

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, August 31, 2021
TIME: 6:00pm
PLACE: Harrison Municipal Building
W5298 State Road 114
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village Board meeting will be held at 6:00pm on Tuesday, August 31, 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. Reports
 - a) Harrison Fire Rescue
 - b) Calumet Co. Sheriff Department
 - c) Village Manager
 - d) Planning and Zoning
 - e) Parks and Trails
 - f) Public Works Department/Engineering
 - i. Summer Muskrat Trapping Report
 - g) Harrison Utilities
 - h) Clerk-Treasurer (Statement of Income and Expenses)
7. Corrections and Approval of the Previous Meetings Minutes
 - a) August 10, 2021
8. Payments of Bills and Claims for July 2021
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) Update on Non-conforming Ditch Issues
 - b) Proposed Yard Waste Hours for September 1 thru 2021
 - c) KASA Academy Days request
10. New Business for Consideration or Action

- a) Carlson Dettmann Presentation of Compensation Study
- b) Certified Survey Map – Spencer Homes & Construction – Hoelzel Way/Cty Road N
- c) Certified Survey Map – Luniak Meadows – Schmidt Road/Cty Road N
- d) Ord V21-15 Zoning Map Amendment – Ken Mader – N8838 S Coop Road
- e) Certified Survey Map – Ken Mader – N8838 S Coop Road
- f) Conditional Use Permit – Alphons Breit – W4341 Hwy 114
- g) Res V2021-11 WDNR Recycling Grant Authorization
- h) Street Tree Policy
- i) Noe Road Trail Sealing
- j) Discharge Firearms application
- k) Operator License for April Sunby
- l) Zip Code, Branding & Community Identity
- m) Future of Ryford Street Surplus Land Owned by Village
- n) 2021 Budget Status and 2022 Budget Scheduling

11. Future Agenda Items

- a) Discuss removing Darboy Sanitation hydrant fees from the 2022 tax roll – Sept. 28th meeting
- b) Discussion on the timeline of park improvements (after Graef study is done)
- c) Discussion of PASER Rating results – October 26th meeting if available
- 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 a littering ordinance
- h) Revised Community Room and Park Shelter Rental Agreements
- i) Discussion/Action on amending our noise ordinance to include decibel limits
- j) Approve Redistricting Ward map – October 12th or 26th 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.
 - o IT Options
 - o Recording of Meetings
 - o Software purchase for secure file sharing
 - o Office phone upgrade
 - o Cleaning Services
 - o Garbage Services

12. Closed Session

Pursuant to Wis. Stats. §19.85(1)(e), the Board will meet to “deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Pursuant to Wis. Stats. §19.85(1)(f), the Board will meet “considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons that, if discussed in public, would be likely to have a substantial adverse effect on reputation of any person mentioned in such histories or data, or involved in such problems or investigations. Topics will include:

- a) The potential sale of land on Hwy 55
- b) Contract for services
- c) Leave status report on Harrison Utilities staff

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

13. Adjournment

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

Agenda posted on August 26, 2021 at www.harrison-wi.org and Municipal Building lobby.
Vicki Tessen, Clerk



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Village Board/Fire Commission Activity Report - August 2021

(Updated: 8/22/2021)

1. Emergency Response

Harrison Fire Rescue was dispatched to 51 incidents from July 20th - August 21st.

- As of August 21st, the Department has responded to a total of 311 incidents.
- See attached Emergency Response report.

2. Community Public Relations

Members of HFR routinely donate service hours for the betterment of our community. Through pride and commitment, these volunteers make our emergency services a visible presence while showcasing the good our community has to offer.

- August 10th Eagle Scout at High Cliff State Park – Lime Kiln Trail
- August 15th Sherwood Summer Fest – Wanick Park
- August 19th Kidzland 2 daycare presentation

3. Department Training/Meetings

In addition to regularly scheduled meetings, training plays a prominent role in our organization. Members hold learning in high regard and value opportunities from learned experiences. One of our strengths as a volunteer department resides in the diversity and expertise our members bring with them.

- July 21st Calumet County Dive Team meeting/drill
 - Long Lake
 - Search patterns
 - Recovery
- August 2nd Department Business Meeting
- August 2nd Officer meeting at Station 60
- August 16th Drill – Fire and EMS
 - Scene stabilization
 - Hydraulic tools
 - Extrication
 - Patient care
 - ThedaStar Flight for Life
- August 18th Calumet County Dive Team meeting/drill
 - Private pond
 - Search patterns
 - Diver in distress recovery



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



4. Chief Meetings/Item of Note

- July 20th Uniform Shoppe
- July 27th Neenah/Menasha Fire Chief
- July 17th Village Board
- August 2nd Chiefs meeting at 60
- August 4th MABAS drill
- August 5th Buchanan & Combined Locks Fire Chiefs
- Five members have been removed from probationary status.
 - Aaron McGowan (Fire)
 - Dave Jones (Fire)
 - Josh Medina (Fire)
 - Ryley Rosenfeldt (Fire)
 - Andrew Kazik (EMS)

Respectfully Submitted,

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Jarred Gerl

Chief – Harrison Fire Rescue



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS





Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Harrison Fire Rescue

Menasha, WI

This report was generated on 8/22/2021 11:22:28 PM



Incident Type and Street Name for Date Range

Incident Status: All | Start Date: 07/20/2021 | End Date: 08/21/2021

Incident Date	Address	Incident Type
07/20/2021	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
07/21/2021	County Highway KK, Buchanan (Town of), WI 54915	Building fire
07/21/2021	Forest AVE, Sherwood, WI 54169	Building fire
07/21/2021	Ryan ST, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/22/2021	Victorian DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/22/2021	Phlox DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/23/2021	Robinhood DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
07/23/2021	Windsor CT, Sherwood, WI 54169	Detector activation, no fire - unintentional
07/23/2021	Rosebud LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/23/2021	Rosebud LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/25/2021	Dusty DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/25/2021	Niagara CT, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
07/28/2021	Harrison RD, Harrison, WI 54129	EMS call, excluding vehicle accident with injury
07/29/2021	County Road N, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
07/30/2021	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
07/30/2021	County Road BB, Harrison, WI 54129	Alarm system activation, no fire - unintentional
07/30/2021	Schmidt RD, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
07/31/2021	Sonny DR, Harrison, WI 54952	Alarm system activation, no fire - unintentional
07/31/2021	Lake Park RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
07/31/2021	Old Highway RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
08/01/2021	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
08/02/2021	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
08/03/2021	Sweet Pea DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/04/2021	Spring Hill DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
08/04/2021	Emerald LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/04/2021	Lake Park RD, Harrison, WI 54952	Building fire
08/05/2021	Creekside DR, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
08/05/2021	Schmidt RD, Woodville (Town of), WI 54130	Dispatched & cancelled en route
08/05/2021	Highway 10, Harrison, WI 54952	Motor vehicle accident with injuries
08/05/2021	Hearthstone DR, Harrison, WI 54915	Alarm system activation, no fire - unintentional
08/06/2021	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
08/06/2021	Firelane 9 RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
08/06/2021	Cumberland DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/07/2021	Bailey DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/08/2021	Bloomingrose LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/08/2021	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
08/09/2021	Woodland RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
08/09/2021	Gina DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/10/2021	Highway 10, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
08/10/2021	Michelle WAY, Harrison, WI 54915	Good intent call, other
08/13/2021	Hoelzel WAY, Harrison, WI 54915	EMS call, excluding vehicle accident with injury

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.



08/13/2021	Darboy DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/16/2021	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
08/17/2021	Mielke RD, Harrison, WI 54952	Mobile property (vehicle) fire, other
08/17/2021	North Shore, Harrison, WI 54952	Alarm system activation, no fire - unintentional
08/17/2021	Highway 10, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
08/18/2021	County Trunk KK, Buchanan (Town of), WI 54130	Passenger vehicle fire
08/19/2021	Victorian DR, Harrison, WI 54915	Dispatched & cancelled en route
08/20/2021	County Highway N, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
08/20/2021	Military RD, Woodville (Town of), WI 54952	EMS call, excluding vehicle accident with injury
08/21/2021	Noe RD, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
		Total incidents: 51

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 BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

August 31, 2021

Title:

Village Manager Report

Issue:

To inform the Board on my activity since the last Board meeting

Background and Additional Information:

1. The 2020 audit of Harrison Utilities is underway. The auditor was on site on Wednesday and had a handful of follow-up questions that Donna, Mark and I were able to address. The auditor anticipates completing the annual report in time to satisfy the PSC.
2. I have been meeting people regarding economic development including Mary Kohrell of Calumet County, Jon Bartz from the regional office of the WEDC, and a meeting of the Fox Cities Economic Development Professionals.
3. The Administrative Assistant position was posted. To date we have received 32 applications. The application period closes on August 30 when I will review them and schedule three or four interviews.

Budget Impacts:

None

Recommended Action:

None

Attachments:

None.

**Village of Harrison
July-21 Zoning Permit Report**

	Permits	Current Year			YTD Estimate Value
		YTD Permits	Estimated Value	YTD Estimate Value	
Residential					
Single Family	3	74	\$ 1,315,000	\$ 32,053,450	
Two Family (units)	0 (0)	1	\$ 0	\$ 600,000	
Multi Family (units)	0 (0)	1	\$ 0	\$ 14,000,000	
Additions	2	9	\$ 71,000	\$ 634,115	
Acc. Structures	1	17	\$ 90,000	\$ 349,495	
Miscellaneous	12	77	\$ 68,663	\$ 631,400	
Total Residential	18	179	\$ 1,544,663	\$ 48,268,460	
Com./Ind.					
New	0	1	\$ 0	\$ 550,000	
Additions	0	1	\$ 0	\$ 1,825,000	
Acc. Structures	0	0	\$ 0	\$ 0	
Miscellaneous	0	5	\$ 0	\$ 83,500	
Total Com./Ind.	0	7	\$ 0	\$ 2,458,500	
Combined Total	18	186	\$ 1,544,663	\$ 50,726,960	

	Permits	Previous Year			YTD Estimate Value
		YTD Permits	Estimated Value	YTD Estimate Value	
	10	50	\$ 4,902,280	\$ 16,834,280	
	0 (0)	0	\$ 0	\$ 0	
	1 (120)	2	\$ 14,000,000	\$ 17,500,000	
	1	8	\$ 30,000	\$ 315,500	
	9	27	\$ 113,600	\$ 296,800	
	12	69	\$ 80,522	\$ 500,618	
	33	156	\$ 19,126,402	\$ 35,447,198	
	0	1	\$ 0	\$ 350,000	
	0	1	\$ 0	\$ 16,000	
	0	0	\$ 0	\$ 0	
	1	4	\$ 850	\$ 358,450	
	1	6	\$ 850	\$ 724,450	
	34	162	\$ 19,127,252	\$ 36,171,648	

Number of Vacant Lots Remaining 117

VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

Park & Trail Report

- New Playground Equipment at Darboy Community Park and Dogwood Park is anticipated to be installed after Labor Day.
 - Weather depending, Public Works Department will prep site at Darboy Community Park and Dogwood Park on Wednesday, September 1st.
 - Existing playground equipment near pavilion at Darboy Community Park will remain until PWD is authorized to remove it.

- Comprehensive Outdoor Recreation Plan (CORP) update – Consultants are considering ways to increase public involvement within the budget and scope of the project. This may delay deliverables timeline, but Consultant is aware of the Board’s desire to have information for budget process.

- East Central WI Regional Planning Commission received a grant to prepare a Master Plan for the connection of the Friendship Trail from Menasha to Sherwood. This Master Plan will include recommendations that Harrison may use to make trail connections.

Trapping Report

Suburban Wildlife Solutions LLC. Village of Harrison 3 weeks of removals during the month of June and July		Cell - 920-228-1033	
Summer 2021			
Location	Number of Muskrats Removed	Notes	
1 Clover Ridge Pond	9	Neighbors are very happy with the Town doing the muskrat removals	
8 Jeff's Meadow Pond	2	Neighbor thought they seen an otter earlier this year in the pond which would explain the low number of muskrats.	
9 Midway Meadows Pond	12		
11 Vans Pond	26		
12 Northshore Estates - North Pond	2	Brush and trees should be removed around the perimeter of the pond.	
Northshore Estates - South Pond	6	Brush and trees should be removed around the perimeter of the pond.	
13 Lakeview Pond	13		
14 State Park Ct Pond	26	Cleaned the outflow structure.	
16 Amy Ave Pond	11	No woodchucks around the pond found this year	
17 Emerald Pond	10		
18 Papermaker Ridge	5	One neighbor happy the town is taking care of the muskrat problem Last year he had them coming into his yard.	
19 Parker Farms Pond - East	3		
19 Parker Farms Pond - West	4	On the West pond, there is a deep 3-5' washout gully on the sww side. Comes right out of the farmers field.	
21 Kambura Acres Pond	6		
22 State Park Outfall	4		
23 Noe Road Pond	9		
24 Hwy 55 Pond	4		
25 Compost Site Pond	13	Brush and trees should be removed around the perimeter of the pond. Grass could be left long between parking lot and pond to help slow down runoff into the pond in hopes to help control algae in the pond. Or install a similar erosion barrier	
27 Hidden Pines and Southtowne	0		
28 Farmers Field Pond	1		
29 Cedar Ridge Pond #1 North	1	Traps were tampered with. Similar thing happened back in 2018 I will put a small sign near the traps next time to help with this issue. Only visible to the person who is touching the traps.	
29 Cedar Ridge Pond #2 South	5	It worked well back in 2018 so will do that when I do this pond later this fall	
31 Cobble Creek	9		

VILLAGE Statement of Accounts by month

8/24/2021

2021	April	May	June	July
ICB Checking General 0300 0.0%				
Beginning Balance	\$ 1,728,880.18	\$ 1,589,375.08	\$ 1,462,847.99	\$ 1,977,895.10
Credits	\$ 407,482.76	311434.79	\$ 810,841.05	\$ 306,415.58
Debits	\$ 546,987.86	437961.88	\$ 295,793.94	\$ 346,162.42
Ending Balance	\$ 1,589,375.08	\$ 1,462,847.99	\$ 1,977,895.10	\$ 1,938,148.26

ICB Checking Taxes 1753 APY 0.10%				
Beginning Balance	\$ 8,291,059.95	\$ 8,162,182.30	\$ 8,162,883.22	\$ 8,163,607.51
Credits	\$ 2,695.30	\$ 700.92	\$ 724.29	\$ 693.34
Debits	\$ 131,572.95			
Ending Balance	\$ 8,162,182.30	\$ 8,162,883.22	\$ 8,163,607.51	\$ 8,164,300.85

ICB Checking Town 8500 APY .10%				
Beginning Balance	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,059.15
Credits	\$ -	\$ -	\$ 1.40	\$ 1.35
Debits	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 11,057.75	\$ 11,057.75	\$ 11,059.15	\$ 11,060.50

TOTAL OF VOH CHECKING ACCTS	\$ 9,762,615.13	\$ 9,636,788.96	\$ 10,152,561.76	\$ 10,113,509.61
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ICB Checking Fire Dept 1189				
Beginning Balance	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97
Credits				
Debits				
Ending Balance	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97

VILLAGE Statement of Accounts by month

8/24/2021

2021	April	May	June	July
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ICB Money Mrkt General 0310 APY 0.15%

Beginning Balance	\$ 1,866,163.94	\$ 1,866,416.51	\$ 1,866,657.36	\$ 1,866,887.50
Credits				
Debits				
Interest	\$ 252.57	\$ 240.85	\$ 230.14	\$ 227.61
Ending Balance	\$ 1,866,416.51	\$ 1,866,657.36	\$ 1,866,887.50	\$ 1,867,115.11

ICB Money Mrkt Tax 1110 APY 0.15%

Beginning Balance	\$ 470,580.43	\$ 470,644.12	\$ 470,704.85	\$ 470,762.88
Credits	\$ -	\$ -	\$ -	\$ -
Debits	\$ -	\$ -	\$ -	\$ -
Interest	\$ 63.69	\$ 60.73	\$ 58.03	\$ 57.39
Ending Balance	\$ 470,644.12	\$ 470,704.85	\$ 470,762.88	\$ 470,820.27

East WI Money Mrkt 4895

Beginning Balance	\$ 289,340.46	\$ 289,445.87	\$ 289,519.64	\$ 289,519.64
Credits	\$ -		\$ -	\$ -
Debits	\$ -	\$ -	\$ -	\$ -
Interest	\$ 105.41	\$ 73.77	\$ -	\$ -
Ending Balance	\$ 289,445.87	\$ 289,519.64	\$ 289,519.64	\$ 289,519.64

MARKETS	\$ 2,626,506.50	\$ 2,626,881.85	\$ 2,627,170.02	\$ 2,627,455.02
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Local Gov't Investment Pool APY 0.05%

Beginning Balance	\$ 248,897.61	\$ 248,907.17	\$ 248,917.36	\$ 248,926.31
Credits				
Debits				
Interest	\$ 9.56	\$ 10.19	\$ 8.95	\$ 9.63
Ending Balance	\$ 248,907.17	\$ 248,917.36	\$ 248,926.31	\$ 248,935.94

ICB Stargazer MM acct 9998 APY 0.15%

Beginning Balance	\$ -	\$ -	\$ -	\$ 368,482.51
Credits			\$ 368,481.00	
Debits				
Interest			\$ 1.51	\$ 44.92
Ending Balance	\$ -	\$ -	\$ 368,482.51	\$ 368,527.43

VILLAGE Statement of Accounts by month

8/24/2021

2021	April	May	June	July
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Comm First CD 70008

Beginning Balance	\$ 324,297.53	\$ 324,297.53	\$ 324,297.53	\$ 324,297.53
Interest	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 324,297.53	\$ 324,297.53	\$ 324,297.53	\$ 324,297.53

State Bank of Chilton CD 0343 Matures 9/25/21

Beginning Balance	\$ 127,297.05	\$ 127,297.05	\$ 127,297.05	\$ 127,297.05
Interest	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 127,297.05	\$ 127,297.05	\$ 127,297.05	\$ 127,297.05

State Bank of Chilton CD 1028 .4% Matures 4/20/22 Interest is semiannual

Beginning Balance	\$ 312,454.70	\$ 313,545.29	\$ 313,545.29	\$ 313,545.29
Interest	\$ 1,090.59	\$ -	\$ -	\$ -
Ending Balance	\$ 313,545.29	\$ 313,545.29	\$ 313,545.29	\$ 313,545.29

State Bank of Chilton CD 0368

Beginning Balance	\$ 262,792.62	\$ 262,792.62	\$ 262,792.62	\$ 262,792.62
Interest	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 262,792.62	\$ 262,792.62	\$ 262,792.62	\$ 262,792.62

East Savings CD 7150 .06%

Beginning Balance	\$ 258,385.57	\$ 258,385.57	\$ 258,385.57	\$ 258,776.33
Interest	\$ -	\$ -	\$ 390.76	\$ -
Ending Balance	\$ 258,385.57	\$ 258,385.57	\$ 258,776.33	\$ 258,776.33

UTILITY Statement of Accounts by month

2021	April	May	June	July
ICB Money Mrkt Utility 6956 0.15%				
Beginning Balance	\$ 868,311.79	\$ 868,429.31	\$ 868,541.37	\$ 668,641.05
Credits	\$ -	\$ -	\$ -	\$ -
Debits	\$ -	\$ -	\$ 200,000.00	\$ -
Interest	\$ 117.52	\$ 112.06	\$ 99.68	\$ 81.52
Ending Balance	\$ 868,429.31	\$ 868,541.37	\$ 668,641.05	\$ 668,722.57 x

ICB Checking Utilities 1937 0.0%				
Beginning Balance	\$ 91,693.69	\$ 177,022.85	\$ 172,009.24	\$ 259,497.18
Credits	\$ 160,490.00	\$ 7,660.00	\$ 322,504.93	\$ 515.00
Debits	\$ 75,160.84	\$ 12,673.61	\$ 235,016.99	\$ 42,429.75
Ending Balance	\$ 177,022.85	\$ 172,009.24	\$ 259,497.18	\$ 217,582.43 x

*Associated Bank Utility Checking 0567 (customer payments) 0%				
Beginning Balance	\$ 1,177,593.85	\$ 1,357,048.38	\$ 1,553,500.77	\$ 1,756,988.60
Credits	\$ 179,935.56	\$ 196,452.39	\$ 203,737.31	\$ 231,989.15
Debits	\$ 481.03		\$ 249.48	\$ 645.19
Interest	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 1,357,048.38	\$ 1,553,500.77	\$ 1,756,988.60	\$ 1,988,332.56 x

*Assoc Bank Utility Checking 540 - (Public funds - W/S Constr Permit Fees) 0.0%				
Beginning Balance	\$ 121,030.70	\$ 121,030.70	\$ 121,030.70	\$ 121,030.70
Credits				
Debits	\$ -		\$ -	\$ -
Interest	\$ -		\$ -	\$ -
Ending Balance	\$ 121,030.70	\$ 121,030.70	\$ 121,030.70	\$ 121,030.70 x

*Associated Bank Utility Checking 5311 - (General funds) 0.0%				
Beginning Balance	\$ 517,009.28	\$ 444,593.00	\$ 444,593.00	\$ 444,593.00
Credits	\$ -			
Debits	\$ 72,416.28			
Interest	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 444,593.00	\$ 444,593.00	\$ 444,593.00	\$ 444,593.00 x

Assoc. Bank Money Mrkt Utility 3417 (DNR & Rev Bonds)				
Beginning Balance	\$ 122,236.25	\$ 122,237.25	\$ 122,237.25	\$ 122,237.25
Credits	\$ -	\$ -	\$ -	\$ -
Debits	\$ -	\$ -	\$ -	\$ -
Interest	\$ 1.00	\$ -	\$ -	\$ -
Ending Balance	\$ 122,237.25	\$ 122,237.25	\$ 122,237.25	\$ 122,237.25

Nicolet National RECOMMEND MOVING TO UTILITY GF				
Beginning Balance	\$ 1,254.36	\$ 1,254.36	\$ 1,254.36	\$ 1,254.36
Credits	\$ -	\$ -	\$ -	\$ -
Debits	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 1,254.36	\$ 1,254.36	\$ 1,254.36	\$ 1,254.36

UTILITY Statement of Accounts by month

2021	April	May	June	July
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Comm First CD 200925403008 Utility - Matured 6/22/21 APY 1.701%

Beginning Balance	\$ 58,924.22	\$ 59,170.11	\$ 59,170.11	\$ 59,170.11
Interest	\$ 245.89	\$ -		
Ending Balance	\$ 59,170.11	\$ 59,170.11	\$ 59,170.11	\$ 59,170.11 x

Comm First CD 200925403009 Utility - Matured 6/22/21 APY 1.701%

Beginning Balance	\$ 26,926.03	\$ 27,038.39	\$ 27,038.39	\$ 27,038.39
Interest	\$ 112.36	\$ -	\$ -	
Ending Balance	\$ 27,038.39	\$ 27,038.39	\$ 27,038.39	\$ 27,038.39 x

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INVESTORS COMMUNITY BANK

Dated From: 7/22/2021

From Account:

Thru: 7/28/2021

Thru Account:

Check Nbr	Check Date	Payee	Amount
11273 208404-1	7/28/2021	5 ALARM	
100-06-52200-400-000		Fire Dept - Supplies/Services	19.92
		FROM 7/26/21 REGULATOR KEEPER 208404-1	
		Total	19.92
11274 60909769	7/28/2021	AUTOMOTIVE SUPPLY CO - KAUKAUNA	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	58.44
		FROM 7/19/21 OIL 60909769	
		Total	58.44
11275 INV2105673	7/28/2021	BACKDRAFT OPCO LLC	
100-06-52200-400-000		Fire Dept - Supplies/Services	2,203.40
		YEARLY SUBSCRIPTION AUG 2021-JUL 2022 INV2105673	
		Total	2,203.40
11276 9908090	7/28/2021	CALUMET COUNTY TREASURER-SHERIFFS DEPT CONTRA	
100-00-52100-000-000		Law Enforcement - Contract	147,466.58
		2021 SECOND QUARTER 9908090	
		Total	147,466.58
11277 REFUND PARK RENTAL 7/31/21 PER BOARD	7/28/2021	CRISTI CRITER	
100-00-46722-000-000		Park Shelter Rental Fee	56.70
		REFUND PARK RENTAL 7/31/21 PER BOARD	
100-00-21041-000-000		Sales Tax Due to State	3.30
		REFUND PARK RENTAL 7/31/21 PER BOARD	
		Total	60.00
11278 370-0000021157	7/28/2021	DNR ACCOUNTS RECEIVABLE	
100-06-52200-400-000		Fire Dept - Supplies/Services	561.80
		FOAM 5 GALLON FROM 7/20/21	
		Total	561.80
11279 ORDER 37914	7/28/2021	FIREPENNY	

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Dated From: 7/22/2021 From Account:
Thru: 7/28/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-06-52200-400-000		Fire Dept - Supplies/Services	800.00
		FROM 7/26/21 FIREFIGHTER GLOVES 37914	
Total			800.00

11280 7/28/2021 GRAEF
116058, 116065

100-09-57330-000-000		Capital Outlay - Road Projects	1,180.00
		NOE RD TRAIL RESURFACING BIDDING 116058	
100-09-57330-000-000		Capital Outlay - Road Projects	7,254.38
		NOE RD MIDWAY TO MANITOWOC CONSTR SERV 116065	
Total			8,434.38

11281 7/28/2021 J.F. AHERN CO
450064, 450130

100-09-53311-505-000		Hwy Dept - Building Maint	768.15
		FROM 7/15/21 FIRE EQUIP INSPECT GARAGE 450064	
100-06-52200-400-000		Fire Dept - Supplies/Services	893.85
		FROM 7/15/21 FIRE EQUIP INSPECT DEPT 70 450064	
100-06-52200-400-000		Fire Dept - Supplies/Services	364.10
		FROM 7/13/21 FIRE EQUIP INSPECT DEPT 60 450130	
Total			2,026.10

11282 7/28/2021 JOE'S POWER CENTER
98440, 98775, 99111

100-09-53311-700-000		Hwy Dept - Equip Maintenance	269.99
		FROM 7/19/21 LEAF BLOWER 98440	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	494.29
		FROM 7/26/21 TIRE ASSM, OIL, FILTER 98775	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	32.49
		FROM 7/27/21 SWITCH 99111	
Total			796.77

11283 7/28/2021 KARLS MECHANICAL CONTRACTORS, INC.
K24680

100-09-53311-505-000		Hwy Dept - Building Maint	266.10
		FROM 6/30/21 HVAC SERVICE K24680	
Total			266.10

11284 7/28/2021 KIWANIS CLUB OF DARBOY, INC.
2021-302

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Dated From: 7/22/2021 From Account:
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Check Nbr	Check Date	Payee	Amount
100-00-55200-120-000		Parks - Recreation Programs	1,000.00
		SPORTS & GAMES JULY 21	
		Total	1,000.00
11285	7/28/2021	LISOWE OIL DIV OF ADVANCED FUEL SERV 26008	
100-09-53311-600-030		Hwy Dept - Fuel	2,300.42
		FROM 7/21/21 26008	
		Total	2,300.42
11286	7/28/2021	MID-AMERICAN RESEARCH CHEMICAL 727026-IN	
100-09-53311-400-000		Hwy Dept - Supplies	438.00
		FROM 7/14/21 LINERS 0737026-IN	
		Total	438.00
11287	7/28/2021	N.E.W. PRINTING 148096	
100-02-51400-400-000		Gen. Admin - Supplies	128.32
		BUSINESS CARDS FROM 7/6/21 148096	
		Total	128.32
11288	7/28/2021	OFFICE DEPOT BUSINESS CREDIT - VOH 6011568517758058	
100-02-51400-400-000		Gen. Admin - Supplies	373.33
		THROUGH 7/15/21 OFFICE SUPPLIES	
		Total	373.33
11289	7/28/2021	PATRICK KLEIN REIMBURSE PARADE SUPPLIES	
100-06-52200-400-000		Fire Dept - Supplies/Services	90.50
		REIMBURSE PARADE SUPPLIES	
		Total	90.50
11290	7/28/2021	ROCKET INDUSTRIAL IN00319939	
100-09-53311-400-000		Hwy Dept - Supplies	322.48
		FROM 7/2 ROLL & HAND TOWELS, TP IN00319939	
		Total	322.48

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Thru Account:

Check Nbr	Check Date	Payee	Amount
11291 73418	7/28/2021	SPEEDY CLEAN	
100-09-57330-000-000		Capital Outlay - Road Projects	1,750.00
		FROM 6/30/21 SWEET CLOVER TELEWISE LINE 73418	
Total			1,750.00
11292 S1092621071	7/28/2021	STAMPS.COM	
100-02-51400-400-006		Gen. Admin - Service Contracts	39.99
		METER 7434038 SERVICE FEE 7/1-7/31 S1092621071	
Total			39.99
11293 8904, 8912	7/28/2021	STUMPF EXCAVATING & TRUCKING	
100-09-53311-505-000		Hwy Dept - Building Maint	120.00
		PUMP HOLDING TANK SHOP 7/19/21 8904	
100-09-53311-505-000		Hwy Dept - Building Maint	240.00
		PUMP HOLDING TANKS 7/26/21 8912	
Total			360.00
11294 IN2062183	7/28/2021	TASC	
100-02-51400-400-006		Gen. Admin - Service Contracts	35.00
		JULY 2021 BILLING IN2062183	
Total			35.00
11295 960929-00	7/28/2021	TRUCK EQUIPMENT INC	
100-06-52200-600-000		Fire Dept - Vehicle Maint.	99.70
		FROM 7/16/21 SEAT ALARM, EMER VEH LIGHT 960929-00	
Total			99.70
11296	7/28/2021	VILLAGE OF RANDOM LAKE	
		REIMBURSE BOR TRAINING MATERIALS	
100-00-51100-115-000		Village Board-Training/Mileage	20.00
		REIMBURSE BRD OF REVIEW TRAIN MATERIALS	
Total			20.00
11297 3962286	7/28/2021	WISCONSIN MEDIA	

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Dated From: 7/22/2021

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Thru Account:

Check Nbr	Check Date	Payee	Amount
100-01-51101-800-000		Planning - Publications	83.15
		BILL PERIOD JUN 1-JUN 30	3962286
100-02-51400-800-000		Gen. Admin - Publications	509.18
		BILL PERIOD JUN 1 - JUN 30	3962286
		Total	592.33
		Grand Total	170,243.56

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Dated From: 7/22/2021 From Account:
Thru: 7/28/2021 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	170,243.56
Total Expenditure from all Funds	170,243.56

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Dated From: 7/22/2021
Thru: 7/28/2021

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		170,243.56
	Total Expenditure - Fund # 100	170,243.56	
	Total	170,243.56	170,243.56

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UTILITIES

Dated From: 7/22/2021 From Account:

Thru: 7/28/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
22134	7/28/2021	MIDWEST WORKWEAR 7871	
610-00-57641-000-000		Operation Supplies & Expenses FROM 7/19 HI VIS RAIN CLOTHING 7871	161.48
620-00-57827-000-000		Operation Supplies & Expenses FROM 7/19 HI VIS RAIN CLOTHING 7871	161.48
Total			322.96
22135	7/28/2021	NEENAH-MENASHA SEWERAGE COMMISSION 2021-105, 2021-110	
620-00-57829-000-000		Sewerage Treatment Charges FROM 7/19 WASTEWATER TREATMENT 2021-105	17,767.11
620-00-57870-000-000		Interest Expense - CWF Loan FROM 7/19 CLEAN WATER LOAN INTEREST 2021-110	1,458.00
620-00-57875-000-000		Amortization Expense-CWF Loan FROM 7/19 CLEAN WATER LOAN DEBT 2021-110	4,237.00
Total			23,462.11
22136	7/28/2021	PCI DATA SYSTEMS INC 22699	
610-00-57921-000-000		Office Supplies & Expenses DRIVES, REMOTE MAINT, SERVICE CALLS 22699	587.50
620-00-57851-000-000		Office Supplies & Expenses DRIVES, REMOTE MAINT, SERVICE CALLS 22699	587.50
Total			1,175.00
22137	7/28/2021	PUBLIC SERVICE COMMISSION OF WISCONSIN 2106-I-06335	
610-00-57928-000-000		Regulatory Commission Expenses PSC DIRECT ASSESS 6/1-30 ADJ WATER RATES 2106-I-06335	155.58
Total			155.58
22138	7/28/2021	SENTINEL SECURITY LLC 20768	
610-00-57641-000-000		Operation Supplies & Expenses 2005 MIDWAY RD PUMP STN MONITOR 7/31/22 20768	336.00
Total			336.00
Grand Total			25,451.65

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Dated From: 7/22/2021 From Account:
Thru: 7/28/2021 Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	1,240.56
Total Expenditure from Fund # 620 - SEWER UTILITY	24,211.09
Total Expenditure from all Funds	25,451.65

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UTILITIES

Dated From: 7/22/2021
Thru: 7/28/2021

Account Number	Account Code Description	Debit	Credit
610-00-11131-000-000	SHARE OF CHECKING-Water		1,240.56
	Total Expenditure - Fund # 610	1,240.56	
620-00-11131-000-000	SHARE OF CHECKING-Sewer		24,211.09
	Total Expenditure - Fund # 620	24,211.09	
	Total	25,451.65	25,451.65

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Dated From: 8/03/2021 From Account:

Thru: 8/11/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
11300	8/11/2021	ALYSSA KWASNY GRADING ESCROW RETURN N9032 SWEETGRASS	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9032 SWEETGRASS	1,500.00
Total			1,500.00
11301	8/11/2021	ASSOCIATED BANK GREEN BAY NA GO REFUND BONDS INT 99G100003 415-102	
301-00-58290-000-000		G.O. Debt Interest GO REFUND BONDS INTEREST SEPT 1	9,287.50
Total			9,287.50
11302	8/11/2021	ASSOCIATED BANK GREEN BAY NA GEN OBL PROM NOTES 99G100003 415-101	
301-00-58290-000-000		G.O. Debt Interest GO PROMISSORY NOTES INTEREST SEPT 1	15,865.00
Total			15,865.00
11303	8/11/2021	BRAD WELHOUSE JULY CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JULY CELL PHONE STIPEND	30.00
Total			30.00
11304	8/11/2021	BRENDON HARTJES REIMBURSE FOR SODA & GARBAGE BAGS	
100-06-52200-400-000		Fire Dept - Supplies/Services REIMBURSE FOR SODA & GARBAGE BAGS	99.06
Total			99.06
11305	8/11/2021	CHAD BOESCH JULY CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JULY CELL PHONE STIPEND	30.00
Total			30.00
11306	8/11/2021	FERGUSON WATERWORKS #1476 337171, 338240, 338338, 338341	
100-09-57330-000-000		Capital Outlay - Road Projects FROM 8/2/21 RYFORD 337171	55.00

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Dated From: 8/03/2021 From Account:
Thru: 8/11/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-57330-000-000	8/2/21	Capital Outlay - Road Projects FROM 8/2/21 RYFORD 338240	577.50
100-09-57330-000-000	8/3/21	Capital Outlay - Road Projects FROM 8/3/21 RYFORD 338338	191.64
100-09-57330-000-000	8/3/21	Capital Outlay - Road Projects FROM 8/3/21 RYFORD 338341	50.00
Total			874.14

11307 8/11/2021 FRANKS RADIO SERVICE INC
118956

100-06-52200-400-000	7/29/21	Fire Dept - Supplies/Services FROM 7/29/21 CHARGER, ANTENNAS 118956	138.91
Total			138.91

11308 8/11/2021 GFL ENVIRONMENTAL
U30000030089 LESS CREDIT PER TIM MUELLER

100-00-53620-000-000		Refuse and Garbage Services COMM PARK TRASH DUMPSTER LESS CREDIT U30000030089	179.67
Total			179.67

11309 8/11/2021 GRAEF
116375 - 116382, 116386

100-09-57330-000-000		Capital Outlay - Road Projects NOE RD MIDWAY TO MANITOWOC CONSTR SERV 116375	4,208.25
100-09-57330-000-000		Capital Outlay - Road Projects KIMBERLY HEIGHTS PH 1-3 CONSTRUCTION SRV 116376	12,922.79
100-09-57330-000-000		Capital Outlay - Road Projects HIDDEN PINES CONSTRUCTION SERVICES 116377	253.75
100-09-57330-000-000		Capital Outlay - Road Projects KAMBURA ACRES PH 3&4 CONSTRUCTION SERV 116378	435.00
100-00-53650-000-000		Harr Stormwater Util Drainage N COOP RD BOX CULVERT BIDDING SERVICES 116379	1,278.50
100-09-53311-000-000		Hwy Dept - Engineer/Consultant COMPREHENSIVE REC PLAN SURVEY & EVENT 116380	9,033.50
100-09-57330-000-000		Capital Outlay - Road Projects NOE RD TRAIL RESURFACING BIDDING 116381	448.50
100-00-52410-000-000		Erosion/Stormwater Plan Review JEWEL BOX ESTATES EROSION/STORM PLAN REV 116382	797.50

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Check Nbr	Check Date	Payee	Amount
100-00-52400-200-000		Inspections - Grade Checks	10,915.00
		LOT GRADE CHECK SERVICES 116386	
		Total	40,292.79
11310	8/11/2021	GRANT GORGES JULY CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		JULY CELL PHONE STIPEND	
		Total	30.00
11311	8/11/2021	GREEN BAY HIGHWAY PRODUCTS 39470	
100-09-57330-000-000		Capital Outlay - Road Projects	444.53
		FROM 7/29/21 RYFORD 39470	
		Total	444.53
11312	8/11/2021	GRIFFIN BUILDERS INC GRADING ESCROW RETURN N9027 SWEETGRASS	
100-00-21060-000-000		Building Escrows Payable	1,500.00
		GRADING ESCROW RETURN N9027 SWEETGRASS	
		Total	1,500.00
11313	8/11/2021	HARRISON UTILITIES ACCOUNT 000-2781-00	
100-07-52200-500-023		Fire Station 70 - Water/Sewer	40.35
		ACCOUNT 000-2781-00	
		Total	40.35
11314	8/11/2021	JARRED GERL JULY CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone	40.00
		JULY CELL PHONE STIPEND	
		Total	40.00
11315	8/11/2021	JEFF FUNK JULY CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	40.00
		JULY CELL PHONE STIPEND	
		Total	40.00

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Check Nbr	Check Date	Payee	Amount
11316	8/11/2021	JEFF WISNET JULY CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JULY CELL PHONE STIPEND	30.00
			Total 30.00
11317	8/11/2021	JOE'S POWER CENTER 96990, 99759	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 7/28/21 FERRIS REPAIR 96990	548.43
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 8/4/21 INNERTUBE 99759	37.06
			Total 585.49
11318	8/11/2021	KAYLEE GREZINSKI JULY CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone JULY CELL PHONE STIPEND	40.00
			Total 40.00
11319	8/11/2021	MARK MOMMAERTS JULY CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone JULY CELL PHONE STIPEND	40.00
			Total 40.00
11320	8/11/2021	MATHEW HEISER JULY CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone JULY CELL PHONE STIPEND	40.00
			Total 40.00
11321	8/11/2021	MEGAN RICCIARDI GRADING ESCROW RETURN N9324 MULHOLLAND	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9324 MULHOLLAND	1,500.00
			Total 1,500.00
11322	8/11/2021	MENARDS-APPLETON EAST 7296	

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100-09-53311-400-000		Hwy Dept - Supplies	17.80
		FROM 7/30/21 SUPPLIES 7296	
Total			17.80
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11323	8/11/2021	MIKE BRANTMEIER	
JULY CELL PHONE STIPEND			
100-06-52200-500-022		Fire Station 60 - Telephone	30.00
JULY CELL PHONE STIPEND			
Total			30.00
<hr/>			
11324	8/11/2021	MIKE NETT	
JULY CELL PHONE STIPEND			
100-09-53311-500-022		Hwy Dept - Telephone	40.00
JULY CELL PHONE STIPEND			
Total			40.00
<hr/>			
11325	8/11/2021	SERVICEMASTER BUILDING MAINTENANCE	
37484			
100-02-51400-400-006		Gen. Admin - Service Contracts	925.00
FROM 8/1/21 JANITORIAL AUG 37484			
Total			925.00
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11326	8/11/2021	SHORT ELLIOT HENDRICKSON, INC	
409313, 409359			
100-00-52400-200-000		Inspections - Grade Checks	2,595.00
LOT GRADE, DRIVEWAY, TEMP GRADE STAKE 409313			
100-00-52400-200-000		Inspections - Grade Checks	3,890.00
TEMP GRADE STAKE, FINAL LOT GRADE VERIF 409359			
Total			6,485.00
<hr/>			
11327	8/11/2021	SMT MANUFACTURING & SUPPLY LLC	
69212-IN			
100-06-52200-600-000		Fire Dept - Vehicle Maint.	64.24
ST 70 ENG 71 REAR COMPART ROLL DRAWER 0069212-IN			
Total			64.24
<hr/>			
11328	8/11/2021	SOMMERVILLE FLAG	
INVOICE DATED 6/18/21 POLE, INSTALL, FLAG			
100-06-57220-000-000		Fire Dept - Capital Outlay	1,349.00
FLAGPOLE, INSTALLATION, NYLON FLAG 6/18/21			

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Check Nbr	Check Date	Payee	Amount
Total			1,349.00
11329	8/11/2021	SPECTRUM- 4901 607974901072521	
100-02-51400-400-006		Gen. Admin - Service Contracts SERVICE PERIOD 7/24-8/23	207.38
Total			207.38
11330	8/11/2021	SPECTRUM- 5101 607975101072421	
100-02-51400-400-006		Gen. Admin - Service Contracts SERVICE PERIOD 7/23-8/22	136.61
Total			136.61
11331	8/11/2021	STEPHANIE HAMNING GRADING ESCROW RETURN W6009 RYFORD ST	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W6009 RYFORD ST	1,500.00
Total			1,500.00
11332	8/11/2021	STEVE LITTLE JULY CELL PHONE STIPEND	
100-08-52300-000-000		1st Responders - Operating Exp JULY CELL PHONE STIPEND	30.00
Total			30.00
11333	8/11/2021	STUMPF EXCAVATING & TRUCKING 8918	
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANK SHOP 8/2/21 8918	120.00
Total			120.00
11334	8/11/2021	VICKI TESSEN JULY CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone JULY CELL PHONE STIPEND	40.00
Total			40.00
11335	8/11/2021	WELLS FARGO FINANCIAL LEASING 5016054054	

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ACCT

Dated From: 8/03/2021 From Account:
Thru: 8/11/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-006		Gen. Admin - Service Contracts	575.69
		COVERAGE PERIOD 7/17-8/16/21 5016054054	
Total			575.69

11336 8/11/2021 WESLEY POMPA
JULY CELL PHONE STIPEND

100-07-52200-500-022		Fire Station 70 - Telephone	30.00
		JULY CELL PHONE STIPEND	
Total			30.00

11337 8/11/2021 WIL-KIL PEST CONTROL
4203964, 4203965

100-02-51400-400-006		Gen. Admin - Service Contracts	50.00
		FIRE STATION 60 4203964	
100-02-51400-400-006		Gen. Admin - Service Contracts	50.00
		FIRE STATION 70 4203965	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		EXTERIOR INSECT FIRE STATION #60 NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		EXTERIOR INSECT FIRE STATION 70 NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		POWER SPRAY - VILLAGE HALL NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		VILLAGE HALL NA	
Total			100.00

11338 8/11/2021 WINNEBAGO PEST CONTROL LLC
13552

100-09-53311-505-000		Hwy Dept - Building Maint	199.00
		APPLICATION - TOWN HALL, FIRE STATIONS 13552	
Total			199.00

11339 8/11/2021 WM CORPORATE SERVICES INC
0000265-4172-2

100-00-53620-000-000		Refuse and Garbage Services	87.55
		COMMERCIAL TRASH DUMPSTER FOR JUL	
100-00-53635-000-000		Recycling Services	59.74
		COMMERCIAL RECYCLING DUMPSTER FOR JUL	
100-00-53635-000-000		Recycling Services	16,231.54
		RES RECYCLING SINGLE STREAM JUL	

8/11/2021 10:00 AM

Check Register - Full Report - ALL
ALL Checks
INVESTORS COMMUNITY BANK

Page: 8
ACCT

Dated From: 8/03/2021 From Account:
Thru: 8/11/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53620-000-000		Refuse and Garbage Services RES TRASH 64 GALLON CARTS FOR JUL	33,342.12
100-00-53620-000-000		Refuse and Garbage Services REPLACEMENT CART(S) -	175.00
100-00-53620-000-000		Refuse and Garbage Services BULKY ITEM PICKUP -	0.00
100-00-53620-000-000		Refuse and Garbage Services SPRING PICK UP	0.00
Total			49,895.95
Grand Total			134,373.11

8/11/2021 10:00 AM

Check Register - Full Report - ALL
ALL Checks
INVESTORS COMMUNITY BANK

Page: 9
ACCT

Dated From: 8/03/2021 From Account:
Thru: 8/11/2021 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	109,220.61
Total Expenditure from Fund # 301 - DEBT SERVICE - GEN. OBLIGATION	25,152.50
Total Expenditure from all Funds	134,373.11

8/11/2021 10:01 AM

Check Posting Control Report

Page: 1

ALL Checks

ACCT

Posting Date: 8/11/2021

INVESTORS COMMUNITY BANK

Dated From: 8/03/2021

Thru: 8/11/2021

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		109,220.61
	Total Expenditure - Fund # 100	109,220.61	
301-00-11100-000-000	Debt Service Levy Fund		25,152.50
	Total Expenditure - Fund # 301	25,152.50	
	Total	134,373.11	134,373.11

8/11/2021 10:21 AM

Check Register - Full Report - ALL
ALL Checks
UTILITIES

Page: 1
ACCT

Dated From: 8/03/2021 From Account:
Thru: 8/11/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
22139	8/11/2021	CALIBER TITLE LLC	
		REFUND REI W5624 MARGARET-NOT HARR UTIL	
610-00-47400-000-000		Other Water Revenue	12.50
		REFUND REI W5624 MARGARET-NOT HARR UTIL	
620-00-47635-000-000		Other Sewer Revenue	12.50
		REFUND REI W5624 MARGARET-NOT HARR UTIL	
		Total	25.00
22140	8/11/2021	DONALD HIETPAS & SONS INC	
		INVOICE 8/2 WORK 7/15 LYDIA & JOHANN	
610-00-57651-000-000		Maintenance of Mains	1,931.03
		INV 8/2 8" WATER MAIN VALVE REPAIR	
		Total	1,931.03
22141	8/11/2021	EAGLE GRAPHICS LLC	
		207146	
610-00-57641-000-000		Operation Supplies & Expenses	7.25
		FROM 7/19/21 LOGO ON RAIN JACKETS 207146	
620-00-57827-000-000		Operation Supplies & Expenses	7.25
		FROM 7/19/21 LOGO ON RAIN JACKETS 207146	
		Total	14.50
22142	8/11/2021	EARTH WORKS SEPTIC & EXCAVATION LLC	
		2235a	
610-00-57652-000-000		Maintenance of Services	990.00
		DRILL, SUPPLY WATER TO 1226 HONEY BUNCH 2235a	
		Total	990.00
22143	8/11/2021	ENDURACLEAN, INC.	
		13953	
610-00-57641-000-000		Operation Supplies & Expenses	777.82
		FROM 7/19 FLAGS & MARK PAINT FOR LOCATES 13953	
620-00-57827-000-000		Operation Supplies & Expenses	777.82
		FROM 7/19 FLAGS & MARK PAINT FOR LOCATES 13953	
		Total	1,555.64
22144	8/11/2021	FASTENAL COMPANY	
		WIKIM267077	
610-00-57641-000-000		Operation Supplies & Expenses	179.21
		FROM 7/23 BOLTS FOR WATER VALVES WIKIM267077	

8/11/2021 10:21 AM

Check Register - Full Report - ALL

Page: 2

ALL Checks

ACCT

UTILITIES

Dated From: 8/03/2021

From Account:

Thru: 8/11/2021

Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total
			179.21
22145 335393	8/11/2021	FERGUSON WATERWORKS #1476	
610-00-18346-000-000		Meters	
		FROM 7/25 COUPLERS FOR 5/8" WATER METERS 0335393	
			Total
			1,462.01
22146 22649	8/11/2021	PCI DATA SYSTEMS INC	
610-00-57641-000-000		Operation Supplies & Expenses	
		FROM 6/10/21 DOMAIN MAIL SERVICES 22649	
620-00-57827-000-000		Operation Supplies & Expenses	
		FROM 6/10/21 DOMAIN MAIL SERVICES 22649	
			Total
			72.00
			Grand Total
			6,229.39

8/11/2021 10:21 AM

Check Register - Full Report - ALL
ALL Checks
UTILITIES

Page: 3
ACCT

Dated From: 8/03/2021 From Account:
Thru: 8/11/2021 Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	5,395.82
Total Expenditure from Fund # 620 - SEWER UTILITY	833.57
Total Expenditure from all Funds	6,229.39

8/11/2021 10:23 AM

Check Posting Control Report
ALL Checks
Posting Date: 8/11/2021

Page: 1
ACCT

UTILITIES

Dated From: 8/03/2021
Thru: 8/11/2021

Account Number	Account Code Description	Debit	Credit
610-00-11131-000-000	SHARE OF CHECKING-Water		5,395.82
	Total Expenditure - Fund # 610	5,395.82	
620-00-11131-000-000	SHARE OF CHECKING-Sewer		833.57
	Total Expenditure - Fund # 620	833.57	
	Total	6,229.39	6,229.39

VILLAGE BOARD MEETING

From:

Matt Heiser, Village Manager

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

Carlson Dettmann Wage Study Presentation

Issue:

Background information to prepare for the Carlson Dettmann presentation

Background and Additional Information:

Carlson Dettmann was contracted by the Village to perform an organizational study and a wage study. The results of the organizational study were reported at a previous meeting.

Representatives from CD will report on the results of their wage study and will include the following:

- Review of Methodology
 - In order to provide a level of comfort with how positions were placed in the structure, the consultant will provide the Board with a VERY high level overview of the job evaluation system.
- Decision on Type of Structure
 - Prior conversations have indicated both a preference for a step-based structure and a performance-based structure. There are practical considerations for both and, while the recommendation is to initially implement a step structure, that is a decision for the Board to make.
- Final Decision on Market
 - After listening to some of the preliminary concerns of the Board, the consultant revised the marketplace to more closely align with the demographics of the Village. The consultant will go into greater detail as to how that was accomplished, and what that means, at the meeting.
- Market Placement
 - The proposed structure is built on the premise of Control Points approximating the median market (i.e. half pay less, half pay more). The Board will need to determine if it is an acceptable approach.
- Key Principles of Pay Plan Administration
 - Given that this more formal structure is a new approach to compensating employees, the consultant will walk the Board through some of the key principles of compensation administration.

- Final Decision
 - This coming meeting is NOT intended for the Board to be making a final decision. This next meeting will be an overview of the final results, with the final decision requested at the following meeting.

Budget Impacts:

None

Recommended Action:

None

Attachments:

None

VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

Certified Survey Map - Spencer

Issue:

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

Background and Additional Information:

The applicant is proposing a 3-lot Certified Survey Map (CSM) for the property located on the northwest corner of Hoelzel Way and County Road N, Location ID 33400. The property is 0.62-acres and is 140-feet by 261-feet. The property is currently zoned Single-Family Residential (Suburban) [RS-1]. Sewer and water is available on Hoelzel Way. A permit was issued for a home on proposed Lot 2.

The applicant wishes to split the property into 3-lots in order to construct single-family homes. The lots are proposed to be 86.01-feet by 140.02-feet, 12,042-square feet in area. Lot 3 is slightly larger. The RS-1 zoning district requires a minimum of 80-feet of road frontage and 12,000-square feet of lot area. The proposed lots meet the RS-1 zoning district requirements.

The Plan Commission reviewed this item at their meeting on August 24, 2021.

Recommended Action:

The Plan Commission recommends approval of the Certified Survey Map request with the following conditions:

1. A drainage plan for the 3-lots be submitted that conforms to the adjacent properties. Such drainage plan to be reviewed and accepted by the Village engineer.
2. Separate laterals for sanitary sewer & water must be provided for each lot.

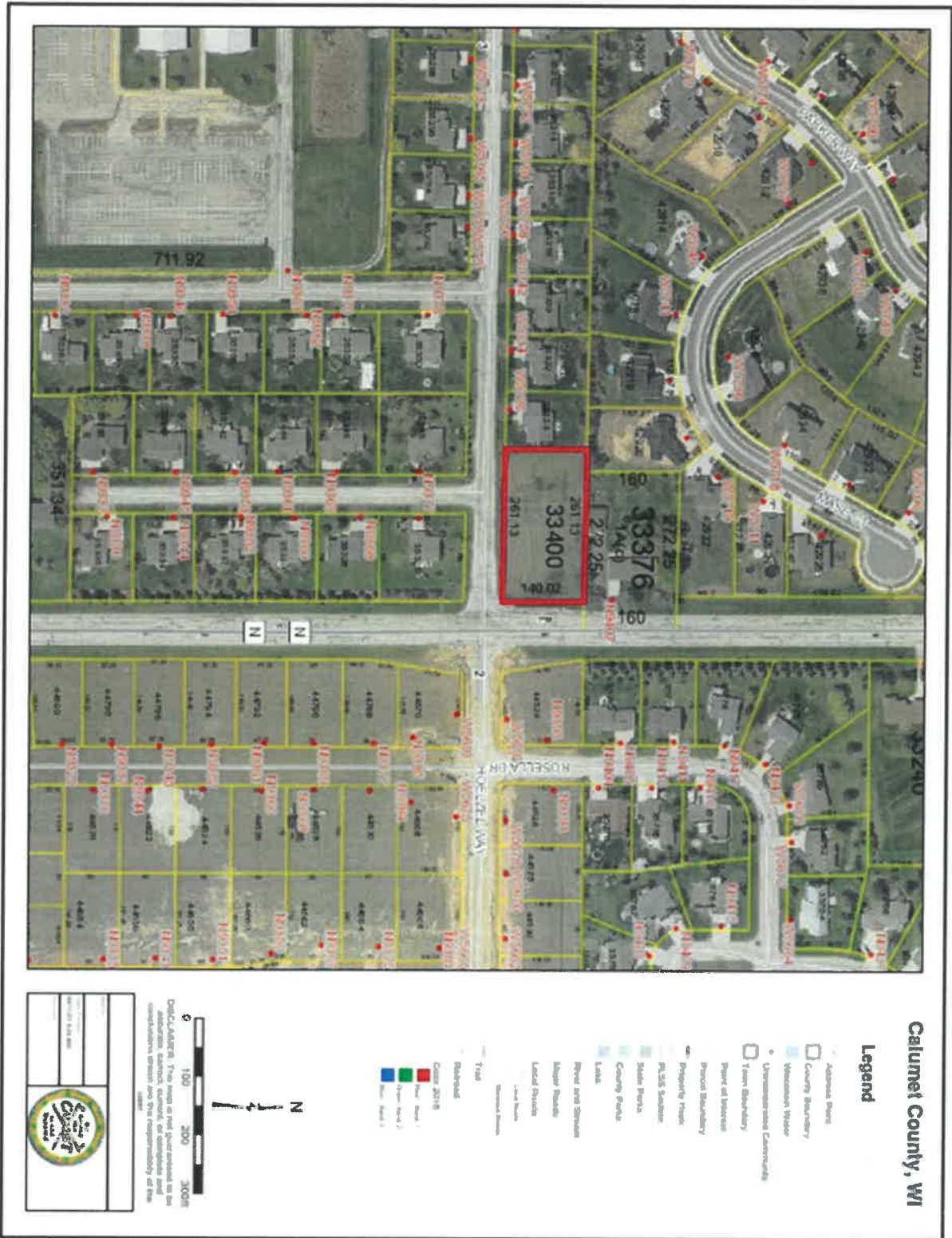
Action Options:

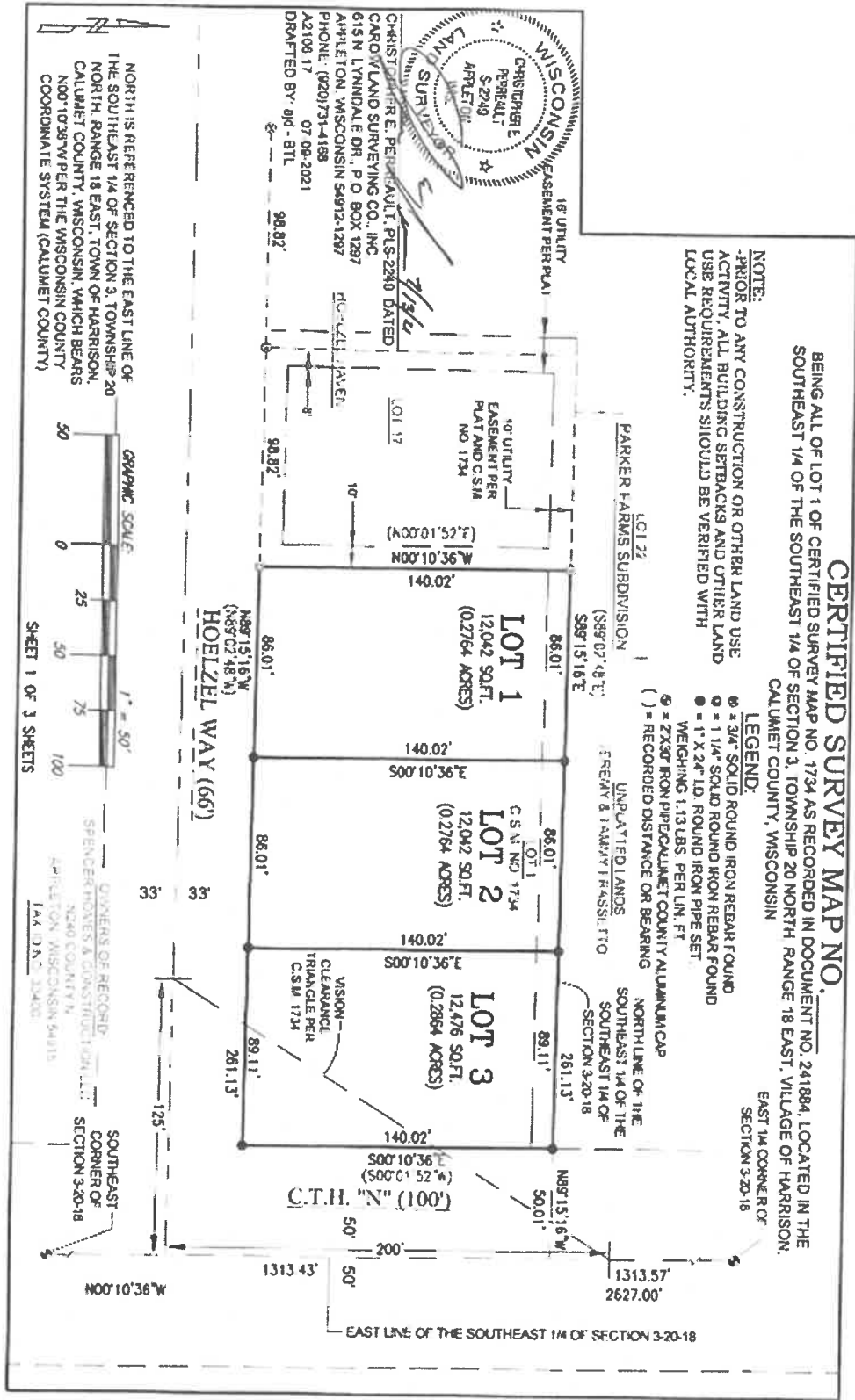
1. Approve Certified Survey Map.
2. Approve Certified Survey Map with 2 conditions.
3. Postpone action (September 1st decision deadline, unless extended in writing).
4. Do not approve.

Attachments:

- Aerial Map
- CSM

Aerial Map





CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1734 AS RECORDED IN DOCUMENT NO. 241884, LOCATED IN THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 3, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1734 AS RECORDED IN DOCUMENT NO. 241884, LOCATED IN THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 3, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF KEVIN SPENCER, 3990 EARTHROCK RD., APPLETON, WI 54913.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF THE VILLAGE OF HARRISON.



[Signature] 7/13/21
CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A2106.17 (RFR) 6-25-2021

COUNTY TREASURER CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS MINOR SUBDIVISION AS OF THIS _____ DAY OF _____, 20____.

COUNTY TREASURER DATED

VILLAGE TREASURER CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS MINOR SUBDIVISION AS OF THIS _____ DAY OF _____, 20____.

VILLAGE TREASURER DATED

VILLAGE OF HARRISON APPROVAL:

THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE VILLAGE OF HARRISON ON THIS _____ DAY OF _____, 20____.

VILLAGE CHAIRPERSON VILLAGE CLERK

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 1734 AS RECORDED IN DOCUMENT NO. 241884, LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 3, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

AS OWNER (S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON. I (WE) ALSO CERTIFY THAT THIS MAP IS REQUIRED BY S. 236.10 OR 236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: VILLAGE OF HARRISON

WITNESS THE HAND AND SEAL OF SAID OWNER (S) THIS _____ DAY OF _____, 20____.
BY: SPENCER HOMES & CONSTRUCTION LLC


KEVIN SPENCER, MEMBER

STATE OF WISCONSIN)
) SS
COUNTY OF _____)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____, THE ABOVE NAMED PERSON (S) TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC
_____, WISCONSIN
MY COMMISSION EXPIRES _____




CHRISTOPHER E. PERREAULT, PLS. 2249 DATED 7/13/24
CAROW LAND SURVEYING CO., INC.
615 N. LYNDDALE DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A2106.17 (RFR) 6-25-2021

VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

Certified Survey Map – Luniak Meadows

Issue:

Should the Village Board approve a 2-lot Certified Survey Map?

Background and Additional Information:

The applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located near the southeast corner of Schmidt Road and County Road N, Location IDs 39138 & 39136. The property is approximately 79-acres and is currently being farmed. The property is currently zoned General Agricultural [AG]. There is an existing home along County Road N.

The applicant wishes to split the property into 2-lots in order to prepare the property for future development of a subdivision. The CSM will dedicate 40-feet of right-of-way for Schmidt Road and variable right-of-way for County Road N. It is expected that future subdivision development will start on proposed Lot 2.

The Plan Commission reviewed this item at their meeting on August 24, 2021.

Recommended Action:

The Plan Commission recommends approval of the Certified Survey Map as revised and received on August 20, 2021.

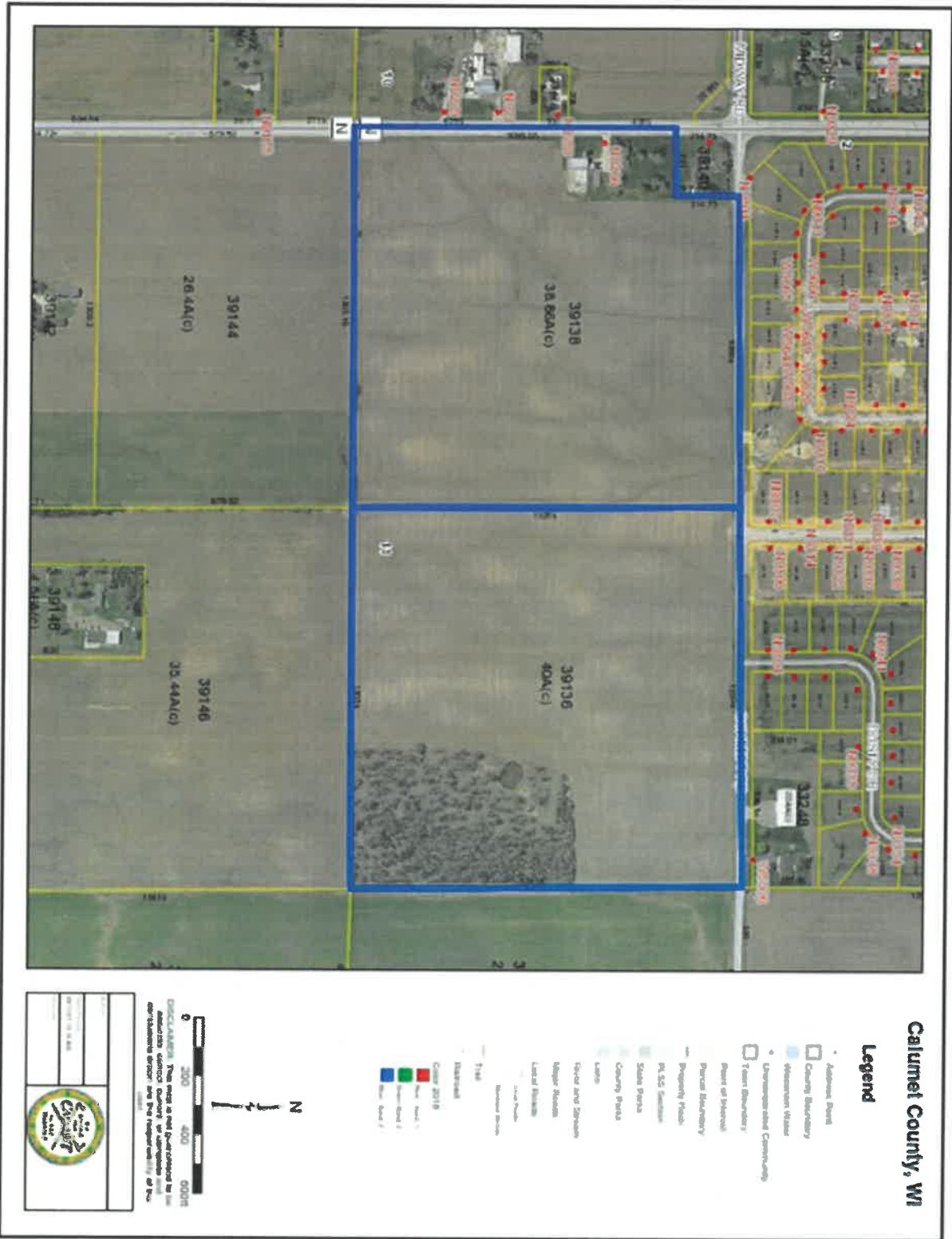
Action Options:

1. Approve Certified Survey Map.
2. Postpone action (September 29th decision deadline, unless extended in writing).
3. Do not approve.

Attachments:

- Aerial Map
- CSM (revised)

Aerial Map



RECEIVED

AUG 20 2021

HARRISON PLANNING

Certified Survey Map No. _____

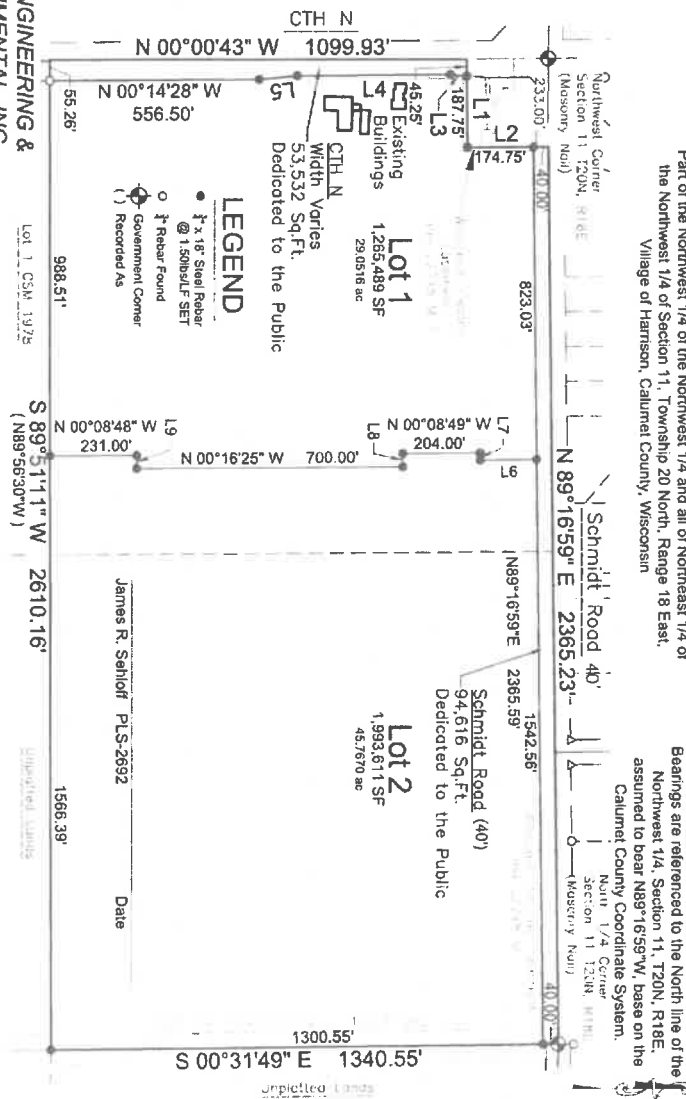
Part of the Northwest 1/4 of the Northwest 1/4 and all of Northeast 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

Bearings are referenced to the North line of the Northwest 1/4, Section 11, T20N, R18E, assumed to bear N89°16'59"W, base on the Calumet County Coordinate System.



Line	Bearing	Length
L1	N 89°16'59" E	233.00'
L2	N 00°00'46" W	214.75'
L3	N 05°28'10" E	44.11'
L4	N 00°14'28" W	400.00'
L5	N 05°57'07" W	100.50'
L6	N 00°43'01" W	150.00'
L7	N 89°16'59" E	18.75'
L8	S 89°51'11" W	35.31'
L9	N 89°51'12" E	34.80'

Surveyor:
Dericks-Dawitt, LLC
W857 County Road ZZ
Kaukauna, WI 54130



LEGEND

- 1" x 18" Steel Rebar @ 150BPLF SET
- Rebar Found
- ◊ Government Corner
- () Recorded As

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Providence Terrace, Menasha, WI 54852
Ph: 920-991-1566 Fax: 920-441-0804
www.davel.pro

Lot 1 CSM 1979
James R. Sahlhoff PLS-2692
Date

File: 6614CSM.dwg
Date: 08/17/2021
Drawn By: jm
Sheet: 1 of 3

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4 and all of Northeast 1/4 of the Northwest 1/4 of Section 11,
Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify. That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Harrison, and under the direction of Delias M. Luniak Survivor's Trust Dated May 11, 2016, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map, that such map correctly represents all exterior boundaries and the subdivision of the land surveyed, and that this land is Part of the Northwest 1/4 of the Northwest 1/4 and all of Northeast 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 18 East Village of Harrison, Calumet County, Wisconsin, containing 3,407,248 Square Feet (78.2197 Acres) of land, described as follows:

Beginning at the North 1/4 corner of Section 11; thence along the East line of the Northwest 1/4 said Section 11, S00°31'49"E, 1340.55 feet to the East/West 1/4 line of said Northwest 1/4, thence, along said East/West 1/4, S89°51'11"W, 2810.18 feet to the West line of said Northwest 1/4; thence along the said West line, N00°00'43"W, 1099.93 feet; thence N89°16'59"E, 233.00 feet, thence N00°00'46"W, 214.75 feet to the said North line of the Northwest 1/4, thence, along said North line, N89°16'59"E, 2365.23 feet to the point of beginning, subject to all easement and restrictions of record.

Given under my hand this 24th day of July, 2021.
 

Owner's Certificate

As the representatives of the Delias M. Luniak Survivor's Trust Dated May 11, 2016, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, mapped, and dedicated all as shown and represented on this map.

Dated this _____ day of _____, 20____.

Delias M. Luniak, Trustee

State of Wisconsin)
)ss

) County)

Personally came before me this _____ day of _____, 20____.

the above named, Trustee of said Living Trust, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority

Notary Public, Wisconsin My commission expires: _____

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4 and all of Northeast 1/4 of the Northwest 1/4 of Section 11
Township 20 North Range 18 East, Village of Harrison, Calumet County, Wisconsin

Village Board Approval Certificate

Resolved, that this certified survey map in the Village of Harrison, Calumet County, Deilas M. Luniak Survivor's Trust Dated May 11, 2016, the property owner, is hereby approved by the Village Board of the Village of Harrison.

Kevin M. Hietpas, Village President Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Harrison

Vicki Teasen, Village Clerk Date

Treasurers' Certificate

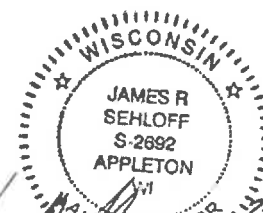
We, being the duly elected, qualified and acting Treasurers' of the Village of Harrison and Calumet County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.


Village Treasurer Date

County Treasurer Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments.

the property owners of record.	Recording Information	Parcel Number(s)
Deilas M. Luniak Survivor's Trust	Doc No. 526368	39138
Dated May 11, 2016		39136




 JAMES R. SEHLOFF Professional Surveyor No. S-2692 Date 29 July 2021

VILLAGE BOARD MEETING**From:**

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON**Meeting Date:**

August 31, 2021

Title:

Ord V21-15 - Zoning Map Amendment - Mader

Issue:

Should the Village Board approve a Zoning Map Amendment to rezone property from AG to RS-1?

Background and Additional Information:

The applicant is proposing to rezone property from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1]. The property is located at N8838 S Coop Road, Location ID 33574. The property currently has a single-family home and accessory buildings. The applicant is also proposing to split the property in order to construct another single-family home on the property. The property is identified as future Single-Family Residential (Sewered) in the Comprehensive Plan. Sewer and water is available on S Coop Road.

The Plan Commission reviewed this item and held a public hearing at their meeting on August 24th. No one spoke in opposition. The Plan Commission found that the Rezoning request complies with the Future Land Use Map as part of the Comprehensive Plan of the Village of Harrison.

Action Options:

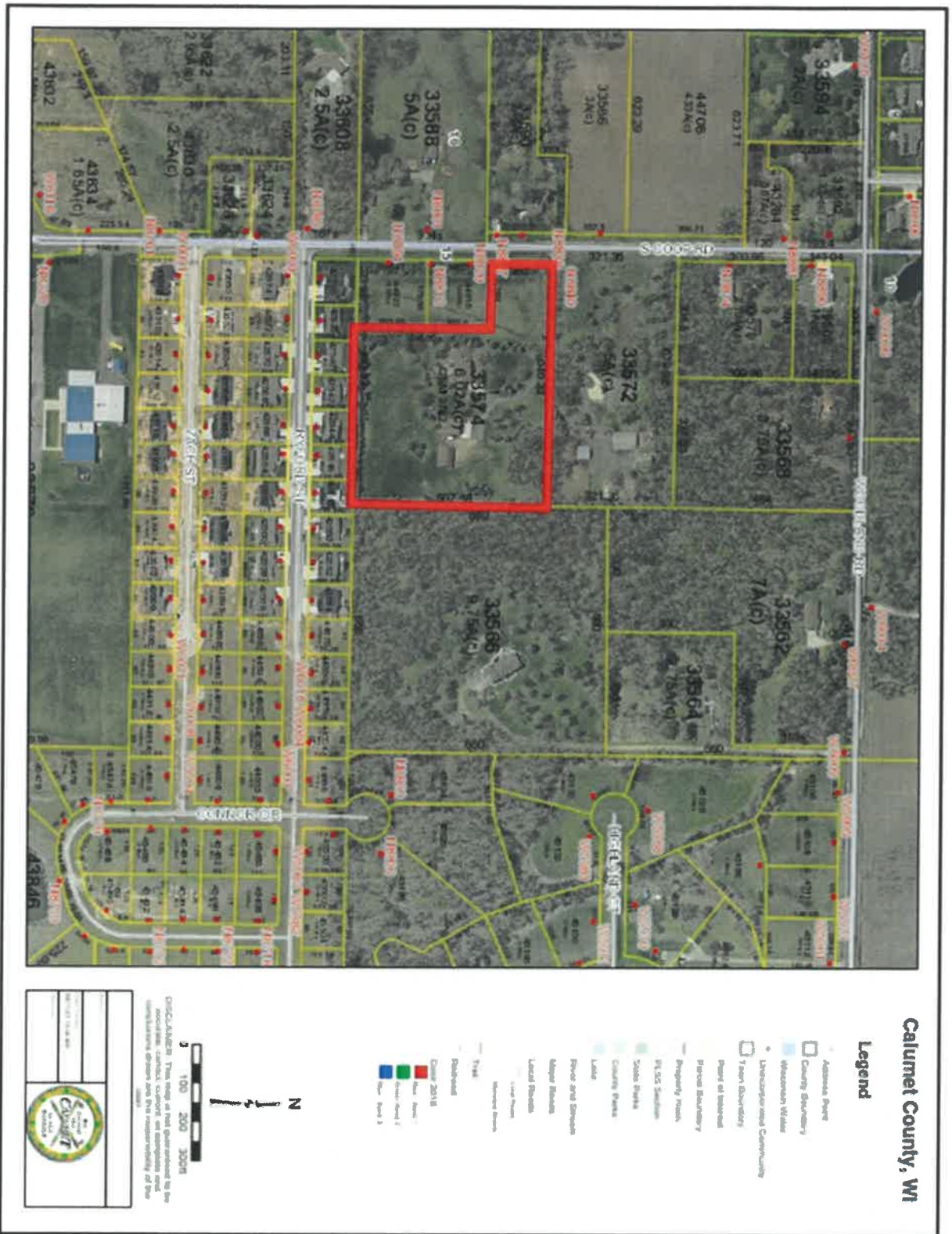
1. Approve Ord V21-15 Zoning Map Amendment (Mader) rezoning lands from AG to RS-1.
2. Postpone action. (*action must be taken prior to September 24th*)
3. Do not approve.

The Plan Commission recommends approval of the Zoning Map Amendment request to rezone the property described in the public hearing notice from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1].

Attachments:

- Aerial Map
- Zoning Map
- Ord V21-15

Aerial Map



Calumet County, WI

Legend

- Address Point
- County Boundary
- Department Water
- Intersecting Community
- 7 Year Boundary
- Point of Interest
- Project Boundary
- Project Name
- Project Status
- Project Type
- County Parks
- Lot
- Road and Street
- Major Road
- Local Road
- Water Feature
- Trail
- Boundary Point
- Boundary
- Color 2018
- Color 2019
- Color 2020
- Color 2021

0 100 200 300ft

N

DISCLAIMER: This map is not guaranteed by the producer. Accuracy cannot be guaranteed and the user assumes responsibility for the use of this information.



Zoning Map



Zoning Map Village of Harrison Calumet & Outagamie Counties, WI

Legend

Zoning Districts	RoadCenterline
AG General Agriculture	Local Roads
RR Rural Residential	County Highway
RS-1 Single-Family Residential (Suburban)	State Highway
RS-2 Single-Family Residential (Traditional)	US Highway
RT Two-Family Residential	Railroads
RM Multiple-Family Residential	Streams
CN Neighborhood Commercial	Town of Harrison
COR Office & Retail Commercial	Parcels
CC Community Commercial	Subject Property
BP Business Park	
IM Industrial & Manufacturing	
NC Natural & Conservancy	
MHO Mobile Home Overlay	
POO Planned Development Overlay	
SHO Shoreland Overlay*	
SWO Shoreland/Wetland Overlay*	

* Please note that the SHO & SWO boundaries are subject to change based on determinations of navigable waterways.

This map was created by:
 Village of Harrison
 W6288 Hwy 114
 Harrison, WI 54952
 920-989-1082

Adopted: July 27, 2010
 Effective: November 1, 2010
 Current as of April 27, 2021

Village of HARRISON
 WHERE OPPORTUNITY LIVES



Disclaimer:
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VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

Certified Survey Map - Mader

Issue:

Should the Village Board approve a 2-lot Certified Survey Map?

Background and Additional Information:

The applicant is proposing a 2-lot Certified Survey Map (CSM) for property located at N8838 S Coop Road, Location ID 33574. The property currently has a single-family home and accessory buildings. The applicant is proposing to split the property in order to construct another single-family home on the property. The property is identified as future Single-Family Residential (Sewered) in the Comprehensive Plan.

A new driveway is proposed for Lot 1. Lot 2 will utilize the existing driveway (which is shared with the property to the north via Shared Driveway Agreement). Sewer and water is available on S Coop Road.

The Plan Commission reviewed this item at their meeting on August 24, 2021.

Recommended Action:

The Plan Commission recommends approval of the Certified Survey Map as submitted on August 10th, 2021.

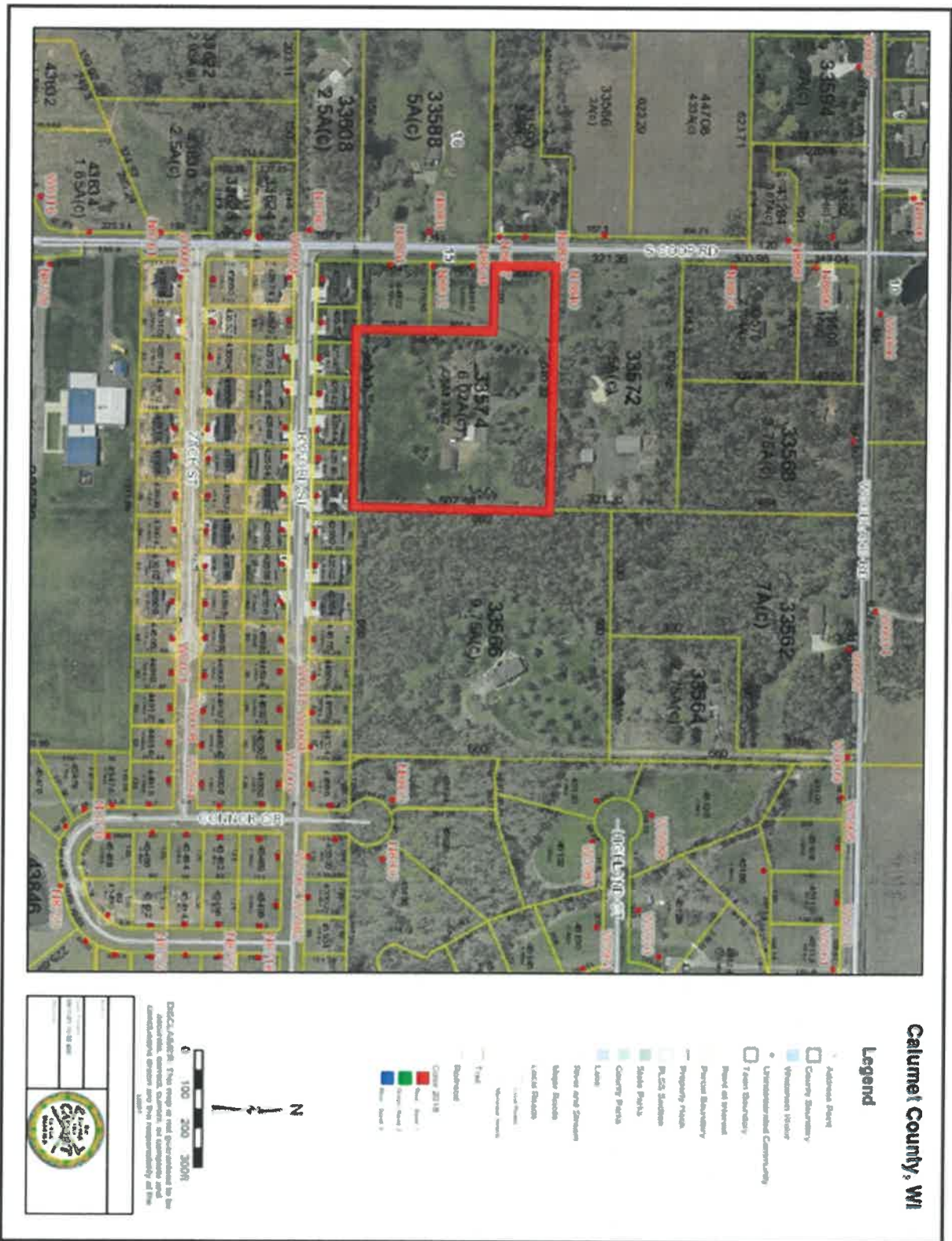
Action Options:

1. Approve Certified Survey Map.
2. Postpone action (October 4th decision deadline, unless extended in writing).
3. Do not approve.

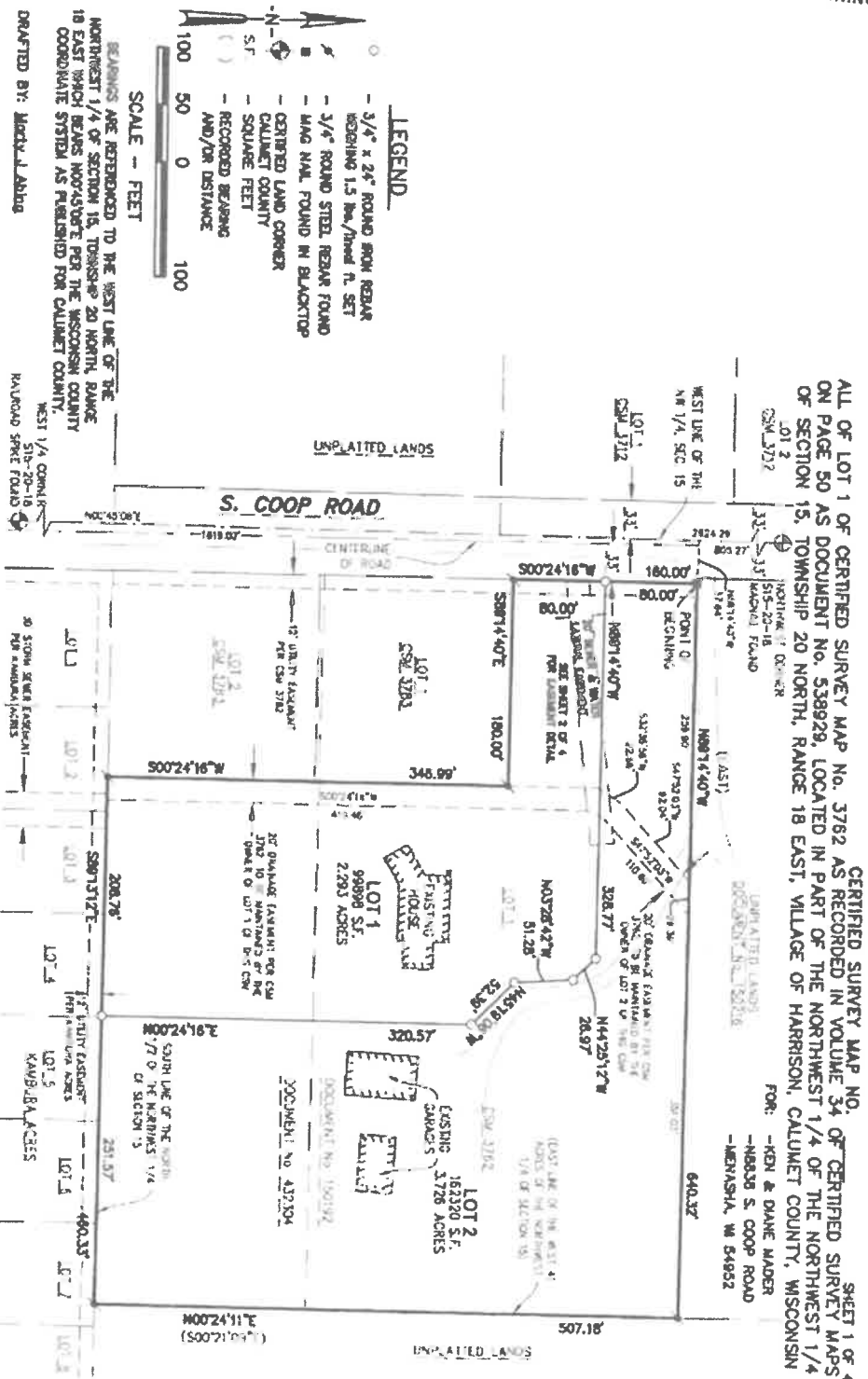
Attachments:

- Aerial Map
- CSM

Aerial Map



RECEIVED
 AUG 10 2021
 HARRISON PLANNING



ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3762 AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS ON PAGE 50 AS DOCUMENT NO. 538929, LOCATED IN PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

CERTIFIED SURVEY MAP NO. 3762

SHEET 1 OF 4

FOR: -KEN & DIANE MADER
 -8853 S. COOP ROAD
 -MENAISHA, WI 54952

CERTIFIED SURVEY MAP NO. _____

SHEET 2 OF 4

ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 3762 AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS ON PAGE 50 AS DOCUMENT No. 538929, LOCATED IN PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Professional Land Surveyor S-1284, certify that I have surveyed, divided and mapped all of Lot 1 of Certified Survey Map 3762 as Recorded in Volume 34 of Certified Survey Maps on Page 50 as Document No. 538929, located in the Northwest 1/4 of the Northwest 1/4 of Section 15, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin containing 262,218 square feet (6.020 acres) of land.

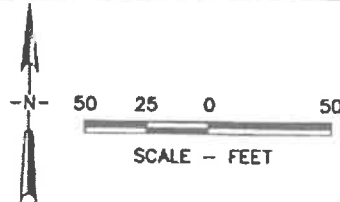
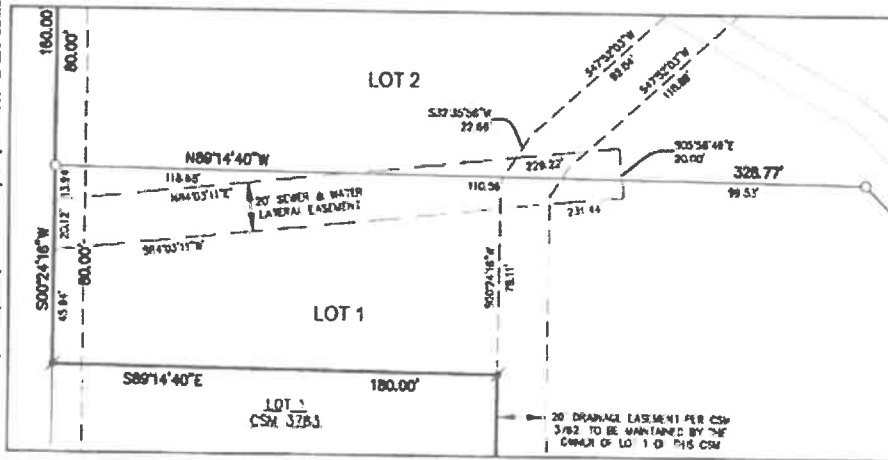
That I have made this survey by the direction of the Owners of said Land.

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

Given under my hand and seal this _____ day of _____, 20____

David M. Schmalz, Professional WI Land Surveyor S-1284

mshbu: w:\projects\400771\092100815\CAD\CH420\SURVEY DOCUMENTS\CSM\Plan_Meader 2 Lot_CSM.dwg, sheet 2, Plot Date: 8/5/2021 3:00 PM



McMAHON
ENGINEERS ARCHITECTS
 McMAHON ASSOCIATES, INC.
 1445 McMAHON DRIVE, NEENAH, WI 54956
 Mailing P O BOX 1029, NEENAH, WI 54957-1029
 PH 920 751 4200 FX 920 751 4284 MCMGRP.COM

CERTIFIED SURVEY MAP NO. _____

SHEET 3 OF 4

ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 3782 AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS ON PAGE 50 AS DOCUMENT No. 538929, LOCATED IN PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

CERTIFICATE OF VILLAGE BOARD

We hereby certify that the Village of Harrison Board of Trustees has approved this Certified Survey Map at their regular meeting on _____ with/without conditions as stated in the minutes. I hereby certify that all conditions were satisfied and the APPROVAL WAS GRANTED AND EFFECTIVE ON THIS _____ day of _____ 2019.

Village President
Kevin M. Hietpas

Date

Village Clerk
Vicki Tessen

Date

m:\projects\10071\100210081\CAD\Survey Documents\CSM\Ken Mader 2 Lot CSM.dwg, sheet 3, Plot Date: 8/5/2021 3:00 PM

CERTIFICATE OF TREASURER

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of:

Village Treasurer
Vicki Tessen

Date

County Treasurer
Michael V. Schloak

Date

NOTES

This CSM is all of Tax Identification No. 33574.

The property owner of record is Kenneth A. and Diane K. Mader Living Trust and Kenneth A. Mader and Diane K. Mader.

This property is contained wholly with in lands described in Document No. 432304 and Document No. 150192.

McMAHON
ENGINEERS ARCHITECTS

McMAHON ASSOCIATES INC.
1445 McMAHON DRIVE, NEENAH, WI 54956
Mailing: P O BOX 1025, NEENAH, WI 54957-1025
PH 920 751 4200 FX 920 751 4284 MCMAGRP.COM

CERTIFIED SURVEY MAP NO. _____

SHEET 4 OF 4

ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 3762 AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS ON PAGE 50 AS DOCUMENT No. 538929, LOCATED IN PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Kenneth A. and Diane K. Mader Living Trust As Owner(s), I/We hereby certify that I/we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. I/We also certify that this Certified Survey Map is required by s. 236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following for approval.

Village Harrison

Dated this _____ day of _____, 20____

Kenneth A. Mader Trustee

Diane K. Mader Trustee

State of Wisconsin)
_____)ss
_____ County)

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

Notary Public

_____ County, _____

My commission expires _____

OWNER'S CERTIFICATE

Kenneth A. and Diane K. Mader As Owner(s), I/We hereby certify that I/we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. I/We also certify that this Certified Survey Map is required by s. 236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following for approval.

Village Harrison

Dated this _____ day of _____, 20____

Kenneth A. Mader

Diane K. Mader

State of Wisconsin)
_____)ss
_____ County)

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

Notary Public

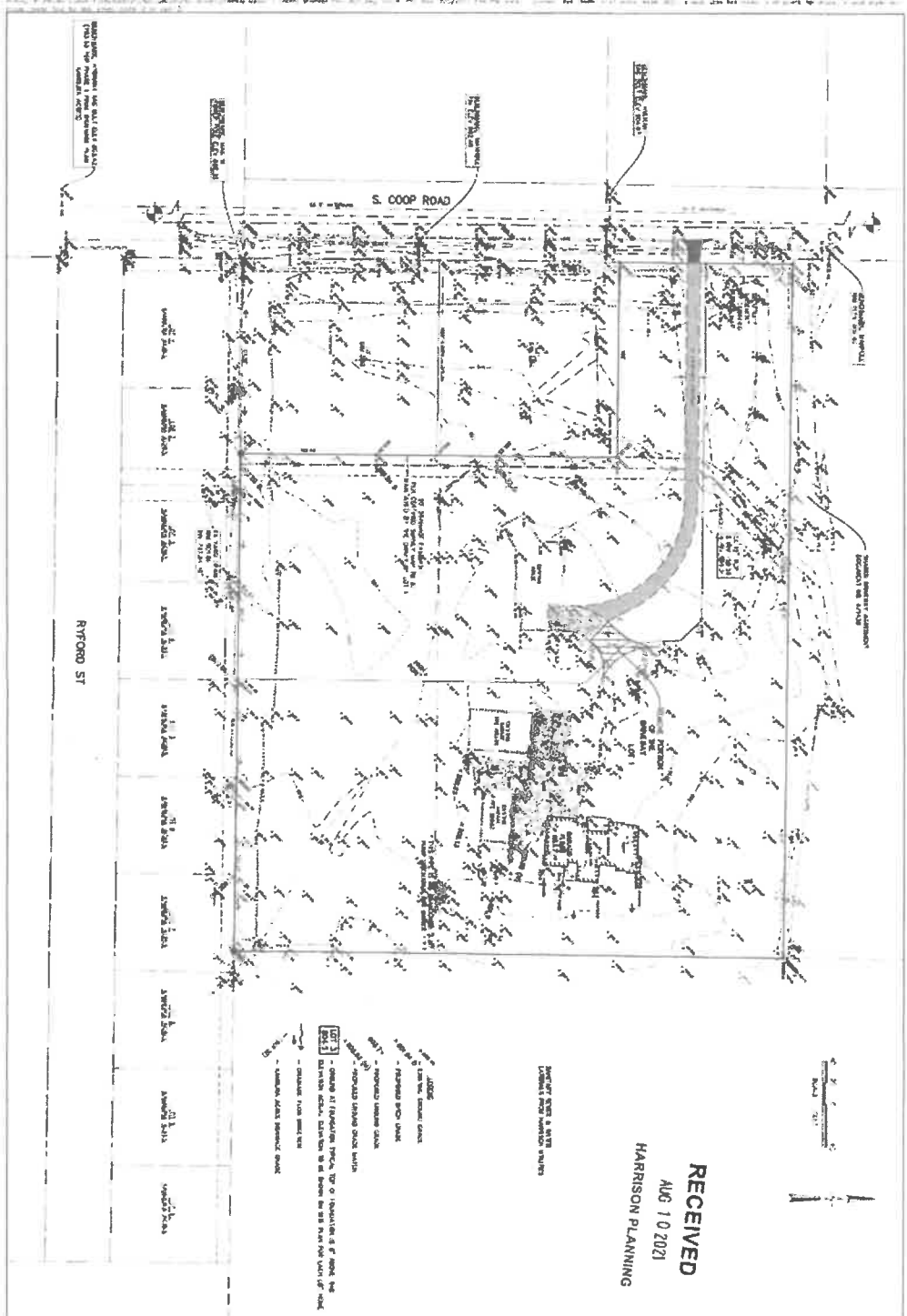
_____ County, _____

My commission expires _____

mcbhys: \\P:\PROJECTS\40071\082100813\4008\CM\30\Survey Documents\CSM\Ken Mader 2 Lot CSM.dwg, sheet 4, Plot Date: 8/5/2021 3:00 PM

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Mailing: P.O. BOX 1025, NEENAH, WI 54957-1025
PH: 920.751.4200, FX: 920.751.4284, MCMGRP.COM



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HARRISON PLANNING

- LEGEND**
- EXISTING DRIVEWAY
 - PROPOSED DRIVEWAY OPTION 1
 - PROPOSED DRIVEWAY OPTION 2
 - SHARED DRIVEWAY PLAN
 - PROPOSED DRIVEWAY OPTION 3
 - PROPOSED DRIVEWAY OPTION 4
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VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

Conditional Use Permit - Breit

Issue:

Should the Village Board approve a Conditional Use Permit to allow a water closet (toilet) in an accessory building?

Background and Additional Information:

The applicant is requesting a Conditional Use Permit (CUP) in order to install a water closet (toilet facility) in an accessory building. The property is located at W4341 Hwy 114 and is currently zoned General Agricultural [AG]. There is a house currently on the property. The applicant is currently constructing an accessory building on the property. The Zoning Ordinance, Sec. 117-54 (7) also states, "Any detached accessory use, building and/or structure with a water closet (toilet facility) shall require a conditional use permit, pursuant to article XI, Conditional Use Permits."

The applicant proposes to use the accessory building as workshop and storage area. A water line to the building would allow for an area to wash and clean the equipment as well as have a bathroom so that they would not have to use the house bathroom.

The structure itself meets all the physical zoning requirements (e.g. setbacks, size, number of buildings) and a permit has been issued. The toilet facility requires additional approval from the Village. Staff has a few concerns about the accessory building being converted into another dwelling. If the applicant were to agree to not rent, lease, sell, or otherwise use the accessory building as dwelling unit, then staff would not have any issues.

The Plan Commission reviewed this item and held a public hearing at their meeting on August 24, 2021. No one spoke in opposition. The Plan Commission finds that the Conditional Use Permit request will comply with the Harrison Zoning Ordinance with the below conditions.

Basis for Approval (Zoning Ordinance, Sec. 117-319)

No conditional use permit shall be recommended by the plan commission, or approved by the village board, unless it shall find all of the following criteria have been met. The applicant's failure to satisfy the criteria, or any other applicable requirement in this chapter, shall be deemed grounds to deny the conditional use permit.

- (1) *Zoning*. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. Where

there is an existing nonconforming structure, the design standards of the underlying zoning district may be waived by the plan commission and village board. *The Plan Commission finds that the accessory building meets the physical zoning requirements of the AG zoning district and the intent of the district to use the building as an accessory to the primary use which is the house.*

- (2) *Plans.* The proposed use conforms to the village comprehensive plan and any other officially adopted village plan. *The Plan Commission finds that the Comprehensive Plan identifies this area as residential, including associated accessory buildings.*
- (3) *Traffic.* Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *Staff finds that the proposed use will not increase traffic congestion in the area.*
- (4) *Landscaping and screening.* Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards. *The Plan Commission finds that existing natural features and the building's location provide an adequate buffer.*
- (5) *Neighborhood compatibility.* The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust. *The Plan Commission finds that accessory buildings are common place within the area.*
- (6) *Services.* Adequate facilities, access roads, drainage and/or necessary services have been or will be provided. *The Plan Commission finds that if approved, a sanitary permit from Calumet County will be required.*

Recommended Action:

The Plan Commission recommends approval of the Conditional Use Permit request with the following conditions:

1. The accessory building shall not be rented, leased, sold, or otherwise used as a separate dwelling unit from the house on the property.
2. The accessory building shall only be used or occupied as long as the principal structure is used or occupied. If the house is vacant then the accessory building shall also be vacated.
3. The accessory building shall only be used by the owners of the property or their immediate family.
4. The owner shall obtain a sanitary permit from Calumet County prior to installation of the toilet facility.

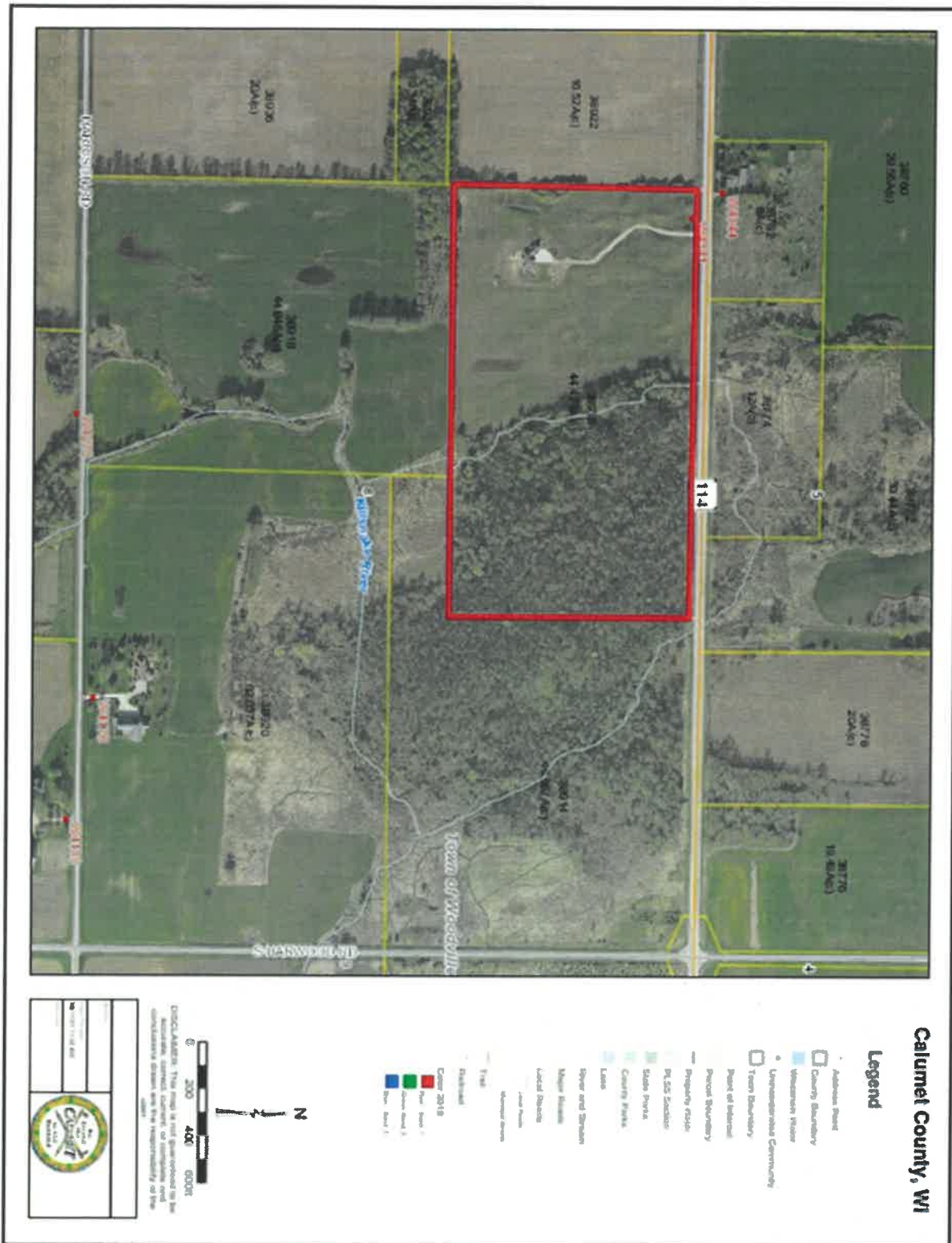
Action Options:

1. Approve the Conditional Use Permit.
2. Approve the Conditional Use Permit with conditions #1-4 above.
3. Approve the Conditional Use Permit with amended conditions.
4. Postpone action. (*The Village Board has until October 8th, 45-days from the date of the Plan Commission recommendation, to take approval or denial action.*)
5. Deny the Conditional Use Permit.

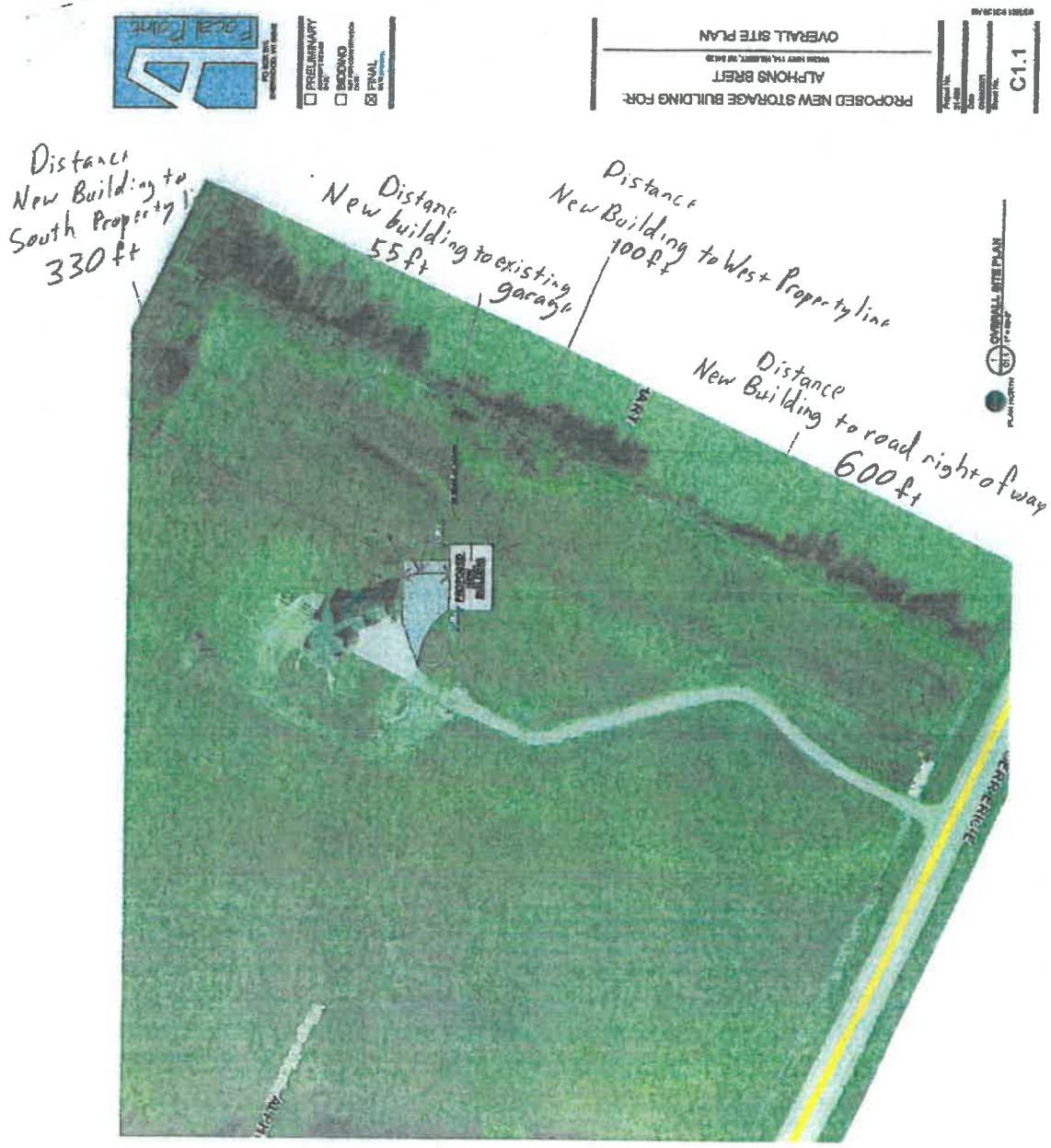
Attachments:

- Aerial Map
- Site Plan
- Building Plan

Aerial Map



Site Plan



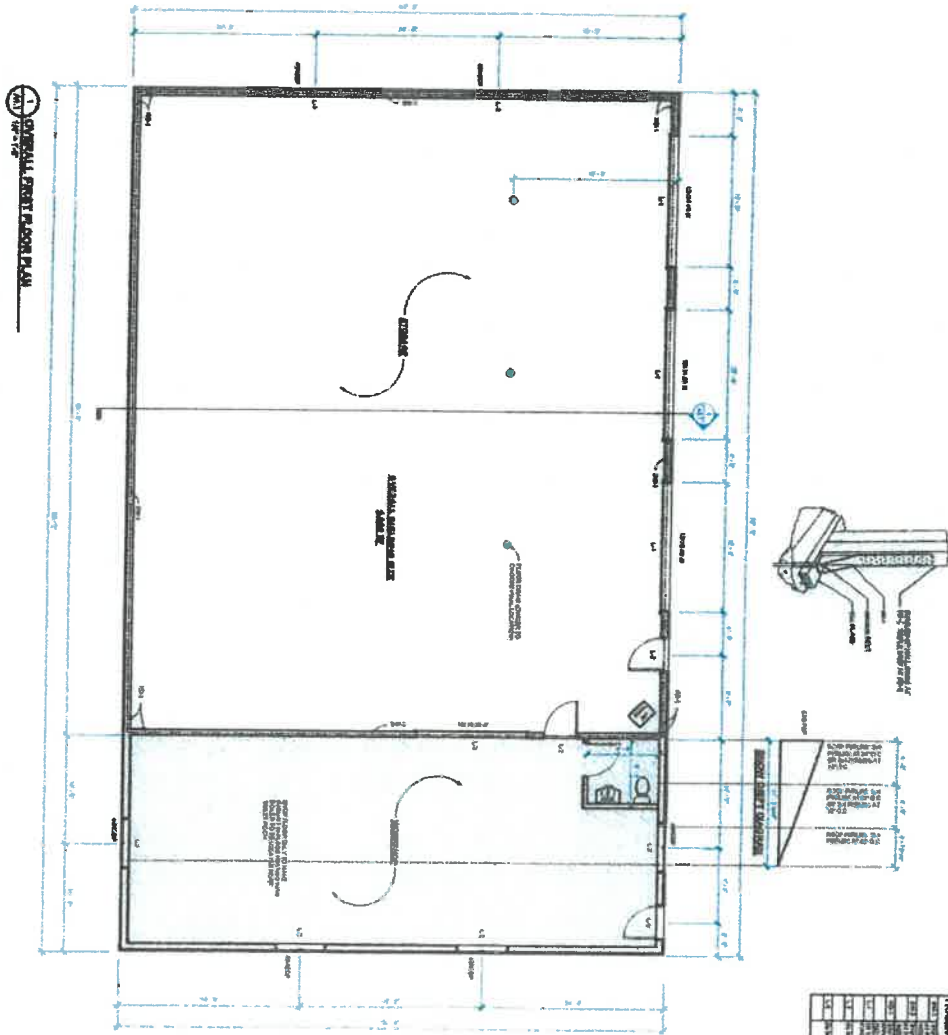
- PRELIMINARY
- DESIGN
- FINAL

PROPOSED NEW STORAGE BUILDING FOR:
ALPHONS BREST
10000 14th Avenue, NE
OVERALL SITE PLAN

Sheet No. C1.1
Date: 10/10/2010
Scale: 1" = 50'

989-1060 - mark

Floor Plan



VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

Resolution V2021-11 WDNR Recycling Grant Authorization

Issue:

Should the Village Board adopt Res V2021-11 changing the recycling grant authorization from Mark Mommaerts to Village Manager?

Background and Additional Information:

Each spring and fall, the Village must submit an annual report and grant application to the DNR for the recycling program. The DNR requires a municipality to name an employee or position responsible for completing the annual report and grant applications. Currently, Mark Mommaerts is the responsible employee. Resolution V2021-11 will authorize the Village Manager position to submit the annual report. This resolution will authorize the position rather than a person to complete the required documents.

Budget Concerns:

- None.

Action Options:

1. Approve Res V2021-11.
2. Approve Res V2021-11 with amendments.
3. Do not approve.

Attachments:

- Res V2021-11

RESOLUTION V2021-11
VILLAGE OF HARRISON
Calumet and Outagamie Counties

RESOLUTION FOR WDNR RECYCLING GRANT AUTHORIZATION

WHEREAS, the Village of Harrison hereby requests financial assistance under s. 287.23 a, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code, for the purpose of planning, constructing or operating a recycling program with one or more components specified in s. 287.11(2)(a) to (h), Wis. Stats.

NOW THEREFORE, BE IT RESOLVED, that the Village of Harrison HEREBY AUTHORIZES the Village Manager, an employee of the responsible unit, to act on its behalf to: Submit an application to the Department of Natural Resources for financial assistance under s. 287.23 and s. 287.24, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code; Sign necessary documents; and Submit a final report.

Adopted by the Board of Trustees of the Village of Harrison this 31st day of August, 2021.

By: _____
Kevin Hietpas, Village President

By: _____
Darlene Bartlein, Village Trustee

By: _____
Julene Baldwin, Village Trustee

By: _____
Scott Handschke, Village Trustee

By: _____
Pete Stier, Village Trustee

By: _____
Mark Van Hefty, Village Trustee

By: _____
Matt Lancaster, Village Trustee

I hereby certify that the foregoing resolution was duly adopted by the Village of Harrison at a legal meeting on the 31st day of August, 2021.

Attest: _____
Vicki Tessen, Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

August 31, 2021

Title:

Street Tree Policy

Issue:

Should the Village explore an ordinance or policy to allow for trees in the terrace/right-of-way?

Background and Additional Information:

As Harrison continues to develop, staff has been asked more frequently whether or not street trees (trees planted within the road right-of-way, typically between the sidewalk and curb) are allowed in Harrison. Currently, there are no ordinances that allow for street trees so each property owner would have to request permission from the Village Board prior to planting. If the Village Board plans to allow street trees in the future, staff recommends that a standard policy for species, location, and size be developed. Attached to this memo are examples from different communities that allow street trees. Many communities allow street trees, however, many communities have a forester or parks department to maintain the trees.

Staff is looking for direction prior to proceeding. 1) Does the Board want to allow street trees? 2) If so, does the Board want a standard policy and permit system?

This item was discussed in 2013, 2018, and again now. All three times the discussion was due to interest from a developer/builder and property owners. Past discussions have included the lack of appropriate staff for maintenance and desire for simplified ordinance/policy.

Budget Impacts:

Unknown

Recommended Action:

Staff recommends exploring an ordinance or policy to allow for trees within the street right-of-way or terrace.

Action Options:

1. Do not allow street trees. With this option nothing needs to be done.
2. Direct staff to develop a draft street tree ordinance/policy.
3. Postpone discussion to a future meeting.

Attachments:

- Example – Street Trees within Road Right-of-Way Ordinance (Village of Fox Crossing)
- Example – Street Tree Planting Policy (City of Manitowoc)
- Example – Arboricultural Specifications Manual (Village of Greenville)

Village of Fox Crossing, WI
Thursday, August 19, 2021

Chapter 337. Streets and Sidewalks

§ 337-18. Street trees within road right-of-way.

- A. This section shall regulate the placement of trees within the road right-of-way within the Village of Fox Crossing. All provisions of Chapter 287, Nuisances, § 287-4, are incorporated herein at length by reference as if set forth fully herein.
- B. Section 337-6, Ditch maintenance, is incorporated herein at length by reference as if set forth herein.
- C. "Street trees" are defined as any and all trees, shrubs, bushes and all other woody vegetation growing or planted between property lines on either side of all streets, avenues, boulevards, alleys or other public rights-of-way within the Village of Fox Crossing.
- D. No street trees shall exist, be planted, or be placed upon any portion of the Village of Fox Crossing Village road right-of-way in any development which does not have storm sewer. In addition, no street tree shall exist, be planted, or be placed within any ditch in the Village of Fox Crossing.
- E. No street trees shall exist, be planted or be placed closer than four feet to any curb, street pavement edge and/or sidewalk of any Village road within the Village of Fox Crossing in any development which has storm sewer. In storm sewer developments only, street trees shall be allowed to be planted, placed or exist within any other portion of the street right-of-way, except for the four-foot area described above; however, the following conditions shall apply to all such trees:
 - (1) The following street trees shall not be planted: Catalpa, Chinese elm, white poplar, Lombardy poplar, Ginkgo biloba, or any fruit tree.
 - (2) The following street trees shall be allowed to be planted, placed or exist within the Village right-of-way:

LOCUST

Continental honey locust, Skyline honey locust, Shademaster honey locust, Imperial honey locust, Halka locust

MAPLE

Columnar Norway or Erectum maple, Emerald Queen maple, Cleveland maple, Red Sunset Maple, Bowhall maple, sugar maple, Crimson King maple, Schwedler maple, Jade Glen maple, Summershade maple, Superform maple, Royal Red maple, Green Mountain maple, Parkway maple

ASH

Hackberry, Autumn Purple ash, Summit ash, Marshall seedless ash, Patmore ash, Roschill ash, Bergeson ash

LINDEN

Redmond linden, littleleaf linden, Greenspire linden, Sentry linden, June Bride linden, Glenleven linden

OAK

Pin oak, red oak

NUT

All nut trees

- F. The owners of all street trees within the Village of Fox Crossing right-of-way as described herein shall be solely responsible for the trimming and maintenance of the street trees within the right-of-way at the sole cost of the owner, Furthermore, the owners of all street trees within Village right-of-way shall be liable for any and all damage, personal injury, or injuries resulting to property or person caused in any fashion by the street trees within the Village of Fox Crossing right-of-way, and the property owner of the street trees shall hold harmless and indemnify the Village of Fox Crossing from any and all liability whatsoever.
- G. Spacing of all street trees within Village rights-of-way shall be as follows: All trees shall be spaced a minimum of 40 feet from one another.
- H. No street tree shall be planted, placed or exist within any portion of the Village right-of-way until such time that the property owner has obtained an approved street tree permit. Applications for street tree permits shall be made to the Village Clerk. The application shall be reviewed and approved by the Village Street Superintendent prior to the issuance of a street tree permit. The street tree permit shall be issued by the Street Superintendent.
- I. No street tree shall be planted closer than 35 feet to any street corner measured from the point of the nearest intersecting curbs, curblines or pavement edges. No street tree shall be planted closer than 10 feet to any fireplug. No street tree shall be planted within 10 lateral feet of any overhead utility wire or within five lateral feet of any underground water line, sewer line, transmission line or other utility.
- J. It shall be unlawful to attach any wire or rope to any street tree within the Village right-of-way without the permission of the Village Street Superintendent. Furthermore, it shall be unlawful to attach any sign, advertisement or notice to any street tree on any Village right-of-way.
- K. The Village shall have the right to plant, prune, maintain or remove any street trees located within the Village right-of-way at the Village's sole discretion for the general protection of the Village residents and to maintain the safety, welfare, and best interests of the Village of Fox Crossing residents. The Village may remove or cause or order to be removed any street tree which is in an unsafe condition or which by reason of its nature is potentially dangerous and injurious to sewers, electric power lines, gaslines, waterlines or other public improvements, or is infected with any disease or insects, and shall order the property owner to remove the unsafe condition. In the event the property owner fails or refuses to remove the unsafe condition within 30 days of notice of the Village of Fox Crossing, then the Village shall have the right to remove the unsafe condition at the sole cost and expense of the owner, and in the event the owner refuses or fails to pay the cost or expense, the Village may attach the cost or expense to the owner's real estate property as a special assessment.
- L. All stumps of street trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.
- M. Any person, firm, corporation, partnership or any other entity violating any provision of this section shall be fined an amount set forth in Chapter **A450**, Fines and Penalties, reference this Code section, for each offense committed on each day, which each said day shall be a separate violation, plus costs of prosecution, and, in default of payment of such forfeiture and cost, shall be imprisoned in the county jail until said forfeiture and cost of prosecution are paid but not to exceed 30 days.

City of Manitowoc
STREET TREE PLANTING POLICY

1. **Purpose:** The City of Manitowoc has ordinances regarding trees in the public right-of-way. In issuing a permit, the City will evaluate the location and ensure a good match between the type of tree and the planting site. For more information about the City's ordinances, see www.manitowoc.org.

Street trees help make the City of Manitowoc a wonderful place to live by:

- (1) Removing air pollutants that can trigger respiratory illnesses,
- (2) Reducing storm water run-off,
- (3) Providing shade which keeps the city cooler during the summer and reduces energy costs,
- (4) Providing shelter and food for native birds and other wildlife,
- (5) Reducing carbon dioxide emissions that pollute the air, and
- (6) Enhancing the community, which increases property values and makes our community more inviting.

Emphasis should be placed on planting native trees, since these are best adapted to Wisconsin's climate and soils and are the best for our native birds and other animals. The City of Manitowoc encourages the use of native trees and highly recommends them for areas where growing space and soil type are conducive to healthy native tree development. By selecting an assortment of native trees, you can minimize your risk of losing all your trees should disease strike a particular species, and you can help ensure a healthy urban forest.

2. **Tree Species:** A list of suggested street trees is attached. Note the two lists of trees - one is comprised of tree species appropriate for terraces between four to seven feet wide or those with overhead utilities. The other list is comprised of tree species appropriate for terraces seven feet wide or more with no overhead utilities. *Please note that new tree plantings are prohibited in terraces less than four feet wide unless prior approval is given by the Municipal Tree Commission.*
3. **Tree Size:** Large tree species must be a minimum of 2 ½" in diameter. Small tree species must be a minimum of 2" in diameter. Tree diameters shall be measured at 6" above ground level.
4. **Tree Location:** Trees shall be planted in the terrace or if no sidewalk is present, within the right-of-way, with the following guidelines, subject to permit approval. Ideally new trees should be planted at least:
 - (1) 30' from any street corner
 - (2) 10' from a driveway
 - (3) 10' from a gas/water valve
 - (4) 20' from a street light or utility pole
 - (5) 10' from a fire hydrantTrees should also be planted an equal distance between the sidewalk (or proposed sidewalk) and back of curb (or proposed curb) in coordination with underground utilities.
5. **Planting Distances:** Small tree species should be planted a minimum of 25' apart from one another. Large tree species should be planted a minimum of 40' apart from one another.

6. **Other Planting Considerations:**

Shrubs, ground cover, or other plants whose growth exceeds 18" in height are prohibited in terrace areas less than 4' wide.

The following brochures are available at the Parks Office to aid you in your tree planting project:

*Benefits of Trees
Tree Selection
Buying High Quality Trees
Tree Planting Basics
Trees & Turf
Avoiding Tree Damage during Construction
Mature Tree Care
Recognizing Tree Hazards
Tree Values*

Questions can be directed to:

**City of Manitowoc – Parks & Forestry Division
2655 S 35th St.
Manitowoc, WI 54220
E-mail: forestry@manitowoc.org
Phone: 920-686-3580**

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2655 S 35th St.
Manitowoc, WI 54220
E-mail: forestry@manitowoc.org
Phone: 920-686-3580**

City of Manitowoc
Suggested Street Trees

Small tree species for use in narrow (4-7') terrace area
OR
Terrace area with overhead utilities

<u>Scientific Name</u>	<u>Common Name</u>
Acer Ginnala	Amur Maple
Acer Platanoides 'Globosum'	Globe Norway Maple
Acer Tataricum	Tatarian Maple
Amelanchier Spp.**	Serviceberry
Carpinus Spp.	Hornbeam
Crataegus laevigata 'Superba'	Crimson Cloud English
Maackia Amurensis	Amur Maackia
Malus 'Spring Snow'	Spring Snow Crabapple
Ostrya Virginiana	Ironwood, Hophornbeam
Pyrus Calleryana**	Callery Pear
Syringa Reticulata	Japanese Tree Lilac

***Trees in bold print are native to the area or cultivars of native Wisconsin trees. The City of Manitowoc encourages the planting of native trees as they are best adapted to Wisconsin's climate and soils and are also the best trees for our native birds and other animals.**

**** Many cultivars exist for these species. Cultivars are used for variety among species and improved performance through characteristics: i.e. shapes, structure, growth habit, insect/disease resistance, absence/persistence of fruit and color.**

City of Manitowoc
Suggested Street Trees

*Large tree species for use in wide (7'+) terrace area
with no overhead utilities.*

<u>Scientific Name</u>	<u>Common Name</u>
Celtis Occidentalis	Hackberry
Corylus Columna	Turkish Filbert (male only)
Gingko Biloba	Gingko (male only)
Phellodendron Amurense	Amur Corktree
Quercus X Warei Long	Regal Prince Columnar Oak
Tilia Cordata	Little Leaf Linden
Tilia Americana cv 'Redmond'	Redmond Linden
Ulmus Americana cv**	American Elm (disease resistant)
Ulmus Americana "Princeton"	Princeton American Elm
Ulmus "Regal"	Regal Elm

Please note that any tree from the small species list may be planted in wide terrace.

***Trees in bold print are native to the area or cultivars of native Wisconsin trees. The City of Manitowoc encourages the planting of native trees as they are best adapted to Wisconsin's climate and soils and are also the best trees for our native birds and other animals.**

** Many cultivars exist for these species. Cultivars are used for variety among species and improved performance through characteristics: i.e. shapes, structure, growth habit, insect/disease resistance, absence/persistence of fruit and color.

Cv - abbreviation for Cultivar

City of Manitowoc
Trees Not Recommended For Street Tree Planting

- **Coniferous Trees (Such as Cedars, Pine, Spruce, etc.)** - dense crown creates visual obstacle
- **Nut and Fruit Bearing Trees** - potential for litter problem
- **The following specific varieties:**

Black Ash (*Fraxinus Nigra*) – subject to Emerald Ash Borer

Green Ash (*Fraxinus Pennsylvanica*) – subject to Emerald Ash Borer

White Ash (*Fraxinus Americana*) – subject to Emerald Ash Borer

Paper Birch (*Betula papyrifera*) - insect problems, weak wood, drought intolerant

Horse-chestnut, Buckeye (*Aesculus spp.*) - large nuts create a litter problem

Catalpa (*Catalpa speciosa*) - flower, fruit, and leaf litter problems, large root flare

Eastern Cottonwood (*Populus deltoides*) – known for the massive release of seed-bearing cotton

American Elm (*Ulmus americana*) - subject to Dutch Elm Disease (disease resistant American Elms are now available)

Siberian Elm (*Ulmus pumila*) - weak wood, large buttress roots

Black Locust (*Robinia psuedoacacia*) - weak wood due to borer problems

Box Elder Maple (*Acer negundo*) - weak wood, sprawling crown

Red Maple (*Acer rubrum*) - requires acidic and sandy soil, iron chlorosis problems

Silver Maple (*Acer saccharinum*) - weak wood, large buttress roots

Sugar Maple (*Acer saccharum*) - salt intolerant

Russian Olive (*Elaeagnus angustifolia*) - subject to phomopsis blight, sprawling crown

Black Walnut, Butternut Walnut (*Juglans spp.*) - large nuts create litter problem

8.190 Trees and Shrubs.

This section shall be known as the City of Manitowoc urban forestry ordinance.

(1) Statement of Policy and Rationale of Chapter.

(a) Purpose and Intent. It is the policy of the City to promote, maintain and improve the urban forest by addressing the planting, maintenance, and removal of trees within the City of Manitowoc.

(b) The provisions of this chapter shall be effective the date following publication of the ordinance and shall apply to all public trees or shrubs and to trees or shrubs located on private property that constitute a hazard or public nuisance as described herein.

(2) Administration and Enforcement Body.

(a) The Municipal Tree Commission shall administer and direct the enforcement of this section, subject to the supervision and control as reserved by the Manitowoc Common Council.

(b) The City Forester shall provide technical advice on urban forestry matters to City residents and enforce the provisions of this section, subject to the supervision and control of the Municipal Tree Commission.

(c) The City Forester shall develop and maintain an approved Street Tree Management Plan which shall detail accepted tree planting and maintenance standards for the City of Manitowoc and shall act as a guide for the general public.

(d) City public works projects involving street tree design shall be coordinated by the City Forester in conjunction with the Manitowoc City Engineering, Planning Department and Manitowoc Public Utilities.

(3) Definitions. Unless specifically defined below, the words or phrases used in this chapter shall be so interpreted as to give them their common meaning and to give this chapter its most reasonable application:

City is the City of Manitowoc, Wisconsin.

City Forester shall mean the Director of Parks and Recreation and/or designee.

Clear sight triangle shall mean the same as vision clearance as defined in MMC 15.030.

Director means the Director of Public Works or his/her designee.

Hazard means any tree or shrub with an infectious disease or insect problem; dead or dying trees; a tree or limb(s) that obstructs street lights, traffic signs, the free passage of pedestrians or vehicles; a tree that poses a threat to safety.

Manitowoc Urban Forestry Program means a comprehensive management plan including inventory, maintenance, new plantings and budget, with projections for annual and long range implementation.

Municipal Tree Commission means a five-member commission created pursuant to MMC 3.190, whose purpose is to formulate plans and policies related to urban forestry.

Person means a corporation, limited liability company, association, society, firm, partnership, or joint stock company, as well as an individual, a state, and all political subdivisions of a state or any agency or instrumentality thereof.

Public areas include all lands owned or controlled by the City.

Public nuisance means any tree or shrub or part thereof which encroaches into and interferes with any public right-of-way or use of any public area or interferes with the enjoyment and use of the public property. Public nuisance also means any tree or shrub or part thereof that is infected with a plant disease; infected with injurious insects or pests; injurious to public improvements or endangers the life, health or safety of person or property.

Public street trees and shrubs means all street trees and shrubs located on or designated to be planted upon public areas, including land lying between property lines on either side of all streets or avenues within the City, and all other areas owned by the City or to which the public has free access.

Public utility means Manitowoc Public Utilities and such other utilities furnishing other public works or utility services in the City including utilities defined in Wis. Stat. § 196.01(5).

Terrace areas shall mean the land between the normal location of the established street curbing and street right-of-way lines.

(4) Street Tree Management Plan. It shall be the duty of the Municipal Tree Commission to study, investigate, develop and/or update the Street Tree Management Plan as needed, and to forward recommendations to the Manitowoc Common Council for implementation. This plan shall consist of a written evaluation of all space and site factors affecting public areas which will aid in the determination of the tree species best suited to a particular planting site in regard to growth habits, shape, form, health, disease and pest resistance, and conflicts with wires, lights, pavements, traffic, pedestrians, sidewalks, environmental pollution, sewers and space availability. The evaluation of the space and site factors and species selection for a particular street shall be made by the City Forester.

(5) Public Street Tree Species.

(a) Public Street Trees Forbidden. Trees listed as forbidden in the City of Manitowoc Street Tree Planting Policy shall not be planted in terrace areas.

(b) Public Street Trees Permitted. Trees listed in the City of Manitowoc Street Tree Planting Policy are eligible for planting in terrace areas. Trees not listed may be permitted with approval of the City Forester.

(6) Authority to Preserve or Remove City Trees and Shrubs and Abate Public Nuisances.

(a) Authority Over Public Street Trees and Shrubs. The City Forester may plant, prune, spray, preserve, renew and remove public street trees and shrubs, or cause such work to be done as may be necessary, to ensure public safety, preserve the beauty of public areas, and to protect public property, sewers, water and electrical utilities from damage or injury in accordance with the City adopted policy.

(b) Authority Over Private Trees, Shrubs, and Terrace Trees.

1. Notice to Abate Public Nuisances. Whenever the Director finds, upon examination, that any tree or shrub or part thereof growing or located upon private premises is a hazard or public nuisance, it shall be pruned, sprayed, removed or otherwise abated by the owner or occupant of such property. A written notice from the Director shall be sent by certified mail to the affected homeowner. Said notice shall include a detailed explanation of any required abatement.

Abatement shall take place within 30 days of receipt of said written notice unless specified otherwise and unless the Director shall determine that immediate action is necessary for public safety. At the discretion of the Director, Manitowoc Public Utilities and the Director of Public Works herein are authorized to complete emergency pruning that, in the opinion of the Director, constitutes a hazard or public nuisance.

2. Abatement of Nuisances. If the owner of such premises or owner's agent and/or tenant refuses or neglects to comply with the written notice within the time specified, the City Forester shall cause the nuisance to be sprayed, pruned, removed or otherwise abated, and shall report the expense to the Municipal Tree Commission as a proposed assessment against the property.

Prior to November 10th of each year, the Commission shall make a report to the Common Council of the work performed on each parcel and the amount chargeable to the property. The Common Council shall hold a public hearing on the proposed assessments and shall give notice thereof by publishing a Class 2 notice under Wis. Stat. Ch. 985. At the direction of the Common Council, the assessment amounts shall be reported to the City Clerk to be levied against each affected parcel and shall constitute a lien collectable as a special assessment.

(7) Authority of the Director to Enter Private Premises. The Director shall request permission of a property owner, at least 48 hours in advance of an inspection, for the right to enter upon private land to inspect and abate a suspected hazard or public nuisance. Notice shall be in written form by certified mail to the property owner and occupant, if not the property owner. If permission is denied, the Director shall apply to the court having jurisdiction for an order to enter the land to inspect and abate a suspected hazard or public nuisance.

In the case of an emergency defined herein as a situation which creates an immediate danger or harm to the health, safety or welfare of the public, the Director may enter private property to abate a hazard or public nuisance without compliance with the notice requirement detailed in this section. If the Director shall abate the nuisance on private property, the cost of the abatement shall be reported to the Municipal Tree Commission as a proposed assessment against the property. The Commission shall make a report to the Common Council and the Common Council shall hold a public hearing, and report to the City Clerk as set forth in subsection (6)(b)(2) of this section.

(8) Interference with the City Forester Prohibited. No person shall interfere with the City Forester in carrying out any lawful work or activity authorized by this chapter.

(9) Assessment of Costs of Abatement. The entire cost of abating any hazard or public nuisance resulting from any tree or shrub growing or located upon private property shall be a minimum charge of \$300.00 borne by the owner of such property. For any abatement that takes longer than 60 minutes, there will be an additional charge of time and material at 120 percent of the total cost to the City.

(10) Permit for Planting, Maintenance, and Removal of Public Trees and Shrubs.

(a) Permit Required. No person, except upon order of the City Forester, shall plant or remove a tree or shrub in a public right-of-way or any terrace area, or cause such act to be done by others, without first obtaining a permit for such work from the City Forester. Prior to removal of any tree or shrub said person(s) shall be bonded and trained in proper techniques of forestry. The owner or their agent may remove trees or plant trees after receiving a written permit which shall include a statement whereby the owner or agent holds the City harmless from any liability claims of any kind. Any activities located in an area reserved for utility and drainage easements shall be done in compliance with "Standard Utility Easement Conditions," dated November 3, 1997, and recorded at v. 1252 p. 498 of Records as Document No. 798738, Manitowoc County, Wisconsin.

(b) Permit Exemptions. No permit shall be required to cultivate, prune, fertilize or water trees or shrubs. No permit is necessary to plant trees on private property.

(c) Permit Requirements and Conditions. If the City Forester determines that the proposed work or planting described in an application for a permit is necessary and in accordance with the purposes of this chapter, the City Forester may issue a permit to the applicant.

(d) Permit Form – Expiration, Inspection. Every permit shall be issued by the City Forester on a standard form. Permits issued under this section shall expire 90 days after date of issuance. There shall be no charge for the permit.

1. Permits to Public Utilities. Whenever a permit is issued under this section to a public utility or its agent to remove, cut, disturb, alter or perform surgery on any public tree or shrub, the City Forester shall limit the work to be performed to fit the actual necessities of the utility and may assign an inspector to supervise the work performed under the provisions of the permit. This permit shall be included as part of the annual working agreement with Manitowoc Public Utilities or any other utility/agency that may have an annual working agreement with the City.

(11) Planting and Pruning Trees and Shrubs.

(a) Planting.

1. Any person desiring to plant trees or shrubs in public areas or terrace areas shall submit the size, species and variety of the tree or shrub to the City Forester and receive approval therefrom prior to commencement of such planting. The request shall be on a standard planting permit form.
2. The City Forester shall determine the species of tree that will be allowed to be planted in accordance with the City of Manitowoc Street Tree Planting Policy. The City Forester may coordinate proposed street trees with local landscapers according to availability.

(b) Pruning.

1. The Manitowoc Parks and Recreation Department shall work in conjunction with property owners or their agents to maintain and prune public street trees.
2. Trees in or on any public areas or on any private premises adjacent to any public right-of-way or terrace areas shall be kept pruned so that the lowest branches projecting over the public street or alley provide a clearance of not less than 14 feet above the street surface. All public street trees shall be pruned to a minimum clearance height of 10 feet above the sidewalk for pedestrian safety. The City Forester may waive the provisions of this subsection for newly planted trees and shrubs if determined they do not interfere with public travel, obstruct the light of any street light, obstruct any street sign or endanger public safety.
3. Oak trees on private or public property shall not be pruned between April 15th to September 1st, except by written permission from the City Forester.

(12) Obstruction of View at Intersections Prohibited. A vision clearance area shall be maintained in accordance with MMC 15.030.

(13) Injury to Trees and Shrubs Prohibited.

(a) No person shall, without the written consent of the owner or occupant in the case of a tree or shrub on private property, or without a written permit from the City Forester in the case of a tree or shrub on public property, cause, proximately cause or cause others to commit the following acts:

1. Damage any tree or shrub by any physical means.
2. Permit fires to burn causing injury to trees or shrubs.
3. Permit any toxic chemical, petroleum products, smoke, oil or injurious substances to seep, drain, or be emptied upon or near any tree or shrub.
4. Erect, alter, repair, raze or excavate without placing suitable guards as approved by the City Forester around all trees or shrubs which may be injured by such operations.
5. Remove any guard, stake or other device or material intended for the protection of a tree or shrub, or close or obstruct any open space about the base of a tree or shrub designed to permit access of air, water and fertilizer.

(b) **Topping of Public Street Trees Is Prohibited.** **Topping**, defined as a severe cutback of leaders and main scaffold branches to stubs within the tree, so as to remove the normal canopy and disfigure the tree, is prohibited. Trees damaged by storms, when proper pruning practices are impractical, may be exempted from this prohibition at the determination of the City Forester.

(14) Removal of Trees and Stumps. Trees cut down in public areas shall be removed and the root stump grubbed out, or ground out to a depth of at least nine inches below grade measured in a straight line. If no sidewalk exists, the grade of grubbing should be one-third inch per foot from a point nine inches below the curb. All brush and debris must be removed from the public areas by the property owner or their agent. All

holes shall be filled to normal grade level with topsoil or native soil as soon as practical. When it is necessary for the City to cut down a street tree, stumps will be removed as funds are available.

(15) Cost of Planting, Removal, and Protection of Trees and Shrubs in Terrace Area. The cost of planting trees in terrace areas in the City and the cost of removal and protection when requested by a property owner who obtains the proper permit shall be paid by the property owner. Planting of street trees on newly platted residential subdivisions shall be performed in accordance with the City of Manitowoc Engineering Design Manual – Chapter 10.

(16) Appeal from Determinations or Orders. Any person who receives a written determination or order from the Director and objects to all or any part thereof may file with the Director a written appeal to the Public Safety Committee within seven days of receipt of the written order. The Public Safety Committee shall hear such appeal within 15 days of receipt of written notice of the appeal. After such hearing, the Public Safety Committee may reverse, affirm, or modify the order or determination, and shall state the grounds for its decision in writing. The chairperson of the Public Safety Committee shall, by letter, notify the party appealing the order or determination of its decision within 10 days after the decision has been made. The decision of the Public Safety Committee shall be final.

(17) Adoption of State Law. Wis. Stat. §§ 27.08, 27.09, 86.03, and 800.093 as amended, and as may be amended, are hereby adopted and incorporated herein by reference.

(18) Violations and Penalty. Violation of any offense for the cutting, damaging or mutilation of trees or shrubs located in public and terrace areas, or any provision of Wis. Stat. § 86.03, is subject to a forfeiture amount not to exceed \$25.00 per tree or shrub damaged. In addition to the forfeiture, court-ordered restitution will be sought for all damage or loss in an amount not to exceed \$4,000, as authorized pursuant to Wis. Stat. § 800.093. All other violations in this section shall be limited to a forfeiture in an amount not to exceed \$500.00 for each offense.

(19) Conflicts with Site Plan Requirements. In instances where a provision of this chapter conflicts with site plan requirements under MMC 15.370(2) or landscaping and off-street parking requirements under MMC 15.690, for commercial, industrial, and residential developments having five or more dwelling units, the requirements under MMC 15.370(2) and 15.690 shall prevail and shall define the requirements for compliance.

[Ord. 16-1000 §§ 1 – 6, 2016; Ord. 16-245 § 1, 2016. Prior code § 8.19]

The Manitowoc Municipal Code is current through Ordinance 18-0646, passed June 18, 2018.

Disclaimer: The City Clerk's Office has the official version of the Manitowoc Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Code Renumbering: The City of Manitowoc reformatted their code in 2011. If you are looking for the text of an ordinance under the previous numbering system, please look to the cross-reference table (ManitowocOT/ManitowocOTA.html) .

City Website: <http://www.manitowoc.org/>
(<http://www.manitowoc.org/>)
City Telephone: (920) 686-6950
Code Publishing Company
(<http://www.codepublishing.com/>)

TOWN OF GREENVILLE

ARBORICULTURAL SPECIFICATIONS MANUAL



ADOPTED 2007

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INTRODUCTION

FUNCTION: The purpose of the Arboricultural Specifications Manual is to enable the Town of Greenville to maintain and manage all trees located within the parkways, along town streets, within the acres of public parks and recreational land, cemeteries and all other Town owned properties by specifying proper treatments. This involves all phases of arboricultural work from planting to maintenance to removal. To carry out these functions, certain guiding policies and procedures have evolved and been adopted. Through these policies, the Parks, Recreation, and Forestry Department makes every effort to produce maximum public service for the Town's urban forest.

PURPOSE: The policy of the Town is to regulate and control the planting, transplanting, removal, maintenance, and protection of public trees and shrubs in the Town in order to maximize utility and function of the urban forest and minimize and guard against dangerous conditions which may result in injury to persons using the streets, sidewalks, parks or other property of the Town. It is also Town policy to promote and enhance the beauty and general welfare of the Town, and protect trees and shrubs located in the public areas from undesirable and unsafe planting, removal, treatment, and maintenance practices.

ORGANIZATION: The Town's urban forestry effort is administered and managed by the Director of the Parks, Recreation, and Forestry Department, whom serves as the Town Forester. The Director of Parks and Forestry maintains an office at the Municipal Services Building located at W6895-B Parkview Dr. Urban forestry guidance and input is provided by the Town of Greenville Urban Forestry Board.

PERSONNEL: The Urban Forestry Program is supervised and managed by the Director of Parks and Forestry and is staffed by seasonal and full-time employees or contracted out to a professional service. Recruiting and utilizing volunteers is also an important part of staffing.

"This document was funded in part by an urban forestry grant from the State of Wisconsin Department of Natural Resources Forestry Program as authorized under Wis. stat. 23.097."

I. Master Tree Planting Plan

The Master Tree Planting Plan covers street tree planting, park and public land tree planting, right of way landscaping, and the Memorial Tree Program.

A. Street Tree Program:

1. New Subdivisions – This program was established in 2002 to plant trees in new subdivisions that contain curb and gutter. Funding for this program is provided by developer monies charged at the establishment of the subdivision by linear foot of road frontage. Planting in these subdivisions will begin on lots the spring following the establishment of a lawn and will continue until all tree planting locations in the subdivision are filled.
2. Neighborhood Tree Program – This program allows residents in curb and guttered subdivisions the opportunity to have trees planted along their street in locations not currently filled. This is a cost share program where the property owner will purchase the tree through the Town at wholesale cost and the Town will plant and maintain the tree for life. Tree species and locations must adhere to the planting plan for the subdivision and are determined by the Town Forester.
3. Street Reconstruction – When trees are removed in preparation for street reconstruction or widening, new trees will be planted provided there is sufficient space in the terrace to support tree growth. The cost of replacing these trees will be at the expense of the Town as part of the project for that street.
4. Replacement – Removed trees will be replaced, if space and funding allows, at the expense of the Town. Exceptions are trees that are destroyed by vandalism, vehicles, lawn equipment, etc. Such trees shall be replaced at the expense of the person responsible for the damage, if known.
5. Unimproved Streets – No trees shall be planted in the terrace or right of way where no curb exists.

B. Right of Way Landscaping: According to Town of Greenville Ordinance No. 43, any resident that wishes to perform any landscaping activities in the Town right of way must first obtain a permit. A permit may be issued following the submittal of an application and landscape plan. All landscaping must adhere to the regulations set forth by the ordinance.

C. Park and Public Property Tree Planting: Trees will be planted on all Town owned properties as funding and space allows thereby enhancing the aesthetic, environmental and wildlife quality and overall value of the property as well as the Town as a whole. Trees listed in this manual as undesirable for street tree use may be planted on these properties under the proper circumstances and only by approval of the Town Forester.

D. Memorial Tree Program: Individuals or groups have the opportunity to purchase a Memorial Tree in honor or memory of someone special. The tree may be planted in a park of their choice or along the recreational trail if space and conditions allow. The Town Forester will work with the individual to select the proper species and location for the tree.

II. Tree Planting Standards

- A. Species: Appendix C contains the list of tree species that are approved for use as street trees based upon their mature size. Appendix D contains the list of trees that are unacceptable for use as street trees and shall not be planted along any Town street. The Town Forester along with the Urban Forestry Board shall review and update these lists at least once every three years.
- B. Condition: All trees planted on Town owned property or along public streets shall conform to the latest version of ANSI Z60.1 "American Standard for Nursery Stock". All plant material shall be true to name and type, and first-class representatives of their species or variety. They shall have normal, well-developed branches, be healthy, vigorous plants free from defects, plant disease, and all forms of infestation or objectionable disfigurements. Trees are to appear symmetrical in shape and have a single, straight leader. Ornamental trees may have multiple leaders if specified. The roots shall not only be characteristic of the species, cultivar or variety, but also exhibit evidence of proper nursery practices.
- C. Size: All trees planted along public streets and on Town owned properties must be of sufficient size to absorb the abuse and conditions common to urban areas. Unless otherwise permitted for special reasons, the minimum size will be 1 ½" diameter and may not exceed 3" diameter.
- D. Location: Generally all street trees shall be planted midway between the property line and curb or the curb and sidewalk, following all guidelines listed below:
1. 40' from an approach corner (corner as traffic is approaching intersection)
 2. 25' from a non-approach corner (corner that traffic is departing from intersection)
 3. 20' from a street light
 4. 10' from a driveway or carriage walk
 5. 10' from a fire hydrant
 6. 10' from underground utility valves and t's
 7. 25' from an approaching sign (front of sign)
 8. 10' from a non-approach sign (back side of sign)
- E. Terrace Width: No trees will be planted where the grassy terrace between the sidewalk and curb is less than 4 feet wide.
- F. Planting Depth: The planting depth is determined by root collar. All new plantings should be placed so that the root collar is even with the soil surface or slightly higher, where conditions and species favor the tree being slightly above grade.
- G. Spacing: All small trees will be planted a minimum of 25' apart. Medium trees will be spaced a minimum of 35' apart and large trees will be spaced a minimum of 40' apart. Greater spacing maybe needed depending on each species mature form.
- H. Transplanted Trees: When digging and planting trees bare root, care must be taken to prevent unnecessary injury to roots. All broken roots should be pruned. When digging balled and burlap trees, the following guide should be used to determine the diameter of the ball:

<u>Tree Diameter</u>	<u>Root Ball Diameter</u>	<u>Approximate Root Ball Weight</u>
1 ½"	22"	270#
2"	24"	350#
2 ½"	28"	625#
3"	32"	850#
4"	38"	1250#

- I. Tree Planting Procedure: The following procedure shall be followed for the planting of any trees along Town streets or on any Town property. (See figure 1 in Appendix E)
 1. Diggers Hotline must be contacted and notified of all planting locations before any digging occurs.
 2. Determine the location of the root collar within the root ball if the tree is balled and burlapped or containerized.
 3. Dig the planting hole two to three times the width of the root ball. To determine the correct depth for the hole, measure from the bottom of the root ball to the root collar. Do not dig the hole deeper than this.
 4. Carefully place the tree in the hole. Trees shall be lifted and handled from the bottom of the ball only. Do not drag or lift the tree by the trunk.
 5. All wire baskets, twine and burlap shall be removed from the ball prior to backfilling. If planting a containerized tree, remove the entire container. If left on, these materials can girdle the tree.
 6. Carefully remove excess soil from the top of the root ball by hand only to expose the root collar. Check to be sure that the root collar is level or 1" – 2" above finished grade. Planting too deep kills trees.
 7. Use the soil removed from the hole as backfill. Discard any rocks, sod and large objects from the soil before backfilling. Water the soil thoroughly to remove any air pockets. Do not pack the soil down with the use of feet or tools. Fill the remainder of the hole with additional soil after watering. Do not place any soil on top of the root ball.
 8. Place a 3-4" layer of bark mulch that extends from the trunk of the tree outward to at least the drip line of the canopy. Keep the mulch pulled 3-6" away from the trunk of the tree.
 9. Only bare root trees need to be staked at the time of planting. Balled and burlap and containerized trees, if planted properly, generally do not need to be staked. If the tree needs to be staked, the following procedure shall be followed.
 - a. Install posts a minimum of one foot outside the diameter of the root ball.
 - b. Use wide webbing straps to support the tree and use heavy gauge wire to secure the straps to the posts. Do not use wire through a garden hose.
 - c. Attach materials so that the tree is allowed to move in the wind but not become uprooted.
 - d. Remove the stakes after one year if the tree is stable.
 10. Wrapping the trunk of the tree is not necessary. A plastic tree protector may be placed around the trunk if rodent damage is a concern.
 11. Prune only dead, dying, broken, or diseased branches at the time of planting.

III. Maintenance of Newly Planted Trees

- A. Watering: All trees are watered at the time of planting. Following planting, it is very important that newly planted trees are watered regularly during the first three growing seasons and in any period of dry weather thereafter. Trees generally require about 1" of water per week for optimal growth. Trees should get a slow, deep watering about once per week during periods of dry weather. A trowel may be used to check the soil moisture at the edge of the planting hole. If the soil is soggy 6-8" deep the tree does not need to be watered. During periods of sufficient rainfall, trees may not need supplemental watering. It is very important that trees are not over watered. Residents are asked to water the trees that are planted along the streets adjacent to their properties. Town staff will keep trees on other Town owned properties watered.
- B. Mulching: Maintaining a layer of mulch around trees is beneficial as it helps reduce competition from grass and weeds, retains soil moisture, improves soil fertility and structure and protects the trunk from damage caused by mowers and string trimmers. A 3-4" layer of mulch shall be maintained over the top of the planting hole at a minimum. It is recommended that the diameter of the mulch ring be increased as the tree grows. Mulch shall be pulled 3-6" away from the base of the trunk as not to be touching the base of the trunk as this promotes fungal diseases and encourages rodent damage. Shredded bark or wood chips are the recommended materials, but the material should be seasoned or composted before using. The use of stone or other inorganic material is discouraged and not recommended.
- C. Staking: Only trees that will not stand in a strong wind shall be staked. If it is necessary to stake a tree after planting only wide webbing straps shall be used and done in a manner as to allow the tree to move in the wind. Wire surrounded by garden hose should never be used as it can cause serious damage to the tree. Trees along the street or on Town owned properties shall only be staked by Town staff or an agent of. All staking material should be removed after one year if the tree is stable.
- D. Pruning: No pruning should occur at the time of planting except to remove dead, dying, broken or diseased branches. Unnecessary pruning at this time may reduce the amount of stored energy the tree is holding and could cause added stress to the tree. Trees will be placed into a pruning schedule after the second or third growing season. Trees along the streets or on Town owned properties shall only be pruned by Town staff or an agent of.
- E. Fertilization: Fertilization of newly planted trees in the first year is not recommended. Typically a tree may be fertilized once it has become established, usually 3 years after planting. Since excessive fertilizer can "burn" roots and stimulate crown growth faster than the roots can supply water, it is recommended that if fertilizer is to be applied it is done so sparingly and only to correct a specific diagnosed deficiency.
- F. Trunk Wrapping: Studies have shown that trunk wrap often does more harm than good. It is not normally necessary and should be avoided.
- G. Trunk Guards: Plastic tree guards may be placed around the trunk for winter protection from rodents. The guards should be removed in spring to avoid damage to the tree.

IV. Pruning

- A. Tree Pruning Plan and Policy – It is the policy of the Town of Greenville to keep all public owned trees properly maintained for the health and vigor of the trees as well as the safety of the public. For this reason, all public trees are placed into Pruning Rotation Schedule based on the age of the tree.
1. Training Pruning (Trees up to 15 years of age) – These trees are pruned on a rotation of every three years after planting for the following reasons:
 - a. Developing a central leader.
 - b. Raising the crown.
 - c. Establishing good branch structure.
 - d. Eliminating poor branch angles.
 - e. Heading of temporary branches.
 - f. Removing dead, damaged or diseased branches.
 2. Routine Pruning (Trees older than 15 years of age) – Routine pruning of mature trees is done on a 6 year cycle. Trees are pruned for the reasons listed above as well as for the following additional reasons:
 - a. Traffic Clearance – Provide for 10' minimum over sidewalks and trails and at least 14' over streets, as well as providing a clear line of sight at intersections and to signs.
 - b. Light Clearance – Prune trees to allow an adequate street lighting pattern on the pavement.
 - c. Tree Structure – Remove interfering branches and those that form weak branch unions. Prune for balance around the tree and branch spacing to equalize wind resistance and weight.
 - d. Storm Damage Repair – Preserve as much of the tree as possible and train new growth for the future.
 - e. Building Clearance – Remove interfering branches extending over buildings and a minimum of a 6' clearance from buildings.
- B. Pruning Specifications – All pruning of public trees within the Town of Greenville shall be pruned in accordance with ANSI A300 Standards. Pruning of public trees shall only be done by Town staff or an agent of. The following specifications shall be followed for the pruning of public trees.
1. Pruning cuts shall be made sufficiently close to the trunk or parent limb without cutting onto the bark branch ridge or branch collar so that callus growth can readily start under normal conditions. (See figure 2 in Appendix E)
 2. All branches removed shall be cut in a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Branches too large to support with one hand shall be pruned using the three cut method.
 3. All cuts shall be clean and made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or the other.
 4. Removal of dead branches shall have the final cut outside of the collar of live tissue.
 5. All limbs shall be brought to the ground as to prevent any damage to property, publicly or privately owned.
 6. Heading cuts should consist of cutting the parent branch back to a lateral branch that is at minimum 1/3 the size of the parent limb.
 7. No more than ¼ of the foliage on mature trees should be removed during the course of one growing season.
 8. Proper tools such as hand pruners, pole saws, hand saws and chain saws shall be used for all cuts and used in a manner as to not damage adjacent bark areas.
 9. Topping of trees shall not be allowed. Topping consists of cutting a branch between lateral branches or pruning the parent limb to a lateral branch that is less than 1/3 the size of the parent limb.

10. Pruning paints and wound dressings shall not be used to cover pruning cuts. Research has shown that wound dressings do not improve wound closure and may actually promote disease at site of application.
11. Climbing spikes or spurs shall not be used during pruning operations.
12. All wires are to be considered as "HOT" or "LIVE"; any branches that are within 10' should not be pruned. All tree workers shall abide by clearance standards outlined in the ANSI Z133.1 Standards. Call the appropriate utility for assistance if necessary. Any branches which accidentally fall against or hang on wires must be removed by the appropriate utility.

C. Pruning Operations

1. Trees will be pruned on the appropriate cycle (3 or 6 year) depending on age. All public trees are to be inspected at the time of pruning and appropriate maintenance will be performed if needed.
2. Pruning for special purposes: Safety, light clearance, traffic clearance, building clearance, house moving and construction are special assignments and will be handled as such.
3. Homeowner requests for pruning will be inspected by the Town Forester and appropriate maintenance will be scheduled at the earliest time available.
4. When possible, contact with adjoining property owners will be made before work is assigned. Exceptions may include pruning for immediate public safety, storm damage or construction.
5. Vehicle and pedestrian traffic must be adequately warned and controlled during operations. Proper warning devices shall be in place before any work begins.
6. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of the situation.
7. Trees found to be in unsafe condition and/or require major repair or maintenance are to be reported immediately to the Town Forester.
8. Site cleanup shall include the removal of small twigs, chips, leaves and limbs from the street, curb, terrace, sidewalk, private lawns and driveways with the appropriate tools for the job. The site shall be returned to the same state it existed prior to the pruning work. Under no circumstance shall any materials or equipment be allowed to lie on the terrace overnight.
9. Tree inventory will be updated with each visit to a tree.

V. Tree Protection

- A. Tree Protection Zone – The tree protection zone is a protected space surrounding any public tree extending from the topmost branch or leader downward to a distance of thirty-six (36) inches below the surrounding ground surface level. The radial dimensions from the center of the tree to the outermost horizontal limit of the zone is determined by the diameter (DBH) of said tree as measured at four and one half (4 ½) feet above ground surface level, and is further defined below:
(See figure 3 in Appendix E)
1. 0" to 4" DBH – six (6) feet from the trunk in all directions
 2. 5" to 9" DBH – eight (8) feet from the trunk in all directions
 3. 10" to 14" DBH – ten (10) feet from the trunk in all directions
 4. 15" to 19" DBH – twelve (12) feet from the trunk in all directions
 5. 20" DBH or greater – fifteen (15) feet from the trunk in all directions
- B. Permit Required (In accordance with Greenville Ordinance #X) – A permit is required for any construction activities that are planned to take place within the canopy dripline of any public tree regardless of whether the construction takes place on public or private property. A permit is also required for any construction activities planned to take place within the dripline of any private tree if the construction takes place on public property.
- C. Installation, Repair or Maintenance of Underground Utilities or Facilities
1. Open trenching within the tree protection zone of any public tree is prohibited. It is recognized that there may be situations where utilities must be installed or repaired within the tree's TPZ, and trenchless excavation is not possible. The Town Forester has the authority to determine whether trenchless excavation is impossible, in which case permission to proceed may be granted under the following conditions:
 - a. The Town Forester will determine the location and size of the pit or trench.
 - b. Pre-construction root pruning may be required.
 - c. Any roots encountered during construction, which cannot be saved, must be cleanly cut.
 - d. All trenches/excavations shall be backfilled as soon as possible to prevent roots from drying out.
 2. Boring must be used where there is insufficient space for trenching to bypass the tree protection zone. Boring must be done at a minimum depth of three (3) feet. The surface area and subsoil located within the tree protection zone of any public tree shall not be disturbed. (See figure 4 in Appendix E)
- D. Root Pruning
1. Pre-construction Root Pruning – Some construction activities may require pre-construction root pruning when root loss is unavoidable in the TPZ and shall only be done under Forestry Department supervision. If approved by the Town Forester, a mechanical root pruning machine may be used to cut roots. Trenching machines are not allowed in root pruning operations. Areas to be root pruned will be determined by the Town Forester.
 2. During Construction – Roots that are one (1) inch in diameter or larger that can't avoid being destroyed during excavation or trenching must be cleanly and sharply cut by hand. The cut shall be made flush with the side of the trench closest to the tree. There is no need to paint or treat the ends.

- E. Sidewalk, Driveway and Curb and Gutter Removal/Construction
1. Removal and construction shall be done in a manner which prevents damage to tree branches, trunks and roots and prevents soil compaction.
 2. Roots requiring removal shall only be cut cleanly and sharply by hand.
 3. Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than nine (9) inches below the finished grade of the new walk and not more than five (5) inches from the edge of the new walk or driveway.
 4. Root systems on the curb side shall not be cut further back than the stated setback which varies depending on the tree. Curb excavation shall be allowed to a maximum depth of eighteen (18) inches.
- F. Depositing of Material/Equipment Near Trees – To protect the immediate portion of tree root zones, NO construction equipment or materials shall be placed, parked, or stored on the surface of any unpaved areas within the dripline (outermost reach of branches) of any public tree. NO chemicals, rinsates or petroleum products shall be deposited within the driplines of any public tree.
- G. Backfilling – Backfilling and landscaping shall be done by use of hand implements within the dripline of public trees. All cutting for the removal of sod and soil in order to establish a finished grade within four (4) feet of existing trees must be done manually if necessary. The top one (1) foot of all excavations in the tree planting terrace (area between curb and property line) and within the dripline of public trees shall be backfilled with clean, viable soil. No concrete, slurry, gravel, stone, sand, or other such materials shall be used for backfill. Water shall be used to settle backfilled material. Restoration shall be done to original grade, unless otherwise specified.
- H. Overhead Clearance and Construction Set-up – The contractor shall notify the Town Forester at least five (5) business days prior to construction set-up to discuss problems of overhanging branches that may be damaged during construction or the moving of equipment or buildings. If any pruning is necessary for proper clearance, pruning will be coordinated by the Town Forester and costs absorbed by the contractor.
- I. Damage – Damage to public trees, shrubs and other plant material due to construction operations shall be repaired only by the Parks, Recreation and Forestry Department. The Town Forester may remove and replace any tree(s) which has been determined to be excessively damaged. The costs of all such repairs, removals, replacements and an amount of lost value will be the liability of the permit holder and billed accordingly.

VI. Disease and Insect Problems

- A. Dutch Elm Disease: Dutch Elm Disease is caused by the fungus *Ceratocystis ulmi* attacking American elms by infecting the water carrying xylem vessels resulting in wilting and eventual death of the tree. Spread of this disease is either via root grafts or from overland spread via sap feeding elm bark beetles. Stopping the spread is virtually impossible; however sanitation removals of dead elms to try and prevent the spread where practical can limit or slow the spread of Dutch Elm Disease. Wood from infected trees should either be debarked or destroyed to prevent further spread to new areas. Pruning of American Elm in the Town of Greenville is prohibited from **April 1st to September 1st**.
- B. Gypsy Moth: The gypsy moth is an exotic insect that in its larvae stage feeds on the leaves and can defoliate many tree species, especially oaks. The Town of Greenville has been monitoring numbers since 2005. At this point in time, large scale control efforts have not been necessary. The Town will continue to monitor the population and take necessary action if needed.
- C. Oak Wilt: Oak wilt is a disease caused by the fungus *Ceratocystis fagacearum* which causes the water conducting vessels of oak trees to become plugged. Once the vessels are plugged, water movement stops and the leaves wilt and fall from the tree. Trees in the red oak family (pointed lobes) are highly susceptible and once infected can die within a few weeks. Trees in the white oak family (rounded lobes) are much less susceptible and can take months or years to die, or may even recover. Oak wilt is spread by sap feeding Picnic Beetles or underground via root grafting. In an effort to prevent the spread of Oak Wilt, the pruning of oaks is prohibited from **April 1st to September 1st**.
- D. Emerald Ash Borer: The Emerald Ash Borer (EAB) is an exotic beetle from Asia that has become established in southeast Michigan that feeds on all ash (*Fraxinus spp.*) trees. The larvae of the EAB feed in the cambium between the bark and the wood, producing galleries that eventually girdle the branches killing them and the tree. As of 2006, EAB has not been found in Wisconsin; however the WDNR is confident that it is a matter of time until they appear here. As of now there is limited research about the control of EAB.
- E. Transport of Firewood: Firewood can harbor many different invasive pests and diseases, including the ones mentioned above, that are harmful to Wisconsin's trees. These pests and diseases are spread much faster via the transportation of firewood than by natural means. Because of this, it is recommended that firewood is not transported more than 50 miles from its source. There are also State and Federal laws regarding the transportation of firewood.

VII. Hazardous and Nuisance Trees

- A. Hazardous Tree Policy – A hazardous tree is defined as any tree or portion thereof, whether located on public or private property, which by reason of location or condition constitutes an imminent danger to the health, safety or welfare of the general public. Hazardous trees are considered a public nuisance and are therefore governed under Section X of Town Ordinance #X.
- B. Nuisance Tree Policy – Nuisance trees are defined and governed under Section X of Town Ordinance # X.

VIII. Tree Removal

- A. Tree Removal Policy: There are many factors that contribute to transforming a tree from an asset to a liability. They include disease, decay and structural damage which can cause a tree to be structurally unsound, and therefore unsafe. It is the policy of the Town to base tree removals on safety related criteria and liability.
- B. Reasons for Removal:
1. The only person who may authorize the removal of a public tree is the Town Forester or a designated agent of.
 2. Trees located in the Town owned right of way, parks and other public property are removed only when they are dead, dying, dangerous or condemned because of disease.
 3. Public trees that must be removed due to street reconstruction will be determined by the Town Forester and the cost of said removals shall be assumed by the reconstruction project funding.
 4. Damage to any public tree that is determined, by the Town Forester, to require removal shall be assumed by and charged to the individual causing the damage, if known.
 5. Certain situations may warrant the removal of a public tree for reasons other than listed. These situations will be evaluated and determined by the Town Forester.
- C. Safety Standards: All safety standards shall be in accordance, but not limited to, ANSI Z133.1 Standards. Proper PPE shall be worn at all times while performing tree work.
- D. Site:
1. Check the location and description of the tree on the work order before starting the removal.
 2. Vehicle and pedestrian traffic must be adequately warned and controlled prior to and during removal operations.
 3. If both lanes of traffic are to be closed during the removal operations, the Public Works Supervisor, Fire Chief and County Dispatch must be notified prior to work commencing.
 4. Note the locations of all overhead lines, utilities, homeowner obstructions, etc. and avoid or take necessary precautions to work around.
 5. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of circumstances.
- E. Removal Procedure:
1. Trees shall be removed using the safest and most efficient arboricultural practices.
 2. All precautions shall be made to prevent damage to any public or private property. A walk around should be conducted prior to beginning work to determine any preexisting conditions, problems or concerns. Any damage that occurs should be reported to the Town Forester immediately.
 3. To avoid damage to property below, any limb that cannot be appropriately controlled while being cut shall have a rope or ropes attached.
 4. No equipment shall be left at the work site overnight.
 5. Climbing spikes or spurs may be used only during the removal of a tree.

- F. Clean-up:
1. At the end of each working day, all limbs, branches, twigs and debris shall be cleaned up before leaving the work area.
 2. Any wood generated from the removal process may be offered to the adjacent property owner providing:
 - a. The wood is placed off of the right of way.
 - b. The Town employee is not to perform extra work for the said property owner. (i.e. cutting wood into firewood size pieces, stacking wood, etc.)
 3. If the property owner does not want the wood then it shall be cleaned up and hauled to the yard waste site prior to the end of the day. At no time shall wood be left in the right of way overnight or without safety cones during the work day.
 4. Report all unusual situations or conditions to the Town Forester as soon as possible.

IX. **Stump Removal**

- A. Underground Utilities: Diggers Hotline shall be contacted at least three days prior to any stump grinding operations.
- B. Stump Removal Operations:
1. Stump removal will be performed by qualified Town employees or will be contracted out to a professional service.
 2. All precautions shall be made to limit flying debris and damaging private property.
 3. All stumps are to be removed completely or to a depth of eighteen (18) inches, whichever is reached first.
 4. All surface roots and mounded turf shall be ground down to final grade for a radius of ten (10) feet around the stump.
 5. Any stump grindings and holes that are not immediately cleaned up shall be barricaded or coned to alert vehicles and pedestrians of a hazardous situation.
- C. Clean Up:
1. All of the debris generated from stump grinding operations located outside the hole and at least one half of the debris in the hole shall be removed from the site.
 2. The hole shall be filled with clean topsoil and the site graded and seeded to a finish grade.
 3. It is the responsibility of the property owner to water and establish the newly seeded grass in these locations.

X. Miscellaneous Maintenance Practices

- A. Fertilization: The Town does not, in general, fertilize public trees. A resident who wishes to fertilize a street tree adjacent to their property shall request written permission from the Town. The Town Forester has the authority to approve or deny a fertilization request. The Town may fertilize public trees in the instance where a tree(s) is suffering from a problem related to nutrient deficiency. A soil test will be performed prior to the application of fertilizer to determine the proper nutrient content. All fertilization shall adhere to ANSI A300.
- B. Cabling and Bracing: Tree support systems are used to provide supplemental support to leaders, individual branches, and/or entire trees by limiting their movement. When a tree has a structural defect or condition that poses a high risk of failure, a supplemental support system can often reduce the risk. However, not all potential hazards can be mitigated by their installation. It is essential that each tree be carefully examined for risk of failure by a qualified arborist to ensure that the system will achieve its objective of providing added support, without increasing the risk of tree failure. Cabling and bracing shall only be done by an experienced and qualified certified arborist and shall follow ANSI A300 and the International Society of Arboriculture's companion publication *Best Management Practices – Tree Support Systems: Cabling, Bracing and Guying* (2001).
- C. Spraying: The Town, in general, limits the use of pesticides on its public trees. Applications may be done for the control of specific diseases or insects with proper timing and materials to obtain the desired level of control. Suitable precautions shall be taken to protect and warn the public that spraying is being done. All application practices shall conform to the appropriate State and Federal regulations. A resident who wishes to apply pesticides to a street tree adjacent to their property shall request written permission from the Town. The Town Forester has the authority to approve or deny a pesticide application request.

XI. Digger's Hotline and Local Utilities

Digger's Hotline (1-800-242-8511) and all appropriate local utilities companies must be notified prior to any underground excavation, including but not limited to: tree planting, stump removal and root repair. Three business days are customarily required as sufficient notice for the processing of locates. Proper marking of excavation sites prior to calling ensures that no resident, employee or utility are at risk from damage to unmarked utilities. Work within 18" of any underground utility requires hand digging to expose the facility and prevent unnecessary damage to utilities. Private utilities (i.e. irrigation, pet fences, private lighting) located within the right of way shall be marked by the adjacent property owner at their expense. The Town will not assure responsibility for any damage as a result of any unmarked private utilities in the right of way as they are prohibited.

TOWN OF GREENVILLE
RIGHT OF WAY LANDSCAPING PERMIT APPLICATION

As required by Ordinance Number 43

A permit must be obtained from the Town of Greenville prior to any landscape activities being performed within any Town Right of Way. This is typically 15' from the curb. If you are unsure of the right of way location please call and ask. All landscaping in the right of way must adhere to the regulations set forth by the ordinance in order for a permit to be issued.

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Estimated date of landscape work: _____

Description of planned landscaping:

Please attach a copy of a landscape design detailing location and names of all plants and landscape materials. A \$20 processing fee must be submitted with this application.

Signature of Applicant: _____ Date: _____

Any and all damage sustained to any landscaping in the right of way, regardless of cause, is the sole responsibility of the property owner. The Town of Greenville will not repair or incur the cost of repairs to any such damage.

**Please Return To: Town of Greenville
 Attn: Town Forester
 P.O. Box 60
 W6860 Parkview Dr.
 Greenville, WI 54942**

TOWN OF GREENVILLE
RIGHT OF WAY LANDSCAPING PERMIT

As required by Ordinance Number 43

Permit No. _____

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Approved: _____

Landscaping Description: _____

Allowable Work Period: _____

Denied: _____

Reason for Denial: _____

If work is not completed within the allowable landscaping period, and landscaping is still desired, another permit must be issued. This permit is only valid for the work described by this permit.

TONY NOWAK

Town Forester

Date

- APPENDIX C -

Recommended Street Tree List

The following is a list of trees that are considered acceptable for planting in the road right of way. This list will be evaluated periodically and species may be added or removed from this list as seen fit.

SMALL TREES (Below 30' Maximum Height) – Acceptable trees for terraces with overhead power lines and/or if terrace is 3-5 feet wide. May be planted in wider terraces.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer ginalla</i>	Amur Maple (Tree Form)	
<i>Acer tataricum</i>	Tatarian Maple	
<i>Amalanchier x. grandiflora</i>	Serviceberry	'Autumn Brilliance'
<i>Carpinus caroliniana</i>	American Hornbeam	
<i>Crataegus crusgalli inermis</i>	Cockspur Thornless Hawthorne	
<i>Maackia amurensis</i>	Amur Maackia	
<i>Malus spp.</i>	Flowering Crabapple	'Bob White', 'David', 'Harvest Gold', 'Indian Summer', 'Prairiefire', 'Red Baron', 'Red Jade', 'Snowdrift', 'Spring Snow'
<i>Ostrya virginiana</i>	Ironwood	
<i>Prunus cerasifera</i>	Newport Plum	
<i>Prunus nigra</i>	Princess Kay Plum	'Princess Kay'
<i>Prunus virginiana</i>	Canada Red Chokecherry	'Canada Red'
<i>Syringa pekinensis</i>	Peking Lilac	'China Snow'
<i>Syringa reticulata</i>	Japanese Tree Lilac	'Ivory Silk', 'Summer Snow'

MEDIUM TREES (30'-45' Maximum Height) – Acceptable trees for terraces that are 5-8 feet wide. May be planted in wider terraces.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer truncatum x platanoides</i>	Shantung Maple	'Pacific Sunset', 'Norwegian Sunset'
<i>Corylus corluna</i>	Turkish Filbert	
<i>Phellodendron amurense</i>	Amur Corktree (male)	'Macho'
<i>Pyrus calleryana</i>	Callery Pear	'Autumn Blaze', 'Cleveland Select'
<i>Sorbus alnifolia</i>	Korean Mountain Ash	

- APPENDIX C -

Recommended Street Tree List (cont.)

LARGE TREES (Above 45' Maximum Height) – Acceptable trees for terraces 8 foot and wider.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer x freemanii</i>	Freeman Maple	'Autumn Blaze', 'Marmo', 'Celebration'
<i>Acer miyabe</i>	Miyabe Maple	'State Street'
<i>Acer platanoides</i>	Norway Maple	'Deborah', 'Emerald Lustre', 'Royal Red', 'Superform'
<i>Acer saccharum</i>	Sugar Maple	'Green Mountain', 'Fairview', 'Goldspire', 'Legacy'
<i>Aesculus hippocastanum</i>	Horsechestnut	'Baumannii'
<i>Aesculus x carnea</i>	Ruby Red Horsechestnut	'Briotii'
<i>Celtis occidentalis</i>	Hackberry	'Prairie Pride', 'Windy City'
<i>Cercidiphyllum japonicum</i>	Katsuratree	
<i>Eucommia ulmoides</i>	Hardy Rubber Tree	
<i>Ginkgo biloba</i>	Ginkgo (male)	'Autumn Gold', 'Magyar', 'Princeton Sentry'
<i>Gleditsia triacanthos inermis</i>	Thornless Honeylocust	'Imperial', 'Shademaster', 'Skyline', 'Sunburst'
<i>Gymnocladus dioicus</i>	Kentucky Coffeetree	'Espresso', 'Prairie Titan'
<i>Liriodendron tulipifera</i>	Tuliptree	
<i>Quercus alba</i>	White Oak	
<i>Quercus bicolor</i>	Swamp White Oak	
<i>Quercus macrocarpa</i>	Bur Oak	
<i>Quercus robur</i>	English Oak	'Skymaster', 'Regal Prince'
<i>Quercus rubra</i>	Red Oak	
<i>Quercus muehlenbergii</i>	Chinkapin Oak	
<i>Cladrastis kentukea</i>	Yellowwood	
<i>Tilia americana</i>	American Linden	'Legend', 'Redmond'
<i>Tilia cordata</i>	Littleleaf Linden	'Fairview', 'Glenleven', 'Greenspire', 'Prestige'
<i>Tilia tomentosa</i>	Silver Linden	'Sterling'
<i>Ulmus x</i>	Hybrid Elm	'Accolade', 'Homestead', 'Pioneer', 'Regal'

- APPENDIX D -

Unacceptable Street Tree List

The following is a list of trees that are considered unacceptable for planting in the road right of way. Species on this list may be planted in park or open space settings in the right location and situation. This list will be evaluated periodically and species may be added or removed as seen fit.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
	All Evergreen Species Not on Recommended List	Obstruct visibility
<i>Acer negundo</i>	Boxelder	Weak wooded, attracts boxelder bug
<i>Acer rubrum</i>	Red Maple	Intolerant of alkaline soils
<i>Acer saccharinum</i>	Silver Maple	Weak wooded, aggressive roots, heavy seed crop
<i>Betula spp.</i>	Birch	Susceptible to insects and disease, intolerant of disturbed sites
<i>Carya spp.</i>	Hickory	Littering fruit
<i>Catalpa spp.</i>	Catalpa	Littering fruit
<i>Fraxinus spp.</i>	Ash	Emerald Ash Borer
<i>Gingko biloba (female)</i>	Gingko (female)	Messy and smelly fruit
<i>Juglans spp.</i>	Walnut	Littering fruit
<i>Malus sylvestris</i>	Common Apple	Fruit tree
<i>Morus spp.</i>	Mulberry	Littering fruit
<i>Populus spp.</i>	Poplar, Cottonwood	Weak wooded, aggressive roots, heavy seed crop
<i>Prunus serotina</i>	Black Cherry	Fruit tree
<i>Prunus domestica</i>	Garden Plum	Fruit tree
<i>Pyrus communis</i>	Common Pear	Fruit tree
<i>Quercus palustris</i>	Pin Oak	Intolerant of alkaline soils
<i>Robinia pseudoacacia</i>	Black Locust	Weak wooded, thorns, invasive
<i>Salix spp.</i>	Willow	Weak wooded, aggressive roots
<i>Sorbus americana</i>	American Mountainash	Susceptible to insects and disease
<i>Sorbus aucuparia</i>	European Mountainash	Susceptible to insects and disease
<i>Ulmus pumila</i>	Siberian Elm	Weak wooded, aggressive roots

- APPENDIX E -

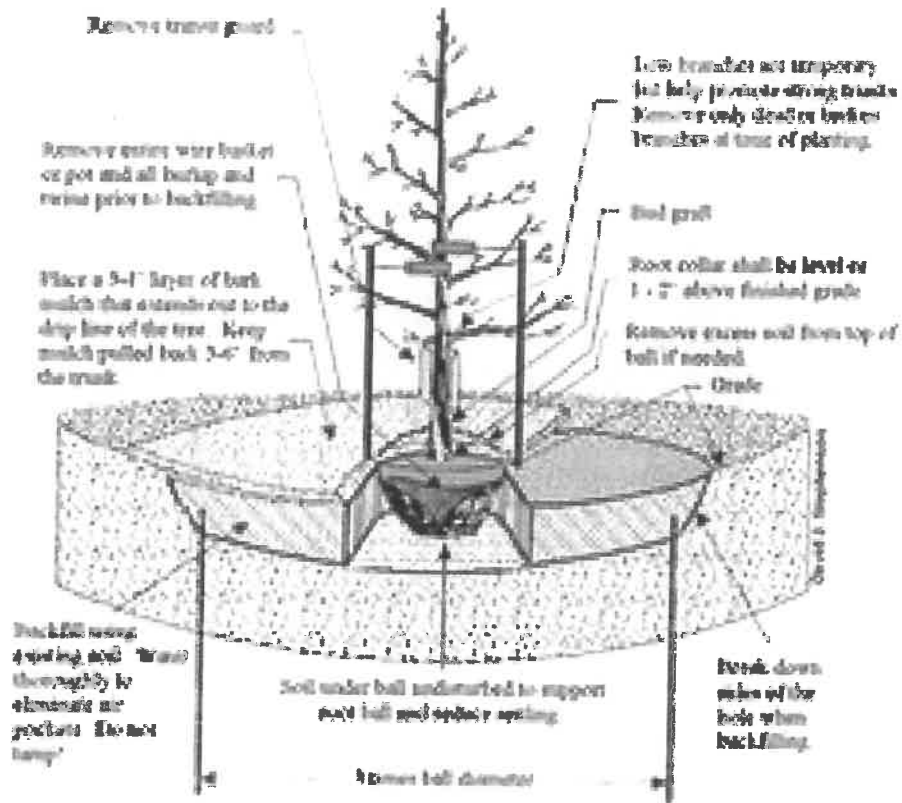


Figure 1 – Proper Tree Planting Technique

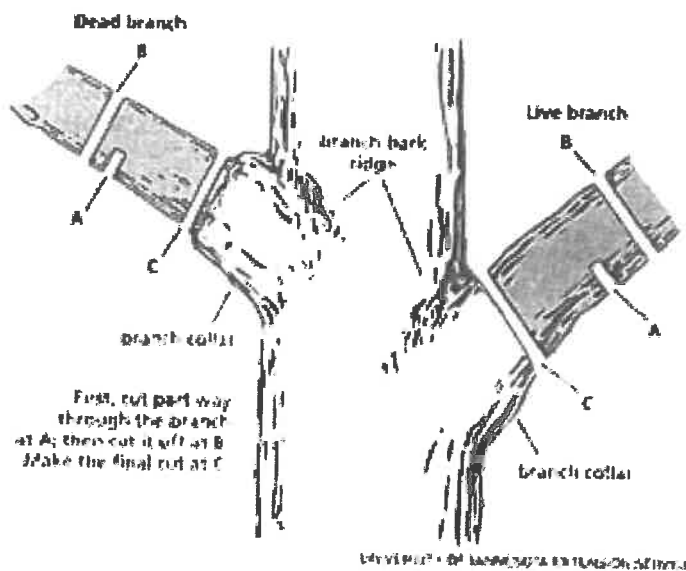


Figure 2 – Proper Pruning Technique

- APPENDIX E -

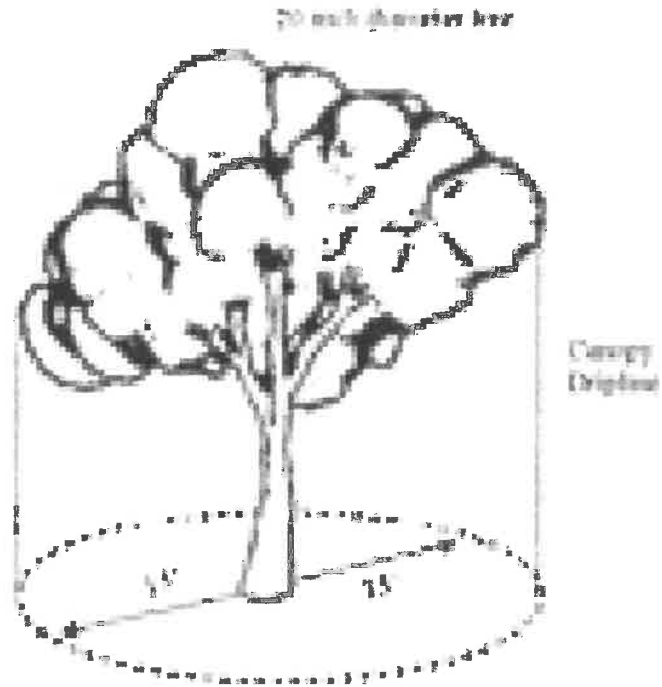


Figure 3 – Extent of Tree Protection Zone

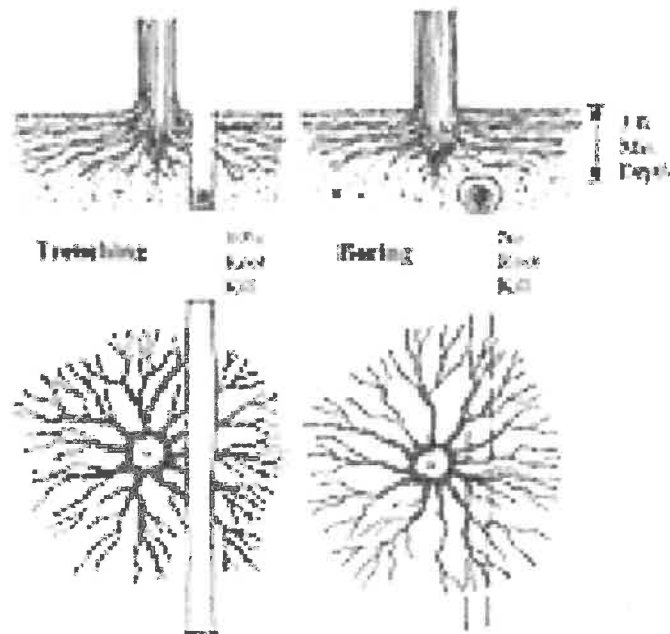


Figure 4 – How Boring Saves Trees

TOWN OF GREENVILLE
Parks, Recreation and Forestry Department
Forestry Construction Permit
As required by Ordinance Number X

Company Name: _____

Company Address: _____

Contact Person: _____ Phone Number: _____

Site Address: _____

Description of Construction (attach blueprints): _____

Proposed Start Date: _____ Proposed Completion Date: _____

To be filled out by Forestry Department

Proposed work must be done in accordance with the following directives: _____

The applicant agrees to perform the described work in a proper manner according to the conditions set forth above, as well as the Town of Greenville Urban Forestry Ordinance and the Town of Greenville Arboricultural Specifications Manual. Issuance of the permit creates no legal liability, express or implied, on the Department or Municipality; and certifies that all the above information is true. The applicant must show proof of having necessary limits of insurance for proposed work.

Signature of Authorized Company Representative: _____

Town Forester: _____

Permit Issued: _____ Permit Expires: _____ Permit Number: _____

VILLAGE BOARD MEETING**VILLAGE OF HARRISON****From:**

Matt Heiser, Village Manager

Meeting Date:

August 31, 2021

Title:

Noe Road Walking Trail Seal Coat

Issue:

Quality of work on the seal coat applied to the trail around the pond at Noe Road.

Background and Additional Information:

One of the park projects approved for 2021 was to apply a seal coat to the walking trail around the pond on Noe Road.

The coating was begun on Friday, August 20 and completed on Monday, August 23. Staff and Board members received complaints about the quality of the job.

I walked the trail with Pres. Heitpas and Jeff on Tuesday, August 24. We noted 3 quality issues:

1. At times it looks like stones were caught in the material as it was applied due to grooving
2. At transition points, where seams occur, the material had to be applied by hand and it is noticeably rougher than when applied by machine
3. The machine applying the material was wider than the trail so it covered the weeds along the sides of the trail

Complaints from the public include the rough texture of the coating which is not a quality issue. The material contains an aggregate or fine particulate matter which results in a bumpy texture. This is as designed and is not a quality flaw. However, it is not smooth like the repaved trail in Darboy Park and it is difficult for anyone to use roller blades, skateboards, scooters or bicycles with training wheels on the trail.

Budget Impacts:

None

Recommended Action:

The DPW might be able to clean up the weeds and staff could attempt a cost reduction from the contractor.

Attachments:

None.



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, 2021, 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: Sundbey First Name: April Middle I: L
 Street Address: 1341 W Wisconsin Ave City: Appleton Zip: 54914
 Day Phone: (920) [redacted] Evening Phone: same
 Date of Birth: [redacted] License Issued in: Wisconsin
 Driver's License #: [redacted]
 Do you currently hold a license in another state? YES NO
 If yes, please list the municipality which issued your license: Menasha

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
speeding	Fox Crossing	8/18
parking	Little Chute	12/19

WITNESS SIGNATURE:

Subscribed and sworn to before me this _____ day of _____ 2020/2021

X April Sundbey 8/9/21
Applicant Signature Date

Witness Signature

Witness Address: _____

Office Use Only: \$35.00

Background Check

Approved: _____

Course Completion

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

August 31, 2021

Title:

Zip Code/Community Identity

Issue:

Should the Village of Harrison Have It's Own Zip Code?

Background and Additional Information:

Pres. Heitpas and I have encountered instances when the Village is hampered by not having its own zip code. Some examples are:

1. It causes confusion with state agencies. When setting up an on-line account with WisDoT it did not recognize Harrison with the zip code 54952. I had to list it as Menasha. It also caused the Village to receive too much Shared Revenue when an electrical substation was thought to be in the Village when it was not.
2. It hinders economic development. I learned recently that data analysis for development, like labor statistics, are all based on zip code. It makes it more difficult for the Village to present data to potential developers.

Thus Pres. Heitpas has been exploring the task of getting a zip code assigned to Harrison. He learned it would have some significant impacts and in discussions with staff realized this is tied to Village branding and the concept of community for the residents.

Budget Impacts:

None

Recommended Action:

None

Attachments:

None.

VILLAGE BOARD MEETING**From:**

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON**Meeting Date:**

August 31, 2021

Title:

Ryford Street Surplus Land

Issue:

What does the Village Board want to do with the surplus land from the Ryford Street extension?

Background and Additional Information:

The Village owns approximately 6.9-acres at the ends of Ryford Street and Noe Road. The Village just recently extended Ryford Street and Noe Road to make a street connection through the Village property. The Public Works Dept. constructed the roadway base and biofilter (stormwater management). The remaining lands are surplus and could be sold for development.

Initially, McMahon put together a lot layout for single-family homes indicating potential for 6-single-family lots (See before flood study map). However, after the H&H (hydrologic & hydraulic) study on the north/south stream corridor was completed, it was determined that much of the land is unbuildable unless a more detailed H&H study is completed on the east/west stream corridor (See after flood study map). The after flood study map indicates one buildable lot on the north side of Ryford Street, a buildable lot on the east side of Ryford Street/Noe Road, and the unbuildable area as Lot 3. The buildable lot north of Ryford Street could be further divided into 2 lots, if the area adjacent to the stream corridor is filled. The H&H study on the east/west corridor may increase the buildable area south of Ryford Street. The biofilter was constructed along the south side of Ryford Street.

Other uses to consider may include a senior housing condo style development, parkland, or other residential uses to complement the area.

Budget Impacts:

Revenue to offset extension of Ryford Street through the property.

Action Options:

1. Consider selling as 2 lots. (CSM required to create lots and dedicate ROW & biofilter)
2. Consider selling as 3 lots. (CSM required to create lots and dedicate ROW & biofilter)
3. Consider a H&H study for east/west stream to determine if more lots can be created.
4. Postpone action for further discussion.
5. Do not sell land.
6. Other: _____

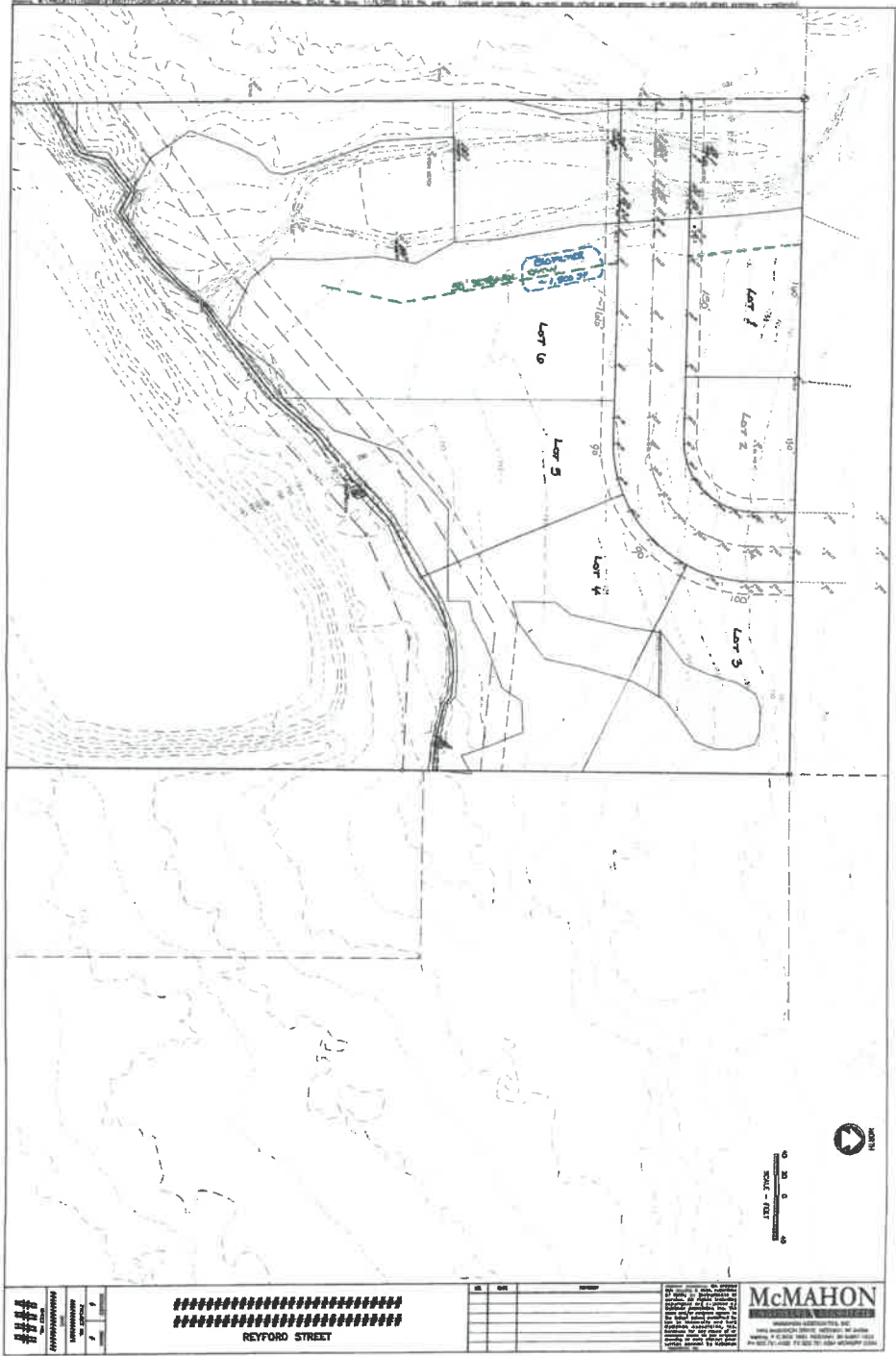
Attachments:

- Aerial Map
- Proposed lot layout (before McMahan flood study) 6-lots
- Proposed lot layout (after McMahan flood study) 2—3-lots

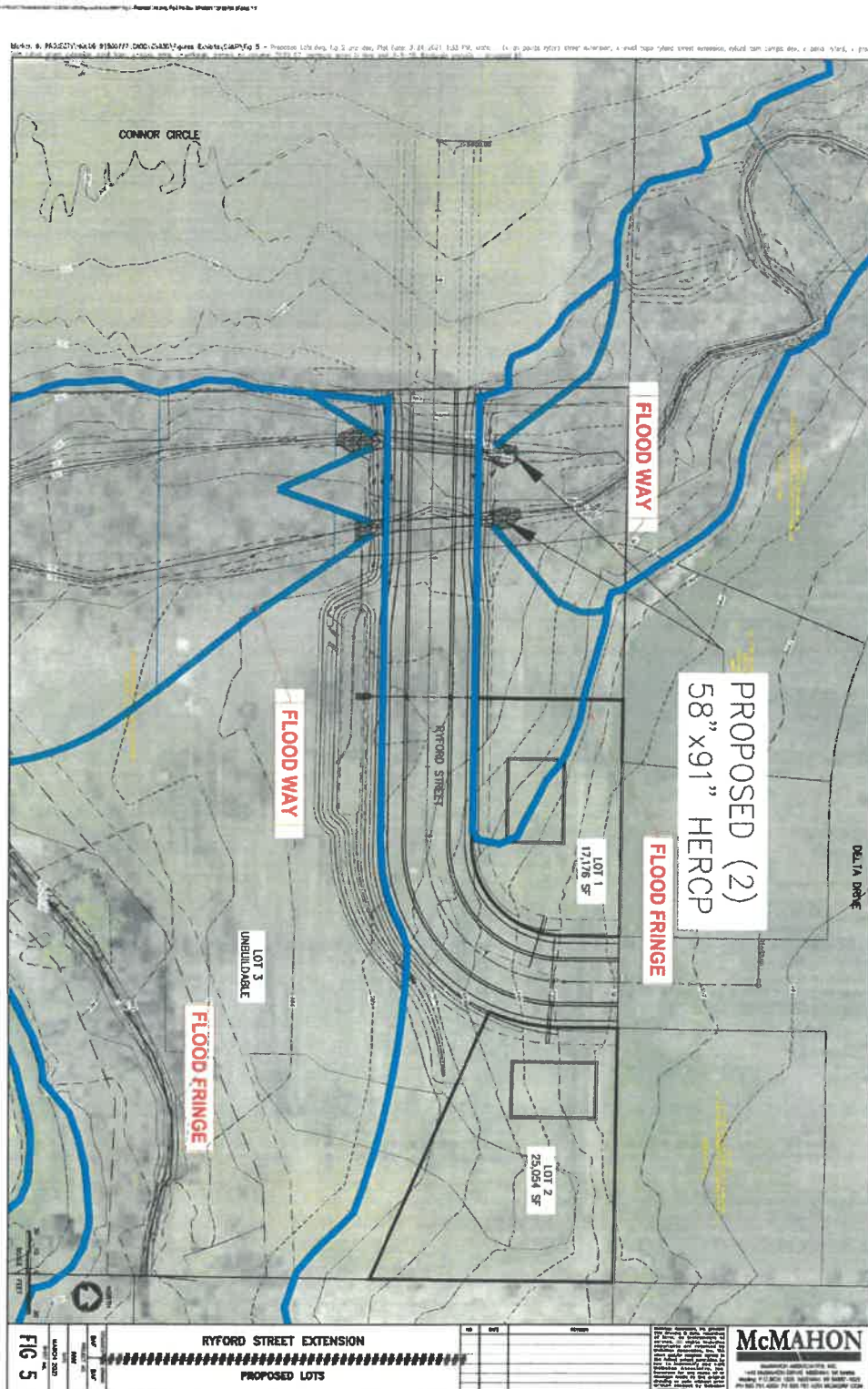
Aerial Map



Before flood study (6-lots)



After flood study (2-3 -lots)



VILLAGE BOARD MEETING

From:

Matt Heiser, Village Manager

VILLAGE OF HARRISON

Meeting Date:

August 31, 2021

Title:

2021 Budget and 2022 Budget Process

Issue:

When should the Board meet to discuss the 2022 budget?

Background and Additional Information:

The 2021 budget was not entered into the financial system of the Village (Workhorse). I am working to complete that process and print out an updated budget status report for the Board. At the time the packet was assembled it was not finished. I will attempt to get the Board a report before the meeting on August 31.

It is my understanding the Board would schedule four meetings to discuss the budget and would approve at the end of November.

Budget Impacts:

None

Recommended Action:

Based on input from Board members our goal should be to finish/approve the budget by the end of October or early November. I will need time to prepare so I would request the first budget meeting be no sooner than the week of September 20.

Attachments:

None.