



VILLAGE OF HARRISON

**HARRISON**

TOWN OF HARRISON

**NOTICE OF PUBLIC MEETING**

VILLAGE OF HARRISON, CALUMET (& OUTAGAMIE) COUNTY, WI

NOTICE IS HEREBY GIVEN that a Village of Harrison Board Meeting will be held at the Harrison Municipal Building, W5298 State Road 114, Menasha on Tuesday, June 14, at 7:00pm. The agenda is printed below.

1. Call to Order the Village Board Meeting for June 14, 2016
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. Consent Agenda
  - a) none
7. Items removed from Consent Agenda (if any)
8. Appointments
  - a) Ad Hoc Public Works Committee
  - b) Ad Hoc Parks Committee
9. Unfinished Business from Previous Meetings for Consideration or Action
  - a) none
10. New Business for Consideration or Action
  - a) Contract with McMahon Engineers to conduct study of CTH KK drainage system to minimize flooding
  - b) Resolution V2016-10 Approve a State Trust Fund Loan Application in the amount of \$250,000
11. Future Agenda Items
12. Closed Session: The Village Board will meet in closed session pursuant to Wis. State Stats. §19.85 (1)(c) and 1(e) to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 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 a contract with Interim Fire Chief Mike Brantmeier and a possible agreement with Lake Park Sportzone. The Village Board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session.
13. Adjournment

Agenda is posted at Harrison Municipal Building and [www.harrison-wi.org](http://www.harrison-wi.org). 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. As such, a quorum of the Town Board, Plan Commission, or ZBA may be in attendance. However, the only business to be conducted is for the Village Board.





**VILLAGE BOARD MEETING**

**VILLAGE OF HARRISON**

**Date:** June 14th, 2016

**Title:**

Discuss/Approve Resolution V2016-10.

**Issue:**

Should the Village Board obtain a loan in the amount of \$250,000.00 at an interest rate of 2.5% from the State Trust Fund loan program?

**Background and Additional Information:**

The Village of Harrison has budgeted \$250,000 for the purchase of a new plow truck. However, there is another snow plow truck that has been in the shop repeatedly over the last year. The Village has spent approximately \$32,000 on maintenance including the replacement of the engine. In the very near future the box of the truck will need to be replaced as it is rusting out. This will cost approximately \$18,000 to replace the box. The truck, itself, is not scheduled to be replaced until 2019.

Currently, the State Trust Fund Loan has an interest rate of 2.5% for a 5 year loan. In order to save money on maintenance costs and repairs on the second truck, it was approved at the March 29<sup>th</sup>, 2016 meeting that the Village Board purchases two new snow plow trucks. The first truck has been budgeted for and the second truck will be purchased through a Wisconsin State Trust Fund loan in the amount of \$250,000.00.

The attached resolution needs to be approved by the Village Board in order to proceed with the loan.

**Budget/Financial Impact:**

One truck is budgeted. Second truck would require state trust fund loan. First payment would be due in March of 2017.

**Recommended Action:**

Staff recommends that the Village Board approve resolution V2016-10.

**Attachments:**

- Meeting Minutes from March 29<sup>th</sup>, 2016.
- Resolution V2016-10.
- Application forms for State Trust Fund loan.

# VILLAGE BOARD MEETING MINUTES

3.29.16

fall of 2016, which is earlier than the July 2017 date approved in their developer agreement for Phase 1. However, the Phase 2 developer agreement allows for paving to occur once 50% of lots are built which means there is a potential that Phase 2 could be paved prior to Phase 1. Motion made by Trustee La Shay and second by Trustee Stier to deny the amendment to the developer agreement for Parker Farms. A request to amend the motion (La Shay/Moore) to include that the percentages be removed on the Phase 2 agreement was carried 7-0. Motion to deny the amendment and remove the percentages from the Phase 2 agreement carried on a roll call vote with all members voting AYE.

Resolution V2016-02 Final Assessment for constructions of sidewalks in Paper Maker Ridge subdivision: Motion by Trustee La Shay and second by Trustee Miller to approve the assessments as provided by our Village Engineer. Motion carried 6-1 with Trustee Moore opposed.

Overtime Policy: The committee of the whole asked that staff find possible changes to the overtime policy to allow for some type of benefit for overtime worked in excess of 8 hours per day. Village Manager Parish presented an option that allows for PTO to count towards hours worked. Motion by Trustee Moore and second by President Salm that the board does not change the overtime policy at this time as the current policy conforms with the state law. Motion was withdrawn. New motion by Trustee Hietpas and second by Trustee La Shay was made to approve changing the policy and including that PTO counts toward hours worked. Motion carried 7-0.

Subdivision Improvement Policy: Motion by Trustee La Shay and second by Trustee Miller to approve the subdivision improvement policy. Motion carried 7-0. The policy will set a standard procedure for development of new subdivisions.

Authorize staff to work with post office to allow for Harrison mailing address: Motion by Trustee Sprangers and second by Trustee Hietpas to move forward and pursue the option of an alternate last line. Motion carried 7-0. The possible last line would allow residents and businesses the option to use the existing city name with zip code or to use Harrison with the existing zip code.

6-month Class "B" Beer License for Harrison Athletic Association, Inc.; Rebecca Mader, Agent: Motion by Trustee Moore and second by Trustee Miller to approve the application. Motion carried 7-0.

Authorize road dept. to correct drainage issue at N9064 Blackoak St: Staff recommends installing a catch basin where the culvert outfalls into the property and that a pipe be extended to the existing storm sewer. Motion by Trustee La Shay and second by Trustee Miller to approve correcting the drainage issue. Motion carried 7-0.

Changes to Plan Commission membership: Staff requests that the agreement be amended to allow for any town or village resident to apply for one of the 4 residents' seats which allows for greater flexibility in filling open seats. Motion by Trustee La Shay and second by Trustee Hietpas to make changes as presented. Motion carried 7-0.

Maintenance of drainage way between W5791 and W5779 Hearthstone Drive: It appears that a drainage way has not been maintained and the culverts are partially blocked with sediment; the drainage way is under the area of control for Garners Creek Storm Water Utility. Motion by Trustee La Shay and second by Trustee Moore to request that Garners Creek Storm Water Utility do the maintenance on the drainage way at W5791 & W5779 Hearthstone Dr. Motion carried 7-0.

Approve purchase of new plow truck(s): The budget included the purchase of a new plow truck in 2016;

# Village Board Meeting Minutes

3.29.16

however, one the current trucks in use has had over \$32,000 in repairs with another estimated \$18,000 needed. The State Trust Fund Loan currently has an interest rate of 2.5% for a 5-year loan which makes interest payments approx. \$14,913.59 which is less than the estimated repairs. Motion by Trustee Stier and second by Trustee La Shay to purchase 2 new plows trucks using the budgeted funds as planned and with the State Trust Fund loan. Motion carried 7-0.

Resolution V2016-06 Requesting Calumet County to construct CTH LP as a 3-lane facility: Motion by Trustee La Shay and second by Trustee Stier to approve Resolution V2016-06. Motion carried 7-0.

Resolution V2016-07 Supporting Weight of the Fox Valley: Motion by Trustee Stier and second by Trustee Miller to approve Resolution V2016-07. Motion carried 7-0.

Resolution V2016-08 Participation in the Wisconsin Length of Service Award program: Motion by Trustee La Shay and second by Trustee Sprangers to approve Resolution V2016-08. Motion carried 6-0 with Trustee Moore abstaining. This will allow the Village to be named the owner of the annuity which had been previously held in the Town's name.

Review Impact Fees for new development: The question was asked if the Village should review the park impact fee and look at other funding options for new or needed facilities due to growth. Motion by Trustee La Shay and second by Trustee Stier to have staff look into getting information on review impact fees and bring a report back to the board. Motion carried 7-0.

Correspondence from Hanaway Ross Law Firm representing Ed Gersek, Inc.: Ed Gersek, Inc. is requesting that \$20,571.68 of the \$32,000 retained be returned to them. Motion by Trustee Moore and second by Trustee Miller to disapprove the offer from Ed Gersek. Motion carried 7-0.

RFP for Construction, Drainage Facility, and New Home Grade Inspections: Staff had been asked to develop a RFP for street construction inspection, stormwater management construction inspections, new home foundation and driveway grade checks. Motion by Trustee La Shay and second by Trustee Miller to direct staff to send out RFPs. Motion carried 7-0.

Certified Survey Map for N8897 S Coop Rd: Motion by Trustee Moore and second by Trustee La Shay to accept the CSM as presented. Motion carried 7-0. This will split the property into 2 lots; Lot 1 will be 1.331 acres and Lot 2 will be .669 acres.

Request to place fence in drainage easement at N9445 Evan St: The future owner of the property is requesting to install a 4-ft high wood fence along the property lines. The lot has a 20-ft drainage and utility easement centered on the west and south property lines. Motion by Trustee La Shay and second by Trustee Moore to approve the request. Motion carried 7-0.

Citizen Participation Plan for Comprehensive Plan Update: Motion by Trustee Moore and second by Trustee Stier to accept the Citizen Participation Plan for the Comprehensive Plan Update. Motion carried 7-0.

Approve Eastshore Humane Society Agreement: Motion by Trustee Stier and second by Trustee Moore to approve the Eastshore Humane Association Agreement. Question was raised about the terms of the agreement which calls for an annual payment of \$1500.00 to the humane association. The Village no longer brings dogs to the Sherwood Animal Hospital and part of the \$1500 was originally intended to cover transportation costs. The agreement also states that in the event the number of stray animals exceeds 40, Eastshore will invoice Harrison an additional \$45 per stray. The motion to approve the agreement failed with all 7 members voting against it. The board asked Village Manager Parish to look

**RESOLUTION NO. V2016-10**  
**VILLAGE OF HARRISON**  
**Calumet and Outagamie County, Wisconsin**

**RESOLUTION TO APPROVE A STATE TRUST FUND LOAN APPLICATION IN THE  
AMOUNT OF \$250,000.00**

**WHEREAS**, the Village Board decided at their March 31<sup>st</sup>, 2016 meeting to approve the purchase of two (2) snow plow trucks; and

**WHEREAS**, the Village Board has only budgeted for one (1) snow plow truck in the 2016 Village budget; and

**WHEREAS**, the Village Board authorized application to the Wisconsin Board of Commissioners of Public Lands for a loan in the amount of \$250,000.00 at 2.5% interest to purchase the second snow plow truck;

**THEREFORE, BE IT RESOLVED**, that the Village of Harrison in County(ies) of Calumet And Outagamie, Wisconsin borrow from the Trust Funds of the State of Wisconsin the sum of Two Hundred Fifty Thousand And 00/100 Dollars (\$250,000.00) for the purpose of financing the purchase of snow plow truck and for no other purpose.

The loan is to be payable within 5 years from the 15<sup>th</sup> day of March preceding the date the loan is made. The loan will be made in annual installments with interest at the rate of 2.50 percent per annum from the date of making the loan to the 15<sup>th</sup> day of March next and thereafter annually as provided by law.

**RESOLVED FURTHER**, that there shall be raised and there is levied upon all taxable property, within the Village of Harrison, in the County(ies) of Calumet and Outagamie, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

**RESOLVED FURTHER**, that no money obtained by the Village of Harrison by such loan from the state be applied or paid out for any purpose except financing the purchase of snow plow truck without the consent of the Board of Commissioners of Public Lands.

**RESOLVED FURTHER**, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the president and clerk of the Village of Harrison, in County(ies) of Calumet And Outagamie, Wisconsin, are authorized and empowered, in the name of the Village to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Village pursuant to this resolution. The president and clerk of the Village will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

**RESOLVED FURTHER**, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Village forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Trustee \_\_\_\_\_ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- |     |         |       |       |       |
|-----|---------|-------|-------|-------|
| 1.  | Trustee | _____ | voted | _____ |
| 2.  | Trustee | _____ | voted | _____ |
| 3.  | Trustee | _____ | voted | _____ |
| 4.  | Trustee | _____ | voted | _____ |
| 5.  | Trustee | _____ | voted | _____ |
| 6.  | Trustee | _____ | voted | _____ |
| 7.  | Trustee | _____ | voted | _____ |
| 8.  | Trustee | _____ | voted | _____ |
| 9.  | Trustee | _____ | voted | _____ |
| 10. | Trustee | _____ | voted | _____ |

A majority of the members of the village board of the Village of Harrison, in County(ies) of Calumet and Outagamie, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

**STATE OF WISCONSIN**  
**BOARD OF COMMISSIONERS OF PUBLIC LANDS**  
**101 EAST WILSON STREET, 2<sup>ND</sup> FLOOR**  
**POST OFFICE BOX 8943**  
**MADISON, WISCONSIN 53708-8943**

**APPLICATION FOR STATE TRUST FUND LOAN**

**VILLAGE - 20 YEAR MAXIMUM**

**Chapter 24 Wisconsin Statutes**

**VILLAGE OF HARRISON**

**Date sent: April 8, 2016**

**Received and filed in Madison, Wisconsin:**

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**ID # 05604409**

**RAS**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned president and clerk of the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Two Hundred Fifty Thousand And 00/100 Dollars (\$250,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing the purchase of snow plow truck**.

The loan is to be continued for a term of **5** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **2.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the Village with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the village board of the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

At the aforesaid meeting a resolution was passed by a vote of not less than a majority of the members of the village board approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Two Hundred Fifty Thousand And 00/100 Dollars (\$250,000.00)** from the Trust Funds of the State of Wisconsin to the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, for the purpose of **financing the purchase of snow plow truck**. That at the same time and place, the village board of the Village of **Harrison** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the Village, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the village clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the Village of **Harrison**, certified to by the president and clerk, accompanies this application.

Given under our hands in the Village of **Harrison**, County(ies) of **Calumet And Outagamie**, Wisconsin, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President, Village of **Harrison**

\_\_\_\_\_  
Clerk, Village of **Harrison**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

## FORM OF RECORD

The following preamble and resolutions were presented by Trustee \_\_\_\_\_ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Two Hundred Fifty Thousand And 00/100 Dollars (\$250,000.00)** for the purpose of **financing the purchase of snow plow truck** and for no other purpose.

The loan is to be payable within **5** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **2.50** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Village of **Harrison** by such loan from the state be applied or paid out for any purpose except **financing the purchase of snow plow truck** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the president and clerk of the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, are authorized and empowered, in the name of the Village to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Village pursuant to this resolution. The president and clerk of the Village will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Village forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

Trustee \_\_\_\_\_ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

1.	Trustee	_____	voted	_____
2.	Trustee	_____	voted	_____
3.	Trustee	_____	voted	_____
4.	Trustee	_____	voted	_____
5.	Trustee	_____	voted	_____
6.	Trustee	_____	voted	_____
7.	Trustee	_____	voted	_____
8.	Trustee	_____	voted	_____
9.	Trustee	_____	voted	_____
10.	Trustee	_____	voted	_____

A majority of the members of the village board of the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN

Village of **Harrison**

County(ies) of **Calumet And Outagamie**

I, \_\_\_\_\_, Clerk of the Village of **Harrison**, County(ies) of **Calumet And Outagamie**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the village board of the Village of **Harrison** at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ relating to a loan from the State Trust Funds. I further certify that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the village board of the Village of **Harrison** is constituted by law to have \_\_\_\_\_ members, and that the original of said preamble and resolutions was adopted at the meeting of the village board by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the Village.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Village of **Harrison** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk (Signature)

Village of **Harrison**

County(ies) of **Calumet And Outagamie**

State of Wisconsin

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN  
VILLAGE OF **Harrison**  
COUNTY(IES) OF **Calumet And Outagamie**  
TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, \_\_\_\_\_, Clerk of the Village of **Harrison**, County(ies) of **Calumet And Outagamie**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the Village of **Harrison** is as follows:

EQUALIZED VALUATION FOR THE YEAR 2015 \* \$ 816,884,500.<sup>00</sup>  
\* Latest year available

I further certify that the whole existing indebtedness of the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, State of Wisconsin, is as follows: (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
<u>BOARD OF COMMISSIONERS OF PUBLIC LANDS</u>	<u>\$ 1,500,000.<sup>00</sup></u>
<u>INVESTORS COMMUNITY BANK</u>	<u>\$ 450,000.<sup>00</sup></u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	<u>\$ 1,950,000.<sup>00</sup></u>

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or type name)

Village of **Harrison**

County(ies) of **Calumet And Outagamie**

State of Wisconsin

\_\_\_\_\_, 20\_\_\_\_  
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**



## AGREEMENT For PROFESSIONAL SERVICES

Village of Harrison  
Attn: Mr. Travis Parish, Village Manager  
W5298 Hwy 114  
Menasha, WI 54952

Date: May 27, 2016

McM. No. M0032-9-16-00002

### PROJECT DESCRIPTION:

The Village of Harrison has requested McMAHON conduct a stormwater hydrologic and hydraulic (H&H) analysis for the area along CTH KK from Sprangers Electric to the Stiehl Communications building. Historically, there has been flooding issues near Sprangers Electric. Currently, the Clover Ridge Pond discharges through two 36-inch culverts that have recently been modified to restrict flows to the CTH KK south ditch. Flows are then conveyed to the CTH KK north ditch by a single 30-inch culvert. There is another 30-inch culvert in front of the Stiehl Communications building further to the east, but flows from the Clover Ridge Pond cannot reach it due to the lack of culverts/ditches along the south ditch of CTH KK. The CTH KK north ditch then conveys flows from both 30-inch cross culverts to two 30-inch culverts that drain north into the Town of Buchanan. The purpose of the H&H analysis is to identify possible improvements to the drainage system to minimize flooding potential along CTH KK and near Sprangers Electric. Possible alternatives may include expanding the Clover Ridge Pond and/or adding additional conveyance (pipes, ditches, etc) to the CTH KK drainage system.

### SCOPE OF SERVICES:

McMAHON agrees to provide the following Scope Of Services for this project:

- Investigate previous topographic and location survey information along CTH KK and the Clover Ridge Pond.
- Contact Diggers Hotline for field location of public utilities.
- Perform limited topographic and location survey as needed to supplement previous survey efforts.
- Investigate previous drainage areas, soils types, and land uses and modify as needed.
- Identify significant compliance points within the study area used to monitor maximum flooding elevations or peak flow rates.
- Prepare an XP-SWMM H&H model(s) using TR-55 methodology for the following conditions/alternatives:
  - Existing Condition
  - Alternative 1 – Existing Clover Ridge Pond + Additional culvert near pond outlet
  - Alternative 2 – Existing Clover Ridge Pond + Overflow pipe along south ditch
  - Alternative 3 – Existing Clover Ridge Pond + Re-ditching & new culverts along south ditch
  - Alternative 4 – Expand/Modify Clover Ridge Pond + Additional culvert near pond outlet
  - Alternative 5 – Expand/Modify Clover Ridge Pond + Overflow pipe along south ditch
  - Alternative 6 – Expand/Modify Clover Ridge Pond + Re-ditching & new culverts along south ditch
- Prepare preliminary concepts and opinion of probable costs for each alternative identified.
- Prepare final memorandum summarizing modeling methodology, results and recommendations.
- Meet with Village Staff to discuss the final memorandum and recommendations.

### Items Not Included In The Scope Of Services:

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Final Design, Bidding or Construction services
- Permit applications
- Dam structure and slope stability engineering
- Archaeological, historical, and endangered/threatened species investigations.
- Geotechnical, groundwater, and environmental site investigations.

- Floodplain Analysis or FEMA submittals.

**SPECIAL TERMS:** (Refer Also To General Terms & Conditions - Attached)

The Scope Of Services and fee is based upon the understanding that the Owner will provide the following:

- A single contact person or representative to attend meetings and respond to questions.
- Location to hold meetings.

The Village of Harrison (Owner) agrees that the Project Description, Scope Of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of the McMahon Group of Companies.

**COMPENSATION:** (Does Not Include Permit Or Approval Fees)

McMAHON agrees to provide the Scope Of Services described above for the following compensation:

- Rates Per Attached Fee Schedule
- Lump Sum: **\$4,000**
- Other:

**COMPLETION SCHEDULE:**

McMAHON agrees to complete this project within 30 days of authorization.

**ACCEPTANCE:**

The General Terms & Conditions And The Scope Of Services (Defined In The Above Agreement) Are Accepted, and McMAHON Is Hereby Authorized To Proceed With The Services.

*The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.*

**OWNER:** Village of Harrison

By:

\_\_\_\_\_  
(Authorized Signature)

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**McMAHON**

**Neenah, Wisconsin**

By:

\_\_\_\_\_  
Nick Vande Hey, P.E., CPESC

Title:

Senior Project Engineer / Associate

Date:

May 27, 2016

Project  
Manager:

\_\_\_\_\_  
Phil Kleman, CPESC  
Project Engineer

*Please Return One Copy For Our Records*

Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956  
Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025  
PH 920-751-4200 ■ FX 920-751-4284 ■ WWW.MCMGRP.COM