

NOTICE OF VILLAGE OF HARRISON BOARD MEETING

DATE: Tuesday, June 13, 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, June 13, 2023, at the Harrison Municipal Building. This is a public meeting, and the agenda is listed below.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Closed Session

a) Sewer Connection Fee

The Board will meet in closed session pursuant to Wis. State Stats. 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved concerning sewer connection fees.

Attendees will include: the Village Board, Village Manager, Village Clerk, and Village Attorney Elizabeth Stephens (via telephone).

b) Reconvene into Open Session

The board will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes and action may be taken on the closed session discussion. The Board is unable to predict how long it will be in Closed Session to discuss the above listed matter(s).

5. Open Session: Possible Action related to Agenda item 4.

a) Open Session: Possible action related to Agenda item 4.

6. Appointments to Boards and Commissions

a) Zoning Board of Appeals

- i. Appoint Don Mielke to fill vacated 3-year Citizen Seat - term expiring April 30, 2024
- ii. Appoint Kelly Wenzel to fill Alternate Seat, 3-year term expiring April 30, 2026

b) Zoning Board of Appeals - Chairperson

- i. Appoint Dan Garber as the new Chairperson

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

a) Resolution 23-07: Adoption of Sewer Connection Fees

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

- a) Discussion only of extension of Prosperity Drive and development of Baeten property
- b) Assistant Village Manager Position Description
- c) Employee Position Wage Range - Assistant Village Manager

9. Visioning Session

- a) Visioning Session - Second Session

10. Future Agenda Items

- a) Hiring Policy (MVH/AB)

11. Adjournment

Public and Open Meeting Compliance

Agenda posted on Friday, June 9, 2023 at www.harrison-wi.org and Municipal Building lobby.

Vicki L. Tessen, Clerk

Any person with hearing disabilities or requiring special accommodation to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser

Meeting Date:

June 13, 2023

Title:

Sewer Connection Fee

The Board will meet in closed session pursuant to Wis. State Stats. 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved concerning sewer connection fees.

Attendees will include: the Village Board, Village Manager, Village Clerk, Village Attorney Elizabeth Stephens (via telephone) and Village Attorney Andy Rossmeissl (via telephone).

The board will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes and action may be taken on the closed session discussion. The Board is unable to predict how long it will be in Closed Session to discuss the above listed matter(s).

Issue:

Background and Additional Information:

Budget Impacts:

Recommended Action:

1. Motion for the Board to meet in closed session pursuant to Wis. State Stats. 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved concerning sewer connection fees. (Roll Call vote)

2. Motion to adjourn the closed session and reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes. (Roll Call vote)

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Matt Heiser

Meeting Date:
June 13, 2023

Title:
Open Session: Possible action related to Agenda item 4.

Issue:

Background and Additional Information:

Budget Impacts:
Per Closed Session agreement

Recommended Action:
Approve settlement agreement

VILLAGE BOARD MEETING

From:
Matt Heiser

VILLAGE OF HARRISON

Meeting Date:
June 13, 2023

Title:

Zoning Board of Appeals

- i. Appoint Don Mielke to fill vacated 3-year Citizen Seat - term expiring April 30, 2024
- ii. Appoint Kelly Wenzel to fill Alternate Seat, 3-year term expiring April 30, 2026

Issue:

Background and Additional Information:

Chairperson Scott Chicoine was appointed to a seat on the Plan Commission; thus his seat on the Zoning Board of Appeals needs to be filled.

The alternate seat was vacant.

Budget Impacts:

None.

Recommended Action:

Appoint Don Mielke to fill the vacated seat on the Zoning Board of Appeals to expire April 30, 2024 and appoint Kelly Wenzel to the open alternate seat on the Zoning Board of Appeals to expire on April 30, 2026..

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser

Meeting Date:

June 13, 2023

Title:

Zoning Board of Appeals - Chairperson

i. Appoint Dan Garber as the new Chairperson

Issue:

Background and Additional Information:

The Chairperson, Scott Chicoine, was appointed to a seat on the Plan Commission. Thus a new Chairperson needed to be appointed.

Budget Impacts:

None.

Recommended Action:

Appoint Dan Garber as Chairperson of the Zoning Board of Appeals

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Matt Heiser

Meeting Date:
June 13, 2023

Title:

Resolution 23-07: Adoption of Sewer Connection Fees

Issue:

Background and Additional Information:

Item was Tabled June 14, 2022 by a motion from Trustee Baldwin, seconded by Trustee Handschke, to not consider the new sewer connection fee schedule and policy until after the Village Attorney reviewed it.

Budget Impacts:

Recommended Action:

Staff recommends adopting the recommended fees.

Attachments:

- [Resolution V2023-07 Sewer Connection Fees 2023.pdf](#)
- [2023-06-09 DRAFT Connection Fee Study.pdf](#)

RESOLUTION V2023-07
VILLAGE OF HARRISON
 Calumet and Outagamie Counties, Wisconsin

ADOPTING SEWER CONNECTION FEES

WHEREAS, the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, is a municipal corporation charged with the duty to provide necessary service to the residents of the Village; and

WHEREAS, Village ordinance 30-9 (d) 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 interests of the residents and customers of the Harrison Utilities to charge a sewer connection fee for new connections to recover the actual costs associated with providing that service for new connections to the Harrison Utilities;

NOW, THEREFORE, BE IT RESOLVED by the Village of Harrison Village Board that the sewer connection fees for the Village’s sewer service areas are identified below, and shall become effective on June 14, 2023:

| | Single Family and Duplex | Multi-Family | | Commercial, Industrial, Institutional |
|--------------------------------------------------|--------------------------|---------------------------|-------------------------------------|---------------------------------------|
| | Per Connection | First Unit Per connection | Each Additional Unit Per Connection | Per Acre |
| Lakeshore Area | \$200.00 | \$200.00 | \$160.00 | \$360.00 |
| Lift Station 4 Service Area: Village of Harrison | \$520.00 | \$520.00 | \$420.00 | \$940.00 |
| Lift Station 4 Service Area: City of Menasha | \$270.00 | \$270.00 | \$220.00 | \$490.00 |
| Lift Station 6 Service Area | \$2,060.00 | \$2,060.00 | \$1,650.00 | \$3,710.00 |

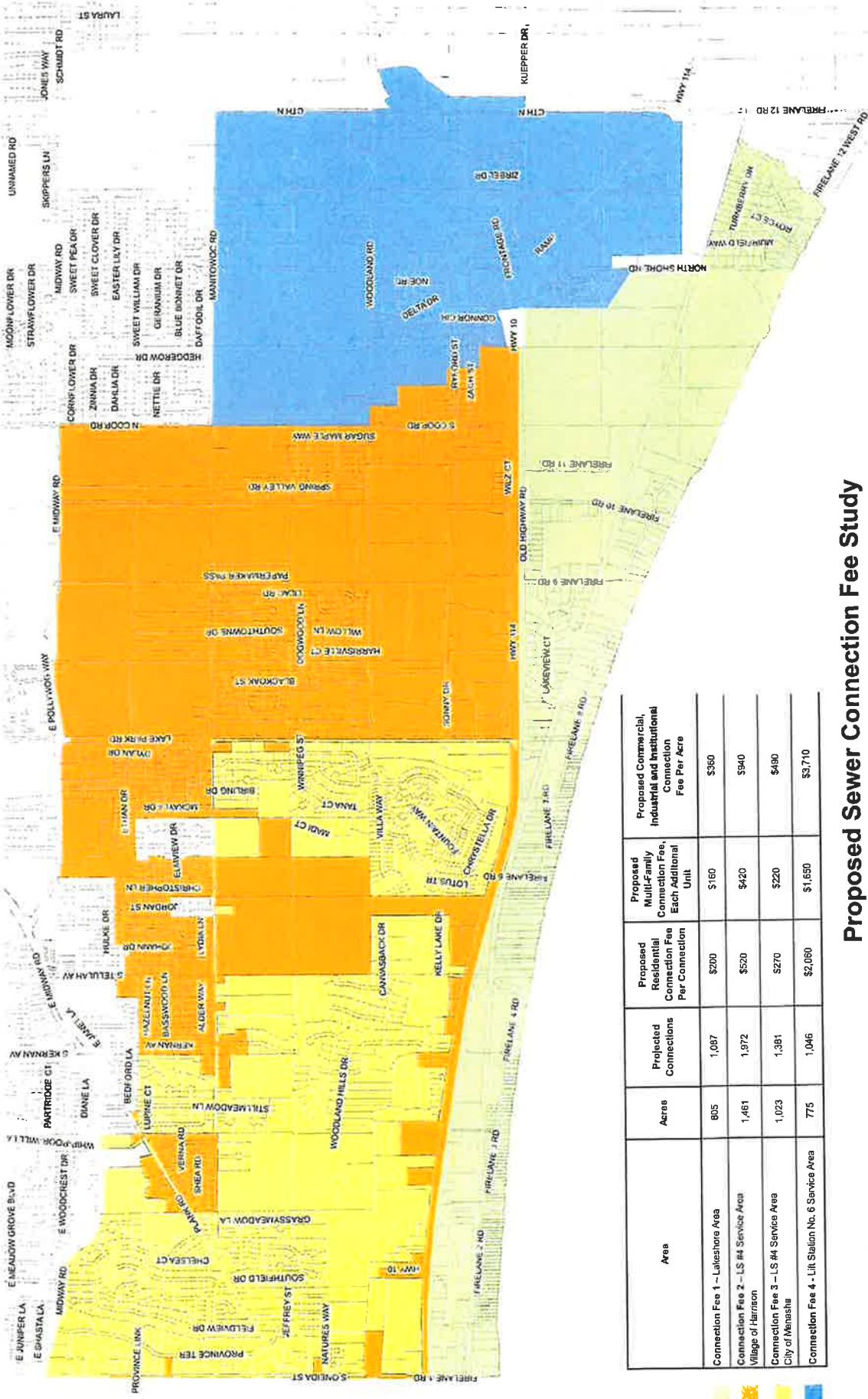
BE IT FURTHER RESOLVED that the sewer service areas described herein shall be defined as identified in the sewer service map attached hereto as **Exhibit A**.

Adopted by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this 13th day of June, 2023.

VILLAGE OF HARRISON

By: _____
 Allison Blackmer, Village President

Attest: _____
 Vicki Tessen, Village Clerk



| 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 – Lil. Station No. 6 Service Area | 775 | 1,046 | \$2,060 | \$1,650 | \$3,710 |

Proposed Sewer Connection Fee Study

June 2023

Village of Harrison, Wisconsin
Calumet County, Wisconsin

Martenson & Eisele, Inc.
 1277 Liberty Road
 Planning
 Menasha, WI 54952
 Environmental
 www.martenson-eisele.com
 Surveying
 920 731 0281, 1 800 236 0381
 Architecture
 arcgis_calumet_county.mxd_06/07/2023

DRAFT - JUNE 9, 2023

**Sewer Connection
Fee Study**

**Village of Harrison
Calumet County, WI**

June 2023



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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.

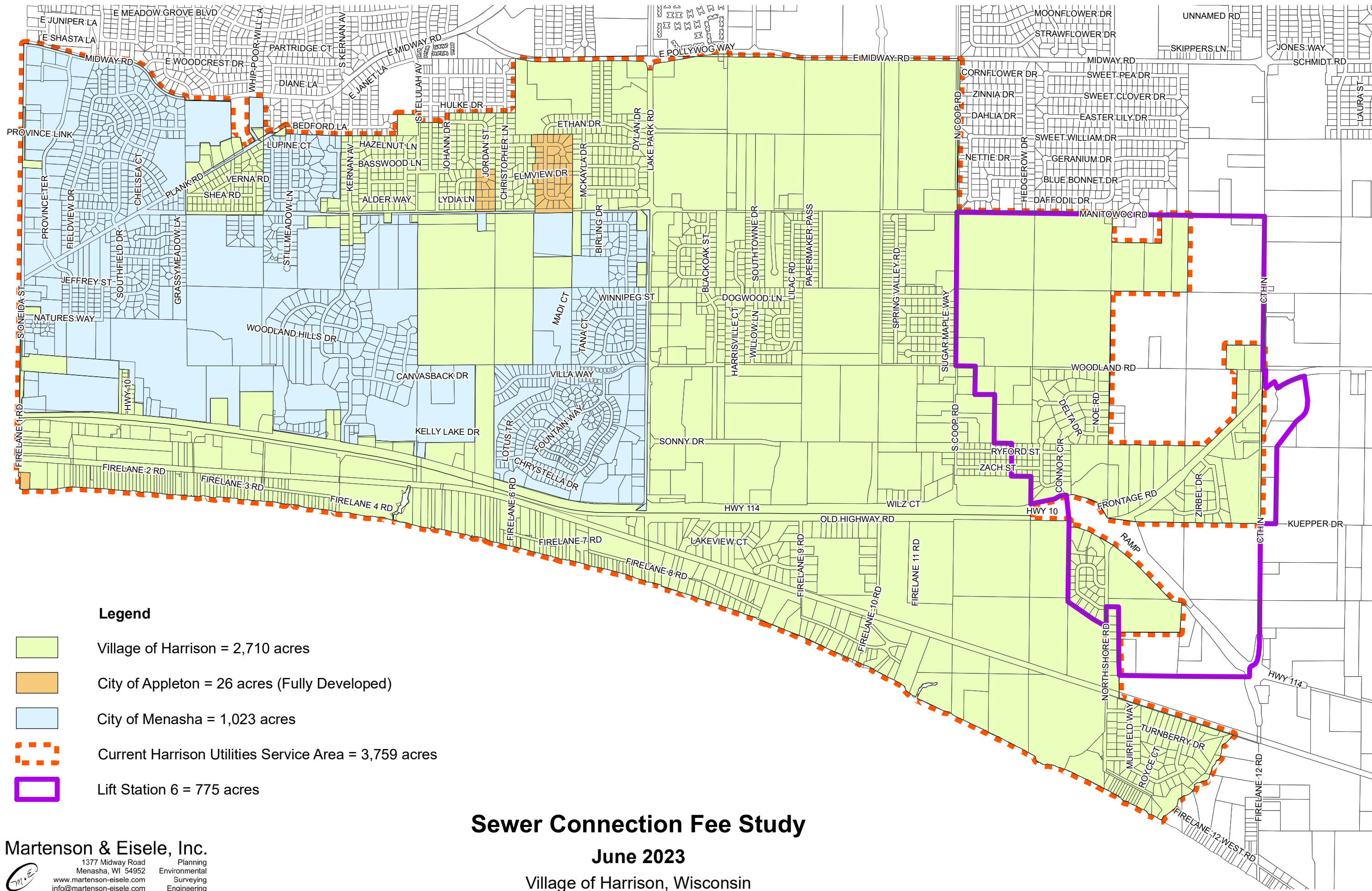
VILLAGE OF HARRISON

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

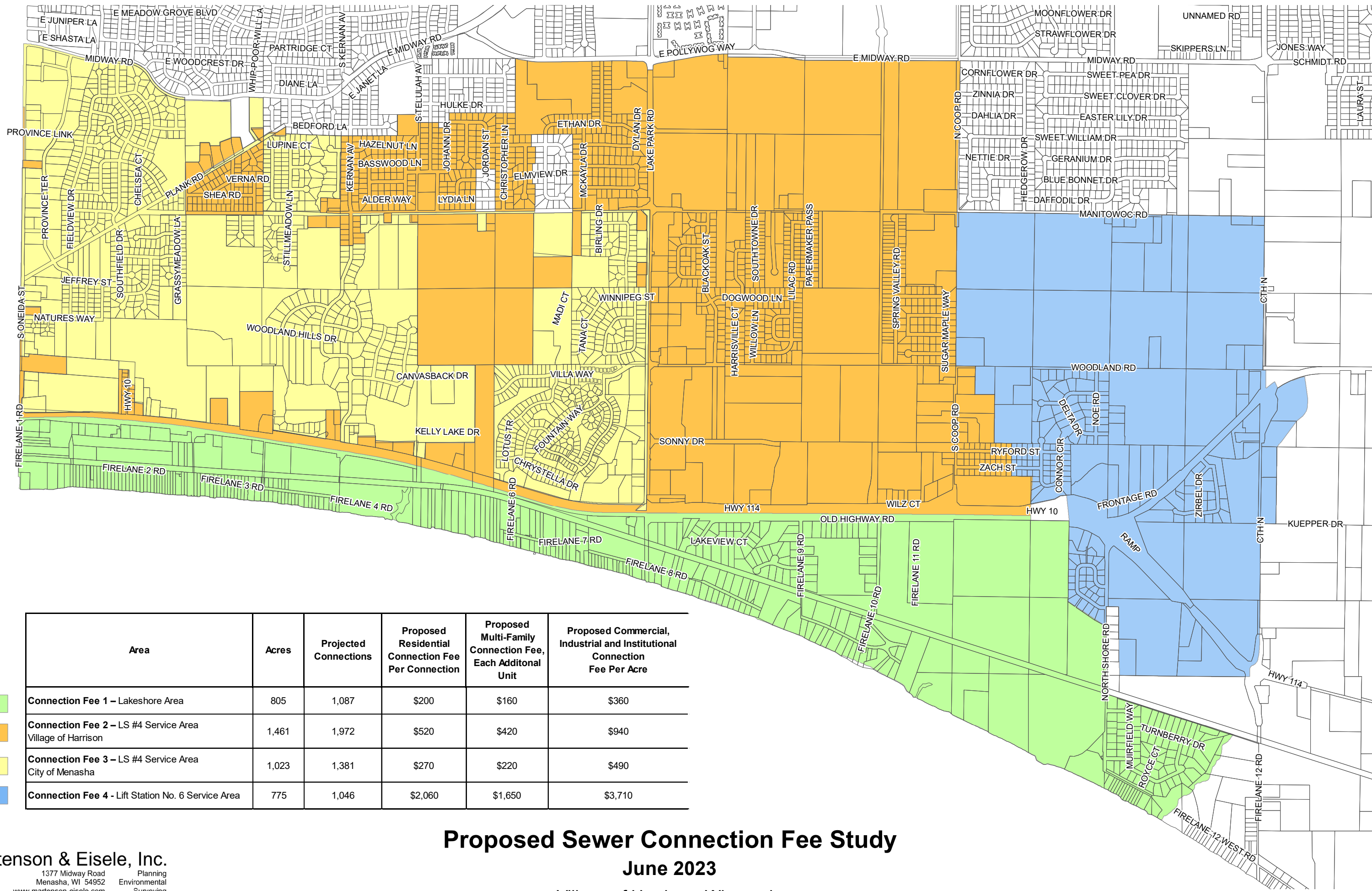
June 2023

Village of Harrison, Wisconsin
Calumet County, Wisconsin

Martenson & Eisele, Inc.

1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381
arcgis_calumet_county.mxd_06/07/2023

Planning
Environmental
Surveying
Engineering
Architecture



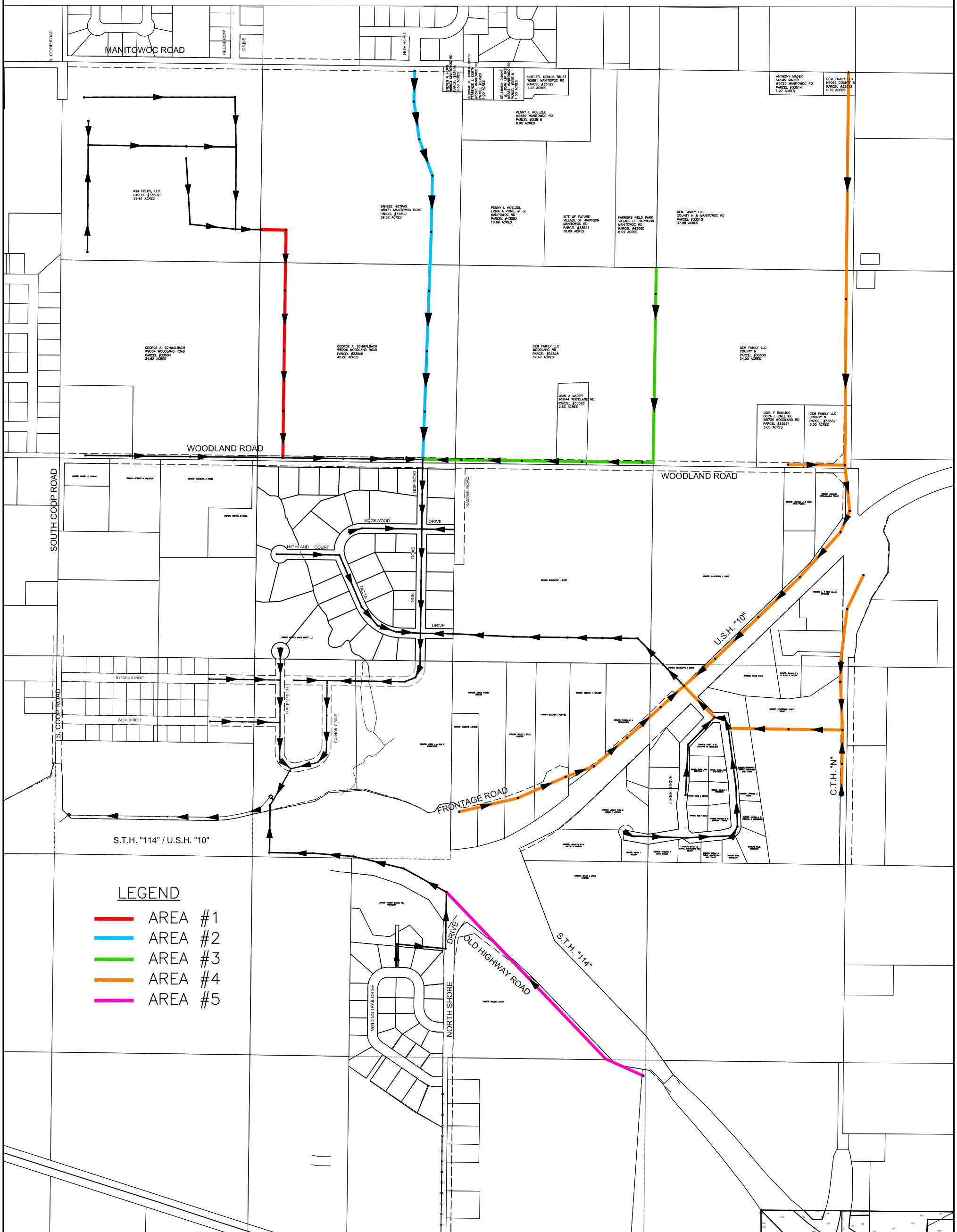
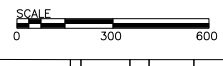
| Area | Acres | Projected Connections | Proposed Residential Connection Fee Per Connection | Proposed Multi-Family Connection Fee, Each Additional Unit | Proposed Commercial, Industrial and Institutional Connection Fee Per Acre |
|-----------------------------------------------------------|-------|-----------------------|----------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|
| 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 |

Proposed Sewer Connection Fee Study
June 2023
 Village of Harrison, Wisconsin
 Calumet County, Wisconsin

EXHIBIT C

Future Interceptor Sewers To Accommodate Development

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 | |
| | | | |
| | | | |
| | | | |

Martenson & Eisele, Inc.

1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

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:

Matt Heiser

Meeting Date:

June 13, 2023

Title:

Discussion only of extension of Prosperity Drive and development of Baeten property

Issue:

Mel Baeten has requested to present to the Board and discuss his research regarding extending Prosperity Drive.

Background and Additional Information:

The Plan Commission reviewed a potential concept plan at its April 18, 2023 meeting regarding the development of this land and the Sprangers property.

The developers have concerns about the cost of development and were seeking support from the Village. Negotiable terms were reviewed by the Village Board in closed session at its April 25, 2023 meeting.

Property owner Mr. Baeten addressed the Board during public comment of the May 30 meeting and requests additional discussion about the circumstances/costs of development and extension of Prosperity Drive.

Budget Impacts:

None, discussion only.

Recommended Action:

Discussion only. No action.

Attachments:

- [MEMO 4-18-23 Plan Cmsn Concept Plan Sprangers-Baeten Land & Prosperity Drive.pdf](#)

PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Assistant Village Manager

Meeting Date:

April 18, 2023

Title:

Concept Plan for Sprangers & Baeten and Prosperity Drive

Issue:

Property owners are seeking input from the Plan Commission on development of property along the extension of Prosperity Drive and existing Highline Road.

Background and Additional Information:

Property owners are asking for input from the Plan Commission on a proposed subdivision development on land along Highline Road, parcel 39012. The property is approximately 20-acres and is currently zoned General Agricultural [AG]. The Comprehensive Plan identifies this area as Single-Family Residential (transitional). The “transitional” designation is intended to limit development until public utility services (e.g. sanitary sewer & water) become available. Sanitary and water will be available from the west side of the property. The west side of the property abuts the State Park Court Regional Stormwater Pond, the south side abuts vacant/undeveloped property, and the north side abuts the rear of a commercial development.

The west side of the property is also reserved for the future extension of Prosperity Drive. Public sanitary sewer and water are intended to be extended along the Prosperity Drive right-of-way. Regional stormwater management facilities (e.g. storm sewer pipe) are also intended to be extended along Prosperity Drive. Prosperity Drive is officially mapped from County KK to Manitowoc Road (and ultimately to Hwy 10 and to Hwy 114).

The owner is seeking input that if a sale to developer occurs how the property could be developed? The proposal is for a residential subdivision with two roadways connecting the extension of Prosperity Drive to Highline Road. Lots 1-36 are proposed to be Two-Family (duplex) lots and Lots 37-46 are proposed to be Single-Family. The two-family lots are intended to be a buffer between the commercial development to the north and single-family development that will occur to the south. Sanitary and water would be extended from Prosperity Drive and follow the roadways. Storm sewer would also follow the road right-of-way and most likely utilize the regional stormwater pond.

The owners have some concerns about the costs of the land and roadway construction for Prosperity Drive as well as costs associated with storm sewer pipes for the regional stormwater pond. These concerns will be discussed with the Village Board.

Recommended Action:

Discussion item only. The property owners are looking for comments related to future land uses and roadway layout.

Attachments:

- Aerial Map
- Concept Plan for residential subdivision

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser

Meeting Date:

June 13, 2023

Title:

Assistant Village Manager Position Description

Issue:

Should the Village change the job description for this position now that it is open?

Background and Additional Information:

This original description was developed in late 2021 and early 2022. It was composed with input from HR consultant Carlson Dettman and upon review by other Village staff.

The out-going Assistant Manager did not have any changes to recommend. It is a very active role at the moment with all the work resulting from development (TID formation, comp plan revision, commercial land sale, etc) but the out-going Assistant Manager thought the position was appropriately designed. Staff updated the requirements to prefer a Master's degree in Urban Planning.

Budget Impacts:

None.

Recommended Action:

Staff recommends approving the proposed job description.

Attachments:

- [JD Assistant Manager Harrison June 2023.pdf](#)

VILLAGE OF HARRISON JOB DESCRIPTION

| | |
|----------------------|-------------------------------------|
| Position: | Assistant Manager |
| Department: | Administration |
| Reports to: | Village Manager |
| FLSA Status: | Exempt, 40 hours per week |
| Pay Grade: | Pay Grade O |
| Benefits: | All benefits for full-time position |
| Last Updated: | June, 2023 |

Position Summary

The purpose of this position is to share the administrative duties of the Village. It is an executive position and is responsible for the leadership, organization, and operation of the Department of Public Works, Harrison Utilities and Community Development. This position works closely with the Village Manager and applicable village departments in the development of village policy and Administration in Harrison.

Major Position Duties:

1. Plans, organizes and directs Public Works department and Harrison Utilities activities through effective management of staff and fiscal resources.
2. Completes necessary reporting for the Department of Public Works including stormwater management, illicit discharge and recycling.
3. Supports financial aspects of Public Works including assisting with the preparation/monitoring of the annual budget and assisting the maintenance of capital equipment lists/capital improvement plan.
4. Perform administrative tasks for the Public Works department including communication with residents on public works projects, guiding the work of consultants and department staff and representing department at local, regional and statewide meetings.
5. Direct community development program, policies, and activities with input from Village Board, Village Manager, and Planning Department.
6. Provide or coordinate development communication including delivering information to the public regarding Village plans/development proposals, engaging in communication with developers/business people, and assisting with the preparation and presentation of staff reports for the Village Board and other governmental bodies.
7. Provide input and analysis on community development, zoning, and land division proposals related to zoning map and text amendments, conditional use permits, site plan reviews, subdivision reviews, and other village planning documents.

8. Effectively represent the Village at hearings, meetings, or consultations with government officials, landowners, consultants, developers, and other interested parties.
9. Works with Community Development Department on implementation of park and trail plans.
10. Completes necessary reporting of Harrison Utilities such as the annual PSC report Neenah Menasha Sewerage District (NMSD). Perform limited administrative tasks for utilities department, such as communication with residents on utility projects, guide work of consultants and department staff, and represent department at local, regional, and statewide meetings.
11. Supports financial aspects of Harrison Utilities including assisting with the budget and annual audit along with maintenance of connection fees and capital equipment list/capital improvement plan.
12. Evaluates job performance for Public Works, Harrison Utilities and Community Development Department as necessary.
13. Performs management-level research/analysis and provides recommendations to the Village Manager and Village Board on policies or programs regarding Public Works and Harrison Utilities including issues related to road projects, connection fees, codes and ordinances, and new initiatives.
14. Writes grant applications and assist other departments with grant applications.
15. Directs and manages various special or unique projects for the Village.
16. Assists the Village Manager as needed.

Qualifications:

- A Bachelor's Degree in land planning, civil engineering, public administration, geography, landscape architecture, or an equivalent field is required. A Master's in Urban Planning is preferred.
- Must possess a valid Wisconsin Driver's License by hire date.

Knowledge, Skill, and Abilities:

- Knowledge of principles and practices of public administration, including budgeting, purchasing, code enforcement and the maintenance of public records.
- Knowledge of organization and functions of an elected Village Board and appointed boards, commissions, and committees.

- Working knowledge of general municipal government and the laws, statutes, and regulations surrounding local government.
- Ability to read and interpret laws, policies, plans, and other documents.
- Ability to perform research and select, compile, analyze, and share data.
- Technical knowledge and understanding of design and construction and ability to deal effectively with professional and technical people with an emphasis on storm water facilities, road construction, water utilities and sanitary sewer utilities.
- Knowledge of economics and governmental finance as applied to water and sanitary sewer utilities.
- Knowledge of the Public Service Commission and their regulation of water utilities.
- Ability to present programs and ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, officials, and the public.
- Strong supervisory and management skills.
- Familiarity with contemporary office software including: MS Office; Workhorse Accounting Software; Advanced Adobe Creative Suite or related.
- High degree of collaboration, coordination, and consultation with many individuals and resource entities to successfully complete a project.
- Develops a positive working relationship with village departments, community groups and business people interested Harrison.

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.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser

Meeting Date:

June 13, 2023

Title:

Employee Position Wage Range - Assistant Village Manager

Issue:

Should the Village change the pay range for this position now that it is open?

Background and Additional Information:

This original position was developed in late 2021 and early 2022. It was developed with wage information of similar positions in the state of Wisconsin and with input from Carlson Dettmann. At that time the wages fit proportionately with comparable positions based on population. The attached wage matrix shows the other positions in the state that submit their position information to the state-wide association of Administrators. It is sorted by pay. The pay shown for the Harrison position was the initial pay in 2022, step 4 of pay grade O. That step was chosen because it was within \$4,000 of four comparable communities, was within \$3,000 of the state average and recognized the sixteen years of local government experience. The data is from 2021 which is why Harrison's population was listed as 12,000.

During the budget process for 2023 the entire wage schedule was increased 2%. Please see that attached wage schedule.

Budget Impacts:

None.

Recommended Action:

Staff recommends approving the proposed pay range.

Attachments:

- [Wage Matrix of Assistant Managers Dec 2021.pdf](#)
- [Wage Structure Updated For 2023 \(Incr 2%\) Excel Copy.pdf](#)

2023 GRADE ORDER LIST: STEP PLAN (2021/2022 Plan Increased 2%)

| Grade | Job Title | Dept | 87.50% | 90% | 92.50% | 95% | 97.50% | Control Point | 101.25% | 102.50% | 103.75% | 105% | 106.25% | 107.50% | 108.75% | 110% | 111.25% | 112.50% |
|-------|------------------------------------------------------------------------------------------|-----------------------------------|---------|---------|---------|---------|---------|---------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | Minimum | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 | Step 13 | Step 14 | Step 15 | Step 16 |
| Q | Village Manager | Adminstn | \$47.45 | \$48.81 | \$50.16 | \$51.52 | \$52.88 | \$54.23 | \$54.91 | \$55.59 | \$56.26 | \$56.95 | \$57.62 | \$58.30 | \$58.98 | \$59.66 | \$60.33 | \$61.02 |
| P | VACANT | | \$43.97 | \$45.23 | \$46.48 | \$47.75 | \$49.00 | \$50.26 | \$50.89 | \$51.51 | \$52.14 | \$52.76 | \$53.40 | \$54.03 | \$54.65 | \$55.28 | \$55.91 | \$56.54 |
| O | Assistant Village Manager | Adm/DPW/HU | \$41.67 | \$42.85 | \$44.04 | \$45.24 | \$46.42 | \$47.61 | \$48.21 | \$48.81 | \$49.40 | \$49.99 | \$50.59 | \$51.18 | \$51.78 | \$52.38 | \$52.97 | \$53.57 |
| N | Fire Chief | Fire | \$39.34 | \$40.46 | \$41.59 | \$42.72 | \$43.84 | \$44.96 | \$45.52 | \$46.08 | \$46.64 | \$47.21 | \$47.78 | \$48.34 | \$48.90 | \$49.46 | \$50.02 | \$50.58 |
| M | VACANT | | \$37.03 | \$38.08 | \$39.14 | \$40.20 | \$41.25 | \$42.31 | \$42.84 | \$43.37 | \$43.90 | \$44.42 | \$44.95 | \$45.48 | \$46.01 | \$46.54 | \$47.07 | \$47.60 |
| L | Village Planner (VACANT) | Planning | \$34.70 | \$35.69 | \$36.68 | \$37.68 | \$38.67 | \$39.66 | \$40.16 | \$40.65 | \$41.15 | \$41.64 | \$42.14 | \$42.64 | \$43.13 | \$43.63 | \$44.12 | \$44.61 |
| K | Operations Manager | DPW | \$32.39 | \$33.31 | \$34.24 | \$35.17 | \$36.09 | \$37.02 | \$37.47 | \$37.94 | \$38.40 | \$38.86 | \$39.33 | \$39.79 | \$40.26 | \$40.72 | \$41.18 | \$41.65 |
| J | Village Clerk/Treasurer Utilities Operator Foreman | Adminstn Utilities | \$30.07 | \$30.93 | \$31.78 | \$32.65 | \$33.51 | \$34.36 | \$34.79 | \$35.22 | \$35.65 | \$36.08 | \$36.52 | \$36.94 | \$37.37 | \$37.80 | \$38.23 | \$38.66 |
| I | Public Works Lead Foreman Assistant Planner | DPW Planning | \$27.74 | \$28.54 | \$29.34 | \$30.13 | \$30.92 | \$31.71 | \$32.11 | \$32.51 | \$32.91 | \$33.29 | \$33.69 | \$34.09 | \$34.49 | \$34.88 | \$35.28 | \$35.68 |
| H | Engineering Tech/Code Enforcement Utilities Operator Parks Foreman (Proposed 2023) | DPW Utilities DPW | \$25.43 | \$26.15 | \$26.88 | \$27.61 | \$28.34 | \$29.06 | \$29.43 | \$29.78 | \$30.15 | \$30.51 | \$30.88 | \$31.24 | \$31.60 | \$31.97 | \$32.33 | \$32.69 |
| G | Public Works Laborer | DPW | \$23.11 | \$23.78 | \$24.44 | \$25.10 | \$25.76 | \$26.42 | \$26.74 | \$27.08 | \$27.41 | \$27.74 | \$28.07 | \$28.40 | \$28.73 | \$29.06 | \$29.39 | \$29.72 |
| F | Accounting Clerk Deputy Clerk/Deputy Treasurer Utility Billing Clerk II | Adminstn Adminstn Utilities | \$20.80 | \$21.39 | \$21.98 | \$22.58 | \$23.17 | \$23.77 | \$24.06 | \$24.36 | \$24.65 | \$24.96 | \$25.26 | \$25.55 | \$25.85 | \$26.14 | \$26.44 | \$26.73 |
| E | Utilities Billing Clerk I Financial Assistant | Utilities Admin | \$19.05 | \$19.60 | \$20.15 | \$20.69 | \$21.24 | \$21.78 | \$22.05 | \$22.32 | \$22.59 | \$22.87 | \$23.13 | \$23.41 | \$23.68 | \$23.96 | \$24.23 | \$24.50 |
| D | VACANT | | \$17.89 | \$18.41 | \$18.92 | \$19.43 | \$19.94 | \$20.45 | \$20.71 | \$20.96 | \$21.22 | \$21.47 | \$21.73 | \$21.98 | \$22.24 | \$22.50 | \$22.76 | \$23.01 |
| C | Administrative Assistant | Adminstn | \$16.74 | \$17.22 | \$17.69 | \$18.17 | \$18.65 | \$19.13 | \$19.36 | \$19.60 | \$19.84 | \$20.08 | \$20.32 | \$20.56 | \$20.80 | \$21.04 | \$21.28 | \$21.51 |
| B | VACANT | | \$15.58 | \$16.02 | \$16.46 | \$16.91 | \$17.35 | \$17.80 | \$18.02 | \$18.25 | \$18.46 | \$18.69 | \$18.91 | \$19.14 | \$19.36 | \$19.58 | \$19.80 | \$20.02 |
| A | VACANT | | \$14.42 | \$14.83 | \$15.25 | \$15.66 | \$16.08 | \$16.48 | \$16.69 | \$16.89 | \$17.11 | \$17.31 | \$17.51 | \$17.72 | \$17.92 | \$18.14 | \$18.34 | \$18.54 |

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser

Meeting Date:

June 13, 2023

Title:

Visioning Session - Second Session

Issue:

How should the Village plan for its future?

Background and Additional Information:

At the May 9, 2023 Village Board meeting staff reviewed some basic elements of strategic planning. Part of the presentation reviewed the need to combine the cost of known future obligations with existing capital improvement plans and any potential service improvements desired by the Board.

In its past discussions the Board and staff have reviewed some different types of studies to assist with planning.

- A Community Risk Assessment is a study that would be conducted by a consultant and the Fire Chief. Led by the consultant, the Chief would answer questions about every structure in the Village that undergoes a fire inspection. A software application would tally the results of the survey into an assessment of fire risk throughout the Village. An example was provided in the packet of the May 9 meeting.
- A facility study would examine the age, use and potential of each Village building. The city of Chilton recently underwent a facility study using McMahon and Associates as the consultant.

The Village Manager will lead a discussion at the June 13, 2023 meeting to continue this process.

One topic of strategic planning is economic development. One available tool for that is a Business Subsidy Policy. The Village would define, in advance, to what degree it would support business development. Developing one of these policies is a service offered by Ehlers and an example is attached.

Budget Impacts:

None; discussion only.

Recommended Action:

Discussion only, no action.

Attachments:

- [Business Subsidy Policy 7-23-20 FINAL.pdf](#)



Lent Township Business Subsidy Policy July 2020

INTRODUCTION:

This Policy is adopted for purposes of the business subsidies act, pursuant to Minnesota Statutes, Sections 116J.993 through 116J.995 (the "Statutes"). Terms used in this Policy are intended to have the same meanings as used in Statutes. Subdivision 3 of the Statutes specifies forms of financial assistance that are not considered a business subsidy. This list contains exceptions for several activities, including redevelopment, pollution clean-up, and housing, among others. By providing a business subsidy, the Town commits to holding a public hearing, as applicable, and reporting annually to the Department of Employment and Economic Development ("DEED") on job and wage goal progress.

1. PURPOSE AND AUTHORITY

- A. The purpose of this document is to establish criteria for the Township of Lent ("Town") for the granting of business subsidies and public financing for private development within the Town. These criteria shall be used as a guide in processing and reviewing applications requesting business subsidies and/or Town public financing.
- B. The Town's ability to grant business subsidies is governed by the limitations established in the Statutes. The Town may choose to apply its Business Subsidy Criteria to other development activities not covered under this statute. Town public financing may or may not be considered a business subsidy as defined by the Statutes.
- C. Unless specifically excluded by the Statutes, business subsidies include grants by state or local government agencies, contributions of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient of the subsidy, any reduction or deferral of any tax or any fee, tax increment financing (TIF), abatement of property taxes, loans made from Town funds, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business.
- D. These criteria are to be used in conjunction with other relevant policies of the Town. Compliance with the Business Subsidy Criteria and Town Public Financing Guidelines shall not automatically mean compliance with such separate policies.

- E. The Town, at its sole discretion, may deviate from the job and wage goals criteria outlined in Sec. 5, Subd. D, E, and F below by documenting in writing the reason(s) for the deviation. The documentation shall be submitted to DEED with the next annual report.
- F. The Town may amend this document at any time. Amendments to these criteria are subject to public hearing requirements contained in the Statutes.

2. TOWN'S OBJECTIVE FOR THE USE OF PUBLIC FINANCING

- A. As a matter of adopted policy, the Town may consider using public financing which may include tax increment financing (TIF), tax abatement, bonds, and other forms of public financing as appropriate, to assist private development projects. Such assistance must comply with all applicable statutory requirements and accomplish one or more of the following objectives:
 - 1. Remove blight, clean up polluted areas and/or encourage development in designated development area(s) per the goals and visions established by the Town Board and Planning Commission.
 - 2. Facilitate the development process and promote development on sites that could not be developed without this assistance (determined as part of a But-For analysis).
 - 3. Create local jobs and/or increase the number of diverse quality jobs (i.e. higher paying jobs).
 - 4. Expand broadband access to an unserved and/or underserved area of the Town.

3. PUBLIC FINANCING PRINCIPLES

- A. The guidelines and principles set forth in this document pertain to all applications for Town public financing regardless of whether they are considered a Business Subsidy as defined by the Statutes. The following general assumptions of development/redevelopment shall serve as a guide for Town public financing:
 - 1. All viable requests for Town public financing assistance shall be reviewed by staff, and, if staff so designates, a third-party financial advisor who will inform the Town of its findings and recommendations. This process, known as the "But For" analysis is intended to establish the project would not be feasible but for the Town assistance.

2. The Town shall establish mechanisms within the development agreement to ensure that adequate checks and balances are incorporated in the distribution of financial assistance where feasible and appropriate, including but not limited to:
 - a. Third party “but for” analysis
 - b. Establishment of “look back provisions”
 - c. Establishment of minimum assessment agreements
3. TIF and abatement will be provided on a pay-as-you-go-basis. Any request for upfront assistance will be evaluated on its own merits and may require security to cover any risks assumed by the Town.
4. Public financing will not be used to support speculative commercial or office. In general, the developer should be able to provide market data, tenant letters of commitment or finance statements which support the market potential/demand for the proposed project.
5. Public financing will not be used in projects that would give a significant competitive financial advantage over similar projects in the area due to the use of public subsidies. Developers should provide information to support that assistance will not create such a competitive advantage. Priority consideration will be given to projects that fill an unmet market need.
6. Public financing will not be used in a project that involves a land and/or property acquisition where the price is in excess of the fair market value.
7. The developer shall pay all applicable application fees and pay for the Town’s fiscal and legal advisor time as stated in the Town’s Public Assistance Application.
8. The Town will not consider waiving any application or development fees.
9. The developer shall proactively attempt to minimize the amount of public assistance needed through the pursuit of grants, innovative solutions in structuring the deal, and other funding mechanisms.

4. PROJECTS WHICH MAY QUALIFY FOR PUBLIC FINANCING ASSISTANCE

- A. All new applications for public financial assistance that are considered by the Town must meet each of the following minimum qualifications. However, it should **not** be presumed that a project meeting these qualifications will automatically be approved for assistance. Meeting the qualifications does not imply or create contractual rights on the part of any potential developer to have its project approved for assistance.

4.1 MINIMUM QUALIFICATIONS/REQUIREMENTS:

- A. In addition to meeting the applicable requirements of State law, the project shall meet one or more of the public financing objectives outlined in Sec. 2.
- B. The developer must demonstrate to the satisfaction of the Town that the project is not financially feasible “but for” the use of tax increment, tax abatement or other public financing.
- C. The project is, or will be through the Town approval processes, consistent with the Town’s Comprehensive Plan and Zoning Ordinances, Design Guidelines or any other applicable land use documents.
- D. Prior to approval of a financing plan, the developer shall provide any requested market and financial feasibility studies, appraisals, soil boring, private lender commitment, and/or other information the Town or its financial consultants may require in order to proceed with an independent evaluation of the proposal.
- E. The developer must provide adequate financial guarantees to ensure the repayment of any public financing and completion of the project. These may include, but are not limited to, assessment agreements, letters of credit, personal deficiency guarantees, guaranteed maximum cost contract, etc.
- F. Any developer requesting public financial assistance must be able to demonstrate a previous capability for successful development, as well as specific capability regarding the type and size of the development proposed. Public financing shall not be used when the developer’s credentials, in the sole judgment of the Town, are inadequate due to previous history relating to completion of projects, general reputation, and/or bankruptcy, or other problems or issues considered relevant to the Town.
- G. The developer, or its contractual assigns, shall retain ownership of any portion of the project long enough to complete it, stabilize its occupancy, establish project management and/or needed mechanisms to ensure successful operation.

4.2 DESIRED QUALIFICATIONS:

- A. Proposals that encourage the following will receive priority consideration:
 - 1. Implements the Town's vision and values for a Town-identified development and/or redevelopment area
 - 2. Provides significant improvement to surrounding land uses, neighborhoods, and/or the Town
 - 3. Attracts an employer within the Town providing over 25 jobs
 - 4. Provides increased quality and higher paying jobs
 - 5. Provides opportunity for the attraction of sit-down restaurants, multi-tenant buildings, research and development facilities, warehouse/distribution centers, high tech or major manufacturers, medical office/facilities, small specialty retail, and other commercial uses that fill an unmet market need
 - 6. Promotes multi-family, two-family, or single-family housing investment that meets the following City goals:
 - a. Provides clean, safe, and affordable workforce housing units
 - b. Senior continuum of care housing with services
 - 7. Offers employment opportunities for residents with safe working conditions and access to a comprehensive benefit package
 - 8. Redevelops a blighted, contaminated and/or challenged area
 - 9. Preserves and/or stabilizes a major commercial or industrial node
 - 10. Involves significant rehabilitation or expansion of an existing property
 - 11. Adds needed public infrastructure such as roads or broadband expansion

5. BUSINESS SUBSIDY PUBLIC PURPOSE, JOBS AND WAGE REQUIREMENT

- A. All business subsidies must meet a public purpose with measurable benefit to the Town as a whole.
- B. Job retention may only be used as a public purpose in cases where job loss is specific and demonstrable. The Town shall document the information used to determine the nature of the job loss.
- C. The creation of tax base shall not be the sole public purpose of a subsidy.

- D. Unless the creation of jobs is removed from a particular project pursuant to the requirements of the Statutes, the creation of jobs is a public purpose for granting a subsidy. Creation of at least 5 Full Time, or Full Time Equivalent (FTE) jobs is a minimum requirement for consideration of assistance. For purposes of this Policy, FTE jobs must be permanent positions with set hours, and be eligible for benefits.
- E. Part-Time Equivalent jobs may receive a partial credit and be counted toward the job goals.
- F. The wage floor for wages to be paid for the jobs created shall be not less than 150% of the State of MN Minimum Wage. The Town will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy. Wage goals may also be set to enhance existing jobs through increased wages, which increase must result in wages higher than the minimum under this Section.
- G. After a public hearing, if the creation or retention of jobs is determined not to be a goal, the wage and job goals may be set at zero.

6. SUBSIDY AGREEMENT

- A. In granting a business subsidy, the Town shall enter into a subsidy agreement with the recipient that provides the following information: wage and job goals (if applicable), and recourse for failure to meet goals required by the Statutes.
- B. The subsidy agreement may be incorporated into a broader development agreement for a project.
- C. The subsidy agreement will commit the recipient to providing the reporting information required by the Statutes.

7. PUBLIC FINANCING PROJECT EVALUATION PROCESS

- A. The following methods of analysis for all public financing proposals will be used:
 1. Project is deemed consistent with Town's Goals and Objectives
 2. Consideration of project meeting minimum qualifications
 3. Consideration of project meeting desired qualifications
 4. Project meets "but-for" analysis and/or statutory qualifications

Please note that the evaluation methodology is intended to provide a balanced review. Each area will be evaluated individually and collectively and in no case should one area outweigh another in terms of importance to determining the level of assistance.