

NOTICE OF VILLAGE OF HARRISON BOARD MEETING

DATE: Tuesday, October 24, 2023
TIME: 6:00pm
PLACE: Harrison Municipal Building
W5298 State Road 114, Menasha, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board meeting will be held at 6:00pm on Tuesday, October 24, 2023, at the Harrison Municipal Building. This is a public meeting, and the agenda is listed below.

Call to Order

Pledge of Allegiance

1. Roll Call

2. Correspondence or Communications from Board and Staff

3. Corrections and Approval of the Previous Meeting Minutes

- a) Minutes of September 26, 2023
- b) Minutes of October 13, 2023

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. Reports

- a) Harrison Fire Rescue
- b) Calumet County Sheriff's Dept.
- c) Village Manager
+ Budget Report
- d) Planning and Zoning
- e) Parks and Trails
- f) Public Works Dept. and Engineering
- g) Harrison Utilities

- h) Clerk - Treasurer
 - + Statement of Accounts
 - + ARPA Report

6. Approval of Bills and Claims

- a) Bills & Claims for September 2023

7. Old Business for Discussion, Consideration, and/or Action

- None

8. New Business for Discussion, Consideration, and/or Action

- a) Contract with Redevelopment Resources to assist with Economic Development.
- b) Concept plan for Crossroads Land Development Preliminary Plat- STH 55 and Friendship Drive, parcel numbers 40384 and 40390.
- c) Updated submittal of Sprangers Estate Concept Plan.
- d) Certified Survey Map (CSM) – Hartzheim – Cty Rd KK – Parcel 35802
- e) Conditional Use Permit – Hartwood Homes – Cty Rd KK – Parcel 35802
- f) Ordinance V23-09; Amending the Official Zoning Map (Rezoning) – Paul & Lori Manderfield – Harrison Rd – Parcel 38862
- g) Certified Survey Map (CSM) – Ricardo Leon – N8496 Hwy 55 – Parcel 40720
- h) Payment Certificate #2 for the 2023 Asphalt Street Resurfacing Program
- i) Payment Certificate #2 in the amount of \$678,601.54 for the 2023 Creekside Estates Roadway Improvement
- j) Consider Proposals for Engineering Service Contracts for Harrison Utilities.
- k) Village of Harrison Community Economic Development Survey
- l) Sewer Connection Fee - Revise to Incorporate Harrison Heights Sewer Oversizing.
- m) "Class A" Liquor License and Tobacco License Applications - Hollandtown Minimart, LLC dba Darboy BP on County Road N
- n) Proclamation of Support for REACH Red Ribbon Week
- o) Informational Insert with Tax Bill Mailing
- p) Eliminate the Financial Assistant Position and Create Program Assistant Position
- q) Direct Village Attorney to attend Village Board meetings.
- r) Budget Workshop #2

9. Future Agenda Items

- Hiring Policy (MVH/AB)
- Consider Amending Board of Review Membership (AB)
- Speed Radar Boards (AB)
- Sewer Connection Fees (SH/ML)

10. Future Meeting Dates

- November 14, 2023 - Budget Public Hearing / Board Meeting
- November 28, 2023 - Regular Meeting
- December 19, 2023 - Regular Meeting

11. Closed Session

The Board will meet in closed session pursuant to Wis. State Stats. 19.85 (1) (e), to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, to be discussed is a possible development opportunity on Village owned property.

Attendees will include the Village President, Village Board, Village Manager, Village Assistant Manager, and Village Clerk.

Pursuant to section 19.85(2) of the Wisconsin Statutes, the Board may reconvene into open session for possible action on the closed session.

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.

Agenda posted on October 19, 2023, at the Municipal Building lobby and at www.harrison-wi.org
Vicki L. Tessen, WCMC
Clerk



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Vicki Tessen Clerk

Meeting Date:
October 24, 2023

Title:
Minutes of September 26, 2023

Issue:
Minutes of previous meeting.

Background and Additional Information:

Budget Impacts:
none

Recommended Action:
Approve the minutes of the September 26, 2023 meeting as presented.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

October 24, 2023

Title:

Minutes of October 13, 2023

Issue:

Minutes

Background and Additional Information:

Minutes from prior meeting.

Budget Impacts:

none

Recommended Action:

Approve the minutes of the October 13, 2023 meeting as presented.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Jarred Gerl, Fire Chief

Meeting Date:

October 24, 2023

Title:

Harrison Fire Rescue

Issue:

Monthly Report

Background and Additional Information:

The HFR report is attached.

Budget Impacts:

none

Recommended Action:

No Action

Attachments:

- [HFR 2023 October Activity Report.pdf](#)
- [HFR 2023 October Incident Report.pdf](#)



Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS



Village Board/Fire Commission Activity Report - October 2023

(Updated: 10/18/2023)

1. Emergency Response

Harrison Fire Rescue was dispatched to 52 emergency calls from September 20th – October 17th.

- As of October 17th, the Department responded to a total of 493 incidents.
- See attached Incident Report summary.

2. Community Public Relations

Members of HFR routinely donate service hours for the betterment of our community. Through pride and commitment, these volunteers make our emergency services a visible presence while showcasing the good our community has to offer.

- October 10th Holy Spirit Fire Safety Presentation
 - 85 Students
- October 11th Sunrise Elementary Fire Safety Presentation
 - 65 Students
- October 12th Shepherd of the Valley Fire Safety Presentation
 - 25 Students
- October 13th Woodland Elementary Fire Safety Presentation
 - 81 Students

3. Department Training/Meetings

In addition to regularly scheduled meetings, training plays a prominent role in our organization. Members hold learning in high regard and value opportunities from learned experiences. One of our strengths as a volunteer department resides in the diversity and expertise our members bring with them.

- September 20th Apparatus Committee
 - September 27th Extrication Committee
 - October 2nd Staff Meeting
 - 6:30 Chief's
 - 7:00 Officer's
 - 8:00 Membership
 - October 5th Apparatus Committee
 - October 10th EMS Meeting
 - Lifesaver CPR/AED Recertification
-



Harrison Fire Rescue

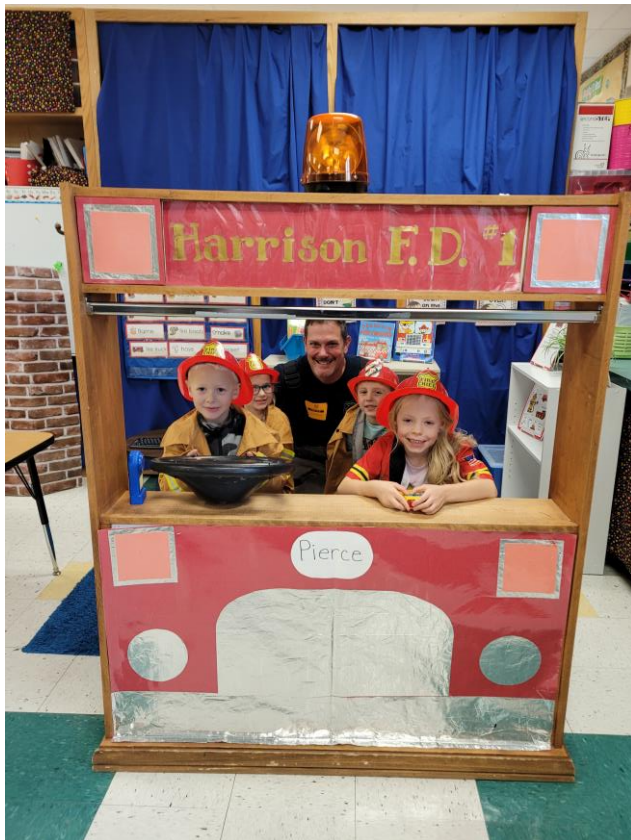
Fire Station 60 • Fire Station 70 • EMS



- October 11th Calumet County Fire Investigators Meeting
- October 12th Training Committee
- October 16th Fire Drill
 - Hose Testing 70

4. Chief Business/Items of Note

- September 21st SEH Meeting
- September 21st Driscoll Alarm Testing
- September 26th Village Board Meeting
- September 29th Asterion FDC Meeting
- October 4th Calumet County Chief's
- October 13th Village Board Meeting
- October 16th Senator Jacques Meeting



Harrison Fire Rescue

Menasha, WI

This report was generated on 10/18/2023 11:20:38 PM



Incident Type and Street Name for Date Range

Incident Status: All | Start Date: 09/20/2023 | End Date: 10/17/2023

Incident Date	Address	Incident Type
09/20/2023	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
09/20/2023	Military RD, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
09/21/2023	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
09/22/2023	Firelane 9 RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
09/22/2023	Ethan DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
09/23/2023	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
09/24/2023	Bloomington LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
09/26/2023	Golf Course RD, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
09/26/2023	County Highway B, Harrison, WI 54129	Off-road vehicle or heavy equipment fire
09/26/2023	County Highway BB, Harrison, WI 54129	Alarm system activation, no fire - unintentional
09/26/2023	Peaceful LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
09/27/2023	Clifton RD, Sherwood, WI 54169	Alarm system activation, no fire - unintentional
09/27/2023	Natures Way DR, Sherwood, WI 54169	Alarm system activation, no fire - unintentional
09/29/2023	Military RD, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
09/30/2023	Strawflower DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
09/30/2023	Dusty DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/01/2023	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
10/01/2023	Dusty DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/01/2023	Highway 55, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
10/03/2023	State Park RD, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/04/2023	North Shore RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
10/04/2023	Robinhood CT, Sherwood, WI 54169	Carbon monoxide detector activation, no CO
10/04/2023	Maniitowoc RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
10/05/2023	Brant-St John RD, Woodville (Town of), WI 54130	EMS call, excluding vehicle accident with injury
10/05/2023	Maniitowoc RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
10/06/2023	Darboy DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/06/2023	Nicklaus CT, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
10/07/2023	Hearthstone DR, Harrison, WI 54915	Cooking fire, confined to container
10/08/2023	Snapdragon LN, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/08/2023	Amy AVE, Harrison, WI 541305491	EMS call, excluding vehicle accident with injury
10/08/2023	Trevino CT, Sherwood, WI 54169	EMS call, excluding vehicle accident with injury
10/09/2023	Firelane 2 RD, Harrison, WI 54952	Natural vegetation fire, other
10/09/2023	Jochmann DR, Harrison, WI 54915	Gas leak (natural gas or LPG)
10/10/2023	County Trunk KK, Harrison, WI 54915	Motor vehicle accident with injuries
10/11/2023	Highway 10, Harrison, WI 54952	Motor vehicle accident with injuries
10/11/2023	Mielke RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
10/11/2023	Lilac RD, Harrison, WI 54952	Carbon monoxide incident
10/11/2023	County Trunk KK, Buchanan (Town of), WI 54130	Trash or rubbish fire, contained
10/11/2023	County Trunk KK, Buchanan (Town of), WI 54130	Trash or rubbish fire, contained
10/12/2023	Elm RD, Harrison, WI 54129	EMS call, excluding vehicle accident with injury
10/12/2023	Lake Park RD, Harrison, WI 54952	EMS call, excluding vehicle accident with injury

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



10/14/2023	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
10/14/2023	Veterans Ave, Sherwood, WI 54169	Motor vehicle accident with injuries
10/14/2023	Victorian DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/15/2023	Highway 114, Harrison, WI 54952	EMS call, excluding vehicle accident with injury
10/15/2023	Kernan AVE, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/15/2023	County Highway B, Harrison, WI 54129	EMS call, excluding vehicle accident with injury
10/15/2023	Amy AVE, Harrison, WI 54130	EMS call, excluding vehicle accident with injury
10/15/2023	Harrison RD, Harrison, WI 54129	EMS call, excluding vehicle accident with injury
10/15/2023	County Highway BB, Harrison, WI 54129	Heat detector activation due to malfunction
10/17/2023	Victorian DR, Harrison, WI 54915	EMS call, excluding vehicle accident with injury
10/17/2023	County Highway B, Hilbert, WI 54129	Motor vehicle accident with injuries
Total incidents: 52		

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Calumet County Sheriff's Dept.

Meeting Date:

October 24, 2023

Title:

Calumet County Sheriff's Dept.

Issue:

Monthly Report

Background and Additional Information:

Budget Impacts:

None

Recommended Action:

Report Only

Attachments:

- [23 10 24 CCSD Sept Report.pdf](#)

VILLAGE OF HARRISON (SEPTEMBER - 2023)

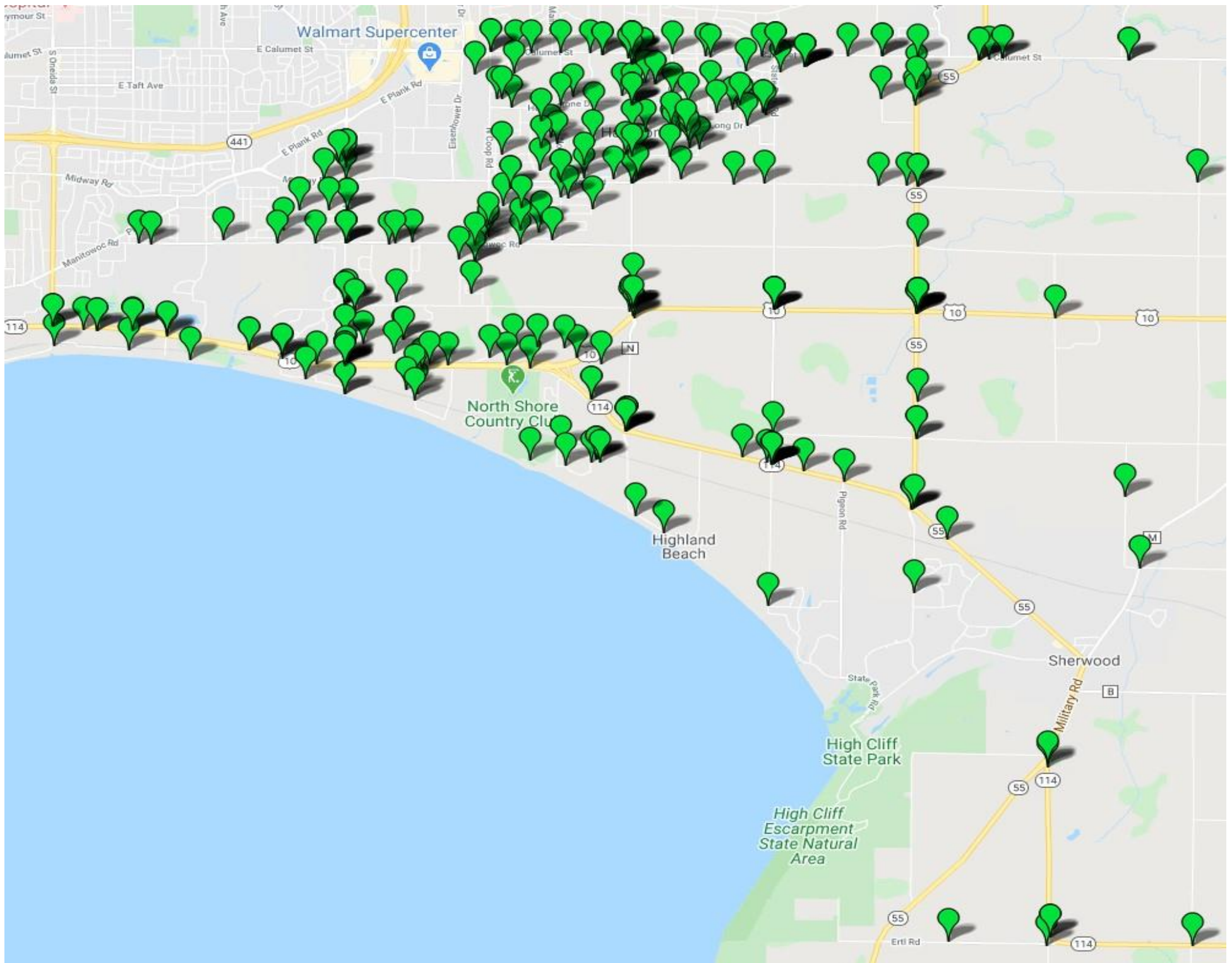
OVERALL INCIDENT SUMMARY

911 HANG UP	16
ACCIDENT	5
ACCIDENT WITH INJURY	4
ALARM	5
ANIMAL	7
ASSIST AGENCY	5
ASSIST CITIZEN	8
BATTERY	0
CIVIL MATTER	5
CIVIL PROCESS	1
CRIME PREVENTION	0
DAMAGE TO PROPERTY	1
DISTURBANCE	4
DOMESTIC DISTURBANCE	0
DRUGS	1
EMERGENCY COMMITTAL	0
FIRE ALARM	0
FIRE CALL	4
FRAUD	4
HARASSMENT	7
JAIL	0
JUVENILE COMPLAINTS	2
LOST / FOUND	0
MEDICAL	22
MISCELLANEOUS	4
MISSING PERSON	0
MOTORIST ASSIST	13
NOISE COMPLAINT	3
ORDINANCE	1
PARKING COMPLAINT	3
RECKLESS DRIVING	22
RUNAWAY	0
SUSPICIOUS PERSON	7
SUSPICIOUS SITUATION	4
SUSPICIOUS VEHICLE	12

THEFT	4
TRAFFIC HAZARD	8
TRAFFIC STOP	101
TRESPASSING	1
VIOLATE OF COURT ORDER	0
WEAPON	1
WELFARE CHECK	11

OVERALL	
TOTAL INCIDENTS	296
CITATIONS	41
ORDINANCE	5
WARNINGS	92

ARRESTS	
TOTAL ARRESTS 10	
9/3/23 OWI	
9/3/23 OWI / Open Intoxicants in Vehicle	
9/8/2023 Criminal Damage to Property	
9/11/23 OWI	
9/14/23 Poss w/intent THC/Possess LSD/Possess GHB/Poss Paraphern	
9/15/23 Manufacture-Deliver Amphetamine/Resisting/ Bail Jumping	
9/22/23 Possess Methamphetamine	
9/24/23 Domestic D/C, Damage to Property	
9/24/23 Operator Fail to Stop/Bail Jumping	
9/25/23 Burglary/Unauthorized use of Personal Information	



VILLAGE OF HARRISON (SEPTEMBER - 2023)

CONTRACT SUMMARY

911 HANG UP	3	THEFT	4
ACCIDENT	3	TRAFFIC HAZARD	5
ACCIDENT WITH INJURY	4	TRAFFIC STOP	73
ALARM	4	TRESPASSING	0
ANIMAL	4	VIOLATE OF COURT ORDER	0
ASSIST AGENCY	5	WEAPON	1
ASSIST CITIZEN	5	WELFARE CHECK	8
BATTERY	0		
CIVIL MATTER	4		
CIVIL PROCESS	0		
CRIME PREVENTION	0		
DAMAGE TO PROPERTY	1		
DISTURBANCE	4		
DOMESTIC DISTURBANCE	0		
DRUGS	0		
EMERGENCY COMMITTAL	0		
FIRE ALARM	0		
FIRE CALL	3		
FRAUD	4		
HARASSMENT	7		
JAIL	0		
JUVENILE COMPLAINTS	0		
LOST / FOUND	0		
MEDICAL	13		
MISCELLANEOUS	3		
MISSING PERSON	0		
MOTORIST ASSIST	8		
NOISE COMPLAINT	2		
ORDINANCE	0		
PARKING COMPLAINT	3		
RECKLESS DRIVING	13		
RUNAWAY	0		
SUSPICIOUS PERSON	6		
SUSPICIOUS SITUATION	3		
SUSPICIOUS VEHICLE	10		

CONTRACT	
<i>TOTAL</i>	203
<i>ARRESTS</i>	10
<i>CITATIONS</i>	34
<i>ORDINANCE</i>	5
<i>WARNINGS</i>	64

ACTIVITY DETAIL SUMMARY REPORT

9/1/2023	Warning	FAIL/STOP AT STOP SIGN
9/1/2023	Warning	FAIL/STOP AT STOP SIGN
9/1/2023	Warning	FAIL/STOP AT STOP SIGN
9/1/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/1/2023	Warning	OPERATE MOTORCYCLE W/O VALID LICENSE
9/2/2023	Citation	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/2/2023	Citation	OPERATE MOTOR VEHICLE W/O INSURANCE
9/2/2023	Citation	OPERATING WHILE UNDER THE INFLUENCE
9/2/2023	Citation	POSSESS OPEN INTOXICANTS IN MV-DRIVER
9/2/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/2/2023	Warning	SPEEDING ON CITY HIGHWAY (11-15 MPH)
9/2/2023	Warning	OPERATING LEFT OF CENTER
9/3/2023	Warning	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
9/4/2023	Citation	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
9/4/2023	Citation	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
9/4/2023	Citation	NON-REGISTRATION OF AUTO, ETC
9/4/2023	Ordinance	POSSESS MARIJUANA(25GR>LESS 1ST VIOL) 961.41
9/4/2023	Ordinance	OBSTRUCTING OFFICERS 946.41
9/4/2023	Ordinance	DISORDERLY CONDUCT 947.01
9/4/2023	Warning	UNSAFE LANE DEVIATION
9/4/2023	Warning	NON-REGISTRATION OF AUTO, ETC
9/4/2023	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
09/04/23	Warning	SPEEDING IN 55 MPH ZONE (11-15 MPH)
9/5/2023	Citation	FAIL/YIELD RIGHT/WAY FROM STOP SIGN (RESULTING BODILY HARM)
9/5/2023	Citation	OPERATE W/O VALID LICENSE
9/5/2023	Citation	OPERATING LEFT OF CENTER
9/5/2023	Warning	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
9/6/2023	Citation	INATTENTIVE DRIVING
9/8/2023	Citation	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
9/8/2023	Citation	OPERATING LEFT OF CENTER
9/8/2023	Ordinance	HARASSMENT 947.013(1m)(a)(b)
9/8/2023	Ordinance	HARASSMENT 947.013(1m)(a)(b)
9/8/2023	Warning	FAIL/STOP AT STOP SIGN
9/8/2023	Warning	OPERATION W/O REQUIRED LAMPS LIGHTED
9/10/2023	Citation	OPERATE MOTOR VEHICLE W/O INSURANCE
9/10/2023	Warning	SPEEDING IN 55 MPH ZONE (16-19 MPH)
9/10/2023	Warning	OPERATING WHILE SUSPENDED
9/10/2023	Warning	NON-REGISTRATION OF AUTO, ETC

9/10/2023	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
9/10/2023	Warning	FAIL/STOP AT STOP SIGN
9/10/2023	Warning	NON-REGISTRATION OF AUTO, ETC
9/11/2023	Citation	OPERATING WHILE UNDER THE INFLUENCE
9/11/2023	Citation	OPERATING W/PAC >=0.15 (1ST)
9/11/2023	Warning	FAIL/STOP AT STOP SIGN
09/11/23	Warning	UNSAFE LANE DEVIATION
9/12/2023	Citation	OPERATING W/PAC (3RD)
9/13/2023	Citation	OPERATING WHILE SUSPENDED
9/13/2023	Warning	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
9/13/2023	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
9/13/2023	Warning	IMPROPER DISPLAY OF LICENSE PLATE/TAG/DECAL
9/15/2023	Citation	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
9/15/2023	Citation	OPERATE AFTER REV/SUSP OF REGISTRATION
9/15/2023	Warning	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
9/15/2023	Warning	OPERATE AFTER REV/SUSP OF REGISTRATION
9/15/2023	Warning	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
9/15/2023	Warning	OPERATING LEFT OF CENTER
9/15/2023	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
9/15/2023	Warning	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
9/15/2023	Warning	NON-REGISTRATION OF AUTO, ETC
9/15/2023	Warning	OPERATE MOTOR VEHICLE W/O INSURANCE
9/15/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/15/2023	Warning	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
9/16/2023	Citation	OPERATE MOTOR VEHICLE W/O INSURANCE
9/16/2023	Citation	NON-REGISTRATION OF AUTO, ETC
9/16/2023	Citation	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
9/16/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/16/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/17/2023	Citation	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
9/17/2023	Warning	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
9/17/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/18/2023	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
9/19/2023	Citation	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
9/19/2023	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
9/20/2023	Citation	OPERATING W/PAC (3RD)
9/20/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/20/2023	Warning	SPEEDING IN 55 MPH ZONE (11-15 MPH)
9/20/2023	Warning	OPERATE MOTOR VEHICLE W/O INSURANCE

09/21/23	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/21/2023	Warning	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
9/21/2023	Warning	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
9/22/2023	Warning	SPEEDING IN 55 MPH ZONE (16-19 MPH)
9/22/2023	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
9/22/2023	Warning	ILLEGIBLE LICENSE PLATES
9/23/2023	Citation	OPERATING WHILE SUSPENDED
9/23/2023	Citation	FAILURE TO KEEP VEHICLE UNDER CONTROL
9/23/2023	Citation	OPERATING WHILE SUSPENDED
9/23/2023	Warning	FAIL TO SIGNAL TURN
9/23/2023	Warning	UNREASONABLE AND IMPRUDENT SPEED
9/24/2023	Citation	OPERATING WHILE SUSPENDED
9/24/2023	Citation	OPERATE AFTER REV/SUSP OF REGISTRATION
9/24/2023	Warning	NON-REGISTRATION OF AUTO, ETC
9/26/2023	Citation	FAIL/DISPLAY VEHICLE LICENSE PLATES
9/26/2023	Warning	ILLEGIBLE LICENSE PLATES
9/26/2023	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
9/26/2023	Warning	FAIL/YIELD TO STOP FOR EMERGENCY VEHICLE
9/27/2023	Warning	FAILURE TO STOP FOR SCHOOL BUS
9/27/2023	Warning	SPEEDING IN 55 MPH ZONE (11-15 MPH)
9/29/2023	Citation	OPERATE MOTOR VEHICLE W/O INSURANCE
9/29/2023	Warning	FAIL/YIELD RIGHT/WAY FROM STOP SIGN
9/29/2023	Warning	NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT
9/30/2023	Citation	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
9/30/2023	Warning	OPERATE W/O VALID LICENSE B/C EXPIRATION
9/30/2023	Warning	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

October 24, 2023

Title:

Village Manager
+ Budget Report

Issue:

Monthly Report

Background and Additional Information:

Staff has been working on the following items since the last Manager's report:

Administrative staff have been working on the Granicus project and preparing the 2024 budget.

- Work continues on the Granicus project. The project has three distinct modules:
 - Peak/iLegislate (digital agendas, packets and minutes)
 - Staff are at the point of entering practice meetings into the system in parallel with our current hard-copy process. Staff are now creating every meeting in Granicus and generating the packet from it. This unit is ready to go live. Devices need to be purchased for the Board members and distributed with instructions.

- Form Services (digital forms)
 - The real estate inquiries have been sent to the Granicus technical team to be built. Staff are working on the yard waste form next. Target go-live is when the website goes live in October.

- - The new website is live. This was the focus of the project from the end of September into the first couple of weeks in October. This was good work by the team with especially big efforts by the Village Clerk and the Administrative Assistant. It also took some coordination of complicated technical processes between the team, Granicus and the firm providing IT support for the Village; Corporate Network Solutions.

Another important milestone achieved since the last Board meeting was significant progress on the project to update Village land records. As a reminder for the Board, the properties owned by the Village (i.e. the Municipal Building, the parks, etc) were still listed as Town properties on the land records. Staff discovered that the County had created GIS records of Village roads when the Village incorporated. This meant there were 179 land records to revise. The Deputy Clerk took ownership of this issue and worked with the County staff to correct those records. The County is in the process of updating those property records.

The only remaining piece for Village staff to perform is parcels owned by HU. They are still listed as being owned by Waverly Beach Sanitary District. There are eight parcels (six for lift stations and two where the building sits) that need to be updated.

Finally, Board members requested at the October 13 budget meeting a report of park projects that were approved by the Board but not yet implemented. Staff reports the following projects still need to be done:

Park	Project	Status
Darboy Community Park	Additional Lighting in pavillion area	An additional light was installed by WE in 2023. However it was not the double light discussed at Board meetings so this issue still needs attention.
Darboy Community Park	Security System	The Board directed staff to explore a security system for the park. Staff has communicated with the City of Appleton to learn about their system.
Farmers Field Park	Perimeter lighting	McMahon is in communication with WE to develop a plan to deliver power to the park.
Farmers Field Park	Playground Equipment	The Village received a grant to purchase this equipment. The equipment is purchased and delivered. Staff are communicating with the vendor to schedule installation.
HAA	Exercise stations	Installation of exercise stations was approved as part of the 2023 budget. Project has not been started.

- Budget reports for the General Fund, the Water Utility and Sewer Utility. Newly added to the monthly report are the TID budget printouts. The budget for a TID is a bit of a misnomer. Staff uses revenues from the previous year as an estimate but the numbers are driven by development.

The Village TIDs do not have project expenses. Most of their expenses are the portions of increment promised to them in the developers' agreements. Thus, TID #4 has no revenue budgeted because there is no development in it. TIDs numbers 5 and 6 did not exist at budget time so they had nothing budgeted for them.

- Trustee Lancaster asked after the April 2023 monthly budget to see updated revenues in the budget reports of the general funds. Presently the budget report shows a small amount receipted in property taxes which was a disbursement from Calumet County for a couple of special cases and zeros for amounts received in the special charges on our tax bills. It is my understanding that the process utilized by the Village has staff entering taxes and special charges as receivables. Tax payments are receipted into the financial system as a lump sum along with all the special charges/fees/assessments on the tax bills and tax money owed to other jurisdictions. Staff are working with the auditor to determine the appropriate journal entries to break up the different revenue sources and apply them to the budget. The 2022 budget is anticipated to finish in the first week of October. At that time staff will schedule a meeting with the auditor for them to instruct staff on the appropriate journal entries.
- Staff report showing balances of special revenue funds. The Board requested some history showing the expenditure of the park impact fees. This has been added to the report. Staff had to go back to 2020 for the proper balance determination. The 2022 audit will determine final balances of these funds at the end of that fiscal year.
- At the August 30, 2022 meeting Board members requested staff to explore if the pavement for the pickleball courts was/should be charged against the park impact fees. Northeast Asphalt bid \$47,130 in change order number 1 to pave the courts and increased it an additional \$11,730 in change order number 2 when the size of the courts were enlarged. These costs were part of the approved certificates of payment from Graef that the Village paid in October, 2021. They were booked against the capital outlay funds at that time. Staff would recommend keeping it that way to preserve park impact fees for future expenditures. Again, the 2022 audit will determine a balance for that fund and this historical footnote can be discontinued.

Budget Impacts:

None.

Recommended Action:

None - Report Only

Attachments:

- [MEMO Village Board 10-24-23 Report Village Managers ATTACH Impact Fee Rpt.xlsx](#)
- [MEMO Village Board 10-24-23 Report Village Manager ATTACH HU 2023 Budget Rpt.pdf](#)
- [MEMO Village Board 10-24-23 Report Village Manager ATTACH TID 2023 Budget Rpt.pdf](#)
- [MEMO Village Board 10-24-23 Report Village Manager ATTACH Gen Fund 2023 Budget Rpt.pdf](#)

Village of Harrison
 Monthly Staff Report of Special Revenue Funds
 October 24, 2023
 Prepared by Matt Heiser

Impact Fees

Impact fees are collected with the building permit process. They are receipted into the system when permits are paid. 2022 balances still need to be confirmed by audit.

By state statute impact fees must be spent within 7 years of receipt or returned to owner.

	1/1/2022 (per 2021 Village Audit)	Collected in 2022	Spent in 2022	Balance 12/31/22
Park Impact Fee	\$909,006.00	\$171,419.60	\$2,431.15	\$1,077,994.45
Police Impact Fee	\$60,590.00	\$24,901.13	\$0.00	\$85,491.13
Fire Impact Fee	\$514,358.00	\$210,857.98	\$0.00	\$725,215.98

	1/1/2023	Collected in 2023	Spent in 2023	Current Balance
Park Impact Fee	\$1,077,994.45	\$64,408.32	-\$103,071.60	\$1,245,474.37
Police Impact Fee	\$85,491.13	\$7,561.48	\$0.00	\$93,052.61
Fire Impact Fee	\$725,215.98	\$65,054.74	\$0.00	\$790,270.72

Notes on 2022 Park Impact Fee Expenditures:

The \$2,431.15 was on engineering for park additions/improvements

Notes on 2023 Park Impact Fees:

Park impact fees were accidentally collected on a development in contrast to the developer agreement. This was corrected in August by reducing them \$20,482.

2023 Park Impact Fee Expenditures:

- Dogwood Park pavilion
- Dogwood Park picnic tables
- Darboy Park building design
- Clover Ridge Park disc golf baskets and discs
- Engineering project management
- Farmers Field baseball backstop installation
- Farmers Field diamond improvements

Public Charges on the Tax Bill

These charges are paid as part of the tax bill. Village staff will reconcile total taxes deposited with bank statements but will not separate the taxes from the public charges.

The auditor separates them with journal entries and is part of the audit process.

The 2022 audit is underway.

The garbage and recycling fee are based on the known units and the rates of collection in the contract. Every year the budgeted expenses should end equal to the budgeted revenues.

The law enforcement fee is based on the actual expenses from the first three quarters

of the year plus the fourth quarter of the previous year. Every year those expenses should be close to the revenues in the budget so this fund would not carry a balance.

The storm water fee and transportation fees are collected for projects and carry a balance from year to year.

	2021 balance	Proj Bal 12/31/22	Proj Bal 12/31/23
Storm Water Fee	\$262,346	\$373,186	\$623,466
Transportation Fee	\$531,875	\$77,983	\$5,433

Fund: 610 - WATER UTILITY

Account Number		2023	2023	2023	Budget Status	% of Budget
		October	Actual 10/19/2023	Budget		
610-00-41900-000-000	Interest Income	0.00	94,635.72	0.00	94,635.72	0.00
TAXES						
		0.00	94,635.72	0.00	94,635.72	0.00
610-00-46101-000-000	Residential Metered Sales	0.00	762,933.11	882,587.00	-119,653.89	86.44
610-00-46102-000-000	Commercial Metered Sales	0.00	82,568.12	85,935.00	-3,366.88	96.08
610-00-46103-000-000	Industrial Metered Sales	0.00	0.00	1,535.00	-1,535.00	0.00
610-00-46104-000-000	Public Authority Metered Sales	0.00	24,371.51	19,491.00	4,880.51	125.04
610-00-46105-000-000	Multifamily Metered Sales	0.00	69,390.96	45,000.00	24,390.96	154.20
610-00-46106-000-000	Irrigation Metered Sales	0.00	361.97	395.00	-33.03	91.64
610-00-46200-000-000	Private Fire Protection Servic	0.00	12,793.46	0.00	12,793.46	0.00
610-00-46300-000-000	Public Fire Protection Service	0.00	159,198.28	214,655.00	-55,456.72	74.16
PUBLIC CHARGES FOR SERVICES						
		0.00	1,111,617.41	1,249,598.00	-137,980.59	88.96
610-00-47000-000-000	Forfeited Discounts	0.00	1,849.69	4,000.00	-2,150.31	46.24
610-00-47400-000-000	Other Water Revenue	75.00	3,352.27	5,000.00	-1,647.73	67.05
INTERGOV'T CHARGES FOR SERV						
		75.00	5,201.96	9,000.00	-3,798.04	57.80
610-00-49213-000-000	Transfer from General Utility	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES						
		0.00	0.00	0.00	0.00	0.00
Total Revenues						
		75.00	1,211,455.09	1,258,598.00	-47,142.91	96.25

Fund: 610 - WATER UTILITY

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
610-00-57408-000-000	Taxes	0.00	0.00	0.00	0.00	0.00
610-00-57601-000-000	Purchased Water - COA / FC	678.40	492,211.64	649,808.00	157,596.36	75.75
610-00-57602-000-000	Fire Protection - COA	0.00	21,821.67	38,048.00	16,226.33	57.35
610-00-57622-000-000	Fuel/Power Purchase - Pumping	0.00	0.00	0.00	0.00	0.00
610-00-57640-000-000	Operation Labor	3,804.35	87,159.03	97,703.00	10,543.97	89.21
610-00-57641-000-000	Operation Supplies & Expenses	161.87	17,618.28	25,000.00	7,381.72	70.47
610-00-57651-000-000	Maintenance of Mains	1,843.00	3,604.50	15,000.00	11,395.50	24.03
610-00-57652-000-000	Maintenance of Services	0.00	1,445.00	15,000.00	13,555.00	9.63
610-00-57653-000-000	Maintenance of Meters	0.00	1,683.00	5,000.00	3,317.00	33.66
610-00-57654-000-000	Maintenance of Hydrants	0.00	2,530.28	0.00	-2,530.28	0.00
610-00-57901-000-000	Meter Reading Labor	0.00	0.00	0.00	0.00	0.00
610-00-57902-000-000	Accounting & Collecting Labor	1,756.80	36,892.80	50,295.00	13,402.20	73.35
610-00-57903-000-000	Supplies and Expenses	0.00	0.00	0.00	0.00	0.00
610-00-57920-000-000	Admin & General Salaries	1,018.29	18,171.26	43,740.00	25,568.74	41.54
610-00-57921-000-000	Office Supplies & Expenses	3,004.36	13,497.50	29,845.00	16,347.50	45.23
610-00-57923-000-000	Outside Services Employed	1,059.97	38,401.57	40,000.00	1,598.43	96.00
610-00-57924-000-000	Insurance Expense	2,234.85	9,478.00	7,651.00	-1,827.00	123.88
610-00-57925-000-000	Payroll Tax - FICA	455.14	9,903.28	12,942.00	3,038.72	76.52
610-00-57926-000-000	Employee Pensions & Benefits	447.41	15,505.60	86,553.00	71,047.40	17.91
610-00-57928-000-000	Regulatory Commission Expenses	1,245.51	2,181.20	6,000.00	3,818.80	36.35
610-00-57930-000-000	Miscellaneous General Expense	24.42	1,314.24	22,500.00	21,185.76	5.84
610-00-57933-000-000	Transportation Expense	323.64	3,715.56	4,185.00	469.44	88.78
610-00-57935-000-000	Maintenance of General Plant	162.50	1,737.79	2,500.00	762.21	69.51
610-00-57950-000-000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		18,220.51	778,872.20	1,151,770.00	372,897.80	67.62
Total Expenses		18,220.51	778,872.20	1,151,770.00	372,897.80	67.62
Net Totals		-18,145.51	432,582.89	106,828.00	-325,754.89	404.93

Fund: 620 - SEWER UTILITY

Account Number		2023	2023	2023	Budget Status	% of Budget
		October	Actual 10/19/2023	Budget		
620-00-46221-000-000	Residential Measured Service	0.00	691,278.93	851,153.00	-159,874.07	81.22
620-00-46222-000-000	Commercial Measured Service	0.00	83,867.47	91,309.00	-7,441.53	91.85
620-00-46223-000-000	Industrial Measured Service	0.00	0.00	3,584.00	-3,584.00	0.00
620-00-46224-000-000	Public Authority Measured Srvc	-17,821.62	8,738.89	37,268.00	-28,529.11	23.45
620-00-46225-000-000	Multifamily Measured Service	0.00	83,762.86	62,934.00	20,828.86	133.10
PUBLIC CHARGES FOR SERVICES		-17,821.62	867,648.15	1,046,248.00	-178,599.85	82.93
620-00-47631-000-000	Forfeited Discounts	0.00	1,488.04	3,453.00	-1,964.96	43.09
620-00-47635-000-000	Other Sewer Revenue	0.00	-4,589.88	5,205.00	-9,794.88	-88.18
620-00-47640-000-000	Interest Income	0.00	94,635.94	0.00	94,635.94	0.00
INTERGOV'T CHARGES FOR SERV		0.00	91,534.10	8,658.00	82,876.10	1,057.22
620-00-49213-000-000	Transfer from General Utility	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00
Total Revenues		-17,821.62	959,182.25	1,054,906.00	-95,723.75	90.93

Fund: 620 - SEWER UTILITY

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
620-00-57820-000-000	Supervision & Labor	3,985.25	84,717.57	147,998.00	63,280.43	57.24
620-00-57821-000-000	Fuel/Power Purchase - Pumping	0.00	16,145.97	17,000.00	854.03	94.98
620-00-57827-000-000	Operation Supplies & Expenses	118.05	8,168.01	20,000.00	11,831.99	40.84
620-00-57828-000-000	Transportation Expense	323.64	3,715.64	4,185.00	469.36	88.78
620-00-57829-000-000	Sewerage Treatment Charges	0.00	212,344.51	217,210.00	4,865.49	97.76
620-00-57831-000-000	Maintenance Sewage Collect Sys	19,582.79	34,524.54	50,000.00	15,475.46	69.05
620-00-57832-000-000	Maint Collection Syst Pumping	1,013.26	39,655.48	40,000.00	344.52	99.14
620-00-57833-000-000	Maint Trtmt & Disp Plant Equip	0.00	0.00	0.00	0.00	0.00
620-00-57834-000-000	Maintenance of General Plant	162.50	1,526.83	2,500.00	973.17	61.07
620-00-57840-000-000	Accounting & Collecting Labor	1,756.80	36,892.80	50,295.00	13,402.20	73.35
620-00-57842-000-000	Meter Reading Labor	0.00	0.00	0.00	0.00	0.00
620-00-57843-000-000	Uncollectible Accounts	0.00	0.00	0.00	0.00	0.00
620-00-57850-000-000	Admin & General Salaries	1,018.29	18,171.26	74,093.00	55,921.74	24.52
620-00-57851-000-000	Office Supplies & Expenses	3,004.37	13,702.24	32,010.00	18,307.76	42.81
620-00-57852-000-000	Outside Services Employed	1,372.48	66,003.26	40,000.00	-26,003.26	165.01
620-00-57853-000-000	Insurance Expense	2,234.86	9,478.00	6,878.00	-2,600.00	137.80
620-00-57854-000-000	Employee Pensions & Benefits	459.72	15,339.17	56,674.00	41,334.83	27.07
620-00-57855-000-000	Payroll Tax - FICA	468.91	9,795.16	18,386.00	8,590.84	53.28
620-00-57856-000-000	Miscellaneous General Expense	24.43	1,180.46	1,000.00	-180.46	118.05
620-00-57870-000-000	Interest Expense - CWF Loan	0.00	14,248.00	16,250.00	2,002.00	87.68
620-00-57875-000-000	Amortization Expense-CWF Loan	0.00	51,643.00	41,215.00	-10,428.00	125.30
620-00-57950-000-000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		35,525.35	637,251.90	835,694.00	198,442.10	76.25
Total Expenses		35,525.35	637,251.90	835,694.00	198,442.10	76.25
Net Totals		-53,346.97	321,930.35	219,212.00	-102,718.35	146.86

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
401-00-41110-000-000	Tax Increments - TID #1	0.00	0.00	592,620.00	-592,620.00	0.00
=====						
	TAXES	0.00	0.00	592,620.00	-592,620.00	0.00
=====						
401-00-43430-000-000	TID Exempt Computer Aid	0.00	0.00	0.00	0.00	0.00
=====						
	INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00
=====						
	Total Revenues	0.00	0.00	592,620.00	-592,620.00	0.00
=====						

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2023	2023	2023	Budget Status	% of Budget
		October	Actual 10/19/2023	Budget		
401-00-51500-000-000	Professional Services - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-51510-000-000	Administrative Costs - TID #1	0.00	150.00	150.00	0.00	100.00
GENERAL GOVERNMENT		0.00	150.00	150.00	0.00	100.00
401-00-56700-000-000	Site Preparation - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-56700-700-000	Grant-Toonen Development TID 1	0.00	391,146.30	380,000.00	-11,146.30	102.93
401-00-56700-701-000	Grant-Gregorski 22 LLC	0.00	-14,942.35	11,800.00	26,742.35	-126.63
401-00-56700-702-000	Grant-Asterion LLC	0.00	188,239.29	91,000.00	-97,239.29	206.86
CONSERVATION AND DEVELOPMENT		0.00	564,443.24	482,800.00	-81,643.24	116.91
401-00-57100-000-000	Property Acquisition - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-57200-000-000	Street Improvements - TID #1	0.00	0.00	0.00	0.00	0.00
401-00-57300-000-000	Utility Improvements - TID #1	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	564,593.24	482,950.00	-81,643.24	116.91
Net Totals		0.00	-564,593.24	109,670.00	674,263.24	-514.81

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
402-00-41110-000-000	Tax Increments - TID #2	0.00	0.00	31,000.00	-31,000.00	0.00
=====						
	TAXES	0.00	0.00	31,000.00	-31,000.00	0.00
=====						
	Total Revenues	0.00	0.00	31,000.00	-31,000.00	0.00
=====						

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
402-00-51500-000-000	Professional Services-TID #2	0.00	0.00	0.00	0.00	0.00
402-00-51510-000-000	Administrative Costs - TID #2	0.00	150.00	150.00	0.00	100.00
GENERAL GOVERNMENT		0.00	150.00	150.00	0.00	100.00
402-00-56700-000-000	Site Preparation - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-56700-700-000	Grant-Premier Harrison LLC	0.00	96,904.41	3,100.00	-93,804.41	3,125.95
CONSERVATION AND DEVELOPMENT		0.00	96,904.41	3,100.00	-93,804.41	3,125.95
402-00-57100-000-000	Property Acquisition - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-57200-000-000	Street Improvements - TID #2	0.00	0.00	0.00	0.00	0.00
402-00-57300-000-000	Utility Improvements - TID #2	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	97,054.41	3,250.00	-93,804.41	2,986.29
Net Totals		0.00	-97,054.41	27,750.00	124,804.41	-349.75

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
403-00-41110-000-000	Tax Increments - TID #3	0.00	0.00	35,000.00	-35,000.00	0.00
=====						
	TAXES	0.00	0.00	35,000.00	-35,000.00	0.00
=====						
	Total Revenues	0.00	0.00	35,000.00	-35,000.00	0.00
=====						

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number		2023	2023	2023	Budget Status	% of Budget
		October	Actual 10/19/2023	Budget		
403-00-51500-000-000	Professional Services-TID #3	0.00	0.00	0.00	0.00	0.00
403-00-51510-000-000	Administrative Costs - TID #3	0.00	150.00	0.00	-150.00	0.00
GENERAL GOVERNMENT		0.00	150.00	0.00	-150.00	0.00
403-00-56700-000-000	Site Preparation - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-56700-700-000	Grant-Driscoll Properties LLC	0.00	38,933.02	17,600.00	-21,333.02	221.21
CONSERVATION AND DEVELOPMENT		0.00	38,933.02	17,600.00	-21,333.02	221.21
403-00-57100-000-000	Property Acquisition - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-57200-000-000	Street Improvements - TID #3	0.00	0.00	0.00	0.00	0.00
403-00-57300-000-000	Utility Improvements - TID #3	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	39,083.02	17,600.00	-21,483.02	222.06
Net Totals		0.00	-39,083.02	17,400.00	56,483.02	-224.62

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
404-00-41110-000-000	Tax Increments - TID #4	0.00	0.00	0.00	0.00	0.00
=====						
	TAXES	0.00	0.00	0.00	0.00	0.00
=====						
	Total Revenues	0.00	0.00	0.00	0.00	0.00
=====						

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2023	2023	2023	Budget Status	% of Budget
		October	Actual 10/19/2023	Budget		
404-00-51500-000-000	Professional Services-TID #4	0.00	0.00	0.00	0.00	0.00
404-00-51510-000-000	Administrative Costs - TID #4	0.00	150.00	150.00	0.00	100.00
GENERAL GOVERNMENT		0.00	150.00	150.00	0.00	100.00
404-00-56700-000-000	Site Preparation - TID #4	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
404-00-57100-000-000	Property Acquisition - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-57200-000-000	Street Improvements - TID #4	0.00	0.00	0.00	0.00	0.00
404-00-57300-000-000	Utility Improvements - TID #4	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	150.00	150.00	0.00	100.00
Net Totals		0.00	-150.00	-150.00	0.00	100.00

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
405-00-41110-000-000	Tax Increments - TID #5	0.00	0.00	0.00	0.00	0.00
=====						
	TAXES	0.00	0.00	0.00	0.00	0.00
=====						
	Total Revenues	0.00	0.00	0.00	0.00	0.00
=====						

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number		2023	2023	2023	Budget Status	% of Budget
		October	Actual 10/19/2023	Budget		
405-00-51500-000-000	Professional Services-TID #5	0.00	8,021.00	0.00	-8,021.00	0.00
405-00-51510-000-000	Administrative Costs - TID #5	0.00	1,000.00	0.00	-1,000.00	0.00
GENERAL GOVERNMENT		0.00	9,021.00	0.00	-9,021.00	0.00
405-00-56700-000-000	Site Preparation - TID #5	0.00	642.00	0.00	-642.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	642.00	0.00	-642.00	0.00
405-00-57100-000-000	Property Acquisition - TID #5	0.00	0.00	0.00	0.00	0.00
405-00-57200-000-000	Street Improvements - TID #5	0.00	0.00	0.00	0.00	0.00
405-00-57300-000-000	Utility Improvements - TID #5	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	9,663.00	0.00	-9,663.00	0.00
Net Totals		0.00	-9,663.00	0.00	9,663.00	

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
406-00-41110-000-000	Tax Increments - TID #6	0.00	0.00	0.00	0.00	0.00
=====						
	TAXES	0.00	0.00	0.00	0.00	0.00
=====						
	Total Revenues	0.00	0.00	0.00	0.00	0.00
=====						

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
406-00-51500-000-000	Professional Services-TID #6	0.00	0.00	0.00	0.00	0.00
406-00-51510-000-000	Administrative Costs - TID #6	0.00	1,000.00	0.00	-1,000.00	0.00
GENERAL GOVERNMENT		0.00	1,000.00	0.00	-1,000.00	0.00
406-00-56700-000-000	Site Preparation - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-56700-700-000	Grant-WI Wealth Management	0.00	250,000.00	0.00	-250,000.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	250,000.00	0.00	-250,000.00	0.00
406-00-57100-000-000	Property Acquisition - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-57200-000-000	Street Improvements - TID #6	0.00	0.00	0.00	0.00	0.00
406-00-57300-000-000	Utility Improvements - TID #6	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	251,000.00	0.00	-251,000.00	0.00
Net Totals		0.00	-251,000.00	0.00	251,000.00	

Fund: 100 - GENERAL FUND

Account Number		2023		2023 Budget	Budget Status	% of Budget
		2023 October	Actual 10/19/2023			
100-00-40000-000-000	State Lottery Credit	0.00	184,770.13	0.00	184,770.13	0.00
REVENUES		0.00	184,770.13	0.00	184,770.13	0.00
100-00-41110-000-000	General Property Taxes	0.00	1,058,114.10	2,817,382.00	-1,759,267.90	37.56
100-00-41140-000-000	Mobile Home Fees	0.00	0.00	0.00	0.00	0.00
100-00-41150-000-000	Forest Cropland/MFL Taxes	0.00	30.24	30.00	0.24	100.80
100-00-41220-000-000	Sales Tax - Village Share	0.00	0.00	0.00	0.00	0.00
100-00-41320-000-000	Payments In Lieu of Taxes	0.00	2,130.62	60,000.00	-57,869.38	3.55
100-00-41800-000-000	Interest - Personal Prop. Tax	0.00	0.00	0.00	0.00	0.00
100-00-41900-000-000	Other Taxes	0.00	1,706.10	0.00	1,706.10	0.00
TAXES		0.00	1,061,981.06	2,877,412.00	-1,815,430.94	36.91
100-00-42000-000-000	Special Assessments	0.00	0.00	1,122,379.00	-1,122,379.00	0.00
100-00-42000-000-101	Connection Fees - Sewer	0.00	0.00	0.00	0.00	0.00
100-00-42100-000-000	S/W Agreement - Lexington Home	0.00	114,098.50	0.00	114,098.50	0.00
100-00-42300-000-001	Sp. Assmts. - Sidewalks	0.00	0.00	6,095.00	-6,095.00	0.00
100-00-42300-000-002	Sp Assmts Rds -Hickory/Rustic	0.00	0.00	0.00	0.00	0.00
100-00-42300-000-003	Sp Assmts Kimbrly Hts 2022 Rds	0.00	164,163.59	0.00	164,163.59	0.00
100-00-42300-000-004	Sp Assmts Hiddn Pines 2022 Rds	0.00	13,735.91	0.00	13,735.91	0.00
100-00-42400-000-001	Sp Assmts Hoelzel Hvns 2022	0.00	9,721.53	0.00	9,721.53	0.00
100-00-42600-000-001	Sp. Assmts. - Sumac Ln.	0.00	0.00	0.00	0.00	0.00
SPECIAL ASSESS CONNECTION FEES		0.00	301,719.53	1,128,474.00	-826,754.47	26.74
100-00-43200-000-000	Federal Grants - CARES ACT	0.00	0.00	0.00	0.00	0.00
100-00-43400-000-000	State Shared Revenues	0.00	32,305.93	62,566.00	-30,260.07	51.63
100-00-43401-000-000	Personal Property Aid	0.00	5,896.93	0.00	5,896.93	0.00
100-00-43410-000-000	State Fire Dues - Harrison	0.00	65,351.38	49,900.00	15,451.38	130.96
100-00-43420-000-000	State Fire Dues - Shwd/Wood	0.00	1,535.29	14,858.00	-13,322.71	10.33
100-00-43430-000-000	Exempt Computer Aid	0.00	42,433.66	42,042.00	391.66	100.93
100-00-43520-000-000	Public Safety Grant	0.00	12,675.00	0.00	12,675.00	0.00
100-00-43530-000-000	State Transportation Aids	108,715.32	434,861.28	434,804.00	57.28	100.01
100-00-43531-000-000	Local Road Improvement Aid	0.00	0.00	0.00	0.00	0.00
100-00-43532-000-000	Bridge Aid	0.00	0.00	0.00	0.00	0.00
100-00-43540-000-000	Recycling Grant	0.00	21,662.36	21,300.00	362.36	101.70
100-00-43570-000-000	State Grant - Friendship Trail	0.00	0.00	0.00	0.00	0.00
100-00-43610-000-000	Payment for Municipal Services	0.00	0.00	60.00	-60.00	0.00
100-00-43620-000-000	DNR	0.00	0.00	0.00	0.00	0.00
100-00-43650-000-000	Forest Cropland State Aids	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES		108,715.32	616,721.83	625,530.00	-8,808.17	98.59
100-00-44105-000-000	Liquor & Beverage Licenses	0.00	5,160.00	10,000.00	-4,840.00	51.60
100-00-44110-000-000	Operators Licenses	30.00	3,680.00	4,900.00	-1,220.00	75.10
100-00-44115-000-000	Cigarette Licenses	0.00	300.00	200.00	100.00	150.00
100-00-44120-000-000	Cable Television Franchise Fee	0.00	75,702.48	111,703.00	-36,000.52	67.77
100-00-44205-000-000	Dog Licenses Fees	15.00	12,737.70	11,000.00	1,737.70	115.80
100-00-44305-000-000	Building Permit Fee	895.00	47,175.23	52,000.00	-4,824.77	90.72
100-00-44305-001-000	Bldg Permit Fee - Admin.	0.00	0.00	0.00	0.00	0.00
100-00-44306-000-000	HVAC Permit	110.00	12,704.77	7,250.00	5,454.77	175.24
100-00-44307-000-000	Plumbing Permit	165.00	13,863.00	10,000.00	3,863.00	138.63
100-00-44308-000-000	Electrical Permit	645.00	19,833.09	13,000.00	6,833.09	152.56

Fund: 100 - GENERAL FUND

Account Number		2023		2023 Budget	Budget Status	% of Budget
		October	Actual 10/19/2023			
100-00-44309-000-000	Siding/Windows/Roof Permit	40.00	2,280.00	750.00	1,530.00	304.00
100-00-44310-000-000	Pool Permit	0.00	440.00	1,000.00	-560.00	44.00
100-00-44311-000-000	Lot Grade Fee	860.00	59,340.00	40,000.00	19,340.00	148.35
100-00-44312-000-000	Driveway Grade Fee	185.00	12,765.00	9,000.00	3,765.00	141.83
100-00-44313-000-000	Culvert Permit	0.00	150.00	150.00	0.00	100.00
100-00-44314-000-000	Street Opening Permit	0.00	0.00	0.00	0.00	0.00
100-00-44316-000-000	Demolition Permit	0.00	125.00	50.00	75.00	250.00
100-00-44330-000-000	Utility Permit Fee	150.00	24,282.50	2,500.00	21,782.50	971.30
100-00-44336-000-000	Culvert Fee - Bldg Inspector	0.00	0.00	150.00	-150.00	0.00
100-00-44400-000-000	Zoning Permit Fee	1,700.00	28,650.00	22,000.00	6,650.00	130.23
100-00-44401-000-000	Erosion Permit	100.00	10,392.93	6,500.00	3,892.93	159.89
100-00-44410-000-000	Plat and CSM Review Fee	150.00	2,670.00	2,000.00	670.00	133.50
100-00-44415-000-000	Site Plan Review Fee	0.00	950.00	600.00	350.00	158.33
100-00-44900-000-000	Other License/Permit Fee	0.00	1,260.00	0.00	1,260.00	0.00
100-00-44905-000-000	Fireworks Permit	0.00	0.00	0.00	0.00	0.00
LICENSES AND PERMITS		5,045.00	334,461.70	304,753.00	29,708.70	109.75
100-00-45105-000-000	Ordinance Violations	0.00	0.00	500.00	-500.00	0.00
100-00-45110-000-000	Parking Violations	925.36	9,216.22	6,000.00	3,216.22	153.60
FINES, FORFEITS AND PENALTIES		925.36	9,216.22	6,500.00	2,716.22	141.79
100-00-46100-000-000	Administrative Fee	395.00	23,957.44	40,000.00	-16,042.56	59.89
100-00-46105-000-000	Publication Fee - Liquor	0.00	-57.87	0.00	-57.87	0.00
100-00-46110-000-000	Real Estate Inquiry Fee	480.00	7,860.00	8,000.00	-140.00	98.25
100-00-46111-000-000	Photocopy Fee	0.00	0.00	0.00	0.00	0.00
100-00-46115-000-000	Merchandise Sales	0.00	0.00	0.00	0.00	0.00
100-00-46120-000-000	Credit Card Surcharge	0.00	1,162.67	700.00	462.67	166.10
100-00-46210-000-000	Law Enforcement Charges	0.00	0.00	512,531.00	-512,531.00	0.00
100-00-46300-000-000	Transportation Utility Charges	0.00	0.00	662,450.00	-662,450.00	0.00
100-00-46310-000-000	Road Department Revenue	216.00	3,330.00	2,000.00	1,330.00	166.50
100-00-46321-000-000	Street Lights Fee	0.00	0.00	2,000.00	-2,000.00	0.00
100-00-46321-000-001	Lights - North Shore Woods	0.00	0.00	0.00	0.00	0.00
100-00-46321-000-002	Lights - North Shore Golf Club	0.00	0.00	0.00	0.00	0.00
100-00-46324-000-000	Harrison Stormwater Util Fee	0.00	0.00	0.00	0.00	0.00
100-00-46328-000-000	Stormwater Drainage Fee	0.00	0.00	0.00	0.00	0.00
100-00-46420-000-000	Refuse Collection Fee (67%)	162.33	2,898.75	396,829.00	-393,930.25	0.73
100-00-46435-000-000	Recycling Collection Fee (33%)	108.15	1,931.25	256,099.00	-254,167.75	0.75
100-00-46440-000-000	Weed & Nuisance Control Fee	0.00	0.00	0.00	0.00	0.00
100-00-46445-000-000	Compost Site Sticker Fee	520.00	34,480.00	30,000.00	4,480.00	114.93
100-00-46722-000-000	Park Shelter Rental Fee	0.00	2,630.33	1,000.00	1,630.33	263.03
100-00-46740-000-000	Municipal Hall Rental Fee	284.37	2,748.91	1,200.00	1,548.91	229.08
PUBLIC CHARGES FOR SERVICES		2,165.85	80,941.48	1,912,809.00	-1,831,867.52	4.23
100-00-47323-000-000	Fire Contracts-Sherwood/Wood	0.00	172,814.00	170,843.00	1,971.00	101.15
INTERGOV'T CHARGES FOR SERV		0.00	172,814.00	170,843.00	1,971.00	101.15
100-00-48110-000-000	Banking - Earned Interest	0.00	464,310.72	13,000.00	451,310.72	3,571.62
100-00-48120-000-000	Interest - Taxes	0.00	0.00	0.00	0.00	0.00
100-00-48130-000-000	Sp. Assmnt. - Earned Interest	0.00	2,738.65	100.00	2,638.65	2,738.65
100-00-48302-000-000	Sales - Fire Equipment	0.00	8,600.00	0.00	8,600.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2023	2023	2023	Budget	% of
		October	Actual 10/19/2023	Budget	Status	Budget
100-00-48303-000-000	Sales - Public Works Equipment	0.00	1,000.00	0.00	1,000.00	0.00
100-00-48307-000-000	Sales - Recyclables	0.00	0.00	0.00	0.00	0.00
100-00-48400-000-000	Insurance Recoveries	0.00	2,073.00	5,000.00	-2,927.00	41.46
100-00-48500-000-000	Donations	0.00	0.00	0.00	0.00	0.00
100-00-48800-000-000	Treasurer - Cash Over	0.00	38.72	0.00	38.72	0.00
100-00-48900-000-000	Misc. Revenues	-2,325.20	23,735.21	10,000.00	13,735.21	237.35
100-00-48905-000-000	Tippage Fee - Harrison Landfil	0.00	0.00	15,000.00	-15,000.00	0.00
MISCELLANEOUS REVENUES		-2,325.20	502,496.30	43,100.00	459,396.30	1,165.88
100-00-49000-000-000	Transfer from Debt Srvce Fund	0.00	0.00	0.00	0.00	0.00
100-00-49110-000-000	Proceeds from G.O. Bonds	0.00	0.00	1,600,000.00	-1,600,000.00	0.00
100-00-49140-000-000	State Trust Fund Loan	0.00	0.00	0.00	0.00	0.00
100-00-49205-000-000	Transfer from Debt Serv. Fund	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	1,600,000.00	-1,600,000.00	0.00
Total Revenues		114,526.33	3,265,122.25	8,669,421.00	-5,404,298.75	37.66

Fund: 100 - GENERAL FUND

Account Number		2023		2023 Budget	Budget Status	% of Budget
		October	Actual 10/19/2023			
100-00-51100-100-000	Village Board - Wages	1,292.32	27,138.72	33,600.00	6,461.28	80.77
100-00-51100-105-000	Village Board - FICA	98.87	2,076.27	2,570.00	493.73	80.79
100-00-51100-115-000	Village Board-Training/Mileage	0.00	0.00	800.00	800.00	0.00
100-00-51100-300-000	Village Board-Per Diem	0.00	0.00	0.00	0.00	0.00
100-00-51100-310-000	Village Board-Dues	0.00	6,827.71	7,500.00	672.29	91.04
100-00-51100-400-000	Village Board-Supplies	0.00	0.00	500.00	500.00	0.00
100-01-51101-100-001	Planning - Salary	3,476.19	66,763.75	99,819.00	33,055.25	66.88
100-01-51101-105-000	Planning - FICA	351.99	5,206.92	7,636.15	2,429.23	68.19
100-01-51101-200-000	Planning - Benefits	0.00	-2,490.55	57,448.00	59,938.55	-4.34
100-01-51101-205-000	Planning - Retirement	236.39	4,539.99	6,787.69	2,247.70	66.89
100-01-51101-300-000	Planning - Per Diem	1,125.00	2,790.00	4,000.00	1,210.00	69.75
100-01-51101-301-000	Planning - Dues	0.00	517.00	1,000.00	483.00	51.70
100-01-51101-304-000	Planning - Consultants	0.00	0.00	0.00	0.00	0.00
100-01-51101-305-000	Planning - Training/Mile/Exp.	0.00	3,632.94	3,500.00	-132.94	103.80
100-01-51101-400-000	Planning - Supplies	0.00	155.00	1,000.00	845.00	15.50
100-01-51101-400-005	Planning - Postage	0.00	0.00	0.00	0.00	0.00
100-01-51101-800-000	Planning - Publications	0.00	1,729.05	0.00	-1,729.05	0.00
100-01-51101-801-000	Planning - Capital	0.00	0.00	0.00	0.00	0.00
100-00-51300-000-000	Legal	0.00	46,843.62	28,000.00	-18,843.62	167.30
100-09-51300-000-000	Hwy Dept - Legal	0.00	0.00	10,000.00	10,000.00	0.00
100-02-51400-100-000	Gen. Admin - Wages	13,513.72	285,187.40	351,351.00	66,163.60	81.17
100-02-51400-103-000	Gen. Admin - OT Wages	0.00	0.00	0.00	0.00	0.00
100-02-51400-105-000	Gen. Admin - FICA	971.53	20,711.81	26,878.00	6,166.19	77.06
100-02-51400-200-000	Gen. Admin - Benefits	9,440.54	112,028.21	135,353.00	23,324.79	82.77
100-02-51400-205-000	Gen. Admin - Retirement	918.92	19,392.47	23,892.00	4,499.53	81.17
100-02-51400-305-000	Gen. Admin - Training/Conf.	135.11	3,157.75	4,400.00	1,242.25	71.77
100-02-51400-310-000	Gen. Admin - Dues	0.00	356.46	1,500.00	1,143.54	23.76
100-02-51400-400-000	Gen. Admin - Supplies	1,399.02	13,789.91	20,000.00	6,210.09	68.95
100-02-51400-400-005	Gen. Admin - Postage	500.00	1,557.12	4,000.00	2,442.88	38.93
100-02-51400-400-006	Gen. Admin - Service Contracts	6,602.21	54,656.27	75,000.00	20,343.73	72.88
100-02-51400-800-000	Gen. Admin - Publications	0.00	418.61	3,000.00	2,581.39	13.95
100-02-51400-800-005	Gen. Admin - Newsltr & Postage	0.00	8,543.15	4,000.00	-4,543.15	213.58
100-00-51440-000-000	Elections - Wages	0.00	5,890.50	14,500.00	8,609.50	40.62
100-00-51440-100-000	Elections-FICA	0.00	12.43	1,109.25	1,096.82	1.12
100-00-51440-200-000	Elections - Expenses/Training	0.00	159.44	500.00	340.56	31.89
100-00-51440-300-000	Elections - Service Contracts	0.00	2,282.06	3,000.00	717.94	76.07
100-00-51440-400-000	Elections - Supplies	68.01	2,729.32	5,000.00	2,270.68	54.59
100-00-51440-500-000	Elections - Postage	0.00	4,000.00	0.00	-4,000.00	0.00
100-00-51440-600-000	Elections - Publications	0.00	238.38	1,000.00	761.62	23.84
100-05-51500-000-000	Assessor - Contract	0.00	40,900.00	41,000.00	100.00	99.76
100-04-51500-100-000	Treasurer - Wages	0.00	0.00	0.00	0.00	0.00
100-04-51500-105-000	Treasurer - FICA	0.00	0.00	0.00	0.00	0.00
100-04-51500-305-000	Treasurer - Mileage	0.00	62.88	500.00	437.12	12.58
100-04-51500-315-000	Treasurer - Service Contracts	0.00	0.00	1,000.00	1,000.00	0.00
100-04-51500-315-015	Treasurer - Accounting	0.00	12,737.81	17,500.00	4,762.19	72.79
100-04-51500-320-000	Treasurer - Cash Short	0.00	0.05	0.00	-0.05	0.00
100-04-51500-400-000	Treasurer - Supplies	0.00	0.00	3,000.00	3,000.00	0.00
100-05-51500-400-000	Assessor - Supplies BOR	0.00	40.00	0.00	-40.00	0.00
100-04-51500-400-005	Treasurer - Postage	0.00	0.00	7,000.00	7,000.00	0.00
100-04-51500-800-000	Treasurer - Publications	0.00	0.00	0.00	0.00	0.00
100-00-51600-400-000	Municipal Bldg - Supplies	0.00	0.00	5,000.00	5,000.00	0.00
100-00-51600-500-020	Municipal Bldg - Electric	0.00	3,943.68	5,775.00	1,831.32	68.29

Fund: 100 - GENERAL FUND

Account Number		2023		2023 Budget	Budget Status	% of Budget
		October	Actual 10/19/2023			
100-00-51600-500-021	Municipal Bldg - Heat	0.00	5,090.43	5,080.00	-10.43	100.21
100-00-51600-500-022	Municipal Bldg - Telephone	176.33	1,587.18	1,750.00	162.82	90.70
100-00-51910-000-000	Uncollectable Taxes	0.00	0.00	0.00	0.00	0.00
100-00-51932-000-000	Insurance - Property and Crime	0.00	15,893.00	31,693.00	15,800.00	50.15
100-00-51933-000-000	Insurance - Workers Comp.	0.00	28,653.00	26,298.00	-2,355.00	108.96
100-00-51938-000-000	Insurance - General and Auto	0.00	19,556.00	24,570.00	5,014.00	79.59
100-00-51980-000-000	Memorial Expenses	0.00	161.38	500.00	338.62	32.28
GENERAL GOVERNMENT		40,306.15	829,467.12	1,109,310.09	279,842.97	74.77
100-00-52100-000-000	Law Enforcement - Contract	0.00	311,646.34	782,926.00	471,279.66	39.81
100-00-52101-000-000	Law Enforcement - Dog Pickups	0.00	0.00	0.00	0.00	0.00
100-00-52102-000-000	School Crossing Guard & Lights	0.00	1,846.22	2,500.00	653.78	73.85
100-06-52200-000-000	Fire Dept - Insurance	0.00	0.00	0.00	0.00	0.00
100-06-52200-100-000	Fire Dept - Wages	3,641.60	133,112.49	224,690.00	91,577.51	59.24
100-06-52200-105-000	Fire Dept - FICA	278.58	10,216.95	17,188.78	6,971.83	59.44
100-06-52200-200-000	Fire Dept - Benefits	0.00	526.70	28,645.00	28,118.30	1.84
100-06-52200-210-000	Fire Dept - Retirement	481.42	10,109.79	42,593.00	32,483.21	23.74
100-06-52200-300-000	Fire Dept - Per Diem	0.00	540.00	0.00	-540.00	0.00
100-06-52200-301-000	Fire Dept - Petty Cash	0.00	0.00	0.00	0.00	0.00
100-06-52200-305-000	Fire Dept - Training/Mem	0.00	1,770.84	10,000.00	8,229.16	17.71
100-06-52200-306-000	Fire Dept - Fire Inspection	0.00	0.00	0.00	0.00	0.00
100-06-52200-400-000	Fire Dept - Supplies/Services	169.96	27,340.03	41,000.00	13,659.97	66.68
100-06-52200-401-000	Fire Dept - Physicals	760.00	2,265.00	5,000.00	2,735.00	45.30
100-06-52200-500-020	Fire Station 60 - Electric	0.00	1,483.49	2,500.00	1,016.51	59.34
100-07-52200-500-020	Fire Station 70 - Electric	0.00	1,517.81	3,000.00	1,482.19	50.59
100-06-52200-500-021	Fire Station 60 - Heat	0.00	2,142.30	4,000.00	1,857.70	53.56
100-07-52200-500-021	Fire Station 70 - Heat	0.00	1,420.44	4,000.00	2,579.56	35.51
100-06-52200-500-022	Fire Station 60 - Telephone	0.00	91.26	950.00	858.74	9.61
100-07-52200-500-022	Fire Station 70 - Telephone	25.37	317.00	1,900.00	1,583.00	16.68
100-06-52200-500-023	Fire Station 60 - Water/Sewer	283.65	2,971.78	3,500.00	528.22	84.91
100-07-52200-500-023	Fire Station 70 - Water/Sewer	79.25	677.25	1,000.00	322.75	67.73
100-06-52200-600-000	Fire Dept - Vehicle Maint.	0.00	3,462.26	13,000.00	9,537.74	26.63
100-06-52200-700-000	Fire Dept - Equip Maintenance	0.00	2,942.93	4,000.00	1,057.07	73.57
100-06-52200-700-030	Fire Dept - Fuel	0.00	0.00	6,000.00	6,000.00	0.00
100-08-52300-000-000	1st Responders - Operating Exp	1,197.66	9,392.50	13,500.00	4,107.50	69.57
100-08-52300-100-000	1st Responders - Wages	0.00	21,963.77	0.00	-21,963.77	0.00
100-08-52300-105-000	1st Responders - FICA	0.00	1,680.23	0.00	-1,680.23	0.00
100-08-52300-210-000	1st Responder - Retirement	0.00	0.00	0.00	0.00	0.00
100-00-52400-000-000	Building Inspector - Contract	9,406.00	103,007.98	59,000.00	-44,007.98	174.59
100-00-52400-200-000	Inspections - Grade Checks	0.00	25,249.80	30,000.00	4,750.20	84.17
100-00-52410-000-000	Erosion/Stormwater Plan Review	0.00	0.00	0.00	0.00	0.00
100-00-52601-000-000	911 Signs	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY		16,323.49	677,695.16	1,300,892.78	623,197.62	52.09
100-09-53311-000-000	Hwy Dept - Engineer/Consultant	0.00	27,645.64	40,000.00	12,354.36	69.11
100-09-53311-100-000	Hwy Dept - Wages	20,085.79	411,613.35	485,691.00	74,077.65	84.75
100-09-53311-100-901	Hwy Dept - Part Time Wages	2,652.00	60,371.00	85,500.00	25,129.00	70.61
100-09-53311-103-000	Hwy Dept - Overtime Wages	244.00	26,574.90	38,000.00	11,425.10	69.93
100-09-53311-105-000	Hwy Dept - FICA	1,480.76	32,180.49	37,155.36	4,974.87	86.61
100-09-53311-105-901	Hwy Dept - Part Time FICA	202.87	4,618.30	6,540.75	1,922.45	70.61
100-09-53311-115-000	Hwy Dept - Unemployment Comp	0.00	0.00	1,000.00	1,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2023		2023 Budget	Budget Status	% of Budget
		October	Actual 10/19/2023			
100-09-53311-200-000	Hwy Dept - Benefits	13,008.30	138,352.82	150,155.00	11,802.18	92.14
100-09-53311-205-000	Hwy Dept - Retirement	1,382.42	30,065.30	33,026.98	2,961.68	91.03
100-09-53311-305-000	Hwy Dept - Training Expenses	329.00	329.00	2,500.00	2,171.00	13.16
100-09-53311-306-000	Hwy Dept - CDL/Testing	0.00	482.52	1,500.00	1,017.48	32.17
100-09-53311-320-000	Hwy Dept - Dues	0.00	0.00	0.00	0.00	0.00
100-09-53311-400-000	Hwy Dept - Supplies	1,633.37	19,421.12	25,000.00	5,578.88	77.68
100-09-53311-500-020	Hwy Dept - Electric	0.00	5,915.52	7,500.00	1,584.48	78.87
100-09-53311-500-021	Hwy Dept - Heat	0.00	0.00	2,000.00	2,000.00	0.00
100-09-53311-500-022	Hwy Dept - Telephone	201.52	1,813.92	3,000.00	1,186.08	60.46
100-09-53311-505-000	Hwy Dept - Building Maint	0.00	18,570.81	35,000.00	16,429.19	53.06
100-09-53311-600-030	Hwy Dept - Fuel	2,462.83	61,432.80	74,325.00	12,892.20	82.65
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance	4,535.06	35,944.31	40,000.00	4,055.69	89.86
100-09-53311-700-000	Hwy Dept - Equip Maintenance	1,423.09	62,906.25	45,000.00	-17,906.25	139.79
100-09-53311-900-000	Hwy Dept - Road Maintenance	129,991.65	267,604.62	327,500.00	59,895.38	81.71
100-09-53311-900-010	Hwy Dept - Contracts	0.00	0.00	0.00	0.00	0.00
100-09-53311-901-000	Hwy Dept - Ditching/Grading	1,494.00	16,945.21	50,000.00	33,054.79	33.89
100-09-53311-903-000	Hwy Dept - Salt & Sand	0.00	77,160.54	108,000.00	30,839.46	71.44
100-09-53312-100-000	Engineering Tech	0.00	0.00	0.00	0.00	0.00
100-09-53315-900-001	Hwy Dept - Eisenhower Dr.	0.00	0.00	0.00	0.00	0.00
100-09-53315-902-000	Hwy Dept - Signs	619.49	14,385.96	10,000.00	-4,385.96	143.86
100-00-53420-000-000	Street Lighting - General	0.00	5,523.82	6,500.00	976.18	84.98
100-00-53420-001-000	Street Lighting - North Shore	0.00	119.44	170.00	50.56	70.26
100-00-53420-004-000	Street Lighting - HAA	0.00	6,464.63	11,000.00	4,535.37	58.77
100-00-53420-006-000	Street Lighting - NS Woods	0.00	740.21	1,100.00	359.79	67.29
100-09-53430-000-000	Hwy Dept - Sidewalk Maint	0.00	6,300.00	0.00	-6,300.00	0.00
100-00-53441-100-000	Illicit Discharge Program	0.00	2,024.60	5,000.00	2,975.40	40.49
100-00-53620-000-000	Refuse and Garbage Services	34,203.80	312,577.13	384,397.00	71,819.87	81.32
100-00-53635-000-000	Recycling Services	21,888.85	196,272.48	256,099.00	59,826.52	76.64
100-00-53635-100-000	Compost Site	0.00	219.10	16,000.00	15,780.90	1.37
100-00-53640-000-000	Weed and Nuisance Control	0.00	-445.00	14,000.00	14,445.00	-3.18
PUBLIC WORKS		237,838.80	1,844,130.79	2,302,660.09	458,529.30	80.09
100-00-54100-000-000	Humane Society - Contribution	0.00	0.00	1,500.00	1,500.00	0.00
100-00-54600-000-000	Fox Valley Transit Call a Ride	0.00	0.00	0.00	0.00	0.00
100-00-54910-000-000	Cemetery	0.00	0.00	0.00	0.00	0.00
100-00-54980-000-000	Other Health - HOVPP	0.00	0.00	700.00	700.00	0.00
HEALTH AND HUMAN SERVICES		0.00	0.00	2,200.00	2,200.00	0.00
100-00-55200-000-000	Parks - Maint. and Utilities	2,667.93	27,589.48	50,000.00	22,410.52	55.18
100-00-55200-105-000	Parks - Committee FICA	0.00	0.00	0.00	0.00	0.00
100-00-55200-120-000	Parks - Recreation Programs	0.00	4,875.00	10,000.00	5,125.00	48.75
100-00-55200-300-000	Parks - Committee Per Diem	0.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION AND EDU.		2,667.93	32,464.48	60,000.00	27,535.52	54.11
100-00-56600-000-000	Subdivision - Erosion Control	0.00	0.00	0.00	0.00	0.00
100-00-56700-000-000	Economic Development	0.00	0.00	0.00	0.00	0.00
100-00-56900-000-110	Development	0.00	3,000.00	4,000.00	1,000.00	75.00
100-00-56900-000-200	Incorporation	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	3,000.00	4,000.00	1,000.00	75.00

Fund: 100 - GENERAL FUND

Account Number		2023	2023	2023	Budget	% of
		October	Actual 10/19/2023	Budget	Status	Budget
100-00-57190-000-000	Capital Outlay - General Gvmnt	0.00	258,334.11	470,000.00	211,665.89	54.96
100-00-57220-000-000	Capital Outlay - Parks	0.00	46,997.50	75,000.00	28,002.50	62.66
100-06-57220-000-000	Fire Dept - Capital Outlay	0.00	36,212.94	119,217.00	83,004.06	30.38
100-07-57220-000-001	Fire Dept - Equipment Escrow	0.00	0.00	163,680.00	163,680.00	0.00
100-00-57230-000-000	Capital Outlay - Trails	0.00	0.00	0.00	0.00	0.00
100-09-57324-000-000	Capital Outlay - Hwy. Equip	0.00	166,186.00	205,000.00	38,814.00	81.07
100-09-57330-000-000	Capital Outlay - Road Projects	366,496.77	971,586.23	2,990,500.00	2,018,913.77	32.49
CAPITAL OUTLAY		366,496.77	1,479,316.78	4,023,397.00	2,544,080.22	36.77
100-00-58210-000-000	Debt Issuance Costs	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Total Expenses		663,633.14	4,866,074.33	8,802,459.96	3,936,385.63	55.28
Net Totals		-549,106.81	-1,600,952.08	-133,038.96	1,467,913.12	1,203.37

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Assistant Manager Chad Pelishek

Meeting Date:

October 24, 2023

Title:

Planning and Zoning

Issue:

Monthly Report

Background and Additional Information:

1. Staff has applied for the following grants/loans over the past month:
 - Submitted the WDNR Recycling Grant
 - Submitted the Intent to Apply to the DNR Clean Water Fund for Lift Station #3 Forcemain replacement.
 - Submitted STP-Urban grant applications to WisDOT for Manitowoc Road and Midway Road replacement in 2029. (80% grant/20% match)
 - Submitted STP-Local grant application to WisDOT for State Park Road from Schmidt Road to STH 114 in 2027. (80% grant/20% match)
 - Submitted Local Road Improvement Program (LRIP) Supplemental (50/50)/Discretionary (90/10) for State Park Road – Schmidt Road to US10.
 - Submitted LRIP County Highway contribution for \$50,000 for Payten Street.

2. Staff also submitted required documents to the DOR for the creation of TID 5 (Village Center) and TID 6 (former Darboy Club).

3. Created a survey for neighborhood public input for Rennwood Park Master Plan. Mailed postcards to adjacent property owners to provide their input.

4. Implemented Pre-development meetings with affected village departments/staff on new developments. Held two meetings over the past month.

5. Developed economic development advertisement for Calumet County 2024 Visitors Guide. Working on economic development brochure of a development opportunities.

6. Implemented the Village's safety training program for Jan-March 2024 for all staff.

7. Staff has been working on various Plan Commission agenda applications for the October meeting.

8. Staff continuously meets with residents and property owners to address questions, concerns, issues related to planning and zoning requirements.

Budget Impacts:

None

Recommended Action:

None - Report Only

Attachments:

- [Zoning_Permit_Report_-_September_2023.pdf](#)

Village of Harrison

September-23 Zoning Permit Report

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
Residential								
Single Family	2	68	\$ 750,000	\$ 26,103,140	1	43	\$ 380,000	\$ 17,675,011
Two Family (units)	0 (0)	0	\$ 0	\$ 0	0 (0)	2	\$ 0	\$ 1,200,000
Multi Family (units)	0 (0)	0	\$ 0	\$ 0	0 (0)	0	\$ 0	\$ 0
Additions	1	7	\$ 80,000	\$ 452,500	0	12	\$ 0	\$ 654,000
Acc. Structures	7	34	\$ 113,000	\$ 442,000	0	18	\$ 0	\$ 737,541
Miscellaneous	10	97	\$ 64,500	\$ 1,074,360	10	89	\$ 64,990	\$ 853,261
Total Residential	20	206	\$ 1,007,500	\$ 28,072,000	11	164	\$ 444,990	\$ 21,119,813
Com./Ind.								
New	0	3	\$ 0	\$ 1,850,000	0	5	\$ 0	\$ 6,650,000
Additions	0	1	\$ 0	\$ 230,000	0	1	\$ 0	\$ 5,000,000
Acc. Structures	0	3	\$ 0	\$ 80,000	1	1	\$ 15,000	\$ 15,000
Miscellaneous	0	3	\$ 0	\$ 12,695	0	12	\$ 0	\$ 608,285
Total Com./Ind.	0	10	\$ 0	\$ 2,172,695	1	19	\$ 15,000	\$ 12,273,285
Combined Total	20	216	\$ 1,007,500	\$ 30,244,695	12	183	\$ 459,990	\$ 33,393,098

Number of Vacant Lots Remaining 132

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Assistant Manager Chad Pelishek and Operations Manager
Jeff Funk

Meeting Date:

October 24, 2023

Title:

Parks and Trails

Issue:

Monthly Report

Background and Additional Information:

Dogwood Park Pavilion is erected. DPW staff is working putting steel on the roof.

Will be working on trimming out the future trail in the woods at Rennwood Park.

Will be pruning trees and placing wood chips around trees at Darboy Community Park.

Budget Impacts:

None

Recommended Action:

None - Report Only

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Assistant Manager Chad Pelishek and Operations Manager
Jeff Funk

Meeting Date:

October 24, 2023

Title:

Public Works Dept. and Engineering

Issue:

Monthly Report

Background and Additional Information:

- Staff has been patching roadways.
- Tree Trimming on roadway sides.
- Repairing Shoulders.
- Road side mowing with side-arm mower.

Budget Impacts:

None

Recommended Action:

None - Report Only

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Assistant Village Manager Chad Pelishek and Utilities Office
Manager Brandon Barlow

Meeting Date:

October 24, 2023

Title:

Harrison Utilities

Issue:

Monthly Report

Background and Additional Information:

1. **Engineering Request for Proposal (RFP) Responses Received:** Responses to the RFP were submitted by Martenson & Eisele, Inc., McMahon Associates, Inc., and Ayres Associates Inc. The proposals have been reviewed by Village/Utilities staff.
2. **City of Appleton Sewer Consumption Credit Issued and Meeting Planned for 11/3/23:** Per Board decision at the 9/26/23 Public Meeting, a credit in the amount of \$17,821.62 has been issued to the City of Appleton's Water Treatment Facility's (AWTF) utility account at Harrison Utilities. As part of the communication of the to City staff, Harrison staff requested to meet with representatives from the City in order to review the metering procedures in order to help ensure that a similar over/under billing situation does not recur. A meeting is scheduled at the AWTF for Friday, November 3rd. Harrison staff additionally plans to discuss growth plans for the District with City staff in order to determine capacity for water service extensions, including any additional infrastructure (booster pumps, water towers, etc.) which may be necessary for service growth.
3. **Intent to Apply and Priority Evaluation Ranking Formula Submitted Lift Station 3 Force Main Replacement:** On 9/28/23, Assistant Village Manager Pelishek submitted a State Fiscal Year (SFY) 2025 Clean Water Fund Program Intent to Apply (ITA) and Priority Evaluation Ranking Formula (PERF) to the Wisconsin Department of Natural Resources (DNR) for the replacement of a portion of the force main that runs from Lift Station #3 along the railroad tracks between Firelane 10 and Northshore Rd. The DNR will evaluate the project plans, place the project on the SFY 2025 Project Priority List, and evaluate the project for potential Principal Forgiveness (PF).

Submission of the ITA and PERF does not obligate Harrison Utilities to undertake the project, however, it does allow it to be evaluated for PF or subsidized loans. An ITA and PERF were submitted in 2022 by Village Manager Heiser on the same project. At that time the project did not meet the criteria of

eligibility for PF. Alternatively the Board could elect to fund the project through other means.

4. **Notices of Intent to Transfer Utility Arrears to the Tax Roll Sent:** Stat. § 66.0809 contains provisions whereby on October 15th of each year notice is given to customers to which utility service has been provided prior to October 1st and for which payment of the bill is outstanding. Those customers have until November 1st to pay the outstanding balance before a 10% penalty is added to the arrears. Unless the arrears and any additional penalty are paid by November 15th, the arrears and penalty will be levied as a special charge against the parcel. The arrears and penalty are sent to the Clerk/Treasurer/Finance Office of the Village of Harrison, City of Menasha, and City of Appleton respectively on November 16th. A total of 138 notices covering total arrears of \$29,211.99 were sent by the Utility Billing Clerk on October 13th, as October 15th fell on a Sunday this year.

5. **Engineering Report:** Report (attached) as submitted by Mary Jo Miller, P.E., Martenson & Eisele, Inc.

6. **Neenah-Menasha Sewerage Commission (NMSC):** Special Meeting and Regular Meeting held September 26th, 2023 (agendas attached). The Special Meeting was called to discuss potential options for a bio solids storage building. The Regular meeting was focused on finding a vendor to carry out the biosolids hauling, storage, and spreading for the Wastewater Treatment Plant (WWTP). The Proposed 2024 Budget was discussed, which will be voted on at the next Regular Meeting, to be held October, 24th, 2023. The agenda for the 10/24/23 was not yet available at the time of packet material submittal.

The proposed budget contains an estimated 18% rate increase to Harrison Utilities (summary page attached), driven primarily by the change to the bio solids hauling contract as well as the need for the Commission to acquire a facility for the bio solids storage. The rate is considered estimated as billing is based on actual wastewater sent to the facility (loadings) which have several underlying components (liquids, solids, and gases) which fluctuate.

Additionally, Harrison staff have asked the WWTP operators (MCO) and engineer (McMahon) for a review of the capacity for both the plant and the interceptors that convey the sewage from the District in order to assess any potential capacity limitations that might affect sewer extension project plans. MCO and McMahon are currently working on gathering that information.

7. **Permits Issued in September:**
 1. Sanitary Sewer Connection:

Area	Single Family & Duplex	Multi- Family	Commercial
Lakeshore (Harrison)	0	0	0
Lift Station #4 – Harrison	1	0	0
Lift Station #4 – Menasha	2	0	0
Lift Station #6 (Harrison)	0	0	0

Operating Permits for Private Wells on Premises Served by Public Infrastructure:

Permit Type	Count
Five Year Renewal	0
First Time Permit	0

Budget Impacts:

None

Recommended Action:

None - Report Only

Attachments:

- [2023.10.17 - Engineer Status Report.pdf](#)
- [2023.10.18 - Revised Construction Projects Spreadsheet.pdf](#)
- [2023.09.26 NMSC Meeting Agenda.pdf](#)
- [2023.09.26 NMSC Special Meeting Agenda.pdf](#)
- [2023.10.24 NMSC Proposed Budget Summary Page.pdf](#)

Martenson & Eisele, Inc.

Plan It. Design It. Build It.®

Planning - Environmental - Surveying - Engineering - Architecture

October 17, 2023

Harrison Utilities
Village of Harrison

Re: Engineer's Status Report

Please review the following at the next Harrison Utilities Staff Meeting.

Attached is a spreadsheet summarizing current and potential development projects and the status of Martenson & Eisele, Inc. (M&E) plan review, construction of utilities, record drawings, and system map updates. The following projects are included on this spreadsheet:

Current Projects:

- Asterion Apartments
- Woodland Heights
- Driscoll Properties
- First Addition to Lake Park Heights
- Woodland Lakes Cottages
- North Shore Ridge
- Harrison Heights
- Appleton Raw Water Line Relocations
- Northshore Villas Condominiums

Potential Future Projects:

- Hooyman Development
- Green Meadows on Lake Park

M&E is also assisting the Village of Harrison with the following projects:

Harrison Heights Phase 1 Over-size / Over-depth Costs

- M&E reviewed the project costs and quantities for the Harrison Heights Phase 1 project and provided calculations for estimated over-size / over-depth sanitary sewer and watermain costs to Village Administrator, Matt Heiser on September 26, 2023.

Lift Station No. 3 Forcemain Replacement:

- M&E provided a cost estimate to the Village in July of 2022 (\$500,000).
- Village of Harrison submitted an Intent to Apply to the Wisconsin Department of Natural Resources for Clean Water Funds in October of 2022 and October of 2023.
- Project is Pending.

Study to Provide Sanitary Sewer Service to East of Woodland School

- Representatives of the Village of Harrison, Harrison Utilities, Davel Engineering and Martenson & Eisele, Inc. met in May of 2023 to discuss sanitary sewer service to the area east of Woodland School.
- Land negotiations are on-going for the future development in this area.



Martenson & Eisele, Inc.

Plan It. Design It. Build It.®

Planning - Environmental - Surveying - Engineering - Architecture

Future ArcGIS Mapping for Utility Systems

- Martenson & Eisele, Inc. met with Mark Mommaerts and Harrison Utilities on January 24, 2023 to discuss the use of ArcGIS for Village of Harrison utility systems mapping.
- Martenson & Eisele, Inc. provided a memo to Mark Mommaerts on March 8, 2023 to provide estimated costs for field survey and mapping work associated with the GIS mapping for the water and sanitary sewer system utility maps.
- Discussion is ongoing.

If you have questions on the above or the attached documents, please call me at (920) 731-0381 or on my cell phone at (920) 203-0865. We appreciate the opportunity to work with you. Thank you.

Sincerely,

Martenson & Eisele, Inc.

Mary Jo Miller

Mary Jo Miller, P.E.
Project Engineer

Harrison Utilities Projects
 Engineer's Status Report
 Village of Harrison
 Orig - November 30, 2022
 October 18, 2023

HU = Harrison Utilities
 DTHU - Delivered to Harrison Utilities
 *M&E did not serve as Harrison Utilities Engineer during construction of these projects

Note: M&E updating overall map to coincide with Calumet County Coordinate System. Once old map has been updated, JWS will go through structure ID's with Tom Van Zeeland



MJM = Mary Jo Miller CRC = Chris Cleary
 JWS = Jeff Schultz KCV = Kevin Verhagen
 Jim Grogan Back Up (920-585-3517)
 (M&E to provide 3-11x17's & 1-24x36 of Record Drawings)



MH = Matt Heiser, Village Administrator
 CP = Chad Pelishek, Assistant Village Administrator
 BB = Brandon Barlow, Utility Office Manager
 TVZ = Tom Van Zeeland, HU Systems Operator (cell = 920-850-6864)

Current Projects Project Name	Phase	Developer Name	Location	Municipality	Development Type	M&E	Designer	M&E	S & W	Record	C A D	Systems	Additional Comments
						Project Number		Plan Review Status	Construction Status	Drawings Status		Map Update Status	
*Asterion Apartments	1	Lexington	N/O Sonny Drive, E/O Lake Park Rd.	Harrison	Multi-Family	1-0038-041	REL	N/A	Complete	*Unavailable	Y	Complete	Project is Complete
*Asterion Apartments	2	Lexington	N/O Sonny Drive, E/O Lake Park Rd.	Harrison	Multi-Family	Pending	REL	N/A	Complete	*Unavailable	Y	Complete	Project is Complete
*Woodland Heights		Mike Hagens	E/O Kernan & N. Ext. of Woodcrest Dr.	Harrison	Resid. Subdiv.	N/A	McMahon	N/A	Complete	*Unavailable	Y	Complete	Project is Complete
Driscoll Luxury Prop. I	1	Millennium	N. Coop Road and E. Midway Road	Harrison	Multi-Family	1-0038-036	Davel Eng.	Complete	Complete	Complete	Y	Complete	Project is Complete
*Driscoll Luxury Prop II	2	Millennium	N. Coop Road and E. Midway Road	Harrison	Multi-Family	1-0038-052	Davel Eng.	Complete	Complete	*Unavailable	Y	Complete	Project is Complete
First Add to Lake Park Hts	1	Men. Real Estate, LLC	North of Villa Way, W of Lake Park Rd.	Menasha	Resid. Subdiv.	1-0038-022	Davel Eng.	Complete	Complete	Complete	Y	Complete	Project is Complete
Woodland Lakes Cottages	1	Atkins Dev. Group, LLC	East of Gosling Way and Kernan Ave.	Menasha	Resid. Subdiv.	1-0038-054	McMahon	Complete	Complete	Complete	Y	Complete	Project is Complete
Woodland Lakes Cottages	2	Atkins Dev. Group, LLC	S/O Phase 1, Closer to Hwy. 10/114	Menasha	Resid. Subdiv.	1-0038-054	McMahon	Complete	Complete	Complete	Y	Complete	Checklist of required binder items supplied on 1/23/23 Utilities have been installed. Waiting for test results.
North Shore Ridge	1	N. Shore Ridge, LLC	E/O Fire Lane 10, Adjacent to CN RR	Harrison	Resid. Subdiv.	1-0038-056	Davel Eng.	Complete	Complete	Complete	Y	Pending	Outstanding Acceptance Items provided 10/16/23. JW's needs ID's on System Maps
Harrison Heights	1	DeWitt Dev. LLC	E/O Creekside Estates Across Hwy 10 from Zirbel Dr.	Harrison	Resid. Subdiv.	1-0038-058	Davel Eng.	Complete	Complete	Complete	Y	Future	Acceptance materials provided to HU. JW's needs ID's on System Maps
Appleton Raw Water Line Relocations		City of Appleton	S. Oneida St., Plank Rd., Manitowoc Rd.	Harrison	City Utility	1-0038-060	C. Appleton	N/A	Complete	Complete	N	N/A	Project is Complete
Northshore Villas Condominium		Atlas Development	SW Corner - Old Hwy Rd & North Shore Rd.	Harrison	Resid. Condo	1-0038-062	Davel Eng.	On-Going	Pending	Pending	N	Future	Review is on-going. Private versus public wasn't established prior to submittals
Future Projects Development Name	Phase	Developer Name	Location	Municipality	Development Type	M&E	Designer	M&E	S & W	Record	C A D	Systems	Additional Comments
						Project Number		Plan Review Status	Construction Status	Drawings Status		Map Update Status	
Pending		Subedi Brothers Real Estate LLC Property	Coop Rd & Manitowoc Rd, SE Corner	Harrison	Resid. Subdiv.	N/A	N/A	N/A	N/A	N/A		N/A	Parcel 33502 East of Woodland School
Green Mdws on Lake Park		Kaster Property	Midway Rd and Lake Park Rd.	Harrison	Resid. Subdiv.	N/A	N/A	N/A	N/A	N/A		N/A	CP noted on 10/17/23 - Rezone is required and may not be supported by V. Board Parcel 46188 and 43840

Amended Notice
NEENAH-MENASHA SEWERAGE COMMISSION
Public Hearing & Regular Meeting
Tuesday, September 26, 2023 – 8:00 A.M.
101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. PUBLIC HEARING TO RECEIVE COMMENTS ON THE PROPOSED 2024 NMSC BUDGET.

1. Comments and Discussion on Proposed 2024 NMSC Budget
2. Motion to adjourn the Public Hearing and reconvene into open session

3. PUBLIC FORUM

4. APPROVAL OF MINUTES

- August 28, 2023 Regular Meeting and Closed Session

5. CORRESPONDENCE

6. OLD BUSINESS

7. NEW BUSINESS

- **Operations, engineering matters** -

- A. McMahon Associates Report – Update and discussion on the following projects with potential action to be taken based on discussions held:
 1. Phosphorus Removal & UV Disinfection Equipment
 2. Biosolids Storage Building Condition Assessment
 3. Class A Biosolids Application
- B. McMahon Invoices

#931977	Biosolids Management	\$3,727.35
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- C. Discussion and potential action regarding Pieper Electric Proposal
- D. Sewer extension request for Northshore Villas Condominium located in the Village of Harrison, Harrison Utilities
- E. Sewer extension request for The Homes of Freedom Meadows-Phase 3 located in the City of Neenah
- F. Sewer extension request for the 1st Addition to Freedom Acres located in the City of Neenah
- G. Operating Report for August 2023
 1. Operating Report
 2. Equipment and Grounds Report

CLOSED SESSION – The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss real estate matters. (Roll Call Vote Required). The Commission will return to open session following the closed session and may take further action.

- H. Discussion on and Potential Action(s) to be taken on matters discussed in Closed Session

- **Budget, finance matters** -

- I. Accounting Report for August 2023
 - 1. Financial Statements
 - 2. Cash & Investment Report
 - 3. Recommended Reduction in O&M Rates
- J. Discussion and potential action regarding Beduhn Properties Agency Agreement
- K. Discussion and potential action regarding bio solids hauling and sludge storage options
- L. Update and Discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed
- M. MCO Invoices.

#29975	October 2023 Contract Operations	\$ 142,367.48
#30023	Use of MCO Vehicles – August	\$ 550.29
- N. Vouchers – Operating and Payroll Vouchers #140049 thru #1140105 in the amount of \$458,565.26 for the month of August 2023
- O. Proposed 2024 NMSC Budget – Discussion on and potential action for approval

8. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Tuesday, September 26, 2023 - 7:00 A.M.

NMSC Offices

101 Garfield Avenue, Menasha WI 54952-3397

AGENDA

1. Roll Call
2. The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss real estate matters. (Roll Call Vote Required).
 - A. Discussion of Issues
 - B. Motion to adjourn the closed session and reconvene into open session.
3. Action(s) to be taken on matters discussed in Closed Session.
 - A. The Commission will return to Open Session following the Closed Session to take action on matters discussed during the Closed Session. The Commission is unable to predict how long it will be in Closed Session to discuss the above listed matter(s).
4. Adjournment.

2024 BUDGET SUMMARY - INCOME

	2022 ACTUAL	2023			2023 BUDGET	2024	
		6 MONTH ACTUAL	6 MONTH ESTIMATE	12 MONTH ESTIMATE		PROPOSED BUDGET	% CHANGE
OPERATING BUDGET	\$3,327,053	\$2,311,352	\$1,188,336	\$3,499,688	\$3,621,893	\$3,999,309	10.4%
INTERCEPTOR MAINT.	\$0	\$0	\$0	\$0	\$18,500	\$19,200	3.8%
REPLACEMENT FUND	\$778,003	\$453,840	\$324,160	\$778,000	\$778,000	\$778,000	0.0%
DEPRECIATION FUND	\$200,001	\$116,670	\$83,330	\$200,000	\$200,000	\$200,000	0.0%
CAPITAL BUDGET	\$1,459,428	\$851,332	\$608,088	\$1,459,420	\$1,459,418	\$1,970,753	35.0%
TOTAL INCOME	\$5,764,485	\$3,733,194	\$2,203,914	\$5,937,108	\$6,077,811	\$6,967,262	14.6%
ESTIMATED REVENUES							
NEENAH:							
OPERATING	\$1,476,654	\$1,038,337	\$533,840	\$1,572,177	\$1,626,411	\$1,776,818	9.2%
REPLACEMENT	\$355,676	\$206,373	\$147,404	\$353,777	\$361,974	\$361,481	-0.1%
DEPRECIATION	\$88,300	\$50,826	\$36,302	\$87,128	\$89,456	\$88,902	-0.6%
CAPITAL	\$650,389	\$374,218	\$267,296	\$641,514	\$658,725	\$871,639	32.3%
TOTAL	\$2,571,019	\$1,669,754	\$984,842	\$2,654,596	\$2,736,566	\$3,097,840	13.2%
MENASHA:							
OPERATING	\$546,416	\$368,134	\$189,269	\$557,403	\$556,486	\$642,803	15.5%
INTERCEPTOR	\$0	\$0	\$0	\$0	\$9,860	\$10,269	4.1%
REPLACEMENT	\$134,033	\$75,040	\$53,598	\$128,638	\$132,245	\$136,251	3.0%
DEPRECIATION	\$31,583	\$17,440	\$12,456	\$29,896	\$30,102	\$31,812	5.7%
CAPITAL	\$230,529	\$127,415	\$91,010	\$218,425	\$219,935	\$313,338	42.5%
TOTAL	\$942,561	\$588,029	\$346,333	\$934,362	\$948,628	\$1,134,474	19.6%
TOWN NEENAH SD #2:							
OPERATING	\$32,945	\$22,775	\$11,709	\$34,484	\$36,481	\$39,554	8.4%
REPLACEMENT	\$8,047	\$4,623	\$3,302	\$7,925	\$7,786	\$7,610	-2.3%
DEPRECIATION	\$2,027	\$1,189	\$849	\$2,038	\$2,003	\$1,962	-2.1%
CAPITAL	\$0	\$0	\$0	\$0	\$0	\$5,326	0.0%
TOTAL	\$43,019	\$28,587	\$15,861	\$44,447	\$46,270	\$54,452	17.7%
FOX CROSSING							
OPERATING	\$456,388	\$320,175	\$164,612	\$484,787	\$487,268	\$531,883	9.2%
INTERCEPTOR	\$0	\$0	\$0	\$0	\$7,363	\$7,611	3.4%
REPLACEMENT	\$111,964	\$64,488	\$46,061	\$110,549	\$107,190	\$107,017	-0.2%
DEPRECIATION	\$27,770	\$15,918	\$11,369	\$27,287	\$26,672	\$26,408	-1.0%
CAPITAL	\$203,489	\$116,740	\$83,385	\$200,125	\$195,668	\$262,440	34.1%
TOTAL	\$799,611	\$517,321	\$305,427	\$822,749	\$824,161	\$935,359	13.5%
HARRISON UTILITIES							
OPERATING	\$165,944	\$113,617	\$58,414	\$172,031	\$175,111	\$198,737	13.5%
INTERCEPTOR	\$0	\$0	\$0	\$0	\$1,277	\$1,320	3.4%
REPLACEMENT	\$39,783	\$22,654	\$16,181	\$38,835	\$36,856	\$37,332	1.3%
DEPRECIATION	\$10,263	\$5,992	\$4,280	\$10,272	\$9,658	\$9,883	2.3%
CAPITAL	\$75,470	\$44,073	\$31,480	\$75,553	\$71,069	\$99,598	40.1%
TOTAL	\$291,460	\$186,336	\$110,355	\$296,691	\$293,971	\$346,871	18.0%
SONOCO/U.S. MILLS							
OPERATING	\$648,705	\$448,314	\$230,492	\$678,805	\$740,136	\$810,514	9.5%
REPLACEMENT	\$128,500	\$80,662	\$57,614	\$138,276	\$131,949	\$128,309	-2.8%
DEPRECIATION	\$40,058	\$25,305	\$18,074	\$43,379	\$42,109	\$41,032	-2.6%
CAPITAL	\$299,551	\$188,886	\$134,917	\$323,803	\$314,021	\$418,411	33.2%
TOTAL	\$1,116,814	\$743,167	\$441,096	\$1,184,263	\$1,228,215	\$1,398,266	13.8%
TOTAL REVENUES							
OPERATING	\$3,327,053	\$2,311,352	\$1,188,336	\$3,499,688	\$3,621,893	\$3,999,309	10.4%
INTERCEPTOR	\$0	\$0	\$0	\$0	\$18,500	\$19,200	3.8%
REPLACEMENT	\$778,003	\$453,840	\$324,160	\$778,000	\$778,000	\$778,000	0.0%
DEPRECIATION	\$200,001	\$116,670	\$83,330	\$200,000	\$200,000	\$200,000	0.0%
CAPITAL	\$1,459,428	\$851,332	\$608,088	\$1,459,420	\$1,459,418	\$1,970,753	35.0%
TOTAL	\$5,764,485	\$3,733,194	\$2,203,914	\$5,937,108	\$6,077,811	\$6,967,263	14.6%

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Clerk - Treasurer Vicki Tessen

Meeting Date:

October 24, 2023

Title:

Clerk - Treasurer

+ Statement of Accounts

+ ARPA Report

Issue:

Monthly Report

Background and Additional Information:**Clerk Highlights**

- Licensing and permits by the Clerk's Office: one "Class A" (beer and liquor) License application and 4-6 operator applications, plus two discharge of firearms permit renewals.
- Deputy Clerk Winkler attended the WMCA District Meeting & Education event. The two classes were cyber security and election recount process.
- Clerk attended 8 meetings with internal staff, 5 meetings with external contacts (Granicus), and 2 board meetings this month.
- Staff has been completing tasks to implement Granicus, especially Admin. Assistant Chris Miller who lead in designing and updating the website so it could "go live" on October 2nd.
- Attached is a visual aid of our Granicus implementation status, showing what has been accomplished and what is still in process. The website is up and running and staff will continue maintaining the content and experimenting with the site's features. Staff has been utilizing the meeting and agendas software, next steps are to interface the agendas & minutes to our website and onboard elected officials. Staff continues to work on the Digital Services (online forms) piece and looks forward to launching before the end of the year.
- Since September 1st, there have been 35 new voter registrations in the Village.
- The State mailed over 90 "movers" post-cards to voters with an active Harrison registration who may have moved out of Harrison in the last year. This is part of the State's efforts to ensure poll books are current and accurate. Each undeliverable post-card is returned to the clerk's office and further investigated.

Treasurer Highlights

- Filed 23 Tax Chargeback and Omissions reports with the Dept. of Revenue.
- Prepared the first draft of the levy limit worksheet.
- Reviewed revenues and expenses and submitted (department's) 2024 budget requests.
- Assisted Baird with tasks and documentation needed for Village borrowing.
- Special Assessments were sent to Creekside Estates.
- Continuing education - WI fuel tax and tax lien statutes.
- The assessor has begun reviewing building permits in the office to prepare for new valuations as of January 1, 2024.
- Staff is beginning prep work for the 2023 tax bills.

Budget Impacts:

none

Recommended Action:

None - Report Only

Attachments:

- [Granicus Update.pdf](#)
- [Account Statement Summary for Village Board.pdf](#)
- [ARPA Fund ledger 10 18 23.pdf](#)

Website & CMS

Looking Back:

- Start Date: 9/2/2022
- UX Wireframe Workshop: 1/18/23
- Design Approved: 4/4/23
- Theme Build: 5/22/23
- Content Migration: 6/1/23
- CMS Training: 7/12/23
- Go-Live: 10/2/23



Looking Forward:

- Announcement Banner Color Changes
- Changing Top Tasks Icons

Meetings & Agendas

Looking Back:

- Data Review Call: January 2023
- Training: February 2023
- Validation: March & April 2023
- Go-Live: May 2023

Looking Forward:

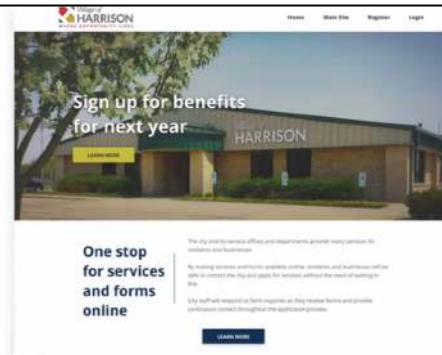
- Contact support for further assistance if a template is not working as expected
- Internally explore the ability to use Peak for additional meeting bodies

Digital Services

Looking Back:

- Project Initiation: Sept 2022
- Initial Forms Site Creation: March 2023
- Custom Form/Service Blueprints: Jan – Oct 2023

Blueprinted Service Name	Status	Build Credit Estimate
Real Estate Inquiry Form (Clerk Only)	In Tech Scoping	TBD
Real Estate Inquiry Form (Clerk + HU)	Not Selected	3
Operator License	Not Selected	2
Combined Building and Zoning Permit	Not Selected	14
Building Permit w/ Printable	Not Selected	7
Building Permit w/o Printable	Not Selected	6
Zoning Permit w/ Printable	Not Selected	4
Zoning Permit w/o Printable	Not Selected	3



In Progress & Forward:

- Forms Home Page Details & Vanity URL
- To Blueprint: Submission 'Portal'
- To Build: Tech-Led Service Build(s)
- To Learn: DIY Forms Designer Training
- To Test: User Acceptance Testing (UAT)

2023 - Village Accounts	July	August	September
Vlg Mmbrship QTRLY Interest	0.996%	0.996%	0.996%
Beginning Balance	11,199.53	11,199.53	11,199.53
Credits			
Interest			28.12
Debits			
Ending Balance	11,199.53	11,199.53	11,227.65
VLG CD	4.218%	4.218%	4.218%
Beginning Balance	335,332.44	336,533.74	337,739.34
Interest	1,201.30	1,205.60	1,170.89
Ending Balance	336,533.74	337,739.34	338,910.23
Vlg MM	3.928%	3.928%	3.928%
Beginning Balance	702,260.30	704,603.12	706,963.75
Credits			
Interest	2,342.82	2,360.63	2,282.40
Ending Balance	704,603.12	706,963.75	709,246.15
Money Mrkt			
Beginning Balance	291,407.83	291,482.08	291,556.35
Credits			
Debits			
Interest	74.25	74.27	71.89
Ending Balance	291,482.08	291,556.35	291,628.24
Savings CD			4.80%
Beginning Balance	263,240.00	266,335.09	266,335.09
Interest	3,095.09		
Ending Balance	266,335.09	266,335.09	266,335.09
Local Gov't Investment Pool 131			
Beginning Balance	258,970.34	260,103.53	261,277.13
Interest	1,133.19	1,173.60	1,148.72
Ending Balance	260,103.53	261,277.13	262,425.85
Checking General	5.09%	5.15%	5.31%
Beginning Balance	7,189,449.16	6,941,953.58	6,895,375.09
Credits	324,248.75	1,114,389.56	59,428.06
Debits	602,275.01	1,189,900.71	400,231.16
Interest	30,530.68	28,932.66	28,119.63
Ending Balance	6,941,953.58	6,895,375.09	6,582,691.62
Money Mrkt Tax	5.09%	5.15%	5.31%
Beginning Balance	6,697,561.92	6,726,383.46	6,755,716.02
Credits			
Debits			
Interest	28,821.54	29,332.56	28,175.96
Ending Balance	6,726,383.46	6,755,716.02	6,783,891.98
Checking Taxes 2723	5.09%	5.15%	5.31%
Beginning Balance	280,545.70	281,752.97	282,981.64
Credits			
Debits			
Interest	1,207.27	1,228.67	1,180.23
Ending Balance	281,752.97	282,981.64	284,161.87
ONLINE Account	5.09%	5.15%	5.31%
Beginning Balance	51,204.18	51,424.53	51,648.78
Credits			
Debits			
Interest	220.35	224.25	215.41
Ending Balance	51,424.53	51,648.78	51,864.19
Checking TOWN ACCOUNT 8500 APY .0% (stagnant account)			
Beginning Balance	11,064.35	11,064.35	11,064.35
Credits			
Debits			
Ending Balance	11,064.35	11,064.35	11,064.35
	July	August	September
All Funds Total:	15,882,835.98	15,871,857.07	15,593,447.22

2023 HARRISON UTILITIES Account Statement Summary for Village Board.xlsx

2023 HARRISON UTILITIES	July	August	September
Utility MM (customer paymnt)	4.169%	3.687%	3.203%
Beginning Balance	\$ 715,638.16	\$ 963,750.20	\$ 406,056.60
Credits	\$245,142.95	\$ 244,014.93	\$ 238,147.47
Debits		\$ 804,731.00	\$ 475,142.70
Interest	\$ 2,969.09	\$ 3,022.47	\$ 1,353.17
Ending Balance	\$ 963,750.20	\$ 406,056.60	\$ 170,414.54
HU Expense account	0.399%	0.399%	0.399%
Beginning Balance	\$ 120,819.74	\$ 187,995.25	\$ 138,826.07
Credits	\$ 206,754.71	\$ 9,331.60	\$ 324,877.75
Debits	\$ 139,622.23	\$ 58,557.50	\$ 329,720.14
interest	\$ 43.03	\$ 56.72	\$ 65.91
Ending Balance	\$ 187,995.25	\$ 138,826.07	\$ 134,049.59
HU 8 mo CD - matures 8/29/2023 - 4.21	4.218%	Renewed 8/29/23	4.889%
Beginning Balance	\$ 510,785.87	\$ 512,615.71	\$ 514,409.78
Interest	\$ 1,829.84	\$ 1,794.07	\$ 2,067.08
Ending Balance	\$ 512,615.71	\$ 514,409.78	\$ 516,476.86
CD Utility Bldg Proceeds - matures 1/29/2024 - 2.178%		2.178%	2.178%
Beginning Balance	\$ 61,180.79	\$ 61,293.96	\$ 61,407.34
Interest	\$ 113.17	\$ 113.38	\$ 109.93
Ending Balance	\$ 61,293.96	\$ 61,407.34	\$ 61,517.27
Utility MM (Reserve Acct)		4.218%	4.218%
Beginning Balance	\$ 5,221,426.94	\$ 5,039,831.78	\$ 5,858,718.57
Credits		\$ 800,000.00	\$ 475,000.00
Debits	\$ 200,000.00	\$ -	\$ 300,000.00
Interest	\$ 18,404.84	\$ 18,886.79	\$ 19,808.60
Ending Balance	\$ 5,039,831.78	\$ 5,858,718.57	\$ 6,053,527.17
Checking Utilities	5.09%	5.15%	5.31%
Beginning Balance	\$ 562,849.42	\$ 565,157.00	\$ 566,978.62
Credits			
Debits	\$ 114.33	\$ 640.16	\$ 186.45
interest	\$ 2,421.91	\$ 2,461.78	\$ 2,364.16
Ending Balance	\$ 565,157.00	\$ 566,978.62	\$ 569,156.33
Money Mrkt Utility	5.09%	5.15%	5.31%
Beginning Balance	\$ 55,761.40	\$ 56,001.36	\$ 56,245.57
Credits	\$ -	\$ -	\$ -
Debits	\$ -	\$ -	\$ -
Interest	\$ 239.96	\$ 244.21	\$ 234.58
Ending Balance	\$ 56,001.36	\$ 56,245.57	\$ 56,480.15
	July	August	September
All Funds Total:	7,386,645.26	7,602,642.55	7,561,621.91

**Wisconsin Department of Revenue - State and Local Finance Division
 American Rescue Plan Act - Local Fiscal Recovery Funds
 Allocation to Non-Entitlement Unit
 June 3, 2021**

Co-Muni Code	08131
County	CALUMET
Municipality	VLG OF HARRISON
2019 Census Pop.	12358
Total ARPA Allocation	1293494
2021 ARPA Allocation	\$646,747
2022 ARPA Allocation	\$646,747

REVENUE ACCT: Nicolet - Village Rev
 REVENUE G/L: 240-00-43300-000-000
 EXPENSE G/L: 240-00-51400-000-000
 MEMO: Project # & Expense description

Project #	Comment / Description	Board Approved	ALOTTED	Actual Spent to Date	Over/Under Alotted	Available Balance	Fund Balance	Village Status
	ARPA Funds Rec'd 6/25/21- acct 300		\$ (646,747)			\$ 646,747	\$ 646,747	
6.1.001	Vlg Hall - Rooftop HVAC Units	8/10/21	\$ 59,500	\$ 59,500	\$ -	\$ 587,247	\$ 587,247	Completed
6.1.003	Vlg Hall - Front Office Laptop		\$ 1,720	\$ 1,720	\$ -	\$ 585,527	\$ 585,527	Completed
6.1.002	Vlg Hall - Office Renovation	3/8/22	\$ 12,000	\$ 11,923	\$ 77	\$ 573,604	\$ 573,604	In process
6.1.004	Village Elections - Badger Books Software	1/25/22	\$ 30,000	\$ 26,513	\$ 3,487	\$ 547,091	\$ 547,091	Completed
6.1.005	Employees - *Covid PTO Backpay & Sick Bank	2/8/22	\$ 60,000	\$ 1,878		\$ 487,091	\$ 545,213	In process
6.1.006	Village - Meeting, Online Forms, & Website Software	5/31/22	\$ 257,392	\$ 128,696		\$ 229,699	\$ 416,517	In process
6.1.007	Village - Phone System	5/31/22	\$ 11,000	\$ 11,193	\$ (193)	\$ 218,506	\$ 405,324	Completed
6.1.008	Village - Network Server + Cell phone misc.		\$ 22,000	\$ 21,197	\$ 803	\$ 197,310	\$ 384,128	Completed
	ARPA Funds Rec'd 6/21/2022 - acct 300		\$ (646,747)			\$ 844,057	\$ 1,030,875	
6.1.009	Fire Dept. - Washer Extractors	6/28/22	\$ 26,100	\$ 26,045	\$ 55	\$ 818,011	\$ 1,004,829	Completed
6.1.010	Fire Dept. - Polaris Ranger Skid Unit	6/28/22	\$ 24,000	\$ 23,400	\$ 600	\$ 794,611	\$ 981,429	Completed
6.1.011	Clerk/Treas Dept. - Computer	7/12/22	\$ 1,095	\$ 1,075	\$ 20	\$ 793,536	\$ 980,354	Completed
6.1.012	Village - Recreation Courts @ Darboy Comm. Park	7/12/22	\$ 81,916			\$ 711,620	\$ 980,354	In process
6.1.013	Employees - Safety Program	7/26/22	\$ 5,000			\$ 706,620	\$ 980,354	In process
6.1.014	Village - Playground Equipment @ Farmer's Field Park	10/20/22	\$ 130,000	\$ 129,614	\$ 386	\$ 577,006	\$ 850,740	Completed
6.1.014	Village - Add'l Equipment @Farmer's Field	1/31/23	\$ 72,170	\$ 72,170	\$ -	\$ 504,836	\$ 778,570	Completed
6.1.015	Fire Dept. - Gas Line Upgrade	9/29/22	\$ 3,100	\$ 3,051	\$ 49	\$ 501,786	\$ 775,520	Completed
6.1.016	Village - Automatic Door Operators for Vlg Hall	3/28/23	\$ 9,000	\$ 8,691	\$ 309	\$ 493,095	\$ 766,829	Completed
6.1.017	I-Pads / Tablets for Boards & Commissions	4/25/23	\$ 7,000			\$ 486,095	\$ 766,829	
6.1.018	Road Safety Improvement at State Park Rd & Cty Trk KK	5/9/23	\$ 206,667			\$ 279,428	\$ 766,829	
6.1.019	Election Equipment	5/30/23	\$ 37,025			\$ 242,403	\$ 766,829	
6.1.020	Community Outreach / 10-Year Celebration	5/30/23	\$ 31,050	\$ 24,414	\$ 6,636	\$ 217,989	\$ 742,415	Completed
6.1.021	Van's Road Pond Recreation Trail	8/29/23	\$ 46,861	\$ 46,861	\$ (0)	\$ 171,128	\$ 695,554	Completed
TOTALS			\$ 1,087,735	\$ 597,940		\$ 171,128	\$ 695,554	

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Treasurer

Meeting Date:

October 24, 2023

Title:

Bills & Claims

Issue:

The bills and claims for September are presented for Board review and approval.

Background and Additional Information:

Budget Impacts:

Recommended Action:

Approve the bills and claims for September 2023 for the Village and Harrison Utilities as presented and circulated.

Attachments:

- [Bills & Claims VoH Sept.pdf](#)
- [Bills & Claims HU Sept.pdf](#)

Bills & Claims - Village

10/17/2023 3:25 PM Reprint Check Register - Full Report - ALL Page: 1
ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
<hr/>			
EFT	9/01/2023	DELTA DENTAL	
		CLERK MANAGER OFFICE ASST SEPT	Manual Check
100-02-51400-200-000		Gen. Admin - Benefits	554.21
		CLERK MANAGER OFFICE ASST SEPT 2001216	
100-09-53311-200-000		Hwy Dept - Benefits	801.96
		HWY DEPT SEPTEMBER 2001216	
100-01-51101-200-000		Planning - Benefits	0.00
		PLANNER SEPTEMBER 2001216	
100-00-14500-000-000		Due from Special Purpose Dist.	400.42
		UTILITIES SEPT 2023 DELTA DENTAL 709827	
			Total 1,756.59
<hr/>			
EFT	9/01/2023	MERCHANT CHOICE CARD SERVICES	
		8/1 - 8/31 CREDIT CARD PROCESSING FEES	Manual Check
100-02-51400-400-006		Gen. Admin - Service Contracts	131.61
		8/1 - 8/31 CREDIT CARD PROCESSING FEES	
			Total 131.61
<hr/>			
EFT	9/01/2023	WI DEFERRED COMP	
		UTILITIES DEF COMP PAYROLL 8/31/23	Manual Check
100-00-21525-000-000		Wisc Deferred Comp Payable	340.00
		UTILITIES DEF COMP PAYROLL 8/31/23	
100-00-21525-000-000		Wisc Deferred Comp Payable	825.00
		VILLAGE DEF COMP PAYROLL 8/31/23	
			Total 1,165.00
<hr/>			
EFT	9/05/2023	INTERNAL REVENUE SERVICE-PAYROLL TAXES	
		EMPLOYEE SOCIAL SECURITY 8/31/23	Manual Check
100-00-21020-000-000		Social Security Taxes Payable	3,522.03
		EMPLOYEE SOCIAL SECURITY 8/31/23	
100-00-21020-000-000		Social Security Taxes Payable	823.69
		EMPLOYEE MEDICARE 8/31/23	
100-00-21020-000-000		Social Security Taxes Payable	3,522.03
		EMPLOYER LIABILITY SOCIAL SEC 8/31/23	
100-00-21020-000-000		Social Security Taxes Payable	823.69
		EMPLOYER LIABILITY MEDICARE 8/31/23	
100-00-21030-000-000		U.S. Withholding Taxes Payable	3,613.62
		FED INCOME TAXES 8/31/23	
			Total 12,305.06
<hr/>			

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT 9/11/2023 WI DEPT OF REVENUE-PAYROLL TAXES			
STATE TAXES WT-6 FOR PAYROLL 8/17/23			Manual Check
100-00-21040-000-000		State Withholding Tax Payable	2,186.44
STATE TAXES WT-6 FOR PAYROLL 8/17/23			
100-00-21040-000-000		State Withholding Tax Payable	2,113.81
STATE TAXES WT-6 FOR PAYROLL 8/31/23			
Total			4,300.25

EFT 9/12/2023 UNITED HEALTHCARE			
OFFICE SEP 2023 HEALTH INSURANCE			Manual Check
100-02-51400-200-000		Gen. Admin - Benefits	8,886.33
OFFICE SEP 2023 HEALTH INSURANCE			890635965627
100-09-53311-200-000		Hwy Dept - Benefits	12,206.34
SHOP SEP 2023 HEALTH INSURANCE			890635965627
100-01-51101-200-000		Planning - Benefits	0.00
PLANNER SEP 2023 HEALTH INSURANCE			890635965627
100-00-14500-000-000		Due from Special Purpose Dist.	4,367.15
UTILITIES SEP 2023 HEALTH INSURANCE			890635965627
Total			25,459.82

EFT 9/01/2023 VOXTELESYS, LLC			
247138			Manual Check
100-02-51400-400-006		Gen. Admin - Service Contracts	244.06
TRUNK UNLMTD SRVR HOST LOCALE911			247138
Total			244.06

EFT 9/22/2023 RELIANCE STANDARD LIFE INSURANCE COMPANY			
OCT 2023 LIFE & DISABILITY HWY DEPT			Manual Check
100-09-53311-200-000		Hwy Dept - Benefits	293.52
OCT 2023 LIFE & DISABILITY HWY DEPT			
100-02-51400-200-000		Gen. Admin - Benefits	213.70
OCT 2023 LIFE & DISABILITY OFFICE			
100-01-51101-200-000		Planning - Benefits	36.15
OCT 2023 LIFE & DISABILITY PLANNER			
100-06-52200-200-000		Fire Dept - Benefits	52.67
OCT 2023 LIFE & DISABILITY FIRE			
Total			596.04

EFT 9/21/2023 VERIZON WIRELESS			
9943002213			Manual Check

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-06-52200-500-022		Fire Station 60 - Telephone	10.14
		IPAD FOR STATION 60 9943002213	
100-07-52200-500-022		Fire Station 70 - Telephone	10.14
		IPAD FOR STATION 70 9943002213	
100-02-51400-400-006		Gen. Admin - Service Contracts	27.65
		PLAN ACCOUNT CHARGES 8/27-9/26 9943002213	
Total			47.93

EFT 9/26/2023 WI DEPT OF REVENUE-PAYROLL TAXES
STATE TAXES WT-6 FOR PAYROLL 9/14/23

Manual Check

100-00-21040-000-000		State Withholding Tax Payable	1,945.13
		STATE TAXES WT-6 FOR PAYROLL 9/14/23	
Total			1,945.13

EFT 9/18/2023 INTERNAL REVENUE SERVICE-PAYROLL TAXES
EMPLOYEE SOCIAL SECURITY 9/14/23

Manual Check

100-00-21020-000-000		Social Security Taxes Payable	3,268.28
		EMPLOYEE SOCIAL SECURITY 9/14/23	
100-00-21020-000-000		Social Security Taxes Payable	764.34
		EMPLOYEE MEDICARE 9/14/23	
100-00-21020-000-000		Social Security Taxes Payable	3,268.28
		EMPLOYER LIABILITY SOCIAL SEC 9/14/23	
100-00-21020-000-000		Social Security Taxes Payable	764.34
		EMPLOYER LIABILITY MEDICARE 9/14/23	
100-00-21030-000-000		U.S. Withholding Taxes Payable	3,300.56
		FED INCOME TAXES 9/14/23	
Total			11,365.80

EFT 9/14/2023 WI DEFERRED COMP
UTILITIES DEF COMP PAYROLL 9/14/23

Manual Check

100-00-21525-000-000		Wisc Deferred Comp Payable	340.00
		UTILITIES DEF COMP PAYROLL 9/14/23	
100-00-21525-000-000		Wisc Deferred Comp Payable	825.00
		VILLAGE DEF COMP PAYROLL 9/14/23	
Total			1,165.00

EFT 9/29/2023 WISCONSIN EMPLOYEE TRUST FUND (ETF)
VOH RETIREMENT AUG

Manual Check

100-00-21520-000-000		Wisconsin Retirement Payable	16,790.01
		VOH RETIREMENT AUG 291091	

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21520-000-000		Wisconsin Retirement Payable	4,914.30
		UTILITIES RETIREMENT AUG 291091	
Total			21,704.31

EFT 9/28/2023 WI DEFERRED COMP
UTILITIES DEF COMP PAYROLL 9/28/23

Manual Check

100-00-21525-000-000		Wisc Deferred Comp Payable	340.00
		UTILITIES DEF COMP PAYROLL 9/28/23	
100-00-21525-000-000		Wisc Deferred Comp Payable	825.00
		VILLAGE DEF COMP PAYROLL 9/28/23	
Total			1,165.00

EFT 9/27/2023 WE ENERGIES
ACCT 0716666446-00001 FIRE DEPT #2 ELEC

Manual Check

100-07-52200-500-020		Fire Station 70 - Electric	213.71
		ACCT 0716666446-00001 FIRE DEPT #2 ELEC	
100-00-53420-004-000		Street Lighting - HAA	812.82
		ACCT 0716666446-00003 General Lights	
100-00-53420-001-000		Street Lighting - North Shore	15.06
		ACCT 0716666446-3 NorthShore Golf Course	
100-00-53420-006-000		Street Lighting - NS Woods	92.64
		ACCT 0716666446-3 NorthShore Woods Sub.	
100-00-53420-000-000		Street Lighting - General	71.31
		ACCT 0716666446-00003 Harrisville Court	
100-00-51600-500-021		Municipal Bldg - Heat	28.09
		ACCT 0716666446-00004 HALL/SHOP GAS HEAT	
100-00-55200-000-000		Parks - Maint. and Utilities	323.57
		ACCT 0716666446-6 COMMUNITY PARK LIGHTS	
100-09-53311-500-020		Hwy Dept - Electric	625.48
		ACCT 0716666446-00007 ELECTRIC SHOP 60%	
100-00-51600-500-020		Municipal Bldg - Electric	416.98
		ACCT 0716666446-00007 TOWN HALL ELEC 40%	
100-06-52200-500-021		Fire Station 60 - Heat	9.89
		ACCT 0716666446-00008 FIRE DEPT #1 HEAT	
100-00-53420-000-000		Street Lighting - General	323.30
		ACCT 0716666446-9 LED STREET LIGHTING	
100-00-55200-000-000		Parks - Maint. and Utilities	78.57
		ACCT 0716666446-00010 Shelter-Noe Road	

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-07-52200-500-021		Fire Station 70 - Heat	29.30
		ACCT 0716666446-00011 FIRE DEPT #2 GAS	
100-00-55200-000-000		Parks - Maint. and Utilities	15.37
		ACCT0716666446-12 COMMPARK SPECIALEVENTS	
100-06-52200-500-020		Fire Station 60 - Electric	181.48
		ACCT 0716666446-00013 FIRE DEPT #1 ELEC	
100-00-53635-100-000		Compost Site	39.11
		ACCT 0716666446-00016 YARD WASTE	
100-00-53420-000-000		Street Lighting - General	0.00
		SERVICE CREDIT	
Total			3,276.68
<hr/>			
4667	9/20/2023	VOID	
		VOID CK 4667 1/13/17 REPLACED BY 14362	
			Manual Check
100-00-11100-000-000		SHARE OF CHECKING-General	0.00
		VOID CK 4667 1/13/17 REPLACED BY 14362	
Total			0.00
<hr/>			
14301	9/26/2023	SUPERIOR CHEMICAL LLC	
		VOID CK14301 LOST CHECK	
			Manual Check
100-06-52200-400-000		Fire Dept - Supplies/Services	-512.90
		VOID CK 14301 LOST CHECK 370870	
Total			-512.90
<hr/>			
14334	9/06/2023	ACCURATE APPRAISAL, LLC	
		4361	
100-05-51500-000-000		Assessor - Contract	6,135.00
		FROM 8/31/22 BOARD OF REVIEW & RETAINER 4361	
Total			6,135.00
<hr/>			
14335	9/06/2023	BROOKS TRACTOR INC - SUN PRAIRIE	
		388200	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	6,758.76
		FROM 8/29/23 772GP GRADER FT4 388200	
Total			6,758.76
<hr/>			
14336	9/06/2023	CHARTER COMMUNICATIONS- 33313	
		33313082423	
100-02-51400-400-006		Gen. Admin - Service Contracts	119.99
		SERVICE PERIOD 8/24-9/23	

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			119.99
14337 2579835	9/06/2023	EMERGENCY MEDICAL PRODUCTS, INC.	
100-06-57220-000-000		Fire Dept - Capital Outlay	1,446.76
		FROM 8/23/23 SUPPLIES 2579835	
Total			1,446.76
14338 5653	9/06/2023	FOX VALLEY HUMANE ASSOCIATION, LTD	
100-02-51400-400-006		Gen. Admin - Service Contracts	240.00
		FROM 6/30/23 ANIMALS HANDLED 3 5653	
Total			240.00
14339 148739	9/06/2023	JOE'S POWER CENTER	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	211.17
		FROM 8/31/23 CABLE THROTTLE 59" 148739	
Total			211.17
14340 84743	9/06/2023	LANGE ENTERPRISES, INC	
100-09-53315-902-000		Hwy Dept - Signs	323.42
		FROM 8/25/23 ONE WAY ARROW 84743	
Total			323.42
14341 30307	9/06/2023	LISOWE OIL DIV OF ADVANCED FUEL SERV	
100-09-53311-600-030		Hwy Dept - Fuel	2,779.08
		FROM 08/30/2023 30307	
Total			2,779.08
14342 931728 - 931737	9/06/2023	MCMAHON	
100-09-57330-000-000		Capital Outlay - Road Projects	4,121.75
		CREEKSIDE ESTATES & RYFORD ST ROADWAY 931733	
100-09-57330-000-000		Capital Outlay - Road Projects	6,154.65
		COTONWOOD CREEK III HAEN HGHTS RESURFAC 931731	
100-00-52400-200-000		Inspections - Grade Checks	3,842.05
		2023 LOT GRADE REVIEW & CHECK 931737	

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-09-57330-000-000		Capital Outlay - Road Projects	586.00
		STATE PK RESRFCNG BIKE LNS SCMIDT-US10 931734	
100-09-53311-900-000		Hwy Dept - Road Maintenance	479.00
		2023 CRACK SEAL PROGRAM 931732	
100-09-57330-000-000		Capital Outlay - Road Projects	410.00
		2023 CHIP SEAL PROGRAM 931735	
100-09-57330-000-000		Capital Outlay - Road Projects	759.75
		2022 ASPHALT RESURFACING PROGRAM 931728	
201-00-57220-000-000		Capital Outlay - Park Impact	164.00
		DARBOY COMMUNITY PARK 2022 IMPROVEMENTS 931730	
100-09-57330-000-000		Capital Outlay - Road Projects	820.00
		MIDWAY ROAD CTH N TO DARBOY PARK 931729	
Total			17,337.20

14343 9/06/2023 MIKE STANONIK
REIMBURSE AGRICULTURAL RESCUE TRAINING

100-06-52200-305-000		Fire Dept - Training/Mem	200.00
		REIMBURSE AGRICULTURAL RESCUE TRAINING	
Total			200.00

14344 9/06/2023 MOTOROLA SOLUTIONS INC
TRANS 8281694532 CUST ACCT 1036581917

100-00-52100-000-000		Law Enforcement - Contract	225.90
		FROM 8/17/23 SPEAK/MICRO/CHRGR SHERIFFS 8281694532	
Total			225.90

14345 9/06/2023 MUNSON INC.
56922

201-00-57220-000-000		Capital Outlay - Park Impact	23,683.00
		BACKSTOP INSLD BSBALL DIMND FARMERS FLD 56922	
Total			23,683.00

14346 9/06/2023 ROCKET INDUSTRIAL
IN00432582

100-09-53311-400-000		Hwy Dept - Supplies	396.60
		FRM8/30/23MULTI TWL, KITCHN TWL,BTH ROLL IN00432582	
Total			396.60

14347 9/06/2023 SERVICEMASTER BUILDING MAINTENANCE
43427

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-400-006		Gen. Admin - Service Contracts	1,031.00
		FROM 9/1/23 JANITORIAL SEPT 43427	
Total			1,031.00
<hr/>			
14348	9/06/2023	SERWE IMPLEMENT MUNICIPAL SALES CO, LLC	
10329			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	205.48
		FROM 8/31/23 STUB SHAFT GROUNDROLLER 10329	
Total			205.48
<hr/>			
14349	9/06/2023	SMT MANUFACTURING & SUPPLY LLC	
78646-IN			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	24.20
		FROM 8/30/23 A37 V-BELT-MIT 78646-IN	
Total			24.20
<hr/>			
14350	9/06/2023	T-MOBILE	
		FROM 7/21/23-8/20/23 FIRE	
100-07-52200-500-022		Fire Station 70 - Telephone	25.37
		FROM 7/21/23-8/20/23 FIRE	
Total			25.37
<hr/>			
14351	9/06/2023	T-MOBILE	
		FROM 7/21/23-8/20/23 HWY DEPT	
100-09-53311-500-022		Hwy Dept - Telephone	201.52
		FROM 7/21/23-8/20/23 HWY DEPT	
100-00-51600-500-022		Municipal Bldg - Telephone	176.33
		FROM 7/21/23-8/20/23 OFFICE	
Total			377.85
<hr/>			
14352	9/06/2023	THEDACARE AT WORK	
343887			
100-06-52200-401-000		Fire Dept - Physicals	484.00
		PHYSICAL FOR FINK. K 343887	
Total			484.00
<hr/>			
14353	9/06/2023	WEYERS EQUIPMENT	
01-198027			
100-09-53311-700-000		Hwy Dept - Equip Maintenance	397.48
		FROM 8/29/23 KNIFE, PILLOW BEARING 01-198027	

Bills & Claims - Village

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ACCT

NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			397.48
14354	9/06/2023	WI DEPT OF JUSTICE	
ACNTG2028	8/1 - 8/31	4 BARTENDER	
100-02-51400-400-000		Gen. Admin - Supplies	28.00
ACNTG2028	8/1 - 8/31	4 BARTENDER	
100-06-52200-400-000		Fire Dept - Supplies/Services	7.00
ACNTG2028	8/1 - 8/31	1 FIRE DEPT	
Total			35.00
14355	9/13/2023	BIRSCHBACH INSPECTION SERVICE INC	
BUILDING INSPECTIONS FOR AUGUST 2023			
100-00-52400-000-000		Building Inspector - Contract	3,390.16
BUILDING INSPECTIONS FOR AUGUST 2023			
Total			3,390.16
14356	9/13/2023	GORDON FLESCH CO. INC	
IN14349149			
100-02-51400-400-006		Gen. Admin - Service Contracts	219.65
BILL PERIOD 7/27-8/28/23 IMAGES IN14349149			
Total			219.65
14357	9/13/2023	HARRISON UTILITIES	
ACCOUNT 000-2781-00			
100-07-52200-500-023		Fire Station 70 - Water/Sewer	77.63
ACCOUNT 000-2781-00			
Total			77.63
14358	9/13/2023	KAATS WATER CONDITIONING INC.	
CHARGES THROUGH 8/29/23			
100-09-53311-400-000		Hwy Dept - Supplies	94.54
CHARGES THROUGH 8/29/23			
Total			94.54
14359	9/13/2023	ROCKET INDUSTRIAL	
IN00433553			
100-09-53311-400-000		Hwy Dept - Supplies	43.70
FRM9/6/23 HOUSEHOLD TWL REPLC BACKORDER IN00433553			
Total			43.70

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Check Nbr	Check Date	Payee	Amount
14360	9/13/2023	SHERWOOD WATER & SEWER ACCOUNT NUMBER 000-3055-00 STATION 60	
100-06-52200-500-023		Fire Station 60 - Water/Sewer ACCOUNT NUMBER 000-3055-00 STATION 60	186.09
100-06-52200-500-023		Fire Station 60 - Water/Sewer ACCOUNT NUMBER 000-3050-00 TOWN	62.10
Total			248.19
14361	9/13/2023	THUNDER ROAD LLC CERT PAYMENT 3 2023 CRACK SEAL	
100-09-53311-900-000		Hwy Dept - Road Maintenance CERT PAYMENT 3 2023 CRACK SEAL H0006-09-23-00266	60,713.55
Total			60,713.55
14362	9/20/2023	BRADLEY SCHULZ REPLACE STALE CK4667	
100-00-11100-000-000		SHARE OF CHECKING-General REPLACE STALE CK4667	28.58
Total			28.58
14363	9/20/2023	CARSTENS ACE HARDWARE 252208	
100-09-53311-900-000		Hwy Dept - Road Maintenance FROM 9/6/23 LP GAS 252208	24.51
Total			24.51
14364	9/20/2023	CHAD BONIS GRADING ESCROW RETURN W5547 GREY DR	
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W5547 GREY DR	1,500.00
Total			1,500.00
14365	9/20/2023	CHARTER COMMUNICATIONS- 31663 ACC 8348104270031663 SERVICE 9/8-10/7	
100-02-51400-400-006		Gen. Admin - Service Contracts ACC 8348104270031663 SERVICE 9/8-10/7 31663090823	439.91
Total			439.91
14366	9/20/2023	DAVID OR MAY KOU RODRIGUEZ GRADING ESCROW RETURN W5919 DELTA DR	

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Check Nbr	Check Date	Payee	Amount
100-00-21060-000-000		Building Escrows Payable GRADING ESCROW RETURN W5919 DELTA DR	1,500.00
Total			1,500.00

14367 9/20/2023 ELAN FINANCIAL SERVICES
FROM 8/10/23 AMAZON BAGS OF VOMIT

100-08-52300-000-000		1st Responders - Operating Exp FROM 8/10/23 AMAZON BAGS OF VOMIT	29.99
100-08-52300-000-000		1st Responders - Operating Exp FROM 8/14/23 HOME DEPOT ELECTRICAL TAPE	7.68
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 8/15/23 FIREHOUSE SUB MAGAZINE	65.00
100-06-52200-400-000		Fire Dept - Supplies/Services FRM8/22/23 WALMART OFFICE SUPPLIES/LIGHT	117.69
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 8/22/23 AMAZON CANDY	158.94
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 8/23/23 WALMART GATORADE/SODA	151.72
100-06-52200-305-000		Fire Dept - Training/Mem FRM8/29/23 GMAIL BLS/CPR RECERTIFICATION	35.87
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 8/30/23 HOME DEPO MAILBOX POST	69.93
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 8/30/23 OFFICE DEPO WALL FILE	11.99
100-06-52200-400-000		Fire Dept - Supplies/Services FRM 9/1/23 OFFICE DEPO PHOTO PAPER	58.98
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 9/01/23 OFFICE DEPO PRTABL DESKTOP	126.95
100-02-51400-400-000		Gen. Admin - Supplies FROM 8/10/23 AMAZON WHITE CARDSTOCK	22.98
100-02-51400-400-000		Gen. Admin - Supplies FROM 8/23 ADOBE ACROBAT PRO	20.99
100-02-51400-305-000		Gen. Admin - Training/Conf. FR 8/25 RED RAMP PARKING CONF V.TESSEN	3.00
100-02-51400-305-000		Gen. Admin - Training/Conf. FRM9/7 LOCALGOV 23 PRSDNT ELEC M.WINKLER	179.00
100-02-51400-305-000		Gen. Admin - Training/Conf. FROM 9/7/23 WISCMUNCLERKS M.WINKLER	25.00

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Check Nbr	Check Date	Payee	Amount
100-02-51400-305-000		Gen. Admin - Training/Conf. FROM 8/9/23 ZOOM SUBCRPT 8/9-9/8	16.87
100-02-51400-400-005		Gen. Admin - Postage FROM 8/28/23 USPS FIRST CLASS MAIL	17.12
100-02-51400-400-000		Gen. Admin - Supplies FROM 8/29/23 DICK'S WATER FOR THE BOARD	3.99
100-01-51101-305-000		Planning - Training/Mile/Exp. FROM 9/1/23 INDEED ASST MANAGER	368.71
Total			1,492.40
<hr/>			
14368	9/20/2023	FERGUSON WATERWORKS #1476 397918, 398135	
201-00-44315-000-000		Park Impact Fee FROM 9/6/22 PVC PIPES 397918	1,220.88
100-00-55200-000-000		Parks - Maint. and Utilities FROM 9/5/23 4X10 PVC SWR PIPE 398135	206.40
Total			1,427.28
<hr/>			
14369	9/20/2023	GFC LEASING - WI I00855902	
100-02-51400-400-006		Gen. Admin - Service Contracts COVERAGE PERIOD 10/05/23 -11/04/23 I00855902	274.96
Total			274.96
<hr/>			
14370	9/20/2023	HORST DISTRIBUTING INC 104298-000	
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 8/29/23 BLADE OFFST LLFT 104298-000	297.54
Total			297.54
<hr/>			
14371	9/20/2023	JOE'S POWER CENTER 148218, 149474, 149494	
100-00-55200-000-000		Parks - Maint. and Utilities FROM 8/24/23 STRAW CHOPPER VIN21A43 148218	140.00
100-00-55200-000-000		Parks - Maint. and Utilities FROM 9/12/23 CONCRETE MIXER VIN72006093 149474	50.00
100-09-53311-700-000		Hwy Dept - Equip Maintenance FROM 9/12/23 CHAINS, ENG OIL, BAR 289.93	289.93
Total			479.93

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Check Nbr	Check Date	Payee	Amount
14372 84968	9/20/2023	LANGE ENTERPRISES, INC	
100-09-53315-902-000		Hwy Dept - Signs	449.10
		FROM 9/7/23 SIGNS NO PASSING ZONE 84968	
		Total	449.10
14373 134305,134311,134329,134333,134513134517	9/20/2023	NUTRITION SERVICE COMPANY	
230-00-53441-000-000		Storm Sewer Maint / Ponds	495.96
		FROM 8/17/23 ROUNDUP STORM MAINTENANCE 134305	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	898.46
		FROM 8/17/23 LAWN SEED BAGS 134311	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	179.99
		FROM 8/18/23 LAWN SEED BAGS 134329	
100-00-55200-000-000		Parks - Maint. and Utilities	596.97
		FROM 8/18/23 CHEMICAL, MEDCAMINE, ROUNDUP 134333	
201-00-57220-000-000		Capital Outlay - Park Impact	5,040.00
		FROM 8/24/23 LAWN SEED BASEBALL DIAMOND 134513	
201-00-57220-000-000		Capital Outlay - Park Impact	324.35
		FROM 8/24/23 BLUK FERT, WHEAT 134517	
100-09-53311-901-000		Hwy Dept - Ditching/Grading	11.40
		FROM 8/30/23 WHEAT 134699	
		Total	7,547.13
14374 128329	9/20/2023	OUTAGAMIE COUNTY	
100-00-51440-400-000		Elections - Supplies	1,176.00
		MAINT-BACK UP, COIN CELL BATTERY RPLCMNT 128329	
		Total	1,176.00
14375 10398	9/20/2023	SERWE IMPLEMENT MUNICIPAL SALES CO, LLC	
100-09-53311-700-000		Hwy Dept - Equip Maintenance	715.39
		FROM 9/14/23 GRND ROLLER BRACKET, BEARING 10398	
		Total	715.39
14376 IN2855396	9/20/2023	TASC	
100-02-51400-400-006		Gen. Admin - Service Contracts	37.43
		SEPTEMBER 2023 BILLING IN2855396	

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Check Nbr	Check Date	Payee	Amount
Total			37.43
14377 337524	9/20/2023	THE UNIFORM SHOPPE OF GREEN BAY INC	
100-06-52200-400-000		Fire Dept - Supplies/Services	245.85
		FROM 8/21/23 ICE PERFMNC POLO,PANTS 337524	
Total			245.85
14378 1066252-00, 1066847-00	9/20/2023	TRUCK EQUIPMENT INC	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	855.61
		FROM 9/6/23 POWER UNIT 1066252-00	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance	711.00
		FROM 9/6/23 MPOWER MNT GREENEOS 1066847-00	
Total			1,566.61
14379 182795492	9/20/2023	TRUGREEN LIMITED PARTNERSHIP	
100-00-55200-000-000		Parks - Maint. and Utilities	596.40
		FROM 9/21/23 LAWN SERVICE 182795492	
Total			596.40
14380 4726409, 4726715, 4726716	9/20/2023	WIL-KIL PEST CONTROL	
100-02-51400-400-006		Gen. Admin - Service Contracts	52.70
		FIRE STATION 60 4726715	
100-02-51400-400-006		Gen. Admin - Service Contracts	52.70
		FIRE STATION 70 4726716	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		EXTERIOR INSECT FIRE STATION #60 NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		EXTERIOR INSECT FIRE STATION 70 NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	0.00
		POWER SPRAY - VILLAGE HALL NA	
100-02-51400-400-006		Gen. Admin - Service Contracts	91.66
		VILLAGE HALL 4726409	
Total			197.06
14381 5805134	9/20/2023	WISCONSIN MEDIA	

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Check Nbr	Check Date	Payee	Amount
100-02-51400-800-000		Gen. Admin - Publications	181.79
		BILL PERIOD 8/1-8/31 BOR NOTICE 5805134	
100-01-51101-800-000		Planning - Publications	107.79
		BILL PERIOD 8/1-8/31 NOTICE PBLC HEARING 5805134	
		Total	289.58
14382	9/27/2023	BRUSH BOY CUSTOMS, LLC 1922	
100-09-53315-902-000		Hwy Dept - Signs	450.00
		FROM 9/25/23 N2 LETTERING SWEEPER SIDES 1922	
		Total	450.00
14383	9/27/2023	CARSTENS ACE HARDWARE 252747	
100-09-53311-900-000		Hwy Dept - Road Maintenance	7.70
		FROM 9/20/23 LP GAS 252747	
		Total	7.70
14384	9/27/2023	CORPORATE NETWORK SOLUTIONS, INC 74401	
100-02-51400-400-006		Gen. Admin - Service Contracts	2,112.00
		BARRACUDA FOR OFFICE 365 ANNUAL SUBSCRIP 74401	
		Total	2,112.00
14385	9/27/2023	COTTINGHAM & BUTLER INSURANCE 324823	
100-02-51400-400-006		Gen. Admin - Service Contracts	150.00
		FRM 9/12/23 1 FLSA REVIEW OFFICE MANAGER 324823	
100-02-51400-400-006		Gen. Admin - Service Contracts	275.00
		9/12/23 1 CLASSIFICATION REVW OFFICE MNG 324822	
		Total	425.00
14386	9/27/2023	DARLEY 17508198	
100-06-52200-400-000		Fire Dept - Supplies/Services	478.00
		FROM 9/18/23 BOOTS 13-W RED LEATHER 17508198	
		Total	478.00
14387	9/27/2023	EMERGENCY MEDICAL PRODUCTS, INC. 2583111, 2583112, 2583472	

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Check Nbr	Check Date	Payee	Amount
100-08-52300-000-000		1st Responders - Operating Exp	366.77
		FROM 9/14/23 PROFESSIONAL COLLECTION CPR 2583111	
100-08-52300-000-000		1st Responders - Operating Exp	20.60
		FROM 9/14/23 STANDARD OBSTETRICAL KIT 2583112	
100-08-52300-000-000		1st Responders - Operating Exp	313.84
		FROM 9/15/23 SUPPLIES 2583472	
		Total	701.21
14388	9/27/2023	FRANKS RADIO SERVICE INC	
123757			
100-06-52200-400-000		Fire Dept - Supplies/Services	1,857.31
		FROM 9/5/23 MINITOR VI STORED VOICE 123757	
		Total	1,857.31
14389	9/27/2023	GREEN BAY HIGHWAY PRODUCTS	
43631			
100-09-53311-901-000		Hwy Dept - Ditching/Grading	1,557.46
		FRM9/15 21"x15"/BAND/ENDWALL PIPE COLIN 43631	
		Total	1,557.46
14390	9/27/2023	HEARTLAND BUSINESS SYSTEMS	
629000-H			
100-02-51400-400-006		Gen. Admin - Service Contracts	270.00
		FROM 8/21/23 WEB & DNS HOSTING 629000-H	
		Total	270.00
14391	9/27/2023	HERRLING CLARK LAW FIRM LTD	
		FOR SERVICES THROUGH 08/25/2023 TRAFFIC	
100-00-51300-000-000		Legal	5,325.00
		FOR SERVICES THROUGH 08/25/2023 TRAFFIC	
100-00-51300-000-000		Legal	16,869.60
		FOR SERVICES THRU 09/15/2023 MUNICIPAL	
		Total	22,194.60
14392	9/27/2023	JARRED GERL	
		REIMBURSE UNIFORM ALLOWANCE	
100-06-52200-400-000		Fire Dept - Supplies/Services	21.20
		REIMBURSE UNIFORM ALLOWANCE	
100-06-52200-400-000		Fire Dept - Supplies/Services	57.95
		REIMBURSE FOR CLOTHING	

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Check Nbr	Check Date	Payee	Amount
Total			79.15
14393 2082	9/27/2023	L.A. RESCUE, LLC	
100-08-52300-000-000		1st Responders - Operating Exp	1,186.95
		FROM 9/15/23 O2 TO ROLL PRO 2082	
Total			1,186.95
14394 84998	9/27/2023	LANGE ENTERPRISES, INC	
100-09-53315-902-000		Hwy Dept - Signs	902.99
		FROM 9/15/23 20 RD NAME SIGN, 8 SIGNS 84998	
Total			902.99
14395 30391	9/27/2023	LISOWE OIL DIV OF ADVANCED FUEL SERV	
100-09-53311-600-030		Hwy Dept - Fuel	2,668.25
		FROM 09/18/2023 30391	
Total			2,668.25
14396 932113 - 932123	9/27/2023	MCMAHON	
100-09-57330-000-000		Capital Outlay - Road Projects	1,564.00
		CREEKSIDE ESTATES & RYFORD ST ROADWAY 932117	
100-09-57330-000-000		Capital Outlay - Road Projects	6,030.05
		COTONWOOD CREEK III HAEN HGHTS RESURFAC 932116	
100-00-52400-200-000		Inspections - Grade Checks	2,831.10
		2023 LOT GRADE REVIEW & CHECK 932122	
100-09-57330-000-000		Capital Outlay - Road Projects	10,625.75
		STATE PK RESRFCNG BIKE LNS SCMIDT-US10 932118	
100-09-53311-900-000		Hwy Dept - Road Maintenance	196.00
		2023 CRACK SEAL PROGRAM 932119	
100-09-57330-000-000		Capital Outlay - Road Projects	434.00
		2023 CHIP SEAL PROGRAM 932120	
100-09-57330-000-000		Capital Outlay - Road Projects	328.00
		2022 ASPHALT RESURFACING PROGRAM 932113	
100-09-57330-000-000		Capital Outlay - Road Projects	328.00
		MIDWAY ROAD CTH N TO DARBOY PARK 932114	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	1,200.00
		22 STREET STORM SEWER FAIRWAYS AMY -AVE 932115	

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100-09-53311-000-000		Hwy Dept - Engineer/Consultant	678.50
		23 GEN ENG FARMERS FIELD PRK ELEC SRV 932121	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	164.00
		23 GEN ENG SOUTHTOWNE PL CONSTRUCTION 932121	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	737.30
		23 GEN ENG FARMERS FIELD CONSTRUCTION 932121	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	1,527.00
		23 STREET STROM SEWER N.SHORE VILLAS 932123	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	164.00
		23 STREET STROM SEWER HOELZEL WAY 3 932123	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant	1,367.50
		23 STREET STROM SEWER CREEKVIEW RD 932123	
Total			28,175.20

14397 9/27/2023 MENARDS-APPLETON EAST
44514, 44560, 44912, 45052

100-00-55200-000-000		Parks - Maint. and Utilities	533.71
		FROM 9/11/23 SUPPLIES 44514	
100-09-53311-400-000		Hwy Dept - Supplies	115.14
		FROM 9/12/23 SUPPLIES 44560	
100-09-53311-400-000		Hwy Dept - Supplies	89.90
		FROM 9/19/23 FACE SHIELD, GLOVES, HAMMER 44912	
100-09-53311-505-000		Hwy Dept - Building Maint	425.36
		FROM 9/21/23 PUMP, COMPOND, BL NIPPLES 45052	
Total			1,164.11

14398 9/27/2023 NSAH, INC
DEVELOPMENT AGREEMENT TOONEN

401-00-56700-700-000		Grant-Toonen Development TID 1	195,573.15
		DEVELOPMENT AGREEMENT TOONEN	
Total			195,573.15

14399 9/27/2023 OFFICE DEPOT BUSINESS CREDIT - VOH
THROUGH 9/17/23 OFFICE SUPPLIES

100-02-51400-400-000		Gen. Admin - Supplies	92.04
		THROUGH 9/17/23 OFFICE SUPPLIES	
Total			92.04

14400 9/27/2023 PATRICK KLEIN
FROM 9/18/23 REIMBURSE FOR PIZZA

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Check Nbr	Check Date	Payee	Amount
100-06-52200-400-000		Fire Dept - Supplies/Services FROM 9/18/23 REIMBURSE FOR PIZZA	201.63
Total			201.63

14401 9/27/2023 QUATTRO DEVELOPMENT LLC
DEVELOPMENT AGREEMENT TID #4

404-00-56700-700-000		Grant-Quattro Development LLC DEVELOPMENT AGREEMENT QUATTRO DEV	182,350.44
Total			182,350.44

14402 9/27/2023 S & A SEPTIC SERVICES
527, 537, 542

100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANKS 9/06/2023	260.00
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANKS 9/14/23	130.00
100-09-53311-505-000		Hwy Dept - Building Maint PUMP HOLDING TANKS 9/19/23	260.00
Total			650.00

14403 9/27/2023 SHERWIN INDUSTRIES, INC
SC051154

100-09-53311-900-000		Hwy Dept - Road Maintenance FROM 9/19/23 MASTIC ONE NO BOX SC051154	3,198.00
Total			3,198.00

14404 9/27/2023 SUPERIOR CHEMICAL LLC
REPLMNT CK14301 WAS LOST

100-06-52200-400-000		Fire Dept - Supplies/Services FROM 8/16/23 VEHICLE WASH REPL CK1430 370870	512.90
Total			512.90

14405 9/27/2023 SUPERIOR VISION INSURANCE
767528

100-02-51400-200-000		Gen. Admin - Benefits OFFICE VISION INSURANCE OCT 23	139.20
100-09-53311-200-000		Hwy Dept - Benefits SHOP VISION INSURANCE OCT 23	109.15
100-01-51101-200-000		Planning - Benefits PLANNER VISION INSURANCE OCT 23	0.00

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Check Nbr	Check Date	Payee	Amount
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100-00-14500-000-000		Due from Special Purpose Dist.	88.03
		UTILITIES VISION INSURANCE OCT 23 767528	
		Total	336.38
<hr/>			
14406	9/27/2023	ZANDER PRESS INC	
109581			
100-02-51400-800-005		Gen. Admin - Newsltr & Postage	4,357.60
		FROM 9/21/23 FALL NEWSLETTER MAILING 109851	
		Total	4,357.60
<hr/>			
		Grand Total	685,127.79

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NICOLET (INVESTORS) BANK VOH

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	276,276.01
Total Expenditure from Fund # 201 - PARK IMPACT FEES	30,432.23
Total Expenditure from Fund # 230 - STORM WATER UTILITY FEES	495.96
Total Expenditure from Fund # 401 - TAX INCREMENTAL DISTRICT #1	195,573.15
Total Expenditure from Fund # 404 - TAX INCREMENTAL DISTRICT #4	182,350.44
Total Expenditure from all Funds	685,127.79

NICOLET (INVESTORS) BANK VOH

Payroll Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	53,819.21
Total Expenditure from Fund # 610 - WATER UTILITY	12,500.04
Total Expenditure from Fund # 620 - SEWER UTILITY	12,590.82
Total Expenditure from all Funds	78,910.07

Bills & Claims - Harrison Utilities

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
<hr/>			
EFT	9/06/2023	WE ENERGIES - 00003	
0705461764-00003	COA Mtr #2 - Electric		Manual Check
610-00-57641-000-000	Operation Supplies & Expenses		32.45
0705461764-00003	COA Mtr #2 - Electric 9062023-00003		
Total			32.45
<hr/>			
EFT	9/12/2023	WE ENERGIES - 00006	
0705461764-00006	Fox Crsng Mtr - Elec		Manual Check
610-00-57641-000-000	Operation Supplies & Expenses		16.25
0705461764-00006	Fox Crsng Mtr - Elec 09122023-00006		
Total			16.25
<hr/>			
EFT	9/06/2023	KWIK TRIP - UTILITIES	
64962864550001			Manual Check
610-00-57933-000-000	Transportation Expense		251.47
ACCT# BG2251587	- FUEL 6496286455001		
620-00-57828-000-000	Transportation Expense		251.47
ACCT# BG2251587	- FUEL 64962864550001		
610-00-57930-000-000	Miscellaneous General Expense		17.32
ACCT# BG2251587	- FUEL 6496286455001		
620-00-57856-000-000	Miscellaneous General Expense		17.32
ACCT# BG2251587	- FUEL 64962864550001		
Total			537.58
<hr/>			
EFT	9/06/2023	THE HOME DEPOT - UTILITIES	
ACCT#6035 3223 4060 1881 1 LS#4 PVC SPLY			Manual Check
620-00-57832-000-000	Maint Collection Syst Pumping		40.48
ACCT#6035 3223 4060 1881 1 LS#4 PVC SPLY			
Total			40.48
<hr/>			
EFT	9/08/2023	MARCO TECHNOLOGIES LLC - UTILITIES	
34767437			Manual Check
610-00-57921-000-000	Office Supplies & Expenses		87.39
Acct# 009-1758432-000	PRINTER/COPIER AUG 34767437		
620-00-57851-000-000	Office Supplies & Expenses		87.40
Acct# 009-1758432-000	PRINTER/COPIER AUG 34767437		
Total			174.79
<hr/>			
EFT	9/15/2023	HARRISON UTILITIES - 1-4005	
001-4005-00	Public Fire		Manual Check

Bills & Claims - Harrison Utilities

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57921-000-000		Office Supplies & Expenses	43.00
		001-4005-00 Public Fire	
610-00-57921-000-000		Office Supplies & Expenses	70.04
		001-4005-00 Water Charge	
620-00-57851-000-000		Office Supplies & Expenses	128.09
		001-4005-00 Sewer Charge	
Total			241.13

EFT 9/05/2023 MENASHA UTILITIES
ACCT#1044748-01 |Elec Plank Rd-Meter Pit **Manual Check**

620-00-57827-000-000		Operation Supplies & Expenses	21.84
		ACCT#1044748-01 Elec Plank Rd-Meter Pit	
610-00-57641-000-000		Operation Supplies & Expenses	16.57
		ACCT#1044219-02 COA Water #1 Electric	
Total			38.41

EFT 9/18/2023 WE ENERGIES - 00010
0705461764-00010 | LS#4 - Gas **Manual Check**

620-00-57821-000-000		Fuel/Power Purchase - Pumping	10.56
		0705461764-00010 LS#4 - Gas 9182023-00010	
Total			10.56

EFT 9/22/2023 RELIANCE STANDARD LIFE INSURANCE COMPANY
UTILITIES OCT 2023 LIFE & DISABILITY **Manual Check**

610-00-57926-000-000		Employee Pensions & Benefits	85.77
		UTILITIES OCT 2023 LIFE & DISABILITY	
620-00-57854-000-000		Employee Pensions & Benefits	85.78
		UTILITIES OCT 2023 LIFE & DISABILITY	
Total			171.55

EFT 9/25/2023 WE ENERGIES - 00004
0705461764-00004 | LS#3 Electric **Manual Check**

620-00-57821-000-000		Fuel/Power Purchase - Pumping	85.40
		0705461764-00004 LS#3 Electric 9212023-00004	
Total			85.40

EFT 9/21/2023 WE ENERGIES - 00007
0705461764-00007 | LS#6 Electric & Gas **Manual Check**

620-00-57821-000-000		Fuel/Power Purchase - Pumping	75.37
		0705461764-00007 LS#6 Electric & Gas 9212023-00007	

Bills & Claims - Harrison Utilities

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			75.37

EFT	9/25/2023	MENASHA UTILITIES	
ACCT#3265946-00 LS #4 Electric			Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	1,326.43
ACCT#3265946-00 LS #4 Electric			
620-00-57827-000-000		Operation Supplies & Expenses	11.39
ACCT#3265946-00 Storm Water Charge			
620-00-57827-000-000		Operation Supplies & Expenses	11.34
ACCT33266037-00 ELEC PLANK RD-METER PIT			
610-00-57641-000-000		Operation Supplies & Expenses	17.91
ACCT#3265998-00 COA WATER # ELECTRIC			
Total			1,367.07

EFT	9/25/2023	WE ENERGIES - 00001	
0705461764-00001 LS#1 Electric & Gas			Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	236.66
0705461764-00001 LS#1 Electric & Gas 92523-00001			
Total			236.66

EFT	9/25/2023	WE ENERGIES - 00005	
0705461764-00005 HU Main - Gas			Manual Check
610-00-57921-000-000		Office Supplies & Expenses	6.42
0705461764-00005 HU Main - Gas 9252023-00005			
620-00-57851-000-000		Office Supplies & Expenses	6.43
0705461764-00005 HU Main - Gas 9252023-00005			
Total			12.85

EFT	9/25/2023	WE ENERGIES - 00002	
0705461764-00002 LS#2 Electric			Manual Check
620-00-57821-000-000		Fuel/Power Purchase - Pumping	60.63
0705461764-00002 LS#2 Electric 9252023-00002			
Total			60.63

EFT	9/25/2023	AT&T - UTILITIES	
ACCT#920-380-0991 MTR STN #2 DIALER			Manual Check
610-00-57641-000-000		Operation Supplies & Expenses	6.18
ACCT#920-380-0991 MTR STN #2 DIALER 920380099109-23			
620-00-57827-000-000		Operation Supplies & Expenses	37.26
ACCT#920-380-0977 LS#3 DIALER 920380099109-23			

Bills & Claims - Harrison Utilities

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-57827-000-000		Operation Supplies & Expenses	37.26
		ACCT#920-380-0982 LS#2 DIALER 920380099109-23	
620-00-57827-000-000		Operation Supplies & Expenses	37.26
		ACCT#920-380-0987 LS#1 DIALER 920380099109-23	
610-00-57641-000-000		Operation Supplies & Expenses	37.07
		ACCT#920-380-0992 MTR STN #1 DIALER 920380099109-23	
620-00-57827-000-000		Operation Supplies & Expenses	37.33
		ACCT#920-380-0996 LS#4 DIALER 920380099109-23	
Total			192.36

EFT 9/27/2023 CHARTER COMMUNICATIONS - UTILITIES
26135090823 **Manual Check**

610-00-57921-000-000		Office Supplies & Expenses	64.99
		Acct# 8348 10 427 0026135 Internet 26135090823	
620-00-57851-000-000		Office Supplies & Expenses	65.00
		Acct# 8348 10 427 0026135 Internet 26135090823	
Total			129.99

EFT 9/28/2023 PITNEY BOWES GLOBAL FINANCIAL S-UTILITIES INV
3317954818 **Manual Check**

610-00-57921-000-000		Office Supplies & Expenses	71.77
		ACCT#0010003853 LEASING CHARGE 3317954818	
620-00-57851-000-000		Office Supplies & Expenses	71.78
		ACCT#0010003853 LEASING CHARGE 3317954818	
Total			143.55

EFT 9/29/2023 VERIZON WIRELESS - UTILITIES
9943921656 **Manual Check**

610-00-57641-000-000		Operation Supplies & Expenses	17.18
		SHARE OF EMERGENCY PHONE 9943921656	
620-00-57827-000-000		Operation Supplies & Expenses	42.22
		LS6 DIALER & SHARE OF EMERGENCY PHONE 9913921656	
Total			59.40

10523 9/26/2023 SUPERIOR CHEMICAL LLC
VOID CK10523 LOST CHECK **Manual Check**

610-00-57935-000-000		Maintenance of General Plant	-168.85
		VOID CK10523 LOST CHECK 370349	
620-00-57827-000-000		Operation Supplies & Expenses	-168.85
		VOID CK10523 LOST CHECK 370349	

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			-337.70
10525	9/26/2023	GRANT T LAUE	
		VOID CK10525 CK WAS DESTROYED	
			Manual Check
610-00-57921-000-000		Office Supplies & Expenses	-23.58
		VOID CK10525 CK WAS DESTROYED	
620-00-57851-000-000		Office Supplies & Expenses	-23.58
		VOID CK10525 CK WAS DESTROYED	
Total			-47.16
10527	9/06/2023	AXLEY BRYNELSON LLP	
		945776	
620-00-57852-000-000		Outside Services Employed	6,975.50
		LEGAL SERV SEWER SERV DISPUTE-MENASHA 945776	
Total			6,975.50
10528	9/06/2023	BILL BORCHERDT	
		APPLICANT: WILLIAM BORCHERDT	
610-00-21400-000-000		Connection Fees Refund	136.50
		APPLICANT: WILLIAM BORCHERDT	
Total			136.50
10529	9/06/2023	CITY OF APPLETON FINANCE DEPARTMENT	
		Customer Number 100879	
610-00-57601-000-000		Purchased Water - COA / FC	133,486.58
		5/1/23-8/1/23 300-936-500 (COA#1)	
610-00-57602-000-000		Fire Protection - COA	9,325.50
		5/1/23-8/1/23 300-936-500 (COA#1)	
610-00-57601-000-000		Purchased Water - COA / FC	132,694.09
		5/1/23-8/1/23 300-937-500 (COA#2)	
Total			275,506.17
10530	9/06/2023	PRECISION WATER METER TESTING	
		8/30/23 LARGE METER TESTING	
610-00-57653-000-000		Maintenance of Meters	1,683.00
		8/30/23 LARGE METER TESTING 017-23	
Total			1,683.00
10531	9/06/2023	SERVICEMASTER BUILDING MAINTENANCE	
		9/1/23 - SEP 2023 Cleaning Service	

Bills & Claims - Harrison Utilities

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57935-000-000	9/1/23	Maintenance of General Plant - SEP 2023 Cleaning Service 43429	162.50
620-00-57834-000-000	9/1/23	Maintenance of General Plant - SEP 2023 Cleaning Service 43429	162.50
Total			325.00

10532 9/06/2023 SUPERIOR CHEMICAL LLC
8/10/23 55 Gallon Garbage Bags (100ct)

610-00-57935-000-000	8/10/23	Maintenance of General Plant 55 Gallon Garbage Bags (100ct) 370348	42.13
620-00-57827-000-000	8/10/23	Operation Supplies & Expenses 55 Gallon Garbage Bags (100ct) 370348	42.13
Total			84.26

10533 9/06/2023 T-MOBILE
FROM 7/21/23-8/20/23 UTILITIES PHONES

610-00-57641-000-000	7/21/23-8/20/23	Operation Supplies & Expenses UTILITIES PHONES	37.78
620-00-57827-000-000	7/21/23-8/20/23	Operation Supplies & Expenses UTILITIES PHONES	37.79
610-00-57641-000-000	7/21/23-8/20/23	Operation Supplies & Expenses UTILITIES PADS	44.10
620-00-57827-000-000	7/21/23-8/20/23	Operation Supplies & Expenses UTILITIES PADS	44.10
Total			163.77

10534 9/13/2023 COMMUNITY FIRST CU - VISA
7/29/23-8/29/23 Visa *7123

610-00-57921-000-000	7/28/23	Office Supplies & Expenses Amazon - Custom Date Stamp	20.45
620-00-57851-000-000	7/28/23	Office Supplies & Expenses Amazon - Custom Date Stamp	20.45
620-00-57831-000-000	8/22/23	Maintenance Sewage Collect Sys Amazon - Adhesive for Manholes	56.95
610-00-57921-000-000	8/25/23	Office Supplies & Expenses Amazon-Office & Kitchen Supplies	30.09
620-00-57851-000-000	8/25/23	Office Supplies & Expenses Amazon-Office & Kitchen Supplies	30.09
Total			158.03

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
10535	9/13/2023	PJ KORTENS & COMPANY INC 9/11/23 LS#4 Install New Level Trans.	
620-00-57832-000-000		Maint Collection Syst Pumping 9/11/23 LS#4 Install New Level Trans. 10024482	2,590.76
Total			2,590.76
10536	9/13/2023	SHANDELL HEPHNER Credit Balance Refund 101-0210-01	
610-00-46300-000-000		Public Fire Protection Service Credit Balance Refund 101-0210-01	12.81
610-00-46101-000-000		Residential Metered Sales Credit Balance Refund 101-0210-01	46.22
620-00-46221-000-000		Residential Measured Service Credit Balance Refund 101-0210-01	48.56
Total			107.59
10537	9/20/2023	CLEAN WATER TESTING LLC 9/13/23 Monthly Water Sample Tests	
610-00-57641-000-000		Operation Supplies & Expenses 9/13/23 Monthly Water Sample Tests 9007900823	96.00
Total			96.00
10538	9/20/2023	JAMES WIEGERT APPLICANT: WIEGERT ENTERPRISES, LLC	
610-00-21400-000-000		Connection Fees Refund APPLICANT: WIEGERT ENTERPRISES, LLC	546.00
Total			546.00
10539	9/20/2023	MARTENSON & EISELE INC North Shore Ridge through 8/31/23	
610-00-13143-000-000		Due from Developers North Shore Ridge through 8/31/23 63391	946.80
620-00-13143-000-000		Due from Developers North Shore Ridge through 8/31/23 63391	946.80
610-00-13143-000-000		Due from Developers North Shore Ridge through 8/31/23 63392	2,291.47
620-00-13143-000-000		Due from Developers North Shore Ridge through 8/31/23 63392	2,291.48
610-00-57923-000-000		Outside Services Employed Relocation Related to Appleton 8/31/23 63393	847.70

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			7,324.25

10540 9/20/2023 MENARDS-APPLETON EAST
8/29/23 Misc. Office & Ops. Supplies Net

610-00-57921-000-000	Office Supplies & Expenses		18.91
8/29/23 Misc. Supplies Net of Rebates	43883		
620-00-57851-000-000	Office Supplies & Expenses		18.91
8/29/23 Misc. Supplies Net of Rebates	43883		
610-00-57641-000-000	Operation Supplies & Expenses		29.24
8/29/23 Misc. Shop Supplies	43883		
620-00-57827-000-000	Operation Supplies & Expenses		29.24
8/29/23 Misc. Shop Supplies	43883		
Total			96.30

10541 9/20/2023 POMP'S TIRE SERVICE INC.
F-250 Truck - New Tires & Labor

610-00-57933-000-000	Transportation Expense		491.96
F-250 Truck - New Tires & Labor	320145033		
620-00-57828-000-000	Transportation Expense		491.96
F-250 Truck - New Tires & Labor	320145033		
Total			983.92

10542 9/20/2023 SUPERIOR CHEMICAL LLC
9/13/23 Sun Bowl Enzyme Toilet (48ct)

610-00-57935-000-000	Maintenance of General Plant		71.43
9/13/23 Sun Bowl Enzyme Toilet (48ct)	373142		
620-00-57834-000-000	Maintenance of General Plant		71.43
9/13/23 Sun Bowl Enzyme Toilet (48ct)	373142		
610-00-57641-000-000	Operation Supplies & Expenses		98.53
9/13/23 Fire Ball Degreaser (24ct)	373142		
620-00-57827-000-000	Operation Supplies & Expenses		98.53
9/13/23 Fire Ball Degreaser (24ct)	373142		
610-00-57641-000-000	Operation Supplies & Expenses		78.11
9/15/23 Break Away Lubricant (12ct)	373343		
620-00-57827-000-000	Operation Supplies & Expenses		78.12
9/15/23 Break Away Lubricant (12ct)	373343		
Total			496.15

10543 9/27/2023 A R LAWN CARE INC
9/19/23 Lawn Care & Fert. Main Building

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57935-000-000	9/19/23	Maintenance of General Plant Lawn Care & Fert. Main Building 4026	125.00
620-00-57834-000-000	9/19/23	Maintenance of General Plant Lawn Care & Fert. Main Building 4026	125.00
Total			250.00
<hr/>			
10544	9/27/2023	AXLEY BRYNELSON LLP 948526	
620-00-57852-000-000		Outside Services Employed LEGAL SERV SEWER SERV DISPUTE-MENASHA 948526	502.50
Total			502.50
<hr/>			
10545	9/27/2023	NEENAH-MENASHA SEWERAGE COMMISSION OCT 2023 Bill Based on AUG 2023 Measures	
620-00-57829-000-000		Sewerage Treatment Charges OCT 2023 Bill Based on AUG 2023 Measures 2023-154	20,677.33
620-00-57870-000-000		Interest Expense - CWF Loan Clean Water Fund (CWF) Loan - Interest 2023-158	1,488.00
620-00-57875-000-000		Amortization Expense-CWF Loan Clean Water Fund (CWF) Loan - Debt 2023-158	5,395.00
Total			27,560.33
<hr/>			
10546	9/27/2023	PJ KORTENS & COMPANY INC 9/13/23 LS#4 Install Omnisite Dialer	
620-00-57832-000-000		Maint Collection Syst Pumping 9/13/23 LS#4 Install Omnisite Dialer 10024485	5,302.43
Total			5,302.43
<hr/>			
10547	9/27/2023	POMP'S TIRE SERVICE INC. 9/26/23 2015 F-150 Oil Change	
610-00-57933-000-000		Transportation Expense 9/26/23 2015 F-150 Oil Change 320145479	42.19
620-00-57828-000-000		Transportation Expense 9/26/23 2015 F-150 Oil Change 320145479	42.20
Total			84.39
<hr/>			
10548	9/27/2023	STUMPF CREATIVE LANDSCAPES INC 9/26/23 Backfill for CS Replacment	
610-00-57652-000-000		Maintenance of Services 9/26/23 Backfill for CS Replacment 12322	42.00

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total
			42.00
10549	9/27/2023	SUPERIOR CHEMICAL LLC REPLMNT CK FOR CK10523	
610-00-57935-000-000	8/10/23	Maintenance of General Plant Ice Melter REPLMNT CK FOR CK10523 370349	168.85
620-00-57827-000-000	8/10/23	Operation Supplies & Expenses Ice Melter REPLMNT CK FOR CK1052 370349	168.85
			Total
			337.70
			Grand Total
			334,594.17

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UTILITIES EXPENSE COMM FIRST CU

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 610 - WATER UTILITY	284,265.29
Total Expenditure from Fund # 620 - SEWER UTILITY	50,328.88
Total Expenditure from all Funds	334,594.17

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UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT 281755	9/05/2023	PSN INVOICE - UTILITIES	
			Manual Check
610-00-57923-000-000	8/01/23-8/31/23	Outside Services Employed PSN PAYMENT SERV	24.97
			281755
620-00-57852-000-000	8/01/23-8/31/23	Outside Services Employed PSN PAYMENT SERV	24.98
			281755
		Total	49.95
		Grand Total	49.95

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Reprint Check Register - Full Report - ALL

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ACCT

UTILITIES EXPENSE NICOLET

Accounting Checks

Posted From: 9/01/2023 From Account:
Thru: 9/30/2023 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 610 - WATER UTILITY	24.97
Total Expenditure from Fund # 620 - SEWER UTILITY	24.98
Total Expenditure from all Funds	49.95

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Contract with Redevelopment Resources to assist with Economic Development.

Issue:

Background and Additional Information:

Village staff has prior working relationship with Redevelopment Resources. Under this contract, Redevelopment Resources will assist staff in developing an economic development strategic plan to guide commercial development for the future. Redevelopment Resources for assist in developing the tools to attract commercial development allowing staff to use the tools to recruit more non-residential development. Their work will also include developing data driven marketing tools that will help to secure development interest in Harrison.

Budget Impacts:

\$30,000 to be funded from TID 5 (\$10,000) Professional Services, TID 6 (\$10,000) Professional Services accounts and ARPA funds (\$10,000)

Recommended Action:

Motion to approve the contract with Redevelopment Resources to assist Village Staff with economic development planning and strategies.

Attachments:

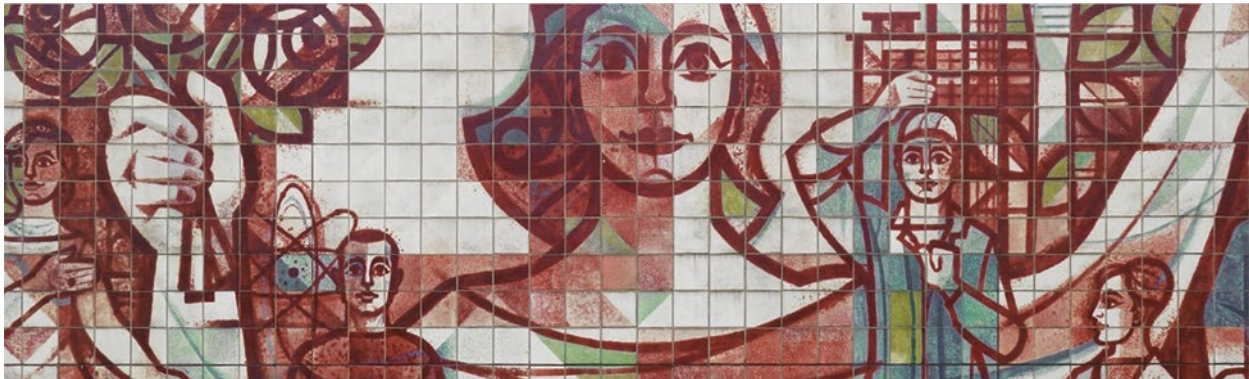
- [Proposal for Strategic Plan Village of Harrison 10 2023.pdf](#)



Proposal: Village of Harrison – Strategic Planning Professional Services

Submitted on October 7, 2023

Redevelopment Resources, LLC
722 Traveler Ln. Madison, WI 53718
(715) 581-1452



Chad Pelishek, Assistant Village Manager
Village of Harrison
W5298 State Road 114
Harrison, WI 54952

Dear Chad,

We are excited about the prospect of working with the Village of Harrison and local stakeholders to create a Strategic Plan for the orderly commercial growth of the community. Creating and implementing a strategic plan is a wonderful way to ensure residents that common goals and measurable outcomes are driving the decision made by staff and elected officials.

The Village has shown solid leadership in pursuing a vision to secure a plan that will provide a shared organizational vision and mission, identify core competencies, identify key success indicators, and foster a strong and cohesive organizational culture. We look forward to partnering with you to build on this framework.

Redevelopment Resources will offer you the best of our experience so that we arrive at the most appropriate, realistic, and sustainable five-to-ten-year strategic plan for the Village. Redevelopment Resources understands municipal government, including the highs and lows that can impact a community via decisions made at every level. Our interdisciplinary approach general organizational structure with the uniqueness of local, Village government, as well as with the individual characteristics and stakeholder personalities located right there in Harrison.

We have organized our expertise and approach to focus on your objectives for this important project.

In order to be successful, we believe this Strategic Plan must be:

- **Authentic:** Our inclusive engagement process will yield a Plan that is uniquely yours; honoring the community's past yet incorporating thoughtful visions for the future.
- **Flexible + Adaptable:** No one can predict the issues, challenges, and successes the Village will face in the next five years, but with a flexible plan created by the stakeholders who will have a vested interest in its success, your team will be in prime position to pivot if necessary.
- **Performance Driven:** We will look holistically at the community and how to apply sustainable and measurable solutions that are focused on continuing to allow for good policy which sets the Village up for high level success well into the future.

Our team forms partnerships with our clients and stakeholders to build consensus and craft a shared vision that translates into an implementable plan. We work with our clients to forge new approaches that help leverage their investments, while crafting a community-driven plan. We pride ourselves that, due to our collaborative stakeholder and community input process, final plans are **embraced, endorsed, and ultimately owned by the community.**

We feel our knowledge, experience and approach are essential to help you craft a bold vision. We are excited to introduce you to our team and look forward to the opportunity to assist you with creating your next Strategic Plan.

Sincerely,



Kristen Fish-Peterson, CEcD, EDFP
Principal/CEO

Contents

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- References 9
- Project Approach and Work Plan 9
- Timeline and Work Schedule..... 11
- Project Budget..... 12

Qualifications

FIRM PROFILE

Established in 2009, Redevelopment Resources provides development and redevelopment solutions and research services to municipalities, businesses and organizations. Our experience was gained primarily from active successful careers working in economic and community development, planning, and marketing fields. The team transitioned into consulting in order to share our vast experience with others.

Because of the breadth of experience of our team members, we offer services in many categories:

- Economic & Community Development / Redevelopment
- Real estate
- Retail / Business Support / Marketing
- Planning and Facilitation
- Research and Analysis

The firm was founded in Wausau through a partnership between Kristen Fish and Deborah Erslund. In 2015 the company moved to Madison, WI where it is located today. We have worked across the state of Wisconsin as well as Colorado, Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, New York, North Dakota, Virginia, and Ontario.

Clients have engaged Redevelopment Resources over multiple projects and multiple years. One of the highest honors we receive is when a client implements each and every one of our recommendations and calls us back to develop the next set of strategies with them.



By the Numbers

165+

COMBINED YEARS OF EXPERIENCE

75+

IN-DEPTH MARKET STUDIES FOR COMMUNITIES & PRIVATE-SECTOR BUSINESSES

40+

STRATEGIC PLANS, ECONOMIC DEVELOPMENT PLANS, MARKET STRATEGIES AND ORGANIZATIONAL STRUCTURE STUDIES

120+

GROUPS FACILITATED FOR PUBLIC INPUT, OPEN HOUSES AND FOCUS GROUPS

675,000

SQFT OF INDUSTRIAL SPACE DEVELOPED

100+

SITES ANALYZED FOR DEVELOPMENT OR REDEVELOPMENT





KRISTEN FISH-PETERSON

Principal & CEO
CEcD | EDFP



Ms. Peterson has over 30 years of direct experience in redevelopment, market analysis, planning, implementation, grant writing, brokerage, business development, media, manufacturing, and marketing. In 2009, she and two colleagues started Redevelopment Resources, a community impact consulting firm which operates throughout the U.S. She has managed all aspects of market analysis projects, strategic planning processes, business development and adaptive reuse programs including business recruitment, retention, entrepreneurial programming, loan fund management, deal structuring, blight elimination and policy/program development.

PROFESSIONAL DEVELOPMENT

Certified Economic Developer (CEcD)
International Economic Development Council (IEDC)

Economic Development Finance Professional (EDFP)
National Development Council

IEDC Board Member, 2006–2008,
2010–2018

WEDA Executive Director, 2011–2014
WEDA President, 2008

Realtor ® – Wisconsin

EDUCATION

Master of Business Administration
University of Wisconsin, Oshkosh

Bachelor of Business Administration, Marketing
University of North Dakota



EXPERIENCE

Market Analysis, Housing & Neighborhood Revitalization

- Conducted dozens of market analyses/housing analyzes for downtowns, business districts, municipalities and counties using a variety of data sources and primary research methods
- Recommended strategies for programs, policies, projects and funding with successful implementation by client communities
- Worked on behalf of communities to implement strategies including demolition, relocation, redevelopment, loan program creation and neighborhood outreach strategies

Strategy Development and Implementation

- Developed strategy and **carried out implementation** activities for City of Watertown, Village of Rothschild, City of Merrill, Village of Mount Horeb, Whitewater, and Village of Pulaski
- Created economic development and redevelopment strategies for dozens of other clients throughout the U.S.
- Implementation activities have included writing State Approved Relocation Plan, procured appraisals and acquired properties through negotiations with multiple property owners; securing and overseeing design services for public spaces; hiring and overseeing environmental studies, engineering contractors and architects

Project Funding & Management

- Written and implemented several Tax Increment Financing plans
- Utilized multiple funding sources for complete projects
- Successful grant writing at local, state and federal level
- Served as project manager on dozens of studies, each one coming in on time and on budget



THOMAS FISH

Director of Finance & Development Associate



Thomas brings over six years of professional experience, including economics, credit analysis and business strategy/planning, to the Redevelopment Resources team. He holds a bachelor's degree in Economics from Ripon College.

Prior to joining Redevelopment Resources, he worked in Credit Analysis and Underwriting for banking institutions in Central Wisconsin. Thomas is passionate about helping businesses and communities utilize the tools at their disposal to foster growth and development and approaches every project with enthusiasm and purpose.

PROFESSIONAL DEVELOPMENT

Credit Analysis Training –

Graduate of Leadership Portage County program (emphasizing economic development in Central/North-Central WI)

EDUCATION

Bachelor of Economics, Ripon College, Ripon, WI

EXPERIENCE

Project Funding & Analysis

- Business and Personal Financial statement analysis
- Industry Analysis (High-risk industries, industry trends, implications of political landscape on industry futures)
- In-depth understanding of commercial real estate markets in Wisconsin
- Strategy development and recommendations

Strategy Development & Implementation

- Worked with multiple businesses in various sectors to develop strategies and business planning for successful outcomes

Project Management & Communication

- Direct experience successfully managing timelines of various lengths with multiple responsible parties and communicating effectively with stakeholders.

Stakeholder Engagement

- Conducted dozens of interviews across projects of various sizes and topics. Interviewees include commercial property owners, business owners, and banking officials.

Program Management

- Responsible for the Credit Analysis operation for Redevelopment Resources including review, analysis, discussion and presentation of business credit for loan program management.
- Manages local Merchant League baseball team, coordinating rosters, game schedules, practice, communication, funding, and tournament play.





DAYNA SARVER, CEcD

Chief Research Officer



Dayna brings over eight years of professional experience in economic development and real estate redevelopment to the Redevelopment Resources team. She holds a master’s degree in Urban and Regional Planning from the University of Wisconsin – Madison. Prior to joining Redevelopment Resources, she was the Economic Development Manager for the City of Verona and the Economic Development Coordinator for the City of Janesville. She was also a project assistant for Bill Ryan at the University of Wisconsin Extension. Dayna desires to help others reach their full capacity and enjoys engaging with local and state stakeholders with a multi-disciplinary approach to the development of the community’s natural, social and fixed assets.

PROFESSIONAL DEVELOPMENT

Certified Economic Developer (CEcD)
International Economic Development Council (IEDC)

Pursing Rental Housing Development Finance Professional Certification Program™
National Development Council (NDC)

CURRICULUM VITA

Ryan, Bill, Dayna Sarver, Amy Greil, Errin Welty, Joe Lawniczak. (2014). *An Analysis of Storefront Improvements: A Selection of Wisconsin Case Studies*. University of Wisconsin-Extension. PDF available at: <http://learningstore.uwex.edu/Assets/pdfs/G3914.pdf>

EDUCATION

Master of Science, Urban and Regional Planning
University of Wisconsin, Madison

Bachelor of Arts, Economics
Central College, Pella, IA



EXPERIENCE

Market Analysis

Analyzed housing affordability and impact fees in the City of Verona.

- [2019 Housing Affordability Analysis](#)
- [2019 Housing Fee Report](#)
- Conducted market analysis of WI downtown communities

Strategic Planning and Implementation

- Assisted with the creation of a downtown redevelopment strategy and carried out implementation activities for City of Janesville.
- Developed an RFP for a redevelopment project near downtown Verona.
- Implementation activities have included, securing appraisals and negotiating the sale of City owned property; hiring and overseeing environmental studies, and finding funding sources for redevelopment projects.

Project Funding

- Written and implemented Tax Increment Financing plans ([TID 36](#), [TID 37](#), [TID 39](#))
- Utilized multiple funding sources for complete projects
- Successful grant writing at state level

Stakeholder & Public Engagement

- Designed and administered online survey and organized stakeholder engagement meetings for the creation of a downtown [Business Improvement District](#) in Janesville, WI.
- Organized stakeholder engagement meetings for the redevelopment of a prominent property in Verona as well as for business owners impacted by road improvements.

Section # | Team Profiles



Past Involvement with Similar Projects

Strategic Planning – Two Rivers, WI

The City of Two Rivers contracted with Redevelopment Resources to create a strategic plan for the City related to its future growth and development/redevelopment. Our team conducted public input, interviewed elected officials and staff, spent time in the business community and evaluated several City-owned assets as well as blighted properties targeted for redevelopment. A plan was created that included a SWOT analysis, and recommendations broken down by category. The plan was summarized with a table identifying specific tasks, priority/timeline, responsible party, estimated cost and funding source.

Comprehensive Plan – City of Cuba City

Redevelopment Resources recently completed Cuba City's Comprehensive Plan update which included several different forms of public input. We conducted a survey, met with a focus group of high school students, collected ideas at a table at the summer festival, and hosted several open house work sessions which were well attended by the public. Participation in the process was at a high level, 11% of the population. Recommendations included organizational structure changes within the City's existing structure to facilitate proactive development and redevelopment.

Strategic Plan – Greater Beloit Economic Development Corporation

Our work for GBEDC led the organization through a strategic planning process that created mission/vision/core values, highlighted their organizational structure, and how they work with partner organizations and other municipalities in their region. It also worked through how the organization would sustain itself financially. Recommendations were identified tying specific tasks to responsible parties, funding sources and a timeframe to completion. Metrics to measure success were also developed.

Organizational Structure – City of West Bend Department of City Development

The City of West Bend contracted with Redevelopment Resources to evaluate the department of City Development at a time when there was significant staff transition and opportunity to become more responsive to the development community and to residents. Our work outlined options for new staffing and transitions for existing staff which led to significant changes and better outcomes for the department and the City.

Strategic Plan/Market Strategies – Village of Mukwonago

Mukwonago hired Redevelopment Resources in 2013 to complete a strategic plan for the community related to market strategies for business attraction and retention. **The Village completed each task we recommended and contracted with us again in 2019 to conduct the same process, this time adding a layer of organizational structure to reflect the current** circumstances and economic conditions. The plan included goals, objectives, strategies, tactics, responsible parties, timelines and estimated costs with funding sources.

Comprehensive Plan Update, Downtown Chapter – City of Appleton

Our team worked with another consultant team to complete the comprehensive plan update for the City of Appleton in 2016. With a focus on downtown, we conducted a SWOT analysis and identified several opportunities for housing, retail/commercial development and redevelopment, along with all the accompanying recommendations and metrics for success. Significant work has occurred in downtown Appleton as a result of the work we did with the City.

References

Greg Buckley

City Manager, City of Two Rivers
1717 East Park Street
Two Rivers WI 54241
920.793.5532
grebuc@two-rivers.org

Bob Jones

Former Economic Development Director
City of Cuba City
608-744-2152
fxrjones@outlook.com

Jennifer Stephany

Appleton Downtown Inc.
333 W. College Ave. Suite 100
Appleton, WI 54911
920-954-9112
jennifer@appletondowntown.org

John Weidl

Former Village Administrator
Village of Mukwonago
262-379-4800
johnsweidl@gmail.com

Currently at City of Whitewater

Project Approach and Work Plan

Our approach is built on a philosophy that blends existing market assets, with market driven decisions, current time and space but with an eye to the long-term future, through sustainability of policy, process and relationship-building.

Action. Change. Evolution. It is these things that drive engagement, vibrancy, and ultimately result in that intangible essence that is so widely sought by private and public organizations alike. Allowing a community to stagnate – for buildings to remain functionally obsolete and deteriorating, for infrastructure and amenities to not evolve to meet current needs – is the direct path away from economic solvency and is, in effect, the willful release of the unique personality of your community.

Of course, Action, Change, and Evolution are the result of focused, dogged implementation of a plan. Plans must be rooted in the market realities that have evolved over the recent past and look to build on current assets to affect a positive future. Plans such as these require a mission, vision, values, understanding of the environment, goals, objectives, strategies, timeline, responsible parties, measures of success, and budget estimates.

Most of all, however, plans require action. This plan, like every other plan our firm creates, will be custom designed for implementation by the staff in the current economy and given current circumstances.

It is our understanding that the Village of Harrison is interested in diversifying its tax base from primarily residential to a better mix of commercial/industrial/retail/office along with existing residential. Our focus will be on how to encourage and facilitate the attraction of commercial development in identified areas, whether that be light industrial, technology-based development, office, retail, or commercial.

This plan will include strategies and tactics that will equip Village of Harrison staff to implement the plan and facilitate new development from marketing and attraction, to hosting developer familiarization tours, to packaging incentives and approving commercial development deals.

Our team's approach to assisting the Village create a five-to ten- year strategic plan will include the following tasks:

1. Data gathering:
 - a. Secondary data – we will conduct a full environmental scan identifying best practices, programs and policies and the state and local level from peer communities and others who have had success through strategic planning. Our team has and will continue to seek out Strategic Plans from comparable communities and target communities.
 - b. Primary data – our team will interview elected officials and key staff and facilitate planning workshops with key stakeholders (elected officials, key staff, and community members). We will also host public input gathering opportunities from residents including but not limited to interviews and small group discussions. Stakeholder groups will include but not be limited to residents from all age categories including youth, workforce, and retirees.
 - c. Mapping and inventory of available parcels for development and properties prime for redevelopment.

2. SWOT Analysis:

Evaluating the community under this method provides a thorough overview of what Harrison could be facing and what can be used to both maximize the opportunities and minimize the threats. Data gathering will inform the SWOT analysis. Our team will identify strengths, weaknesses, opportunities, and threats. The SWOT analysis will in turn, contribute to the rest of the study. The SWOT will be developed and discussed with Village staff and elected officials to ensure accuracy and buy-in.

3. Goals/Objectives/Strategies:

Measurable goals will provide structure, direction, and high probability of success. Our plan will consist of measurable goals, tied back to a higher level of Village-wide goals which work directly to achieve the vision and carry out the mission established through this process. Strategies along with implementable tactics will be crafted in partnership with the staff and elected officials. Goals, objectives, and strategies will be categorized into short-and long-term, with a responsible party assigned (by department). A timeframe/prioritization and potential funding source will also be identified.

Included in the strategies will be the creation of tools which will empower and facilitate staff implementation. These tools will include programs and policies, marketing and outreach strategies, events and connections to networks of professionals who can support the Village's efforts at commercial business attraction.

4. Timeline/Responsible Parties/Costs:

The best Strategic Plans have very detailed priorities and timelines. They also identify responsible parties, and an approximate cost for implementing a set of strategies. This allows for progress to be measured. It's easy to hold the staff accountable for progress made toward goals while living the mission to achieve a vision. Our plan will clearly identify a prioritization/timeline (when to begin a task and approximately how long it should take) by responsible party, along with estimated costs. This will be presented in an easy-to-follow, visual table so that progress (or lack thereof) is clearly recognizable.

5. Considerations for Next Strategic Planning Process:


An important deliverable will indicate, "What happens when we achieve our goals and check off all the tasks under this plan?". As part of this strategic planning process, we will provide the Village with how this planning process went and how it can be improved in the future. We will also make recommendations on ensuring the work on display in this plan is linked and linkable to other large

planning efforts across the Village’s operation, including budget planning, department planning, capital improvements planning, and updates to the Comprehensive Plan. Cohesive and consistent planning and measuring will provide leadership with a roadmap and provide staff with direction. This all should provide residents with confidence in their elected officials and Village staff, while letting them know the direction the community intends to go, long into the future.

Timeline and Work Schedule

TIMELINE AND WORK SCHEDULE						
Activity	Nov	Dec	Jan	Feb	Mar	Apr
Project Start	X					
Kick-off Mtg and Field Study	X					
Prepare a project process roadmap	X					
Create Steering Committee if desired	X					
Document Review	X					
Focus Groups & Stakeholder Interviews		X	X			
Development opportunity mapping		X	X			
Strategy Development		X	X	X		
Financial Strategy Development				X	X	
Plan Drafting				X		
Draft Revisions				X		
Final Presentations					X	
Implementation Support						X

Project Budget

						
Harrison Strategic Plan Budget						
		KFP	TF	DS		
Task		\$160	\$135	\$145		
Market Analysis						
Start up meeting with County Staff		4	4	4		
Secondary data gathering and analysis						
Review all previous studies and related planning documents		3	3			
Conduct economic data gathering from multiple secondary sources and compile results for analysis				12		
Examine data and opportunities to maximize effective use of development and redevelopment sites		12	10	14		
Public Input Gathering						
Public Engagement						
Interviews with key stakeholders		10	10			
Focus groups and public meetings		8	8			
Mapping Opportunities and seeking feedback		4		8		
Focused Implementation Plan Development						
Draft recommendations and review with staff/steering committee		12	8	4		
Finalizing SWOT, implementation matrix, assigning responsible party, timeline, cost summary		10	12	6		
Project Completion						
Document drafting		8	8	12		
Review and revisions		2	2	2		
		73	65	62		
mileage and other expenses		\$1,200				
Total		\$ 11,680	\$ 8,775	\$ 8,990		
Total project				\$ 30,645		

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Concept plan for Crossroads Land Development Preliminary Plat- STH 55 and Friendship Drive, parcel numbers 40384 and 40390.

Issue:

Should the Village Board approve the concept plan for commercial development known as Crossroads Development at STH 55 and Friendship Drive?

Background and Additional Information:

Development staff is bringing forward the concept plan for Board consideration prior to the developer spending time and money to design roadways and infrastructure.

Budget Impacts:

None

Recommended Action:

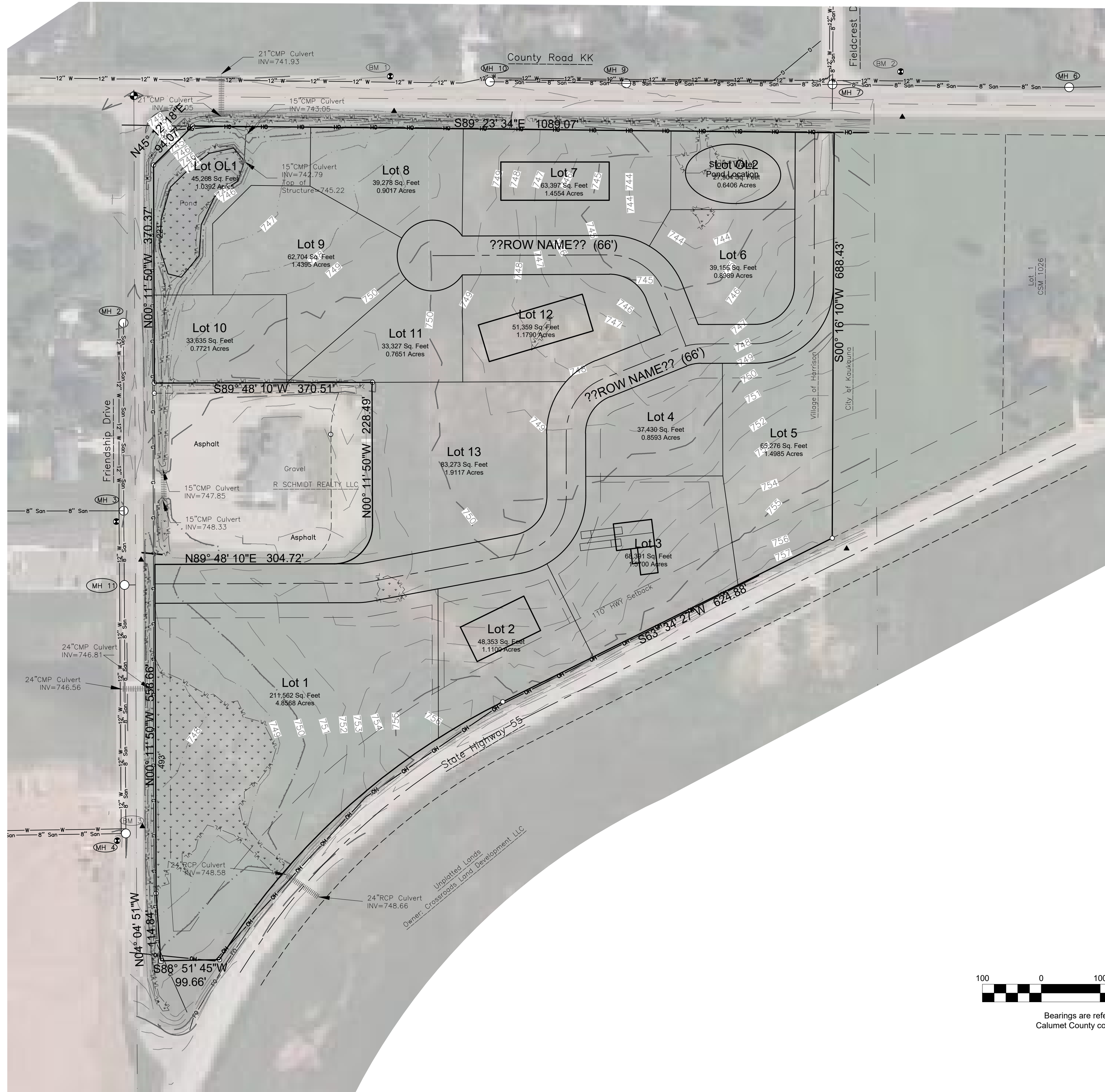
Motion to approve the concept plan as presented for Crossroads Development for parcels 40384 and 40390 located at STH 55, CTH KK and Friendship Drive.

Attachments:

- [7662Concept4-PrePlat.pdf](#)

Crossroads Plat - Concept 4

Part of Lot 2 of Certified Survey Map No. 3334 and Part of the Fractional Southwest 1/4 of the Northwest 1/4
and Part of the Fractional Northwest 1/4 of the Northwest 1/4 of Section 06,
Township 20 North, Range 19 East, Village of Harrison, Calumet County, Wisconsin



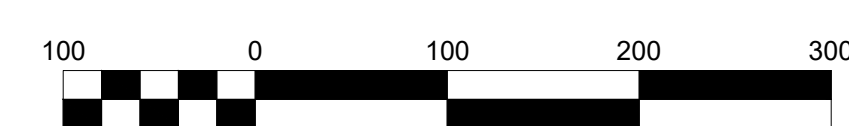
SUPPLEMENTARY DATA

Total Area = 1,060,217 SF 24.3392 acres
 R/W Area = 150,471 SF 3.4543 acres
 Net Area = 964,179 SF 22.1345 acres
 Number of Lots = 11
 Average lot size = 87,653 SF
 Lineal feet of street = 2,190 LF
 Existing zoning = CDR
 Proposed zoning = CDR

Approving Authorities
 Village of Harrison

Objecting Authorities
 Department of Administration
 NOTES

Utility and Drainage Easements
 will be shown on Final Plat



Bearings are referenced to the
 Calumet County coordinate system


DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1868 Fax: 920-441-0804
 www.davel.pro

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Updated submittal of Sprangers Estate Concept Plan.

Issue:

Should the Village Board approve the revised Spangers Estate Concept Plan?

Background and Additional Information:

Following the September Village Board meeting, Village staff met on October 5, 2023 with the Davel Engineering to discuss next steps. Village staff proposed two options that included commercial, business park and single- family zoning.

On October 12, 2023, Davel Engineering resubmitted the plans for Village Board consideration, as attached. Along with the revised plans is an opinion from a local broker about how commercial will not work at this location and more information about single-family detached homes.

Village staff is not sure that the entire site would support commercial due to economic development principles of higher traffic counts and visibility to a major highway, however staff felt some level of commercial along Highline Drive and the very north property line could support commercial and/or business park zoning.

Budget Impacts:

None

Recommended Action:

Motion as determined by the Board to approve or deny the revised concept plan for Spangers Estates.

Attachments:

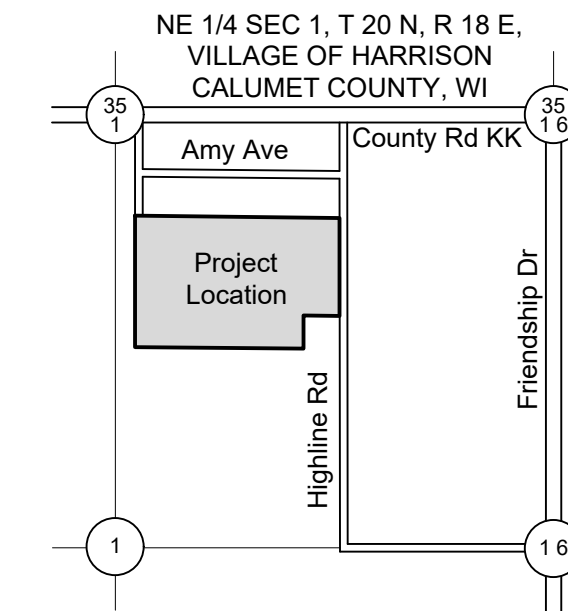
- [7816PlatALT2-1 of 1.pdf](#)
- [NAI Pfefferle Opinion.pdf](#)
- [Single Family Attached Exhibit.pdf](#)

Preliminary Plat of

Sprangers Estates

All of Lot 1 CSM 2182 and Unplatted lands being part of the Northwest 1/4 of the Fractional Northeast 1/4 of Section 01, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

LOCATION MAP



SUPPLEMENTARY DATA

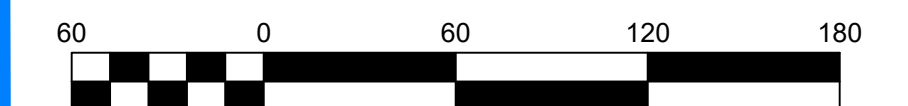
Total Area = 1,207,881 SF 27.7291 Acres
 R/W Area = 338,893 SF 7.7799 Acres
 Net Area = 868,988 SF 19.9492 Acres
 Number of Lots = 114
 Average Lot Size = 7,623 SF
 Typical Lot Dimension = 52' x 124'
 Lineal Feet of Street = 4,942 LF
 Existing Zoning = AG & RR
 Proposed Zoning =
 66 Residential Single Family Attached Homes (RT)
 47 Residential Single Family Traditional (RS-2)
 1 Rural Residential (RR)

Approving Authorities
 Village of Harrison
 Objecting Authorities
 Department of Administration
 Calumet County

NOTE
 • Utility and Drainage Easements will be shown on Final Plat

Zoning Districts

- AG | General Agriculture
- RR | Rural Residential
- RS-2 | Single-Family Residential (Suburban)
- RT | Two-Family Residential
- BP | Business Park
- COR | Office & Retail Commercial
- RM | Multiple-Family Residential
- Existing Zoning



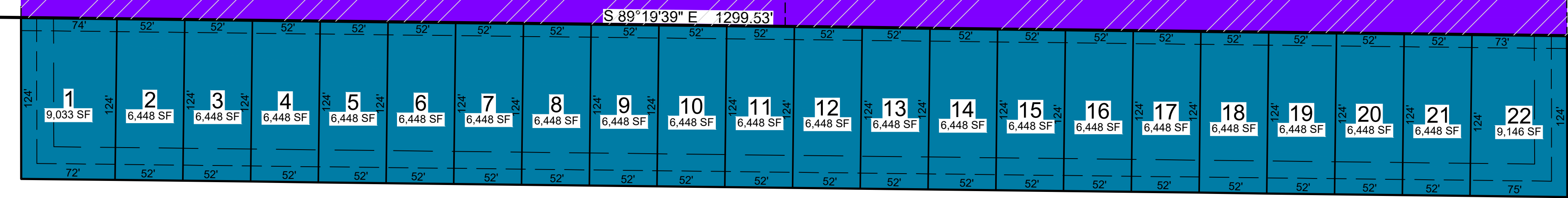
Bearings are referenced to the West line of the Northeast 1/4, Section 01, T20N, R18E, assumed to bear S00°06'12"E, base on the Calumet County Coordinate System.

Oct 12, 2023 - 11:19 AM u:\Projects\7816bae\dwg\Civil_3D\7816bae\ALT2.dwg Printed by: kristy
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1886 Fax: 920-441-0804
 www.davelpro.com
PRELIMINARY PLAT
Sprangers Estates
 Village of Harrison, Calumet County, WI
 For: Mel Baeten
 Date: 10/12/2023
 Filename: 7816PlatALT2.dwg
 Author: JRS
 Last Saved by: Kristy
 Page 1 of 1

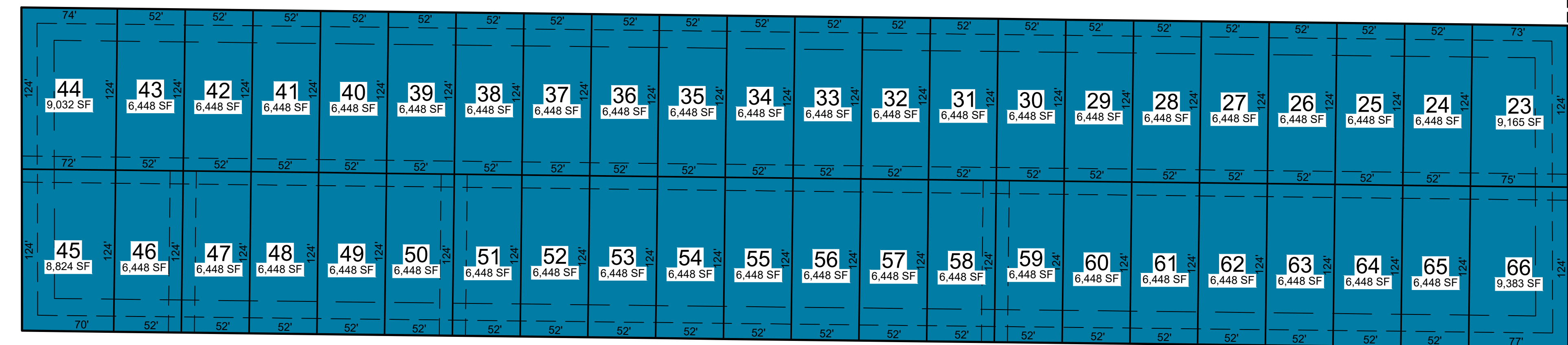
North 1/4 Corner
 Section 01, T20N, R18E
 Masonry Nail Found

Prosperity Drive
 713.73'
 40'

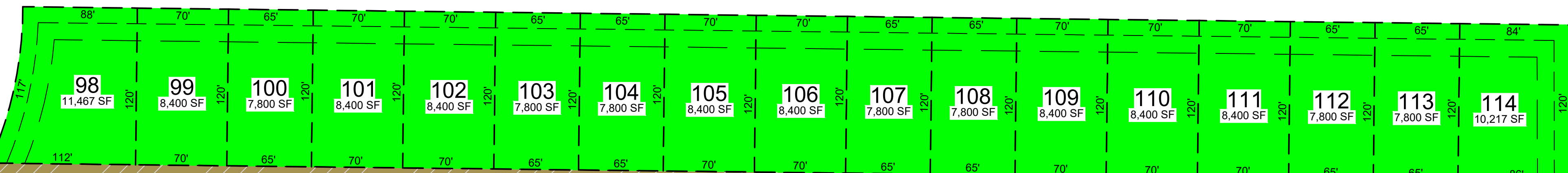
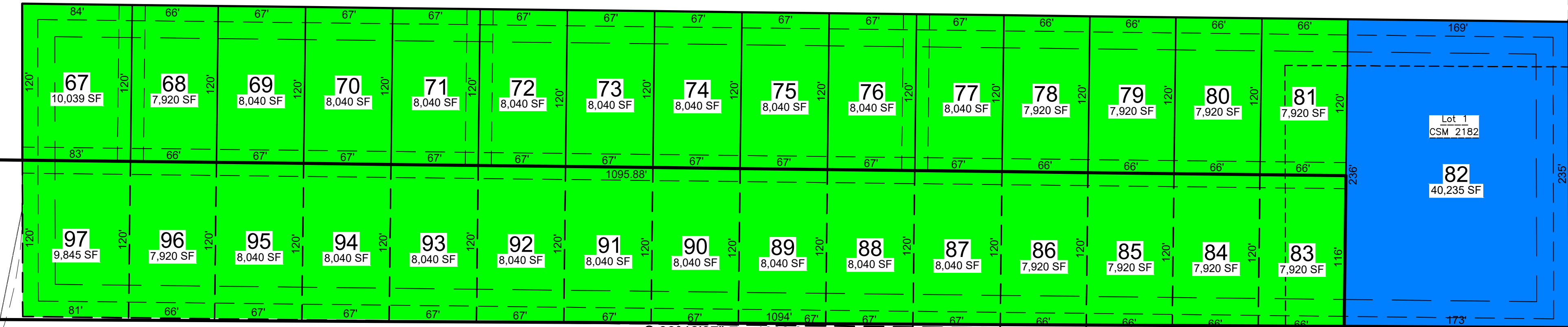
Harrison Business Park Condominium 2



Baeten Lane
 To Be Dedicated To The Public



Sprangers Drive
 To Be Dedicated To The Public



Storm Water Retention Pond

W/L of the North 1/4 Corner, Section 01
 S00°06'12"E 2782.8'
 N 00°06'12"W 624.06'

624.06'

80'

1140.33'

Watermain Easement
 Per Dec. 437006

S/L of the NE 1/4, Section 01
 N89°36'44"W 2602.28'

Center of Section Corner
 Section 01, T20N, R18E
 Cut Cross on 6" by 6" Stone

East 1/4 Corner
 Section 01, T20N, R18E
 Masonry Nail Found

Unplatted Lands

Highline Road
 To Be Dedicated To The Public

S 00°09'00"E 738.38'

33.00'

33'

124.01'

124.01'

John Davel

From: Greg Landwehr <GregL@naipfefferle.com>
Sent: Friday, October 6, 2023 11:22 AM
To: John Davel
Subject: Village of Harrison > Highest and Best Use > Spranger Property

John,

Per our conversation, it is my opinion that the “highest and best use” of the Spranger property is residential. The property does not have the visibility, traffic counts nor access required to be of interest to commercial developers. It is also my opinion that the property would be a suitable location for workforce housing. It would serve as a buffer between the current commercial to the north and likely future higher-end single family development to the south. If you would like to discuss this in greater detail, please feel free to give me a call.

Regards,

Greg Landwehr, SIOR

Partner / Senior Commercial Real Estate Advisor
gregl@naipfefferle.com

NAI Pfefferle

200 E. Washington Street, Suite 2A
Appleton, Wisconsin 54911
www.naipfefferle.com

Main 920.968.4700
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Single Family Attached Residents

Permitted use in RT Zoning per 117-84(b)(2) with design standards in Table 7 shown below per 117-84:

Table 7. Table of District Standards for Single-Family, Attached Units and Two-Family Units in RT, Two-Family Residential District

	Total Lot	Per Dwelling Unit
Lot area (min.)	12,000 20,000 sq. ft.	6,000 10,000 sq. ft.
Lot width (min. max.)	100' 150'	50' 75'
Lot coverage	40%	40%
Impervious surface coverage	60%	60%
Building height, principal	35'	
Building height, accessory	18'	
Accessory det. garage & shed, number	2 (1 per dwelling)	
Accessory det. garage & shed, size	900 sq ft.	
Accessory det. garage & shed, total Area	1,800 sq ft. (900 sq ft. per dwelling)	
Front yard, principal	25'	
Side yard, principal	7.5'	
Rear yard, principal	25'	
Front yard, accessory	325' & principal building	
Side yard, accessory	5'	
Rear yard, accessory	5'	

(Ord. No. 10-147, § 4.5, 7-27-2010; Ord. No. 11-152, 3-29-2011; Ord. No. 11-162, 11-29-2011)

The Purpose of Single Family Attached dwellings are to create new home owner opportunities for at a lower entry point for new and existing home owners. This type of development has been utilized in the Village on Spring Valley Road by Woodland School.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Certified Survey Map (CSM) – Hartzheim – Cty Rd KK – Parcel 35802

Issue:

Should the Village Board approve the Certified Survey Map for Parcel 35802?

Background and Additional Information:

The proposed CSM was presented as a concept plan to the August 2023 Plan Commission.

The applicant is proposing to split parcel 35802 into 3-lots by Certified Survey Map (CSM). The proposed CSM encompasses current address W5425 Cty Rd KK and is zoned Office & Retail Commercial [COR].

Lot 1 of the proposed land division is 1.333 acres. With Lot 1, the applicant is proposing to construct a trade and contractor office, however this will come before the Plan Commission as a separate submittal.

Lot 2 is 1.342 acres and will be marketed for commercial development. Lot 3 is 1.292 acres, contains a Colonial-style residence and a 1,500 square foot detached garage (house and garage are to remain). The proposed three new lots meet the minimum lot area and lot width requirements per the zoning code.

Ingress and egress for each lot is serviced by a private service road with an access point unto Cty Rd KK. The private road runs parallel with Cty Rd KK. The ingress and egress easement has been extended to the west line of Lot 3 per the CSM.

Kidzland 2, LLC and DC Automotive Enterprises, LLC are businesses directly west of the proposed CSM, which also uses the private road.

As the CSM indicates, the sheds on Lots 1 and 2, along with a portion of the barn on Lot 2, will be removed. The residence on Lot 3 is considered legal, nonconforming per the current zoning.

Budget Impacts:

None

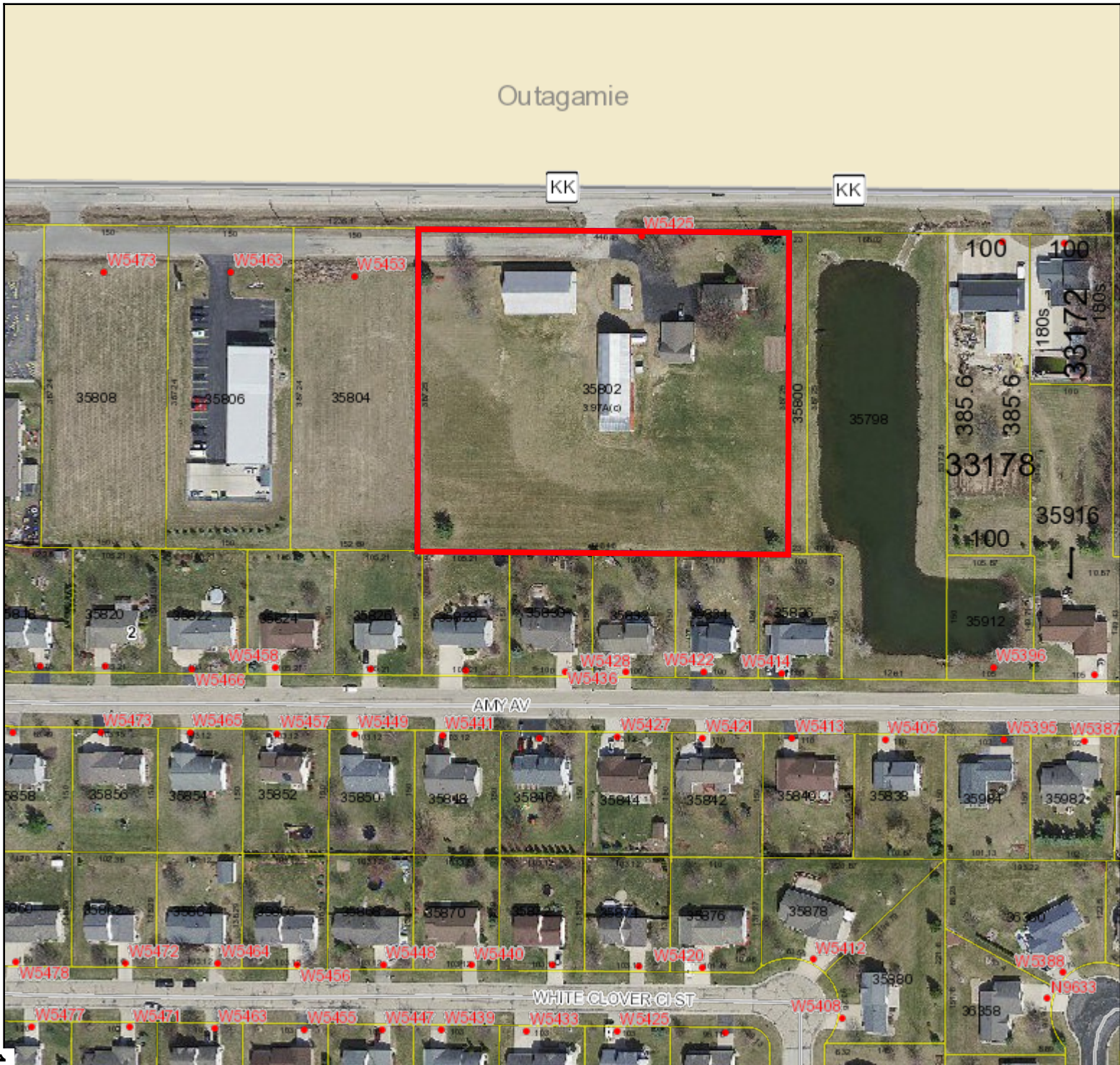
Recommended Action:

Motion to approve the Certified Survey Map (CSM) for Parcel 35802 as submitted.

Attachments:

- [Aerial - CSM & CUP - W5425 Cty Rd KK.pdf](#)
- [Hartzheim CSM 10-2-23.pdf](#)

Outagamie



Legend

- Address Point
- County Boundary
- Wisconsin Water
- Other Counties
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
- Local Roads
- Local Roads
- Municipal Streets
- Trail
- Railroad
- Color 2021
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

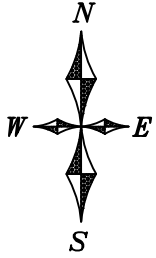


DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

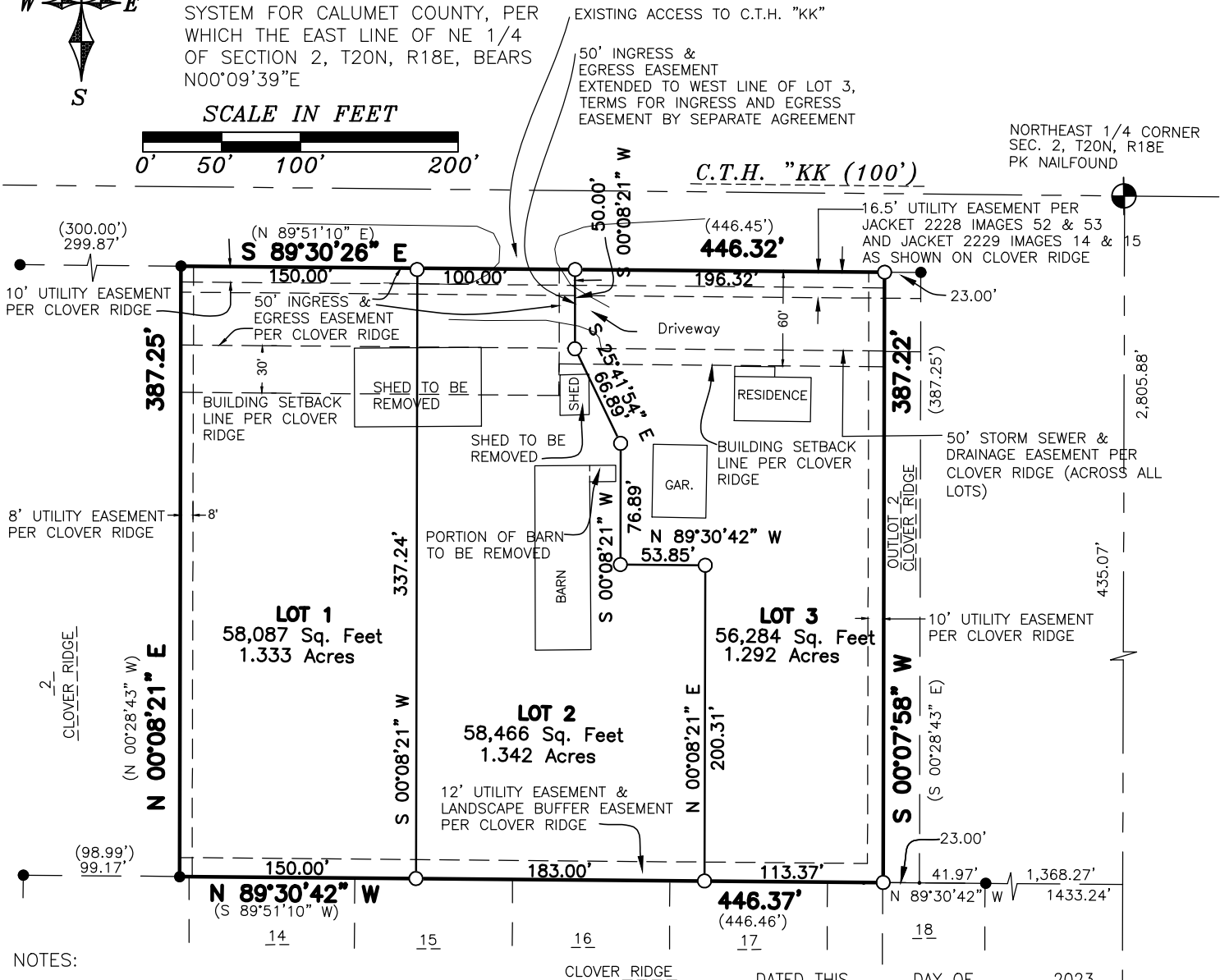
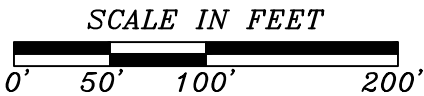
Author:	
Date Printed: 08/11/23 1:12 PM	
Sources:	

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 1 OF CLOVER RIDGE, A SUBDIVISION OF RECORD, AS RECORDED IN DOCUMENT NO. 306618, BEING LOCATED IN NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM FOR CALUMET COUNTY, PER WHICH THE EAST LINE OF NE 1/4 OF SECTION 2, T20N, R18E, BEARS N00°09'39"E



NOTES:

- PER THE PLAT OF CLOVER RIDGE NO OWNER, POSSESSOR, USER, LICENSEE OR OTHER PERSON MAY HAVE ANY RIGHT OF DIRECT VEHICULAR INGRESS AND EGRESS TO COUNTY TRUNK HIGHWAY "KK", EXCEPT FOR ONE DRIVEWAY WHICH IS 210'± EAST OF THE NORTHWEST CORNER OF LOT 1 OF THE PLAT OF CLOVER RIDGE AND ACCESS TO THIS DRIVEWAY IS PROVIDED BY A 50' INGRESS-EGRESS EASEMENT, AS SHOWN ON THIS CERTIFIED SURVEY MAP. IT IS EXPRESSLY INTENDED THAT THIS RESTRICTION CONSTITUTE A RESTRICTION FOR THE BENEFIT OF THE PUBLIC AS PROVIDED IN S. 236.293, STATS., AND SHALL BE ENFORCEABLE BY THE CALUMET COUNTY.
- DOCUMENT NO. 307924 IS RECORDED WITH THE TERMS AND CONDITIONS WITH RESPECT TO THE 50 FOOT INGRESS AND EGRESS EASEMENT ALONG THE SOUTH RIGHT-OF-WAY LINE OF C.T.H. "KK" AS SHOWN ON THE PLAT OF CLOVER RIDGE.
- THE LOTS SHOWN ON THIS CERTIFIED SURVEY MAP ARE SUBJECT TO ALL OTHER APPLICABLE EASEMENT PROVISIONS, RESTRICTIONS, AND NOTES SHOWN ON THE PLAT OF CLOVER RIDGE.

DATED THIS _____ DAY OF _____, 2023

MICHAEL J. FRANK S-2123
WISCONSIN PROFESSIONAL
LAND SURVEYOR

LEGEND

- () = RECORDED AS
- = 3/4" DIA. ROUND REBAR FOUND
- = 1" DIA. ROUND x 24" LONG IRON PIPE WEIGHING 1.13 LBS./LIN. FOOT SET
- = EAST 1/4 CORNER SEC. 2, T20N, R18E PK NAILFOUND

PREPARED FOR:
HARTWOOD HOMES, INC.

455 LAKE BREEZE DR.
CHILTON, WI 53014

SCHULER & ASSOCIATES, INC.
LAND SURVEYORS & ENGINEERS

2711 N. MASON ST., SUITE F, APPLETON, WI 54914 L-23-4801
SHEET 1 OF 3

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 1 OF CLOVER RIDGE, A SUBDIVISION OF RECORD, AS RECORDED IN DOCUMENT NO. 306618, BEING LOCATED IN NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

THE LEON F. HARTZHEIM AND LILLION S. HARTZHEIM JOINT REVOCABLE TRUST, AS OWNER, DOES HEREBY CERTIFY THAT SAID TRUST CAUSED THE LANDS ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, AND MAPPED, AS REPRESENTED ON THIS MAP.

THE LEON F. HARTZHEIM AND LILLION S. HARTZHEIM JOINT REVOCABLE TRUST, DOES FUTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY s.236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF HARRISON.

BETH WITTMANN, TRUSTEE

STATE OF _____)
_____ ss.
_____ COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2023, THE ABOVE NAMED, BETH WITTMANN TRUSTEE OF THE LEON F. HARTZHEIM AND LILLION S. HARTZHEIM JOINT REVOCABLE TRUST, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF _____

MY COMMISSION EXPIRES

MARY VER VOORT, TRUSTEE

STATE OF WISCONSIN)
_____ ss.
_____ COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2023, THE ABOVE NAMED, MARY VER VOORT, TRUSTEE OF THE LEON F. HARTZHEIM AND LILLION S. HARTZHEIM JOINT REVOCABLE TRUST, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN

NOTARY PUBLIC, _____ CO., _____

MY COMMISSION EXPIRES

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Conditional Use Permit – Hartwood Homes – Cty Rd KK – Parcel 35802

Issue:

Should the Village Board approve a Conditional Use Permit to construct a trade and contractor office on CTH KK.

Background and Additional Information:

The applicant Hartwood Homes is seeking a Conditional Use Permit (CUP) to construct a trade and contractor office on a new lot contained within parcel 35802, which is located at W5425 CTH KK. As a separate submittal, the applicant is proposing a CSM splitting parcel 35802 into three lots. The proposed CUP would be located on the far west lot (Lot 1) of the submitted CSM.

The proposal consists of a 2,164 square foot office and retail/showroom in the front and a 4,000 square foot trade and contractor shop in the rear. A preliminary design concept is attached. The building would support the applicant’s two companies—Hartwood Homes, a constructions company, and Cannonball Pool LLC, which installs fiberglass pools. The hours of operation would be 7:00am – 6:00pm Monday thru Friday and 8:00am – 1:00pm on Saturdays. The building would be closed on Sundays.

The average number of employees would be 2-3 persons. Vehicles and materials will be stored indoors. Garbage and waste will be stored behind the building on the south end. Occasionally, a trailer may be parked on the back or south end of the building. Snow removal would be pushed to the south end of the asphalt. The asphalt pavement and parking would run along the east side of the lot.

The area is zoned Office & Retail Commercial [COR]. Retail establishments are a permitted use under the zoning. A trade and contractor office, with a shop, is a conditional use under the zoning.

There is a residential subdivision to the south of the proposed CUP.

Findings of Fact:

- Staff finds that the Conditional Use Permit request will comply with the Harrison Zoning Ordinance with the below conditions.
- Property owners within 300-feet of the subject property have been notified via first-class mail.

Basis for Approval: (from the Zoning Ordinance Section 117-319) Each item must be met in order to grant approval.

1. **Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. Where there is an existing nonconforming structure, the design standards of the underlying zoning**

district may be waived by the plan commission and village board. Offices, trade and contractor are conditional uses under the current zoning district. Retail establishments (Cannonball Pools) are a permitted use under the zoning district.

2. **Plans. The proposed use conforms to the comprehensive plan and any other officially adopted plan.** The Future Land Use map identifies the area as Commercial. The use conforms under the Office and Retail Commercial zoning code.
3. **Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.** Access to the property is off of a private service road that runs parallel to Cty Rd KK. The service road has two existing access points to Cty Road KK.
4. **Landscaping and screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards.** There are existing trees and shrubs within the 30-foot front building setback. As a condition of approval staff is recommending a row of arborvitaes be planted along the rear (south) lot line.
5. **Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust.** The surrounding land uses are commercial. DC Automotive Enterprises, LLC is a business directly west of the proposed development, which also uses the private road. Due to the nature of the business no noise, odor or rust is anticipated from the development.
6. **Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided.** Sanitary sewer and water are provided to the site. The applicant will be required to obtain a storm water and erosion control permit from the Village prior to start of construction.

Budget Impacts:

None

Recommended Action:

Motion to approve Conditional Use Permit (CUP) request with Hartwood Homes with the following conditions:

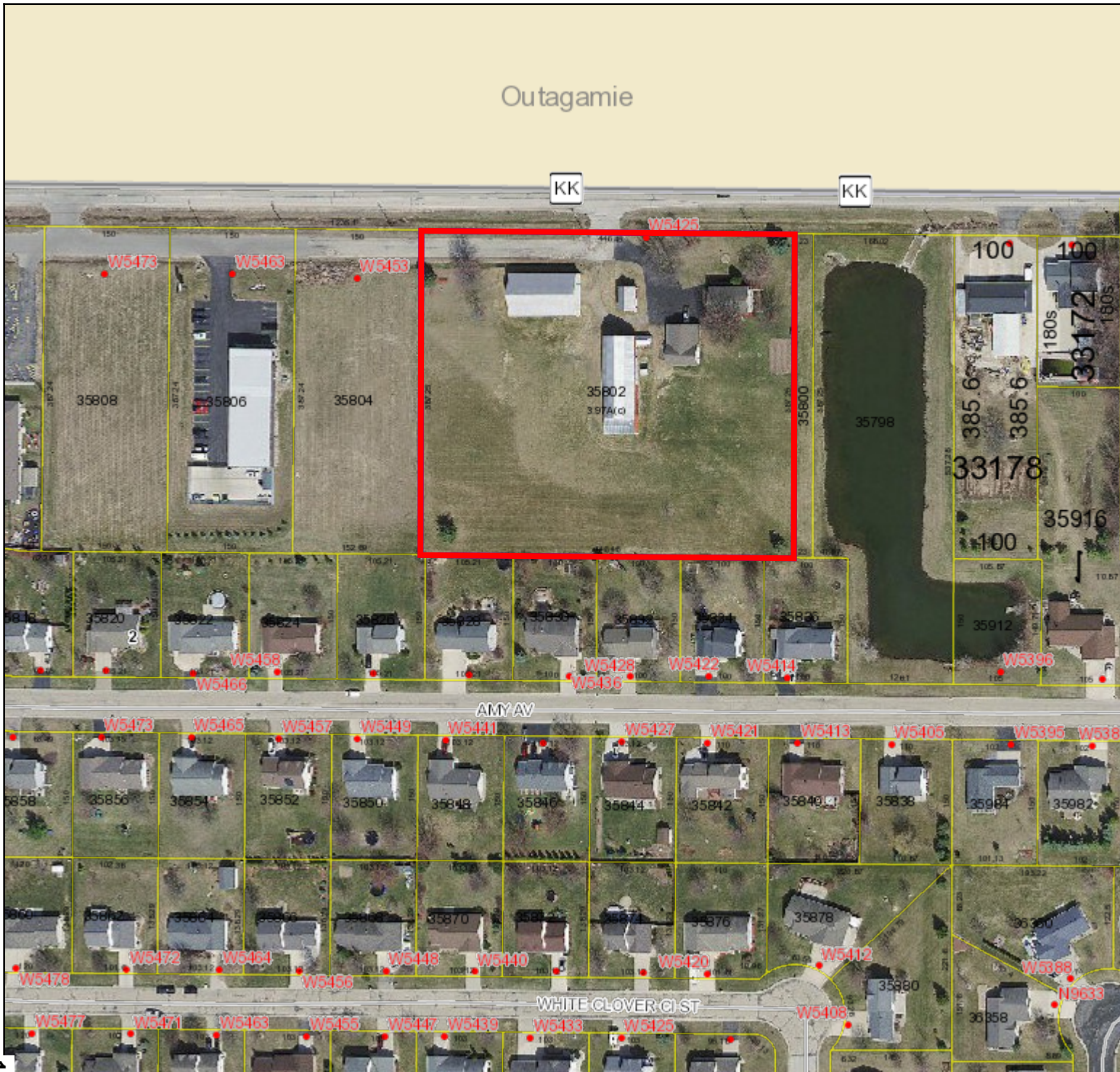
1. A Site Plan Review Application, along with a detailed site plan—pursuant to Article XIII of the zoning ordinance—is required prior to the issuance of zoning and building permits.
2. A Stormwater Management & Erosion Control application is required prior to the issuance of zoning and building permits.
3. Hours of operation shall be Monday-Friday 7:00am – 6:00pm, and Saturdays 8:00am – 1:00pm. The Plan Commission may approve different hours of operation upon request and review.
4. All wall-mounted exterior lighting shall be direct cut-off fixtures.
5. Freestanding light fixtures shall have a maximum height of 25 feet.
6. There shall be no spillover light onto the residential properties to the south.
7. Outdoor storage of materials or products shall be prohibited.
8. A row of arborvitaes shall be planted along the rear (south) lot line, acting as a landscaping buffer to the residential properties.
9. A dumpster enclosure shall be provided that meets, or exceeds, the requirements of the zoning ordinance.
10. The building shall meet all the design standards of the zoning ordinance.
11. All provisions of the Harrison Zoning Ordinance shall be met.

12. A sign permit must be obtained for all new or changed signage.
13. A zoning permit must be obtained for the additions and accessory buildings.
14. A building permit must be obtained for the additions, interior remodel, and accessory buildings.
15. The project shall comply with all other local, state, and federal requirements.
16. The developer shall acknowledge the conditions of approval and agree to abide by all conditions.

Attachments:

- [Aerial - CSM & CUP - W5425 Cty Rd KK.pdf](#)
- [Hartzheim CSM 10.10.2023.pdf](#)
- [Building Sketch.pdf](#)
- [Hartwood Shop Site Plan 9-25-23.pdf](#)
- [CUP Development Plan.pdf](#)

Outagamie



Legend

- Address Point
- County Boundary
- Wisconsin Water
- Other Counties
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
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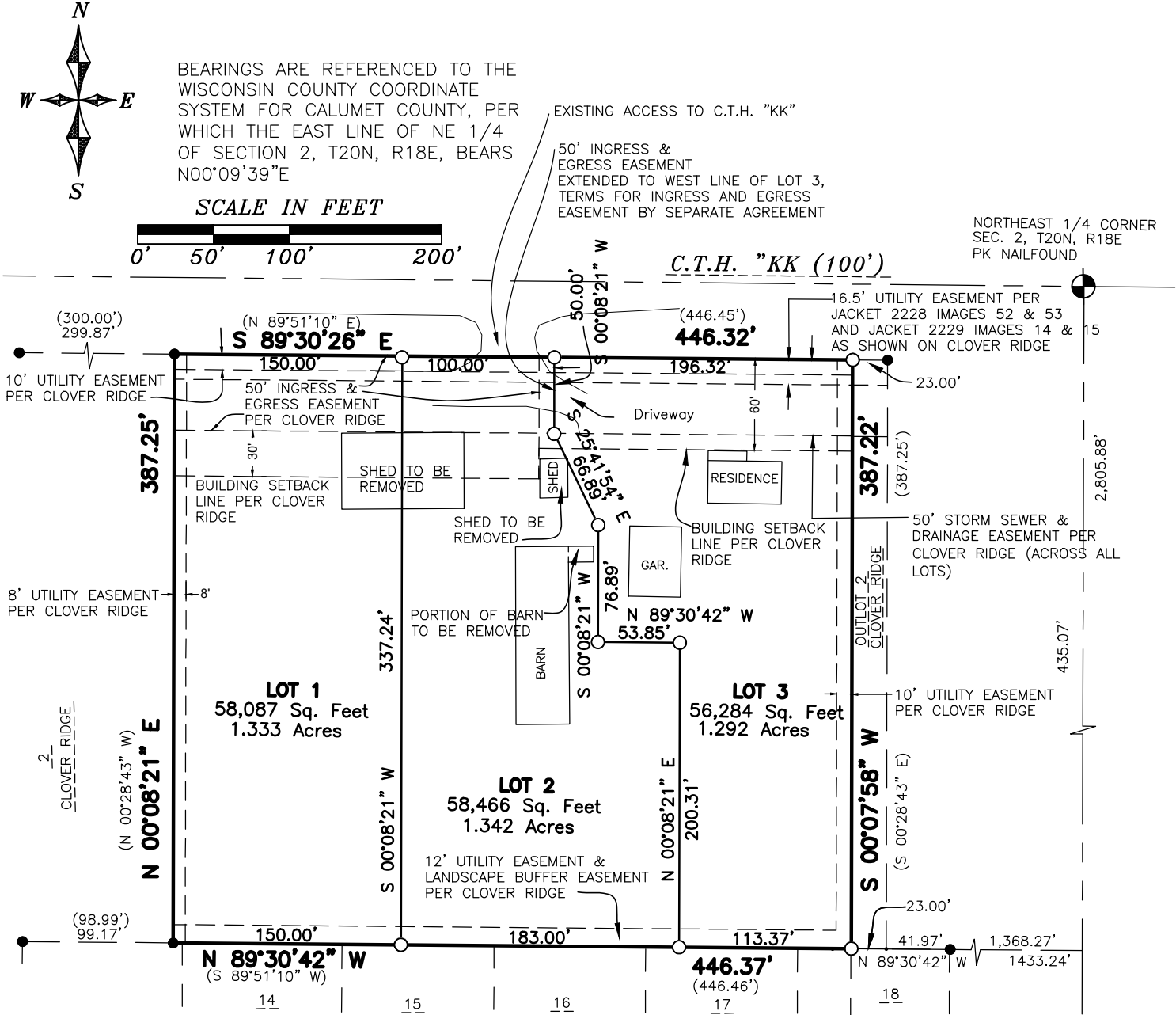


DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Author:	
Date Printed: 08/11/23 1:12 PM	
Sources:	

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NOTES: _____ DATED THIS _____ DAY OF _____, 2023

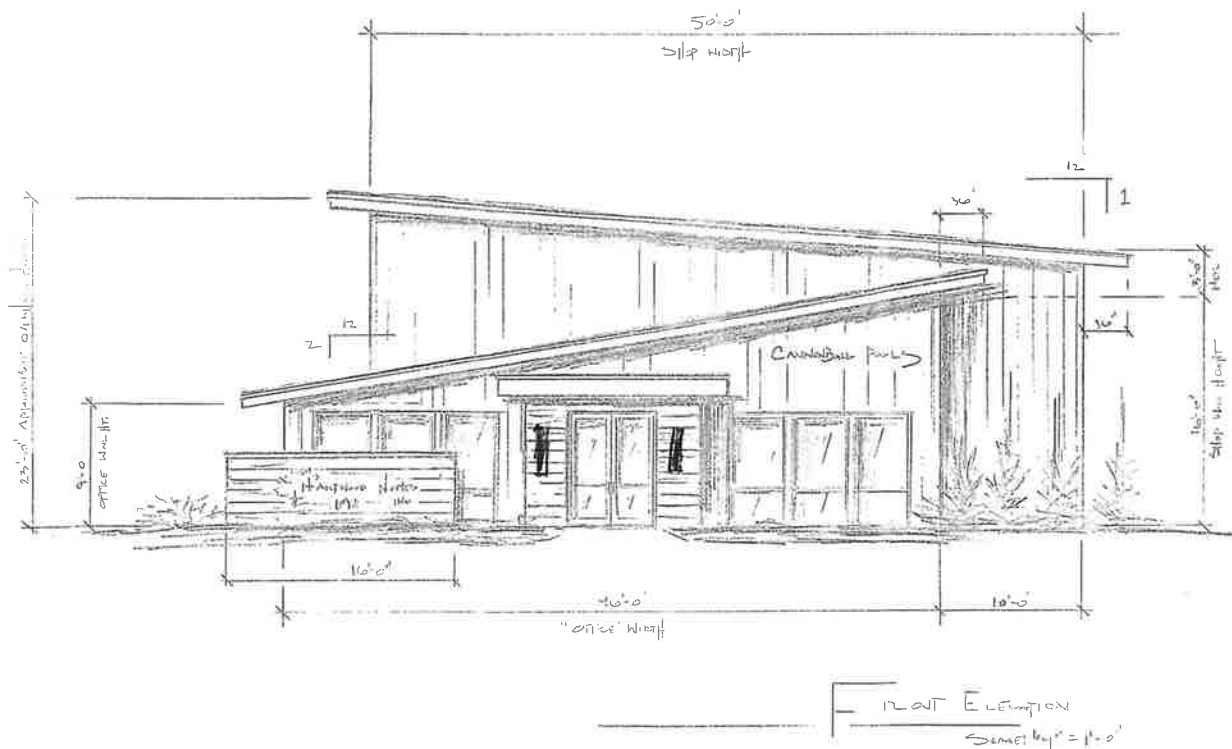
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MICHAEL J. FRANK S-2123
WISCONSIN PROFESSIONAL
LAND SURVEYOR

LEGEND

- () = RECORDED AS
- = 3/4" DIA. ROUND REBAR FOUND
- = 1" DIA. ROUND x 24" LONG IRON PIPE WEIGHING 1.13 LBS./LIN. FOOT SET

PREPARED FOR:
HARTWOOD HOMES, INC.
455 LAKE BREEZE DR.
CHILTON, WI 53014
SCHULER & ASSOCIATES, INC.
LAND SURVEYORS & ENGINEERS
2711 N. MASON ST., SUITE F, APPLETON, WI 54914 L-23-4801
SHEET 1 OF 3



PRELIMINARY
DESIGN CONCEPT ONLY

PRICING
THIS PLAN IS NOT FOR CONSTRUCTION, IT HAS BEEN DEVELOPED TO THE BIDDING STAGE ONLY.

FINAL
THE COPYRIGHT IS NOT RELEASED FOR THIS PLAN UNLESS THIS BOX HAS BEEN CHECKED.

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DAYTON HARTWOOD DESIGNS, INC.
1004 S. OLDE ONEIDA ST APPLETON, WI 54913
(920)-380-0900 web: daytonhomedesigns.com

**HARTWOOD HOMES, INC.
& CANNONBALL POOLS**

Revisions

Drawn by
DLA, LAS

Date
SEPT. 26, 2023

Sheet No.
1 OF 1

BENCHMARKS

BM¹ MAG NAIL SET IN SOUTH FACE OF POWERPOLE ELEV. = 756.94
POWERPOLE LOCATED 35 FEET WEST OF THE NORTHWEST CORNER OF SITE.

SITE ADDRESS: COUNTY ROAD KK
LEGAL DESCRIPTION: PART OF LOT 1, CLOVER RIDGE, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN (NEW CERTIFIED SURVEY LOT TO BE CREATED)
AREA: 58,087 S.F. (1.333 AC)
ZONING: OFFICE AND RETAIL COMMERCIAL DISTRICT

SITE COVERAGE

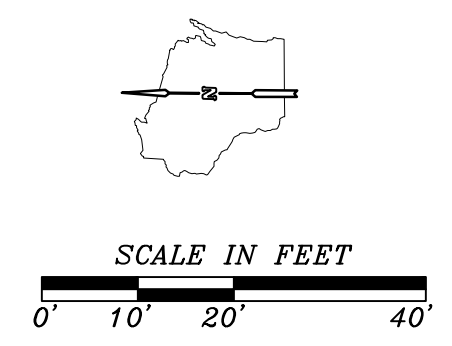
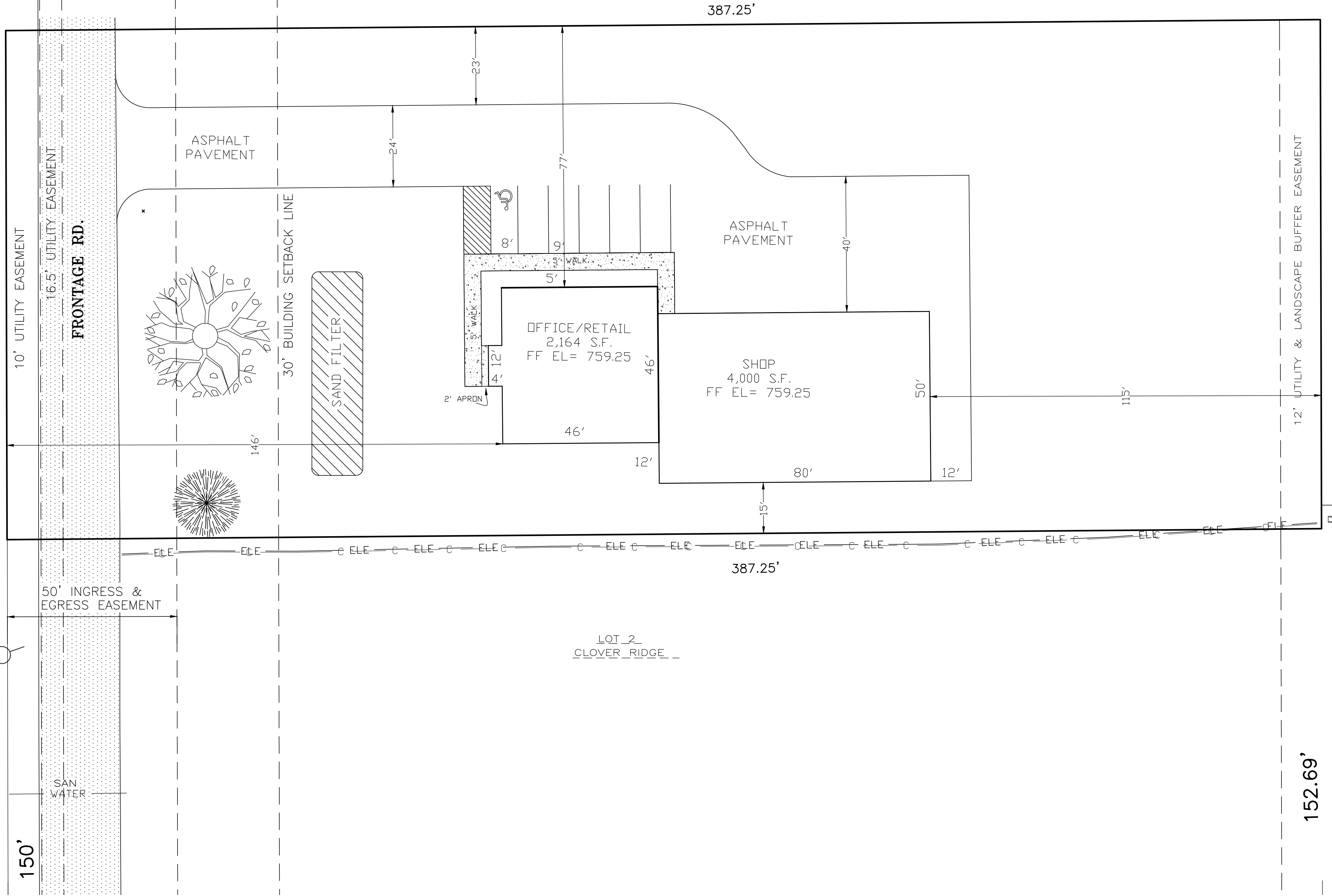
	EXISTING	CHANGE	NEW TOTAL	% OF SITE
BUILDINGS	0 S.F.	+6,164 S.F.	6,164 S.F.	10.6%
PAVEMENT	3,499 S.F.	+10,279 S.F.	13,778 S.F.	23.7%
IMPERVIOUS	3,499 S.F.	+16,443 S.F.	19,942 S.F.	34.3%
OPEN SPACE	54,588 S.F.	-16,443 S.F.	38,145 S.F.	65.7%
TOTAL	58,087 S.F.	0 S.F.	58,087 S.F.	100%

EXISTING TOPOGRAPHY LEGEND

- - - 765 - - - = EXISTING CONTOUR
- CS = CURB STOP
- ⊙ = POWER POLE
- [Hatched Box] = PAVEMENT
- ELE = UNDERGROUND ELECTRIC
- TELE = UNDERGROUND TELEPHONE LINE
- C = UNDERGROUND TIMEWARNER
- [U-shape] = UTILITY PED

INLET EX 24" STO
depth to inv. 24" sto = 4.7

C.T.H. "KK"



REVISIONS

SCHULER & ASSOCIATES, INC.
LAND SURVEYORS & ENGINEERS
2711 N. MASON STREET, Suite F APPLETON, WI 54914-2126 (920) 734-9107

SITE PLAN
OFFICE - RETAIL - SHOP
For: HARTWOOD HOMES INC.
455 LAKE BREEZE DRIVE
CHILTON, WI 53014

DRAWN MJF
DATE 09/25/23
SCALE 1"=20'
JOB NO. 4801
SHEET 1
OF 1 SHEET

Hartwood Homes Inc / Cannonball Pool LLC

Shop / Retail Building Project

Conditional Use Permit Application

Hours of operation 7am – 6pm M – F, 8am – 1pm Sat. Closed Sundays

of employees 2-3

of occupants 3-5

Vehicles and Materials will be stored indoors.

Garbage and waste/recyclables stored behind the building on south end.

Occasionally a trailer parked on the back or south end of building.

Snow removal, snow to be stockpiled on south end of asphalt on lawn.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Ordinance V23-09; Amending the Official Zoning Map (Rezoning) – Paul & Lori Manderfield – Harrison Rd – Parcel 38862

Issue:

Should the Village Board approve the zoning map amendment (rezoning) from General Agriculture [AG] to Rural Residential [RR] for Paul and Lori Manderfield- Harrison Road- Parcel 38862?

Background and Additional Information:

The applicant is proposing to rezone property located on Harrison Rd, parcel 38862, from General Agriculture [AG] to Rural Residential [RR]. The purpose of the rezoning is to allow the construction of a new home.

The comprehensive plan and future land use map identifies this property as ‘Ag, Vacant, Undeveloped.’ The Rural Residential [RR] district is intended to be approved in areas identified as Single Family Residential (unsewered), Farmstead Homes and Ag, Vacant, Undeveloped on the future land use map. The proposed rezoning is consistent with the Comprehensive Plan.

There are residential homes, currently zoned Rural Residential, directly south on Harrison Rd of the proposed rezoning.

Findings of Fact:

- Staff finds that the Rezoning request complies with the Future Land Use Map as part of the Comprehensive Plan of the Village of Harrison.
- Property owners within 300-feet of the subject property have been notified via first-class mail for the Plan Commission Meeting that was held on October 17, 2023.

Budget Impacts:

None

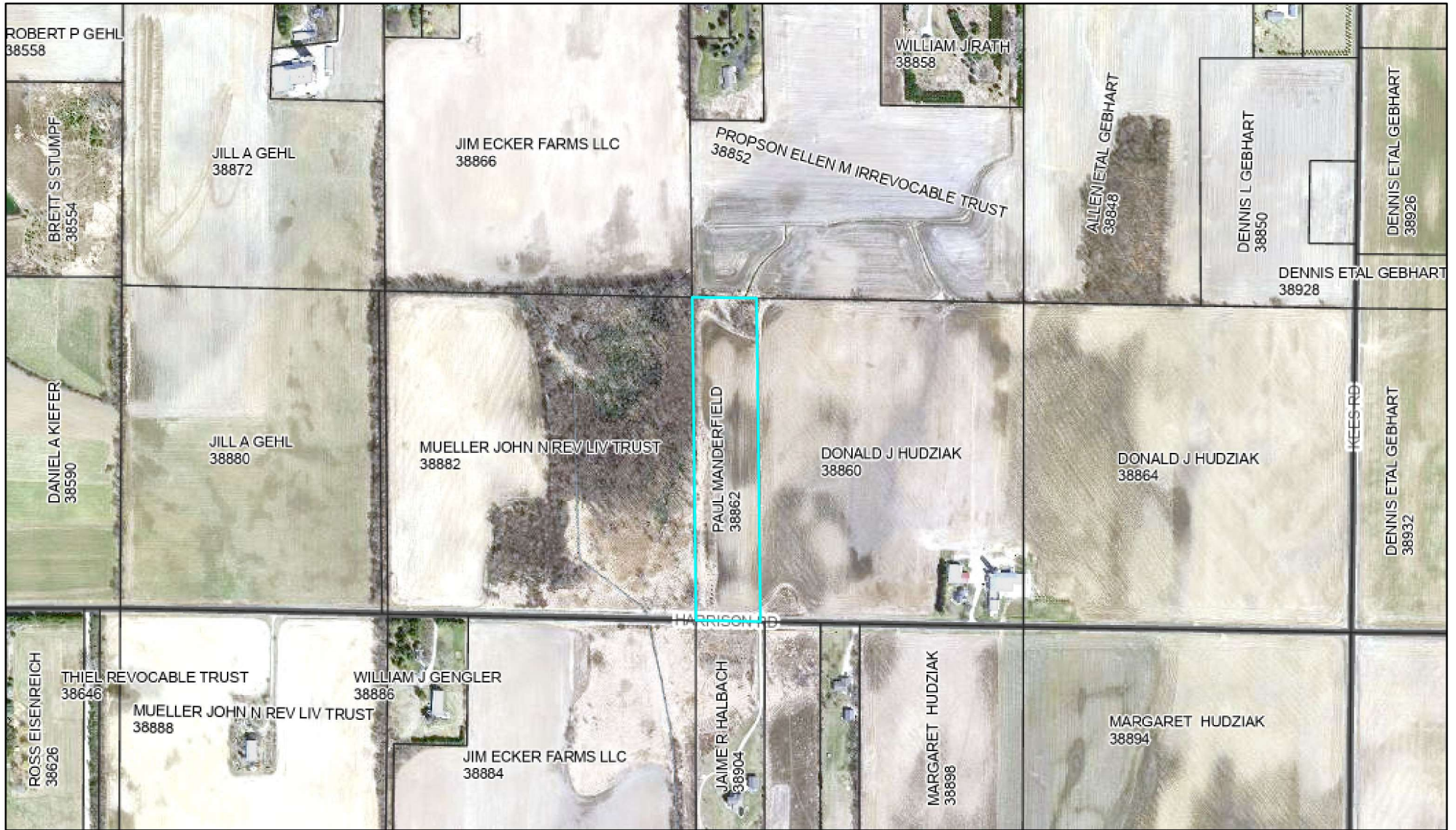
Recommended Action:

Motion to approve Ordinance V23-09 which amends the Village's Official Zoning Map by re-zoning parcel 38862 on Harrison Road from General Agriculture [AG] to Rural Residential [RR] as request by Paul and Lori Manderfield.

Attachments:

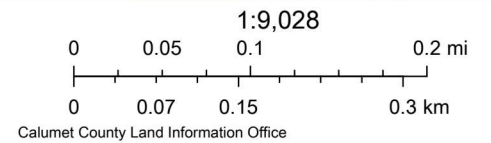
- [Aerial - Rezone - Manderfield - 38862.pdf](#)
- [Zoning Map - Manderfield - 38862.pdf](#)
- [V23-09 Zoning Map Amendment - Manderfield.pdf](#)

ArcGIS Web Map

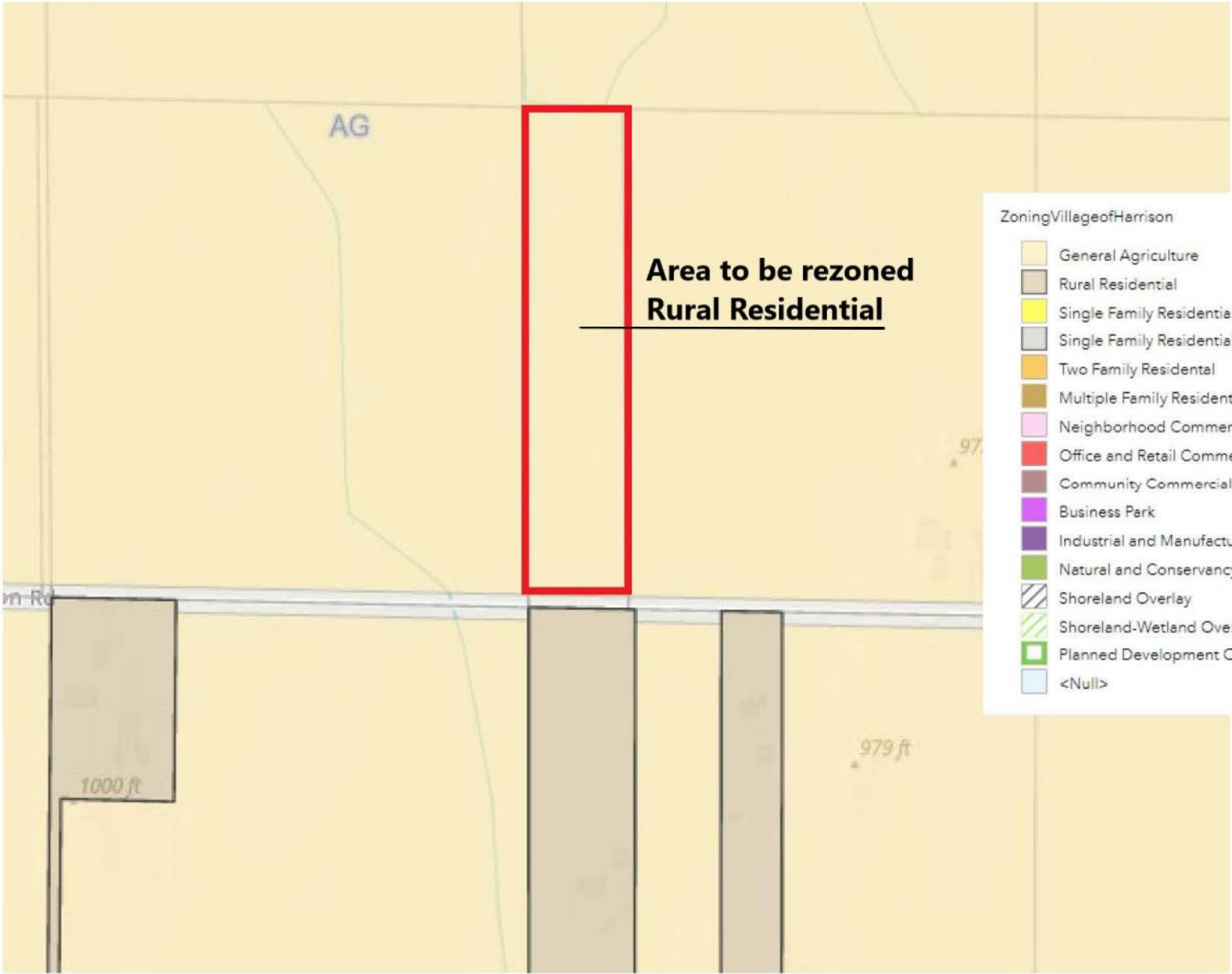


10/3/2023, 12:27:57 PM

- Parcels
- County Boundary
- Building Footprint
- Rivers and Streams
- Calumet Roads
- City Streets
- Municipal Boundary
- Village Boundary
- Red: Band_1
- Green: Band_2
- Blue: Band_3



Calumet County 2021 Orthophoto



ORDINANCE V23-09

**AN ORDINANCE AMENDING THE VILLAGE OF HARRISON
OFFICIAL ZONING MAP. (Paul & Lori Manderfield, Harrison Rd, Parcel 38862)**

WHEREAS, a public hearing on the zoning map amendment was held by the Harrison Plan Commission on October 17, 2023; and

WHEREAS, the Plan Commission found the proposed zoning map amendment to be consistent with the Comprehensive Plan; and

WHEREAS, the Plan Commission recommended approval of the zoning map amendment.

THEREFORE, BE IT ORDAINED, by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, that Article IV of the Village of Harrison Zoning Ordinance pertaining to zoning districts, and the map therein described, is hereby amended by rezoning the below described properties from General Agricultural [AG] to Rural Residential [RR].

Land contained wholly within Parcel No. 38862 and specifically described as:

Lot 1 of Certified Survey Map 3047, a part of the Southwest 1/4 of the Northeast 1/4 of Section 7, Township 19 North, Range 19 East, Village of Harrison, Calumet County, Wisconsin.

Subject to all easements and restrictions of record.

EFFECT. This ordinance shall be in force and effect upon passage as provided by law. Upon passage, the Village zoning administrator is authorized and directed to make necessary changes to the official zoning map of the Village of Harrison, all in accordance with this Ordinance.

Introduced, Approved, and Adopted by the Village Board of the Village of Harrison on this 24th day of October 2023.

Allison Blackmer, Village President

Attest: Vicki L. Tessen, Village Clerk

Recorded Vote: ____ For ____ Against

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Certified Survey Map (CSM) – Ricardo Leon – N8496 Hwy 55 – Parcel 40720

Issue:

Should the Village Board approve a Certified Survey Map (CSM) for Ricardo Leon – N8496 Hwy 55 – Parcel 40720?

Background and Additional Information:

The applicant is proposing to split a parcel into 2 lots by Certified Survey Map (CSM). The purpose of the CSM is to separate the residence and outbuildings (Lot 1, 5 acres) from the agricultural land (Lot 2, 14.378 acres).

The parcel is zoned General Agriculture [AG] and both lots would remain General Agriculture.

The property is on the corner of Hwy 55 and Schaefer Rd. The Belgioioso Cheese Factory is directly west of the subject property along Hwy 55.

Budget Impacts:

None

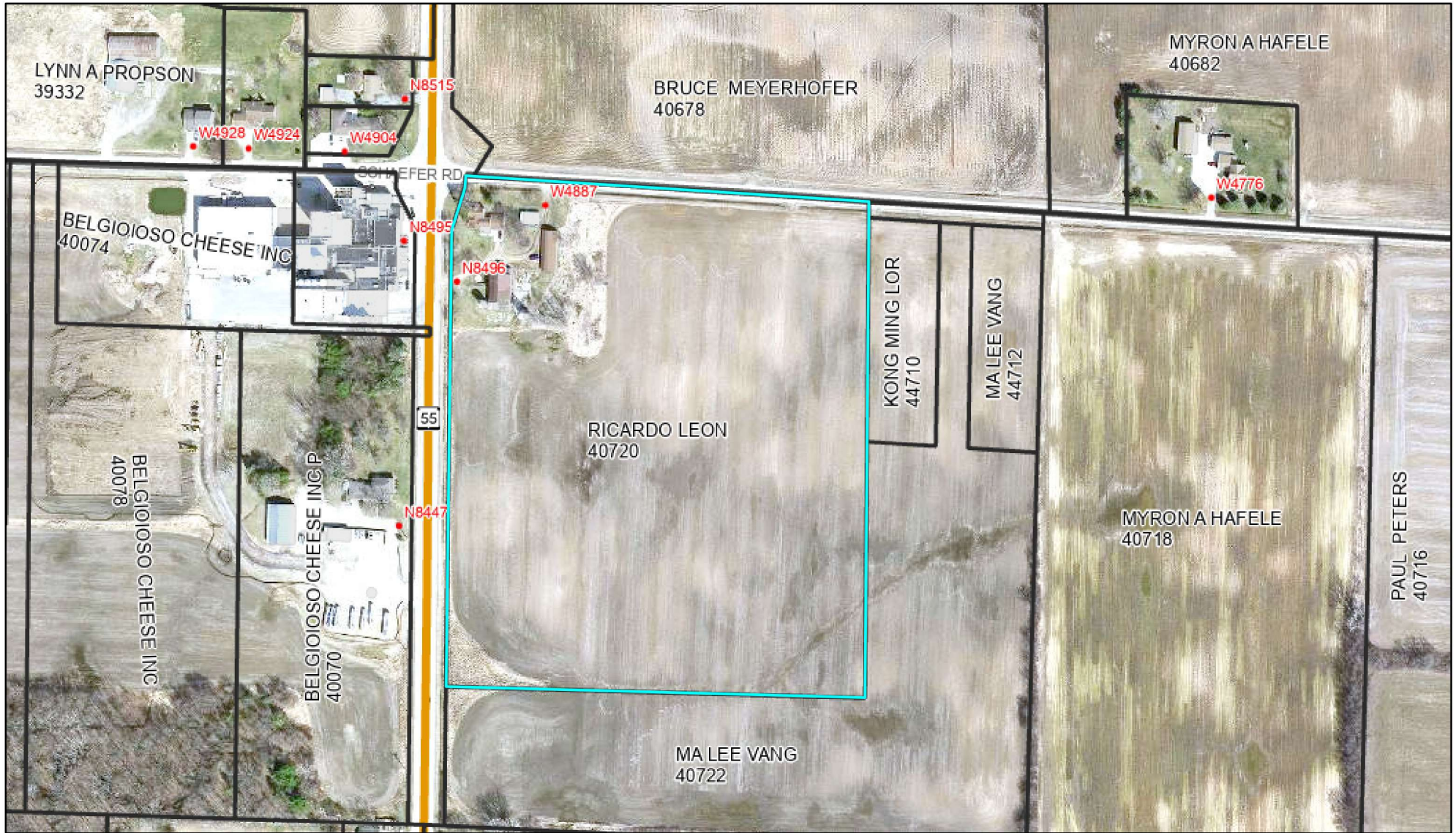
Recommended Action:

Motion to approve the Certified Survey Map (CSM) for Ricardo Leon – N8496 Hwy 55 – Parcel 40720 as submitted.

Attachments:

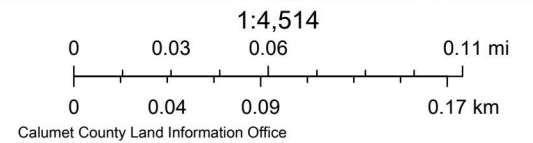
- [Aerial - CSM - Leon - Parcel 40720.pdf](#)
- [Full CSM - Hwy 55 - Leon.pdf](#)

ArcGIS Web Map



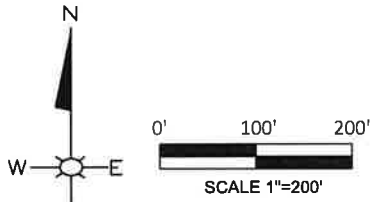
10/6/2023, 11:56:09 AM

- Parcels
- Building Footprint
- Municipal Boundary
- Green: Band_2
- Blue: Band_3
- Address Point
- Calumet Roads Cartographic
- State Highways
- City Streets
- County Boundary
- Village Boundary
- Calumet County 2021 Orthophoto
- Red: Band_1



CERTIFIED SURVEY MAP NUMBER

PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 19, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

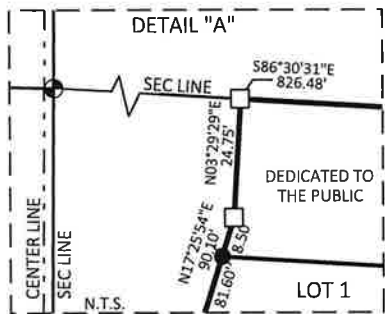
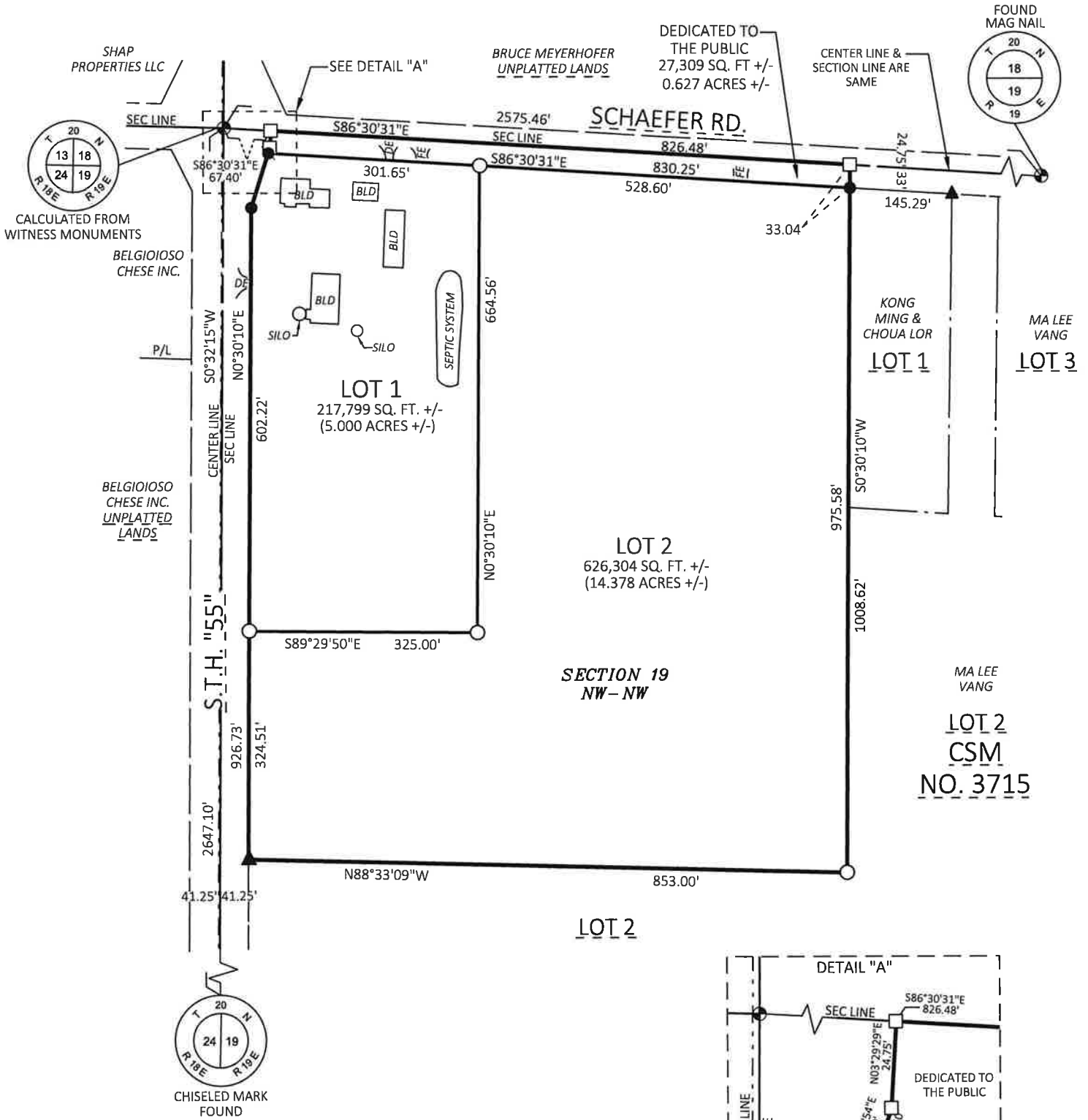


NORTH REFERENCE

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM (CALUMET COUNTY) NAD 83 (1991) IN WHICH THE WEST LINE OF THE NW 1/4 OF THE NW 1/4 OF SECTION 19, T20N, R19E, IS THE RECORDED TO BEAR 500°32'15"W

LEGEND

- CALUMET COUNTY SECTION CORNER MONUMENT AS NOTED
- 3/4" X 18" REBAR SET SET
- 1" IRON PIPE FOUND
- ▲ 3/4" IRON REBAR FOUND
- 1" IRON PIPE WITH CAP FOUND
- NON-MONUMENTED POINT
- DE DRIVEWAY ENTRANCE
- FE FIELD ENTRANCE
- BLD BUILDING



DATE 10-4-2023	DIRECTORY NO. -----
PROJECT NO. 0046426.00	DRAFTED BY EMK
SHEET 1 OF 4	DRAWING NAME CSM

SURVEY FOR: **RICARDO & MARIA LEON**
 N8496 HWY 55
 MENASHA, WI 54952

Westwood
 Phone (920) 735-6900 One Systems Drive
 Fax (920) 830-6100 Appleton, WI 54914-1654
 Toll Free (800) 571-6677 westwoodps.com
 Westwood Professional Services

CERTIFIED SURVEY MAP NUMBER

PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 19, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I TERRY L. VAN HOUT, STATE OF WISCONSIN PROFESSIONAL LAND SURVEYOR S-2526, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE FOLLOWING:

PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 19, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

COMMENCING AT THE NORTHWEST 1/4 CORNER OF SAID SECTION 19;
THENCE S86°30'31"E COINCIDENT WITH THE NORTH LINE OF SAID 1/4 A DISTANCE OF 67.40 FEET TO THE EXISTING EAST RIGHT OF WAY LINE OF S.T.H. "55", BEING THE POINT OF BEGINNING;
THENCE CONTINUING S86°30'31"E A DISTANCE OF 826.48 FEET TO A WEST LINE OF CSM NO. 3715;
THENCE S00°30'10"W COINCIDENT WITH SAID WEST LINE A DISTANCE OF 1008.62 FEET TO A NORTH LINE OF LOT 2 OF SAID CSM;
THENCE N88°33'09"W COINCIDENT WITH SAID NORTH LINE A DISTANCE OF 853.00 FEET TO THE EXISTING EAST RIGHT OF WAY LINE OF S.T.H. "55";
THENCE N00°30'10"E COINCIDENT WITH SAID EAST LINE A DISTANCE OF 926.73 FEET;
THENCE N17°25'54"E COINCIDENT WITH SAID EAST LINE A DISTANCE OF 90.10 FEET;
THENCE N03°29'29"E COINCIDENT WITH SAID EAST LINE A DISTANCE OF 24.75 FEET TO THE POINT OF BEGINNING.

SAID PARCEL OF LAND CONTAINS 20.00 ACRES (871,412 SQUARE FEET) MORE OR LESS AND IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE THIS SURVEY AND LAND DIVISION UNDER THE DIRECTION OF RICARDO LEON.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF HARRISON IN SURVEYING, DIVIDING AND MAPPING OF SAID LANDS.

THAT THIS IS A CORRECT REPRESENTATION OF ALL OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE LAND DIVISION MADE THEROF.

DATED THIS ____ DAY OF _____, 2023

TERRY L. VAN HOUT P.L.S. NO. S-2526

NOTES:

- 1) THIS CERTIFIED SURVEY MAP IS ALL OF CALUMET COUNTY TAX PARCEL NO. 40720 WITH THE OWNERS OF RECORD BEING RICARDO AND MARIA LEON.
- 3) ALL DIMENSIONS ARE COMPUTED AND MEASURED TO THE NEAREST 0.01 FOOT.
- 4) ALL BEARINGS ARE COMPUTED TO THE NEAREST SECOND AND MEASURED TO THE NEAREST 5 SECONDS.
- 5) FIELD WORK COMPLETED ON OCTOBER 3RD, 2023.

DATE 10-4-2023	DIRECTORY NO. -----
PROJECT NO. 0046426.00	DRAFTED BY EMK
SHEET 2 OF 4	DRAWING NAME CSM

SURVEY FOR: **RICARDO & MARIA LEON**
N8496 HWY 55
MENASHA, WI 54952

Westwood
Phone: (920) 735-6900 One Systems Drive
Fax: (920) 830-6100 Appleton, WI 54914-1654
Toll Free: (800) 571-6677 westwoodps.com
Westwood Professional Services

CERTIFIED SURVEY MAP NUMBER

PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 19, TOWNSHIP 20 NORTH, RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

AS OWNERS OF SAID DESCRIBED LANDS, RICARDO LEON AND MARIA LEON, DOES HEREBY CERTIFY THAT WE HAVE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP. I ALSO CERTIFY THAT THIS CSM IS REQUIRED BY S.236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF HARRISON
THIS _____ DAY OF _____, 2023

RICARDO LEON

DATE

MARIA LEON

DATE

STATE OF WISCONSIN:

SS

CALUMET COUNTY:

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2023
THE ABOVE NAMED TO ME KNOW TO THIS PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC

COUNTY, WISCONSIN

MY COMMISSION EXPIRES _____

DATE 10-4-2023	DIRECTORY NO. -----
PROJECT NO. 0046426.00	DRAFTED BY EMK
SHEET 3 OF 4	DRAWING NAME CSM

SURVEY FOR: RICARDO & MARIA LEON N8496 HWY 55 MENASHA, WI 54952

Westwood		
Phone	(920) 735-6900	One Systems Drive
Fax	(920) 830-6100	Appleton, WI 54914-1654
Toll Free	(800) 571-6677	westwoodps.com
<small>Westwood Professional Services</small>		

CERTIFIED SURVEY MAP NUMBER

PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 19, TOWNSHIP 20 NORTH,
RANGE 19 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNREDEEMED TAX SALES, NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

VILLAGE TREASURER DATED

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNREDEEMED TAX SALES, NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

COUNTY TREASURER DATED

VILLAGE OF HARRISON APPROVAL:

THIS CERTIFIED SURVEY MAP WAS APPROVED AND ACCEPTED BY THE VILLAGE OF HARRISON ON THIS ____ DAY OF _____, 2023

VILLAGE CHAIRPERSON DATED

VILLAGE CLERK DATED

DATE 10-4-2023	DIRECTORY NO. -----
PROJECT NO. 0046426.00	DRAFTED BY EMK
SHEET 4 OF 4	DRAWING NAME CSM

SURVEY FOR: **RICARDO & MARIA LEON**
N8496 HWY 55
MENASHA, WI 54952

Westwood
 Phone (920) 735-6900 One Systems Drive
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 Westwood Professional Services

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

October 24, 2023

Title:

Payment Certificate #2 for the 2023 Asphalt Street Resurfacing Program

Issue:

Should the Village pay the request by the contractor?

Background and Additional Information:

This request is for asphalt street resurfacing performed on Village streets in 2023.

Budget Impacts:

This work is in the budget for 2023

Recommended Action:

Staff recommends approving Payment Certificate #2 in the amount of \$469,246.02 for asphalt street resurfacing performed on Village streets in 2023 to the contractor MCC as recommended by the Village Engineer.

Attachments:

- [MEMO Village Board 10-24-23 Cert Pay 02 - Asphalt Paving MCC ATTACH.pdf](#)



September 21, 2023

Village of Harrison
W5298 Highway 114
Harrison, WI 54952

Re: Village of Harrison
2023 Asphalt Street Resurfacing Program
Certificate for Payment #2
McM. No. H0006-09-22-00581

Enclosed herewith is Certificate for Payment #2 for the above referenced project. This Certificate is issued to MCC, Inc. in the amount of \$469,246.02 for partial payment for work performed through August 31, 2023.

Please process the enclosed, and forward payment to MCC, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

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

Lee R. Reibold, P.E.
Associate / Municipal & Civil Engineer

LRR:mck

cc: MCC, Inc.

Enclosure: Certificate for Payment #2

**CERTIFICATE FOR
PAYMENT**

VILLAGE OF HARRISON
W5298 Highway 114
Harrison, WI 54952

Contract No. H0006-09-22-00581
Project File No. H0006-09-22-00581
Certificate No. Two (2)
Issue Date: September 21, 2023
Project: Village of Harrison-2023 Asphalt Street Resurfacing Program

This Is To Certify That, In Accordance With The Contract Documents Dated: March 2, 2023

MCC, INC.
2600 N. Roemer Road
PO Box 1137
Appleton, WI 54912-1137

Is Entitled To Partial Payment For Work Performed Through: August 31, 2023

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

Original Contract	<u>\$902,630.50</u>	Completed To Date	<u>\$824,367.94</u>
Net Change Orders	<u>\$0.00</u>	Retainage 2.5%	<u>\$22,565.76</u>
Current Contract Amount	<u>\$902,630.50</u>	Subtotal	<u>\$801,802.18</u>
		Previously Certified	<u>\$332,556.16</u>

Amount Due This Payment: \$469,246.02

PLEASE PROCESS AND FORWARD PAYMENT TO MCC, INC.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



Lee R. Reibold, P.E.
Associate / Municipal & Civil Engineer

Village of Harrison
2023 Asphalt Resurfacing Program
Payment Certificate #2 Summary
McM No. H0006-09-22-00581

A. Cottonwood Creek III Subdivision

Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
A1	Remove existing culvert	32	EACH	\$ 133.00	\$ 4,256.00	32	\$ 4,256.00	32	\$ 4,256.00	0	\$ -
A2	15" x 21" CMP-Arch culvert	980	L.F.	\$ 41.95	\$ 41,111.00	1,026	\$ 43,040.70	1,026	\$ 43,040.70	46	\$ 1,929.70
A3	15" x 21" CMP flared end section	64	EACH	\$ 182.00	\$ 11,648.00	67	\$ 12,194.00	67	\$ 12,194.00	3	\$ 546.00
A4	Ditching including placement of topsoil	4,600	L.F.	\$ 15.75	\$ 72,450.00	3,557	\$ 56,022.75	3,557	\$ 56,022.75	-1,043	\$ (16,427.25)
A5	Sod for Ditch Flowline	850	S.Y.	\$ 12.50	\$ 10,625.00	827	\$ 10,337.50	827	\$ 10,337.50	-23	\$ (287.50)
A6	Hydroseed, Fertilizer and Hydromulch	7,000	S.Y.	\$ 2.45	\$ 17,150.00	5,776	\$ 14,151.20	5,776	\$ 14,151.20	-1,224	\$ (2,998.80)
A7	Seed Water	350	MGAL	\$ 1.00	\$ 350.00	23	\$ 23.00	23	\$ 23.00	-327	\$ (327.00)
A8	Culvert Pipe Ditch Check	36	EACH	\$ 15.00	\$ 540.00	36	\$ 540.00	36	\$ 540.00	0	\$ -
A9	Ditch Check	28	EACH	\$ 84.00	\$ 2,352.00	0	\$ -	0	\$ -	-28	\$ (2,352.00)
A10	Inlet Protection	2	EACH	\$ 120.00	\$ 240.00	2	\$ 240.00	2	\$ 240.00	0	\$ -
A11	Pulverize existing asphalt pavement	11,900	S.Y.	\$ 0.60	\$ 7,140.00	11,900	\$ 7,140.00	11,900	\$ 7,140.00	0	\$ -
A12	Excavation below subgrade (EBS)	450	C.Y.	\$ 14.79	\$ 6,655.50	0	\$ -	0	\$ -	-450	\$ (6,655.50)
A13	Base aggregate dense, 3-inch for EBS areas	900	TONS	\$ 15.95	\$ 14,355.00	0	\$ -	0	\$ -	-900	\$ (14,355.00)
A14	Type I Geogrid for EBS areas	900	S.Y.	\$ 1.55	\$ 1,395.00	0	\$ -	0	\$ -	-900	\$ (1,395.00)
A15	Adjust Manhole Cover	10	EACH	\$ 650.00	\$ 6,500.00	10	\$ 6,500.00	10	\$ 6,500.00	0	\$ -
A16	Adjust Water Valve Box	8	EACH	\$ 100.00	\$ 800.00	8	\$ 800.00	8	\$ 800.00	0	\$ -
A17	Fine grading & compaction of aggregate base	13,500	S.Y.	\$ 1.73	\$ 23,355.00	13,500	\$ 23,355.00	13,500	\$ 23,355.00	0	\$ -
A18	2 1/4-inch HMA pavement, 3 LT 58-28 S	1,600	TONS	\$ 66.85	\$ 106,960.00	1,401.88	\$ 93,715.68	1,401.88	\$ 93,715.68	-198.12	\$ (13,244.32)
A19	1 3/4-inch HMA pavement, 4 LT 58-28 S	1,250	TONS	\$ 77.00	\$ 96,250.00	1,179.35	\$ 90,809.95	1,179.35	\$ 90,809.95	-70.65	\$ (5,440.05)
A20	Sawing asphalt (WisDOT Item No. 690.0150)	1,100	L.F.	\$ 2.00	\$ 2,200.00	1,000	\$ 2,000.00	1,000	\$ 2,000.00	-100	\$ (200.00)
A21	Base Aggregate Dense, 1 1/4-inch for Driveways	400	TONS	\$ 16.15	\$ 6,460.00	455.21	\$ 7,351.64	455.21	\$ 7,351.64	55.21	\$ 891.64
A22	3-inch HMA driveway pavement	2,150	S.Y.	\$ 21.96	\$ 47,214.00	2,539.86	\$ 55,775.33	2,539.86	\$ 55,775.33	389.86	\$ 8,561.33
A23	Driveway apron slope paving	56	EACH	\$ 235.00	\$ 13,160.00	68	\$ 15,980.00	68	\$ 15,980.00	12	\$ 2,820.00
A24	Contractor Quality Control Testing	1	L.S.	\$ 6,400.00	\$ 6,400.00	1	\$ 6,400.00	1	\$ 6,400.00	0	\$ -
Subtotal = \$					499,566.50	\$	450,632.75	\$	450,632.75	\$	(48,933.75)

B. Haen Heights Asphalt Repair

Item	Description	Quantity	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
B1	Sawing asphalt (WisDOT Item No. 690.0150)	320	L.F.	\$ 2.00	\$ 640.00	0	\$ -	0	\$ -	-320	\$ (640.00)
B2	Preparation of aggregate base for paving	2,800	S.F.	\$ 1.10	\$ 3,080.00	3,693	\$ 4,062.30	3,693	\$ 4,062.30	893	\$ 982.30
B3	2 1/4-inch HMA pavement, 3 LT 58-28 S	550	S.F.	\$ 2.45	\$ 1,347.50	1,699	\$ 4,162.55	1,699	\$ 4,162.55	1,149	\$ 2,815.05
B4	1 3/4-inch HMA pavement, 4 LT 58-28 S	550	S.F.	\$ 2.35	\$ 1,292.50	1,699	\$ 3,992.65	1,699	\$ 3,992.65	1,149	\$ 2,700.15
B5	3-inch HMA Driveway Pavement, 4 LT 58-28 S	2,300	S.F.	\$ 2.05	\$ 4,715.00	1,994	\$ 4,087.70	1,994	\$ 4,087.70	-306	\$ (627.30)
B6	Driveway apron slope paving	10	EACH	\$ 235.00	\$ 2,350.00	8	\$ 1,880.00	8	\$ 1,880.00	-2	\$ (470.00)
Subtotal = \$					13,425.00	\$	18,185.20	\$	18,185.20	\$	4,760.20

Village of Harrison
2023 Asphalt Resurfacing Program
Payment Certificate #2 Summary
McM No. H0006-09-22-00581

C. Village Municipal Complex

Item	Description	Quantity	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
C1	Pulverize existing asphalt pavement	11,100	S.Y.	\$ 1.27	\$ 14,097.00	0	\$ -	11,100	\$ 14,097.00	0	\$ -
C2	Excavation below subgrade (EBS)	500	C.Y.	\$ 14.80	\$ 7,400.00	0	\$ -	0	\$ -	-500	\$ (7,400.00)
C3	Base aggregate dense, 3-inch for EBS areas	800	TONS	\$ 15.95	\$ 12,760.00	0	\$ -	0	\$ -	-800	\$ (12,760.00)
C4	Type I Geogrid for EBS areas	1,000	S.Y.	\$ 1.55	\$ 1,550.00	0	\$ -	0	\$ -	-1,000	\$ (1,550.00)
C5	Remove & Replace Thickened Edge Concrete Sidewa	200	S.F.	\$ 14.00	\$ 2,800.00	0	\$ -	612	\$ 8,572.20	412	\$ 5,772.20
C6	Remove & Replace 24-inch Concrete Curb & Gutter	200	L.F.	\$ 65.00	\$ 13,000.00	0	\$ -	191	\$ 12,415.00	-9	\$ (585.00)
C7	Fine grading and compaction of existing aggregate ba	11,500	S.Y.	\$ 1.76	\$ 20,240.00	0	\$ -	11,500	\$ 20,240.00	0	\$ -
C8	2 1/4-inch HMA Pavement	1,600	TONS	\$ 69.30	\$ 110,880.00	0	\$ -	1,491.62	\$ 103,369.27	-108.38	\$ (7,510.73)
C9	1 3/4-inch HMA Pavement	1,250	TONS	\$ 78.30	\$ 97,875.00	0	\$ -	1,336.05	\$ 104,612.72	86.05	\$ 6,737.72
C10	Sawing asphalt (WisDOT Item No. 690.0150)	120	L.F.	\$ 2.00	\$ 240.00	0	\$ -	120	\$ 240.00	0	\$ -
C11	Marking Line Epoxy 4-inch	3,500	L.F.	\$ 3.25	\$ 11,375.00	1,689.50	\$ 5,490.88	3,379	\$ 10,981.75	-121	\$ (393.25)
C12	Marking Symbols Epoxy	4	EACH	\$ 250.00	\$ 1,000.00	0	\$ -	4	\$ 1,000.00	0	\$ -
C13	Contractor Quality Control Testing	1	L.S.	\$ 5,800.00	\$ 5,800.00	0	\$ -	1	\$ 5,800.00	0	\$ -
Subtotal = \$ 299,017.00						\$ 5,490.88	\$ 281,327.94	\$ (17,689.06)			

D. Quella Drive

Item	Description	Quantity	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
D1	Pulverize existing asphalt pavement	1,200	S.Y.	\$ 1.65	\$ 1,980.00	0	\$ -	1,200	\$ 1,980.00	0	\$ -
D2	Fine grading & compaction of road base	1,500	S.Y.	\$ 2.30	\$ 3,450.00	0	\$ -	1,500	\$ 3,450.00	0	\$ -
D3	Sawing asphalt (WisDOT Item No. 690.0150)	50	L.F.	\$ 3.00	\$ 150.00	0	\$ -	0	\$ -	-50	\$ (150.00)
Subtotal = \$ 5,580.00						\$ -	\$ 5,430.00	\$ (150.00)			

E. Van's Road Pond Recreation Trail Paving

Item	Description	Quantity	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
E1	1 1/4-inch Base aggregate dense for fine grading	100	TONS	\$ 18.00	\$ 1,800.00	0	\$ -	0	\$ -	-100	\$ (1,800.00)
E2	Fine grading and compaction of existing aggregate ba	2,500	S.Y.	\$ 3.50	\$ 8,750.00	0	\$ -	2,500	\$ 8,750.00	0	\$ -
E3	3-inch HMA Pavement, 4 LT 58-28S	450	TONS	\$ 105.00	\$ 47,250.00	0	\$ -	339.15	\$ 35,610.75	-110.85	\$ (11,639.25)
E4	Contractor Quality Control Testing	1	L.S.	\$ 2,500.00	\$ 2,500.00	0	\$ -	1	\$ 2,500.00	0	\$ -
Subtotal = \$ 60,300.00						\$ -	\$ 46,860.75	\$ (13,439.25)			

Village of Harrison
 2023 Asphalt Resurfacing Program
 Payment Certificate #2 Summary
 McM No. H0006-09-22-00581

F. Cedar Ridge Park Parking Lot Paving

Item	Description	Quantity	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
F1	Fine grading and compaction of existing aggregate base	900	S.Y.	\$ 2.89	\$ 2,601.00	0	\$ -	900	\$ 2,601.00	0	\$ -
F2	2 1/4-inch HMA Pavement 3LT 58-28S	120	TONS	\$ 73.00	\$ 8,760.00	0	\$ -	105	\$ 7,665.00	-15	\$ (1,095.00)
F3	1 3/4-inch HMA Pavement 4LT 58-28S	95	TONS	\$ 79.80	\$ 7,581.00	0	\$ -	73.50	\$ 5,865.30	-21.50	\$ (1,715.70)
F4	Marking Line Epoxy 4-inch	400	L.F.	\$ 9.00	\$ 3,600.00	0	\$ -	400	\$ 3,600.00	0	\$ -
F5	Contractor Quality Control Testing	1	L.S.	\$ 2,200.00	\$ 2,200.00	0	\$ -	1	\$ 2,200.00	0	\$ -
Subtotal =					\$ 24,742.00		\$ -		\$ 21,931.30		\$ (2,810.70)
Total Construction Costs =					\$ 902,630.50		\$ 474,308.83		\$ 824,367.94		\$ (78,262.56)

Completed to Date =	\$ 824,367.94
Project Retainage = 2.5%	\$ 22,565.76
Subtotal =	\$ 801,802.18
Previously Certified =	\$ 332,556.16
Amount Due this Payment =	\$ 469,246.02

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 33099

To Owner: VILLAGE OF HARRISON
W5298 ST RD 114

Project: 3236RL Harrison 2023 Asphalt Street
Resurfacing Program

Application No. : 2

Distribution to:

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	
<input type="checkbox"/>	

HARRISON, WI 54952

Period To:

From Contractor: MCC, Inc.
PO Box 1137
Appleton, WI 54912-1137

Via Architect:

Project Nos:

Contract For:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$902,630.50
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$902,630.50
4. Total Completed and Stored To Date	\$839,517.59
5. Retention:	
a. 5.00% of Completed Work	\$41,975.90
b. 0.00% of Stored Material	\$0.00
Total Retention	\$41,975.90
6. Total Earned Less Retention	\$797,541.69
7. Less Previous Certificates For Payments	\$339,279.94
8. Current Payment Due	\$458,261.75
9. Balance To Finish, Plus Retention	\$105,088.81

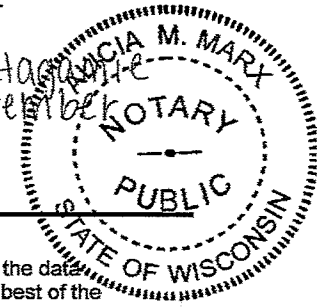
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: MCC, Inc.

By: Jane A. Murphy, Strauss Date: 9/15/23

State of: Wisconsin
Subscribed and sworn to before me this 15
Notary Public: Alicia M. May
My Commission expires: 01/09/2027

County of: Dodge
day of September



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 458,261.75

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retention for line items may apply.

Application No. : 2

Application Date : 09/15/23

To:

Architect's Project No.:

Invoice # : 33099

Contract : 3236RL. Harrison 2023 Asphalt Street Resurfacing Program

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retention
			From Previous Application (D+E)	This Period In Place					
1	Remove Existing Culvert	4,256.00	0.00	4,256.00	0.00	4,256.00	100.00%	0.00	
2	15" X 21" CMP-Arch Culvert	41,111.00	0.00	41,111.00	0.00	41,111.00	100.00%	0.00	1,026 L.F.
3	15" X 21" CMP-Arch Flared End Section	11,648.00	0.00	11,648.00	0.00	11,648.00	100.00%	0.00	67 EA
4	Ditching Including Placement of Top Soil	72,450.00	0.00	72,450.00	0.00	72,450.00	100.00%	0.00	3,557 L.F.
5	Sod for Ditch Flowline	10,625.00	0.00	10,625.00	0.00	10,625.00	100.00%	0.00	827 sq.
6	Hydroseed, Fertilizer, and Hydromulch	17,150.00	0.00	13,475.00	0.00	13,475.00	78.57%	3,675.00	5,776 sq.
7	Seed Water	350.00	0.00	23.00	0.00	23.00	6.57%	327.00	
8	Culvert Pipe Ditch Check	540.00	0.00	540.00	0.00	540.00	100.00%	0.00	
9	Temporary Ditch Check	2,352.00	0.00	0.00	0.00	0.00	0.00%	2,352.00	
10	Inlet Protection	240.00	0.00	240.00	0.00	240.00	100.00%	0.00	
11	Pulverize Existing Asphalt Pavement	7,140.00	0.00	7,140.00	0.00	7,140.00	100.00%	0.00	
12	Excavation Below Subgrade (EBS)	6,655.50	0.00	0.00	0.00	0.00	0.00%	6,655.50	
13	Base Aggregate Dense, 3 Inch For EBS Areas	14,355.00	0.00	0.00	0.00	0.00	0.00%	14,355.00	
14	Type I Geogrid For EBS Areas	1,395.00	0.00	0.00	0.00	0.00	0.00%	1,395.00	
15	Adjust Manhole Cover	6,500.00	0.00	6,500.00	0.00	6,500.00	100.00%	0.00	
16	Adjust Water Valve Box	800.00	0.00	800.00	0.00	800.00	100.00%	0.00	
17	Fine Grading and Compaction of Aggregate Base	23,355.00	0.00	23,355.00	0.00	23,355.00	100.00%	0.00	
18	2-1/4 inch HMA Pavement, 3 LT 58-285	106,960.00	0.00	93,715.68	0.00	93,715.68	87.62%	13,244.32	
19	1-3/4 inch HMA Pavement, 4 LT 58-285	96,250.00	0.00	90,809.95	0.00	90,809.95	94.35%	5,440.05	
20	Sawing Asphalt (WisDOT Item No. 690.0150)	2,200.00	0.00	2,000.00	0.00	2,000.00	90.91%	200.00	
21	Base Aggregate Dense, 1-1/4 Inch For Driveways	6,460.00	0.00	7,351.64	0.00	7,351.64	113.80%	-891.64	
22	3 inch HMA Driveway Pavement	47,214.00	0.00	55,775.33	0.00	55,775.33	118.13%	-8,561.33	
23	Driveway Apron Slope Paving	13,160.00	0.00	15,980.00	0.00	15,980.00	121.43%	-2,820.00	
24	Contractor Quality Control Testing	6,400.00	0.00	6,400.00	0.00	6,400.00	100.00%	0.00	
25	Sawing Asphalt (WisDOT Item No. 690.0150)	640.00	0.00	0.00	0.00	0.00	0.00%	640.00	
26	Preparation of Aggregate Base for Paving	3,080.00	0.00	4,062.30	0.00	4,062.30	131.89%	-982.30	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retention for line items may apply.

Application No. : 2

Application Date : 09/15/23

To:

Architect's Project No.:

Invoice # : 33099

Contract : 3236RL. Harrison 2023 Asphalt Street Resurfacing Program

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retention
			From Previous Application (D+E)	This Period In Place					
27	2-1/4 Inch HMA Pavement, 3LT 58-28S	1,347.50	0.00	4,162.55	0.00	4,162.55	308.91%	-2,815.05	
28	1-3/4 Inch HMA Pavement, 4LT 58-28S	1,292.50	0.00	3,992.65	0.00	3,992.65	308.91%	-2,700.15	
29	3 Inch HMA Driveway Pavement 4LT 58-28S	4,715.00	0.00	4,087.70	0.00	4,087.70	86.70%	627.30	
30	Driveway Apron Slope Paving	2,350.00	0.00	1,880.00	0.00	1,880.00	80.00%	470.00	
31	Pulverize Existing Asphalt Pavement	14,097.00	14,097.00	0.00	0.00	14,097.00	100.00%	0.00	
32	Excavation Below Subgrade (EBS)	7,400.00	0.00	0.00	0.00	0.00	0.00%	7,400.00	
33	Base Aggregate Dense, 3-Inch For EBS Areas	12,760.00	0.00	0.00	0.00	0.00	0.00%	12,760.00	
34	Type I Geogrid For EBS Areas	1,550.00	0.00	0.00	0.00	0.00	0.00%	1,550.00	
35	Remove & Replace Thickened Edge Concrete Sidewalk 6 Inch	2,800.00	10,094.00	0.00	0.00	10,094.00	360.50%	-7,294.00	612 S.F.
36	Remove & Replace 24 Inch Concrete Curb & Gutter	13,000.00	12,480.00	0.00	0.00	12,480.00	96.00%	520.00	191 L.F.
37	Fine Grading and Compaction of Aggregate Base	20,240.00	20,240.00	0.00	0.00	20,240.00	100.00%	0.00	
38	2-1/4 Inch HMA Pavement, 3LT 58-28S	110,880.00	103,369.27	0.00	0.00	103,369.27	93.23%	7,510.73	
39	1-3/4 Inch HMA Pavement , 4LT 58-28S	97,875.00	104,612.72	0.00	0.00	104,612.72	106.88%	-6,737.72	
40	Sawing Asphalt (WisDOT Item No. 690.0150)	240.00	240.00	0.00	0.00	240.00	100.00%	0.00	
41	Marking Line Epoxy 4-Inch	11,375.00	10,981.75	0.00	0.00	10,981.75	96.54%	393.25	
42	Marking Symbols Epoxy	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%	0.00	
43	Contractor Quality Control Testing	5,800.00	5,800.00	0.00	0.00	5,800.00	100.00%	0.00	
44	Pulverize Existing Asphalt Pavement	1,980.00	1,980.00	0.00	0.00	1,980.00	100.00%	0.00	
45	Fine Grading and Compaction of Aggregate Base	3,450.00	3,450.00	0.00	0.00	3,450.00	100.00%	0.00	
46	Sawing Asphalt (WisDOT Item No. 690.0150)	150.00	0.00	0.00	0.00	0.00	0.00%	150.00	
47	Base Aggregate Dense, 1-1/4 Inch for Fine Grading	1,800.00	0.00	0.00	0.00	0.00	0.00%	1,800.00	
48	Fine Grading and Compaction of Aggregate Base	8,750.00	8,750.00	0.00	0.00	8,750.00	100.00%	0.00	
49	3 Inch HMA Pavement, 4LT 58-28S	47,250.00	35,610.75	0.00	0.00	35,610.75	75.37%	11,639.25	
50	Contractor Quality Control Testing	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%	0.00	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retention for line items may apply.

Application No. : 2

Application Date : 09/15/23

To:

Architect's Project No.:

Invoice # : 33099

Contract : 3236RL. Harrison 2023 Asphalt Street Resurfacing Program

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retention
			From Previous Application (D+E)	This Period In Place					
51	Fine Grading and Compaction of Aggregate Base	2,601.00	2,601.00	0.00	0.00	2,601.00	100.00%	0.00	
52	2-1/4 Inch HMA Pavement, 3LT 58-28S	8,760.00	7,665.00	0.00	0.00	7,665.00	87.50%	1,095.00	
53	1-3/4 Inch HMA Pavement, 4LT 58-28S	7,581.00	5,865.30	0.00	0.00	5,865.30	77.37%	1,715.70	
54	Marking Line Epoxy 4-Inch	3,600.00	3,600.00	0.00	0.00	3,600.00	100.00%	0.00	
55	Contractor Quality Control Testing	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00%	0.00	
Grand Totals		902,630.50	357,136.79	482,380.80	0.00	839,517.59	93.01%	63,112.91	41,975.90

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

October 24, 2023

Title:

Payment Certificate #2 in the amount of \$678,601.54 for the 2023 Creekside Estates Roadway Improvement

Issue:

Should the Village pay the request by the contractor?

Background and Additional Information:

This request is for finishing the streets in Creekside Estates subdivision in 2023.

Budget Impacts:

This work is in the 2023 budget

Recommended Action:

Staff recommends approving Payment Certificate #2 in the amount of \$678,601.54 for the 2023 Creekside Estates Roadway Improvement to the contractor MCC as recommended by the Village Engineer.

Attachments:

- [MEMO Village Board 10-24-23 Cert for Pay 02 Creekside Estates ATTACH.pdf](#)



September 22, 2023

Village of Harrison
W5298 Highway 114
Harrison, WI 54952

Re: Village of Harrison
Creekside Estates Roadway Improvements
Certificate for Payment #2
McM. No. H0006-09-22-00640

Enclosed herewith is Certificate for Payment #2 for the above referenced project. This Certificate is issued to MCC, Inc. in the amount of \$678,601.54 for partial payment for work performed through July 31, 2023.

Please process the enclosed, and forward payment to MCC, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

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

Lee R. Reibold, P.E.
Associate / Municipal & Civil Engineer

LRR:mck

cc: MCC, Inc.

Enclosure: Certificate for Payment #2

**CERTIFICATE FOR
PAYMENT**

VILLAGE OF HARRISON
W5298 Highway 114
Harrison, WI 54952

Contract No. H0006-09-22-00640
Project File No. H0006-09-22-00640
Certificate No. Two (2)
Issue Date: September 22, 2023
Project: Village of Harrison-Creoside Estates
Roadway Improvements

This Is To Certify That, In Accordance With The Contract Documents Dated: March 2, 2023

MCC, INC.
2600 N. Roemer Road
PO Box 1137
Appleton, WI 54912-1137

Is Entitled To Partial Payment For Work Performed Through: July 31, 2023

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

Original Contract	<u>\$898,993.90</u>	Completed To Date	<u>\$842,668.67</u>
Net Change Orders	<u>\$0.00</u>	Retainage 2.5%	<u>\$22,474.85</u>
Current Contract Amount	<u>\$898,993.90</u>	Subtotal	<u>\$820,193.82</u>
		Previously Certified	<u>\$141,592.28</u>

Amount Due This Payment: \$678,601.54

Please process and forward payment to MCC, Inc.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin


Lee R. Reibold, P.E.
Associate / Municipal & Civil Engineer

Village of Harrison
 Creekside Estates & Ryford Street
 2023 Final Roadway Improvements
 Payment Certificate #2 Summary
 McM No. H0006-09-22-00640

A. Ryford Street											
Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
A1	Adjust manhole castings	3	EACH	\$600.00	\$ 1,800.00	3	\$ 1,800.00	3	\$ 1,800.00	0	\$ -
A2	Adjust water valves	3	EACH	\$100.00	\$ 300.00	3	\$ 300.00	3	\$ 300.00	0	\$ -
A3	Replace catch basin hoods and adjust catch basin castings	2	EACH	\$400.00	\$ 800.00	0	\$ -	2	\$ 800.00	0	\$ -
A4	30-inch mountable reinforced concrete curb & gutter	1,054	L.F.	\$14.40	\$ 15,177.60	0	\$ -	1,046	\$ 15,062.40	-8	\$ (115.20)
A5	Fine grading & compaction of aggregate base	1,760	S.Y.	\$1.83	\$ 3,220.80	1,760	\$ 3,220.80	1,760	\$ 3,220.80	0	\$ -
A6	2 1/4-inch HMA Pavement 3 LT 58-28S	250	TONS	\$70.65	\$ 17,662.50	198.76	\$ 14,042.38	198.76	\$ 14,042.38	-51.24	\$ (3,620.12)
A7	1 3/4-inch HMA Pavement 4 LT 58-28S	200	TONS	\$77.67	\$ 15,534.00	173.14	\$ 13,448.08	173.14	\$ 13,448.08	-26.86	\$ (2,085.93)
A8	Earthwork Common for sidewalk	180	C.Y.	\$16.50	\$ 2,970.00	180	\$ 2,970.00	180	\$ 2,970.00	0	\$ -
A9	Base aggregate dense 1 1/4-inch for sidewalk	200	TONS	\$17.60	\$ 3,520.00	238.84	\$ 4,203.53	238.84	\$ 4,203.53	38.84	\$ 683.53
A10	4-inch concrete sidewalk	5,300	S.F.	\$5.90	\$ 31,270.00	5,230	\$ 30,857.00	5,230	\$ 30,857.00	-70	\$ (413.00)
A11	Sawing asphalt (WisDOT Item No. 690.0150)	30	L.F.	\$3.05	\$ 91.50	30	\$ 91.50	30	\$ 91.50	0	\$ -
A12	Sawing concrete (WisDOT Item No. 690.0250)	15	L.F.	\$4.55	\$ 68.25	15	\$ 68.25	15	\$ 68.25	0	\$ -
A13	Inlet protection	2	EACH	\$118.00	\$ 236.00	25%	\$ 59.00	100%	\$ 236.00	0	\$ -
A14	Lawn restoration	1,500	S.Y.	\$5.20	\$ 7,800.00	1,333	\$ 6,931.60	1,333	\$ 6,931.60	-167	\$ (868.40)

Total Part A (Items A1 through A14) = \$ 100,450.65 \$ 77,992.13 \$ 94,031.53 \$ (6,419.12)

B. Creekside Estates											
Item	Description	Bid Qty	Unit	Unit Cost	Total Cost	Payment Certificate #2		Completed to Date		Difference	
						Qty	Total Cost	Qty	Total Cost	Qty	Total Cost
B1	Pulverize existing asphalt pavement	13,000	S.Y.	\$0.66	\$ 8,580.00	0	\$ -	13,000	\$ 8,580.00	0	\$ -
B2	Reclaimed Asphaltic Pavement for Roadway	250	C.Y.	\$9.16	\$ 2,290.00	80	\$ 732.80	250	\$ 2,290.00	0	\$ -
B3	Adjust manhole castings	27	EACH	\$600.00	\$ 16,200.00	27	\$ 16,200.00	27	\$ 16,200.00	0	\$ -
B4	Adjust Water Valve Boxes	20	EACH	\$100.00	\$ 2,000.00	20	\$ 2,000.00	20	\$ 2,000.00	0	\$ -
B5	Adjust Curb Boxes	31	EACH	\$150.00	\$ 4,650.00	31	\$ 4,650.00	31	\$ 4,650.00	0	\$ -
B6	Replace catch basin hoods and adjust catch basin castings	21	EACH	\$400.00	\$ 8,400.00	0	\$ -	21	\$ 8,400.00	0	\$ -
B7	Hydrant Relocation	1	EACH	\$820.00	\$ 820.00	0	\$ -	1	\$ 820.00	0	\$ -
B8	Catch basin	2	EACH	\$2,645.00	\$ 5,290.00	0	\$ -	2	\$ 5,290.00	0	\$ -
B9	12-inch storm sewer	85	L.F.	\$62.00	\$ 5,270.00	0	\$ -	88	\$ 5,456.00	3	\$ 186.00
B10	Core drill existing catch basin and connect storm sewer	2	EACH	\$350.00	\$ 700.00	0	\$ -	2	\$ 700.00	0	\$ -
B11	30-inch mountable reinforced concrete curb & gutter	7,000	L.F.	\$14.40	\$ 100,800.00	0	\$ -	6,956	\$ 100,166.40	-44	\$ (633.60)
B12	Fine grading & compaction of aggregate base	13,000	S.Y.	\$1.83	\$ 23,790.00	13,000	\$ 23,790.00	13,000	\$ 23,790.00	0	\$ -
B13	2 1/4-inch HMA Pavement 3 LT 58-28S	1,800	TONS	\$70.65	\$ 127,170.00	1,431.07	\$ 101,105.11	1,431.07	\$ 101,105.11	-368.93	\$ (26,064.89)
B14	1 3/4-inch HMA Pavement 4 LT 58-28S	1,400	TONS	\$77.67	\$ 108,738.00	1,212.01	\$ 94,136.53	1,212.01	\$ 94,136.53	-187.99	\$ (14,601.48)
B15	Earthwork Common for sidewalk	1,400	C.Y.	\$12.50	\$ 17,500.00	1,400	\$ 17,500.00	1,400	\$ 17,500.00	0	\$ -
B16	Base aggregate dense 1 1/4-inch for sidewalk	1,400	TONS	\$17.60	\$ 24,640.00	1,400	\$ 24,640.00	1,400	\$ 24,640.00	0	\$ -
B17	Concrete Curb Pedestrian (WisDOT Item No.601.0600)	40	L.F.	\$40.00	\$ 1,600.00	40	\$ 1,600.00	40	\$ 1,600.00	0	\$ -
B18	4-inch concrete sidewalk	31,000	S.F.	\$5.90	\$ 182,900.00	29,240	\$ 172,516.00	29,240	\$ 172,516.00	-1,760	\$ (10,384.00)
B19	6-inch concrete sidewalk	4,500	S.F.	\$6.70	\$ 30,150.00	6,519	\$ 43,677.30	6,519.00	\$ 43,677.30	2,019.00	\$ 13,527.30
B20	Curb Ramp Detectable Warning Field, natural patina	40	S.F.	\$35.00	\$ 1,400.00	40	\$ 1,400.00	40	\$ 1,400.00	0	\$ -
B21	Curb Ramp Detectable Warning Field, radial, natural patina	200	S.F.	\$45.00	\$ 9,000.00	200	\$ 9,000.00	200	\$ 9,000.00	0	\$ -
B22	6-inch concrete driveway apron	8,800	S.F.	\$6.70	\$ 58,960.00	8,984.50	\$ 60,196.15	8,984.50	\$ 60,196.15	184.50	\$ 1,236.15
B23	Sawing asphalt (WisDOT Item No. 690.0150)	125	L.F.	\$3.05	\$ 381.25	125	\$ 381.25	125	\$ 381.25	0	\$ -
B24	Inlet protection	23	EACH	\$118.00	\$ 2,714.00	6	\$ 678.50	23	\$ 2,714.00	0	\$ -
B25	Lawn restoration	10,500	S.Y.	\$5.20	\$ 54,600.00	7,967	\$ 41,428.40	7,967	\$ 41,428.40	-2,533	\$ (13,171.60)

Total Part B (Items B1 through B25) = \$ 798,543.25 \$ 615,632.04 \$ 748,637.14 \$ (49,906.11)

Total Part A & B = \$ 898,993.90 \$ 693,624.17 \$ 842,668.67 \$ (56,325.23)

Completed to Date =	\$ 842,668.67
Project Retainage =	2.5% \$ 22,474.85
Subtotal =	\$ 820,193.82
Previously Certified =	\$ 141,592.28
Amount Due this Payment =	\$ 678,601.54

(Owner)

Village of Harrison
W5298 Highway 114
Harrison, WI 54952

PROJECT: Creekside Estates Roadway
CONTRACTOR: MCC, Inc.
Contract No.: H0006-09-22-00640
Project No.: H0006-09-22-00640
Application No.: 2
Application Date: 07/12/2023
Period From: 06/01/2023 To 06/30/2021

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

The following documents are attached:

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

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

Original Contract	<u>\$898,993.90</u>	Completed To Date	<u>\$530,441.67</u>
Net Change Orders	<u>\$0.00</u>	Retainage <u>5</u> %	<u>\$26,522.10</u>
Current Contract Amount	<u>\$898,993.90</u>	Subtotal	<u>\$503,919.57</u>
		Previous Applications	<u>\$141,592.27</u>

Amount Due This Application: \$362,327.30

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

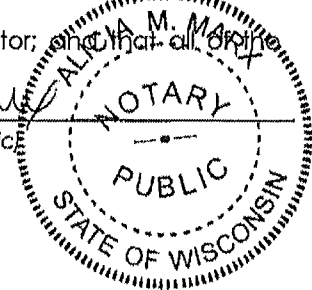
Dated July 12 20 23 MCC, Inc. (contractor)

By Joyce Murphy Stearns Vice President
(name & title)

COUNTY OF _____ } ss
STATE OF _____

Before me on this 12 day of July 20 23 personally appeared Joyce A Murphy Stearns
known to me, who being duly sworn, did depose and say that he/she is the Vice president
of the Contractor above mentioned; that he/she
(title)

executed the above Application For Payment and statement on behalf of said Contractor, and that all of the statements contained therein are true, correct and complete.
My Commission Expires: 01/09/2027

Alicia M. Mays
(Notary Public)


APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 30490

To Owner: VILLAGE OF HARRISON
W5298 ST RD 114

Project: 3235RL Harrison Creekside Estates
Roadway Improvements

Application No. : 2

Distribution to :
 Owner
 Architect
 Contractor

HARRISON, WI 54952

Period To:

From Contractor: MCC, Inc.
PO Box 1137

Via Architect:

Appleton, WI 54912-1137

Project Nos:

Contract For:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$898,993.90
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$898,993.90
4. Total Completed and Stored To Date	\$530,441.67
5. Retention:	
a. 5.00% of Completed Work	\$26,522.10
b. 0.00% of Stored Material	\$0.00
Total Retention	\$26,522.10
6. Total Earned Less Retention	\$503,919.57
7. Less Previous Certificates For Payments	\$141,592.27
Current Payment Due	\$362,327.30
9. Balance To Finish, Plus Retention	\$395,074.33

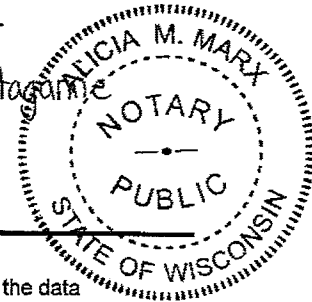
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: MCC, Inc.

By: Joseph A. Murphy Stearns Date: 7/12/2023

State of: Wisconsin
 Subscribed and sworn to before me this 12
 Notary Public: Alicia M. Marx
 My Commission Expires: 01/09/2027

County of: Outagamie
 day of July



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 362,327.30

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retention for line items may apply.

Application No. : 2

Application Date : 07/07/23

To:

Architect's Project No.:

Invoice # : 30490

Contract : 3235RL Harrison Creekside Estates Roadway Improvements

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retention
			From Previous Application (D+E)	This Period In Place					
1	Adjust Manhole Castings	1,800.00	0.00	0.00	0.00	0.00	0.00%	1,800.00	
2	Adjust Water Valve Boxes	300.00	0.00	0.00	0.00	0.00	0.00%	300.00	
3	Replace Catch Basin Hoods and Adjust Catch Basin Castings	800.00	800.00	0.00	0.00	800.00	100.00%	0.00	
4	30-Inch Mountable Reinforced Concrete Curb & Gutter	15,177.60	15,062.40	0.00	0.00	15,062.40	99.24%	115.20	
5	Fine Grading & Compaction of Aggregate Base	3,220.80	0.00	0.00	0.00	0.00	0.00%	3,220.80	
6	2-1/4 Inch HMA Pavement, 3LT 58-28S	17,662.50	0.00	0.00	0.00	0.00	0.00%	17,662.50	
7	1-3/4 Inch HMA Pavement, 4LT 58-28S	15,534.00	0.00	0.00	0.00	0.00	0.00%	15,534.00	
8	Earthwork Common for Sidewalk	2,970.00	0.00	2,970.00	0.00	2,970.00	100.00%	0.00	
9	Base Aggregate Dense 1-1/4 Inch for Sidewalk	3,520.00	0.00	4,202.53	0.00	4,202.53	119.39%	-682.53	
10	4-inch Concrete Sidewalk	31,270.00	0.00	21,210.50	0.00	21,210.50	67.83%	10,059.50	
11	Sawing Asphalt (WisDOT Item No. 690.0150)	91.50	0.00	0.00	0.00	0.00	0.00%	91.50	
12	Sawing Concrete (WisDOT Item No. 690.0250)	68.25	0.00	0.00	0.00	0.00	0.00%	68.25	
13	Inlet Protection	236.00	177.00	0.00	0.00	177.00	75.00%	59.00	
14	Lawn Restoration	7,800.00	0.00	3,120.00	0.00	3,120.00	40.00%	4,680.00	
15	Pulverize Existing Asphalt Pavement	8,580.00	8,580.00	0.00	0.00	8,580.00	100.00%	0.00	
16	Reclaimed Asphaltic Pavement for Roadway	2,290.00	1,557.20	0.00	0.00	1,557.20	68.00%	732.80	
17	Adjust Manhole Castings	16,200.00	0.00	0.00	0.00	0.00	0.00%	16,200.00	
18	Adjust Water Valve Boxes	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	
19	Adjust Curb Boxes	4,650.00	0.00	0.00	0.00	0.00	0.00%	4,650.00	
20	Replace Catch Basin Hoods and Adjust Catch Basin Castings	8,400.00	8,400.00	0.00	0.00	8,400.00	100.00%	0.00	
21	Hydrant Relocation	820.00	820.00	0.00	0.00	820.00	100.00%	0.00	
22	Catch Basin	5,290.00	5,290.00	0.00	0.00	5,290.00	100.00%	0.00	
23	12-Inch Storm Sewer	5,270.00	5,456.00	0.00	0.00	5,456.00	103.53%	-186.00	
24	Core Drill Existing Catch Basin and Connect Storm Sewer	700.00	700.00	0.00	0.00	700.00	100.00%	0.00	
25	30-Inch Mountable Reinforced Concrete Curb & Gutter	100,800.00	100,166.40	0.00	0.00	100,166.40	99.37%	633.60	

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retention for line items may apply.

Application No. : 2

Application Date : 07/07/23

To:

Architect's Project No.:

Invoice #: 30490

Contract : 3235RL. Harrison Creekside Estates Roadway Improvements

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retention
			From Previous Application (D+E)	This Period In Place					
26	Fine Grading and Compaction of Aggregate Base	23,790.00	0.00	0.00	0.00	0.00	0.00%	23,790.00	
27	2-1/4 Inch HMA Pavement, 3LT 58 - 28S	127,170.00	0.00	0.00	0.00	0.00	0.00%	127,170.00	
28	1-3/4 Inch HMA Pavement, 4LT 58 - 28S	108,738.00	0.00	0.00	0.00	0.00	0.00%	108,738.00	
29	Earthwork Common for Sidewalk	17,500.00	0.00	17,500.00	0.00	17,500.00	100.00%	0.00	
30	Base Aggregate Dense 1-1/4 Inch for Sidewalk	24,640.00	0.00	24,640.00	0.00	24,640.00	100.00%	0.00	
31	Concrete Curb Pedestrian (WisDOT Item No. 601.0600)	1,600.00	0.00	1,600.00	0.00	1,600.00	100.00%	0.00	
32	4-Inch Concrete Sidewalk	182,900.00	0.00	182,900.00	0.00	182,900.00	100.00%	0.00	
33	6-Inch Concrete Sidewalk	30,150.00	0.00	33,723.18	0.00	33,723.18	111.85%	-3,573.18	
34	Curb Ramp Detectable Warning Field Natural Patina	1,400.00	0.00	1,400.00	0.00	1,400.00	100.00%	0.00	
35	Curb Ramp Detectable Warning Field Radial Natural Patina	9,000.00	0.00	9,000.00	0.00	9,000.00	100.00%	0.00	
36	6-Inch Concrete Driveway Apron	58,960.00	0.00	57,290.96	0.00	57,290.96	97.17%	1,669.04	
37	Sawing Asphalt (WisDOT Item No. 690.0150)	381.25	0.00	0.00	0.00	0.00	0.00%	381.25	
38	Inlet Protection	2,714.00	2,035.50	0.00	0.00	2,035.50	75.00%	678.50	
39	Lawn Restoration	54,600.00	0.00	21,840.00	0.00	21,840.00	40.00%	32,760.00	
98	Traffic Control	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
99	Mobilizations	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Grand Totals		898,993.90	149,044.50	381,397.17	0.00	530,441.67	59.00%	368,552.23	26,522.10

(Owner)
Village of Harrison
W5298 Highway 114
Harrison, WI 54952

PROJECT: Creekside Estates Roadway
CONTRACTOR: MCC, Inc.
Contract No. H0006-09-22-00640
Project No. H0006-09-22-00640
Application No. 3
Application Date 7/31/2023
Period From 7/1/2023 To 7/31/2023

Application Is Made For Payment In Connection With The Above Contract.
The following documents are attached:

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

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

Original Contract	<u>\$898,993.90</u>	Completed To Date	<u>\$862,416.26</u>
Net Change Orders	<u>\$0.00</u>	Retainage <u>5</u> %	<u>\$43,120.83</u>
Current Contract Amount	<u>\$898,993.90</u>	Subtotal	<u>\$819,295.43</u>
		Previous Applications	<u>\$503,919.57</u>

Amount Due This Application: \$315,375.86

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

Dated August 11 20 23

MCC, Inc.
(contractor)

By Joyce A. Murphy Stearns, Vice President
(name & title)

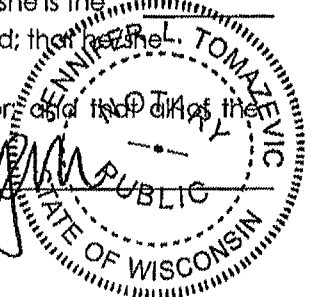
COUNTY OF Wisconsin } ss
STATE OF _____

Before me on this 12 day of July 20 23 personally appeared Joyce A. Murphy Stearns
known to me, who being duly sworn, did depose and say that he/she is the
Vice President of the Contractor above mentioned; the her/his/

executed the above Application For Payment and statement on behalf of said Contractor, as a true and correct copy of the statements contained therein are true, correct and complete.

My Commission Expires: 01/09/2027

[Signature]
(Notary Public)



APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 30989

To Owner: VILLAGE OF HARRISON
W5298 ST RD 114

Project: 3235RL Harrison Creekside Estates
Roadway Improvements

Application No.: 3

Distribution to:

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	
<input type="checkbox"/>	

HARRISON, WI 54952

Period To:

From Contractor: MCC, Inc.

Via Architect:

PO Box 1137

Project Nos:

Appleton, WI 54912-1137

Contract For:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

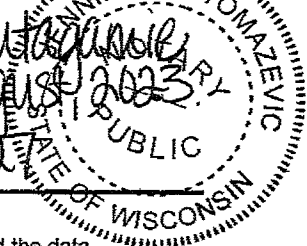
1. Original Contract Sum	\$898,993.90
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$898,993.90
4. Total Completed and Stored To Date	\$862,416.26
5. Retention:	
a. 5.00% of Completed Work	\$43,120.83
b. 0.00% of Stored Material	\$0.00
Total Retention	\$43,120.83
6. Total Earned Less Retention	\$819,295.43
7. Less Previous Certificates For Payments	\$503,919.57
8. Current Payment Due	\$315,375.86
9. Balance To Finish, Plus Retention	\$79,698.47

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: MCC, Inc.

By: James A. Murphy Stearns Date: 8/11/23

State of: Wisconsin County of: Outagamie
 Subscribed and sworn to before me this 11th day of August 2023.
 Notary Public: Ann Marie Tomazewicz
 My Commission expires: 01/09/2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 315,375.86

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retention for line items may apply.

Application No. : 3

Application Date : 07/31/23

To:

Architect's Project No.:

Invoice # : 30989

Contract : 3235RL Harrison Creekside Estates Roadway Improvements

A Item No.	B Description of Work	C Scheduled Value	D E		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retention
			Work Completed						
			From Previous Application (D+E)	This Period In Place					
1	Adjust Manhole Castings	1,800.00	0.00	1,800.00	0.00	1,800.00	100.00%	0.00	
2	Adjust Water Valve Boxes	300.00	0.00	300.00	0.00	300.00	100.00%	0.00	
3	Replace Catch Basin Hoods and Adjust Catch Basin Castings	800.00	800.00	0.00	0.00	800.00	100.00%	0.00	
4	30-Inch Mountable Reinforced Concrete Curb & Gutter	15,177.60	15,062.40	0.00	0.00	15,062.40	99.24%	115.20	
5	Fine Grading & Compaction of Aggregate Base	3,220.80	0.00	3,220.80	0.00	3,220.80	100.00%	0.00	
6	2-1/4 Inch HMA Pavement, 3LT 58-28S	17,662.50	0.00	18,628.29	0.00	18,628.29	105.47%	-965.79	
7	1-3/4 Inch HMA Pavement, 4LT 58-28S	15,534.00	0.00	15,928.56	0.00	15,928.56	102.54%	-394.56	
8	Earthwork Common for Sidewalk	2,970.00	2,970.00	0.00	0.00	2,970.00	100.00%	0.00	
9	Base Aggregate Dense 1-1/4 Inch for Sidewalk	3,520.00	4,202.53	0.00	0.00	4,202.53	119.39%	-682.53	
10	4-Inch Concrete Sidewalk	31,270.00	21,210.50	0.00	0.00	21,210.50	67.83%	10,059.50	
11	Sawing Asphalt (WisDOT Item No. 690.0150)	91.50	0.00	91.50	0.00	91.50	100.00%	0.00	
12	Sawing Concrete (WisDOT Item No. 690.0250)	68.25	0.00	68.25	0.00	68.25	100.00%	0.00	
13	Inlet Protection	236.00	177.00	59.00	0.00	236.00	100.00%	0.00	
14	Lawn Restoration	7,800.00	3,120.00	7,670.00	0.00	10,790.00	138.33%	-2,990.00	
15	Pulverize Existing Asphalt Pavement	8,580.00	8,580.00	0.00	0.00	8,580.00	100.00%	0.00	
16	Reclaimed Asphaltic Pavement for Roadway	2,290.00	1,557.20	5,173.20	0.00	6,730.40	293.90%	-4,440.40	
17	Adjust Manhole Castings	16,200.00	0.00	16,200.00	0.00	16,200.00	100.00%	0.00	
18	Adjust Water Valve Boxes	2,000.00	0.00	2,000.00	0.00	2,000.00	100.00%	0.00	
19	Adjust Curb Boxes	4,650.00	0.00	4,650.00	0.00	4,650.00	100.00%	0.00	
20	Replace Catch Basin Hoods and Adjust Catch Basin Castings	8,400.00	8,400.00	0.00	0.00	8,400.00	100.00%	0.00	
21	Hydrant Relocation	820.00	820.00	0.00	0.00	820.00	100.00%	0.00	
22	Catch Basin	5,290.00	5,290.00	0.00	0.00	5,290.00	100.00%	0.00	
23	12-Inch Storm Sewer	5,270.00	5,456.00	0.00	0.00	5,456.00	103.53%	-186.00	
24	Core Drill Existing Catch Basin and Connect Storm Sewer	700.00	700.00	0.00	0.00	700.00	100.00%	0.00	
25	30-Inch Mountable Reinforced Concrete Curb & Gutter	100,800.00	100,166.40	0.00	0.00	100,166.40	99.37%	633.60	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

Application No. : 3

In tabulations below, amounts are stated to the nearest dollar.

Application Date : 07/31/23

Use Column I on Contracts where variable retention for line items may apply.

To:

Architect's Project No.:

Invoice #: 30989

Contract : 3235RL. Harrison Creekside Estates Roadway Improvements

A Item No.	B Description of Work	C Scheduled Value	E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retention
			D From Previous Application (D+E)	This Period In Place					
26	Fine Grading and Compaction of Aggregate Base	23,790.00	0.00	23,790.00	0.00	23,790.00	100.00%	0.00	
27	2-1/4 Inch HMA Pavement, 3LT 58-28S	127,170.00	0.00	96,519.20	0.00	96,519.20	75.90%	30,650.80	
28	1-3/4 Inch HMA Pavement, 4LT 58-28S	108,738.00	0.00	91,656.04	0.00	91,656.04	84.29%	17,081.96	
29	Earthwork Common for Sidewalk	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00%	0.00	
30	Base Aggregate Dense 1-1/4 Inch for Sidewalk	24,640.00	24,640.00	0.00	0.00	24,640.00	100.00%	0.00	
31	Concrete Curb Pedestrian (WisDOT Item No. 601.0600)	1,600.00	1,600.00	0.00	0.00	1,600.00	100.00%	0.00	
32	4-Inch Concrete Sidewalk	182,900.00	182,900.00	0.00	0.00	182,900.00	100.00%	0.00	
33	6-Inch Concrete Sidewalk	30,150.00	33,723.18	0.00	0.00	33,723.18	111.85%	-3,573.18	
34	Curb Ramp Detectable Warning Field Natural Patina	1,400.00	1,400.00	0.00	0.00	1,400.00	100.00%	0.00	
35	Curb Ramp Detectable Warning Field Radial Natural Patina	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00%	0.00	
36	6-Inch Concrete Driveway Apron	58,960.00	57,290.96	0.00	0.00	57,290.96	97.17%	1,669.04	
37	Sawing Asphalt (WisDOT Item No. 690.0150)	381.25	0.00	381.25	0.00	381.25	100.00%	0.00	
38	Inlet Protection	2,714.00	2,035.50	678.50	0.00	2,714.00	100.00%	0.00	
39	Lawn Restoration	54,600.00	21,840.00	43,160.00	0.00	65,000.00	119.05%	-10,400.00	
98	Traffic Control	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
99	Mobilizations	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Grand Totals		898,993.90	530,441.67	331,974.59	0.00	862,416.26	95.93%	36,577.64	43,120.83

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

October 24, 2023

Title:

Consider Proposals for Engineering Service Contracts for Harrison Utilities.

Issue:

Which contract for engineering services for Harrison Utilities does the Board wish to pursue?

Background and Additional Information:

The Board directed the Village issue a Request for Proposals to perform engineering services for Harrison Utilities.

Recently this had been performed by Martinson and Eisele. For the year 2021 the Village used Graef and returned to M&E in 2022.

The RFP was sent to the following firms:

1. Ayres
2. Cedar
3. Davel
4. Graef
5. M&E
6. McMahan
7. MSA
8. Robert E. Lee
9. Short Elliot and Hendrickson (SEH)

The Village received responses from: Ayres, M&E and McMahan.

As stated in the RFP, staff used the following criteria and the associated point values to rate the responses:

Experience of appointed lead engineer	Max of 25
Experience of project team	Max of 20
Quality of “Understanding” and “Approach” to providing the service	Max of 15

Charges for services	Max of 15
References	Max of 15
Proximity to HU	Max of 10

Staff ratings of the 3 proposals were as follows:

Ayres	217
M&E	263
McMahon	268

Budget Impacts:

Recommended Action:

Staff recommends selection of McMahon.

Staff is basing this on the results of its ratings.

In addition, staff had some additional thoughts.

- McMahon had a very strong reference to utility work in its response.
- Staff thought that there could be some efficiencies gained by having one firm perform Village engineering and HU engineering.
- There would better advice/consultation from one source of engineering rather than one firm looking at utilities, one firm looking at roads and storm sewers, and in the event of changes, having to pass plans back and forth for those changes to ripple out.
- There could also be cost savings having one firm be present at meetings with developers and Village Board meetings.

Attachments:

- [Ayres - HU Engineering Services.pdf](#)
- [Martenson & Eisele Inc Engineering & Consulting Services.pdf](#)
- [McMahon Associates - Municipal Engineering Services.pdf](#)



Harrison Utilities Engineering
Services

Village of Harrison

September 29, 2023

Ingenuity, Integrity, and Intelligence.

www.AyresAssociates.com



September 29, 2023

Village Manager
Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Re: Harrison Utilities Engineering Services

Dear Village Manager:

The Village of Harrison and Harrison Utilities are committed to providing smoothly functioning infrastructure for their residents while maintaining a budget and keeping projects on schedule. Here's what makes us a good fit to deliver municipal engineering services to the Harrison Utilities:

- **Local Knowledge and Availability:** We will serve you from our **52-person Green Bay office**, about a 30-minute drive from you, which means we can be there when you need us. With another 165 professionals working in our Wisconsin offices and 350-plus nationwide, we have the staff availability and expertise to tackle a variety of Harrison Utilities needs.
- **Extensive Experience:** As a whole, Ayres functions as the primary engineer for nearly two dozen Wisconsin municipalities and as one of multiple engineering service providers for many other communities in the state. **We understand municipal needs** and challenges, and we have the experience to offer you workable, creative solutions.
- **Timeliness:** We know a **fast response** is often needed. We have a stable of engineers ready to turn inquiries or work items around, and our project manager will prioritize your projects to get the job done.

Thank you for considering Ayres' qualifications. We look forward to the opportunity to work with you to help the Village of Harrison thrive. If you have any questions or need more information, please contact us.

Sincerely,
Ayres Associates Inc



Craig R. Schuh, PE
Project Manager
920.327.7845 (office) | 920.366.0970 (cell)
SchuhC@AyresAssociates.com



Mindy E. Gardner, PE
Assistant Project Manager
920.327.7808 (office) | 920.412.0121 (cell)
GardnerM@AyresAssociates.com



Ayres' Green Bay Office

Firm Details

Name:

Ayres Associates Inc

Website:

www.AyresAssociates.com

Years in Business:

64 (since 1959)

Employees:

378 (company), 52 (local office)

Municipal Staff:

27 (in WI), 10 (local office)

Licensed Engineers:

105 (company), 18 (local office)

Firm History

By the very nature of his work, our founder Owen Ayres was dedicated to the details.

A structural engineer, Owen knew anything he set out to build was only as sturdy and reliable as its foundation – and that, combined with ingenuity, integrity, and intelligence, is what made the difference between a structure destined to fail and a structure sure to last.

In 1959, Owen founded Ayres atop a steadfast foundation of honesty, innovation, and good old-fashioned hard work – and a vision for a firm that revolved around strong, reliable partnerships.

From strong, thoughtful design comes lasting structure – and with our unshakable foundation of ingenuity, integrity, and intelligence, we're built to continue Owen's legacy for decades to come. With a team of 350+ innovative problem-solvers in 11 locations nationwide, we stand with integrity behind thousands of projects that strengthen communities and our country's infrastructure, economy, and environment.

Clients notice our project managers' ability to translate and transform every detail into actionable, understandable, smoothly coordinated pieces of a successful project.

Ayres Services:

- Civil + Municipal Engineering
- Structural Design + Inspection
- Surveying + Aerial Mapping
- Transportation
- Environmental
- Architecture
- Water Resources + River Engineering
- Landscape Architecture
- Planning + Development
- Mechanical, Electrical, Plumbing

Our Core Values

Smart, Creative Solutions | Clients As Partners |
 Business with Integrity | Challenge, Support, and Recognize
 our Employee Owners | Commitment to Community

Understanding of Need

Ayres has provided municipal engineering services for many years, and we understand the needs from infrastructure improvements that can be planned and budgeted but also the requests from the public, Village/Utilities officials, developers, and a range of constituents and stakeholders. The Village has potential for growth, and we expect there will be development and infrastructure needs that demand time and utility assets.

We have met with the Village manager and reviewed the list of potential services in the request for proposal (RFP). It is a comprehensive list of services we would expect to provide and what we commonly provide for other clients. We expect that the Utility will use its engineering consultant regularly to address the needs of the Utility.

The Utility needs listed and our routinely provided related services can be summarized as follows:

Planning and Funding

Many projects start with master plans, CIPs, or expansion needs. Funding of plans and capital projects often strains budgets. Our planners, grant experts, and engineers routinely keep in touch with funding agencies to make sure our clients seek as much grant money as possible to stretch the budget.

Grant Writing

Turning a vision into reality often takes more money than municipal budgets allow. Ayres has grant writers who can help you secure state and federal funding for your project. Our grant writers and engineers will work with you to identify the programs that fit your needs, to write the applications, and then to do the work that will help you thrive.

This is a core service for us. We've gained important insight on the funding process and established solid relationships with the agencies involved. That's why we're so effective at getting funding for our clients.

Survey and Mapping

Common needs are topographic surveys, construction staking, right-of-way plats, easements, and CSMs/ALTAs.

Plan Reviews

We expect the Utility will see many plans that need to be reviewed for code compliance, quality compliance, and general permit review. Important for sites and developments is stormwater management to ensure overall community cohesiveness and Village/Utility permit compliance. Timely response on reviews is also a priority to keep private projects moving.

Infrastructure

Roadways and public utilities are a large piece of a municipal budget. Maintenance and improvements of existing infrastructure as well as extensions for development are an ongoing Utility need. We have vast experience in providing infrastructure designs. Related items are water mains, sanitary sewers, lift stations, SCADA, storm sewers, best management practices, and related items.

Project Development

Needs include development of designs, plans, specifications, bidding administration, and construction administration. This includes taking the project from design through complete construction, and Ayres is an expert at performing these services and managing contractors and budgets. Project development is a core service for Ayres, and our Experience section shows our level of expertise.

Permitting and Agency Approvals

Almost every project needs permit approvals from regulatory agencies. Some common permits include erosion control and stormwater management (NOI) from the Wisconsin Department of Natural Resources

(WDNR), utility extension approvals, wetland delineations and permits, Chapter 30 waterway permits from WDNR, and related permits from U.S. Army Corps of Engineers, Public Service Commission, and many more. We have great relationships with regulators, and we contact the agencies early in the design process to avoid conflicts and problems later in the project.

Miscellaneous Needs

- Civil 3D and CADD designs.
- Standard specifications updates. Ayres maintains master specifications and can help keep the Village's standards current.
- Ordinance updates.
- Village meetings, public involvement meetings, design meetings, various team meetings.
- Special assessment reports and calculations.
- Utility and roadway master as-builts.
- Asset management.

In addition to the services listed in the RFP, we have much more to offer. Some of the services we offer that may be of interest to the Utility are drone/lidar/mapping capabilities, GIS, landscape architecture, and environmental remediation and brownfields, among many other disciplines.

Our Engineering Services staff members in our Green Bay office are well-prepared to assist the Village with the tasks that are expected to come up. We also have a broad range of other related engineers, scientists, planners, GIS/geospatial, transportation and traffic engineers, and related technical experts that the Utility can use if necessary.

Approach

Ayres has been privileged to provide engineering services to communities throughout Wisconsin. We work in many communities with varying levels of staffing and needs.

Our project managers build long-term relationships with clients while reliably solving problems, stretching dollars, and navigating regulations. Our goal is to help our clients make creative, fiscally sound decisions that help their communities thrive.

Harrison Utilities will be served by our diverse and skilled staff based in our Green Bay office as well as throughout the company who can rapidly adapt to changing requests and needs. We will use whatever system works best to collaborate with Village/Utility staff, elected officials, and the public whether this be in-person visits, meeting attendance, video conferencing, email, file transfers, or teleconferencing. Our location will allow us to respond quickly should you need us on-site for any reason.

We follow a project manager model in which Harrison Utilities, as our client and partner, will have direct contact with one person who will gather the information needed to assist you in solving challenges that arise in your community. **Craig Schuh, PE, manager of engineering services in the Green Bay office, will be your overall contract manager as well as project manager for various tasks assigned under this contract.** In this role Craig will serve as an extension of the Utility's staff, working with you to keep your infrastructure safe, efficient, and cost-effective.

Craig is a skilled municipal engineer who is able to adapt his management skills to a variety of projects. He has worked as a transportation and municipal engineer during his career with experience solving the broad range of issues that municipalities experience. He has managed and completed numerous projects ranging from small drainage projects or road designs to large multimillion dollar redevelopments and urban reconstructs.

Although Craig will be the main contact and oversee all work produced by Ayres, much of the work will be performed by other Ayres staff best suited to complete a task. We have technical experts in just about all fields that the Utility will need consultation on. We will pull from staff with necessary level of expertise while keeping cost consideration at the forefront. With Craig's oversight, we will always use the most cost-effective individual to perform the tasks that provides a high-quality product. Once the project scope is determined, Craig will pull together a team within Ayres to best serve the Utility.

Every project is unique. The approach to finding solutions, however, follows several basic steps. As your engineer, we first work with you to understand your goals for a project

and then provide you with several alternatives to consider that will meet your needs.

We view ourselves as part of the team of professionals serving Harrison Utilities. Our staff members provide information to our communities to keep them apprised of possible code changes or opportunities for grant funding. We assist our municipal clients with completing forms for outside agencies or by reviewing permit applications they have completed. Questions often can be answered or information can be provided with a simple phone call or short email. **Don't be surprised when our staff members attend your regular meetings** – this allows us to better understand potential projects or issues your community might be experiencing.

Our policy is not to nickel and dime you for these quick information services or for meetings we voluntarily attend. If a request appears to involve a significant effort, we will review the scope of work required and provide you with a scoping letter, including a cost estimate for these services before beginning. **The Utility will not be charged for work unless we discuss it in detail with you and receive your written approval.** In this way we can maintain a presence in your community, keep abreast of issues that might require our services, and provide you with sound engineering recommendations for your consideration.

Experience

Ayres functions as the primary engineer for 23 municipalities in Wisconsin; is one of multiple engineering service providers for 47 other communities in Wisconsin; and provides such services periodically to many more communities. In this role, we provide engineering services for municipal projects ranging from downtown planning to street and utility reconstruction to business park and residential subdivision development. Communities are listed below with the year Ayres was designated the primary engineer or the year when Ayres became one of the community's primary providers. **Those in bold are served by the Green Bay office.**

Ayres is the primary engineer for these Wisconsin

communities:

City of Gillett – since 2020, with consistent project work since 2000

City of Hayward – since 2006

City of Medford – since 1995

City of Mellen – since 2018

City of Phillips – since 1990

City of Stanley – since 2021

City of Washburn – since 2020

Village of Crivitz – since 2019

Village of Edgar – since 2020

Village of Fall Creek – since 2022

Village of Forestville – since 2005

Village of Lena – since 2007

Village of Plum City – since 2006

Village of Pound – since 2021

Village of Prentice – since 1991

Village of Reedsville – since 2005

Village of Roberts – since 1995

Village of Scandinavia – since 2021

Village of Solon Springs – since 2006

Village of Suamico – since 2006

Town of Brothertown – since 2018

Town of Red River – since 2020

Town of Star Prairie – since 2005

Ayres is not exclusive but is one of the primary engineering service providers for:

City of Alma – since 1999

City of Altoona – since 2013

City of Antigo – since 2001

City of Ashland – since 2000

City of Colby – since 2006

City of Cumberland Municipal Utilities – since 2007

City of Delavan – since 2000

City of Eau Claire – since 1960s

City of Green Bay – since 2000

City of Greenfield – since 2013

City of Independence – since 1990

City of Janesville – since 2008

City of Kenosha – since 2015

City of Ladysmith – since 2003

City of Madison – since 1994

City of Manitowoc – since 2011

City of Marinette – since 1976

City of Oconomowoc – since 2004

City of Oconto Falls – since 2005

City of Osseo – since 2006

City of Racine – since 2008

City of Shawano – since 2016

City of Stoughton – since 2010

City of Watertown – since 2000

City of Waukesha – since 1993

City of Wauwatosa – since 2002

City of West Allis – since 2002

Green Bay Water Utilities – since 2015

Village of Allouez – since 2013

Village of Ashwaubenon – since 2003

Village of Baldwin – since 2000

Village of Boyd – since 2014

Village of Brown Deer – since 2001

Village of Colfax – since 1999

Village of Elm Grove – since 2016

Village of Grafton – since 2012

Village of Lake Hallie – since 2003

Village of Menomonee Falls – since 2014

Village of Pleasant Prairie – since 2016

Village of Shorewood – since 2011

Village of Strum – since 1959

Village of Superior – since 2007

Village of Wheeler – since 2000

Town of Algoma – since 2015

Town of Minocqua – since 2021

Milwaukee County – since 1998

Waukesha Water Utility – since 2005

Project Examples

Antigo 5th Avenue (Western Avenue to Lincoln Street) Reconstruction

The City of Antigo hired Ayres to design the reconstruction of 5th Avenue (Elm Street to Lincoln Street) and the rehabilitation of 5th Avenue (Western Avenue to Elm Street). 5th Avenue is a minor arterial with a posted speed limit of 25 mph. The street serves as a connection from residential neighborhoods within the project limits to the City's downtown retail corridor/USH 45 to the east and to STH 64 to the west. The project connects to a newly reconstructed (2020) downtown corridor along 5th Avenue at Lincoln Street.

The reconstruction portion of 5th Avenue consists of replacing the storm sewer, sanitary sewer, and water system, including replacing service lines to the right-of-



way. The project also includes removal and replacement of curb and gutter, asphalt pavement, granular base course, driveway aprons, and sidewalk. Pavement marking and traffic signs are also to be replaced.

The rehabilitation portion consists of spot repairs to the existing concrete curb and gutter, spot repairs to sidewalk and driveway aprons, and resurfacing the mainline pavement (mill/resurface). Each intersecting side road was evaluated for ADA compliance, and upgrades were designed to ensure ADA accessibility.

Ayres was also hired to oversee the bidding, construction administration, and construction observation.

Allouez Construction Inspection Assistance

Ayres provided the Village of Allouez Public Works Department with construction observation (one full time construction observer) for this year's Street and Utility Reconstruction Projects. The street and utility reconstruction projects consist of the removal and replacement of the existing pavement, public utilities (storm sewer, sanitary sewer and water main), and renewal of the existing laterals.

Green Bay Water Utility

Provided construction observation for nine consecutive construction seasons assisting with observation and documentation of water utility improvements.

Village of Suamico Municipal

The Village of Suamico has retained Ayres to provide

general engineering services with multiple contract renewals since 2006.

Civil

Types of services provided typically include roadway design, bike path design, bridge design, storm sewer and floodplain design and studies, traffic and pavement studies, staff meeting attendance, reports, grant applications, agency coordination, project specifications, and cost estimates. Also provided are site review services for new developments and redevelopments for compliance with Village ordinances. Stormwater projects have included the design of best management practices.

Construction Services

Construction services have been provided on most projects, including bidding, construction administration, construction observation, and as-builts.

Projects include:



Fire Station No. 1 Site

- Fire Station No. 1 ESA, Property Survey, Site Design, and Construction
- Water Tower Painting and Rehabilitation
- Flood Mitigation Study
- Chambers Hill Farm 1st Addition
- Municipal Center Site Engineering
- Water and Sanitary Sewer Feasibility Study
- East Deerfield Lift Station Design and Construction
- Historic Downtown Suamico Planning
- Historic Downtown Suamico Phases 1 and 2
- Fireman's Park Trail and Kayak Launch
- Urban Edge Extension Design Review
- Riverside Drive Reconstruction
- Chambers Hill Subdivision Design

- Moose Creek Bioretention Rehabilitation
- Ives Lane Extension
- Roadway Improvements (2006)
- Storm Drainage Evaluation
- Velp Avenue Pathway
- Lineville Road Sidewalk
- Deerfield Development Wetland Engineering

Village of Lena Municipal

The Village of Lena has retained Ayres to provide general engineering services with multiple contract renewals since 2007.

Civil

Types of services provided typically include roadway design, bike path design, bridge design, storm sewer and floodplain design and studies, traffic and pavement studies, staff meeting attendance, reports, grant applications, agency coordination, project specifications, and cost estimates. Also provided are site review services for new developments and redevelopments for compliance with Village ordinances. Stormwater projects have included the design of best management practices.

Construction Services

Construction services have been provided on most projects, including bidding, construction administration, construction observation, and as-builts.

Projects include:

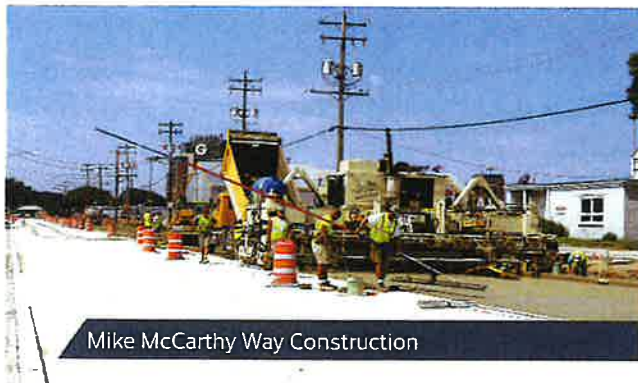


Radium Removal Treatment

- Radium Removal Treatment
- USH 141 Utility Design
- CTH "A" Reconstruction Design and Funding Assistance

- CWF Facilities Plan and Load Administration
- O&M Manual
- Sanitary Sewer Study
- Safe Drinking Water Loan Program Application and Administration
- Water Treatment Building, Water, and Sanitary Sewer Construction Services
- Rosera Subdivision Planning
- Rosera Business Park
- GIS Mapping
- Compliance, Management, Operation and Maintenance Manual
- WWTP Upgrades
- West Maple Street Survey
- Floodplain Assistance
- East Pelkey Street Improvements and Loan Application
- Map Rendering
- USDA Application for Sewer Extension at Park and Ride Project

Ashwaubenon Mike McCarthy Way Reconstruction



Mike McCarthy Way Construction

The Village of Ashwaubenon contracted with Ayres in December 2017 to design upgrades to the underground infrastructure and roadway of Mike McCarthy Way from Holmgren Way to Ashland Avenue with an aggressive goal for 2018 construction. We were able to quickly complete design, utility coordination, and public meetings to facilitate an early April 2018 bidding for the \$2.3 million project.

The street and drainage system required upgrades, and sidewalk was added to both sides of the concrete

roadway. Design also included replacement of the existing water, storm, and sanitary system with capacity improvements to handle recent and proposed commercial growth along the corridor and surrounding area.

Curb, gutter, driveways, raised islands, and lighting design were provided for an adjacent parking lot, which ultimately was not selected for construction. Services included survey, design, and bidding and construction phase assistance.

Ashwaubenon Oneida Street Reconstruction



Oneida Street Construction

Brown County and the Village of Ashwaubenon retained Ayres to provide design and construction engineering for the reconstruction of Oneida Street from Hansen Road to Cormier Road. Ayres provided a public involvement program and, based on those results, completed preliminary and final designs, assisted with bidding and negotiations, and provided construction observation.

This publicly sensitive reconstruction project required integrating engineering solutions with the concerns and needs of business owners, residents, the Village of Ashwaubenon, Brown County, and other stakeholders. Project complexities included access management and improvements, intersection movement controls, right- and left-turn lane placement, choosing between four- and six-lane configurations, and integration and coordination between the sewer and water reconstruction and the roadway reconstruction. The project included signal analysis and preparation of temporary signal timing parameters for seven major signalized intersections,

along with temporary traffic signals during construction. Flashing yellow arrows were used for left-turn movements.

Ashwaubenon Vanderperren Way Sanitary and Water Replacement



Brown County hired Ayres to design the reconstruction of CTH "HH" (Vanderperren Way) from Oneida Street to Holmgren Way.

The project involves reconstructing CTH "HH" as a three-lane roadway with a two-way left-turn lane. The design is funded by Brown County, with construction funded by Brown County and the Village of Ashwaubenon.

Under a separate contract with the Village of Ashwaubenon, Ayres provided design, bidding, and construction services for the underground infrastructure (sanitary and water) for the project.

Ashwaubenon Village Hall Public Safety Parking Lot

Ayres designed improvements to the Village Hall Public Safety parking lot.

Ashwaubenon Element Way [Oneida Street to Marvelle Way] Reconstruction

The project involved the reconstruction of Element Way from Oneida Street to Marvelle Way.

Ashwaubenon Cormier Road Infrastructure



The Village of Ashwaubenon retained Ayres for the design of an approximately 0.65-mile section of Cormier Road from Oneida Street to Ashland Avenue.

Work included designing the reconstruction of a four-lane roadway, including storm sewer. The project included widening the existing roadway to include bike accommodations and extending the sidewalk the entire length of the project on both sides of the street.

Under a separate contract with the Village of Ashwaubenon, Ayres provided design, bidding, and construction services for the underground infrastructure (sanitary and water) for the project.

Ashwaubenon Morris Avenue Reconstruction

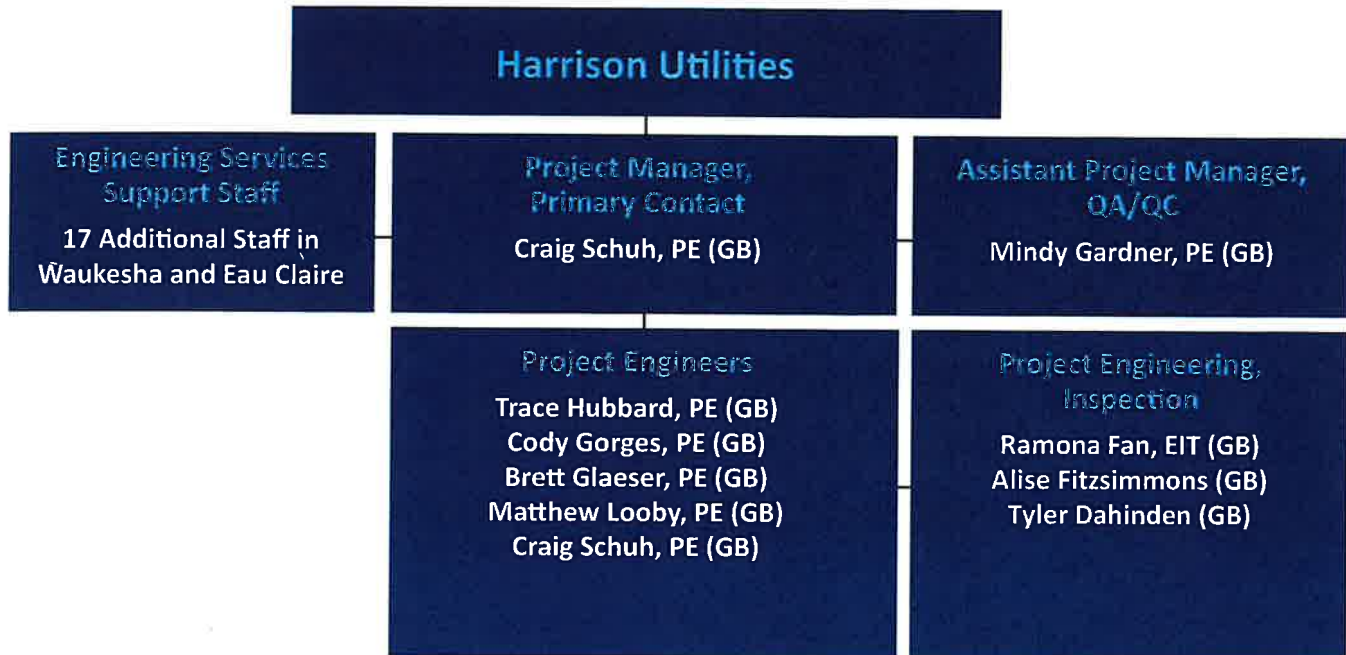


The project involved the reconstruction of Morris Avenue from Oneida Street to Holmgren Way.

Organizational Chart

Ayres has put together an experienced and knowledgeable team to serve the Village of Harrison and Harrison Utilities.

The chart below details our staffing approach to your projects. Resumes follow in this section.



Ayres Support Disciplines		
<p>Transportation Lead: Troy Robillard, PE (GB) Total Staff: 47</p>	<p>Environmental Lead: Bill Honea, PG (GB) Total Staff: 7</p>	<p>Planning, Funding, Grants Lead: Amanda Arnold, AICP (MAD) Total Staff: 11</p>
<p>Traffic Lead: Andy Rowell, PE, PTOE (GB) Total Staff: 5</p>	<p>Structural Design Lead: Kris Olson, PE, CBI (GB) Total Staff: 17</p>	<p>Water Resources Lead: Adam Schneider, PE (GB) Total Staff: 8</p>
<p>Survey Lead: Jake Jensen, PLS (GB) Total Staff: 37</p>	<p>Structural Inspection Lead: Cory Thomson, PE, CBI (GB) Total Staff: 23</p>	<p>Aerial Mapping/GIS Lead: Adam Derringer, GISP (MAD) Total Staff: 27</p>
<p>Landscape Architecture Lead: Thomas Ramsey, PLA (EAU) Total Staff: 8</p>	<p>Architecture Lead: David Delfosse, AIA, NCARB, LEED AP (GB) Total Staff: 9</p>	<p>Offices Legend (GB) – Green Bay (WAUK) – Waukesha (EAU) – Eau Claire (MAD) – Madison</p>



Craig Schuh, PE

Project Manager, Primary Contact

Craig serves as manager of engineering services in the Green Bay area office. He is responsible for managing and designing municipal and site civil projects; assisting transportation engineers with stormwater design; preparing earthwork computations; assisting in CADD development of plans, maps, and projects; and preparing plans, specifications, and bidding documents. Besides managing the office's municipal engineering staff, Craig communicates directly with clients, regulatory agencies, contractors, and subconsultants. He assists with proposal writing, presentations, and project estimating. In his role as a resident construction engineer, he is responsible for construction administration and construction observation; supervision of construction staff; and enforcement of company safety policies.

Here is how Steve Gering, former assistant director of facilities for the University of Wisconsin-Green Bay, described Craig's work on the Driveway Pavement Replacement project in the student housing area: "The project went extremely well. ... I just want to thank you again on the super work you did on the specs and prints. The project went smoothly due to accurate and well-planned documents that you and your group provided."

Total Experience

24 Years

Registrations

Registered Professional Engineer, WI

Certifications

Transportation Materials Sampling (TMS)

Education

BS, Civil Engineering, University of Wisconsin-Platteville

Memberships

American Public Works Association

Lake Area Public Works Association

Wisconsin Wastewater Operators' Association

Select Experience

- Oconto Falls STH 22 Infrastructure Reconstruction
- Oconto Falls Park Avenue Reconstruction
- Oconto Falls Senior Center Renovations
- Denmark General Engineering
- Reedsville General Engineering
- Lena General Engineering
- City of Kewaunee General Engineering
- Ashwaubenon General Engineering
- Grand Chute North McCarthy Road Reconstruction
- Gillett Birch Avenue Design and Construction
- Town of Algoma 2016 Jones Park Improvements
- Town of Menasha Fritsch Park Redevelopment
- Suamico Municipal Center Site Engineering
- Suamico East Deerfield Lift Station and Force Main
- Brown County Oneida Street Reconstruction
- Ashwaubenon Cormier Road Reconstruction
- Ashwaubenon Mike McCarthy Way Reconstruction
- Manitowoc Waldo Boulevard Sanitary Sewer
- Shawano 2017 Street Reconstruction
- Denmark Business Park Roadway, Stormwater, and Lift Station
- New London Boardwalk Trail Design



Mindy Gardner, PE
 Assistant Project Manager, QA/QC

Mindy joined Ayres in 2022 as a project manager for municipal/engineering services provided out of the Green Bay office. Her civil engineering experience includes 15 years as a transportation engineer with the Wisconsin Department of Transportation. Mindy’s experience is diverse, including highway and bridge design, corridor planning, environmental documentation, site development, stormwater management, and remediation for leaking underground storage tanks. Her range of design and project management expertise has involved many public involvement activities and extensive coordination with local, county, state, and federal agencies.

Total Experience

22 Years

Registrations

Registered Professional Engineer, WI

Education

BS, Civil Engineering, University of Wisconsin-Platteville

Select Experience

- Ashwaubenon Morris Avenue Reconstruction
- Marinette Ludington Street Improvements
- Crivitz Safe Transportation Alternatives for Rural Schools Application
- New London Newton Blackmour State Trail Construction Administration

Select Experience, Previous Employment

- USH 41 Capacity Expansion Mega Project, Brown County, WI
- STH 42/CTH “J” Urban Intersection Reconstruction, Sheboygan County, WI



Trace Hubbard, PE
 Lead Project Engineer

Trace joined Ayres’ engineering services staff in 2015, bringing experience in the inspection of water main, sanitary sewer, and storm sewer installation. His duties with Ayres include a variety of municipal engineering design and construction phase tasks. Design tasks include infrastructure plan design development, technical specification development, quantity calculations, cost estimates, construction observation, and Civil 3D operation. Construction phase tasks include on-site observation and construction contract administration.

Total Experience

8 Years

Registrations

Registered Professional Engineer, WI

Education

BS, Civil Engineering, Michigan Technological University

Select Experience

- Oconto Falls STH 22 Infrastructure Reconstruction
- Oconto Falls Park Avenue Reconstruction
- Marinette Ludington Street Improvements
- Marinette Main Street and Wells Street Improvements
- Ashwaubenon Cormier Road Infrastructure
- Ashwaubenon Mike McCarthy Way Reconstruction
- Grand Chute North McCarthy Road Improvements
- Green Bay North Webster Avenue (University Avenue to Radisson Street) Reconstruction

Lead Support Staff



Brett Glaeser, PE
Project Engineer

Years of experience: 6
Registrations: Registered Professional Engineer, WI
Education: BS, Civil Engineering, Marquette University

Brett, who joined Ayres in February 2017, provides construction inspection services and assists with the design of sanitary sewer, storm sewer, water main, and roadway reconstruction. Brett has experience working in the public and private sectors, including inspecting water main, sanitary sewer, storm sewer, and paving projects; designing concrete curb, gutter, and sidewalk projects in the field; developing construction review reports; communicating with contractors on the status of projects; using WinSLAMM software for stormwater management plans; and providing survey and staking on street projects.



Ramona Fan, EIT
Project Engineering, Inspection

Years of experience: 5
Registrations: Engineer-in-Training, WI, 2018
Education: BS, Civil & Environmental Engineering, University of Wisconsin - Madison

Ramona joined Ayres in 2019 and assists in the design of municipal and civil engineering projects, including sanitary collection systems, water supply and distribution systems, commercial site development, stormwater management systems, streets, and other public infrastructure. She gathers and analyzes data on municipal and commercial site development projects and prepares reports. She provides on-site observation for public infrastructure and roadway construction projects.



Cody Gorges, PE
Project Engineer

Years of experience: 4
Registrations: Registered Professional Engineer, WI
Education: BS, Civil Engineering, University of Wisconsin-Platteville

Cody, who joined Ayres' civil/municipal engineering staff in 2018, provides construction inspection services and design experience with stormwater management and site development. Design tasks include preparing site plans, storm sewer system design and modeling, culvert design and modeling, completing drainage studies and reports, and the design of stormwater management practices. Construction observation services include water main, sanitary sewer and storm sewer installations, and street and site work.



Matt Looby, PE
Project Engineer

Years of experience: 4
Registrations: Registered Professional Engineer, MI
Education: BS, Civil Engineering, Western Michigan University

Matt joined Ayres' engineering services group in 2022. He has experience testing construction materials and inspecting foundations, earth retention systems, and concrete-reinforcing steel. At Ayres, Matt observes and inspects construction on projects for installation of water main, sanitary sewer, storm sewer, asphalt paving, quantity measurements, and erosion control. His responsibilities include gathering and analyzing information for the design and permitting stages of municipal and commercial development projects.



Alise Fitzsimmons
Project Engineering, Inspection

Years of experience: 4
Education: BS, Civil Engineering, University of Wisconsin-Milwaukee

Alise, who joined Ayres in 2018, provides construction inspection services and assists with the design of water supply and distribution systems, sanitary collection systems, storm sewer and pavement installation inspection, quantities measurements, and erosion control inspections. As a civil engineering staff member, Alise assists in the design of municipal and civil engineering projects, including commercial site development, streets, and other public infrastructure. She gathers and analyzes data on municipal and commercial site development projects and prepares reports and permitting submittals.



Troy Robillard, PE
Transportation

Years of Experience: 25
Registration: Registered Professional Engineer, WI, MI
Education: BS, Civil Engineering, University of Wisconsin-Madison

Troy is the manager of transportation services in Ayres' Green Bay offices, and he works as a project manager to complete transportation design projects. He has experience in highway and municipal projects, including rural and urban highway, bridge, street, and storm sewer facilities. His responsibilities include state and county highway design, urban street design, environmental documentation, and public involvement.



Tyler Dahinden
Project Engineering, Inspection

Experience: 7 months
Education: BS, Civil Engineering, Montana State University

Tyler joined Ayres in 2023, bringing experience with surveying and designing street and utility modifications in AutoCAD Civil 3D. He has created plan sets for bridge/structural and environmental engineering projects. Tyler assists in the design of municipal and civil engineering projects, including sanitary collection systems, water supply and distribution systems, commercial site development, stormwater management systems, streets, and other public infrastructure. He provides on-site observation for public infrastructure and roadway construction projects.



Jake Jensen, PLS
Survey

Years of Experience: 19
Registration: Professional Land Surveyor, WI, WY, SD
Education: AS, Civil Engineering Technology, Northeast Wisconsin Technical College

Jake joined Ayres in 2007, bringing three years of previous professional experience. His day-to-day responsibilities at Ayres blend a diverse background of fieldwork and project management in boundary, topographic, and control surveying, utility mapping and maintenance, and plat development. He oversees technical staff and manages a wide variety of projects.



Andy Rowell, PE, PTOE
Traffic Engineering

Andy applies his people skills and traffic and roadway engineering expertise to serve state, county, city, village, town, and private-sector clients. He has two decades of public- and private-sector experience in municipal and transportation project management, from the scoping, planning, and design stages to project bidding and construction. As a former county highway engineer and public works director, Andy can relate with municipal clients. He understands highway department and public works budgets and the funding constraints most communities face. His passion is providing cost-effective yet innovative engineering solutions.

Years of experience: 21
Registrations: Registered Professional Engineer, WI
Certifications: Professional Traffic Operations Engineer
Education: MBA, Cardinal Stritch University; BS, Civil Engineering, University of Wisconsin - Milwaukee



Kris Olson, PE, CBI
Structural Engineering

Kris has 25+ years of bridge design experience, including many years of leading teams that have completed successful projects for state and local transportation agencies. In addition to his bridge and culvert engineering and design experience, multiple counties have trusted Kris with managing and performing inspections of their bridges. He has experience on the consulting side and the public sector side of projects. Kris manages bridge replacement and rehabilitation projects, provides attentive client communication throughout projects, and mentors junior staff members on the technical and people aspects of the work we do for clients.

Years of experience: 27
Registrations: Registered Professional Engineer, WI
Certifications: Certified Bridge Inspector, WI
Education: BS, Civil Engineering, Valparaiso University



Cory Thomson, PE, CBI
Structural Inspection

Cory has more than two decades of experience. He brings a wide range of experience in construction observation and design on freeway, rural roadway, and municipal street projects. Cory also provides structural inspection, including topside and underwater inspection of a variety of bridges as well as ancillary structure inspection as a qualified inspection team leader. He has completed bridge inspections for state and local government agencies and has prepared the associated reports.

Years of experience: 21
Registrations: Registered Professional Engineer, WI, MI, AZ, FL
Certifications: Certified Bridge Inspector, WI
Education: BS, Civil Engineering, University of Wisconsin-Platteville



Adam Schneider, PE
Water Resources

Adam manages and contributes to a variety of water resources projects. His responsibilities include performing hydraulic and hydrologic computations and providing design for hydraulic structures. He has led and managed projects for federal, state, and local clients. Adam has led numerous hydrology updates for dams in support of Federal Energy Regulatory Commission (FERC) and state relicensing. Adam prides himself on seamless communications with regulators throughout a project's duration to keep them on schedule and on budget.

Years of experience: 16
Registrations: Registered Professional Engineer, WI, MN, MI, MO, CA,
Education: MS, Civil Engineering, University of California-Davis; BS, Civil and Environmental Engineering, University of Wisconsin-Madison



Bill Honea, PG
Environmental

Years of experience: 11
Registrations: Registered Professional Geologist, WI, AZ
Certifications: Certified Asbestos Inspector, WI
Education: BS, Geology, University of Tennessee

Bill has a strong regulatory compliance background. He has conducted Phase I and II environmental site assessments (ESAs); groundwater monitoring; brownfield site investigations; and regulatory reporting for federal, state, and private clients. Bill has prepared work plans, health and safety plans, National Pollutant Discharge Elimination System (NPDES) permits, and monitoring reports, and he has provided technical support for municipal water, wastewater, gas, and electrical system operations. Bill provides permitting and construction oversight services for landfills. His field experience includes soil, groundwater, vapor, concrete, and asbestos sampling.



Amanda Arnold, AICP
Planning, Funding

Years of experience: 27
Certifications: American Institute of Certified Planners
Education: MA, Urban and Regional Planning, University of New Orleans; BA, Landscape Architecture, Ball State University

Amanda has provided planning expertise as a consultant and from a variety of public-sector positions. Her vast experience includes completing comprehensive plans, overseeing capital improvement projects, coordinating with neighborhood groups, and reviewing subdivision and site plans. In addition, her experience as a municipal administrator provides her with a solid understanding of all municipal operations. Amanda's responsibilities include urban and campus planning, grant strategy and funding implementation, community outreach, data analysis, and land use.



David Delfosse, AIA, NCARB, LEED AP
Architecture

Years of experience: 24
Registrations: Registered Architect, WI, IL, MI, MN, OK, TN, WY
Education: MArch, Structural Engineering Emphasis, University of Illinois-Urbana-Champaign; BS, Architectural Studies, University of Wisconsin-Milwaukee

David brings to clients' projects a diverse background in architecture, engineering, sustainable design, construction management, and energy and renewable technology. He's a natural leader and innovator with strong interpersonal and communication skills. He's applied his creativity and problem-solving abilities to deliver responsive designs on healthcare, senior living, industrial, education, commercial, energy, hospitality, and municipal buildings and facilities. David's many specializations include master planning, design management, quality and cost control, sustainable and energy efficient building design, and multi-trade design solutions promoting off-site construction.



Thomas Ramsey, PLA
Landscape Architecture

Years of Experience: 8
Registration: Professional Landscape Architect, WI
Education: BS, Landscape Architecture and Environmental Studies, University of Wisconsin-Madison

Thomas leads and coordinates development of project deliverables and builds lasting relationships with clients through his contacts with them during projects. He focuses on the technical aspect of landscape architecture, allowing him to develop amazing construction document sets. His emphasis is on urban design, park design, irrigation, planting design, site inventory and analysis, and construction detailing. Thomas' computer skills bolster our focus on developing high-quality presentation graphics, computer renderings, and graphic visualization, all of which help to visually convey design concepts to our clients.



Adam Derringer, GISP
Aerial Mapping

Years of experience: 22

Certifications: Certified Geographic Information Systems Professional; Certified ArcGIS Desktop Professional

Education: BS, Physical Geography/ Cartography, University of Wisconsin-Stevens Point

With two decades of diverse geospatial experience, Adam's leadership in program management and project management delivers consistent and responsive results for our clients. Adam values long-term client relationships and works effectively on projects with multi-disciplinary teams. Adam puts much of his energy into organizing state aerial imagery and lidar programs around the nation as well as leading Ayres' GIS program, having consulted worldwide on GIS department best practices. He's walked in the shoes of public sector land information and GIS officials and has experience establishing and managing a GIS department.

Availability

We will serve Harrison Utilities from our Green Bay office, 30 minutes away from your project locations. This means we can provide the Utility the with quick and timely responses. With 52 staff working out of our Green Bay office and an additional 165 professional engineers working out of our Eau Claire, Waukesha, River Falls, and Madison offices, we have the availability and expertise to tackle a variety of Harrison Utilities' needs.

Workload

We understand the importance of fulfilling our commitments to all clients regarding production and delivery schedules. We have built a strong reputation for negotiating fair schedules and for treating each project with equal importance, no matter how large or small.

In preparing our submittal, we have estimated the resources necessary to complete all project tasks on schedule. Appropriate resources have been assigned to these tasks, and we believe they will provide the capacity necessary for the project. We will continually assess the staffing and equipment resources as work is completed. The team will adjust these resources as needed to complete the work in accordance with the negotiated schedule.

We make the commitment to you that no other project will distract the team from accomplishing the goals and schedule described in our proposal. If selected for this project, we would not submit on another request for proposal that would jeopardize meeting your project schedule.

Staffing Commitments

Ayres updates workload and projected workload data monthly to maintain high accuracy. Projected workloads allow us to state with confidence that ample staff and equipment allocation will be made to meet your proposed schedules. All members of our project team will be available upon notice to proceed and will commit the resources required for your project, and Ayres is able to mobilize additional resources if the project demands it.

Invoice Submittal

When requested by the Utility to provide services on a project, we will review the scope of the project with the Utility and determine an approximate fee for our services. The initial scoping meeting will not be part of the time charged. **Short phone calls from Utility staff will generally be taken at no charge.** If a phone call requires engineering work, research, or related time spent, then we will advise and discuss possibly charging for that item.

Faxes, email, and computer usage will not be chargeable expenses. Vehicle mileage and major equipment use on projects will generally be charged at a per mile, per hour, per day, or similar rate. Mileage and travel time related to an individual project scoping meeting will not be charged.

Below is a sample invoice.



Invoice

Please remit payment to:
Ayres Associates Inc
3433 Oakwood Hills Parkway
Eau Claire, WI 54701

Client Contact
 Village ABC
 Address
 City, State, ZIP

Project Manager: Name
 Project Contact:
 June 4, 2020
 Project No: 25-0153.00
 Invoice No: 186851

 Project 25-0153.04 Road Reconstruction

Design: Kickoff meeting with Village staff for design details and scope review. Coordinate street cross section, pavement structure design, begin review of intersection.

Professional Personnel

	Hours	Amount
Engineer 4	5.00	
Totals	5.00	
Total Labor		728.25

Billing Limits	Current	Prior	To-Date
Total Billings	728.25	0.00	728.25
Limit			156,000.00
Remaining			155,271.75
Subtotal this Project			\$728.25

 Project 25-0153.12 2019 Salt Storage Shed

Note: Final punch list development, certificate of substantial completion.

Professional Personnel

	Hours	Amount
Engineer 4	1.00	145.65
Totals	1.00	145.65
Total Labor		145.65

Billing Limits	Current	Prior	To-Date
Total Billings	145.65	11,215.17	11,360.82
Limit			11,400.00
Remaining			39.18
Subtotal this Project			\$145.65
TOTAL THIS INVOICE			\$873.90

All invoices are payable upon receipt.

There will be a monthly finance charge of 1% (12% per year) on the unpaid balance. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Rates Charged for Service

NAME	HOURLY RATE FOR 2023
Schuh, Craig	\$195.00
Gardner, Mindy	\$150.00
Hubbard, Trace	\$120.65
Gorges, Cody	\$112.00
Glaeser, Brett	\$115.00
Looby, Matthew	\$107.80
Fan, Ramona	\$107.80
Fitzsimmons, Alise	\$107.80
Dahinden, Tyler	\$94.50
Shallow, Jon	\$104.50
Beltrand, Ryan	\$170.00
Jensen, Jake	\$150.00
Schroeder, Tim	\$102.50
Tackmier, Jill	\$94.00
Fonder, Derek	\$90.00
Crocker, Paul	\$135.00
Arnold, Amanda	\$140.00
Ramsey, Thomas	\$118.00
Robillard, Troy	\$195.00
Rowell, Andy	\$160.00
Olson, Kris	\$160.00
Thomson, Cory	\$145.00
Schaitel, Ryan	\$128.00
Honea, Bill	\$118.00
Delfosse, David	\$200.00
Adam Schneider	\$165.00
Adam Derringer	\$155.00
Scheuerell, Keri	\$85.00
McAnally, Britni	\$80.00

Mileage is charged at the current IRS rate (\$0.585 per mile) for a personal vehicle or \$1.09 per mile for a company truck.

References

About 91% of our business comes from repeat clients – and we credit that to having client relationships based in trust, support, and candor. The more we get to know clients, the better we can serve and support them on future projects. We invite you to contact the references listed below for a firsthand account of our work.

Village of Ashwaubenon

Contact: Steve Birr, PE, Village Engineer

Address: 2155 Holmgren Way, Ashwaubenon, WI 54304

Phone and Email: 920.492.2308, sbirr@ashwaubenon.gov

City of Gillett

Contact: Ron Anderson, Public Works and Utility Department Head

Address: 513 E. Washington Street, Gillett, WI 54124

Phone and Email: 920.855.2255,
ron.anderson@ci.gillett.wi.us

City of Antigo

Contact: Mark Desotell, Director of Administrative Services

Address: 700 Edison Street, Antigo, WI 54409

Phone and Email: 715.623.3633, ext. 155,
mdesotell@antigo-.org

Village of Reedsville

Contact: Mary Jo Krahn, Clerk-Treasurer

Address: 217 Menasha Street

Phone and Email: 920.754.4371,
clerk-treasurer@reedsville.org

Village of Lena

Contact: Steve Marquardt, Village President

Address: 117 E. Main Street, Lena, WI 54139

Phone and Email: 920.829.5226,
steve.marquardt@villageoflena.net

Green Bay Water Utility

Contact: Kristin Romanowicz

Address: 631 Adams Street, Green Bay, WI 54301

Phone and Email: 920.448.3480,
kristinro@greenbaywi.gov

**Statement of
Qualifications
Engineering & Consulting
Services**

**Harrison Utilities
Village of Harrison
Calumet County, WI**

September 29, 2023



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Introductory Letter

Firm Name: Martenson & Eisele, Inc. (M&E)
Primary Office: 1377 Midway Road, Menasha, WI 54952
Assigned Representative: Mary Jo Miller, P.E., Project Manager/Engineer
Contact Information: (920) 731-0381 | maryjom@martenson-eisele.com

Dear Mr. Heiser:

Martenson & Eisele, Inc. appreciates the opportunity to submit a proposal for engineering services for Harrison Utilities. We look forward to continuing to provide high-quality services to the Utility in a dedicated manner.

We take great pride in our commitment to Harrison Utilities, offering a comprehensive range of services that encompass detailed plan review, conscientious construction observation services, accurate and up-to-date utility mapping, complete construction binders and record drawings, informative construction status spreadsheets and engineering status reports, and valuable assistance with standard specifications and the bidders' prequalification process. These services are the result of years of close collaboration with Harrison Utilities, allowing us to gain an in-depth understanding of your unique needs and consistently deliver high-quality solutions. Our current knowledge of the Harrison Utilities systems is unparalleled, and the work we have conducted is crucial in determining the requirements for future development, especially within the Lift Station No. 6 service area.

The enclosed proposal contains our service approach, qualifications, experience, and proposed service fees. We hope you will recognize that our firm is the best fit for Harrison Utilities. Upon review of our proposal, please note the following key attributes of Martenson & Eisele, Inc.

- ❖ **Experience:** Over 45 years of experience providing quality services to municipal and private clients.
- ❖ **Full-Service:** Surveying, Engineering, Planning, Environmental and Architectural services.
- ❖ **Dedication to Quality Work:** Staffed to deliver a quality product on time and within budget.
- ❖ **Expertise:** Completion of hundreds of municipal projects by experts in all municipal fields.
- ❖ **Commitment to Harrison Utilities:** Martenson & Eisele, Inc. has functioned as the Waverly Sanitary District / Harrison Utilities Engineer for over 30 years from 1990 to present.
- ❖ **Proximity:** The Martenson & Eisele, Inc. primary office in Menasha is less than 10 miles from the Harrison Village Hall, and less than 1 mile to the Village border. We are dedicated to respond quickly to your needs.
- ❖ **Funding Assistance:** We have assisted multiple communities in obtaining and administering state and federal loan and grant funds to make community infrastructure projects happen.

In appreciation of Harrison Utilities as a valued client, Martenson & Eisele, Inc. proposes to offer a 10% discount on design projects completed for the Utility.

We look forward to continuing our work relationship with Harrison Utilities. Thank you for considering us as a quality fit for your municipal engineering services.

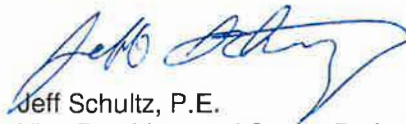
Sincerely,

Martenson and Eisele, Inc.



Mary Jo Miller, P.E.
Project Manager and Project Engineer IV

Martenson and Eisele, Inc.



Jeff Schultz, P.E.
Vice President and Senior Project Engineer II

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Cover Letter

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Section 1: Description & History of Firm

Firm's History

When Martenson & Eisele, Inc. was established in 1977, Stan Martenson and Dave Eisele had a vision of being the best civil engineering and land surveying firm in the Fox Cities. Today, that vision has been expanded to include planning, environmental, and architectural services. We have worked with multiple communities across the entire State of Wisconsin on a wide variety of projects. Located in Menasha, Wisconsin with a branch surveying office in Omro, Wisconsin, Martenson & Eisele, Inc. offers a comprehensive range of planning, environmental, surveying, engineering, and architectural services.

The growth of our firm has been the result of paying close, personal attention to the needs of our clients, and the good fortune we have had in attracting exceptional professionals and support staff. Over the years we have relied on our goals, our values, and our philosophy to guide us in our relationships with our clients and with each other, and to create a culture in which our clients and employees succeed. As an employee-owned company, our relationships with our clients and with each other continue to hold a heightened level of significance and importance.

Our Philosophy

We firmly believe the most important aspect of Martenson & Eisele, Inc. is service.

We take the time needed to be sure we completely understand the special requirements of your particular project, and that our team is precisely aligned with your objectives. Based on our experience, we develop a specific plan to meet those needs and accomplish your goals. Through each step of your project, we pay strict attention to keeping you informed. We are also solidly committed to being accessible to you.

At Martenson & Eisele, Inc., our measure of quality extends far beyond the technical nature of the work we do. We believe that quality is equally measured by how well we work with our clients and by how well we serve their needs.

Staffing Information

Martenson & Eisele, Inc. is staffed with 24 employees and is professionally supported with five Professional Engineers, five Professional Land Surveyors, three Licensed Architects, a Community Planner, WDNR-Assured Wetland Specialist and a Certified Geologist.

Our knowledge, understanding and experience with public sector entities

Martenson & Eisele, Inc. has been and continues to be Municipal Engineers for multiple communities for over 45 years. We understand the political nature of these entities along with the municipal laws they must govern by. We also understand that prior to presenting any issue, the topic must be fully vetted, have a clear and understandable framing, and have a concise recommendation for a solution or course of action.

Our Goal & Values



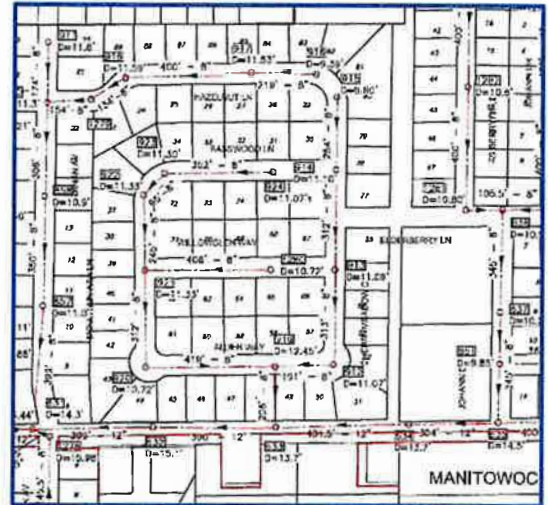


Section 2: Understanding of Need

Harrison Utilities in the Village of Harrison works hard to provide the best possible water and sanitary sewer service to its residents and businesses in the most efficient and financially responsible manner. In order to accomplish this goal, the Utility is seeking expert knowledge and services from a consulting firm. Harrison Utilities is looking to maintain a consistent engineering presence with the resources and expertise needed to complete utility tasks. It is important that the Utility forms a beneficial relationship with a responsible firm which will provide an extension of their staff.

Martenson & Eisele, Inc. has and will continue to meet these on-going needs of the Utility. We take pride in our current knowledge of Harrison Utilities systems and processes:

- Detailed plan review for public and private development projects.
- Conscientious construction observation services.
- Accurate and up-to-date utility mapping.
- Complete construction binders and record drawings.
- Informative construction status spreadsheets and engineering status reports.
- Current standard specifications.
- Confident Bidders' Prequalification Lists
- Knowledge of the utility systems gathered over the years to make recommendations for system expansions as development occurs.



M&E has converted the Harrison Utilities sewer & water system maps to Calumet Co. coordinate system.

Martenson & Eisele, Inc. will work with staff to develop new utility projects through the concept, funding, design, permitting, bidding and construction phases. We will provide construction inspection, surveying and environmental services, as needed.

Martenson & Eisele, Inc. will continue to work with Harrison Utilities to implement a "pass-through" model for consulting fees. This model requires private developers to pay the cost of consultant site plan and other technical reviews.

It is vital Harrison Utilities obtains engineering services from a firm who:

1. Has extensive knowledge of the Utility's systems, and approval processes.
2. Has substantial experience with municipal clients.
3. Has extensive knowledge in water, sanitary sewer and lift station design and construction.
4. Can provide a wide range of professional services.
5. Is located in CLOSE PROXIMITY for timely meetings at a low cost.

CONSTRUCTION ACCEPTANCE CHECKLIST
 HARRISON UTILITIES (HU)

M & E Project Number	1-xxxx-xxx	
Project Name		
Developer Name		
Developer's Engineer		
Contractor Name		
Checklist Item	Complete (Y/N)	Pending (C)
1) Construction Complete		
2) Testing Complete		
Sanitary Sewer		
Water Main		

M&E has set up an **acceptance checklist** for project status tracking & proper close out.

Martenson & Eisele, Inc. is the firm who has the skilled professionals dedicated to meeting all of these needs and more.



Section 3: Engineering Approach

Acting as the Harrison Utilities consultant for general engineering services will require a number of tasks, technical steps, and areas of expertise which Martenson & Eisele, Inc. is fully able to provide as a municipal representative. There are **Ten Objectives** noted below which we believe are crucial, and we will strive to accomplish as the Harrison Utilities Engineer.

Build Relationships

- Listen and understand the Utility's needs.
- Respond to any questions staff may have.
- Strive to become a trusted resource.
- Work as an extension of Harrison Utilities staff.
- Continue to be recognized as experts among agency and industry leaders.

Provide Valuable Resources

- Use the experience M&E has gained from acting as the Waverly Sanitary District / Harrison Utilities Engineer for over 30 years to provide accurate and timely response to inquiries about existing utility systems.
- Designate our leading experts in municipal and utility engineering.
- Provide consistency in project team and resources.
- Utilize relevant and current software to accomplish design tasks - Civil3D, Microsoft Word/Excel, ArcGIS

Deliver Quality Work

- Continue to enhance our rigorous quality control system to ensure a quality product is consistently delivered.

Provide a Wide Range of Services to Meet Utility Needs

- Engage the wide range of available experience at M&E, through our Survey, Environmental, Engineering, Planning, and Architecture Departments.

Consistently Act in the Utility's Best Interest

- Make Harrison Utility's best interests a first priority in all communication with developers, contractors, state and local agencies, Village Board, staff and residents.
- Continue to implement the "pass-through" fee model for private development review to keep operation costs low.

Communicate Effectively

- Regularly meet with Harrison Utilities' staff to discuss current and upcoming needs.
- Meet with Harrison Utilities' staff at the beginning of each project to outline required tasks and individual roles.
- Present and review proposals with staff and/or the Board to ensure understanding of the proposed scope of work.
- Attend Utility and Village Board meetings as requested.
- Provide regular Construction and Engineer Status Reports.
- Tasks above to be accomplished by the lead engineer designated to the Utility, with addition of other team members, as relevant.

Consider Financial Constraints and Opportunities

- Provide all deliverables on-time and within budget.
- Seek innovative solutions for all projects.
- Make recommendations for financial assistance in the form of grants and loans.
- Use recent experience in applying for and administering Community Development Block Grant, State Drinking Water and Clean Water Fund Programs, and other state/federal funding.

Be Available to the Utility

- Take advantage of the close proximity of the M&E office in Menasha to be on-site as needed in a very timely manner.
- Provide immediate feed-back and services to meet the Utility's needs.

Think Pro-Actively

- Consider and make recommendations to Harrison Utilities for future needs, improvements, and funding options that we believe will be in their best interest.

Above All – Approach Each Project and Interaction with Honesty and Integrity

Section 4: Firm Experience & Project Examples

Institutional History with Waverly Sanitary District / Harrison Utilities

The table below includes major projects M&E designed for Waverly Sanitary District / Harrison Utilities since becoming the Waverly Sanitary District Engineer in 1991, followed by a list of current M&E Engineers that worked on the project. Note that Stan Martenson, Jeff Schultz, Chris Cleary and Mary Jo Miller have worked in the Engineering Department of Martenson & Eisele, Inc. for 46, 34, 26 and 17 years respectively. Gary Zahringer, Jerry Smits and Mike Roubal have worked in the Survey Department of Martenson & Eisele, Inc. for 40, 34, and 28 years respectively. Each of these individuals have been heavily involved in WSD / Harrison Utilities projects during this time. This experience and deep knowledge provide great insight for future Harrison Utilities projects.

Project	Approx. Year	Current M&E Professional Engineers Involved with Project
Connection to City of Appleton, Construction of Metering Station No. 1	1996	Stan Martenson
Hwy 10 & STH 114 Watermain Loop	1996	Stan Martenson
Zirbel Drive to North Shore Road Water and Sewer Improvements	1997	Stan Martenson & Jeff Schultz
Lift Station No. 4 Construction, USH 10/STH 114 and Lake Park Road Interceptor	2001	Stan Martenson & Jeff Schultz
Old Plank Road Forcemain and Menasha Wastewater Metering Station	2004	Stan Martenson & Jeff Schultz
Waverly Sanitary District Wastewater Metering Station near Heckrodt Preserve on Plank Road	2008	Stan Martenson & Mary Jo Miller
Midway Road/Lake Park Connection to Appleton	2009	Stan Martenson & Mary Jo Miller
Sanitary Sewer and Water Extensions to Serve Coop Road	2010	Stan Martenson
Deerfield Avenue 8" Forcemain Pipe Bursting	2011	Stan Martenson & Mary Jo Miller
Fire Lane 12-13 Feasibility Study	2012	Mary Jo Miller
Lift Station No. 1 Generator Replacement	2013	Stan Martenson
Northshore Road Water Loop and Sanitary Sewer and Cost Sharing Coordination	2013	Stan Martenson & Mary Jo Miller
Waverly Sanitary District Building Site Design	2014	Stan Martenson & Jeff Schultz
Construction of Lift Station No. 6	2018	Mary Jo Miller
Sanitary Sewer Extension Old Highway Road and Abandonment of Lift Station No. 5	2020	Mary Jo Miller
Ongoing Harrison Utility Map Management	1991-2023	Stan Martenson & Jeff Schultz

The current Martenson & Eisele, Inc. Engineering Department has extensive knowledge of the overall plan for utilities required to develop land within the Lift Station No. 6 service area. It is important that these utilities be constructed in a systematic, well-planned manner. We look forward to providing the insight needed to ensure success in this process.

The sections below highlight municipal services common to M&E which are relevant to Harrison Utilities.

Grants & Loans – With municipalities facing tightening budgets, we understand now, more than ever, grants and loans can make needed community projects viable.

Services Provided: Eligibility Determinations, Income Surveys, Project Maps, Preliminary Reports, Grant/Loan Applications, Grant/Loan Administration

Project Examples

- o V. Wittenberg WDOT TAP (\$720k grant)
- o T. Calumet, LRIS (\$953k grant)
- o T. Bloomfield TRIPD & MLS (\$1 mil. grant)
- o Dale San. District Clean Water Funds (\$300k grant, \$700k loan)
- o V. Glenbeulah USDA W&W Loan (\$1.5 mil. loan)
- o V. Iola WDNR Stewardship (\$353k)
- o T. Oshkosh MLS (\$480k)
- o V. Redgranite CDBG-PF (\$143k)
- o V. Wittenberg CDBG-PF (\$584k)



Surveying – We have the staff required to meet any surveying needs, including four registered professional land surveyors and three surveying technicians.

Services Provided: ALTA Surveys, Topographic Surveys, Municipal Boundary Surveys, Certified Survey Maps, Assessor's Plats, Right-of-way Plats, Flood plain surveys (LOMAs), Site & Building Layouts, Construction Staking, As-builts / Record Drawings, Review Land Divisions for Code Compliance, Easements, Rezoning Services



Project Examples

- o V. Harrison – Topo, Boundary, Staking Utilities and Lift Stations
- o V. Harrison Lift Station 6 Service Area – Legal Description, Easements
- o C. Appleton, Multiple Subdivisions
- o T. Clayton, CSM's, Topo, Boundary Staking Roadway Imp.
- o Dale Sanitary District WWTP Improvements – Topo, Boundary, Staking, Easements
- o Fox Valley Large Truck Terminal – Topo, Boundary, Staking
- o V. Iola – Topo, Boundary, Staking, Easements for Road and Bridge Improvements
- o V. Wittenberg – Topo, Boundary, Staking, Easements

Feasibility Studies and Facility Plans – We recognize the importance of identifying needs and financing resources for public infrastructure improvements.

Services Provided: Needs Assessments, Feasibility Studies, Cost Estimates, Identify Funding Avenues (Grants/Loans, Special Assessments, Utility Fees), Phasing Plans

Project Examples

- o Dale Sanitary District Facility Plan & Reports
- o Larsen-Winchester Sanitary District Facility Plan & Reports

Harrison Utilities Projects Engineer's Status Report Village of Harrison Orig. - November 30, 2022 September 7, 2023				Mertenson & Eisele, Inc. Plan # Design # Build # Planning & Engineering - Engineering - Architecture				Village of HARRISON WATER OPPORTUNITY LIVES					
HU - Harrison Utilities DTRU - Delivered to Harrison Utilities *M&E did not serve as Harrison Utilities Engineer during construction of these projects Note: M&E updating overall map to coincide with Calumet County Coordinate System. Once old map has been updated, M&E will go through structure ID's with Tom Van Zeeland				MIM - Mary Jo Miller JWS - Jeff Schultz Jim Grogan Rock Up (820 885-3537) (M&E to provide 3-1x17's & 1-2x36 of Record Drawings)				MM-Mark Mommaerts MH - Matt Heller TVZ - Tom Van Zeeland (cell = 920-850-6864) BB - Brandon Berler					
Current Projects	Developer	Location	Municipality	Development Type	M&E Project Number	M&E Plan Reviewer	S & W Construction Status	Record Drawings	Systems Map Update	Additional Comments			
Asterion Apartments	1	Levington	N/D Sonny Drive, E/O Lake Park Rd	Harrison	Multi-Family	1-0018-041	REL	N/A	Complete	Unknown	II	Complete	Put on System's Map & ID's Labelled
Asterion Apartments	2	Levington	N/D Sonny Drive, E/O Lake Park Rd	Harrison	Multi-Family	Pending	REL	N/A	Complete	Unknown	II	Complete	Put on System's Map & ID's Labelled



Environmental Field & Permitting Services – Environmental permitting is constantly evolving. We pride ourselves on our ability to promptly respond to changes within this important field and to represent the environmental and project interests of the Utility to regulatory agencies.

Services Provided: Phase I & II ESAs, WDNR-Assured Wetland Delineations, Waterway & Wetland Permitting & Exemptions, USACE, WDNR, Site Evaluation for Stormwater Infiltration, Environmental Transaction Screens, WDNR Chapter 30 permits, Federal Environmental Reports / Categorical Exclusions for Grants

Recent Project Examples

- o C. Appleton, Emerald Valley Estates, Wetland Delineation & Exemptions
- o C. Appleton, Broadway Hills Estates, Wetland Delineation & Exemptions
- o Community First, Phase I ESA
- o T. Grand Chute, Condominiums, Wetland Delineation & Exemptions
- o Local School District, Limited Phase II ESA
- o C. & T. Oshkosh, Woodstock Village, Wetland Delineation
- o V. Wittenberg, Grand Ave. & Genesee St. Sidewalk Extensions, Wetland Delineation



Water and Wastewater Planning, Design and Construction Related Services

M&E assists sanitary districts and municipalities in an on-going and RFP basis with a variety of water and wastewater related projects, including water source, distribution, storage and treatment; and wastewater collection, treatment, and lift stations.

Services Provided: Preliminary Planning, Sewer Service Area Amendments, Special Assessment Reports, Design, Permitting, Bid Documents, Securing Qualified Contractors per State Law Bidding, Preparation & Review of Contracts, Shop Drawing Review, Reviewing & Processing Pay Requests & Change Orders, Construction Related Services, Construction Observation & Record Drawings.

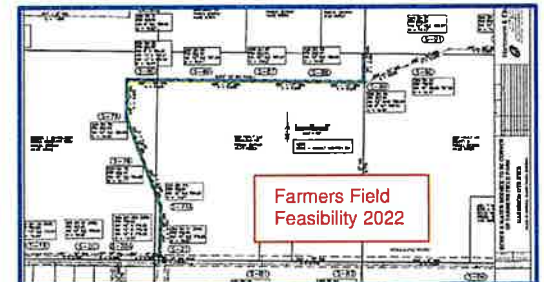
Project Examples

Projects illustrated on attached "Harrison Utilities M&E Projects Map"

- o Harrison Utilities Lift Station 6
- o Abandon Harrison Lift Station #5 Design, Bid & Construction Services
- o CTH LP Manhole, Fire Hydrants & Valve Adjustments (WDOT Project)
- o Deerfield Ave – 8-inch Forcemain Replacement, Pipe Bursting

Other Recent:

- o V. Shiocton, Sanitary Sewer Rehabilitation
- o Dale Wastewater Treatment, Design, CRS, CWF Admin
- o Larsen Winchester Sanitary District WWTP Improvements Design



Regional Study Examples

- o Appleton Transmission Main
- o Feasibility of Force Main to N-M Interceptor Sewers
- o Harrison / Menasha / WSD Boundary Agreement
- o Larsen-Winchester Sanitary District Support
- o Midway / Lake Park Connection to Appleton
- o SSA Coordination – V. Sherwood with Town of Harrison / Waverly
- o Wholesale Water Agreement Assistance with Appleton
- o WSD / Menasha Force Main Agreement Assistance



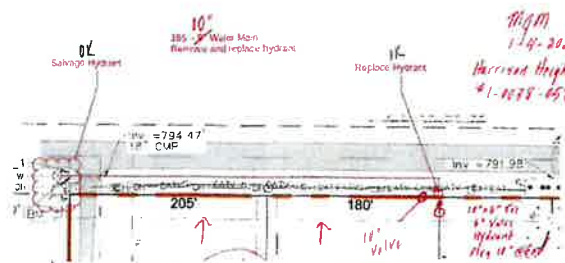
Plan Reviews – Subdivision, Commercial Development

M&E has performed countless designs and reviews of development plans throughout the Fox Valley and beyond.

Relevant Services Provided: Water and sanitary sewer reviews to ensure all plans sheets are supplied and to verify all Utility standards and specifications are being met.

Project Examples (within the Village)

- o Woodland Lake Cottages
- o Harrison Heights
- o North Shore Ridge



Municipal Ordinance, Policy and Project Reviews

We have over 45 years of experience in policy review and development from both the municipal and private perspectives. Our extensive experience in project design allows us to review and respond to submissions in a timely, concise manner.

Services Provided: Plan Review, Zoning Ordinances, Comprehensive Planning, Farmland Preservation Plans, Official Maps (CAD & GIS), Site Plan Review, Stormwater Utility Studies

Project Examples

- o Harrison Utilities Standard Specifications, Planning & Mapping
- o Harrison Comprehensive Plan & Updates
- o Larsen Winchester Sanitary District Sewer Use Ordinance
- o T. Clayton, Stormwater Utility Plan
- o T. Franklin., Zoning Administration
- o V. Wittenberg, Systems Mapping



Municipal Board & Staff Meetings

– Our staff attends many different Board and Council meetings at the pleasure of Municipal Staff and Elected officials. Arrangements differ between communities. Some communities prefer to have representation at all meetings, others only call on us when there is an item on the agenda that pertains to our services. However, for items which may be controversial or complicated, we guarantee to have the appropriate staff member at the meeting to respond to questions or concerns.

Services Provided: Board Meetings, Staff Meetings, Public Infrastructure Meetings, Facility & Land Development Regulation Meetings, Administration, Planning & Zoning Commissions, Public Hearings, Contractor Meetings, Construction Agenda & Minutes

Project Examples

- o V. Harrison, Lift Station 6, Public Hearings, Construction Meetings
- o T. Clayton, Town Board Meetings
- o Dale Sanitary District, Board Meetings, Public Hearings
- o T. Friendship, Public Participation Plan & Meetings, Zoning Services
- o T. Franklin, Public Participation Plan & Meetings, Zoning Services
- o Larsen-Winchester Sanitary District, Board Meetings
- o V. Wittenberg, Board Budget, Project Meetings & Public Hearings



General Municipal Services

Other municipal services M&E provides include:

- o Drafting and CAD Design
- o Printing of Drafts and Plans
- o Construction Observation (Sanitary Sewer and Watermains) to Ensure Compliance
- o Record Drawings / As-builts Documentation
- o Update and Maintain Utility Systems Maps
- o Update Harrison Standards & Specifications Manuals
- o Assist with Special Assessment Process & Reports
- o Assist with Complaints & Requests from Businesses and Residences, per Utility direction





M&E's History with Harrison Utilities (Formerly Waverly Sanitary District)

Martenson & Eisele, Inc. was hired to be District Engineer in 1990, replacing McMahon Associates. At the time, Stan Martenson, founder and Professional Engineer, attended Commission Meetings, advised the Commission and worked closely with staff on District issues. The Waverly Sanitary District (WSD) served properties on the North Side of Lake Winnebago and South of Hwy 10/114 from Oneida Street to Fire Lane 10.

In 1991, M&E assisted the WSD and City of Menasha through an Intergovernmental Agreement to expand the district north of Hwy 10/114 to serve the Stacker Plat with a water main loop east in Manitowoc Road and south in an easement through the Kelly Wieckert property to Hwy 10/114. Sewer & water were provided through contract with Town of Menasha Sanitary District No. 4. M&E assisted WSD with annexations and Sewer Service Area expansions. M&E also developed a "Project Working Procedure," "Waiver of Assessment," and "Acceptance Checklist" which required developers to pay for sewer and water expansions and M&E costs to review plans, perform construction observation, prepare Record Drawings, and update WSD System Maps.

In 1999, M&E assisted WSD, City of Menasha, and Town of Harrison with an Intergovernmental Agreement that resulted in construction of backbone sanitary sewer and water main to serve major growth of Menasha and Harrison (Lift Station No. 4). The growth required an Agreement with the City of Appleton to become a wholesale water customer. M&E designed and oversaw the meter station on Midway Road by the Theda Care facility for this purpose.

In 2007, due to growth in the Lift Station 4 service area, issues arose with the force main. M&E assisted with negotiating an agreement with the City of Menasha to transport wastewater through the City's sewer system to the Neenah-Menasha Treatment Plant. M&E designed a metering and sampling station along with force main extensions for the connection. Over time, the District added a second water connection to the City of Appleton. M&E designed and observed construction of metering facilities for the conversion. M&E most recently assisted Harrison Utilities in expanding its sewer and water system east with the Lift Station 6 project to allow growth out to CTH N.

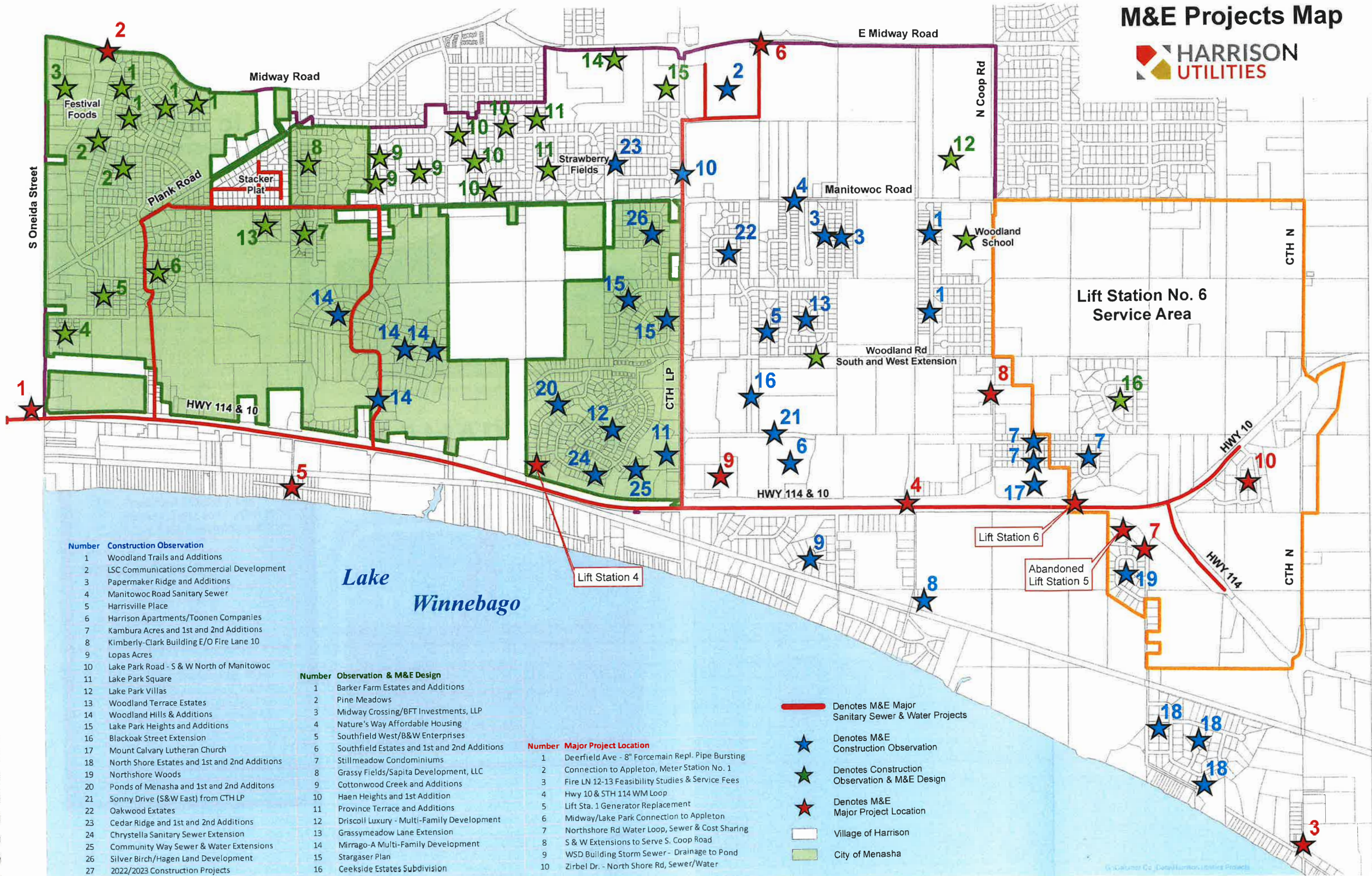


Below in no particular order are services M&E has been involved in over the last 30 years:

- Sewer Service Area Amendments
- Annual updates to Harrison Utility Standard Specifications
- Processing the Acceptance Checklist for all projects (required before connection permits are given out)
- Acquire and process easements for all sewer and water facilities not in public right-of-ways
- Bi-annual Pre-Qualification review of Contractors allowed to conduct work in the Utility
- Maintain a Fire Flow List and run tests
- Prepare Special Assessment Reports for Utility-funded projects
- Maintain project quantity and cost records for developer-funded projects where a refund is possible from other property connections
- Review and give feedback on Developer Agreements
- Assist staff with technical issues and advise as needed
- Work with staff on policies, i.e., Inclement Weather and Private Developments
- Run or participate in pre-construction meetings



M&E Projects Map



- | Number | Construction Observation |
|--------|-----------------------------------------------|
| 1 | Woodland Trails and Additions |
| 2 | LSC Communications Commercial Development |
| 3 | Papermaker Ridge and Additions |
| 4 | Manitowoc Road Sanitary Sewer |
| 5 | Harrisville Place |
| 6 | Harrison Apartments/Toonen Companies |
| 7 | Kambura Acres and 1st and 2nd Additions |
| 8 | Kimberly-Clark Building E/O Fire Lane 10 |
| 9 | Lopas Acres |
| 10 | Lake Park Road - S & W North of Manitowoc |
| 11 | Lake Park Square |
| 12 | Lake Park Villas |
| 13 | Woodland Terrace Estates |
| 14 | Woodland Hills & Additions |
| 15 | Lake Park Heights and Additions |
| 16 | Blackoak Street Extension |
| 17 | Mount Calvary Lutheran Church |
| 18 | North Shore Estates and 1st and 2nd Additions |
| 19 | Northshore Woods |
| 20 | Ponds of Menasha and 1st and 2nd Additions |
| 21 | Sonny Drive (S&W East) from CTH LP |
| 22 | Oakwood Extates |
| 23 | Cedar Ridge and 1st and 2nd Additions |
| 24 | Chrystella Sanitary Sewer Extension |
| 25 | Community Way Sewer & Water Extensions |
| 26 | Silver Birch/Hagen Land Development |
| 27 | 2022/2023 Construction Projects |

- | Number | Observation & M&E Design |
|--------|----------------------------------------------|
| 1 | Barker Farm Estates and Additions |
| 2 | Pine Meadows |
| 3 | Midway Crossing/BFT Investments, LLP |
| 4 | Nature's Way Affordable Housing |
| 5 | Southfield West/B&W Enterprises |
| 6 | Southfield Estates and 1st and 2nd Additions |
| 7 | Stillmeadow Condominiums |
| 8 | Grassy Fields/Sapita Development, LLC |
| 9 | Cottonwood Creek and Additions |
| 10 | Haen Heights and 1st Addition |
| 11 | Province Terrace and Additions |
| 12 | Driscoll Luxury - Multi-Family Development |
| 13 | Grassymeadow Lane Extension |
| 14 | Mirrago-A Multi-Family Development |
| 15 | Stargaser Plan |
| 16 | Ceekside Estates Subdivision |

- | Number | Major Project Location |
|--------|--------------------------------------------------|
| 1 | Deerfield Ave - 8" Forcemain Repl. Pipe Bursting |
| 2 | Connection to Appleton, Meter Station No. 1 |
| 3 | Fire LN 12-13 Feasibility Studies & Service Fees |
| 4 | Hwy 10 & STH 114 WM Loop |
| 5 | Lift Sta. 1 Generator Replacement |
| 6 | Midway/Lake Park Connection to Appleton |
| 7 | Northshore Rd Water Loop, Sewer & Cost Sharing |
| 8 | S & W Extensions to Serve S. Coop Road |
| 9 | WSD Building Storm Sewer - Drainage to Pond |
| 10 | Zirbel Dr. - North Shore Rd, Sewer/Water |

- Denotes M&E Major Sanitary Sewer & Water Projects
- Denotes M&E Construction Observation
- Denotes Construction Observation & M&E Design
- Denotes M&E Major Project Location
- Village of Harrison
- City of Menasha

Village of Harrison Lift Station No. 6

Location

Village of Harrison, WI

Key Services

- ❖ Surveying
- ❖ Civil Engineering
- ❖ Construction Services

Project Description

- ❖ Sanitary Sewer and Lift Station Feasibility Study for 708-acre service area near split of Hwy. 10 and Hwy 114.
- ❖ Design and construction of Lift Station No. 6 and appurtenant site improvements.
- ❖ Wood frame building with driveway and parking, an 8-foot diameter 30-foot deep wet well with submersible pumps, generator, controls, and 0.25 miles of 8-inch forcemain.
- ❖ Plans for 4 miles of future sanitary sewer and 4 miles of future watermain within service area.

M&E Approach

- ❖ Feasibility Study with cost estimates.
- ❖ Wetland Delineations and Environmental Reviews.
- ❖ Permitting and coordination with East Central Wisconsin Regional Planning Commission, Public Service Commission, WDNR, WDOT, Calumet County Hwy. Dept., and Village of Harrison.
- ❖ Preparation of approximately 100 easement documents.
- ❖ Survey, Engineering Design and Construction Related Services



VILLAGE OF SHIOCTON SANITARY SEWER SYSTEM EVALUATION AND REHABILITATION

Location

Village of Shiocton, WI

Key Services

- ❖ Civil Engineering

Project Description

- ❖ Village of Shiocton experienced sanitary sewer bypassing at their WWTP on three occasions in 2019, resulting in discharge of untreated water to the Wolf River.
- ❖ WDNR issued an order requiring the Village to develop a plan to reduce infiltration and inflow (I/I).
- ❖ A Sewer System Evaluation Survey and Rehabilitation Plan was needed.

M&E Approach

- ❖ Review of sanitary sewer televising and manhole inspection reports done in 2019 and 2020.
- ❖ Report summarizing priority of I/I reduction measures.
- ❖ Research of current available sanitary sewer and manhole rehabilitation alternatives.
- ❖ Recommendations for improvements to reduce I/I based on cost effective analysis.
- ❖ Lift Station Site Visits.
- ❖ Emergency Generator Recommendations.
- ❖ Preparation of Cost Estimates.
- ❖ Presentation to Village Board.
- ❖ Preparation of Plans and Specifications.
- ❖ Assistance with Bidding.



South Webb Street Reconstruction (CDBG-PF)

Location

Village of Wittenberg, WI

Key Services

- ❖ Grant Administration
- ❖ Surveying
- ❖ Civil Engineering
- ❖ Construction Services

Project Description

- ❖ Village was experiencing performance and funding issues for South Webb Street.
- ❖ Years of expensive cold mix application raised the road, covering the curb and causing drainage & safety issues.
- ❖ **Nearly 75-years-old, undersized utilities were experiencing backups and poor pressurization.**

M&E Approach

- ❖ M&E helped the Village successfully secure CDBG-PF & CL funding, allowing over 90% of the project to be covered by federal grant.
- ❖ Facilitated public information meetings to take local concerns into the street design.
- ❖ Provided engineering, field work, construction related services, and grant administration to ensure successful reconstruction of **South Webb Street utilities, roadway, and sidewalks.**



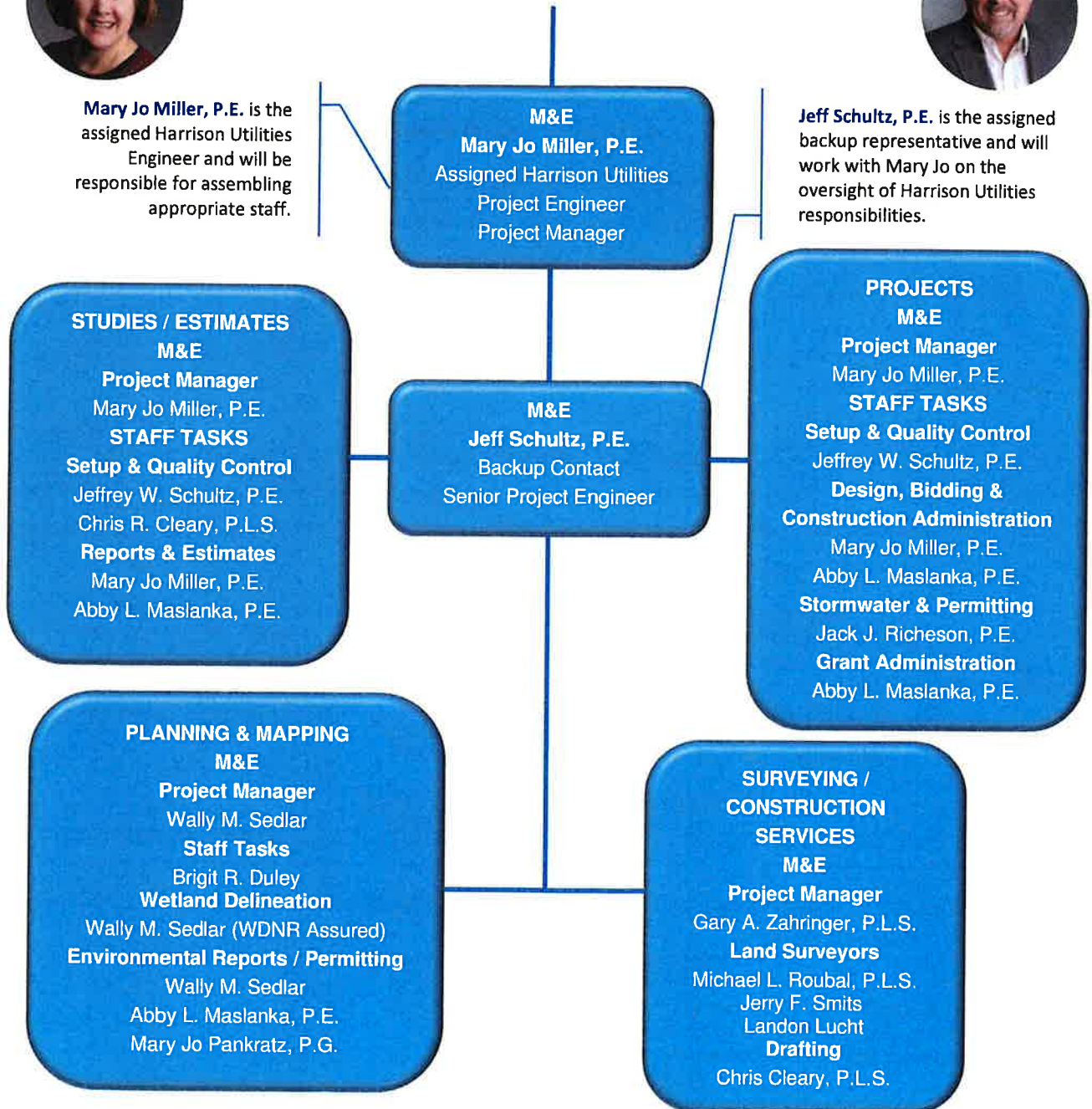
Section 5: Project Team



Mary Jo Miller, P.E. is the assigned Harrison Utilities Engineer and will be responsible for assembling appropriate staff.



Jeff Schultz, P.E. is the assigned backup representative and will work with Mary Jo on the oversight of Harrison Utilities responsibilities.



Mary Jo Miller, P.E., CPESC – Project Engineer III



Total Experience
36 years

Registrations and Certificates
Professional Engineer – WI
Certified Professional in Erosion and
Sediment Control

Education
Bachelor of Science Degree
Michigan Technological University
(1987)

Continuing Education
UW Milwaukee WWTP Nutrient Workshop
UW Milwaukee Phosphorus Water Quality
UW Extension Storm Mngt. in Karst Areas
Northeast WI Stormwater Consortium
WI Asphalt Paving Assoc, Conferences
NSPE Ethics Webinars
NASECA Stormwater Conferences
WDNR Site Development Workshop
EroTex Erosion Control Workshop
UW Madison – Engineering Ethics

Memberships
NSPE

Mary Jo is a project manager, municipal engineer and project engineer for public and private projects, assisting clients with utility, roadway, and stormwater design, agency coordination and permitting, and construction administration. She works closely with a number of municipal clients as both a client liaison, and Town or Sanitary District Engineer. Mary Jo has experience in street, water, sanitary sewer, storm sewer, stormwater management, lift station and wastewater treatment projects for municipal clients, as well as experience in commercial and residential site design and subdivision planning for private clients.

Selected Project Experience

Roadway Reconstruction with Utility Replacement

Village of Wittenberg – South Webb Street
Village of Combined Locks – Debruin Road
City of New London – Beacon Avenue, Wolf River Drive, Starlight Drive,
Partridge Drive
Village of Iola – State Street, Town Line Road, Depot Street, Oak Street

Subdivisions with Utilities

Village of Harrison – Kambura Acres, Creekside Estates
Village of Combined Locks – Martineau Road and the Locks Business Park
City of Omro – Omro Industrial Park, Walnut Heights
Town of Neenah – Cottages at Woodside Green
Pfefferle Companies – Trails Edge

Lift Stations

Harrison Utilities – Lift Station No. 6, Village of Harrison
City of Omro – Omro Industrial Park
City of Appleton – Apple Hill Farms, Clearwater Creek

Sanitary Sewer Feasibility and Facility Plan Studies

Harrison Utilities – Lift Station No. 6 Service Area, 700 acres
Dale and Larsen Winchester Sanitary Districts – WWTP Facility Planning
Village of Shiocton Sewer System Evaluation and Sewer Rehabilitation Plans
Town of Winneconne – USH 45 and CTH GG, 130 Acres
Larsen Winchester Sanitary District – USH 45 and CTH II, 685 Acres
Town of Clayton – Highway 10 Study Area, 1,400 acres

Sewer Rate Studies/Connection Fee Studies

City of Appleton, Minnesota
Dale Sanitary District
Village of Kekoskee
Village of Redgranite
Village of Harrison

Roadway Construction/Reconstruction

Town of Calumet – Schoenborn Road
Town of Clayton – Whispering Meadows, Fox Valley Asphalt Development, Rose
Moon Way, Rosemary Lane, Braun Court, Ridgeway Subdivision, Oak
Openings Subdivision, Oakcrest Subdivision, Winncrest Subdivision,
Clayton Avenue, Larsen Road
Town of Bloomfield – Aspen Avenue
Waupaca County – CTH D, Spurr Road to USH 45 and CTH I, CTH Y to
Paape Road (WDOT Design Process)



Jeffrey W. Schultz, P.E. | Senior Project Engineer II | Backup Representative has 36 years of experience as a project manager, municipal engineer and project engineer. Jeffrey serves as manager of the engineering team in the Menasha office. He is responsible for managing and designing municipal, educational, commercial and subdivision projects. Jeff works with the engineering team performing specific design services along with oversight on grading, underground utilities, storm water management, erosion control and earthwork analysis. Jeff communicates directly with clients, regulatory agencies, contractors and sub-consultants.



Jack J. Richeson, P.E. | Project Engineer IV | Stormwater & Env. Permitting has 9 years of experience as a project manager and engineer. Jack serves as a project manager and designer for civil/environmental engineering projects, which may include site planning, roadway, sewer and water utility, lighting design, stormwater modeling and facility design, and/or flood analysis for a wide variety of residential and commercial private clients as well as various local municipalities. Jack has a Master's Degree in Environmental and Water Resources Engineering, and is experienced in storm water modeling, construction site erosion control management, municipal and environmental permitting, and related civil and site design components and regulations.



Abby L. Maslanka, P.E. | Project Engineer II | Grant Admin. & Eng. Reports has 6 years of experience as a design engineer for a multiplicity of project types and civil design elements. She has expertise in stormwater Best Management Practices reports and design, including wet and dry detention ponds; biofilters and infiltration devices; underground storage and treatment systems; and new and upcoming technology such as manhole filters and pond additives. She is also involved in developing site, drainage, utility and erosion control plans from conceptualization through bidding. Beyond her design and permitting responsibilities, Abby serves as a point of contact for clients, contractors and regulatory agencies and acts as a grant administration representative throughout the project implementation process.



Christopher R. Cleary, P.L.S. | Senior Engineering Technician | Drafting & Quality Control has 28 years of experience as a certified surveyor and engineering technician. Chris assists the engineers in planning, designing and drafting roads; sewer and water systems; commercial developments; quantity and materials estimates with associated costs; and the development of project specifications. He utilizes AutoCAD, Civil3D, and Eaglepoint software.



Gary A. Zahringer, P.L.S. | Executive Vice President | Surveying P.M. has 40 years of experience as a field surveyor and serves as project manager of the surveying team. He is responsible for the department's workload for project assignment and performs quality control review for ALTA surveys, topographic surveys, boundary surveys, legal descriptions and easement preparation. Gary schedules project team meetings for large construction and/or land development projects. He also performs project scheduling, facilitates client contact, agency/municipality coordination and guides completion of project phases.



Michael L. Roubal, P.L.S. | Land Surveyor II | Surveying Crew Chief offers over 28 years of experience in land surveying. He serves as survey crew chief in the Menasha office. Michael's responsibilities include performing the field work, mapping and production of ALTA surveys, topographic surveys, boundary surveys, legal descriptions and easement preparation. Michael's construction-related duties include sewer and water staking, road staking, grade staking and other various construction staking items.



Landon W. Lucht | Land Surveyor I | Environmental Technician has over 8 years of experience as a surveying and environmental specialist technician. He has the ability to perform field work with surveying instruments and GPS units, provides stake out data to field crews on residential, commercial, educational and municipal projects, performs map-related research, boundary analysis, survey calculations and creates a variety of maps including: ALTAs, Certified Survey Maps, site plans for new residential building construction, topographic and boundary surveys, legal descriptions and easement preparation, using AutoCAD Civil 3D, Excel and Word.



Wally M. Sedlar | Principal Planner & WDNR-Assured Wetland Delineator | Environmental P.M. has 34 years of experience as a field technician, environmental field investigator and municipal planner. He is responsible for administering the company's planning services program. Wally's key responsibilities include contract negotiation and execution; municipal Comprehensive, Parks and Reclamation Plans; WDNR-Assured wetland delineations & permitting; drone operation; and project management. He has extensive experience in facilitating and participating in public meetings, such as Municipal and County Boards and Public Involvement Meetings. Ordinance development, environmental planning, construction management, and agricultural practices are his strengths.



Brigit R. Duley | Planning Technician | Mapping offers 38 years in the planning & engineering fields and 28 years as a GIS Specialist, assisting all departments with site layout maps and data. Brigit has worked on an extensive list of Comprehensive Plans for many municipalities; assisted towns and counties with DATCP Certified Farmland Preservation Plans and Zoning maps; created Park Trails and Open Space Plans and Designs; and School District Enrollment and Growth Studies to analyze enrollment numbers and determine possible boundary changes. Brigit's other responsibilities include assisting the Principal Planner with review and formatting of zoning and ordinance codes, compiling census data for comprehensive plans, creating online survey platforms, drafting wetland delineation maps, and assisting the surveying department with research and data gathering.



Mary Jo Pankratz, C.P.G. | Environmental Specialist | Env. Reports has over 40 years of experience as a Certified Professional Geologist. Mary Jo serves as a natural resources and environmental project manager, as well as an environmental planner. She has had significant experience in national and international projects. Additional responsibilities include NEPA assessments, mining reclamation plans, and traffic impact analysis. Mary Jo's key responsibilities include natural resources research, mapping, environmental impact studies / Phase I & IIs, mine reclamation, and GIS. Her extensive educational experience as an adjunct instructor at the University of Wisconsin-Oshkosh assists clients with making informed land-use decisions.

Geotechnical Subconsultants are utilized whenever geotechnical investigations, soil borings, or pavement borings are required for a municipal project. Martenson & Eisele, Inc. contacts both companies for a competitive bid, selecting the lowest bidder



Intertek PSI has been providing business and industry with objective, accurate and useful information for over 130 years. PSI is a nationally recognized consulting engineering and testing firm providing integrated services in several disciplines, including geotechnical engineering, construction materials testing and engineering, facilities engineering and consulting, environmental consulting, asbestos management and industrial hygiene.





ECS was founded in 1988 and is a leader in geotechnical, construction materials, environmental and facilities engineering. Today, with 2,000 employees, ECS has grown to more than 65 offices and testing facilities spread across the nation. ECS is currently ranked 69 in *Engineering News-Record's* Top 500 Design Firms (ENR, April 2020) and 154 in *Engineering News-Record's* Top 200 Environmental Firms (ENR, July 2020).

Section 6: Invoice Submittals

Invoices for municipal projects are typically given to the client on a monthly basis for the previous month's work. Municipal services would be tracked under a general number. Capital project services would be quoted up-front, including estimated permitting fees, under individual project numbers. The reported scope may be as summarized or detailed as the client requests. Detailed team timesheet comments are available upon request.

As the Harrison Utilities Engineer, we would consider you as a partner. **We would not be charging for phone call minutes, email minutes, map requests, nor travel expenses.** Additionally, surveying materials are not charged on top of the standard hourly rate. Additional information regarding charges is included in the Billing Rates table on the following page.

		Martenson & Eisele, Inc. <small>professionals dedicated to serving people committed to improving their communities</small>	<small>Planning Environmental Surveying Engineering Architecture</small>
<small>1377 Midway Road, PO Box 449, Menasha, WI 54952-0449 920.731.0381 Phone 920.733.8578 Fax</small>			
Invoice		Invoice Number:	XXXXX
Client:		Project Name:	[V. Harrison Project]
Village of Harrison		Project #:	1-XXXX-XXX
<small>W5298 Hwy 114 Menasha, WI 54952</small>		Date:	MM/DD/YYYY
		PO Number:	
Scope:			
<p>The scope may be as summarized or as detailed as the Village requests. The reported details will rely on timesheet comments submitted by staff. Examples may include:</p> <ul style="list-style-type: none"> Stormwater Modeling Management Plan Drafting & Environmental Reports Erosion Control Plan Pre-Construction Meeting with Contractor Construction Observation, etc. 			
<hr/> <p>For Services Rendered For The Period Through MM/DD/YYYY</p> <hr/>			
Professional Services			
		Amount	
	Engineering: Prelim/Schematic Design	\$X,XXX.XX	
	Engineering: Design Development	\$X,XXX.XX	
	Total Professional Services	\$XX,XXX.XX	
Reimbursable			
		Amount	
	Copying Costs	\$XX.XX	
	Municipal Review Fee	\$XX.XX	
	Permit Fee	\$XX.XX	
	Total Reimbursable	\$X,XXX.XX	
	Invoice Amount	\$XX,XXX.XX	
All invoices are due upon receipt. A late charge of 1% will be added to any unpaid balance after 30 days.			
For your convenience, now accepting Visa, Master Card, and Discover.			



Section 7: Billing Rates

The 2023 Billing and Reimbursables rates for Martenson & Eisele, Inc. are included below. Costs not covered under these schedules include state and federal application fees for projects, which will be estimated prior to presenting any Capital Improvement Project agreement and billed at-cost. Billing rates are reevaluated at the start of each calendar year and are typically adjusted 2-3% based on inflation.

NOTE: In appreciation of Harrison Utilities as a valued client, Martenson & Eisele, Inc. proposes to offer a 10% discount on design projects completed for the Utility. The hourly rates below are M&E's base rates and do not include this discount.

Service Rates

Name	Position	Hourly Rate
Engineering Team		
Mary Jo Miller, P.E.	Project Engineer III, Assigned Representative	\$135.00
Jeff Schultz, P.E.	Senior Project Engineer II, Back-up Representative	\$150.00
Jack Richeson, P.E.	Project Engineer IV	\$140.00
Abby Maslanka, P.E.	Project Engineer II	\$125.00
Chris Cleary, P.L.S.	Senior Engineering Technician	\$105.00
Surveying Team		
Gary Zahringer, P.L.S.	Senior Land Surveyor II	\$150.00
Mike Roubal, P.L.S.	Land Surveyor II	\$110.00
Planning & Environmental Team		
Wally Sedlar	Principal Planner & WDNR-Assured Wetland Delineator	\$120.00
Brigit Duley	Planning Technician	\$93.00
Mary Jo Pankratz, C.P.G.	Environmental Specialist & Professional Geologist	\$95.00

- o Overhead, administration and other related charges are built within our rate schedule. There will not be additional charges invoiced for general project management.
- o As engineer, we would consider the Utility as a partner. We would not be keeping track of phone call minutes, email minutes nor charging for map requests. Our desire would be to create an open dialogue environment.
- o Our basis for compensation will be an agreed-upon method the Utility is comfortable with per service request, whether a fixed fee, time and materials, or not-to-exceed model.
- o For private development projects, individual reviews, and/or meetings with other levels of government, we will make ourselves available for consultation meetings and project reviews at fees suitable to the Utility.

Reimbursable Rates

Reimbursable	Rate
Large Paper Plots	
17" x 22", 18" x 24" Black & White	\$0.60/ sheet
22" x 34", 24" x 36" Black & White	\$1.20/ sheet
30" x 42", 36" x 48" Black & White	\$2.40/ sheet
17" x 22", 18" x 24" Color	\$5.75/ sheet
22" x 34", 24" x 36" Color	\$14.75/ sheet
30" x 42", 36" x 48" Color	\$27.75/ sheet
Normal Prints & Copies	
8-1/2" x 11" Black & White	\$0.10/ sheet
8-1/2" x 14" Black & White	\$0.12/ sheet
11" x 17" Black & White	\$0.15/ sheet
8-1/2" x 11" Color	\$0.45/ sheet
8-1/2" x 14" Color	\$0.75/ sheet
11" x 17" Color	\$0.90/ sheet
Postage / Delivery	
Postage/ Delivery/Shipping	At Cost

All general travel time, surveying materials and equipment are included in hourly rates. No additional charge will be added for equipment usage nor routine travel to the Utility.

Section 8: References

Harrison Utilities

Projects: (See Section 4)

Tom Van Zeeland, Systems Operator

N8722 County Road LP

Menasha, WI 54952

(920) 731-0002

Key Personnel: Mary Jo Miller, P.E.; Jeff Schultz, P.E.

City of Appleton

Projects: Apple Hill Farms, Emerald Valley Estates, Clearwater Creek, Broadway Hills Estates Subdivisions with Utilities

Pete Neuberger, P.E., City Engineer

100 N. Appleton St.

Appleton, WI 54911

(920) 832-6485

Key Personnel: Jeff Schultz, P.E.; Jack Richeson, P.E.; Abby Maslanka, P.E.

Village of Wittenberg

Project: Village Engineer, CDBG-PF Funds for South Webb Street and Utility Reconstruction, Sidewalk Improvement Project, WDOT TAP Funds

Traci Matsche, Village Clerk/Treasurer

PO Box 331, 208 W. Vinal Street

Wittenberg, WI 54499

(715) 253-6063

Key Personnel: Mary Jo Miller, P.E.
Abby Maslanka, P.E.

Village of Shiocton

Project: Village Engineer, Sanitary Sewer System Evaluation Survey and Sewer Rehabilitation Projects

Laurie Sweeney, Village Clerk/Treasurer

P.O. Box 96, N5605 State Road 76

Shiocton, WI 54170

(920) 986-3415

Key Personnel: Mary Jo Miller, P.E.

Town of Calumet

Project: Town Engineer, Roadway Improvement Projects, WDOT LRIP Funds

Don Breth, Town Board Chairperson

P.O. Box 92, W2104 County Road HH

Malone, WI 53049

(847) 867-6306

Key Personnel: Mary Jo Miller, P.E., Abby Maslanka, P.E.

Larsen-Winchester Sanitary District

Recent Projects: WWTP Facility Plan, WWTP Improvements Design (Current), West Side Lift Station Feasibility, CTH II Sanitary Sewer Extensions, Sanitary Sewer Evaluation and Rehabilitation

Scott Reif, District Chairman

P.O. Box 85, Larsen, WI 54947

(920) 850-1405

Key Personnel: Mary Jo Miller, P.E.



Municipal Engineering Services

Prepared for



CALUMET COUNTY, WISCONSIN



SEPTEMBER 28, 2023

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: PO BOX 1025 NEENAH, WI 54957-1025 PH 920.751.4200 MCMGRP.COM

McM. No. M0032-09-21-00013 / LRR:mck





September 28, 2023

Village of Harrison
Attn: Matt Heiser, Village Manager
W5298 HWY 114
Menasha, WI 54952

Re: Harrison Utilities | Village of Harrison
Statement of Qualifications | Engineering Services
McM. No. M0032-09-23-00013

Dear Matt:

Thank you for the opportunity to submit our Statement of Qualifications to Harrison Utilities in response to your Request for Proposals (RFP), dated August 31, 2023. It is our intent to respond to your list of typical project tasks outlined within the RFP, but also describe the comprehensive level of services available from McMahon Associates, Inc. (McMAHON).

Our company philosophy is client centered. We want to continue to be a 'Trusted Partner' with the Village of Harrison. We intend to earn your trust by successfully completing the projects assigned.

McMAHON's experience with municipal projects is presented within the enclosed Statement of Qualifications. The value we will bring to Harrison Utilities future projects include the following:

- McMAHON is comprised of a Team of professionals with extensive experience in a variety of municipal disciplines. We began as a firm serving municipal clients, and that remains our major focus today.
- McMAHON Professional Engineers / Architects have conducted evaluations and prepared successful design projects for the Village of Harrison and previously the Town of Harrison for over 25 years.
- McMAHON's Project Team will take the time to work with Harrison Utility and Village Staff and Elected Officials to provide a clear understanding of the issues associated with a particular project, options available, costs for each option, advantages/disadvantages, and risks associated with each. The Village will be given the information needed to ultimately arrive at a solution that best fits the Utilities needs and objectives.
- McMAHON will assist Harrison Utilities in seeking project funding and financing opportunities. McMAHON has experience with available funding programs, including Clean Water Fund (CWF) / Safe Drinking Water (SDW) and Urban Nonpoint Source & Storm Water Management (UNPS&SW).

Village of Harrison
Attn: Matt Heiser, Village Manager

We appreciate the opportunity to strengthen our relationship with the Village. McMAHON previously had provided over 25-years of Municipal Street Design and Construction Administration services to the Village along with Stormwater Management Planning, Design and Construction Related services. McMAHON developed the Village's Municipal-Wide Stormwater Management Plan, Erosion Control & Stormwater Management Ordinances and Standard Specifications for Storm Sewer and Street Construction. The Core Team that we have assembled have a long-standing history working with Village Staff and appreciate the opportunity to provide our services to Harrison Utilities.

McMAHON has the in-house staff required to meet the Village's needs within our Neenah Corporate Headquarters. Our office is conveniently located less than 10 miles to the Harrison Utility District office and 13 miles to the Harrison Municipal Complex.

I will serve as your primary contact with McMAHON. I am an Associate of the firm with 30 years of Municipal Engineering experience at McMAHON. I have been working for and with the Village for more than 22 years on a wide array of municipal projects and I look forward to working with you and serving Harrison for many years to come.

Below is my contact information:

Lee R. Reibold, P.E.
McMahon Associates, Inc.
1445 McMahon Drive | PO Box 1025
Neenah, WI 54956 | 54957-1025

Email: lreibold@mcmgrp.com
Phone: 920.751.4200 | 920.427.6020 (cell)

Please contact me with any questions you have.

Respectfully,

McMahon Associates, Inc.



Lee R. Reibold, P.E.
Associate / Municipal & Civil Engineer

FIRM'S HISTORY

Established in 1909, McMahon Associates, Inc. (McMAHON) has provided Professional Engineering and Architectural services to our valued customers for more than a century. Our dedication to superior client service and our commitment to finding innovative and efficient solutions to our client's economic and regulatory challenges are a priority. Great emphasis is placed on adding value to all phases of a project. This 'Value-Added' business philosophy, combined with our diverse project capabilities, contributes to a strong history of repeat business.

McMAHON is a full-service Engineering/Architectural firm with a staff of approximately 140 Professional Engineers, Registered Architects, Surveyors, and support staff. Our Corporate Headquarters is located in Neenah, Wisconsin. McMAHON provides comprehensive professional services to public and private clients, and offers expertise in Water Supply, Wastewater Treatment, Stormwater Management, Transportation, Land Surveying, Electrical and Control Systems, Architecture, Environmental Services, Structural Engineering, GIS services, Geospatial services, and Funding and Grant Writing Assistance.

PROFESSIONAL SERVICES

McMAHON offers a **broad spectrum of services**, provided by our in-house staff of professionals:

- Municipal Engineering
- Transportation
- Water Resources
- Environment & Ecology
- Parks & Recreation
- Site Development
- Land Surveying
- Geospatial Solutions
- GIS Development
- Architecture
- Building Information Modeling (BIM)
- Wastewater Engineering
- Water Engineering
- Waste-to-Energy
- Structural Engineering
- Electrical / Controls
- Mechanical HVAC
- Plumbing Design
- Industrial Engineering
- Public & Emergency Management
- Funding Strategies, Solutions and Grant Assistance
- Construction Services
- Design-Build
- Public/Private Partnerships (P3)
- Operations Services

Our capabilities are as diverse as the clients we serve

- Municipal / Government
- Commercial / Retail
- Healthcare
- K-12 Education
- Higher Education
- Dairy / Food / Beverage
- General Industrial
- Transportation
- Tribal
- Hospitality / Sports / Entertainment
- Cultural
- Energy / Utilities
- Residential

UNDERSTANDING OF NEED

McMAHON recognizes that Harrison Utilities expects highly responsive, quality services from their Municipal Consulting Engineer. We agree. McMAHON's Corporate Headquarters is located in the Village of Fox Crossing, approximately 10 miles from the Harrison Utility District office and less than 13 miles from the Village of Harrison Municipal Complex. Harrison expects to feel they are a valued client by receiving services on-time and on-budget. We agree. Harrison expects their Municipal Consulting Engineer to value a long-term relationship and work hard to maintain it. This is the McMAHON Way. Values, Culture and Relationships have been our company cornerstones for 114 years. We have a strong working relationship with Village Staff on a variety of projects over the past two decades.

As outlined in the Village's Request for Proposals (RFP), McMAHON has the necessary resources and staff to provide the following Scope of Services:

- Grant writing or assistance with grant applications as requested. McMAHON is familiar with funding sources that include both grants and low interest loan programs. McMAHON has been successful in securing Local, State, Federal, and Foundation grant funding for various municipal projects including Safe Drinking Water Loan Program, Clean Water Funding, transportation and stormwater projects.
- Surveying. McMAHON has five State of Wisconsin Registered Land Surveyors on staff to meet the needs of Harrison Utilities\the Village, whether that means conducting a topographical survey, preparation of easement documents, writing of legal descriptions or simply reviewing a certified survey map or subdivision plat.
- Plan Reviews. McMAHON is familiar with the Village's standards for sanitary sewer, water main, storm sewer, roadway and stormwater design requirements. McMAHON is currently providing storm sewer, roadway and stormwater review to the Village of Harrison for residential subdivision and private site plan review. McMahon also provides sanitary sewer and water main review to the Darboy Joint Sanitary District for residential subdivision development whether located in the Village of Harrison or Town of Buchanan.
- Sanitary Sewer and Lift Station Design. McMAHON has a Team of engineers with extensive years of experience in the planning and design of sanitary sewer collection systems and lift station design, construction, and operation.
- Sewer and Water Main Distribution and facilities design. McMAHON was founded on providing sanitary sewer collection system planning and design and water main distribution planning and design for many of the Communities in the Fox Valley and surrounding communities in Northeast Wisconsin. McMAHON engineers are familiar with Harrison Utility requirements having worked closely with Harrison Utility Staff on residential subdivision developments.
- Assist with obtaining necessary permits from regulatory agencies. McMAHON has an excellent professional relationship with Wisconsin DNR, Wisconsin Department of Transportation (WisDOT), Army Corps of Engineers (USACE), and others on several projects within the Village of Harrison and surrounding Communities.
- Assist with obtaining easements and/or right-of-way acquisition for utility and other various projects. McMAHON has extensive experience in assisting the Village of Harrison and surrounding Communities with meeting with homeowners and businesses in securing easements for various utility and roadway construction projects.
- Assist with development and implementation of CIP. Many of the McMAHON Team are an extension of a Communities Staff, attending weekly Staff meetings to assist in the planning of future projects and assisting in the development of their 5-year CIP.

- Design, permit, bid, administer, coordinate and inspect Harrison Utilities construction projects and act as project manager. Evaluate and process contractor payment requests. McMAHON's Staff of municipal engineers have the knowledge and experience in most municipal utility and street construction projects beginning with design and permitting services, public bidding, and through construction administration. McMAHON has a staff of full-time on-site project representatives with a complete knowledge and understanding of construction specifications for sanitary sewer, water main, storm sewer and streets.
- Assist with complaints and requests from businesses and residents as directed by Harrison Utilities. McMAHON has several client representatives that act as an extension of a community's staff; fielding phone calls or questions from property owners. Most times these are related to current projects but can also be from previous projects.
- Perform drafting and CAD design. Printing of drafts and plans. McMAHON's CAD Drafting Department provides support for all engineering and architectural projects.
- Obtain "as-built" information on public and private utility facilities as requested. McMAHON's Survey Department has the experience and knowledge to locate the necessary information to prepare accurate utility record drawings.
- Develop maps and record drawings for the Harrison Utilities/the Village as needed by project; create as-built documentation of projects. McMAHON's CAD Drafting Department utilizes the information obtained from the Survey Department and on-site project representative to develop and prepare the utility record drawings. This information can then be used by the GIS Department in updating the Utility Mapping.
- Update Village maps and utility maps/records. McMAHON is knowledgeable in creating and updating Community Utility Maps. Our GIS Department has integrated mapping and data from paper records, computer files, televising videos, etc. into a user-friendly format. Maintaining a GIS program allows users to view, interpret and analyze all the information in a common location and assist in developing an annual Capital Improvement Program for sanitary sewer, water main, storm sewer and roadway infrastructure projects.
- Update Harrison Utilities standards and specifications manual, as requested. McMAHON has prepared Standard Construction Specifications for many of the surrounding Communities, including the Darboy Joint Sanitary District No.1 Sanitary Sewer and Water Main Construction Specifications Manual. McMAHON has prepared and updated the Village of Harrison's Storm Sewer and Roadway Specifications manual over the past 20 years, having just done the most recent update in January 2023.
- Assist with special assessment process and prepare special assessment reports as requested. McMAHON Staff is extremely experienced in the preparation of special assessment reports, attending and presenting at Public Hearings for Special Assessments on various types of utility and roadway projects.
- Attend Village Board meetings, Public Hearings, and staff meetings as requested. The majority of McMAHON Project Managers attend regular Board Meetings, Public Hearings for special assessments and staff meetings for several of our municipal clients. Many times, the Project Managers are viewed as an extension of the Community's Staff. McMAHON currently attends the Harrison Board meetings and frequently attends Village staff meetings.
- Inspect development construction projects (sanitary sewer, and water main) construction to ensure installation meets Harrison Utilities standards and specifications. McMAHON has both full-time and seasonal On-Site Representatives that are well versed in sanitary sewer, water main and storm sewer utility construction, roadway construction and new subdivision developments.

- Assist in the development and maintenance of utilities connection fees. Several McMAHON staff have assisted surrounding municipalities with developing utility connection fees and sewer impact fees.
- Miscellaneous municipal engineering design as requested. McMAHON has a diverse staff of Professional Engineers, Professional Land Surveyors, and Registered Architects to provide essential services necessary to enable, sustain, and enhance the framework that makes up a community. McMAHON was founded on providing Professional Engineering & Architectural Services for various municipal related projects.

APPROACH

McMAHON's approach to serving as Harrison Utilities Consulting Engineer begins with communication. Face-to-face communication is extremely important toward the development of a strong relationship between McMAHON and the Village. As the Client Representative for the Village of Harrison, I am already attending the Village Board meetings and Village Staff meetings on an as requested basis. McMAHON will continue to attend Village Board meetings and Village Staff meetings, representing both Harrison Utilities and the Village. Meeting with Harrison Utility Staff helps us understand the Utilities wants and needs for individual projects. Understanding these wants and needs and developing the project scope will lead to a successful project. Attendance at these meetings also strengthens our relationship with the community leaders and helps us provide you the best service. Many times, the success of a project involves getting all of the project stakeholders involved, including the residents and/or property owners. Listening to the public's concerns on projects can assist in identifying pre-existing issues or problems before the design process has begun. Conducting Public Information Meetings during the beginning stages of a project is critical in the success of a public project. McMAHON's Project Managers are skilled at conducting Public Information Meetings and have extensive experience in interacting with the public.

Public projects can disrupt the daily lives of residents and cause concern for local businesses. This communication begins prior to design, by conducting Public Informational Meetings with property owners to educate them as to the need for the project, what impacts the project may have on their property, access during construction and how that may impact their daily lives. But the communication needs to continue through construction, providing regular updates as to the progress of the project. A project's success is keeping all the stakeholders informed from the early stages of design through construction and the McMAHON Team Members communicate through progress meetings, e-mails, Twitter, weekly updates through project websites, phone calls and texts.

EXPERIENCE

McMAHON is a full-service engineering firm and has the necessary staff in-house to complete all the tasks identified within the RFP without the need for outside consultants. McMAHON proudly provides Municipal Engineering Services to dozens of Communities, Sanitary Districts, Stormwater & Water Utility Districts and Wastewater Treatment Plants. Our tenure with many of these communities is unequalled in our industry. Many of these communities have worked annually with McMAHON for 30 years or more. Some date back to the inception of the company in 1909.

McMAHON's strongest client relationships are in communities that we are considered 'staff' and not the project consultant. This allows the McMAHON Team to take personal ownership in your community. Attendance at Village Board meetings, various Commission meetings, and staff meetings also strengthens our relationship with the Community leaders and helps us provide you with better service. Attending these meetings regularly allows

relationships to form with Board members and the public. This provides for better communication, trust, and project understanding.

McMAHON Team Members serve many roles as a 'staff' member in a Community. McMAHON Project Managers are active, sitting on committees, acting as review agents, developing policies and programs, assisting in preparing ordinances, attending and presenting at public meetings, coordinating projects and much more. McMAHON is visible and known in the Community and because of this, understands what it takes to responsibly serve Community officials, residents, businesses, and other municipal departments. We are a representative of the Village and conduct ourselves professionally.

McMAHON's experience as Municipal Engineers for Communities of all sizes has made us experts at utilizing the strengths of a Community, filling in the gaps, and supporting with high quality service in the area a Community needs. We have developed highly successful annual maintenance programs for sanitary sewer collection systems, water distribution systems, stormwater management systems and pavement maintenance programs. Supporting these programs are ordinances, assessment policies, long range planning, utility development and strong public relations skills. These components are critical to the success of infrastructure management for Harrison Utilities and the Village of Harrison.

Every Community we serve is unique based upon their size, staffing, internal expertise and Community dynamics. McMAHON's experience of working with dozens of Communities will bring many ideas to the table to strengthen Harrison as well as the opportunity for McMAHON to learn from Harrison's strengths and in turn strengthen McMAHON as well.

McMAHON has extensive experience and a professional reputation with Wisconsin DNR, ACOE, WisDOT and other permitting agencies. Our approach in working with these agencies is to be your advocate while providing these agencies with information they need to issue permit approvals. We are trusted partners with these agencies by developing long-term professional and respectful relationships.

The McMAHON Management Philosophy is to hire quality people that have strong core values, mentor them, treat them well, and retain them to maintain a quality McMAHON Team. Many of our engineers are hired directly after college graduation and spend their entire career at McMAHON, allowing strong relationships to be established with our municipal clients. Several members of the company and the Core Project Team have been working on Village projects since they were hired at McMAHON, dating back to the mid 1990's, myself included. These long-term working relationships make for a successful Team or partnership which has led to many successful projects.

McMAHON has provided Surveying, Engineering Design, Bidding and Construction Administration and Environmental Services, to the Village of Harrison, and previously the Town of Harrison, for over 25-years. We have been involved in the Village's annual pavement maintenance program dating back to 1997 through to 2020. Over the past two years McMAHON has completed the Village's Capital Improvement projects, working closely with Harrison Utility staff.

McMAHON has also been the engineer for the Darboy Joint Sanitary District No.1 since its inception in the 1970's. Although the Darboy Joint Sanitary District No. 1 is not part of the Village of Harrison, being the District's Engineer has provided McMAHON a unique opportunity to work within the Village for several decades. As the Darboy Sanitary District Engineer and the Village Engineer, McMAHON has been able to communicate and coordinate capital projects in the early planning phases of a project to ensure the project is successful for both parties. McMAHON would be able to offer this same relationship between Harrison Utilities and the Village for future capital projects.

McMAHON sets itself apart from our competition by conforming to the unique aspects of a Community and molding our services to your Community, not forcing you to fit into a standard one size fits all mentality. The following is a more detailed description of the experience and services McMAHON provides to clients similar to Harrison Utilities and the Village. These services are high quality and performed in-house with McMAHON Staff.

DARBOY JOINT SANITARY DISTRICT No.1, Outagamie & Calumet Counties, WI

McMAHON has been providing sanitary sewer and water main planning, design and construction related services to the Darboy Joint Sanitary District since its inception in the early 1970's. The Sanitary District provides service to nearly 5,000 customers in the Village of Harrison, Village of Combined Locks, Village of Kimberly, Town of Buchanan and City of Appleton. The Sanitary District operates approximately 76 miles of water main, 830 hydrants and 3 wells. McMAHON engineers are in attendance at most Sanitary District Commission meetings and have a strong working relationship with the Sanitary District staff. McMAHON is considered their Staff Engineer and provides full-service engineering and survey services including planning, design, bidding, construction management, and budgeting. In the past three years, McMAHON has planned and designed Capital projects in excess of \$2.6 million in construction. McMAHON also provides sanitary sewer and water main mapping updates and are currently transitioning to a GIS based mapping system.

VILLAGE OF FOX CROSSING, Winnebago County, WI | Population Approximately 19,000

McMAHON has served annually as the Fox Crossing Utility District and Village of Fox Crossing Engineer for more than 100 years. The Village Staff includes an Administrator, Community Development Director, Utility Superintendent, Street Superintendent and Parks & Recreation Director. McMAHON provides full-service engineering and survey services including planning, design, bidding, construction management, on-site observation and budgeting for annual sanitary sewer and water main relay projects, roadway maintenance projects and street reconstruction\urbanization projects. McMAHON is considered their Staff Engineer and attends all public and staff meetings. Capital project budgets range from \$5 to \$8 million annually. The Utility District water system consists of over 150 miles of water main, 1,300 fire hydrants, 6 groundwater wells, 3 water treatment plants, and 6 reservoirs. The sanitary sewer system consists of over 130 miles of gravity sanitary sewer and 8 lift stations. The Utility District provides service to over 9,800 customers in the Village, City of Appleton and City of Menasha. McMAHON has provided design, operation and maintenance services for the Village's lift stations. McMAHON's GIS Department created the Village's GIS mapping which includes their sanitary sewer, water main, and storm sewer infrastructure systems.

TOWN OF GRAND CHUTE, Outagamie County, WI | Population Approximately 22,000

The Town and its Sanitary Districts consists of over 120 miles of street, 10 miles of trails, 90 miles of both sanitary sewer and water main, and 4 regional Town owned stormwater management retention ponds. McMAHON has provided a full range of municipal engineering services to the Town for over 24 years. Services have included building plan reviews; capital improvements planning; ordinance reviews; zoning reviews; individual project planning, design, bidding, and construction administration; grant funding applications; infrastructure plan reviews; and erosion control observations. We have provided services for building, highway, park, sanitary sewer, stormwater management, street, and water distribution projects throughout the Town. Our role has been that we are an extension of Town Staff. We attend all Board meetings and internal staff meetings upon request. We have interacted with all departments including safety services such as the Fire and Police Departments by assisting them with response planning.

TOWN OF LAWRENCE, Brown County, WI | Population Approximately 5,200

McMAHON has been providing surveying, planning, engineering design and project management services for the Town since 1998. McMAHON has been instrumental in the future growth of the Town, developing an

Infrastructure Improvement Plan for both sanitary sewer and water main. The Town of Lawrence serves approximately 2,000 customers and operates approximately 25 miles of water main, 350 hydrants, 23 miles of gravity sanitary sewer and 2 lift stations. McMAHON has designed and prepared the O&M for both of the Town's lift stations. The Town's water supply comes from Central Brown County Water Authority.

VILLAGE OF KIMBERLY, Outagamie County, WI | Population Approximately 7,000
McMAHON has served annually as the Village Engineer for over 80 years. The Village Staff includes an Administrator, Water Superintendent and Street / Sanitary Sewer / Storm Sewer Superintendent. McMAHON provides full-service engineering and survey services serving as the Village Engineer. McMAHON has provided most all of its services to the Village over the years including architectural building projects. McMAHON is considered their Staff Engineer and is present at meetings as the Village Engineer. Capital project budgets average about \$1 million per year. Kimberly is an excellent example of a well-run and well-maintained community. They continue to provide high levels of service even after the devastating closure and demolition of their single largest industry, New Page Mill, which wiped out 25 million in tax valuation.

PROJECT TEAM

McMAHON has an extensive and experienced staff of Engineers and Land Surveyors. All of the Team Members identified are located in our Neenah, Wisconsin Headquarters. These Team Members have worked together on many successful projects. McMAHON has the skills and tools needed in-house to provide Harrison Utilities completed projects without the need for subconsultants. Below is a summary of the Core Team prepared to service the Village of Harrison and Harrison Utilities. Full resumes are available for all Team Members upon request.

LEE R. REIBOLD, P.E.
Associate / Municipal & Civil Engineer

CLIENT REPRESENTATIVE

Has 30 years of experience as a Design Engineer/Project Manager for municipal projects. Lee graduated from the University of Wisconsin – Platteville and joined McMAHON at that time. Lee began his career with McMAHON as a Design Engineer for residential and commercial subdivision planning and development. For the past 23 years, Lee has served as the Municipal Engineer for Towns, Villages and Utility Districts, providing expertise in municipal infrastructure including sanitary sewer collection systems, storm sewer collection systems, water distribution systems, street design and recreational trail design. Lee has a strong background in sanitary sewer and water main systems design and street urbanization projects including storm sewer system design, and construction administration.

Lee will be your direct contact at McMAHON and has the full resources of management and staff to respond to Harrison Utility engineering needs. Lee will support all Harrison Utility design projects and work with other Team members and McMAHON Staff to ensure projects are completed on time and on budget. Lee has worked on a variety of municipal projects in and for the Village of Harrison throughout his career at McMAHON. Beginning in 1997, Lee has worked with the Village of Harrison (formerly Town of Harrison) on their annual pavement maintenance program and various roadway urbanization and stormwater drainage improvement projects.

RON WOLF, P.E.
Associate / Municipal & Civil Engineer

SANITARY SEWER AND WATER / STREETS

Has 33 years experience as a Civil Design Engineer for municipal projects and commercial site plans. Ron graduated from the University of Minnesota and joined McMAHON 30 years ago. He has experience with a wide spectrum of projects, including many residential subdivisions, commercial site plan designs, and municipal infrastructure design. These projects include a full range of civil design efforts including sewer/water/storm design, roadway and highway design, complicated Industrial site plan grading and drainage plans and

construction management of the projects. Ron has served as the primary Municipal Engineer for Hortonville, Brillion, and Chilton for a combined total of 64 continuous years. Additionally, he has designed a series of residential subdivisions served by Harrison Utilities spanning from the mid 1990's and continuing to today with the Woodland Lakes Cottages Subdivision.

PHILLIP T. KLEMAN, E.I.T., CPESC SANITARY SEWER, WATER AND STORMWATER
Municipal & Water Resources Engineer

Has 15 years of experience as a Design Engineer/Project Manager for municipal projects. Phil graduated from the University of Wisconsin – Madison and joined McMAHON at that time. Phil has a particularly strong background in stormwater management, erosion control and permitting. He specializes in preparing municipal and site stormwater management plans, grading/drainage plans, storm sewer design, erosion and sediment control plans, cost effective BMP design, floodplain studies, stream restoration, and construction administration. Phil has recently been involved in updating the Villages Municipal Stormwater Management Plan.

DOUGLAS E. WOELZ, P.L.S. LAND SURVEYING
Associate / Sr Land Surveyor

Has 36 years of experience in the surveying field and is a registered Professional Land Surveyor in the State of Wisconsin and has been with McMAHON for 30 years. Doug manages the Surveying Department, which is responsible for four survey crews and three office survey staff. His experience includes preparation of WisDOT Transportation Project Plat (TPP) and traditional right-of-way plats, highway relocation orders, right-of-way acquisition documents, permanent and temporary easements, mortgage releases, retracement of highway/railroad right-of-ways, preparation of preliminary and final subdivision plats, boundary surveys, certified survey maps, condominium plats, assessors plats, cemetery plats, ALTA/ACSM land title surveys, topographical surveys, retracement surveys, section corner re-establishment, floodplain surveys, writing of legal descriptions, research of public records, construction surveying and CAD operations. Doug has served as a project manager for many projects and is responsible for the coordination and scheduling of four survey crews. He has developed skills in the evaluation of property deeds and existing physical evidence for determining title lines. He has extensive knowledge in the use of several surveying software programs to perform data collection, coordinate geometry calculations, coordinate transformations, and AutoCAD drafting.

SHANE K. KELLIHER, P.L.S. ENGINEERING TECH / ON-SITE REPRESENTATIVE
Sr Municipal & Civil Engineering Tech

Has 28 years of experience as a Design Engineer/Project Manager for municipal projects and has been a part of the McMAHON Team for 9 years. Shane graduated from Northeast Wisconsin Technical College – Green Bay and manages the On-Site Construction Group which is responsible for the observation and data collection of the various Municipal construction projects. He worked for the City of Green Bay in the Department of Public Works – Engineering Division for 16 years. During his time at the City, Shane was the lead inspector on a variety of projects including: major road reconstruction, both concrete and asphalt streets, and sanitary sewer, storm sewer and water main reconstruction projects. Shane has also worked with the preparation of permanent and temporary easements, construction staking, writing of legal descriptions, and updating municipal boundary descriptions. Shane has extensive knowledge with AutoCAD/Civil3D.

JERRY LEE ENGINEERING TECH / ON-SITE REPRESENTATIVE
Municipal & Civil Engineering Tech

Has 18 years of experience as an Engineering Technician for municipal civil projects. Jerry graduated from the Fox Valley Technical College and has been with McMAHON for 15 years. He has been responsible for all phases of municipal civil projects with extensive knowledge of Construction Representative duties. He also has thorough knowledge of WisDOT construction processes and documentation and is certified by WisDOT in TMS

(Transportation Materials Sampling) and PCC (Portland Cement Concrete) Technician I. Jerry is proficient in CAD and has experience drafting civil projects and site plans.

MARTY J. ABING
Sr Municipal & Civil Designer

CAD DRAFTING

Has 40 years of experience in CAD, mapping and surveying. Marty is a graduate of Southwest Technical College in Fenimore, WI and has been with McMAHON for 31 years. Marty specializes in municipal project drafting, preparing data for construction staking, preparing right-of-way plats, preparation of temporary and permanent easement documents, and mapping. Marty has extensive knowledge with AutoCAD/Civil3D.

STUART A. BOERST, P.S.S., P.H.
Associate / Sr Hydrogeologist/Ecologist

ENVIRONMENTAL SERVICES

Has 35 years of experience in ecological and hydrogeological sciences. Stuart graduated from the University of Wisconsin – Stevens Point and has been with McMAHON for 30 years. He has been responsible for Phase I and II Environmental Site Assessments, groundwater/soil remediation, stormwater pond management/maintenance, wetland delineations, wetland compensatory mitigation projects, native prairie/wetland design and management, invasive species control, soil site evaluations for stormwater infiltration, and endangered species assessments. Stuart is responsible for the majority of the Garners Creek Stormwater Utility Pond native prairie/wetland design and management projects. There is no one more passionate about sustaining native prairies and wetlands in the Fox Valley.

STACEY L. CAPLAN
Environmental Scientist / GIS Analyst

ENVIRONMENTAL SERVICES & GEOGRAPHIC
INFORMATION SYSTEMS (GIS)

Has 11 years of experience as an Environmental Scientist. Stacey is a graduate of the University of Wisconsin – Oshkosh and joined McMAHON at that time. She has been responsible for performing wetland delineations, the monitoring of wetland compensatory mitigation projects, and soil site evaluations for stormwater infiltration. She recently became an assured wetland delineator with the Wisconsin DNR which allows her to perform wetland delineations without the need for concurrence by the Wisconsin DNR. Stacey has performed countless wetland delineations throughout the Village of Harrison during her years at McMAHON.

Stacey is also a GIS Specialist. She has been responsible for creating and maintaining GIS systems for municipalities including database development, incorporating GPS shots into the GIS, converting CAD features to GIS format, attributing sanitary sewer, storm sewer and water assets with related information, and developing web applications. She has extensive experience with processing LIDAR data and ArcGIS on-line as well.

SAM J. POCIASK
Associate / Sr GIS Analyst

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Has 22 years of experience as a GIS Specialist. He graduated from St. Mary's University with a Master's Degree in GIS and has been with McMAHON for 15 years. Sam manages the GIS Department and has extensive experience implementing GIS programming for municipalities and utility districts. His areas of expertise include database design, advanced data analysis, project management, database integration, and web-based mapping. He is also active in the GIS professional community having taught GIS courses at UW – Fox Valley along with presenting at several state GIS Conferences as well as the ESRI International User's Conference in San Diego, CA.

DONALD J. VOOGT, P.E., BCEES
Vice President / Sr Project Manager

WATER AND WASTEWATER GROUP

Has 42 years of experience in the planning, design, and construction management of water and wastewater treatment facilities. A graduate of Michigan Technological University and a Master's Degree from South Dakota State University, Don has been with McMAHON for 35 years. He manages the Water and Wastewater Design

Group, which is responsible for all phases of water and wastewater treatment and pumping projects, including planning, cost-effective analysis, detailed design, construction management, operator training and start-up assistance, and preparation of operation and maintenance manuals. Don recently completed the design and O&M for a water main booster station in the City of Green Bay.

ANTHONY S. KAPPELL, P.E.
Associate / Water & Wastewater Engineer

WATER AND WASTEWATER GROUP

Has 19 years of experience as a Design Engineer/Project Manager for water and wastewater pumping and treatment facilities. Tony joined McMAHON after graduating with his Master's Degree from the University of Minnesota – Twin Cities. He has been responsible for all phases of water and wastewater treatment and pumping projects, including planning, cost-effective analyses, detailed design, construction management, start-up assistance, operator training, and preparation of operation and maintenance manuals. Anthony recently completed the design and O&M for water main booster stations for the City of Neenah and Town of Clayton.

TAMMY SCOTT, B.S., M.P.A.
Certified Grants Specialist-Writer-Finan. Admi.

MUNICIPAL FUNDING/GRANTS

Has 22 years of experience at McMAHON in funding research, grant and loan compliance, and financial administration. Tammy received her Bachelor's Degree from Illinois State University and her Master's Degree in Public Administration from Northern Illinois University. Prior to joining McMAHON, Tammy was the Finance Director for the Village of Machesney Park, Illinois. Tammy has researched, written, administered and awarded over \$20 million in State, Federal, and Foundation grant funding for McMAHON clients.

McMAHON is much deeper than this Core Team and has additional resources available to meet unique schedule demands and to provide assistance to other needs of Harrison Utilities and the Village that were not identified in the Request for Proposals including Architectural Services, Parks & Recreation Services, GIS Development, Infiltration and Inflow Investigation, Structural Services, Design-Build Services, and Public/Private Partnerships.

We pride ourselves as a Project Manager driven firm. Management's role at McMAHON is to support individual Project Managers so they can best serve their clients. Harrison Utilities has and will form relationships with many Project Managers and support staff at McMAHON. We are proud of our staff, and they look forward to working with you.



HARRISON CORE TEAM



**CLIENT REPRESENTATIVE /
GENERAL MUNICIPAL &
ENVIRONMENTAL & INFRASTRUCTURE**

Lee R. Reibold, PE

WATER & WASTEWATER

Donald J. Voogt, PE, BCEE

WATER SUPPLY

Anthony S. Kappell, PE

WASTEWATER TREATMENT

Chad T. Olsen, PE, BCEE
Anthony S. Kappell, PE

WATER MAIN & SANITARY SEWER

Lee R. Reibold, PE
Ron J. Wolf, PE
Phillip T. Kleman, EIT, CPESC
Shane K. Kelliher

STORMWATER

Nicholas A. Vande Hey, PE, CPESC
Phillip T. Kleman, EIT, CPESC

STRUCTURAL

Paul E. Benedict, PE, SE
Daniel J. Brellen, PE, LEED AP

TRANSPORTATION

Michael R. Simon, PE
Paul M. Magalski

ARCHITECTURAL

Michael J. McMahon, AIA, NCARB
Michael A. Martin, AIA, NCARB

ENVIRONMENTAL SERVICES

Stuart A. Boerst, PSS, PH
Stacey L. Caplan

**MECHANICAL / ELECTRICAL /
PLUMBING (MEP)**

Scott R. Mahnke, PE, SE

LAND SURVEYING

Douglas E. Woelz, PLS
Corey W. Kalkofen, PLS

GRANT ASSISTANCE

Tammy Scott | Community
Nicholas A. Vande Hey | Stormwater

GIS MAPPING

Sam J. Pociask
Karin P. Kools-Scheel
Stacey L. Caplan

ENGINEERING TECH / ON-SITE REP

Shane K. Kelliher
Jerry Lee
Ken Dreyer

CAD DRAFTING

Marty J. Abing
Reed R. Schmechel

AVAILABILITY

McMAHON is a full-service Engineering/Architectural firm with a staff of approximately 140 Professional Engineers, Registered Architects, Land Surveyors and support staff. McMAHON Staff is local. Staff assigned to Harrison Utilities will be similar to the staff assigned to the Village of Harrison. All of the McMahon team work out of our Neenah, Wisconsin Headquarters. Our office is less than a 20-minute drive, 10 miles to the Harrison Utility District office and less than 13 miles to the Village Municipal Complex, allowing us to respond quickly to any project needs.

McMAHON has already committed to no longer performing engineering services for developers and landowners located in the Village of Harrison and will extend that commitment to Harrison Utilities if selected for the Harrison Utility District Engineer. Our priority will be with Harrison Utilities and the Village of Harrison.

COMPENSATION (Invoice Submittals & Rates Charged for Service)

McMAHON is committed to serving Harrison Utilities as a trusted partner. Sitting down and developing a format for compensation that meets the needs of Utility will be a part of developing this trust. McMAHON has a solid track record of providing services at a fair fee. This is one of the many reasons we have been successful in maintaining long-term relationships with the Communities we serve.

McMAHON invoices projects on a monthly basis. Invoices are broken down into professional services (labor) and reimbursable expenses. Reimbursable expense examples include vehicle mileage, survey staking materials (lath, hubs, paint, survey irons, etc.), GPS equipment, photocopies and shipping charges. Not every phone call or minute of every phone call is invoiced to the Village. Attendance at meetings during business hours are typically invoiced and depending upon how the Scope of Services is written, evening meeting attendance may or may not be invoiced. For example, attendance at a Public Hearing for Special Assessments for a particular project is typically included in the budget and Scope of Services and is therefore invoiced with the project. We understand the value of communication and its value to the long-term relationship.

McMAHON typically invoices projects as either lump sum or time and expense. Included are invoice examples including both Lump Sum (Fixed Fee) billing and Time & Expense billing. The included copies are simply a sample of the most common formats used during invoicing. The invoice format can show minimal detail as to the labor or reimbursable schedule or can show detail as to each individual team member, by name, that worked on the project. This level of detail also applies to our reimbursable expenses. In addition, a single invoice can include all phases of a project including Design, Bidding, Construction Administration and On-Site Observation services. We can further breakdown phases into individual tasks more specific to the work being completed. Examples may include topographic survey, shop drawing review, permitting, construction staking, etc. Every project will be invoiced separately and not combined with other projects.

If at a point during the project, after invoicing has already been started, additional invoice detail is requested, the invoice format can be changed. If even more detail is requested, the project manager can provide a written narrative description as to the services provided.

We have provided our 2023 Labor and Reimbursable Rates to identify the costs of these services. These rates include normal overhead, non-project administration and related charges.

The hourly rates for personnel anticipated to most frequently work on Village projects are as follows:

■ Lee Reibold Client Representative/Streets/Sanitary Sewer & Water Main	\$164.00
■ Ron Wolf Streets/Sanitary Sewer & Water Main.....	\$164.00
■ Phil Kleman Sanitary Sewer & Water Main/Streets/Stormwater.....	\$141.00
■ Doug Woelz Surveyor.....	\$163.00
■ Surveyor Assistant	\$103.00
■ Marty Abing Sr. Engineering Technician	\$136.00
■ Reed Schmechel AutoCAD Draftsperson	\$100.00
■ Tony Kappell Water & Wastewater	\$173.00
■ Stuart Boerst Environmental.....	\$187.00 - \$196.00
■ Sam Pociask GIS Analyst.....	\$159.00
■ Stacey Caplan GIS Analyst & Wetland Delineator.....	\$108.00
■ Karin Kools-Scheel GIS Analyst.....	\$97.00
■ Shane Kelliher On-Site Rep / Engineering Technician.....	\$127.00
■ Jerry Lee On-Site Rep / Engineering Technician	\$98.00
■ Ken Dreyer On-Site Rep	\$78.00
■ Cindy Rowland Administrative Assistant	\$90.00

The following are invoicing styles for our clients.



November 17, 2020
Invoice No. <Draft>

Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Invoice Total \$500.00

Client No. H0006

Project 9-20-00515 RyFord Street Construction
Professional Services from August 1, 2020 to August 31, 2020

Phase 00 Sanitary Sewer & Watermain On-Site Services

Total Fee	1,000.00	Total Earned	500.00
Percent Complete	50.00	Previous Fee Billing	0.00
		Current Fee Billing	500.00
		Total Fee	500.00
		Phase Total	\$500.00
		Invoice Total	<u>\$500.00</u>

Thank you for your business

Authorized By: _____

Leo Reibold

LUMP SUM EXAMPLE

Please include invoice number with your payment. Due in 30 Days.



November 17, 2020
Invoice No. <Draft>

Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Invoice Total \$4,531.90

Client No. H0006

Project 9-20-00515 RyFord Street Construction
Professional Services from August 1, 2020 to August 31, 2020

Phase 00 Sanitary Sewer & Watermain On-Site Services

Professional Services		4,617.60
Reimbursables Units		14.30
	Phase Total	\$4,531.90
	Invoice Total	<u>\$4,531.90</u>

Thank you for your business

Authorized By: _____

Leo Reibold

TIME & EXPENSE EXAMPLE #1

Please include invoice number with your payment. Due in 30 Days.



November 17, 2020
Invoice No. <Draft>

Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Invoice Total \$4,531.90

Client No. H0006

Project 9-20-00515 RyFord Street Construction
Professional Services from August 1, 2020 to August 31, 2020

Phase 00 Sanitary Sewer & Watermain On-Site Services

Professional Services			
	Hours	Amount	
Senior Project Manager	3.00		
Engineer Technician III	50.80		
Total Services			4,617.60
Reimbursables Units			
Auto Mileage	22.0 Miles @ 0.65	14.30	
Total Reimbursables Units		14.30	14.30
	Phase Total		\$4,631.90
	Invoice Total		<u>\$4,531.90</u>

Thank you for your business

Authorized By: _____

Leo Reibold

TIME & EXPENSE EXAMPLE

Please include invoice number with your payment. Due in 30 Days.



November 17, 2020
Invoice No. <Draft>

Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Invoice Total \$4,531.90

Client No. H0006

Project 9-20-00515 RyFord Street Construction
Professional Services from August 1, 2020 to August 31, 2020

Phase 00 Sanitary Sewer & Watermain On-Site Services

Professional Services				
	Hours	Rate	Amount	
Senior Project Manager				
Werner, Brad	7/8/2020	1.00	172.00	172.00
Werner, Brad	7/10/2020	2.00	172.00	344.00
Werner, Brad	7/13/2020	2.00	172.00	344.00
On-Site Project Representative II				
Verhagen, Timothy	7/8/2020	1.30	72.00	93.60
Verhagen, Timothy	7/8/2020	10.00	72.00	720.00
Verhagen, Timothy	7/9/2020	10.00	72.00	720.00
Verhagen, Timothy	7/10/2020	11.00	72.00	792.00
Verhagen, Timothy	7/13/2020	10.00	72.00	720.00
Verhagen, Timothy	7/15/2020	8.50	72.00	612.00
Total Services				4,517.60
Reimbursables Units				
Auto Mileage	22.0 Miles @ 0.65		14.30	
Total Reimbursables Units			14.30	14.30
	Phase Total			\$4,531.90
	Invoice Total			<u>\$4,531.90</u>

Thank you for your business

Authorized By: _____

Leo Reibold

TIME & EXPENSE EXAMPLE

Please include invoice number with your payment. Due in 30 Days.



FEE SCHEDULE | 2023

2023 REIMBURSABLE EXPENSE SCHEDULE

LABOR CLASSIFICATION	HOURLY RATE	DESCRIPTION	RATE
Principal	\$196.00	REIMBURSABLE EXPENSES	
Senior Project Manager	\$196.00	Commercial Travel	1.1 of Cost
Project Manager	\$139.00 - \$182.00	Delivery & Shipping	1.1 of Cost
Senior Engineer	\$173.00 - \$186.00	Meals & Lodging	1.1 of Cost
Engineer	\$93.00 - \$164.00	Review & Submittal Fees	1.1 of Cost
Senior Engineering Technician	\$127.00 - \$140.00	Outside Consultants	1.12 of Cost
Engineering Technician	\$80.00 - \$116.00	Photographs & Models	1.1 of Cost
Senior Architect	\$166.00 - \$186.00	Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Architect	\$130.00 - \$155.00	Terrestrial Laser Scanner	\$1,500.00
Senior Land Surveyor	\$124.00 - \$163.00		
Senior Public Management Specialist	\$155.00	REIMBURSABLE UNITS	
Public Management Specialist	\$127.00	Photocopy Charges – Black & White	\$0.08/Image
Senior Public Safety Specialist	\$155.00	Photocopy Charges – Color 8½" x 11"	\$0.045/Image
Public Safety Specialist	\$127.00		
Building Inspector Specialist	\$125.00	Photocopy Charges – Color 8½" x 14" and 11" x 17"	\$0.75/Image
Land Surveyor	\$116.00	Mileage	\$0.75/Image
K-12 Administrative Specialist	\$118.00	Mileage – Truck/Van	\$1.05/Mileage
Land Surveyor Technician	\$80.00 - \$103.00	All-Terrain Vehicle	\$60.00/Day
Surveyor Apprentice	\$66.00	Global Positioning System (GPS)	\$21.00/Hour
Erosion Control Technician	\$88.00	Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Senior Hydrogeologist	\$196.00	Robotic Total Station	\$20.00/Hour
Senior Ecologist	\$187.00	Survey Hubs	\$0.45/Each
Environmental Scientist	\$95.00 - \$107.00	Survey Lath	\$0.80/Each
Senior G.I.S. Analyst	\$159.00	Survey Paint	\$6.00/Can
G.I.S. Analyst	\$88.00 - \$108.00	Survey Ribbon	\$3.00/Roll
Wetland Delineator	\$108.00	Survey Rebars – 1½"	\$10.00/Each
Senior Designer	\$136.00	Survey Rebars – 3/4"	\$3.25/Each
Designer	\$87.00 - \$117.00	Survey Rebars – 5/8"	\$2.75/Each
Senior On-Site Project Representative	\$117.00	Survey Iron Pipe – 1"	\$4.25/Each
On-Site Project Representative	\$53.00 - \$98.00	Survey Steel Fence Post – 1"	\$5.00/Each
State Plan Reviewer	\$139.00	Control Spikes	\$1.75/each
Certified Grant Specialist	\$141.00		
Graphic Designer	\$104.00		
Senior Administrative Assistant	\$90.00 - \$101.00		
Administrative Assistant	\$80.00		
Intern	\$42.00 - \$65.00		
Professional Witness Services	\$357.00		

REFERENCES

MUNICIPALITY

DARBOY JOINT SANITARY DISTRICT NO. 1

N398 CTH N | APPLETON, WI 54915

Role: Municipal Consulting Engineer

McMAHON Lead Engineer: Lee Reibold

Contacts: George Schmidt, President

Ph. 920.731.1922

Patrick Hennessey, Sanitary

Sewer & Water Superintendent

Ph. 920.419.2611

VILLAGE OF FOX CROSSING

2000 MUNICIPAL DRIVE | NEENAH, WI 54956

Role: Municipal Consulting Engineer

for Village & Utility District

McMAHON Lead Engineers: Lee Reibold & Brad Werner

Contacts: Jeff Sturgell, Village Manager

Ph. 920.720.7130

David Tracey, Sanitary

Sewer & Water Superintendent

Ph. 920.422.4513

TOWN OF GRAND CHUTE

1900 GRAND CHUTE BLVD | GRAND CHUTE, WI 54913

Role: Municipal Engineer

McMAHON Lead Engineer: Nick Vande Hey

Contact: Katie Schwartz, P.E., DPW

Ph. 920.832.1581

TOWN OF LAWRENCE

2400 SHADY COURT | DEPERE, WI 54115

Role: Municipal Consulting Engineer

McMAHON Lead Engineers: Matt Greely & Andy Schmidt

Contact: Patrick Wetzel, Administrator

Ph. 920.347.3710

Kurt Minten, DPW

Ph. 920.660.6695

VILLAGE OF KIMBERY

515 WEST KIMBERLY AVENUE | KIMBERLY, WI 54136

Role: Municipal Consulting Engineer

McMAHON Lead Engineer: Brad Werner

Contact: Maggie Mahoney, Administrator

Ph. 920.788-7500

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Chad Pelishek, Assistant Village Manager

Meeting Date:

October 24, 2023

Title:

Village of Harrison Community Economic Development Survey

Issue:

Should the Village Board approve the release of the Community Economic Development Survey to gather information from Harrison residents on community and economic development direction for the future?

Background and Additional Information:

This survey has been developed to obtain data to assess trends and current conditions, advance understandings, test theories, develop recommendations and/or business strategies, and communicate more efficiently with Village residents.

The survey will be administered through Survey Monkey and should take no more than 15 minutes. The survey timeframe is estimated to be November 15, 2023 to January 15, 2024. The survey will be promoted on the Village's website, Facebook page, word of mouth and a postcard mailer to each Village of Harrison resident.

Paper copies of the survey will be made available at Village Hall and promoted in the postcard mailing for those residents that do not have access to a computer.

The paper copies can be returned to Village Hall either by mail or in-person and Village staff will enter them into Survey Monkey to become part of the survey sample.

All responses will be compiled into a Summary Report, to be presented to the Village Board at the January board meeting, and made available on the Village's website.

Budget Impacts:

None

Recommended Action:

Motion to approve the release of a Village survey to obtain input from Village residents on community and economic development needs of the Village.

Attachments:

- [SurveyMonkey_Village Survey on Community Economic Development.pdf](#)

Village of Harrison Community Economic Development Survey

The Village of Harrison has developed this survey to obtain data to assess trends and current conditions, advance understandings, test theories, develop recommendations and/or business strategies, and communicate more efficiently with Village residents. This online survey should take less than 15 minutes. The survey is administered through Survey Monkey. All responses will be compiled into a Summary Report, to be presented to the Village Board, and made available on the Village’s website. Thank you for your participation.

1. What are the top 3 reasons you chose to live in the Village of Harrison? Please rank in order of importance (with 1 being the most important)

-   Schools
-   Housing Affordability
-   Family Ties
-   Safe Community
-   Rural character, Lifestyle, or Scenic Beauty
-   Jobs/Employment Opportunity
-   Proximity to jobs outside of the Village
-   Access to Healthcare
-   Quality of life

2. What type(s) of commercial development would you support/patronize in the Village (select all that apply)?

- Financial/Management
- Higher Education
- High-Tech/Computer
- Professional Services
- Advanced Manufacturing
- Restaurant or Food Related Businesses
- Health Care
- Trade (such as flooring, carpentry, or plumbing)
- Hospitality (Hotels)
- Retail/Shopping Centres
- Personal care (Salons, Barber Shops, Spas)
- Convenience Stores
- Other (please specify)

3. The Village has seen an increased investment in residential development in the past five years in single and multi-family. In order to be a livable community all housing types should be provided. Please choose types of residential that you believe are missing from the Village.

- Assisted Living, CBRE, and/or Memory Care Units
- Affordable Senior Housing for 55 and Older
- Affordable Apartments
- Single-family attached units
- 4-6 unit complexes
- Single-Family
- Duplexes
- Other (please specify)

4. The next items will reflect future growth and development priorities that the Village may choose to focus on. Rank your choices in order of your preference (with 1 being the most preferred).

- More local job opportunities
- A more diversified tax base
- More diverse housing options
- More entertainment for all ages
- More programs/activities for children
- More programs/activities for seniors
- More parks and public open spaces
- Address growth and traffic areas

5. What is your area of employment?

- Government
- Health Care
- Construction
- Resort/Hospitality
- Restaurant/Food Service
- Retail
- Military
- Professional/Management Services
- Manufacturing
- Agriculture
- Retired
- Other (please specify)

6. For Village staff to improve communication with residents, please select all that apply as to where you get your information about the Village of Harrison.

- Village of Harrison website
- Post Crescent
- Village Newsletter
- Village of Harrison Facebook Page
- Other Social Media Platforms
- Times Villager
- Word of Mouth
- Village Office
- Other (please specify)

7. Your Age?

- Under 18 years old
- 18-24 years old
- 25-34 years old
- 35-44 years old
- 45-64 years old
- 65+ years old

8. Do you work in the Village of Harrison village limits?

- Yes, I work in the Village of Harrison
- No, I work outside of the Village of Harrison
- No, I am retired
- Other (please specify)

9. How many years have you lived in the Village of Harrison?

- Less than 5 years
- 5-9 years
- 10-24 years
- 25+ years
- I don't live in the Village of Harrison

10. Please share with us actual names of businesses in other areas that you would like to see in the Village of Harrison or anything else you would like to share.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

October 24, 2023

Title:

Sewer Connection Fee - Revise to Incorporate Harrison Heights Sewer Oversizing.

Issue:

Should the Village increase sewer connection fees to replace the oversizing reimbursement payment to the developer of Harrison Heights?

Background and Additional Information:

At the September 26, 2023 Board meeting the Board directed this item be on the October 24, 2023 agenda.

Harrison Utilities reimbursed the developer of Harrison Heights subdivision for installing a sanitary sewer main that was larger (i.e. “oversizing”) than the development needed to handle its effluent flow. The developer did this at the request of the Village to accommodate the capacity needs of future development.

Trustees directed the connection fees be on the agenda to explore replacing the reimbursement amount.

Budget Impacts:

None.

Recommended Action:

Staff reviewed the existing connection fees. Staff realized that the cost of oversizing was already included in the connection fee definition as calculated by Martinson and Eisele. They can be found in exhibit D of the study. Thus no revision is needed for this issue. Staff recommends no change to the connection fees.

Attachments:

- [MEMO Village Board 10-24-23 Sewer Connection Fee Revision ATTACH 2023-06-09_DRAFT_Connection_Fee_Study.pdf](#)

DRAFT - JUNE 9, 2023

**Sewer Connection
Fee Study**

**Village of Harrison
Calumet County, WI**

June 2023



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Sewer Connection Fee Study Village of Harrison, Calumet County, WI June 2023

- 1.1 Project Background
- 1.2 Current Connection Fees
 - Table 1 – Current Harrison Utilities Sanitary Sewer Connection Fees
- 1.3 Study Parameters
- 1.4 Division of Unique Areas
 - Table 2 – Harrison Utilities Lift Stations
 - Table 3 – Acreages and Number of Connections
- 1.5 Connection Fee 1 – Lakeshore Area
- 1.6 Connection Fee 2 – Lift Station No. 4 Service Area for Village of Harrison Properties
- 1.7 Connection Fee 3 – Lift Station No. 4 Service Area for City of Menasha Properties
- 1.8 Connection Fee 4 – Lift Station No. 6 Service Area
- 1.9 Multi-Family Connection Fees
- 1.10 Commercial, Industrial and Institutional Connection Fees
- 1.11 Summary of Proposed Connection Fees
 - Table 4 – Proposed Connection Fees

EXHIBITS

- Exhibit A – Current Connection Fee Resolution V2020-13
- Exhibit B – Connection Fee Mapping
- Exhibit C – Future Interceptor Sewers to Accommodate Development
- Exhibit D – Connection Fee Spreadsheets

**SEWER CONNECTION FEE STUDY
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN
JUNE 2023**

1.1 Project Background

Martenson & Eisele, Inc. (M&E) has been retained by the Village of Harrison (the “Village”) to perform an evaluation of its Sanitary Sewer Utility Connection Fees. The goal of this effort is to make recommendations for connection fees that reflect the costs associated with new sewer connections to Harrison Utilities attributable to new development. This Connection Fee Report summarizes the findings of the Study.

1.2 Current Connection Fees

Current Harrison Utilities connection fees are as set by the Village of Harrison Resolution V2020-13 adopted on September 29, 2020, as shown in Table 1 below.

Table 1 – Current Harrison Utilities Sanitary Sewer Connection Fees

Single Family Per Unit	\$3,800.00
Multi-Family	
First Unit	\$3,800.00
Each Additional Unit	\$500.00

A copy of Resolution V2020-13 is included as Exhibit A.

1.3 Study Parameters

Connection fees may be established for purposes of recovering all or a portion of the capital costs associated with providing adequate sanitary sewer services necessary to serve new development.

Parameters used in this Study are as follows:

- Connection fees are based on a 20-year planning period.
- The number of residential connections is based on 1.8 connections per acre.
- 75% of the service area will develop. This assumption takes into account environmentally sensitive areas, roadways, and large lots.
- An interest rate of 3.0% is used to anticipate costs associated with capital improvements during the planning period.
- Commercial, industrial and institutional connection fees are proposed per acre for the development, based on the assumption of 1.8 residential connections per acre.
- Multi-family connection fees are proposed per unit.



1.4 Division of Unique Areas

Harrison Utilities is currently served by five separate lift stations, as summarized in Table 2 below.

Table 2 – Harrison Utilities Lift Stations

Lift Sta. No.	Location Relevant to Hwy. USH 10/STH 114	Location Nearest Roadway	Discharges to
1	South of Highway	Fire Lane 2	City of Menasha Sanitary Sewer System
2	South of Highway	Fire Lane 6	LS #1 Service Area
3	South of Highway	North Shore Road	LS #2 / LS #1 Service Areas
4	North of Highway	Snowberry Way	Village of Fox Crossing Sanitary Sewer System
5	North of Highway	<u>ABANDONED</u> Winding Trail Drive	<u>ABANDONED</u> Originally Discharged to LS #3/#2/#1 Area Currently Flows to LS #6
6	North of Highway	Connor Circle	LS #4 Service Area

Note that wastewater generated south of Hwy. USH 10/STH 114 ultimately flows to Lift Station No. 1 and to the City of Menasha sanitary sewer system. Wastewater generated north of Hwy. USH 10/STH 114 ultimately flows to Lift Station No. 4 and to the Village of Fox Crossing sanitary sewer system. All wastewater generated in the Harrison Utilities service area is treated at the Neenah-Menasha Regional Wastewater Treatment Facility.

For the purpose of this Study, Harrison Utilities is divided into four unique areas, as follows. Each of these areas warrant individual connection fees as follows:

- Connection Fee 1:** Lift Station No. 1 Service Area – Lakeshore Area South of USH 10/STH 114
- Connection Fee 2:** Lift Station No. 4 Service Area – Properties located in the Village of Harrison
- Connection Fee 3:** Lift Station No. 4 Service Area – Properties located in the Cities of Menasha
- Connection Fee 4:** Lift Station No. 6 Service Area

Harrison Utilities mapping included as Exhibit B identifies these four areas. Table 3 below summarizes the acreage, potential connections and estimated connections during the 20-year planning period. Note that City of Appleton properties located in the Lift Station No. 4 service area are not included in the connection fee study, as they are fully developed.

Table 3 – Acreages and Number of Connections

Relevant Area	Total Area Acres	Potential Connections (1.8 Conn. / Acre)	Estimated 20-Yr Planning Period Connections 75%
Connection Fee 1 Lakeshore Area	805	1,449	1,087
Connection Fee 2 LS #4 Service Area V. Harrison	1,461	2,630	1,972
Connection Fee 3 LS #4 Service Area C. Menasha	1,023	1,841	1,381
Connection Fee 4 LS#6 Service Area	775	1,395	1,046
Totals	4,064	7,315	5,486

1.5 Connection Fee 1 – Lakeshore Area

The original Waverly Sanitary District sanitary sewer (plus expansions to this original system), Lift Stations No. 1, 2 and 3, and forcemain between the lift stations was constructed to serve areas within the Harrison Utilities service area south of Hwy USH 10/STH 114, on the north side of Lake Winnebago.

A Connection Fee of \$2,870 was established for the Lakeshore Area south of USH 10 / STH 114 by Waverly Sanitary District Ordinance 28 in 1992.

Costs associated with construction of the original sanitary sewer system, lift stations and forcemain within the Lakeshore area have been recovered. No new improvements are proposed in this area to accommodate new development during the planning period.

The connection fee proposed for this area is based on present costs that the Village incurs at the time of connection for inspection and administrative costs, estimated at \$200.

1.6 Connection Fee 2 – Lift Station No. 4 Service Area for Village of Harrison Properties

The proposed Connection Fee 2 for properties located in the Village of Harrison within the Lift Station No. 4 service area are based on present inspection and administrative costs, and costs of future improvements required within the Lift Station No. 4 service area to accommodate new development.

The Village incurs an estimated cost of \$200 at the time of connection for administrative and inspection fees.

Four sanitary sewer projects are anticipated within the Lift Station No. 4 service area during the planning period to serve development of Village of Harrison properties, as shown in Exhibit C. It is expected that these projects will be funded in part through connection fees. In accordance with current ordinances, Harrison Utilities is responsible for paying the difference in cost to provide oversized or over-depth sewers in accordance with the overall sanitary sewer system plan. Sewers over 8-inch in diameter are considered oversized, and sewers over 12 feet deep are considered over-depth.



In addition, pump improvements to Lift Station No. 4 are necessary in order to accommodate new development. These costs affect Connection Fee 2 as well.

The residential Connection Fee 2 is the total of these three cost components, estimated at \$520.

Exhibit D includes spreadsheets detailing these cost calculations.

1.7 Connection Fee 3 – Lift Station No. 4 Service Area for City of Menasha Properties

The proposed Connection Fee 3 for properties located in the City of Menasha within the Lift Station No. 4 service area are based on present inspection and administrative costs, and costs of pump improvements required for Lift Station No. 4 to accommodate new development. No new sanitary sewer projects are proposed to serve City of Menasha properties during the study period.

The residential Connection Fee 3 is the total of the present administrative and inspection costs, and the future costs of pump improvements to Lift Station No. 4 which are necessary to accommodate new development.

The residential Connection Fee 3 is the total of these two cost components, estimated at \$270.

1.8 Connection Fee 4 – Lift Station No. 6 Service Area

The proposed Connection Fee 4 for the Lift Station No. 6 service area is based on present inspection and administrative costs, costs incurred since 2018 to construct Lift Station No. 6 and associated improvements, and costs of future sanitary sewer improvements required within the Lift Station No. 6 service area to accommodate new development.

As noted above, the Village incurs an estimated cost of \$200 at the time of connection for administrative and inspection fees.

Lift Station No. 6 was constructed in 2018 to serve an area for future development defined by Manitowoc Road on the north, just below STH 114 on the south, Coop Road on the west, and County Trunk Highway N on the east. The project cost for Lift Station No. 6 improvements paid for by the Village of Harrison was \$640,000.

Lift Station No. 5 served the North Shore Woods subdivision south of Hwy. USH 10/STH 114 in the Village of Harrison. After Lift Station No. 6 was constructed, Lift Station 5 was abandoned in year 2020, and approximately 2,400 linear feet of 8-inch, 12-inch and 15-inch sanitary sewer was constructed to transport wastewater from the North Shore Woods subdivision to the new Lift Station No. 6. The total cost associated with this project paid for by the Village of Harrison was \$609,381.68. A portion of this project cost, \$425,753.16, was spent to construct the 12" and 15" sewer along Old Highway Road and under USH 10/STH 114 that will serve future development in the Lift Station No. 6 service area.

These costs incurred in 2018 and 2020 were necessary to accommodate new development and apply to Connection Fee 4.

Five sanitary sewer projects are anticipated within the Lift Station No. 6 service area during the planning period to serve new development, as shown in Exhibit C. It is expected that these projects will be funded in part through connection fees. Harrison Utilities is responsible for paying the difference in cost to provide oversized or over-depth sanitary sewers in accordance with the overall sanitary sewer system plan. Sewers over 8-inch in diameter are considered oversized, and sewers over 12 feet deep are considered over-depth. These future costs necessary to accommodate new development also apply to Connection Fee 4.

The residential Connection Fee 4 is the total of these four cost components, estimated at \$2,070.

Exhibit D includes spreadsheets detailing these cost calculations.

1.9 Multi-Family Connection Fees

Multi-family connection fees are proposed per unit in accordance with industry standards. The cost for the first unit is equal to the residential single family connection fee. Each additional unit of the multi-family development will have a connection fee per unit equal to 0.8 times the single-family connection fee.

1.10 Commercial, Industrial and Institutional Connection Fees

Commercial, industrial and institutional connection fees are a per acre charge based on the size of the development. The fee is calculated based on the assumption that there are 1.8 residential connections per acre.



1.11 Summary of Proposed Connection Fees

Table 4 Proposed Connection Fees

	Proposed Single Family and Duplex Connection Fee	Proposed Multi-Family Connection Fee		Proposed Commercial, Industrial, Institutional Connection Fee
	Per Connection	First Unit Per Unit	Each Additional Unit Per Unit	Per Acre
<u>Connection Fee 1</u> Lakeshore Area	\$200	\$200	\$160	\$360
<u>Connection Fee 2</u> Lift Station No. 4 Service Area – Village of Harrison	\$520	\$520	\$420	\$940
<u>Connection Fee 3</u> Lift Station No. 4 Service Area – City of Menasha	\$270	\$270	\$220	\$490
<u>Connection Fee 4</u> Lift Station No. 6 Service Area	\$2,060	\$2,060	\$1,650	\$3,710

Martenson & Eisele, Inc. recommends that the Village of Harrison re-evaluate connection fees following any capital improvements project involving expenditure of Village funds for improvements to serve new or future development.

EXHIBIT A

Current Connection Fee Resolution V2020-13

RESOLUTION V2020-13

VILLAGE OF HARRISON
Calumet and Outagamie Counties

**RESOLUTION ESTABLISHING A HARRISON UTILITIES SEWER CONNECTION
FEE**

WHEREAS, the Village of Harrison, Calumet and Outagamie Counties, Wisconsin is a municipal corporation charged with the duty to provide necessary services to the residents of the Village; and

WHEREAS, Ordinance V20-08 authorizes the Village of Harrison to establish a sewer connection fee for Harrison Utilities in an amount established by the Village Board by resolution; and

WHEREAS, the Village of Harrison Village Board has determined that it is in the best interest of the residents and customers of the Harrison Utilities to charge a sewer connection fee for new development in order to recover some of the costs of providing sewer service to new developments;

NOW, THEREFORE, BE IT RESOLVED by the Village of Harrison Village Board to charge a sewer connection fee in the amounts below:

Sewer Connection Fee:

Single Family Per Unit	\$3,800.00
Multi-Family 1 st Unit	\$3,800.00
Each Additional Unit	\$500.00

Adopted by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this 29th day of September, 2020.

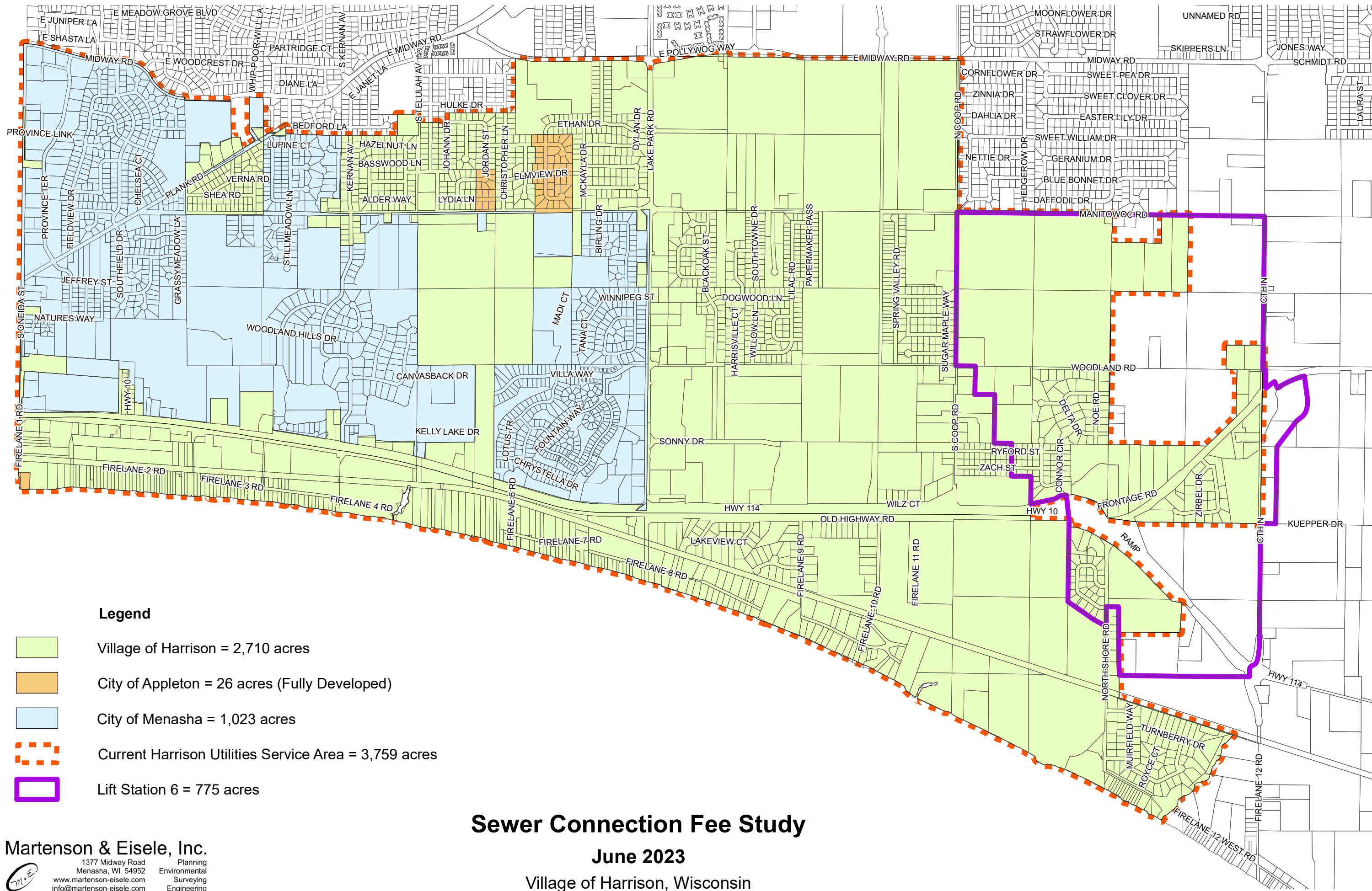
VILLAGE OF HARRISON

By: Kevin M. Hietpas
Kevin Hietpas, Village President

Attest: Jennifer Weyenberg
Jennifer Weyenberg, Village Clerk

EXHIBIT B

Connection Fee Mapping



Legend

- Village of Harrison = 2,710 acres
- City of Appleton = 26 acres (Fully Developed)
- City of Menasha = 1,023 acres
- Current Harrison Utilities Service Area = 3,759 acres
- Lift Station 6 = 775 acres

Sewer Connection Fee Study

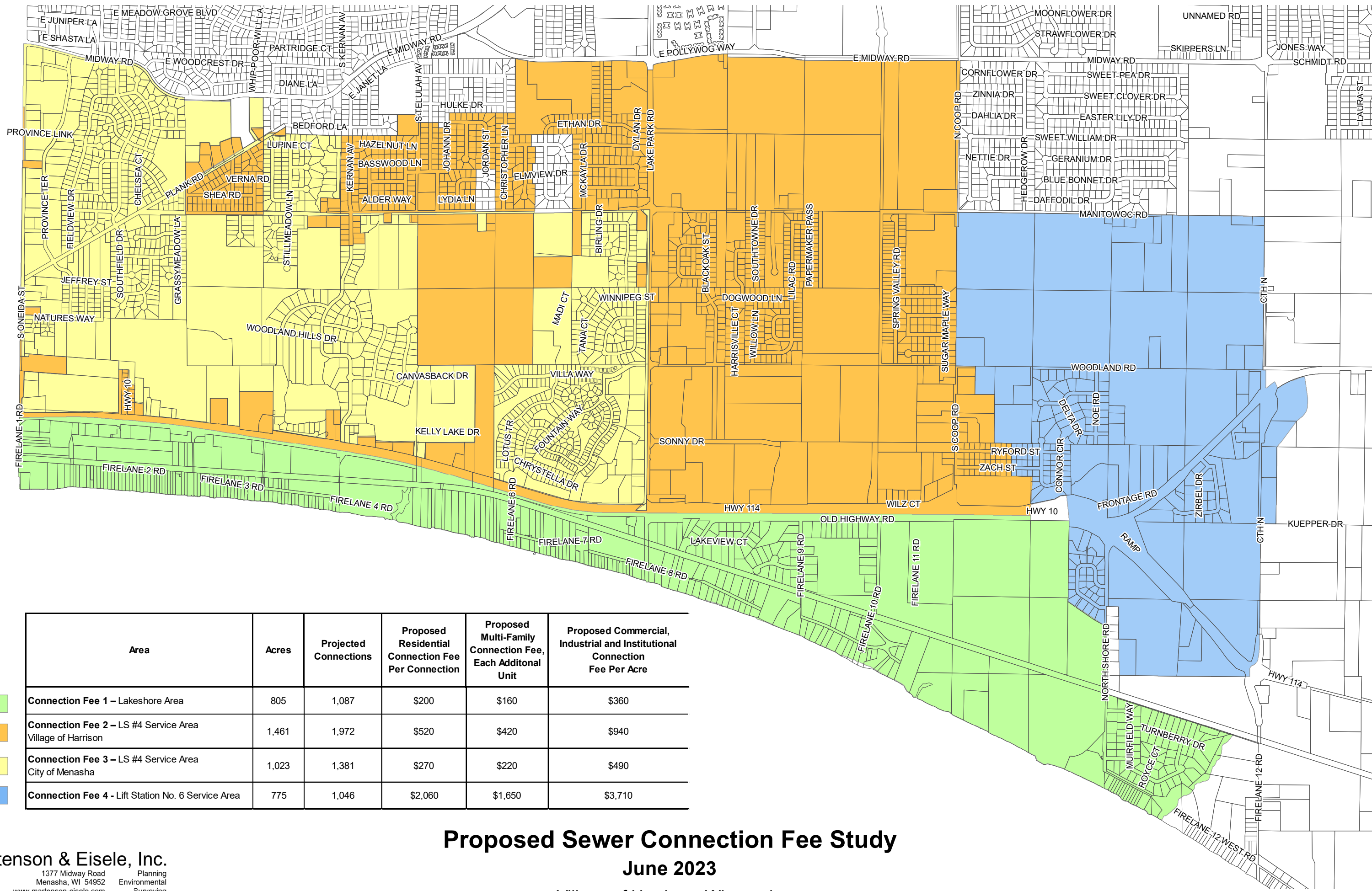
June 2023

Village of Harrison, Wisconsin
Calumet County, Wisconsin

Martenson & Eisele, Inc.

1377 Midway Road
Menasha, WI 54952
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info@martenson-eisele.com
920.731.0381 1.800.236.0381
arcgis_calumet_county.mxd_06/07/2023

Planning
Environmental
Surveying
Engineering
Architecture



Area	Acres	Projected Connections	Proposed Residential Connection Fee Per Connection	Proposed Multi-Family Connection Fee, Each Additional Unit	Proposed Commercial, Industrial and Institutional Connection Fee Per Acre
Connection Fee 1 – Lakeshore Area	805	1,087	\$200	\$160	\$360
Connection Fee 2 – LS #4 Service Area Village of Harrison	1,461	1,972	\$520	\$420	\$940
Connection Fee 3 – LS #4 Service Area City of Menasha	1,023	1,381	\$270	\$220	\$490
Connection Fee 4 - Lift Station No. 6 Service Area	775	1,046	\$2,060	\$1,650	\$3,710

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Environmental
Surveying
Engineering
Architecture

arcgis_calumet_county.mxd_06/07/2023

Proposed Sewer Connection Fee Study

June 2023

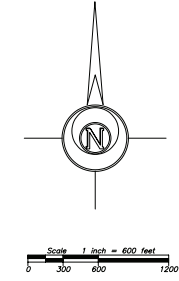
Village of Harrison, Wisconsin

Calumet County, Wisconsin

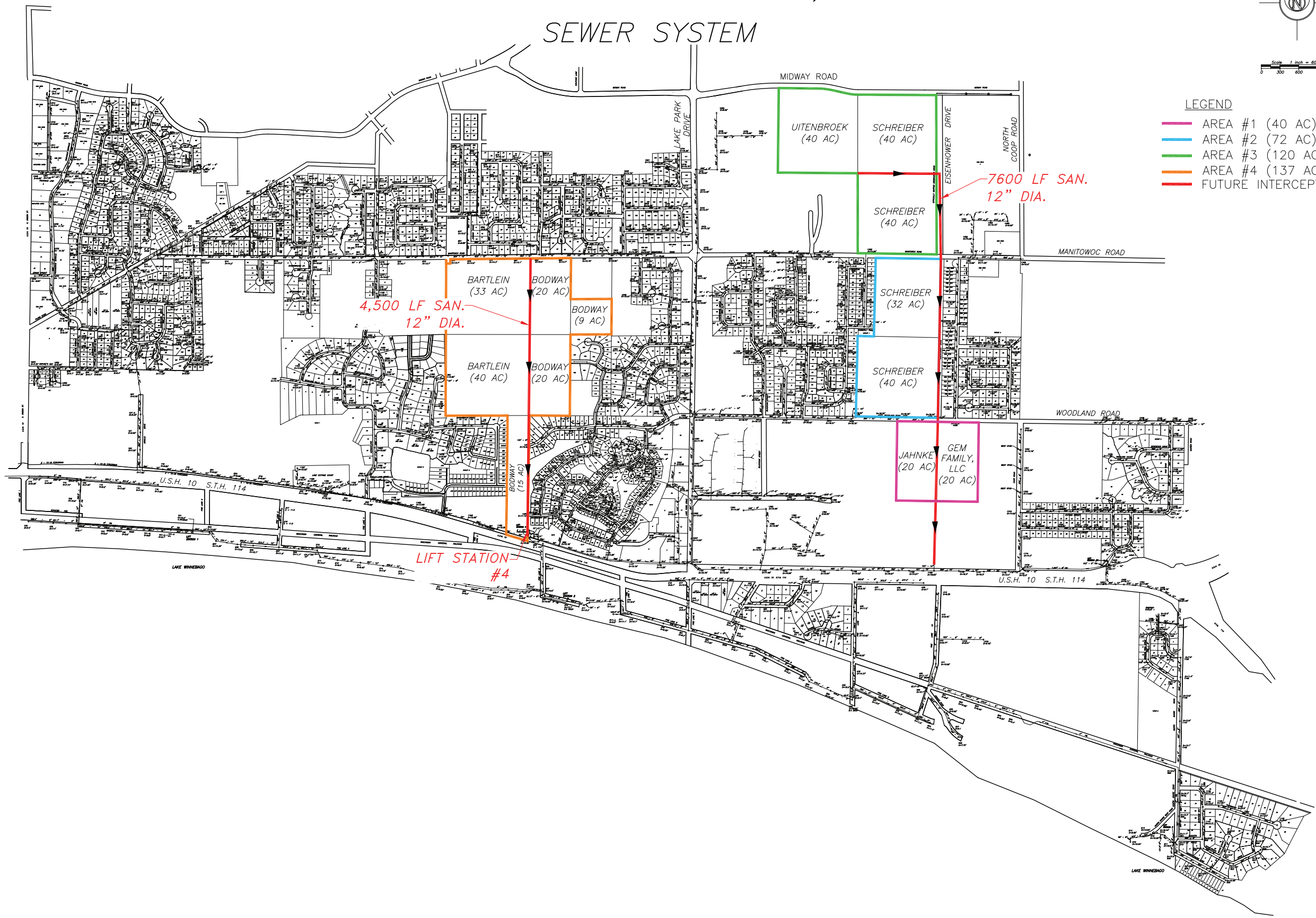
EXHIBIT C

Future Interceptor Sewers To Accommodate Development

HARRISON UTILITIES CALUMET COUNTY, WI SEWER SYSTEM



- LEGEND**
- AREA #1 (40 AC)
 - AREA #2 (72 AC)
 - AREA #3 (120 AC)
 - AREA #4 (137 AC)
 - FUTURE INTERCEPTORS



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 Menasha, WI 54952
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 920.731.0381 1.800.236.0381

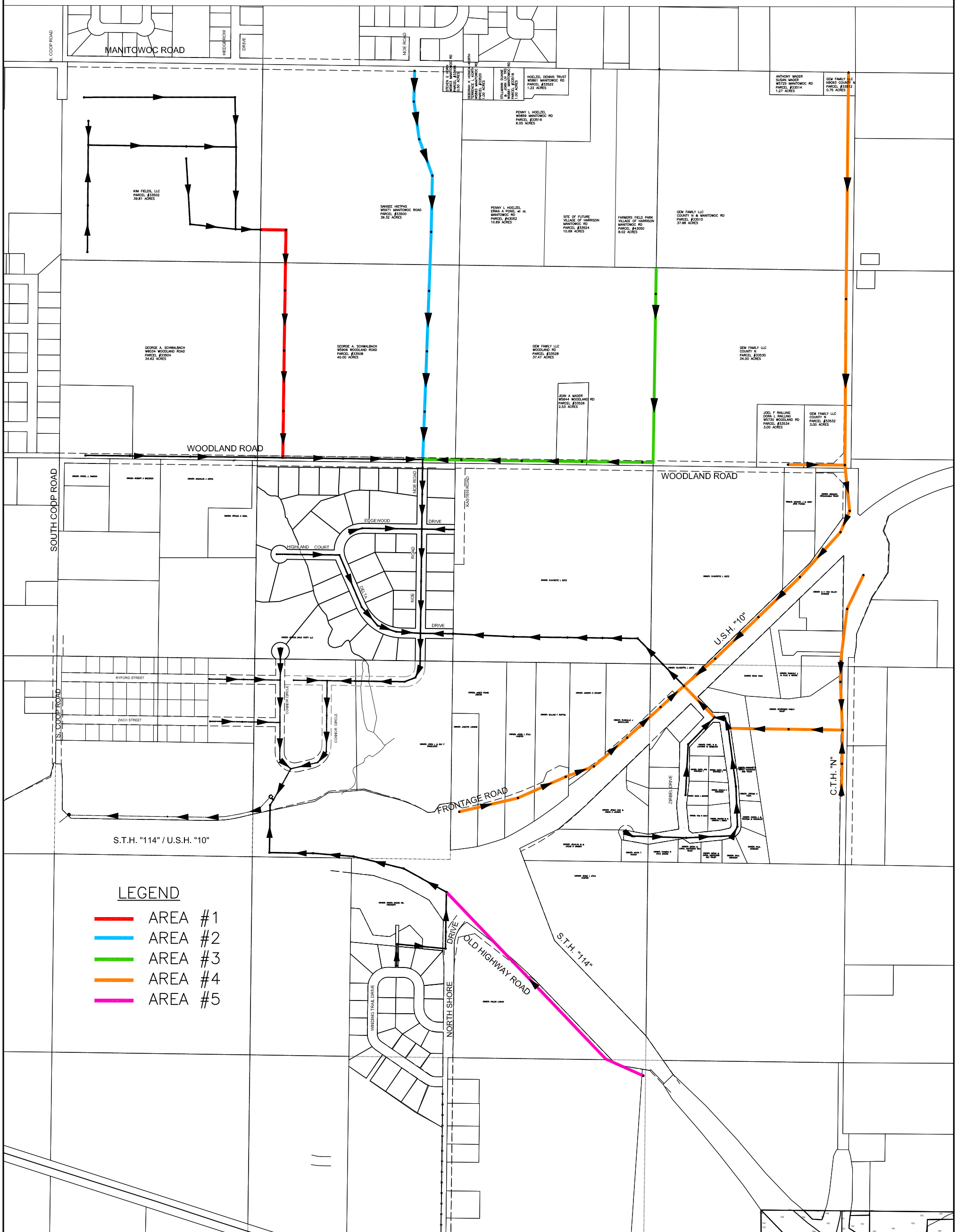
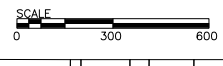
NO.	DATE	CHECKED	APPROVED	REVISION

HARRISON UTILITIES
LIFT STATION #4 SERVICE AREA
FUTURE INTERCEPTOR SEWERS

SCALE 1"=600'
 DATE Mar. 2023
 COMPUTER FILE 1-0038-051_Future_Lift_Sta_4

DRAWING NO. 1-0038-051

NOT FOR CONSTRUCTION



LEGEND

- AREA #1
- AREA #2
- AREA #3
- AREA #4
- AREA #5

**LIFT STATION NO. 6
FUTURE SANITARY SEWERS
SERVICE AREA
HARRISON UTILITIES**

VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

DRAWN BY		FIELDWORK		APPROVED	
ALM				MJM	
NO.	DATE	REVISION			

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Planning
Environmental
Surveying
Engineering
Architecture



DRAWING NO.	SCALE	DATE
	BAR SCALE	04-10-23
	COMPUTER FILE	1-0038-0516.dwg

EXHIBIT D

Connection Fee Spreadsheets

Harrison Utilities Connection Fee Analysis
Village of Harrison
June 2023

LIFT STATION NO. 4 SERVICE AREA, 20 YEAR STUDY PERIOD, 2023 TO 2043

CONNECTIONS					
Connect. ID	Area	Acres	1.8 Conn/Ac	75% Develop	Projected Connections
1	LS4 City of Menasha	1023	1841	1,381	1,381
2	LS4 Village of Harrison	1461	2630	1,972	1,972

LIFT STATION NO. 4 COSTS 2023 TO 2043

Cost ID	Future Projects	Future Cost	Connection Basis	Number of Connections	Cost Per Connection
1	Lift Station No. 4 Sanitary Sewer Oversizing Costs	\$476,895	2	1,972	\$242
2	Lift Station No. 4 Pump Upgrade	\$245,975	1,2	3,353	\$73

Cost ID	Present Cost	Connection Basis	Number of Connections	Cost Per Connection
3	Village Costs Per Connection - Inspection and Administrative			\$200

POTENTIAL CONNECTION FEES LIFT STATION NO. 4 SERVICE AREA

Conn. Fee	Area	Cost Basis	Proposed Resid. Fee	Comm., Ind. Fee Per Ac.	Multifamily Fee After 1st
1	LS #4 Service Area City of Menasha	2, 3	\$270	\$490	\$220
2	LS #4 Service Area Village of Harrison	1, 2, 3	\$520	\$940	\$420

Harrison Utilities Connection Fee Analysis
Village of Harrison
June 2023

LIFT STATION NO. 6 SERVICE AREA, 20 YEAR STUDY PERIOD, 2018 TO 2038

CONNECTIONS

Connect. ID	Area	Acres	1.8 Conn/Ac	75% Develop	Projected Connections
1	LS6	775	1395	1,046	1,046

LIFT STATION NO. 6 COSTS 2018 TO 2038

Cost ID	Future Projects	Future Cost	Connection Basis	Number of Connections	Cost Per Connection
1	Lift Station No. 6 Sanitary Sewer Oversizing Costs	\$879,409	1	1,046	\$841

Cost ID	Past Projects	Past Cost	Connection Basis	Number of Connections	Cost Per Connection
2	Lift Station No. 6 Cost, 2018	\$640,000	1	1,046	\$612
3	Abandon Lift Station No. 5, 2020	\$425,753	1	1,046	\$407
	Total	\$1,065,753			

Cost ID	Present Cost	Connection Basis	Number of Connections	Cost Per Connection
4	Village Costs Per Connection - Inspection and Administrative			\$200

PROPOSED CONNECTION FEES LIFT STATION NO. 6 SERVICE AREA

Conn. Fee	Area	Cost Basis	Proposed Resid. Fee	Comm., Ind. Fee Per Ac.	Multifamily Fee After 1st
1	LS #6 Service Area	1, 2, 3, 4	\$2,060	\$3,710	\$1,650

Lift Station No. 4 Future Sanitary Sewers
Village of Harrison
Cost Estimate
June 2023

Sanitary Sewer Costs	Unit	Unit Cost	Area #1		Area #2		Area #3		Area #4		Overall	
			Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
Mobilization and Traffic Control	Lump Sum	Varies	1	\$10,000	1	\$10,000	1	\$15,000	1	\$15,000	1	\$50,000
12-inch Sanitary Sewer - Farm Field	LF	\$60	2,400	\$144,000	2,400	\$144,000	2,600	\$156,000	4,500	\$270,000	11,900	\$714,000
Boring Under Manitowoc and Woodland Rd.	LF	\$700	100	\$70,000	100	\$70,000	0	\$0	0	\$0	200	\$140,000
Manholes	Each	\$6,500	7	\$45,500	7	\$45,500	7	\$45,500	13	\$84,500	34	\$221,000
Surface Restoration	SY	\$8	4,000	\$32,000	4,000	\$32,000	4,333	\$34,667	7,500	\$60,000	19,833	\$158,667
Erosion Control	Lump Sum	Varies	1	\$10,000	1	\$10,000	1	\$10,000	1	\$20,000	1	\$50,000
Subtotal				\$311,500		\$311,500		\$261,167		\$449,500		\$1,333,667
Contingencies (15%)				\$46,725		\$46,725		\$39,175		\$67,425		\$200,050
Subtotal				\$358,225		\$358,225		\$300,342		\$516,925		\$1,533,717
Engineering (15%)				\$53,734		\$53,734		\$45,051		\$77,539		\$230,058
TOTAL PRESENT COST				\$411,959		\$411,959		\$345,393		\$594,464		\$1,763,774
Estimated Construction Year				2027		2030		2033		2035		
Years Until Construction				4		7		10		10		
Inflation Estimate				3.00		3.00		3.00		3.00		3.00
F/P Inflation Factor				1.1255		1.2299		1.3439		1.3439		1.0000
TOTAL FUTURE COST IN YEAR OF CONST.				\$463,663		\$506,657		\$464,179		\$798,910		\$2,233,409

Oversizing and Over-Depth Costs	Unit	Oversize Cost	Area #1		Area #2		Area #3		Area #4		Overall	
			Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
12-inch Sanitary Sewer - Farm Field	LF	\$20	2,400	\$48,000	2,400	\$48,000	2,600	\$52,000	4,500	\$90,000	11,900	\$238,000
Boring Under Manitowoc and Woodland Rd.	LF	\$350	100	\$35,000	100	\$35,000	0	\$0	0	\$0	200	\$70,000
Overdepth Sewers	LF	\$8	2,400	\$19,200	0	\$0	0	\$0	900	\$7,200	3,300	\$26,400
Manholes	Each	\$1,400	7	\$9,800	0	\$0	0	\$0	3	\$3,640	10	\$13,440
Subtotal				\$112,000		\$83,000		\$52,000		\$100,840		\$347,840
Contingencies (10%)				\$11,200		\$8,300		\$5,200		\$10,084		\$34,784
TOTAL PRESENT COST				\$123,200		\$91,300		\$57,200		\$110,924		\$382,624
Estimated Construction Year				2027		2030		2033		2035		
Years Until Construction				4		7		10		10		
Inflation Estimate				3.00		3.00		3.00		3.00		
F/P Inflation Factor				1.1255		1.2299		1.3439		1.3439		
TOTAL FUTURE COST IN YEAR OF CONST.				\$138,663		\$112,287		\$76,872		\$149,073		\$476,895

Assumptions:

4 foot deeper MH at \$350 per SF = \$1,400

Area 1: 100% of Sewers >12 feet deep

Area 2: 0% of Sewers >12 feet deep

Area 3: 0% of Sewers >12 feet deep

Area 4: 20% of Sewers >12 feet deep

Harrison Utilities Connection Fee Analysis
Village of Harrison
Lift Station No. 4 Pump Improvements Cost Estimate
June 2023

	Present	Construction	Years to	Inflation	Future Cost	Future
	Cost	Year	Construction		Factor at 3%	Cost
Lift Station No. 4 Pump Upgrade	\$200,000	2030	7	3	1.2299	\$245,975

Lift Station No. 6 Future Sanitary Sewers
Village of Harrison
Cost Estimates
June 2023

Sanitary Sewer Costs	Unit	Unit Cost	Area #1		Area #2		Area #3		Area #4		Area #5		Overall	
			Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
Mobilization and Traffic Control	Lump Sum	Varies	1	\$10,000	1	\$10,000	1	\$10,000	1	\$25,000	1	\$5,000	1	\$60,000
8-inch Sanitary Sewer - Farm Field	LF	\$40	0	\$0	1,484	\$59,360	1,300	\$52,000	0	\$0	0	\$0	2,784	\$111,360
8-inch Sanitary Sewer - Street/Hwy	LF	\$65	0	\$0	0	\$0	0	\$0	1,832	\$119,080	0	\$0	1,832	\$119,080
12-inch Sanitary Sewer - Farm Field	LF	\$60	1,680	\$100,800	1,118	\$67,080	0	\$0	757	\$45,420	0	\$0	3,555	\$213,300
12-inch Sanitary Sewer - Street/Hwy	LF	\$95	0	\$0	0	\$0	1,524	\$144,780	4,379	\$416,005	1,800	\$171,000	7,703	\$731,785
15-inch Sanitary Sewer - Highway	LF	\$130	0	\$0	0	\$0	0	\$0	2,050	\$266,500	0	\$0	2,050	\$266,500
Boring Under Highway (w/15" Carrier Pipe)	LF	\$700	0	\$0	0	\$0	0	\$0	160	\$112,000	0	\$0	160	\$112,000
Manholes	Each	\$6,500	5	\$32,500	7	\$45,500	8	\$52,000	26	\$169,000	5	\$32,500	51	\$331,500
Surface Restoration	SY	\$8	2,800	\$22,400	4,337	\$34,693	4,707	\$37,653	15,297	\$122,373	3,000	\$24,000	30,140	\$241,120
Erosion Control	Lump Sum	Varies	1	\$10,000	1	\$10,000	1	\$10,000	1	\$20,000	1	\$5,000	1	\$55,000
Subtotal				\$175,700		\$226,633		\$306,433		\$1,295,378		\$237,500		\$2,241,645
Contingencies (15%)				\$26,355		\$33,995		\$45,965		\$194,307		\$35,625		\$336,247
Subtotal				\$202,055		\$260,628		\$352,398		\$1,489,685		\$273,125		\$2,577,892
Engineering (15%)				\$30,308		\$39,094		\$52,860		\$223,453		\$40,969		\$386,684
TOTAL PRESENT COST				\$232,363		\$299,723		\$405,258		\$1,713,138		\$314,094		\$2,964,576
Estimated Construction Year				2025		2025		2028		2030		2035		
Years Until Construction				2		2		5		7		12		
Inflation Estimate				3.00		3.00		3.00		3.00		3.00		
F/P Inflation Factor				1.0609		1.0609		1.1593		1.2299		1.4258		
TOTAL FUTURE COST IN YEAR OF CONST.				\$246,514		\$317,976		\$469,805		\$2,106,943		\$447,823		\$3,589,061

Oversizing and Over-Depth Costs	Unit	Oversize Cost	Area #1		Area #2		Area #3		Area #4		Area #5		Overall	
			Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
12-inch Sanitary Sewer - Farm Field	LF	\$20	1,680	\$33,600	1,118	\$22,360	0	\$0	757	\$15,140	0	\$0	3,555	\$71,100
12-inch Sanitary Sewer - Street/Hwy	LF	\$30	0	\$0	0	\$0	1,524	\$45,720	4,379	\$131,370	1,800	\$54,000	7,703	\$231,090
15-inch Sanitary Sewer - Highway	LF	\$65	0	\$0	0	\$0	0	\$0	2,050	\$133,250	0	\$0	2,050	\$133,250
Boring Under Highway (w/15" Carrier Pipe)	LF	\$350	0	\$0	0	\$0	0	\$0	160	\$56,000	0	\$0	160	\$56,000
Overdepth Sewers	LF	\$8	1,344	\$10,752	1,561	\$12,490	1,694	\$13,555	8,260	\$66,082	900	\$7,200	14,467	\$110,078
Manholes	Each	\$1,400	4	\$5,600	4	\$5,880	5	\$6,720	23	\$32,760	3	\$3,500	41	\$54,460
Subtotal				\$49,952		\$40,730		\$65,995		\$434,602		\$64,700		\$655,978
Contingencies (10%)				\$4,995		\$4,073		\$6,600		\$43,460		\$6,470		\$65,598
TOTAL PRESENT COST				\$54,947		\$44,803		\$72,595		\$478,062		\$71,170		\$721,576
Estimated Construction Year				2025		2025		2028		2030		2035		
Years Until Construction				2		2		5		7		12		
Inflation Estimate				3.00		3.00		3.00		3.00		3.00		
F/P Inflation Factor				1.0609		1.0609		1.1593		1.2299		1.4258		
TOTAL FUTURE COST IN YEAR OF CONST.				\$58,293		\$47,531		\$84,157		\$587,956		\$101,471		\$879,409

Assumptions:
4 foot deeper MH at \$350 per SF = \$1,400
Area 1: 80% of Sewers >12 feet deep
Area 2: 60% of Sewers >12 feet deep
Area 3: 60% of Sewers >12 feet deep
Area 4: 90% of Sewers >12 feet deep
Area 5: 50% of Sewers >12 feet deep

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Clerk Vicki Tessen

Meeting Date:

October 24, 2023

Title:

"Class A" Liquor License and Tobacco License Applications - Hollandtown Minimart, LLC dba Darboy BP on County Road N

Issue:

Does the Village Board wish to approve an alcohol license and tobacco license to the new owners of the convenience store located at N9690 County Road N, locally known as Darboy BP?

Background and Additional Information:

The "Darboy BP" is changing ownership and the current owner holds the "Class A" alcohol license. Plymouth Enterprise LLC, via its Agent Sontosh Adhikari, has notified the clerk that he wishes to surrender the alcohol license for the business located at N9690 County Road N contingent upon the Harrison Board approving a "Class A" license to the new owners.

The new owners are the previous owners, Hollandtown Minimart, LLC, with Dinesh Kumar Tiwari as the agent. The application has been filed in the Clerk's Office, a background check has been completed with no concerns to mention, and the required notice was published in the Post Crescent - Fox Cities.

Budget Impacts:

\$100 in licensing revenues

Recommended Action:

Approve the "Class A" Liquor License and Tobacco License Applications for Hollandtown Minimart, LLC dba Darboy BP on County Road N and affirm Durga Tiwari as the agent.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

October 24, 2023

Title:

Proclamation of Support for REACH Red Ribbon Week

Issue:

Should the Village proclaim October 23 – 31, 2023 as REACH Red Ribbon Week?

Background and Additional Information:

REACH is requesting the support of the Village of Harrison to pass the Red Ribbon Week Proclamation as a show of support for the citizens of Harrison.

REACH is Calumet County's substance misuse prevention coalition that is dedicated to reducing the use of alcohol, tobacco, and drugs by Calumet County youth.

Red Ribbon Week is the nation's largest drug-abuse prevention campaign. Beginning in 1985, after the death of Drug Enforcement Agent Enrique Camarena, Red Ribbon week has been celebrated the last week of October and draws attention to law enforcement's battle against substance misuse through prevention.

Budget Impacts:

none

Recommended Action:

Approve the Proclamation declaring the week of October 23 to 31, 2023 as Red Ribbon Week in the Village of Harrison as a sign of support to REACH in its efforts to reduce drug, alcohol, and tobacco misuse by youth.

Attachments:

- [23 10 24 Red Ribbon Proclamation.pdf](#)

VILLAGE OF HARRISON

PROCLAMATION

WHEREAS, substance misuse affects individuals, families, and communities across Calumet County and the nation; and

WHEREAS, it is imperative that visible, unified efforts by community members be launched to prevent substance misuse; and

WHEREAS, REACH Red Ribbon Week offers citizens the opportunity to demonstrate their commitment to reducing alcohol, tobacco, and substance misuse of youth in Calumet County and to promote a drug-free lifestyle; and

WHEREAS, REACH Red Ribbon Week will be celebrated in communities across Calumet County and the nation on October 23-31, 2023; and

WHEREAS, businesses, government, law enforcement, media, health care providers, religious institutions, schools, and other community-based organizations will demonstrate their commitment to reducing youth consumption of alcohol, tobacco and substance misuse, and live healthy, drug-free lifestyles by displaying REACH Red Ribbon Week window clings and signs and participating in substance misuse prevention activities; and

WHEREAS, the Village of Harrison further commits its support to ensure the success of REACH Red Ribbon Week;

NOW, THEREFORE BE IT RESOLVED that, I, President Blackmer, on behalf of the Village of Harrison residents, do hereby proclaim October 23-31, 2023, as

REACH Red Ribbon Week

in the Village of Harrison, Calumet County, State of Wisconsin and encourage you to participate in substance misuse prevention education activities, not only during REACH Red Ribbon Week, but also throughout the year, making a visible statement that we are strongly committed to a drug-free lifestyle.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of Harrison to be affixed this 24th day of October, in the year 2023.

Allison Blackmer, Village President

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen

Meeting Date:

October 24, 2023

Title:

Informational Insert with Tax Bill Mailing

Issue:

Would the Board be in favor of inserting an informational letter in the tax bill mailing?

Background and Additional Information:

Staff would like to do a 1 page double sided mass mailing to residents to be included with all real property tax bills that are sent out by the county.

One side of the page would contain information regarding tax bills such as: 1. payment options - where (office, bank, online), when (dates and times), and how (cash, check, card, escrow), 2. directions to using the online county property program 3. how to read your tax bill and what it means.

The other side would cover helpful information regarding elections. With the anticipated changes in voting locations and expected high voter participation for 2024, the clerk suggests we take a proactive approach in communicating with the residents regarding 2024 elections.

On one of the sides will be a 1/3 graphic to encourage residents to sign up for emergency text alerts. Attached is the design requested by the Calumet County Emergency Manager.

The costs are significantly less to do an insert with the tax bills versus a separate mailer. Harrison already pays for the postage and mailing of the tax bills so the additional cost is for the paper and copying only.

The only negative is that it will only be sent to property tax payers and not all residents.

Budget Impacts:

\$200

Recommended Action:

Allow the Clerk-Treasurer to include an informational insert with the tax bill mailing to property owners.

Attachments:

- [AlertSense Sign Up_2023 Tax Bill Insert_B-W Version_2023-10-18.pdf](#)



How Prepared Are You For Local Emergencies?

Consider signing up to Calumet County's **FREE** alerting system by texting the keyword **CALUMET** to **38276**.

Additional Information:

www.calumetcounty.org/533/AlertSense

WISCONSIN
**Calumet
County**

Emergency Manager **266**

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Vicki Tessen, Clerk

Meeting Date:

October 24, 2023

Title:

Eliminate the Financial Assistant Position and Create Program Assistant Position

Issue:

With the departure of our Financial Assistant and the changing needs of the Village, staff requests a change to the position.

Background and Additional Information:

The Financial Assistant has provided her notice to leave her position. Staff met and discussed how this position could be recreated to better serve more departments and thus better serve our residents. The vision is to provide more support to the economic development, zoning, permitting, and public works departments while still keeping the position as a resource for the front office and times of need.

Attached is an in-depth, detailed, yet somewhat fluid job description for the Board to consider. The position would remain as a Level E rating on the Village wage scale, thus not affecting the currently proposed budget. It would be non-exempt and eligible for all benefits associated with full time employment.

Budget Impacts:

none

Recommended Action:

Move to eliminate the Financial Assistant Position and to create the Program Assistant Position with the presented job description and pay grade of E.

Attachments:

- [Project Assistant Oct 2023 draft 2.pdf](#)

VILLAGE OF HARRISON JOB DESCRIPTION

Position:	Program Assistant
Department:	Administration
Reports to:	
FLSA Status:	Non-Exempt, 40 hours per week
Pay Grade:	Pay Grade E
Benefits:	All benefits for full-time position
Created:	October 2023

Position Summary

This position summary is not to be an all-inclusive list of job duties and requirements, but an illustrative description of typical position responsibilities, duties, qualifications, etc.

As a floating position, this person will support the front office, public works, planning & permitting, and economic development departments in a wide range of duties. The purpose of this role is to assist the departments to ensure efficient operation of routine tasks, to provide additional support during busy or high traffic times, and to undertake assignments that help departments achieve their goals and complete special projects.

This position will consist of some dedicated administrative duties, such as, maintaining files and lists, compiling mailings, receipting payments, tracking invoices, answering phone calls/emails, and assisting at the front counter, and will also consist of performing “as needed” duties, such as, assisting with tax collection and election work, creating marketing or public awareness publications, and other tasks needed to complete projects.

This position requires someone that can perform a variety of detailed and creative tasks. Has the ability to perform under little supervision and yet is able to take direction from various department heads. Must be organized and excel at prioritizing and communicating with co-workers. This position maintains an office presence for 40 hours per week during the business hours of the Village Hall 7:30 AM – 4:00 PM Monday through Friday but may occasionally require minimal overtime.

Essential Functions (not all inclusive):

1. Back up to administrative assistant position: greets visitors having business with the village either in person, by phone, or by email; assists, provides instructions, or directs to other departments if appropriate, processes in-coming or out-going mail, and covers administrative assistant position duties in their absence.
2. Basic office duties: performs office and clerical duties such as making copies, sending and receiving faxes; distributing faxes to appropriate staff/department, and obtaining signatures on documents as needed.
3. Maintain & track records: use software, spreadsheets and calendars to manage and follow up on outstanding invoices, permit renewals, quarterly reports escrows, lists for garbage, recycling, yard waste, wood chipping, plus assist with other records kept by these departments.
4. Receipting: receive payments in person, by mail, or online for permits, taxes, invoices, or fees for goods or services, issue detailed receipts, and maintain records of transactions.

5. Invoicing: create invoices for fees owed to the village, process the mailing, follow up on past due accounts, certify to the tax roll if necessary, and balance the misc. billing account.
6. Financial duties: coordinate with staff for receipting/invoicing/depositing village funds to segregate financial duties to satisfy audit requirements.
7. Filing and records storage: assist in maintaining village documents and keep confidential any sensitive records.
8. Special Projects: assist the departments with tasks needed to complete a project. This may include conducting surveys or collecting data, compiling packets, organizing an event, researching statutes, ordinances, assisting with planning and zoning, stormwater management program, etc.
9. Marketing: create brochures, pamphlets, proposals, posters, and other media (Powerpoint, Publisher, Photoshop, etc.) for economic development, public education, or village news.
10. Create Fillable Forms: assist in creating or editing forms used by the village.
11. Support other departments: this may include on an occasional basis, assisting the utilities' staff with office assistance, printing of water bills, and receipting of water bill payments, and assisting village contracted service providers with typical office tasks.
12. Other duties as assigned: this position is the catch-all of support to all departments that serve village residents, thus there will frequently be additional duties performed.

Job Requirements:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education and Experience:

Necessary education or experience: high school graduate or equivalent, operating a computer, Microsoft Word, Excel, PowerPoint, Outlook, Explorer and Windows, clerical / administrative assistant in an office setting, operating common office equipment, and interacting with the public in a professional setting.

Preferred education or experience: in marketing, graphic design, municipal government; especially in economic growth, planning, zoning, permitting, licensing, and record retention.

Experience or capacity to learn: specific software utilized by Village of Harrison including: Microsoft Publisher, Workhorse financial software, Transcendent, Adobe, Photoshop Suite, Granicus, and other internet-based programs.

Knowledge:

General knowledge of: standard office procedures such as filing, typing, duplicating materials; answering telephones and taking/sending written or electronic-mail messages; distributing mail; telephone etiquette; correct English usage, grammar and punctuation; proper spelling of commonly used words; operation of computers and other office machines; word processing software; manual and computerized recordkeeping methods; basic math; reading skills sufficient to understand information and materials related to the assignment.

Thorough knowledge of: office management techniques and ability to practice effective

communication techniques both orally and in writing including ability to coordinate a variety of resources in gathering information and independently answering inquiries.

Knowledge after training: of department functions, responsibilities, and organizational structure. Ability to understand and comprehend the meaning of legal language of a variety of statutes and the administrative language of rules, regulations, and procedures, and to commit to recallable memory the primary factors of each that are pertinent to customers for obtaining permits and licenses, and the ability to answer questions around laws and ordinances.

Skills:

Interpersonal skills: Ability to remain calm and professional under pressure and communicate verbally in a clear, concise, and efficient manner. Ability to accept change by demonstrating a positive attitude when changes occurs. Ability to communicate effectively with a wide variety of people with different socioeconomic status, educational levels, interests and emotional condition during the communicating and service needs that include occasional confrontational conditions and tensions in citizens. Ability to maintain a professional attitude and approach to communications. Ability to maintain excellent attendance and flexibility in scheduling. Ability to meet office objectives, daily talk times.

Organizational skills: Ability to work effectively in an open office environment with frequent interruptions and distractions, a moderate noise level, fluctuating workloads at a consistently high level, adapting to frequent priority changes and schedule adjustments.

Quality of Work: Maintains high standards of accuracy and attention to detail in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments, co-workers, and the public.

Abilities:

- Organize and prioritize information and tasks and manage time to work in a fast-paced and busy environment with multiple tasks and interruptions.
- Work with confidential information.
- Develop and maintain filing systems.
- Maintain financial records and logs using computer data entry methods.
- Learn new computer software programs.
- Learn Department procedures, policies, activities and services.
- Create visually appealing and educational brochures and other resources.
- Provide excellent customer service.
- Deal with the public tactfully in difficult work situations.
- Communicate clearly and effectively, both verbally and in writing.
- Interpret and apply policy and procedural guidelines and resolve problems and questions, independently.
- Perform physical labor needed in an office environment including but not limited to lifting boxes of files and moving office machines.
- Pass a background check and drug test.

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

October 24, 2023

Title:

Direct Village Attorney to attend Village Board meetings.

Issue:

Should the Village Attorney attend all Village Board meetings?

Background and Additional Information:

Frequently during Board discussions Board members will have questions of law. Many times the Board will direct staff to relay legal questions to the attorney. This results in a delay for the Board to receive the legal input and does not allow the Board to ask follow-up questions.

Budget Impacts:

\$300-\$500 per month.

Recommended Action:

The Village Manager recommends the attorney attend Village Board meetings. This is common among municipalities. It will provide structure to Board discussions and lend direction to Board decisions. It will eliminate delays for legal input and allow the Board to pose follow-up questions to legal input.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

October 24, 2023

Title:

Budget Workshop #2

Issue:

What should all be included in the 2024 Village budget? Especially to be discussed are the street projects and capital outlay items.

Background and Additional Information:

Here is a summary of changes directed by the Board at its October 13, 2023 budget workshop:

Capital Outlay

- The next 2 road projects on the 5 year plan were added to the budget:
 - Woodland Trails subdivision
 - Blazing Meadow subdivision
 - The Village engineer also updated the cost for those projects. The costs on the 5 year plan were estimates from Graef dating back to 2021.
- The Board had directed a total roads budget of \$4,500,000. With updated costs it actually comes to \$4,737,020.
- A Village celebration was added.
- The heavy rescue fire truck was amended. The net cost (quote from the manufacturer less the prepayment discount) is the on the capital outlay.
- On the revenue side, money previously escrowed and from 2% dues is included in the revenue to offset the cost of the truck entirely.

Projects were moved forward to 2024 in Harrison Utilities.

These included addition replacement of piping in lift station wet wells and installation of variable frequency drives in the lift station pumps.

Other operational changes:

- Health insurance was updated with final numbers.
- The anticipated interest income was reduce a bit per a revised estimate from the Village Treasurer.
- The fire department budget was updated. Some telephone expenses were removed and the benefits line item for the Chief was reduced to zero. The Chief has not taken Village health insurance and will not unless there is a life-changing event.
- The revenue section “Intergovernmental Charges” was updated as discussed at the meeting. This is the invoice calculation for Sherwood. The debt for the new vehicle was removed, the escrow for the new building was removed and the changes in fire department operations was

incorporated. The invoice amount is now a very minor decrease; virtually flat from 2023.

Result of these changes to the 2024 budget:

- The increase in capital spending would require the Village to borrow the maximum authorized by the Board at the October 13 meeting or \$3,500,000.
- It would also require an increase in the debt payment for 2024 so that that less principal is pushed off to the future and allow room for future borrowing.
- Property tax levy goes up 5.74%
- Spend \$2M from fund balance
 - \$1M left over from 2023 roads budget
 - \$1M in escrow and 2% dues for heavy rescue truck
- End up with Mill rate of \$3.09 or a 3.36% increase (\$0.10) from 2023.
- Impact on \$275,000 home: \$28 increase in property taxes

Information on attachment:

This attachment is content copied from an e-mail sent by the Village Engineer an annual work. At the October 13 meeting Board members asked for an opinion on the road maintenance (crack filling/sealing). In this letter the engineer thinks the Village will be caught up in 2024 and can start reducing that investment. Also in this letter the engineer talks about an annual amount of road construction to rebuild every road in the Village within a 25 year cycle. Board members should keep in mind that not all roads/road projects are created equal. Four miles of rural roads would be relatively simple while four miles of roads in a subdivisions are very complicated.

Budget Impacts:

As Proposed.

Recommended Action:

Discussion only.

While the financial results of the changes to the budget are not prohibitive staff does have some concerns.

First and foremost this amount of street projects would be a significant challenge to administer. DPW leadership are engaged with the contractors on all street projects. The contractors have questions, staff need to lend direction for any idiosyncrasies in the project area, residents have questions and requests, contractors are under pressure to install quickly leading to scheduling problems and quality issues that must be coordinated and monitored by staff. Staff could not keep up with projects in 3 subdivisions, 1 major street and 2 minor streets.

Secondly, this is marked departure from previous discussions. In the past the Board was content to follow the plan and not move up subdivisions. For example, in 2023, the Village embarked on approximately \$1,600,000 in road projects and all parties were content with that. This new direction is relatively new, within the past week, and appears to be driven by the changes in revenue. A large shift should probably have more thought/planning put into it if the Board is wishing to consistently perform \$4,500,000 of street projects every year.

The end result of this is a staff recommendation to return to the road projects originally proposed:

State Park Road

Cedar Ridge Estates

Amy Avenue

Peyten Road

This is still an aggressive year of projects, moving up Cedar Ridge Estates to 2024 and almost doubling the amount spent in 2023.

Attachments:

- [MEMO Village Board 10-24-23 2024 Budget DRAFT ATTACH Eng E-mail.pdf](#)
- [2024 Budget DRAFT 10-24-23 Mtg.pdf](#)
- [Copy of HU CIP 2024-2028 DRAFT V4.xlsx](#)
- [Wage Structure Updated For 2024 \(Incr 1.5%\) w EEs Marked.pdf](#)
- [Fee & Penalty Schedule update 2024 DRAFT.pdf](#)

Content from e-mail from Village Engineer Lee Reibold.
E-mail dated October 17, 2023
In response to a question about administration of street projects.

Regarding construction administration for additional projects, McMahon can certainly assist the Village with that service. Jeff and Kaylee's availability will also depend upon the construction schedules for the projects as they may not all be under construction at the same time. This will also depend upon how and when the projects are bid.

Establishing annual budgets for pavement maintenance are critical in ensuring that the Village is keeping up with the deterioration of the Village's roadways. I typically assume the life of an asphalt paved roadway is 25-years with routine maintenance, i.e. crack filling, sealcoating, surface treatments, etc. The life of the pavement is dependent upon so many factors that may either reduce or increase that 25-year timeframe. The Village has approximately 100-miles of roadway, so assuming the 25-year life prior to requiring resurfacing or reconstruction, the Village should be budgeting for approximately 4-miles of roadway per year. The other factor to consider is there were periods of time (late '90's and early 2000's) where the Village saw an unusual amount of growth. The roadways in those subdivisions are going to be at their life expectancy at the same time. The Village may not be able to budget to complete all of these areas in a single year. Another factor is rural roadways vs urban roadways. The urban roadways are wider and may require additional maintenance such as curb & gutter replacement so they are typically more expensive than resurfacing or rural roadways. The rural roadways can be quite costly if ditching and culvert replacements are added into the project scope. Urban roadway resurfacing projects typically range from \$500k - \$600k per mile and rural roadway resurfacing projects typically range from \$250k - \$350k per mile. To resurface 4-miles of Village roadway would range from \$1M - \$2.4M, all rural to all urban roadways.

I feel over the past two years, the Village has made good progress in the crack filling pavement maintenance program. Again, this should be an annual program to be progressive with maintaining the roadway system. Jeff and I have spoken about the 2024 program and what streets to include. The budget over the past two years has allowed the majority of the PASER rating streets of 7 and 8 to be crack filled. There are still a few that were not completed during the 2023 program. I feel that one more year with a \$200,000 budget should have the Village caught up, and then the budget could be reduced slightly to maintain the streets rated at 7 and 8. After 2024, the program could be scaled back to \$100k - \$150k.



2024 DRAFT Budget
For consideration at the October 24, 2023 Village Board
Meeting

2024 Budget Summary - To Go With 2024 Budget Detail
 For October 24, 2023 Budget meeting
 Village of Harrison

2024 Budget Summary DRAFT

General Fund	Adopted 2022	Adopted 2023	Proposed 2024	Change	Percent
Taxes	\$3,611,823	\$3,690,150	\$3,902,147	\$211,997	5.74%
Special Assessments	\$79,220	\$1,128,474	\$192,889	-\$935,585	-82.91%
Intergovernmental Revenues	\$574,791	\$625,530	\$995,864	\$370,334	59.20%
Licenses and Permits	\$303,653	\$304,753	\$289,950	-\$14,803	-4.86%
Fines, Forfeits and Penalties	\$6,500	\$6,500	\$8,000	\$1,500	23.08%
Public Charges for Services	\$1,597,716	\$1,912,809	\$1,545,515	-\$367,294	-19.20%
Intergovernmental Charges	\$157,712	\$170,843	\$172,239	\$1,396	0.82%
Miscellaneous Revenues	\$106,600	\$43,100	\$635,000	\$591,900	1373.32%
Other Financing Sources	\$1,500,000	\$1,600,000	\$3,500,000	\$1,900,000	118.75%
Total Revenues in 2024	\$7,938,015	\$9,482,159	\$11,241,604	\$1,759,445	18.56%
Transportation Fund applied		\$72,550	\$5,433		
Fund balance - unspent road money 2023		\$59,603	\$1,000,000		
Escrow Money for Fire Truck & Dues			\$989,555		
	\$7,938,015	\$9,614,312	\$13,236,592	\$3,622,280	37.68%
Expenditures					
General Government	\$1,036,939	\$1,098,310	\$1,152,418	\$54,108	4.93%
Public Safety	\$1,132,324	\$1,306,007	\$1,403,649	\$97,642	7.48%
Public Works	\$2,199,017	\$2,307,660	\$2,391,728	\$84,068	3.64%
Health and Human Services	\$2,200	\$2,200	\$2,200	\$0	0.00%
Culture and Recreation	\$45,000	\$60,000	\$60,000	\$0	0.00%
Conservation and Development	\$4,000	\$4,000	\$4,000	\$0	0.00%
Capital Outlay	\$2,558,920	\$4,023,397	\$7,021,766	\$2,998,369	74.52%
Debt Service	\$645,000	\$812,738	\$1,200,000	\$387,262	47.65%
Other Financing Uses					
Total Expenditures	\$7,623,400	\$9,614,312	\$13,235,761	\$3,621,449	37.67%
Increment	\$148,736	\$270,380	\$356,208	\$85,828	31.74%
Estimated Tax Rate per \$1,000	\$2.99	\$2.9893	\$3.0896	\$0.10	3.36%
Revenues Over Expenses			\$831		

Summary of 2024 Budget for Harrison Utilities and Special Revenue Funds

HU Sanitary Sewer	2023	2024
Revenues	\$1,054,906	\$1,366,230
Expenditures	\$836,613	\$1,180,694
Retained Earnings	\$218,293	\$185,536

HU Water Utility	2023	2024
Revenues	\$1,258,598	\$1,648,720
Expenditures	\$1,152,457	\$1,692,350
Retained Earnings	\$106,141	-\$43,630

	Bal 1/1/24	Revs	Exp	Bal 12/31/24
Fire Impact Fees	\$777,225	\$65,000	\$0	\$842,225
Park Impact Fees	\$684,391	\$63,330	-\$259,200	\$488,521
Police Impact Fees	\$99,009	\$7,500	\$0	\$106,509
Transportation Fees	\$5,433	\$0	-\$5,433	\$0
Harrison Stormwater Utility	\$668,466	\$450,000	-\$102,000	\$1,016,466

Indebtedness	1/1/2024	12/31/2024
2020 GO Debt Refinance TID 1	\$1,195,000	\$1,115,000
2020 GO Debt 2021 Road Projects	\$1,370,000	\$1,185,000
2022 GO Debt 2022 Road Projects	\$970,000	\$870,000
2022 GO Debt 2023 Road Projects	\$1,125,000	\$1,020,000
2023 GO Debt 2024 Road Projects & Capital	\$3,500,000	\$2,795,000

Available Fund Balance	\$2,234,524		\$2,453,721
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Line Item Detail for Taxes:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Property Taxes	\$2,906,793	\$2,817,382	\$2,642,117	-\$175,265	-6.22%
Forest/Cropland	\$30	\$30	\$30	\$0	0.00%
In Lieu of taxes	\$60,285	\$60,000	\$60,000	\$0	0.00%
Interest on PP	\$0	\$0	\$0	\$0	0.00%
Total Property tax levy		\$2,877,412	\$2,702,147	-\$175,265	-6.09%
Debt Service	\$645,000	\$812,738	\$1,200,000	\$387,262	47.65%
Total Tax Revenue	\$3,614,130	\$3,690,150	\$3,902,147	\$211,997	5.74%

Line Item Detail for Special Assessments:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Spec Assments	\$0	\$1,122,379	\$186,804	-\$935,575	100.00%
Connection Sewer	\$0	\$0	\$0	\$0	0.00%
Spec Assmnt Sidewalk	\$6,095	\$6,095	\$6,095	\$0	0.00%
Hickory/Rustic	\$61,405	\$0	\$0	\$0	0.00%
Sumac Rd	\$11,720	\$0	\$0	\$0	0.00%
Kimberly Heights				\$0	0.00%
Total	\$79,220	\$1,128,474	\$192,899	-\$935,575	-82.91%

Line-Item Detail for Intergovernmental Revenues

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
State Shared Revenue	\$61,569	\$62,566	\$62,867	\$301	0.48%
County Municipal Aid (2024)			\$351,079		
Fire Dues Harrison	\$49,900	\$49,900	\$65,350	\$15,450	30.96%
Fire Dues Sherwood	\$15,348	\$18,327	\$18,327	\$0	0.00%
Computer Aid	\$42,400	\$42,042	\$45,000	\$2,958	7.04%
State Transp Aid	\$384,704	\$434,804	\$435,000	\$196	0.05%
Recycling Grant	\$21,300	\$21,300	\$21,650	\$350	1.64%
Muni State Pay	\$60	\$60	\$60	\$0	0.00%
Total	\$575,281	\$628,999	\$999,333	\$370,334	58.88%

Line Item Detail for Licenses & Permits

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Liquor License	\$5,000	\$10,000	\$5,200	-\$4,800	-48.00%
Operator License	\$4,900	\$4,900	\$4,000	-\$900	-18.37%
Cigarette License	\$200	\$200	\$300	\$100	50.00%
Franchise Fee	\$111,703	\$111,703	\$100,750	-\$10,953	-9.81%
Dog License	\$8,500	\$11,000	\$12,750	\$1,750	15.91%
Building Permits	\$50,000	\$52,000	\$52,000	\$0	0.00%
HVAC Permits	\$6,500	\$7,250	\$7,250	\$0	0.00%
Plumbing Permit	\$9,000	\$10,000	\$10,000	\$0	0.00%
Electrical Permit	\$12,250	\$13,000	\$13,000	\$0	0.00%
Siding/Win/Roof Permit	\$750	\$750	\$750	\$0	0.00%
Pool Permit	\$1,000	\$1,000	\$1,000	\$0	0.00%
Lot Grade Fee	\$47,500	\$40,000	\$40,000	\$0	0.00%
Driveway Fee	\$10,000	\$9,000	\$9,000	\$0	0.00%
Culvert Permit	\$150	\$150	\$150	\$0	0.00%
Demolition	\$50	\$50	\$50	\$0	0.00%
Utility Permit	\$2,500	\$2,500	\$2,500	\$0	0.00%
Culvert /Insp. Port	\$150	\$150	\$150	\$0	0.00%
Zoning Permit	\$20,000	\$22,000	\$22,000	\$0	0.00%
Erosion Permit	\$6,500	\$6,500	\$6,500	\$0	0.00%
Plat Review	\$1,500	\$2,000	\$2,000	\$0	0.00%
Site Plan Review	\$5,500	\$600	\$600	\$0	0.00%
Fireworks Permit	\$0	\$0	\$0	\$0	0.00%
Total	\$303,653	\$304,753	\$289,950	-\$14,803	-4.86%

Revenues

Line-Item Detail for Fines, Forfeitures and Penalties:

	Budgeted 2022	Budgeted 2023	Proposed 2024
Ordinance Violations	\$500	\$500	\$7,000
Parking Violations	\$6,000	\$6,000	\$1,000
Total	\$6,500	\$6,500	\$8,000

Line-Item Detail for Public Charges:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Administrative Fee	\$18,500	\$40,000	\$40,000	\$0	0.00%
Publications	\$0	\$0	\$0	\$0	0.00%
Real Estate Inquiries	\$8,000	\$8,000	\$8,000	\$0	0.00%
Credit Card Surcharge	\$700	\$700	\$700	\$0	0.00%
Law Enforcement Charge	\$421,805	\$512,531	\$785,000	\$272,469	53.16%
Transportation Charge	\$531,750	\$662,450	\$0	-\$662,450	-100.00%
Road Dept Revenue	\$2,000	\$2,000	\$2,000	\$0	0.00%
Streetlights	\$1,100	\$2,000	\$1,200	-\$800	-40.00%
Refuse	\$396,052	\$396,829	\$413,869	\$17,040	4.29%
Recycling	\$189,451	\$256,099	\$259,745	\$3,646	1.42%
Compost Sticker	\$14,000	\$30,000	\$30,000	\$0	0.00%
Park Shelter	\$0	\$1,000	\$2,500	\$1,500	100.00%
Municipal Hall	\$0	\$1,200	\$2,500	\$1,300	100.00%
Total	\$1,583,358	\$1,912,809	\$1,545,515	-\$367,294	-19.20%

Line-Item Detail for Intergovernmental Service Charges:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Sherwood/Woodville Fire Contract	\$157,712	\$172,814	\$172,239	-\$575	-0.33%
Fire Dept Operational Budgeted Costs		\$431,129	\$416,204		
Plus Costs Related to Fire Protection In other Parts of the Budget:					
Contract Expense-Fire Insur	\$23,667	\$23,667	\$25,560		
Contract Expense-Attny Fees	\$2,000	\$2,000	\$2,000		
Contract Expense-Building Maint Lawn Svc	\$3,785	\$3,785	\$3,785		
Contract Expense-Building Maint Snow Plow	\$7,065	\$7,065	\$7,065		
Contract Expense-Village Board Meetings	\$500				
Contract Expense - Fire Commission Meetings		\$500	\$0		
Total Operations plus department related expenses:		\$468,146	\$454,614		
Fire Dept Capital Outlay & Escrowed Capital		\$282,897	\$331,580		
Total Costs Shared with Sherwood		\$751,043	\$786,194		
Percent of Equalized Value Protected by HFD in Sherwood		0.21	0.20		
Invoice amount:	\$142,712	\$157,814	\$157,239		

Line-Item Detail for Miscellaneous Revenues:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Interest Earned	\$20,000	\$13,000	\$600,000	\$587,000	4515.38%
Interest on Spec Assmnts	\$100	\$100	\$5,000	\$4,900	4900.00%
Sale of Equipment	\$0	\$0	\$0	\$0	0.00%
Insurance Recoveries	\$5,000	\$5,000	\$5,000	\$0	0.00%
Other Misc Revs	\$500	\$10,000	\$10,000	\$0	0.00%
Tippage Fee	\$81,000	\$15,000	\$15,000	\$0	0.00%
Total	\$106,600	\$43,100	\$635,000	\$591,900	1373.32%

Line-Item Detail for Other Financing Sources:

	Budgeted 2021	Budgeted 2022	Proposed 2023
GO Borrowing	\$1,880,000	\$1,500,000	\$3,500,000
Total	\$1,880,000	\$1,500,000	\$3,500,000

Expenses
 General
 Government

Line-Item Detail for the Village Board:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Village Salary	\$33,600	\$33,600	\$38,640	\$5,040	0.15
Village FICA	\$2,570	\$2,570	\$2,956	\$386	15.02%
Training/Mileage	\$800	\$800	\$800	\$0	0.00%
Subscription/Dues	\$6,000	\$7,500	\$7,500	\$0	0.00%
Supplies	\$500	\$500	\$500	\$0	0.00%
Total	\$43,470	\$44,970	\$50,396	\$5,426	12.07%

Expenses

General Government

Line-Item Detail for the Planning Department:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Salary	\$156,000	\$99,819	\$98,861	-\$958	-0.96%
FICA	\$11,934	\$7,636	\$7,257	-\$379	-4.97%
Benefits	\$53,193	\$57,448	\$42,400	-\$15,048	-26.19%
Retirement	\$10,608	\$6,788	\$6,546	-\$242	-3.56%
Per Diem	\$4,000	\$4,000	\$4,000	\$0	0.00%
Dues	\$500	\$1,000	\$1,000	\$0	0.00%
Training/Mileage/Lodging	\$3,500	\$3,500	\$3,500	\$0	0.00%
Supplies	\$500	\$1,000	\$1,000	\$0	0.00%
Total	\$240,235	\$181,191	\$164,564	-\$16,627	-9.18%

Expenses
 General Government
 Line-Item Detail for the General Administration Department

	Budgeted 2022	Proposed 2023	Proposed 2023	Change	
Legal	\$10,000	\$28,000	\$36,000	\$8,000	28.57%
Hwy Dept Legal	\$15,000	\$10,000	\$10,000	\$0	0.00%
Wages	\$315,035	\$351,351	\$325,405	-\$25,946	-7.38%
FICA	\$24,100	\$26,878	\$24,893	-\$1,985	-7.38%
Benefits	\$93,269	\$135,353	\$150,242	\$14,889	11.00%
Retirement	\$21,422	\$23,892	\$22,128	-\$1,764	-7.38%
Training/Conferences	\$2,500	\$4,400	\$4,400	\$0	0.00%
Dues	\$3,200	\$1,500	\$1,500	\$0	0.00%
Supplies	\$20,000	\$20,000	\$20,000	\$0	0.00%
Postage	\$3,000	\$4,000	\$4,000	\$0	0.00%
Service Contracts	\$70,000	\$75,000	\$75,000	\$0	0.00%
Publications	\$3,000	\$3,000	\$500	-\$2,500	-83.33%
Newsletter	\$4,000	\$4,000	\$8,000	\$4,000	100.00%
Election-Wages	\$14,000	\$14,500	\$35,000	\$20,500	141.38%
Election FICA	\$1,071	\$1,109	\$2,678	\$1,568	141.38%
Election Exp/Mile/LO	\$500	\$500	\$500	\$0	0.00%
Election Svc Contracts	\$4,000	\$3,000	\$6,000	\$3,000	100.00%
Election Supplies	\$3,000	\$5,000	\$7,000	\$2,000	40.00%
Election Postage	\$0	\$0	\$9,000	\$9,000	100.00%
Election Publication	\$1,000	\$1,000	\$2,000	\$1,000	100.00%
Assessor Contract	\$34,800	\$41,000	\$41,000	\$0	0.00%
Treasurer Wages	\$0	\$0	\$40,000	\$40,000	100.00%
Treasurer FICA	\$0	\$0	\$3,060	\$3,060	0.00%
Treasurer Mileage	\$0	\$500	\$200	-\$300	100.00%
Treasurer Service Contracts	\$0	\$1,000	\$6,000	\$5,000	1000.00%
Treasurer Accounting (Audit)	\$17,500	\$17,500	\$17,500	\$0	0.00%
Treasurer Supplies	\$2,500	\$3,000	\$500	-\$2,500	-83.33%
Assessor Supplies Brd of Review	\$0	\$0	\$300	\$300	100.00%
Treasurer Postage	\$0	\$7,000	\$3,000	-\$4,000	-57.14%
Treasurer Publications	\$0	\$0	\$100	\$100	100.00%
Total	\$647,898	\$772,483	\$845,906	\$73,422	9.50%

Expenses
 General Government
 Line-Item Detail for the Hall Maintenance Department

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Supplies	\$7,500	\$5,000	\$5,000	\$0	0.00%
Electric	\$5,500	\$5,775	\$5,775	\$0	0.00%
Heat	\$4,750	\$5,080	\$5,080	\$0	0.00%
Telephone	\$1,750	\$1,750	\$1,750	\$0	0.00%
Insurance - Property	\$18,900	\$31,693	\$34,228	\$2,535	8.00%
Insurance - Work Comp	\$33,311	\$26,298	\$28,402	\$2,104	8.00%
Insurance - Auto	\$24,806	\$24,570	\$26,536	\$1,966	8.00%
Funeral/Memorial	\$500	\$500	\$500	\$0	0.00%
Total	\$97,017	\$100,666	\$107,271	\$6,605	6.56%

Expenses
Public Safety

Line-Item Detail for the Law Enforcement Department:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Calumet County Contract	\$629,059	\$782,926	\$862,158	\$79,232	10.12%
Law Enforcement Dog Pick up	\$0				
School Cross Guards	\$2,500	\$2,500	\$2,500		
Total	\$631,559	\$785,426	\$864,658		

Expenses
Public Safety
Line-Item Detail for the Fire Department

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Wages	\$215,000	\$224,690	\$227,290	\$2,600	1.16%
FICA	\$16,448	\$17,189	\$17,388	\$199	1.16%
Fire Dept Benefits	\$26,597	\$28,645	\$0	-\$28,645	-100.00%
WRS	\$10,575	\$12,593	\$13,911	\$1,319	10.47%
Service Award Program (for firefighters)	\$30,000	\$30,000	\$35,000	\$5,000	16.67%
Fire Dept Per Diem (Fire Cmssn Meetings)			\$1,500		
Petty Cash	\$0	\$0	\$0	\$0	0.00%
Training	\$5,500	\$10,000	\$10,000	\$0	0.00%
Supplies/Services	\$41,000	\$41,000	\$41,000	\$0	0.00%
Family Appreciation Night			\$3,000	\$3,000	100.00%
Physicals	\$5,000	\$5,000	\$5,000	\$0	0.00%
Electric - Station 60	\$2,500	\$2,500	\$2,500	\$0	0.00%
Electric - Station 70	\$3,000	\$3,000	\$3,000	\$0	0.00%
Heat - Station 60	\$3,000	\$4,000	\$4,000	\$0	0.00%
Heat - Station 70	\$2,000	\$4,000	\$4,000	\$0	0.00%
Telephone - Station 60	\$950	\$950	\$0	-\$950	-100.00%
Telephone - Station 70	\$1,900	\$1,900	\$0	-\$1,900	-100.00%
Water - Station 60	\$3,500	\$3,500	\$4,500	\$1,000	28.57%
Water - Station 70	\$550	\$1,000	\$1,000	\$0	0.00%
Building Maint. Misc.	\$5,115	\$5,115	\$5,115	\$0	0.00%
EMS Operating Expense	\$13,500	\$13,500	\$13,500	\$0	0.00%
Shop Supplies	\$3,130	\$0	\$0	\$0	0.00%
Burn Permits	\$500	\$0	\$0	\$0	0.00%
Vehicle Maintenance	\$13,000	\$13,000	\$13,000	\$0	0.00%
Equipment Maintenance	\$4,000	\$4,000	\$5,500	\$1,500	37.50%
Fuel	\$6,000	\$6,000	\$6,000	\$0	0.00%
Contract Expense-Vllg Brd	\$500	\$500		-\$500	-100.00%
Contract Expense-Gen Admin	\$9,750	\$0	\$0	\$0	0.00%
Contract Expense-Fire Insur	\$23,667	\$23,667	\$25,560	\$1,893	8.00%
Contract Expense-Attny Fees	\$2,000	\$2,000	\$2,000	\$0	0.00%
Contract Expense-Building Maint Lawn Svc	\$3,785	\$3,785	\$3,785	\$0	0.00%
Contract Expense-Building Maint Snow Plow	\$7,065	\$7,065	\$7,065	\$0	0.00%
Total	\$412,765	\$431,581	\$416,204	-\$15,378	-3.56%

Expenses
 Public Safety
 Line-Item Detail for the Contracted Services Department

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Building Insp Contract	\$50,000	\$59,000	\$59,000	\$0	0.00%
Grade Checks	\$38,000	\$30,000	\$30,000	\$0	0.00%
Total	\$88,000	\$89,000	\$89,000	\$0	0.00%

Expenses
Public Works
Line-Item Detail for the Department of Public Works
(D.P.W.)

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Engineer/Consultant	\$40,000	\$40,000	\$40,000	\$0	0.00%
Salary	\$467,010	\$485,691	\$508,664	\$22,973	4.73%
Part time Salary	\$22,500	\$85,500	\$85,500	\$0	0.00%
OT Salary	\$38,000	\$38,000	\$38,000	\$0	0.00%
FICA	\$35,726	\$37,155	\$41,820	\$4,664	12.55%
Part Time FICA	\$1,721	\$6,541	\$6,541	\$0	0.00%
Unemployment Comp	\$1,000	\$1,000	\$1,000	\$0	0.00%
Benefits	\$139,033	\$150,156	\$169,700	\$19,544	13.02%
Retirement	\$31,757	\$33,027	\$43,619	\$10,592	32.07%
Training	\$2,500	\$2,500	\$2,500	\$0	0.00%
CDL	\$1,500	\$1,500	\$1,500	\$0	0.00%
Supplies	\$25,000	\$25,000	\$25,000	\$0	0.00%
Electric	\$7,500	\$7,500	\$7,500	\$0	0.00%
Heat	\$2,000	\$2,000	\$2,000	\$0	0.00%
Telephone	\$3,000	\$3,000	\$3,000	\$0	0.00%
Bldg. Maintenance	\$35,000	\$35,000	\$30,000	-\$5,000	-14.29%
Fuel	\$50,000	\$74,325	\$76,000	\$1,675	2.25%
Vehicle Maintenance	\$40,000	\$40,000	\$40,000	\$0	0.00%
Equip Maintenance	\$40,000	\$45,000	\$55,000	\$10,000	22.22%
Road Maintenance	\$327,500	\$327,500	\$327,500	\$0	0.00%
Ditching/Grading	\$50,000	\$50,000	\$40,000	-\$10,000	-20.00%
Salt/Sand	\$108,000	\$108,000	\$108,000	\$0	0.00%
Road Signs	\$10,000	\$10,000	\$10,000	\$0	0.00%
Street Lighting	\$3,000	\$6,500	\$6,500	\$0	0.00%
Street Lights - N.S.	\$170	\$170	\$170	\$0	0.00%
Street Lights - HAA	\$11,000	\$11,000	\$11,000	\$0	0.00%
Street Lights - NSW	\$1,100	\$1,100	\$1,100	\$0	0.00%
Storm Sewer Maintenance	\$40,000	\$0	\$0	\$0	#DIV/0!
Illicit Discharge Program	\$5,000	\$5,000	\$5,000	\$0	0.00%
Storm - Consultant	\$0	\$0	\$0	\$0	0.00%
Refuse	\$378,000	\$384,397	\$413,869	\$29,472	7.67%
Recycling	\$252,000	\$256,099	\$259,745	\$3,646	1.42%
Compost Site	\$16,000	\$16,000	\$10,000	-\$6,000	-37.50%
Weed Control	\$14,000	\$14,000	\$15,000	\$1,000	7.14%
NEW: Sidewalk Maint Program		\$5,000	\$6,500	\$1,500	100.00%
Total	\$2,199,017	\$2,307,661	\$2,391,728	\$84,067	3.64%

Expenses

Health and Human Services

Line-Item Detail for the Health and Human Services Department:

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Humane Society Contribution	\$1,500	\$1,500	\$1,500	\$0	0.00%
HOVPP	\$700	\$700	\$700	\$0	0.00%
Total	\$2,200	\$2,200	\$2,200	\$0	0.00%

Expenses
 Culture and
 Recreation
 Line-Item Detail for the Parks Department

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Park Maintenance	\$25,000	\$35,000	\$50,000	\$15,000	42.86%
Recreational Program	\$10,000	\$10,000	\$10,000	\$0	0.00%
Total	\$35,000	\$45,000	\$60,000	\$15,000	33.33%

Expenses
 Economic Development
 Line-Item Detail for the Economic Development Department

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Development	\$4,000	\$4,000	\$4,000	\$0	0.00%
Total	\$4,000	\$4,000	\$4,000	\$0	0.00%

Capital Outlay For General Fund

Line-Item Detail for Capital Outlay:	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Parks					
Match to DNR Gnt	\$5,000	\$5,000	\$5,000		
Parks (signs) (DCP trial signs)	\$15,000	\$10,000	\$12,000		
Parks (equip) Wing for Mower (other half to storm)		\$45,000			
Parks (Renwood Park Master Plan)		\$15,000			
Parks Indoor pavillion Darboy Park					
Parks Improvements	\$100,000				
Parks 2 mowers	\$30,000				
Parks-Sprayer Ponds & Parks	\$2,500				
Spec Manuel Updt	\$7,800				
Park Total Capital Outlay	\$152,500	\$75,000	\$17,000	-\$58,000	-77.33%
Trails					
Trails (pave Vans Pond Maint. Trail)		\$0	\$0		
Trails Add to Trail system	\$294,206				
County N Trail Crosswalk Lights	\$34,000				
Total Trails Capital Outlay	\$328,206	\$0	\$0	\$0	0.00%
General Government					
Municipal Building (repave parking lot	\$0	\$470,000	\$0		
Annual Village Celebration (Incl Fireworks)			\$30,000		
General Government Total Capital Outlay	\$0	\$470,000	\$30,000	-\$470,000	100.00%
Fire Department					
Fire- 6 sets turn out gear	\$13,050	\$15,000	\$19,500		
Fire- fund to replace/repair equip	\$31,400	\$31,400	\$31,400		
Fire-Escrow for future Truck	\$150,000	\$150,000	\$200,000		
Fire-Escrow for future scba bottles	\$12,150	\$12,150	\$12,150		
Fire-Escrow for future helmets	\$1,530	\$1,530	\$1,530		
Fire - Heavy Rescue Vehicle Purchase			\$989,555		
Fire-Command Vehicle	\$0	\$62,817			
Fire-Flooring Station 60	\$0	\$10,000			
Fire-Extrication Equipment (Jaws)			\$57,000		
Fire-Command Center Pull-Out			\$10,000		
Fire-Escrow for Future Public Safety Building			\$351,079		
Fire-Fire services study	\$25,000	\$0	\$0		
Fire- Defibrillators (1600 x 2)	\$3,200	\$0	\$0		
Fire-polaris ranger	\$30,000	\$0	\$0		
Fire-ipads (x2)	\$918	\$0	\$0		
Fire-Generator (7500 each x2 stations)	\$15,000	\$0	\$0		
Fire Department Capital Outlay for Sherwood Invoice			\$331,580		
Fire Department Total Capital Outlay	\$282,248	\$282,897	\$1,672,214	\$1,389,317	491.10%

Department of Public Works Highway Equipment				
DPW-Hwy Equip (Replace Dodge Van w/SUV Explorer)		\$40,000		
DPW-Hwy Equip (Replace 2009 F550 w/Flatbed work truck)		\$60,000		
DPW-Hwy Equip (purchase shoulder reclaimer machine)		\$30,000		
DPW-Hwy Equip (Replace tractor (w/new mower wing above)		\$75,000		
DPW-HWY Equip Bomag Roller	\$30,000			
DPW-Hwy Equip Spinner for #23	\$12,000			
DPW-Hwy Equip Van chassis and tools	\$53,000			
DPW-Compactor 4045	\$8,700			
DPW-Left/Right Controller for Grader	\$5,000			
DPW-Salt Shed	\$127,266			
DPW-Replace 1998 John Deer 6310 w/Loader	\$160,000			
DPW-Hwy Equip (Grapple for JD344 Loader)			\$24,000	
DPW-Hwy Equip (Replace 540 Gehl Mini Loader)			\$70,000	
DPW-Hwy Equip (Replace Plow Truck)			\$471,532	
DPW Total Hwy Equipment Capital Outlay	\$395,966	\$205,000	\$565,532	\$360,532 175.87%

Road Projects				
Creedside Estates - Assessed to Property Owners		\$1,122,500		
Cottonwood Creek III (rural resurface & ditching)		\$1,375,000		
Maintowoc Road: From CTH N to Harwood		\$250,000		
Schmidt Road: From State Park Rd to Harwood Rd		\$200,000		
Road Project (Quella Dr pulverize and reshape)		\$43,000		
State Park Road (Schmidt Rd to Hwy 10) Widen and resurface			\$1,631,000	
Cedar Ridget Estates (Christopher, Elm View, Oak Lawn & Cedar Ridge)			\$1,119,800	
Amy Ave			\$77,400	
Peyten Street			\$187,220	
Blazing Meadow subdivision (Cornflower, Dahlia, Hedgerow (north of Sweet William) & Zinnia			\$566,000	
Woodland Trails Subdvsn (Spring Valley, Shabgark Hickory, Sugar Maple, Maple Bluff, Hemlock, Wild Cherry, Box Elder			\$1,155,600	
Road Projects Capital Outlay (NOT ASSESSED)	\$1,400,000	\$1,868,000	\$4,737,020	\$2,869,020 153.59%
Road Projects Total Capital Outlay	\$1,400,000	\$2,990,500	\$4,737,020	\$1,746,520 58.40%
Grand Total Capital Outlay	\$2,558,920	\$4,023,397	\$7,021,766	\$2,998,369 74.52%

Line-Item Detail for Debt Service

	Budgeted 2022	Budgeted 2023	Proposed 2024	Change	
Principal Payments	\$645,000	\$766,680	\$1,068,000	\$301,320	39.30%
Interest Payments	\$54,094	\$46,058	\$132,000	\$85,942	186.60%
Total	\$699,094	\$812,738	\$1,200,000	\$387,262	47.65%

Line-Item Detail for the Stormwater Fund

	2024 Activity	
	Revenues	Expenses
Starting Balance	\$668,466	
Stormwater fees Collected	\$450,000	
Storm Sewer Maintenance/Ponds		-\$40,000
NEW: Storm Catch Basin Program		-\$12,000
NEW: Pond Rip Rap		-\$20,000
NEW: Cross Culvert Program		-\$30,000
Total Expenses		-\$102,000
End Balance	\$1,016,466	

Line-Item Detail for Park Impact Fees

	2024 Activity	
	Revenues	Expenses
Starting Balance	\$684,391	
Park Impact Fees Collected	\$63,330	
Capital Outlay: Farmers Field Park (Pave Driveway and parking lot)		-\$191,000
Capital Outlay: Farmers Field Park (pave trail)		-\$53,000
Capital Outlay: Clover Ridge Park (pave trail)		-\$7,000
Capital Outlay: Darboy Park Picnic Tables		-\$7,000
Capital Outlay: Van's Pond (Disc Golf)		-\$1,200
Total Expenses		-\$259,200
End Balance	\$488,521	

Line-Item Detail for Harrison Transportation Fund

	2024 Activity	
	Revenues	Expenses
Starting Balance	\$5,433	
Transportation Fees Collected	\$0	
Road Project Contributions		-\$5,433
End Balance	\$0	

Line-Item Detail for Harrison Police Impact Fees

	2024 Activity	
	Revenues	Expenses
Starting Balance	\$99,009	
Police Impact Fees Collected	\$7,500	
2023 Police Impact Fee Uses		\$0
End Balance	\$106,509	

Line-Item Detail for Harrison Fire Impact Fees

	2024 Activity	
	Revenues	Expenses
Starting Balance	\$777,225	
Fire Impact Fees Collected	\$65,000	
2023 Fire Impact Fee Uses		\$0
End Balance	\$842,225	

Line Item Detail for Harrison Water Utility

	Budgeted 2023	Proposed 2024		
Interest Income		\$141,580		
Residential Metered Sales	\$882,587	\$1,027,420	\$144,833	16.41%
Commercial Metered Sales	\$85,935	\$111,190	\$25,255	29.39%
Industrial Metered Sales	\$1,535	\$0	-\$1,535	-100.00%
Public Authority Metered Sales	\$19,491	\$32,500	\$13,009	66.74%
Multifamily Metered Sales	\$45,000	\$98,070	\$53,070	117.93%
Irrigation Metered Sales	\$395	\$410	\$15	3.80%
Private Fire Protection Service		\$17,230	\$16,901	100.00%
Public Fire Protection Service	\$214,655	\$213,330	-\$1,325	-0.62%
Forfeited Discounts	\$4,000	\$2,490	-\$1,510	-37.75%
Other Water Revenue	\$5,000	\$4,500	-\$500	-10.00%
Total Revenues	\$1,258,598	\$1,648,720	\$390,122	31.00%
Purchased Water - COA / FC	\$649,848	\$888,360	\$238,512	36.70%
Fire Protection - COA	\$38,048	\$0	-\$38,048	-100.00%
Fuel/Power Purchase - Pumping	\$0	\$0	\$0	0.00%
Operation Labor	\$97,703	\$104,770	\$7,067	7.23%
Operation Supplies & Expenses	\$25,000	\$25,000	\$0	0.00%
Maintenance of Mains	\$15,000	\$15,000	\$0	0.00%
Maintenance of Services	\$15,000	\$65,000	\$50,000	333.33%
Maintenance of Meters	\$5,000	\$5,000	\$0	0.00%
Maintenance of Hydrants		\$10,000	\$10,000	100.00%
Meter Reading Labor	\$0	\$0	\$0	0.00%
Accounting & Collecting Labor	\$50,295	\$51,130	\$835	1.66%
Supplies and Expenses		\$0	\$0	100.00%
Admin & General Salaries	\$43,740	\$27,860	-\$15,880	-36.31%
Office Supplies & Expenses	\$29,845	\$22,500	-\$7,345	-24.61%
Outside Services Employed	\$40,000	\$50,000	\$10,000	25.00%
Insurance Expense	\$7,651	\$9,500	\$1,849	24.17%
Payroll Tax - FICA	\$13,589	\$12,400	-\$1,189	-8.75%
Employee Pensions & Benefits	\$86,553	\$93,450	\$6,897	7.97%
Regulatory Commission Expenses	\$6,000	\$4,500	-\$1,500	-25.00%
Miscellaneous General Expense	\$22,500	\$10,000	-\$12,500	-55.56%
Transportation Expense	\$4,185	\$4,350	\$165	3.94%
Maintenance of General Plant	\$2,500	\$6,000	\$3,500	140.00%
Depreciation Expense		\$209,530	\$207,445	100.00%
Payment in Lieu of Taxes		\$78,000		
Total Expenses	\$1,152,457	\$1,692,350	\$539,893	46.85%
Retained Earnings	\$106,141	-\$43,630	-\$149,771	-141.11%

Line Item Detail Sewer Utility

	2023 Budgeted	2024 Proposed		
Residential Measured Service	\$851,153	\$930,920	\$79,767	9.37%
Commercial Measured Service	\$91,309	\$112,940	\$21,631	23.69%
Industrial Measured Service	\$3,584	\$0	-\$3,584	-100.00%
Public Authority Measured Srvc	\$37,268	\$35,410	-\$1,858	-4.99%
Multifamily Measured Service	\$62,934	\$118,380	\$55,446	88.10%
Forfeited Discounts	\$3,453	\$2,000	-\$1,453	-42.08%
Other Sewer Revenue	\$5,205	\$25,000	\$19,795	380.31%
Interest Income		\$141,580		
Total Revenues	\$1,054,906	\$1,366,230	\$311,324	29.51%
Supervision & Labor	\$147,998	\$104,770	-\$43,228	-29.21%
Fuel/Power Purchase - Pumping	\$17,000	\$22,600	\$5,600	32.94%
Operation Supplies & Expenses	\$20,000	\$20,000	\$0	0.00%
Transportation Expense	\$4,185	\$4,350	\$165	3.94%
Sewerage Treatment Charges	\$217,210	\$254,690	\$37,480	17.26%
Maintenance Sewage Collect Sys	\$50,000	\$50,000	\$0	0.00%
Maint Collection Syst Pumping	\$40,000	\$40,000	\$0	0.00%
Maint Trtmt & Disp Plant Equip	\$0	\$0	\$0	0.00%
Maintenance of General Plant	\$2,500	\$6,000	\$3,500	140.00%
Accounting & Collecting Labor	\$50,295	\$51,130	\$835	1.66%
Meter Reading Labor	\$0	\$0	\$0	0.00%
Uncollectible Accounts	\$0	\$0	\$0	0.00%
Admin & General Salaries	\$74,093	\$27,860	-\$46,233	-62.40%
Office Supplies & Expenses	\$32,010	\$22,500	-\$9,510	-29.71%
Outside Services Employed	\$40,000	\$80,000	\$40,000	100.00%
Insurance Expense	\$6,878	\$9,500	\$2,622	38.12%
Employee Pensions & Benefits	\$56,674	\$61,210	\$4,536	8.00%
Payroll Tax - FICA	\$19,305	\$12,404	-\$6,901	-35.75%
Miscellaneous General Expense	\$1,000	\$10,000	\$9,000	900.00%
Interest Expense - CWF Loan	\$16,250	\$18,810	\$2,560	15.75%
Amortization Expense-CWF Loan	\$41,215	\$77,460	\$36,245	87.94%
Depreciation Expense		\$307,410		
Total Expenses	\$836,613	\$1,180,694	\$344,081	41.13%
Retained Earnings	\$218,293	\$185,536	-\$32,757	-15.01%

Line Item Detail Capital Outlay Harrison Utilities

	Water	Sewer
Unrestricted Fund Balance for Capital Purchases	\$490,190	
2024 Water Capital Outlay-Meter Purchases	\$10,000	
2024 Water Capital Outlay-50% Install message sign for property	\$7,500	
2024 Water Capital Outlay-50% Repair Roof (pending Facilities Study Rpt)	\$30,000	
2024 Sewer Capital Outlay - Replace Ductile Iron LS#1 Wet Well Piping		\$30,000
2024 Sewer Capital Outlay - Replace Ductile Iron LS#2 Wet Well Piping		\$30,000
2024 Sewer Capital Outlay - Install Var. Freq. Drive on LS#1, LS#2, LS#3, LS#4		\$41,000
2024 Sewer Capital Outlay - Replace pump LS #2		\$15,000
2024 Sewer Capital Outlay - 50% Install message sign for property		\$7,500
2024 Sewer Capital Outlay - 50% Repair Roof (pending Facilities Study Rpt)		\$30,000
Total Capital Outlay for each utility	\$47,500	\$153,500
Total Capital Outlay for Harrison Utilities		\$201,000
Ending Balance	\$289,190	



Harrison Utilities
Capital Improvement Plan
2024-2028

Line #	Dept.	Item	Description	Estimated Total Cost	Year					
					2024	2025	2026	2027	2028	Later
1	Water	Meter Purchases	Purchase water meters	\$ 60,000	\$ 10,000	\$ 11,000	\$ 12,000	\$ 13,000	\$ 14,000	
2	Sewer	Lift Station #3 Forcemain Replacement	Replace approx 1/2 mile ductal iron forcemain located near the railroad tracks with poly/plastic	\$ 500,000		\$ 500,000				
3	Sewer	Lift Station #1 Interior Piping Replacement	Replace ductal iron coming out of lift station wet well	\$ 30,000	\$ 30,000					
4	Sewer	Lift Station #2 Interior Piping Replacement	Replace ductal iron coming out of lift station wet well	\$ 30,000	\$ 30,000					
5	Sewer	Variable Frequency Drive (VFD) Motors	Install VFDs on pumps at Lift Stations #1, #2, #3, & #4	\$ 41,000	\$ 41,000					
6	Sewer	Lift Station Pump Replacements	Replace lift station pumps (2024 - LS#2, 2027 - LS#4)	\$ 45,000	\$ 15,000			\$ 30,000		
7	Sewer	Add 3rd Pump at Lift Station #4	Add a 3rd pump at lift station #4 to accommodate growth (2028 - Pump, piping, labor, etc. - possible upgrade to submersible pumps is a larger project)	\$ 200,000					\$ 200,000	
8	Sewer	Lift Station #4 Dry Capsule Valves	Replace overhead valves in LS#4	\$ 30,000					\$ 30,000	
9	Shared	Signage In Front of Main Building	purchase/install signage with message reader for property	\$ 15,000	\$ 15,000					
10	Shared	Main Building Roof	Replace storm damage to roof (Pending Recommendation of SEH Facility Study)	\$ 60,000	\$ 60,000					
Total	Total	Total		\$ 1,011,000	\$ 201,000	\$ 511,000	\$ 12,000	\$ 43,000	\$ 244,000	\$ -

List of Vehicles	Date Purchased	Replacement Year	Speciality Items
Ford F-450	2015	2032	Dump box, Rear PTO, V-Plow
Ford F-150	2015	2030	Bed mounted utility box
Ford F-250	2020	2035	Crane, Full Utility Box
Ford F-150	2023	2038	Full Utility Box

2024 GRADE ORDER LIST: STEP PLAN (2023 Plan Increased 1.5%)

Increase all 1.5%
1.015

Grade	Job Title	Dept	87.50% Minimum	90% Step 2	92.50% Step 3	95% Step 4	97.50% Step 5	Control Point 100% Step 6	101.25% Step 7	102.50% Step 8	103.75% Step 9	105% Step 10	106.25% Step 11	107.50% Step 12	108.75% Step 13	110% Step 14	111.25% Step 15	112.50% Step 16
Q	Village Manager	Adminstn	48.16	49.54	50.92	52.29	53.67	55.05	55.73	56.42	57.11	57.80	58.48	59.18	59.86	60.55	61.24	61.93
P	VACANT		44.63	45.91	47.18	48.46	49.74	51.01	51.65	52.28	52.92	53.56	54.20	54.84	55.47	56.11	56.74	57.39
O	Assistant Village Manager	Adm/DPW/HU	42.29	43.49	44.70	45.92	47.12	48.33	48.93	49.54	50.14	50.74	51.35	51.95	52.55	53.16	53.76	54.37
N	Fire Chief	Fire	39.93	41.07	42.21	43.36	44.50	45.64	46.21	46.77	47.34	47.91	48.49	49.06	49.63	50.20	50.77	51.34
M	VACANT		37.58	38.65	39.72	40.80	41.87	42.94	43.48	44.02	44.56	45.09	45.63	46.16	46.70	47.24	47.78	48.32
L	Village Planner (VACANT)	Planning	35.22	36.23	37.23	38.24	39.25	40.25	40.76	41.26	41.76	42.26	42.77	43.28	43.77	44.28	44.78	45.28
K	Operations Manager	DPW	32.87	33.81	34.76	35.70	36.63	37.57	38.04	38.51	38.98	39.44	39.92	40.39	40.86	41.33	41.80	42.27
J	Village Clerk/Treasurer Utilities Operator Foreman	Adminstn Utilities	30.52	31.39	32.26	33.14	34.01	34.88	35.31	35.75	36.18	36.62	37.06	37.50	37.93	38.37	38.80	39.24
I	Public Works Lead Foreman Assistant Planner HU Office Manager	DPW Planning	28.16	28.97	29.78	30.58	31.38	32.19	32.59	33.00	33.40	33.79	34.20	34.60	35.00	35.41	35.81	36.21
H	Engineering Tech/Code Enforcement Utilities Operator Parks Foreman (Proposed 2023)	DPW Utilities DPW	25.81	26.55	27.28	28.03	28.76	29.50	29.87	30.23	30.60	30.97	31.34	31.71	32.07	32.45	32.82	33.18
G	Public Works Laborer	DPW	23.46	24.13	24.81	25.48	26.14	26.81	27.15	27.49	27.82	28.16	28.49	28.82	29.16	29.50	29.83	30.17
F	Accounting Clerk Deputy Clerk/Deputy Treasurer Utility Billing Clerk II	Adminstn Adminstn Utilities	21.11	21.71	22.31	22.92	23.52	24.12	24.42	24.72	25.02	25.33	25.63	25.93	26.23	26.53	26.83	27.14
E	Utilities Billing Clerk I Financial Assistant	Utilities Admin	19.34	19.90	20.45	21.00	21.55	22.10	22.38	22.65	22.93	23.21	23.48	23.76	24.04	24.32	24.59	24.87
D	VACANT		18.16	18.69	19.20	19.72	20.24	20.76	21.02	21.28	21.53	21.79	22.05	22.31	22.57	22.84	23.10	23.36
C	Administrative Assistant	Adminstn	16.99	17.48	17.95	18.44	18.93	19.41	19.65	19.90	20.14	20.39	20.62	20.87	21.11	21.36	21.60	21.83
B	VACANT		15.81	16.26	16.71	17.17	17.61	18.07	18.29	18.52	18.74	18.97	19.19	19.42	19.65	19.88	20.10	20.32
A	VACANT		14.64	15.05	15.48	15.89	16.32	16.73	16.94	17.14	17.36	17.57	17.78	17.98	18.19	18.41	18.61	18.82

APPENDIX A		Fee and Penalty Schedule		Amended 11/15/2022
CODE SECTION	Updated Code	DESCRIPTION	AMOUNT	
GENERAL PROVISIONS				
1.16.010(c)(1)	1.7(c)(1)	General Penalty - First Offense	\$1.00 - \$500.00	
1.16.010(c)(2)	1.7(c)(2)	General Penalty - Second Offense	\$1.00 - \$1,000.00	
	1.7(g)(4)	Schedule of Deposit	per ordinance or statute	
	1.7(g)(4)	Schedule of Deposit - Absense of deposit amount by ordinance or statute	\$100 plus costs	
ADMINISTRATION				
2.24.040(e)		Hard Copy (black and white)	\$0.05 per page	
		Hard Copy (color)	\$0.15 per page	
		Flash Drive	Actual Cost	
		Mailing & Shipping	Actual Cost	
		Paper to Digital	Fee Waived	
		Digital to Digital	Fee Waived	
2.24.050(a)		Minimum Research Cost/\$25 per hr	\$25.00	
ALCOHOL BEVERAGE				
8.08.030(A)	4.27(a)	Class "A" Fermented Malt Beverage License	\$150.00	
8.08.030(B)	4.27(b)(1)	Class "B" Fermented Malt Beverage License	\$100.00	
8.08.030(C)	4.27(c)	Temporary Class "B" Fermented Malt Beverage License	\$10.00	
8.08.030(D)	4.27(d)	Temporary "Class B" Wine License	\$10.00	
8.08.030(E)	4.27(e)	Fermented Malt Beverage Wholesalers' License	\$25.00	
8.08.030(F)	4.27(f)	"Class A" Intoxicating Liquor License	\$350.00	
8.08.030(G)	4.27(g)	"Class B" Intoxicating Liquor License	\$350.00	
		"Class C" Wine License	\$100.00	
		Reserve "Class B" License	\$10,000.00	
	4.28(d)	Publication Fee for Alcohol License	Actual Cost	
8.12.040	4.65	Operator License	1 yr \$35 / 2 yr \$50	
8.12.040	4.65	Provisional License	\$15.00	
	4.33(a)	Change of Agent	\$10.00	
		Tobacco License	\$100.00	
ANIMALS				
22.04.040	6.23(a)	Harboring Dangerous Animals	\$100.00	
V15-01 6-42(a)(3)		Dogs Licensing State Statute 174.07		
	6.42(a)(3)	Spayed or Neutered Dog	\$10.00	
	6.42(a)(3)	Unaltered Dog	\$15.00	
V15-01 6-43	6.42(a)(3)	Late Fee Applied after March 31	\$5.00	
BUSINESS LICENSE				
Ord V21-02		Business	\$5	
Ord V21-02		Non-Profit Organization	\$0	
EMERGENCY MANAGEMENT AND SERVICES				
10.04.010	10.25	Fire Inspector Duties		
	10.28	Initial inspection where violation is found	No Charge	
	10.28	First re-inspection if violation still exists (by Fire Chief)	No Charge	
	10.28	Second re-inspection (by Fire Chief) and violation still exists	\$50/inspection/violation	
	10.28	Third and Fourth re-inspection (by Fire Chief) and violation still exists	\$100/inspection/violation	
	10.28	Fifth or more re-inspection (by Fire Chief) and violation still exists	\$150/inspection/violation	
PARKS AND RECREATION				
30.04.080	18.7	Darboy Community Park Shelter Rental Fee (Resident)	\$75.00	
	18.7	Darboy Community Park Shelter Rental Fee (Non-Resident)	\$150.00	
	18.7	Village Hall Community Room Rental Fee	\$100.00	
	18.7	Street Closure Barricade Rental Fee	\$100.00	
STREETS, SIDEWALKS AND OTHER PUBLIC PLACES				
Res. V2022-18		Streets and Roads Fee per \$1,000 of Assessed Value-	\$0.50	
28.12.030	22.160(a)	Right-of-Way (ROW) Permit		
	22.92	New/Replace or Extend Culvert	\$150	
	22.94	Culvert Variance (with Village Approval)	\$150	
	22.159	Install/Replace Driveway Apron	\$50	
08	22.250	Sump Pump Connection Violation	\$50 + court costs	
28.24.010	22.191	Utility Permit - Base Fee + below	\$50	
	22.191	Open Cut Paving	\$1,500	
	22.191	Open Cut Gravel	\$1,000	
	22.191	Per Foot Charge (per lineal foot)	\$0.10 / lin. Ft.	
		Regrade/Clean/Obstruction of Ditch	\$50	
	22.160	Late Fee for After the Fact Permit	\$150	
BUILDINGS AND BUILDING REGULATIONS				
26.04.020	103.10	Demolition or Removal of Buildings Permit	\$25	
	103.10	If Building with No Utilities or New Permit Obtained	No Charge	

26.08.070	103.29	1 & 2 Family Building Permits and Inspections	
	103.29	New Construction - up to 2400 sq. ft.	\$2,095
	103.29	New Construction - 2401 to 3500 sq. ft.	\$2,195
	103.29	New Construction - 3501 to 5000 sq. ft.	\$2,295
	103.29	New Construction - over 5000 sq. ft.	\$2,395
	103.29	Manufactured Homes	\$2,095
	103.29	Decks	\$200
	103.29	Additions - Remodeling	
	103.29	Base Fee	\$150
	103.29	Remodel greater than \$10,000 value	\$300
	103.29	Remodel less than \$10,000 value	\$200
	103.29	Erosion Control	\$100
	103.29	Electrical Service	\$100
	103.29	Electrical Permit	\$100
	103.29	Plumbing Permit	\$100
	103.29	HVAC Permit	\$100
	103.29	One Time Inspection	\$100
	103.29	Attached Garage	\$300
	103.29	Basement Remodel	\$300
	103.29	Siding/Windows/Roof	\$50
	103.29	Pools Permit Fees - seasonal/permanent	\$50/\$150
	103.29	Unattached Garage greater than 200 sq ft	\$100
	103.29	Egress Window	\$100
	103.29	Escrow	\$1,500
26.12.010	103.122	Multi-Family and Commercial Permit Fees	
	103.122	Building Permit	\$0.08 per sq ft
	103.122	Base Fee	\$200
	103.122	Plumbing	\$8 per fixture
	103.122	Fixture Count	
	103.122	Base Fee	\$100
	103.122	Electrical Permit	\$0.08 per sq ft
	103.122	Base Fee	\$100
	103.122	Electrical Service <200 amp	\$85
	103.122	Electrical Service >200 amp - 3 phase	\$100
	103.122	Electrical Service Temporary	\$85
	103.122	HVAC Permit	\$0.08 per sq ft
	103.122	Base Fee	\$100
	22.21	911 Sign	\$25
26.16.060	103.197	Permit Fees - Pools seasonal/permanent	\$50/\$150
IMPACT FEES			
07	103.231(c)	Park Impact Fees	
	103.231(c)(1)	Single-Family Residential Development - per dwelling unit	\$1,078
	103.231(c)(1)	Multi-Family Residential Development - per dwelling unit	\$999
Ord V19-07	103.231(a)	Law Enforcement Impact Fees	
	103.231(a)(1)	Single-Family Residential Development - per dwelling unit	\$78
	103.231(a)(1)	Multi-Family Residential Development - per dwelling unit	\$72
	103.231(a)(2a)	Commercial & Institutional - per sq ft	X \$0.032
	103.231(a)(2b)	Industrial - per sq ft	X \$0.020
Ord V19-07	103.231(b)	Fire Impact Fees	
	103.231(b)(1)	Single-Family Residential Development - per dwelling unit	\$660
	103.231(b)(1)	Multi-Family Residential Development - per dwelling unit	\$611
	103.231(b)(2a)	Commercial & Institutional - per sq ft	X \$0.267
	103.231(b)(2b)	Industrial - per sq ft	X \$0.200
CONSTRUCTION SITE EROSION CONTROL ZONING			
32.44.100	105.10	Construction Site Erosion Control Permit	
	105.10	Less than 1-ac Disturbed Area	\$225
	105.10	1-ac or more Disturbed Area	\$275
	105.10	Less than 1-ac Disturbed Area - Inspection	\$25/week
	105.10	1-ac or more Disturbed Area - Inspection	\$250 + \$25/week
MOBILE HOMES AND MOBILE HOME COMMUNITIES			
32.20.150	107.32	Permit Fee	\$25
STORM WATER MANAGEMENT AND ILLICIT DISCHARGE			
20.20.120	113.139	Post-Construction Storm Water Management Permit	
	113.139	Less than 20,000 sq ft impervious surface	\$225
	113.139	20,000 or more sq ft impervious surface	\$525
	113.139	Less than 20,000 sq ft impervious surface - Inspection	0
	113.139	20,000 or more sq ft impervious surface - Inspection	\$500
20.16.150 & 20.16.160	113.104	Illicit Discharge Abatement	Cost of Abatement
20.04	113.5(b)	Stormwater Utility ERU	\$60 per ERU

SUBDIVISIONS			
	115	Subdivision Control	
34.08.020	115.11	Preliminary Plat	\$200 + \$5/lot
34.08.030	115.12	Final Plat	\$100 + \$5/lot
34.08.040	115.13	Certified Survey Map	\$75
		Condominium Plat	\$300 + \$5/unit
SMALL WIND ENERGY SYSTEMS			
30.08.030	119.7(a)	Small Wind Energy System, per tower	\$100
SOLID WASTE			
		Garbage and Recycling service	per service contract
18.10	20.160	Yard Waste Site	
18.10 4) c)	20.163(f)	Yard Waste Sticker	\$20
18.10 4) f)	20.163(f)	Forfeiture - first offense	\$50 + court costs
	20.163(f)	Forfeiture - second offense	\$100 + court costs
	20.163(f)	Forfeiture - third offense and each additional offense	\$250 + court costs
18.12	20.19	Littering	
18.12 7)	20.25	Forfeitures are set pursuant to the State of Wisconsin Revised Uniform Deposit and Bail Schedule for Conservation, Environmental Protection, ATV/UTV, Boat, OHM, And Snowmobile Violations, current edition.	Per WI Revised Uniform Deposit and Bail Schedule
	20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - first offense	\$50 + court costs
	20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - second offense	\$100 + court costs
	20.25	Forfeiture - items not covered in WI Revised Uniform Deposit and Bail Schedule - third offense and each additional offense	\$250 + court costs
UTILITY FEES			
Ord V21-18	30.33	Sanitary Sewer & Watermain Permit	
	30.33(b)	Application base fee	
		Subdivision Plat	\$250
		Commercial Development Plan	\$100
		Multiple Family Development Plan	\$100
		Engineer's review (billed after review)	Actual Cost
	30.33(b)	Inspection base fee	\$50
		Inspector's review (billed after construction)	Actual Cost
	30.102	Enforcement	
		Legal Fees	Actual Cost
		Harrison Utilities required construction	Actual Cost
SEWER/WATER CONNECTION FEE	V2023-07	In a specific area for the infrastructure for sewer/water. Paid when the building permit is applied for. (Res V2020-13)	
		Single Family Residence	\$3,800
		Multi-Unit - first unit	\$3,800
		Multi-Unit - additional units	\$500
		Commercial - per acre	\$1,500
ZONING			
32.08.060(B)(2)	117.31(b)	Text Amendment	\$300
32.08.060(C)(2)	117.77(b)	Map Amendment	\$300
32.16.180(l)(2)(b)	117.93(b)	Application for PDO District	\$400
32.24.020 (c)(2)	117.127(c)	Home Business Permit	\$150
32.24.030 (c)(2)	117.128(b)	Solar Energy System Permit	\$200
32.24.080 (e)(3)	117.133(e)(1)	Adult Entertainment Establishment Permit	\$200
32.24.090 (c)(3)	117.134@	Temporary Use & Structure Permit	\$100
32.32.080	117.184(c)(4)(b)(2)	Sign Permit	\$100
32.32.100 (b)	117.185(b)(6)	Off- Premise Sign Application	\$25 + \$0.15/sq ft
32.32.110 (2)(b)(2)(i)	117.186(b)(2)(b1)	Temporary Sign Permit	\$50
32.32.110 (2)(b)(2)(ii)	117.186(b)(2)(b2)	Temporary Sign Deposit	\$100
32.52.020 (a)	117.317	Conditional Use Permit	\$150
	117.317(b)	Amending Public Hearing Notice	Same as Public Hearing Notice
32.060.060 (b)(2)	117.376	Site Plan Review	
	117.376	Commercial	\$300
	117.376	Industrial	\$500
32.64.010 (b)(2)	117.416	Zoning Permits	
	117.416	New Construction or Replacement (residential, commercial, industrial or other building)	\$250

	117.416	Addition	\$100
	117.416	Accessory Building (i.e. detach garage, shed, etc.)	\$50
	117.416	Fence	\$25
	117.416	Accessory Structure (i.e. driveway)	\$25
	117.416	Deck	\$25
32.64.010 (e)	117.416(e)	Renewal Permit	1/2 new permit fee
32.64.030 (2)(b)(1)	117.418(b)(2)(a)	Winter Temporary Zoning Occupancy Permit	\$50
32.64.030 (2)(b)(2)	117.418(b)(2)(b)	Special 30-day Temporary Zoning Occupancy Permit	\$100
	117.418(a)	Zoning Certificate of Occupancy (when no Zoning Permit is required)	\$25
	117.362	Item Requiring a Public Hearing Notice	\$200
		Lot Grade & Driveway Grade Check	\$1,045
MISCELLANEOUS FEES			
FIREWORKS		Permit Application	\$50
INFORMATION		Real Estate Inquiry	\$30
		Real Estate Inquiry - Rush (2 business days)	\$60
		Harrison Utility Inquiry	\$25
		Group Tax Information Requests - Mortgage Holders	\$0.25 per parcel Groups of 10 or more
14.04.010(G)	28.178	WEEDS	refers to 1.16.010
14.12.050	30.215	Well Operation Permit	
14.12.070	30.218	Penalty	refers to 1.16.010
Ord V20-12		Short Term Rental	
		New Permit	\$400
		Renewal Permit	\$200