



Harrison Municipal Building
W5298 Hwy 114
Menasha, WI 54952

2023 - 2024 VILLAGE BOARD



The Village Board meets the last Tuesday of the month at 6:00 pm at the Village Municipal Building.

Whenever necessary, the Board may hold a Special Meeting after giving a 48-hour Notice to the public. When a Special Meeting is needed, it is usually held on the 2nd Tuesday of the month.

Meeting notices, agendas, and packet information, are posted at least 48 hours prior to the meeting and past meeting minutes are posted once approved by the Board. All Board information may be found at the Municipal Office and on the Village website Harrison-wi.org.

Village Board Members serve our community for a two year term.

Front Row (L to R): Trustee Darlene Bartlein, President Allison Blackmer, Trustee Julene Baldwin

Back Row (L to R): Trustee Matt Lancaster, Trustee Scott Handschke, Trustee Mark Van Hefty, Trustee Mike Brantmeier

10-YEAR ANNIVERSARY CELEBRATION



A big thank you to the Kiwanis Club of Darboy & to Harrison Fire Rescue who helped make our anniversary celebration a huge success!

Harrison residents enjoyed an evening filled with family-friendly events from a parade, to food & games, to an amazing fireworks display.

Part of the celebration's activities was a Harrison Event Booth that was staffed by Village President Blackmer and Village Manager Heiser, who had a good time meeting & talking to residents, and handing out many fun commemorative giveaways.



2023 PROPERTY TAX BILL PAYMENT INFORMATION

The Calumet County Treasurer's Office mails property tax bills in mid-December.

The County does not mail tax bills to escrow companies.

- First installments or full payments are due to the **Village Treasurer** by January 31, 2024.
- Tax payments postmarked or left in the Municipal Office's drop box on the weekend of 12/30/23, will be credited with a 12/31/23 date.
- Work with your escrow company personally, if you want your taxes paid by December 31, 2023.
- Escrow checks must be signed by each name listed on the check.
- To print a copy of a tax bill or payment receipt, visit the Clerk-Treasurer page at **Harrison-wi.org**.
- For Lottery & Gaming Credit information visit: **Revenue.wi.gov** and search for Lottery Credit.

Payment Options BEFORE January 31, 2024

BY MAIL:

- Make checks payable to "Village of Harrison"
- Send payment to: Village of Harrison, W5298 State Rd 114, Menasha, WI 54952.
Include a self addressed stamped envelope if you want a receipt mailed to you.

ONLINE:

- The online link is available at **Harrison-wi.org** located on the Clerk-Treasurer page.
- A 3% service fee is added to all card transactions & a \$1.10 fee is added to direct draw payments from a checking/savings account.
- Online payment is **NOT available after January 31, 2024**.

IN PERSON AT THE VILLAGE OFFICE:

- **Cash:** If paying by cash, bring the **exact amount** as we are unable to make change
- **Check:** Make checks payable to "Village of Harrison"
- **Credit/Debit Card:** A service fee is added to all card transactions
- **Office Hours:** M-F 7:30 am to 4:00 pm. **CLOSED** 12/25/23 • 12/26/23 • 1/1/24 • 1/2/24

IN PERSON AT NICOLET NATIONAL BANK: 3111 E Calumet St. branch ONLY

- All Harrison property owners are welcome
- Must have a copy of the tax bill and a photo ID
- Escrow checks must be signed by each name listed on the check.
- Same day escrow refunds if \$500.00 or less.

VOTER INFORMATION - MyVote.wi.gov

This user-friendly, nonpartisan, official WI Election Commission website is a great resource to easily:

- Find your polling location
- See what's on your ballot
- Register to vote
- Update your name or address
- Request an absentee ballot
- Track your ballot



Hello Friends & Neighbors:

The 2023 spring and summer have been busy times in Harrison! The Village completed several road projects this summer costing more than \$2 million dollars. Bids came in lower than expected, so we were able to perform additional road work.



Once again, the Municipal Building was the collection point for two Household Hazardous Waste (HHW) collections and an Electronics (E-waste) collection. Each year Harrison co-hosts these events with Calumet Recycles to bring safe and responsible disposal to our residents. The collection event totals are as follows:

- April HHW: 50 attendees disposed of 2,232 lbs. of hazardous material.
- July HHW: 37 attendees disposed of 2,909 lbs. of hazardous material.
- E-waste: 228 attendees disposed of 22,075 lbs. that included 141 TV's & 44 monitors.

Darboy Community Park was the setting for our 10-year Anniversary to celebrate Harrison's incorporation into a Village. Neighbors and friends enjoyed good food, music, and fireworks! The pickleball and basketball courts at Darboy Community Park are now in full swing, while Farmers Field on Manitowoc Road became home to the Kimberly Area Soccer Association teams, who enjoyed a successful season!!!

Lastly, the Granicus software system is near completion, and we look forward to launching the new Village website and online forms soon. Follow the Village of Harrison, WI on Facebook for any new website updates.

-Allison Blackmer, Village President

SHERIFF SERVICES

The Calumet County Sheriff's Department provides law enforcement services to the Village of Harrison. Under their contract with the Village, the Sheriff's Department provides the Village with five full-time deputies. Other County deputies may be called upon when needed to assist at an incident or if the Harrison deputies are busy with another case.



Harrison deputies handle a variety of law enforcement situations from enforcing Village ordinances to investigating crimes. Harrison deputies are very proactive in the community and are visible around the schools, helping to prevent traffic accidents, and deterring criminal activity.

The Calumet County Sheriff's Office asks that you contact them anytime you see suspicious activity as there is often a squad car in the area. It is best for the deputies to respond to calls immediately vs. waiting until the next day to report a crime. It is a good idea to program the non-emergency number into your mobile phone (920) 849-2335.

For questions regarding law enforcement services in the Village of Harrison, contact Lt. Joe Tenor at Joseph.tenor@calumetcounty.org

NO OVERNIGHT PARKING

- NO overnight parking between the hours of 3:00 am - 7:00 am on all Village roads.
- This ordinance is strictly enforced with a fine of \$10/violation. A \$20 late penalty is applied if not paid within 5 days of issuance.
- The fine for parking on the road during a snow emergency is \$25/violation.



YARD WASTE SITE

The yard waste site is located at **W4476 Merbach Road**. Purchase annual stickers at the Village Municipal Office Mon - Fri 7:30 am to 4:00 pm.

- \$20/sticker/calendar year
- Do not place yard material in bags or containers. The Village does not have the equipment needed to open bags or containers, therefore residents must empty and take home any bags or containers.
- The yard waste site is open the month of January for free holiday tree disposal. The Village does not provide curbside tree pick-up.
- **Acceptable material includes:** grass clippings, leaves, pine needles, pumpkins, sticks & twigs, weeds, and flower bed & vegetable garden material.
- **Unacceptable material includes:** tree stumps, root balls, full-sized trees, stone, gravel & concrete.
- There is no size limit for branches.

**The 2023 Season Closes On:
Friday, November 17th**

Seasonal Hours:

Monday	8:00 am - 1:00 pm
Tuesday	1:00 pm - 6:00 pm
Wednesday	8:00 am - 1:00 pm
Thursday	1:00 pm - 6:00 pm
Friday	8:00 am - 1:00 pm
Saturday	9:00 am - 4:00 pm

Closed Sundays & All Major Holidays

LARGE BRUSH COLLECTION

The Public Works Department picks up large branches and brush on the **last Monday of the month** (May-October).

- Call the Public Works Dept at (920) 989-1062 x 6. **before the last Monday of the month** to add your name and address to the "Chip List".
- Have brush and branches at the road the night before or by 5:00 am the day of pick up.
- Brush and branches should be cut to **no longer than 10 ft and placed parallel to the road**.
- The heavy equipment used for brush collection **cannot pick up piles of leaves, grass clippings or other yard materials**.



FALL YARD WASTE COLLECTION

The Village waste hauler, GFL Environmental, will collect bagged yard material on **Monday, November 6, 2023**.

- Place **all** yard material in **large, brown compostable bags**.
- Place bags at least 4 feet away from garbage & recycle carts.
- Loose debris or debris in containers or plastic bags cannot be taken.
- Place material at the curb either the night before collection or by 5:00 am.



ROAD CONDITIONS

Report dangerous road conditions to the Calumet County Sheriff's Department at (920) 849-2335 or the Harrison Public Works Department at (920) 989-1062 x 6.

KEEP SIDEWALKS CLEAR

Per Village Ordinance 22-212:

- The owner, occupant or person in charge of any lot which abuts a sidewalk shall keep the sidewalk clear of all snow and ice.
- The removal of snow and ice must be within 24 hours from the time the snow ceases.
- Sidewalks are to be kept clear to a minimum of five feet in width.
- In the event ice has formed on any sidewalk in such a manner it cannot be removed, the sidewalk shall be sprinkled with material to accelerate melting or prevent slipping.
- Owners with sidewalks having a terrace of less than three feet from the roadway are exempt from complying with this ordinance.
- **It is illegal** to push snow, grass, leaves, or other material onto or across roadways from private driveways. Also, no person shall push, shove, or deposit snow or ice onto a public street, alley, sidewalk or public land dedicated to public use. This includes sump pump discharge onto curb lines or roadways.



SNOW PLOW SAFETY

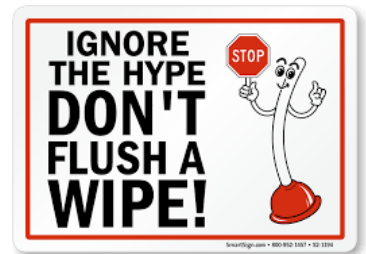
Did you know:

- > It is illegal to follow a snowplow closer than 200 feet on any roadway having a speed limit of more than 35mph, and if the plow is engaged in snow and ice removal.
- > Help plow drivers by keeping garbage and recycling containers placed at least 5 feet back from the road and NOT placed on top of snowbanks.

WATER & SEWER UTILITIES

DID YOU KNOW?

- Harrison Utilities provides service to over 2,600 customer connections.
- Toilets are the most common source of leaks in the home.
- “Flushable” wipes are really not okay to flush. They are a common cause of sewer backups.
- Sump pumps should never be discharged into the sanitary sewer or street.



UTILITY FLAGS DECODED

When planning a home improvement project, planting a tree, or installing a fence or deck, you need to contact Diggers Hotline to locate any utilities on your property.

Digging without calling may disrupt service to an entire neighborhood, harm you and those around you, and potentially result in repair costs.

Digger’s Hotline: Dial 811 or (800) 242-8511

White	Proposed Excavation
Pink	Temporary Survey Markings
Red	Electrical Lines or Cables
Yellow	Gas, Oil, or Gaseous Materials
Orange	Communications, Alarm, or Signal Lines
Blue	Potable Water
Purple	Reclaimed Water or Irrigation Lines
Green	Sewers and Drain Lines

October 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10 Village Board Budget Mtg 6:00 pm	11	12	13	14
15	16	17 Plan Commission 6:00 pm	18	19	20	21
22	23	24 Village Board 6:00 pm	25	26	27 Call for Brush Pick Up See pg. 4	28
29	30 Last Brush Pick Up See pg. 4	31 Trick or Treat See pg. 11				

November 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6 Fall Yard Waste Pick Up See pg. 4	7	8	9	10	11
12	13	14 Budget Hearing Village Board 6:00 pm	15	16	17	18
19 Garb/Rec Delayed Thurs to Fri	20	21 Plan Commission 6:00 pm	22	23 CLOSED Thanksgiving	24 CLOSED Observed Holiday	25
26	27	28 Village Board 6:00 pm	29	30		

December 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12 Plan Commission 6:00 pm	13	14	15	16
17	18	19 Village Board 6:00 pm	20	21	22	23
Garb/Rec Delayed	25 CLOSED Christmas Day	26 CLOSED Observed Holiday	27	28	29	30
31						

January 2024

SUN	MON	TUE	WED	THU	FRI	SAT
Garb/Rec Delayed See pg. 9	1 CLOSED New Years Day	2 CLOSED Observed Holiday	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Plan Commission 6:00 pm	24	25	26	27
28	29	30 Village Board 6:00 pm	31			

February 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Plan Commission 6:00 pm	21	22	23	24
25	26	27 Village Board 6:00 pm	28	29		

March 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Plan Commission 6:00 pm	20	21	22	23
24	25	26 Village Board 6:00 pm	27	28	29	30
31						

GARBAGE & RECYCLING HOLIDAY SCHEDULE



Monday	Tuesday	Wednesday	Thursday	Friday
Dec 25 Christmas Day No Collection	Dec 26 Monday Pick Up	Dec 27 Tuesday Pick Up	Dec 28 Wednesday Pick Up	Dec 29 Thursday Pick Up
Jan 1 New Years Day No Collection	Jan 2 Monday Pick Up	Jan 3 Tuesday Pick Up	Jan 4 Wednesday Pick Up	Jan 5 Thursday Pick Up

GARBAGE & RECYCLING SERVICES

- Both garbage and recycling are collected weekly.
- Harrison contracts with **GFL**, a private hauler for waste collection services.
- Residents with **new home builds** need to call the Village Office at (920) 989-1062 x 0 to order collection service and carts.
- Garbage and recycle carts may become damaged due to normal wear & tear. If your cart needs repair or to report an issue, call the Village Office at (920) 989-1062 x 0.

CONSIDER BEING A POLL WORKER

We encourage more Harrison residents to become poll workers in the 2024-2025 elections.

Poll workers strengthen our democracy, inspire others to have greater civic engagement & volunteerism, and help America vote.



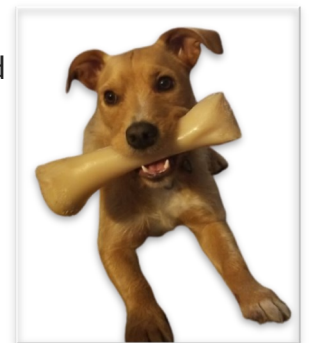
Contact Harrison Deputy Clerk/Treasurer at deputyclerk@harrison-wi.org or (920) 989-1062 x 4.

ANNUAL DOG LICENSE DUE BY MARCH 31, 2024

All dogs residing in Harrison who are over 5 months old, must be vaccinated & licensed by **March 31st** each year.

A copy of the rabies vaccination certificate is required to license.

- \$10 for spayed or neutered dogs
- \$15 for intact dogs
- \$5 late fee for dogs registered after March 31st, 2024



BURN PERMITS

Contact the Municipal Office at (920) 989-1062 x 0 to obtain a burn permit.

- Permits are free of charge and are valid for seven days.
- You must call the Sherriff's **non-emergency** number (920) 849-2335 x 0, prior to each burn.
- Permits are not needed for backyard bonfires.
- Consider composting yard materials to avoid air & water pollution and intensifying respiratory problems.

OCTOBER - NATIONAL FIRE PREVENTION MONTH

According to the National Fire Prevention Association, winter months see an increase in home fires, deaths and injuries.

Consider these steps to prevent a fire:

- Make sure your heating source is well maintained. Whether it's a fireplace, wood stove, furnace, or electric heat, check the equipment before using or have them serviced.
- Don't store items near your heating source. Boxes, clothes, and other fuels may ignite if they are close.
- Make sure draperies, furniture, and other combustible items are kept far away from a heating source.
- Make sure smoke detectors and carbon monoxide detectors are working. Place a fire detector on every level of the home and test them monthly. **Replace batteries bi-annually.**
- Get a fire extinguisher and check its date. Most fire extinguishers have an expiration date and should be placed on each floor of the house and in the garage.



COMMUNITY OUTREACH

The Harrison Fire Chief and Volunteer Firefighters do a lot more in our community than keep us safe in emergencies, they also educate and attend social functions in Harrison and neighboring communities. Be sure to tell them hello if you see them at any of the following events:



- Community Parades
- Giving School Tours
- National Night Out
- Touch-A-Truck Events
- Trunk or Treat at Woodville & Sunrise Elementary Schools
- Woodville & Sunrise Elementary -3K thru 3rd Grade Presentations

Our firefighters want kids to know why and how to dial 911. They also want to let them know their uniforms might be a bit scary, but the heavy uniforms allow them to help people in danger.

Firefighters also discuss Stop-Drop & Roll and other important safety topics.

FIRE EXTINGUISHER REPLACEMENT & DISPOSAL

When to dispose of your fire extinguisher and get a new one:

- Pressure gauge is in the yellow or red, meaning it's low (if there's no pressure gauge, a professional should inspect it)
- External damage like a cracked hose or nozzle, broken handle, or missing the locking pin
- Over 10 years old or has been used before

Disposal options:

- **Do not** place in your garbage or recycling. Accidental discharge may cause injuries to sanitation workers.
- If the extinguisher is **empty**, you may take it to a scrap metal dealer. Call ahead for program details.
- If the extinguisher is **full or partially full**, you may take it to the following for a small fee:
 - ◆ Cintas Fire Protection - Appleton (920) 659-4866
 - ◆ Brown County Resource Recovery - Green Bay (920) 492-4950



HYDRANTS SAVE LIVES

Keep Them **Clear**

If there's a fire hydrant near your house, do your part to keep it accessible this winter

- Remove any snow & ice
- Clear a 3' perimeter around the hydrant for firefighters to work
- Clear a path from hydrant to the street



PARKS & RECREATION

HALLOWEEN IN THE PARK

Darboy Community Park -Saturday, October 21 • 3:00 pm - 6:00 pm
Family Fun for all ages!

- Spooky and non-spooky trails
- Ghost stories by the campfire
- Treats and games
- Donate a non-perishable food item for St. Joe's Food Pantry



Hosted by: Troop 135, Pack 3061-Sunrise Elementary & Pack 3016-Woodland Elementary

HALLOWEEN - TRICK OR TREAT HOURS

Tuesday, October 31 • 4:00 pm -7:00 pm



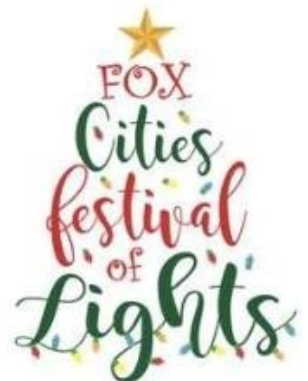
FESTIVAL OF LIGHTS

November 24-26 • December 1-3, 8-10, 15-17, 22-25, 29-31

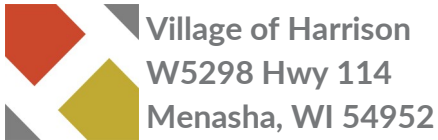
Open evenings from 5:00 pm - 9:00 pm

The 4th annual Festival of Lights display has added a second trail that is **handicap accessible**. Along both routes, visitors can see many new displays and additions to some of your favorites.

The event is free, however, a \$5 per person donation is greatly appreciated. Donations are used to help maintain and expand the event as well as support other local nonprofits in the area.



Follow Fox Cities Festival of Lights Facebook for weather updates & more information.



CONTACTS

Municipal Office (920) 989-1062

Public Works (920) 989-1062 x 6

Harrison Utilities (920) 989-1062 x 1

Fire Rescue (920) 989-1062 x 7

Sheriff - non emergency (920) 849-2335

Darboy Sanitary (920) 788-6048

Village Manager	Matt Heiser	mheiser@harrison-wi.org
Assistant Village Manager/Planner	Chad Pelishek	cpelishek@harrison-wi.org
Village Clerk/Treasurer	Vicki Tessen	clerk@harrison-wi.org
Assistant Planner	Josh Sherman	jsherman@harrison-wi.org
Deputy Clerk/Treasurer	Meghan Winkler	deputyclerk@harrison-wi.org
Operations Manager	Jeff Funk	jfunk@harrison-wi.org
Engineering Tech/ Code Enforcement Officer	Kaylee Grezinski	kgrezinski@harrison-wi.org
Fire Chief	Jarred Gerl	jgerl@harrison-wi.org
Building Inspector	Paul Birschbach	pbirschbach@harrison-wi.org
Accountant	Donna Knapp	dknapp@harrison-wi.org
Financial Assistant	Ashley Drew	finasst@harrisonwi.org
Administrative Assistant	Christine Miller	adminasst@harrison-wi.org