

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, October 12, 2021
TIME: 6:00 pm
PLACE: Harrison Municipal Building
W5298 State Road 114
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village Board meeting will be held at 6:00 pm on Tuesday, October 12, 2021, at the Harrison Municipal Building. This is a public meeting, and 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
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. Corrections and Approval of the Previous Meetings Minutes
 - a) September 28, 2021
7. Unfinished Business from Previous Meetings for Consideration or Action
 - a) (Tabled) Carlson Dettmann Recommendations / Staff Compensation Plan
8. New Business for Consideration or Action
 - a) Commercial Broker Request for Qualifications
 - b) Accurate Appraisal Contract Renewal
 - c) Resolution V2021-15 Amending District Ward Plan
 - d) Consideration of Board Rules for Operation
 - e) Contract for Engineering Services
 - f) Contract for Building Inspection Services
 - g) Complimentary Yard Waste Stickers for Firefighters and Commissioners

9. Future Agenda Items

- a) Manager's Plan of needs and costs to obtain a unique zip code for Harrison – Oct. 26th
- b) Discussion/Action on a 5-year Road Maintenance Plan
- c) Discussion/Action on a 5-year Capital Improvement Plan
- d) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- e) Discussion/Action on amending our noise ordinance to include decibel limits
- f) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- g) Discussion/Action on bids received for contracted inspector services - October
- h) Items to be discussed/acted upon during budget meetings – staff authorized to research or get RFP's prior.
 - IT Options
 - Recording of Meetings
 - Software purchase for secure file sharing
 - Office phone upgrade
 - Cleaning Services
 - Garbage Services

10. 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.

Agenda posted on October 7, 2021 at www.harrison-wi.org and Municipal Building lobby.

Vicki Tessen, Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

October 12, 2021

Title:

Commercial Broker Request for Qualifications

Issue:

Should the Village Board authorize staff to prepare and circulate a Request for Qualifications from commercial brokers to market and sell Village lands on Hwy 55 and County Road N?

Background and Additional Information:

The Village owns approximately 26-acres on County Road N (north of Manitowoc Road) and 20-acres on Hwy 55 (near County KK roundabout). Both properties are identified as future commercial in the Comprehensive Plan. If the Village wishes to increase commercial development, staff suggests that the Village hire a commercial broker to market and sell the lands. Staff is proposing to prepare a Request for Qualifications (RFQ) from commercial brokers to determine the type of services they can provide the Village. Staff expects the RFQ to cover general information about the Village and the two sites; project approach including requirement that they be a licensed realtor and ability to produce marketing materials; proposal requirements including profile/history of firm; and evaluation criteria including qualifications and experience.

A couple of questions as the RFQ is prepared:

1. Is the Village Board willing to consider a 12-month contract with the selected firm to market the properties?
2. Is the Village Board willing to pay the industry standard commission on any sale, approximately 6% of sale price?
3. Does the Village Board have specific commercial development uses that must be marketed for each property? (e.g. clinic, restaurant, office building, etc.)

It is anticipated that Board will confirm the selected firm/agency and approve the final contract.

Budget Impacts:

It is anticipated that broker fees will be part of any land sale contract.

Action Options:

1. Authorize staff to prepare and circulate a Request for Qualifications (RFQ) from commercial brokers to market and sell Village lands on Hwy 55 and County Road N.
2. Postpone action for further discussion.
3. Do not authorize an RFQ.

Attachments:

- None



Agreement for Assessment Services

Prepared for:

Village of Harrison

By:

Accurate Appraisal, LLC

Section I

Agreement for Blended Assessment Services
with 1 Market Revaluation

Provided by Accurate Appraisal LLC.

For

Village of Harrison, Calumet County,
for the assessment years of 2022-2025

Dated this _____ day of _____ 2021.

Fee for services rendered:

**2022, 2023, 2025 - Maintenance
2024 - Market Revaluation**

Accurate shall be paid a yearly sum of:

\$40,900

Scott McFarlane

10/5/2021

Scott McFarlane
Member
Accurate Appraisal LLC

Date

Authorized Client Signature

Date

Section II Contract Details

Municipality: Village of Harrison

	BLENDED CONTRACT
Assessor Services	2022 - Maintenance 2023 - Maintenance 2024 - Market Revaluation 2025 - Maintenance
CAMA Software	Included
Community Education	Included
Payments	Monthly Installments
Yearly Cost	\$40,900
Term of Contract	4 years
Total Contract	\$163,300



Section III

This agreement made this _____ day of _____, 2021 by and between the Village of Harrison, Calumet County, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate or Assessor".

BASIC SCOPE OF SERVICES

Assessor understands that the project requires the complete reappraisal and revaluation of all taxable and non taxable real property within the corporate limits of the Village of Harrison, Wisconsin. This data will be noted on the individual property record cards. All data and programs gathered will become the property of the Village of Harrison.

All work will be carried out and all forms, materials and supplies utilized by Assessor in this project shall conform to, and be carried out in accordance with, the Wisconsin Statutes. The values to be determined shall be the present true and actual value of each parcel of real property as that term is used in Chapter 70 of the Wisconsin Statutes. They shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Wisconsin Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the 2022 - 2025 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements

removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits.

2. Accurate shall prepare and mail personal property post cards from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned statements of personal property from the merchants in order to establish the proper assessment. Accurate will host online educational materials for the filer on the assessor's website.
3. Accurate shall, without additional expense to the Client, be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed no later August 31st of each assessment year of this agreement.
4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property post cards will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.

8. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning January 1st, 2021 and ending December 31st, 2025. It is expected the work will commence with the mailing of personal property post cards and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.

9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending completion of all terms and conditions of the contract.

10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.

11. Accurate shall complete its Open Book hearings under this agreement no later than August 31st of each assessment year, except for delays caused by the Client, county, or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.

12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
14. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuations, Accurate's Assessing Software will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of either program will be at no additional cost to the Client. The data will be available to the public on www.accurateassessor.com; building data and appointment scheduling will also be available at no additional expense to the Client.
15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc., will be at no additional expense to the Client.
17. Accurate will implement a public education plan to build understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

October 12, 2021

Title:

Board Rules of Procedures For Board Meetings

Issue:

Do the Rules of Procedures Need Updating?

Background and Additional Information:

Staff has heard some questions or concerns by Board members about how the “Future Agenda Items” are being handled. The Rules document does not specifically address “Future Agenda Items”.

Since June Board members have been adding items to the list of “Future Agenda Items” via a motion and a second. The only applicable provision in the Rules document says that any two Board members may request in writing that the Village President include any item and the request must be made at least five business days before the meeting.

The Rules document does not address when the future items shall be moved to the agenda for Board consideration.

Budget Impacts:

None

Recommended Action:

The document be updated to clarify how future items should be handled.

Attachments:

- A current copy of the Rules and Procedures for Board Meetings.

VILLAGE OF HARRISON
RULES AND PROCEDURES FOR BOARD MEETINGS

Meetings

A. Regular Meetings

1. Village of Harrison Board Meets in the Community Room at the Harrison Municipal Building W5298 State Park Road at 6:00 PM.
2. Regular meetings of the board shall be held on the last Tuesday of the Month, (and the Second Tuesday of the month as needed).
3. Meeting dates and times may be changed by a majority vote of the board.
4. All meetings require an agenda.
5. All motions need to be based on agenda items.

B. Special Meetings

1. Any two trustees or President may call a special meeting by filing a written notice with the village clerk. The clerk, in turn, shall immediately notify each village board member of the date, time and purpose of the special meeting.
2. A special meeting may be called, without notice, at regularly convened board meetings if a quorum is present. A special meeting may also be called if all members consent to the hold of such meeting.
3. Special meetings shall be deemed regular meetings for the purpose of transacting any business that may be permitted by law.

Preparation of Agenda

The Village President along with Village staff shall be responsible for determining those items which shall be placed on the agenda for each board meeting. Any two board members may request in writing that the Village President include any item appropriate for Village Board action on the agenda for any meeting. The request must be made at least five business days prior to the meeting.

Presiding Officer

The presiding officer shall preserve order, conduct the proceedings of the board, and be its parliamentarian. If a board member does not follow the board's rules, the presiding officer may, on his or her own motion, or shall, at a member's request, call the offending member to order. The board, if appealed to, shall decide the matter. The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the board for consideration.

Quorum Required

A quorum is necessary for the transaction of any village board business. A majority of the members elect shall constitute a quorum.

Call to Order

The village president shall at the hour appointed call the trustees to order. The village president shall preside at all meetings of the board. If the village president is absent, the clerk shall call the board to order and reside until the board selects another trustee to preside at the meeting.

Absence of Members

If a board member for any reason cannot attend a regularly scheduled meeting, he or she shall notify the clerk or Village President.

Reading of Ordinances

All proposed ordinances shall be read before the board may vote on them. Each ordinance shall also be read:

1. At the time of its initial introduction (title only);
2. Immediately prior to the board's actual vote on it (title only).

Point of Order

Any board member may raise a question or point of order. The point of order must be raised at the time of the alleged breach of order occurs. The presiding officer shall, in turn, immediately rule on the question of order, subject to an appeal to the board. The appeal may be sustained by a majority vote of the members present, exclusive of the presiding officer.

Adjournment

Any board member may move to adjourn a meeting. If any agenda item is not considered before a motion to adjourn is adopted, it shall automatically be referred to the board's next regular meeting, unless the motion provides for a specific date and hour.

Reconsideration of Question

Any member who voted with the prevailing side on any question may move for reconsideration of the vote immediately after the vote at the same meeting.

Mail Correspondence

Mail correspondence addressed to the Board is to be opened by the Village President with another Trustee as a witness. Mail addressed to an individual board members are to be given to them to open.

Order of Business

The business of the board shall be conducted in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Public Hearing (if any)
5. Correspondence or Communication from Board or Staff
6. Public Comments
7. Reports
 - a) Harrison Fire and Rescue
 - b) Calumet County Sheriff's Dept.
 - c) Village Manager
 - d) Planning and Zoning
 - e) Parks and Trails
 - f) Public Work Department / Engineering
 - g) Harrison Utilities
 - h) Clerk-Treasurer (Statement of Income and Expenses)
8. Corrections and Approval of the Previous Meetings Minutes
9. Payment of Bills and Claims
10. Appointments
11. Unfinished Business from Previous Meetings
12. New Business for Consideration or Action
13. Future Agenda Items
14. Closed Session (if any)
15. Adjournment

Order of Action

1. Introduction
2. Opening Discussion
3. Motion
4. Final Discussion
5. Clerk to repeat the Motion
6. Vote

Introduction of Business

- A. Introduction of Requirements**

All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member and prior to their consideration by the board, be delivered to the clerk. Any trustee may require at any time the reading in full of any matter while it is before the board.
- B. Filing**

Each proposed ordinance or resolution shall be filed in the office of the clerk at least 5-business days prior to the scheduled board meeting at which the measure is to be introduced. If for good cause this pre-filing is impractical, the board may waive this requirement. The Village Clerk is responsible for postings, minutes and records.
- C. Reintroduction Restricted**

No proposed ordinance or resolution, having once been defeated, may be introduced in the same or in the substantially same form until 90 days after the date when the ordinance or resolution was defeated.
- D. Availability to the Board**

Agenda and Packets are to be made available to the Board at least 4 Business Days prior to the meetings.
- E. Unofficial Meeting Minutes**

Board and/or Staff are not to publicly disclose any items of a Village Board Meeting until the meeting minutes are approved and published, outside of normal business.
- F. Meeting Minutes**

Village Clerk or Designee is responsible for recording and maintaining all regular meeting minutes. Minutes are to be presented and approved at the following regular meeting and posted as timely as possible.

Voting

- A. Termination of Debate**

Any member wishing to terminate the discussion can ask to move to a vote if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

B. Majority Vote Required

A majority vote shall be necessary for passage or approval, unless a larger number is required by law. In all other cases, a majority of the votes cast shall be necessary for board action, provide a quorum has voted.

C. Abstentions

1. A board member shall not vote on a proposed ordinance, order, resolution or proposition in which he or she has a direct pecuniary or personal interest not common to other board members.
2. A board member who abstains from voting shall not be counted for determining members present.

D. Vote Change

A board member may change his or her vote on a matter up to the time the next item is introduced.

Manner of Deliberation

A. Method

No board member shall address the board until recognized by the presiding officer. The board member shall then address the presiding officer and keep all remarks to the question under discussion. The trustee shall also avoid personal confrontation when speaking.

B. Recognition of Board Member

When two or more members simultaneously seek recognition, the presiding officer shall name the member who spoke first.

No motion shall be withdrawn without the consent of the trustees making and seconding the motion.

C. Termination of Debate

Any member wishing to terminate the debate if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

Suspension of Rules

These rules or any part of them may be suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members present.

Amending of Rules

By a record vote of two-thirds (2/3) of all the members of the board, these rules or any part of them may be amended.

Robert's Rules of Order to Govern Board

In the absence of a standing rule, the board shall be governed by *Robert's Rules of Order Newly Revised*, unless contrary to state law.

Approved

2-23-2021

Village President

Kenn M. Higgins

Village Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

October 12, 2021

Title:

Engineering Contract Expires on 12/31/2021

Issue:

Should Village renew the master contract with Graef Engineering for 2022?

Background and Additional Information:

The Village went out to RFP for engineering services at the end of 2020. The Board approved a one year contract with Graef for general engineering services.

The Village and Graef have a few items that may still be open at the end of the year:

1. The CORP
2. Village Spec Plan update
3. A 5 Year Road Plan
4. Completions of Pickleball Courts in Darboy Community Park
5. Any grading/zoning survey reviews underway

Budget Impacts:

TBD

Recommended Action:

Staff has had some concerns with timeliness of response from Graef but seen improvements recently.

Attachments:

- Master Agreement with Graef Engineering



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January 12, 2020

**Mr. Travis Parish
Village Manager
Village of Harrison
W5298 State Road 114
Menasha, WI 54952**

**SUBJECT: Master Agreement for Professional Services
General Municipal Engineering Services**

Dear Mr. Parish:

We are very pleased to provide you with this Master Agreement for professional services. When accepted, this document will become the basis of the Agreement and all Service Orders between Graef-USA Inc. (GRAEF) and Village of Harrison (Client).

This Agreement is for General Municipal Engineering Services (Project). The services are subject to GRAEF's Terms and Conditions, a copy of which is attached and incorporated by reference.

It is our understanding that the nature of the Project is to perform municipal engineering services as determined by the Village Manager in consultation with the Village Board.

For this Project, GRAEF shall provide Basic Services as directed by the Village Manager, or delegated Village staff, which may include:

- 1) Grant writing or assistance with grant applications as requested.**
- 2) Surveying. Provide a registered Land Surveyor to meet surveying needs as requested by the Village.**
- 3) Plan reviews. Review private development designs for road construction, storm sewer construction, and/or sewer and water construction. Review site plans to ensure all standards and specifications are met for the Village of Harrison.**
- 4) Review stormwater management and erosion control plans for private development designs in accordance with Harrison ordinances and standards and specifications.**
- 5) Sanitary sewer and lift station design.**
- 6) Sewer and Water main distribution and facilities design.**
- 7) Assist with obtaining necessary permits from regulatory agencies.**
- 8) Assist with obtaining easements and/or right of way acquisition for utility, street, and other various projects.**
- 9) Assist with development and implementation of Capital Improvement Plan (CIP) as requested.**
- 10) Design, permit, bid, administer, coordinate and inspect Village construction projects and act as project manager. Evaluate and process contractor payment requests.**



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- 11) Assist with complaints and requests from businesses and residents as directed by the Village.
- 12) Perform drafting and CAD design. Printing of drafts and plans.
- 13) Obtain "as-built" information on public and private utility facilities as requested.
- 14) Develop maps and record drawings for the Village as needed by project; create as-built documentation of projects.
- 15) Update Village maps and utility maps/records.
- 16) Assist in compliance with Wisconsin MS4 permit regulations.
- 17) Update Harrison standards and specifications manual, as requested. Update Harrison Utilities standards and specifications manual, as requested.
- 18) Assist with the special assessment process and prepare special assessment reports as requested.
- 19) Attend Village Board meetings, Public Hearings, and staff meetings as requested.
- 20) Inspect development construction projects (storm sewer, sanitary sewer, and watermain) construction to ensure installation meets Village standards and specifications.
- 21) Review single-family and two-family grading plans for compliance with master subdivision plan and set a temporary grade stake with top of foundation wall height listed. Generally, this task is to be performed within 48-hours of Village request.
- 22) Miscellaneous municipal engineering design as requested

GRAEF will endeavor to perform the Basic Services in accordance with a mutually agreed-upon schedule, and in accordance with Village code.

You agree to compensate GRAEF for all Basic Services noted above on an hourly rate and direct expense basis, unless otherwise agreed upon by Service Order, in accordance with the attached rate table. Upon request by Client, GRAEF will provide a Service Order to further define scope and fee of selected Basic Services for authorization prior to proceeding with those specific selected Basic Services.

Direct Expenses will be billed in accordance with our annual agreement and are in addition to the hourly fees. Mileage will be billed at the federal rate at the time incurred. Other Direct Expenses will be billed at cost and may include equipment, travel expenses, printing and reproduction, delivery charges, and permit fees.

You agree to compensate GRAEF for any Additional Services with an additional fee agreed to in advance of the services being performed.

This Agreement shall be effective through December 31, 2021 and may be renewed on an annual basis by an executed Amendment to the Agreement. The terms and fees of the Agreement may be negotiated on an annual basis with the Amendment.



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Please provide us with your standard authorization accepting the terms of this Agreement. Upon written authorization, GRAEF will commence work on the Project.

We look forward to working with you on this project. Please call us at 920 / 405-3826 if you have any questions regarding this proposal.

Sincerely,

Graef-USA Inc.

Accepted by:
Village of Harrison

Ryan P. Van Camp, PE
Project Manager | Practice Area Leader-Infrastructure

(Signature)

(Name Printed)

Patrick J. Skalecki, PE
Principal-In-Charge | Green Bay Office Leader
Vice President

(Title)

(Date)

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

October 12, 2021

Title:

Building Inspection RFP Results

Issue:

Which proposal should the Village approve for building inspection services?

Background and Additional Information:

The Village went out to RFP for building inspection services in September. I set the deadline for responses at 3:00 PM on Friday, October 8 with the intent that the Board would be able to review results at its next meeting on Tuesday, October 12.

However, this memo is due for distribution to the Board before the deadline. Thus the Village could still receive responses after the writing of this memo. As a result this memo will not contain any information from the responses.

My plan is to open them at the same time on Friday afternoon and review them over the weekend. I will send the Board a summary of results on Monday via e-mail for their consideration of the agenda item on Tuesday.

Budget Impacts:

TBD

Recommended Action:

None.

Attachments:

- None.