
VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

January 25, 2022

Title:

Memo to explain processes of this meeting

Issue:

To ensure the agenda is properly stated in the absence of/consideration of a vacant Village President seat

Background and Additional Information:

After the manner in which the previous meeting unfolded it became clear the preparation for the January 25 meeting needs to be more precise. The Village attorney will be present to advise the Board as it deals with the issues of a vacant Village President seat.

The first issue is who will be the presiding officer to run the meeting. The charter ordinance for the Village is as follows:

<beginning of Charter Ordinance excerpt>

1.03 PRESIDING OFFICER

A. Designated

The Village President shall preside at all Village Board meetings. In the absence of the President, the Village Clerk shall call the meeting to order and preside until the Trustees present elect one of their members as the temporary presiding officer. If the President appears while the meeting is in session, the temporary presiding officer shall vacate the chair.

<end of Charter Ordinance excerpt>

There does not need to be a designated agenda item for this because the Village President could be absent, in theory, for any number of reasons with little notice. Thus, based on this ordinance, the Board is free to select a Pro Tem without it being on the agenda.

Therefore: the Village Clerk will call the meeting to order. She will then ask for a motion to select a Pro Tem to run the meeting. The Board can discuss how this is to be done. For the sake of making it amenable to all Board members they could agree to take turns until the seat of Village President is filled by whichever means. Again, to be amenable to all members, the

motion could be just to run this meeting. Staff will have the names of the Board members in a basket if the Board wishes to draw them to determine the Pro Tem for the evening.

To avoid any confusion about the legitimacy of Board action on the other items of the agenda it is important the Board appoint a Pro Tem rather than ending in an impasse that would result in the Clerk presiding over the remainder of the meeting.

If the selected Pro Tem wishes they can ask for a motion to suspend rules and go directly to items later on the agenda:

Unfinished Business to continue consideration of vacant Village President seat

The Village attorney will be able to assist the Board through this discussion. The Board is free to suspend use of Robert's Rules at any point to grant more freedom of expression. If the Board chooses not to suspend Robert's Rules the attorney will be able to recommend which parties can reopen discussion on which motions.

Furthermore, the suspension of rules could also be for the other items on the agenda staff anticipates the Board would like participation of the Village Attorney:

- a) Discussion and direction on Board's preference in style of Minutes
- b) Discussion and Possible Action on Meeting Sign-In Sheet Procedures
- c) Missed Refuse Charges on Tax Bills

Budget Impacts:.

None

Recommended Action:

Select a Pro-Tem to run the meeting

Attachments:

- None.
-

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, January 25, 2022
TIME: 6:00 PM
PLACE: Harrison Municipal Building
W5298 State Road 114
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village Board meeting will be held following a Public Hearing that begins at 6:00pm on Tuesday, November 16, 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
- g) Harrison Utilities
- h) Clerk-Treasurer (Statement of Income and Expenses)

7. Corrections and Approval of Meetings Minutes

- a) January 11, 2022

8. Payments of Bills and Claims

- a) December 9, 2021 – December 31, 2021

9. Unfinished Business from Previous Meetings for Consideration or Action

- a) Discussion/possible action to fill vacant seat of Village President with guidance from Village Attorney regarding tie-breakers.

10. New Business for Consideration and Action

- a) Presentation by Baird and Consider for Approval Resolution No. 2022-01 Providing for the Sale of \$1,500,000 General Obligation Promissory Notes
- b) Discussion/Action on Board's Preference in Style of Minutes
- c) Discussion/Action on Meeting Sign-In Sheet Procedures
- d) Discussion/Action on Missed Refuse Charges on Tax Bills
- e) Discussion and Possible Action with Editor of Times Villager Regarding Accuracy of Articles About the Village
- f) Consider for Approval a 1-lot Certified Survey Map for Property on Mielke Road
- g) Discussion, Guidance, and Possible Action on ARPA Fund Usage Requests from Staff Including Use of ARPA Funds for Quarantine Periods.
- h) Discussion/Action on IT and IT support needs
- i) Consider for Approval 2022 Summer in the Park Events and Funding
- j) Consider for Approval a Process for Manager Evaluation
- k) Discussion/Action to Approve Resolution V2022-02 Amending Resolution V2021-07, Designating Public Depositories and Authorizing Withdrawal of Municipal Funds
- l) Discussion/Action on Purchase of a Front-End Loader
- m) Discussion/Action on Purchase of Two Lawn Mowers
- n) Discussion/Action to Appoint Village Manager/Assistant Manager as Representative on the Neenah-Menasha Sewer Commission

11. Future Agenda Items

- b) Overview on the Village Comprehensive Plan – January (ML & JB)
- c) Discussion/Action on a 5-year Capital Improvement Plan
- d) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- e) Discussion/Action on amending our noise ordinance to include decibel limits
- f) Parking and Speed Limits in the Village (JB/ML) 10/26/21

12. 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 January 20, 2022 at www.harrison-wi.org and Municipal Building lobby.
Vicki Tessen, Clerk

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

January 25, 2022

Title:

Manager's Report for the January 25 Village Board Meeting

Issue:

None.

Background and Additional Information:

The two rooftop units were replaced at Municipal Building last week. Just as a reminder they are high-efficiency units that will receive small rebates via Focus on Energy. Staff is pursuing the use of ARPA funds to pay for them.

The Village engineer is working on the 2022 road projects approved by the Board. McMahon surveyed the neighborhood around Sunrise School before there was snow on the ground.

The Calumet County Sheriff's department is adding Manitowoc and Woodland between Hwy N and Lake Park Road to their monitor list as part of the Village's concern over speed limits. They do not have any objection regarding a reduction from 45 mph to 35 mph in that stretch. The current recommendation of Lt. Voland would be that Manitowoc experiences heavier traffic and would be the better candidate for a speed limit reduction. He does not think at this point a reduction on Woodland would be as effective. However, he did not have any objection to a reduction on Woodland.

Budget Impacts:

None.

Recommended Action:

None

Attachments:

- None

Village of Harrison
December-21 Zoning Permit Report

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
Residential								
Single Family	1	91	\$ 814,655	\$ 38,951,024	7	83	\$ 2,014,500	\$ 27,332,618
Two Family (units)	0 (0)	3	\$ 0	\$ 1,850,000	0 (0)	1	\$ 0	\$ 650,000
Multi Family (units)	0 (0)	4	\$ 0	\$ 49,740,000	0 (0)	3	\$ 0	\$ 31,500,000
Additions	0	17	\$ 0	\$ 1,266,555	1	17	\$ 37,000	\$ 796,573
Acc. Structures	0	28	\$ 0	\$ 450,825	0	42	\$ 0	\$ 530,550
Miscellaneous	2	110	\$ 0	\$ 751,249	3	125	\$ 82,500	\$ 1,205,139
Total Residential	3	253	\$ 814,655	\$ 93,009,653	11	271	\$ 2,134,000	\$ 62,014,880
Com./Ind.								
New	0	3	\$ 0	\$ 2,100,000	0	1	\$ 0	\$ 350,000
Additions	0	1	\$ 0	\$ 1,825,000	0	1	\$ 0	\$ 16,000
Acc. Structures	0	0	\$ 0	\$ 0	0	2	\$ 0	\$ 51,500
Miscellaneous	2	10	\$ 30,000	\$ 153,471	0	6	\$ 0	\$ 523,450
Total Com./Ind.	2	14	\$ 30,000	\$ 4,078,471	0	10	\$ 0	\$ 940,950
Combined Total	5	267	\$ 844,655	\$ 97,088,124	11	281	\$ 2,134,000	\$ 62,955,830

Number of Vacant
Lots Remaining

164

VILLAGE Statement of Accounts by month

2021	January	February	March	April	May	June	July	August	September	October	Nov
ICB Checking General 0300 0.0%											
Beginning Balance	\$ 4,424,798.17	\$ 2,909,331.79	\$ 2,211,917.99	\$ 1,728,880.18	\$ 1,589,375.08	\$ 1,462,847.99	\$ 1,977,895.10	\$ 1,938,148.26	\$ 2,117,362.86	\$ 2,139,649.68	\$ 8
Credits	\$ 246,107.55	\$ 4,260.18	\$ 293,593.60	\$ 407,482.76	311434.79	\$ 810,841.05	\$ 306,415.58	\$ 1,025,535.99	\$ 349,382.59	\$ 1,157,931.25	\$
Debits	\$ 1,761,573.93	\$ 701,673.98	\$ 776,631.41	\$ 546,987.86	437961.88	\$ 295,793.94	\$ 346,162.42	\$ 846,321.39	\$ 327,095.77	\$ 2,420,655.06	\$ 7
Ending Balance	\$ 2,909,331.79	\$ 2,211,917.99	\$ 1,728,880.18	\$ 1,589,375.08	\$ 1,462,847.99	\$ 1,977,895.10	\$ 1,938,148.26	\$ 2,117,362.86	\$ 2,139,649.68	\$ 876,925.87	\$ 2

ICB Checking Taxes 1753 APY 0.05%											
Beginning Balance	\$ 10,813,525.63	\$ 11,950,931.18	\$ 9,140,378.54	\$ 8,291,059.95	\$ 8,162,182.30	\$ 8,162,883.22	\$ 8,163,607.45	\$ 8,164,251.84	\$ 8,164,945.24	\$ 8,168,427.21	\$ 3,1
Credits	\$ 6,688,051.31	\$ 3,418,191.39	\$ 654,635.50	\$ 2,014.88	\$ 7.70	\$ 53.37			\$ 2,833.18		\$
Interest	\$ 1,731.51	\$ 1,139.17	\$ 703.52	\$ 680.42	\$ 693.22	\$ 670.92	\$ 693.34	\$ 693.40	\$ 648.79	\$ 161.90	\$
Debits	\$ 5,552,377.27	\$ 6,229,883.20	\$ 1,504,657.61	\$ 131,572.95		\$ 0.06	\$ 48.95			\$ 5,001,481.36	
Ending Balance	\$ 11,950,931.18	\$ 9,140,378.54	\$ 8,291,059.95	\$ 8,162,182.30	\$ 8,162,883.22	\$ 8,163,607.45	\$ 8,164,251.84	\$ 8,164,945.24	\$ 8,168,427.21	\$ 3,167,107.75	\$ 3,1

ICB Checking Town 8500 APY .10%											
Beginning Balance	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,059.15	\$ 11,060.50	\$ 11,061.44	\$ 11,062.35	\$
Credits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.40	\$ 1.35	\$ 0.94	\$ 0.91	\$ 0.94	\$
Debits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$
Ending Balance	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,057.75	\$ 11,059.15	\$ 11,060.50	\$ 11,061.44	\$ 11,062.35	\$ 11,063.29	\$

TOTAL OF VOH CHECKING ACCTS	\$ 14,871,320.72	\$ 11,363,354.28	\$ 10,030,997.88	\$ 9,762,615.13	\$ 9,636,788.96	\$ 10,152,561.70	\$ 10,113,460.60	\$ 10,293,369.54	\$ 10,319,139.24	\$ 4,055,096.91	\$ 3,3
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ICB Checking Fire Dept 1189											
Beginning Balance	\$ 179.57	\$ 171.89	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$
Credits	\$ -	\$ 1,500.00									
Debits	\$ 7.68	\$ 384.92									
Ending Balance	\$ 171.89	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$ 1,286.97	\$

ICB Money Mrkt General 0310 APY 0.15%											
Beginning Balance	\$ 1,865,276.63	\$ 1,865,599.61	\$ 1,865,875.11	\$ 1,866,163.94	\$ 1,866,416.51	\$ 1,866,657.36	\$ 1,866,887.50	\$ 1,867,115.11	\$ 1,867,348.88	\$ 1,867,579.10	\$ 5,8
Credits	\$ -	\$ -							\$ -	\$ 4,000,000.00	
Debits	\$ -	\$ -									
Interest	\$ 322.98	\$ 275.50	\$ 288.83	\$ 252.57	\$ 240.85	\$ 230.14	\$ 227.61	\$ 233.77	\$ 230.22	\$ 681.76	\$
Ending Balance	\$ 1,865,599.61	\$ 1,865,875.11	\$ 1,866,163.94	\$ 1,866,416.51	\$ 1,866,657.36	\$ 1,866,887.50	\$ 1,867,115.11	\$ 1,867,348.88	\$ 1,867,579.10	\$ 5,868,260.86	\$ 5,8

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Dated From: 12/13/2021 From Account:
Thru: 12/13/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
11848	12/13/2021	CALUMET COUNTY TREASURER 2021 DOG SETTLEMENT TO COUNTY	
100-00-24030-000-000		Due to County - Dog License 2021 DOG SETTLEMENT TO COUNTY	2,740.00
		Total	2,740.00
11849	12/13/2021	D & D EQUIPMENT CO INC SNOWBLOWER PURCH #20132 10/13/21	
100-09-57324-000-000		Capital Outlay - Hwy. Equip SNOWBLOWER PURCH #20132 10/13/21 20132	7,600.00
		Total	7,600.00
		Grand Total	10,340.00

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Dated From: 12/13/2021
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From Account:
Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND

10,340.00

Total Expenditure from all Funds

10,340.00

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Dated From: 12/13/2021
Thru: 12/13/2021

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		10,340.00
	Total Expenditure - Fund # 100	10,340.00	
	Total	10,340.00	10,340.00

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Dated From: 12/14/2021

From Account:

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Thru Account:

Check Nbr	Check Date	Payee	Amount
11851	12/22/2021	ARING EQUIPMENT CO INC 776006	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/16/21 SWITCH KIT 776006	369.25
		Total	369.25
11852	12/22/2021	AUTOMOTIVE SUPPLY CO - KAUKAUNA 60922900	
100-09-53311-400-000		Hwy Dept - Supplies FROM 12/20/21 OIL, TUNE UP, STA-BIL 60922900	235.21
		Total	235.21
11853	12/22/2021	BAUMANN CONSTRUCTION ESCROW RETURN N9395 ROSELLA DR	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN N9395 ROSELLA DR	1,500.00
		Total	1,500.00
11854	12/22/2021	BIRSCHBACH INSPECTION SERVICE INC BUILDING INSPECTIONS FOR NOVEMBER 2021	
100-00-52400-000-000		Building Inspector - Contract BUILDING INSPECTIONS FOR NOVEMBER 2021	16,723.86
		Total	16,723.86
11855	12/22/2021	BRENDON HARTJES REIMBURSE FOR SODA	
100-06-52200-301-000		Fire Dept - Petty Cash REIMBURSE FOR SODA	76.28
		Total	76.28
11856	12/22/2021	BROOKS TRACTOR INC - SUN PRAIRIE 384406	
100-09-53311-901-000		Hwy Dept - Ditching/Grading FROM 12/6/21 PLOW WIRING 384406	556.00
		Total	556.00
11857	12/22/2021	CARDMEMBER SERVICE 4798510057423846	
100-09-53311-901-000		Hwy Dept - Ditching/Grading FROM 11/23 UNITED RENTAL TAX CREDIT TWICE	63.34

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Check Nbr	Check Date	Payee	Amount
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 11/11 BEST BUY LAPTOP	1,149.99
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 11/11 HOME DEPOT SEA FOAM	9.98
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 11/15 WALMART WAX,ANTIFREEZE,WASHFL	83.88
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 11/19 NFPA BROCHURES	81.95
100-06-52200-700-000		Fire Dept - Equip Maintenance FROM 11/22 UPS STORE SHIP GAS METER	36.14
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 11/22 MENARD ST70 THERMOSTAT, TABLES	133.29
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 11/24 WPSG/FIRESTORE SAFETY CONES	53.69
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 12/1 AMAZON SAFETYLIGHT/FLASHLIGHTS	299.40
100-08-52300-000-000		1st Responders - Operating Exp FROM 12/2 AMAZON CARBONMONOXIDE MONITORS	516.00
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 12/4 HOME DEPOT CRATE	10.98
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 12/5 AMAZON USB C HUB/ADAPTER	79.99
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 12/5 AMAZON POWER STRIP SURGE PROT	23.28
100-02-51400-400-000		Gen. Admin - Supplies FROM 11/15 AMAZON EXCHANGE DYMO LABELWRI	26.37
100-09-53311-305-000		Hwy Dept - Training Expenses FROM 11/16 NASECA K GREZINSKI TRAINING	319.00
100-02-51400-400-000		Gen. Admin - Supplies FROM 11/24 ADOBE ACROBAT PRO	15.74
100-02-51400-400-000		Gen. Admin - Supplies FROM 11/30 ZIPRECRUITER PUBLIC WORKS JOB	185.68
100-00-51980-000-000		Memorial Expenses FROM 12/8 PIGGLYWIGGLY JIM SALM FUNERAL	67.75
100-00-51100-115-000		Village Board-Training/Mileage FROM 11/10 LEAGUE WI MUN BOOKS	350.00
100-02-51400-305-000		Gen. Admin - Training/Conf. FROM 11/10 LEAGUE WI MUN BOOKS STAFF	145.00

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Check Nbr	Check Date	Payee	Amount
100-01-51101-400-000		Planning - Supplies	336.73
		FROM 11/19 SHOPLET FILING CABINET	
100-02-51400-400-000		Gen. Admin - Supplies	336.73
		FROM 11/19 SHOPLET FILING CABINET	
		Total	4,324.91
11858	12/22/2021	CHARTER COMMUNICATIONS- 31663 0031663120821	
100-02-51400-400-006		Gen. Admin - Service Contracts	424.91
		ACC 8348104270031663 SERVICE 12/8-1/7 31663120821	
		Total	424.91
11859	12/22/2021	CITY OF APPLETON 8185	
100-09-57330-000-000		Capital Outlay - Road Projects	120,000.00
		COOP ROAD ASPHALT RESURFACING PROJECT 8185	
		Total	120,000.00
11860	12/22/2021	COREY FELLNER REIMBURSE FOR COOKIES	
100-06-52200-301-000		Fire Dept - Petty Cash	10.47
		REIMBURSE FOR COOKIES	
		Total	10.47
11861	12/22/2021	D & D EQUIPMENT CO INC CL21163	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	66.01
		FROM 12/15/21 GEHL 540 PARTS CL21163	
		Total	66.01
11862	12/22/2021	DARLENE BARTLEIN REISSUE CK 8079 FROM 6/13/19 NOT CASHED	
100-00-51100-100-000		Village Board - Wages	190.74
		REISSUE CK 8079 6/13/19 NOT CASHED-STALE	
		Total	190.74
11863	12/22/2021	FAST SIGNS APP-144557	
100-02-51400-400-000		Gen. Admin - Supplies	660.00
		2022 YARD WASTE STICKERS - QTY 2200 APP-144557	

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Check Nbr	Check Date	Payee	Amount
<hr/>			Total 660.00
11864	12/22/2021	FIRE SMART PROMOTIONS ORDER 112078	
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 11/29 PENCILS, HATS 112078	476.90
<hr/>			Total 476.90
11865	12/22/2021	FRANKS RADIO SERVICE INC 119795	
100-06-57220-000-000		Fire Dept - Capital Outlay FROM 12/21/21 MINITOR VI STORED VOICE-6 119795	2,226.19
<hr/>			Total 2,226.19
11866	12/22/2021	GAT SUPPLY, INC 389397-2	
100-09-53311-400-000		Hwy Dept - Supplies FROM 12/9/21 GLOVES 389397-2	51.86
<hr/>			Total 51.86
11867	12/22/2021	GINA ERICKSON REIMBURSE FOR MEETING FOOD	
100-06-52200-301-000		Fire Dept - Petty Cash REIMBURSE FOR MEETING FOOD	116.00
<hr/>			Total 116.00
11868	12/22/2021	HYDROCLEAN EQUIPMENT INC 12519	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/9/21 CLEANER, REEL HOSE 12519	420.00
<hr/>			Total 420.00
11869	12/22/2021	J.F. AHERN CO 474453	
100-06-52200-700-000		Fire Dept - Equip Maintenance FROM 11/30/21 RECHARGE FIRE EXT ST#70 474453	95.75
<hr/>			Total 95.75
11870	12/22/2021	JOANNE SIEMEK COMMUNITY PARK FLOWER BOX PLANTINGS 2021	

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INVESTORS COMMUNITY BANK

Dated From: 12/14/2021

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Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-55200-000-000		Parks - Maint. and Utilities COMMUNITY PARK FLOWER BOX PLANTINGS 2021	27.36
		Total	27.36
11871	12/22/2021	JOE'S POWER CENTER 108925	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/16/21 CHAIN SAW CHAIN LOOP, BAR 108925	84.97
		Total	84.97
11872	12/22/2021	KLINK HYDRAULICS LLC 19221	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/1/21 HOSE, PLUG, COUPLER 19221	360.20
		Total	360.20
11873	12/22/2021	LISOWE OIL DIV OF ADVANCED FUEL SERV 27021, 27047	
100-09-53311-600-030		Hwy Dept - Fuel FROM 12/7/2021 27021	2,160.34
100-09-53311-600-030		Hwy Dept - Fuel FROM 12/13/2021 27047	2,330.55
		Total	4,490.89
11874	12/22/2021	MARK GACKENHEIMER REIMB EPI/NARCAN BOXES, BATTERIES	
100-08-52300-000-000		1st Responders - Operating Exp REIMBURSE EPI/NARCAN BOXES	80.90
100-08-52300-000-000		1st Responders - Operating Exp REIMBURSE BATTERIES	18.24
		Total	99.14
11875	12/22/2021	MENARDS-APPLETON EAST 13054	
100-09-53311-901-000		Hwy Dept - Ditching/Grading FROM 12/10/21 PICKETS, BOOSTER CABLE 13054	28.36
		Total	28.36
11876	12/22/2021	MGD INDUSTRIAL CORPORATION 199852	

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INVESTORS COMMUNITY BANK

Dated From: 12/14/2021

From Account:

Thru: 12/22/2021

Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-400-000		Hwy Dept - Supplies	57.98
	FROM 12/9/21	GLOVES 199852	
		Total	57.98
11877	12/22/2021	MID-AMERICAN RESEARCH CHEMICAL	
		0749116-IN	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	448.25
	FROM 12/2/21	SUPPLIES 0749116-IN	
		Total	448.25
11878	12/22/2021	MIDWEST WORKWEAR	
		9948	
100-09-53311-400-000		Hwy Dept - Supplies	185.52
	FROM 12/13/21	2021 LOGO WEAR M NETT 9948	
100-09-53311-400-000		Hwy Dept - Supplies	233.09
	FROM 12/13/21	2021 LOGO WEAR B WELHOUSE 9948	
100-09-53311-400-000		Hwy Dept - Supplies	112.19
	FROM 12/13/21	2021 LOGO WEAR J WISNET 9948	
		Total	530.80
11879	12/22/2021	PACKER CITY INTERNATIONAL TRUCKS	
		X103108667:01	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	32.70
	FROM 12/14/21	TRK 17 VALVE X103108667:01	
		Total	32.70
11880	12/22/2021	RENNERTS	
		44483	
100-06-52200-600-000		Fire Dept - Vehicle Maint.	2,325.49
	FROM 12/10	2019 TRK TENSIONER & SEATBELT 44483	
		Total	2,325.49
11881	12/22/2021	ROCKET INDUSTRIAL	
		IN00338441	
100-09-53311-400-000		Hwy Dept - Supplies	90.87
	FROM 12/13	KITCHEN ROLL TOWELS IN00338441	
		Total	90.87
11882	12/22/2021	RUCON CONSTRUCTION MANAGEMENT	
		ESCROW RETURN N8840 NOE RD	

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Dated From: 12/14/2021 From Account:
Thru: 12/22/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN N8840 NOE RD	1,500.00
		Total	1,500.00
11883	12/22/2021	STUMPF EXCAVATING & TRUCKING 8692, 8699	
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANK SHOP 12/13/21 8692	120.00
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANKS 12/20/21 8699	240.00
		Total	360.00
11884	12/22/2021	TRI CITY GLASS INC I03081896	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 12/3/21 REKEY INTERIOR DOOR I03081896	120.00
		Total	120.00
11885	12/22/2021	ULINE 142587225	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 12/13/21 BLACK TRASH BAGS 142587225	324.12
		Total	324.12
11886	12/22/2021	WIL-KIL PEST CONTROL 4312189, 4313270	
100-02-51400-400-006		Gen. Admin - Service Contracts FIRE STATION 60 NA	0.00
100-02-51400-400-006		Gen. Admin - Service Contracts FIRE STATION 70 4313270	50.00
100-02-51400-400-006		Gen. Admin - Service Contracts EXTERIOR INSECT FIRE STATION #60 NA	0.00
100-02-51400-400-006		Gen. Admin - Service Contracts EXTERIOR INSECT FIRE STATION 70 NA	0.00
100-02-51400-400-006		Gen. Admin - Service Contracts POWER SPRAY - VILLAGE HALL NA	0.00
100-02-51400-400-006		Gen. Admin - Service Contracts VILLAGE HALL 4312189	86.75
		Total	136.75

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Dated From: 12/14/2021

From Account:

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Thru Account:

Check Nbr	Check Date	Payee	Amount
Grand Total			159,542.22

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Dated From: 12/14/2021

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Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND

159,542.22

Total Expenditure from all Funds

159,542.22

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INVESTORS COMMUNITY BANK

Dated From: 12/14/2021
Thru: 12/22/2021

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		159,542.22
	Total Expenditure - Fund # 100	159,542.22	
	Total	159,542.22	159,542.22

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INVESTORS COMMUNITY BANK

Dated From: 12/23/2021

From Account:

Thru: 12/30/2021

Thru Account:

Check Nbr	Check Date	Payee	Amount
11887 P01136	12/30/2021	5 ALARM	
100-06-57220-000-000		Fire Dept - Capital Outlay	364.78
		FROM 12/17/21 FACEPIECE P01136	
		Total	364.78
11888	12/30/2021	BRAD WELHOUSE DECEMBER CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone	30.00
		DECEMBER CELL PHONE STIPEND	
		Total	30.00
11889 C62099	12/30/2021	BROOKS TRACTOR INC - SUN PRAIRIE	
100-09-53311-900-000		Hwy Dept - Road Maintenance	3,800.00
		FROM 12/18/21 TO 1/17 RENTAL JD LOADER C62099	
		Total	3,800.00
11890	12/30/2021	CHARTER COMMUNICATIONS- 15410 0015410122321	
100-02-51400-400-006		Gen. Admin - Service Contracts	135.65
		SERVICE PERIOD 12/23/21-1/22/22	
		Total	135.65
11891 CW71481	12/30/2021	D & D EQUIPMENT CO INC	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	1,016.48
		FROM 12/17/21 ALT KIT GEHL LOADER CW71481	
		Total	1,016.48
11892 210466	12/30/2021	EMERGENCY LIGHTING & ELECTRONICS LLC	
100-06-52200-600-000		Fire Dept - Vehicle Maint.	1,042.80
		FROM 12/27/21 WHELEN LIGHTS 210466	
		Total	1,042.80
11893 73203004	12/30/2021	EMERGENCY MEDICAL PRODUCTS, INC.	
100-06-57220-000-000		Fire Dept - Capital Outlay	1,404.62
		FROM 12/16/21 ZOLL AED, CASE, PADS 73203004	

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Dated From: 12/23/2021

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Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 1,404.62
11894	12/30/2021	FAST SIGNS APP-143880	
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 12/28/21 TABLE THROWS WITH LOGOS APP-143880	409.37
			Total 409.37
11895	12/30/2021	FIREPENNY ORDER 42286	
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 12/23/21 PRE-MIX SEALER 42286	11.50
			Total 11.50
11896	12/30/2021	HARRISON UTILITIES ACCOUNT 000-2781-00	
100-07-52200-500-023		Fire Station 70 - Water/Sewer ACCOUNT 000-2781-00	37.38
			Total 37.38
11897	12/30/2021	JARRED GERL DECEMBER CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone DECEMBER CELL PHONE STIPEND	40.00
			Total 40.00
11898	12/30/2021	JEFF FUNK DECEMBER CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DECEMBER CELL PHONE STIPEND	40.00
			Total 40.00
11899	12/30/2021	JEFF WISNET DECEMBER CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DECEMBER CELL PHONE STIPEND	30.00
			Total 30.00
11900	12/30/2021	KAYLEE GREZINSKI DECEMBER CELL PHONE STIPEND	

Dated From: 12/23/2021 From Account:
 Thru: 12/30/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-53311-500-022		Hwy Dept - Telephone DECEMBER CELL PHONE STIPEND	40.00
Total			40.00
11901	12/30/2021	KRAUS SNOWPLOWS AND EQUIPMENT 10786	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/21/21 FLAP SPRINGS 10786	120.00
Total			120.00
11902	12/30/2021	LINDE GAS & EQUIPMENT INC 67775960	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/16/21 WELDING GASES 67775960	106.63
Total			106.63
11903	12/30/2021	LOUMAR PROPERTIES ESCROW RETURN N9108 SWEETGRASS TRAIL	
100-00-21060-000-000		Building Escrows Payable ESCROW RETURN N9108 SWEETGRASS TRAIL	1,500.00
Total			1,500.00
11904	12/30/2021	MARK MOMMAERTS DECEMBER CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone DECEMBER CELL PHONE STIPEND	40.00
Total			40.00
11905	12/30/2021	MATHEW HEISER DECEMBER CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone DECEMBER CELL PHONE STIPEND	40.00
Total			40.00
11906	12/30/2021	MENARDS-APPLETON EAST 13701	
100-09-53311-400-000		Hwy Dept - Supplies FROM 12/28/21 BITS, WALK GATE, ROTARYTOOL 13701	169.36
Total			169.36

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Dated From: 12/23/2021

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Thru Account:

Check Nbr	Check Date	Payee	Amount
11907	12/30/2021	MIKE BRANTMEIER DECEMBER CELL PHONE STIPEND	
100-06-52200-500-022		Fire Station 60 - Telephone DECEMBER CELL PHONE STIPEND	30.00
			Total 30.00
11908	12/30/2021	MIKE NETT DECEMBER CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DECEMBER CELL PHONE STIPEND	40.00
			Total 40.00
11909	12/30/2021	MIKE'S ELECTRIC 12417	
100-09-53311-505-000		Hwy Dept - Building Maint FROM 12/21/21 EXIT LIGHTS 12417	2,212.46
			Total 2,212.46
11910	12/30/2021	OFFICE DEPOT BUSINESS CREDIT - VOH 6011568517758058	
100-02-51400-400-000		Gen. Admin - Supplies THROUGH 12/14/21 OFFICE SUPPLIES	288.03
			Total 288.03
11911	12/30/2021	RACHEL BOCK GRADING ESCROW RETURN N9026 SWEETGRASS	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN N9026 SWEETGRASS	1,500.00
			Total 1,500.00
11912	12/30/2021	SENSIT TECHNOLOGIES LLC SO# S331568	
100-06-57220-000-000		Fire Dept - Capital Outlay FROM 12/16 ST70 SENSIT G2 EX/CO/O2/TOX S331568	2,356.37
			Total 2,356.37
11913	12/30/2021	SMT MANUFACTURING & SUPPLY LLC 0071186-IN	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 12/21/21 BELTS TIGER MOWER 0071186-IN	58.54

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Dated From: 12/23/2021

From Account:

Thru: 12/30/2021

Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 58.54
11914	12/30/2021	STEVE LITTLE DECEMBER CELL PHONE STIPEND	
100-08-52300-000-000		1st Responders - Operating Exp DECEMBER CELL PHONE STIPEND	30.00
			Total 30.00
11915	12/30/2021	TIM BORNEMANN DECEMBER CELL PHONE STIPEND	
100-09-53311-500-022		Hwy Dept - Telephone DECEMBER CELL PHONE STIPEND	30.00
			Total 30.00
11916	12/30/2021	VICKI TESSEN DECEMBER CELL PHONE STIPEND	
100-00-51600-500-022		Municipal Bldg - Telephone DECEMBER CELL PHONE STIPEND	40.00
			Total 40.00
11917	12/30/2021	WESLEY POMPA DECEMBER CELL PHONE STIPEND	
100-07-52200-500-022		Fire Station 70 - Telephone DECEMBER CELL PHONE STIPEND	30.00
			Total 30.00
			Grand Total 16,993.97

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INVESTORS COMMUNITY BANK

Dated From: 12/23/2021

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Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND

16,993.97

Total Expenditure from all Funds

16,993.97

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Posting Date: 12/30/2021

INVESTORS COMMUNITY BANK

Dated From: 12/23/2021

Thru: 12/30/2021

Account Number	Account Code Description	Debit	Credit
100-00-11100-000-000	SHARE OF CHECKING-General		16,993.97
	Total Expenditure - Fund # 100	16,993.97	
	Total	16,993.97	16,993.97

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Dated From: 12/08/2021 From Account:
Thru: 12/13/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
22241	12/13/2021	ANDREA MITCHELL CREDIT BALANCE REFUND 001-6015-01	
610-00-46101-000-000		Residential Metered Sales CREDIT BALANCE REFUND 001-6015-01	17.74
610-00-46300-000-000		Public Fire Protection Service CREDIT BALANCE REFUND 001-6015-01	17.75
620-00-46221-000-000		Residential Measured Service CREDIT BALANCE REFUND 001-6015-01	17.74
Total			53.23
22242	12/13/2021	BEN NOWAK CREDIT BALANCE REFUND 001-8024-01	
610-00-46101-000-000		Residential Metered Sales CREDIT BALANCE REFUND 001-8024-01	14.21
610-00-46300-000-000		Public Fire Protection Service CREDIT BALANCE REFUND 001-8024-01	3.21
620-00-46221-000-000		Residential Measured Service CREDIT BALANCE REFUND 001-8024-01	13.74
Total			31.16
22243	12/13/2021	CITY OF APPLETON FINANCE DEPARTMENT 300-936-500, 300-937-500	
610-00-57601-000-000		Purchased Water - COA #300-937-500 & #300-936-500 BASE & VOL	182,277.00
610-00-57602-000-000		Fire Protection - COA ACCT #300-936-500 CFP/FIRELINE	9,325.50
Total			191,602.50
22244	12/13/2021	CYNTHIA NELSON CREDIT BALANCE REFUND 001-0965-02	
610-00-46101-000-000		Residential Metered Sales CREDIT BALANCE REFUND 001-0965-02	15.49
610-00-46300-000-000		Public Fire Protection Service CREDIT BALANCE REFUND 001-0965-02	1.49
620-00-46221-000-000		Residential Measured Service CREDIT BALANCE REFUND 001-0965-02	8.02
Total			25.00
22245	12/13/2021	DESIGN AIR LLC 6820435	

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Dated From: 12/08/2021 From Account:
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Check Nbr	Check Date	Payee	Amount
610-00-57935-000-000		Maintenance of General Plant	44.58
		FROM 12/7 FILTERS FOR FURNACES 6820435	
620-00-57834-000-000		Maintenance of General Plant	44.58
		FROM 12/7 FILTERS FOR FURNACES 6820435	
		Total	89.16
<hr/>			
22246	12/13/2021	DIGGERS HOTLINE INC 211 1 34101	
610-00-57641-000-000		Operation Supplies & Expenses	137.75
		FROM 11/30/21 EMAIL & PHONE FEES NOV 21 211 1 34101	
620-00-57827-000-000		Operation Supplies & Expenses	137.75
		FROM 11/30/21 EMAIL & PHONE FEES NOV 21 211 1 34101	
		Total	275.50
<hr/>			
22247	12/13/2021	ERIC HANDLER CREDIT BALANCE REFUND 001-3034-01	
610-00-46101-000-000		Residential Metered Sales	6.88
		CREDIT BALANCE REFUND 001-3034-01	
610-00-46300-000-000		Public Fire Protection Service	2.55
		CREDIT BALANCE REFUND 001-3034-01	
620-00-46221-000-000		Residential Measured Service	7.67
		CREDIT BALANCE REFUND 001-3034-01	
		Total	17.10
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22248	12/13/2021	JACOB PIONTEK CREDIT BALANCE REFUND 101-0109-04	
610-00-46101-000-000		Residential Metered Sales	9.25
		CREDIT BALANCE REFUND 101-0109-04	
610-00-46300-000-000		Public Fire Protection Service	3.21
		CREDIT BALANCE REFUND 101-0109-04	
620-00-46221-000-000		Residential Measured Service	9.51
		CREDIT BALANCE REFUND 101-0109-04	
		Total	21.97
<hr/>			
22249	12/13/2021	JEREMY & STACIE DOBBE CREDIT BALANCE REFUND 001-0672-01	
610-00-46101-000-000		Residential Metered Sales	83.39
		CREDIT BALANCE REFUND 001-0672-01	
610-00-46300-000-000		Public Fire Protection Service	12.16
		CREDIT BALANCE REFUND 001-0672-01	

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 Thru: 12/13/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-46221-000-000		Residential Measured Service	78.17
		CREDIT BALANCE REFUND 001-0672-01	
Total			173.72
<hr/>			
22250	12/13/2021	LYNDA CHAVEZ	
		CREDIT BALANCE REFUND 000-6420-01	
610-00-46101-000-000		Residential Metered Sales	22.00
		CREDIT BALANCE REFUND 000-6420-01	
620-00-46221-000-000		Residential Measured Service	22.88
		CREDIT BALANCE REFUND 000-6420-01	
Total			44.88
<hr/>			
22251	12/13/2021	NICHOLE HERMES	
		CREDIT BALANCE REFUND 001-3038-01	
610-00-46101-000-000		Residential Metered Sales	21.06
		CREDIT BALANCE REFUND 001-3038-01	
610-00-46300-000-000		Public Fire Protection Service	21.06
		CREDIT BALANCE REFUND 001-3038-01	
620-00-46221-000-000		Residential Measured Service	21.06
		CREDIT BALANCE REFUND 001-3038-01	
Total			63.18
<hr/>			
22252	12/13/2021	PATRICK & SARA WEYENBERG	
		CREDIT BALANCE REFUND 000-4240-01	
610-00-46101-000-000		Residential Metered Sales	18.64
		CREDIT BALANCE REFUND 000-4240-01	
610-00-46300-000-000		Public Fire Protection Service	18.63
		CREDIT BALANCE REFUND 000-4240-01	
620-00-46221-000-000		Residential Measured Service	18.64
		CREDIT BALANCE REFUND 000-4240-01	
Total			55.91
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22253	12/13/2021	PHONG & ELYSIA NGUYEN	
		CREDIT BALANCE REFUND 000-6032-02	
610-00-46101-000-000		Residential Metered Sales	10.12
		CREDIT BALANCE REFUND 000-6032-02	
610-00-46300-000-000		Public Fire Protection Service	3.74
		CREDIT BALANCE REFUND 000-6032-02	
620-00-46221-000-000		Residential Measured Service	10.54
		CREDIT BALANCE REFUND 000-6032-02	

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Check Nbr	Check Date	Payee	Amount
			Total 24.40
22254	12/13/2021	RICHARD DEKLEYN CREDIT BALANCE REFUND 001-0647-01	
610-00-46101-000-000		Residential Metered Sales CREDIT BALANCE REFUND 001-0647-01	6.76
610-00-46300-000-000		Public Fire Protection Service CREDIT BALANCE REFUND 001-0647-01	23.61
620-00-46221-000-000		Residential Measured Service CREDIT BALANCE REFUND 001-0647-01	7.85
			Total 38.22
22255	12/13/2021	RONALD FINK REFUND OF WATER CONNECTION FEE	
610-00-57930-000-000		Miscellaneous General Expense REFUND OF WATER CONNECTION FEE	136.50
			Total 136.50
22256	12/13/2021	STUMPF CREATIVE LANDSCAPES INC 11603	
610-00-57641-000-000		Operation Supplies & Expenses GRAVEL-WEIGHT FOR F450 PLOW TRUCK 11603	21.87
620-00-57827-000-000		Operation Supplies & Expenses GRAVEL-WEIGHT FOR F450 PLOW TRUCK 11603	21.88
			Total 43.75
22257	12/13/2021	THOMAS MAUTHE CREDIT BALANCE REFUND 000-7940-02	
610-00-46101-000-000		Residential Metered Sales CREDIT BALANCE REFUND 000-7940-02	9.36
610-00-46300-000-000		Public Fire Protection Service CREDIT BALANCE REFUND 000-7940-02	9.29
620-00-46221-000-000		Residential Measured Service CREDIT BALANCE REFUND 000-7940-02	9.35
			Total 28.00
22258	12/13/2021	US POSTAL SERVICE PERMIT 68 FIRST CLASS PRESORT	
610-00-57921-000-000		Office Supplies & Expenses PERMIT 68 FIRST CLASS PRESORT	1,500.00

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Dated From: 12/08/2021 From Account:
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Check Nbr	Check Date	Payee	Amount
620-00-57851-000-000		Office Supplies & Expenses	1,500.00
		PERMIT 68 FIRST CLASS PRESORT	
		Total	3,000.00
<hr/>			
22259	12/13/2021	VIRTUE HOMES LLC	
		CREDIT BALANCE REFUND 001-9213-01	
610-00-46101-000-000		Residential Metered Sales	73.58
		CREDIT BALANCE REFUND 001-9213-01	
610-00-46300-000-000		Public Fire Protection Service	9.58
		CREDIT BALANCE REFUND 001-9213-01	
620-00-46221-000-000		Residential Measured Service	68.46
		CREDIT BALANCE REFUND 001-9213-01	
		Total	151.62
		Grand Total	195,875.80

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Dated From: 12/08/2021 From Account:
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	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	193,877.96
Total Expenditure from Fund # 620 - SEWER UTILITY	1,997.84
Total Expenditure from all Funds	195,875.80

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UTILITIES

Dated From: 12/08/2021
Thru: 12/13/2021

Account Number	Account Code Description	Debit	Credit
610-00-11131-000-000	SHARE OF CHECKING-Water		193,877.96
	Total Expenditure - Fund # 610	193,877.96	
620-00-11131-000-000	SHARE OF CHECKING-Sewer		1,997.84
	Total Expenditure - Fund # 620	1,997.84	
	Total	195,875.80	195,875.80

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ACCT

Dated From: 12/14/2021 From Account:
Thru: 12/22/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
22260	12/22/2021	CLEAN WATER TESTING LLC 9005532896	
610-00-57641-000-000		Operation Supplies & Expenses FROM 12/16/21 MONTHLY WATER SAMPLE TESTS 9005532896	96.00
		Total	96.00
22261	12/22/2021	FERGUSON ENTERPRISES LLC #3326 204422	
610-00-18346-000-000		Meters FROM 12/2 SEAL WIRES FOR METERS 204422	118.62
		Total	118.62
22262	12/22/2021	MARTENSON & EISELE INC 61351	
610-00-57923-000-000		Outside Services Employed ENG FEES GENERAL CONN FEE R&D, RCRD DRAW 61351	400.00
620-00-57852-000-000		Outside Services Employed ENG FEES GENERAL CONN FEE R&D, RCRD DRAW 61351	400.00
		Total	800.00
22263	12/22/2021	PUBLIC SERVICE COMMISSION OF WISCONSIN 2111-I-06335	
610-00-57928-000-000		Regulatory Commission Expenses PSC DIRECT ASSESS 11/1-30 ADJ WATERRATES 2111-I-06335	645.10
		Total	645.10
22264	12/22/2021	R.K. ENTERPRISES OF WISCONSIN INC 7149	
610-00-57652-000-000		Maintenance of Services REPAIR WATR SHUTOFF CURBSTP W7285 MANITO 7149	500.00
		Total	500.00
22265	12/22/2021	RUSCH DEVELOPMENT PROPERTIES CONCRETE WORK AT LIFT STATION #6	
620-00-57831-000-000		Maintenance Sewage Collect Sys CONCRETE WORK AT LIFT STATION #6	708.89
		Total	708.89
22266	12/22/2021	SOMMERVILLE FLAG 12/7/21	

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Dated From: 12/14/2021 From Account:
Thru: 12/22/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57641-000-000	12/7/21	Operation Supplies & Expenses NEW FLAGS	144.00
620-00-57827-000-000	12/7/21	Operation Supplies & Expenses NEW FLAGS	144.00
Total			288.00

22267 12/22/2021 SUPERIOR CHEMICAL CORPORATION
321584

610-00-57641-000-000	FROM 12/15	Operation Supplies & Expenses HAND CLEANSER 321584	58.38
620-00-57827-000-000	FROM 12/15	Operation Supplies & Expenses HAND CLEANSER 321584	58.38
Total			116.76

22268 12/22/2021 TOM VAN ZEELAND
REISSUE CK 22202 11/1 NOT RECEIVED/CASHD

610-00-57641-000-000		Operation Supplies & Expenses REIMBURSE CONTACTOR SHOP LIGHTS	8.61
620-00-57827-000-000		Operation Supplies & Expenses REIMBURSE CONTACTOR SHOP LIGHTS	8.61
610-00-57930-000-000		Miscellaneous General Expense REIMBURSE NWPA OPER CERT TRAIN C#34193	20.00
Total			37.22

22269 12/22/2021 ULTIMATE CLEANING LIMITED
2093

610-00-57935-000-000	FROM 12/14	Maintenance of General Plant JAN 2022 CLEANING SERVICE 2093	94.50
620-00-57834-000-000	FROM 12/14	Maintenance of General Plant JAN 2022 CLEANING SERVICE 2093	94.50
Total			189.00

22270 12/22/2021 VILLAGE OF HARRISON TREASURER- TAX COLLECTION
PARCELS 43808, 39808

610-00-57641-000-000		Operation Supplies & Expenses PARCEL 43808 STORM WATER UTIL TAX BILL	16.50
620-00-57827-000-000		Operation Supplies & Expenses PARCEL 43808 STORM WATER UTIL TAX BILL	16.51
610-00-57641-000-000		Operation Supplies & Expenses PARCEL 39808 STORM WATER UTIL TAX BILL	4.37

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ACCT

Dated From: 12/14/2021 From Account:
Thru: 12/22/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57827-000-000		Operation Supplies & Expenses	4.37
		PARCEL 39808 STORM WATER UTIL TAX BILL	
		Total	41.75
		Grand Total	3,541.34

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ACCT

Dated From: 12/14/2021 From Account:
Thru: 12/22/2021 Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	2,106.08
Total Expenditure from Fund # 620 - SEWER UTILITY	1,435.26
Total Expenditure from all Funds	3,541.34

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Posting Date: 12/22/2021

UTILITIES

Dated From: 12/14/2021
Thru: 12/22/2021

Account Number	Account Code Description	Debit	Credit
610-00-11131-000-000	SHARE OF CHECKING-Water		2,106.08
	Total Expenditure - Fund # 610	2,106.08	
620-00-11131-000-000	SHARE OF CHECKING-Sewer		1,435.26
	Total Expenditure - Fund # 620	1,435.26	
	Total	3,541.34	3,541.34

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UTILITIES

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ACCT

Dated From: 12/23/2021 From Account:
Thru: 12/30/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
22271	12/30/2021	MENARDS-APPLETON EAST 13453	
610-00-57641-000-000		Operation Supplies & Expenses FROM 12/20 SHOP SUPPLIES 13453	17.40
620-00-57827-000-000		Operation Supplies & Expenses FROM 12/20 SHOP SUPPLIES 13453	17.41
Total			34.81
22272	12/30/2021	NEENAH-MENASHA SEWERAGE COMMISSION 2022-005, 2022-011	
620-00-57829-000-000		Sewerage Treatment Charges FROM 12/17 WASTEWATER TREATMENT 2022-005	15,391.82
620-00-57870-000-000		Interest Expense - CWF Loan FROM 12/17 CLEAN WATER LOAN INTEREST 2022-011	2,001.00
620-00-57875-000-000		Amortization Expense-CWF Loan FROM 12/17 CLEAN WATER LOAN DEBT 2022-011	4,481.00
Total			21,873.82
22273	12/30/2021	OFFICE DEPOT BUSINESS CREDIT - HU 6011564201938668	
610-00-57921-000-000		Office Supplies & Expenses OFFICE SUPPLIES THROUGH 12/17/21	244.91
620-00-57851-000-000		Office Supplies & Expenses OFFICE SUPPLIES THROUGH 12/17/21	244.91
Total			489.82
Grand Total			22,398.45

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UTILITIES

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ACCT

Dated From: 12/23/2021
Thru: 12/30/2021

From Account:
Thru Account:

Amount

Total Expenditure from Fund # 610 - WATER UTILITY	262.31
Total Expenditure from Fund # 620 - SEWER UTILITY	22,136.14
Total Expenditure from all Funds	22,398.45

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ALL Checks
Posting Date: 12/30/2021

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ACCT

UTILITIES

Dated From: 12/23/2021
Thru: 12/30/2021

Account Number	Account Code Description	Debit	Credit
610-00-11131-000-000	SHARE OF CHECKING-Water		262.31
	Total Expenditure - Fund # 610	262.31	
620-00-11131-000-000	SHARE OF CHECKING-Sewer		22,136.14
	Total Expenditure - Fund # 620	22,136.14	
	Total	22,398.45	22,398.45

Continued from January 11 2022 meeting for unfinished business on January 25 2022 agenda.

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

January 11, 2022

Title:

Options for Vacated Village President Seat

Issue:

Which option should the Board pursue to fill the vacated Village President seat?

Background and Additional Information:

Kevin Hietpas resigned as Village President on December 21, 2021 effective immediately. This leaves the seat of Village President as vacant. The Village Board has some options to fill that seat.

1. Too late to be on the ballot for the 2022 Spring election.
 - a. Because the term of the office is not up in April the state elections commission would consider it a “special election”.
 - b. Special elections have different deadlines for it to align with the regular spring election
 - c. That deadline has already passed
2. Office can be filled by appointment by a majority of the members of the Village Board
 - a. Would formally be the Village President
 - b. Would only be for remainder of term
 - c. Could be appointed from existing Board member or from public
 - i. If Board was interested in appointing someone from the public they could ask for letters of interest.
 - d. If appointee was existing Board member it would create a vacancy of Trustee’s seat
 - i. Board would have same options to fill the vacancy of a Trustee’s seat if appointee was from existing Board member.
 - e. Since the Village President is compensated at a higher level than a Board Trustee there is a direct financial interest so if a motion is made to appoint a Board Member the League recommends the nominee not vote for themselves.
3. Can schedule a special election
 - a. Would only be for remainder of term

4. Can be left vacant for a year
 - a. Board would still need to appoint a "President Pro-Tem" at the meetings.
 - b. This role would lead the meeting and assist staff with assembling the next agenda.
 - c. But would not formally hold the office of Village President.

Budget Impacts:

None.

Recommended Action:

The community experienced a certain amount of disruption already with the reprinting of the tax bills and the transition to a new garbage service. In order to minimize additional confusion staff recommends putting this item on the agenda of the January 11 meeting and approach it like a normal agenda item.

Attachments:

- None.

8.50 Special elections. Unless otherwise provided, this section applies to filling vacancies in the U.S. senate and house of representatives, executive state offices except the offices of governor, lieutenant governor, and district attorney, judicial and legislative state offices, county, city, village, and town offices, and the offices of municipal judge and member of the board of school directors in school districts organized under ch. 119. State legislative offices may be filled in anticipation of the occurrence of a vacancy whenever authorized in sub. (4) (e). No special election may be held after February 1 preceding the spring election unless it is held on the same day as the spring election, nor after August 1 preceding the general election unless it is held on the same day as the general election, until the day after that election.

- FEB. 1 - APRIL 5, 2022 NO
- APRIL 6TH - JULY 31ST - YES
- AUGUST 1 - NOV. 8TH NO
- NOV. 9TH - JAN 31 - YES

If the special election is held on the day of the general election, the primary for the special election, if any, shall be held on the day of the partisan primary. If the special election is held on the day of the spring election, the primary for the special election, if any, shall be held on the day of the spring primary.

(1) SPECIAL ELECTION ORDER AND NOTICES.

- (a)** When there is to be a special election, the special election for county office shall be ordered by the county board of supervisors except as provided in s. 17.21 (5); the special election for city office shall be ordered by the common council; the special election for village office shall be ordered by the board of trustees; the special election for town office shall be ordered by the town board of supervisors; the special election for school board member in a school district organized under ch. 119 shall be ordered by the school board; the special election for municipal judge shall be ordered by the governing body of the municipality, except in 1st class cities, or if the judge is elected under s. 755.01 (4) jointly by the governing bodies of all municipalities served by the judge; and all other special elections shall be ordered by the governor. When the governor or attorney general issues the order, it shall be filed and recorded in the office of the commission. When the county board of supervisors issues the order, it shall be filed and recorded in the office of the county clerk. When the county executive issues the order, it shall be filed in the office of the county board of election commissioners. When the common council issues the order, it shall be filed in the office of the city clerk. When the board of trustees issues the order, it shall be filed in the office of the village clerk. When the town board of supervisors issues the order, it shall be filed in the office of the town clerk. When the school board of a school district organized under ch. 119 issues the order, it shall be filed and recorded in the office of the city board of election commissioners. If a municipal judge is elected under s. 755.01 (4), the order shall be filed in the office of the county clerk or board of election commissioners of the county having the largest portion of the population of the jurisdiction served by the judge.
- (b)** Notice of any special election shall be given upon the filing of the order under par. (a) by publication in a newspaper under ch. 985. If the special election concerns a national or state office, the commission shall give notice as soon as possible to the county clerks. Upon receipt of notice from the commission, or when the special election is for a county office or a municipal judgeship under s. 755.01 (4), the county clerk shall give notice as soon as possible to the municipal clerks of all municipalities in which electors are eligible to vote in the election and publish one type A notice for all offices to be voted upon within the county as provided in s. 10.06 (2) (n). If the special election is for a city, village, or town office, the municipal clerk shall publish one type A notice as provided under s. 10.06 (3) (f).
- (c)** The order and notice shall specify the office to be filled, the expiration date of the remaining term of office, the date of the election, the earliest date for circulating and deadline for filing nomination papers, the area involved in the election, the name of the incumbent before the vacancy occurred and a description of how the vacancy occurred, or for an election held under sub. (4) (e), the name of the incumbent and a description of how and when the vacancy is expected to occur. Except as otherwise provided in this paragraph, the notice shall include the information specified in s. 10.01 (2) (a).
- (d)** When the election concerns a national office or a special election for state office is held concurrently with the general election, the commission shall transmit to each county clerk a certified list of all persons for whom nomination papers have been filed in its office at least 62 days before the special primary, and in other cases the commission shall transmit the list to each county clerk at least 22 days before the special

primary. If no primary is required, the list shall be transmitted at least 42 days prior to the day of the special election unless the special election concerns a national office or is held concurrently with the general election, in which case the list shall be transmitted at least 62 days prior to the day of the special election. Immediately upon receipt of the certified list, the county clerk shall prepare his or her ballots. For a county special election, the county clerk shall certify the candidates and prepare the ballots. If there is a primary, the county clerk shall publish one type B notice in a newspaper under ch. 10. When a primary is held, as soon as possible after the primary, the county clerk shall certify the candidates and prepare the ballots for the following special election. The clerk shall publish one type B notice in a newspaper under ch. 10 for the election.

(2) DATE OF SPECIAL ELECTION.

(a) The date for the special election shall be not less than 62 nor more than 77 days from the date of the order except when the special election is held to fill a vacancy in a national office or the special election is held on the day of the general election or spring election.

THE BOARD APPROVES THE ORDER (FOR AN ELECTION) AT A MEETING BETWEEN APRIL 6 AND JULY 31 AND THE ELECTION IS HELD BETWEEN JUNE 27 AND JULY 10TH (62 – 77 DAYS LATER)

If a special election is held concurrently with the spring election, the special election may be ordered not earlier than 92 days prior to the spring primary and not later than 49 days prior to that primary.

WE ARE TOO LATE TO HOLD A SPECIAL ELECTION WITH THE SPRING ELECTION

If a special election is held concurrently with the general election or a special election is held to fill a national office, the special election may be ordered not earlier than 122 days prior to the partisan primary or special primary, respectively, and not later than 92 days prior to that primary.

THE BOARD ORDER MUST BE MADE BETWEEN 4/9/22 (SAT) AND 5/9/22 (MON) TO BE ON THE NOVEMBER BALLOT.

(b) If a primary is required, the primary shall be on the day 4 weeks before the day of the special election except when the special election is held on the same day as the general election the special primary shall be held on the same day as the partisan primary or if the special election is held concurrently with the spring election, the primary shall be held concurrently with the spring primary, and except when the special election is held on the Tuesday after the first Monday in November of an odd-numbered year, the primary shall be held on the 2nd Tuesday of August in that year.

PRIMARY WOULD BE 4 WEEKS BEFORE ELECTION (estimate May 30 – June 15th)

(3) NOMINATION, PRIMARY AND CANVASS.

(a) Nomination papers may be circulated no sooner than the day the order for the special election is filed and shall be filed not later than 5 p.m. 28 days before the day that the special primary will or would be held, if required, except when a special election is held concurrently with the spring election or general election, the deadline for filing nomination papers shall be specified in the order and the date shall be no earlier than the date provided in s. 8.10 (2) (a) or 8.15 (1), respectively, and no later than 35 days prior to the date of the spring primary or no later than June 1 preceding the partisan primary. Nomination papers may be filed in the manner specified in s. 8.10, 8.15, or 8.20. Each candidate shall file a declaration of candidacy in the manner provided in s. 8.21 no later than the latest time provided in the order for filing nomination papers. If a candidate for state or local office has not filed a registration statement under s. 11.0202 (1) (a) at the time he or she files nomination papers, the candidate shall file the statement with the papers. A candidate for state office shall also file a statement of economic interests with the ethics commission no later than the end of the 3rd day following the last day for filing nomination papers specified in the order.

History: 1971 c. 1, 40; 1973 c. 334 ss. 22, 57; 1973 c. 336; 1975 c. 80, 93, 199, 369; 1977 c. 26, 107, 187, 340, 427, 445, 447, 449; 1979 c. 27, 32, 260, 311; 1983 a. 484; 1985 a. 304; 1987 a. 391; 1989 a. 31, 359; 1993 a. 184; 1995 a. 16 s. 2; 1999 a. 182; 2005 a. 248; 2007 a. 1; 2011 a. 32, 75; 2015 a. 117; 2015 a. 118 ss. 104 to 106, 266 (10); 2017 a. 366; 2019 a. 164.

Cross-reference: See also ss. EL 2.09, 2.11, and 6.04, Wis. adm. code.

COUNT	DATE	EVENT	RULE
FOR MY EXAMPLE the date for the Election is going to be June 28th		Board discusses having a special election	No special election may be held after February 1 preceding the spring election unless it is held on the same day as the spring election, nor after August 1 preceding the general election unless it is held on the same day as the general election, until the day after that election.
1	26-Apr	Board Orders that a SE be held	The date for the special election shall be not less than 62 nor more than 77 days from the date of the order
1	26-Apr	Papers can be obtained	Nomination papers may be circulated no sooner than the day the order for the special election is filed and shall be filed not later than 5 p.m. 28 days before the day that the special primary will or would be held
	3-May	Papers must be turned in	(28 days prior to the Primary)
		TYPE A B C D NOTICES	Public notices of election date, place, candidates, etc. voting locations, absentee ballot dates and deadlines, etc.
		Mail ballots	
		In person absentee voting	
35	31-May	PRIMARY ELECTION	If a primary is required, the primary shall be on the day 4 weeks before the day of the special election
		TYPE A B C D NOTICES	Public notices of election date, place, candidates, etc. voting locations, absentee ballot dates and deadlines, etc.
		Mail ballots	
		In person absentee voting	
63	28-Jun	SPECIAL ELECTION	The date for the special election shall be not less than 62 nor more than 77 days from the date of the order

The logo for BAIRD is a blue parallelogram tilted to the right, containing the word "BAIRD" in white, uppercase, serif font.

BAIRD

Village of Harrison

2022 Financing Discussion

January 25, 2022

Justin A. Fischer, Director

jfischer@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3635
Fax 414.298.7354

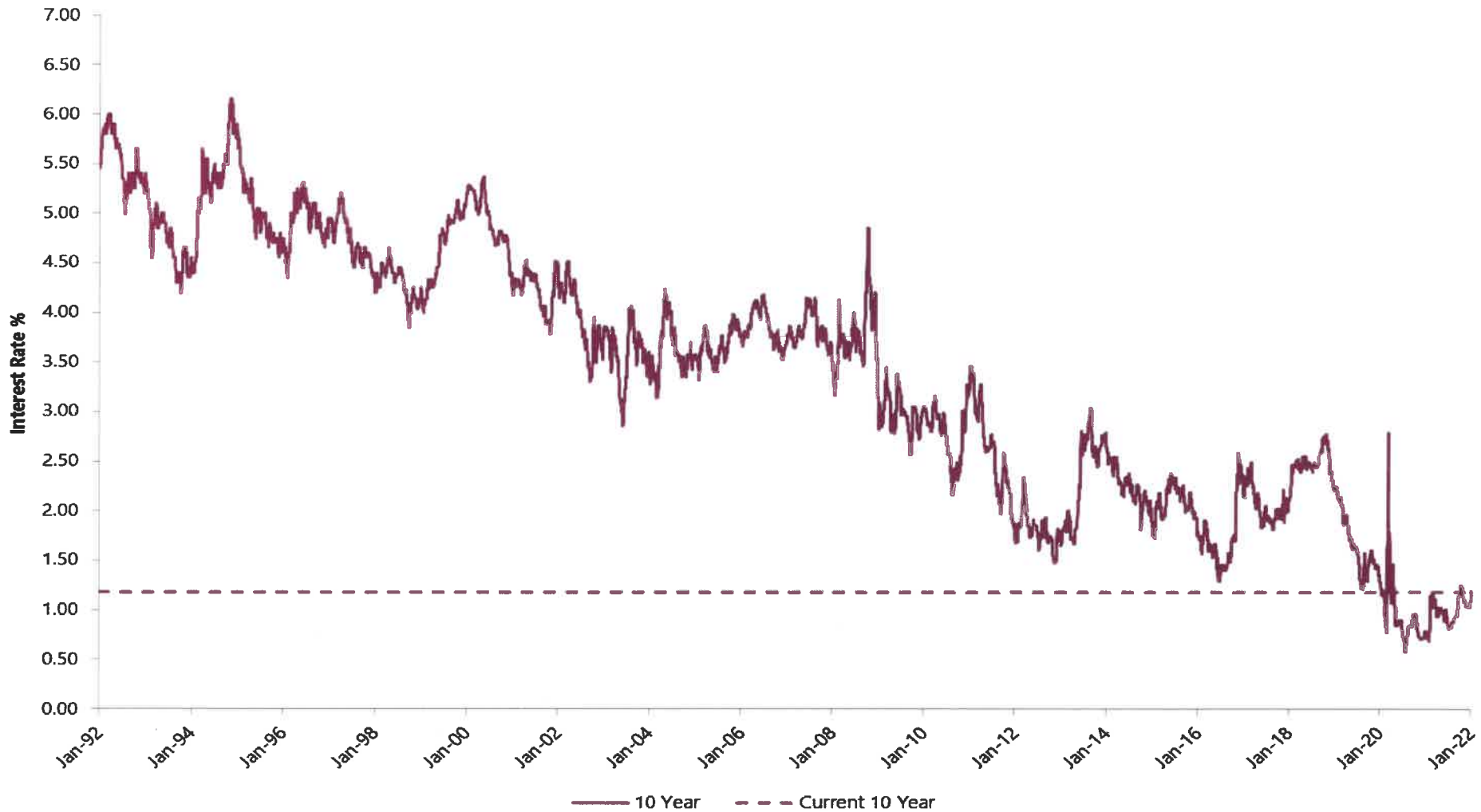
Village of Harrison

2022 Financing Discussion

January 25, 2022



Historical Interest Rates – AAA Municipal Market Data (MMD) Index



Village of Harrison

2022 Financing Discussion

January 25, 2022

Borrowing Amount / Structure / Purpose



Issue:	General Obligation Promissory Notes
Estimated Size:	\$1,500,000
Purpose:	<ul style="list-style-type: none">• \$500,000 Refinance Bank Loan• \$1,000,000 Road Projects
Structure:	Matures 9/1/2022; 3/1/2023-2032
First Interest:	September 1, 2022
Callable:	March 1, 2029 or any date thereafter
Estimated Interest Rate:	1.95%

Timeline

- Village Board considers Initial Resolution January 25, 2022
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Bond Rating
 - ✓ Marketing
- Village Board Considers Award Resolution (finalizes terms and interest rate) March 8, 2022
- Closing of Notes (funds available) March 29, 2022

Village of Harrison

2022 Financing Discussion

January 25, 2022

2022 Capital Improvement Financing Plan



		2022 CIP						
		\$1,500,000						
		GENERAL OBLIGATION PROMISSORY NOTES - POS						
		<i>Dated March 29, 2022</i>						
		<i>(First interest 9/1/2022)</i>						
LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (A)	PRINCIPAL (9/1/22 & 3/1 Thereafter)	INTEREST (3/1 & 9/1) TIC= 1.95%	TOTAL	EXISTING PLUS 2022 DEBT SERVICE	EXISTING PLUS 2022 MILL RATE (B)	YEAR DUE
		Actual Levies						
2020	2021	\$779,095				\$779,095	\$0.64	2021
2021	2022	\$303,318	\$470,000	\$23,608	\$493,608	\$796,926	\$0.63	2022
2022	2023	\$206,330	\$90,000	\$30,894	\$120,894	\$327,224	\$0.25	2023
2023	2024	\$207,680	\$90,000	\$27,856	\$117,856	\$325,536	\$0.25	2024
2024	2025	\$208,930	\$95,000	\$24,734	\$119,734	\$328,664	\$0.24	2025
2025	2026	\$205,130	\$95,000	\$21,528	\$116,528	\$321,658	\$0.23	2026
2026	2027	\$206,280	\$100,000	\$18,238	\$118,238	\$324,518	\$0.23	2027
2027	2028	\$207,330	\$105,000	\$14,778	\$119,778	\$327,108	\$0.22	2028
2028	2029	\$208,998	\$110,000	\$10,600	\$120,600	\$329,598	\$0.22	2029
2029	2030	\$206,333	\$110,000	\$6,888	\$116,888	\$323,220	\$0.21	2030
2030	2031		\$115,000	\$4,216	\$119,216	\$119,216	\$0.08	2031
2031	2032		\$120,000	\$1,425	\$121,425	\$121,425	\$0.08	2032
		\$2,739,423	\$1,500,000	\$184,764	\$1,684,764	\$4,424,187		

(A) Existing debt service 2023-2030 does not include TID supported debt service.

(B) Mill rate based on 2020 & 2021 Assessed Valuations of \$1,220,440,647 & \$1,257,934,271, respectively, with annual growth of 2.50% thereafter.

Note: Planning estimates only. Significant changes in market conditions will require adjustments to current financing illustration. If interest rates move higher, the interest cost will be higher.

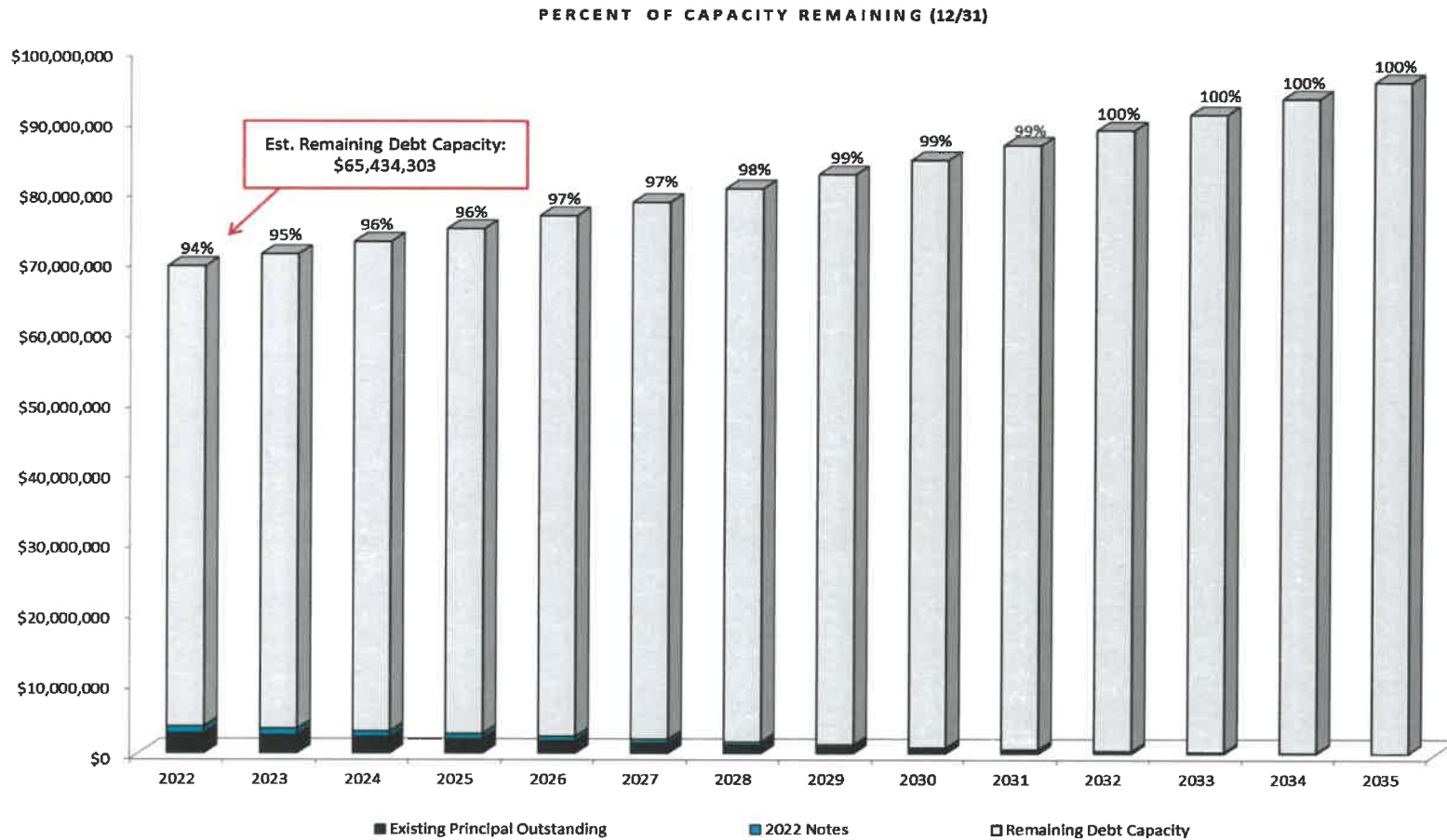
Village of Harrison

2022 Financing Discussion

January 25, 2022



Hypothetical Debt Capacity Chart (after 2022 Notes)



Note: Future capacity based on 2021 Equalized Valuation (TID-IN) of \$1,351,986,400 with annual growth of 2.50%.

RESOLUTION PROVIDING FOR THE SALE OF
\$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS the Village of Harrison, Calumet and Outagamie Counties, Wisconsin (the "Village") is presently in need of \$1,500,000 for public purposes, including paying the cost of street improvement projects and refunding certain obligations of the Village, specifically the bank note issued to provide interim financing for a portion of the Village's street improvement projects; and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Chapter 67, Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Issuance of the Notes. The Village shall issue its General Obligation Promissory Notes in the amount of \$1,500,000 (the "Notes") for the purposes above specified.

Section 2. Sale of the Notes. The Village Board hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Village Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The Village Clerk/Treasurer (in consultation with Robert W. Baird & Co. Incorporated ("Baird")) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Village Clerk/Treasurer may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the Village Clerk/Treasurer may determine.

Section 4. Official Statement. The Village Clerk/Treasurer (in consultation with Baird) shall cause an Official Statement to be prepared and distributed. The appropriate Village officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded January 25, 2022.

Village Board Representative

ATTEST:

Village Clerk/Treasurer

(SEAL)

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

January 25, 2022

Title:

Board Minutes – Requirements and Style

Issue:

There has been a request by trustees to discuss the style and requirements of the Village Board Minutes.

Background and Additional Information:

None

Budget Impacts:

None

Staff Recommendation:

None

Action Options:

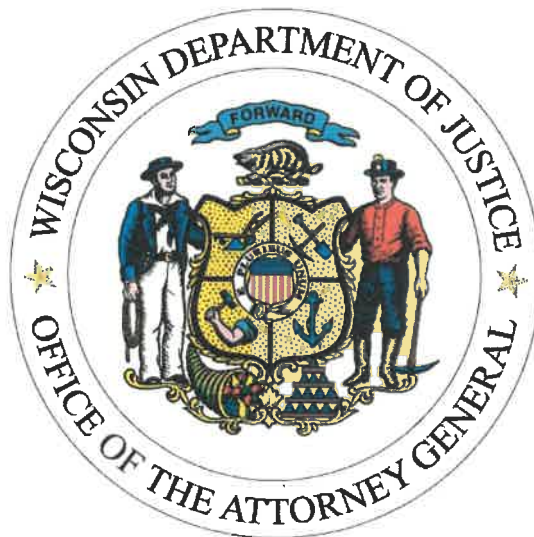
1. Motion to formally set the style of Minutes to be kept for the Village Board Meetings

Attachments:

- WI Open Meetings Law Compliance Guide (2019) – Cover, introduction pages, Table of Contents, and pages referring to meeting minutes.
 - Example of non-narrative, motion only style of minutes dated 03/30/2021.
 - Example of narrative style minutes dated 01/31/2017.
-

May 2019

Wisconsin Open Meetings Law Compliance Guide



Wisconsin Department of Justice
Attorney General Josh Kaul

Message from the Office of Open Government

It is imperative that we recognize that transparency is the cornerstone of democracy and that citizens cannot hold elected officials accountable in a representative government unless government is performed in the open.

The Wisconsin Department of Justice (DOJ) plays an important role in ensuring Wisconsin's open government laws are properly and faithfully executed by public officials. The Office of Open Government has worked to reduce DOJ's average public record response times. The office also makes available online a snapshot of all public records requests pending each week, average monthly response times for the office, and responses to public records requests that may be of public interest. DOJ responds to hundreds of inquiries every year concerning issues related to the open meetings law and the public records law, and instructs on open government at dozens of conferences, seminars, and training sessions. In these ways, the Office of Open Government provides resources and services to all state, regional, and local government entities and citizens.

Wisconsin's open government laws promote democracy by ensuring that all state, regional and local governments conduct their business with transparency. Wisconsin citizens have a right to know how their government is spending their tax dollars and exercising the powers granted by the people. This guide is a resource for everyone to understand and exercise their right to access their government.

This compliance guide may be accessed, downloaded or printed free of charge from the DOJ website, by visiting <https://www.doj.state.wi.us/>. Please share this guide with your constituencies and colleagues.

Records custodians and all those who perform public duties are encouraged to contact the Office of Open Government if we can be of assistance.

Office of Open Government
Paul M. Ferguson, Assistant Attorney General
Wisconsin Department of Justice
P.O. Box 7857
Madison, WI 53707-7857
Public Records/Open Meetings (PROM) Help Line: (608) 267-2220

Disclaimer

This guide provides an overview of the law and compiles information provided by DOJ in response to inquiries submitted over the course of several decades. This guide is provided pursuant to Wis. Stat. § 19.98 and does not constitute an informal or formal opinion of the Attorney General pursuant to Wis. Stat. § 165.015(1).

This guide does not provide answers to every question that may arise regarding the open meetings law. Although this guide is updated periodically, it reflects the current law as of the date of its publication, and it may be superseded or affected by newer versions and/or changes in the law. This guide does not create an attorney-client relationship. You should consult with an attorney for specific information and advice when necessary and appropriate.

Wisconsin Open Meetings Law Compliance Guide

May 2019



Attorney General Josh Kaul

Office of Open Government

Paul M. Ferguson, Assistant Attorney General

Laura A. Heim, Paralegal

Ashley M. Hein, Program and Policy Analyst

Sarah K. Larson, Assistant Attorney General

Chelsea K. Steinke, Paralegal

The 2019 edition of the *Wisconsin Open Meetings Law Compliance Guide* results from the efforts of the Office of Open Government, as well as the following Wisconsin Department of Justice personnel, all of whom are acknowledged and appreciated:

Thomas C. Bellavia, Assistant Attorney General

Anne M. Bensky, Assistant Attorney General

Daniel P. Lennington, Assistant Attorney General

Kevin C. Potter, Assistant Attorney General

Sandra L. Tarver, Assistant Attorney General

Amy Thornton, Law Librarian

Amanda J. Welte, Legal Associate

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In contrast, the open meetings law does not require a governmental body to permit recording of an authorized closed session.¹⁸⁹ If a governmental body wishes to record its own closed meetings, it should arrange for the security of the records to prevent their improper disclosure.¹⁹⁰

- **Citizen Participation**

In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies, but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting.¹⁹¹ There are some other state statutes that require governmental bodies to hold public hearings on specified matters.¹⁹² Unless such a statute specifically applies, however, a governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.¹⁹³

Although it is not required, the open meetings law does permit a governmental body to set aside a portion of an open meeting as a public comment period.¹⁹⁴ Such a period must be included on the meeting notice. During such a period, the body may receive information from the public and may discuss any matter raised by the public. If a member of the public raises a subject that does not appear on the meeting notice, however, it is advisable to limit the discussion of that subject and to defer any extensive deliberation to a later meeting for which more specific notice can be given. In addition, the body may not take formal action on a subject raised in the public comment period, unless that subject is also identified in the meeting notice.¹⁹⁵

- **Ballots, Votes, and Records, Including Meeting Minutes**

No secret ballot may be used to determine any election or decision of a governmental body, except the election of officers of a body.¹⁹⁶ For example, a body cannot vote by secret ballot to fill a vacancy on a city council.¹⁹⁷ If a member of a governmental body requests that the vote of each member on a particular matter be recorded, a voice vote or a vote by a show of hands is not permissible unless the vote is unanimous and the minutes reflect who is present for the vote.¹⁹⁸ A governmental body may not use email ballots to decide matters, even if the result of the vote is later ratified at a properly noticed meeting.¹⁹⁹

The open meetings law requires a governmental body to create and preserve a record of all motions and roll-call votes at its meetings.²⁰⁰ This requirement applies to both open and closed sessions.²⁰¹ Written minutes are the most common method used to comply with the requirement, but they are not the only permissible method. It can also be satisfied if the motions and roll-call votes are recorded and preserved in some other way, such as on a tape recording.²⁰² As long as the body creates and preserves a record of all motions and roll-call votes, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting. Other statutes outside the open meetings law, however, may

¹⁸⁹ 66 Op. Att'y Gen. 318, 325 (1977); [Maroney Correspondence](#) (Oct. 31, 2006).

¹⁹⁰ 66 Op. Att'y Gen. 318, 325.

¹⁹¹ [Lundquist Correspondence](#) (Oct. 25, 2005).

¹⁹² See, e.g., Wis. Stat. §§ 65.90(4) (requiring public hearing before adoption of a municipal budget), 66.1105(4)(a) (requiring public hearing before creation of a tax incremental finance district).

¹⁹³ [Zwieg Correspondence](#) (July 13, 2006); [Chiaverotti Correspondence](#) (Sept. 19, 2006).

¹⁹⁴ Wis. Stat. §§ 19.83(2), 19.84(2).

¹⁹⁵ [Sayles Correspondence](#) (Aug. 4, 2017).

¹⁹⁶ Wis. Stat. § 19.88(1).

¹⁹⁷ 65 Op. Att'y Gen. 131 (1976).

¹⁹⁸ I-95-89 (Nov. 13, 1989).

¹⁹⁹ I-01-10 (Jan. 25, 2010).

²⁰⁰ Wis. Stat. § 19.88(3).

²⁰¹ [De Moya Correspondence](#) (June 17, 2009).

²⁰² I-95-89 (Nov. 13, 1989).

prescribe particular minute-taking requirements for certain governmental bodies and officials that go beyond what is required by the open meetings law.²⁰³

The open meetings law does not specify a timeframe in which a body must create a record of all motions and roll-call votes. In the absence of a specific statutory timeframe, issues can arise. In *Journal Times v. City of Racine Board of Police and Fire Commissioners*,²⁰⁴ the Racine Board of Police and Fire Commissioners voted on a motion in a closed session meeting, but did not contemporaneously create a record of the motion. Instead, the motion was included in the minutes of the meeting, which were not finished and approved by the Commission until three months after the meeting. In a non-party brief, DOJ argued that Wis. Stat. § 19.88(3) should be construed as requiring that a record of all motions must be made at the time of the meeting in question or as soon thereafter as practicable.²⁰⁵ While the court resolved the case on other grounds without deciding this issue, as a best practice, it is advisable that the motions and roll call votes of a meeting of a governmental body be recorded at the time of the meeting or as soon thereafter as practicable.

Although Wis. Stat. § 19.88(3) does not indicate how detailed the record of motions and votes should be, the general legislative policy of the open meetings law is that “the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.”²⁰⁶ In light of that policy, it seems clear that a governmental body’s records should provide the public with a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion, and, if a roll-call vote, how each member voted.²⁰⁷

Nothing in the open meetings law prohibits a body from making decisions by general consent, without a formal vote, but such informal procedures are typically only appropriate for routine procedural matters such as approving the minutes of prior meetings or adjourning. In any event, regardless of whether a decision is made by consensus or by some other method, Wis. Stat. § 19.88(3) still requires the body to create and preserve a meaningful record of that decision.²⁰⁸ “Consent agendas,” whereby a body discusses individual items of business under separate agenda headings, but takes action on all discussed items by adopting a single motion to approve all the items previously discussed, are likely insufficient to satisfy the recordkeeping requirements of Wis. Stat. § 19.88(3).²⁰⁹

Wisconsin Stat. § 19.88(3) also provides that meeting records created under that statute—whether for an open or a closed session—must be open to public inspection to the extent prescribed in the state public records law. Because the records law contains no general exemption for records created during a closed session, a custodian must release such items unless the particular record at issue is subject to a specific statutory exemption or the custodian concludes that the harm to the public from its release would outweigh the benefit to the public.²¹⁰ There is a strong presumption under the public records law that release of records is in the public interest. As long as the reasons for convening in closed session continue to exist, however, the custodian may be able to justify not disclosing any information that requires confidentiality. But the custodian still must separate information that can be made public from that which cannot and must disclose the former, even if the latter can be withheld. In addition, once the underlying purpose for the

²⁰³ I-20-89 (Mar. 8, 1989); see, e.g., Wis. Stat. §§ 59.23(2)(a) (county clerk), 60.33(2)(a) (town clerk), 61.25(3) (village clerk), 62.09(11)(b) (city clerk), 62.13(5)(i) (police and fire commission), 66.1001(4)(b) (plan commission), 70.47(7)(bb) (board of review).

²⁰⁴ *Journal Times v. City of Racine Bd. of Police & Fire Comm’rs*, 2015 WI 56, 362 Wis. 2d 577, 866 N.W.2d 563.

²⁰⁵ Non-party Brief of Wisconsin Department of Justice at 6, *Journal Times v. City of Racine Bd. of Police & Fire Comm’rs*, 2015 WI 56 (No. 2013AP1715).

²⁰⁶ Wis. Stat. § 19.81(1).

²⁰⁷ *De Moya Correspondence* (June 17, 2009).

²⁰⁸ *Huebscher Correspondence* (May 23, 2008).

²⁰⁹ *Perlick Correspondence* (May 12, 2005).

²¹⁰ *De Moya Correspondence* (June 17, 2009).

closed session ceases to exist, all records of the session must then be provided to any person requesting them.²¹¹

WHEN IS IT PERMISSIBLE TO CONVENE IN CLOSED SESSION?

Every meeting of a governmental body must initially be convened in open session. All business of any kind, formal or informal, must be initiated, discussed, and acted upon in open session unless one of the exemptions in Wis. Stat. § 19.85(1) applies.²¹²

Notice of Closed Session

The notice provision in Wis. Stat. § 19.84(2) requires that, if the chief presiding officer of a governmental body is aware that a closed session is contemplated at the time he or she gives public notice of the meeting, the notice must contain the subject matter of the closed session.

If the chief presiding officer was not aware of a contemplated closed session at the time he or she gave notice of the meeting, that does not foreclose a governmental body from going into closed session under Wis. Stat. § 19.85(1) to discuss an item contained in the notice for the open session.²¹³ In both cases, a governmental body must follow the procedure set forth in Wis. Stat. § 19.85(1) before going into closed session.

Procedure for Convening in Closed Session

Every meeting of a governmental body must initially be convened in open session.²¹⁴ Before convening in closed session, the governmental body must follow the procedure set forth in Wis. Stat. § 19.85(1) which requires that the governmental body pass a motion, by recorded majority vote, to convene in closed session. If a motion is unanimous, there is no requirement to record the votes individually.²¹⁵ Before the governmental body votes on the motion, the chief presiding officer must announce and record in open session the nature of the business to be discussed and the specific statutory exemption which is claimed to authorize the closed session.²¹⁶ Stating only the statute section number of the applicable exemption is not sufficient because many exemptions contain more than one reason for authorizing closure. For example, Wis. Stat. § 19.85(1)(c) allows governmental bodies to use closed sessions to interview candidates for positions of employment, to consider promotions of particular employees, to consider the compensation of particular employees, and to conduct employee evaluations—each of which is a different reason that should be identified in the meeting notice and in the motion to convene into closed session.²¹⁷ Similarly, merely identifying and quoting from a statutory exemption does not adequately announce what particular part of the governmental body's business is to be considered under that exemption.²¹⁸ Enough specificity is needed in describing the subject matter of the contemplated closed meeting to enable the members of the governmental body to intelligently vote on the motion to close the meeting.²¹⁹ If several exemptions are relied on to authorize a closed discussion of several subjects, the motion should make it clear which exemptions correspond

²¹¹ See 67 Op. Att'y Gen. 117, 119 (1978).

²¹² Wis. Stat. § 19.83.

²¹³ 66 Op. Att'y Gen. 106, 108 (1977).

²¹⁴ Wis. Stat. §§ 19.83, 19.85(1).

²¹⁵ *Schaeve*, 125 Wis. 2d at 51.

²¹⁶ 66 Op. Att'y Gen. 93, 97-98.

²¹⁷ *Reynolds/Kreibich Correspondence* (Oct. 23, 2003).

²¹⁸ *Weinschenk Correspondence* (Dec. 29, 2006); *Anderson Correspondence* (Feb. 13, 2007).

²¹⁹ *Heule Correspondence* (June 29, 1977); see also *Bustwell*, 2007 WI 71, ¶ 37 n.7.

Example of Action Only minutes

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
March 30, 2021**

A regular meeting of the Village of Harrison Board was called to order at 6:00pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, March 30, 2021. After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Lou Miller (via FaceTime), Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, and Kirk Pontow
Board Excused: None
Staff Present: Planner Mark Mommaerts, Operations Manager Jeff Funk, Interim Fire Chief Jarred Gerl, Harrison Utilities Brandon Barlow

Correspondence or Communications from Board and Staff

None.

Public Comments

Heath Mynsberge, representing Atlas Development, only if needed.

Tom Daily spoke on Ordinance V20-12 and short term rental fees.

Reports

Reports from Harrison Fire Rescue, Calumet Co. Sheriff Department, Village Manager, Planning and Zoning, Parks and Trails, Public Works Department/Engineering, Harrison Utilities, and Treasurer Statement of Income and Expenses are on file with the Village Clerk.

Corrections and Approval of the Previous Meetings Minutes

Moved by Trustee Stier, seconded by Trustee Van Hefty to approve March 9, 2021 and March 18, 2021 minutes as presented. Motion carried 7-0.

Payments of Bills and Claims

Moved by Trustee Stier, seconded by Trustee Bartlein to approve February 19, 2021- March 24, bills and claims.

Appointments

None.

Unfinished Business from Previous Meetings for Consideration or Action

10(a) Dan Garber appointment to Zoning Board of Appeals

Moved by Trustee Van Hefty, seconded by Trustee Bartlein to approve appointment of Dan Garber to Zoning Board of Appeals with a term expiring on April 30, 2022. Motion carried 7-0.

New Business for Consideration or Action

11(a) Award Bid for 2021 Road Paving Project

Moved by Trustee Handschke, seconded by Trustee Miller to accept all three base bids, alternate bid 1, and alternate bid 2 from NEA in amount of \$2,871,735.61. Motion carried 7-0.

11(b) Conditional Use Permit – Atlas Development – County N

No action taken.

11(c) Affidavit of Correction – Lamers Realty – Lot 15 Southtowne Place

Moved by Trustee Van Hefly, seconded by Trustee Stier to approve. Motion carried 7-0.

11(d) Stormwater Pond Deed Acceptance – Creekside Estates, Cedar Ridge Estates 2nd Addition, Oakwood Estates

Moved by Trustee Pontow, seconded by Trustee Bartlein to accept stormwater pond deed transfers. Motion carried 7-0.

11(e) Purchase of Western Star 4700SF

Moved by Trustee Van Hefly, seconded by Trustee Miller to approve truck with accessories in amount of \$216,747.00. Motion carried 7-0.

11(f) Update on Critical Functions and Job Description

No action taken.

11(g) Engagement Letter for the 2020 Audit of Harrison Utility

Moved by Trustee Van Hefly, seconded by Trustee Miller to approve engagement letter. Motion carried 7-0.

11(h) Resolution V2021-06 WDNR Recycling Grant Authorization

Moved by Trustee Handschke, seconded by Trustee Stier to adopt Resolution V2021-06. Motion carried 7-0.

11(i) Village Clerk/Treasurer Position and Deputy Village Clerk/Treasurer Position

Moved by Trustee Pontow, seconded by Trustee Bartlein to authorize President Hietpas and Trustee Stier to work with staff to discuss filling staff vacancies and hire temporary help, and to post or advertise permanent positions. Motion carried 7-0.

Future Agenda Items

None

Adjournment

Moved by Trustee Stier, seconded by Trustee Van Hefly to adjourn (8:23pm). Motion carried 7-0.

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
01/31/2017**

A regular meeting of the Village of Harrison was called to order on Tuesday, January 31, 2017 at 7:00pm in the Harrison Municipal Building with President Jim Salm presiding. After the Pledge of Allegiance was recited, the Clerk called the roll.

Board present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Kevin Hietpas, and Dave La Shay

Staff present: Planner Mark Mommaerts, Public Works Director Bob Kesler, Clerk Jennifer Weyenberg, Manager Travis Parish

Other present: Ryan Wilson, Accurate Appraisal

Correspondence or Communications from Board and Staff

Resident Meg Brew asked the board to consider placing dog waste receptacles on the Noe Road Trail.

Public Comments

Mike Gillis, N8675 Firelane 9: He asked the board to reconsider marking roads near the boat landing as ATV/UTV Routes.

Consent Agenda

- a) Minutes 12/20/16, 01/13/17
- b) Payment of Bills and Claims
- c) Use of DJ in Community Room on 07/29/17 [removed by Trustee La Shay]
- d) Operator License for Hunter Hartjes
- e) Certified Survey Maps
 - i. Donald Mielke, Mielke Rd
 - ii. Irvin Zahringer, N7247 Hwy 55
 - iii. Joseph Zahringer, N7332 Hwy 55
 - iv. David Weiland, Schmidt Rd
 - v. Richard Davis, W4115 Manitowoc Rd

Motion: Trustee La Shay and second by Trustee Sprangers to approve the consent agenda except for item c.

Discussion: None

Vote: Motion carried 5-0.

Items removed from Consent Agenda (if any)

Motion: Trustee La Shay and second by Trustee Hietpas to approve the request.

Discussion: The applicant indicated that alcohol would be served and the type of event is listed as a "Sweet 16" party. The board would like to see an officer from the Sheriff's Dept stop by during the party to ensure there is no underage drinking.

Vote: Motion to approve carried 5-0.

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) Ordinance V17-01 Amending the Traffic Code- Speed Limit on Stommel Rd

Motion: Trustee Lisowe and second by Trustee La Shay to approve Ord. V17-01 Amending the Traffic Code relating to the speed limit on Stommel Rd effective Feb. 6, 2017.

Discussion: The village board previously voted to lower the speed limit from 45 mph to 40 mph on the portion of Stommel from 114 to the Sherwood village limits. Trustee La Shay wanted it to be made clear that a traffic study was conducted and this was the recommendation.

Vote: Motion carried 5-0.

New Business for Consideration or Action

a) Kaukauna Youth Baseball Request for Fields

Motion: Trustee Lisowe and second by Trustee Hietpas recommending that staff bring back more information.

Discussion: The Kaukauna Baseball organization has asked if the village is willing to participate in the acquisition or construction of any portion of the new facility. Plans call for 4 ball fields, parking lot, concessions, and playground. Staff will review the village's financials and report back with some firm figures.

Vote: Motion to bring info back carried 5-0.

b) Replace Furnace in Maintenance Garage

Motion: Trustee Sprangers and second by Trustee La Shay to purchase the Clean Burn Waste Oil Heater at \$12,100.

Discussion: Quotes were received for the Clean Burn and also a Reznor heater. The Clean Burn was \$810 less and required less maintenance.

Vote: Motion carried 5-0.

c) Claim for Recovery of Unlawful Taxes- Mike and Tracey Driessen

Motion: Trustee Lisowe and second by Trustee La Shay to deny the claim.

Discussion: The Driessens believe the assessment should be lowered to 80% completion on January 1st rather than the full assessment they received. Accurate Appraisal does not believe a palpable error has occurred; they believe the house was effectively complete on the 1st of the year.

Vote: Motion to deny carried 5-0.

d) Lake Park Sportzone Request to Expand Hours of Operation on Feb. 24, 2017

Motion: Trustee La Shay and second by Trustee Lisowe to approve extending the hours as requested with it noted that if concerts are to become regular in the future, the applicant must request a modification to their Conditional Use Permit so that sound/noise concerns can be addressed.

Discussion: Under the current conditional use permit, the Sportzone is limited to operating hours no later than 11:00pm on Friday nights. They are requesting to stay

open until midnight on 02/24/17 to have flexibility in case the concert runs late and allows them to clean up before a tournament early the next morning.

Vote: Motion carried 5-0.

e) **Ordinance V17-02 Annexation of Territory**

Motion: Trustee Lisowe and second by Trustee Hietpas to adopt Ord. V17-02.

Discussion: Several property owners have petitioned for unanimous direct annexation to the village. The petition is for approximately 45-acres near the intersection of County LP and Midway Rd. The DOA has the opinion that it is in the public interest.

Vote: Motion carried 5-0.

f) **Approve Consultant for Park Design on Manitowoc Road**

Motion: Trustee La Shay and second by Trustee Lisowe to approve Ayres Assoc. as the consultant for the park design.

Discussion: Staff recommended Ayres. The firms were ranked based on their presentation, process and methodologies, timeline, staff time required, and costs.

Vote: Motion carried 5-0.

g) **Approve Amendments to Standard Specifications Manual**

Motion: Trustee La Shay and second by Trustee Lisowe to postpone.

Discussion: Staff requested postponement because there is still information that the engineer is working on.

Vote: Motion carried 5-0.

Reports of Ad Hoc Committees and Departments

a) **Calumet Co. Sheriff Department**

b) **Village Manager's Report-** T. Parish reported that there are two finalists for the Fire Chief positions and interviews will be conducted this week.

No action taken.

Future Agenda Items

Requested by board or residents: ATV Route, Signage on Highways, Policy Guidelines for Bartender Applications

Closed Session

Motion: Trustee Lisowe and second by Trustee La Shay to meet in closed session pursuant to Wis. State Stats. §19.85 (1)(e) 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 in regards to properties on Dogwood Lane and development agreement with Lake Park Sportzone. Also, pursuant to Wis. State Stats. §19.85 (1)(c), the board will meet to consider employment, promotion, compensation, or performance evaluation data of an employee in regards to the Administrator's contract. Lastly, pursuant to Wis. State Stats. §19.85 (1)(g), the board will confer with legal counsel about strategy regarding current or likely litigation in regards to an agreement with Waverly Sanitary District.

VILLAGE BOARD MEETING

From:

Matt Heiser, Village Manager

VILLAGE OF HARRISON

Meeting Date:

January 25, 2022

Title:

Sign-In Policy

Issue:

What is the will of the Board for a sign-in process at Village Board meetings?

Background and Additional Information:

Staff have a form they use for members of the public to sign in when they attend Village Board meetings. The form asks if the attendees wish to speak. Staff does not know the history behind this form; how long it has been in use and any reasons behind it.

Recently an attendee of a Village Board meeting expressed concern that members of the public wishing to attend the meeting but not speak should be asked to sign in.

Staff sought advice from the Village Attorney regarding this practice after the resident concern. The Village Attorney provided the following input:

1. There is no duty to allow any member of the public to speak ever.
2. Some boards have eliminated public participation altogether and that is okay if it is consistently enforced.
3. But if the board does allow public participation, it cannot regulate content.
4. content-neutral requirements are okay. Examples of content-neutral restrictions could be 1) your sign-in requirement, 2) residency requirements, 3) time limits, etc.. You can ask for other courtesies (e.g. please limit your comments to items on the agenda only), but such restrictions may not be enforceable if challenged.
5. On the other hand, you may not require people to sign in if they merely attend and don't wish to speak. Most municipalities use two lists. It's okay to ask people to sign in. But you can't require an individual to leave the meeting if they refuse.

Board members were also expressing concern to Staff about this process at the same time and asked the following specific questions:

- a) Can the village even implement a meeting sign in?
- b) What happens to the speaker sign up the sheet after a meeting? Does it have to be destroyed or is it saved for open records?
- c) Can staff implement such a policy of forcing people to sign up to speak if they wish not to without board approval?
- d) What changes to existing board rules need to be made so staff doesn't assume to make it up again.

The initial input from the Village Attorney addressed some of them. All of the questions were forwarded to the Village Attorney for him to prepare for the meeting on Tuesday.

The Village Attorney also provided the language he drafted for the Village of Fox Crossing regarding this topic:

This appears on every agenda and the Chair reads this verbatim at each meeting before any members of the public speak.

“Public Comments Addressed to the Village Board. Individuals properly signed in may speak directly to the Village Board on nonrepetitive village matters whether on, or not on the agenda. However, no announcements of candidacy for any elected position will be permitted. Commenters must wait to be called, must speak from the podium, directing their comments to the board. Comments must be orderly. A maximum of 2-minutes per person is allowed and you must return to the audience when signaled to do so. Public comment is not permitted outside of this public comment period. Note: The board’s ability to act on or respond to public comments is limited by Chapter 19, WI Stats. To address the Village Board, complete the Public Participation signup sheet.”

Budget Impacts:

None.

Recommended Action:

None.

Attachments:

- Existing Rules and Procedures for Harrison Village Board Meetings.
 - Template of the existing Sign-in Form
-

VILLAGE OF HARRISON
RULES AND PROCEDURES FOR BOARD MEETINGS

Meetings

A. Regular Meetings

1. Village of Harrison Board Meets in the Community Room at the Harrison Municipal Building W5298 State Park Road at 6:00 PM.
2. Regular meetings of the board shall be held on the last Tuesday of the Month, (and the Second Tuesday of the month as needed).
3. Meeting dates and times may be changed by a majority vote of the board.
4. All meetings require an agenda.
5. All motions need to be based on agenda items.

B. Special Meetings

1. Any two trustees or President may call a special meeting by filing a written notice with the village clerk. The clerk, in turn, shall immediately notify each village board member of the date, time and purpose of the special meeting.
2. A special meeting may be called, without notice, at regularly convened board meetings if a quorum is present. A special meeting may also be called if all members consent to the hold of such meeting.
3. Special meetings shall be deemed regular meetings for the purpose of transacting any business that may be permitted by law.

Preparation of Agenda

The Village President along with Village staff shall be responsible for determining those items which shall be placed on the agenda for each board meeting. Any two board members may request in writing that the Village President include any item appropriate for Village Board action on the agenda for any meeting. The request must be made at least five business days prior to the meeting.

Presiding Officer

The presiding officer shall preserve order, conduct the proceedings of the board, and be its parliamentarian. If a board member does not follow the board's rules, the presiding officer may, on his or her own motion, or shall, at a member's request, call the offending member to order. The board, if appealed to, shall decide the matter. The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the board for consideration.

Quorum Required

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

Call to Order

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

Absence of Members

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

Reading of Ordinances

All proposed ordinances shall be read before the board may vote on them. Each ordinance shall also be read:

1. At the time of its initial introduction (title only);
2. Immediately prior to the board's actual vote on it (title only).

Point of Order

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

Adjournment

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

Reconsideration of Question

Any member who voted with the prevailing side on any question may move for reconsideration of the vote immediately after the vote at the same meeting.

Mail Correspondence

Mail correspondence addressed to the Board is to be opened by the Village President with another Trustee as a witness. Mail addressed to an individual board members are to be given to them to open.

Order of Business

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Public Hearing (if any)
5. Correspondence or Communication from Board or Staff
6. Public Comments
7. Reports
 - a) Harrison Fire and Rescue
 - b) Calumet County Sheriff's Dept.
 - c) Village Manager
 - d) Planning and Zoning
 - e) Parks and Trails
 - f) Public Work Department / Engineering
 - g) Harrison Utilities
 - h) Clerk-Treasurer (Statement of Income and Expenses)
8. Corrections and Approval of the Previous Meetings Minutes
9. Payment of Bills and Claims
10. Appointments
11. Unfinished Business from Previous Meetings
12. New Business for Consideration or Action
13. Future Agenda Items
14. Closed Session (if any)
15. Adjournment

Order of Action

1. Introduction
2. Opening Discussion
3. Motion
4. Final Discussion
5. Clerk to repeat the Motion
6. Vote

Introduction of Business

- A. Introduction of Requirements**
All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member and prior to their consideration by the board, be delivered to the clerk. Any trustee may require at any time the reading in full of any matter while it is before the board.
- B. Filing**
Each proposed ordinance or resolution shall be filed in the office of the clerk at least 5-business days prior to the scheduled board meeting at which the measure is to be introduced. If for good cause this pre-filing is impractical, the board may waive this requirement. The Village Clerk is responsible for postings, minutes and records.
- C. Reintroduction Restricted**
No proposed ordinance or resolution, having once been defeated, may be introduced in the same or in the substantially same form until 90 days after the date when the ordinance or resolution was defeated.
- D. Availability to the Board**
Agenda and Packets are to be made available to the Board at least 4 Business Days prior to the meetings.
- E. Unofficial Meeting Minutes**
Board and/or Staff are not to publicly disclose any items of a Village Board Meeting until the meeting minutes are approved and published, outside of normal business.
- F. Meeting Minutes**
Village Clerk or Designee is responsible for recording and maintaining all regular meeting minutes. Minutes are to be presented and approved at the following regular meeting and posted as timely as possible.

Voting

- A. Termination of Debate**
Any member wishing to terminate the discussion can ask to move to a vote if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

B. Majority Vote Required

A majority vote shall be necessary for passage or approval, unless a larger number is required by law. In all other cases, a majority of the votes cast shall be necessary for board action, provide a quorum has voted.

C. Abstentions

1. A board member shall not vote on a proposed ordinance, order, resolution or proposition in which he or she has a direct pecuniary or personal interest not common to other board members.
2. A board member who abstains from voting shall not be counted for determining members present.

D. Vote Change

A board member may change his or her vote on a matter up to the time the next item is introduced.

Manner of Deliberation

A. Method

No board member shall address the board until recognized by the presiding officer. The board member shall then address the presiding officer and keep all remarks to the question under discussion. The trustee shall also avoid personal confrontation when speaking.

B. Recognition of Board Member

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

No motion shall be withdrawn without the consent of the trustees making and seconding the motion.

C. Termination of Debate

Any member wishing to terminate the debate if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

Suspension of Rules

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

Amending of Rules

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

Robert's Rules of Order to Govern Board

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

Approved

2-23-2021

Village President

Kenneth M. Higgins Village Clerk

VILLAGE BOARD MEETING

SIGN IN

Tuesday April 27, 2021

6:00 PM

Name & Address	<i>Do you wish to Speak? (Y or N)</i>	<i>Item Speaking For/Against? (1,2...9a,etc)</i>
1.		
2.		
3.		
4.		
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19.		
20.		

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

January 25, 2022

Title:

Missed Refuse Charges on Current and Past Tax Bills

Issue:

How should staff handle the missed charges and how far back should staff invoice for missed charges, if that is the directive of the Board?

Background and Additional Information:

With the change in refuse and recycling companies, it has come to the attention of staff that some property owners have not been charged for this service on their tax bills for 2 - 5 years. There have been at least 15 tax bills discovered thus far.

The common denominator in these bills appears to be that they had a change in their parcels which caused their original parcel number to be inactivated and then reactivated the following year. Calumet County reuses parcel (tax bill) numbers instead of retiring the number and creating new unique numbers. It appears that between the inactivating and reactivating of these numbers is when they “fell off” the list to be charged.

This would be very difficult to notice from one year to the next because there isn’t a new unique number in the prior year’s listing. Furthermore, the homeowner would already have carts and thus not need to call the office and get on the “new service” list. (Practice is to use the previous year’s list and then add the properties on the “new service” list to get the final list of parcels to charge for refuse services.)

Staff can track back 5 years’ worth of tax bills online to see when a parcel has stopped paying for the services.

Staff has not located a statute that provides direction on how far back a municipality must charge for missed (non-tax) fees.

To prevent this issue going forward, staff will request a listing of inactivated / reactivated parcel numbers be available for the Board of Review meeting(s). It is anticipated that such a list can be obtained from either the assessor or Calumet County.

Budget Impacts:

A rough estimate of unbilled charges is *\$6,390, but it could be more after further investigation of other tax bills.

*15 properties x 3 years x \$142 (average of 2 years at \$140 and 1 year at \$150)

Staff Recommendation:

Without finding a statute or ordinance to reference, staff can only offer experience with the practice of the Public Service Commission (PSC) that governs public water service. The PSC rule would be to go back 2 years from the date of the discrepancy being known.

Action Options:

1. Motion that staff invoice for any missed special assessment charges going back _____ years from the date of discovery.
2. Ask the Village Attorney for legal guidance.
3. Other _____

Attachments:

None

VILLAGE BOARD MEETING**From:**

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON**Meeting Date:**

January 25, 2022

Title:

CSM – Mielke (Tax ID 43796)

Issue:

Should the Village Board approve a 1-lot Certified Survey Map?

Background and Additional Information:

The property owner owns two agricultural parcels (Tax ID 43796 & 43768) and plans to subdivide the property fronting Mielke Road into single-family lots. There is a future road proposed to access the remaining agricultural lands behind the lots. Lots can be created by Certified Survey Map (CSM), but are limited to four lots every five years. The proposed CSM for Tax ID 43796 will be the fourth lot created within the past five years.

The property owner is proposing a 1-lot Certified Survey Map (CSM) for the property located along Mielke Road. The property is zoned Rural Residential [RR]. The purpose of the CSM is to create a single-family home sites. The proposed lot is 1.205-acres in area with 150-feet of road frontage. The RR zoning district currently allows single-family homes as a permitted use. The property owner is working with the Calumet County Planning & Zoning Dept. regarding the private sanitary systems. Access will come from Mielke Road via culvert and private driveway to the lot.

The Plan Commission reviewed the CSM at their meeting on January 18th.

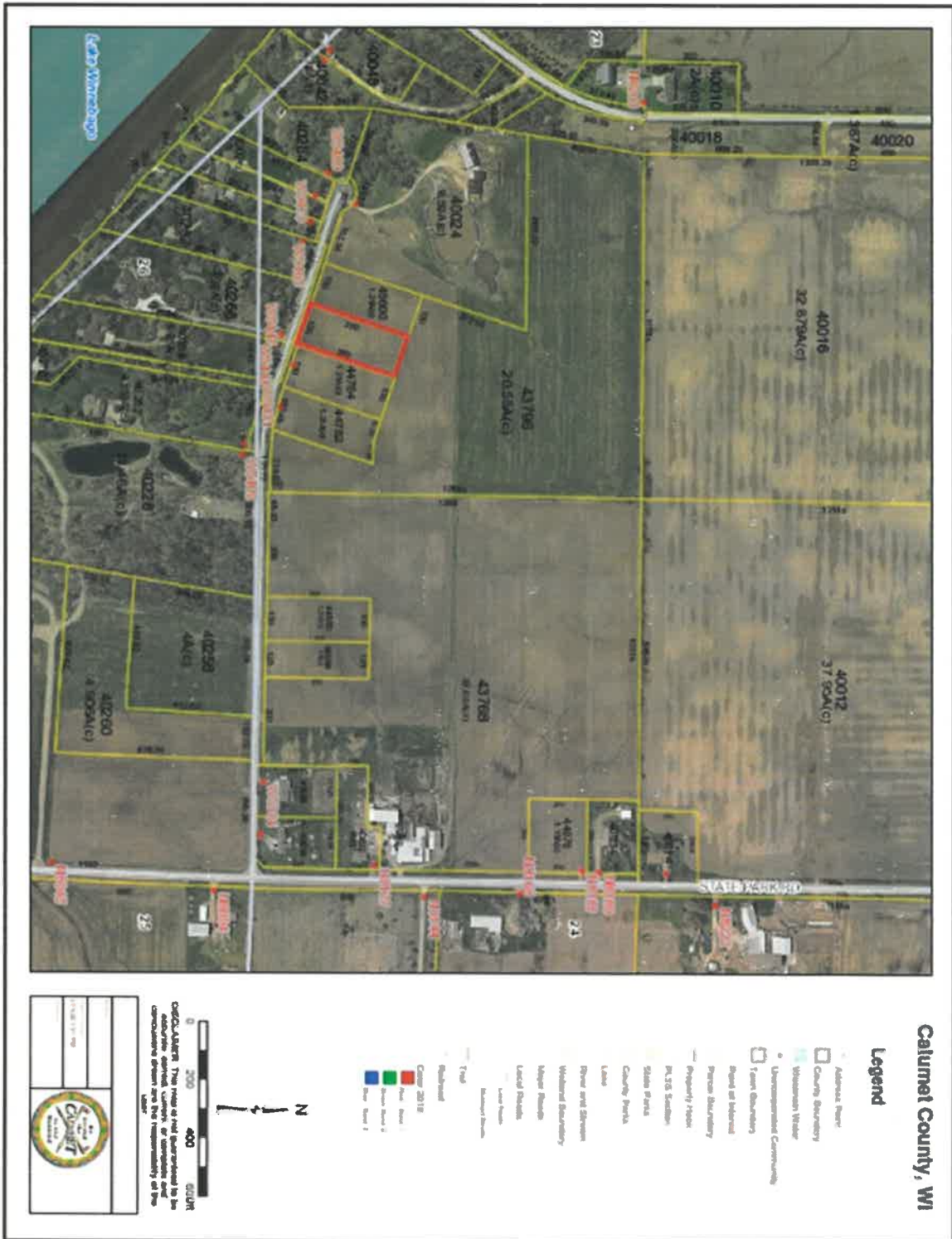
Recommended Action:

The Plan Commission recommends approval of the Certified Survey Map (CSM) as submitted.

Attachments:

- Aerial Map
- CSM

Aerial Map



Calumet County, WI

Legend

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Road or Intersect
- Precinct Boundary
- Property Point
- PLSS Section
- State Parks
- County Parks
- Lakes
- River and Stream
- Wetland Boundary
- Major Roads
- Local Roads
- Land Parcel
- Land Parcel
- Land Parcel
- Land Parcel
- Land Parcel



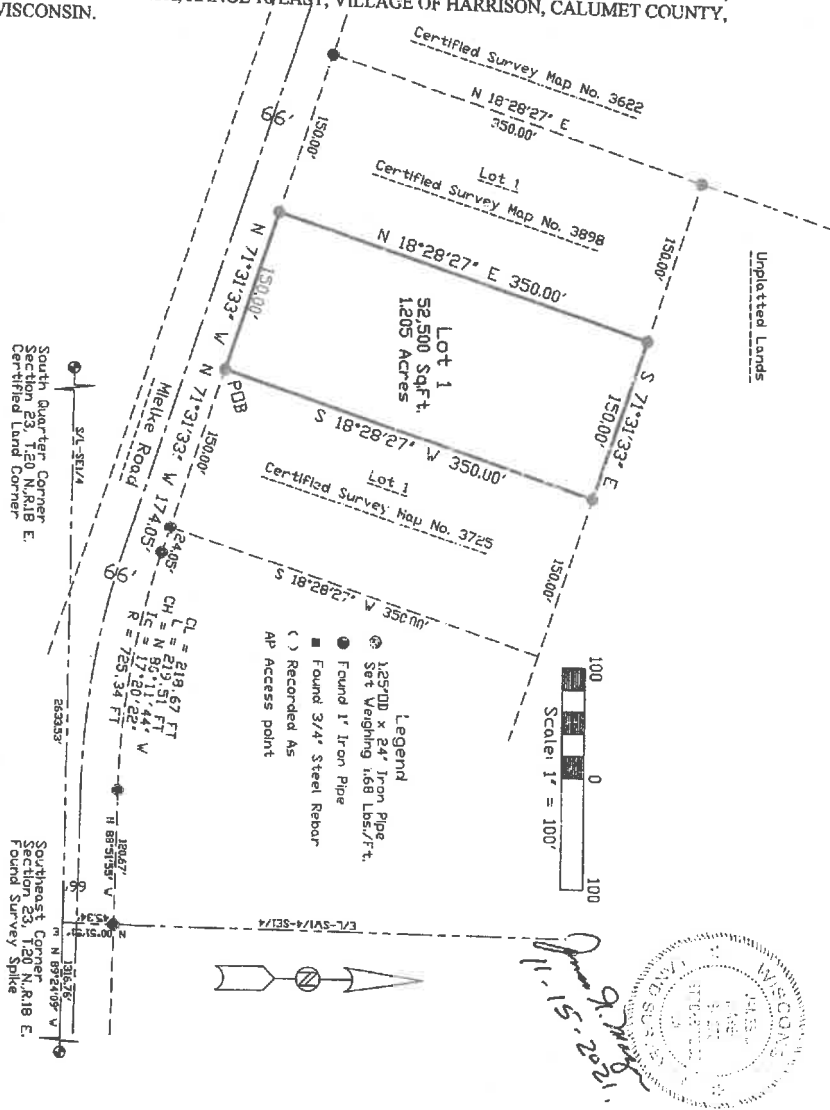
DISCLAIMER: This map is not guaranteed to be accurate and the user assumes all responsibility for the information shown on this map.



CERTIFIED SURVEY MAP NO. _____

Sheet 1 of 3

PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 23,
TOWNSHIP 20 NORTH, RANGE 18/EAST, VILLAGE OF HARRISON, CALUMET COUNTY,
WISCONSIN.



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

SURVEYED FOR
DONALD MIELKE
W5484 MIELKE ROAD
MENASHA, WI

C:\Projets\MielkeDon20\Mielkeesm.dwg
BEARINGS REFERENCED TO COUNTY
DATUM EAST LINE OF THE SOUTHEAST
QUARTER BEARS NORTH 00°49'34" EAST.
THIS INSTRUMENT DRAFTED BY J. G. MAYER
NOTEBOOK NO.44 PAGE 39.

PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 23,
TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY,
WISCONSIN.

SURVEYOR'S CERTIFICATE

I, James G. Mayer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped under the direction of Donald R. Mielke, part of the Southwest Quarter of the Southeast Quarter of Section 23, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin containing 52,550 square feet or 1.205 acres of land and described as follows.

Commencing at the Southeast Corner of said Section 23, thence North 89°24'09" West a distance of 1,316.76 feet along the south line of the southeast quarter to the east line of the southwest quarter of the southeast quarter; thence North 00°51'51" East a distance of 45.34 feet to the north right-of-way line of Mielke Road; thence North 88°51'55" West a distance of 120.67 feet along the north right-of-way line to a point of curvature; thence 219.51 feet along the arc of a 725.34 foot radius curve to the right, with a chord bearing of North 80°11'44" West a distance of 218.67 feet and a central angle of 17°20'22" along the north right-of-way line to a point of tangency; thence North 71°31'33" West a distance of 174.05 feet along the north right-of-way line to the point of beginning; thence continuing North 71°31'33" West a distance of 150.00 feet along the north right-of-way line; thence North 18°28'27" East a distance of 350.00 feet; thence South 71°31'33" East a distance of 150.00 feet; thence South 18°28'27" West a distance of 350.00 feet to the point of beginning. Subject to all easements and restrictions of record. Liability hereunder is expressly limited to the cost of this survey.

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

Dated this 10th day of November, 2021.

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



OWNER'S CERTIFICATE

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

Dated this _____ day of _____, 2021

Donald R. Mielke, Owner

State of Wisconsin)
Calumet County)ss

Personally came before me on the _____ day of _____, 2021, the above named owners to me known to be the person who executed the foregoing instrument and acknowledged the same.

My Commission Expires: _____

Notary Public, Calumet County, Wisconsin

PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 23,
TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY,
WISCONSIN.

VILLAGE BOARD CERTIFICATE

Resolved that the above certified survey map in the Village of Harrison was approved by the Village Board on
this _____ day of _____, 2022.

Village President

Village Clerk

VILLAGE TREASURER'S CERTIFICATE

I being the duly elected qualified and acting village treasurer of the Village of Harrison, do hereby certify that in
accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of
_____, 2022 on any of the lands included in this Certified Survey Map.

Village Treasurer

Date

COUNTY TREASURER'S CERTIFICATE

I being the duly elected qualified and acting treasurer of the County of Calumet, do hereby certify the records in
my office show unredeemed tax sales and no unpaid taxes or special assessments as of
_____, 2022 affecting the lands included in this Certified Survey Map.

County Treasurer

Date

Notes:

This CSM is part of tax parcel no. 43796. This CSM is contained wholly within the property described in the
following recorded instrument: Doc. No. 356788. The property owner of record is Donald R. Mielke, W5484
Mielke Road, Menasha WI 54952.



James D. Macy
11-15-2021

VILLAGE BOARD MEETING

From:
Vicki Tessen, Clerk

VILLAGE OF HARRISON

Meeting Date:
January 25, 2022

Title:
ARPA Fund Usage and Projects

Issue:
The Staff requests the Board provide guidance on using ARPA funds.

Background and Additional Information:

The final guidelines from the federal government are now available and staff would like to begin using these funds. Each department has some ideas of what they would like. The list needs to be prioritized as it isn't feasible to implement all the ideas at one time.

Staff would like Board input and discussion regarding what projects should be researched first.

Budget Impacts:
None – using ARPA funds for projects that are not in the budget.

Staff Recommendation:
None

Action Options:
None

Attachments:

- Potential Project List
- ARPA final guidelines overview *(not included w/ online packet)*
- Poll Book information
- ARPA reporting guidelines – note the categories and time investment for recording
- ARPA / Grant Consultant Firm information

Potential Projects for ARPA Funding

Project	Level of need 1 - 5	Staff affected	Public affected	Notes / ARPA reasoning
Phone system upgrades		All	Yes	More interactive system would allow people to get answers without needing to meet in person.
Wireless system upgrades (cell phones, internet)		All	Yes	This would be needed to replace meeting software, help with communication when in the building (Village Hall is an emergency evacuation site), among other things.
Upgrade computer systems		All	Yes	Not all staff computers have a microphone or camera so virtual meetings are difficult. Laptops that can be used at home when an employee isn't feeling well.
Purchase software/hardware to allow information to be available in the field (goes along with digital file management system)		Planner DPW Utility	Yes	If staff can answer questions and complete paperwork in the field then residents don't need to come to the Village Hall in person.
Reimburse employees PTO time for Covid absences.		Approx. 4 staff	No	There were grant funds set aside for covid quarantining which were used by those that were sick first. Anyone sick after that had to use PTO or unpaid leave.
Sewer & Water extension to Farmers Field Park.			Yes	Will allow construction of bathrooms for washing and disinfecting hands. Will help complete park construction so that the recreational site can be fully utilized by residents. Which will make other parks less crowded. Will also open up additional lands for residential development.
Purchase permitting software.		Planner Inspector	Yes	Will allow residents/contractors to submit digital plans and permits rather than walking them into the office.
Purchase digital file management software for municipal records.		All	Yes	Will allow Village to document, store, and share files easily and quickly.
Purchase Badger Books for elections		Clerk	Yes	Using Badger (poll) Books vs printing paper poll books would reduce contact between voters and workers and reduce the touching of paper (which can't be disinfected) by hundreds of voters when they sign the poll book. Cost \$29,000 - \$30,000 for 14 units, printers, etc.
Office Renovation		Office	No	Increase spacing and improve barriers between employees.
ARPA Coordinator - Filer		All	No	Do we want to hire a consultant to manage and report our ARPA projects? Relieve staff from the task, consultant would know proper way to report and may find items eligible that staff didn't think of.

Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule

U.S. Department of the Treasury

On January 6, 2022, the U.S. Department of the Treasury (Treasury) adopted a final rule implementing the Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The final rule responds to comments received on the interim final rule and will take effect on April 1, 2022. Until that time, the interim final rule remains in effect. This statement clarifies the transition from compliance with the interim final rule to compliance with the final rule. Recipients should also review the final rule for additional information.

State, territorial, local, and Tribal governments (together, recipients) must comply with the final rule beginning on April 1, 2022, when the final rule takes effect. Prior to April 1, 2022, recipients may take actions and use funds in a manner consistent with the final rule, and Treasury will not take action to enforce the interim final rule if a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used.¹

This includes, but is not limited to, the following uses of SLFRF funds:

- Responses to the Negative Economic Impacts of the Public Health Emergency. The final rule expands the enumerated list of eligible uses of SLFRF funds in this category, including health insurance subsidies and paid sick and family leave, as well as making affordable housing development, childcare, early learning services, and services to address learning loss available to any impacted household.
- Responses to the Disproportionate Public Health and Economic Impacts of the Pandemic in Certain Communities. The final rule expands the list of enumerated eligible uses of SLFRF funds for disproportionately impacted communities, including for investments in neighborhoods that promote improved health and safety outcomes, services to address vacant or abandoned properties, and expanded assistance to small businesses.
- Capital Expenditures to Respond to the Public Health and Negative Economic Impacts of the Pandemic. The final rule clarifies that capital expenditures can be eligible in this category, when meeting certain standards, and provides an enumerated list of eligible capital expenditures.
- Responses to Restore and Bolster Government Employment. The final rule expands the uses of funds available to restore and bolster government employment, including restoring employment by hiring up to 7.5% above a recipient's pre-pandemic baseline employment level, funding for employees that experienced pay reductions or were furloughed, maintaining current compensation levels to prevent layoffs, and worker retention incentives.

¹ This means that Treasury will not take action to enforce uses of the interim final rule to the extent that the recipient wishes to change its planned uses of SLFRF funds in a manner consistent with the final rule.

- Government Services to the Extent of Revenue Loss. The interim final rule and final rule both permit recipients to use SLFRF funds for government services in an amount equal to revenue lost due to the pandemic. As discussed in the final rule, Treasury is permitting recipients to determine the amount of revenue lost due to the pandemic either according to a formula or by claiming a standard allowance of up to \$10 million, not to exceed their total award allocation. A recipient that plans to use the standard allowance will make a one-time election and report it to Treasury through regular programmatic reporting. In advance of making this election, a recipient may begin to use up to \$10 million of SLFRF funds for government services.

Furthermore, the final rule adjusts the revenue loss calculation formula to (i) permit recipients to calculate revenue loss on a calendar year or fiscal year basis so long as the recipient employs a consistent methodology throughout the period of performance and (ii) include revenue from certain utilities. Treasury will update reporting guidance to clarify how recipients electing to use a fiscal year basis will adjust prior calculations, and a recipient may adjust its prior calculations to reflect these changes prior to April 1, 2022.

- Investments in Broadband Infrastructure. The final rule expands eligible areas for investment in broadband infrastructure to include locations where the recipient has identified need for additional broadband investment. Further, the final rule allows for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards.
- Investments in Water and Sewer Infrastructure. The final rule expands the list of eligible water and sewer infrastructure projects to include a broader set of project types, including certain dam and reservoir rehabilitation projects, additional stormwater projects, private well projects, and a broader range of projects that remediate lead in water.

Prior to April 1, 2022, the interim final rule remains in effect. Accordingly, recipients may obligate and expend funds in a manner consistent with the interim final rule prior to April 1, 2022.

In addition, Treasury recognizes that recipients have taken steps to use SLFRF funds for projects in a manner consistent with the interim final rule. To the extent that a recipient has taken significant steps toward obligating SLFRF funds in a manner consistent with the interim final rule prior to January 6, 2022, Treasury will generally not take action to enforce provisions contained in the final rule, to the extent that they are more restrictive than those in the interim final rule. Such significant steps include initiation of procurement or grantmaking actions, detailed planning of projects or programs, appropriation of funds, and other significant planning steps. Consistent with this approach, Treasury is providing specific guidance with respect to compliance with the following aspects of the final rule:

- **State Unemployment Insurance Trust Funds.** Under the interim final rule, a recipient may use SLFRF funds to make deposits into its state account of the Unemployment Insurance Trust Fund established under section 904 of the Social Security Act (42 U.S.C. 1104) up to the level needed to restore the pre-pandemic balance of such account as of January 27, 2020 or to pay back advances received under Title XII of the Social Security Act (42 U.S.C. 1321) for the payment of benefits between January 27, 2020 and May 17, 2021. Under the final rule, a recipient that uses SLFRF funds to make a deposit into its Unemployment Insurance Trust Fund may not take action to reduce average weekly benefit amounts or reduce the number of weeks of benefits payable (i.e., the maximum benefit entitlements).² If a recipient (i) has taken significant steps toward making a deposit into its Unemployment Trust Fund prior to January 6, 2022 or (ii) has made a deposit into its Unemployment Trust Fund prior to April 1, 2022, the recipient will not be subject to limitations on reduction of benefits included in the final rule.³
- **Definition of Low-Income and Moderate-Income Households.** Under the interim final rule, a “low- and moderate-income” standard was used to determine presumptive eligibility for certain services. In response to comments requesting additional clarification as to what constitutes low income and moderate income, the final rule includes a definition of low-income household and a definition of moderate-income household.

 - For any program, service, or project available to low- and moderate-income households, the recipient may continue to use eligibility criteria for low-income and moderate-income households that they developed consistent with the interim final rule if the recipient (i) has taken significant steps toward obligating SLFRF funds for that program, service, or project prior to January 6, 2022 or (ii) has obligated funds for that program, service, or project prior to April 1, 2022. Recipients that have not taken significant steps toward obligating SLFRF funds prior to January 6, 2022 should either change eligibility criteria to reflect the definition of low-income households and/or moderate-income households included in the final rule or be able to determine that the class of households they seek to serve experienced a negative economic impact resulting from the pandemic.
 - Treasury will consider a reasonable definition of low- and moderate-income developed by the recipient to be consistent with the interim final rule; this includes reasonable definitions that are higher than the definition contained in the final rule. As with all provisions under the interim final rule, recipients should be able to support their determination of how to define low- and moderate-income under the interim final rule.

² See final rule section 35.6(b)(3)(ii)(A)(10).

³ See final rule for additional information.

- Capital Expenditures. The final rule includes a framework for determining whether a capital expenditure would be eligible as a response to the public health emergency or its negative economic impacts, which includes a requirement to prepare a written justification for projects with actual or expected capital expenditures of \$1 million or more. A recipient is not required to prepare or submit a written justification as required under the final rule if the recipient (i) has taken significant steps toward obligating SLFRF funds for that project prior to January 6, 2022 or (ii) has obligated funds for such project prior to April 1, 2022.
- Broadband Infrastructure. The final rule includes a requirement that recipients must require service providers for a broadband project that provides service to households either to participate in the Federal Communications Commission’s Affordable Connectivity Program (ACP) or provide access to a broad-based affordability program to low-income consumers in the proposed service area of the broadband infrastructure that provides benefits to households commensurate with those provided under the ACP. If a recipient (i) has taken significant steps toward obligating SLFRF funds for a broadband infrastructure project prior to January 6, 2022 or (ii) has obligated funds for a broadband infrastructure project prior to April 1, 2022, the recipient will not be subject to this requirement.
- Government Services to the Extent of Revenue Loss. In addition to the changes discussed above, the final rule requires recipients to exclude the effects of tax changes adopted after January 6, 2022 from the calculation of revenue lost due to the COVID-19 public health emergency, if using the full revenue loss formula rather than the standard allowance. These changes affect the calculation of revenue loss for calculation dates after the April 1, 2022 effective date, regardless of when SLFRF funds are obligated for government services.

The final rule includes additional information regarding these and other transitions. Please contact SLFRP@treasury.gov with additional questions.

Thank you for contacting the League with your ARPA question. We are diligently working to provide timely responses to municipal questions. Specifically related to your inquiry regarding polling equipment. I believe this type of equipment would qualify under public safety services as an eligible use of ARPA funds. The [Interim Final Rule](#) provides for calculating a community's revenue loss and to the extent of the estimated reduction in revenue you have broad latitude to use ARPA dollars for the provision of government services.

According to the Treasury rule, government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; **and the provision of police, fire, and other public safety services.**

If a community cannot utilize funds due to a reduction in revenue, these public safety provisions may still qualify for direct ARPA funding if the municipality is servicing communities disproportionately impacted by Covid or it can justify an increased usage in public safety services as a result of the pandemic resulting in the need for additional safety measures which could lead to less time voting and less poll workers needed, all helping follow guidelines on the pandemic.

I hope you find this information useful. If you have additional specific questions, please feel free to reach out to me at your convenience. I will assist in any ARPA questions to the best of my ability recognizing any final determination of ARPA funding will require some risk analysis by the recipient community.

Thank you for your question and I look forward to working with you more in the future.

Kind Regards,
Toni

Toni Herkert
Government Affairs Director
League of Wisconsin Municipalities
Office: (608) 267-2380
Direct: (608) 716-8215
Cell: (608) 444-5781
www.lwm-info.org



Paragon Development Systems, Inc.
 13400 Bishops Lane
 Suite 190
 Brookfield, Wisconsin 53005
 United States
 (P) 262-569-5300

Quote (Open)

Date Dec 07, 2021 11:23 AM CST	Expiration Date 01/06/2022
Modified Date Dec 07, 2021 11:24 AM CST	
Quote # 2179550 - rev 1 of 1	
Description BadgerBook 2022 Server Stand Alone Printer (Harrison)	
SalesRep Berner, Dana (P) 262-569-5366	
Customer Contact Lewis, William (P) 6082660359	

Customer
 Wisconsin Elections
 Commission (023332)
 Lewis, William
 212 E Washington Ave, 3rd Floor
 Madison, WI 53707
 United States
 (P) 608) 261-2035

Bill To
 Wisconsin Elections Commission
 Schworer, Tiffany
 212 E Washington Ave, 3rd Floor
 Madison, WI 53707
 United States
 (P) 608) 261-2035

Ship To
 Receiving, Shipping
 17 W. Main Street, Suite 310
 Madison, WI 53703
 United States

Payment Method
 Terms: Credit Card

Customer PO:

Terms:
 Credit Card

Ship Via:
 FedEx Ground

Special Instructions:

Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
1	Engage One 14 Touch All-in-One 141 w/ Stand Alone	8WR75US#ABA	4	\$1,759.00	\$7,036.00
2 BadgerBook Server Configuration Services					
	PDS Configuration Services 000522	000522	4	\$79.00	\$316.00
	Custom Configuration	065306	1	\$0.00	\$0.00
	Imaging Services	09137	1	\$0.00	\$0.00
	Labeling Services	09140	1	\$0.00	\$0.00
	Save Boxes For Shipping	499888	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	WEC IMCT Server BadgerBookAiO 2022	802829	1	\$0.00	\$0.00
	WEC PollBook Asset Tag	2079676	5	\$0.00	\$0.00
	Bundle Subtotal		1	\$316.00	\$316.00
3	E5350 - wireless router - 802.11a/b/g/n/ac - deskt	E5350	4	\$39.00	\$156.00
4 Router Configuration Services					

#	Description	Part #	Qty	Unit Price	Total
	PDS Configuration Services 000522	000522	4	\$29.00	\$116.00
	Labeling Service 009140	009140	1	\$0.00	\$0.00
	Custom Configuration 065306	065306	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	WEC PollBook Asset Tag	2079676	2	\$0.00	\$0.00
	Bundle Subtotal		1	\$116.00	\$116.00
5	32GB DataTraveler G4 USB Flash Drive USB flash drive - 32 GB - USB-C 3.2 Gen 1	DT70/32GB	4	\$8.00	\$32.00
6	Thermal Receipt Paper, 3.125"x230", 10pk	RPT3.125-230-10PK	1	\$35.00	\$35.00
7	USB Desktop 320MK Mouse and Keyboard Keyboard and mouse set - USB - US - Smart Buy - for HP 25X G8, t430 v2; EliteOne 800 G8; ZBook Power G8, Studio G8; ZBook Fury 15 G8, 17 G8	9SR36UT#ABA	4	\$19.00	\$76.00
8	4yr 9x5 NBD Onsite Support Upgrade, Retail Pkg Extended service agreement - parts and labor - 4 years - on-site - 9x5 - response time: NBD - for Engage Clean Mount, Stability Mount; Engage Go Jacket	UL589E	4	\$119.00	\$476.00
9	APC Back-UPS Pro BR 1000VA/600W 10Outlets 2USB UPS UPS - AC 120 V - 600 Watt - 1000 VA - USB, serial - output connectors: 10 - black	BR1000MS	4	\$164.00	\$656.00

Subtotal: \$8,899.00
 Tax (.0000%): \$0.00
 Shipping: \$0.00
Total: \$8,899.00

Terms and Conditions

Unless a specific Master Services & Product Sales Agreement is in effect between the parties, this quote is subject to PDS Terms & Conditions which can be viewed at <http://www.shoppds.com/termsforsale.aspx>

Shipping and tax amounts are estimated.

Purchases made by credit card may be subject to a 3% Convenience Fee at the time of invoicing.

PDS has been notified by numerous technology manufacturers that pricing is subject to rapid change due to global component shortages and related price increases. This situation is not unique to PDS.

Please contact your sales team with additional questions.



Paragon Development Systems, Inc.
 13400 Bishops Lane
 Suite 190
 Brookfield, Wisconsin 53005
 United States
 (P) 262-569-5300

Quote (Open)

Date Dec 07, 2021 11:39 AM CST	Expiration Date 01/06/2022
Modified Date Dec 07, 2021 11:40 AM CST	
Quote # 2179554 - rev 1 of 1	
Description BadgerBook 2022 Client Stand Alone Printer (Harrison)	
SalesRep Berner, Dana (P) 262-569-5366	
Customer Contact Lewis, William (P) 6082660359	

Customer
 Wisconsin Elections
 Commission (023332)
 Lewis, William
 212 E Washington Ave, 3rd Floor
 Madison, WI 53707
 United States
 (P) 608) 261-2035

Bill To
 Wisconsin Elections Commission
 Schwoerer, Tiffany
 212 E Washington Ave, 3rd Floor
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 Madison, WI 53703
 United States

Payment Method
 Terms: Credit Card

Customer PO:

Terms:
 Credit Card

Ship Via:
 FedEx Ground

Special Instructions:

Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
1	Engage One 14 Touch All-in-One 141 w/ Stand Alone	8WR75US#ABA	9	\$1,759.00	\$15,831.00
2	PDS Configuration Services	000522	9	\$79.00	\$711.00
	Imaging Services	09137	1	\$0.00	\$0.00
	Labeling Services	09140	1	\$0.00	\$0.00
	Save Boxes For Shipping	499888	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	WEC PollBook Asset Tag	457736	5	\$0.00	\$0.00
	WEC IMCT BadgerBookAiO 2022	802828	1	\$0.00	\$0.00
	Bundle Subtotal		1	\$711.00	\$711.00
3	USB Desktop 320MK Mouse and Keyboard Keyboard and mouse set - USB - US - Smart Buy - for HP 25X G8, t430 v2; EliteOne 800 G8; ZBook Power G8, Studio G8; ZBook Fury 15 G8, 17 G8	9SR36UT#ABA	9	\$19.00	\$171.00
4	4yr 9x5 NBD Onsite Support Upgrade, Retail Pkg Extended service agreement - parts and labor - 4 years - on-site - 9x5 - response time: NBD - for Engage Clean Mount, Stability Mount; Engage Go Jacket	UL589E	9	\$119.00	\$1,071.00

Subtotal:	\$17,784.00
Tax (.0000%):	\$0.00
Shipping:	\$0.00
Total:	\$17,784.00

Terms and Conditions

Unless a specific Master Services & Product Sales Agreement is in effect between the parties, this quote is subject to PDS Terms & Conditions which can be viewed at <http://www.shoppds.com/termsforsale.aspx>

Shipping and tax amounts are estimated.

Purchases made by credit card may be subject to a 3% Convenience Fee at the time of invoicing.

PDS has been notified by numerous technology manufacturers that pricing is subject to rapid change due to global component shortages and related price increases. This situation is not unique to PDS.

Please contact your sales team with additional questions.

The following is meant to be a helpful summary of the U.S. Department of the Treasury (Treasury) [Compliance and Reporting Guidance](#), as it applies to a non-entitlement unit of local government (NEU) that received American Rescue Plan Act – State and Local Fiscal Recovery Funds (SLFRF), and is not a complete guide. For complete details, you should refer to Treasury guidance. In the event of a conflict between this document and Treasury guidance, you should follow Treasury guidance.

Treasury plans to provide step-by-step reporting instructions specifically for NEUs in the future. DOR will update this summary when that information is available. Review Treasury's [website](#) for additional details and to access the reporting portal.

A. Overview

Each NEU is required to meet compliance and reporting responsibilities, as defined in the [Interim Final Rule](#) and further described in the [Compliance and Reporting Guidance](#). The reporting guidance requires program and performance reporting to build public awareness, increase accountability, and monitor compliance of eligible uses.

Recipients are also accountable to Treasury for oversight of their subrecipients, which includes ensuring their subrecipients comply with the SLFRF statute, SLFRF Award Terms and Conditions, Treasury's Interim Final Rule, and reporting requirements, as applicable.

Each NEU must submit a Project and Expenditure Report by April 30, 2022 (no longer due October 31, 2021) and then annually thereafter.

B. Getting Started

You must have the following information available/completed:

1. SAM.gov – active registration with the System for Award Management (SAM)
2. NEU recipient number – assigned by the Wisconsin Department of Revenue (DOR) and listed in Sec. A, Line 5 of Form SL-330: Coronavirus Local Fiscal Recovery Funds Request submitted to DOR
3. Copy of the signed award terms and conditions agreement
4. Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964
5. Copy of 2020 budget documentation
6. Project and expenditures – list of projects, expenditures, status, demographic distribution, and civil rights compliance
7. Subawards information
8. Program data

C. Project and Expenditure Report

1. NEUs are required to submit annual Project and Expenditure Reports to Treasury

- **Initial report – due April 30, 2022** – covers the date of award to March 31, 2022

2. For each project, you must enter the information outlined below. Note: Projects are new or existing eligible government services or investments funded in whole or in part by SLFRF funding.

a. General:

- Project name
- Identification number (created by the recipient)
- Project expenditure category – projects should be scoped to align to a single expenditure category (see Appendix 1, page 31-32 of Treasury's [Compliance and Reporting Guidance](#))
- Project description – must describe the project in sufficient detail to provide understanding of the major activities that will occur; must be between 50 and 250 words
- Status of completion

b. Expenditures:

When a project is entered, you can report on the project's obligations and expenditures, including:

- Current period obligation
- Cumulative obligation
- Current period expenditure
- Cumulative expenditure

c. Project Status:

When a project is entered, you can report on the status in each reporting period, including:

- Not started
- Completed less than 50%
- Completed 50% or more
- Completed

d. Project Demographic Distribution:

Recipients must report whether certain types of projects are targeted to economically disadvantaged communities, as defined by HUD's [Qualified Census Tract](#). Recipients may assume that the funds for a project count as being targeted towards economically disadvantaged communities if the project funds are spent on a program or service:

- Provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tracts),
- Where the primary intended beneficiaries live within a Qualified Census Tract,
- For which the eligibility criteria are such that the primary intended beneficiaries earn less than 60% of the median income for the relevant jurisdiction (e.g., state, county, metropolitan area, or other jurisdiction), or
- For which the eligibility criteria are such that over 25% of intended beneficiaries are below the federal poverty line

Note: Recipients may use reasonable estimates to determine if a project meets one of these criteria. Recipients do not need to track information on each individual beneficiary to make the determination of whether or not the project is serving an economically disadvantaged community. If a recipient is unable to measure economic characteristics of the primary intended beneficiaries of a program or service due to data limitations or for other reasons, that program or service may not be counted as targeted to economically disadvantaged communities.

e. Subawards:

Each recipient shall also provide detailed obligation and expenditure information for any contracts and grants awarded, loans issued, transfers made to other government entities, and direct payments made by the recipient that are greater than or equal to \$50,000, including:

- Subrecipient identifying and demographic information (e.g., DUNS number and location)
- Award number (e.g., award number, contract number, loan number)
- Award date, type, amount, and description
- Award payment method (reimbursable or lump sum payment(s))
- For loans, expiration date (date when loan expected to be paid in full)
- Primary place of performance
- Related project name(s)
- Related project identification number(s) (created by the recipient)
- Period of performance start date
- Period of performance end date
- Quarterly obligation amount
- Quarterly expenditure amount
- Project(s)
- Additional programmatic performance indicators for select expenditure categories (see below)

Note: Aggregate reporting is required for contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals that are below \$50,000. This information will be accounted for by the expenditure category at the project level.

Note: For more information on executive compensation reporting – review page 18 of Treasury's [Compliance and Reporting Guidance](#).

f. Civil Rights Compliance:

Treasury will request information on a recipient's compliance with Title VI of the Civil Rights Act of 1964 on an annual basis. This information may include a narrative describing the recipient's compliance with Title VI, along with other questions and assurances.

g. Required Programmatic Data (other than infrastructure projects):

Additional information must be reported for all projects under the expenditure categories listed below, as outlined on pages 19-20 of Treasury's [Compliance and Reporting Guidance](#):

- Payroll for public health and safety employees (EC 1.9)
- Household assistance (EC 2.1-2.5)
- Small business economic assistance (EC 2.9)
- Aid to travel, tourism, and hospitality or other impacted industries (EC 2.11-2.12)
- Rehiring public sector staff (EC 2.14)
- Education assistance (EC 3.1-3.5)
- Premium pay (both public sector EC 4.1 and private sector EC4.2)
- Revenue replacement (EC6.1)

h. Required Programmatic Data for Infrastructure Projects (EC 5):

Additional project-level information is required for all projects under the Water, Sewer, and Broadband Infrastructure Expenditure Categories. In addition to the general expenditure data, report:

1) All infrastructure projects (EC 5)

- Projected/actual construction start date (month/year)
- Projected/actual initiation of operations date (month/year)
- Location (for broadband, geospatial location data)
- For projects over \$10 million – information listed on page 21 of Treasury's [Compliance and Reporting Guidance](#)

2) Water and sewer projects (EC 5.1-5.15)

- National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)
- Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)

3) Broadband projects (EC 5.16-5.17)

- Speeds/pricing tiers to be offered, including the speed/pricing of its affordability offering
- Technology to be deployed
- Miles of fiber
- Cost per mile
- Cost per passing
- Number of households (broken out by households on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload
- Number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization

E. NEU Documentation

Each NEU must also provide the following information with its first report submitted by April 30, 2022:

- Copy of the signed award terms and conditions agreement (which was signed and submitted to the state of Wisconsin as part of the request for funding)
- Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (which was signed and submitted to the state of Wisconsin as part of the request for funding)
- Copy of actual budget documents validating the top-line budget total provided to the state of Wisconsin as part of the request for funding

F. Expenditure Categories

- An expenditure category is a coding system to track how funding is used and may also be used by Treasury to identify where additional programmatic data is required
- View the 66 expenditure categories on pages 31-32 of Treasury's [Compliance and Reporting Guidance](#)

F. Questions

Questions on reporting requirements or accessing the portal – contact SLFRP@treasury.gov.

Advance Your Community by Investing in its Future

Published 9 Aug 2021

Many US federal funding packages, including the American Rescue Plan Act (ARPA), have made approximately \$2 trillion available to aid in COVID relief and boost community services and education. Learn how you can maximize this unique opportunity and emerge as a stronger community with an agile, resilient, and modern network.



At-A-Glance

Advance Your Community by Investing in its Future

How to Use Federal Funding Strategically

The COVID-19 pandemic had a devastating financial impact on local governments as schools shifted to remote learning, businesses were forced to shut down, and event centers were transformed into makeshift testing and vaccination sites. Through it all, IT teams struggled to make their outdated networks effectively and securely support a mobile environment with remote digital services. Like most industries, these challenges illuminated a critical need for local governments to be more agile, resilient, and prepared for the future.

Today, numerous US federal funding packages have made approximately \$2 trillion available to aid in COVID relief and boost community services and education. These funds represent a unique opportunity to rebuild stronger than ever. Through the strategic investment in a modern network, municipalities can ensure operational continuity by leveraging technologies that broaden connectivity and remote cloud access.

These funds are only available for a limited time. Extreme Networks is here to help you develop a technology strategy and attain COVID relief funding to thrive in the post-pandemic world.

Maximize this Opportunity

Emerge as a stronger community with an agile, resilient, and modern network.



Extend Connectivity



Simplify Management



Unlock Powerful Insight



Ensure Security

Achieve Immediate Outcomes

- Disaster mitigation and recovery
- Remote work and community hotspots
- Distance and hybrid learning
- Telehealth and social services
- Video surveillance and public safety

Drive Long-term Success

- Strengthen government resilience
- Increase workforce agility
- Ensure operational continuity
- Improve the constituent experience
- Attract business and drive topline revenue

Advance Your Community

Invest in Your Future with Extreme Networks



Scalable Cloud



Enterprise Fabric



Simplified Licensing

Ready to get started?

The Extreme Networks Grant Services Team is here to help you access funding and win grants to thrive in the post-pandemic world. Contact us at grants@extremenetworks.com or call 866-472-6899 for additional information.

VILLAGE BOARD MEETING

From:

Matt Heiser, Village Manager

VILLAGE OF HARRISON

Meeting Date:

January 25, 2022

Title:

IT Plan

Issue:

To position the Village as a user of the most effective/efficient tools in technology.

Background and Additional Information:

Various concerns were expressed by Board members during individual Board meetings and the budget process regarding a variety of IT issues facing the Village. In a running dialog with Board members staff have been working to develop a plan to improve the technology landscape of the Village. The goal is to improve staff efficiency, communications with the public and security of Village resources.

Staff are developing a plan to address the following pieces:

1. One firm to support all elements/departments of the Village.
2. Maintain a network that is up to date and secure.
3. Improve the digital communication with the public.
4. Identify individual pieces of software to improve staff efficiency.

The status of the various pieces at this point:

Combining to one support firm. Presently there are different firms supporting the Village (CNS) and Harrison Utilities (PCI). The process to combine them has begun – the firm supporting the Village created a virtual tunnel between the two buildings which also updated the firewall in HU's connection to the internet. The firm supporting HU is quite small and would make them unfeasible to support everything moving forward.

Maintaining a Network:

Staff has completed an inventory of all hardware and operating systems in the Municipal Building. This inventory will be used to map out a replacement schedule for all the different components. This would be a piece of a Village-wide Capital Improvement Plan.

Staff is working with CNS for a quote to upgrade the telephone system.

Staff is working with CNS to develop a business interruption plan. The plan will document the security measures in place, map out envisioned upgrades and list how security breaches would be handled.

Staff is working with CNS to compile an inventory for the other sites of the Village/HU.

Improve the Digital Communication with the public

The IT support service cannot help the Village with this piece. It would be up to staff to research and recommend upgrades.

Identify Individual pieces of software to improve staff efficiency

The IT support service cannot help the Village with this piece. It would be up to staff to research and recommend separate applications. The two that have been identified to this point are:

Upgrade the software for Board meetings

Install a document sharing/knowledge sharing software

Budget Impacts:

ARPA money may be applicable.

Recommended Action:

None.

Attachments:

- None.

VILLAGE BOARD MEETING

From:

Vicki Tessen, Clerk

VILLAGE OF HARRISON

Meeting Date:

January 25, 2022

Title:

2022 Summer in the Park events at Darboy Community Park

Issue:

Needs Board approval for waiving park rental fees, funding the events, and closing road.

Background and Additional Information:

Kiwanis Club of Darboy has submitted the 2022 Summer in the Park schedule:

- June 6th – Ice Cream Social
- June 22nd – Touch a Truck
- July 20th – Sports and Games
- August 10th – Flight Night
- August 24th – Set aside as a makeup night if other event(s) are cancelled earlier.

The group requests:

- the reserving of the entire park including the soccer fields
- closing Noe Road between Midway and Strawflower Dr. if field conditions are not able to accommodate Touch a Truck event
- waiving of rental fees
- donating \$4,000 to the Kiwanis for organizing and hosting four events
- paying \$75 to each balloon operator for propane expenses
- paying rental fees for porta potties

Budget Impacts:

\$4,500 to \$5,000 charged to the Recreation Program fund, leaving a balance of \$5,000 to \$5,500

Staff Recommendation:

Staff recommends approving their requests.

Action Options:

1. Approve as recommended.
2. Approve with the following amendments: _____
3. Postpone action and defer back to staff for further information.
4. Other: _____

Attachments: None

VILLAGE BOARD MEETING

From:

Matt Heiser, Village Manager

VILLAGE OF HARRISON

Meeting Date:

January 25, 2022

Title:

Village Manager Performance Evaluation Tool

Issue:

Should the Village continue to use the attached tool for evaluation of the Village Manager performance?

Background and Additional Information:

The Village Manager recently reached the 6 month threshold for an initial performance evaluation as specified on his contract.

After discussion the Board wished to continue using the tool they used previously. It is on the agenda for approval.

Budget Impacts:

None.

Recommended Action:

Approve the attached form.

Attachments:

- Performance Eval Form

2022 Performance evaluation – Village administrator – Village of Harrison

To: Village of Harrison Board of Trustees

From: Scott Handschke

Subject: Semi - Annual Performance Review for Village Administrator

Date: January 15, 2022

Per the contract of the Village Administrator, the Village Board will be required to conduct an annual and semi-annual performance evaluation each year of the Village Administrator's contract. To ensure compliance with the contract of the Village Administrator and to ensure that the Village Administrator has a full opportunity for a semi-annual review of his first six months, it is time to start the process. Below is how the process will work.

1. The Village Administrator's self-evaluation.
 - a. The Village Administrator will complete a self-evaluation worksheet within 2 weeks of approval of the self-evaluation form.
2. The Village Board review of the Village Administrator's self-evaluation.
 - a. The Village Board will review the Village Administrator's completed self-evaluation worksheet and provide their own ratings and comments.
3. The Village Board formal evaluation in closed session.
 - a. The Village Board will meet in closed session to evaluate and discuss the Village Administrator's first six-month performance.
 - b. Village President or designee will facilitate the evaluation discussion and take notes. These notes will be used to develop a written performance evaluation summary.
 - c. The Village Board will complete the performance evaluation summary to be shared and discussed with the Village Administrator.
4. Written performance evaluation summary review and discussion with Village administrator.
 - a. The performance evaluation summary will be shared and discussed with the Village administrator in a special meeting closed session.
 - b. A signed copy of the administrator's review will be provided to the Village President or designee for record retention.

2022 Performance evaluation – Village administrator – Village of Harrison

Self-evaluation form. Provide a rating for each functional area in the space provided. Below each functional area, provide comments supporting the prescribed rating for each functional area. Be as detailed as possible. Use a separate sheet if needed for the comments section.

Functional Area	Description	Administrator's rating (1-10)	Trustee/President Rating (1-10)
a) Knowledge	Understands job function, requirements, tools, and processes associated with being administrator		
Comments:			
b) Execution	Ability to get things done. Follows through on tasks and projects until completion, completes tasks on time, overcomes obstacles, proposes solutions not excuses.		
Comments:			
c) Problem solving	When presented with issues, has the ability to develop timely solutions with alternatives		
Comments:			
d) Quality	The job execution meets or exceeds stakeholder expectations		
Comments:			

2022 Performance evaluation – Village administrator – Village of Harrison

Functional Area	Description	Administrator's rating (1-10)	Trustee/President Rating (1-10)
e) Honesty & Integrity	Doing the right thing because it's the right thing to do with sincerity and truthfulness		
Comments:			
f) Organization	Administration staffs operates seamlessly and efficiently.		
Comments:			
g) Process improvement	Learns and improves upon issues and proposes needed changes to correct future issues.		
Comments:			
h) Adaptivity	Easily adapts to change in the village in priorities		
Comments:			
i) Initiative	Ability to take care of issues without needing board direction.		
Comments:			

2022 Performance evaluation – Village administrator – Village of Harrison

Functional Area	Description	Administrator's rating (1-10)	Trustee/President Rating (1-10)
j) Productivity	Is able to complete tasks on time, and under budget.		
Comments:			
k) Communication	Ability to keep stakeholders informed of schedules, changes and issues.		
Comments:			

2022 Performance evaluation – Village administrator – Village of Harrison

Administrator self-reflection questions. Answer the questions below and provide as much supporting details as possible.

A) Name three accomplishments over the past six months and explain how your involvement made a difference.

1)

2)

3)

Evaluator comments

B) Name an issue or crisis you were able to overcome using your problem-solving skills within the past six months.

Evaluator comments

C) Name an area of your job in which you can improve upon.

Evaluator comments

D) Name an attribute or attributes that you feel stands out.

Evaluator comments

2022 Performance evaluation – Village administrator – Village of Harrison

E) Describe the priorities you would like to accomplish in 2022.

Evaluator comments

RESOLUTION V2022-02
VILLAGE OF HARRISON
Calumet and Outagamie Counties

**RESOLUTION AMENDING RESOLUTION V2021-07 DESIGNATING PUBLIC
DEPOSITORY AND AUTHORIZING WITHDRAWAL OF MUNICIPAL FUNDS**

THE VILLAGE BOARD OF THE VILLAGE OF HARRISON DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, Chapter 34.05(1), Wis. Stats., authorizes designation of public depositories; and

WHEREAS, The governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits subject to the limitations of s. 66.0603 (1m), demand deposits, or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure the repayment of such deposits. A designation of a public depository by the governing board shall be a designation of the public depository for all treasurers of the governing board and for all public depositors for which each treasurer shall act; and

WHEREAS, the Village of Harrison Resolution No. 07, Series of 2021, named the Village President, Kevin M. Hietpas, and Clerk-Treasurer, Vicki L. Tessen, as authorized users and signers in the name of the Village of Harrison and Harrison Utilities; and

WHEREAS, Kevin M. Hietpas resigned as Village President on December 21, 2021; and

WHEREAS, it is in the best interest of the Village to remove Kevin M. Hietpas as a user and signer; and

WHEREAS, it is in the best interest of the Village to have two authorized users and signers at all times.

THEREFORE, BE IT RESOLVED that the following individuals are hereby named as authorized users and signers to any and all accounts in the name of the Village of Harrison, Town of Harrison, Harrison Utilities, and their aliases:

Village Clerk-Treasurer, Vicki L. Tessen

BE IT FURTHER RESOLVED by the Village Board of Trustees that the following institutions be public depository institutions for the Village of Harrison and Harrison Utilities:

Associated Bank

Bank of Chilton
Capital Credit Union
Community First Credit Union
East Wisconsin Savings & Loan
Fox Communities Credit Union
Nicolet National Bank

BE IT FURTHER RESOLVED, that the financial institutions named above at any one or more of its offices or branches, is hereby designated as a depository for the funds of the Village and the Utilities, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies. And that the Financial Institution shall be and is authorized to honor and pay the same.

BE IT FURTHER RESOLVED, that any one of such authorized users and signers is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Village or Utilities for deposit with the Financial Institutions, or for collection or discount by the Financial Institutions; and to accept drafts and other items payable at the Financial Institutions.

BE IT FURTHER RESOLVED that the above-named agents together are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Village or Utilities may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

BE IT FURTHER RESOLVED that the authority hereby conferred upon the above-named authorized users and signers shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. The Financial Institutions shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

BE IT CERTIFIED that the persons named above occupy the positions set forth in this Resolution; that the foregoing Resolution now stands of record on the books of the Village; that it is in full force and effect and has not been modified in any manner whatsoever.

Introduced, Approved, and Adopted: January 25, 2022

Dated _____

Signed _____

Dated _____

Attest _____

Vicki L. Tessen, Village Clerk - Treasurer

VILLAGE BOARD MEETING

From:

Matt Heiser, Village Manager

VILLAGE OF HARRISON

Meeting Date:

January 25, 2022

Title:

Approve purchase of front loader.

Issue:

Should the Village purchase the front loader quote from John Deere?

Background and Additional Information:

During the 2022 budget process the Board approved the purchase of a new front loader. The DPW Operations Manager has been trying to obtain three different quotes for the Board to consider. He has run into supply chain problems that have impacted many other processes.

He asked for quotes from John Deere, Caterpillar and Volvo. He dealt directly with their sales staff.

1. Volvo responded that they would not provide a quote because they did not have inventory available.
2. Caterpillar responded that the soonest they could foresee delivery is eight months with it more likely being twelve months. This would not suit the needs of the DPW so a quote was not provided at that point.
3. John Deere provided the attached quote.

The DPW Operations Manager noted as well that the existing front end attachments owned by the department are made for a John Deere. If either of the other two brands had been competitive the attachments would need to be retro-fit.

The John Deere representative warned about the availability of the unit. If the order is not approved in January the rep could not promise delivery before August.

The quote includes a \$34,000 credit to trade in the existing unit. The Operations Manager sought alternate bids from resale companies and was told he could get \$22,000 for it.

The budgeted amount for this purchase was \$160,000.

Budget Impacts:

\$119,000.

Recommended Action:

Approve the attached quote to purchase the unit.

Attachments:

- Quote for 2022 John Deere 344L Four Wheel Drive Loader- 543236
-

Selling Equipment

Quote Id: 25896139

Customer: VILLAGE OF HARRISON

2022 JOHN DEERE 344L FOUR WHEEL DRIVE LOADER - 543236

Equipment Notes: This Quote is using Sourcewell Pricing
 Full Comprehensive Warranty Coverage
 36 Months or 3000 Hours
 To Be Added to Sale Price:
 Michelin Snow Plus Tires \$2,900.00

Hours: 0

Stock Number: S543236

Code	Description	Qty
0AH1T	2022 JOHN DEERE 344L HL LDR- FT4,3F,RC,CRPCNTRL,HV QC,2.0CY- FD04APR	1

Standard Options - Per Unit

0924	EPA FT4 EGINE	1
2020	CPLR READY HIGH LIFT LINKAGE	1
2230	DLX CLOTH SEAT HEAT AIR SUSP	1
2430	CREEP CONTROL PACKAGE	1
2840	3 SPOOL VALVE, SINGLE LEVER	1
3010	WITH RIDE CONTROL	1
4367	TIRE 17.5X25 XTLA-L2 MICHELN	1
7140	LESS LIGHTS - LED KIT READY	1
8550	LESS BUCKET W/PINS	1

Dealer Attachments

	JD HI VIS / ISO HYD COUPLER	1
	JD 2.6CY LM BKT W BOE QC	1
	LED FLOOD X2	1

Service Agreements

John Deere Extended Warranty - 36M
 3000HR COMPREHENSIVE
 WARRANTY

Quote Summary

Prepared For:
 VILLAGE OF HARRISON
 W5298 STATE ROAD 114
 MENASHA, WI 54952
 Business: 920-989-1139
 JFunk@harrison-wi.org

Prepared By:
 ADAM ALBERSON
 Brooks Tractor Incorporated
 1031 Lawrence Drive
 De Pere, WI 54115
 Phone: 920-336-5711
 aalberson@brookstractor.com

BROOKS MACHINE HEALTH MONITORING SERVICE-
 For all models equipped with an active JDLink system,
 Brooks and John Deere monitor your machine
 continuously for the term of basic/extended warranty.

Quote Id: 25896139
Created On: 11 January 2022
Last Modified On: 19 January 2022
Expiration Date: 11 February 2022

Equipment Summary	Selling Price	Qty	Extended
2022 JOHN DEERE 344L FOUR WHEEL DRIVE LOADER - 543236 John Deere Extended Warranty-36M 3000HR COMPREHENSIVE WARRANTY	\$ 153,000.00 X	1 =	\$ 153,000.00

Equipment Total **\$ 153,000.00**

Trade In Summary	Qty	Each	Extended
1999 JOHN DEERE 6310 - L06310V216741	1	\$ 34,000.00	\$ 34,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 34,000.00

Trade In Total **\$ 34,000.00**

Quote Summary	
Equipment Total	\$ 153,000.00
Trade In	\$ (34,000.00)
SubTotal	\$ 119,000.00
Total	\$ 119,000.00
Balance Due	\$ 119,000.00

Salesperson : X _____

Accepted By : X _____

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

January 25, 2022

Title:

Approve purchase of two lawn mowers

Issue:

Should the Village approve a bid for two lawn mowers?

Background and Additional Information:

During the 2022 budget process the Board approved the purchase of two lawn mowers. The DPW Operations Manager tried to obtain three different quotes for the Board to consider. He has run into supply chain problems that have impacted many other processes.

He asked for quotes from three local retailers of commercial grade lawn mowers.

1. A retailer in Kaukauna reported they were sold out of their commercial grade mowers.
2. Gruett's provided a quote for \$21,360.
3. Joe's Power Center provided a quote for \$24,657.90.

The DPW Operations Manager did pursue a potential quote from John Deere but the price ranges for this type of equipment were not competitive.

The budgeted amount for this purchase was \$30,000.

Budget Impacts:

\$21,360.

Recommended Action:

Approval of the Gruett's quote. The Ferris models have the superior suspension for the grades in Village parks.

Attachments:

- Quote from Gruett
- Quote from Joe's Power Center



Sales Order

101 Main St. Potter, Wi. 54160
 Phone 920-853-3516 Fax 920-853-7168

2310 Calumet Dr. New Holstein, Wi. 53061
 Phone 920-898-5479 Fax 920-898-5836

Doug Lau 920-464-0778

dougl@gruettsinc.com www.gruettsinc.com

SOLD TO: Village of Harrison
 W5298 Hwy. 114
 Menasha, WI 54952
 Jeff-920-378-1736

SHIP TO:

SALES REP.	DATE	SHIPPING METHOD	APPROX. WT.	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Doug	1-17-22					
QTY	ITEM #	DESCRIPTION			UNIT PRICE	LINE TOTAL
2	New	Ferris ISX3300 ZT Lawnmowers with 40hp EFI B & S & 72" mower Decks Flat Free Front Tires				16,599.00
					Discounts	-2799.00
					Total Ea	13,800.00
4	5106751	Kenda Terra Trac Tire- Installed			X 2	27,600.00
-1	Trade	2016 Ferris IS3200-72" ZT Mower w/1098 Hrs			190.00	760.00
	#23133					-3500.00
-1	Trade	2016 Ferris IS3200-72" ZT Mower W/1105 Hrs				-3500.00
	#23132					
					Total	21,360.00
Warranty <input type="checkbox"/> New <input type="checkbox"/> Ext. <input type="checkbox"/> As-Is <input type="checkbox"/> Used-Specify						

TERMS: (I)(We) agree to pay \$ _____ as itemized above in the following manners: \$ _____ with order, \$ _____ on delivery, \$ _____ on installation, and balance of \$ _____ on _____, 20____.

Purchaser further agrees that title and ownership of the above mentioned equipment remains the property of seller until final payment has been made.

Date of Order _____, 20____
 X _____ (Purchaser)
 X _____ (Purchaser)

 _____ (Accepted By)



Printed On : 01/19/2022 11:53:23 AM (Sales Rep ::JL - Contact ID :51)

Status : **Open** Invoice # : **110316**
 Type : **Major Unit Quote** Date : **01/19/2022**
 Customer # : **920-989-1062**
 Tax Exempt # : **456-00025445904**

Other Charges		
Item Total	+	\$999.90
Total Other Charges=		\$999.90

Special Order(s)		
Item Total	+	\$999.90
*** S/O Total	=	\$999.90
** S/O Deposit	=	\$999.90

Totals		
Sub Total	+	\$23,658.00
*** Invoice Total	=	\$23,658.00
** S/O Deposit	+	\$999.90
Amount Paid	-	\$0.00
*** Transaction Total	=	\$24,657.90
Balance Due =		\$24,657.90

Deposit Paid \$0.00

<u>Tax Name</u>	<u>Tax Amount</u>
Exempt	\$0.00

Signature _____



Printed On : 01/19/2022 11:53:23 AM (Sales Rep ::JL - Contact ID :51)

Status : **Open**

Invoice # : **110316**

Type : **Major Unit Quote**

Date : **01/19/2022**

Customer # : **920-989-1062**

Tax Exempt # : **456-00025445904**

VILLAGE OF HARRISON

W5298 HWY 114
 MENASHA, Wisconsin 54952
 UNITED STATES
 DKNapp@harrison-wi.org
 920-989-1062 - Home
 920-898-1189 Ext.JEFF - Home
 920-378-1736 - Cell

Selected Units for Sale

N/U	Year	Make	Model	Unit Type	VIN/Serial	MSRP	Sale Price	DOC Fees	Setup	Prot. Pkg
N/A	SCAG	(SCZII-72V-38FX-EFI) SCAG	CHEETAH 72" 38 KAW EFI	COMMERCIAL RIDER		\$16,549.00	\$14,729.00	\$200.00	\$0.00	\$0.00
N/A	SCAG	(SCZII-72V-38FX-EFI) SCAG	CHEETAH 72" 38 KAW EFI	COMMERCIAL RIDER		\$16,549.00	\$14,729.00	\$0.00	\$0.00	\$0.00

Trade-In Units

N/U	Year	Make	Model	Unit Type	VIN/Serial	Allowance	Payoff	Net Allowance
U	N/A	FERRIS	5901459	COMMERCIAL RIDER	2017490626	\$3,000.00	\$0.00	\$3,000.00
U	N/A	FERRIS	5901459	COMMERCIAL RIDER	2017490990	\$3,000.00	\$0.00	\$3,000.00

Item Number	Description	Qty Req	Qty Del	MSRP	Item Price	Ext. Price
41P70-5C-A1	GRASS FLAP ODCD 72" DECK FOR SCAG CHEETAH	2	0	\$599.94	\$499.95	\$999.90

Total Parts Requested : 2 Total Parts Delivered : 0

Invoice Notes

BID PRICING

Disclaimer

A convenience fee of 2% will be charged on all credit/debit/financed transactions. Prices quoted are effective for 60 days. Joe's Power Center offers a full line of Sales, Parts and Service with factory-certified technicians for all your needs.

Visit us online at www.JoesPower.com!

Like us on Facebook!

THANK YOU FOR VISITING JOE'S



Printed On : 01/19/2022 10:44:33 AM (Sales Rep ::JL - Contact ID :51)

Status : **Open**

Invoice # : **110316**

Type : **Major Unit Quote**

Date : **01/19/2022**

Customer # : **920-989-1062**

Tax Exempt # : **456-00025445904**

VILLAGE OF HARRISON

W5298 HWY 114
MENASHA, Wisconsin 54952
UNITED STATES
DKNapp@harrison-wi.org
920-989-1062 - Home
920-898-1189 Ext.JEFF - Home
920-378-1736 - Cell

Selected Units for Sale

N/U	Year	Make	Model	Unit Type	VIN/Serial	MSRP	Sale Price	DOC Fees	Setup	Prot. Pkg
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Item Number	Description	Qty Req	Qty Del	MSRP	Item Price	Ext. Price
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Like us on Facebook!

THANK YOU FOR VISITING JOE'S

Other Charges		
Item Total	+	\$999.90
Total Other Charges=		\$999.90

Special Order(s)		
Item Total	+	\$999.90
*** S/O Total	=	\$999.90
** S/O Deposit	=	\$999.90

Totals		
Sub Total	+	\$29,658.00
*** Invoice Total	=	\$29,658.00
** S/O Deposit	+	\$999.90
Amount Paid	-	\$0.00
*** Transaction Total	=	\$30,657.90
Balance Due =		\$30,657.90

Deposit Paid \$0.00

Tax Name	Tax Amount
Exempt	\$0.00

Signature _____