

**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, on Tuesday, September 12, 2017 at 7:00pm. The agenda is printed below.

1. Call to Order the Village Board Meeting for September 12, 2017
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) Applications for Operator Licenses (expiring June 30, 2018)
 - b) Certificate of Payment #3 – 2017 Chip Seal Program
7. Items removed from Consent Agenda (if any)
8. Appointments
 - a) Joint Review Board
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) Approve Agreement with A2Z Design for New Logo, Marketing and Branding
10. New Business for Consideration or Action
 - a) Permission to Occupy Drainage Easement at N9454 Evan St
 - b) Development Agreement for Kimberly Heights
 - c) Contract with Omni Assoc. for Illicit Discharge and Detection Elimination Program
 - d) Contract Proposal from Accurate Appraisal for Assessor Services
11. Reports of Ad Hoc Committees and Departments
12. Closed Session- the Village Board will meet in closed session pursuant to Wis. State Stats. §19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session in regards a land agreement for properties on Dogwood Ln. 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. 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.

**VILLAGE BOARD MEETING****VILLAGE OF HARRISON****From:**

Jennifer Weyenberg, WCMC

Date:

September 8, 2017

Title:

Consent Agenda- New Operator Licenses, Certificate of Payment #3

Issue:

n/a

Background and Additional Information:

* New Operator Licenses- The background check on the bartender application for Amy Redeker was processed. The applicant has completed the required Responsible Serving class or currently holds a valid license and paid the required fees. Staff recommends approval.

*Certificate of Payment #3 to Scott Construction- Work has been completed and Public Works Director Bob Kesler recommends approval.

Budget/Financial Impact:

n/a

Recommended Action:

Staff recommends approval of all items on the consent agenda.

Attachments:

- Operator License applications
- Certificate of Payment drafted by McMahan



**APPLICATION FOR LICENSE TO SERVE
FERMENTED MALT BEVERAGES AND
INTOXICATING LIQUORS**

Village of Harrison, Wisconsin Town of Harrison, Wisconsin

\$35
Provisional

To the Board of the Village of Harrison, WI or Town of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2018, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitation imposed by Section 125 of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I understand that any falsification, omissions, or misleading information on this application is grounds for denial of my license application or revocation of any license issued.

Last Name: Redeker First Name: Amy Middle I: M
Street Address: 1841 Lakeshore Dr City: Menasha Zip: WI
Day Phone: 920 637 0360 Evening Phone: _____
Date of Birth: _____ Where will you be working?: Waverly Beach
Driver's License Number: _____

Do you currently hold or have held an operator's license within the last 2 years? YES / NO
If yes, please list the municipality which issued your license: Village of Sherwood

List any offenses you have been convicted of in the last 5 years which were felony, misdemeanor, or local ordinance. Include juvenile convictions and alcohol related traffic violations (drunk driving, open intoxicant in vehicle, etc.) Failure of full disclosure may prohibit approval of license.

Violation	County or Municipality	Approximate Date

WITNESS SIGNATURE:

Subscribed and sworn to before me this 29 day of August 2017/18.

X Amy Redeker 8-29-17
Applicant Signature Date

Debra Harrison
Witness Signature

Witness Address: 512 Cortland Ct.
Kimberly, WI 54936

Office Use Only: \$25.00 Background Check
Reported to the Board: Course Completion

Provisional E 2017-17



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Request Date: 8/31/2017

Report Date: 8/31/2017

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau

Name: **REDEKER, AMY M**

Date of Birth:

Alias Names:

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see [Statute 111.335](#) and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in a arrest record, and
2. The process for submitting a challenge

The applicant should submit his or her challenge to CIB on Form DJ-LE-247. Form DJ-LE-247 is available free of charge on [The Department of Justice website](#) or by calling (608) 266-7314. A challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record below.

NO RECORD FOUND

An arrest record search based only on a name, date of birth, and other identifying data that is not unique to a particular person (like "sex" or "race") may result in:

1. Identification of criminal history records for multiple persons as potential matches for the identifying data submitted, or
2. Identification of an arrest history record belonging to a person whose identifying information is similar in some way to the identifying data that was submitted to be searched, but is not the same person whose identifying data was submitted for searching. The Crime Information Bureau



August 30, 2017

Village of Harrison
Attn: Bob Kesler
W5298 Highway '114'
Menasha, WI 54952

Re: Village of Harrison
2017 Chip Seal Program
Certificate For Payment #3
McM. No. H0006-9-17-00741-B

Enclosed herewith is Certificate For Payment #3 for the above referenced project. This Certificate is issued to Scott Construction in the amount of \$23,559.80 for partial payment for work performed through August 22, 2017.

Please process the enclosed, and forward payment to Scott Construction, Inc. along with a copy of this certificate.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Lee R. Reibold".

Lee R. Reibold, P.E.
Associate / Project Engineer

LRR:car

Enclosure: Certificate For Payment #3

cc: Scott Construction, Inc.

McMAHON

ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200
FAX: 920.751.4284

CERTIFICATE FOR PAYMENT

VILLAGE OF HARRISON
Attn: Bob Kesler
W5298 Highway '114'
Menasha, WI 54952

Contract No. H0006-9-17-00741-B
Project File No. H0006-9-17-0741.00.02
Certificate No. Three (3)
Issue Date: August 30, 2017
Project: Village of Harrison
2017 Chip Seal Program

This Is To Certify That, In Accordance With The Contract Documents Dated: May 8, 2017

SCOTT CONSTRUCTION
560 W. Munroe Avenue
P.O. Box 340
Lake Delton, WI 53940


Is Entitled To Partial Payment For Work Performed Through: August 22, 2017

- Contractor's Application For Payment Attached.
- Itemized Cost Breakdown Attached.

Original Contract	<u>\$242,416.55</u>	Completed To Date	<u>\$225,966.17</u>
Net Change Orders	<u>+\$14,862.72</u>	Retainage 2.5%	<u>\$6,431.99</u>
Current Contract Amount	<u>\$257,279.27</u>	Subtotal	<u>\$219,534.18</u>
		Previously Certified	<u>\$195,974.38</u>

Amount Due This Payment: \$23,559.80

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin


Lee R. Reibold, P.E.
Associate / Project Engineer

Village of Harrison
 2017 Chip Seal Program
 Schedule of Costs Based Upon Bid Results
 McM No. H0006-9-17-00741

Base Bid:

Item	Description	Bid Quantity	Unit	Unit Cost	Total Bid Cost	Payment Certificate #3 Quantity	Cost	Completed to Date Quantity	Cost	Difference Quantity	Cost
1	Harrison Road (STH 55 TO Bottom of Hill)	21,190	S.Y.	\$ 1.49	\$ 31,573.10	-	\$ -	18,067	\$ 26,919.83	-3,123	\$ (4,653.27)
2	Woodland Road (CTH LP to CTH N)	39,700	S.Y.	\$ 1.49	\$ 59,153.00	-	\$ -	36,333	\$ 54,136.17	-3,367	\$ (5,016.83)
3	South Coop Road (Woodland Rd to Wilz Ct)	6,200	S.Y.	\$ 1.537	\$ 9,529.40	-	\$ -	6,066	\$ 9,323.44	-134	\$ (205.96)
4	Midway Road (CTH N to N Coop Rd)	16,430	S.Y.	\$ 1.49	\$ 24,480.70	-	\$ -	16,433	\$ 24,485.17	3	\$ 4.47
5	Pigeon Road (Hwy 114 to Village Limits)	8,310	S.Y.	\$ 1.537	\$ 12,772.47	-	\$ -	6,475	\$ 9,952.08	-1,835	\$ (2,820.40)
6	Stommel Road (Village Limits to Park & Ride Driveway)	4,940	S.Y.	\$ 1.537	\$ 7,592.78	-	\$ -	6,977	\$ 10,723.65	2,037	\$ 3,130.87
7	Erl Road (STH 114 to STH 55)	15,600	S.Y.	\$ 1.49	\$ 23,244.00	-	\$ -	17,267	\$ 25,727.83	1,667	\$ 2,483.83
8	Wilz Court (Eisenhower Dr to S Coop Rd)	3,960	S.Y.	\$ 1.537	\$ 6,086.52	-	\$ -	4,438	\$ 6,821.21	478	\$ 734.69
9	Peters Road (HWY 10 to Manitowoc Rd)	6,230	S.Y.	\$ 1.396	\$ 8,697.08	-	\$ -	0	\$ 0	-6,230	\$ (8,697.08)
10	Asphalt Wedge	850	S.Y.	\$ 89.75	\$ 59,287.50	-	\$ -	492	\$ 34,317.00	-358	\$ (24,970.50)
Total Base Bid Items =						\$	\$ 242,416.55	\$	\$ 292,406.37	\$	\$ (40,010.18)

Change Order Items:

Item	Description	Bid Quantity	Unit	Unit Cost	Total Bid Cost	Payment Certificate #3 Quantity	Cost	Completed to Date Quantity	Cost	Difference Quantity	Cost
1.1	Delete Base Bid Item 9, Peters Road	6,230	S.Y.	\$ (1.396)	\$ (8,697.08)	-	\$ -	0	\$ 0	6,230	\$ 8,697.08
1.2	Add Pulverize Existing Asphalt Pavement	6,230	S.Y.	\$ 0.55	\$ 3,426.50	6,230	\$ 3,426.50	6,230	\$ 3,426.50	0	\$ 0
1.3	Add Fine Grade and Compaction of Aggregate Base	7,360	S.Y.	\$ 0.4416	\$ 3,250.00	7,360	\$ 3,250.00	7,360	\$ 3,250.00	0	\$ 0
1.4	Add Double Stone Hot Oil Chip Seal	6,230	S.Y.	\$ 2.71	\$ 16,883.30	6,230	\$ 16,883.30	6,230	\$ 16,883.30	0	\$ 0
Total Change Order Items =						\$	\$ 23,559.80	\$	\$ 23,559.80	\$	\$ 23,559.80
Total Contract Amount =						\$	\$ 257,279.27	\$	\$ 225,966.17	\$	\$ (16,450.38)

Completed to Date Retainage	\$ 225,966.17
Subtotal	\$ 6,431.99
Perviously Certified	\$ 219,534.18
Amount due this Payment	\$ 195,974.38
	\$ 23,559.80

**APPLICATION FOR
PAYMENT**

(Owner)
Village of Harrison

PROJECT: 2017 Chip Seal Program
CONTRACTOR: Scott Construction, Inc
Contract No.: H0006-9-17-00741-B
Project No.: _____
Application No.: 3
Application Date: 8/22/17
Period From: 8/18/17 To 8/18/17

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- Schedule Of Values
- Schedule Of Unit Prices
- Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	\$ <u>242416.55</u>	Completed To Date	\$ <u>225966.67</u>
Net Change Orders	\$ <u>14862.72</u>	Retainage _____%	\$ _____
Current Contract Amount	\$ <u>257,279.27</u>	Subtotal	\$ <u>225966.67</u>
		Previous Applications	\$ <u>202406.87</u>

Amount Due This Application: \$ 23559.80

The undersigned Contractor hereby swears, under penalty of perjury, that (1 All previous progress payments received from the Owner, on account of work performed under the Contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said Contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated August 22nd 20 17

[Signature]
(contractor)

By John A. Scott Vice President
(name & title)

COUNTY OF _____ } ss
STATE OF _____ }

Before me on this 22nd day of August 20 17 personally appeared John A. Scott
known to me, who being duly sworn, did depose and say that he/she is the Vice President
(title) of the Contractor above mentioned; that he/she

executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 8/15/19

[Signature]
(Notary Public)

SCOTT

CONSTRUCTION, INC.

ASPHALT SURFACING SINCE 1926

BOX 340 LAKE DELTON, WI 53940 PH. 608.254.2555 FAX: 608.254.2249

Complete Asphalt Maintenance and Construction

WWW.SCOTTCONSTRUCT.COM

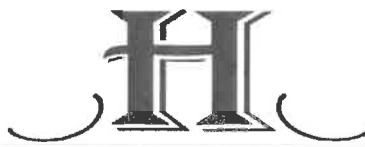
Invoice 1834

Bill to: Village Of Harrison W5298 Highway 114 Menasha, WI 54952	Job: S008C021 VILLAGE OF HARRISON
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Invoice #: 1834	Date: 08/22/17	Customer P.O. #:
Payment Terms: 30 DAYS		Salesperson: ULMEN QUARRY
Customer Code: 63529		

Remarks:

Description	Quantity	U/M	Unit Price	Extension
08/18/17				
SEAL COAT SURFACING				
PETERS ROAD - HWY 10 TO MANITOWOC ROAD				
DOUBLE STONE HOT OIL CHIP SEAL 6,230 SQ YDS X \$2.71 PER SQ YD.				
PULVERZING, FINE GRADING AND COMPACTION 7,360 SQ YD X \$0.907 PER SQ YD				
TOTAL COST				23,559.80
			Subtotal:	<u>23,559.80</u>
			Total:	<u>23,559.80</u>

**VILLAGE BOARD MEETING****VILLAGE OF HARRISON****From:**

Jennifer Weyenberg, WCMC

Date:

September 8, 2017

Title:

Approve Agreement for New Logo, Marketing and Branding

Issue:

Since its incorporation in 2013, the Village has not created a logo or been able to market itself. Staff has been using a temporary "H" logo while under the agreement between the Town and the Village. Because there is often confusion about the boundaries of Harrison and with our unique blend of rural, lakefront and commercial areas, in addition to our 5 different school districts, staff believes it is best to work with a firm that can help create a brand or marketing plan.

Background and Additional Information:

At the April 11, 2017 meeting, the village board authorized staff to get quotes for a new logo. Staff recommends that the board approve the agreement drafted by A2Z Design based in Appleton. The process will include research & development, design, implementation and follow-up evaluation. The final product will include stationery suite products including business cards, letterhead, envelopes, etc. The logo itself will have variations that can be used to provide consistency among the website, Municipal Building, Harrison Fire Rescue, and the newly created Harrison Utilities. There are also options for vehicle graphics, building signage and park signage.

The Village Clerk will serve as the main contact with A2Z during the development and design phases. Final logo designs will be presented to the board for input.

Budget/Financial Impact:

Base contract is \$8,000 with additional \$2500 for signage design and \$2000 for vehicle graphic design.

Recommended Action:

Approve the agreement with A2Z Design for a cost not to exceed \$12,500.

Attachments:

Proposal

A|2|Z
DESIGN

Village of Harrison • Brand Identity Design & Stationery Suite

Prepared For

Jennifer Weyenberg
Village of Harrison

Created By

Jeff Amstutz
A2Z Design
920.364.0991
jeff@a2zdesign.com
<http://www.a2zdesign.com>

A|2|Z
DESIGN

A|2|Z

Introduction

Partnership for Design Success

In today's marketplace, image is everything. How your company or organization looks to the outside world sets the tone for all of your interactions — with customers, partners, media, vendors and other key stakeholders. You cannot afford to present an unprofessional or inconsistent image in a competitive and crowded landscape.

Marty Neumeier, one of the world's leaders in brand strategy, thought and design, states in his book *The Brand Gap*:

"A charismatic brand can be defined as any product, service or company for which people believe there is no substitute. Among the hallmarks of a charismatic brand are a clear competitive stance, a sense of rectitude, and a dedication to aesthetics. Why aesthetics? Because it's the language of feeling, and, in a society that's information rich and time-poor, people value feeling more than information. There are no dull products [or services], only dull brands. Any brand, backed by enough courage and imagination, can become a charismatic brand."

Partnering with A2Z Design ensures that your organizational message and image achieves maximum positive impact within your target audiences. You need a partner that understands how to build and/or revitalize your marketing efforts and extend these new or refreshed frameworks into strategic, creative, and exciting tactical approaches.

About Us

A2Z Design, LLC is a team of creative design specialists. Our company has been in business for 10 years and includes creative professionals with more than 100 years of collective experience. Our expertise spans more than just creating compelling designs; we also specialize in end-to-end project management to ensure that projects stay on time, on budget with creative and technical excellence. We partner with you every step of the way — from concept to completion.

A2Z Design's areas of specialization include:

- Brand identity development, design and implementation
- Marketing and campaign development, design, production and management
- Print design, including: annual reports, advertisements, brochures and collateral
- Digital design, including: digital/online media and websites
- Publication development, design and production
- Spatial / environmental graphic design (EGD)

Our clients cover a diverse spectrum of industry segments, including:

- arts
- community services
- education
- healthcare
- finance
- insurance

- IT
- manufacturing
- philanthropy
- real estate
- retail

... just to name a few! We look forward to an opportunity to partner with you and help your organization grow and thrive.

Our Approach

Our Approach to Creative Excellence

The world of communications is ever evolving and changing, and so are our ideas. We look at your efforts holistically and completely, giving much attention to detail and a 360-degree approach to making the best decisions.

A Four-Phase Approach to Design Excellence

Branding is often reduced to simply a logo, but it is so much more! It would be very easy to create a brand identity for your organization with little or no research and slap it on stationery, social media, websites, and collateral pieces simply because we like the way it looks or because we think it is “cool.” However, a truly successful brand delivers an authentic, compelling and differentiating promise to a selected audience (or audiences) while being appropriate, consistent and distinctive when delivering that promise. The best brands start with top-level executives/directors and become the representation of the mission, vision and goals of the organization. In the end, your benefit's brand logo should simply be the punctuation to your overall benefit.

We believe that good quality design requires more than just creativity. It requires research, analysis and close collaboration with you to reflect your organization's vision, strengths, messages and priorities. To ensure that our design aligns with your expectations, we have developed a four-phase process to guide us every step of the way.

Phase I: DISCOVERY (Research & Development)

Great planning starts with in-depth understanding. Before any creative work begins, we work through a discovery process that will provide critical content and direction necessary for development. We will do background research and review existing competitor brands to ensure differentiation.

We will meet with you and key members/stakeholders of your organization to understand your goals, audience needs and project expectations. All in all, our goal is to get to know you as best as we can so that we can deliver the goods.

Once our research and development is complete, we dive into the really fun part: Design. Our creative options usually include expected, middle-of-the-road and possibly more “out-there” or unexpected options.

Phase II: CREATION / DESIGN

When our analysis is complete and you are on board with the initial concepts, design work begins. We keep your communication needs and priorities at the core of every design decision — from colors to image selection to font styles. Typically, we explore several different creative approaches before centering in on our main creative ideas. Based on your feedback, we evolve these creative approaches into comprehensive design directions. As part of this process, we will deliver at least two to three creative concepts for your evaluation. We'll present these brand options in person — your initial reaction and gut responses are key.

We believe in showing first round work only in black and white. At the core, every excellent, effective brand has to work great in black and white — the purest of foundations. If it works great at this level, it will be amazing in color. As well, showing brand work in color at such an early stage can distract from logo shapes, forms and typography options.

Once one or two directions are selected, we will refine those brand options based on your input and work through final selection and finalization. We will propose primary color options and finalize a full color palette. Typography and other possible corresponding graphics are explored and selected as well. We can also look at possible illustration and photography opportunities that may help enhance the brand as it starts to be implemented into a variety of communications.

Last but not least, we highly recommend the development of guidelines for the new brand. This document explains the brand identity and how to use it effectively. Guidelines help ensure that the implementation of this new effort goes smoothly and that its use (internally and externally) remains consistent.

PHASE III: IMPLEMENTATION

After you select and finalize your new brand, we can determine how best to implement the brand into the methods and tactics that will reach your target audiences and tell your story (who you are, what you do, who you serve and why it matters). Often, this includes your stationery suite (business cards, letterhead, etc.), social media creative, website and marketing collateral.

A2Z Design, LLC can work with you to find or create photography and/or illustrations that enhance your new brand. We produce draft outputs for your review and make sure that your input is reflected before any piece goes into production. When your quality standards (and ours) are achieved, we prepare your design pieces for final production. We collaborate closely with any third-party vendors (such as photographers, illustrators, printers, etc.) to make sure that the finished product meets — and hopefully exceeds — your expectations.

PHASE IV: EVALUATION

After the brand and corresponding designs are complete, we will follow up with you to assess the outcomes. We are keen to hear not only your insights on our process and designs, but also any feedback you have received from your key target audiences. We're all about helping you reach your goals through our delivery of creative excellence.

Project Overview

Project Background & Creative Goals

A2Z Design will partner with you to create a new brand design for Village of Harrison. We will also implement the new brand as outlined within this proposal.

Key Milestones

Any successful design project requires careful management and adherence to strict due dates by our team and yours to achieve agreed-upon milestones. We utilize Basecamp, an online project management tool, where we can easily communicate back and forth, set milestones and transfer files.

We will formalize a detailed timeline which will include the following key milestones:

- Initial kick-off meeting (A2Z Design & Village of Harrison) [COMPLETED]
- Conduct R&D and A2Z Design Brand Bootcamp with Client (A2Z Design)
- Begin brand design (A2Z Design)
- Present comparative brand options to Client for review (A2Z Design)
- Provide feedback on designs and determine direction (Village of Harrison)
- Provide final designs for approval (A2Z Design)
- Approve final designs (Village of Harrison)
- Deliver final brand variations & brand guidelines (A2Z Design)
- Implement brand into Stationery Suite collateral, Proofing cycles, press-ready files supplied. (A2Z Design)
- Outline any additional materials/tactics needed (A2Z Design & Village of Harrison)

A2Z Design Team

Jeff Amstutz

Principal/Creative Director

Jeff is an award-winning, seasoned professional with more than 20 years of art direction and design experience. He started A2Z Design, LLC in 2005 and has quickly built a diverse clientele. Jeff has a Bachelor of Science degree in Journalism with an emphasis in graphic design & marketing from Ball State University.

Jeff's career was built on creating, redesigning and producing high-quality, custom publications and support materials for more than a dozen magazines. He excels in extending his creativity and design strategies into developing corporate brand identities, advertising and marketing campaigns.

He has won numerous awards including work published in the Society of Publication Designers Annual, Print's Regional Design Annual, Communication Arts Illustration Annual and he has won numerous American Advertising Awards / ADDY awards (American Advertising Federation).

Jeff values the importance of meeting deadlines and budgets while doing everything possible to ensure top-quality work with creative and technical excellence. He is passionate about living out his company's mission.

Jeff serves as the President of the Board of Directors for the Fox Valley Symphony Orchestra. He also served on the board of the Sexual Assault Crisis Center - Fox Cities, where he chaired their signature fundraising event, Shall We Dance for three years.

Outside of the office, Jeff enjoys yoga, traveling, entertaining, social events, and supporting the arts, along with other philanthropic efforts.

Karen Schneider

Creative Director

An Appleton native, Karen brings more than 30 years of design and art direction experience to the A2Z Design team. Karen has an accomplished career of identifying current trends and developing marketing and promotional advertisements through print, web and video.

Very much a people person, Karen believes one of the best parts of design is collaborating with clients to understand their needs then inspiring and leading other creatives to exceed client expectations. Her personal philosophy: to design beautifully-simple work that cuts through the noise and helps businesses tell their stories.

Most recently Karen held the position of Manager of Creative Services at Shopko Stores Operating Co., LLC. Leading a team of 12-15 art directors and designers, her responsibilities included managing the Shopko brand across all advertising platforms including, print, in-store visual, ecommerce and television. She guided the creative look and feel for each season by establishing campaign concepts and execution of the advertising through the direction of design, photography style, font selection and color palettes.

When she's not in the office, Karen enjoys time with her husband, family and friends, painting, making jewelry, golfing, walking and time away in sunny Arizona.

Michael Miller

Art Director

With more than 25 years of experience, Michael brings a wealth of creativity and graphic design expertise to A2Z Design. He has worked with companies such as Coca-Cola, Saab, United States Postal Service, World Vision, Salvation Army, and Coffee Beanery, just to name a few. Michael's award-winning designs have received regional and national recognition. When he is not creating design magic at the office, Michael loves to cook and entertain with friends.

Karla Funk

Project Manager

Karla has more than 20 years of experience as a small business owner, Human Resources professional and project manager. She attended Carroll College and has a Bachelor of Arts degree in Organizational Communication from the University of Wisconsin - Eau Claire. She understands the importance of meeting deadlines, building and maintaining client rapport, while ensuring quality customer service. Karla possesses strong communication skills and is passionate about keeping all things on task.

Karla serves on the board for the Sexual Assault Crisis Center of the Fox Cities, and she is a member of the Shall We Dance event committee. She enjoys singing, dancing, attending the theatre and cooking. She and her husband also enjoy traveling, kayaking, snowshoeing, hiking and spending time with family, friends and their two "fur kids."

Brittney Peters

Graphic Designer

Brittney's passion for art and design started as a child, when she first picked up a pencil. Not knowing where that passion would take her, she found herself declaring a Design major. She graduated from the University of Wisconsin-Oshkosh with a Bachelor of Science degree. Brittney has experience in a plethora of projects, including: print collateral, website design, branding, digital templates, social media creative, campaign development, etc. She has led numerous projects from start to completion and excels at building and maintaining client relationships. Brittney and her husband enjoy spending time with family, friends and their two dogs, Sachi (Shiba Inu) and Thor (Tibetan Mastiff).

Letter of Agreement

Letter of Agreement

This agreement is between Village of Harrison, hereafter referred to as CLIENT, and A2Z Design, hereafter referred to as CONTRACTOR.

Description of Work

CONTRACTOR will create a new brand for CLIENT and implement the new brand per the scope of work listed in the pricing table below and as stated herein.

Revisions or alterations to the scope of work or schedule may obligate the CLIENT to additional fees. These may include copy or layout changes made after initial CLIENT approvals. Extensive alterations, such as a change in marketing objectives or project goals, shall be considered new work and will require that this agreement be amended with a change order to reflect the revised scope of work.

Project Pricing

- **Total estimated cost:** \$8,000.00 (does not include optional items or mileage)
- Client to supply tax-exempt certificate, if applicable.
- **Deposit: \$4,000**, 50% of project total cost, due upon signed agreement.
- **Remaining Balance: \$4,000**, remaining 50% of project total cost will be billed monthly for work completed to date or upon completion of the project, whichever comes first.
- **Change Requests** will be executed when work exceeds the original proposed scope of work. A Change Request form along with an estimate for additional proposed cost to complete the project will be provided. A2Z will not continue work until approval is received and the Change Request form / cost is approved.
- **TERMS:** Deposits are due upon signed agreement. Monthly invoice payment terms are NET 15.
- Additional proofing cycles, if required, will be billed at \$100 / per additional proof required.

Cost estimates can be provided as needed for additional work required.

Original / stock photography and illustration (artwork) and media buys are not included in this proposal.

The pricing table below contains a detailed cost breakdown for each of our key areas of responsibility.

Work outside of the scope listed below will be billed per standard hourly rates. Hourly rates are as follows:

- Art Direction: \$165.00 / hour
- Design: \$135.00 / hour
- Project / Print Management: \$110.00 / hour

Cost Breakdown

Services			
Name/Description	Price	Qty	Subtotal
<p>Step 1: DISCOVERY • R&D / Brand Bootcamp</p> <p>Initial meetings to collect any additional files/data for reference, industry brand analysis (competitors, comparisons, best-in-the-biz), A2Z Design Brand Bootcamp meeting with key stakeholders/staff: review R&D collected, Q&A, key branding exercises and creative input garnered; next steps, detailed timeline determined.</p> <p>This discovery process will provide critical content and direction necessary for planning development.</p> <p>PROCESS: Initial meeting / Brand Bootcamp conducted; review existing research; research existing competitor brands and messaging to ensure differentiation.</p> <p>STEP 1 INCLUDES:</p> <ul style="list-style-type: none"> • Kick-Off Meeting • R&D / Industry Brand Analysis • A2Z Design Brand Bootcamp (1.5 - 2 hour meeting with key stakeholders/staff members) • Development/Confirmation of Timeline (Target dates/Key Milestones) 	\$1,500.00 / Fixed		\$1,500.00
<p>Step 2A: CREATION • Brand Identity Design</p> <p>BRAND IDENTITY DESIGN Development and design of new brand for Village of Harrison; typefaces, color and support graphics developed.</p> <p>PROCESS: Initial choices presented in black and white; client selection of one or two brand designs for refinement; presentation of refined brand options in color with recommended color palette(s); client selection; finalization.</p> <p>All digital variations delivered: color builds in Pantone, print (cmyk), and web (rgb) and Adobe Illustrator (.ai), vector (.eps) and image (jpeg) formats.</p> <p>TAGLINES In conjunction with the development of new brand options, we will develop possible tagline options.</p> <p>STEP 2 INCLUDES:</p> <ul style="list-style-type: none"> • Development and design of new brand for Village of Harrison, options, refinements, client selection and finalization. Includes: typefaces, color palette and secondary color palette, support graphics • Inclusion of possible tagline options, refinements, client selection and finalization, (if applicable) • All digital files prepared and organized and delivered to client (CMYK, RGB, AI, EPS, JPG) 	\$4,500.00 / Fixed		\$4,500.00
<p>Step 2B: CREATION • Simple Brand Guidelines</p> <p>A simple explanation of the new brand identity including color palette, typefaces and any corresponding graphics. A "what to do" and "what not to do" reference guide which ensures successful implementation and consistency, especially when the brand may be used by a variety of partnering organizations, vendors, etc.</p> <p>STEP 3 INCLUDES:</p> <ul style="list-style-type: none"> • Simple Brand Identity Guideline (PDF document) 	\$500.00 / Fixed		\$500.00

Step 3: IMPLEMENTATION • Stationery Suite	\$1,500.00 / Fixed	
<p>Art direction, design and production of stationery suite pieces:</p> <ul style="list-style-type: none"> • business cards (up to maximum of 3-6 names) • letterhead/stationery (files provided for professional printing and digitally in Microsoft Word) • standard #10 envelope • notecard with corresponding envelope <p>Specifications to be determined; options can be explored Printing fees not included but recommendations and/or estimates can be provided separately.</p> <p>PROCESS. Copy/content supplied to A2Z by Client; Proof 1, Proof 2, Final Proof; Press-ready files supplied to Client.</p>		\$1,500.00
<i>optional</i> <input type="checkbox"/> Step 3B: IMPLEMENTATION • Signage	\$2,500.00 / Fixed	
<p>Art direction, design and production of.</p> <ul style="list-style-type: none"> • Building Signage (up to 1-2 specs/sizes) • Park Signage (up to 1-2 specs/sizes) <p>Specifications to be supplied to A2Z by Client; Proof 1, Proof 2, Final Proof; Press-ready files supplied to Client (for vendor production).</p> <p>NOTE: This cost is optional and is not included in the total proposed cost.</p>		\$2,500.00
<i>optional</i> <input type="checkbox"/> Step 3C: IMPLEMENTATION • Vehicle Graphics	\$2,000.00 / Fixed	
<p>Art direction, design and production of.</p> <ul style="list-style-type: none"> • Vehicle Graphics (up to 2-3 specs/sizes) for various village vehicle needs (ie: plows, fire trucks, etc.) <p>Specifications to be supplied to A2Z by Client; Proof 1, Proof 2, Final Proof; Press-ready files supplied to Client (for vendor production).</p> <p>NOTE: This cost is optional and is not included in the total proposed cost.</p>		\$2,000.00
Subtotal:		\$8,000.00

Total cost: \$8,000.00

Ownership and Usage Rights

Upon receipt of full payment, the CLIENT is hereby granted exclusive and unlimited usage and reproduction rights to the final designs prepared for the CLIENT as part of this project. CONTRACTOR reserves the right to reproduce any and all designs created in print and electronic media for CONTRACTOR's promotional purposes.

Errors

CLIENT has responsibility to proofread and review all work produced during the project. As a result, the client is fully responsible for any errors in spelling, typography, illustrative layout, photography or other errors discovered after printing or reproduction or for any work performed by third-parties selected by the CLIENT.

Cancellation

In the event CLIENT cancels this agreement prior to completion, within five (5) business days of such cancellation, CLIENT shall pay CONTRACTOR for: (1) all work performed up to the date of termination; and, (2) all outside expenses and commitments that have been incurred and cannot be cancelled.

Agreement Execution

To get started and continue on to the next step, simply review and accept this proposal online via Quote Roller by clicking the **Green Accept Proposal** button or print its PDF version, sign it, scan signed document and send to jeff@a2zdesign.com.

Signed by:

Village of Harrison

Date



VILLAGE OF HARRISON

TOWN OF HARRISON

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Date:

September 12, 2017

Title:

Agreement to Place Fence in Drainage Easement – Tammy & Jerry Gosz – N9454 Evan Street

Issue:

Should the Village Board approve the placement of a fence in a drainage easement?

Background and Additional Information:

The property owner at N9454 Evan Street is requesting permission to place fence within a drainage easement along the rear (east side) of the property. The property is Lot 3 of the State Park Meadows subdivision. There is a 50-foot utility & drainage easement along the east side of the property. This easement captures runoff from south of the subdivision and conveys around the subdivision through a drainage ditch.

There is an existing fence on the property that is located approximately 50-feet from the property line. The property owner wishes to replace the existing fence and relocate the fence 15-feet into the easement, approximately 35-feet from the property line.

The Village Public Works Department cleaned out and regraded the ditch the week of August 28th. The ditch has the potential to carry a significant amount of water. There are 2, 48-inch culverts under Payten Street to handle the water from the south.

The zoning ordinance requires approval from the easement holder prior to issuance of a zoning permit for the fence. In this case, WE Energies will have to grant approval for the utility easement and the Village Board must decide if a fence is allowed in the easement as it is also a drainage easement.

Recommended Action:

Staff recommends the Village Board deny the request to place a fence in the easement as this is a major drainage swale that conveys runoff from the subdivision.

- If a fence is approved within the easement, staff recommends that the standard Permission to Occupy Drainage Easement Agreement be signed and recorded with the Calumet County Register of Deeds prior to a fence permit being issued.

Attachments:

- Request Letter, WE Energies permission, Owner's photos
- Subdivision Plan
- Aerial Image
- Photo after ditch work completed

August 17,2017

Mark Mommaerts

Hi Mark,

My husband & I bought the property at N9454 Evan St last July. The back side of our property has a drainage easement. We need to replace an old wooden fence and would like to extend the new one about 15ft. We would like some more room in the yard for our family & dogs.

I have included several pictures of inside the fence, and outside of the fence with stakes showing our extention request.

We have already contacted WE Energies, and received permission from them to go ahead with the fence. A copy of that letter is attached.

I hope you can get this on the agenda for the August 29 Board Meeting, which we will attend, to answer any questions, or please call me at 920-538-2467.

Thank you,



Tammy & Jerry Gosz

N9454 Evan St

Appleton, WI

per phone call
on 8-21-17,
request to be
placed on 9-12-17
agenda.
mjn



We Energies
 231 W. Michigan St.
 Milwaukee, WI 53203
 www.we-energies.com

VIA EMAIL: tammygosz162@gmail.com

June 8, 2017

Mrs. Tammy Gosz
 N9454 Evan Street
 Appleton, WI 54915

SUBJECT: LOT 3, STATE PARK MEADOWS SUBDIVISION
 WEPCO FILE NO. 170000-092

Dear Mrs. Gosz:

Your request to construct a fence on the property located at the above address in the Village of Harrison, Calumet County, Wisconsin has been reviewed.

Wisconsin Electric Power Company, a Wisconsin corporation, doing business as We Energies, has no objection to the construction of the fence as long as the following conditions are met:

1. Digger's Hotline must be called a minimum of 3 working days prior to the onset of any digging. They will mark cables in the area of the construction. Their number is 1-800-242-8511 or you may dial 811.
2. Fence posts must be a **MINIMUM** of 24 inches from any marked underground cables on or abutting your property. For safety reasons we recommend staying 36 inches from any marked cables. More clearance may be needed when using power equipment.
3. The fence must be 3 feet away from any pedestal whether it is on your property or on an adjoining property (pedestals are smaller and rectangular in shape).
4. The fence must be 10 feet away from any pad-mounted transformer door on or abutting your property and 3 feet away from the remaining sides of the transformer (transformers are larger and square in shape; the door is the side with the padlock on it)
5. If a pole is enclosed on your property, maintain a 4 foot clearance around it, so that a utility worker would be able to climb the pole.

Please acknowledge above terms by signing this letter and return to me via email at laura.galicia@we-energies.com.

In the event you sell your property at N9454 Evan Street this permission terminates.

Finally, please be aware that Wisconsin Electric Power Company must have access to its facilities for routine and emergency maintenance, repairs and replacement. Should the fence be constructed in such a way to make access difficult or impossible, a portion of the fence may be removed to provide adequate access to our facilities. Wisconsin Electric Power Company will not be liable for the reconstruction of the fence or any damages to the fence. Please note there may be other facilities in the area as well. You will need to contact them with respect to their clearance requirements.

Tammy L. Gosz
 (print name)

Tammy L. Gosz 6/9/2017
 (signature & date)

Please call me at (414)221-3969 if you have any further questions or concerns.

Sincerely,

Laura Galicia
 Laura Galicia - OAIH
 Fax (414)221-2713



Owner photo #1

Owner photo #2



Dover photo #3



owner photo #4



inside yard

Owner photo #5

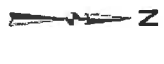


Calumet County, WI

Legend

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
- Local Roads
- Municipal Streets
- Trail
- Railroad

Color 2014
 Red: Band 1
 Green: Band 2
 Blue: Band 3



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and the conditions drawn are the responsibility of the user.

Author:	
Date Printed:	08/07/2018 AM
Source:	







VILLAGE OF HARRISON

TOWN OF HARRISON

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Date:

September 12, 2017

Title:

Kimberly Heights Development Agreement

Issue:

Should the Village Board approve the development agreement for Kimberly Heights?

Background and Additional Information:

As a part of the subdivision plat approval process, the Village requires a Development Agreement in order to assure all the public improvements are installed in the subdivision if the final plat is to be approved prior to all the improvements being completed. The standard agreements in the past have included language for street construction; sewer, water and storm sewer installation; terrace landscaping; and letter of credit in the amount to cover the cost of the improvements in case the developer did not.

Attached is a draft development agreement for Kimberly Heights. There are several provisions that must be completed prior to the Village accepting the roadway in a graveled state, including but not limited to, all utilities being installed and all terraces and drainage swales and ditches being graded, seeded, and mulched/matted and inspected. This agreement calls for the developer to install an asphalt binder on the roadway and then the Village will assess for concrete streets and sidewalks at a later date.

Budget/Financial Impact:

None

Recommended Action:

Staff recommends approval of the development agreement for Kimberly Heights.

Attachments:

- Development Agreement

**SUBDIVISION DEVELOPMENT AGREEMENT
KIMBERLY HEIGHTS**

THIS AGREEMENT, made this _____ day of _____, 2017, between Dercks DeWitt LLC, hereinafter called “Subdivider”, and the Village of Harrison, a municipal corporation of the State of Wisconsin, located in Calumet and Outagamie counties, hereinafter called “Village”.

WHEREAS, Subdivider is the owner of approximately 45.2-acres of land in the Village, said land being referred to as “Kimberly Heights” described as:

Lot 1 of Certified Survey Map #3631, being all of the SW1/4 of the SW1/4 and part of the SE1/4 of the SW1/4 of Sec. 02, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

WHEREAS, Subdivider desires to subdivide and develop said lands;

WHEREAS, said lands are presently zoned or planned to be zoned as **RS-1 | Single-Family Residential (Suburban)** which permits the above development; and

WHEREAS, the Plan Commission has recommended to the Village Board that the proposed subdivision of the above described lands be given final approval when the final plat thereof has been presented to the Village Board on the condition that the Subdivider enter into an agreement with the Village relative to the manner and method by which said lands are to be developed; and

WHEREAS, the Subdivider agrees to develop said land as herein described in accordance with this Agreement and in accordance with all of the ordinances and regulations of the Village of Harrison; and

WHEREAS, the developer/subdivider assures the Village and shall on the plat acknowledge:

“The owner/subdivider has no notice or knowledge of any environmental problems (the existence of hazardous or toxic substances) of any sort on the property being transferred. The owner/subdivider understands that it will pay for any costs to remediate any environmental problems encountered during construction of any of the public improvements required by the Village on the plat in the Developer’s Agreement. The owner/subdivider understand that they shall be individually responsible for any environmental problems found on the land, transferred to the Village on the Plat of Survey or Certified Survey Map during the construction of roads or other dedications and agree to hold the Village harmless until construction, installation or grading is complete.”; and

WHEREAS, the Village and Subdivider agree that the required dedications for surface water drainage and detention shall be dedicated with the plat acceptance, but shall be constructed by the developer as specified. Security for performance of the construction shall be secured by letter of credit or escrow. Security for performance shall not be released in full or in part, at the discretion of the Village, until performance is complete and sufficient development of the subdivision has occurred to satisfy the Village that further development related impairment or damage of surface water structures will not occur.

NOW, THEREFORE, in consideration of the granting of approval of a final plat for **Kimberly Heights** and the development thereof by the Village Board, the Subdivider does hereby agree to subdivide and develop said lands as follows:

SECTION 1 – IMPROVEMENTS

All public improvements shall be in accordance with the Village of Harrison standards and specifications as established in the *Standard Specifications Manual*, the Land Division Ordinance, and all other ordinances for the Village of Harrison. All plans and specifications for the public improvements shall require approval from the Village Engineer and Public Works Director prior to proceeding with construction.

This Section shall apply to all improvements in the Kimberly Heights subdivision as well as to the extension of Hoelzel Way from Kimberly Heights to current terminus of Dusty Drive.

A. ROADS AND STREETS The Subdivider and Village hereby agrees:

To furnish, construct, grade and surface all roads and streets in the subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village.

The Village has given consideration to the installation required and completion dates shall hereinafter be established and specified below. The completion dates are based upon the developer’s installation in accordance with the land division ordinance and the **FINAL** plan specifications and drawings approved by the Village.

All street construction, including but not limited to, sanitary sewer, watermain, storm sewer and associated laterals, subgrade, gravel base, and 1½ ”asphalt binder shall be inspected by the Village, or their designee, in accordance with Section I, below.

Once the Village of Harrison standards have been met, the Village Board will take action respectively, to accept the listed roads. Acceptance of a gravel road may only occur after the subgrade, gravel, and 1½ ”asphalt binder has been installed and inspected by the Village, all utilities (sanitary sewer, water, storm sewer, gas, electric, cable/phone, etc.) have been installed, and all terraces and primary drainage swales and ditches have been graded, seeded, and mulched and inspected by the Village. Once approved, the roads will sit for a period not more than three (3) years after acceptance by the Village Board.

During the specified time period, the curb and gutter shall be installed, the concrete paving completed, and sidewalks and/or trails installed. The Village shall be responsible for the construction of the curb and gutter, concrete paving, and sidewalk and/or trail construction.

All costs for construction of the curb and gutter, the concrete paving, and sidewalks and/or trails shall be equally assessed to all lots within the subdivision. The Subdivider, prior to approval of the final plat, shall agree to a waiver of special assessment over all the lots. Payment of the special assessment for curb and gutter, the concrete paving, and sidewalks and/or trails shall be paid in accordance with the Village of Harrison assessment policy, or as approved by the Village Board.

Any variation to the proposed schedule of the improvements as set forth in the contract below may be extended where requests are made by the Subdivider for construction during periods within the determination of the Public Works Director and the Village’s Engineer, require extension of time periods to assure the Village that the improvements will not suffer from premature degeneration as a result of said construction.

For new utility or street construction between November 15th and May 1st, there will be an additional warranty period of three years from the layer of 1½ ”asphalt binder paving. Such

warranty shall apply to all improvements in case of failure. Such warranty shall be in the form of a Performance Bond, Letter of Credit or Cash Escrow in an amount sufficient, as approved by the Public Works Department and/or Village engineer, to repair defects in the roadway. Repair of such defects shall be determined by the Public Works Department.

The schedule for construction shall be as follows:

Timeframe Record	
Subdivision	Kimberly Heights
Final Subdivision Approval	October 2017
Sanitary, Water, and Storm Sewers	October 2017
Utilities (Gas, Electric, Phone, Cable, etc.)	October 2017
Grade & Gravel	October 2017
Terraces	October 2017
1½" Asphalt Binder	June 2018
2½" Asphalt Trail within County N ROW	June 2020
Concrete Integral Curb & Gutter	Summer/Fall 2020
7" Concrete Pavement	Summer/Fall 2020
Sidewalks/Trails	Summer/Fall 2020

B. CURB AND GUTTER The Village hereby agrees:

1. To furnish, construct and install curb and gutter in accordance with the plat, plans, specifications and drawings attached hereto as Exhibit "A" and to complete said installation as set forth in the schedule above.

C. SIDEWALKS AND TRAILS The Village hereby agrees:

1. To furnish, construct and install concrete sidewalks in accordance with the plat, plans, specifications and drawings and to complete said installation as set forth in the schedule above. Sidewalks are to be constructed on both sides of the street.

D. SANITARY SEWER The Subdivider hereby agrees:

1. To furnish, construct, install and provide a complete sewerage systems throughout the entire subdivision, all in accordance with the plat plans, specifications and drawings *as per the requirements of the Darboy Sanitary District* and the Standards Specifications Manual for the Village of Harrison.
2. To install separate sanitary sewer laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
3. The sanitary sewer system will not be accepted until the sanitary sewers have been installed and tested in accordance with the *Darboy Sanitary District's* specifications on file with the Department of Natural Resources and the Subdivider's plan specifications as approved by the *Darboy Sanitary District* and the Village's engineer.

E. WATER The **Subdivider** hereby agrees:

1. To furnish, construct, install and provide a complete water distribution system throughout the entire subdivision, all in accordance with the plat, plans, specifications and drawings *as per the requirements of the Darboy Sanitary District* and the Standards Specifications Manual for the Village of Harrison.
2. To install separate water laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
3. The water distribution system will not be accepted until the water distribution system has been installed and tested in accordance with *Darboy Sanitary District's* specifications on file with the Department of Natural Resources and Public Service Commission and the Subdivider's plans and specifications approved by the *Darboy Sanitary District* and the Village's engineer.

F. SURFACE WATER DRAINAGE The **Subdivider** hereby agrees:

1. To furnish, construct, install and provide adequate facilities for storm and surface water drainage throughout the entire subdivision, all in accordance with the **FINAL** plat, plans, specifications and drawings approved by the Village and, where applicable, the Garners Creek Storm Water Utility and the Village of Harrison Storm Water regulations.
2. All stormwater management facility construction, including but not limited to, retention/detention ponds, primary drainage swales, and associated piping systems shall be inspected by an on-site inspector designated by the Village, before acceptance by the Village.
3. To install separate storm sewer laterals six (6') feet into each lot within the subdivision in accordance with the Standards Specifications Manual for the Village of Harrison.
4. The Village Board will not accept the storm and surface water drainage improvements until the same have been installed and tested in accordance with the Village's specifications and the Subdivider's plans and specifications approved by the Village. The storm water and surface water drainage improvements shall be completed before a release of the performance guarantee specified by this contract.

G. EROSION CONTROL The **Subdivider** hereby agrees:

1. To install silt fence at the right-of-way line along all streets in the **FINAL** plat prior to acceptance of the street(s) in a graveled state. Silt fence to be installed in accordance with the Wisconsin Department of Natural Resources (WDNR) Technical Standards.
2. Maintain silt fence along the right-of-way line until all land disturbances have been stabilized in accordance with WDNR Technical Standards.
3. Maintain all other erosion control practices for stormwater management facilities, environmental protections, etc., in accordance with WDNR Technical Standards.

H. GRADING The **Subdivider** hereby agrees:

1. To complete rough grading and finish grading along all primary drainage swales and ditches in the subdivision all in accordance with **FINAL** plat, plans specifications and drawings approved by the Village.
2. To complete rough grading along all property lines to the design grade.
3. To seed and establish a vegetative cover over all disturbed areas.

I. LANDSCAPING RESTORATION The **Subdivider** hereby agrees:

1. To preserve to the maximum extent possible existing trees, shrubbery, vines and grasses not actually lying within public roadways, drainageways, building foundations sites, private driveways, solid absorption waste disposal areas, paths and trails by use of sound conservation practices.
2. To remove and lawfully dispose of all destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish.
3. To provide topsoil, seed, fertilizer and mulch for primary drainage swales and ditches and seed fertilizer and mulch for terrace areas in order to provide permanent growth of grass prior to acceptance of the street(s) in a graveled state.
4. To provide a growth of grass and warranty for washouts or other destruction of the drainage plan structures.

J. INSPECTIONS The **Subdivider** hereby agrees:

1. To allow for the Village to select a third party inspector for the purposes of inspecting the improvements to ensure compliance with the Standard Specifications Manual for the Village of Harrison.
2. To pay for all costs associated with the inspection of improvements within the subdivision development.

K. PAYMENT IN LIEU OF TRAIL AND PARKLAND The **Subdivider** hereby agrees:

1. To pay the Village a fee in lieu of parkland dedication in an amount equal to **\$19,162**. Fee in lieu of parkland is based on the following assumptions in the park impact fee and public needs assessment document: \$25,000 per acre of parkland, 6.65-acres of parkland per 1,000 residents, and 2.88 persons per household. There are 40-lots in Kimberly Heights.
2. To furnish, construct and install a 10-foot wide, 2-1/2-inch asphalt trail within the right-of-way of County N from Schmidt Road to the northern limits of the subdivision in accordance with Village specifications; and to complete said installation by **June 2020**. Alternatively, to pay the Village a fee in lieu of trail construction in an amount equal to **\$69,764** to be used by the Village to construct a trail.

L. STREET LIGHTS The **Subdivider** hereby agrees:

1. To furnish, construct, install and provide street lights at the intersections of County N/Hoelzel Way and Schmidt Road/Touchdown Drive. Such streets lights are to be LED lights mounted on a black, smooth fiberglass pole approved by the Village. If conditions warrant, installation on an existing pole may be approved by the Village.

SECTION II – MISCELLANEOUS REQUIREMENTS

- A. Survey Monuments. The Subdivider hereby agrees to properly place and install all survey or other monuments required by statute and ordinance.
- B. Grade. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner, the final signed plan set showing the finished grade at each lot corner.
- C. Plans. The Subdivider hereby agrees to furnish to the Village Engineer and/or Planner all plans and specifications identified in the Land Division Ordinance of the Village of Harrison.
- D. Compliance with Ordinances and Statutes. The Subdivider hereby agrees to comply with the requirements and provisions of all Village ordinances and state statutes.
- E. Record Drawings. The Subdivider agrees to provide the Village with grade sheets, asphalt mix records, and record drawings of the sanitary sewer, water main, storm sewer improvements, and streets showing location of all the appurtenances and features of the systems as required by the standard specifications.
- F. Locations for Laterals or Other Improvements. If locates are necessary for any reason prior to final acceptance, the developer shall either provide adequate record drawings to the Village or the developer shall provide the field locates of utilities (such as laterals).

SECTION III – PUBLIC IMPROVEMENT GUARANTEE

- A. The Village will not approve a final plat until such improvement is guaranteed as listed in A(1).
 1. The Subdivider shall provide an irrevocable letter of credit, or cash escrow, together referred to as Financial Guarantee, of which the Village can draw from, for an amount equal to one hundred twenty percent (120%) of the cost of furnishing, constructing, installing, staking, inspecting and testing the improvement as required by this contract. The amount shall include construction engineering costs, inspection, and shall be subject to final approval by the Village. (Improvements are described in this contract in Section 1 – Part, A, B, C, D, E, F , G , H, I , J, K, & L hereof) The improvements shall be guaranteed prior to the Village approving the final plat.

The Subdivider shall notify the Village a minimum of ninety (90) days prior to the expiration of the Financial Guarantee. The Subdivider shall cause the Financial Guarantee to automatically renew year after year until released fully by the Village. Failure to notify the Village in writing that the Financial Guarantee

will expire will be deemed a violation of this Agreement and the Village Board shall have the authority to draw upon the Financial Guarantee at any time.

That amount of the public improvements, **as provided by the developer's engineer**, and verified by the Village engineer is \$ _____.

A detail of the estimated cost shall be attached as Exhibit "B".

- B. The Subdivider shall furnish, construct, install, stake, inspect and test the improvement. The improvement shall be dedicated to and accepted by the Village prior to the Village approving any release of a public improvement guarantee.
- C. The Subdivider hereby agrees to guarantee the improvements described in Section I hereof against defects due to faulty materials or workmanship which appear within a period of two (2) years [or three (3) years if winter construction is utilized] from the date the final course of asphalt has been laid and shall pay for any damages resulting therefrom to Village property. The warranty shall be in the form of a , letter of credit, or cash escrow in an amount sufficient, as approved by the Public Works Department and/or Village engineer, to repair such defect. Repair of such defect shall be determined by the Public Works Department. The amount of the warranty is \$ _____.
- D. As improvements required by this Agreement are completed, approved and accepted by the Village, the Subdivider may request a reduction of the public improvement guarantee based upon a demonstration that there exists no necessity for a guarantee in the full amount as originally required. Reductions in the amount of the public improvement guarantee shall be solely within the discretion of the Village Board and shall be made only upon recommendation by the Public Works Director and Village Engineer.
- E. That the public improvement guarantee provided hereunder shall in all respects require compliance with the land division ordinance and particularly the performance guarantee as required by Article IV entitled "Development Agreements".

SECTION IV – BUILDING PERMITS

- A. The Village will not allow building permits to be issued to any person in the said subdivision until all improvements required herein have been dedicated to and accepted by the Village. *Issuance of permits may commence upon the dedication and acceptance of the roadways, including Hoelzel Way from Kimberly Heights to current terminus of Dusty Drive.* The Village will perform no repair, maintenance or snow plowing upon said improvements until full acceptance of the roadways by the Village.
- B. Building permits may be issued by the Village upon all outstanding inspection and plan review fees or charges being paid and dedication acceptance and verification by the Village that the provisions of this Agreement have been complied with.
- C. The Village shall also require verification that all public improvements have been paid for in the form of Lien Waivers from all persons providing materials or performing work on the Public Improvements for which certification is sought, and upon recording of the final plat, provided that the Subdivider has filed a sufficient Financial Guarantee with the Village to cover the cost of remaining items. Should the Subdivider fail to complete any

items pursuant to the terms of the contract by the date set forth herein, the Village shall have the right through the Financial Guarantee provided by the Subdivider to complete the said improvement and the Village shall have unrestricted access to the Subdivider's land for said purpose.

- D. Further, in the event that during the construction of the improvements specified herein, it is determined by the Public Works Department, or Village's Engineer, that the Subdivider and/or its subcontractors installing said improvements have created a situation that is hazardous to the public and requires guarding improvement or repair, the Village may access the Subdivider's property for the purpose of making said repairs and any costs associated with the maintenance of roadways, filling of holes, removal of obstructions or other necessary work may be charged against the cash escrow or irrevocable letter of credit. The Public Works Department shall make an effort to notify the Subdivider of the situation. The Public Works Department and the Engineer in their judgment may determine the necessity of the repairs are urgent in nature and complete those repairs without notice to the Subdivider.

SECTION V – AMENDMENTS

The Village Board and Subdivider by mutual consent may amend this Agreement at any regularly scheduled meeting of the Village Board of the Village of Harrison. The Village Board shall not, however, consent to an amendment until after having first received a recommendation from the Public Works Director and/or the Village's Engineer.

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EXHIBIT A

Final Plat, Plans, and Drawings as approved by the Village.

EXHIBIT B

Engineer's Cost Estimate for Improvements.

EXHIBIT C

Financial Guarantee.

EXHIBIT D

Waiver of Special Assessment.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: September 12th, 2017

Title:

Approve contract with Omni Associates for Illicit Discharge Detection and Elimination Program.

Issue:

Should the Village of Harrison contract with Omni Associates for the Village's Illicit Discharge Detection and Elimination Program?

Background and Additional Information:

The Village of Harrison is required by the Wisconsin Department of Natural Resources to have a MS4 permit in order to fulfill the storm water requirements in urbanized areas. As part of this permit, the Village is required to monitor for illicit discharges into the streams, rivers, ponds and lakes within the municipal boundaries of the Village.

The Village has been contracting with Omni Associates to conduct these inspections on behalf of the Village since 2010. These inspections are then reported to the state when the Village completes its MS4 reporting. It is a state mandated requirement that the Village have an illicit discharge detection and elimination program.

Omni Associates is looking to renew their contract with the Village. They have proposed two options. The first is a one year option for inspections. The second is a three year option for inspections that would run through 2019.

Staff recommends the one year option as there is no price break for the three year option and the Village would have the ability to get new quotes next year.

Budget/Financial Impact:

The one year option would cost \$4,278. The three year option would cost a total of \$14,532. This item is budgeted for each year.

Recommended Motion:

Motion to approve a one year contract with Omni Associates for the Village's Illicit Discharge Detection and Elimination program.

Attachments:

Quotes

July 12, 2017

Mr. Travis Parish
Town of Harrison
W5298 Hwy 114
Menasha, WI 54952

Re: Amendment to the 2010-2012 Illicit Discharge Detection and Elimination Program Professional Services Agreement to include the 2017 Illicit Discharge Detection and Elimination Program (IDDE)

Dear Mr. Parish:

Thank you for the opportunity to present this proposal and cost to provide stormwater outfall screening services to the Town/Village of Harrison. This proposal is intended to present a work scope and cost for our services.

PROJECT APPROACH

OMNI proposes conducting the field screening and reporting for the 2017 stormwater outfalls identified in the Town's/Village's *Ongoing Field Screening Program, 2014 Revision*. Based on the recommendations in the *2016 Ongoing Screening Summary Report*, there are 33 outfalls identified in the 2017 program.

SCOPE OF SERVICES

We propose the following scope of work items:

1. 2017 Stormwater outfall screening.
 - a. Update the illicit discharge GIS applications for the 2017 screening program.
 - b. Screen 7 priority outfalls, 3 non-priority major outfalls, and 23 non-priority, non-major outfalls for a total of 33 outfall inspections.
2. For outfalls screened during the 2017 Stormwater outfall screening:
 - a. For each outfall screened, the geographic location shall be verified; a digital photograph showing general location and configuration shall be taken; a digital photograph and video showing flow or the absence of flow shall be taken; and physical data on the outfall shall be collected.
 - b. For inspected outfalls that are flowing 48 - 72 or more hours after a runoff-producing rainfall event, flow characteristics shall be documented.

- c. A sample of the stormwater shall be collected from outfalls that are flowing 48 – 72 or more hours after a runoff-producing rain event and analyzed using field tests and/or the Hach kit for stormwater.
 - d. Indicator parameters from the stormwater sample (parameters can include: pH, temperature, conductivity, ammonium, total and free chlorine, and detergents) shall be measured as outlined in the Town/Village of Harrison's Ongoing Screening Program.
 - e. For outfalls that are partially or fully submerged, the stormwater sample shall be collected from the next accessible upstream location.
 - f. If a potential illicit discharge is detected, the Town/Village shall be notified and provided with the data collected during the screening of the outfall.
 - g. Produce inspection reports for each inspected outfall, including general outfall characteristics and illicit discharge indicator parameters.
 - h. Produce a program summary report describing the outfall screening procedures that were followed, along with any potential illicit discharges that were discovered.
 - i. Produce a summary report of outfalls that have observed structural damage, significant deposition or erosion, or graffiti.
 - j. Update the MS4 outfall map showing the locations of the identified outfalls.
3. Submittals/deliverables.
 - a. Outfall reports shall be provided in paper copy and PDF format.
 - b. Outfall photos and flow videos shall be provided to Client on a DVD-ROM.
 - c. Two color copies of the field screening summary report, including the outfall reports for the screened outfalls.

SCHEDULE

The proposed schedule for the work would generally be as follows:

- Conduct outfall screening during June – November, weather permitting.
- Provide outfall summary reports by the end of December.

COMPENSATION

In return for the performance of the foregoing obligations, the Town/Village of Harrison shall pay to OMNNI Associates the lump sum amount of \$4,728 based on the inspections of 33 outfalls.

Our cost is based on the previous level of effort we have provided the Town/Village. If additional outfalls require screening, the unit price for outfall screening is \$68/outfall. If

tracking a potential illicit discharge is required and authorized, it will be performed on a time and materials rate.

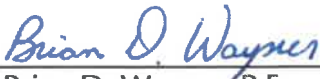
CONDITIONS

Upon acceptance of this proposal, OMNNI Associates would begin this project under our existing Illicit Discharge Detection and Elimination Program Professional Services Agreement (dated January 4, 2010) with the Town of Harrison (Agreement). Except for the modifications made herein, all terms and conditions of the Agreement shall continue in full force and effect. A signed copy of our proposal will be our authorization to proceed.

Town/Village of Harrison
(Client)

OMNNI Associates, Inc.
(Consultant)

Travis Parish
Town Administrator



Brian D. Wayner, P.E.
Project Manager

Date: _____



Phillip T. Roberts, P.E.
Engineering Services Manager

Date: July 12, 2017

July 12, 2017

Mr. Travis Parish
Town of Harrison
W5298 Hwy 114
Menasha, WI 54952

Re: Amendment to the 2010-2012 Illicit Discharge Detection and Elimination Program Professional Services Agreement to include the 2017-2019 Illicit Discharge Detection and Elimination Program (IDDE)

Dear Mr. Parish:

Thank you for the opportunity to present this proposal and cost to provide stormwater outfall screening services to the Town/Village of Harrison. This proposal is intended to present a work scope and cost for our services.

PROJECT APPROACH

OMNNI proposes conducting the field screening and reporting for the 2017 – 2019 stormwater outfalls identified in the Town's/Village's *Ongoing Field Screening Program, 2014 Revision*. Based on the current MS4 outfall map, 33 outfalls are scheduled to be screened each year from 2017 – 2019.

SCOPE OF SERVICES

We propose the following scope of work items:

1. 2017 Stormwater outfall screening.
 - a. Update the illicit discharge GIS applications for the 2017 screening program.
 - b. Screen 7 priority outfalls, 3 non-priority major outfalls, and 23 non-priority, non-major outfalls for a total of 33 outfall inspections.
2. 2018 Stormwater outfall screening.
 - a. Update the illicit discharge GIS applications for the 2018 screening program.
 - b. Screen 7 priority outfalls, 3 non-priority major outfalls, and 23 non-priority, non-major outfalls for a total of 33 outfall inspections.
3. 2019 Stormwater outfall screening.
 - a. Update the illicit discharge GIS applications for the 2019 screening program.

- b. Screen 7 priority outfalls, 3 non-priority major outfalls, and 23 non-priority, non-major outfalls for a total of 33 outfall inspections.
4. For outfalls screened during the 2017 - 2019 Stormwater outfall screening:
 - a. For each outfall screened, the geographic location shall be verified; a digital photograph showing general location and configuration shall be taken; a digital photograph and video showing flow or the absence of flow shall be taken; and physical data on the outfall shall be taken.
 - b. For inspected outfalls that are flowing 48 - 72 or more hours after a runoff-producing rainfall event, flow characteristics shall be documented.
 - c. A sample of the stormwater shall be collected from outfalls that are flowing 48 – 72 or more hours after a runoff-producing rain event and analyzed using field tests and/or the Hach kit for stormwater.
 - d. Indicator parameters from the stormwater sample (parameters can include: pH, temperature, conductivity, ammonium, total and free chlorine, and detergents) shall be measured as outlined in the Town/Village of Harrison's Ongoing Screening Program.
 - e. For outfalls that are partially or fully submerged, the stormwater sample shall be collected from the next accessible upstream location.
 - f. If a potential illicit discharge is detected, the Town/Village shall be notified and provided with the data collected during the screening of the outfall.
 - g. Produce inspection reports for each inspected outfall, including general outfall characteristics and illicit discharge indicator parameters.
 - h. Produce a program summary report describing the outfall screening procedures that were followed, along with any potential illicit discharges that were discovered.
 - i. Produce a summary report of outfalls that have observed structural damage, significant deposition or erosion, or graffiti.
 - j. Update the MS4 outfall map showing the locations of the identified outfalls.
5. Submittals/deliverables.
 - a. Outfall reports shall be provided in paper copy and PDF format.
 - b. Outfall photos and flow videos shall be provided to Client on a DVD-ROM.
 - c. Two color copies of the field screening summary report, including the outfall reports for the screened outfalls.

SCHEDULE

The proposed schedule for the work would generally be as follows:

- Conduct outfall screening during June – November, weather permitting.

- Provide outfall summary reports by the end of December.

COMPENSATION

Tasks	2017	2018	2019
Project management, correspondence and reporting	\$2,550	\$2,600	\$2,650
Outfall field inspections	\$2,178	\$2,244	\$2,310
Contingency for tracking potential illicit discharges	Not included	Not included	Not included
Lump sum cost per year*:	\$4,728	\$4,844	\$4,960
Cost 3-year program:	\$14,532		
*Our cost above is based on the previous level of effort we have provided the Town/Village. If additional outfalls require screening, the unit price for outfall screening is \$68/outfall. If tracking a potential illicit discharge is required and authorized, it will be performed on a time and materials rate.			


CONDITIONS

Upon acceptance of this proposal, OMNNI Associates would begin this project under our existing Illicit Discharge Detection and Elimination Program Professional Services Agreement (dated January 4, 2010) with the Town of Harrison (Agreement). Except for the modifications made herein, all terms and conditions of the Agreement shall continue in full force and effect. A signed copy of our proposal will be our authorization to proceed.

Town/Village of Harrison
(Client)

OMNNI Associates, Inc.
(Consultant)

Travis Parish
Town Administrator


Brian D. Wayner, P.E.
Project Manager

Date: _____


Phillip T. Roberts, P.E.
Engineering Services Manager

Date: July 12, 2017



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: September 12th, 2017

Title:

Review contract proposal from Accurate Appraisal for assessor services.

Issue:

Should the Village of Harrison enter into a four year contract with Accurate Appraisal for assessor services with a market revaluation?

Background and Additional Information:

The Town and Village of Harrison have contracted with Accurate Appraisal since 2007 to provide assessor services to the Town and Village. Our current agreement with Accurate is ending and they are requesting a new contract.

Accurate is recommending a four year agreement with the Village to provide assessor services. As part of this proposal, a market revaluation would occur in 2019.

In the previous four years the Town and Village have spent the following for assessor services:

2014 - \$19,500

2015 - \$19,700

2016 - \$20,000

2017 - \$20,000

I was unable to determine how much was spent on the market revaluation in 2007, but the total contract price was \$154,500.00.

Accurate Appraisal is willing to modify their proposal based on the when the Village would like to conduct the market revaluation.

The Board will need to determine (1) if they would like to continue with Accurate Appraisal and (2) if and when they would like to do a market revaluation.

Budget/Financial Impact:

Yearly cost under the proposal is \$34,800 for four years.

Recommended Motion:

No motion needed. If the consensus is to continue with Accurate Appraisal, then I will have them put together a contract and bring it back to the Village Board for approval.

Attachments:

Quote



Our Process Values Your Assessments

Municipality: Village and Town of Harrison

	Option B Market Revaluation
Description of Service	2018: Maintenance 2019: Market Revaluation 2020 & 2021: Maintenance
Yearly Cost	\$34,800
Term of Contract	4 Years
Total Contract	\$139,200

Recommended Contract: Blended contract with a Market Revaluation in 2019