster shall constitute a quorum for the transaction of business. All meeting proceedings shall follow the Parliamentary Rules as established by Robert's Rules of Order.

- A) Business Meeting
 - 1. Call to Order
 - 2. Pledge of Allegiance
 - 3. Attendance/Roll Call
 - 4. Correspondence
 - 5. Public Participation
 - 6. Review and approve past meeting minutes
 - 7. Unfinished business
 - 8. New business
 - 9. Next meeting and announcements
 - 10. Adjournment

- B) Staff Meetings
 - 1. Review past meeting notes
 - 2. Topics for discussion
 - 3. Committee Reports
 - 4. Review of Fire/EMS calls
 - 5. Announcements
 - 6. Next Training
 - 7. 10 Minute topic
 - 8. Next meeting

ARTICLE 4 - MEMBER DUTIES

It shall be the duty of all members to give strict obedience to the lawful orders of the department officers duly appointed over them.

- 1. On the alarm of a fire or medical call in the response area, members shall promptly respond according to Department SOGs.
- 2. No non-member of the Department, unless authorized by a chief-level officer, shall be allowed to ride in the apparatus or handle equipment. Each member is charged with the enforcement of this rule.
- 3. No non-member of the Department, unless authorized by a chief-level officer, shall be allowed on the scene during training or emergency incidents. Each member is charged with the enforcement of this rule.
- 4. No members shall be permitted to leave an emergency scene for any reason unless excused by the Officer in Command.

ARTICLE 5 - OFFICERS

SECTION A – POSITIONS

Harrison Fire Rescue will be led by a Chief appointed by the Village Fire Commission. All Department Officers report to the Chief appointed by the Village Fire Commission.

The Officers of the Fire Department shall consist of two Deputy Chiefs, two Assistant Chiefs, two Safety Officers with the rank of Captain, four Captains, and six Lieutenants.

The Officers of the EMS squad shall consist of a Deputy Chief, Captain, and Lieutenant.

The department shall also include a Secretary and a Treasurer who may serve as presiding officers during meetings in the absence of a chief-ranking officer.

SECTION B – EXPECTATIONS

Fire & EMS Officers are required to demonstrate higher knowledge and understanding of firefighting and/or emergency medical service while maintaining those same responsibilities in the capacity of an officer. In addition to these responsibilities, officers are expected to assist with incident reporting, training of other members of Harrison Fire Rescue, following department policy and supervising others to ensure Department policy is followed. An officer may also be expected to continue to improve themselves through Department offered training/courses from outside agencies.

An officer's main goal is to protect the public and maintain the safety of the people they lead by helping them perform duties to the best of their abilities. When arriving on-scene, the officer takes charge of the situation, assesses the dangers, and offers a plan for scene management.

Members designated as officers within Harrison Fire Rescue shall hold such positions based on:

- Ability to lead others
- Mutual respect
- Experience in the discipline of fire/medical services
- Technical training
- Personal maturity
- Professionalism

SECTION C – QUALIFICATIONS

Applicants for officer positions shall successfully demonstrate the knowledge needed to perform the duties of an officer as defined by NFPA 1021 and meet WI SPS 330 requirements. In order to be appointed, the individual must have:

- Fire commissions require the individual has taken Fire Officer I. Those having officer commissions prior to October 1st 2018 are grandfathered in.
- A valid WI driver's license
- Be in good standing, meeting all points requirements

- Have demonstrated exemplary behavior at incidents, events, stations and throughout the community
- Extensive knowledge of the streets, highways, and geography of the response area.
- Considerable knowledge of the use of firefighting or EMS tools and equipment
- Ability to conduct training for Department personnel
- Ability to express ideas clearly and concisely both orally and in writing to groups and individuals
- The time to communicate monthly with those assigned under their scope of duty responsibilities

All officer positions are subject to annual review by the Chief. Officers found not to be in compliance and fulfilling their essential duties are subject to corrective action including, but not limited to improvement plans, demotion, or revocation of officer status.

SECTION D - JOB QUALIFICATIONS, DESCRIPTIONS & REQUIREMENTS

D1 - Lieutenant

Applicants for the position of Lieutenant will have served a minimum of three years or have other relevant officer experience at the Chief's discretion.

Additionally, the EMS Lieutenant will have a current WI Emergency Medical Responder (or higher) license and have been a licensed as an Emergency Medical Responder (or higher) for three years immediately prior to their appointment.

Expectations:

- Performs the duties and responsibilities of a Firefighter or Emergency Medical Responder as needed to fulfill obligations and complete tasks
- Assumes command in the absence of superior officers
- Carries out duties in conformance with Federal, State, County, and Local laws and ordinances
- During an emergency incident, in the absence of a Safety Captain, will assume said role if assigned by Incident Command
- Respond to any dispatch received, help direct apparatus and personnel to the scene, coordinate work assignments of responding personnel, supervise the setup/configuration of equipment, and oversee emergency scene operations
- Instructs and drills members in the use of tools and equipment, cleaning of facilities and equipment, and any other duties necessary for proper department operation
- Assign team members to duties and equipment as the incident or task requires
- Attend and supervise members participating in public education and public relations activities within the response area
- Enforce Standard Operating Guidelines
- Manage disagreements or issues between department members, maintain discipline and report problems to supervisors as necessary

- Maintain a good working relationship with supervisors, subordinates, and the general public
- Submit reports on incidents, training, drill, activities, or events as required by the Chief
- Complete inventory checks, inspect apparatus for readiness, and station maintenance as assigned by a Deputy Chief
- Attend additional meetings and trainings as assigned by the Chief

Additional Duties for the EMS Lieutenant:

- Assist the Deputy Chief of EMS with the ordering of EMS supplies and maintain inventory
- Serve as the Department rehab coordinator as directed by Incident Command

D2 – Captain

Applicants for the position of Captain will have a minimum of five years experience with at least three years serving on Harrison Fire Rescue at the time of their appointment. Preference may be considered for a member who is serving or has served as a Lieutenant for Harrison Fire Rescue.

Applicants for the EMS Captain will have a current WI Emergency Medical Responder (of higher level of WI emergency medical licensure) license and have been a licensed Emergency Medical Responder (or higher) for three years immediately prior to their appointment. Preference may be given to a member who is serving or has served as the EMS Lieutenant for Harrison Fire Rescue.

In addition to Lieutenant duties, Captains shall:

- Demonstrate the ability to manage multiple companies at an emergency scene
- Work with the Assistant Chief of their assigned station to coordinate probationary Firefighter orientation and training
- Mentor newly promoted Lieutenants

Additional duties of the Safety Captain:

- When assigned by an Incident Commander, the Safety Captain will monitor incident scene conditions and operations, ensuring the safety of activities and identifying changing conditions, reporting those to the Incident Commander
- Intervene as necessary to prevent loss of life or injury
- Manage the personnel accountability system on emergency scenes
- Review and evaluate incident actions plans and provide risk assessment to the Incident Commander
- Evaluate hot zones, collapse zones, and other hazardous areas to ensure the safe placement of apparatus and personnel while reporting it to the Incident Commander as necessary
- Monitor the on-scene radio communication for distress and mayday calls

- Communicate the needs of the Incident Safety Officer to the Incident Commander if the size and scope of the incident demands assistance
- Serve as chair or co-chair of the department Safety Committee

Additional duties of the EMS Captain:

- Serve as the Department “Ryan White” officer for post-exposure notification
- Coordinate the proper delivery and implementation of EMS specific training
- Serve as the Department rehab coordinator as directed by an Incident Commander
- Represent the interest of Emergency Medical Responders on the Department Safety Committee
- Serve as the on-scene Safety Officer for emergency medical calls

D3 - Assistant Chief

Applicants for the position of Assistant Chief will have a minimum of five years experience serving on Harrison Fire Rescue at the time of their appointment. The Assistant Chief position also requires at least three years of Fire Officer experience. Preference may be considered for a member who has seven or more years serving as a member of Harrison Fire Rescue, five or more years of Fire Officer experience, and has served in the rank of Captain.

Assistant Chiefs are required to demonstrate knowledge and understanding of firefighting techniques and maintain those same responsibilities in the capacity of an Assistant Chief. In addition to those responsibilities, an Assistant Chief will oversee the planning and implementation of Department training as well as maintain training records, serve as the liaison between Harrison Fire Rescue Specialized Teams and supervise others during the activities of an emergency. An Assistant Chief may be assigned other duties to assist other Chief Officers or the Chief. Assistant Chiefs shall assist the Deputy Chiefs in the management of their respective stations.

In addition to Lieutenant and Captain responsibilities, the Assistant Chief shall:

- Have extensive knowledge skill in the use and operation of the various types of firefighting equipment and HFR apparatus with the ability to demonstrate use to others
- Have considerable knowledge of teaching methods and training aids with the ability to supervise and conduct the training and instruction of department personnel and others
- Have considerable knowledge of the principles of building construction
- Have extensive familiarity in the use of technology to deliver training through various means
- Serve in the role of Training Officer to ensure the proper delivery, implementation, and coordination of the Department's training programs.
- Develop standards of training and technical competence for all department personnel

- Ensure the accurate documentation of Department training records utilizing the department record management system
- Manage disagreements or issues between department members, maintain discipline and report problems to supervisors as necessary

D4 - Deputy Chief

Applicants for the position of Deputy Chief will have a minimum of seven years experience serving on Harrison Fire Rescue at the time of their appointment. The Deputy Chief position also requires at least five years of officer experience. Preference may be considered for a member who has ten or more years serving as a member of Harrison Fire Rescue, seven or more years of officer experience, and has served in the rank of Assistant Chief. EMS Deputy Chief candidates may have preference with National Registry EMT Basic or advanced.

Deputy Chiefs assist the Chief in the management of personnel and equipment assigned to a fire station or the personnel and equipment assigned to serve as Emergency Medical Responders. The Deputy Chiefs shall report to the Chief and assist with duties as directed.

The two Deputy Chiefs of the Fire Department shall oversee their respective assigned fire stations while the Deputy Chief of the Emergency Medical Responders shall oversee the daily activities of the Emergency Medical Responders.

In addition to Lieutenant, Captain, and Assistant Chief responsibilities, the Deputy Chief shall:

- Have supervisory and management experience
- Be knowledgeable in the use of technology for communication and pertinent data collection
- Finalize all payroll submissions with their respective station or squad for submission to the Chief
- Assist the Chief of the Department with the supervision and management of all personnel assigned to their respective station or EMS team
- Assist the Chief in hiring & promotion of Firefighters
- Ensure the equipment assigned to their station or the EMS team is in a state of readiness and safe to operate
- Report any deficiencies or damage to equipment to the Chief
- Participate in the planning and budgeting process for the Department
- Supervise and ensure execution and recording of all bi-annual fire inspections for the area; including the appointment of Department Fire Inspectors
- Maintain a good working relationship with supervisors, subordinates, elected officials and the general public
- Fire Chiefs attend the Calumet County Fire Chiefs meetings

D5 CHIEF DUTIES

The Chief shall be the head of Harrison Fire Rescue, subject to Federal and State Laws and the Ordinances of the Village of Harrison. The Chief shall be held responsible for the good order and efficiency of Harrison Fire Rescue. The Chief shall sign all orders drawn on the Treasurer and submit an expense report annually to the Village Clerk on or before January 31st for the prior calendar year. The Chief has the responsibility to assign and reassign members between stations/squads in order to ensure proper staffing and service needs.

The Chief shall:

- Report to the Village Manager
- Attend Village Board meetings
- Submit monthly activity reports to the Harrison Village Board
- Conduct follow-up inspections to all violations
- Attend extra meetings that are arranged by the Village Board or any subcommittees that the Chief is a member

D6 Secretary

Experience Requirement: Applicants for the position of Secretary will have completed their probationary period on Harrison Fire Rescue at the time of their appointment. Applicants may also serve in other officer capacities on Harrison Fire Rescue. The Secretary position is administrative and assists the Chief in communication with the membership. The Secretary reports to the Chief.

An applicant for Secretary of Harrison Fire Rescue shall meet the following:

- Be in good standing, meeting all points requirements
- Ability to express ideas clearly and concisely both orally and in writing to groups and individuals
- Demonstrate understanding of administrative functions on a fire department
- Demonstrate proficiency in written and oral communication
- Demonstrate the ability to use technology to communicate effectively with the membership
- Keep organized official records for Harrison Fire Rescue
- Develops meeting agendas for Harrison Fire Rescue Business & Staff meetings, making them available for public posting as required by law
- Carries out duties in conformance with Federal, State, County, and Local laws and ordinances
- Maintain Department roster to include important contact information, length of service, and other information as directed by the Chief
- Maintain specialized team lists

D7 Treasurer

Applicants for the position of Treasurer will have completed their probationary period on Harrison Fire Rescue at the time of appointment. Applicants for the position of Treasurer may also serve in other officer capacities on Harrison Fire Rescue.

The Treasurer is responsible for the financial record keeping of Harrison Fire Rescue. The Treasurer assists the Chief in the reimbursement of members from the Department Petty Cash account and develops a monthly financial report. The Treasurer position is administrative and the Treasurer reports to the Chief.

An applicant for Treasurer of Harrison Fire Rescue shall meet the following:

- Be in good standing, meeting all points requirements
- Demonstrate understanding of administrative functions on a fire department
- Demonstrate proficiency in written and oral communication
- Reimburses members who present qualifying expenses and documentation from the Harrison Fire Rescue Petty Cash and maintains the documentation to be turned into the Chief
- Keeps organized official financial records for Harrison Fire Rescue
- Carries out duties in conformance with Federal, State, County, and Local laws and ordinances
- Monitors account statements
- Assists the Chief in keeping pertinent financial documents

SECTION E – PROMOTIONS

When an officer position becomes vacant, the Chief can elect to post the open position at the time of vacancy or may choose to leave the vacant position unfilled for an undetermined period of time. Positions will be filled at the Chief's discretion and may continue to be vacant if so fitting.

1. Positions shall be posted for a minimum of 14 days.
2. Members shall notify the Chief in writing if they wish to be a candidate for any posted position.
3. Each candidate will complete a five-part assessment:
 - Written communication – supplemental questions to be turned in prior to the day of assessment
 - Oral interview – panel shall consist of seven members, to include the Chief, three Deputy Chiefs, and three members at large. The Chief will serve as the chairperson of the panel.
 - Emergency scene scenario and tactical exercise
 - Writing a report
 - Human resource management exercise

Once interviews for a posted position have been completed, the panel shall make a recommendation to the Chief for a decision. The Chief may schedule a second interview with the candidate(s) prior to final selection. Once complete, the Chief will submit the recommended candidate for Fire Commission approval.

E1 – Assistant Chief and Deputy Chief Promotion Process

Chief-level promotions will follow the standard officer process with the following modifications:

- The oral interview panel will consist of the Chief, all Chief-level HFR Officers, a Chief Officer from outside HFR, a member of the Harrison Fire Commission, and a HFR member at large who is not from the applicants assigned Station/Squad.

ARTICLE 6 - DISCIPLINE

A Harrison Fire Rescue Board of Review will be established by the Chief as a review mechanism for disciplinary actions related to membership issues and department guidelines. In any situation where a Harrison Fire Rescue member is accused of negligence of duty, conduct unbecoming, violation of the SOG manual without reasonable cause or justification, or other activities deemed inappropriate, the Chief will follow the progressive discipline schedule described below, but reserves the right to skip any step depending on severity of the issue or violation and may recommend immediate termination to the Village Fire Commission.

The termination of employees who fail to maintain the minimum membership requirements does not fall under **Article 6-Discipline**, but rather **Article 2-Membership Requirements**.

Within 7 days of the incident, the officer shall follow the progressive disciplinary schedule to consisting of:

1. Informal Conversation
2. Verbal Documentation
3. Written Documentation
4. Recommendation of Suspension or Termination

Convening a Board of Review:

In the event the accused refutes the allegation or disciplinary action taken, the Chief shall convene the Board of Review within 30 days.

- The Board of Review shall consist of the Chief, three Deputy Chiefs, and the next highest-ranking officer where the member is assigned. If one of the officers listed above is involved in the cause for review, the next highest-ranking officer from the accused member's assigned station/squad shall be part of the Board of Review.
- The accused has the right to provide a written statement, but does not retain the right to be present during the meeting.
- The accused member can appeal the decision of the Board of Review to the Fire Commission within 30 days of notification.

The Fire Commission has the final authority to administer discipline as deemed necessary with a majority vote.

ARTICLE 7 – CONTINUING EDUCATION

The following classes are pre-approved for members of Harrison Fire Rescue within their respective roles as Firefighter or Emergency Medical Responder. Upon documented successful completion of coursework, the member will be compensated for a one-time attempt at their current rate for the hours of class and be reimbursed for both the cost of the class and the WI certification test fee.

- Firefighter I
- Firefighter II
- Driver Operator
- Fire Officer 1
- Emergency Services Instructor 1
- Emergency Medical Responder (EMS Squad)

At the discretion of the Chief, other classes may be approved should the course content have a direct and clear benefit for Harrison Fire Rescue.

ARTICLE 8 – AMENDMENTS

Amendment A: Pay Scale

Probation	\$10.00		EMT	.25
2-4 years	1.00		Paramedic/RN	.50
5-7 years	.75		Secretary	.50
8-10 years	.50		Treasurer	.50
11+ years	.50		Lieutenant	2.00
Firefighter II	.25		Captain	3.00
Driver Op.	.25		Assistant Chief	4.00
Fire Officer I	.25		Deputy Chief	6.00
FF & EMR	.25			

Amendment B: Probationary Evaluations

In development.

Amendment C: Discipline Reports

See attached document.

Amendment D: Employee Assistance Provider

All full-time, part time, and Harrison Fire Rescue and their family members are eligible to participate in the Village Employee Assistance Program (EAP). The EAP provides resources to assist employees and their families in resolving personal circumstances in a confidential manner. Services provided include assessment, counseling, referral, training and support. This program is provided at no cost to the employee or their family. Contract information for the villages EAP provider is listed below.

ThedaCare at Work Employee Assistance Program
(920)749-2390 or 1-800-236-3666

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

July 28, 2020

Title:

Addendum #1 to Southtowne Place Development Agreement

Issue:

Should the Village Board approve the Addendum #1 to Southtowne Place Development Agreement?

Background and Additional Information:

The developer's financial institution is asking that the development agreement be amended to adequately reflect the financial guarantee document. The development agreement requires an irrevocable letter of credit or cash escrow to cover future public improvement costs. The financial institution is indicating the financial guarantee is similar to a letter of credit but is not actually an irrevocable letter of credit. On the financial institution side, the development agreement must reference proper financial guarantee. Staff is proposing an addendum to the development agreement accepting the financial institution letter as the required financial guarantee.

Budget Impacts:

None

Recommended Action:

Staff recommends approval.

Attachments:

- Addendum #1
- Fox Communities Credit Union letter dated July 14, 2020

ADDENDUM #1

**SUBDIVISION DEVELOPMENT AGREEMENT
SOUTHTOWNE PLACE**

THIS ADDENDUM #1 forms a part of the Subdivision Development Agreement, Southtowne Place, dated _____, 20__ by and between EL Southtowne, LLC and the VILLAGE OF HARRISON.

1. The financial guarantee as stated in the letter from Fox Communities Credit Union dated July 14, 2020 shall be an acceptable form of financial guarantee under Section III A.1. – Public Improvement Guarantee.

The rest of this page left blank intentionally.

July 14, 2020

Travis Parish
Village Manager
Village of Harrison, WI
W5298 State Road 114
Harrison, WI 54952

RE: EL Southtowne Place – Development Cash Escrow Agreement

Dear Travis:

Fox Communities Credit Union has closed on a loan with EL Southdown LLC.

This loan has \$171,440.00 available in future draws to benefit the Village of Harrison until such time that (1) the Village agrees in writing that the funds may be released to Stewart Title Company and/or the Borrower, as appropriate, or (2) the Village requests all or a portion of said \$171,440.00 so that the Village can complete work the Borrower promised to perform in a Developer's Agreement dated June 26, 2020.

In the event that the Village request all or any portion of the \$171,440.00 in draws, Fox Communities Credit Union shall transfer said funds into the Village within 10 days of such request.

Fox Communities Credit Union



Scott Yukel
Vice President
Commercial Lending



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: July 28th, 2020

Title:

Review/Approve Agreement for the 2020 Illicit Discharge Detection and Elimination field screening

Issue:

Should the Village Board approve the agreement with Westwood Professional Services, Inc. to provide illicit discharge field screening for the Village?

Background and Additional Information:

The Village of Harrison is required to have in place an illicit discharge detection program in order to meet the requirements of our MS4 storm water permit.

The illicit discharge program requires field workers to go out and check outfalls throughout the Village to ensure that no illicit pollutants are being discharged into storm sewer and storm water system. One third of the Village is reviewed and completed annually.

In the past, the Village has contracted with Omni Associates to conduct the field work. However, Omni Associates has now been acquired by Westwood Professional Services, Inc. which requires a new agreement.

Ordinance, Resolution, or Policy:

Harrison Ordinance 20.16 Illicit Discharge and Connection

Budget/Financial Impact:

Cost per agreement: \$4,800.

Previous costs \$4,484 (2017), \$4,728 (2018), \$4,800 (2019)

Attachments:

Agreement with Westwood Professional Services, Inc.

PROFESSIONAL SERVICES MASTER AGREEMENT

This agreement, including the attached Project Work Order and Project Change Order, is made and entered into this _____ (the "Agreement"), by and between the below Client and Consultant:

Client: Village of Harrison ("Client")
W3298 State Road 114
Harrison, WI 54952
Ph: (920) 989-1062

Consultant: Westwood Professional Services, Inc. ("Westwood")
12701 Whitewater Drive Suite 300
Minnetonka, MN 55343
Ph: (952) 937-5150 Fax: (952) 937-5822

Project: Professional Services Master Agreement
Projects will be as determined from time to time by Client. Each new scope of work will be initiated by a "Project Work Order" as defined by Attachment A. Any necessary scope of work and fee changes will be documented by a "Project Change Order" as defined by Attachment B. Both documents will be agreed to and executed by both the Client and Westwood.

Services: Westwood will provide professional services. Such professional services may include, but are not limited to: engineering services, survey services, renewable energy design, LiDAR mapping and aerial photography, GIS (Graphic Information Systems), wetland services, EIS (Environmental Impact Statements), EAW (Environmental Assessment Worksheet), sustainable and conservation development, soil mapping, cultural resources, feasibility studies, regulatory research and permitting, threatened and endangered species, erosion control services, SWPPP development (Storm Water Pollution Prevention Program) and review, land liaison services, title services, and land acquisition (described generally herein as "Services"). These Services, as defined in the Project Work and Change Orders, will be provided on an as-needed basis as requested by Client and agreed to by Westwood. Westwood Services may result in drawings, specifications, plans, reports, work product, and any other deliverable ("Deliverables") that may be requested by the Client and agreed to by Westwood.

Fee: Charges for the above-described Services will be on an hourly basis in accordance with the Fee Schedule in effect at the time when the work is performed; or on a lump sum basis as agreed, based on the individual project. Fee estimates will be included in the Work Order, with the final cost to be determined based on actual requirements of the project and services rendered.

1. GENERAL CONDITIONS OF AGREEMENT

- A. The standard of care for all professional consulting and related services performed or furnished by Westwood under this Agreement will be the care and skill ordinarily used by members of Westwood's profession practicing under similar circumstances at the same time and in the same locality. Except as expressly set forth in Paragraph 1.B, Westwood makes no warranties, express or implied, under this Agreement or otherwise, in connection with Westwood's Services and Deliverables. Westwood and its consultants may use or rely upon the design services of Client and others, including, but not limited to, contractors, manufacturers, and suppliers.
- B. If Client notifies Westwood of a deficiency, or if Westwood determines there is a deficiency, within sixty (60) days after delivery of a Deliverable to Client, as Client's sole and exclusive remedy,

Westwood shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Client-furnished information.

- C. Client shall be responsible for, and Westwood may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Client to Westwood pursuant to this Agreement. Westwood may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.
- D. Westwood neither guarantees the performance of any third party, including contractors, using the Deliverables and Services, nor assumes responsibility for any third party's failure to furnish and perform any work that uses the Deliverables and Services.
- E. Westwood shall not be responsible for the acts or omissions of any contractor(s), subcontractor(s) or supplier(s), or of any of the contractor's agents or employees or any other persons (except Westwood's own employees) furnishing or performing any of the contractor's work; or for any decision made on interpretations or clarifications of Deliverables without consultation and advice of Westwood.
- F. It is understood and agreed that if Westwood's services under this Agreement do not include construction phase services, and that such services will be provided by Client, then Client assumes all responsibility for interpretation of Deliverables and for construction observation or review and waives any claims against Westwood related thereto.
- G. This Agreement is to be governed by the laws of the State of Minnesota.
- H. All express indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.
- I. Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon Client and Westwood.
- J. Nothing contained herein shall be construed to mean that Westwood and Client are engaging in a joint venture or partnership.
- K. If either party hereto shall commence any action or proceeding against the other in connection with the terms, conditions, or obligations under this Agreement, the prevailing party shall be entitled to recovery of its reasonable attorney's fees and costs incurred herein. Interest on any outstanding balance shall accrue at the rate of 1.25% per month.

2. TERMINATION

- A. Either party may terminate the Agreement upon thirty (30) days written notice in the event of failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.
- B. Westwood may terminate the Agreement upon seven (7) days written notice if:
 - 1) Westwood believes that Westwood is being requested by Client to furnish or perform services contrary to Westwood's responsibilities as a licensed professional; or
 - 2) Westwood's Services for the Project are delayed or suspended for more than ninety (90) days for reasons beyond Westwood's control.

Westwood shall have no liability to Client as a result of such termination in this paragraph.

- C. Notwithstanding the foregoing, this Agreement will not terminate as a result of a failure under this Paragraph 2 if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within thirty (30) days of receipt of notice; provided, however, that if and to the extent such failure cannot be reasonably cured within such thirty

(30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.

- D. The terminating party may set the effective date of termination at a time up to thirty (30) days later than otherwise provided to allow Westwood to demobilize personnel and equipment from the Project site, to complete tasks providing value which would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Westwood shall be compensated for the time required to complete such tasks.
- E. Westwood shall be compensated for all services performed by it prior to the date of termination.

3. USE OF DOCUMENTS

Westwood shall be the exclusive owner of all right, title, and interest in and to any and all Deliverables, together with any and all related rights of copyright, patent, trade secret, trademark and service mark, and all other proprietary rights of any kind whatsoever.

Subject to the provisions herein and upon Westwood's receipt of full payment therefore, Westwood hereby grants to Client, and Client accepts: (i) a nonexclusive, nontransferable, without the right to sublicense, royalty-free license to use the Deliverables for the sole purpose of constructing the Project: and (ii) the right to reproduce applicable portions of the Deliverables for Client's contractors, consultants, and suppliers solely for use in construction of the Project, provided Client reproduces on such copies the copyright notice and other proprietary legends that were on the original Deliverable.

Deliverables are not intended or represented to be suitable and are not licensed to Client for reuse by Client or others on extensions of the Project or on any other project. Upon termination for cause of this Agreement by Westwood, the license granted herein shall terminate. Any unauthorized use of the Deliverables will be at Client's sole risk and without liability to Westwood or to Westwood's consultants. Client shall indemnify and hold harmless Westwood and Westwood's Consultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom.

4. SUCCESSORS, ASSIGNS, AND BENEFICIARIES

- A. Client and Westwood each is hereby bound and the partners, successors, executors, administrators and legal representatives of Client and Westwood are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and permitted assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.
- B. Neither Client nor Westwood may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or required by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise in this Agreement:
 - 1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Westwood to any contractor, contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.
 - 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Westwood and not for the benefit of any other party.

5. HAZARDOUS ENVIRONMENTAL CONDITIONS

- A. It is acknowledged by both parties that Westwood's scope of services does not include any services related to a hazardous environmental condition. In the event Westwood or any other party encounters a hazardous environmental condition, Westwood may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Client: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous environmental condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations.
- B. Client acknowledges that Westwood is performing professional services for Client and that Westwood is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with Westwood's activities under this Agreement.

6. ALLOCATION OF RISKS

- A. To the fullest extent permitted by law, Westwood shall indemnify and hold harmless Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of consultants, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Westwood or Westwood's officers, directors, partners, employees, and Westwood's consultants in the performance and furnishing of Westwood's services under this Agreement.
- B. To the fullest extent permitted by law, Client shall indemnify and hold harmless Westwood, Westwood's officers, directors, partners, employees, and Westwood's consultants from and against any and all claims, demands, costs, losses, and damages (including but not limited to all fees and charges of consultants, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) and liabilities that Westwood may incur or suffer which arise out of or relate to: (i) the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and Client's consultants with respect to this Agreement or the Project; and (ii) Client's breach of or failure to perform any of its obligations of this Agreement or a Proposal.
- C. To the fullest extent permitted by law, Westwood's total liability to Client and anyone claiming by, through, or under Client for any cost, loss, or damages caused in part by the negligence of Westwood and in part by the negligence of Client or any other negligent entity or individual, shall not exceed the percentage share that Westwood's negligence bears to the total negligence of Client, Westwood, and all other negligent entities and individuals. In no event shall Westwood's total liability exceed Westwood's total contract price.
- D. Neither party shall be liable with respect to any subject matter of this Agreement for any indirect, incidental, special, exemplary or consequential damages, including without limitation, any loss of revenues or profits.

7. PAYMENTS FOR SERVICES AND REIMBURSABLE EXPENSES

- A. *Preparation of Invoices.* Invoices will be prepared in accordance with Westwood's standard invoicing practices and will be submitted to Client by Westwood monthly, unless otherwise agreed.
- B. *Payment of Invoices.* Invoices are due and payable within thirty (30) days of receipt. If Client fails to make any payment due Westwood for services and expenses within thirty (30) days after receipt of Westwood's invoice there for, the amounts due Westwood will be increased at the rate of 1.25% or the

highest rate permitted by law per month or past thereof from said thirtieth (30th) day. In addition, after payments are due, Westwood may, after giving seven (7) days written notice to Client, suspend services under this Agreement until Westwood has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

- C. *Disputed Invoices.* In the event of a disputed or contested invoice, only that portion so contested in good faith may be withheld from payment, and the undisputed portion will be paid.

Client shall pay Westwood for Services as follows:

- A. An amount equal to the cumulative hours charged to the Project by Westwood's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Westwood's consultants' charges, if any.
- B. Westwood's standard hourly rates applicable to the respective project shall be defined in the Project Work Order as defined in Attachment A.
- C. Westwood may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered.
- D. The standard hourly rates and reimbursable expenses schedule will be adjusted annually to reflect equitable changes in the compensation payable to Westwood.
- E. Client shall pay Westwood for reimbursable expenses. The amounts payable to Westwood for reimbursable expenses will be the Project-related internal expenses actually incurred or allocated by Westwood, plus all invoiced external reimbursable expenses allocable to the Project, the latter of which is multiplied by a factor of 1.15.
- F. Whenever compensation to Westwood herein is stated to include charges of Westwood's consultants, those charges shall be the amounts billed by Westwood's consultants to Westwood multiplied by a factor of 1.15. The external reimbursable expenses and Westwood's factors include consultant's overhead and profit associated with Westwood's responsibility for the administration of such services.

8. FORCE MAJEURE

An event of "Force Majeure" occurs when an event beyond the control of the Party claiming Force Majeure prevents such Party from fulfilling its obligations. An event of Force Majeure includes, without limitation, acts of God (including floods, hurricanes and other adverse weather), war, riot, civil disorder, acts of terrorism, disease, epidemic, strikes and labor disputes, actions or inactions of government or other authorities, law enforcement actions, curfews, closure of transportation systems or other unusual travel difficulties, or inability to provide a safe working environment for employees.

In the event of Force Majeure, the obligations of Westwood to perform Services shall be suspended for the duration of the event of Force Majeure. In such event, the schedule shall be extended by a like number of days as the event of Force Majeure. If Services are suspended for thirty (30) days or more, Westwood may, in its sole discretion, upon five (5) days prior written notice, terminate this Agreement or the affected Project Work Order, or both. In the case of such termination, in addition to the compensation and time extension set forth above, Westwood shall be compensated for all reasonable termination expenses.

9. CORONAVIRUS PANDEMIC IMPACT

Client acknowledges and agrees that due to the dynamic and fluid nature of the coronavirus pandemic (COVID-19) (the "Coronavirus Pandemic"), Westwood may face uncertainty regarding its ability to perform the work contemplated by the Agreement in accordance with the schedule and contracted price. As a result of the Coronavirus Pandemic, the schedule, and related scope and fee, provided in the

Agreement may be impacted due to issues outside of Westwood's control including, but not limited to, the following: (a) shortages in labor (including employees and consultants); (b) direction or guidance from any applicable governmental authority or applicable law that renders Westwood's or its subconsultants' performance impossible, impracticable, or contrary to such direction or guidance; (c) delays in governmental approvals; and (d) other causes beyond Westwood's reasonable control, regardless of whether such impacts are direct or indirect.

If due to the impacts of the Coronavirus Pandemic, Westwood determines in good faith and in Westwood's sole discretion, that it is not feasible for Westwood or its subconsultants to perform the work in accordance with the schedule Westwood shall promptly notify Client and the parties shall cooperate in good faith to negotiate equitable adjustments to the schedule and/or contract price. Notwithstanding anything to the contrary set forth in this Agreement, including any related work or change order, Westwood shall not be liable to Client for any damages (actual, direct, consequential, incidental, punitive, liquidated, or nominal) as a result of delays or cost adjustments in connection with the Coronavirus Pandemic.

10. PRE-LIEN NOTICE UNDER WISCONSIN STATUTE

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement including but not limited to the attachments, Project Work Order, and Project Change Order.

CLIENT:

CONSULTANT:

Village of Harrison

Westwood Professional Services, Inc.

Kevin Hietpas

Jason McCarty

(Print/Type)

By: _____

By: _____

Title: Village President

Title: Vice-President

Date Signed: _____

Dated Signed: _____

Address/Contact for giving notices:

Address/Contact for giving notices:

Westwood Professional Services, Inc.
C/O Joanna L. Vossen, General Counsel
12701 Whitewater Drive Suite 300
Minnetonka, Minnesota 55343

- Attachments: A PSMA Project Work Order
B PSMA Project Change Order
C Insurance

ATTACHMENT A

Project Work Order

Professional Services Master Agreement

PROJECT TITLE: 2020 IDDE outfall inspections

CLIENT NAME: Village of Harrison

DATE OF WORK ORDER: July 28th, 2020

PROJECT WORK ORDER NUMBER: PWO-00001

PROJECT LOCATION: Village of Harrison

CONTRACTOR PROJECT NUMBER: _____

This Project Work Order between Client and Westwood is set forth pursuant to our “Professional Services Master Agreement” executed on date.

I. Contract Documents

This project work order, any resulting change orders, and the Professional Services Master Agreement comprise the contract documents, and there are no other general or supplementary conditions further stipulated.

II. Project Description

Conduct the 2020 ongoing stormwater illicit discharge detection and elimination (IDDE) field screening program for the Client.

III. Client Responsibilities

1. Provide updates to the Client’s MS4 system and utility GIS data.
2. Notify Client’s departments of field screening effort and field staff activities.
3. Coordinate response to identified potential illicit discharges via the Illicit Discharge Coordinator.
4. Prepare and submit MS4 Annual Report.

IV. Deliverables

1. Outfall reports shall be provided in hardcopy and PDF format.
2. Outfall photos and flow videos shall be provided to Client on a DVD-ROM.
3. Two (2) copies of the field screening summary report, including the outfall reports for the screened outfalls.
4. Outfall condition assessment report.

V. Schedule

1. Consultant shall exercise its reasonable efforts to perform those Services and deliver the related Documents by December 31, 2020.
2. Notice to Proceed is understood to be this work order signed, dated, and fully executed by both Client and Westwood.

VI. Staff

1. Pursuant to completion of this work order, Westwood will utilize the following primary personnel under the designated roles listed:

- a. **Jason Weis, P.E., Project Manager**
Project Manager, Project Engineer
920-830-6106
jason.weis@westwoodps.com

VII. Project Work Order Attachments:

No attachments to this Project Work Order.

VIII. Form of Contract

1. 2020 Stormwater outfall screening.
 - a. Update the illicit discharge GIS applications for the 2020 screening program.
 - b. Conduct up to 36 scheduled outfall inspections. Outfall inspections shall include priority outfalls, recommended outfalls to be rescreened from the 2019 program inspections, and outfalls in the 2020 screening cycle.
 - i. For each outfall screened, the geographic location shall be verified; a digital photograph showing general location and configuration shall be taken; a digital photograph and video showing flow or the absence of flow shall be taken; and physical data on the outfall shall be verified.
 - ii. For inspected outfalls that are flowing 48 or more hours after a runoff-producing rainfall event, flow characteristics shall be documented.
 - iii. A sample of the stormwater shall be collected from outfalls that are flowing 48 or more hours after a runoff-producing rain event and analyzed using field tests and/or the Hach kit for stormwater.
 - iv. Indicator parameters from the stormwater sample (parameters can include: pH, conductivity, temperature, ammonia, total chlorine, and detergents) shall be measured as outlined in the Village of Harrison's Ongoing Screening Program.
 - v. For outfalls that are partially or fully submerged and show signs of flow, the stormwater sample shall be collected from the next accessible upstream location.
 - vi. If a potential illicit discharge is detected, the Village shall be notified and provided with the data collected during the screening of the outfall.
 - c. Produce inspection reports for each inspected outfall, including general outfall characteristics and illicit discharge indicator parameters.

- d. Produce a program summary report describing the outfall screening procedures that were followed, along with any potential illicit discharges that were discovered.
 - e. Produce a summary report of outfalls that have observed structural damage, significant deposition or erosion, or graffiti.
 - f. Update the outfall map showing the locations of the identified outfalls.
2. The following Services are not included in this Project Work Order, but shall be provided as Additional Services if authorized or confirmed in writing by the Client:
- a. Updating Client’s MS4 map beyond updating the coordinates of outfalls as located during the field inspections.
 - b. Additional outfall screening over the 36 scheduled outfalls scoped.
 - c. Outside laboratory testing.
 - d. Tracking potential illicit discharges.
 - e. Any service not specifically identified in the scope of services.
3. Westwood will perform the work scope listed for a lump sum fee of \$4,800.

ACCEPTED AND AGREED TO:

Village of Harrison (Client):

Westwood Professional Services, Inc. (Westwood):

 (Signature)
Kevin Hietpas
 (Name – Printed)
Village President
 (Title)

 (Signature)

 (Name – Printed)

 (Title)

ADDRESS FOR GIVING NOTICES:
(If Different than Professional Services Master Agreement)

ADDRESS FOR GIVING NOTICES:
(If Different than Professional Services Master Agreement)

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
07/14/2020**

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

Board Present: President Kevin Hietpas, Trustees Lou Miller, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, Tyler Moore
Board Excused: None
Staff Present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth

Public Comments

N9607 Emerald Lane, W6016 Coral Ct, N9643 Golden Way, N9049 Golden Way thanked the board for listening to residents' concerns regarding the Golden Way project.

Unfinished Business from Previous Meetings for Consideration or Action

Zack Thompson request to keep pig in residential area

Village ordinance prohibits keeping a farm animal in a residential area. The pig currently has a virus and is quarantined under orders by the USDA. The board is okay with the family keeping the pig until it is healthy to be "re-homed." Motion by Trustee Moore and second by Trustee Miller to allow the Thompson family to keep their pig until such time the USDA advises that is safe to move the animal and that the fees for being in violation of the ordinance should be waived. Follow-up with the Village Board must happen before September 30, 2020. Motion carried 5-2 with Trustees Van Hefty and Handschke opposed.

Email from Scott Vieth requesting Village fix his driveway apron

He is requesting the village replace and reset his culvert and install a new apron at W5520 Colin Street. When work was done on his property in 2008 as part of the Red Maple Meadows project, he thought the driveway apron did not look right. Motion by Trustee Handschke with second by Trustee Bartlein to deny the request of Scott Vieth. Motion carried 7-0.

Resolution V2020-04 Authorizing a Streets and Roads Fee

Motion by Trustee Moore with second by Trustee Van Hefty to approve. Motion carried 7-0.

New Business for Consideration or Action

2020 Asphalt Paving Program Bid Award

Two contractors bid on the project, with Northeast Asphalt having the low bid at \$279,467.35. Base bid includes Golden Way, Coral Ct, and Pearl Drive. Supplemental bids were for (1) Emerald Dr, (2) Woodsedge Ct, and (3) Garnet Ct. Motion by Trustee Stier with second by Trustee Bartlein to approve bid from NE Asphalt including supplemental bids. Motion carried 7-0.

Hidden Pines Reimbursement

Mr. Gross' claim for the design modifications for the bypass storm sewer and pond upsizing is \$3,420 and the claim for the structure castings is \$1,661.25. The total extra costs incurred is

\$5081.25. Motion by Trustee Stier with second by Trustee Miller to approve the request. Motion denied 2-5 with President Hietpas and Trustees Miller, Bartlein, Moore, Handschke voting against.

Resolution V2020-05 Adopting the Project Plan and Creating Tax Incremental Financing District #3 (TID #3). This area is located in the northwestern portion of the Village, bounded by Midway Rd/County AP to the north, N. Coop Rd on the east, Manitowoc Rd on the south, and future Eisenhower on the west. Motion by Trustee Moore with second by Trustee Miller to approve. Motion carried 7-0.

Resolution V2020-06 Establishing Polling Places for August 11, 2020 Partisan Primary Due to the closure of the polling place at Christ the Rock, all wards are being moved to the Harrison Municipal Building. Motion by Trustee Moore with second by Trustee Stier to approve. Motion carried 7-0.

2020 Yard Waste "H" Sticker

No action taken. Possible changes to the current fee schedule will be discussed at budget time.

Minutes from 06/30/20

Motion by Trustee Stier with second by Trustee Handschke to approve the minutes. Motion carried 7-0.

Future Agenda Items

Covid-19 policy will be discussed at the next special meeting. Trustee Moore asked if the village needs to evaluate the trick-or-treating hours.

Closed Session

The board met in closed session pursuant to Wis. Stats. §19.85(1)(e) 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 meet with Toonen Companies.

Roll Call Vote was taken.

The board adjourned in closed session.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated: July 14, 2020

Approved: July 28, 2020

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
06/25/2020**

A meeting of the Village of Harrison Board was called to order at 9:00am in the Harrison Municipal Building, W5298 State Road 114 on June 25, 2020. After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Lou Miller, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, Tyler Moore
Board Excused: None
Staff Present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth, Operations Manager Jeff Funk and members of Harrison Utilities

Discussion and Possible Action on Village Staffing

The discussion began talking about duplicate staffing between the village and the utility now that Harrison Utilities is a department of the village. There may be areas where we can improve efficiency.

Village Manager T. Parish shared a Harrison Staffing Level vs. Comparables report. Little Chute has 34 full time employees not including Public Safety (population is 11,729).

Greenville has 30 full time employees not including Public Safety (population is 12,147). Harrison has 20 full time employees not including Public Safety (population is 13,000).

A suggestion was made to start by looking to cross-train the Harrison Utilities and Public Works employees, and then we can look at shortages and overages.

The use of floating admins or interns was suggested.

The board requested additional time to review job descriptions.

Having job reviews more frequently was discussed.

A special meeting will be scheduled to review the employee handbook and another meeting might be scheduled to discuss Rules and Procedures.

Staff was directed to remove the consent agenda and move Reports up on all future agendas.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated: July 14, 2020

Approved: July 28, 2020

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
9573	7/09/2020	ANNA WALLACE	
		CANCEL PARK RENTAL 7/10/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee	47.25
		CANCEL PARK RENTAL 7/10/20 VIRUS RESTRIC	
100-00-21041-000-000		Sales Tax Due to State	2.75
		CANCEL PARK RENTAL 7/10/20 VIRUS RESTRIC	
Total			50.00
9574	7/09/2020	AUTOMOTIVE SUPPLY- APPLETON	
		60874334	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	9.16
		FROM 6/19/20 BULB 60874334	
Total			9.16
9575	7/09/2020	BRAD WELHOUSE	
		JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JUNE CELL PHONE STIPEND	
Total			30.00
9576	7/09/2020	CALUMET COUNTY REGISTER OF DEEDS	
		TWO RECORDING FEES	
100-01-51101-400-000		Planning - Supplies	60.00
		RECORDING FEES	
Total			60.00
9577	7/09/2020	CARIE KRAUSE	
		REIMBURSE POSTAGE ABSENTEE BALLOTS	
100-00-51440-400-000		Elections - Supplies	1,100.00
		REIMBURSE POSTAGE ABSENTEE BALLOTS	
Total			1,100.00
9578	7/09/2020	CHAD BOESCH	
		JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JUNE CELL PHONE STIPEND	
Total			30.00
9579	7/09/2020	CLIFTON LARSON ALLEN LLP	
		2540110	

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-04-51500-315-015		Treasurer - Accounting	840.00
		2019 STATE FINANCIAL REPORT FORM C 2540110	
Total			840.00

9580	7/09/2020	CYPRESS HOMES INC N9378 TOUCHDOWN,W5636 JONES,W5520HOELZEL	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR N9378 TOUCHDOWN DR	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR W5636 JONES WAY	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR W5520 HOELZEL WAY	
Total			4,500.00

9581	7/09/2020	DEBBIE VAN HANDEL CANCEL PARK RENTAL 7/19/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee	47.25
		CANCEL PARK RENTAL 7/19/20 VIRUS RESTRIC	
100-00-21041-000-000		Sales Tax Due to State	2.75
		CANCEL PARK RENTAL 7/19/20 VIRUS RESTRIC	
Total			50.00

9582	7/09/2020	FINDING TIME LLC GRADING ESCROW RETURN W5629 FIRELANE 12	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN W5629 FIRELANE 12 NA	
Total			1,500.00

9583	7/09/2020	GAT SUPPLY, INC 364821-1, 364821-2, 364915-1	
100-09-53311-400-000		Hwy Dept - Supplies	228.80
		FROM 6/25/20 GLASSES, GLOVES, FLAGGING 364821-1	
100-09-53311-400-000		Hwy Dept - Supplies	7.90
		FROM 7/2/20 FLAGGING 364915-1	
100-09-53311-400-000		Hwy Dept - Supplies	97.08
		FROM 7/7/20 GLOVES 364821-2	
Total			333.78

9584 7/09/2020 GRANT GORGES
JUNE CELL PHONE STIPEND

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JUNE CELL PHONE STIPEND	
Total			30.00
9585	7/09/2020	GREEN BAY HIGHWAY PRODUCTS 36570, 36571, 36629	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	1,193.80
		FROM 6/17/20 FRIENDSHIP DR 36570	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	3,491.12
		FROM 6/17/20 OLD HWY RD-HWY 114 & NSHORE 36571	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	323.38
		FROM 6/20/20 ENDWALL FRIENDSHIP DR 36629	
Total			5,008.30
9586	7/09/2020	GRUETT'S 56755P	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	23.00
		FROM 6/9/20 RODS 56755P	
Total			23.00
9587	7/09/2020	HARRISON UTILITIES ACCOUNT 000-2781-00	
100-07-52200-500-023		Fire Station 70 - Water/Sewer	36.77
		ACCOUNT 000-2781-00	
Total			36.77
9588	7/09/2020	HARWELL HOMES INC ESCROW RETURN FOR W6069 ZACH ST	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		ESCROW RETURN FOR W6069 ZACH ST	
Total			1,500.00
9589	7/09/2020	HERRLING CLARK LAW FIRM LTD 14283-03M	
100-00-51300-000-000		Legal	8,778.00
		FOR SERVICES THROUGH 6/23/20	
Total			8,778.00
9590	7/09/2020	J & E CONSTRUCTION CO INC 2020-2659	

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-901-000		Hwy Dept - Ditching/Grading	836.56
		FROM 7/2/20 BLASTED ROCK 2020-2659	
Total			836.56
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9591	7/09/2020	JACOB LICHOSIK	
		CANCEL PARK RENTAL 8/16/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee	47.25
		CANCEL PARK RENTAL 8/16/20 VIRUS RESTRIC	
100-00-21041-000-000		Sales Tax Due to State	2.75
		CANCEL PARK RENTAL 8/16/20 VIRUS RESTRIC	
Total			50.00
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9592	7/09/2020	JARRED GERL	
		CELL PHONE,GEAR WASH,FACE MASKS,BATTERY	
100-07-52200-500-022		Fire Station 70 - Telephone	40.00
		JUNE CELL PHONE STIPEND	
100-06-52200-400-000		Fire Dept - Supplies	540.40
		REIMBURSE GEAR WASH AND VEHICLE WASH	
100-06-52200-400-000		Fire Dept - Supplies	75.71
		REIMBURSE FACE MASKS	
100-06-52200-400-000		Fire Dept - Supplies	76.50
		REIMBURSE MINITOR V BATTERIES	
Total			732.61
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9593	7/09/2020	JASON KOSSEL	
		REIMBURSE MINITOR KNOB KIT	
100-06-52200-400-000		Fire Dept - Supplies	8.70
		REIMBURSE MINITOR KNOB KIT	
Total			8.70
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9594	7/09/2020	JEFF FUNK	
		JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	40.00
		JUNE CELL PHONE STIPEND	
Total			40.00
<hr/>			
9595	7/09/2020	JEFF WISNET	
		JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JUNE CELL PHONE STIPEND	

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
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Check Nbr	Check Date	Payee	Amount
Total			30.00
9596	7/09/2020	JENNIFER WEYENBERG JUNE CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone JUNE CELL PHONE STIPEND	40.00
Total			40.00
9597	7/09/2020	JOE TENOR REIMBURSE FF PART 3/HAZMAT BOOK	
100-06-52200-305-000		Fire Dept - Training/Mem REIMBURSE FF PART 3/HAZMAT BOOK	97.46
Total			97.46
9598	7/09/2020	JOE'S POWER CENTER 72794, 73716	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 6/25/20 FILLER CAP 72794	4.98
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 7/7/20 TRIMMER LINE, BLADES 73716	137.77
Total			142.75
9599	7/09/2020	JOSEPH VAN DEHY GRADING ESCROW RETURN N9330 TOUCHDOWN DR	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9330 TOUCHDOWN DR	1,500.00
Total			1,500.00
9600	7/09/2020	JULIE VANDEHEY CANCEL PARK RENTAL 7/25/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee CANCEL PARK RENTAL 7/25/20 VIRUS RESTRIC	56.70
100-00-21041-000-000		Sales Tax Due to State CANCEL PARK RENTAL 7/25/20 VIRUS RESTRIC	3.30
Total			60.00
9601	7/09/2020	KAATS WATER CONDITIONING INC. ACCT 1130062	
100-09-53311-400-000		Hwy Dept - Supplies CHARGES THROUGH 6/23/20	53.52

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			53.52
9602	7/09/2020	KAYLEE GREZINSKI JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JUNE CELL PHONE STIPEND	40.00
Total			40.00
9603	7/09/2020	KIRBY BUILT SALES ORDER KB200001448	
100-00-55200-000-000		Parks - Maint. and Utilities FROM 6/30/20 DARBOY PARK TABLES/BENCHES KB200001448	4,469.45
Total			4,469.45
9604	7/09/2020	KREPLINE TRUCKING & EXCAVATING INC 6583, 6588	
100-00-55200-000-000		Parks - Maint. and Utilities FROM 6/29/20 PARK 1 1/4" & 3/4 BASE 6583	7,153.80
100-09-53311-901-000		Hwy Dept - Ditching/Grading FROM 6/29/20 3" BREAKER NOE DITCH 6588	204.11
Total			7,357.91
9605	7/09/2020	KRIS OR JEFFREY ALBERS CANCEL PARK RENTAL 7/18/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee CANCEL PARK RENTAL 7/18/20 VIRUS RESTRIC	47.25
100-00-21041-000-000		Sales Tax Due to State CANCEL PARK RENTAL 7/18/20 VIRUS RESTRIC	2.75
Total			50.00
9606	7/09/2020	LAURA JUNGWIRTH JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JUNE CELL PHONE STIPEND	40.00
Total			40.00
9607	7/09/2020	LISOWE OIL DIV OF ADVANCED FUEL SERV 22909	
100-09-53311-600-030		Hwy Dept - Fuel FROM 6/23/20 22909	939.30

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			939.30
9608	7/09/2020	MANDI KUNST CANCEL PARK RENTAL 8/15/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee CANCEL PARK RENTAL 8/15/20 VIRUS RESTRIC	47.25
100-00-21041-000-000		Sales Tax Due to State CANCEL PARK RENTAL 8/15/20 VIRUS RESTRIC	2.75
Total			50.00
9609	7/09/2020	MARK & MARLENE DERRICKS GRADING ESCROW RETRN N9428 STATE PARK RD	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETRN N9428 STATE PARK RD	1,500.00
Total			1,500.00
9610	7/09/2020	MARK MOMMAERTS JUNE CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone JUNE CELL PHONE STIPEND	40.00
Total			40.00
9611	7/09/2020	MCCMAHON 918696-918699, 918775	
100-00-57220-000-000		Capital Outlay - Parks MANITOWOC ROAD PARK 918696	840.15
100-09-53311-000-000		Hwy Dept - Engineer/Consultant RYFORD STREET EXTENSION CSM PARCEL 33584 918697	138.00
100-09-57330-000-000		Capital Outlay - Road Projects GINA DR & MICHELLE WAY MINI STORM SEWER 918698	133.00
100-09-57330-000-000		Capital Outlay - Road Projects 2020 STREET URBANIZATION 918699	465.50
100-09-53311-000-000		Hwy Dept - Engineer/Consultant UNPS STORMWATER PLANNING 918775	13,715.10
Total			15,291.75
9612	7/09/2020	MENARDS-APPLETON EAST 86308	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 6/25/20 BULBS 86308	130.00

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			130.00
9613	7/09/2020	MID-AMERICAN RESEARCH CHEMICAL 702678-IN	
100-09-53311-400-000		Hwy Dept - Supplies LINERS FROM 6/24/20	504.00
		0702678-IN	
Total			504.00
9614	7/09/2020	MIKE BRANTMEIER JUNE CELL PHONE STIPEND	
100-06-52200-500-022		Fire Station 60 - Telephone JUNE CELL PHONE STIPEND	30.00
Total			30.00
9615	7/09/2020	MIKE NETT JUNE CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JUNE CELL PHONE STIPEND	40.00
Total			40.00
9616	7/09/2020	NATHANIEL VAN HORN GRADING ESCROW RETURN N9307 TOUCHDOWN DR	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9307 TOUCHDOWN DR	1,500.00
Total			1,500.00
9617	7/09/2020	OFFICE DEPOT BUSINESS CREDIT FROM 6/5/20 OFFICE SUPPLIES	
100-02-51400-400-000		Gen. Admin - Supplies FROM 6/5/20 OFFICE SUPPLIES	260.94
Total			260.94
9618	7/09/2020	PFILE HOMES INC ESCROW RETURN FOR W5560 HOELZEL WAY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5560 HOELZEL WAY	1,500.00
Total			1,500.00
9619	7/09/2020	RUTH ANN GORSKI CANCEL HALL RENTAL 9/12/20 VIRUS RESTRIC	

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-46740-000-000		Municipal Hall Rental Fee	94.50
		CANCEL HALL RENTAL 9/12/20 VIRUS RESTRIC	
100-00-21041-000-000		Sales Tax Due to State	5.50
		CANCEL HALL RENTAL 9/12/20 VIRUS RESTRIC	
Total			100.00
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9620	7/09/2020	SALLY WISNESKI	
		CANCEL PARK RENTAL 7/26/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee	47.25
		CANCEL PARK RENTAL 7/26/20 VIRUS RESTRIC	
100-00-21041-000-000		Sales Tax Due to State	2.75
		CANCEL PARK RENTAL 7/26/20 VIRUS RESTRIC	
Total			50.00
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9621	7/09/2020	SERVICEMASTER BUILDING MAINTENANCE	
		34010	
100-02-51400-400-006		Gen. Admin - Service Contracts	925.00
		FROM 7/1/20 JANITORIAL JULY 34010	
Total			925.00
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9622	7/09/2020	SERWE IMPLEMENT MUNICIPAL SALES CO, LLC	
		7262	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	125.32
		FROM 6/24/20 WELD, KEY 7262	
Total			125.32
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9623	7/09/2020	SHERRI KESSLER	
		CANCEL PARK RENTAL 8/8/20 VIRUS RESTRIC	
100-00-46722-000-000		Park Shelter Rental Fee	47.25
		CANCEL PARK RENTAL 8/8/20 VIRUS RESTRIC	
100-00-21041-000-000		Sales Tax Due to State	2.75
		CANCEL PARK RENTAL 8/8/20 VIRUS RESTRIC	
Total			50.00
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9624	7/09/2020	SHERWOOD ELEVATOR	
		103784	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	68.00
		FERTILIZER 103784	
Total			68.00

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
9625	7/09/2020	SHERWOOD WATER & SEWER ACCT 3050, 3055	
100-06-52200-500-023		Fire Station 60 - Water/Sewer ACCOUNT NUMBER 000-3050-00 STATION 60	161.33
100-06-52200-500-023		Fire Station 60 - Water/Sewer ACCOUNT NUMBER 000-3055-00 TOWN	522.82
Total			684.15
9626	7/09/2020	SILVERCREST CONSTRUCTION LLC ESCROW RETURN FOR W5665 JONES WAY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W5665 JONES WAY	1,500.00
Total			1,500.00
9627	7/09/2020	SILVERTREE HOMES LLC ESCROW REFUND W6024 RYFORD,N9374 VARSITY	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR W6024 RYFORD ST	1,500.00
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN FOR N9374 VARSITY LN	1,500.00
Total			3,000.00
9628	7/09/2020	SPECTRUM- 4901 607974901062520	
100-02-51400-400-006		Gen. Admin - Service Contracts SERVICE PERIOD 6/24-7/23	203.44
Total			203.44
9629	7/09/2020	SPECTRUM- 5101 607975101062420	
100-02-51400-400-006		Gen. Admin - Service Contracts SERVICE PERIOD 6/23-7/22	129.83
Total			129.83
9630	7/09/2020	SPEEDY CLEAN 70631	
100-09-57330-000-000		Capital Outlay - Road Projects FROM 6/19/20 MUIRFIELD WAY STORM LATERAL 70631	530.00
Total			530.00

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
9631	7/09/2020	STAMPS.COM S1092620071	
100-02-51400-400-006		Gen. Admin - Service Contracts METER 7434038 SERVICE FEE 7/1-7/31 S1092620071	39.99
Total			39.99
9632	7/09/2020	STEVE LITTLE JUNE CELL PHONE STIPEND	
100-08-52300-000-000		1st Responders - Operating Exp JUNE CELL PHONE STIPEND	30.00
Total			30.00
9633	7/09/2020	STUMPF EXCAVATING & TRUCKING 8134	
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANKS 7/1/20 8134	240.00
Total			240.00
9634	7/09/2020	SUSAN VAN DE HEY CANCEL HALL RENTAL 7/19/20 VIRUS RESTRIC	
100-00-46740-000-000		Municipal Hall Rental Fee CANCEL HALL RENTAL 7/19/20 VIRUS RESTRIC	94.50
100-00-21041-000-000		Sales Tax Due to State CANCEL HALL RENTAL 7/19/20 VIRUS RESTRIC	5.50
Total			100.00
9635	7/09/2020	THEDACARE AT WORK 283315	
100-09-53311-306-000		Hwy Dept - CDL/Testing FROM 1/27/20 S PULS DS CRL DOT 283315	74.00
Total			74.00
9636	7/09/2020	TRACY DOULE CANCEL PARK RENTAL 8/1/20 VIRUS RESTRICT	
100-00-46722-000-000		Park Shelter Rental Fee CANCEL PARK RENTAL 8/1/20 VIRUS RESTRICT	47.25
100-00-21041-000-000		Sales Tax Due to State CANCEL PARK RENTAL 8/1/20 VIRUS RESTRICT	2.75
Total			50.00

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
9637	7/09/2020	TRAVIS PARISH JUNE CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone JUNE CELL PHONE STIPEND	40.00
Total			40.00
9638	7/09/2020	TYLER MOORE CANCEL HALL RENTAL 8/1/20 VIRUS RESTRICT	
100-00-46740-000-000		Municipal Hall Rental Fee CANCEL HALL RENTAL 8/1/20 VIRUS RESTRICT	94.50
100-00-21041-000-000		Sales Tax Due to State CANCEL HALL RENTAL 8/1/20 VIRUS RESTRICT	5.50
Total			100.00
9639	7/09/2020	WELLS FARGO FINANCIAL LEASING 5010850594	
100-02-51400-400-006		Gen. Admin - Service Contracts COVERAGE PERIOD 6/17-7/16/20 5010850594	575.69
Total			575.69
9640	7/09/2020	WESLEY POMPA JUNE CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone JUNE CELL PHONE STIPEND	30.00
Total			30.00
9641	7/09/2020	WI DEPT OF JUSTICE ACCOUNT # G2028 6/1-6/30	
100-02-51400-400-000		Gen. Admin - Supplies ACCOUNT # G2028 6/1-6/30	777.00
Total			777.00
9642	7/09/2020	ZARNOTH BRUSH WORKS, INC 180906-IN	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 6/23/20 TUBE AND GUTTER BROOMS 0180906-IN	643.00
Total			643.00
9643	7/23/2020	ADVANCED DISPOSAL B20000456867	

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
 Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53620-000-000		Refuse and Garbage Services COMMERICAL TRASH DUMPSTER FOR JUNE	85.00
100-00-53635-000-000		Recycling Services COMMERICAL RECYCLING DUMPSTER for JUNE	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 JUNE	32,760.48
100-00-53635-000-000		Recycling Services RES RECYCLING SINGLE STREAM JUNE	15,032.04
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-W5558 COLIN ST	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
100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 11/30	0.00
Total			47,985.52

9644 7/23/2020 ADVANCED DISPOSAL
 B20000457824

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

INVESTORS COMMUNITY BANK

ALL Checks

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Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
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 JULY	87.00
100-00-53635-000-000		Recycling Services COMM RECYCLING PARK JULY	49.00
100-00-53620-000-000		Refuse and Garbage Services ENERGY & ENVIRONMENTAL FEE PARK 6/30/20	45.74
100-00-53620-000-000		Refuse and Garbage Services ADMIN, COMPLIANCE/IMPACT FEES PARK 6/20	20.46
Total			202.20

9645 7/23/2020 BIRSCHBACH INSPECTION SERVICE INC
BUILDING INSPECTIONS FOR JUNE 2020

100-00-52400-000-000		Building Inspector - Contract BUILDING INSPECTIONS FOR JUNE 2020	31,766.33
Total			31,766.33

9646 7/23/2020 BRUSH BOY CUSTOMS
1074

100-00-53635-100-000		Compost Site FROM 7/15/20 YARD WASTE SIGN	1,550.00
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INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			1,550.00
9647	7/23/2020	CARDMEMBER SERVICE 4798510057423846	
100-02-51400-400-000		Gen. Admin - Supplies FROM 6/12 CANVA GRAPHIC DESIGN	12.95
100-02-51400-400-000		Gen. Admin - Supplies FROM 6/12 ADOBE	15.74
100-09-53311-505-000		Hwy Dept - Building Maint FROM 6/15 BLAINS FARM & FLEET MAILBOX	82.02
100-09-53311-400-000		Hwy Dept - Supplies FROM 6/15 PERSONNEL CONCEPTS POSTERS	22.05
100-09-53311-320-000		Hwy Dept - Dues FROM 6/29 WI DSPS RENEW LAURA J LICENSE	69.36
100-09-53311-320-000		Hwy Dept - Dues FROM 6/30 WI DSPS RENEW LICENSE & FEE	40.80
Total			242.92
9648	7/23/2020	CORPORATE NETWORK SOLUTIONS, INC 63329	
100-02-51400-400-006		Gen. Admin - Service Contracts SONIC WALL GLOBAL VPN LICENSE 5 USERS 63329	200.00
Total			200.00
9649	7/23/2020	EVERS CONSTRUCTION & REALTY GRADING ESCROW RETURN N9382 VARSITY LN	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9382 VARSITY LN	1,500.00
Total			1,500.00
9650	7/23/2020	EZ GLIDE GARAGE DOORS & OPENERS 0167523-IN	
100-06-52200-700-000		Fire Dept - Equip Maintenance FROM 7/7/20 REPAIR DOOR 0167523-IN	258.70
Total			258.70
9651	7/23/2020	FIRE APPARATUS & EQUIPMENT 21177	
100-06-52200-600-000		Fire Dept - Vehicle Maint. FROM 7/10/20 REPAIR A/C ON TRUCK 21177	1,294.18

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			1,294.18
9652	7/23/2020	FOX VALLEY TECHNICAL COLLEGE TPB0000584982	
100-06-52200-305-000		Fire Dept - Training/Mem TPB0000584982 6/17/20 6 EXAMS	480.00
Total			480.00
9653	7/23/2020	GRUETT'S 57713P	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 7/6/20 SHOCKS 57713P	464.20
Total			464.20
9654	7/23/2020	HIGHWAY LANDSCAPERS INC 6088-2232, 7005-2232	
100-09-57330-000-000		Capital Outlay - Road Projects FROM 7/13/20 EROSION MAT 6088-2232	1,100.00
100-09-57330-000-000		Capital Outlay - Road Projects FROM 7/15 GOLDEN WAY EROSION MAT,STAPLES 7005-2232	1,678.00
Total			2,778.00
9655	7/23/2020	J.F. AHERN CO 384183	
100-06-52200-700-000		Fire Dept - Equip Maintenance FROM 6/24/20 FIRE EQUIPMENT INSPECT #60 384183	572.70
Total			572.70
9656	7/23/2020	JARRED GERL REIMBURSE BOOK,CASES,PHONE,CLEAN/OFC SUP	
100-06-52200-305-000		Fire Dept - Training/Mem REIMBURSE FFII BOOK	108.84
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE MINITOR VI CASES	168.76
100-06-52200-400-000		Fire Dept - Supplies REIMBURSE ST70 PHONE,CLEANING/OFFICE SUP	99.44
Total			377.04
9657	7/23/2020	JENNIFER STRULLMYER GRADING ESCROW RETURN W6021 ZACH ST	

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W6021 ZACH ST	1,500.00
Total			1,500.00
9658	7/23/2020	JOE'S POWER CENTER 74377	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 7/15/20 NOZZLE HOLDER 74377	19.01
Total			19.01
9659	7/23/2020	KEN MADER CONSTRUCTION GRADING ESCROW RETURN N8820 S COOP RD	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N8820 S COOP RD	1,500.00
Total			1,500.00
9660	7/23/2020	LISOWE OIL DIV OF ADVANCED FUEL SERV 23027	
100-09-53311-600-030		Hwy Dept - Fuel FROM 7/14/20 23027	1,040.84
Total			1,040.84
9661	7/23/2020	MENARDS-APPLETON EAST 87503, 87560	
100-09-53311-400-000		Hwy Dept - Supplies FROM 7/13/20 GROUT 87503	200.40
100-09-53315-902-000		Hwy Dept - Signs FROM 7/14/20 CONCRETE MIX 87560	32.60
Total			233.00
9662	7/23/2020	MIDWEST WORKWEAR 3000	
100-09-53311-400-000		Hwy Dept - Supplies 2020 LOGO WEAR K GREZINSKI 3000	183.00
Total			183.00
9663	7/23/2020	PATRICK & LISA ARENT GRADING ESCROW RETURN W5678 HOELZEL WAY	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W5678 HOELZEL WAY	1,500.00

INVESTORS COMMUNITY BANK ALL Checks

Posted From: 7/09/2020 From Account:
 Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			1,500.00
9664	7/23/2020	POMP'S TIRE SERVICE INC. 320100539, 320100591	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 6/11/20 FLAT REPAIR 320100539	55.00
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance FROM 6/22/20 TIRES 320100591	283.00
Total			338.00
9665	7/23/2020	ROCKET INDUSTRIAL IN00260481	
100-09-53311-400-000		Hwy Dept - Supplies FROM 7/6/20 ROLL TOWELS IN00260481	73.49
Total			73.49
9666	7/23/2020	SANDRA HOFMANN GRADING ESCROW RETURN W4663 DALLAS DR	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W4663 DALLAS DR	1,500.00
Total			1,500.00
9667	7/23/2020	SHORT ELLIOT HENDRICKSON, INC 389515, 389516	
100-00-52400-200-000		Inspections - Grade Checks LOT GRADE CHECKS, DRIVEWAY CHECKS 389515	1,040.00
100-00-52400-200-000		Inspections - Grade Checks LOT GRADE, DRIVEWAY, TEMP GRADE, FOUNDATION 389516	9,150.00
Total			10,190.00
9668	7/23/2020	SPECTRUM- 6401 606836401071020	
100-02-51400-400-006		Gen. Admin - Service Contracts ACC 606836401 SERVICE PERIOD 7/8-8/7/20	424.91
Total			424.91
9669	7/23/2020	STUMPF EXCAVATING & TRUCKING 8157	
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANKS 7/16/20 8157	240.00

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			240.00
9670 425000	7/23/2020	SUPERIOR VISION INSURANCE	
100-02-51400-200-000		Gen. Admin - Benefits	73.95
		OFFICE VISION INSURANCE FOR AUG 20 425000	
100-09-53311-200-000		Hwy Dept - Benefits	59.85
		SHOP VISION INSURANCE FOR AUG 20 425000	
100-01-51101-200-000		Planning - Benefits	24.65
		PLANNER VISION INSURANCE FOR AUG 20 425000	
100-00-14500-000-000		Due from Special Purpose Dist.	88.03
		UTILITIES VISION INSURANCE FOR AUG 20 425000	
Total			246.48
9671 IN1805623, IN1805890	7/23/2020	TASC	
100-02-51400-400-006		Gen. Admin - Service Contracts	35.00
		JUNE 2020 BILLING IN1805623	
100-02-51400-400-006		Gen. Admin - Service Contracts	35.00
		JULY 2020 BILLING IN1805890	
Total			70.00
9672 289926	7/23/2020	THEDACARE AT WORK	
100-09-53311-306-000		Hwy Dept - CDL/Testing	222.00
		DS CRL DOT T BORNEMANN, J FUNK, M NETT 289926	
Total			222.00
9673 1457	7/23/2020	TOWN OF BUCHANAN	
100-00-52102-000-000		School Crossing Guard & Lights	1,302.57
		1/2 WAGES CROSSING GUARDS 8/1/19-7/31/20 1457	
Total			1,302.57
9674 3949924-3949927	7/23/2020	WIL-KIL PEST CONTROL	
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 60 3949924	
100-02-51400-400-006		Gen. Admin - Service Contracts	42.00
		FIRE STATION 70 3949926	

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020 From Account:
 Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-006		Gen. Admin - Service Contracts	89.25
		EXTERIOR INSECT FIRE STATION #60 3949925	
100-02-51400-400-006		Gen. Admin - Service Contracts	105.00
		EXTERIOR INSECT FIRE STATION 70 3949927	
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 NA	
Total			278.25
<hr/>			
9675	7/23/2020	WISCONSIN MEDIA	
3417204			
100-02-51400-800-000		Gen. Admin - Publications	97.91
		BILL PERIOD JUN 1-JUN 30 3417204	
Total			97.91
<hr/>			
Grand Total			181,910.63

INVESTORS COMMUNITY BANK

ALL Checks

Posted From: 7/09/2020
Thru:

From Account:
Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	181,910.63
Total Expenditure from all Funds	181,910.63



Discharge of Firearms Application

Owner mailing address: W6673 MANITOWOC RD MENASHA W. 54952

I, Jim Bodway own 87 contiguous acres of land
(name) (# of acres)

within the Village of Harrison, located at:

W6673 MANITOWOC RD MENASHA W. 54952
(address or description of property)

I acknowledge as the land owner, I

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

Jim Bodway
Authorized Signature (Land Owner)

7-13-20
Date

BOARD ACTION:	<u> </u> Approve	<u> </u> Deny	<u> </u> Date of Meeting
Land Owner	<u> </u> Calumet County Sheriff's Department	<u> </u> Municipal Copy	<u> </u>

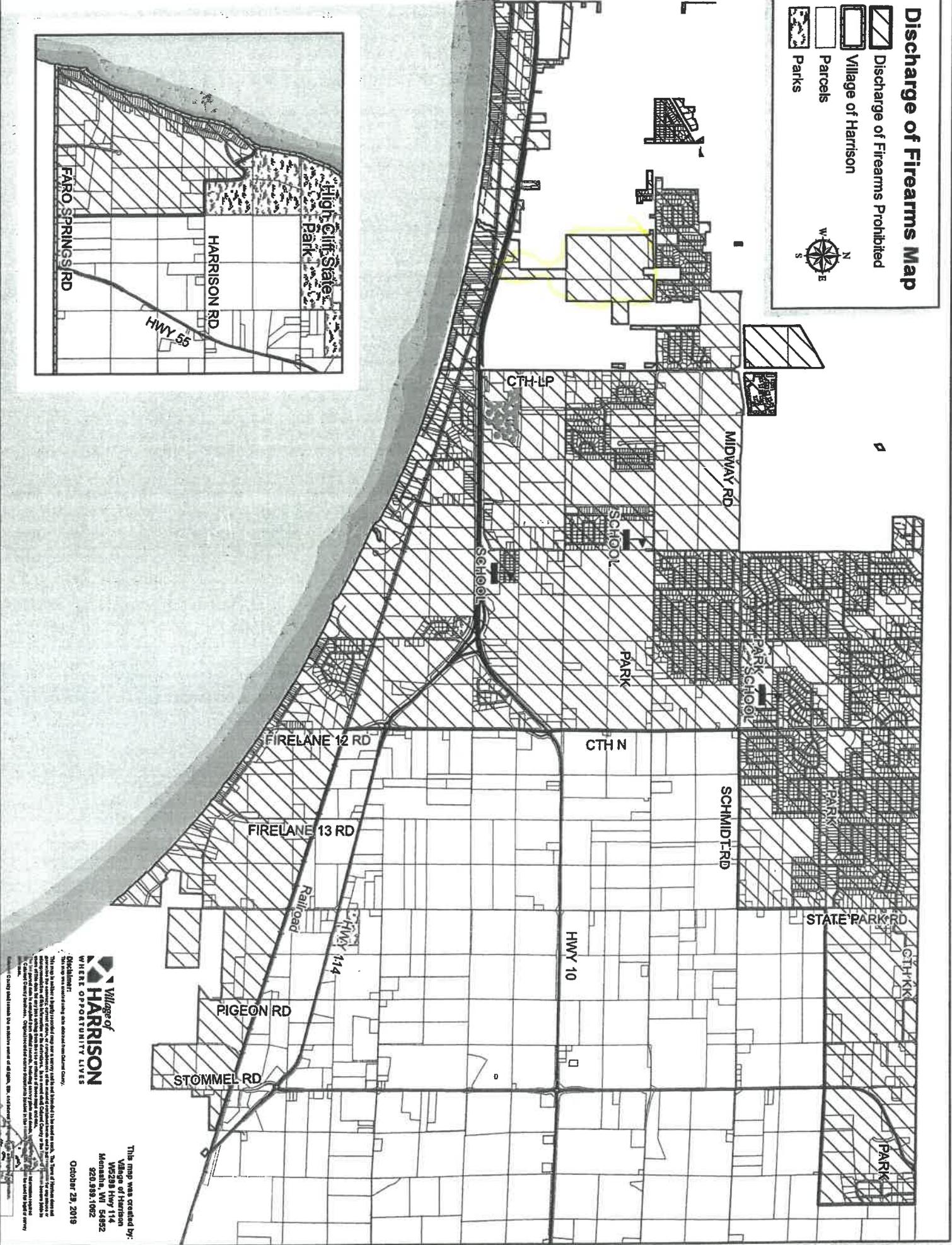
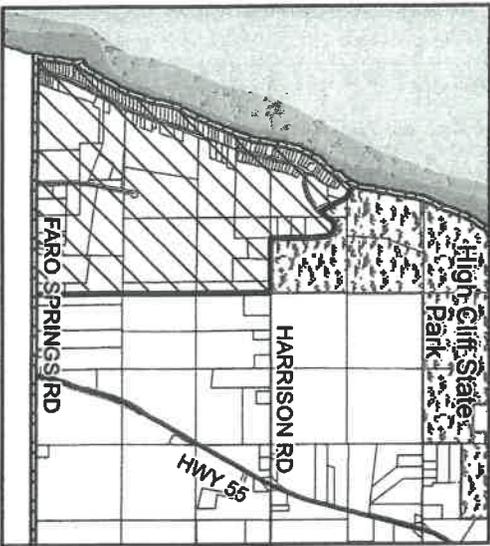
Staff Use Only:

Verification of Acres Listed Above: 65 acres

Renewal

Discharge of Firearms Map

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



**Village of
HARRISON**
WHERE OPPORTUNITY LIVES

This map was created by:
Village of Harrison
W5298 Hwy 114
Menasha, WI 54952
920.989.1662

October 23, 2019

This map is a public document and is intended for general use. It is not intended to be used as a legal document. The Village of Harrison does not warrant the accuracy or completeness of this information. It is provided as a reference only. The Village of Harrison is not responsible for any errors or omissions. The Village of Harrison is not responsible for any damages or losses resulting from the use of this information. The Village of Harrison is not responsible for any actions taken based on this information. The Village of Harrison is not responsible for any actions taken based on this information. The Village of Harrison is not responsible for any actions taken based on this information.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

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

Meeting Date:

7/28/2020

Title:

Certificate of Payment #3 for Lift Station #5 Abandonment to DeGroot, Inc.

Background and Additional Information:

Partial payment for this project is scheduled monthly, and this payment would be for all work completed through July 17, 2020.

Budget Impacts:

The total amount for Pay Estimate #3 is \$234,044.00

Attachments:

- Certificate of Payment #3 from Martenson and Eisele, Inc.



Martenson & Eisele, Inc.

professionals dedicated to serving people committed to improving their communities

Planning
Environmental
Surveying
Engineering
Architecture

LETTER OF TRANSMITTAL

To: Travis Parish
Village Manager
Village of Harrison
W5298 State Road 114
Harrison, WI 54952

Date: July 17, 2020

Re: Abandon Lift Station No. 5
Village of Harrison, Wisconsin
M&E Project No. 1-0038-039

Cc:

Copies	Date	Description
1	7/17/2020	Certificate of Payment No. 3 - Revised

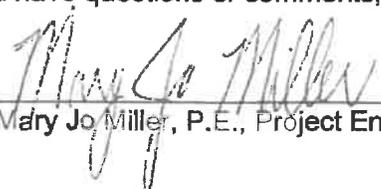
Transmitted as checked below:

- | | |
|--|--|
| <input type="checkbox"/> For Your Information | <input checked="" type="checkbox"/> For Necessary Action |
| <input type="checkbox"/> For Your Signature and Return | <input type="checkbox"/> Per Your Request |
| <input type="checkbox"/> For Review and Comment | <input type="checkbox"/> Per Our Conversation |
| <input type="checkbox"/> For Recording and/or Filing | <input type="checkbox"/> For Your Files |
| <input type="checkbox"/> Returned for Corrections | |

Remarks:

Please mail payment directly to DeGroot, Inc., 4201 Champion Road, Green Bay, WI 54311.

If you have questions or comments, please call me at (920) 203-0865. Thank you.

By: 
Mary Jo Miller, P.E., Project Engineer

c: Marty Jensen, DeGroot, Inc.



To:	Village of Harrison Attn: Travis Parish, Village Manager W5298 State Road 114 Harrison, WI 54952	Certificate of Payment No. 3-Revised Issue Date: July 17, 2020 Abandon Lift Station No. 5 Village of Harrison Calumet County, Wisconsin M&E Project No. 1-0038-039
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This is to certify that in accordance with terms of the Agreement dated: February 28, 2020

Contractor: DeGroot, Inc.
4201 Champion Road
Green Bay, WI 54311

is entitled to **(partial)** payment for work performed through: July 17, 2020

Attached herewith you will find:

- () Contractor's Application for Payment
- (X) Itemized Cost Breakdown

<u>Payment/Contract Summary</u>	
Original contract	\$536,521.65
Actual Units and/or Changes	\$11,300.00
Contract Plus Changes	\$547,821.65
Work Completed to Date (see Attached)	\$517,035.17
Retainage (5%)	\$25,851.76
Amount Due Contractor	\$491,183.41
Less Previous Payments	\$257,139.41
Amount due this Payment (mail to Contractor)	\$234,044.00

Certified by
Martenson & Eisele, Inc.

Mary Jo Miller, P.E.

C: DeGroot, Inc.

PAY REQUEST NO. 3 - Revised

Abandon Lift Station No. 5
 Village of Harrison, Calumet County, Wisconsin
 Owner: Village of Harrison
 Contractor: DeGroot Inc.
 Engineer: Mary Jo Miller, P.E.

Prepared By:
 Martenson & Eisele, Inc.
 1377 Midway Rd., Menasha, WI 54952
 (920) 731-0381
 www.martenson-eisele.com

Item	Description	Bid Costs and Quantities			Construction Costs and Quantities		
		Bid Quantity	Unit Bid Cost	Total Amount	Total Actual Quantity	Unit Bid Cost	Total Amount
Base Bid 1 - ABANDON LIFT STATION NO. 5							
General Work							
1	Lump Sum Mobilization	1.00	\$4,545.00	\$4,545.00	1.00	\$4,545.00	\$4,545.00
2	Lump Sum Installation and Maintenance of Traffic Control	1.00	\$6,888.20	\$6,888.20	1.00	\$6,888.20	\$6,888.20
							\$11,433.20
Erosion Control and Surface Restoration							
3	Lump Sum Cleaning and Grubbing	1.00	\$3,535.00	\$3,535.00	1.00	\$3,535.00	\$3,535.00
4	Lump Sum Topsoil Stripping, Stockpiling, Re-Spreading and Fine Grading	1.00	\$12,625.00	\$12,625.00	1.00	\$12,625.00	\$12,625.00
5	Each Stone Tracking Pad	1.00	\$1,515.00	\$1,515.00		\$1,515.00	\$0.00
6	Lump Sum Topsoil, Seed, Fertilize and Mulch	1.00	\$24,745.00	\$24,745.00	0.50	\$24,745.00	\$12,372.50
7	Square Yards Erosion Matting	810.00	\$3.03	\$2,454.30	810.00	\$3.03	\$2,454.30
8	Square Yards Gravel Shoulder Restoration with 3/4-inch Base Course Material	200.00	\$25.76	\$5,152.00		\$25.76	\$0.00
9	Lump Sum Remove and Replace Landscape Berm and Trees at North Shore Drive	1.00	\$5,555.00	\$5,555.00		\$5,555.00	\$0.00
10	Lump Sum Erosion Control Monitoring, Record Keeping, and Termination	1.00	2,525.00	\$2,525.00	0.75	2,525.00	\$1,893.75
							\$58,106.30
Sanitary Sewer Components							
11	Linear Feet 8-inch Sanitary Sewer	486.00	\$80.80	\$37,652.80	486.00	\$80.80	\$37,652.80
12	Linear Feet 12-inch Sanitary Sewer	1,039.00	\$93.47	\$97,115.33	1,028.00	\$93.47	\$96,087.16
13	Linear Feet 15-inch Sanitary Sewer	880.00	\$104.07	\$91,581.60	872.00	\$104.07	\$90,749.04
14	Linear Feet 24-inch Steel Casing Pipe-Bored and Jacked, with Appurtenances	85.00	\$601.07	\$39,069.55	65.00	\$601.07	\$39,069.55
15	Linear Feet 30-inch Steel Casing Pipe-Bored and Jacked, with Appurtenances	286.00	\$514.86	\$147,249.96	286.00	\$514.86	\$147,249.96
16	Vertical Feet Sanitary Manhole	145.00	\$247.27	\$35,854.15	145.00	\$247.27	\$35,854.15
17	Each Sanitary Manhole Casing	8.00	\$729.22	\$5,833.76	8.00	\$729.22	\$5,833.76
18	Lump Sum Abandon Existing Lift Station No. 5	1.00	\$12,625.00	\$12,625.00	1.00	\$12,625.00	\$12,625.00
							\$466,982.15
Sanitary Sewer Improvements Subtotal							\$536,521.65
TOTAL BASE BID 1							\$609,435.17
CHANGE ORDERS							
Change Order No. 1							
	Culvert Replacement on Old Highway						
	Remove and relay 70 linear feet of 24-inch culvert			\$3,800.00		\$3,800.00	
	Permanently patch disturbed asphalt			\$1,750.00		\$1,750.00	
							\$5,550.00
Change Order No. 2							
	Culvert Replacement on Old Highway						
	Remove and relay 70 linear feet of 30-inch culvert			\$3,800.00		\$3,800.00	
	Permanently patch disturbed asphalt			\$1,950.00		\$1,950.00	
							\$5,750.00
Change Order No. 2							\$547,821.65
TOTAL BASE BID 1 AND CHANGE ORDERS							\$517,035.17

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

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

Meeting Date:

7/28/2020

Title:

Kambura Acres IV Subdivision Gravel Road Acceptance

Issue:

Bud Rusch is requesting acceptance of Kambura Acres IV to begin development of individual residential lots.

Background and Additional Information:

Kambura Acres III was accepted in November 2019 and at that time all utilities for both Kambura Acres III and IV had been installed and inspected by Village staff. Prior to acceptance of Kambura Acres IV, some rear yard swales still had to be graded and restored and the plat finalized. Both items have been completed.

Budget Impacts:

None

Recommended Action:

Staff recommends accepting the roads in a graveled state for Kambura Acres IV Subdivision.

Attachments:

- Kambura Acres IV Plat

VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Jennifer Weyenberg, Village Clerk-Treasurer

Meeting Date:

July 28, 2020

Title:

Rental Agreement with Waverly Beach for Polling Location

Issue:

The Village needs adequate space to conduct Presidential Election

Background and Additional Information:

It has been common practice for Harrison to open additional polling places for Presidential Elections to accommodate the higher percentage of voter participation. In 2016, 92% of our registered voters cast ballots. Since then, our number of registered voters has increased to 7,340 due to new construction and minors turning 18 years old, and we can expect that number to increase before November. Simply put, the current Board Room is not large enough to meet our needs. We need additional space to conduct election day registrations, to split poll books by alphabet to decrease wait time and long lines, and to process the high volume of absentee ballots. Due to Covid-19 concerns, Christ the Rock leadership has not allowed us to use their location as a polling place for the April and August elections and are uncertain what things might look like in November. I have reached out to Waverly Beach and they are willing to rent the 8,000 sq. ft ballroom for Monday, Nov. 2 (set-up) and Tuesday, Nov. 3 (Election Day) for a total of \$500.00.

Budget/Financial Impact:

500.00 (not budgeted for)

Recommended Action:

Approve Village Clerk to use funds to secure adequate space for the November 3, 2020 Election. A formal resolution designating all polling locations and establishing the reporting units would be brought to a future meeting for approval.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

July 28, 2020

Title:

Zoning Text Amendments – Fences in Easements

Issue:

Should the Village Board adopt an ordinance amendment to allow fences within storm sewer easements or drainage easements with underground infrastructure?

Background and Additional Information:

The Village Board asked the Plan Commission to recommend an ordinance amendment to allow fences within storm sewer easements or drainage easements with underground infrastructure. At the last Village Board meeting, a couple of property owners requested to place a fence within a storm sewer easement. Current ordinance provisions do not allow for fences in easements where storm sewer or other infrastructure are located. Staff feels that the Village Board is the appropriate entity to authorize fences in these circumstances since any future work in the area may incur costs for the property owner or Village to remove the fence in order to access the easement. If the Village incurs costs, those costs would be billed back to the property under the Drainage Easement Agreement. The below language in underline italics is proposed.

Sec. 117-54. - Accessory uses, buildings and structures.

- (5) Accessory buildings or structures shall not be located within any recorded easement (utility, drainage, or other) without written consent of the entity controlling the easement. The Zoning Administrator may authorize fences provided all the following are met:
- a. The fence does not restrict stormwater runoff flow, as determined by the Zoning Administrator.
 - b. The fence is not located within a storm sewer easement or drainage easement with storm sewer pipe, inlets, or other infrastructure improvements.
 - i. The Village Board may authorize the placement of a fence in a storm sewer easement or drainage easement with underground infrastructure on a case by case basis.
 - c. The property owner signs a “Permission to Occupy Drainage Easement Agreement” document.

Recommended Action:

The Plan Commission recommendation will be presented at the meeting. Staff recommends that the Village Board be the entity authorized to allow fences in storm sewer easements.

Attachments: Ordinance V20-07

ORDINANCE V20-07

AN ORDINANCE AMENDING CHAPTER 117 (ZONING) OF THE CODE OF ORDINANCES FOR THE VILLAGE OF HARRISON, CALUMET AND OUTAGAMIE COUNTIES, WISCONSIN.

WHEREAS, Harrison regularly reviews and amends the zoning ordinance in order to maintain the intent of the ordinance as identified in Section 117-4 of the zoning ordinance; and

WHEREAS, a public hearing on the text amendments were held by the Harrison Plan Commission on July 28, 2020; and

WHEREAS, the Plan Commission recommended approval of the zoning text amendments.

THEREFORE, BE IT ORDAINED, by the Village Board of the Village of Harrison, Calumet & Outagamie Counties, Wisconsin, that the Harrison Zoning Ordinance is amended as follows:

[Topic: Fences within Drainage Easements]

[Amend]

Sec. 117-54. - Accessory uses, buildings and structures.

- (5) Accessory buildings or structures shall not be located within any recorded easement (utility, drainage, or other) without written consent of the entity controlling the easement. The Zoning Administrator may authorize fences provided all the following are met:
- a. The fence does not restrict stormwater runoff flow, as determined by the Zoning Administrator.
 - b. The fence is not located within a storm sewer easement or drainage easement with storm sewer pipe, inlets, or other infrastructure improvements.
 - i. The Village Board may authorize the placement of a fence in a storm sewer easement or drainage easement with underground infrastructure on a case by case basis.
 - c. The property owner signs a "Permission to Occupy Drainage Easement Agreement" document.

EFFECT. This ordinance shall be in force and effect upon passage and publication as provided by law.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 28th day of July, 2020.

Kevin Hietpas, Village President

Attest: Jennifer Weyenberg, Village Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

July 28, 2020

Title:

Agreement to Place Fence in Drainage Easement – W6042 Moonflower Drive

Issue:

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

Background and Additional Information:

The property owner at W6042 Moonflower Drive is requesting permission to place a 6-foot solid vinyl fence within a drainage easement along the west side of the property. The property is Lot 135 of the Second Addition to Blazing Star subdivision. There is a 30-foot drainage easement that is angled along the west side of the property, the easement is not centered on the property line. There is also an 8-foot utility easement along the north side of the property. The purpose of the fence is to provide an enclosed area of the back yard.

The zoning ordinance requires approval from the easement holder prior to issuance of a zoning permit for the fence. Previously, the Village Board passed an ordinance not allowing fences within storm sewer easements or drainage easements with underground infrastructure. There is a proposal on the agenda to amend this ordinance to allow fences as authorized by the Village Board. If the ordinance amendment is approved, the Village Board may authorize a fence in the easement. We Energies has granted approval to place a fence in the utility easement.

Staff has concerns about allowing fences in storm sewer easements, and drainage easements with underground infrastructure, due to risk for damage to the infrastructure and reduced area for equipment access.

Budget Impacts:

None

Recommended Action:

Staff recommends the fence location be kept outside of the drainage easement. If the Village Board authorizes the fence within the easement, staff recommends the fence be located at least 10-feet from any inlet, pipe, or infrastructure and that the Permission to Occupy Drainage Easement Agreement be signed and recorded at the Register of Deeds.

Attachments:

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

James and Debbie Gill
W6042 Moonflower Drive
Appleton, WI 54915
June 4, 2020

Village of Harrison Board
W5298 HWY 114
Menasha, WI 54952

Dear Village of Harrison Board:

This letter is to request a waiver on a drainage easement on the west side of our property to enable us to place a fence on portions of the east and west and all of our north edge of our lot at W6042 Moonflower Drive. The fence is needed to protect our privacy and help mitigate noise levels.

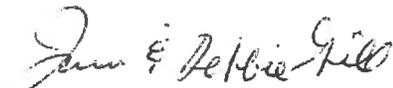
A map showing the requested position of the 6' white vinyl fence relative to the drainage easement, property boundaries and the utility easement is attached. The underground drain pipe location is estimated based on location of the drain and street manhole cover and assuming a straight line pipe placement. It is also noted that the pipe goes to both Moonflower and Blazing Star collection points so a blockage in one pipe would reroute to water to the other.

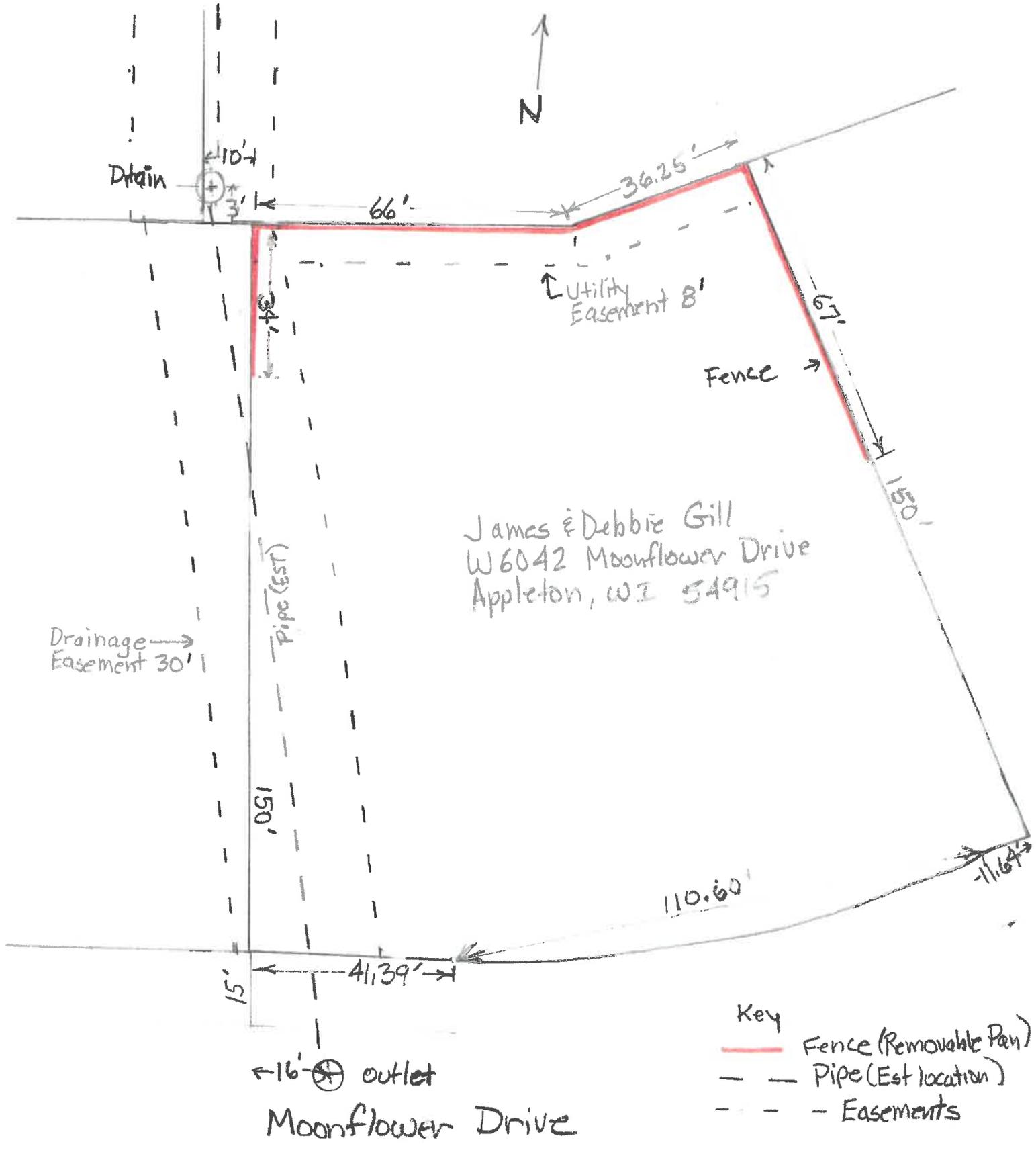
Prior to building the fence a licensed surveyor will verify the property lines and it is intended that the fence company place the fence as close to the lot lines as possible, accounting for utility wires, cables, etc. The fencing company will contact digger's hotline to mark all utilities prior to construction. The fence will be made of removable panels, which can easily be removed by the fence company which allows access by the Village of Harrison as required. It should also be noted that Wisconsin Electric (We Energies) has granted permission to encroach on the utility easement, under certain conditions. See the attached We Energies letter dated June 3, 2020.

If there are any questions I can be reached at (920) 380-0765 or via email at jbgilljr@aol.com.

Please accept our sincere thanks for your time and consideration. We am looking forward to your response.

Sincerely,


James and Debbie Gill





We Energies
231 W. Michigan St
Milwaukee WI 53203
www.we-energies.com

jbgilljr@aol.com

June 3, 2020

James Gill Jr
W6042 Moonflower Dr
Appleton WI 54915-7439

SUBJECT: ENCROACHMENT OF EASEMENT WITH FENCE
LOT 135, BLAZING STAR 2ND ADDITION SUBDIVISION

Dear Jim:

Your request to construct a fence on the property located at the above address in the Town of Harrison, Calumet County, Wisconsin has been reviewed.

Wisconsin Electric Power Company, a Wisconsin corporation, doing business as We Energies, has no objection to the construction of the fence as long as the following conditions are met:

- 1 Digger's Hotline must be called a minimum of 3 working days prior to the onset of any digging. They will mark cables in the area of the construction. Their number is 1-800-242-8511 or you may dial 811.
- 2 Fence posts must be a **MINIMUM** of 24 inches from any marked underground cables on or abutting your property. For safety reasons we recommend staying 36 inches from any marked cables. More clearance may be needed when using power equipment.
- 3 The fence must be 3 feet away from any pedestal whether it is on your property or on an adjoining property (pedestals are smaller and rectangular in shape).
- 4 The fence must be 10 feet away from any pad-mounted transformer door on or abutting your property and at least 3 feet from the remaining sides of the transformer (transformers are larger and square in shape: the door is the side with the padlock on it)
- 5 The fence must be a minimum of 4 feet from any utility pole. The fence may not be attached to any utility pole.

Finally, please be aware that Wisconsin Electric Power Company must have access to its facilities for routine and emergency maintenance, repairs and replacement. Should the fence be constructed in such a way to make access difficult or impossible, a portion of the fence may be removed to provide adequate access to our facilities. **It is advised you install removable sections near above ground equipment, including utility poles.** Wisconsin Electric Power Company will not be liable for the reconstruction of the fence or any damages to the fence. Please note there may be other utility facilities in the area as well. You will need to contact them separately with respect to their clearance requirements.

Please call me at the number below if you have any further questions or concerns.

Sincerely,

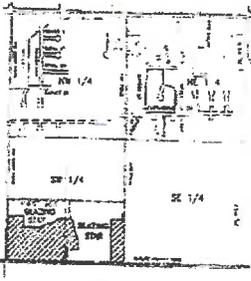
Mary Brooks
OAH
Phone: 414-221-4114



Property Marker
(Approx) Looking
North

SECOND ADDITION TO BLAZING STAR SUBDIVISION

A REPLAT OF LOT 42 OF BLAZING STAR SUBDIVISION, AND A PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND A PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND A PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 3, TOWNSHIP 20 NORTH, RANGE 18 EAST, TOWN OF HARRISON AND THE CITY OF APPLETON, CALUMET COUNTY, WISCONSIN



SECTION 3, TOWNSHIP 20 NORTH, RANGE 18 EAST, TOWN OF HARRISON, CALUMET COUNTY, WISCONSIN

LINE	LOT	RADIUS	CHORD	BEARING	LENGTH	BEARING	LENGTH	BEARING	LENGTH
1	121	117.00'	271.11'	S 87° 15' 00" W	117.00'	S 87° 15' 00" W	117.00'	S 87° 15' 00" W	117.00'
2	122	122.00'	282.35'	S 87° 15' 00" W	122.00'	S 87° 15' 00" W	122.00'	S 87° 15' 00" W	122.00'
3	123	127.00'	293.59'	S 87° 15' 00" W	127.00'	S 87° 15' 00" W	127.00'	S 87° 15' 00" W	127.00'
4	124	132.00'	304.83'	S 87° 15' 00" W	132.00'	S 87° 15' 00" W	132.00'	S 87° 15' 00" W	132.00'
5	125	137.00'	316.07'	S 87° 15' 00" W	137.00'	S 87° 15' 00" W	137.00'	S 87° 15' 00" W	137.00'
6	126	142.00'	327.31'	S 87° 15' 00" W	142.00'	S 87° 15' 00" W	142.00'	S 87° 15' 00" W	142.00'
7	127	147.00'	338.55'	S 87° 15' 00" W	147.00'	S 87° 15' 00" W	147.00'	S 87° 15' 00" W	147.00'
8	128	152.00'	349.79'	S 87° 15' 00" W	152.00'	S 87° 15' 00" W	152.00'	S 87° 15' 00" W	152.00'
9	129	157.00'	361.03'	S 87° 15' 00" W	157.00'	S 87° 15' 00" W	157.00'	S 87° 15' 00" W	157.00'
10	130	162.00'	372.27'	S 87° 15' 00" W	162.00'	S 87° 15' 00" W	162.00'	S 87° 15' 00" W	162.00'
11	131	167.00'	383.51'	S 87° 15' 00" W	167.00'	S 87° 15' 00" W	167.00'	S 87° 15' 00" W	167.00'
12	132	172.00'	394.75'	S 87° 15' 00" W	172.00'	S 87° 15' 00" W	172.00'	S 87° 15' 00" W	172.00'
13	133	177.00'	406.00'	S 87° 15' 00" W	177.00'	S 87° 15' 00" W	177.00'	S 87° 15' 00" W	177.00'
14	134	182.00'	417.24'	S 87° 15' 00" W	182.00'	S 87° 15' 00" W	182.00'	S 87° 15' 00" W	182.00'
15	135	187.00'	428.48'	S 87° 15' 00" W	187.00'	S 87° 15' 00" W	187.00'	S 87° 15' 00" W	187.00'
16	136	192.00'	439.72'	S 87° 15' 00" W	192.00'	S 87° 15' 00" W	192.00'	S 87° 15' 00" W	192.00'
17	137	197.00'	450.96'	S 87° 15' 00" W	197.00'	S 87° 15' 00" W	197.00'	S 87° 15' 00" W	197.00'
18	138	202.00'	462.20'	S 87° 15' 00" W	202.00'	S 87° 15' 00" W	202.00'	S 87° 15' 00" W	202.00'
19	139	207.00'	473.44'	S 87° 15' 00" W	207.00'	S 87° 15' 00" W	207.00'	S 87° 15' 00" W	207.00'
20	140	212.00'	484.68'	S 87° 15' 00" W	212.00'	S 87° 15' 00" W	212.00'	S 87° 15' 00" W	212.00'
21	141	217.00'	495.92'	S 87° 15' 00" W	217.00'	S 87° 15' 00" W	217.00'	S 87° 15' 00" W	217.00'
22	142	222.00'	507.16'	S 87° 15' 00" W	222.00'	S 87° 15' 00" W	222.00'	S 87° 15' 00" W	222.00'
23	143	227.00'	518.40'	S 87° 15' 00" W	227.00'	S 87° 15' 00" W	227.00'	S 87° 15' 00" W	227.00'
24	144	232.00'	529.64'	S 87° 15' 00" W	232.00'	S 87° 15' 00" W	232.00'	S 87° 15' 00" W	232.00'
25	145	237.00'	540.88'	S 87° 15' 00" W	237.00'	S 87° 15' 00" W	237.00'	S 87° 15' 00" W	237.00'
26	146	242.00'	552.12'	S 87° 15' 00" W	242.00'	S 87° 15' 00" W	242.00'	S 87° 15' 00" W	242.00'
27	147	247.00'	563.36'	S 87° 15' 00" W	247.00'	S 87° 15' 00" W	247.00'	S 87° 15' 00" W	247.00'
28	148	252.00'	574.60'	S 87° 15' 00" W	252.00'	S 87° 15' 00" W	252.00'	S 87° 15' 00" W	252.00'
29	149	257.00'	585.84'	S 87° 15' 00" W	257.00'	S 87° 15' 00" W	257.00'	S 87° 15' 00" W	257.00'
30	150	262.00'	597.08'	S 87° 15' 00" W	262.00'	S 87° 15' 00" W	262.00'	S 87° 15' 00" W	262.00'
31	151	267.00'	608.32'	S 87° 15' 00" W	267.00'	S 87° 15' 00" W	267.00'	S 87° 15' 00" W	267.00'
32	152	272.00'	619.56'	S 87° 15' 00" W	272.00'	S 87° 15' 00" W	272.00'	S 87° 15' 00" W	272.00'
33	153	277.00'	630.80'	S 87° 15' 00" W	277.00'	S 87° 15' 00" W	277.00'	S 87° 15' 00" W	277.00'
34	154	282.00'	642.04'	S 87° 15' 00" W	282.00'	S 87° 15' 00" W	282.00'	S 87° 15' 00" W	282.00'
35	155	287.00'	653.28'	S 87° 15' 00" W	287.00'	S 87° 15' 00" W	287.00'	S 87° 15' 00" W	287.00'
36	156	292.00'	664.52'	S 87° 15' 00" W	292.00'	S 87° 15' 00" W	292.00'	S 87° 15' 00" W	292.00'
37	157	297.00'	675.76'	S 87° 15' 00" W	297.00'	S 87° 15' 00" W	297.00'	S 87° 15' 00" W	297.00'
38	158	302.00'	687.00'	S 87° 15' 00" W	302.00'	S 87° 15' 00" W	302.00'	S 87° 15' 00" W	302.00'
39	159	307.00'	698.24'	S 87° 15' 00" W	307.00'	S 87° 15' 00" W	307.00'	S 87° 15' 00" W	307.00'
40	160	312.00'	709.48'	S 87° 15' 00" W	312.00'	S 87° 15' 00" W	312.00'	S 87° 15' 00" W	312.00'
41	161	317.00'	720.72'	S 87° 15' 00" W	317.00'	S 87° 15' 00" W	317.00'	S 87° 15' 00" W	317.00'
42	162	322.00'	731.96'	S 87° 15' 00" W	322.00'	S 87° 15' 00" W	322.00'	S 87° 15' 00" W	322.00'
43	163	327.00'	743.20'	S 87° 15' 00" W	327.00'	S 87° 15' 00" W	327.00'	S 87° 15' 00" W	327.00'
44	164	332.00'	754.44'	S 87° 15' 00" W	332.00'	S 87° 15' 00" W	332.00'	S 87° 15' 00" W	332.00'
45	165	337.00'	765.68'	S 87° 15' 00" W	337.00'	S 87° 15' 00" W	337.00'	S 87° 15' 00" W	337.00'
46	166	342.00'	776.92'	S 87° 15' 00" W	342.00'	S 87° 15' 00" W	342.00'	S 87° 15' 00" W	342.00'
47	167	347.00'	788.16'	S 87° 15' 00" W	347.00'	S 87° 15' 00" W	347.00'	S 87° 15' 00" W	347.00'
48	168	352.00'	799.40'	S 87° 15' 00" W	352.00'	S 87° 15' 00" W	352.00'	S 87° 15' 00" W	352.00'
49	169	357.00'	810.64'	S 87° 15' 00" W	357.00'	S 87° 15' 00" W	357.00'	S 87° 15' 00" W	357.00'
50	170	362.00'	821.88'	S 87° 15' 00" W	362.00'	S 87° 15' 00" W	362.00'	S 87° 15' 00" W	362.00'
51	171	367.00'	833.12'	S 87° 15' 00" W	367.00'	S 87° 15' 00" W	367.00'	S 87° 15' 00" W	367.00'
52	172	372.00'	844.36'	S 87° 15' 00" W	372.00'	S 87° 15' 00" W	372.00'	S 87° 15' 00" W	372.00'
53	173	377.00'	855.60'	S 87° 15' 00" W	377.00'	S 87° 15' 00" W	377.00'	S 87° 15' 00" W	377.00'
54	174	382.00'	866.84'	S 87° 15' 00" W	382.00'	S 87° 15' 00" W	382.00'	S 87° 15' 00" W	382.00'
55	175	387.00'	878.08'	S 87° 15' 00" W	387.00'	S 87° 15' 00" W	387.00'	S 87° 15' 00" W	387.00'
56	176	392.00'	889.32'	S 87° 15' 00" W	392.00'	S 87° 15' 00" W	392.00'	S 87° 15' 00" W	392.00'
57	177	397.00'	900.56'	S 87° 15' 00" W	397.00'	S 87° 15' 00" W	397.00'	S 87° 15' 00" W	397.00'
58	178	402.00'	911.80'	S 87° 15' 00" W	402.00'	S 87° 15' 00" W	402.00'	S 87° 15' 00" W	402.00'
59	179	407.00'	923.04'	S 87° 15' 00" W	407.00'	S 87° 15' 00" W	407.00'	S 87° 15' 00" W	407.00'
60	180	412.00'	934.28'	S 87° 15' 00" W	412.00'	S 87° 15' 00" W	412.00'	S 87° 15' 00" W	412.00'
61	181	417.00'	945.52'	S 87° 15' 00" W	417.00'	S 87° 15' 00" W	417.00'	S 87° 15' 00" W	417.00'
62	182	422.00'	956.76'	S 87° 15' 00" W	422.00'	S 87° 15' 00" W	422.00'	S 87° 15' 00" W	422.00'
63	183	427.00'	968.00'	S 87° 15' 00" W	427.00'	S 87° 15' 00" W	427.00'	S 87° 15' 00" W	427.00'
64	184	432.00'	979.24'	S 87° 15' 00" W	432.00'	S 87° 15' 00" W	432.00'	S 87° 15' 00" W	432.00'
65	185	437.00'	990.48'	S 87° 15' 00" W	437.00'	S 87° 15' 00" W	437.00'	S 87° 15' 00" W	437.00'
66	186	442.00'	1001.72'	S 87° 15' 00" W	442.00'	S 87° 15' 00" W	442.00'	S 87° 15' 00" W	442.00'
67	187	447.00'	1012.96'	S 87° 15' 00" W	447.00'	S 87° 15' 00" W	447.00'	S 87° 15' 00" W	447.00'
68	188	452.00'	1024.20'	S 87° 15' 00" W	452.00'	S 87° 15' 00" W	452.00'	S 87° 15' 00" W	452.00'
69	189	457.00'	1035.44'	S 87° 15' 00" W	457.00'	S 87° 15' 00" W	457.00'	S 87° 15' 00" W	457.00'
70	190	462.00'	1046.68'	S 87° 15' 00" W	462.00'	S 87° 15' 00" W	462.00'	S 87° 15' 00" W	462.00'
71	191	467.00'	1057.92'	S 87° 15' 00" W	467.00'	S 87° 15' 00" W	467.00'	S 87° 15' 00" W	467.00'
72	192	472.00'	1069.16'	S 87° 15' 00" W	472.00'	S 87° 15' 00" W	472.00'	S 87° 15' 00" W	472.00'
73	193	477.00'	1080.40'	S 87° 15' 00" W	477.00'	S 87° 15' 00" W	477.00'	S 87° 15' 00" W	477.00'
74	194	482.00'	1091.64'	S 87° 15' 00" W	482.00'	S 87° 15' 00" W	482.00'	S 87° 15' 00" W	482.00'
75	195	487.00'	1102.88'	S 87° 15' 00" W	487.00'	S 87° 15' 00" W	487.00'	S 87° 15' 00" W	487.00'
76	196	492.00'	1114.12'	S 87° 15' 00" W	492.00'	S 87° 15' 00" W	492.00'	S 87° 15' 00" W	492.00'
77	197	497.00'	1125.36'	S 87° 15' 00" W	497.00'	S 87° 15' 00" W	497.00'	S 87° 15' 00" W	497.00'
78	198	502.00'	1136.60'	S 87° 15' 00" W	502.00'	S 87° 15' 00" W	502.00'	S 87° 15' 00" W	502.00'
79	199	507.00'	1147.84'	S 87° 15' 00" W	507.00'	S 87° 15' 00" W	507.00'	S 87° 15' 00" W	507.00'
80	200	512.00'	1159.08'	S 87° 15' 00" W	512.00'	S 87° 15' 00" W	512.00'	S 87° 15' 00" W	512.00'
81	201	517.00'	1170.32'	S 87° 15' 00" W	517.00'	S 87° 15' 00" W	517.00'	S 87° 15' 00" W	517.00'
82	202	522.00'	1181.56'	S 87° 15' 00" W	522.00'	S 87° 15' 00" W	522.00'	S 87° 15' 00" W	522.00'
83	203	527.00'	1192.80'	S 87° 15' 00" W	527.00'	S 87° 15' 00" W	527.00'	S 87° 15' 00" W	527.00'
84	204	532.00'	1204.04'	S 87° 15' 00" W	532.00'	S 87° 15' 00" W	532.00'	S 87° 15' 00" W	532.00'
85	205	537.00'	1215.28						

VILLAGE OF HARRISON
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

Permission to Occupy Drainage Easement Agreement

This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and Debra & James Gill, hereinafter referred to as "Owner", owners of property described as Lot 135 of Second Addition to Blazing Star Subdivision being a replat of Lot 42 of Blazing Star Subdivision, and a part of the SW1/4 of the SE1/4 and a part of the SE1/4 of the SW1/4 and a part of the SW1/4 of the SW1/4 of Section 3, Township 20 North, Range 18 East, Village of Harrison and City of Appleton, Calumet County, Wisconsin, located at W6042 Moonflower Drive.

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

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

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

Parcel No.(s): 131-0477-001350A-000-
0-201803-00-3300
Location ID 35556

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

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VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

July 28, 2020

Title:

Agreement to Place Fence in Drainage Easement – W5553 Hoelzel Way

Issue:

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

Background and Additional Information:

The property owner at W5553 Hoelzel Way is requesting permission to place a fence within a drainage easement along the south side of the property. The property is Lot 90 of the Kimberly Heights 2 subdivision. There is a 30-foot drainage & storm sewer easement along the south side of the property. The purpose of the fence is to provide an enclosed area of the back yard.

The zoning ordinance requires approval from the easement holder prior to issuance of a zoning permit for the fence. Previously, the Village Board passed an ordinance not allowing fences within storm sewer easements or drainage easements with underground infrastructure. There is a proposal on the agenda to amend this ordinance to allow fences as authorized by the Village Board. If the ordinance amendment is approved, the Village Board may authorize a fence in the easement. We Energies has granted approval to place a fence in the utility easement.

Staff has concerns about allowing fences in storm sewer easements, and drainage easements with underground infrastructure, due to risk for damage to the infrastructure and reduced area for equipment access.

Budget Impacts:

None

Recommended Action:

Staff recommends the fence location be kept outside of the drainage easement. If the Village Board authorizes the fence within the easement, staff recommends the fence be located at least 10-feet from any inlet, pipe, or infrastructure and that the Permission to Occupy Drainage Easement Agreement be signed and recorded at the Register of Deeds.

Attachments:

- Subdivision Plan
- Draft Agreement

Kimberly Heights 2

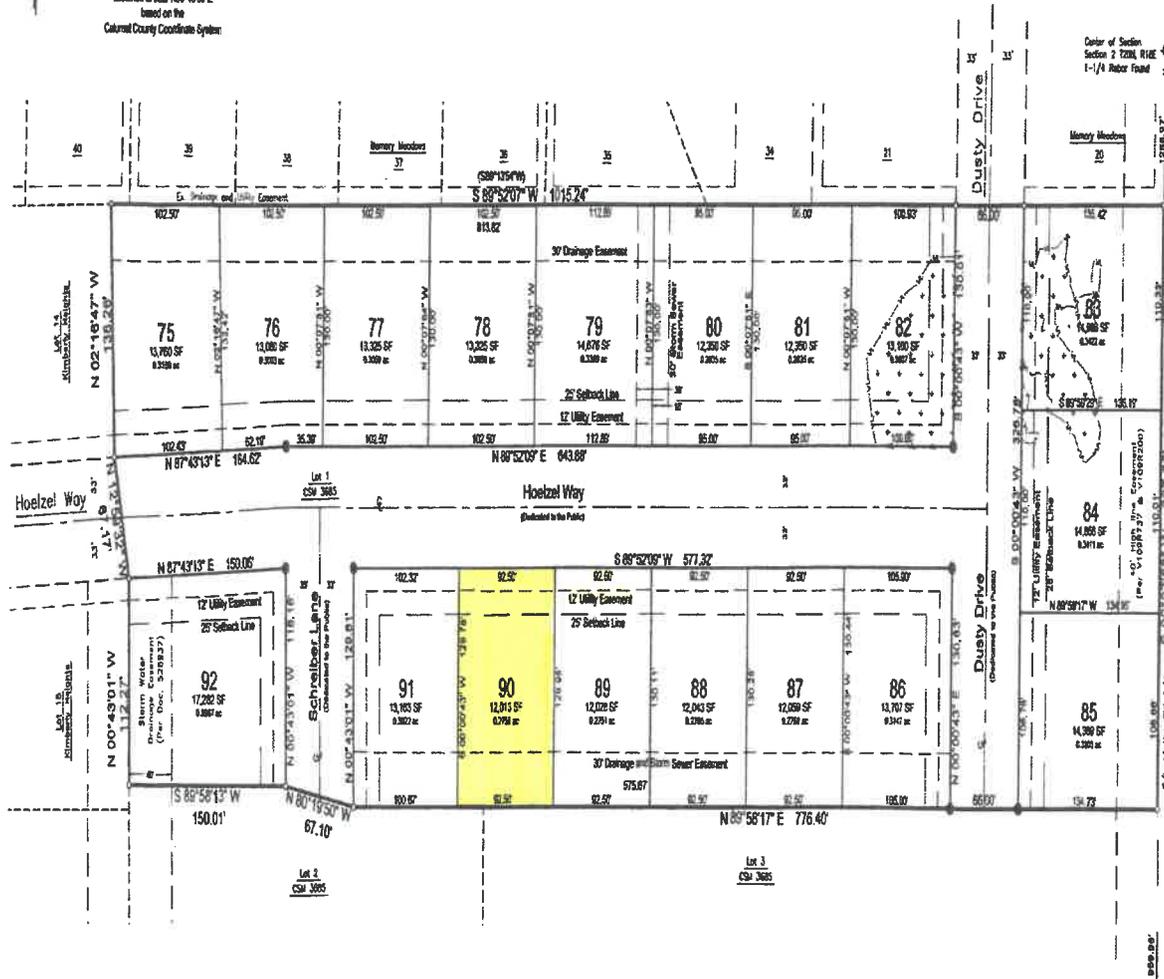
All of Lot 1 of Certified Survey Map No. 3685 being part of the SE 1/4 of the SW 1/4 Section 02, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

LOCATION MAP

SW 1/4 SEC. 2, T. 20 N., R. 18 E.,
VILLAGE OF HARRISON
CALUMET COUNTY, WI



Bearings are referenced to the
S of the SW 1/4 Section 2 T20N, R18E
measured to bear N89°15'30"E
based on the
Calumet County Coordinate System



NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All angular measurements have been made to the nearest 20 seconds and computed to the nearest half seconds.
- Wellhead or Lot 02 and 03 are regulated waters and cannot be sold or distributed without a permit from the Wisconsin Department of Natural Resources and US Army Corps of Engineers.

LEGEND

- 1" Rubber Road
- 12" x 18" Steel Rebar @ 40# Half SET
- All other corners
- 12" x 18" Steel Rebar @ 1.50# Half SET
- SF Lot areas in square feet
- Government Corner

Village Notes

- There are Ordinance regulations that have been passed by the Village of Harrison requiring the maintenance of lot drainage plans on a permanent basis. Said regulations have been recorded as Document Number 331498, Calumet County Register of Deeds and shall apply to all subdivisions approved after the 1st day of May, 2001. Said regulations shall have the effect of deed restrictions requiring that permanent laws be established in conformance with the lot drainage plan elevations within one year after initial occupancy of any house. Failure to maintain grades in accordance with storm water or drainage plans shall result in the Village or representative thereof to attend compliance or upon failure of compliance to make said lands come into compliance. The costs and expenses shall be entered on the tax roll as a special charge against the property and collected with other taxes levied thereon.
- Building permits and occupancy permits may be withheld for non-compliance with the plat or Village Ordinances relating to drainage and storm water management.
- In the event that the surface drainage facilities required by the plat which are applicable to the lot for which a building permit has been applied, have not been completed with, the building inspector may withhold building permits required by the building code.
- In the event that, after construction there is a failure to establish surface grades in accordance with the subdivision surface water plan, the building inspector may withhold the occupancy permit required by the building code.
- Maintenance of all drainageways and associated structures within the plat or serving the plat is the sole responsibility of the Owners/Subscriber until acceptance by or dedication to the Village of Harrison.
- Where the final drainage plan requires a storm inlet to adequately drain the rear portion of lots within blocks of the plat, the subscriber shall incorporate restrictive covenants in the deeds for the aforementioned lots that, "The respective lot owners shall be responsible for maintaining a clear grate on any storm drainage inlets on their lot."

7. Upon failure of the Owners/Subscriber to perform maintenance of the drainageways and associated structures, the Village of Harrison retains the right to perform maintenance and/or repairs. The payments of said maintenance and/or repairs shall be equally assessed among the property owners of the plat.

8. A drainage plan has been filed with the Village of Harrison which states the required levels of maintenance for all the identified storm water management systems/elevations.

9. Drainage Easement Notes

- All lands within areas labeled "Drainage Easement" are reserved for stormwater collection, conveyance, treatment, or infiltration. No buildings, fences, or other structures are allowed in these areas. No grading or filling is allowed in these areas that may interrupt stormwater flows in any way.
- Landscaping/bearings shall be restricted to ground cover.
- If Drainage Easements are not adequately maintained, the Village of Harrison may levy the cost and expenses of such inspection, maintenance, and/or repair related actions as a special charge against the property and collected as such in accordance with the procedures under Wis. Stats. 65.0827.

10. The Village of Harrison will assess all lots for street improvements, including but not limited to, curb & gutter, concrete pavement, and sidewalks.

11. There shall be no lower exposed openings on lots containing a drainage easement. Any exposed windows will require a window well with a top elevation consistent with the top of the house foundation elevation.

Southeast Corner
Section 2 T20N, R18E
(Survey Nail Found)

S of the SW 1/4
S89°15'30" W 253.27'

South 1/4 Corner
Section 2 T20N, R18E
(Survey Nail Found)

DOCUMENT # 532718

TAMARA ALTRIN
REGISTERED PROFESSIONAL
CALUMET COUNTY, WI
07/28/2018 2:48 PM
VOL. 9 PAGE: 113
RECORDING FEE: \$9.00



There are no objections to this plat with respect to
Secs. 234.15, 234.16, 246.29 and 234.23(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.
Certified *[Signature]* 12/20/18
[Signature]
Department of Administration

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street, Racine, WI 53402
P.O. Box 891-1608, Racine, WI 53408-0891
www.davel.com

File: 4775Final2.dwg
Date: 05/02/2018
Drafted By: Jen
Sheet: 1 of 2
Revision Date: Jun 08, 2018

VILLAGE OF HARRISON
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

Permission to Occupy Drainage Easement Agreement

This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and Michael & Jillian Enguita, hereinafter referred to as "Owner", owners of property described as Lot 90 of Kimberly Heights 2 subdivision being all of Lot 1 of Certified Survey Map No. 3685 being part of the SE1/4 of the SW1/4 of Section 2, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, located at 5553 Hoelzel Way.

This agreement authorizes the Owner to place a fence, hereinafter referred to as "Improvement", within the recorded drainage and storm sewer easement on their property subject to the following provisions and/or conditions:

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

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

Parcel No.(s): 131-0720-000900A-000-
0-201802-00-3400
Location ID 44754

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

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VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: July 28th, 2020

Title:

Ordinance V20-08 Repeal and Replace Harrison Utilities (F/K/A Waverly Sanitary District) Ordinances No. 20, No. 23, No. 27, and No. 28 Pertaining to the Facilities Connection Fee.

Issue:

Should the Village Board approve ordinance V20-08 to repeal and replace certain Harrison Utilities' ordinances?

Background and Additional Information:

The Village of Harrison began a rate case study conducted by the Wisconsin Public Service Commission for Harrison Utilities in 2019. During the process for the rate case study, it was determined by PSC staff that the former Waverly Sanitary District has been charging a facilities connection fee that was not approved by the PSC. This facilities fee included both sewer and water. Water is regulated by the PSC and a water connection fee needs to be authorized by the PSC. In this case, Waverly Sanitary District never received permission from the PSC to institute a water connection charge.

The attached ordinance repeals and replaces those ordinances in which a water connection fee is charged. The ordinance would leave in place a connection fee for sewer connections. Sewer is not regulated by the PSC, so the Village would have the final authority over a sewer connection fee.

Ordinance, Resolution, or Policy:

Repeals and replaces previous Waverly Sanitary District ordinances No. 20, No. 23, No. 27, and No. 28.

Budget/Financial Impact:

None.

Attachments:

Ordinance V20-08.

ORDINANCE V20-08

REPEAL AND REPLACE HARRISON UTILITIES (F/K/A WAVERLY SANITARY DISTRICT) ORDINANCES NO. 20, NO. 23, NO. 27, AND NO. 28 PERTAINING TO THE FACILITIES CONNECTION FEE

WHEREAS, the Waverly Sanitary District was created by the Town of Harrison to provide sewer and water service to portions of the Town of Harrison and began to provide that service to customers in 1984; and

WHEREAS, in 2017, the Village of Harrison annexed territory in the Town of Harrison which included the entire Waverly Sanitary District; and

WHEREAS, in accordance with Wisconsin statutes, this annexation dissolved the Sanitary District and transferred the Sanitary District’s assets and liabilities to the Village; and

WHEREAS, this transfer was memorialized in Village of Harrison Resolution No. V2017-05, adopted on August 29, 2017, which provided that going forward the sewer and water utilities will be known as “Harrison Utilities” and will be managed by the Village Board; and

WHEREAS, Resolution No. V2017-05 further provided that “all existing ordinances, rules and regulations, rates, resolutions, and procedures of the Waverly Sanitary District will be transferred to the new Village-owned utilities and shall remain in effect until changed by the Village of Harrison Village Board; and

WHEREAS, the Village Board by adopting this Ordinance explicitly repeals and restates certain Ordinances previously adopted by the Waverly Sanitary District related to Residential Unit Charges, Classified Unit Charges, and the Facilities Connection Fee.

NOW THEREFORE, be it ordained by the Village Board of the Village of Harrison as follows:

1. The Village Board hereby repeals the following Ordinances:
 - a. Ordinance No 20, Series of 1992, adopted by the Waverly Sanitary District on February 5, 1992;
 - b. Ordinance No. 23, Series of 1995, adopted by the Waverly Sanitary District on June 14, 1995;
 - c. Ordinance No. 27, Series of 1997, adopted by the Waverly Sanitary District on February 12, 1997; and
 - d. Ordinance No. 28, Series of 1997, adopted by the Waverly Sanitary District on February 5, 1997.
2. The terminology used in all Ordinances amended by Ordinance No 20, Series of 1992, shall return to the terminology originally used in those Ordinances when they were adopted. The term “Residential Unit Charge” applicable to residential properties and the term “Classified Unit Charge” applicable to multi-family, commercial, and industrial

properties shall be used in those Ordinances that predate Ordinance No 20, Series of 1992, shall not be amended or replaced with the term “Facilities Connection Fee.”

3. As described in Ordinances No. 2, Series of 1983 and Ordinance No. 7, Series of 1984, a “Residential Unit Charge” is a special assessment charged to those properties that connect to that part of the utility constructed by the Waverly Sanitary District during its first construction phase. The charge to multiple family, commercial and industrial users that connect to that part of the utility constructed by the Waverly Sanitary District during its first construction phase is referred to as a “Classified Unit Charge.”
4. Those lots that connected to that part of the utility constructed by the Waverly Sanitary District during its first construction phase shall continue to be subject to the Residential Unit Charge or Classified Unit Charge imposed on properties as a special assessment under Ordinances No. 2, Series of 1983 and Ordinance No. 7, Series of 1984. The Residential Unit Charge is \$2,870.
5. Each lot that connects to the Village’s sewer system and that is not subject to a Residential Unit Charge or Classified Unit Charge shall pay a sewer connection fee in an amount established by the Village Board by resolution.

SEVERABILITY: If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the above provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provision or its application.

Adopted by the Village Board of the Village of Harrison, Wisconsin this 28th day of July, 2020.

Kevin Hietpas, Village President

Attest: Jennifer Weyenberg, Village Clerk