

## NOTICE OF VILLAGE BOARD MEETING

**DATE:** Thursday, October 20, 2022  
**TIME:** 6:00 pm  
**PLACE:** Harrison Municipal Building  
W5298 State Road 114  
Harrison, WI 54952

Pursuant to Wis. Stats. §19.84, NOTICE is hereby given to the public that a Village of Harrison Board Meeting will be held on Thursday, October 20, 2022, at 6:00 pm. The agenda is listed below. This is a public meeting.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Approve Minutes of October 11, 2022 Budget/Board Meeting
5. Unfinished Business from Previous Meetings for Consideration or Action
6. New Business for Consideration or Action
  - a) Purchase of Playground Equipment for Farmer's Field and Funding Options
  - b) Authorizing Fire Chief to Purchase a Command Vehicle
  - c) Reallocating 2022 Fire Department Capital Expenditure Funds from the Purchase of a Polaris Ranger UTV to the Purchase of a Digital Vehicular Repeater System. (DVRS)
  - d) Employee HSA benefits
  - e) Addition of DPW Staff
  - f) Review and Discussion of 2<sup>nd</sup> Draft Budget Proposal
7. Future Agenda Items
  - a) Presentation by Fire Chief on response time. (ML/MB)
  - b) Discussion of a site location for a safety building. (ML/MB)
  - c) Update/Discussion/Action on a 5-year Capital Improvement Plan
  - d) Special Event Permits – Types and Authority to Approve
  - e) Reimbursement to Wisconsin Wealth Management (former Darboy Club Site) (tabled June 14, 2022 – Handschke/Brantmeier) (October meeting)
  - f) ARPA Fund Disbursement Plan
  - g) Employee Benefits
  - h) Discussion on Hiring Policy & Procedures
8. Adjournment

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Assistant Village Manager

**Meeting Date:**

October 20, 2022

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**Title:**

Playground Equipment Purchase for Farmers Field Park

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**Issue:**

Should the Village Board authorize staff to execute a grant agreement for the purchase of playground equipment for Farmers Field Park?

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**Background and Additional Information:**

The Village is able to utilize a grant from GameTime to purchase playground equipment. The grant is a 50/50 cost share towards the playground equipment. The grant includes purchase of equipment geared towards ages 5-12 and equipment geared towards ages 2-5. The total cost of both sets of equipment is \$185,939. The grant amount is \$92,936.50. The total cost to the Village for the equipment is \$129,614.11 with surcharges and freight charges. The equipment will be shipped within 8-12 weeks. The Public Works Department will have some space to store the equipment until it can be installed in 2023. The Village will have to budget for installation in 2023.

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**Budget Impacts:**

\$129,614.11 due in 2022, ARPA funds could be used.  
\$75,000+/- in 2023 budget for installation and wood chips

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**Recommended Action:**

Staff recommends the Village Board authorize the Assistant Village Manager to execute all necessary documents for a grant agreement for the purchase of playground equipment for Farmers Field Park.

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**Attachments:**

- Certificate of Grant Award & Agreement
- Quote
- Playground Equipment Specifications



## CERTIFICATE OF GRANT AWARD

This certificate entitles

Village of Harrison

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to a GameTime Cares' Playground Grant Funding Award of

**PS20000 & PT16009 Combined \$92,937.00**

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Funds must be claimed, and orders must be received no later than November 1, 2022, and must accompany a qualifying play system purchase. Award may not be combined with any other order or special offer. Other terms and conditions apply. Contact your local GameTime representative at 800-235-2440 for complete details about this grant award.

S. Spencer Cheak  
President, GameTime





Minnesota / Wisconsin Playground  
 5101 Highway 55, Suite 6000  
 Golden Valley, Minnesota 55422  
 Ph. 800-622-5425 | 763-546-7787  
 Fax 763-546-5050 | info@mnwiplay.com

10/11/2022  
 Quote #  
 103126-01-01

## Farmers Field Park - 2022 Grant

Village of Harrison  
 Attn: Mark Mommaerts  
 W5298 HWY 114  
 Menasha, WI 54952  
 Phone: 9209891062  
 mmommaerts@harrison-wi.org

Ship to Zip 54952

Quantity	Part #	Description	Unit Price	Amount
1	178749	GameTime - Owner's Kit	\$66.00	\$66.00
1	RDU	GameTime - PT16009 [Basic: _____] [Accent: _____] [HDPE: _____] [Accent 2: _____] [Roto Plastic: _____] [Deck:Pvc: _____] [Deck:Pvc: _____] [Basic: _____] [Tube: _____] [Uni Plastic: _____] [Arch: _____] [Handgrip: _____] [Web: _____]	\$65,895.00	\$65,895.00
1	RDU	GameTime - PS20000 [Accent: _____] [Basic: _____] [HDPE: _____] [Deck:Pvc: _____] [Roto Plastic: _____]	\$119,978.00	\$119,978.00
			<b>Sub Total</b>	\$185,939.00
			<b>Grant</b>	(\$92,936.50)
			<b>Material Surcharge</b>	\$25,802.09
			<b>Freight</b>	\$10,809.52
			<b>Total</b>	\$129,614.11

Indemnification; Owner/Owner's Representative will indemnify and hold GameTime, harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. GameTime will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: GameTime, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of GameTime, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.





Minnesota / Wisconsin Playground  
 5101 Highway 55, Suite 6000  
 Golden Valley, Minnesota 55422  
 Ph. 800-622-5425 | 763-546-7787  
 Fax 763-546-5050 | info@mnwiplay.com

10/11/2022  
 Quote #  
 103126-01-01

## Farmers Field Park - 2022 Grant

This quotation is subject to polices in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and GameTime, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Pricing: f.o.b. factory, firm until October 28 2022, or until the funds are depleted. If placing an order after expiration of quote, please contact our office to confirm availability of matching grants funding then, if funding is available, an updated quotation will be provided. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Materials Surcharge: due to the volatility in various industries such as, but not limited to, those supplying steel, a surcharge is needed to offset some of the excessive material costs being experienced in our industry, as well as others. This is being looked upon as a short-term necessity but no guarantees can be given that this surcharge will be removed in the near future. Once costs of materials have returned to the levels in recent history, the surcharge will be removed.

Payment terms: per the requirements of the grant, payment in full, check submitted with order

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.

GameTime Standard Product Shipment: order shall ship within eight to twelve weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

Freight charges: Allowed & prepaid

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

### Order Information:

Bill To: \_\_\_\_\_ Ship To: \_\_\_\_\_

Company: \_\_\_\_\_ Project Name: \_\_\_\_\_

Attn: \_\_\_\_\_ Attn: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

### Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_ P.O. No: \_\_\_\_\_

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

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Purchase Amount: **\$129,614.11**





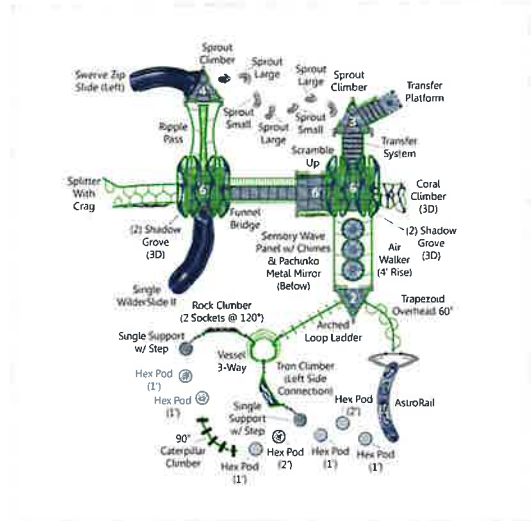
**ACTIVE**

# Counterbalance

Product Line: PowerScope

## Model # PS20000

PowerScope playground systems are constructed from heavy-duty materials and are backed by the industry's leading warranty. PowerScope systems are designed to provide the highest capacity of any playground with an industry-leading 49" deck.



### Specifications

Length	48'
Width	55'
Age Range	5 to 12 Years
Fall Height	8'
Number of Children	

### Accessibility

Accessible	9
Elevated	13
Ground Level	20
Types	3



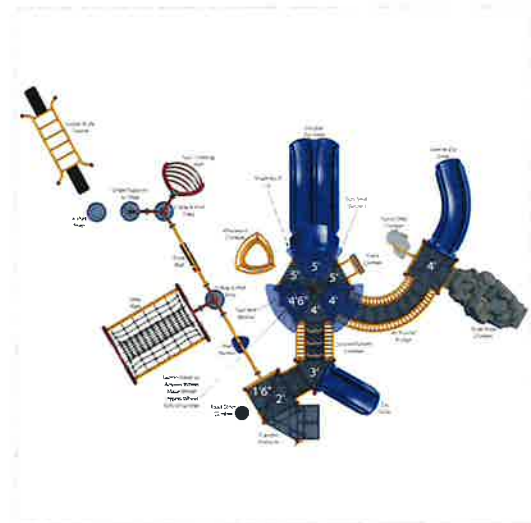
**ACTIVE**

**Mountain Pass**

Product Line: PrimeTime

Model # PT16009

PrimeTime is a perfect choice for schools, early learning centers, faith-based organizations and more. With a full range of climbers, slides, ladders and play activities, PrimeTime systems can be configured for any space and any budget, without compromising play or play value.



**Specifications**

<b>Length</b>	41'
<b>Width</b>	52'
<b>Age Range</b>	2 to 5 Years
<b>Fall Height</b>	6'
<b>Number of Children</b>	70-75

**Accessibility**

<b>Accessible</b>	11
<b>Elevated</b>	.11
<b>Ground Level</b>	9
<b>Types</b>	4

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

**From:**

Jarred Gerl, Fire Chief

**Meeting Date:**

October 20, 2022

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**Title:**

Command Vehicle Purchase

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**Background and Additional Information:**

Currently, the Fire Department Chief does not have a command vehicle and is using his personal vehicle to conduct village business. Due to the nature of emergency response and his position, the Chief responds to calls outside normal village hours. This means 24 hours a day, 7 days a week. Response outside normal village hours is an everyday occurrence and not an exception to the norm. Command vehicles are commonplace for emergency services for enhanced 24-hour service, tactical response, and incident stabilization.

**Considerations:**

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- A personal vehicle is being used for village work (everyday)
- As a full-time employee responding/working with a personal vehicle, there could be liability issues for the Chief
- When the Chief uses Utility 76, it takes needed apparatus away from station 70
- A command vehicle would free up an official vehicle for fire inspections
- The command vehicle would carry additional EMS equipment
- When inter-agency requests are made, a command vehicle serves a contact site
- A command vehicle would serve as a focal point for incident size-up, communications, and mutual aid coordination
- A command vehicle would be instrumental in the event of a mass casualty incident

Nearby municipalities having command vehicles:

- Little Chute
  - Buchanan
  - Fox Crossings
  - Neenah/Menasha
  - Appleton
- 

**Budget Impacts:**

The truck quoted below (F150 XL) is a base model with minimal upgrades (crew cab, engine, trailer receiver) that would need to be ordered. Quotes were obtained from three vendors to get a baseline cost for the spec'd vehicle. They are as follows:

- \$44,785.00 Stumpf Ford
- \$46,785.00 Horn Ford



- \$46,903.50 Bergstrom Ford

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**Staff Recommendation:**

Staff recommends the Village Board authorize Harrison Fire Rescue to purchase a command vehicle from a vendor which meets the minimum specifications determined by the Chief to not exceed the amount of \$52,000. Current vehicle prices are extremely fluid, and future incentives are a possibility. The probable cost if ordered is estimated. Should flexibility exist for the selection process (i.e. not tied to this exact model), it allows for potentially acquiring an added value vehicle at a lower cost.

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

**From:**

Jarred Gerl, Fire Chief

**Meeting Date:**

October 20, 2022

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**Title:**

Purchase of a Digital Vehicular Repeater System (DVRS)

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**Background and Additional Information:**

For those in the emergency services world, communication is one of the most important safety considerations. Unfortunately, a universally adopted standard for communication does not exist. Calumet County uses what is known as a VHF frequency while the neighboring counties use either 800mhz or 700mhz frequencies. This means our responders cannot communicate with neighboring agencies in time of need. This poses significant danger. HFR participates in the MABAS agreement where resources from neighboring agencies respond when help is needed. Their people cannot communicate with our people and vice-versa. So, when time sensitive information on an emergency scene needs to be relayed, we do not have the capacity to do it.

**Considerations:**

- Harrison Fire Rescue is a part of the MABAS Box Alarm System
  - The Village geographically borders multiple counties that use other frequencies
  - Consideration should be given to agencies responding to our incidents
  - Personnel safety is our #1 priority. Everyone goes home!
- 

**Budget Impact:**

The system quoted below is a Motorola P25 and the recommended unit for inter-operability and portability. Emergency frequencies are highly regulated and there are only a couple of vendors in our area who can provide quotes. Listed below are those quotes:

- \$27,645 Frank's Radio
  - BayComm Communications: failed to provide a quote after multiple requests over a 3 week period.
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**Staff Recommendation:**

Staff recommends the Village Board authorize the purchase the Motorola P25 portable DVRS in the amount to not exceed \$30,000. Current market prices are fluid and there is potential for the cost to change.

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**VILLAGE BOARD MEETING**

**From:**

Matt Heiser, Village Manager

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**VILLAGE OF HARRISON**

**Meeting Date:**

October 20, 2022

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**Title:**

Review of Village costs for contributions to employee Health Savings Accounts.

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**Issue:**

Should the Village change the contribution levels to the employee HSA accounts?

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**Background and Additional Information:**

During the 2022 budget process (fall of 2021) Board members expressed interested in reviewing the Village practice of contributing to employee HSAs. Currently the Village contributes \$1,750/\$3,500 per year for employees who take a single/family Village health insurance plan.

Staff performed a survey of comparable communities in summer of 2022. Nine of the surveyed sixteen communities replied to the survey. Five of the nine respondents reported they contribute to employee either a Flex Spending Account, Health Reimbursement Account or Health Savings Account.

However, none of them contributed more than the deductible levels. Current deductibles for the Village are \$1,500 (single)/\$3,000 (family).

Presently the Village contributes the entire amount the first payroll of the year. This means that an employee leaving after that first payroll would take the entire HSA contribution with them. It is a manual process for the accountant to make the contribution adding approximately two hours to a normal payroll process time.

Staff is recommending a reduction in contribution levels to match deductibles.

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**Financial/Budget Impacts:**

	Employees	Current Contribut.	Proposed Contribut.	Savings
Single	3	\$5,250	\$4,500	\$750
		\$1,750	\$1,500	
Family	13	\$45,500	\$39,000	\$6,500
		\$3,500	\$3,000	
				Total \$7,250 Savings

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**Recommended Action:**

Staff recommends reducing the Village contribution to match deductible levels. This is a reduction in compensation for the employees so staff does not recommend any more of a reduction.

Over the past three years the Village has experienced very little abuse of the entire annual contribution occurring in January. However, if the Board is concerned staff could split the HSA contribution into two disbursements. The first disbursement would be the first payroll in January. The second disbursement would be the first payroll in July. Staff would not recommend any further parsing of the payment in case an employee experienced a significant health event early in the year.

Staff recommends these changes be effective on January 1, 2023.

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**Attachments:**

- Memo with HSA Survey results.

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Matt Heiser, Village Manager

**Meeting Date:**

July 26, 2022

**Title:**

Review of Health Insurance Benefits for Village Staff

**Issue:**

Should the Village explore options of health insurance benefits for Village staff?

**Background and Additional Information:**

During the 2022 budget process (Fall of 2021) Board members expressed an interest in reviewing the health insurance benefits for staff. It was decided at that time for staff to perform a survey of similar communities to see how the Village compared. Staff used the same list of comparable communities that was utilized in the Carlson Dettmann study of 2021. A survey question went out to:

- Cities of Kaukauna, Menasha, New London, and Plymouth
- Towns of Buchanan, Greenville, and Ledgeview
- Villages of Allouez, Ashwaubenon, Bellevue, Fox Crossing, Hobart, Howard, Kimberly, Little Chute, and Suamico

Staff received responses from:

Ledgeview	Plymouth	Buchanan	Hobart	New London	Fox Crossing
Kaukauna	Menasha	Ashwaubenon		Kimberly	

The actual results of the survey are attached.

A summary of the information includes:

1. Only three of them are with the Wisconsin Employee Trust Funds. Commonly referred to as “the state plan” ETF is the same state agency that administers the Wisconsin Retirement System. WRS is the pension fund for state employees. The state allows other public sector organizations to enroll in its health insurance program in the same manner as its pension system.
2. Premium paid: The Village falls within the range of comperables. Some communities pay more others pay less.
3. Employer/Employee split: The most common method has the employer paying 88% of the premium and the employee paying 12% Any participant in the state plan is required to split it that way at a minimum. Two other communities split like Harrison at 90/10.

One community the employer paid 100% of the premium if the employee meets the HRA.

4. Deductible: The Village falls within the range of deductibles. Some communities require more and others less.
5. Out-of-pocket Maximum: The Village falls within the range of total expenses an employee might pay in a year. Some communities require more and others less.
6. Dental/Vision: All comparables offered similar plans with similar costs.
7. Offer Flex Spend or HSA? Only two communities did not offer at least one of these.
8. Employer contribution to FSA/HSA: It was this issue that drove the interest in reviewing benefits. Kimberly, Menasha, Kaukauna, New London and Plymouth all contribute to employee accounts. Which means Harrison could be with half the group if they continued contributing or if they discontinued contributions. The size of the contributions vary but appear to be based on deductible levels.

In conclusion; it appears that the Village of Harrison is offering health insurance benefits similar to its neighbors. There does not appear to be a feature that is very different from its comparables that would demand a change.

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**Budget Impacts:**

To Be Determined. If the Village chooses to make a change there could be a budgetary impact.

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**Recommended Action:**

The Village uses a private agency, McClone, for guidance on its property/liability insurance as well as the Village health insurance. McClone looks for the best opportunities among the different carriers every fall during renewal time. Staff would recommend continuing to work with McClone regardless of whether the Village issues an RFP. They can help the Village maneuver the market for best available rates from private carriers.

The Board can change features of the Village health insurance program without issuing an RFP. Any changes would be effective 1/1/2023. If the Board were considering a reduction in benefits/compensation perhaps something could be included that would offset the reduction.

If the Board wishes to issue an RFP for health insurance staff would recommend getting an estimate from the state plan and a carrier called WCA Group Health Trust. Group Health Trust is made up of counties, municipalities and school districts that form their own group. The advantage in being in the state plan or GHT is the Village would be part of a large pool. Thus our individual health histories would have very little impact on the rates. If the Board were interested in going out to RFP staff recommends comparing the results of those two with current costs of United Health. The current costs of the state plan are available to the public without RFP. Staff could calculate the potential budgetary impact of moving to the state plan.

It is a sensitive process to change the features of the program or change carriers. Health insurance is an important benefit and employees take it very seriously. Staff get nervous about potential reductions in coverage, increases in cost and required changing of health care providers. It is also labor intensive. Employees would have to fill out a detailed health history questionnaire to apply to either the state or GHS.

Typically the Village would have to have its application materials ready by the open enrollment period which is normally the month of October. The state plan has some of its own deadlines.

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**Attachments:**

- The results of the survey.

Health Insurance Survey June 2022  
Responses

Municipality	Town of Ledgewiew	City of Plymouth	Town of Buchanan	Village of Hobart	City of New London	Village of Fox Crossing	City of Kaukauna	City of Menasha	Ashwaubenton	Village of Kimberly	Village of Harrison
Health Insurance Carrier	United Health	Self Insured Prairie States Administered	Network Health	United Healthcare	WEA Trust	WI ETF	Dept of Employee Trust Funds	Network Health	Self Insured - UMR Administered	State of WI - Employee Trust Funds	United Health
If participating in state plan - which option?						Local (PO4, PO14)	Local Deductible Health Plan (PO4)			P14 deductible HMO	
Single monthly premium <sup>1</sup>	\$638.58	\$650.00	NA	\$447.07	\$680.94	\$812.30	Lowest plan - \$101.10	\$540.35, \$599.04, \$623.85, \$691.60	\$553.19	\$804.12	\$286.86
Family monthly Premium <sup>2</sup>	\$1,947.75	\$2,450.00	\$4,397.60	\$1,917.32	\$1,913.66	\$1,995.44	Lowest Plan - \$248.51	\$1757.70, 1948.69, 2029.30, 2249.80	\$1,880.86	\$1,974.98	individuals added up based on age
Employer /Employee split of premium	88%/12%	ER=90% paid EE=10% paid	3869.88/527.72 (88% & 12%)	88% / 12%	96/4	Single - \$690.46 ER, \$121.84 EE ; Family - \$1,696.12 ER, \$299.32 EE	88%	Every plan ER pays 90% and EE pays 10%	100% Employer if Employee meets HRA requirements. If HRA requirements not met, Employer pays 97.5% Employee pays 2.5%	employer 88% max/employee 7% min	90/10
Single Deductible (In/out of network)	\$5,000/\$14,000	\$1400 both in & out		\$2000 (\$1500 Reimbursed through HRA)	\$3000 in network/\$6000 out	\$500 in-network	\$500	Every plan is the same \$1500D and \$2500M	\$1400 In /\$2800 Out	\$500	\$1,500/\$3,000



Municipality	Town of Ledgeview	City of Plymouth	Town of Buchanan	Village of Hobart	City of New London	Village of Fox Crossing	City of Kaukauna	City of Menasha	Ashwaubenton	Village of Kimberly	Village of Harrison
Family Deductible (in/out of network)	\$5000/\$14,000	\$2800 both in & out	\$2500/\$5000	\$4000 (\$3000 Reimbursed through HRA)	\$6000 in/\$12,000 out	\$1,000 in-network	\$1,000	Every Plan is the same \$3000D and \$5000M	2800 In / 5600 Out	\$1,000	\$3,000/\$6,000
Total out of pocket Max?	\$7300 Single/\$14,700 family(in network)	\$2500 Single \$5000 Family	\$2500/\$5000		\$6000 single/\$18,000 family	\$8,700 individual / \$17,400 family	\$8750 single / \$17400 family	\$2500 for Single \$5000 for Family	Individual \$6500/10000 Family \$13100/20000		Single \$3,500/\$6,000, Family \$7,000/\$12,000
Dental insurance offered? Monthly premium?	\$4.91 single, \$9.83 EE/spouse; \$9.92 EE/child/ren; \$15.29 family	Voluntary-Employee responsibility Single=\$45.71/month Employee & Child(ren)=\$90.55/month Employee & Spouse=\$91.42/month Family=\$150.30/month	Town pays 88%, total premium is: Employee \$34.17; Family \$92.09	Single: \$44.49 Employee /Spouse: \$88.97 Family: \$146.32 Premiums Split 50/50	yes, depends city pays half	Delta Dental: \$111.40 Family, \$38.17 Single	Included in health monthly premium 2 supplemental plans offered	Yes, Self Insured (Delta Dental) \$4.30/month Single and \$11.47/month for Family	\$34.97 Individual / \$105.70 Family (90% Employer Paid)	Yes, included	\$7.04 (S), \$14.08 (EE=Sp), \$15.95 (EE+Childrn), \$24.65 (Fam)
Vision insurance offered? Monthly premium?	Yes; \$5.97 single; \$11.31 EE/Spouse; \$13.27 EE/Child/ren; \$18.66 Family	Voluntary-Employee responsibility Single=\$8.32/month Limited Family=\$16.64/month Family=\$22.05/month		Single: \$5.98 Employee /Spouse: \$11.97 Family: \$18.20 Premiums 100% Employee	yes, depends employee pays all	Delta Vision - Single \$5.89, EE+SP \$11.78, EE+CH \$12.02, Family \$17.91	Yes - \$5.72 EE only; \$11.42 EE+SP; \$12.88 EE+CH; \$20.58 Family	Yes, \$5.00/month for Single, \$1.33/month for Family	\$5.81 Individual / \$17.64 Family (0% Employer Paid)	Yes, additional charge based on Wl etf	\$39.05 (S), \$78.08 (EE+Sp), \$70.52 (EE+Childrn), \$118.21 (Fam)

Municipality	Town of Ledgeview	City of Plymouth	Town of Buchanan	Village of Hobart	City of New London	Village of Fox Crossing	City of Kaukauna	City of Menasha	Ashwaubenton	Village of Kimberly	Village of Harrison
Flex Spending Acct/Health Savings Account offered?	FSA yes; EE contribution only	We offer both.	No	FSA Offered	no	Yes - FSA Health and Depn Care	Med Flex, Dep Flex and HRA offered	FSA and HRA	LFSA offered because we have an HSA Eligible Health Plan	Yes, Flex Spending	Both.
FSA/HSA Employer contribution?	N/a	We put funds into their HSA account based on coverage. Employee=\$900/year & Family=\$1800/year	No	None	HAS, half of the in network deductible	None	No FSA contribution - \$544 per year single HRA \$1520 family HRA	Yes, we offer an HRA that the City puts money into depending on which health plan you choose. Single HMO Plan get \$500, Family HMO Plan get \$1000. Single POS Plan get \$250 and family HMO Plan gets \$500	None	\$500 family/\$250 single	ER contributes \$1,750 (Single)/\$3,500 (fam)

**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**From:**

Matt Heiser, Village Manager

**Meeting Date:**

October 20, 2022

**Title:**

Justification and Financial Impact of Parks Foreman Position in the DPW.

**Issue:**

Should the Village add a Parks Foreman position to the DPW?

**Background and Additional Information:**

During the October 11, 2022 budget meeting Board members requested the following pieces of information regarding staff proposal to add a Parks Foreman position:

1. Justification
2. Financial Impact
3. Job Description

Justification

The current DPW crew consists of the following members:

Operations Manager

Lead Foreman

Laborers (5)

Code Enforcement Officer/Road Inspector (1)

Seasonal Laborers (3)

A typical summer day would see the work divided up as follows:

Mowing	2 FT Laborers	April Through October	
	3 Seasonal Laborers	June Through August	
Ditch mowing	1 FT Laborer		
Street Duties	Lead Foreman & 2 FT Laborers	April Through October	Shouldering, ditching, culvert replacement, catch basin work
Street Projects	Code Enforcement Officer	April Through October	Inspect work performed by contractors
Code Enforcement	Code Enforcement Officer	April Through October	

The Operations Manager is responsible for:

- Assigning/Supervising the work
- Working with contractors on street projects to set expectations. This interaction occurs almost daily, especially with multiple projects going on at one time.
- Order supplies
- Respond to inquiries from the public

Because of the injury to the Lead Foreman the Operations Manager was part of the street duties team this summer. This is not the normal situation and it caused him to have far less involvement with street projects and forced the Enforcement Officer to take on that type of work.

When the crew is back to full strength it still means that whenever anything outside of the listed tasks needs to be done (e.g. power washing the pavilion at the park) someone must get pulled from the other teams. At that point either mowing, ditch mowing, or the street duties suffer. If the Operations Manager attends to these sporadic jobs it pulls him from working with the street projects and his other duties.

If a person were dedicated to the care of the parks and municipal building it would keep the other teams intact for their jobs. It would also add mowing capacity during those times when seasonal help is not available (April/May and September/October).

Finally, the additional person would also mean an additional plow driver. This benefits all parties:

- It benefits the residents because the time needed by the team to clear the entire Village after a snow event would be reduced.
- It benefits the residents because the subsidiary work, like clearing the trails, would happen sooner.
- It benefits the crew by reducing OT and the long hours that can come with snow events.

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### **Financial/Budget Impacts:**

Assumptions:

1. Staff cannot know which, if any, of the current Laborers would be interested and apply. The current laborers are both below the control point on the wage schedule and above it. If no internal candidate has interest staff will advertise the range to the control point. Thus staff recommends using the control point as a basis for budgeting.
2. Health insurance premiums are determined by the age and gender of the employee and family. This makes the benefits costs different for each employee. Thus staff recommends using an average of the existing Laborers who utilize Village insurance (1 of the 5 does not). The average includes annual Village contributions for health/dental/vision insurance premiums plus a potential HSA contribution of \$3,000.
3. This is for budgeting purposes only. If an offer were extended to an internal candidate it would be tailored to be a more modest increase based on their current wage.

	Annual Cost	
Control Point for Current DPW Laborer	\$25.90/Hr	\$53,872
Avg Benefits of Current Operators		\$16,948

IF Promotion from within:

Control Point for Proposed Parks Foreman	28.49/Hr	\$59,259
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Additional wage cost to Village if promoted	\$5,387
Additional wage cost to Village to backfill	\$53,872
Additional benefits cost to Village to backfill	\$16,948
Total additional cost of proposal:	\$76,207

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**Recommended Action:**

Staff recommends leaving the proposed position in the budget and approving the position.

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**Attachments:**

- Job description of Parks Foreman.

## VILLAGE OF HARRISON JOB DESCRIPTION

<b>Position:</b>	Public Works Parks Foreman
<b>Department:</b>	Department of Public Works
<b>Reports to:</b>	Operations Manager
<b>FLSA Status:</b>	Non-Exempt, 40 hours per week
<b>Pay Grade:</b>	H (\$24.93 – \$32.05/hour)
<b>Benefits:</b>	All benefits for full-time position
<b>Last Updated:</b>	October, 2022

### Position Summary

This is a field level leadership position performing a variety of work associated with the maintenance of Village parks and buildings. The position is frequently involved in directing staff on park projects and tasks and working with the crew on those jobs. This position is still part of Public Works and can be pulled for other duties including work on Village roads, storm water facilities, buildings, trees and landscaped areas. This work requires the operation of different vehicles, machines, and equipment.

### Major Position Duties:

1. Plows and shovels snow, sands, and salts streets
2. Inspection of Village park facilities and Municipal Building to determine maintenance and custodial needs including but not limited to general lawn and green space areas, trails, playground equipment, sports facilities, buildings/structures, trees and shrubs.
3. Direction to department Laborers and seasonal employees to maintain the facilities names above.
4. Participation in the duties to maintain the facilities named above.
5. Direction/participation in park improvement projects.
6. Recommendation to the Operations Manager for supply purchases, future maintenance and park facility improvements.
7. When deemed necessary to assist in work on other Village public works facilities including participation in road repair, patching, culvert repair, replacement and steaming, ditching, and grading in road swales, road debris removal and dead animal pickup and disposal.
8. General maintenance of all Village vehicles and equipment, including fabrication of parts and blacksmith work, interior and exterior cleaning, vacuuming, washing and waxing of vehicles

9. Custodial tasks in Village buildings and park facilities
10. Establish and maintain effective working relationships and communication with fellow employees and the general public
11. Must be available via cell phone and responsible for completion of on-call tasks and duties
12. Other duties as required.

**Knowledge, Skills and Abilities**

Ability to following oral and written instructions  
Working knowledge of the methods, materials, tools and equipment commonly used in public works activities  
Knowledge of the rules of safe operation of equipment and vehicles and the precautions to be taken to prevent accidents  
Knowledge of Village road system and other public property  
Ability to operate a laser  
Ability to operate construction equipment and vehicles  
Knowledge of proper landscape, tree care and pruning

**Minimum Education, Experience and Training**

High School Diploma or equivalent  
Any road maintenance or construction work is a plus  
Must have commercial drivers license (CDL) and abide by all DOT Drug Testing requirements or ability to obtain CDL with 60 days of hire  
Must be able to operate the following equipment: Loader operator, loader operator with wing and plow, backhoe, excavator, sewer jet/vacuum, street sweeper, motor grader, snowplow and wing, dozer, boom mower, riding mower, dump truck with plowing and salting equipment and laser  
Physical ability and fitness to be able to perform the duties of the position

This job description is intended to describe the general content of and requirements for the performance of this position. It is not intended as an exhaustive statement of duties, responsibilities or requirements.

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**VILLAGE BOARD MEETING**

**From:**

Matt Heiser, Village Manager

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**VILLAGE OF HARRISON**

**Meeting Date:**

October 20, 2022

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**Title:**

DRAFT Budget Proposal

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**Issue:**

How has the 2023 budget proposal changed after the October 11 Village Board meeting?

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**Background and Additional Information:**

During the October 11 Village Board meeting the discussion directed staff to update the budget in a variety of ways. Staff also has some additional 2023 cost estimates. The following list is a summary of the changes:

- Got updated numbers for 2023 Property/Liability/Workers Comp insurance
- Updated all projects envisioned for 2023 from the park impact fee
- Removed the HAA fence project from capital outlay
- Updated the debt numbers based on approved resolution
- Got updated numbers on state transportation aid
- DVRS removed from HFD capital outlay (to be paid by 2022 budget money for Ranger)
- Updated Park Impact fee costs to install the new playground equipment in Farmers Field Park

The line item detail was included for the utilities. Please note the proposed capital item purchases for the utilities as well. The Board did not have that information on October 10.

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**Financial/Budget Impacts:**

As described in the DRAFT budget proposal

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**Recommended Action:**

None.

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**Attachments:**

- DRAFT Budget Proposal



2023 Budget Summary Updated for October 20, 2022 Village Board Meeting

General Fund	Adopted		Proposed		
	2021 Adopted	2022	2023		
Taxes	\$3,673,369	\$3,611,823	<b>\$3,824,500</b>	\$212,677	5.89%
Special Assessments	\$79,220	\$79,220	\$1,128,474	\$1,049,254	1324.48%
Intergovernmental Revenues	\$602,073	\$574,791	\$625,530	\$50,739	8.83%
Licenses and Permits	\$303,653	\$303,653	\$374,953	\$71,300	23.48%
Fines, Forfeits and Penalties	\$6,500	\$6,500	\$6,500	\$0	0.00%
Public Charges for Services	\$1,583,358	\$1,597,716	\$1,801,157	\$203,441	12.73%
Intergovernmental Charges	\$113,604	\$157,712	\$171,827	\$14,115	8.95%
Miscellaneous Revenues	\$106,600	\$106,600	\$43,100	-\$63,500	-59.57%
Other Financing Sources	\$1,880,000	\$1,500,000	\$1,600,000	\$100,000	6.67%
	\$8,348,377	\$7,938,015	\$9,576,041	\$1,638,026	20.64%
Fund Balance Applied	\$71,107				
	\$8,419,484	\$7,938,015	\$9,576,041	\$1,638,026	20.64%
Expenditures					
General Government	\$809,414	\$1,036,939	\$1,085,315	\$48,376	4.67%
Public Safety	\$961,330	\$1,132,324	\$1,373,685	\$241,361	21.32%
Public Works	\$2,105,418	\$2,199,017	\$2,347,506	\$148,489	6.75%
Health and Human Services	\$2,200	\$2,200	\$2,200	\$0	0.00%
Culture and Recreation	\$45,000	\$45,000	\$60,000	\$15,000	33.33%
Conservation and Development	\$4,000	\$4,000	\$4,000	\$0	0.00%
Capital Outlay	\$3,713,027	\$2,558,920	\$4,166,080	\$1,607,160	62.81%
Debt Service	\$779,095	\$645,000	\$812,738	\$167,738	26.01%
Other Financing Uses					
Total Expenditures	\$8,419,484	\$7,623,400	\$9,851,524	\$2,228,124	29.23%
Increment		\$148,736	<b>\$157,495</b>		
Estimated Tax Rate per \$1,000	\$3.05	\$2.99	<b>\$2.9886</b>		
Revenues Over Expenses				-\$275,483	

Summary of 2023 Budget for Harrison Utilities and Special Revenue Funds

HU Sanitary Sewer

Revenues	\$1,037,972	\$1,014,210	\$1,054,906
Expenditures	\$1,683,183	\$832,818	\$835,693
Retained Earnings			\$219,213

HU Water Utility

Revenues	\$1,276,161	\$1,195,453	\$1,258,598
Expenditures	\$1,160,765	\$1,051,977	\$1,151,810
Retained Earnings			\$106,788

	Bal 1/1/23	Revs	Exp	Bal 12/31/23
Fire Impact Fees	\$712,830	\$175,000	\$0	\$887,830
Park Impact Fees	\$1,035,803	\$100,000	-\$777,500	\$358,303
Police Impact Fees	\$84,026	\$18,000	\$0	\$102,026
Transportation Fees	\$77,983	\$563,230	-\$600,000	\$41,213
Harrison Stormwater Utility	\$373,186	\$100,000	-\$197,000	\$276,186

Line Item Detail for Taxes:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Property Taxes	\$2,833,960	\$2,906,793	\$2,951,732	\$44,939	1.55%
Forest/Cropland	\$30	\$30	\$30	\$0	0.00%
In Lieu of taxes	\$60,285	\$60,000	\$60,000	\$0	0.00%
Interest on PP	\$0	\$0	\$0	\$0	0.00%
<b>Total Property tax levy</b>		\$2,966,823	\$3,011,762	\$44,939	1.51%
Debt Service	\$779,094	\$645,000	\$812,738	\$167,738	26.01%
<b>Total Tax Revenue</b>	<b>\$3,675,390</b>	<b>\$3,611,823</b>	<b>\$3,824,500</b>	<b>\$212,677</b>	<b>5.89%</b>

Line Item Detail for Special Assessments:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Spec Assments	\$0	\$0	\$1,122,379	\$1,122,379	100.00%
Connection Sewer	\$0	\$0	\$0	\$0	0.00%
Spec Assmnt Sidewalk	\$6,095	\$6,095	\$6,095	\$0	0.00%
Hickory/Rustic	\$61,405	\$61,405	\$0	-\$61,405	-100.00%
Sumac Rd	\$11,720	\$11,720	\$0	-\$11,720	-100.00%
Kimberly Heights				\$0	0.00%
<b>Total</b>	<b>\$79,220</b>	<b>\$79,220</b>	<b>\$1,128,474</b>	<b>\$1,049,254</b>	<b>1324.48%</b>

Line-Item Detail for Intergovernmental Revenues

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
State Shared Revenue	\$78,766	\$61,569	\$62,566	\$997	1.62%
Fire Dues Harrison	\$49,897	\$49,900	\$49,900	\$0	0.00%
Fire Dues Sherwood	\$14,858	\$14,858	\$14,858	\$0	0.00%
Computer Aid	\$42,400	\$42,400	\$42,042	-\$358	-0.84%
State Transp Aid	\$394,792	\$384,704	\$434,804	\$50,100	13.02%
Recycling Grant	\$21,300	\$21,300	\$21,300	\$0	0.00%
Muni State Pay	\$60	\$60	\$60	\$0	0.00%
<b>Total</b>	<b>\$602,073</b>	<b>\$574,791</b>	<b>\$625,530</b>	<b>\$50,739</b>	<b>8.83%</b>

Line Item Detail for Licenses & Permits

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Liquor License	\$5,000	\$5,000	\$10,000	\$5,000	100.00%
Operator License	\$4,900	\$4,900	\$4,900	\$0	0.00%
Cigarette License	\$200	\$200	\$200	\$0	0.00%
Franchise Fee	\$111,703	\$111,703	\$111,703	\$0	0.00%
Dog License	\$8,500	\$8,500	\$11,000	\$2,500	29.41%
Building Permits	\$50,000	\$50,000	\$60,000	\$10,000	20.00%
HVAC Permits	\$6,500	\$6,500	\$25,000	\$18,500	284.62%
Plumbing Permit	\$9,000	\$9,000	\$20,000	\$11,000	122.22%
Electrical Permit	\$12,250	\$12,250	\$30,000	\$17,750	144.90%
Siding/Win/Roof Permit	\$750	\$750	\$1,200	\$450	60.00%
Pool Permit	\$1,000	\$1,000	\$1,000	\$0	0.00%
Lot Grade Fee	\$47,500	\$47,500	\$40,000	-\$7,500	-15.79%
Driveway Fee	\$10,000	\$10,000	\$9,000	-\$1,000	-10.00%
Culvert Permit	\$150	\$150	\$150	\$0	0.00%
Demolition	\$50	\$50	\$50	\$0	0.00%
Utility Permit	\$2,500	\$2,500	\$15,000	\$12,500	500.00%
Culvert /Insp. Port	\$150	\$150	\$150	\$0	0.00%
Zoning Permit	\$20,000	\$20,000	\$25,000	\$5,000	25.00%
Erosion Permit	\$6,500	\$6,500	\$8,000	\$1,500	23.08%
Plat Review	\$1,500	\$1,500	\$2,000	\$500	33.33%
Site Plan Review	\$5,500	\$5,500	\$600	-\$4,900	-89.09%
Fireworks Permit	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$303,653</b>	<b>\$303,653</b>	<b>\$374,953</b>	\$71,300	23.48%

Line-Item Detail for Fines, Forfeitures and Penalties:

	Budgeted 2020	Budgeted 2021	Proposed 2022
Ordinance Violations	\$1,000	\$500	\$500
Parking Violations	\$4,000	\$6,000	\$6,000
<b>Total</b>	<b>\$5,000</b>	<b>\$6,500</b>	<b>\$6,500</b>

Line-Item Detail for Public Charges:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Administrative Fee	\$10,000	\$18,500	\$40,000	\$21,500	116.22%
Publications	\$50	\$0	\$0	\$0	0.00%
Real Estate Inquiries	\$5,000	\$8,000	\$8,000	\$0	0.00%
Credit Card Surcharge	\$500	\$700	\$700	\$0	0.00%
Law Enforcement Charge	\$199,505	\$421,805	\$512,531	\$90,726	21.51%
Transportation Charge	\$531,750	\$531,750	\$563,230	\$31,480	5.92%
Road Dept Revenue	\$500	\$2,000	\$2,000	\$0	0.00%
Streetlights	\$1,100	\$1,100	\$2,000	\$900	81.82%
Refuse	\$394,403	\$396,052	\$384,397	-\$11,655	-2.94%
Recycling	\$189,898	\$189,451	\$256,099	\$66,648	35.18%
Compost Sticker	\$7,500	\$14,000	\$30,000	\$16,000	114.29%
Park Shelter	\$1,500	\$0	\$1,000	\$1,000	100.00%
Municipal Hall	\$1,700	\$0	\$1,200	\$1,200	100.00%
<b>Total</b>	<b>\$1,343,406</b>	<b>\$1,583,358</b>	<b>\$1,801,157</b>	<b>\$217,799</b>	<b>13.76%</b>



Line-Item Detail for Intergovernmental Service Charges:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Sherwood/Woodville Fire Contract	\$113,604	\$157,712	<b>\$160,907</b>	\$3,195	2.03%
Fire Dept Operational Budgeted Costs			\$444,629		
Plus Costs Related to Fire Protection In other Parts of the Budget:					
Contract Expense-Fire Insur	\$23,667	\$23,667	\$23,667		
Contract Expense-Attny Fees	\$2,000	\$2,000	\$2,000		
Contract Expense-Building Maint Lawn Svc	\$3,785	\$3,785	\$3,785		
Contract Expense-Building Maint Snow Plow	\$7,065	\$7,065	\$7,065		
Contract Expense-Village Board Meetings	\$500	\$500			
Contract Expense - Fire Commission Meetings			\$500		
Fire Dept Capital Outlay & Escrowed Capital			<u>\$284,580</u>		
Total Costs Shared with Sherwood			\$766,226		
Percent of Equalized Value Protected by HFD in Sherwood			21%		
<b>Invoice amount:</b>	<b>\$113,604</b>	<b>\$157,712</b>	<b>\$160,907</b>		

Line-Item Detail for Miscellaneous Revenues:

	Budgeted 2020	Budgeted 2021	Proposed 2022	Change	
Interest Earned	\$15,000	\$20,000	\$13,000	-\$7,000	-35.00%
Interest on Spec Assmnts	\$100	\$100	\$100	\$0	0.00%
Sale of Equipment	\$3,000	\$0	\$0	\$0	0.00%
Insurance Recoveries	\$4,000	\$5,000	\$5,000	\$0	0.00%
Other Misc Revs	\$5,000	\$500	\$10,000	\$9,500	1900.00%
Tippage Fee	\$25,000	\$81,000	\$15,000	\$66,000	-81.48%
				-	
<b>Total</b>	<b>\$52,100</b>	<b>\$106,600</b>	<b>\$43,100</b>	<b>\$63,500</b>	<b>-59.57%</b>

Line-Item Detail for Other Financing Sources:

	Budgeted 2021	Budgeted 2022	Proposed 2023
GO Borrowing	\$1,880,000	\$1,500,000	\$1,600,000
<b>Total</b>	<b>\$1,880,000</b>	<b>\$1,500,000</b>	<b>\$1,600,000</b>

Line-Item Detail for the Village Board:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Village Salary	\$33,600	\$33,600	\$33,600	\$0	0
Village FICA	\$2,570	\$2,570	\$2,570	\$0	0.00%
Training/Mileage	\$800	\$800	\$800	\$0	0.00%
Subscription/Dues	\$6,000	\$6,000	\$7,500	\$1,500	25.00%
Supplies	\$500	\$500	\$500	\$0	0.00%
<b>Total</b>	<b>\$43,470</b>	<b>\$43,470</b>	<b>\$44,970</b>	<b>\$1,500</b>	<b>3.45%</b>

Line-Item Detail for the Planning Department:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Salary	\$82,478	\$156,000	\$97,819	\$58,181	-37.30%
FICA	\$6,356	\$11,934	\$7,483	-\$4,451	-37.30%
Benefits	\$25,330	\$53,193	\$56,385	\$3,192	6.00%
Retirement	\$11,217	\$10,608	\$6,652	-\$3,956	-37.30%
Per Diem	\$4,000	\$4,000	\$4,000	\$0	0.00%
Dues	\$500	\$1,000	\$1,000	\$0	0.00%
Training/Mileage/Lodging	\$3,500	\$3,500	\$3,500	\$0	0.00%
Supplies	\$500	\$500	\$1,000	\$500	100.00%
<b>Total</b>	<b>\$133,881</b>	<b>\$240,735</b>	<b>\$177,838</b>	<b>\$62,897</b>	<b>-26.13%</b>

Line-Item Detail for the General Administration Department

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Legal	\$10,000	\$10,000	\$25,000	\$15,000	150.00%
Hwy Dept Legal	\$15,000	\$15,000	\$10,000	-\$5,000	-33.33%
Wages	\$246,600	\$315,035	\$351,351	\$36,316	11.53%
FICA	\$18,865	\$24,100	\$26,878	\$2,778	11.53%
Benefits	\$58,300	\$93,269	\$131,411	\$38,142	40.89%
Retirement	\$17,308	\$21,422	\$23,892	\$2,469	11.53%
Training/Conferences	\$1,500	\$2,500	\$4,200	\$1,700	68.00%
Dues	\$2,500	\$3,200	\$1,500	-\$1,700	-53.13%
Supplies	\$17,000	\$20,000	\$20,000	\$0	0.00%
Postage	\$3,500	\$3,000	\$4,000	\$1,000	33.33%
Service Contracts	\$75,000	\$70,000	\$75,000	\$5,000	7.14%
Publications	\$4,500	\$3,000	\$3,000	\$0	0.00%
Newsletter	\$5,000	\$4,000	\$4,000	\$0	0.00%
Election-Wages	\$6,200	\$14,000	\$14,500	\$500	3.57%
Election FICA	\$475	\$1,071	\$1,109	\$38	3.57%
Election Exp/Mile/LO	\$500	\$500	\$500	\$0	0.00%
Election Svc Contracts	\$4,000	\$4,000	\$3,000	-\$1,000	-25.00%
Election Supplies	\$4,000	\$3,000	\$4,000	\$1,000	33.33%
Election Publication	\$790	\$1,000	\$1,000	\$0	0.00%
Assessor Contract	\$34,800	\$34,800	\$41,000	\$6,200	17.82%
Treasurer Wages	\$0	\$0	\$0	\$0	0.00%
Treasurer FICA	\$0	\$0	\$0	\$0	0.00%
Treasurer Mileage	\$0	\$0	\$500	\$500	100.00%
Treasurer Service Contracts	\$0	\$0	\$1,000	\$1,000	1000.00%
Treasurer Accounting (Audit)	\$17,500	\$17,500	\$17,500	\$0	0.00%
Treasurer Supplies	\$2,500	\$2,500	\$2,500	\$0	0.00%
Assessor Supplies Brd of Review	\$0	\$0	\$0	\$0	0.00%
Treasurer Postage	\$0	\$0	\$6,000	\$6,000	100.00%
Treasurer Publications	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$545,838</b>	<b>\$647,898</b>	<b>\$762,841</b>	<b>\$109,944</b>	<b>16.97%</b>

Line-Item Detail for the Hall Maintenance Department

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Supplies	\$1,500	\$7,500	\$5,000	-\$2,500	-33.33%
Electric	\$5,500	\$5,500	\$5,775	\$275	5.00%
Heat	\$4,750	\$4,750	\$5,080	\$330	6.95%
Telephone	\$1,750	\$1,750	\$1,750	\$0	0.00%
Insurance - Property	\$18,000	\$18,900	\$31,693	\$12,793	67.69%
Insurance - Work Comp	\$31,725	\$33,311	\$26,298	-\$7,013	-21.05%
Insurance - Auto	\$22,500	\$23,625	\$24,570	\$945	4.00%
Funeral/Memorial	\$500	\$500	\$500	\$0	0.00%
<b>Total</b>	<b>\$86,225</b>	<b>\$95,836</b>	<b>\$100,666</b>	<b>\$4,830</b>	<b>5.04%</b>

Line-Item Detail for the Law Enforcement Department:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Calumet County Contract	\$614,355	\$629,059	\$782,926	\$153,867	24.46%
Law Enforcement Dog Pick up	\$0	\$0			
School Cross Guards	\$2,500	\$2,500	\$2,500		
<b>Total</b>	<b>\$616,855</b>	<b>\$631,559</b>	<b>\$785,426</b>		



Line-Item Detail for the Fire Department

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Wages	\$118,500	\$215,000	\$224,690	\$9,690	4.51%
FICA	\$9,075	\$16,448	\$17,189	\$741	4.51%
Chief Benefits		\$26,597	\$28,193	\$1,596	6.00%
WRS		\$10,575	\$12,593	\$2,018	19.08%
Retirement	\$38,000	\$30,000	\$30,000	\$0	0.00%
Petty Cash	\$4,000	\$0	\$0	\$0	0.00%
Training	\$5,500	\$5,500	\$10,000	\$4,500	81.82%
Supplies/Services	\$37,000	\$41,000	\$41,000	\$0	0.00%
Physicals	\$4,000	\$5,000	\$5,000	\$0	0.00%
Electric - Station 60	\$2,500	\$2,500	\$2,500	\$0	0.00%
Electric - Station 70	\$3,000	\$3,000	\$3,000	\$0	0.00%
Heat - Station 60	\$3,000	\$3,000	\$4,000	\$1,000	33.33%
Heat - Station 70	\$2,000	\$2,000	\$4,000	\$2,000	100.00%
Telephone - Station 60	\$950	\$950	\$950	\$0	0.00%
Telephone - Station 70	\$1,900	\$1,900	\$1,900	\$0	0.00%
Water - Station 60	\$3,500	\$3,500	\$3,500	\$0	0.00%
Water - Station 70	\$550	\$550	\$1,000	\$450	81.82%
Building Maint. Misc.		\$5,115	\$5,115	\$0	0.00%
EMS Operating Expense		\$13,500	\$13,500	\$0	0.00%
Shop Supplies		\$3,130	\$0	-\$3,130	-100.00%
Burn Permits		\$500	\$0	-\$500	-100.00%
Vehicle Maintenance	\$13,000	\$13,000	\$13,000	\$0	0.00%
Equipment Maintenance	\$4,000	\$4,000	\$4,000	\$0	0.00%
Fuel	\$6,000	\$6,000	\$6,000	\$0	0.00%
1st Responders Operating Expense		\$13,500	\$13,500	\$0	0.00%
Contract Expense-Vllg Brd		\$500	\$500	\$0	0.00%
Contract Expense-Gen Admin		\$9,750	\$0	-\$9,750	-100.00%
Contract Expense-Fire Insur		\$23,667	\$23,667	\$0	0.00%
Contract Expense-Attny Fees		\$2,000	\$2,000	\$0	0.00%
Contract Expense-Building Maint Lawn Svc		\$3,785	\$3,785	\$0	0.00%
Contract Expense-Building Maint Snow Plow		\$7,065	\$7,065	\$0	0.00%
<b>Total</b>	<b>\$256,475</b>	<b>\$426,265</b>	<b>\$444,629</b>	<b>\$18,365</b>	<b>4.31%</b>

Line-Item Detail for the Contracted Services Department

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Building Insp Contract	\$50,000	\$50,000	\$110,000	\$60,000	120.00%
Grade Checks	\$38,000	\$38,000	\$30,000	-\$8,000	-21.05%
<b>Total</b>	<b>\$88,000</b>	<b>\$88,000</b>	<b>\$140,000</b>	<b>\$52,000</b>	<b>59.09%</b>

Line-Item Detail for the Department of Public Works (D.P.W.)

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Engineer/Consultant	\$40,000	\$40,000	\$40,000	\$0	0.00%
Salary	\$395,810	\$467,010	\$539,771	\$72,761	15.58%
Part time Salary	\$65,000	\$22,500	\$42,000	\$19,500	86.67%
OT Salary	\$45,000	\$38,000	\$38,000	\$0	0.00%
FICA	\$34,358	\$35,726	\$41,292	\$5,566	15.58%
Part Time FICA	\$5,025	\$1,721	\$3,213	\$1,492	86.67%
Unemployment Comp	\$1,000	\$1,000	\$1,000	\$0	0.00%
Benefits	\$107,650	\$139,033	\$174,934	\$35,902	25.82%
Retirement	\$35,802	\$31,757	\$36,704	\$4,948	15.58%
Training	\$2,500	\$2,500	\$2,500	\$0	0.00%
CDL	\$1,500	\$1,500	\$1,500	\$0	0.00%
Supplies	\$25,000	\$25,000	\$25,000	\$0	0.00%
Electric	\$7,500	\$7,500	\$7,500	\$0	0.00%
Heat	\$2,000	\$2,000	\$2,000	\$0	0.00%
Telephone	\$3,000	\$3,000	\$3,000	\$0	0.00%
Bldg. Maintenance	\$35,000	\$35,000	\$35,000	\$0	0.00%
Fuel	\$50,000	\$50,000	\$74,325	\$24,325	48.65%
Vehicle Maintenance	\$40,000	\$40,000	\$40,000	\$0	0.00%
Equip Maintenance	\$40,000	\$40,000	\$45,000	\$5,000	12.50%
Road Maintenance	\$327,500	\$327,500	\$327,500	\$0	0.00%
Ditching/Grading	\$50,000	\$50,000	\$50,000	\$0	0.00%
Salt/Sand	\$108,000	\$108,000	\$108,000	\$0	0.00%
Road Signs	\$10,000	\$10,000	\$10,000	\$0	0.00%
Street Lighting	\$3,000	\$3,000	\$6,500	\$3,500	116.67%
Street Lights - N.S.	\$170	\$170	\$170	\$0	0.00%
Street Lights - HAA	\$11,000	\$11,000	\$11,000	\$0	0.00%
Street Lights - NSW	\$1,100	\$1,100	\$1,100	\$0	0.00%
				-	
Storm Sewer Maintenance	\$40,000	\$40,000	\$0	-\$40,000	100.00%
Illicit Discharge Program	\$5,000	\$5,000	\$5,000	\$0	0.00%
Storm - Consultant	\$0	\$0	\$0	\$0	0.00%
Refuse	\$396,052	\$378,000	\$384,397	\$6,397	1.69%
Recycling	\$189,451	\$252,000	\$256,099	\$4,099	1.63%
Compost Site	\$16,000	\$16,000	\$16,000	\$0	0.00%
Weed Control	\$12,000	\$14,000	\$14,000	\$0	0.00%
NEW: Sidewalk Maint Program			\$5,000	\$5,000	100.00%
<b>Total</b>	<b>\$2,105,418</b>	<b>\$2,199,017</b>	<b>\$2,347,506</b>	<b>\$148,490</b>	<b>6.75%</b>

Line-Item Detail for the Health and Human Services Department:

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Humane Society Contribution	\$1,500	\$1,500	\$1,500	\$0	0.00%
HOVPP	\$700	\$700	\$700	\$0	0.00%
<b>Total</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$0</b>	<b>0.00%</b>

Line-Item Detail for the Parks Department

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Park Maintenance	\$25,000	\$35,000	\$50,000	\$15,000	42.86%
Recreational Program	\$10,000	\$10,000	\$10,000	\$0	0.00%
<b>Total</b>	<b>\$35,000</b>	<b>\$45,000</b>	<b>\$60,000</b>	\$15,000	33.33%

Line-Item Detail for the Economic Development Department

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Development	\$4,000	\$4,000	\$4,000	\$0	0.00%
<b>Total</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	\$0	0.00%



Village of Harrison

**DRAFT** 2023 Budget Proposal

For October 20, 2022 Meeting

Line-Item Detail for Capital Outlay:	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
<b>Parks</b>					
Match to DNR Gnt		\$5,000	\$5,000		
Parks (signs) (DCP trial signs)	\$0	\$15,000	\$10,000		
Parks (equip) Wing for Mower (other half to storm)			\$45,000		
Parks (Renwood Park Master Plan)			\$15,000		
Parks Improvements	\$0	\$100,000			
Parks 2 mowers		\$30,000			
Parks-Sprayer Ponds & Parks		\$2,500			
Spec Manuel Updt		\$7,800			
<b>Park Total Capital Outlay</b>		<b>\$152,500</b>	<b>\$75,000</b>	<b>-\$77,500</b>	<b>-50.82%</b>
<b>Trails</b>					
Trails (pave Vans Pond Maint. Trail)			\$141,000		
Trails Add to Trail system		\$294,206			
County N Trail Crosswalk Lights		\$34,000			
<b>Total Trails Capital Outlay</b>		<b>\$328,206</b>	<b>\$141,000</b>	<b>-\$187,206</b>	<b>-57.04%</b>
<b>Municipal Building</b>					
Municipal Building (repave parking lot)	\$0	\$0	\$470,000		
<b>Municipal Building Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$470,000</b>	<b>\$470,000</b>	<b>100.00%</b>
<b>Fire Department</b>					
Fire- 6 sets turn out gear		\$13,050	\$15,000		
Fire- fund to replace/repair equip		\$31,400	\$31,400		
Fire-Escrow for future Truck		\$150,000	\$150,000		
Fire-Escrow for future scba bottles		\$12,150	\$12,150		
Fire-Escrow for future helmets		\$1,530	\$1,530		
Fire-Command Vehicle		\$0	\$64,500		
Fire-Flooring Station 60		\$0	\$10,000		
Fire-Fire services study		\$25,000	\$0		
Fire- Defibrillators (1600 x 2)		\$3,200	\$0		
Fire-polaris ranger		\$30,000	\$0		
Fire-ipads (x2)	\$0	\$918	\$0		
Fire-Generator (7500 each x2 stations)		\$15,000	\$0		
<b>Fire Department Total Capital Outlay</b>		<b>\$282,248</b>	<b>\$284,580</b>	<b>\$2,332</b>	<b>0.83%</b>
<b>Dept of Public Works Equipment</b>					
DPW-Hwy Equip (Replace Dodge Van w/SUV Explorer)	\$250,000		\$40,000		
DPW-Hwy Equip (Replace 2009 F550 w/Flatbed work truck)			\$60,000		
DPW-Hwy Equip (purchase shoulder reclaimer machine)			\$30,000		
DPW-Hwy Equip (Replace tractor (w/new mower wing above)			\$75,000		
DPW-HWY Equip Bomag Roller		\$30,000			
DPW-Hwy Equip Spinner for #23		\$12,000			
DPW-Hwy Equip Van chassis and tools		\$53,000			
DPW-Compactor 4045		\$8,700			
DPW-Left/Right Controller for Grader		\$5,000			
DPW-Salt Shed		\$127,266			
DPW-Replace 1998 John Deer 6310 w/Loader		\$160,000			
<b>DPW Total Hwy Equipment Capital Outlay</b>	<b>\$250,000</b>	<b>\$395,966</b>	<b>\$205,000</b>	<b>-\$190,966</b>	<b>-48.23%</b>
<b>Road Projects</b>					
Creedside Estates - Assessed to Property Owners			\$1,122,500		
Cottonwood Creek III (rural resurface & ditching)			\$1,375,000		
Maintowoc Road: From CTH N to Harwood (crack fill/chip seal/cross culvert)			\$250,000		
Schmidt Road: From State Park Rd to Harwood Rd (crack fill/chip seal/cross culvert)			\$200,000		
Road Project (Quella Dr pulverize and reshape)			\$43,000		
<b>Road Projects Capital Outlay (NOT ASSESSED)</b>	<b>\$3,381,377</b>	<b>\$1,400,000</b>	<b>\$1,868,000</b>	<b>\$468,000</b>	<b>33.43%</b>
<b>Road Projects Total Capital Outlay</b>	<b>\$3,381,377</b>	<b>\$1,400,000</b>	<b>\$2,990,500</b>	<b>\$1,590,500</b>	<b>113.61%</b>
<b>Grand Total Capital Outlay</b>	<b>\$3,713,027</b>	<b>\$2,558,920</b>	<b>\$4,166,080</b>	<b>\$1,607,160</b>	<b>62.81%</b>



Line-Item Detail for Debt Service

	Budgeted 2021	Budgeted 2022	Proposed 2023	Change	
Principal Payments	\$725,000	\$645,000	\$766,680	\$121,680	18.87%
Interest Payments	\$54,094	\$54,094	\$46,058	-\$8,036	-14.86%
<b>Total</b>	<b>\$779,094</b>	<b>\$699,094</b>	<b>\$812,738</b>	\$113,644	16.26%

Line-Item Detail for the Stormwater Fund

	2023 Activity		
	Revenues	Expenses	
Starting Balance	\$373,186		
Stormwater fees Collected	\$100,000		
Storm Sewer Maintenance/Ponds		-\$40,000	
NEW: Storm Catch Basin Program		-\$12,000	
NEW: Pond Rip Rap		-\$20,000	
NEW: Cross Culvert Program		-\$30,000	
Capital Storm Water (Street Sweeper)		-\$50,000	
Capital Storm Water (half of mower wing)		-\$45,000	
Total Expenses		-\$197,000	
<b>End Balance</b>			<b>\$473,186</b>

Line-Item Detail for Park Impact Fees	2023 Activity	
	Revenues	Expenses
Starting Balance	\$1,035,803	
Park Impact Fees Collected	\$100,000	
Capital Outlay: Farmers Field Park (complete baseball diamond)		-\$250,000
Capital Outlay: Farmers Field Park (install previously purchased playground equip)		-\$75,000
Capital Outlay: Farmers Field Park (install perimeter lighting)		-\$75,000
Capital Outlay: Clover Ridge Park (Install Disc Golf Course)		-\$50,000
Capital Outlay: Clover Ridge Park (install parking along Handel Dr ~20-25 stalls)		-\$175,000
Capital Outlay: Clover Ridge Park (install rain gardens w/new parking area)		-\$50,000
Capital Outlay: Dogwood Park (Picnic Tables)		-\$2,500
Capital Outlay: Dogwood Park (install gazebo)		-\$50,000
Capital Outlay: HAA Park (install exercise stations)		-\$50,000
Total Expenses		-\$777,500
End Balance	\$358,303	

Line-Item Detail for Harrison Transportation Fund

2023 Activity

Revenues Expenses

Starting Balance	\$77,983		
Transportation Fees Collected		\$563,230	
Road Project Contributions			-\$600,000
End Balance			<b>\$41,213</b>

Line-Item Detail for Harrison Police Impact Fees

	2023 Activity		
	Revenues	Expenses	
Starting Balance	\$84,026		
Police Impact Fees Collected	\$18,000		
2023 Police Impact Fee Uses		\$0	
<b>End Balance</b>			<b>\$102,026</b>

Line-Item Detail for Harrison Fire Impact Fees

	2023 Activity		
	Revenues	Expenses	
Starting Balance	\$712,830		
Police Impact Fees Collected	\$175,000		
2023 Police Impact Fee Uses		\$0	
<b>End Balance</b>			<b>\$887,830</b>

Line Item Detail for Harrison Water Utility

	Budgeted 2022	Proposed 2023		
Residential Metered Sales	\$865,281	\$882,587	\$17,306	2.00%
Commercial Metered Sales	\$84,250	\$85,935	\$1,685	2.00%
Industrial Metered Sales	\$1,505	\$1,535	\$30	2.00%
Public Authority Metered Sales	\$18,563	\$19,491	\$928	5.00%
Multifamily Metered Sales	\$28,626	\$45,000	\$16,374	57.20%
Irrigation Metered Sales	\$395	\$395	\$0	0.00%
Public Fire Protection Service	\$214,655	\$214,655	\$0	0.00%
Forfeited Discounts	\$4,200	\$4,000	-\$200	-4.76%
Other Water Revenue	\$12,225	\$5,000	-\$7,225	-59.10%
Total Revenues	\$1,229,700	\$1,258,598	\$28,898	2.35%
Purchased Water - COA / FC	\$649,848	\$649,848	\$0	0.00%
Fire Protection - COA	\$38,048	\$38,048	\$0	0.00%
Fuel/Power Purchase - Pumping	\$0			
Operation Labor	\$93,050	\$97,703	\$4,653	5.00%
Operation Supplies & Expenses	\$16,780	\$25,000	\$8,220	48.99%
Maintenance of Mains	\$15,000	\$15,000	\$0	0.00%
Maintenance of Services	\$15,000	\$15,000	\$0	0.00%
Maintenance of Meters	\$5,000	\$5,000	\$0	0.00%
Meter Reading Labor	\$0	\$0	\$0	0.00%
Accounting & Collecting Labor	\$47,900	\$50,295	\$2,395	5.00%
Admin & General Salaries	\$41,657	\$43,740	\$2,083	5.00%
Office Supplies & Expenses	\$17,345	\$29,845	\$12,500	72.07%
Outside Services Employed	\$19,895	\$40,000	\$20,105	101.06%
Insurance Expense	\$7,084	\$7,651	\$567	8.00%
Payroll Tax - FICA	\$13,969	\$12,942	-\$1,027	-7.35%
Employee Pensions & Benefits	\$81,654	\$86,553	\$4,899	6.00%
Regulatory Commission Expenses	\$1,225	\$6,000	\$4,775	389.80%
Miscellaneous General Expense	\$22,500	\$22,500	\$0	0.00%
Transportation Expense	\$4,185	\$4,185	\$0	0.00%
Maintenance of General Plant	\$2,500	\$2,500	\$0	0.00%
Total Expenses	\$1,092,640	\$1,151,810	\$59,170	5.42%
Retained Earnings	\$137,060	\$106,788	\$30,272	-22.09%

Line Item Detail Sewer Utility

	2022 Budget	2023 Proposed		
Residential Measured Service	\$834,464	\$851,153	\$16,689	2.00%
Commercial Measured Service	\$89,519	\$91,309	\$1,790	2.00%
Industrial Measured Service	\$3,514	\$3,584	\$70	2.00%
Public Authority Measured Srvc	\$36,537	\$37,268	\$731	2.00%
Multifamily Measured Service	\$61,700	\$62,934	\$1,234	2.00%
Forfeited Discounts	\$3,385	\$3,453	\$68	2.00%
Other Sewer Revenue	\$5,205	\$5,205	\$0	0.00%
<b>Total Revenues</b>	<b>\$1,034,324</b>	<b>\$1,054,906</b>	<b>\$20,582</b>	<b>1.99%</b>
Supervision & Labor	\$140,950	\$147,998	\$7,048	5.00%
Fuel/Power Purchase - Pumping	\$17,000	\$17,000	\$0	0.00%
Operation Supplies & Expenses	\$10,125	\$20,000	\$9,875	97.53%
Transportation Expense	\$4,185	\$4,185	\$0	0.00%
Sewerage Treatment Charges	\$217,210	\$217,210	\$0	0.00%
Maintenance Sewage Collect Sys	\$30,000	\$50,000	\$20,000	66.67%
Maint Collection Syst Pumping	\$16,050	\$40,000	\$23,950	149.22%
Maint Trtmt & Disp Plant Equip	\$0		\$0	#DIV/0!
Maintenance of General Plant	\$2,500	\$2,500	\$0	0.00%
Accounting & Collecting Labor	\$47,900	\$50,295	\$2,395	5.00%
Meter Reading Labor	\$0	\$0	\$0	#DIV/0!
Uncollectible Accounts	\$0	\$0	\$0	#DIV/0!
Admin & General Salaries	\$70,565	\$74,093	\$3,528	5.00%
Office Supplies & Expenses	\$19,510	\$32,010	\$12,500	64.07%
Outside Services Employed	\$19,895	\$40,000	\$20,105	101.06%
Insurance Expense	\$6,878	\$6,878	\$0	0.00%
Employee Pensions & Benefits	\$53,975	\$56,674	\$2,699	5.00%
Payroll Tax - FICA	\$16,181	\$18,386	\$2,205	13.63%
Miscellaneous General Expense	\$650	\$1,000	\$350	53.85%
Interest Expense - CWF Loan	\$16,250	\$16,250	\$0	0.00%
Amortization Expense-CWF Loan	\$41,215	\$41,215	\$0	0.00%
<b>Total Expenses</b>	<b>\$731,039</b>	<b>\$835,694</b>	<b>\$104,655</b>	<b>14.32%</b>
Retained Earnings	\$303,285	\$219,213	-\$84,072	-27.72%



Line Item Detail Capital Outlay Harrison Utilities

		Water	Sewer
Unrestricted Fund Balance for Capital Purchases	\$490,190		
2023 Water Capital Outlay - Belt Clip for Readers (50%)		\$2,750	
2023 Water Capital Outlay - Replace Ford 350 Truck (50%)		\$21,864	
2023 Water Capital Outlay - Leak Detection Equip (50%)		\$4,385	
2023 Water Capital Outlay - Tablet & data plan for use in trucks (50%)		\$2,000	
2023 Water Capital Outlay - Install dropbox on building to protect contents (50%)		\$5,000	
2023 Sewer Capital Outlay - Belt Clip for Readers (50%)			\$2,750
2023 Sewer Capital Outlay - Replace Ford 350 Truck (50%)			\$21,864
2023 Sewer Capital Outlay - Leak Detection Equip (50%)			\$4,385
2023 Sewer Capital Outlay - Tablet & data plan for use in trucks (50%)			\$2,000
2023 Sewer Capital Outlay - Install dropbox on building to protect contents (50%)			\$5,000
2023 Sewer Capital Outlay - Replace pumps on Lift Stations 1			\$12,000
2023 Sewer Capital Outlay - Rehab manholes near Heckrodt Nature Center			\$61,775
<b>Total Capital Outlay for each utility</b>		\$35,999	\$109,774
<b>Total Capital Outlay for Harrison Utilities</b>			\$145,773
Ending Balance	\$344,417		