

## NOTICE OF VILLAGE BOARD MEETING

**DATE: Tuesday, August 10, 2021**  
**TIME: 6:00 pm**  
**PLACE: Harrison Municipal Building**  
**W5298 State Road 114**  
**Harrison, WI 54952**

NOTICE IS HEREBY GIVEN that a Village Board meeting will be held at 6:00 pm on Tuesday, August 10, 2021 at the Harrison Municipal Building. This is a public meeting and the agenda is listed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
5. Public Comments  
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Corrections and Approval of the Previous Meetings Minutes
  - a) July 27, 2021
7. Unfinished Business from Previous Meetings for Consideration or Action  
No unfinished business to consider.
8. New Business for Consideration or Action
  - a) Berryfield Lane ditches - conforming enforcement.
  - b) Request for Special Event permit by Luis Vargas.
  - c) Consider for approval an Operator's License for Krista Jost to bartend at Sapphires.
  - d) Discussion and possible action on park and facility rental policies.
  - e) Discussion of creating policy for routine use of Village parks or facilities by non-profit groups.
  - f) Discussion and possible action on soccer layout and season proposal from KASA.
  - g) Discussion and possible action on a tire reimbursement request.
  - h) Discussion and possible action on staff appointments for:
    - o Billing Clerk II

- Administrative Assistant
- Deputy Clerk/Treasurer
- i) Discussion and possible action on approving costs for Flight Night.
- j) Report on status of A/C units on building.
- k) Discussion and possible action of yard waste site hours.

#### 9. Future Agenda Items

- a) Discussion of Carlson Dettmann Study
- b) Discussion on the timeline of park improvements (after Graef study is done)
- c) Discussion of PASER Ratings
- d) Discussion/Action on a 5-year Road Maintenance Plan
- e) Discussion/Action on a 5-year Capital Improvement Plan
- f) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- g) Discussion/Action on creating an ordinance against littering
- h) Discussion/Action on amending our noise ordinance to include decibel limits
- i) Discussion of drainage issue at Spranger Electric
- j) Approve Redistricting Ward map – October 12th or 26<sup>th</sup> meeting
- k) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- l) Items to be discussed/acted upon during budget meetings – staff authorized to research or get RFP's prior.
  - a. IT Options
  - b. Recording of Meetings
  - c. Software purchase for real estate inquiries
  - d. Software purchase for secure file sharing
  - e. Office phone upgrade
  - f. Cleaning Services
  - g. Garbage Services

#### 10. Closed Session

Pursuant to Wis. Stats. §19.85(1)(e), the Board will meet to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business in which competitive or bargaining reasons require a closed session. The Board will discuss the possible sale of Village owned land.

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

#### 11. Adjournment

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Agenda posted on August 6, 2021 at [www.harrison-wi.org](http://www.harrison-wi.org) and Municipal Building lobby.

*Vicki Tessen*, Clerk

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**VILLAGE BOARD MEETING**

**From:** Vicki Tessen, Clerk / Treasurer

**VILLAGE OF HARRISON**

**Meeting Date:** August 10, 2021

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**Title:** Compliance Enforcement of Ditch Construction

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**Issue:**

A resident on Berryfield Lane called and informed the Clerk that he has had a problem with drainage in his ditch ever since he dug out his ditch per order from the Village. He complied and now his ditch has standing water constantly. This leads to algae, mosquitos, a bad odor, and unattractive landscaping. The cause of the issue is neighboring ditches are not being correctly dug out to allow the water to flow as it should.

He requests the Board to enforce the regulations on ditch maintenance in the Village.

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**Background and Additional Information:**

In August 2020, the residents with ditches not in compliance with Village Article 113-III were sent a letter by then DPW Director, Laura Jungwirth, to bring their ditches up to code by September 4, 2020 (see attached).

There are still many properties not in compliance. However, it is common knowledge in the area that landscapers and contractors for this kind of work are booked tight through the fall and into 2022. For residents unable to complete the work themselves, the shortage of contractors may make it impossible for them to meet a deadline if given.

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**Budget Impacts:**

If Village completes the work or contracts out for the ditches to be brought up to code, then residents would be billed.

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**Recommended Action:**

Staff will answer questions from the Board during discussion and rely on the Board to decide future action.

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**Action Options:**

1. Directive to staff on how to follow up. (no motion needed)
  2. Motion to allow staff to contract help to complete the work needed to bring ditches up to code.
  3. Table the item.
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**Attachments:**

- Copy of letter sent to residents dated August 11, 2020
-

August 11, 2020

[REDACTED]

Appleton, WI 54915

**RE: Roadside Ditch Drainage Concerns**

Dear [REDACTED],

It has come to our attention that your roadside ditch has been filled in and that these actions have resulted in impeding the flow of storm water drainage on Berryfield Lane. Filling in the ditches, even with installation of a drain tile, not only blocks the flow of water, but reduces storage capacity of the ditches during rain events. This reduced storage capacity ultimately results in higher water levels at neighboring properties and potential backup on the road surface. Please be aware that this subdivision was constructed with the intent to utilize roadside ditches for storm water treatment and conveyance, and each property owner is responsible for maintaining their portion of the ditch.

Article 113-III, Ditch and Watercourse Maintenance, from the Village of Harrison Municipal Code of Ordinances states, "Any property owner in the town who has property which abuts any ditch, watercourse, or other earthen structure, as described subsection (a) of this section, shall be responsible for controlling activities upon such property and maintaining the owned property in such a manner as to not cause or contribute to obstructions in the ditch, watercourse or other earthen structure which would restrict, block or prohibit the free, open and continuous flow of water through the ditch, watercourse or other earthen structure." And "All costs of clearing, ice removal, and other maintenance work shall be borne by the abutting property owners."

This letter is being sent to you as notice that the flowline of your roadside ditch shall be cleared of any obstructions by **September 4, 2020**. If you are unable to perform the work to clean out the ditch by this date, the Village of Harrison Road Crew will complete the work and bill you for the time and materials. If you have any additional questions, please contact me at [ljungwirth@harrison-wi.org](mailto:ljungwirth@harrison-wi.org) or (920) 989-1062.

Sincerely,

Laura Jungwirth, P.E.  
Director of Public Works

Village of Harrison  
W5298 State Road 114  
Harrison, WI 54952

## **Application for Street Closing and Special Events Permit**

**Fee: None**

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### **Intent.**

This permit is intended to clarify the working relationship between the Sponsor of the special event and the Village of Harrison. Types of special events include but are not limited to Block Parties, Fun Runs, Triathlons, Parades, and ChickenFest. The Sponsor agrees to abide by the terms of this permit, and all existing policies governing use of Village Facilities unless specifically noted in the permit. The application will be reviewed by Village staff and must be signed by the Village Clerk if approved.

### **General Information.**

Applications are available from the Village Clerk or the Public Works Director. Applications must be submitted to the Village Clerk no less than 21 days\* prior to the event.

\*Any person or group requesting assistance of Harrison Fire Rescue (for traffic control, first-aid tents, etc.) must contact the Fire Chief at least 6 weeks prior to the event to ensure adequate staffing from the volunteer department.

All laws regarding intoxicants must be adhered to. In addition, this permit does not relieve any individual or party from any village ordinance (including noise and alcohol.)

The Darboy Community Park Shelter must be reserved via payment by the Sponsor through the front desk at the Harrison Municipal Building.

Persons needed to run the events are the responsibility of the Sponsor, except where the Village determines that qualified personnel are required.

Equipment needed to run the event will be the responsibility of the Sponsor except when village equipment, such as traffic barricades or cones are used, under the direction of the Public Works Director or Operations Manager. The cost to repair or replace lost or damaged equipment will be charged to the Sponsor.

Street parties shall start no earlier than 10:00am and shall terminate no later than 10:00pm.

### **Requirements.**

**Emergency Vehicle Access.** A 10-ft wide lane must be kept open at all times during an event for emergency vehicles to pass.

**Street Closures.** If the event requires street closures or re-routing of traffic, the Sponsor may be required to mail a notice to affected residences and businesses two weeks prior to the event. Street barricades are available upon request. A \$100.00 refundable deposit is required.

**Certificate of Insurance.** A certificate of insurance covering the event must be provided by the Sponsor, naming the Village of Harrison, its officers, board members, employees, and authorized volunteers as additional insured(s) with no exclusions.

**Waste and Recyclables.** The Sponsor shall provide adequate solid-waste and recyclables collection and disposal, at the Sponsor's sole expense, and shall not rely on village waste containers to meet this requirement. The required size and number of solid-waste and recyclables receptacles shall be according to standards determined by the Department of Public Works.

**Toilets and Sanitation Facilities.** The Sponsor shall ensure that adequate toilet and sanitation facilities are available to all attendees during the Special Event, at the Sponsor's sole expense.

Refer to the following table for the required number of toilets available for attendees. The number of attendees is at any given time, not aggregate.

Duration of event in hours	≤1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
<b>Attendee Count</b>										
400-999	0	4	4	6	6	6	8	8	8	8
1000-1999	4	6	6	6	6	8	8	8	8	12
2000-2999	4	8	8	8	8	12	12	12	12	16
3000-3999	8	8	10	10	10	12	16	16	20	20
4000-4999	8	8	12	12	16	16	20	24	24	28
5000-5999	12	12	12	16	20	30	30	30	30	34
6000-6999	12	12	16	16	20	30	30	36	36	40
7000-7999	12	12	16	20	30	32	40	40	52	52
8000-8999	12	12	20	24	32	32	40	44	52	54
9000-9999	16	16	24	28	40	40	52	52	60	64
10000 and up	16	16	28	40	40	52	52	60	60	72

The required number of toilets may be met with toilets in private or public restrooms, with portable toilets, or any combination. Toilet facilities must comply with ADA requirements for accessibility.

**Conditions of Permit.**

The person requesting the permit agrees to the following:

1. To set-up and remove street closing barricades provided by the Public Works Department. Barricades will be delivered on the day before the block party (or Thursday if on a weekend) to the block representative whose name and contact information appears on this application. Barricades will be picked the day after the block party (or Monday if on a weekend).
2. Position all picnic tables, chairs, grills, and other leisure items, games and toys on one side of the street so that emergency vehicles could proceed through the area unobstructed if necessary.
3. Remove all items from the street including the barricades not later than 10:00pm.
4. No post holes/tent stakes of any kind can be put in pavement in road right-of-way.
5. Adequate provisions must be made to contain litter and to cleaning of the area at the conclusion of the event.

NOTE: Street closing permits will not be issued for neighborhood block parties on U.S. Highways, State Highways, County Trunk Highways, or Village Streets that serve as major traffic collectors, detour routes, or other streets which by their very nature are deemed hazardous.

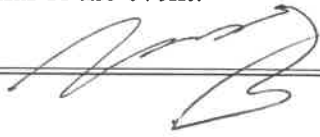
<b>Section 1- Event Information</b>	
Name of Event:	Luis ad Lisbet Vargas Wedding
Event Date and Time:	Aug - 14 - 21 2pm -
Event Description:	Wedding party family + friends
Estimated Attendance:	~ 800
Will there be amplified music?	Yes
Will there be street closures?	NO
<b>Section 2- Contact Information</b>	
Contact Name:	Luis Vargas
Address:	<del>WSS 95</del> WSS95 State Rd 114 Manasha
Phone:	<del>XXXXXXXXXX</del>
Organization Name:	

Is the organization a 501 (c)(3)?

**Section 3- Legal Notice**

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

Signature



Date

7/28/21

**OFFICE USE ONLY**

**Recommendation from Village of Harrison:**

- Recommend **approval** of the permit
- Recommend **refusal** of the permit

**Reasons if refusal:**

**Clerk Signature:**

**Approved on this date:**

**Valid Dates**





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

Village of Harrison, Wisconsin

To the Village of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2022, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitation imposed by Section 125 of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I understand that any falsification, omissions, or misleading information on this application is grounds for denial of my license application or revocation of any license issued.

Last Name: Jost First Name: Christa Middle I: M.  
 Street Address: [REDACTED] City: Maunaboona Zip: 54130  
 Day Phone: [REDACTED] Evening Phone: \_\_\_\_\_  
 Date of Birth: [REDACTED] Where will you be working?: SAPPHIRES.  
 Driver's License Number: [REDACTED]

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

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

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:  
 Subscribed and sworn to before me this 5<sup>th</sup> day  
 of August 2021/2022  
[Signature]  
 Witness Signature  
 Witness Address: VOH

X [Signature] 8/5/21  
 Applicant Signature Date  
 Office Use Only: \$35.00 dash CC check # 36.05 VA.  
 Course Certificate OR Copy of Operator License VA.  
 Background Check results: None Traffic only See Attached  
 Board Approved: Clerk Signature:



## Darboy Community Park Shelter Rental Application

Park Address - N9334 Noe Rd. Harrison WI 54915

Village of Harrison - W5298 State Road 114 Harrison WI 54952

DATE OF RENTAL: \_\_\_\_\_ TIME: \_\_\_\_\_  
*(including set-up and clean-up)*

NAME: \_\_\_\_\_

ORGANIZATION NAME (if any): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

RESIDENT OF: HARRISON / BUCHANAN / OTHER *(please circle one)*

HOME PHONE: \_\_\_\_\_ DAY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

**Do you intend to have any of the following:**

*"Yes" to any of these may require special approval. Please allow 30 days for review.*

- |                           |                |  |
|---------------------------|----------------|--|
| 1. Beer sales             | No ___ Yes ___ | If yes, liquor license is required               |
| 2. Concession Sales       | No ___ Yes ___ | If yes, contact Calumet Co. Health Dept.         |
| 3. Amplification/sound    | No ___ Yes ___ | If yes, purpose/type _____                       |
| 4. Tents                  | No ___ Yes ___ | If yes, required to call in and pay for locates  |
| 5. Mechanical Rides       | No ___ Yes ___ | If yes, Certificate of Insurance required        |
| 6. Admission Fee charge   | No ___ Yes ___ |  |
| 7. This is a public event | No ___ Yes ___ | If yes, Certificate of Insurance may be required |

I agree to indemnify and save harmless the Town of Buchanan, Village of Harrison and their employees and elected/appointed official and their agents from any and all liability from claims of bodily damage or any other nature whatsoever arising out of the use of the Community Park. I have received a copy of the facility Use Policies and Procedures attached to this contract and agree to abide by all the rules and regulations formulated for the use of the building and facilities located in the Village of Harrison.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Applicant must be 18 years or older)

Please complete this form and return with **two** separate payments of the **\$50.00 rental fee** (\$60.00 for non-residents) and **\$150.00 security deposit** and mail to: **Village of Harrison**  
**W5298 State Road 114**  
**Harrison, WI 54952**

***The Park Pavilion is not reserved until this completed form, rental fee, and security deposit are received!***

**The Shelter key must be picked up** from the Harrison Municipal Building, W5298 State Road 114, Harrison, prior to your event. There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up or if the garbage cans are not emptied.

**Office use only**

Rental fee: \_\_\_\_\_ Key # issued: \_\_\_\_\_  
 Security Deposit: \_\_\_\_\_ Date key returned: \_\_\_\_\_  
 Electrical panel fee: \_\_\_\_\_ Office staff initials: \_\_\_\_\_  
 Board approval: \_\_\_\_\_  
 Certificate of insurance/licenses \_\_\_\_\_

## DARBOY COMMUNITY PARK RULES

1. Park rules are enforced under Town of Harrison Ordinance 13
2. Park hours 6:00am until 10:00 pm
3. Motorized vehicles allowed in parking areas only.
4. No fireworks are permitted without permission from the Town Board
5. No fire arms are permitted.
6. No alcoholic beverages shall be consumed or possessed after 10:00 pm
7. No sale of food, or beverages shall be permitted without permission from *the Town of Harrison Board*.
8. No littering allowed.
9. No pets or domesticated animals including horses are allowed.
10. No bands or amplified sound equipment shall be used without permission from the *Town of Harrison Board*.
11. Camping or over night activities are prohibited without permission from the *Town of Harrison Board*.
12. No golfing or archery equipment allowed in park.
13. No glass containers are permitted.
14. Violations of park rules shall be subject to prosecution.
15. Any person damaging or destroying property shall be prosecuted
16. Disturbing, molesting, defacing, removing, damaging, or destruction of any trees, plants, flowers, animals or birds is strictly prohibited.

### Leann's Notes

- Personally 10:00 pm closing seems too restrictive. Ordinance states hours from 6am to 11pm.
- Changed request permission from the Park Committee to....from the Town of Harrison Board
- As the Park Committee is only advisory to the Town Board.
- Are fires allowed. Proposed Council Ring Project includes a fire pit.

## Darboy Community Park Shelter Rental Policies

**Park Hours:** 6:00am to 11:00pm

**Public Access:** Park land and public restrooms are open to the public. A reservation gives exclusive use of park shelter and concession only.

**Reservations:** Reservations for park pavilions or facilities are on a first come-first served basis and may be made no more than one (1) year in advance. In the event the one year date reservation falls on a day that the Harrison Municipal Building is closed, the earliest reservation shall be the next working day.

The Park Shelter is not reserved until the completed reservation form, rental fee (\$50.00 resident, \$60.00 non-resident), and security deposit (\$150.00) are received at the Harrison Municipal Building, W5298 State Road 114, Harrison. Dates and hours on the reservation form must include set-up, takedown, and cleaning time. The adult signing the reservation form is the duly authorized representative for any and all damages, missing items, and clean up. The user is required to clear and clean the facility after use; this includes removing garbage from the waste receptacles.

The shelter key must be picked up from the Harrison Municipal Building prior to the event. There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up. The key must be returned to the Harrison Municipal Building within two business days; a 24-hour drop box is available to return the key in after hours.

**Sale of Concessions/Commercial Events:** Sales of any kind are not permitted in the park unless authorized by person authorized to issue this permit. Groups authorized to sell concessions; secure all necessary permits for concession operations; provide all supplies, materials and equipment to operate concessions; keep the area around the concession operation clean; and operate the concession in accordance with the satisfactory practices and abide by the laws and regulations governing same.

**Music/Disc Jockeys/Noise:** No person shall use or operate a P.A. system, amplifier or device which increases the volume of voice, music, or other sounds so loud as to disturb the public peace or the quiet and peacefulness of the surrounding neighborhood without prior approval from the Committee of the Whole.

**Alcohol Policy:** No alcoholic beverages, other than fermented malt beverages and wine are allowed in any park except by special permit from person issuing this permit.

No person shall drink from, open a container of, or have in his possession a container of fermented malt beverage or intoxicating liquor in the park before 12:00 pm or after 9:00 pm except where permitted by a special exception stated on this permit. A liquor license is required for the sale of any alcohol.

**Damage Policy:** It is the user's responsibility to inspect the facility and report any problems. If a park or facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the renter. This amount will be deducted from the security deposit; the difference will be billed out if the assessed fine exceeds the amount paid for a security deposit. Charges will be assessed for any damages, cleaning, lost locks or other services required. Violation of Village Ordinance or the rental agreement will result in the security deposit being withheld and denial of future reservation requests. There is a \$75.00 fee to have staff unlock the shelter if the key is not picked up.

Garbage from the waste receptacles must be removed and replaced with clean bag. Garbage bags are provided in the shelter. A \$75.00 fee will be charged if the garbage cans are not emptied.

No additions, alterations, or changes to the park grounds, structure or buildings are permitted without written permission of the person issuing this permit.

**Security and Liability:** Security is the responsibility of the renter. The Village is not responsible for the safety of individuals attending or participating in an event. The Village and its staff shall not be liable for lost, stolen, or damaged property, personal injuries, or other loss at any reserved facility.

**Certificate of Insurance:** A certificate of insurance is required for rentals open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Harrison as an additional insured in the amount of \$2 million. The certificate of insurance must be on file 2 weeks prior to the rental to the Village of Harrison. A copy of an insurance policy is not acceptable.

**Cancellation Policy:** No Refunds will be made for the months of June, July and August. A full refund of the rental fee for a cancellation at a park pavilion or facility will be made only if cancelled 30 days before the rented date. If not cancelled before 30 days, the rental fee will be retained by the Village.

The Village reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to misrepresentation or information on application, unsafe facility conditions, or weather conditions.

**All existing Park Rules and Village Ordinances, whether listed here or not, are to be observed. The Village reserves the right to revoke a reservation or special permit at any time when there is a violation of Park Rules or Village Ordinance.**



# Harrison Community Room Rental Application

Village of Harrison - W5298 State Road 114 Harrison WI 54952

Name of Renter: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Hours of event: \_\_\_\_\_

Do you intend to serve alcohol? YES NO  
(If YES, alcohol cannot be sold on site and bulk tap quantities are not allowed). There will be no underage drinking and I will be responsible to see this is enforced.

I agree to pay the Village of Harrison \$100.00 to reserve the Community Room for my event. I agree to give a \$125.00 security deposit and I understand that the Village may retain a portion or all of this security deposit to cover damages or excessive clean-up of the Community Room. I understand that in a rare occurrence my weeknight reservation can be cancelled if the Board needs to hold an emergency meeting. I agree to be responsible for any damage to the facility's tables, chairs, bathrooms and kitchen equipment and any damage to the walls, doors, floors or windows. I will not hang, tape or nail any decorations on the ceiling tiles, walls or woodwork. I am responsible for cleaning the Community Room and returning furniture to the original setup. I will have the facility cleaned up and be out of the building by midnight. The building will be inspected after each rental and the security deposit will be returned when the key is returned to the office.

**RENTAL HOURS:** Saturday and Sunday 7:30am-Midnight, Monday-Friday 4pm-Midnight

**KEY CARD:** I agree to sign the key card out at the Harrison Municipal Building between the hours of 7:30am to 3:30pm weekdays. The key card must be returned within 2 business days. There will be a \$25.00 fee levied for key cards that are lost or not returned. I understand that the key card opens the door labeled Community Room Entrance and is only active for the hours posted above.

*I agree to indemnify and save harmless the Village of Harrison and their employees and elected/appointed officials and their agents from any and all liability from claims of bodily damage, or any other nature whatsoever arising out of the use of the Community Room. I have received a copy of the Community Room rental guidelines attached to this contract and agree to abide by all the rules and regulations formulated by the Village of Harrison for the use of the building and facilities located in the Village of Harrison.*

\_\_\_\_\_  
Signature of Resident (Applicant must be 18 yrs or older) Date

\_\_\_\_\_  
Signature of Village of Harrison Representative Date

## COMMUNITY ROOM GUIDELINES

*Approved by the Town Board on 01/31/2006*

1. The Community Room can only be rented by residents (must live in or have a business in Harrison). The rental fee is \$100.00
2. A separate \$125.00 deposit is required and will be returned if the Community Room has been cleaned up properly, there is no damage to the facility, appliances, or furnishings, and the key card has been returned (\$100.00 for building and \$25.00 for key card).
3. The Community Room will be available at no cost to human service organizations including veteran groups, Lions clubs, Kiwanis, etc. during the week. Normal charges apply to Friday – Sunday.
4. The Community Room is not available for the following activities:
  - a) Weddings and wedding receptions
  - b) Bachelor and bachelorette parties
  - c) Funerals and funeral receptions
  - d) Commercial or retail sales activities or events, rummage sales, craft sales, scrap booking and hobby or collector show/ sales.
5. The Community Room is not available for rent on the following days:
  - a) New Year's Eve and New Year's Day
  - b) Easter Sunday
  - c) Memorial Day
  - d) Fourth of July
  - e) Labor Day
  - f) Thanksgiving Day
  - g) Christmas Eve and Christmas Day
6. Reservations will be taken for the next year beginning at 7:30am on the 1<sup>st</sup> Monday in October. Call the office at #989-1062 to make a reservation. Once the contract and the required fees are received, no refund will be given.
7. Reservations for recurring events will not be accepted. (Example "the first Monday of each month").
8. The facility will be open for rental until midnight daily. You must be cleaned up and out of the building by midnight.
9. The Community Room has a seating capacity of **130** people. This must be strictly enforced for fire and insurance purposes.
10. Questions on rental policies can be directed to staff at 920-989-1062 weekdays from 7:30am to 3:30pm. Problems during your rental can be directed to the on-call staff whose contact information you will receive at key pick up.
11. Smoking inside the building is strictly prohibited.

# CLEANING CHECKLIST

PLEASE MAKE SURE TO COMPLETE THE FOLLOWING BEFORE LEAVING

- TURN OFF STOVE, WATER & LIGHTS IN KITCHEN
- TURN OFF LIGHTS IN HALLWAYS & TOWN HALL
- FLUSH TOILETS IN MEN & WOMEN BATHROOMS
- WIPE DOWN TABLES AND CHAIRS
- WIPE DOWN COUNTERTOPS AND ANY USED APPLIANCES IN KITCHEN
- REMOVE ALL OF YOUR FOOD FROM THE REFRIGERATOR
- RETURN TABLES & CHAIRS TO ORIGINAL POSITION- RETURN TABLES & CHAIRS TO STORAGE ROOM IF NEEDED
- REMOVE ANY DECORATIONS
- SWEEP FLOOR
- RETURN KEYS TO DRAWER IN KITCHEN
- RETURN KEY CARD TO OFFICE WITHIN 2 BUSINESS DAYS
- PUT ALL GARBAGE IN GARBAGE CANS
- TAKE ALL GARBAGE OUT OF BUILDING TO DUMPSTER LOCATED IN BACK OF BUILDING

PLEASE KEEP IN MIND YOU ARE RESPONSIBLE FOR THE FOLLOWING:

- ✓ BRINGING DISH TOWELS, DISH SOAP, & DISH CLOTHS IF YOU PLAN TO WASH YOUR DISHES
- ✓ BRINGING ANY SERVING UTENSILS THAT YOU WILL NEED
- ✓ SETTING UP AND TAKING DOWN TABLES AND CHAIRS
- ✓ BRINGING COFFEE, CUPS, CREAMER, ETC. IF YOU PLAN TO USE OUR COFFEE MAKER

Please keep this copy for your reference

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**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Matt Heiser, Village Manager

**Meeting Date:**

August 10, 2021

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**Title:**

Request from KASA For Darboy Community Park Autumn of 2021

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**Issue:**

KASA is preparing their Fall schedule and would like to reserve the park and have the Village approve the layout of fields.

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**Background and Additional Information:**

The Village is working toward agreements with all organizations that use Village facilities including the Kimberly Area Soccer Association. KASA is aware this goal is in progress. They are requesting use of Darboy Community Park for their games and practices. Their proposed schedule is as follows:

Days: Monday and Thursdays

Time: 4:30 to 7 pm

Dates: August 16- October 28

They also wish to hold occasional "Academy game days" on Saturdays. Academy game days are events where various area soccer clubs converge on one location to hold games. KASA does this so the families can play multiple games in one day and they have referees all in one place (versus trying to schedule them to run to different locations for multiple games). At this time they do not know which Saturdays will have Academy game days.

Please see the attached proposed layout of fields provided by KASA. They ask us to note that the drawing is not to scale; just a concept. KASA is proposing this layout to address any concerns about interfering with people wanting to use the baseball diamonds. The 10U fields would have goals that would stay in place through the season and the 8u fields have small PVC pipe goals that are easily moved around.

KASA is also looking for an approval on August 10 due to the work involved in preparing the fields by August 16. They would plan to layout and paint the new fields between the 12th and 14th so they are ready for the 16th.

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**Budget Impacts:**

None

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**Recommended Action:**

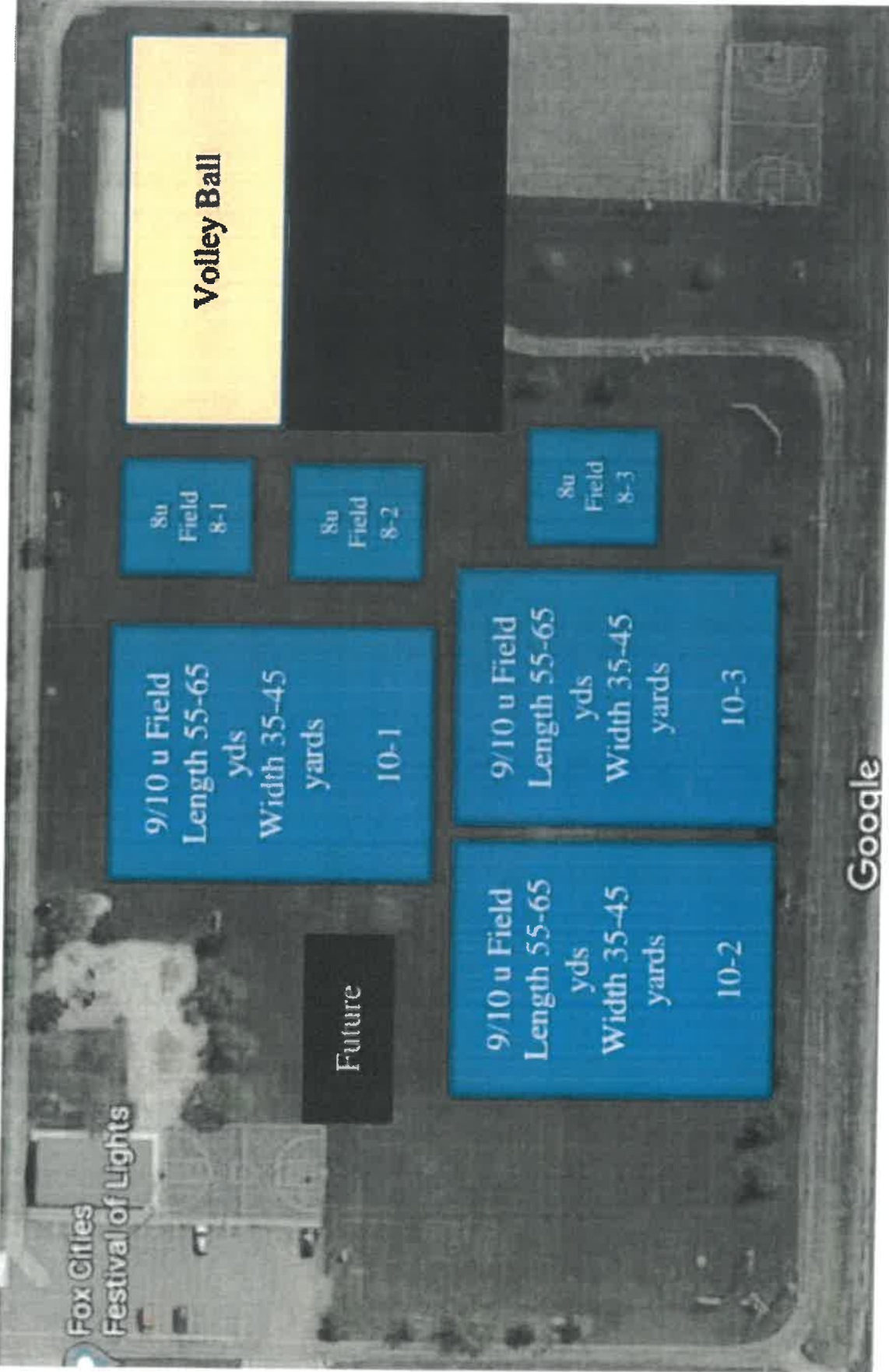
Their proposal appears to accommodate the planned future installments of playground equipment and pickleball courts/tennis courts/volleyball courts. Staff recommends Board approval.

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**Attachments:**

- Proposed field layout from KASA
- Concept plan drawn by Graef showing locations of future installments (provided for comparison to KASA proposal)

# Fall Layout



# DARBOY COMMUNITY PARK - SPORT COURT IMPROVEMENTS



Parking lot & trail asphalt repaving

Relocation of Field 8-3 for Option 3

Expanded volleyball courts

Tennis/pickleball court options

New playground equipment

SKIPPERS/UN

Parking lot & trail asphalt repaving

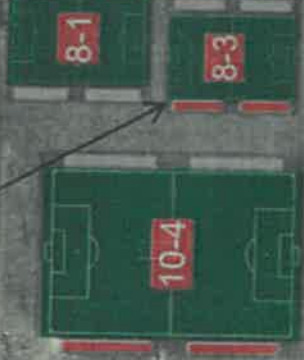
STRAWBLOWER

NOEBD

MEADOW RD



DISCLAIMER: This plan is not guaranteed to be accurate. It is for informational purposes only and is not intended to be used for any other purpose.





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**VILLAGE BOARD MEETING**

**From:**

Matt Heiser, Village Manager

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**VILLAGE OF HARRISON**

**Meeting Date:**

August 10, 2021

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**Title:**

Reimbursement Request for Tire Damage

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**Issue:**

Should the Village pay for the replacement of a tire on the vehicle of a private party?

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**Background and Additional Information:**

DPW Operations Manager Jeff Funk took this request from the owner of a vehicle on August 4. The owner claims that a Village lawn mower discharged debris into the sidewall of one of his tires. Jeff was able to confirm that the Village was mowing in the area the day the incident occurred. The owner provided the punctured tire as evidence. Jeff considers it unlikely but possible the mower could have generated enough force for a piece of wood to puncture the tire.

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**Budget Impacts:**

\$266.95

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**Recommended Action:**

Recommend approval.

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**Attachments:**

- Copy of the invoice for the replacement tire.

**Diesel Maintenance Specialty**  
 4450 Fieldcrest Drive  
 Kaukauna, WI. 54130  
 Phone: 920-766-3130 Fax: 920-766-7616

**INVOICE**

**39072**

**INVOICE**

Work Completed : 07/29/2021 Date: 07/30/2021

**MILLER, AL**  
 N8768 COUNTY N  
 Menasha, WI 54952  
 Home 920-450-0321

2020 GMC - Sierra 1500 SLE - 5.3L, V8 (325CI) VIN(D)  
 Lic # : KP9472 Odometer In : 11039

VIN # : 1GTU9BED5 LZ163662

Part Description	Qty	Sale	Ext	Labor Description	Hours	Ext
265/65R18 T WRNGLR FORT HT OWLWRANGLER FORTITUDE HT	1.00	185.39	185.39	RIGHT REAR TIRE IS DAMAGED.	0.50	55.00
DISPOSE OF TIRE	1.00	8.00	8.00	FOUND PIECE OF WOOD STICKING OUT SIDEWALL. REMOVE RIGHT REAR WHEEL AND REPLACE TIRE. BALANCE TIRE AND INSTALL. RELEARN TIRE PRESSURE MONITORING SYSTEM. INSTALL SPARE TIRE BACK UNDER VEHICLE. TORQUE WHEEL ROAD TEST AND RETORQUE WHEEL.		
Shop Supplies			2.75			
				Hazardous Materials		1.89

[ Payments - ]

Motor vehicle repair practices are regulated by Wisconsin DATCP 132, Admin. code. Administered by the bureau of consumer protection. Wisconsin Department of Agriculture, Trade & Consumer Protection, P.O. Box 8911, Madison, WI 53708. Warranty on parts and labor is one year or 12,000 miles whichever comes first. Customer supplied parts have no labor warranty. Warranty work must be performed in our shop and cannot exceed the original cost of repair.  
 TERMS: NET 30 DAYS

Labor:	55.00
Parts:	196.14
HazMat:	1.89
Sub:	253.03
Tax:	13.92
Total:	\$266.95
Bal Due:	\$266.95

Customer Number : 188

Vehicle Received: 7/29/2021

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

**From:**

Matt Heiser, Village Manager

**Meeting Date:**

August 10, 2021

---

**Title:**

Staffing Appointments

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**Issue:**

Recommended appointment for Billing Clerk II at Harrison Utilities and evolution of other positions.

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**Background and Additional Information:**

This subject has taken some twists and turns so I will summarize briefly.

At its May 25 meeting the Board approved adding a permanent part-time administrative assistant position to the Village Hall to support other administrative roles. The intent was to remove the work of front counter and telephone activities from other administrative positions.

At its June 24 meeting the Board approved adding a permanent full-time position to assist Brandon with administrative functions at Harrison Utilities and amended the May 25 action to make the new administrative assistant position in the Village Hall full-time.

Since those formal actions a couple of things have changed. Brandon's leave, which began on June 7 and was unanticipated, became extended which forced the Village Clerk to cover many of those duties. It also required other short-term measures be applied; borrowing a utility worker from Combined Locks for ten hours per week, a part-time worker and a worker from a temporary agency.

Reacting to the building sense of urgency at the Utilities the Board authorized the Village Clerk and I to fill personnel holes at its July 27 meeting. While I was on leave, the Village Clerk posted the position for Billing Clerk II and received applications. The Clerk and I will be performing interviews on Thursday, August 5. We anticipate recommending an appointment to that position at the August 10 meeting.

Another change that occurred was a shift in interest. Kristy Van Hefty, the current Deputy Clerk/Treasurer, expressed interest in the new administrative assistant position.

The Village is not legally required to post an open position; it can appoint from within if that is the will of the Board.

On the agenda these items are in open session because my intent is not to discuss performance but to discuss the strategy of filling these positions.

---

**Budget Impacts:**

This is undetermined as of yet. The Utility budget will be absorbing the cost of the Billing Clerk II but was relieved of the cost of the previous Manager's position in 2020. So the net change to the Utilities budget compared to 2020 is anticipated to be small.

The 2021 Village budget did not anticipate the addition of an administrative assistant. This will need to be added to the 2022 budget.

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**Recommended Action:**

Staff recommends appointing the person selected from the interviews on August 5 to the Billing Clerk II position.

Staff also recommends posting the Deputy Clerk/Treasurer position.

Staff further recommends appointing the administrative assistant position to Kristy Van Hefty effective when the Deputy Clerk/Treasurer begins working for the Village of Harrison.

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**Attachments:**

- Administrative Assistant Job Description (just for information)



## VILLAGE OF HARRISON JOB DESCRIPTION

<b>Position:</b>	Administrative Assistant
<b>Department:</b>	Administration
<b>Reports to:</b>	Village Manager
<b>FLSA Status:</b>	Non-Exempt, 40 hours per week
<b>Pay Grade:</b>	Pay Grade C (\$17.96/hour)
<b>Benefits:</b>	All benefits for full-time position
<b>Last Updated:</b>	July, 2021

### Position Summary

Provides administrative support to ensure efficient operation of the office. Serves as the first point of contact for the Village by answering telephone and in-person inquiries. Collects payments for various fees. Maintains an office presence during business hours of Village Hall 7:30 AM – 3:30 PM Monday through Friday.

### Major Position Duties:

1. Receive walk-in traffic from the public. This includes receiving payments, issuing dog licenses, answering inquiries, reserving Village facilities.
2. Answer telephone calls, route calls and respond to inquiries.
3. Open and distribute the mail every day.
4. Assist in communication of the Village including drafting/distribution of the quarterly Village newsletter; maintaining the website and social media.
5. Assist in administrative functions of mailings and notices.
6. Assist the Village Clerk in packet assembly for Village Board and Committee meetings.
7. Support the administrative staff with office assistance they may need.
8. Assist administrative staff in the filing of Village documents and able to keep confidential any sensitive records.
9. Coordinate with administrative staff to segregate financial duties to satisfy audit requirements.
10. Assist administrative staff with processing of invoices and receipting.
11. Performs other duties as assigned.

**Qualifications:**

Education and Experience: Must be a high school graduate or an equivalent.  
Requires a valid Wisconsin driver's license.

**Knowledge, Skill, and Abilities:**

Ability to operate a computer. Has experience or capacity to learn the specific software utilized by Village of Harrison including: internet-based programs, Microsoft products such as Word, Excel, Publisher, PowerPoint, Outlook, Explorer and Windows and Workhorse financial software.

Ability to use standard office machinery and equipment.

Ability to have flexible schedule to respond to periods of heavier activity such as when taxes are due.

Ability to communicate effectively with a variety of people, including the public.

Ability to respectfully handle difficult or awkward situations with public and staff.

Ability to perform physical labor needed in an office environment including but not limited to lifting boxes of files and moving office machines.

This position summary is not to be an all-inclusive list of job duties and requirements, but an illustrative description of typical position responsibilities, duties, qualifications, etc.

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**VILLAGE BOARD MEETING**

**From:**

Matt Heiser, Village Manager

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**VILLAGE OF HARRISON**

**Meeting Date:**

August 10, 2021

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**Title:**

Village Financial Support for Flight Night

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**Issue:**

To what degree should the Village contribute to Flight Night?

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**Background and Additional Information:**

On July 27, 2021 the Village received a request for contributions for the Flight Night event at Darboy Community Park.

They were asking for the Village to order 4-6 Porta-Potties and pay \$500 to reimburse the balloon operators for their propane.

The Village presently contributes \$1,000 to the Kiwanis Club to support this event. Doing a search the Village Clerk discovered that the Village also paid \$240 for Porta-Potties last year. I informed the organizer that any funding beyond the \$1,000 Kiwanis donation and Porta-Pottie expense would need Board approval.

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**Budget Impacts:**

\$500

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**Recommended Action:**

None. This is up to the will of the Board.

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**Attachments:**

- None.

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**VILLAGE BOARD MEETING**

**From:**  
Matt Heiser, Village Manager

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**VILLAGE OF HARRISON**

**Meeting Date:**  
August 10, 2021

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**Title:**  
Report on rooftop AC/Heaters for Municipal Building

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**Issue:**  
Should the Village replace both rooftop AC/heating units?

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**Background and Additional Information:**

Staff noticed during the week of July 5 that the Board Room temperature was higher than the setting on the thermostat. While the DPW was investigating the situation staff noted the temperature rising in the administrative area as well. Staff then reached out to August Winter for service on the units.

They reported the unit over the Board Room (Unit #1) had a variety of problems but they would be able to get one of its two compressors working. They also reported the unit covering the administrative area (Unit #2) needed to be recharged and cleaned. In addition, they told us both units had holes in the heat exchangers which would explain why they would struggle to heat the building in the winter.

Unit #2, covering the offices, is currently running normally for cooling but will not function for heating in the winter. Unit #1, covering the Board Room, is currently cooling at half capacity and also will not function for heating in the winter.

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**Budget Impacts:**

None at this time.

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**Recommended Action:**

None at this time. This is only a report to introduce the issue to Board members.

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**Attachments:**

- A quote from August Winter to replace both units
- An e-mail from August Winter on the prospect to repair the heat exchangers.



**AUGUST WINTER & SONS, INC.**  
MECHANICAL CONTRACTOR & FABRICATOR

www.augustwinter.com

2323 N. Roemer Road  
Appleton, WI 54911  
PO Box 1896  
Appleton, WI 54912-1896  
P: (920) 739-8881  
F: (920) 739-2230

5613 Schofield Ave.  
Schofield, WI 54476  
P: (715) 355-7555  
F: (715) 355-9048

July 14, 2021

Proposal No. ASTE-00439

Harrison Town Hall  
Attn: Matt Heiser  
W5298 WI-114 Trunk  
Menasha, WI 54952

**RE: Rooftop Replacements**

**Work/Project Description:**

We propose to furnish labor, material, and tools to replace two (2) existing 12.5 and 10 ton International Comfort Product Comfortmaker rooftop units with two (2) new 12.5 and 10 ton rooftop units.

We offer the above for the sum of:.....\$28,715.00 (Based on Trane Units)

We offer the above for the sum of:..... \$29,328.00 (Based on Bryant Units)

We offer the above for the sum of:..... \$30,515.00 (Based on International Comfort Units)

**Our proposal includes the following:**

- Shutdown, disconnect, and removal of existing unit
- Furnish and install:
  - Two (2) new 12.5 and 10 ton rooftop units
  - Two (2) new curb adapters
- Natural gas piping to new units
  - Including two (2) new gas regulators
- Condensate drain piping
- Refrigeration handling equipment
- Refrigerant/oil disposal fees
- Crane rental
- Reuse existing thermostats
- Electrical disconnect and reconnect, reuse existing breakers
- All labor, insurance, small tools, truck & travel charges
- Startup
- One full year warranty on parts and labor
- Freight/Shipping

**We exclude the following items:**

- Asbestos removal
- Sales and use tax
- Overtime

This proposal will be protected for 30 days. It is also subject to the August Winter & Sons Conditions of Proposal, a copy of which is available upon request. Payments by credit card may incur additional fees.

August Winter & Sons, Inc. is a full-service design/build, mechanical contractor providing fabrication and/or installation of specialty items such as piping, plumbing, HVAC systems and custom tanks. We appreciate the opportunity of quoting this work. If you have any questions or further information is required, please feel free to contact us.

Sincerely,

AUGUST WINTER & SONS, INC.

A handwritten signature in black ink, appearing to read "Alec Sternhagen". The signature is fluid and cursive, with a large initial "A" and "S".

Alec Sternhagen

## **Matt Heiser**

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**From:** Sternhagen, Alec <asternhagen@augustwinter.com>  
**Sent:** Wednesday, August 4, 2021 10:09 AM  
**To:** Matt Heiser  
**Subject:** RE: Village of Harrison Rooftop Units Replacement

Hi Matt,

Talking with our service tech and looking at options to replace the heat exchangers in the rooftop units we came up with a couple viable options. First August Winter and Sons does not recommend replacing the heat exchanger on unit 1 because of the age of the unit and the fact that the compressors would also need to be replaced, so with this unit we recommend replacing the unit entirely. However unit 2 was in a little better shape so we could replace the heat exchanger on this unit. It would cost about \$5,000 to replace the heat changer on unit 2. Both of these units run off R-22 refrigerant which is becoming very expensive and hard to find. Repair parts for these units are also becoming difficult to find as well.

At the end of the day AWS recommends replacing both units because we just don't know how much longer the units will continue to run and long term what additional costs will come up. If you would like further detail just let me know and I'm more than happy to explain more. Have a great day and I look forward to hearing back.

Thanks,

***Alec Sternhagen***

August Winter & Sons, Inc.

920-841-8987 (Cell)

920-739-8881 (Office)

[asternhagen@augustwinter.com](mailto:asternhagen@augustwinter.com)

*Celebrating 90 Years*

*1929-2019*

**From:** Sternhagen, Alec  
**Sent:** Thursday, July 15, 2021 11:02 AM  
**To:** mheiser@harrison-wi.org  
**Subject:** Village of Harrison Rooftop Units Replacement

Good Morning Matt,

Appreciate you showing me around yesterday. Attached is our proposal to replace the rooftop units at the village hall. Per our conversation I reached out to multiple vendors and put together multiple options for you. Overall we believe the best value to your facility is the Trane unit. If you have any questions or would like further explanations feel free to give me a call. Have a great rest of your day and I look forward to hearing back.

Thanks,

***Alec Sternhagen***

August Winter & Sons, Inc.

920-841-8987 (Cell)

920-739-8881 (Office)

[asternhagen@augustwinter.com](mailto:asternhagen@augustwinter.com)

*Celebrating 90 Years*

1929-2019



**VILLAGE BOARD MEETING**

**From:**  
Matt Heiser, Village Manager

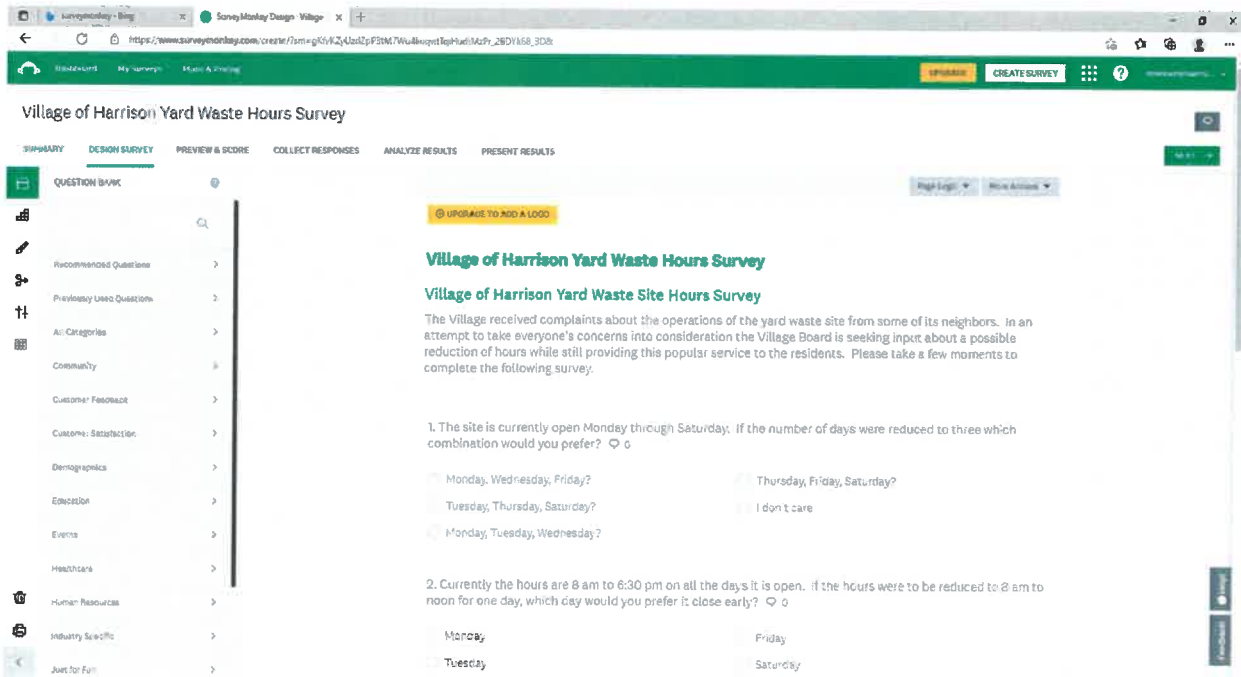
**VILLAGE OF HARRISON**

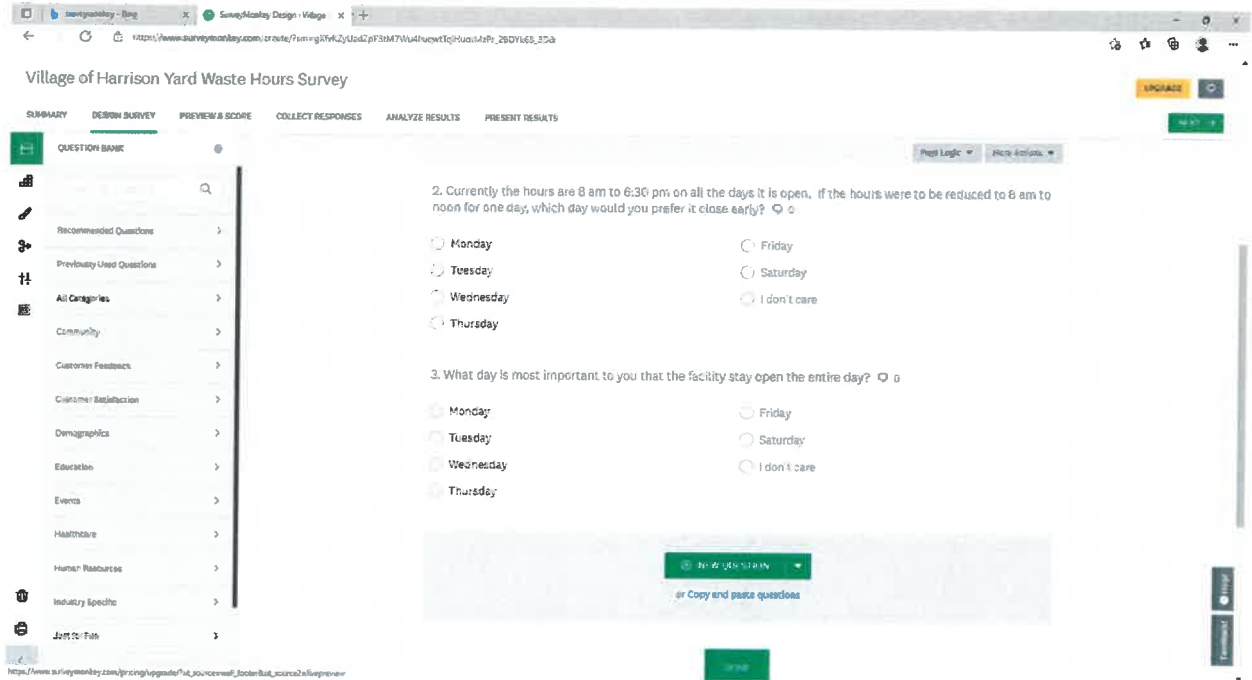
**Meeting Date:**  
August 10, 2021

**Title:**  
DRAFT Survey for Yard Waste Site Hours

**Issue:**  
Which days and times of the site are most important to the residents?

**Background and Additional Information:**  
Please see 2 screen prints showing a potential survey using survey monkey.





**Budget Impacts:**  
None. Survey Monkey has a free version with limited features.

**Recommended Action:**  
None.

**Attachments:**  
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