



January 23, 2026

RECEIVED

FEB 04 2026

VILLAGE OF HARRISON

► **REQUIRES IMMEDIATE ACTION** ◀
Acquisition and Development of Local Parks
Grant# S-ADLP6-26-1470
Grant Amount: \$160,000.00

Chad Pelishek, Village Administrator
Village of Harrison
W5298 State Road 114
Menasha, WI 54952

Dear Mr. Pelishek:

Congratulations! On behalf of the Governor, the Department of Natural Resources is pleased offer you a grant contract for financial assistance for the following project: *Village of Harrison Old Highway Road Trail Development*.

Please review the contract. Both copies should be signed by an authorized official and notarized. Please return one original signed contract within 30 days of this letter's date to Jessica Terrien at the Northeast Region, 2984 Shawano Ave, Green Bay, WI 54313. Funds will be obligated to the project when the signed contract is returned. The second signed and notarized original of the contract should be kept in a safe place for future reference, until the completion of the project scope as described on page one of the contract.

Please read the items checked below. They apply to your project and grant award.

Grant Award Time Period: January 1, 2026 through June 30, 2028. All project activities must occur within this time period to be eligible costs for reimbursement.

Advance or Reimbursement Check: Your advance or reimbursement will be a mailed check or **made by ACH payment** to Village Of Harrison, Chad Pelishek, W5298 State Road 114, Menasha, WI 54952. This is the payment recipient that appears in our records. If the contact for this grant changes, please contact your regional project manager.

Changes to the approved project scope, project time period, and/or project financial assistance (budget) may not be made without prior approval from the Department.

For Development projects, you are entitled to a project advance of: \$80,000.00

This advance payment is made available to you to cover costs you may incur in the initial stages of your project. The advance payment is equal to 50% of the state cost sharing assistance. *If you wish to request the advance payment, please check the box provided on the last page of the contract.*

Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding. DNR guidance on this topic can be found by going to: <http://dnr.wi.gov/Aid/documents/ProcurementGuide.pdf>

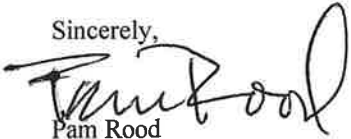
IMPORTANT: Once the project is complete, the enclosed grant contract must be recorded (with County Register of Deeds) against the property's title (location of project site) in order to process your final reimbursement request. Please check with your regional project manager (Jessica) near completion of the project to determine if the project reflects the scope of work as completed before recording with the County Register of Deeds.

Reimbursement claim forms and/or financial administration information can be found by going to: <https://dnr.wi.gov/files/PDF/forms/8700/8700-001.pdf>. Please submit reimbursement claim forms for your project to Jessica.

Please contact Jessica at 920-461-2680, if you have any questions about your grant award or the reimbursement procedures. The Department is pleased to have the opportunity to participate with you on this project.

Please contact Jessica at 920-461-2680, if you have any questions about your grant award or the reimbursement procedures. The Department is pleased to have the opportunity to participate with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Pam Rood", written over the word "Sincerely,".

Pam Rood
Grant Manager
Bureau of Facilities and Lands

Enclosure(s)

C: Jessica Terrien – NER