

**NOTICE OF VILLAGE BOARD MEETING**

**DATE:** Tuesday, January 14, 2020  
**TIME:** 7:00pm  
**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, January 14, 2020 at 7:00pm. The agenda is listed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
  - a) ECWRPC 2019 New Housing Fee Report
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) Discharge of Firearms – Corey Stumpf, Firelane 12
  - b) Application for Operator License (expiring June 30, 2020)- Dawn Philipsen, Stacey Boettcher McCrory, Samantha Ahrens
7. Items Removed from Consent Agenda (if any)
8. Appointments
  - a) None
9. Unfinished Business from Previous Meetings for Consideration or Action
  - a) Cost Benefit Life Cycle Analysis for Asphalt and Concrete

b) Special Assessment Policy

10. New Business for Consideration or Action

- a) Annual Compensation and Bonus Policy
- b) Sidewalk Policy

11. Closed Session

Gregorski 22 LLC assessment settlement: Pursuant to Wis. Stats. §19.85(1)(g), the Board will confer with legal counsel about strategy regarding current or likely litigation.

Wage Claim from Operations Manager: Pursuant to Wis. Stats. §19.85(1)(c), the Board will consider the employment, promotion compensation, or performance evaluation data of an employee.

The Board may reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

12. 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 01/10/2020 and posted at [www.harrison-wi.org](http://www.harrison-wi.org) and Municipal Building lobby

# Village of Harrison New Housing Fee Report, 2018



**Final  
December 2019**



# **Housing Fee Report, 2018**

## **Village of Harrison**

**December, 2019**

Prepared by the  
East Central Wisconsin Regional Planning Commission

## **EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

Martin Farrell, Chair  
Jeff Nooyen, Vice-Chair  
Eric Fowle, Secretary-Treasurer

### **COMMISSION MEMBERS**

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Alice Connors  
Hope Karth  
Merlin Gentz  
Rick Jaeckels

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Brian Kolstad  
Charles Hornung

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(Jeremy Johnson, Alt.)  
James Lowey

#### **OUTAGAMIE COUNTY**

Thomas Nelson  
(Kara Homan, Alt.)  
Daniel Rettler  
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Jerry Erdmann  
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Chuck Dallas

#### **WAUPACA COUNTY**

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James Nygaard  
Brian Smith  
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#### **WAUSHARA COUNTY**

Donna Kalata  
Larry Timm  
Neal Strehlow

#### **WINNEBAGO COUNTY**

Mark Harris  
Shiloh Ramos  
(David Albrecht, Alt.)  
Ernie Bellin  
Lori Palmeri  
Ken Robl  
Robert Schmeichel

#### **EX-OFFICIO MEMBERS**

Jill Michaelson, WisDOT  
Ronald McDonald, Valley Transit

## **ABSTRACT**

**TITLE:** Village of Harrison Housing Fee Report, 2018

**CONTACT:** Eric Fowle-Executive Director

**AUTHORS:** Eric Fowle-Executive Director  
Kathy Thunes-Principal Planner  
Kolin Erickson-Planner  
Mike Zuege-GIS Coordinator

**SUBJECT:** Housing Development Fees

**DATE:** December, 2019

**PLANNING AGENCY:** East Central Wisconsin Regional Planning Commission

**SOURCE OF COPIES:** East Central Wisconsin Regional Planning Commission  
400 Ahnaip Street, Suite 100  
Menasha, WI 54952  
(920) 751-4770  
[www.ecwrpc.org](http://www.ecwrpc.org)

In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide an annual report related to housing fees in an effort to shed light and foster change on affordable housing issues across the state. Specifically, reference Wis. Stats. 66. 10014 (Housing fee report).





**TABLE OF CONTENTS**

**EXECUTIVE SUMMARY ..... 1**  
**HOUSING FEE REPORT ..... 1**

**APPENDICES**

**APPENDIX A: MUNICIPAL FEE SCHEDULE ..... A-1**





## **HOUSING FEE REPORT**



## HOUSING FEE REPORT

### EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation which requires villages and cities of 10,000 population or more to provide two separate annual reports related to housing affordability and housing fees in an effort to shed light and foster change on affordable housing issues across the state. The Village of Harrison, along with 11 other communities in the region, elected to contract with the East Central Wisconsin Regional Planning Commission to prepare these reports. As such, a Housing Report Advisory Team was created so that input and feedback from all communities could be considered as the reports were prepared. Specifically, this document meets the requirements for Wis. Stats. 66. 10014 (Housing fee report).

### HOUSING FEE REPORT

Requirements of this report include the following elements:

- (1) In this section, "municipality" means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
  - a. Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
    1. Building permit fee.
    2. Impact fee.
    3. Park fee.
    4. Land dedication or fee in lieu of land dedication requirement.
    5. Plat approval fee.
    6. Storm water management fee.
    7. Water or sewer hook-up fee.
  - b. The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
- (3)

- a. A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "New Housing Fee Report." If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
  - b. A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
- (4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

**Part 2A:** The Village of Harrison imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the Village sets/collects are included in this report. Fees set by others, such as sanitary and utility districts, county and etc., are not included in this report. A complete copy of the fee schedule is included in Appendix A. Table 1 lists the types and amounts of these fees:

**Table 1: Village of Harrison Schedule of Fees (2018)**

Building permit fee	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Plat approval fee	Final plat approval fee	Storm water management fee	Water or sewer hook-up fee
\$300 (up to 2000 sq. ft.)/ \$400 (2001-3500 sq. ft.)/ \$500 (3501-5000 sq. ft.) \$600 (5001 sq. ft. or more)	N/A	\$800	Required as part of a new subdivision. If land dedication is not provided, then an equivalent fee is charged.	\$200+5/lot	\$200+5/lot	\$225-1,025 +.0025/sq. ft. disturbed impervious area	paid by developer

**Part 2B:** The total amount of fees under Part A that the Village of Harrison imposed for purposes related to residential construction, remodeling, or development in the prior year is listed in Table 2. This table only includes building and remodeling 2018 permit fees. It does not include fees collected for electrical, plumbing, HVAC, and other permits.

**Table 2: Village of Harrison Fees Collected (2018)**

Building permit fee (new construction + remodel permits)	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Preliminary Plat Approval fee	Final Plat Approval fee	Storm water management fee	Water or sewer hook-up fee	Total Fees collected
\$42,100.00	\$0.00	\$61,600.00	\$0.00	\$475.00	\$690.00	\$1,733.00	developer cost	\$106,598.00

The 2018 average total fee cost for a new residential housing unit has been calculated by dividing the total amount of fees collected by the number of new residential dwelling units approved in the Village in the prior year (Table 3).

**Table 3: Village of Harrison Approved Residential Dwelling Units by Type (2018)**

Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Units	Total
77	0	0	0	77

Calculation:  $\$106,598.00 \div 77 = \$1,384.39$

In 2018, the Village of Harrison collected just over \$1,384 in fees for each new residential dwelling unit approved within the municipality.

Remodeling projects do not typically include the following fees: impact, park, land dedication or fee in lieu of land dedication requirement, preliminary plat approval, final plat approval, stormwater management, and water and sewer hookup. In 2018, the Village collected \$15,150.00 in remodeling fees.

Calculation:  $(\$106,598.00 - \$15,150.00) \div 77 = \$1,187.64$

The 2018 average total cost for each new residential dwelling, minus remodeling building fees was about \$1,188.

Lastly, it should be noted that with the recent trend of creating mixed use developments (i.e. first floor retail and upper story apartments), many such projects are dealt with under commercial land development procedures. As such residential units associated with these projects are not considered in this report's platting and permitting data. This also has the effect of increasing the "cost per approved residential unit" as shown in Table 3.

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**APPENDIX #A**

**Municipal Fee Schedule**



<b>APPENDIX A</b>		<b>Fee and Penalty Schedule</b>
<b>CODE SECTION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>GENERAL PROVISIONS</b>		
	<b>REFERENCE</b>	
1-7(c)(1)	General Penalty - First Offense	\$1.00 - \$500.00
1-7(c)(2)	General Penalty - Second Offense	\$1.00 - \$1,000.00
<b>ADMINISTRATION</b>		
2-193(e)	Copy Record B & W	\$0.25/Page
2-193(e)	Copy Record Color	\$1.00/Page
2-193(e)	Computer Disk	\$10.00/Disk
2-193(e)	Mailing & Shipping	Actual Cost
2-194(a)	Minimum Research Cost/\$25 per hr	\$25
<b>ALCOHOL BEVERAGE</b>		
4-27(1)	Class "A" Fermented Malt Beverage License	\$150
4-27(2)	Class "B" Fermented Malt Beverage License	\$100
4-27(3)	Temporary Class "B" Fermented Malt Beverage License	\$10
4-27(4)	Temporary "Class B" Wine License	\$10
4-27(5)	Fermented Malt Beverage Wholesalers' License	\$25
4-27(6)	"Class A" Intoxicating Liquor License	\$350
4-27(7)	"Class B" Intoxicating Liquor License	\$350
	"Class C" Wine License	\$100
4-65	Operator License	\$25
4-65	Provisional License	\$10
	Change of Agent	\$10
	Reserve "Class B" License	\$10,000
	Tobacco License	\$100
<b>ANIMALS</b>		
6-20(b)	Harboring Dangerous Animals	\$100
6-42(3)	DOGS Licensing State Statute 174.07	
	Spayed or Neutered Dog	\$5
	Unaltered Dog	\$10
6-43	Late Fee Applied after March 31	\$5
	Stray Pick Up Fee	\$25
<b>EMERGENCY MANAGEMENT AND SERVICES</b>		
10-25	Fire Inspector Duties	
	Initial inspection where violation is found	No Charge
	First re-inspection if violation still exists (by Fire Chief)	No Charge
	Second re-inspection (by Fire Chief) and violation still exists	\$50/per
	Third and Forth re-inspection (by Fire Chief) and violation still exists	\$100/per
	Fifth or more re-inspection (by Fire Chief) and violation still exists	\$150/per
<b>PARKS AND RECREATION</b>		
18-7	Community Park Shelter Rental Fee	\$30
<b>STREETS, SIDEWALKS AND OTHER PUBLIC PLACES</b>		
22-92	Driveway Access Permit - New   Extension & Replacement	\$150   \$50
<b>TAXATION</b>		
24-92	Hotel and Room Tax	receipts
<b>NUISANCE</b>		
28-125	outdoor sound amplification permit	\$150
<b>BUILDINGS AND BUILDING REGULATIONS</b>		
103-10	Demolition or Removal of Buildings Permit	\$25
	If Building with No Utilities or New Permit Obtained	\$0
103-29	1 & 2 Family Building Permits and Inspections	
	New Construction - up to 2400 sq. ft.	\$2,095

<b>APPENDIX A</b>		<b>Fee and Penalty Schedule</b>
<b>CODE SECTION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	New Construction - 2401 to 3500 sq. ft.	\$2,195
	New Construction - 3501 to 5000 sq. ft.	\$2,295
	New Construction - over 5000 sq. ft.	\$2,395
	Manufactured Homes	\$1,665
	Decks - up to 500 sq. ft.	\$200
	Decks - over 500 sq. ft.	\$200
	Additions - Remodeling	
	Base Fee	\$150
	Erosion Control	\$100
	Electrical Service	\$100
	Electrical Permit	\$100
	U-G Plumbing	\$100
	Plumbing Permit	\$100
	HVAC Permit	\$100
	One Time Inspection	\$100
	Egress Window	\$100
	Attached Garage	\$300
	Unattached Garage	\$100
	Basement Remodel	\$300
	Siding/Windows/Roof	\$50
	Seasonal Pools	\$20
	Permanent Pools	\$150
103-122	Multi-Family and Commercial Permit Fees	
	Building Permit	
	Square Footage	X .08
	Base Fee	\$200
	Plumbing	
	Fixture Count	\$8 per
	Base Fee	\$100
	Electrical Permit	
	Square Footage	X .08
	Base Fee	\$100
	Electrical Service <200 amp	\$85
	Electrical Service >200 amp - 3 phase	\$85
	Electrical Service Temporary	\$100
	HVAC	
	Square Footage	X .08
	Base Fee	\$100
	Remodel - Base Fee + per \$1,000 value	\$200 + X \$4
	911 Sign	\$25
103-197	Permit Fees - Pools	\$50
103-223	Park Impact Fees	
	Single-Family Residential Development - per dwelling unit	\$1,078
	Multi-Family Residential Development - per dwelling unit	\$999
	<b>IMPACT FEES</b>	
V19-07	Fire Impact	
	Commercial-Institutional - Sq Ft	X 0.267
	Industrial	X 0.200
	Single- Family Residential	\$660
	Multi-Family Residential - per unit	\$611
	Park Impact Fees	
	Commercial-Institutional - Sq Ft	\$0
	Industrial	\$0

<b>APPENDIX A</b>		<b>Fee and Penalty Schedule</b>
<b>CODE SECTION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	Single- Family Residential	\$1,078
	Multi-Family Residential - per unit	\$999
	Law Enforcement Facilites Fee	
	Commercial-Institutional - Sq Ft	X 0.032
	Industrial	X 0.020
	Single- Family Residential	\$78
	Multi-Family Residential - per unit	\$72
<b>CONSTRUCTION SITE EROSION CONTROL ZONING</b>		
105-10	Construction Site Erosion Control Permit	
	Less than 1-ac Disturbed Area	\$225
	1-ac or more Disturbed Area	ft distrubance
	Less than 1-ac Disturbed Area - Inspection	\$25/week
	1-ac or more Disturbed Area - Inspection	\$250 + \$25/week
<b>MOBILE HOMES AND MOBILE HOME COMMUNITIES</b>		
107-32	Permit Fee	\$25
<b>STORM WATER MANAGEMENT AND ILLICIT DISCHARGE</b>		
113-139	Post-Construction Storm Water Management Permit	
	Less than 20,000 sq ft impervious surface	\$225
	20,000 or more sq ft impervious surface	ft impervious
	Less than 20,000 sq ft impervious surface - Inspection	
	20,000 or more sq ft impervious surface - Inspection	\$500
<b>SUBDIVISIONS</b>		
115-9	Subdivision Control	
	Preliminary Plat	\$200 + \$5/lot
	Final Plat	\$100 + \$5/lot
	Certified Survey Map	\$75
	Condominium Plat	\$300 + \$5/unit
<b>ZONING</b>		
117-31 (2)(b)	Text Amendment	\$100
117-31 (3)(b)	Map Amendment	\$100
117-93 (l)(2)(b)	Application for PDO District	\$200
117-127 (c)(2)	Home Business Permit	\$150
117-128 (c)(2)	Solar Energy System Permit	\$200
117-133 (e)(3)	Adult Entertainment Establishment Permit	\$200
117-134 (c)(3)	Temporary Use & Structure Permit	\$100
117-184	Sign Permit	\$100
117-185 (b)	Off- Premise Sign Application	\$25 + \$0.15/sq ft
117-186 (2)(b)(2)(i)	Temporary Sign Permit	\$50
117-186 (2)(b)(2)(ii)	Temporary Sign Deposit	\$100
117-317 (a)	Conditional Use Permit	\$150
117-359 (d)(2)	Amending Public Hearing Notice	Hearing Notice
117-381 (b)(2)	Site Plan Review	
	Commercial	\$300
	Industrial	\$500
117-416 (b)(2)	Zoning Permits	
	industrial or other building)	\$250
	Addition	\$100
	Accessory Building (i.e. detach garage, shed, etc.)	\$50
	Fence	\$25
	Accessory Structure (i.e. driveway)	\$25
	Deck	\$25
117-416 (e)	Renewal Permit	1/2 new permit fee
117-418 (2)(b)(1)	Winter Temporary Zoning Occupancy Permit	\$50

<b>APPENDIX A Fee and Penalty Schedule</b>		
<b>CODE SECTION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
117-418 (2)(b)(2)	Special 30-day Temporary Zoning Occupancy Permit	\$100
	Zoning Certificate of Occupancy (when no Zoning Permit is required)	\$25
	Item Requiring a Public Hearing Notice	\$200
	Grading Check	
<b>SMALL WIND ENERGY SYSTEMS</b>		
119-7	Small Wind Energy System, per tower	\$100
<b>MISCELLANEOUS FEES</b>		
BUILDING RENTAL	Town Hall Community Room	\$50
FIREWORKS	Permit Application	\$50
<b>PROPERTY INFORMATION</b>		
	Real Estate Inquiry	\$15
	Real Estate Inquiry - Rush (24hours)	\$25
	Group Tax Information Requests - Mortgage Holders	10 or more
<b>SEWER/WATER CONNECTION FEE when the building permit is applied for.</b>		
	Single Family Residence	\$1,500
	Duplex	\$2,250
	Multi-Unit - first unit	\$1,500
	Multi-Unit - additional units	\$700
	Commercial - per acre	\$1,500
YARDWASTE SITE	Windshield Sticker	\$5



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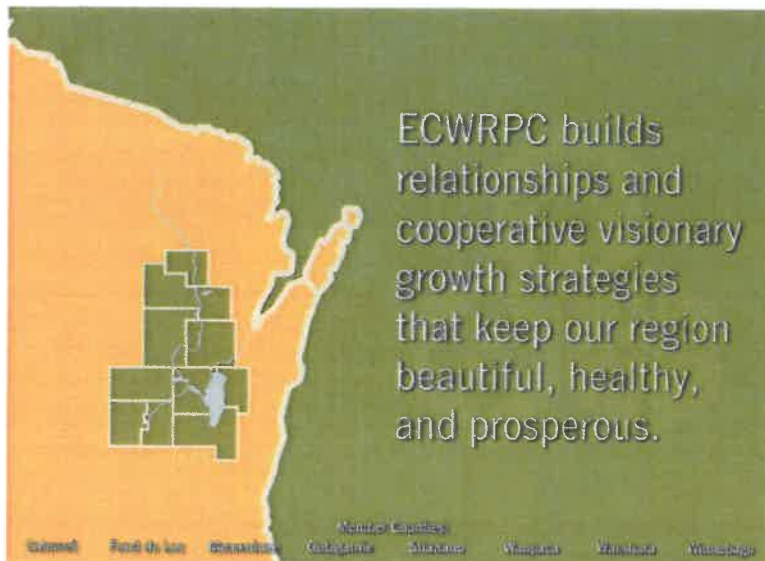
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Ronald McDonald







# Discharge of Firearms Application

Owner mailing address: N8340 Firelane 12

I, Cosey C Stumpf own 54.877 contiguous acres of land  
(name) (# of acres)

within the Village of Harrison, located at:

TAX ID 3990,40000, 3996,3998,40002 All Connecting  
(address or description of property)

I acknowledge as the land owner, I

- am the only one who can give non-family members permission to fire or discharge firearms on the land.
- must request a waiver annually.
- that the waiver can be revoked for a violation of WI State Statute Chapter 167 or Chapter 941 relative to the use of firearms.

[Signature]  
Authorized Signature (Land Owner)



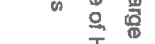
1/3/20  
Date

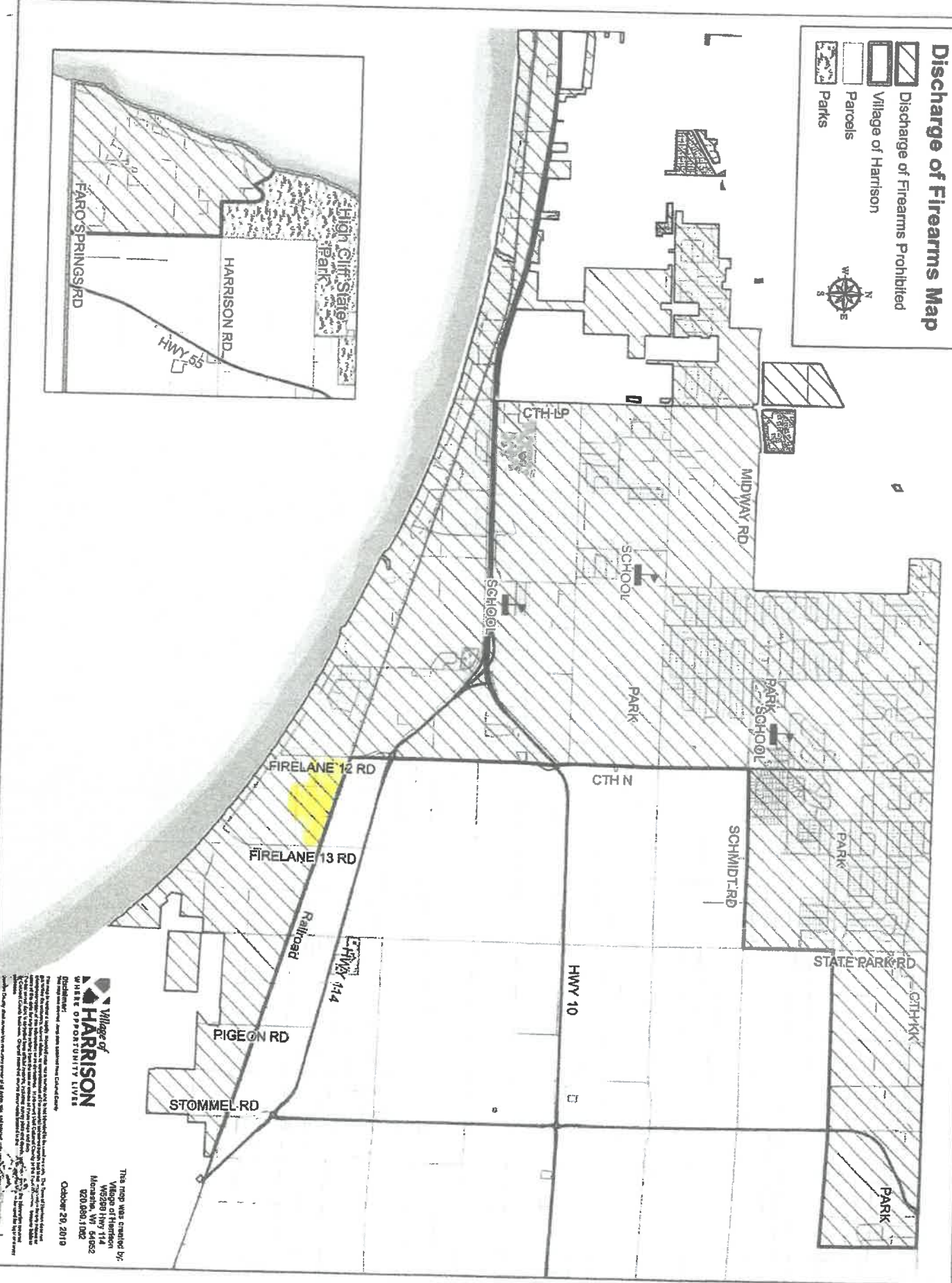
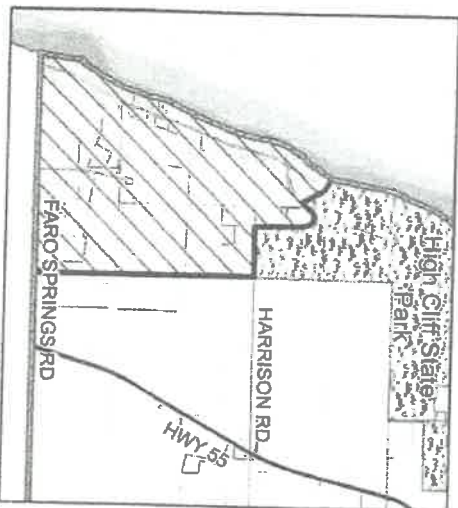
BOARD ACTION:	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	<input type="checkbox"/> Date of Meeting
Land Owner	<input type="checkbox"/> Calumet County Sheriff's Department	<input type="checkbox"/> Municipal Copy	<input type="checkbox"/>

Staff Use Only:

Verification of Acres Listed Above: 54.87 gjm

# Discharge of Firearms Map

-  Discharge of Firearms Prohibited
-  Village of Harrison
-  Parcels
-  Parks



**Village of Harrison**  
**WHERE OPPORTUNITY LIVES**

This map was created by:  
 Village of Harrison  
 462208 Hwy 114  
 Harrison, NY 14452  
 607.886.1082  
 October 28, 2019

Disclaimer: This map is intended for informational purposes only and does not constitute a warranty of any kind. The Village of Harrison is not responsible for any errors or omissions on this map. The Village of Harrison is not responsible for any damages or losses resulting from the use of this map. The Village of Harrison is not responsible for any claims or lawsuits filed against it or its officials, employees, or agents in connection with the use of this map. The Village of Harrison is not responsible for any claims or lawsuits filed against it or its officials, employees, or agents in connection with the use of this map.



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

Village of Harrison, Wisconsin

To the Board of the Village of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2019, 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: Ahrens First Name: Samantha Middle I: K  
 Street Address: 503 Nicolet Blvd City: Neenah Zip: 54956  
 Day Phone: 262-442-2031 Evening Phone: 262-442-2031  
 Date of Birth: \_\_\_\_\_ Where will you be working?: Waverly  
 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: \_\_\_\_\_

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 3 day of December 2018/19  
 Applicant Signature: Samantha Ahrens Date: 12-3-19

Witness Signature: Deb Harrison  
 Witness Address: 512 Certina Ct  
Kimberly WI 54136

Office Use Only: \$35.00  Background Check   
 Reported to the Board: \_\_\_\_\_ Course Completion



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

Village of Harrison, Wisconsin

To the Board of the Village of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2020, 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: Boettcher McCrory First Name: Stacey Middle I: J  
 Street Address: 1704 W. Pine St. City: Appleton Zip: 54914  
 Day Phone: 920 205 4939 Evening Phone: same  
 Date of Birth: \_\_\_\_\_ Where will you be working?: Silver Spur  
 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: \_\_\_\_\_

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 27<sup>th</sup> day  
of Dec 2019/2020.

Carrie K...  
Witness Signature

X Stacey Boettcher McCrory 12/27/19  
Applicant Signature Date

Witness Address: Village Hall

Office Use Only: \$35.00  Background Check   
 Reported to the Board: c.c. Course Completion



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

Village of Harrison, Wisconsin

To the Board of the Village of Harrison, WI:

I hereby apply for a license to serve, from date hereof to June 30, 2020, 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: Philipson First Name: Dawn Middle I: M.  
 Street Address: N9667 Otte Ct. City: Appleton Zip: 54915  
 Day Phone: (920) 540-2726 Evening Phone: ''  
 Date of Birth: \_\_\_\_\_ Where will you be working?: Silver Spur Saloon  
 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: \_\_\_\_\_

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 10<sup>th</sup> day of Dec 2019 2020.

X Dawn Philipson 12-10-19  
 Applicant Signature Date

Caroline  
 Witness Signature

Witness Address: Village Hall

Office Use Only: \$35.00

Background Check

Reported to the Board:

Course Completion

Cash





# Road Reconstruction Analysis

Asphalt versus  
Concrete



# Asphalt

## Pros:

- Lower upfront cost
- Timeliness and ease of installation
- Ease of maintenance and repairs (smaller municipalities such as towns and villages can afford to keep equipment on hand and up to date)
- Better ice/snow melt due to absorption of warmth from sun

## Cons:

- Lower life span (25 years)
- Higher maintenance costs over life of pavement
- Durability (quicker degradation due to pliability of pavement)
- Pollution and use of natural resources



# Concrete

## Pros:

- Longer life span (50 years)
- Lower overall maintenance cost
- Durability
- Drivability of pavement-no potholing or hydroplaning

## Cons:

- Initial paving cost
- Difficulty of maintenance (full panel replacement-cost of equipment if done in-house)
- Safety issues-less traction and melting with snow/ice
- Salt deteriorates concrete at a faster rate than asphalt
- Concrete cure time





# Case Studies



## **Powers Boulevard in Colorado Springs**

3-mile road, half paved in concrete, half in asphalt in 2002

Anticipate 22 years before rehabilitation required on concrete pavement, while asphalt overlays have been needed every 8 years

Annual maintenance costs per lane mile for concrete are 1/12 those of asphalt



## **Village of Lake Hallie, WI**

Alternate bids requested for 2-mile reconstruction project in 2016

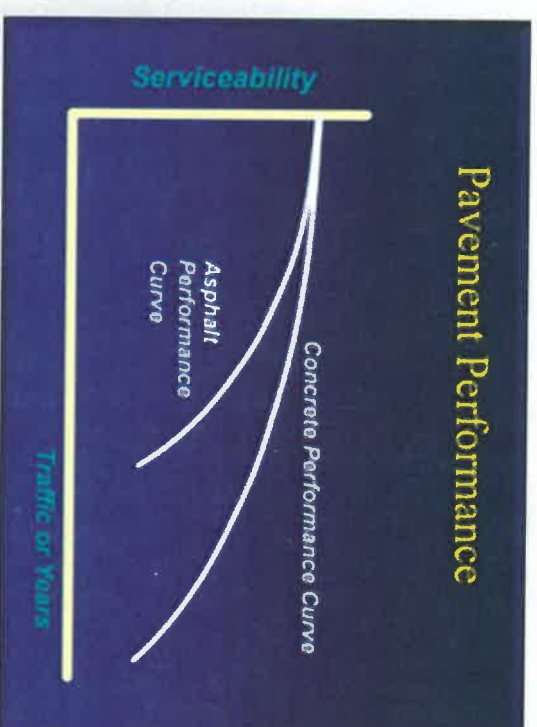
- Asphalt low bid: \$4,697,551.44
- Concrete low bid: \$5,473,218.58

Village selected asphalt due to initial \$700,000 cost differential



# General Research Takeaways

- Asphalt costs less initially but concrete lasts longer
- Higher traffic count areas warrant concrete installation
- Simpler repairs and less equipment needed for asphalt roads





# Asphalt Maintenance

- **Crack filling/Fog seal**
  - Filling cracks and spraying a liquid sealcoat
  - Adds 3-5 years of life
- **Slurry Seal/Microsurfacing**
  - Pour thin layer of slurry over existing pavement
  - Adds 5-7 years of life
- **Chip Seal** (not recommended in urban areas with curb and gutter)
  - Apply emulsion and place layer of crushed rock on surface.
  - Adds 7-10 years of life
- **Mill and Overlay**
  - Grind top 1-2" of existing pavement and place new layer of pavement
  - Adds 10-15 years of life





# Concrete Maintenance

- **Sealing of joints**
- **Rout and seal small surface cracks**
- **Partial depth repairs**
  - Occurs in top 1/3 of slab
  - Grind off top layer and pour new pavement
- **Full depth repairs**
  - Occurs deeper than the top 1/3 of slab
  - 6-10-foot minimum width panel replacement
  - Full-depth saw cut, break up and remove panel
  - Drill doweled bars into existing pavement
  - Pour pavement





# Village of Harrison Current Road Maintenance



## **Asphalt Pavement**

Potholing completed by highway department staff

Harrison pays Calumet County to complete road patches

2019 cost of asphalt road patching was approximately \$35,000. Construction was heavier than the standard (wedging & culvert crossings)



## **Concrete Pavement**

County Road LP first concrete road in Harrison, completed in 2019

Repair costs yet to be determined







# Pavement Life Cycle Analysis

	Asphalt (25-Year Life)	Concrete (50-Year Life)
Initial Cost	\$2,200,000	\$2,600,000
Patchwork/Panel Replacement	\$11,000	\$20,000
Potholing	\$5,000	\$0
Crack/Joint Filling	\$10,000	\$5,000
Reseal (Microseal)	\$30,000	\$0
<b>Total Life Cost</b>	<b>\$2,256,000</b>	<b>\$2,625,000</b>
<b>Annual Maintenance Cost Over Pavement Life</b>	<b>\$2,240</b>	<b>\$500</b>

## Assumptions:

- 3/4-mile road segment
  - Size equivalent to Golden Way project
- Repair/replacement of 20 panels (12'x16' in size)
- Concrete
  - 50-year lifespan
  - 5-year rotation of joint/crack filling
- Asphalt
  - 25-year lifespan
  - Two crack fill and one reseal/resurface
  - Potholing based on material cost and Harrison Staff bill rate



# Life-Cycle Performance

- Environmental
  - Moisture and temperature variations
- Traffic loads
  - 50-70% design reliability for low volume roads
- Installation
  - Premature failures can be a result of improper installation
- Maintenance
  - Pavement life drastically reduced without appropriate and timely maintenance





# McMahon Cost Estimates

- Golden Way/Emerald Ln/Pearl Dr/Coral Ct/Cameo Ct
  - Asphalt: \$2,197,561.03
  - Concrete: \$2,589,761.93
  - **Cost difference: \$392,200.90**
- Noe Road
  - \* Asphalt: \$453,482.70
  - Concrete: \$1,085,577.35
  - Cost difference: \$632,094.65**

\*Note: This quote includes maintaining existing curb and gutter on east side of the road (recommended to do full replacement)





# Recommendations

- For this year, bid out road project with concrete and asphalt. Not recommended for each year as it could potentially limit/affect bids.
- Draft paving and assessments policies and approve by board to ensure consistency in future.
- Create a 5-year Capital Improvements Plan that follows policies and is based upon PASER ratings.
- Staff training for pavement installation inspection and maintenance on concrete pavements.

**VILLAGE OF HARRISON  
STREETS AND ROADS SPECIAL ASSESSMENT POLICY**

**I. GENERAL PROVISIONS**

- A. Total Project Costs include, but are not limited to, construction costs, inspection costs, permit fees, administration costs, land acquisition costs, legal fees, and engineering fees.
- B. The Village Board has the right to assess projects in methods other than those stated in this policy if the Village Board determines that the benefit can be fairly distributed through said method.

**II. STREET CONSTRUCTION AND RECONSTRUCTION**

A. General

1. Assessments will be levied according to front foot dimensions of the abutting property. In non-residential zoning, special assessments may be assessed on an area wide basis if the Village Board determines that the benefit can be fairly distributed through this method. In deciding whether to special assess on an area wide basis rather than a front foot basis, the Board may consider whether or not benefiting properties have either no or minimal frontage on the subject street. Area wide assessments may be based on acreage, square feet of parcels or buildings, traffic generation, parking spaces, or any other basis that the Board believes will fairly distribute the benefit.
2. The standard street design will be based upon the Village of Harrison Streets Specification manual.
3. For a project, the cost of improving intersections within the project will be divided equally among all properties benefited.
4. Publicly owned properties will be assessed 100% of the assessment rate.

5. Driveway aprons shall be constructed at the property owners' expense and assessed based on the size of the apron being paved/repaved.
6. The cost of replacement of curb and gutter which is incidental to reconstruction shall be assessed uniformly throughout the project.
7. Seeding and mulching of terrace or ditch areas will be included with all paving projects.

B. Assessments Rates

1. Residential areas shall be assessed two-thirds (2/3) of the total project costs to the property owners in proportion that each front foot of their property abuts the streets on which such work is being done. The Village shall pay for the remaining one-third (1/3) of total project costs from the general funds of the Village.
2. Non-residential areas shall be assessed 100% of the total project costs to property owners in proportion that each front foot of their property abuts the streets on which such work is being done.

C. Exceptions to Assessment Rates

1. Corner Lots – shall be assessed the full cost of the short side of the property and one half (1/2) the cost of the long side of the property.
2. Multiple Frontage Lots – will not be assessed for the frontages to which access is physically or legally precluded.
3. Agricultural Residential Lots – will be assessed based upon the average frontage or residential use on the property abutting the road or 90 feet, whichever is greater.
4. Cul-de-sac Lots and Irregular Lots – when assessed upon a front footage basis, the frontage calculation shall be based on the average width of the lot but in no event shall the assessment be for less than 75 feet of frontage.
5. Triangular Lots – when assessed upon a front footage basis, the assessment shall be calculated by dividing the total lot area by the average depth of the adjoining parcels along the same frontage, but in no event shall the assessment be for less than 75 feet of frontage.

6. New roads on behalf of a subdivision will be assessed based on the number of lots located in the subdivision divided by the total project cost.
7. If a project is located within a utility district, project funds of the utility district will be applied to the total project costs before any assessment is made.

### **III. METHOD OF PAYMENT**

A. The following is the payment schedule based upon the total amount of the assessment:

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$500.00 or less.
3. Three (3) equal installments if the total assessment is greater than \$500.00 but less than \$999.00.
4. Five (5) equal installments if the total assessment is at least \$1,000.00 but less than \$4,999.00.
5. Ten (10) equal installments if the total assessment is at least \$5,000.00 or greater.
6. The Village Board, at its discretion, may extended the timeline for the payment of special assessments, but at no time shall special assessments be greater than twenty (20) years.
7. The rate of interest on any outstanding special assessment shall be 2% above the current interest rate as found on the BCPL State Trust Fund Loan program website.

Created: 1/9/20

Approved:

## VILLAGE OF HARRISON

### ANNUAL COMPENSATION AND BONUS POLICY

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**STARTING PAY.** The Village's pay system for employees is based upon a wage scale for each position as established by the Village Manager and Village Board. Individual's placement in the range at initial hire is determined by the Village Manager and is based upon experience, education, qualifications, job requirements and other factors pertinent to setting an appropriate pay level.

**ANNUAL COMPENSATION INCREASES.** The Village Board and Village Manager will determine the appropriate wage scale for employees at the end of each calendar year during the budget process.

**SALARY BONUS.** In addition to their normal compensation, all Village employees are eligible for consideration for a bonus. Any supervisor may initiate a recommendation to the Village Manager for a bonus for subordinate employees by citing specific and objective reasons to justify the recommendation for the bonus. The following criteria are used to make this determination:

- Development of a significant cost savings operational procedure
- Performance in a temporary work assignment at a higher level of responsibility
- An unusually high workload

Bonuses will be considered by the Village Board, meeting in executive session with the Village Manager and the Department Head, if applicable, of the employee under consideration. The bonus may be authorized in amounts deemed appropriate to the individual and his/her accomplishment. The bonus will not have any impact on the base wage, and the fact that an employee is awarded a bonus in one year is no assurance that a bonus can be expected during the following year.

In order to fund the bonus program, the Village Board, with the assistance of the Village Manager, will approve the appropriate dollar amount during the annual budget process.

Created: 1/9/2020

Approved:

## VILLAGE OF HARRISON SIDEWALK POLICY

### **PURPOSE**

This policy is intended to establish guidelines for the installation of new sidewalks and the replacement of existing sidewalks in the Village of Harrison and to enable the Village of Harrison to ensure the orderly and harmonious development of a village wide sidewalk system to safeguard the public's health, safety and general welfare.

When the strict application of those standards or requirements impose unreasonable restrictions because of natural or physical conditions or limitations not created by the property owner, the Board may waive the requirement for sidewalks pursuant to the following definitions, rules, requirements, eligibility criteria and specific design standards.

Except as otherwise stated in this policy, it is the goal of the Village to have curb, gutter and sidewalks on both sides on all existing and future streets for the benefits of residents.

Installation of new and replacement of existing sidewalks shall be considered during the reconstruction of Village street projects. By installing sidewalks at the time of street reconstruction, a more economical sidewalk can be installed while preserving the integrity of the existing street and associated infrastructure.

### **DEFINITIONS**

The following definitions, rules and requirements shall apply when considering and processing waiver requests for sidewalk installation because of substantial hardship or unreasonable restrictions caused by natural or physical conditions or limitations:

*Utility facilities* include, but are not limited to, electric power poles, guy wires, anchors, underground electric, water lines, meter pits, hydrants, gas lines, fiber optic lines, cable lines and telephone lines, sanitary, stormwater or sump pump lines and appurtenances to the aforementioned utility facilities.

Multi-use Trail refers to a trail where non-motorized vehicles such as bicycles, rollerblades, and pedestrians are allowed.

High-volume sidewalk refers to any sidewalk adjacent to a high-volume road (greater than 500 cars per day.)

Damage to a tree means the cutting of any limbs, the trunk or roots within a distance from the trunk that is 2.5 times the diameter (as measured two feet (2') above the ground) of the tree's trunk to such an extent that it is unreasonable to believe that the tree will live.

Street Reconstruction means work done on a section of street that is considered more than routine maintenance. Street reconstruction generally involves blocks or partial blocks of street. Types of reconstruction may include, but are not limited to, removal of asphalt and road base, full depth milling of asphalt, or stabilization of road base with fly-ash or other structural components. Crack filling, seal coating and asphalt overlays are considered routine maintenance and not street reconstruction.

Three-sided lot means a lot where a public right-of-way exists on all three sides of property.

Urbanized/Urbanization means when curb and gutter is installed on a street or road that previously used a ditch or ditches for drainage.

## **STANDARDS**

1. Sidewalks shall be five feet (5') wide unless designated as a multi-use trail or high-volume sidewalk and constructed of concrete in accordance with the Village concrete specification as adopted by the Public Works Director/Engineer. All sidewalks shall be constructed in accordance with the Village of Harrison Standard Specifications Manual.
2. Sidewalks shall be installed through driveway sections to provide a uniform walking section and appearance. Thickness of the sidewalk through the driveway section shall be a minimum of six inches (6").
3. Sidewalks should, if possible, be parallel to the back of curb.
4. Sidewalks shall be, if possible, installed no closer than four feet (4') from the back of the curb.
5. Sidewalks shall align and be of the same width as other sidewalks on the same side of the block.

6. Sidewalk elevations shall achieve a four percent (4%) downward slope from the property side of the sidewalk to the curb to the greatest extent possible.
7. Sidewalks shall have a minimum of ten feet (10') of overhead clearance.
8. Sidewalk curb ramps are required to have a detectible warning fields installed at all intersections and road crossings.
9. All sidewalk installation plans shall be approved by the Department of Public Works before installation to ensure proper location of the sidewalk and to ensure all other requirement are met.
10. The sidewalk specifications for a particular project may require the removal of trees and landscaping encroachments. The sidewalk may be installed further from the property line at the Village's discretion in situations where there exists encroachments or other special circumstances that would affect the placement of the sidewalk. An effort shall be made to conform alignment with other sidewalks in the area.
11. Certain sidewalk projects may require the construction of walls and other improvements.
12. Sidewalks shall typically be installed on street right-of-way one foot (1') from the property line.

### **SIDEWALK PRIORITIES**

The Village of Harrison hereby establishes the following priorities with respect to the installation of new sidewalks:

1. Install sidewalks when part of a street reconstruction project.
2. Install sidewalks when a street is being urbanized.
3. Install sidewalks on routes leading to parks, trails, and schools or other public amenities.
4. Install sidewalks in areas of high traffic volumes.
5. Install sidewalks adjacent to or along any worn path in grass or dirt on Village property.
6. Install sidewalks where blocks have partial sidewalks.
7. Install sidewalks on streets when more than fifty percent (50%) of the property owners request the sidewalks.

### **NEW SUBDIVISIONS**

Sidewalks shall be installed as provided in the subdivision agreement. Developer agrees to construct and install, at Developer's sole expense, all required sidewalks in accordance with the Village's sidewalk standards and specifications.



Sidewalks shall be constructed on both sides of each street within the subdivision. As to each subsequent phase, sidewalks shall be installed as provided in supplemental development plans to be submitted for approval by the Village. The sidewalk required along any lot within the subdivision shall be installed at the same time curb and gutter is installed and shall be installed in accordance with the construction schedule submitted and approved by the Village Engineer.

### **MAINTENANCE OF EXISTING SIDEWALKS**

Existing sidewalks in the Village shall be inspected at least once every five (5) years. The Director of Public Works or his/her designee shall provide a maintenance report to the Village Board annually by the last scheduled meeting in October with recommendations for sidewalk repair. Property owners will be required to maintain sidewalks adjacent to their property in conformance with Village ordinances.

### **PROCEDURE – SIDEWALK REPAIR AND REPLACEMENT**

As provided by Village Ordinance, no person shall hereafter lay, remove, replace or repair any sidewalk within the Village unless they are under contract with the Village to do such work or have obtained a permit from the Director of Public Works. The Public Works Director or his/her designee shall be notified, and an inspection performed prior to pouring the sidewalk to approve the sidewalk location, grade line and forming.

Once the sidewalks are required to be replaced, they will then be marked by Village of Harrison Public Works Department staff. The abutting property owner will be notified that replacement is required and the Village or Village's contractor will perform the work.

As a guideline, it is the Village's goal to endeavor to replace sidewalks in the following circumstances:

- Faulted at a joint or crack greater than  $\frac{3}{4}$  inch.
- Cracked into 3 or more pieces per panel or any single crack wider than  $\frac{1}{2}$  inch.
- Have a spalled (small crater-like holes deeper than  $\frac{3}{8}$  inch) surface condition.
- Have a cross slope greater than 1 inch in 1 foot that may causing ponding or icing conditions.
- Have settling of 2 inches in 8 feet from normal profile line of the sidewalks so as to cause a differential in joint elevation of  $\frac{1}{2}$  inch from one stone to the next.
- Missing sidewalk or a sidewalk repair utilizing improper material not made of poured cementitious concrete. Material not approved include asphalt, brick and/or gravel.

After proper notifications to the Public Works Department, sidewalks that may be damaged as the result of Village street trees will be repaired after the Public Works Department trims roots as necessary.

Drainage issues that allow ice or water buildup making the sidewalk a hazard shall be noted and recommended for repair.

Sidewalk sections marked for replacement shall be completely removed and replaced. Surface grouting, grinding, and jack and bore techniques are not allowed.

### **COST OF SIDEWALK CONSTRUCTION**

1. New development. The developer contributes 100% of the cost of construction for sidewalks in new subdivisions. It is the policy of the Village of Harrison to extend sidewalks concurrently with new street construction in new subdivisions.
2. Existing streets. The Village contributes 100% of the cost of constructing new sidewalks on existing streets.
3. Sidewalk repair/replacement. The Village contributes 50% of the project cost for replacement as determined by the Village of Harrison on a hazard basis only, without aesthetic considerations. A sidewalk may be replaced as determined by the property owner on an aesthetics basis, however, the full cost of the replacement will be the responsibility of the property owner.

Created: 1-8-20

Approved: