

**NOTICE OF PUBLIC MEETING**

**DATE:** Tuesday, June 11, 2019  
**TIME:** 6:00pm  
**PLACE:** Harrison Municipal Building  
W5298 State Road 114  
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board Meeting will be held on Tuesday, June 11, 2019 at 6:00pm. The agenda is printed below.

1. Call to Order and Pledge of Allegiance
2. Roll Call of Village Board
3. Correspondence or Communications from Board and Staff
  - a) Jerry Frazee regarding Creekside Estates
4. 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.
5. Approve Minutes from 05/28/19
6. New Business for Consideration or Action
  - a) Request to place trees in drainage easement at N9015 Papermaker Pass
  - b) Public Facilities Needs Assessment and Impact Fee Update
  - c) Discuss priorities for future village growth
7. Adjournment

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.

Jennifer Weyenberg, Village Clerk-Treasurer  
Agenda Posted June 6, 2019 at [www.harrison-wi.org](http://www.harrison-wi.org) and Municipal Building lobby

Village of Harrison WI President,

My name is Jerry Frazee. I have been a resident of the Village for 11 years. I am one of the developing partners of the proposed Creekside Estates subdivision located within the Village off of Woodland Rd. I wanted to reach out to you to express some concerns we have with this project.

About 16 months ago the opportunity to purchase this land was brought to my attention. We purchased the land, and from that time forward we have run into significant obstacles. From sewer service, to wetlands and navigable streams. However, we have preserved and continued to spend significant amounts of money and effort to make this subdivision a reality. After countless hours of meetings with engineers, emails and visits to the Village office, and multiple Village Board meetings, it seems the Village is not willing to yield on some requirements for newly developed subdivisions, in particular, the requirement of concrete streets and sidewalks.

We can understand the desire to have concrete street and sidewalks. Concrete streets require little to no maintenance for its average life span of nearly 30 years. Sidewalks move pedestrians off of heavily traveled roads.

We were informed from the beginning that any new roads or existing roads in need of repairs within the Village would be concrete. Not until recently were we informed that if the existing road does not have storm sewer access or curb/gutter, they are not required to be concrete. With that being said how many roads within the Village meet those requirements outside of subdivisions? The main road to get to Creekside Estates is Woodland Rd. It will not be required to be concrete. There are far more roads within the Village that will not meet the requirements for concrete than roads that will. Yet a 40 lot subdivision that is bordered by another subdivision to the south and a high traffic road to the north will not be required to be concrete, they will stay asphalt.

With respect to sidewalks, our subdivision like many, does not and will not have heavy traffic volumes, other than possibly Noe Rd, if and when the property to the north ever develops. It would be easily understandable to have sidewalks within subdivision if they actually led to somewhere, like schools or retail establishments. But in many cases they only lead to heavily traveled roads without sidewalks as is the case for Creekside Estates. Many current and potential new Village residents have expressed their disapproval of sidewalk requirements to me as well as current developers within the Village.

There has been a great deal of interest for larger lots within the Village. Current and new residents are wanting to feel like they live in a rural area, but yet close enough to all the amenities the Village and surrounding areas have to offer. Many are looking at moving from urban areas with small lots and many restrictions, to rural subdivisions., but at what price?

Up until the April 30<sup>th</sup> Village board meeting, there had been many discussions of how the special assessments would be paid (streets, sidewalks, and curb/gutter). It was always stated there would be an assessment. Whether it was done in the future over a span or at the time of each individual lot being sold and closed upon. With the newly revised Developer's Agreement, the cost of those special assessments has now fallen on the developer. This was decided many months after the closing of the land, the appraisal of the land, and all the necessary bank paper work had already been

turned in. The same land that was just appraised in January of 2019 will now need to appraise for over \$700,000 more. There is strong doubt from the bank that this is realistic. I have pulled the comparable lot prices of recent sales within the Village. Unfortunately, the requirements of sidewalks and concrete streets adds an additional cost of nearly \$18,000 to each lot. These additional costs price both us and the Village out of the area wide market for lots. On average the lots within Creekside estates will cost \$80,900 compared to other lots within the area selling for significantly less.

We believe it is important for the Village to grow. However, based on the current requirements that have been placed upon the Creekside Estates subdivision within the Developers Agreement, we cannot help with the growth.

In conclusion, without some change in the Village's requirements, or some type of Village participation in the form of installation of all the concrete and then assessing each lot, Creekside Estates subdivision is not an economically viable pursuit.

Respectfully  
Jerry Frazee  
(920)212-0106  
jerry@precisioncutconstruction.com

# Kimberly Heights

## Phase 1

Lot #1	\$44,900	Lot #38	\$54,900
Lot #2	\$46,900	Lot #39	\$55,900
Lot #3	\$54,900	Lot #40	\$55,900
Lot #4	\$54,900	Lot #41	\$55,900
Lot #5	\$54,900	Lot #42	\$55,900
Lot #6	\$54,900	Lot #43	\$57,900
Lot #7	\$54,900	Lot #44	\$58,900
Lot #8	\$54,900	Lot #45	\$54,900
Lot #9	\$54,900	Lot #46	\$54,900
Lot #10	\$55,900	Lot #47	\$54,900
Lot #11	\$55,900	Lot #48	\$54,900
Lot #12	\$55,900	Lot #49	\$48,900
Lot #13	\$55,900	Lot #50	\$54,900
Lot #14	\$54,900	Lot #51	\$48,900
Lot #15	\$48,900	Lot #52	\$55,900
Lot #16	\$57,900	Lot #53	\$56,900
Lot #17	\$57,900	Lot #54	\$56,900
Lot #18	\$57,900	Lot #55	\$56,900
Lot #19	\$57,900	Lot #56	\$56,900
Lot #20	\$57,900	Lot #57	\$56,900
Lot #21	\$57,900	Lot #58	\$47,900
Lot #22	\$57,900	Lot #59	\$47,900
Lot #23	\$57,900	Lot #60	\$56,900
Lot #24	\$48,900	Lot #61	\$56,900
Lot #25	\$48,900	Lot #62	\$56,900
Lot #26	\$57,900	Lot #63	\$57,900
Lot #27	\$57,900	Lot #64	\$55,900
Lot #28	\$57,900	Lot #65	\$55,900
Lot #29	\$57,900	Lot #66	\$56,900
Lot #30	\$57,900	Lot #67	\$56,900

<b>Lot #31</b>	\$57,900	<b>Lot #68</b>	\$56,900
<b>Lot #32</b>	\$57,900	<b>Lot #69</b>	\$56,900
<b>Lot #33</b>	\$57,900	<b>Lot #70</b>	\$55,900
<b>Lot #34</b>	\$48,900	<b>Lot #71</b>	\$55,900
<b>Lot #35</b>	\$47,900	<b>Lot #72</b>	\$47,900
<b>Lot #36</b>	\$55,900	<b>Lot #73</b>	\$47,900
<b>Lot #37</b>	\$55,900	<b>Lot #74</b>	\$44,900

# Kimberly Heights

## Phase 2

<b>Lot #75</b>	\$56,900	<b>Lot #84</b>	\$57,900
<b>Lot #76</b>	\$56,900	<b>Lot #85</b>	\$56,900
<b>Lot #77</b>	\$56,900	<b>Lot #86</b>	\$52,900
<b>Lot #78</b>	\$56,900	<b>Lot #87</b>	\$56,900
<b>Lot #79</b>	\$56,900	<b>Lot #88</b>	\$56,900
<b>Lot #80</b>	\$57,900	<b>Lot #89</b>	\$56,900
<b>Lot #81</b>	\$57,900	<b>Lot #90</b>	\$56,900
<b>Lot #82</b>	\$53,900	<b>Lot #91</b>	\$51,900
<b>Lot #83</b>	\$57,900	<b>Lot #92</b>	\$52,900

# Kimberly Heights

## Phase 3

<b>Lot #93</b>	\$54,900	<b>Lot #104</b>	\$55,900
<b>Lot #94</b>	\$54,900	<b>Lot #105</b>	\$55,900
<b>Lot #95</b>	\$54,900	<b>Lot #106</b>	\$55,900
<b>Lot #96</b>	\$54,900	<b>Lot #106</b>	\$50,900
<b>Lot #97</b>	\$54,900	<b>Lot #107</b>	\$56,900
<b>Lot #98</b>	\$54,900	<b>Lot #108</b>	\$49,900
<b>Lot #99</b>	\$54,900	<b>Lot #109</b>	\$56,900
<b>Lot #100</b>	\$56,900	<b>Lot #110</b>	\$56,900
<b>Lot #101</b>	\$56,900	<b>Lot #111</b>	\$56,900
<b>Lot #102</b>	\$56,900	<b>Lot #112</b>	\$56,900
<b>Lot #103</b>	\$56,900	<b>Lot #113</b>	\$56,900
		<b>Lot #114</b>	\$56,900

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**LEGEND**

**LINE TABLE**

Line	Boundary	Length
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# Preliminary Plat of Kimberly Heights

All of Lot 1 of Certified Survey Map No. 3831 and being part of the SW 1/4 of Section 02, Township 20 North, Range 18 East, Village of Hartson, Calumet County, Wisconsin.

**LOCATION MAP**  
 BY 14 882.2, 23 N.R. E.  
 CALUMET COUNTY, WI

**PROPERTY DATA**

Total Area = 146,476 SF = 3.3414 acres  
 Roof Area = 385,227 SF = 8.7518 acres  
 Lot Area = 12,051 SF = 0.2747 acres  
 Average lot size = 12,051 SF  
 Lowest lot of Proposed Streets = 4,234 SF  
 Proposed streets = 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130

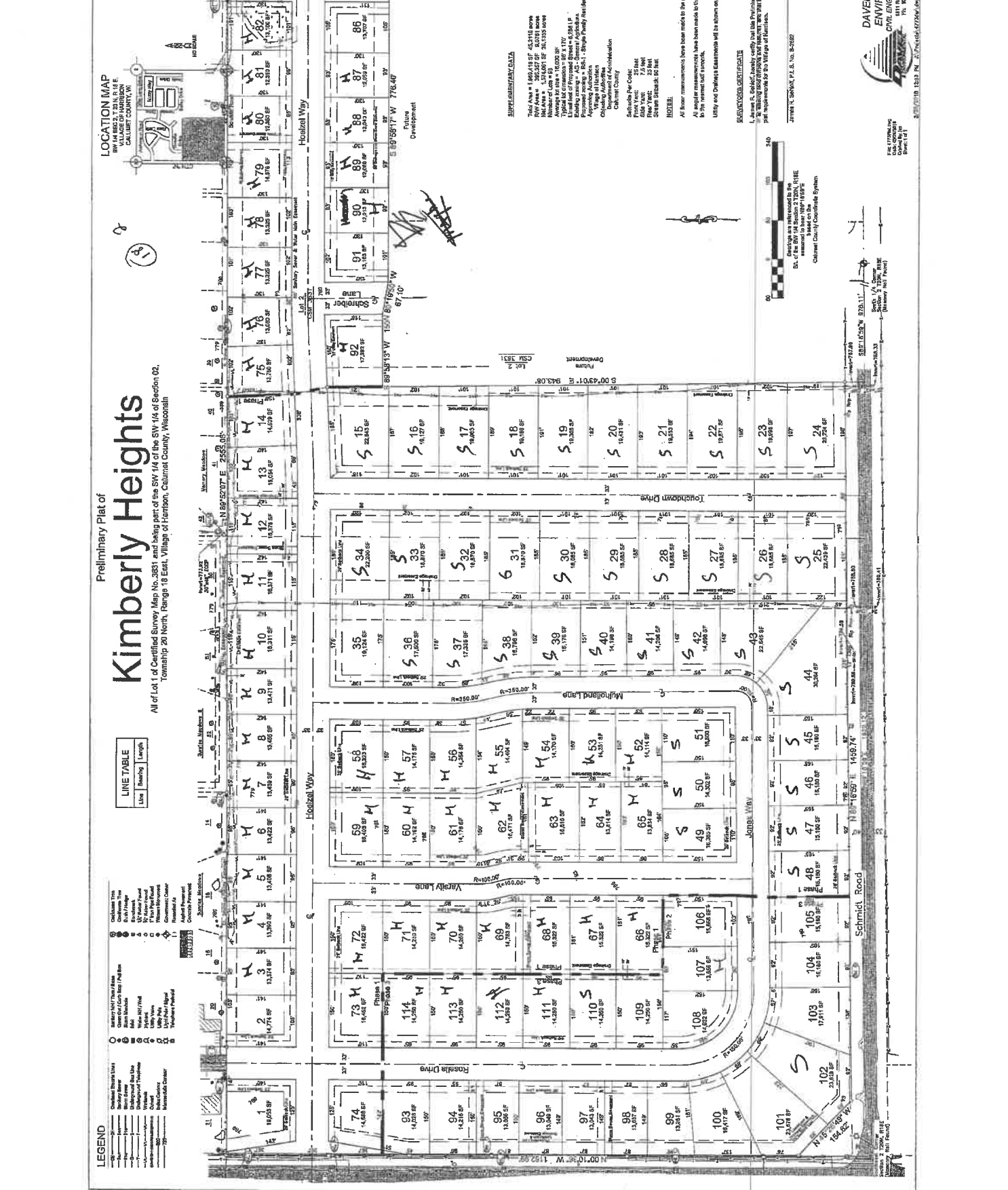
**NOTES:**  
 All linear measurements have been made to the center of a block  
 All linear measurements have been made to the nearest 1/16th of an inch  
 Utility and Drains Schematic will be shown on Plat #1  
 DAVEL ENGINEERING & ENVIRONMENTAL, INC.  
 111 South Central Avenue, Suite 200  
 Hartson, WI 54945  
 Tel: 920-334-1234 Fax: 920-334-1235  
 www.davel.com

**SCHEDULE OF COSTS**  
 Survey Fee: \$1,000.00  
 Plat Fee: \$200.00  
 Title Insurance: \$1,000.00  
 Recording Fee: \$100.00  
 Total: \$3,300.00

**APPROVING AGENCIES**  
 City of Hartson  
 Calumet County  
 Village of Hartson

**LEGEND**

Outline of Property  
 Boundary of Property  
 Easements  
 Right-of-Way  
 Utility Lines  
 Streets  
 Other



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 CIVIL ENGINEERING CONSULTANTS  
 111 South Central Avenue, Suite 200  
 Hartson, WI 54945  
 Tel: 920-334-1234 Fax: 920-334-1235  
 www.davel.com

**SECT 16.58' N 274.11' W**  
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File No.: 2920889

Printed: 06/18/2018, 5:20 PM

Officer/Escrow Officer: Jeff Schultz/JS

Settlement Location:

330 W. College Avenue, P.O. Box 1234,  
Appleton, WI 54912

First American Title Insurance Company

- Evans Title Division

330 W. College Avenue, P.O. Box 1234 • Appleton, WI 54912

Phone: (920)735-6000 Fax: (866)616-2014

Final Settlement Statement



Property Address: N8586 Winding Trail Drive, Menasha, WI 54952

Buyer: Jerry L. Frazee

Seller: Charles Morton; Katelin Sawosko

Lender:

Settlement Date: 06/19/2018

Disbursement Date: 06/19/2018

Description	Buyer	
	Debit	Credit
<b>Financial</b>		
Sale Price	54,000.00	
Total Deposit/Earnest Money		1,000.00
<b>Prorations/Adjustments</b>		
City/Town Taxes 01/01/18 to 06/15/18 @\$442.57/yr		200.07
Association Dues 06/15/18 to 07/01/18 @\$185.00/yr	8.11	
<b>Title Charges &amp; Escrow / Settlement Charges</b>		
Settlement/Closing Fees to First American Title Insurance Company - Evans Title Division	100.00	
<b>Government Recording and Transfer Charges</b>		
Deed to Calumet County Register of Deeds	30.00	
<b>Subtotals</b>	54,138.11	1,200.07
Due From Buyer		52,938.04
<b>Totals</b>	54,138.11	54,138.11

**Acknowledgement**

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize First American Title Insurance Company - Evans Title Division to cause the funds to be disbursed in accordance with this statement.

11670



# A. Settlement Statement (HUD-1)

## B. Type of Loan

1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input checked="" type="checkbox"/> Conv. Unins.	6. File Number: 1816900	7. Loan Number:	8. Mortgage Insurance Case Number:
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.				

**C. Note:** This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

<b>D. Name and Address of Borrower:</b>  Precision Cut Construction, LL	<b>E. Name and Address of Seller:</b>  Dercks DeWitt LLC	<b>F. Name and Address of Lender:</b>  Community First Credit Union P. O. Box 1487 Appleton, WI 54912-1487
<b>G. Property Location:</b> N9315 Touchdown Dr. Appleton, WI 54915 Calumet County, Wisconsin Lot 26, Kimberly Heights, Village of Harrison	<b>H. Settlement Agent:</b> Town N' Country Title, LLC 5317 Grande Market Dr. Appleton WI 54913 Ph. (920)882-9888  <b>Place of Settlement:</b> 5317 Grande Market Dr. Appleton WI 54913	<b>I. Settlement Date:</b>  November 7, 2018

J. Summary of Borrower's transaction	
100. Gross Amount Due from Borrower:	
101. Contract sales price	57,900.00
102. Personal property	
103. Settlement Charges to Borrower (Line 1400)	1,215.00
104.	
105.	
<b>Adjustments for items paid by Seller in advance</b>	
106. City/Town Taxes to	
107. County Taxes to	
108. Assessments to	
109.	
110.	
111.	
112.	
120. Gross Amount Due from Borrower	59,115.00
<b>200. Amounts Paid by or in Behalf of Borrower</b>	
201. Deposit or earnest money	
202. Principal amount of new loan(s)	46,300.00
203. Exsting loan(s) taken subject to	
204.	
205.	
206.	
207.	
208.	
209.	
<b>Adjustments for items unpaid by Seller</b>	
210. City/Town Taxes to	
211. County Taxes to	
212. Assessments to	
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. Total Paid by/for Borrower	46,300.00
<b>300. Cash at Settlement from/to Borrower</b>	
301. Gross amount due from Borrower (line 120)	59,115.00
302. Less amount paid by/for Borrower (line 220)	( 46,300.00)
303. Cash <input checked="" type="checkbox"/> From <input type="checkbox"/> To Borrower	12,815.00

K. Summary of Seller's transaction	
400. Gross Amount Due to Seller:	
401. Contract sales price	57,900.00
402. Personal property	
403.	
404.	
405.	
<b>Adjustments for items paid by Seller in advance</b>	
406. City/Town Taxes to	
407. County Taxes to	
408. Assessments to	
409.	
410.	
411.	
412.	
420. Gross Amount Due to Seller	57,900.00
<b>500. Reductions in Amount Due Seller:</b>	
501. Excess deposit (see instructions)	
502. Settlement charges to Seller (Line 1400)	463.70
503. Existing loan(s) taken subject to	
504. Payoff First Mortgage to Bank of Kaukauna/LOT 26 K	57,436.30
505. Payoff Second Mortgage	
506.	
507.	
508.	
509.	
<b>Adjustments for items unpaid by Seller</b>	
510. City/Town Taxes to	
511. County Taxes to	
512. Assessments to	
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520. Total Reduction Amount Due Seller	57,900.00
<b>600. Cash at settlement to/from Seller</b>	
601. Gross amount due to Seller (line 420)	57,900.00
602. Less reductions due Seller (line 520)	( 57,900.00)
603. Cash <input type="checkbox"/> To <input type="checkbox"/> From Seller	0.00

\* Paid outside of closing by borrower(B), seller(S), lender(L), or third-party(T)

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
05/28/19**

The Board of Review (BOR) was called to order at 7:00pm. Because the assessment roll was not completed, the BOR was adjourned to July 31, 2019 at 10:00am. Motion by Trustee Lisowe with second by Trustee Nelson to adjourn. Motion carried.

The regular meeting of the Village of Harrison Board was called to order following the adjournment of the BOR. After the Pledge of Allegiance was recited, roll call was taken.

Board present: President Kevin Hietpas, Trustees Lou Miller, Buddy Lisowe, Darlene Bartlein, Tyler Moore, Gary Nickel, and Tamra Nelson  
Board excused: None  
Staff present: Clerk Jennifer Weyenberg, Planner Mark Mommaerts, Village Manager Travis Parish, Fire Chief Amos Mikkelson

Correspondence or Communications from Board and Staff

None

Public Comments

Marv Pohl, Hickory Dr, asked when the storm sewer and street reconstruction project would be finalized. Village Manager Travis Parish answered that the engineer and contractor will meet to do the final walk-through. The rainy weather has delayed closing out the project.

Shaun Forslund, Kernan Ave, spoke in favor of moving forward with the Farmers Field improvements. Fox Cities Festival of Lights still has interest in using the park.

Consent Agenda

Payment of Bills and Claims, Minutes from 05/14/19

Discussion: None

Motion: Trustee Nelson with second by Trustee Lisowe to approve the items on the consent agenda.

Vote: Motion carried 7-0.

Appointments

a) Fire Commission- Kevin Rolain (term expiring 04/15/2024)

Discussion: None

Motion: Trustee Nelson with second by Trustee Nickel to appoint Kevin Rolain.

Vote: Motion carried 6-0 with Trustee Moore abstaining.

b) Fire Commission- Mike Pompa (term expiring 04/18/2022)

Discussion: None

Motion: Trustee Nelson with second by Trustee Nickel to appoint Mike Pompa.

Vote: Motion carried 6-0 with Trustee Moore abstaining.

Unfinished Business from Previous Meetings for Consideration or Action

a) Discuss Farmers Field Improvements

Discussion: It was noted that this discussion was postponed at a previous meeting so that staff could get quotes on electrical work. Village Manager T. Parish explained that a park layout/concept plan is needed in order to get electrical quotes, so he needs to know if the board is committed to the

project. Trustees Nelson, Nickel, and Lisowe supported moving forward with the project and asked about funding options- the 2019 budget included funding for the Kaukauna Youth Baseball (KYB) park which is no longer happening. Trustee Moore supported at a minimum stabilizing the property, seeding it, and constructing the gravel drive. President Hietpas asked that everyone consider the clubs and organizations in the area who have expressed an interest in donating to the project. Motion: Trustee Nickel with second by Trustee Lisowe to proceed with shifting funds from the KYB project and approve moving forward with the Farmers Field project.  
Vote: Motion carried 5-2 with President Hietpas and Trustee Bartlein opposed.

#### New Business for Consideration or Action

##### a) Fire Chief- Letter of Resignation

Discussion: Chief Amos Mikkelson thanked the board, staff, and department for their support during the past 2 ½ years and expressed how proud he is of the department and its accomplishments. Resigning from the part-time Chief position allows him to focus on his family.

Motion: None

Vote: None

##### b) Purchase New Fire Truck for Harrison Utilities

Discussion: Harrison Utilities received a quote of \$ 56,206.00 from Utility Sales and Service for a 2020 Ford F250 XL. The quote was dated 02/19/19 and good for 60 days. The board wanted to see an updated quote from Utility Sales and Service along with quotes from other vendors.

Motion: None. Village Manager T. Parish will talk to Harrison Utilities about getting additional quotes and an updated one from Utility Sales and Service.

Vote: None.

##### c) Approve Agreement between Village of Harrison and City of Menasha for Payment of Public Fire Protection Charges

Discussion: The city's proposed agreement states they will pay \$39,566.31 towards the public fire protection fees owed for 2018 upon approval; the village will allow extensions, connections, stubs and/or hookups; on or before August 30, 2019 the city will pay the remaining \$39,566.30; on or before July 1, 2019 Harrison Utilities will apply to the PSC to have the charges applied directly to the water bills.

Motion: Trustee Nelson with second by Trustee Moore to approve the agreement.

Vote: Motion carried 6-1 with Trustee Nickel opposed.

##### d) Resolution V2019-06 Final Resolution Authorizing Public Improvement and Levying Special Assessments against Benefitted Property in the Village of Harrison, Wisconsin (Rustic Lane and Hickory Dr.)

Discussion: All property owners will be given the option of paying in cash/check or in seven annual installments with 5.5% interest.

Motion: Trustee Moore with second by Trustee Nickel to approve Resolution V2019-06.

Vote: Motion carried 7-0.

##### e) Certified Survey Map- Hernke- N6498 Lakeshore Dr

Discussion: The applicant is proposing a 3-lot CSM in order to create a new lot on Harrison Road and to adjust the lot lines around the existing home on Lakeshore Drive. Lot 1 will be a new single-family home, Lot 2 will contain the existing house and garages, and Lot 3 will be the remaining land.

Motion: Trustee Lisowe with second by Trustee Moore to approve the CSM.

Vote: Motion carried 7-0.

f) Certified Survey Map for Zero Lot Line- Porath- N9673 & N9675 Hopfensperger Rd

Discussion: The applicant is proposing a 2-lot CSM in order to create a zero-lot line unit. Setback and lot area requirements have been met.

Motion: Trustee Moore with second by Trustee Lisowe to approve the CSM with the condition that all provisions in Section 117-135 of the zoning code of ordinances shall be met, including but not limited to easements, common wall construction, and covenants.

Vote: Motion carried 7-0.

g) Landscaping in Drainage Easement- Bahlman- W5717 Parker Court

Discussion: The property owner wants to place a portion of a landscaping berm and trees/shrubs within a 15' drainage easement along the south side of the property.

Motion: Trustee Nelson with second by Trustee Moore to approve the request provided the "Permission to Occupy Drainage Easement Agreement" is signed and recorded at the county.

Vote: Motion carried 7-0.

### Reports

Calumet County Sheriff's Department- Officer Lederer reported an increase in traffic on Blackoak Street due to the construction on LP but speeding wasn't an issue. Most cars were going 0-5 mph over.

Harrison Fire Rescue- they were dispatched to 40 calls in April. YTD total is 141 calls.

Zoning Permits- 16 permits were issued in April. YTD total is 36 permits. Estimated number of vacant lots = 161.

### Closed Session- North Shore Apartments Phase II (Toonen)

Motion by Trustee Lisowe with second by Trustee Moore to enter closed session.

Roll Call Vote: Miller- aye

Lisowe- aye

Bartlein- aye

Hietpas- aye

Moore-aye

Nickel- aye

Nelson- aye

Pursuant to Wis. Stats §19.85(1)(e) the board met in closed session to deliberate or negotiate the purchase of public property, the investment of public funds, or conduct other business when competitive or bargaining reasons require a closed session.

The board meeting adjourned in closed session.

---

Jennifer Weyenberg, Village Clerk-Treasurer

Dated May 28, 2019

Approved by the Village Board on June 11, 2019

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**VILLAGE BOARD MEETING**

---

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

June 11, 2019

---

**Title:**

Landscaping in Drainage Easement – N9015 Papermaker Pass

---

**Issue:**

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

---

**Background and Additional Information:**

The property owner at N9015 Papermaker Pass is requesting permission to place three (3) spruce trees within a drainage easement along the rear (west side) of the property. The property is Lot 20 of the Papermaker Ridge subdivision. There is a 15-foot drainage easement along the west side of the property.

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**Budget Impacts:**

None

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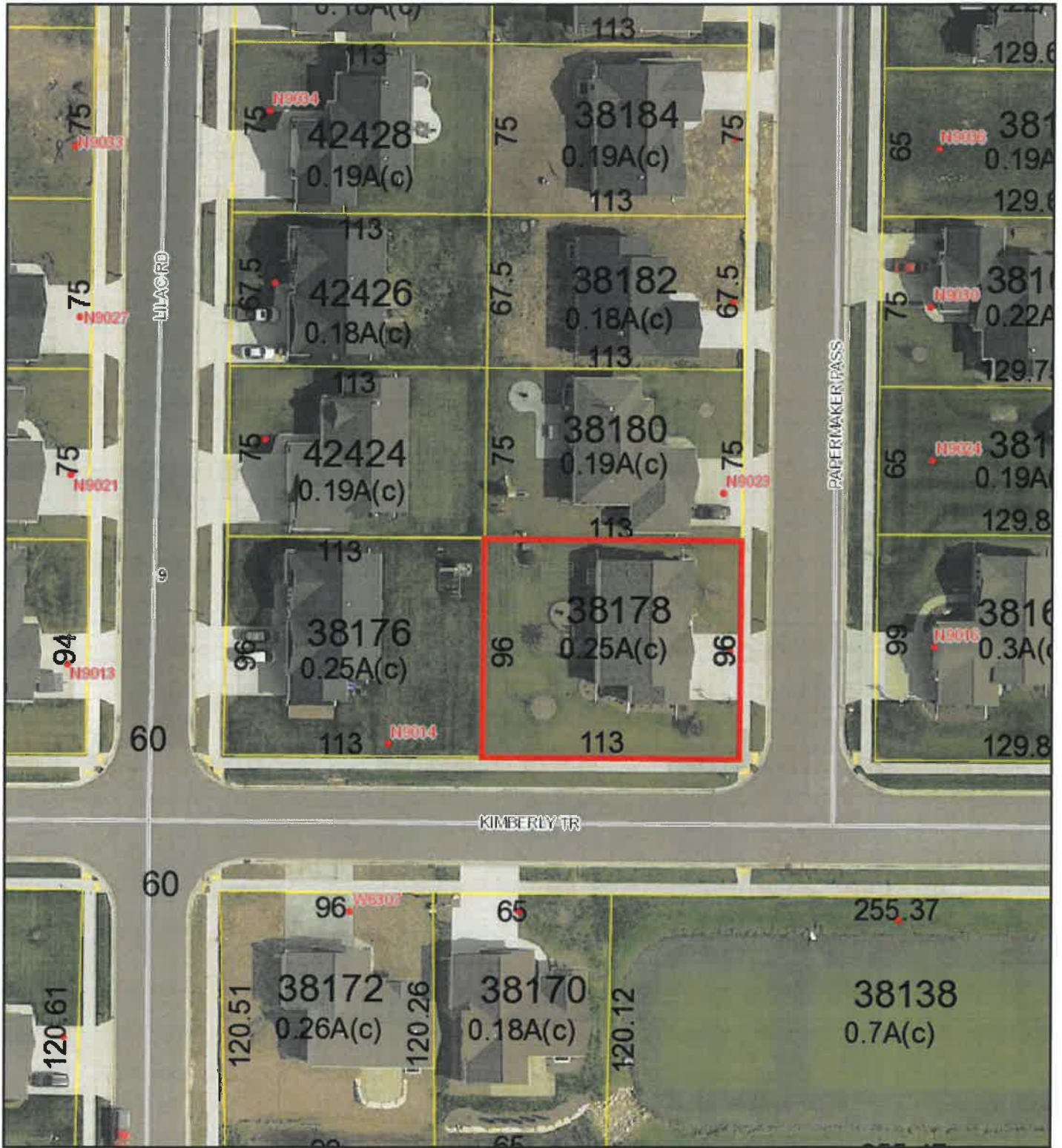
**Recommended Action:**

If landscaping 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.

---

**Attachments:**

- Request Letter with Site Plan
- Subdivision Plan
- Draft Agreement



**Legend**

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section
- State Parks

**Calumet County, WI**

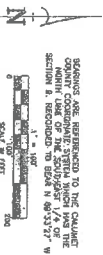


DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Author:	
Date Printed: 06/19 8:51 AM	
Sources:	

# PAPPERMAKER RIDGE

PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, COUNTY OF HANCOCK, CALUMET COUNTY, WISCONSIN



- LEGEND
- 1" O.D. ROUND IRON PIPE SET, 1/4" LONG, WITHING 1 1/2 FEET FROM LIMB OF TREE
  - 1 1/2" O. D. ROUND BURNING PIPE SET, 3/4" LONG WITHING 1 1/2 FEET FROM LIMB OF TREE
  - 1 1/2" O. D. ROUND BURNING PIPE SET
  - 3/4" O.D. ROUND BURNING PIPE SET
  - 1" TOTAL IRON PIPE SET
  - CONCRETE CORNER
  - 1" CONCRETE AS



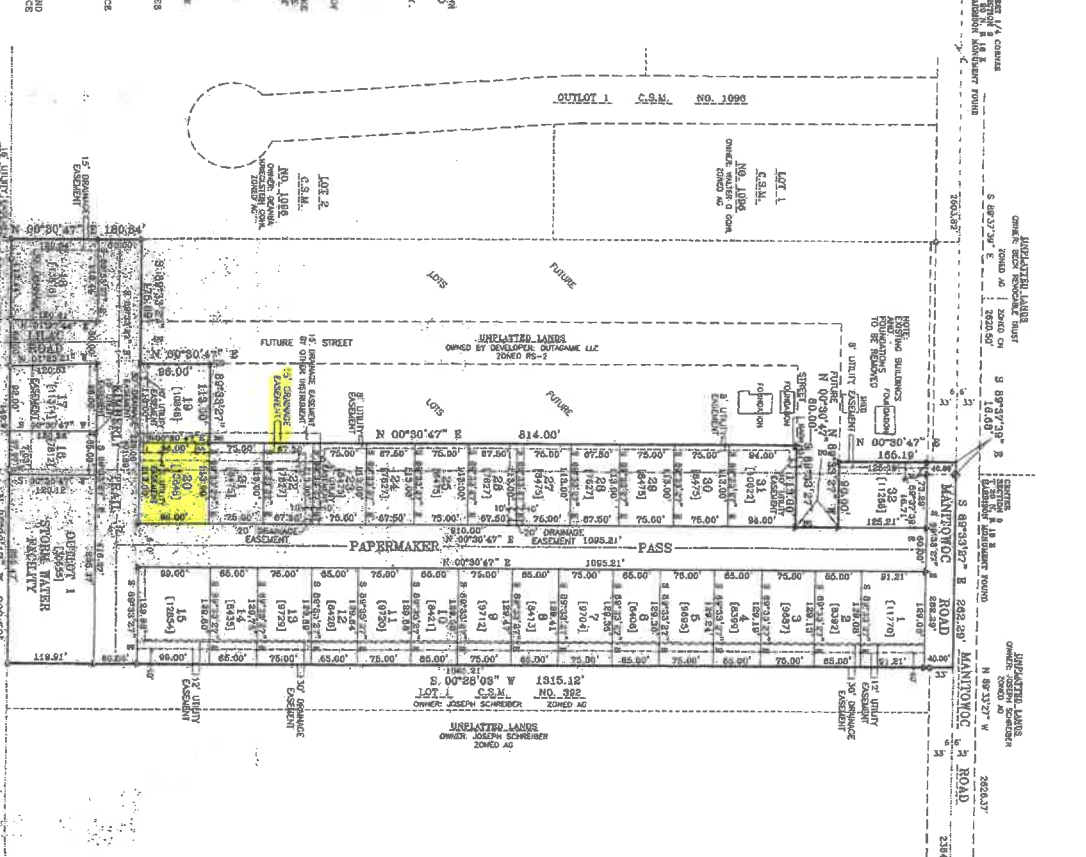
NO OTHER DRAINAGE STRUCTURES ARE 25 FEET THROUGHOUT THE STATE OF WISCONSIN. ALL DRAINAGE STRUCTURES HAVE BEEN MADE TO THE NEAREST ONE HUNDREDTH OF A FOOT. THE OWNERS REPRESENTATIVE HAS NO NOTICE OR KNOWLEDGE OF ANY SUBSTANTIAL EVIDENCE OF ANY VIOLATION OF THE ZONING ORDINANCES OF THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, OR ANY OTHER APPLICABLE ORDINANCES OF ANY OTHER JURISDICTION. THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, HAS NO NOTICE OR KNOWLEDGE OF ANY VIOLATION OF THE ZONING ORDINANCES OF THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, OR ANY OTHER APPLICABLE ORDINANCES OF ANY OTHER JURISDICTION. THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, HAS NO NOTICE OR KNOWLEDGE OF ANY VIOLATION OF THE ZONING ORDINANCES OF THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, OR ANY OTHER APPLICABLE ORDINANCES OF ANY OTHER JURISDICTION.

NO STOP ORDERS HAVE BEEN ISSUED TO THE DEVELOPER/OWNER WITHIN THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN. THE DEVELOPER/OWNER HAS NO NOTICE OR KNOWLEDGE OF ANY VIOLATION OF THE ZONING ORDINANCES OF THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, OR ANY OTHER APPLICABLE ORDINANCES OF ANY OTHER JURISDICTION. THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, HAS NO NOTICE OR KNOWLEDGE OF ANY VIOLATION OF THE ZONING ORDINANCES OF THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, OR ANY OTHER APPLICABLE ORDINANCES OF ANY OTHER JURISDICTION.

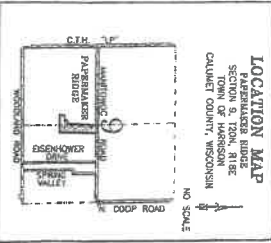
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There are no objections to this plat with respect to Sect. 245.13, 246.16, 248.23 and 248.34(1) and (2), Wis. Stats. as provided by a 246.12, Wis. Stats. Certified July 15th, 2012  
*Rene M. Papp*  
 Department of Administration



THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, HAS NO NOTICE OR KNOWLEDGE OF ANY VIOLATION OF THE ZONING ORDINANCES OF THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, OR ANY OTHER APPLICABLE ORDINANCES OF ANY OTHER JURISDICTION. THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, HAS NO NOTICE OR KNOWLEDGE OF ANY VIOLATION OF THE ZONING ORDINANCES OF THE TOWN OF HANCOCK, CALUMET COUNTY, WISCONSIN, OR ANY OTHER APPLICABLE ORDINANCES OF ANY OTHER JURISDICTION.

478652



Matthews & Eiselle, Inc.  
 1200 North Main Street  
 Manitowish Water  
 Manitowish Waters, WI 54856  
 715.251.5500  
 www.mateiselle.com



## Mark Mommaerts

---

**From:** Christman, Kelly <KChristman@foxcrossingwi.gov>  
**Sent:** Monday, May 13, 2019 10:13 AM  
**To:** Mark Mommaerts  
**Cc:** 'Christman, Matthew'  
**Subject:** FW: Tree Planting

**Importance:** High

Dear Mr. Mommaerts and Village Board,

We live at N9015 Papermaker Pass. We have a corner lot, on the corner of Papermaker Pass and Kimberly Trail. To allow us a bit more privacy in our back yard, we would like to plant three (3) spruce trees (as indicated by red circles on the map below), all 10-12 feet from lot line. The trees will be planted at ground level; no berms to impede water flow. Schmalz Landscaping would like to plant the trees on May 22, if possible.

Thank you for your time and consideration.

*Kelly Christman*

Street Administrative Assistant

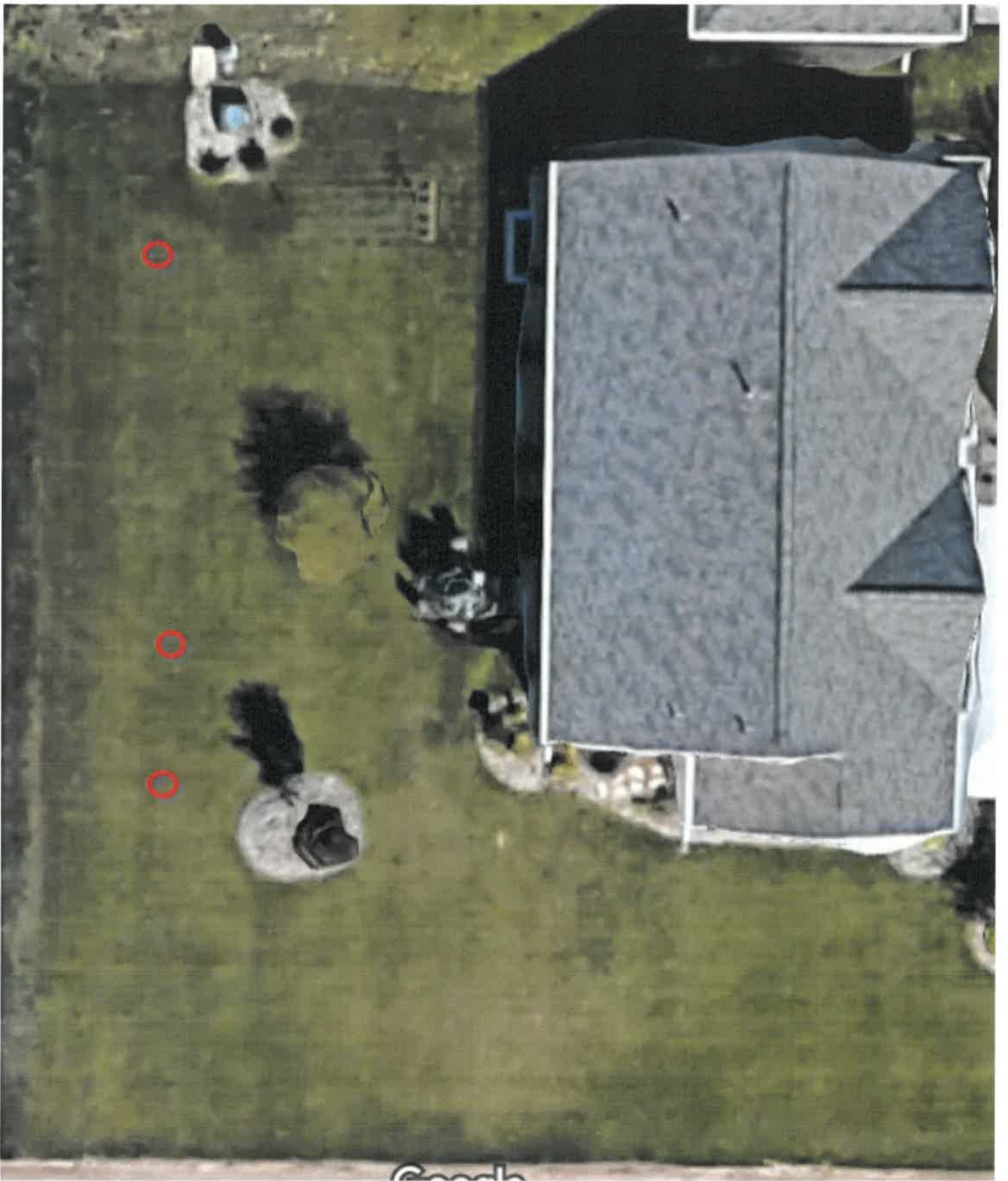
Village of Fox Crossing

2000 Municipal Drive

Neenah WI 54956

(920) 720-7110 Office

[www.foxcrossingwi.gov](http://www.foxcrossingwi.gov)



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VILLAGE OF HARRISON  
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

**Permission to Occupy Drainage Easement Agreement**

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This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and Matthew & Kelly Christman, hereinafter referred to as "Owner", owners of property described as Lot 20 of Papermaker Ridge, being part of the NW1/4 of the SE1/4 and part of the NE1/4 of the SW1/4 of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, located at N9015 Papermaker Pass.

This agreement authorizes the Owner to place three (3) spruce trees 10-12 feet from the rear property line, hereinafter referred to as "Improvement", within the recorded drainage easement on their property subject to the following provisions and/or conditions:

1. The Owner agrees that if the Village determines that stormwater runoff is impeded or obstructed at any time because of the Improvement, then the Village may order the Owner to remove such Improvement and return the property grades/elevations to that of the approved grading/drainage plan. If the Owner fails to comply, the Village may cause removal of the Improvement and shall place the cost on the property tax bill as a special assessment.
2. The Owner agrees to remove the Improvement upon reasonable notice from the Village that work needs to be completed within the easement area or that access needs to be obtained through the easement area.
3. In case of emergency, the Village may remove the Improvement without giving notice to the Owner.
4. The Village is not responsible for any damage done during removal.
5. The Village will not replace the Improvement for any reason or reimburse Owner for removal of Improvement.
6. The Owner agrees to maintain the drainage easement, including but not limited to mowing and removal of debris, on both sides of the Improvement.

---

Return to:  
Village of Harrison  
W5298 Hwy 114  
Menasha, WI 54952

---

Parcel No.(s): 131-0675-000200A-000-  
0-201809-00-4200 Loc ID: 38178

This Agreement shall be binding upon the owner, its successors, assigns, and heirs, until such time as the Improvement is removed and the easement is restored to its original state.

*The rest of this page left blank intentionally.*

Signatures:

**Property Owner(s)**

\_\_\_\_\_  
Signature                                  Date                                  Print Name

\_\_\_\_\_  
Signature                                  Date                                  Print Name

STATE OF WISCONSIN       )  
  ) SS  
COUNTY OF CALUMET       )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, to me known to be the persons who executed the foregoing instrument.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Comm. Exp. \_\_\_\_\_

**Village of Harrison**

Approved by the **Village Board** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Village President                                  Print Name

\_\_\_\_\_  
Attest: Clerk    Print Name

Instrument drafted by the Village of Harrison.



## Public Facilities Needs Assessment and Impact Fee Update

For

# The Village of Harrison



May, 2019

Prepared by:

Jon Cameron  
Senior Municipal Advisor

## **Contents**

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Parks, Playgrounds and Land for Athletic Fields Impact Fee Update .....	23
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## SECTION 1: Introduction

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### Introduction

#### **Purpose of Impact Fees**

Impact fees are cash contributions, contributions of land or interests in land, or any other items of value that are imposed on a developer by a municipality for the purposes of providing new, expanded or improved public facilities to accommodate the land development. In this case, the Village of Harrison is considering adoption of new impact fees for fire and police facilities and updating fees that have been previously imposed for parks facilities.

#### **Summary of Existing and Proposed Impact Fees and Scope of Services**

The Village of Harrison performed a Public Facilities Needs Assessment and adopted impact fees parks, playgrounds and land for athletic fields in 2007. The Village, then the Town of Harrison, intended on acquiring land and developing new parkland.

In 2018, the Village of Harrison retained Ehlers to provide advisory services for the purposes of updating the parks impact fees, and perform a public facilities needs assessment and impact fee study for fire and law enforcement facilities. The purpose of this study is to calculate new impact fees for fire and law enforcement facilities and update the existing park impact fees. The park impact fee update is to be consistent with revised growth and land use development projections from the updated Comprehensive Plan, and updated the cost estimates for land acquisition and park improvements for current costs for land and improvements.

#### **Legislative Authority**

A municipality may enact an ordinance under Wis. Stat. § 66.0617 that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development. Wis. Stat. § 66.0617 was enacted in 1993 by Wisconsin Act 305. A 1997 change in the law prohibited counties from assessing impact fees to recover costs related to transportation projects. The statute was also amended in 2006 by Wisconsin Acts 203 and 477, and finally in 2008 by Wisconsin Act 44. The more recent acts made several changes to the impact fee statute, most notably the time period for which municipalities have to spend impact fees and the facilities for which impact fees can be imposed.

Prior to enacting or amending an existing ordinance that imposes an impact fee, a municipality shall hold a public hearing on the proposed ordinance or amendment. A municipality shall prepare a needs assessment for the public facilities for which it is

anticipated that impact fees may be imposed. This public facilities needs assessment or revised public facilities needs assessment shall be available for public inspection and copying in the office of the municipal clerk at least 20 days prior to the public hearing.

Public facilities means highways, as defined in Wis. Stat. § 340.01(22), and other transportation facilities, traffic control devices, facilities for collecting and treating sewage, facilities for pumping, storing, and distributing water, parks, playgrounds, and land for athletic fields, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities, and libraries. Public facilities do not include facilities owned by a school district.

### **Public Facilities Needs Assessment**

Wisconsin Statute §66.0617 requires a public facilities needs assessment to include the following:

- (1) An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed.
- (2) An identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees be imposed. This identification shall be based on explicitly identified service areas and service standards.
- (3) A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the municipality.

This needs assessment complies with these requirements, as an update to the needs assessments that have previously been conducted for the impact fees that are currently in effect. This is not a new public facilities needs assessment, however, only an update to previously conducted studies to be consistent with revised growth and land use development projections and updated costs estimates for the facilities previously identified.

### **Standards for Impact Fees**

Impact fees must meet seven standards, outlined in Wis. Stat. § 66.0617(6), prior to imposition:

- (1) Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.



- (2) May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.
- (3) Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded, or improved public facilities.
- (4) Shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications or any other items of value.
- (5) Shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
- (6) May not include amounts necessary to address existing deficiencies in public facilities.
- (7) Shall be payable by the developer or the property owner to the municipality in full upon the issuance of a building permit by the municipality.

This update is being conducted in order to ensure that the impact fees that are currently in effect continue to comply with these standards.

#### **Time Period for Expending Impact Fees and Managing Impact Fee Revenues**

Wis. Stat. § 66.0617 states the following time periods for which impact fee revenues must be used or refunded to the current property owner with interest:

Collection Date	Collection Period	Spending Deadline
Before 1/1/2003	N/A	12/31/2012
After 12/31/2002 before 4/11/2006	N/A	1st day of 120th month after fee collection date
After 4/10/2006	Within 7 years of effective date of ordinance	Within 10 years of effective date of ordinance, subject to possible 3 year extension
After 4/10/2006	More than 7 years of effective date of ordinance	"Reasonable period of time"

Impact fees must be placed in a separate segregated account. The municipality should have a separate account for each impact fee. The impact fees and any interest accrued on the impact fees must be used for the facilities for which the impact fees were imposed.

## **SECTION 2: Updated Population and Land Use Statistics**

---

### **Introduction**

The impact fee study for fire and law enforcement facilities uses an approximate twenty-year planning time horizon of 2019-2040 for population and land use growth. This planning timeline was used to compute the impact fees for fire and police facilities for all land use types. This time horizon matches to the Village's recently updated Comprehensive Land Use Plan

This impact fee update for parks facilities assumes a planning horizon of 2007 to 2040. The planning horizon uses 2007 as the starting point as that was the point in time of the original fee adoption and extends the planning horizon out to 2040 to correspond with the planning horizon of the Village's 2017 Comprehensive Plan update.

### **Population and Land Use Projections Update**

Table 1 shows the historical and projected population statistics for the Village of Harrison. This study update relied on the previous impact fee study for historical population statistics and the Village Comprehensive Plan for the projections through 2040. The table shows the anticipated population growth from 2007 and 2040 of 10,266 persons, and the 2019 through 2040 is 5,949 persons.

Table 2 shows the historical and projected non-residential land growth by acre between now and 2040, as well as the estimated calculation of that land use growth by square foot over the planning period.

**Table 1 - Historical Population Figures and Population Projections**

Year	Historical and Projected Population Figures	Percent Change
1980 <sup>(1)</sup>	3,541	
1990 <sup>(1)</sup>	3,195	-10%
2000 <sup>(1)</sup>	5,756	80%
2005 <sup>(1)</sup>	8,223	43%
2007 <sup>(4)</sup>	8,469	3%
2010 <sup>(1)</sup>	10,838	28%
2014 <sup>(1) (2)</sup>	7,401	-32%
2018 <sup>(3)</sup>	12,786	18%
2025 <sup>(1)</sup>	13,190	3%
2040 <sup>(5)</sup>	18,735	42%
2007-2040 Estimated Population Growth		10,266
2018-2040 Estimated Population Growth		5,949

**Notes:**

(1) Source: Comprehensive Plan Update. Village of Harrison, February, 2017. Prepared by Vierbicher.

(2) Note that population figures prior to 2014 were for the Town of Harrison. The 2014 figure is for the Village of Harrison as are the projections moving forward.

(3) Source: WI Department of Administration Final 2018 Estimate.

(4) Source: Town of Harrison Report on Park Impact Fees and Public Facilities Needs Assessment. Completed by Virchow, Krause & Company, LLP. December, 2007.

(5) Source: WI Department of Administration.

**Table 2 - Projected Increases to Land Use Acreage**

	<u>2017-2040 Increase Acreage<sup>1</sup></u>
Commercial	500
Industrial	360

	<u>2017-2040 Increase Sq. Footage<sup>2</sup></u>
Commercial	4,356,000
Industrial	3,920,400

**Notes:**

1. Source: Comprehensive Plan Update, Land Use Chapter, page 57. Village of Harrison, February, 2017. Prepared by Vierbicher.
2. Assumes a floor coverage ratio of 20% for commercial development and 25% for industrial development.

## **SECTION 3: Fire Facilities Impact Fee Study**

---

### **Introduction**

The Village of Harrison operates the Harrison Fire and Rescue Department for fire protection and emergency services. Both fire protection and emergency services are provided to the Village on an on-call basis. The Fire Department currently has two fire stations, Station 60 and Station 70, as is shown in the later tables. In 2015 the Department conducted a Strategic Plan that concluded that Station 70 was at capacity, that the Village was limited in responding to calls on the western portion of its service area and that a new station would be needed to replace Station 70 in the future. Based on this information, the Village is planning to construct a new Fire Station to replace Station 70 to provide for better space needs and response times.

### **Inventory of Existing Facilities and Identification of Future Staffing and Vehicles**

Table 3 shows the existing facility square footage for the two existing fire stations Station 60 is slightly larger than Station 70 and is anticipated to remain in service after a new fire station would be constructed.

Table 4 is the existing vehicle inventory for the Fire Department, as well as the planned vehicle inventory in 2040. The Fire Department plans to add three additional vehicles through the year 2040, all of which would be housed at the new fire station.

**Table 3- Inventory of Existing Fire Facility Space**

	Square Feet
<hr/>	
<i>Fire Station No. 60</i>	
Apparatus Space	4,430
Training Room	863
Kitchenette	437
<hr/>	
Total Space	5,730
<i>Fire Station No. 70</i>	
Apparatus Space	3,580
Men's Bathroom	51
Women's Bathroom	38
Storage	40
Kitchenette	117
Meeting Room	660
Office	85
<hr/>	
Total Space	4,571
Total Apparatus Space	8,010
Total Office Space	2,291
<b>Total Facility Space</b>	<b>10,301</b>

**Notes:**

Source: Facility Study and Space Needs Assessment prepared for the Town of Harrison, July 29, 2002. Miller Wagner Coenen/McMahon, Inc.

**Table 4 - Current and Future Fire Vehicle Inventory**

Vehicle	Number of Vehicles	
	2019 <sup>(1)</sup>	2040 <sup>(2)</sup>
Station 60	5	5
Station 70	7	0
New Station	0	10
<b>Total</b>	<b>12</b>	<b>15</b>

**Notes:**

(1) Source: Facility Study and Space Needs Assessment prepared for the Town of Harrison, July 29, 2002. Miller Wagner Coenen/McMahon, Inc.

(2) Source: Village of Harrison Village Administrator, May, 2019.

Table 5 shows the existing staffing levels for the Fire Department and the planned staffing levels in 2040. Currently the Fire Department maintained a service level standard of 4.3 Paid-On-Call firefighters and 0.94 EMT's per 1,000 residents. To maintain the same level of service in terms of personnel the Fire Department would need to add 26 additional paid on call staff members (firefighters and EMT's) to accommodate the increase to population by the year 2040. The Department is also planning to transition to some full time staff within the department by the year 2040.

**Table 5 - 2019 and 2040 Fire/EMT Staffing Levels**

<b>Position</b>	<b>2019 <sup>(1)</sup></b>	<b>2040</b>
<b>Full Time</b>	<b>0</b>	<b>8</b>
<b>Paid On-Call Firefighter</b>	<b>55</b>	<b>81</b>
<b>Paid On-Call EMT</b>	<b>12</b>	<b>18</b>
<b>Total Staff</b>	<b>67</b>	<b>107</b>
<b>Population</b>	<b>12,786</b>	<b>18,735</b>
<b>Paid On-Call Firefighters/ 1,000</b>	<b>4.3</b>	<b>4.3</b>
<b>Paid On-Call EMT/1,000</b>	<b>0.94</b>	<b>0.94</b>
<b>Full Time Staff/1,000</b>	<b>0</b>	<b>0</b>

Notes:

Source: Village of Harrison Village Administrator, April, 2019.

## Future Facility Space

The Village has identified an approximate new station size of 21,425 square feet, although it has not yet conducted an architectural analysis. The square footage breakdown as its currently estimated is shown on Table 6.



**Table 6 - Future Fire Facility Space**

<u>New Fire Station</u>	<u>Square Feet</u>
Apparatus Bay Area	11,000
Office Space	10,425
Total	21,425

Source:

(1) Village of Harrison Village Administrator. April, 2019.

## Deficiency/Growth Analysis and Impact Fee Computation

Table 7 shows the deficiency/growth analysis for a new fire station. Wisconsin Statute 66.0617 states that an impact fee may not include amounts necessary to address existing deficiencies in public facilities. To that effect service level standards are established to identify existing deficiencies in facility space. Table 7 uses the methodology of quantifying the standard of square feet per employee or vehicle for 2040 based on the total design square feet of total existing and planned facility space in the same year. The calculated standards can then be applied to the existing space to quantify existing deficiencies. As is shown on the table, approximately 51% of the planned space for the new station can be attributed to meeting existing deficiencies and the remaining 49% can be attributed to new growth and therefore recovered through the impact fee.

Table 8 takes the estimated cost of the new substation and applies the growth percentage from Table 11 to identify the impact fee cost of the substation project, which is approximately \$3.65 million.

Table 9 is the calculation of the fire impact fee. In order to calculate the updated fee, the impact fee eligible project costs must be properly allocated to residential and non-residential growth, as both residential and non-residential development benefit from fire protection service. Step 1 on Table 9 shows the allocation of impact fee eligible costs to residential and non-residential growth. Step 2 shows the calculation of the impact fee per capita for residential growth and per square foot of commercial and industrial development. Step 3 is a summary of the proposed impact fees for residential development based upon assumed persons per household, and impact fees per square foot for commercial and industrial development.

**Table 7- Fire Deficiency/Growth Analysis**

	Existing and Future Space			Deficiency/Growth Analysis					Deficiency/Growth Allocation	
	Current (Stations 60 Only) Facilities Sq. Feet <sup>1</sup>	Fire Station New Square Feet	Total Design Square Feet	2040 Staffing Levels	2040 Design Standard (Sq. Ft. per Employee or Vehicle)	2019 Staffing Levels	Existing Required Square Footage	Existing Space Deficiency	Deficiency Percentage	Growth Percentage
Office Space	1,300	11,000	12,300	107	115	67	7,705	(6,405)	52%	48%
Apparatus Space	4,430	10,425	14,855	15	990	12	11,880	(7,450)	50%	50%
<b>Total</b>	<b>5,730</b>	<b>21,425</b>	<b>27,155</b>				<b>19,585</b>	<b>(13,855)</b>	<b>51%</b>	<b>49%</b>

**Notes:**

1. Station 70 will go away with new station construction.

**Table 8 - New Fire Station Cost Estimate and Impact Fee Portion**

New Station Estimated Cost <sup>(1)</sup>	\$6,700,000
Impact Fee Percentage of Cost	49%
<hr/>	
Impact Fee Cost of Project	\$3,281,532
Remaining Cost Funded Via Other Sources	\$3,418,468

**Notes:**

(1) Source: Village of Harrison Village Administrator, April, 2019.

**Table 9 - Calculation of Fire Impact Fees**

**Step 1: Allocation of Impact Fee Cost to Land Use**

Residential Dwelling Units	Current-2040 Incremental Development (units/Sq. Feet)	Value/Unit	Total Value	Percent of Total	Impact Fee Portion Allocated
Total Dwelling Units <sup>(1)</sup>	1,700	\$300,000	\$509,914,286	42%	\$1,361,897
<b>Subtotal</b>					
Industrial	4,356,000	\$75	\$326,700,000	27%	\$872,562
Commerical	3,920,400	\$100	\$392,040,000	32%	\$1,047,073.86
<b>Totals</b>			<b>\$1,228,654,286</b>		<b>\$3,281,532</b>

**Step 2: Calculation of Impact Fees per Unit**

	Impact Fee Portion Allocated	Development Increment (per capita/Sq. Feet)	Impact Fee Per Capita/Sq Feet
Residential Development	\$1,361,897	5,949	\$229
Commerical	\$1,047,074	3,920,400	\$0.267
Industrial	\$872,562	4,356,000	\$0.200

**Step 3: Summary of Impact Fee Per Dwelling Unit or Square Foot of Development**

Multi-Family Units <sup>(2)</sup>	\$611
Three Bedroom unit/Single-Family Home <sup>(2)</sup>	\$660
Commerical Development per Square Foot	\$0.267
Industrial Development per Square Foot	\$0.200

Total:

(1) Source: Population growth projection taken from Table 1 divided by 3.5 persons per household.

(2) Fees for type of residential development use 2.67 persons per household for two bedroom units and 2.88 persons per household for three bedroom/single-family home.

## SECTION 4: Law Enforcement Facilities Impact Fee Study

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### Introduction

The Village of Harrison contracts with the Calumet County Sheriff's Department for law enforcement services. The Village is planning to continue contracting with the Sheriff's Department for law enforcement services through 2040. The Village currently does not have a police sub station for Sheriff's Deputies to utilize within the Village but is planning to construct a substation in the future. The purpose of this section is to perform the required public facilities needs assessment to quantify an impact fee for the growth portion of a new police substation.

### Inventory of Existing Facilities and Identification of Future Staffing and Vehicles

As is stated above, the Village currently contracts for law enforcement services, and as such does not have any dedicated space for law enforcement activities. The County provides 24-hour policing services with one officer per eight-hour shift over the 24-hour period. This is shown on Table 10.

The Village anticipates continuing to contract with Calumet County through 2040, and that over that period of time adding two additional officers and one additional squad car. The Village estimates that the County will continue to provide one officer per eight-hour shift with an additional officer needed during the higher activity shift hours.

**Table 10 - Police Services Existing and Future Staffing and Vehicle Estimates**

	<u>2019</u>	<u>2040</u>
Police Officers <sup>1</sup>	3	5
Police Vehicle <sup>1</sup>	1	2
Population	12,786	18,735
Officers/1,000	0.23	0.23
Vehicles/1,000	0.08	0.08

**Notes:**

1. Source: Village of Harrison Administrator's estimate of current and future staff and vehicle needs from the Calumet County Sheriff's Department.

### Future Facility Space

The Village has identified an approximate new substation size of 3,755 square feet, although it has not yet conducted an architectural analysis. The square footage breakdown as its currently estimated is shown on Table 11.

**Table 11 - Estimated Police Substation Square Footage**

#### Law Enforcement Substation Square Footage Estimate

Office Space (sq. ft)	3,355
Apparatus Space (sq. ft)	400
<b>Total</b>	<b>3,755</b>

**Notes:**

1. Source: Village of Harrison Village Administrator, May, 2019.

## Deficiency/Growth Analysis and Impact Fee Computation

Table 12 shows the deficiency/growth analysis for a new law enforcement substation. Wisconsin Statute 66.0617 states that an impact fee may not include amounts necessary to address existing deficiencies in public facilities. To that effect service level standards are established to identify existing deficiencies in facility space. Table 12 uses the same methodology for the fire impact fee, which is quantifying the standard of square feet per employee or vehicle for 2040 based on the total design square feet of total existing and planned facility space in the same year. The calculated standards can then be applied to the existing space to quantify existing deficiencies. As is shown on the table, approximately 59% of the planned space for the new station can be attributed to meeting existing deficiencies and the remaining 41% can be attributed to new growth and therefore recovered through the impact fee.

Table 13 takes the estimated cost of the new substation and applies the growth percentage from Table 11 to identify the impact fee cost of the substation project, which is approximately \$390,120.

Table 14 is the calculation of the law enforcement impact fee. In order to calculate the updated fee, the impact fee eligible project costs must be properly allocated to residential and non-residential growth, as both residential and non-residential development benefit from fire protection service. Step 1 on Table 14 shows the allocation of impact fee eligible costs to residential and non-residential growth. Step 2 shows the calculation of the impact fee per capita for residential growth and per square foot of commercial and industrial development. Step 3 is a summary of the proposed impact fees for residential development based upon assumed persons per household, and impact fees per square foot for commercial and industrial development.

**Table 12 - Police Deficiency/Growth Analysis**

	Existing and Future Space			Deficiency/Growth Analysis					Deficiency/Growth Allocation	
	Current Facilities Sq. Feet	Police Station New Square Feet	Total Design Square Feet	2040 Staffing Levels	2040 Design Standard (Sq. Ft per Employee or Vehicle)	2019 Staffing Levels	Existing Required Square Footage	Existing Space Deficiency	Deficiency Percentage	Growth Percentage
Office Space	0	3,355	3,355	5	671	3	2,013	(2,013)	60%	40%
Apparatus Space	0	400	400	2	200	1	200	(200)	50%	50%
<b>Total</b>	<b>0</b>	<b>3,755</b>	<b>3,755</b>				<b>2,213</b>	<b>(2,213)</b>	<b>59%</b>	<b>41%</b>



**Table 13 - Police Sub Station Cost Estimate and Impact Fee Portion**

Sub Station Estimated Cost <sup>(1)</sup>	\$950,000
Impact Fee Percentage of Cost	41%
<hr/>	
Impact Fee Cost of Project	\$390,120
Remaining Cost Funded Via Other Source	\$559,880

**Notes:**

(1) Source: Village of Harrison Village Administrator.

**Table 14 - Calculation of Law Enforcement Impact Fees**

**Step 1: Allocation of Impact Fee Cost to Land Use**

Residential Dwelling Units	Current-2040 Incremental Development (units/Sq. Feet)	Value/Unit	Total Value	Percent of Total	Impact Fee Portion Allocated
Total Dwelling Units <sup>(1)</sup>	1,700	\$300,000	\$509,914,286	42%	\$161,907
<b>Subtotal</b>					
Industrial	4,356,000	\$75	\$326,700,000	27%	\$103,733
Commerical	3,920,400	\$100	\$392,040,000	32%	\$124,480
<b>Totals</b>			<b>\$1,228,654,286</b>		<b>\$3,281,532</b>

**Step 2: Calculation of Impact Fees per Unit**

	Impact Fee Portion Allocated	Development Increment (per capita/Sq. Feet)	Impact Fee Per Capita/Sq Feet
Residential Development	\$161,907	5,949	\$27
Commerical	\$124,480	3,920,400	\$0.032
Industrial	\$103,733	4,356,000	\$0.024

**Step 3: Summary of Impact Fee Per Dwelling Unit or Square Foot of Development**

Two Bedroom Units <sup>(2)</sup>	\$72
Three Bedroom unit/Single-Family Home <sup>(2)</sup>	\$78
Commerical Development per Square Foot	\$0.032
Industrial Development per Square Foot	\$0.024

Total:

(1) Source: Population growth projection taken from Table 1 divided by 3.5 persons per household.

(2) Fees for type of residential development use 2.67 persons per household for two bedroom units and 2.88 persons per household for three bedroom/single-family home.

## **SECTION 5: Parks, Playgrounds and Land for Athletic Fields Impact Fee Update**

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### **Introduction**

The impact fees for parks, playgrounds and land for athletic fields were adopted in 2007 and have not been updated since that time. The 2007 impact fee study calculated the park impact fee for park improvements as well as for land acquisition. The Village is still planning to complete the majority of remaining projects shown in the 2007 impact fee study. This study update therefore will update the 2007 study with updated costs for projects still planned, and updated population figures from Section 2 of this report.

### **Inventory of Existing Facilities**

Table 15 shows the parkland within the Village as it existed in 2007. The Village has one mini park, two neighborhood parks, and a number of special use park spaces. The existing parkland is the same today as it was in 2007.

### **Establishment of Service Level Standards and Deficiency/Growth Analysis**

Table 16 is the calculation of service level standards for parkland based upon the amount of parkland as it existed in 2007. Table 16 shows the service level standards for park land and facilities based upon the standard of 6.00 acres of developed parkland per 1,000 residents as established in the original impact fee study and applied to the 2007 population to develop applicable deficiency and growth percentages. Table 16 also shows the estimated amount of parkland needed based upon the 6.00 acres per 1,000 service level standard by the year 2040.

### **Future Facility Costs and Impact Fee Calculation**

Table 17 shows the calculated amount of developed parkland needed by 2040 based upon the service level standard and calculations shown in Table 16. The cost per acre of parkland and acquisition from the 2007 study is shown on the table and inflated to 2019 dollars using the Engineering News Record (ENR) Construction Cost Index for the Chicago region.

Table 18 is the calculation of updated park impact fee. The costs from Table 17 and deficiency/growth percentages developed in Table 16 were used to identify the impact fee eligible costs for each project. The recommended impact fee is then calculated per capita and then per dwelling unit as is shown on the bottom of the table. The impact fee for parks is only applicable to residential development. This is because while non-residential development may see a minor benefit from the parks in terms of increased property value, the primary beneficiaries of the park system are the residents of the Village. This is also consistent with the 2007 impact fee study.

**Table 15 - Inventory of Existing Village Owned Park and Special Use Sites**

***Parkland as of 2007***

Park Name	Total Acreage	Type of Park
Clover Ridge Park	1.51	Mini-Park
Darboy Community Park	15.34	Neighborhood Park
Harrison Town Park	16.50	Neighborhood Park
<b>Total Village Owned Park Acreage</b>	<b>33.35</b>	

School Park Name	Total Acreage	Type of Park
Woodland Elementary School	10	School
Sunrise Elementary School	10.86	School
<b>Total School Acreage</b>	<b>20.86</b>	

Special Use Park Name	Total Acreage	Type of Park
Firelane 8 Boat Access	0.21	Special Use
Firelane 12 Access	0.29	Special Use
Firelane 13 Access	0.26	Special Use
State Park Road Boat Landing	0.5	Special Use
Faro Springs Boat Landing	0.15	Special Use
Ledgewood Acres Access	0.72	Special Use
	<b>2.13</b>	

**Total Parkland 56.34**

Source:

1. Source: 2007 Comprehensive Park and Open Space Plan, Town of Harrison. Prepared by Rettler Corporation.

**Table 16 - 2007 Service Level Standard and Deficiency/Growth Percentage for Parkland**

Park Type	Service Level			2007 Population <sup>(1)</sup>	Need	Surplus/(Deficiency)	Deficiency %	Growth %
	Existing Acres	Acres/1,000 Population <sup>(1)</sup>	2007					
Total Village Parkland	31.84	6.00	8,469	50.814	(18.97)	37%	63%	
Park Type	Existing Acres	Service Level Acres/1,000 Population	2040 Population <sup>(1)</sup>	2040 Acreage Needed				
Total Village Parkland	31.84	6.00	18,735	112.41				

**Notes:**

1. Source, 2007 Town of Harrison Park Impact Fee Study. Completed by Virchow Krause & Company, LLP.

**Table 17 - 2040 Parkland and Facilities Needs and Capital Cost Estimate**

Improvement	2007 Cost per Acre <sup>(1)</sup>	2040 Acres Needed	2007 Capital Cost Estimate	December 2007, CCI <sup>(2)</sup>	December, 2017 CCI <sup>(2)</sup>	Cost Increase Factor	2018 Updated Cost Estimate
Park Development and Improvement	\$30,000	80.57	\$2,417,100	11,137.98	15,414.90	1.38	\$3,345,252
Land Acquisition	\$25,000	80.57	\$2,014,250	11,137.98	15,414.90	1.38	\$2,787,710
<b>Total Cost</b>			<b>\$4,431,350</b>				<b>\$6,132,963</b>

**Notes:**

1. Source: 2007 Park Impact Fee Study, Completed by Virchow Krause and Company, LLP.
2. Engineering News Record (ENR) Construction Cost Index for Chicago region.

**Table 18 - Park Impact Fee Calculation**

Facility	Cost	Deficiency %	Deficiency Cost	Growth %	Growth Cost
Park Development and Improvement	\$3,345,252	37%	\$1,249,120.71	63%	\$2,096,131.73
Land Acquisition	\$2,787,710	37%	\$1,040,933.93	63%	\$1,746,776.44
<b>Total</b>			<b>\$2,290,055</b>		<b>\$3,842,908</b>
<hr/>					
<b>Total</b>			<b>\$2,290,055</b>		<b>\$3,842,908</b>
2007-2040 Population Growth					10,266
Impact Fee Per Capita					\$374.33
<b>Recommended Impact Fee Schedule</b>					
Multi-Family Unit					\$999
Single Family Unit					\$1,078

**Notes:**

1. Multi-Family assumes 2.67 persons per household.
2. Single-Family Unit assumes 2.88 persons per household.

## **SECTION 6: Conclusion and Impact on Housing Affordability**

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### **Introduction**

The schedule of current and proposed impact fees are shown on Table 19. The impact fees for all facilities listed in this study, including the updating the park impact fees were completed in accordance with State Statute 66.0617, and this document meets the standards listed in the Statute. It is recommended that the Village Board amend its impact fee ordinance and adopt the proposed fees shown on Table 19.

### **Impact of Proposed Fees on Housing Affordability**

State Statute 66.0617 requires that the Village include an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the municipality. Impact fees are ultimately borne by the homeowner, and impact fees can have a direct effect on the cost of new development. The impacts however can vary based upon market conditions and the housing situations of each municipality or region. Table 17 shows the effect that the current and proposed impact fees have on housing affordability for a \$275,000 home in the Village.

### **Implementation and Continued Review**

To implement the proposed impact fees the Village will need to:

1. Amend the existing impact fee ordinance to include the proposed impact fees.
2. Have the impact fee study on file in the office of the Clerk and available 20 days prior to the public hearing to allow the public time to review the document.
3. Prepare a Class 1 hearing notice and publish it in the Village newspaper.
4. Conduct a public hearing on the proposed impact fees.
5. After the conclusion of the public hearing the Village Board may adopt the proposed impact fees.

It is also recommended that the Village continue to review its impact fees on a 5-year cycle, or as new information becomes available that would affect the fee calculations.



**Table 19 - Summary of Proposed Impact Fees**

<b>Impact Fee</b>	<b>Existing Fee <sup>1</sup></b>	<b>Proposed Fee</b>	<b>Change</b>
<b>Fire Impact Fee</b>			
Multi-Family Units		\$611	\$611
Three Bedroom unit/Single-Family Home		\$660	\$660
Commercial Development per Square Foot		\$0.2670	\$0.2670
Industrial Development per Square Foot		\$0.2000	\$0.2000
<b>Law Enforcement Impact Fee</b>			
Multi-Family Units		\$72	\$72
Three Bedroom unit/Single-Family Home		\$78	\$78
Commercial Development per Square Foot		\$0.0320	\$0.0320
Industrial Development per Square Foot		\$0.0240	\$0.0240
<b>Park Impact Fee</b>			
Multi-Family Unit	\$740	\$999	\$259
Three Bedroom and Single-Family Home	\$800	\$1,078	\$278
<b>Total Impact Fee for Single-Family Home</b>	<b>\$800</b>	<b>\$1,815</b>	<b>\$1,015</b>

**Notes:**

1. Source: Village of Harrison existing impact fee schedule for Park Impact Fees.

**Table 20 - Impact on Housing Affordability**

"Affordable House" \$275,000

**Amount Financed<sup>1</sup>**

No Impact Fee \$247,500

Existing Impact Fees \$248,300

Proposed Impact Fees \$249,315

**Monthly Mortgage Payments<sup>2</sup>**

No Impact Fee	\$1,693	<u>Additional Monthly Cost</u>	\$0
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Existing Impact Fees	\$1,698		\$5
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Proposed Impact Fees	\$1,705		\$12
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**Notes:**

1. The amount financed represents total cost of home less a 10% down payment.

2. Monthly mortgage payments include escrowing property tax payment and homeowners insurance.